



# NORTHEAST REGION TRAINING EXPRESS

SEPTEMBER 2006  
VOLUME 1 ISSUE 3

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## Civilian Education System

A new progressive and sequential leader development system called the [Civilian Education System \(CES\)](#) is being developed by staff members of the Army Management Staff College. CES is based on leadership competencies derived from the Office of Personnel Management and competencies identified by the Center for Army Leadership in the emerging FM 6-22 (Army Leadership). CES provides leaders with training and education that supports civilian leader career path requirements and professional development.

CES includes a foundation, basic, intermediate and advanced course, each of which includes distributed learning modules (online training) followed by resident training to achieve essential learning outcomes. All CES courses are scheduled for implementation in January 2007.

### Status of former Civilian leader development courses:

- ILDC – Classes will be offered through Dec 07.
- LEAD – Classes will end 30 Dec 06.
- LEAD TTT – Last class conducted 30 June 06.
- OLE – Last class was conducted on 30 Jun 06.
- PME I – Classes will end 30 Dec 06.
- PME II – Classes will end 30 Dec 06.
- SLE – Classes have been canceled.
- SBLM – Last class conducted was 06-02.

### \* TRAINING OPPORTUNITIES IN CES PILOT COURSES \*\*

HQDA is looking for civilian personnel interested in enrolling in the following pilot courses; Basic, Intermediate and Advanced. Courses are centrally funded. Registration for each session will be open until that class is full

#### BASIC Course (Pilots):

PREREQUISITE: Direct Leadership Position  
REGISTRATION: Fax DD 1556 to (913) 758-3508, ATTN: Ms Carrie Criqui

Session 1: 27 Nov – 15 Dec 2006 @ Fort Leavenworth, KS

Session 2: 22 Jan – 9 Feb 2007 @ Fort Leavenworth, KS

Published by the  
Civilian Human Resources Agency  
Northeast Region  
Human Resources Development Division  
Aberdeen Proving Ground, MD

As further information becomes available on class dates and locations, eligibility, and the application and selection process, it will be posted on the [AMSC website](#) and in the Civilian Leader Development Transformation Community on [AKO](#).

INTERMEDIATE Course (Pilots):  
 PREREQUISITE: Have completed LEAD

Session 2: 22 Jan – 9 Feb 2007 @ Fort Belvoir, VA  
 REGISTRATION: Fax DD 1556 to (703) 805-4675 ATTN: Ms Jane Turner

ADVANCED Course (Pilot):  
 PREREQUISITE : Have completed LEAD and OLE  
 REGISTRATION: Fax DD 1556 to (703) 805-4675, ATTN: Ms Jane Turner  
Session: 22 Jan – 2 Mar 2007 @ Fort Belvoir, VA

## US Army Civilian Corps Established

The Secretary of the Army and the Chief of Staff announced the establishment of the Army Civilian Corps in a [memorandum](#) dated 19 June 06. The establishment of the Army Civilian Corps unifies Army Civilians and embodies the commitment of these dedicated individuals who serve as an integral part of the Army team. The Army Civilian Corps Creed defines the purpose and role of the Army civilian. Army civilians will become Pentathlete civilian leaders of the 21st Century.

**U.S. ARMY** Growing Army Leaders in the 21<sup>st</sup> Century  
 “The Pentathlete”

<p><b>Multi-skilled Leader</b></p> <ul style="list-style-type: none"> <li>- Strategic &amp; creative <b>thinker</b></li> <li>- <b>Builder</b> of leaders and teams</li> <li>- Competent full spectrum <b>accomplished professional</b> who supports the Soldier</li> <li>- Effective in <b>managing, leading &amp; changing</b> large organizations</li> <li>- Skilled in governance, <b>statesmanship</b>, and diplomacy</li> <li>- Understands <b>cultural context</b>, and works effectively across it</li> </ul>	<p>Personifies the <b>Civilian Corps Creed</b> in all aspects, from mission support to statesmanship to enterprise management...        It's a way of life</p>	<p><b>Leader Attributes</b></p> <p><b>Sets the standard</b> for integrity and character</p> <p><b>Confident</b> and <b>competent</b> decision-maker in uncertain situations:</p> <ul style="list-style-type: none"> <li>• <b>Prudent risk taker</b></li> <li>• <b>Innovative</b></li> <li>• <b>Adaptive</b></li> </ul> <p><b>Empathetic &amp; always positive</b></p> <p><b>Professionally educated</b> and dedicated to <b>life-long learning</b></p> <p><b>Effective communicator</b></p>
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Transformation is Ingrained in Everything we do... Today and in the Future  
 Relevant and Ready... Today and Tomorrow

### **What is Lean?**

Lean is a philosophy and ongoing effort to reduce waste throughout every process. Lean Manufacturing is a systematic approach to identifying and eliminating non-value added activities through continuous improvement of processes. Waste elimination equates to increased process speed. Lean is about speed and efficiency.

### **What is Six Sigma?**

Six Sigma is a business improvement process that continually strives for perfection. Six Sigma manufacturing involves a disciplined methodology for eliminating the wastes of defects or variance to lower costs and improve customer satisfaction. Six Sigma is about precision and accuracy.

## **TRANSFORMING THE WAY WE DO BUSINESS - ARMY LEAN SIX SIGMA DEPLOYMENT**

Lean Six Sigma (LSS) is the selected process improvement technique that can be leveraged to improve all processes and programs. Secretary of the Army, Francis Harvey, recently issued a [deployment order](#) Army wide to execute the business transformation principles of LSS throughout the force to free up resources for the operational Army and to more quickly provide equipment to the soldier. LSS is the future of the Army.

To find out how you can participate in LSS, visit [www.amc.army.mil/lean](http://www.amc.army.mil/lean) or see your local Lean Six Sigma representative.

### **Free Online Six Sigma Courses at Army eLearning**

In support of Secretary Harvey's emphasis on the importance of Army transformation, more than 25 Six Sigma educational opportunities are also available through the Army e-Learning Program at no cost.

## **OPM Offers Free Online Performance Management Courses**

OPM is offering this free course as a method for helping supervisors understand the process of developing strong, measurable performance expectations for employees.

### **Measuring Employee Performance**

This 2-hour course for supervisors and employees is available at no charge through USA Learning at <http://www.usalearning.gov> . The course leads the user through a process for developing employee performance standards with organizational goals and focus on achieving measurable results.

The Green Standard for Success for Performance Culture in the President's Management Agenda requires supervisors effectively manage the performance of subordinates, which includes managing poor performers. The Standard also requires the agency to provide consequences for performance, which includes recognizing outstanding performance and addressing poor performance. Having your supervisors complete this course or take similar training will provide support to them in this important area of performance management. This course is offered to help managers and supervisors develop the competencies for dealing with poor performers.

### **Addressing and Resolving Poor Performance**

This 2-hour course is also available through USA Learning and leads the user through a three-step process for addressing and resolving poor performance. After completing each step, the user will have access to checklists, answers to commonly asked questions, and samples of documents.

General information about this program, eligibility requirements, selection criteria and the nomination process are publicized in Chapter 4 of the ACTEDS Training [Catalog](#).

## DOD Executive Leadership Development Program Class of 2007

**Congratulations! Larry W. Overbay Jr.** (*General Engineer at ATEC, APG*), **Nadine Stoler** (*Supervisory IT Specialist at Letterkenny*), and **Larry Russell Jr.** (*Physical Scientist at Army Research Office, ARL*) have been selected to attend DoD's Executive Leadership Development Program. They began their 10 month developmental program on 6 September 2006. They are committed to selfless service as illustrated in the Army Civilian Corps Creed and demonstrate outstanding leadership potential.

The Department of Defense has a variety of programs that provide training and education for tomorrow's leaders. However, only DELDP provides participants with an extensive exposure to the roles and missions of DoD. DELDP also provides participants with an increased understanding and appreciation of today's warfighters. Warfighters speak of being at the "tip of the spear" and DELDP provides experiences that will give participants a greater understanding of what it is like being at the "tip of the spear".

This educational program was established in 1985 with the approval of the Secretary of Defense and has continued over the years to educate future leaders about the issues facing DoD. In addition to seminars in Washington, DC where experts in defense, foreign affairs and politics address DELDP classes, participants have intensive "hands-on" field experience at military installations around the country as well as overseas.

## Professional Licenses and Certifications

Title 5, United States Code, section 5757, implemented by the National Defense Authorization Act for Fiscal Year 2002, allows agencies to obligate appropriated funds to pay for training expenses to obtain mission related professional licenses and professional certifications. In addition to training expenses, this [authority](#) permits management to reimburse employees for expenses associated with learning credentials. Employees must have approval prior to enrollment/registration, pay the required application fee, and will only be reimbursed if they earn the professional credential. Organizations need to follow Merit Principles and use competitive procedures when selecting employees for this opportunity. This authority is discretionary and is not an entitlement of employment; organizations decide what is most beneficial to their mission and what can be funded.

Supervisors are required to report professional license and certification completions to their Customer Focus Branch (CFB) in the Northeast Civilian Personnel Operations Center (CPOC). To report professional license and certification training, management is required to complete a [License and Certification Expense Report](#) form, and send a copy to their Civilian Personnel Advisory Center (CPAC). The CPAC will forward the License and Certification Expense report to the corresponding CFB in the CPOC.

## Firefighter Retirement Policy

Employees are eligible for retirement if they are at least 50 years old and at the time of separation they have at least 20 years of service as a firefighter. The President signed H.R. 93, Federal Firefighters Retirement Age Fairness Act, on 20 August 2001. This new law amended 5 U.S.C. 8335(b) and 8425(b) and raised the mandatory separation age for firefighters from age 55 to age 57. The employing agency (CPAC) must notify the employee in writing of the date of separation at least 60 days in advance of the date of mandatory retirement.

## HRDD Corner

### **NOW AVAILABLE: [FY07 Northeast Regional Training Schedule](#)**

Along with a revamped layout, [CHRA Northeast Region HRDD's website](#) now features the training schedule for the 2007 Fiscal Year. Our training schedule is updated daily, listing On-site and VTT courses managed by the NE Regional HRDD. You may access it by clicking on the link provided above.

Our specialists are still working hard to schedule the classes your organizations requested, so do not be alarmed if it looks sparse. While you are there, feel free to browse the rest of our site, which is full of useful training information and resources.

Direct questions or comments regarding the HRDD website to [Jef.Cramer@us.army.mil](mailto:Jef.Cramer@us.army.mil)  
Comm: (410) 306-0180  
DSN: 458-0180