



TLC Times

A publication of the South Central Training & Learning Center

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NEWS FLASH:

Coming Soon! Training Needs Survey

The fiscal year '05 training needs survey will be sent out soon. We will use the same survey that was introduced last year. Surveys will have to be completed and returned no later than the 31st of March 2004. If you have any questions or concerns, please contact Steve Funderburk dsn 746.3396 /comm 256.876.3396 or Marsha Samples at dsn 788.6543 / comm 256.842.6543.

Training and Learning Center Staff South Central Civilian Personnel Operations Center



L-R front: Marsha Samples, Pat Billoft, Carol Brigance, Heidi Collier, Debbie Brown
L-R back: Louise Olszewski, John Bentley, Bill Albert, Steve Funderburk
Team member Linda Burnette was unfortunately not available for our photo.

| TLC Team Member | Serviced Organizations |
|--|--|
| Pat Billoft 256 313-0818 | Chief, Human Resource Development Division Training Policy, Regulations and Program Review |
| Marsha Samples 256 842-6543 Steve Funderburk 256 876-3396 | Fort Eustis, Fort Jackson, Fort Monroe, Sunny Point Fort Benning |
| Louise Olszewski 256 842-6540 | Fort Rucker, Anniston Army Depot, Fort Gordon, Fort Lee |
| Linda Burnette (not shown above) 256 842-6533 | Fort Bragg, Fort Polk, Fort Stewart, Fort McPherson <u>CE Sites:</u> Jacksonville, Savannah, Mobile, Wilmington, Atlanta/Charleston |
| Heidi Collier 256 842-6554 John Bentley 256 876-2760 | SC CPOC, Civilian Personnel Programs Redstone Arsenal |
| Carol Brigance 256 842-6528 | Intern Coordinator, Mentoring, SC CPOC |
| Debbie Brown 256 842-6545 Bill Albert 256 842-6587 | Training Updates Education Updates Administrative support. |

The Training and Learning Center works closely with your Civilian Personnel Advisory Center to provide, through education and employee development initiatives, programs for your organization to increase efficiency, effectiveness, and productivity. We understand that you need specific information related to your needs to make decisions regarding the development of employees to improve job performance and pursue continuous learning. Please contact us for assistance.

Upcoming Courses

Pre-Retirement CSRS
9 March
\$99
Ft Benning, GA

Pre-Retirement FERS
10 March
\$99
Ft Benning, GA

Customer Service
23 March
\$150
Ft Benning, GA

Time Management &
Organizational Skills
14 April
\$120
Ft Benning, GA

Resume Writing Skills for
Army Civilians
20 April
USASOC, Ft Bragg, NC

Creative Problem Solving
22 April
\$160
Ft Benning, GA

Evelyn Wood
Reading Dynamics
29 April
USASOC, Ft Bragg, NC

Getting Started with
FERS
10 May
\$99
Ft. Jackson, SC

Mid Career
11 May (CSRS)
12 May (FERS)
\$99
Ft. Jackson, SC

Pre-Retirement
13 May (CSRS)
14 May (FERS)
\$99
Ft. Jackson, SC

Using Army's e-Learning for IT Skills Training

HQDA Ltr 350-04-01 dated 8 January 2004 specifically details the requirement for all Army employees, both military and civilian, to utilize the Army's e-Learning Program for basic and advanced information technology (IT) training. This policy is effectively immediately and will expire in 2 years or upon incorporation into the next revision of Army Regulations 250-1 and 350-10.

All Army organizations and major commands

(MACOMS) are directed to use the Army's e-Learning Program as the primary method for satisfying their workforce IT training requirements. There is no cost to the individual or their organization for utilization of the Army-provided program.

Army organizations will review their current process for determining the individual IT skills required to execute their mission. They will satisfy their IT training requirements with this program as the best

method for providing and maintaining IT skills to their workforce. They may utilize traditional instructor-led classroom training for only those training needs that are not available through e-Learning.

Waivers can be submitted for exception for compelling reasons. For more information about specific courses go to: [SkillSoft/SmartForce](#). For questions about this policy, contact your CPAC or Pat Biltoft, patricia.biltoft@us.army.mil 256-313-0818

Resource Allocation Selection System (RASS)

RASS was deployed on January 5, 2004. Employees participating in the DA ACTEDS Intern and FCR Competitive Professional Development (CPD) programs must submit training and travel forms (DD Form 1556, DD Form 1610, and SF 1164) through RASS.

RASS eliminates paper copies of forms and provides a way for the HQDA budget office to keep bet-

ter track of ACTEDS funds. Administrative responsibilities do not change under RASS - they remain with supervisors, FCRs, Activity Career Program Managers (ACPMs) and intern coordinators. CHRA has developed a web site for training users (ACTEDS interns, CPD Candidates, their supervisors and ACPM/FCR POCs) on CPOL at:

<http://cpol.army.mil/library/>

[train/rass/](#). This web site provides training resources to assist users with navigating through RASS; quick reference guides; live screen cam movies to assist users with completing and/or approving training/travel requests and a direct link to access the RASS application.

For technical assistance, users may call the RASS Help Desk at 1-888-253-1836.

TAG Workshop June 22-24, 2004

Mark your calendars! The TLC staff invites you to attend our 9th Training Advisory Group (TAG) workshop at the Radisson Inn & Suites on South Memorial Parkway in Huntsville, AL.

We will expand participation in the TAG to installa-

tion training coordinators as well as the TAG members.

The TAG Workshop covers three days of informative presentations on training issues. Some of our regional vendors will be with us to give participants an opportunity to review learning programs. Topics will include regulatory guidance and program planning as well as

how to plan effectively to building employee and organizational learning programs.

Look for additional information as the date approaches. Please contact Louise Olszewski, 256-842-6540/DSN 788-6540 if you have suggestions or need additional information about the TAG.