

**COMPLETIONS**

- a. To use this process, select option 6 from the TRAINING OFFICE MENU (upet26).
- b. You must use this process to add, change, or delete:
  - (1) Course completions for separated employees.
  - (2) Course completions (training history data) for new employees.
  - (3) Course completions for employees not assigned to class rosters for that course.
  - (4) Course completions for which there is no need to establish a local course in the system (e.g., the course was a one time deal; the employee paid for the course and wants it included in his/her training record). You may use a course code of "G" or "L" when filing this type of completion. If a course code of "G" is used the system will generate the course identifier for you (FYQxxxxxxxx). If a course code of "L" is used, you will be required to input a course identifier.
- c. You **MUST** use the Class Rosters process (reference Chapter 8, page 8-1) to add, change, or delete a completion for a Local Course or a Standard Course when the civilian or military student is an employee and is in the Class Roster for that Course. (Only Training Office users can add, change or delete completions using the Class Roster process.)

NOTE: Completions for inactive employees that are housed on the Training History table will be automatically deleted from both the Training History Table and the completion table for the losing CPOID five years after the employee separation date , unless the employee is serviced again by an activity that uses the DLA Training Application.

**COMPLETIONS - COURSE GRADE**

When filing Completions, the user is able to choose the Course Grade that is applicable. The system defaults to a Course Grade of 'S'. In order to change this, you must go to the Default Values screen or save the record (F9) and F2 to the next screen and change the grade.

1. When a Course Grade of 'E' (Equivalency) is used, the user can access the Actual Course Code/Id field (to track the actual course that was completed) on the Maintain Completions detail screen and on the Default Values screen. An 'E' Course Grade will also trigger the Environmental Identifier field to change from an 'N' to an 'E' (Environmental) if the course is tied to an Environmental Skill ('E' Skill). This information will allow cost and hours data to be tracked for Environmental courses with a Course Grade of 'E' for the Environmental reports, if the Course Identifier is 'E' and the Actual Course Code/Id information exists.

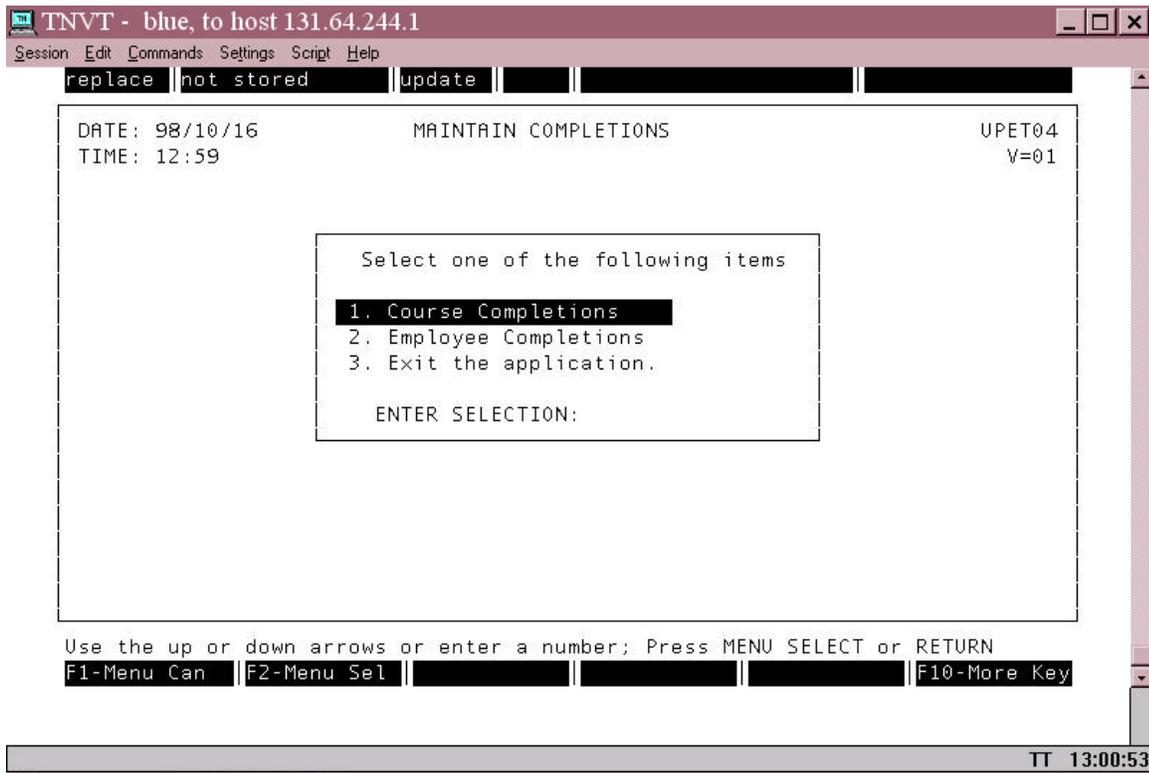
2. When a Course Grade of 'F' (Failure) or 'I' (Incomplete) is used, a Course that exists on the Course Equivalency screen, or a course on the Course Refresher screen will not be triggered. The system gives you an opportunity to recreate the course requirement so that the employee may complete it satisfactorily. If a course is tied to a Skill and a Course Grade of 'F' or 'I' are used, the course will still reflect as a Requirement until the course is completed satisfactorily. If the course is part of a Skill, the Requirement is automatically recreated for that non-satisfactory course completion.
3. When a Course Grade of 'S', 'A', 'B', 'C', 'D', or 'H' are used, the Completion is considered favorably completed. The Completion will appear on the Skill record, any Course Refresher or Course Equivalency courses will be triggered and become part of the employees' record. The Training Due Date record will be deleted (if applicable).

### **COMPLETIONS - WARNING INDICATOR COURSES**

Warning Indicator Courses are courses that must be completed within their designated Completion Timeframe. These are courses that are tied to professions (e.g. Pesticides and Asbestos) that require the satisfactory completion of these courses or else the employee cannot continue on their current job. These courses are tracked differently than other courses in the training application. These courses are designated with the Warning Indicator on the Course Data process. Reference chapter 3.4.3, Course Data for further information about these courses.

### **MAINTAIN COMPLETIONS (UPET04)**

Completions can be filed with this process, by using either the Course Completions or Employee Completions method.



An option can be selected from this sub-menu by one of the following two methods:

- a. Place the cursor on an option by using the positional arrow keys and press the ENTER/RETURN key.
- b. Enter an option number in the ENTER SELECTION field and press the ENTER/RETURN key.

### **MAINTAIN COMPLETIONS BY COURSE (UPET05)**

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

DATE: 98/10/16      MAINTAIN COMPLETIONS BY COURSE      upet05
TIME: 13:00      DATA MAY BE SUBJECT TO THE PRIVACY ACT OF 1974      V=01
SERV ACT: J8

COURSE CODE/ID:  | /      CATEGORY:
COURSE TITLE:
SOURCE: 05      HRS:      METHOD:      TRNG LEVEL: 3      TYPE OF TRNG: 6

SSN      NAME      ACT/ORG      COMPLETION      DEFAULT VALUES
           DATE      (Y/N)
           /
           /
           /
           /
           /
           /
           /

Enter COURSE CODE of course you wish to add completions for.
F1-Prv Form  F2-Nxt Form  F3-Prv Rec  F4-Nxt Rec  F5-Fld Help  F10-More Key

TT 13:02:00

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#### ZOOM FUNCTIONS AVAILABLE:

- From the COURSE CODE/ID field to the INQUIRE COURSE DATA screen.
- From the CATEGORY field to the COURSE CATEGORIES screen.
- From the SSN field to the EMPLOYEE INQUIRY screen.
- From the NAME field to the EMPLOYEE INQUIRY screen.
- From the DEFAULT VALUES field to the STANDARD DEFAULT VALUES screen.

#### FILING COMPLETIONS BY COURSE

- When first accessed, the screen will be in the update mode.

NOTE: You will not be able to do a find on this screen because of the large amount of data in the system for completions on record. The time it takes the system to process a find is considerably lengthy and therefore not allowed.

- b. Input the Course Code/ID that you wish to use to file the Completion. Depress the ENTER/RETURN key.
- (1) If the Course is in the system, the Course related data will be displayed. Update the fields that the cursor lands on, if necessary. The METHOD CODE is a mandatory field. Input the employee data. The COMPLETION DATE (in YY/MM/DD format) is mandatory and cannot be greater than the system date. Input a 'Y' to use the DEFAULT VALUES (ZOOM from the Default Values field to view the data) or an 'N' to go to the detailed screen to input other data. Press the ADD/UPD (F9) function key to add the record. See the section regarding default values for more information.
  - (2) For the Training Office menu, if the Course is not in the system and the course is a Course Code of 'L', the message COURSE CODE/ID NOT FOUND, ENTER 'YES' TO ADD THE COURSE, will be displayed at the bottom of the screen. Enter 'yes' to add the course to the Course table or 'enter' to continue with the completion without adding the course.
    - (a) If you enter 'yes' and press the ENTER/RETURN key, the system will display the MAINTAIN COURSE DATA screen. Add the Local course to the system. Once added, press the PRV FORM (F1) function key to return to the MAINTAIN COMPLETIONS BY COURSE screen. Continue adding the employee data and press the ADD/UPD (F9) function key.
    - (b) If you enter anything other than 'yes' and press the ENTER/RETURN key, the cursor will land on the CATEGORY field. Continue adding the completion and press the ADD/UPD (F9) function key.
- NOTE: The Training Office user cannot add a completion for a Standard course that is not found in the Course table. The system will display the message COURSE CODE/ID NOT FOUND, COURSE CODE MUST BE 'L' TO ADD COURSE OR COMPLETION. Press 'enter' and the cursor will return to the Course Code field.
- NOTE: If you are filing a Completion for a Course without a Course ID, you would use a Course Code of 'G' for Generic. If 'G' is input, the system will generate the Course ID and the cursor will be resting on the CATEGORY field. Continue with the add of the Completion followed by pressing the ADD/UPD (F9) function key.
- c. If you wish to file another completion for the input Course Code/ID, return to step b. (1) above.
- d. If you wish to file a completion for another Course Code/ID, press the CLR-FIND (F13) function key and return to step b. above.

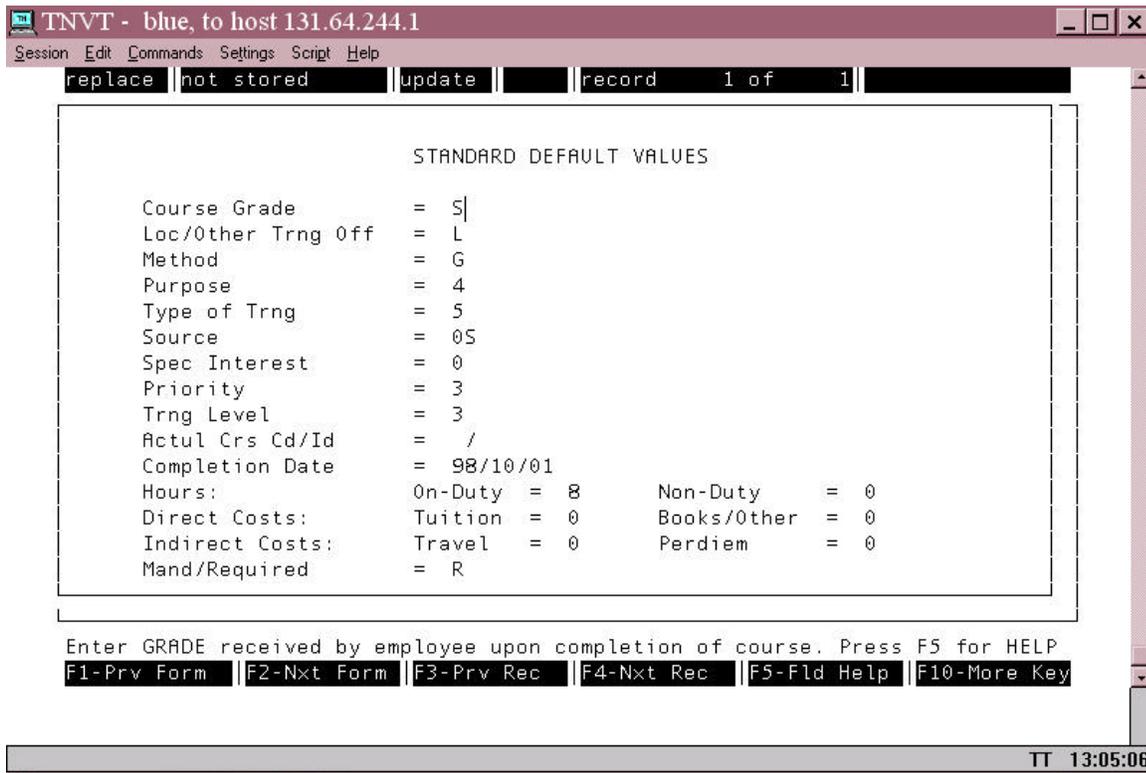
Anytime that a Completion is filed with a Satisfactory grade, the system will automatically check the Course Equivalency and Course Refresher screens for any applicable courses. The Equivalency will be added to the employees' record along with the Actual Course Code/Id and Environmental Identifier (if the employee is an Environmental employee and the course is tied to an Environmental Skill) information. The Refresher Course Requirement will be created and the Training Due Date record will be established (based on the Completion date of the initial course and the Completion Timeframe). (Reference chapter 3.4.3.24 for information on the Course Refresher screen, and the Inquiry chapter for information on the Training Due Date table.)

## **DEFAULT VALUES**

Default Values can be used as a quick way to assign the same information to different Completion records. When filing Completions by Course, a number of employees may have completed the same training course and the same information may apply to all employees. By using the Default Values, the user can input the data once and then simply answer 'Y' to Default Values for all employees. The data on this screen is based on the Course that you are working with (from the Course Data screen). The Training Office user is able to change the data that exists in these fields.

A Training Method Code is mandatory (except for Course Grade 'E' or 'W'), but the Cost data and Completion Date are optional. The Actual Course Code/Id field can only be used if the Course Grade = 'E'. If a Completion Date is input on the Default Values screen, it will override a Completion Date that exists on the Completions by Course screen.

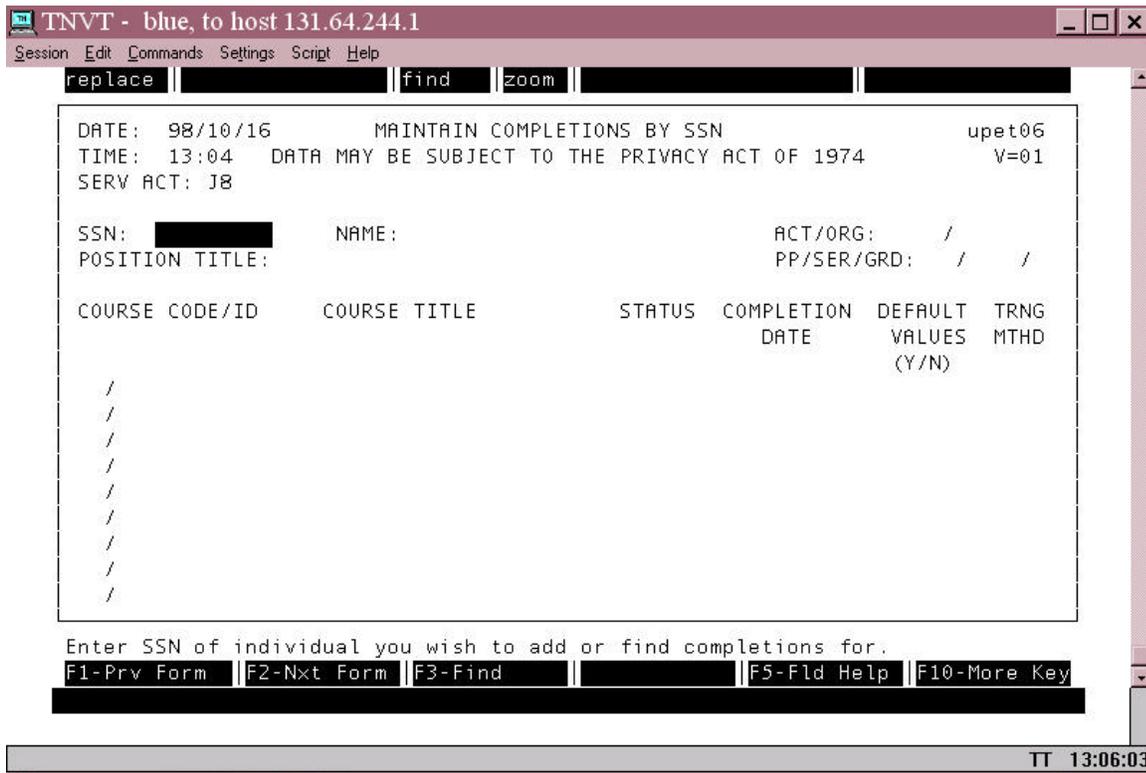
- a. If the DEFAULT VALUES code input is a "Y" the message ADDED will be displayed at the top right corner of the screen. If you wish to view the default values currently in the system for this process, press the ZOOM (F20) function key from the DEFAULT VALUES field. The STANDARD DEFAULT VALUES screen will be displayed. Make any necessary changes desired and press the ENTER/RETURN key. To return to the MAINTAIN COMPLETIONS BY COURSE screen, press the PRV FORM (F1) function key followed by the ADD/UPD (F9) function key to add the Completion.
- b. If the DEFAULT VALUES code input is an "N", the system will display the MAINTAIN COMPLETIONS screen. Make the necessary changes and depress the ADD/UPD function key. If the record was successfully updated the message UPDATED will appear at the top right corner of the screen, and the system will return to the MAINTAIN COMPLETIONS BY COURSE screen. The cursor will be resting on an open SSN field and the system will be ready to add another Completion for that Course.



## CHANGE/DELETE COMPLETION RECORDS

NOTE: This process can only be used to FILE/ADD a completion record. If you wish to modify or delete a completion record, you must use the MAINTAIN COMPLETIONS BY SSN process (reference paragraph 3.4.8.1.2), unless the completion record is displaying on the screen.

## MAINTAIN COMPLETIONS BY SSN (UPET06)



#### ZOOM FUNCTIONS AVAILABLE:

- From the SSN field to the EMPLOYEE INQUIRY screen.
- From the NAME field to the EMPLOYEE INQUIRY screen.
- From the ACT field to the EMPLOYEE INQUIRY screen.
- From the COURSE CODE/ID field to the INQUIRE COURSE DATA screen.
- From the DEFAULT VALUES field to the STANDARD DEFAULT VALUES screen.

#### ADDING COMPLETIONS BY SSN

- When first accessed, the screen will be in the find mode.
- Press the CLR-ADD (F7) function key.

NOTE: If you wish to view all Requirements, Allocations and Completions currently on record for the employee before adding a Completion, input the SSN desired and press the FIND (F3)

function key. The records for the input SSN will be displayed and the system will be in the update mode. Press the CLR-ADD (F7) function key to add the new Completion. Continue with the ADD followed by pressing the ADD/UPD (F9) function key.

- c. Input the SSN and other data as desired/required to file the Completion.
  - (1) If the course is in the system, the COURSE TITLE will be displayed. Input the COMPLETION DATE (in YY/MM/DD format). Input a 'Y' to use the Default Values (ZOOM from the Default Values field to view the data) or an 'N' to go to the detailed screen to input other data. Input the TRNG METHOD code (both the COMPLETION DATE and the TRNG METHOD fields are mandatory input fields). Press the ADD/UPD (F9) function key to add the record. If the record was successfully added, the message ADDED will be displayed at the top right corner of the screen.
  - (2) If the course is not in the system and the Course Code is 'L', the message COURSE CODE/ID NOT FOUND, ENTER 'YES' TO ADD THE COURSE will be displayed at the bottom of the screen. Press 'yes' to add the course to the Course Table or 'enter' to continue.
    - (a) If you enter 'yes' and press the ENTER/RETURN key, the system will display the MAINTAIN COURSE DATA screen. Add the Local Course to the system. Once added, press the PRV FORM (F1) function key to return to the MAINTAIN COMPLETIONS BY SSN screen. Continue adding the completion data and press the ADD/UPD (F9) function key.
    - (b) If you enter anything other than 'yes' and press the ENTER/RETURN key, the cursor will land on the COURSE TITLE field. Continue adding the completion and press the ADD/UPD (F9) function key.

NOTE: You cannot add a completion for a Standard Course that is not found in the Course Table. The system will display the message COURSE CODE/ID NOT FOUND, COURSE MUST BE 'L' TO ADD COURSE OR COMPLETION. Press 'enter' and the cursor will return to the Course Code field.

NOTE: If you are filing a Completion for a Course without a Course ID, you would use a Course Code of "G" for Generic. If "G" is input, the system will display the MAINTAIN COMPLETIONS screen and the cursor will be resting on the CATEGORY field. Continue with the ADD followed by pressing the ADD/UPD (F9) function key. The system will return to the MAINTAIN COMPLETIONS BY SSN screen. Press the CLR-ADD (F7) function key to add another record.

- e. If you wish to file another completion for the input SSN, input the required fields followed by pressing the ADD/UPD (F9) function key.
- f. If you wish to file a completion for another SSN, press the CLR-FIND (F13) function key and return to step a. above.

Anytime that a Completion is filed with a Satisfactory grade, the system will automatically check the Course Equivalency and Course Refresher screens for any applicable courses. The Equivalency will be added to the employees' record along with the Actual Course Code/Id and Environmental Identifier (if the employee is an Environmental employee and the course is tied to an Environmental Skill) information. The Refresher Course Requirement will be created and the Training Due Date record will be established (based on the Completion date of the initial course and the Completion Timeframe). (Reference chapter 3.4.3.24 for information on the Course Refresher screen, and the Inquiry chapter for information on the Training Due Date table.)

## **DEFAULT VALUES**

Default Values can be used as a quick way to assign the same information to different Completion records. When filing Completions by Course, a number of employees may have completed the same training course and the same information may apply to all employees. By using the Default Values, the user can input the data once and then simply answer 'Y' to Default Values for all employees. The data on this screen is based on the Course that you are working with (from the Course Data screen). The Training Office user is able to change the data that exists in these fields.

A Training Method Code is mandatory (except for Course Grade 'E' or 'W'), but the Cost data and Completion Date are optional. The Actual Course Code/Id field can only be used if the Course Grade = 'E'. If a Completion Date is input on the Default Values screen, it will override a Completion Date that exists on the Completions by Course screen.

- a. If the DEFAULT VALUES code input is a "Y", the message ADDED will be displayed at the top right corner of the screen. If you wish to view the default values currently in the system for this process, depress the ZOOM function key from the DEFAULT VALUES field. The STANDARD DEFAULT VALUES screen will be displayed. Make any desired changes (a METHOD code must be input at this time) and depress the PRV FORM function key to return to the MAINTAIN COMPLETIONS by SSN screen. Depress the ADD/UPD function key to add the completion.

**NOTE:** If you ZOOM to the Default Values screen, but you decide not to change the values, you must CANCEL ZOOM (F19) to return to the MAINTAIN COMPLETIONS by SSN screen.

- b. If the DEFAULT VALUES code input is an "N", the system will display the MAINTAIN COMPLETIONS screen. Make the necessary changes and press the ADD/UPD (F9) function key. If the record was successfully updated the message UPDATED will appear at the top right corner of the screen, and the system will return to the MAINTAIN COMPLETIONS by SSN screen. Press the CLR-ADD (F7) function key to add another record.

### **CHANGING COMPLETION RECORDS**

- a. When first accessed, the screen will be in the find mode.
- b. Input the SSN desired to find the Requirement, Allocation or Completion record to be changed.
- c. Press the FIND (F3) function key. If there are any records for the input SSN, the data will be displayed in the update mode. Place the cursor on the record to be changed by using the PRV REC/NXT REC (F3/F4) function keys or the positional arrow keys.
- d. Make the necessary changes (COMPLETION DATE cannot be changed) followed by pressing the ADD/UPD (F9) function key. If the record was successfully updated the message UPDATED will appear at the top right corner of the screen.
- e. To update another record for the input SSN, return to step d. above.
- f. To update a record for another SSN, press the CLR-FIND (F13) function key and return to step b. above.

### **DELETING COMPLETION RECORDS**

- a. When first accessed, the screen will be in the find mode.
- b. Input the SSN desired to find the Completion record to be deleted.
- c. Press the FIND (F3) function key. If there are any records for the input SSN, the data will be displayed in the update mode.
- d. Place the cursor on the record to be deleted by using the PRV REC/NXT REC (F3/F4) function keys or the positional arrow keys.

NOTE: You cannot delete Requirements or Allocations using this process.

- e. Press the DEL REC (18) function key. The message ENTER YES TO CONFIRM DELETE will appear at the bottom of the screen.
- f. Confirm the delete by answering YES and press the ENTER/RETURN key. If the delete was successful the message DELETED will appear at the top right corner of the screen.
- g. If you enter anything other than YES and press the ENTER/Return key, the delete will not take place.
- h. To delete additional completions for the input SSN, return to step d. above.
- i. To delete completions for another SSN, press the CLR-FIND (F13) function key and return to step b. above.

#### **USING THE MAINTAIN COMPLETIONS DETAILED SCREEN (UPET07)**

This screen can be accessed from the Maintain Completions by Course screen. From a Completion record, press the NEXT FORM (F2) function key to view/update the detailed information. This screen displays Course information, Employee data, and information regarding the Completion. You are able to update any data field that the cursor lands on. Use the HELP screen (F5 function key) on each data field for further assistance.

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TNVT - blue, to host 131.64.244.1
Session Edit Commands Settings Script Help
replace | stored/modified | update | record 1 of 1 | records found

DATE: 98/10/16          MAINTAIN COMPLETIONS          UPET07
TIME: 13:12          DATA MAY BE SUBJECT TO THE PRIVACY ACT OF 1974

COURSE CODE/ID: L/ TRNGAPP          CATEGORY: PERS
COURSE TITLE:  TRAINING APPLICATION UPDATE
SCHOOL NAME:  HROC
SOURCE: 05   TRNG LEVEL: 3          PDSC CD:          DEL SCH CD:

SSN: ██████████   BECKETT, FAYE E          ACT CD: H3   ORG CD: AW
PP/SER/GRD: GS-0235-12   SPEC PGM ID: 00   CAR PGM: CA   SUPV/NONSUP ID: 8

COMPLETION DT: 98/10/01   CRS GRADE: S   PURPOSE: 4   TYPE OF TRNG: 5
SPEC INTEREST: 0   PRIORITY: 1   METHOD: G   ON-DUTY HRS: 8
NON-DUTY HRS: 0   MAND/REQ: R   TUITION: 0   BOOKS: 0
TRAVEL: 0   PER-DIEM: 0   LOC/OTH TRNG OFF: L   TRNG STATUS: C
ACTL CRS CD/ID: /   ENVRN ID: N
ACQ TRNG METHOD:          ACQ SCHOOL CD:

COMMENTS:

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

TT 13:13:44

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## UPDATING THE MAINTAIN COMPLETIONS SCREEN (UPET07)

You can access this screen by inputting a 'N' for default values and the system will automatically bring you to this screen, or press the NEXT FORM (F2) function key after saving the completion record (using the F9 function key). The system will automatically change the Default Values field to an 'N' and take you to this detailed screen for Acquisition course Completions for Acquisition workforce employees.

- a. When you first access this screen, the cursor will be resting on the Category field. You may change any field that the cursor lands on (e.g. Category, Course Title, Training Source, Training Level, Pay Plan, Series, Grade, etc.). The Cost data (Tuition, Books, Travel, Per Diem) will only allow dollars.
- b. After changing or adding data to this screen, press ADD/UPDATE (F9) function key to save the changes. The system will prompt you with a message if you do not save the changes. If you go back to the first screen without saving the changes, the data will remain as it was.

**NOTE:** Some fields are mandatory. The METHOD of Training must be filled in for a Completion (unless the completion is an Equivalency – Course Grade 'E', a Waiver – Course Grade 'W', or a Generic – Course Code 'G'). The Acquisition Training Method and the

Acquisition School Code must be filled in for Acquisition Course Completions for Acquisition Workforce employees.

The Actual Course Code/ID fields can only be accessed for Equivalency completions (Course Grade 'E'). The Environmental Identifier will be changed automatically from an 'N' to an 'E' by the system for Environmental Workforce employees (those employees that have 'E' skills assigned to them) when filing completions for Environmental courses or Equivalent environmental courses.

c. After updating the changes the system will automatically take you back to the first screen.

### USING THE MAINTAIN COMPLETIONS DETAILED SCREENS (UPET08)

This screen can be accessed from the Maintain Completions by SSN screen. From a Completion record on the Maintain Completions by SSN screen, press the NEXT FORM (F2) function key and this screen will appear.

replace | stored | update | record 1 of 1 records found

DATE: 98/10/16                      MAINTAIN COMPLETIONS                      UPET08  
 TIME: 13:18                      DATA MAY BE SUBJECT TO THE PRIVACY ACT OF 1974

COURSE CODE/ID: L/ TRNGAPP                      CATEGORY: PERS  
 COURSE TITLE: TRAINING APPLICATION UPDATE  
 SCHOOL [REDACTED]

SOURCE: 05                      TRNG LEVEL: 3                      PDSC CD:                      DEL SCH CD:

SSN: 549602124                      BECKETT, FAYE E                      ACT CD: H3                      ORG CD: AW  
 PP/SER/GRD: GS-0235-12                      SPEC PGM ID: 00                      CAR PGM: CA                      SUPV/NONSUP ID: 8

COMPLETION DT: 98/10/01                      CRS GRADE: S                      PURPOSE: 4                      TYPE OF TRNG: 5  
 SPEC INTEREST: 0                      PRIORITY: 1                      METHOD: G                      ON-DUTY HRS: 8  
 NON-DUTY HRS: 0                      MAND/REQ: R                      TUITION: 0                      BOOKS: 0  
 TRAVEL: 0                      PER-DIEM: 0                      LOC/OTH TRNG OFF: L                      TRNG STATUS: C  
 ACTL CRS CD/ID: /                      ENVRN ID: N  
 ACQ TRNG METHOD:                      ACQ SCHOOL CD:

COMMENTS:

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

TT 13:19:47

## UPDATING THE MAINTAIN COMPLETIONS SCREEN (UPET08)

You can access this screen by inputting a 'N' for default values and the system will automatically bring you to this screen, or press the NEXT FORM (F2) function key after saving the completion record (using the F9 function key). The system will automatically change the Default Values field to an 'N' and take you to this detailed screen for Acquisition course Completions for Acquisition workforce employees.

- a. When you first access this screen, the cursor will be resting on the Category field. You may change any field that the cursor lands on (e.g. Category, Course Title, Training Source, Training Level, Pay Plan, Series, Grade, etc.). The Cost data (Tuition, Books, Travel, Per Diem) will only allow dollars.
- b. After changing or adding data to this screen, press ADD/UPDATE (F9) function key to save the changes. The system will prompt you with a message if you do not save the changes. If you go back to the first screen without saving the changes, the data will remain as it was.

NOTE: Some fields are mandatory. The METHOD of Training must be filled in for a Completions (unless the completion is an Equivalency – Course Grade 'E', a Waiver – Course Grade 'W', or a Generic – Course Code 'G'). The Acquisition Training Method and the Acquisition School Code must be filled in for Acquisition Course Completions for Acquisition Workforce employees.

The Actual Course Code/ID fields can only be accessed for Equivalency completions (Course Grade 'E'). The Environmental Identifier will be changed automatically from an 'N' to an 'E' by the system for Environmental Workforce employees (those employees that have 'E' skills assigned to them) when filing completions for Environmental courses or Equivalent environmental courses.

- c. After updating the changes the system will automatically take you back to the first screen.