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DEPARTMENT OF DEFENSE
UNITED STATES CYBER COMMAND
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FORT GEORGE G. MEADE, MARYLAND 20755

MAY 05 2023

Reply to:
Chief of Staff

CPM 2023-03

MEMORANDUM FOR ALL UNITED STATES CYBER COMMAND PERSONNEL

Subject: U.S. Cyber Command Civilian Workforce Council

References: (a) United States Cyber Command Instruction 1000-05, *Mentoring Program*
(b) U.S. Cyber Command 2022 Priorities
(c) U.S. Cyber Command CODE

1. Introduction. On 19 October 2022, General Nakasone unveiled the United States Cyber Command (USCYBERCOM) CODE emphasizing that "We Win with People." Additionally, readiness, recruitment, retention, and training will remain USCYBERCOM priorities for the foreseeable future. *You are our most valuable asset and we are committed to investing in your development.*

2. Purpose. This Command Policy Memorandum (CPM) establishes initial guidance for the Command's Civilian Workforce Council (CWC) and subsequent committees. To maintain an emphasis on the health and welfare of the Command's civilian workforce, this CPM outlines the way ahead, culminating in establishing the CWC, initial retention committee, and an updated USCCI.

3. Applicability. This CPM applies to all USCYBERCOM civilians. Professional development and mentorship for military members of the Command will be prioritized and administered by the military chain of command, as outlined in relevant service policy.

4. Way Ahead. In order to continue development of the Command's civilian advisory, advocacy, and mentorship programs, the Chief of Staff (CoS) directs the following actions:

a. Establish the CWC: The CWC is a team of civilians gathered from across the Command to provide and implement recommendations to/from Command Senior Leaders. The CWC is composed of different grades, occupational specialties, backgrounds, and experience levels; and will provide regular updates to the Executive Director and Senior Leaders. The council will initially focus on a series of preliminary milestones including formalizing the structure of the CWC, meeting rhythm of the council, establishing a civilian retention committee, and drafting the USCCI.

(1) The USCYBERCOM Executive Director provides oversight for the CWC with support from USCYBERCOM Senior Leaders. The Executive Director will meet with council leadership quarterly and the entire group no less than twice during the calendar year.

(2) The USCYBERCOM CoS will appoint initial council leadership, including a Council Chair and Deputy. Following the first calendar year, leadership will be elected by an established council leadership board.

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(3) Membership in the council will be voluntary and open to all USCYBERCOM service civilians. The council will also include one Cyber Mission Partnership (CMiP) advisor and one Defense Intelligence Agency (DIA) advisor to represent the broader USCYBERCOM workforce. Committee membership is open to all USCYBERCOM personnel, including military, CMiP, and DIA. Volunteers for both the council and committees should be passionate about continued development of the Command's civilian workforce.

(4) Participation in the council is considered to be an official duty as mission allows. Leadership (direct supervisors) must be kept informed, and should disapprove participation in the council only when there are critical, time-sensitive mission requirements.

(5) All civilian participants must ensure that they do not exceed their regularly scheduled hours while participating in the council. While participation in the council itself does not, in and of itself, disallow requesting premium pay, any request for premium pay (overtime/compensatory time) must be pre-approved by the employee's direct supervisors.

b. The CWC will initially focus on establishing the Retention Committee. Retention is a Commander, USCYBERCOM priority and affected by a number of interlocking elements, including everything from on-boarding and professional development, to mentoring and work-life balance.

c. The CWC will invigorate an atmosphere of civilian advocacy. The council will outline and implement a series of additional events and activities including this CPM, the revised USCCI, professional development sessions, and training opportunities.

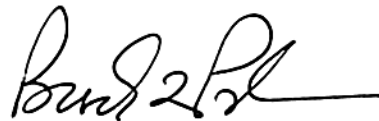
d. The CWC will spearhead the development of a CWC USCCI, with a target completion date of 2nd quarter, FY24.

5. Point of Contact. The Point of Contact for this CPM is the CWC:
(USCC_Civilian_Workforce_Council@nsa.ic.gov)

6. Releasability. Cleared for public release. Available on the Publications and Forms Website at <https://intelshare.intelink.gov/sites/uscycbercom/Library/SitePages/publications.aspx>.

7. Supersedes/Cancelation. This CPM supersedes USCYBERCOM Instruction (USCCI) 1000-05, *Mentoring Program*, dated 14 April 2013.

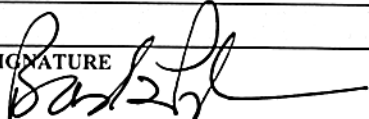
8. Expiration. This CPM is effective upon signature. This CPM expires one year after signature and must be incorporated into a new or existing instruction or manual.



BRADLEY L. PYBURN
Major General, U.S. Air Force
Chief of Staff

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UNITED STATES CYBER COMMAND PUBLICATIONS ACTION PROCESSING

1. PUBLICATION TYPE AND NUMBER Command Policy Memorandum 2023-03		2. PUBLICATION TITLE Civilian Workforce Council		
3. ACTION TYPE New	4. PUBLICATION CLASSIFICATION Unclassified	5. DISTRIBUTION Cleared for Public Release	6. FORMS PRESCRIBED <input type="checkbox"/>	7. INTERNAL COORDINATION COMPLETE <input checked="" type="checkbox"/>
8. COORDINATION SUSPENSE DATE Publications suspense date will be given to the AO during the pre-coordination process by the Publications and Forms Management Office.	9. INFORMATION COLLECTION REQUIREMENTS (select as applicable)			
	<input type="checkbox"/> In accordance with this publication, information will be collected and submitted to Congress. <input type="checkbox"/> In accordance with this issuance, information will be collected from the public. <input type="checkbox"/> In accordance with this issuance, information will be collected from USCYBERCOM, USCYBERCOM components or other federal agencies. Costs of the internal information collection must be provided below for coordination. <div style="text-align: right;">Total cost of the collection to the requesting Component</div> <div style="text-align: right;">Total cost of the collection to the responding Component</div>			
10. PURPOSE AND REMARKS <p>This Command Policy Memorandum establishes initial guidance for the Command's Civilian Workforce Council (CWC) and subsequent committees. To maintain an emphasis on the health and welfare of the Command's civilian workforce, this CPM outlines the way ahead, culminating in establishing the CWC, initial retention committee, and an updated USCCI.</p> <p>This CPM will supersede U.S. Cyber Command Instruction 1000-05, Mentoring Program, dated 22 April, 2013. Since this policy belongs to the Manpower and Personnel, J1, directorate, a review is mandatory.</p>				
11. ACTION OFFICER INFORMATION				
a. NAME Nick Long	b. OFFICE J5	c. TELEPHONE (include area code) 443-654-0572	d. EMAIL ADDRESS nalong@cybercom.mil	
12. AUTHORIZING OFFICIAL				
a. NAME Holly M. Baroody	b. POSITION/TITLE Executive Director	c. ELECTRONIC SIGNATURE BAROODY.HOLLY.MASHELL.125 4959517 <small>Digitally signed by BAROODY.HOLLY.MASHELL.1254959517 Date: 2023.03.23 18:18:42 -04'00'</small>		
13. COORDINATION COMPONENTS				
a. MANDATORY COORDINATION				
DCoS	Publications Office	HUEBER.SHANNON. RENE.1016664045	<input type="checkbox"/>	
CmdSec	SJA	ETHEREDGE- NORTON CARLA PEYT ON.1072628272	<input type="checkbox"/>	
b. INTERNAL COORDINATION				
J1	MORGAN.ASHLEY.LAUR EN.1458824211	<input type="checkbox"/>	<input type="checkbox"/>	
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c. EXTERNAL COORDINATION				
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. CERTIFYING OFFICIAL				
a. NAME Bradley L. Pyburn	b. POSITION/TITLE Chief of Staff	c. DATE 20230324	d. SIGNATURE 	

ACTION PROCESSING SHEET

	TO	ACTION	SIGNATURE, Last Name, DATE		TO	ACTION	SIGNATURE, Last Name, DATE
1	CoS	SIGN/APPROVE	BCJ 3 May 23				
2	DCOS	Coord	MCS 4 May 23				
3	CmdSec	Coord	AD 4 May 23				
4	CAO	Coord	Shannon R. 4 May 23				
5	SSI	Coord	Carla Ethridge 4-4-23				
6	SJA	Coord	Ashley Morgan 4-14-23				

SUBJECT:

Command Policy Memorandum 2023-03, *Civilian Workforce Council*

DIRECTORATE SUSPENSE:

CMD SECTION SUSPENSE:

HHQ SUSPENSE: NA

1. RECOMMENDATION: CoS sign TABs A and B.

2. EXECUTIVE SUMMARY: This Command Policy Memorandum establishes initial guidance for the Command's Civilian Workforce Council (CWC) and subsequent committees. To maintain an emphasis on the health and welfare of the Command's civilian workforce, this CPM outlines the way ahead, culminating in establishing the CWC, initial retention committee, and an updated USCCI.

This CPM will supersede U.S. Cyber Command Instruction 1000-05, Mentoring Program, dated 22 April, 2013.

3. (U) CRITICAL COMMENTS/NON-CONCURS: N/A

TABS:

TAB A – USCYBERCOM Form 507, *Publications Action Processing Form*

TAB A – Command Policy Memorandum 2023-03, *Civilian Workforce Council*

ACTION OFFICER (Name/Grade/office Symbol/Phone Number/Signature)

Hueber, Shannon R. J010, srhuebe@cybercom.mil, 443-654-4744

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TRACKING
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