

Army Civilian Training & Leader Development Frequently Asked Questions

The following are frequently asked questions about Army Civilian training and leader development programs. If you do not find the answer to your question(s), please visit the HQDA G-3/5/7 Civilian Training and Leader Development Division website, www.civiliantraining.army.mil, and click on “Customer Support” in the top right corner to ask a question through the help desk.

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ACADEMIC DEGREE TRAINING

<http://www.t3ac.army.mil/academic/pages/default.aspx>

What is Academic Degree training?

A: Academic Degree Training (ADT) is defined as training or education with the stated objective of obtaining an academic degree. Title 5, United States Code, Section 4107, gives agencies the authority to select and assign an employee to academic degree training and pay or reimburse costs of academic degree training from appropriated or other available funds if such training meets specific requirements. It specifically states that such training must contribute significantly to meeting an identified agency training need; resolve an identified agency staffing problem; or accomplish goals in the strategic plan of the agency. The training must be part of a planned, systematic, and coordinated program of professional development endorsed by the Army that supports organizational objectives, and received from an accredited college or university.

Who is the approval authority for Army Civilian ADT?

A: The Assistant Secretary of the Army for Manpower and Reserve Affairs (ASA M&RA) is the sole approval authority for approving Academic Degree Training (ADT) requests, regardless of the source of funding (ACTEDS central funds, proponent funds other than ACTEDS, Command or Installation funds). Exceptions to this policy are the following programs for which ASA(M&RA) has delegated this authority: 1) Employees selected to attend the Defense Comptrollership Program may take academic degree training in conjunction with these programs; 2) Acquisition Corps members seeking to meet Defense Acquisition Workforce improvement Act (DAWIA) or Acquisition Corps requirements may take ADT identified in their Acquisition Corps IDPs; 3) Army Medical Command (MEDCOM) Civilian employees competitively selected to participate in the Army Fort Sam Houston Master of Social Work Program; and 4) Career Program 11, Comptroller, careerists selected to participate in Department of Defense (DOD) Inspector General (IG) program at Georgetown University.

Who is eligible to apply for ADT?

A: All members of the Army Civilian Corps are eligible to apply for Academic Degree Training (ADT), except those employees occupying or seeking to qualify for: (1) appointment to any position that is excepted from the competitive service because of its confidential, policy-determining, policy-making, or policy-advocating nature (i.e., Schedule C appointments); or 2) a non-career appointment in the Senior Executive Service (SES). Additionally, nominees must have a total of three years service in a permanent Department of the Army full-time position or combination of permanent full-time positions.

Are there any limitations on the use of the academic degree training program?

A: Yes; the academic degree must be related to the performance of the employee's official duties. The training must contribute significantly to meeting the command's training need; resolve a staffing problem; or accomplish goals in the command's strategic plan.

Are there any restrictions on which facilities may be used to obtain academic degrees?

A: Yes; the training must be accredited and provided by a college or university that is accredited by a nationally recognized body, which is a regional, national or international accrediting organization recognized by the U.S. Department of Education. Please consult the ED.gov website for a listing.

Who funds ADT approved training?

A: Academic Degree Training (ADT) may be funded with Headquarters Department of the Army central funds or through the Command. The funding threshold must not exceed \$75,000.

What expenses can be paid as part of the ADT program?

A: All or part of expenses, i.e. tuition, supplies, and books, may be paid for training associated with obtaining an academic degree.

What is the process for forwarding ADT applications?

A: All requests for Academic Degree Training (ADT) will be forwarded for approval NOT LATER THAN 140 days through the appropriate command channels to the respective Functional Chief Representatives (FCRs) or Command Point of Contact. Upon complete review by the FCR/Command, application packets are forwarded through Deputy Chief of Staff, G-37 Training Directorate, Civilian Training and Leader Development Division (G-37/TRV) NOT LATER THAN 60 days prior to start of class for the Assistant Secretary of the Army (Manpower and Reserve Affairs)(ASA(M&RA)) approval. Incomplete applications will be returned via FCR/command channels. Applications may be forwarded electronically to: AcademicDegreeTrainingSupport@conus.army.mil , OR hard copy mailed to United States Army Training Directorate (DAMO-TRV), 450 Army Pentagon, Room 2D629, Washington, DC 20310-0450.

What documents are required for ADT applications?

A: The Academic Degree Training (ADT) application packet consists of: (1) The ADT Application Form - Online; (2) ADT Applicant Statement; (3) Academic Degree Plan for the entire program; (4) A completed and signed CSA; (5) Resume; (6) Letter of Acceptance from an accredited institution; (7) Validation of Requirement/Utilization Plan from employee's supervisor; and (8) Career Program or Command unique documents. Additional documents required from the career program: (9) The Career Program Functional Review Form, and (10) Request for Central Resource Support Form. Command funded requests also require endorsement from the Commander (ACOM, ASCC, DRU, OAASA). Completion of the Ethnicity and Race identification Form is optional. <http://www.t3ac.army.mil/academic/Pages/ADTapply.aspx>

Who is responsible for ADT Application packet completion?

A: Ownership of complete Academic Degree Training (ADT) application rests with the applicant. The applicant should work with his or her appropriate FCR, chain of command/command level authorities to ensure all required documents are legible, complete, signed and forwarded through the appropriate channels for ASA(M&RA)approval. Incomplete packets will be returned to the appropriate FCR/Command POC.

Can I start training pending ASA(M&RA) approval?

A: No, approval of Academic Degree Training (ADT) must be received before start of class. Commencement of training prior to ASA(M&RA) approval will not be funded by the government.

Who will notify the employee of ADT approval?

A: The employee will be contacted by the appropriate FCR or Command POC regarding his or her Academic Degree Training (ADT) application status.

CONTINUED SERVICE AGREEMENT (CSA)

http://cpol.army.mil/library/train/catalog/acs_form.pdf

What is a Continued Service Agreement (CSA)?

A: The Continued Service Agreement (CSA) is a signed agreement between the employee and their organization to continue employment within the Department of Defense for not less than three (3) times the length of the training. If you do not complete the agreed service time, you must reimburse the organization for your training expenses. The CSA is located online at http://cpol.army.mil/library/train/catalog/acs_form.pdf.

Are Continued Service Agreements (CSA) required for ADT, and what signatures are required?

A: Yes; in accordance with Title 5, U.S. Code 4108(a) and Title 5, Code of Federal Regulations 410.309(c), an employee is required to sign a Continued Service Agreement prior to starting approved Academic Degree Training (ADT). The only required signature is that of the employee.

Can the employee be denied training for failure to sign a CSA?

A: Yes, the employee can be denied training if he or she is required to but fails to sign a Continued Service Agreement (CSA).

How is the CSA obligation determined for ADT?

A: Section 4108(a)(1) of Title 5, United States, states that continued service after completion of training is at least equal to three (3) times the length of the training period. Three times the length of training is the minimum amount. The Career Programs and Commands have the option of increasing the period of time required to serve beyond the minimum.

How do I compute the ADT period?

A: When an employee is pursuing an academic degree, the organization may compute the length of the Academic Degree Training (ADT) based on the academic institution's established contact hour. This method establishes an effective minimum commitment for continued service and allows the organization the flexibility to establish required service times above the minimum to address their specific goals in using the academic degree program.

When does the continued service obligation begin for ADT

A: This is up to the organization, based on their written policies regarding academic degree programs. If the entire degree is paid for, the CSA may begin after the program is completed. If the employee takes one or more courses at a time, it may begin after completion of each course.

CHRTAS

<http://www.t3ac.army.mil/pages/chrtas.aspx>


Does CHRTAS have any requirements for the set-up of my browser?

A: To use CHRTAS, ensure that your browser has JavaScript and Secure Socket Layers (SSL) enabled and is configured to accept Cookies. (These options are all enabled by default)

What should I do if I receive the following error message in CHRTAS: "You have entered an invalid date of birth (DOB) for your social security number (SSN), please re-enter your DOB"?

A: Go to the Help Desk for CHR Training and select your Area from the drop-down and send an email with your contact information advising of the problem. CHRTAS will contact you to verify your identity and to work with you to correct the DOB in the database. Do not send your SSN and DOB in any email communications.

What do I do if personal/unit information in my CHRTAS record is incorrect (name, DOB, SSN, pay plan, organization)?

A. Fields marked with a lock () in CHRTAS are auto populated from the Army Civilian Personnel System (ACPERS). If there is any missing or incorrect data in your profile, you may request a correction by initiating a Help Desk Ticket in CPOL Portal. Access CPOL (<http://acpol.army.mil/>) and login to the "Employee Portal". In the Portal, click the Employee tab to open the Employee Data portlet, and under "Helpdesk" click "Enter a new ticket." Or once in the Portal, you may click the Helpdesk icon in the top right corner.

SUBMITTING/UPDATING APPLICATIONS IN CHRTAS

<http://www.t3ac.army.mil/pages/chrtas.aspx>

How do I apply for training in CHRTAS?

A:

1. Log into the Civilian Human Resources Training Application System (CHRTAS) at <https://www.atrrs.army.mil/channels/chrtas/default.asp>
2. Under the logo in the center of the page, you will need to select your appropriate Category using the drop down menu (such as [Army Civilian]).
3. Click the appropriate tab to log in either with your CAC (Common Access Card) or Social Security Number/Employee Identification Number and Date of Birth (SSN/EIN and DOB).
4. Once you log in, ensure your Category (such as [Army Civilian]) is correct on the pop-up window, and click [Continue].
5. In the left menu, mouse over the word [Student] and select the appropriate option.
6. If this is the first time you have used the Civilian Human Resources Training Application System (CHRTAS), you will need to click on [Create/Update Student Profile].
7. If you already have a profile built, click on [Apply for Training]. This is where you will select your desired training from one of the following tabs: [Civilian HR Training], [Civilian Education System (CES)], [Supervisor Development Course] or [CSLMO].

How do I build my CHRTAS Student Profile?

A. Follow steps 1 through 6 above.

Click through the tabs completing and/or verifying your student profile information. Required fields are indicated. Ensure you enter the correct email addresses for yourself and your supervisor.

When completed, click on [Submit]. You will be asked once again to confirm the email addresses submitted for you and your supervisor are accurate. Click [OK] to save and continue or click [Cancel] to go back and correct any errors. After successful submission, you should see a green bar toward the top of the page with a green checkmark and a note indicating your profile was successfully updated. From this page, click on [Main Menu] in the top right corner to return to the main screen where you can mouse over [Student] in the main menu and move on to [Apply for Training].

What should I do if I have completed course prerequisites that are not in my CHRTAS record?

A: Employees who have equivalent Professional Military Education (PME), Civilian Legacy or other-service PME courses that are NOT listed on their ATRRS training record may manually upload the certificate(s) in CHRTAS to gain equivalent credit for CES courses. This action will not correct the student's official training record, but it will be considered for his or her CES requirement. ATRRS only shows courses that are recorded as completion by the appropriate schoolhouse.

1. Log into the Civilian Human Resources Training Application System (CHRTAS) at <https://www.atrrs.army.mil/channels/chrtas/default.asp>
2. Under the logo in the center of the page, you will need to select your appropriate Category using the drop down menu (such as [Army Civilian]).
3. Click the appropriate tab to log in either with your CAC (Common Access Card) or Social Security Number/Employee Identification Number and Date of Birth (SSN/EIN and DOB).
4. Once you log in, ensure your Category (such as [Army Civilian]) is correct on the pop-up window, and click [Continue].
5. On the right side of the page, click [CES Eligibility and Completion Status].
6. In the bottom bullet of the pop-up window is the link to upload documentation.
7. This action will not correct your official training record (in ATRRS or DCPDS), but it will be considered for meeting the CES requirement.

Employees can self-certify and update their education in the [Defense Civilian Personnel Data System \(DCPDS\)](#) through the CPOL Employee Portal: <http://cpol.army.mil/>.

Click on [Employee Portal login (CAC)] at the top right, then click on the [Employee] tab. In the menu is a "Quick Guide - Update your Education" with instructions. This does not officially update your training records. This also does not update your ATRRS training record.

See your HR specialist or CPAC staff for the local process to request corrections to your official ATRRS records. Neither CHRTAS nor the G-3/5/7 Civilian Training and Leader Development Division can process corrections to employees' official ATRRS records.

After clicking on the SUBMIT button, how can I be sure my application has been submitted?

A: Once you click on SUBMIT, the following pop-up message is displayed: "A confirmation has been emailed to the student and the student's supervisor" when all of the required fields have been completed. When you click on "OK" to close it, the system generates two email messages - one to the student and one to the supervisor. If the email addresses provided are incorrect, neither message will arrive at the proper destination.

If I correctly enter my email address on my application in CHRTAS, when can I expect to receive email messages?

A: CHRTAS immediately sends an email message to the student:

1. When student clicks on SUBMIT button to submit an application.
2. When student submits a request to cancel an application, a reservation or wait.
3. When supervisor approves or disapproves application.
4. When Training Coordinator/Course Manager approves an application as a reservation or wait.
5. When Training Coordinator/Course Manager disapproves an application with the reason for disapproval.
6. When Training Coordinator/Course Manager approves or disapproves a request to cancel a reservation or wait.
7. When the school non-conducts class.
8. When Training Coordinator/Course Manager changes your Student Profile, funding status, or cancellation status.
9. When a "wait" rolls into a "reservation."

What functions can I perform after I click [Review/Edit /Cancel Applications] in CHRTAS?

A: By clicking on Review/Edit Application(s), you can perform any of the following functions:

1. Review/edit application(s)
2. Determine status of submitted application(s)
3. Update/correct information on your application(s)
4. Delete an application pending approval.
5. Resubmit an application for a course when a previously submitted application has been cancelled or disapproved.

Why isn't the application I submitted showing up in CHRTAS when I click on [Review/Edit/Cancel Applications]?

A: When you submit an application in CHRTAS, a window pops up to tell you that an application has been submitted. If this window does not pop up and you are returned to your application, then information is either missing or incorrect on your application, as indicated when the application comes back up. Review your application to make sure it is complete and correct then click on the SUBMIT button again.

My application was submitted in CHRTAS before my coworker's was, but his/her application has been approved and my application is still pending approval. Why?

A: Training Coordinator usually processes applications based on:

1. Class start date, e.g. applications for first quarter classes are processed before second quarter classes, etc.
2. The student's system-assigned priority of 1, 2, 3, or 4 to ensure that priority 1 students are scheduled first for high demand courses with limited capacity.
3. If the application is for a different Course/Class and the class is full, they may be waiting to see if they get a cancellation request.
4. Your Supervisor may have not yet reviewed and approved your request.

What happens if I am placed on wait status for a course in CHRTAS?

A: If no seats are available when Training Coordinator/Course Manager processes the application, you may be placed in a wait status and can possibly roll into a reservation if another student cancels their reservation. Waits are managed by the system, i.e., you cannot move ahead of another student on the wait list, nor can you be enrolled unless you are at the top of the wait list and a seat becomes vacant. If a wait rolls into a reservation, you are expected to attend the class. If you are on wait status and do not want to attend the class or want to avoid rolling into a reservation at the last minute, you need to submit a cancellation request.

How do I cancel a class in CHRTAS?

A: To cancel a dL course application or resident course reservation, log into the Civilian Human Resources Training Application System (CHRTAS) at

<https://www.atrrs.army.mil/channels/chrtas/default.asp>

- On the main screen, mouse over [Student] in the main menu and select select [Review/Edit/Cancel Applications]. When the list of classes appears, select the red [c] button to the left of the class you wish to withdraw from, and then select the gray [x] button.
- Your supervisor will receive an email that advises them one of their employees has requested training cancellation. The email will provide instructions and a link to review and approve or disapprove the training cancellation request.
- Once your supervisor approves your cancellation request, it will be available in CHRTAS for the quota manager to do the same.
- Once the quota manager approves the cancellation request, you are automatically canceled from the course and an email will be sent to you and your supervisor.
- 24-48 hours after your reservation is canceled; you may log in to CHRTAS and reapply for another class.

ALL CES COURSES / STUDENTS

<http://www.t3ac.army.mil/leader/Pages/default.aspx>

ALL COURSES

What are the eligibility requirements/pre-requisites for CES courses?

A: Civilian Education System (CES) courses are required leader development courses for all Army Civilians.

Prerequisites vary by course. Prerequisites for CES courses are listed on the individual course information pages on the Civilian Training and Leader Development Division website. Visit www.civiliantraining.army.mil, click on the Leader Tab, and choose the specific course from the drop-down course menu.

While the distributed learning (dL) phases are open to all Army Civilians for self-development, the resident phases are targeted to individuals in specific grade levels (below with links to the individual course information) to ensure Civilians receive progressive career-long professional development.

- [Foundation Course](#): Required for all interns and new Army Civilians (GS-01 - GS-15) hired after Sept. 30, 2006 (*Individuals who are required to take the FC must complete it before they will be eligible to register for the resident phase of any CES course*)
- [Action Officer Development Course](#): Open to all employees as a self-development tool
- [Basic Course](#): GS-01 - GS-09
- [Manager Development Course](#): Open to all Army employees as a self-development tool
- [Intermediate Course](#): GS-10 - GS-12
- [Advanced Course](#): GS-13 - GS-15
- [Continuing Education for Senior Leaders](#): GS-14 - GS-15

Who pays my travel, lodging and per-diem costs for CES courses?

A: CES is centrally funded by HQDA G-37/Training Directorate for most permanent Army Civilians, including but not limited to general schedule (GS), non-appropriated fund (NAF), local national (LN) and wage grade (WG) employees.

Army Civilians in a term or temporary position and non-Department of the Army employees are funded through their own organizations.

Can I get credit for CES courses if I have had other training?

A: CES course credit may be granted to employees who have successfully completed similar or more advanced training and education as Civilian or military leaders to satisfy course completion requirements. The list of pre-approved professional military education (PME) and Legacy Civilian leader development courses that are considered equivalent to specific CES courses is available within CHRTAS. Once you log in, on the right side of the page, click [CES Eligibility and Completion Status] and the list is available in the pop-up window. Or view the list at <http://www.t3ac.army.mil/TRV%20Document%20Library/CESLegacyCourseCredit.pdf>.

Employees who have equivalent Professional Military Education (PME), Civilian Legacy or other-service PME courses that are NOT listed on their ATRRS training record may manually upload the certificate(s) in CHRTAS to gain equivalent credit. This action will not correct the student's official training record, but it will be considered for his or her CES requirement.

- Log into the Civilian Human Resources Training Application System (CHRTAS) at <https://www.atrrs.army.mil/channels/chrtas/default.asp>
- Under the logo in the center of the page, you will need to select your appropriate Category using the drop down menu (such as [Army Civilian]).
- Click the appropriate tab to log in either with your CAC (Common Access Card) or Social Security Number/Employee Identification Number and Date of Birth (SSN/EIN and DOB).
- Once you log in, ensure your Category (such as [Army Civilian]) is correct on the pop-up window, and click [Continue]. On the right side of the page, click [CES Eligibility and Completion Status].
- In the bottom bullet of the pop-up window is the link to upload documentation. This action will not correct the student's official training record (in ATRRS or DCPDS), but it will be considered for his or her CES requirement.

Do I receive college or continuing education units (CEUs) for CES training?

A: Yes. The Army Management Staff College (AMSC) has responsibility of managing CEUs for CES courses in CHRTAS. CEUs are added to the CES certificate. CEUs by CES course:

- Foundation – 4.4
- Basic – 11.6
- Intermediate – 16.3
- Advanced – 26.9
- Continuing Education for Senior Leaders – 7.6

AMSC has articulation agreements with several universities to award credit for CES courses.

Visit the Army Civilian training and leader development website document library

(<http://www.t3ac.army.mil/Pages/ViewDocLib.aspx>) for current articulation agreements.

What Continuous Learning Points (CLP) will I receive for completing each CES leader course?

A: Please contact your Career Program Manager for information on continuous learning points for Army Acquisition Workforce members.

How do I access my CES Course (dL Phase) in ALMS?

A: The first thing you need to do is [complete your registration in CHRTAS](#) for the appropriate CES dL course. Once you have completed your registration, you will receive instructions via email.

Go to www.us.army.mil login with your CAC card. Once you are logged in, locate the self service tab at the top of the page. Click [My Education] on the drop down box. In my Education in the top left hand side you should see something for the ALMS site. Click on the ALMS site. Once you get to the ALMS website you should click on the [Current Enrollments] box and your lessons will be listed below.

Once you are in your enrollments page go to the sort box and change the selection to [Alphabetically]. This will list all of your lessons in order. Click on the launch buttons to access your lessons.

Please make sure your Pop-Up-Blockers are off, If you don't see your Launch buttons.

What type of certificate will I receive upon graduation (CES courses)?

A: You will receive a certificate after successfully completing the CES Course dL (Phase 1). After successful completion of the dL and Resident Course (Phase 2), you will receive a diploma from the Army Management Staff College (AMSC), which administers the CES courses.

How do I get my Certificate for completing the CES dL/Phase 1 Course?

A: If you have successfully completed the dL requirements and your completion has been posted in ATRRS by the Army Management Staff College (AMSC), you will be able to view/print your dL Course Certificate from CHRTAS. Once you are logged in, mouse over the word [Student] and select [Training Certificates].

CHRTAS doesn't issue Certificates for the CES Resident Phases.

What should I do if I have to cancel/withdraw from a CES class?

A: To cancel a dL course application or resident course reservation, log into the Civilian Human Resources Training Application System (CHRTAS) at <https://www.atrrs.army.mil/channels/chrtas/default.asp>

- On the main screen, mouse over [Student] in the main menu and select select [Review/Edit/Cancel Applications]. When the list of classes appears, select the red [c] button to the left of the class you wish to withdraw from, and then select the gray [x] button.
- Your supervisor will receive an email that advises them one of their employees has requested training cancellation. The email will provide instructions and a link to review and approve or disapprove the training cancellation request.
- Once your supervisor approves your cancellation request, it will be available in CHRTAS for the quota manager to do the same.
- Once the quota manager approves the cancellation request, you are automatically canceled from the course and an email will be sent to you and your supervisor.
- 24-48 hours after your reservation is canceled; you may log in to CHRTAS and reapply for another class.

CES RESIDENT COURSE REGISTRATION/ATTENDANCE (BC, IC, AC, CESL)

<http://www.t3ac.army.mil/leader/Pages/default.aspx>

How do I apply for CES resident courses?

A: Students must successfully complete the dL phase of a course before being able to register for the resident phase. In addition, student must be grade-eligible to attend the course to register for the resident phase. If you have successfully completed the dL requirements and your completion has been posted in ATRRS by Army Management Staff College, you may register for the resident phase through CHRTAS (<https://www.atrrs.army.mil/channels/chrtas/default.asp>) – provided you are grade eligible for the requested course.

While the distributed learning (dL) phases are open to all Army Civilians for self-development, the resident phases are targeted to individuals in specific grade levels (below) to ensure Civilians receive progressive career-long professional development.

- [Foundation Course](#): Required for all Interns and new Army Civilians (GS-01 - GS-15) hired after Sept. 30, 2006 (***Individuals who are required to take the FC must complete it before they will be eligible to register for the resident phase of any CES course***)
- [Basic Course](#): GS-01 - GS-09
- [Intermediate Course](#): GS-10 - GS-12
- [Advanced Course](#): GS-13 - GS-15
- [Continuing Education for Senior Leaders](#): GS-14 - GS-15

Where do I find information on CES resident course attendance?

A: The Army Management Staff College (AMSC) administers the CES courses. Refer to the Fort Leavenworth administrative Guide (transportation, dress code, lodging, vehicle information, TDY, honor code, student responsibilities, etc.) online at http://www.amsc.belvoir.army.mil/registrar/adminguide/lv_adminguide.jsp

The link to Fort Belvoir campus information is on the left side of the registrar's page.

If you have questions about CES course attendance not covered in the guide, you can submit a query through the ATHD Help Desk. Specific **CES Course questions – pertaining to both the dL and resident phases** - are now located in the Army Training Help Desk (ATHD) systems. Access to the ATHD website is restricted to visitors who have an AKO account.

1. Contact AMSC through the Army Training Help Desk (ATHD) at <https://athd.army.mil> .
2. Log in using your AKO username and password.
3. Click on [Ask a Question/Submit a Comment] tab.
4. Insert your subject (please be specific; include your course name).
5. Enter your question/comment. Please be as detailed as possible.
6. Select [Army Management Staff College] as the category, and then select your course as the sub-category.
7. Attach a screen shot, if needed, and click continue.

Should the FAQs not resolve your concern, select the [Finish Submitting Question] button.

FOUNDATION COURSE (FC)

<http://www.t3ac.army.mil/leader/Pages/Foundation.aspx>

Do I have to take the FC?

A: The FC is required for all Army Civilians (GS-01 - GS-15) hired after Sept. 30, 2006. The FC is also available to other members of the Army Civilian Corps as self-development.

I am an Intern. Do I have to take the FC?

A: Yes, interns are required to complete the CES Foundation Course before completion of the intern program.

Interns who completed the Intern Leadership Development Course (ILDC) before it was terminated Dec. 31, 2007, may submit their ILDC for FC credit in CHRTAS. All other interns must complete the Foundation Course as an intern program requirement.

I have served in the military. Do I have to complete the FC?

A: Yes. The FC is required for Army Civilian employees (GS-01 - GS-15) hired after Sept. 30, 2006.

I am having trouble accessing the FC lessons. What do I do?

A: Go to www.us.army.mil, login with your CAC card. Once you are logged in, locate the self service tab at the top of the page. Click [My Education] on the drop down box. In my Education in the top left hand side you should see something for the ALMS site. Click on the ALMS site. Once you get to the ALMS website, click on the [Current Enrollments] box and your lessons will be listed below.

Once you are on your enrollments page, go to the sort box and ensure the selection is set to [Alphabetically.] This will list all of your lessons in order.

Click on the launch buttons to access your lessons. Every lesson has a pre-test. It will be labeled FC Prime Exam with only one attempt. You receive access to the pre-test before you get access to the lesson material. If you score an 80% or above on your pre-test you will not be required to take the module of that lesson. You will be marked complete for that lesson and free to move on to the next lesson.

If you close out of the pre-test without completion you will not be able to access it again. There is only one attempt allowed and the test cannot be reset. If you score below an 80% on the pre-test you must view that lessons module and attempt the post test of that lesson. You have unlimited attempts for the post-test.

Please make sure your Pop-Up-Blockers are off, If you don't see your Launch buttons.

BASIC COURSE (BC)

<http://www.t3ac.army.mil/leader/Pages/Basic.aspx>

What are the eligibility requirements?

A: The Basic Course is for Army Civilians (GS-01 – GS-09 or equivalent). Civilians must successfully complete the dL phase of the course before they will be eligible to register for the resident phase. In addition, individuals hired after Sept. 30, 2006, who are required to take the Foundation Course must complete it before they will be eligible to register for the resident phase of any CES course

Course details, eligibility requirements and application process at online at

<http://www.t3ac.army.mil/leader/Pages/Basic.aspx>

INTERMEDIATE COURSE (IC)

<http://www.t3ac.army.mil/leader/Pages/Intermediate.aspx>

What are the eligibility requirements?

A: The Intermediate Course is for Army Civilians (GS-10 – GS-12 or equivalent). Civilians must successfully complete the dL phase of the course before they will be eligible to register for the resident phase. In addition, individuals hired after Sept. 30, 2006, who are required to take the Foundation Course must complete it before they will be eligible to register for the resident phase of any CES course

Course details, eligibility requirements and application process at online at

<http://www.t3ac.army.mil/leader/Pages/Intermediate.aspx>

ADVANCED COURSE (AC)

<http://www.t3ac.army.mil/leader/Pages/Advanced.aspx>

What are the eligibility requirements?

A: The Advanced Course is for Army Civilians (GS-13 – GS-15 or equivalent). Civilians must successfully complete the dL phase of the course before they will be eligible to register for the resident phase. In addition, individuals hired after Sept. 30, 2006, who are required to take the Foundation Course must complete it before they will be eligible to register for the resident phase of any CES course

Course details, eligibility requirements and application process at online at

<http://www.t3ac.army.mil/leader/Pages/Advanced.aspx>

CONTINUING EDUCATION FOR SENIOR LEADERS (CESL)

<http://www.t3ac.army.mil/leader/Pages/CESL.aspx>

What are the eligibility requirements?

A: The CESL Course is for Army Civilians (GS-14 – GS-15 or equivalent). Individuals hired after Sept. 30, 2006, who are required to take the Foundation Course must complete it before they will be eligible to register for the resident phase of any CES course

Course details, eligibility requirements and application process at online at

<http://www.t3ac.army.mil/leader/Pages/CESL.aspx>

Who cannot apply?

A: Recent Advanced Course graduates must wait 1 year after graduation to take the CESL course. Those individuals who received Advanced Course credit based on Professional Military Education (PME) or Civilian legacy course attendance may apply to CESL immediately after receiving course credit.

Why are there military in a Civilian continuing education course (CESL)?

A: This course is an opportunity for senior Civilian leaders to receive updates on DA-specific programs and issues, to collaborate with each other, and to learn. Mixing senior military leaders with Civilian leaders will provide that total Army perspective.

Do I have to be a supervisor to attend CESL?

A: No. You do not have to be a supervisor to attend CESL.

SUPERVISOR DEVELOPMENT COURSE (SDC)

<http://www.t3ac.army.mil/leader/Pages/SDC.aspx>

I've been a supervisor for several years, do I have to take the Supervisor Development Course?

A: The Supervisor Development Course is required for all supervisors (military and Civilian) of Army Civilians and must be completed within one year of placement in a supervisory position. The SDC is also required for supervisors to complete every three years as refresher training.

I am not yet a supervisor, can I take the SDC?

A: Yes. All Civilian employees may take the Supervisor Development Course for professional development. It is encouraged for team leaders.

How do I register for the SDC?

A: Registration for the SDC is through CHRTAS.

Log into the Civilian Human Resources Training Application System (CHRTAS) at

<https://www.atrrs.army.mil/channels/chrtas/default.asp>

On the main screen, mouse over [Student] in the main menu and select [Apply for Training].

This is where you will select your desired training.

Click on the tab: [Supervisor Development Course] (It's the third tab)

It should default to FY 2012 and Supervisor Development Course.

Click the [Search] Button

The next screen should show a course number

Click on [Web Class]

On the next screen click the class number to register. There is only one class number to choose from.

How do I get assistance with technical errors with the SDC?

A: Employees who register for the Supervisor Development Course will receive the SDC Desk Reference in an email with the notification of enrollment. This Desk Reference has answers to the most common problems students will run into while taking the course.

The Desk Reference is also Lesson 00 for the course, and you are directed to print it and keep it handy while you are taking the course.

CES COURSE CREDIT

<http://www.t3ac.army.mil/leader/Pages/Eligibility.aspx>

What is CES Course Credit?

A: Course credit may be granted in certain circumstances in lieu of course attendance. Individuals may only gain course credit for CES courses for which they are eligible to enroll. For example, you cannot receive course credit for the Advanced Course unless you are eligible to enroll in the Advanced Course (i.e. you are a GS-13/14/15 or equivalent). Course credit does not count as a course completion, nor does it count as course graduation. It simply means you are not required to take the CES course that is equivalent to the course(s) you have already completed.

What is the difference between Equivalent Credit and Constructive Credit?

A: Equivalent credit is granted to individuals in lieu of CES course attendance based on completion of courses possessing comparable critical tasks. Critical task assessments were performed by TRADOC for Civilian legacy and military leader development courses. HQDA and TRADOC evaluated and determined these courses met the same skills and qualifications as CES courses. The list of pre-approved equivalent courses is available at <http://www.t3ac.army.mil/TRV%20Document%20Library/CESLegacyCourseCredit.pdf>.

Constructive credit may be granted to individuals in lieu of course completion based on training with other services, academic training, or supervisory experiences. In all cases, TRADOC will assess the individual's past comprehensive military or civilian history against established course critical tasks. Individuals must possess the same skills and qualifications as course graduates.

How do I receive CES equivalency credit?

A: CHRTAS automatically determines course equivalents for those courses successfully completed and recorded in ATRRS by the appropriate schoolhouse. Employees who have equivalent Professional Military Education (PME), Civilian legacy leader development or other-service PME courses that are NOT listed on their ATRRS training record may manually upload the certificate(s) in CHRTAS to gain equivalent credit for CES courses. Review the list of pre-approved equivalent courses (this list can also be found in CHRTAS) at <http://www.t3ac.army.mil/TRV%20Document%20Library/CESLegacyCourseCredit.pdf>. This action will not correct the student's official training record, but it will be considered for his or her CES requirement.

- Log into the Civilian Human Resources Training Application System (CHRTAS) at <https://www.atrrs.army.mil/channels/chrtas/default.asp>
- Under the logo in the center of the page, you will need to select your appropriate Category using the drop down menu (such as [Army Civilian]).
- Click the appropriate tab to log in either with your CAC (Common Access Card) or Social Security Number/Employee Identification Number and Date of Birth (SSN/EIN and DOB).

- Once you log in, ensure your Category (such as [Army Civilian]) is correct on the pop-up window, and click [Continue].
- On the right side of the page, click [CES Eligibility and Completion Status].
- In the bottom bullet of the pop-up window is the link to upload documentation. Please note: This action will not correct the student's official training record (in ATRRS or DCPDS), but it will be considered for his or her CES requirement.

How do I receive CES constructive credit?

A: Constructive course credit may be granted to individuals who clearly demonstrate the requisite competencies and have achieved the same learning outcomes as the comparable CES course. Constructive credit generally applies to Civilians who have come to the Army from the private sector and do not have prior Professional Military Education (PME). The Army Management Staff College will review submitted documentation of completed leader training and education, supervisor experience and at least 5 years supervising Civilian employees. Only specific documentation listed in the instructions will be reviewed for consideration. Constructive credit is not available for the Foundation Course.

- Log into the Civilian Human Resources Training Application System (CHRTAS) at <https://www.atrrs.army.mil/channels/chrtas/default.asp>
- In the left menu, mouse over the word [Student] and select [About CES Course Credit].
- Read and the complete instructions and, if eligible to apply for constructive credit, click on the link to apply for credit.

DEFENSE SENIOR LEADER DEVELOPMENT PROGRAM (DSLDP)

<http://www.t3ac.army.mil/leader/pages/dsl dp.aspx>

Do I have to use the SETM System to apply for the Defense Senior Leader Development Program (DSLDP)?

A: Yes. There is one automated application process within the Senior Enterprise Talent Management (SETM) System for individuals applying for SSC, Defense Senior Leader Development Program (DSLDP) and the SETM Enterprise Talent Management/TDY/Placement program.

Visit the SETM website for the application checklist and complete application instructions.

<https://www.csl do.army.mil/CTMO/CTMOIndex.aspx> (AKO log-in required)

SENIOR SERVICE COLLEGE (SSC)

<http://www.t3ac.army.mil/leader/pages/SSC.aspx>

Do I have to use the SETM System to apply for Senior Service College (SSC)?

A: Yes. There is one automated application process within the Senior Enterprise Talent Management (SETM) System for individuals applying for SSC, Defense Senior Leader Development Program (DSLDP) and the SETM Enterprise Talent Management/TDY/Placement program.

Visit the SETM website for the application checklist and complete application instructions.

<https://www.csl do.army.mil/CTMO/CTMOIndex.aspx> (AKO log-in required)

COMPETITIVE PROFESSIONAL DEVELOPMENT (CPD)

<http://www.t3ac.army.mil/Professional/Pages/default.aspx>

What is Civilian functional training?

A. Civilian functional training is the process of providing Army employees the opportunity to enroll in a planned and coordinated course or program of study in scientific, professional, technical mechanical, trade, clerical, fiscal, administrative or other fields, which will improve individual and organizational performance, and assist in achieving the Army's mission and performance goals. It includes, but is not limited to, Competitive Professional Development (CPD) and its Academic Degree Training Program, as well as functional training within the Training and Doctrine Command (TRADOC) and other military schools.

What is Competitive Professional Development (CPD)?

A. Competitive Professional Development is a planned, systematic, and coordinated program of professional development that supports the Army's organizational goals and mission. It encompasses functionally tailored developmental opportunities that occur in academic environments, business/industrial settings or other strategically planned career enhancing developmental assignments that have been identified in an approved Career Program Master Training Plan (MTP) or Individual Development Plan (IDP).

Who is eligible to participate in Competitive Professional Development (CPD) training opportunities?

A. Any employee who has completed three (3) years in a permanent Army Civilian position or combination of positions, and who meets all other course/program prerequisites is eligibility to apply for CPD training opportunities?

What is short-term training?

A. Training and/or education of 120 calendar days or less.

What is long-term training?

A. Training and/or education to which an employee is assigned on a continuous, full-time basis for more than 120 calendar days. A [Continued Service Agreement](#) is required for any employee selected to attend long-term training. This agreement must be signed prior to the start of training.

Is there a short-cut for applying for HQDA centrally managed Competitive Professional Development training opportunities?

A. No, all applicants must submit complete application packets which must be endorsed and submitted by their respective commands.

Can Competitive Professional Development funds be used support conferences or workshops?

A. Yes, as long as such conference/workshop meets the definition of “training” as described in 5 C.F.R, Section 410.404 and contains the employee’s Functional Chief Representative’s endorsement.

Can Competitive Professional Development funds be used to pay for licenses, credentials or certifications?

A. No. However, with the Functional Chief Representative’s approval, CPD funds may be used to fund associated training.

Can CPD funds be used to fund/supplement courses for which I am receiving benefits via the GI Bill?

A. No. In accordance with Section 3681 of Title 38, United States Code, an employee engaged in training, education or professional development paid by a DOD Component may not receive benefit from another source for the same course.

How can I find my Functional Chief Representative?

A. Contact your respective command or organizational training point of contact. An updated listing of all Functional Chief Representatives and their respective points of contact are provided to all commands and their designated training points of contacts on a monthly basis.

RESOURCE ALLOCATION SYSTEM, MISCELLANEOUS FUNDING & TRAVEL

<http://www.t3ac.army.mil/Pages/RASS.aspx>

Will DAMO-TRV, Civilian Training and Leader Development Division back date SF 182s?

A. No. Each Career Program is responsible for coordinating with careerists and submitting SF 182s in a timely manner.

Are careerists authorized to attend training without an approved SF 182?

A. No. Careerists should NEVER attend training without an approved SF 182. If the careerist does so, he/she is responsible for the cost of the training.

Who is authorized to add new careerists in the Resource Allocation and Selection System (RASS)?

A. Only Career Program Managers (CPMS) are authorized to add new careerists to RASS. DAMO-TRV budget analysts do not have administrator rights to add careerists to Career Programs.

What system is used to submit SF 182s?

A. Resource Allocation Selection System (RASS). RASS will be used to submit Authorization, Agreement, and Certification of Training (SF 182) requests. For specific instructions on how to input training requests, please refer to the RASS information page at

<http://www.t3ac.army.mil/Pages/RASS.aspx>

Log-in to RASS at <http://cpol.army.mil/library/train/rass/>.

What is the required time frame to submit SF 182s into RASS?

A. Careerists are required to create their SF 182 in RASS **20 days prior to training start date.** TRV analysts will add the LOA within 10 days.

Who approves SF 182s?

A. RASS will allow the FCR, plus 3 backups, the ability to process and approve training requests. FCRs must submit the names of individuals who should have approval authority. FCRs and backups are responsible for the integrity of the information being submitted by the CPD candidates.

How many SF 182s are required for training that crosses the fiscal year (FY)?

A. One SF 182 is required. Example: Training that begins in FY 12 and ends in FY 13: Individuals who attend training that begins in FY12 and ends in FY13 will input one SF 182 to cover duration of the training.

Should Local National (LN) employees use RASS?

A. No. Manual SF 182s may be submitted for any Local National employees. Manual SF 182s, to include appropriate signatures, will be sent to the Civilian Training and Leader Development Division central budget mailbox at email address DAMOTRVBud@conus.army.mil.

- a) Information and signature for the SF 182, Section D, block 1 will be the individual's first line supervisor.
- b) Information and signature for the SF 182, Section D, block 3a -training officer- will be the Functional Chief Representative (FCR) or his or her representative.
- c) Section E on the SF 182 will be the FCR or his or her representative.
- d) Section F of the SF 182 must be completed and signed by the FCR or his or her representative once training is complete.

When should manual SF 182s be submitted to CPMs for approval?

A. Local Nationals who attend training must submit a manual SF 182 NLT 30 days prior to the start date of the training. **SF 182s for LNs will continue to be submitted manually as there are no provisions to allow LNs access to RASS.**

Should USACE employees use RASS?

A. Yes. US Army Corps of Engineers employees will use RASS to submit training requests funded by Career Programs

Should USACE employees use DTS to attend training funded by a Career Program?

A. No. USACE employees must submit a manual 1610 to the Career Program Manager for approval.

Are receipts required for travel required to attend CPD training?

A. Yes. "Per Diem rates include a maximum amount for lodging expenses. Reimbursement may not exceed actual lodging costs or the applicable maximum amount. Receipts for lodging are required."

Are careerists required to use Government Travel Card for official travel required to attend training funded by a Career Program?

A. Yes. Individuals are required to use the Government Travel Card for TDY expenses. Refer to DODFMR, Volume 9, Chapter 3 for specific guidance on use of the Government Travel Card.

Are careerists approved to attend training funded by a Career Program required to use DTS?

A. Yes. The Defense Travel System (DTS) will be used to submit TDY and local travel requests for all training. Specific guidance is provided below. Individuals should work with their organization DTS Administrator for specific DTS questions and procedures or refer to the DTS website located at <http://www.defensetravel.osd.mil/dts/site/index.jsp>.

Are Local Nationals required to use DTS?

A. No. Manual travel authorizations (DD Form 1610, SF 1164) may be submitted for Local National employees. Manual travel authorizations, to include appropriate signatures, will be sent to the Civilian Training and Leader Development Division central budget mailbox at email address DAMOTRVBud@conus.army.mil. Allow 10 business days for processing and approval.

- a) **DD 1610:** Blocks 1-19, and block 22 must be completed prior to submission to DAMO-TRV. FCRs or their representatives are responsible for contacting the DAMO-TRV budget analyst for accounting citation data and travel order number. Allow 10 business days for processing.
- b) **SF 1164:** Blocks 1-8, 10, and accounting classification block must be completed prior to submission to DAMO-TRV. FCRs or their representatives are responsible for contacting the DAMO-TRV budget analyst for accounting classification data. Allow 10 business days for processing.

Should careerists select a flight prior to the LOA being added to their DTS authorization?

A. No. Do not select flight info until the LOA has been added. The plane reservation will be cancelled by CTO after 24hrs if the flight info is selected before the LOA is added.

DTS requires that authorizations be signed within 24 hours after selection of flights, but the guidance gives G-37/TRV 7 business days to process the authorizations. How do careerists handle plane reservations and the corresponding cost if they are not permitted to sign the authorization until G-37 approves it?

A: Careerists should create the authorization in DTS after the SF 182 is approved. Per Diem mileage expenses can be added to the authorization without booking the commercial travel. Once non-mileage expenses have been added, careerists should exit out of the authorization WITHOUT SIGNING it. TRV will automatically check for authorizations, based on the approved SF 182, and add the LOA to the authorization within 7 days. G-3/7 TRV will add the LOA within the 7 day timeframe.

The careerist is required to sign and route the completed authorization to conclude the process.

Are two travel authorizations required for travel that crosses fiscal years?

A. Yes. If travel crosses fiscal years, two travel documents will be required. The end date for travel on the first document will be Sept. 30. The start date on the second document (generated by DTS) will be Oct. 1.

Will ACTEDS funds be used to fund rental cars while attending training?

A. No. The careerist's Command/Agency can fund rental car expenses.

How many days does it take for DAMO-TRV to approve travel requests?

A. G-37/TRV will process all authorizations within 10 business days. On the 11th business day, the traveler must sign and route the authorization through the traveler's established DTS chain of command. G-37/TRV will add the name of the traveler to the CPD group created in DTS by the Civilian Training and Leader Development Division. This allows TRV to view the authorization of the traveler and add the LOA without changing the individual's organizational DTS administrative information. If the authorization is signed before TRV completes this action, we cannot pull the traveler into the group and add the LOA.

Should the traveler include the SF 182 DRN on the travel authorization?

A. Yes. Travelers must include the SF 182 Document Reference Number in the remarks to the Approving Official. Comments to the Approving Official can be added from the Preview Tab once the traveler has created an authorization in DTS.

Is reimbursement for baggage fee authorized?

A. Yes. Reimbursement for baggage fee is authorized. Reimbursement is limited to 1 bag for training 2 weeks or less, 2 bags for training over 2 weeks.

Is reimbursement to and from the training site authorized?

A. Yes. Reimbursement to and from the training site is authorized. In/around mileage; public/local transportation (except for travel to/from home to training location); rental cars, vans, trucks, or limousines; and excess baggage is not authorized.

Should the traveler file the voucher within 5 days?

A. Travelers must file a DTS settlement voucher within 5 business days upon completion of travel. Travelers on long term training must select scheduled partial payments. Receipts for all centrally funded authorized expenses, regardless of cost, must be provided with the voucher; lodging receipts must be provided regardless of cost. Individuals can sign the vouchers once complete and route them through DTS for approval.

Guidance above states that "Receipts for all centrally funded authorized expenses, regardless of cost, must be provided with the voucher; lodging receipts must be provided regardless of cost." Does this mean that the traveler must provide meal receipts, too?

A: No. Receipts are not required for meals; reimbursement for meals will be 100% of the M&IE rate for the training location.

If the traveler takes a taxi and the fare is less than \$75, will the traveler need a receipt?

A: Yes.

Can I take leave during training period?

- A. Yes. If a careerist takes leave while attending training:
- a) Per Diem is not authorized while in a leave status (JTR, Ch4, Part L, par C4555G). Authorizations must reflect zero Per Diem for leave days.
 - b) Per Diem is authorized if on leave for only part of a day (JTR, Ch4, Part L, par C4563C).
 - c) Per Diem is authorized for non-workdays (federal government holidays, weekends, or other scheduled non-workdays) EXCEPT when the employee returns to the PDS or place of abode (JTR Ch4, Part L, par C4563C). Authorizations must reflect zero Per Diem when the employee returns to the PDS or place of abode.

What is the process (RASS/DTS scenario)?

The careerist inputs the SF 182 into RASS allowing enough time for the CP POC to approve it.

1. For example-training start date is July 1. The SF 182 should have been approved by the FCR 20 business days prior to July 1.
2. Once approved, the RASS budget analyst has 10 days to approve the SF 182.
 - RASS generates an automatic email that goes to the careerist stating the SF 182 has been approved.
 - That is the TRIGGER to the careerist the CP POC and G-3/7 TRV approved and funded the training request (SF 182).
 - If there is travel associated with the training....the careerist NOW has to create the travel request in DTS.
 - Based on historical data most careerists do not create the travel request in sufficient time to allow this office to add the LOA. Many careerist wait until the day before the travel.
 - The travelers MUST use the AUTOMATIC EMAIL as their TRIGGER to create the travel request. If that is done the LOA will be added within the 10 days allotted.

Should careerists use their government travel card to pay for training approved by a Career Program?

- A. No. GTCs should only be used for official travel expenses.

Is there a difference between registration fees and tuition?

- A. Yes. Tuition is the cost of training (in class or online); registration fee is the cost to register for a conference or workshop etc. Careerists should annotate registration fees on their DTS authorization not the SF 182. Normally registration fees are due immediately. If the fee is included on the SF 182 the expense may not be paid for several months as schools, universities etc. do not bill the government immediately.

Who is my Career Program Manager?

A. For those careerists who have not been informed which Career Program he/she is assigned to, please contact your first line supervisor. If you know which career program you belong to, the PDF list of Career Program Offices is available at <http://www.t3ac.army.mil/Pages/ViewDocLib.aspx>

Can RASS be used for training not funded by the Career Programs?

A. No. RASS can only be used by careerists approved for training funded by a Career Program.

Will an amended SF 182 be required if there are no costs associated with the original training request?

A: No. An amendment is only necessary if a vendor or the student will be claiming reimbursement for any costs associated with the training

Why can't FCRs make their own determination as to recouping monies or not allowing student to take the same or other courses at a later date?

A: G-37/TRV will develop the policy that all careerists must adhere to. G-37/TRV will examine each case individually to determine if repayment must be made.

Who will be the POC for the student or vendor if a bill has not been paid and is overdue?

A: FCRs or their representatives. Students and vendors should not contact G-37/TRV directly.

Could the students use the DD 1164 in DTS to submit claim for books rather than doing it manually?

A: Yes.

The SF 182 Section F must be annotated with the student's end of course grade, if available, or pass/fail. Will the G-3 accept training completion certificates as proof rather than the Section F of the SF 182?

A: Yes.

If the course completion "grade" is not turned-in, will G-3 prohibit students from taking their next scheduled course?

A: Yes.

Terms of Reference/Resources

AC -	Civilian Education System Advanced Course http://www.t3ac.army.mil/leader/Pages/Advanced.aspx
ACT -	Army Career Tracker ACT Info page: http://www.t3ac.army.mil/Pages/Army-Career-Tracker.aspx ACT Log-in page: https://actnow.army.mil/
ACTEDS -	Army Civilian Training, Education and Development System http://cpol.army.mil/library/train/catalog/
ADT -	Academic Degree Training http://www.t3ac.army.mil/academic/Pages/default.aspx
AODC -	Action Officers Development Course http://www.t3ac.army.mil/leader/Pages/AODC.aspx
AMSC-	Army Management Staff College AMSC Admin Guide: http://www.amsc.belvoir.army.mil/registrar/adminguide/lv_adminguide.jsp
ATHD -	Army Training Help Desk
BC -	Civilian Education System Basic Course http://www.t3ac.army.mil/leader/Pages/Basic.aspx
CES -	Civilian Education System http://www.t3ac.army.mil/leader/Pages/default.aspx
CESL -	Continuing Education for Senior Leaders http://www.t3ac.army.mil/leader/Pages/CESL.aspx
CHRTAS -	Civilian Human Resources Training Application System CHRTAS Info page: http://www.t3ac.army.mil/Pages/CHRTAS.aspx CHRTAS log-in page: https://www.atrrs.army.mil/channels/chrtas/default.asp
CP -	Career Program http://www.t3ac.army.mil/occupational/Pages/default.aspx
CPD -	Competitive Professional Development http://www.t3ac.army.mil/professional/Pages/default.aspx
CPOL	Civilian Personnel Online (Army G1 Civilian Personnel portal) http://cpol.army.mil/

CSA	Continued Service Agreement http://cpol.army.mil/library/train/catalog/acs_form.pdf
CTLD -	Civilian Training and Leader Development Division http://www.t3ac.army.mil/about/Pages/overview.aspx
CWT -	Civilian Workforce Transformation http://www.asamra.army.mil/cwt/
DTS	Defense Travel System http://www.defensetravel.osd.mil/dts/site/index.jsp
FC -	Civilian Education System Foundation Course http://www.t3ac.army.mil/leader/Pages/Foundation.aspx
FCR	Functional Chief Representative
FCR POC	Functional Chief Representative Point of Contact
IC -	Civilian Education System Intermediate Course http://www.t3ac.army.mil/leader/Pages/Intermediate.aspx
IDP	Individual Development Plan
LN	Local National employee
MDC -	Managers Development Course http://www.t3ac.army.mil/leader/Pages/MDC.aspx
MTP	Master Training Plan
PME -	Professional Military Education
RASS -	Resource Allocation Selection System RASS Info page: http://www.t3ac.army.mil/Pages/RASS.aspx RASS log-in page: https://rass.army.mil/
SDC -	Supervisor Development Course http://www.t3ac.army.mil/leader/Pages/SDC.aspx
SETM -	Senior Enterprise Talent Management https://www.csldo.army.mil/CTMO/CTMOIndex.aspx (AKO log-in required)