



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON KAISERSLAUTERN
UNIT 23152
APO AE 09227-3152

NOV 03 2011

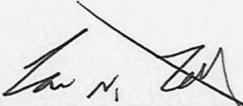
IMEU-KAI-ZA

MEMORANDUM FOR All United States Army Garrison Kaiserslautern (USAGK) Civilian Personnel

SUBJECT: USAGK Command Policy Letter #22 - Civilian Individual Development Plan (IDP), Employee Work Folders, and Employee Emergency Contact Information

1. This letter supersedes USAGK Command Policy Letter #22 dated 13 January 2009.
2. The purpose of this memorandum is to ensure all supervisors are aware of existing supervisory requirements to lead, train, and evaluate our civilian workforce. It is also each employee's responsibility to provide input and complete training in their IDP. My goal is to ensure supervisors implement and use managerial tools listed above to improve our workforce and community.
3. Effective immediately, all USAGK supervisors will ensure that all civilian employees (U.S and Local National), have the following items: Employee Work Folders, Employee Emergency Contact Information, and IDPs. All supervisors will maintain a copy of these items for each employee assigned to their section. Refer to the enclosed Supervisor Guide for Employee Work Folders for guidance.
4. The Directorate of Human Resources is responsible for conducting random inspections to ensure 100% compliance by all civilian personnel to this policy.
5. This policy will remain in effect until rescinded by this office.
6. Point of contact for this action is the Directorate of Human Resources, DSN 493-4345.

Encl


LARS N. ZETTERSTROM
LTC, EN
Commanding

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SUBJECT: USAGK Command Policy Letter #22- Civilian Individual Development Plan (IDP),
Employee Work Folders, and Employee Emergency Contact Information Data

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