DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
102 MCNAIR DRIVE
FORT MONROE VIRGINIA 23651-1047

REPLY TO
ATTENTION OF

ATBO-C

3 March 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: TRADOC Policy Letter 13, TRADOC Civilian Leader Development

1. Civilian leader development is necessary to train and develop strong, adaptive, and innovative civilian leaders able to lead and manage change, think strategically, and represent the Army. As we rely more on the civilian force to lead in TRADOC, we must take action now to ensure there are high quality leaders at all levels.

2. All civilian supervisors must attend leader development training as part of assignment to key TRADOC positions:

a. Effective immediately, supervisors must complete the Supervisor Development Course (SDC) within 6 months of their assignment. SDC is a mandatory online correspondence course for all newly appointed supervisors (military and civilian) of civilian employees. SDC includes two subcourses to complete within 6 months after appointment to supervisory positions. Supervisors may substitute the Human Resources for Supervisors course, delivered by the Civilian Personnel Advisory Center, for the SDC online course.

b. Effective immediately, all GS 12-13 supervisors must complete one of the following Sustaining Base Leadership and Management (SBLM) programs within 2 years of their supervisory appointment: 12-week Resident Program, 12-month Nonresident Program, or 12-month Metro Program. All GS 12-13 supervisors appointed after 1 January 2001 should complete SBLM within 3 years of the date of this policy. There is no substitution for SBLM (for example, CGSC). Employees must have a highly successful rating of record to attend SBLM. Although Commandants may waive attendance under critical mission or personal hardship circumstances, I expect exceptions to be rare.

c. A tracking system will monitor course completion. Managers are accountable for ensuring employees fulfill these leader development requirements. I will monitor attendance.

3. TRADOC will update this policy when the Civilian Education System, currently under development, deploys. Leaders and employees must make civilian leader development training a top priority. Initiate review of your eligible candidates now to plan for future nomination opportunities. Developing civilian leaders is an investment in TRADOC's and the Army's future.

4. Victory Starts Here!

WILLIAM S. WALLACE
General, U.S. Army
Commanding

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