



REPLY TO
ATTENTION OF

**DEPARTMENT OF DEFENSE
UNITED STATES SOUTHERN COMMAND
OFFICE OF THE COMMANDER IN CHIEF
3511 NW 91ST AVENUE
MIAMI, FL 33172-1217**

SCCC

POLICY MEMORANDUM NO. 05-01

19 April, 2001

From: Commander in Chief
To: All SOUTHCOM Personnel

SUBJECT: Civilian Professional Development Policy

1. **PURPOSE:** To establish the U.S. Southern Command (USSOUTHCOM) policy on civilian professional development.
2. **APPLICABILITY:** This policy applies to all civilian personnel assigned to this command.
3. **POLICY:** Professional development is a fundamental requirement for properly managing the workforce. We will prepare Individual Development Plans (IDPs) that complement performance standards and facilitate continual improvement. To the greatest extent possible, Southern Command will request and support opportunities for civilian professional development. Professional development opportunities often require time away from normal duties; I support these opportunities as a necessary investment in our most important resource -- our people.
4. **RESPONSIBILITIES:** Supervisors and employees will work together to develop and maintain IDPs, identifying the most effective and efficient means to satisfy organizational and individual goals. Each employee will actively participate in his or her professional development program by proposing job related and career-enhancing educational opportunities consistent with organizational objectives. Senior civilians within Southern Command will serve as advisors to their respective directorates and as mentors to junior civilian personnel in the workforce.
5. This policy is effective immediately.

PETER PACE

General, U.S. Marine Corps
Commander in Chief, U.S. Southern Command

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