

PROFESSIONAL SERVICES CAREER FIELD NEWSLETTER



INSPECTOR GENERAL FUNCTIONAL COMMUNITY EDITION



From the Desk of the Professional Services Career Field Functional Chief



Dear Professional Services Career Field Colleagues,

Welcome to late summer and our second Professional Services Career Field quarterly newsletter! Since the last edition in April, your career field team has been hard at work identifying joint training opportunities; establishing new partnerships with vendors to offer top-notch training; and, solidifying enduring relationships with existing vendors. The career field team successfully procured and executed and additional \$630,432 in unfunded requests (UFRs) to secure additional training for our population in FY22. This is particularly noteworthy given that the initial FY22 funding allocation for our career field was \$103,920. As a result, 844 Professional Services Career Field teammates received centrally-funded training in FY22! Undoubtedly, your Career Field Team will continue working just as hard in FY23 to support the professional and training objectives of the dedicated Army Civilians in our three functional communities.

It does not seem possible; but, FY23 will be here before we know it. This is a great time to assess your career path as an Army Civilian. I encourage you to take time to consider some questions. How competitive are you? Are your competencies current, relevant, and focused on your future goals? Have you satisfied the Civilian Education System (CES) course requirements? How does your educational level compare to those colleagues in your grade and series? Have you taken advantage of the extensive training libraries available to Army Civilians through Udemy and Army e-Learning? Have you considered applying for the Army Sen-

ior Talent Enterprise Talent Management or Enterprise Talent Management Program? Have you reviewed your Individual Development Plan (IDP) and determined whether it accurately reflects your long-term plans for your career as an Army Civilian? Look to your supervisor and mentors for insights and guidance about your IDP and current career trajectory. Visit the landing pages for your respective functional community on Army Career Tracker (ACT). Remember: you are ultimately the manager of your career. It is important to make time to plan for YOUR future.

As a reminder, a unique feature of our career field is the Functional Chief (FC) position is filled on a

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rotating basis each fiscal year. As such, Mr. Michael Brady, Principal Deputy Chief of Public Affairs, and Functional Advisor (FA) for the Public Affairs & Communications Media Functional Community, will assume the role of FC starting on 1 October 2022. I will remain the FA for the Legal Functional Community. We are all committed to ensuring that top talent is acquired, devel-

oped, employed, and retained across our Career Field. Thank you for all of your hard work and all that you do in support of our Army Team.

William J. Koon
 Director, Civilian Personnel, Labor & Employment Law
 Functional Chief, Professional Services Career Field FY22
 Functional Advisor, Legal

Updates from the Army Civilian Career Management Activity

What is ACCMA?

If you ever wondered what the Army Civilian Career Management Activity (ACCMA) organization is all about, listen to this *Leader Up* podcast, hosted by the Army Management Staff College.

This episode provides a deep dive into the ACCMA organization, why it was established, and how it is part of Army's renewed focus on its Civilian Corps. Click [here](#) to visit the Army Management Staff College (AMSC) website where you can access this episode and the full *Leader Up* library covering a broad range of leadership and leader development topics with for the Army Professional.



Army Civilian Lexicon Changes

The Army continues to evolve and improve the experience of Army Civilians. In Part of this effort includes important changes to the lexicon used to describe key terms affecting Army Civilians. The quick reference guides below highlight these recent changes.

PREVIOUS REFERENCE	NEW REFERENCE
32 Career Programs	11 Career Fields
Career Management	Talent Management
Career Program	Functional Community
Careerist	Army Civilian
Army Career Development Program (ACDP)	Army Fellows Program
Apprentice/Intern (Graduate)	Fellow
Intern (Student)	Intern

LEXICON DEFINITIONS

TALENT MANAGEMENT
 A system that promotes a high-performing workforce, identifies and closes skills gaps, and implements and maintains programs to attract, acquire, develop, promote, and retain quality and diverse talent.

FUNCTIONAL COMMUNITY
 Specified occupational series and functional fields grouped together on the basis of population, occupational structure, grade range, and commonality of job and qualification characteristics.

ARMY CIVILIAN
 A member of the Army team, dedicated to Soldiers and Civilians, supporting the mission by providing leadership, stability, and continuity during war and peace, and supporting and defending the Constitution, while living the Army values of loyalty, duty, respect, selfless service, honor, integrity, and personal courage. (Based upon Army Civilian creed)

ARMY FELLOWS PROGRAM
 Army program to attract, recruit, and hire top civilian talent for enterprise-level talent needs.

FELLOW
 Recent graduate with an undergraduate or graduate degree.

INTERN
 Current high school, undergraduate, or graduate student.

CAREER FIELDS

- Construction, Engineering, & Infrastructure
- Contracting
- Digital Technology
- Education & Information Sciences
- Human Capital & Resource Management
- Installations
- Logistics
- Medical
- Professional Services
- Science, Engineering, & Analysis
- Security & Intelligence

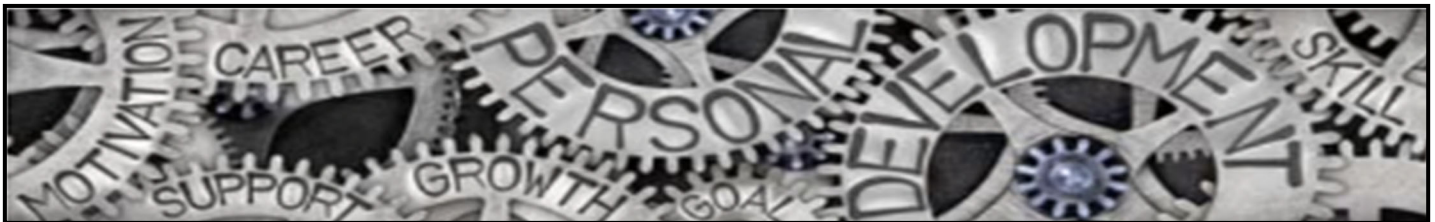
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Now's The Time to Plan For Your Individual Development!

The Individual Development Plan (IDP) is a tool you create and maintain in Army Career Tracker (ACT) to record short and long-range career goals. Your IDP should target the specific competencies, knowledge, skills, and abilities necessary to meet current objectives; as well as training, education, and other professional development strategies used to develop the desired competencies.

Your supervisor and Command/Activity Functional Community Manager (formerly Command Career Program Manager or CCPM) are your initial consulting experts when it comes to your IDP. If you are unsure who your Command/Activity Functional Community Manager is, please contact your supervisor or Training Coordinator for your assistance. They can provide course recommendations, setting realistic expectations, prioritizing, obtaining training, identifying funding sources for training, and filling out applications for training or developmental opportunities. Once created, IDPs are to be updated annually. Detailed instructions for completing an IDP can be found in ACT.

In order to have a balanced IDP, include a mixture of interpersonal, functional (job-related) and leadership courses. Be sure to check with your Command Training Coordinator for local opportunities as well. This edition of the Professional Services Career Field Newsletter contains an overview of some of the of online training resources available to Army Civilians.



The Training Corner

Good News Story: FY22 Increased Funding/Training Opportunities



At the beginning of FY22, the Career Field was allocated \$103,920 to train an anticipated 240 Army Civilians. Due to other career fields under-executing their training dollars, the Professional Services Career Field obtained an additional \$630,432 to train another 600+ Career Field Civilians in courses taught by organizations like Graduate School USA, Performance Training Resources, National Institute of Trial Advocacy, and Public Relations Society of America. Your Professional Services Career Field Team will continue advocating for additional fund-

ing as it becomes available to provide our workforce with training needed to close identified competency gaps.

Prepare for FY23 Training

FY23 is right around the corner and there's no better time than now to prepare to apply for training. Active Army Career Tracker (ACT) and ArmyIgnitED accounts are required for both the employee and the supervisor when applying for training. If you have not already done so, please follow the instructions below:

1. Create an ACT account at <https://actnow.army.mil>.
2. Create your ArmyIgnitED student account and complete your profile at: <https://www.armyignited.com>.

3. Have your supervisor accept you as an employee at <https://actnow.army.mil>.
4. Have your supervisor create an ArmyIgnitED supervisor account at <https://www.armyignited.com>.

Those experiencing issues creating ArmyIgnitED accounts should submit a HelpDesk ticket for assistance. Inability to create an ArmyIgnitED account will not bar consideration of a training application.

Army Civilian Training Resources Overview

The following highlights are just some of the training opportunities and resources available to Army Civilians. They are centrally-funded, so there is no cost to your organization. However, you must coordinate in advance with your supervisor to obtain permission to use duty time for training. If you have further questions regarding training, please contact your supervisor or Command Training Coordinator. After reviewing, consider how these programs might fit in to your IDP.

Civilian Education System (CES)

CES is the foundation of the leader development program for Army Civilians, providing progressive and sequential education courses throughout their careers. CES is centrally-funded for most permanent Army Civilians, including but not limited to general schedule (GS), non-appropriated fund (NAF), local national (LN) and wage grade (WG) employees. Employees should include the CES course for which they are eligible on their IDP and work with their supervisor to target completion as soon as practicable.

Applications are submitted through [CHRTAS](#). Employees are eligible to attend the CES course that is targeted at their grade level.

- GS-01 through GS-09 employees are eligible to attend the Basic Course
- GS-10 through GS-12 employees are eligible to attend the Intermediate Course
- GS-13 through GS-15 employees are eligible to attend the Advanced Course

- GS-14 through GS-15 employees are eligible to attend the Continuing Education for Senior Leaders Course

NOTE: All Army Civilians hired after 30 September 2006 are required to take the Foundation Course (DL) prior to enrolling in any of the three CES courses.

For a listing of all FY23 class dates, click [here](#).

Equivalency and Constructive Credit may be requested and granted, in certain circumstances in lieu of course attendance. Failure to upload your documents using the correct process may result in non-approval or delay. Course credit does not count as course completion, nor does it count as course graduation. It simply means you are not required to take the CES course that is equivalent to the course(s) you have already completed. You may only receive course credit for CES courses which you are eligible to enroll. For example, you cannot receive course credit for the Advanced Course unless you are eligible to enroll in the Advanced Course (i.e. you are a GS-13, 14 or 15). Instructions can be found [here](#).

Did you know you can apply for college Credit Upon Graduation of CES? Click [here](#) for details.

Army e-Learning (Skillsoft)

[Army e-Learning](#), has 3,500 web-based courses on information technology, business, leadership and personal development. Access the Courseware Catalog to find training relevant to your needs.



There is now a Skillsoft Learning Application (App) available to download on your smartphone! The Skillsoft Learning App extends your learning experience to your mobile device. It adds additional features beyond Army e-Learning Skillsoft alone and provides the convenience of learning anytime, anywhere. Instructions on downloading the App to your Smartphone may be found [here](#). If you need assistance please contact the Skillsoft Technical Support at <https://support.skillsoft.com/armyhelp>.

Udemy

Udemy is a new, virtual learning tool available to all Army Civilians and provides the opportunity for you to focus on your professional development at your own pace, anytime and anywhere. The platform offers 7,000+ courses that are regularly reviewed and updated to meet current workforce trends and the needs of learners such as yourself.

The Army Civilian Career Management Activity (ACCMA) teamed up with Udemy to provide Army Civilians educational opportunities for learning new skills and refining old ones outside of the traditional classroom. This new enterprise tool can be used in concert with other virtual or live training to complete your individual development goals.

To obtain your Udemy Business license follow these instructions:

1. Go to the Udemy Business home page: <https://armyciv.udemy.com>.
2. Enter your @army.mil, @mail.mil, or @usace.army.mil e-mail address then select continue.
3. Follow the instructions sent to your e-mail address.

For additional information, visit <https://business-support.udemy.com/hc/en-us>.

Defense Acquisition University (DAU)

DAU, <https://www.dau.edu/>, is a corporate university of the DoD offering free online acquisition, technology, and logistics training to Civilian staff. Through the Strategic Program, DAU has estab-

lished partnerships with colleges and universities so Defense Acquisition Workforce members can transfer DAU coursework toward degrees and certificates. While each partnership is unique, the objective of the program is to provide opportunities to maximize academic accomplishments by receiving credit for DAU courses toward a degree or certificate program.

Visit the [DAU interactive partnership database](#) to identify a program that suits your needs.

Supervisor 101

ACCMA's Supervisor Talent Management Division has gotten the Supervisor 101 Course online and it is available to everyone. Supervisor 101 is a web-based course with lessons that focus on supervising Army Civilians. The course provides new supervisors with foundational knowledge necessary to successfully manage work processes and lead in the Army environment. Register for Supervisor 101 [here](#).

Important Reminders

Have You Checked Your Thrift Savings Plan Beneficiaries?

In June, the Thrift Savings Plan (TSP) launched a redesigned website to enable Soldiers and Civilians to better manage their retirement savings. During this transition, the beneficiary designations for a small number of participants did not transfer. TSP is encouraging all participants (Military and Civilian) to review and confirm that their beneficiary designation(s) are correct. **Beneficiary designations must be on file at the time of death. TSP will not honor a will or any other document.** Take a few moments today to log in to TSP.gov and ensure that your intended beneficiaries are listed.

Not Receiving Emails?

Please take a moment to log into MyBiz and ensure that your email address is correct. The email



REMINDER



address associated with your MyBiz account is the address included on the rosters used by the Professional Services Career Field Team to distribute important information to the field, including training announcements and other professional development opportunities. To update your contact information on MyBiz, visit <https://compo.dcpds.cpms.osd.mil/>. Once you've logged in, select "Update Contact Information" under the Key Services on the left-hand side of the page.

Army Civilian Inspectors General

By Ms. Donna L. Wood

Functional Community Manager
Inspector General

Many Army Civilian Inspector General (IG) positions are available across the Continental United States and around the globe as well. The Inspector General Civilian workforce is defined by the Office of Personnel Management (OPM) under Occupational Series 1801 – General Inspection, Investigation, Enforcement and Compliance Series. The IG Functional Community is a civilian career program for Department of the Army (DA) 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. Many Civilian IGs who work in specialty areas are in other Job Series (e.g. 2210 – Cyber Security) and consequently belong to other Career Programs, but are still part of the Army IG Community.

All IGs extend the eyes, ears, voice and conscience of their commanders and are responsible for advising these commanders. 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 continually build upon the viability and effectiveness of the Army IG system.

Those interested in applying for a position as an IG may find job opportunities at goarmy.com or USAJobs and enter the key words of "Inspector General" or Series 1801 into the Search Engine. Prior experience as an IG is most critical to be competitive; however, carefully read the Job Announcement(s) to discern knowledge, skills, and abilities from past experiences. Read more about [Army Civilian IG requirements](#).

In accordance with AR 20-1, “[a]ll civilians applying to an IG position will undergo a complete background check prior to acceptance into the position. All Army IG candidates must graduate the basic qualifications course at The Inspector General School [TIGS]. All students attending the basic course must complete all three weeks of the course, and upon graduation, will be fully qualified as Army IGs and may assume IG duties. The final step to certification is when the directing authority or the command IG administers the IG oath. IG candidates who are awaiting attendance at the basic IG qualification course may serve in their assigned IG staff sections as temporary assistant IGs and only within the authorities of that IG category. The course is fully funded by Department of the Army. Veterans who served previously as an IG, may be required to attend TIGS as directed by the Commandant.”

The [Inspector General Functional Community Manager](#) is responsible for talent development for Army Civilian IGs.

Army Civilian Inspectors General of the Year Announced

Lt. Gen. Donna W. Martin, the 67th Inspector General of the Army, hosted a ceremony to announce the Civilian Inspectors General (IG) of the Year awardees for Fiscal Year 21 during the April 20, 2022 ceremony at the Hall of Heroes in the Pentagon. The ceremony was held in conjunction with the 2022 Worldwide Inspectors General Conference.

The Civilian Inspectors General of the Year competition is designed to select the most outstanding Department of the Army Civilian who best represents the Army Inspectors General. Nominees must possess the five essential characteristics of the Army Profession: Trust, Military Expertise, Honorable Service, Esprit de Corps, and Stewardship. They must be an exemplar of the Army Profession by displaying Character, Competence, and Commitment, while possessing the Knowledge, Skills, and Attributes expected of an outstanding leader. Also, they must have made significant contributions to the organization and the Inspector General program, directly contributing to the readiness of the organization and the Army within the fiscal year under consideration.

Only one Civilian IG may be selected within 3 categories of grade: Category 1 (GS-09-GS-11), Category 2 (GS-12-GS-13), and Category 3 (GS-14-GS-15). These categories were established based upon population dispersion and weighted functional proficiency differences.



Mr. Christopher Cummings, chief of the IG Assistance and Investigations Branch at Army Futures Command in Austin, Texas, is the Civilian IG of the Year at the GS-12/13 level. Cummings, also a former military IG, has also held IG positions with the Defense Language Institute, Installation Management Command, U.S. Army Japan, and the 75th Training Division.

Mr. Evan Brown, the Deputy Inspector General

at U.S. Army Cadet Command and Fort Knox, Kentucky, was chosen as the Civilian IG of the Year at the GS-14/15 level. Brown, a former military IG, leads a team of civilian and military IGs covering Army ROTC and Junior ROTC programs across the nation, as well as Fort Knox and its tenant units.



Congratulations to Mr. Cummings and Mr. Brown on their outstanding achievements!

Good News From the Inspector General Functional Community

Mr. Brent H. Tawney was promoted, in March 2022, from GS-12 to GS-13 within the Army Sustainment Command's Inspector General Office.

Mr. David Neal, Deputy Command Inspector General, 8th Army, Korea graduated from the Army War College on 3 June 2022. He is assigned to the Army Cyber Command to serve as a Protection Integration Manager.

Mr. Robert Faucher was promoted GS-14 in new position as the Eighth Army Deputy Inspector General in Korea in June 2022.

Mr. Williams ("Bill") Pendergast of the Eighth Army in Korea was recognized as the Eighth Army "Pacific Victor of the Week" (PVoW) awardee in June 2022.

Congratulations to our IG Teammates on these wonderful accomplishments!





Welcome to the New Inspectors General!

Mr. John Brear, US Army Maneuver Center of Excellence, Ft Benning, GA

Ms. Lisa Coleman, US Criminal Investigative Command, Quantico, VA

Ms. Chrisandra Hersh, US Army Cyber Center of Excellence, Ft Gordon, GA

Ms. Grace Johnson, US Army Inspector General Agency, Pentagon

Mr. David Kaley, US Army Element Africa Command, Stuttgart, GE

Ms. Juanita McLaughlin, US Army Reserve Command, Ft Bragg, NC

Mr. Michael Schwarz, 79th Theater Sustainment Command, Los Alamitos, CA

Mr. Joseph Taylor, Operations Command Post, Pyong Taek, Korea

Mr. Timothy Volkmann, Main Command Post US Army South, Ft Sam Houston, TX

Mr. James Weik, US Army Aviation and Missiles Command, Redstone Arsenal, AL

