April 2022

ACCMA Mission

Provide talent management services across the human capital lifecycle to support a highly skilled and ready professional civilian workforce that supports the national defense.

Notable Upcoming Activities/Dates

| April 21 | Career Management Executive Council (CMEC) |
| April 25 | CHRA Town Hall |

ACCMA Director's Corner

Greetings!

As we welcome spring and (hopefully) warmer weather, ACCMA remains steadfast in our commitment to taking care of our people, implementing the Army People Strategy, and being a customer-centric organization. Looking over the month, ACCMA planned and executed several events, of note are the Education and Information Sciences Lunch & Learn Sessions and the Medical Career Field Virtual Town Hall.

The Education and Information Sciences Career Field continued their 2022 Lunch & Learn series on 14 April. The topic was Executive Resilience and Performance, which was hosted by the Army Resilience and Performance Center. This program has already provided professional and personal development to over 100 Civilians within the career field, and it continues to grow each session.

The Medical Career Field hosted its first Virtual Town Hall on 19 April via MS Teams Live. The Town Hall included a career field overview, an update on current programs, as well as answers to the submitted questions.
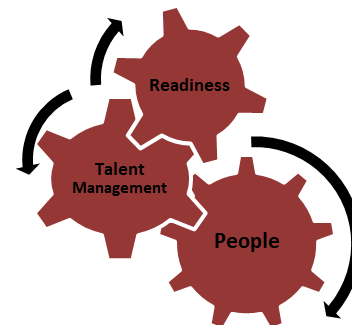
Hosting the Lunch & Learn series and facilitating town halls are just two ways in which ACCMA supports, informs and develops the Army's most valuable resource-its people.

REFERENCE CARD

SEXUAL ASSAULT AND SEXUAL HARASSMENT: NOT IN OUR ARMY

April is Sexual Assault Awareness and Prevention Month

Readiness

Talent Management

People

"Becoming an Army Coach"
By Richard Harfst and Lyletha Hawkins

Two members of the ACCMA team, Lyletha Hawkins and Rich Harfst, recently graduated from the Coaching Culture Facilitator's Course (CCFC). Lyletha is the Training, Education, and Professional Development Program Manager for the Construction, Engineering, and Infrastructure Career Field. She has been an Army Civilian for 10 years. Rich is the Intelligence Functional Community Manager in the Security and Intelligence Career Field. He is a retired Army officer and worked at INSCOM as an Army Civilian for 11 years before joining ACCMA.

The CCFC was a tri-service pilot sponsored by the Army Talent Management Task Force delivered by Two Roads Leadership that ran from 30 November 2021 through 31 March 2022. A total of 18 Army Civilians and 22 Soldiers (officer and enlisted; active and reserve component) were selected as part of the 106-person class, which included a broad mix of military and civilians from across the Departments of the Army, Navy, and Air Force (including members of the Space Force). The curriculum was designed to meet the standards for certification required by the International Coaching Federation (ICF), which is the leading global organization for coaches and coaching.

As one might expect, one of the first things they learned was what coaching is. The ICF defines coaching as "a partnership that entails thought-provoking and creative processes to maximize the clients' personal and professional potential." Perhaps just as importantly, they also learned what coaching isn't and how coaching differentiates from mentoring, friendship, teaching/education, performance counseling, and various forms of professional counseling (e.g., legal, financial, religious, and clinical) – all of which have a lot of similarities.

The curriculum also addressed professional ethics and core competencies before getting into coaching methodology, which focuses on asking powerful questions to evoke awareness and facilitate growth. The students were taught, and shown, a variety of tips and techniques. Most of the course was spent doing practice coaching. Lots of practice! The students assumed one of three roles -- coach, person being coached, or observer -- and every session was critiqued from all three perspectives. The final exam was a series of one-on-one coaching sessions with a real client that were evaluated by a highly experienced external coach. Extracurricular activities included the opportunity to participate in additional professional development sessions and to be coached by one of the 64 current Army coaches (including several members of the ACCMA team). Those opportunities will expand as the recent graduates join the growing community of Army, DoD, and federal-level coaches.
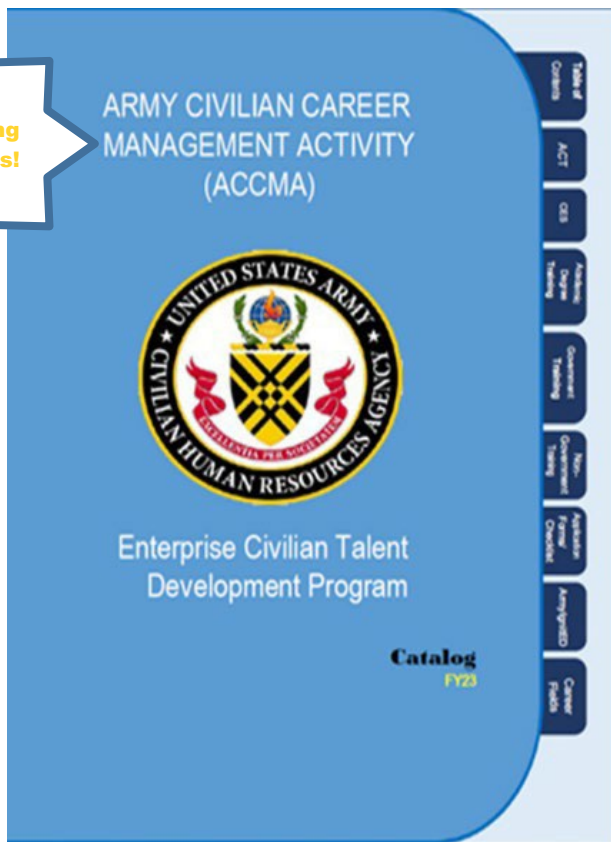
Lyletha's favorite parts of the course were the sessions with her mentor coach who provided both theory and "real-life" illustrations and the open, authentic engagement from the cohort group. Rich noted, "This was a powerful reminder to have purposeful communication. It's really difficult, but critical, to be fully engaged and deliberate."

In addition to the core curriculum, there were several Army-only sessions where they learned about the way ahead for the Army Coaching Program (ACP) (https://talent.army.mil/acp/). The ACP is only a few years old and most of the effort has centered on the military workforce (e.g., the Battalion Commander Assessment Program). Graduates of the pilot will be used to help build the Army' internal capabilities and help select, train, and mentor future coaching students. One of the ACP's goals is to incorporate coaching into the Army's culture and help leaders at all levels leverage coaching techniques.

Lyletha and Rich are both official Army coaches, which is a credentialed and certified professional who has a confidential formal relationship with an Army professional for a specific period-of-time, to assist in developing and improving their knowledge, skills, and behaviors in order to achieve their goals. One of their goals is to help raise awareness of, and promote, coaching for Army Civilians. Both are now available to members of the Army community who are interested in establishing a coaching relationship.

The Enterprise Civilian Talent Development Program Catalog is an annual publication that provides an overview of training and development opportunities and serves as a call for announcing the Enterprise Leader Development Programs for the upcoming fiscal year. The FY23 catalog was published on 3 March and provides guidance to the Civilian workforce on applying to centrally-managed and funded training opportunities, to include:

FY23 Training Opportunities!

ARMY CIVILIAN CAREER MANAGEMENT ACTIVITY (ACCMA)

UNITED STATES ARMY · CIVILIAN HUMAN RESOURCES AGENCY

Enterprise Civilian Talent Development Program

Catalog
FY23

- The Civilian Education System (CES), a progressive and sequential leader development program that provides enhanced educational opportunities for Army Civilians throughout their careers.

- SETM and ETM programs, which prepare Army Civilians to assume positions of greater responsibility across the Department and provide exceptional training and development opportunities for the next generation of Army Civilian leaders, managed by the Civilian Senior Leader Management Office (CSLMO).

- Government, Non-government, and Academic Degree Training. The catalog also provides an overview of career fields, and serves as a repository for training announcements, application forms, and checklists.

More information can be found in Army Career Tracker:

Catalog located in Army Career Tracker:
-https://actnow.army.mil in the "Communities" Section.
-From the drop down menu SELECT A CATEGORY, choose **CIVILIAN.**
-Under SELECT A PAGE, choose **Army Civilian Career Management Activity-Talent Development.**
-On the left side of the menu select '**Files**,' you will find the catalog in PDF format.
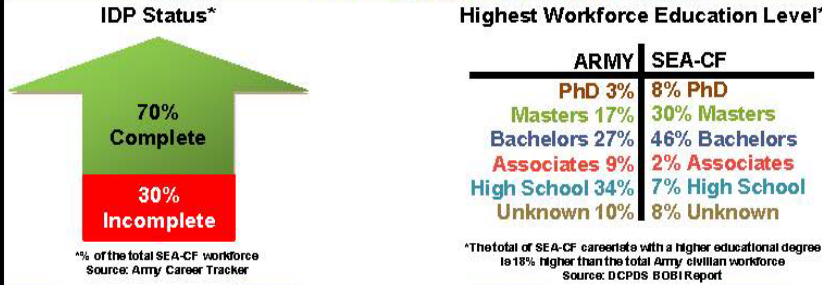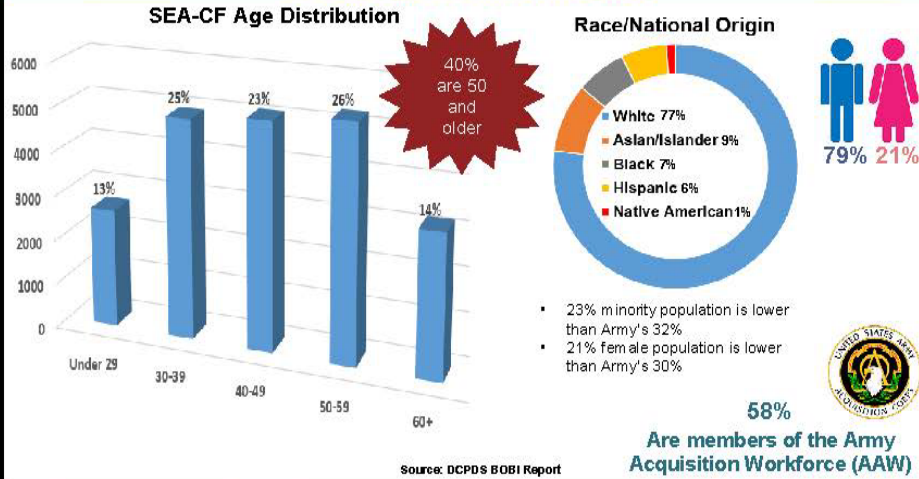
SEA-CF: By The Numbers

Current as of January 2022

SEA-CF EDUCATION METRICS

IDP Status*

70% Complete

30% Incomplete

^% of the total SEA-CF workforce
Source: Army Career Tracker

Highest Workforce Education Level*

	ARMY	SEA-CF
PhD	3%	8% PhD
Masters	17%	30% Masters
Bachelors	27%	46% Bachelors
Associates	9%	2% Associates
High School	34%	7% High School
Unknown	10%	8% Unknown

*The total of SEA-CF careerists with a higher educational degree is 18% higher than the total Army civilian workforce
Source: DCPDS BOBI Report

SEA-CF DEMOGRAPHICS AND STATS

SEA-CF Age Distribution

Under 29: 13%
30-39: 25%
40-49: 23%
50-59: 26%
60+: 14%

40% are 50 and older

Source: DCPDS BOBI Report

Race/National Origin

- White 77%
- Asian/Islander 9%
- Black 7%
- Hispanic 6%
- Native American 1%

79% 21%

- 23% minority population is lower than Army's 32%
- 21% female population is lower than Army's 30%

58% Are members of the Army Acquisition Workforce (AAW)

SEA-CF TRAINING EXECUTION

FY21 Funds Execution

ADT: $313K
STT: $527K
Group: $140K
Total: $980K

125% of Funds Executed for FY21

Approved Applications

Academic Degree Training (ADT): 124
Short Term Training (STT): 62
Group Trainings: 7

Source: ArmyIgnitED; Training Resource Management Information System (TRMIS)
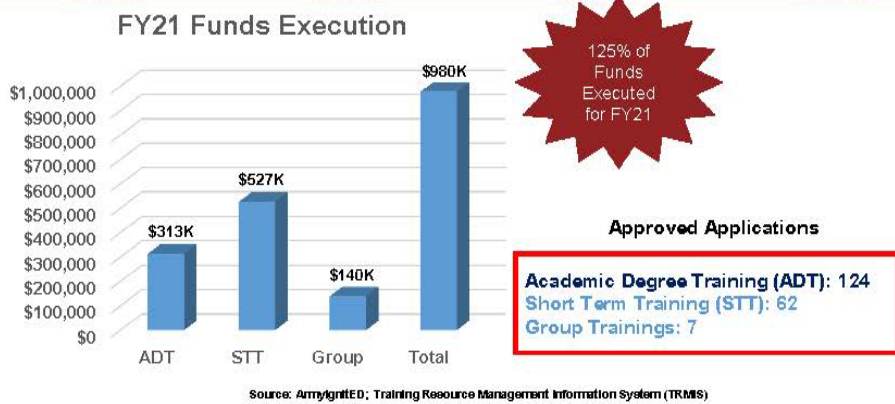
SEA-CF MCO & WPO WORKFORCE OVERVIEW

21,134 Army Civilians

77 Occupational Series

8 MCO (40% of Careerists)

16 WPO (38% of Careerists)

Mission Critical Occupation (MCO) — Workforce Priority Occupation (WPO)

Source: DCPDS BOBI Report
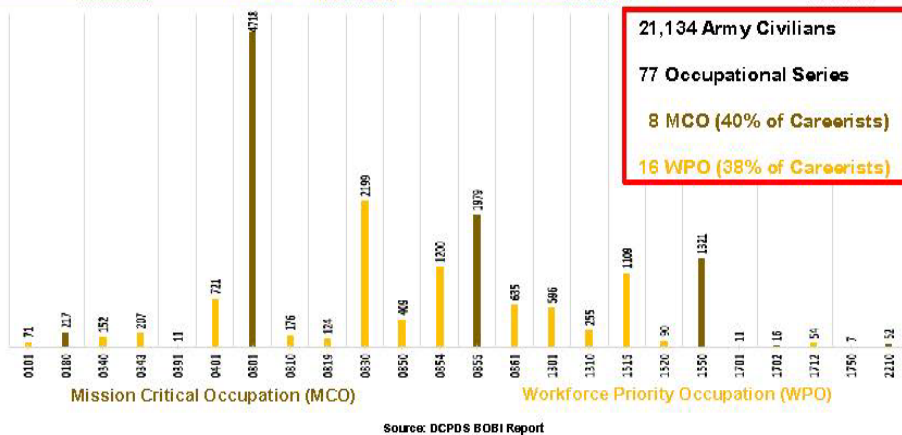
The Science Engineering and Analysis Career Field (SEA-CF) has published their quarterly "By the Numbers", which is a brief reflection of the current status of the Science, Engineering, and Analysis Career Field workforce.

There has been a rise in some factors since 2021. Of note are the following:

- Four percent rise in the number of employees with a Bachelor's degree
- One percent rise in the amount of PhDs over the total Army population
- One percent rise in female employees
- Over 40% increase in training funding spent from the previous FY

For the first time, the SEA-CF spent almost 1 million dollars on training, which is an increase of their total SEA-CF workforce by 479 employees.

The SEA-CF will continue to strive for excellence in support of their workforce and Army STEM initiatives.

DCPAS manages the DOD Performance Management and Appraisal Program (DPMAP), a performance management system which covers the majority of DOD employees. DPMAP utilizes a process for planning, monitoring, evaluating, and recognizing employee performance while linking individual employee performance to organizational goals. Program characteristics are below:

- The performance appraisal cycle runs from April 1 through March 31 of the following calendar year, and the rating of record will be effective June 1.

- A minimum of three documented performance discussions (performance planning, performance review, final performance appraisal) is required, with emphasis on continuous two-way communication.

- Clearly developed performance elements linked to organizational goals.

- Descriptive performance narratives reflecting distinctions in performance.

- Documented performance that may be linked to other personnel decisions.

- Refer to DoDI 1400.25-V431, "DoD Civilian Personnel Management System: Performance Management and Appraisal Program" for further program requirements.

WHAT YOU SHOULD KNOW:
- Supervisors are required to provide a record of rating for each employee who has been under an approved and communicated performance plan for at least 90 calendar days during the appraisal cycle.

- Rate employee performance against the elements and standards established in the performance plan.

- Objectively assess employees using fair, credible, and transparent measures.

- Employee input is encouraged as a means for employees to document their accomplishments and demonstrate their contributions to mission success.

Table 2. Deriving the Rating of Record

Summary Level	Summary Level Criteria
Outstanding	The average score of all element ratings is 4.3 or greater, resulting in a rating of record that is a '5' – "Outstanding"
Fully Successful	The average score of all element ratings is less than 4.3, with no element rated a '1' - "Unacceptable", resulting in a rating of record that is a '3' – "Fully Successful"
Unacceptable	Any element rated '1' - "Unacceptable"

It is important to note:
- Failure ("Unacceptable") on any one element results in an overall rating of "Unacceptable".

- An "Unacceptable" rating of record must be reviewed and approved by a higher-level reviewer (HLR).

- An overall rating of record can only be calculated using performance elements that have been rated.