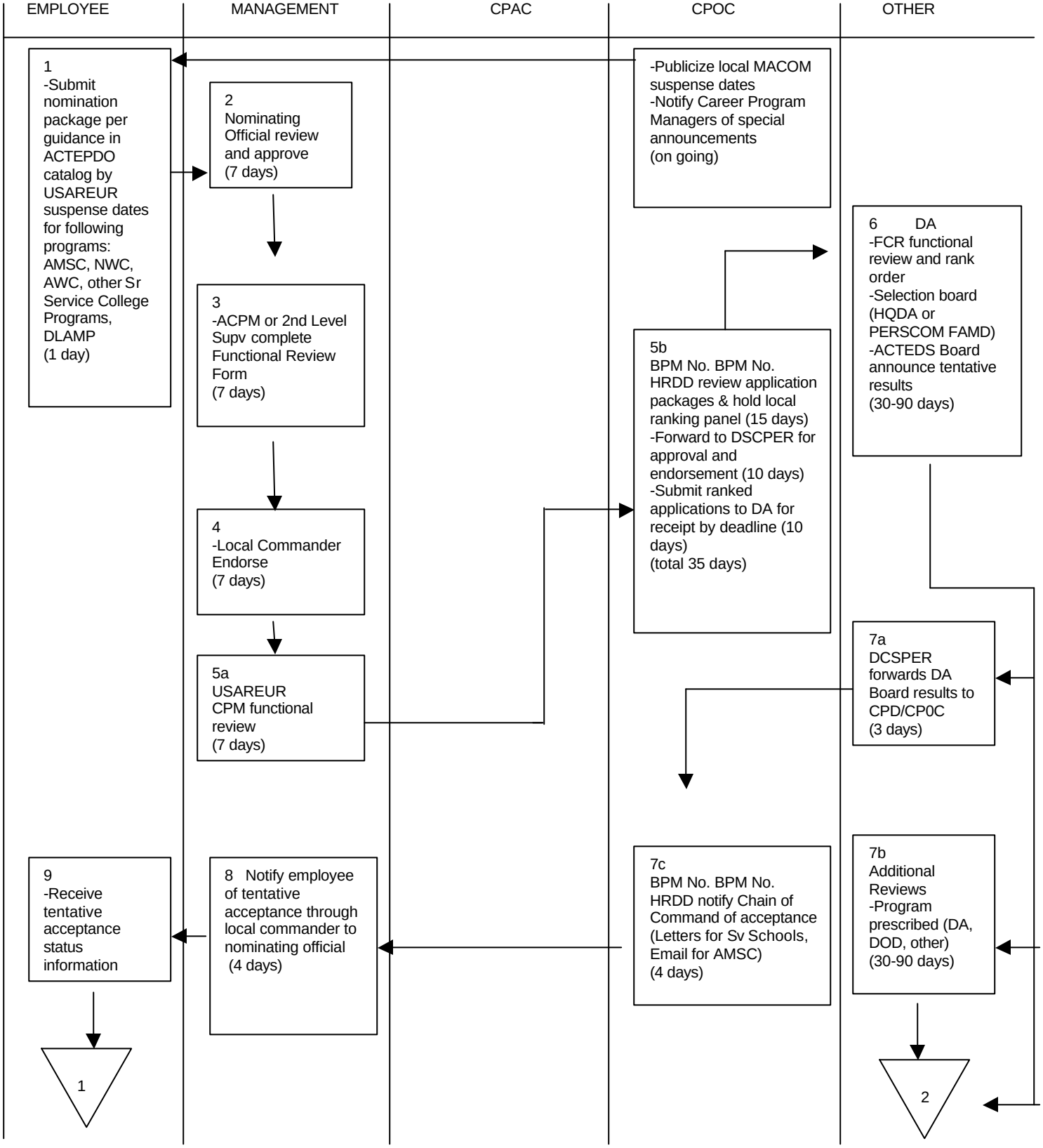
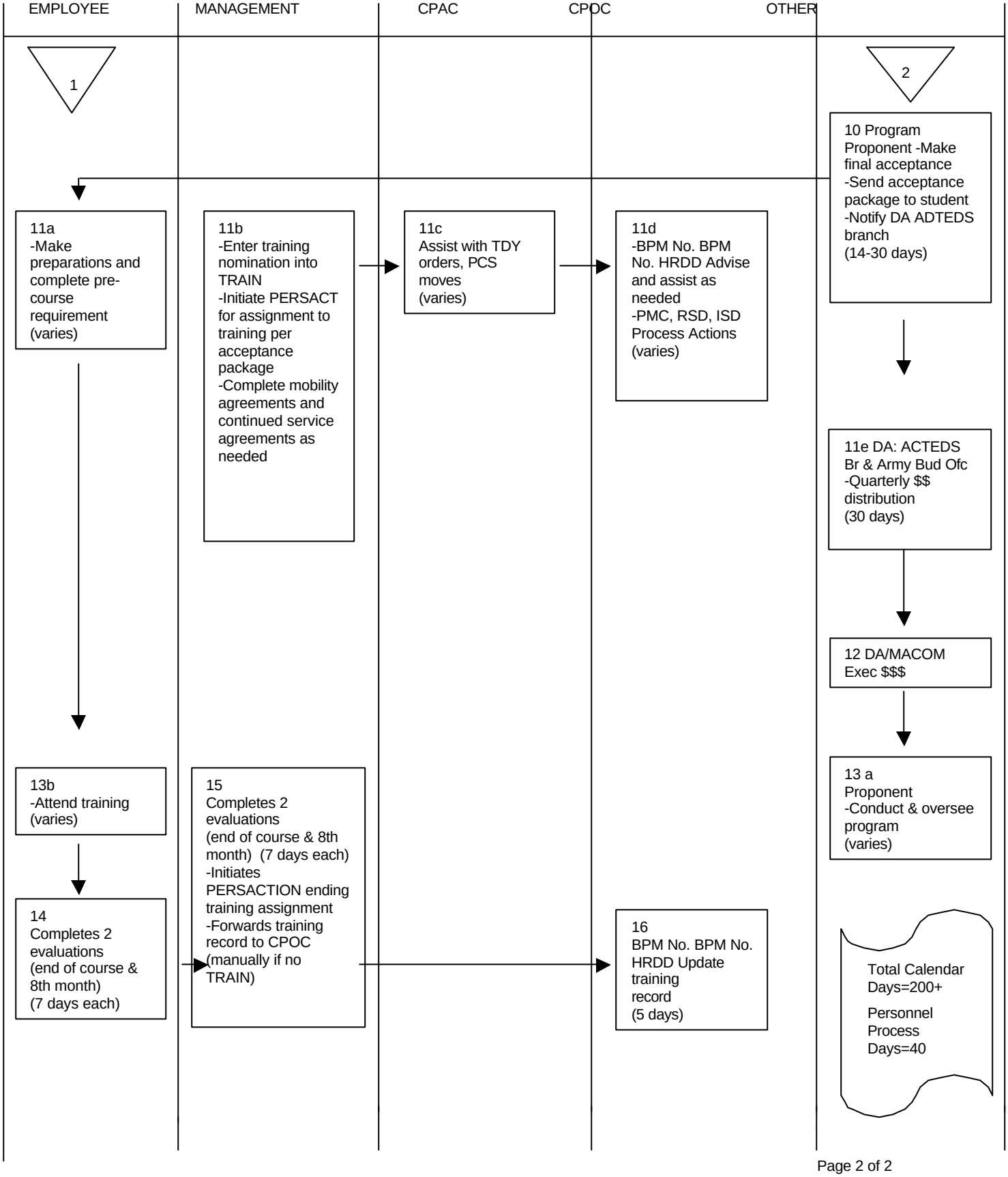

EMPLOYEE
MANAGEMENT
CPAC
CPOC
OTHER
1
-Submit nomination package per guidance in ACTEPDO catalog by USAREUR suspense dates for following programs: AMSC, NWC, AWC, other Sr Service College Programs, DLAMP
(1 day)
2
Nominating Official review and approve
(7 days)
3
-ACPM or 2nd Level Supv complete Functional Review Form
(7 days)
4
-Local Commander Endorse
(7 days)
5a
USAREUR CPM functional review
(7 days)
-Publicize local MACOM suspense dates
-Notify Career Program Managers of special announcements
(on going)
5b
BPM No. BPM No. HRDD review application packages & hold local ranking panel (15 days)
-Forward to DSCPER for approval and endorsement (10 days)
-Submit ranked applications to DA for receipt by deadline (10 days)
(total 35 days)
6 DA
-FCR functional review and rank order
-Selection board (HQDA or PERSCOM FAMD)
-ACTEDS Board announce tentative results
(30-90 days)
7a
DCSPER forwards DA Board results to CPD/CP0C
(3 days)
7b
Additional Reviews
-Program prescribed (DA, DOD, other)
(30-90 days)
7c
BPM No. BPM No. HRDD notify Chain of Command of acceptance (Letters for Sv Schools, Email for AMSC)
(4 days)
8 Notify employee of tentative acceptance through local commander to nominating official
(4 days)
9
-Receive tentative acceptance status information
1
2


EMPLOYEE
MANAGEMENT
CPAC
CPOC
OTHER
1
2
10 Program Proponent -Make final acceptance -Send acceptance package to student -Notify DA ADTEDS branch (14-30 days)
11a -Make preparations and complete pre-course requirement (varies)
11b -Enter training nomination into TRAIN -Initiate PERSACT for assignment to training per acceptance package -Complete mobility agreements and continued service agreements as needed
11c Assist with TDY orders, PCS moves (varies)
11d -BPM No. BPM No. HRDD Advise and assist as needed -PMC, RSD, ISD Process Actions (varies)
11e DA: ACTEDS Br & Army Bud Ofc -Quarterly $$ distribution (30 days)
12 DA/MACOM Exec $$$
13 a Proponent -Conduct & oversee program (varies)
13b -Attend training (varies)
14 Completes 2 evaluations (end of course & 8th month) (7 days each)
15 Completes 2 evaluations (end of course & 8th month) (7 days each) -Initiates PERSACTION ending training assignment -Forwards training record to CPOC (manually if no TRAIN)
16 BPM No. BPM No. HRDD Update training record (5 days)
Total Calendar Days=200+
Personnel Process Days=40