



## ***Civilian Career Programs***

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# *Agenda*

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- I. Civilian Toolkit
- II. Career Program 11
- III. Career Program 26
- IV. Building a Civilian Career



# I. Civilian Toolkit



# 31 Army Civilian Career Programs

CP 10 – Civilian HR Management

## CP 11 – Comptroller

CP 12 – Safety & Occupational Health Management

CP 13 – Supply Management

CP 14 – Contracting & Acquisition

CP 15 – Quality & Reliability Assurance

CP 16 – Engineers & Scientists (Non-Construction)

CP 17 – Material Maintenance Management

CP 18 – Engineers & Scientists (Resources & Construction)

CP 19 – Physical Security & Law Enforcement

CP 20 – Quality Assurance Specialist (Ammunition Surveillance)

CP 22 – Public Affairs & Communications Media

CP 24 – Transportation & Distribution Management

## CP 26 – Manpower & Force Management

CP 27 – Housing Management

CP 28 – Equal Employment Opportunity

CP 29 – Installation Management\*

CP 31 – Education Services

CP 32 – Training, Capabilities & Doctrine Warfighting Development

CP 33 – Ammunition Management

CP 34 – Information Technology Management

CP 35 – Intelligence

CP 36 – Analysis, Modeling, & Simulation

CP 50 – Military Personnel Management

CP 51 – General Administration & Management\*

CP 53 – Medical\*

CP 55 – Inspector General\*

CP 56 – Legal\*

CP 60 – Foreign Affairs & Strategic Planning\*

CP 61 – Historian/Museum Curator\*

CP 64 – Aviation\*

\*New Career Programs

All Army Civilians are now mapped to one of 31 Career Programs.



# Civilian Toolkit

## A. Official Personnel Folder (eOPF)

Find and review your eOPF in the CPOL Employee Portal: <https://acpol.army.mil>

## B. 31 Civilian Career Programs with ACTEDS Plans

Review your Career Program ACTEDS Plan: <http://cpol.army.mil/library/train/acteds/>

## C. Army Career Tracker (ACT)

Log-in to Army Career Tracker and review your Career Program information:  
<https://actnow.army.mil>

## D. Civilian Education System (CES)

Review CES opportunities at: <http://www.civiliantraining.army.mil>

## E. Enterprise Talent Management (SETM / ETM / EEL)

Access the CSLDO site for information regarding Enterprise Talent Management programs: <https://www.csldo.army.mil>

## F. GoArmyEd

Set up your GoArmyEd account for functional training opportunities:  
<https://www.goarmyed.com/>



## II. Career Program 11



## ***What is Financial Management.....***

The planning, directing, monitoring, organizing, and controlling of the monetary resources of an organization.



## ***Assistant Secretary of the Army for Financial Management and Comptroller (ASA FM&C)***

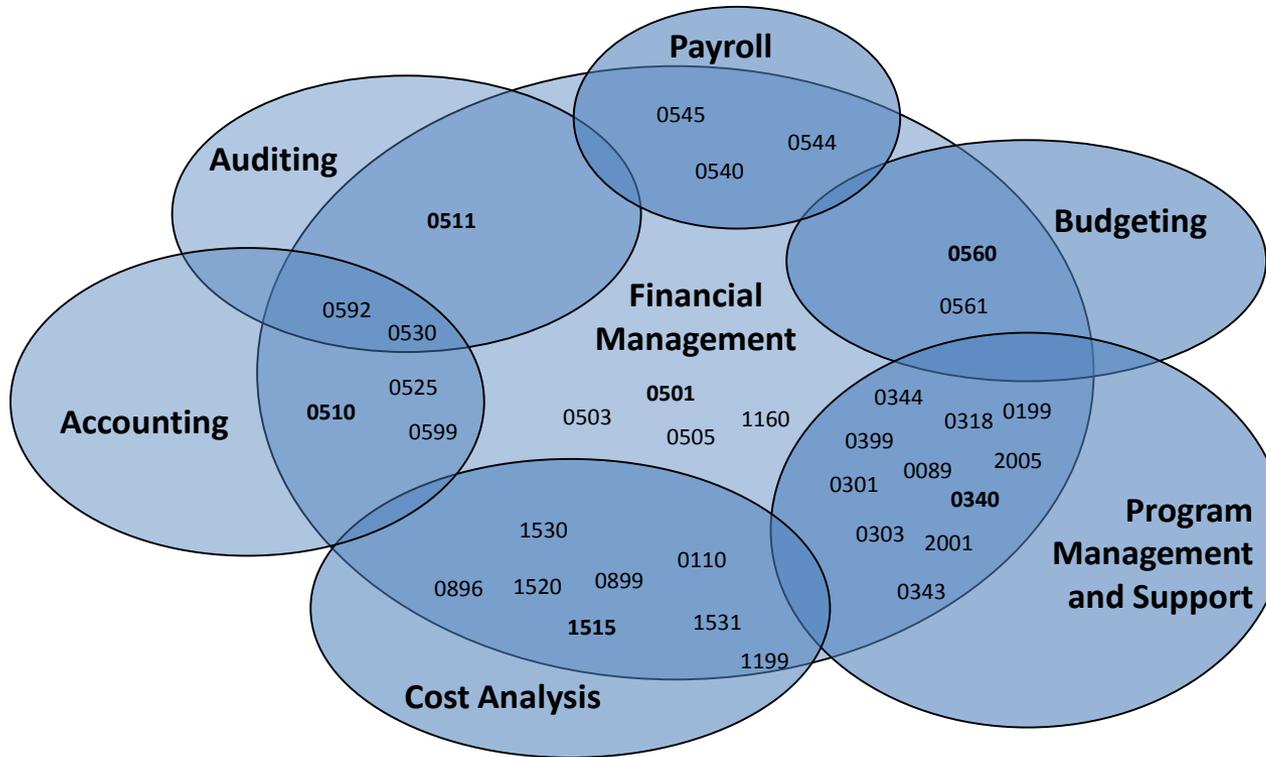
***Mission:*** To formulate, submit, and defend the Army budget to Congress and the American people; oversee the proper and effective use of appropriated resources to accomplish the Army's assigned missions; provide timely, accurate, and reliable financial information to enable leaders and managers to incorporate cost considerations into their decision-making; provide transparent reporting to Congress and the American people on the use of appropriated resources and the achievement of established Army-wide performance objectives; and manage and coordinate programs for the accession, training, and professional development of Army resource managers.

### ***Comptroller Proponency Office (PO)***

***Mission:*** To provide Army trained, competent and adaptive Financial Managers with strong decision support, cost management, auditability and leadership skills.



# CP11 Major Functions





# Financial Management Competencies

## General

Financial Reporting
Financial Stewardship
Decision Support
Financial Management Systems
Financial Management and Reporting Analysis
Financial Concepts, Policies, and Principles
Financial Management Analysis
Fundamentals and Operations of Finance
Advanced Financial Management

## Leadership

Lead Self
Lead Team/Projects
Lead People
Lead Organizations/Programs
Lead the Institution

## Functional

Fundamentals and Operations of Accounting
Accounting Analysis
Accounting Concepts, Policies, and Principles
Audit Concepts, Policies, and Principles
Audit Planning and Management
Audit Reporting
Decision Support - Audit Execution
Fundamentals and Operations of Budget
Budget Concepts, Policies, and Principles
Budget Execution
Budget Formulation, Justification, and Presentation
Fundamentals and Operations of Military and Civilian Pay
Payroll Concepts, Policies, and Principles
Commercial Pay Concepts, Policies, and Principles



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# Comptroller Proponency Office (PO) Lines of Effort

## ***Civilian Training Framework:***

Army Civilian Training, Education and Development System (ACTEDS) framework for program management of Career Program 11 (CP-11) consists of [strategic development of civilians](#) through a blending of [progressive](#) and [sequential work assignments](#), [formal training](#), [educational courses](#), and [self-development opportunities](#) from entry level to key positions. Examples:

- \* Short-Term Training Programs
- \* Long-Term Training Programs
- \* Developmental Assignments
- \* CP-11 Intern Program
- \* DoD Financial Management Certification Program
- \* Talent Management

***LOE 1: Functional Management***

***LOE 2: Outreach, Educate, Sell, Advise & Assist***

***LOE 3: Training, Education and Certification***

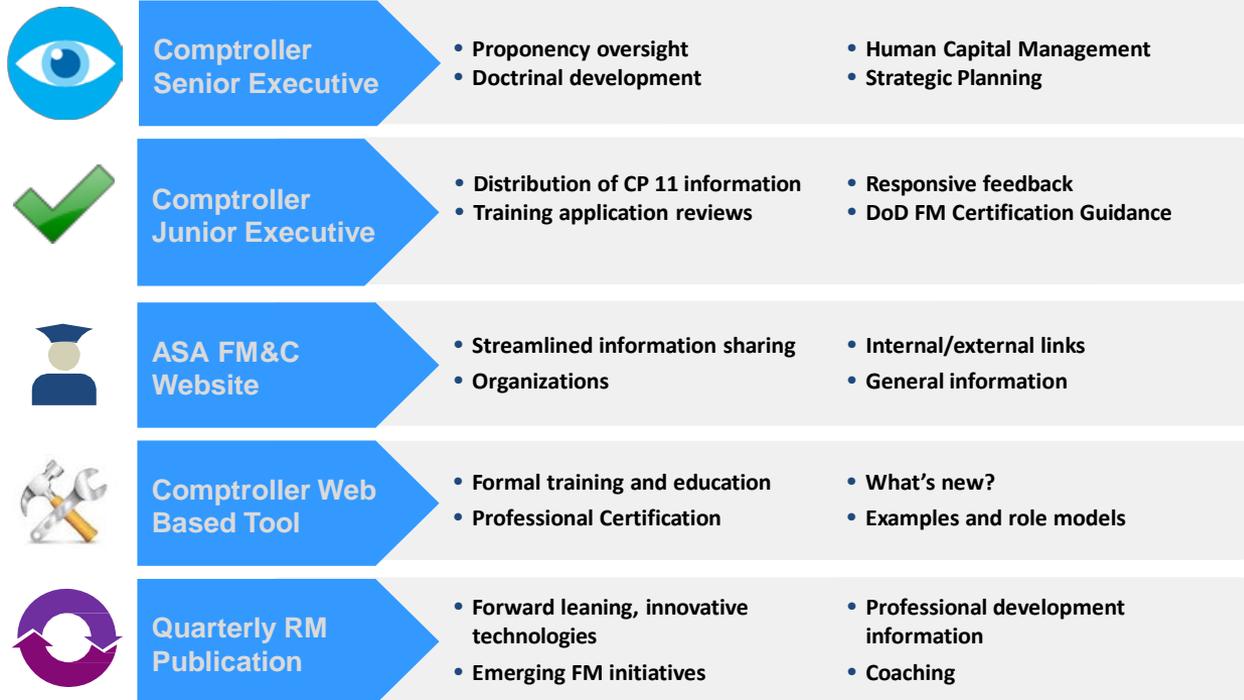
***LOE 4: Developing Financial Managers***

**A trained, competent and adaptive Financial Manager with strong decision support, cost management, auditability and leadership skills.**



# CP11 Resources

Five strategic resources impact the program's vision, governance, and financial managers:





# Comptroller Web-Based Tool

## \*UPDATE June 2016\*



**Army Financial Management Intranet**  
Assistant Secretary of the Army for Financial Management & Comptroller



[Home](#) | [Personnel Tracker](#) | [Organizations](#) | [Documents](#) | [General Information](#) | [Personnel Resources](#) | [Search](#) | [Find on Page](#)

[OASA \(FM&C\)](#) | [Army Budget \(BU\)](#) | [Cost & Economics \(C&E\)](#) | [Financial Information Management \(FIM\)](#) | [Financial Operations \(FO\)](#) | [Proponency Office \(PO\)](#)



### Army Comptroller Training and Development

#### Mission

Deliver first class career proponent oversight and management of Branch Code 36 Financial Management (BC36) and the Comptroller Civilian Career Program (CP-11). Sustain and improve the skills and capabilities of Army Financial Managers.

#### About the Financial Management Community

The U.S. Army Financial Management community has approximately 18,000 dedicated Civilians and Soldiers delivering financial management services worldwide. Financial managers are providing Army leaders with timely, relevant, auditable financial and cost information to make informed decisions and ensure that resources are optimally aligned to priority tasks.

- ASA(FM&C) Proponency Home
- Career Development >
- FM Professional Workforce
- Training >
- Certifications
- CP-11 ACTEDS Interns >
- ASMC National PDI
- Awards Programs >
- RM Publication >
- Quick Links >
- Additional Resources

Search by Keywords

**What's New for Army Comptroller Training and Development**

December. Continuing to updating webpages for public/intranet deployment





# DoD FM Certification Program Overview

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- **Program Goal:**

To implement standardized FM competencies that describe knowledge, skills, and abilities needed to perform and achieve desired results

- **DoD FM Certification Program:**

- Enhances FMr's career development
- Knowledge, Skills, and Abilities (Web Based Training)
- Course Alignments, Reporting and Tracking, Program Management
- Authorized by DoDI 1300.26

# DoD FM Certification Requirements



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LEVEL 1	Course Hrs	LEVEL 2	Course Hrs	LEVEL 3	Course Hrs
Competencies		Competencies		Competencies	
Financial Management Sys (PL1)	6	Financial Management Systems (PL3)	8	Financial Management Systems (PL5)	4
Decision Support (PL1)	4	Decision Support (PL3)	8	Decision Support (PL5)	10
Fundamentals and Operations of X Primary Track (Accounting or Budget or Finance or Mil & Civ Pay) (PL1)	6	Accounting Analysis <u>OR</u> Financial Mgt Analysis (PL3)	10	Accounting Analysis <u>AND</u> Financial Mgt Analysis (PL5)	12
		Budget Formulation, Justification and Presentation <u>OR</u> Budget Execution (PL3)	10	Budget Formulation, Justification and Presentation <u>AND</u> Budget Execution (PL5)	12
		Concepts, Policies and Principles of Primary Track (Accounting or Budget or Finance or Audit or Commercial Pay or Payroll) (PL3)	10	Advanced Financial Management (PL5)	12
		Fundamentals and Operations of Y Alternate Track (Accounting or Budget or Finance or Mil & Civ Pay ) (PL1)	6	Concepts, Policies and Principles of Alternate Track (Accounting or Budget or Finance or Audit or Commercial Pay or Payroll) (PL3)	10
Course: DoD FM 101 – (Six of the twelve modules may be waived with the exception of Audit Readiness)	24	Other Required Courses: Audit Readiness, Fiscal Law, & Ethics	9	Other Required Courses: Audit Readiness, Fiscal law, & Ethics	9
Sub-Total	40	Sub-Total	61	Sub-Total	69
Lead Self	6	Lead Teams/Projects	10	Lead People	12
Total Hours	46	Total Hours	71	Total Hours	81
At least 2 years of DoD FM Experience		At least 4 years of FM experience; 2 years must be DoD FM experience		At least 8 years of FM experience; 2 years must be DoD FM experience	
				At least one 3-month Developmental assignment	
CETs required every 2 years after achieving Certification Level	40	CETs every two years after achieving Certification Level	60	CETs required every two years after achieving Certification Level	80



# DoD FM Certification Training Resources

DoD Financial Management  
**FM ONLINE**  
Your Gateway to DoD FM Professional Development

Home Organizational Information Professional Development FM Certification Program FM myLearn FM LMS Training Resources Help

Linked In

## September FM Certification Newsletter

This issue features strategies for success in earning FM Certification, announcements and recent policy updates, a helpful checklist for Component Administrators, and notifications about upcoming system changes!

[Click here to download now!](#)

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### New to FM Online?

Are you new to the FM Online site or it's been awhile since you last visited? Start here to get an overview of what you will find and how to use this Website.

[Tour the site now](#)

### FM Certification Program

The DoD Financial Management Certification Program establishes a framework to guide your DoD FM professional development.

[Learn More](#)

### FM myLearn

FM myLearn is an e-catalog housing over 2,000 FM & leadership-related courses available to the DoD FM community. [Click here to learn more.](#)

[Search for Courses](#)

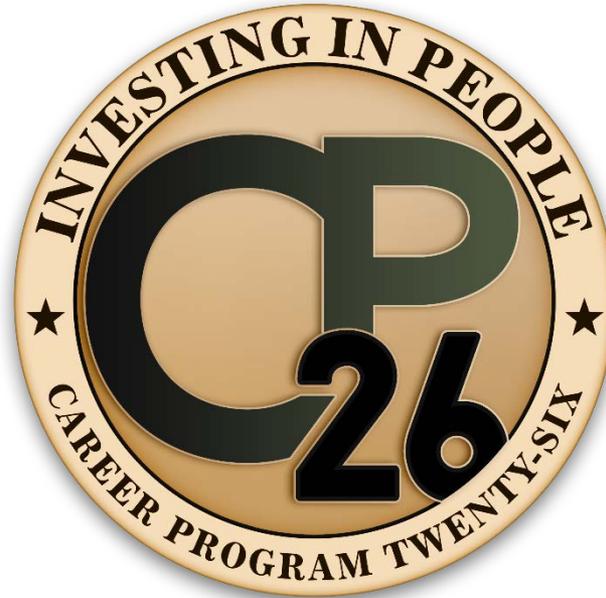
### FM LMS

The DoD Financial Management (FM) Learning Management System (LMS) is the system of record for the DoD FM Certification Program. [Click here to learn more.](#)

[LMS Login](#)

"One Stop Shopping for DoD Financial Management Certification Information  
Log In, Three-Step Process, Academic Matrix & Job Aids!"

<https://fmonline.ousdc.osd.mil/Default.aspx>



### III. Career Program 26



## ***Manpower and Force Management...***

### ***...A Dynamic Environment***

In this Era of Constant Engagements, our work includes:

- Balancing the Operating and Generating Forces
- Redefining our Capabilities
- Determining the Appropriate Military Grade Plate

Under Fiscal Realities and our Changing Footprint Overseas, we are:

- Downsizing and Restructuring the All Volunteer Force
- Reducing Civilian Strength
- Actively engaging on Workforce Planning and Audit Readiness
- Defining Competencies and Mission Critical Occupations

***And.....***



- “Living” with the impact of:
  - 25% Civilian reductions
  - Delayering initiatives
  
- Sequestration ?

*And in January 2017...*

- a New Commander-in-Chief



# *Manpower and Force Management: We Manage RESOURCES*



CP26 Careerists Work in Close Coordination with:  
Comptrollers (CP11)  
Personnelists (CP10) and (CP50)



# *Army Resources*

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<b>Spaces</b>	<b>CP26 (Manpower and Force Management)</b>
<b>Money</b>	<b>CP11 (Comptroller)</b>
<b>Faces</b>	<b>CP10 (Civilian Human Resource Management) CP50 (Military Human Resources Management)</b>

**Together, we all manage RESOURCES**



# Consider the *ELEMENTS* Resource Managers Use

## Elements in Resource Management

*"Our Periodic Table"*

<p><b>MTOE</b></p> <p>Modifies Table of Organization and Equipment</p>					
<p><b>TDA</b></p> <p>Table of Distribution and Allowances</p>	<p><b>AMSCO</b></p> <p>Army Management Structure Code</p>	<p><b>ASI</b></p> <p>Additional Skill Identifier</p>	<p><b>CAFC</b></p> <p>Commercial Activities Function Code</p>	<p><b>C-type</b></p> <p>Civilian Type</p>	<p><b>DCP</b></p> <p>Direct Combat Probability Codes</p>
<p><b>Civ Pay</b></p> <p>Civilian Pay</p>	<p><b>MOS</b></p> <p>Military Occupational Specialty</p>	<p><b>RIC</b></p> <p>Reportable Item Control Code</p>	<p><b>ROC</b></p> <p>Resource Organization Code</p>	<p><b>UIC</b></p> <p>Unit Identification Code</p>	<p><b>BOIP</b></p> <p>Basis of Issue Plan</p>
<p><b>CEAC</b></p> <p>Cost and Economic Analysis Center</p>	<p><b>Auth</b></p> <p>Authorizations</p>	<p><b>DMO</b></p> <p>Directed Military Overstrength</p>	<p><b>ES</b></p> <p>End-Strength</p>	<p><b>FTE</b></p> <p>Full-Time Equivalent</p>	<p><b>Manyears</b></p>
<p><b>OSD</b></p> <p>Office of the Secretary of Defense</p>	<p><b>RQMT</b></p> <p>Requirements</p>	<p><b>APPN</b></p> <p>Appropriation</p>		<p><b>FSA</b></p> <p>Force Structure Allowance</p>	<p><b>MDEP</b></p> <p>Management Decision Package</p>



***BUT.....***

*....we speak different languages.*

Are we like the U.N. ?

Do we talk past each other with elements, processes and procedures that keep us strictly in our lanes?





# OR

Are we like these guys?  
Are we constantly surprised when things  
go awry?



***How do we “bridge” the functional gaps?***



## *What exactly is Manpower and Force Management?*

### What is **Manpower**?

The identification of **human resource requirements (quantity and quality)** necessary to perform specific tasks and upon the organization and position structure in which they will be most efficiently and economically used.

Related Functions: Requirements Determination; Planning, Programming and Budgeting; Documentation; Allocation; Utilization; Analysis and Evaluation.

*- AR 570-4, Manpower Management*

### What is **Force Management**?

The all inclusive term for the process that (1) determines force requirements; (2) allocates resources; and (3) assesses utilization of the resources. Force Management is **the capstone process to establish and field mission-ready Army organizations.** The process involves organization, integration, decision making and execution of the spectrum of activities encompassing requirements definition, force development, force integration, force structuring, capabilities development, materiel developments, training developments, resourcing and all element to the Army Organizational Life Cycle Model (AOLCM).

*- Army Force Management School*



# *How do We, as Manpower and Force Management Analysts, Build that Bridge?*

## *Nine Functions*

### **Organization, Mission and Function**

Analyze mission assignments, documents and policies

HQDA; FOAs; ACOMs; ASCCs

Regulations; Command Plan; Concept Plans;  
Recruitment and Hiring Policies

### **Capabilities Developments**

Formulate doctrine, organizations and materiel requirements in all environments

TRADOC; MEDCOM; AMC; COE; HQDA G-3/5/7; HQDA G-8  
TOEs; MTOEs

### **Force Structure**

Develop policies for TOE, BOIP, FMS; Total Army Analysis (TAA); Force Design Update (FDU); unit activations/inactivation/stationing

HQDA G-3/5/7; ACOMs

Army Structure (ARSTRUC) Message; Command Plan;  
Master Force (M-Force)



## *How do We, as Manpower and Force Management Analysts, Build that Bridge?*

### **Manpower Requirements Determination**

Establish relationship between workload and manpower to determine minimal staffing requirements to accomplish missions; standardize when possible

USAMAA; ACOMs; ASCCs

Models and studies

### **Equipment Management**

Recommend, approve/disapprove equipment requirements and authorizations in TOEs, MTOEs, TDAs, CTAs; ensure appropriate skills authorized to operate and maintain equipment

USAFMSA; ACOMs; ASCCs

MTOE/TDA reviews; equipment surveys

### **Organizational Documentation**

Construct requirement and authorization documents by detail (e.g. skill, grade, equipment); facilitate requisitioning

USAFMSA; ACOMs; ASCCs

MTOEs; TDAs; Basis of Issue Plans (BOIPs)



## *How do We, as Manpower and Force Management Analysts, Build that Bridge?*

### **Manpower Reporting and Allocation**

Develop strategies for allocating limited manpower resources

HQDA; ACOMs; ASCCs

Personnel Management Authorization Document (PMAD); Budget Justification; Manning Guidance; Directed Military Overstrength (DMO)

### **Planning, Programming, Budgeting and Execution (PPBE)**

Align manpower authorizations and funding through budget cycles; incorporate manpower changes (directed and/or requested)

HQDA; ACOMs; ASCCs

Program Objective Memorandum (POM); President's Budget (PB); Program Budget Guidance (PBG); Civilian Costing Rates; Civilian Manpower Integrated Costing System (CMICS)

### **General Manpower Management**

Integrate manpower, military and civilian personnel and financial management; allocate IAW command priorities

ACOMs; ASCCs; HQDA

Command Plan; Civilian Employment Plan; Civilian Hiring Policies; Concept Plans



# Competencies

- “A competency is an (observable) measurable pattern of knowledge, abilities, skills and other characteristics that individuals need in order to successfully perform their work.”  
- DODI 1400.25
- **Competencies** inform and assist in assessing **capability gaps** and **development needs**.
- Technical Competencies (18)
  - Occupational Core (~ series)
  - Functional (~ Career Program)
  - Position
- Professional / Non-Technical Competencies (26)
- ***Recognize that not every competency applies to every CP26 position.***
- Use competencies to assess your **capabilities/proficiencies** in building your Individual Development Plan (IDP)



# CP26 Technical Competencies\*

*The Basics  
Expected of  
CP26*

**Analysis**  
**Statistical Analysis**  
**Computer and Software Skills**  
**Efficiency Review and Productivity Programs**

*Occupational*

*CP26*

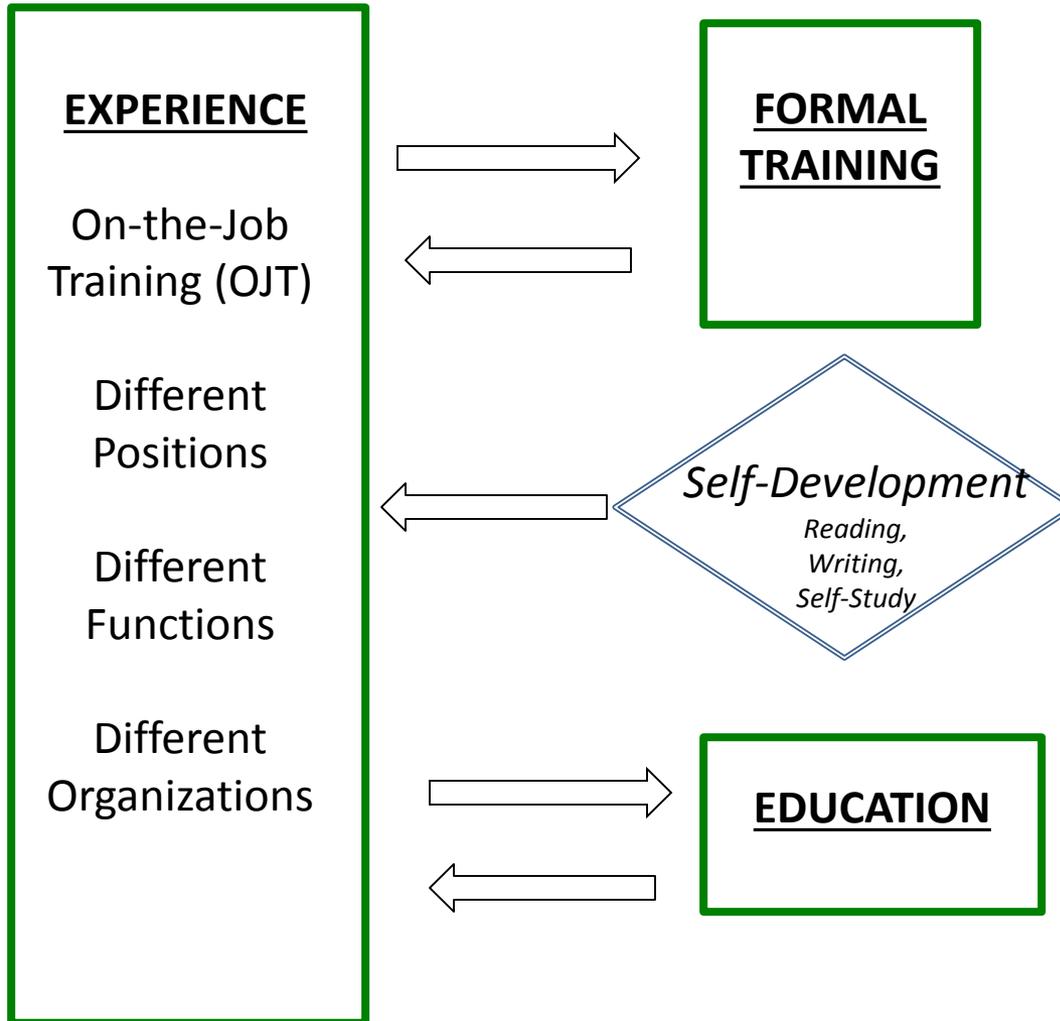
**Cost Benefit Analysis**  
Manpower Principles and Policies  
Requirements Determination  
**Planning, Programming, Budgeting and  
Execution**  
Manpower Integration  
Manpower Information Systems  
**Human Resources / Position Management**  
Force Development and Documentation  
**Strategic Sourcing**  
Organizational Structure  
**Fiscal Law**  
Technical Writing  
Materiel Acquisition and Analysis  
**Internal Controls**

*Functional*

\* Competencies in BOLD are shared with CP11 and/or CP10 and CP50



# Building Competencies



It is the combination of ***Experience, Training, Education*** and ***Self-Development*** that support a well-rounded career.

Look for positions that will ***broaden your experience*** (functionally, organizationally, geographically); value OJT; movement will give you a different perspective.

Focus on the ***Return of Value*** that training and education offer; put your training and education to immediate use when you return to your home station.

Remember, ***Self-Development*** is your investment in your career.



# CP26 Communications Portfolio

Our intent is to leverage every means possible to reach our community and beyond.

## Printed

- ACTEDS Plan
- Strategic Plan
- Intern Handbook
- Bulletin
- Pyramids
- Brochure
- Reference Sheets
- Social Media Handbook
- Installation Newspapers

## Digital

- Army Career Tracker
- GoArmyEd
- Website
- Facebook
- DVIDS
- Podcasts
- Videography
- Photography
- Interviews (AFN)
- Webinars
- Stand-To!

## Employee Engagement

- Road Shows
- Manpower and Force Management Course
- Town Halls
- Lunch and Learns
- Intern Orientation
- Intern VTCs
- Engaging with military component, FA50; USAFMSA; and with other career programs



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# *CP26 Career Resources*

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CP26 ACTEDS Plan

[http://cpol.army.mil/library/train/acteds/CP\\_26/](http://cpol.army.mil/library/train/acteds/CP_26/)

CP26 Army Career Tracker (ACT)

<https://actnow.army.mil>

CP26 Website

<http://www.cp26.army.mil>

CP26 Facebook

<http://www.facebook.com/ArmyCP26>

CP26 DVIDS

<https://www.dvidshub.net/unit/USACP>

CP26 Mailbox

[usarmy.pentagon.hqda-dcs-g-1.mbx.cp26@mail.mil](mailto:usarmy.pentagon.hqda-dcs-g-1.mbx.cp26@mail.mil)

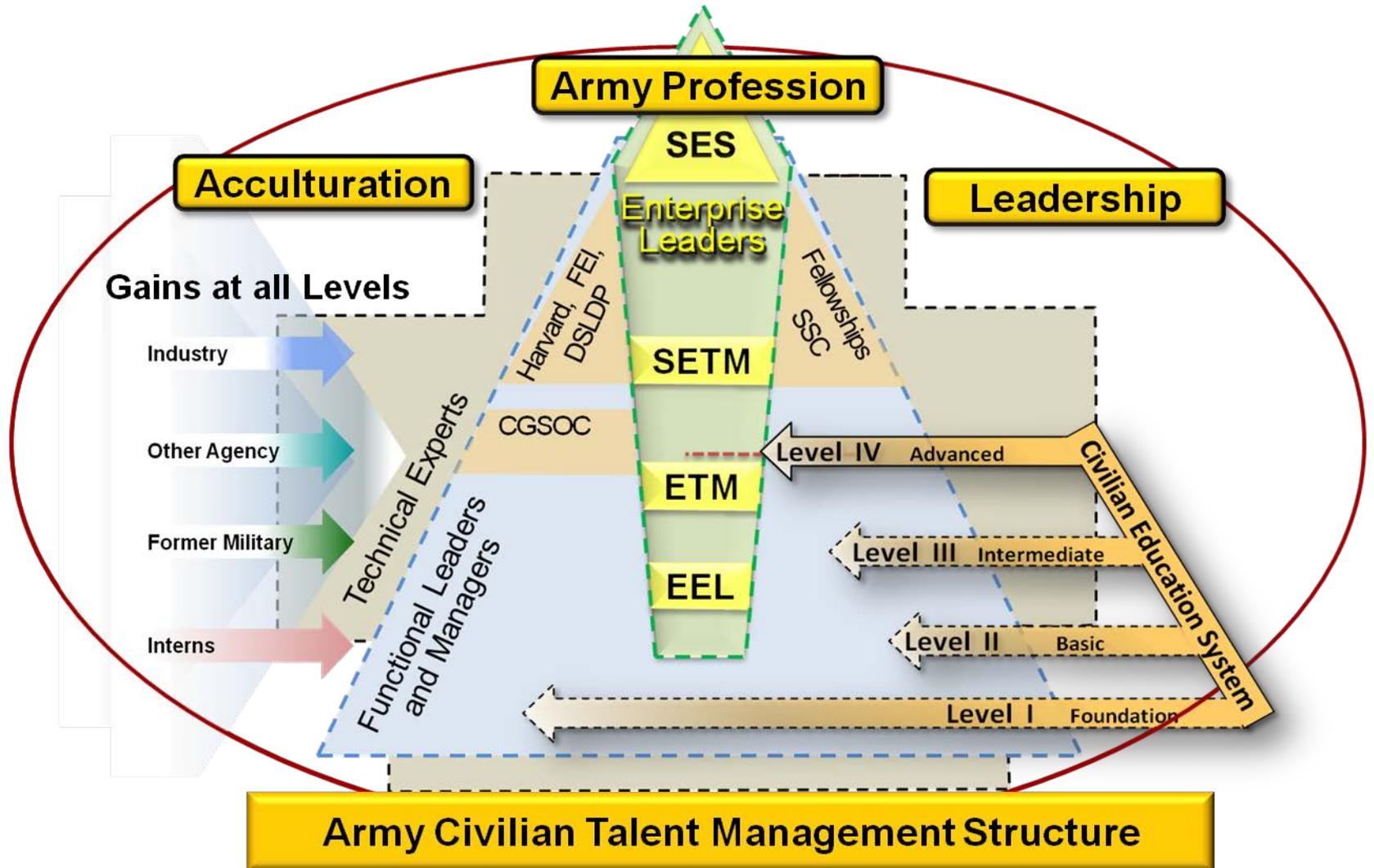


## IV. Building a Civilian Career

***“Own Your Career”***



# Civilian Talent Management





## *Is it a Job or is it a Career?*

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Army Civilians serve in many roles:

The Technical Expert, the Functional Leader and Manager, and the Enterprise Leader.

Each role is IMPORTANT.

Regardless of the role, we need a workforce that is fully competent, capable and dedicated to supporting the United States Army.

The difference comes in what you want.

Be the BEST in whatever role you pursue.

If it is professional, progressive achievement or the opportunity to lead an organization, ***focus on building a career.***



## *Career Assembly Required*

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The Army Civilian Training, Education and Development System (ACTEDS) addresses *Competencies* and offers *Training Plans* and *Funding*, but building a career doesn't stop there.

We need careerists to understand how it all fits together to support the **experienced** and **qualified** Army Civilian.

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We've covered the Tools and the basics of Functional Training, Education and Development, now consider,

- Enhancing your Organizational Contribution
- Becoming a Civilian Leader
- Competing for the Next Opportunity



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# The Army Professional

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## Leadership

### Transformational

Task  
OR  
Project

### Other :

- Career Programs
- Joint / DoD
- Expeditionary

### Human Resources:

- Civilian Personnel
- Military Personnel



### Knowledge of Related Functions:

- Internal Controls
- Auditing
- Acquisition

CP11  
Comptroller

## Communications

## Analytical Abilities

## Administrative Skills / Automation / IT

## To be Competitive ~

Consider the knowledge, skills and experience we expect in our leaders. Build your

### COMPETITIVE EDGE by :

1. *Strengthening* the Skill Basics
2. *Broadening* CP26 Experience (Different Functions/ Roles)
3. Understanding *Related Functions* and/or Career Programs
4. Exercising Organizational and/ or Geographic *Mobility*
5. Taking on a Transformational Assignment; **Strategic Thinking**
6. Maintaining *Currency* (Read)
7. Demonstrating *Leadership*



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# PRACTICE CAREER YOGA

Continue to stretch and challenge yourself!





# Career Planning: What Can You Do?

- Identify your career goals and objectives. Technical expert? Functional manager? Aspiring Enterprise Leader? You are your best career manager.
- Compare your experiences, accomplishments and training against career program competencies and career development paths.
- Develop an Individual Development Plan (IDP) to help you achieve your goals. Your supervisor and training officer can help identify necessary courses or assignments.
  - Training Opportunities (Websites, Announcements, School Websites)
  - MFM Positions (Moves to build Competencies; Stretch Yourself)
  - Education (Timing, Academic Institution, Return of Value for the Army & You)
- Remain knowledgeable of your field and work environment. Maintain “Currency.”
  - Read the Army Posture Statement, other Army and DoD documents, and professional literature
  - Be familiar with the Army Campaign Plan (ACP) and The Army Plan (TAP)
  - Subscribe to *Government Executive* on-line ([www.govexec.com](http://www.govexec.com))
  - Join a professional organization (e.g. the American Society of Military Comptrollers (ASMC) or the US Organizational Managers Association (USOMA))



## ***Career Planning: What Can You Do?***

- Seek a Mentor or guidance from an expert in the field.
- Take on new assignments or initiatives, a Transformational Assignment. Stretch yourself. Think of it as **CAREER YOGA!**
- Be Mobile and Flexible; consider lateral or geographic changes for development.
  - Cross-functional training; build strength in the Nine MFM Functions.
  - Consider other functions: Finance/Budget, Human Resources.
  - Mobility enhances chances.
    - Geographic mobility: CONUS and OCONUS (Germany, Korea, Japan, etc.)
    - Organizational mobility: Installation to Headquarters
- Keep your resume up to date. Proofread, Proofread, Proofread!
- Be Professional, Proactive, Positive and Persistent.



# *Building Your Civilian Career*

1. Review your Position Description. Is your Career Program annotated correctly? If not, talk with your supervisor.
2. Review your DoD Civilian Career Report.
  - a. Is your career program alignment correct?
  - b. Does it reflect all your training?
  - c. Does it reflect your education?
  - d. Does it show your work experience? If not, fill in the missing pieces.
3. Update your resume on USA Jobs.
  - a. Use correct verb tenses (present/past).
  - b. Ensure your time lines flow.
  - c. Provide supervisor phone numbers if possible even if they are retired.
  - d. Watch the length: too long = too bad.
  - e. Show only relevant experience and training.
  - f. Proofread, Proofread, Proofread.
  - g. Ask a trusted colleague to review your resume.
4. Review the ACTEDS Career Program Plan.
  - a. Training. What have you completed? Where are you on the Training Pyramid? What courses will support the competencies you need to develop?
  - b. Education. What CES courses have you completed? Do you have a Bachelors degree? Will a Masters program prepare you for your next position?
  - c. Development. Are you stepping out of your comfort zone? Are you mobile organizationally or geographically? Have you considered those Executive Core Qualifications (ECQs) yet?



# ***Building Your Civilian Career***

5. **Build your IDP in Army Career Tracker.**
  - a. Discuss your goals with your supervisor to determine how expectations and goals blend for you and your organization.
  - b. Take the long-term of your career. Focus on building your competencies.
  - c. Seek out a mentor to help guide you.
  
6. **Look for positions on USA Jobs. Ask yourself these questions:**
  - a. Will the position help me build my competencies?
  - b. Will it prepare me for my next job?
  - c. Do I feel ready for the position?
  - d. Is the position right for me at this time?
  
7. **Be prepared for the interview.**
  - a. Read up on the organization: What is their mission? Who do they support?
  - b. Know who you are meeting: What is their name? What's their title? Be on time.
  - c. Remember, interviews are a two-way street. Have some questions for the interviewer.



## ***Transitioning: Military to Civilian Career***

1. Be prepared to shift your paradigm (from Warfighter to Civilian). This is a Huge change!
2. Look at USA Jobs ([www.usajobs.gov](http://www.usajobs.gov)). Become familiar with how positions are advertised: Occupational Series; Position Titles; Salaries; Position Requirements and Duties; and the Application Process (including DD214).
3. Identify civilian job opportunities and request “informational interviews” if possible.
4. Talk with your civilian counterparts.
  - a. What do they do in their positions?
  - b. Ask to see a position description.
  - c. What training have your counterparts taken to prepare them for their jobs?
  - d. Speak with career program leaders in your organization.
5. Review related regulations. Learn about the processes, products and organizations involved in resource management.
6. Log on to Army Career Tracker ([www.actnow.army.mil](http://www.actnow.army.mil)).
  - a. Review the information there, particularly the competencies, types and titles of positions in the career program.
  - b. Request a mentor through ACT.



## ***Transitioning: Military to Civilian Career***

7. Read the ACTEDS Plan ([www.cpol.army.mil/library/train/acteds](http://www.cpol.army.mil/library/train/acteds))
  - a. Training. What have you completed? Where are you on the Training Pyramid? What courses will support the competencies you need to develop for a civilian position? Take PPBES training at a minimum.
  - b. Education. Look at the CES courses and pursue constructive credit for comparable course work. Do you have a Bachelors degree? A Masters degree?
8. Prepare your resume on USA Jobs ([www.usajobs.gov](http://www.usajobs.gov)). It is tedious, time consuming and requires preparation.
  - a. Use the correct verb tenses (present/past).
  - b. Ensure your time lines flow.
  - c. Provide supervisor phone numbers if possible (even if they are retired).
  - d. Watch the length: too long = too bad.
  - e. Show only relevant experience and training.
  - f. Do not use military acronyms.
  - g. Proofread, Proofread, Proofread
  - h. Ask a trusted civilian colleague to review your resume.
9. Be realistic about civilian grade and pay expectations. See page 39, Table 6-3 of AR 570-4 for civilian-military equivalencies. Understand that your current pay includes BAH and other entitlements that don't apply to civilian salary tables. Pay alignment will not be consistent.
10. Be prepared for the interview.
11. Use the resources available to you (Soldier for Life).