Garrison Policy

MEMORANDUM FOR DISTRIBUTION

30 MAY 2019

DHQ-01

Garrison Policy

FORT HOOD, TX 76544-5002
HEADQUARTERS UNITED STATES ARMY GARRISON, FORT HOOD
US ARMY INSTALLATION MANAGEMENT COMMAND
DEPARTMENT OF THE ARMY

Growth and development
build and leverage intellectual capital and promote a culture supportive of individual
a) Adopt business practices and incentives consistent with a learning organization.
business. To accomplish this, the Garrison Directorates and special staff will
know-how, learn from experience, and share their knowledge as a normal part of doing
regardless of their position or experience. In such an environment, investment in
workforce training and development is a strategic necessity. The Garrison is committed
regardless of their position or experience. In such an environment, investment in
technological change requires continuous learning on the part of all employees
complexity of the Garrison mission and the accelerating pace of
b) Objectives: The complexity of the Garrison mission and the accelerating pace of

3. Applicability: This policy applies to all assigned or attached soldiers and civilian

1. Reference: AR 350-1, Army Training and Leader Development, 10 December 2017
2. Purpose: To supplement Department of Army policy and define roles and

and Leader Development. 1 June 2017

and I MCOM, Regulation 350-1, Installation Management Command (I MCOM) Training
SUBJECT: United States Army Garrison (USAG) Policy Memorandum - Training and

4. Scope: Training and development encompass all activities designed to enhance the
employees in USAG Fort Hood.

2. Responsibilities for USAG Training and Development Programs.

3. Applicability: This policy applies to all assigned or attached soldiers and civilian

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4. Scope: Training and development encompass all activities designed to enhance the
Director and Special Staff Officer (2)

Designing and establishing collective training is the responsibility of each program. It is the responsibility of all learning programs to ensure that learning requirements are identified for all employees assigned to them.

b. Supervisors and managers play a key role in assessing gaps between mission requirements and employee capabilities. They are specifically responsible for:

1) Ensuring that learning requirements are identified for all employees assigned to them.

2) Coordinating and supporting the development of learning opportunities. This includes:

   a. Developing and delivering learning opportunities to meet identified gaps.
   b. Evaluating the effectiveness of learning initiatives.

3) Developing and implementing policies and procedures to ensure that learning requirements are met.

4) Coordinating with other departments to ensure that learning requirements are aligned.

5) Coordinating with other departments to ensure that learning requirements are communicated effectively.

6) Coordinating with other departments to ensure that learning requirements are integrated into the mission.

b. Roles and Responsibilities

- Business practices:

  a. Business practices:

  1) Manage learning as a capital investment by identifying and budgeting for the costs of learning initiatives.

  2) Establish effective information systems and quality assurance processes in order to track resources accurately and provide timely data for management decisions.

  3) Establish effective information systems for managing and supporting learning.

  4) Promote management ownership and accountability in learning initiatives.

- Articulate systems needs:

  a. Articulate systems needs with organizational business needs.

  b. Incorporate learning requirements in corporate and business plans and align training initiatives with the mission.

- Subject: Policy Memorandum-Civilian Training and Development for US Army

IMDH-HQ

Garrison For Hood
Method for organizing developmental experiences instead of haphazardly

(a) Logical and structured framework for assessing the needs of both the individual and the organization.

(b) Logical and structured framework for assessing the needs of both the individual and the organization.

(2) IDPs are considered living documents and must be reviewed and updated annually according to ICOM Regulation 350-1. The objective of the plan is to align employee and organizational goals. IDPs should also guide resource planning and development decisions related to the employee’s training. It is a tool developed between a supervisor and employee to enhance the employee’s competencies, and to guide resource planning and development decisions related to the employee’s training. It is a tool developed between a supervisor and employee, in which development and training needs of the employee are forecasted and scheduled in order to enhance the employee’s competencies. IDPs are a useful tool for employee development because they provide:

- Identification of growth areas within the job.
- Identification of growth areas outside the job.
- Identification of growth areas within the job that are important to the individual, and which identify areas of greatest need.
- Identification of growth areas within the job that are important to the organization.
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(1) IDPs help the employee and manager identify training needs that address organizational goals.

Program Administration:

- Coordinate and implement Carriwage-wide training initiatives that address organizational needs.

- Provide ongoing communication about both internal and external training programs, services, resources, and opportunities.

- Develop and disseminate to direct reports and staff.

- Work closely with managers to identify training needs.

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b. Job required and job related training.

1. Job required training provides knowledge or skills specific to an employee's current job. It is needed for successful performance of that job. Examples include technical knowledge, use of equipment, software applications, organizational skills and interpersonal skills.

2. Job related training provides knowledge or skills an employee needs to meet the Army's performance expectations and the employee's position description. An example is Prevention of Sexual Harassment Training.

3. Scheduling and eligibility for training. All Federal civilian employees are eligible for job required and job related training. Job required and job related training will be conducted without loss of pay to the employee and the employee will be paid for the time as time worked. Employees may suggest training opportunities to be considered for approval by management and request training outside the employee's normal work schedule. All training must be approved by management.

8. Proposers. The point of contact is the Chief, Workforce Development at (254) 553-3700.

9. Expiration. This policy memorandum supersedes previous guidance on Training and Development for US Army Garrison, Fort Hood policies issued by the GC and will remain in effect until superseded or rescinded.

JASON A. WESBROCK
COL, IN
Commanding