



U.S. Army Civilian Human Resources Management Career Program 10 Bulletin

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Functional Chief Representative

By Jay D. Aronowitz, Assistant G-1, Civilian Personnel (AG1-CP)



I am retiring effective 3 August 2015 with 34 years of Federal Civilian service – 33 years with Army. I came into this position about 3 years ago, and as you all know, with a

dearth of Civilian Human Resources (HR) experience. It was also one of the most challenging times for Civilians writ large - furloughs, extension of pay freezes, hiring freeze, and an awards moratorium. Baptism by fire would be an understatement, but through the patience of the best staff in the world (AG1-CP) educating me, and practitioners in the field (you) making it happen, we were able to get through it all.

I absolutely believe we have turned the corner, and are putting together new programs and initiatives that will make a real difference for our Career Program (CP 10) and Army Civilians. As a result of the introduction of Civilian HR analytics, we were able to build the business case to increase the Army Civilian Training, Education and Development System (ACTEDS) Intern program, even during a period of declining resources. In CP10 – we went from bringing aboard 0 interns in fiscal year (FY) 2013 to 21 in FY 2014.

Your participation in building the Command Dashboards was instrumental in making sure we focused on the things that are important to you and will help you better understand the Civilian workforce.

In response to current and emerging missions of the AG1-CP, we implemented an AG1-CP organizational restructure that consolidated all career program related functions (Policy, Proponency Office Management, and the (ACTEDS) Intern Program Management) into one Division – the Civilian Career Proponency Division. The purpose of establishing this Division was to provide direct support to the Department of Army's initiatives to transform the Civilian workforce development and career management to a "capabilities based" human resources lifecycle management process.

This type of analysis is critical as we begin to talk about developing an overarching, Army-wide Strategic Civilian Human Capital Plan. We are moving out on Army Civilian Readiness metrics and will be briefing LTG McConville, Army G-1, and the Honorable Ms. Wada, Assistant Secretary of the Army for Manpower & Reserve Affairs on this within the next few weeks. This will emphasize the importance and contribution of Civilians to the Army mission and the need to increase funding for developmental programs.

We've initiated a pilot of USA Hire, including CP10, which I am convinced will make a HUGE difference in the quality of candidates referred to hiring officials across the Army. And in the future – standing up a Civilian HR Schoolhouse under the Training and Doctrine Command (TRADOC) auspices will be a huge leap forward for ensuring we are addressing competency gaps.

My Best Regards,

Jay D. Aronowitz

Annual U.S. Army Civilian Human Resources Awards

Kushnick, Macy, and Hoge

The winner of the 2014 William H. Kushnick Award is Ms. Erin Freitag, Director, Civilian Human Resources Agency (CHRA), Northeast and Europe Region. Ms. Freitag is presented the William H. Kushnick Award for her exceptional performance from 1 January through 31 December 2013. She is recognized for her leadership, dedication, and expert management of both CHRA's Northeast and Europe Regions, the Army's Summer Hire Program, and overseeing the administration of the Office of Personnel Management's electronic-Official Personnel File (e-OPF), and Applicant Help systems for the entire Army. Ms. Freitag contributed significantly to the Department of the Army's Human Resources Career Field throughout her 32 years in the Federal service. Her most recent assignments include CHRA – Northeast/Europe Region, Director, and the Senior HR Specialist in Afghanistan. She also is a graduate of the Army War College.

The winner of the 2014 John W. Macy Jr., Award is Dr. Robert Schloesser, Director, Family, Morale, Welfare and Recreation (DFMWR), U.S. Army Garrison, Wiesbaden, Germany. Dr. Schloesser is recognized for excellence in leadership in the DFMWR and for his keen business acumen culminating in profitable business operations. He streamlined operations, decreased costs, and increased revenue and never lost focus on providing exceptional customer service. Dr. Schloesser sets the standard for excellence in leadership.

The winner of the 2014 Nick Hoge Award is Mr. Michael Gindl, Automation Integration Specialist, Civilian Human Resources Agency (CHRA), North Central Region. Mr. Gindl's professional paper entitled, "The Use of Automation Its Cost Benefits and its Effects on People in the Civilian Human Resources Agency" is an exceptionally well-organized and well-written paper befitting of this award.

The award recipients received their awards during a ceremony hosted by the Assistant Secretary of the Army for Manpower and Reserve Affairs (ASA(M&RA)) at the Pentagon. The ASA (M&RA) later hosted an evening banquet in honor of the winners at the Fort Belvoir Officers' Club.



Pictured from left to right: Honorable ASA(M&RA) Ms. Wada, Ms. Freitag, Dr. Schloesser, and Mr. Gindl

Presidential Management Fellows

During the past year, Headquarters (HQ), Installation Management Command (IMCOM) selected three finalists from the Presidential Management Fellow (PMF) program to develop future leaders and to support its Strategic Human Capital Plan. The PMF program was established by Executive Order in 1977 and is designed to attract outstanding graduate students from a variety of academic disciplines to a career in public service. The flagship leadership development program requires PMFs to receive 160 hours of interactive classroom training and to

complete a four to six month developmental assignment during the two-year fellowship.

The IMCOM PMFs were mentored by senior Army Civilians. The PMF fellows were invited to the office of Mr. Karl F. Schneider, Principal Deputy, ASA (M&RA), who along with Ms. Gwendolyn R. DeFilippi, Deputy Assistant Secretary of Army (Civilian Personnel), discussed some of the challenges ahead for Army Civilians.

Presidential Management Fellow, Terrence B. Oliver, started at HQ IMCOM in June 2014 and serves as a Human Capital Specialist on the Workforce Analysis Team. In de-

scribing his PMF experience, he said, "The opportunity to work with the team that built the IMCOM Human Capital Strategic Plan has been an incredibly rewarding experience. Now, during my current developmental assignment at Plans, Analysis, and Evaluation Division, AG1-CP, I have been given the opportunity to contribute to the development of the Army Human Capital Strategic Plan. Throughout my PMF journey, everyone I have encountered is truly committed to building the bench and developing a leadership team to confront the challenges ahead."



Civilian HR Professionals Careerist Corner

PROMOTIONS

GS-15

None this newsletter

GS 14

Perry Blake, CHRA

Amy Bower, CHRA

Anneliese Carbone, CHRA

Tiffany Corwin, U.S. Army Reserve Command (USARC)

Liza Mendes, Army Materiel Command (AMC)

Frank Roig, CHRA

Pamela Sokol, HQDA

Julie Workmeister, Army Corrections Command



GS-13

Keith Agee, National Guard Bureau (NGB)

Maurice Glorioso, CHRA

Shiral Bellamy, AMC

Anthony Lawrence, HQDA

Latrice Benton, CHRA

Stephanie Lewis, CHRA

Sarah Buhman, CHRA

Kenneth Moore, USARC

Stephanie Carr, CHRA

Lisa Niner, CHRA

Penny Carter, CHRA

Stacey Pisarski, CHRA

Charles Chance, Medical Command (MEDCOM)

Helene Robinson, CHRA

Nancy Cottrill, CHRA

Keith Robinson, CHRA

Keysha Curry, CHRA

Sally Rodriguez, CHRA

Christy Dollard, CHRA

Barbara South, CHRA

Todd Douglass, CHRA

Helen Torrence, CHRA

Sheila Frazelle, U.S. Southern Command (SOUTHCOM)

Antionette Watson, CHRA

Solange Gee, CHRA

Professional in Human Resources (PHR®)

Senior Professional in Human Resources (SPHR®) Certification

As a Human Resources Professional, learning and maintaining human resources competencies is key to your success. Unlike other career programs, an Army Civilian Human Resources Specialist does not have a positive education or a credentialing requirement. The CP10 FCR supports a credentialing opportunity for CP10 careerists and prioritized funding for Professional in Human Resources (PHR®) and Senior Professional in Human Resources (SPHR®) preparatory training. However, the CP10 office cannot fund the actual cost to test for certification. FY 2015 is the first time the CP10/CP50 Proponency Office is offering PHR/SPHR preparatory training. To date, approximately 125 careerists have attended the training. An additional 5 classes are scheduled prior to the end of the fiscal year. Command Career Program Managers (CCPMs) were notified to solicit interested careerists for classes at the following locations:

1-3 August, Fort Sam Houston, TX

14-17 September, Fort Belvoir, VA

14-17 September, Redstone Arsenal, AL

22-24 September, Fort Sam Houston, TX

Based on projected class attendance, the Army could soon have an additional 250 certified HR professionals. CP10 is planning to fund additional PHR/SPHR preparatory training in FY16.

PROFESSIONAL ACHIEVEMENTS

Congratulations to Dr. Vicki Brown, Chief, Civilian Training and Leader Development Division, G-37 Training Directorate, for attaining her Doctorate degree!

Congratulations to Pol Toledo, CHRA, for attaining certification as a Senior Professional in Human Resources (SPHR)!

RETIREMENTS

Congratulations to our recent Army Civilian HR retirees with a sincere thank you from the Army Civilian HR Community, U.S. Army, and a grateful Nation for your many years of dedication and service.

Sheri Graham – 30 years

Joan Serpa – 26 years



Defense Competency Assessment Tool (DCAT)

The Defense Competency Assessment Tool (DCAT) is a Department of Defense (DoD) software program used to assess Civilian employees' competency gaps and proficiency levels in the technical competencies within their occupational series. DCAT is the DoD version of a competency database and assessment tool that was developed based on the Army tool, CMS (Competency Management System).

A competency is an observable, measurable pattern of knowledge, abilities, skills, and other characteristics that individuals need to perform work roles or occupational functions successfully per DoDI 1400.25 v250, November 2008. The DoD competency model is defined by five tiers whereas the Army competency model was defined by three tiers. The top three tiers of the DoD model are DoD-specific and must be shared by all Service components. The bottom two tiers of the DoD model are reserved for component-unique tiers. The Army leads the validation activities for competencies in tiers four and five. The DCAT transition will introduce new terminology, definitions, and formats, which Army will adopt as part of its methodology.

The DCAT data is aggregated at the strategic (DoD enterprise) level in order to meet DoD Congressional legislative requirements as defined in Title 10 U.S.C., section 115b. This legislation requires DoD to biennially report to Congress on the critical skills and competencies that will be needed in the future within the civilian employee workforce to support mission requirements. Army provided CMS data to DoD for inclusion in 2013 as part of that reporting requirement. During FY 2011-2014, Defense Civilian Personnel Advisory Service (DCPAS) developed a number of competency models including those for DoD Mission Critical Occupations (MCOs). During FY 2015, the DCPAS competency modeling focuses upon refreshing dated models, developing competency models for several non-MCOs, and as needed, schedule competency modeling panels for new MCOs.

Similar to Army's CMS, DCAT includes —

- ✓ *Employee Proficiency Rating*: Self-assessment of the employee's current proficiency level.
- ✓ *Supervisor Proficiency Rating*: Rating of the employee's current proficiency level provided by his or her supervisor.

Unlike CMS, DCAT also includes —

- ✓ *Variance*: The difference between the employee and supervisor proficiency ratings. Positive scores occur when an employee's self-rating is greater than his or her supervisor's rating. Negative scores occur when an employee's self-rating is less than his or her supervisor's rating.
- ✓ *Target Proficiency Rating*: The proficiency level required for effective performance for the position. The target proficiency rating is provided by the employee's supervisor and assessed on a 5-point scale (Level 1 = Awareness; Level 2 = Basic; Level 3 = Intermediate; Level 4 = Advanced; Level 5 = Expert).
- ✓ *Competency Gap*: The difference between the supervisor's proficiency rating and the target proficiency rating.
- ✓ *Criticality Index*: The ranked order of competencies that are most critical to the work performed for the position and grade level. Using this value, competencies can be ranked from most to least critical within a series.

DCAT provides several reports, both at the organizational (for example, Component, Series,...) and dyadic (employee-supervisor pairs) levels.

The transition from CMS to DCAT is ongoing and will include a pilot administration of Army-specific competencies this FY. This transition was discussed by AG1-CP representatives with FCRs at a recent Career Program Policy Committee (CPPC) meeting. As of June 2015, DCPAS is developing the DCAT schedule for FY 2016. Among the administrations by DCPAS will be a refreshing of the DoD MCOs. DCPAS will schedule component-specific administrations of competencies after their MCOs are scheduled.

Questions about the Army transition to DCAT may be directed to Dr. John P. Kunzo, AG1-CP, Plans, Analysis and Evaluation Division, at 571.279.117 or at john.p.kunzo.civ@mail.mil.

