

7 February 2006

**Boards, Commissions, and Committees**  
**TRADOC EXECUTIVE AND PROFESSIONAL DEVELOPMENT COMMITTEE**

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**Summary.** This memorandum establishes responsibilities, composition, and administrative procedures of the Training and Doctrine Command (TRADOC) Executive and Professional Development Committee.

**Applicability.** This memorandum applies to members serving on the committee.

**Suggested improvements.** The proponent of this memorandum is the Deputy Chief of Staff for Personnel, Infrastructure and Logistics (DCSPIL). Send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to DCSPIL, ATTN: ATBO-C. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program Proposal).

**Availability.** This memorandum is distributed solely through the TRADOC Homepage at <http://www.tradoc.army.mil>.

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**1. Purpose.** This memorandum, establishes the TRADOC Executive and Professional Development Committee.

**2. Explanation of abbreviations.** Abbreviations used in this memorandum are explained in the glossary.

**3. Responsibilities.** The TRADOC Executive and Professional Development Committee provide advice and recommendations on the professional development of Department of the Army civilians to the Commanding General, TRADOC. Specifically, the committee will—

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\* This memorandum supersedes TRADOC Memorandum 15-9, 28 September 1996

- a. Recommend policy.
- b. Establish goals and objectives.
- c. Ensure a program exists that treats all civilians applying for training equitably.
- d. Ensure selections are based upon merit and potential for advancement in the Government after the training is completed.
- e. Ensure equal opportunity is practiced in the Executive and Professional Development Program. Every employee who needs training and meets selection criteria must have a chance to take part in the program, regardless of race, religion, color, national origin, sex, age, or physical handicap.
- f. Screen and nominate TRADOC candidates for attendance at senior service colleges, the Army Management Staff College, and other specific executive management development program courses. This will ensure that the highest quality nominees are provided for consideration for attendance at schools/colleges that permit only limited attendance.
- g. Provide feedback to installation commanders and career program managers on recommendations made by the committee, as applicable.

#### **4. Composition.**

- a. The committee will be comprised of a chairperson, eight regular members, and a nonvoting executive secretary.
  - (1) Chairperson--the DCSPIL.
  - (2) Regular members.
    - (a) The TRADOC Analysis Command Director.
    - (b) The TRADOC Futures Center Director of Requirements Integration.
    - (c) The Assistant Deputy Chief of Staff for Operations and Training.
    - (d) The Deputy Chief of Staff for Intelligence.
    - (e) The Deputy Chief of Staff for Resource Management.
    - (f) The TRADOC Chief Information Officer.
    - (g) The TRADOC Civilian Personnel Director (CPD).
    - (h) The TRADOC Equal Employment Opportunity Director.

(3) Executive secretary--a Human Resources Specialist from the Civilian Personnel Directorate, DCSPIL.

b. The chairperson will appoint a committee member as the vice chairperson. The vice chairperson will assist and serve in the absence of the chairperson.

c. The committee chairperson may designate other civilian/military officials to serve on an ad hoc basis for special projects. A member of the committee will serve as chairperson for each ad hoc group.

d. Committee members will designate alternates to serve in their absence.

e. The chairperson and three members and/or their alternates must be present at meetings to constitute a quorum.

**5. Administration and staff support.** The CPD will provide the following support for the committee:

a. A technical adviser to provide advice and guidance on training nominations.

b. An executive secretary to perform the administrative details of the committee under the direction of the committee chairperson. The executive secretary will--

(1) Arrange the agenda for meetings.

(2) Make available necessary data to members before or during meetings.

(3) Ensure that committee proceedings and recommendations are appropriately distributed.

**6. Procedures for committee action.**

a. The technical adviser will review all nominations for adherence to eligibility criteria and prepare the nominations for committee review.

b. The committee will meet at the call of the chairperson.

c. The committee chairperson, assisted by the executive secretary, will prepare any required correspondence and reports.

## **Glossary**

### Abbreviations

|     |                                |
|-----|--------------------------------|
| CPD | Civilian Personnel Directorate |
| DA  | Department of the Army         |

DCSPIL Deputy Chief of Staff for Personnel, Infrastructure and Logistics  
TRADOC Training and Doctrine Command

FOR THE COMMANDER:

OFFICIAL:

ANTHONY R. JONES  
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Deputy Commanding General/  
Chief of Staff

// \*S //  
JANE F. MALISZEWSKI  
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**\*Original signed document is retained on file by the TRADOC CIO, Publications Officer**