WELCOME TO ORACLE 11i.

New function to remember:

To enter a query you now use F11, and to execute query it is Control F11.

Air Force DCPDS Desk Reference

# 11i COMPLETED TRAINING HISTORY UPDATE

15 July 2003

Employee Development Managers/Specialists will now have access to **CIVDOD PERSONNELIST** and **CIVDOD OTA PERSONNELIST**. When using the role of **CIVDOD OTA PERSONNELIST** it will be easier to navigate and access to the Completed Training History DDF. However, when using that role only access Special Information from the Navigator window for civilian training and education updates. **DO NOT ACCESS OR USE ANY OF THE OTHER DATA AREAS!**
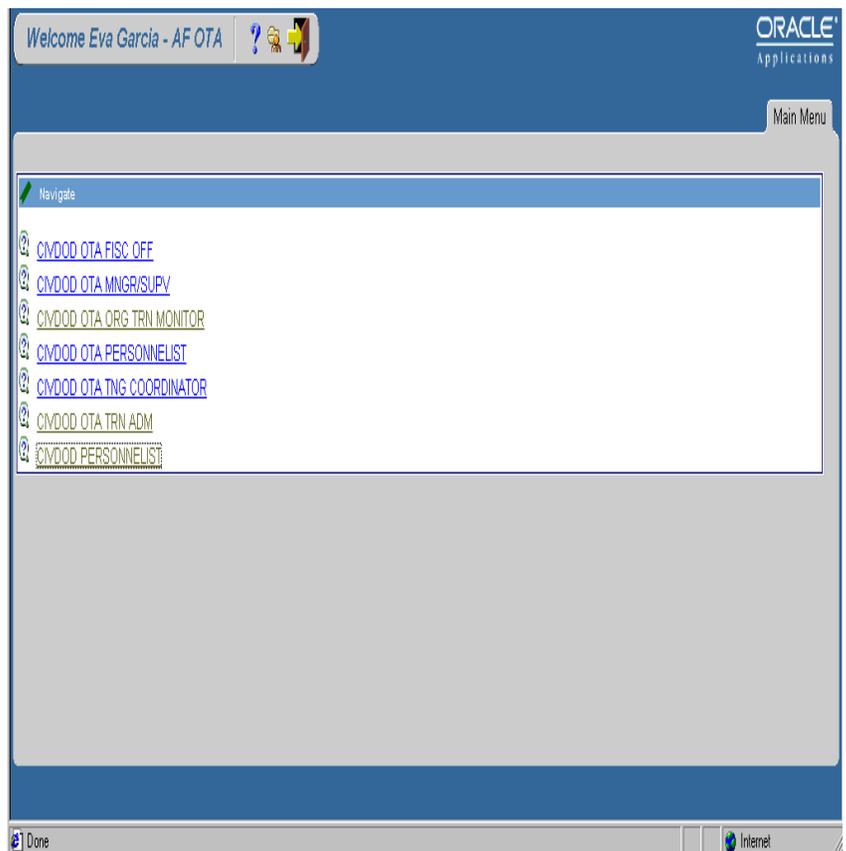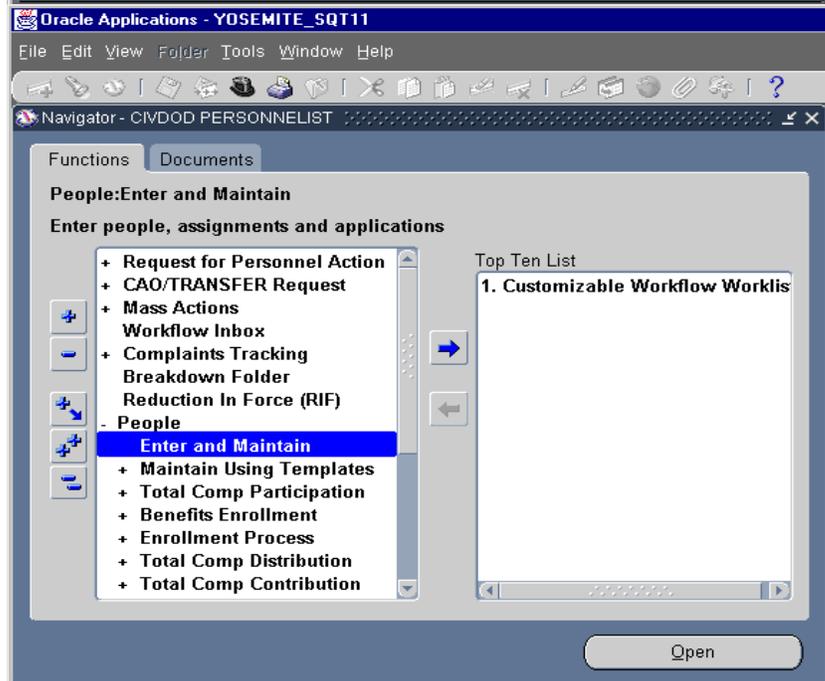
Following instructions apply to the role of **CIVDOD PERSONNELIST.**

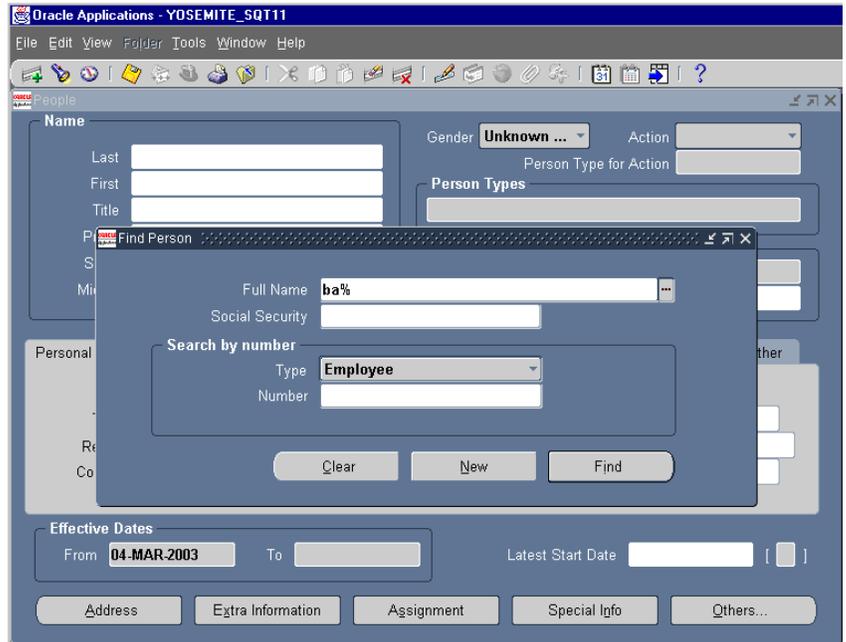Once logged in and in the role of **CIVDOD PERSONNELIST,** double-click on **People.**
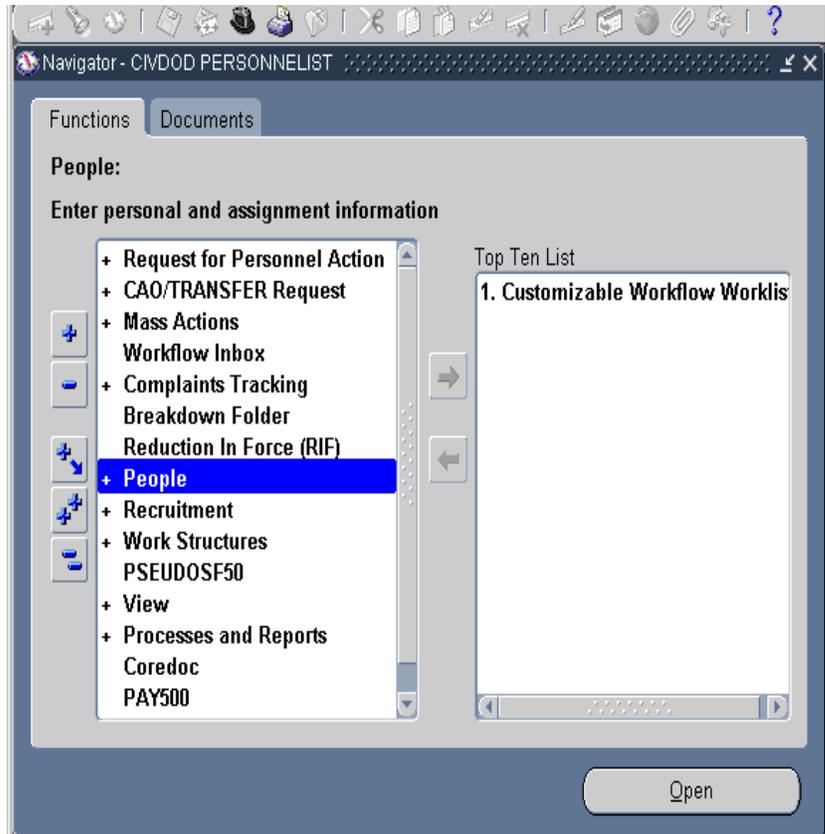
Double-click on **Enter and Maintain.**

Enter partial last name of employee followed by **"%"** and click on **Find.**

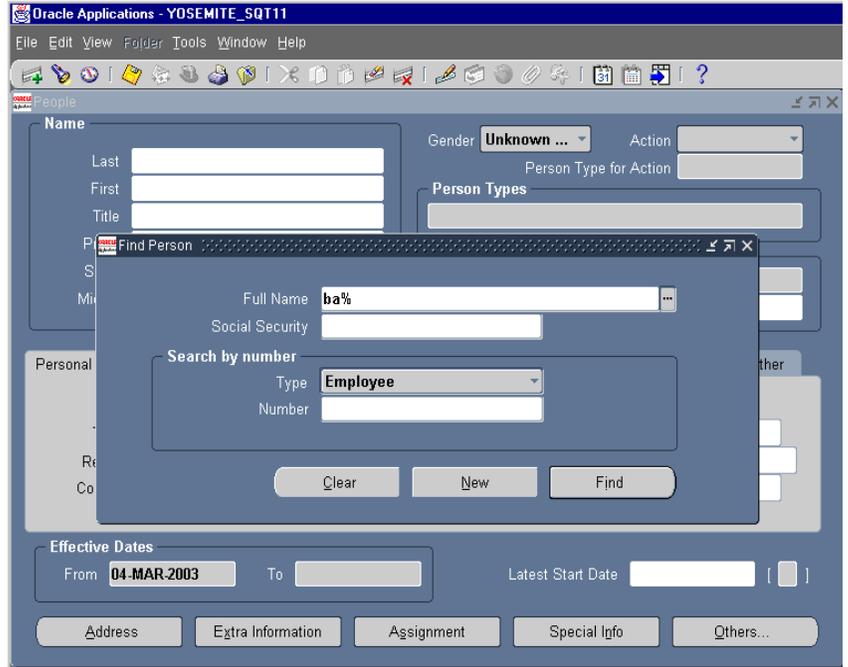If Social Security is known, enter the number in the Social Security box in the format of 123-45-6789 (include dashes) and click on **Find. Much faster method.**

If there is more than one employee with same last name, you will get a list of names, you select the correct employee and click **OK!**
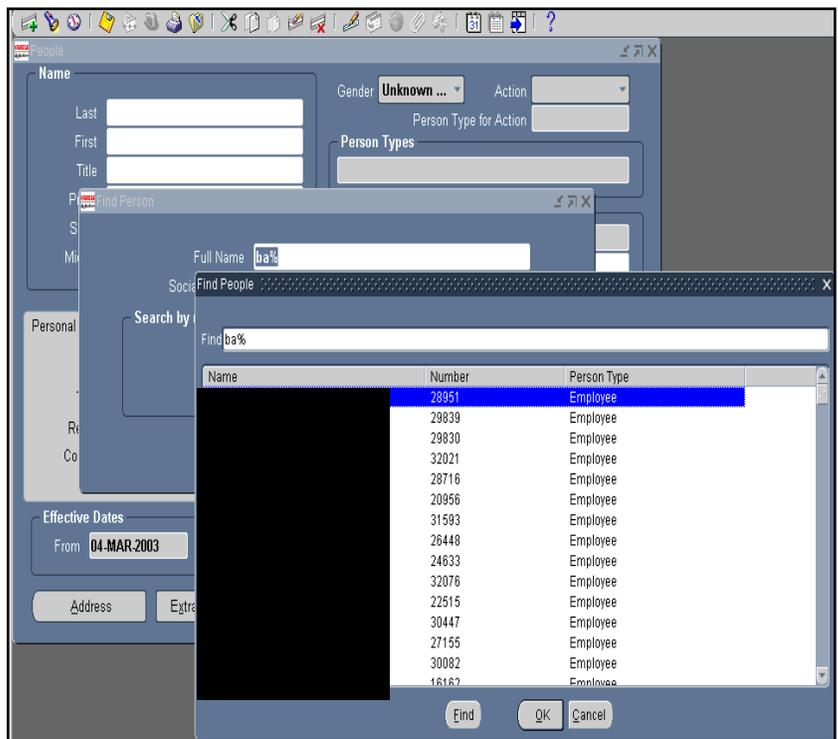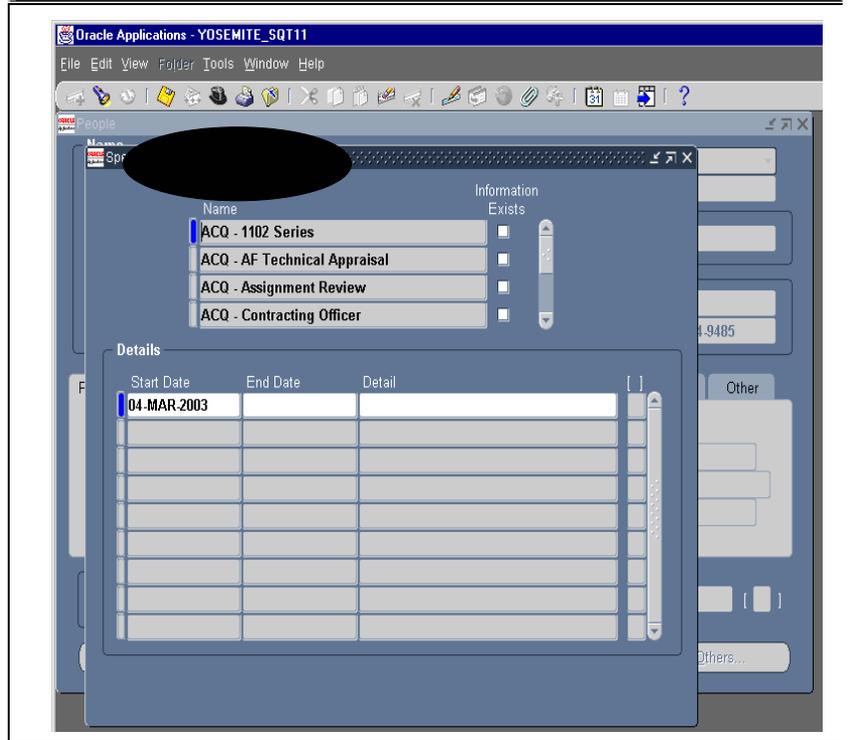
Click on **Special Info.**

Either use cursor to scroll down the list to **Completed Training** or use the following shortcut:
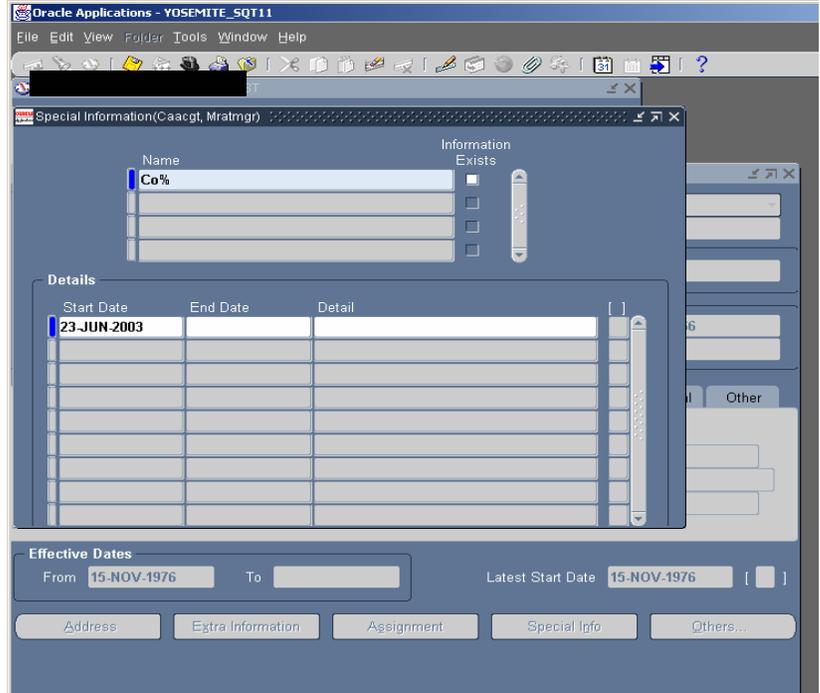
With cursor in the **ACQ-1102 Series, click F11 function key** on the keyboard. This will initiate query mode.

Enter **Co%, then press control F11 function key** to execute the query.

Note: LOV button is in a new location in 11i. Look for the LOV button to your right at the end of each field in the DDF.   ...

Click on the three little dots "…" to view the contents of the LOV.

The **checkmark** in the **Information Exists** box indicates there is existing training history data coded in the employee's record. ⎯⎯⎯⎯⎯⎯⎯

Click in the blank box under **Detail. This will now display the list of training courses in the record.**
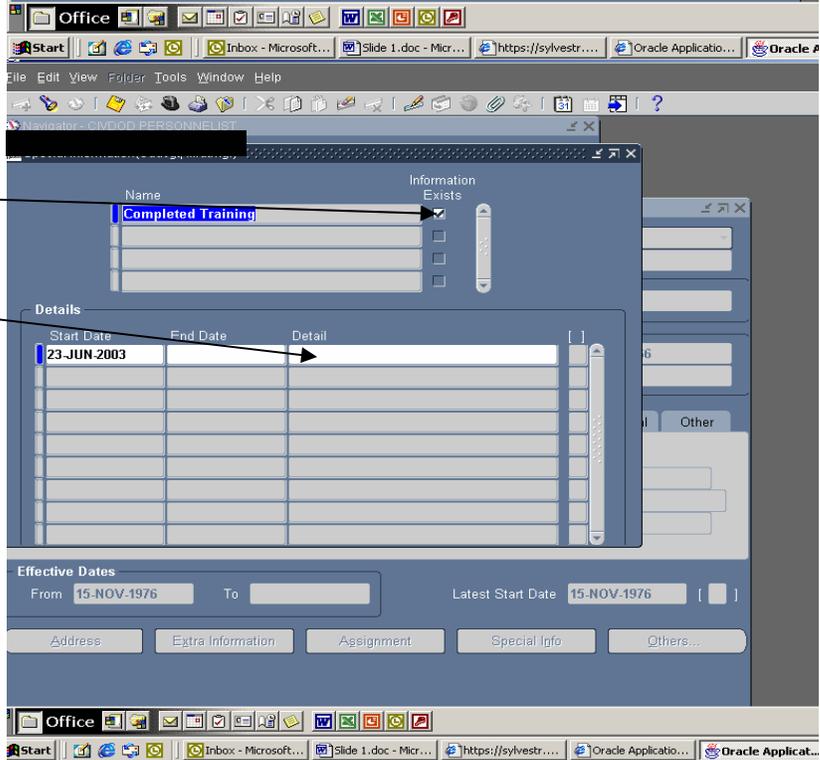
To **add** a training history occurrence, click on the **green (+) (New Record)** on the tool bar.

Note: To **edit or correct** an existing training entry, find the date of the occurrence and click in the **Detail** area to open the occurrence for editing/correction.

To **delete** an occurrence, click on the **Start Date** of course you want to delete. Click on the **Red "X"** on the toolbar, the system will ask if you really want to delete the record and will give instructions for saving the change-click **Yes** to delete the occurrence, **click OK and Save.**

Now, click on **green (+)** for new record—click **Start Date and the completed training DDF** will appear.   You are now ready to update your record. **Fill in all required fields.**
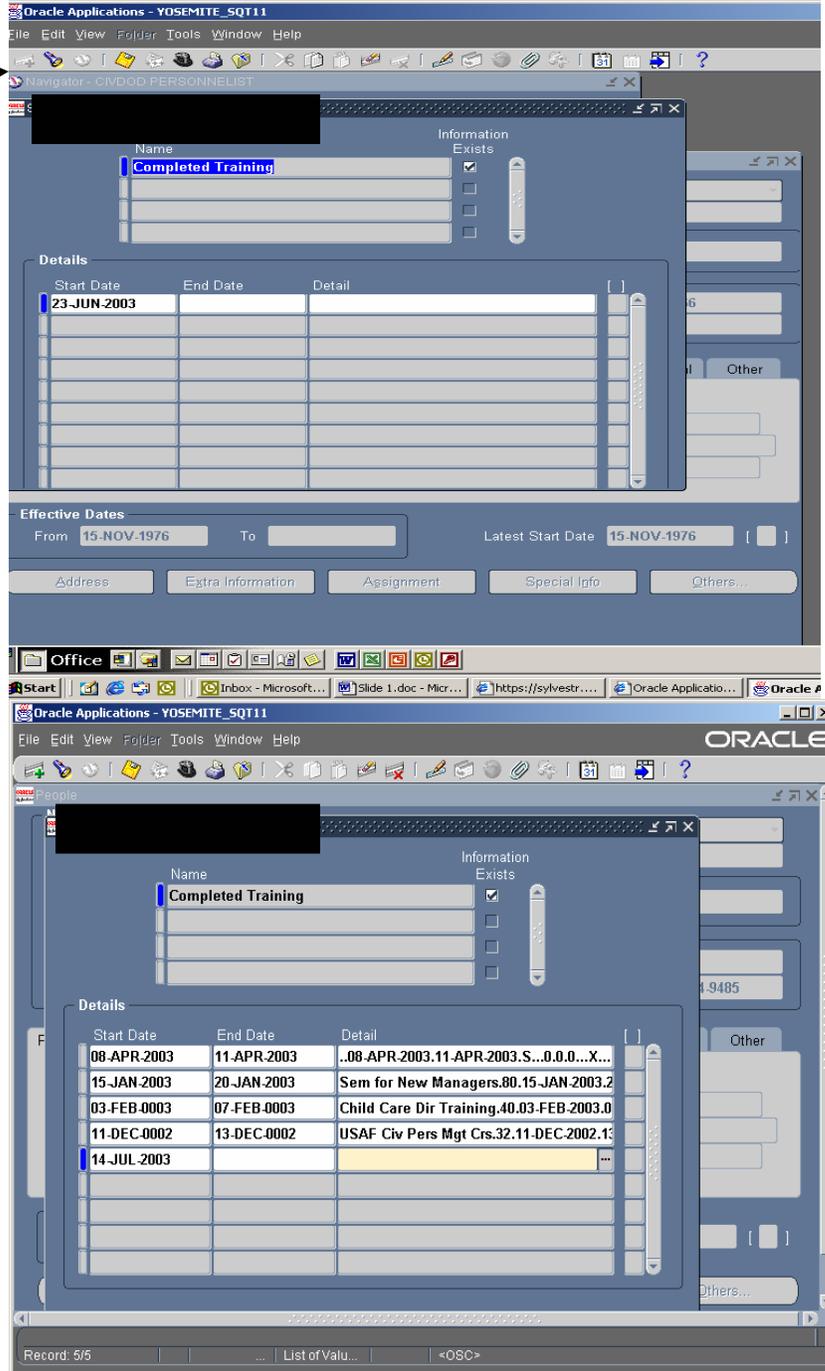
The following three tables explain what fields are required. You must input all the Required fields otherwise the record will not show in the CSUs.

Note: START DATE AND GRADUATION DATE ARE REQUIRED!

TABLE OF REQUIRED FIELDS IN THE COMPLETED TRAINING DDF	
Course Title	Required
Total Course Hours	Required
Class Start Date	Required
Class Graduation Date	Required
Course Grade	Optional
Date Withdrawn	Required if course is not completed
Reason for Withdrawal	Required if course is not completed
Actual Direct Cost	Required for all funding sources except AETC, AFIT, AU, AFATO

*Even if there is no cost involved, please make sure a "zero" (0) is input in the <u>Actual Total Cost</u> at all times.

Actual Indirect Cost	Required (Same as above)
Actual Total Cost	Required at all times, if no cost insert a zero "0"
Funded by Direct	Required
Funded by Indirect	Required
Funding Source	Required
Direct PEC ID	Required
Indirect PEC ID	Required
Training Source	Required
Type	Required

*Activity Type can be left blank,
However, for Acquisition Type courses
you must include the Activity Type
"5-D".

Acquisition School Source	**Required if it's a DAU or other Acq type course**
Method	**Required**
Priority Indicator	**Required**
Course Code	**Leave Blank**
Decision Source	**Required**
Purpose	**Required**
PCS Cost Indicator	**Leave Blank**
Activity Type	**Optional**
Course Name	**Leave Blank**

Course Title: Enter the course name, or
the course number if this is a formal
training course.

Total Course Hours: 8 Hours per day
for each day of class. Do not include
travel days.
Note: There is a "clock hour" formula
that states 15 clock hours are given for a
college semester hour. Therefore, a 3-
semester hour course would receive 45
training hours. A 3 credit/quarter hour
course is equivalent to 2 semester hours,
this means 3 quarter hours equal to 30
training hours.
Code Continuing Education Units (CEUs)
as: 10 hours for each CEU.

Class Start Date: Self-explanatory.

Class Graduation Date: Self-explanatory. (Both required fields)

Course Grade: With cursor in the Course Grade field, click on the LOV on the right and at the end of the field. Select the appropriate code **"S"** if employee satisfactorily completed the course. If the training is a college course enter the appropriate grade. If the employee did not complete the course enter – **"I"**.

Date Withdrawn: Required for AF centrally funded training, i.e., PECs 88751 and 84753, AETC, AFIT, AU and AFATO courses. Usually left blank unless the employee did not complete the course.

Reason for Withdrawal: Required field if data is entered in **Date Withdrawn**. Select the appropriate code from the LOV. *Note: This sample shows only a few codes, please look at the entire LOV when coding a "Reason for Withdrawal".
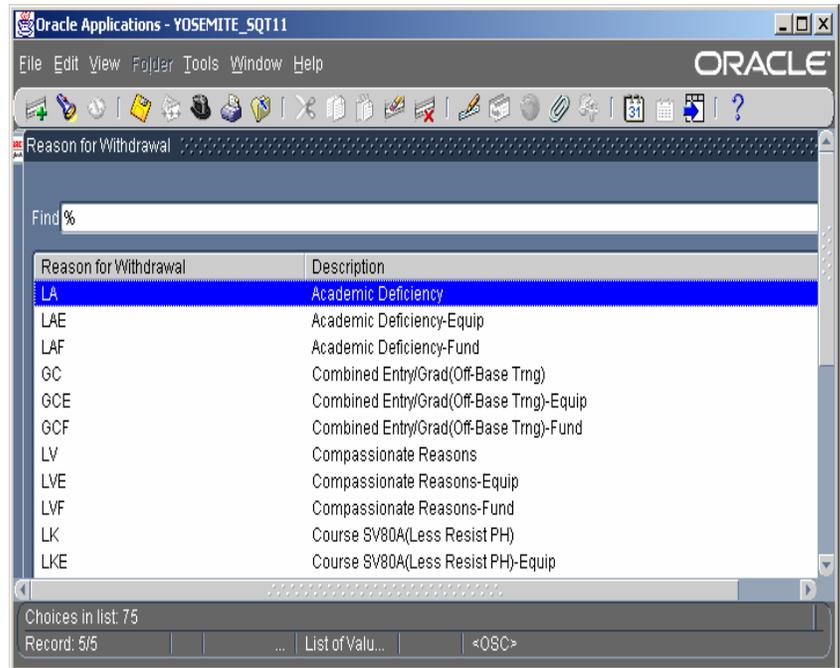

Actual Direct Cost: This is amount paid for registration fee.

Actual Indirect Cost: This is amount paid for all transportation, per diem, and any other miscellaneous expenses.

Actual Total Cost: This will be the total of the Actual Direct Cost and the Actual Indirect Cost. This field should automatically populate once the totals are entered.

Reminder: This is a required field--if there is no cost involved this field must be filled in with a "0".

Use "0" if course is a formal training course centrally funded by HQ AETC, AFIT, AU or DAU.
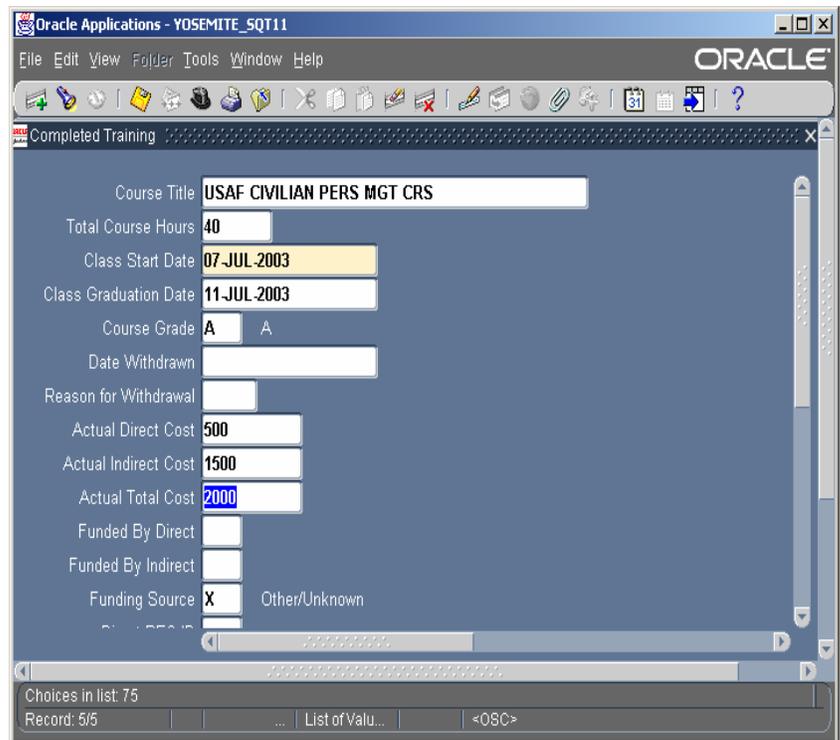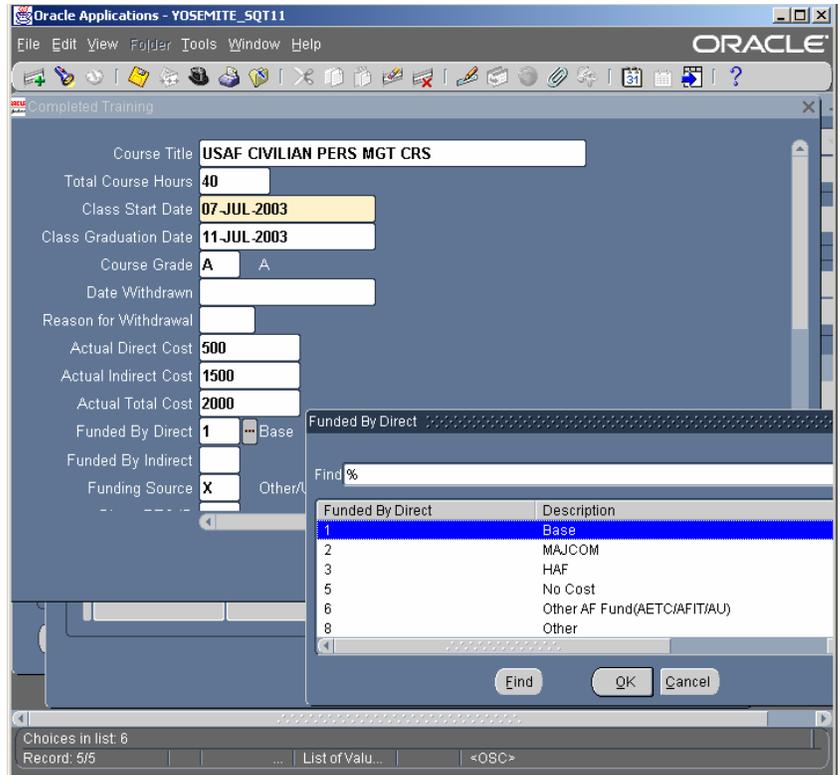
Funded by Direct: Direct costs are all costs expended with the registration and/or tuition fees.

Use:

1   if funded by PEC 88751, PEC 84753, the organization, or the unit.
2   if funded by a MAJCOM.
3   if funded by HQ USAF, Career Programs, or AFSLOMO
5   if there are no costs involved
6   if it's a formal training course funded by AETC, AFIT, AU, AFATO, etc.
8 if funded by DAU Acquisition funds, other agency, employee, or any other source, etc.
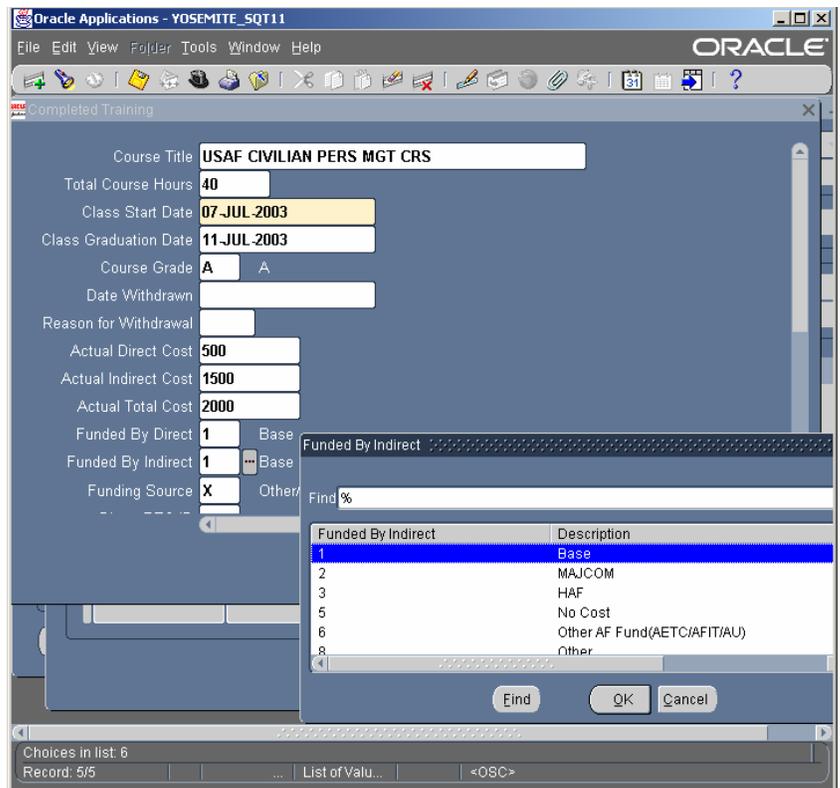
Select Code And Click OK!

Funded by InDirect: InDirect costs are all costs associated with the travel and per diem expenses incurred during the training.

Use:

1   if funded by PEC 88751, PEC 84753, the organization, or the unit.
2   if funded by a MAJCOM.
3   if funded by HQ USAF, Career Programs or AFSLOMO.
5   if there are no costs involved
6   if it's a formal training course funded by AETC, AFIT, AU, AFATO, etc.
8 if funded by DAU Acquisition funds, other agency, employee, or any other source, etc.
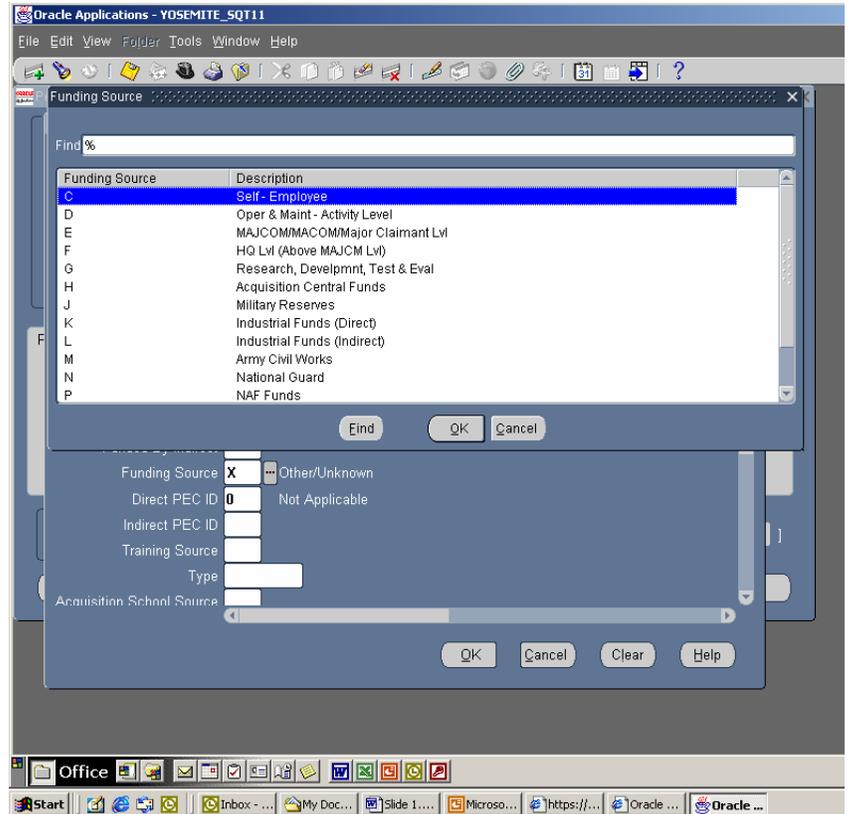**Select code and click OK!**

FUNDING SOURCE

Self Explanatory.

If funding source is not known, then code it with and **"X".**

Select code and click OK!

Direct PEC ID

Use:
0-when no funds were expended for tuition.
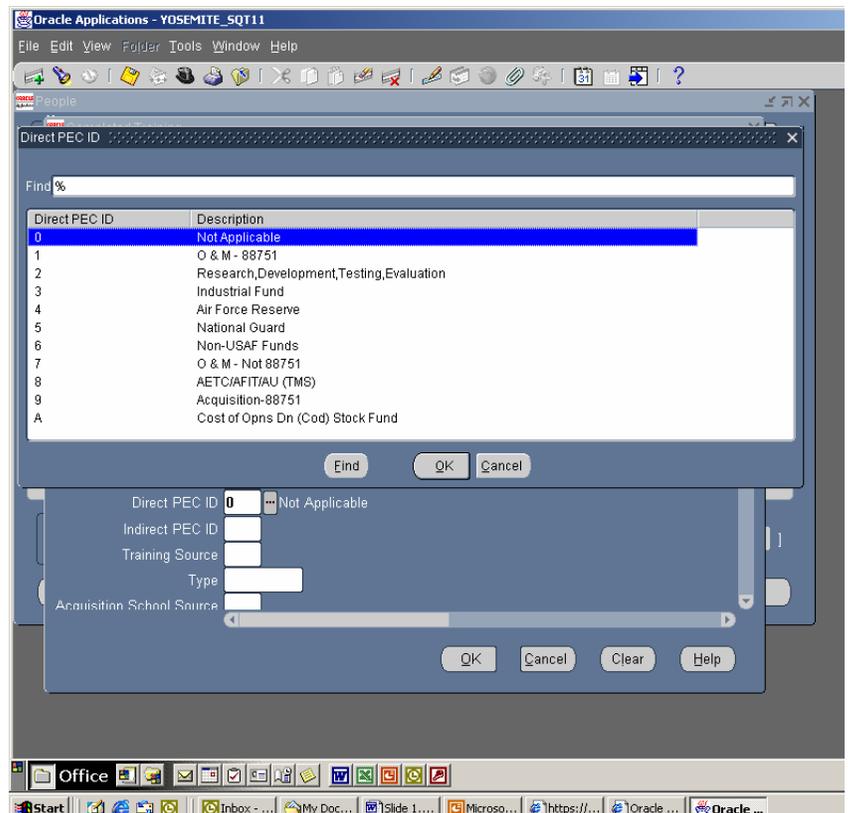**1-**when it is paid from your training budget.
6-when other funds are used, i.e., employee, OPM, Army, etc.
7-when unit or other funds besides your training office funds are used.
8-normally use this if it is a formal training course.
9-used only for the Acquisition funds managed by the training office—PEC 84753.
Other codes are self-explanatory.
Select correct code and click OK!

12

InDirect PEC ID

Use:

0-when no funds were expended for tuition.

1-when it is paid from your training budget.

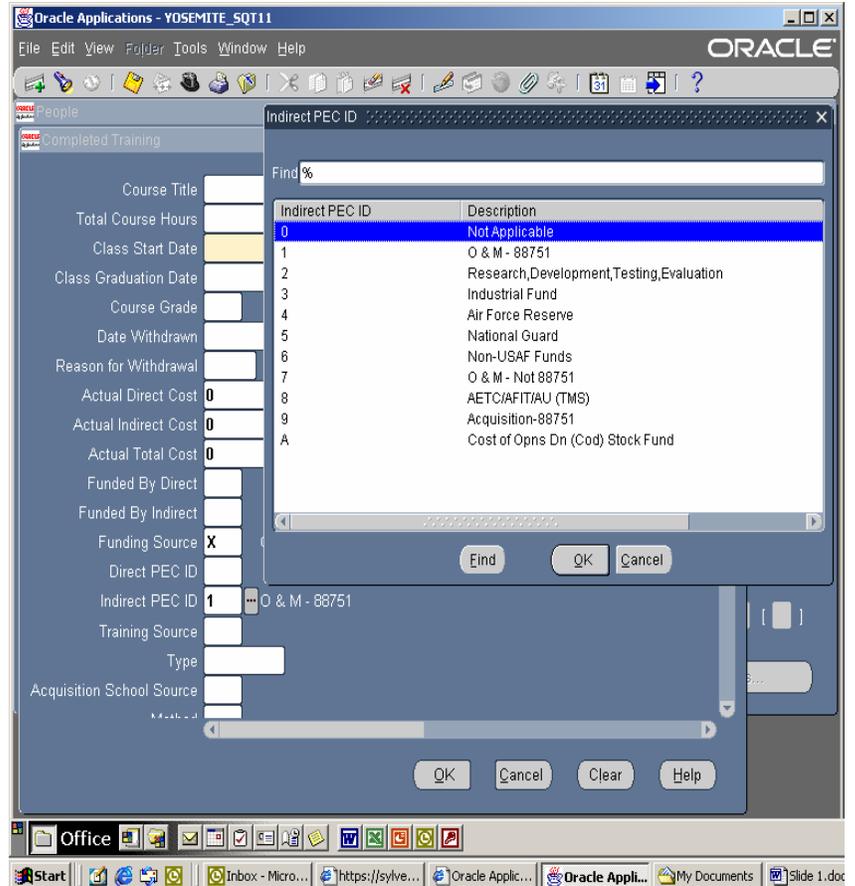**6**-when other funds are used, i.e., employee, OPM, Army, etc.

7-when unit or other funds besides your training office funds are used.

8-normally use this if it is a formal training course to include DAU.

9-used only for the Acquisition funds managed by the training office—PEC 84753.
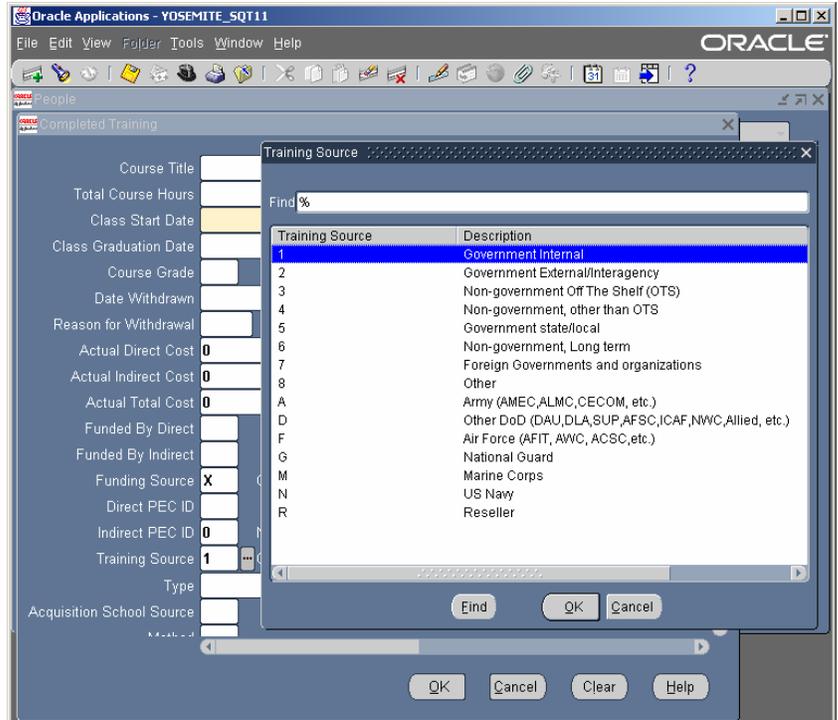
Other codes are self-explanatory.
Select correct code and click OK!

TRAINING SOURCE:

Self explanatory!

Select correct code and click OK!

Type:

This list will display all the training type codes for Air Force, Army and Navy. This was previously known as Air Force's Table 188 training type codes. To ease in navigating this huge table, press okay when it asks for the partial table—in the **Find block type: "A%" this will get you to the beginning of all the Air Force training type codes.**

It is very critical that the correct code is selected. Training type is used for determining acquisition certification levels and Career Programs use these codes for Whole Person Scores. Ensure the correct code is used for the appropriate course.
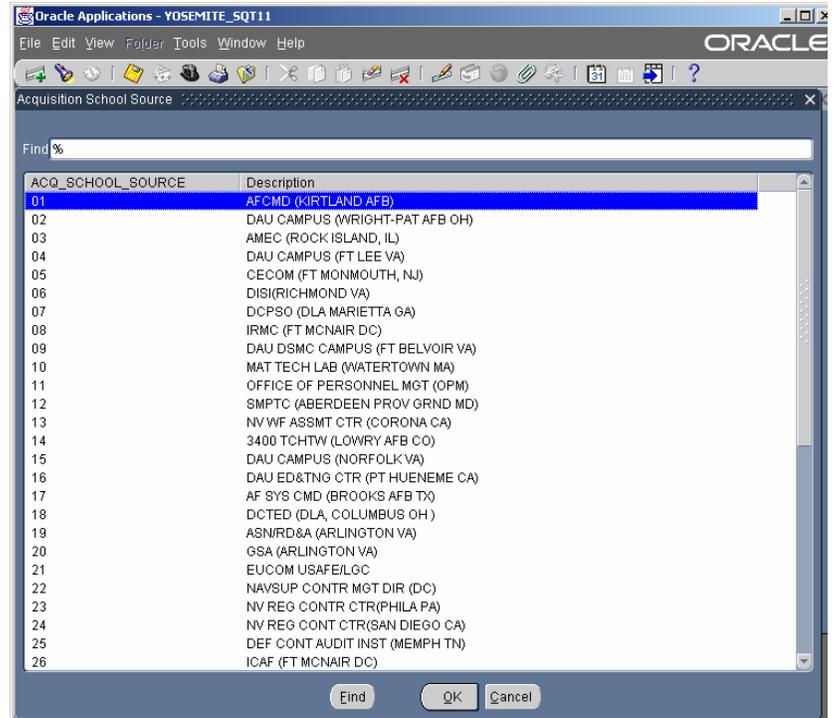
Select correct code and click OK!

14
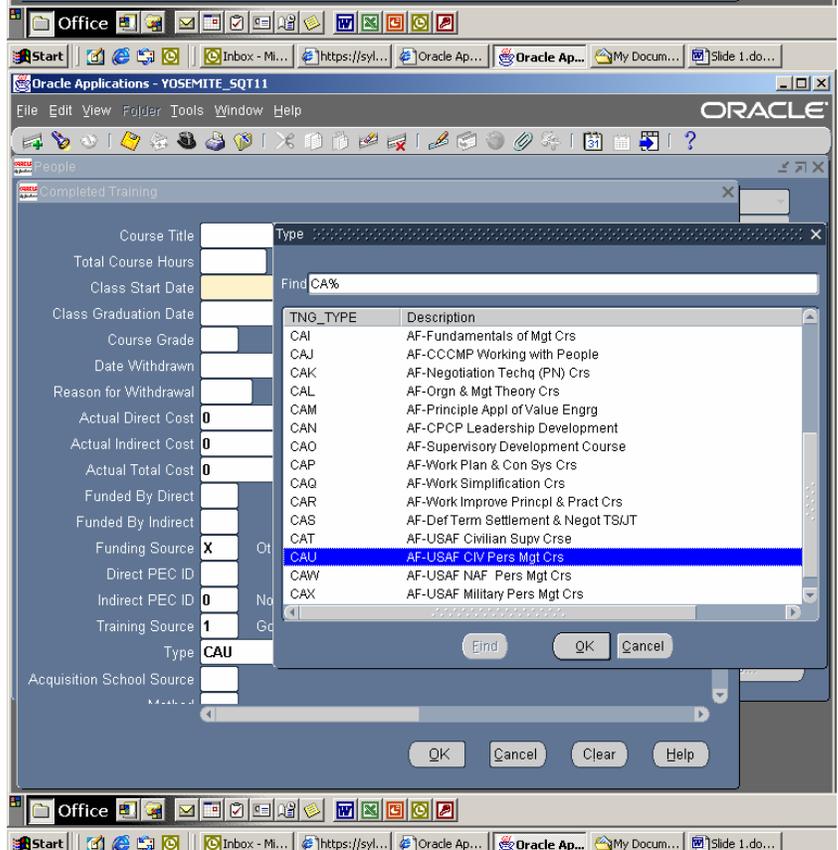
Acquisition School Source:

This is only applicable to acquisition courses.

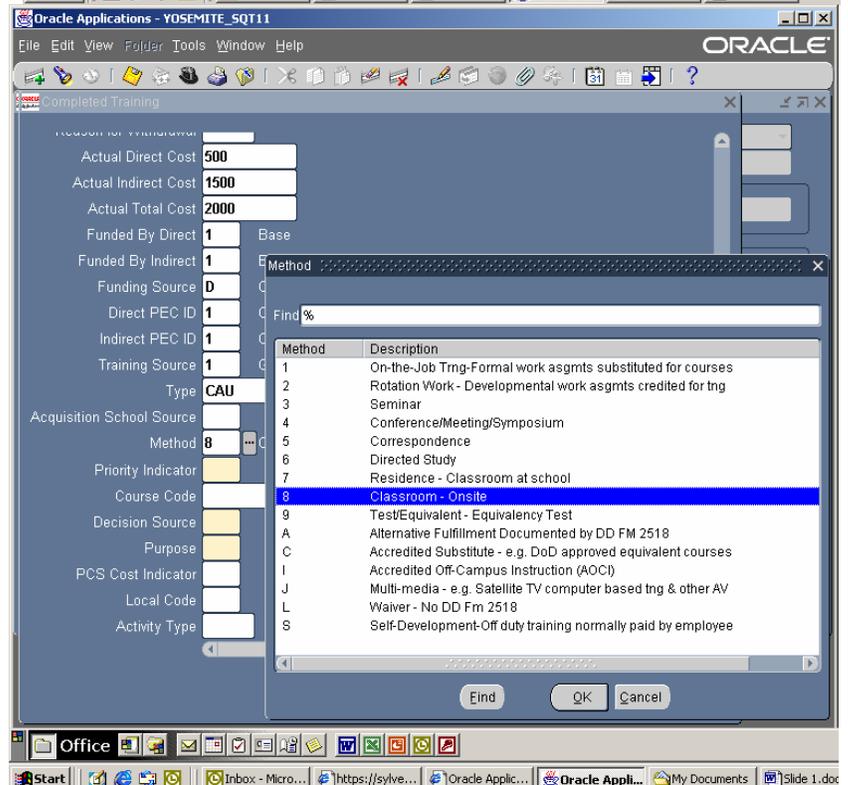This is a new field that is required for all acquisition courses.

Select correct code and click OK!

Method:

This is a required field—you must select a code. All are self explanatory.
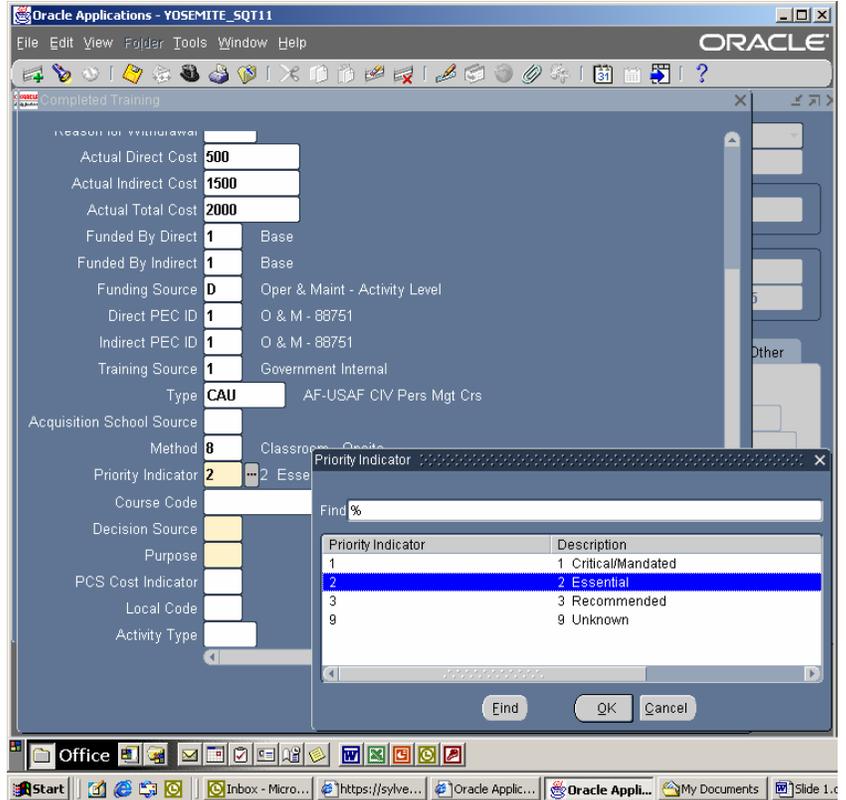
Select correct code and click OK!

Priority Indicator:

Required field. Self explanatory.

Select correct code and click OK!
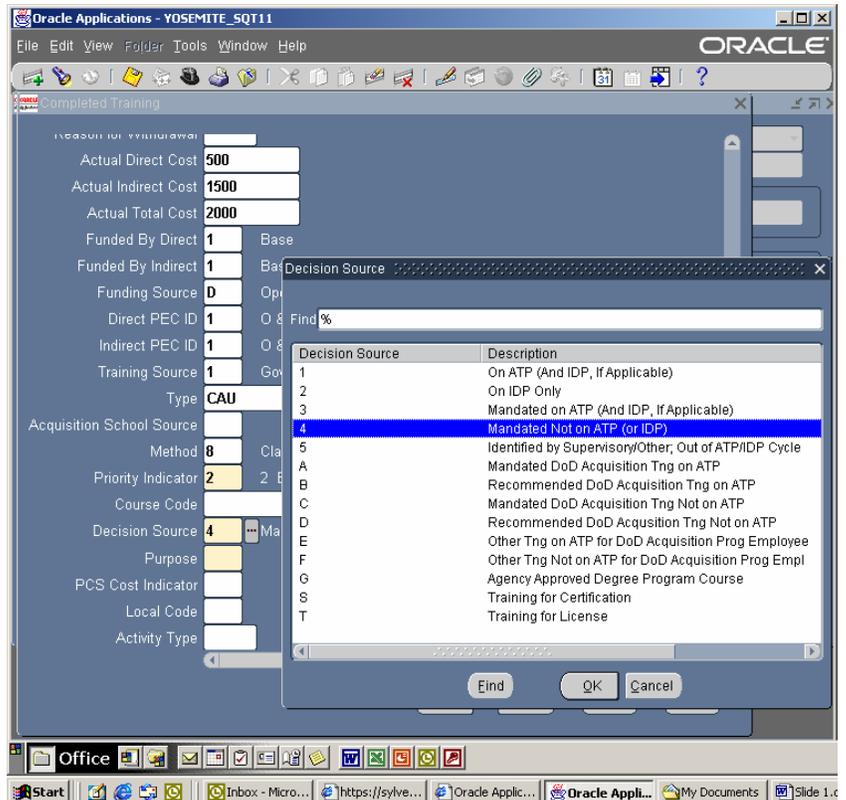
Course Code:

Leave Blank!

Decision Source:

This became a required field just a few months back. Please remember to fill it in. It is required for 11i.
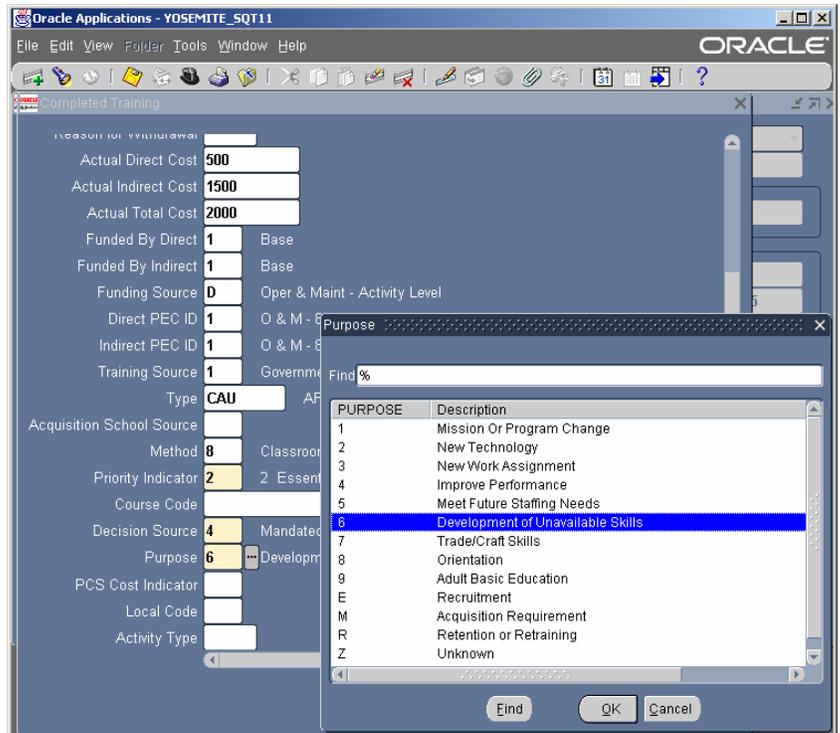
Select correct code and click OK!

Purpose:

This is now a required field.

Select correct code and click OK!

**PCS Cost Indicator:** Leave Blank!

Local Code: Leave Blank!

Activity Type:

This is an optional field. The Activity type code is the code required by the Office of Personnel Management (OPM). Although it is not a requirement as of now, it will most likely be required in the near future, so for future use, please go ahead and fill in this field. This codes easily identify the types of training utilized by our work force.
In this sample we have used 2-C which identifies supervisory courses.
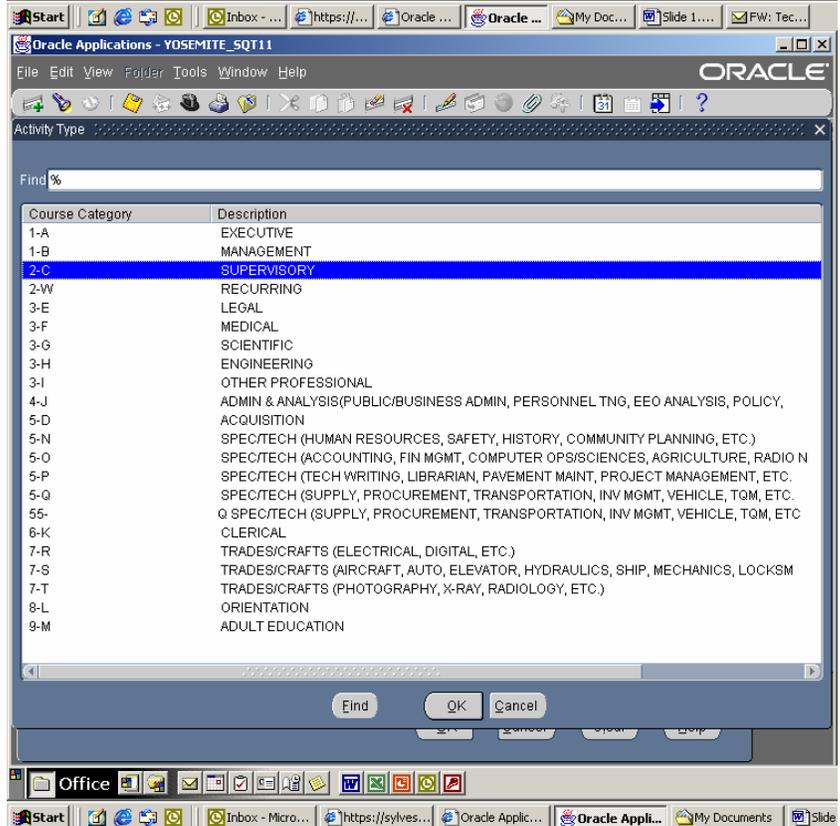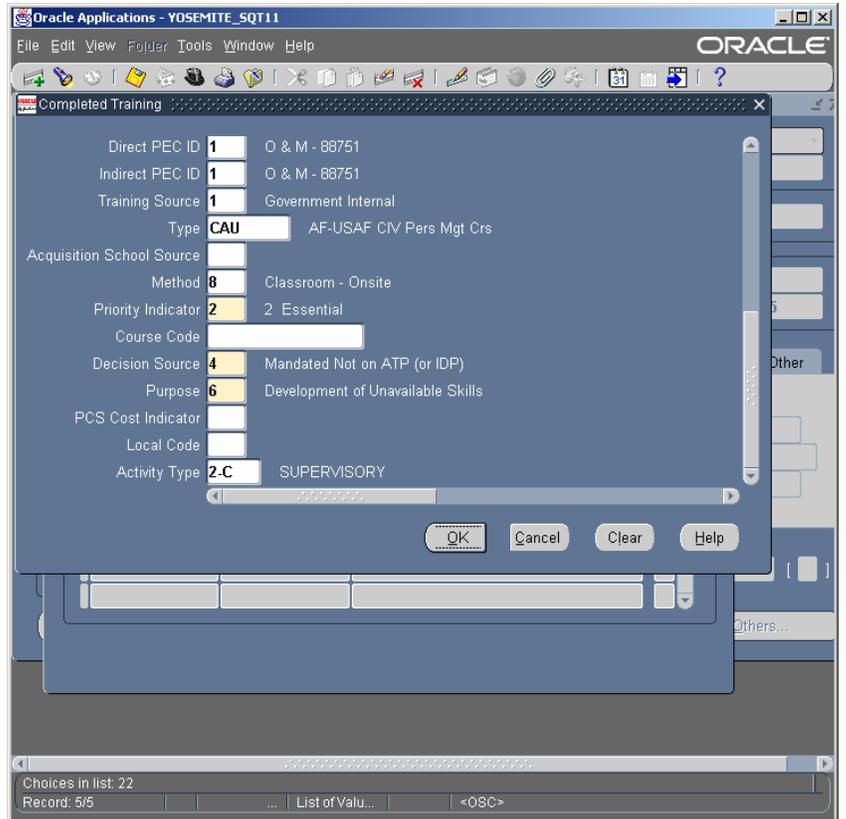
**The next two blocks will show you a sample of a completed history update.**
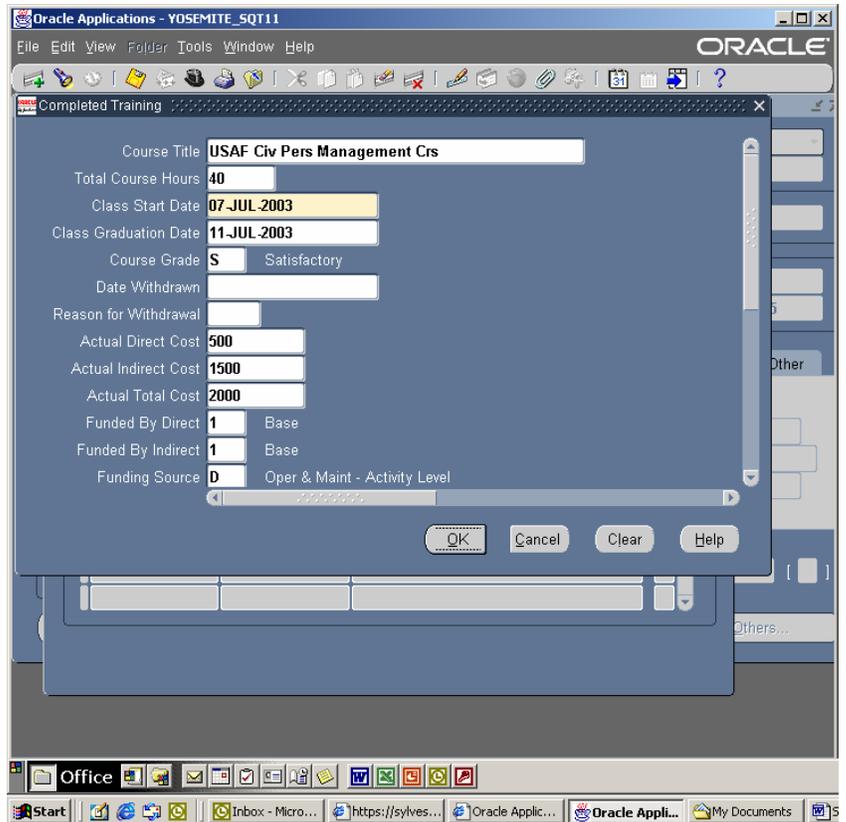
Sample of completed history update.

Now that all the appropriate data element fields are completed, click OK at the bottom of the completed training window.

When Special Information window opens, click on "Save" or click on the yellow icon in the tool bar (fourth icon).

A window will open asking "Do you want to save the changes you have made?" Select "YES".
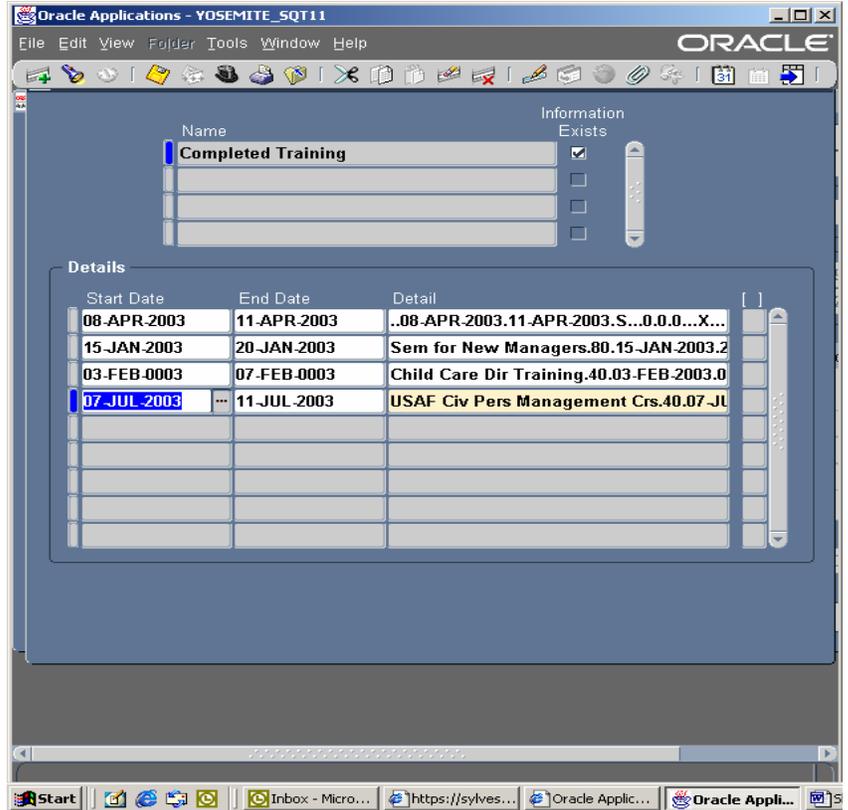
19
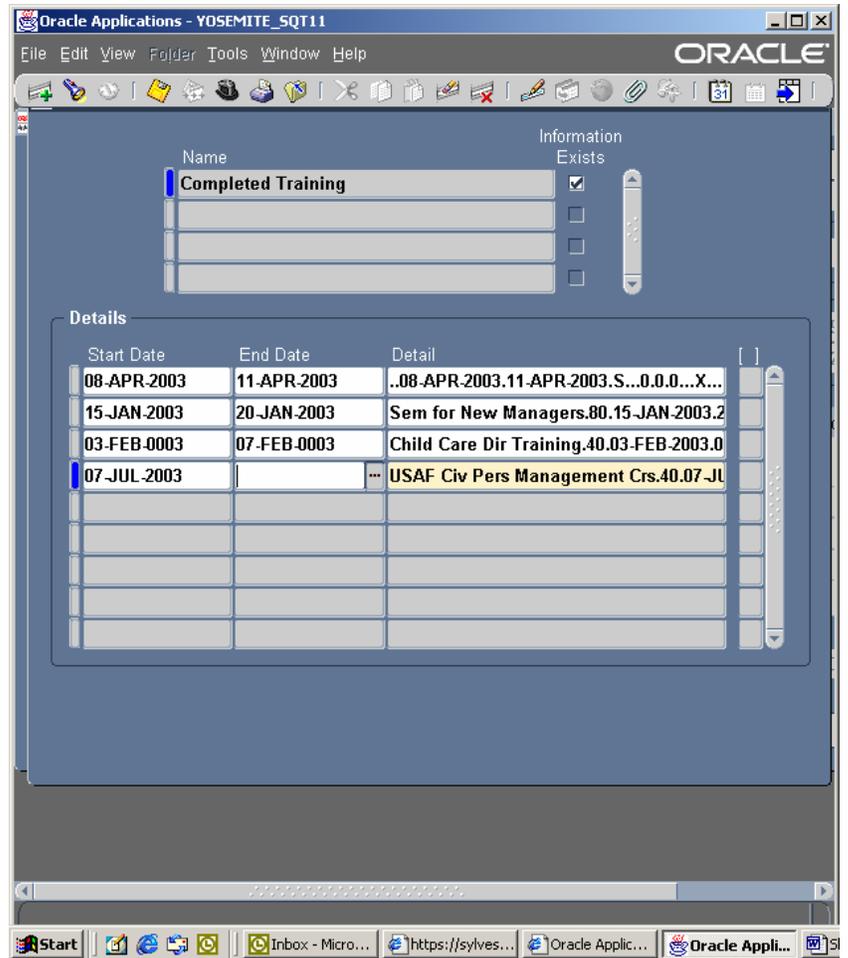
A confirmation will appear at the very bottom of your screen letting you know that the record has been updated and saved.
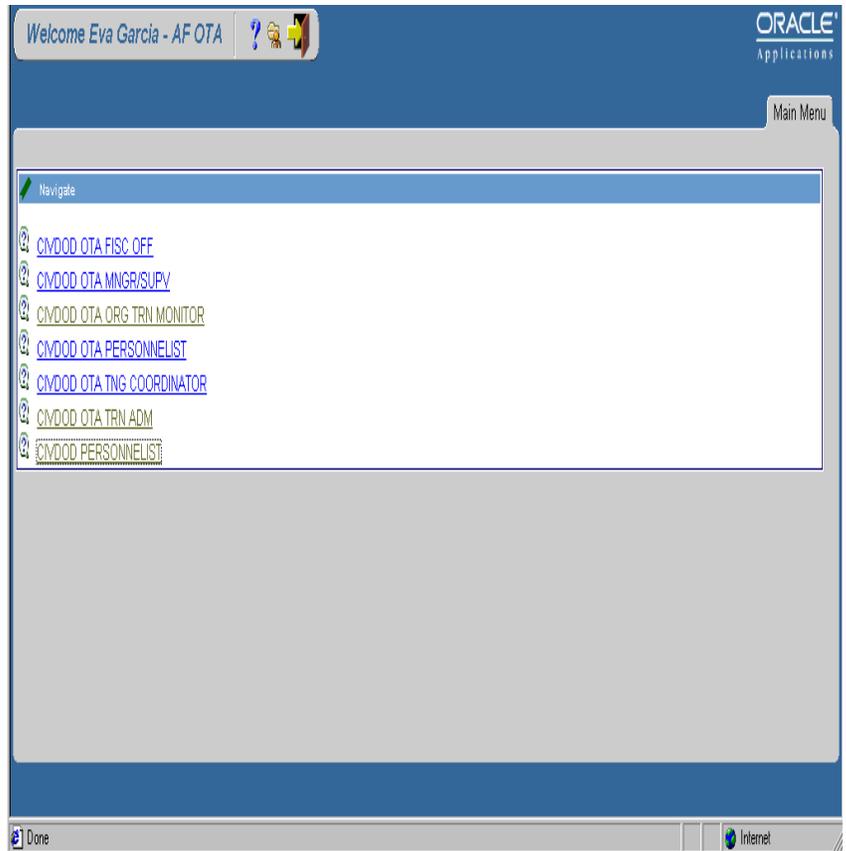
Click OK and close the window.

Transaction completed.

**Annotate on your document the date this transaction was input.**

As we previously stated, you will also have access to CIVDOD OTA PERSONNELIST. The following instructions apply when navigating in this role/responsibility:

Log in as CIV DOD OTA PERSONNELIST.

Click on Special Information, click on People/SITs for Training and "Open".

You follow same procedures to "find person" and once there, click on "Special Information".
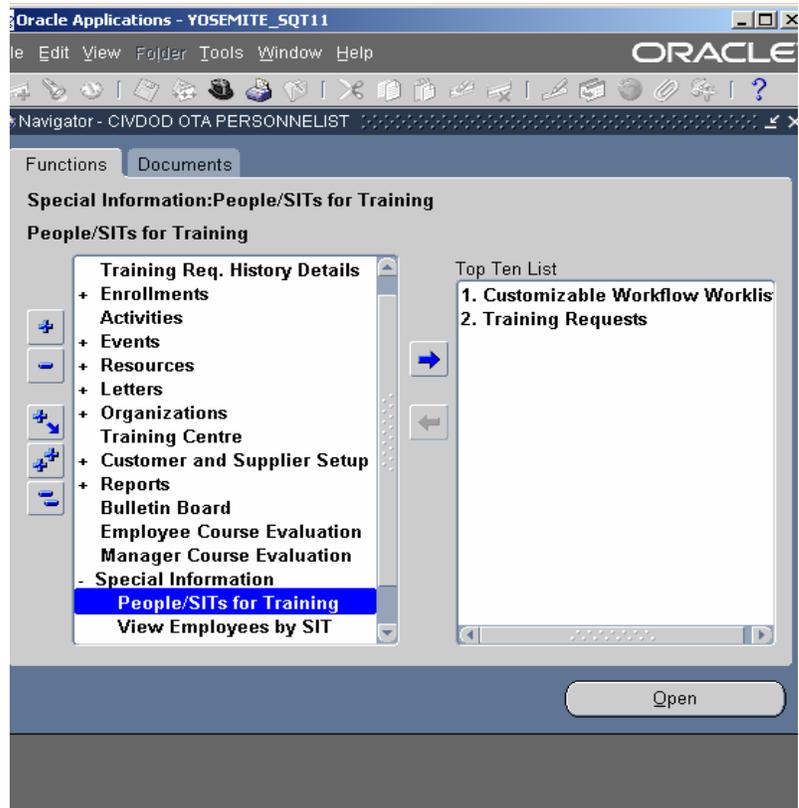
Next Window will give you the Completed Training area. Click on "Detail" and it will give you the Completed Training DDF.
Follow same instructions to update a completed training history record.