



Competitive Professional Development (CPD) for Paraprofessionals to Attend the Business Writing Course at Management Concepts

Announcement Number: CP56/PPRO-FY16-05
SUBJECT TO CONTINUING FY16 FUNDING

Date Opened: 16 November 2015

Date Closed: 18 December 2015

All applicants must create a GoArmyEd student account prior to applying for any ACTEDS funded training opportunities. Applications are not to be created and submitted through GoArmyEd, only the creation of an account is required at this time. Applications will be submitted via e-mail as indicated below. [\[Click for additional information on GoArmyEd\]](#)

Additionally, all applicants should have a Government Credit Card (GOVCC), as this training opportunity will require travel.

Who May Apply: Permanently appointed U.S. Army civilian paraprofessionals, who are in the CP-56 Legal Career Program (to include Local Nationals). Applicants must have at least three years tenure as an Army civilian employee.

Applications must contain:

1. [Completed Application for ACTEDS Training Opportunities \[Online\]](#).
2. [Employee's Statement of Interest \[Online\]](#): Explain how the proposed training furthers your personal development and detail what you hope to gain from the training.
3. [Utilization Plan \[Online\]](#): Describe the anticipated measureable Return of Value/Return on Investment the training will provide to the organization and/or Army, *i.e.*, what will be the benefit of the applicant's participation in the training. **MUST BE COMPLETED AND SIGNED BY SUPERVISOR.**
4. Civilian Record Brief or Civilian Career Report (*available through* <https://acpol.army.mil>).
5. Head of Legal Office Endorsement (not required if the utilization plan is executed by the head of the legal office).



MANAGEMENT CONCEPTS

Course Description: This course will build the knowledge and skills participants need to confidently communicate to various audiences in an effective manner. Participants learn to use pre-writing techniques that give their writing clarity and conciseness. Through interactive activities and discussions, participants identify how to create a unique writing style for varying types of business correspondence. They practice these writing techniques and apply them to writing emails, memos, and business letters. Participants also learn best practices for self-editing their work. [\[Click for additional course information.\]](#)

Course Dates: 1 - 2 February 2016

Location: Management Concepts, Washington, DC Training Center

Additional Information CP56 will centrally fund travel, lodging and per diem. CP56 CANNOT FUND RENTAL CARS. If a rental car is required by the attendee, the command will need to pay for the rental car. Salary will continue to be paid by the individual's command. Once enrolled in the course, an employee must complete the course with a "C" or higher average, or the employee will be required to repay all training costs, pursuant to AR 350-1.

E-mail completed application packets and submit questions to:

Ms. Sarilyn Leary
sarilyn.e.leary.civ@mail.mil or 913-684-4924
Assistant Chief, CP-56

NLT 18 DECEMBER 15

Place in subject line: *Application for CP-56 -Business Writing (FY16)*

Digitally attach all required documents in a single file



CP-56

Recruit, Train, Educate, Develop, Promote and Retain