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MYERS-BRIGGS TYPE INDICATOR

On 13 March 2008, the Myers-Briggs Type Indicator (MBTI) was brought to the Northeast Region. Students in the class learned that much seemingly random variation in people's behavior is actually quite orderly and consistent, being due to the basic differences in the ways individuals prefer to use their perception and judgment. They also experienced and discussed the eight preferences, explored Type dynamics and Temperament Theory, and received valuable interrelationship tools.

If your organization is interested in bringing this 1-day class to your employees, please contact [Kelly Smith](#).

"This class gave me a better understanding of myself and others. I'm glad that I took this class with my coworkers as it is a great way to learn how to relate to one another." ~ Student from class



Class 001, 13 March 2008 at APG, MD

Front row left to right: Esra Carlson, Jef Cramer, Bonnie Anderson-Ware, Margaret Mattern, Terri Shores, Monica Herbert

Back row left to right: Karin Hancock, Bruce Spruell, Deb Prue, Frank Trout, Cheryl Pitts, Jennifer Eyt-Kunkel, Sherry Phelps, Brad Lowe, Jacklyn Laroche, Faye Celmins, Sherri Shultz, Ray Jones

Not Pictured: Wayne Richardson, Yolonda Parrott (Facilitator), Kelly Smith (Facilitator), Heather Warner

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Did You Know?

Civilian Human Resource Training Application System ([CHRTAS](#)) is an Army-wide automated system used in tracking the development and training of the Army Civilian Corps.

Questions about using CHRTAS can be answered by going through the CHRTAS Tutorials and include: sign in procedures, creating a Student Profile, Applying for Training, Approving Training Applications, and Processing/Cancellation Management. Click [here](#) to access the CHRTAS Tutorial page

Questions specific to the Civilian Education System (CES) can be found by going to the CES FAQ page located [here](#).

AMSC LEADERSHIP WORKSHOP



The Army Management Staff College (AMSC) recently held its 2008 Leadership Workshop on 29-31 January 2008. This year's theme at the third annual leadership workshop was "Army Strong...Developing Civilian Leaders". Presentations can be found on the AMSC [website](#) and include: [Civilian Education System](#), [In Extremis Leadership – Learning to lead as if lives depend on it](#), [AMSC Leadership](#), [Leadership through Adversity](#), [How you can Contribute to the Success for CES](#), [Base Realignment & Closure \(BRAC\)](#), and [DoN BRAC Overview](#).

TIME: A QUALITY PARTNER

To survive in today's competitive environment, organizations must respond to customers faster and adapt more quickly than ever before in rapidly changing conditions. All employees of a successful organization need to be mindful of time and look for efficiencies that will improve their organization's capability to succeed.

Time is a unique resource because you get the same amount as everyone else. Once it's gone, it's gone forever and you can never get it back. One thing that you CAN do with your time is change the way you use it.

Applying the powerful techniques of time management helps you:

- Use your time to accomplish what you want.
- Improve your productivity and accomplish more with less effort.
- Make time for the things you want and value.
- Find greater balance, fulfillment, and satisfaction.
- Focus your time and energy on what is most important to you.
- Set and achieve your long-term goals.
- Reduce waste so you'll have more productive time each day.
- Get things done while reducing anxiety, overwhelming feelings, and stress.
- Become an excellent time manager in all areas of your life.

Time management comes down to choices. Good choices lead to better results, while poor choices lead to wasted time and energy.

Benjamin Franklin said, "Do you love life? Then do not squander time, for that's the stuff that life is made of."



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

WEB-BASED DISTRIBUTED LEARNING

With the use of the Internet and installation/organizational Intranets, web-based Distributed Learning (dL), has become an increasingly viable way for members of the Army Civilian Corps to get professional and personal development training.

Some available programs include the Army Learning Management System, Army Correspondence Course Program, Army Training Information Architecture, ATRRS Online, and Army e-Learning.

These programs offer a variety of courses in IT, Business Skills, Leadership, Safety, and Rosetta Stone foreign language courses.

To access the programs, login to Army Knowledge Online (AKO) - <http://www.us.army.mil>, select Self-Service, and then select My Education or My Training.

Another organization, which was the kick-starter for DoD dL programs, is the Defense Acquisition University (DAU). DAU offers Continuous Learning Modules. These modules are mainly for the Acquisition Workforce to help them meet the Defense Acquisition Workforce Improvement Act certification requirements, but they are also available to Non-Acquisition personnel. For more information and a list of courses, please visit <http://www.dau.mil/>.



The benefits of dL courses include:

- No cost to individuals or organizations
- Individual course completion certificates
- Some courses equate to college credits
- Help meet certification requirements
- Wide variety of training available via these programs

These are the more extensive programs, for more information, visit the [Personnel Management Information and Support System \(PERMISS\)](#), contact your Training Coordinator or [Civilian Personnel Advisory Center](#), or ask your [Regional HR Development Specialist](#).

ATTENTION: NE REGION CIVILIAN HUMAN RESOURCE MANAGEMENT EMPLOYEES

The CHRA Academic Advancement Program (AAP) Announcement was released to the HR Community in January. NOW is the perfect time for you to start



Stay Tuned

April FY 08 Courses

[Ammunition & Explosives Refresher Training](#)

[Introduction to Financial Management](#)

[Ammunition & Explosives Certification Course](#)

[FERS Retirement Planning](#)

[Delegation of Training Authority VTT](#)

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

[Capitol Hill Workshop](#)

[POWERful Written Communication Skills](#)

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

[AMMO 62: Technical Transportation of Hazardous Materials](#)

[Accounting for the Non-Accountant](#)

[Fraud Detection and Prevention](#)

May FY 08 Courses

[ORSA Special Topics Seminar](#)

[High Impact Communication](#)

[SolidWorks Essentials](#)

[ALMC-CL Contracting Officer Representative Course \(COR\)](#)

[SolidWorks Essentials](#)

[Fraud Detection and Prevention](#)

[Conflict Resolution, Negotiation Skills and Stress Management](#)

[Performance Work Statements](#)

preparing your Nomination Package for the FY 09 Academic Year. Nominations submitted through the chain of command and received by the CHRA NER HRDD Program Manager prior to 1 June 2008 will be considered for part-time academic funding support.

Nominees must submit a Statement of Interest, Continued Service Agreement, Resume, and the last three Performance Ratings with Support Forms. The nomination package must be endorsed by the Nominee's Supervisor and include a Utilization Plan. Nominations for college and university programs must include the University Acceptance as well as an Academic Plan.

The AAP provides a disciplined, competency-based approach to managing the training and development of members of the CHR community in the CHRA Northeast Region. It recognizes and identifies the need for specialized training in subspecialty areas within the CHR community and will help the Army attract, develop, and retain CHR community members who provide timely, quality, and relevant services to our customers.

The program is limited to the NE Region Civilian Personnel Community for HR mission-related competencies. Consideration will be given but not limited to:

- Labor Relations and Management Employee Relations
- Performance Management
- Compensation Management
- Human Resource Development
- HR Technology/Automation
- Leadership

To learn more about the program requirements and the competitive selection process, visit the HRD website [here](#) or contact the HRDD Program Manager, Ms. Kelly Smith (e-mail: kelly.smith13@us.army.mil)

Additional Competitive Professional Development opportunities are outlined in the Army Civilian Training Education and Development Plan for [CP-10](#).

CP-10 TRANSFORMATION TRAINING

All CP-10 Transformation Training for the Northeast Region has been scheduled and is now available CHRTAS. These classes are scheduled throughout the NE Region and travel is being funded by CHRA on a case-by-case basis. Supervisors must approve all training nominations before acceptance into a class. This much needed training is limited and seats are filling up fast. Be sure to register as soon as you are able! Please continue to look for updates in CHRTAS as classes may be added on an as needed basis.

Classes include: PAY SETTING FOR GS, PAY SETTING FOR FWS, CALCULATING SERVICE COMP DATES, ADJUDICATING AND APPLY VET PREFERENCE, JOB ANALYSIS AND KSA EXAMINING, EXAMING FOR FWS POSITIONS, QUALIFICATION ANALYSIS, BASIC CLASSIFICATION, REDUCTION IN FORCE, BASIC LABOR, BASIC MER, INSTRUCTIONAL METHODS, and NSPS PAY SETTING

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](#).

HRDD CORNER

This office bids farewell to Ms Yolonda Parrott. Yolonda is expanding her knowledge of the Civilian Human Resources career field by becoming a Human Resources Specialist generalist with the ARL - Adelphi, CPAC. During the almost three years Yolonda has been with the HRDD, she worked on many programs and special projects for us and her "can do" attitude and talents will be greatly missed. We wish Yolonda well in her new and exciting assignment!



- ✓ Jacklyn Laroche and Yolonda Parrott completed the NSPS T3 HR Element-Performance Management Course.
- ✓ Jef Cramer and Matt Schwartz have recently become certified 7 Habits Facilitators.



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