



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
LITTLE ROCK DISTRICT, CORPS OF ENGINEERS
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CESWL-DE (690-400)

4 September 2001

DISTRICT COMMANDER'S POLICY MEMORANDUM # 2001-12

SUBJECT: Commander's Training Policy Statement

1. A continuing goal of the U.S. Army Corps of Engineers is to develop a professional work force. Our civilian work force must be developed to keep the Corps abreast of managerial, technical, and scientific advancements, increased emphasis on environmental issues, and mission changes. Our challenge is to organize the Corps into a more flexible, cost effective, competent organization that can adapt quickly to change. In facing this challenge, a well trained work force is an absolute must. A well developed work force does not react to change - it creates change.

2. In keeping with this concept, it is my top-to-bottom commitment that:

a. Managers/supervisors will:

(1) Keep informed of training policies and make sure that all employees have an equal opportunity to participate in training regardless of national origin, age, or handicap.

(2) Know the employees' abilities and needs and help them build a sound career development program directed toward meeting individual needs within the organization. Each employee should have an Individual Development Plan (IDP). All training identified on the IDPs should be included in the organization's annual training plan.

(3) Accept and recognize that training is a necessary and inseparable function of supervision and use this tool to increase the effectiveness of the organization.

(4) Explore and evaluate sources of training available in the Federal Government before requesting and/or using funds for non-government training.

(5) Evaluate training received by their employees.

b. Career program managers will review the training needs of employees registered in the Army career programs and provide the opportunity to receive the training, education and development necessary for advancement as time and resources are available.

This Policy Memorandum supersedes Policy Memo 96-3 dated 13 November 1995.

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3. Implementation of this policy is a continuing responsibility of managers, supervisors, training coordinators, the Training Committee and the Human Resources staff.



BENJAMIN H. BUTLER
Colonel, Corps of Engineers
Commanding

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