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[S E C U R E . C O N T A I N . P R O T E C T .]

Department of External Affairs
Training and Development Handbook

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PREFACE

“There will be times when you are separated from your friends, your family, and your God. There will be times in which the enemy seems omnipresent, and in total control. It is important during these times to remember: The worst thing the enemy can do to you, is turn you into one of them.”

— Colonel, Elem Klimov

1.1 The ‘T&D’ Handbook is intended to inform new T&D members, and future ones of the basic command structure within T&D, the basic duties of T&D and any additional information which may be required.

1.2 The T&D Hand book is approved and in use as of [DD/MM/YYYY]; Distribution of this Manual is limited, and may only be used for official purposes. Unauthorized distribution of this manual may result in disciplinary action, or removal from your position or rank depending on severity.

Mumukshu Arany

TRAINING AND DEVELOPMENT LEAD

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Section I: Command Structure

1.1 The structure of T&D must be followed at all times, failure to do so may result in Physical Training, Arrest or Demotion.

Head Supervisor

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T&D 'Lead'

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T&D 'Coordinator'

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Standard DEA Agents

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Section II: Standard Duties

1.1 T&D are expected to act as role models for lower DEA members, and must be professional at all times.

1.2 T&D Members will be the lead document writers for the DEA, and are expected to have good documentation skills. If T&D members need help with document writing, they can call upon other T&D Members for assistance.

1.3 T&D Members are expected to hand out PTs (Physical Trainings) to those who break the DEA's rules, these PTs should be strict and long to ensure misbehaviour doesn't occur again. If unable to be PTed or removed, T&D must contact individuals higher in the DEA Chain of Command (E.G Special Agent misbehaves, contact a Department Manager)

1.4 T&D Members will conduct additional trainings, these can include other regiments/departments or just internal trainings, if unsure on what to do, seek guidance from other T&D Members.

1.5 T&D Members will contribute to recruitment drives and the creation of promotional material/propaganda.

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