



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON STUTTGART
UNIT 30401
APO AE 09107-0401

IMSG-ZA

29 APR 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Stuttgart Command Policy Letter #65
Leadership and Workforce Development Council

1. References:

- a. AE Regulation 350-1, 19 February 2014
- b. Installation Management Campaign Plan, 2012-2020

2. Purpose: This policy outlines the functions and processes of the United States Army Garrison Stuttgart Leadership and Workforce Development Council (LWD).

3. Function: The LWD Council will provide the Command with advice and analysis on managing human capital resources. The LWD Council is the focal point within the staff for evaluating workforce issues that impact the workforce.

- a. The LWD Council will develop the Garrison Strategic Leader and Workforce Development Plan based on the Installation Management Campaign Plan and directives.

- b. Identify actions necessary to execute the Leader and Workforce Development Plan, monitor progress on stated goals, and maintain visibility on action items outlined in the plan.

- c. Promote best practices for the management of a diverse and professional Garrison workforce.

4. Membership: The LWD Council will be comprised of representatives from the major Garrison Directorates laid out in Annex A (Participating Directorates), and will partner with the Senior Leader Advisory Board (SLAB) and the Local National Works Council.

- a. The Garrison Civilian Workforce Development Specialist will serve as the Chairperson of the Council.

- b. Directorate level Council Candidates will be nominated by their supervisor by submitting the nomination form provided in Annex B (LWD Council Nomination Form).

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c. The SLAB will review nominations and make selections based on the requirements of the council.

1) Selectees will be notified through their supervisor and officially appointed by the Deputy to the Garrison Commander as a Collateral Duty Assignment.

2) Appointments will be for two years or until released.

d. The Council will consist of Non-Supervisory Employees GS-09/NF-04 (or equivalent) and below.

1) Directorates will provide a minimum number of representatives as indicated in Annex A.

2) Directorate representatives may include Appropriated Fund, Non-Appropriated Fund, Wage Grade, and Local National employees as applicable.

e. The SLAB will consist of Garrison Leaders.

1) The Deputy of the Garrison Commander will serve as the Chairperson of the SLAB.

2) Directors (or their respective Deputy) from each Directorate as laid out in Annex A will serve on the SLAB.

f. The Local National Works Council is welcome to attend all SLAB and LWD Council meeting as they deem necessary in an advisory capacity.

5. Process:

a. The LWD Council will convene bi-monthly and develop and maintain the Strategic Leader and Workforce Development Plan.

b. On a bi-annual basis the Council will meet with the SLAB in order to evaluate, finalize, and implement the plan.

c. As appropriate, the SLAB may invite others to participate or become Council Members.

6. Responsibilities:

a. The LWD Council will serve as advocates of the workforce. Members will be

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liaisons for their respective directorates; ensure the workforce is kept abreast of Council activities and convey questions and concerns to and from the Council.

1) Regularly evaluate the progress on strategic goals and adjust courses of action as required.

2) Review training requirements and prioritize training as necessary for a professional workforce.

3) Identify where the workforce needs assistance and guidance.

4) Serve as an educational tool for Garrison career development, awards and recognition programs, and a venue for professional development.

5) Provide leadership development initiatives that can be used for Army Communities of Excellence (ACOE) submissions.

6) Generate topics for the quarterly newsletter.

7) Meeting minutes will be provided to the workforce.

b. The SLAB will serve as the advisory board to the LWD Council.

1) Provide guidance to the LWD Council and ensure the goals and focus of the Council are in line with that of the Garrison and the Installation Management Campaign Plan purpose and scope.

2) Review Garrison Employee of the Quarter and Garrison Employee of the Year nominations on a quarterly/annual basis and determine the award recipients.

7. Point of contact for this policy is the Directorate of Human Resources, Civilian Workforce Development Specialist, Ms. Catherine Bianco at DSN: (314) 431-2641, CIV: 49 (0)7031-15-2641, or E-mail: catherine.d.bianco.civ@mail.mil.

2 Enclosures

1. Annex A

2. Annex B

 29 April 14
JOHN P. STACK
COL, SF
Commanding

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Annex A – Participating Directorates

LWD Council Minimum Requirements:

1. Directorate of Emergency Services – 2 Members
2. Directorate of Family and MWR – 3 Members
3. Directorate of Human Resources – 2 Members
4. Directorate of Plans, Training, Mobilization and Security – 1 Member
5. Directorate of Public Works – 3 Members

SLAB Advisory Board:

1. USAG Stuttgart Deputy to the Commander
2. Director of Civilian Personnel Advisory Center
3. Non-Appropriated Fund Human Resource Officer
4. Director of Human Resources
5. Director of Family and MWR
6. Director of Plans, Training, Mobilization and Security
7. Director of Public Works
8. Director of Equal Employment Opportunity Officer
9. Director of Plans, Analysis, and Integration
10. Public Affairs Officer
11. Resource Management Officer

Annex B – LWD Council Nomination Form

USAG Stuttgart Leader and Workforce Development Council Member Application		
CANDIDATE		
NAME (LAST, FIRST, MI):		
ORGANIZATION NAME (DIRECTORATE/DIVISION/SECTION):		
ORGANIZATION ADDRESS:		
TITLE:	PAY PLAN/SERIES/GRADE:	DEROS:
DSN:	E-MAIL ADDRESS:	
SIGNATURE:	DATE:	
NOMINATING OFFICIAL (SUPERVISOR)		
NAME:	TITLE:	
DSN:	E-MAIL ADDRESS:	
SIGNATURE:	DATE:	
FOR ADMINISTRATIVE USE ONLY		
<i>Has the Candidate previously served on the USAG Stuttgart LWD Council:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>Proposed Council Membership period:</i> <u>2014</u> to <u>2016</u>		
Notes: 		

Please submit nomination to the USAG Stuttgart Directorate of Human Resources, Civilian Workforce Development Specialist at E-mail: catherine.d.bianco.civ@mail.mil.