



New Option Available to Request Training

Employees now have two methods to request training, both via Employee Self-Service (ESS). The first option is the traditional method on the web (<https://ess.navair1.navy.mil/>), the second allows employees to use ESS via the SAP Logon Pad. If you are not familiar with the SAP Logon Pad, it can be found by going to your "Start" menu, then selecting "Programs," "SAP Frontend," and then "SAP Logon Pad."

Since the new option is available to all NAVAIR employees, effective Monday, 12 July 2004 the training office will no longer accept hard copy 1556s. The only exceptions will be for non-NAVAIR employees (such as those with tenant commands, external employees with other agencies, etc.) and financial documents.

To enter a training request using the SAP Logon Pad method, once logged in, go to the ESS folder just as if you were completing your timecard. Under ESS you will see a folder called "Training." If you open that folder, you will see the

same options you would find in ESS on the web, "Display Training Request," "Ad Hoc Attendance Request," "Training Center," and "My Bookings." If you would like to request a course that is offered at another location, select "Ad Hoc Attendance Request." If you would like to request one of the onsite courses offered by HRO, select "Training Center."

Employees who do not have computer access or who encounter difficulty entering their training request should contact their Competency Training Coordinator (CTC) for assistance. Each competency has CTCs at various levels in the organization, so assistance should be close at hand. If you need the assistance of a CTC but do not know who has that role in your competency, contact your National Competency Training Lead, who will direct you to the appropriate person. Use this link:

https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay§ion_id=25

Online Resources

There are many resources available online for both learning and training. One of the latest is the Massachusetts Institute of Technology Open Courseware. This site is a free resource of materials from more than 700 MIT courses, including courses in each of the school's 33 disciplines. MIT intends to house materials from 2000 courses by 2008. To see what materials are currently available, go to: <http://ocw.mit.edu/index.html>.

Do the Two-Step

It is strongly recommended that employees requiring a role in SIGMA/SAP have their role mapping request entered into ePower by their supervisor before requesting training. Receiving a role in SIGMA/SAP is a two-step process that requires both the role mapping request and completion of appropriate training. To find out what training is required for each SIGMA/SAP role, please see https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay§ion_id=11 and then click on "SIGMA Course Catalog."

Tips to Avoid Delays

To avoid delays in processing training requests, please make sure that the information entered for the vendor address is the billing information. Many times the 1556 is submitted with the address where the training is taking place or the headquarters of the vendor. While that location is sometimes the same as the billing address, if they are different an incorrect address can delay payment to the vendor or even cause the vendor to deny your registration. Accuracy is key!!

Upcoming HRO Sponsored Courses

JULY

Course Title	Date	Course Title	Date
Joint Aviation Model for Level of Repair Analysis	05-08	Applied Statistics for Engineers	16-17
Contracting Officers Representative (Basic)	06-08	Spill Management Team (SMT)	16-17
Facility Response Team (FTR)	07-09	Dynamic Leadership	16-18
Dale Carnegie Course (Thursdays 1200-1530)	08-23 Sep	Putting Numbers to Work for You (Intro to Stats)	16-19
O&M, N Budget Formulation	12	Sigma Budget Formulation and Allocation NAWC	17-19
Class Desk & APML Orientation	12-15	MIL-STD 1553 Multiplex Bus	17-19
Asia Pacific Orientation (Hurlburt Field, FL)	12-16	Sigma PTL/PA NAWC	17-19
Enhanced Defense Management Course (NFMC)	12-16	Underwater Acoustics II & Passive Sonar	18-19
New Employee Indoctrination	13	IP Security Requirements	18-19
Managing Performance of Service Contracts	13-14	Sigma PID/PR GF	19
Seven Habits of Highly Effective People (CL)	13-15	FMS Overview	19
Configuration Management in an Acq Envir. (CL)	13-15	Contracting Officers Representative Refresher	23
Sigma Supervisory	15	Personnel Management (Intro to)	23-26
Taming the Roller Coaster: Resilience in Action	19	SAM-CF (Case Financial) (WPAFB)	23-27
Customer Service	19	Team Building	24
Coaching, Counseling & Confronting	19-20	Underwater Acoustics III & Sonobuoy Systems	24-25
Planning for Retirement	19-20	Contracting Officer Representative (Basic) (CL)	24-26
APML Basic	19-23	Support Equipment	24-26
Latin America Orientation (Hurlburt Field, FL)	19-23	Contract Changes/Claims (Boot Camp)	24-26
Positive Thinking & Peak Performance	20	Sigma MILSTRIP GF	26
GSA 101	20	GPS-Based Targeting Systems	30
Wellness in the Workplace	20	Data Analysis Using MS Excel	30 – 02 Sep
Leading Organizational Change (Intro) (CL)	20-22	SAM-CS (Log/Customer) (WPAFB)	30 – 03 Sep
Sigma PTL/PA GF	20-22	Design for Sys Rel, Maint, & Supportab.	30 – 03 Sep
Retirement Foundations	21	Employee Indoctrination	31
Professional Etiquette & Netiquette	21	Earned Value	31 – 01 Sep
Achieving Extraordinary Performance	21	Performance Based Service Acquisition (CL)	31 – 02 Sep
Project Management (Advanced)	26-28		
System Engineering Fundamentals	26-30		
Decision and Risk Analysis for Complex Systems	26-30		
Middle East Orientation (Hurlburt Field, FL)	26-30		
Logistics Exchange/Logistics Toolbox Overview	27-28		
Engineering Systems for Navy Interoperability (CL)	27-29		
Gov't Contracting for Tech/Admin Personnel	27-29		
NAVAIR Procurement Process Training	27-29		
DSAMS	28-29		
Logistics Exchange Executive Overview (Advanced)	29		

SEPTEMBER

AUGUST

Course Title	Date	Course Title	Date
Managing Multiple Priorities	02	Airworthiness Training	01
Interpersonal Communication Skills	02-03	Writing Performance Based Contracts	07-08
Readiness Based Sparing (RBS)	02-03	Joint Aviation Model for Level of Repair Anal.	07-09
Budget Analysis Using Excel	02-04	Contracting Officers Representative (Basic)	07-09
Supervision I: Intro to Supervision	02-05	Team Dynamics	13
Presentation Skills	02-05	Federal Appropriation Law Update	13
APML Basic	02-06	Govt-wide Commercial Purchase Card	13
Employee Indoctrination	03	Sigma PID/PR NAWC	13
Performance Based Contract (Boot Camp)	03-04	Supervision II: Shaping the Performance of Others	13-14
Best Value (CL)	03-05	Planning for Retirement	13-14
To Conduct Business in the Middle East	05	Integrated Program Team (IPT) Leaders Course	13-15
Managing Change	09	SAM-E (Executive) (WPAFB)	13-17
Federal Budget Process	09-10	Product Support Fundamentals	13-17
Sigma Budget Formulation & Allocation GF	09-11	SAM-C CONUS (WPAFB)	13-24
Federal Appropriation Law (CL)	09-12	Sigma Supervisory	14
Cross Cultural Communication (Hurlburt Field, FL)	09-13	WPN/OPN/PAN & MC Budget Formulation	14-15
Design Interface/Maintenance	09-13	Network Centric Warfare (CL)	14-16
Intellectual Property & Technology Transfer	10	Federal Appropriations Law	14-17
Modeling and Simulation (CL)	10-12	Systems Engineering Tech Review (SETR) Process	15-16
Budget Estimating Techniques	11-13	Sigma PID/PR GF	16
Sigma PID/PR NAWC	12	Diversity Awareness	20
Sigma Supervisory	12	International Programs Security Requirements	20-21
Stress Management	16	NAVAIR Procurement Process Training	20-22
Planning for Retirement	16-17	Building & Sustaining High Perf Project Teams	20-22
		Management Analysis III: Quantitative Techniques	20-23
		APML Basic	20-24
		Russia, Central Europe & Central Asia Orien. (FL)	20-24
		Quality Assurance for Aircraft Maint. Contracts	21-22
		Project Management (Basic) (CL)	21-23
		Mgmt Info Sys for International Logistics (MISIL) Intro	22
		Sigma MILSTRIP GF	23
		Govt Contracting for Tech/Admin Personnel	28-30

To find detailed information regarding each course, including registration processes, please see the HRO web page via My NAVAIR or on the Internet at: <http://hro.navair.navy.mil/training>.