

CHARTER
INTEGRATED MATERIEL MANAGEMENT CENTER (IMMC)
LONG TERM TRAINING (LTT) COMMITTEE

1. Authority: The IMMC LTT Committee is established by the Executive Director, Integrated Materiel Management Center, US Army Aviation and Missile Command.

2. Vision:

a. The LTT Committee will operate as a team with a single focus: To nominate and approve only the best IMMC representatives for various long-term training opportunities.

b. Approvals will be based on the IMMC Goal 5: High Performing Workforce, i.e., to develop a first-class workforce of the future that supports a one-AMCOM culture in a climate of trust, fairness, confidence, and inclusiveness. An officially chartered team of Directorate representatives will meet on an as-needed basis to review LTT applications (for Graduate Level Logistics Education Assistance Fund (GLLEAF), (Undergraduate) Logistics Education Assistance Fund (LEAF), Acquisition Tuition Assistance Program (ATAP), Army Management Staff College/Sustaining Base Leadership and Management Program (AMSC/SBLMP), Logistics Executive Development Course (LEDC), Defense Leadership and Management Program (DLAMP), or Cross-Functional Assignments) of IMMC employees for submittal.

3. Mission: Committee members are responsible for approving IMMC's LTT applications for submission to the appropriate higher authority.

4. Membership:

a. The IMMC LTT Committee will include members from all IMMC Directorates as specified in the enclosed roster.

b. The Chairperson will be the Deputy Executive Director of the IMMC. In the Chairperson's absence, the Business Management Director will serve as Chairperson.

5. Responsibilities:

The members will:

- (1) Collaborate as a team.
- (2) Allow for open discussion.
- (3) Make recommendations based on LTT criteria.

6. Decision Criteria:

a. All decisions will be based on a majority rule, if not consensus, of the IMMC LTT Committee members, either in person or via the ballot.

(1) The IMMC LTT Chairman or acting Chairman will only vote as a tiebreaker.

(2) Alternate for acting will vote for that Director.

(3) Candidates will be approved based on the Committee's determination that the candidate has the ability/motivation to utilize the training to further the IMMC mission.

(4) All written justifications will be used as determining factors in the selection process.

b. All applicants for long-term training must be an IMMC employee for a period of 3 years prior to approval of full-time long term training of 120 days or more.*

c. Applicants must have received a top-level rating (exceptional) on their last three performance appraisals or must be rated in the top 50 percent of their pay band.*

d. Applicants who are occupying an acquisition workforce position (series 301 (grades 13-15), 334, 343, 346, 560, all 800s, 1102, 1515, 1910, and 2003) must have completed their required-by-law level of certification prior to applying for long-term training.*

e. Long-term training must be relevant to applicant's current mission requirements.*

f. All applicants for LEAF and GLLEAF programs must provide proof that they have completed first 3 years (for LEAF) or first year (for GLLEAF) of university courses prior to applying for LEAF/GLLEAF program (for 1-year full-time university training).

g. Matrixed applicants must document the funding agreement from their PM, as well as the IMMC chain of command. This PM documentation should consist of coordination sheet comments and signature of PM or PM representative.

* If the applicant does not meet this requirement, they must submit a waiver memorandum, signed by the applicant's organizational Director, which clearly stipulates the reason(s) this application should be considered. Only one memorandum per applicant can be submitted. Ensure the memorandum includes the Director's rationale for ALL requested waivers.

7. Meetings and Administration:

a. The IMMC LTT committee meetings will be announced via e-mail from the IMMC Training Coordinator to each committee member, as stipulated in enclosure.

b. If the primary committee member cannot attend scheduled meeting, the alternate committee member will attend.

c. All attendees will notify the IMMC Training Coordinator of their planned attendance.

d. Prior to each meeting, each committee member will receive a copy of each long-term training application, with waiver memorandum if applicable, as well as a nomination ballot sheet. Each member should annotate his/her ballot sheet with his or her approval/disapproval decision and sign, after review of each application, and prior to leaving LTT committee meeting.

e. At each meeting, the Chairperson will lead the discussion on each application. Votes will be solicited. Majority votes rule.

f. The IMMC Training Coordinator will take notes of meeting, send out notices of committee's decision to first-line supervisors, and process approved applications.

/signed/
JOHN R. CHAPMAN
Executive Director
Integrated Materiel Management Center

19 Aug 2003
DATE

IMMC LTT COMMITTEE MEMBERS

Chairperson:	Mr. Richard Turner
Co-Chairperson	Mr. James Wasson
AMSAM-MMC-AV:	
Primary:	Dr. Thomas Pieplow
Alternate:	Mr. Imtiaz Ather
AMSAM-MMC-MS:	
Primary:	Mr. Michael Hartwell
Alternate:	Ms. Linda Robertson
AMSAM-MMC-BM:	
Primary:	Mr. James Wasson
Alternate:	Ms. Katherine Blevins
AMSAM-MMC-MA:	
Primary:	Ms. Marilyn Phillips
Alternate:	Mr. Mark Moe
AMSAM-MMC-MM:	
Primary:	Mr. Artro Whitman
Alternate:	Mr. Donald Finnegan
AMSAM-MMC-RE:	
Primary:	Mr. Jaroslaw Onuszkanycz
Alternate:	Ms. Sheila Wilson
AMSAM-MMC-SP:	
Primary:	Ms. Lisa Thomas
Alternate:	Ms. Judith Edmondson