

## U.S. ARMY PUBLIC HEALTH CENTER'S PROFESSIONAL TRAINING POLICY

FS No. 98-002-0320

### PURPOSE

The U.S. Army Public Health Center (APHC) recently established an agency-wide Professional Training Policy as part of APHC's FY20 strategic planning initiatives. The purpose of this Fact Sheet is to—

- Ensure approved and prioritized trainings align with APHC missions and that trainings are accessed in the most cost effective way possible.
- Create transparency by providing interested employees with better visibility of approved and funded training opportunities.
- Provide employees with more equitable opportunities to apply for and be considered to attend desired trainings.

### REFERENCES

- APHC Memorandum 350-01, *Professional Training Policy*, 1 December 2019.  
[https://iphc.amedd.army.mil/functions/commandinfo/Command%20Administrative%20Publica/Lists/APHC\\_Policy\\_Tracker/Attachments/172/Memo%20350-1,%20Professional%20Training%20Policy\\_Dec%202019.pdf](https://iphc.amedd.army.mil/functions/commandinfo/Command%20Administrative%20Publica/Lists/APHC_Policy_Tracker/Attachments/172/Memo%20350-1,%20Professional%20Training%20Policy_Dec%202019.pdf)
- Army Regulation (AR) 351-3, *Professional Education and Training Programs of the Army Medical Department*, 15 October 2007.

### FACTS

Through various taskers, the APHC Talent Management Working Group captured APHC's knowledge, skills, and abilities (KSA), training needs, and training priorities. The Board of Directors (BOD) used this information to define the training priorities and number of potential attendees per training for Fiscal Year (FY) 20.

All BOD-approved training will be posted to the APHC Workforce Development SharePoint® site (see <https://iphc.amedd.army.mil/organization/cos/g35/Pages/CT.aspx>). Employees may request trainings for consideration beyond those approved—

- Submit trainings for consideration for the next fiscal year via email, listed below.
- Individual or near-term trainings will require an approved exception to policy memorandum signed by the APHC Deputy Director.

Once a training is posted to the APHC Workforce Development site:

1. A tasker will be sent requiring Division Chiefs to identify and nominate employees who need to take an offered training (if applicable). Employees are encouraged to speak to their Division Chief if they believe a training is needed for their position.
2. When additional training seats are available after the Division Chief's nomination period, employees will be given the opportunity to self nominate, however, those with supervisor approval will take priority.

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3. If the number of applicants for a training exceeds the number of available training slots, the BOD will prioritize and select training applicants. Individuals identified by their Division Chiefs will take priority over those who self-nominate to attend trainings.
4. The final attendee prioritization criteria, determined by the BOD, will be posted on the Workforce Development SharePoint site soon.

APHC personnel who wish to self-nominate will apply to the training point of contact via a letter of interest, through the Workforce Development Portal, that includes the following:

1. A justification for the training;
2. The ramifications or perceived gaps if training is not approved; and
3. A plan for reporting how they applied the training to fill a gap.

APHC personnel who attend APHC-funded training will—

1. Include the training in their Individual Development Plan (IDP).
2. Provide an informational briefing within 30 days of returning from training. The briefing must be advertised via the Command Announcements SharePoint site and the Intranet Brown Bag Session Calendar. A group attending training may designate an individual to provide the informational briefing.

Through the process of identifying APHC training needs, a number of free, online trainings were identified. While these training are not covered by the APHC-wide Professional Training Policy (APHC Memo 350-1), they will be posted to the APHC Workforce Development site as an additional resource for interested employees. Any trainings, free or otherwise, conducted during work hours require inclusion in their IDP and supervisor approval.

The processes for identifying and prioritizing KSAs and trainings will evolve over time. APHC's prioritized KSAs and training needs will be re-evaluated and refined on an annual basis. Additional updates to the existing SharePoint site to facilitate application to trainings are underway.

For questions regarding the APHC Professional Training policy, email:  
usarmy.apg.medcom-aphc.mbx.talent-management@mail.mil

## **EXEMPTIONS**

This policy does not address long-term health education or graduate medical education. AR 351-3 sets policies and procedures for internships, residencies, and fellowships.

Any training requested based on individual requirements will require an approved exception to policy memorandum signed by the APHC Deputy Director.