TRAINING NEEDS SURVEYS

CPOC

- Prepare and forward Memo of Command's Annual & Special Training Needs Surveys with related Documents & Formats
- Provide necessary information on the surveys

[2 DAYS]

3 DAYS

→

TRANSIT

CPAC

- Distribute Memo of Annual & Special Training Needs Surveys
- Provide technical assistance in determining Training Needs.

[1 DAY]

↓

1 DAY

TRANSIT

MANAGEMENT

- Identify organizational training requirements
- Assess employee training needs for new employees and for all other employees during TAPES review
- Identify supervisors & managers training
- Consolidate training requirements
- Determine what/when training is needed
- Program training funds, if necessary
- Submit Survey Report to CPAC

[20 DAYS]

1 DAY

←

TRANSIT

CPAC

- Receive Survey Reports from the organizations
- Analyze & identify training requirements for the installation
- Submit consolidated survey results by specified suspense date

[3 DAYS]

↓

3 DAYS

TRANSIT

CPOC

- Review training requests for completeness and eligibility
- Analyze & identify training requirements for the region
- Process/register training requirements for quota allocations
- Complete & update Training Needs

[2 DAYS]

TARGET TIME (36 DAYS)

CPOC TOTAL TIME (4 DAYS)

TRAINING PROGRAM PLAN

CPOC

- Develop Korea Region FY Training Program Plan based on the results of Training Needs Surveys validated by functional staff office/CPMR
- Coordinate with RM to ensure funding requirements (TDY, Instructor fees, etc.)
- Obtain Commander's approval

[14 DAYS]

1 DAY TRANSIT →

COMMANDER

- Approve FY Training Program Plan & Implement

[5 DAYS]

↓ **1 DAY TRANSIT**

CPOC

- Provide approved plan to serviced organizations through CPACs
- Provide a copy to CPD

[5 DAYS]

← **3 DAYS TRANSIT**

CPAC

- Coordinate with managers, supervisors and CPOC in developing FY Training Program Plan
- Disseminate approved FY Training program Plan for implementation

[2 DAYS]

↓ **1 DAY TRANSIT**

MAMAGEMENT

- Request estimated training costs requiring TDY or Tuition Assistance for attendance, if necessary
- Schedule and inform employees to attend the planned training

[1 DAY]

TARGET TIME (33 DAYS)
CPOC TOTAL TIME (19 DAYS)

PREPARING AND CONDUCTING TRAINING

CPOC

- Validate requested regional training courses by checking DCPDS data, Training Needs Survey results & ACTEDS plan
- Schedule courses
- Arrange training facilities, training aids & other materials for the course
- Prepare/develop training materials & handouts
- Designate speakers
- Announce courses

[10 DAYS]

3 DAYS →

TRANSIT

CPAC

- Disseminate announcements to serviced organizations

[2 DAYS]

↓ **1 DAY TRANSIT**

MANAGEMENT

- Nominate employees as planned
- Certify block 32 or 26, DD 1556 and submit it to HRD, CPOC through CPAC

[2 DAYS]

↓ **1 DAY TRANSIT**

CPAC

- Notify employees of selections
- Provide information; date, hours, location, special requirements, etc.
- Arrange
  * Classroom
  * Training aids
  * Other materials for courses
- Arrange qualified local instructors, provide assistance, conduct sessions, as appropriate
- Monitor
  * Student attendance
  * Training progress
- Certify block 33 and /or 36, DD 1556 for Local training courses
- Provide student rosters to CPOC for data entry into DCPDS.
- Conduct/facilitate and monitor Local training courses

[10 DAYS]

← **3 DAYS**

TRANSIT

CPOC

- Review submitted DD 1556, select nominees & certify block 33 of DD 1556
- Provide list of selectees & DD 1556s to CPAC prior to course starting date
- Assign instructors to the training site
- Conduct/facilitate regional training courses
- Certify block 36, DD 1556 for Regional training courses
- Enter completed training data into DCPDS
- File in OPF if required by laws and regulations

[5 DAYS]

TARGET TIME (37 DAYS)

CPOC TOTAL TIME (15 DAYS)

MANDATORY SUPERVISORY TRAINING PROGRAMS

CPOC

- Identify training needs for regional supervisory training courses by checking DCPDS data & by contacting with unit t raining coordinators
- Schedule courses: LEAD
- Process: SCD, MDC & AODC
- Prepare/develop training materials & handouts
- Designate speakers/Instructors & co-facilitators for LEAD Training
- Announce courses
- Issue Memo to Cdrs advising them of requirements for their subordinate supervisors to complete Mandatory Supervisory training

[10 DAYS]

3 DAYS

→

TRANSIT

CPAC

- Disseminate course announcements to serviced organizations

[2 DAYS]

↓

1 DAY

TRANSIT

MANAGEMENT

- Identify supervisors and managers
- Nominate supervisors/managers
- Certify block 32, DD 1556
- Provide DD 1610 (if requiring TDY for attendance)
- Provide funds to support planned Training

[2 DAYS]

↓

1 DAY

TRANSIT

CPAC

- Review nominations & forward to CPOC
- Notify employees of the selection
- Provide information; date, hours, location, special requirements, etc.
- Schedule & conduct IKS, CPM & MPM
- Secure classroom, training aids & other materials for the course
- Conduct training classes when instructors are available
- Arrange qualified local instructors
- Monitor attendance & training progress
- Provide student rosters to CPOC for data entry into DPCDS

[10 DAYS]

3 DAYS

←

TRANSIT

CPOC

- Review submitted DD 1556/DA 145 for completeness & eligibility
- Certify block 33 & 36 of DD 1556/ block 25, DA 145
- Provide list of selectees & DD 1556s to CPAC prior to course starting date
- Assign instructors to training site
- Conduct/facilitate regional courses
- Certify block 36, DD 1556 or have instructors certify block 36
- Provide feedback report to Cdrs on status of mandatory training accomplishments as needed
- Enter completed Training data into DCPDS

[5 DAYS]

TARGET TIME (37 DAYS)

CPOC TOTAL TIME (15 DAYS)

REQUIRED LOCAL TRAINING PROGRAMS

MANAGEMENT

- Ensure employees attend the training as identified
- Certify Step II of EA 67 or Sec II of EA 69EK
- Provide instructors
- Provide rosters to CPAC

[2 DAYS]

1 DAY

→

TRANSIT

CPAC

- Coordinate with Proponent Organizations to schedule the courses, i.e., NBC, Safety, EEO, AIDS, Hazardous Materials, Ethics Training, etc.
- Announce courses
- Forward memo of New Employee Orientation with EA 67 or 69EK to newly assigned employee through Management
- Arrange/Provide
  - * Classroom
  - * Training aids & handouts
  - * Other materials for the course
  - * Qualified local instructors, if necessary
- Monitor
  - * Student attendance
  - * Training progress
- Conduct New Employee Orientation and any other local training
- Certify Step III of EA 67 or Sec I of EA 69EK
- Provide student rosters with EA 67 or 69EK to CPOC for further action

[5 DAYS]

3 DAYS

←

TRANSIT

CPOC

- Enter completed Training data into DCPDS
- Place original copy of EA 67/EA 69EK in OPF

[2 DAYS]

TARGET TIME (13 DAYS)

REGIONAL TRAINING COURSES DEVELOPED BY CPOC

CPOC

- Schedule courses as planned in Annual Training Program
- Prepare/develop *Training materials
  *Training handouts
- Designate speakers/instructors
- Announce courses
- Review submitted DD 1556 for completeness & eligibility of course attendance
- Certify block 33, DD 1556
- Provide list of selectees to CPAC prior to course starting date
- Assign instructors to the Training site

[5 DAYS]

3 DAYS

→

TRANSIT

CPAC

- Disseminate announcements to serviced organizations

[2 DAYS]

↓

1 DAY

TRANSIT

MANAGEMENT

- Nominate employee as planned
- Certify block 32 or 26, DD 1556 and submit it to HRD, CPOC through CPAC

[3 DAYS]

1 DAY

←

TRANSIT

CPAC

- Review submitted DD 1556
- Notify employees of the selection
- Provide information; date, hours, location, special requirements, etc.
- Arrange/provide classroom, training aids &other materials for the course, qualified local instructors, if necessary
- Conduct/facilitate local training courses
- Monitor student attendance & training progress
- Certify block 33 and/or 36, DD 1556, if necessary
- Provide student rosters to CPOC

[5 DAYS]

3 DAYS

→

TRANSIT

CPOC

- Conduct/facilitate Regional Training courses
- Certify block 36, DD 1556
- Enter completed Training data into DCPDS

[5 DAYS]

TARGET TIME (28 DAYS)

CPOC TOTAL TIME (10 DAYS)

OUT-OF-COUNTRY TRAINING COURSES

CPOC

- Announce course schedules & quota allocations from schools/training agencies

[5 DAYS]

3 DAYS

TRANSIT

CPAC

- Provide assistance & advice to employees and supervisors on matters pertaining to Out-of-Country Training

[2 DAYS]

1 DAY

TRANSIT

MANAGEMENT

- Certify block 32 of DD 1556
- Request estimated training costs requiring TDY or Tuition Assistance for attendance
- Submit DD 1556 with EA 262 to CPAC through Commanders or Authorizing Officials
- Certify block 29 providing fund-citation on block 27 of DD 1556
- Certify block 34, DD 1556
- Concur/nonconcur requested Training on Sec N, EA 262

[2 DAYS]

1 DAY

TRANSIT

CPAC

- Review submitted DD 1556 with EA 262 for completeness
- Forward DD 1556 with EA 262 to CPOC

[2 DAYS]

3 DAYS

TRANSIT

CPOC

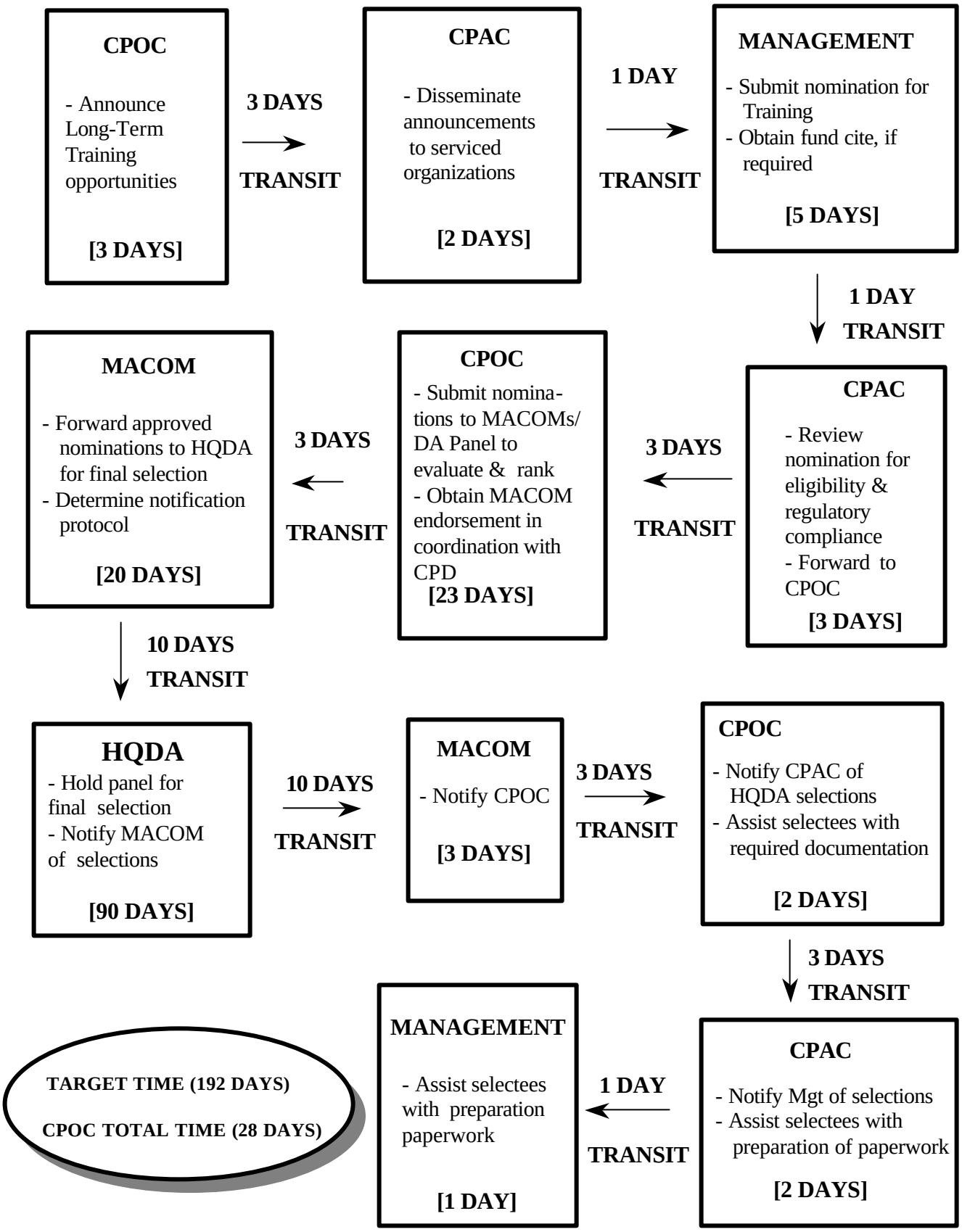
- Review submitted DD 1556 with EA 262 in terms of necessity, appropriateness & cost effectiveness
- Certify block 33, DD 1556
- Enter training request into ATRRS or forward to schools for quota allocations
- Obtain Training quotas from Training vendors for courses not controlled by ATRRS
- Follow-up on status of Training requests periodically
- Notify management of selections through CPAC
- Process payment voucher of Tuition fees upon receipt of invoice from Training vendor
- Enter completed Training data into DCPDS

[4 DAYS]

TARGET TIME (23 DAYS)

CPOC TOTAL TIME (9 DAYS)

LONG TERM TRAINING



ON-SITE TRAINING COURSES

CPOC

- Announce or have sponsoring agency announce the course 45 days prior to course starting date

[5 DAYS]

3 DAYS

→

TRANSIT

CPAC

- Disseminate announcements to serviced organizations

[2 DAYS]

↓ **1 DAY TRANSIT**

MANAGEMENT

- Nominate employee as planned
- Certify block 32 & 34 of DD 1556 and submit it to CPOC through CPAC

[3 DAYS]

↓ **1 DAY TRANSIT**

CPAC

- Provide assistance in locating suitable Training facilities
- Obtain Training aids
- Make other necessary arrangements
  * Gate pass for instructor when instructor is from private organization
  * Instructor's temporary ration card if needed
  * Hotel reservations for instructors upon their request
- Maintain and provide student rosters to CPOC for data entry into DCPDS

[5 DAYS]

3 DAYS

←

TRANSIT

CPOC

- Certify block 33, DD 1556 & issue a copy to attendees
- Initiate actions to contract for renting of Training facilities when Government Training facilities are not available
- process payment vouchers upon receipt of invoices from Training vendors.

[3 DAYS]

TARGET TIME (26 DAYS)

CPOC TOTAL TIME (8 DAYS)

TUITION ASSISTANCE PROGRAM

(NON-GOVERNMENT TRAINING)

MANAGEMENT

- Certify block 32 of DD 1556 & See K of EA 262-1 by Supervisor
- Submit DD 1556 with justification (EA 262-1) Through:
  *CPMR/Functional Chief for concurrence or non concurrence on EA 262-1, Sec L
  *RM for fund approval on DD 1556, block 29
  *CPAC FOR REVIEW & completeness of DD 1556
  TO: CPOC NLT 20 working days before the course starting date

[1 DAY]

1 DAY TRANSIT →

CPAC

- Assist/guide on preparation of DD 1556 & EA 262-1 to employee & management
- Review submitted DD 1556 with EA 262-1 for completeness eligibility and fund citation, etc.
- Forward to CPOC

[2 DAYS]

↓ **3 DAYS TRANSIT**

CPOC

- Review submitted DD 1556 & Justification (EA 262-1) for validity and approval
- Certify block 33 of DD 1556 & EA 262-1, Sec M
- Forward DD 1556/Application for admission to School

[2 DAYS]

← **10 DAYS TRANSIT**

VENDOR/SCHOOL

- Conduct training

[5 DAYS]

↓ **10 DAYS TRANSIT**

EMPLOYEE

- Upon completion of the course, submit:
  * A certificate of satisfactory completion
  * Grade record
  * 3 copies of official receipt for payment of tuition costs

[1 DAY]

↓ **1 DAY TRANSIT**

CPAC

- Forward a copy of certificate & tuition fee receipt

[1 DAY]

3 DAYS TRANSIT →

CPOC

- After completion of the course, EDS/ School official will certify block 26 of DD 1556 & block 38 of DD 1556 by Chief, HRDD
- Process payment voucher of Tuition fees (SF 1034) upon receipt of other necessary documents from the vendor or employee
- Submit to Finance Office
- Enter completed Training data to DCPDS

[2 DAYS]

TARGET TIME (42 DAYS)

CPOC TOTAL TIME (4 DAYS)

ARMY CORRESPONDENCE COURSE PROGRAM

MANAGEMENT

- Submit a copy of DA 145 to school through CPAC

- Upon completion of the course, submit a certificate of satisfactory completion to CPOC through CPAC

[1 DAY]

1 DAY

→

TRANSIT

CPAC

- Provide technical assistance & guidance on preparation of DA 145 to employee

- Review DA 145 for completeness, eligibility for course enrollment, fund citation (if required), etc.

- Certify block 25 of DA 145

- Upon receipt of the certificate of Training completion from employee, forward it to CPOC for data entry into DCPDS.

[2 DAYS]

↓

3 DAYS
TRANSIT

TARGET TIME (8 DAYS)

CPOC

- Enter completed Training data into DCPDS

- File in OPF if required by laws and regulations

[1 DAY]

NOTE: Correspondence courses requiring training costs will be processed following procedures shown on the Tuition Assistance Program BPM.

EVALUATION OF TRAINING

MANAGEMENT

- Upon receipt of Follow-up Evaluation Form (EA 962EK or DD 1556), complete Part A of EA 962EK or DD 1556
- Submit to immediate supervisor
- Evaluate effectiveness of individual Employee training instances
- Complete Part B of EA 962EK or DD 1556
- Forward to CPOC through CPAC

[1 DAY]

1 DAY

→

TRANSIT

CPAC

- Ensure participants complete EA 74EK (End-of-Course Critique) for courses conducted in CPAC.
- Furnish all evaluations to CPOC for courses administered by CPOC

[1 DAY]

↓

3 DAYS

TRANSIT

CPOC

- Ensure participants complete EA 74EK for courses provided by CPOC
- Send out EA 962EK or Copy 9 of DD 1556 through CPAC to trainee who has completed a Training course within 60 days after completion of the course
- Take necessary actions to correct or improve Training courses
- Make written summary & evaluation in the Korea Region
- Forward a copy to each serviced Cdr, CPD & sponsored agency

[2 DAYS]

TARGET TIME (8 DAYS)

TRAINING RECORDS (DCPDS)/REPORTS

EMPLOYEE

- Forward a copy of DD 1556 or a copy of the training completion record to CPAC

[1 DAY]

1 DAY

→

TRANSIT

CPAC

- Certify block 36 of DD 1556, if required
- Upon completion of the course, provide a copy of DD 1556 with student rosters & related documents to CPOC
- Furnish original copy of DD 1556 to the employee
- Retrieve training historical data

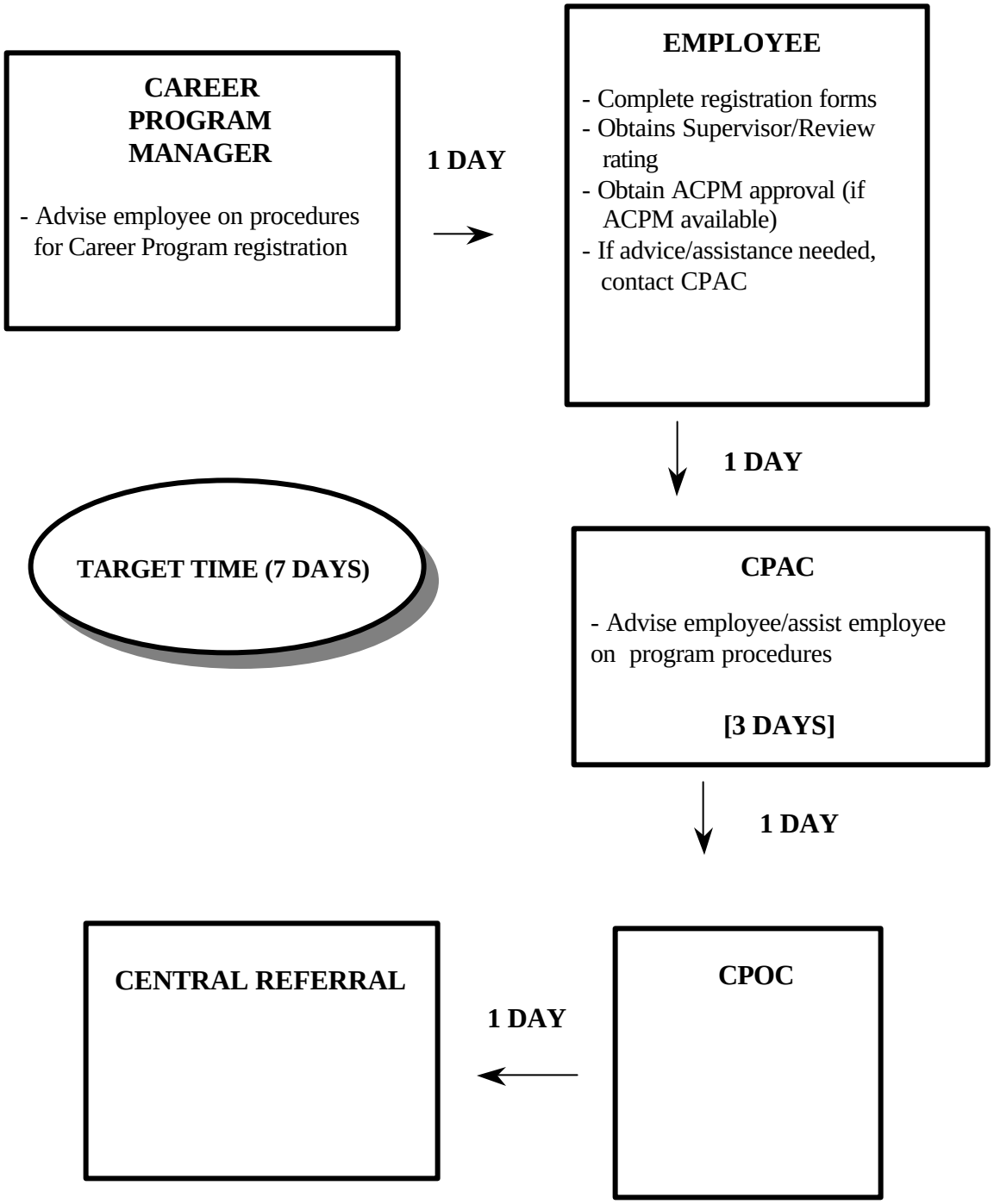
[1 DAY]

TARGET TIME (8 DAYS)

↓ **3 DAYS TRANSIT**

CPOC

- Upon completion of the course, certify block 36 of DD 1556
- Maintain student rosters with training related documents obtained from CPAC or Training sponsoring agency
- Enter completed training data into DCPDS
- Place a copy of DD 1556 in employee's OPF if required by laws and regulations
- Maintain course & student evaluation sheets for the training evaluation purpose
- Retrieve training historical data
- Provide feedback report to Commanders on the status of mandatory training accomplishments if requested
- Prepare recurring/one-time reports required by higher headquarters or other agencies

[2 DAYS]

PROPOSED PROCESSING FOR CAREER PROGRAM REGISTRATION DOCUMENTS