Department of the Army
First Region (ROTC)
United States Army Cadet Command
Fort Bragg, North Carolina 28310-5000

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Training

GOV ONLINE LEARNING CENTER

FOR THE COMMANDER:

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PROPONENT: The proponent of this publication is the Administrative Services Branch, Personnel and Administration Division, Headquarters, First Region (ROTC), US Army Cadet Command. Comments should be sent directly to Headquarters, First Region (ROTC), US Army Cadet Command, ATTN: ATOA-PAA, Fort Bragg, North Carolina 28310-5000.

SUPERSESSION: This is a new publication.

APPENDIX A: Guide for New User Registration (page 4)
B: Course Listing (page 6)

DISTRIBUTION: A; D; S
Distribution codes used are explained in FRMOI 25-1.

This document is available on the First Region (ROTC) Web Site at:
www.rotc1.bragg.army.mil

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1. Purpose. This FRMOI provides guidance pertaining to the Office of Personnel Management e-Training Program (Gov Online Learning Center).

2. Applicability. This FRMOI is applicable to all military and DoD civilian personnel assigned to this region.

3. General

a. The Office of Personnel Management provides e-Training products and services for Government employees on the Internet at the Gov Online Learning Center site. Authorized applicants may access the site from the First Region (ROTC) Web Site at:

www.rotc1.bragg.army.mil

At the First Region (ROTC) homepage select **Staff Pages**, **Training**, **Online Training** and then **Gov Online Learning Center**.

b. Courses are open to all military and DoD civilian employees.

4. Policy.

a. The Government's intent is to provide Government-wide resources that support development of the Federal work force through simplified access to high quality e-Training products and services.

b. Supervisors should encourage all personnel to access available training products to enhance their abilities. On duty time may be authorized for e-learning courses related to the applicants duties as long is it does not deter from mission accomplishment. After applicant has established a Gov Online Learning Center account they may access Gov Online Learning Center from their home to take courses. Employees will not be given time off or any other compensation for training accomplished on their own time.

c. Employees should obtain supervisory approval prior to taking a training course. Students will be given time to complete required training.

5. Gov Online Learning Center.

a. User Guide. After reviewing the New User information and other links on the Gov Online Learning Center, applicants may register to obtain a Gov Online Learning Center account. When an account has been established, applicants should access and review the Gov Online Learning Center User Guide.

b. E-Learning Courses. It is suggested that prior to registering for a specific course applicants take the following courses to familiarize themselves with the Gov Online Learning Center site:

(1) E-Learning

(2) Skillsoft Guided Tour

c. Gov Online Learning Center courses have been selected to meet many of the common training needs across the Government, they are not intended to provide all training needed by Government employees. The courses and tools selected focus on improving employee performance.

d. E-Books. There are more than 50 electronic books available to support Gov Online Learning Center courses. E-Books serve as a complement to many of the current e-Training courses.

e. Search and Select. A source of training for exploring specific training topics or brushing up on skills. The library matches the topics in e-Books with the question you enter in a "natural language." The results will present 5 to 7 minutes of targeted learning that relates to the question.

f. Certificates of Completion. Upon successful completion users may print a Certificate of Completion. Copies of certificates should be retained by the student, the unit and one copy provided to First Region (ROTC), ATTN: ATOA-PAA, for reporting purposes.

Guide For New User Registration

After reviewing the New User information and other site links for guidance on the site use and a listing of available courses, you will need to register to set up your Gov Online Learning Center account. **BOLDED** information is mandatory.

LAST NAME	Enter your last name as it appears on official personnel records.
FIRST NAME	Enter your first name as it appears on official personnel records.
EMAIL	Enter your e-mail address. Use your Army Knowledge Online e-mail address. (See Note 1 below)
SOCIAL SECURITY	Enter your SSN. (See Note 2 below)
DEPARTMENT	Select Defense and click on GO.
AGENCY	Select Army.
DIVISION	Enter your unit of assignment, i.e., Army ROTC, Always Correct University. (See Note 3 below).
STATE	Select the state of your duty location.
ZIP CODE	Select Zip and click on GO. Enter the ZIP + 4 code of your duty location.
ENTRY ON DUTY (EOD)	Enter month and year in mm/yyyy format of your entry on duty. Military use the date of initial entry on duty. Civilians use the Service Comp Date (Leave). See block 31 of your Notification of Personnel Action.

ENTRY INTO POSITION	Enter month and year in mm/yyyy format of entry into your current position. Military enter date of promotion. Civilians use the effective date of the action. See block 4 of your Notification of Personnel Action.
PAY PLAN	Select the appropriate pay grade, Civilian - GS, Officers - O, Enlisted - E.
PAY GRADE	Enter your current pay grade. Civilians see block 18 of your Notification of Personnel Action.
SERIES	Enter your current series. Military enter PMOS. Civilians see block 17 of your Notification of Personnel Action.
SUPERVISOR STATUS	Select None, Supervisor or Manager.
CONTRACTOR	Select No or Yes. School hires and contractors will select YES.

NOTES:

1. In order to properly register, you must provide a .gov or .mil e-mail address, All military and DoD civilian employees are required to obtain an Army Knowledge Online (AKO) Account with e-mail access. You may request an AKO account from the First Region (ROTC) Web Site at:

www.rotc1.bragg.army.mil

2. Your SSN will be safeguarded and treated as a confidential piece of information. It is required to assure accurate credit of your course work and to integrate course data with appropriate systems.

3. Always enter Army ROTC and then your organization. This will allow for statistical reporting of program usage.

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Course Listing

This course listing provides courses available on the date of publication of this FRMOI. Additional courses are added from time to time. Supervisors and employees should access the site to obtain current courses.

Check back to the Gov Online Learning Center regularly as new courses, products and services will be implemented to meet training needs.

Communication

- Conquering Conflict Through Communication
- E-Mail Etiquette: Writing Effective E-Mail Messages
- Emotional Intelligence At Work
- Exploring The New Business Writing
- Foundations Of Grammar
- Interpersonal Communication: Effective Communication
- Writing High-Impact Reports And Proposals

Customer Service

- Advancing Your Service Expertise

E-Learning

- E-Learning
- Skillsoft Guided Tour

Human Resources

- 306-Degree Feedback: Experiencing 360-Degree Feedback

Leadership

- Frontline Leadership: Preparing To Lead
- Leading Through Change

Legislatively Mandated & Agency Required Topics

- Management Skills For The Diverse Work Force
- Sexual Harassment: What Employees Should Know
- Sexual Harassment: What Managers Should Know

Management

- Change Management: Adapting To Change
- Excellence In Service: Fundamentals For Managers
- Management Development For Technical Professionals
- Negotiating: The Negotiation Process

Microsoft Office 2000

- MS Excell 2000 Fundamentals
- MS Excell 2000 Proficient User
- MS Powerpoint 2000 Proficient User
- MS Project 2000 Fundamentals
- MS Word 2000 Fundamentals
- MS Word 2000 Proficient User

Personal Development

- Coping With Stress
- Decision Making & Problem Solving: Decision Making
- Organizational Skills: Time Management
- Time Management: Planning Your Day

Professional Development

- Conducting Meetings: The Meeting Process
- Effective Presentations: Planning A Presentation

Project Management

- Project Management: The Fundamentals