

**UNITED STATES TRANSPORTATION COMMAND
(USTRANSCOM)
POLICY DIRECTIVE 36-15
1 July 1997**

Personnel

USTRANSCOM Civilian Development and Advisory Council (CDAC)

A. PURPOSE: This directive establishes the CDAC to advise the Director, Manpower, Personnel, Quality, and Information Management (TCJ1) on staffing, training, professional development, recognition, and evaluation issues affecting the USTRANSCOM civilian work force. In addition, it establishes policy, goal, objectives, and procedures for the CDAC.

B. APPLICABILITY: This directive applies to all USTRANSCOM civilian personnel at Scott AFB, Illinois.

C. POLICY, GOAL, OBJECTIVES, AND PROCEDURES:

1. Policy. The civilian work force is a critical resource with which organizations accomplish the USTRANSCOM mission. The CDAC is established to advise TCJ1 on strategies to support and promote quality civilian personnel programs, procedures, and processes at USTRANSCOM.

2. Goal. The overall goal of the CDAC is to ensure that TCJ1 is fully informed, from the civilian employee perspective, on the entire spectrum of civilian personnel activities necessary to develop and maintain critical job knowledge, skills, and attitudes both now and in the future. These activities may include, but are not limited to, staffing, training, professional development, recognition, and evaluation processes.

3. Objectives. The major objectives of the CDAC are:

3.1. Advise TCJ1 on the entire spectrum of civilian personnel management from a corporate viewpoint.

3.2. Advise TCJ1 on the most efficient civilian personnel methods to satisfy mission needs.

3.3. Advise TCJ1 to ensure fair and equitable management of civilian personnel programs without regard to race, color, religion, sex, national origin, age, handicapping condition, or other unrelated factors.

3.4. Monitor training and professional development opportunities for civilian employees and identify to TCJ1 any deficiencies in providing them the same or equivalent courses and programs their military counterparts receive where authorized under Department of Defense (DoD) and Service directives.

3.5. Advise TCJ1 to ensure policies, programs, and procedures utilized by the command are consistent with Office of Personnel Management (OPM), DoD, and Service directives.

3.6. Advise TCJ1 on the allocation of civilian personnel training funds for priority needs and, where appropriate, professional development.

4. Procedures. The Deputy Commander in Chief (TCDC) appoints the CDAC chairman, and CDAC membership is composed of senior civilian representatives designated in writing, as determined by each director. TCDC appoints a single representative for the direct reporting elements (DREs). Technical advisors to the CDAC include representatives from TCJ1, Chief Counsel (TCJA), and a representative from the base Consolidated Civilian Personnel Flight (CCPF). Specifically, the CDAC will:

4.1. In concert with TCJ1, advise the Commander in Chief (TCCC) and TCDC on USTRANSCOM overall civilian personnel management philosophy, policies, goals, objectives, and procedures.

4.2. On behalf of TCCC, provide a civilian update process, such as a civilian call, to advise command personnel on policies and opportunities. Updates may include employee recognition and other work force issues. It will be the primary means of communication between the CDAC and employees.

4.3. Evaluate the effectiveness of USTRANSCOM civilian personnel policies, procedures, and processes, and make recommendations as necessary to TCJ1.

4.4. As the Quality Management Board of the USTRANSCOM Executive Quality Council (EQC), establish Process Action Teams (PATs) to reengineer and/or improve civilian personnel processes within USTRANSCOM, and make recommendations to TCJ1 and/or the EQC.

4.5. Monitor USTRANSCOM's civilian training and professional development funding requirements, evaluate the expenditure of funds in meeting established goals and objectives, and make recommendations to TCJ1.

4.6. Provide advice and recommend possible TCJ1 positions at director-level meetings such as the Resource Management Board (RMB), Manpower Review Board (MRB), and EQC where important decisions regarding the civilian work force are discussed.

4.7. Provide advice on personnel management issues referred to the CDAC by TCJ1. The CDAC will not interfere with directorate or supervisor personnel management responsibilities.

APPROVED BY

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Deputy Commander In Chief

OPR: TCJ1-PT

Distribution X: (TCCC-P, TCCC-X, TCFP, TCIG, TCJ1-I, TCJA, TCPA, TCRC - 1 each;
TCJ8, TCSG - 2 each; TCJ2 - 3; TCDC-JS, TCJ5 - 4 each; JTCC, TCJ1, TCJ5, TCJ6 - 5 each;
TCJ3/J4 - 13)