



# CHRA Far East Region FY 2013 Course Offering

Course Title	Dates	Location	Deadline
<a href="#">Job Analysis with Occupational Questionnaires</a>	29 Oct - 2 Nov 12	Daegu, Korea	5 Oct 12
<a href="#">USA Staffing Basic User</a>	3 - 7 Dec 12	Camp Zama, Japan	5 Nov 12
<a href="#">Basic Classification</a>	19 - 22 Feb 13	Daegu, Korea	18 Jan 13
<a href="#">Basic Classification</a>	25 - 28 Feb 13	Camp Zama, Japan	25 Jan 13
<a href="#">Classification-Quality Control</a>	21 - 22 Mar 13	Daegu, Korea	15 Feb 13
<a href="#">Essentials of Pay Setting</a>	2 - 5 Apr 13	Daegu, Korea	4 Mar 13
<a href="#">Essentials of Staffing</a>	8 - 11 Apr 13	Daegu, Korea	8 Mar 13
<a href="#">Intermediate Classification</a>	7 - 10 May 13	Daegu, Korea	5 Apr 13
<a href="#">HR Advisor</a>	11 - 14 Jun 13	Daegu, Korea	10 May 13
<a href="#">Basic MER</a>	24 - 28 Jun 13	Daegu, Korea	24 May 13
<a href="#">Processing Federal Personnel Actions</a>	8 - 12 Jul 13	Daegu, Korea	7 Jun 13
<a href="#">Classification-Quality Control</a>	12 - 13 Sep 13	Camp Zama, Japan	9 Aug 13

## Job Analysis with Occupational Questionnaires

Location	Daegu, Korea
Start Date	Monday, 29 October 2012
End Date	Friday, 2 November 2012
Start Time	0800
End Time	1645
Cost	This course is centrally funded by CHRA for CP-10 employees only.
Application Deadline	Friday, 5 October 2012
Description	Fundamentals of Job Analysis and Developing Occupational Assessments in USA Staffing given as a single block of instruction.
Eligibility	PREREQUISITES: Basic Staffing Class Size: 24 Students
Course Action	Employees must apply for this course using the <a href="#">Civilian Human Resource Training Application System (CHRTAS)</a> . Supervisors must approve their employee's application in CHRTAS by application deadline. Applicants will be notified via email from CHRTAS when they have a confirmed seat in the class.
Course Manager	Ms. Kim, Ok Pun, E-mail: <a href="mailto:okpun.kim1.ln@mail.mil">okpun.kim1.ln@mail.mil</a> , 768-6576

## USA Staffing Basic User

Location	Camp Zama, Japan
Start Date	Monday, 3 December 2012
End Date	Friday, 7 December 2012
Start Time	0800
End Time	1645
Cost	This course is centrally funded by CHRA for CP-10 employees only.
Application Deadline	Monday, 5 November 2012
Description	This 4.5-day course provides an introduction to the functionality of the USA Staffing database. Students will learn how to create vacancies, build assessments, review applicants, issue certificates, and complete follow up reports. Students will be given an introduction to writing assessments.
Eligibility	PREREQUISITES: Basic Staffing and USA Staffing Orientation Class Size: 24 Students
Course Action	Employees must apply for this course using the <a href="#">Civilian Human Resource Training Application System (CHRTAS)</a> . Supervisors must approve their employee's application in CHRTAS by application deadline. Applicants will be notified via email from CHRTAS when they have a confirmed seat in the class.
Course Manager	Ms. Kim, Ok Pun, E-mail: <a href="mailto:okpun.kim1.ln@mail.mil">okpun.kim1.ln@mail.mil</a> , 768-6576

## Basic Classification

Location	Daegu, Korea
Start Date	Tuesday, 19 February 2013
End Date	Friday, 22 February 2013
Start Time	0800
End Time	1645
Cost	This course is centrally funded by CHRA for CP-10 employees only.
Application Deadline	Friday, 18 January 2013
Description	Regulatory base, skills, principles, and practice of GS and WG classification.
Eligibility	<p>PREREQUISITES: For all students – Complete Basic Classification tutorial found at TMD distance learning site. For new employees (like Interns), the online tutorials HR Orientation and Merit Systems Principles should also be completed prior to attend this course.</p> <p>Class Size: 24 Students</p>
Course Action	Employees must apply for this course using the <a href="#">Civilian Human Resource Training Application System (CHRTAS)</a> . Supervisors must approve their employee's application in CHRTAS by application deadline. Applicants will be notified via email from CHRTAS when they have a confirmed seat in the class.
Course Manager	Mr. Pak, Ki Nak, E-mail: <a href="mailto:kinak.pak.ln@mail.mil">kinak.pak.ln@mail.mil</a> , 768-6581

## Basic Classification

Location	Camp Zama, Japan
Start Date	Monday, 25 February 2013
End Date	Thursday, 28 February 2013
Start Time	0800
End Time	1645
Cost	This course is centrally funded by CHRA for CP-10 employees only.
Application Deadline	Friday, 25 January 2013
Description	Regulatory base, skills, principles, and practice of GS and WG classification.
Eligibility	<p>PREREQUISITES: For all students – Complete Basic Classification tutorial found at TMD distance learning site. For new employees (like Interns), the online tutorials HR Orientation and Merit Systems Principles should also be completed prior to attend this course.</p> <p>Class Size: 24 Students</p>
Course Action	Employees must apply for this course using the <a href="#">Civilian Human Resource Training Application System (CHRTAS)</a> . Supervisors must approve their employee's application in CHRTAS by application deadline. Applicants will be notified via email from CHRTAS when they have a confirmed seat in the class.
Course Manager	Mr. Pak, Ki Nak, E-mail: <a href="mailto:kinak.pak.ln@mail.mil">kinak.pak.ln@mail.mil</a> , 768-6581

## Classification-Quality Control

Location	Daegu, Korea
Start Date	Thursday, 21 March 2013
End Date	Friday, 22 March 2013
Start Time	0800
End Time	1645
Cost	This course is centrally funded by CHRA for CP-10 employees only.
Application Deadline	Friday, 15 February 2013
Description	To be taught in computer room. This course includes a brief review of classification policies and then provides exercises in reviewing Fully Automated System for Classification (FASCLASS) PDs to correct errors in format, series, and title and to locate information needed for job announcements.
Eligibility	PREREQUISITES: Completion of Basic Classification or equivalent OJT. Class Size: 24 Students
Course Action	Employees must apply for this course using the <a href="#">Civilian Human Resource Training Application System (CHRTAS)</a> . Supervisors must approve their employee's application in CHRTAS by application deadline. Applicants will be notified via email from CHRTAS when they have a confirmed seat in the class.
Course Manager	Mr. Pak, Ki Nak, E-mail: <a href="mailto:kinak.pak.ln@mail.mil">kinak.pak.ln@mail.mil</a> , 768-6581

## Essentials of Pay Setting

Location	Daegu, Korea
Start Date	Tuesday, 2 April 2013
End Date	Friday, 5 April 2013
Start Time	0800
End Time	1645
Cost	This course is centrally funded by CHRA for CP-10 employees only.
Application Deadline	Monday, 4 March 2013
Description	Course covering rules and laws on General Schedule and Federal Wage Service pay. The course uses PowerPoint slides, narrative explanation, examples and workshop questions of a variety of pay types including promotion, reassignment, change to lower grade and reinstatement.
Eligibility	PREREQUISITES: Student should have some pay setting experience. Class Size: 24 Students
Course Action	Employees must apply for this course using the <a href="#">Civilian Human Resource Training Application System (CHRTAS)</a> . Supervisors must approve their employee's application in CHRTAS by application deadline. Applicants will be notified via email from CHRTAS when they have a confirmed seat in the class.
Course Manager	Ms. Kim, Ok Pun, E-mail: <a href="mailto:okpun.kim1.ln@mail.mil">okpun.kim1.ln@mail.mil</a> , 768-6576

## Essentials of Staffing

Location	Daegu, Korea
Start Date	Monday, 8 April 2013
End Date	Thursday, 11 April 2013
Start Time	0800
End Time	1645
Cost	This course is centrally funded by CHRA for CP-10 employees only.
Application Deadline	Friday, 8 March 2013
Description	<p>This course serves as a prerequisite for the majority of Staffing courses. This course provides an overview of the major staffing functions and related legal and regulatory requirements. The course also covers the primary staffing processes such as determining when competition is required, evaluating candidates' qualifications, developing and/or processing competitive registers, setting pay and determining retention standing and placement rights under reduction in force. The many flexibilities management has in staffing and placement actions are emphasized in this course. Lectures, class discussions and "hands-on" exercises are used to develop students' technical knowledge and consulting skills.</p>
Eligibility	<p>PREREQUISITES: None</p> <p>Class Size: 24 Students</p>
Course Action	<p>Employees must apply for this course using the <a href="#">Civilian Human Resource Training Application System (CHRTAS)</a>. Supervisors must approve their employee's application in CHRTAS by application deadline. Applicants will be notified via email from CHRTAS when they have a confirmed seat in the class.</p>
Course Manager	Ms. Kim, Ok Pun, E-mail: <a href="mailto:okpun.kim1.ln@mail.mil">okpun.kim1.ln@mail.mil</a> , 768-6576

## Intermediate Classification

Location	Daegu, Korea
Start Date	Tuesday, 7 May 2013
End Date	Friday, 10 May 2013
Start Time	0800
End Time	1645
Cost	This course is centrally funded by CHRA for CP-10 employees only.
Application Deadline	Friday, 5 April 2013
Description	This 4-day class (beginning in FY 11) provides additional classification practice with GS and FWS pay systems, especially supervisory and work leader guides, and includes "position management" concepts related to job and organization design.
Eligibility	PREREQUISITES: For all students – Complete Basic Classification classroom course and Advanced FES tutorial.  Class Size: 24 Students
Course Action	Employees must apply for this course using the <a href="#">Civilian Human Resource Training Application System (CHRTAS)</a> . Supervisors must approve their employee's application in CHRTAS by application deadline. Applicants will be notified via email from CHRTAS when they have a confirmed seat in the class.
Course Manager	Mr. Pak, Ki Nak, E-mail: <a href="mailto:kinak.pak.ln@mail.mil">kinak.pak.ln@mail.mil</a> , 768-6581

## HR Advisor

Location	Daegu, Korea
Start Date	Tuesday, 11 June 2013
End Date	Friday, 14 June 2013
Start Time	0800
End Time	1645
Cost	This course is centrally funded by CHRA for CP-10 employees only.
Application Deadline	Friday, 10 May 2013
Description	<p>This course focuses on development of the professional and business management skills which are needed to be an effective Civilian Human Resource advisor to managers and customers. The course includes lectures, classroom exercises, and case studies which are designed to develop the advisory and consulting skills needed by CHR professionals. This course does not address technical or functional skills although case studies and exercises are based on human resource issues and scenarios.</p>
Eligibility	<p>PREREQUISITES: HR specialist. Participants should have taken the basic HR courses, e.g. Basic Classification, Staffing, etc. or have equivalent experience.</p> <p>Class Size: 24 Students</p>
Course Action	<p>Employees must apply for this course using the <a href="#">Civilian Human Resource Training Application System (CHRTAS)</a>. Supervisors must approve their employee's application in CHRTAS by application deadline. Applicants will be notified via email from CHRTAS when they have a confirmed seat in the class.</p>
Course Manager	Ms. Kim, Ok Pun, E-mail: <a href="mailto:okpun.kim1.ln@mail.mil">okpun.kim1.ln@mail.mil</a> , 768-6576

## Basic MER

Location	Daegu, Korea
Start Date	Monday, 24 June 2013
End Date	Friday, 28 June 2013
Start Time	0800
End Time	1645
Cost	This course is centrally funded by CHRA for CP-10 employees only.
Application Deadline	Friday, 24 May 2013
Description	<p>Through lectures, case studies and practical exercises, this course introduces participants to the laws and regulations that provide the legal framework for Management-Employee Relations and the various federal agencies that have oversight and compliance authority related to this HR discipline. This 4.5-day course covers the major components of the Management-Employee Relations program and provides a solid knowledge foundation for Management-Employee Relations practitioners to build their expertise. This course covers topics to include the legal and regulatory framework of the law, discipline and adverse actions, leave management, performance management, disability and reasonable accommodations, grievances and appeals, and alternative dispute resolution.</p>
Eligibility	<p>PREREQUISITES: None</p> <p>Class Size: 24 Students</p>
Course Action	<p>Employees must apply for this course using the <a href="#">Civilian Human Resource Training Application System (CHRTAS)</a>. Supervisors must approve their employee's application in CHRTAS by application deadline. Applicants will be notified via email from CHRTAS when they have a confirmed seat in the class.</p>
Course Manager	Mr. Pak, Ki Nak, E-mail: <a href="mailto:kinak.pak.ln@mail.mil">kinak.pak.ln@mail.mil</a> , 768-6581

## Processing Federal Personnel Actions

Location	Daegu, Korea
Start Date	Monday, 8 July 2013
End Date	Friday, 12 July 2013
Start Time	0800
End Time	1645
Cost	This course is centrally funded by CHRA for CP-10 employees only.
Application Deadline	Friday, 7 June 2013
Description	In this 5-day course, students will learn how to prepare, process and approve Requests for Personnel Actions (SF-52) and Notifications of Personnel Actions (SF-50), the essential personnel records for federal employees. This course covers the forms, terminology, codes, remarks, processes and procedures that are used to effect a personnel action.
Eligibility	PREREQUISITES: Basic Staffing Class Size: 24 Students
Course Action	Employees must apply for this course using the <a href="#">Civilian Human Resource Training Application System (CHRTAS)</a> . Supervisors must approve their employee's application in CHRTAS by application deadline. Applicants will be notified via email from CHRTAS when they have a confirmed seat in the class.
Course Manager	Ms. Kim, Ok Pun, E-mail: <a href="mailto:okpun.kim1.ln@mail.mil">okpun.kim1.ln@mail.mil</a> , 768-6576

## Classification-Quality Control

Location	Camp Zama, Japan
Start Date	Thursday, 12 September 2013
End Date	Friday, 13 September 2013
Start Time	0800
End Time	1645
Cost	This course is centrally funded by CHRA for CP-10 employees only.
Application Deadline	Friday, 9 August 2013
Description	To be taught in computer room. This course includes a brief review of classification policies and then provides exercises in reviewing Fully Automated System for Classification (FASCLASS) PDs to correct errors in format, series, and title and to locate information needed for job announcements.
Eligibility	PREREQUISITES: Completion of Basic Classification or equivalent OJT. Class Size: 24 Students
Course Action	Employees must apply for this course using the <a href="#">Civilian Human Resource Training Application System (CHRTAS)</a> . Supervisors must approve their employee's application in CHRTAS by application deadline. Applicants will be notified via email from CHRTAS when they have a confirmed seat in the class.
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