DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON HEIDELBERG
UNIT 29237
APO AE 09102-9237

PECP-EUR-I

21 April 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Heidelberg (USAG Heidelberg) Command Policy Memorandum # 40, Delegation of Civilian Training Authority and Training Guidance

1. Reference Memorandum, HQ USAREUR, AEAGA-CE, 15 Nov 99, subject: Delegation of Civilian Training Approval Authority.

2. Training and developing all members of the workforce is one of our highest priorities. Civilian employees are an important component of our joint team. Therefore, we must develop our civilian workforce to be prepared to conduct and support a variety of missions, both simultaneously and in rapid succession.

3. Civilian employees will be provided training to improve their performance and meet the mission. Supervisors will work together with employees to assess training needs, implement appropriate training activities and encourage the self-development of employees through career and performance counseling.

4. Authority to approve short term (120 calendar days or less) Government and Non-Government training has been sub-delegated to:

Deputy to the Commander, USAG Heidelberg
Commander, USAG Mannheim
XO, USAG Mannheim
Commander, USAG Darmstadt
XO, USAG Darmstadt

5. The above authority may not be further delegated. Training in excess of 120 days requires the approval of the Chief, Human Resource Development Division (HRDD), Civilian Personnel Operations Center (CPOC).

6. Managers with delegated authority will approve training consistent with HQDA, IMA-E and HQ USAREUR policies, and provide training opportunities to employees in a fair and equitable manner.

7. A Training Program Committee for the USAG Heidelberg will not be established.

8. Training activities will be conducted IAW USAREUR Supplement 1 to AR 690-400, Chapter 410 and AR 690-400, Chapter 410 USAREUR Command Training Guidance and Policy. In

discharging the responsibilities of this delegation, staff is required to comply with the requirements of the enclosed reference, and all other applicable laws and regulations.

/s/
WILLIE E. GADDIS
COL, AV
Commanding

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