

GOV-5: Institution acquires, sustains, develops, and compensates an effective civilian workforce to support the mission.					As of: 2012 WORKING COPY			
Criteria	Criteria Guidelines	References	Required Documents	Applicability				Mandatory Comments
				CoE	School/College	TRNCOA	RC	
Criterion 5a: Institution is maintaining appropriate civilian strength levels.	5a: Review the Institution's civilian personnel strength against its authorizations. Institution should maintain civilian personnel strength at 95%-100% of the authorized strength. Reviewer must consider variables that may affect strength such as BRAC, Budget, or Realignment.	Current HR policy.	(1) Current assigned civilian strength and authorizations. (2) Institution's civilian workforce demographics.	X	X	X		
Criterion 5b: Institution is following published policy and guidance when hiring, sustaining, and compensating the civilian workforce.	Review institution's hiring/sustainment practices to ensure: 5b(1): Selections were made within 30 days of receipt of the referral list. Institutions can receive an extension to the 30 days, and extensions should be considered during the review. 5b(2): All vacancy announcements for GS-13, equivalent, and above positions include a statement that PCS costs are authorized. 5b(3): The institution has developed recruitment, relocation, and retention (3Rs) policy or guidance to staff their workforce. If the institution uses 3Rs, a written plan must be in place. 5b(4): The institution is properly documenting and maintaining documentation for Superior Qualifications Appointments (SQA). 5b(5): The institution has established programs to support Quality of Worklife for employees. Examples of quality of worklife programs include, but are not limited to, alternative work schedules, telework, wellness programs as well as communications initiatives.	TRADOC Memorandum, 14 March 2008, Subject: Civilian Vacancy Announcements and Payment of Permanent Change of Station (PCS) Costs. TRADOC Memorandum, 13 April 2009, Subject: Delegation of Authority for Superior Qualifications Appointments (SQA). AR 690-200. TRADOC Memorandum, 2 March 2009, Subject: Delegation of Authority to	(1) Recent (last six months) vacancy announcements for current/past open positions, GS-13 and above or equivalent. (2) List of recent (last six months) hiring actions with fill times. (3) List of recent (last six months) promotions and reassignments. (4) Local policy/plan for administering the 3Rs (5) Local policy/plan for administering	X	X	X		Note if: (1) Selection was not made within 30 days of receipt of the referral list and no extension granted. (2) Vacancy announcement for GS-13, equivalent, and above positions do not include the PCS costs statement. (3) The institution has used the 3Rs but does not have a 3R plan in place. (4) SQA documentation.

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		Approve Civilian Recruitment, Relocation and Retention (3Rs) Incentives, with enclosures.	SQAs.					
Criterion 5c: Institution has implemented and is executing the TRADOC Civilian Leader Development Program (CLDP) policy requirements.	Review the institution implementation and execution of the TRADOC Civilian Leader Development Program (CLDP) to ensure: 5c(1): The institution is utilizing a Greening Course. 5c(2): The institution is publicizing and supporting the TRADOC Civilian Leader Development Program (CLDP). 5c(3): The institution has a means to track those that have or are required to attend CES, Supervisor Development, or Human Resources for Supervisors course.	TRADOC Policy Letter 12, 02 March 2009, Civilian Leader Development Program (CLDP).		X	X	X		
Criterion 5d: All Civilian employees have current Individual Development Plans (IDPs).	5d: Ensure all civilian employees have current Individual Development Plans (IDPs) and the plans are being used to ensure institution is developing the civilian workforce.	TRADOC Policy Letter 12, 02 March 2009, Civilian Leader Development Program (CLDP).	Individual Development Plans (IDPs) for employees participating in focus groups.	X	X	X		

Note: All four criterions do not have to receive a "met" rating for the institution to meet this standard.