

Civilian Corps Chief Commanders/CSMs Msg #4a (28 May 2013)

Commanders and CSMs,

I appreciate the opportunity to share information about the AMEDD Civilian Corps with you. Thanx for your time.

We are trying to provide information on opportunities, education and training, and policy that pertain to your civilian Team members. Hopefully, you will find the information useful. I am open to any comments you have--good, bad, or indifferent--about the content or topics you'd like to see covered in future messages. We are still battling with the accuracy of the command team email list, especially in light of the recent change to enterprise email. If you receive this msg by mistake, forgive me; if you know of someone who should have gotten it and didn't, please share it with them. In fact, you are welcome to share it with any of your staff. I encourage you to do so.

TALENT MANAGEMENT

This is an emphasis area for The Surgeon General and development of an enterprise program is under way.

SENIOR EXECUTIVE TALENT MANAGEMENT (SETM): For your civilians, at least at the senior levels, there is an existing program called Senior Executive Talent Management (SETM). It is administered by the Civilian Senior Leader Management Office (CSLMO), Assistant Secretary of the Army (Manpower and Reserve Affairs), and is one of the Army's primary efforts to identify, train, and build its future civilian senior leaders. Your GS-14's and 15's should have heard about it in a recent Corps Chief message from me as well as by other means. SETM presents some great opportunities for them and even offers you backfill in some cases when they are gone to participate in the program.

Employees self-nominate. The application window has been open for more than a month and the Army needs many more applicants. I ask you to encourage your strong employees with strategic level potential to consider applying. They can find information on the AMEDD Civilian Corps website (<https://ameddciviliancorps.amedd.army.mil>) under "What's New" to include a paper titled "SETM Myths" that will help dispel some of the common questions and concerns about the program.

MENTORSHIP: Another major component of any talent management process is mentoring. We are working to make the expertise of the AMEDD Civilian Corps Chief's Office available to your staff, both civilian and military, on a regular basis to discuss issues of interest. We will attempt to schedule an opportunity at least once a quarter by time zone so we can reach anyone interested. The times will be in my Corps Chief messages for your civilians. I will include them in these Commander/CSM messages as well. Please encourage your folks to take advantage of these opportunities. If you have specific topics of interest, please let me know and I'll work to make the subject-matter-expert available. So far we have conducted these sessions via VTC but are working to get organized for DCO as well. Stay tuned and thanx in advance for your support.

TRAINING

CENTRAL FUNDING FOR TRAINING: Good news!!! As of 16 May 2013, DA G-3 reinstated Career Program dollars for civilian training for the remainder of FY13. I have control of the dollars for Career Program 53-Medical, which includes your clinicians as well as many medical-specific administrators. There is no grade specification for the funding, but there are some criteria. Our requirements specify that those applying for training need to be current with their Civilian Education System (CES) training and have a validated Individual Development Plan. I know that there is a backlog for the resident component of CES and we'll make provision for that. The individual should have completed the distance learning component of the appropriate course and have made application for the resident piece. There also are some criteria necessary to meet DA requirements.

Your interested civilians should contact Mr. Pete Altman, our POC, at (210)221-2486 or via email at pete.a.altman.civ@mail.mil. For your employees who are not in CP 53, they can contact their MEDCOM Career Program Manager (list is available at www.ameddciviliancorps.amedd.army.mil/). Go to "Training and Development," then to "Managing Your Career," then "Army Career Programs." As with most funding right now, time is of the essence so encourage your folks to apply soonest. Thanx.

INDIVIDUAL DEVELOPMENT PLANS (IDP): MEDCOM has had a standing policy for several years that requires civilians to have a completed, signed IDP. It is what we use to validate civilian training requirements. In these tough economic times, only validated requirements will get funding and, as you know, not all of those. The IDP is simply a training roadmap agreed to by the individual and his/her supervisor that lays out a plan to help the individual become what they want to be when they grow up. This is also the supervisor's opportunity to suggest courses that will add or improve competence in the employee's current position. A couple of points about IDPs:

- . The original MEDCOM policy expires this month; the new policy is sneaking up on publication.

- . Army Career Tracker (ACT) has an IDP capability built in. DA G-3 will likely specify this capability as the Army-wide standard. Encourage your staff to begin using it. Rumor is that MEDCOM will require its use by 1 Oct 13. We are planning a future DCO training session on this version of the IDP.

RECOGNITION

CIVILIAN AWARDS: During my 30 years of active duty and now as a civilian leader, one of my focus areas has been recognition of the folks who work for me. We routinely do this for our Soldiers---promotion, retirement, PCS awards, and so on, but not as often for civilians. In talking with folks over time it seems that we get used to them being there and doing what they do for us. They just simply don't PCS! Just a quick reminder too that there are awards available for civilians that are equivalent to military awards all the way up to Legion of Merit. My request is that you consider celebrating Civilian Teammate events with the same verve we have historically used for our Soldiers. Events like time-in- service awards, promotions, and retirements are important. It's an area where a little effort will make a big impact. We would be very happy to include these recognition events on our Civilian Corps website. The photo release form is available on the site.

WOLF PACK AWARD: First, congratulations to the folks at Bassett ACH in Alaska for winning the 3rd quarter FY 13 AMEDD Wolf Pack Award for their team of civilians and military working together and using evidenced-based processes to make major gains in productivity. They will compete with the other quarterly winners for the upcoming annual award. This is a great way to recognize combined teams of military and civilians who make a contribution to the mission. There is still time to get your command in the race. Application is easy and the information about the award is on the AMEDD Civilian Corps website (<https://ameddciviliancorps.amedd.army.mil>) under the "Celebrate Success" link on the left side. Suspense for 4th quarter award submissions is 8 July. Good luck!

One last thing.

COMPETENCY MANAGEMENT SYSTEM (CMS): Many Career Program (CP) 53-Medical Civilian Occupation employees and their supervisors recently received e-mails requesting their participation in the CMS assessment (survey). Congress has directed the Department of Defense (DoD) to assess competency gaps of Mission Critical Occupations (MCOs). The CMS survey is Army's effort to assess core competencies and the proficiency levels of Army's civilian workforce and define the competencies related to their jobs. MCOs are defined as series that experience high turnover, are challenging to recruit, or have a large number of optional retirement eligibles. Currently, 37 occupational series in CP53 are designated MCOs.

Employee and supervisor input are critical and will provide vital information to help define competencies and develop strategies to prepare a ready workforce. Subject-matter expert assessments ID competency gaps and gap closure recommendations (e.g., training, developmental assignments, etc.), and will be used by the Army to inform DoD's report to Congress.

Participation rates so far have been low, about 20-25% range, so we need your assistance in getting folks to fill out the assessments. Here's the list of occupational specialty series now in the works: 180-Psychology; 185-Social Work; 602-Medical Officer; 610-Nurse; 621-Nursing Assistant; 640-Health Tech; 642-Nuclear Medicine Tech; 647-Diagnostic Radiologic Technologist; 660-Pharmacist; 671-Health System Specialist; 681-Dental Assistant; and 682-Dental Hygienist. The CP53 POC is Mr. Ison Zibowsky, DSN 471-1333, 210-221-1333, or Ison.A.Zibowsky.civ@mail.mil.

OK, that's it for now; don't want to press my luck. As a closing thought, the SECDEF announcement of 11 furlough days, even though significantly reduced from the original number, will be really tough on some of our civilians. Please do what you can as leaders to be as sensitive to their needs and their welfare as you can within mission limits. They are all important members of our Army Medicine Team. Thanx again for letting me invade your time.

Sincerely,

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