



**DEPARTMENT OF THE ARMY**  
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1  
CIVILIAN HUMAN RESOURCES AGENCY  
6490 RARITAN AVENUE, BUILDING 3330  
ABERDEEN PROVING GROUND, MO 21005

CHRA-CH (600B)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fiscal Year 2023 Army Civilian Talent Acquisition Plan

1. This memorandum introduces the Civilian Talent Acquisition Plan for Fiscal Year 2023 and identifies how the Army Civilian Career Management Activity (ACCMA) will conduct and support activities to acquire top talent in a timely manner across the U.S. Army during the year. The plan consists of outreach activities, recruitment activities, and resources to extend competitive tentative job offers.

2. Outreach and recruitment activities:

a. Outreach: ACCMA funds and conducts outreach activities to establish and cultivate relationships, build trust, educate, and inform external audiences about opportunities and benefits of an Army Civilian Career. Key external audiences include potential candidates for employment and key influencers, e.g., university career services staffs, services for students with disabilities staffs, select academic deans and staffs, and leadership of targeted professional organizations. Outreach is a key component in building the Army civilian brand and contributes to enduring talent acquisition. Details on planned outreach activities are provided in Enclosure 1.

b. Recruitment: ACCMA funds and conducts recruitment activities to find candidates to fill specific vacancies. Through recruitment, Army representatives will connect with and hire top talent. Enclosure 2 lists those FY23 recruitment activities and services that ACCMA will provide. Enclosure 3 lists those FY23 recruitment events and activities for which ACCMA will coordinate and centrally fund job fair fees, Army's branded booth installation and recovery fees, recruitment and marketing products, and temporary duty travel.

c. Detailed instructions for the coordination and participation in virtual and in-person events will be provided in future communication.

3. Resources to extend competitive tentative job offers: ACCMA will offer Enterprise Civilian Talent Acquisition Program participants paid permanent change of station moves, higher starting salaries using the authority for advanced-in-hire rates based on superior qualifications, and "signing bonuses" in the form of recruitment incentives to support Army's ability to extend competitive tentative job offers, primarily for difficult to fill positions. Details on ACCMA funded recruitment incentives are in enclosure 4.

CHRA-CH (600B)

SUBJECT: Fiscal Year 2023 Army Civilian Talent Acquisition Plan

4. This plan directly supports Army and Presidential priorities to attract and maintain the best available talent and to improve the diversity of the Federal workforce while also building a pipeline of talent for science, technology, engineering, and mathematics (STEM) fields; the prevention workforce; and other occupations critical to mission accomplishment. To this end, ACCMA will offer outreach and recruitment services, recruitment and relocation incentives, and higher starting salaries (i.e., advanced-in-hire rates based on superior qualifications) to attract and hire top talent for difficult-to-fill positions and advance Army priorities.

5. The Civilian Human Resources Agency ACCMA point of contact is Mr. Timothy A. Weathersbee, Chief, ACCMA Talent Acquisition Division, [timothy.a.weathersbee.civ@army.mil](mailto:timothy.a.weathersbee.civ@army.mil).

MILLER.HONG  
G.V.1125509  
483

Digitally signed by  
MILLER.HONG.V.11255  
09483  
Date: 2022.08.26  
17:31:54 -04'00'

Encls

HONG V. MILLER, SES  
Director, Civilian Human Resources Agency

DISTRIBUTION:

Principal Officials of Headquarters, Department of the Army  
Commander

U.S. Army Forces Command

U.S. Army Training and Doctrine Command

U.S. Army Materiel Command

U.S. Army Futures Command

U.S. Army Pacific

U.S. Army Europe

U.S. Army Central

U.S. Army North

U.S. Army South

U.S. Army Africa/Southern European Task Force

U.S. Army Special Operations Command

Military Surface Deployment and Distribution Command

U.S. Army Space and Missile Defense Command/Army Strategic Command

U.S. Army Cyber Command

U.S. Army Medical Command

U.S. Army Intelligence and Security Command

U.S. Army Criminal Investigation Command

U.S. Army Corps of Engineers

U.S. Army Military District of Washington

(CONT)

CHRA-CH (600B)

SUBJECT: Fiscal Year 2023 Army Civilian Talent Acquisition Plan

DISTRIBUTION: (CONT)

U.S. Army Test and Evaluation Command  
U.S. Army Human Resources Command  
Superintendent, United States Military Academy  
Director, U.S. Army Acquisition Support Center  
Superintendent, Arlington National Cemetery  
Commandant, U.S. Army War College  
Director, U.S. Army Civilian Human Resources Agency

CF:

Director of Business Transformation  
Commander, Eighth Army  
Army Career Field Functional Chiefs  
Construction, Engineering, and Infrastructure  
Contracting  
Digital Technology  
Education and Information Sciences  
Human Capital and Resource Management  
Installations  
Logistics  
Medical  
Professional Services  
Science, Engineering, and Analysis  
Security and Intelligence  
Director, Army Civilian Career Management Activity

## Enclosure 1: Outreach Activities

1. Outreach is a critical component of talent acquisition. It is an on-going process that includes building trust and enduring relationships to support hiring top talent. The trust built and knowledge shared through outreach posture the Army to reach rich talent pools and increase the likelihood that top talent will fully consider and choose the Army as an employer. While recruitment is a short-range, transactional process, outreach builds long-term relationships with key influencers, potential candidates, and other stakeholders.

2. Outreach to Key Influencers. This outreach will usually involve one-on-one and small-group engagements. ACCMA team members may conduct such outreach, and ACCMA may request senior leader support to engage senior key influencers. Outreach with key influencers for Fiscal Year 2023 focuses on university senior leaders responsible for degree programs associated with difficult-to-fill occupations in Army Civilian Careers and targeting under-participating demographics such as women and those who identify as Hispanic. ACCMA will make contact with and coordinate the following outreach:

a. Army Senior Leader engagement with Dr. Nancy Allbritton, Dean, School of Engineering, the University of Washington (UW) and her staff on employment as an Army Civilian. UW is the #2 university in the United States for graduating the most women with computer science degrees. It is ranked the #24 Best Engineering School in the United States.

b. Army Senior Leader engagement with Dr. Alec D. Gallimore, Dean, School of Engineering, University of Michigan and his staff on employment as an Army Civilian. Michigan is the #5 university in the United States for graduating the most women with computer science degrees. It is ranked #9 Best Engineering School in the United States.

c. Army Senior Leader engagement with Dr. Justin Schwartz, Dean, School of Engineering, the Pennsylvania State University at University Park and his staff on employment as an Army Civilian. Pennsylvania State University is the #5 university in the United States for graduating the most women with engineering degrees. It is ranked the #32 Best Engineering School in the United States.

d. Army Senior Leader engagement with Dr. Jennifer L. West, Dean, School of Engineering, the University of Virginia and her staff on employment as an Army Civilian. The University of Virginia is the #3 university in the United States for graduating the most women with engineering degrees. It is ranked #37 Best Engineering School in the United States.

e. Army Senior Leader engagement with Dr. Christopher S. Lynch, Dean, College of Engineering, University of California - Riverside, and his staff on employment as an Army Civilian. The university is the #3 university for graduating the most Hispanic students in STEM fields. It is ranked #79 Best Engineering School in the United States.

## Enclosure 1: Outreach Activities

f. Army Senior Leader engagement with Dr. Patricia Nava, Dean, College of Engineering at the University of Texas at El Paso and her staff on employment as an Army Civilian. This university ranks in the top five universities in the United States for the most Hispanic graduates with engineering degrees.

g. Army Senior Leader engagement with Dr. Robin N. Coger, College of Engineering, North Carolina Agricultural and Technical State University. This university is the top producer of African American STEM graduates. It tops all colleges in graduating African American engineers. This institution is also one of the top 25 producers of African Americans with degrees in the physical sciences, computer science, and math; in the top 50 universities in the nation for graduating African Americans with bachelor's degrees in biological sciences.

h. Army Senior Leader engagement with Dr. Zhengtao Deng, Dean, College of Engineering, Technology and Physical Sciences (CETPS) at Alabama A&M University and his staff on employment as an Army Civilian. This university is among the nation's Historically Black Colleges and Universities (HBCUs) and has received multiple grants/awards from the National Science Foundation for undergraduate programs. Alabama A&M is one of the top 50 colleges in the US for graduating African Americans with bachelor's degrees in computer science, engineering, math, and sciences, and it is also one of the top 10 HBCUs for graduating African American engineers and mathematicians.

i. Women's Colleges awarding STEM and other relevant degrees:

Agnes Scott College  
Barnard College  
Bryn Mawr College  
College of Saint Benedict  
Hollins University  
Mount Holyoke College  
Scripps College  
Smith College  
Spellman College  
St. Catherine University  
Wellesley College

j. Other universities with high numbers of Hispanic students:

California State University, Los Angeles  
California State University, Northridge  
Texas A&M University  
University of New Mexico  
University of Texas at San Antonio  
University of Texas—Rio Grande Valley

k. Other well-ranked universities with large, diverse student bodies:

## Enclosure 1: Outreach Activities

California State University-Sacramento  
Cornell University  
New York University  
Rutgers University-Newark  
San Francisco State University  
Stony Brook University  
University of California-Davis  
University of California-Los Angeles

### I. Engagements with Army Reserve Officers' Training Course Departments.

3. Outreach to Potential Candidates. Outreach to potential candidates provides a low-risk opportunity to learn about the Army Civilian Careers, the important work Civilians perform, and gaining consideration for employment. Such activities may include information briefings or engagements, supporting career services events such as mock job interviews, and hosting official Army volunteers. Such outreach will focus on building a pipeline of potential candidates for anticipated future vacancies as identified by career field directorates and commands.

## Enclosure 2: ACCMA FY 23 Recruitment Services and Activities

Recruitment Services and Activities. ACCMA offers the following services in connection with the recruitment mission. ACCMA Talent Acquisition Division will:

1. Conduct recruitment strategy planning sessions with participating commands and ACCMA career fields in preparation for recruitment activities. During these sessions, ACCMA Talent Acquisition Division will meet with representatives from commands and ACCMA career fields to identify vacancies to be filled through recruitment activities. Commands and ACCMA will jointly identify position-specific requirements that define qualified candidates (e.g., skills and education) and how special hiring authorities (e.g., Direct Hiring Authorities and non-competitive authorities) may apply.

2. Coordinate virtual and in-person events by:

a. Managing and leveraging online platforms (Handshake, Yello, and LinkedIn) and providing access to commands and career fields.

b. Identifying activities that align with recruitment requirements and developing, publishing, and managing the master schedule of events.

c. Preparing and making available recruitment materials.

d. Requesting subject matter experts knowledgeable of the specific jobs being recruited.

e. Coordinating with Civilian Human Resources Agency's Human Resource Directorates, Customer Service Centers, Civilian Personnel Advisory Centers, and the ACCMA Recruitment Cell to support prior to and during events. This support may include determining candidate eligibility and qualifications and issuing letters of intent for employment.

f. Managing events, enabling and tracking participation, and assisting with logistics (e.g., attendee registration and event traffic management).

g. Engaging potential candidates during recruitment events.

h. Facilitating follow-up with candidates by providing candidate lists and contact information to participating commands and ACCMA career fields.

i. Assessing effectiveness of events through after-action reviews (AAR) with participants and publishing AAR reports and lessons learned to inform future participation.

### Enclosure 3: Professional Association and University Recruitment Activities

In Fiscal Year 2023, ACCMA will fund participation in a variety of recruitment activities listed in paragraphs a through c below. The Civilian Human Resources Agency requests and encourages commands to participate and leverage the centrally-funded benefits, including recruitment incentives, advanced-in-hire, participation fees, and booth space.

1. Table 1 below lists national events, including professional and trade organizations. Other events may be added or substituted.

<b>FY23 National Events</b>	<b>Event Location</b>	<b>Date Of Event</b>
Women of Color STEM DX Conference	Detroit, MI	10/6/2022
Dept of Veterans Affairs Military & Spouse Virtual Career Fair	Virtual	10/25/2022
Dept of Veterans Affairs Military & Spouse Virtual Career Fair	Virtual	11/22/2022
Black Engineer of the Year Award (BEYA)	Washington, DC	2/11/2023
Central Intercollegiate Athletic Association (CIAA)	TBD	2/1/2023
National Society of Black Engineers (NSBE)	Hybrid	Spring 2023
National Professional Development Institute	TBD	Spring 2023
Essence Festival (SecArmy - priority)	New Orleans	Summer 2023
League of United Latin American Citizens (LULAC)	TBD	Summer - 2023
100 Black Men of America	TBD	Summer - 2023
National Pan Hellenic Council	TBD	Summer - 2023
National Association of Asian American Professionals (NAAAP)	TBD	Summer - 2023
Great Minds in STEM (GMIS)	Pittsburgh, PA	FALL 2023
American Indian Science and Engineering Society (AISES)	Palm Springs, CA	FALL 2023
Society of Asian Scientists and Engineers (SASE)	Atlanta, GA	FALL 2023
Society of Women Engineers (SWE)	Houston, TX	FALL 2023
National Cybersecurity Virtual Career Fair (VCF)	Virtual	01-Sep-23
Hispanic Association of Colleges and Universities (HACU)	Atlanta, GA	21-23 Oct 23
Society of Hispanic Professional Engineers (SHPE)	Charlotte, NC	FALL 2023

2. Table 2 below lists college and university events. ACCMA will provide additional details as they become available and may add or substitute events.

<b>EVENT NAME</b>	<b>EVENT LOCATION</b>	<b>DATE OF EVENT</b>
Career and Internship Fair	University of Houston	10/6/2022
Fall 2022 Government Career Fair	North Carolina-Pembroke	10/12/2022
BTEC Virtual Career Fair	North Carolina State University	10/14/2022
Multi-Industry Connection Day	Univ. of North Carolina Charlotte	10/14/2022
All Majors Virtual Career & Internship Fair: Fall 2022	University of West Virginia	10/19/2022
Career and Internship Center - Fall 22 - Career Fair	Norwich College	10/19/2022
2022 MOCPA Meet the Firms Accounting Career Fair-Fall	Missouri State	11/2/2022
2022 Spring Career Fair - All Majors	Univeristy of Georgia	TBD-2023
Communication and Journalsim Virtual Career Fair	Univ. of SO Cal. - Annenberg School for Communication and Journalsim	TBD-2023
All Major Career Fair	Northwestern University	TBD-2023
Government and Non-Profit Career Fair	University of Pennsylvania	TBD-2023



## Enclosure 3: Professional Association and University Recruitment Activities

3. The colleges and universities listed below will be included in Handshake campaigns.\*\*

Alabama A&M University	Brigham Young University
Virginia Tech	Grand Valley State University
Jackson State University	Fairmont State University
Purdue University	Eastern Kentucky University
Boston University	University of Oakland
Georgia Institute of Technology	University of California - Davis
University of Virginia	University of Central Missouri
University of Central Florida	Findlay College
Louisiana State University	University of Wisconsin - Platteville
Southern University and A&M College	Central Washington University
Mississippi State University	University of Alabama - Birmingham
North Carolina State University	University of Texas - Arlington
Ohio State University	George Mason University
Pennsylvania State University	James Madison University
Polytechnic University of Puerto Rico	College of William & Mary
Prairie View A&M University	University of Toledo
Texas A&M University	Michigan State University
Tuskegee University	University of Michigan - Flint
University of Puerto Rico-Mayaguez	Southern Illinois University
University of Mississippi	Iowa State University
University of Tennessee	University of Missouri - St. Louis
University of Alabama - Tuscaloosa	Eastern Michigan University
North Carolina A&T University	Western Illinois University
Arizona State University	Indiana University - Bloomington
University of Texas - Austin	University of South Florida
University of Louisiana at Lafayette	Auburn University
Grambling State University	Virginia Commonwealth University
Northeastern State University	Hampton University
Rice University	Barnard College
Georgia State University	Wellesley College
Sam Houston State University	Smith College
Morgan State University	Mount Holyoke College
Spelman College	Bryn Mawr College
Howard University	Scripps College
Philander Smith College	Hollins University
Alcorn State University	Agnes Scott College
Morehouse College	St. Catherine University
Langston University	College of Saint Benedict
Florida International University	Mount Saint Mary's University
University of Chicago	College of Saint Mary
University of Michigan	Simmons University
Texas State University	Bay Path University
Old Dominion University	Meredith College
Georgia Southern University	Saint Mary's College
University of Pittsburgh	Mills College
University of Maryland	Alverno College
University of Southern Mississippi	Mount Mary University
University of North Florida	University of Texas - San Antonio
University of Georgia	University of Texas - Rio Grande Valley
Texas Tech University	University of Texas of the Permian Basin
Columbia Southern University	New Mexico State University
Embry-Riddle Aeronautical University	University of New Mexico
California State University	University of Arizona

\*\* These institutions were nominated by career field directorate staffs, commands, and others. Each campaign will include these and all accessible and appropriate schools in Handshake.

## Enclosure 4: ACCMA Recruitment Incentives for Fiscal Year 2023

### 1. References.:

a. Title 5, Code of Federal Regulations (CFR) Part 575, Subparts A-C, Recruitment, Relocation, and Retention Incentives; Supervisory Differentials; and Extended Assignment Incentives.

b. Office of Personnel Management (OPM) reference: <https://www.opm.gov/policy-data-oversight/pay-leave/recruitment-relocation-retention-incentives/fact-sheets/recruitment-incentives/>.

c. Department of Defense Instruction (DoDI) 1400.25, Volume 575, Department of Defense (DoD) Civilian Personnel Management System: Recruitment and Relocation Bonuses, Retention Allowances, and Supervisory Differentials, effective 2 February 2018.

d. Memorandum, Assistant G-1 for Civilian Personnel (AG-1CP), Subject: Army Implementation Procedures for Civilian Incentive Programs (Recruitment, Relocation, and Retention Incentives), 16 February 2021.

e. Memorandum, Civilian Human Resources Agency, Subject: Designation of Difficult-to-Fill Occupational Series in the Enterprise Civilian Talent Acquisition Programs, 4 February 2022.

2. In support of Army People Strategy Civilian Implementation Plan priorities to recruit and retain the Nation's best talent, the Army Civilian Career Management Activity (ACCMA) will provide commands with centrally-funded recruitment incentives to attract and hire science, technology, engineering, and mathematics (STEM) fields; the prevention workforce; and other occupations critical to mission accomplishment. ACCMA will conduct enterprise level and other recruitment and outreach events to fill such positions. Commands are strongly encouraged to collaborate with ACCMA and participate in these enterprise-level engagements as priority for funding will be given to those organizations that do so.

3. The focus for centrally-funded payment of recruitment incentives is primarily on positions mentioned in paragraph 2; however, other positions may be eligible for this funding if they meet the provisions in references 1.a through 1.e. For example, reference 1.e designates enterprise-identified difficult-to-fill positions in the Student Intern and Army Fellows programs. Commands requesting recruiting incentives for those specific enterprise-level fellow or Intern positions can use that memorandum as a justification for the request. Other positions, e.g., command-specific or local difficult-to-fill positions, may be justified as needing recruitment incentives by applying the criteria contained in reference 1.a. Completed request packages will contain the following information:

## Enclosure 4: ACCMA Recruitment Incentives for Fiscal Year 2023

a. A copy of the unsigned Service Agreement (Tab A), that complies with guidance in reference 1.d, Memorandum, Assistant G-1 for Civilian Personnel (AG-1CP), Subject: Army Implementation Procedures for Civilian Incentive Programs (Recruitment, Relocation, and Retention Incentives), 16 February 2021. Commands can use the example provided or a format of their choosing with the same information.

b. Justification Memorandum (Tab B): Submit as a PDF document with appropriate signature and all required fields complete. (Note: Commands will follow their own internal request processes prior to requesting enterprise level recruiting incentives.)

c. A Decision Memorandum (Tab C) with the requesting organization's information as the addressee, the employees full name in the subject and paragraph one, the required information filled out in paragraph two, and the signature of the employee and the hiring official.

4. The maximum amount which will be approved will be up to 25% of annual basic pay (to include locality pay as defined in reference 1.a). These incentives will be paid in a lump sum at the beginning of the period covered by the incentive. Funding will be transferred to the requesting organization in the General Fund Enterprise Business System via a work breakdown structure transaction or via a Military Interdepartmental Purchase Request.

5. Commands will submit requests for funding, in accordance with paragraph 3 above, to ACCMA. The ACCMA will notify commands of incentive decision. A copy of this decision will also be provided to appropriate ACCMA divisions and resource managers.

6. Funding is currently available through the end of this fiscal year (FY) and in FY23. Commands are encouraged to establish internal guidelines for determining which positions to submit, that submissions are only for those positions which are critical to mission accomplishment, and for positions which command funds are not available.



DEPARTMENT OF THE ARMY  
ORG  
USACHRA, ARMY CIVILIAN CAREER MANAGEMENT ACTIVITY  
STREET  
CITY, STATE ZIP

OFFICE SYMBOL

DATE

MEMORANDUM FOR Army Civilian Career Management Activity (ACCMA), Civilian Human Resources Activity (CHRA), Talent Acquisition Division

SUBJECT: Request & Justification for Recruitment Incentive for (EMPLOYEE)

1. Request approval to offer a recruitment incentive as follows:
  - a. Recruitment Incentive Amount:
  - b. Pay Plan/Series/Level:
  - c. Position #:
  - d. Employee Full Name:
  - e. Duty Location: *Full mailing address*
  - f. Date Funds Needed:
  - g. Certification Statement: *Difficult to fill, critical need, labor market difficulty, remote location, etc.*
  - h. Selectee's Competencies: *Reason employee fills the need in 1.g.*
2. The point of contact for this request is (NAME) at (TELEPHONE) or (EMAIL).

REQUESTING OFFICIAL  
Signature block IAW AR 25-50



**DEPARTMENT OF THE ARMY**  
 OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1  
 USACHRA, ARMY CIVILIAN CAREER MANAGEMENT ACTIVITY  
 6010 6<sup>TH</sup> STREET, BUILDING 1465  
 FORT BELVOIR, VA 22060

CHRA-ACC

MEMORANDUM FOR (REQUESTING ORGANIZATION)

SUBJECT: Decision on Recruitment Incentive for (EMPLOYEE FULL NAME)

1. The purpose of this memorandum is to provide a decision on the following recruitment incentive for (EMPLOYEE FULL NAME)
2. Incentive:
  - a. Recruitment Incentive Amount:
  - b. Pay Plan/Series/Level:
  - c. Position #:
3. Coordination:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Hiring Manager Signature

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Authorizing Official, ACCMA (TAD)

CONCUR/NONCONCUR

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Resourcing Official, ACCMA (RMO)

CONCUR/NONCONCUR

\_\_\_\_\_  
(Date)

4. The recruitment incentive listed in paragraph two is APPROVED/DENIED.

CHRA-ACC

SUBJECT: Decision on Recruitment Incentive for (EMPLOYEE FULL NAME)

5. The point of contact for this action is Mr. Tim Weathersbee, Chief, Talent Acquisition Division at [timothy.a.weathersbee@army.mil](mailto:timothy.a.weathersbee@army.mil).

EDWARD C. EMDEN  
Director, Army Civilian Career  
Management Activity (ACCMA)