

FY 04 CALENDAR (OCTOBER 03 - SEPTEMBER 04)

Classes will be held at PAX River MD

SIGMA ROLE BASED	COST	COURSE DATES AND COURSE CODES								
		JAN 04	FEB 04	MAR 04	APR 04	MAY 04	JUN 04	JUL 04	AUG 04	SEP 04
Sigma Budget Formulation & Allocation - GF	None				26-28	17-19	07-09		09-11	
Sigma Budget Formulation & Allocation - NAWC	None			22-24			15-17		17-19	
Sigma Competency Training Coordinator	None	13		22						
Sigma CTC Refresher 	None							20	16 & 26	13
Sigma MILSTRIP - GF	None	29		18	29		17		26	23
Sigma MILSTRIP - NAWC	None									
Sigma Op Bud	None								30-31	01-02
Sigma PID/PR - GF	None	15 22	12 19	04 11	15	20	10		19	16
Sigma PID/PR - NAWC	None		05 26	25		06	03		12	13
Sigma PTL/PA - GF	None		24-26							
Sigma PTL/PA - NAWC	None		10-12	23-25						
Sigma Supervisory	None	22	18	16	13	13	15	15	12	14
Sigma 1556 Workshop 	None							19 & 27	05, 09, 18 &25	

COURSE TITLE:	SIGMA BUDGET FORMULATION & ALLOCATION (GF and NAWC)	
VENDOR:	NAVAIR	
LOCATION:	Patuxent River, Maryland	
	COURSE DATES GF: 26-28 APR 04 17-19 MAY 04 07-09 JUN 04 09-11 AUG 04	COURSE DATES NAWC: 22-24 MAR 04 15-17 JUN 04 17-19 AUG 04
LENGTH:	3 Days	
TIME:	8:00 a.m.-4:00 p.m.	
ROLE MAPPING GUIDANCE:	Limited to AIR 7.8 personnel. Exceptions must be approved by the 7.9 process owner.	
DESCRIPTION:	This course will prepare you to use SIGMA to initiate all commitments of competency and program funds issued; create funding documents, including training and travel; monitor and move funds within an assigned budget after funds allocation occurs; and create a plan of action for a program, expressed in business/financial terms (\$, cost, quantity, schedule) over a future period operating cycle (at least execution +2 years).	
SIGMA ROLES:	<ul style="list-style-type: none"> ❖ Funding Execution ❖ Funding Requisition/Review ❖ Program Budget Formulation - PBS 	
MATERIALS NEEDED:	Participants should print all appropriate course materials and bring them to class. Materials can be found at: https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay&section=cdev&section_id=292 .	
NOMINATIONS:	<p>NAVAIR government employees should register via Employee Self-Service in SAP: https://ess.navair1.navy.mil. Step-by-step instructions for how to complete a registration can be found at: https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay&section=res&section_id=235.</p> <p>Government contractors and employees without basic user access to SIGMA/SAP should complete the Sigma Contractor Initial Training Request Form (found at https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay&section=res&section_id=219) and fax it to the Sigma Site Course Coordinator at (301)342-4523.</p>	
COST:	None	
POC:	(301) 757-1009	

COURSE TITLE:	SIGMA COMPETENCY TRAINING COORDINATOR
VENDOR:	NAVAIR
LOCATION:	Patuxent River, Maryland
DATES:	13 January 2004 22 March 2004
LENGTH:	½ Day
TIME:	8:00 a.m.-12:00 p.m.
ROLE MAPPING GUIDANCE:	Mapped to competency personnel responsible for the management of training personnel in their competency.
DESCRIPTION:	This course will prepare you to use SIGMA to display HR master data; display information for business events; book attendees for business events; and generate employee history and cancellation reports.
SIGMA ROLE:	❖ Competency Training Coordinator
MATERIALS NEEDED:	Participants should print all appropriate course materials and bring them to class. Materials can be found at: https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay&section=cdev&section_id=292 .
NOMINATIONS:	NAVAIR government employees should register via Employee Self-Service in SAP: https://ess.navair1.navy.mil . Step-by-step instructions for how to complete a registration can be found at: https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay&section=res&section_id=235 . Government contractors and employees without basic user access to SIGMA/SAP should complete the Sigma Contractor Initial Training Request Form (found at https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay&section=res&section_id=219) and fax it to the Sigma Site Course Coordinator at (301)342-4523.
COST:	None
POC:	(301) 757-1009

COURSE TITLE:	SIGMA COMPETENCY TRAINING COORDINATOR REFRESHER
VENDOR:	NAVAIR
LOCATION:	Patuxent River, Maryland
DATES: All Dates have an AM and PM offering	20 July 2004 16 August 2004 26 August 2004 13 September 2004
LENGTH:	3 hours
TIME:	8:00 a.m.-11:00 p.m. or 1:00 – 4:00 p.m.
ROLE MAPPING GUIDANCE:	Mapped to competency personnel responsible for the management of training personnel in their competency.
DESCRIPTION:	This course will review the use of SIGMA to display HR master data; display information for business events; book attendees for business events; and generate employee history and cancellation reports.
SIGMA ROLE:	❖ Competency Training Coordinator
MATERIALS NEEDED:	Participants should print all appropriate course materials and bring them to class. Materials can be found at: https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay&section=cdev&section_id=292 .
NOMINATIONS:	NAVAIR government employees should register via Employee Self-Service in SAP: https://ess.navair1.navy.mil or via the SAP Logon Pad. Step-by-step instructions for how to complete a registration can be found at: https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay&section=res&section_id=235 . Government contractors and employees without basic user access to SIGMA/SAP should complete the Sigma Contractor Initial Training Request Form (found at https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay&section=res&section_id=219) and fax it to the Sigma Site Course Coordinator at (301)342-4523.
COST:	None
POC:	(301) 757-1009

COURSE TITLE:	SIGMA MILSTRIP (GF and NAWC)	
VENDOR:	NAVAIR	
LOCATION:	Patuxent River, Maryland	
	COURSE DATES GF: 29 Jan 2004 29 Apr 2004 17 Jun 2004 26 Aug 2004 23 Sep 2004	COURSE DATES NAWC:
LENGTH:	1 Day	
TIME:	9:00 a.m.-4:00 p.m.	
ROLE MAPPING GUIDANCE:	Mapped to personnel within the organization that are currently processing MILSTRIP and GFE transactions. Contractors may not be mapped to MILSTRIP Management. MILSTRIP Support is mapped to personnel within the organization responsible for the hands-on processing of detailed MILSTRIP and GTE transactions. Management and support roles contain the same transactions with management holding the additional responsibilities of approval and release. Mapping to both roles is not necessary.	
DESCRIPTION:	This course will prepare you to use SIGMA to create SAP MILSTRIP purchase orders utilizing procurement requests/master government furnished equipment (GFE) lists (MGFELs), etc.; ensure that information is complete on the SAP MILSTRIP P.O. and that funds are available; monitor the status of the MILSTRIP P.O.; and ensure the receipt of the goods/services are incorporated into SAP. This course will also prepare you to use SIGMA to identify, analyze, review and approve, and monitor status of discrepancies on various MILSTRIP and GFE related documents and reports.	
SIGMA ROLES:	<ul style="list-style-type: none"> ❖ MILSTRIP Management ❖ MILSTRIP Support 	
MATERIALS NEEDED:	Participants should print all appropriate course materials and bring them to class. Materials can be found at: https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay&section=cdev&section_id=292 .	
NOMINATIONS:	<p>NAVAIR government employees should register via Employee Self-Service in SAP: https://ess.navair1.navy.mil. Step-by-step instructions for how to complete a registration can be found at: https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay&section=res&section_id=235.</p> <p>Government contractors and employees without basic user access to SIGMA/SAP should complete the Sigma Contractor Initial Training Request Form (found at https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay&section=res&section_id=219) and fax it to the Sigma Site Course Coordinator at (301)342-4523.</p>	
COST:	None	
POC:	(301) 757-1009	

COURSE TITLE:	SIGMA OPERATING BUDGET
VENDOR:	NAVAIR
LOCATION:	Patuxent River, Maryland
DATES:	30-31 AUG 04 01-02 SEP 04
LENGTH:	2 Day
TIME:	8 a.m. –4:00 p.m.
ROLE MAPPING GUIDANCE:	Non-fiduciary roles mapped to AIR 7.8 personnel only. Exceptions must be approved by the 7.8 process owner. Fiduciary roles mapped to AIR 10.0 personnel only. Exceptions must be approved by the 10.0 process owner.
DESCRIPTION:	This course provides an introduction to cost centers, activity types, and Statistical Overhead projects including the use of Statistical Work Breakdown Structure (WBS) Elements. The course subject areas include Cost Planning, Execution, and tracking of Indirect Funding and how the Statistical WBS identifier facilitates the tracking and reporting of Overhead projects. Additionally, the course provides an overview of applicable reports used in monitoring cost centers and Overhead Projects.
SIGMA ROLES:	<ul style="list-style-type: none"> ❖ Competency Management ❖ Cost Redistribution Account (CRA) Operations ❖ Operating Budget – CBS ❖ Operating Budget - F
MATERIALS NEEDED:	Participants should print all appropriate course materials and bring them to class. Materials can be found at: https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay&section=cdev&section_id=292 .
NOMINATIONS:	<p>NAVAIR government employees should register via Employee Self-Service in SAP: https://ess.navair1.navy.mil. Step-by-step instructions for how to complete a registration can be found at: https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay&section=res&section_id=235.</p> <p>Government contractors and employees without basic user access to SIGMA/SAP should complete the Sigma Contractor Initial Training Request Form (found at https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay&section=res&section_id=219) and fax it to the Sigma Site Course Coordinator at (301)342-4523.</p>
COST:	None
POC:	(301) 757-1009

COURSE TITLE:	SIGMA PID/PR (GF and NAWC)	
VENDOR:	NAVAIR	
LOCATION:	Patuxent River, Maryland	
	COURSE DATES GF: 15 & 22 Jan 04 12 & 19 Feb 04 04 & 11 Mar 04 15 Apr 04 20 May 04 10 Jun 04 19 Aug 04 16 Sep 04	COURSE DATES NAWC: 05 & 26 Feb 04 25 Mar 04 06 May 04 03 Jun 04 12 Aug 04 13 Sep 04
LENGTH:	1 Day	
TIME:	9:00 a.m.-4:00 p.m.	
ROLE MAPPING GUIDANCE:	Mapped to personnel in the PMAs and competencies responsible for the hands-on detailed processing of PID/PRs. The approval role is limited to government/military personnel only.	
DESCRIPTION:	This course will prepare you to use SIGMA to compile all information in the initiating the Procurement Initiation Document/Procurement Request, manage and track the PID/PR. This course will prepare you to use SIGMA to review and approve the PID/PR.	
SIGMA ROLES:	<ul style="list-style-type: none"> ❖ PID/PR Administration ❖ PID/PR Approval 	
MATERIALS NEEDED:	Participants should print all appropriate course materials and bring them to class. Materials can be found at: https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay&section=cdev&section_id=292 .	
NOMINATIONS:	<p>NAVAIR government employees should register via Employee Self-Service in SAP: https://ess.navair1.navy.mil. Step-by-step instructions for how to complete a registration can be found at: https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay&section=res&section_id=235.</p> <p>Government contractors and employees without basic user access to SIGMA/SAP should complete the Sigma Contractor Initial Training Request Form (found at https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay&section=res&section_id=219) and fax it to the Sigma Site Course Coordinator at (301)342-4523.</p>	
COST:	None	
POC:	(301) 757-1009	

COURSE TITLE:	SIGMA PTL/PA (GF and NAWC)	
VENDOR:	NAVAIR	
LOCATION:	Patuxent River, Maryland	
	COURSE DATES GF: 24-26 Feb 04 18-20 MAY 04 20-22 JUL 04	COURSE DATES NAWC: 10-12 Feb 04 23-25 Mar 04 22-24 JUN 04 17-19 AUG 04
LENGTH:	3 Days	
TIME:	8:00 a.m.-4:00 p.m.	
ROLE MAPPING GUIDANCE:	PA role should be mapped to personnel who perform the non-financial detailed project planning and status updates. PTL role should be mapped to personnel filling a team leader role inside/outside a PEO/PMA, and cost accounting managers in the field. There is sufficient overlap that mapping to both roles is not necessary. AIR 7.8 personnel mapped to these roles must be approved by the process owner.	
DESCRIPTION:	This course will prepare you to use SUGMA to execute the planning and creation of all work required to imitate and complete projects assigned, including: creation of plans and budgets, resource loading, confirmation of work activities, tracking and reporting of project costs, assessing project progress and project billing.	
SIGMA ROLES:	<ul style="list-style-type: none"> ❖ Project Analysis ❖ Project Team Lead 	
MATERIALS NEEDED:	Participants should print all appropriate course materials and bring them to class. Materials can be found at: https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay&section=cdev&section_id=292 .	
NOMINATIONS:	<p>NAVAIR government employees should register via Employee Self-Service in SAP: https://ess.navair1.navy.mil. Step-by-step instructions for how to complete a registration can be found at: https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay&section=res&section_id=235.</p> <p>Government contractors and employees without basic user access to SIGMA/SAP should complete the Sigma Contractor Initial Training Request Form (found at https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay&section=res&section_id=219) and fax it to the Sigma Site Course Coordinator at (301)342-4523.</p>	
COST:	None	
POC:	(301) 757-1009	

COURSE TITLE:	SIGMA SUPERVISORY		
VENDOR:	NAVAIR		
DATES:	22 Jan 2004 18 Feb 2004 16 Mar 2004	13 Apr 04 13 May 04 15 Jun 04	15 Jul 04 12 Aug 04 14 Sep 04
LENGTH:	1 Day		
TIME:	8:00 a.m. – 4:00 p.m.		
ROLE MAPPING GUIDANCE:	Limited to official supervisors only.		
DESCRIPTION:	This course will prepare you to use SIGMA to execute/approve personnel assignments, input/approve civilian award nominations, approve training, approve time, review/change Individual Development Plans, collect performance information and review/approve performance evaluations.		
SIGMA ROLES:	❖ Supervisory		
MATERIALS NEEDED:	Participants should print all appropriate course materials and bring them to class. Materials can be found at: https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay&section=cdev&section_id=292 .		
NOMINATIONS:	NAVAIR government employees should register via Employee Self-Service in SAP: https://ess.navair1.navy.mil . Step-by-step instructions for how to complete a registration can be found at: https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay&section=res&section_id=235 . Government contractors and employees without basic user access to SIGMA/SAP should complete the Sigma Contractor Initial Training Request Form (found at https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay&section=res&section_id=219) and fax it to the Sigma Site Course Coordinator at (301)342-4523.		
COST:	None		
POC:	(301) 757-1009		

COURSE TITLE:	1556 Workshop
VENDOR:	NAVAIR
LOCATION:	Patuxent River, Maryland
COURSE DATES : All Dates have AM and PM Offerings	19 July 04 27 July 04 05 Aug 04 09 Aug 04 18 Aug 04 25 Aug 04
LENGTH:	2 hours
TIME:	9:00 a.m.-11:00 a.m. or 1300 p.m. –1500 p.m.
DESCRIPTION:	This workshop will prepare you to use SIGMA to initiate a 1556 request for all Planned and Ad Hoc Training.
SIGMA ROLES:	❖ Basic User
MATERIALS NEEDED:	Participants will need to have an active SIGMA/SAP login (for the Logon Pad access option available on your desktop), as well as an NMCI logon. A training request for the workshop itself will be entered as a planned request, but participants are also encouraged to bring a training request (planned or ad hoc) they would like to enter.
NOMINATIONS:	NAVAIR government/military employees should register by email to kimberly.earnshaw@navy.mil .
COST:	None
POC:	(301) 757-1009