



# THE ARMY CIVILIAN CORPS

<http://acpol.army.mil>



U.S. ARMY

ARMY STRONG.

## THE ARMY CIVILIAN CORPS MISSION

Being a Soldier isn't the only way to serve in the Army. The Army Civilian Corps consists of experienced civilian personnel committed to serving the nation. Army civilians are an integral part of the Army team and are members of the executive branch of the federal government. They fill positions on Army staffs and sustain base operations that would otherwise have to be filled by military personnel. They provide mission-essential capability, stability and continuity during war and peace in support of the nation. It's a mission that Army civilians take personally.





Army civilians have served alongside Soldiers since 1775 and remain a critical part of the Army team. Just like their counterparts in uniform, Army civilians are committed to selfless service in the performance of their duties as illustrated in the Army Civilian Corps Creed...

## THE ARMY CIVILIAN CREED

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I am an Army Civilian - a member of the Army Team.

I am dedicated to our Army, our Soldiers and Civilians.

I will always support the mission.

I provide 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.



## OPPORTUNITY

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All Army civilian jobs offer a certain degree of challenge and excitement. With more than 300 different occupations, the Army offers more civilian career opportunities than any other federal agency.

## SERVE YOUR COUNTRY

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Patriotism may not be something you've thought a lot about, but it's something you'll begin to understand as an Army civilian. You'll be giving back to your country. You'll make a difference for yourself, your family, the Army and the nation.

## PRIDE

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In the Army Civilian Corps, you'll take pride in knowing that you are working for one of the best federal agencies in the U.S. Government. You'll take pride in the team of people you work with every day. With the support, training and experience the Army gives you, you will become a stronger, better person. You'll be able to start a life-long career in the federal service, or prepare yourself for your next endeavor, following an exciting career path made possible by your Army experience.

## OTHER BENEFITS

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In addition to the security of a federal job, you will receive:

- ★ A competitive salary.
- ★ Annual pay increases and locality pay adjustments.
- ★ Comprehensive health/life insurance, a retirement plan and Thrift Savings Plan (401K).
- ★ Paid job-related training and education.
- ★ Payment for licenses, certification, and academic degrees when appropriate.
- ★ Paid holidays, sick leave and vacation days.
- ★ A flexible work environment.



## STUDENT EDUCATION AND EMPLOYMENT PROGRAMS

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The U.S. Army offers a variety of exciting opportunities to gain important career-related work experience prior to graduation. Options include a variety of challenging and rewarding government job fields. Specialized student programs provide an opportunity to develop skills that will prepare you for advancement in your chosen career field.

Student programs are available to anyone enrolled or accepted for enrollment as a degree-seeking student at an accredited high school, technical or vocational school, two-year or four-year college or university, graduate or professional school.

### STUDENT TEMPORARY EMPLOYMENT

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Job opportunities are available within or outside of your academic field of study. Employment is offered on a temporary basis, ranging from summer jobs to positions that continue for as long as you are a student. You may work full-time or part-time schedules.

### STUDENT CAREER EXPERIENCE

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You'll gain valuable work experience directly related to your academic field during formal periods of work and study while you are attending school. This program requires a commitment by you, your school and the U.S. Army regarding the nature of the work and the requirements for successful completion. Upon successful completion of your education and program requirements, your student appointment may be converted to a permanent appointment in an occupation related to your academic training and work-study experiences.

Student programs are designed to provide an opportunity:

- ★ To apply knowledge gained in school.
- ★ To develop skills through meaningful and challenging work.
- ★ For year round employment with a flexible work schedule.

Appointments may be made at any time during the year. Positions are available throughout the United States and are typically located at or near military installations.



## THE ARMY INTERN PROGRAM

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For over 40 years the Department of Army has administered an intern program which takes individuals from entry level positions to mid-level management positions in professional, administrative, and technological career fields. Through on-the-job training and formal classroom instruction, thousands of civilian employees have been trained in a variety of career fields covering over 150 different occupations. Many of Army's senior-level civilian leaders are products of the intern program.

Intern positions in the Army Civilian Corps are permanent, full time Civil Service positions which provide a competitive salary and a generous benefits package which is considered one of the finest available anywhere. You will work and learn in an exceptional environment that provides growth, recognition and continuous learning. For more information about the Department of Army interns and other employment programs, please visit <http://www.cpol.army.mil/employment/>.



## PUTTING YOUR SKILLS TO WORK

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It takes many civilians in a variety of professional and skilled occupations to support the Army. Exciting career options allow you to leverage the experience you have already gained in the private sector, public service, or the military.

Among the many occupations that exist are:

- ★ Accounting
- ★ Attorney
- ★ Civil Engineering
- ★ Computer Engineering
- ★ Contracting
- ★ General Engineering
- ★ Electrical Engineering
- ★ Industrial Hygiene
- ★ Mechanical Engineering
- ★ Information Technology
- ★ Human Resources Management
- ★ Logistics Management
- ★ Medical Officer
- ★ Medical Technologist
- ★ Nursing
- ★ Psychology
- ★ Quality Assurance
- ★ Safety and Occupational Health
- ★ Social Work

Civilians can work in different occupational categories within an organization, including crafts, trades, clerical, technical, administrative, professional and executive service.

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To learn more about specific job opportunities, the Army, our benefits and job opportunities, please visit <http://acpol.army.mil/employment>.

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## REACHING YOUR FULL POTENTIAL

No matter what profession you choose, you can strive to reach new heights in the Army. The Army Civilian Corps places tremendous emphasis on training and leader development programs that are continuous, sequential, and progressive. The programs are grounded in Army values and designed to develop civilians into competent and confident leaders capable of decisive action. Leader development is achieved through the lifelong synthesis of the knowledge, skills, and experiences gained through institutional training and education, operational (on-the-job) experiences and self-development. Managers and supervisors play a key role in leader development that ideally produces tactically and technically competent, confident and agile leaders who act with boldness and initiative in dynamic, complex situations to execute the organization's goals and mission.

The Army's capstone leader development program is the Civilian Education System (CES). CES is a new progressive and sequential leader development program that provides enhanced leader development and education opportunities for Army civilians throughout their careers. Army civilians will become multi-skilled civilian leaders of the 21st Century who personify the warrior ethos in all aspects, from war-fighting support, to statesmanship as well as business management. The CES leader development program includes courses that replace the previous inventory of legacy courses offered to Army Civilians.

The Civilian Education System provides the Army Civilian Corps with self-development and institutional training (leader development) opportunities to develop leadership attributes through distance learning (DL) and resident training. CES includes the Action Officer Development Course (AODC), Supervisory Development Course (SDC), Management Development Course (MDC), Foundation Course (FC), Basic Course (BC), Intermediate Course (IC), Advanced Course (AC) and Senior Service College (SSC). To learn more about the CES, please visit <http://www.amsc.belvoir.army.mil/ces>.



## EXPLORING YOUR WORLD

Army Civilians serve in all theaters and deploy worldwide to support Army missions and overseas contingency operations.

In addition to living and working within a different culture, employees recruited in the United States for employment in foreign areas may be granted certain overseas allowances to defray expenses associated with living in a foreign area. A few of the most common types of allowances follow.

- ★ Temporary Quarters Subsistence Allowance (TQSA) is an allowance granted to an employee for the reasonable cost of temporary quarters, meals and laundry expenses incurred by the employee and/or family members at the new post in a foreign area.
- ★ Living Quarters Allowance (LQA) is a quarters allowance granted to an employee for the annual cost of suitable, adequate living quarters for the employee and his/her family assigned to a foreign area. LQA rates are designed to cover an employee's average costs for rent, heat, light, fuel, gas, electricity, water and taxes levied by the local government.
- ★ Post Allowance off-sets the cost-of-living for employees officially stationed in a foreign area where the cost of living, exclusive of quarters, is substantially higher than in Washington, D.C. It is a balancing factor designed to permit employees to spend the same portion of their basic compensation for current living as they would in Washington, D.C., without incurring a reduction in their standard of living because of higher costs of goods and services at a post. The amount paid is a flat rate varying by basic salary, size of family and post regardless of individual expenses. Post allowance is not taxable income.

## MORE THAN JUST A JOB

Are you ready to become an Army Civilian? Think about it. The more you know about the many benefits of being an Army Civilian, the better you'll be able to make the same, informed decision that thousands of smart, strong, unique people just like you make every year. Wanting to get more out of life is strong. Getting the most out of life is Army Strong. For more information contact your local Human Resources specialist or visit Army Civilian Human Resources on the web at: <http://acpol.army.mil/employment>.



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THEN THERE'S  
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