

Garrison Mentoring Program (GMP) Frequently Asked Questions

1. What is the Garrison Mentoring Program (GMP)?

The Fort Campbell US Army Garrison (USAG) Mentoring Program (GMP) is a key program to grow multi-skilled and adaptive leaders as well as a resilient, sustainable, and healthy workforce. The systematic development of employees and leaders is critical to accomplishing the Installation Management Command (IMCOM) and Fort Campbell USAG missions. The GMP is one of the essential pillars of the overall IMCOM Workforce Development Program which prepares employees for increased responsibility and higher level positions. The purpose of the program is to identify and develop exceptional employees and future leaders; develop an agile, adaptive workforce; and to institute and promote a culture of coaching and mentoring USAG-wide. The GMP is a voluntary employee engagement opportunity for employees to make contributions within the Installation Management profession. USAG employees may apply for these opportunities external to their own organization but still within USAG. The program may be expanded in the future to include opportunities at other installation tenant organizations.

2. Who is eligible for GMP?

All Garrison employees regardless of Career Program, Career Field, Grade, or Series.

3. What are the locations of the GMP opportunities?

Garrison employees may apply for these GMP opportunities external to their own organization but still within USAG.

4. What is the length of assignments?

Assignment duration is normally one year (specific duration is flexible and normally event driven).

5. If a GMP opportunity is submitted and no one applies, can the opportunity be re-announced?

Actually, GMP opportunities will be created based on an employee's application that is generated by an employee needs assessment. It is the Garrison's goal to create a GMP opportunity for each application.

6. Do you anticipate each GMP cycle to be conducted during the same specific time frame?

The GMP cycle will be set by the GMP Program Manager and DGC and announced on the Civilian Employee One Stop Shop website.

7. Can you provide an estimated time of when accepted GMP applicants will be notified?

GMP applicants will be notified of their selection once their application is reviewed by the senior leader panel compared against the opportunities that have been created; panel recommendations are submitted to the DGC for decision.

8. Will GMP applications be accepted after the specified deadline?

Any applications that are submitted after the specified deadline will be accepted on a case by case basis with rationale explaining the valid reasons for missing suspense date. There is no guarantee that applications received after the suspense date will be accepted.

9. If I do not meet the pay plan, job series, and/or grade of the GMP opportunity, can I still apply? The senior leader panel will review the applications and provide their recommendation to the DGC for final decision. The panel will consider the following as part of the selection process as completed on the employee's application form and accompanying documents, as well as the completed opportunity form:

- a. Background experience of the participant
- ...b. Developmental needs and expectations of the participant
- c. Career Field/Program, Grade level and Series of the participant
- d. Needs of the host organization
- e. The ability of the participant to be developed
- f. Completion of Civilian Education System (CES) requirements (at least resident DL) relevant to their grade and supervisory responsibilities.
- g. Held a permanent Army Civilian position, or combination of permanent Army Civilian positions, for a total of two (2) or more years at time of application.
- h. Demonstrated exceptional character, commitment, potential for growth, and future leadership capability within the Command.

10. What kind of documents are required for applying for the GMP? The GMP will build opportunities based on an Employee's Program Application that is generated by an Employee Needs Assessment using the *Supervisor and Employee Engagement Guide* (to be completed by the employee applicant and his/her supervisor), and further documented on the employee's Individual Development Plan (IDP). This will include:

- a. Application form approved by employee's supervisor and Director/Activity Chief. Incomplete applications will be returned.
- b. Copy of current Civilian Record Brief (CRB).
- c. Copy of current IDP approved by supervisor.
- d. Copy of last two evaluations with one blocks for overall performance ratings; for NAF employee submit DA Form 3612.

11. Who signs/endorse/approves the application form?

Applicant signs, Applicant's Immediate Supervisor and 2d line Supervisor (if applicable) endorses, and Director/Activity Chief approves.

12. Is there a preferred format for application form?

The approved application form is contained on the Civilian Employee One Stop Shop website.

13. Is there an extension period on applications due to late notification to employees?

Yes, there is an extension period on applications due to late notification to employees. This extension period will be determined by the GMP Program Manager.

14. How do I apply and submit the application form (and accompanying documents) for the GMP? After completion of the application and gathering of the other required documents, electronically submit all documents to the GMP Program Manager at duane.e.soumis.civ@mail.mil.

15. Where can I find more information in relation to GMP? On the Civilian Employee One Stop Shop website.

16. I only have one performance appraisal; what do I use in lieu of a second appraisal? If you do not have an appraisal for the current rating period, the last one that you received can be sent in with your application. For the current rating period, the Supervisor recommendation and Director/Activity Chief approval on the application will suffice.

17. Is the Garrison GMP Program Manager ultimately responsible for selecting the assignment and participant?

No. The decision rests with the DGC based on a recommendation by the senior leader panel. The GMP Program Manager is responsible for assisting the GMP participants prior to and during their GMP opportunity, and helping them to understand their learning objectives.

18. I am a NAF employee, and want to apply to have a GS mentor. Am I eligible? Yes, and vice-versa.

19. How often can an applicant apply for GMP? Participation in GMP is limited to once every 3 years.

20. If one GMP opportunity is provided that matches more than one employee's application, which employee will be selected for the opportunity?

Service Computation Date will be used. The remaining employee(s) will fill the opportunity in a future call for opportunities if they remain interested.

21. If I have a family emergency and need to withdraw from GMP, can I do so? If so, can I re-enter the program the next time it is offered without re-applying?

Situations may arise that will necessitate termination of a GMP opportunity early. Terminations do not result in successful completion of the opportunity. To request termination, the participant must contact the host mentor and/or current supervisor. The host mentor or current supervisor may submit a written request to the GMP Program Manager. The GMP Program Manager will review and forward the request to the DGC, who will render a decision as to whether termination may be granted. The GMP Program Manager will forward the decision to the participant, host mentor, and current supervisor. Participants may request temporary withdrawal from the program for extenuating circumstances beyond the participant's control. The applicant must re-apply for the next window of opportunity.

22. What happens once I complete my GMP opportunity?

Upon successful completion of the GMP opportunity, the host mentor will complete a GMP Assessment and Evaluation, and the participant will complete a GMP Evaluation and then return to their official position of record prior to the GMP opportunity. Successful completion of the GMP entails achievement of goals identified in the GMP opportunity as documented by the host mentor on the GMP Assessment. A Certificate of Completion will be awarded to the participant upon successful completion of the GMP opportunity.

23. May I take leave during a GMP opportunity? If so, who approves?

Leave should be coordinated between you and your host mentor, and reported to your parent organization. While on assignment records of leave, time, and attendance are provided to the parent organization on a bi-weekly basis by the host mentor. Therefore, you would coordinate the leave with your host organization and record the time with your parent organization.

24. Are future training, assignment, promotion, or career advancement automatic under the GMP?

No. Participation in the GMP is not a guarantee nor implied for future training, assignment, promotion, or career advancement.

25. Can I receive performance award for a GMP opportunity?

According to Army Regulation 672-20 only US citizen appropriated fund and direct hire local national employees are eligible for performance awards. Non-appropriated fund and indirect hire local national employees are not eligible for performance awards.

26. Who can assist me if I am having problems in the GMP opportunity?

If you encounter any problems while participating in the GMP opportunity, please start with your GMP chain of command/supervision to resolve the issue. If the problems continue, please contact the GMP Program Manager for assistance.