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Chief, CP26 Proponency Office  
Deputy Chief of Staff G-1, HQDA  

Association of the United States Army  

11 October 2017
Agenda

• Civilian Career Program 26

• Manpower and Force Management

• CP26 ACTEDS Plan

• Competitive Professional Development (CPD) Programs

• Own Your Career

• Military to Civilian

• Civilian Career Program 26 Resources
Civilian Career Program 26
Career Program 26 (CP26) Leadership

Functional Chief (FC)
Mr. Roy Wallace
ADCS G-1

FC Representative (FCR)
Mr. Roy Wallace
ADCS G-1

CP26 PROPONENCY OFFICE
Ms. Beryl Hancock
Ms. Michele Davis

CP26 ACTEDS Plan
CP26 Competitive Professional Development (CPD)
CP26 Intern Program
CP26 Communications Portfolio

CP26 Proponency Office at HQDA resides in the Manpower Policy, Plans and Programs Division, DCS G-1 (AR 570-4)

CP26 Board of Directors (BOD)

Senior MFM Leaders

Activity Career Program Manager (ACPM)
Our Mission  To provide a cadre of Manpower and Force Management Professionals to develop, design, analyze, and resource the Army’s Operating and Generating Forces in support of the National Military Strategy.

Our Focus and Programs

- **Recruit**
  - ACTEDS Intern Program / Pathways Programs
  - Assist with Selection Panels / Affirmative Action Reviews (GS-15)

- **Develop**
  - ACTEDS Master Training Plan
  - ACTEDS Master Intern Training Program (MITP)
  - Manpower and Force Management Course (MFMC) Program of Instruction (POI)
  - Competitive Professional Development (CPD) Program
    --- Functional and Leadership Training
    --- Academic Degree Training (ADT)
    --- Developmental Assignments

- **Retain**
  - Communications (Bulletin; Facebook; Army Career Tracker (ACT); Road Show, Staff Visits, etc.)
  - CP26 Board of Directors (BOD)
  - Engagement with FA50, CP11
  - Mentoring
CP26 Demographics

- Population: 2,900 CP26 Careerists
  24 ACTEDS Interns
- Average Age: 50
- Average YOS: 17
- Retirement: 18% in CSRS
  82% in FERS
- Education: 28 % have Bachelors only
  15 % have a Masters or Post-Masters work
- Series: 16% in 0301
  84% in 0343
  * % in 1515
Video

https://www.dvidshub.net/video/511078/cp26-communications-portfolio
Our intent is to leverage every means possible to reach our community and beyond.

**Printed**
- ACTEDS Plan
- Strategic Plan
- Intern Handbook
- Bulletin
- Pyramids
- Brochure
- Reference Sheets
- Social Media Handbook
- Installation
- Newspapers

**Digital**
- Army Career Tracker
- GoArmyEd
- Website
- Facebook
- DVIDS
- Podcasts
- Videography
- Photography
- Interviews (AFN)
- Webinars
- Stand-To!
- InfoNet

**Employee Engagement**
- Road Shows
- Manpower and Force Management Course
- Town Halls
- Lunch and Learns
- Intern Orientation
- Intern VTCs
- Engaging with military component, FA50; USAFMSA; and with other career programs

*Italics = revision pending or currently being developed*
Manpower and Force Management
In this Era of Constant Engagements, our responsibilities include:
- Balancing the Operating and Generating Forces
- Redefining our Capabilities
- Determining the Appropriate Military Grade Plate

Under Fiscal Realities and our Changing Footprint Overseas, we are:
- Downsizing and Restructuring the All Volunteer Force
- Reducing Civilian Strength
- Actively engaging on Workforce Planning and Audit Readiness
- Defining Competencies and Mission Critical Occupations

And......
“Living” with the impact of:
- 25% Civilian reductions
- Delayering initiatives

PLUS

- Hire Freeze
- Sequestration (?)
Manpower and Force Management Functions

**General Manpower Management**
Integrate manpower, military and civilian personnel and financial management; allocate in accordance with command priorities.

**Organization, Mission & Function**
Analyze mission assignments, documents, and policies.

**Capabilities Developments**
Formulate doctrine, organizations, and materiel requirements in all environments.

**Force Structure**
Develop policies for TOE, BOIP, FMS, TAA, Force Design Update, unit activation/inactivation/stationing.

**Manpower Requirements Determination**
Establish relationship between workload and manpower to determine minimal staffing requirements to accomplish missions; standardize when possible.

**Equipment Management**
Recommend, approve/disapprove equipment requirements and authorizations in TOEs, MTOEs, TDAs, CTAs; ensure skills authorized to operate and maintain equipment.

**Organizational Documentation**
Construct requirement and authorization documents by detail (e.g., skill, grade, equipment); facilitate requisitioning.

**Manpower Reporting & Allocation**
Develop strategies for allocating limited manpower resources.

**Planning, Programing, Budgeting & Execution**
Align manpower authorizations and funding through budget cycles; incorporate manpower changes.
Manpower and Force Management: We Manage RESOURCES

Determine Requirements
Build Organizations
Plan, Program and Budget
Document
Authorize
Equip
Manage
Report

Resources to Support Army Missions

Army Missions and Capabilities

CP26 Careerists Work in Close Coordination with:
Comptrollers (CP11)
Personnelists (CP10) and (CP50)
Together, we all manage RESOURCES
Consider the ELEMENTS Resource Managers Use

Elements in Resource Management

“Our Periodic Table”

- **MTOE**
  - Modifies Table of Organization and Equipment

- **TDA**
  - Table of Distribution and Allowances

- **Civ Pay**
  - Civilian Pay

- **CEAC**
  - Cost and Economic Analysis Center

- **OSD**
  - Office of the Secretary of Defense

- **AMSCO**
  - Army Management Structure Code

- **ASI**
  - Additional Skill Identifier

- **CAFC**
  - Commercial Activities Function Code

- **C-type**
  - Civilian Type

- **DCP**
  - Direct Combat Probability Codes

- **MOS**
  - Military Occupational Specialty

- **RIC**
  - Reportable Item Control Code

- **ROC**
  - Resource Organization Code

- **UIC**
  - Unit Identification Code

- **Auth**
  - Authorizations

- **DMO**
  - Directed Military Overstrength

- **ES**
  - End-Strength

- **FTE**
  - Full-Time Equivalent

- **RQMT**
  - Requirements

- **APPN**
  - Appropriation

- **FSA**
  - Force Structure Allowance

- **MDEP**
  - Management Decision Package

- **BOIP**
  - Basis of Issue Plan

- **CEAC Auth DMO ES FTE Manyears**
  - Cost and Economic Analysis Center Authorizations Directed Military Overstrength End-Strength Full-Time Equivalent Manyyears
But…

…we speak different languages.

Are we like the U.N.?  
Do we talk past each other with elements, processes and procedures that keep us strictly in our lanes?
Or...

...are we like these guys?
Are we constantly surprised when things go awry?

How do we “bridge” the functional gaps?
Competencies

• “A competency is an (observable) measurable pattern of knowledge, abilities, skills and other characteristics that individuals need in order to successfully perform their work.”
  - DODI 1400.25

• **Competencies** inform and assist in assessing **capability gaps** and **development needs**.

• Technical Competencies (18)
  - Occupational Core (~ series)
  - Functional (~ Career Program)
  - Position

• Professional / Non-Technical Competencies (26)

• **Recognize that not every competency applies to every CP26 position.**

• Use competencies to assess your **capabilities/proficiencies** in building your Individual Development Plan (IDP)
**CP26 Technical Competencies**

**The Basics**
- Analysis
- Statistical Analysis
- Computer and Software Skills
- Efficiency Review and Productivity Programs

**Occupational**
- Cost Benefit Analysis
- Manpower Principles and Policies
- Requirements Determination
- Planning, Programming, Budgeting and Execution
- Manpower Integration
- Manpower Information Systems
- Human Resources / Position Management

**Functional**
- Force Development and Documentation
- **Strategic Sourcing**
- Organizational Structure
- **Fiscal Law**
- Technical Writing
- Materiel Acquisition and Analysis
- Internal Controls

*Competencies in BOLD are shared with CP11 and/or CP10 and CP50*
It is the combination of Experience, Training, Education and Self-Development that support a well-rounded career.

Look for positions that will broaden your experience (functionally, organizationally, geographically); value OJT; movement will give you a different perspective.

Focus on the Return of Value that training and education offer; put your training and education to immediate use when you return to your home station.

Remember, Self-Development is your investment in your career.
CP26 Functional Training

On-The-Job Training (OJT):
is a major component of CP26 functional training.

Formal Training Courses
build on each other with the purpose of understanding the integration of all resource management requirements and processes.
The Civilian Education System (CES) offers **sequential and progressive training.**

CES is centrally funded.

Each of these courses builds on the previous course. The goal is to **develop a more enterprise/strategic view.**

CES courses are prerequisites for more advanced opportunities.

*Eligible for funding under the CP26 CPD Program*
This is the most often overlooked element. This is where you show your willingness to step up to new challenges.

Initiative, demonstrated by self-development is a major factor in professional growth.
CP26 ACTEDS Plan

Army Civilian Training, Education and Development System
A. Functional Areas

B. CP26 Technical Competencies

C. Professional/Non-technical Competencies

D. CP26 Master Training Plan

E. CP26 Master Intern Training Plan (MITP)

F. CP26 Courses, Competencies and Notes

G. CP26 Career Ladder

H. CP26 Suggested Career Development Guide

I. Glossary of Terms
Appendix B: Technical Competencies

For competencies, it is important to understand the level of mastery – from novice to expert – to determine what work experiences, training and/or education will enhance your competencies. We currently rely on OPM’s “Proficiency” table to help differentiate between awareness of a competency and expertise.

**Level 1**  Employee exhibits the characteristics, techniques and concepts of this competency at a minimal level of proficiency. Is able to apply the competency in the simplest situations while requiring close and extensive supervision.

**Level 2**  Employee exhibits the characteristics, techniques and concepts of this competency at a low level of proficiency. Is able to apply the competency in somewhat difficult circumstances and requires frequent guidance.

**Level 3**  Employee exhibits the characteristics, techniques and concepts of this competency at an average level of proficiency. Is able to apply the competency in difficult situations and requires occasional guidance.

**Level 4**  Employee exhibits the characteristics, techniques and concepts of this competency at a high level of proficiency. Is able to apply the competency in the considerably difficult circumstances and requires little or no guidance.

**Level 5**  Employee exhibits the characteristics, techniques and concepts of this competency at an expert level of proficiency. Is able to apply the competency in exceptionally difficult circumstances, serves as a key resource and advises others.

Refer to these levels and definitions as we consider the self-assessment that follows.
To help you assess your **competency gaps**, rate yourself on your proficiency level for each competency. Note where you can either cite experience or training that support your self-rating. Use this information as you write your Individual Development Plan (IDP) or seek out that next opportunity.

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<th>CP 26 Competencies</th>
<th>Proficiency</th>
<th>Experience and/or Training</th>
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<td>Internal Controls</td>
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Appendix D: CP26 Master Training Plan

- Developed in coordination with CP26 Board of Directors.

- Additions coming:
  - Planning, Programming, Budgeting and Execution (PPBE) (Finance School)
  - Senior Resource Managers Course (Syracuse)
  - Risk Management (NPS)
  - Multi-Criteria Decision Making Course (MCDM) (NPS)

- Focused on Technical Competencies.
  - Training by competency
  - Schools
  - CPD and/or MITP eligibility
  - Special notes regarding applications

- CP26 does not have any Manpower and Force Management certification requirements.
  - A long-standing question
  - Prior efforts produced no formal resolution
  - No plans at present to pursue
  - FM certification is not core to CP26, however CP26 careerists are strongly encouraged to pursue FM certification
Appendix E: Master Intern Training Plan (MITP)

- Developed in coordination with CP26 Board of Directors.

- Covers occupational series 0343 and 1515 by year.

- Focused on widest exposure to our many functions.
  - Different schools (ALU, NPS, Syracuse, GRAD)
  - Rotations (functions, commands, leadership)
  - Only a few mandatory courses
  - On-line training basics (CES, RMBC, MICP)

- Applies to all CP26 ACTEDS Interns.

- Highly recommended for any local CP26 Interns.

- Highly recommended for employees new to CP26 regardless of grade.
Appendix F: CP26 Courses, Competencies and Notes

- Developed specifically to give careerists details on the courses that support CP26 technical competencies.

- Not every course is covered under the CP26 CPD program.

- For each of the 31 courses, careerists will find:
  - The course title, school link and target grade
  - Course description pulled from the school website or catalog
  - The CP26 competencies that are supported by the course
  - Notes for careerists and interns
Appendix G: CP26 Career Ladder

Mobility – both organizational and geographic – bring opportunities to build breadth of experience.

Based on your personal career goals, mobility – be it up, down, or lateral – can refresh, renew and reset your direction.
Competitive Professional Development (CPD) Programs
Competitive Professional Development (CPD) Programs

Opportunities to Acquire, Build and Strengthen Competencies

Civilian Career Programs

ACTEDS Plans
Functional Focus

Career Program Competition

- Functional Training
- Developmental Assignments
- Academic Degree Training (ADT)*

HQDA Centrally Managed Programs

Annual Announcement
Leadership Focus

Command Allocations and Competition

- Harvard Senior Fellows Program
- Federal Executive Institute (FEI)
- Senior Managers Course (SMC)

Army Civilian Talent Management Programs

Annual Announcement
Leadership Focus

Army Enterprise – Wide Competition

- Senior Enterprise Talent Management (SETM)
- Enterprise Talent Management (ETM)
- Emerging Enterprise Leader (EEL)* (command program)
CP26 Competitive Professional Development (CPD)

- Program intended to **develop individuals for positions of greater responsibilities within the career program.**

- Functional Chief Representative (FCR) manages this funding to develop GS-11 and above.

- Funds enable careerists to pursue additional:
  - Functional Training
  - Cross-Functional Training through Developmental Assignments
  - Education

- Key word is **Competitive.**

- The FCR approves candidates for:
  - Functional Training and Developmental Assignments
  - College and/or University courses

- The FCR recommends candidates for Academic Degree Training (ADT).

- ASA(M&RA) retains approval authority for any Academic Degree program.
Functional Training
- Defined in the CP26 ACTEDS Plan, Appendices D and F.
- Addition this FY was the SRMC. We are RESOURCE MANAGERS too!
  Note: FM certification is not core to CP26 but we encourage CP26 careerists to pursue FM certification.

Developmental assignments
- Short-term assignments (~90 days) offering specialized experiences.
- Possible through CP26 with some complicating factors noted.
  • With downsizing, there is an uneasiness to apply and support
  • Over 30 days, then 75% or 55% factors.
- Opportunities will be advertised via email and Facebook.
- Consider advantages of local developmental assignment
  • An employee swap, leveraging cross-functional training and networking
  • No cost and a win-win for everyone

Academic Training—courses or degree programs*
- Courses must be related to CP26 competencies, e.g. statistics.
- Degree programs
  • Bachelor program – last year. Shows personal investment in education.
  • Masters program with specific focus: Public Administration, Business Administration, Operations Research Systems Analysis. Note: if a CP26 careerists already possesses an advanced degree, CP26 will not fund a second advanced degree.
  • No PhDs applications.

* See cpol website for application requirements
**CP26 CPD Status**

**FY16**
- $160K for 3,200 CP26 careerists
  - Same as FY15 as we under-executed FY14
  - Timing complications execution. Funds received late; year-end close out o/a mid-August.
- Training requests and competition determine how funding is spent; there are no predetermined command allocations
- Executed at 81%

**FY17**
- ~ $160K for 2,900 careerists
- CR and Funding Letter has complicated execution
- Go Army Ed locked us out 1 Aug

**FY18**
- Funding level and release of funds uncertain
- Recommend you review training opportunities and course schedules as you update your Individual Development Plan (IDP)
  - There are limitations on available seats for courses we use: FA50Q, ACC and ECC.
  - New courses have been added to CP26 ACTEDS Plan.

*Contact us for questions regarding any CP26 CPD opportunity.*
CP26 CPD Considerations

- Eligibility Rules:
  - GS-11 and above
  - 3 years in a Permanent DA Civilian Position
  - Completion of either: MFMC or FA50Q

- What makes an Application for CP26 CPD Competitive?
  - Completion of CES or Constructive Credit
  - Logical Progression of Training/Education
  - Training or education Relevance to Current or Potential Mission
  - Last three Performance Appraisals
  - Manpower and Force Management Experience
  - Supervisor’s Endorsement and Utilization Plan
  - Program Cost

- Only complete applications will be considered for funding.

- Research courses, locations and schedules. Army Career Tracker has links to courses and Google is a great tool to find courses and schedules.

- Contact us if you are interested in applying for CPD.

- Contact us BEFORE uploading any application in GoArmyEd.
Own Your Career
Army Civilians serve in many roles:

The Technical Expert, the Functional Leader and Manager, and the Enterprise Leader.

Each role is **IMPORTANT**.

Regardless of the role, we need a workforce that is fully competent, capable and dedicated to supporting the United States Army.

The difference comes in what you want.

Be the BEST in whatever role you pursue.

If it is professional, progressive achievement or the opportunity to lead an organization, **focus on building a career**.
To be Competitive ~

Consider the knowledge, skills and experience we expect in our leaders. Build your COMPETITIVE EDGE by:

1. **Strengthening** the Skill Basics

2. **Broadening** CP26 Experience (Different Functions/ Roles)

3. Understanding *Related Functions* and/or Career Programs

4. Exercising Organizational and/or Geographic *Mobility*

5. Taking on a Transformational Assignment; **Strategic Thinking**

6. Maintaining *Currency* (Read)

7. Demonstrating *Leadership*
OWN YOUR CAREER

The 4 R’s = RESTART – REFLECT – RESEARCH – REFRESH

1. Take **ownership**. It is your career. Determine where you want to go.
2. This requires **thinking** about your career. Identify and understand your preferences, and recognize that your preferences may likely change over time.
3. Look in the rear view mirror.
   a. Where have you been (breadth)?
   b. What have you learned and accomplished (depth)?
4. Complete a **CP26 Competency: Self-Assessment**.
5. Complete a **Professional Competency: Self-Assessment**.
6. Set your **direction**.
7. Build your **IDP**, identifying professional development.
8. Rewrite your **résumé**.
9. Set filters on **USA Jobs** for positions or locations that will enable you to build your competencies.
Look in the Rear View Mirror

What experiences have you had across the Army?
What experiences have you had outside of the Army?

Positions?

Organizations?

Levels?

Functions?

These experiences represent your “BREADTH” and “DEPTH.”
Mapping Experience: Breadth and Depth

Position
Intern Analyst Team Chief Senior Analyst Branch Chief Division Chief

Command
HQDA / OA22 / FOA / DRU / SSA FORSCOM TRADOC AMC USAREUR USARCENT USARNORTH USARSO USARPAC USARAF USASOC IMCOM SMDC / ARSTRAT Defense / Joint ARCYBER NETCOM MEDCOM INSCOM CIDC COE MDW ATEC USMA ARCYBER USARC ASC NGB COCOMs OSD

Organizational Level
Garrison / Installation MSC ACOM ASCC ARSTAF Army Secretariat Joint/Defense staff OSD

Function
PPBE TAADS Allocation & Reporting Capabilities Developments Requirements Determination General Manpower Management Equipment Management Force Structure Organization, Mission & Function

Where You Sit, A Different Perspective. Growth.
PRACTICE CAREER YOGA
Continue to stretch and challenge yourself!
Set Your Direction: Your Move

Develop your Individual Development Plan (IDP) in Army Career Tracker (ACT).

• This is an often over-looked exercise but it is a game plan, your game plan, and one that you and your supervisor can put into play.

• With your competency self-assessments in hand, review the CP26 ACTEDS Plan. Identify the training that will enhance your skills today and prepare you for tomorrow.

• Is there training that you need that is not in the CP26 ACTEDS Plan? Remember, training can be funded by:
  - Your organization
  - The CP26 Competitive Professional Development (CPD) program
  - DA centrally managed Programs
  - You

• Prepare yourself for those positions you may want to pursue. Review announcements to see how the positions and skills are addressed. Identify the competencies and/or experiences expected for these positions.

• Make your IDP a “LIVING” document.
Set Your Direction (continued)

- Keep your skills fresh.

  - While you are working your IDP and waiting for the next functional classroom training, complete the **on-line, no-cost basic CP26 training** first. Regardless of your career goals, this training will keep your skills fresh and may prepare you for other opportunities.
    - Resource Management and Budget Course (RMBC)
    - Manager’s Internal Control Program (MICP)

  - Explore other training options through **Army Learning Management System (ALMS), Skillport, or Khan Academy.** You will find courses to advance your Microsoft skills or writing abilities. Check out “**TED Talks**” or **YouTube** videos to stir up your gray cells. Consider free college courses through sites like **Coursera.** Are you uncomfortable giving a speech? Join **Toastmasters.**

- Maintain your “Currency.” Remain knowledgeable of your environment.

  - Read the Army Posture Statement and The Army Plan (TAP).

  - Join a professional organization to broaden your skills and network
    - US Organizational Managers Association (USOMA)
    - American Society of Military Comptrollers (ASMC)
Focus on your leadership skills through the **Civilian Education System (CES)**.

- CES is often a prerequisite for more advanced training opportunities like Enterprise Talent Management (ETM) and Senior Enterprise Talent Management (SETM).
- Seats in the residential portion are often difficult to secure. At a minimum, complete the distributed learning portion of the course appropriate for your current grade level.

**Build experience.** There are two factors here: Breadth and Depth.

- Changing jobs is an important factor in building experience, competencies and qualifications.
  - Staying on one position too long, with no significant increase in duties or responsibilities, limits your breadth of experience.
  - Conversely, frequent job changes every year or year-and-a-half can compromise your depth of experience.
- If you are geographically immobile, look to organization changes or cross-functional opportunities.
- Visit the USA Jobs website often to see what opportunities exist. Use the filters available on the site to receive notices of opportunities.
Set Your Direction (continued)

- **Stretch yourself.**
  - Step out of your comfort zone. Refer to the CP26 Professional Development Pyramid to understand some of chances you have to volunteer and learn.
  - Take on a “Transformational” tasking or assignment. Put yourself in a learning situation.
  - You have much to gain, from networking and coordinating up, down and across your organization.

- **Consider the value of Education.** While college degrees are not a requirement of Management Analysts, attaining a degree shows commitment to life-long learning and accomplishment.

- Review the CP26 Suggested Career Development Guide. What in this guide works for you? **Build your own career development guide.** Be sure to address the four elements that support professional growth: Experience (through OJT), Training, Education and Self-Development.

Be Positive, Proactive, Professional and Persistent.
Rewrite Your Résumé

Why?

- Because putting “you” on paper is important.
- Because you never know when that position you want to pursue next will be open and announced.
- Because you want to be ready to apply for the next CP26 professional development opportunity.
- Because you want to be ready for one of the Army’s Civilian Enterprise Talent Management Programs.
Military to Civilian
## Personnel Management: Distinct Differences

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<th><strong>Military</strong></th>
<th><strong>Civilian</strong></th>
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<td><strong>Management</strong></td>
<td>Operating / Generating</td>
<td>Generating / Augmentation</td>
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<td>Centralized - HRC</td>
<td>Decentralized - CPACs</td>
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<td><strong>Size of</strong></td>
<td>End Strength set in NDAA</td>
<td>Based on Funded Workload</td>
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<td><strong>Workforce</strong></td>
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<td>Professional Military Education</td>
<td>IDP between self &amp; supervisor</td>
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<td><strong>PCS</strong></td>
<td>Factored in Career</td>
<td>Voluntary</td>
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1. Be prepared to shift your paradigm (from Warfighter to Civilian). This is a Huge change!

2. Look at USA Jobs (www.usajobs.gov). Become familiar with how positions are advertised:
   Occupational Series; Position Titles; Salaries; Position Requirements and Duties; and the
   Application Process (including DD214).

3. Identify civilian job opportunities and request “informational interviews” if possible.

4. Talk with your civilian counterparts.
   a. What do they do in their positions?
   b. Ask to see a position description.
   c. What training have your counterparts taken to prepare them for their jobs?
   d. Speak with CP26 leaders in your organization.

5. Review AR570-4, Manpower Management. Learn about the processes, products and
   organizations involved in Manpower and Force Management.

   a. Go to the Career Programs tab and select CP26, or any other Civilian Career
      Program tab.
   b. Review the information there, particularly the competencies, types and titles of
      positions in the career program.
7. Read the CP26 ACTEDS Plan
   a. Training. What have you completed? Where are you on the Training Pyramid? What courses will support the competencies you need to develop for a civilian position? Take PPBES training at a minimum.
   b. Education. Look at the CES courses and pursue constructive credit for comparable course work. Do you have a Bachelors degree? A Masters degree?

8. Prepare your résumé on USA Jobs (www.usajobs.gov). It is tedious, time consuming and requires careful preparation.
   a. Use the correct verb tenses (present/past).
   b. Ensure your time lines flow.
   c. Provide supervisor phone numbers if possible (even if they are retired).
   d. Watch the length: too long = too bad.
   e. Show only relevant experience and training.
   f. Do not use military acronyms.
   g. Proofread, Proofread, Proofread
   h. Ask a trusted civilian colleague to review your résumé.

9. Be realistic about civilian grade and pay expectations. See page 39, Table 6-3 of AR 570-4 for civilian-military equivalencies. Understand that your current pay includes BAH and other entitlements that don’t apply to civilian salary tables. Pay alignment will not be consistent.

10. Be prepared for the interview.

11. Use the resources available to you (Soldier for Life).
Civilian Career Program 26 Resources
Our intent is to leverage every means possible to reach our community and beyond.

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<th>Employee Engagement</th>
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<td>• Army Career Tracker</td>
<td>• Road Shows</td>
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<td>• Strategic Plan</td>
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Italics = revision pending or currently being developed
CP26
ALL ACCESS

INVESTING IN PEOPLE
CAREER PROGRAM TWENTY-SIX

ARMY CAREER TRACKER
ROADSHOW
GO ARMY ED
dvids
Webinar Series
LUNCH AND LEARN
CP26
TALKING MANPOWER
STAND-TO!
THE OFFICIAL FOCUS OF THE U.S. ARMY

U.S.ARMY