

Army Management Staff College
Home of Civilian Education & Leader Development
Civilian Professional Development and “How to Apply” for Civilian
Education e-Guide and Desk-side Reference

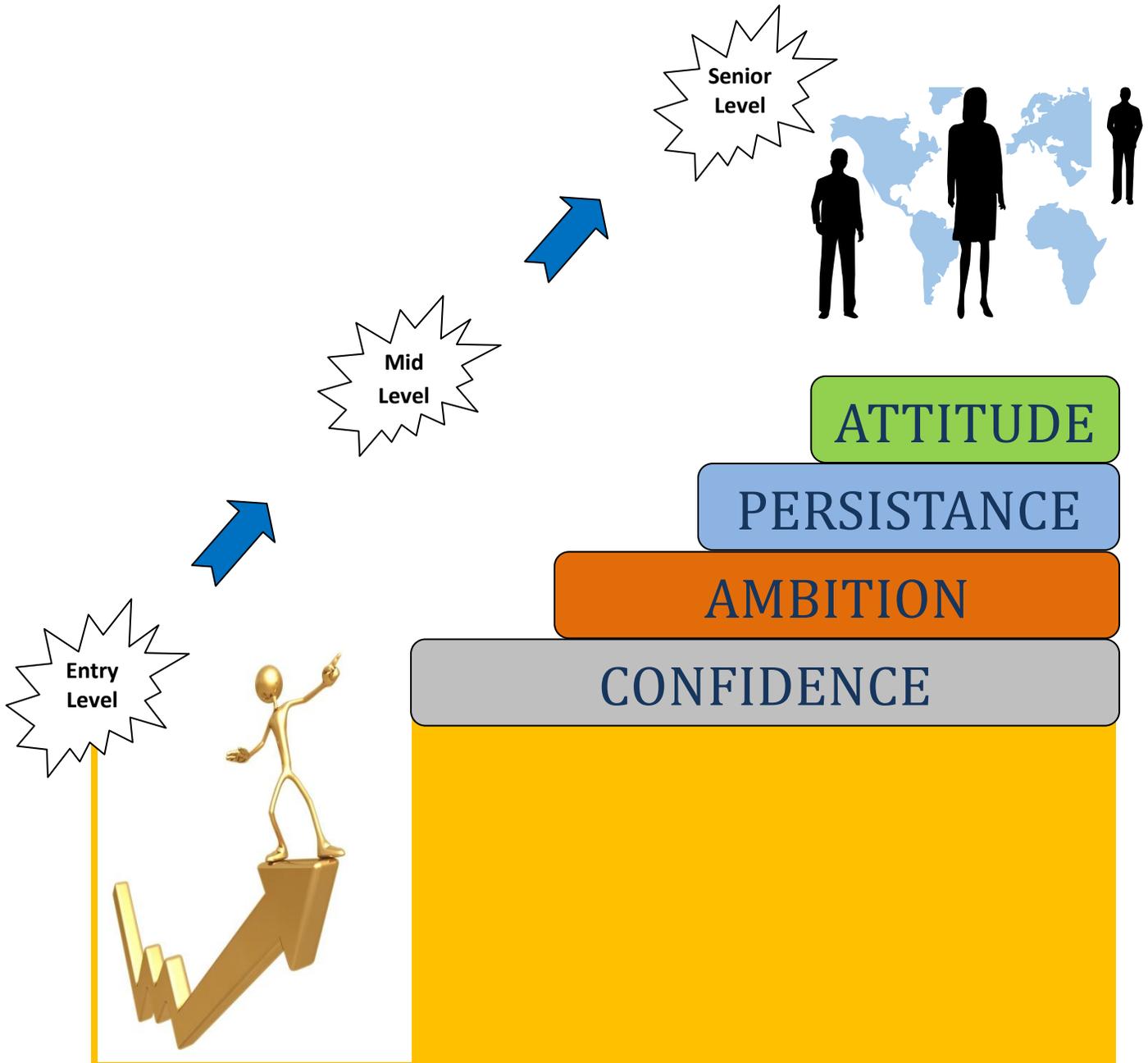


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ARMY MANAGEMENT STAFF COLLEGE

TRANSFORMING LEADERS THROUGH EDUCATION



1. Purpose. This guide outlines the appropriate level of Leader Development Education/Training for developing Army Civilian Corps members in accordance with the Chief of Staff of the Army 2010 guidance as we posture the workforce for today and future operations.

2. Applicability. Civilian Education System (CES) training provides a great opportunity for ALL Army Civilian Corps members.

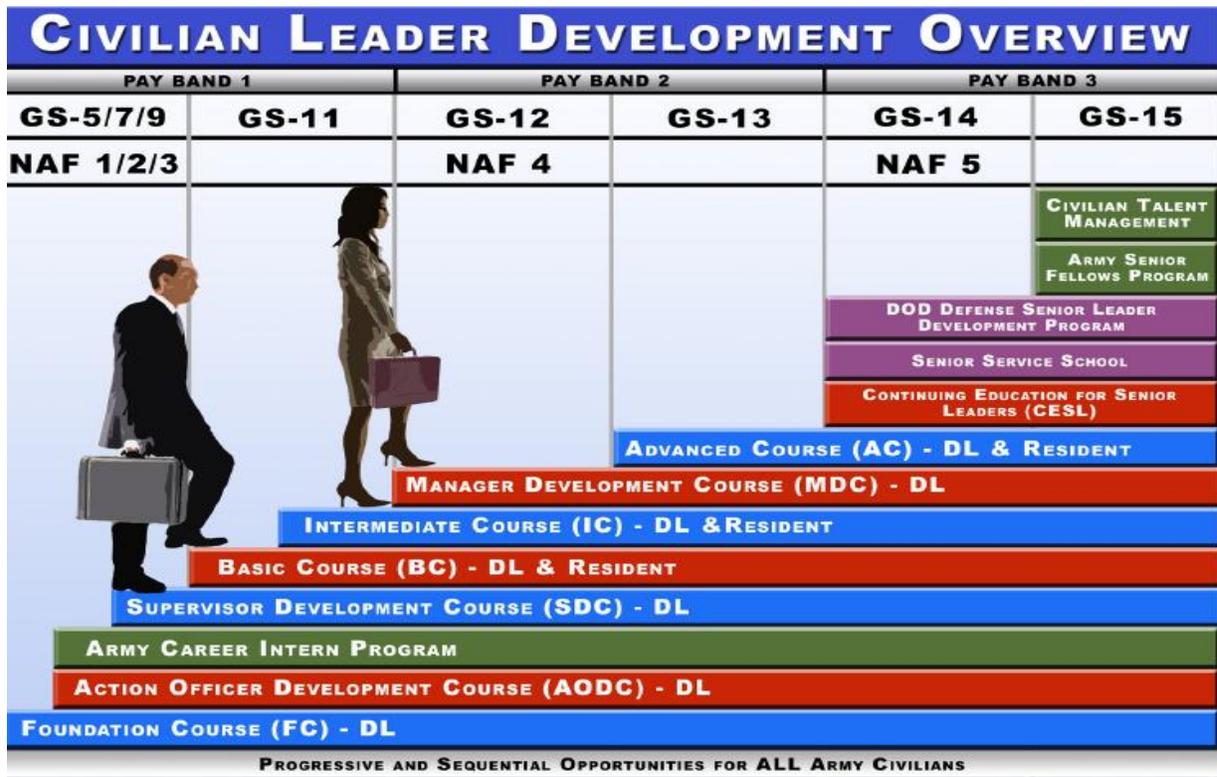
3. Introduction.

a. The current CES Program and Policy, approved by the HQDA G-3/5/7 in November 2006, has continued to evolve as the needs of 21st century leaders have changed. These changes enhance the overall opportunities for Army Civilian Corps members and strengthen the Civilian Leader Development Program in support of the contemporary operating environment.

b. The development of competent leaders is one of the Army's fundamental imperatives, with the driving principle that leaders must be appropriately prepared for increasing responsibilities. The Army's Civilian Leader Development Action Program outlines a plan for the progressive and sequential development of civilian leaders who, through education/training, assignments, and self-development, will progress from entry to senior level positions. As an example, the CES Advance Course is a prerequisite to the Senior Service College.

4. General Guidance. The Army Civilian Training, Education, and Development System (ACTEDS) Plan, combined with other information contained in this guide, should be used to prepare Army employees systematically for positions of increased responsibility. This plan is a "living document" and is subject to change. To view the most current version of the ACTEDS plan, go to <http://www.cpol.army.mil>.

5. Civilian Leader Development Overview. The diagram below is a structured, progressive, and sequential approach to employee development and training from the entry-level through Senior Executive Service (SES).



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Note: Common Access Card (CAC) and AKO address are required to complete the process

6. Course Registration. CES course registration is available through the CHRTAS Web-Site at <https://www.atrrs.army.mil/channels/CHRTAS/>.

For questions regarding use of CHRTAS, contact your civilian Human Resource training area POC or HELP Desk CHRTAS training link: <https://www.atrrs.army.mil/channels/CHRTAS/>.

Click on “I Agree” on the left side of the page, then CLICK on CES Help and fill out the CHRTAS application.

7. Steps to Apply for Distributed Learning (dL). To APPLY for the CES (dL, Phase I) Courses in CHRTAS, follow the steps below (please copy these steps and use them as your reference when applying for training/courses):

a. Apply for training at <http://www.amsc.belvoir.army.mil/main/>.

b. On the bottom left side of the page under “Civilian Education System,” CLICK on “More Information.”

- c. On the left, under “Civilian Education System,” CLICK on the course you want to attend.
- d. On the right, under “Apply Today,” CLICK on “Registration.”
- e. A privacy and security notice will appear; CLICK on “I agree.”
- f. The CHRTAS website will appear; select your category and sign in.
- g. On the left, under “Student Functions,” CLICK on “Apply for Training.”
- h. SELECT the appropriate fiscal year (example, FY2010).
- i. CLICK the radio button next to Civilian Education System (CES) as your training type.
 - j. A pop-up will appear stating, ‘Effective 18 November 2009, CES Distributed Learning (Phase 1) and CES Resident (Phase 2) have been delinked. You must receive an email notification that you have successfully completed CES Phase 1 before you can register for CES Phase 2.’ CLICK “Ok.”
- k. CLICK the radio button next to the course dL that you are eligible to attend.
- l. After selecting the fiscal year, course type, and course, CLICK “Search” to find course listings.
- m. ENTER your AKO credentials, then CLICK “Submit.”
- n. Review the information on the page to ensure you have selected the correct course; then CLICK on “Register for distributed Learning (dL) courses.”
- o. CLICK on class type, which is “Web Class.”
- p. CLICK on the appropriate class number to apply for training. The dL will have only one class listed. CLICK on class shown (example Class 001).
- q. Complete the application form that appears or update your student data, if needed.
- r. At the bottom of application, enter the reason for your training request. CLICK “Submit” to finalize application; then click “Ok.”
- s. A confirmation page will appear to notify you that your application has been completed.
- t. Upon submission of your training application, you will receive an email confirmation.

NOTE: Once you have completed Phase 1 and have been graduated in ATRRS, you will receive an email confirmation. After you receive your confirmation (within 24 hours), you will be able to register for Phase 2.

8. Steps to Apply for the Foundation Course. To APPLY for the CES Foundation Course in CHRTAS, follow the steps below:

- a. Apply for training: <https://atrrs.army.mil/channels/chrtas>
- b. After signing in and selecting continue, choose the link to the left-hand side labeled, "Apply for Training."
- c. FY 2010 (or applicable FY, e.g. 2011, 2012...)
- d. Civilian Education System
- e. Foundation Course
- f. Click "Search"

9. Steps to Apply for a Resident Seat. To APPLY for the CES Resident (Phase 2) Courses in CHRTAS, follow the steps below:

- a. Apply for training: <http://www.amsc.belvoir.army.mil/main/>.
- b. On the bottom left side of the page, under Civilian Education System, CLICK on "More Information."
- c. On the left, under Civilian Education System, CLICK on the course you want to attend.
- d. On the right, under apply today, CLICK on "Registration."
- e. A privacy and security notice will appear; CLICK on "I Agree."
- f. The CHRTAS website will appear; select your category and sign in.
- g. On the left, under "Student Functions," CLICK on "Apply for Training."
- h. SELECT the appropriate fiscal year.
- i. CLICK the radio button next to Civilian Education System (CES), as your training type.
- j. A pop-up will appear stating, 'Effective 18 November 2009, CES Distributed Learning (Phase 1) and CES Resident (Phase 2) have been delinked. You must receive an email notification that you have successfully completed CES Phase 1 before you can register for CES Phase 2.' CLICK "Ok."
- k. CLICK the radio button next to the Resident (Phase 2) course.

l. After selecting a fiscal year, course type, and course, CLICK “Search” to find course listing.

m. ENTER your AKO credentials; CLICK “Submit.”

n. CLICK on your choice of City/State to view available classes.

o. CLICK on class number to apply for a class.

p. Complete the application form that appears or update your student data, if needed.

q. At the bottom of application, enter the reason for your training request; CLICK “Submit” to finalize application, then click “Ok.”

r. A confirmation page will appear once your application has been completed.

s. Upon submission of your training application, you will receive an email confirmation.

***** Be aware that your CES application MUST be approved by both your supervisor and quota manager before it is official*****

10. Useful Links. If you know the course for which you are eligible and want to attend, you can access the course directly by CLICKING on the link(s) below for more information.

a. Foundation Course: <http://www.amsc.belvoir.army.mil/academic/fc/>

b. Basic Course: <http://www.amsc.belvoir.army.mil/academic/bc/>

c. Intermediate Course: <http://www.amsc.belvoir.army.mil/academic/ic/>

d. Advanced Course: <http://www.amsc.belvoir.army.mil/academic/ac/>

e. Continuing Education for Senior Leaders Course:
<http://www.amsc.belvoir.army.mil/academic/cesl/>

11. Academic Student Support Contact. If you have questions or need assistance, contact the Helpdesk at DLTeam@conus.army.mil or Academics Programs and Student Support Services at amscregistrar@conus.army.mil.