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Career Development

A career program is made up of occupational series and functional fields grouped together, similar to Military Occupational Specialties (MOS). Career programs were established to ensure that there is an adequate base of qualified and trained professional, technical and administrative personnel to meet Army's current and future needs.

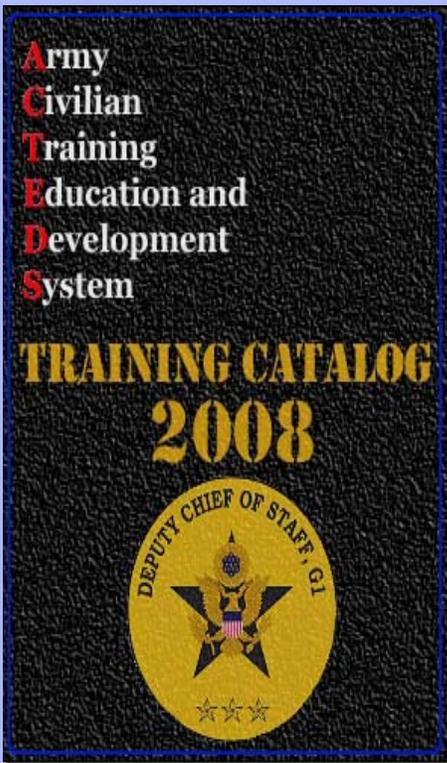
Army career programs include the following four progression levels:

- a. Intern Level = entry level positions GS-5 through GS-9 (or equal pay systems).
- b. Specialist Level = mid-level GS- 9 through GS-12 (or equal pay systems). This level is generally considered journey level for most Career Programs
- c. Intermediate Level = includes mid-level full performance positions at grades GS-12 and GS-13 (or equal pay systems) and the beginning supervisory level for the journey level.
- d. Management Level = usually GS-13 through GS-15 (or equal pay systems) that have substantial technical or managerial responsibilities.
- e. Executive level = includes senior executive service (SES) positions.

Training, education and development are vital parts of career management. At each stage in a civilian career, they improve job performance and build qualifications. Within Army programs, career development is accomplished through the Army Civilian Training Education and Development System (ACTEDS) Plans.

ACTEDS is a requirement based system that ensures planned development of civilians through a blending of progressive and sequential work assignments, formal training, educational courses, and self development as they progress from entry level to key positions. ACTEDS applies to all civilians covered by career programs and career fields alike. Current ACTEDS plans can be found at:

<http://cpol.army.mil/library/train/acteds/>



<http://cpol.army.mil/library/train/catalog/toc.html>

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Did You Know?

Over 26,000 non-bargaining unit civilian Army employees have been trained for Spiral 1.3 (Spring 2007) of the National Security Personnel System (NSPS). The next spiral of NSPS (Spiral 2.1) is set to launch in the Fall of 2007 and will include over 36,000 non-bargaining unit civilian Army employees. That's a lot of NSPS training!

Click [here](#) for more information.



Information about career management, training, education and development is provided in the individual career program ACTEDS plans. The plans provide specific guidance on Army wide requirements. These requirements are based on results of job analysis that identify competencies (knowledge, skills and abilities (KSA's)) that individuals need to do their job.

Major features of ACTEDS plans include:

1. Key positions for which individuals will be developed.
2. Career ladders showing recommended progression paths to key managerial or key technical positions.
3. Competencies needed to perform each occupation
4. Master Training Plans (MTP), including Master Intern Training Plans (MITP), identifying training, education, and development requirements by category and priority. Training, education, and development **MUST** be linked to competencies.
5. Requirements, if any, for competitive development groups and mobility.

Stay tuned for our next issue when we continue this series with "ACTEDS Responsibilities". If you have any questions please call, Deb Prue 410-306-1203.

CHRTAS Adds CES Features

On 1 June 2007, CHRTAS enhancements added tools for the student, supervisor and training coordinator to submit, review and approve individuals for Civilian Education System (CES) leader development courses.

Some of the changes to the CHRTAS profile are:

-There are three tabs – Civilian Education, Military Education and Other Education.

You can click on the appropriate tab and add completed training.

The choices under each tab will aid in tracking course completion and credit for substitution.

- Fields in profile marked with (*) are auto populated by DCPDS.

If there is any missing or incorrect data in your profile, you must request correction by initiating a Help Desk Ticket from the My Biz & My Workplace Helpdesk in the Employee Portal of My Biz, <https://acpol.army.mil/cpolmain>. Profile fields modified in CHRTAS will only update CHRTAS. You must submit a helpdesk ticket in My Biz to update DCPDS.

If you created your profile prior to 1 Jun 07, you will want to review and update your profile.

Information on CES can be found at: <http://www.amsc.belvoir.army.mil/ces/>

Contact your servicing CPAC, Northeast Area/HRD specialist, or Karin Hancock, 410 306-0065, DSN 458-0065 e-mail at Karin.hancock@us.army.mil.



Army Civilian Corps Creed

- I am an Army Civilian – a member of the Army Team
- I am dedicated to our Army, our Soldiers and Civilians
- I will always support the mission
- I provide stability and continuity during war and peace
- I support and defend the Constitution of the United States and consider it an honor to serve our Nation and our Army
- I live the Army Values of Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage
- I am an Army Civilian

Your Learning Portal for the Future



Civilian Human Resources Training Application System **YOUR LEARNING PORTAL FOR THE FUTURE**

Civilian Education System Leader Development Training

Foundation Course
Basic Course
Intermediate Course
Advanced Course

Civilian Human Resources Training Application System (CHRTAS) is now the on-line method for submitting your FY08, CES application. Beginning with the November 08 classes, your CES leader development experience begins here at <https://www.atrrs.army.mil/channels/chrtas>.

For information on CES courses, visit <http://www.amsc.belvoir.army.mil/ces>.

Employee

- Self Registration
- Track Training Progress
- Print Certificates

Supervisor

- Approve Training Applications
- Review Employee Training History

Training Coordinator

- Process Training Applications
- Run Rosters
- Run Reports

CHRTAS Contact: AG1CPCVRTAS@asamra.hoffman.army.mil
CES Contact: civilianleaderdevelopment@hqda.army.mil

Developing Army Civilian Leaders for the 21st Century
AL21

Syracuse University Defense Comptrollership Program

The Assistant Secretary of the Army for Financial Management and Comptroller partners with Syracuse University to sponsor the Defense Comptrollership Program (DCP) at Syracuse University. This 14-month residence study program at Syracuse University is delivered in one academic year and two summer sessions. The DCP provides members of Army and Defense organizations a unique curriculum of advanced education in financial management and public administration. The DCP graduate curriculum focuses on Army Defense emerging issues, while capitalizing on the realities of the Defense's resource management environment. Students graduate with a Master of Business Administration degree from the Martin J. Whitman School of Management along with an Executive Master of Public Administration degree from the Maxwell School of Citizenship and Public Affairs.

More information and application instructions and can be found at the following websites:

<http://www.asafm.army.mil/proponency/POWBT/careerdevelopment/dcp.html>

<http://whitman.syr.edu/prospective/army/program/index.asp>

If you have any questions, please contact Ms. Wilett Bunton, (703) 692-7413.



Educating Leaders in
Support of the
Warfighter



Does your organization have training news to share? If so, we'd love to have contributions. Please send articles for October's Northeast Area Training Express to:
hrdinfo@cpocner.apg.army.mil

Direct questions or comments regarding the HRDD website to
jef.cramer@us.army.mil
Comm: (410) 306-0180
DSN: 458-0180

Army Management Staff College to Pilot New Course for Senior Civilian Leaders

The Army Management Staff College is offering a pilot course for senior civilian leaders in September and enrollment doors are open through Aug. 1.

Click here for more information:

<http://www.amsc.belvoir.army.mil/?p=115>

Mentoring

ADVANCE FASTER. RISE HIGHER. ACCOMPLISH MORE.

Start today at www.mentorship.army.mil

Two new Mentorship brochures are now available:

Mentee brochure: Work with an Army Mentor -

<http://www.armyg1.army.mil/hr/mentorship/docs/Mentee%20brochure%203-27-07.pdf>

Mentor brochure: Become an Army Mentor - PDF 445 Kb

<http://www.armyg1.army.mil/hr/mentorship/docs/Mentor%20brochure%203-27-07.pdf>

HRDD Corner

Congratulations to Deborah Prue for completing the Lean Six Sigma Black Belt Training!

Kudos to Bruce Spruell, Jef Cramer, and Deborah Prue for becoming certified adjunct faculties for the Assistant G-1, Program Management Division, HRD.

