## Competencies

Overview		
Introduction	This guide provides the procedures for viewing, adding, corr deleting Competencies in Direct Access (DA).	ecting, and
WARNING!	Do <b>NOT</b> overtype any existing competency code in DA. Thi serious issues including members being removed from the ac list due to ineligibility.	
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## **Viewing a Competency**

IntroductionThis section provides the procedures for viewing a Competency in DA.<br/>You must possess the CG\_COMP\_V role to view Competencies.

**Procedures** See below.

Step	Action
1	Click on the <b>Core HR</b> tile.
	Core HR
2	Select the <b>Person Profile</b> Option.
	C Disciplinary Action Report
	T Disciplinary Actions
	Emergency Contact
	C Identification Data
	Tob Data
	Personal Data
	PHS Member Info Report
	Person Profiles
	E Statement of Creditable Svc
3	Enter the member's <b>Empl ID</b> and click <b>Search</b> .
	Person Profiles Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value
	▼ Search Criteria
	Empl ID begins with V 1234567 Q
	Profile Type begins with 🗸 🔍
	Name begins with 🗸
	Last Name begins with 🗸
	Alternate Character Name begins with 🗸
	□ Include History Correct History □ Case Sensitive
	Search Clear Basic Search 🖾 Save Search Criteria

## Viewing a Competency, Continued

## Procedures,

continued

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Person	ete list.							
r croon i	Empl ID 1234567	Jir	nmy Bones					
	Profile Type PERSON	Pe	rson					
	*Profile Status Active	~						
	*Description Jimmy Bon	es						
🖨 Print 🦻	Comments		Profile A	ctions [Select	Action]		~	<b>&gt;&gt;</b>
Compe	etencies Qualifications	Education	Mobility W	aivers CA	N			
Compete	encies				4 45-64	<u> </u>		1.Com 01
■ Q				19	4 1-5 of 1	9 🗸 🕨	Manu	View All
ID	Competency	Effecti	ve Date Eval	uation Type	Proficiency		View History	
BMESSR	(OBSOLETE) BME Radar Ma	nt 01/30/20	015 Appr	oved/Official	Good			Û
C4-ISM	Integrated Systems Mgmt	10/11/20	002 Appr	oved/Official	Good			Û
ССТІ	ССТІ	10/26/20	Appr	oved/Official	Good			Û
CFS	Command Financial Spcialst	07/24/20	009 Appr	oved/Official	Good			Û
EONMIL	EON Millennium Phone Sys To	ech 03/15/20	002 Appr	oved/Official	Good			Û
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Sav Return to Competistor Competen P Q Competen P Q Competen Savess	etencies with they column signi Click the <b>icon</b> the the con the	fies the to view a	member all the in	has reconstances	eived th <sup>19 of 19</sup> •	Ne com	<sup>5</sup>	
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# Viewing a Competency, Continued

## Procedures,

Step		Action							
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	return to the r	nain Perso		Profile Item History		×			
	Competencies			14	Hel				
	Effective Date	Competency	ID	Evaluation Type	Proficiency				
	03/21/2017	Recruiter	PERJF	Approved/Official	Good	Ē			
	06/13/2016	Recruiter	PERJF	Approved/Official	Good				
	Return to Profile	adem	04/19/2013	Approved/Onicial	6000	•			

## Adding a New Competency

Introduction This section provides the procedures for adding a new competency in DA. The user must have the CG\_COMP\_U role to access this component.

**WARNING:** Do **NOT** overtype any existing competency code in DA. This can cause serious issues including members being removed from the advancement list due to ineligibility.

**Procedures** See below.

Step		Action
1	Click on the Core HR ti	le.
	Core HR	
2	Select the <b>Person Profi</b> l	e Option
-		
	Disciplinary Action Report	
	Disciplinary Actions	
	Emergency Contact	
	Identification Data	
	Job Data	
	Personal Data	
	PHS Member Info Report	
	Person Profiles	
	Statement of Creditable Svc	

## Procedures,

continued

Step								
3	Enter the <b>Empl ID</b> and click <b>Search</b> .							
	Person Profiles							
	Enter any information you have and click Search. Leave fields blank for a list of all values.							
	Find an Existing Value							
	▼ Search Criteria							
	Empl ID begins with 🗸 1234567 Q							
	Profile Type begins with 🗸 🔍							
	Name begins with 🗸							
	Last Name begins with 🗸							
	Alternate Character Name begins with 🗸							
	□ Include History							
	Search Clear Basic Search 🖾 Save Search Criteria							

## Procedures,

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Empl ID	1234567	100		lson			
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etencies Quali	fications	Education		1			
				11			
]					14 4	1-5 of 8 🗸 🕨 🕨	View
Competency		Effe	ctive Date	Evaluation T	уре	Proficiency	
DCPQS (Basic)		06/10	)/2011	Approved/Off	īcial	Good	1
EPME E6 ERA	TS	06/2	7/2018	Approved/Off	icial	3-Good	1
Fiber Optics Ins	taller	07/22	2/2010	Approved/Off	icial	Good	1
IT1 ERATS		06/27	7/2018	Approved/Off	icial	3-Good	ť
IT2 ERATS		01/2	9/2016	Approved/Off	icial	3-Good	1
e	Profile Empl ID Profile Type "Profile Status "Description © Comments etencies Qualitiencies Competency DCPQS (Basic) EPME E6 ERA Fiber Optics Ins	Profile Empl ID 1234567 Profile Type PERSON "Profile Status Active "Description [Adelaide Wilt © Comments etencies Qualifications I tencies Competency DCPQS (Basic) EPME E6 ERA TS Fiber Optics Installer IT1 ERATS	Profile       Empl ID       1234567       #         Profile Type       PERSON       F         "Profile Status       Active       •         "Description       [Adelaide Wilson         © Comments       Qualifications       Education         tencies       Qualifications       Education         tencies       OCPQS (Basic)       06/10         EPME E6 ERA TS       06/27         Fiber Optics Installer       07/22         IT1 ERATS       06/27	Comments       Adelaide Will         Profile Type       PERSON       Person         "Profile Status       Active       Person         "Description       IAdelaide Wilson       Person         © Comments       Qualifications       Education       Mobility         tencies       Qualifications       Education       Mobility         tencies       Person       Person       Person         Competency       *Effective Date       DCPQS (Basic)       06/10/2011         EPME E6 ERA TS       06/27/2018       Person       Person         Fiber Optics Installer       07/22/2010       IT1 ERATS       06/27/2018	Profile       Empl ID       1234567       Adelaide Wilson         Profile Type       PERSON       Person         "Profile Status       Active       -         "Description       IAdelaide Wilson       -         © Comments       Profile Actions       Education       Mobility         Waivers       Etencies       Qualifications       Education       Mobility       Waivers         tencies       Operation       *Effective Date       Evaluation T         DCPQS (Basic)       06/10/2011       Approved/Off         Fiber Optics Installer       07/22/2010       Approved/Off         IT1 ERATS       06/27/2018       Approved/Off	Profile       Empl ID       1234567       Adelaide Wilson         Profile Type       PERSON       Person         "Profile Status       Active       •         "Description       IAdelaide Wilson       •         © Comments       Profile Actions       [Select Action]         etencies       Qualifications       Education       Mobility       Waivers       CAN         tencies       Oualifications       Education       Mobility       Waivers       CAN         tencies       Oualifications       Education       Mobility       Waivers       CAN         tencies       Od/10/2011       Approved/Official       Id       4         DCPQS (Basic)       06/10/2011       Approved/Official       Id         Fiber Optics Installer       07/22/2010       Approved/Official       III 1 ERATS       06/27/2018       Approved/Official	Profile       Empl ID       1234567       Adelaide Wilson         Profile Type       PERSON       Person         "Profile Status       Active

## Procedures,

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		F	Action			
T	The Add New Competer	ncies page wil	l display with all the ed	ditable fields.		
	• Effective Date – Defa	ults to the cur	rent date. Enter the dat	e that the		
	competency was assign	ned to the mer	nber (CO certified as q	ualified or member		
	graduated/completed t		· ·			
	– Do NOT use the current date unless it was received on that date.					
	– DO NOT use a futur	e date.				
	• <b>Competency</b> – Enter t	he code or sea	urch by using the looku	p icon.		
	<ul> <li>NOTE: Codes are gr sort by using the Cor Dictionary)</li> </ul>	- ·	owledge, Skill, Ability, inctionality. (See Comp			
	• Evaluation Type – No	ot editable.				
	• Status – Defaults to A	ctive (DO NC	OT edit).			
	• Rating Model – Defau	,	,	ected Competency		
	(not editable).			•••		
	• Proficiency – Click th	e drop-down t	to select the member's	proficiency.		
	• Verified By – Default	s to On the Jol	o Training. This field in	ndicates how the		
			U			
	competency was verifi	ied. (See Com	petencies Dictionary)			
	<ul><li>competency was verifi</li><li>Year Last Used – Ent</li></ul>			used (optional).		
	• Year Last Used – Ent	er the year the	competency was last			
	<ul> <li>Year Last Used – Ent</li> <li>Year Acquired – Ente</li> </ul>	er the year the er the year the	competency was last competency was acquired	ired (optional).		
	<ul> <li>Year Last Used – Ent</li> <li>Year Acquired – Ente</li> <li>Years of Experience -</li> </ul>	er the year the er the year the – Enter the cur	competency was last competency was acqui nulative years of exper	ired (optional).		
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	<ul> <li>Year Last Used – Ent</li> <li>Year Acquired – Ente</li> <li>Years of Experience – using/demonstrating the</li> </ul>	er the year the er the year the – Enter the cur ne competency	competency was last competency was acqui nulative years of exper	ired (optional).		
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	Year Last Used – Ent     Year Acquired – Ente     Years of Experience –     using/demonstrating th      Add New Competencies     Empl ID 1234567     Profile Type PERSON	er the year the er the year the – Enter the cur he competency Adelaide V Person	e competency was last competency was acqui nulative years of exper 7 (optional). Person Profile	rience Help		
	Year Last Used – Ent     Year Acquired – Ente     Years of Experience –     using/demonstrating th      Add New Competencies     Empl ID 1234567	er the year the er the year the – Enter the cur he competency Adelaide V Person	e competency was last competency was acqui nulative years of exper 7 (optional). Person Profile Vilson	Add Another to continue adding		
	Year Last Used – Ent     Year Acquired – Ente     Years of Experience –     using/demonstrating th     Add New Competencies     Empl ID 1234567     Profile Type PERSON     Add item details. Select OK to apply changes and	er the year the er the year the – Enter the cur he competency Adelaide V Person	e competency was last competency was acqui nulative years of exper 7 (optional). Person Profile Vilson	rience Help		
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	<ul> <li>Year Last Used – Ent</li> <li>Year Acquired – Ente</li> <li>Years of Experience – using/demonstrating th</li> <li>Add New Competencies Empl ID 1234567 Profile Type PERSON</li> <li>Add item details. Select OK to apply changes and additional items.</li> <li>Details</li> <li>*Effective Date "Competency Evaluation Type "Status</li> </ul>	er the year the er the year the – Enter the cur e competency Adelaide V Person return. Select Cancel to return 05/23/2023	e competency was last in competency was acquir nulative years of experi- r (optional). Person Profile Vilson without making any changes. Select Apply and / Q	Add Another to continue adding		
	Year Last Used – Ent     Year Acquired – Ente     Years of Experience –     using/demonstrating th     Add New Competencies     Empl ID 1234567     Profile Type PERSON     Add item details. Select OK to apply changes and     additional items.     Details	er the year the er the year the – Enter the cur he competency Adelaide V Person return. Select Cancel to return 05/23/2023	e competency was last in competency was acquir nulative years of exper 7 (optional). Person Profile Vilson i without making any changes. Select Apply and A	Add Another to continue adding		
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			Action
		1	icon, the search may be narrowed by entering
alue in one			ds on the Look up Competency page.
		Look Up C	competency ×
	tent Type		COMPETENCY Help
Conter	t Item ID beg	ins with v	
Content Gro	oup Type beg	ins with 🗸	۹
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Search	Clear	Cancel	Basic Lookup
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View 100 Content Item ID	Content Group Type	Content Group	I d d 1-300 of 300 v ▶ ▶I Description
View 100 Content Item ID 130AESYS	Content Group Type (blank)	Content Group (blank)	Image: Market State     1-300 of 300 w     Image: Market State       Description       C-130H AUX PWR/ENVIRO SYS
View 100 Content Item ID 130AESYS 130FHSYS	Content Group Type (blank) (blank)	Content Group (blank) (blank) C4IT	Image: Second state of the second s
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View 100 Content Item ID 130AESYS 130FHSYS 2MINST 2MINST	Content Group Type (blank) (blank) COMP TYPE KNOWLEDGE	Content Group (blank) (blank) C4IT C4IT	I - 300 of 300 ▼       ►         Description         C-130H AUX PWR/ENVIRO SYS         C-130H Fuel/Hyd Systems Tech         2M Instructor/Recertifier         2M Instructor/Recertifier
View 100 Content Item ID 130AESYS 130FHSYS 2MINST 2MINST 2MINST	Content Group Type (blank) (blank) COMP TYPE KNOWLEDGE COMP TYPE	Content Group (blank) (blank) C4IT C4IT C4IT	I-300 of 300 →       Image: Ima

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			• 1.• 1	
	<b>1</b>		ering multiple com	petencies,
		Person Profile		
	Person		es. Select Apply and Add Another to co	Help ontinue adding
Details			Q    4 4 1 of 1 v >	▶   View All
"Effective Date	05/05/2023	1		+
*Competency	ATECH	Q A+ Computer Ha	rdware Tech	
Evaluation Type *Status	Approved/Official			
Rating Model	PSCM	Competency Managem	ent Scale	
Proficiency	3-Good ~			
Verified By	On the Job Training 🗸			
Year Acquired Years Of Experience				
OK Cancel	Apply and Add And	other		
	click the Apply and Ad Add New Competencies Empl ID 1234567 Profile Type PERSON Add item details. Select OK to apply changes and additional items. Details "Effective Date "Competency Evaluation Type "Status Rating Model Proficiency Verified By Year Last Used Year Acquired Years Of Experience	Once all the fields are completed, click click the Apply and Add Another but Add New Competencies Empl ID 1234567 Adelaide Profile Type PERSON Person Add item details Select OK to apply changes and return. Select Cancel to retur additional items. Details *Effective Date 05/05/2023 *Competency ATECH Evaluation Type Approved/Official *Status Active Rating Model PSCM Proficiency 3-Good Verified By On the Job Training Year Last Used Years Of Experience	click the Apply and Add Another button.	Once all the fields are completed, click OK. If entering multiple complicits the Apply and Add Another button.

## Procedures,

		A	ction						
Click Save.									
	2		14 4	1-5 of 9 ∨		View A			
ID	Competency	Effective Date	Evaluation Type	Proficiency					
ATECH	A+ Computer Hardware Tech	05/05/2023	Approved/Official	Good		Î			
DCPQS	DCPQS (Basic)	06/10/2011	Approved/Official	Good		Î			
EPMEE	EPME E6 ERA TS	06/27/2018	Approved/Official	3-Good		Î			
FIBER	Fiber Optics Installer	07/22/2010	Approved/Official	Good		Î			
IT1	IT1 ERATS	06/27/2018	Approved/Official	3-Good		Î			
Profil     Add	er Specialty Code e Content New Save to Search								
Profil     Add     Return	e Content New Save	vill display.							
Profil + Add Return	e Content New Save to Search	vill display.							
Profil + Add Return	e Content New Save to Search aved, this <b>message</b> v		Adelaide Wilson						
Profil + Add Return	e Content New Save to Search aved, this message w n Profile	567	Adelaide Wilson Person						
Profil + Add Return	e Content New Save to Search aved, this message v n Profile Empl ID 1234	567 SON							
Profil + Add Return	e Content New Save to Search aved, this message v n Profile Empl ID 1234 Profile Type PER *Profile Status Activ	567 SON							
Profil + Add Return	e Content New Save to Search aved, this message v n Profile Empl ID 1234 Profile Type PER *Profile Status Activ	567 SON /e 🗸	Person			~ (			
Profil Add Return Once S Persc	e Content New Save to Search aved, this message v n Profile Empl ID 1234 Profile Type PER *Profile Status Activ *Description Adela	567 SON /e v aide Wilson Profile Actio	Person	roval		•			

## Adding a Previously Granted Competency

Introduction This section provides the procedures for adding a previously granted competency in DA. The same competency can be granted multiple times. The user must have the CG\_COMP\_U role.

**WARNING:** Do **NOT** overtype any existing competency code in DA. This can cause serious issues including members being removed from the advancement list due to ineligibility.

**Procedures** See below.

Step		Action
1	Click on the Core HR til	<u>e</u> .
	Core HR	
	<b>.</b>	
	<b>*</b>	
2	Select the <b>Person Profil</b>	Ontion
4	Select the Terson Trom	e Option.
	Disciplinary Action Report	
	Disciplinary Actions	
	Emergency Contact	
	Emergency Contact	
	Identification Data	
	🔚 Job Data	
	Personal Data	
	PHS Member Info Report	
	THO Member Into Report	
	Person Profiles	
	Statement of Creditable Svc	
1		

Procedures,

continued

Step	Action
3	Enter the <b>Empl ID</b> and click <b>Search</b> .
	Person Profiles
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value
	▼ Search Criteria
	Empl ID begins with 🗸 1234567 Q
	Profile Type begins with 🗸
	Name begins with 🖌
	Last Name begins with 🗸
	Alternate Character Name begins with 🗸
	□ Include History
	Search Clear Basic Search 🖾 Save Search Criteria

Procedures,

continued

If applic	able click the	- View Hista	<b>rv</b> icon to veri	fy the entry does	not alread	lv					
			•	• •	not un cu	· y					
exist. In the Competency column, click the <b>Competency</b> link.											
	Competency	*Effective Date	Evaluation Type	Proficiency	View History						
BCMRBSII	RBS-II BCM	04/12/2021	Approved/Official	3-Good		î					
BM1	BM1 ERATS	01/23/2023	Approved/Official	Good		Û					
BM2	BM2 ERATS	03/23/2022	Approved/Official	3-Good		Î					
CROTHJ	CB-OTHJ BCM	09/30/2019	Approved/Official	3-Good		Î					
CRWA1	SPC-SW BCM	07/01/2022	Approved/Official	3-Good		Î					
CRWUI	MLB BCM	01/25/2021	Approved/Official	3-Good		Î					
CRWUL	CB-OTH BCM	07/14/2019	Approved/Official	Good		Î					
CRWZC	CB-L BCM	04/18/2020	Approved/Official	Good		Î					
CXNA1	SPC-SW COXN	07/12/2022	Approved/Official	3-Good		Î					
CXNRBSII	RBS-II COXN	05/18/2022	Approved/Official	3-Good		Î					
CXNSL	MLB COXN	07/01/2022	Approved/Official	3-Good		Î					
DS	Deck Seaman	01/19/2019	Approved/Official	3-Good		Î					
EPMEE5	EPME E5 ERATS	03/23/2022	Approved/Official	3 Good		î					

Procedures,

continued

)		A	ction			
	The most recent competen	cy will displa	y. Click	the Plus bu	tton to add a new	
	one.					
	WARNING: Do NOT ov	ertype any ex	isting co	ompetency c	ode in DA. This ca	
	cause serious issues includ	ling members	being r	emoved from	n the advancement	
	list due to ineligibility.					
			Person Pro	file		
	Update Competencies				Help	
	Empl ID 1234567	Dick Hallor	ann			
	Profile Type PERSON Person Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.					
		ges and return. Select Can	cel to return with			
	Details				1 of 2 ▼ ► ► View All	
	*Effective Date	07/01/2022	<b></b>		+ -	
	Competency	CXNSL	MLB COX	(N		
		Approved/Official				
	*Status	Active 🗸				
	Rating Model	PSCM	Compete	ncy Management Scale		
	Proficiency	3-Good 🗸				
	Verified By	External Interface 🗸				
	Year Last Used					
	Year Acquired	2022				
	Years Of Experience					
	OK Cancel					

Procedures,

continued

Step		A	Action				
6	A new record is created	with the curre	nt date populated in the Effective Date				
	field. All other fields are auto populated with previous values entered.						
	• The Effective Date for	• The Effective Date for the new competency cannot be prior to the existing					
	row (if the competence	y needs to be i	recorded prior to the current entry, see the				
	Adding a Historically	<b>Dated Previou</b>	sly Granted Competency section in this				
	guide).						
	• Complete/update all re	equired <b>fields</b> a	and click <b>OK</b> .				
		P	erson Profile ×				
	Update Competencies Empl ID 1234567	Dick Hallorann	Help				
	Profile Type PERSON	Person					
	Update item details, then select OK to apply change	ges and return. Select Cancel to					
	Details		Q   I of 3 V   I View All				
	*Effective Date	04/07/2023	+-				
	Competency	CXNSL	MLB COXN				
	Evaluation Type *Status	Approved/Official					
	, Rating Model	PSCM	Competency Management Scale				
	Proficiency	4-Very Good 🗸					
	Verified By	External Interface V					
	Year Last Used						
	Year Acquired	2023					
	Years Of Experience						
	OK Cancel						
		01/23/2023	Approved/Official				

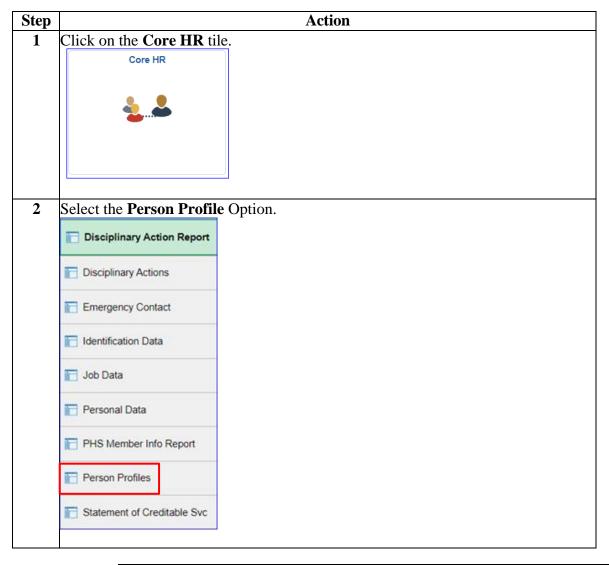
Procedures,

nce t	he Competency is e	entered cl	Action		
	RBS-II COXN	05/18/2022	Approved/Official	3-Good	
CXNSL	MLB COXN	04/07/2023	Approved/Official	4-Very Good	l
DS	Deck Seaman	01/19/2019	Approved/Official	3-Good	
FMCPQS	Firearms Marksmanship Coach	08/06/2022	Approved/Official	3-Good	
FTEP-P1	FTE Pistol Course Phase I	11/29/2021	Approved/Official	3-Good	
FTFP-P2 OPSBTM	FTF Pistol Course Phase II Boarding Team Mbr	11/29/2021 09/21/2020	Approved/Official Approved/Official	3-Good 3-Good	
QMOW	Quartermaster of the Watch	07/08/2019	Approved/Official	Good	
Add N	Content New New				
Profile     Add N     Sa     Return to	Content New New New New New New New New New New	will displ	ay.		
Profile     Add N     Sa     Return to     Dnce s	Content New Desearch aved, this message n Profile		ay. Dick Halloran	n	
Profile     Add N     Sa     Return to     Dnce s	Content lew ve o Search aved, this message n Profile Empl ID 123	will displ		<u>n</u>	
Profile     Add N     Sa     Return to     Dnce s	Content New De Search aved, this message n Profile Empl ID 123 Profile Type PEI	4567	Dick Halloran	<u>n</u>	
Profile     Add N     Sa     Return to     Dnce s	Content New Ne Disearch aved, this message n Profile Empl ID 123 Profile Type PEI *Profile Status Act	4567 RSON	Dick Halloran	<u>n</u>	
Profile     Add N     Sa     Return to     Dnce s     Person	Content New Ne Disearch aved, this message n Profile Empl ID 123 Profile Type PEI *Profile Status Act	4567 RSON tive ✓	Dick Halloran	]	
Profile     Add N     Sa     Return to     Dnce s     Persol	Content New Ne D Search aved, this message n Profile Empl ID 123 Profile Type PEI *Profile Status Act *Description Dick	i4567 RSON tive ✓ k Hallorann Profile	Dick Halloran Person Actions [Select Act	iion]	

**Introduction** This section provides the procedures for adding a historically dated previously granted competency in DA. The same competency can be granted multiple times. The user must have the **CG\_COMP\_U** role.

**WARNING:** Do **NOT** overtype any existing competency code in DA. This can cause serious issues including members being removed from the advancement list due to ineligibility.

**Procedures** See below.



### Procedures,

continued

Step	Action						
3	Enter the <b>Empl ID</b> and click <b>Search</b> .  Person Profiles						
	Enter any information you have and click Search. Leave fields blank for a list of all values.						
	Find an Existing Value						
1	▼ Search Criteria						
1	Empl ID begins with 🗸 1234567 Q						
	Profile Type begins with 🖌						
	Name begins with 🗸						
	Last Name begins with 🗸						
	Alternate Character Name begins with 🗸						
	□ Include History						
	Search Clear Basic Search 🖾 Save Search Criteria						
1							

Procedures,

continued

Step			A	Action		
4	The mer	mber's competencie	es will disp	lav. Select the C	ompetency link	in which
		cal dated row will l		5	I V	
	Person F		Chris Wash	lington		
		Profile Type PERSON	Person			
		*Profile Status Active				
		*Description Chris Washintgo	n			
	🖨 Print 🔎	Comments	F	Profile Actions [Select Action	]	<ul><li>✓</li></ul>
	Compet	encies Qualifications Edu	cation Mobility	Waivers CAN		
	▼ Compete		inobility	Vidivers Orite		
	E Q				I	View All
	ID	Competency	*Effective Date	Evaluation Type	Proficiency	View History
	CGSEOPS	SEOPS Spcial & Emer Ops Procee	08/28/2012	Approved/Official	Good	Î
	EPMEE6	EPME E6 ERA TS	01/29/2018	Approved/Official	3-Good	li î
	FS1	FS1 ERATS	02/17/2014	Approved/Official	3-Good	Û
	FS17	Food Service Officer	06/17/2012	Approved/Official	3-Good	Û
	MARER	(Inactivated)Rifle Qual	04/22/2011	Approved/Official	Lapsed	Î
	+ Add Ne	ew Competencies				
5	Click V	iew All to view all	current row	/8.		
		. <i>.</i> .		Person Profile		×
	Update C	Empl ID 1234567	Chris Wash	lintgon		Help
		Profile Type PERSON	Person			
		details, then select OK to apply changes a	and return. Select Canc			
	Details				Q	View All
						+ -
			MEE6 proved/Official	EPME E6 ERA TS		
			tive 🗸			
		Rating Model PS	CM	Competency Management S	cale	
		Proficiency 3-0	Good 🗸			
		Verified By	ternal Interface 🗸			
		Year Last Used				
		Year Acquired	2018			
		Years Of Experience				
	ок	Cancel				

### Procedures,

continued

)		Α	ction	
	Click the <b>Plus</b> sign on the entry. In the example, the	•	-	eceding the date of the new <b>07/24/2017</b> .
		• 1 •	U 1	betency code in DA. This can by the advancement
	<u> </u>	P	erson Profile	×
	Empl ID 1234567 Profile Type PERSON Update item details, then select OK to apply char	Chris Washintg Person Iges and return. Select Cancel to		25.
	Details			Q I III 1-2 of 2 V I View 1
	*Effective Date	01/29/2018		+-
	Competency Evaluation Type	EPMEE6 Approved/Official	EPME E6 ERA TS	
	*Status	Active ~		
	Rating Model	PSCM	Competency Manageme	ent Scale
	Proficiency	3-Good V		
	Verified By	External Interface		
	Year Last Used			
	Year Acquired	2018		
	Years Of Experience			
	*Effective Date	07/24/2017		+ -
	Competency Evaluation Type	EPMEE6 Approved/Official	EPME E6 ERA TS	
	*Status	Active		
	Rating Model	GOOD	Good (Single Tier)	
	Proficiency	Good 🗸		

### Procedures,

Step		A	ction			
7	The <b>Details</b> will now di	splay with the n	ew record a	dded. The new <b>row</b> will		
	display, and all fields will be auto populated with the historical data from that					
	row.					
	Adjust the <b>Effective Da</b>	to of the new ro	w to rofloat	the offective data of the		
	5					
	previous competency. C					
	instructions in Adding a	New Competer	ncy. Click O	<u>K.</u>		
	Details			Q    4 4 1-3 of 3 v  > >    View 1		
	*Effective Date	01/29/2018		+ -		
	Competency Evaluation Type	EPMEE6 Approved/Official	EPME E6 ERA TS			
	*Status	Active 🗸				
	Rating Model	PSCM	Competency Manageme	ent Scale		
	Proficiency	3-Good 🗸				
	Verified By	External Interface V				
	*Effective Date	07/24/2017		+		
	Competency Evaluation Type	EPMEE6 Approved/Official	EPME E6 ERA TS			
	*Status	Active ~				
	Rating Model	GOOD	Good (Single Tier)			
	Proficiency	Good 🗸				
	Verified By	On the Job Training 🗸				
	Vaar 1 act 1 lead					
	*Effective Date	07/10/2016		+ -		
	Competency Evaluation Type	EPMEE6 Approved/Official	EPME E6 ERA TS			
	*Status	Active 🗸				
	Rating Model	GOOD	Good (Single Tier)			
	Proficiency	Good ~				
	Verified By	On the Job Training 🖌				
	Voarlattlead					
	OK Cancel					

Continued on next page

### Procedures,

continued

ep				Action							
8	Click the <b>View History</b> icon.										
	▼ Competencies										
	R Q			1-5 of 5 🗸 🕨 🕨   View							
	ID	Competency	*Effective Date	Evaluation Type	Proficiency	View History					
	CGSEOPS	SEOPS Spcial & Emer Ops Pro	ced 08/28/2012	Approved/Official	Good		Î				
	EPMEE6	EPME E6 ERA TS	07/24/2017	Approved/Official	Good		Î				
	FS1	FS1 ERATS	02/17/2014	Approved/Official	3-Good		Î				
	FS17	Food Service Officer	06/17/2012	Approved/Official	3-Good		Î				
	MARER	(Inactivated)Rifle Qual	04/22/2011	Approved/Official	Lapsed		Î				
)	+ Add Ne	w Competencies the transaction is l	isted (they n	nay appear ou	t of order). Clic	k the <b>Ret</b>	urn				
)	+ Add Ne Verify 1	w Competencies the transaction is l	· •	nay appear ou	t of order). Clic	k the <b>Ret</b>					
)	+ Add Ne Verify 1	w Competencies the transaction is l <b>ile</b> link.	· •		t of order). Clic						
•	+ Add Ne Verify 1 to Prof	w Competencies the transaction is l <b>ile</b> link.	· •		· · · · · · · · · · · · · · · · · · ·		×				
•	+ Add Ne Verify t to Prof	w Competencies the transaction is l <b>ile</b> link.	· •	rofile Item History		Н	×				
	+ Add Net Verify to to Prof	w Competencies the transaction is l ile link. Incles	View P	rofile Item History	<ul> <li>1-3 of 3 ♥</li> </ul>	Н	×				
)	+ Add Net Verify to to Prof	w Competencies the transaction is l ile link. ncies 2 Date Competency 17 EPME E6 ERA TS	View Pr	rofile Item History		Н	×				
)	+ Add Net Verify to to Prof	w Competencies the transaction is l ile link. mcies 2 Date Competency 17 EPME E6 ERA TS 18 EPME E6 ERA TS	View Pr ID EPMEE6	rofile Item History	I-3 of 3 ∨      Proficiency     Good	Н	×				
)	+ Add Net Verify 1 to Prof	w Competencies the transaction is lie link. Incles Date Competency Competency FPME E6 ERA TS EPME E6 ERA TS EPME E6 ERA TS	View Proversion of the second	Evaluation Type       Approved/Official	I-3 of 3      Proficiency Good 3-Good	Н	×				

Procedures,

Step				Action			
10	Click S	ave.					
	<ul> <li>Compete</li> </ul>	ncies					
	I Q				I	▶ ▶   Vie	w All
	ID	Competency	*Effective Date	Evaluation Type	Proficiency	View History	
	CGSEOPS	SEOPS Spcial & Emer Ops Proc	ed 08/28/2012	Approved/Official	Good		Î
	EPMEE6	EPME E6 ERA TS	07/24/2017	Approved/Official	Good	<b>I</b> h	Î
	FS1	FS1 ERATS	02/17/2014	Approved/Official	3-Good		Î
	FS17	Food Service Officer	06/17/2012	Approved/Official	3-Good		Î
	MARER	(Inactivated)Rifle Qual	04/22/2011	Approved/Official	Lapsed		Î
11		aved, this message	will display	1.			
	Persor		4567	Chris Washin	aton		
			RSON	Person	£		
			tive 🗸				
		*Description Chr	is Washintgon				
	🖨 Print	Comments	Profile A	ctions [Select Ac	tion]	~	<b>&gt;&gt;</b>
	🗹 You ha	ave successfully saved th	ose profile chan	ges that do not req	uire approval.		
	Com	potopoios Oualificatio	Educati	on Mobility	Maivore	AN	

# **Correcting a Competency**

Introduction	This section provides the procedures for correcting a competency in DA. The user must have the CG_COMP_U role.
	<b>WARNING:</b> Do <b>NOT</b> overtype any existing competency code in DA. This can cause serious issues including members being removed from the advancement list due to ineligibility.
Information	If the competency code/date needs to be corrected, first delete the competency record and re-enter it, using the correct competency code or date. Follow the steps in the Deleting a Single Competency section of this guide. NOTE: If you are correcting for an updated Qualification code, DO NOT DELETE the old code. Instead add a new code with an updated date. Removal of the current code may impact a member's advancement eligibility. To correct any other data, follow the steps below.

**Procedures** See below.

Step	Action
1	Click on the <b>Core HR</b> tile.
	Core HR
2	Select the <b>Person Profile</b> Option.
	Disciplinary Action Report
	Disciplinary Actions
	Emergency Contact
	California International Inter
	Tob Data
	Personal Data
	PHS Member Info Report
	Person Profiles
	The Statement of Creditable Svc

## Correcting a Competency, Continued

## Procedures,

continued

			Act	tion				
Enter the <b>Empl ID</b> and click <b>Search</b> .								
Person Profiles								
Enter any information you have and click Search. Leave fields blank for a list of all values.								
	an Existing Value							
▼ Search Criteria								
	Empl ID	begins with	▶ 1234567	Q	J			
	Profile Type	begins with	•	۹				
	Name	begins with	•					
	Last Name	begins with	•					
\lternat	e Character Name	begins with	◄					
	de History 🗹 Corre	ct History	Case Sensiti	ve				
Searc	h Clear Basi	c Search 🖉	Save Search	Criteria				
erson P	Empl ID 1234567 Profile Type PERSON "Profile Status Active "Description Sugar Hill	Sugar I Person		elect Action]	~			
Compete	encies Qualifications	Education Mob	ility Waivers	CAN				
Competer	ncies					View All		
D	Competency	•Effective Date	Evaluation Type	Proficiency	View History			
ASR40	AN/SPS-40E Maint Tech	06/14/2010	Approved/Official	Good		Û		
OCPQS	DCPQS (Basic)	02/21/2015	Approved/Official	3-Good	<b>B</b>	Û		
ENGR270	270 WMEC Eng Rm Wtchstdr	12/31/2004	Approved/Official	Good		Û		
PMEE6	EPME E6 ERA TS	07/25/2017	Approved/Official	3-Good		Û		
T1		01/08/2016	Approved/Official					
	ET1 ERATS	01/00/2010	Approvedicitieidi	3-Good		Î		

# Correcting a Competency, Continued

## Procedures,

continued

Step	Action
5	The Update Competencies page will display. Correct the appropriate fields (in
	this example Proficiency). Click <b>OK</b> .
	Person Profile ×
	Update Competencies Empl ID 1234567 Sugar Hill Profile Type PERSON Person
	Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.
	Details     Q     I <t< th=""></t<>
	*Effective Date 07/25/2017
	Competency EPMEE6 EPME E6 ERA TS Evaluation Type Approved/Official
	*Status Active •
	Rating Model PSCM Competency Management Scale
	Proficiency 4-Very Good 🗸
	Verified By On the Job Training 👻
	Year Last Used
	Year Acquired 2017
	Years Of Experience
	OK Cancel

# Correcting a Competency, Continued

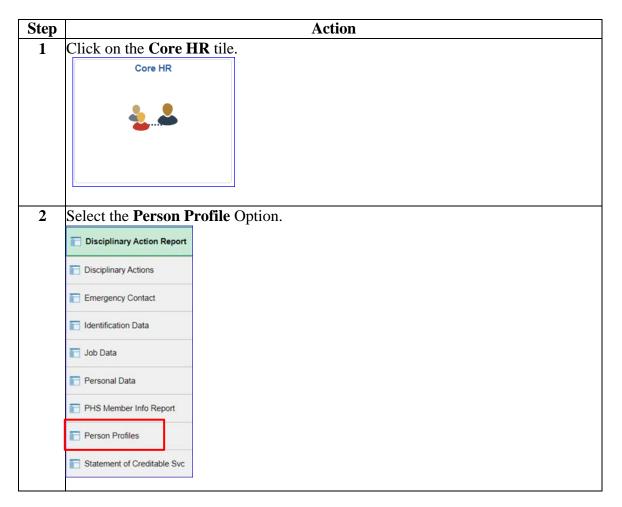
## Procedures,

<b>■</b> Q	encies				
ID	Competency	*Effective Date	Evaluation Type	Proficiency	View Histor
ASR40	AN/SPS-40E Maint Tech	06/14/2010	Approved/Official	Good	
DCPQS	DCPQS (Basic)	02/21/2015	Approved/Official	3-Good	
ENGR270	270 WMEC Eng Rm Wtchstdr	12/31/2004	Approved/Official	Good	
EPMEE6	EPME E6 ERA TS	07/25/2017	Approved/Official	4-Very Good	
ET1	ET1 ERATS	01/08/2016	Approved/Official	3-Good	
FIBER	Fiber Optics Installer	12/31/2007	Approved/Official	Good	
MAREP	(Inactivated) Pistol Qual	11/23/2015	Approved/Official	1-Little	
MK15WS	MK-15 CIWS Maint Tech	08/27/2013	Approved/Official	Good	
SSR73	AN/SPS-73 Maint Tech	01/15/2010	Approved/Official	Good	
Return to					
	Profile	will display	•		
Person	Empl ID 1234	1567	Sugar Hill		
Persor	Profile Type PER	RSON	Person		
Persor					
Persor	*Profile Status Acti	ve 🗸		_	
Persor	*Profile Status Acti	ar Hill			
	*Profile Status Acti		tions Select Ac	tion]	

## **Deleting a Single Competency**

Introduction	The section provides the procedures for deleting a competency in DA. The user must have the CG_COMP_U role. WARNING: Do NOT overtype any existing competency code in DA. This can cause serious issues including members being removed from the advancement list due to ineligibility.
Information	As with any delete function, use extreme caution. It is possible to delete the wrong records, especially if the member has multiple instances of the same competency. If a record is erroneously deleted, it will have to be recreated.
	<b>NOTE:</b> If this is a competency that has just been added, the minus button used to delete some records will not appear until the user leaves the page and returns. The easiest resolution is to click Return to Search and then re-enter the member's profile.

**Procedures** See below.



# Deleting a Single Competency, Continued

## Procedures,

Step	Action
3	Enter the <b>Empl ID</b> and click <b>Search</b> .
	<b>Person Profiles</b> Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value
	▼ Search Criteria
	Empl ID begins with 🗸 1234567 Q
	Profile Type begins with 🗸
	Name begins with 🗸
	Last Name begins with 🗸
	Alternate Character Name begins with 🖌
	□ Include History
	Search Clear Basic Search 🖾 Save Search Criteria
4	The member's first five competencies will display. Click <b>View All</b> to see the
	complete list. Person Profile Empl ID 1234567 Daniel Robitaille
	Profile Type     PERSON     Person       *Profile Status     Active     •
	*Description Candyman
	Print (© Comments Profile Actions [Select Action] V (>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
	Competencies     Qualifications     Education     Mobility     Waivers     CAN       Competencies
	Q I I-5 of 11 V I View All
	ID Competency Effective Date Evaluation Type Proficiency

Continued on next page

# Deleting a Single Competency, Continued

## Procedures,

▼ Competencies           □□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□								
ID		Competency	*Effective Date	Evaluation Type	Proficiency			
DCG	ENFF	Gen Shipboard Fire Fighting	03/21/2019	Approved/Official	3-Good	î		
DCP	QS	DCPQS (Basic)	06/04/2018	Approved/Official	3-Good	Î		
EPM	EE4	EPME E4 ERATS	09/13/2018	Approved/Official	3-Good	Î		
FTEF	P2	FTE Pistol Course Phase II	01/20/2021	Approved/Official	Good	Î		
FTEF	2 <mark>-P</mark> 3	FTE Pistol Course Phase III	01/20/2021	Approved/Official	Good	Î		
X30607 WQS Basic Damage Ctrl WME		WQS Basic Damage Ctrl WMEC 270	05/29/2018	Approved/Official	Good			
X307	07	WQS Adv Damage Ctrl WMEC 270	05/17/2019	Approved/Official	Good	Î		
X308	07	WQS Team Leader WMEC 270	05/17/2019	Approved/Official	Good	Î		
X310	107	WQS Adv First Aid WMEC 270	05/17/2019	Approved/Official	Good	Î		
X311	X31107 WQS AFFF/Trans Sta Op WME		05/17/2019	Approved/Official	Good	Î		
X312	:07	WQS Rep Party Inv WMEC 270	05/17/2019	Approved/Official	Good	Î		
Add New Competencies								

Continued on next page

# Deleting a Single Competency, Continued

## Procedures,

The record should not display on the Competencies section. Take note of the updated number of rows. Click Save.  Competency Competen				Actio			
Competencies       Int 10 of 10 ● Perfectioncy       Int 10 of 10 ● Perfectioncy         ID       Competency       IEffective Date       Evaluation Type       Perfectioncy         DCGENFF       Gen Shipboard Fire Fighting       03/21/2019       Approved/Official       3-Good       Int         DCPQS       DCPQS (Basic)       06/04/2018       Approved/Official       3-Good       Int         Store       FTE Perfections       09/13/2018       Approved/Official       3-Good       Int         X00607       WQS Basic Damage Ctrl WMEC 270       05/29/2018       Approved/Official       Good       Int         X00607       WQS Adv Damage Ctrl WMEC 270       05/17/2019       Approved/Official       Good       Int         X00607       WQS Adv First Add WMEC 270       05/17/2019       Approved/Official       Good       Int         X1007       WQS Adv First Add WMEC 270       05/17/2019       Approved/Official       Good       Int         X3107       WQS Adv First Add WMEC 270       05/17/2019       Approved/Official       Good       Int         X3107       WQS Adv First Add WMEC 270       05/17/2019       Approved/Official       Good       Int         X3107       WQS Adv First Add WMEC 270       05/17/2019       Approved/Official					petencies section	n. Take note of	the
ID       Competency       Effective Date       Evaluation Type       Proficiency         DCGENFF       Gen Shipboard Fire Fighting       03/21/2019       Approved/Official       3-Good       I         DCPQS       DCPQS (Basic)       06/04/2018       Approved/Official       3-Good       I         EPMEE4       EPME E4 ERATS       09/13/2018       Approved/Official       Good       I         X00607       WQS Basic Damage Ctrl WMEC 270       05/19/2019       Approved/Official       Good       I         X30607       WQS Adv Damage Ctrl WMEC 270       05/17/2019       Approved/Official       Good       I         X3007       WQS Adv Damage Ctrl WMEC 270       05/17/2019       Approved/Official       Good       I         X31007       WQS Adv Damage Ctrl WMEC 270       05/17/2019       Approved/Official       Good       I         X31007       WQS Adv First Add WMEC 270       05/17/2019       Approved/Official       Good       I         X31007       WQS Rep Pary Inv WMEC 270       05/17/2019       Approved/Official       Good       I         X31007       WQS Rep Pary Inv WMEC 270       05/17/2019       Approved/Official       Good       I         Yoffice Specialty Code       Profile Content       +       Ad			5. Chek	Buve.			
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X30707       WQS Adv Damage Ctrl WMEC 270       05/17/2019       Approved/Official       Good       I         X30807       WQS Team Leader WMEC 270       05/17/2019       Approved/Official       Good       I         X31007       WQS Adv First Aid WMEC 270       05/17/2019       Approved/Official       Good       I         X31007       WQS Adv First Aid WMEC 270       05/17/2019       Approved/Official       Good       I         X3107       WQS Adv First Aid WMEC 270       05/17/2019       Approved/Official       Good       I         X3107       WQS Adv First Aid WMEC 270       05/17/2019       Approved/Official       Good       I         X3107       WQS Rep Party Inv WMEC 270       05/17/2019       Approved/Official       Good       I         X3107       WQS Rep Party Inv WMEC 270       05/17/2019       Approved/Official       Good       I         Youth Search       Save       Save       Save       Save       Save       Save         Person Profile       Empl ID       1234567       Daniel Robitaille.       Profile Robitaille.       Profile Status       Active v       Save       S	FTEP-P2	FTE Pistol Course Phase	e II	01/20/2021	Approved/Official	Good	ſ
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X31107       WQS AFFF/Trans Sta Op WMEC 270       05/17/2019       Approved/Official       Good         X31207       WQS Rep Party Inv WMEC 270       05/17/2019       Approved/Official       Good         +       Add New Competencies       Officer Specialty Code       Profile Content         +       Add New       Save       Save         Return to Search       Return to Search         Once saved, this message will display.       Person         Person Profile       Importence         Profile Type       PERSON       Person         *Profile Status       Active           *Description       Candyman           *Profile Status       Active           *Description       Candyman           *You have successfully saved those profile changes that do not require approval.	X30807	WQS Team Leader WME	EC 270	05/17/2019	Approved/Official	Good	f
X31207 WQS Rep Party Inv WMEC 270 05/17/2019 Approved/Official Good  Add New Competencies  Officer Specialty Code  Profile Content  Add New Save Return to Search  Conce saved, this message will display.  Person Profile Empl ID 1234567 Daniel Robitaille. Profile Type PERSON Person  Profile Status Active   Description Candyman  Profile Actions [Select Action]  You have successfully saved those profile changes that do not require approval.	X31007	WQS Adv First Aid WME	C 270	05/17/2019	Approved/Official	Good	f
<ul> <li>Add New Competencies</li> <li>Officer Specialty Code</li> <li>Profile Content</li> <li>Add New</li> <li>Save</li> <li>Return to Search</li> </ul> Once saved, this message will display. Person Profile Empl ID 1234567 Daniel Robitaille. Profile Type PERSON Person <ul> <li>*Profile Status Active </li> <li>*Description Candyman</li> </ul> Image: Profile Status Profile Actions [Select Action]  You have successfully saved those profile changes that do not require approval.	X31107	WQS AFFF/Trans Sta Op WMEC 270		05/17/2019	Approved/Official	Good	ĺ
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Empl ID       1234567       Daniel Robitaille         Profile Type       PERSON       Person         *Profile Status       Active       ~         *Description       Candyman	and a second						
Profile Type       PERSON       Person         *Profile Status       Active          *Description       Candyman         Image: Print       Comments       Profile Actions         Image: Print       Comments       [Select Action]         Image: You have successfully saved those profile changes that do not require approval.       Image: Print Comments	Return to s	Search ved, this <b>messa</b>	<b>ge</b> will d	display.			
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Print © Comments Profile Actions [Select Action] You have successfully saved those profile changes that do not require approval.	Return to s	Bearch Eved, this <b>messa</b> In <b>Profile</b> Empl ID	1234567	Ģ			
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Introduction This section provides the procedures for deleting one competency with multiple instances in DA. The user must have the CG\_COMP\_U role. WARNING: Do NOT overtype any existing competency code in DA. This can cause serious issues including members being removed from the advancement list due to ineligibility. Information As with any delete function, use extreme caution. It is possible to delete the wrong records, especially if the member has multiple instances of the same competency. If a record is erroneously deleted, it will have to be recreated. **NOTE:** To prevent unintentional deletions of multiple competencies, the trashcan functionality has been disabled. The following message will display if you attempt to delete multiple competencies at one time. Click **OK** to exit. You cannot delete an item with Multiple instances. You MUST delete them individually in the details page. The PeopleCode program executed an Error statement, which has produced this message. View All OK View Effective Date Evaluation Type Proficiency History 07/01/2022 Approved/Official 3-Good 副 Î

Procedures

See below.

Step	Act	ion
1	Click on the <b>Core HR</b> tile.	
	Core HR	
	<b>..</b>	

01/03/2022

Approved/Official

3-Good

#### **Procedures**,

continued

Step		Action
2	Select the <b>Person Profi</b>	les option.
	Disciplinary Action Report	
	Disciplinary Actions	
	Emergency Contact	
	T Identification Data	
	🔚 Job Data	
	Personal Data	
	PHS Member Info Report	
	Person Profiles	
	Statement of Creditable Svc	
3	Enter the <b>Empl ID</b> and	click <b>Search.</b>
	Person Profiles	u have and click Search. Leave fields blank for a list of all values.
	Find an Existing Va	lue
	Search Criteria	
	Emp	I ID begins with 🗸 1234567 🔍
	Profile T	ype begins with 🗸 🔍 🔍
	Na	me begins with V
	Last Na	me begins with v
	Alternate Character Na	me begins with 🗸
	□ Include History	Correct History Case Sensitive
	Search Clear	Basic Search 🖾 Save Search Criteria

#### **Procedures**,

Action								
The mem	nber's fi	rst five	competenc	cies will displa	y. If app	plicable, cl	ick Viev	v All
o see the	e comple	ete list.						
select the	e Comp	etency	link that n	eeds to be dele	eted.			
Person Pr			-	ria Braaka				
		ID 1234567		ric Brooks				
	Profile Ty *Profile Stat			erson				
			- <u>-</u>					
	*Descripti	ion Blade						
🗐 Print 🕫 C	Comments			Profile Actions	[Select Actio	on]	~	) (2)
Competer	ncies Qu	ualifications	Education	Mobility Waivers	CAN			
- Competen	cies			1.1	1.1			
₽ Q						1-5 of 37 🗸 🗸	► ► I	View All
ID	Competen	су	*Effective Date	Evaluation Type	Prof	iciency	View History	
BCMRBSII	RBS-II BCM	N	07/01/2022	Approved/Official	3-G0	bod		Î
CGTR	Boat Trailer	ring Oprtr	01/03/2022	Approved/Official	3-G0	bod	Į,	Î
CRW45PUR	RB-M Purs	uit BCM	01/01/2020	Approved/Official	3-G(	bod	<b>I</b>	Î
CRW45TAC	RB-M Taction	cal BCM	01/01/2020	Approved/Official	3-G0	bod	1	Î
CRWA1  Add New	SPC-SW B		01/01/2020	Approved/Official	3-Go	bod		Î
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Continued on next page

#### **Procedures**,

continued

Step	Action
6	Once the record has been located, click the <b>Minus</b> button to delete it.
	Person Profile X
	Update Competencies         Help           Empl ID         1234567         Eric Brooks           Profile Type         PERSON         Person           Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.         Help
	Details Q       4   1.4 of 4 > >     Mew 1
	*Effective Date 01/03/2022
7	This message will appear, click OK.
	*Effective Date 01/03/2022
	Delete current/selected rows from this page? The delete will occur when the transaction is saved.
	OK Cancel
8	Notice the <b>update</b> of the Details for the record. Click <b>OK</b> .
Ũ	Person Profile ×
	Update Competencies Help
	Profile Type PERSON Person
	Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.
	*Effective Date 06/01/2017
	Competency CGTR Boat Trailering Oprtr
	Evaluation Type Approved/Official
	Rating Model     PSCM     Competency Management Scale       Proficiency     3-Good     •
	Verified By External Interface ~
	Year Last Used
	Year Acquired 2017
	Years Of Experience
	OK Cancel

#### **Procedures**,

Step	Action							
9	Click Save.							
	▼ Competencies							
					<ul> <li>I-5 of 37 </li> </ul>	▶    <u>N</u>	View All	
	ID	Competency	*Effective Date	Evaluation Type	Proficiency	View History		
	BCMRBSII	RBS-II BCM	07/01/2022	Approved/Official	3-Good	1	Î	
	CGTR	Boat Trailering Oprtr	06/01/2017	Approved/Official	3-Good	i i i	Î	
	CRW45PUR	RB-M Pursuit BCM	01/01/2020	Approved/Official	3-Good	E L	Û	
	CRW45TAC	RB-M Tactical BCM	01/01/2020	Approved/Official	3-Good	<b>E</b> t	Î	
	CRWA1	SPC-SW BCM	01/01/2020	Approved/Official	3-Good	1	Î	
10	Return to Search         Once saved, this message will display.         Person Profile							
	Person	Profile Empl ID	1234567	Eric Brooks				
		Profile Type	PERSON	Person				
		*Profile Status	Active V	reison				
		*Description	Blade	l.				
	Print © Comments Profile Actions [Select Action]						) 🛞	
	🗹 You hav	☑ You have successfully saved those profile changes that do not require approval.						