

DEPARTMENT OF THE ARMY
U.S. Army Medical Department Center and School
Fort Sam Houston, Texas 78234-6100

Memorandum
No. 15-23

30 Apr 1993

Boards, Commissions, and Committees
CIVILIAN EMPLOYEE TRAINING COMMITTEE

1. PURPOSE. The purpose of this memorandum is to establish objectives, policies, and procedures for the U.S. Army Medical Department Center and School (AMEDDC&S) Civilian Employee Training Committee.
2. REFERENCES.
 - a. Federal Personnel Manual (chapter 410).
 - b. AR 690-400, 15 Apr 81, Employee Performance and Utilization.
 - c. AR 690-950, 31 Jul 87, Career Management.
3. OBJECTIVES. The objectives of the AMEDDC&S Civilian Employee Training Committee are:
 - a. To ensure optimum use of AMEDDC&S resources allocated for civilian training.
 - b. To determine the course of action for specific AMEDDC&S civilian training efforts.
 - c. To ensure implementation of an adequate training and development program for the civilian work force assigned to the AMEDDC&S.
4. APPLICABILITY. This memorandum applies to all training for AMEDDC&S civilian personnel.
5. ORGANIZATION. The AMEDDC&S Civilian Employee Training Committee consists of the following members.
 - a. Chief of Staff, Chairperson.
 - b. Assistant Commander for Force Integration, AMEDDC&S.
 - c. Assistant Commandant, Academy of Health Sciences, U.S. Army.

d. Representatives (military or civilian action officers who have the authority to commit their activity's training funds) from the following activities:

- (1 Directorate of Logistics.
Directorate of Operations.
Directorate of Resource Management.
Information Management Office
AMEDD Personnel Proponent Directorate.
- (6) Directorate of Personnel.
- 7) Center Brigade.

e. Employee Development Specialist, Fort Sam Houston Directorate of Civilian Personnel, Technical Advisor/Executive Secretary/Recorder.

6. RESPONSIBILITIES. The Committee will:

a. Assist in planning and implementing specific training and development programs involving the entire AMEDDC&S work force.

b. Review and approve the Annual Training Plan for the AMEDDC&S civilian employees.

c. Evaluate the results of these programs at the end of each fiscal year.

7. OFFICE OF RECORD. Directorate of Resource Management, AMEDDC&S

8. MINUTES. Prepared in informal memorandum format and forwarded to the chairperson.

9. APPROVING AUTHORITY. Secretary of the General Staff, AMEDDC&S.

10. DISTRIBUTION OF MINUTES. Forwarded to the membership following approval.

11. SCHEDULE OF MEETINGS. Annually or at the call of the chairman.

(HSMC-RM)

FOR THE COMMANDER:

OFFICIAL:

CHARLES E. DYER, II
Colonel, MS
Secretary of the General Staff



CLODETH C. FINDLAY
CPT, MS
Adjutant General

DISTRIBUTION:

A, plus:
HSMC-RM-20
HSMC-IAP-50