



Gee, I forgot...

Definitions

Ad hoc course – Any course that is not being offered through the Employee Development Division (EDD). This includes college courses, conferences, seminars, and any courses not held at NAVAIR sites.

Planned course – Are courses offered onsite by the EDD. These courses are listed on the EDD website (<http://hro.navair.navy.mil/training>) as part of the training catalog and registration for government employees is through the Training Center in SIGMA's Employee Self-Service.

Ad Hoc course registration

Please remember that when you request any ad hoc course, such as a college course, you are responsible for signing up with that college or vendor. You are also responsible for notifying both the vendor and the Employee Development Division of any changes. Changes could include such things as dates, titles, cost, or cancellations.

Messages while in class

Messages may be left for students attending classes by calling 301-757-4127. In Building 2189 messages will be posted on the bulletin board outside room 150. In building 1489, messages will be posted on the board just outside the classroom. It is the student's responsibility to check for messages. Classes will *not* be interrupted unless there is a valid emergency.

FMS SAM attendance

If you are confirmed to attend a SAM course at Wright-Patterson AFB, please make every effort to attend. Cancellations without a substitute count against the number of seats Navy and NAVAIR are allotted for future courses.

SIGMA Notes

We realize that there is still some confusion regarding the process of requesting training via SIGMA ESS. Step-by-step instructions for an employee requesting training, a supervisor approving training, or a BFM or financial officer verifying funding can be found at

https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay§ion=res§ion_id=19. Once you access the page, simply select the appropriate category and then look at the cheat sheets.

Last month we mentioned that many employees were unable to execute a 1556 in ESS and that the issue was being addressed. Unfortunately we still do not have a fix for the problem, nor is there a projected date of repair. Rest assured, however, that the issue is still being worked and that the workforce will be notified as soon as there is any change or update available.

Help! I'm lost!

My competency needs to have specific training and we want to bring it onsite. Can do we do that?

Absolutely! The EDD welcomes the opportunity to help you get whatever training you need and special requests really aren't a big deal. If you've identified a vendor and have a specific group of attendees, it is likely you will be using one or two funding sources to pay for everyone. If so, simply contact EDD and we will help you prepare a 1556 for each funding source to cover the entire cost. If needed, we can also help you secure a location to hold the training.

If you don't have a vendor already identified – even if you're not sure of the exact course you want – contact EDD and the appropriate specialist can assist you in locating a vendor and negotiating the terms of the course.

What is the process for getting my SIGMA roles authorized?

Obtaining a SIGMA role is a two-part process. First, your supervisor must submit a role mapping request via ePower for the appropriate role. Second, the employee should enroll and complete any required classroom training or complete any required computer-based training.

For information on when courses are offered locally, go to <http://hro.navair.navy.mil/training> and click on the FY04 Training Catalog and then SIGMA. For instructions on the registration process, go to the same site, but select SIGMA from the main menu.