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THE HRSC-NE PRESENTS

Training Waves Newsletter

A Quarterly Newsletter Providing Updates In the Training World

Ripples in the Water

Ripples in the Water is part of a continuing series of articles on training and employee development matters featured in this Training Waves Newsletter. In this issue, Ripples provides information on recording training into DCPDS.

HR Service Delivery: Recording Training in DCPDS

The DON is changing the way HR services are delivered across the enterprise to be more streamlined and customer focused. The new approach to service delivery aligns Human Resources Offices to the Major Commands, aligns each Major Command and the Marine Corps to a single Human Resources Service Center and ensures common policies, processes and systems governed by the ASN (M&RA). These changes will enable delivery of HR services and functions that optimize resources and enable Commands to respond quickly to changing mission requirements.

The Under Secretary of the Navy approved the service delivery implementation plan in his 25 October 2011 memo, and the DON is moving forward with implementation. Preparations are underway to ensure the successful transition to the new approach on April 1, 2013. If you want to

learn more about the DON HR Service Delivery go to: <https://www.portal.navy.mil/donhr/HRServiceDelivery/Pages/Default.aspx>.

To ensure an orderly transition and for the benefit of all HRSC-NE serviced commands/activities, you are strongly encouraged to submit all pending records of training completion to us for upload into DCPDS. Remember, your command/activity is still required to meet OPM's and DoD's requirements and to ensure that all completed civilian employee training instances are inputted into DCPDS. This may be accomplished through existing systems or by manually inputting the required data elements into the Mass Upload Spreadsheet. Provided below is information regarding the documentation and reporting of civilian training.

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HR Service Delivery: Reporting Training

What are the time frames for reporting completed civilian training?

Training should normally be reported to the HRSC-NE within thirty (30) days of the completion date for entry into the Defense Civilian Personnel Data System (DCPDS).

Can anyone submit completed training to the HRSC-NE?

No, all training submitted to the HRSC-NE should be reported via the appropriate activity training representative for purposes of authentication and quality control and to ensure both reported content and the spreadsheet is accurately completed. This is in addition to ensuring that any internal activity record keeping requirements are met.

What format is used to upload training information into DCPDS?

The Department of the Navy (DON) requires that all activities use the Mass Upload Spreadsheet format to record and report all completed training.

Can I modify the Mass Upload Spreadsheet format?

No, the Mass Upload Spreadsheet format has been designed to facilitate input and is compatible with DCPDS and may not be modified. Additionally, the Mass Upload Spreadsheet was updated to conform to new data element requirements, driven by OPM's Enterprise Human Resources Integration (EHRI) initiative to provide government-wide standardization of HR data. For more information regarding OPM's EHRI initiative, visit <http://www.opm.gov/egov/e-gov/EHRI/overview>

Where can I find information on the Mass Upload Spreadsheet?

Information on the use of the Mass Upload Spreadsheet for Recording and Reporting Completed Training is on the Department of the Navy Human Resources (DONHR) website: <http://www.donhr.navy.mil>, click on Training & Development, then click on Training Manager Resource Center, then click on Additional Resources. The DCPDS Excel Mass Upload Spreadsheet Desk Guide is located under the Forms section. The DCPDS Mass Upload Spreadsheet Desk Guide provides instructions and has helpful tips to successfully document training completion using the DCPDS Mass Upload Spreadsheet

Where can I download the Mass Upload Spreadsheet?

To download the latest version of the Mass Upload

Spreadsheet go to the DONHR website, <http://www.donhr.navy.mil>, click on Training & Development, then click on Training Manager Resource Center, then click on Additional Resources. The DCPDS Excel Mass Upload Spreadsheet is located under the Forms section. Save this version of the Mass Upload Spreadsheet to your hard drive and use it as a template for submitting completed training.

I have an older version of the Mass Upload Spreadsheet, can I use this version to input completed training into DCPDS?

Do not use any Mass Upload Spreadsheet versions prior to 2/2008, since these versions do not contain all the fields required by OPM. See Row 1 on the spreadsheet for the version. It is recommended that you download and save the latest version of the Mass Upload Spreadsheet, dated 6/2010, to your hard drive and used it as a template for submitting completed training.

What are the Mass Upload Spreadsheet submission requirements?

Submit the Mass Upload Spreadsheets as often as needed to the HRSC-NE Training Department at: HRSCNETTraining-Reco@navy.mil. However, for reporting efficiency, activities are requested to retain the spreadsheet until a sufficient number of entries (individual or group) are accumulated before forwarding the completed training for entry into DCPDS. A sufficient number is defined as a minimum of 26 entries per Spreadsheet.

- If you have less than 26 entries per month, forward your Mass Upload Spreadsheet with an explanation in the covering e-mail.
- The maximum number of entries per Mass Upload Spreadsheet is 500. If you have more than 500 entries, submit additional spreadsheets.
- Save the Mass Upload Spreadsheet in a filing and naming convention local to your use that will assist in future retrieval, use at the activity level, and for tracking purposes. Also, the file should be password protected. The password "nerecords" previously issued remains valid for use.

Compose an e-mail to the HRSC-NE Training Department and attach the saved file. Then submit the Mass Upload Spreadsheet to the HRSC-NE Training Department at: HRSCNETTraining-Reco@navy.mil. An automatic e-mail response is generated back to you upon receipt of your e-mail.

HR Service Delivery: Reporting Training

- Always include the Privacy Act Statement in you cover e-mail. It reads: Notice: "FOR OFFICIAL USE ONLY – this transmission contains material covered by the Privacy Act of 1974 and should be viewed only by personnel having an official "need to know". If you are not the intended recipient, be aware that any disclosure, copying, distribution, or use of the content of this information is prohibited. If you have received this communication in error, please notify me immediately by e-mail and delete the original message."
- Individuals at the activity responsible for reporting training should make every effort to avoid reporting duplicate training records.

How will I know that the spreadsheet has been processed?

Once your Mass Upload Spreadsheet file has been processed, the HRSC-NE Training Department will send you an e-mail notifying you of the results of the upload into DCPDS.

- The e-mail will usually state: "Mass Upload Spreadsheet Successfully Uploaded with No Errors" or "Mass Upload Spreadsheet Successfully Uploaded with Errors Attached."
- If any records are rejected, you will receive a copy of the "Error Listing for Mass Training Report" that identifies the records rejected and the reason why.
- Also, the HRSC-NE Training Department may provide additional guidance with the e-mail and/or may contact you by phone to assist you with your rejected records or problems with your spreadsheet.
- To ensure the accuracy of the upload, the HRSC-NE conducts a 10 percent quality control check on all uploads.

If I have errors, do I resend the entire spreadsheet again?

No, if you submitted your spreadsheet to the HRSC-NE and received notification back that you had errors, correct and resubmit only the records in question, not the entire spreadsheet with the next transmitted spreadsheet.

Special Circumstances

- Defense Acquisition Workforce Improvement Act (DAWIA). All DAWIA equivalency/fulfillment training courses completed to meet acquisition require-

ments should be entered using the Mass Upload Spreadsheet with the appropriate Method, Decision Source, Purpose, and Type (Subject Area Identifier (SAID)) coding assigned. SAID codes for Acquisition courses may be found in the Defense Acquisition University Catalog at <http://icatalog.dau.mil>.

- To determine the SAID Code using the DAU catalog, locate the course and the Personnel Data System (PDS) Code which is listed at the end of the course description. Use 40 as the first two digits of the SAID Code and use the PDS Code for the remaining 3 digits of the SAID Code. For example, the PDS Code for the course ACQ201A is JHA. Use 40 as the first two digits and the SAID Code becomes 40JHA.
- Employees who have completed DAWIA courses via the Register-Now website do not need to submit their courses via the Mass Upload Spreadsheet. These courses are downloaded from Register-Now into DCPDS monthly.
- **Navy Knowledge Online (NKO).** Do not use the Mass Upload Spreadsheet to report completed courses taken by employees through NKO. The Navy Training Management Planning System (NTMPS) will automatically download the completed NKO course into the employee's DCPDS training record.

Total Workforce Management System (TWMS).

Courses taken through TWMS should automatically upload into DCPDS. Please note that courses are uploaded weekly from TWMS to DCPDS. If you are viewing your training history on TWMS, you will see locks that are locked and / or unlocked, if a lock is locked that course successfully uploaded into DCPDS, your official training history, if a lock is unlocked the course has not been successfully uploaded into DCPDS. If a course has not successfully upload into DCPDS and before transferring completed training information to the Mass Upload Spreadsheet and sending it to the HRSC-NE for upload into DCPDS, contact the TWMS personnel.

Contact Information

If you have questions concerning reporting training event (s) or previously reported training, contact the HRSC-NE Training Department at (215) 697-0253 or DSN 442-0253 or send us an e-mail at HRSCNETraining-Reco@navy.mil

Thank you for your continued support and effort as we move forward with this service delivery implementation.

Department of the Navy Fast Track Training Program

On September 11-12, the HRSC-NE successfully hosted the new 'Introduction to the DON EEO Program' training course. The course was written for DON employees who will be moving into EEO positions when DON HR service delivery changes are implemented in April 2013. The EEO course was a key offering as part of the FY 2012 Fast-Track Training Schedule.

The course co-authors, Ed Castellon and Judy Canabon, both of the OCHR, EEO office, were here to instruct the course. The HRSC-NE was the east coast location for the course. Last month a pilot course was delivered on the west coast at the HRSC-SW. This course is just one of many being offered at HRSCs during August and September. In the future these new HR courses in Employee Relations, Labor Relations, Position Classification, and Equal Employment Opportunity will be offered to the DON HR community as part of the annual DON HR training schedule.



Policy Update

DoDI 1400.25 Volume 410 the DoD Civilian Personnel Management System: Training, Education and Professional Development continues to be under review

The DoDI 1400.25 Volume 410 received more than 65 comments from the field.

There were nearly 50 comments on various topics including the use of IDPs, EEO concerns and disability accessibility

The next steps: The DoDI will receive some revisions and will be reviewed again by DoD's legal department.

There is no estimated time of completion.

The Federal Training Policy Handbook

The Federal Training Policy Handbook is currently under review and awaiting approval.

If you would like to read a draft of the Federal Training Policy Handbook, click on the attachments included in this PDF.



DONHR Community Development

On June 18, 2012, Patricia Adams, Deputy Assistance Secretary of Navy Civilian Human Resources, issued a memo about DONHR Community Development. The Year 2012 begins the "**Year of the Refresh**" for the DON HR Community. This is an important time of transition for the Department of the Navy as we face changes with DONHR Service Delivery, USASTAFFING, and e-OPFs.

As a result, Talent Management is an HR Community priority for the Department of the Navy. In order to promote Talent Management we must:

- Examine our workforce from the broadest perspective;
- Analyze the strengths and gaps;
- Implement new strategies to bridge those gaps
- Maintain our professional excellence;
- Harness new and build existing talent to meet future challenges
- Improve our contribution to the DON mission.

To view the memo issued by Patricia Adams, click on the attachments included in this PDF.



Patricia Adams, Deputy Assistant Secretary of Navy Civilian Human Resources

The Individual Development Plan (IDP)

One important factor in the Year of the Refresh is the Individual Development Plan (IDP). In her June Memo, Pat Adams stressed her desire for Navy employees to have IDPs.

“During this time of transition in our HR community with HR Service Delivery, USASTAFFING, and e-OPFs, for instance, Ms. Adams sees this as an opportunity to enhance our capabilities and refresh our HR skills as consultants, technical experts, strategic partners, and employee champions. How will we do this? By developing corporate development goals and objectives and engaging in developmental activities aligned with these goals and objectives. You will identify developmental goals and activities as you create a new IDP.”

IDP Purpose:

- Supports career management goals
- Competency assessments help identify short-term learning objectives

- Developed in conjunction with your supervisor

IDP format options:

- The DON IDP fill able form available at: <https://www.portal.navy.mil/donhr/HRTrainingCatalogue/Pages/default.aspx>
- Other component or command IDP formats

Commands are welcome to create/adapt their own IDP forms for a more command focused IDP or use the DON IDP form.



DONHR Developmental Resources

The Year of the Refresh requires that Navy employees have easy access to HR courses and resources. In support of the Year of the Refresh the Department of the Navy (DON) has introduced the DON HR Training Catalogue.

Courses are aligned with DoD HR Professional Framework and DON Competency Model, and there are currently over 200 courses provided by the DON, OPM HR University, vendor and other federal training sources.

The DONHR Catalogue offers Free and cost; online and classroom training.

Click on the following link to access the DONHR Catalogue:

<https://www.portal.navy.mil/donhr/HRTrainingCatalogue/Pages/default.aspx>

HR Training Catalogue			
Actions ▾			
Role	Function / Competency	Work-Level	Course Title
HR Technical Specialist	Labor Relations	Entry	The Federal Service Labor-Management Relations Statute
HR Technical Specialist	Labor Relations	Journey	Basic Labor Relations
HR Technical Specialist	Labor Relations	Entry	Labor Relations - Basic
HR Advisor	Labor Relations	Journey	Labor Relations - Intermediate

More Federal Employees Get Student Loan Help

The federal government paid nearly \$85.7 million in employees' student loan debts in 2010, a 38 percent increase over the previous year, according to a report. Thirty-six agencies made the payments for 11,359 employees in 2010, a 34 percent increase in the number of employees helped, the Office of Personnel Management said in a report to Congress.

The bulk of the \$23.8 million governmentwide increase came from the Defense Department, which more than doubled its student loan repayment program in 2010 — from \$14.0 million in 2009 to \$29.5 million. OPM said Defense had a shortage of skills in mission-critical occupations, such as engineering and contracting, due to retirements. DoD increased its student loan program to attract employees with those skills. Defense repaid student loans for 3,865 employees in 2010, including 1,367 engineers and 970 contracting officer

OPM said that surveys of new Defense employees whose student loans are being repaid show the program was a major factor in their decision to come work at Defense. About 94 percent of employees whose student loans are repaid stay at least the required three years. Employees who leave before the three-year period is up must repay those loans.

The Justice and State departments are the next-biggest users of student loan repayments. Justice repaid \$19.4 million in loans to 2,563 employees, which was virtually flat from the 2009 dollar amount.

State's \$9.6 million in loan repayments was a \$2.4 million increase from 2009. OPM said much of that was due to the Diplomacy 3.0 Foreign Service hiring initiative. OPM said 95 percent of State employees who received loan repayments since 2002 remained for the required service period.

OPM Director John Berry urged agencies to use benefits such as student loan repayments prudently.

"It is important for agencies to closely monitor the cost of using discretionary tools such as student loan repayments," Berry wrote in the report's introduction. "This is especially true during periods of strained fiscal resources such as the one we are currently enduring."

(Federal Times, <http://www.federaltimes.com/article/20120705/BENEFITS01/307050002/More-employees-get-help-student-loan-payments?odyssey=tab|topnews|text|Pay%20&%20Benefits>)

Navy Capitol Hill Workshop



The Government Affairs Institute (GAI) at Georgetown University is offering Navy Capitol Hill Workshops to provide military and civilian employees in the Department of the Navy with a first hand understanding of the processes, procedures and culture of Congress. Participants at each

4 day workshop will receive briefings on legislative issues specifically tailored to the Navy. Topics range from issues and politics of the overall Department of Defense authorization and appropriation to the details of specific programs and systems. All sessions will take place on Capitol Hill.

Candidate selection should be made on a merit-based process. This workshop is intended for GS-11 (or equivalent) and above or O-2 and above who have a need or interest in a comprehensive understanding of Congress.

Topics covered may include:

- Congress and the Political Process
- Leadership and Organization in Congress
- Key Stages in the Legislative Process

- The Defense Appropriations Subcommittees
- Navy/USMC Issues Before the Armed Services Committee
- The Role of Congressional Committee and Personal Staff
- Navy Legislative Affairs
- Lobbying and Special Interests
- The Defense Budget Outlook
- A Member's Perspective on Defense Issues

Dates Eligibility:

- November 26-29, 2012
- February 25-28, 2013
- April 22-25, 2013
- June 10-13, 2013
- July 29-August 1, 2013

Selected candidates for the program should register on the GAI website (<http://gai.georgetown.edu/navy.cfm>). Registration and payment information for courses must be received two weeks prior to the course start date. Additional information can be found at: <https://www.porta1.navy.mil/donhr/TrainingDevelopment/Lists/Development%20Program%20Information/DispForm.aspx?ID=1&Source=https%3A%2F%2Fwww%2Eportal%2Enavy%2Emil%2Fdonhr%2FTrainingDevelopment%2FPages%2FDevelopment%2Easpx>

Constitution/Citizenship Day



17 September 2012 is Constitution Day and Citizenship Day. In accordance with Public Law 108-447 training and/or educational materials are required to be made available to all

employees annually. The Department of the Navy, Office

of Civilian Human Resources recommends that activities review and implement their plans ensuring the workforce is provided training and/or educational materials in observation of Constitution Day and Citizenship Day. Reporting of attendance is not required. However, activities should be able to report positive actions taken to meet the statutory requirements. To view the Constitution Day and Citizenship Day training click on the following link:

<http://constitutionday.cpms.osd.mil/>

How Are Students Spending Student Loan Money?

Time Magazine recently featured an article on the growing student loan debt and questioned whether or not students are using their loan money appropriately.

“The student loan debt crisis is massive. Americans owe more than \$1 trillion in student loans, and according to a [July report](#) by the Consumer Financial Protection Bureau, \$150 billion of these student loans are from private lenders, which means they often come with higher interest rates than federal loans and are almost impossible to shed in bankruptcy proceedings.

Nightmare stories about young adults struggling under mountains of student loan debt appear in the media nearly every day. But how many college students are us-

ing their loans only for necessities? How many are taking out more money than they need and blowing it on silly stuff that they’ll be paying off for years or even decades to come?”

To Read full article click here: <http://healthland.time.com/2012/08/02/are-college-kids-blowing-their-student-loan-money-on-clothes-and-beer/#ixzz220VA3AB5>
<http://healthland.time.com/2012/08/02/are-college-kids-blowing-their-student-loan-money-on-clothes-and-beer/>

Investigation of “For-Profit” Colleges and Universities

Wrapping up his two-year investigation of for-profit colleges, Senator Tom Harkin issued a final report—a voluminous, hard-hitting indictment of almost every aspect of the industry, filled with troubling statistics and anecdotes drawn from internal documents of the 30 companies investigated.



According to the report, which was posted online in advance, taxpayers spent \$32 billion in the most recent year on companies that operate for-profit colleges, but the majority of students they enroll leave without a degree, half of those within four months.

“In this report, you will find overwhelming documentation of exorbitant tuition, aggressive recruiting practices, abysmal student outcomes, taxpayer dollars spent on

marketing and pocketed as profit, and regulatory evasion and manipulation,” Mr. Harkin, an Iowa Democrat who is chairman of the Senate Health, Education, Labor and Pensions Committee, said in a statement on Sunday. “These practices are not the exception — they are the norm. They are systemic throughout the industry, with very few individual exceptions.”

To read the full article click on the following link: <http://www.nytimes.com/2012/07/30/education/harkin-report-condemns-for-profit-colleges.html>

*For a list of “For Profit” Colleges click on the following link: http://en.wikipedia.org/wiki/List_of_for-profit_universities_and_colleges

Please note that Wikipedia isn’t considered an authentic source of information