



USACHRA Northeast Region Training Center News September 2004



Army Civilian Training, Education, and Development System (ACTEDS)

The Army Civilian Training, Education, and Development System (ACTEDS) provides a systematic approach to development of technical, professional, and leadership skills similar to the military system and is applicable to all civilian occupations covered by career programs and career fields.

The Training and Leadership Development section offers access to information and tools to employees pertaining to training and leadership development.

Career Management

The Career Management section offers a "Messages and Memorandums" area that provides information regarding career management and career guidance. This section is a tool that managers and employees can use to answer questions they may have regarding policy, programs, projects, and other career related topics. The Career Management section offers information for full-time, part-time, intern, and contract employees.

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

Don't Know What Career Program YOU Are In?

Check out this site:

<http://cpolrhp.army.mil/ner/jobseriesandactedplan.doc>

Another **MUST READ** site is **Trail Guide for Future Leaders...**

This guide is a link to the Training & Leader Development Homepage, and a "Messages and Memorandums" area. This section also provides a link to related training and leadership development articles in PERMISS. The guide will help you navigate through the various career development sources on various Army websites.

http://cpol.army.mil/library/train/guide_fl

Wage Grade Training and Development Model...

Basic information to be used in the development of ACTEDS plans for occupations identified as trade and labor (previously trade and craft). Trades include skilled and semiskilled occupations such as electrician, welder, mechanic, carpenter, and tool and die maker. Labor occupations include both unskilled work such as laborer, and work requiring minimal skills such as helper, warehouse worker, and janitor.

Because of the broad range of the families in trade and labor occupations and the variety of skills required, even within a single occupation, development of ACTEDS plans for clusters of occupational series, rather than for each trade, may be practical.

<http://cpol.army.mil/library/train/acts/wg>

The ACTEDS FY05 catalog is now ready...

The ACTEDS catalog presents the latest career program and career development training information to date. New dates and classes are being added continuously. For the most current course information, visit the website often at <http://cpol.army.mil/library/train/catalog>



Did You Know.....?

The Northeast Region HRD staff can help training coordinators and managers research questions about training requirements and sources of training. Just email us at hrdinfo@cpcner.apg.army.mil

You are **required** to take the **Action Officer Development Course (AODC) ST7000** if you are a DA or local Intern or you have just been appointed or promoted to the journeyman level (normally GS-9 or GS-11) of a two-grade interval professional or administrative job series. Others can take it as well--it's FREE! You can sign up for this online course at

http://cpol.army.mil/library/train/courses/st7000d/st7000_top.htm

Email any comments/suggestions to USACHRA - NE HRD Staff
HRDinfo@CPCNER.apg.army.mil



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Computer Based Training During Duty Hours

DA has instructed MACOMs to allow employees access to the Army e-Learning program during duty hours for organization and mission required training. The Army's e-Learning program and other CBT courses offer an excellent source of training, often at no cost to the organization. Supervisors are perplexed, however, at determining the proper amount of time to allow an employee to complete a CBT course. You should always check first to see if there is a local policy or union agreement that addresses duty hours for training. With or without that guidance, you will usually need to estimate the average completion time and use that as a basis for determining the amount of duty time to grant the employee to complete a course. If an employee can't complete the course in the allowed time, he/she could request additional time, but it should not be excessively more than the average. Here are the guidelines:

If it is a course via the Army Correspondence Course Program (ACCP) there are credit hours assigned to each course unit. While these credit hours were assigned for military retirement point purposes, they represent the average time it

takes a student to complete that unit.

- If a course has Continuing Education Units (CEUs) assigned to it, each CEU is equal to ten hours of coursework.
- If a course has Continuing Professional Education (CPEs) units assigned (popular in the financial field), each CPE is equal to 1 hour of coursework.
- The Army e-Learning contract with SMARTFORCE has estimated course hours associated with each course title in the catalog.
- Defense Acquisition University courses have Continuing Education Units assigned. If the entire course is completed via CBT, just use the CEU formula (10 hrs of coursework per CEU) to determine the amount of duty hours to permit the student to complete the course. However, some of the DEU courses have both a resident (classroom) component and a CBT component. If that is the case you would need to convert the CEUs to classroom hours, then deduct the hours required for the resident instruction to determine the hours that should be allowed for the CBT portion of the course.

UPCOMING COURSES

- 19-22 Oct 04 Science and Technical Writing \$451 APG Spaces Available
- 25-27 Oct 04 Report Writing Workshop \$353 APG Spaces Available
- 25 Oct – 5 Nov Planning, Programming, Budgeting & Executing Systems (PPBES) \$230/MIPR West Point Spaces Available
- 26-28 Oct 04 Briefing and Presentation Skills \$351 APG Spaces Available
- 1-3 Nov 04 Help Desk Manager (HDM) Certification Course \$1275 APG Spaces Available
- 1-5 Nov 04 Decision Analysis \$140 APG Spaces Available
- 2-4 Nov 04. Briefing and Presentation Skills \$301 Picatinny Spaces Available
- 15-19 Nov 04 Operations Research/Systems Analysis (ORSA) \$146 APG Spaces Available
- 15-19 Nov 04 Grammar Skills & Business Writing Wrkshp \$405 APG Spaces Available
- 16 Nov 04 Emotional Intelligence \$110.00 APG Spaces Available
- 16-19 Nov 04 Science and Technical Writing \$451 APG Spaces Available
- 17 Nov 04 Women and Leadership \$110.00 APG Spaces Available

FY05 schedule is now available with continuous additions...

<http://cpolrhp.army.mil/ner/hrd/FY05tp/scheduledate-1.htm>

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