

\*\*\*\*\* UNCLASSIFIED / \*\*\*\*\*

Subject: ALARACT 121/2012 - CIVILIAN EDUCATION SYSTEM (CES) POLICY CHANGES  
Originator: /C=US/O=U.S.

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PENTAGON TELECOMMUNICATIONS(UC)/OU=ALARACT RELEASE AUTHORITY(UC)

DTG: 271535Z Apr 12

Precedence: ROUTINE

DAC: General

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THIS MESSAGE HAS BEEN SENT BY THE PENTAGON TELECOMMUNICATIONS CENTER ON  
BEHALF OF DA WASHINGTON DC//DAMO-TRV//

SUBJECT: CIVILIAN EDUCATION SYSTEM (CES) POLICY CHANGES

1. THE CIVILIAN EDUCATION SYSTEM (CES) PROGRAM IS THE ARMY'S LEADER DEVELOPMENT PROGRAM FOR ARMY CIVILIANS. CES POLICY HAS BEEN UPDATED TO ASSIST ARMY LEADERS, SUPERVISORS, AND MANAGERS TO BETTER DETERMINE COMMAND REQUIREMENTS FOR CES, MORE CLEARLY UNDERSTAND THEIR CIVILIAN EMPLOYEES' TRAINING AND LEADER DEVELOPMENT REQUIREMENTS AND MAKE APPROPRIATE RECOMMENDATIONS FOR THEIR PROFESSIONAL DEVELOPMENT.

2. THE FOLLOWING CHANGES ADDRESS POLICY UPDATES.

A. CES COURSE ATTENDANCE IS TARGETED TOWARDS SPECIFIC CIVILIAN GRADES OR PAY BANDS. EMPLOYEES WILL NOW ATTEND THE CES COURSE TARGETED FOR THEIR CURRENT GRADE OR HAVE COMPLETED AN EQUIVALENT MILITARY OR CIVILIAN LEADER DEVELOPMENT COURSE. CIVILIANS MAY NOT ENROLL IN A COURSE THAT IS HIGHER THAN THEIR CURRENT GRADE, ALTHOUGH THEY MAY ENROLL IN A COURSE THAT IS TARGETED FOR A LOWER GRADE. THE CES COURSES AND GRADE TARGETS ARE INDICATED BELOW:

FOUNDATION COURSE (FC)	GS 01 - 15 (HIRE DATE AFTER 30 SEP 06)
BASIC COURSE (BC)	GS 01 - 09
INTERMEDIATE COURSE(IC)	GS 10 - 12
ADVANCED COURSE (AC)	GS 13 - 15 (NO CHANGE)
CONTINUING EDUCATION (CESL)	GS 14 - 15 (NO CHANGE)

PRIORITY FOR ATTENDANCE AT RESIDENT COURSES FOR SUPERVISORS, MANAGERS, AND TEAM LEADERS, PER AR 350-1, ARMY TRAINING AND LEADER DEVELOPMENT, REMAINS IN EFFECT.

B. EFFECTIVE WITH THE DATE OF THIS MESSAGE, THE 10-YEAR RULE FOR EQUIVALENT COURSE CREDIT IS RESCINDED. EMPLOYEES WHO HAVE COMPLETED SPECIFIC TRADOC APPROVED PROFESSIONAL MILITARY EDUCATION (PME) COURSES OR LEGACY CIVILIAN LEADER DEVELOPMENT COURSES AT ANY TIME IN THE PAST WILL HAVE MET THE REQUIREMENT FOR THEIR TARGET CES COURSE. EQUIVALENT CREDIT REQUESTS PREVIOUSLY SUBMITTED AND SUBJECT TO THE 10-YEAR RULE WILL BE AUTOMATICALLY

UPDATED IN CHRTAS TO REFLECT THE CHANGE TO POLICY. EQUIVALENT PME COURSES AND CIVILIAN LEADER DEVELOPMENT COURSES ARE LISTED ON THE CHRTAS MAIN MENU LINK "ABOUT CES COURSE CREDIT."

C. THE FOUNDATION COURSE (FC) IS REQUIRED FOR ALL ARMY CIVILIANS HIRED AFTER 30 SEPTEMBER 2006. THE FC MUST BE COMPLETED BEFORE THE EMPLOYEE IS ELIGIBLE TO APPLY FOR THEIR TARGET CES COURSE.

3. CHRTAS NOW HAS THE CAPABILITY TO AUTO-DETERMINE CES EQUIVALENT COURSE COMPLETION, BASED ON COMPLETION OF SPECIFIC TRADOC APPROVED PROFESSIONAL MILITARY EDUCATION (PME) COURSES OR LEGACY CIVILIAN LEADER DEVELOPMENT COURSES. COURSE COMPLETION MUST BE RECORDED IN THE EMPLOYEE ATRRS TRAINING HISTORY IN ORDER TO BE CONSIDERED FOR MEETING THE CES TARGET COURSE REQUIREMENT.

4. CIVILIANS MAY VIEW THEIR ELIGIBILITY PROFILE AND REGISTER FOR A CES COURSE AT THE CIVILIAN HUMAN RESOURCE TRAINING APPLICATION SYSTEM AT [HTTPS://WWW.ATRRS.ARMY.MIL/CHANNELS/CHRTAS/STUDENT/MAIN.ASPX](https://www.atrrs.army.mil/channels/chrtas/student/main.aspx). FIRST TIME USERS MUST CREATE A STUDENT PROFILE IN ORDER TO HAVE ACCESS TO THEIR INFORMATION OR TO REGISTER FOR A COURSE.

5. CURRENT CES COURSE RESERVATIONS WILL NOT BE AFFECTED BY THESE POLICY CHANGES. AN EMPLOYEE WHO HAS A CURRENT RESERVATION IN A CES COURSE MAY KEEP THAT RESERVATION, EVEN IF HE OR SHE IS NOT GRADE ELIGIBLE FOR THE COURSE. EFFECTIVE THE DATE OF THIS MESSAGE, NEW REGISTRANTS FOR CES COURSES WILL BE ELIGIBLE FOR CES COURSES BASED ON THE NEW GRADE TARGETS.

6. QUESTIONS REGARDING THIS MESSAGE MAY BE SENT TO [USARMY.PENTAGON.HQDA-DCS-G-3-5-7.MBX.G357-DAMO-TRV-CIV-@MAIL.MIL](mailto:USARMY.PENTAGON.HQDA-DCS-G-3-5-7.MBX.G357-DAMO-TRV-CIV-@MAIL.MIL).

7. THIS MESSAGE EXPIRES ON 30 DECEMBER 2012.