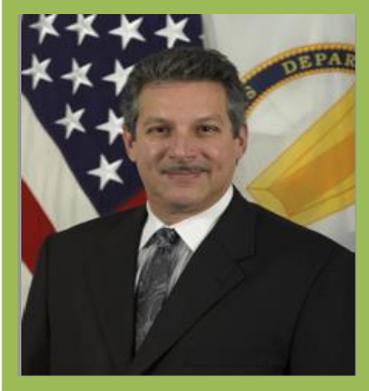


# Civilian Human Resource Management Career Program 10 Bulletin

2<sup>nd</sup> Quarter, March 2015



Jay D. Aronowitz,  
Assistant G1, Civilian Personnel

## From the Career Program (CP) 10 Functional Chief Representative

As your Functional Chief Representative, I am responsible for the professional development of our 4,300 careerists, and I want you to know I am ABSOLUTELY committed to doing this. So far in FY15, we have hosted 38 courses attended by over 550 careerists. We are funding 7 CP-10 careerists to continue their pursuit of college degrees through the Academic Degree Training program, and we are on tap to sponsor 17 Developmental Assignments, which will provide career broadening opportunities. In addition, we will fund the Professional/Senior Professional HR (PHR/SPHR) Certification training for 50 careerists this fiscal year. This certification is very important as I view this as a professional credentialing of our HR craft. We will also enroll 3 CP-10 careerists in the Partnership for Public Service – Excellence in Government Fellows Program. I am thrilled to say we have executed nearly all of our FY15 Professional Development funding (\$595K) by mid-year, and we are banging on the door to receive more funding during mid-year review.

### Inside This Issue:

- From the CP 10 Functional Chief Representative
- Go Army Ed Accounts
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And I am REALLY EXCITED about projects we are working as a follow-on to our recently completed Army-wide Civilian HR Board of Directors Meeting, which is covered in this bulleting. In particular, USAHIRE, an OPM tool we will pilot in CP-10 and has significant Army-wide impact in improving the quality of referred candidates, and the possibility of establishing a Civilian HR Schoolhouse. More to follow on these in our next bulletin. Stand by!

Regards,

**JAY D ARONOWITZ**

### .CP10 Members Still Lack GoArmyEd Accounts

A **GoArmyEd** STUDENT account is required for all **HQDA CP10 funded** courses. Unlike courses requested in CHRTAS and funded with Command dollars, CP10 funded courses utilize GoArmyEd. The CP10 Proponency Office will generate a group SF182 through GoArmyEd for all attendees to a HQDA CP10 funded course with more than one attendee. However, CP10 cannot add members lacking a GoArmyEd account to the SF182. This delays submission of the training request to the ADCS G3/5/7 (DAMO-TRV) for funding. It could also result in students selected to attend class in CHRTAS being dropped from the class due to not having a GoArmyEd account. Don't jeopardize attendance at valuable CP10 training simply because you haven't created your GoArmyEd account. It's easy to establish a GoArmyEd account, go to: <https://www.goarmyed.com/>. Students must ensure their contact information is current within GoArmyEd to minimize any delays in generating group SF182's for CP10 funded classes. Note: At this time Local National (LN) employees cannot create a GoArmyEd account. LN access to GoArmyEd is still under development. LN's can attend CP10 funded training utilizing a manual SF182.

### CP10 Supervisors Also Need a Student GoArmyEd Account

Supervisors- Don't get caught off guard! You may already have a GoArmyEd SUPERVISOR account to approve training requests in GoArmyEd submitted by your subordinates, but you still need to establish a SEPARATE GoArmyEd STUDENT account if you wish to attend CP10 funded training yourself. Don't forget to create your own STUDENT account. Go to: <https://www.goarmyed.com/>.



# Army Human Resource Professionals

2<sup>nd</sup> Quarter, March 2015

## **Please Follow DTS Instructions for CP10 Funded Training**

If you have travelled to CP10 funded training during the past six months you are aware there is a different process with very detailed instructions for completing your travel orders in DTS. There is a reason for requesting that you read and follow the directions; we want to minimize or eliminate delays in getting the Line of Accounting (LOA) added to your orders. The G3/5/7 adds the LOA to your orders - not the CP10 Program Office. DTS may not be the most intuitive system to use, especially for individuals who travel infrequently which is why we've created the detailed instructions. It is clear from many of the mistakes on DTS orders for CP10 funded classes that some members simply are not bothering to read the instructions. Failure to complete "shell" orders correctly in DTS creates additional work, delays funding travel orders, and could prevent attendance at required training. Some common errors made in DTS orders that cause are delays:

- The wrong TDY location for training. Training is required to be located on post with few exceptions. If the training is at Redstone Arsenal, your orders must indicate Redstone Arsenal, AL- not Huntsville, AL.
- Signing your DTS orders before the G3/5/7 adds the LOA. G3/5/7 does not have the ability to add your LOA to orders that have been signed.
- Failure to complete the POV mileage section in the Expenses/Mileage section when driving your POV to training. You must complete the POV calculation both "To" and "From" the TDY location within DTS if you drive your POV. DTS will calculate both the authorized mileage and associated reimbursement for the trip. Note: If your overall TDY location is Redstone Arsenal, AL you must also have Redstone Arsenal, AL in the "To Location" in the POV section.
- Making plane/lodging reservations through DTS BEFORE the LOA is added by G3/5/7.
- Failure to put an explanation in the "Comments to Authorizing Official" window. If your Command is authorizing and paying for a rental car- you must state this in the "comments" section. Any variation (i.e., delayed departure, early travel, late travel, Etc.) MUST be noted in the "Comments to Authorizing Official" section.

If you are not familiar with DTS, please read our DTS instructions before you begin to create your travel orders. These were created to help you and prevent delays in funding your orders. If you need additional help with DTS, contact your local DTS administrator for assistance and training. The website for DTS training is:

<http://www.defensetravel.dod.mil/site/training.cfm>



## **Developmental Assignments (DA) for FY15**

The CP10 Career Program Office has announced seventeen DAs so far this year. The DAs cover a wide range of developmental opportunities at differing grade levels and locations within the CP10 community. As of 10 March, seven DA selections have been made. Seven DAs were re-announced due to a lack of applicants. Based on available funding, there will be additional DA announcements. If you meet the DA announcement criteria, consider a DA to add to your development portfolio.

## **Academic Degree Training (ADT)**

Careerists interested in applying for CP10 funded ADT must submit their packages through their CP10 functional career program chain (Activity Career Program Manager – ACPM and Command Career Program Manager – CCPM) by the suspense date in order to be considered. Applicants will be evaluated competitively based on their length of civilian service with the Army, experience, education, government-related training, awards, length of undergraduate or graduate degree program, motivation, mission-based need, timeliness of requested training and return on value/investment. For more information, go to:

<http://cpol.army.mil/library/train/catalog/ch03cp10.html>. As a reminder, once selected for ADT, individual SF182s for each academic class must be submitted 45 days BEFORE the class start date

## **3-Year Rule for Career Program Funded Training**

As a reminder, AR 350-1, Army Training and Leader Development, requires Army Civilians "have a combined total of three years of service in a permanent Army Civilian appointment, unless otherwise directed by statute" in order for CP10 to fund training costs (to include travel and per diem). The 3-year rule cannot be waived. The proponent of this regulation is the Deputy Chief of Staff, G-3/5/7. Note that this restriction applies only to CP10 ACTEDS funded training. In many cases, the CP10 Member's Command will fund the cost of training for those with less than 3-years of Army service.



**Promotions:****GS-15****John Carbone, ASA M&RA****GS-14**

**Kari Jackson-Hahn, CHRA**  
**Jacqueline Johnson, CHRA**  
**Seri Kim, Eighth Army**  
**Lisa Ann McKinney, CHRA**  
**Rose Medina, CHRA**  
**Cecilia Winkles, CHRA**

**GS-13**

**Joann Barrerananez, CHRA** **James Mosley, USACE**  
**Valerie Calhoun, SMDC** **Christine Potter, USASOC**  
**Trudy Dils, CHRA** **Helene Robinson, CHRA**  
**Eartha Henry, AMC** **Tiffany Ryan, HQDA**  
**Ingrid Howard, AMC** **Elizabeth Shearer, CHRA**  
**Jill King, AMC** **Angela Trevino, USARPAC**  
**Mary McMillan, MDW** **Angela Wilkerson, TRADOC**  
**Patricia Moore, CHRA**

**Selected for Harvard Senior Executive Fellow Program****Steven Latour, HQ AMC****Developmental Assignments****Nicole Middleton, CHRA assigned to G-1 USARPAC****Retirements**

Congratulations to the following careerists who have recently retired; thank you from a grateful nation for your years of dedication and service.

**David Chandler - 20 years**  
**Jared Garman -40 years**  
**Mathew Johnson – 24 years**  
**Dennis McPeters -37 years**  
**Jesse Lopez Nacis - 41 years**  
**David Parker – 37 years**  
**Mary Sebero – 31 years**  
**Lucille Trimarchi - 35 years**

*MR. Aaron Loy*

Mr. Aaron Loy, GS-0201-13 has served as Staffing Proponent for the Civilian Human Resource Agency (CHRA), North Central Region since 2010. He has been employed in leadership roles in the CHRA community of over ten years, including assignments as Supervisory HR Specialist of a Processing Branch and Senior HR Specialist for a variety of customer bases. He has also experienced working a variety of HR issues at the Major Subordinate Command (MSC) level. Aaron has contributed to major CHRA initiatives, such as "CyberJobs" (FASCLASS); development of policy/guidance for the implementation of USA Staffing; and, development of the functional requirements for the Internal Audit Reporting System (IARS) that has been adopted CHRA-wide.

Aaron is a "native" HR Professional, having begun his career over 18 years ago as a GS-1 student working in the North Central Civilian Personnel Operations OPF File Room. He is a graduate of Western Illinois University (BS in Business Administration) and was selected by the Department of Management as the Outstanding Departmental Senior.

Recently AG1-CP hosted OPM and DCPAS for the CHRA-NC RIA DEU Staff Assistant Visit. DCPAS was highly impressed with Mr. Loy's support, contributions, insights, and expertise during the entire DE assessment. Additionally, his background knowledge and familiarization with every DE that came in question was uncanny! DCPAS did tell us that he is one of the best HR specialists they've worked with regarding his response timelines and ability to provide information almost instantaneously, which made their job extraordinarily easier than is typical.

At this midway point in his career, Mr. Loy fondly reflects on the projects and initiatives he has participated in as an HR professional and looks forward to the challenges ahead that continue to improve and support the mission of the Army Civilian.

# USA HIRE

2nd Quarter, March 2015

## USA Hire

The Army will pilot the OPM assessment tool, USA Hire for the remainder of FY15. The USA Hire assessment tools are un-proctored assessments that can be used immediately by the HR user in a specific vacancy. The tool does not require additional analysis, development, validation, or customization to utilize.

### Why include USA Hire in the Candidate Evaluation Strategy?

- Professionally developed assessments to assist in identifying top talent
- Leverages technology with online simulations
- Flexible un-proctored administration allows applicants to complete assessments generally up to 48 hours after the announcement closes
- The assessments are designed to measure general competencies such as decision making, reading, attention to detail, integrity/honesty, and flexibility, which are typically difficult to assess with a traditional Occupational Questionnaire
- May be paired with an Occupational Questionnaire to measure technical competencies

USA Hire offers standardized and customized versions. During FY15 Army will pilot the 201 Human Resource Specialist standardized assessment.

### Why Pilot?

Pilot usage of the USA Hire assessment tool will assist the Army in determining its effectiveness for filling Army positions. The tool may also assist with perceived score inflation by applicants. If successful, the assessment tool will provide an alternative method to assist managers in identifying high quality candidates. Stay tuned for additional information as the direction and scope of the pilot is finalized.

## CHR Board of Directors Meeting (BOD)

A CHR Board of Directors (BOD) meeting convened Feb 18-20 at Fort Belvoir. Attendance was very good as most of our Executives and CHR Directors were present. We had a very aggressive agenda but we were able to successfully address all the topics as planned. I want to highlight the CP10 Working Group and the 4 projects they tackled and the outcomes that were reached. The first project was to determine the training and entry grade level for CP10 Interns. The decision was made to allow flexibility to hire at the GS-5 or GS-7 level but mandate a 2 year training program before promotion to GS-9/11. This allows maximum flexibility and provides consistency in training program. The second issue concerned Functional Training regarding Project Management, Analytics, and Budget Training. It was decided the Project Management and HR Analytics will be added as competencies and will be incorporated into the CP10 Training Plan. The third topic was Leadership Training. The decision made was to require attendance at a CHR Leadership Course. Attendance will be mandatory for Command CHR Directors, Regional Directors, Directors of large CPACs, and other key CP10 positions; instruction on Manpower and Budget will be in the curriculum. The final topic was the establishment of TRADOC style CP10 Schoolhouse. The decision made was to in the short term take current program and determine what is relevant to Commands and Senior Leadership. Adjunct faculty continue as instructors, we will continue to pursue getting schoolhouse with permanent instructors a TRADOC approved Program of Instruction.

**Mr. Jay Aronowitz, Assistant G1, Civilian Personnel/Functional Chief Representative**  
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