



DEPARTMENT OF THE ARMY  
U.S. ARMY MANEUVER SUPPORT CENTER OF EXCELLENCE  
14000 MSCOE LOOP, SUITE 316  
FORT LEONARD WOOD, MISSOURI 65473-8300

ATZT-CG

19 APR 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy 12, Civilian Training and Development

1. REFERENCES.

- a. Army Civilian Education System (CES) Policy, 26 April 2012.
- b. Memorandum, HQ TRADOC, ATBO-C, 10 April 2015, subject: TRADOC Policy Letter 9, Civilian Leader Development Program (CLDP).
- c. Army Regulation (AR) 350-1, Army Training and Leader Development, 19 August 2014.
- d. Army Directive 2015-01, Army Conference Policy, 08 July 2015
- e. AR 690-950, Career Management, 31 December 2001.
- f. United States Code, Title 5, Government Organizations and Employees, Part III, Employees, Subpart C, Employee Performance, Chapter 41, Training, 7 August 2015.
- g. Code of Federal Regulations, Title 5, Administrative Personnel, Chapter 1, Office of Personnel Management, Subchapter B, Civil Service Regulations, Part 410, Training, 1 January 2015.
- h. Code of Federal Regulations, Title 5, Administrative Personnel, Chapter 1, Office of Personnel Management, Subchapter B, Civil Service Regulations, Part 412, Supervisory, Management, and Executive Development, 1 January 2014.
- i. Training Policy Handbook: Authorities and Guidelines, 11 May 2007.

2. GENERAL.

- a. This command policy establishes guidance for the Maneuver Support Center of Excellence (MSCoE), Fort Leonard Wood, Missouri, civilian training and development program. The program includes the approved use of government and nongovernment training for Department of the Army civilian employees. Contractors are not considered employees for the purpose of this policy.

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b. This policy is applicable to the Army commands (ACOMs) and tenant units serviced by the Civilian Personnel Advisory Center (CPAC) and Mission and Installation Contracting Command (MICC) located at Fort Leonard Wood.

### 3. POLICY.

a. Each organization is responsible for the training and development of their supervisory and nonsupervisory civilian employees. Military and civilian supervisors are required to develop individual development plans (IDPs) to formally document the training needs of their civilian employees using the Army Career Tracker System <<https://actnow.army.mil>>. Military and civilian supervisors are also required to review and revise IDPs annually, usually in accordance with the development of employees' performance objectives.

b. Military and civilian supervisors will support the Civilian Education System in accordance with references 1a-1c.

c. The Commanding General or his delegate will appoint in writing a civilian Activity Career Program Manager (ACPM) for each Army career program. The ACPM will be the most-senior civilian employee in the career program. ACPMs will advise careerists and commanders/directors on specific occupational training requirements and professional development opportunities. Each MSCoE-appointed ACPM will serve all career program civilian personnel in his/her program area on the installation IAW paragraph 2b above.

d. There are two categories of civilian training: government- and nongovernment-provided instruction. Supervisors should make every attempt to use government-provided training before pursuing a nongovernment solution. Organizations must determine civilian job-related training requirements and allocate funding accordingly. All management officials are charged with the internal control function of only allocating funds and official duty time for civilian training which fulfills a specific job-related training requirement. Due to the fiscally constrained environment, only mission-critical nongovernment-provided training will be approved. Some nongovernment-provided training held in commercial facilities may be subject to AD 2015-01 and its further guidance regarding mission-critical determinations.

e. G-37 Civilian Training and Development (CTD) is the responsible organization for managing the overall CTD program and is the government purchase card (GPC) process owner for civilian nongovernment-provided training. All requests for nongovernment-provided training must be submitted to the CTD for approval and

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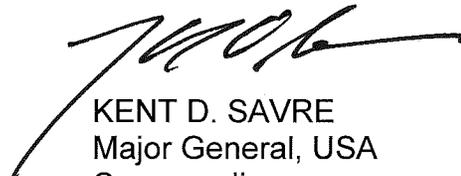
funding. Nongovernment-provided training requests must be submitted to CTD at least 45 calendar days before the start date of training or the request will be disapproved.

f. Commanders and directors will appoint in writing a primary and an alternate training coordinator (TC). CTD will only accept requests for nongovernment-provided training that have been reviewed/approved by appointed TCs.

g. In accordance with reference 1c above, the official record of completed training for Army civilians is the Defense Civilian Personnel Data System (DCPDS). Supervisors, managers, and TCs share the responsibility to ensure that proper and timely documentation of completed government- and nongovernment-provided training in DCPDS.

4. SUPERSESSION. This policy supersedes memorandum, HQ MSCoE, ATZT-CG, Command Policy 12, Civilian Training and Development, 1 November 2013, and is effective until superseded or rescinded.

5. PROPONENT. The proponent for this policy memorandum is G-37 CTD, (573) 563-5652.



KENT D. SAVRE  
Major General, USA  
Commanding

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