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

13 February 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 Army Career Tracker (ACT), 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. This assessment serves as the foundation for their Individual Development Plans (IDPs).

b. **Individual Development Plans (IDPs):**

1) **IDP Creation:** All Army Civilians must create an IDP in the Army Career Tracker (ACT) within 30 days of the end of the rating cycle or upon assuming a new position.

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.

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/>

Course	Who is required to take	Frequency and when completed	How Tracked
CES Foundation Course	ALL Army Civilians, Interns and Probationary Employees are required to complete prior to completion of internship program, or probationary period.	Once only New employees are required to complete within the first six (6) months of employment. Employees who have been in the federal system more than six (6) months MUST complete immediately.	Data is tracked in Army Career Tracker reports.
CES Basic Course	Mandatory for supervisory GS 5-9; NF 1-3; WG 1-15; & WL 1-14 employees. All permanent Army Civilians in grades GS 1-9 or equivalent 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 a year MUST complete immediately.	Data is tracked in Army Career Tracker reports.
CES Intermediate Course	Mandatory for supervisory GS 10-12, NF 4, and WL 15 employees.	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 a year MUST complete within six (6) months or next available course (whichever is sooner)	Data is tracked in Army Career Tracker reports.

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Course	Who is required to take	Frequency and when completed	How Tracked
CES Advance Course	Mandatory for all supervisory GS 13-15, NF 5, and WS 14-17 employees. All permanent Army Civilians in grades GS 13-15 or equivalent 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 a year MUST complete within six (6) months or next available course (whichever is sooner)	Data is tracked in Army Career Tracker reports.
Supervisor Development Course (SDC) Supervisor 101	Mandatory for ALL supervisory employees. Required to complete prior to completion of supervisory probation.	Must be completed within the first year of placement in supervisory position. Must be recertified every 3 years after initial course completion.	Data is tracked in Army Career Tracker reports.
Action Officer Development Course	Mandatory for all GS 5 and above employees. Interns are required to complete prior to completion of program.	Once only Must be completed within the first year of placement in supervisory position. Supervisory employees who have been in position for more than one (1) year MUST complete immediately.	Tracked internal to directorate and with supervisor.

Course	Who is required to take	Frequency and when completed	How Tracked
Organizational Leader Development Course	Mandatory for supervisory GS 10, NF 4, WL 15 and above employees. Required to complete prior to completion of supervisory probation	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.
Manager Development Course	Mandatory for all Army Civilians in supervisory managerial positions. Required to complete prior to completion of supervisory probation	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	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 and constructive credit for Civilian Education System (CES) courses is no longer granted. Except for the Foundations Course, previously granted credit remains valid (grandfather clause).

4) 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.

4. RESPONSIBILITIES:

a. Directors and Supervisors:

1) Ensure Compliance: Verify that all employees complete competency assessments and develop IDPs in the Army Career Tracker (ACT).

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 IDPs in ACT, ensuring alignment with organizational goals and career advancement objectives.

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

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

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