

AMEDD Civilian Corps Chief Message #25a dtd 18 June 2012

All,

We've been getting feedback questions about information regarding an extension on the deadline for the Supervisor Development Course. There has been NO extension; the suspense date for actual completion of the course is still 30 Jun for all supervisors of civilians, both civilian and military. We double checked with HQ MEDCOM and the information some of you may have seen was the 30 September 2012 requirement for HQ MEDCOM to report to DA the SDC completion status for our MEDCOM supervisors.

So, Bottom Line Out Back (BLOB):

All supervisors (military and civilian) of civilians still must complete the SDC training by 30 June 2012. Hope this clarifies your questions. Take care.

gregg

Gregg Stevens, SES
Chief, AMEDD Civilian Corps

AMEDD Civilian Corps Chief Message #25 dtd 15 June 2012

Howdy All,

It's that time again. Actually it's past time because it has been longer than average since the last message came out. I've been running all over the country to family events including two grandchildren's high school graduations so I hope you'll forgive me for being a bit behind the power curve.

I'm actually sitting in a D.C. hotel room right now, part of a trip to attend a required training course. (It's important to never quit taking the opportunity to learn—even at my age!) So, now for the latest info we have in no particular order. I do remember that sometimes these messages get a bit long so I'll use headings for each section so you can quickly pick out areas of specific interest to you then go back and read the rest later. Here we go.

Congratulations

Congratulations are in order for Britney Walker from the PAO office in the MEDDAC at West Point. She is the selectee for the third quarter's Strategic Learning Project (SLP). She's at Fort Sam as I write and is working on a way ahead for the Corps to use social media. We're looking forward to the product of her study. We do these SLP's every quarter so stay tuned for info and suspense dates related to the 4th quarter version.

Congratulations too to Andy Watson, a historian at HQ MEDCOM, and Randy Johnson, a safety and occupational health specialist at Western Regional Medical Command, both fairly recently returned from deployments to Afghanistan. Welcome back to both of you, "Thank you!" for your service, and congratulations on your awards. Their deployment stories are posted on our website under "Celebrate Success/Deployment and Other Success Stories."

Congrats to Ms Kelly Roy, one of our AMEDD Civilian Corps members attending the U.S. Army Baylor University Program in Healthcare Administration here at the AMEDD Center and School.

Kelly and her teammates, MAJ Matthew Fandre and CPT Christopher Ogren, placed second in a national case study competition conducted at the University of Alabama at Birmingham.

AMEDD Civilian Corps Website (<https://ameddciviliancorps.amedd.army.mil>) Updates:

---We updated the website to add a link to the new Army G3/5/7 Training Office website that launched in April. It is under Training & Development on the "Other Training Information" page. Here is a short blurb from an Army article:

"The Army G-3/5/7 Training Directorate's Civilian Training and Leader Development Division launched a one-stop website consolidating information about career program occupational and functional training, competitive professional development and leader development opportunities, as well as application procedures and course registration links. The site was designed as an integrated resource for civilian employees, supervisors and Army leaders to improve access to information and increase participation in Army Civilian training and leader development opportunities.

The updated website includes course descriptions, prerequisites and registration links for Army Civilian Education System, or CES, courses, Supervisor Development Course requirements, Competitive Professional Development and Academic Degree Training, advanced opportunities like Senior Service College, Army Congressional Fellowship Program and the Defense

Senior Leadership Development Program, as well as career management tools like Army Career Tracker.

When fully deployed, the Civilian Training and Leader Development catalog on this site will replace the information currently found in the Army Civilian Training, Education and Development System (ACTEDS) catalog as the official resource for information on centrally managed civilian training, professional and leader development training opportunities."

---We use the website as a way to recognize folks and build the esprit of the Corps when you send us photos. I really encourage you to send us info; I really enjoy seeing and sharing the successes our Corps members have achieved. As an example, we recently posted a retirement photo of Ms. Patricia Coram from Evans ACH at Fort Carson to recognize and congratulate her on her retirement after 37 years of combined AD, Reserve, and Civilian federal service. It is under Civilian Corps Photos/Awards & Recognition.

Job Application Questions

As we've discussed before, we get a lot of responses when these messages come out. Many of them are questions having to do with the job application process. Here are some tips from a recent article in the MEDCOM Civilian Human Resource Division Newsletter. Hope you find them useful.

"Now that USAJOBS has become the only application system for all Army appropriated fund job opportunity announcements, it is important for applicants and current employees to pay attention to what is required when applying for job opportunity announcements.

1) Are You Eligible? - Understanding how the federal government determines your eligibility and the types of positions available is an important first step in understanding what job opportunities you can apply for. Each job opportunity announcement will state: Who may be considered, who may apply, or define an Area of Consideration.

https://help.usajobs.gov/index.php/Are_you_eligible%3F

2) The Resume - The most effective resumes when applying for federal jobs are those that clearly articulate how an applicant's skills and experiences align to the selection criteria defined by the job opportunity announcements. <https://help.usajobs.gov/index.php/Tips>

3) Documentation - Read the job opportunity announcement! Each job opportunity announcement requires different documentation. Bottom Line: If the resume and all required supporting documentation are not uploaded and included in the application packet, you will be 'ineligible' for referral."

Significant Dates To Remember

----19 June----Sixth anniversary of the official establishment of the Army's Civilian Corps (Yep, we're a part of that!)

----30 June----All supervisors of civilians must have completed the Supervisor Development Course (SDC). This is required to meet a mandate in the Appropriations Act and is a tough challenge of 23 on line modules. I know; I've done it. See the paragraphs below under Information for Supervisors. It's important.

----5 July----Suspense for the next quarter's Wolf Pack Award submissions. As a reminder, the Wolf Pack Award recognizes combined teams of civilians and military which have demonstrated teamwork in accomplishing the mission. You can find information on the award on the AMEDD Civilian Corps website (<https://ameddciviliancorps.amedd.army.mil>) under the "Celebrate Success" link on the left side of the page.

----10 July----The next version of the MEDCOM Speaks survey comes out. If you are selected as a participant please take a few minutes and complete the survey. The Surgeon General and the other AMEDD senior leaders pay attention to the outcomes of the survey and use the feedback to plan actions and the way ahead in addressing issues you have identified. Don't miss this opportunity to make an impact.

Civilian Education System (CES) Foundation Course on iPad

One of the "fairly frequent" questions we get is whether our members have to take CES courses from a computer on a .mil network. Some folks would like to be able to take them on their own time or at another location. The Army Management Staff College (AMSC) is making some progress on this issue. They recently announced that they will provide access to the Foundation Course Lessons (required for all civilians hired after 30 September 2006) via iPad as part of their commitment to The Army Learning Model 2015. Their site has a bar code that you can scan and it will open up on your iPad.

It still requires access through normal channels for status updates and testing.

This version of the Foundation Course will provide another opportunity to

learn. These lessons will play on iOS devices, as well as on a Macintosh

computer using the Safari browser. Unfortunately, they won't play on a Windows-based computer. Bookmarking, status updates and testing must all be accessed from the Army Learning Management System (ALMS). These files are intended for supplemental use, and are posted for your convenience and to allow flexibility in your studies.

Nancy Quick in our Corps office tried it and was able to watch some of the video vignettes. Take a few minutes to try it out and let us know your feedback. We

look forward to hearing about your experience. You can also feed back directly to the AMSC through their website. The address is <http://www.amsc.belvoir.army.mil/main/index.jsp>.

Special Thanks!

Special thanks to all the Subject Matter Experts (SMEs) who helped us work on the career maps for Career Program (CP) 53. With your help we were able to have all 105 of our maps complete and submitted to DA by the required suspense date. They are in the finalization process at DA now. We'll let you know when they're ready and we'll make them available via our Corps website. Our next step will be to attack the Army Civilian Training and Education System (ACTEDS) plans. Stay tuned and we'll keep you posted on our progress.

Civilian Workforce Transformation (CWT) Update

Army continues to make progress on the CWT through the combined efforts of the Career Program Managers, ASA (M&RA), HQDA G1, HQDA G3/5/7 and TRADOC, and we're playing hard to represent the interests of AMEDD civilians. Here's the latest

* Across the Army 86 Career Management Support positions were recently approved by Secretary of the Army/Chief of Staff of the Army and will be in place in FY 14. In the interim, CWT is working to secure the resources necessary to continue contract support to the career programs across FY 13. M&RA and DCS G-1's leadership fully support this action and are committed to securing the required funding. For us, these are the folks who will manage CP 53 (Medical) as it grows into a fully active CP. They will build and update the ACTEDS plans, and help us develop/manage training and education opportunities, among other things.

* CWT FY 13 Focus: The National Defense Authorization Act of 2010 established requirements for identification of occupational series competencies and development of gap closure strategies to address identified shortfalls. CWT, working closely with AG-1 CP's Strategic Human Capital Development Division, recently briefed the FY 13 Competency Development Plan to Career Program Managers last week after approval in principle by Deputy Assistant Secretary of the Army Mr Tony Stamilio (M&RA CQ) and Mr. Wallace (Acting Deputy Chief of Staff G1). They plan to issue an Army Letter of Instruction NLT 1 Sep detailing specifics of the competency development process and supporting tasks to CPs, Commands, Army Civilians and their supervisors. This will be followed by an Army "ROC Drill" in the Nov timeframe. These events are critical steps to an early Jan (2Qtr, FY 13) kick-off.

NOTE: Remember that we have a competency matrix available for your use now on our Corps website (<https://ameddciviliancorps.amedd.army.mil>) under the "Training and Development" and "Manage Your Career" links.

Information for Supervisors

Army Civilian Human Resources Agency (CHRA) Customer Service Feedback Initiative (CFI)

If you are a supervisor of civilians you may well receive an invitation to participate in CHRA's CFI. It is a short survey (Less than 20 Questions), the intent of which is to evaluate the support you as a supervisor get from your local CPAC. This is another chance for you to give feedback that makes a difference. If you get the opportunity, I strongly encourage you to participate. I know that Ms Barbara Panther, Director of CHRA will use the feedback to improve processes and outcomes for both you and your employees.

MEDCOM Labor Relations and Employee Relations Handbooks for Supervisors

Here's information for you from the MEDCOM Civilian Human Resource Directorate Newsletter:

Just developed by HQ MEDCOM Policy and Programs are the Labor and Employee Relations Handbooks intended for use by MEDCOM supervisors and management officials who supervise civilian employees, and serve as general guidance on topics such as: counseling, leave and attendance issues, misconduct, performance management problems, disciplinary/adverse action, and labor relations. The handbooks do not supersede local collective bargaining agreements where they exist. It is recommended that supervisors and management officials consult with the servicing Civilian Personnel Advisory Center Employee or Labor Relations Specialists for specific guidance and assistance with employee issues as soon as an issue is identified. Handbooks can be found at:

Labor Relations: <https://www.us.army.mil/suite/doc/36800630>

Employee Relations: <https://www.us.army.mil/suite/doc/36800629>

Supervisor Development Course (Suspense is 30 Jun 12)

Enroll in the SDC through the Civilian Human Resources Training Application System (CHRTAS) at the following URL: HYPERLINK "[HTTPS://WWW.ATRRS.ARMY.MIL/CHANNELS/CHRTAS](https://www.atrrs.army.mil/channels/chrtas)" <https://www.atrrs.army.mil/channels/chrtas>. Ensure that your Student Profile is updated, including current supervisor name and email information. If you do not have a profile or if it has been more than 120 days since your last logon, CHRTAS will require you to create/update it before you may apply for training. Click on the "Apply for Training" menu option on the left side of the screen and take the following steps. At Step 1, select the current FY. At Step 2, select Supervisor Training. At Step 3, verify Supervisor Development Course (SDC) is selected. At Step 4, click the Search Button to see the SDC registration. You will be required to verify your AKO username and password.

After you complete the registration process, your supervisor will receive a system-generated email notification with instructions to approve your registration. Once he or she approves your registration, you will receive an email with instructions on how to access the course. Keep this email for future reference.

Course completion will be automatically recorded in ATRRS (for military and civilian students) and will be uploaded to DCPDS (for civilians only). For previous supervisor training completions, civilian supervisors are advised to review their training records via My-Biz, which is accessed through Civilian Personnel Online (CPOL). Military supervisors are advised to review their ATRRS training records.

If you have technical problems with the course, or require a test reset, you must contact the Army Training Help Desk (ATHD). Access the ATHD by logging on to AKO, and type in the following url: HYPERLINK "[HTTPS://ATHD.ARMY.MIL](https://athd.army.mil)" <https://athd.army.mil>.

NOTE: There have apparently been some backlogs for folks trying to take this course. Here's some information from the MEDCOM Civilian Human Resources Directorate Newsletter that may be helpful:

There are a large number of applications, pending in the Civilian Human Resources Training Application System (CHRTAS), for the Supervisor Development Course (SDC). There are various reasons why these applications haven't been processed. One reason is, due to the recent e-mail migration, some e-mail addresses have been changed in the system. These changes will not automatically occur in CHRTAS. Applicants should login to CHRTAS to verify their account information is correct and, that their supervisor's information is also correct (please double check for spelling errors). If an applicant's supervisor's information has changed, or, they have a new supervisor, the applicant needs to login to CHRTAS and update their new supervisor's information.

If an application has been in a pending status for over 30 days, you may want to remind your supervisor of the course application. Supervisor's will receive an e-mail informing them of the

pending application, and include information on the approval process. If the application has been approved, and the applicant is enrolled for the course, but is having trouble accessing the course, the applicant should contact the ATHD (Army Training Help Desk), at <https://athd.army.mil/> for resolution. Applicants may want to review the FAQ's on the AMSC website at <http://www.amsc.belvoir.army.mil/academic/faqs/> for CES course information.

POC: For additional information please contact Mr. Ray Mendoza, 210-221-7245 (DSN471), or, Ms. Rebekah Lindsay, 210-221-8630 (DSN471), at the G37, Readiness, Training and Exercise Division

Areas Where We Need Your Help

---Please make an effort to share this information with your military teammates. It will be helpful to them as well, especially if they supervise civilians. If they do, they have the same requirement to complete the Supervisory Development Course as we do.

---Help us with development of our Strategic Communication message for the AMEDD Civilian Corps. I have many opportunities to talk about your many successes and accomplishments. You make me proud to be an AMEDD civilian and your Corps Chief. But that's just it, I know what makes me proud to be a member of our Corps. I want to know what makes you proud to be one so I can carry that message to audiences across the country. Help! Use the "Contact Us" button on the top right of the Corps website (<https://ameddciviliancorps.amedd.army.mil>) to let us know. Thanx in advance for your feedback.

Federal Employee Viewpoint Survey (FEVS)

The US Office of Personnel Management (OPM) is administering the 2012 FEVS through 30 June 2012. The survey gives employees the opportunity to influence change in Army. We need your participation. All your responses are confidential.

All appropriated fund Army civilians with an email address in the Defense Enrollment Eligibility Reporting System (DEERS) are eligible to take the survey. You should have received an individual email invitation from OPM to take the survey. The email will have a specific link to the survey.

The Office of Management and Budget and OPM Budget Survey use the survey results to evaluate agency progress in organizational performance based on your feedback. In addition, the Partnership for Public Service in conjunction with American University's Institute for the Study of Public Policy Implementation will use the results to determine the Best Places to Work rankings. There is more information on the Federal Employee Viewpoint Survey administration

methodology and results available at OPM's website at HYPERLINK "<http://www.fedview.opm.gov>" www.fedview.opm.gov.

Here is an opportunity to make an impact across the Army. I ask that, if you haven't completed the survey, you find the email invitation and take the survey. Again, I've done it and it's really pretty easy to do. Currently MEDCOM is at 21% complete while the overall Army is at 22%. It is great when the Army Medicine Team leads the way for the Army at large.

This is a chance for us to do so. Thanx in advance for helping out. Remember, the suspense is 30 Jun.

Finally...!!

Well, as usual it has turned into a long message. Hope the headlining helps you to sort it out more easily than in previous versions. Let me know.

No message would be complete without a safety reminder. Summer's here with all its fun and adventure. As you and your families enjoy the opportunities it presents, please pay attention to safety as a primary part of your planning. Evaluate the risks and take steps to take care of them. Remember the simple things like sunscreen, beware of heat injuries, get enough sleep, don't drink and drive---or drink and boat, wear life jackets on the water,... Well, you get the point. Take good care of yourselves. Remember you're important members of the Army Medicine Team and we need you. Thanx for what you do every day to keep Army Medicine the best in the world.

Sincerely,

gregg

Gregg Stevens, SES
Chief, AMEDD Civilian Corps