



DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND  
9301 CHAPEK ROAD  
FORT BELVOIR, VA 22060-5527

AMCPE-T

22 JAN 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Materiel Command (AMC) Developmental Assignment and Mentoring Program

1. The Commanding General (CG) has implemented a command-wide Developmental Assignment and Mentoring Program to cross-train and expand the knowledge base of our Federal civilian workforce (enclosure 1). The program will be managed by my Operations and Training (O&T) Division.
2. As directed by the CG, positions are to be identified and submitted to G1 by 20 February 2004 using the Position Form at enclosure 2. As changes occur, position updates must be submitted to G1. Positions available for developmental assignments will be announced and applications accepted on a quarterly basis, beginning in March 2004. The first assignments under this program will begin by 5 April 2004.
3. Program application forms are at enclosure 3. The completed forms should be emailed to the point of contact listed below or mailed to:

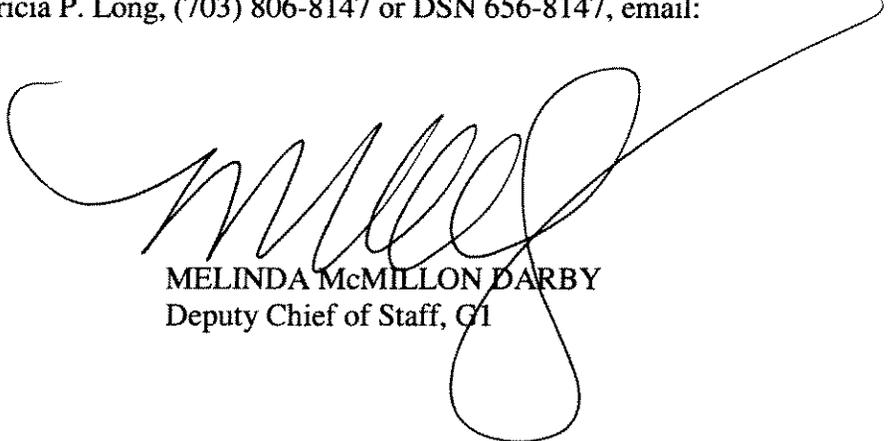
U.S. Army Materiel Command  
Office of the Deputy Chief of Staff, G1  
Operations and Training Division  
9301 Chapek Road  
Fort Belvoir, VA 22060

4. I will be providing quarterly in-progress reports to the CG. To ensure we provide accurate data, all developmental assignments must be coordinated through O&T. I appreciate your support as we work to achieve the 40% participation level established by the CG.

5. My point of contact is Ms. Patricia P. Long, (703) 806-8147 or DSN 656-8147, email: [patricia.long@us.army.mil](mailto:patricia.long@us.army.mil).

FOR THE COMMANDER:

Encls

  
MELINDA McMILLON DARBY  
Deputy Chief of Staff, G1

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**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, U.S. ARMY MATERIEL COMMAND**  
**9301 CHAPEK ROAD**  
**FORT BELVOIR, VA 22060-5527**

AMCPE-T

15 JAN 2004

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: U.S. Army Materiel Command (AMC) Developmental Assignment and Mentoring Program**

1. I am establishing a command-wide Developmental Assignment and Mentoring Program (enclosure) to cross-train and expand the knowledge base of our high achieving civilian employees. In 2003, the G1 established a Headquarters AMC Developmental/Rotational Assignment Program as a 12-month pilot. Participants (employees and supervisors) in the program provided positive feedback. Employees reported that they received career enhancing experience. Supervisors reported that their employees were more motivated and knowledgeable following the assignment. I have decided to expand the concept and incorporate mentoring as a component of the command-wide program.
2. The Developmental Assignment and Mentoring Program is a hybrid training opportunity and management tool to build and retain a skilled workforce. It provides employees with a broader command perspective, enhanced leadership and management skills, an opportunity to improve their current performance, and assistance to achieve their career development goals. Host supervisors will serve as mentors and assume responsibility for fostering effective mentor/mentoree relationships with program participants. Upon completion of a developmental assignment, commanders and managers will benefit from a more knowledgeable employee who understands your mission and its relationship to the intricate functions of other mission areas and command activities.
3. Clearly, an employee who has received cross-functional training and has working knowledge of the dynamics and responsibilities of another activity, with a mission area that directly or indirectly impacts your mission, is a valuable asset. I expect each of you to take full advantage of this command-wide strategic opportunity as a means to revitalize and energize your current workforce.
4. Commanders, managers, and supervisors should be ready to accept/release program participants by 5 April 2004. Command-wide, I expect that no less than 40% of our civilian force to participate in the program. I have tasked the G1 to manage the program and provide me regular feedback on its success. The positions that you are including in the program are due to the G1 by 20 February 2004. Additional guidance from G1 will be provided by separate correspondence.

*Encl 1*

AMCPE-T

15 JAN 2004

SUBJECT: U.S. Army Materiel Command (AMC) Developmental Assignment and Mentoring Program

5. The AMC point of contact for this action is Ms. Patricia P. Long, G1 Operations and Training Division, (703) 806-8147 or DSN 656-8147, [patricia.long@us.army.mil](mailto:patricia.long@us.army.mil).



PAUL J. KERN  
General, USA  
Commanding

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**U.S. ARMY  
MATERIEL COMMAND**

**DEVELOPMENTAL ASSIGNMENT  
AND MENTORING PROGRAM  
POLICY**

U.S. Army Materiel Command  
Developmental Assignment and Mentoring Program

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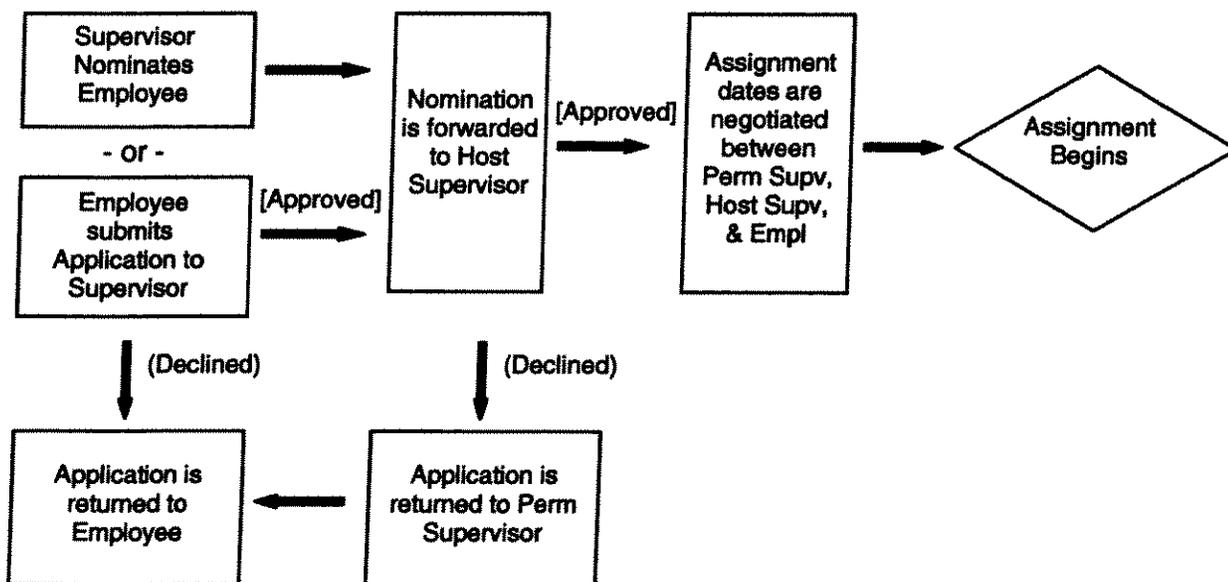
U.S. Army Materiel Command  
Developmental Assignment and Mentoring Program

**INTRODUCTION:** Title 5, United States Code, Chapter 41, requires agencies to establish a viable training program for its Federal civilian employees and establishes training as a management tool used to build and retain a workforce of skilled and efficient employees. Training and career development options include, but are not limited to, classroom training, on-the-job training, details, developmental assignments and mentoring. The U.S. Army Materiel Command (AMC) is establishing a Developmental Assignment and Mentoring Program for its Federal civilian employees. The primary objectives of this program are:

- (1) To broaden the knowledge and skill base of our employees through meaningful and measurable work assignments outside of their regularly assigned duties and,
- (2) To promote the establishment of mentor/mentee relationships that enhance the performance of less experienced employees and assist them to achieve their career development goals.

Upon completion of a developmental assignment, supervisors can expect the participant to possess a broader overall command perspective, enhanced leadership skills, and a better knowledge of the overarching principles of AMC's mission.

1. **NOMINATION/APPLICATION PROCESS.** The AMC G1 will post quarterly developmental opportunities. The application forms are found at Appendix A. Managers will exercise their responsibilities as follows:



2. **ELIGIBILITY.**

a. Applicant must meet the following criteria:

- Be a permanent government civilian employee within the AMC

**U.S. Army Materiel Command  
Developmental Assignment and Mentoring Program**

- Have a minimum of 12-months in their current position
- Have the most recent performance appraisal of Highly Successful (Level 2 – or the equivalent) or better.
- Be occupying a permanent position at the grade of GS-7 through GS-15 (or the equivalent).

b. Special requirements such as security clearance levels or professional certifications must be met at the time of application.

3. **LENGTH OF ASSIGNMENT.** Developmental assignments will be 90 – 179 days duration.

4. **RESPONSIBILITIES:**

a. **HOST SUPERVISOR/MENTOR.** Inherent in participating in the Developmental Assignment and Mentoring Program is the responsibility of the host supervisor/mentor to devote sufficient time and attention to providing not only quality training, but engaging in a mentor/mentee relationship with the employee. Specifically, the host supervisor/mentor should actively support, encourage, listen, counsel, share their knowledge and insights, and provide candid/constructive feedback to the employee. Such interaction will maximize the benefits of this program to the command and the employees.

b. **EMPLOYEE/MENTEE.** The employee is fully responsible for his/her own career growth and development. Employees/mentees must be receptive to constructive feedback, developing talents and skills, and be open to learning from mistakes and judgmental errors. They must be willing to take risks in order to develop greater professional strengths, knowledges and skills.

5. **FUNDING.**

a. All expenses (i.e., salary, benefits, travel, and per diem) are the responsibility of the parent organization.

b. Reimbursement is limited to travel expenses authorized in accordance with the Joint Travel Regulation.

c. Relocation expenses are not authorized.

d. Movement of family members at government expense is not authorized.

6. **BACKFILL.** Positions temporarily vacated by an employee on a developmental assignment are considered excellent opportunities for incoming developmental assignments.

**U.S. Army Materiel Command  
Developmental Assignment and Mentoring Program**

**7. TEMPORARY PROMOTION.**

- a. Temporary promotions are not authorized.
- b. Applicants approved to rotate to a position of a higher grade will be detailed to a set of duties established by the host supervisor/mentor.
- c. To document the assignment, a Request for Personnel Action (SF-52) will be prepared by the permanent supervisor and forwarded to the servicing Civilian Personnel Operations Center (CPOC). This will document the assignment in the employee's Official Personnel Folder.

**8. PERFORMANCE PLAN AND EVALUATION.**

- a. Using the Performance Plan at Appendix B, performance objectives will be developed jointly among the employee, permanent supervisor and host supervisor/mentor. The objectives will establish clear and achievable goals and performance measures to ensure adherence to the intent of the Developmental Assignment and Mentoring Program.
- b. The permanent supervisor will provide the official performance appraisal in accordance with Total Army Performance Evaluation System (TAPES).
- c. The host supervisor/mentor will provide input to the permanent supervisor using the Performance Plan at Appendix B.
- d. There is no change in the permanent, official rating chain.

**9. DISCIPLINARY ISSUES.**

a. Participants in the Developmental Assignment and Mentoring Program are high achieving employees with demonstrated potential for career advancement. For that reason, disciplinary problems should be a rare occurrence. In the event a disciplinary issue should arise, it is the responsibility of the host supervisor/mentor to coordinate with the permanent supervisor. Remedies may include the following:

- (1) Immediate cessation of program participation and return to permanent duty location.
- (2) Disciplinary actions available through established Management/Employee Relations policies and procedures at the permanent duty location.

b. All employee rights established by Management/Employee Relations policies and procedures at the permanent duty location are preserved.

**U.S. Army Materiel Command  
Developmental Assignment and Mentoring Program**

**10. MARKETING.**

The Developmental Assignment and Mentoring Program will be formally announced by the AMC Commanding General.

- b. The G1 will coordinate and manage the Program placements.
- c. Managers and supervisors are responsible for determining and directing employee's development and training.
- d. Commanders/Directors will ensure widest dissemination of Program announcement.
- e. G5 will advertise the Program in the AMC Newsletter and on the AMC Website.

**11. PROGRAM EVALUATION.** The evaluation forms at Appendices C and D will be used to assess the effectiveness and success of the AMC Developmental Assignment and Mentoring Program. Upon completion of a developmental assignment, the Host Supervisor/Mentor and Employee/Mentee will complete the appropriate evaluation form and return them to the HQAMC G1. The evaluations may be mailed or faxed to the following:

**Mailing Address: Headquarters  
U.S. Army Materiel Command  
ATTN: AMPCE-T  
9301 Chapek Road  
Fort Belvoir, VA 22060-5527**

**Fax Number: (703) 806-8860 or 8859  
DSN 656-8860 or 8859**

**APPLICATION  
U.S. ARMY MATERIEL COMMAND  
DEVELOPMENTAL ASSIGNMENT AND MENTORING PROGRAM**

Individuals asked or required to furnish personal information are advised of the following: **AUTHORITY:** 5.U.S.C. 3302. **PURPOSES & USES:** Your completed APPLICATION FORM for the AMC DEVELOPMENTAL ASSIGNMENT AND MENTORING PROGRAM will be used by subject matter experts in determining whether you are highly qualified for consideration. It may also be reviewed by selecting officials and other personnel involved in the selection process, in developing training plans, and in other phases of the Program. Information you supply may also be used for preparing reports, and replying to correspondence.

**NAME: (Last, First, MI):** (Please Type or Print) \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Title, Pay Plan, Series, and Grade:** \_\_\_\_\_

**Office Phone #:** \_\_\_\_\_ **DSN:** \_\_\_\_\_ **Office Fax #:** \_\_\_\_\_

**Office E-mail address:** \_\_\_\_\_

**Major Subordinate Command / Separate Reporting Activity / HQ Staff Section:** \_\_\_\_\_

**Division or Installation:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

**Manager/Supervisor Name:** \_\_\_\_\_  
(Please Type or Print)

**Manager/Supervisor Signature & Date:** \_\_\_\_\_

**I HAVE COMPLETED AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH THE AMC DEVELOPMENTAL/ROTATIONAL ASSIGNMENT PROGRAM POLICY. I UNDERSTAND THAT MY MANAGER'S/SUPERVISOR'S APPROVAL IS REQUIRED FOR PROGRAM PARTICIPATION.**

**I HAVE ATTACHED MY RESUME', READ THE AMC DEVELOPMENTAL ASSIGNMENT AND MENTORING PROGRAM POLICY, AND I CERTIFY THAT I MEET ALL THE ELIGIBILITY REQUIREMENTS TO PARTICIPATE.**

**I CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL OF THE INFORMATION PROVIDED ON THIS APPLICATION IS TRUE, CORRECT, COMPLETE, AND MADE IN GOOD FAITH.**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**POSITION REQUEST  
U.S. ARMY MATERIEL COMMAND  
DEVELOPMENTAL ASSIGNMENT AND MENTORING PROGRAM**

Please identify the Developmental Assignment(s) you are applying for:

**1<sup>st</sup> CHOICE:**

Position Title: \_\_\_\_\_

Position Series/Grade: \_\_\_\_\_

Position Location: \_\_\_\_\_

Host Supervisor/Mentor: \_\_\_\_\_

**2<sup>nd</sup> CHOICE:**

Position Title: \_\_\_\_\_

Position Series/Grade: \_\_\_\_\_

Position Location: \_\_\_\_\_

Host Supervisor/Mentor: \_\_\_\_\_

**3<sup>rd</sup> CHOICE:**

Position Title: \_\_\_\_\_

Position Series/Grade: \_\_\_\_\_

Position Location: \_\_\_\_\_

Host Supervisor/Mentor: \_\_\_\_\_

**U.S. ARMY MATERIEL COMMAND  
DEVELOPMENTAL ASSIGNMENT AND MENTORING PROGRAM  
NOMINEE'S STATEMENT OF INTEREST**

**Please state in 300 words or less, (1) why you want to participate in the AMC Developmental Assignment and Mentoring Program, (2) the contributions you will bring to the Program, and (3) the benefits the Command and your Organization will receive from your participation in the Program.**

**PERFORMANCE PLAN AND EVALUATION  
U.S. ARMY MATERIEL COMMAND  
DEVELOPMENTAL ASSIGNMENT AND MENTORING PROGRAM**

**Instructions to Host Supervisor/Mentor:** This is a performance plan for the individual named below (who is an employee under my direct supervision) for the duration of his/her developmental assignment as shown. The purpose of this form is two-fold: (1) to document the objectives of the developmental assignment and (2) to obtain input from you on the performance of the employee following the developmental assignment. We (you, the employee/mentee, and I) will establish the objectives. Then, at the conclusion of the developmental assignment, I will need input from you to complete an annual evaluation report for the employee. Please rate the individual on the performance objectives as follows: (E) – Excellent, (S) – Success, (NI) – Needs Improvement, and (F) – Fails. You may include narrative comments supporting your ratings. I need to complete the individual's annual rating of record by \_\_\_\_\_. Therefore, I would appreciate receiving your input not later than \_\_\_\_\_. Please email to \_\_\_\_\_ or fax \_\_\_\_\_. Thank you for your assistance.

**EMPLOYEE/MENTEE NAME:** \_\_\_\_\_

**LOCATION OF DEVELOPMENTAL ASSIGNMENT ORGANIZATION & DIVISION:**  
\_\_\_\_\_

**DATES OF DEVELOPMENTAL ASSIGNMENT:** \_\_\_\_\_

**SIGNATURES & DATE:**

**HOST SUPERVISOR/MENTOR:** \_\_\_\_\_

**PERMANENT SUPERVISOR:** \_\_\_\_\_

**EMPLOYEE/MENTEE:** \_\_\_\_\_

(Employee's signature indicates agreement with the performance objectives.)

PERFORMANCE OBJECTIVES	RATING

**APPENDIX - B**

If additional space is required, please continue on a blank sheet. Include Employee's name and date/location of Developmental Assignment. -

**HOST SUPERVISOR/MENTOR EVALUATION  
U.S. ARMY MATERIEL COMMAND  
DEVELOPMENTAL ASSIGNMENT AND MENTORING PROGRAM**

Employee Name: \_\_\_\_\_

Developmental Assignment Position Title: \_\_\_\_\_

\_\_\_\_\_

Developmental Position Series/Grade (if applicable): \_\_\_\_\_

Developmental Position Location (MSC and Installation/Division): \_\_\_\_\_

\_\_\_\_\_

Dates of Developmental Assignment: \_\_\_\_\_

Skills, Knowledges, Abilities Acquired During Assignment: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Host Supervisor/Mentor's Assessment of Assignment: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Rate your assessment of the overall benefit of the Developmental Assignment to this employee's career: \_\_\_\_  
1 2 3 4 5 6 7 8 9 10 (1 – No Benefit, 5 – Some Benefit, 10 – Very Beneficial)

Rate your assessment of the overall benefit of this Developmental Assignment to the AMC Developmental Assignment and Mentoring Program: \_\_\_\_  
1 2 3 4 5 6 7 8 9 10 (1 – No Benefit, 5 – Some Benefit, 10 – Very Beneficial)

HOST SUPERVISOR/MENTOR SIGNATURE & DATE:  
\_\_\_\_\_

**EMPLOYEE/MENTEE EVALUATION  
U.S. ARMY MATERIEL COMMAND  
DEVELOPMENTAL ASSIGNMENT AND MENTORING PROGRAM**

Employee Name: \_\_\_\_\_

Developmental Assignment Position Title: \_\_\_\_\_

\_\_\_\_\_

Developmental Position Series/Grade (if applicable): \_\_\_\_\_

Developmental Position Location (MSC and Installation/Division): \_\_\_\_\_

\_\_\_\_\_

Dates of Developmental Assignment: \_\_\_\_\_

Skills, Knowledges, Abilities Acquired During Assignment: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee/Mentee's Assessment of Assignment: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Rate your assessment of the overall benefit of the Developmental Assignment to your career: \_\_\_\_\_  
1 2 3 4 5 6 7 8 9 10 (1 – No Benefit, 5 – Some Benefit, 10 – Very Beneficial)

Rate your assessment of the overall benefit of this Developmental Assignment to the AMC Developmental Assignment and Mentoring Program: \_\_\_\_\_  
1 2 3 4 5 6 7 8 9 10 (1 – No Benefit, 5 – Some Benefit, 10 – Very Beneficial)

EMPLOYEE/MENTEE SIGNATURE & DATE:  
\_\_\_\_\_

**U.S. ARMY MATERIEL COMMAND  
DEVELOPMENTAL ASSIGNMENT AND MENTORING PROGRAM  
POSITION FORM**

(Please type or print the information below.)

Position Title: \_\_\_\_\_

Position Series & Grade: \_\_\_\_\_

Major Subordinate  
Command: \_\_\_\_\_  
\_\_\_\_\_

Installation: \_\_\_\_\_  
\_\_\_\_\_

Activity: \_\_\_\_\_  
\_\_\_\_\_

Division: \_\_\_\_\_  
\_\_\_\_\_

Branch: \_\_\_\_\_  
\_\_\_\_\_

Host Supervisor/Manager: \_\_\_\_\_

Projected Length of  
Assignment: \_\_\_\_\_

Position Information: (Please describe the duties of the position in 8 lines or less.)

**APPLICATION  
U.S. ARMY MATERIEL COMMAND  
DEVELOPMENTAL ASSIGNMENT AND MENTORING PROGRAM**

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NAME: (Last, First, MI): (Please Type or Print) \_\_\_\_\_  
\_\_\_\_\_

Social Security Number: \_\_\_\_\_

Title, Pay Plan, Series, and Grade: \_\_\_\_\_

Office Phone #: \_\_\_\_\_ DSN: \_\_\_\_\_ Office Fax #: \_\_\_\_\_

Office E-mail address: \_\_\_\_\_

Major Subordinate Command / Separate Reporting Activity / HQ Staff Section: \_\_\_\_\_

Division or Installation: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

Manager/Supervisor Name: \_\_\_\_\_  
(Please Type or Print)

Manager/Supervisor Signature & Date: \_\_\_\_\_

I HAVE COMPLETED AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH THE AMC DEVELOPMENTAL/ROTATIONAL ASSIGNMENT PROGRAM POLICY. I UNDERSTAND THAT MY MANAGER'S/SUPERVISOR'S APPROVAL IS REQUIRED FOR PROGRAM PARTICIPATION.

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I CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL OF THE INFORMATION PROVIDED ON THIS APPLICATION IS TRUE, CORRECT, COMPLETE, AND MADE IN GOOD FAITH.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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U.S. ARMY MATERIEL COMMAND  
DEVELOPMENTAL ASSIGNMENT AND MENTORING PROGRAM**

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**1<sup>st</sup> CHOICE:**

Position Title: \_\_\_\_\_

Position Series/Grade: \_\_\_\_\_

Position Location: \_\_\_\_\_

Host Supervisor/Mentor: \_\_\_\_\_

**2<sup>nd</sup> CHOICE:**

Position Title: \_\_\_\_\_

Position Series/Grade: \_\_\_\_\_

Position Location: \_\_\_\_\_

Host Supervisor/Mentor: \_\_\_\_\_

**3<sup>rd</sup> CHOICE:**

Position Title: \_\_\_\_\_

Position Series/Grade: \_\_\_\_\_

Position Location: \_\_\_\_\_

Host Supervisor/Mentor: \_\_\_\_\_

**U.S. ARMY MATERIEL COMMAND  
DEVELOPMENTAL ASSIGNMENT AND MENTORING PROGRAM  
NOMINEE'S STATEMENT OF INTEREST**

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