



# **"TRAINING WAVES"**

## **HRSC-NE's Training Community Quarterly Newsletter Winter 2003**

Dear Reader,

This is the initial issue of our new training newsletter that will provide up-to-date information on DON training developments and opportunities. Comments that have come into the HRSC-NE indicate a desire on the part of customers to receive this kind of coordinated, succinctly summarized information relative to the various areas of traditional HR support and the Center is in a good position to meet that need. We are in the process of designing and implementing a marketing plan for CY 2003 and beyond in order to more effectively apprise our customers of our services and these newsletters are among the ideas that make most sense to us. We have already provided these kinds of summaries in the area of Benefits and External Recruitment, and now our Training Department has joined the fold.

We hope you find the format attractive and the information useful.

Sincerely,

John Conwell  
Director, HRSC-NE

### ***Department of the Navy's Civilian Community Management Division (CCMD) stands up!***

As per their mission statement the Department of the Navy's newly-formed Civilian Community Management Division (N11) has begun efforts to attract, develop and sustain a diverse Civilian Workforce that meets the Navy's evolving mission requirements and provides each individual the opportunity to develop to their fullest potential. The CCMD's goals are to ensure:

1. A strong sense of community exists for all civilians across the Navy
2. Career paths are available for employees to assist in building a successful Navy career
3. Opportunities are available to build the skills and experiences needed for career development.

Additional information concerning CCMD initiatives, strategic and business plans can be found on the DONHR website: [www.donhr.navy.mil](http://www.donhr.navy.mil)

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***HRSC-NE Develops a "Writing a Resume for Resumix" Training Course.***

HRSC-NE's Training Department has developed and field-tested at 3 separate sites a most effective and successful Writing a Resume for Resumix course. This interactive, hands-on course can be made available either by the HRSC-NE in an on-site presentation or a train-the-trainer methodology to all HRSC-NE's serviced activities. The course's purpose is to educate employees on how to write an effective resume and submit it electronically through the Resumix system. In addition, the course is geared to a common denominator skill level as to be useful for all employees regardless of familiarity with computers or the writing of a resume.

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***New Online Training Tool Helps Federal Employees Keep Skills Current!***

Federal employees who want to improve their knowledge, skills and abilities can now do so from the comfort of their own offices.

The Office of Personnel Management and the Office of Management and Budget recently launched a virtual e-training Web site, [www.golearn.gov](http://www.golearn.gov). The 3-D learning center connects federal employees to more than 30 free course programs, 50 electronic books and a nationwide resource center of libraries and reference materials.

The launch of the Web site is the first step in the Bush administration's plan to make the Gov Online Learning Center (GOLC) a "one-stop" shop for e-training in the federal government. OPM Director Kay Coles James said at a kick-off ceremony the "cutting-edge site" does not look like the government of the past, but like one designed to meet the needs of 21<sup>st</sup> century workers.

The current courses are broken down into 12 categories, including human resources, leadership, management, customer service and communication and addresses issues that cut across agencies. The contract gives the government the option of including up to 5,000 courses.

The Gov Online Learning Center is being developed in phases. The first phase or Module 1 was launched on July 23, 2002. To begin, the GOLC contains more than 30 free training courses ranging in topics from Project Management to end-user computing such as Microsoft Word or Power Point. In November 2002, additional products and services were added to the GOLC - some free and some for fee-- including many new training courses.

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***FEEA Scholarships  
available to help federal employees and their families with tuition.***

Applications for the 2003-2004 Federal Employee Education and Assistance College (FEEA) Scholarship program are now available. FEEA, a 17 year old nonprofit organization that helps federal employees and their families in need, provides annual scholarships to help federal employees or their dependents pay for college tuition. Over the years, FEEA has awarded more than three million dollars in college scholarships to federal and postal employees and their family members. Scholarships range from \$300.00 to \$1,500.00 per student, depending on the amount of federal employee donations received by FEEA through the Combined Federal Campaign. Applicants can be high school seniors, full-time college students or graduate students with a minimum 3.0 grade point average. Federal employee applicants may be part-time students, but must have at least three years of experience as a civilian federal employee or postal worker. Potential applicants can find more information and download an application at FEEA's Web site. Applications must be postmarked by March 28, and awards will be announced in August in time

for the start of the academic year. To receive an application by mail, send a self-addressed stamped business-size envelope to:

FEEA Scholarships  
8441 W. Bowles Avenue, Suite 200  
Littleton, Colorado  
80123-9501

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***The Marine Corps Scholarship Foundation***

MCSF is a non-profit, tax exempt corporation of volunteer men and women dedicated to providing financial assistance in the form of scholarships to deserving sons and daughters of United States Marines and children of former Marines in their pursuit of higher education. For additional details see [www.mcsf@marine-scholars.org](http://www.mcsf@marine-scholars.org) or call 800-292-7777.

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***Scholarship for Low-Income Women***

Every year the Jeannette Rankin Foundation (JRF) awards scholarships to women 35 years of age and older who, through undergraduate or vocational education, are seeking to better themselves, their families and their communities. All applicants for this scholarship must be:

- Women, at least 35 years of age as of April 1, 2003.
- U.S. citizens.
- Pursuing a technical/vocational degree, an associate degree, or a first bachelor degree.
- Enrolled or accepted in an accredited school for the fall of 2003.
- Low-income and fall within the guidelines below:

| Household Size | Household Income |
|----------------|------------------|
| 1              | \$11,160         |
| 2              | \$18,290         |
| 3              | \$25,110         |
| 4              | \$30,990         |
| 5              | \$36,570         |
| 6              | \$42,770         |

More than 6 in the household, add \$6,200 for each additional member.

The deadline to apply is March 1, 2003. To find the exact income guidelines for this program, or to apply, go to: [www.rankinfoundation.org](http://www.rankinfoundation.org).

Additional information can be obtained by accessing the Foundation's website at <http://www.rankinfoundation.org/> or contact the Foundation office directly at (706) 208-1211.

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***DOD issues policy on paying for licenses and certifications***

In a memorandum dated 17 Jun 2002 addressed to all agencies, DOD issued its policy on paying for professional credentials. Prior to the enactment of 5 U.S.C. section 5757, section 1112 of the National Defense Authorization Act for Fiscal Year 2002, the Comptroller General had interpreted federal law as prohibiting payment for expenses related to licenses and certifications.

This new authority, essentially a recruitment and retention tool to be used as a part of the Administration's initiative in human capital management, now permits agencies to use

appropriated funds or funds otherwise available to the agency to pay for "expenses for employees [in any federal pay system] to obtain professional credentials, including expenses for professional accreditation, State-imposed and professional licenses and professional certifications; and examinations to obtain such credentials." The Office of Civilian Human Resources (OCHR) has drafted DON's policy allowing activities to use this authority. It is currently under review.

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***Department of the Navy to pay for academic degrees?***

In September 2001, the HRSC-NE, as well as the other regional offices, was forwarded a **DRAFT** SECNAV Instruction, entitled "CIVILIAN ACADEMIC DEGREE TRAINING and asked for input.

In essence, the DON once again is looking not only to ensure its civilian workforce can meet the current and projected performance requirements essential to military readiness, but also to establish an effective recruitment and retention tool. As a result, the payment of costs associated with obtaining an academic degree to assist in recruiting or retaining employees is no longer restricted to occupations in which a shortage of qualified personnel is identified.

Under this proposed instruction, degree payments are authorized when the degree program is part of a planned, systematic, and coordinated program of professional development in which investment is planned, the program is a sequence of instruction and/or assignments that support organizational objectives consistent with the command mission, and the results are measurable in terms of individual and organizational performance. In addition, degree payments may also include such additional expenses as supplies and equipment, application fees, registration fees, and parking fees.

As with any program of this type, a continued service agreement shall be completed prior to degree payment. The agreement obligates the employee to serve in the DOD for a period of three times the length of the education after academic degree training is completed.

**DON Policy Update:** A new policy handbook, which will be a one-stop reference source for DON policy, has just been approved at the ODASN level. Although the policy format will be different from the SECNAVINST, it will carry the same authority to implement new or revised legislation. The Civilian Employee Training and Career Development Instruction (the revised version of SECNAVINST 12410.22A) and the Academic Degree Payment authority will be in the first issue of this new manual. **When the manual is released—the degree payment authority can then be used.** Word of the manual's release will be forwarded immediately to the HRO Training Officers upon receipt by this office so please stay tuned.

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***Initial Installment of the Department of the Navy Civilian Human Resources Manual (DON CHRM) Now Available on DONHR Website***

The Deputy Assistant Secretary of the Navy (Civilian Personnel/Equal Employment Opportunity) just announced that the initial installment of the Department of the Navy Civilian Human Resources Manual (DON CHRM) is now available on the DONHR website. The DON CHRM implements Civilian Personnel and Equal Employment Opportunity policies, establishes DON-wide procedures, provides guidelines and model programs, delegates the authority, and assigns the responsibility for the management of civilian employees across the DON. Existing DON

policy issuances remain in effect until superseded by an appropriate CHRM chapter or subchapter. At this time Chapter 100 and Subchapter 711 are available on-line at the DONHR web site. Additional chapters will be posted to that site in the near future.

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***An Educator's Food for Thought:***

- It is not the I.Q. but the I WILL that is important in education.
- The true object of education should be to train one to think clearly and act rightly.
- What you don't know you can learn.

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**And now these Commercial Messages:**

The DONHR Website contains a number of sources for a variety of training within DoD and DoN. To access those sites a user could attempt to double click on the category below, e.g., Defense Acquisition University (DAU), or could first access the DONHR site then go to the category within titled "Other Links" and then to the category "Additional Training Sources". These sources include the following:

**DoD**

[Defense Acquisition University \(DAU\)](#) - DAU is an organization established by Congress in 1990 to consolidate and integrate education and training for the Defense Acquisition Workforce. Their consortium member schools provide numerous acquisition courses to entry, intermediate, and senior level civilian and uniformed personnel to allow them to attain certification in one or more of the 11 defense acquisition career fields.

[Defense Civilian Personnel Management Service, FAS Track](#) - The Civilian Personnel Management Service is DoD's consolidated provider of common civilian personnel administrative programs and technical advisory services. Users of the DONHR website can select the most current issue of FAS Track and then select Training Opportunities to see upcoming Labor Relations/Employee Relations Training Opportunities.

**NAVY**

[NAVOSHENVTRACEN](#) - The Navy Occupational Safety and Health and Environmental Training Center provides education and training and associated services for all military and civilian Naval personnel, afloat and ashore, in the areas of Occupational Safety, Health and Environmental Protection.

[INFOSEC Training and Awareness](#) - A variety of Information Security courses are offered in various locations and from different sources within Navy and DoD.

[Naval Financial Management Career Center](#) - The NFMC centrally manages the Department of the Navy Financial Management Career Program for the Assistant Secretary of the Navy (Financial Management & Comptroller) (ASN)(FM&C)).

**OFFICE OF PERSONNEL MANAGEMENT**

Also of interest to the Training Community are those course offerings listing on the Office of Personnel Management's website, [www.opm.gov](http://www.opm.gov) Listed below are 2 such offerings:

**1 -OPM's Federal Executive Institute** is sponsoring a Countering Terrorism Conference, the details of which are as follows:

**WORLDWIDE WAR ON TERRORISM: Continuing Threats, Continuing Lessons. 12-15 May 2003, Tampa Bay, Cost: \$1,200.**

This one-week seminar examines the threat of terrorism to U.S. security. The increasing number and ferocity of terrorist attacks have led U.S. officials to describe it as a war. But it is a war that is changing even as it escalates.

Who Should Attend: Defense, intelligence, security and law enforcement professionals, including military officers and state or local officials.

**2 -OPM 's Symposium On Employee and Labor Relations (SOELR)**

The annual symposium on Employee and Labor Relations (SOELR) is a comprehensive conference devoted to recent developments and emerging issues in employee relations, labor relations, and dispute resolution. SOELR is offered by the U.S. Office of Personnel Management and will be held at the Westin Bonaventure Hotel and Suites in Los Angeles, California on March 18 - 21, 2003.

**SOELR 2003 Conference** -- \$800 (includes buffet reception, continental breakfasts, one luncheon, all breaks, final day buffet or box lunch, and conference materials). Lodging and other meals are not included.

**Optional Pre-Conference All-Day Workshops** -- \$175 (includes continental breakfast, lunch, and two breaks).

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**USDA GRAD SCHOOL**

An additional training provider of courses for federal, state and local governments is the USDA Graduate School. The Graduate School, USDA offers courses in all five initiatives on the President's Management Reform Agenda:

- Strategic Management of Human Capital
- Expanded e-Government
- Competitive Sourcing
- Budget and Performance Integration
- Improved Financial Performance

Information on their opportunities is available on their website: [www.grad.usda.gov](http://www.grad.usda.gov)

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**Education = Success Story!**

Who is this Navy legend?

This future Navy Admiral was born on a farm outside Boulder, Colorado in October 1901. Although unable to complete his high school education because the school was closed during the flu epidemic in 1917, he competed successfully for an appointment to the U.S. Naval Academy. Convinced that the inadequacies of his secondary education put him behind other Midshipmen in his class, he decided that he could only overcome this deficiency by working more diligently at his studies than the others. This plan paid great dividends, and he graduated in 1923 in the top sixth of his class and then later obtained a postgraduate degree in ordnance engineering. He commanded Destroyer Squadron 23 during combat in the South Pacific. Developing successful tactics to overcome Japanese advantages in night surface

operations, he earned fame and the nick name "31-Knot" during the 1943 battles of Empress Augusta Bay and Cape St. George. It was in this period that his belief in the importance of thorough training was validated--as he explained to his subordinates, in combat your outfit could expect to do only about as well as it had trained to do beforehand.

Answer: Admiral Arleigh "31-Knot" Burke. And now you know the rest of the story!

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***In closing.....***

Comments or articles regarding employee and organizational developments are welcome. They will be publicized in future editions of *TRAINING WAVES* and will be of benefit to our readers. Interested parties should contact the HRSC-NE at DSN: 243-5211 or Comm: 215-408-5211.

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