

# CHRIS User Guide: Using the Training Documentation System (TDS) from the Training Administrator responsibility

## Chapter Overview

### Introduction

The *CHRIS Training Documentation System (TDS)* is a system used to document information about training completed by agency employees. Individuals who have been designated with the overall responsibility and oversight of the training administration function will have access to employee training records within their area of responsibility. These individuals, Training Administrators, will be able to enter, view, and update any employee training record within their designated area of responsibility.

### Chapter Contents

This chapter describes how Training Administrators can:

- Enter new training records;
- Update existing training records;
- Delete training records; and
- Process multiple training records.

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# Establishing New Training Records


## **Entering Training Records**

As the Training Administrator you will be able to create training records for the associates in your area of responsibility (e.g., region, staff office, service, etc.) that have completed training. After logging into *CHRIS*, follow the steps below.

### **STEP1**

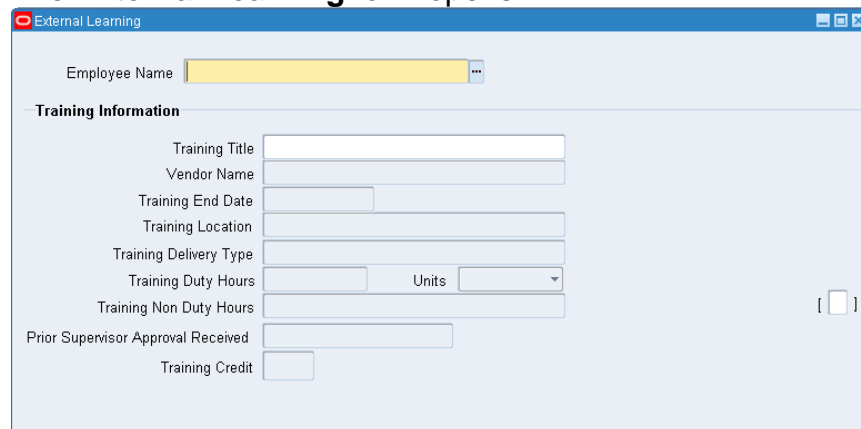
After selecting the appropriate Training Administrator responsibility from the *CHRIS Navigation* menu, select **Enter Training Information** from the menu in the second column.



Caution: The *Internet Explorer* or *Netscape*  button **SHOULD NOT** be used in this system to navigate between pages. Using the button will cause the system to not function properly.

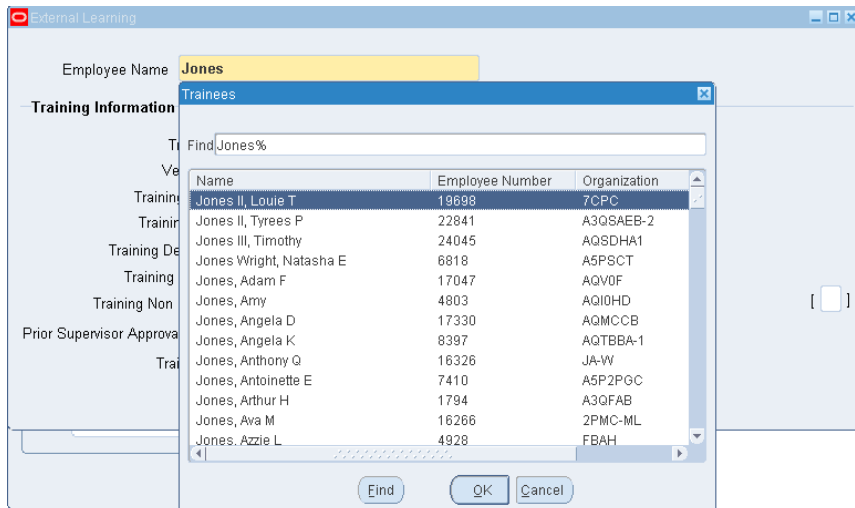
### **STEP 2**

The **External Learning** form opens.

A screenshot of a web browser window titled "External Learning". The form contains the following fields: "Employee Name" (a dropdown menu), "Training Title" (text input), "Vendor Name" (text input), "Training End Date" (date input), "Training Location" (text input), "Training Delivery Type" (text input), "Training Duty Hours" (text input) and "Units" (dropdown menu), "Training Non Duty Hours" (text input) with a "[ ]" button to its right, "Prior Supervisor Approval Received" (text input), and "Training Credit" (checkbox).

### STEP 3

In the **Employee Name** field, enter the last name of the employee and then press the **[Enter]** key. A list of values matching your entry will display.



Note: If only one value matches your entry, the entire value (last name, first name, middle initial) will auto-populate into the **Employee Name** field.

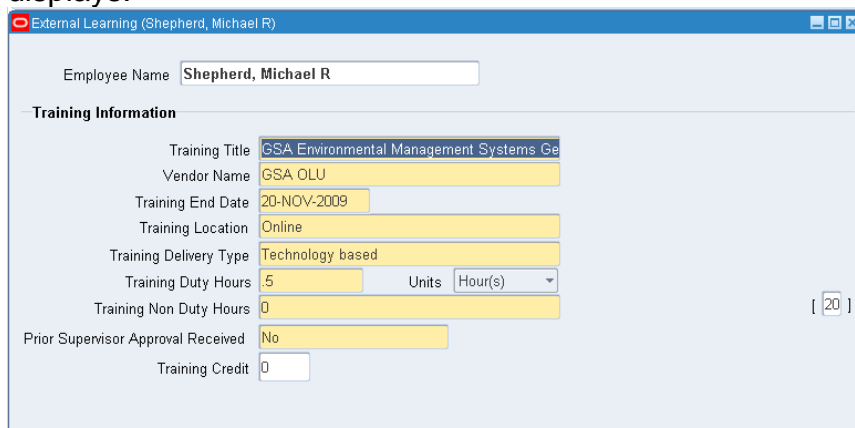
### STEP 4

Highlight the appropriate value in the list and then click on the **OK** button located at the bottom of the box.




### STEP 5

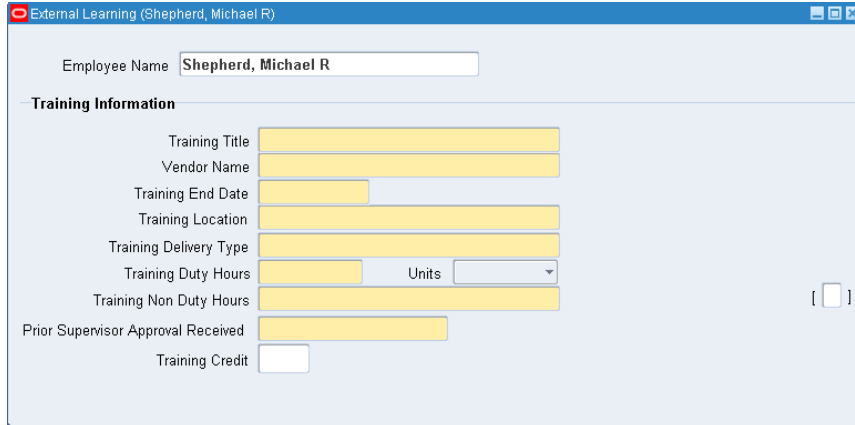
The employee's full name displays in the **Employee Name** field and, if applicable, information about the employee's most recent training record entered into the system displays.




## STEP 6

Click on the **New** icon  located in the toolbar at the top-left corner of the screen. A blank form displays.

### Example:



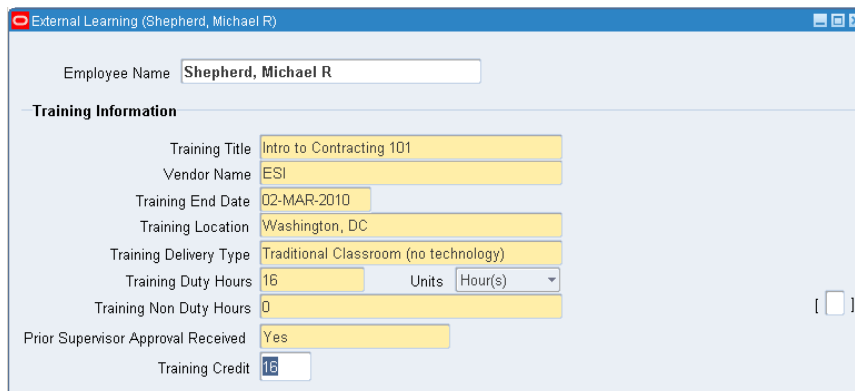
Field	Value
Employee Name	Shepherd, Michael R
Training Title	
Vendor Name	
Training End Date	
Training Location	
Training Delivery Type	
Training Duty Hours	
Units	
Training Non Duty Hours	
Prior Supervisor Approval Received	
Training Credit	

**Note:** Most of the fields in this form have a list of values that the user must select from. To see a list of values to select from, click into the field and then on the LOV icon  located to the right of field. Double-click on the appropriate value in the list.

**Note:** See the Glossary, at the end of this guide, for a definition of each field.

## STEP 7

Enter information into the fields in the form.



Field	Value
Employee Name	Shepherd, Michael R
Training Title	Intro to Contracting 101
Vendor Name	ESI
Training End Date	02-MAR-2010
Training Location	Washington, DC
Training Delivery Type	Traditional Classroom (no technology)
Training Duty Hours	16
Units	Hour(s)
Training Non Duty Hours	0
Prior Supervisor Approval Received	Yes
Training Credit	16

**Note:** All fields highlighted in yellow require an entry.

## STEP 8



Click into the box to the right of the fields to open the second page of the **External Learning** form. Enter information into the remaining fields.

Training Start Date	01-MAR-2010
Training Source Type	Government Internal
Training Purpose Type	Improve Present Performance
Training Type	Basic Training Area
Training Sub Type	Agency Required Training
Prior Subject Knowledge	Performed related tasks - work closely monitored
Impact on Performance	Some Impact
Recommend Training to Others	Highly Recommend
Training Part of IDP	Yes
Continued Service Agreement Req'd	No
Continued Service Agreement Exp Dt	
Training Tuition and Fees Cost	0.00
Training Travel Cost	0.00
Training Nongovt Contribution Cost	0.00
Training Materials Cost	0.00
Training Per Diem Cost	0.00


## STEP 9




After entering information into the fields, click on the OK button. The first page of the form displays.

Employee Name	Shepherd, Michael R
<b>Training Information</b>	
Training Title	Intro to Contracting 101
Vendor Name	ESI
Training End Date	02-MAR-2010
Training Location	Washington, DC
Training Delivery Type	Traditional Classroom (no technology)
Training Duty Hours	16 Units
Training Non Duty Hours	0
Prior Supervisor Approval Received	Yes
Training Credit	16

## STEP 10

To save your entries, click on the **Save** icon  located in the toolbar located at the top of the screen.

Note: The system will display an error message if a value is missing in one of the “required” fields or if a value entered into a field is not in the correct format. After you enter the missing value or correct the format of the value entered, you can click on the **Save** icon  to save your entries.

You have successfully added a new training record.

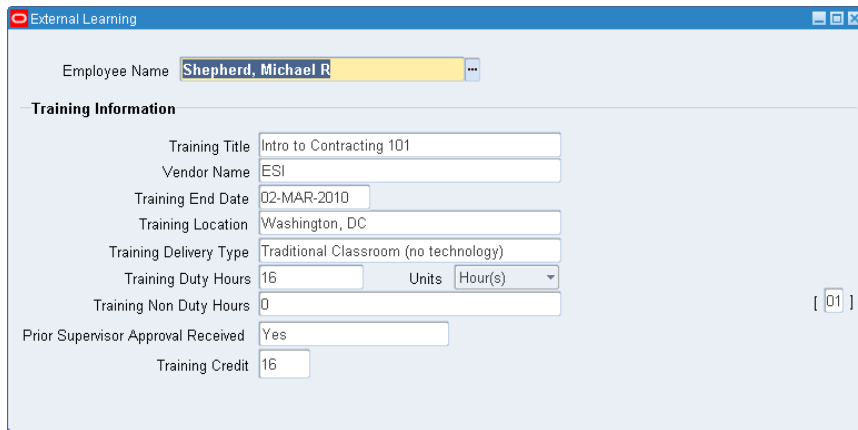
# Maintaining Training Records

## **Updating Training Records**

As the Training Administrator you will be able to update training records created for associates in your area of responsibility (e.g., region, staff office, service, etc.). After logging into *CHRIS*, follow the steps below.

### **STEP 1**

To locate the training record that you want to update, follow steps 1 through 5 of the **Entering Training Records** section of this user guide. The most recent training record displays.



The screenshot shows a web application window titled "External Learning". At the top, there is a search bar for "Employee Name" with the value "Shepherd, Michael R" selected. Below this is a section titled "Training Information" containing several input fields:


Training Title	Intro to Contracting 101		
Vendor Name	ESI		
Training End Date	02-MAR-2010		
Training Location	Washington, DC		
Training Delivery Type	Traditional Classroom (no technology)		
Training Duty Hours	16	Units	Hour(s)
Training Non Duty Hours	0	[ 01 ]	
Prior Supervisor Approval Received	Yes		
Training Credit	16		

Note: If the first record displayed is not the record to be corrected, place your cursor into the **Training Title** field and press the down arrow key ↓ on your keyboard until the record to be corrected displays.

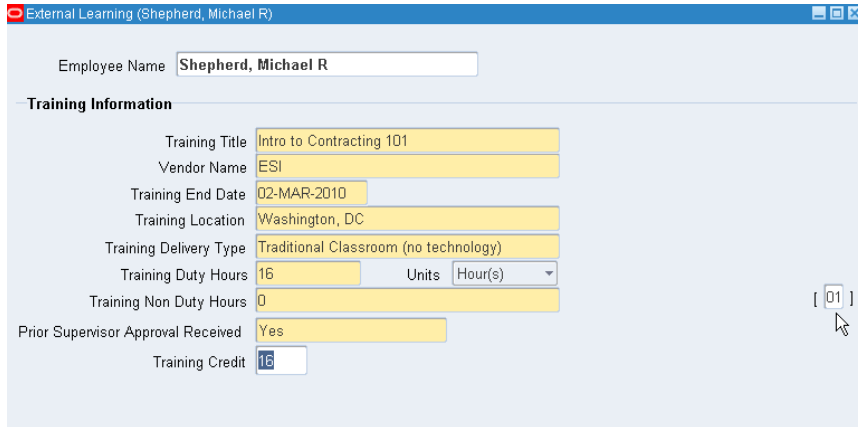
### **STEP 2**

Place your cursor into the appropriate field and make your change.

### STEP 3

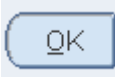
To open the second page of the *External Learning* form, click into the  box to the right of

the fields




Employee Name	Shepherd, Michael R
<b>Training Information</b>	
Training Title	Intro to Contracting 101
Vendor Name	ESI
Training End Date	02-MAR-2010
Training Location	Washington, DC
Training Delivery Type	Traditional Classroom (no technology)
Training Duty Hours	16 Units Hour(s)
Training Non Duty Hours	0 [ 01 ]
Prior Supervisor Approval Received	Yes
Training Credit	16

### STEP 4

Make the appropriate changes and then click on the **OK** button  located at the bottom of the form.

### STEP 5

To save your changes, click on the **Save** icon  located in the toolbar at the top of the window.

You have successfully updated the record.



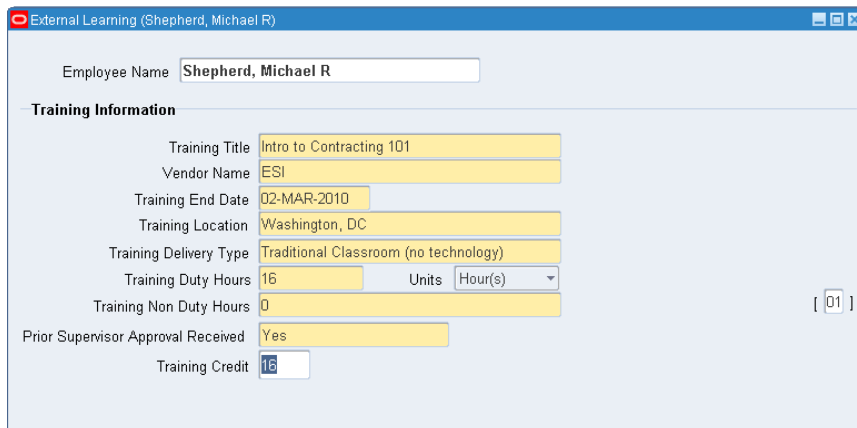
# Maintaining Training Records

## ***Deleting Training Records***

As the Training Administrator you will be able to delete training records created for associates in your area of responsibility (e.g., region, staff office, service, etc.). After logging into CHRIS, follow the steps below.

### **STEP 1**

To locate the training record that you want to update, follow steps 1 through 5 of the **Entering Training Records** section of this user guide. The most recent training record displays.



The screenshot shows a web application window titled "External Learning (Shepherd, Michael R)". The window contains a form with the following fields:

Employee Name	Shepherd, Michael R		
<b>Training Information</b>			
Training Title	Intro to Contracting 101		
Vendor Name	ESI		
Training End Date	02-MAR-2010		
Training Location	Washington, DC		
Training Delivery Type	Traditional Classroom (no technology)		
Training Duty Hours	16	Units	Hour(s)
Training Non Duty Hours	0		[ 0 ]
Prior Supervisor Approval Received	Yes		
Training Credit	16		

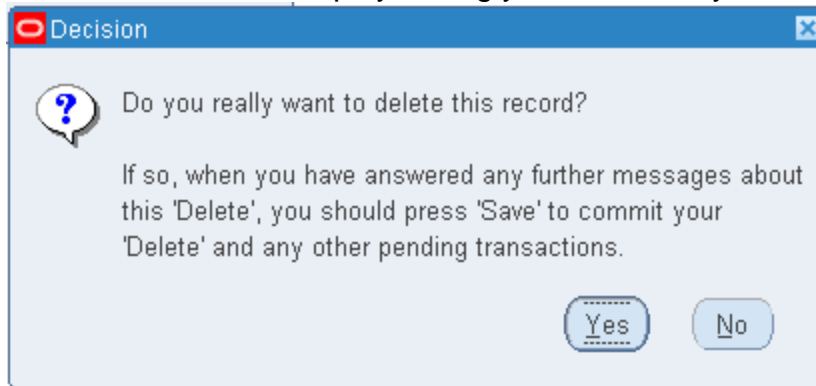
**NOTE:** If the first record displayed is not the record to be corrected, place your cursor into the **Training Title** field and press the down arrow key ↓ on your keyboard until the record to be corrected displays.

### **STEP 2**

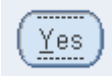
To delete the record, click on the **Delete** icon  located in the toolbar at the top of the window.

### STEP 3

A **Decision** box will display asking you to confirm your decision.



### STEP 4

Click on the **Yes** button  to confirm your decision.

You have successfully deleted the record.

### STEP 5

To save your changes, click on the **Save** icon  located in the toolbar at the top of the window.

You have successfully updated the record.

# Processing Multiple Training Records

## **Mass Training Record Updating**

When multiple employees start and complete the same training course, you as the Training Administrator will be able to process their training records all at once using the mass training update functionality. After logging into *CHRIS*, follow the steps below.

### **STEP 1**

After selecting the appropriate Training Administrator responsibility from the CHRIS Navigation menu, select Mass Training Information from the menu in the second column.



**Caution:** This form can only be used if all of the values to be entered into each field will be the same for each employee.

### **STEP 2**

The **Mass Training Information** form opens.

A screenshot of the 'Mass Training Information' form in a web browser. The browser title is 'Mass Training Information'. The form has a 'Training' tab and an 'Employee List' tab. The 'Name' field is highlighted in yellow. The 'Status' dropdown is set to 'Unprocessed'. The 'Description' field is empty. The 'Training Start Date' field is highlighted in yellow. Below these fields is a 'Training Details' section with many fields, all of which are highlighted in yellow. The fields include: Training Title, Vendor Name, Training End Date, Training Location, Training Delivery Type, Training Duty Hours, Training Non Duty Hours, Prior Superv Approval Recd, Training Credit, Training Source Type, Training Purpose Type, Training Type, Training Sub Type, Prior Subject Knowledge, Impact On Performance, Recommend Training To Others, Training Part Of IDP, Continued Service Agreement Reqd, Continued Service Agreement Exp Dt, Training Tuition and Fees Cost (0.00), Training Travel Cost (0.00), Training Nongovt Contribution Cost (0.00), Training Materials Cost (0.00), Training Per Diem Cost (0.00), Type Of Payment, Training Accreditation Indicator, Training Credit Type, and Training Credit Designation Type.

### STEP 3

In the **Name** field, enter a title that you want to assign to this mass update process (e.g., *Mass Training Update\_C Org*).

### STEP 4

In the **Description** field, enter a description of the mass update process.

**NOTE:** Entry in this field is optional.

### STEP 5

In the **Start Date** field, enter the starting date of the training that has been completed.


### STEP 6

Enter values into the remaining fields.

The screenshot shows a web-based form titled "Mass Training Information" with two tabs: "Training" and "Employee List". The "Training" tab is active. The form contains the following fields and values:

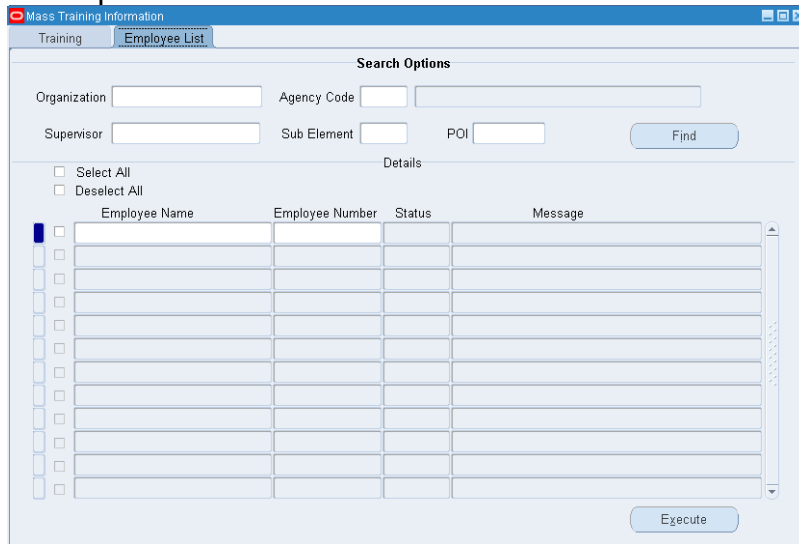
Name	Mass Training Update_C Org	Status	Unprocessed
Description		Training Start Date	01-MAR-2010
Training Details			
Training Title	Intro to Contracting 101	Recommend Training To Others	Highly Recommend
Vendor Name	ESI International	Training Part Of IDP	Yes
Training End Date	02-MAR-2010	Continued Service Agreement Req'd	Non Applicable
Training Location	Washington, DC	Continued Service Agreement Exp Dt	
Training Delivery Type	Traditional Classroom (no technology)	Training Tuition and Fees Cost	500.00
Training Duty Hours	16	Training Travel Cost	0.00
Training Non Duty Hours	0	Training Nongovt Contribution Cost	0.00
Prior Superv Approval Rec'd	Yes	Training Materials Cost	0.00
Training Credit		Training Per Diem Cost	0.00
Training Source Type	Government Internal	Type Of Payment	Agency Charge Card
Training Purpose Type	Improve Present Performance	Training Accreditation Indicator	Non Applicable
Training Type	Basic Training Area	Training Credit Type	Continuing Education Un
Training Sub Type	Agency Required Training	Training Credit Designation Type	Continuing education L...
Prior Subject Knowledge	Performed related tasks - work closely monitor		
Impact On Performance	Significant Impact		

**Note:** See the **Glossary**, located at the end of this guide, for a definition of each field. All fields highlighted in yellow require an entry.

**Note:** Most of the fields have a list of values that the user must select from. To view the list of values, click into the field and then on the **LOV** icon  located to the right of field. Double-click on the appropriate value in the list.

## STEP 7

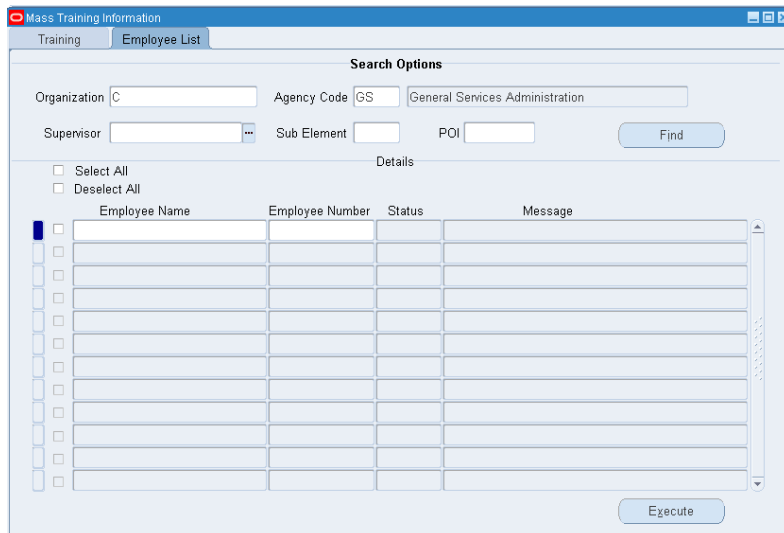
After entering a value into the last field (e.g., Credit Designation), the **Employee List** form opens.



The screenshot shows the 'Mass Training Information' application window with the 'Employee List' tab selected. The 'Search Options' section contains the following fields: Organization, Agency Code, Supervisor, Sub Element, and POI. A 'Find' button is located to the right of the POI field. Below the search options, there are two checkboxes: 'Select All' and 'Deselect All'. The 'Details' section contains a table with the following columns: Employee Name, Employee Number, Status, and Message. The table is currently empty. An 'Execute' button is located at the bottom right of the form.

## STEP 8

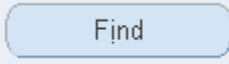
Enter a value into any of the fields in the **Search Options** section to generate a list of employees to be covered by the information you have entered into the training form.

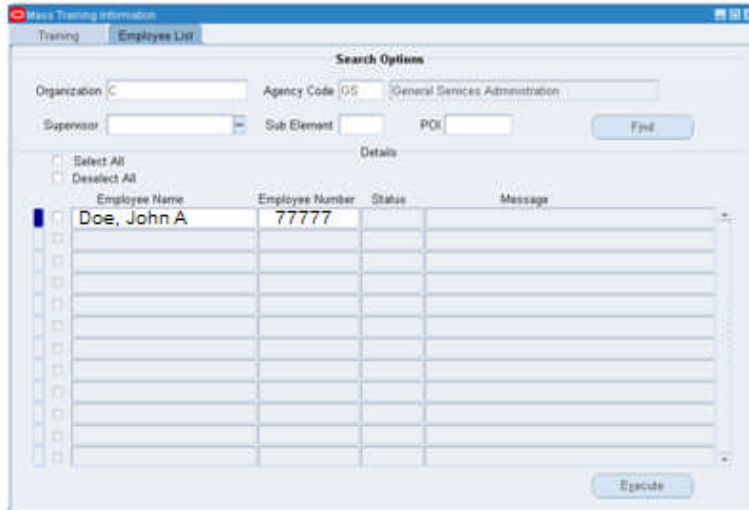


The screenshot shows the 'Mass Training Information' application window with the 'Employee List' tab selected. The 'Search Options' section is now populated with values: Organization 'C', Agency Code 'GS', and General Services Administration. The 'Find' button is still present. Below the search options, there are two checkboxes: 'Select All' and 'Deselect All'. The 'Details' section contains a table with the following columns: Employee Name, Employee Number, Status, and Message. The table is currently empty. An 'Execute' button is located at the bottom right of the form.

**Note:** At a minimum, you must enter a value into the **Agency Code** field.

## STEP 9

After entering values into the appropriate fields in the **Search Options** section, click on the **FIND** button . The results of your search display below in the **Details** section.



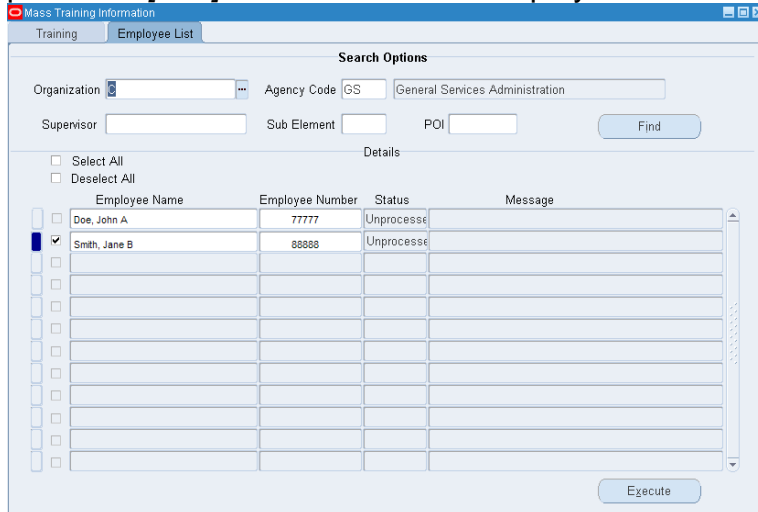
The screenshot shows the 'Mass Training Information' window with the 'Employee List' tab selected. The 'Search Options' section contains the following fields: Organization (C), Agency Code (GS), General Services Administration, Supervisor, Sub Element, and POI. A 'Find' button is located to the right of the POI field. Below the search options is the 'Details' section, which includes a table with columns for Employee Name, Employee Number, Status, and Message. The table contains one row with the following data:

Employee Name	Employee Number	Status	Message
Doe, John A	77777		

There are also 'Select All' and 'Deselect All' checkboxes above the table, and an 'Execute' button at the bottom right of the window.

## STEP 10

To add a name to the list, click into the **Employee Name** field in the next available row. Enter the name (last name, first name) of the person that you want to add to the list and press the **[Tab]** button. The name displays in the list.



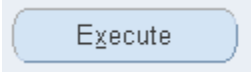
The screenshot shows the 'Mass Training Information' window with the 'Employee List' tab selected. The 'Search Options' section is the same as in the previous screenshot. The 'Details' section now shows two rows in the table:

Employee Name	Employee Number	Status	Message
Doe, John A	77777	Unprocess	
Smith, Jane B	88888	Unprocess	

The 'Smith, Jane B' row is highlighted with a blue selection bar. The 'Execute' button is still visible at the bottom right.

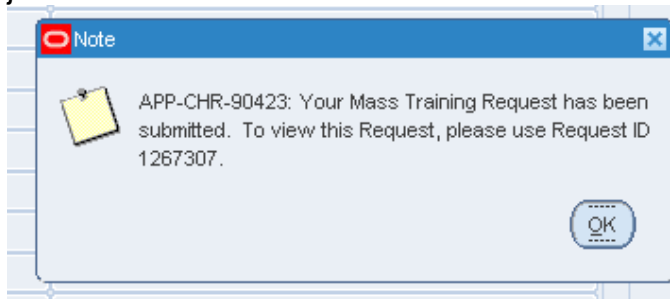
## STEP 11

To select the records to be processed, click into *Select All* box (to select all of the records displayed) or select each record to be updated by clicking into the box preceding the employee's name and then click on the **Execute** button



## STEP 12

A **Note** box will display with information about the request number of the process you just executed.

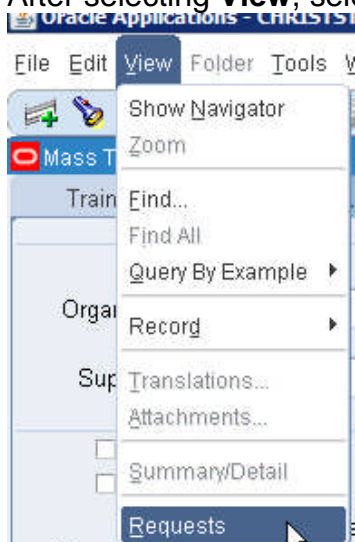


## STEP 13

To check the status of the process just executed, click on **View** located in the toolbar at the top of the window.

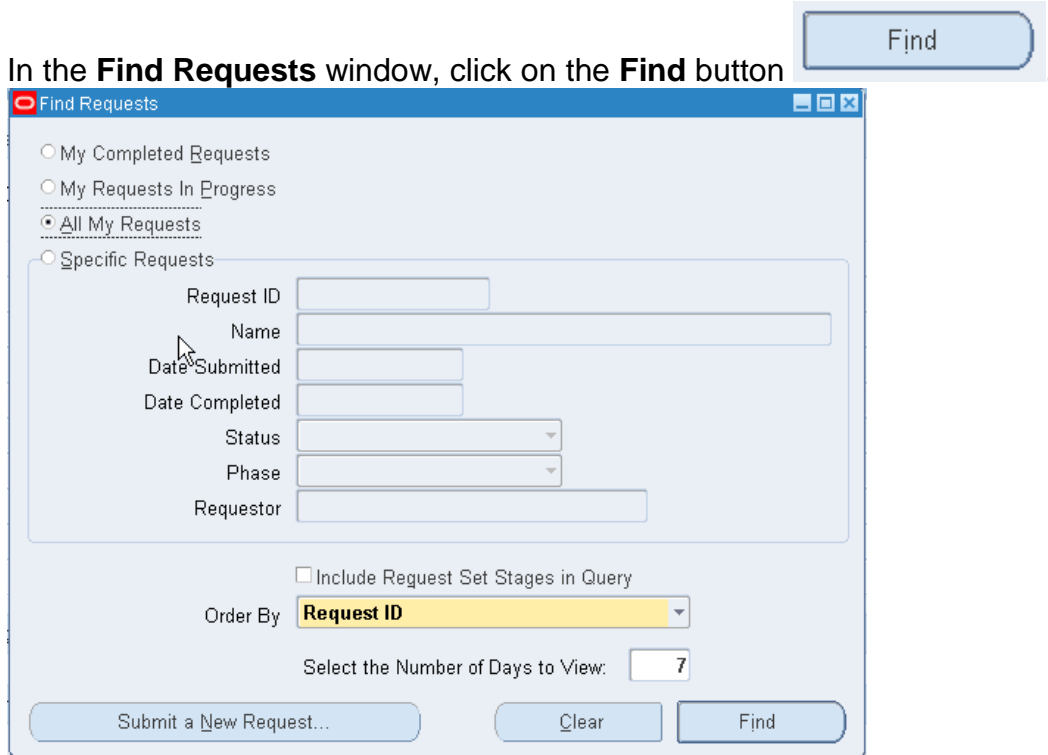
## STEP 14

After selecting **View**, select **Requests** from the drop down list.



## STEP 15

In the **Find Requests** window, click on the **Find** button




The image shows a screenshot of a software interface. At the top right, there is a blue button labeled "Find". Below it, a window titled "Find Requests" is open. The window has a blue title bar with standard window controls. Inside the window, there are four radio button options: "My Completed Requests", "My Requests In Progress", "All My Requests" (which is selected), and "Specific Requests". Under "Specific Requests", there are several input fields: "Request ID", "Name", "Date Submitted", "Date Completed", "Status" (a dropdown menu), "Phase" (a dropdown menu), and "Requestor". Below these fields is a checkbox labeled "Include Request Set Stages in Query" which is unchecked. There is an "Order By" dropdown menu currently set to "Request ID". Below that is a text input field labeled "Select the Number of Days to View:" with the number "7" entered. At the bottom of the window, there are three buttons: "Submit a New Request...", "Clear", and "Find".

## STEP 16

The **Request** window opens and the status of your process displays in the **Phase** field.

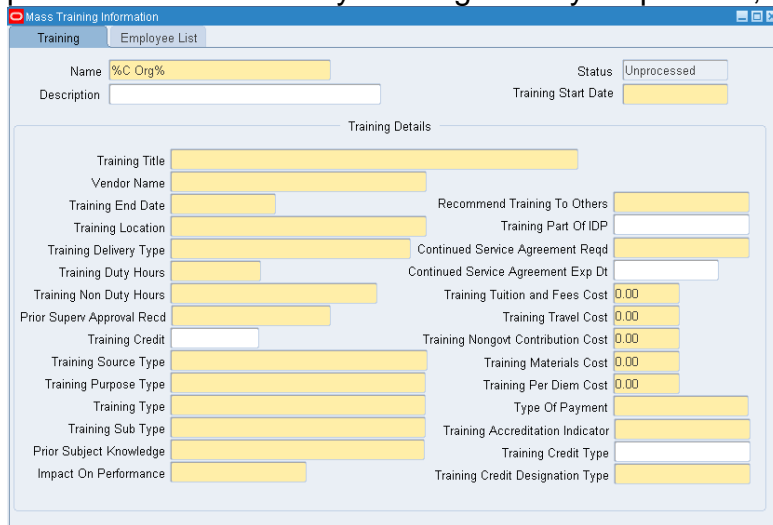
## STEP 17

Click on the **Close** icon  located at the top of the window in the right corner.



## STEP 18

The **Mass Training Information** form displays. Click into the **Name** field and then on the **[F11]** key on your keyboard. The color of the field changes to blue. Enter **%**, a partial value of the title you assigned to your process, and **%**.

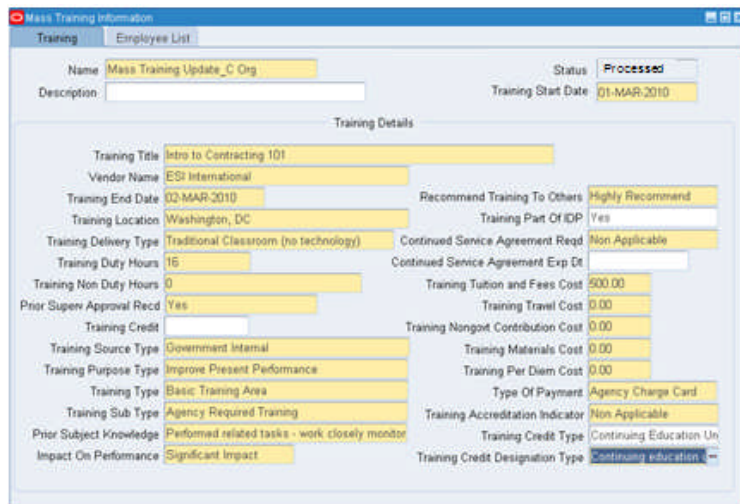


The screenshot shows the 'Mass Training Information' window with the 'Employee List' tab selected. The 'Name' field contains '%C Org%' and is highlighted in yellow. The 'Status' dropdown is set to 'Unprocessed'. The 'Training Start Date' field is empty. The 'Training Details' section contains various fields, all of which are currently empty or have default values.

Field	Value
Name	%C Org%
Description	
Status	Unprocessed
Training Start Date	
Training Title	
Vendor Name	
Training End Date	
Training Location	
Training Delivery Type	
Training Duty Hours	
Training Non Duty Hours	
Prior Superv Approval Recd	
Training Credit	
Training Source Type	
Training Purpose Type	
Training Type	
Training Sub Type	
Prior Subject Knowledge	
Impact On Performance	
Recommend Training To Others	
Training Part Of IDP	
Continued Service Agreement Req	
Continued Service Agreement Exp Dt	
Training Tuition and Fees Cost	0.00
Training Travel Cost	0.00
Training Nongovt Contribution Cost	0.00
Training Materials Cost	0.00
Training Per Diem Cost	0.00
Type Of Payment	
Training Accreditation Indicator	
Training Credit Type	
Training Credit Designation Type	

## STEP 19

Press and hold the **[Ctrl]** and **[F11]** keys. Your file displays and the value in the **Status** field is **Processed**.



The screenshot shows the 'Mass Training Information' window with the 'Employee List' tab selected. The 'Name' field now contains 'Mass Training Update\_C Org' and is highlighted in blue. The 'Status' dropdown is set to 'Processed'. The 'Training Start Date' field contains '01-MAR-2010'. The 'Training Details' section contains various fields, all of which are now populated with specific values.

Field	Value
Name	Mass Training Update_C Org
Description	
Status	Processed
Training Start Date	01-MAR-2010
Training Title	Intro to Contracting 101
Vendor Name	ESI International
Training End Date	02-MAR-2010
Training Location	Washington, DC
Training Delivery Type	Traditional Classroom (no technology)
Training Duty Hours	16
Training Non Duty Hours	0
Prior Superv Approval Recd	Yes
Training Credit	
Training Source Type	Government Internal
Training Purpose Type	Improve Present Performance
Training Type	Basic Training Area
Training Sub Type	Agency Required Training
Prior Subject Knowledge	Performed related tasks - work closely monitor
Impact On Performance	Significant Impact
Recommend Training To Others	Highly Recommend
Training Part Of IDP	Yes
Continued Service Agreement Req	Non Applicable
Continued Service Agreement Exp Dt	
Training Tuition and Fees Cost	900.00
Training Travel Cost	0.00
Training Nongovt Contribution Cost	0.00
Training Materials Cost	0.00
Training Per Diem Cost	0.00
Type Of Payment	Agency Charge Card
Training Accreditation Indicator	Non Applicable
Training Credit Type	Continuing Education Un
Training Credit Designation Type	Continuing education

## STEP 20

Click on the **Employee List** tab to see the status of each record. The value that displays in the **Status** field for all records with a check mark in the box preceding the employee's name is **Success**.

	Employee Name	Employee Number	Status	Message
<input type="checkbox"/>	Doe, John A	77777	Unprocessed	
<input checked="" type="checkbox"/>	Smith, Jane B	88888	Success	
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

You have successfully processed multiple training records.

## Glossary of Training Fields:

*Please select one of the fields below, for a description of the field and its list of values:*

[Continued Service Agreement Exp Dt](#)

[Continued Service Agreement Reqd](#)

[Impact on Performance](#)

[Prior Subject Knowledge](#)

[Prior Supervisor Approval Received](#)

[Recommend Training to Others](#)

[Training Accreditation Indicator](#)

[Training Credit](#)

[Training Credit Designation Type](#)

[Training Credit Type](#)

[Training Duty Hours](#)

[Training Delivery Type Code](#)

[Training End Date](#)

[Training Location](#)

[Training Materials Cost](#)

[Training Non Duty Hours](#)

[Training Nongovt Contribution Cost](#)

[Training Part of IDP](#)

[Training Per Diem Cost](#)

[Training Purpose Type](#)

[Training Source Type](#)

[Training Start Date](#)

[Training Sub Type](#)

[Training Title](#)

[Training Travel Cost](#)

[Training Tuition and Fees Cost](#)

[Training Type](#)

[Type of Payment](#)

[Vendor Name](#)

**Training Title** - Official title or name of the course or program completed by the employee.

**Training Start Date** - Date of 1<sup>st</sup> day of training.

**Training Source Type** - Entity or organization (e.g., government internal, government external, non-government, government state/local, or foreign governments and organizations) that provided the training.

(1) Foreign Governments and Organizations - Training provided by non United States entities which may or may not be outside the United States.

(2) Government External - Sources include commercial or industrial concern, educational institutions, professional societies or associations, consultants or individuals who are not government employees, but are contracted to develop and/or provide training course or program.

(3) Government Internal - Training provided by a Federal department, agency, or independent establishment for its own employees.

(4) Government State/Local - Training provided by a State, county or municipal government except education provided by State-operated or other public educational institutions, which is reported as non-government.

(5) Non-Government - Sources include commercial or industrial concern, educational institutions, professional societies or associations, consultants or individuals who are not government employees, but are contracted to develop and/or provide training course or program.

**Training Purpose Type** - Reason employee took the training course or program.

(1) Develop Unavailable Skills - Training to acquire the knowledge, skills, and abilities needed for fields of work for which the labor market cannot produce a sufficient number of trained candidates (e.g., air traffic controllers or IT professionals).

(2) Future Staffing Needs - Training to provide the knowledge, skills, and abilities needed to meet future staffing needs (e.g., to implement succession planning).

(3) Improve Present Performance - Training to provide the knowledge, skills, and abilities needed to improve or maintain proficiency in present job.

(4) New Work Assignment - Training to acquire the knowledge, skills, and abilities needed as a result of assignment to new duties and responsibilities when such training is not part of a planned, career development program (e.g., training provided a placement officer who has been newly assigned position classification duties).

(5)Program/Mission Change - Training to provide the knowledge, skills, and abilities needed as a result of change in agency mission, policies, or procedures.

(6)Retention - Training/education used to address staffing issue of retaining an employee (e.g., academic degree training).

### **Training Type and Training Sub Type - see descriptions below**

(1)Basic Training Area - Functional or specialized training programs.

(A)Adult Basic Education - Education or training to provide basic completeness in such subjects as remedial reading, grammar, arithmetic, lip reading or Braille.

(B)Agency Required Training - Agency specific training required by the agency and provided to Federal Employees in order to achieve the goals and objectives of the Agency. Requires training that is not addressed in Training Program Type 01 Appendix B. This training type does include IT training on agency proprietary system.

(C)Basic Computer Training - Basic training to promote computer skills in the desktop applications, such as word processing, PowerPoint, basic spreadsheet, and database management applications.

(D)Employee Orientation - Training of a general nature to provide an understanding of the organization and missions of the Federal Government, or the employing agency or activity, or a broad overview and understanding of matters of public policy.

(E)Federally Mandated Training - Mandatory training for all employees Government wide. This includes training mandated by Federal statute or regulation; such as ethics, executive, managerial and supervisory training.

(F)Soft Skills - Training involving development of employees' ability to relate to others (i.e., customer service, effective communication, dealing with difficult people, etc.).

(G)Work-life - Training to promote worklife (e.g., health and wellness training, employee retirement/benefits training, etc).

(2)Developmental Training Area - Formal developmental/training programs.

(A)Coaching Program - Formal stand alone which provides ongoing partnership with an employee and coach that helps employee produce desired results in professional lives

(B)Executive Development - Continuing development for leaders above the GS-15 level

(C)Leadership Development Program - Formal developmental program that provide leadership training and development opportunities.

(D)Management Program - Development/training program which provides mid management level education or training in the concepts, principles, and theories of such subject matters as public policy formulation and implementation, management principles and practices, quantitative approaches to management, or management planning organizing and controlling. (Supervisors of supervisors; GS-14/15 supervisors; GS-14/15 direct reports to SES)

(E)Mentoring Program - Formal stand alone program with established goals, measured outcomes, access open to all who qualify, protégées and mentors paired to facilitate compatibility, training and support provided, company benefits directly.

(F)Presupervisory Program - Development/training program for non-supervisors

(G)SES Candidate Development - OPM-approved program to prepare potential SES members

(H)Supervisory Program - Development/training program which provides education or training in supervisory principles and techniques in such subjects as personnel policies and practices (including equal employment opportunity, merit promotion, and labor relations); human behavior and motivation, communication processes in supervision, work planning, scheduling, and review; and performance evaluation for first line supervisors.

(3)Training Program Area - Formal developmental/training programs.

(A)Acquisition - Education or training in the concepts, principles, theories or techniques related to the 1102 occupation.

(B)Budget/finance Business administration - Education or training in the concepts, principles, theories of business administration, accounts payable and receivable; auditing and internal control; and cash management.

(C)Clerical (Non-supervisory clerical/administrative) - Training in skills such as office management, typing, shorthand, computer operating, letter writing, telephone techniques, or word processing.

(D)Engineering and Architecture - Education or training in the concepts, principles, theories, or techniques of disciplines such as architecture and engineering.

(E)Foreign Affairs - Training for professional skills of a specialized nature in the methods and techniques of such fields as foreign languages, foreign culture, diplomacy, strategic studies.

(F)Human Resources - Education or training in the concepts, principles, theories of such fields as public administration; personnel; training; equal employment opportunity; human resources policy analysis; succession planning; performance management; classification; and staffing.

(G)Information Technology - Education and training in the concepts and application of data and the processing thereof; i.e., the automatic acquisition, storage, manipulation (including transformation), management, system analysis, movement, control, display, switching, interchange, transmission or reception of data, computer security and the development and use of the hardware, software, firmware, and procedures associated with this processing. This training type does not include any IT training on agency proprietary system.

(H)Leadership/Manager/Communications Courses - Training that address skill area such as Leadership/Management and Communication (i.e., written, oral and interpersonal) coursework.

(I)Legal - Education or training in the concepts, principles, theories, or techniques of law.

(J)Logistic Specialty - Training for professional skills of a specialized nature in the methods and techniques of such fields as supply, procurement, transportation, or air traffic control.

(K)Medical and Health - Education or training in the concepts, principles, theories, or techniques of medicine.

(L)Planning and Analysis - Education or training in the concepts, principles, theories of systems analysis; policy, program or management analysis; or planning, including strategic planning.

(M)Project Management - Education and training in the concepts, principles, theories necessary to develop, modify, or enhance a product, service, or system which is constrained by the relationships among scope, resources, and time.

(N)Scientific - Education or training in the concepts, principles, theories, or techniques of disciplines such as the physical, biological, natural, social sciences; education; economics; mathematics; or statistics.

(O)Security - Training of a specialized nature in the methods and techniques of investigation, physical security, personal security, and police science.

(P)Trade and Craft - Training in the knowledge, skills, and abilities needed in such fields as electronic equipment installation, maintenance, or repair; tool and die making; welding, and carpentry.

**Prior Subject Knowledge** - Level of associate's knowledge of the subject matter prior to completing the training course or program.

- (1)Consulted by others because of knowledge level
- (2)No related education, training, or experience
- (3)Performed related tasks - work closely monitored
- (4)Performed related tasks independently
- (5)Some education or training only
- (6)Unknown

**Impact on Performance** - Level of impact training course or program has had on associate's job performance after completion.

- (1)No Impact
- (2)Not Applicable
- (3)Significant Impact
- (4)Some Impact
- (5)Unknown

**Recommend Training to Others** - Level of training recommendation provided by the associate after completion of training course or program.

- (1)Highly Recommend
- (2)Not Applicable
- (3)Not Recommend
- (4)Somewhat Recommend
- (5)Unknown

**Training Part of IDP** – IDP is an acronym for Individual Development Program

- (1)No
- (2)Unknown
- (3)Yes

**Continued Service Agreement Req'd** - Indication of whether or not associate was required to sign a continued service agreement in order to take the training course or program.

- (1)No
- (2)Non-Applicable



(3)Yes

**Continued Service Agreement Exp Dt** - Date continued service agreement expires.

**Training Tuition and Fees Cost** - the cost of the training tuition and fee for training completed by the employee that was paid for by the Federal Government

**Training Travel Cost** - Cost of the per diem (meal, lodging, misc expenses) for training completed by the employee that was paid for by the Federal Government.

**Training Nongovt Contribution Cost** - Costs paid by the associate or non-government organization(s) for the training course or program completed by the associate.

**Training Materials Cost** - Costs paid for by the federal government and associated to training materials required by associate to complete the training course or program. Includes costs such as supplies, licenses, contractor provided services, and costs for equipment/software used specifically for the production of training products and materials. Should not include costs related to the distribution of training materials or salary costs of government employees involved in producing training materials.

**Training Per Diem Cost** - Costs, paid by the federal government, for meals, lodging, and miscellaneous expenses while employee attended training course or program.

### **Type of Payment**

- (1)Agency Charge Card
- (2)Employee Paid
- (3)Not Applicable
- (4)Other
- (5)SF-182

**Training Accreditation Indicator** - Indication of whether or not training course or program is accredited.

- (1)No
- (2)Non-Applicable
- (3)Yes

**Training Credit Type** -Type of credit hours or units (e.g., semester hours, quarter hours, continuing education units) provided to the associate after completing the training course or program.

(1)Continuing Education Unit – Credits identified by organization (not academic institution) for a particular program, course, or workshop.

(2)N/A

(3)Quarter Hours – Credit hours based on the term of the academic year, thus indicating there are four quarters within the academic year

(4)Semester Hours - Credit hours based on the term of the academic year, thus indicating two semesters within the academic year.

**Training Credit Designation Type** - Academic credit type (e.g., undergraduate, graduate, continuing education, or post graduate) provided to the associate after completing the training course or program.

(1)Continuing Education Unit - Credit earned from attending a non-academic institution, however, these credits may be used toward completing a certification, academic degree, or specific licenses.

(2)Graduate credit - Credit earned towards a masters degree.

(3)Other

(4)Post Graduate Credit - Credit earned towards doctoral degree.

(5)Undergraduate credit - Credit earned towards a bachelor degree.

**Training Duty Hours** - Number of employee duty hours the employee used to complete the training unit.

**Training Non Duty Hours** - Number of employee non-duty hours used to complete the training unit.

**Training Credit** – Credit earned for completion of course. This is a free-form field, to allow flexibility in your response.

**Vendor Name** – as stated

**Training End Date** - Date associate completed the training course or program.

**Training Location** – as stated

**Training Delivery Type Code**

(1)Traditional Classroom (no technology) - Individual or multiple person led, face-to-face training.

(2)On the Job - Formal methods/activities planned and structured to promote learning by doing; e.g., detail assignments/programs.

(3)Technology based - Methods mainly using technology which may include tutorials embedded in software, CD ROM products, Web -based courses, and interactive media.

(4)Conference/workshop - An organized learning event which has an announced educational or instructional purpose; more than half the time is scheduled for a planned, organized exchange of information between presenters and audience which meets the definition of training in 5 U.S.C. 4110; content of the conference/retreat is germane to improving individual and/or organizational performance; and developmental benefits will be derived through the employee's attendance.

(5)Blended - Training that requires two or more methods of delivery that must be completed in order to satisfy the educational requirements.

(6)Correspondence- Self-study course material: Training provided via the assignment of non-interactive methods such as a book, document, etc.

(7)Other

**Prior Supervisor Approval Received** - Indication of whether or not associate received his/her supervisor's approval prior to taking the training course or program.

(1)Yes

(2)No

(3)Not Required

(4)Unknown