

# CAREER PROGRAM UNIQUE REQUIREMENTS AND FUNCTIONAL POINTS OF CONTACT

**29 Oct 2009**

<b>CAREER PROGRAM</b>	<b>CAREER PROGRAM UNIQUE REQUIREMENTS</b>	<b>FUNCTIONAL POINT OF CONTACT</b>
10-Civilian Human Resources Management	<p>The selecting official must acquire FCR review before a job offer may be made to fill any designated key CP-10 position. Current key CP-10 positions are as follows:</p> <ul style="list-style-type: none"> <li>a. Headquarters Department of the Army (HQDA), AG-1 CP Division Chief positions, YC-0201-03.</li> <li>b. Civilian Human Resources Agency (CHRA), Headquarters Division Chief, Regional Director, and Civilian Personnel Advisory Center (CPAC) Chief/Director positions, YC-0201-03.</li> <li>c. Army Commands' (ACOM) Civilian Personnel Director (CPD) positions, YC-0201-03, and IA-0201-05 positions within Army Service Component Commands (ASCC), Direct Reporting Units (DRU), and within Army Staff Principal offices.</li> <li>d. Headquarters Department of the Army (HQDA), DCS, G-2, Director, Intelligence Personnel Management Office, IA-0201-05 position.</li> </ul>	<p>Mr. Justin Kinnaman                      (703) 325-0987 DSN 221-0987  <b>Justin.kinnaman@us.army.mil</b></p>
11-Comptroller	-CP-11 Proponency Office reviews all GS-14/15 PD's before the announcement is issued	<p>Ms. Terry Placek                      703-614-4945                      Terry.Placek@hqda.army.mil</p>

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12-Safety	<ul style="list-style-type: none"> <li>-All vacancy announcements open Army-wide for 14 days</li> <li>-All vacancy announcements must state “This is a Career Program 12 Position.”</li> <li>- Vacancy announcements will be forwarded to <a href="mailto:brenda.g.miller@us.army.mil">brenda.g.miller@us.army.mil</a> for review prior to the opening date</li> <li>- FCR approves all non-CP12 selections</li> <li>- Key positions must be designated on PD</li> <li>- FCR will designate and convene the SME panel for ACOM/ASCC/DRU safety director and senior positions at HQDA and the U.S. Army Safety Center. The panel will make recommendations to the selecting official</li> <li>- For ACOM key positions, FCR designates the panel</li> </ul> <p style="text-align: center;">*Process confirmed with the CP12 FCR*</p>	<p>Dr.. Brenda Miller  FAX: 334-255-2699  334-255-2959 DSN 558-2959  <a href="mailto:Brenda.g.miller@us.army.mil">Brenda.g.miller@us.army.mil</a></p>
13 – Supply Mgmt	<ul style="list-style-type: none"> <li>- All vacancy announcements for GS-12 through GS-15 and equivalent will be open at a minimum for 15 calendar days. The minimum area of consideration for grades GS-12 &amp; GS 13 and equivalent is Army wide. The minimum area of consideration for grades GS-14 and GS-15 and equivalent is Department of Defense-wide.</li> <li>-All announcements must state, “This is a Career Program 13 position”.</li> <li>- The CLCMO (Civilian Logistics Career Management Office) will be sent a copy of the announcement, referral, and notice of selection with the effective date and resume of the selectee in grades GS-12 through GS-15 and equivalent.</li> </ul>	<p>Ms. Judy Gorman  757-878-6191, DSN 826-6191  judy.gorman@us.army.mil</p> <p>CLCMO Contact:  eustiscentralreferral@conus.army.mil</p>

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14-Contracting & Acquisition	<p>All vacancy announcements for GS-14/15 and payband equivalent YA-03/YC-03 will be open a minimum of 14 calendar days. The minimum area of consideration is Army-wide.</p> <p>The FCR, or designee, will sit on the selection panel for filling all Senior Executive Services (SES) positions or Principal Assistant Responsible for Contracting (PARC) positions.</p> <p>The FCR will review/concur on all supervisory GS-14/15 and supervisory payband equivalent YA-03/YC-03 selections before the offer is made. A complete list of documents required in the review package can be obtained from the Functional Point of Contact.</p>	<p>Mr. Mitchell Colston 703-805-1245 (DSN: 655) mitchell.colston@us.army.mil</p>
16-Engineers & Scientists (Non-Construction)	<ul style="list-style-type: none"> <li>- All vacancy announcements for GS-14 and above will remain open for a minimum of 30 days.</li> <li>- All vacancy announcements for GS-13 and below will remain open for a minimum of 15 days.</li> </ul>	<p>Ms. Martha Newman 703-806-0893 (DSN: 656) FAX: 703-806-2044 martha.newman1@us.army.mil</p>
17-Materiel Maintenance Management	<ul style="list-style-type: none"> <li>- All vacancy announcements for GS-12 through GS-15 and equivalent will be open at a minimum for 15 calendar days. The minimum area of consideration for grades GS-12 &amp; GS 13 and equivalent is Army wide. The minimum area of consideration for grades GS-14 and GS-15 and equivalent is Department of Defense-wide.</li> <li>-All announcements must state, "This is a Career Program 17 position".</li> <li>- The CLCMO (Civilian Logistics Career Management Office) will be sent a copy of the announcement, referral, and notice of selection with the effective date and resume of the selectee in grades GS-12 through GS-15 and equivalent.</li> </ul>	<p>Ms. Judy Gorman 757-878-6191, DSN 826-6191 judy.gorman@us.army.mil</p> <p>CLCMO Contact: eustiscentralreferral@conus.army.mil</p>

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18 Engineers & Scientists	No requirements	Ms. Donna Crawford (202) 761-7493 donna.crawford2@us.army.mil
19 – Physical Security and Law Enforcement	-All vacancy announcements for GS-11 through GS-15 (or pay band equivalent) will be open Army-wide for 30 calendar days. FCR will approve exceptions to the 30 calendar day announcement period.	Ms. Sandra Wilson 703-806-9306 Sandra.wilson@us.army.mil
20 – Quality Assurance Specialist (Ammunition-Serveillance)	No requirements	Ms. Pamela Scrivner (918) 420-8925 DSN 956 Pamela.scrivner@us.army.mil

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22-Public Affairs and Communications Media	<ul style="list-style-type: none"> <li>-All announcements open for 21 calendar days.</li> <li>-No supplemental or additional referral lists will be issued without consultation with and concurrence from the CP22 office.</li> <li>- CP22 office reviews all GS-09 or PB equivalent vacancy announcements at least 10 business days before the announcement opening date.</li> <li>-CP22 office reviews all GS-14/15 or PB equivalent PDs at least 3 days before the announcement opening date.</li> <li>- Prior to announcement CP22 office reviews all PDs with Strategic Communications in the PD title regardless of career series.</li> <li>- CP22 office participates in GS-15 or PB equivalent selections.</li> <li>- Announcements and referral lists for GS-12 through GS-14 or PB equivalent positions will be provided simultaneously to the selecting officials and CP22 office for review (NMT seven calendar days) to ensure all candidates are highly qualified.</li> </ul>	<p>Mr. Cecil Stack 703-697-4269 <a href="mailto:Cecil.stack@us.army.mil">Cecil.stack@us.army.mil</a></p>
24-Transportation and Distribution Management	<ul style="list-style-type: none"> <li>- The minimum area of consideration (AOC) for GS-14, GS-15 and equivalent grades is Department of Defense-wide.</li> <li>- PCS must be offered for GS-12 through GS-15 announcements.</li> <li>- All GS-12 and GS-13 and equivalent grades minimum AOC is DA-wide.</li> <li>- Announcements open for a minimum of 15 calendar days.</li> <li>-The CLCMO (Civilian Logistics Career Management Office) will be sent a copy of the announcement, referral, and notice of selection with the effective date and resume of the selectee in grade GS-12 through 15 and equivalent.</li> <li>- Announcement must state “This is a Career Program 24 Position.”</li> </ul>	<p>Ms. Judy Gorman 757-878-6191, DSN 826-6191 judy.gorman@us.army.mil</p> <p>CLCMO Contact: eustiscentralreferral@conus.army.mil</p>

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26-Manpower and Force Management	<p>a. All Announcements will be opened/closed IAW the outlined scheduled:</p> <table border="0" data-bbox="531 354 1392 573"> <thead> <tr> <th data-bbox="531 354 730 386">OPEN</th> <th data-bbox="739 354 982 386">CLOSE</th> <th data-bbox="991 354 1392 386">ANNOUNCEMENT PERIOD</th> </tr> </thead> <tbody> <tr> <td data-bbox="531 393 730 425">Monday</td> <td data-bbox="739 393 982 425">Wednesday</td> <td data-bbox="991 393 1392 425">10 days</td> </tr> <tr> <td data-bbox="531 431 730 464">Tuesday</td> <td data-bbox="739 431 982 464">Friday</td> <td data-bbox="991 431 1392 464">11 days</td> </tr> <tr> <td data-bbox="531 470 730 503">Wednesday</td> <td data-bbox="739 470 982 503">Friday</td> <td data-bbox="991 470 1392 503">10 days</td> </tr> <tr> <td data-bbox="531 509 730 542">Thursday</td> <td data-bbox="739 509 982 542">Friday</td> <td data-bbox="991 509 1392 542">9 days</td> </tr> <tr> <td data-bbox="531 548 730 581">Friday</td> <td data-bbox="739 548 982 581">Monday</td> <td data-bbox="991 548 1392 581">11 days</td> </tr> </tbody> </table> <p>Each announcement will contain the following statement:          “This announcement is being published under a CP26 announcement time optimization effort “</p> <p>b. FCR reviews and approves all GS-15 OR Pay Band 3 position descriptions.</p> <p>c. FCR reviews all GS-15 OR Pay Band 3 vacancy announcements before the announcement opening date.</p> <p>d. FCR reviews and approves all names for GS-15 OR Pay Band 3 positions before the referral list is issued AND again before job offer is made.</p>	OPEN	CLOSE	ANNOUNCEMENT PERIOD	Monday	Wednesday	10 days	Tuesday	Friday	11 days	Wednesday	Friday	10 days	Thursday	Friday	9 days	Friday	Monday	11 days	<p>Ms. Beryl Hancock            703-695-5380            Beryl.Hancock@us.army.mil</p>
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Monday	Wednesday	10 days																		
Tuesday	Friday	11 days																		
Wednesday	Friday	10 days																		
Thursday	Friday	9 days																		
Friday	Monday	11 days																		
27-Housing Management	<p>- FCR reviews all GS-14, 15 and Pay Band 3 selections prior to job offer.</p>	<p>Mr. George Lloyd            (703) 601-2511            george.lloyd@us.army.mil</p>																		

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28-Equal Employment Opportunity	<ul style="list-style-type: none"> <li>- FCR participates in selection for ACOM/DRU and other key positions</li> <li>-A copy of all DA mandatory referral level referral lists (GS/YA/YC-260 grade 11-15 and equivalent) will be sent to the CP-28 Functional Point of Contact</li> </ul>	<p>Ms. Terry Quander 703-602-0587 Terry.quander@us.army.mil</p>
31-Education Services	<ul style="list-style-type: none"> <li>- FCR reviews all GS-15 selections before job offer</li> <li>- FCR receives copy of all DA mandatory referral level referral list.</li> <li>-The selecting official must acquire FCR review and approval before a job offer may be made to fill any designated key CP-31 position. Current key CP-31 positions are all Education Services Officer positions at or above the GS-13 or PB equivalent.</li> </ul>	<p>Ms. Renee Mongo-Jenkins 703-325-2191 (DSN: 221) Renee.mongo@us.army.mil</p>
32-Training	<ul style="list-style-type: none"> <li>- FCR reviews and approves all GS-15 selections.</li> <li>- All vacancy announcements will be open for 15 calendar days.</li> <li>- FCR receives name, position title, series, grade and location of all GS-11 and above selections.</li> <li>- PCS costs will be provided for all TRADOC GS-13 and above or equivalent positions.</li> </ul>	<p>Ms. Thelma Alexander 757-788-5647 <a href="mailto:thelma.alexander@us.army.mil">thelma.alexander@us.army.mil</a></p>
33-Ammunition Management	<ul style="list-style-type: none"> <li>- All vacancy announcements for grades 11 through 15 and NSPS equivalents will be open for a minimum of 14 calendar days.</li> <li>- Announcement must state, "This is a Career Program 33 position."</li> <li>- A copy of the vacancy announcement should be sent to <a href="mailto:mcal.dac.sjmac-avx@conus.army.mil">mcal.dac.sjmac-avx@conus.army.mil</a></li> </ul>	<p>Ms. Theresa Smith 918-420-8906 or DSN: 956-8906 <a href="mailto:theresa.a.smith@us.army.mil">theresa.a.smith@us.army.mil</a> or Ms. Jen Altfillisch, Career Program Specialist 918-420-8013 or DSN: 956-8013 <a href="mailto:jen.altfillisch@us.army.mil">jen.altfillisch@us.army.mil</a></p>

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34-Information Technology Management	<ul style="list-style-type: none"> <li>-All vacancy announcements at the GS-12 and 13 grade levels or YA/YC-02 pay band must be advertised for 14 calendar days with a minimum area of consideration of Department of Army.</li> <li>-All vacancy announcements at the GS-14 and 15 grade levels or YA/YC-03 pay band must be advertised for 21 calendar days with a minimum area of consideration of Department of Army.</li> </ul>	<p>Ms. Jackie Rustigian 703-604-2110 Jackie.Rustigian@us.army.mil</p>
35-General Intelligence	<ul style="list-style-type: none"> <li>-All vacancy announcements at PB 4 and above or GS-14 level and above must be advertised to ALL SOURCES for 30 calendar days.</li> <li>-CP 35 key or key leadership positions at any level must be advertised to ALL SOURCES for 30 calendar days. Key positions are identified in the CP-35 ACTEDS plan.</li> </ul>	<p>Ms. Jessica Mims (703) 695-1047 DSN 225 jessica.mims@us.army.mil</p>
36-Modeling and Simulation	<ul style="list-style-type: none"> <li>- GS-13 through GS-15: AOC will be Army-wide for a minimum of 14 days</li> </ul>	<p>Mr. Roger Samuels 703-601-0012 <a href="mailto:Roger.samuels@hqda.army.mil">Roger.samuels@hqda.army.mil</a> FAX: 703-601-0018</p>
50-Human Resources (Military)	<ul style="list-style-type: none"> <li>-All announcements must state “This is a Career Program 50 Position.”</li> <li>- On case-by-case basis, positions may be reengineered for recruitment with FCR approval.</li> <li>- FCR receives copies of all DA mandatory referral lists at the GS-11 – GS-15 and equivalent level.</li> </ul>	<p>Ms. M. Casey Tuller 703-325-0125 or DSN: 221-0125 maureen.tuller@us.army.mil FAX: 703-325-6636</p>