

**Key Army Civilian  
Management Information  
and Changes  
beginning in FY21**

## Key Information and Changes in 2021!

- Army People Strategy (Link): <https://people.army.mil>
- Army Civilian Lexicon Changes
- Civilian Implementation Plan (CIP)
- CIP (Brochure)
- DASA Mission & Key Initiatives (Brochure)
- Army Career Programs
- Army Career Fields
- CP & Occupational Series Matrix
- DoD Mission Critical Occupational Memo
- FY20 MCO List
- Army Mission Critical Occupation Memo & List

# Updated Lexicon Terminology



**ARMY  
CIVILIAN  
LEXICON  
CHANGES**

| PREVIOUS REFERENCE                     | NEW REFERENCE               |
|--|-----------------------------|
| 32 Career Programs                     | <b>11 Career Fields</b>     |
| Career Management                      | <b>Talent Management</b>    |
| Career Program                         | <b>Functional Community</b> |
| Careerist                              | <b>Army Civilian</b>        |
| Army Career Development Program (ACDP) | <b>Army Fellows Program</b> |
| Apprentice/Intern (Graduate)           | <b>Fellow</b>               |
| Intern (Student)                       | <b>Intern</b>               |



## LEXICON DEFINITIONS

### **TALENT MANAGEMENT**

A system that promotes a high-performing workforce, identifies and closes skills gaps, and implements and maintains programs to attract, acquire, develop, promote, and retain quality and diverse talent.

### **FUNCTIONAL COMMUNITY**

Specified occupational series and functional fields grouped together on the basis of population, occupational structure, grade range, and commonality of job and qualification characteristics.

### **ARMY CIVILIAN**

A member of the Army team, dedicated to Soldiers and Civilians, supporting the mission by providing leadership, stability, and continuity during war and peace, supporting and defending the Constitution, while living the Army values of loyalty, duty, respect, selfless service, honor, integrity, and personal courage. (Based upon Army Civilian creed)

### **ARMY FELLOWS PROGRAM**

Army program to attract, recruit, and hire top civilian talent for enterprise level talent needs.

### **FELLOW**

Recent graduate with an undergraduate or graduate degree.

### **INTERN**

Current high school, undergraduate, or graduate student.

## CAREER FIELDS

Construction, Engineering,  
& Infrastructure

Contracting

Digital Technology

Education  
& Information Sciences

Human Capital  
& Resource Management

Installations

Logistics

Medical

Professional Services

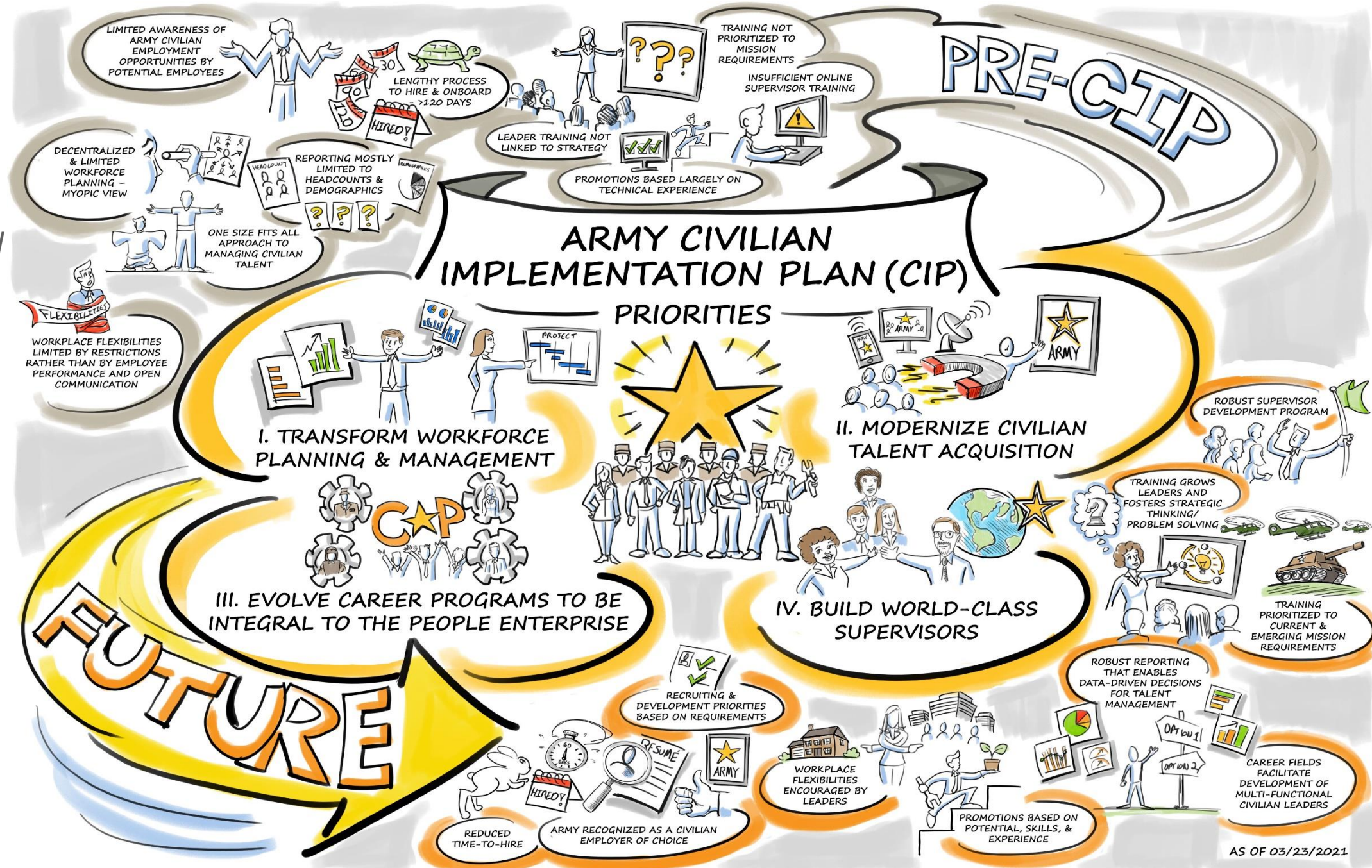
Science, Engineering,  
& Analysis

Security & Intelligence

# Civilian Implementation Plan

## Vision

Army Civilians are the most ready, professional, diverse, and Integrated Federal workforce.



## Overview

The Soldiers and Army Civilians who make up the United States Army are our greatest resource and our enduring competitive edge in remaining the most lethal, capable land force in the world. To maintain this advantage, ensure continued access to the Nation's top talent, and achieve our vision for the Army of 2028, we must put the right people, policies, and systems in place now. The Army People Strategy (APS) is our roadmap, with nested Civilian and Military Implementation Plans that define what we will do and when we will do it to execute our vision. The APS identifies people as "Army's greatest strength and most important weapon system." Together, the APS and Civilian Implementation Plan (CIP) do the following:

- Recognize the value of Army Civilians in accomplishing the Army mission
- Ensure mission requirements drive our investments in Army Civilian talent
- Recognize costs associated with improving people programs, policies, and systems
- Set conditions to align workforce capabilities with changing mission requirements
- Empower Army Civilians to be engaged and innovative
- Enhance Army readiness

The CIP was established in support of the Army People Strategy to optimize the vital contributions of Army Civilians by modernizing talent management policies and practices. The Army of the future requires achievement of the following outcomes:

- The capacity to place the right talent in the right job at the right time
- A highly certified and credentialed Civilian workforce
- Equal opportunities for all
- Flexibility of movement for all Civilian employees throughout career fields, commands, and Army components

The CIP establishes four strategic priorities which identify critical aspects that must transform to improve talent management across the human capital lifecycle and are central to our goal of building and sustaining a Civilian Corps comprised of the nation's best talent to serve alongside Soldiers in defense of the nation:

- I. Transform workforce planning and management
- II. Modernize civilian talent acquisition
- III. Evolve career programs to be integral to the people enterprise
- IV. Build world-class supervisors

## CIVILIAN IMPLEMENTATION PLAN IMPACT

The Soldiers and Army Civilians who make up the United States Army are our greatest resource and ensure our competitive edge in remaining the most lethal, capable land force in the world. Maintaining this advantage requires we do the following:



Recognize the value of Army Civilians in accomplishing the mission



Ensure that mission requirements drive our investments in Army Civilian talent



Empower Army Civilians to be engaged and innovative



Enhance Army readiness



### TARGETED RESULTS



U.S. ARMY

- ✓ Enhanced strategic thinking for leaders and problem solvers through training
- ✓ Transformation of the Career Programs (CPs) into Career Fields
- ✓ Robust reporting to enable data-driven decisions for talent management
- ✓ Promotions based on potential, skills, and experience
- ✓ Career Fields partnered with commands to strategically analyze and shape the workforce
- ✓ Recognition of the Army as a civilian employer of choice
- ✓ Workplace flexibilities encouraged by leaders
- ✓ Credentials/certifications offered by Career Fields to validate expertise in functional area and recognition across DoD
- ✓ Robust supervisor development program
- ✓ Time-To-Hire reduced to less than 45 days

## THE CIVILIAN IMPLEMENTATION PLAN

For resources and tools, please visit the APS Website at <https://people.army.mil/> or the APS CIP at <https://www.milsuite.mil/book/docs/DOC-840683>.

Published October 2020



### WHAT

Optimizing the vital contributions of Army Civilians by modernizing talent management policies and practices.

### WHEN

Transforming the Civilian workforce by 2028 through the CIP, signed in May 2020.

### WHY

Achieving the strategic outcome of a Ready, Professional, Diverse, and Integrated workforce.

### HOW

Modernizing Civilian talent management with more flexible, data-driven approaches, measured through tracking and reporting of outcome metrics.

## BACKGROUND

The Army People Strategy (APS) was designed as a roadmap toward transforming and modernizing the Army's approach to talent management. Nested in the APS is the Civilian Implementation Plan (CIP). The CIP has four strategic priorities:



The CIP is organized by four Lines of Effort (LOEs): acquire, develop, employ, and retain. Each LOE will utilize working groups, engage subject matter experts, and foster innovative thinking to execute tasks. The execution effort will leverage the critical enablers and focus on outcomes.



"The Army People Strategy (APS) recognizes the unique and critical role that Army Civilians play as the institutional backbone of the Army. In order to capitalize on the integral role Civilians play in the Army enterprise we must modernize the talent management policies, processes, and programs for the Civilian workforce. The Civilian Implementation Plan (CIP) provides the roadmap needed to reinforce our competitive edge and increase readiness to meet current and future mission requirements."

Dr. E. Casey Wardynski | Assistant Secretary of the Army for Manpower and Reserve Affairs

## CIVILIAN IMPLEMENTATION PLAN OVERVIEW



### Strategic Outcomes

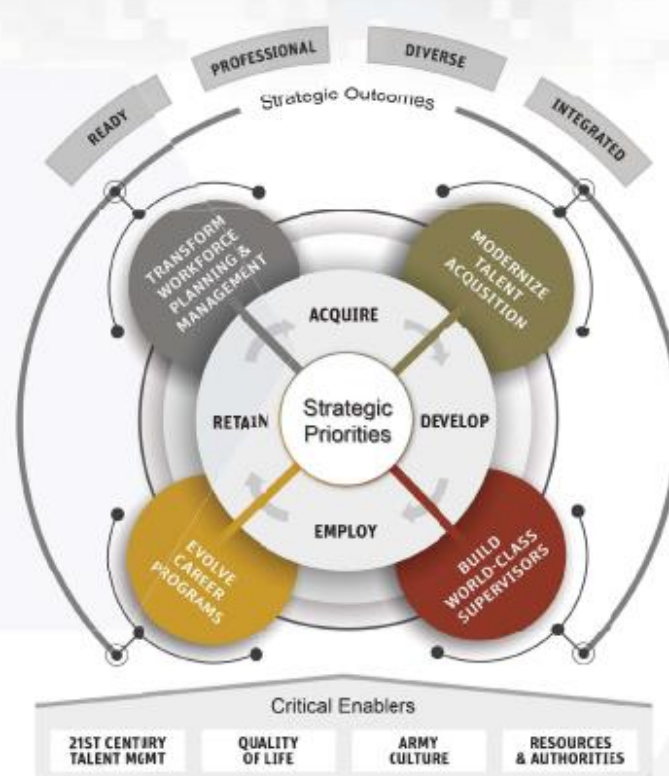
The Army of the future will have the capacity to place the right Civilian in the right job, at the right time; be highly certified and credentialed because of years of increasingly rigorous training and education; provide equal opportunities for all; and offer the flexibility of movement for all Civilian employees throughout career fields, commands, and Army components.

### Strategic Priorities

These priorities identify critical aspects that must transform to improve talent management across the human capital lifecycle and are central to our goal of building and sustaining a Civilian Corps comprised of the nation's best talent to serve alongside Soldiers in defense of the Nation.

### Critical Enablers

These four critical enablers are cross-cutting, designed to set conditions for integration and collaboration across the LOEs.



### Lines of Effort

#### Acquire

Develops a dynamic and streamlined hiring process—from marketing through onboarding—to attract a diverse, highly skilled pool of Civilians and enable them to integrate smoothly into the Army Civilian Corps.

#### Develop

Provides comprehensive resources for professional development for all Civilian employees, including a thorough training curriculum and opportunities for continuing education.

#### Employ

Utilizes a data-centric approach to maintaining a robust pool of Civilian talent that is effectively matched with mission demands, based on skills and preferences.

#### Retain

Cultivates a workplace environment where top talent is invested in the organization's long-term success through thoughtful engagement, competitive compensation, and opportunities for advancement.

CIVILIAN IMPLEMENTATION PLAN



## ARMY CIVILIAN CORPS CREED

I am an Army Civilian—a member of the Army team.  
I am dedicated to our Army, Soldiers, and Civilians.  
I will always support the mission.

I provide leadership, stability, and continuity during war and peace.

I support and defend the Constitution of the United States and consider it an honor to serve our Nation and our Army.

I live the Army values of loyalty, duty, respect, selfless service, honor, integrity, and personal courage.

**I am an Army Civilian.**

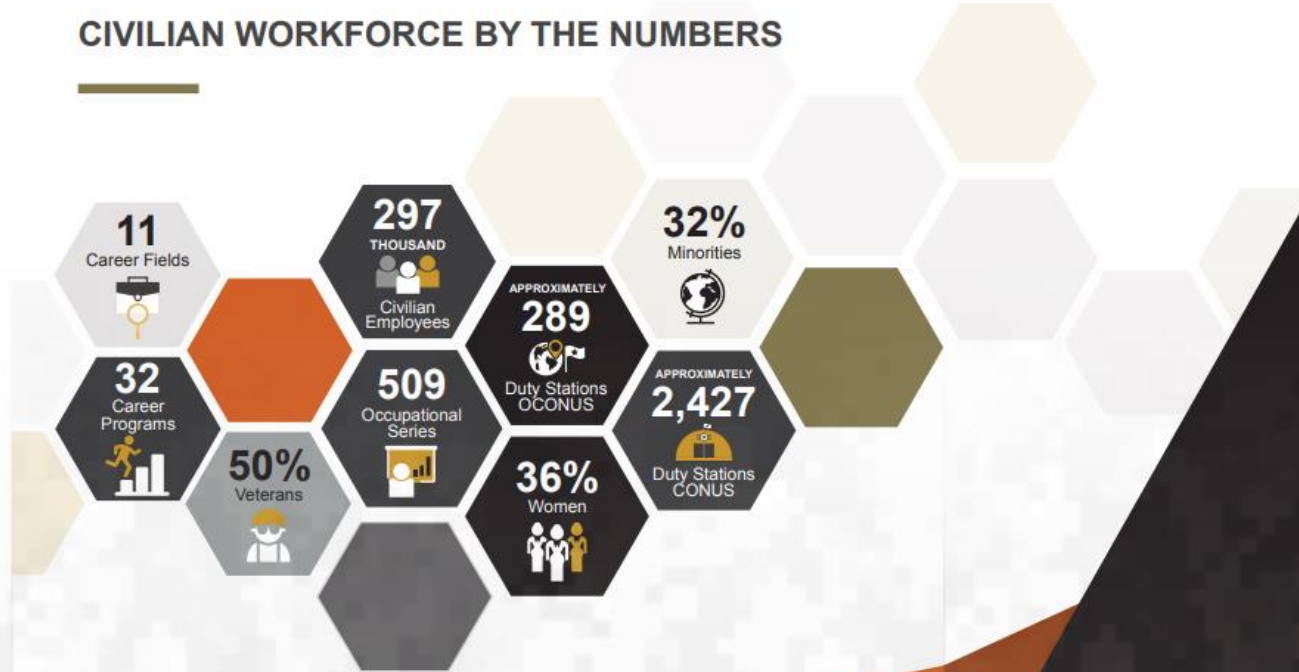


## Governance

The governance structure prescribes accountability for and governance of the Army People Enterprise, including execution of the Army People Strategy—Civilian Implementation Plan.

- Sets the strategic direction for the Army Civilian Corps and manages the execution of change to ensure enterprise-wide readiness.
- Drives plans forward, resolves issues, and ensures accountability.

## CIVILIAN WORKFORCE BY THE NUMBERS



**Deputy Assistant Secretary of the Army (Civilian Personnel)**

**MISSION AND KEY INITIATIVES**



# INTRODUCTION

Deputy Assistant Secretary of the Army Civilian Personnel (DASA-CP) advises the Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA [M&RA]) and other senior leaders on all matters relating to human resources (HR) and lifecycle management for the Army Civilian workforce.

## MISSION STATEMENT

Provide policy, supervision, and oversight of the Army's HR system for civilian personnel.



## Key Responsibilities



Advises the ASA (M&RA) on all matters relating to Civilian HR



Develops and oversees execution of the Civilian Implementation Plan (CIP)



Oversees the Army's non-appropriated fund employees



Develops policy and provides oversight of Civilian personnel plans and programs that affect over 297,000 civilians



Leads strategies and assessment of policies, programs, and activities to attract, motivate, and retain a civilian workforce with the qualities, skills, and diversity to support the warfighter



The Office of the Deputy Assistant Secretary of the Army for Civilian Personnel seeks continued improvement of the human capital lifecycle and talent management experience of the Army Civilian. DASA-CP continues to promote talent management policies and investments for the Civilian workforce, meet current and future mission demands, and increase Army readiness."

Dr. Todd Fore | Deputy Assistant Secretary of the Army (Civilian Personnel)

# CAREER PROGRAM TRANSFORMATION

Nested under the Army People Strategy, the CIP directs Career Programs to play a more proactive and contributing role in talent management. To achieve this objective, Army Civilian Career Programs have been restructured into a single organization. This new organization, the U.S. Army Civilian Career Management Activity (ACMA), is subordinate to the U.S. Army Civilian Human Resources Agency (CHRA).

The existing 32 Career Programs have been grouped into 11 broad Career Fields to better facilitate development of multifunctional Civilian leaders, reskilling of the workforce as mission demands change, and enhance the transition of talent across the enterprise.

## DASA-CP KEY INITIATIVES

### Defense Performance and Appraisal Program

Institutionalize a culture of high performance

### Career Program Policy

Oversee policy and facilitate governance of Career Program management

### Talent Management

Oversee and implement the CIP to modernize human capital practices

### Data Analytics

Leverage robust data analytics to inform data-driven civilian human capital decisions

### Reduce Time-to-Hire

Optimize and streamline the Civilian hiring process

### Supporting Project Inclusion Efforts

Integrate diversity, equity, and inclusion efforts into Civilian HR practices

### Fitness and Health Promotion Program

Provide oversight of the administrative leave policy and promote a healthy workforce

### Employee Engagement

Institutionalize a culture of engagement at all levels of the workforce

### Expeditionary Civilian Workforce

Oversee deployment operations and support for theater requirements to enhance the warfighter's capability and capacity

### Civilian Human Resources Delegations of Authorities

Streamline Civilian personnel authorities to strengthen work effectiveness and efficiencies

### Civilian Recognition Pins

Acknowledge significant service milestones in an employee's career

# Army Career Programs *(Army Contracting manages CP-14 [TRADOC CCPM TBD]; TRADOC does not have CP27)*

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  <p>CP-10</p>   |  <p>CP-11</p>   |  <p>CP-12</p>   |  <p>CP-13</p>    |  <p>CP-14</p>   |  <p>CP-15</p>   |  <p>CP-16</p>   |  <p>CP-17</p>   |
|  <p>CP-18</p>   |  <p>CP-19</p>   |  <p>CP-20</p>   |  <p>CP-22</p>   |  <p>CP-24</p>   |  <p>CP-26</p>   |  <p>CP-27</p>   |  <p>CP-28</p>   |
|  <p>CP-29</p>   |  <p>CP-31</p>   |  <p>CP-32</p>   |  <p>CP-33</p>   |  <p>CP-34</p>   |  <p>CP-35</p>   |  <p>CP-36</p>   |  <p>CP-50</p>   |
|  <p>CP-51</p> |  <p>CP-53</p> |  <p>CP-55</p> |  <p>CP-56</p> |  <p>CP-60</p> |  <p>CP-61</p> |  <p>CP-64</p> |  <p>CP-71</p> |

# Army 11 Career Fields

## Career Fields

### Science, Engineering, & Analysis

Engineers & Scientists (Non Constr)  
Analysis & Modeling

### Technology

Information Technology  
Cyberspace Effects

### Construction, Engineering, & Infrastructure

Engineers & Scientists (Constr)

### Logistics

Supply Management  
Quality Assurance (Ammo)  
Quality Assurance  
Transportation Management  
Materiel Maintenance Mgmt  
Ammunition Management

### Installations

Safety & Occupational Health  
Housing  
Installation Management  
Aviation

### Medical

Medical

### Security & Intelligence

Physical Security  
Intelligence  
Foreign Affairs & Strategic Plans

### Human Capital & Resource Management

Civilian HR  
EEO  
Comproller  
Military HR  
General Admin & Management  
Manpower

### Education & Information Sciences

Education Services  
Training  
Historian

### Contracting and Procurement

Contracting & Procurement

### Professional Services

Public Affairs  
Inspector General  
Legal



# DoD Mission Critical Occupation List – MCO (Click the picture for memo - .pdf file)



DEPARTMENT OF DEFENSE  
DEFENSE CIVILIAN PERSONNEL ADVISORY SERVICE  
4800 MARK CENTER DRIVE  
ALEXANDRIA, VA 22304-1100

DCPAS Message 2020069

FOR: CIVILIAN PERSONNEL POLICY COUNCIL MEMBERS

FROM: Defense Civilian Personnel Advisory Service Director, Ms. Michelle LoweSolis

SUBJECT: Fiscal Year 2020 Mission Critical Occupation List

AUDIENCE: Appropriated Fund Personnel

ACTION: Disseminate to Department of Defense (DoD) Human Resource Practitioners

REFERENCE(S):

- a. Section 250.204 of title 5, Code of Federal Regulations (attached)
- b. Fiscal Year 2018 - 2022 National Defense Business Operations Plan,  
<https://cmo.defense.gov/Publications/NDBOP.aspx>
- c. Fiscal Year 2020 - 2021 Department of Defense Civilian Human Capital Operating Plan (HCOP), dated October 2019,  
[https://www.dcpas.osd.mil/Content/documents/PA/FY20\\_21\\_HumanCapitalOperatingPlan\\_1119.pdf](https://www.dcpas.osd.mil/Content/documents/PA/FY20_21_HumanCapitalOperatingPlan_1119.pdf)
- d. 2018 National Defense Strategy Summary,  
<https://dod.defense.gov/Portals/1/Documents/pubs/2018-National-Defense-Strategy-Summary.pdf>

BACKGROUND/INTENT: In accordance with reference (a) the attached is the updated FY20 Mission Critical Occupation (MCO) list. The MCO determination and revalidation process consisted of representatives from the functional communities, Component representatives, and select subject matter experts assessing their occupations and federal wage system positions by functional community. Occupations designated as a MCO are aligned with a strategic goal, Agency strategic objective, priority goal, or a performance measure in the Fiscal Year 2018 – 2022 National Defense Business Operations Plan (Reference b.).

Reference (c) aligns civilian human capital objectives, strategies, and initiatives in support of the 2018 National Defense Strategy (Reference d), including “Expand Capabilities for Strategic Workforce Planning and Management.” The MCO determination and revalidation process is used to identify skills gaps for critical and emerging skills, and submitted to the Office of Personnel Management as part of the Department’s progress reports.

POINT(S) OF CONTACT: Darby Wiler, Acting Director, Planning & Accountability,  
[darby.r.wiler.civ@mail.mil](mailto:darby.r.wiler.civ@mail.mil), or at (571) 372-2052.

Attachment(s):  
As stated

[www.dcpas.osd.mil](http://www.dcpas.osd.mil)

[Twitter: @DCPASExcellence](https://twitter.com/DCPASExcellence) <https://www.linkedin.com/company/dcpas-excellence>

[LinkedIn: @DCPAS-Excellence](https://www.linkedin.com/company/dcpas-excellence) <https://www.linkedin.com/company/dcpas-excellence>

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**DoD Mission Critical  
Occupation List – MCO  
(See full list next page)**



# FY20 MCO LIST

| Functional Community   | Series     | Title                              | Functional Community | Series | Title                           |
|------------------------|------------|------------------------------------|----------------------|--------|---------------------------------|
| Administrative Support | 0341*      | Administrative Officer             | Law Enforcement      | 1811   | Criminal Investigating          |
| Contracting            | 1102       | Contracting                        | Logistics            | 0346   | Logistics Management            |
| Cyber                  | 0391       | Telecommunications                 | Logistics            | 1152*  | Production Control              |
| Cyber                  | 1550       | Computer Science                   | Logistics            | 1670   | Equipment Services              |
| Cyber                  | 2210       | IT Management                      | Logistics            | 2010*  | Inventory Management            |
| Education              | 1701*      | General Education & Training       | Logistics            | 2101*  | Transportation Specialist       |
| Education              | 1702*      | Education & Training Technician    | Logistics            | 2130   | Traffic Management              |
| Education              | 1710*      | Education & Vocational Training    | Medical              | 0180   | Psychologist                    |
| Education              | 1712*      | Training Instruction               | Medical              | 0185   | Licensed Clinical Social Worker |
| Financial Management   | 0501       | Financial Administration & Program | Medical              | 0602   | Physician                       |
| Financial Management   | 0510       | Accounting                         | Medical              | 0610   | Nurse                           |
| Financial Management   | 0511       | Auditing                           | Medical              | 0620   | Licensed Practical Nurse        |
| Financial Management   | 0560       | Budget Analysis                    | Medical              | 0633   | Physical Therapist              |
| Foreign Affairs        | 0130       | Foreign Affairs                    | Medical              | 0660   | Pharmacist                      |
| Foreign Affairs        | 0131       | International Relations            | Medical              | 0680*  | Dentist                         |
| Foreign Affairs        | 1040*      | Language Specialist                | Medical              | 0603   | Physician Assistant             |
| Human Resources        | 0201 (CIV) | Human Resource Management          | Public Affairs       | 1035   | Public Affairs                  |
| Intelligence           | 0132       | Intelligence                       | Quality Assurance    | 1910   | Quality Assurance               |
| Law Enforcement        | 0083       | Police                             | Security             | 0080   | Security Administration         |

\* Denotes new MCO

# Army Mission Critical Occupation List – MCO (Click the picture for memo - .pdf file)



DEPARTMENT OF THE ARMY  
ASSISTANT SECRETARY OF THE ARMY  
MANPOWER AND RESERVE AFFAIRS  
111 ARMY PENTAGON  
WASHINGTON, DC 20310-9111

SAMR

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: FY21 Army Mission Critical Occupations List and Guidance

1. References:

- a. Defense Civilian Personnel Advisory Service Message 2020069, dated 30 June 2020, "Fiscal Year 2020 Mission Critical Occupation List".
- b. Section 250.204 of Title 5, Code of Federal Regulations.

2. Mission Critical Occupations (MCOs) are those occupational series having the potential to put a strategic program or goal at risk of failure related to human capital deficiencies. The Defense Civilian Personnel Advisory Service (DCPAS) released a list of 38 DoD-wide MCOs in June 2020. The Army conducted analysis to develop an addendum to the DCPAS list and identified 15 additional MCOs that the Army will utilize for FY21. Both lists are enclosed.

3. The combined DoD and Army list of 53 occupational series should be used for consideration when allocating positions in the Army Career Development Program, Pathways Program, and Presidential Management Fellows Program. The MCOs should also be provided priority attention in the execution of the hiring process and in the authorization of funding for "three R" allocation (recruiting, retention, and relocation), as well as other talent management incentives and programs. This list is strategic, and I encourage Army leaders and organizations to employ approved authorities, policies and resources to address specific unit occupation issues at the regional and local levels.

4. The Army's addendum list will be updated annually based on factors such as high turnover, low fill rates, long fill times, and additional criteria. As these HR-related deficiencies are mitigated, MCOs will be removed from the list with others being added.

5. My points of contact for this action are Ms. Megan Emden, SAMR-CPE, (703) 806-4821, [megan.e.emden.civ@mail.mil](mailto:megan.e.emden.civ@mail.mil) and Mr. John M. Bott, SAMR-CPE, (703) 806-4837, [john.m.bott.civ@mail.mil](mailto:john.m.bott.civ@mail.mil).

End

E. CASEY WARDYNSKI

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## Full List is Below

| DOD-Wide MCO List |                                    |          |                                 |
|-------------------|------------------------------------|----------|---------------------------------|
| Series #          | Occupational Series Name           | Series # | Occupational Series Name        |
| 0080              | Security Administration            | 0633     | Physical Therapist              |
| 0083              | Police                             | 0660     | Pharmacist                      |
| 0130              | Foreign Affairs                    | 0680     | Dentist                         |
| 0131              | International Relations            | 1035     | Public Affairs                  |
| 0132              | Intelligence                       | 1040     | Language Specialist             |
| 0180              | Psychologist                       | 1102     | Contracting                     |
| 0185              | Licensed Clinical Social Worker    | 1152     | Production Control              |
| 0201              | Human Resource Management          | 1550     | Computer Science                |
| 0341              | Administrative Officer             | 1670     | Equipment Services              |
| 0346              | Logistics Management               | 1701     | General Education & Training    |
| 0391              | Telecommunications                 | 1702     | Education & Training Technician |
| 0501              | Financial Administration & Program | 1710     | Education & Vocational Training |
| 0510              | Accounting                         | 1712     | Training Instruction            |
| 0511              | Auditing                           | 1811     | Criminal Investigating          |
| 0560              | Budget Analysis                    | 1910     | Quality Assurance               |
| 0602              | Physician                          | 2010     | Inventory Management            |
| 0603              | Physician Assistant                | 2101     | Transportation Specialist       |
| 0610              | Nurse                              | 2130     | Traffic Management              |
| 0620              | Licensed Practical Nurse           | 2210     | IT Management                   |

| Army MCO List Addendum |                                |
|------------------------|--------------------------------|
| Series #               | Occupational Series Name       |
| 0085                   | Security Guard                 |
| 0855                   | Electronics Engineering        |
| 0801                   | General Engineering            |
| 2152                   | Air Traffic Control            |
| 0651                   | Respiratory Therapist          |
| 0081                   | Fire Protection and Prevention |
| 0662                   | Optometrist                    |
| 0681                   | Dental Assistant               |
| 0642                   | Nuclear Medicine Technician    |
| 0645                   | Medical Technician             |
| 0621                   | Nursing Assistant              |
| 0701                   | Veterinary Medical Science     |
| 0682                   | Dental Hygiene                 |
| 0644                   | Medical Technologist           |
| 8852                   | Aircraft Mechanic              |



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**CAREER PROGRAM TO OCCUPATIONAL SERIES MATRIX**

**NOTES:**

- CP-29: All Youth and Child Care Services Occ series "1701" and "1702" positions coded to CP-29
- CP-32: All Training Instructor (SHARP) Occ series "1712" positions coded to CP-32
- CP-34: All Records Management Occ series "0308" positions coded to CP-34
- CP-51: All SHARP Program Manager and Staff Advisor Occ Series "0301" and "0340" positions coded to CP-51  
All protocol "0301" positions coded to CP-51
- CP-53: All SHARP Victim Advocate and SARC Occ series "0301" and "0101" positions coded to CP-53

Blue highlighted series are aligned to one CP (Single Source Series)

**Career Program Proponency Office (CPPO) Instructions:**

Deletions - All requests for deletions require documented approval between affected CPs. All employees of the requested deleted series must be reassigned to another CP or series before the series can be deleted.

Additions - CPs must provide justification and documented approval among any affected CPs due to the addition.

CP Description - CP descriptions align to CP plans. Descriptions clearly delineate which positions align to a CP. CP descriptions should NOT reflect work associated with any other CP. DO NOT list series within the description.

| CP | Title                                      | CP Description<br>(Align to CP Plan)   | Type(s) of work/specialties  | FC                                   | FCR  | Aligned Occupational Series |      |      |      |      |      |      |      |      |  |  |  |  |  |
|----|--|--|--|--------------------------------------|--|-----------------------------|------|------|------|------|------|------|------|------|--|--|--|--|--|
|    |  |  |  |                                      |  | 0301                        | 1001 | 1035 | 1082 | 1087 | 1082 |      |      |      |  |  |  |  |  |
| 22 | Public Affairs and Communications Media    | CP-22 develops its careerists in the following core competencies: accountability, attention to detail, communications and media, English language proficiency, oral communication, personal communication, planning and evaluation, and written communication. CP-22 focuses its career development on leadership skills, functional competencies, professional enhancements, and academic achievement.  | <ul style="list-style-type: none"> <li>• Community Outreach</li> <li>• Journalism</li> <li>• Photo Journalism</li> <li>• Broadcast Journalism</li> <li>• Media Relations</li> <li>• Strategic Planning and Communications</li> <li>• Digital and Social Media</li> <li>• Special Events</li> <li>• Congressional Affairs</li> <li>• Army Public Relations</li> </ul> | Office Chief of Public Affairs       | Office Chief of Public Affairs   |                             |      |      |      |      |      |      |      |      |  |  |  |  |  |
| 24 | Transportation and Distribution Management | CP-24 careerists perform functions that include transportation, packaging, cargo scheduling, and dispatching of materials, support services, and personnel in response to customer requirements to move and sustain the force. This encompasses the management of deployment planning and the execution of the physical distribution/transportation of personnel and materiel. The Career Program 24 workforce consists of General Schedule (GS), Wage System (WS), Local Nationals (LN), Non-Appropriated Funded (NAF), and Acquisition Workforce personnel.  | <ul style="list-style-type: none"> <li>• Defense Transportation Regulation (DTR)</li> <li>• Basic Freight Traffic</li> <li>• GATES</li> <li>• Transportation Deployment and Distribution Mgmt</li> <li>• Mobilization/Deployment Planning</li> <li>• TC AIMS Functional Users</li> <li>• Air Deployment Planning</li> <li>• Master Logistician</li> </ul>            | Assistant Deputy Chief of Staff, G-4 | Deputy to the Commanding General, Combined Arms Support Command (CASCOM) | 0301                        | 0303 | 0399 | 0340 | 0343 | 0346 | 1101 | 2101 | 2102 |  |  |  |  |  |
|    |  |  |  |                                      |  | 2130                        | 2131 | 2144 | 2150 | 2151 | 2161 | 2199 | 2210 | 3546 |  |  |  |  |  |
|    |  |  |  |                                      |  | 4602                        | 5210 | 5701 | 5703 | 5704 | 5736 | 5737 | 5738 | 5782 |  |  |  |  |  |
|    |  |  |  |                                      |  | 5784                        | 5786 | 5788 |      |      |      |      |      |      |  |  |  |  |  |
| 26 | Manpower and Force Management              | CP 26 careerists focus on the accurate identification of HR requirements (quantity and quality) required to perform specific tasks/missions maximizing organization efficiency and economy. Includes functions: Structure units and design organizations; Determine manpower and equipment requirements for the Total Force of military (Active, Guard and Reserve Components), civilian employees and contract support; Manage manpower authorizations based on resource prioritization, strategic objectives and readiness decision; Ensure manpower resources are appropriated, allocated, defended and utilized. | <ul style="list-style-type: none"> <li>• Manpower Management</li> <li>• Manpower Resourcing</li> <li>• Quantity/ Quality (Skills-based) Analysis</li> <li>• Resource Management</li> <li>• Inventory (Skills-based) Management</li> <li>• Manpower /Force Mgt Analysts</li> <li>• Manpower / Force Mgt Operations Research</li> </ul>                                | Assistant Deputy Chief of Staff, G-1 | Assistant Deputy Chief of Staff, G-1                                     | 0301                        | 0303 | 0399 | 0340 | 0343 | 0344 | 1515 | 1599 |      |  |  |  |  |  |































**DEPARTMENT OF DEFENSE**  
DEFENSE CIVILIAN PERSONNEL ADVISORY SERVICE  
4800 MARK CENTER DRIVE  
ALEXANDRIA, VA 22350-1100

FOR: CIVILIAN PERSONNEL POLICY COUNCIL MEMBERS

FROM: Defense Civilian Personnel Advisory Service Director, Ms. Michelle LoweSolis

SUBJECT: Fiscal Year 2020 Mission Critical Occupation List

AUDIENCE: Appropriated Fund Personnel

ACTION: Disseminate to Department of Defense (DoD) Human Resource Practitioners

REFERENCE(S):

- a. Section 250.204 of title 5, Code of Federal Regulations (attached)
- b. Fiscal Year 2018 - 2022 National Defense Business Operations Plan,  
*<https://cmo.defense.gov/Publications/NDBOP.aspx>*
- c. Fiscal Year 2020 - 2021 Department of Defense Civilian Human Capital Operating Plan (HCOP), dated October 2019,  
*[https://www.dcpas.osd.mil/Content/documents/PA/FY20\\_21\\_HumanCapitalOperatingPlan\\_1119.pdf](https://www.dcpas.osd.mil/Content/documents/PA/FY20_21_HumanCapitalOperatingPlan_1119.pdf)*
- d. 2018 National Defense Strategy Summary,  
*<https://dod.defense.gov/Portals/1/Documents/pubs/2018-National-Defense-Strategy-Summary.pdf>*

BACKGROUND/INTENT: In accordance with reference (a) the attached is the updated FY20 Mission Critical Occupation (MCO) list. The MCO determination and revalidation process consisted of representatives from the functional communities, Component representatives, and select subject matter experts assessing their occupations and federal wage system positions by functional community. Occupations designated as a MCO are aligned with a strategic goal, Agency strategic objective, priority goal, or a performance measure in the Fiscal Year 2018 – 2022 National Defense Business Operations Plan (Reference b.).

Reference (c) aligns civilian human capital objectives, strategies, and initiatives in support of the 2018 National Defense Strategy (Reference d), including “Expand Capabilities for Strategic Workforce Planning and Management.” The MCO determination and revalidation process is used to identify skills gaps for critical and emerging skills, and submitted to the Office of Personnel Management as part of the Department’s progress reports.

POINT(S) OF CONTACT: Darby Wiler, Acting Director, Planning & Accountability, [darby.r.wiler.civ@mail.mil](mailto:darby.r.wiler.civ@mail.mil), or at (571) 372-2052.

Attachment(s):

As stated

[www.dcpas.osd.mil](http://www.dcpas.osd.mil)

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**§ 250.204 Agency roles and responsibilities.**

(a) An agency must use the systems and standards established in this part, and any metrics that OPM subsequently provides in guidance, to plan, implement, evaluate and improve human capital policies and programs. These policies and programs must—

- (1) Align with Executive branch policies and priorities, as well as with individual agency missions, goals, and strategic objectives. Agencies must align their human capital management strategies to support the Federal Workforce Priorities Report, agency strategic plan, agency performance plan, and agency budget;
- (2) Be based on comprehensive workforce planning and analysis;
- (3) Monitor and address skill gaps within governmentwide and agency-specific mission-critical occupations by using comprehensive data analytic methods and gap closure strategies;
- (4) Recruit, hire, develop, and retain an effective workforce, especially in the agency's mission-critical occupations;
- (5) Ensure leadership continuity by implementing and evaluating recruitment, development, and succession plans for leadership positions;
- (6) Implement a knowledge management process to ensure continuity in knowledge sharing among employees at all levels within the organization;
- (7) Sustain an agency culture that engages employees by defining, valuing, eliciting, and rewarding high performance; and
- (8) Hold the agency head, executives, managers, human capital officers, and human capital staff accountable for efficient and effective strategic human capital management, in accordance with merit system principles.

(b) Each agency must meet the statutory requirements of the Government Performance and Results Act (GPRA) Modernization Act of 2010, by including within the Annual Performance Plan (APP) human capital practices that are aligned to the agency strategic plan. The human capital portion of the APP must include performance goals and indicators.

(c) An agency's Deputy Secretary, equivalent, or designee is responsible for ensuring that the agency's strategic plan includes a description of the operational processes, skills and technology, and human capital information required to achieve the agency's goals and objectives. Specifically, the Deputy Secretary, equivalent, or designee will—

- (1) Allocate resources;
  - (2) Ensure the agency incorporates applicable priorities identified within the Federal Workforce Strategic Priorities Report and is working to close governmentwide and agency-specific skill gaps; and
  - (3) Remain informed about the progress of their agency's quarterly HRStat reviews, which are led by the CHCO, in collaboration with the PIO.
- (d) The Chief Human Capital Officer must design, implement and monitor agency human capital policies and programs that—
- (1) Ensure human capital activities support merit system principles;
  - (2) Use the OPM designated method to identify governmentwide and agency-specific skill gaps;
  - (3) Demonstrate how the agency is using the principles within the HCF to address strategic human capital priorities and goals;
  - (4) Establish and maintain an Evaluation System to evaluate human capital outcomes that is—
    - (i) Formal and documented; and
    - (ii) Approved by OPM;
  - (5) Maintain an independent audit program, subject to full OPM participation and evaluation, to review periodically all human capital management systems and the agency's human resources transactions to ensure legal and regulatory compliance. An agency must—
    - (i) Take corrective action to eliminate deficiencies identified by OPM, or through the independent audit, and to improve its human capital management programs and its human resources processes and practices; and
    - (ii) Based on OPM or independent audit findings, issue a report to its leadership and OPM containing the analysis, results, and corrective actions taken; and
  - (6) Improve strategic human capital management by adjusting strategies and practices, as appropriate, after assessing the results of performance goals, indicators, and business analytics.



(7) The agency's human capital policies and programs must support the implementation and monitoring of the Federal Workforce Priorities Report, which is published by OPM every four years, and—

(i) Improve strategic human capital management by using performance goals, indicators, and business analytics to assess results of the human capital management strategies planned and implemented;

(ii) Ensure human capital activities support merit system principles;

(iii) Adjust human capital management strategies and practices in response to outcomes identified during HRStat quarterly data-driven reviews of human capital performance to improve organizational processes; and

(iv) Use the governmentwide and agency-specific human capital strategies to inform resource requests (e.g., staff full-time equivalents, training, analytical software, etc.) into the agency's annual budget process.



**DEPARTMENT OF THE ARMY**  
**ASSISTANT SECRETARY OF THE ARMY**  
**MANPOWER AND RESERVE AFFAIRS**  
111 ARMY PENTAGON  
WASHINGTON, DC 20310-0111

SAMR

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: FY21 Army Mission Critical Occupations List and Guidance

1. References:

a. Defense Civilian Personnel Advisory Service Message 2020069, dated 30 June 2020, "Fiscal Year 2020 Mission Critical Occupation List".

b. Section 250.204 of Title 5, Code of Federal Regulations.

2. Mission Critical Occupations (MCOs) are those occupational series having the potential to put a strategic program or goal at risk of failure related to human capital deficiencies. The Defense Civilian Personnel Advisory Service (DCPAS) released a list of 38 DoD-wide MCOs in June 2020. The Army conducted analysis to develop an addendum to the DCPAS list and identified 15 additional MCOs that the Army will utilize for FY21. Both lists are enclosed.

3. The combined DoD and Army list of 53 occupational series should be used for consideration when allocating positions in the Army Career Development Program, Pathways Program, and Presidential Management Fellows Program. The MCOs should also be provided priority attention in the execution of the hiring process and in the authorization of funding for "three R" allocation (recruiting, retention, and relocation), as well as other talent management incentives and programs. This list is strategic, and I encourage Army leaders and organizations to employ approved authorities, policies and resources to address specific unit occupation issues at the regional and local levels.

4. The Army's addendum list will be updated annually based on factors such as high turnover, low fill rates, long fill times, and additional criteria. As these HR-related deficiencies are mitigated, MCOs will be removed from the list with others being added.

5. My points of contact for this action are Ms. Megan Emden, SAMR-CPE, (703) 806-4821, [megan.e.emden.civ@mail.mil](mailto:megan.e.emden.civ@mail.mil) and Mr. John M. Bott, SAMR-CPE, (703) 806-4837, [john.m.bott.civ@mail.mil](mailto:john.m.bott.civ@mail.mil).

Encl

E. CASEY WARDYNSKI

SAMR

SUBJECT: FY21 Army Mission Critical Occupations List and Guidance

DISTRIBUTION:

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