

# "A Trail Guide for Army's Future Civilian Leaders"

or

How to Make it to the Top

## **This Trail Guide will help YOU**

- make smarter career decisions at any grade level
- navigate through the career development sources posted on Army websites

**It's not a guarantee for promotion.** But based on the feedback we've received from Army leaders, this Guide can work for you.

## **To become a senior manager or executive, you must have:**

- technical competence
- executive core qualifications (ECQ)
- broad functional expertise
- senior level supervisory experience
- outstanding professional reputation
- leadership training and experience
- academic credentials

## **Plan your career now:**

- Have you determined your short and long range career objectives?
- If not, now is the time to decide what you want to achieve and how to get there.

**HOW?** Start with the Quick Career Development Checklist and call your nearest activity career program manager now and talk to your supervisor!

## **Know the Basics:**

- Research your career program/career field
- Review your Army Civilian Training, Education and Development System ACTEDS Plan and civilian leadership common core curriculum
- Identify -

- career ladders and key positions
- recommended development
- career advisors (Functional Chief Representative (FCR) & career program managers)

As you move up the ladder, **you must master and apply** the executive core qualifications (ECQ) and supporting leadership competencies.

**Let the Leader Development Model guide your career development.**

**Apply for and enroll in the leader development programs** advertised in the ACTEDS Training Catalog.

**Enhance your competitive edge -**

- Broad functional and managerial experience
- Networking skills
- Professional reputation
- Mentoring
  - Seek and obtain a mentor
  - Lead and mentor your people

**At the GS-5 to GS-7 level -**

- Do you have an undergraduate degree?
- If not, consider working on it.
- Check with your supervisor on the possibility of tuition assistance for courses.
- Are you a career program intern? If not, look into it. Most of Army's senior managerial and executive positions are in career programs.

**If you are not an intern now -**

- Go for bridge positions, e.g., management assistant or budget assistant.
- Check out local intern programs (same training, mobility may not be required.)

- Apply for upward mobility programs.
- Be available for details or developmental assignments and training.

### **At the GS-9 to GS-11 level -**

- Are you working on your master's degree?
- Are you seeking more responsible assignments?
- Are you getting training according to your plan?
- Are you functionally, organizationally and geographically mobile?  
(What does your mentor advise?)

### **At the GS-12 to GS-13 level -**

- Are you building leadership competencies through education, training and broad job experiences?
- Are you developing a reputation as a leader?
- Do you know how the Army runs?
- Are you leading taskforces and work groups?
- Are you polishing your networking skills?

### **At the GS-14 to GS-15 level -**

- Have you mastered the executive core qualifications?
- Are you a supervisor?
- Do you have a master's degree?
- Are you in an organization with senior executive level positions?
- Are you applying your leadership and functional competencies in key leadership positions?

### **At the GS-14 to GS-15 level -**

- Learn about the Senior Executive Service (SES)
- Discover how to apply for an SES position

**Yes, YOU can reach the top!** We would like to hear from you. Any questions or comments?