

DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
FORT POLK, LOUISIANA 71459

CIVILIAN PERSONNEL
BULLETIN NO. 11-01

21 May 2001

TECHNOLOGY TRAINING (SMARTFORCE)

Leveraging technology and employee empowerment are fundamental tenants of our concept of operations defining how the installation will operate in the future. As a result, one of the Command's Human Capital Management strategic initiatives set forth in our strategic plan seeks to embrace continuous learning and empower employees by leveraging technology to improve training opportunities.

Our initial focus is to enhance the automation skills of the workforce as we transition to the digitalized Army. That is, we want to have the most highly trained workforce on the planet. To this end, the Command has identified a core curriculum of web-based training courses that all GS employees should take to enhance their computer literacy. The courses identified are:

End User Operating Systems & Tools

<u>Title</u>	<u>Hrs</u>
Basic IT Concepts I	3
Basic IT Concepts II	3
Using the Computer	3
Info & Communication	4
Windows 98 I	5
Windows 98 II	4

Web End User - Internet/Intranet

Skills

<u>Title</u>	<u>Hrs</u>
Basic Concept	3
Using Email	3
Using TELNET, FTP & Gopher	3
Using Newsgroups	3
Searching the Internet	3

MS Internet Explorer

<u>Title</u>	<u>Hrs</u>
Explorer 5.0-Getting Started	4
Explorer 5.0-Up & Running	4

Microsoft Office 2000

<u>Title</u>	<u>Hrs</u>
Beginning Word	5
Intermediate Word	4
Advanced Word	4
Word for Power Users	4
Beginning Excel	3
Intermediate Excel	4
Advanced Excel	3
Excel for Power Users	4
Beginning Access	4
Advance Access	4
Beginning Power Point	4
Advance Power Point	4
Beginning Outlook	4
Advanced Outlook	4
Beginning Frontpage	4
Advanced Frontpage	4

These courses are a part of over 1,400 courses now available for your use. The Army has entered into an enterprise agreement with SmartForce to provide these web-based computer training programs with an Information Technology (IT) focus. Believe it, you can obtain certification level training for over 40 vendor certifications such as MCSE, Microsoft Office User Specialist, Novell CNE, Cisco, Lotus Notes, Intel, Oracle, Project Management and much more. This is the finest technology training available from today's leader in the e-learning industry. As a direct

result of this agreement you can:

- Access your training at anytime
- Learn at your own pace
- Prepare yourself to qualify as a Certified Information Technology Professional
- Enhance your PC desktop skills
- Achieve essential training goals at No Cost!

To demonstrate its commitment to transforming our workforce to the most highly trained on the planet, the Command has also agreed to establish an Individual Learning Account (ILA) of 113 hours for all GS employees. This account may be used to enroll in and complete the suite of courses in our core curriculum on duty time, subject to your supervisor's approval. To activate the ILA, you need only speak with your supervisor, enter into and sign the enclosed Memorandum of Understanding, enroll in a course and track the hours expended during duty hours. Of course, you must always obtain your supervisor's permission before stopping work to complete a course. To facilitate the tracking process, we have also developed a brochure that can be utilized for this purpose.

While our objective is for all GS employees to complete at least one course this year, all employees, regardless of pay plan or service are encouraged to avail themselves of this opportunity. Your ability to fulfill self-improvement goals will provide you with the tools needed to excel in the future. The future is in your hands. Make sure you are Ready! Enroll Today!

HOW DO I ENROLL?

Initial registration **MUST BE MADE FROM A MILITARY COMPUTER**. To enroll, simply contact your organization's POC, the DOIM or the CPAC to accomplish the initial registration. A list of POCs to contact for this purpose is enclosed. After initial registration, access and use of the courseware can be made from any Windows PC (e.g., your personal Internet connection from home).

CAN I VIEW THE CATALOG BEFORE REGISTERING OR USING THIS PROGRAM?

Yes. Simply go to the website at www.armycbt.army.mil. Click on the course catalog for a complete list of available programs.

WHEN CAN I WORK ON THE COURSES?

Courses can be taken at your desk using your computer. However, you must sign the Memorandum of Understanding and obtain your supervisor's permission before stopping work to work on a course.

WHAT DO I DO IF I'D LIKE TO ENROLL AND DON'T HAVE ACCESS TO A COMPUTER?

There are computers available for use by employees who do not

have access to a computer in their current work area. In order to access them, you must obtain your supervisor's permission and make an appointment to use them before leaving your worksite.

Civilian employees may use the computers located at the following sites:

DOIM Computer Lab, Bldg 330, POC Becky Deggs @ 531-1621
CPAC Computer Lab, Bldg 413, POC Kathy Romero @ 531-1848.

HOW DO I GET COMPLETED WEB-BASED COMPUTER TRAINING POSTED TO MY INDIVIDUAL TRAINING RECORD?

All courses that are 8 or more hours can be posted to your individual training record. A copy of the completion certificates should be given to the Activity Training Coordinator in your Directorate's Administrative Office.

Courses that are less than 8 hours can be posted when individual course completions are recorded on your printable completion report after completion of a suite of courses (i.e. all EXCEL courses=15 hours). Simply present your completion report to the CPAC Training Office, Tami Culbreath, 531-18567 for issuance of a Suite of Courses Certificate. A copy will then be forwarded to the South Central Civilian Personnel Operations Center for recording in your individual training record.

IF I NEED HELP, WHO DO I CALL?

For additional information and/or assistance, please call the CPAC Training Office, Tami Culbreath, 531-1856.

- 2 Encls
1. POC Listing
2. MOU

//ORIGINAL SIGNED//
DONALD R. MALLETT
Director, Civilian Personnel
Advisory Center

The following are the Organization points of contact to include their email addresses and phone numbers:

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MEMORANDUM OF UNDERSTANDING

I have read Civilian Personnel Bulletin No. 11-01, dated 21 May 2001.

I understand that the Command has identified a core curriculum of web-based training courses designed to facilitate its workforce becoming the best trained on the planet.

I also understand that the Command has agreed to establish an Individual Learning Account (ILA) of 113 hours per fiscal year for all employees and that this account may be utilized to enroll in and complete the suite of courses set forth in the core curriculum during duty time.

I understand further that to activate the ILA, I need only speak with my supervisor, sign this Memorandum of Understanding, enroll in a course, and track the hours expended during duty hours.

Moreover, I understand that I must always obtain my supervisor's permission to stop work to enroll in or work on the courses during duty hours.

Finally, I understand that the Command's objective is that I complete at least one course per year.

SIGNATURE OF EMPLOYEE

DATE

SUPERVISOR CERTIFICATION

I have met with _____, reviewed CPB No. 11-01, and understand his/her desire to participate in this training opportunity subject to the terms of this Memorandum of Understanding.

SIGNATURE OF SUPERVISOR

DATE

NOTE: Supervisor will maintain this MOU.