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Regional Training Opportunities & Information

For the most current NE Region HRDD Training Schedule, information regarding completing the SF 182, and Contracted Employee Training Request Form, please [CLICK HERE](#) to visit our website.

7 Habits - Going from Dependence to Independence

January was Get Organized Month, the perfect opportunity to streamline our lives, lower our stress levels, and increase productivity. The New Year, Army Transformation, and 2007 NSPS Performance Review Ratings presented the perfect opportunity for the NE HRDD to conduct the first two classes of Dr. Stephen Covey's Signature Program – 7 Habits of Highly Effective People to the Human Resource Specialists and Assistants located at Aberdeen Proving Ground.



Class 001, 15-17 Jan 08 at APG, MD

Front row left to right: Jef Cramer, Patricia Sisson, and Shirley Morse. Back row: Jacklyn Laroche (Facilitator), David Rae, Alaric Soto, Kristen Caudill, Jacqueline Frieze, Lonzia Hawkins, Phyllis Howard, Eboni Scott, Bruce Spruell (Facilitator), and Debra Colbeck (not pictured)



Class 002, 29-31 Jan 08 at APG, MD

Front row left to right: Joyce Booth, Julien Martin, Anthony Harris, and Arfanchalis Davis. Back row: Irene Wright, Jacklyn Laroche (Facilitator), Pamela Sanft, Kelly Smith (7 Habits Program Manager), Sandra Kyle, Creola Shields, Linda Shoaf, Cynthia Greene, Sheila Deveaux, Lisa Ewing, Karin Hancock, Bruce Spruell (Facilitator), Theresa Lupinetti, Lawanna Alston, Shirley Margan



Did You Know?

OPM directive & 5 CFR Part 410, now requires that any training that is taken at government expense must include the following items before being processed:

- start date
- completion date
- hours of class (on duty or off duty)
- social security number
- title of class
- vendor
- where class was held
- tuition/book costs
- travel/per diem costs

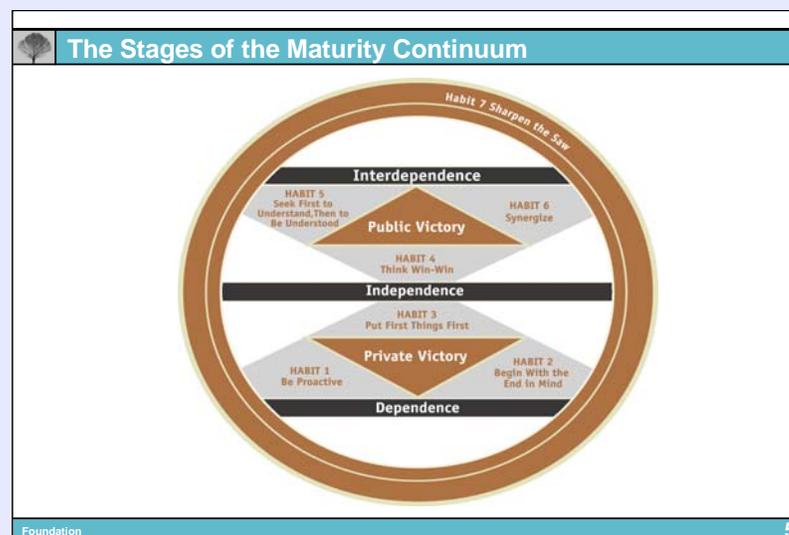
These items are mandatory. Therefore, if an SF 182 to request training or certificate is submitted for course completion, all of the above must be included in order to input it into DCPDS.

The SF 182 has replaced the DD Form 1556 and there is a place for each of these entries on the SF 182.

[Click here](#) for more information.

Being proactive, beginning with the end in mind, and putting first things first are habits that will increase your effectiveness. Effectiveness is getting superb results today (production) in a way that allows us to get those results over and over again (production capability). To increase the production capability, we must maintain, preserve, and enhance the resources (the people) that produce the desired results. The purpose of this training program is to help individuals develop new habits—habits that will help them achieve their full potential in work and life—habits that will help them get the results they want. The promise of effective results starts when the students leave the workshop and begin work on the 7 Habits Contract.

The maturity continuum below shows relationships to the 7 Habits and illustrates the stages of progression from dependence to interdependence. Interdependence is the greatest level of effectiveness that can be reached. When independent people choose to combine their efforts with others, the greatest results can be achieved.



Some of the goals identified for students:

- Learn to exercise more initiative and to take responsibility for results
- Prioritize work assignments in conjunction with NSPS Performance Standards
- Learn to set meaningful work goals and follow through on them
- Learn how to be more organized by planning and improving on time-management skills
- Learn how to make work relationships more productive through "win-win" thinking
- Improve listening and communication skills
- Focus on completing projects and all assigned tasks from beginning to end
- Increase technical knowledge and pursue training opportunities
- Expand talents by working on special projects
- Learn to solve problems creatively and to deal with conflict productively
- Adopt a "continuous-improvement mindset" and improve work-life balance

The NE Region HRDD looks forward seeing future impacts these students will have in life. To find out more about this exciting class for your organization, please contact [Kelly Smith](#), NE Region 7 Habits Program Manager.



Army Civilian Corps Creed

- I am an Army Civilian – a member of the Army Team
- I am dedicated to our Army, our Soldiers and Civilians
- I will always support the mission
- I provide stability and continuity during war and peace
- I support and defend the Constitution of the United States and consider it an honor to serve our Nation and our Army
- I live the Army Values of Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage
- I am an Army Civilian

Army Congressional Fellowship Program

The Army Congressional Fellowship Program (ACFP) is designed to provide congressional training to top Army officers and civilians. The purpose of this program is to educate selected Army officers and civilians in all aspects of congressional activities, emphasizing those matters regarding the Department of Defense (DOD). The program provides an understanding of the dimensions and complexities of congressional responsibilities and their relationship to the total process of government that is of future value to the Army.

Army Civilian Corps (ACC) personnel must be GS-12 to GS-15 or above who have career status and are serving in permanent competitive appointments. Both civilian and military participants will incur a service obligation. For civilians, the continue service obligation is three times the length of training. All civilian applicants must have a minimum of a bachelor degree. Personnel must return to the positions they held prior to the ACFP fellowship. Military personnel must be majors or lieutenant colonels. Soldiers must have at least a military education of level-4. Active Army Soldiers must have no more than 17 years of active federal commissioned service as of the formal board date. Military personnel must agree to serve in a position utilizing experience gained during an ACFP fellowship for at least 2 years immediately following the fellowship, with delayed utilization done only by exception.

This program will begin August 2009 and end December 2010. The DA suspense from MACOM/FCR is August 11, 2008. The board will meet October 17, 2008. Selected individuals will begin their 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 2009, participants will receive an orientation on the operations and organization of Congress, and guidance and assistance in identifying an assignment. Participants will then serve a full-time assignment on the staff of a member, committee, or support agency of Congress, January – December 2010. Participants are typically given responsibility for drafting legislation, arranging congressional hearings, writing speeches and floor statements, and briefing Members for committee deliberations and floor debate.

Tuition cost is approximately \$5000. Additional information pertaining to this program can be obtained in the [ACTEDS Training Catalog](#) and [Army Regulation 1-202](#).

Questions regarding the program should be directed to the Executive Officer, Chief Legislative Liaison at (703) 695-3524 (DSN 227). Information and application procedures for active duty personnel can be obtained from Mr. [Joel D. Strout](#) at (703) 325-3138 (DSN 221) and for Army civilians contact [Ms. Valerie Peyton](#) commercial (703) 325-0615 (DSN 221).



Stay Tuned

As part of the Army Transformation, the NE Region HRDD continues to pilot/test the ability to apply for regional training opportunities using the Civilian Human Resources Training Application System (CHRTAS), which is linked to the Army Training Requirements and Resources System (ATRRS).

We are developing a process to use CHRTAS to register for all regional courses.

Currently, the following courses require application through [CHRTAS](#):

- 17-21 March ORSA-CEP (Design of Experiments) @ APG, MD
- 18-21 March COR Course @ West Point, NY
- 5-9 May ORSA-STs (ORSA Familiarization) Course @ APG, MD
- 27-29 May Performance Work Statements Course @ APG, MD
- 26-29 August COR Course @ Natick, MA

Online Language Training for all Soldiers and Army Civilians

Since the Nation has entered into the Global War on Terrorism, the ability to speak a foreign language has become even more valuable to the Army. With the Rosetta Stone® language training tool available through [Army e-Learning](#), every Army Soldier and civilian can now study 31 languages. The new online Arabic Military version was just released on 19 Nov 2007. The Army online language training provides a tool that every Soldier and civilian can use for personal or professional development. Rosetta Stone® language training courses are free to all Army Active, Guard, Reserve Soldiers, Army civilian employees, and contracted ROTC and USMA cadets.

The lessons are self-paced and self-directed. By successfully replicating the experience of learning your first language, Rosetta Stone® teaches naturally, without tedious translation, memorization, or grammar drills. As children, we gradually learned our first language through an association process of matching words to pictures in our environment. Rosetta Stone® uses the same natural method by using native speakers and thousands of real-life images to develop everyday proficiency in all key language skills.

Civilians are reminded to update their personal information in MyBiz (Foreign Language Proficiency) when language courses have successfully been completed to indicate their proficiency in speaking, writing, reading, and listening.

Total Army Centralized Individual Training Solicitation

TACITS is Total Army Centralized Individual Training Solicitation, which is part of the Army Training Requirements and Resources System (ATRRS). This is the only official way to request courses or programs that are part of DoD schools.

For the past 4 years, the NE Region HRDD has been participating in this process to bring DoD courses to the region saving our customers thousands of dollars in TDY costs. For example, it is much less expensive to bring two instructors to APG than to send 10-12 people to Fort Lee for a Risk Analysis class.

Why do we use the TACITS process? It is a projection to lock in seats for our customers. TACITS gives TRADOC a picture of the number of classes that are required for an organization.

The NE Region HRDD TACITS input is open 8-27 April 08. Please identify your needs to your organizations' ATRRS Manager. This will enable the Army to provide the right training at the right time and continue to save your activities valuable TDY \$\$\$.

Get Into The ACT - Army Career Tracker

You may ask, what is the Army Career Tracker (ACT) and what will it do for me. ACT will incorporate tools that will aid Army military and civilian personnel in their training and development efforts. ACT will provide the ability to monitor individual progress against approved career maps; the ability to search for relevant classes offered in all Army training and education systems; and the option to subscribe to alerts, news and notifications based on desired settings. These are but a few of the planned capabilities ACT will provide to both the Soldier and civilian.

When will ACT be available? Act is being developed in spirals with spiral 1, for enlisted personnel, being developed in 2008 and with other spirals for officers and civilians following in succession.

Additional information on ACT will be made available as we receive updates.

POC for this article is [Frank Trout](#), Chief HRD NE Region.

HRDD Corner

Mrs. Karin Hancock, HRD Specialist, celebrated 40 Years of Government Service on 6 February 2008.

Congratulations Karin for your 40 years of faithful service to our Nation!!!



Does your organization have training news to share? If so, we'd love to have contributions. Please send articles to the [Northeast Region Training Express](#).

Direct questions or comments regarding the HRDD website to [Jef Cramer](#)
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