CAREER PROGRAM 27
Housing Management

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CAREER PROGRAM 27 – HOUSING MANAGEMENT

Agenda

• Civilian Workforce Transformation
• Career Program Management
• Training
• Ongoing Initiatives
• Summary
Civilian Workforce Transformation (CWT)- Established by the Assistant Secretary of the Army Manpower and Reserve Affairs – All efforts are focused on ensuring the civilian cohort is a trained and ready professional workforce.

- Expanded 31 Career Programs encompassing all Army Civilians
  - A career program is a body of careerists grouped together on the basis of: Occupational Series – Nature of Job – Qualification characteristics
  - 100% of Army Civilians are in a Career Program – up from 40% at the inception of CWT
  - Being aligned in the proper CP is crucial to the development of Army Civilians

- Implements Life Cycle Management for Army Civilians
  - Competency Management System (CMS) – Identify gaps in civilian knowledge
  - Validate Competencies - Define and Develop Gap Closure Strategies
  - Implement competencies with the Army Strategic Workforce Plan
The challenge for the civilian workforce is to keep pace with the new realities facing an Army winding down after more than a decade of conflict. We will meet that challenge by being flexible and adaptive with the right person possessing the right skills, at the right place at the right time — competent, motivated and educated.”

- - SECARMY, 6 May 2012
Competency Identification
- SME Workshop Identifies Competencies
- Competency list submitted to AG1CP (Mar 14)

Employee/Supervisor Assessment
- Assessment Completed (Aug 13)
- AG1CP Analyzes data
- Gap Analysis reported to Career Program (Oct 13)

Competency Validation
- Critical Tasks linked to competencies
- Gap Analysis Reviewed (Apr 14)
- Closure Strategies Developed
- Results Briefed to & Approved by FCR
- Validated Competencies delivered to AG1CP (Jun 14)
**SME Identified Competencies**

### Technical Competencies

**Tier 1**
- Housing Management
- Calculations
- Housing Requirements
- Determination
- Housing Referral

**Tier 2**
- Unaccompanied Housing
- Privatized Housing
- Family Housing

### Non-Technical Competencies

**Tier 1**
- Conflict Management
- Continual Learning
- Creativity & Innovation
- Customer Service
- Decisiveness
- Problem Solving
- Entrepreneurship
- External Awareness
- Financial Management
- Flexibility
- Influencing & Negotiating
- Integrity and Honesty
- Interpersonal Skills
- Oral Communication
- Partnering
- Political Savvy
- Human Resources Management

- Resilience
- Public Service Motivation
- Strategic Thinking
- Business Acumen
- Technical Credibility
- Technology Management
- Accountability
- Leveraging Diversity
- Team Building
- Vision
- Written Communication

### Validated Competencies

- Validated and Gap Closure Strategies Defined
**Governance**

*Functional Chief (FC):*
Assistant Chief of Staff for Installation Management
LTG David Halverson

*Functional Chief’s Representative (FCR)*
Chief, Army Housing Division
Ms. Suzanne M. Harrison

*Functional Point of Contact*
Deputy, Army Housing Division
Ms. Judith M. Hudson

*Career Planning Board:*
FC/FCR
ASA(M&RA) Rep, Senior HQDA Rep
Region(s) Rep, IMCOM G1 Rep
IMCOM HQ Rep, OACSIM Rep
Female Rep, Minority Rep
Member at Large, NAF Rep

Additional members at the direction of the FC/FCR

**FCR represents FC in the execution of:**
- HQDA Career Program Policy Committee membership
- Career Planning Board activities
- Army Civilian Training and Education Development System (ACTEDS) requirements and development plan
- ACTEDS Housing Intern training and development
- Army Housing Academy; Level 1 and 2 courses in HSO, AFH, GFOQ, RCI and UH

**Recruitment Actions:**
- FCR approves all GS-13 thru 15 selections.
- Functional POC receives copies of all referral lists at the GS-11 thru GS-15 vacancy announcements
- Requests for Personnel Actions for GS-11 positions are reviewed by the Functional POC for potential Intern placement
CAREER PROGRAM 27 – HOUSING MANAGEMENT

Total Population – 654
92% IMCOM

- 56% Approp.
- 35% Foreign Nationals
- 9% NAF

Age
- 20-29: 15%
- 30-39: 10%
- 40-49: 51%
- 50-59: 22%
- 60-69: 1%
- >70: 1%

GS Grade

- GS 05: 0
- GS 06: 5
- GS 07: 10
- GS 09: 15
- GS 11: 20
- GS 12: 25
- GS 13: 30
- GS 14: 35
- GS 15: 40

NAF Series

- NF 01: 0
- NF 02: 5
- NF 13: 10
- NF 04: 15
- NF 05: 20

• Centrally managed by the Functional Chief’s Representative & the Functional Point of Contact
• HQDA-G1/G3-5-7 funded program where salary, benefits, training tuitions, travel, and per diem are funded for 24 months.
• Through series of training courses and OJT, interns progress from GS-1173-07 to GS-1173-11
• During Year 1:
  - Complete 2.5 months of entry level OJT in each of the following housing areas: HSO, AFH, UPH, and RCI.
  - Rotates 2 weeks to a privatized or non-privatized Family Housing site and a rotation to First Sergeants Barracks Program (FSBP)
  - Completes classroom training prior to promotion to GS-09: a basic HSO, RCI, UH, and a basic Housing Management, real estate finance course, BAH data collection training, Action Officer Development Course (AODC), and the CES Foundation course.

• During Year 2:
  - Complete 2.5 months of management/supervisory level OJT in each of the following housing areas: HSO, AFH, UPH, and RCI.
  - Rotates 2 weeks each to OACSIM/HQ IMCOM/ASA (IE&E)/G-1.
  - Completes classroom training prior to placement/promotion to GS-11: a basic federal contracting course, an advanced course in real estate finance, an inspection course, portfolio asset management, and a course on GFOQs/Executive Homes.

Note: Intern supervisors are required to submit signed and approved intern IDPs to the Housing Intern Program Manager and monitor progress.
Army Housing Academy (AHA)

Current Portfolio of Courses
- Army Family Housing (AFH) Levels 1&2
- Unaccompanied Housing (UH) Level 1&2
- Residential Communities Initiative (RCI) Levels 1&2
- Housing Services Office Levels (HSO) Levels 1&2
- General Flag Officers Quarters (GFOQ)

Courses “Coming Soon”
- Executive Army Housing
- Basic Army Housing
- Train the Trainer
- Online versions of: AFH, HSO, RCI, GFOQ and FSBP 2020
- Virtual Housing Experience

Training to Support CMS Gap Closure Strategies
- Customer Service
- Written Communication
- Financial Management
- Housing Management
- Housing Management Calculations
Key Points:
- Training Applications
- SF-182 Approval
- Course Registration
- Course Listings
Key Points:
• CP Leadership Information
• IDP Development
• Career Planning/Mapping
• Leadership Development, Training Opportunities and much more!

Attend Army Specific Training!
What you can do for your careerists

- Have regular conversations—How can you help them grow?
- Ensure proper job coding – Are they properly aligned?
  - Training is available for CP-27 - Occupational Series 1173
- Facilitate the Individual Development Plan (IDP) process
  - Plan developmental experiences, details, OJT, special projects
- Use the Army Career Tracker - Stay current
  - Don’t miss out on training and pertinent information
- Register in GoArmyEd.com – All training starts here
  - In order to participate in training, you must have an account
CAREER PROGRAM 27 – HOUSING MANAGEMENT

Summary