

PROFESSIONAL SERVICES CAREER FIELD NEWSLETTER

INSPECTOR GENERAL FUNCTIONAL COMMUNITY EDITION



From the Desk of the Professional Services Career Field Functional Chief



Greetings Professional Services Career Field Colleagues,

One unique feature of the Professional Services Career Field is that the Functional Chief position rotates each fiscal year. On October 1st, our FY22 leader, Mr. Will Koon, Functional Advisor for the

Legal Functional Community, passed the torch to me. I want to take this opportunity to thank Mr. Koon for his guidance over the past year. Under his leadership, we certainly have a strong foundation going into FY23.

At the 2022 Association of the United States Army Annual Meeting, the Army released the 2022 edition of the *Army People Strategy: Civilian Implementation Plan*. This strategic document builds on the momentum from the 2020 edition as the Army continues its work to replace its outdated approach to Civilian human resource management with modern, holistic talent management practices. By centralizing the 32 former individual career programs into 11 career fields under the Army Civilian Career Management Activity (ACCMA), the Army seeks to provide comprehensive, enterprise-wide talent management services for recruitment, outreach, talent acquisition, talent development and career field management. These changes will create efficiencies, advocacy and 21st-century innovations for the Army and Army Civilians. It truly is an exciting time to be an Army Civilian.

Your Professional Services Career Field Team is working hard to ensure you are apprised of and provided the opportunity to successfully reap the benefits of these monumental changes. During the AUSA annual meeting, Ms. Sarilyn Leary, Legal Functional Community Manager, provided an

outstanding informational brief on the Professional Services Career Field. If you were unable to attend, the full briefing video and slides are available for review [here](#). I encourage you to take the time to review the briefing slides and this newsletter to gain a better understanding of our “small but mighty” Career Field and the Army Civilian Career Management Activity (ACCMA). If you have any questions, don’t hesitate to get in touch with your functional community manager.

Thank you for all your hard work providing critical support to the overall Army mission. I am proud to serve as your Functional Chief for FY23, advising on efforts to acquire, develop, employ and retain top talent across the Professional Services Career Field.

Michael Brady


Principal Deputy Chief of Public Affairs
Functional Chief, Professional Services Career Field-FY23
Functional Advisor, Public Affairs & Communications Media
Functional Community

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The Army People Strategy: Civilian Implementation Plan 2022

During the annual meeting of the Association of the United States Army (AUSA), the second iteration of the Army People Strategy’s Civilian Implementation Plan (CIP) was unveiled. Building on the momentum of the first CIP which was signed in May 2020, the CIP 2022 details Army’s official roadmap to the future civilian workforce of 2030.

The CIP seeks to change Army civilian human resource culture from one localized in scope to a modern way to manage talent which recognizes the unique nature of civilian employment in the Army. This new approach to talent management, described as both flexible and data-driven, “integrates all people practices, generating a positive effect on organizational outcomes and leveraging each individual’s knowledge, skills, behaviors, and preferences (KSB-Ps) for the mutual benefit of the Army and the individual.” The CIP will ensure that Army Civilians are the most ready, professional, diverse, and integrated federal workforce. By following this strategic roadmap, the Army continues to build and sustain its talented Corps of 300,000 Army Civilians to serve alongside Soldiers in defense of the nation.

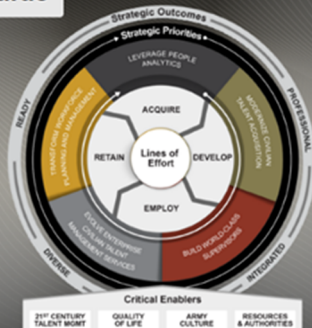


Civilian Implementation Plan 2022

Hip Pocket Guide

Acquire

- Improve the civilian hiring process for applicants, hiring managers, and HR specialists
- Provide centralized recruitment and outreach services to Commands
- Develop, resource, and execute an integrated Army Civilian marketing campaign
- Expand outreach and recruitment of qualified individuals from diverse backgrounds and individuals with disabilities
- Develop an outreach program to build awareness of civilian service among younger audiences



Develop

- Establish and resource a comprehensive, mandatory supervisor development and certification program
- Modernize civilian senior executive training and education

Employ

- Institutionalize a process to match people to positions
- Provide career opportunity paths to Army Civilians

Retain

- Strengthen the culture of employee engagement for Army Civilians
- Establish an Army Civilian for Life program

Civilian Implementation Plan 2022 Key Priorities and Objectives







- Evolve Enterprise Talent Management Services**
ACCMA will be recognized as the enterprise provider of talent management services—with career fields and commands working together to meet mission requirements
- Leverage People Analytics (New Strategic Priority)**
Emphasize the use of technology and data analytics to support talent management decisions
- Leverage Technology and Data (New Cross-Cutting Objective)**
Focuses on the Army’s human resources information technology infrastructure and ensures a single, authoritative source of data for making talent management decisions

New Tasks

CIP 2022 incorporates new tasks and modifies existing tasks from the 2020 plan to build on the following:

- Providing civilian recruiting through the Army Civilian Career Management Activity (ACCMA)
- Developing an outreach program to build awareness of civilian service among secondary school audiences
- Improving selection of individuals for hiring or advancement based on capability, performance, and potential
- Enhancing civilian leader development programs
- Modernizing senior executive talent development
- Providing career opportunity paths to Army Civilians
- Implementing Cyber Excepted Service across Army
- Supporting managers in creating a work environment consistent with Rehabilitation Act requirements
- Proposing stay and/or exit survey programs

Key Accomplishments from Civilian Implementation Plan 2020

| | | | | | |
|---|--|--|--|--|--|
|  Established ACCMA—to transform how Army Civilians are managed |  Consolidated 32 career programs into 11 career fields—to create more opportunities for professional growth & advancement |  Designated the Deputy Assistant Secretary of the Army (Civilian Personnel) as the Supervisor Proponent—to ensure a consistent enterprise approach for supervisor policies and programs |  Implemented consistent and repeatable workforce planning—to inform prioritization of workforce programs and resources in support of Army readiness |  Published the first Army engagement strategy—to provide commands with enterprise focus areas |  Published the Department of the Army memo encouraging telework, remote work, and flexible schedules—to enable retention of high-quality talent |
|---|--|--|--|--|--|



Professional Services Team Attends AUSA Annual Meeting

In October, members of your Professional Services Career Field Team were on hand at the AUSA annual meeting in Washington, D.C. After the Career Field brief, Legal Functional Community Advisor, Mr. Will Koon (center) paused for a photograph with those team members present. From L to R: Ms. Kesha Johnson, Ms. Susan Hand, Ms. Sarilyn Leary, and Ms. Heather Ingrum Gipson. Not pictured: Ms. Tiffany Turner and Ms. Donna Wood.

Talent Management and Human Resources: Who Does What In The Army Civilian Human Resources Agency?

Many are aware that Army Civilian Personnel Centers (CPACs) fall under the Civilian Human Resources Agency (CHRA). As part of the Army People Strategy’s 2020 Civilian Implementation Plan (CIP), ACCMA was created and is also nested under CHRA. As part of this CIP transformation, 32 former individual career programs were streamlined into 11 career fields under ACCMA. With all this reorganization, customers have asked questions about of the types of support services customers can expect from ACCMA’s Career Fields and CPACs. The chart below lays out those distinct functions.

| ACCMA & Army Career Fields are charged with executing enterprise-wide strategic initiatives to attract, acquire, develop, and retain Army’s talented Civilian Corps. Tasks include: | CPACs execute the critical administrative functions to assist with managing Army’s 300,000 Civilian employees. Tasks include: |
|--|---|
| <ul style="list-style-type: none"> • Identifies and develops strategies to close skill gaps for Army Civilians • Identifies, justifies and executes funding for training opportunities critical to meet current and future mission requirements • Implements enterprise-wide programs to attract, acquire, develop, promote, and retain quality and diverse talent • Manages Army Intern & Fellows Programs • Serves as conduit between Army’s strategic talent management initiatives and the Career Field | <ul style="list-style-type: none"> • Hiring • Position classification • Onboarding • Retirements and separations • Labor/Management Employee Relations • Processing awards • Supervisor training • Direct administrative support to hiring offices • Army benefits |

Education Check!



Is your MyBiz+ educational record correct? By confirming the accuracy of your information, your Professional Services Career Field Team will have a better understanding of the various educational backgrounds in our career field. This will assist as we tailor future talent management services. Correcting your record can be done in just a few easy steps:

1. Login to <https://compo.dcpds.cpms.osd.mil/>
2. Scroll down to “Detail Pages” and select the yellow “Professional Development” icon
3. Click the “Education” tile
4. Click “Add”
5. If educational information is incorrect/missing, then follow the “Add Education Wizard” through each step to ensure record is accurate
TIP: Use this [OPM guide](#) to assist with correctly identifying your education level
6. Login to <https://acpol.army.mil/> and select the “EMPLOYEE” tab at the top of the page
7. Under the “Employee Data” tile, click “Go!”
8. On the left side of the screen under “Helpdesk” select “Enter a new ticket”
9. Under “Select Ticket Type” select “(+)MyBiz Correct Personnel Record”
10. In the Sub Type menu that appears, select “(My Biz) Education Level”
11. Complete all required fields under “Enter a New Ticket”
12. Click “Submit”

Be aware that HR may request verifying documentation (i.e. transcripts). It can take up to a month for changes to process. Please contact your functional community manager with any questions or concerns.

The Training Corner

FY23 Training Opportunities

| Virtual Course Title | Date |
|--------------------------------|-----------------|
| Leading Change | Jan 11, 2023 |
| Mastering the Art of Feedback | Jan 18, 2023 |
| Achieving Maximum Productivity | Jan 25, 2023 |
| Compliance Auditing | Jan 24-25, 2023 |

Registration for these classes will open on Jan 2, 2023. Further information will be forthcoming from Ms. Donna L. Wood, email: donna.l.wood.civ@army.mil

Udemy Course Recommendations for IG Civilians

Did you know that ACCMA purchased licenses for all Army Civilians to access Udemy’s extensive training library? To obtain your Udemy Business license:

1. Go to armyciv.udemy.com
2. Enter your @army.mil, @mail.mil, or @usace.army.mil e-mail address then press “continue”
3. Follow the instructions sent to your e-mail address

There are thousands of courses to choose from. Here are just a few recommendations for the IG Functional Community.

| People Skills | Communication Skills |
|---|--|
| Intro to Micro Expressions & Summary of over 50 years of research | The Complete Punctuation Course: English Writing & Grammar |
| Train the Trainer Serenity: How to handle challenging people | Proofread Like A Pro |
| Difficult Conversations: Master Difficult Conversations | English Punctuation Made Easy |
| Conscious Listening | Communications and Social Skills |
| Intercultural Communication | Leadership: The Emotionally Intelligent Leader |
| Time Management for Busy People | Resilience Leadership |
| Listening Skills – The Ultimate Workplace Soft Skills | Learn How to Communicate Effectively |
| Manage Workplace Stress & Strike a Balance | Better Business Writing Skills |

Remember to clear any training you plan to take during duty hours in advance with your supervisor. ***If you have a favorite Udemy course, please share with your recommendations with your functional community manager!***



**Department of Defense, Inspector General
Administrative Investigations Training Opportunities
Whistleblower Reprisal Investigations Course (WRIC) Schedule**

| FY 22-23 WRIC Training (Virtual) | FY 23 WRIC Training (Resident – TDY must be funded by the Command) |
|--|--|
| <i>Courses offered using Cisco WebEx platform Only</i> | Mark Center Alexandria, VA |
| Nov 14-18, 2022 (V-23-01) | * Feb 14-17, 2023 (R-23-01) |
| Jan 23-27, 2023 (V-23-02) | * May 9-12, 2023 (R-23-02) |
| | * Aug 8-11, 2023 (R-23-03) |

Registration: To request a course enrollment worksheet, email airegistrar@dodig.mil with “**Enrollment Request**” on the Subject Line. At a minimum, the worksheet must include the following: *First Name, Last Name, Rank/Grade, E-mail, Phone Number, Organization, and Years of Experience as an IG.*

Note: *WRIC is primarily for DoD IG personnel responsible for conducting reprisal investigations; however, DoD IG allows other personnel to attend on a **space available basis**. IGs at the DoD, Service, COCOM, and Defense Agency levels have priority. Please send all inquiries directly to: airegistrar@dodig.mil.*

Center for Initial Military Training hosts Developmental Assignment



The U.S. Army Center for Initial Military Training (CIMT) recently hosted a 53-day Developmental Assignment. A unique opportunity as CIMT is the Core Function Lead for the Training and Doctrine Command (TRADOC) for all initial entry training. The training methodology aligns the development of competencies (knowledge, skills, abilities, attributes) and behaviors in civilian volunteers for them to become Soldiers. Soldiers who are physically ready, grounded in Army Values, and competent in their skills can contribute as leaders or members of a team upon arrival to their first unit of assignment.

Mrs. Leslie Guttenberg, 88th Readiness Division, Ft McCoy, WI (Reserve Component) was nominated by her Command for this opportunity. Mrs. Guttenberg gained a thorough understanding of the four IG functions in an Active Component organization. She also acquired valuable working knowledge of an installation with shared responsibility (Army and Air Force). The CIMT greatly benefited from Mrs. Guttenberg’s experience with Reserve Component IG inquiries/actions, and her ability to independently worked caseloads.

IG Reflections of Service



**By Ms. Janeice Thomas
Army Contracting Command
IG Inspections Division**

From Dec 2019 to Nov 2021, I served as the Command Inspector General (CIG) for United States Forces Korea under the command and leadership of General Robert B. Abrams. Originally hired as the Deputy IG, General Abrams appointed me as the Command IG upon arrival due to the O-6 billet vacancy. During my tenure, the billet remained unfilled. As a retired Army Non-commissioned Officer, it was an honor to sit and serve in the CIG position. It was both liberating and empowering to have both a seat and a voice at the table. GEN Abrams valued his IG’s opinion and often voiced his support openly. It made my job much easier especially being the only female leader in the room. Serving in a Sub-Unified Combatant Command required me to wear 3 hats as the CIG for USFK, United Nations Command and Combined Forces Command. My office was not staffed to provide that level of support so I developed a work plan to expand our capability and added the required resources. I worked for several months with just myself, one MAJ, a MSG and a KGS-7. I had the

privilege of being featured on an AFN radio informational about our office and the services IG's provide across the peninsula. The Commander's readiness and people first priorities kept a steady flow of requests for assistance from all Services, consistent employee engagement through focus groups, senior leader investigations, and DoD IG interface. This opportunity provided a different lens of our uniquely important function in support of our nation's defense.

Recognitions **"In Their Own Words"**



Retirement of Mr. David Hamby, Command IG Military Entrance and Processing Command

"I've spent 20 years working as an IG including the three years I was a Command IG before I retired from active duty. I took a one year break from IG duties after I retired and worked in the private sector. Returning to a job as an IG and an Army Civilian was one of the best career decisions I've made. But now it's time for me to retire and move on to the next chapter in my life. Over the years you or members of your office have provided an outstanding level of support, coaching, mentoring and training that have made my office better and me better not only as a professional but as an individual. I can't say thank you enough!"



Promotion of Mr. Al LaBella to Command IG DEVCOM

Mr. Albert LaBella assumed the duties as the Command Inspector General for the U.S. Army Combat Capabilities Development Command (DEVCOM), a major subordinate command of the U.S. Army Futures Command. DEVCOM provides the Army with an organic research and development capability. More than 13,700 Soldiers, civilian employees and direct contractors form the world-class team. Mr. LaBella's previous IG experience includes the Training and Doctrine Command (TRADOC) Deputy Command Inspector General from 2018-2022, U.S. Navy IG at Navy Region Mid-Atlantic, Norfolk, VA from 2016-2018, and

XVIII Airborne Corps, Fort Bragg, NC from 2012-2016. "I look forward to continuing to work with the DAIG Team."

Implementation Guidance for the Inspector General Identification Badge and the Inspector General Lapel Pin



The Inspector General Identification Badge (IGIB) and the Inspector General Lapel Pin (IGLP) was unveiled on Dec 13, 2021 by LTG Donna W. Martin, the 67th Inspector General and Sgt. Maj. Larry

Orvis, the Inspector General Sergeant Major. The IGIB and IGLP was designed to aid with the visibility of Inspectors General throughout units, and recognize Army Inspectors General for their contributions to the Army's people and readiness. All current and former inspectors general in good standing throughout all components of the Army are eligible to wear the IGIB/IGLP for the remainder of their careers. Refer to [ALARACT 091/2021](#) for further information. For a short video describing the purpose and meaning of the IGIB and IGLP, click [here](#).

Helpful URLs for the IG Functional Community to Bookmark

[Inspector General Functional Community on Army Career Tracker](#)

[Department of the Army Inspector General](#)

[eOPF - Appropriated Fund Employees](#)

[Army Benefits Center - Civilian \(ABC-C\)](#)

[Automated Time Attendance and Production System \(ATAAPS\)](#)

[CHRTAS - Apply for Training](#)

[DFAS/My Pay](#)

[Defense Travel System \(DTS\)](#)

[Thrift Savings Plan \(TSP\)](#)



Welcome to the Newest Members
of the
Inspector General Functional Community

Ms. Anissa Roberts, HQ Communications Electronics Command, Aberdeen Proving Ground, MD

Mr. Fatu Hugo, HQ Military District of Washington, Fort McNair, Washington DC

Mr. Roy Zellmer, JFHQ National Guard WI, Madison, WI

Mr. Allin Whittle II, Army Aviation and Missiles Command, Redstone Arsenal, AL

Mr. Davis Sierkowski, Recruiting Command HQ, Fort Knox, KY

Mr. Robert Reed, U.S. Army Forces Command, Fort Bragg, NC

Ms. Kristin McCoy, USA Element HQ European Command, Stuttgart, Germany

Mr. Dennis Foote, Seventh Army Training Command, Grafenwoehr, Germany

Mr. Michael Derr, Intelligence Center & Fort Huachuca, Ft Huachuca, AZ

Mr. Michael Bineham, US Special Operations Command, Ft Bragg, NC

Mr. Roy Banzon, Operations Command Post South Korea, Pyong Teak, Republic of Korea

Mr. Eldis Vazquez Flores, JFHQ Washington National Guard, Camp Murray, WA

Ms. Teresa Johnson, JFHQ Georgia National Guard, Marietta, GA

