



Training

West Region

January, 2004

HAPPY NEW YEAR!!!

A new year symbolizes a new beginning, and a time of renewal and resolve aimed at improving on the past and breaking new ground for the future. I'm pleased to report that changes here in the West – that I first reported to you last November – are a reality, and that 2004 promises to be a new beginning for the regional training function. First, my HRD staff has been realigned under the Regional Director's Office and staffing level increased by two; one already on board and another GS11/12 currently under recruitment. Next, we have established milestones aimed at rejuvenating the regional training function that include a 25% increase in training classes in Fy04 and an additional 25% in Fy05 – the productivity quid pro quo return on our Director's increased investment in our function. We are also working hard on the agenda for our first regional training conference since 2000 that will be held on March 9-11, 2004. In preparation for the conference, work is underway to field a web-based Annual Training Needs Survey instrument that will include the Corps of Engineers PROSPECT catalog, an advance vendor solicitation/RFP is already out on the electronic highway and you are witnessing the debut of this, our training Newsletter. This will be an exciting new year full of challenges. We can't do it alone, but with the commitment of our regional training community, the West Region regional training program can and will flourish! My staff and I look forward to working with you to meet and conquer the challenges we will face throughout this new year.

Bob Zenda

Chief, Human Resource Development Division
West Region Office, Civilian Human Resources Agency

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2004 HRD CONFERENCE

Mark your calendars now and plan to spend 2 ½ days with your fellow members of the regional training community as we hammer out plans to rejuvenate the concept of regional training in the West. Our first regional HRD conference in four long years will be held on March 9-11 in Sierra Vista, Arizona. We expect to have a draft agenda out for comment by mid-February and your suggestions for additional agenda items are welcome at any time. Thus far major items under consideration include Regional Training, Video TeleTraining Options & Opportunities, hands on training on our new web-based Training Needs Survey application, our new Regional Vendor Database, initiative, Leadership Training and Army's e-Learning Program. Contact Vickie Jeffries to confirm your attendance (520 533-7410, DSN 821).

ON-LINE LEARNING

"The Price is Right"

Are your customers aware of and taking advantage of no-cost e-learning opportunities that are available from the Office of Personnel Management (OPM) and Army's centrally funded SkillSoft e-Learning Program?

Gov Online Learning Center

Free courses in the following categories: Communication, Customer Service, e-Learning, Human Resources, IT Security, Leadership, Legislatively Mandated & Agency Required Topics, Management, Microsoft Office 2000, Personal Development, Professional Development & Project Management. Web site located at: www.golearn.gov

SkillSoft

SkillSoft (formerly known at MySmartForce) offers more than 1,500 courses to Army employees at no cost. Approximately 70% of the courses are devoted to Information Technology (IT) subjects and the remaining 30% cover a variety of personal and professional development subject areas. This new e-learning environment provides the student with the entire range of effective learning: state-of-the-art courses, on-line subject matter experts and mentors, on-line meeting rooms and white boards, chat rooms with other students, a vast technical library of articles, white papers and recorded seminars conducted by the industry's leading experts.

A new Army Policy included in HQDA Letter 350-04-1, 8 January 2004 (Utilization of the Army e-Learning Program) requires the use of the centrally funded SkillSoft curriculum as the primary method for satisfying workforce IT training requirements. **Effective immediately, this policy essentially prohibits the use of private, public sector vendors to provide training that is available through SkillSoft without a "compelling reason" waiver from HQDA.**

Major general subject headings include:

- Desktop Computer Skills
- Web Design
- Operating Systems and Server Technologies
- Software Development
- Enterprise Database Systems
- Business Strategy and Operations
- Finance, Human Resources and Administration
- Management & Leadership
- Professional Effectiveness
- Project Effectiveness — and many more

For access to the courseware catalog as well as the ATRRS and AKO registration and log-on screens, go to <http://www.atrrs.army.mil/channels/elearning/SmartForce/>.

INTRODUCING YOUR REGIONAL HRD TEAM



(Left to Right)

Ralph Hangsleben - (520) 533-8300, DSN 821
(ralph.hangsleben@cpocwcp.hua.army.mil)
32 years federal service; 20 years training experience. Responsibilities include regional training, HRD section of the WCPOC web page, Leadership Education and Development (LEAD) course facilitator, service as CHRA Training Management Division Civilian Personnel Administration Adjunct Faculty, management of the WCPOC Mentor Program, maintenance of the web-based Orientation Course on Civilian Personnel Management and Civilian Personnel Management Guide for Supervisors and providing ad-hoc training program advice & assistance.

Vickie Jeffries - (520) 533-7410, DSN 821
(vickie.jeffries@cpocwcp.hua.army.mil)
20 years federal service; 15+ years training experience. Responsibilities include planning & execution of the 2004 HRD Conference, construct & execution of the Annual Training Needs Survey, development of the regional training plan, solicitation of training vendor proposals, publication of the HRD Newsletter and providing ad-hoc training program & advice.

Sammy Arciniega - (520) 533-8304, DSN 821
(Florencio.arciniega@cpocwcp.hua.army.mil)
26 years federal service; 16 years training experience. Responsibilities include regional training, management of the regional training lending library, coordination, scheduling & procurement of Video Teletraining (VTT) events, WCPOC training coordinator, management of the WCPOC training facility, production of recurring and ad-hoc training reports, importation of CHRA personnel courses to the region and providing ad-hoc training program advice & assistance.

Kathy Evans - (520) 533-8159, DSN 821
(Kathy.evans@cpocwcp.hua.army.mil)
25 years federal service; 7+ years training experience. Responsibilities include regional civilian leadership training programs, management of WCPOC DA intern & functional trainee program, Leadership and Education and Development (LEAD) course facilitator, development of HRD SOPs, maintenance of the Executive Briefing for New Commanders, the Management & Administration of Civilian Training Program Document and the Manager Certification Guide and providing ad-hoc training program advice & assistance.

Bob Zenda - 520-533-8154, DSN 821
(robert.zenda@cpocwcp.hua.army.mil)
43 years federal service; 20+ years training experience. Responsible for development and execution of programs supportive of a robust regional training program, management of your regional Human Resource Development Division team and providing ad-hoc training program advice and assistance.

RASS

Resource Allocation Selection System

The Resource Allocation Selection System (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 request forms (DD Form 1556, DD Form 1610, and SF 1164) through RASS. A grace period of one month has been authorized to allow for the submission of manual forms and provide for user acclimation to RASS. Manually prepared forms received after February 5, 2004 by the Assistant G1 for Civilian Personnel Policy Resource Management Office will be returned to the applicant for submission through RASS. Exceptions will only be allowed for forms with a course start date or proceed date prior to March 1, 2004. Manual forms received a start date or proceed date on/after March 1, 2004 will be returned to the applicant for submission thru RASS.

Although RASS is a new process for submitting training and travel requests, the policy and procedures for these ACTEDS programs have not changed. The chain of command continues to be the source for addressing functional issues concerning ACTEDS programs. CPD participants must still submit nomination packages to their Function Chief Representatives, who are still responsible for approving competitive selections. DA ACTEDS Interns will still use their ACTEDS career program Master Intern Training Plan (MITP) as a guide to identify training requirements.

The primary purposes of RASS are to eliminate paper copies of 1556s, 1610s and 1164s; and also for the HQDA budget office to keep better 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 web sites for training users (ACTEDS Interns, CPD Candidates, their supervisors and ACPM/FCR POCs) on CPOL at: <http://cpol.army.mil/library/train/rass/>. This page 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 request and a direct link to access the RASS application.

RASS currently does not have the capability to process PCS orders. PCS orders will continue to be submitted manually to the Assistant G1 for Civilian Personnel Policy Resource Management office via FAX: (703) 325-6523; DSN 221. For additional technical assistance, users may call 1-888-235-1836

**DID
YOU
KNOW?**



ASTD celebrates its 60th anniversary in 2004. The seeds of the organization were sown in New Orleans, Louisiana during a training committee meeting of the American Petroleum Institute in 1942. The United States was at war, and training was critical to meeting the needs of increased production and replacing workers gone to war. The following year, a group of 15 "training men" met for the first board meeting of the American Society of Training Directors in Baton Rouge, Louisiana.