



**DEPARTMENT OF THE ARMY
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY
FORT SILL, OKLAHOMA 73503-5600**

ATSF-W

7 June 2011

MEMORANDUM FOR DISTRIBUTION

SUBJECT: NCOA Civilian Professional Development Program Policy Letter #41

1. References.

- a. Army Civilian Education System, HQ DA, Policy NOV 2006
- b. TRADOC Regulation 570-4, Management of Civilian Manpower, 4 AUG 05
- c. AR 350-1, Training, Army Training and Leader Development, Section V, Civilian Training, page 80, 19 DEC 2009
- d. AR 690-950, Civilian Personnel Career Management, 31 DEC 01

2. I am committed to preparing agile and innovative Army civilians who can lead during times of change and uncertainty; who prepare for the rigors of service as multi-skilled leaders; possess the values, skills and mindset to serve as competent, resilient supervisors and managers. Leader development is a continuous process that employees, (leaders and subordinates) accomplish through a blend of work assignments, formal training, and self-development opportunities as individual's progress from entry to senior level positions to represent the FCoE NCO Academy across the FCoE, TRADOC and USASMA. The NCOA will execute this policy effective 8 June 2011.

3. Implementation of the Civilian Leader Development Program (CLDP) will ensure development of our civilian force through two parts, the Civilian Education System (CES) and the Advanced Learning Training (ALT).

4. Civilian Education System (CES). The CES program is progressive, sequential leader development training and education program for Army civilians at all levels. A series of course instruction is provided through blended learning - distributed learning (DL) and resident instruction. The sequence for attending these courses is as follows:

ATSF-W

SUBJECT: NCOA Civilian Professional Development Program Policy Letter #41

- a. The Foundation Course (FC) is a Web-based course and available to all Army civilians. It is required for all interns, team leaders, supervisors and managers hired after 30 September 2006.
 - b. The Action Officer Development Course (AODC) is a Web-based course and required for all interns before completing the intern program. The AODC is available for all Army civilians as self-development.
 - c. The Supervisor Development Course (SDC) is a Web-based course and is a required course for supervisors and managers of Army civilians. The SDC is available for all Army civilians as self-development.
 - d. The Basic Course is a combination of DL and resident training. The DL and resident training are required for team leaders, supervisors and managers. The DL is available to all Army civilians as self-development.
 - e. The Intermediate Course (IC) is a combination of DL and resident training. The DL and resident training is required for supervisors and managers. The DL is available to all Army civilians as self-development.
 - f. The Manager Development Course (MDC) is a Web-based course and available to all Army civilians.
 - g. The Advanced Course is a combination of DL and resident training. The DL and resident training is required for supervisors and managers GS-13 - GS-15 or equivalent pay band. The DL phase is available to all Army civilians as self-development.
5. Self-registration process through the Civilian Human Resources Training Application System web site: <https://www.atrrs.army.mil/channels/chrtas/default.asp>. AKO logon and password or Common Access Card (CAC) is required to enroll. Approved training is authorized during duty hour's reference Part 5 Code of Federal Regulations (CFR) Section 410 and Chapter 7 (Army Distributed Learning Program) of this regulation. Supervisors and managers are responsible for setting guidelines that allow employees duty time to complete 80 AR 350-1 • 18 December 2009 required DL portions of CES courses. Guidelines can be in the form of a written or verbal agreement and should articulate a study schedule and timeline for the employee to complete the course. Training made available to employees as a voluntary self-development tool will be undertaken by the employee outside regular working hours and will not be considered hours of work.
6. Foundation Course (FC), Distance Learning (DL), Course number ATRRS (1-250-C59 (DL)).

ATSF-W

SUBJECT: NCOA Civilian Professional Development Program Policy Letter #41

a. Purpose: Provides employees with an understanding of the structure of the U.S. Army, the Army's leadership doctrine and the personnel system of Department of Army Civilians.

b. Eligibility Requirements: FC required for all Army civilian employees, military and other DOD employees, Interns, Team Leaders, and Supervisors employed after 30 September 2006 within six months.

c. Army employees employed before 30 September 06 are not required to take the FC and will receive credit for this course.

7. Basic course (BC), DL and Resident, Course numbers ATRRS (1-250-60 (DL) and 1-250-C60 phase 2).

a. Purpose: The Basic Course develops Army civilians skilled in leading; managing human and financial resources; implementing change; directing program management and systems integration; displaying flexibility, resilience, and focus on mission.

b. The Basic Course is conducted through blended learning - DL and two week resident training. Resident training is taken after successful completion of distance learning and takes place in a university setting. It encompasses a classroom environment and small group seminars.

c. Eligibility for resident training.

(1) Army civilians in permanent appointments and have not been granted course credit.

(2) Military supervisors of Army civilians, DOD and all other Federal agency leaders, and term and temporary employees.

(3) Army civilians must have a current performance rating of successful and be in good standing regarding conduct.

(4) Employees must have successfully completed the FC if required.

ATSF-W

SUBJECT: NCOA Civilian Professional Development Program Policy Letter #41

d. Admission priorities for resident training.

(1) The Basic Course is required for all employees in a permanent appointment to a leadership position with responsibilities to effectively lead and supervise employees. Employees must complete this course no later than one year from placement to a supervisory or managerial position.

(2) Priority 1. Army civilians in permanent appointment to team leader, supervisory or managerial position. AR 350-1 • 18 December 2009

(3) Priority 2. Army civilians in permanent appointment to a non-supervisory position and have not been granted course credit. Army civilians, DOD and other Federal agency employees participating in an Army endorsed supervisory or manager development program (for example, DOD Executive Leadership Program (DELDP), the Army Fellows Program, and DA Fellows): Army civilians who are recommended by their supervisor and have completed equivalent training five or more years prior to date of course consideration.

(4) Priority 3. Military supervisors of Army civilians, DOD and other Federal agency Leaders: Army civilians in term or temporary appointments who have responsibility for leading or supervising Army civilians. Priority 3 is funded by their organizations.

e. Course Credit - Equivalency and Constructive.

(1) Credit may be granted to individuals who have successfully completed similar or more advanced training and education courses when training completion date is less than 10 years.

(2) Army courses validated for Basic Course Equivalency: Leadership, Education and Development (LEAD) Course, BOLC, WOAC, ANCOC/SLC. Documentation is required for equivalency credit.

(3) Other training, education or experiences may be submitted for Constructive Credit approval using the approval process identified in the course credit section.

ATSF-W

SUBJECT: NCOA Civilian Professional Development Program Policy Letter #41

8. Intermediate Course (IC), DL and Resident, Course number ATRRS (1-250-C-61 (DL) and 1-250-C61 phase 2).

a. Purpose: The IC target audience is Army civilians in supervisory or managerial positions. This target population is by necessity more agile, innovative, self-aware, and prepared to effectively lead and care for personnel and manage assigned resources. Training and developmental exercises focus on "mission" planning, team building, establishing command climate, and stewardship of resources.

b. The IC is conducted through blended learning - DL and three weeks resident training. Resident training is taken after successful completion of distance learning and takes place in a university setting. It encompasses a classroom environment and small group seminars.

c. Eligibility for the resident training.

(1) Army civilians in permanent appointments.

(2) Military supervisors of Army civilians, DOD and other Federal agency leaders, and term and temporary employees.

(3) Army civilians must have a current performance rating of successful and be in good standing regarding conduct.

(4) Employees must have successfully completed the FC and Basic Course or been granted course credit.

d. Admission priorities for resident training.

(1) The IC is required for all employees in a permanent appointment to a supervisory or managerial position. Employees in supervisory or managerial positions must complete this course no later than 2 years from placement.

(2) Priority 1. Is Army civilians in a permanent appointment to a supervisory or managerial position.

ATSF-W

SUBJECT: NCOA Civilian Professional Development Program Policy Letter #41

(3) Priority 2. is Army civilians in permanent appointment to non-supervisory position. Army civilians, DOD and other Federal agency employees who are participating in an Army endorsed supervisor or management development program (for example, the DELDP, the Army Fellows Program, and DA Fellows). (Army civilians who are recommended by their supervisor to attend the course and have completed the legacy civilian or military leader development course equivalent 5 or more years prior to date of course consideration.)

(4) Priority 3. Are Military supervisors of Army civilians, DOD and other Federal agency leaders, Army civilians in term or temporary appointment who are responsible for leading or supervising Army civilians. Priority 3 is funded by their organization.

e. Course Credit - Equivalency and Constructive.

(1) Course Credit may be granted to individuals who have successfully completed similar or more advanced training and education courses when training completion date is less than 10 years.

(2) Army courses validated for IC Equivalency: Organizational Leadership for Executives (OLE), Captains Career Course (CCC), Warrant Office Senior Course (WOSC), and First Sergeant Course (FSC). Documentation required for equivalency credit.

9. Manager Development Course # ACCP 131 F31

a. The MDC is a Web-based course with lessons that focus on managing, leading and human resources management. The MDC includes modules in organizational culture; time management; objectives and plans; problem solving and decision making; planning, programming and budgeting; manpower management; communications; information technology applications; the Army Environmental Program; equal employment opportunity; professional ethics; internal management control; and Army Family team building.

b. The MDC is available as a self-development tool for all Army employees and is recommended for all Army civilians in supervisory or managerial positions before attending the Advanced Course.

ATSF-W

SUBJECT: NCOA Civilian Professional Development Program Policy Letter #41

10. Advanced Course (AC), DL and Resident, Course number ATRRS (1-250-C-62 (DL) and 1-250-C2- phase 2).

a. Purpose: The Advanced Course focuses on Army civilians skilled in leading a complex organization in support of national security and defense strategies; integrating Army and Joint systems in support of the Joint Force; inspiring vision and creativity; implementing change; and managing programs.

b. The Advanced Course is conducted through blended learning - DL and four weeks resident training. Resident training is taken after successful completion of distance learning and takes place in a university setting. It encompasses a classroom environment and small group seminars.

c. Eligibility for resident training.

(1) Army civilians in permanent appointment to GS-13/14/15 or equivalent for Army non-appropriated fund (NAF), wage grade (WG) or local national (LN).

(2) Army civilians in permanent appointment current position description indicates a GS-13/14/15.

(3) Active duty military supervisors of Army civilians.

(4) DOD leaders in permanent appointment GS-13/14/15 and current position description indicates a GS-13/14/15.

(5) Term and temporary employees at the appropriate level of responsibility.

(6) Applicants must have a current performance rating of successful and be in good standing regarding conduct.

(7) Successfully completed the FC, Basic Course and IC or have received course credit for each.

d. Admission priority for resident training.

(1) The Advanced Course is required for all employees with a permanent appointment to a supervisory or managerial position. Employees must complete this course no later than 2 years from placement.

ATSF-W

SUBJECT: NCOA Civilian Professional Development Program Policy Letter #41

(2) Priority 1. Army civilians in permanent appointment to a supervisory or managerial position.

(3) Priority 2. Army civilians in permanent appointment to a non-supervisory position. Army civilians and DOD employees who are participating in an Army endorsed supervisor or management development program (for example, the DELDP, the Army Fellows Program, and DA Fellows). Army civilians who are recommended by their supervisor and have completed equivalent training 5 or more years prior to date of course consideration.”

(4) Priority 3. Military supervisors of Army, DOD and other Federal agency leaders. Army civilians in term and temporary appointments who are responsible for leading or supervising Army civilians. Priority 3 is funded by their organizations.

e. Course Credit - Equivalency/Constructive.

(1) Course Credit may be granted to individuals who have successfully completed similar or more advanced training and education courses when training completion date is less than 10 years.

(2) Army courses identified for Advanced Course Equivalency: Army Management Staff College (AMSC), Sustaining Base Leadership and Management (SBLM), CGSC, Intermediate Level Education (ILE), Warrant Officer's Senior Staff Course (WOSSC), and SMC. Documentation is required for equivalency credit.

(3) Other training, education or experiences may be submitted for Constructive Credit using the approval process identified in the course credit section (see app I).

11. Employees who have completed Army Management College (AMSC)/Sustaining Base Leadership and Management (SBLM), Command and General Staff College (CGSC)/Intermediate Level Education (ILE), Sergeant Majors Course (SMC), Warrant Officer Senior Staff Course (WOSSC) will receive credit for attending CES. Employees who have graduated from or are currently enrolled or participating in Senior Services College (SSC), Defense Leadership and Management Program (DLAMP) or the DoD Executive Leadership Development (DELDP) are exempt from attending CES.

12. Supervisor Development Course (SDC) or Human Recourses (HR) for Supervisors: SDC is provided as online instruction. HR for Supervisors is provided by local Civilian Personnel Advisory Centers (CPAC) and may be substitute SDC. TRADOC supervisors must complete this mandatory training within six months of assignment as supervisor.

ATSF-W

SUBJECT: NCOA Civilian Professional Development Program Policy Letter #41

13. The second part of CDLP is the Advanced Learning Training (ALT): ALT provides continued development of senior leaders after completion of CES courses.

- a. Senior Level Assignment Opportunity- To promote civilian mobility, all recruitment activity for positions at or above GS-13 level will require payment of PCS expenses.
- b. Fellows Program- A five-year program to attract, develop and retain experts within the Fires COE. Combining Army and local intern initiatives candidates will be recruited at the GS level with target grades at the GS-12 or 13 Level.
- c. Greening Course- Develop and implement a course designed to orient and connect newly appointed civilians (GS-5 and above) to the Army and Fires COE.
- d. Career Program (CP) Technical Training- Functionally specific training is identified within each activity career program and will be addressed as required within Individual Development Plans (IDPs).
- e. Other professional development opportunities such as reading lists, (FACCC/PCC for example), are highly encouraged as well as other Professional Development sessions.
- f. Exceptions and substitutions of required CLDP training will be in accordance with established policy. Approval of exception for mandatory training is delegated to Commandant or his deputy. This may not be further delegated. Decisions will be documented and reported at IPRs.

14. Point of contact for this memorandum is Mr. Robert Stasik 442-3141.



BRYAN A. PINKNEY
CSM, USA
Commandant