



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON WEST POINT
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AMIM-MLG-ZA

10 December 2025

U.S. ARMY GARRISON WEST POINT POLICY #41

SUBJECT: Civilian Competency Development and Training Requirements

1. AUTHORITY: AR 350-1, Chapter 4

2. PURPOSE This policy directs all Army Civilians at the United States Army Garrison West Point to develop and maintain competencies essential to mission success and job performance. It mandates the assessment of individual competencies, the creation of Individual Development Plans (IDPs) in the Civilian Human Resources Training Application System (CHRTAS) and the integration of these plans into performance evaluations.

3. POLICY: Effective immediately:

a. Competency Assessment: All Army Civilians must assess their competencies against the requirements of their current roles and career progression goals

b. Individual Development Plans (IDPs):

1.) IDP Creation: All Army Civilians must create an IPD in CHRTAS <https://www.atrrs.army.mil/chrtas/>. See Enclosure 1- Building an IDP in CHRTAS for instructions.

2.) IDP Content: IDPs must specify clear, actionable goals that enhance individual competencies and align with mission objectives and career advancement.

3.) Supervisor Oversight: Supervisors will review and update IDPs during each performance counseling session to ensure goals remain relevant, achievable, and mission focused. See Enclosure 2- Supervisor Guide to Approving an IDP in CHRTAS.

c. Training and Development Requirements:

1) All the below training can be found on the Civilian Human Resources Training Application (CHRTAS) <https://www.atrrs.army.mil/chrtas/>

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Course	Who is required to take	Frequency and when completed	How Tracked
CES Foundation Course	<p>Mandatory for ALL Army Civilians, Interns and Probationary Employees. Must be completed prior to completion of internship program, or probationary period*.</p> <p><i>*Probationary/Intern employees who fail to complete this course within the first six (6) months of employment will <u>not</u> be retained beyond probationary period.</i></p>	<p>Once only</p> <p>New employees are required to complete within the first six (6) months of employment.</p> <p>Employees who have been in the federal system for more than six (6) months MUST complete immediately.</p>	<p>Tracked internal to directorate and with supervisor.</p> <p>DHR/WFD generated reporting.</p>
CES Direct Leadership Course (DLC) <i>Formerly CES Basic Course</i>	<p>Mandatory for supervisory GS 5-9; NF 1-3; WG 1-15; & WL 1-14 employees.</p> <p>Non-supervisory permanent Army Civilians in grades GS 1-9 or equivalent are eligible.</p>	<p>Once only</p> <p>New supervisors are required to complete within the first year of placement in a supervisory position.</p> <p>Supervisory employees who have been in position for longer than a year MUST complete immediately.</p>	<p>Tracked internal to directorate and with supervisor.</p> <p>DHR/WFD generated reporting.</p>
CES Organizational Leadership Development Course (OLC) <i>Formerly CES Intermediate Course</i>	<p>Mandatory for supervisory GS 10-13, NF 4, and WL 15 employees.</p> <p>Non-supervisory permanent Army Civilians in grades GS 10-13 or equivalent are eligible.</p>	<p>Once only</p> <p>New supervisors are required to complete within the first year of placement in a supervisory position.</p> <p>Supervisory employees who have been in position for longer than a year MUST complete within six (6) months or next available course (whichever is sooner)</p>	<p>Tracked internal to directorate and with supervisor.</p> <p>DHR/WFD generated quarterly reporting.</p>

Course	Who is required to take	Frequency and when completed	How Tracked
<p>CES Enterprise Leadership Course (ELC)</p> <p><i>Formerly CES Advance Course</i></p>	<p>Mandatory for all supervisory GS 14-15, NF 5, and WS 14-17 employees.</p> <p>Non-supervisory permanent Army Civilians in grades GS 14-15 or equivalent are eligible.</p>	<p>Once only</p> <p>New supervisors are required to complete within the first year of placement in a supervisory position.</p> <p>Supervisory employees who have been in position for longer than a year MUST complete within six (6) months or next available course (whichever is sooner)</p>	<p>Tracked internal to directorate and with supervisor.</p> <p>DHR/WFD generated reporting.</p>
<p>Supervisor Development Course (SDC) & Supervisor 101</p>	<p>Mandatory for ALL supervisory employees.</p>	<p>Must be completed within the first year of placement in supervisory position.</p> <p>Must be recertified every 3 years after initial course completion.</p>	<p>Tracked internal to directorate and with supervisor.</p> <p>DHR/WFD generated reporting.</p>
<p>Action Officer Development Course (AODC)</p>	<p>Mandatory for all GS 5-9.</p> <p>Interns are required to complete prior to completion of program.</p>	<p>Once only</p> <p>Must be completed within the first year of placement in supervisory position.</p> <p>Supervisory employees who have been in position for more than one (1) year MUST complete immediately.</p>	<p>Tracked internal to directorate and with supervisor.</p>

Course	Who is required to take	Frequency and when completed	How Tracked
Leader Development Course (LDC) <i>Formerly Organizational Leader Development Course</i>	Mandatory for supervisory GS 10-12, NF 4, and WL 15 employees. Non-supervisory permanent Army Civilians are eligible.	Once only New supervisors are required to complete within the first year of placement in a supervisory position. Supervisory employees who have been in position for longer than one (1) year MUST complete immediately.	Tracked internal to directorate and with supervisor.
Management Development Course (MDC)	Mandatory for all Army Civilians in supervisory managerial positions. Non-supervisory permanent Army Civilians are eligible.	Once only New supervisors are required to complete within the two (2) years of placement in a supervisory position. Supervisory employees who have been in position for longer than a year must complete immediately.	Tracked internal to directorate and with supervisor.
Continuing Education for Senior Leaders (CESL)	Mandatory for GS14-15 (equivalent) employees.	Once only One year is required between Advanced Course completion and CESL attendance. Two years are recommended between each CESL-SL attendance.	Tracked internal to directorate and with supervisor.

2) All supervisors must register for their respective course in CHRTAS and complete the training by the date specified by their supervisor (see para 4a(4) below).

3) Equivalent and Constructive Credit: Equivalent Credit for Civilian Education System (CES) courses are no longer granted. Except for the Foundations Course, previously granted credit remains valid (grandfather clause).

4) Employees who desire to attend CES courses that are above their current GS level target (Organizational Leadership Course, Enterprise Leadership Course or Continuing Education for Senior Leaders) must request a waiver to the Talent Management Division, Army Civilian Career Management Activity (ACCMA). See Enclosure 3 for instructions.

5) Performance Evaluation: Supervisors must assess the effectiveness of IDPs and progress toward competency development during annual performance evaluations. IDPs must include actionable goals with clear milestones and timelines to ensure accountability and measurable progress.

6) Wage grade supervisors/employees may need to update their GS equivalency in CHRTAS in order to register for their targeted GS level equivalency course. Instructions to update your GS Equivalency for non-General Schedule employees are covered in Enclosure 4 of this policy.

4. RESPONSIBILITIES:

a. Directors and Supervisors:

1) Ensure Compliance: Verify that all employees complete competency assessments and develop IDPs.

2) Support Development: Allocate duty time for employees to complete training and development activities outlined in their IDPs.

3) Monitor Progress: Track employee progress and provide guidance, resources, and support to ensure achievement of developmental goals.

4) Assign Completion Date: Establish a completion date for required trainings in accordance with the matrix listed in paragraph c above. This will be documented in the employees IDP and incorporated in their performance plan.

5) Validation: Directorates & supervisors are responsible for ensuring employee compliance with training requirements by establishing an internal system to retain proof of training completion (certificates), for verification and record-keeping purposes.

b. Employees:

1) Engage in Assessment: Actively participate in the competency assessment process.

2) Create and Update IDPs: Develop and maintain IDP's ensuring alignment with organizational goals and career advancement objectives.

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3) Own Development: Complete required training and meet the milestones established in the IDP.

5. Point of contact: For further information, contact the Directorate of Human Resources, Workforce Development at (520) 717-9455.



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4 Enclosures

1. Building an IDP in CHRTAS
2. Supervisor Guide to Approving an IDP in CHRTAS
3. CES Grade Waiver Request Instructions
4. Updating GS Equivalency Instructions

DISTRIBUTION:

Garrison Directorates and Support Offices
Directorate of Human Resources
Workforce Development Program
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