



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 26<sup>TH</sup> AREA SUPPORT GROUP  
UNIT 29237  
APO AE 09102-9237

AEAGA-CHD

15 August 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 26th ASG Command Policy Memorandum 40, Delegation of Civilian Training Authority and Training Guidance

1. Reference Memorandum, HQ USAREUR, AEAGA-CE, 15 Nov 99, subject: Delegation of Civilian Training Approval Authority.
2. Training and developing all members of the workforce is one of our highest priorities. Civilian employees are an important component of our joint team. Therefore, we must develop our civilian workforce to be prepared to conduct and support a variety of missions, both simultaneously and in rapid succession.
3. Civilian employees will be provided training to improve their performance and meet the mission. Supervisors will work together with employees to assess training needs, implement appropriate training activities and encourage the self-development of employees through career and performance counseling.
4. Authority to approve short term (120 calendar days or less) Government and Non-Government training has been sub-delegated to:  
  
Chief of Staff, 26<sup>th</sup> Area Support Group  
Commander, 233<sup>rd</sup> Base Support Battalion  
XO, 233<sup>rd</sup> Base Support Battalion  
Commander, 293<sup>rd</sup> Base Support Battalion  
XO, 293<sup>rd</sup> Base Support Battalion  
Commander, 411<sup>th</sup> Base Support Battalion  
XO, 411<sup>th</sup> Base Support Battalion
5. The above authority may not be further delegated. Training in excess of 120 days requires the approval of the Chief, Human Resource Development Division (HRDD), Civilian Personnel Operations Center (CPOC).

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6. Managers with delegated authority will approve training consistent with HQDA, IMA-E and HQ USAREUR policies, and provide training opportunities to employees in a fair and equitable manner.

7. A Training Program Committee for the 26<sup>th</sup> ASG will not be established.

8. Training activities will be conducted IAW USAREUR Supplement 1 to AR 690-400, Chapter 410 and AR 690-400, Chapter 410 USAREUR Command Training Guidance and Policy. In discharging the responsibilities of this delegation, staff is required to comply with the requirements of the enclosed reference, and all other applicable laws and regulations.

/s/

ROBERT C. RUSH, JR

Colonel, IN

Commanding

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