



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MEDICAL COMMAND
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OTSG/MEDCOM Policy Memo 21-008

ATMC-CCE

27 JAN 2021

Expires 17 January 2023

MEMORANDUM FOR

**Commanders, MEDCOM Major Subordinate Commands
Deputy Chiefs of Staff, OTSG/MEDCOM OneStaff
Directors, OTSG/MEDCOM OneStaff**

SUBJECT: Army Medicine Developmental Assignment Program

1. References.

a. Title 5, USC, Part III Employees, Chapter 41, Training, § 4108 Employee Agreements; service after training, 17 Dec 02.

b. DoDI 1400.25, Vol 410, DoD Civilian Personnel Management System: Training, Education, and Professional Development, 25 Sep 13.

c. Army Directive 2017-13 (Department of the Army Senior Enterprise Talent Management Program and Enterprise Talent Management Program), 1 Aug 17.

d. AR 350-1, Army Training and Leader Development, 10 Dec 17.

e. AR 690-950, Career Program Management, 6 Nov 16.

f. Army People Strategy, Oct 19.

g. Army People Strategy Civilian Implementation Plan, May 20.

2. Purpose. Establish the U.S. Army Medical Command (MEDCOM) policy on the Army Medicine Developmental Assignment Program (DAP). The DAP program is intended to promote the expanded use of developmental assignments in support of MEDCOM's Talent Management initiative.

3. Proponent. The proponent for this policy is the AMEDD Civilian Corps.

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4. Applicability. This policy applies to permanent MEDCOM Civilian employees.

This policy applies to permanent MEDCOM Civilian employees at the grades GS-07 through GS-15, or equivalent including Appropriated and Non-Appropriated fund, and serving in a Career or Career Conditional Appointment and have met the specific requirements for the Developmental Assignment selected for.

5. Responsibilities.

a. AMEDD Civilian Corps.

(1) Administer the Army Medicine Developmental Assignment Program.

(2) Establish and maintain the DAP portal for Regions and Major Subordinate Commands (MSCs) to actively participate in the Army Medicine's DAP program to administer their own DAP program. For additional information, please refer to the Developmental Assignment Portal at: <https://go.usa.gov/x7xxZ>

(3) Provide guidance and support to Regions/MSCs on the Army Medicine DAP.

(4) Identify program success indicators, conduct annual program assessments and modifications to this policy and supporting documents as required.

(5) Coordinate with Command Career Field/Career Program Managers on review of the developmental assignment opportunities.

b. Region/MSC Commanders and Directors.

(1) Designate a point of contact to provide support and oversight.

(2) Identify appropriate developmental opportunities for employees within and outside of their organizations.

(3) Endorse employee participation in the Army Medicine DAP.

(4) Ensure supervisors and managers discuss strengths and opportunities for improvement with employees and help them identify appropriate development opportunities, including developmental assignments for their Individual Development Plans (IDPs).

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c. Supervisor.

(1) Management officials and supervisors will review employee applications and consider the employees developmental needs and mission requirements in arriving to an endorsement decision.

(2) Complete the necessary procedures to accommodate an individual on a developmental assignment.

(3) Sign and adhere to the terms of the DAP Memorandum of Understanding (Enclosure 1).

(4) Inform the host supervisor of desired developmental goals for the participant.

(5) Fund the participant's salary and benefits.

(6) Upon supervisory endorsement, coordinates dates and times of the employee developmental assignment with gaining supervisor.

(7) Submit a Request for Personnel Action (SF52) to detail the participant to the Host Organization if DAP is expected to last more than 30 calendar days.

(8) Supervisor of record will maintain all employee performance records and timekeeping responsibilities.

(9) Ensure the participant's assignment is developmental and supports their IDP.

(10) Ensure the participant's current job duties are covered for the duration of the developmental assignment.

(11) Evaluate and rate the participant's performance with input from the host supervisor for performance during the developmental assignment.

(12) Complete appropriate evaluations of the developmental assignment.

(13) Assist the employee's transition back into their position of record and provide opportunities for the participant to apply their learned knowledge and skills to the fullest extent possible after completion of their developmental assignment.

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d. Host Supervisor.

(1) Should identify duties of the developmental assignment, and the knowledge, skills, and abilities required to perform the assignment.

(2) Assign duties and responsibilities; write an assignment description and learning objectives, and complete an assessment of the developmental assignment upon completion. Should identify the knowledge skills and abilities the employee will acquire through the developmental assignment.

(3) Determine the desired length of each Developmental Assignment between 30 – 120 days.

(4) Coordinate with the supervisor regarding any changes to ATAAPS.

(5) Establish developmental goals, in collaboration with the participant, and supervisor of record.

(6) Provide the participant with written expectations of duties to be performed during the developmental assignment.

(7) Assist the participant with transition into the organization and provide him or her with the necessary resources.

(8) Sign and adhere to the terms of the DAP Memorandum of Understanding.

5. Policy.

a. It is MEDCOM policy to offer training and developmental opportunities that will develop a highly qualified workforce capable of performing current and future career functions.

b. Use of developmental assignments is a valuable tool that provides an excellent opportunity to expose participants to more complex environment and leadership experiences, adding depth to their individual leadership skills; fundamental competencies; and practical knowledge, skills, and abilities.

c. Developmental assignments provide functional, cross-functional and leadership development through a wide range of practical experiences that will provide participants with a broader view of the organization as well as the opportunity to perform duties in other occupational, functional, or organizational elements.

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d. Developmental assignments are not centrally funded. Host organizations seeking candidates outside the commuting area must outline funding parameters and details in the announcement.

6. Procedures.

a. Program Objectives.

(1) Promote the use of Developmental Assignments/Career Broadening opportunities in support of the Army People Strategy Civilian Implementation Plan and Talent Management.

(2) Develop a highly qualified workforce capable of performing both current and future career functions.

(3) Offer training/developmental opportunities for professional growth of the Army Medicine Civilian workforce.

(4) Provide employees with functional, cross-functional, and leadership development through a wide range of practical experiences that provide participants with a broader view of the organization.

(5) Provide a way to enhance competencies by providing Army Medicine employees an opportunity to perform duties in other occupational, functional, or organizational elements.

b. Program Benefits.

(1) Participants gain expanded knowledge, skills and abilities, address competency gaps and enhance their readiness.

(2) Provides employees professional growth, build their professional networks, and strengthen resumes.

(3) DAP participants often return to their organizations with renewed energy, increased knowledge, capabilities and an expanded tool kit to apply against organizational challenges.

(4) Participants enhance leader, core, functional, cross-functional competencies and leadership skills.

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(5) Host Organizations derive the benefit of having a motivated employee with a fresh perspective on resolving complex problems.

(6) Parent organizations of individuals who depart for developmental assignment can offer broadening opportunities for team members to fill the gap until return of the incumbent.

c. Participant Eligibility.

(1) The program covers permanent, full-time Civilian employees in grades GS-07 through GS-15, or equivalent including Appropriated and Non-Appropriated fund, and serving in a Career or Career Conditional Appointment. Suggested eligibility for consideration: at least one (1) year of service in the individual's current position. Applicants must meet the specific requirements for the developmental assignment.

(2) Developmental assignments should not involve the performance of higher-level duties which would constitute a promotion.

(3) Current performance evaluation rating of "fully successful, successful" or above.

(4) Applicant must have an approved IDP reflecting a need for the type of experience offered by the assignment.

(5) Applicant must include endorsements from the supervisor and forwarded through chain of command and be endorsed by an O-6/GS-15 or equivalent. (Enclosure 2)

(6) Applicant must agree, upon completion of the developmental assignment, to serve in the Department of Defense three times the length of the training period and sign a Continued Service Agreement. (Enclosure 3)

d. Length of Assignments.

(1) Assignments advertised through the Army Medicine Developmental Assignment Portal will be no less than 30 and no more than 120 days and will be in compliance with all applicable civilian personnel management regulations pertaining to work assignments and details. (Enclosure 4)

(2) Host Organizations will determine the desired length of each Developmental Assignment between 30 – 120 days.

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e. Program Administration.

(1) Host Organizations interested in advertising Developmental Assignments on the Army Medicine Developmental Assignment Portal must complete the Developmental Assignment Form, found on the Portal and submit to the AMEDD Civilian Corps Office at: usarmy.jbsa.medical-coe.mbx.civilian-corps-chief@mail.mil. The AMEDD Civilian Corps Office will post announcements.

(2) Applications will be sent directly to the Host Organization via email with all required documentation and the Application Checklist (Enclosure 5).

(3) Host Organizations will select the best qualified applicant to complete Developmental Assignments.

(4) Specific Requirements will be outlined by the Host Organization on each Developmental Assignment Form being advertised.

f. Memorandum of Understanding must be completed and signed prior to the Developmental Assignment between the applicant, host supervisor and supervisor.

g. The Army Medicine Developmental Assignment Portal is located on SharePoint and can be accessed at: <https://go.usa.gov/x7xxZ>

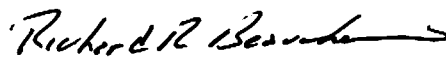
7. Internal Controls. The Developmental Assignment Program will be monitored through the use of periodic evaluation reports and periodic status reports compiled by the AMEDD Civilian Corps.

8. Accountability. Commanders and Directors or any management official who has authority will be accountable.

FOR THE COMMANDER:

5 Encls

1. Memorandum of Understanding
2. Supervisor Endorsement Memo
3. Sample Continued Service Agreement
4. Announcement Form
5. Application Checklist


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Chief of Staff