



CAREER PROGRAM 56 (CP-56) FACT SHEET

What is CP-56?

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

Does every Army civilian belong to a career program?

Yes. Prior to 2011, only 40% of Army civilians belonged to a career program. Today the Army has 31 career programs that cover 100% of Army civilians – including wage-schedule, general schedule, general grade, local nationals and NAF employees. CP-56 was one of the new career programs created in late 2011 as part of the Civilian Workforce Transformation. While CP-56 was created in 2011, our office was not fully staffed until the summer of 2014, and as a new career program, we continue to learn and grow.

What is a career program?

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

Am I automatically assigned to a career program?

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

What occupational series belong to CP-56?

The following occupational series belong exclusively to CP-56:

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

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

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



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As of 17 October 2017

How can I confirm which career program I am assigned?

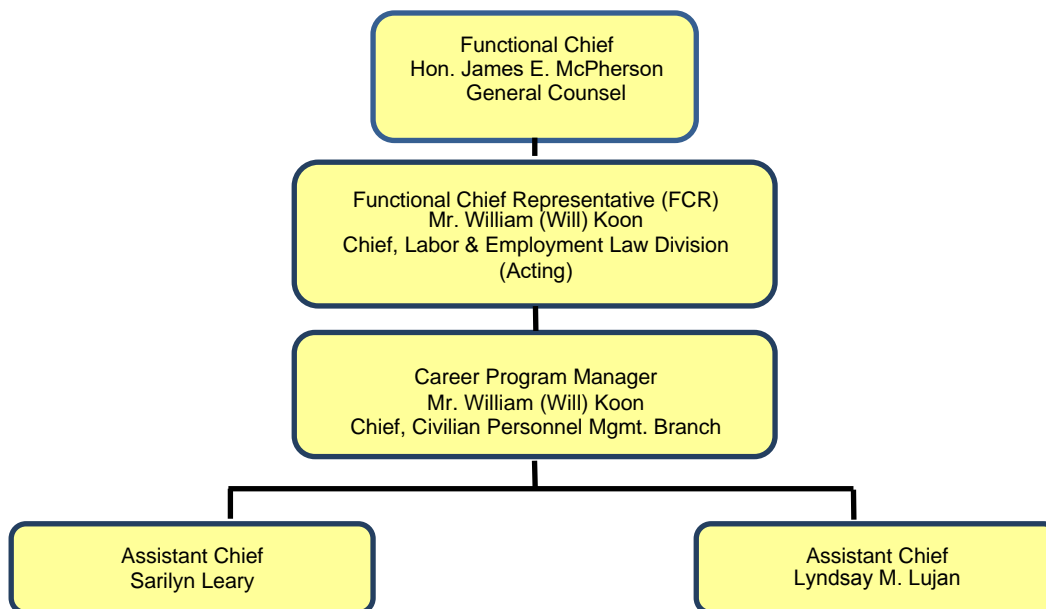
You can confirm which career program you belong to by reviewing your Civilian Career Report (CCR). To retrieve your CCR, you will navigate to the DCPDS website (<https://compo.dcpds.cpms.osd.mil/>), use your CAC to enter the site, select the purple box "My Biz + Army," then on the MyBiz+ homepage under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

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

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

What is the CP-56 management structure?

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



Does my command also have a CP-56 representative?

Yes, every major Army command has a Command Career Program Representative (CCPM) who has been appointed to serve as the career program representative for CP-56. If you do not know your CCPM, please contact the CP-56 Proponency Office.

What Army regulations govern career programs?

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



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

CES is a progressive and sequential leader development program that provides leader development and education opportunities for Army civilians throughout their careers. Generally, courses are centrally funded by HQDA G-3/5/7 for permanent civilian employee. AR 350-1 requires that all Army civilian supervisors must have completed the CES course targeted for their current grade and encourages all employees to complete the course for their grade. The phases of CES included:

Foundation Course – An online course required for all employees hired after 30 September 2006. The competencies to be developed include: continual learning, flexibility, integrity/honesty, interpersonal skills, oral communication skills, problem solving and resilience.

Basic Course – Consists of both an online phase and a two-week resident phase. The Basic Course is to be completed by GS 1-9 or equivalent employees. The course provides education in leadership and counseling fundamentals, interpersonal skills and self-awareness.

Intermediate Course – Consists of both an online phase and a three-week resident phase. The Intermediate Course is to be completed by GS 10-12 or equivalent employees. The competencies to be developed include: accountability, conflict management, decisiveness, leveraging diversity, problem solving, team building, technology management, and written communication.

Advanced Course – Consists of both an online phase and a four-week resident phase. The Advanced Course is to be completed by GS 11-15 or equivalent employees. The competencies to be developed include: creativity and innovation, external awareness, financial management, partnering, strategic thinking, technology management, and vision.

Is there a way to receive equivalent credit for CES Courses?

Yes. Course credit may be requested using the equivalency credit process and may be granted in certain circumstances in lieu of course attendance. Course credit does not count as a course completion, nor does it count as course graduation. It simply means you are not required to take the CES course that is equivalent to the course(s) you have already completed. Equivalent course credit is based on completion of specific, pre-approved professional military education (PME) courses and civilian legacy courses. Equivalent course credit is determined by an automated review of your ATRRS training history. If you have completed an equivalent course from the pre-approved list and it is not listed on your ATRRS record, you must contact your local training manager or CPAC and provide verification of completed training to get your training history updated in your official file. If you have an equivalent PME course, civilian legacy leadership course or other-service PME course that is NOT listed on your ATRRS training record, you may upload your documentation of course completion. This action will not correct your official training record, but it will be considered for your CES requirement.

For a listing of course equivalencies see https://www.atrrs.army.mil/channels/chrtas/Web/Help/CES_CourseCredit.aspx.

Is there a waiver process for the CES Advanced Course?

For several HQDA selected and funded training opportunities (*i.e.*, Harvard Senior Executive Fellows or Leadership for a Democratic Society at the Federal Executive Institute), completion of both the online and resident phases of the CES Advanced Course is a prerequisite. There is not a waiver process for the completion of the CES Advanced Course for these HQDA selected programs; prior CES (or equivalent course) completion is mandatory.

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

If you have additional questions about CP-56, please contact the CP-56 Proponency Office, Mr. Will Koon, Career Program Manager, william.j.koon.civ@mail.mil or 571-256-2936, Ms. Sarilyn Leary, Assistant Chief of CP-56, sarilyn.h.leary.civ@mail.mil or 703-693-0545, or Ms. Lyndsay M. Lujan, Assistant Chief of CP-56, lyndsay.m.lujan.civ@mail.mil or 571-256-2870.



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