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SF-182

There is a change in DoD on how to document and report training by using the Standard Form (SF) 182, Authorization, Agreement, and Certification of Training. This form replaces the Defense Department (DD) Form 1556, Requesting, Authorization, Agreement, Certification of Training and Reimbursement. It is required that all instances of completed civilian employee training be input to the Defense Civilian Personnel Data System (DCPDS) and all Learning Management Systems (LMSs) be capable of reporting the data elements required by the Office of Personnel Management (OPM) by December 2007.

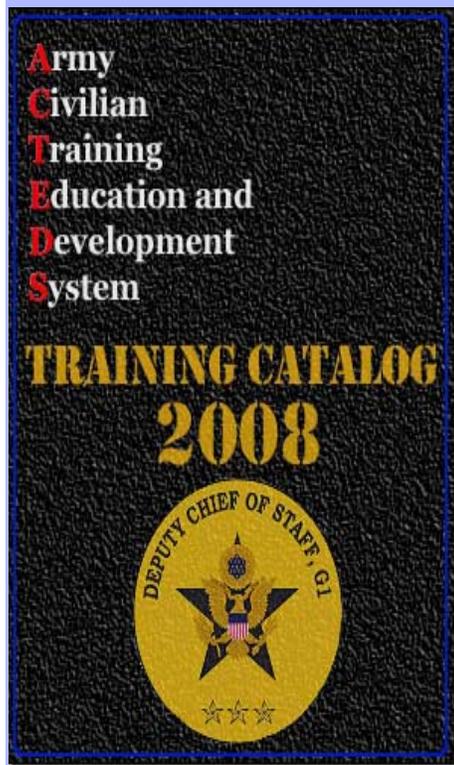
DOD issued this SF 182 to replace the DD Form 1556 effective September 1, 2007. Effective immediately all training which formerly was documented with a DD Form 1556 must now be documented with an SF-182. OPM also levied a new requirement in accordance with Title 5, Code of Federal Regulations, Part 410 for the electronic submission of Agency specific training data element to the Government wide Electronic Data Collection System. Attached to this email is a Memo from the Deputy Assistant Defense Secretary, Mr David Chu, dated, Oct 2007.

Training and Education Expenses, this includes advance payment of non-contract tuition, civilian and military training and education services must be paid on a certified SF 182, SF 1164 or DA Form 2171 and supported by receipts and/or memorandum must be paid immediately.

Statutory Guidance: 5 U.S.C. Section 4101-4118, E.O. 9397 and 48 CFR Regulatory Guidance: FAR/DFARS, DODFMR Volume 10 and AR 621-5.

SF-182 is used in the administration of the Federal Training Program to pay for training and education materials, supplies and services. When properly prepared, signed (certification) and supported by substantiating documents, if appropriate, the SF-182 is considered a proper document authority for use in payment of training and education expense for civilians. A continued service agreement may have to be signed by the employee prior to the commencement of the training.

Regulations require all Federal agencies to collect information that supports agency determinations of its workforce training needs and to document the results of training and developments programs implemented to address those needs by requiring input to OPM Government wide



<http://cpol.army.mil/library/train/catalog/toc.html>

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Did You Know?

Entering Civilian Training Completions into the Defense Civilian Personnel Data System (DCPDS) will ensure your training has been documented and will stay with you as long as you are employed in DoD.



HRD LENDING LIBRARY

In a previous Newsletter the NE Region Human Resource Development Division (HRDD) announced the establishment of a Lending Library the training material is available in DVD or book format and reserved for your organization. Topics available are Leadership, Interpersonal Skills, Performance Management, Time Management and a host of others.

For a complete listing of products please contact Ms Terri Shores at DSN 458-0066, or (410) 306-0067 or teresa.shores@us.army.mil

Electronic Data Collection System. OPM created a Government wide electronic system to capture employee human resource information which includes training data. Agencies have been aware of OPM's requirement to report training data since October 2003. This is being accomplished in DoD by inputting training completions in DCPDS.

All travel costs are recorded on the SF-182 as a collective total. Although per diem costs are a separate item, OPM is mainly interested in the final cost of the travel for training completed by the employee and paid for by the Federal Government. OPM is requesting the aggregate of the completed training events total cost only. This is being accomplished in DOD by inputting this information on training requests and entering the information in DCPDS as part of training completion entries.

It is the responsibility of the students to properly complete payment request documents, certify payment IAW DODFMR Volume 5 and record obligations in accordance with Financial Management Regulations for posting into their supporting accounting system.

The Human Resources Development Division (HRDD) Northeast Region has developed a SF-182 with instruction notes located at; <http://cpolrhp.belvoir.army.mil/ner/FunctionalAreas/CHRA/hrd/SF182-Notes.pdf>. You can also find a fillable SF 182 at OPM's website for Standard Forms <http://www.opm.gov/forms/html/sf.asp>. SF 182 is not located in forms flow or any other local automated forms initiators at this time. You can fill in the SF 182 on either website and once it is completed you will be able to save and print it.

Bruce Spruell is the point of contact for this matter he can be reached at commercial 410-306-1205 or DSN 458-1205 or by email bruce.spruell@us.army.mil.

ARMY CORRESPONDENCE COURSE PROGRAM

The Army Correspondence Course Program (ACCP) website has migrated to a "single sign in" using your AKO user ID and password. If you have issues or problems with your AKO user ID and password, you must contact AKO for assistance at COM: (703) 704-4357 or DSN: 312-654-4357.

Please follow the instructions for accessing your DL records under the Army Training Information Architecture (ATIA) System.

1. GO TO THE ATIA WEB SITE: <http://www.train.army.mil>
2. Click on the [Login] button upper right.
3. Key in your AKO user ID and password.
4. After a successfully login your name will appear at the top left of the page.
5. ENROLLING: In order to view the list of available courses and sub-courses, *Click on the tab titled, "My Courses," then click on the tab titled, "My Courses Home." Choose a course or sub-course from the list and hit the "e"



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

button to the right of your selection to initiate your enrollment. (You can view a course description and a list of sub-courses in the course by clicking on the plus sign by the course title.)

6. TO ACCESS YOUR ENROLLMENT RECORD(S):

a. Click on the tab titled, "My Active Enrollments" to view your active records.

b. Click on the tab titled "My Historical Enrollments" to view your inactive records.

7. TO ACCESS YOUR COURSE MATERIAL AND EXAMS (ACTIVE RECORDS)

a. Click on the [+] to the left of your course number. You will be able to view all sub-course/modules in that course. Click on the sub-course/module you wish to open.

b. Click on the exam link (to the right of the module number) to access the exam.

8. VIEWING MATERIALS: When an electronic sub-course opens, scroll down the page until you see the button marked "VIEW." Click on the "VIEW" button to see your material. Multimedia material is presented as a slide show or movie so it will not have a "view" button.

9. RECORD COPIES: You can highlight and print copies of your records from this website.

Question concerning this article can be directed to Bruce Spruell at commercial 410-306-1205 or DSN 458-1205 or by email bruce.spruell@us.army.mil.

COR/COTR

On February 17, 2006, the Undersecretary of Defense stated in a memorandum regarding the *Government Accountability Office (GAO) High Risk Area: Contract*

Management, that it is essential that Contracting Officer Representatives (COR) and Contracting Officer Technical Representatives (COTR) receive the proper training prior to being appointed as a COR/COTR.

According to a recent memorandum (26 November 2007) from the Office of Management and Budget, [The Federal Acquisition Certification for Contracting Officer Technical Representatives](#), training requirements will be changing. However although changes to COR/COTR training are on the horizon, the current [Army Contracting Agency's COR Guide](#) is still the reference to use for specific training requirements, which includes initial and refresher training.

The Northeast Region's Human Resource Development Division (NER HRDD) currently arranges through the Army Logistics Management College for the COR course to be taught throughout the area.

In addition, The Army Contracting Agency has approved a COR/COTR Refresher Course offered through the NER HRDD by a local vendor. This refresher course is in-lieu-of training offered by the on-line Federal Acquisition Institute (FAI), <http://www.fai.gov/> or through the Defense Acquisition University (DAU), <http://www.dau.mil/>. Individuals may complete either as refresher training. Also, as stated in the guide, COR/COTRs should check with their Contracting Officer for any additional training requirements. For available



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REGIONAL TRAINING SCHEDULED for MARCH

[AMMO 37: General
Transportation of
Hazardous Materials
Course](#)

[Contracting Officer
Course \(COR\)
Refresher](#)

[Introduction to Federal
Budgeting](#)

[Writing Invention
Disclosures for Good
Patent Applications](#)

[Contracting Officer
Course \(COR\)
Refresher](#)

[FERS Retirement
Planning](#)

[Budget Execution](#)

[Risk Analysis](#)



training dates, please check our FY08 training schedule at, <http://cpolrhpbelvoir.army.mil/ner/FunctionalAreas/CHRA/hrd/training.htm>.

Questions about this article can be directed to Mr Matt Schwartz DSN 458-1247; (410) 306-1247 or matthew.schwartz@us.army.mil

MYERS / BRIGGS TYPE INDICATOR

The Northeast Region HRD is pleased to offer an exciting training opportunity for organizations and employees in the near future. Based on Carl Jung's theory of psychological type, the Myers-Briggs Type Indicator® (MBTI) assessment is the most widely administered and researched personality tool in use today. The essence of the theory is that much seemingly random variation in the behavior is actually quite orderly and consistent, being due to the basic differences in the ways individuals prefer to use their perception and judgment. The MBTI is intended to measure your inborn preferences, and no more than that. Once you understand yourself better, you can then begin to understand and communicate with others in better and more useful ways. Self-awareness is the foundation for being more influential, being a better team player, enjoying life more and making a better contribution to society.

Continue to look for updates in HRD's Regional Training Schedule and stay tuned for the next Training Bulletin to see when this 1-day class will be offered for the NE Region. Please contact the course manager, Kelly Smith (kelly.smith13@us.army.mil) with any questions.

"Whatever the circumstances of your life, the understanding of type can make your perceptions clearer, your judgments sounder, and your life closer to your heart's desire." ~Isabel Briggs Myers

TURN INEFFECTIVENESS TO EFFECTIVENESS WITH THE 7 HABITS

Problems caused by ineffectiveness cannot be solved with the same ineffective thinking that created them. For more than 15 years, The 7 Habits of Highly Effective People has provided the ultimate in productivity training for thousands of people and organizations worldwide. The 7 Habits workshop is the most dynamic training for personal and professional effectiveness ever developed. To maximize resources, the NE HRD staff has recently been certified to facilitate Steven Covey's 3-Day Signature Program – The 7 Habits of Highly Effective People. This workshop can be presented at your site to a class of 20 students for as little as \$100 a piece! The host site pays for course materials and the travel/per diem of two facilitators.

To schedule a facilitator-led workshop onsite during the 3rd and 4th Quarters, coordinate your needs with the course manager, Kelly Smith (DSN 458 1375/COMM 410 306 1375).

Program Overview

The new 7 Habits of Highly Effective People Signature Program has an even stronger emphasis on effectiveness in the workplace. This three- day program experience provides the foundation to strengthen the human side of performance at the personal, managerial, and organizational levels.

This new program equips employees with the tools and skills to work at the highest levels of effectiveness, both with and through others. The improved content helps build stronger organizations by strengthening and exercising the character and competence of the individuals within them.

Does your organization have training news to share? If so, we'd love to have contributions. Please send articles for the next Northeast Region Training Express to: hrdinfo@cpocner.apg.army.mil

Direct questions or comments regarding the HRDD website to jef.cramer@us.army.mil
Comm: (410) 306-0180
DSN: 458-0180

All employees—including those in leadership roles, managers, and associates alike—should take advantage of the new curriculum. Everyone will make improvements in their work relationships, effectiveness, and teamwork. The 7 Habits program helps participants learn how to improve performance and results by pulling together at the highest levels of effectiveness and teamwork. During three days of compelling, hands-on instruction, participants discover how to:

- Break ineffective behaviors and tendencies.
- Create high levels of trust, unity, and synergy.
- Develop strong, interdependent relationships.
- Take initiative and responsibility.
- Focus on key priorities.
- Build win-win business relationships.
- Communicate effectively.
- Value diversity.

HRDD Corner

Vision: A team of HR professionals dedicated to meeting the developmental needs of the Northeast Region's Army Civilian Corps. Be positive, versatile, and committed to making Human Resource Development a valued knowledge center for human capital and organizational development.

Mission: Provide innovative and effective training and development solutions for our customers. These solutions encompass the full spectrum of human resource and organizational development strategies. We have the responsibility to:

1. Continuously improve HRD capabilities to develop, instruct, and facilitate training in subject areas supporting NE Region organizations.
2. Work with DOD schools, Government Agencies and vendors to provide training outside our own capabilities.
3. Manage regional training for all Career Fields.
4. Provide expert guidance on training and organizational development policy, procedures, and systems