

COMMUNIQUE



CAREER FIELD 29 FORUM HELD IN AUSTIN

By Cynthia Patton

The Workforce Development Branch hosted a Career Field 29 Forum in conjunction with the International City/County Management Association (ICMA) from 25 to 27 April 2005 in Austin, Texas. The event was a success, providing the attendees with the opportunity to hear from the senior management at HQIMA, including a closing presentation by the Director of the Installation Management Agency, Maj. Gen. Ronald Johnson.

General Johnson spoke of his commitment to training and education for the entire workforce within IMA, but made a special pledge to support training dollars for members of the civilian workforce. He told the gathering of over 100, "if it does not hurt to send someone to training, you are sending the wrong person."

Mr. Sakowitz provided an informative presentation on Common Levels of Support. Briefings from the other Directorates within IMA included overviews of the future of BRAC, Corporate Management Process and a Resource Management Update. You can find all the briefings on the IMA webpage at <http://www.ima.army.mil/demo/sites/news/careerfield29briefings.asp>. ICMA had a no-host social featuring Tex-Mex cuisine on Tuesday evening for those at the Forum.

Mr. Tom Hart, City Manager of Grand Prairie, Texas gave a very motivational speech about customer service. He is working on a book about the same subject and was viewed as one of the most dynamic speakers at the Forum. Afterwards, Scott Nahrwold, Deputy to the Garrison Commander of Ft. Jackson, SC presented a briefing on Customer Service initiatives at his installation.

Case Studies were presented by several Regions. These studies highlighted programs that have been highly successful and a cost saving for the Army. The brief-



Members of the Forum listen to Mr. LaRocque discussing Public Works issues

Continued on page 2

HARVARD SENIOR EXECUTIVE FELLOWS (SEF) MAY 2005 CLASS CHOSEN

By Angela Coleman

The Harvard SEF program is a 4-week program that provides promising upper-level managers with the tools to build executive skills in political and public management, negotiation, human resources, management, policymaking, organizational strategy, communication, ethics and leadership. The new class members are:

Mr. Craig L. Deatrick (PARO) is the Chief of Logistics at Ft. Shafter, Hawaii

Mr. Frederick J. Mason (SERO) is the Installation Director of Resource Management at Ft. McPherson, Georgia

Mr. Paul M. Matthews (SWRO) is the Director, Morale, Welfare and Recreation at Ft. Sam Houston, Texas

AUSTIN SKYLINE WELCOMED MEMBERS OF CF-29 FORUM AND ICMA BEST PRACTICES SYMPOSIUM



ings related to these case studies are also on the website.

The city of Austin offered a welcome respite from the hustle-bustle pace that Deputy Garrison Commanders and their counterparts keep. Conference attendees enjoyed walking to local restaurants and shops and waking to the view of the Austin skyline. The Mayor of Austin hosted a cocktail party/social event on Wednesday night at City Hall. The view of the river was the perfect setting to cap off the event.

On Wednesday afternoon and Thursday, attendees joined the ICMA Best Practices Symposium where they were able to network and talk with civilians that hold similar positions within county and city governments.

WFD gathered lots of good feedback from the attendees on what they would like to see at the next event. WFD will be working to incorporate this input in future planning.

“If it does not hurt to send someone to training, you are sending the wrong person.”

MG Ronald Johnson

Director, Installation Management Agency

Army Congressional Fellowship Program

By Angela Coleman

The HQIMA Workforce Development Branch will be accepting applications for the Army Congressional Fellowship Program (ACFP). The ACFP is open to DA Civilian employees from GS12-15. This is a 15-month program which starts in August 2006 and ends in December 2007. All applications must be forwarded to the WFD Branch by 29 Jul 05. All final applications are due to HQDA by 30 Aug 05. Application forms and additional information for this program can be found at:

www.cpol.army.mil/library/train/catalog/acfp.html

Frequently Asked Questions for Issues Related to IMA Interns

By Cynthia Davis

Who is my Agency Intern Program Manager (IPM)? Ms. Cynthia Davis, (703) 602-4148 or DSN 332-4148, Cynthia.Davis@hqda.army.mil

Who do I contact for assistance concerning my career development?

Interns should seek guidance from their first-line supervisor prior to coming to the Headquarters.

Who prepares my Individual Development Plan (IDP)? The intern will sit down with his/her supervisor within 30 days of entry on duty to prepare a written IDP.

How do I submit my training and/or travel requests? All training and travel requests will be submitted through the Resource Allocation Selection System located at

<http://cpol.army.mil/library/train/rass/>,

unless instructed otherwise.

What is the RASS website?

<https://acpwap.army.mil/rass/>

What happens to my request once I have submitted in RASS? Your supervisor will receive notification. He/she will approve/disapprove. If approved, a notification will be sent to the IMA Intern Program Manager (IPM) who will approve/disapprove. If disapproved by the supervisor, the intern will receive notification via email.

What happens once the Supervisor approves request? The IMA IPM receives notification via email. IPM then will approve/disapprove request. If approved the request is sent automatically to HQDA, G-1 for approval/disapproval. If disapproved, the intern will receive notification via email with a justification.

When RASS is down, how do I submit my training/travel requests?

Visit

<http://cpol.army.mil/library/train/rass/hto-manual-pcs.html> for guidance.

If I am locked out of RASS, who can call for assistance? Technical problems (unable to login, locked out, system not available): Contact the HQDA CHRS (Civilian Human Resources Systems) Help Desk at 1-888-253-1836.

Are rental cars authorized for Interns traveling for training? See AR 690-950, chapter 3, paragraph 15. ACTEDS funding will not be used for rental cars and local transportation in and around the training site. However, use of local or command mission funds may be authorized.

If I made a mistake on my 1610/1556 or realized I need to change dates once I have submitted my request, can I make the changes in pen and ink and send to the IMA IPM? No. You must cancel the original request and resubmit via RASS. If the supervisor has approved and forwarded to the IPM, please email the IPM at Cynthia.Davis@hqda.army.mil and copy furnish your supervisor, requesting her to cancel the request.

Continued on page 4

MENTORSHIP PROGRAM WITHIN IMA

By Dennis Jinnohara

Mentoring is a powerful tool for personal and professional development. It is not a new concept and has been part of Army culture for years. In addition to being an effective way to pass on lessons learned, mentoring improves competence, leadership skills, self-awareness, and morale.

IMA Pamphlet 600-8, Civilian Mentoring Program, was recently published to provide some framework to establish and enhance mentoring programs. The pamphlet accomplishes the following.

- Identifies different types of mentoring programs.
- Provides a model for establishing local or Region mentoring programs.

- Includes a step-by-step Mentoring Guide for the mentor and mentee.
- Provides information on other mentoring programs and online training.

The pamphlet also establishes a HQ IMA Centralized Mentoring Program (HCMP). This will be a competitive mentoring program that is centrally funded and managed by HQIMA. A memorandum announcing the application dates for the HCMP will be out shortly.

The IMA mentoring pamphlet can be found on the IMA Human Resources webpage at <http://www.ima.army.mil/demo/sites/directorates/publications.asp>.



“...it is the men and women of America who will fill the need. One mentor, one person, can change a life forever. And I urge you to be that one person.”

President George W. Bush

JULY 2005

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SCHEDULE OF EVENTS

- 7/4/05 4th of July holiday
- 7/11-15 Leading Through Change & Chaos (OPM Seminar) in Denver, CO
- 7/11/-15 Force Integration Course at Ft. Belvoir, VA
- 7/ 11-8/05 Garrison Pre-Command Course at Ft Belvoir, VA
- 7/29 Applications for ACFP due to WFD

Interns FAQs (continued)

What if I need to change the dates of my travel and/or miscalculated my tuition cost and HQDA, G-1 has already approved the request. You must submit a manual request with corrections via fax to the IMA IPM at (703) 602-2762 or DSN 332-2762.

Does ACTEDS fund degrees for interns? No. ACTEDS funding is not design to assist interns in obtaining degrees. However, Civilian Academy Degree Training (CADT) will assist interns after completion of their internship. For additional information visit: http://cpol.army.mil/library/train/tld_102601.html.

Can I submit multiple training courses on one DD Form 1610? Yes. You are allowed to put multiply TDY locations on one 1610 if the training is consecutive. However, you must prepare a 1556 for each class

Where can I find answers to per diem, travel and transportation allowance questions? <http://www.dtic.mil/perdiem/>

What if the Agency I am training with requires payment upfront, can I pay with my own credit card and seek payment from ACTEDS when I return. No. Under no circumstances should an intern pay for training with his/her own personal credit card.

What happens when I do not have time to wait for training/travel approval from the IPM or G-1? May I proceed and submit my request upon my return? Under no circumstances should an intern proceed to training or travel without prior approval from HQDA, G-1 and the IPM.

Are there any regulations for interns? Each intern is governed by their Master Intern Training Plan located at <http://cpol.army.mil/library/train/acteds/>, along with AR 690-650, chapter 3, Career Management. The IMA IPM will publish an IMA Pamphlet in the summer of 2005. This pamphlet will provide additional guidance to intern related issues.

What will happen when I complete my internship? IMA will attempt to place the intern locally. However, if the intern cannot be placed locally, IMA will seek placement within the regions. If placement is not in the available within the Region, IMA will forward notification to HQDA, G-1 who will seek placement Army-wide.

What happens if I do not except the permanent position that is offered. Failure of the intern to accept the directed reassignment may result in separation. See AR 690-950, chapter 3, paragraph 25.