



Reply to
Attention of:

DEPARTMENT OF THE ARMY
SOUTHWESTERN DIVISION, CORPS OF ENGINEERS
1100 COMMERCE STREET
DALLAS, TEXAS 75242-1317

13 MAY 2010

CESWD-HR

DIVISION COMMANDER'S POLICY MEMORANDUM # 8*

SUBJECT: Training Requirements for Supervisors

1. References.

- a. 5 CFR 410 and 412 Executive, Management and Leadership Development, 10 December 2009
- b. AR 350-1 Training and Leadership Development, 18 December 2009
- c. FM 6-22 Army Leadership, 8 March 2007

2. All newly appointed supervisors and managers in SWD are required to take the following courses shortly after entering on duty. The classes are: Supervisor Development Course (SDC), Human Resources (HR) for Supervisors course and the Army Civilian Education System (CES) Basic Course (BC). The Intermediate Course (IC), and the Advanced Course (AC) must be completed no later than 2 years from placement.

3. Below is a brief description of the classes that are required to be taken:

a. **Supervisor Development Course (SDC), Course No. 131 F21.** This course is available on-line in the Army Training Requirement and Resources System (ATRRS) website at <https://www.atrrs.army.mil/atrrscc/>. Once on the site, search by title or course number, log on using your CAC pin or AKO username and password, and register for the class. The SDC is required for all Army civilians in a supervisory or managerial position. The SDC must be completed within one year of placement in a supervisory or managerial position to meet the one-year supervisory probationary period requirement. It is highly recommended for supervisors and managers to complete the SDC before enrolling in any of the CES resident training.

b. **Human Resources (HR) for Supervisors** is required training for all supervisors and should be taken within the first six months of becoming a supervisor. This class is designed to train new supervisors in their personnel management responsibilities and is offered twice a year by our SWD Civilian Personnel Advisory Center (CPAC) in Ft. Worth, Texas. The course covers such topics as classification, staffing, employee development, performance management, and management-employee and labor relations.

*This Memorandum supersedes Division Commander's Policy Memorandum #8, dated 20 Oct 2000

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c. **Basic Course (BC):** The BC consists of a distant learning (DL) phase and a two week resident phase. The course develops Army civilians skilled in leading; managing human and financial resources; implementing change; directing program management and systems integration; displaying flexibility, resilience, and focus on mission. It is required for all employees in a permanent appointment to a leadership position with responsibilities to effectively lead and supervise employees that have not been granted course credit as stated below. Employees must complete this course no later than one year from placement in a supervisory or managerial position.

d. **Intermediate Course (IC)** is a combination of DL and Resident training. The training and developmental exercises focus on “mission” planning, team building, establishing command climate, and stewardship of resources. It is required for all employees in a permanent appointment to a supervisory or managerial position that have not been granted course credit as stated below. Employees in supervisory or managerial positions must complete this course no later than 2 years from placement.

e. **Advanced Course (AC)** is conducted through blended learning – DL and four weeks resident training. It focuses on Army civilians skilled in leading a complex organization in support of national security and defense strategies; integrating Army and Joint systems in support of Joint Force; inspiring vision and creativity; implementing change; and managing programs. It is required for all employees with a permanent appointment to a supervisory or managerial position that have not been granted course credit as stated below. Employees must complete this course no later than 2 years from placement.

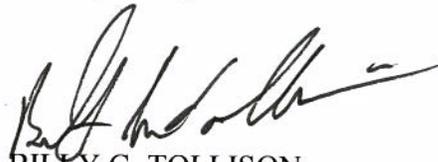
4. The CES Policy identifying those individuals who are required to take the BC, IC, or AC classes is available at:

<https://www.atrrs.army.mil/CHANNELS/CHRTAS/default.asp?page=help/CESPolicy.pdf>.

If you have completed similar or more advanced training and education courses you may apply to receive course credit or equivalency credit from AMSC for CES classes when the training completion date is less than 10 years old. The link to apply for Course Credit or Equivalency credit is at:

<https://www.atrrs.army.mil/channels/chrtas/help/CES Course Credit.asp>

5. Questions on training requirements may be directed to your District Training Coordinators, Linda K. Webster, Workforce Development Program Manager or your CPAC HR Advisor.



BILLY G. TOLLISON
Colonel, EN
Acting Commander