

COMMUNIQUE



INSIDE THIS ISSUE:

HQIMA Centralized Mentoring Program

By Dennis Jinnohara

HQIMA Centralized Mentoring Program	1
Mr. Kenneth Wirsing, CP 11 Comptroller First Graduate of the IMA Intern Program	
Announcement of IMA Selection for the Department of Defense Executive Leadership Development Program (DELDP) Class of 2006	
Intern Webpage Developed	2
Career Field 29—On the Move	
IMA Civilian Executive Development Assignment Program (CEDAP) Kicks Off	3
Senior Service College (SSC) Applica- tion for Academic Year 2006-2007 Due 12 August 2005	
August Calendar	4
Presidential Seal	
September Calendar	5
Workforce Development Hail & Farewell	

The HQIMA Centralized Mentoring Program (HCMP) is a competitive mentoring program that is centrally funded and managed by HQIMA. The goal of HCMP is to help develop well-rounded managers at the mid- or senior-level by helping high potential employees assume higher-levels of responsibility. HCMP will match high potential employees (GS-11 and above or equivalent) with senior IMA leaders as mentors.

The Director of IMA has announced the pilot HCMP in two separate memorandums. One memorandum solicits applications from employees who are interested in being mentored and the other invites senior leaders to serve as mentors. Approximately ten IMA employees will be selected as “mentees” for this pilot program. The second memorandum solicits applications from mentors. Additional information about IMA mentoring, HCMP, and electronic versions of the mentoring forms can be found in Appendix B of IMA Pamphlet 600-8, Civilian Mentoring Program, at <http://www.ima.army.mil/demo/sites/directorates/publications.asp>. Applications must be received in HQIMA no later than August 8, 2005.

The HCMP is not the only way to get involved in a mentoring program. Employees interested in being involved in a less formal mentoring program should review IMA Pamphlet 600-8 for ideas on finding a mentor in a less structured environment. In addition, the Department of Army has established a mentorship website under the Deputy Chief of Staff, G-1 at <http://www.armyg1.army.mil/hr/mrc.asp#poc>.

The IMA points of contact is Mary Tanzer, phone: (703) 602-2123; DSN 332-2123 or email: Mary.tanzer@hqda.army.mil

Workforce Development
Editor—Doris Davidson
Doris.davidson@hqda.army.mil

HQ IMA
2511 Jefferson Davis Hwy
Room N522
Arlington, VA 22202

Phone: 703-602-4504
Fax: 703-602-2762
Email: IMA
WFD@hqda.army.mil

Mr. Kenneth Wirsing, CP 11 Comptroller First Graduate of the IMA Intern Program

Submitted by Cynthia M. Davis

Mr. Wirsing graduated May 5, 2005, making him the first graduate of the IMA Intern Program. He completed his two year intern program as a CP 11 (Comptroller).

During his first year of training he primarily attended financial management training at Ft Jackson, SC, Syracuse, NY, Charlottesville, VA, and the USDA Graduate School in DC. The second year was primarily devoted to rotational assignments with the Managerial Accounting Division, Budget Integration Division, and the Programming Division within HQs IMA. While serving in Budget Integration, his team formulated and managed the IMA Global War on Terrorism (GWOT) budget.

He is currently assigned to the HQ IMA Programming Division. His team oversees the Anti-terrorism/Force Protection Program and Information Technology Programs and acts as a liaison with PARO, EURO, and KORO, as well as, the Army Overseas Major Commands.

Congratulations Mr. Wirsing. IMA is proud of you!

Announcement of IMA Selection for the Department of Defense Executive Leadership Development Program (DELDP) Class of 2006

Submitted by Angela B. Coleman

Ms. Mary F. Griffin-Bales was selected to attend the September 2006, DELDP. Ms. Griffin-Bales is the Chief, Civilian Personnel Branch, responsible for directing and overseeing all civilian Human Resources activities for the Europe Region Office.

DELDP is a 10-month program that provides a greater understanding of the overall DOD mission and offers cross-agency exposure for mid-level civilian and military personnel. This program also provides a new approach to the training of DOD employees that parallels the methodology of selected military training.

Intern Webpage Developed

By Bianca Pineda

A webpage for the Intern Program has been developed and can be found at <http://www.ima.army.mil/demo/sites/directorates/wfdintern.asp>. This website contains information links to the Resource Allocation Selection System (RASS), Army Regulation 690-950 Career Management, Frequently Asked Questions (FAQs), IMA Pamphlet 600-10 Army Civilian Training Education Development System (ACTEDS) Intern Program Draft, and to the Career Program Managers listing. This website contains information that is imperative for all interns, supervisors, and Career Program Managers who should visit this webpage.



Resource Allocation Selection System (RASS) is a computerized financial system that controls the Army Civilian Training, Education, and Development System (ACTEDS) funds for the Intern and Competitive Professional Development programs. Since RASS manages funds for ACTEDS-approved DA Intern and Competitive Professional Development (CPD) training, it eradicates manual procedures, permits creation, submission, approval, status tracking and reporting of training and travel related request forms, such as DD Form 1610, DD Form 1556, and Standard Form 1164.

Army Regulation 690-950 establishes career program requirements and sets the policies and program requirements for the intake, training, education, and development, evaluation, promotion and placement of Army interns. Moreover, it establishes policy for Army civilian career programs, includes policies for the administration of the Department of the Army (DA) civilian intern program and related career management areas, and explains abbreviations and special terms that interns may not be familiar with. It also contains career management administrative procedures and requirements, and responsibilities of functional chiefs, functional chief representatives, career program planning boards, central referral offices, MACOM career program managers, activity career program managers, supervisors, employees, and applicants.

IMA Pamphlet 600-10 Draft formalizes the Army Civilian Training Education and Development System (ACTEDS) Intern Program within the U.S. Army Installation Management Agency (IMA). It establishes policies and guidance for the management of interns within the agency. This draft lays out the responsibilities of various staff, such as IMA interns and the HQ IMA Intern Program Manager. Additionally, it explains the protocol of the submission of training and travel related request forms. This draft also addresses rotational assignments, funding, mentoring, sponsorship, and promotions.

The Frequently Asked Questions page and the Career Program Manager link are significant for interns. The

(Continued on page 3)

Career Field 29 - On the Move

--By- Julie Floyd



Several initiatives are underway or being developed for our Career Field (CF) 29 community. On 05 July 05, PDDIMA issued the first CF 29 newsletter. This newsletter, a joint initiative between IMA Workforce Development and the CF 29 Career Field Manager (CFM), Mr. Stanley Shelton, IMA Plans Division, addresses the need for improved communication expressed at the recent CF 29 Forum in Austin, TX. With input from our CFM and CF 29 members, the content will continue to evolve in response to changing needs. If you would like to view this newsletter, go to: <http://www.ima.army.mil/demo/sites/directorates/wfd/CF29Newsletter.pdf>. The newsletter also contains a survey for CF 29 members that will help us better identify our CF 29 members and plan for future requirements. Numerous members have already completed and returned these surveys.

On another front, the CF29 ACTEDs Plan is being revised and going through the process of internal coordination. This plan serves as a CF 29 career development roadmap, therefore, it will include several updated sections such as the Master Training Plan. It will also be a valuable tool for employees who are interested in finding out the career paths and potential opportunities in CF 29. Extensive coordination is expected to take several months and we will keep you updated on its progress. Concurrent to updating the ACTEDs plan, there is an effort underway to more clearly define membership in CF29 and consider requests for inclusion. As a result, the CF 29 community is likely to expand in the future.

A contract is close to award to continue and finalize development of the CF 29 Website. This website will serve as a kind of one stop location for installation management professionals and career development information. The final approved ACTEDs Plan will be uploaded to the website. Several features are planned such as linkages to CF 29 job vacancies, mentoring, and self development.

IMA's partners, the International City/County Management Association (ICMA), will conduct its 91st annual conference on 25-28 September 2005 in Minneapolis, MN. CF 29 members are invited to attend as their schedule allows. HQ IMA does not centrally fund attendance of this particular event so attendees would need to be funded by their region or installation. Workforce Development, the CF 29 CFM, and ICMA will be working together in the next few months to develop next year's CF 29 Forum. We will be looking at the ICMA conference as another potential source of speak-

(Continued on page 4)

E pluribus unum. (Out of many, one.)- Motto for the Seal of the United States. Adopted 20 June 1782, recommended by John Adams, Benjamin Franklin and Thomas Jefferson, 10 Aug. 1776, and proposed by Swiss artist Pierre Eugene du Simitiere. It had originally appeared on the title page of the Gentleman's Journal (Jan 1692).

IMA CIVILIAN EXECUTIVE DEVELOPMENT ASSIGNMENT PROGRAM (CEDAP) KICKS OFF

By Leo Willless

The CEDAP pilot study and initial implementation officially began on May 6, 2005 when Mr. Phil Sakowitz, Principal Deputy Director, IMA (PDDIMA), sent an email to all current incumbents of covered Career Field 29 (CF-29) positions encouraging them to volunteer to participate in the program by signing the CEDAP Program Agreement and an assignment preference form. Persons who were offered and accepted a CEDAP position prior to May 6, but reported for duty after that date, were also given an opportunity to volunteer to participate in the program. Those who were offered and accepted a CEDAP position **after** May 6 are automatically subject to rotational assignments under the program and are required to sign the CEDAP Program Agreement as a condition of employment.

As of July 8, 2005, thirty-three employees either volunteered to participate in CEDAP or were automatically covered by the program. This represents 31% of the incumbents who responded. Seventy-two employees, or 68% of those who responded, elected to not participate during the initial implementation for various reasons. Five employees have not yet responded, and 8 positions are currently vacant.

IMA WFD will provide information on the employees who volunteered to participate in CEDAP during initial implementation to the PDDIMA, and will coordinate with the IMA CF-29 Functional Proponent staff to begin the process of selecting rotational assignments for participating employees. This includes providing a list of participating employees to a CEDAP Advisory Panel of senior IMA officials who will make recommendations for the IMA Senior Executive Leaders (SEL) to consider. The SEL will review the Advisory Panel recommendations before forwarding their own recommendations to the Director, IMA (DIMA) for final decision. Selected employees will begin to move to new assignments within 45 days of being notified of the DIMA decision, unless a later reporting date is approved.

IMA will begin the pilot study phase of CEDAP soon after the first wave of employee rotational assignments have begun. The purpose of the study is to evaluate the program concepts and assess lessons learned prior to full implementation.

WFD is the lead office for the pilot study. In order to ensure maximum collaboration on assessing evaluation results and lessons learned and shaping the program during the pilot, WFD will establish a CEDAP Working Group (WG) comprised of representatives from each Region and HQIMA. Representatives from the CEDAP WG will obtain feedback from Garrison and Region managers and employees, and provide input and recommendations to the rest of the CEDAP WG to consider as we evaluate and prepare the program for full implementation.

(Continued on page 4)

(Intern—Continued from page 2)



FAQs page answers essential questions that many interns tend to have, such whether rental cars are authorized. Additionally, the Career Program Manager link is key, because it provides contact information for Career Program Managers and the Functional Point of Contact for each of IMA's eleven career programs.

In summary, the new intern program website serves to be a chief tool for Career Program Managers, supervisors, and interns because it provides critical information about all aspects of the intern program.

Senior Service College (SSC) Applications for Academic Year 2006-2007 Due 12 August 2005

By Dorothy C. Smith

Are you currently a high performing GS 14/15 or NF-5 who aspires to become a member of the Senior Executive Service? Do you have three years of consecutive service on a permanent appointment? Do you currently possess or are able to obtain a Top Secret Security Clearance? Have you been identified by your organization as being on track for executive-level service?

If you meet the above criteria, you are a targeted candidate for a Senior Service College. Senior Service Colleges include the Army War College, Army War College Distance Education Course, Industrial College of the Armed Forces, National War College, Air War College, and Naval War College. Funding is centrally funded through HQDA for GS employees and through the Community and Family Support Center for non-appropriated fund employees.

For further general information regarding the SSC program such as responsibilities of applicants and supervisors, administrative procedures following selection, post graduation assignment requirements as well as specific program links access, <http://www.cpol.army.mil/library/train/catalog/sitemap.html>. Please ensure application packages are complete.

By 2010, one of IMA's strategic goals is a 10% SSC graduation rate for all GS-14/15 and NF-5 employees. Please check with your local IMA training office to meet the region application deadlines. Your local office will ensure your application is received at IMA's Human Resources, Workforce Development office by 12 August 2005.

More information on
the web at:
www.ima.army.mil

AUGUST 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

- 5 Aug 05 Organization Day Picnic, Castle Park, Ft. Belvoir
- 8 Aug 05 Mentor/Mentee Applications Due
- 12 Aug 05 Senior Service College Applications Due
- 15 Aug 05 Army Congressional Fellowship Program Applications Due

(CF 29—Continued from page 2)

ers and program development for that event. As we continue to move out on the initiatives described we will provide updates.

The CF 29 members are playing an integral part in implementing such critical Army initiatives as the BRAC, re-stationing, and the Army Modular Force. Recently, Mr. Shelton was quoted as saying: “This is an exciting time to be part of the largest and most creative property management organization in the world, the product of the largest Army reorganization in 30 years.”



Presidential Seal

Submitted By Doris Davidson

President Harry S. Truman, by Executive order, established the President’s Coat of Arms and his seal on October 25, 1945. The President’s Coat of Arms on the seal represents the military strength of the United States.

The Eagle holds an olive branch in its talons that represents peace and the 13 arrows represents war and each of the original 13 states. The eagle faces in the direction of the olive branch representing that the President, although prepared for war, should always look towards peace.

The shield has 13 alternating red and white stripes representing the 13 original states; the blue field (chief) on top unites all the stripes into one.

The Ring of white stars represents each individual state.

(CEDAP—Continued from page 3)

WFD is developing an evaluation plan that will include specific guidance on what is to be evaluated, the methodology that will be used to assess the program and lessons learned, and timelines for conducting the reviews and reporting results. The plan will be fully coordinated with Regions and HQIMA Staff Principals. Evaluation methodologies will include surveys, sensing sessions, and/or interviews to assess Commanders’ and participating employees’ views on the program, and to obtain comments from other employees.

Garrison Commanders and IMA managers at all levels are expected to fully support the pilot study. All IMA employees are encouraged to participate in the pilot study by providing comments, recommendations and other input during the reviews and to their respective WG representatives at any time during the pilot study. The CEDAP WG will give all input received full consideration as we make adjustments and prepare the program for full implementation.

WFD plans to include a CEDAP Frequently Asked Questions (FAQ) section on the WFD webpage of the IMA website, and will periodically provide updates and other significant information regarding the pilot study and full implementation in this communiqué and other media.

POC: Leo Willless, James.Willless@hqda.army.mil, 703-602-3313 (DSN 332).

SEPTEMBER 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	

SCHEDULE OF EVENTS

- 2 Sep 05 **SBLM EAP Suspense Date**
- 5 Sep 05 **Labor Day—Federal Holiday**
- 6 Sep 05 **Harvard SEF Applications Due to IMA**
- 25–28 Sep 05 **ICMA Annual Conference**

Workforce Development Hail and Farewell

Farewell to - Dennis Jinnohara

IMA Workforce Development (WFD) prepares to say farewell to Dennis Jinnohara as he prepares to say “Aloha” to Hawaii. Dennis will be leaving us at the end of July, moving shortly thereafter, to join his wife who is already working in Oahu. Dennis came to us with MPRI and has worked for IMA WFD for a little over a year, adding and giving a lot to our programs.

Thank you and we’ll miss you, we’ll visit soon.



Hail to — Mary Tanzer

Workforce Development gives a hearty hail to our newest employee, Mary Tanzer. Ms. Tanzer is with MPRI. She held previous positions with the IRS, DoD, HQDA and OPM.

Ms. Tanzer is looking forward to working with the Training and Development Team. She will be assigned the areas formally handled by Dennis Jinnohara.



Welcome!