



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT SILL  
462 HAMILTON ROAD, SUITE 120  
FORT SILL, OKLAHOMA 73503

IMWE-SIL-HR

JUL 19 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Workforce Training and Development, GC Policy Memo 11-01

1. Reference Memorandum, Headquarters IMCOM, IMCG, 22 Feb 10, subject: Command Policy #13 – Workforce Development: Developing the Present and Future IMCOM Workforce.
2. Applicability. This policy applies to all United States Army Garrison, Fort Sill civilian employees.
3. Policy.
  - a. Workforce Development is critically important to maintaining the skills necessary to accomplish the garrison's mission. As we continue to transform our Army and our installations, new missions and technologies will emerge. Investment in human capital must be part of our strategic planning process in order to develop a workforce fully capable of taking on these future challenges. This Garrison is committed to the professional growth of all Military and civilian employees.
  - b. Supervisors at all levels will ensure employees receive the training required to support the organization's strategic goals by anticipating new or expanding missions; preparing and maintaining Individual Development Plans (IDPs) for all civilian employees; linking individual employee professional development with mission requirements; periodically review IDPs with subordinates; and, make every effort to release employees to attend scheduled training. Rescheduling or cancellation of authorized training should rarely occur.
  - c. Subject to the availability of funding, supervisors will allot for employee training during the annual budget process. Every effort should be made to take advantage of centrally funded training opportunities such as the Civilian Education System.
4. Proponent. The Director of Human Resources is the proponent of this policy. Point of contact is Workforce Development, at (580) 442-0147.

(IMWE-SIL-HR)

SUBJECT: Workforce Training and Development, GC Policy Memo 11-01

5. This policy memorandum supersedes GC Policy Memo 10-01, subject: Workforce Training and Development, 22 March 2010.

A handwritten signature in black ink, appearing to read "Paul S. Hossenlopp". The signature is fluid and cursive, with the first name "Paul" written in a smaller, more compact script than the last name "Hossenlopp".

PAUL S. HOSSENLOPP  
COL, FA  
Garrison Commander

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