



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
950 JEFFERSON AVENUE
FORT EUSTIS, VIRGINIA 23604-5700

REPLY TO
ATTENTION OF

ATBO-C (25-50a)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: TRADOC Civilian Professional Leader Development Program (CLDP)

1. References:

- a. Army Regulation (AR) 350-1 (Army Training and Leader Development)
- b. ADP 6-22 (Army Leadership and the Profession), 31 Jul 2019
- c. FM 6-22 Developing Leaders, November 2022
- d. Army People Strategy, Civilian Implementation Plan 2022

2. This guidance replaces memorandum, TRADOC, Civilian Leader Development Program (CLDP), 6 Nov 2018.

3. Army Civilian Professionals (ACP) provide continuity, subject matter expertise, leadership, and support in a myriad of Army professions. The ACP Leader Development model encompasses three complementary training domains (operational, institutional, and self-development). United States Army Training and Doctrine Command's (TRADOC) Civilian Professional Leader Development Program (CLDP) establishes a leader development framework that aligns with the Army's fundamentals of leadership, attributes, and competencies addressed in the Army Doctrine Publication (ADP) 6-22, *Army Leadership and the Profession*.

4. Army Field Manual (FM) 6-22, *Developing Leaders* states that developing leaders, "...is an important investment for the Army's future because it builds trust in relationships and units, prepares leaders for future uncertainty, and is critical to readiness and our Army's success." To meet TRADOC's and Army's readiness requirements, TRADOC leaders must develop ACPs throughout their Army professional careers with the same intentionality as Service Members. Consistent with Army People Strategy (APS) Civilian Implementation Plan (CIP) 2022's efforts to develop ACPs, TRADOC CLDP offers a development program framework that includes distinct opportunities and requirements to ensure high-quality leaders at all levels and career stages to meet TRADOC's workforce succession and readiness requirements:

a. **Civilian Education System (CES)**. ACP development begins with CES, which serves as the most important leadership development program for ACPs. CES provides formal leadership education at key intervals (Foundation, Basic, Intermediate,

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Advanced, and Continuing Education for Senior Leaders Course) in ACP careers. The completion of grade specific CES courses is mandatory for all ACP supervisors. The CES Foundation Course is required for **all** new hire ACPs hired after September 2006. Note that many Army centrally funded leader development and training opportunities require grade-level equivalent CES completion to be considered eligible, regardless of supervisor or non-supervisor status.

b. Individual Development Plan (IDP). All TRADOC ACPs must annually establish or update an IDP (signed by the individual and supervisor approved). An IDP is a tool to assist employees in career and personal development. Its primary purpose is to help ACPs reach short and long-term career goals, as well as improve current job performance. The Army Career Tracker (ACT) is the Army's approved ACP career development tool for IDPs. All TRADOC ACPs must have an IDP (see referenced AR 350-1, Chapter 4, paragraph 4-25). The ACT IDP should be supervisor approved and reviewed during the initial performance plan and progress review discussions. For positions which require a different form of IDP (e.g., Acquisition), supervisors should ensure IDPs conform to career field requirements. Additional information can be found at <https://actnow.army.mil>.

c. Supervisor Development. Army supervisor development programs provide supervisors with knowledge and skills necessary to manage work processes and lead people. This development begins with the Supervisor 101 for new supervisors, followed by mandatory Supervisor Development Course (SDC) completion. SDC must be completed by all supervisors of ACPs within the first year after placement in a supervisory position. SDC Refresher must be completed every three years thereafter.

d. TRADOC Leadership Series (TLS). TRADOC organizations may request TRADOC centrally funded leadership training up to \$25K to provide local leadership course training to ACPs. Each year, training typically must be executed between February and September each year.

e. TRADOC Mentorship Program (TMP). TMP includes a formal 6-month cohort and tools to assist informal mentor mentee relationships. TMP is a no cost program designed to foster a mentoring culture within TRADOC where learning, knowledge sharing, and ACP development converge to ensure successful outcomes.

f. TRADOC Developmental Assignment Marketplace. This program offers TRADOC organizations and ACPs a place to search for developmental assignment opportunities and a place for supervisors to advertise developmental assignment opportunities. Developmental assignments provide opportunities for TRADOC ACPs to gain expanded knowledge, address competency gaps, build their professional networks and strengthen their resumes. Host organizations will benefit from new perspectives, fresh talents, and skills introduced to the workplace that directly support their mission.

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g. Lunch and Learns, Assessment Tool Delivery and Coaching, Leader Professional Development (LPD) Events, and Microlearning Products.

h. Other Development, Training, Education Opportunities. In addition to the programs listed above, TRADOC CLDP includes continuous development of ACPs through the following Army and TRADOC programs: Senior Enterprise Talent Management Program (SETM); Enterprise Talent Management Program (ETM); Career Field Training Opportunities; Army Coaching Program; Additional Advanced Leadership Training and Competitive Professional Development Training Opportunities, which are outlined in AR 350-1, Chapter 4, Civilian Training, Education and Development; and the TRADOC Library located at

<https://intranet.tradoc.army.mil/sites/G14/tradoclibraryblog/default.aspx>

5. TRADOC ACPs may find current Army and TRADOC-specific ACP development opportunities at: <https://www.milsuite.mil/book/groups/tradoc-leadership-development-program>

6. TRADOC leaders must make ACP leader development a top priority. Review your eligible candidates now to plan for future nomination opportunities. Developing ACP leaders is TRADOC's investment in the future.

7. Point of contact is the TRADOC Civilian Human Resources Directorate, Office of the DCS, G-1/4, DSN 501, (757) 501-6822/6823/6821.

W. D. BRINKLEY
Senior Executive Service
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