

WAIVERS. Local commanders may waive attendance/completion of the LEAD training on an individual basis for first time military supervisors of civilians if the commander determines that the military member has equivalent experiences/training and the individual has requested a waiver. ***This waiver authority does not extend to the first phase of mandatory supervisory training (Supervisor Development Course).***

The on-line Manager Development Course (MDC) is mandatory for all newly appointed managers (at any grade) within six months of appointment to a managerial position. For purposes of this training requirement, the term “manager” means supervisors of supervisors and managers of programs, resources and/or policy.

To find out more about the courses, including content, dates, location and application procedures, see the Training and Career Development Opportunities section of the CHRMA Home Page on the Web at:
<http://www.chrma.hqusareur.army.mil>.

You may also contact us directly for further information about these and other courses.

HQ USAREUR & 7th Army
Civilian Personnel Operations Center
Human Resource Development
Division
Unit 29150, APO AE 09100

Phone: DSN 375-9779/+49-621-9779

Fax: DSN 375-9778/+49-621-9778

Email: hrd.inq@chrma.hqusareur.army.mil

Army Mandatory Supervisory and Leadership Training



The Army Civilian Leader Development Core Curriculum consists of progressive and sequential leadership training from the entry level to the Senior Executive Service (SES). The curriculum includes mandatory training for Army civilians at each level (Intern, Supervisor, Manager and Executive

MANDATORY TRAINING

The Intern Leadership Development Course (ILDC) is a five-day course taught at regional sites by the Civilian Leadership Training Division of the Center for Army Leadership. *This course is mandatory for all centrally funded (ACTEDS) and local interns prior to graduation from the Intern Program and promotion to journeyman level positions.*

The on-line Action Officer Development Course (AODC) requires both student and supervisor participation. ***This is mandatory for all interns prior to graduation, and for all individuals promoted/appointed to journeyman level positions within six months after appointment/promotion*** to such a position. Commanders are responsible for ensuring that Army

civilians newly appointed or promoted to journeyman level positions enroll within 30 days of appointment or promotion.

For supervisors, there are two phases of required training.

The on-line Supervisor Development Course (SDC) is the first phase of supervisory training. This course ***is mandatory training for all newly appointed civilian supervisors within six months of appointment/assignment to their first supervisory position.*** Military personnel who supervise civilian employees are also required to complete this course within six months but no later than 12 months after their assignment to a position where they are required to supervise civilians. Check with the Human Resource Development (HRD) advisor at your servicing Civilian Personnel Advisory Center (CPAC) to determine whether you must enroll individually or if your installation distributes this correspondence course in a classroom setting scheduled periodically for the express purpose of training new supervisors in those locally unique areas such as merit promotion plans and labor agreements. ***Supervisors should complete this course before enrolling in the second phase of***

training. *The Supervisory Development Course is officially recommended training for all team leaders. It contains management and leader development training that would definitely assist a team leader in performing the duties of the position. All team leaders should be encouraged to complete this course as soon as possible after assignment to a team leader position.*

The Leadership Education and Development (LEAD) Course is the second phase of required training for new supervisors and is taught at or near the individual's installation by certified graduates of a Train-The-Trainer course conducted by the Civilian Leadership Training Division of the Center for Army Leadership. ***The LEAD course is mandatory for new supervisors within six months after appointment to the supervisory position.*** Timeliness is an extremely important aspect of supervisory training. Failure to complete this mandatory training may be considered when making determinations regarding satisfactory completion of the 1-year supervisory probationary period.