

# COMMUNIQUE



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**Planning Begins for the Next CF 29 Forum**

By Julie Floyd

Working with our partners at the International City/County Management Association (ICMA), IMA Workforce Development and Plans (CF 29 Career Field Manager) have begun planning for next year's CF 29 Forum. While the exact dates are not yet set, it is projected to be held in late Spring 06.

The CF 29 Forum is a mandatory training event held for the CF 29 Community at which members acquire the latest information for installation management and engage in networking and training opportunities. In previous years the Forum was held concurrently with another ICMA event such as Best Practices. ICMA will not present a Best Practices event next year as that event is undergoing revision. Instead, next year's Forum is expected to be a stand alone event created jointly with ICMA assistance. A Tiger Team is being established which will help with the review of Request for Proposals (RFPs) from hotels, consider potential locations and make recommendations on conference agenda and topics.

Approximately 15 CONUS locations are under consideration for factors including cost, availability and transportation accessibility. Representing the CF 29 community on the Tiger Team are Ms. JoAnn Blanks, Deputy to the Garrison Commander, Fort Belvoir; Mr. William Kapaku, Executive Assistant (Base Operations), Camp Red Cloud, Korea; and, Mr. Charles Munson, Deputy to the Garrison Commander, Fort A.P. Hill. The input and suggestions from participants at this year's Best Practice event in Austin will also be considered. One major new feature expected for next year's Forum is to include more time for participants to work together on specific installation management problems or issues and have the opportunity to provide their recommendations and solutions.

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**Announcement of Class of 2005 Defense Leadership and Management Program (DLAMP) Participants**

By Angela Coleman

The Army G1 has announced the final selections for the DLAMP Class of 2005.

The following IMA employees were selected:

<u>Name</u>	<u>Region</u>	<u>Name</u>	<u>Region</u>
Michael J. Chung	KORO	Pamela A. Whitman	HQIMA
Denise Davis	EURO	Gordon K. Rogers	HQIMA
Evan D. Hone	PARO	Martin Reyes-Duran	EURO
James N. Jacaruso	NERO	Donald V. Paglioni	KORO
Beverly K. Joiner	KORO	John M. Moeller	HQIMA

The DLAMP Program is a systemic program of civilian leader, training, education, and development within and across DoD. It provides the framework for high potential leaders to develop a DoD-wide capability, substantive knowledge of the national security mission and strong leadership and management skills, thereby strengthening their potential to serve in key DoD positions.

Congratulations to all the IMA selectees; we wish you much success in the DLAMP program and in your continued careers as Department of Defense employees.

***Congratulations to the 2005 Army Communities of Excellence Awards (ACOE) First Place Winners, Fort Stewart and Hunter Army Airfield, Georgia. We salute you.***



## ADOPT A SOLDIER

By Doris Davidson

Recently, a letter was sent out titled "Red Marble" from Mr. John Brown, IMA HR, Chief, Civilian Personnel. My first thought was that someone had lost their marbles, no pun intended, and wanted them returned. Instead, it was a wonderful story about helping those less fortunate than us. To me though, the interesting part was where he had gotten the story. John and his wife have "adopted" a USMC Gunnery Sergeant from California who is now stationed with his unit in Iraq. John said that they use their personal email to communicate with him daily and that they periodically send him care packages of little things he enjoys but can't get there. John also sent a letter that stated if we were interested in adopting a soldier, he would email us the "how to" information.

Well, I personally had been wanting to do something to help our troops but didn't know what or how to go about it so this seemed like the perfect way to get started.

John sent me the low-down on a site called "Operation Military Pride" where there was a wealth of information on how to sign up to "adopt" a service member, message boards, Operation Postcard, how to send care packages, and numerous other tidbits of information. After some consideration of what I was looking for, I signed up, asking for someone who was from the mid-west.

The next morning upon opening my email, there it was, an email with the name and address of my "adopted" soldier. I actually got goose bumps. His name is Lee and is currently stationed with his unit in Iraq.

The first week, I sent a letter, followed the next week by a card, and then the third week was the care package. There is a list of most requested items posted on the web site and that was all that was needed for me to get out and on the way shopping! Q-tips, instant coffee, powdered creamers, sugar packets, Splenda packets, gum, popcorn and crackers made it's way into the shopping cart. Dental floss, cotton balls, breath mints, nail clippers and eye drops, cereal, tea bags, and a plethora of other items were soon packed into the box. My soldier sent a list of items he wanted and needed to the Adopt a Soldier sponsor so I made another trip to the store again. Deodorant, conditioning shampoo, conditioner, hand lotion, and eye wash was added. The sun is so hot and dry and they need everything to moisturize and condition. I threw in a pad of paper and a pen and wrapped it up.

There is an extensive list of proper procedures and helpful hints on the website and after looking it over, it was off to the post office. It takes at least 3 weeks for packages and letters to arrive and you are encouraged to try and send letters at least once a week and small care packages twice a month.

I included my email address and send him my prayers and best wishes. Some of these soldiers get very little if any mail while they are over there and get very discouraged and depressed. Please sign up to sponsor a service person, it's a great and worthy cause. If you wish to "adopt" a service member, log on to: <http://www.operationmilitarypride.org>

## IMA Civilian Mentoring Program—Update

By Mary Tanzer

The new IMA Headquarters Civilian Mentoring Program (HCMP) is fully described in IMA Pamphlet 600-8, published 10 May 2005, and is available on the IMA website <http://www.ima.army.mil/demo/sites/directorates/publications.asp>. The pamphlet describes four types of mentoring programs:

Supervisory mentoring  
Facilitated mentoring

Informal mentoring  
Centralized mentoring

One goal of the IMA Civilian Mentoring Program is to encourage succession planning, as well as to help develop well-rounded managers at the mid or senior levels. We fully believe that the Army's definition of Mentorship: "the voluntary developmental relationship that exists between a person of greater experience and a person of lesser experience that is characterized by mutual trust and respect" will help both in succession planning and developing the leadership talents of IMA's best.

HQIMA initiated a one-year, centrally funded, pilot Centralized Mentoring Program on 6 July 2005, when MG Ronald L. Johnson, Director IMA, invited the participation of senior leader mentor volunteers and mentee applicants at the minimum GS-11 grade level throughout IMA. As of the closing date of that invitation, 8 August, HQIMA WFD received 70 mentee applications and 31 mentor applications. Those applications were reviewed by a panel of Senior Leaders, and recommendations will be made to the Director IMA for approval, through the Mentor Champion, Mr. Randy Robinson, director of the Northwest Region Office. An orientation for the mentors and mentees selected for the pilot is scheduled in late October.

The IMA WFD Mentoring Program POC is Mary Tanzer, [mary.tanzer@hqda.army.mil](mailto:mary.tanzer@hqda.army.mil).



# OCTOBER 2005

## SCHEDULE OF EVENTS

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2 Army Ten-Miler	3 AUSA	4 AUSA	5 AUSA	6	7	8
9	10 Columbus Day	11	12	13	14	15
16	17	18	19	20	21	22
23 Harvard SEF Pro-	24	25	26	27	28	29
30	31					

02 OCT—Army Ten-Miler  
 03—05 Oct— AUSA  
 10 OCT—Columbus Day  
 23 OCT—18 NOV—Harvard SEF Program

### NEW CIVILIAN EXECUTIVE DEVELOPMENT ASSIGNMENT PROGRAM (CEDAP) WEBPAGE AVAILABLE IN IMA HEADQUARTERS WEBSITE By Leo Willess

The HQIMA Human Resources (HR) Division, Workforce Development (WFD) Branch now has a new webpage for employees to find current CEDAP information. WFD encourages all employees to visit the webpage periodically to keep abreast of the latest information on CEDAP.

The webpage currently has the January 6, 2005 memorandum authorizing the CEDAP pilot study, which serves as the initial implementation of the program. The memorandum contains guidance for management and administration of the program during the pilot, including a letter of instruction (LOI) for specific guidance during the pilot. It also includes the draft IMA Pamphlet 600-7, which contains basic guidance for the program. The draft pamphlet will be revised as the pilot study progresses if evaluation of the program and assessment of lessons learned so dictate.

A new addition to the webpage is a list of current CEDAP positions, which will be updated periodically as changes occur that affect the information. The list is designed to provide employees with information about which IMA positions are covered by CEDAP, and whether they are vacant or occupied. It includes the official position title, occupational series and grade of positions, their organizational and geographic locations, and whether the position is encumbered (and if so, whether the incumbent is a CEDAP member) or vacant.

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 Willess, [James.Willess@hqda.army.mil](mailto:James.Willess@hqda.army.mil).

### Orientation for New Employees (ONE)

By Angela Coleman

The HQIMA Orientation for New Employees (ONE) program policy has been signed and approved by the IMA Director. The ONE program policy establishes a standardized orientation process for all newly assigned employees in IMA.

This document identifies the roles and responsibilities for employees, first-line supervisors, HR Directors, and Staff Principals/Region Directors. The ONE program policy identifies the link to the on-line orientation program. On-line employees will find a list of Army mandatory training programs and frequently used websites for military service members and civilian personnel. Also included in the ONE program policy is a sample welcome letter, orientation checklist and a program evaluation survey.

The newly published IMA Pamphlet 600-2 can be found on line at:

<http://www.ima.army.mil/demo/sites/directorates/publications.asp>

IMA Point of Contact is Angela B. Coleman, or email:

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# NOVEMBER 2005

## SCHEDULE OF EVENTS

11 Nov – Veteran's Day  
 18 Nov – Harvard SEF Program Ends  
 24 Nov – Thanksgiving Day

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11 VETERAN'S DAY	12
13	14	15	16	17	18 Harvard SEF Program Ends	19
20	21	22	23	24 THANKSGIVING	25	26
27	28	29	30			

### Garrison Management Course (GMC)

By Barbara Bellamy

The Director, Installation Management Agency (IMA) has requested Command Programs funding from Training and Doctrine Command (TRADOC), Combined Arms Center, in support of installation management and developing and sustaining a Garrison Management Course. TRADOC is the trainer and educator for Army Soldiers and development of leaders.

The proposed GMC will provide IMA personnel with concepts about daily operations involved with installation management, and it will enhance their knowledge and abilities to become more effective and efficient leaders when dealing with installation issues. Additionally, it is targeted for those employees aspiring to enter Career Field 29, Installation Management Generalists. If funded and approved, the curriculum and content will be developed and designed by the Army Management Staff College (AMSC). The proposed course will be two weeks in length, with four classes per year and a 20 seat capacity. The Workforce Development (WFD) Branch anticipates running two pilot courses prior to full course implementation. As this proposal continues to evolve, WFD will keep the IMA leadership and workforce informed. The Point of Contact is B.R. Bellamy, [Barbara.Bellamy@hqda.army.mil](mailto:Barbara.Bellamy@hqda.army.mil).

### Workforce Development Hail and Farewell

This time we have no Farewell but we are pleased to announce one new Hail!

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#### Hail to — Mary Weiss

WFD gives a hearty hail to Mary Weiss! Ms. Weiss is the new team leader for the Training and Education Team.

Immediately before joining the IMA HRD Staff, Ms. Weiss worked with the Forest Service, leading employee development and organizational development programs in California. Ms. Weiss was originally an Army intern and her career has included Army assignments in a variety of Human Resources specialties, both in the US and overseas, working in both staff and operating roles.

Ms. Weiss is looking forward to working with the Training and Education team.

Welcome!

**A people that values its privileges above its principles soon loses both.**

*- Dwight D. Eisenhower 1890-1969*