

Employee Development

Supervisory Development Course
Ms. Lisa Nagata
Human Resources Specialist

☐ Human Resources sponsors classes:

■ Supervisor's Development Courses

☐ Three times a year. Next class will be 04/07/2009 – 04/10/2009, followed by 08/24/2009 – 08/27/2009.

☐ Approximately 70 students per session.

■ Submit Standard Form (SF) 182 (Authorization, Agreement and Certification of Training) through Chain of Command to the Human Resources Office, Attn: Employee Development.

- Retirement seminars

- Seminars offered four (4) times per fiscal year.

- Next classes are:

- Civil Service Retirement System (CSRS): 03/18/2009 – 03/19/2009 and 08/12/2009 – 08/13/2009.

- Federal Employees Retirement System (FERS): 03/16/2009 – 03/17/2009; 04/20/2009 – 04/21/2009; 04/22/2009 – 04/23/2009; 06/15/2009 – 06/16/2009; 06/17/2009 – 06/18/2009 and 08/10/2009 – 08/11/2009.

- Complete SF 182, submit through Chain of Command to Employee Development.

□ Personnel Training

■ Department of Defense, Civilian personnel Management Service (CPMS), Field Advisory Services

□ Basic Retirement and Basic Insurance Course: 03/23/2009 – 03/26/2009.

□ Retirement Systems & Benefits Programs: 05/18/2009 – 05/21/2009. (Basic Retirement and Basic Insurance Course prerequisite).

□ Mandatory training

- No FEAR Act (Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002). Complete training every two years.
 - Constitution Day training developed to celebrate and assist Department of Defense employees in learning about this powerful document, the U.S. Constitution.
 - Equal Employment Opportunity (EEO)/Prevention of Sexual Harassment (POSH) training given by trained EEO specialists.
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□ Other training opportunities:

- National Guard Professional Education Center (PEC) in Little Rock, Arkansas.
 - U.S.D.A. Graduate School, training facilities nationwide.
 - Private training sources to include Coastal AMI, Visionpoint, Hewlett Packard, Alamo Safety, National Seminars, Oracle and Learning Exchange.
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□ Human Resources Office, Employee Development:

- MSgt Jill Ransom: (916) 854-3711, DSN 466-3711, or CAGNET 63711.
 - MSG John Presnall: (916) 854-3548, DSN 466-3548, or CAGNET 63548.
 - Ms. Lisa Nagata: (916) 854-3601, DSN 466-3601, or CAGNET 63601.
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□ Questions?
