



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON STUTTGART
UNIT 30401
APO AE 09107-0401

06 AUG 2012

IMSG-ZA

MEMORANDUM FOR Supervisors of Civilian Employees of USAG Stuttgart

SUBJECT: USAG Stuttgart Command Policy Letter #24, Civilian Training

1. REFERENCES:

- a. IMCOM REG 350-1, IMCOM Training and Leader Development, 1 June 2010
- b. Installation Management Campaign Plan, 2010-2017

2. I am personally committed to developing a workforce that has the knowledge, skills and opportunities to successfully provide excellent services for Soldiers and Families and to meet the day-to-day readiness challenges of sustaining USAG Stuttgart and IMCOM. Establishing a command climate that supports building a healthy, well-balanced, multi-skilled workforce is an essential task for all levels of the command and is one of the fundamental pillars of the Installation Management Campaign Plan.

3. I expect all leaders to foster an environment dedicated to training and leader development. As such, leaders will provide employees with the opportunity to attend training by establishing a long-range plan using an Individual Development Plan (IDP) or Individual Training Record (ITR) and adjusting as schedules or jobs change. Leaders will release employees to attend training once it has been authorized, or allow use of duty time for completion of mission related online courses. The training space afford to employees for online courses will be in a non-distracting location.

4. First line supervisors will monitor employee training progress throughout the year and ensure employees complete Army and IMCOM-directed mandatory training and other training listed on the IDP or ITR. Leaders will ensure employee development requests are consistent with IMCOM policy and are in the interest of the employee and the organization, with consideration of the cost, quality of education and training and mission requirements.

5. The point of contact for this policy letter is the Directorate of Human Resources, Leader and Workforce Division, DSN 431-2641.


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