



REPLY TO
ATTENTION OF

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

ATZT-CG

10 MAY 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy 12, Civilian Leader Development Program (CLDP)

1. REFERENCES.

- a. Memorandum, Office of the Deputy Chief of Staff, DAMO-TR, 22 November 2006, subject: Civilian Education System Policy.
- b. TRADOC Policy Letter 12, Civilian Leader Development Program (CLDP), 2 March 2009.
- c. Army Civilian Education System (CES) Policy, November 2006, available at <http://cpol.army.mil/library/train/ces/>.
- d. E-mail, HQ IMCOM (IMHR-D), Mr. Philip DeMarais, 9 January 2007, subject: FY07 Civilian Education System Registration.

2. GENERAL.

- a. This command policy establishes the policy for CLDP and provides guidance on mentoring and developing senior civilian and civilian leaders. Senior civilian leaders are General Schedule (GS) 13-15 and nonappropriated fund (NAF) equivalents at the U.S. Army Maneuver Support Center of Excellence (MSCoE).
- b. This policy is applicable to the workforce of all Mission, Installation Management Command (IMCOM), Medical Department Activity (MEDDAC), Dental Activity (DENTAC), and Personal and Special Staff Offices on Fort Leonard Wood, Missouri.

3. POLICY AND PROCEDURES.

- a. Commanders and directors of all major Mission, IMCOM, MEDDAC, DENTAC, and Personal and Special Staff Offices must support and promote the transformation of Army CLDP. The program is imperative to the Army's future civilian leaders. Ensuring that each civilian employee understands the importance of this new program will contribute to its success.

ATZT-CG

SUBJECT: Command Policy 12, Civilian Leader Development Program

b. All supervisors of Federal civilian employees will utilize employees' individual development plans (IDPs) to document training needs, assist employees with enrollment in appropriate courses, and document their attendance for any required annual reports.

c. Civilian Leader Development Programs include, but are not limited to, the following:

(1) CES.

(2) Human Resources (HR) for Supervisors. This course is intended for all supervisors on Fort Leonard Wood.

(3) Advanced Leadership Training. These courses provide continuing education in addition to the CES courses.

(4) TRADOC Senior Leader Development. This program prepares GS-14 through GS-15 (and by exception, high potential GS-13) and equivalents for key-leadership positions through centrally funded advanced leadership training, developmental assignments, and Senior Executive Service (SES) mentorship assignments.

(5) Senior Level Assignment Opportunities. All GS-13 through GS-15 or equivalent vacancy announcements will be announced Armywide, in accordance with TRADOC Policy Letter 12, and include payment of permanent change of station costs. Costs will not be centrally funded.

(6) Fellows Program. This is a 5-year training program to attract, develop, and retain multiskilled experts for TRADOC Centers of Excellence (CoEs).

(7) Greening Course. This course is designed for permanent civilian employees GS-5 and above and will enable civilians to better understand how the field Army works.

d. Applicable training can be accomplished on duty time with the supervisor's approval and subject to mission requirements.

e. Training provided for permanent civilian employees is centrally funded unless otherwise directed. Military members may also attend training on a space-available basis, but their organizations must pay tuition and temporary duty (TDY) costs.

f. In addition to the above programs, I will hold bimonthly forums to solicit insight from senior civilian leaders and to provide perspectives on MSCoE priorities in order to

ATZT-CG

SUBJECT: Command Policy 12, Civilian Leader Development Program

remain committed to mentorship and development. I will do this with scheduled focus topics published in advance to frame our discussions.

g. To implement this policy, all commanders and directors will—

(1) Read the references identified in paragraphs 1a through 1i.

(2) Ensure that their Federal civilian employees understand what training they will be required to take and how the application/approval process works.

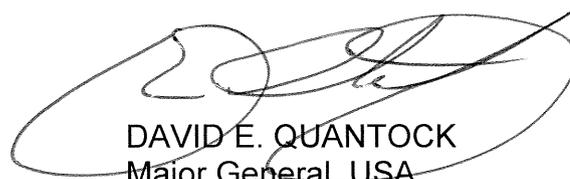
(3) Personalize employees' IDPs to document the required training to include when it is completed, and ensure that all completed training is evaluated for effectiveness and recorded in the Defense Civilian Personnel Data System (DCPDS).

h. Performance objectives should align with the priorities of MSCoE.

i. Each senior civilian is welcome to schedule an office call with the Commanding General (CG) at least annually or as necessary to receive specific guidance or a letter of understanding of his intent/vision.

4. SUPERSESSION. This policy supersedes CP 80-08, 17 September 2008, and CP 84-07, 16 October 2007, and is effective for 2 years from the published date or until it is published in an appropriate local publication, superseded, or revoked, whichever is soonest.

5. PROPONENCY. The proponent for this policy memorandum is the Civilian Personnel Advisory Center, (573) 596-0927.



DAVID E. QUANTOCK
Major General, USA
Commanding

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