ARMY CIVILIAN CAREER MANAGEMENT ACTIVITY (ACCMA)

Enterprise Civilian Talent Development Program

Catalog

FY23

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ARMY CAREER TRACKER (ACT)

Army Career Tracker (ACT) is a leadership development tool that integrates training and education, and experiential learning from a number of source systems into one personalized and easy to use interface, provides users a more efficient and effective way to monitor their career development, allows supervisors and functional career managers to track and advise employees on their leadership development. In accordance with Army Regulation (AR 350-1, 10 Dec 2017), Individual Development Plans (IDPs) will be developed and updated annually in the Army Career Tracker (ACT) for all Army Civilians (excluding acquisition workforce).

ACT-Civilian key functionalities:

1. *Civilian Home page*: provides the Army Training and Leader Development Division the ability to generate targeted training notices and announcements to all (or select) Army Civilians. The Civilian home page provides links to access resources, news and a Civilian Employee Dashboard.

2. *Civilian Employee Dashboard*: provides a graphic snapshot of employees training and leader development status in comparison to members of its career programs.

3. *Training Notices*: allows employees to select a notice, open it and see the details and create professional and personal goals. Professional and personal goals are then displayed on the employee's Individual Develop Plan.

4. *My Planner*: My Planner is tied to the employee's specific career field, series and grade. It shows completed training and in-progress enrollments. It also shows recommended training based on career field competencies. It allows users to explore their career map and explore career maps of other career programs. From My Planner you can select a course (or competency or skill), search the training catalog and add that course as a goal and add to your IDP.

5. *My Calendar:* My calendar (separate from your daily work calendar) contains your professional and personal goals, events, and enrollments. It indicates to the employee whether goals are on track with a green, amber, red status bar. Employees can hover over any item on the Calendar and receive a pop-up with more detailed information.

6. *My Activities*: My activities is similar to the Calendar but in a more tabular format. It will display course enrollments, self-created events, personal goals, and professional goals. It allows the user to determine who can view certain aspects (i.e. supervisor, mentor, coach, functional career manager). An employee can also create events or personal goals and indicate which ones they want to display on their IDP.

7. *Individual Development Plan*: The IDP provides a standardized template that is populated with the employee's information to include goals, events, assignments, training, etc generated from within ACT and other approved Source Systems. The employee can create, edit, delete, store and print their IDP. Requested training can include cost information such as tuition and expected travel costs. IDP creator has ability to prioritize training requests and training goals can span multiple years (FYs). Supervisors can send originators Notices and set an EVENT on MY CALENDAR (both options) to meet with the employee before approving the IDP. Supervisors can

approve employee's IDP, aggregate their total workforce and use the cost information to support development of organizational training requirements.

8. *Career Field Landing Page (home page):* The CF landing page is managed by the Functional Community Program Proponent/Content Administrator. From the CF landing page, Functional Community Managers can send targeted information to careerists, or to a specific set of careerists based on grade, series, and duty location. Employees can explore other Functional Community landing pages as desired.

9. *Career Map/Professional Development Model (PDM):* The PDM is customized to the user who signs in and displays an employee's career map. Controlled by each Career Field, the data provided by the Career Field drives the PDM. In this section employees can also explore all other career maps

10. *Find a Course*: Employees can search for courses in the consolidated training catalog vice going to several different sites. Employees can set search criteria with keywords, start date, location, type of training (i.e. traditional classroom, distributed learning), etc. Upon finding a course, the system will provide a "deep link" to the source catalog to take the employee to the enrollment process. Employees can "save" searches and the system will provide a "shopping cart" function for employees to store courses as a wish list. This list will be available for employees to view when they return to this section (until deleted by the employee).

11. *Supervisor Dashboard:* The supervisor dashboard shows the supervisor (and/or mentor), a by name list of employees. It aggregates employee's data, allows the supervisor to drill down on specific individuals, or view all employees. Supervisors can see an employee's career map and individual development plan (once released by the employee to the supervisor).

12. *My Journal:* My journal provides 3 separate tabs…one for employee's supervisor and mentor, one private for the employee, and one for employees to share with their network. In the journal, employees can share ideas about a variety of subject matters, lessons learned from working on projects, shared knowledge, comments and recommendations about training courses, assignments, career management, etc. It is a network opportunity managed by the employee.

13. *Find an Expert/Find a Mentor:* Find an expert allows the Army, Career Programs, and employees the ability to search for "self-declared" experts based on skills and competencies to work on task forces, development opportunities, etc. It allows employees to search for mentors for professional development opportunities based on their expertise. It also allows employees to opt out of being a mentor.

Civilian Education System (CES) &
Civilian Human Resource Training Application System (CHRTAS)

The Army Management Staff College educates and develops the Army Civilian Corps for leadership and management responsibilities throughout the Army and serves as Executive Agent for the Army Civilian Education System (CES). Additional program information can be located at: http://usacac.army.mil/organizations/cace/amsc/courses.

The Civilian Education System (CES) is a progressive and sequential leader development program that provides multiple levels of Civilian development and enhanced educational opportunities for Army Civilians throughout their careers. The method of delivery is distributed learning (DL), resident instruction, or blended learning – a mixture of both DL and resident instruction.

CES is required for supervisors and encouraged for aspiring supervisors and leaders.

Most permanent Army Civilians and Local National employees are centrally funded — the Army pays for your tuition, travel, and per diem centrally. It does not come out of your unit budget. Military members, term and temporary employees, and non-Department of the Army employees are funded through their own organizations.

CES Courses are available through the Civilian Human Resource Training Application System (CHRTAS). CHRTAS is an automated management system that allows you to develop and record your completed training, and apply for Civilian Education (CES) courses. Begin by preparing/updating your profile, which contains critical information needed to successfully process applications. Once this is complete, you can begin to search for courses and apply for training.

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ACADEMIC DEGREE TRAINING (ADT)

General Information
Academic Degree Training (ADT) is defined as training or education with the stated objective of obtaining an academic degree. Training must contribute significantly to meeting an identified agency training need; resolve an identified agency staffing problem; or accomplish goals in the strategic plan of the agency. The training must be received from an accredited college or university.

Approval Authority
The authority to approve and to pay for the costs for Academic Degree Training (ADT) that is part of such approved programs is delegated to the Administrative Assistant to the Secretary of Army (AASA); Director, Army Civilian Career Management Activity (ACCMA), and Commanders/Heads of Army Commands, Army Service Component Commands and Direct Reporting Units. AASA and Commanders are authorized to approve ADT funded by command/organization training funds, and the Director of ACCMA is authorized to approve ADT that is funded through Career Fields/Programs.

Eligibility
All members of the Army Civilian Corps are eligible to apply for Academic Degree Training (ADT), except those employees occupying or seeking to qualify for: (1) appointment to any position that is excepted from the competitive service because of its confidential, policy-determining, policy-making, or policy-advocating nature (i.e., Schedule C appointments); or 2) a non-career appointment in the Senior Executive Service (SES). Additionally, all applicants must have two (2) years of permanent, full time employment as a DA civilian at time of application.

Limitations
The academic degree must be related to the performance of the employee's official duties. The training must contribute significantly to meeting an organization's identified: training need; staffing problem; or accomplishing goals in the strategic plan of the organization. The training must be accredited and provided by a college or university that is accredited by a nationally recognized body, which a regional, national or international is accrediting organization recognized by the U.S. Department of Education. Please consult the ED.gov website for a listing.

Funding
ADT may be funded by the Career Fields/Programs or through Command funding. Applications that exceed $50k require a justification memorandum included in the ADT packet, which contains a cost comparison of accredited local and online schools that offer similar degree programs, which fully supports the higher level of funds expenditure for a significant return on investment (ROI) to the Army. Copy of memorandum must be submitted to the ACCMA Talent Development Division program POC, prior to final approval of Director ACCMA or Commander/AASA approval.

Authorized Expenses
All or part of necessary expenses, to include tuition and matriculation fees; library and laboratory services, purchase or rental of books, materials, supplies; and other services or facility costs directly related to the training. Membership fees ONLY if the fee is a condition of attending the training.

Application/Notification Process
Refer to Command or Career Field internal process, according to funding source.

Funding document
Standard Form (SF-182).
-Approved Career Field funded applicants must initiate a SF-182 for training in the ArmyIgnited Training system.
-Approved Command funded applicants must initiate a SF-182 for training in accordance with local established procedures.

Continue Service Agreement (CSA)
Before training begins, employees selected for ADT must sign an agreement to continue service in the Department of the Army for at least three times the length of the training period.

Checklist
Click **here** to view the ADT Checklist of requirements when applying for Academic Degree Training.

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PROGRAM: Defense Civilian Emerging Leader Program (DCELP)

DURATION: (4) one-week (in-resident) sessions

LOCATION: National Center for Employee Development (NCED) located in Norman, Oklahoma.

ELIGIBILITY:

- Be a permanent, full time civilian employee in grades GS-7 to GS-12 (or equivalent)
- Completion of grade specific CES Course: GS-07/09 or equivalent pay bands - Completion of the CES Basic Course or copy of CHRTAS Basic Course Credit Documentation; GS-10/12 or equivalent pay bands - Completion of the CES Intermediate Course or copy of CHRTAS Intermediate Course Credit Documentation.
- Served three (3) years, or any combination thereof, in a Department of the Army Civilian Permanent Position at time of application.

DESCRIPTION: DCELP is one of the premier Department of Defense (DoD) leader development program for civilians. The program consists of a series of 4 one-week in-resident sessions, assessment tools, knowledge transfer activities, participant writing and briefing projects, and individual coaching. The program concentrates on the five terminal learning objectives of Know Self, Express Self, Build Teams, Manage Organizations and Understand the DoD.

PROGRAM DETAILS: **Who should be nominated for DCELP?** It is intended for entry and emerging DoD civilians in the grades of GS-7 - GS-12 (or equivalent) in DoD and other Federal Agencies. The program is currently open to the Acquisition, Financial Management and Human Resources career fields (Cohort 16). Cohort 17 is open to all occupational series.

What does it entail? DCELP utilizes a competency-based approach for the deliberate development of individuals selected to the program with an emphasis on Leading Self and Leading Teams/Projects as depicted on the DoD Civilian Leader Development Continuum. In DCELP, leadership is developed both inside and outside of the classroom. The program combines community-based learning, guest speakers, group projects, mentoring and simulations. In a classroom, participants spend approximately 21 days of instruction in seminars over a four-month period of time, in a DoD training environment.

More information can be found on the DCPAS website at:
https://www.dcpas.osd.mil/learning/civilianleaderdevelopment/defensecivilianemerging

FUNDING: Tuition is centrally funded by DoD. Travel and per diem are paid for by the Commands unless otherwise specified in the announcement. There is no cost for lodging at NCED.

APPLICATION   **(APPLICATIONS WILL NOT BE ACCEPTED DIRECTLY FROM THE APPLICANT)**

All applications must be reviewed and vetted through the Career Field Managers (Cohort 16), the Command/Agencies or designated Command Point of Contact (Cohort 17), as applicable, then individually electronically forwarded as one application to CHRA/ACCMA, Talent Development Division. Applicants must use the DoD DCELP application. Incomplete applications and altered forms will not be considered.

SELECTION/ NOTIFICATION: Selectees will be notified via Career Field Manager/Command POC channels.

DEFERMENTS: Deferments for compassionate, medical and operational reasons will be submitted in writing with the reason and supporting documentation through the Career Field Managers, the Command/Agency or designated Command Point of Contact, as applicable, then electronically forwarded to CHRA/ACCMA Talent Development Division

PROGRAM
DATES: Cohort 16: March-May 2023
Cohort 17: June-September 2023

ACCMA
SUSPENSE: Refer to program announcement for Cohort 16/17 respectively.
Applicants must check with local/command training manager for applicable deadline to submit application.

APPLICATION
PACKAGE: Click here for application package when applying for the Defense Civilian Emerging Leader Program.

Checklist: Click **here** to view the DCELP Checklist of requirements

PROGRAM: Leadership for a Democratic Society (LDS) @ FEI

DURATION: 4 Weeks

LOCATION: Office of Personnel Management's Federal Executive Institute in Charlottesville, Virginia

ELIGIBILITY:
- Army Civilian managers in permanent appointments at the GS-15 or equivalent levels.
- Completion of Civilian Education System (CES) Advanced – or equivalent course.
- (1) years, or any combination thereof, of service in a permanent Department of the Army Civilian position(s).

DESCRIPTION: Using the U.S. Constitution as the principal foundation, the LDS program guides executives to understand the diverse goals of the government and the citizens it serves. FEI challenges executives to excel in a 21st-century world while remaining connected to the Constitutional values forged in the 18th century. Through this program of study, government executives find their voices and access wisdom to move their agencies in the strategic directions necessary for it to better achieve its mission. The core curriculum is aligned with OPM's Executive Core Qualifications and Leadership Competencies. Each executive completes several introspective assignments, at least one action learning project, and produces plans to transform themselves and their organizations.

FUNDING: Tuition (program fee) for LDS is $20,869 (4wk-resident); $15,627 (Blended Learning) is **centrally** funded by ACCMA. Funding of travel, per diem, and incidentals is the responsibility of the command. Tuition cost includes curricular materials, housing, and meals. Selectees are required to stay in assigned accommodations.

APPLICATION PROCESS: Application packages will be forwarded through Command channels.
(DO NOT SEND APPLICATIONS DIRECTLY TO ACCMA OR OPM/FEI). Completed application packets must be submitted through the respective Army Command (ACOM), Army Service Component Command (ASCC), Direct Reporting Unit (DRU), or the Office of the Administrative Assistant to the Secretary of the Army (OAASA) for review, endorsement, and further consideration by a Career Field Board. Endorsement memorandum must include a statement that applicant(s) meet grade and time-in-service requirements, and that funds are available (see program announcement for applicable command sponsored costs).

ACOMs, ASCCs, DRUs, and OAASA will forward applications (one PDF per applicant) and endorsement memorandum to the Talent Development Division mailbox:
USARMY.BELVOIR.CHRA-HQS.MBX.ACCMA-CIVILIAN-TALENT-DEVELOPMENT
*Application Packets must be grouped and labeled by Career Field with Course Title in Subject Line.

SELECTION/ NOTIFICATION: Career Fields will use a competitive board to final select nominees. The Nominee Selection Form will be utilized to indicate the Order of Merit List (OML) of primary and alternate candidates and to submit selectee information to the Talent Development Division. Career Fields will provide selection/non-selection notification.

SUSPENSE DATE: 10 June 2022
The nomination suspense date in this announcement applies to ACOMs, ASCCs, DRUs, and OAASA only.
(Applicants must check with local/command training manager for applicable deadline to submit application)

**PROGRAM
DATES:**

Program	Class Dates	Continued Service Agreement
Program	TBD	TBD
Program	TBD	TBD
Program	TBD	TBD
Program	TBD	TBD
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Checklist:
Click here to view the LDS Checklist of requirements when applying for the Leadership for a Democratic Society Program.

PROGRAM: President's Management Council Interagency Rotation Program (PMC IRP)

DURATION: 6 Months

LOCATION: Home location; Virtual (telework)

ELIGIBILITY:
• Army Civilian permanent employees at the GS-13/15 or equivalent levels
• (18) months, or any combination thereof, of service in a permanent Department of Defense position(s)
• Completion of Civilian Education System (CES) Advanced – or equivalent course
• Currently work in the continental U.S.
• Must currently meet all established performance standards at or above the fully successful level
• Demonstrated commitment to leadership development, with potential and/or aspiration for an executive position
• Availability for an interagency assignment within the Cohort time-frame
• Employee cannot participate if they have participated in the PMC-IRP previously

DESCRIPTION: The PMC IRP is a six month interagency broadening opportunity for eligible high-caliber employees to participate in broadening assignments offered by Federal Agencies across the continental United States. These rotational assignments are intended to offer participants the opportunity to "stretch" professionally, and enhance and/or develop two to three primary Executive Core Qualifications (ECQs) identified by both the participant and their home supervisor. Assignments should provide opportunities such as a Senior Executive Service (SES) mentor, access to senior level meetings, a senior-level shadowing experience, and project/ program/policy management experience.

FUNDING: No Costs

APPLICATION PROCESS: Application packages will be forwarded through command channels **(DO NOT SEND APPLICATIONS DIRECTLY TO ACCMA, DCPAS, OR OPM).** Completed application packets must be submitted through the respective Army Command (ACOM), Army Service Component Command (ASCC), Direct Reporting Unit (DRU), or the Office of the Administrative Assistant to the Secretary of the Army (OAASA) for review, endorsement, and further consideration by a Career Field Board. Endorsement memorandum must include a statement that applicant(s) meet grade and time-in-service requirement.

ACOMs, ASCCs, DRUs, and OAASA will forward applications (one PDF per applicant) and endorsement memorandum to the Talent Development Division mailbox: USARMY.BELVOIR.CHRA-HQS.MBX.ACCMA-CIVILIAN-TALENT- DEVELOPMENT **State Course Title in the Subject Line.**

SELECTION/ NOTIFICATION: Career Field board will be used to competitively select (3) nominees. The Talent Development PM will provide notification of selection to Command.

SUSPENSE DATE: 02 May 2022

PROGRAM DATES:

Class Dates
Oct 2022 – Mar 2023
Apr 2023 –Sep 2023

Checklist and Statement of Interest Packet:
Click here **to view the (PMC IRP) Checklist of requirements when applying for the Management Council Interagency Rotation Program**
Click here for link to Employee Statement of Interest packet for the Management Council Interagency Rotation Program

**SENIOR ENTERPRISE TALENT MANAGEMENT (SETM) AND
ENTERPRISE TALENT MANAGEMENT (ETM)**

The SETM and ETM programs are key components of the Army's Civilian Training, Education, and Leadership, Development Program. SETM/ETM prepares Army Civilians to assume positions of greater responsibility across the Department. The programs provide exceptional training and development opportunities for the next generation of Army Civilian leaders. SETM/ETM programs is managed by the Civilian Senior Leader Management Office (CSLMO). **APPLY at the following URL: https://hr.chra.army.mil/setm.**

SETM/ETM Programs consists of eight modules:

a. **PROJECT-BASED SETM TEMPORARY DUTY (TDY) ASSIGNMENTS** – This component of the SETM Program is open to all senior Army Civilians in grades GS-14 and GS-15 (or equivalents) who apply and are selected for participation. These short-term developmental assignments are intended to challenge the participant and provide a "broadening" experience. This SETM module consists of a TDY assignment to work on a special project nominated by a command or organization as part of a working group or "tiger team," or to fill a "critical need" detail for a period not to exceed 179 days. Upon completion of the TDY assignment, participants return to their permanent duty stations. A mobility agreement IS NOT required, but SETM TDY participants will be subject to the provisions of a continued service agreement. The number of applicants who may be selected for participation in the SETM TDY module is not limited.

b. **SENIOR SERVICE COLLEGE (SSC)** - SSC is the apex of Army professional development and prepares senior Army Civilians for positions of significant responsibility in the Department of Defense (DoD) and Department of the Army. This SETM module is open to applicants in grades GS-14 and GS-15 (or equivalents) who will compete for allocated seats at the U.S. Army War College (Resident or Distance Education Program) or the Eisenhower School for National Security and Resource Strategy (acquisition or non-acquisition course). Attendance at an SSC is designed to expand students' knowledge of the national security mission and strengthen their understanding of the complex policy and operational challenges senior DoD and Army officials face. The SSC develops students to assume strategic-level leadership roles in the joint, interagency, intergovernmental, and multinational environments, with an emphasis on the employment of land power. Mobility is optional for the SSC program. Participants can choose between PCS and TDY-and-Return options. Participants selecting the PCS option must submit a mobility agreement at the time of application. PCS students will be assigned into a Civilian Personnel Training Account (CPTA). The mobility agreement requires the participant to agree to placement by the HQDA Graduate Placement Process (GPP) upon graduation. Participants selecting the TDY-and-Return option are not required to submit a mobility agreement but must submit a utilization plan agreed upon with parent organization upon successful completion of the SSC Program. All SSC participants are required to submit a Continued Service Agreement (CSA). The CSA requires participants to serve in the DoD for a minimum of three times the length of the program.

Distance learning SSC applicants opting not to participate in the GPP must complete only a continued service agreement. GS-13 or equivalent Army Civilians that have completed the Command and General Staff Officersourse are eligible to participate in the SSC Distance Education Program only. GS-13 or equivalent Army Civilians are not eligible to participate in the SSC Residence Program. The number of applicants selected for attendance at an SSC is limited to the number of slots the Army War College and Eisenhower School allocates for Civilians.

c. **DEFENSE SENIOR LEADER DEVELOPMENT PROGRAM (DSLDP)** - Open to senior Army Civilians in grades GS-14 and GS-15 (or equivalents), DSLDP is DoD's premier Civilian leadership program. A 2-year comprehensive educational and developmental program, DSLDP is designed to inculcate in participants the enterprise wide perspective needed to lead organizations and programs, and to achieve results in the joint, interagency, and multinational environments. Selection to DSLDP is a three-part process: application through the SETM Program, selection by the SETM Board process for Army nomination to DoD, and selection for participation in DSLDP by a DoD Selection Board. DSLDP includes attendance at a SSC (other than the SSC sponsored by the Service the participant is affiliated with; in this case, the Army War College); participation in programmed leadership seminars; and a follow-on developmental assignment. DSLDP students will be assigned into a CPTA. All DSLDP graduates are subject to the GPP. Accordingly, each applicant must execute and submit a mobility agreement and CSA. The CSA requires participants to serve in the DoD for a minimum of three times the length of the program. The number of applicants nominated to DoD for selection for DSLDP is limited by the quota DoD imposes.

d. **ARMY SENIOR FELLOWSHIP (ASF)** - This component of the SETM Program is limited to senior Army Civilians in grades GS-14 and GS-15 (or equivalents). The ASF is a 21 month comprehensive study and utilization program designed to broaden the enterprise wide perspective of participants. Fellows engage in a 21-month development program consisting of graduate training and training with industry designed to build on their Executive Core Qualifications (ECQ). Upon completion of ASF, fellows will return to their home organizations to leverage the competencies fostered in the ASF. The ASF program is a TDY-and-Return program. Participants will remain assigned to their Command. Each applicant must execute and submit a CSA. The CSA requires participants to serve in the DoD for a minimum of three times the length of the program. ASF enhances organizational efficiency by providing a designated fellow with a challenging training with industry assignment and formal executive development training courses. Fellows may be required to file an OGE Form 450 (Confidential Financial Disclosure Report).

e. **ETM Shadowing Assignments**. This module is open to select Army Civilians in grade GS- 13 or equivalent. An ETM Shadowing participant has the opportunity to accompany and observe a senior leader in action in his/her daily work environment for up to 20 working days. The senior leader may involve the ETM participant in the task at hand. The benefits of shadowing include experiencing what it is like to work as a senior Civilian at the Army enterprise level, having the ability to ask questions while the senior leader goes about his/her daily activities, and validating perceptions about a particular field of work. The number of applicants who may be considered for participation is based on Army resources and needs.

f. **ETM TDY ASSIGNMENTS** - The ETM TDY module is open to select Army Civilians in grade GS- 13 or equivalent. An ETM TDY participant will fill a short-term developmental assignment on a special project as a member of a working group or tiger team, or will fill a critical need detail for a period not to exceed 90 days. The benefits of an ETM TDY assignment include new and challenging work in a different work environment and a broadening experience at the enterprise level. Upon completion of the TDY assignment, participants return to their permanent duty stations. A mobility agreement IS NOT required, but ETM TDY participants will be subject to the provisions of a continued service agreement. The number of applicants who may be considered and selected for participation is based on Army resources and needs.

g. **ETM COMMAND AND GENERAL STAFF OFFICER COURSE (CGSOC) :**

(1) Attendance to the Command and General Staff Officer Course (CGSOC) -- Resident Course is a 10-months combined learning development opportunity which prepares highly competent and professional senior Army Civilians for positions of significant responsibility in the Department of the Army. The Core Course curriculum of CGSOC-Resident includes seven

blocks of instruction: Foundations; Strategic Studies; Operational Studies; Army Operations; Managing Army Change; Rise of the Western Way of War and Leadership, Forging Success in Uncertain Times. The demanding operations strategies course, from which some modules ranging from more than 170 electives with focus in Special, Joint, or Space Operations can also encourage the parallel completion of a Master of Arts degree in one of the following study areas: Military Art and Science (MMAS); Operational Studies (MOS); Military Operations (MAMO) or Strategic Studies (MASS) on a voluntary basis.

(2) Attendance at the Satellite Command and General Staff Officer Course (CGSOC) -- Common Core (CC). The Satellite CGSOC-CC is a 15-weeks blended learning development course which prepares senior Army Civilians for positions of significant responsibility in the Department of the Army. This ETM module is open to applicants in grades GS-13 (or equivalent) (GS-12 by exception) who will compete for allocated seats at the Combined Arms Center in Fort Leavenworth, KS or a pre-designated U.S. Army Command and General Staff College (CGSC) satellite location. On completion of the program, graduates should continue to be placed in positions intended to leverage the respective competencies. Students selected for attendance to a CGSOC-Resident or Satellite CGSOC-CC Class must submit a Continued Service Agreement at the time of application. All Satellite CGSOC-CC participants will attend the course in a TDY-and-return status.

(3) Applicants can also apply to attend the College of Naval Command & Staff (CNC&S) Program which is a 10-month in residence course at the Naval War College which requires the mandatory completion of a Master of Art degree in in Defense and Strategic Studies.

(4) Mobility is optional for both CGSOC-Resident and the Naval Command & Staff (CNC&S) program. Participants can choose between PCS and TDY-and-Return options. Participants selecting the PCS option must submit a mobility agreement at the time of application. PCS students will be assigned into a (CPTA). The mobility agreement requires the participant to agree to placement by the HQDA Graduate Placement Process (GPP) upon graduation.

(5) Participants selecting the TDY-and-Return option are not required to submit a mobility agreement but must submit a utilization plan agreed upon with parent organization upon successful completion of the CGSOC-Resident or Naval (CNC&S) Program.

(6) All CGSOC-Resident and Naval (CNC&S) participants are required to submit a CSA. Participants are required to serve in the DOD for a minimum of three times the length of the program not to exceed 36 months.

(7) The number of applicants selected for attendance at the CGSOC-Resident, Satellite CGSOC-CC and Naval (CNC&S) are limited by the number of allocations provided by HQDA G-3/5/7 training and the training institutions.

h. **ETM EXECUTIVE LEADERSHIP DEVELOPMENT PROGRAM (ELDP)** - The ETM ELDP module is a DoD program open to select Army Civilians in grades GS-12 and GS-13 or equivalents. An ETM ELDP participant will attend a 10-month series of learning and training experiences that blend experiential and academic learning with hands-on exercises focused on the role of the warfighter. The benefits of participating in ETM ELDP include joint, interagency, and enterprise wide experience; a greater understanding of the DoD mission and culture; and leadership training that parallels selected military training and ensures cross-component exposure. The number of applicants who may be selected for participation in ETM ELDP is limited to the number of slots the DoD ELDP program allocates to the Army.

APPLICATION PACKET GUIDANCE
(Enterprise Leader Development Programs-does not include SETM/ETM)
The overall quality and content of a packet is the first representation of a candidate
(Incomplete packets will not be processed)

Application for Enterprise Civilian Talent Development Program Training Opportunities: Complete all fields. If there are multiple course dates, it is in the applicant's best interest to list more than one preferred training date (in priority order). There is no guarantee applicant will be selected for a specified/preferred date of training.

Nominee's Statement of Interest: Clearly articulate why you are applying for this program/course and how the training will assist in achieving career goals/objectives, as well as how you will utilize the new skills/competencies/knowledge acquired to benefit the Army.

Supervisor's Validation of Requirement: (must be completed and signed by the supervisor)**:** Alongside sending a clear and consistent message of performance, potential and confidence in the employee's ability to perform at higher levels, supervisor's endorsement should express applicant's developmental needs and how the training will aid in increased performance of duties. Of particular importance, supervisors should describe how the training will aid in mission accomplishment and/or emerging requirements and how the new skills and knowledge acquire from this training opportunity will be utilized in the employee's current position (or new position) and how this will benefit the organization/Army.

Resume: Must be current (including grade) and include supervisor's name and telephone number for each position held. Job description(s) should reflect time in assignment(s) and the depth and breadth of work experience. Candidate should back up qualities and strengths by describing professional achievements with quantifiable and tangible examples that demonstrate results and outcomes. List all education (type of degree, major, dates attended, grade point average) and completed training (to include all government sponsored training to demonstrate lifelong learning and interest in professional development); licenses/certifications and awards.

Last three (3) Performance Ratings: If the the past three years rating is not available, you must include an explanation/reason, verified the supervisor or CPAC, and capture the "next" most recent rating.

CES Course Completion - Include copy of Certificate of Completion for target level of CES or log-in to CHRTAS and print CES Eligibility Status page at: https://www.atrrs.army.mil/CHRTAS.

Verification of Time of Service: See program announcement for requisite time-in-service requirement.

Continued Service Agreement (CSA): Prior to the start of training, applicant must agree to continue service within the Department of Defense for not less than three (3) times the length of the training. The start date for the period of service obligation is the first business date after the course ends. CSA form must be signed and dated and submitted with the application packet.

SF 181, Ethnicity and Race Identification: Completion/submission of the SF-181 is **strictly voluntary**, and will be used for statistical purposes only, not to determine eligibility for participation in any training opportunity.

Command endorsement\submission required. Completed application packets must be submitted through the respective Army Command (ACOM), Army Service Component Command (ASCC), Direct Reporting Unit (DRU), or the Office of the Administrative Assistant to the Secretary of the Army (OAASA) for review, endorsement, and further processing.

PROGRAM: President's Management Council Interagency Rotation Program (PMC IRP)

DURATION: 6 Months

LOCATION: Home location; Virtual (telework)

ELIGIBILITY:
- Army Civilian permanent employees at the GS-13/15 or equivalent levels
- (18) months, or any combination thereof, of service in a permanent Department of Defense position(s)
- Completion of Civilian Education System (CES) Advanced – or equivalent course
- Currently work in the continental U.S.
- Must currently meet all established performance standards at or above the fully successful level
- Demonstrated commitment to leadership development, with potential and/or aspiration for an executive position
- Availability for an interagency assignment within the Cohort time-frame
- Employee cannot participate if they have participated in the PMC-IRP previously

DESCRIPTION: The PMC IRP is a six month interagency broadening opportunity for eligible high-caliber employees to participate in broadening assignments offered by Federal Agencies across the continental United States. These rotational assignments are intended to offer participants the opportunity to "stretch" professionally, and enhance and/or develop two to three primary Executive Core Qualifications (ECQs) identified by both the participant and their home supervisor. Assignments should provide opportunities such as a Senior Executive Service (SES) mentor, access to senior level meetings, a senior-level shadowing experience, and project/program/policy management experience.

FUNDING: No Costs

APPLICATION PROCESS: Application packages will be forwarded through command channels **(DO NOT SEND APPLICATIONS DIRECTLY TO ACCMA, DCPAS, OR OPM).** Completed application packets must be submitted through the respective Army Command (ACOM), Army Service Component Command (ASCC), Direct Reporting Unit (DRU), or the Office of the Administrative Assistant to the Secretary of the Army (OAASA) for review, endorsement, and further consideration by a Career Field Board. Endorsement memorandum must include a statement that applicant(s) meet grade and time-in-service requirement.

ACOMs, ASCCs, DRUs, and OAASA will forward applications (one PDF per applicant) and endorsement memorandum to the Talent Development Division mailbox: USARMY.BELVOIR.CHRA-HQS.MBX.ACCMA-CIVILIAN-TALENT- DEVELOPMENT **State Course Title in the Subject Line.**

SELECTION/ NOTIFICATION: Career Field board will be used to competitively select (3) nominees. The Talent Development PM will provide notification of selection to Command.

SUSPENSE DATE: 02 May 2022

PROGRAM DATES:

Class Dates
Oct 2022 – Mar 2023
Apr 2023 –Sep 2023

Checklist:
Click here to view the (PMC IRP) Checklist of requirements when applying for the (OPM) President's Management Council Interagency Rotation Program

PROGRAM: Artificial Intelligence Scholars Program (AISP) (FY23)

DURATION: 22- Months

LOCATION: Carnegie Mellon University, Pittsburgh, PA.

ELIGIBILITY:
- Army Civilian permanent employees at the GS-12/14 or equivalent levels
- Completion of Civilian Education System (CES) – or equivalent course credit documentation:
  - GS-12 or equivalent pay bands - CES Intermediate Course;
  - GS-13/14 or equivalent pay bands - CES Advanced Course
- Have a baccalaureate degree with a GPA of 3.3 or higher (or a graduate degree), with academic experience/expertise in STEM backgrounds such as computer science, electrical and computer engineering, robotics, autonomous systems engineering, mathematics or operations research.
- Have a Command post-training utilization assignment in a position that utilize skills related to the training.
- Able to complete full scholarship without any interruptions.
- Graduate record exam (GRE) within the last five years strongly preferred, but not required.

DESCRIPTION: Artificial Intelligence Scholar Program is a competitive, 22-month Master's degree program at Carnegie Mellon University (CMU), a highly competitive and selective University. The program provides selected Civilians the opportunity for one of two Master's Degrees: Master of Information Systems Management (MISM) with a concentration in Business Intelligence and Data Analytics (BIDA) (individuals who conduct programing and algorithm development for business process analysis with prepared data and infrastructure) and Master of Computational Data Science (individuals who employ programming, machine learning and systems managementin their work collecting, organizing and preparing massive data sets) . Degree program will be determined by AI2C's Academic Success Assessment.

*Scholars stay on current command rolls and will return to their organization at the conclusion of the program.

FUNDING: Tuition and PCS costs are fully funded by Headquarters ACCMA, however, current organization will prepare TCS orders.

APPLICATION/ NOMINATION: Application packages will be forwarded through Command channels. **(DO NOT SEND APPLICATIONS DIRECTLY TO ACCMA OR CMU).** Completed application packets must be submitted through the respective Army Command (ACOM), Army Service Component Command (ASCC), Direct Reporting Unit (DRU), or the Office of the Administrative Assistant to the Secretary of the Army (OAASA) for review, endorsement, and further consideration by a Career Field Board. Endorsement memorandum must include a statement that applicant(s) meet grade and time-in-service requirements.

ACOMs, ASCCs, DRUs, and OAASA will forward applications (one PDF per applicant) and endorsement memorandum to the Talent Development Division mailbox: USARMY.BELVOIR.CHRA-HQS.MBX.ACCMA-CIVILIAN-TALENT-DEVELOPMENT
*Application Packets must be grouped and labeled by Career Field with Course Title in Subject Line.

FINAL SELECTION\ NOTIFICATON: HQ ACCMA, Talent Development Division will forward select applications to the Army Futures Command (AFC) Intelligence Task Force Workforce Development Chief, who convenes a selection panel with Carnegie Mellon University Academic Success Assessment and approves final selection of up to (5) Civilian scholars.

CSA: Civilians selected to participate in this program will be required to sign a continued service agreement (CSA), and incur a services obligation of not less than three times the length of the training.

SUSPENSE DATE: **10 June 2022**
(The nomination suspense date in this announcement applies to ACOMs, ASCCs, DRUs, and OAASA only. Applicants must check with local/command training manager for applicable deadline to submit application)

PROGRAM DATES:

Class Dates	Continued Service Agreement (CSA) Dates
July 2023-May 2025	1 May 2025-1 Nov 2030

Checklist:

Click here to view the AISP Checklist of requirements when applying for the AISP Program.

PROGRAM: Harvard Senior Executive Fellows (SEF)

DURATION: 4 Weeks

LOCATION: John F. Kennedy School of Government, Harvard University, Cambridge, MA

ELIGIBILITY:
• Army Civilian managers in permanent appointments at the GS-14/15 or equivalent levels.
• Completion of Civilian Education System (CES) Advanced – or equivalent course.
• (1) year, or any combination thereof, of service in a permanent Department of the Army
 Civilian position(s).

DESCRIPTION: Harvard SEF helps promising top-level managers gain the skills needed for practical, effective leadership. Incorporates the Executive Core Qualifications (ECQs) for Senior Executive Service (SES), focusing on skill development in the areas of negotiation, persuasion, problem resolution and decision making.

Students are immersed in classroom lectures, problem-solving, simulations, role playing, group exercises and team building experiences. Senior Executive Fellows makes extensive use of the case study method pioneered at Harvard; participants analyze real-word situations, and are placed in the role of decision maker.

FUNDING: Tuition (program fee) of **$16,000 (online)/$24,900 (on campus)** is centrally funded by ACCMA. Funding of travel, per diem, and incidentals is the responsibility of the command. Tuition cost includes curricular materials, housing, and most meals. Selectees are required to stay in assigned accommodations.

APPLICATION PROCESS: Application packages will be forwarded through Command channels.
(DO NOT SEND APPLICATIONS DIRECTLY TO ACCMA OR HARVARD SEF). Completed application packets must be submitted through the respective Army Command (ACOM), Army Service Component Command (ASCC), Direct Reporting Unit (DRU), or the Office of the Administrative Assistant to the Secretary of the Army (OAASA) for review, endorsement, and further consideration by a Career Field Board. Endorsement memorandum must include a statement that applicant(s) meet grade and time-in-service requirements, and that funds are available (see program announcement for applicable command sponsored costs).

ACOMs, ASCCs, DRUs, and OAASA will forward applications (one PDF per applicant) and endorsement memorandum to the Talent Development Division mailbox:
USARMY.BELVOIR.CHRA-HQS.MBX.ACCMA-CIVILIAN-TALENT-DEVELOPMENT
*Application Packets must be grouped and labeled by Career Field with Course Title in Subject Line.

SELECTION/ NOTIFICATION: Career Fields will use a competitive board to final select nominees. The Nominee Selection Form will be utilized to indicate the Order of Merit List (OML) of primary and alternate candidates and to submit selectee information to the Talent Development Division. Career Fields will provide selection/non-selection notification.

SUSPENSE DATE: **10 June 2022**
The nomination suspense date in this announcement applies to ACOMs, ASCCs, DRUs, and OAASA only. (Applicants must check with local/command training manager for applicable deadline to submit application)

DFC; F5A
85H9G

7`Ugg 8UHYg	7cbH-]bi YX GYfj]W 5[fYYa Ybhif7G5Ł 8UHYg
16 CVh! %0 Bcj &$22 (On campus)	14 Nov 21 - 10 Mar 2023
15 >Ub! %0 : YV &$23 (Online)	13 Feb - 09 Jun 2023
$2 5df! 28 Apr &$23 (On campus)	01 May - 25 Aug 2023
05 Jun ! 30 >i b &$23 (Online)	03 Jul - 30 Oct 2023

Checklist:

Click here to view the Harvard Checklist of requirements when applying for the Harvard SEF Program.

PROGRAM: Senior Manager Course (SMC) in National Security Leadership

DURATION: 2 Weeks

LOCATION: George Washington University (GWU), Washington, DC.

ELIGIBILITY:
- Army Civilian managers in permanent appointments at the GS-14/15 or equivalent levels.
- Completion of Civilian Education System (CES) Advanced – or equivalent course.
- (1) years, or any combination thereof, of service in a permanent Department of the Army Civilian position(s).

DESCRIPTION: George Washington University *Senior Manager Course in National Security Leadership* is a two-week executive education course that forges a new model for senior leadership training. Designed for executives from the U.S. government, its international counterparts, and the private sector, the course provides access to an unparalleled range of Washington, DC policymakers and other thought-leaders. Highlights include:

- Lectures from internationally renowned national security and foreign policy experts
- Case studies and collaborative exercises
- Complex, multidimensional simulations concerning threats to the homeland and abroad
- Briefings with senior level officials in the U.S. Departments of Defense and State, among others
- Site visits to neighboring embassies and agencies
- Networking events with top policymakers and peers

Participants gain valuable insight into working with Congress, understanding the U.S. national security budget, counterterrorism and counterinsurgency strategy, energy security, critical infrastructure protection, cyberwarfare, regional conflict and instability, and more.

FUNDING: Tuition is $9,500, includes instructional materials and meals during the program is centrally funded by ACCMA.
Funding of travel, per diem, and incidentals is the responsibility of the command.

APPLICATION PROCESS: Application packages will be forwarded through command channels **(DO NOT SEND APPLICATIONS DIRECTLY TO ACCMA OR GWU NSSP).** Completed application packets must be submitted through the respective Army Command (ACOM), Army Service Component Command (ASCC), Direct Reporting Unit (DRU), or the Office of the Administrative Assistant to the Secretary of the Army (OAASA) for review, endorsement, and further consideration by a Career Field Board. Endorsement memorandum must include a statement that applicant(s) meet grade and time-in-service requirements, and that funds are available (see program announcement for applicable command sponsored costs).

ACOMs, ASCCs, DRUs, and OAASA will forward applications (one PDF per applicant) and endorsement memorandum to the Talent Development Division mailbox: USARMY.BELVOIR.CHRA-HQS.MBX.ACCMA-CIVILIAN-TALENT-DEVELOPMENT
*Application Packets must be grouped and labeled by Career Field with Course Title in Subject Line.

SELECTION/ NOTIFICATION: Career Fields will use a competitive board to final select nominees. The Nominee Selection Form will be utilized to indicate the Order of Merit List (OML) of primary and alternate candidates and to submit selectee information to the Talent Development Division. Career Fields will provide selection/non-selection notification.

ACCMA SUSPENSE: 10 Jun 2022

PROGRAM DATES:

Class Dates	Continued Service
06-17 March 2023 (T)	20 March – 28 April 2023 (T)

Checklist:
Click here to view the SMC Checklist of requirements when applying for the Senior Managers Course in National Security Leadership

APPLICATION FORMS *- links to forms/attachments*

Academic Degree Plan Continuation Sheet

Application for Enterprise Civilian Talent Development Training Opportunities

ADT Application (Career Field Funded)

ADT Application (Command Funded)

ADT Checklist (Fillable)

ADT Calculation Spreadsheet

Career Field Support Form

Continued Service Agreement (CSA)

DCELP Application Forms

Nominee's Statement of Interest

President's Management Council Interagency Rotation Program Statement of Interest Packet

SF 181 - Ethnicity and Race Identification

SF-182 - Authorization, Agreement and Certification of Training Supervisor's Validation of Requirement: Utilization

APPLICATION CHECKLISTS

AISP Checklist

DCELP Checklist

Harvard SEF Checklist

LDS Checklist

PMC IRP Checklist

SMC Checklist

PRE-SF182 GUIDANCE

SF182s are processed in the ArmyIgnited training system. Employee and supervisor must first be linked in Army Career Tracker (ACT) and the supervisor must be reflected on the employee's profile in ArmyIgnited before an SF182 can be created.

STEPS:

- ➤ Army Career Tracker (ACT):   https://actnow.army.mil/

1. Employee must first "associate/link" his/her supervisor in ACT, then…

2. Supervisor must go into (ACT) to "accept" the employee.

   (*It can take 24-48 hours for the supervisor information to flow from (ACT) to the careerist/employee profile in ArmyIgnited; an SF182 cannot be created until the supervisor information is reflected).

   In the meantime continue to Step #3 and #4.

- ➤ LogIn.Gov account: https://secure.login.gov/

3. Employee and supervisor must create a LogIn.gov account.
   a. Users who had a GoArmyED account: Use same email that was used in GoArmyED.
   b. Users who did not have a GoArmyED account: Use only official email to create your login.gov account.
   c. No personal email addresses are permitted.

- ➤ Create account in ArmyIgnited: https://www.armyignited.com/app/

4. Employee must create a (Civilian) **"Student"** account and supervisor must create a **"Supervisor"** account in ArmyIgnited. (*Once login is successful all users must update their telephone number and country code on all accounts).

- ➤ Create SF82:   https://www.armyignited.com/app/

5. Once the supervisor's information is reflected on the employee's profile in ArmyIgnited an SF182 can be created. (*When logging in for the first time, the country code and telephone number must be entered and saved on the profile page before the dashboard will display).

ARMY CAREER TRACKER (ACT) SUPERVISOR SELECTION

STEP-BY-STEP INSTRUCTIONS: EMPLOYEE

ACT URL: https://actnow.army.mil and **CLICK** the **LOG IN TO ACT** button

Employee Adds Supervisor

CareerTracker

Employee Clicks to Add Supervisor

Employee Adds Supervisor

Employee enters Supervisor First and Last Name

CareerTracker

ROBERT JOHNSON

LEADERS & MENTORS

PENDING REQUESTS

SELECT A 1ST LINE SUPERVISOR

○ ARMY LEADER ● ARMY CIVILIAN SUPERVISOR ○ NON-ARMY LEADER

CP	SERIES	*LAST NAME	FIRST NAME	
All	All			SEARCH

Disclaimer:

You are sending a request to add a Leader in ACT. Once the individual accepts your request, he/she will have access to your personal ACT information, such as your training, education, experiential learning, and biographical data. Please note that he/she will not be able to view any of your personal goals or events that you have marked as "Private."

SEND   CLOSE

INFORMATION &

STEP-BY-STEP INSTRUCTIONS: EMPLOYEE

Employee Adds Supervisor

Employee clicks search

CareerTracker

ROBERT JOHNSON

LEADERS & MENTORS | PENDING REQUESTS

SELECT A 1ST LINE SUPERVISOR

○ ARMY LEADER ⦿ ARMY CIVILIAN SUPERVISOR ○ NON-ARMY LEADER

CP SERIES *LAST NAME FIRST NAME
All ▾ All ▾ Smith James ✕   SEARCH

Disclaimer:

You are sending a request to add a Leader in ACT. Once the individual accepts your request, he/she will have access to your personal ACT information, such as your training, education, experiential learning, and biographical data. Please note that he/she will not be able to view any of your personal goals or events that you have marked as "Private."

SEND CLOSE

INFORMATION & UPDATES

Employee Adds Supervisor

Employee enters a short note and clicks **SEND**

CareerTracker

LOG OUT

LEAD & MANAGE

5TH LINE SUPERVISOR
YOU MUST SELECT THE 4TH LINE
SUPERVISOR TO ADD THIS LINE.

COMMUNITIES

ACCULTURATION

MENTORS

MENTEES

REQUEST MENTEE

SEARCH RESULTS

	FIRST NAME	LAST NAME	CP	SERIES	GRADE	ORGANIZATION
○	JAMES	SMITH	18	1320	00	USAG FT WAINWR
○	JAMES	SMITH	18	5306	11	USAG WHITE SANDS
●	JAMES	SMITH	32	1701	15	HQ TRADOC

1-3 OF 3   PAGE 1   PREV | NEXT

SHOW: 5 | 10 | 20 | 50 | 100 | ALL   PREV | NEXT

COMMENTS TO RECIPIENT

Mr. Smith, I would like to add you as my supervisor.

Characters remaining for comment   88 /140

MG
SER

Disclaimer:

You are sending a request to add a Leader in ACT. Once the individual accepts your request, he/she will have access to your personal ACT information, such as your training, education, experiential learning, and biographical data. Please note that he/she will not be able to view any of your personal goals or events that you have marked as "Private."

SEND   CLOSE

Track   Knowledge Base   Enterprise Email

Employee Adds Supervisor

CareerTracker

Employee agrees to FERPA

By submitting the following request, you are consenting to the following:

The requested Leader/Mentor will receive a message asking to accept/decline the request in ACT. Once the Leader/Mentor accepts the request, he/she will have access to view your personal ACT information, including your training, education, experiential learning, and biographically related data. Personal goals or events that you mark as private in ACT will not be visible to Leaders/Mentors. First Line Leaders can view and approve your Individual Development Plan (IDP) and add local training to your ACT Career Record.

If you accepted the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) consent agreement upon logging into ACT or from any page displaying educational records from other systems, you are allowing the Leader/Mentor to view your associated educational information in ACT. If you declined the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) consent agreement, you are not allowing the Leader/Mentor to view your associated educational information but are allowing view access to your other career information in ACT.

If your Leader/Mentor declines your request, he/she will not have access to your information. If you decline this linkup consent agreement, you will not send the request via ACT to the selected Leader/Mentor. As a result, the Leader/Mentor will not have access to your information in ACT.

For questions or concerns, please contact the ACT Help Desk at usarmy.helpdesk@mail.mil

I AGREE   I DECLINE

Employee Adds Supervisor

CareerTracker

1st Line Supervisor Pending

Accept Pending Supervisor Request(s)

Supervisors are notified of **Pending Subordinate Requests** by the Leaders & Mentors icon in the upper right corner of the screen

Accept Pending Supervisor Request(s)

CareerTracker

Click on the **Leaders & Mentors** icon to view pending Subordinate Requests
Select the **Accept** radio button

Accept Pending Supervisor Request(s)

CareerTracker

Click **I AGREE** to accept the Family Education Rights Privacy Act (FERPA) agreement

CareerTracker

LOG OUT

JAMES SMITH

HOME
ACT HOMEPAGE
WHITE PAGES (PEOPLE SEARCH)

TRACK

PLAN

LEAD & MANAGE

COMMUNITIES

SPONSORSHIP

SPONSORSHIP (TPU)

SPONSORSHIP HELP

HELP & SUPPORT
INFORMATION & UPDATES
ACT KNOWLEDGE BASE

Close

LEADERS & MENTORS

ACT SYSTEM PROMPT

By accepting the following request, you are consenting to the following:

You have been requested by the designated Subordinate/Mentee to be his/her Leader/Mentor in ACT. Once you accept the request, you have access to view his/her personal ACT information, including training, education, experiential learning, and biographically related data. Personal goals or events that he/she marks as private in ACT will not be visible to you. If you are the requested individual's First Line Leader, you can view and approve his/her Individual Development Plan (IDP) and add local training to his/her ACT Career Record.

If the Subordinate/Mentee accepted the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) consent agreement upon logging into ACT or from any page displaying educational records from other systems, you can view his/her associated educational information in ACT. If the Subordinate/Mentee declined the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) consent agreement, you cannot view his/her associated educational information but can view other career information in ACT.

I AGREE   **I DECLINE**
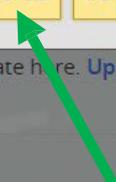
Has your Supervisor changed? If so, update here. Update Supervisor >

SUGGESTION
View your PDM/Career Map to see what opportunities are out there for you. Career Maps >

Accept Pending Supervisor Request(s)

Type a comment in the text box and click **SUBMIT** to accept the Subordinate Requested

PROFESSIONAL DEVELOPMENT WITH

ArmyIgnitED
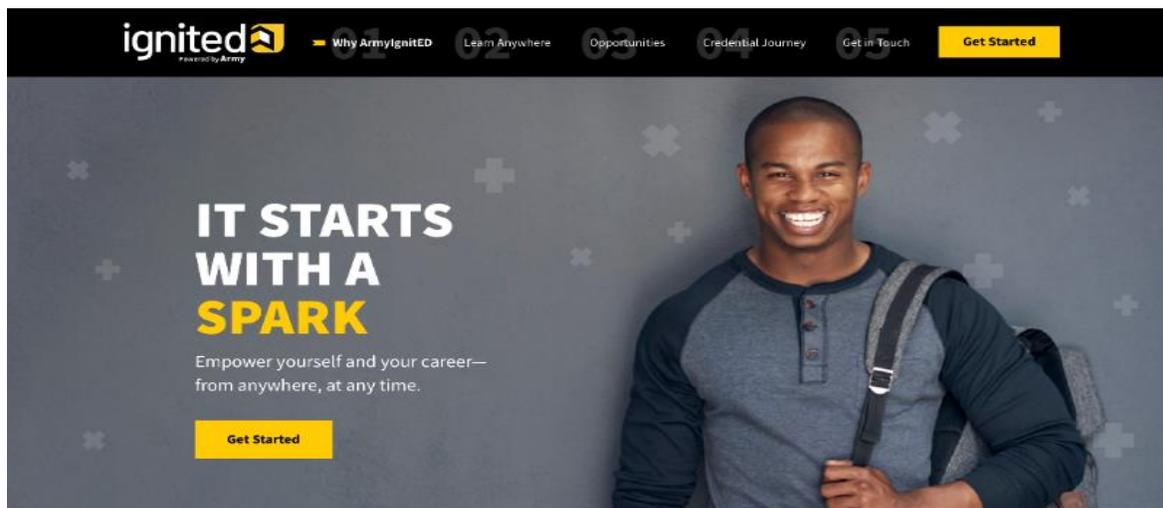
ArmyIgnitED: Overview

Overview:

❖ ArmyIgnitED, the online platform for processing SF 182 (Authorization, Agreement, and Certification of Training) for career-funded training, is intuitive, offers easy navigation, and a streamlined SF-182 submission and approval process. Up-to-date "How To" Guides provide self-paced instruction to help new and seasoned users navigate the system.

❖ While ArmyIgnitED offers a streamlined approach to submitting and approving SF 182s, continued improvements are necessary for user experience. One area that is being worked is the General Fund Enterprise Business System (GFEBS) interface to facilitate faster processing of vendor payment and reduce human intervention. With automated obligation of funds functionality and payment initiation, we have experienced faster payments to vendors and schools that support our Civilians and Fellows as they pursue their educational goals.

How To Guide
## Create a Civilian Student User Account (1 of 10)

Purpose

This guide highlights the steps to create a Civilian Student User Account. This process includes creating both a Login.gov and an ArmyIgnitED account. The Civilian Student user will need either their CAC and a device that can read their CAC (i.e., laptop or desktop) or a cell phone to complete this registration. <mark>An email address ending in **".mil" must be used** to successfully create the account.</mark>

- If you **do not** have a Login.gov account proceed to Step 1.

- If you **have an existing** Login.gov account but need to update it to with your .mil address, sign in to your Login.gov account and proceed to Step 14.

- If you **have an existing** Login.gov account, and it is already setup with your .mil account, proceed to Step 19.

Steps to Create a Civilian Student User Account – Login.gov

1. Go to www.ArmyIgnitED.com and click **Get Started**.
2. Click **Create an account** to start the process of creating your Login.gov account.
3. Enter the **.mil email address** that you want associated with the account then click **Submit**.

Note: You can only associate your CAC card with one Login.gov account.

04/02/21

ignited

Steps to Create a Civilian Student User Account – Login.gov

Note: You will be presented with a completion screen informing you that a confirmation link has been sent to the .mil email address you entered in the previous step.

Clicking **Resend** will resend the confirmation link to the .mil email address you listed.

Clicking **use a different email address** will return to the previous page and allow you to re-enter a different email address if needed.

4. Log in to the .mil email account you requested the confirmation code to be sent to and find your confirmation email.
5. Click **Confirm email address** and you will be automatically redirected back to the Login.gov account creation process.

Steps to Create a Civilian Student User Account – Login.gov

6.   Create a strong password and click **continue.**

Password Safety Tips: The longer and more unusual the password, the harder it is to guess. Avoid using common phrases and repeating passwords from other online accounts (banks, email address, social media, etc.).

Note: Clicking **Show Password** will allow you to view the characters in the password entry field instead of asterisks. Please be cautious and use good judgement when using this feature as it takes away a level of privacy when creating the password.

You will now need to select a second layer of security so only you can sign into your account.

Note: Civilian Students that have a CAC should select the Government Employee ID option and Civilian Students without a CAC should select the phone option.

7.   Select **Government employee ID** or **Phone**.
8.   Click **Continue.**

Authentication method setup

Add a second layer of security so only you can sign in to your account.

Select an option to secure your account:

○ **Authentication application**

Get codes from an app on your phone, computer, or tablet. Recommended because it is harder to intercept than texts or phone calls.

MORE SECURE

○ **Security key**

Use a security key that you have. It's a physical device that you plug in or that is built in to your computer or phone (it often looks like a USB flash drive). Recommended because it is more phishing resistant.

MORE SECURE

○ **Phone**

Get security codes by text message (SMS) or phone call

SECURE

7

○ **Government employee ID**

Insert your government or military PIV or CAC card and enter your PIN

SECURE

○ **Backup codes**

We'll give you 10 codes. You can use backup codes as your only authentication method, but it is the least recommended method since notes can get lost. Keep them in a safe place.

LESS SECURE

8 **Continue**

✓ You have confirmed your email address

Create a strong password

It must be at least 12 characters long and not be a commonly used password. That's it!

☐ Show password

Password

••••••••••••••••••••

Password strength: **Great!**

6 **Continue**

Note: Each authentication method will have its own setup instructions which will be presented after clicking **continue.** Follow the instructions to complete the creation of the account.

ignited

Steps to Create a Civilian Student User Account – Login.gov – STUDENTS WITH A CAC

9. Set up your PIV/CAC as a two-factor authorization method so that you can use it to sign in.
    - Give the PIV/CAC a nickname so if you add more than one, you'll know which one is which.
    - Insert your PIV/CAC into your card reader.
    - Add Your PIV/CAC. You'll need to choose a certificate (the right one likely has your name in it) and enter your PIN (your PIN was created when you set up your PIV/CAC).
10. Click **Add PIV/CAC Card.**
11. Select the certificate that corresponds with your PIV/CAC.

    Note: There are typically 3 certificates that you are able to choose from: Authentication, ID, and Signature. All of these certificates will work in the system, however, choosing Authentication is preferred.

12. Click **OK.**

Add your PIV or CAC (9)

Set up your PIV or CAC as a two-factor authentication method so you can use it to sign in.

1. **Give it a nickname**

   If you add more than one PIV/CAC, you'll know which one's which.

   CAC123

2. **Insert your PIV/CAC into your card reader**

3. **Add your PIV/CAC**

   You'll need to **choose a certificate** (the right one likely has your name in it) and **enter your PIN** (your PIN was created when you set up your PIV/CAC).

(10) **Add PIV/CAC card**

(11)

| Authentication - Peter Pan |
| Issuer: DOD |
| Issuer: DOD ID CA-49 |
| Valid From: 5/13/2019 to 4/15/2022 |

ID - Peter Pan
Issuer: DOD
Valid From: 5/13/2019 to 4/15/2022

Signature - Peter Pan
Issuer: DOD
Valid From: 5/13/2019 to 4/15/2022

(12) OK   Cancel

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Steps to Create a Civilian Student User Account – Login.gov – <mark>STUDENTS WITHOUT A CAC</mark>

9.   Enter the phone number of the mobile device you would like to have your security code sent to, then click **Send code**.
10.   Enter the one-time security code then click **Submit.**

Note: This one-time security code expires **10 minutes** after it is sent.


Note: Clicking **Choose another option** will return you to the Authentication Method Setup page allowing you to choose another method of authentication.

Clicking **Get another code** will generate and send a different code to the number you provided.

Clicking **Use another phone number** will allow you to enter a new phone number where the security code can be sent.

To finalize the creation of your Login.gov account you must agree to share your Login.gov information with ArmyIgnitED.

11.   Click **Agree and continue** to complete the process of creating a Login.gov account.

04/02/21

Steps to Create a Civilian Student User Account – Login.gov

To finalize the creation of your Login.gov account you must agree to share your Login.gov information with ArmyIgnitED.

13. Click **Agree and continue** to complete the process of creating a Login.gov account.

You will now be redirected to your Login.gov Account Profile.

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Steps to Create a Civilian Student User Account – Login.gov

14.   This is your Login.gov Account. You now have access to:
Your Account
- Add Email Address
- Edit Password
- Delete Account

Two-Factor Authentication
- Phone Numbers
- Authentication Apps
- Security Key
- PIV CAC Cards
- Backup Codes

Your Connected Accounts

History
- A log of the changes made in your account including the action/change, IP address associated with the device that conducted the change, and date and time that the change was made

Customer Support
- Redirects you to the Login.gov FAQ and Help Center page

If you <u>have already added your .mil email address to your login.gov account,</u> skip to Step 19.

15.   If your .mil email address is not listed in your login.gov account, please add your .mil email address to your account.

Click **+Add email.**

How To Guide
Create a Civilian Student User Account (8 of 10)

Steps to Create a Civilian Student User Account – Login.gov

16.   Enter your **.mil email address**.
17.   Click **Submit.**

     Note: You have now completed setting up your login.gov account!

18.   **Log out of login.gov** and move to the next step.

<mark>**Note:** An email address ending in **".mil" must be used** to successfully create the account.</mark>

Add a new email address

Email address

16

17 Submit

Cancel

Security Practices and Privacy Act Statement

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Steps to Create a Civilian Student User Account – Logging into ArmyIgnitED

You have successfully created your Login.gov account and now have access to ArmyIgnitED.

19.   Return to www.ArmyIgnitED.com then, click **Get Started** to complete the ArmyIgnitED account creation process.

20.   Click **Sign in with your government employee ID** to sign in to ArmyIgnitED.

Note: If you chose another authentication method, enter the email address and password associated with your Login.gov account, click **Sign In,** and use your preferred authentication method to continue logging in to ArmyIgnitED.

21.   Click **Insert your PIV/CAC.**
22.   Select the certificate you wish to use then, click **OK.**

Note: There are typically 3 certificates that you are able to choose from: Authentication, ID, and Signature. All of these certificates will work in the system, however, choosing **Authentication** is preferred.

04/02/21

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How To Guide
Create a Civilian Student User Account (10 of 10)

Steps to Create a Civilian Student User Account – Logging into ArmyIgnitED

23.   Click **Agree and continue** to complete the process of creating a Login.gov account.

       Note: By clicking Agree and continue, you have linked your login.gov account to ArmyIgnitED.

Congratulations! You've successfully logged into your ArmyIgnitED account!

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How To Guide

Purpose

This guide acts as a general overview of the **Civilian Student Dashboard**. The tabs available to Careerists and Apprentices are: Careerist Path, Support, My Documents, and Sign Out.

Navigating the Civilian Student Dashboard

1.   Log in to ArmyIgnitED.

        Note: This is your landing page for the Careerist and Apprentice Dashboards.

2.   Click the **Civilian Path** tab or the **View All SF 182s** button to go to the SF 182 page.

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Civilian Path   Support   Welcome Rocky

Welcome to ArmyIgnitED.

Fill out a Standard Form 182 (SF 182) to receive funding for your degree or training.

Create SF 182   View All SF 182s

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Note: If this is your first time on the SF 182 page, you will see an option to Create SF 182. If you have already created SF 182s, you can view your Current and Previous SF 182s on the page.

3. Click the **Create SF 182** button from the landing page or the SF 182 page to create a new SF 182.
4. Click the **Support** tab to view training materials and access technical assistance.

Note: To access ArmyIgnitED training materials, click Training Materials and search through the resources available.
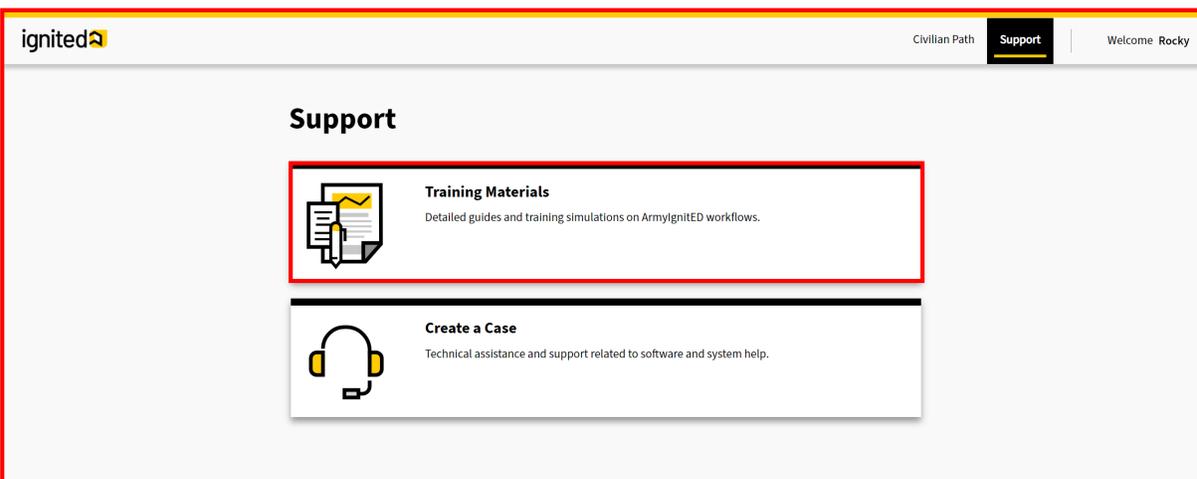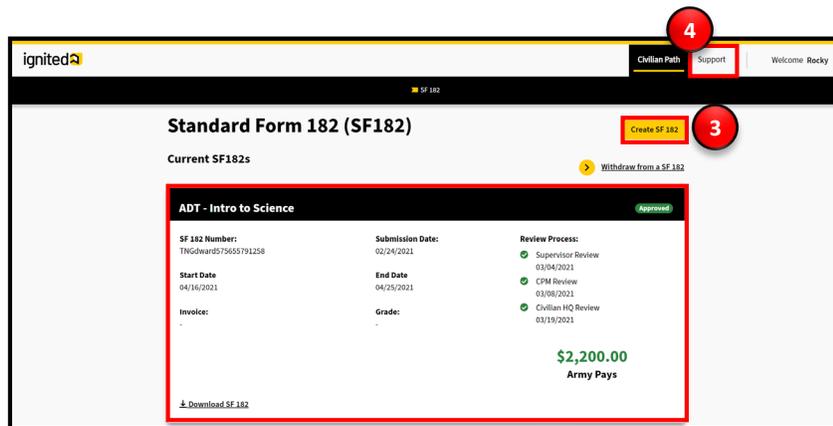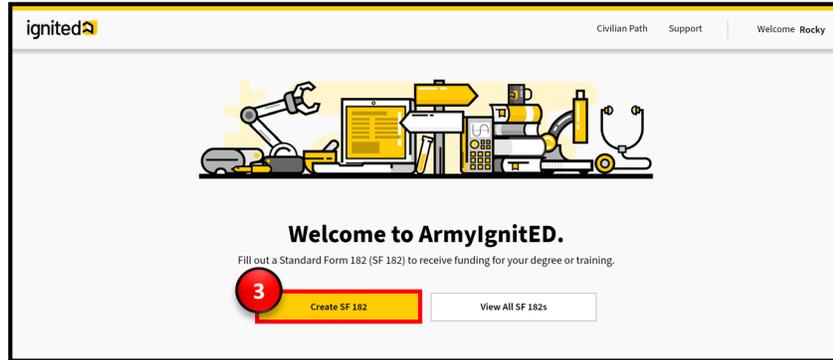
5.   Click your **username** and then **Account** to view your profile.

       Note: You are navigated to your Profile Page where you can view information on your account.

6.   From your username, click **My Documents**.

       Note: You are navigated to the My Documents page, or document repository, where you can view, or upload documents related to your profile.

7.   From your username, click **Sign Out** to sign out of ArmyIgnitED.
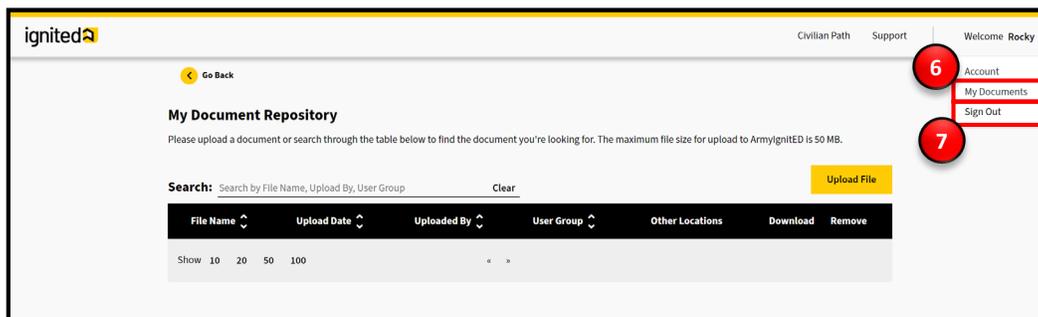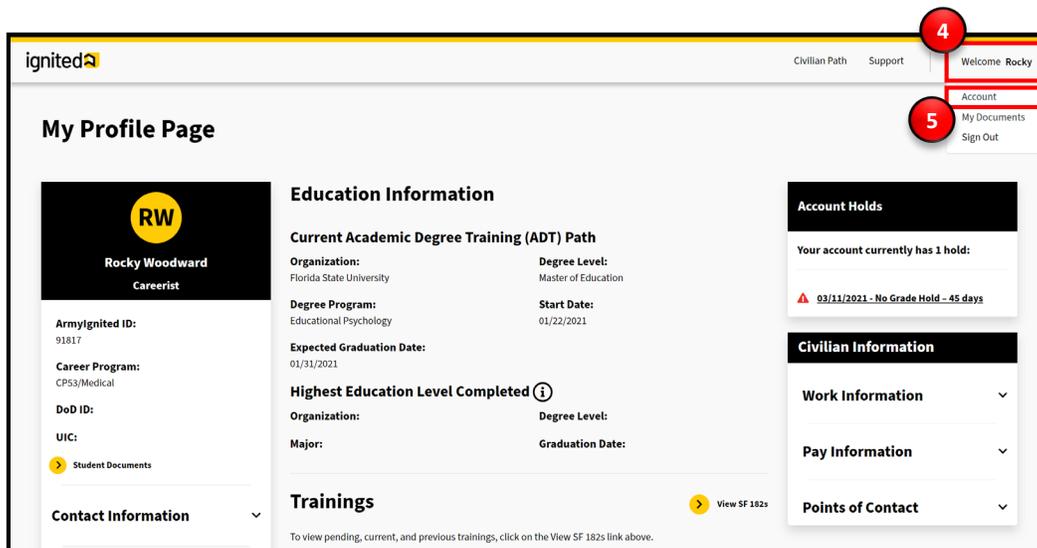
Optional: **Overview of the Civilian Student Dashboard – Switch User Roles**

Users who have multiple roles within ArmyIgnitED can switch between their roles to complete tasks in each respective role. Once assigned a role in Liferay, the role will be added to the username dropdown in ArmyIgnitED.

1. Click **your name** in the top right corner and select the role you would like to **Use ArmyIgnitED as a:**

    Note: Users with multiple roles will have the option to select from their multiple roles. Users with only one role permission will see only their current role listed from the dropdown.

    Note: A confirmation pop up will appear indicating that you have switched roles. You are now using ArmyIgnitED with the permissions of the role you selected.

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Civilian Path   Support   Welcome **Rocky**

Account

My Documents

Use ArmyIgnitED as a:
  Soldier
  Civilian   1

Sign Out

Welcome to ArmyIgnitED.

Fill out a Standard Form 182 (SF 182) to receive funding for your degree or training.

Create SF 182   View All SF 182s

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Purpose

This guide highlights the steps to create a Supervisor User Account. This process includes creating both a Login.gov and an ArmyIgnitED account. The Supervisor will need their CAC and a device that can read their CAC (i.e., laptop or desktop) to complete this registration.

- If you **do not** have a Login.gov account proceed to Step 1.

- If you **have an existing** Login.gov account but need to update it to with your .mil address, sign in to your Login.gov account and proceed to Step 14.

- If you **have an existing** Login.gov account, and it is already setup with your .mil account, proceed to Step 19.

Steps to Create a Supervisor User Account – Login.gov

1. Go to www.ArmyIgnitED.com and click **Get Started**.
2. Click **Create an account** to start the process of creating your Login.gov account.
3. Enter the **GoArmyEd email address** that you associate with your GoArmyEd system account then click **Submit**.
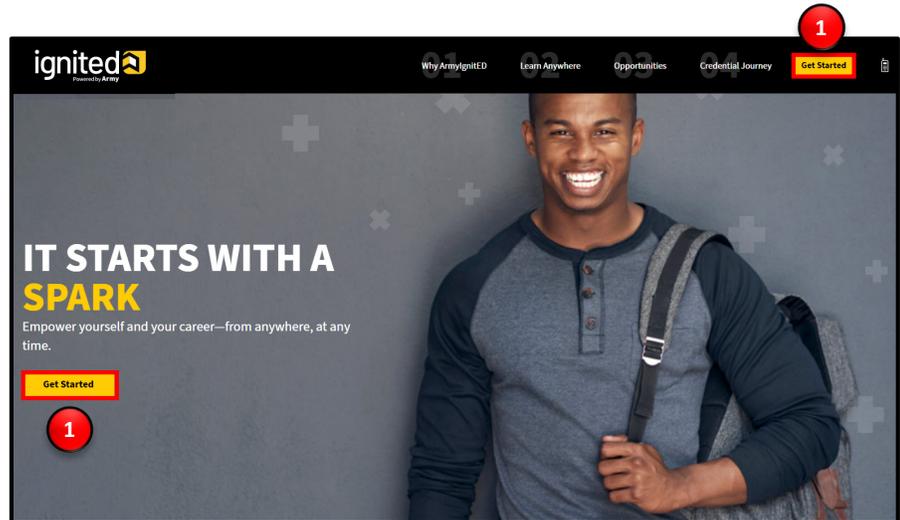
Note: You can only associate your CAC card with one Login.gov account.

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📧 **Check your email**

We sent an email to   JohnDoe@mail.mil   with a link to confirm your email address. Follow the link to continue creating your account.

Didn't receive an email? **Resend**

Or, **use a different email address**

You can close this window if you're done.

Steps to Create a Supervisor User Account – Login.gov

Note: You will be presented with a completion screen informing you that a confirmation link has been sent to the email address you entered in the previous step.

Clicking **Resend** will resend the confirmation link to the .mil email address you listed.

Clicking **use a different email address** will return to the previous page and allow you to re-enter a different email address if needed.

Confirm your email Inbox ×

no-reply@identitysandbox.gov <no-reply@identitysandbox.gov>   9:19 AM (2 minutes ago)
to me ▼

🛡 **LOGIN.GOV**

Confirm your email

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

Confirm email address

https://idp.int.identitysandbox.gov/sign_up/email/confirm?_request_id=&
confirmation_token=VBWn5cvLd6N6LKh3Fs-A

Please do not reply to this message. If you need help, visit www.login.gov/help

About login.gov | Privacy policy

4. Log in to the email account you requested the confirmation code to be sent to and find your confirmation email.
5. Click **Confirm email address** and you will be automatically redirected back to the Login.gov account creation process.

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Steps to Create a Supervisor User Account – Login.gov

6.   Create a strong password and click **continue.**

Password Safety Tips: The longer and more unusual the password, the harder it is to guess. Avoid using common phrases and repeating passwords from other online accounts (banks, email address, social media, etc.).

Note: Clicking **Show Password** will allow you to view the characters in the password entry field instead of asterisks. Please be cautious and use good judgement when using this feature as it takes away a level of privacy when creating the password.

You will now need to select a second layer of security so only you can sign into your account.

Note: Soldiers and other government employees should select the Government Employee ID option and and non-government employees should select the phone option.

7.   Select **Government employee ID**.
8.   Click **Continue.**

Authentication method setup

Add a second layer of security so only you can sign in to your account.

Select an option to secure your account:

○ **Authentication application**

Get codes from an app on your phone, computer, or tablet. Recommended because it is harder to intercept than texts or phone calls.

MORE SECURE

○ **Security key**

Use a security key that you have. It's a physical device that you plug in or that is built in to your computer or phone (it often looks like a USB flash drive). Recommended because it is more phishing resistant.

MORE SECURE

○ **Phone**

Get security codes by text message (SMS) or phone call

SECURE

7 ○ **Government employee ID**

Insert your government or military PIV or CAC card and enter your PIN

SECURE

○ **Backup codes**

We'll give you 10 codes. You can use backup codes as your only authentication method, but it is the least recommended method since notes can get lost. Keep them in a safe place.

LESS SECURE

8 **Continue**

✓ You have confirmed your email address

Create a strong password

It must be at least 12 characters long and not be a commonly used password. That's it!

☐ Show password

Password

●●●●●●●●●●●●●●●●●●●

Password strength: **Great!**

6 **Continue**

Note: Each authentication method will have its own setup instructions which will be presented after clicking **continue**. Follow the instructions to complete the creation of the account.

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Steps to Create a Supervisor User Account – Login.gov

9.   Set up your PIV/CAC as a two-factor authorization method so that you can use it to sign in.
   • Give the PIV/CAC a nickname so if you add more than one, you'll know which one is which.
   • Insert your PIV/CAC into your card reader.
   • Add Your PIV/CAC. You'll need to choose a certificate (the right one likely has your name in it) and enter your PIN (your PIN was created when you set up your PIV/CAC).
10.   Click **Add PIV/CAC Card.**
11.   Select the certificate that corresponds with your PIV/CAC.

   Note: There are typically 3 certificates that you are able to choose from: Authentication, ID, and Signature. All of these certificates will work in the system, however, choosing Authentication is preferred.

12.   Click **OK.**

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Steps to Create a Supervisor User Account – Login.gov

To finalize the creation of your Login.gov account you must agree to share your Login.gov information with ArmyIgnitED.

13.   Click **Agree and continue** to complete the process of creating a Login.gov account.

You will now be redirected to your Login.gov Account Profile.

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Steps to Create a Supervisor User Account – Login.gov

14.   This is your Login.gov Account. You now have access to:

Your Account
- Add Email Address
- Edit Password
- Delete Account

Two-Factor Authentication
- Phone Numbers
- Authentication Apps
- Security Key
- PIV CAC Cards
- Backup Codes

Your Connected Accounts

History
- A log of the changes made in your account including the action/change, IP address associated with the device that conducted the change, and date and time that the change was made

Customer Support
- Redirects you to the Login.gov FAQ and Help Center page

If you have already added your .mil email address to your login.gov account, skip to Step 19.

15.   If your .mil email address is not listed in your login.gov account, please add your .mil email address to your account.

Click **+Add email.**

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Steps to Create a Supervisor User Account – Login.gov

16.   Enter your **.mil email address**.
17.   Click **Submit.**

         Note: You have now completed setting up your login.gov account!

18.   **Log out of login.gov** and move to the next step.

Add a new email address

Email address

16

17 Submit

Cancel

Security Practices and Privacy Act Statement

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Steps to Create a Supervisor User Account – Logging into ArmyIgnitED

You have successfully created your Login.gov account and now have access to ArmyIgnitED.

19. Return to www.ArmyIgnitED.com then, click **Get Started** to complete the ArmyIgnitED account creation process.

20. Click **Sign in with your government employee ID** to sign in to ArmyIgnitED.

Note: If you chose another authentication method, enter the email address and password associated with your Login.gov account, click **Sign In,** and use your preferred authentication method to continue logging in to ArmyIgnitED.

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How To Guide
Create a Supervisor User Account (9 of 11)

Steps to Create a Supervisor User Account – Logging into ArmyIgnitED

21. Click **Insert your PIV/CAC.**
22. Select the certificate you wish to use then, click **OK.**

    Note: There are typically 3 certificates that you are able to choose from: Authentication, ID, and Signature. All of these certificates will work in the system, however, choosing **Authentication** is preferred.

23. You now need to request your account. Click **Request Account** below to start the process of requesting your role in ArmyIgnitED.

Sign in with your PIV or CAC

Make sure **you have a login.gov account** and **you've set up PIV/CAC** as a two-factor authentication method.

Insert your PIV/CAC   (21)

Cancel

Authentication - Peter Pan
Issuer: DOD
Valid From: 5/13/2019 to 4/15/2022

ID - Peter Pan
Issuer: DOD
Valid From: 5/13/2019 to 4/15/2022

Signature - Peter Pan
Issuer: DOD
Valid From: 5/13/2019 to 4/15/2022

(22)

OK   Cancel

---

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Your Request is Processing

Thank you for logging into ArmyIgnitED. Please submit a request for the type of account you need so the ArmyIgnitED Administrators can process your account.

If you are a Soldier and arrived at this page, please logout and retry login.gov using your PIV/CAC. You must use your PIV/CAC to register as a Soldier.

(23) Request Account

Exit

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Steps to Request Your Role via a ServiceNow Case

1. Access ServiceNow.
2. Click **Create a Case as a Guest User**.

On the **Create a Case as a Guest User** page, complete the following steps:

3. Enter your **First Name**.
4. Enter your **Last Name**.
5. Enter your **Email**.
6. Enter your **Contact Number**.
7. Select your **Preferred Contact Method** (i.e., Email, Phone or Text).
8. Enter a **Subject** to provide a short summary of the issue.
9. Select **Roles Request** as the **Case Type** using the dropdown list.
10. Select one of the following roles in the **Subcategory** field:
    • Cadet
    • Cadet Command Administrative Roles
    • Careerist Administrative Roles
    • Civilian
    • Counselor
    • EI for Cadet Program
    • EI for TA Program
    • EI/Vendor for Civilian Program
    • Soldier
    • Vendor for CA Program
11. Enter a **Description** of your role. The more detail you provide, the better we can serve you.
12. Click **Submit**.

Once you click **Submit**, you are navigated to the **Case Submission Confirmation** page. You'll be notified via email with a Case Number to reference and all case updates.

Once your case is resolved, you will be notified via email. You can now log into your ArmyIgnitED account.

Create a Case as a Guest User
If you have an ArmyIgnitED account, be sure to log into your account before creating a case

Go to Create Case

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Powered by Army

My Surveys   Login

Create a Case as a Guest User

If you have an ArmyIgnitED account, be sure to log into your account before creating a case. Please fill in the following inofrmation and click the Submit button. Fields marked with an * are required.

First Name *
First Name

Last Name *
Last name

Email *

Contact Number *
Contact Number

Preferred Contact Method *
Email

Subject *

Case Type *
Roles Request

Sub Category

Description *
I am requesting a role.

Submit

ignited
Powered by Army

Knowledge   Register   Login

Case Submission Confirmation
Thank you for submitting the case. You'll be notified via email on the case updates.

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Steps to Log into your Supervisor User Account in ArmyIgnitED

24. <u>Once you have been notified that your Supervisor account is ready</u>, log in to ArmyIgnitED and click **Agree and continue** to complete the process of creating a Login.gov account.

Note: By clicking Agree and continue, you have linked your login.gov account to ArmyIgnitED.
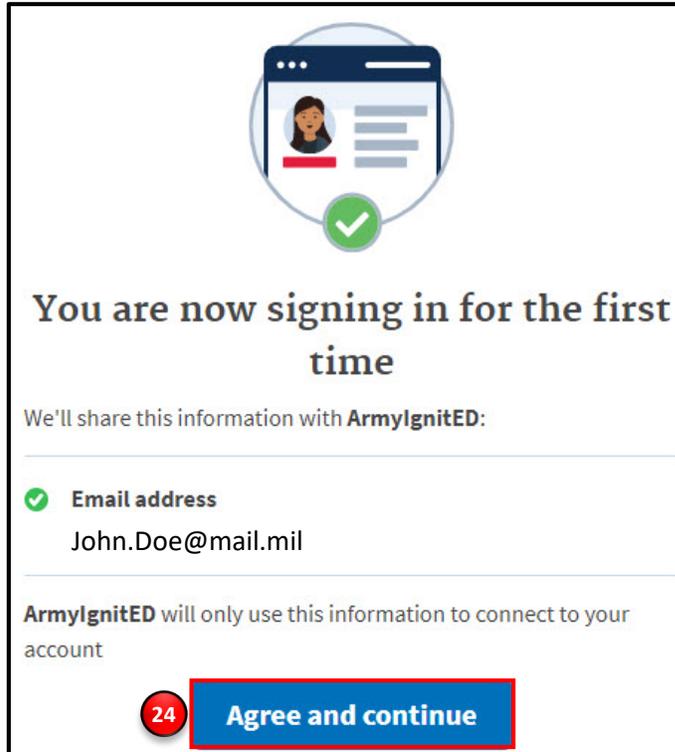
Congratulations! You've successfully logged into your ArmyIgnitED account!

How To Guide
Navigate the Supervisor Dashboard (1 of 3)

Purpose

This guide acts as a general overview of the **Supervisor Dashboard**. The tabs available to the Supervisor users are: Queue, Students, Support, Account, and Sign Out. Supervisor users must review their SF 182 queue for students to receive funding.

Navigating the Supervisor Dashboard

1. Log in to ArmyIgnitED.

   Note: This is your landing page for the Supervisor Dashboard.

2. Click the **Queue** tab or the **View SF 182 Queue** button to go to the SF 182 Queue page.

   Note: From the SF 182 Queue page the Supervisor user can view pending SF 182s, click on a Student's SF 182 page and take action.

   Note: Supervisors can only see items submitted to them by the Careerist or Apprentice that they are Supervisors for.

3. Click the **Students** tab to access the Student Record Search feature.

Note: From Student Record Search, you can search for a student by Name, Career Program, or ArmyIgnitED ID.

Note: Once you select a student, you will be navigated to the Civilian Student Profile page.
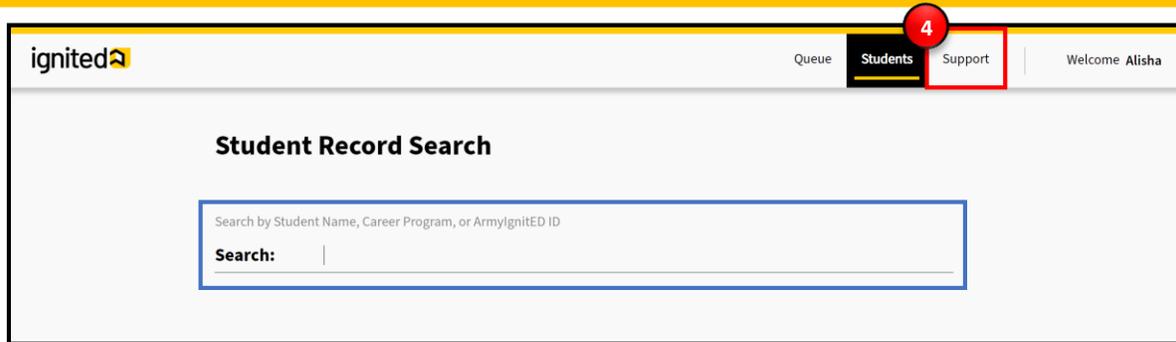
4. Click the **Support** tab to view ArmyIgnitED training materials and to additional technical support if needed.

5. Click your **Username** then **Account** to view your profile.
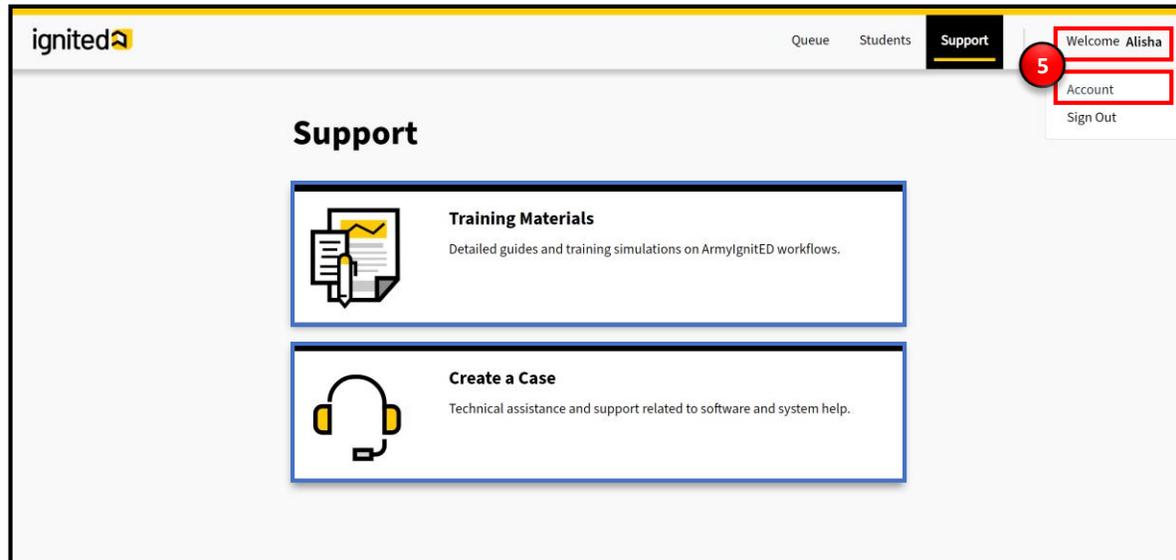
Note: The Account tab is where CPM can view and edit their personal information in ArmyIgnitED.

6. Review the following Account Details information:
   - First Name
   - Last Name
   - Middle Name
   - Country Code (required)
   - Phone Number (required)
   - Extension (optional)
   - Email Address
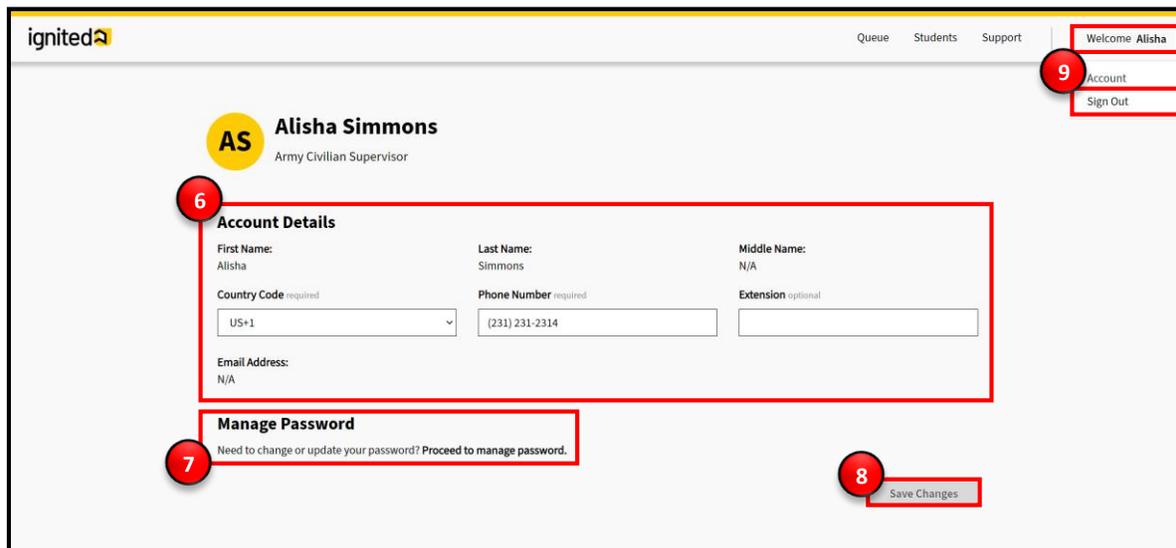
7. Manage your password settings by clicking **Proceed to manage password**.
8. Click **Save Changes** to save your updates.
9. Click **Username**, then **Sign Out** to exit ArmyIgnitED.

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Optional: Overview of the Supervisor Dashboard – Switch User Roles

Users who have multiple roles within ArmyIgnitED can switch between their roles to complete tasks in each respective role. Once assigned a role in Liferay, the role will be added to the username dropdown in ArmyIgnitED.

1. Click your **Username** in the top right corner and select the role you would like to **Use ArmyIgnitED as a:**

   Note: Users with multiple roles will have the option to select from their multiple roles.

   Note: A confirmation pop up will appear indicating that you have switched roles. You are now using ArmyIgnitED with the permissions of the role you selected.

ArmyIgnitED: Best Practices for Login.gov

1. Preferred browsers: Edge, Chrome, or Firefox. Internet Explorer is not supported by ArmyIgnitED.

2. All users need to create a login.gov account:
   a. Users who had a GoArmyED account: Use same email that was used in GoArmyED.
   b. Users who did not have a GoArmyED account: Use only official email to create your login.gov account.

3. No personal email addresses are permitted.

4. Once login is successful all users need to update their telephone number and country code for all accounts.

*Important Note: Login.gov is "Not" ArmyIgnitED – It is used as the secure gateway to grant access to ArmyIgnitED.

ArmyIgnitED: Login.gov Access

Sign in with ⛉ LOGIN.GOV

IS NOT – Associated with ArmyIgnitED

IS – A Gateway for Secure Authentication Portal

Helpful Tips

❖ No Personal Emails

❖ MyBiz email must match ACPERS

❖ Login.gov email must be confirmed

❖ Do Not delete emails from Login.gov; add additional emails if applicable

❖ Save changes to Login.gov

❖ Exit (close out browser completely) Login.gov before accessing ArmyIgnitED (After changes)

Your Account
- Add email address
- Edit password
- Delete account
- Reset personal key

Your authentication methods
- Add phone number
- Add authentication apps
- Add Face or Touch Unlock
- Add security key
- Add Federal Employee ID
- Get backup codes

Your connected accounts

History
- Forget all browsers

Customer support

⛉ LOGIN.GOV

Sign in

Email address

Password   ☐ Show password

Sign in

Create an account

Sign in with your government employee ID

Forgot your password?
Security Practices and Privacy Act Statement ⧉
Privacy Act Statement ⧉

ArmyIgnitED: Best Practices for ACT Civilian/Fellow – Supervisor Association

User/ Supervisor ACT Association Must be Completed:

- ACT Supervisor updates will take 24 – 48 hours to be updated in the ArmyIgnitED file once completed in ACT:

- Completed Means: Civilian Employee has selected his/her Supervisor and sent a request for the Supervisor to accept. Once the Supervisor has accepted the request, the Leader Link Up is complete and ACT will send the Supervisor information to ArmyIgnitED in the nightly feed.

- If Civilian Student does not see their updated Supervisor in ArmyIgnitED after 3 days, they should contact their supervisor to inquire/confirm supervisor acceptance in ACT.

- If supervisor acceptance is confirmed/completed, but the Civilian Student still does not see their updated Supervisor in ArmyIgnitED create/submit ServiceNow ticket.

CareerTracker

John B. Doe

LEADERS & MENTORS

HOME

LEADERS

TRACK
CAREER DASHBOARD
CAREER RECORD
LEADERS & MENTORS
MESSAGES
REMINDERS

If Pending Association NOT Complete

SUPERVISOR
Jane L. Carr   (Pending)   CHANGE

2ND LINE SUPERVISOR
YOU HAVE NOT SELECTED A 2ND LINE SUPERVISOR.   ADD

3RD LINE SUPERVISOR
YOU MUST SELECT THE 2ND LINE
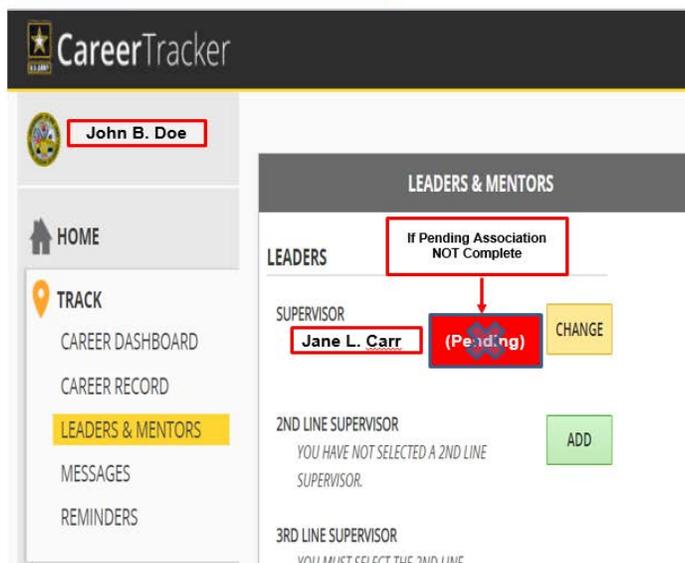
ArmyIgnitED: Best Practices for Creating/Submitting/Approving SF 182s for Training

1. Civilian/Fellow must have a supervisor association in Army Career Tracker (ACT) in order to create an SF 182.

2. Civilian/Fellow should submit all SF 182 for approval a minimum of 30 days prior to class start date. An approved SF 182 is required prior to Civilian or Fellow attending training.

3. Only Select Centralized Funding if directed by FCM.

4. Ensure Direct and Indirect Costs are calculated/entered correctly. (Effective 9 Feb 22 - Fellows are required to enter indirect cost when creating SF 182).

5. Supervisor role must be added to supervisor account in ArmyIgnitED. (Contact FCM to add Role if required).

6. Group SF 182s: Ensure all names of students are listed on the SF 182 before submission to ACCMA Resource Management for approval.

7. When Civilian/Fellow cannot locate an "Organization" in ArmyIgnitED search check with FCM to confirm the vendor has been completely on boarded.

Reminder: An approved SF 182 can be Rejected or Returned for Edits prior to Course Start Date – Work with FCM to initiate action.

Navigating to the How to Guides

- **Access How to Guides**
  - **Step #1 –** Click the Support Tab
  - **Step #2 –** Choose your User Group
  - **Step #3 –** Find the subfolder you are looking for
  - **Step #4 –** Click the dropdown to find training materials

Army Civilian Career Fields

As of 1 October 2020, the 32 career programs were organized into 11 career fields. This action realigned career programs with similar functionality together to improve the Army's ability to manage and develop the talent within broader functional lanes. Ultimately the goal of this realignment is to build multi-functional leaders capable of leading organizations and the enterprise. Career fields will collaborate with each other for shared functional areas that cross career fields, enabling Civilians to plan their careers and receive development opportunities within and across larger career fields. This will allow Civilians to broaden their experiences; seek rewarding opportunities based on their specific knowledge, skills, behaviors, and preferences; and advance to higher positions with the Army. Army Civilians are assigned to one of the 32 functional communities nestled within the 11 career fields.

Career Management Transformation – *Career Fields*

Science, Engineering, & Analysis
- Engineers & Scientists (Non Const)
- Analysis & Modeling

Technology
- Information Technology
- Cyberspace Effects

Construction, Engineering, & Infrastructure
- Engineers & Scientists (Const)

Logistics
- Supply Management
- Quality Assurance
- Materiel Maintenance Mgmt
- Quality Assurance (Ammo)
- Transportation Management
- Ammunition Management

Installations
- Safety & Occupational Health
- Housing
- Installation Management
- Aviation

Medical
- Medical

Security & Intelligence
- Physical Security
- Intelligence
- Foreign Affairs & Strategic Plans

Human Capital & Resource Management
- Civilian HR
- Comptroller
- General Admin & Management
- EEO
- Military HR
- Manpower

Education & Information Sciences
- Education Services
- Training
- Historian

Contracting
- Contracting & Procurement

Professional Services
- Public Affairs
- Inspector General
- Legal

Army Civilian Career Management Activity

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APPENDIX A

Academic Degree Training (ADT) Checklist

Use this checklist as a guide for completing and assembling the nomination package. The applicant is responsible for obtaining and assembling all documents. Make a checkmark by each item that is attached and assemble documents in the order listed. **Incomplete packets WILL be returned for action.**

Employees who work for an Army Staff Principal, Headquarters Department of the Army, the Army Staff, or a Program Executive office must obtain endorsement from the Administrative Assistant to the Secretary of the Army (AASA).

All Academic Degree Training request applications, regardless of funding source, must provide the following information:

1. __ Academic Degree Training Application Form - CAREER PROGRAM FUNDED
   - or -
   __ Academic Degree Training Application Form - COMMAND FUNDED

2. __ Letter of Acceptance from Accredited institution (Must indicate full acceptance/unconditional).

3. __ CSA Calculation Spreadsheet

4. __ Continued Service Agreement - On line

5. __ Resume (includes list of government-sponsored training and individual courses funded by ACTEDS)

6. __ Ethnicity and Race Identification Form (SF 181)   NOTE: Completion/submission of the SF-181 is strictly voluntary. It will be used for statistical purposes only, not for purposes of determining eligibility for participation in any training opportunity.

7. __ Academic Degree Plan Continuation Sheet (if required)

8. __ Attach and sign ADT Checklist as cover to ADT application packet

_____   _____
Applicant's Signature   Date

CPM or Training POC certification of complete packet:

_____   _____
CPM or Training POC Signature   Date

PROGRAM CHECKLISTS
ARTIFICIAL INTELLIGENCE SCHOLAR PROGRAM (AISP)

Print this checklist for use in completing your application package.

All of the forms and documents listed below must to be completed and forwarded as part of your application package. The on-line forms (links provided below) must be used. Packet must be assembled into one single PDF file in the following order:

Note: Incomplete application packages will <u>NOT</u> be processed.

1.   **Application for Army Enterprise Talent Development Program Training Opportunities**

2.   **Nominee's Statement of Interest**

3.   **Supervisor's Validation of Requirement: Utilization Plan** (not to exceed 500 words)
     Note: THIS DOCUMENT MUST BE COMPLETED AND SIGNED BY SUPERVISOR

4.   **Position Memorandum.** Must be signed by a second level supervisor or higher. Nominee must be placed in a new position or current PD expanded to include new knowledge/skills. The memorandum will indicate the paragraph/line number, position title, and a brief description of the position that the scholar will occupy upon return to their organization at the completion of the AISP. The memo must describe how the skills and knowledge acquired from the training will be utilized in the new position and how this will benefit the Army.

5.   **Current Resume.** Containing the following information in order: name; current grade; mailing address/phone number/email; and supervisor's name and telephone number for each position held; description of work experience (to include leading people/change; results; business acumen; and building coalitions); education (include type of degree; major; dates attended; grade point average); completed training; licenses/certifications; and awards.

6.   **Last three (3) Performance Evaluations.** If there is a missing appraisal in the last three years, must include an explanation/reason, verified by the supervisor or CPAC, and include your "next" most recent evaluation.

7.   **Transcripts.** Copy of ALL transcripts. Applicant must possess a baccalaureate degree or higher from an accredited college or university (GPA **must** be 3.3) unless applicant has previously earned a Master's degree).

8.   **GRE/GMAT scores**. Strongly preferred, but not required.

9.   **CES Completion.** Include copy of required level CES Certificate of Completion, or equivalent course documentation. (See course/program requisite(s) located in announcement).

10. **Time in-service verification** in a Department of the Army civilian **permanent** position (s) (refer to training announcement)

11. **Continued Service Agreement.** (Must be signed and dated). Applicants must agree to continue service within the Department of Defense for not less than three (3) times the length of the training.

12. **SF 181, Ethnicity and Race Identification.** Completion/submission of the SF-181 is **<u>strictly voluntary</u>**. It will be used for statistical purposes only; not for determining eligibility for participation in any training opportunity.

13. **Command endorsement required.** Completed application packets must be submitted through the respective Army Command (ACOM), Army Service Component Command (ASCC), Direct Reporting Unit (DRU), or the Office of the Administrative Assistant to the Secretary of the Army (OAASA) for review, endorsement, and further consideration by a Career Field Board.

PROGRAM CHECKLIST
Department of Defense
Defense Civilian Emerging Leader Program
(DCELP)

This checklist is provided for the sole purpose of assisting the applicant in the self-review process prior to submission. This checklist is NOT an official portion of the nomination package.

☐1. DCELP Course Application package. **Complete in its Entirety (See Sample Resume Template; No pictures).**

*The following documents MUST be submitted separately from DCELP application package:

☐2. Verification Nominee Has Served Three (3) Years, Or Any Combination thereof, in a Department of the Army Civilian Permanent Position(s). This requirement must be met at the time of application suspense date.

☐3. Copy of CES Certificate of Course Completion or CHRTAS Course Credit Documentation:

   a. GS-7-9 or Equivalent Pay Bands: CES Basic Course Certificate of Completion or Copy of CHRTAS Basic Course Credit Documentation

   b. GS-10-12 of Equivalent Pay Band: CES Intermediate Course Certificate of Completion or Copy of CHRTAS Intermediate Course Credit Documentation

   c. GS 13 -14 or Equivalent Pay Bands: CES Advanced Course Certificate of Completion or Copy Of CHRTAS Advanced Course Credit Documentation

(For additional information on CES Courses or CES Course Credit, go to: https://www.atrrs.army.mil/channels/chrtas/student/logon.aspx?CallingURL=%2fchannels%2fchrtas%2fs tudent%2fmain.aspx&Caller=1

☐4. Special Accommodations (if applicable) – Signed Memorandum from command/agency including descriptions and requirement(s)

Career Field/Command Review:

☐5. **APPLICATIONS WILL NOT BE ACCEPTED DIRECTLY FROM THE APPLICANT**. All applications must be reviewed and vetted through the applicable Career Field (Cohort 16), or the Command Training Point of Contact (Cohort 17), as applicable. Career Field/Command POCs will encrypt and electronically forward each application packet separately for individual nominees to the ACCMA, Talent Development Division program POC (do not include employment or CES verification, or endorsement memos as part of the individual DCELP package).

PROGRAM CHECKLISTS
Harvard Senior Executive Fellows (SEF)

Print this checklist for use in completing your application package.

All of the forms and documents listed below must to be completed and forwarded as part of your application package. The on-line forms (links provided below) must be used. **Packet must be assembled into one single PDF file in the following order:**

Note: Incomplete application packages will <u>NOT</u> be processed.

1.   **Application for Army Civilian Talent Development Program Training Opportunities**

2.   **Nominee's Statement of Interest**

3.   **Supervisor's Validation of Requirement: Utilization Plan** (not to exceed 500 words) Note: THIS DOCUMENT MUST BE COMPLETED AND SIGNED BY SUPERVISOR

4.   **Current Resume** - Containing the following information in order: name; current grade; mailing address/phone number/email; and supervisor's name and telephone number for each position held; description of work experience (to include leading people/change; results; business acumen; and building coalitions); education (include type of degree; major; dates attended; grade point average); completed training; licenses/certifications; and awards.

5.   **Last three (3) Performance Ratings Screenshot** ([DCPDS Portal - Login (osd.mil)](#)) -MyBiz - Performance icon (bottom of page with thumbs up symbol) - Past Performance Ratings drop down – Use snipping tool (or screen-shot page) to capture, employee name, supervisor, organization and last 3 ratings (ensure ratings are visible). If there is a missing ratomg in the last three years, must include an explanation/reason, verified by the supervisor or CPAC, and include your "next" most recent rating.

6.   **CES Completion** - Include copy of required level CES Certificate of Completion, or equivalent course documentation. See course/program requisite(s) located in announcement.

7.   **Time in-service Verification** in a Department of the Army civilian **permanent** position(s). (Refer to training announcement)

8.   **Continued Service Agreement** (must be signed and dated). Applicants must agree to continue service within the Department of Defense for not less than three (3) times the length of the training.

9.   **SF 181, Ethnicity and Race Identification**
Note: Completion/submission of the SF-181 is <u>**strictly voluntary**</u>. It will be used for statistical purposes only, not for purposes of determining eligibility for participation inany training opportunity.

10.   **Command endorsement required.** Completed application packets must be submitted through the respective Army Command (ACOM), ArmyService Component Command (ASCC), Direct Reporting Unit (DRU), or the Office of the Administrative Assistant to the Secretary of the Army (OAASA) for review, endorsement and further consideration by a Career Field Board.

PROGRAM CHECKLISTS
Leadership for a Democratic Society (LDS)

Print this checklist for use in completing your application package.

All of the forms and documents listed below must to be completed and forwarded as part of your application package. The on-line forms (links provided below) must be used. **Packet must be assembled into one single PDF file in the following order:**

Note: Incomplete application packages will <u>NOT</u> be processed.

1. **Application for Army Civilian Talent Development Program Training Opportunities**

2. **Nominee's Statement of Interest**

3. **Supervisor's Validation of Requirement: Utilization Plan** (not to exceed 500 words) Note: THIS DOCUMENT MUST BE COMPLETED AND SIGNED BY SUPERVISOR

4. **Current Resume** - Containing the following information in order: name; current grade; mailing address/phone number/email; and supervisor's name and telephone number for each position held; description of work experience (to include leading people/change; results; business acumen; and building coalitions); education (include type of degree; major; dates attended; grade point average); completed training; licenses/certifications; and awards.

5. **Last three (3) Performance Ratings Screenshot** (DCPDS Portal - Login (osd.mil) -MyBiz - Performance icon (bottom of page with thumbs up symbol) - Past Performance Ratings drop down – Use snipping tool (or screen-shot page) to capture, employee name, supervisor, organization and last 3 ratings (ensure ratings are visible). If there is a missing appraisal in the last three years, must include an explanation/reason, verified by the supervisor or CPAC, and include your "next" most recent evaluation.

6. **CES Completion** - Include copy of required level CES Certificate of Completion, or equivalent course documentation. See course/program requisite(s) located in announcement.

7. **Time in-service Verification** in a Department of the Army civilian **permanent** position(s). (Refer to training announcement)

8. **Continued Service Agreement** (must be signed and dated). Applicants must agree to continue service within the Department of Defense for not less than three (3) times the length of the training.

9. **SF 181, Ethnicity and Race Identification**
Note: Completion/submission of the SF-181 is **<u>strictly voluntary</u>**. It will be used for statistical purposes only, not for purposes of determining eligibility for participation inany training opportunity.

10. **Command endorsement required.** Completed application packets must be submitted through the respective Army Command (ACOM), ArmyService Component Command (ASCC), Direct Reporting Unit (DRU), or the Office of the Administrative Assistant to the Secretary of the Army (OAASA) for review, endorsement and further consideration by a Career Field Board.

PROGRAM CHECKLISTS
President's Management Council Interagency Rotation Program

Print this checklist for use in completing your application package.

All nomination packages must include the following documents listed below. Please include "Controlled Unclassified Information (CUI)" in the name of the file and submit the package as an Adobe PDF portfolio. Scanned files will not be accepted.

Note: Incomplete application packages will <u>NOT</u> be processed.

1. **President's Management Council Interagency Rotation Program Employee Statement of Interest packet)** (Application Guide: https://www.dcpas.osd.mil/sites/default/files/2021-11/2022_PMC_IRP_DoD_ApplicationGuide.pdf)

2. **Current Resume.** Do not include personal contact information in Resume (see Sample Resume in PMC IRP Statement of Interest packet)

3. **Most recent Performance Appraisal**

4. **Signed verification of security clearance from appropriate security office.** Inform the security office to exclude Social Security Numbers, date of birth and other personally identifiable information (PII) from the letter of verification

5. **Formal Nomination Letter.** Signed by first GO or SES in applicants chain of command (see **Sample Nomination Letter** in PMC IRP State of Interest packet)

6. **Individual Development Plan.** Employees should modify their Individual Development Plan (IDP) in collaboration with their home supervisor to highlight specific leadership competencies (ECQs) the assignment will enhance or develop

7. **CES Completion** Include copy of required level CES Certificate of Completion, or equivalent course documentation. (see course/program requisite(s) located in announcement)

8. **Time-in-service Verification** in a Department of the Army civilian **permanent** position(s). (Refer to training announcement

9. **Saving packet.** Include "Controlled Unclassified Information (CUI)" in the name of the file and submit the package as an Adobe PDF portfolio. Scanned files will not be accepted.

10. **Command Endorsement.** Completed application packets must be submitted through the respective Army Command (ACOM), Army Service Component Command (ASCC), Direct Reporting Unit (DRU), or the Office of the Administrative Assistant to the Secretary of the Army (OAASA) for review, endorsement, and further consideration by a Career Field Board. Endorsement memorandum must include a statement that applicant(s) meet grade and time- in-service requirement. **Endorsement memorandum must be submitted as a separate document (not included in the applicant's DCPAS PMC IRP Statement of Interest packet/pdf).**

PROGRAM CHECKLISTS
Senior Managers Course (SMC) in National Security Leadership

Print this checklist for use in completing your application package.

All of the forms and documents listed below must to be completed and forwarded as part of your application package. The on-line forms (links provided below) must be used. **Packet must be assembled into one single PDF file in the following order:**

Note: Incomplete application packages will NOT be processed.

1. **Application for Army Civilian Talent Development Program Training Opportunities**

2. **Nominee's Statement of Interest**

3. **Supervisor's Validation of Requirement: Utilization Plan (not to exceed 500 words) Note: THIS DOCUMENT MUST BE COMPLETED AND SIGNED BY SUPERVISOR**

4. **Current Resume** - Containing the following information in order: name; current grade; mailing address/phone number/email; and supervisor's name and telephone number for each position held; description of work experience (to include leading people/change; results; business acumen; and building coalitions); education (include type of degree; major; dates attended; grade point average); completed training; licenses/certifications; and awards.

5. **Last three (3) Performance Ratings Screenshot** (DCPDS Portal - Login (osd.mil) -MyBiz - Performance icon (bottom of page with thumbs up symbol) - Past Performance Ratings drop down – Use snipping tool (or screen-shot page) to capture, employee name, supervisor, organization and last 3 ratings (ensure ratings are visible). If there is a missing appraisal in the last three years, must include an explanation/reason, verified by the supervisor or CPAC, and include your "next" most recent evaluation.

6. **CES Completion** - Include copy of required level CES Certificate of Completion, or equivalent course documentation. See course/program requisite(s) located in announcement.

7. **Time in-service Verification** in a Department of the Army civilian **permanent** position(s). (Refer to training announcement)

8. **Continued Service Agreement** (must be signed and dated). Applicants must agree to continue service within the Department of Defense for not less than three (3) times the length of the training.

9. **SF 181, Ethnicity and Race Identification**
   Note: Completion/submission of the SF-181 is **strictly voluntary**. It will be used for statistical purposes only, not for purposes of determining eligibility for participation inany training opportunity.

10. **Command endorsement required.** Completed application packets must be submitted through the respective Army Command (ACOM), ArmyService Component Command (ASCC), Direct Reporting Unit (DRU), or the Office of the Administrative Assistant to the Secretary of the Army (OAASA) for review, endorsement and further consideration by a Career Field Board.