

Job Shadowing Program (JSP) Frequently Asked Questions

1. What is the Job Shadowing Program (JSP)?

The US Army Garrison (USAG), Fort Campbell Job Shadowing Program (JSP) provides the opportunity for an employee to work alongside another employee within or external to their organization to gain experience of the role of another individual, to gain an insight into another work area, or to work alongside more experienced colleagues so they can learn and develop within their current role, and to help improve communication across organizations. The JSP is a voluntary employee engagement opportunity for employees to make contributions within the Installation Management profession. USAG employees may apply for these short term opportunities internal or 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 JSP?

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

3. What are the locations of the JSP opportunities?

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

4. What is the length of assignments?

Assignments vary and can range from one to two weeks (days do not have to be consecutive).

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

Actually, JSP 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 JSP for each application.

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

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

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

JSP 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 JSP 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 rational 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 JSP 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 an Army Civilian position, or combination of 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 JSP? The JSP 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 JSP Program Manager.

14. How do I apply and submit the application form (and accompanying documents) for the JSP?

After completion of the application and gathering of the other required documents, electronically submit all documents to the JSP Program Manager at

duane.e.soumis.civ@mail.mil.

15. Where can I find more information in relation to JSP? 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 JSP 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 JSP Program Manager is responsible for assisting the JSP participants prior to and during their JSP opportunity, and helping them to understand their learning objectives.

18. I am a NAF employee, and want to apply for GS JSP opportunity. Am I eligible? Yes (and vice-versa) due to short duration of the JSP opportunity. The Call for Opportunities will state the grades and series eligible to apply for the JSP opportunity. Some will mention the GS Series eligible and the NAF equivalent to the GS Series.

19. How often can an applicant apply for JSP? Participation in JSP 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 JSP, 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 JSP opportunity early. Terminations do not result in successful completion of the opportunity. To request termination, the participant must contact the host supervisor and/or current supervisor. The host supervisor or current supervisor may submit a written request to the JSP Program Manager. The JSP Program Manager will review and forward the request to the DGC, who will render a decision as to whether termination may be granted. The JSP Program Manager will forward the decision to the participant, host supervisor, 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 JSP opportunity?

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

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

Leave should be coordinated between you and your host organization, 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 supervisor. 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 JSP?

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

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

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