

Tip of the Sphere

Career Management

By MAJ Glen Hees

MAJ Hees /// Bio



Commissioned as an Aviation Officer, MAJ Glen R. Hees is currently serving as the FA40 Assignment Officer at the Human Resources Command, Fort Knox, Ky. His Space assignments have included Brigade Space Planner, Space Control Division Chief, G3 Training and Readiness Branch Chief, Combat Operations Division Officer (Qatar), and Commander, 4th Space Company. He is a graduate of the Space Operations Officer Qualification Course and the Tactical Space Operations Course.

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Transparency in Assignments Part 1

As the Functional Area 40 assignment officer, I am looking for ways to ensure the population of space professionals knows and understands the assignment process. This in turn will allow each of you to make informed choices concerning future moves with regards to military and civilian schooling, joint duty, duty locations, and deployments. Working closely with the Army Space Personnel Development Office, I plan to write a series that will allow insight into the assignments process; how it works, what drives it and the roles and responsibilities of each moving piece. Part 1 of this series covers movement cycles and the process of assignment.

There are two primary personnel movement cycles assignment officers use: Winter Cycle – October to April, and Summer Cycle – May to September. The majority of permanent change of station moves occur during these two cycles. Unscheduled permanent change of stations (early/late departure from assignment) is considered out-of-cycle and requires special coordination. Most out-of-cycle moves are due to newly designated FA40s coming to us through the various programs or FA40s being accepted into Fellowships/Schools.

The Army Space Professional Development Office works diligently to advocate for FA40 equities in Army assignments worldwide; ensuring that FA40 billets are created and maintained in key areas from Army and joint staff down to fires brigades. Every quarter, U.S. Army Human Resources Command operations and plans releases the unit authorization document which lays out every authorized billet, by location and rank, for each branch and functional area in the Army. This is the basic document the assignment officer uses to monitor and track where all FA40s are and where they are authorized to be. The document is constantly updated as personnel complete schools and fellowships, permanent changes of station occur or they become designated as new FA40s. It is from this document that the assignment officer can begin the movement process.

IN CYCLE MOVES

From the unit authorization document, the assignment officer knows where there are positions that need to be filled based on current or upcoming vacancies during a specific cycle. The assignment officer submits a request to Human Resources Command operations and plans to create requisitions for each of the billets that will come open. Those requisitions are then validated by the dozen or so account managers within Human Resources Command that each handles different areas of responsibility. Once the assignment officer receives notification of a validated requisition, an initial request for orders is created. Depending on any special circumstances (exceptional family member program, dual military, joint assignment, etc) the request for orders may require coordination through Human Resources Command leadership. This process can take as little as a few hours to up to a week depending on how much coordination is required. If no coordination is required, the request for orders is released immediately and emailed via Army Knowledge Online to the individual.

OUT-OF-CYCLE MOVES

Out-of-cycle moves are different only in scale. When personnel are identified case-by-case, a discretionary move request has to be submitted in order to generate an individual requisition and start the process. The process is the same, but the assignment officer must provide justification as to why the individual was not identified to move during one of the two cycles initially. Staffing and coordination for out-of-cycle moves take significantly longer and may take upwards of a month in some cases.

Please feel free to contact me with any questions or concerns regarding assignments. E-mail is always the best and quickest option and will allow me to research your question/concern and give you a more complete answer.

Upcoming Article

Part II – Assignment Preferences and Tour Equity