



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
300 ARMY PENTAGON
WASHINGTON DC 20310-0300



August 12, 2004

DAPE-PTT-LM (690-950)

S: 10 September 2004

MEMORANDUM FOR CP-34 Career Program Managers, Army Library Steering Group, and Library Directors

SUBJECT: FY 05 Developmental Assignment Opportunities for CP-34 Librarian Track

1. This announces the 1st and 2nd quarter FY 05 CP-34 Librarian Developmental Assignment Opportunities. Please ensure Army librarians receive a copy of this announcement.

2. To ensure widest dissemination, this announcement and most required forms are available on the U.S. Army Library Program (ALP) web site (<http://www.libraries.army.mil/>) in the section entitled, "For Army Library Staffs." This training is centrally funded by Army Civilian Training, Education, and Development System (ACTEDS) through the Information Management Career Program 34 and is subject to availability of funds. ACTEDS funded professional development supplements local training for librarians.

3. Rules for applying are:

a. Librarians in grades GS-9 to GS-15 (or equivalent) and qualified in the 1410 series may apply.

b. Applications will not be accepted from careerists who received ACTEDS funded training in FY 04.

c. Applicants are encouraged to submit up to two separate applications since some developmental assignments are limited to one or two participants.

d. First choices are not guaranteed.

e. Priority is given to the careerist who has not received a previous developmental assignment.

f. Librarians in GS-13 and above positions may apply, but they will be funded last.

g. Civilian Personnel is no longer required to certify or verify applications.

4. The **five (5) documents and completed application forms listed below are required to apply** for ACTEDS funded professional development. The forms are available from the U.S. Army Library Program web site (<http://www.libraries.army.mil/devassign.htm>) and on the Army Libraries Community page on Army Knowledge Online (AKO). Application packages submitted after the suspense date or that are incomplete will not be considered for funding.

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a. Career Program-34, Information, Management, Application for Army Librarian Sponsored Training. The application requires endorsement by the careerist's supervisor, MACOM or Regional Librarian, and the Deputy Functional Chief's Representative (DFCR). Librarians with no MACOM librarian should send their applications to the undersigned. Librarians with no Regional Librarian should send their applications to Ms. Barbara Christine, Chief, General Library Program; (Barbara.Christine@cfsc.army.mil; DSN 761-7208; CP 703-681-7208; FAX 703-681-7249).

b. Request for Central Funding Support. Army Civilian Training, Education, and Development System (ACTEDS. Use the Cost Estimate Worksheet (<http://www.libraries.army.mil/lib.htm#train>) cited below to estimate your travel, per diem and training costs.

c. Cost Estimate Worksheet. The costs must be based on the transportation cost quoted by the applicant's government contract travel office, the published per diem rates (<http://www.policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd02d.html>) and the training provider's published tuition fee. The applicant should use these estimated training and travel costs for entry in the Resource Allocation Selection System (RASS), if selected.

d. Current Resume. The Resumix resume, Civilian Career Program Qualification Record (DA Form 2302) or a federal employment application (OF 612 or SF 171) will be accepted. The resume should include up-to-date educational achievements, work experiences, training, professional development, skills, accomplishments, awards and recognition. The Army Resume Builder on CPOL (<http://www.cpol.army.mil>) may be used to develop and save a resume for future ACTEDS training and vacancy announcements.

e. Performance Appraisal. The candidate is required to submit a copy of his/her most recent performance rating. Applicants must explain if they are not able to supply the appraisal.

5. Training Application or Conference Registration Form. If the careerist is selected for a conference or training that requires a registration form, the careerist is responsible for completing the registration form and for providing a copy of the registration form to this office. The form is not necessary until after the careerist is officially notified of selection.

6. Tips for completing the applications:

a. Complete all forms to your best ability. The panel uses all information in selection decisions.

b. Include professional activities, awards, and certifications in the appropriate space(s) on your resume', DA Form 2302, OF 612, or SF 171.

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c. List training, self-development, self-improvement, and continuing education you have taken in the last five (5) years in the appropriate space(s) on your resume', DA Form 2302, OF 612, or SF 171. Continuation sheets are allowed.

d. Write clear and concise motivational statements. Write separate statements for each application.

e. Ensure the post utilization plan fits your particular position. In other words, demonstrate in the plan how the training will be used in a concrete sense. For example, "I will use the skills from the JavaScript course to create the library's web page."

f. If your position teaches others (staff, administration, or public) state so on the application. This shows direct applicability of skills learned in these assignments.

7. Applications for 1st and 2nd quarter training ONLY are due to Ms. Neta Cox, Army Library Program Office, not later than **10 September 2004**. Electronic submission or faxes will be accepted. A selection panel will convene the week of 13 September and selection announcements will be made the week of 20 September. Applications for 3rd and 4th quarter training will be accepted in January 2005.

8. Point of contact is Ms. Neta Cox, (703) 325-8437 DSN 221; fax (703) 428-1294 DSN 328 or e-mail neta.cox@hoffman.army.mil.



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