



THE NUGGET

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DIRECTOR'S MESSAGE

Patricia Pearson, Director

Training and Educational Opportunities

This issue of the Nugget contains a number of articles that provide information related to employee development and continuing educational opportunities for federal employees.

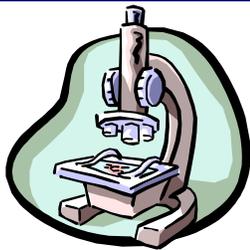
I personally believe that in order to be successful (and to stay competitive) today, one must hone core competencies through technical training and mentorship and demonstrate a passion to grow professionally and personally.

As all leaders know, the knowledge, skills, and abilities of the workforce are crucial to organizational success. Training develops basic skills, improve existing skills and help employees keep pace with the shifting demands of the job caused by changes in mission, rules, technology and reorganizations. Training dollars expended are an investment that should produce measurable returns in terms of quantity, quality, and timeliness of work performance. Employees who are willing to put forth the energy and time to seek continuing educational opportunities are most likely going to be the future leaders of tomorrow.

Close to the end of this Newsletter is a listing of topics available on the Army's website to assist employees understand the Army's Training Program.

I hope you find this Newsletter informative and useful. Suggestions for articles and coverage are always welcome.

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Long-Term Care Insurance

The U.S. Office of Personnel Management (OPM) is sponsoring a high-quality long-term care insurance program for members of the Federal Family. OPM selected two leading insurance companies, John Hancock and Metropolitan Life as the carriers who will offer this new benefit. The two companies have formed a joint venture company, LTC Partners, that will be dedicated to the implementation and administration of the Federal LTC program.

There will be two opportunities for eligible individuals (active and retired civilian employees and uniformed service members) to enroll in LTCI provided by LTC Partners. The first opportunity, an Early Enrollment Program, will be held from March 25 through May 15, 2002. The Early Enrollment Program will allow those who are eligible members (civilian employees who are eligible for health coverage under the Federal Employees Health Benefits Program – FEHB) are eligible for LTCI), of the Federal Family who already appreciate the need for LTCI to enroll during that time frame. It is important to note that not all plan features will be available during Early Enrollment. Premium payments may be made to the provider through automatic bank withdrawal and direct billing; however, payroll deduction will not be available. Premium costs have not yet been determined but will be announced March 25, 2002.

The second opportunity to enroll will be the first LTCI Open Season to be held from July 1 through December 31, 2002. At that time all benefits options under the program will be available and payroll deduction will be implemented. If you enroll during the Early Enrollment Program you may switch to payroll deduction during the LTCI open season.

As a civilian Federal employee you are eligible to enroll in LTCI if you are eligible to enroll in the Federal Employees Health Benefits Program (FEHB). Unlike FEHB, the LTCI premiums are fully paid for by employees who choose to enroll. Certain family members may be eligible to enroll as well.

OPM has determined that the provider, LTC Partners, is solely responsible for all core functions that support this program. LTCI may be unfamiliar to many people, you should rely on the experts at LTC Partners to field any questions you may have about long term care in general or any aspect of the plan. Personnelists and/or the counselors at the Army Benefits Center – Civilian, ABC-C, are not to answer any questions regarding this insurance other than to direct you to the provider. Post cards for requesting a

subscription to a series of informational bulletins being produced by LTC Partners will be sent through normal distribution channels.

If you want to know more about LTCI or have further questions you should contact LTC Partners directly by calling: 1-800-LTC-FEDS (1-800-582-3337) or via the LTC web site: www.ltcfeds.com. You may also subscribe to the bulletin series by contacting LTC via the phone or the web site. OPM also has a very informative and educational website about long-term care needs and insurance in general at www.opm.gov/insure/ltc, this site also provides information about LTCI tax issues, facts, legislation, and an ongoing series of Questions and Answers. A calculator will be added to this site to help make informed decisions about LTCI.

If you decide to enroll in LTCI you will enroll directly with LTC Partners who will be providing information regarding how to enroll. Enrollments cannot be accepted through any servicing personnel office or the ABC-C.

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Emergency Contact (Next of Kin) Data Base

The Army has developed an automated emergency contact data base system as a result of the lessons learned from the September 11th terrorist attacks. Commands are to implement this new system for all Appropriated and Non-appropriated fund civilian employees. Employees will enter their emergency contact information. The instructions can be found on the Army web-site, at <http://cpol.army.mil>. Registration is voluntary.

The emergency data you provide will be stored and made available to only those authorized individuals who will be directly involved in the actual process of notifying your emergency contact(s) and processing or assisting with the necessary documents in the event of injury or death of an employee.

A screen consisting of the necessary data elements is available for you to complete on the Army web-site, <https://cpsapp2.belvoir.army.mil/emergency/default.asp> or via <http://cpol.army.mil> under "What's New." Your social security number is being used since it is the one account that distinguishes you as an employee without duplication. Please note that when entering your social security number, it will not be displayed on the screen.

As you enter your social security number, it will be represented on the screen by asterisks (*).

The next screen will provide you with instructions to establish your password. After you have established your password, you will be able to proceed and enter your emergency contact data. Once you have successfully entered your emergency contact data, you can update and change the information as changes occur. You must enter your user id and password each time you wish to access your account to modify or update your existing data.

As a practical tip, if the primary emergency contact listed is not an immediate relative, it is important for you to inform your emergency contacts in advance about how to locate your next of kin and/or dependents.

Your cooperation is needed to enable your agency to promptly notify the emergency contact of your choosing. Failure to provide this information could result in delay in the notification to your next of kin in the event of an emergency or death. Disclosure of your social security number is voluntary; however, failure to provide your social security number may delay the notification process. You'll be asked to review your emergency contact data on an annual basis and help keep the information current.

You should also consider updating designation of beneficiary forms if you believe the information is out-of-date.

At least annually, employees should review and update their emergency contact information to ensure the data base is kept current.

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DFAS Expands Web-based Financial Services for DoD Personnel

DoD civilian employees can access even more financial information services through an improved Defense Finance and Accounting Service Internet site.

Upgrades made in December 2001 to the agency's computerized Employee/Member Self-Service system now allow DoD civilians to make online changes to their state tax withholding; to start, change and stop U.S. Savings Bond purchases; and to view and print 2001 W-2 forms, according to Jim Pitt, deputy director of DFAS electronic commerce, military and civilian pay services.

"We want to empower our military and civilian employees to have greater control over their payroll records," Pitt explained, adding that DFAS officials anticipate that military members will have online access to their W-2s next year.

Using the self-service Web site, Pitt noted, is a more efficient way of doing business that's more accurate, saves paper and time, and reduces redundancy. Instead of having administrative specialists re-input employee-provided information, employees can use the system to enter their data themselves, he said.

Another new DFAS self-service Web link, Travel Advice of Payment, allows military and civilian personnel to view and print their paid travel vouchers online, Pitt noted. At first, only payments made after Oct. 2, 2001, by the agency's Cleveland, Indianapolis and Columbus, Ohio, centers will be available. Other payment locations will be made available soon.

Military members and civilians can also use the Web site, <http://www.dfas.mil/emss>, to stop the mailing of their Leave and Earnings Statements, Pitt said. Customers now, he noted, can simply print the statements that have been posted online.

Pitt said the DFAS Web site offered a variety of services to military and civilian personnel even before the December upgrades. They've been able to access, view and print their electronic Leave and Earnings Statements; change federal tax withholding; and change direct deposit information.

Civilians can also use the Web site to file address changes and start, stop, or change allotments, he added.

DFAS serves roughly 5.5 million active duty and reserve military, retired military, annuitants (such as widows) and DoD civilians, Pitt remarked.

The improved Web site, he noted, greatly enhances service for those customers. "It is a user-friendly site and offers things that people have been asking for. We've had a lot of positive feedback from our customers," he concluded.

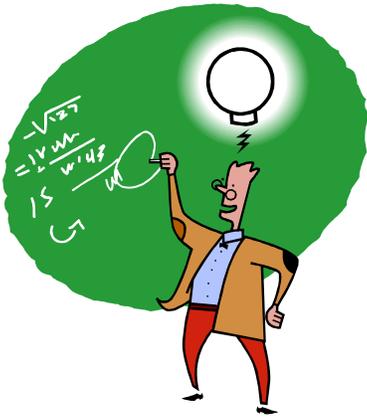
Members can also use a touch-tone phone and call 1-877-DOD-EMSS (1-877-363-3677) to access their account. For security reasons, cellular phones are not recommended.

In order to access E/MSS, the member will need their SSN and a Personal Identification Number (PIN). Depending upon the transaction.

To access the Employee/Member Self-Service system, customers need a custom personal identification number that can be obtained by calling the system Customer Support Unit at 1-800-390-2348.

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Centralized RESUMIX

Soon the Army will begin fielding and implementing a new Centralized RESUMIX System. Centralization will be accomplished by consolidating all the resumes maintained by a Civilian Personnel Operations Center (CPOC) into a central single database located and maintained in Alexandria, Virginia.

Once the activities serviced by a CPOC are brought into the centralized database, each applicant will have one resume that will be shared by all CPOCs in Army. Employees will not have to resubmit a resume because of this centralization effort. Only the most recent resume will be retained.

Under centralization, once an applicant is selected and accepts a temporary or permanent position, he/she must submit a new resume for any future consideration. An employee who is selected for a temporary promotion or a temporary reassignment will not have to submit a new resume.

There are advantages to using a centralized resume system:

- * Business processes will be standardized under the central Resumix process so that all employees will have one method for applying for Army jobs anywhere in the world.

- * An employee needs to submit only a single resume to be available for any vacancy within the centralized system.

- * Resumes input through the Army Civilian Resume Builder will auto flow data directly into the Resumix central database with no manual intervention. This will transmit the resumes to the database much faster than the current process. No resume submitted through the Army Civilian Resume Builder will be rejected.

- * An electronically transmitted referral list allows the list to get to the manager faster and will provide for quicker selections. These changes may be invisible to the employees.

- * These automation efforts should minimize duplication of effort, reduce workload and increase efficiency.

- * A standardized grammar base across Army within the centralized database will ensure greater consistency from region to region in the development of referral lists.

A change associated with the centralized Resumix effort is the establishment of the Army notification system -- Applicant Notification System Web Enable Response (ANSWER). ANSWER will be the method for employees to obtain information on the status of their resumes. Applicants can access ANSWER via the web to find the status of their resume. ANSWER includes the functionality contained under our current applicant response system SOARS (Standard On-Line Applicants Response System). When implemented, applicants will be able to edit a resume from ANSWER. Applicants can select/copy their resumes and can paste them into the Army Civilian Resume Builder to update resumes.

Civilian Personnel Advisory Center (CPAC) employees will have view capability into ANSWER so that they can provide relevant advice and assistance to employees on the status of their applications. .

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Career Intern Program



The Department of the Army's (DA) Career Intern Program offers an opportunity for individuals to participate in a highly structured training program that takes them from entry level to mid-level management positions in two years. Intern training plans combine formal classroom

training with on the job experience. Interns are hired at the entry grade of GS-5 or GS-7 and advance to GS-9 or GS-11 after successful completion of the two-year program. There are currently 22 career programs that offer intern training in more than 150 different occupations.

One of the conditions upon being selected into one of the DA intern programs is signing a mobility agreement. When you sign the mobility agreement you agree that you are willing to move to the initial training location, and that after completion of training you agree to move to a new duty location. These moves are fully paid for by the Army. Think of the mobility agreement as a contract that both you and the Army enter into. It guarantees the Army that they will get a return for investing their time and money in developing your talent, and it guarantees you that you will be placed in a permanent position after successful completion of training.

Some of the Army career fields also offer special opportunities for **outstanding scholars**. If your grade point average exceeds **3.45** for all courses taken, or you are in the top **10%** of your graduating class, you don't need any experience to apply for specific career fields. You must submit your complete college transcripts when applying in order to be considered for the outstanding scholar program.

Occupational Specialties for Interns include:

AMMUNITION MANAGEMENT
AMMUNITION SURVEILLANCE
CIVILIAN PERSONNEL ADMINISTRATION
COMPTROLLER/FINANCIAL MANAGEMENT
CONTRACTING AND ACQUISITION
EDUCATION SERVICES
ENGINEERS AND SCIENTISTS
EQUAL EMPLOYMENT OPPORTUNITY
GENERAL INTELLIGENCE
HOUSING MANAGEMENT
INFORMATION MANAGEMENT
LIBRARY SCIENCE
COMPUTER SPECIALIST
VISUAL INFORMATION
TELECOMMUNICATIONS
RECORDS MANAGEMENT
MANPOWER AND FORCE MANAGEMENT
MATERIAL MAINTENANCE MANAGEMENT

PHYSICAL SECURITY AND LAW ENFORCEMENT
PUBLIC AFFAIRS AND COMMUNICATIONS MEDIA
QUALITY AND RELIABILITY ASSURANCE
SAFETY AND OCCUPATIONAL HEALTH
MANAGEMENT
SUPPLY MANAGEMENT
TRAINING

MILITARY PERSONNEL MANAGEMENT-Under Development

TRANSPORTATION MANAGEMENT

The North Central Civilian Personnel Operations Center (NC CPOC)

in Rock Island, Illinois is the total service provider for centrally recruiting HQDA Interns to include advertising vacancies, rating applications, and issuing referral lists to selecting officials.

For current HQDA Intern vacancy announcement information check NC CPOC's listing at

<http://ncweb.ria.army.mil/daintern/vacancies.htm>.

Training and development needs are based on specific occupational competencies, knowledges, skills, and abilities identified in the formal Master Intern Training Plans. Supervisors, activity career program managers and mentors counsel interns regularly on their progress, performance, and other factors relevant to program objectives and career progression.

Please contact your Civilian Personnel Advisory Center (CPAC) for additional information on the Career Intern Program.

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HQDA Intern Program, From the Intern's Prospective

When approached about writing an article describing some aspect of my internship, I have to admit I felt slightly overwhelmed. There are so many experiences and learning opportunities related to the entire "intern" program, it is hard to focus on just one. Although known about, not everyone understands the ins-and-outs of the Army Intern Program. The Department of Army (DA) has permanent, full-time Civil Service positions in many career programs (or fields) ranging from Civilian Human Resource Management to Engineers and Scientists. Each program has its own criteria, rotations, policies, and procedures. This information can be accessed through www.cpol.army.mil. Following the "Employment" links

to "Entry Level "Civilian Careers" (non-clerical)" and clicking on "College Grads" will bring up a listing of available career programs, as well as current vacancies.

During the first few months of my employment, I attended The Intern Empowerment Training. I learned many important things during that short time frame. First, I was introduced to the Army's military and civilian structures and policies. Next, program-specific information was passed along to each intern. Each step of our rotation was broken down and explained. However, more than anything, I brought away a sense of connection with the other interns. Not only would we be in this program together; after sitting and talking with them, I found we had more than our future occupations in common.

After formal classroom training and my own personal experience, I realized there ARE correlating personality characteristics among interns. Beyond technical experience, beyond education, there is a certain similarity. Whether extrovert or introvert, most people who choose this career path tend to lean towards a mobile lifestyle. With many employees becoming eligible for retirement in the upcoming years, the remaining workforce must be willing to move *frequently*. Many interns in my class, myself included, were prior military or military dependents. For us, mobility is a way of life. We are used to putting off "spring cleaning" until we PCS. In addition, we know "if we don't like the weather" we can just wait a few years and we will likely be in a completely different climate. However, not all interns come from a military affiliated background. These interns often want, not only to travel frequently, but also to serve their country. The intern program enables them to do both.

Adaptability is another requirement. Interns do rotations in different functional areas, and are constantly immersed in an ever-changing environment. New people, new experiences, and new information become the norm. Before I had even begun my assignment, I went through a complete life-style change. I moved from Massachusetts to Alaska, a place I had never been. I also switched from being an Air Force dependent in college to an independent, full-time Army civilian employee. All of which took place *before* I had even entered the office. The DA civilian personnel arena has many components. Every functional is different, and each requires different skills. Since becoming a DA intern, I can honestly say I am learning something new every hour.

"Given a choice between two theories, take the one which is funnier." - Blore's Razor

After taking up the responsibility of "intern coordinator", Frank Roig emailed all of us a list of inspirational quotes. The above quote is from that list and it immediately caught my attention. At the time, I had been in the program for almost a year, and had already become intimately familiar with this concept. Mobility and adaptability, as well technical knowledge, are important to a successful career. However, more

important than all these *combined* is a sense of humor. A person can move and change as often as a situation demands; however, if you cannot find amusement in life's absurdities, things can become overwhelming. You need the ability to laugh after dealing with a frustrating problem, or to chuckle at what seems like an impossible situation. This will help keep things in balance and allows a break from a nagging issue. Then, when the problem is approached again, it can be done so with a fresh perspective.

The intern program is one full of wonderful opportunities, each greater than the last. Since entering the program in February 2001, my life has drastically changed, and it has **all** been for the better. Every challenge I have overcome has made me a more well-rounded individual. With every new concept, I receive a greater understanding of, not only *my* "bigger picture", but DAs' as well. The future of the Army civilian workforce depends on many things, but a major asset will be a mobile, adaptable workforce. Most importantly, we need to take a few minutes, to laugh at some of the life's silliness. Then we can change things for the better. The experiences I have gained will enrich me. Not only will they help me successfully further my career, but they will also help me build important connections to the people I meet.

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My Experiences As An Intern

I could begin by saying, twelve months ago my life could have been compared to a "whirl wind!" For example, my father-in-law died just days before it was time to report to my new job site, husband was stationed out of country, two daughters in college, and a son with less than 6 months to graduate high school. However, the beauty of all of my challenges was being able to accept change and knowing that change is inevitable.

Instead, I believe the purpose of the intern program is to develop a person into a knowledgeable and professional member of the Department of Army. When my intern training is complete, I will be prepared to take my place in the fast paced world of coordination, thoughtful decision making, and thorough knowledge of the Army's mission. I find the program to be an outstanding opportunity to develop my leadership skills and further my career in the Human Resources field.

Moreover, great opportunities come and go throughout our lives and being an Intern is one of those great times. My initial assignment at Pacific Region CPOC has been quite an experience. As I embarked into a new world, I quickly took notice of top-notch professional employees hard at work. I was eager to dig in – the Human Resource Assistants, Classifiers, and Staffing Specialists were talking “lingo” I had never heard. Therefore, I asked many questions. To my amazement, these professional people I met and worked closely with, gave me insight to their outstanding people skills and a good perspective of teamwork, decision making, and management techniques. The detailed day-to-day training was numerous for me at Pacific Region CPOC. I participated in several special projects such as a presentation of “Who Moved My Cheese” to the CPOC Staff, attended Board of Directors’ meetings, read leadership books, and attended numerous management training sessions. I also had the opportunity to watch the training tape “Gung Ho!” This was the most powerful video one could ever watch. According to Ken Blanchard, Gung Ho simply means working together – it is not a quick fix, it is a way of life. He used the analogy of the Spirit of the Squirrel (hard workers); the Way of the Beaver (in control of who is achieving the goal); and the Gift of the Goose (is for everybody - team members and managers – cheering each other on)! This video really gave me a new perspective of who I am and what I must do to be more productive. All of these were challenging training experiences, which forced me to put on my “thinking cap”. My motivation to get things accomplished in a timely, consistent, and efficient way was enhanced tremendously. As I continued my training, I found myself always supported by the selfless effort of the Pacific Region Staff, to include the Deputy Director and the Director. The professionalism of the staff enhanced my efforts as I went about my decision making process and development of priorities of what had to be done and what coordination was needed. Along with the daily training and task-oriented environment of an intern, I was required to attend several developmental training sessions throughout various locations.

Nevertheless, my daily training at Pacific Region CPOC specifically gave me an insight into the various mission of responsibilities in Classification, Staffing, Delegation Examination Unit, Information Systems, and Human Resources Development. My knowledge base increased and I was exposed to automated tools such as RESUMIX, MODERN DCPDS, FASCLASS I/II, ART, Priority Placement Program (PPP), Business Objects and the Intranet. Thus, other mandatory training experiences included Intern Empowerment, Classification, Staffing, Information Systems and, Intern Leadership Development Course which was conducted at Aberdeen Proving Ground, MD and Fort Riley, KS. During a segment of the Intern Empowerment course, I had the opportunity to listen to

numerous speakers of the staff, each of whom left me with their own personal experiences as an intern. They also expressed their confidence in our potential as future Army leaders. However, when, Carol Prater, Dave Brooks, Smiley Williams, and Dave Snyder entered into our classroom their presence left a lasting impression on me. Moreover, I observed not only were they very professional, they were also very approachable and all were mission oriented. Along with my day-to-day training, I also completed Professional Correspondence Courses, which has given me tremendous insight. There’s a lot of hard work in the program, however, I try to stay focus and keep in mind the real purpose of my training/internship and try hard to succeed at every task.

Although I made tough decisions throughout my training experiences, I still developed a spirit of “family away from home” with those who supported and encouraged me in my endeavor.

Further, I believe the most important quality that will affect my success in any endeavor is my *Attitude*. One’s attitude determines what one is willing to achieve and it is the quality of that effort that contributes to success. To be successful, however, one must have strong desires and the desires must come from within.

In closing, I must express to you, I am as proud to be a Department of Army Intern as I am an American. I would recommend this experience to anyone interested in becoming the best at what they do. It is not easy but then again; achieving great things in life is never easy. LEARNING IS FUN ☺!

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Army Congressional Fellowship Program (ACFP)

The Army Congressional Fellowship Program is designed to provide congressional training to top Army officers and civilians. This program supersedes all previous congressional fellowship programs and will begin on/about August and end December. Selected fellows will begin the Fellowship by participating in a HQDA orientation including attendance at the 40-hour Force Integration course and six to eight one-day seminars. In August, fellows will receive an orientation on the operations and organization of Congress, and guidance and assistance in identifying an assignment.

Fellows will then serve a full-time assignment on the staff of a Member, committee, or support agency of Congress, January - December. Fellows are typically given responsibility for drafting legislation, arranging congressional hearings, writing speeches and floor statements, and briefing Members for committee deliberations and floor debate. Both military and civilian fellows will incur a service obligation.

Eligibility: DA civilian employees at the GS-13-15 level or above who have career status and are serving in permanent competitive appointments; Schedule A, Excepted appointments without time limitation; or, are serving under an Excepted Service appointment in the Defense Civilian Intelligence Personnel System (Title 10 USC 1610) and have a minimum of three years of consecutive DA service under one or more permanent appointments.

Application packages will be forwarded through command channels. MACOM/IRAs will submit an original and one copy to the Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs) OASA(M&RA)), ATTN: SAMR-CP-CPO (Ms Vern Carter), 200 Stovall Street, Rm 4N07, Alexandria, VA 22332-0300. Endorsements/letters of recommendation (maximum of three) are required from the various echelons through which nomination is forwarded, i.e., installation commander, major subordinate commander, and MACOM commander. Applications will not be accepted directly from the candidate. The MACOM/IRA POC must ensure that any cross servicing applications are routed through the appropriate MACOM.

More information is available at:

<http://www.cpol.army.mil/train/catalog/acfp.html>
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Logistics Executive Development Course

The Logistics Executive Development Course is designed to develop leaders/managers (military and civilian) for potential executive level positions and to prepare people to enhance the Army's logistic capability in war.

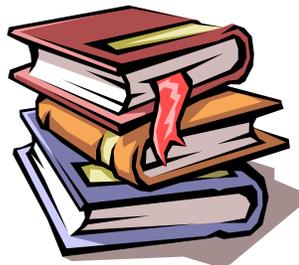
Eligibility: Nominees must be GS-11 or above with career status. 5 years of cumulative experience in military logistics Demonstrated high potential for development, as evidenced by performance appraisals, awards, and recognition directly related to logistics accomplishments. A SECRET security clearance. LEDC is appropriate functional training for career programs 13, 17, 20, 24, and 33.)

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Intelligence Community Proliferation Training Catalog FY2002

is now on the web. Click on the following for information about what training the Intelligence Community has to offer on Proliferation:

http://www.dami.army.pentagon.mil/pub/dami-cp/2002_Proliferation_Training_Catalog.pdf
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Scholarships for University Training

The Pacific Region Training Staff is often asked about tuition assistance for Civilian Human Resource Management (CP-10) employees who are not eligible for ACTEDS funding. The January 29, 2002 issue of *Government Executive.com* published an important resource: The Federal Employee Education & Assistance Fund (FEEA). Scholarship applications are due to FEEA by March 29, 2002. For more information, please check out the FEEA web site at <http://www.feea.org>.

Also remember that CP-10 members at GS-11 and above should consider applying for ACTEDS Competitive Professional Development (university training, developmental assignments, and Training With Industry). Some FY 02 funding still remains, and there will be additional funding in FY 03. So even if you missed the February 1, 2002 cutoff, we still need your nomination package.

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[Can I Set Up A Training Course for My Organization?](#)

Believe it or not.....Yes! And oddly enough, it gets easier as time goes on.....how? Read on!

With regionalization (back in 1997) came a HQ USARPAC memo--commonly referred to as **Delegated Training Authority** to all its organizations which essentially let local directorates approve both Government and nonGovernment civilian training...a practice that before had to go thru the local CPOs. The Pacific Region web site has extensive information on Delegated Training Authority at <http://pacific-cpoc.ak.pac.army.mil/220600/index.html>.

However, as we all know, with broader freedom to use a credit card and approve training independently, comes accountability. It's not rocket science stuff, but nonetheless, important information for anyone who happens to wear a hat which authorizes him/her to use a credit card and/or approve civilian training.

A very critical component of that delegation of training authority (meaning when you decide to select a training vendor for training) is the following:

For training under **\$2,500**, no competitive process is required (IMPAC credit cards are encouraged) and a DD Form 1556 should still be completed to establish record keeping.

For training **between \$2,500 and \$25,000** (whether an individual instance or class), organizations **must** document a competitive process and records must be maintained (selection criteria, vendors considered, rationale for selection, etc.). The credit card will still be used as a purchasing instrument and the 1556 utilized to establish history.

For training **over \$25,000**, you must go through your servicing Contracting Office in accordance with Federal acquisition regulations.

DA has put together 2 nifty checklists to help you out in your record keeping: one, that lays out specifically what logistically should be done when putting a training course together; and, two, a simple and short matrix that will help the training manager ensure all information and source selection information has been considered.

You can customize the list in any way to meet the needs of your directorate. Plus, it is an excellent tool to use & maintain, and nice to have handy when auditors and examiners want to take a look at how you spent your money.....and believe me.....that day will come.

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Sample Course Management Checklist

TASK	COURSE MANAGER	REGISTRAR	AUTO TRNG SYSTEM	INITIAL & DATE
1. Create course file.	X			
2. Identify: - Course Objectives - Instructor Information - Trainees - Training Method - Prerequisites - Course Materials & - Vendor Provider - POC - Classroom Equipment	X			
3. Establish cost and follow appropriate procurement procedures.	X			
4. Establish date, hours & size of class.	X			
5. Reserve classroom.	X			
6. Determine course nomination procedure.	X			
7. Determine evaluation processes and levels. Prepare evaluation tools.	X			
8. List special requirements.	X			
9. Issue announcement - Course title - Course description - Course/DCPDS number - Max class size - Date, hours & location - Nomination procedure - Cut-off date for nominations - Payment instructions -Target audience - Course manager name, Phone number & e-mail		X		
10. Ensure announcement is included in automated training system/ region web page.		X	X	
11. Oversee/coordinate course funding.	X			
12. Assist with instructor TDY (if applicable).	X			
13. Maintain dialog with instructor.	X			
14. Resolve conflicts involving nominations & scheduling.	X			
15. Accept nominations through automated training system or other authorized methods.		X		
16. Prepare course roster/sign-in sheet.	X			
17. Issue training course confirmation notice and/or reporting instructions to students.		X		
18. Receive & organize course materials.	X			
19. Prepare reproduction work order for course materials (if applicable).		X		
20. Make final preparations with Instructor no later than two weeks before course start date.	X			
21. Prepare Administrative Materials		X		
22. Provide/test classroom equipment (if applicable).	X	X		
23. Set up classroom (if applicable).	X	X		
24. Provide administrative remarks/conduct Course.	X			
25. Support class and instructor.	X			
26. Prepare final course roster & certificates.	X			
27. Conduct evaluation processes.	X			
28. Provide closing remarks & ensure room returned to original state (if applicable).	X			
29. Prepare after action report & summary of evaluation.	X			
30. Prepare & file permanent course record.		X		

COMPETITIVE TRAINING DOCUMENTATION MATRIX

Used to document competitive process for training occurrences between \$2,500 and \$25,000.

PART I: COURSE INFORMATION:

Course Title/Subject	
Target audience	
Proposed date	
Point of contact	
Phone number	
E-mail address	
Number of participants	
Proposed course location	
Maximum budget	
Course objectives (attach additional sheet if necessary)	_____ _____
Special requirements (attach additional sheet if necessary)	_____ _____

PART II: IDENTIFICATION OF TRAINING SOURCES:

The following training sources were reviewed against the above requirement (attach supporting documentation provided by vendor).

Vendor	Course Length	Max. Attendees	Materials Included	Travel Included	Total Cost	Cost Per Person

PART III: SELECTION OF TRAINING SOURCE:

The following training source was selected to meet this training need:

This vendor was selected because (check all that apply):Quality of training.

- Unique capability of training.
- Not available in Government.
- Timeliness.
- Most cost effective.
- Location.
- Sole Source.
- Other _____

Signature of selecting official **Date** **Course Manager**

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