



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
CIVILIAN HUMAN RESOURCES AGENCY
SOUTHWEST REGION
301 MARSHALL AVENUE
FORT RILEY, KANSAS 66442

REPLY TO
ATTENTION OF

PECP-SWR-A

15 December 2008

MEMORANDUM FOR All Civilian Human Resources Agency, Southwest Region Employees

SUBJECT: Southwest Regional Competitive Professional Development Policy and Procedures-Guidance Memo No SWR-09-02

1. Competitive Professional Development (CPD) is a comprehensive program designed to identify and assist employees who have an interest in career development and have demonstrated potential leadership ability. The program focuses on employees developing and strengthening their professional qualifications and leadership abilities. It provides opportunities for university training, developmental assignments, training with industry assignments and selected short, and long-term development courses. Personnel interested in CPD opportunities can visit the Army's Civilian Training Education and Development System (ACTEDS) website at:

<http://cpol.army.mil/library/train/catalog/ch03cp10.html>. Instructions for completing the CPD Application Package are available at the website.

2. My goal is to promote and develop a robust leadership program within the Southwest Region, Civilian Human Resources family. Leadership development is an important investment in our future. In addition to the shorter-term leadership courses such as Civilian Education System Foundation, Civilian Education System Basic, and Civilian Education System Intermediate, I would like to see all supervisors, team leaders and high potential specialists and generalists given the opportunity to attend the Civilian Education System Advanced course.

3. Procedural requirements for participation in the program are described below:

a. The immediate supervisor is responsible for:

(1) Discussing with employees the relationship of course content to current/future duties, the organizational mission, and anticipated benefits.

(2) Ensuring that the CPD sponsored courses are mission related and on the Individual Development Plan (IDP).

(3) Reviewing completed application package for accuracy.

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(4) Signing the SF 182 in Section D, (Block 1a) as the immediate supervisor and submit the form to Human Resources Development Division (HRDD). The Regional Director signs as the authorizing official in Section E, Block 1a. Supervisors are required to have Delegated Training Approval Authority to sign this form.

(5) Ensuring that employees who are participating in university training do not exceed more than 5 courses during a twelve-month period.

b. Human Resources Development Division will:

(1) Review, recommend action, and forward the completed application package to the SW Regional Director for approval

(2) Notify the applicant of program acceptance when approved by the Regional Director or Civilian Human Resources Agency.

(3) Ensure that a Continued Service Agreement is signed by the employee.

4. Point of contact is Hans Hart, Commercial at (785) 239-2740, DSN 856-2740, or by email at hans.hart@us.army.mil.


ROBERT S. RUSSELL
Regional Director