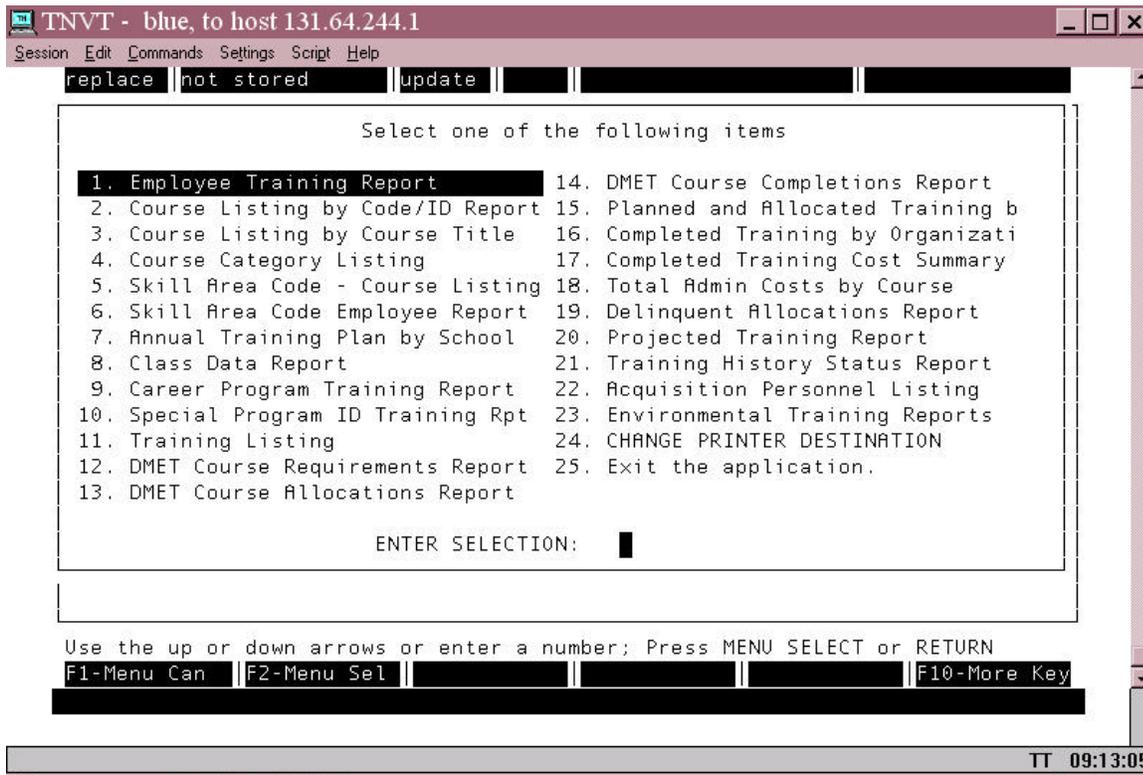


## TRAINING REPORTS

The Training Reports in this section can be produced by the Training Office and/or by Supervisors/Training Coordinators.

Each report will display a report request screen. Some screens will display selection criteria and some will not. All screens will require you to respond by pressing the NXT FORM (F2) function key to actually produce and print the report, or by pressing the PRV FORM (F1) function key to return to the REPORTS MENU without producing the report.

To arrive at this sub-menu, select the REPORTS MENU option from the TRAINING OFFICE MENU or the SUPERVISOR/TRAINING COORDINATOR MENU.



Reports to be produced from this sub-menu can be selected by using one of the following two methods:

- a. Place the cursor on an option by using the positional arrow keys and depress the ENTER/RETURN key or the NXT FORM function key.

- b. Enter an option number into the ENTER SELECTION field and depress the ENTER/RETURN key.

NOTE: If data is entered in a field on a Report Menu screen or no data is entered in a field on a Report menu screen, you must depress the ENTER key. This must be done for each field before you depress the NXT FORM (F2) function key to create a report.

For example:

To produce the Employee Training Report, Option 1, on the Report Menu, enter the SSN and depress ENTER, input the Activity Code and depress ENTER. If you wish to leave the Organization Code blank depress ENTER. At this point you would then depress the NXT FORM (F2) to create the report.

NOTE: Depress the F7 function key to clear the screen to re- input data if unable to return to a field with an error.

## EMPLOYEE TRAINING REPORT

```

TNVT - blue, to host 131.64.244.1
Session Edit Commands Settings Script Help
replace | not stored | update | zoom |

DATE: 98/10/27      EMPLOYEE TRAINING REPORT      UPETC3
TIME: 09:12      DATA MAY BE SUBJECT TO THE PRIVACY ACT OF 1974      V=01

                SSN: ██████████

                ACTIVITY:
                ORGANIZATION:

                COMPLETIONS ONLY: N
                START DATE: *****      END DATE: *****

                DEPRESS NEXT FORM TO CREATE REPORT

                DEPRESS PREVIOUS FORM TO RETURN
                WITHOUT CREATING REPORT

Enter desired SSN or leave blank to list all employees within input Act/Org
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
TT 09:14:04

```

- a. This screen can be accessed by selecting the option EMPLOYEE TRAINING REPORT from the REPORT MENU.
- b. Enter the SSN, Activity and/or Organization if desired, to limit data on the report. SSN and/or Activity must be input to request report. To receive a list of all employees and their training records within an Activity, leave SSN field blank.
- c. Depress the NXT FORM function key to create the report, or PRV FORM function key to return to the REPORT MENU without creating the report.

#### **REQUEST EMPLOYEE TRAINING REPORT LISTING (UPETC4)**

This report provides a training record for the employee or employees for which the report is requested. It is also furnished automatically if the net result of personnel action(s) processed during a pay period in the DBMS batch processes is a change in pay plan, occupational series, grade, organizational location or separation. A report will be produced containing employee data for every SSN that meets the input selection criteria, even though training requirements or completions may not exist.

- a. **Frequency:** This report will be produced when needed. This report is also produced automatically after the Employee Master Upload for employees who have had changes to their Activity Code, Organization Code, Pay Plan, Occupational Series or Grade fields.
- b. **Sequence:** This report is sorted by Activity, Organization, Name, Training Status, Completion Data, Start Date and Requirement Established.
- c. **Use:** This report may be used to provide a training record for employees for whom the report is requested or automatically furnished.
- d. **Disposition:** This report will be produced and distributed as needed. It will be destroyed when no longer needed for reference purposes.

#### **COURSE LISTING REPORTS**

There are 2 Course Listing Reports available in the system that are the same except for the sequence of data. These reports will list all training courses, both Local as well as Standard.

#### **REQUEST COURSE LISTING BY COURSE CODE/ID REPORT (UPET91)**

```

TNVT - blue, to host 131.64.244.1
Session Edit Commands Settings Script Help
replace | not stored | update | zoom |
DATE 98/10/27          REQUEST COURSE LISTING          UPET91
TIME 09:18            BY COURSE CODE / COURSE ID REPORT    V=01

COURSE CODE: █

COURSE ID:

DEPRESS NEXT FORM TO CREATE REPORT
DEPRESS PREVIOUS FORM TO ESCAPE

F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
TT 09:20:10

```

- a. This screen can be accessed by selecting option 2 - COURSE LISTING BY CODE/ID REPORT from the REPORT MENU.
- b. Enter the Course Code and/or Course ID if desired, to limit data on the report. To receive a complete list of all Courses in the system, leave both fields blank.
- c. Depress the NXT FORM function key to create the listing, or PRV FORM function key to return to the REPORT MENU without creating the listing.

### **REQUEST COURSE LISTING BY COURSE CODE/ID REPORT (UPET92)**

This report provides a list of all Courses available for use in the system (includes Standard and Local Courses).

- a. Frequency: This report will be produced systematically after the System Administrator has run STANDARD COURSE MASS CHANGES to the system. This report will be produced when needed.

- b. Sequence: This report is sorted by Local Courses by Course Code/ID, then Standard Courses by Course Code/ID.
- c. Use: This report will be used to reference all types of courses.
- d. Disposition: This report will be produced and distributed as needed. It will be destroyed when no longer needed for reference purposes.

**REQUEST COURSE LISTING BY COURSE CODE/ID REPORT (UPET92)**

REPORT NO: UPET92		DATE: 98/10/26		TIME: 11:32	PAGE: 001
SERV ACT: H1		COURSE LIST	BY COURSE CODE/COURSE IDENTIFIER		
COURSE CODE/ID	COURSE TITLE		PDSC CODE	SCHOOL CODE	
D/CON 101	CONTRACTING FUNDAMENTALS SCHOOL NAME: DEFENSE ACQUISITIO	UNIVERSITY (DAU)	BDQ	04	
D/CON 102	OPERATIONAL LEVEL CONTRACTING SCHOOL NAME: DEFENSE ACQUISITIO	UNIVERSITY (DAU)	PEC	14	
D/CON 103	FACILITIES CONTRACTING FUNDAMEN SCHOOL NAME: DEFENSE ACQUISITIO	UNIVERSITY (DAU)	HEI	16	
D/CON 104	CONTRACT PRICING SCHOOL NAME: DEFENSE ACQUISITIC	UNIVERSITY (DAU)	BDR	02	
D/CON 105	OPERATIONAL LEVEL CONTRACT PRIC SCHOOL NAME: DEFENSE ACQUISITIC	UNIVERSITY (DAU)	QNU	14	
D/CON 106	FACILITIES CONTRACTS PRICING SCHOOL NAME: DEFENSE ACQUISITIC	UNIVERSITY (DAU)	BDU	16	
D/CON 201	GOVERNMENT CONTRACT LAW SCHOOL NAME: DEFENSE ACQUISITIC	UNIVERSITY (DAU)	BDP	02	
D/CON 202	INTERMEDIATE CONTRACTING SCHOOL NAME: DEFENSE ACQUISITIC	UNIVERSITY (DAU)	BDP	02	
D/CON 204	INTERMEDIATE CONTRACT PRICING SCHOOL NAME: DEFENSE ACQUISITIC	UNIVERSITY (DAU)	BU6	02	
D/CON 210	GOVERNMENT CONTRACT LAW SCHOOL NAME: DEFENSE ACQUISITIC	UNIVERSITY (DAU)	BDP	02	
D/CON 211	INTERMEDIATE CONTRACTING SCHOOL NAME: DEFENSE ACQUISITIC	UNIVERSITY (DAU)	BDN	04	
D/CON 212	CONTRACTUAL ASPECTS OF VALUE EN SCHOOL NAME: AIR FORCE INSTITU	ENGINEERING OF TECHNOLOGY			
D/CON 221	INTERMEDIATE CONTRACT ADMINISTI SCHOOL NAME: DEFENSE ACQUISITI	UNIVERSITY (DAU)	BDO	02	

**COURSE LISTING BY COURSE TITLE REPORT (UPET93)**

```

TNVT - blue, to host 131.64.244.1
Session Edit Commands Settings Script Help
replace | not stored | update | zoom |

DATE: 98/10/27      COURSE LISTING BY COURSE TITLE REPORT      UPET93
TIME: 09:19                                               V=01

                COURSE CODE: █
                COURSE ID:
    COURSE TITLE:

                DEPRESS NEXT FORM TO CREATE REPORT
                DEPRESS PREVIOUS FORM TO ESCAPE

F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
TT 09:21:03

```

- This screen can be accessed by selecting option 3 - COURSE LISTING BY COURSE TITLE REPORT, from the REPORT MENU.
- Enter the Course Code, Course ID and/or Course Title if desired, to limit data on the report. To receive a complete list of all Courses in the system, leave both fields blank.
- Depress the NXT FORM function key to create the listing, or the PRV FORM function key to return to the REPORT MENU without creating the listing.

### **COURSE LISTING BY COURSE TITLE REPORT (UPET94)**

This report provides a list of all Courses available for use in the system (includes Standard and Local Courses). The data on the report will be listed by Course Title alphabetically.

- Frequency: This report will be produced when needed.
- Sequence: This report is sorted alphabetically by Course Title, with Local Courses listed first, followed by Standard Courses.

- c. Use: This report will be used to reference all types of courses.
- d. Disposition: This report will be produced and distributed as needed. It will be destroyed when no longer needed for reference purposes.

**COURSE LISTING BY COURSE TITLE REPORT (UPET94)**

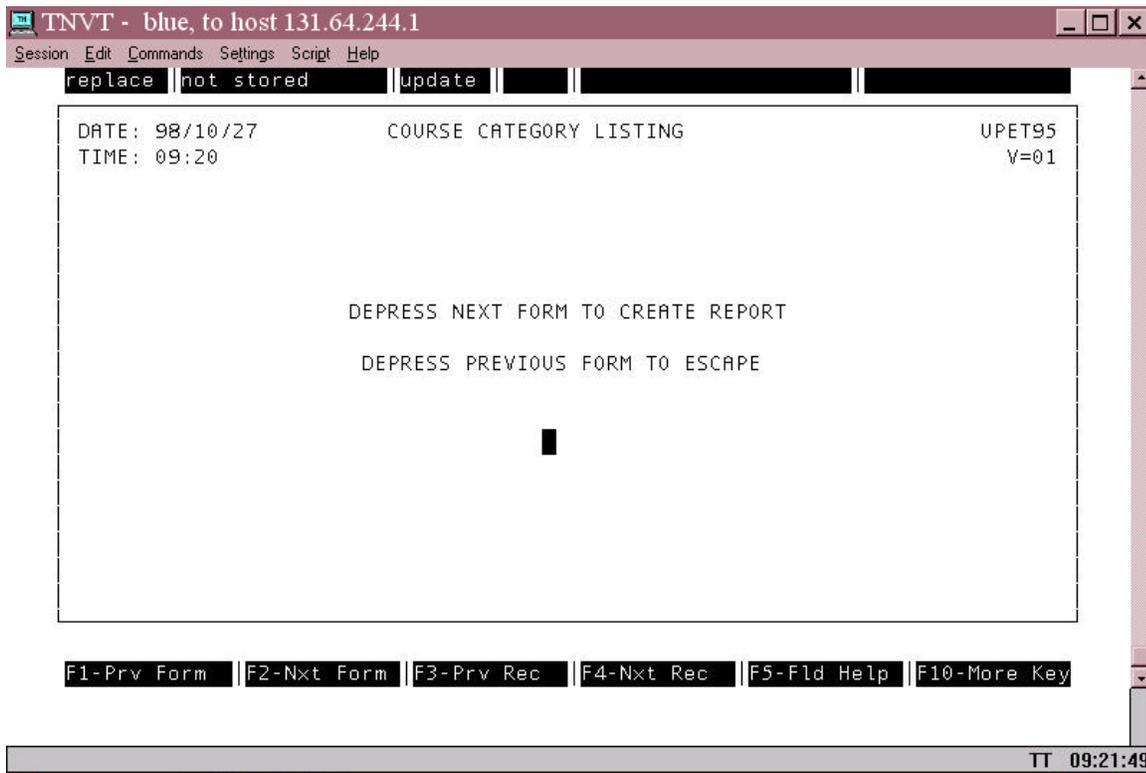
R NO: UPET94 DATE: 98/10/26 TIME: 11:34 PAGE: 001

S T: H1

COURSE LISTING BY COURSE TITLE

COURSE TITLE	COURSE CODE/ID	CATEGORY	PDSC CODE	SCHOOL CODE
FIXED CONTRACT PRICING SCHOOL NAME: DEFENSE ACQUISITION UNIVERSITY (DAU)	D/CON 235		PAQ	02
FIXED-ENGINEER CONTRACTING SCHOOL NAME: DEFENSE ACQUISITION UNIVERSITY (DAU)	D/CON 243		PGF	16
CONSTRUCTION CONTRACTING SCHOOL NAME: DEFENSE ACQUISITION UNIVERSITY (DAU)	D/CON 244		PGG	16
AGENCY CONTRACTING SCHOOL NAME: DEFENSE ACQUISITION UNIVERSITY (DAU)	D/CON 234		PAP	14
FIXED CONTRACT PRICING SCHOOL NAME: DEFENSE ACQUISITION UNIVERSITY (DAU)	D/CON 104		BDR	02
FIXED CONTRACT PRICING SCHOOL NAME: DEFENSE ACQUISITION UNIVERSITY (DAU)	D/CON 101		BDQ	04
ACTUAL ASPECTS OF VALUE ENGINEERING SCHOOL NAME: AIR FORCE INSTITUTE OF TECHNOLOGY	D/CON 212			
ACTUAL ASPECTS OF VALUE ENGINEERING SCHOOL NAME: DEFENSE ACQUISITION UNIVERSITY (DAU)	D/CON 236		PAR	02
ACCOUNTING STANDARDS WORKSHOP SCHOOL NAME: DEFENSE ACQUISITION UNIVERSITY (DAU)	D/CON 233		QMF	04
FIXED CONTRACT ADMINISTRATION SCHOOL NAME: DEFENSE ACQUISITION UNIVERSITY (DAU)	D/CON 321		BCM	02
FIXED CONTRACTING SCHOOL NAME: DEFENSE ACQUISITION UNIVERSITY (DAU)	D/CON 301		BB3	19
FIXED COST AND PRICE ANALYSIS SCHOOL NAME: DEFENSE ACQUISITION UNIVERSITY (DAU)	D/CON 331		BAD	02
FIXED PRE-AWARD CONTRACTING	D/CON 311		BCL	04

**COURSE CATEGORY LISTING (UPET95)**



- a. This screen can be accessed by selecting option 4 - COURSE CATEGORY LISTING, from the REPORT MENU.
- b. Depress the NXT FORM function key to create the listing, or the PRV FORM function key to return to the REPORT MENU without creating the listing.

### **COURSE CATEGORY LISTING (UPET96)**

This report provides a list of all Course Categories available in the system. These Course Categories are needed when building Local Courses.

- a. Frequency: This report will be produced when needed.
- b. Sequence: This report is sorted alphabetically by Course Category Code followed by Course Category Description.
- c. Use: This report will be used for reference purposes when building Local Courses.



```

TNVT - blue, to host 131.64.244.1
Session Edit Commands Settings Script Help
replace | not stored | update | zoom |
DATE: 98/10/27      SKILL AREA CODE - COURSE LISTING      UPET97
TIME: 09:22                                               V=01

SKILL AREA CODE:

DEPRESS NEXT FORM TO CREATE REPORT
DEPRESS PREVIOUS FORM TO ESCAPE

Enter a skill code to limit report. Then NXT/FRM F2 to process. HELP = F5.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
TT 09:23:45

```

- This screen can be accessed by selecting option 5 - SKILL AREA CODE - COURSE LISTING, from the REPORT MENU.
- Enter the Skill Area Code desired, to limit data on the report. To receive a complete list of all Skills and their related Courses in the system, leave the field blank.
- Depress the NXT FORM function key to create the listing, or the PRV FORM function key to return to the REPORT MENU without creating the listing.

### SKILL AREA CODE - COURSE LISTING (UPET98)

This report lists Skill Area Codes and all Courses associated with each Code.

- Frequency: This report will be produced when needed.
- Sequence: This report is sorted by Skill Area Code, Course Code with Local Courses preceding Standard Course Codes within a Skill Area, and Course Title.







replace | not stored | update

DATE: 98/10/27 ANNUAL TRAINING PLAN BY SCHOOL REPORT UPET99  
TIME: 09:23 V=01

FISCAL YEAR:

SCHOOL NAME:

DEPRESS NEXT FORM TO CREATE REPORT  
DEPRESS PREVIOUS FORM TO ESCAPE

Must enter current or next FISCAL YEAR (YY)

F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key

TT 09:25:04

- a. This screen can be accessed by selecting option 7 - ANNUAL TRAINING PLAN BY SCHOOL, from the REPORT MENU.
- b. Enter the current or next Fiscal Year (YY). The report is created for the fiscal year beginning October 1 of the calendar year preceding the Fiscal Year entered, and ending September 30 of the year entered. Enter a School Name if desired, to limit data on the report.
- c. Depress the NXT FORM function key to create the listing, or the PRV FORM function key to return to the REPORT MENU without creating the listing.

### ANNUAL TRAINING PLAN BY SCHOOL REPORT (UPETA0)

This report is a list of training courses which employees are scheduled to attend during the current or next fiscal year.

- a. Frequency: This report will be produced when needed.
- b. Sequence: This report is sorted by School Name, Course Number and Employee Name.



```

TNVT - blue, to host 131.64.244.1
Session Edit Commands Settings Script Help
replace not stored update

DATE: 98/10/27          CLASS DATA REPORT          UPETA1
TIME: 09:24                                     V=01

COURSE CODE:
COURSE IDENTIFIER:

START DATE: *****
END DATE: *****

DEPRESS NEXT FORM TO CREATE REPORT

DEPRESS PREVIOUS FORM TO ESCAPE

Enter desired COURSE CODE or leave blank for all classes
F1-Prv Form F2-Nxt Form F3-Prv Rec F4-Nxt Rec F5-Fld Help F10-More Key
TT 09:25:45

```

- This screen can be accessed by selecting option 8 -CLASS DATA REPORT, from the REPORT MENU.
- Enter the Course Code, Course ID, Start Date and/or End Date if desired, to limit data on the report. To receive a complete list of all classes and the employees scheduled to attend each class, leave all fields blank.
- Depress the NXT FORM function key to create the listing, or the PRV FORM function key to return to the REPORT MENU without creating the listing.

### CLASS DATA REPORT (UPETA2)

This report is a list of the existing training classes at the time of request and the employees who have attended or are scheduled to attend each class.

- Frequency: This report will be produced when needed.
- Sequence: This report is sorted by Course Code, Course ID, Class Start Date and Employee Name.

- c. Use: This report may be used to keep track of classes and the employees assigned to each class.
- d. Disposition: This report will be produced and distributed as needed. It will be destroyed when no longer needed for reference purposes.

REPORT NO: UPETA2 CLASS DATA REPORT DATE: 98/10/27 TIME: 12:45 PAGE: 006

DATA MAY BE SUBJECT TO THE PRIVACY ACT OF 1974

COURSE CODE: F

STD COURSE ID: CMM

STD COURSE TITLE:

SCHOOL:

START DATE	END DATE	METHOD	SPACES RECEIVED	SPACES CANCELLED	SPACES RETURNED	SPACES ALLOCATED	VACANCIES	CLASS COST
98/02/10	98/02/11	H	25	0	0	24	1	0

NAME	SSN	NON-EMP	ACT/ORG	PRIM/ALT	PRIORITY	TRAINING STATUS
AHMED, SHAHEED V			XL/RNOA	P	1	C
AMADOR, EDWARD		*	/	P		C
BRASSELL, JAMES E JR			XL/GIMOA	P	1	C
CAIN, BRUCE		*	/	P		C
CHILDS, LARRY G			XL/RVOA	P	1	C
FIELD, STEPHEN P			XL/RVNV	P	1	C
GONZALEZ, RUDY		*	/	P		C
HALL, JOSEPH F			XL/RFOA	P	1	C
HEADQUARTERS, FIVE		*	/	P		C
HEADQUARTERS, FOUR		*	/	P		C
HEADQUARTERS, ONE		*	/	P		C

**CAREER PROGRAM TRAINING REPORT (UPETC7)**

```

TNVT - blue, to host 131.64.244.1
Session Edit Commands Settings Script Help
replace not stored update

DATE: 98/10/27 CAREER PROGRAM TRAINING REPORT UPETC7
TIME: 09:25 V=01

CAREER PROGRAM/STATUS: █
ACTIVITY:
ORGANIZATION:
SORT REPORT BY ACT/ORG?: N

DEPRESS NEXT FORM TO CREATE REPORT
DEPRESS PREVIOUS FORM TO ESCAPE

Enter CAREER PROGRAM (A,C,D,E,F,M,P,Q,S,T,W) then STATUS (A,C,L,U) desired
F1-Prv Form F2-Nxt Form F3-Prv Rec F4-Nxt Rec F5-Fld Help F10-More Key
TT 09:27:18

```

- a. This screen can be accessed by selecting option 9 - CAREER PROGRAM TRAINING REPORT, from the REPORT MENU.
- b. Enter the Career Program/Status, Activity and/or Organization if desired, to limit data on the report. To receive a list of all employees who are in trainee status and their training course history, leave all fields blank.
- c. Depress the NXT FORM function key to create the listing, or the PRV FORM function key to return to the REPORT MENU without creating the listing.

### **CAREER PROGRAM TRAINING REPORT (UPETC8)**

This report provides a training course history for employees who are in trainee programs.

- a. Frequency: This report will be produced when needed.
- b. Sequence: This report is sorted by Activity, Organization, Employee Name, Completion Date, Start Date and Requirement Established.

- c. Use: This report may be used to provide a training record for employees who are in trainee programs, i.e., Career Intern, Local Trainee, Upward Mobility or apprentice.
- d. Disposition: This report will be produced and distributed as needed. It will be destroyed when no longer needed for reference purposes.

NO: UPETC8 CAREER PROGRAM TRAINING REPORT DATE: 98/10/27 TIME: 1 AGE: 001

DATA MAY BE SUBJECT TO THE PRIVACY ACT OF 1974

CAREER PROGRAM SELECTED: AC ACTIVITY SELECTED: %  
 REPORT SORTED BY: ACTIVITY/ORGANIZATION ORGANIZATION SELECTED: %

CAREER PROGRAM: AC ADP

I, ERIC M		GS-0334-11		ACTIVITY/O		GFF				
SUPV/NONSUPV IND:		NONSUPV/NONMGR		SPID:NONE		TRNG HIST S		T DETERM		
3	COURSE CODE	COURSE DATES		COMPLETION DATE	COSTS		COURSE HOURS		SCHOOL NAME	TRAINING STATUS
		START	END		INDIRECT	DIRECT	ON-DUTY	NON-DUTY		
	Q			89/05/26	0	0	40	0		C
	Q			89/06/16	0	0	0	0		C
	Q			89/07/19	0	0	24	0		C
	Q			89/08/25	0	0	40	0		C
	Q			89/10/27	0	0	40	0		C
	Q			90/02/15	0	0	24	0		C
	Q			90/03/30	0	0	0	0		C
	Q			90/04/13	0	0	40	0		C
	L			90/04/27	0	0	40	0	OPM	C
	L			90/05/04	40	0	40	0	DCPSO	C
	A			90/05/04	0	0	24	0		C
	Q			90/05/11	0	0	40	0		C
RB66	L			90/06/08	48	0	40	0		C
	Q			90/07/11	0	0	200	0		C
	Q			90/08/10	0	0	32	0		C
	Q			90/10/19	0	0	0	0		C
	L			90/10/19	1389	577	120	0	US ARMY ORDNANCE	C
RB94	L			90/11/07	0	0	8	0		C
	Q			90/11/07	0	0	4	0		C
5	L			90/12/13	0	570	0	40		C
	Q			91/01/01	0	0	80	0		C
	Q			91/01/25	0	0	240	0		C
	L			91/01/25	1232	568	120	0	US ARMY ORDNANCE	C
	L			91/02/07	0	570	0	45		C
	L			91/02/28	0	0	24	0	DCASR BOSTON	C
	L			91/02/28	0	0	40	0	DCMDN	C
	Q			91/03/08	0	0	24	0		C

**SPECIAL PROGRAM IDENTIFIER REPORT (UPETC9)**

```

TNVT - blue, to host 131.64.244.1
Session Edit Commands Settings Script Help
replace | not stored | update |
DATE: 98/10/27   SPECIAL PROGRAM IDENTIFIER REPORT   UPETC9
TIME: 09:27                                           V=01

SPECIAL PROGRAM ID: █
ACTIVITY:
ORGANIZATION:

DEPRESS NEXT FORM TO CREATE REPORT
DEPRESS PREVIOUS FORM TO ESCAPE

Enter SPECIAL PROGRAM ID desired
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
TT 09:28:30

```

- a. This screen can be accessed by selecting option 10 - SPECIAL PROGRAM ID TRAINING REPORT, from the REPORT MENU.
- b. Enter the Special Program ID, Activity and/or Organization if desired, to limit data on the report. To receive a list of all employees who are in special work programs and their training records, leave all fields blank.
- c. Depress the NXT FORM function key to create the listing, or the PRV FORM function key to return to the REPORT MENU without creating the listing.

### **SPECIAL PROGRAM IDENTIFIER REPORT (UPETD0)**

This report provides a training record for employees who are in special work programs.

- a. Frequency: This report will be produced when needed.
- b. Sequence: This report is sorted by Activity, Organization, Employee Name, Completion Date, Start Date and Requirement Established.



```

TNVT - blue, to host 131.64.244.1
Session Edit Commands Settings Script Help
replace | not stored | update |
DATE: 98/10/27          TRAINING LISTING          UPETD3
TIME: 09:28              V=01

EMPLOYING ACTIVITY: █
ORGANIZATION:
START DATE:
END DATE:

DEPRESS NEXT FORM TO CREATE REPORT
DEPRESS PREVIOUS FORM TO ESCAPE

Enter EMPLOYING ACTIVITY desired
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
TT 09:30:02

```

- a. This screen can be accessed by selecting option 11 - TRAINING LISTING, from the REPORT MENU.
- b. The Employing Activity, Start Date and End Date are required fields. Input the Organization if desired, to limit data on the report.
- c. Depress the F2 NXT FORM function key to create the listing, or the F1\_PRV FORM function key to return to the REPORT MENU without creating the listing. After depressing the F2 function key a screen will display with three options for requesting your reports. This screen will allow you to choose the amount of completion information you need in your report. The options allow you to:
  - (1) Request a report with completions for employee's that you service that completed training only in the specified activity and organization (or your security profile if an act/or is not input).
  - (2) Request a report with completions for employees that you service (based on your security profile) regardless of what activity and organization that the training was completed under.

- (3) Request a report with completions for active employee's as well as inactive employee's that completed training only in the specified activity and organization.

#### **TRAINING LISTING (UPETD4)**

This report provides a listing of all Training Requirements and Allocations that exist in the system for the Activity and Organization for which the report is requested. Employee Completion information will be based on the report request criteria and the sort option that is selected.

- a. Frequency: This report will be produced when needed.
- b. Sequence: This report is sorted by Employee Name and Training Status C, A, R.
- c. Use: This report may be used to provide a listing of all training records for an individual and the status of those records.
- d. Disposition: This report will be produced and distributed as needed. It will be destroyed when no longer needed for reference purposes.



```

TNVT - blue, to host 131.64.244.1
Session Edit Commands Settings Script Help
replace not stored update

DATE: 98/10/27          DMET COURSE REQUIREMENTS REPORT          UPETD5
TIME: 09:31

COURSE IDENTIFIER: [REDACTED]      EMPL ACT:      ORG:

REPORTS OF DMET INDIVIDUAL COURSE REQUIREMENTS
SORT BY: COURSE IDENTIFIER  N          EMPLOYEE NAME  N
          SCHOOL NAME      N          ACT/ORG        N

SUMMARY REPORT
SORT BY: TOTALS BY ORG     N          TOTALS BY ACT  N

DEPRESS NEXT FORM TO CREATE REPORT
DEPRESS PREVIOUS FORM TO ESCAPE

Enter a COURSE IDENTIFIER or leave blank to get all DMET reqmts (Crse Code D)
F1-Prv Form  F2-Nxt Form  F3-Prv Rec  F4-Nxt Rec  F5-Fld Help  F10-More Key

TT 09:32:30

```

- a. This screen can be accessed by selecting option 12 - DMET COURSE REQUIREMENTS REPORT, from the REPORT MENU.
- b. Enter the Course ID, Activity, and/or Organization if desired, to limit data on the report. There are six individual DMET Requirement Reports which can be generated from this request screen (Course ID, Employee Name, School Name, Act/Org, Totals by Org, & Totals by Act). Each of these six reports contain the same data, but they are Sorted in different ways. The reports that are generated are based on the user's request. The user can request one report, all six of the reports, or just a select few of the reports. The system defaults to an 'N' for the six Sort options. When choosing the report(s) that is(are) desired, the user must input a 'Y' in the field next to that Sort option. If no Sort options are chosen then a report will not print.
- c. Depress the NXT FORM function key to create the listing, or the PRV FORM function key to return to the REPORT MENU without creating the listing.

### DMET COURSE REQUIREMENTS REPORT (UPETD6)

This report provides a listing of employees for whom requirements have been established in DMET Course(s).

- a. Frequency: This report will be produced when needed.
- b. Sequence: These reports are sorted by Course Identifier, Activity/Organization, Employee Name, School Name, Totals by Org, and Totals by Activity.
- c. Use: This report may be used to provide a listing of employees for whom requirements have been established in DMET Course(s).
- d. Disposition: This report will be produced and distributed as needed. It will be destroyed when no longer needed for reference purposes.

#### **DMET COURSE REQUIREMENTS REPORT (UPETD6)**



```

TNVT - blue, to host 131.64.244.1
Session Edit Commands Settings Script Help
replace | not stored | update |

DATE: 98/10/27          DMET COURSE ALLOCATIONS REPORT          UPETD7
TIME: 09:35                                     V=01

COURSE IDENTIFIER: ██████████

START DATE:
END DATE:

ACTIVITY:

ORGANIZATION:

DEPRESS NEXT FORM TO CREATE REPORT

DEPRESS PREVIOUS FORM TO ESCAPE

Enter a COURSE IDENTIFIER or leave blank for all DMET allocations
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
TT 09:36:42

```

- a. This screen can be accessed by selecting option 13 - DMET COURSE ALLOCATIONS REPORT, from the REPORT MENU.
- b. Enter the Course ID, Start Date, End Date, Activity, and/or Organization if desired, to limit data on the report. The Start Date and End Date must be input to request the report.
- c. Depress the NXT FORM function key to create the listing, or the PRV FORM function key to return to the REPORT MENU without creating the listing.

### **DMET COURSE ALLOCATIONS REPORT (UPETD8)**

This report provides a listing of employees scheduled to attend a DMET Course(s).

- a. Frequency: This report will be produced when needed.
- b. Sequence: This report is sorted by School Name, Course Identifier, Method, Start Date and Employee Name.



```

TNVT - blue, to host 131.64.244.1
Session Edit Commands Settings Script Help
replace | not stored | update |
DATE: 98/10/27          DMET COURSE COMPLETIONS REPORT          UPETD9
TIME: 09:36                                                    V=01

COURSE IDENTIFIER: [REDACTED]

START DATE:
END DATE:

ACTIVITY:

ORGANIZATION:

DEPRESS NEXT FORM TO CREATE REPORT

DEPRESS PREVIOUS FORM TO ESCAPE

Enter a COURSE IDENTIFIER or leave blank for all DMET completions (Crse Cd D)
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
TT 09:37:34

```

- a. This screen can be accessed by selecting option 14 - DMET COURSE COMPLETIONS REPORT, from the REPORT MENU.
- b. Enter the Course ID, Start Date, End Date, Activity, and/or Organization if desired, to limit data on the report. The Start Date and End Date must be input to request the report.
- c. Depress the F2 NXT FORM function key to create the listing, or the F1\_PRV FORM function key to return to the REPORT MENU without creating the listing. After depressing the F2 function key a screen will display with three options for requesting your reports. This screen will allow you to choose the amount of completion information you need in your report. The options allow you to:
  1. request a report with completions for employee's that you service that completed training only in the specified activity and organization (or based on your security profile if an act/org is not input).
  2. request a report with completions for employee's that you service (based on your security profile) regardless of what activity and organization that the training was completed under.

3. request a report with completions for active employee's as well as inactive employee's that completed training only in the specified activity and organization (or based on your security profile if an act/org is not input).

**DMET COURSE COMPLETIONS REPORT (UPETE0)**

This report provides a listing of employees who have completed a DMET Course(s) based on the report request criteria that is input and the sort option that is selected.

- a. Frequency: This report will be produced when needed.
- b. Sequence: This report is sorted by School Name, Course Identifier, Method, Completion Date and Employee Name.
- c. Use: This report may be used to provide a listing of employees who have completed DMET course(s).
- d. Disposition: This report will be produced and distributed as needed. It will be destroyed when no longer needed for reference purposes.

REPORT NO: UPETE0

DATE: 98/10/26  
 TIME: 15:27  
 PAGE: 001

DEFENSE MANAGEMENT EDUCATION AND TRAINING COURSE COMPLETIONS  
 DATA MAY BE SUBJECT TO THE PRIVACY ACT OF 1974

SELECTION CRITERIA      CRSE ID: CON 210      ACT: JQ      ORG: \*  
 BEGINNING DATE 90/01/01      ENDING DATE 98/10/26

SCHOOL NAME      DEFENSE ACQUISITION UNIVERSITY (DAU)  
 SCHOOL ADDRESS      ALEXANDRIA, VA 22311

COURSE ID	STANDARD COURSE TITLE	METHOD			
CON 210	GOVERNMENT CONTRACT LAW	CLASS-RESIDENT			
COMPL DATE	EMPLOYEES COMPLETED	SSN	PRIORITY	ACTIVITY	ORGANIZATION
93/12/10	SHEAFFER, CYNTHIA M	[REDACTED]	3	JQ	PA
94/07/22	FEBUS, CONNIELEE	[REDACTED]	1	T6	PPP

TOTAL COMPLETIONS (COURSE): 2

**PLANNED AND COMPLETED COURSE COST REPORTS**

This group of reports include lower level subtotals by Division, Directorate and Activity. Summary costs for completed training for a selected time frame, and fiscal year cumulative costs for all scheduled and completed training are also produced.

### PLANNED AND ALLOCATED TRAINING BY ORGANIZATION (UPETA5)

```

TNVT - blue, to host 131.64.244.1
Session Edit Commands Settings Script Help
replace not stored update

DATE: 98/10/27  PLANNED AND ALLOCATED TRAINING BY ORGANIZATION  UPETA5
TIME: 09:37    DATA MAY BE SUBJECT TO THE PRIVACY ACT OF 1974  V=01

          REQUIREMENT/ALLOCATION
          █

CLASS PERIOD DATE          RQMNT ESTABLISHED DATE
START      END            START      END

COURSE CODE/ID:  /

ACTIVITY:
ORGANIZATION:

DEPRESS NEXT FORM TO CREATE REPORT

DEPRESS PREVIOUS FORM (F1) TO RETURN

Enter 'A','R' or leave blank for allocations and requirements.
F1-Prv Form  F2-Nxt Form  F3-Prv Rec  F4-Nxt Rec  F5-Fld Help  F10-More Key

TT 09:38:22

```

- a. This screen can be accessed by selecting option 15 - PLANNED AND ALLOCATED TRAINING REPORT, from the REPORT MENU.
- b. To obtain all Requirements and Allocations for an Activity and/or Organization, leave the first field blank. To obtain only Requirements, input an "R". To obtain only Allocations, input an "A". CLASS PERIOD DATE fields need not be input on a request for Requirements only. RQMNT ESTABLISH DATE fields are optional. To limit data on the report be as specific as possible on the dates. If an ORG Code is input, the report will be limited even further, showing data only for the requested Organization.
- c. Depress the NXT FORM function key to create the listing, or the PRV FORM function key to return to the REPORT MENU without creating the listing.

**PLANNED AND ALLOCATED TRAINING BY ORGANIZATION REPORTS**

This report provides a listing of all training requirements and allocations that are in the system for which the report is requested. It includes personnel data, a brief course description, and the costs involved with the training including Division, Directorate and Activity totals.

- a. Frequency: This report will be produced when needed.
- b. Sequence: This report is sorted by Employing Activity, Organization, Course Code, Course ID and Employee Name.
- c. Use: This report will be used to provide cost estimates by organization for requirements and allocations for courses to be held in a specified period of time.
- d. Disposition: This report will be produced and distributed as needed. It will be destroyed when no longer needed for reference purposes.

**PLANNED AND ALLOCATED TRAINING BY ORGANIZATION (UPETA6)**

REPORT NO: UPETA6  
SERVICING ACTIVITY: H1

PLANNED AND ALLOCATED TRAINING BY ORGANIZATION  
DATA MAY BE SUBJECT TO THE PRIVACY ACT OF 1974

DATE: 98/10/26  
TIME: 15:12  
PAGE: 00001

SELECTION CRITERIA RQMNT and/or ALLOC: \* ACT: KO ORG: % COURSE CODE/ID: %/%  
CLASS PERIOD DATE RQMNT ESTABLISH DATE  
START: 98/05/01 END: 98/10/01 START: 98/05/01 END: 98/10/01

ACTIVITY CODE: KO

COURSE CODE/ID		COURSE TITLE										
R/501		HAZARD COMMUNICATION										
		SCHOOL NAME: VARIOUS										
ORG	NAME	SSN	PP-SERIES-GD	TRNG	STAT	PRTY	DIRECT	INDIRECT	COURSE DATE		ESTABLISHED	
									START	END		
EA	BRANTLEY, SONDR A		WG-6912-06	R		1	0	0	**/**/**	**/**/**	98/06/26	
		NO COMMENT										
EA	BROWN, BARBARA A		WG-6912-06	R		1	0	0	**/**/**	**/**/**	98/06/26	
		NO COMMENT										
EA	CHAPMAN, LANORRIS M		WG-6912-06	R		1	0	0	**/**/**	**/**/**	98/06/26	
		NO COMMENT										
EA	COOPER, VERA LEE		WG-6912-06	R		1	0	0	**/**/**	**/**/**	98/06/26	
		NO COMMENT										
EA	EDWARDS, DAVID W		WG-6912-06	R		1	0	0	**/**/**	**/**/**	98/06/26	
		NO COMMENT										
EA	ELLIS, VERONICA L		WG-6912-06	R		1	0	0	**/**/**	**/**/**	98/06/26	
		NO COMMENT										
EA	HILL, ELLA M		WG-6912-06	R		1	0	0	**/**/**	**/**/**	98/06/26	
		NO COMMENT										
EA	HOLMES, JIMMIE LEE		WG-6912-06	R		1	0	0	**/**/**	**/**/**	98/06/26	
		NO COMMENT										
EA	JAMES, TAMARA L		WG-6912-06	R		1	0	0	**/**/**	**/**/**	98/06/26	
		NO COMMENT										
EA	JOE, ASHBY M JR		WG-6912-06	R		1	0	0	**/**/**	**/**/**	98/06/26	
		NO COMMENT										
EA	MCNEAL, ROY JR		WG-6912-06	R		1	0	0	**/**/**	**/**/**	98/06/26	
		NO COMMENT										
EA	MEISSEL, NORMAN		WG-6912-06	R		1	0	0	**/**/**	**/**/**	98/06/26	
		NO COMMENT										
EA	MERTINS, RHETT K		WG-6912-06	R		1	0	0	**/**/**	**/**/**	98/06/26	
		NO COMMENT										
EA	MITCHELL, SARAH W		WG-6912-06	R		1	0	0	**/**/**	**/**/**	98/06/26	

**PLANNED AND ALLOCATED TRAINING BY ORGANIZATION REPORTS  
DIRECTORATE SUMMARY (UPET47)**



```

TNVT - blue, to host 131.64.244.1
Session Edit Commands Settings Script Help
replace | not stored | update |
DATE: 98/10/   REQUEST COMPLETED TRAINING BY ORGANIZATION REPORT   UPETA7
TIME: 09:38   DATA MAY BE SUBJECT TO THE PRIVACY ACT OF 1974           V=01

PERIOD START DATE: 
PERIOD END DATE:
ACTIVITY:
ORGANIZATION:

DEPRESS NEXT FORM TO CREATE REPORT

DEPRESS PREVIOUS FORM TO RETURN
WITHOUT CREATING REPORT

Enter desired START DATE (YY/MM/DD)
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
TT 09:39:09

```

- a. This screen can be accessed by selecting option 16 - COMPLETED TRAINING BY ORGANIZATION, from the REPORT MENU.
- b. Enter the Start Date, End Date, Activity and/or Organization if desired to limit data on the report. The Start Date and End Date must be input to request the report.
- c. Depress the NXT FORM function key to create the report. A screen will be displayed with 3 options. Select the option that will provide the information you need in your report. You can obtain completions for employees that you service regardless of the activity and organization they completed the training under, as well as inactive employees who completed training while under your activity and organization. If an employing activity and/or organization are not specified, the system will default to the employing activity and organization that is specified in your Security Profile. Input either 1, 2, or 3 and depress Enter to produce the report or depress the F1 (PREV FORM) function key to return to the REPORT MENU without creating the report.

### COMPLETED TRAINING BY ORGANIZATION REPORTS

These reports provide a list of completed training, by Organization down to Division level. The primary purpose of the reports is to display information regarding the cost of the training accomplished.

- a. Frequency: This report will be produced when needed.
- b. Sequence: The report is sorted by Organization, Course Code, School Name and Employee Name.
- c. Use: This report may be used to provide a list of completed training, by Organization down to Division level, including the hours and costs involved. Summary totals of Division, Directorate and Activity levels are also provided.
- d. Disposition: This report will be produced and distributed as needed. It will be destroyed when no longer needed for reference purposes.

### COMPLETED TRAINING COST SUMMARY (UPETA9)

```

TNVT - blue, to host 131.64.244.1
Session Edit Commands Settings Script Help
replace | not stored | update |

DATE: 98/10/27      COMPLETED TRAINING COST SUMMARY      UPETA9
TIME: 09:38      DATA MAY BE SUBJECT TO THE PRIVACY ACT OF 1974      V=01

      COURSE CODE: █      COURSE ID:
      ACTIVITY:      ORGANIZATION:

      PERIOD START DATE:
      PERIOD END DATE:

      DEPRESS NEXT FORM TO CREATE REPORT

      DEPRESS PREVIOUS FORM TO RETURN
      WITHOUT CREATING REPORT

Enter desired COURSE CODE.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
TT 09:39:54

```

- a. This screen can be accessed by selecting option 17 - COMPLETED TRAINING COST SUMMARY, from the REPORT MENU.
- b. Enter the Course Code, Course ID, Activity and/or Organization if desired, to limit data on the report. The Start Date and End Date must be input to request the report.
- c. Depress the NXT FORM function key to create the report. A screen will be displayed with 3 options. Select the option that will provide the information you need in your report. You can obtain completions for employees that you service regardless of the activity and organization they completed the training under, as well as inactive employees who completed training while under your activity and organization. If an employing activity and/or organization are not specified, the system will default to the employing activity and organization that is specified in your Security Profile. Input either 1, 2, or 3 and depress Enter to produce the report or depress the F1 (PREV FORM) function key to return to the REPORT MENU without creating the report.

### **COMPLETED TRAINING COST SUMMARY (UPETB0)**

This report provides a summary of Direct and Indirect Costs for courses completed within the report coverage period for the input Activity/Organization.

- a. Frequency: This report will be produced when needed.
- b. Sequence: The report is sorted by Course Code, Course Identifier and School Name.
- c. Use: This report may be used to provide a total of Direct and Indirect Costs by Course.
- d. Disposition: This report will be produced and distributed as needed. It will be destroyed when no longer needed for reference purposes.

COMPLETED TRAINING COST SUMMARY

COURSE CODE/ID		COURSE TITLE				COURSE HOURS		COSTS		
R/530		PERFORMANCE ORIENTED PACKAGING (POP)		SCHOOL NAME:DLA OPERATIONS SUPPORT OFFICE (DOSO)						
ACT ORG	CODE	NAME	SSN	PP-SER-GD	END DT	METHOD	ON-DUTY	NON-DUTY	DIRECT	INDIRECT
KO	EA	COOPER, VERA LEE	[REDACTED]	WG-6912-06	98/08/12	H	24	0	0	0
KO	EA	JOHNSON, BRENDA B	[REDACTED]	WG-6912-06	98/08/12	H	24	0	0	0
KO	EA	MERTINS, RHETT K	[REDACTED]	WG-6912-06	98/08/12	H	24	0	0	0
KO	EA	MITCHELL, SARAH W	[REDACTED]	WG-6912-06	98/08/12	H	24	0	0	0
KO	EA	PULLER, FREDERICK D	[REDACTED]	WG-6912-06	98/08/12	H	24	0	0	0
KO	EA	TUCKER, SHARON D	[REDACTED]	WG-6912-06	98/08/12	H	24	0	0	0
KO	EB	WALKER, CARL L	[REDACTED]	WG-6907-05	98/08/12	H	24	0	0	0
KO	SA	PITTENGER, PATRICK E	[REDACTED]	GS-1670-07	98/08/12	H	24	0	0	0
KO	SAD	JONES, MILTON A	[REDACTED]	WL-6907-05	98/08/12	H	24	0	0	0
KO	SBB	ALEXANDER, SHARON	[REDACTED]	WG-7002-04	98/08/12	H	24	0	0	0
KO	TCA	BOND, CHARLIE L JR	[REDACTED]	WG-4604-08	98/08/12	H	24	0	0	0
KO	TCA	ELLIOTT, LINWOOD C JR	[REDACTED]	WG-7002-06	98/08/12	H	24	0	0	0
KO	TCB	PEELE, RUTH R	[REDACTED]	WG-7002-06	98/08/12	H	24	0	0	0

COURSE SUMMARY

TOTAL COMPLETIONS DURING THE REPORT PERIOD:	13
TOTAL DIRECT COST	0
TOTAL INDIRECT COST	0
TOTAL COST	0

TOTAL ALL COURSES

TOTAL COMPLETIONS DURING THE REPORT PERIOD:	13
TOTAL DIRECT COST	0
TOTAL INDIRECT COST	0
TOTAL COST	0

TOTAL ADMINISTRATIVE COST BY COURSE (UPETB1)

```

TNVT - blue, to host 131.64.244.1
Session Edit Commands Settings Script Help
replace | not stored | update |
DATE: 98/10/27          TOTAL ADMINISTRATIVE COSTS BY COURSE          UPETB1
TIME: 09:39                                                    V=01

COURSE CODE: █
COURSE ID:

DEPRESS NEXT FORM TO CREATE REPORT
DEPRESS PREVIOUS FORM TO RETURN
WITHOUT CREATING REPORT

Enter COURSE CODE for desired report data.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
TT 09:40:42

```

- This screen can be accessed by selecting option 18 - TOTAL ADMIN COSTS BY COURSE, from the REPORT MENU.
- Enter the Course Code and/or Course ID if desired, to limit data on the report. To receive a status of Administrative Class Costs for all Courses, leave both fields blank.
- Depress the NXT FORM function key to create the listing, or the PRV FORM function key to return to the REPORT MENU without creating the listing.

### ADMINISTRATIVE CLASS COSTS REPORT (UPETB2)

Class Costs are maintained by the system automatically when costs are input in the Class Data processes. This report provides the status of Administrative Class Costs at the time the report is processed.

- Frequency: This report will be produced when needed.
- Sequence: The report is sorted by Course Code (other than "L"), Course Title, Course Code "L" and Course Title.

- c. Use: This report may be used to provide a report of accumulated administrative class costs.
- d. Disposition: This report will be produced and distributed as needed. It will be destroyed when no longer needed for reference purposes.

REPORT NO: UPETB2

DATE: 98/10/27 TIME: 13:01 PAGE: 00001

CUMULATIVE ADMINISTRATIVE COST REPORT

COURSE CODE F

STD COURSE IDENTIFIER	STANDARD COURSE TITLE	TOTAL COSTS	TOTAL COSTS	TOTAL COSTS
		PAST FY	CURRENT FY	NEXT FY
SSA	SOFTWARE SURVEILLANCE APPLICATIONS	5500	0	0
SSE	SOFTWARE SURVEILLANCE EVALUATIONS	1520	0	0
SSF	SOFTWARE SURVEILLANCE FUNDAMENTALS	0	0	0
SXX	INTRODUCTION TO DESIGN AND STRUCTURED ANALYSIS	2700	0	0
TOTAL		9720	0	0

**DELINQUENT ALLOCATIONS REPORT (UPETB9)**

```

TNVT - blue, to host 131.64.244.1
Session Edit Commands Settings Script Help
replace | not stored | update |
DATE: 98/10/27      DELINQUENT ALLOCATIONS REPORT      UPETB9
TIME: 09:40        DATA MAY BE SUBJECT TO THE PRIVACY ACT OF 1974      V=01

ACTIVITY:  ORGANIZATION:
COURSE CODE:  COURSE ID:

DEPRESS NEXT FORM TO CREATE REPORT

DEPRESS PREVIOUS FORM TO RETURN
WITHOUT CREATING REPORT

Enter desired ACTIVITY CODE, leave blank for all activities.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
TT 09:41:18

```

- a. This screen can be accessed by selecting option 19 - DELINQUENT ALLOCATIONS REPORT, from the REPORT MENU.
- b. Enter the Activity, Organization, Course Code and/or Course ID if desired, to limit data on the report. To receive a complete list of employees who are allocated a space in a course, or class where the end date is prior to the current date, or system date, leave all fields blank.
- c. Depress the NXT FORM function key to create the listing, or the PRV FORM function key to return to the REPORT MENU without creating the listing.

### **DELINQUENT ALLOCATIONS REPORT (UPETC0)**

This report is a list of the employees who are allocated a space in a course, or class where the end date is prior to the current date, or system date.

- a. Frequency: This report will be produced when needed.
- b. Sequence: The report is sorted by Activity, Method, Course Code and Course Title.



```

TNVT - blue, to host 131.64.244.1
Session Edit Commands Settings Script Help
replace | not stored | update |
DATE: 98/10/27    REQUEST FOR PROJECTED TRAINING REPORT    dpld07
TIME: 09:56      DATA MAY BE SUBJECT TO THE PRIVACY ACT OF 1974    V=01
ACTIVITY:      ORGANIZATION:
PERIOD START DATE: 30/01/01    PERIOD END DATE: 98/10/27
COURSE CODE/ID: /
INQUIRE AND VIEW DATA? Y
CREATE REPORT? N
DEPRESS PREVIOUS FORM (F1) TO RETURN WITHOUT CREATING REPORT
Enter desired Activity Code, leave blank for all activites.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
TT 09:57:24

```

- a. This screen can be accessed by selecting Option 20 from the REPORT MENU.
- b. Enter the Activity and/or Organization, if desired, to limit data on the report.
- c. Enter the Period Start Date and the Period End Date. A past date may be input for the Period Start Date so that past due information will be displayed on the report. If a Period End Date is not entered, the date will default to the current date (the date the report is requested).
- d. The report may be requested for a specific course by entering the Course Code and Course ID, for all courses by leaving the Course Code and Course ID fields blank or for all of a particular type of course by entering the Course Code and an \*.

#### **PROJECTED TRAINING REPORT INQUIRY SCREEN (DPLC07)**

- e. To perform an Inquiry, enter a Y in the Inquire and View Data field. If a report is desired, depress F2 (NXT FORM function key) to print the report. If a report is not desired, depress F1 (PRV FORM function key) to exit.

- f. If an Inquiry is NOT desired, enter an N in the Inquire and View Data field. Enter a Y in the Create Report field and depress ENTER to process the report.

NOTE: The totals for the number of employees a course is assigned to appear on the Inquiry Screen after the last record for that particular Course Code/ID.

### **PROJECTED TRAINING REPORT (DPLD07)**

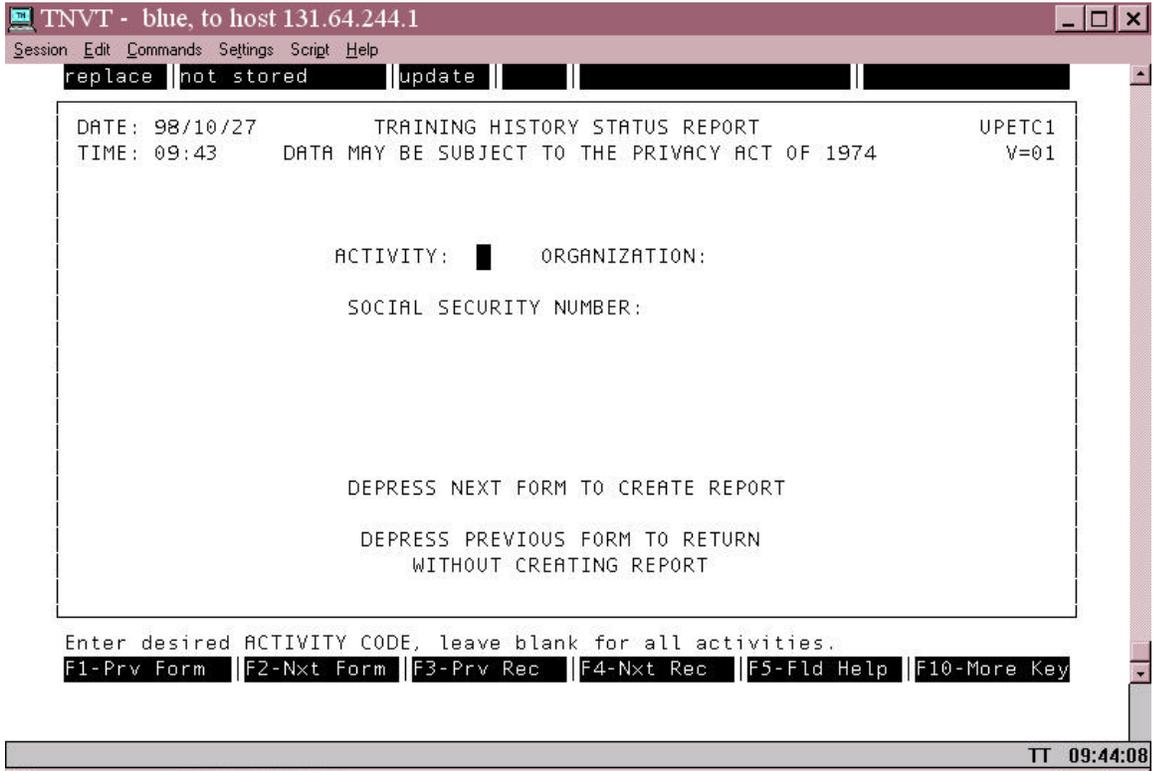
This report provides a listing of employees who require specific training (within a regulatory timeframe), the Skill Established Date and the date the training is required. A past date may be input for the Period Start Date so that past due information will also be displayed on the report. Employing Activity totals are provided for the total number of employees requiring each course.

- a. **Frequency:** The Training Office will produce this report when needed.
- b. **Sequence:** This report is sorted by Organization, then by Course.
- c. **Use:** The Training Office may use this report to provide a list and the number of employees who require training in a specific course within a regulatory timeframe.
- d. **Disposition:** The Training Office will produce and distribute this report as needed. It will be destroyed when no longer needed for reference purposes.

### **PROJECTED TRAINING REPORT (DPLD07)**



### TRAINING HISTORY STATUS REPORT (UPETC2)





- a. This screen can be accessed by selecting option 22 - ACQUISITION PERSONNEL LISTING, from the REPORT MENU.
- b. Enter any one or combination of the fields displayed on the screen. Leave all 7 fields blank to receive a complete listing of Acquisition Personnel data.
- c. You may pick the sort sequence by entering a field number of 1 through 7 into the sort field. The first sort is required, others are optional.
- d. Depress the NXT FORM function key to create the listing, or the PRV FORM function key to return to the REPORT MENU without creating the listing.

#### **ACQUISITION PERSONNEL LISTING (UPETK5)**

This report lists all employees who are considered Acquisition Personnel.

- a. Frequency: This report will be produced when needed.
- b. Sequence: The report is sorted by input sequence requested.
- c. Use: This report may be used to identify Acquisition data on Acquisition Personnel.
- d. Disposition: This report will be produced and distributed as needed. It will be destroyed when no longer needed for reference purposes.

#### **ACQUISITION PERSONNEL LISTING (UPETK5)**

REPORT NO: UPETK5  
SERVICING ACTIVITY: HI

DATE: 98/10/26 TIME: 12:28 PAGE: 001

ACQUISITION PERSONNEL LISTING  
DATA MAY BE SUBJECT TO THE PRIVACY ACT OF 1974

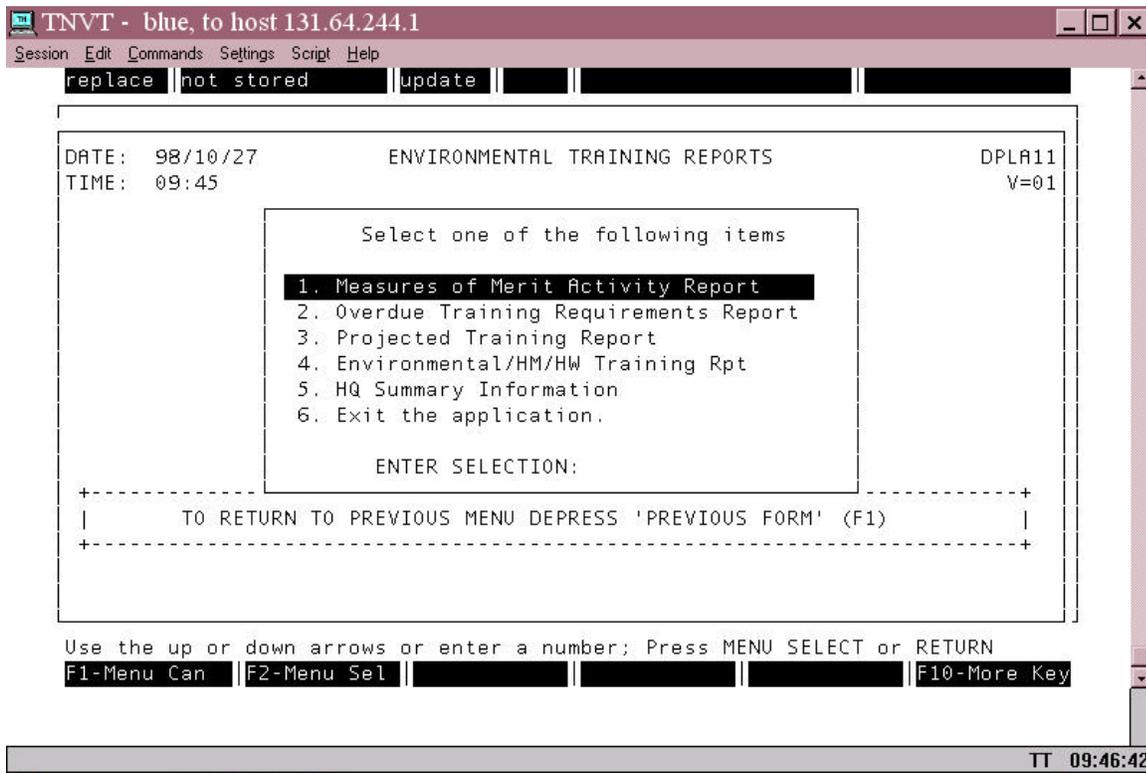
REPORT REQUESTED FOR: ACT:DM

1ST SORT: ACTIVITY 2ND SORT:

3RD SORT:

SSN	NAME	ACT/ORG	PP/SER/GR	CAREER FIELD	CAREER LEVEL	PRMRY ORIENT	SCNDRY ORIENT	WRNT TYPE	OBLIG LIMIT	SPECIAL ASSIGNMENT
	WATKINS, CHARLES W	DM/AP	WG-6907-05	CONTRACT	LVL II	PRE/PST	INV/ASGN	NONE		
	STEWART, ERLINE R	DM/AP	WG-6907-05	CONTRACT	LVL I		NONE	PCO	2M	
	SNIVELY, RICHARD F	DM/AP	WG-6907-05	CONTRACT	LVL II	PRE/PST	INV/ASGN	NONE		
	SHEARER, KIMBERLY E	DM/AP	GS-2005-07	CONTRACT	LVL II	PRE/PST	INV/ASGN	NONE		
	SENTZ, ALLEN R	DM/AP	GS-2005-07	QUAL ASSUR			NONE	NONE		
	RENNINGER, BARRY W	DM/AP	WG-6907-05	CONTRACT	LVL II	PRE/PST	INV/ASGN	NONE		
	PENSINGER, GERALD L	DM/AP	WG-6907-05	QUAL ASSUR			NONE	NONE		
	NOBLIT, JOSEPH H	DM/AP	WG-6907-05	CONTRACT		PRE/PST	ASSIGN	NONE		CNTR OFCR
	NEY, JOHN A	DM/AP	WG-6907-05	CONTRACT		PSTAWD	ASSIGN	NONE		CNTR OFCR
	MORGRET, RANDY E	DM/AP	WG-6907-05	SYS PLAN						
	MILLER, DENNIS F	DM/AP	WG-6907-05	CONTRACT	LVL II	PRE/PST	INV/ASGN	NONE		
	MCVEY, GREGORY N	DM/AP	WG-6907-05	CONTRACT				NONE		
	LEONARD, NEAL E JR	DM/AP	GS-2005-07	CONTRACT	LVL II	PRE/PST	INV/ASGN	NONE		
	KRAMER, JOSEPH J	DM/AP	WG-6907-05	PURCH/PROD	LVL I		NONE	NONE		
	JONES, ROBERT W	DM/AP	WG-6907-05	CONTRACT		PRE/PST	ASSIGN	NONE		CNTR OFCR
	HURLEY, MICHAEL L	DM/AP	WG-6907-05	QUAL ASSUR	LVL II		NONE			
	HORN, RALPH E JR	DM/AP	WG-6907-05	QUAL ASSUR	LVL II		NONE	NONE		
	GIBNEY, RUSSELL T JR	DM/AP	GS-2005-07	CONTRACT	LVL I		NONE	NONE		
	FORSBERG, PATRICIA S	DM/AP	WG-6907-05	CONTRACT	LVL I		NONE	NONE		
	DETTINGER, HARRY J	DM/AP	WG-6907-05	QUAL ASSUR	UNKNOWN	NONE	UNKNOWN			
	CRAWFORD, JAMES B JR	DM/AP	WG-6907-05	CONTRACT	LVL II	PRE/PST	INV/ASGN	NONE		
	CLINE, DAVID L	DM/AP	WG-6907-05	SYS PLAN						
	CLARK, WAYNE P	DM/AP	WS-6907-05	CONTRACT	LVL III	PRE/PST	INV/ASGN	NONE		
	BROWN, DARLINE G	DM/AP	GS-2005-07	CONTRACT	LVL II	PRE/PST	INV/ASGN	NONE		
	BOYER, CATHERINE L	DM/AP	WG-6907-05	CONTRACT		PRE/PST	INV/ASGN	NONE	>10M	
	PEIFFER, BRIAN R	DM/AP	WG-6907-05	QUAL ASSUR				NONE		
	AMRHEIN, KENNETH L	DM/AP	GS-2005-07	CONTRACT	LVL II	PRE/PST	INV/ASGN	NONE		
	WEST, JOEL L	DM/AS	WG-6907-05	CONTRACT	LVL I	PRE/PST	INVOLV	NONE		
	SWOPE, EDWARD P	DM/AS	WG-6907-05	CONTRACT	LVL I		NONE			CNTR OFCR
	SNYDER, FRANKLIN E JR	DM/AS	WG-6907-05	QUAL ASSUR	LVL III		NONE	NONE		
	SCHMIDT, DAVID	DM/AS	WG-6907-05	PURCH/PROD	LVL I	PREAWD	NONE	NONE		

ENVIRONMENTAL TRAINING REPORTS



- a. This group of reports give Training Office Users the ability to produce reports to track the employees that require Environmental/HM/HW training, and the number of environmental training hours, environmental costs, environmental skills and job series. This information may also be requested as an Inquiry if desired.
- b. To arrive at this sub-menu, select Option 23, ENVIRONMENTAL TRAINING REPORTS, from the REPORT MENU.
- c. An option can be selected from this menu by using one of the following two methods:
  - (1) Place the cursor on an option by using the positional arrow keys and depress the ENTER/RETURN key or the NXT FORM function key.
  - (2) Enter an option number into the ENTER SELECTION field and depress the ENTER/RETURN KEY.

To return to the REPORT MENU, depress the PRV FORM function key.

**MEASURES OF MERIT ACTIVITY REPORT (DPLD05)**

```

TNVT - blue, to host 131.64.244.1
Session Edit Commands Settings Script Help
replace | not stored | update |

DATE: 98/10/27      REQUEST FOR MEASURES OF MERIT REPORT      dp1d05
TIME: 09:46        DATA MAY BE SUBJECT TO THE PRIVACY ACT OF 1974      V=01

ACTIVITY: ██████████      ORGANIZATION:
PERIOD START DT: *****      PERIOD END DT: *****

INQUIRE AND VIEW DATA? (Y/N) :
CREATE REPORT? (Y/N) :

DEPRESS PREVIOUS FORM (F1) TO RETURN WITHOUT CREATING REPORT

Enter desired Activity Code, leave blank for all activities
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key

TT 09:47:41

```

- This screen can be accessed by selecting Option 1 from the ENVIRONMENTAL TRAINING REPORTS MENU.
- Enter the Activity and/or Organization, if desired, to limit data on the report.
- Enter the Period Start Date and the Period End Date (both are required fields).
- To perform an Inquiry, enter a Y'in the Inquire and View Data field. If a report is desired, depress F2 (NXT FORM function key) to print the report. If a report is not desired, depress F1 (PRV FORM function key) to exit.
- If an Inquiry is NOT desired, enter an N'in the Inquire and View Data field. Enter a Y'in the Create Report field and depress ENTER to process the report.

NOTE: The Totals for Activity and Cumulative FY Totals on the Inquiry Screen (for Direct, Indirect and Total Costs) are cumulative for each Organization within an Employing Activity.

**MEASURES OF MERIT ACTIVITY REPORT (DPLD05)**

This report provides the number of employees requiring Env/HM/HW training, the number of hours spent for Env/HM/HW training (broken down by Mandatory and Implied Training) and the cost of Env/HM/HW training (broken down by direct and indirect cost for Mandatory and Implied Training). Cumulative totals for this FY and totals for the report coverage period are both provided. Totals for the entire Activity are provided at the end of the Act/Org breakdown.

- a. **Frequency:** The Training Office will produce this report when needed.
- b. **Sequence:** This report is sorted by Employing Activity and Organization.
- c. **Use:** Training Offices may use this report to provide the cost and the number of hours for Environmental training based on the report period coverage dates.
- d. **Disposition:** The Training Office will produce and distribute this report as needed. It will be destroyed when no longer needed for reference purposes.

**OVERDUE TRAINING REQUIREMENTS REPORT (DPLD06)**

```

TNVT - blue, to host 131.64.244.1
Session Edit Commands Settings Script Help
replace not stored update

DATE: 98/10/27    REQUEST FOR EMPLOYEE OVERDUE TRAINING    dpld06
TIME: 09:49      REQUIREMENTS REPORT                                V=01
                DATA MAY BE SUBJECT TO THE PRIVACY ACT OF 1974

ACTIVITY:
PERIOD START DATE: 30/01/01    ORGANIZATION:
PERIOD END DATE: 98/10/27

EMP OVERDUE? Y

SELECT ONE OR ALL OF THE FOLLOWING:
INITIAL COURSE OVERDUE? Y/
REFRESHER COURSE OVERDUE? Y/
IMPLIED COURSE OVERDUE? Y/
SUMMARY(S)/DETAIL(D)/BOTH(B): B    SORT REPORT BY:
                                     NAME? N COURSE? Y

INQUIRE AND VIEW DATA? Y    CREATE REPORT? N

DEPRESS PREVIOUS FORM (F1) TO RETURN WITHOUT CREATING REPORT

Enter desired ACTIVITY CODE, leave blank for all activities.
F1-Prv Form F2-Nxt Form F3-Prv Rec F4-Nxt Rec F5-Fld Help F10-More Key
TT 09:50:22

```

- a. This screen can be accessed by selecting Option 2 from the ENVIRONMENTAL TRAINING REPORTS MENU.
- b. Enter the Activity and/or Organization, if desired, to limit data on the report.
- c. Period Start Date and Period End Dates may be input to limit data on the report. If Period Start Date and Period End Dates are not input, the report will reflect ALL overdue training information through the current date (the date the report is requested).
- d. Enter a Y in the Employee Overdue field to obtain all employees who are overdue courses or enter an SSN to receive information for a particular employee. (The ZOOM function is available from the Employee Overdue field to the Employee Inquiry screen.)

### OVERDUE TRAINING REQUIREMENTS REPORT (DPLD06)

The report can be requested to reflect information in any ONE of the following ways: 1) ALL Initial, Refresher and Implied Overdue Courses by inputting a Y in all of the appropriate fields; 2) ALL Overdue Courses for ONE particular type of training, either Initial, Refresher or Implied, by inputting a Y in the field for the type of training courses that are desired or 3) ONE particular

course by inputting a Course Code/Course ID. (The ZOOM function is available from the Initial, Refresher and Implied Course Overdue fields to the Maintain Course Data Screen.)

- f. The report must be requested for Summary, Detail or both types of data. If the report is requested for Summary Data, the report will display totals only. The totals will be for Employing Activity and Service Activity. If the report is requested for Detail, the totals will be for each Organization with Employing Activity totals at the end of the report.
- g. If the report is requested for summary data, the sort will automatically be by Organization. If the report is requested for Detail data, a sort must be requested by either Name or Course. If the sort is requested for Name, names will be provided in alphabetical order by organization. If the sort is requested for Course, courses will be listed in Course Code/Course ID order.

#### **OVERDUE TRAINING REQUIREMENTS REPORT (DPLD06)**

- h. To perform an Inquiry, enter a Y in the Inquire and View Data field. If a report is desired, depress F2 (NXT FORM function key) to print the report. If a report is not desired, depress F1 (PRV FORM function key) to exit.
- i. If an Inquiry is NOT desired, enter an N in the Inquire and View Data field. Enter a Y in the Create Report field and depress ENTER to process the report.

NOTE: The Inquiry Screen can only display 3 Course Codes and Ids for each employee; the report will reflect ALL Course Codes and Ids for each employee, regardless of the number.

This report provides the names and organization codes of employees who are past regulatory timeframes for Initial and/or Refresher courses as well as employees who have a requirement for implied training (700 level courses). The Course Code/Course Ids of the overdue courses are listed on the report. Service Activity totals will be reflected on the Summary Report based on the following: If the report is requested for ALL activities, the Service Activity Totals will be the total of all Employing Activities; if the report is requested for Activity A\*, the Service Activity Totals will be the total of all Employing Activities beginning with A; and if the report is requested for Activity AA, the Service Activity Totals will be the same as the Employing Activity Totals.

- a. **Frequency:** The Training Office will produce this report when needed.
- b. **Sequence:** This report is sorted by Organization, then by either Name or Course.

- c. **Use:** Training Offices may use this report to provide information regarding employees who are overdue mandatory Environmental Training Courses.
- d. **Disposition:** The Training Office will produce and distribute this report as needed. It will be destroyed when no longer needed for reference purposes.

### PROJECTED TRAINING REPORT (DPLD07)

```

TNVT - blue, to host 131.64.244.1
Session Edit Commands Settings Script Help
replace | not stored | update |
DATE: 98/10/27 REQUEST FOR PROJECTED TRAINING REPORT dpld07
TIME: 09:51 DATA MAY BE SUBJECT TO THE PRIVACY ACT OF 1974 V=01
ACTIVITY: [redacted] ORGANIZATION:
PERIOD START DATE: 30/01/01 PERIOD END DATE: 98/10/27
COURSE CODE/ID: R/
INQUIRE AND VIEW DATA? Y
CREATE REPORT? N
DEPRESS PREVIOUS FORM (F1) TO RETURN WITHOUT CREATING REPORT
Enter desired Activity Code, leave blank for all activites.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
TT 09:52:21

```

- a. This screen can be accessed by selecting Option 3 from the ENVIRONMENTAL TRAINING REPORTS MENU.
- b. Enter the Activity and/or Organization, if desired, to limit data on the report.
- c. Enter the Period Start Date and the Period End Date. A past date may be input for the Period Start Date so that past due information will be displayed on the report. If a Period End Date is not entered, the date will default to the current date (the date the report is requested).

- d. The report may be requested for all courses, for a specific course by entering the Course ID or for all Initial Courses by entering 5\* in the Course ID field, for all Refresher courses by entering 6\* or for all Implied courses by entering 7\*.

### **PROJECTED TRAINING REPORT INQUIRY SCREEN (DPLC07)**

- e. To perform an Inquiry, enter a Y'in the Inquire and View Data field. If a report is desired, depress F2 (NXT FORM function key) to print the report. If a report is not desired, depress F1 (PRV FORM function key) to exit.
- f. If an Inquiry is NOT desired, enter an N'in the Inquire and View Data field. Enter a Y'in the Create Report field and depress ENTER to process the report.

NOTE: The totals for the number of employees a course is assigned to appear on the Inquiry Screen after the last record for that particular Course Code/ID.

### **PROJECTED TRAINING REPORT (DPLD07)**

This report provides a listing of employees who require specific Initial, Refresher or Implied training courses (within a regulatory timeframe), the Skill Established Date and the date the Initial/Refresher Course is required. A past date may be input for the Period Start Date so that past due information will also be displayed on the report. Employing Activity Totals are provided for the total number of Environmental/HM/HW employees requiring each course.

- a. **Frequency:** The Training Office will produce this report when needed.
- b. **Sequence:** This report is sorted by Organization, then by Course.
- c. **Use:** The Training Office may use this report to provide a list and the number of employees who require training in a specific Environmental/HM/HW course within a regulatory timeframe.
- d. **Disposition:** The Training Office will produce and distribute this report as needed. It will be destroyed when no longer needed for reference purposes.

### **PROJECTED TRAINING REPORT (DPLD07)**

### **ENVIRONMENTAL/HM/HW TRAINING REPORT (DPLD08)**

```

TNVT - blue, to host 131.64.244.1
Session Edit Commands Settings Script Help
replace not stored update

DATE: 98/10/27 REQUEST FOR ENVIRONMENTAL/HM/HW TRAINING REPORT dpld08
TIME: 09:52 DATA MAY BE SUBJECT TO THE PRIVACY ACT OF 1974 V=01

ACTIVITY CODE: [redacted] ORGANIZATION:

SKILL AREA CODE: E% OCCUPATIONAL SERIES:

SUMMARY(S) /DETAIL(D) /BOTH(B)?

SORT BY: ORG: N SKILL AREA CODE: N OCCUPATIONAL SERIES: N
(SORT SELECTED IS FOR REPORT ONLY; INQUIRY SORTS BY ACT/ORG)

INQUIRE AND VIEW DATA?

CREATE REPORT?

DEPRESS PREVIOUS FORM (F1) TO RETURN WITHOUT CREATING REPORT

Enter desired Activity Code, leave blank for all Activities
F1-Prv Form F2-Nxt Form F3-Prv Rec F4-Nxt Rec F5-Fld Help F10-More Key
TT 09:53:39

```

- a. This screen can be accessed by selecting Option 4 from the ENVIRONMENTAL TRAINING REPORTS MENU.
- b. Enter the Activity and/or Organization, if desired, to limit data on the report.
- c. Enter a specific Skill Area Code or leave blank to receive all Skill Area Codes.
- d. Enter a specific Occupational Series or leave blank to receive all Occupational Series.
- e. The report must be requested for Summary, Detail or both types of data. If the report is requested for Summary Data, the report will display totals only. If the report is requested for Detail Data, names and Occupational Series will be displayed.
- f. If the report is requested for Summary Data, the sort will automatically be by Skill Area Code. If the report is requested for Detail Data, a sort must be requested by either Organization or Occupational Series. Names will be in alphabetical order by Organization and Skill Area Code.

- g. To perform an Inquiry, enter a Y in the Inquire and View Data field. If a report is desired, depress F2 (NXT FORM function key) to print the report. If a report is NOT desired, depress F1 (PRV FORM function key) to exit.
- h. If an Inquiry is NOT desired, enter an N in the Inquire and View Data field. Enter a Y in the Create Report field and depress ENTER to process the report.

NOTE: The Inquiry will bring up all Environmental/HM/HW employees in the requested Organization. The report will only reflect the employees who are assigned the Skill Area Code(s) requested. The Inquiry Screen can only display 3 Skill Area Codes for each employee; the report will reflect ALL Skill Area Codes for each employee, regardless of the number.

### **ENVIRONMENTAL/HM/HW TRAINING REPORT (DPLD08)**

This report provides the number of employees requiring Environmental/HM/HW training, the number of employees who have completed Initial and Implied training as well as the number of Skill Area Codes assigned to employees. The report will display as many Skill Area Codes as an employee has assigned to their training record. Skill Area Codes that are not assigned to any employees will not be displayed. Only E's skills are reflected on the report. The Total Number of Skill Codes Assigned to Employees includes all skills, both complete and incomplete. The data reflected on the report is through the current date (the date the report is requested).

- a. **Frequency:** The Training Office will produce this report when needed.
- b. **Sequence:** The Summary Report is sorted by Skill Area Code; the Detail Report is sorted by either Organization or Occupational Series.
- c. **Use:** The Training Office may use this report to provide the number of employees requiring Environmental/HM/HW training courses as of the report date and how many of those employees have been assigned Environmental Skills.
- d. **Disposition:** The Training Office will produce and distribute this report as needed. It will be destroyed when no longer needed for reference purposes.

### **ENVIRONMENTAL/HM/HW TRAINING REPORT (DPLD08) DETAIL REPORT**

### **ENVIRONMENTAL/HM/HW TRAINING REPORT (DPLD08) SUMMARY REPORT**

**HQ SUMMARY INFORMATION (DPLF04)**

```

TNVT - blue, to host 131.64.244.1
Session Edit Commands Settings Script Help
replace not stored update

DATE: 98/10/27          HQ SUMMARY INFORMATION          DPLF04
TIME: 09:54          DATA MAY BE SUBJECT TO THE PRIVACY ACT OF 1974  V=01

SERVICING ACTIVITY:  JB

HQ MEASURES OF MERIT REPORT?:  |

OVERDUE TRAINING REQUIREMENTS HQ SUMMARY REPORT?:

ENVIRONMENTAL/HM/HW TRAINING HQ SUMMARY REPORT?:

DEPRESS NEXT FORM TO CREATE REPORT

DEPRESS PREVIOUS FORM TO RETURN WITHOUT CREATING REPORT

Enter a 'Y' or 'N'
F1-Prv Form  F2-Nxt Form  F3-Prv Rec  F4-Nxt Rec  F5-Fld Help  F10-More Key

TT 09:55:31

```

- a. This screen can be accessed by selecting Option 5 from the ENVIRONMENTAL TRAINING REPORTS MENU.
- b. The Servicing Activity field defaults to the Service Activity in the users' Security Profile.
- c. To obtain a copy of the most recent HQ Measures of Merit Report that was sent to DLA HQ, enter a 'Y' in the HQ Measures of Merit Report field. Both the HQ Measures of Merit Quarterly Summary Report and the HQ Measures of Merit Activity Reports will be provided. If a copy of this report is not desired, enter an 'N' in this field.
- d. To obtain a copy of the most recent Overdue Training Requirements HQ Summary Report that was sent to DLA HQ, enter a 'Y' in the Overdue Training Requirements HQ Summary Report field. If a copy of this report is not desired, enter an 'N' in this field.

**HQ SUMMARY INFORMATION (DPLF04)**

- e. To obtain a copy of the most recent Environmental/HM/HW Training HQ Summary Report that was sent to DLA HQ, enter a Y in the Environmental/HM/HW Training HQ Summary Report field. If a copy of this report is not desired, enter an N in this field.
- f. Depress F2 (NXT FORM function key) to create the reports. If a report is not desired, depress F1 (PRV FORM function key) to return to the ENVIRONMENTAL TRAINING REPORTS MENU without creating a report.

### **HQ SUMMARY INFORMATION**

Summary data is retrieved from each site and the data is rolled-up into summary reports and sent to DLA Headquarters on a quarterly basis. The data is automatically sent at the end of each FY quarter. It is possible for sites to request copies of the latest reports that were sent to DLA HQ for their activity.

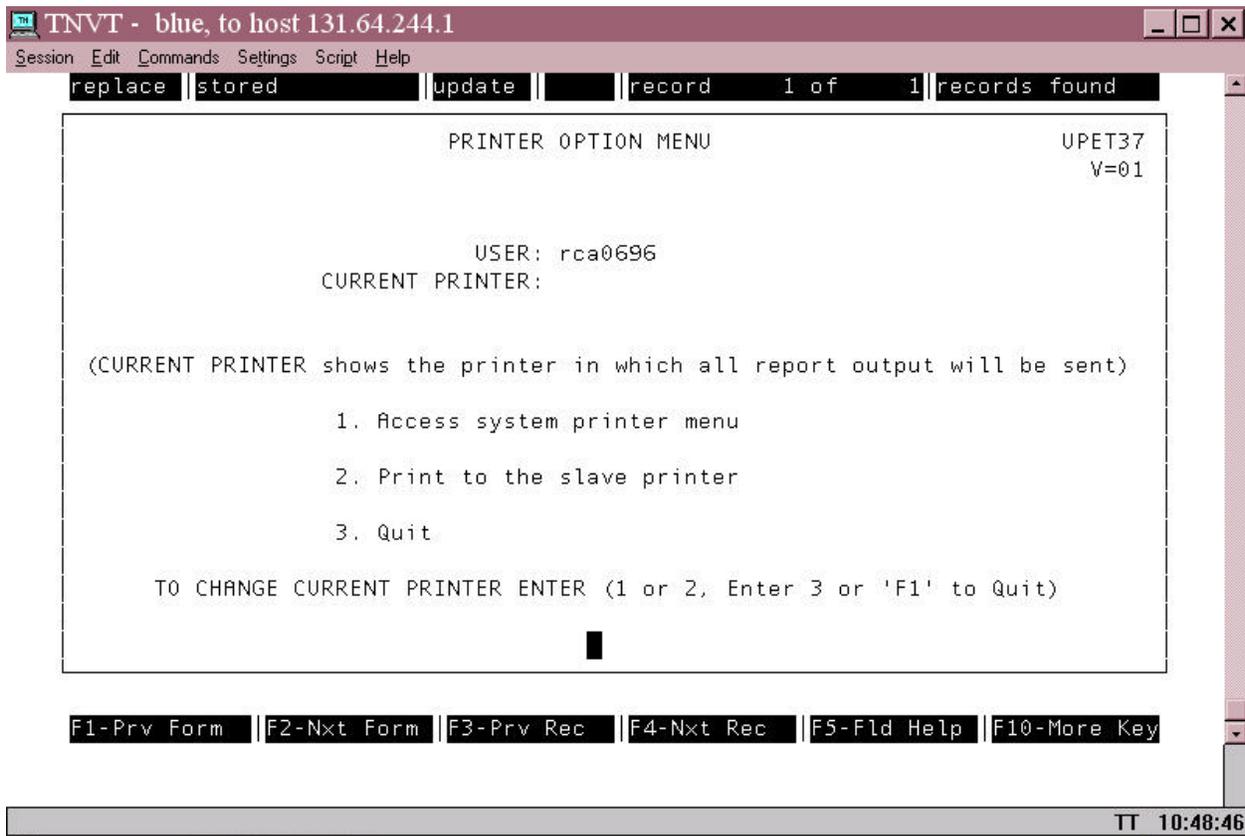
- a. The HQ Measures of Merit Quarterly Summary Report consists of the number of employees requiring Environmental/HM/HW Training (as of the reporting date); the hours spent on Environmental Training for that quarter and cumulative total for that FY; and the dollars spent on Environmental Training for that quarter and cumulative total for that FY. Total costs are broken down by direct and indirect cost for all Environmental Training courses (including 500, 600 and 700 level courses). The hours and dollars for Environmental Training are also broken down by Mandatory Training and Implied Training.
- b. The HQ Measures of Merit Activity Report provides the Number of Employees that require Environmental/HM/HW training (as of the quarter ending date) and a Total for DLA. Also listed are the Environmental Training Hours broken down by mandatory (500 and 600 level courses) and implied (700 level courses) for that quarter and cumulative for that FY along with Totals for DLA. Total Environmental Dollars Spent on Training, broken down by mandatory and implied training, for that quarter and cumulative for that FY are also listed on the report. The training costs are also broken down by direct and indirect costs, with Totals for DLA.
- c. The Overdue Training Requirements HQ Summary Report reflects the current number of employees requiring Environmental/HM/HW training and the number of those employees that have Overdue Training Requirements for either 500 or 600 level training. The report also includes the number of employees that require 700 level courses. Totals by Activity and Totals for all DLA are provided.
- d. The Environmental/HM/HW Training HQ Summary Report provides the number of employees that require Environmental/HM/HW Training within the FY Quarter; the

Environmental Skill Codes; the number of employees that are assigned to each Environmental Skill Code; and the number of employees that have completed the required training based on each Activity. Totals for DLA are also provided. The total number of employees will NOT match the total number of skill codes because employees can have more than one skill.

#### **HQ SUMMARY INFORMATION (DPLF04)**

- e. To obtain a copy of the most recent Environmental/HM/HW Training HQ Summary Report that was sent to DLA HQ, enter a Y'in the Environmental/HM/HW Training HQ Summary Report field. If a copy of this report is not desired, enter an N'in this field.
- f. Depress F2 (NXT FORM function Key) to create the reports. If a report is not desired, depress F1 (PRV FORM function key) to return to the ENVIRONMENTAL TRAINING REPORTS MENU without creating a report.

#### **CHANGE PRINTER DESTINATION**



THE FOLLOWING TRAINING PRINTER CLASSES ARE AVAILABLE:

- 1 train
- 2 train2
- 3 SYSTEM LINE PRINTER

ENTER [1-3, (Q)UIT, (H)ELP ] :

After choosing a printer, all printouts will print to this printer until the user goes back into the available options and chooses a different output source.

For Further explanation of the System Printer options see your System Administrator.

(2) Print to the slave printer. This will direct all print to a printer that is the default or selected printer for the terminal from which you are directing print.

(3) Quit the printer option menu. This option will return you to the REPORT MENU.