



Human Resources Development (HRD)

Where to find information:

<http://hr.ong.ohio.gov/Technicians/Training.aspx>



Human Resources Development

Objectives

- Responsibilities
- Tools
- Finding courses
- New Employee Orientation (NEO)
- DTS



Human Resources Development

- Technician Personnel Regulation (TPR 400)
- State Technician Training Policy





Human Resources Development: Priorities of Training

Priority 1 – MANDATORY

- Must be accomplished or it will have an adverse impact on the mission, or...
- Required by statute, presidential directive, CFR, DoD, NGB or state law.

Examples:

- ✓TPMC (Supervisors)
- ✓Acquisition / Contracting Training IAW DoD 5000.52 (USPFO)
- ✓Computer Security (G6)
- ✓New Employee Orientation (All)
- ✓New Engine Repair Training

Priority 2 – NEED TO HAVE

- Promotes more efficient and timely accomplishment of mission requirements
- Should be specific and based on an approved training plan (IDP).
- Will require additional time/resource if not achieved

Examples:

- ✓Microsoft Office Training (MS Excel, MS Word, etc.)
- ✓TPMC - as a non-supervisor
- ✓Various PEC Courses

Priority 3 – NICE TO HAVE

- All other training
- Career-enhancing skills
- Management development (non-statutory)
- Career broadening
- Provides standardized knowledge across a career field

Examples:

- ✓Time Management Training
- ✓Speaker's Training





Human Resources Development

Individual Development Plan (IDP)

NGB Form 650

“Your Career GPS”



INDIVIDUAL DEVELOPMENT PLAN (IDP)

PRIVACY ACT STATEMENT: Section 4103 of Title 5 of U. S. Code authorizes collection of this information. This information will be used by supervisors, employees and department managers to plan and/or schedule training, education or other career development activities relevant to the position. This will be a functional tool for both the supervisor and employee, to the status of the employee's progress or lack thereof. Position requirements will be listed. This form will be used to justify an employee's progress within his/her probationary year. This form will also justify for a promotion in grade, for appropriate positions. Changes to this IDP within the time frame will be noted and re-signed by the employee, the immediate supervisor, and the HRO/EDS representative. Items/goals will be noted as either short term (S/T) or long term (L/T) in nature. Information on this form is for official use only. **Attach additional pages if required**

1. NAME A. Chris Ballard	2. SSN xxx-x7-5309	3. POSITION TITLE HR Dev Supervisor	4. PAY PLAN, SERIES and GRADE GS-0201-11-01
5. INITIAL/UPDATE 11 JAN 14	6. PERIOD COVERED 11 JAN 14 – 31 MAR 15	7. LAST UPDATED	

8. DEVELOPMENT OBJECTIVES

8a. SHORT TERM OBJECTIVES (4-8 MONTHS) Technical Competency, understand regulations, HRD Crs	8b. LONG TERM OBJECTIVES (1 YEAR+) Six Sigma, Expand HR Knowledge, promote
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9. FORMAL TRAINING OBJECTIVES

9a. COURSE ID	9b. COURSE TITLE	9c. PROVIDER	9d. DATE SCHEDULED or PROPOSED	9e. DATE COMPLETED
	HR Dev Basic Course	NGB		

10. FORMAL EDUCATION

10a. DEGREE	10b. NAME OF PROGRAM	10c. PROVIDER	10d. DATE SCHEDULED or PROPOSED	10e. DATE COMPLETED

11. ON THE JOB TRAINING (OJT)

11.a TYPE (SELF OR GUIDED)	11. b NAME OF SYSTEM OR TRAINING ITEM	11.c Provider (PRINT NAME)	11d. DATE SCHEDULE OR PROPOSED	11e DATE COMPLETED
Guided (OJT)	ATRRS Proficiency DTS Proficiency	SGT Ganjehsani	01JUN14	
Guided (OJT)		Ms. Newhouse	01AUG 14	

Supervisor's Printed Name: Maj Dan Roche	Signature: <i>Maj Dan Roche</i>	Date: Today
Technician Printed Name: _____	Signature: _____	Date: _____
HRO Coordinator/EDS Printed Name: _____	Signature: _____	Date: _____



Human Resources Development

Requesting Training

SF 182 (Authorization, Agreement and Certification of Training)





Request for Training

- SF182- For Training Requests
- Group Training Request (Group SF182)

AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING			A. Agency, code agency subelement and submitting office number		B. Request Status (Mark (X) one) <input type="checkbox"/> Resubmission <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Correction <input type="checkbox"/> Cancellation	
Section A - TRAINEE INFORMATION Please read instructions on page 6 before completing this form						
1. Applicant's Name (Last, First, Middle Initial)		2. Social Security Number/Federal Employee Number			3. Date of Birth (yyyy-mm-dd)	
4. Home Address (Number, Street, City, State, ZIP Code) (Optional)		5. Home Telephone (Optional) (Include Area Code)		5. Position Level (Mark (X) one) <input checked="" type="checkbox"/> a. Non-supervisory <input type="checkbox"/> b. Manager <input type="checkbox"/> c. Supervisory <input type="checkbox"/> d. Executive		
7. Organization Mailing Address (Branch/Division/Office/Bureau/Agency)		8. Office Telephone (Include Area Code and Extension)		9. Work Email Address		
10. Position Title		11. Does applicant need special accommodation? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		If yes, please describe below		
12. Type of Appointment		13. Education Level (click link to view codes or go to page 7)		14. Pay Plan	15. Series	16. Grade
Section B - TRAINING COURSE DATA						
1a. Name and Mailing Address of Training Vendor (No., Street, City, State, ZIP Code)			1b. Location of Training Site (if same, mark box) <input type="checkbox"/>			
			1c. Vendor Telephone Number		1d. Vendor Email Address	
2a. Course Title		2b. Course Number Code	3. Training Start Date (Enter Date as yyyy-mm-dd)		4. Training End Date (Enter Date as yyyy-mm-dd)	
5. Training Duty Hours		6. Training Non-Duty Hours		7. Training Purpose Type (Click link to view codes or go to page 9)	8. Training Type Code (Click link to view codes or go to page 9)	
9. Training Sub Type Code (Click link to view codes or go to page 9)		10. Training Delivery Type Code (Click link to view codes or go to page 12)		11. Training Designation Type Code (Click link to view codes or go to page 13)	12. Training Credit	13. Training Credit Type Code (Click link to view codes or go to page 13)
14. Training Accreditation Indicator (Check below) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		15. Continued Service Agreement Required Indicator (Check below) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		16. Continued Service Agreement Expiration Date (Enter date as yyyy-mm-dd)		17. Training Source Type Code (Click link to view codes or go to page 13)
18. Training Objective				19. AGENCY USE ONLY		
Section C - COSTS AND BILLING INFORMATION						
1. Direct Costs and Appropriation / Fund Chargeable			2. Indirect Costs and Appropriation / Fund Chargeable			
Item	Amount	Appropriation Fund	Item	Amount	Appropriation Fund	
a. Tuition and Fees	\$		a. Travel	\$		
b. Books & Material Costs	\$		b. Per Diem	\$		
c. TOTAL	\$		c. TOTAL	\$		
3. Total Training Non-Government Contribution Cost			6. BILLING INSTRUCTIONS (Furnish invoice to):			
4. Document / Purchasing Order / Requisition Number						
6. 8 - Digit Station Symbol (Example - 12-34-5678)						



Human Resources Development

ATRRS

(Army Training Requirements and Resources System)

<https://atrrs.army.mil/atrrscc/>





Human Resources Development

New Employee Orientation

<http://hr.ong.ohio.gov/Technicians/Training/NewEmployeeOrientation.aspx>





Human Resources Development

Defense Travel System (DTS)

“You as Traveler and Reviewer”





Human Resources Development

Human Resources Development Office

CPT Chris Ballard- Training and Development Supervisor

614-336-7064 andre.c.ballard.mil@mail.mil

SGT Wanda Ganjehsani–Training and Development Specialist

614-336-7120 wanda.m.ganjehsani.mil@mail.mil

Mrs. Becky Newhouse– Program Budget Analyst

614-336-7453 rebecca.1.newhouse2.civ@mail.mil



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What we covered

- Responsibilities
- Tools
- Finding courses
- New Employee Orientation (NEO)
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What can I clarify?

