



## ARMY EXPEDITIONARY CIVILIAN WORKFORCE (AECW)

### Civilian Harm Mitigation and Response (CHMR) Civilian Personnel Center of Excellence (CP COE)

**BACKGROUND:** On 25 August 2022, the [Department of Defense \(DoD\) released its Civilian Harm Mitigation and Response Action Plan \(CHMR-AP\)](#), which lays out a series of major actions DoD will implement to mitigate and respond to civilian harm. The plan, directed by the Secretary of Defense, creates new institutions and processes that will improve strategic outcomes, optimize military operations, and strengthen DoD's ability to mitigate civilian harm during operations through a reinforcing framework.

**CHMR CP COE:** The Secretary of the Army was designated as the Joint proponent for CHMR and as such, has established a CHMR Civilian Personnel Center of Excellence. The CHMR CP COE will operate out of office space in Crystal City, Virginia and be staffed by a mix of military and civilian personnel. The civilian positions of this organization are currently being recruited through competitive announcements on USA Jobs for fill on a Term basis, with projected start dates of 90-120 days in the future.

**AECW SUPPORT:** Because of the urgency of this mission, AECW will provide transitional support to facilitate the establishment of the CP CoE. The AECW support is intended to bridge the gap until Term hires are in place. The projected duration of the TDY assignments is 60-120 days, or until such time that the Term hires are in place. The TDY period may be extended up to a maximum of 179 days if all parties are in agreement.

#### CONDITIONS:

- All TDY assignments will be in a designated hotel in Crystal City, Virginia (no telework).
- The work schedule is Monday – Friday, 8 hours per day. Occasional overtime may be required but is not guaranteed.
- Lodging and meal expenses will be in accordance with rates established by the Joint Travel Regulation. No rental cars will be authorized.
- Annual leave will not be approved during the TDY period. Unless required to work overtime, employees will have weekends off.
- Employees will remain assigned to their home station organization during the TDY, at their permanent grade (no temporary promotions).
- The AECW servicing CPAC (Fort Knox) will process Detail Personnel Actions to document the assignment in DCPDS.
- AECW will move selected employees into the AECW DTS hierarchy to have oversight of the TDY authorization.
- All TDY expenses will be centrally funded.
  
- Home stations will continue to fund base salaries of selected employees. If an employee is selected who is project-funded and fully reimbursable, advance coordination will be made between HQDA and the organization on the possibility of funding base salary costs; however, this will only be in very specialized cases.



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- If overtime is required, home stations will be reimbursed for the costs. Overtime is expected to be very limited and will only be authorized if directed in writing, in advance, by the CHMR CP COE.
- Home station supervisors must ensure that employees who are approved for consideration are of the highest professional and ethical standards. Employees who have demonstrated poor performance or are under consideration for disciplinary action will not be endorsed for this assignment.

## **This message is intended for Army MEDCOM Civilian Employees.**

Please disseminate the below information to MEDCOM Civilians as it contains information regarding available opportunities to serve in the below critical positions as part of the Army Expeditionary Civilian Workforce (AECW).

Army civilians have a unique opportunity to support the newly established Civilian Harm Mitigation and Response Civilian Personnel Center of Excellence (CHMR CP CoE). This is a call for volunteers for a TDY assignment to Crystal City, Virginia for 60, 90, or 120 days to help stand up this new organization. The CHMR CP CoE is being established in response to the Secretary of Defense directive to implement programs that will analyze and develop strategies for mitigating risk of unintended civilian casualties during military strikes overseas. The Secretary of the Army is the lead for this Joint effort and a first step is establishing the Center of Excellence. More detailed information on the action plan for the CHMR initiative is attached.

The civilian positions of this organization will be recruited as Term hires through formal vacancy announcements; however, to provide a more immediate capability, AECW was tasked to locate volunteers for a transitional team that could begin work immediately. These will be TDY assignments, that will be centrally funded.

The suspense for applications is **8 March 2023**.

Interested individuals should submit a [CHMR Request for Deployment form](#) (attached), along with a resume, SF-50, and DD214 (if former military).

Applications must be submitted through supervisory channels to the Command Deployment Coordinator.

Additional information on lodging and meals is provided in the attached [Fact Sheet](#) (no teleworking).

### **The critical positions that need to be filled are:**

Title: Executive Administrative Assistant

Series: 0301

Desired Grade Level: GS-13 or 14

Security Clearance: Secret

Duties: Serves as Executive Admin to the Director. Coordinates Director scheduling, travel,



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COE admin needs.

Title: Executive Admin for Civilian Deputy Director

Series: 0301

Desired Grade Level: GS-12 or 13

Security Clearance: Secret

Duties: Serves as administrative support for the Dep Director (CIV) and coordinates w/supports other admin staff.

Title: Information Technology Manager

Series: 2210

Desired Grade Level: GS-13 or 14

Security Clearance: TS/SCI

Duties: Provides information systems and network support for CP CoE personnel.

Title: Security Specialist

Series: 0080

Desired Grade Level: GG-13 or 14

Security Clearance: TS/SCI

Provides security management, enforcement of the DCIPS intelligence-related security disciplines across the command for CP CoE (Info Systems, database, building access)

Title: Doctrine Developer/Writer

Series: 0301, 1712, 1701, 1750

Desired Grade Level: GS-12 or 13

Security Clearance: Secret

Duties: Plans, organizes, coordinates, and develops doctrine related to CHMR.

Title: Concept Analyst (Doctrinal and Educational)

Series: 0301, 1712, 1701, 1750

Desired Grade Level: GS-12 or 13

Security Clearance: Secret

Duties: Identifies and verifies acceptable CHMR solutions for required changes in doctrine, organization, training, materiel, leadership and education, personnel, facilities, and policy (DOTMLPFP).

Title: Training Specialist Curriculum Developer

Series: 1712, 1701

Desired Grade Level: GS-12 or 13

Security Clearance: Secret

Duties: Develops curriculum for CHMRO Qualification Course (3 classes of 30 students per year) ICW J5/J7/J8

Title: Policy Analyst

Series: 0301



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Desired Grade: GS-13 or 14

Security Clearance: Secret

Duties: Serves as CoE lead for policy development related to CHMR CP CoE functions.

Title: Data Scientist

Series: 1560, 1515

Desired Grade: GS-13 or 14

Security Clearance: TS/SCI

Duties: Develops, oversees and refines data management processes to collect, share, analyze, and learn from data related to civilian harm.

Title: Data Analyst - (Knowledge Manager)

Series: 2210, 0301, 1515

Desired Grade: GS-12 or 13

Security Clearance: Secret

Duties: Develops SHAREABLE repository for all CHMR related data collected, shared, analyzed, chronicled, and lessons learned with relevant organizations. Also works as Data Analyst.

Title: Strategic Intel Technical Advisor

Series: 0132

Desired Grade: GG-13 or 14

Security Clearance: TS/SCI

Duties: Collects and analyzes data related to civilian harm and informs CP CoE leadership with recommendations and support plans. Per DCIPS, coordinates Intel share with J2/G2/ Intel Community.

Civilian employees interested in serving must complete the attached RFD IAW with the instructions on pg.2 and forward their complete RFD packet, to the **MEDCOM Deployment Coordinator**.

**Thank you for Answering the Call!**