

DEPARTMENT OF THE ARMY
Omaha District, Corps of Engineers
6014 U.S. Post Office and Courthouse
Omaha, Nebraska 68102-4978

DM 350-1-3

MROPO-T
Memorandum
No. 350-1-3

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Training
POLICY STATEMENT

1. Purpose. It is the purpose of this memorandum to state the Omaha District's Training Policy.

2. Policy. It is the Omaha District's policy to pursue maximum effectiveness and economy through a progressive program of employee training and development, which provides:

a. Fair and equitable treatment of all employees with respect to training, without regard to race, color, religion, sex, or national origin.

b. Each employee with the training necessary to develop specific abilities essential to effective and economical performance of assigned mission.

c. Each employee with encouragement to develop personal abilities to the highest practicable level by his/her own endeavors.

d. Formal training opportunities when efficient and economical to meet specific needs for increased abilities, skills, and knowledge directly related to present or pending work assignments.

e. Adequate funding levels sufficient to meet civilian training needs.

3. Objectives. The objectives of the training program are to:

a. Increase management and supervisory skills at all levels.

b. Develop employees' skills, knowledges, and abilities needed to utilize new methods, materials, and equipment.

c. Reduce accident and injury rates and minimize losses due to error, breakage, and waste.

d. Motivate employees toward effective (outstanding) performance, self-improvement, and self-development.

4. Responsibilities.

a. Supervisors. Supervisors at all levels are responsible for the training and development of employees under their supervision. Supervisors will:

(1) At the time of the performance appraisal, identify each individual's need for training and development by evaluating work performance against the requirements for the job to be accomplished, and document on the Individual Development Plan (IDP).

(2) Assure that employee has the basic qualifications and abilities necessary to profit from the instruction.

(3) Assure that employees are serving under a career or career-conditional type of appointment and there is a reasonable expectancy that their services will continue for a sufficient period of time to justify the training.

(4) Inform the T&D Branch of training needs in writing.

(5) Assure that personnel under their direction are scheduled for training as needed and that they attend such training sessions as scheduled.

(6) Assure that training is applied on the job.

(7) Evaluate the effectiveness of training to determine that training objectives are being achieved.

(8) Encourage and guide employees who show an interest in self-improvement.

(9) Keep current a record of on-the-job training activities.

(10) Determine, as far in advance as possible, and include in annual budget estimates, funds required to adequately meet civilian training needs and associated travel costs.

b. Training Committee. The Training Committee is responsible for:

(1) Review and approval of the District's training plan.

(2) Evaluation of the District's training program.

(3) Review of unplanned training for possible trends that could be incorporated into the training plan.

(4) Review, when necessary, decisions that are made on travel in times of constraint.

(5) Review and recommend to the Commander applicants for long-term training.

(6) Support to the Upward Mobility Program.

c. Management. Management is responsible for:

(1) Assuring that plans and programs meet the District's short- and long-range training needs.

(2) Encouraging District-wide support of the program.

(3) Providing District-wide consistency in the program.

(4) Assuring availability of adequate space, appropriate furnishings, equipment, and materials.

(5) Systematic planning for adequate dollar and manpower resources to maintain an effective T&D program.

(6) Evaluating and measuring the benefits of the program.

d. Employees. Individual employees are responsible for:

(1) Attending training as scheduled.

(2) Assessing career goals and working with supervisor in career planning.

(3) Self-development, as well as taking full advantage of developmental opportunities made available by the District.

(4) Fulfilling obligations with respect to execution of career plans and opportunities.

(5) Applying new skills learned on the job.

(6) Enrolling in training only after appropriate approval has been obtained.

e. Training & Development. The Training and Development Branch has the following responsibilities:

(1) Assist in planning and initiating training that crosses organizational lines such as supervision, clerical, stenography, etc.

(2) Keep management informed on the status of training throughout the District.

(3) Alert supervisors to their training and development responsibilities.

(4) Assist operating officials in identifying the need for training, planning, developing materials, conducting, evaluating, improving, and recording training and development.

- (5) Assist in selecting and preparing instructors.
- (6) Provide current information on available training.
- (7) Provide technical assistance in the evaluation of methods and techniques used in training and development.
- (8) Maintain liaison with other Department of the Army installations and with private industry for the exchange of training ideas and materials.

FOR THE COMMANDER:



ROGER B. WHITNEY
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Deputy Commander

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