



DEPARTMENT OF THE ARMY
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD
320 MANSCEN LOOP STE 316
FORT LEONARD WOOD, MISSOURI 65473-8929

REPLY TO
ATTENTION OF

ATZT-L

20 FEB 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #47-04, Workforce Training

1. REFERENCES:

- a. AR 690-400, Chapter 410.
- b. FLW Reg 10-1.
- c. Memorandum of Agreement, MANSCEN Civilian Workforce Training, 6 Sep 02.
- d. HQDA Ltr 350-04-1.

2. PURPOSE. Establish Installation Workforce Training Policies and Procedures.

3. APPLICABILITY. This policy is applicable to the workforce of all Mission and Installation Management Agency (IMA) personnel on Fort Leonard Wood, MO.

4. POLICY.

a. Inherent in each MANSCEN and FLW organization's responsibilities is their civilian workforce training and their employees' professional development. Supervisors at all levels must work with their employees and develop Individual Training Plans. Organizations must determine requirements and allocate funding for their specific training requirements. Managers at all levels are charged with the internal control function of only allocating funds and time for workforce development training which fulfills a specific individual training requirement.

b. At the installation level, the Directorate of Common Leader Training (DCLT) has the responsibility of managing the overall civilian training program. This includes coordinating the cost effective delivery of regional courses with the Southwest Civilian Personnel Operations Center (SWCPOC) at Fort Riley, and conducting training locally which fulfills the more general requirements of leader, manager, supervisor, and general common skill training. Part of this responsibility is serving as the installation credit card "process owner" for workforce training. This aspect applies to both military and civilian personnel. To implement this, the Technical Director of DCLT is named as the installation's Workforce Training Officer. The Alternate Workforce Training Officer is the Chief, Professional Development Center, DCLT.

c. Commanders and Directors of all major Mission, Garrison, and Personal and Special Staff will appoint (in writing) a Training Coordinator. They will be responsible for working with the DCLT Professional Development Center to articulate the training needs of the workforce via the SWCPOC annual training assessment needs survey (annually Oct – Jan). Supervisors will provide the Training

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Coordinator a copy of employees' Individual Training Development Plan to ensure that job specific requirements are identified. For each Civilian Career Program, the Garrison Commander will appoint a Senior Civilian Careerist as the Activity Career Program Manager (ACPM). They will advise careerists, commanders/directors, and the installation's Workforce Training Officer on specific occupational training requirements and opportunities. The ACPM should meet with the careerists periodically to assess training needs.

d. IMPAC Credit Card holders in each organization must have supervisory and training coordinator approval as well a DCLT "process owner" approval prior to using the IMPAC card to procure any commercial training.

e. The following policies are applicable to specific types of training:

(1) For annual compliance, licensing, certification, or job specific mandatory training, organizations may send an annual exception to policy memorandum to DCLT. This exception should list the individual's name, training, source, and estimated cost (to include any TDY costs) for all individuals that require the training.

(2) For all automation and technology training requirements, DCLT must ensure that the course is job related, that MY SMARTFORCE lessons are not available, and the request has been completely coordinated with DOIM.

(3) All graduate or undergraduate college courses that support a specific civilian employee's professional development must be requested on a DD 1556 in advance of course enrollment. These must be individually researched by the organization to verify that the course relates to the job description of the position. For academic programs, the DD 1556 should document the duty time to include any extra study, driving and recovery time, as well as the cost.

(4) Determining whether to pay conference fees are an organizational responsibility. However, if training is included as part of a conference fee, then prior approval by DCLT is required.

5. PROCEDURES.

a. A completed DD Form 1556, with supervisor's signature, is the required method to request approval of using the IMPAC card for training. Provide DCLT with the original, signed DD Form 1556. If not possible, then FAX 1556 to 563-4120.

b. Only the information indicated on the attached sample DD Form 1556 is necessary to process the training request. Signature of the supervisor indicates funds availability. If the form is not completed correctly, it will be returned to the originating office without consideration.

c. All organizational credit card holders and DCLT Professional Development Center will maintain a record of all DD 1556 approvals/disapprovals for audit purposes.

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6. IMPLEMENTATION. To implement these policies and procedures, DCLT will:

a. Ensure integration of these policies and procedures into Directorate of Contracting IMPAC card training.

b. Conduct formal training with organizational training coordinators and conduct orientation training for all new training coordinators.

c. Provide an annual assistance visit to all organization Activity Training Coordinators post-wide if requested by organization.

7. SUPERSESSION. This policy is in effect until superceded or rescinded.

8. PROPONENCY. The proponent for this policy is the Professional Development Center, DCLT, 563-7272.

Encl



R. L. VAN ANTWERP
Major General, U.S. Army
Commanding

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