

CAC-32: Institution has a program(s) and process(es) in place for the competency development of its assigned personnel (those on TDA and contractors as appropriate).						As of: May 2011		
Criteria	Criteria Guidelines	References	Required Documents	Applicability				Mandatory Comments
				Center	School/College	TR NCOA	RC	

Criterion 32a: The Institution has policies and procedures to coordinate and provide training opportunities to address the training needs of institution personnel based on senior leader guidance, priority and available resources	32a(1): Review policies, standing operating procedures and/or documents related to the institution's training and education programs supporting the competency development of their assigned personnel (those on TDA and contractors and appropriate). 32a (2): Review initiatives or processes to implement ALC 2015 and its supporting tasks.	AR 614-200. TR 350-10. TR 350-70. TP 350-70-3. ALC 2015 (TP 525-8-2).	Policy Letters. SOPs. Training Records. Training Needs Survey.	X	X	X	X	Comment on any criteria not met.
Criterion 32b: The Institution publishes a list of available training and education opportunities to meet Individual Development Plan (IDP) training needs as appropriate.	32 b: Review policies, standing operating procedures and/or documents related to the institution's training and education programs supporting the competency development of their assigned personnel.	TR 350-70. TRADOC Policy Letter 12, 02 March 2009, Civilian Leader Development Program (CLDP).	Local Regulations. Policy Letters. SOP.	X	X	X	X	Comment on any criteria not met.
Criterion 32c: The Institution has policies and procedures to ensure personnel with duties relating to S & F receive relevant training and education.	32 c: Interview SFD chief and other members of the element to collect information about the products and services provided by the SFD element, and to determine if SFD policies and procedures meet their needs for successful job performance.	TR 350-70. ALC 2015 (TP 525-8-2).	Policy Letters. SOP.	X	X			Comment on any criteria not met.
Criterion 32d: The Institution has a Staff and Faculty Development (SFD) functional element (activity/office).	32d: Look for evidence that a Staff and Faculty Development (SFD) functional element (activity/office) has been established.	TR 350-70.	Organization Chart. Wiring Diagram.	X	X			Comment on any criteria not met.

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<p>Criterion 32e: The SFD functional element:</p> <ol style="list-style-type: none"> Has policies and procedures for conducting S&F development activities (courses and learning events). Has documented procedures for executing the SFD Instructor Certification Program at the local level. Has an established recognition program for instructors and curriculum developers designed to promote professionalism. Maintains student records of those individuals who completed or participated in courses and learning events provided by the SFD functional element or the Staff and Faculty 	<p>32 e: Interview SFD chief and other members of the element to collect information about the products and services provided by the SFD element, and to determine if SFD policies and procedures meet their needs.</p>	<p>TR 350-70. TR 350-18.</p>	<p>Local policy. SOP. Activity Schedule. Certification Documents. Recognition Program SOP. Student Records.</p>	X	X			<p>Comment on any criteria not met.</p>
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<p>Core Curriculum (SFCC) course proponent.</p> <p>5. Maintains course records of courses conducted by the SFD functional element.</p> <p>6. Maintains instructor records of their instructors who teach SFCC courses and local S & F courses.</p>			<p>Course Records.</p> <p>Instructor Records.</p>					
<p>Criterion 32f: Has a Career Program (CP) office (s) or designated representative (s) responsible for coordination with CP Managers and institution management regarding the training of the institution's CP workforce as it relates to the Center and School Proponent, Training and Education functions.</p>	<p>32f: Look for evidence that a Career Program (CP) office(s) for those CPs which support the Center and its Schools proponent, Training and Education functions has been (are) established or a designated representative has been appointed/assigned.</p>	TR 350-70.	<p>POC list</p> <p>Appointment Letter.</p>	X	X			Comment on any criteria not met.
<p>Criterion 32g: The CP office or representative (s):</p> <p>1. Surveys the</p>	<p>32g(1): Interview CP representative(s) to collect information to confirm that:</p> <p>32g(1)(a): Coordination with Career Program Managers and institution management regarding the training of the institution's CP</p>	TR 350-70. ALC 2015 (TP 525-8-2).	<p>Training Records.</p> <p>Course Records.</p>	X	X			Comment on any criteria not met.

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<p>institution's CP civilians to identify training/education requirements.</p> <p>2. Schedules relevant training opportunities for directed courses, and communicates course offerings across the institution's CP workforce.</p> <p>3. Maintains records of completed courses and attendance rosters.</p>	<p>workforce takes place;</p> <p>32g(1)(b): CP civilians are surveyed to identify their training/education requirements;</p> <p>32g(1)(c): Schedules of relevant training opportunities for directed courses are established and that the CP workforce is notified of course offerings;</p> <p>32g(1)(d): Records of completed courses and attendance rosters are maintained.</p>		<p>Training needs surveys.</p> <p>CP course schedules and offerings.</p> <p>Course Records.</p>					
<p>Criterion 32h: Conducts periodic and comprehensive instructor evaluations (observations) of instructor assigned to and actively teaching within the institution, and reviews instructor profile and credentials to ensure instructor qualifications are maintained and documented in instructor records.</p>	<p>32 h: Collect a random sample of instructor records from across the institution, and review to ensure instructor evaluations/observations take place, and that instructor qualifications are maintained.</p>	TR 350-70.	Instructor Records.	X	X			Comment on any criteria not met.