

Flag Voice # 355

FLAG VOICE – COAST GUARD IMPLEMENTATION OF DHS CORNERSTONE PROGRAM

I want to make you aware of the new DHS Cornerstone Program and alert you to the additional on-line member training impact it will have on your people with the responsibility of supervising our GS/WG civilian employees.

The Cornerstone Program was created in conjunction with the DHS Leader Development Program (LDP) initiative and is the first program developed among the five framework levels of the DHS LDP (team member, team lead, supervisor, manager, and executive). Since supervisory leadership is viewed as a critical need across the DHS enterprise, it was the first leadership development tier created.

DHS launched Cornerstone in March 2012 and mandated all components implement the program and train all first-line supervisors. Since Cornerstone's launch, we have aggressively developed the required training resources mandated by the program. At its core, the Cornerstone Program is comprised of four product suites identified below.

- 1. Understanding the DHS Leadership Commitment**
- 2. Supervisory Onboarding: L90X**
- 3. Fundamentals of DHS Leadership**
- 4. Continuous Supervisory Leadership Development**

Implementation of Cornerstone will guarantee components are compliant with 5 CFR 412.202, which requires all supervisors receive training within one year of appointment to a position that supervises GS/WG civilians. In order to ensure our people are aware of all of the Cornerstone requirements, CG-133 staff created a web site where pertinent information will be available. I encourage you to visit the web site below for more detailed information and to familiarize yourself with the various requirements for each segment of Cornerstone: http://www.uscg.mil/leadership/courses/dhs_cornerstone.asp.

For now, we are focusing on civilian supervisors hired during FY12. We will target more experienced supervisors for training beginning in FY13. Once the training is completed, there will be no annual requirement to retake "Fundamentals of DHS Training;" however, the "Continuous Supervisory Leadership Development" course will be a recurring annual requirement for first-line civilian supervisors.

To fulfill the "Continuous Supervisory Leader Development" segment of Cornerstone, CG-133 recommends supervisors use Skillsoft to meet the 12 hours of annual development requirement. CG-133 developed a DHS Cornerstone folder of approved courses, books, and videos, and preloaded the folder into all supervisors' "My Plan" account in Skillport that may be accessed 24/7 via the CG Portal. Once supervisors log on to the CG Portal web site they will click "Training and Education" to access Skillport, the Learning Management System (LMS), General Mandated Training, and Leader

Development training opportunities. Supervisors may elect to also use other training opportunities to fulfill this requirement. To track completion of this requirement, civilian members' supervisors will be instructed to self-report via a course titled "DHS Continuous Leader Development" in the LMS. Supervisors will log in and affirm that they have completed the training by checking various boxes identifying how the training was obtained (i.e., Skillsoft, CG-133, DHS, or other training activity).

CG-133 is developing three additional online courses: "Do I Want to Be a Supervisor" (5 hours), "Mentoring" (6 hours), and "Civilians that Supervisor Military Personnel" (10 hours), which we hope to launch by the end of the first quarter in FY13.

In the weeks ahead, the CG-133 staff will be contacting new and experienced supervisors, alerting them to these new requirements. The staff will work with them to ensure they have all the necessary information and tools to successfully complete Cornerstone training requirements. CG-133 will be closely monitoring completion rates and will send "reminder notices" to keep everyone on target and tracking. I ask for your support when conducting all hands sessions with your crews; talk about the Cornerstone Program and encourage them to understand and embrace the training, and fulfill the requirements as outlined on the website. If there are any questions, the staff in CG-133 is available to answer any questions you may have.

To ensure the DHS components are in compliance, each component is reporting their completion data to DHS on a monthly basis. Your attention and vigilance to this requirement will be greatly appreciated; I do appreciate the additional workload this places upon our supervisors of civilian personnel!

CAPT C. P. Calhoun, Chief, Office of Leadership and Professional Development (CG-133) will be releasing emails to your impacted supervisors in the weeks ahead. I request you and your staffs work with him and the CG-133 staff to meet the DHS Cornerstone Program goals. Additionally, an ALCOAST message will be released shortly announcing DHS Cornerstone Program requirements.



D. A. NEPTUN, RADM, USCG

Assistant Commandant for Human Resources