



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON FORT SILL
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AMIM-SIH-W (690-400a1)

13 June 2023

MEMORANDUM FOR ALL GARRISON EMPLOYEES

SUBJECT: Workforce Development, Developmental Assignment Program (DAP),
Garrison Commander (GC) Policy Memorandum 22-24

1. References:

a. Army Regulation 350-1 (Army Training and Leader Development), dated 10 December 2017

b. Installation Management Command Directorate-Training Developmental Assignment Program (DAP) Handbook.

c. Army Regulation 690-950 (Career Management Program), 16 November 2016

2. Purpose. People are our greatest resource and will be our number one priority. This memorandum establishes a policy to provide an equal and a fair opportunity for all United States Army Garrison (USAG) and Fort Sill Appropriated Fund (APF) and Non-Appropriated Fund (NAF) employees to compete for developmental opportunities and leadership development programs hosted by Installation Directorate-Training (ID-T), Installation Management Command (IMCOM), the Army, and other organizations. This policy also promotes employee lifelong learning to maintain a well-trained workforce.

3. Applicability. There are many developmental opportunities within governmental agencies. This policy focuses on the Garrison Developmental Assignment Program and provides guidance on creating DAP opportunities within Garrison Directorates. Developmental opportunities provided by higher commands (ID-T, IMCOM, Army Material Command, etc.) and/or other governmental agencies will be supported by directors, and applications will be completed in accordance with established program guidance.

4. Process for DAP opportunities with the Garrison. The DAP is a leadership led program; therefore, Garrison Directors will ensure managers, in coordination with supervisors, create developmental assignment opportunities within Garrison Programs and ensure all employees are aware of these opportunities.

a. All Garrison employees will have an equal opportunity to apply, compete for and, if selected, participate in local DAP opportunities. The duration and timeframe of the

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developmental assignments will be determined by the Installation Directors based on the ability to meet Garrison mission requirements. Garrison Directors will not prevent applicants from participating year-over-year solely because of mission and the depth of staffing. Instead, Directors will work with other Garrison agencies to ensure coverage and allow for an applicant to participate. In rare situations where coverage is not possible, Directors will elevate the issue to the Command team for support. The Garrison DAP will be carried out in accordance with paragraph 1.b.

b. Supervisors and applicants will ensure all forms are completed by suspense dates and forwarded to the Garrison Workforce Development Team.

c. All DAP opportunities created as part of the Garrison DAP will be competed, unless there is only one applicant applying. When a single applicant applies, the host Director may select the applicant and send the selection for approval through the Workforce Development Specialist (WDS), Directorate of Human Resources (DHR).

d. Individualized Developmental Plans (IDPs) are an integral component of employee career development. All DAP applications will include an IDP that identifies the specific developmental opportunity.

e. Garrison Boarding Process. The DAP board will be chaired by the Host Director and include at least two Garrison employees whose General Service (GS) grade is at least one level above the assignment being recruited. One board member must be from outside the Directorate where the DAP assignment will be performed. The selection process will include a review of the candidate's packets and if necessary, an interview of the candidates. The interview will consist of three questions asked in the same manner to each candidate to assess relatable experience to the developmental assignment, what the candidate hopes to gain from the assignment, and how the candidate will apply the gained knowledge/skills in their career in support of the Army mission. The board will send the selection(s) to the Deputy Garrison Commander (DGC) for final approval through the WDS, DHR.

5. Process for Centrally Funded Programs. The Army provides exceptional training and developmental opportunities for the next generation of Army Civilian leaders. Some of these programs include ID-T's DAP, Army's Civilian Training, Education and Leadership, Developmental Program, the Leader Development Courses, among others. Garrison Directors, through their subordinate supervisors, will ensure all employees are made aware of these centrally funded opportunities.

a. All Garrison employees will have an equal opportunity to apply, compete for, and to participate in these developmental and career growth opportunities outside of the Garrison. Interested applicants will be required to meet the eligibility requirements as outlined in the Army Civilian Career Management Activity (ACCMA) Catalog and IMCOM Training directives. Once eligibility requirements are met, interested applicants

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will follow the application guidelines as outlined in the ACCMA Catalog and IMCOM-Training directives. Interested employees will self-nominate through their supervisor to the Garrison Commander (GC) for approval.

b. All nomination packets for centrally funded developmental opportunities will include an IDP that identifies the specific developmental opportunity (i.e., Army Senior Fellowship, Leadership Shadowing Experience, etc.).

c. Garrison Boarding Process. The selection process for centrally funded programs is outlined in the ACCMA Catalog and updated by IMCOM-Training directives. In situations where only one candidate can be sent forward, or an Order of Merit List (OML) is required, a board will be convened. The board will be chaired by the DGC and include two Garrison Directors.

6. All local and centrally funded developmental opportunity requests will go through the Garrison Workforce Development Program within the Directorate of Human Resources. Directors have the responsibility to ensure all packets are vetted and are fully completed.

7. Mentoring and coaching are fundamental responsibilities of today's civilian leaders. It is an effective way to open communication between leaders and employees. It is also an important part of assimilating new employees into an organization. Leaders will ensure employees receive regular coaching and informal mentoring. This can be accomplished through the development of an employee's IDP, Performance Plan, and regular touchpoints with employees.

8. Civilian employees must actively manage their careers and pursue lifelong training, education, and professional development opportunities consistent with their organization's mission and their personal career goals. Employees should collaborate with their supervisors in assessing competencies, identifying, and closing competency gaps through training and developmental opportunities.

9. The point of contact for this memorandum is Janice Zachery-Carter, Workforce Development Chief, at (580) 442-0147 or janice.v.zachery-carter.civ@army.mil.

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