

# FY 13 CALENDAR (OCTOBER 2012- SEPTEMBER 2013)

NAVY ERP	COST	COURSE DATES											
		OCT 12	NOV 12	DEC 12	JAN 13	FEB 13	MAR 13	APR 13	MAY 13	JUN 13	JUL 13	AUG 13	SEP 13
Buyer P-Card – To Register please contact (301)757-9756	None	18	15	13	17	19	19	18	16	18	16	20	19
PBFM-HQ	None	16-18		04-06	29-31		19-21		07-09	25-27		06-08	
PBFM-NWCF	None	29-31			08-10				08-09		08-10		
Project Manager	None	16-18	06-08	04-06	15-17	12-14	12-14	09-11	07-09	11-13	09-11	13-15	10-12
Purchase Requisitioning MIL	None	10	14	12	23	20	27	24	29	19	17	21	18
Purchase Requisitioning SPS	None				23				15			14	
Supervisory-all sessions p.m.	None	02	06 FULL	04	08	12	12	09	07	11	16	13	10

<b>COURSE TITLE:</b>	<b>NAVY ERP PROJECT MANAGER COURSE</b>
<b>VENDOR:</b>	Naval Air Systems Command AIR 1.1.4 Navy ERP Project Management Team Patuxent River, MD
<b>LOCATION:</b>	Employee Development Center, Building #2189
<b>DATES:</b>	16-18 October 12 06-08 November 12 04-06 December 12 15-17 January 13 12-14 February 13 12-14 March 13 09-11 April 13 07-09 May 13 11-13 June 13 09-11 July 13 13-15 August 13 10-12 September 13
<b>TIME:</b>	8:00 a.m. -4:30 p.m.
<b>DESCRIPTION:</b>	This is the Instructor Lead Training (ILT) course required to obtain the Navy ERP Project Manager (PM) role. This Navy ERP PM role is required to create and maintain Direct Reimbursable (DR-) project structures used for NAWC project planning and execution purposes.
<b>OBJECTIVES:</b>	Upon completion of the training, participants will learn about the process steps, roles and responsibilities involved in how to utilize Navy ERP in support of the "Plan to Perform" business process. Participants will also be able to: <ul style="list-style-type: none"> <li>❖ Identify and explain the purpose of Project Structures</li> <li>❖ Understand and discuss the NAVAIR's policies, processes, business rules and procedures related to Project Structure creation.</li> <li>❖ Understand and use the Basic Navy ERP Project Reporting capabilities for successful project oversight &amp; management during execution.</li> </ul>
<b>AUDIENCE:</b>	HQ or NAWC Project Managers, IPTLs, Program Analysts, Business Financial Managers, Technical Leads and or Supervisors who have duties and responsibilities to plan, monitor, manage NAWC projects or create and maintain Direct Reimbursable (DR-) Project Structures in Navy ERP.
<b>PREREQUISITES:</b>	NAVAIR employees must be role mapped in Access Enforcer to the Navy ERP Project Systems " <b>Project Manager</b> " and " <b>Project Reporting</b> " roles. Participants must complete the following Navy ERP Web-based training (WBT) courses available @ <a href="https://ep.erp.navy.mil">https://ep.erp.navy.mil</a> before attending class. 1) BASIC NAVY ERP PORTAL NAVIGATION; 2) NAVY ERP OVERVIEW; 3) BASIC NAVY ERP NAVIGATION; 4) PLAN TO PERFORM OVERVIEW; & 5) BASIC NAVY ERP REPORTING.
<b>NOMINATIONS:</b>	PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: <a href="https://ep.erp.navy.mil">https://ep.erp.navy.mil</a> <b>NOTE:</b> Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: <a href="http://www.navair.navy.mil/TFSMD/training/indextraining.html">http://www.navair.navy.mil/TFSMD/training/indextraining.html</a>
<b>LENGTH:</b>	3 Days
<b>COST:</b>	None
<b>POC:</b>	(301) 757- 9032 or (301) 757-9019

<b>COURSE TITLE:</b>	<b>NAVY ERP SUPERVISORY COURSE</b>
<b>VENDOR:</b>	Naval Air Systems Command AIR 7.3.3 Competency Patuxent River, MD
<b>LOCATION:</b>	Employee Development Center, Building #2189
<b>DATES:</b>	02 October 12 <del>06 November 12</del> FULL 04 December 12 08 January 13 12 February 13 12 March 13 09 April 13 07 May 13 11 June 13 16 July 13 13 August 13 10 September 13
<b>TIME:</b>	12:30 p.m.- 3:30 p.m.
<b>DESCRIPTION:</b>	This is the formal Instructor Led Training (ILT) course required to obtain both the Navy ERP Supervisory and PA Awards Approving Official roles. The Supervisory role is required to enter, modify and approve an employee's time and the PA Awards Approving Official role is required to approve awards.
<b>OBJECTIVES:</b>	Upon completion of the training, the student should be able to: <ul style="list-style-type: none"> <li>❖ Generate personnel reports</li> <li>❖ Create and/or approve awards</li> <li>❖ Create variants</li> <li>❖ Modify an employee's timecard</li> <li>❖ Approve time for their employees</li> </ul>
<b>AUDIENCE:</b>	Newly assigned Supervisors
<b>PREREQUISITES:</b>	NAVAIR employees (both civilian and military) <b>must</b> be role mapped in Access Enforcer to the Navy ERP "Supervisory" and "PA Awards Approving Official" roles. Civilians must also be identified as a supervisor through DONCADS. Prior to attending class, participants must complete the following <b>four (4)</b> Navy ERP Web-Based Training (WBT) courses: 1) BASIC NAVY ERP NAVIGATION; 2) CHECK IN TO CHECK OUT; 3) USING NAVY ERP FOR MANAGERS; and 4) POST TO REPORT available at <a href="https://ep.erp.navy.mil">https://ep.erp.navy.mil</a> There is a step by step Cue Card – Self Booking Web-Based Training (WBT) Courses that addresses how to enroll in WBTs and can be found on the NAVAIR Business Office website through the <b>MyNavair</b> website under ERP.
<b>NOMINATIONS:</b>	NAVAIR employees who require the Supervisory and PA Awards Approving Official training should either contact the scheduling POC listed below or submit a planned training request through the Navy ERP Portal via: <a href="https://ep.erp.navy.mil">https://ep.erp.navy.mil</a> for one of the upcoming class dates listed.
<b>LENGTH:</b>	3 Hours
<b>COST:</b>	None
<b>POC:</b>	(301) 757-4123