

TASK LIST

FC A

	MGR	CPAC	CPOC	MACOM	OTHER
TASK:					
Training Needs Surveys					
SUBTASKS:					
Conduct annual & special training needs surveys		X	X		
Assess employee training needs for new employees and for all other employees during TAPES review	X				MER/ SES
Identify employee's & organizational training needs	X				
Identify supervisors & managers	X	X	X		PMC
Analyze/identify appropriate training mode	X	X	X		
Enter training requirements into TRAIN	X				
Submit consolidated survey results to CPOC	X	X			
Review survey results from the organizations		X			
Review & validate the training needs for completeness and eligibility			X		
Enter TACITS requirements into ATRRS			X		
Process/register training requirements for quota allocations			X		

TASK LIST

FC B

	MGR	CPAC	CPOC	MACOM	OTHER
TASK:					
FY Training Program Plan					
SUBTASKS:					
Develop Korean region FY training program plan			X		
Coordinate with RM to ensure funding requirements			X		
Submit training plan to the Commander, 19th TAACOM for approval			X		
Forward approved plan to serviced organizations through CPAC		X	X		
Request estimated training costs/resources	X				

TASK LIST

FC C

	MGR	CPAC	CPOC	MACOM	OTHER
TASK:					
Preparing and Conducting Training					
SUBTASKS:					
Review and validate requested training			X		
Schedule training			X		
Prepare/develop training materials/handouts			X		
Arrange for Tng facilities & provide Tng equipments/aids		X	X		
Designate instructors		X	X		
Announce regional training courses			X		
Announce local training courses		X			
Disseminate announcements		X			
Nominate employees	X				
Select nominees		X	X		
Conduct and facilitate training		X	X		
Monitor training		X	X		
Issue certificate of training or DD 1556		X	X		
Enter training data into DCPDS			X		
File training records in OPF if required by laws or regulations			X		

TASK LIST

FC D-1

	MGR	CPAC	CPOC	MACOM	OTHER
TASK:					
Mandatory Supervisory Training Programs					
SUBTASKS:					
Identify training requirements	X		X		PMC/PSM
Plan and schedule courses		X	X		
Prepare/develop training materials/handouts		X	X		
Arrange Tng facilities & provide Tng equipments/aids		X	X		
Designate instructors		X	X		
Announce courses		X	X		
Nominate supervisors, managers & action officers	X				
Review and validate training requests		X	X		
Provide list of selectees to managers through CPAC		X	X		
Notify employees of selections		X	X		
Conduct or sponsor courses		X	X		
Issue certificate of training/DD 1556		X	X		
Enter training data into DCPDS			X		
Provide feedback report to commanders as needed		X	X		
File training records in OPF if required by laws or regulations			X		

TASK LIST

FC D-2

	MGR	CPAC	CPOC	MACOM	OTHER
TASK:					
Required Local Training Programs					
SUBTASKS:					
Coordinate with proponent organizations in identifying other training needs		X	X	X	
Identify new employee's orientation needs		X	X		SES
Announce courses	X	X	X		
Nominate employees	X				
Provide training materials/handouts	X	X	X		
Designate instructors	X	X	X		
Arrange Tng facilities & provide Tng equipments/aids	X	X	X		
Conduct or sponsor courses	X	X	X		
Issue certificate of training or DD 1556	X	X	X		
Enter training data into DCPDS			X		
File training records in OPF if required by laws or regulations			X		

TASK LIST

FC E

	MGR	CPAC	CPOC	MACOM	OTHER
TASK:					
Regional Training Courses Developed by CPOC					
SUBTASKS:					
Schedule and announce courses		X	X		
Disseminate announcements		X			
Prepare/develop training materials/handouts		X	X		
Arrange for Tng facilities & provide Tng equipments/aids		X	X		
Designate instructors		X	X		
Nominate employees	X				
Review Tng requests & provide selections to management		X	X		
Conduct/monitor training courses:					
SDP (40 Hr)		X			
IKS (8 Hr)		X			
LEAD (40 Hr)			X		
CPM (8 Hr)		X			
MPM (8 Hr)		X			
SDC (40 Hr) (Correspondence Course)			X		
AODC (Correspondence Course)			X		
MDC (Correspondence Course)			X		
New Employee Orientation for U.S. Civ (8 Hr)		X			

FC E

New Employee Orientation for KN Employee (4 Hr)		X			
Customer Service Training (16 Hr)		X			
Communication Workshop (16 Hr)		X			
Telephone Courtesy (4 Hr)		X			
Better Office Skills & Services (16 Hr)		X			
Skills Instructor training (16 Hr)		X			
Enter training data into DCPDS			X		
File training records in OPF if required by laws or regulations			X		

TASK LIST

FC F-1

	MGR	CPAC	CPOC	MACOM	OTHER
TASK:					
Out-of-Country Training Courses					
SUBTASKS:					
Announce course schedule			X		
Concur or nonconcur requested training on Sec N, EA 262					CPRM/F Ch
Obtain fund approval from RM	X				RM
Review and validate training requests			X		
Certify block 33, DD 1556			X		
Enter training requests into ATRRS for quota allocations			X		
Obtain training quotas for courses not controlled by ATRRS			X		
Follow-up on status of training requests			X		
Notify employees of selections through CPAC		X	X		
Conduct training and provide invoice					School
Process payment voucher for tuition costs			X		
Enter training data into DCPDS			X		
File training records in OPF if required by laws or regulations			X		

TASK LIST

FC F-2

	MGR	CPAC	CPOC	MACOM	OTHER
TASK:					
Long Term Training					
SUBTASKS:					
Announce long term training opportunities			X		
Nominate employees	X				
Review nominations for eligibility & regulatory requirements		X	X		
Submit nominations to MACOMs/DA			X		
Panel board meeting for prioritization		X	X		
Obtain MACOM endorsements				X	
Forward approved nominations to HQDA			X	X	
Notify selectees through MACOMs				X	DA
Notify CPAC of HQDA selections			X		
Notify Mgmt of selections	X	X			
Assist selectees with required documentation			X		
Conduct or sponsor training					School
Provide information on course completion			X	X	
Enter training data into DCPDS			X		
File training records in OPF if required by laws or regulations			X		

TASK LIST

FC G

	MGR	CPAC	CPOC	MACOM	OTHER
TASK:					
On-Site Training Courses					
SUBTASKS:					
Enter TACITS requirements into ATRRS			X		
Notify sponsoring organization of on-site schedules	X	X	X		
Arrange Tng facilities & provide Tng equipments/aids	X	X	X		
Contract or locate suitable training facilities	X	X	X		
Announce courses	X		X		
Nominate employees	X				
Select and notify nominees	X	X	X		
Certify and issue DD 1556	X		X		
Process payment vouchers for training vendor	X		X		
Enter training data into DCPDS			X		
File training records in OPF if required by laws or regulations			X		

TASK LIST

FC H

	MGR	CPAC	CPOC	MACOM	OTHER
TASK:					
Tuition Assistance Program (Non-Government Training)					
SUBTASKS:					
Submit training request (DD 1556 & EA 262-1)					Empl
Obtain funding support from RM	X				RM
Advise/assist manager/employee on preparation of training requests		X			
Review and validate requests for completeness		X			
Forward training requests to CPOC		X			
Approve/disapprove requested Training			X		
Forward approved Tng applications to the school			X		
Submit related documents for payments of tuition costs to CPAC					Empl
Certify block 33&38 of DD 1556, and issue a copy to attendees			X		
Process payments voucher for reimbursement of tuition costs			X		Finance
Enter training data into DCPDS			X		
File training records in OPF if required by laws or regulations			X		

TASK LIST

FC I

	MGR	CPAC	CPOC	MACOM	OTHER
TASK:					
Army Correspondence Course Program					
SUBTASKS:					
Submit training request (DA 145)	X				Empl
Provide available training school sources/courses		X			
Advise/assist manager and employee on preparation of requests		X			
Review training requests for validity and completeness		X			
Provide certificate of training completion to CPOC	X	X			School
Enter training data into DCPDS			X		
File training records in OPF if required by laws or regulations			X		
(When training courses involve tuition costs, CPOC will prepare necessary documents based on procedure of tuition assistance program)					

TASK LIST

FC J

	MGR	CPAC	CPOC	MACOM	OTHER
TASK:					
Evaluation of Training					
SUBTASKS:					
Ensure participants complete EA 74EK (End-of-Course Critique)		X	X		
Furnish all evaluations for CPOC administered courses to CPOC		X			
Evaluate effectiveness of individual employee Tng instances	X				Empl
Analyze and evaluate accomplishments against local & regional training plan			X		
Prepare written summary of annual Tng accomplishments			X		
Monitor effective implementation of Training program plans			X		

TASK LIST

FC K

	MGR	CPAC	CPOC	MACOM	OTHER
TASK:					
Training Records (DCPDS)/Reports					
SUBTASKS:					
Forward a copy of the Tng completion record to CPAC					Empl
Provide completed DD 1556 w/related documents to CPOC		X			
Maintain completed Training documents			X		
Conduct and maintain Training evaluation			X		
Enter training data into DCPDS			X		
File Training records in OPF if required by laws or regulations			X		
Provide feedback report to Cdrs/Higher headquarters or other agencies if requested			X		
Retrieve Training historical data		X	X		