

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY, PACIFIC  
FORT SHAFTER, HAWAII 96858-5100

REPLY TO  
ATTENTION OF:

APPE-CP (690-400)

3 FEB 1997

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Pacific Civilian Training Memorandum of Instruction

1. Reference.

- a. 5 CFR, 410, 17 Dec 96, Training.
- b. Army Regulation 690-400, Ch 410, 1 Jan 96, Training.
- c. Office of Personnel Management training Policy Handbook, undated.

2. Purpose and Applicability.

a. This Civilian Training Memorandum of Instruction (MOI) delegates authority to approve training for civilian employees. It sets review and approval policy and procedures for commanders, activity chiefs, personnel officers, and resource management offices. Tenant commands serviced by the USARPAC Civilian Personnel Advisory Centers (CPAC) and the Pacific Region Civilian Personnel Operations Center (CPCC) are encouraged to endorse these procedures.

b. The Civilian Personnel Officer (CPO) has traditionally been delegated authority to approve all training for civilians and to ensure that all regulatory requirements are met. Effective immediately, this authority to approve civilian training (120 days or less), and the responsibility to ensure regulatory compliance, are delegated to directorate chiefs in all USARPAC activities and may be further delegated to division chiefs.

3. This delegation is necessary to prepare all serviced activities to utilize a new software application, TRAIN, which allows users to electronically create, route, and

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approve training requests; monitor training request status; and obligate funds. TRAIN may be accessed by employees, supervisors, budget officers, financial personnel, authorizing officials, and personnelists.

4. To assist managers, a guide for approving training is enclosed and must be reviewed prior to exercise of this authority. It covers the essential information and guidance needed for managers to properly review and approve civilian training. Managers must be personally involved in ensuring that regulatory requirements for civilian training are met and that training records are maintained for post audit review.

5. Until serviced managers have the necessary software and training to access TRAIN, records of completed training (copies 2 and 9 of DD Form 1556) will be provided to the servicing CPAC for forwarding to the CPOC in order to evaluate the effectiveness of training, document the employee's record in the Department of Defense Civilian Personnel Data System (DCPDS), and provide records for Army Civilian Personnel Evaluation Agency and other audits. (Managers serviced by the Civilian Personnel Office, Camp Zama, will forward copies 2 and 9 of DD Form 1556 to that office.)

6. Responsibilities.

a. Commanders will ensure compliance with the regulatory requirements set forth in this MOI.

b. Directorate chiefs may delegate authority not lower than division-level chiefs.

c. Authorizing managers will ensure regulatory compliance by following the enclosed guidelines and by seeking advice from servicing CPACs.

d. The servicing CPACs (and the CPO, Camp Zama) will provide advice on vendor selection, cost effectiveness, regulatory and policy compliance, local training opportunities, training processes, and other training related issues.

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e. The CPOC (and the CPO, Camp Zama) will ensure that training surveys, schedules, programs, and procedures are well publicized and that training completions are entered into DCPDS.

f. Budget offices will ensure that funding for training is managed within existing financial regulations.

7. Implementation. The delegation of authority and the procedures enclosed are effective immediately.

FOR THE COMMANDER:

[signed]

Encl  
as

ARCH V. ARNOLD, III  
Colonel, GS  
Deputy Chief of Staff  
for Personnel

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