



NIH Training Center Highlights

Department of Health and Human Services
National Institutes of Health
Office of Strategic Management Planning
Workforce Support & Development Division

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Save the Date! April 12, 2007

DDM Seminar Series Speaker—D. Michael Abrashoff

It's Your Ship: Engaging Your Team to Take Greater Ownership



Retired Captain Abrashoff will address NIH employees on April 12, 2007, in Masur Auditorium, from 11-Noon.

At the age of 36, Mike Abrashoff was selected to become Commander of U.S.S. Benfold, making him the most junior commanding officer in the Pacific Fleet. The challenges were staggering with exceptionally low morale and unacceptably high turnover.

Few thought that this ship could improve, but Abrashoff only became more resolved. In some ways, it is an extreme example of the same problems facing many organizations today. According to Abrashoff "In my induction ceremony, my predecessor left to cheers. They were actually clapping. I knew then that command and control leadership was dead."

The solution was a system of beliefs that Abrashoff calls GrassRoots Leadership. A process of replacing command and control with commitment and cohesion, by engaging the hearts, minds, and loyalties of workers – a belief that Abrashoff achieves with conviction and humility. GrassRoots leadership is a principle that empowers every individual to share the responsibility of achieving excellence.

We hope you will join us at this event! Refreshments will be served following the presentation. The Seminar Series is open to all NIH employees and there is no need to pre-register. Sign-language will be provided. More information about the series can be found at <http://www.ddmseries.od.nih.gov>

Coming Soon! *Delorese A. Ambrose will be the featured DDM Seminar Series Speaker on speaker June 14, 2007*

Have You Heard About the NIH Employee Orientation and Information Program? (EOIP)

The NIH Employee Orientation and Information Program is a training module that all new Federal employees are required to complete within their first 3 weeks at NIH. EOIP provides a summary of important and helpful information to assist new employees with becoming better acclimated to NIH and provides an overview of the NIH mission, history, benefits, resources and opportunities. EOIP also offers information about rights and responsibilities of employees, employee compensation and benefits and provides extensive information about the 27 Institutes and Centers here at the NIH. To learn more about the EOIP, access the website at <http://orientation.nih.gov>.

Federal employees hired prior to September 1, 2003 are exempt from taking the mandatory training and contractors are not required to take this training, however, are encouraged to browse through the orientation content.

An EOIP Steering Committee was formed to ensure that content is updated accordingly to benefit new employees. The EOIP Steering Committee convened in March, 2007 and has already instituted some exciting changes. We urge the NIH community to assist in this effort by offering feedback on the program!

Did you know that you have an IC Contact for EOIP? Each IC has an assigned representative that acts as a liaison between new employees and the NIH help Desk and the Office of Human Resources.

For more information on becoming a member of the EOIP Steering Committee on behalf of your IC, or to learn more about the program, please contact Marisa Sheelor at 301-594-2600 or email at Sheelorm@mail.nih.gov.

3rd
Quarter
FY 2007

Advances in Competency Development at the NIH

The NIH Competency Development project, spearheaded by the Office of Strategic Management Planning, is a multi-phased initiative focused on defining and modeling administrative occupation-specific competencies. The project is making significant advances and we are pleased to provide you with an update.

Competency models have been developed in the following areas:

- Core competencies that apply to all NIH employees
- Leadership & Management competencies that apply to grades 13-15
- Occupation-specific competencies for 10 NIH occupational areas

The NIH Training Center has also identified and mapped training options to proficiency levels within each competency. These proficiency levels serve as a guide to understand the expected behaviors in a particular competency for a specified grade level. This is important because it allows employees to identify training that will help them develop their competencies.

In addition to the models, the NIH Training Center has been working collaboratively with NIH stakeholders to develop recruitment tools such as behavioral-based interview guides and HR vacancy announcements. Both tools will help the NIH identify and recruit the best candidates!

Interested in learning more about the competency models? If so, they will be posted on the NIH Training website, <http://learningsource.od.nih.gov/>, by May 2007. You may also contact Debbie Butcher, Director of the NIH Training Center, at butcherd@od.nih.gov

Why is NIH developing competencies? Competency modeling provides a consistent framework for the knowledge, skills and abilities that contribute to superior individual and organizational performance. Assessing competencies is important because it gives people a clear idea about their strengths and what additional specific development is needed to be successful.

Announcing the Administrative Fellows Program

NIH is pleased to announce an exciting opportunity for Master's Degree candidates--the Administrative Fellows Program (AFP). This 2-year program (through the Federal Career Intern Program authority) features on-the-job training, mentoring, rotations and individualized development plans in the following career paths:

- Administrative Officer
- Grants Management
- Contracts Specialist

The program offers a unique opportunity for qualified graduate students to launch a federal career with the NIH.

Candidate interviews are currently underway! If you are interested in learning more about this program, contact adminfellows@mail.nih.gov

Can't Find What You Want?

If there is a course that you would like to see the NIH Training Center offer, let us know! Tel: (301) 496-6211 TTY: (301) 594-2696, or visit us on the web: <http://learningsource.od.nih.gov/requestform.asp>

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2007 STRIDE Intern Program Now Recruiting

The NIH Training Center announces the 2007 STRIDE Intern Program, a three-year program designed to provide employees (GS-5, 6, or 7) an opportunity for career change and advancement, while at the same time, help the NIH meet its staffing needs. STRIDE's aim is to provide a combination of on-the-job training, academic courses, and selected short-term courses to prepare individuals for placement in targeted professional positions.

To be eligible, you must be employed at NIH under a career-conditional appointment for at least 1 year.

Information Session Schedule 11:30am-12:30pm:

- April 26** Natcher Building 45, Room G1/G2
- May 1** Building 31, Conference Room 8
- May 3** Rockledge 2, 9th Floor Conference Center (9112/9116)
- May 9** EPS-6120 Executive Blvd, Classroom 9

To access additional information about the program visit: <http://learningsource.od.nih.gov/stride.htm>

Contacts: Judith Phillips, Program Manager, phillipsju@od.nih.gov
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All You Need to Know About NIHITS II

If you have ever attended an internal NIH or external training course, then you are probably familiar with the NIH Integrated Training System II (NIHITS II). NIHITS II is an electronic database system used by NIH staff to create training nominations, electronically route them for approvals and fund obligations. This system currently interfaces with the NIH Administrative Database (ADB) and the Common Accounting System (CAS). Over the past few months, the NIH Training Center has received quite a few questions about the intricacies of the system and how the program was conceived. We hope this information is useful!

The History

Prior to an electronic system to initiate and process training actions, NIH used a paper based process. At the heart of this process was the HHS Form 350, Training Nomination and Authorization. This form was manually completed and routed for signatures and then manually entered multiple systems for enrollment in NIH Training Center classes or mailed/faxed to external training vendors. As you can imagine, this was a tedious and inefficient process and allowed for errors to be introduced during each manual entry point in the process. Additionally, in order to obtain an employee's training history, a manual review of the copies of the HHS 350 form placed in the employee's OPF was required. The Department of Health and Human Services (DHH) consequently developed A-TRAIN, an electronic system designed to automate the training nomination system. NIH attempted to use this system, however, NIH had far too many users for the program to manage. Consequently, some ICs returned to a paper training nomination procedure in order to process training actions in a timely fashion. To better meet the needs of NIH, the Office of Human Resources Management (OHRM) designed and implemented NIHITS. The original NIHITS system was a significant improvement over the A-TRAIN system and has been used successfully by all ICs. NIHITS is a mainframe system that can accommodate a large number of simultaneous users and has interfaces with the NIH CAN and Vendor tables, Human Resources Database (HRDB) and ADB, thereby eliminating additional points of data entry. Additionally, NIHITS II has begun to incorporate many new features desired by the ICs to make it an even more efficient and effective system and further reducing manual processes.

How it Works

On a routine basis, NIHITS receives vendor, CAN, and employee information from the NIH Data Warehouse and the HRDB. This information is used to assist in generating training nominations. A user may enter a single or a group nomination into NIHITS that includes training information, vendor information and method of payment. Once the nomination is complete, the user routes it for supervisory approval based on the employee and the CAN information provided in the nomination. Once the nomination is approved by the proper approving officials, the employee must print the purchase order from the system and provide it to the training vendor.

Upcoming Enhancements

- Integration of NIHITS II to NBS from ADB.
- Integration or conversion of NIHITS II to a New Learning Management System.

Interesting Tidbits and Facts

- If you are seeking for supervisor approval make sure you click the "route" button after you finish submitting the nomination.
- Modified nominations are required to be approved again.
- A nomination can be deleted by the creator even after it has been approved as long as it is before the training date. An approver can cancel the nomination pending they are next in line for the approval process.
- If a user that has just been moved to a new IC is submitting a nomination there is a probability they may not find themselves under the new IC. This is because their NIHITS employee profile has not been updated. IC changes take approximately 2-3 weeks maximum to reflect in NIHITS. If you need to create a nominations within that time period; create the nomination under the old IC but change the CAN number to the new IC. Any NIHITS accounts issues (information, password, etc.) should be handled by the IC super user. The user can find their Super User by going to: <https://nominate.od.nih.gov/html/request.html>.
- There is a different Super User for each IC.
- A user can find their training history by selecting "Generate a database report" on the main menu then selecting "Employee training history". Keep in mind you can only see those within your IC.

NIHITS II Frequently Asked Questions

I can't find the vendor for a class, NIHITS II keeps saying "no matches found."

Searching for a vendor can be difficult because there are 10's of thousands of them in the ADB, they can be entered in many different ways and many are listed more than once. When performing your search you may need to try the name in a few different ways (i.e. University of DC, DC University) or try searching for the "base" EIN. If you don't know the EIN, check with the vendor.

continued

NIHITS II Frequently Asked Questions *continued*

If the vendor is not in the ADB and you are paying via NIHITS, a request for the vendor to be added to the ADB will need to be done via your normal IC channels.

If the vendor is not in the ADB and you are NOT paying via NIHITS, NIHITS will give you an option to “skip” the ADB requirement since the vendor does not need to be in the ADB in this case.

How do I update vendor information in NIHITS?

Vendor information in NIHITS is loaded from the ADB, therefore in order to update vendor information in NIHITS it must be done by updating the vendor information in the ADB. To update a vendor in the ADB, you need a letter from the vendor on their letterhead with their EIN # citing their old address and their new address. This is also a good opportunity for the vendor to confirm their banking information—did they change banks when they moved? That must also be updated using the Standard Form 3881.

I am trying to enter a new employee and am getting an error message “Duplicate SSN.”

SSN's must be unique in the system and it will not allow a new record to be entered if the SSN already exists. The employee may actually already exist in the database. Perhaps the employee isn't new to NIH, but just new to the IC (transferred from one IC to another) in which case the employee already exists in the database (see FAQ above for transferred employees).

The NIH Training Collaborative Forum

On March 1, 2007, the NIH Training Center hosted an NIH Training Collaborative Forum at Natcher. The purpose of the forum was to promote partnerships and foster the sharing of information among the various training offices and divisions at NIH.

Debbie Butcher, NIH Training Center Director, shared information about the NIH Competency Development Project and information about the HHS Learning Management System, (LMS) which will soon be implemented NIH. **Phil Lenowitz**, Deputy Director, Office of Human Resources (OHR), provided information about OHR's new OD/IC communications initiative, commonly referred to as “The Austin Project.”

Judith Phillips, NIH Training Center Program Manager, shared information about the new Administrative Fellows Program, which is a career development program aimed at attracting Masters Degree candidates in Administrative career tracks at NIH.

Marianne Marlowe, DEAS Training Manager, discussed the plethora of DEAS training programs for 2007, while **Kristen Dunn-Thomason**, Chief of the Training Section at CIT, provided information about CIT training programs and encouraged everyone to attend the Training Officer's Conference (TOC) in April for professional development and networking purposes. **Deborah Gardner**, Chief of Workforce Planning and Development at the NIH Clinical Center, concluded with a discussion surrounding building leadership competencies and engaged the audience in a discussion about the various new and exciting programs at the Clinical Center.

The forum was well-received by all! If you are a training professional at the NIH, we encourage you to join us at the next forum in September! For additional information, visit <http://learningsource.od.nih.gov/forum.html>

3rd Quarter FY 2007 Course Offerings

Course Title	Length	Days	Course #
Knowledge Management and Strategic Human Capital	1 day	4/26	8800
NIH Domestic Travel (NBS Travel System)	3 days	5/1-3, 6/4-6	2601
NIH Foreign Travel (NBS Travel System)	2 days	5/7-8, 6/7-8	2605
Introduction to NIH Property Management	2 days	5/8-9	2622
Delegated Acquisition Training Program	4 days	5/8-11	2603
NBS Travel System for Organizational Administrator	2 days	5/9-10	2614
Travel for Admin Officers/Approving Officials	1 day	5/14	2608
Basic Time and Attendance Using ITAS	2 days	5/15-16, 6/26-27	2624
Fellowship Payment System	1 day	5/15	2646
Writing & Managing Executive Correspondence at NIH	2 days	5/16-17	2115
NBS Sponsored Travel	1 day	5/30, 6/27	2616
Professional Service Orders	1 day	6/4	2612
Electronic Purchase Logs & Reconciliation Procedures	1 day	6/7	2635
Scientific and Technical Writing	2 days	6/20-21	2154

Quote Of the Quarter

“The future belongs to those who see possibilities before they become obvious.”

—John Sculley, Former CEO of Pepsi and Apple Computer

Attention Readers:

Do you have a quote that you would like to see featured in the next edition of *Highlights*? Submit your favorite learning-oriented quote to berkleyk@od.nih.gov and both You and the quote will be featured next quarter!