



**DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND  
1ST CAVALRY REGIMENT ROAD  
FORT KNOX, KENTUCKY 40121-5123**

ATCC-TOS (145-1aa4)

DEC 12 2022

**MEMORANDUM FOR**

**Commanders, All Units Reporting Directly to This Headquarters  
Deputy Chiefs of General Staff and Chiefs of Special Staff Offices, HQ USACC**

**SUBJECT: Policy Memorandum 9-2 – USACC Civilian Workforce Development Program**

**1. References:**

- a. Department of Defense Instruction (DODI) 1400.25, Volume 41O (DoD Civilian Personnel Management System: Training, Education, and Professional Development), 245 September 2013.
- b. Department of Defense Instruction (DoDI) 1430.16 (Growing Civilian Leaders), 19 November 2009.
- c. Army Regulation 690-950 (Career Program Management).

**2. Background.**

a. The development of an adaptive professional civilian workforce is essential to the success of our Army in this complex and dynamic global security environment; Army Civilian Leader Development guiding principles provide that commanders are responsible for the development of their civilian and military subordinates. USACC commanders, managers and supervisors share responsibility for enabling Army Civilian employees to reach their full potential.

b. USACC Army Civilians are responsible to establish their career goals and to engage actively with their supervisors on strategies to achieve these goals. Civilian employees must collaborate with their supervisors in assessing competencies, identifying and closing competency gaps, and developing, maintaining, and enhancing their knowledge, skills and abilities in alignment with organizational plans and goals in support of their personal career objectives and aspirations.

**3. Applicability. This policy applies to all Department of the Army (DA) Civilians assigned to USACC and prescribes roles and responsibilities to support this policy.**

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4. Purpose. To state the USACC policy for development of the civilian workforce.

5. Policy.

a. Commanders, Deputy Chiefs of Staff, Directors, managers and supervisors support the Civilian Workforce Development Program policy. Commanders and supervisors/rating officials are responsible for exercising the full range of options to meet their mission-related organizational and employee development needs.

b. USACC Commanders, Deputy Chiefs of Staff, Directors, managers and supervisors must make civilian development at top priority by ensuring that each civilian employee meets the following requirements:

(1) New Civilian employees attend the Cadet Command Civilian Personnel Onboarding (C3PO) course.

(2) Civilian employees (GS 6-15) hired after 30 September 2006 complete the Civilian Education System (CES) Foundation Course (FC) within 180 days of employment. The FC is a distance-learning (DL) course available through the Civilian Human Resources Training Application System (CHRTAS).

(3) Civilian employees who are supervisors (and military who supervise Civilian employees) complete the Supervisor Development Course (SDC) within 12 months of taking a supervisory position and take the SDC refresher every 3 years. SDC is a DL course available through the CHRTAS.

(4) Civilian employees who are supervisors must complete the CES course targeted for their current grade or have designated equivalent course credit. Credit for previous professional military education (PME) is recorded in the CHRTAS.

(5) Civilian employees have an approved Individual Development Plan (IDP) using the Army Career Tracker (ACT) development tool. Supervisors must approve and review the IDP with their employees during required midpoint and annual performance reviews. New employees must establish their IDP within the first 30 days of employment.

(6) Civilian employees serving in SROTC Staff positions (Human Resource Assistant, Recruiting Operations Officer, Logistics Technician, and Program Assistant) attend the USACC- required course for certification prior to reporting to a civilian staff position or not later than 120 days after employment.

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c. USACC also executes Civilian workforce development through designated Activity Career Program Managers (ACPMs) (enclosure 1) performing their duties (enclosure 02) prescribed in this policy. The execution of ACPM duties enable accomplishment of the USACC Line of Effort 3 (Readiness), Supporting Objective 3.2.2 Civilian Professional Development Program.

d. USACC Activity Career Program Managers (ACPMs) coordinate through their respective TRADOC Command Career Program Managers (CCPMs) (enclosure 3) to perform their duties. Each ACPM informs their respective career program civilians and supervisors of developmental requirements and opportunities, and provide them with the information necessary to develop their unique job specific competencies.

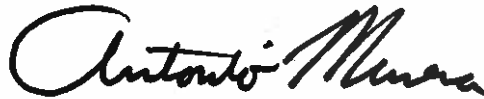
6. Policy Compliance. USACC/DoLDE, Cadre and Staff Development Division (CSDD) in collaboration with Brigades leadership teams will monitor compliance through Staff Assistance Visits, Quality Assurance Visits and data calls reported during Command and Staff briefings.

7. The proponent for this policy is the Director, DoLDE.

8. Point of contact for this action is the Lynnette L. Smith, Civilian Workforce Development Program Manager, U.S. Army Cadet Command, at (502)378-8978, or [lynnette.l.smith.civ@army.mil](mailto:lynnette.l.smith.civ@army.mil).

3 Encls

1. USACC DA Civilian ACPMs
2. USACC ACPM Duties
3. TRADOC CCPMs POC List



ANTONIO V. MUNERA  
Major General, USA  
Commanding

Enclosure 1 to Policy Memorandum 9-2- USACC Civilian Workforce Development Program  
 USACC DA Civilian Activity Career Program Managers (ACPMs)

Career Program	Career Program Title	ACPM
10	Civilian Human Resource Management	TBD
11	Comptroller	William W. May JR
12	Safety and Occupational Health Management	Percy C. Black Jr.
13	Supply Management	TBD
14	Contracting and Acquisition	TBD
18	Engineers and Scientists (Construction)	Daniel W. Lipsey
19	Physical Security and Law Enforcement	Jeffrey S. Secor
22	Public Affairs and Communications Media	Richard T. Patterson
24	Transportation and Distribution Management	TBD
26	Manpower and Force Management	Jerome P. Schulz
31	Education Services	
32	Training, Capability and Doctrine Warfighting Developers	John D. Lilygren
33	Ammunition Management	Gregory Grant
34	Information Technology Management	Philip D. Aldrich
35	General Intelligence	James D. Skeans
36	Analysis, Modeling and Simulation	Bert Huggins, III
50	Military Personnel Management	Robert O. Burns
51	General Administration and Management	Joseph F. O'Donnell
53	Inspector General	Evan L. Brown
55	Medical	TBD
56	Legal	David C. Caldwell
61	Historian/Museum Curator	Leo Daugherty

Enclosure 2 to USACC Policy Memorandum 9-2 – Civilian Workforce Development Program  
USACC Activity Career Program Manager (ACPM) Duties

- (1) Communicate with TRADOC Command Career Program Manager (CCPM) on a quarterly basis to obtain career program updates.
- (2) Assist USACC Civilian Workforce Development Program (CWDP) lead at DoLDE in developing and maintaining career program materials in the USACC Civilian Workforce Development Handbook.
- (3) Collaborate with USACC CWDP lead at DoLDE for data collection related to USACC Line of Effort (LoE) 3 Readiness for Supporting Objective (SO) 3.2.2 Civilian Professional Development Program measures of effectiveness.
- (4) Coordinate with supervisors to nominate USACC DA Civilians for competitive Training, Education, and Professional Development (TE&PD) opportunities to their TRADOC CCPM.
- (5) For local career program training events, submit budget estimates to CCPMs and/or USACC G8 for funding approval.
- (6) Communicate at least quarterly with supervisors and employees regarding developmental opportunities.

Enclosure 3 to USACC Policy Memorandum 9-2 – Civilian Workforce Development Program  
 TRADOC CCPMs POC List

Career Program	Career Program Title	TRADOC CCPM POC Info
10	Civilian Human Resource Management	Mrs. Ruth R. Sharp Director, Civilian Human Resources Directorate HQ TRADOC, DCS G-1/4ATTN: ATBO-C661 Sheppard Place Fort Eustis, VA 23604-5748 Ph: (757) 501-6822 DSN 501 Email: ruth.r.sharp.civ@mail.mil, POC: Patricia Bowser (757-501-6867)
11	Comptroller	Mr. Paul S. Hilton Assistant Deputy Chief of Staff, G-8HQ TRADOC, DCS G-8ATTN: ATRM661 Sheppard Place Fort Eustis, VA 23604-5727 Ph: (757) 501- 6683 DSN 501 Email: paul.s.hilton.civ@mail.mil, POC: Lavonda Hines (757-501-6722)
12	Safety and Occupational Health Management	Director, Command Safety Office HQ TRADOC, Command Safety Office ATTN: ATCS-S950 Jefferson Avenue Fort Eustis, VA 23604-5700 Ph: (757) 501-5462 DSN 501, POC: David Lumley (757-501-5451) Email: David.s.lumley.civ@mail.mil
13	Supply Management	Ms. Portia A. Brandon-McCraw Deputy Director, Logistics Directorate HQ TRADOC, DCS G-1/4ATTN: ATBO-H661 Sheppard Place Fort Eustis, VA 23604-5759 Phone: (757) 501-6903 DSN 501, Email: portia.a.brandonmccraw.civ@mail.mil
14	Contracting and Acquisition	No TRADOC CCPM. Managed by Army FCRCareer Program POC Ms. Christine Rimestad Office of the DASA(P) ATTN: SAAL-PW, 2800 Crystal Drive, 3rd Floor Arlington, VA 22202, Phone: (703) 697-1079, Email: christine.e.rimestad.civ@mail.mil

18	Engineers and Scientists (Construction)	Mr. Charles A. Boaz Director, Engineer Directorate HQ TRADOC, DCS G-1/4ATTN: ATBO-G661 Sheppard Place Fort Eustis, VA 23604-5759 Ph: (757) 501-6881 DSN 501, Email: charles.a.boaz.civ@mail.mil
19	Physical Security and Law Enforcement	Pending CCPM Selection Send to Patricia Bowser (will get to CP19 SME) HQ TRADOC, DCS G-1/4Civilian HR DirectorateFort Eustis, VA Ph: 757-501-6867
22	Public Affairs and Communications Media	Ms. Sharon Mulligan Deputy Chief, TRADOC Public Affairs HQ TRADOC, OPAATTN: ATPA950 Jefferson Avenue Fort Eustis, VA23604-5709 Ph: (757) 501-5866 DSN 501 Email: sharon.a.mulligan.civ@mail.mil
24	Transportation and DistributionManagement	Ms. Portia A. Brandon-McCraw Deputy Director, Logistics Directorate HQ TRADOC, DCS G-1/4ATTN: ATBO-H661 Sheppard Place Fort Eustis, VA 23604-5759 Ph: (757) 501-6903 DSN 501 Email: portia.a.brandonmccraw.civ@mail.mil
26	Manpower and Force Management	Ms. Lynda S. Anthony Director, Manpower & Force Analysis Directorate HQ TRADOC, DCS G-8ATTN: ATRM-FA661 Sheppard Place Fort Eustis, VA 23604-5727 Ph: (757) 501-6575 DSN 501 Email: lynda.s.anthony.civ@mail.mil POC: Lavonda Hines (757-501-6722)
32	Training, Capability and Doctrine Warfighting Developers	Nicole B. Morant Director, TRADOC QA Directorate HQ TRADOC705 Washington Blvd Fort Eustis, VA 23604-1278 Ph: (757) 501-7099 DSN 501 Email: Nicole.b.morant.civ@mail.mil

33	Ammunition Management	Ms. Portia A. Brandon-McCraw Deputy Director, Logistics Directorate HQ TRADOC, DCS G-1/4ATTN: ATBO-H661 Sheppard Place Fort Eustis, VA 23604-5759 Ph: (757) 501-6903 DSN 501 Email: portia.a.brandonmccraw.civ@mail.mil
34	Information Technology Management	Mr. Richard A. Davis Deputy Chief of Staff, G-6 HQ TRADOC, DCS G-6ATTN: ATIM661 Sheppard Place Fort Eustis, VA 23604-5733 Ph: (757) 501-6548 DSN 501 Email: richard.a.davis139.civ@mail.mil POC: Robert (Sam) Tanguy (757-501-6531)
35	General Intelligence	Mr. Thomas F. Greco (SES) Deputy Chief of Staff, G-2 HQ TRADOC, DCS G-2ATTN: ATIN-ZA950 Jefferson Avenue Fort Eustis, VA 23604-5734 Ph: (757) 501-6233 DSN 501 Email: thomas.f.greco.civ@mail.mil POC: Robert (Bob) Hart (757-501-6214)
36	Analysis, Modeling and Simulation	Ms. Pamela I. Blechinger (SES) Director, TRADOC Analysis Center TRAC-Fort Leavenworth ATTN: TRACATRC255 Sedgwick Avenue Fort Leavenworth, KS 66027-2345 Ph: (913) 684-5132 DSN 552 Email: pamela.i.blechinger.civ@mail.mil POC: Debbra Sawyer (575-678-3493)
50	Military Personnel Management	Mr. Douglas A. Carr Deputy Director, Adjutant General Directorate HQ TRADOC, DCS G-1/4ATTN: ATBO-B661 Sheppard Place Fort Eustis, VA 23604-5744 Ph: (757) 501-6861 DSN 501 Email: douglas.a.carr3.civ@mail.mil



51	General Administration and Management	Mr. Hubert D. Davis Assistant Deputy Chief of Staff, G-1/4 HQ TRADOC, DCS G-1/4 ATTN: ATBO-Z661 Sheppard Place Fort Eustis, VA 23604-5748 Ph: (757) 501-6834 DSN 501 Email: hubert.d.davis.civ@mail.mil POC: Rose Gunn (757-501-6831)
53	Medical	Mr. Gerald A. Forest Office of the TRADOC Surgeon HQ TRADOC, TRADOC Surgeon's Office ATTN: ATBO-M950 Jefferson Avenue Fort Eustis, VA 23604-5750 Ph: (757) 501-5631 DSN 501 Email: gerald.a.forest.civ@mail.mil
55	Inspector General	Mr. Robert C. Ling Deputy Inspector General HQ TRADOC, Office of IG ATTN: ATIG661 Sheppard Place Fort Eustis, VA 23604-5708 Ph: (757) 501-6565 DSN 501 Email: robert.c.ling.civ@mail.mil POC: Diane Williams (757-501-6574)
56	Legal	Mr. Terrence H. Farrell Office of the TRADOC Staff Judge Advocate HQ TRADOC, TRADOC SJA ATTN: ATJA950 Jefferson Avenue Fort Eustis, VA 23604-5700 Ph: (757) 501-5769 DSN 501 Email: terrence.h.farrell.civ@mail.mil
61	Historian/Museum Curator	Dr. Britt McCarley Chief Historian, TRADOC Mil History Ofc HQ TRADOC, TRADOC Mil History Ofc ATTN: ATBO-MH661 Sheppard Place Fort Eustis, VA 23604-5751 Ph: (757) 501-6656 DSN 501 Email: j.b.mccarley4.civ@mail.mil POC: Joseph Rainer (757-501-6653)