

**FY13 PROFESSIONAL DEVELOPMENT SCHEDULE  
DRAFT**

**REGIONAL TRAINING**

<u>Date</u>	<u>Course</u>	<u>Location</u>
15-17 October	VPP Assessors Course	San Antonio
4-6 December	VPP Assessors Course	San Antonio
7-10 January	OSHA 510 Construction	Fort Bragg
8-10 January	Confined Space	Fort Carson
15-17 January	Fall Protection	Fort Bliss
28-31 January	ASP/CSP Prep	Baltimore
12-15 February	Machine Guarding	Fort Bliss
19-22 February	OSHA 511 General Industry	Fort Bragg

**CRC BLACKBOARD TRAINING**

**Careerist Blackboard Training**

**\*\*\*\*\*NOTE: The url for these classes will always remain the same – classes will rotate on a 60 day cycle.**

**The USACR/SC offers a few courses for current Careerists to take via Blackboard. The classes begin the first day of every other month (Aug, Oct, Dec, etc.) You will have two (2) months to complete the course requirements. Directions to complete each class are included on the course’s homepage in Blackboard.**

**The enrollment period for these courses is limited to 10 days prior and 10 days after the course start date. For example, you may self-enroll between 20 November and 10 December for a course that begins on 1 December. The following are directions to Self-Enroll in a class.**

**December Classes:**

Aviation Safety  
Quantitative Methods  
System Safety and Analysis  
Motor Vehicle and Transportation Safety

**POC for Blackboard Assistance:**

**Beth Nielsen-Smith**    [beth.a.nielsen-smith@us.army.mil](mailto:beth.a.nielsen-smith@us.army.mil)    334.255.0257

**David Guth**            [david.guth@us.army.mil](mailto:david.guth@us.army.mil)            334.255.0208

**Directions for Careerist to Self Enroll in Blackboard**

1. Log on to Blackboard website: <https://crc.elc.learn.army.mil>
2. Login using your AKO login or CAC login
3. Click on “Courses” tab
4. Click on CRC Courses Folder
5. Locate the desired course in which you wish to enroll
6. Mouse over the desired Course ID Number and a Click on the drop down arrow to the right of the Course ID Number. Select “Enroll”
7. Click either “Submit” button
8. A new screen will appear; Click “OK” on the bottom left corner of the screen

You are now enrolled in your desired Blackboard Course.

**To return to the course after you self-enroll:**

1. Go to the CRC Blackboard website: <https://crc.elc.learn.army.mil>
2. Login using your AKO login or CAC login
3. Look for the “My Courses” block
3. Click on course title

**ON-LINE UNIVERSITY INDIVIDUALIZED LEVEL ONE SKILL TRAINING**

The University Texas – Arlington (UTA) Military Service Center is now offering several courses that meet the CP-12 Level I Skills Requirements via streaming. Please see below:

- Risk Management (8 hours)
- Quantitative Methods for Safety and Health Management (Metrics) (8 hours)
- System Safety and Analysis (20 hours)
- Effective Writing Techniques (8 hours)
- Safety Training and Education Strategies (8 hours)
- Occupational Health Issues (8 hours)
- Blueprint Reading (8 hours)
- Critical Thinking (8 hours)
- Global Harmonization System (GHS) Hazard Communication (4 hours)
- Joint Commission - Hospital Safety Overview (8 hours)
- DOT Hazardous Materials Update (8 hours)

(Cost structure can accommodate individual training via streaming ):

Contact Bob Braun:  
Robert W. Braun, CSHO  
Director, Military Service Center  
The University of Texas Arlington  
T 870-405-8508  
F 870-431-4027  
[robbraun@uta.edu](mailto:robbraun@uta.edu)

Or: Tamara Nazario:  
Tamara Nazario, CSHM, PMP  
Career Program Manager  
USACRC, Building 4905, 5th Avenue  
Fort Rucker, AL 36362  
334-255-0258  
[tamara.a.nazario.civ@mail.mil](mailto:tamara.a.nazario.civ@mail.mil)

### **PUBLIC HEALTH COMMAND (PHC) COURSES:**

Visit the following website for an extensive list of current courses offered by PHC:

<http://phc.amedd.army.mil/Pages/Training.aspx>

### **INDIVIDUAL TRAINING REQUESTS:**

\*\*\*\*Careerists may submit a 182 in RASS for any individualized training that is relevant to their job duties. Training funds are available for tuition as well as TDY costs:

#### **Procedure for RASS/DTS – Careerists Attending Professional Development:**

1. Submit training request in RASS ([rass.army.mil](http://rass.army.mil))
  - a. Enter Vendor Information – will be the university, school, or USACRC....whoever is delivering course
  - b. Select “No” to question – is this part of ADT?
  - c. Select “Travel and Per Diem funded by FCR” – IF CP 12 FCR HAS AGREED TO FUND ENTIRE TDY. If arrangements were made for organization to fund travel – select “no TDY”
  - d. Tuition – enter amount of tuition (if any). If course is funded by CP 12 on a group request, and you are requesting travel funds only, tuition will be zero.
  - e. Information on supervisor at bottom of form: be sure to enter only the AKO username and not the full email – ex: john.doe NOT [john.doe@us.army.mil](mailto:john.doe@us.army.mil)
  - f. Be sure to select a supervisor that is available to approve. If they do not approve, it never comes to FCR
  - g. See attached sample 182
  - h. You may check status of 182 anytime by logging into RASS and checking “my forms”. One of 5 statuses will show by the 182:

- i. Incomplete
    - ii. Submitted
    - iii. Approved by supervisor
    - iv. Approved by FCR
    - v. Approved by BA
  - i. Once you see “approved by BA” – you know it is “fully approved”
2. Once 182 is fully approved, create your DTS authorization.
  - a. IF YOUR ORGANIZATION IS FUNDING YOUR TDY, CREATE DTS AS NORMAL AND DO NOT PROCEED TO THE FOLLOWING STEPS. If CP 12 is funding your TDY – move to step “b” through “h”
  - b. Create your authorization as normal but DO NOT CHOOSE A LINE OF ACCOUNTING AND DO NOT SIGN THE AUTHORIZATION
  - c. Upload your approved 182 into “substantiating documents” under the expenses tab
  - d. Once you have created the authorization, Army G 3/5/7 has 10 days to add the LOA (they will go into your DTS and add the LOA from HQDA)
  - e. You are not notified when this happens – you must go in and check your DTS daily
  - f. If you have selected commercial air, the reservations may fall off, but this does not cancel the DTS authorization. Just keep adding the commercial flights back on.
  - g. RENTAL CARS AND GASOLINE FOR RENTAL CARS ARE NOT AUTHORIZED WITH ACTEDS FUNDS. Do not list a rental car on your authorization. If your organization will be funding a rental car, wait until the CP 12 LOA is added, then go in and add the rental car with your organizations LOA clearly funding it
  - h. If you are driving your POV instead of commercial air, you must complete the Constructive Worksheet in DTS. Please ensure it is complete and accurate or it will delay the approval of your DTS
3. If you are within 2 business days of travel (and only if you are within 2 days) and you have no LOA, email [tamara.nazario@us.army.mil](mailto:tamara.nazario@us.army.mil) with your DTS number and your approved 182 number
4. When the LOA is added, sign your DTS, send up your hierarchy as normal and print orders

## **GROUP TRAINING REQUESTS:**

### **Procedure To Initiate Training**

- Organization will identify the course(s) your CP 12 personnel need – (in order to conduct group training, there should be at least 15 individuals that need the same course)
- Organization will identify CP 12 personnel who will attend training
- Keep in mind all CP 12 personnel are eligible for ACTEDS funds, this includes all job series within our CP (safety, HP, IH, firefighters, etc)
- Organization will identify dates for training
- Organization will identify and secure training facility (classroom) at their location – this should be a classroom at no charge
- Organization will create a roster of attendees – roster should include name, organization, job series, grade, full social security number, email address, and phone number – PLEASE NOTE: CP 12 cannot request funds without the full socials of personnel attending training – this is the identifying factor that is entered into the Resource Allocation Selection System (RASS)

- Organization will provide the completed roster to the FCR cell ([tamara.a.nazario.civ@mail.mil](mailto:tamara.a.nazario.civ@mail.mil)) at least 20 days in advance of training event
- If organization has a preferred vendor identified – they will provide that information, with a POC, to the FCR cell as well
- If organization does not have a preferred vendor, the FCR cell can identify a regional OSHA Ed Center (or other training provider)
- The FCR will submit the group training request. Once approved, a copy of the 182 – training request – will be sent to the vendor and/or organization POC – this acts as a purchase order; NOTE: never conduct training without an approved 182
- Once training is complete, the vendor will sign the bottom section of the 182, indicating that training is complete – they will then send the signed 182 AND AN INVOICE with a cage code and DUNS number to the address (which will be email or fax) that is noted in Block 6 of Section C of the 182. DFAS will pay the vendor within 30 days
- Reminder: with most group training events, the FCR will facilitate funding only – the organization will facilitate/coordinate logistics – i.e. classroom, dates, times, etc

### **Payment Processing Instructions**

Once training is complete, vendor will submit an approved and signed 182 AND an invoice (figures must match exactly) to the address in Block 6 of Section C of the 182. Please ensure the following information is on each invoice:

- Name and Address of the Vendor
- Invoice Number
- Invoice Date
- Government Contract Number (Training Document Number)
- Description of services performed and quantity. (Course Title/Number)
- Point of Contact with telephone and fax number to be notified in case of a defective invoice.
- Invoice Amount
- Tax ID Number
- Cage Code \*\*
- DUNS Number \*\*

\*\* Cage Code & DUNS Number. (If not registered, go to <http://www.federalcontractorregistry.com> . This is the electronic payment link between you (the Vendor) and DFAS. DFAS will not process any payment without this information. Please make sure that your registration status shows that it is currently active in CCR.

In CCR: If the Current Registration Status states, *"An update has been initiated to this profile which is missing one or more mandatory data elements. Registrant should review their CCR profile and supply missing information."* The Vendor/School must go into CCR and provide all missing information. Otherwise, OEAS will not process any payment. You may contact CCR Customer Service at: (888) 227-2423 for any questions or guidance.

Please note: DFAS has 30 days from the time they receive the payment packet to process payment

## **OTHER ON LINE TRAINING:**

### **Range Safety:**

This course is located on the Army Learning Management System (ALMS):

ROPD Phase 4A: Basic Range Safety

The Phase 4A Range Safety Course (Basic) is a 5 hour on-line course focusing on the duties of the Range OIC and Range Safety Officer, Range Structure and Unit Requirements for Range Operations.

Instructions for access to the course:

- o Go to the Army Learning Management System (ALMS): <https://www.lms.army.mil>
- o Under Catalog Search on the left side of the screen enter: ROPD then click Search Training Catalog.
- o Register for ROPD Phase 4A

Notice: This course is located on the Army Learning Management System. If you have any problems and need HELP, the ALMS Help Desk can be reached at 1-877-251-0730.

This information is also provided in the OIC/RSO Certification Tab of the Range & Weapons Safety Toolbox: <https://safety.army.mil/rangeweaponssafety>

### **Introduction to Explosives Safety (AMMO 107) Quick Link:**

<http://ammo.okstate.edu/>

### **Civilian Education System (CES):**

Register for CES courses at the following link:

<https://www.atrrs.army.mil/channels/chrtas/student/logon.aspx?caller=1>