MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contractor Attendance at Army Provided Training

1. References:

2. This memorandum supersedes reference 1.b. Contractors are required to provide employees who meet all standards necessary for contract performance. Government provided training for contractors in rules, practices, procedures, and/or systems that are unique to the employing command is an exception and not the rule.

3. Contractors attending Army training will not be charged a tuition fee for mandatory training as identified in paragraph four. Contractors are not authorized to attend elective training regardless of mode of instruction (e.g., resident, troop schools, on-site, garrison/installation instruction or distributed learning) or lack of cost to the U.S. Army (e.g., not authorized even if space is available and there is no cost to the U.S. Army).

4. Contractors may only be trained in skills they are not required to bring to the job, such as, command unique rules, practices, procedures and/or systems that are essential for the contractor’s satisfactory contract performance. This type of training is considered mandatory/required and will be identified in the contract. The cost of mandatory/required training is the full responsibility of the Army/command. The command requiring or providing the training may not seek payment from the contractor. All such training will be scrutinized and validated as essential to satisfy contract performance.

5. Principal Officials of Headquarters, Department of the Army (HQDA), Army Commands, Army Service Component Commands, and Direct Reporting Units will:
   a. Establish procedures to effect Army policy to include the following:
      (1) Identify and publish mandatory courses of instruction required for contractors.
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(2) Ensure mandatory courses of instruction are identified by position in contract.

b. Utilize the Army Training Requirements and Resources System (ATRRS), if applicable, to identify and manage contractor training requirements and allocated training seats.

c. Within area of responsibility, use the prerequisite screen of ATRRS to indicate if contractors are allowed to attend courses of instruction.

6. This policy memorandum remains in effect until Army Regulation 350-1 is updated to include contractor training.

7. The HQDA DCS, G-3/5/7 point of contact for this memorandum is Mrs. Mary Ellen McCrillis, 703- 614-9702 or mary.mccrillis.civ@mail.mil.

JOSEPH ANDERSON
Lieutenant General, GS
Deputy Chief of Staff, G-3/5/7

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