



# CP-56

LEGAL CAREER PROGRAM

# Legal Career Program (CP-56) Fact Sheet

## What is the Legal Career Program (CP-56)?

The Legal Career Program, referred to as Career Program 56 (CP-56), is the career program for all civilian attorneys and paraprofessionals working throughout the Army, including those working for the Office of the Army General Counsel (OGC), US Army Corps of Engineers (USACE), US Army Materiel Command (AMC), and the Judge Advocate General Corps (JAGC). The intent of the CP-56 program is to expose civilian legal professionals to formal education, training, professional development, and performance-enhancing job experiences to grow professionally throughout their careers. For more information on CP-56 please see our attorney and paraprofessional ACTEDS Plans available at our milBook page, Career Program 56 Legal (<https://www.milsuite.mil/book/groups/career-program-56-legal>).

## Does every Army civilian belong to a career program?

Yes. Prior to 2011, only 40% of Army civilians belonged to a career program. Today the Army has 32 career programs that cover 100% of Army civilians – including wage-schedule, general schedule, general grade, local nationals and NAF employees. CP-56 was one of the new career programs created in late 2011 as part of the Civilian Workforce Transformation. While CP-56 was created in 2011, our office was not staffed until the summer of 2014, and as a new career program, we continue to learn and grow.

## What is a career program?

A career program is comprised of occupational series aligned together based on common technical functions, associated command missions, and position knowledge, skills and abilities. Career programs were established to ensure there is an adequate base of qualified and trained professional, technical and administrative personnel to meet the Army's current and future needs, by providing training and human capital management resources.

## Am I automatically assigned to a career program?

Yes. All Army civilians are assigned to a career program based upon their occupational series and the nature of their work. Some occupational series are aligned to one career program exclusively, and others are shared among two or more career programs.

## What occupational series belong to CP-56?

The following occupational series belong exclusively to CP-56:

0306 Government Information Specialist	0904 Law Clerk
0319 Court Reporter	0905 Attorney
0901 Legal Kindred	1222 Patent Attorney
0950 Paralegal	
0963 Legal Instrument Examiner	
0967 Passport and Visa Examiner	
0986 Legal Technician/Assistant/Clerk	
0998 Claims Technician	

If you are in any of these occupational series that belong exclusively to CP-56, you automatically are placed in CP-56.

Additionally, there are occupational series that are shared among two or more career programs, and the nature of your work will determine which career program you have been assigned. For example, 0962 Contact Representative is a shared series with CP-53 (Medical Career Program), and whether you belong to CP-53 or CP-56 depends on the type of work you perform. For employees in Army legal offices working in administrative series 0301 or 0303 positions, whether you are assigned to CP-56 will largely depend upon the work you perform, as outlined in your job description.

## How can I confirm which career program I am assigned?

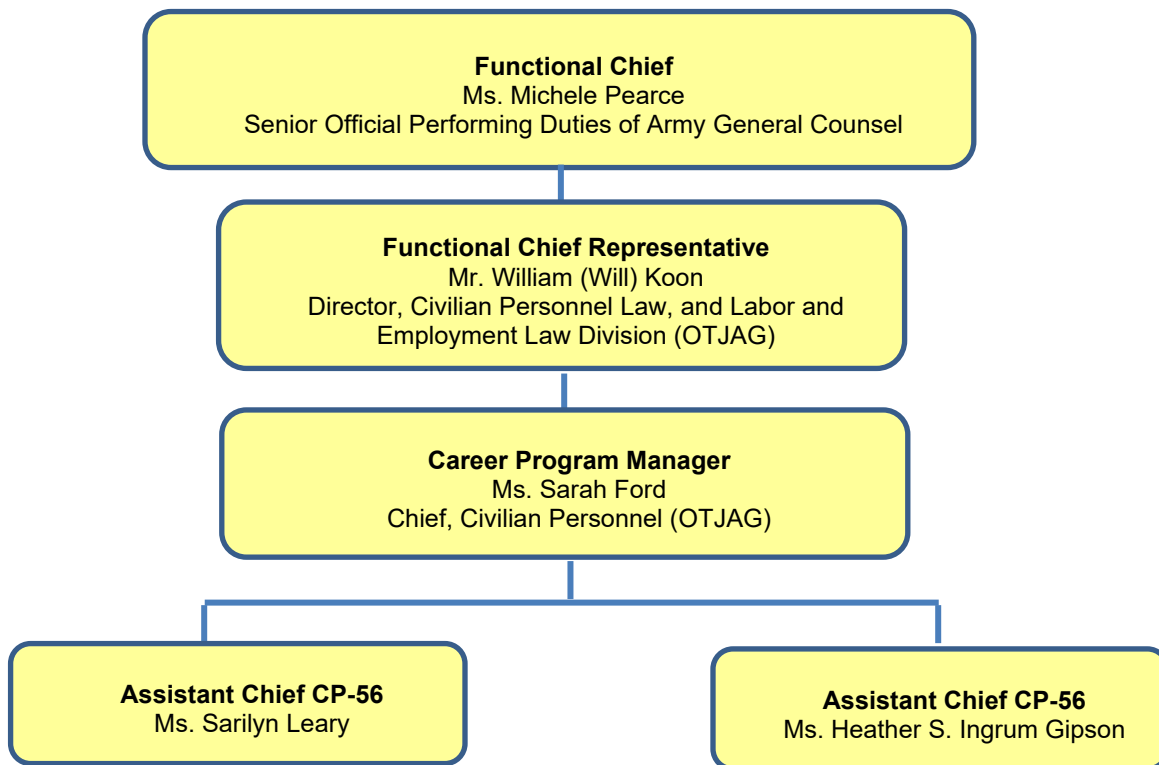
You can confirm which career program you belong to by reviewing your Civilian Career Report (CCR). To retrieve your CCR, you will navigate to the DCPDS website (<https://compo.dcpds.cpms.osd.mil>), use your CAC to enter the site, select the purple box "My Biz + Army," then on the MyBiz+ homepage under the purple tab of "Key Services" select "Civilian Career Report," and then select "Preview Report." This report will indicate the name of the career program you belong. If you belong to CP-56, the reports would indicate you are in the "Legal" career program.

## What if I think I am aligned to the wrong career program?

Civilians in a "shared" series who feel that they are not correctly aligned to the appropriate career program may request that their supervisor review their job description and coding. If it is determined that a coding error has occurred, you should contact your servicing Civilian Personnel Advisory Center (CPAC) or the CP-56 Proponency Office.

## What is the CP-56 management structure?

Each career program has a Functional Chief, a Functional Chief Representative, a Career Program Manager, and a Proponency Office. The CP-56 management structure is as follows:



## What Army regulations govern career programs?

Army Regulation 690-950, Career Management, outlines Army policy on career programs, career program organization, and career programs' purposes. Army Regulation 350-1, Army Training and Leader Development, is also relevant to career programs, in that it details the training expenses that can be paid by career programs using centralized funds and also what requirements must be met by applicants in order to qualify for centralized funding. For additional information on what trainings CP-56 can fund and the requirements to apply for centralized funding, see the CP-56 Competitive Professional Development Fact Sheet.

## What is CES (Civilian Education System) and are the courses mandatory for me?

The Army's Civilian Education System (CES) is a progressive leader development program for civilian employees, that is centrally funded for most permanent Army civilians and local nationals (this means the Army pays for your tuition, travel and per diem centrally, there is no cost to your office or command). AR 350-1 requires that all Army civilian supervisors complete the CES course targeted for their current grade, and encourages all employees to complete the course appropriate for their grade. The phases of CES include:

Foundation Course – provides Army Civilians with an orientation to leader development concepts, and introduces the role of an Army Civilian, the Army's core values, problem solving, written communication, customer service, and risk management. The course is fully online. **The Foundation Course is required for all Army Civilians hired after 30 September 2006.** The Foundation Course is a pre-requisite prior to progressing to the other CES courses.

Basic Course – is designed for the Army Civilian leader at the GS 05-09 level (or equivalent), and is offered in either a 100% online setting or a two weeks at resident phase at Fort Leavenworth. The primary option is the online course, which is offered continuously and space is available for all prospective students in grades GS 01-09. The resident phase is offered 15 times annually and the seats are quota-managed by commands. **The Basic Course is required for all supervisors in grades GS 05-09,** but non-supervisors can also complete the course.

Intermediate Course – prepares current and aspiring Army Civilian leaders at the GS 10-12 level (or equivalent) to become more innovative, self-aware, and prepared to lead and care for personnel. The course is conducted through two phases – Phase 1 is online, and Phase 2 is a three-week resident experience taken after completion of Phase 1 ("resident" phase will be virtual through March 2021, and there are several options for completion). **The Intermediate Course is required for all supervisors in grades GS 10-12,** but non-supervisors can also complete the course.

Advanced Course – prepares Army Civilian leaders in grades GS 13-15 to assume increasing levels of responsibility and leadership within organizations. Graduates learn to lead complex organizations, manage organization resources, lead change, inspire vision and creativity, and integrate Army systems. The Advanced Course is conducted through two phases – Phase 1 is completed online prior to Phase 2, which is a four-week resident phase ("resident" phase will be virtual through March 2021, and will take 6 weeks to complete). **The Advanced Course is required for all supervisors in grades GS 13-15,** but non-supervisors can also complete the course.

Information on each of the CES courses can be found at: <https://usacac.army.mil/organizations/cace/amsc/courses>.

## Can equivalent course credit be granted for the CES courses?

Yes. Course credit may be requested using the equivalency credit process and may be granted in certain circumstances in lieu of course attendance. Course credit does not count as a 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. Equivalent course credit is based on completion of specific, pre-approved professional military education (PME) courses and civilian legacy courses. Equivalent course credit is determined by an automated review of your ATRRS training history. If you have completed an equivalent course from the pre-approved list and it is not listed on your ATRRS record, you must contact your local training manager or CPAC and provide verification of completed training to get your training history updated in your official file. If you have an equivalent PME course, civilian legacy leadership course or other-service PME course that is NOT listed on your ATRRS training record, you may upload your documentation of course completion. This action will not correct your official training record, but it will be considered for your CES requirement.

For a listing of course equivalencies see [https://www.atrrs.army.mil/channels/chrtas/Web/Help/CES\\_CourseCredit.aspx](https://www.atrrs.army.mil/channels/chrtas/Web/Help/CES_CourseCredit.aspx).

## Who should I contact if I have questions about CP-56?

If you have additional questions about CP-56, please contact the CP-56 Proponency Office, Ms. Sarah Ford, Career Program Manager, [sarah.p.ford3.civ@mail.mil](mailto:sarah.p.ford3.civ@mail.mil), Ms. Sarilyn Leary, Assistant Chief of CP-56, [sarilyn.h.leary.civ@mail.mil](mailto:sarilyn.h.leary.civ@mail.mil), or Ms. Heather S. Ingrum Gipson, Assistant Chief of CP-56, [heather.s.gipson.civ@mail.mil](mailto:heather.s.gipson.civ@mail.mil).