



January 2022

ACCMA Director's Corner

It's been a little over a year since ACCMA stood up on October 1, 2020. I couldn't be more proud of the accomplishments the men and women of ACCMA have achieved since then. We devote a long article in this newsletter to highlight just *some* of the myriad accomplishments this team has produced.

Also in this newsletter is the last of the in-depth articles highlighting an individual career field. In this edition, we feature the Professional Services Career Field, a unique career field comprised of Army Civilian professionals in the Legal, Inspector General, and Public Affairs communities.

I also hope you enjoy the article on the Army Fellows Program professional development session. The Talent Acquisition Division took an already very successful program, the Army's enterprise entry-level acquisition and training program (known variously as the DA Intern Program or the Apprentice Program) and improved the execution of this program by resourcing enterprise training, conducting more frequent communication with the Fellows and supervisors, and coordinating quarterly professional development and networking events such as that reported in this article.

The ACCMA team continues to provide talent management services across the human capital lifecycle to support a highly skilled and ready professional civilian workforce. Stay tuned for more updates in ACCMANews!

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

JANUARY 17	Martin Luther King Jr. Birthday
JANUARY 20	CMEC Meeting
FEBRUARY 21	Presidents' Day
FEBRUARY 22-24	AMC Summit



ACCMA accomplished much in FY21, not the least of which was coming together to form a new organization, never an easy task. The following are just a few highlights of the ACCMA team over the past year.

In 2021, ACCMA rebranded the name of the Army-funded, entry-level hiring and development program, formerly referred to as the Army Civilian Development Program, to the **Army Fellows Program**. To improve execution of the Army Fellows Program, ACCMA committed to resourcing enterprise training, more frequent communication with the fellows and supervisors, and conducting quarterly professional development and networking events. In addition, in 2021, ACCMA instituted a similar enterprise-level program for student interns.

The **Security and Intelligence Career Field** worked closely with the Surface Distribution and Deployment Command due to the difficulty of the command to recruit and hire security guards and civilian police. The career field assisted the command to transform the security workforce of the military ocean terminals by ensuring fair compensation for their work and improving recruiting and hiring to address the low fill ratios and high attrition rates for these occupations. The Career Field also continued to provide strong support to the Criminal Investigation Division while working closely with the Fort Belvoir CPAC in the development of new criminal investigator positions descriptions, the hiring of new criminal investigators, and the recent DoD approval of a direct hiring authority for criminal investigators.

The **Digital Technology Career Field** advocated for higher pay tables for key cyber work roles in critical, hard-to-fill specialties by collaborating with Army Cyber Command to submit congressional input for computer programming pay.

The **Professional Services Career Field** developed an acculturation program focused on talent management for Army Civilian inspector general employees who were converted from Title 32 (dual status) to Title 5 due to a requirement from the 2016 National Defense Authorization Act. They also developed and launched a monthly virtual training series, *Raising the Bar*, where the Army legal community was invited to participate in training offered by a subject matter expert.

The **Medical Career Field** evaluated and supported implementation of the emerging Holistic Health and Fitness Program (H2F) initiative. This Army-wide initiative places physical therapists, athletic trainers, registered dietitians, strength coaches, and mental performance specialists at the unit level. The Medical Career Field assisted in forecasting recruitment requirements, initiating succession planning, conducting certification/licensure managements, and overseeing associated training, education, and professional development requirements.

The **Education and Information Sciences Career Field** expanded an already existing mentorship program to include all members of the career field in 2021. Sixty Army Civilians (mentors and mentees) participated in the mentorship program.

The **Contracting Career Field** delivered 190 training/developmental opportunities to the contracting workforce. These opportunities provided Army Civilians with functional, management, and leadership training designed to increase awareness of industry structure and strategy; financial metrics; corporate culture; decision-making drivers, processes, collaboration; and business management techniques.

The **Installations Career Field** collaborated with Installation Management Command aviation leaders to convert their air traffic assistants (GS-2154) to airfield operations specialists (GS-2150) as the current series/position descriptions did not accurately reflect the mission and duties that employees were performing. The Career Field also engaged in various activities to retain talent. They offered 11 one-hour Lunch and Learn outreach sessions attended by 484 participants, covering topics such as individual development plan development, Safety and Occupational Health Certificate Program application process, Safety Management Systems implementation, and Army Risk Assessment Program-Enhanced. In support of the Army Housing Campaign Plan, they established a two-level certificate to address basic skills and abilities for housing professionals to perform at high competency levels across the Army's housing portfolio.

The **Logistics Career Field** coordinated with Army commands and depots to identify critical competency gaps in their logistics wage grade personnel.

The **Construction, Engineering, and Infrastructure Career Field** collaborated with functional experts to identify and prioritize ten technical competency gaps, ten non-technical competency gaps, and five emerging technology challenges.

The **Science, Engineering, and Analysis Career Field** conducted outreach efforts with universities and organizations and at Army sponsored events. Events included the Alabama A&M University's National Defense Education Program; Society of Women Engineers; National Society of Black Engineers; and Army Operations Research Symposium.

The **Human Capital and Resource Management Career Field** celebrated the seventh year of the Military Human Resources Functional Community's Army e-learning program. To date over 52,000 e-learning courses, at a cost avoidance of over \$8 million, have been taken. They also welcomed the General Administration and Management Functional Community. As part of this reorganization, a massive review of over 20,000 position descriptions in the General Administration and Management Functional Community was undertaken to ensure correct alignment with the appropriate functional community. By the end of FY21, 14,368 Army Civilians were realigned to new functional communities to better match the duties and responsibilities outlined in their position descriptions.

The above are just a sampling of the myriad accomplishments of the ACCMA team over the past year. ACCMA will continue to accomplish great things in support of the Army and the Army Civilian Corps in 2022.





Mr. William Koon
Director, Civilian Personnel,
Labor & Employment Law
Office of The Judge
Advocate General
Functional Chief,
Professional Services
Career Field FY22,
Functional Advisor, Legal

It is an honor to serve as both the Functional Chief for the Professional Services Career Field in FY 22 and as the Functional Advisor for the Army’s legal community. The Army-wide impacts of Civilians working in the Professional Services Career Field far exceed our relatively small population of 5,400+. Our talented Civilians tell the Army’s story; provide unbiased oversight to ensure stewardship, accountability, integrity, efficiency, and good order and discipline; and zealously represent the Army as well as individual clients—whether they be Soldiers, Family Members, or Soldiers for Life. Given the importance of each of these functions, Mr. Brady, Mr. Gatto, and I are committed to ensuring that top talent is acquired, developed, employed, and retained in each of these functional areas at such time when each of us fills the rotating role of Functional Chief.

I look forward to supporting ACCMA and its mission in the years ahead and continued collaboration with the Professional Services Career Field Team. We are grateful for this opportunity to spotlight our Career Field for the Army Civilian community.

Legal

The Legal Functional Community consists of almost 2,600 Army attorneys and paraprofessionals serving in 14 job series including attorneys, paralegals, legal technicians, claims technicians, court reporters, government information specialists, and legal kindred. These Civilians provide the Army with legal advice and support across diverse and specialized practice areas. Due to the broad mission requirements, these Civilians serve in offices across the country and around the globe, including in 45 U.S. states and territories and nine countries abroad.

For the vast majority of Army Civilian legal professionals, the Army is the client, and advice is provided across a broad range of subject matter areas, including, but not limited to: national security law, cyber law, intellectual property and patent law, healthcare law, military justice policy, contract and fiscal law, environmental law, ethics, labor and employment law, administrative law, procurement fraud, real estate, and torts. Those attorneys and paraprofessionals working in legal services or trial defense represent the Soldier or Family member and provide advice and representation to the individual, and not the Army.

Regardless of the client, in each of these subject matter areas, legal professionals develop and communicate advice; conduct legal research and analysis of legal issues; interpret and apply laws, rules, and regulations; gather and present facts; and advocate on behalf of their client. The legal community plays a critical role in ensuring the Army readiness both today and for the future.

A unique feature of the Legal Functional Community is that we support the U.S. Army JAG Corps’ Military Spouse Attorney Hiring Program. This innovative program uses excepted service hiring flexibilities to fill civilian attorney positions. It serves as an important means for acquiring legal talent while also supporting readiness and retention among our all-volunteer force.





Mr. Michael Brady
Principal Deputy Chief
of Public Affairs
Functional Advisor,
Public Affairs &
Communications Media

Public Affairs & Communications Media

The Public Affairs & Communications Media Functional Community consists of approximately 2,400 Army Civilians. It includes the following functional specialties: Public Affairs, Writer/Editors, Technical Writers, Editorial Assistants, General Arts and Information, Internal Relations Specialists and most recently, Visual, Protocol, and Legislative specialties.

These critical positions help tell the Army story and fulfill the Army's obligation to keep the American people and the Army informed, and helps to establish the conditions that lead to confidence in America's Army and its readiness to conduct operations in peacetime, conflict and war.

Public Affairs & Communications Media offers training to its population in the functional areas such as: digital media, strategic planning, community relations, graphics design and more, through classroom training, self-paced study, on-the-job training, and distance learning. A primary emphasis is on providing training opportunities for Civilians within the Defense Information School (DINFOS) at Fort Meade, Maryland. We will soon be offering training in their Visual Information Management Course and look forward to exploring other possible options to further our Civilians' development.

Our functional community works closely with the Office of the Chief of Army Public Affairs to promote and enhance their monthly Public Affairs Forum virtual training engagements for Army communication professionals as well as other professional development opportunities they offer throughout the year. Additionally, we advocate for our population to take advantage of Civilian Education System courses, SETM and ETM opportunities, the Army Expeditionary Civilian Workforce, as well as other details and developmental assignments throughout the Army. We stay connected and engaged with each other through an active Facebook platform and the Army Public Affairs Portal.



Mr. Mark Gatto
Director of Army
Inspections,
Acting Functional
Advisor, Inspector
General

Inspector General

The office of the Inspector General has been part of the Army for over 240 years.

Established in FY11, the Inspector General (IG) Functional Community is predominantly within Series 1801 (general inspection, investigation, enforcement, and compliance), with approximately 400 Department of the Army Civilians who serve their commanders and commands by performing the four IG functions—inspections, assistance, investigations, and teaching and training—for the specific purpose of enhancing the command's readiness and warfighting capability. Selfless service is the cardinal attribute of successful IGs and all IGs must adhere to—and be advocates of—the Army Values, the Warrior Ethos, and the Army Civilian Corps Creed. The IGs hold a position of public trust, so broad experience, strong communication skills, and impeccable ethics are key attributes that strengthen and build the viability and effectiveness of the Army IG system.

The IG Functional Community mission is to acquire, train, develop, and retain a high quality and diverse civilian IG workforce. These professionals must complement the military IGs and together serve the nation and the Army's mission. As an extension of the Inspector General School, the Functional Community provides advanced functional training, virtual 90-day developmental assignments, and self-development opportunities to build upon credentialing criterion and strengthen critical competencies.

Development is underway for the Army Fellows Program (pilot) with implementation and recruitment in FY23. Additionally, in concert with the Army People Strategy/Civilian Implementation Plan - Develop Talent - the Functional Community is working closely on the career development of the Army National Guard Civilians recently converted into Title 5 status.

ArmyIgnitED, the online platform for processing Standard Form 182s (Authorization, Agreement, and Certification of Training) for career-funded training, is intuitive, offers easy navigation, and provides a streamlined SF-182 submission and approval process. Up-to-date “How To” Guides provide self-paced instruction to help new and seasoned users navigate the system.

While ArmyIgnitED offers a streamlined approach to submitting and approving SF-182s, continued improvements are necessary for user experience. One area that is being worked is the General Fund Enterprise Business System (GFEBS) interface to facilitate faster processing of vendor payment and reduce human intervention. With automated obligation of funds functionality and payment initiation, we have experienced faster payments to vendors and schools that support our Civilians and Fellows as they pursue their educational goals.

Coming Soon!

1. Fellows will be able to enter indirect costs when creating an SF-182 for training.
2. Enhanced funds management for ACCMA Resource Management.
3. Auto assignment of supervisor roles to verified Army Career Tracker (ACT) assigned supervisors.

General Best Practices

1. When creating a helpdesk ticket include detailed information about the error/issue with screenshots. Did you know? The technical team needs this information to attempt to replicate the issue/error for resolution.
2. Work with your ACCMA Functional Community Manager (FCM) to initially address technical issues. It might be something that someone else has experienced and is relatively easy to fix.
3. Add individuals (FCM, supervisor, etc.) to the help desk case watch list to keep them informed of updates to the case.
4. Use the “How To” Guides to navigate the many features of ArmyIgnitED

Best Practices for Accessing ArmyIgnitED

1. Preferred browsers: Edge, Chrome, or Firefox. Internet Explorer is not supported by ArmyIgnitED.
2. All users need a login.gov account created with the email that ArmyIgnitED has on file. This is the email that was used in GoArmyED. No personal email addresses are permitted.
3. All users need to update their telephone number and country code once login is successful for all accounts.

Best Practices for Creating/Submitting/Approving SF-182s for Training

1. An approved SF-182 is required prior to attending training.
2. Civilian/Fellow must have a supervisor association in ACT to create an SF-182.
3. Supervisor role must be added to supervisor account in ArmyIgnitED. The FCM can verify this requirement.
4. Civilian/Fellow should submit all SF-182s for approval a minimum of 30 days prior to class start date.
5. Ensure correct funding is selected for proper routing. Only select centralized funding if directed by FCM.
6. Ensure direct and indirect costs are calculated/entered correctly.
7. Group SF-182s: Ensure all names of students are listed on the SF-182 before submission to ACCMA Resource Management for approval.
8. Contact your FCM when vendors cannot be located in ArmyIgnitED Organization search to ensure the vendor has been completely onboarded to include accepting terms and conditions for using ArmyIgnitED.

For more information about ArmyIgnitED, contact ACCMA Operations ArmyIgnitED Technical Team:

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The orientations and professional development sessions for participants in the Enterprise Civilian Training Acquisition Program (ECTAP) are off to a strong start. On 8 December, the Talent Acquisition Division (TAD) hosted the first AFP Professional Development Session, via MS Teams Live. The session was a great success and over 425 fellows, supervisors, command representatives, and ACCMA personnel participated.

The Army leader speaker for this professional development session was Mr. Peter Hosutt, Civilian Human Resources Agency Chief of Staff. Mr. Hosutt, a former Army fellow, described his entry into civilian service and the career choices he made leading up to his current role. Mrs. Chinita Reid-Latson, the Sexual Assault Response Coordinator from United States Army Garrison Fort Belvoir, provided an overview and information on Sexual Harassment/Assault Response and Prevention. The Army Benefits Center's Mr. Patrick Thein briefed "Early Career, You Have Choices" informing the participants about Army Civilian entitlements. The presentation covered many topics and proved beneficial not only to new Army employees, but all Army Civilians. Session attendees listened as Ms. Priya Uppal's II PEG Administrator, Deputy Chief of Staff G-9, enlightened us with her experiences, detailing her path throughout the program as she shared useful advice for fellows to consider.



Photo: Mr. Peter Hosutt

The TAD appreciates the support from Army senior leaders, career field directors, and former fellows who help make the ECTAP events a success. Their insight is helpful and their participation provides opportunities for further networking and identification of potential mentors.

The TAD will host the next professional development engagement for Army Fellows in March 2022. The Army leader speaking at this engagement is the Functional Chief for Engineering and Construction, Dr. Christine Altendorf, Senior Executive Service, U.S. Army Corps of Engineers. She will address the impact Army Fellows have on the Corps' mission. TAD will have additional presenters to brief topics: ArmyIgnitED (the platform for submitting and obtaining approval of training requests), Army Fellows Program training and professional development requirements, and the Employee Assistance Program (free counseling and referral service for Army Civilians). Another former Army Fellow will answer questions and share some insight on her experience as a fellow and her service as an Army Civilian.



Julie Petruccelli-Treen has joined the Talent Assessment and Analysis Division. Julie served for the last seven years in multiple positions of increasing responsibility as an HR Specialist at Fort Riley, Kansas. She also has experience at the Army Staff level and early in her career as a Family Readiness Support Assistant for Army units. Julie's varied experience will greatly contribute to the Talent Assessment and Analysis Division where she will advise analysts on HR processes and policies and help look for ways to improve those processes.



Michael Ellerbe has joined the Digital Technology Career Field, as he takes the lead for their Integration Cell Pluralsight/Quantum Leap and training support missions. Previously with the Department of Veterans Affairs, Michael has over 35 years of proven success as a leader, manager, and individual contributor in innovation and strategy, strategic planning, process improvement, organizational design (force management), and individual and collective (unit) training.



Sherry Villanueva has joined the Medical Career Field team as a Program Analyst. Sherry has extensive human resources and talent management experience at CHRA, Army Futures Command, MEDCOM, Regional Health Command Europe, and at the installation level. Her most recent position was with MEDCOM as an HR specialist providing workforce analysis critical to the transition of medical treatment facility functions to the Defense Health Agency.



Sean Lindsay has joined the Talent Assessment and Analysis Division as a Program Analyst. Sean comes to ACCMA from the Federal Retirement Thrift Investment Board, where he served as a strategic planning branch chief. Sean has vast experience helping organizations form and change. He was greatly involved in the formation of U.S. Space Force. Sean is currently serving as an officer in the U.S. Air Force Reserve.

Jennifer (Jenna) Shell has joined the Installations Career Field as the lead Career Field Integrator. Jenna is joining us from DCS G-9 where she stood up, coordinated, and managed Quality of Life Task Force operations. Her integration experience along with her program management experience overseeing and managing Army wide family support programs will be invaluable to the integration of all Installations Career Field efforts.



Delicia Battle has joined ACCMA as the new Public Affairs Specialist in the Operations Division. Delicia served at the Army Aviation and Missile Command since 2010 in various positions, most recently as the Chief, Writing Branch III where she supervised 12 government writers with responsibility for managing the development of the supported programs' technical manuals. In addition, Delicia is a major in the U.S. Army Reserve, currently assigned to the Army Reserve Sustainment Command as their public affairs officer. She was previously deployed to Iraq from 2016 to 2017 where she served as the personal PAO to the commanding general of the Combined Joint Task Force, Operation Inherent Resolve and as the press desk officer-in-charge in the combined joint operations center.

Congratulations to the following individuals on their recent promotions!

Richard “Ric” Watson was promoted in the Medical Career Field to a GS-0671-13 Health Systems Specialist. Ric was already a member of the team as a program manager providing training and analysis support for multiple occupational series. Ric's extensive civilian and military medical administration experience will enhance our ability to provide specialized support to career field members and managers.

Verna Edwards was promoted to GS-09 as a management analyst with the Logistics Career Field. Verna has been with the Logistics Career Field (LCF) for seven years and has served in various capacities. She serves the LCF well with her dedication to the team and improving processes. Her commitment to the workforce and Army values are unmatched. The LCF is fortunate to work with her and congratulates her on her career progression!

Kristina Bacon was promoted to GS-09 as a management analyst with the Logistics Career Field. Kristina has served across career program lines in varying roles for 11 years. She brings a wealth of career management knowledge as well as technology and product design expertise. She is a multi-faceted asset to the team and the LCF congratulates her on the well-earned promotion!

John Bentley was promoted and joined the Construction, Engineering, and Infrastructure Career Field team lead for the Workforce Development Team. He most recently served in the Science, Engineering, and Analysis Career Field where he was a senior career development program specialist. He brings breadth and depth of experience in strategic workforce planning, developing career management initiatives, and supporting the Civilian Implementation Plan. We welcome him onboard and look forward to his contributions throughout the full spectrum of Construction, Engineering, and Infrastructure Career Field (CEI-CF) missions

Congratulations to the following individuals on their recent transfers!

Dr. Adolfo (Al) Gorriaran-Pedraza transferred to the Digital Technology Career Field as the Senior Program Analyst (Career Field Integrator). Al is broadening his already extensive Army, State Department, Smithsonian Institution, and military career as he joins our team having previously served with the Construction, Engineering, and Infrastructure Career Field. With doctorates in Information Technology and Business, Administration, and Human Resources Management (DBA- HRM), he has a passion for the Army's cyber mission, and compliments the career field with vast experience in strategic human capital planning, human resources program management and analysis, communication, and leadership.

Rob McIlwaine was reassigned to the Director, Career Management Support Division. Rob previously served as the Director, Human Capital and Resource Management Career Field. He brings with him many years of experience as a civilian human resources leader supporting the analysis, planning, and development of the workforce. As many of you know, Rob did a fantastic job leading our Operationalize Work Group during ACCMA's stand up, which focused on the administrative formation of the organization. Rob's experience and focus on delivering results for his customers will serve him and our organization well going forward.

Welcome to Dr. Andrea Scott on her developmental assignment in ACCMA!

Dr. Andrea Scott joined the CEI-CF office on a six-month developmental assignment. She is coming to us from the U.S. Army Engineer Research and Development Center where she is the Development Program Manager in the Directorate of Human Capital. Developmental competencies and duties in this assignment include serving as the CEI-CF Director's functional advisor and developing products and processes identified in the 2021 Strategic Workforce Plan. As an inorganic chemist, she brings diverse experience from her government and non-governmental background to strengthen fidelity in CEI-CF mission and initiatives. We look forward to her talent management contributions throughout the full spectrum of Construction, Engineering, and Infrastructure Career Field missions.