

FY 05 CALENDAR (OCTOBER 04 - SEPTEMBER 05)

Classes will be held at PAX River MD

SIGMA	COST	COURSE DATES AND COURSE CODES											
		OCT 04	NOV 04	DEC 04	JAN 05	FEB 05	MAR 05	APR 05	MAY 05	JUN 05	JUL 05	AUG 05	SEP 05
Sigma Budget Formulation & Allocation - GF	None	19-21		07-09		15-17		26-28		21-23		23-25	
Sigma Budget Formulation & Allocation - NAWC	None		30 Nov –02 Dec		25-27		29-31		24-26		26-28		13-15
Sigma Budget Formulation & Allocation – Fiduciary GF	None	To Be Determined											
Sigma Budget Formulation & Allocation – Fiduciary NAWC	None	To Be Determined											
Sigma Competency Training Coordinator	None	Scheduled on an as needed basis. For more information, call 7-1009.											
Sigma Competency Training Coordinator Refresher	None	26	29	15		01 & 28		04	02	07	11	09	12
Sigma Cost Accounting - Fiduciary	None	Scheduled on an as needed basis. For more information, call 7-1009.											
Sigma Cost Accounting Fixed Assets - Fiduciary		Scheduled on an as needed basis. For more information, call 7-1009.											
Sigma Cost Accounting General Ledger		Scheduled on an as needed basis. For more information, call 7-1009.											
Sigma Management Administration	None	Scheduled on an as needed basis. For more information, call 7-1009.											
Sigma MILSTRIP	None	21	18	16	27	17	17	21	19	23		18	22
Sigma Op Bud	None	13-14			19-20			13-14			20-21		
Sigma PID/PR - GF	None	14		02	13	03	03	07	05	09		11	15
Sigma PID/PR - NAWC	None		04	09	20	10	10	14	12	16		04	01

FY 05 CALENDAR (OCTOBER 04 - SEPTEMBER 05)

Classes will be held at PAX River MD

SIGMA	COST	COURSE DATES AND COURSE CODES											
		OCT 04	NOV 04	DEC 04	JAN 05	FEB 05	MAR 05	APR 05	MAY 05	JUN 05	JUL 05	AUG 05	SEP 05
Sigma Program/Project Management	None	28			27			28			28		
Sigma PTL/PA - GF	None	19-21	16-18		11-13		08-10		10-12		12-14		13-15
Sigma PTL/PA - NAWC	None	05-07	02-04	07-09		08-10		05-07		07-09		09-11	
Sigma Supervisory	None	18	16	06	24	24	22	26	23	28		01 & 30	
Sigma Time and Attendance Workshop	None	14	18	16	20	17	17	21	19	23	28	25	
Sigma 1556 Workshop	None	05	01	07	11	08	07	12	09	14	19	15	20

COURSE TITLE:	SIGMA BUDGET FORMULATION & ALLOCATION (GF and NAWC)	
VENDOR:	NAVAIR	
LOCATION:	Patuxent River, Maryland	
	COURSE DATES GF: 19-21 OCT 04 16-18 NOV 04 07-09 DEC 04 01-03 MAR 05 26-28 APR 05 21-23 JUN 05 23-25 AUG 05	COURSE DATES NAWC: 26-28 OCT 04 30 NOV-02 DEC 04 25-27 JAN 05 29-31 MAR 05 24-26 MAY 05 26-28 JUL 05 13-15 SEP 05
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: Career Development	
NOMINATIONS:	<p>NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at : Career Development</p> <p>Government contractors and employees without basic user access to SIGMA/SAP should complete the Sigma Contractor Initial Training Request Form found at Career Development and fax it to the Sigma Site Course Coordinator at (301)342-4523.</p>	
COST:	None	
POC:	(301) 757-1009	

COURSE TITLE:	SIGMA BUDGET FORMULATION & ALLOCATION - FIDUCIARY (GF and NAWC)	
VENDOR:	NAVAIR	
LOCATION:	Patuxent River, Maryland	
	COURSE DATES GF: TBD	COURSE DATES NAWC: TBD
LENGTH:	3 Days	
TIME:	8:00 a.m.-4:00 p.m.	
ROLE MAPPING GUIDANCE:	Limited to AIR 10.0 personnel. Exceptions must be approved by the 10.0 process owner.	
DESCRIPTION:	This course will prepare you to use SIGMA to exercise overall fiduciary oversight, propriety of funds and anti-deficiency compliance for funding execution. This course will also prepare you to use Sigma to commit and obligate funds; oversee compliance and variance from budget; ensure allocations received from PBAS are properly recorded, administered, and distributed via SAP to other competencies; establish acceptance documents (sales orders); release WBS billing elements to begin the enabling of collection; create, allocate, and modify funds at the project level; and accept a reimbursable document, either WCF or a non-NAVAIR appropriation.	
SIGMA ROLES:	<ul style="list-style-type: none"> ❖ Funding Execution – F ❖ Funds Allocation – F ❖ Funds Control – F ❖ Program Budget Formulation - F 	
MATERIALS NEEDED:	Participants should print all appropriate course materials and bring them to class. Materials can be found at: Career Development	
NOMINATIONS:	<p>NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at : Career Development</p> <p>Government contractors and employees without basic user access to SIGMA/SAP should complete the Sigma Contractor Initial Training Request Form found at Career Development 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:	As Needed
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 information for business events; book attendees for business events; generate employee history and cancellation reports, and enter substitute training requests.
SIGMA ROLE:	❖ Competency Training Coordinator
MATERIALS NEEDED:	Participants should print all appropriate course materials and bring them to class. Materials can be found at: Career Development .
NOMINATIONS:	NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at : Career Development Government contractors and employees without basic user access to SIGMA/SAP should complete the Sigma Contractor Initial Training Request Form found at Career Development 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	
	COURSE DATES: 26 OCT 04 29 NOV 04 15 DEC 04 01 FEB 05 28 FEB 05 04 APR 05	COURSE DATES: 02 MAY 05 07 JUN 05 11 JUL 05 09 AUG 05 12 SEP 05
LENGTH:	3 Hours	
TIME:	8:00 a.m.-11:00 a.m.	
ROLE MAPPING GUIDANCE:	Mapped to competency personnel responsible for the management of training personnel in their competency.	
DESCRIPTION:	This course will review how to use SIGMA to display information for business events; book attendees for business events; generate employee history and cancellation reports, and enter substitute training requests, as well as provide any new or updated business rules.	
SIGMA ROLE:	❖ Competency Training Coordinator	
MATERIALS NEEDED:	Participants should print all appropriate course materials and bring them to class. Materials can be found at: Career Development .	
NOMINATIONS:	<p>NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at : Career Development</p> <p>Government contractors and employees without basic user access to SIGMA/SAP should complete the Sigma Contractor Initial Training Request Form found at Career Development and fax it to the Sigma Site Course Coordinator at (301)342-4523.</p>	
COST:	None	
POC:	(301) 757-1009	

COURSE TITLE:	SIGMA COST ACCOUNTING - FIDUCIARY
VENDOR:	NAVAIR
LOCATION:	Patuxent River, Maryland
DATES:	As Needed
LENGTH:	4 Days
TIME:	8:00 a.m.-4:00 p.m.
ROLE MAPPING GUIDANCE:	Limited to AIR 10.0 personnel. Exceptions must be approved by the 10.0 process owner.
DESCRIPTION:	This course will prepare you to use Sigma to record business transactions & assist in the preparation of financial statements, including vendor services.
SIGMA ROLES:	❖ Cost Accounting - F
MATERIALS NEEDED:	Participants should print all appropriate course materials and bring them to class. Materials can be found at : Career Development .
NOMINATIONS:	<p>NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at : Career Development</p> <p>Government contractors and employees without basic user access to SIGMA/SAP should complete the Sigma Contractor Initial Training Request Form found at Career Development and fax it to the Sigma Site Course Coordinator at (301)342-4523.</p>
COST:	None
POC:	(301) 757-1009

COURSE TITLE:	SIGMA COST ACCOUNTING FIXED ASSETS - FIDUCIARY (GF and NAWC)
VENDOR:	NAVAIR
LOCATION:	Patuxent River, Maryland
DATES:	As Needed
LENGTH:	½ Day
TIME:	8:00 a.m.-12:00 p.m.
ROLE MAPPING GUIDANCE:	Limited to AIR 10.0 personnel. Exceptions must be approved by the 10.0 process owner.
DESCRIPTION:	This course will prepare you to use Sigma to complete the financial transactions related to fixed assets.
SIGMA ROLES:	❖ Cost Accounting Fixed Assets - F
MATERIALS NEEDED:	Participants should print all appropriate course materials and bring them to class. Materials can be found at : Career Development .
NOMINATIONS:	<p>NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at : Career Development</p> <p>Government contractors and employees without basic user access to SIGMA/SAP should complete the Sigma Contractor Initial Training Request Form found at Career Development and fax it to the Sigma Site Course Coordinator at (301)342-4523.</p>
COST:	None
POC:	(301) 757-1009

COURSE TITLE:	SIGMA COST ACCOUNTING GENERAL LEDGER- FIDUCIARY (GF and NAWC)
VENDOR:	NAVAIR
LOCATION:	Patuxent River, Maryland
DATES:	As Needed
LENGTH:	2 ½ Days
TIME:	8:00 a.m.-4:00 p.m.
ROLE MAPPING GUIDANCE:	Limited to AIR 10.0 personnel. Exceptions must be approved by the 10.0 process owner.
DESCRIPTION:	This course will prepare you to use Sigma to record business transactions that affect the general ledger and executing closing activities.
SIGMA ROLES:	❖ Cost Accounting General Ledger - F
MATERIALS NEEDED:	Participants should print all appropriate course materials and bring them to class. Materials can be found at : Career Development .
NOMINATIONS:	<p>NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at : Career Development</p> <p>Government contractors and employees without basic user access to SIGMA/SAP should complete the Sigma Contractor Initial Training Request Form found at Career Development and fax it to the Sigma Site Course Coordinator at (301)342-4523.</p>
COST:	None
POC:	(301) 757-1009

COURSE TITLE:	SIGMA MANAGEMENT ADMINISTRATION
VENDOR:	NAVAIR
LOCATION:	Patuxent River, Maryland
DATES:	As Needed
LENGTH:	2 Days
TIME:	8:00 a.m.-4:00 p.m.
ROLE MAPPING GUIDANCE:	Mapped to administrative personnel involved in the tasks identified by the role definition.
DESCRIPTION:	This course will prepare you to use SIGMA to prepare and plan the organizational structures, performance reviews and assignments,/transfers within the organization, as well as update personnel and organizational structure information.
SIGMA ROLE:	❖ Management Administration
MATERIALS NEEDED:	Participants should print all appropriate course materials and bring them to class. Materials can be found at : Career Development .
NOMINATIONS:	NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at : Career Development Government contractors and employees without basic user access to SIGMA/SAP should complete the Sigma Contractor Initial Training Request Form found at Career Development and fax it to the Sigma Site Course Coordinator at (301)342-4523.
COST:	None
POC:	(301) 757-1009

COURSE TITLE:	SIGMA MILSTRIP	
VENDOR:	NAVAIR	
LOCATION:	Patuxent River, Maryland	
	COURSE DATES: 21 OCT 04 18 NOV 04 16 DEC 04 27 JAN 05 17 FEB 05 17 MAR 05	COURSE DATES: 21 APR 05 19 MAY 05 23 JUN 05 18 AUG 05 22 SEP 05
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: : Career Development .	
NOMINATIONS:	<p>NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at : Career Development</p> <p>Government contractors and employees without basic user access to SIGMA/SAP should complete the Sigma Contractor Initial Training Request Form found at Career Development 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
	COURSE DATES: 13-14 OCT 04 19-20 JAN 05 13-14 APR 05 20-21 JUL 05
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 ❖ 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: Career Development .
NOMINATIONS:	<p>NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at : Career Development</p> <p>Government contractors and employees without basic user access to SIGMA/SAP should complete the Sigma Contractor Initial Training Request Form found at Career Development 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: 14 SEP 04 02 DEC 04 13 JAN 05 03 FEB 05 03 MAR 05 07 APR 05 05 MAY 05 09 JUN 05 18 AUG 05 22 SEP 05	COURSE DATES NAWC: 04 NOV 04 09 DEC 04 20 JAN 05 10 FEB 05 10 MAR 05 14 APR 05 12 MAY 05 16 JUN 05 04 AUG 05 01 SEP 05
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 : Career Development .	
NOMINATIONS:	<p>NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at : Career Development</p> <p>Government contractors and employees without basic user access to SIGMA/SAP should complete the Sigma Contractor Initial Training Request Form found at Career Development and fax it to the Sigma Site Course Coordinator at (301)342-4523.</p>	
COST:	None	
POC:	(301) 757-1009	

COURSE TITLE:	SIGMA PROGRAM/PROJECT MANAGEMENT
VENDOR:	NAVAIR
LOCATION:	Patuxent River, Maryland
:	COURSE DATES 28 OCT 04 27 JAN 05 28 APR 05 28 JUL 05
LENGTH:	1 Day
TIME:	9:00 a.m.-4:00 p.m.
ROLE MAPPING GUIDANCE:	Limited to government/military personnel only. In general, this role is for the Program Manager or Deputy Program Manager of the PMA; however, other personnel such as Level 1s and possibly Level 2s in PEOs and competencies may need this role.
DESCRIPTION:	This course will prepare you to use SIGMA to manage and direct all aspects of program/project effort, including: tasking project team leads and other personnel to initiate project planning, budgeting and execution; ensuring Fleet requirements are being met with highly reliable end products; tracking project progress and performance; and reviewing/approving budgets, project plans, budget/project structures, and project schedules.
SIGMA ROLES:	❖ Program/Project Management
MATERIALS NEEDED:	Participants should print all appropriate course materials and bring them to class. Materials can be found at : Career Development .
NOMINATIONS:	NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at : Career Development This course is not open to contractors.
COST:	None
POC:	(301) 757-1009

COURSE TITLE:	SIGMA PTL/PA (GF and NAWC)	
VENDOR:	NAVAIR	
LOCATION:	Patuxent River, Maryland	
	COURSE DATES GF: 19-21 OCT 04 16-18 NOV 04 11-13 JAN 05 08-10 MAR 05 10-12 MAY 05 12-14 JUL 05 13-15 SEP 05	COURSE DATES NAWC: 02-04 NOV 04 07-09 DEC 04 08-10 FEB 05 05-07 APR 05 07-09 JUN 05 09-11 AUG 05
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 SIGMA 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 : Career Development .	
NOMINATIONS:	NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at : Career Development Government contractors and employees without basic user access to SIGMA/SAP should complete the Sigma Contractor Initial Training Request Form found at Career Development and fax it to the Sigma Site Course Coordinator at (301)342-4523.	
COST:	None	
POC:	(301) 757-1009	

COURSE TITLE:	SIGMA SUPERVISORY	
VENDOR:	NAVAIR	
	COURSE DATES: 18 OCT 04 16 NOV 04 06 DEC 04 24 JAN 05 24 FEB 05 22 MAR 05	COURSE DATES: 26 APR 05 23 MAY 05 28 JUN 05 01 AUG 05 30 AUG 05
LENGTH:	1 Day	
TIME:	8:00 a.m. – 4:00 p.m.	
ROLE MAPPING GUIDANCE:	Limited to official supervisors only.	
DESCRIPTION:	This course will provide the training required to complete various “official supervisor” tasks in SAP. This training is designed to provide a complete overview of functions required by supervisors. The most popular tool for manager outlined in CBT is the Managers Desktop. This tool is designed to provide supervisors with a variety of information, in addition to providing easy access to automated functions. Upon completion of this training, you will be more familiar with the Managers Desktop, Time Management, Organizational Management, and Personnel Administration.	
SIGMA ROLES:	❖ Supervisory	
MATERIALS NEEDED:	Participants should print all appropriate course materials and bring them to class. Materials can be found at: : Career Development .	
NOMINATIONS:	NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at : Career Development	
	This course is not open to contractors.	
COST:	None	
POC:	(301) 757-1009	

COURSE TITLE:	SIGMA TIME AND ATTENDANCE WORKSHOP	
VENDOR:	NAVAIR	
	COURSE DATES: 14 OCT 04 18 NOV 04 16 DEC 04 20 JAN 05 17 FEB 05	COURSE DATES: 17 MAR 05 21 APR 05 19 MAY 05 23 JUN 05 28 JUL 05 25 AUG 05
LENGTH:	1/2 Day	
TIME:	8:00 a.m. – 12:00 p.m.	
ROLE MAPPING GUIDANCE:	Limited to official supervisors only.	
DESCRIPTION:	This workshop will review how to enter and approve time for the current week. Participants will learn to create, modify and utilize variants for time approval, and will review the time sheet data report.	
SIGMA ROLES:	❖ Supervisory	
MATERIALS NEEDED:	Participants should print all appropriate course materials and bring them to class. Materials can be found at : Career Development .	
NOMINATIONS:	NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at : Career Development This course is not open to contractors.	
COST:	None	
POC:	(301) 757-1009	

COURSE TITLE:	SIGMA 1556 WORKSHOP	
VENDOR:	NAVAIR	
LOCATION:	Patuxent River, Maryland	
	COURSE DATES : 05 OCT 04 01 NOV 04 07 DEC 04 11 JAN 05 08 FEB 05 07 MAR 05	COURSE DATES : 12 APR 05 09 MAY 05 14 JUN 05 19 JUL 05 15 AUG 05 20 SEP 05
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 1556 WORKSHOP This course is not open to contractors.	
COST:	None	
POC:	(301) 757-1009	