



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, U. S. ARMY EUROPE REGIONAL MEDICAL COMMAND**  
**CMR 442**  
**APO AE 09042**

MCEU-RM-CP

29 MAY 2003

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: ERMC Command Policy Letter 28, Military and Civilian Leader Development – Mandatory Supervisory Courses**

1. **PURPOSE:** To provide guidance on tracking and monitoring of the required mandatory supervisory training for military and civilian supervisors.

2. **BACKGROUND:** All newly appointed military and civilian supervisors are required to complete two supervisory training courses:

a. The On-line Supervisor Development Course (SDC) must be completed by Army civilian employees within six month of appointment/assignment to their first supervisory position. Military personnel who supervise civilian employees are 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.

b. The Leadership Education and Development (LEAD) course is mandatory for new civilian supervisors within six months after appointment to the supervisory position. Local commanders may waive attendance/completion of the LEAD training on and individual basis for first time military supervisors of civilians if the commander determines that the military member has equivalent experience/training and the individual has requested a waiver.

3. **PROCEDURES:**

a. The completion of the mandatory supervisory training for civilian and military supervisors or the availability of waivers for military members will be closely monitored by each activity.

b. Each MTF/activity will prepare a monthly report on the completed/outstanding mandatory supervisory training.

4. **RESPONSIBILITIES:**

a. ERMC ACofS-Operations - Training Officer:

(1) publishes the training dates of the LEAD Courses on the ERMC Master Training Calendar.

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(2) Provides the consolidated monthly report on completed/outstanding mandatory supervisory training from all activities to the ERMC Commander no later than the 10<sup>th</sup> working day of each month.

b. Medical Treatment Facility/Activity Training Officer:

(1) Maintains a training database identifying the SDC and LEAD Course.

(2) Input data upon completion of the course.

(3) Runs monthly queries for the Deputy Commanders on supervisors with incomplete training.

(4) Provides the consolidated monthly reports on completed/outstanding mandatory supervisory training from all activities to ERMC ACofS-Operations, ATTN: Training Officer, no later than the 2<sup>nd</sup> working day of each month.

c. Medical Treatment Facility/Activity Civilian Personnel Liaison: Provides data on civilian employees newly appointed to supervisory position to the Medical Treatment Facility/Organization Training Officer no later than one week after the entry on duty (EOD)/appointment date.

d. Medical Treatment Facility/Activity Military Personnel Section: Provides data on military members newly appointed to supervisory position to the Medical Treatment Facility/Organization Training Officer no later than one week after the official assignment.

5. The point of contact for this memorandum is Ms. Birgit Rätzel, ERMC Labor Advisor, Resource Management, at DSN 371-2936.



ELDER GRANGER  
Brigadier General, U.S. Army  
Commanding

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