

Competencies

Overview

Introduction This guide provides the procedures for viewing, adding, correcting, and deleting Competencies in Direct Access (DA).

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


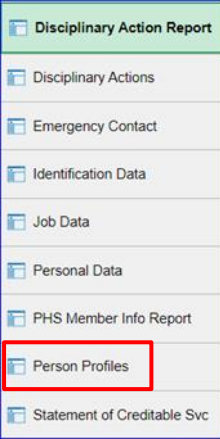
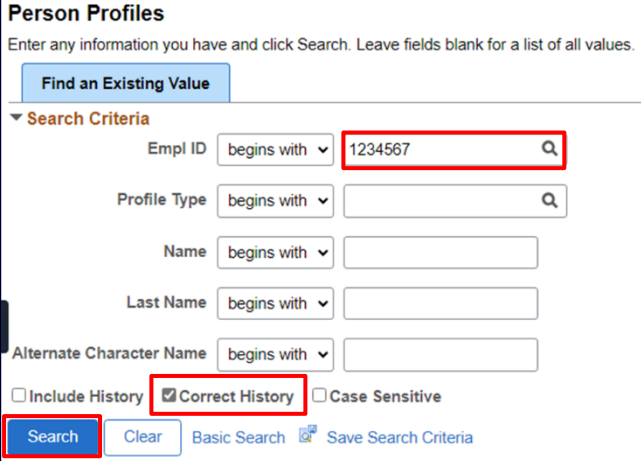
Contents

Topic	See Page
Viewing a Competency	2
Adding a New Competency	5
Adding a Previously Granted Competency	12
Adding a Historically Dated Previously Granted Competency	18
Correcting a Competency	25
Deleting a Single Competency	29
Deleting One Competency when Multiple Instances Exist	33

Viewing a Competency

Introduction This section provides the procedures for viewing a Competency in DA. You must possess the **CG_COMP_V** role to view Competencies.

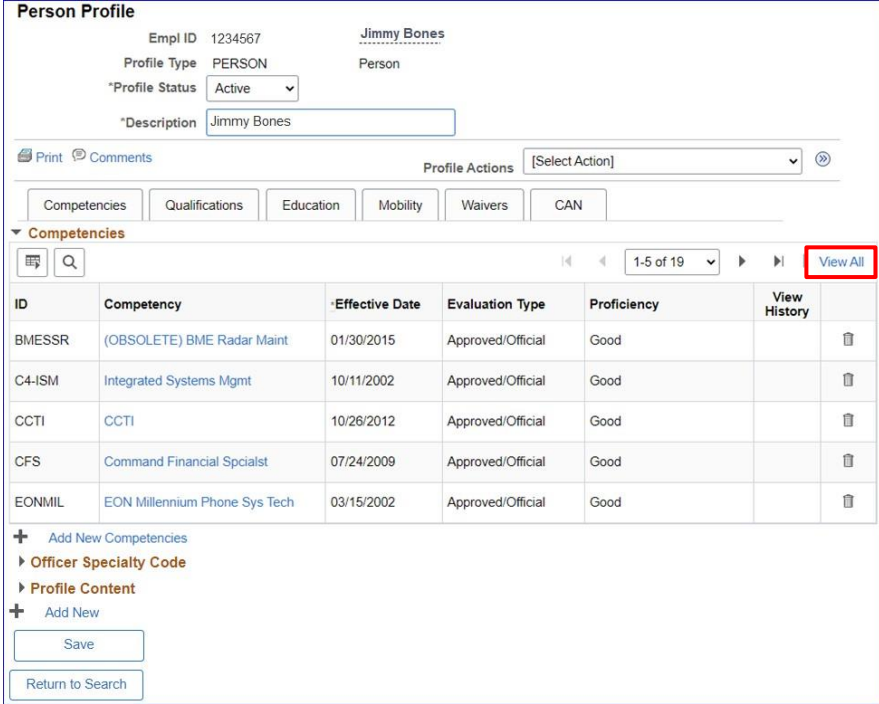
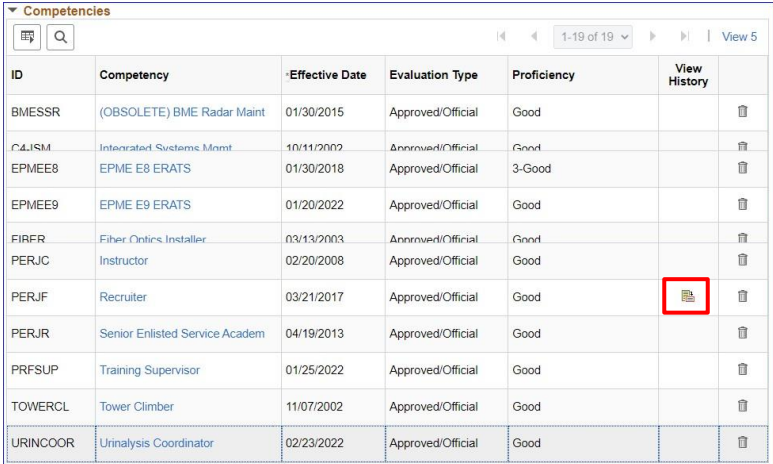
Procedures See below.

Step	Action
1	<p>Click on the Core HR tile.</p> 
2	<p>Select the Person Profile Option.</p> 
3	<p>Enter the member's Empl ID and click Search.</p> 

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Viewing a Competency, Continued

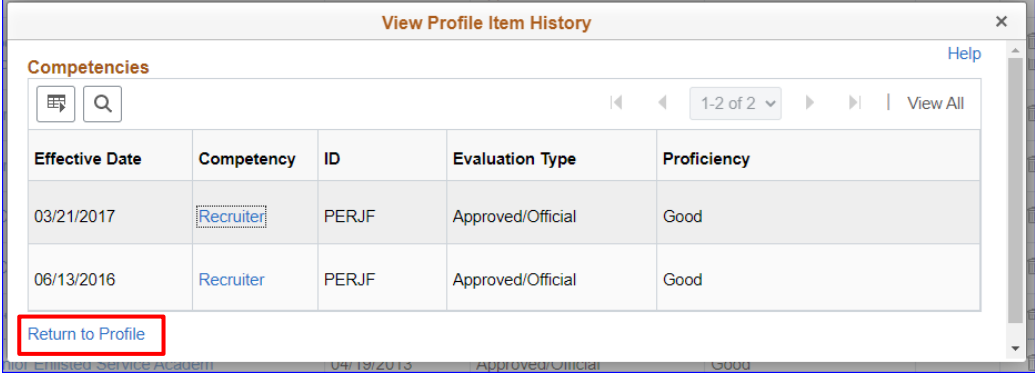
Procedures,
continued

Step	Action																																																																								
<p>4</p>	<p>The member's first five competencies will display. Click View All to see the complete list.</p>  <p>Person Profile</p> <p>Empl ID 1234567 Jimmy Bones Profile Type PERSON Person *Profile Status Active *Description Jimmy Bones</p> <p>Print Comments Profile Actions [Select Action]</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>▼ Competencies</p> <p>1-5 of 19 View All</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>BMESSR</td> <td>(OBSOLETE) BME Radar Maint</td> <td>01/30/2015</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>C4-ISM</td> <td>Integrated Systems Mgmt</td> <td>10/11/2002</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>CCTI</td> <td>CCTI</td> <td>10/26/2012</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>CFS</td> <td>Command Financial Specialist</td> <td>07/24/2009</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>EONMIL</td> <td>EON Millennium Phone Sys Tech</td> <td>03/15/2002</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> </tbody> </table> <p>+ Add New Competencies ▶ Officer Specialty Code ▶ Profile Content + Add New Save Return to Search</p>	ID	Competency	Effective Date	Evaluation Type	Proficiency	View History	BMESSR	(OBSOLETE) BME Radar Maint	01/30/2015	Approved/Official	Good		C4-ISM	Integrated Systems Mgmt	10/11/2002	Approved/Official	Good		CCTI	CCTI	10/26/2012	Approved/Official	Good		CFS	Command Financial Specialist	07/24/2009	Approved/Official	Good		EONMIL	EON Millennium Phone Sys Tech	03/15/2002	Approved/Official	Good																																					
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<p>5</p>	<p>Competencies with the same codes are grouped together. The icon in the View History column signifies the member has received the competency more than once. Click the icon to view all the instances.</p>  <p>▼ Competencies</p> <p>1-19 of 19 View 5</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>BMESSR</td> <td>(OBSOLETE) BME Radar Maint</td> <td>01/30/2015</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>C4-ISM</td> <td>Integrated Systems Mgmt</td> <td>10/11/2002</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>EPMEE8</td> <td>EPME E8 ERATS</td> <td>01/30/2018</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> <tr> <td>EPMEE9</td> <td>EPME E9 ERATS</td> <td>01/20/2022</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>FIRFR</td> <td>Fiber Optics Installer</td> <td>03/13/2003</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>PERJC</td> <td>Instructor</td> <td>02/20/2008</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>PERJF</td> <td>Recruiter</td> <td>03/21/2017</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>PERJR</td> <td>Senior Enlisted Service Academ</td> <td>04/19/2013</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>PRFSUP</td> <td>Training Supervisor</td> <td>01/25/2022</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>TOWERCL</td> <td>Tower Climber</td> <td>11/07/2002</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>URINCOOR</td> <td>Urinalysis Coordinator</td> <td>02/23/2022</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> </tbody> </table>	ID	Competency	Effective Date	Evaluation Type	Proficiency	View History	BMESSR	(OBSOLETE) BME Radar Maint	01/30/2015	Approved/Official	Good		C4-ISM	Integrated Systems Mgmt	10/11/2002	Approved/Official	Good		EPMEE8	EPME E8 ERATS	01/30/2018	Approved/Official	3-Good		EPMEE9	EPME E9 ERATS	01/20/2022	Approved/Official	Good		FIRFR	Fiber Optics Installer	03/13/2003	Approved/Official	Good		PERJC	Instructor	02/20/2008	Approved/Official	Good		PERJF	Recruiter	03/21/2017	Approved/Official	Good		PERJR	Senior Enlisted Service Academ	04/19/2013	Approved/Official	Good		PRFSUP	Training Supervisor	01/25/2022	Approved/Official	Good		TOWERCL	Tower Climber	11/07/2002	Approved/Official	Good		URINCOOR	Urinalysis Coordinator	02/23/2022	Approved/Official	Good	
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Viewing a Competency, Continued

Procedures,
continued


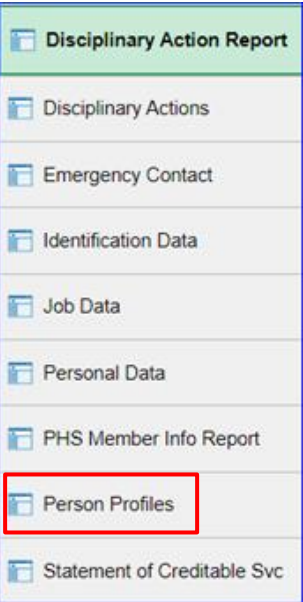
Step	Action															
6	<p>The history of the competency will display. Click the Return to Profile link to return to the main Person Profile page.</p>  <p>The screenshot shows a window titled "View Profile Item History" with a close button (X) in the top right. Below the title bar, there is a "Competencies" section with a "Help" link. A search bar and a "View All" link are also present. The main content is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Effective Date</th> <th>Competency</th> <th>ID</th> <th>Evaluation Type</th> <th>Proficiency</th> </tr> </thead> <tbody> <tr> <td>03/21/2017</td> <td>Recruiter</td> <td>PERJF</td> <td>Approved/Official</td> <td>Good</td> </tr> <tr> <td>06/13/2016</td> <td>Recruiter</td> <td>PERJF</td> <td>Approved/Official</td> <td>Good</td> </tr> </tbody> </table> <p>At the bottom left of the table area, there is a link labeled "Return to Profile" which is highlighted with a red rectangular box.</p>	Effective Date	Competency	ID	Evaluation Type	Proficiency	03/21/2017	Recruiter	PERJF	Approved/Official	Good	06/13/2016	Recruiter	PERJF	Approved/Official	Good
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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
<p>1</p>	<p>Click on the Core HR tile.</p>  <p>The image shows a square tile with the text 'Core HR' at the top and an icon of three stylized human figures below it. The tile is highlighted with a blue border.</p>
<p>2</p>	<p>Select the Person Profile Option.</p>  <p>The image shows a vertical list of menu items, each with a folder icon. The items are: Disciplinary Action Report, Disciplinary Actions, Emergency Contact, Identification Data, Job Data, Personal Data, PHS Member Info Report, Person Profiles, and Statement of Creditable Svc. The 'Person Profiles' item is highlighted with a red border.</p>

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Adding a New Competency, Continued

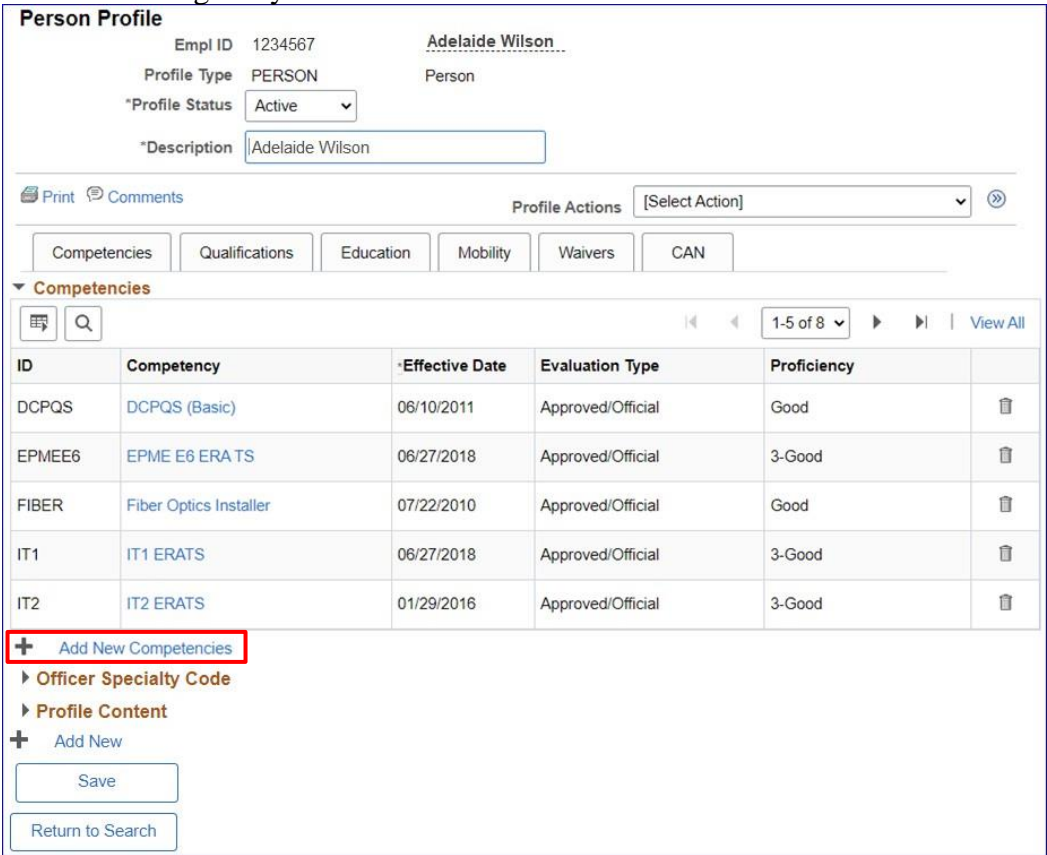
Procedures,
continued

Step	Action
3	<p data-bbox="316 495 794 524">Enter the Empl ID and click Search.</p> <div data-bbox="316 524 1366 1272" style="border: 1px solid black; padding: 5px;"> <p data-bbox="325 533 584 566">Person Profiles</p> <p data-bbox="325 575 1356 604">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p data-bbox="344 618 683 678" style="background-color: #e1ecf4; padding: 2px; text-align: center;">Find an Existing Value</p> <p data-bbox="325 689 560 719">▼ Search Criteria</p> <p data-bbox="555 734 1246 779">Empl ID begins with ▼ <input style="border: 2px solid red;" type="text" value="1234567"/> <input type="button" value="Q"/></p> <p data-bbox="504 815 1246 860">Profile Type begins with ▼ <input type="text"/> <input type="button" value="Q"/></p> <p data-bbox="580 896 1197 940">Name begins with ▼ <input type="text"/></p> <p data-bbox="520 976 1197 1021">Last Name begins with ▼ <input type="text"/></p> <p data-bbox="331 1057 1197 1102">Alternate Character Name begins with ▼ <input type="text"/></p> <p data-bbox="331 1137 1038 1167"> <input type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive </p> <p data-bbox="325 1193 1091 1249"> <input style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search Save Search Criteria </p> </div>

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Adding a New Competency, Continued

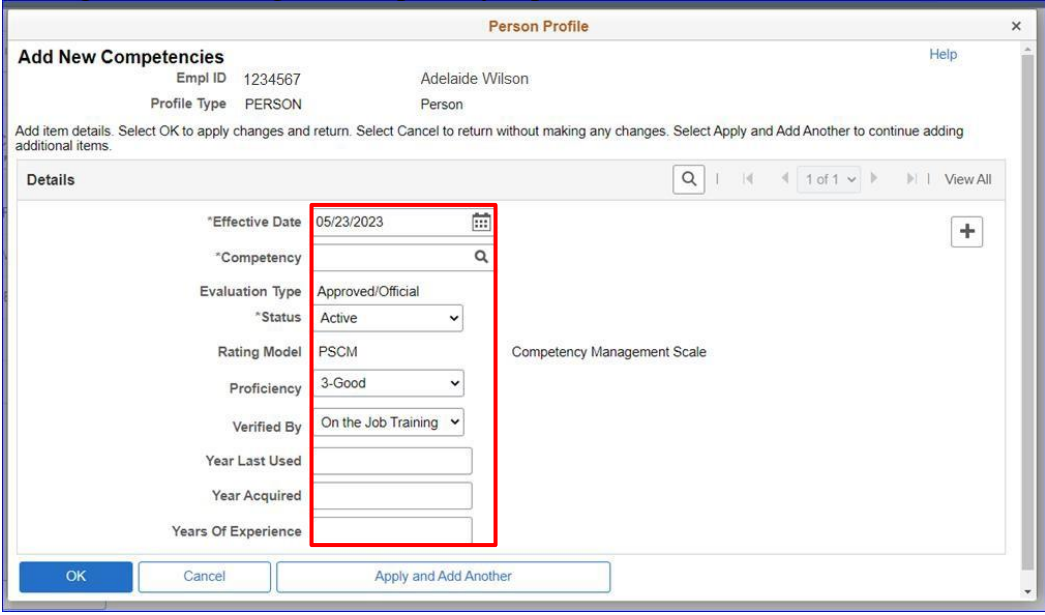
Procedures,
continued

Step	Action																														
4	<p>The member's Competencies tab will display. Click the Add New Competencies link.</p> <p>WARNING: Do NOT overwrite any existing competency code in DA. This can cause serious issues including members being removed from the advancement list due to ineligibility.</p>  <p>The screenshot shows the 'Person Profile' page for Adelaide Wilson. The 'Competencies' tab is selected. A table lists existing competencies with columns for ID, Competency, Effective Date, Evaluation Type, and Proficiency. Below the table, the '+ Add New Competencies' link is highlighted with a red box. Other visible elements include 'Officer Specialty Code', 'Profile Content', 'Add New', 'Save', and 'Return to Search' buttons.</p> <table border="1" data-bbox="323 1048 1358 1330"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> </tr> </thead> <tbody> <tr> <td>DCPQS</td> <td>DCPQS (Basic)</td> <td>06/10/2011</td> <td>Approved/Official</td> <td>Good</td> </tr> <tr> <td>EPMEE6</td> <td>EPME E6 ERA TS</td> <td>06/27/2018</td> <td>Approved/Official</td> <td>3-Good</td> </tr> <tr> <td>FIBER</td> <td>Fiber Optics Installer</td> <td>07/22/2010</td> <td>Approved/Official</td> <td>Good</td> </tr> <tr> <td>IT1</td> <td>IT1 ERATS</td> <td>06/27/2018</td> <td>Approved/Official</td> <td>3-Good</td> </tr> <tr> <td>IT2</td> <td>IT2 ERATS</td> <td>01/29/2016</td> <td>Approved/Official</td> <td>3-Good</td> </tr> </tbody> </table>	ID	Competency	Effective Date	Evaluation Type	Proficiency	DCPQS	DCPQS (Basic)	06/10/2011	Approved/Official	Good	EPMEE6	EPME E6 ERA TS	06/27/2018	Approved/Official	3-Good	FIBER	Fiber Optics Installer	07/22/2010	Approved/Official	Good	IT1	IT1 ERATS	06/27/2018	Approved/Official	3-Good	IT2	IT2 ERATS	01/29/2016	Approved/Official	3-Good
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Adding a New Competency, Continued

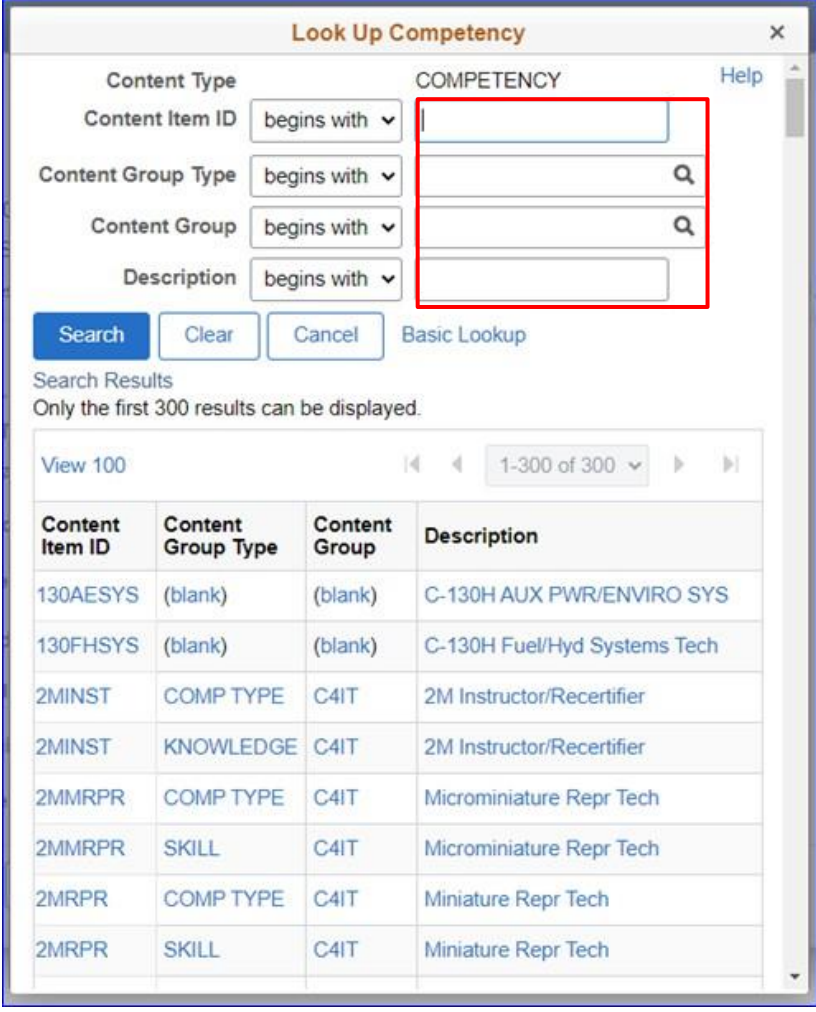
Procedures,
continued

Step	Action
5	<p>The Add New Competencies page will display with all the editable fields.</p> <ul style="list-style-type: none"> • Effective Date – Defaults to the current date. Enter the date that the competency was assigned to the member (CO certified as qualified or member graduated/completed the course of instruction). <ul style="list-style-type: none"> – Do NOT use the current date unless it was received on that date. – DO NOT use a future date. • Competency – Enter the code or search by using the lookup icon. – NOTE: Codes are grouped by Knowledge, Skill, Ability, and Other. You can sort by using the Content Group functionality. (See Competencies Dictionary) • Evaluation Type – Not editable. • Status – Defaults to Active (DO NOT edit). • Rating Model – Defaults to a value associated with the selected Competency (not editable). • Proficiency – Click the drop-down to select the member’s proficiency. • Verified By – Defaults to On the Job Training. This field indicates how the competency was verified. (See Competencies Dictionary) • Year Last Used – Enter the year the competency was last used (optional). • Year Acquired – Enter the year the competency was acquired (optional). • Years of Experience – Enter the cumulative years of experience using/demonstrating the competency (optional). 

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Adding a New Competency, Continued

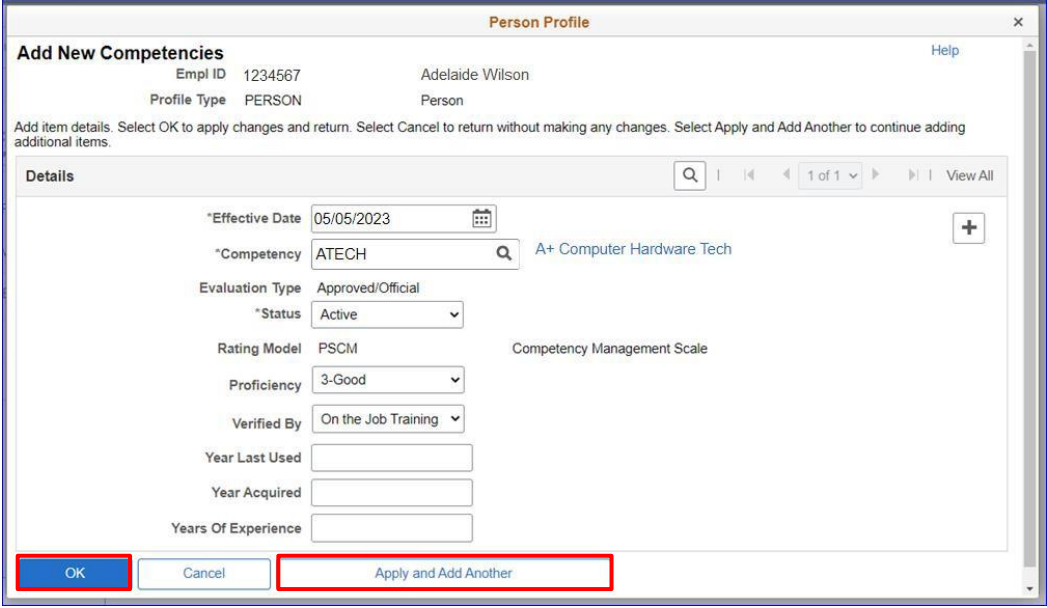
Procedures,
continued

Step	Action																																				
6	<p>For fields that have the lookup icon, the search may be narrowed by entering a value in one or many of the fields on the Look up Competency page.</p>  <p>Search Results Only the first 300 results can be displayed.</p> <table border="1" data-bbox="347 987 1082 1547"> <thead> <tr> <th>Content Item ID</th> <th>Content Group Type</th> <th>Content Group</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>130AESYS</td> <td>(blank)</td> <td>(blank)</td> <td>C-130H AUX PWR/ENVIRO SYS</td> </tr> <tr> <td>130FHSYS</td> <td>(blank)</td> <td>(blank)</td> <td>C-130H Fuel/Hyd Systems Tech</td> </tr> <tr> <td>2MINST</td> <td>COMP TYPE</td> <td>C4IT</td> <td>2M Instructor/Recertifier</td> </tr> <tr> <td>2MINST</td> <td>KNOWLEDGE</td> <td>C4IT</td> <td>2M Instructor/Recertifier</td> </tr> <tr> <td>2MMRPR</td> <td>COMP TYPE</td> <td>C4IT</td> <td>Microminiature Repr Tech</td> </tr> <tr> <td>2MMRPR</td> <td>SKILL</td> <td>C4IT</td> <td>Microminiature Repr Tech</td> </tr> <tr> <td>2MRPR</td> <td>COMP TYPE</td> <td>C4IT</td> <td>Miniature Repr Tech</td> </tr> <tr> <td>2MRPR</td> <td>SKILL</td> <td>C4IT</td> <td>Miniature Repr Tech</td> </tr> </tbody> </table>	Content Item ID	Content Group Type	Content Group	Description	130AESYS	(blank)	(blank)	C-130H AUX PWR/ENVIRO SYS	130FHSYS	(blank)	(blank)	C-130H Fuel/Hyd Systems Tech	2MINST	COMP TYPE	C4IT	2M Instructor/Recertifier	2MINST	KNOWLEDGE	C4IT	2M Instructor/Recertifier	2MMRPR	COMP TYPE	C4IT	Microminiature Repr Tech	2MMRPR	SKILL	C4IT	Microminiature Repr Tech	2MRPR	COMP TYPE	C4IT	Miniature Repr Tech	2MRPR	SKILL	C4IT	Miniature Repr Tech
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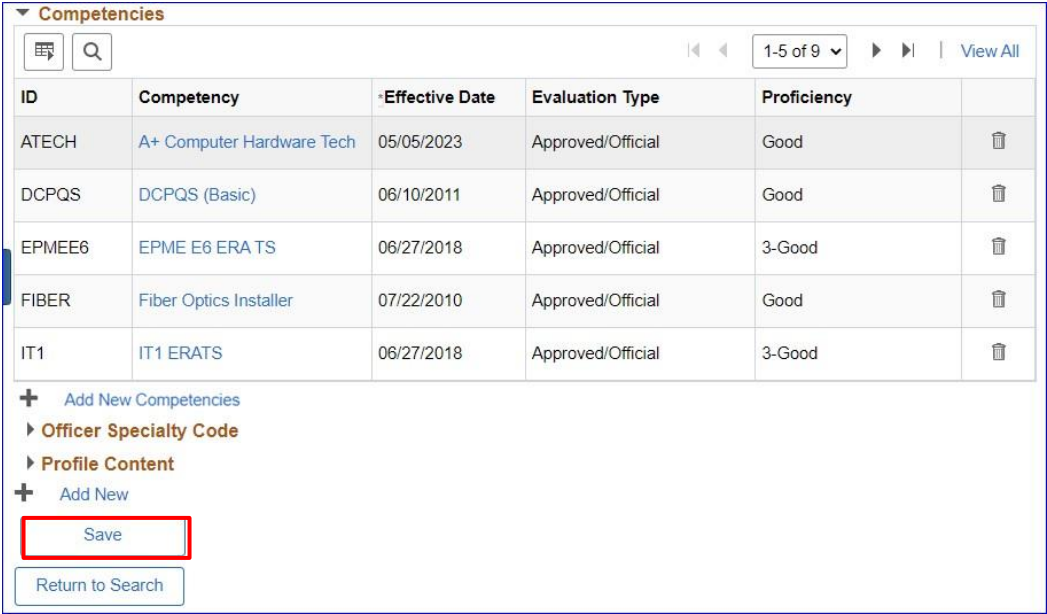
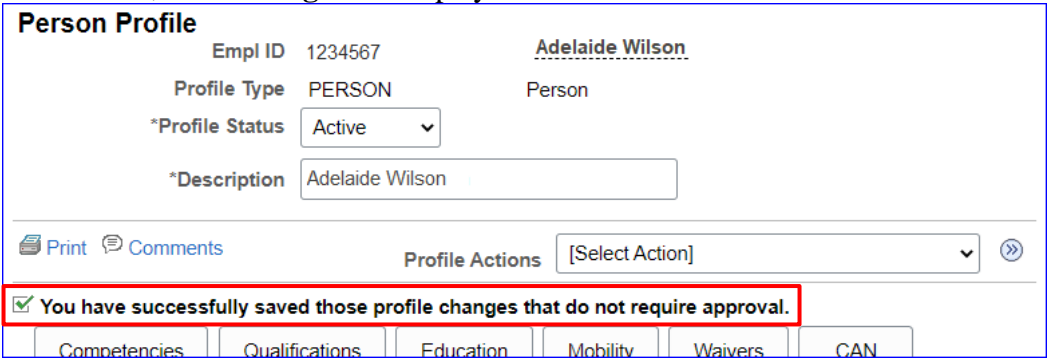
Procedures,
continued

Step	Action
7	<p>Once all the fields are completed, click OK. If entering multiple competencies, click the Apply and Add Another button.</p>  <p>The screenshot shows a 'Person Profile' window with a sub-dialog titled 'Add New Competencies'. The dialog contains the following information and fields:</p> <ul style="list-style-type: none"> Empl ID: 1234567 Adelaide Wilson Profile Type: PERSON Person Instructions: "Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items." Search bar: "1 of 1" View All *Effective Date: 05/05/2023 *Competency: ATECH (with a search icon and "A+ Computer Hardware Tech" suggestion) Evaluation Type: Approved/Official *Status: Active (dropdown) Rating Model: PSCM (with "Competency Management Scale" label) Proficiency: 3-Good (dropdown) Verified By: On the Job Training (dropdown) Year Last Used: [text box] Year Acquired: [text box] Years Of Experience: [text box] Buttons: OK (highlighted in red), Cancel, Apply and Add Another (highlighted in red)

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Adding a New Competency, Continued

Procedures,
continued


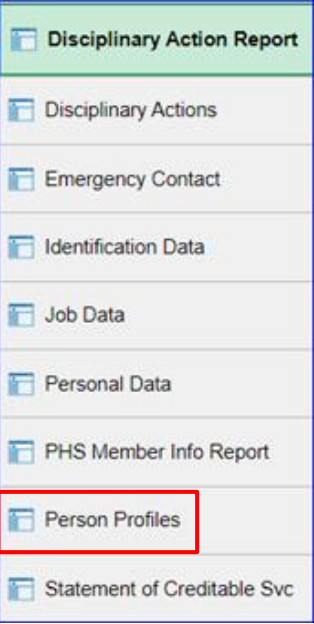
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7	<p>Click Save.</p>  <p>The screenshot shows a table with the following data:</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> </tr> </thead> <tbody> <tr> <td>ATECH</td> <td>A+ Computer Hardware Tech</td> <td>05/05/2023</td> <td>Approved/Official</td> <td>Good</td> </tr> <tr> <td>DCPQS</td> <td>DCPQS (Basic)</td> <td>06/10/2011</td> <td>Approved/Official</td> <td>Good</td> </tr> <tr> <td>EPMEE6</td> <td>EPME E6 ERA TS</td> <td>06/27/2018</td> <td>Approved/Official</td> <td>3-Good</td> </tr> <tr> <td>FIBER</td> <td>Fiber Optics Installer</td> <td>07/22/2010</td> <td>Approved/Official</td> <td>Good</td> </tr> <tr> <td>IT1</td> <td>IT1 ERATS</td> <td>06/27/2018</td> <td>Approved/Official</td> <td>3-Good</td> </tr> </tbody> </table> <p>Below the table, there are several options: '+ Add New Competencies', 'Officer Specialty Code', 'Profile Content', '+ Add New', and a 'Save' button which is highlighted with a red box. There is also a 'Return to Search' button.</p>	ID	Competency	Effective Date	Evaluation Type	Proficiency	ATECH	A+ Computer Hardware Tech	05/05/2023	Approved/Official	Good	DCPQS	DCPQS (Basic)	06/10/2011	Approved/Official	Good	EPMEE6	EPME E6 ERA TS	06/27/2018	Approved/Official	3-Good	FIBER	Fiber Optics Installer	07/22/2010	Approved/Official	Good	IT1	IT1 ERATS	06/27/2018	Approved/Official	3-Good
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8	<p>Once saved, this message will display.</p>  <p>The screenshot shows the 'Person Profile' page for Adelaide Wilson. The profile information includes:</p> <ul style="list-style-type: none"> Empl ID: 1234567 Profile Type: PERSON *Profile Status: Active *Description: Adelaide Wilson <p>At the bottom, there is a 'Profile Actions' dropdown menu and a success message: 'You have successfully saved those profile changes that do not require approval.' This message is highlighted with a red box. Below the message are tabs for 'Competencies', 'Qualifications', 'Education', 'Mobility', 'Waivers', and 'CAN'.</p>																														

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** overwrite 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 tile.  A screenshot of a software interface showing a tile labeled "Core HR" in blue text. Below the text is an icon of three stylized human figures in blue, red, and yellow. The tile is enclosed in a blue rectangular border.
2	Select the Person Profile Option.  A screenshot of a vertical menu with several options. The options are: "Disciplinary Action Report", "Disciplinary Actions", "Emergency Contact", "Identification Data", "Job Data", "Personal Data", "PHS Member Info Report", "Person Profiles", and "Statement of Creditable Svc". The "Person Profiles" option is highlighted with a red rectangular border.

Continued on next page

Adding a Previously Granted Competency, Continued

Procedures,
continued

Step	Action
3	<p data-bbox="316 490 794 524">Enter the Empl ID and click Search.</p> <div data-bbox="320 524 1385 1283" style="border: 1px solid black; padding: 5px;"> <p data-bbox="328 530 592 564">Person Profiles</p> <p data-bbox="328 573 1377 607">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p data-bbox="347 618 691 678" style="background-color: #ADD8E6; padding: 2px; text-align: center;">Find an Existing Value</p> <p data-bbox="328 689 568 723">▼ Search Criteria</p> <p data-bbox="560 734 1262 786">Empl ID begins with ▼ <input data-bbox="887 734 1262 786" style="border: 2px solid red;" type="text" value="1234567"/> <input data-bbox="1214 741 1246 775" type="button" value="Q"/></p> <p data-bbox="507 819 1262 871">Profile Type begins with ▼ <input data-bbox="887 819 1262 871" type="text"/> <input data-bbox="1214 826 1246 860" type="button" value="Q"/></p> <p data-bbox="587 904 1214 956">Name begins with ▼ <input data-bbox="887 904 1214 956" type="text"/></p> <p data-bbox="523 990 1214 1041">Last Name begins with ▼ <input data-bbox="887 990 1214 1041" type="text"/></p> <p data-bbox="331 1075 1214 1126">Alternate Character Name begins with ▼ <input data-bbox="887 1075 1214 1126" type="text"/></p> <p data-bbox="331 1149 1054 1182"> <input type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive </p> <p data-bbox="328 1205 1106 1256"> <input data-bbox="328 1205 483 1256" style="border: 2px solid red;" type="button" value="Search"/> <input data-bbox="491 1205 619 1256" type="button" value="Clear"/> <a data-bbox="635 1216 794 1249" href="#">Basic Search <input data-bbox="810 1216 842 1249" type="button" value="📄"/> <a data-bbox="858 1216 1106 1249" href="#">Save Search Criteria </p> </div>

Continued on next page

Adding a Previously Granted Competency, Continued

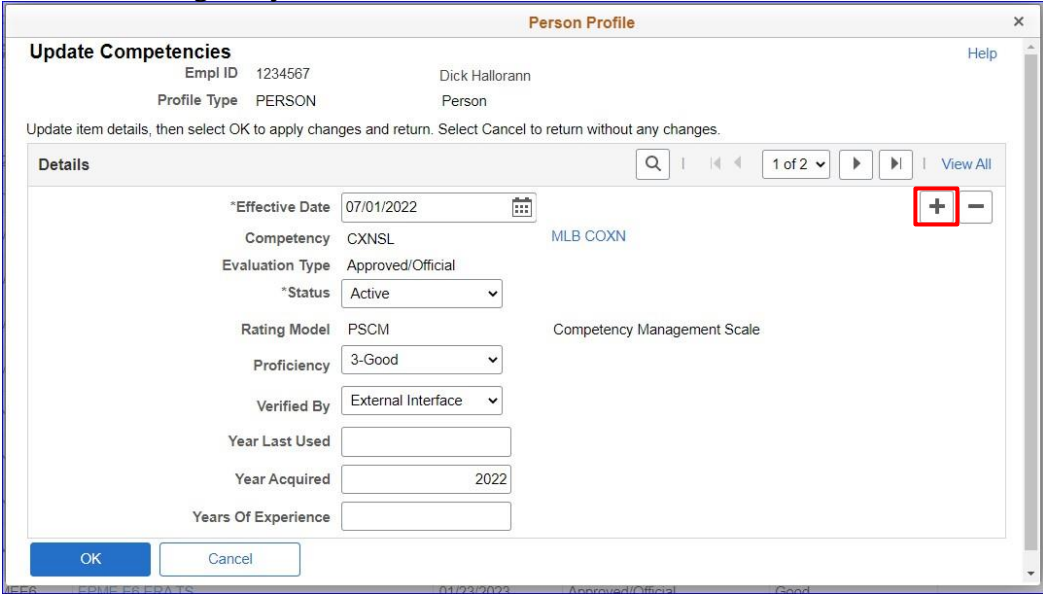
Procedures,
continued

Step	Action																																																																																																		
4	<p>If applicable, click the View History icon to verify the entry does not already exist. In the Competency column, click the Competency link.</p> <div data-bbox="316 560 1364 1310" style="border: 1px solid black; padding: 5px;"> <p>▼ Competencies</p> <p>🔍 1-24 of 24 View 5</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>BCMRBSII</td> <td>RBS-II BCM</td> <td>04/12/2021</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> <td>🗑️</td> </tr> <tr> <td>BM1</td> <td>BM1 ERATS</td> <td>01/23/2023</td> <td>Approved/Official</td> <td>Good</td> <td></td> <td>🗑️</td> </tr> <tr> <td>BM2</td> <td>BM2 ERATS</td> <td>03/23/2022</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> <td>🗑️</td> </tr> <tr> <td>CROTHJ</td> <td>CB-OTHJ BCM</td> <td>09/30/2019</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> <td>🗑️</td> </tr> <tr> <td>CRWA1</td> <td>SPC-SW BCM</td> <td>07/01/2022</td> <td>Approved/Official</td> <td>3-Good</td> <td>📄</td> <td>🗑️</td> </tr> <tr> <td>CRWUI</td> <td>MLB BCM</td> <td>01/25/2021</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> <td>🗑️</td> </tr> <tr> <td>CRWUL</td> <td>CB-OTH BCM</td> <td>07/14/2019</td> <td>Approved/Official</td> <td>Good</td> <td></td> <td>🗑️</td> </tr> <tr> <td>CRWZC</td> <td>CB-L BCM</td> <td>04/18/2020</td> <td>Approved/Official</td> <td>Good</td> <td></td> <td>🗑️</td> </tr> <tr> <td>CXNA1</td> <td>SPC-SW COXN</td> <td>07/12/2022</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> <td>🗑️</td> </tr> <tr> <td>CXNRBSII</td> <td>RBS-II COXN</td> <td>05/18/2022</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> <td>🗑️</td> </tr> <tr> <td>CXNSL</td> <td>MLB COXN</td> <td>07/01/2022</td> <td>Approved/Official</td> <td>3-Good</td> <td>📄</td> <td>🗑️</td> </tr> <tr> <td>DS</td> <td>Deck Seaman</td> <td>01/19/2019</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> <td>🗑️</td> </tr> <tr> <td>EPMEE5</td> <td>EPME E5 ERATS</td> <td>03/23/2022</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> <td>🗑️</td> </tr> </tbody> </table> </div>	ID	Competency	Effective Date	Evaluation Type	Proficiency	View History		BCMRBSII	RBS-II BCM	04/12/2021	Approved/Official	3-Good		🗑️	BM1	BM1 ERATS	01/23/2023	Approved/Official	Good		🗑️	BM2	BM2 ERATS	03/23/2022	Approved/Official	3-Good		🗑️	CROTHJ	CB-OTHJ BCM	09/30/2019	Approved/Official	3-Good		🗑️	CRWA1	SPC-SW BCM	07/01/2022	Approved/Official	3-Good	📄	🗑️	CRWUI	MLB BCM	01/25/2021	Approved/Official	3-Good		🗑️	CRWUL	CB-OTH BCM	07/14/2019	Approved/Official	Good		🗑️	CRWZC	CB-L BCM	04/18/2020	Approved/Official	Good		🗑️	CXNA1	SPC-SW COXN	07/12/2022	Approved/Official	3-Good		🗑️	CXNRBSII	RBS-II COXN	05/18/2022	Approved/Official	3-Good		🗑️	CXNSL	MLB COXN	07/01/2022	Approved/Official	3-Good	📄	🗑️	DS	Deck Seaman	01/19/2019	Approved/Official	3-Good		🗑️	EPMEE5	EPME E5 ERATS	03/23/2022	Approved/Official	3-Good		🗑️
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Adding a Previously Granted Competency, Continued

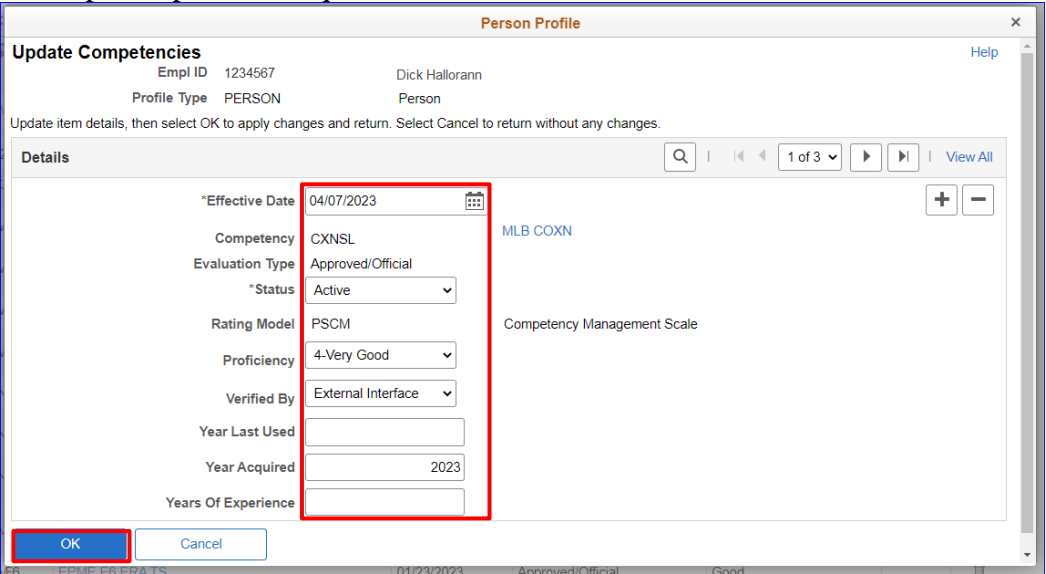
Procedures,
continued

Step	Action
5	<p>The most recent competency will display. Click the Plus button to add a new one.</p> <p>WARNING: Do NOT overwrite any existing competency code in DA. This can cause serious issues including members being removed from the advancement list due to ineligibility.</p> 

Continued on next page

Adding a Previously Granted Competency, Continued

Procedures,
continued

Step	Action
6	<p>A new record is created with the current date populated in the Effective Date field. All other fields are auto populated with previous values entered.</p> <ul style="list-style-type: none"> • The Effective Date for the new competency cannot be prior to the existing row (if the competency needs to be recorded prior to the current entry, see the Adding a Historically Dated Previously Granted Competency section in this guide). • Complete/update all required fields and click OK. 

Continued on next page

Adding a Previously Granted Competency, Continued

Procedures,
continued


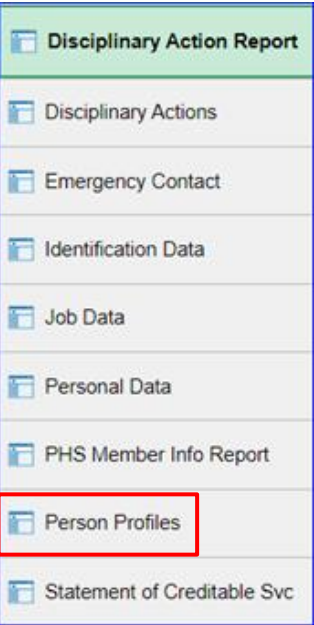
Step	Action																																																															
7	<p>Once the Competency is entered, click Save.</p> <table border="1" data-bbox="316 521 1362 896"> <tbody> <tr> <td>CXNRBSII</td> <td>RBS-II COXN</td> <td>05/18/2022</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> <td></td> </tr> <tr> <td>CXNSL</td> <td>MLB COXN</td> <td>04/07/2023</td> <td>Approved/Official</td> <td>4-Very Good</td> <td></td> <td></td> </tr> <tr> <td>DS</td> <td>Deck Seaman</td> <td>01/19/2019</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> <td></td> </tr> <tr> <td>EDMCEE</td> <td>EDMCEE EDATE</td> <td>03/22/2022</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> <td></td> </tr> <tr> <td>FMCPQS</td> <td>Firearms Marksmanship Coach</td> <td>08/06/2022</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> <td></td> </tr> <tr> <td>FTEP-P1</td> <td>FTE Pistol Course Phase I</td> <td>11/29/2021</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> <td></td> </tr> <tr> <td>FTEP-P2</td> <td>FTE Pistol Course Phase II</td> <td>11/29/2021</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> <td></td> </tr> <tr> <td>OPSBTM</td> <td>Boarding Team Mbr</td> <td>09/21/2020</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> <td></td> </tr> <tr> <td>QMOW</td> <td>Quartermaster of the Watch</td> <td>07/08/2019</td> <td>Approved/Official</td> <td>Good</td> <td></td> <td></td> </tr> </tbody> </table> <p>+ Add New Competencies</p> <ul style="list-style-type: none"> ▸ Officer Specialty Code ▸ Profile Content <p>+ Add New</p> <p>Save</p> <p>Return to Search</p>	CXNRBSII	RBS-II COXN	05/18/2022	Approved/Official	3-Good			CXNSL	MLB COXN	04/07/2023	Approved/Official	4-Very Good			DS	Deck Seaman	01/19/2019	Approved/Official	3-Good			EDMCEE	EDMCEE EDATE	03/22/2022	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			FTEP-P2	FTE Pistol Course Phase II	11/29/2021	Approved/Official	3-Good			OPSBTM	Boarding Team Mbr	09/21/2020	Approved/Official	3-Good			QMOW	Quartermaster of the Watch	07/08/2019	Approved/Official	Good		
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8	<p>Once saved, this message will display.</p> <div data-bbox="316 1189 1362 1556"> <p>Person Profile</p> <p>Empl ID 1234567 <u>Dick Hallorann</u></p> <p>Profile Type PERSON Person</p> <p>*Profile Status <input type="text" value="Active"/></p> <p>*Description <input type="text" value="Dick Hallorann"/></p> <p> Print Comments</p> <p>Profile Actions <input type="text" value="[Select Action]"/> </p> <p><input checked="" type="checkbox"/> You have successfully saved those profile changes that do not require approval.</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> </div>																																																															

Adding a Historically Dated Previously Granted Competency

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** overwrite 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
<p>1</p>	<p>Click on the Core HR tile.</p> 
<p>2</p>	<p>Select the Person Profile Option.</p> 

Continued on next page

Adding a Historically Dated Previously Granted Competency, Continued

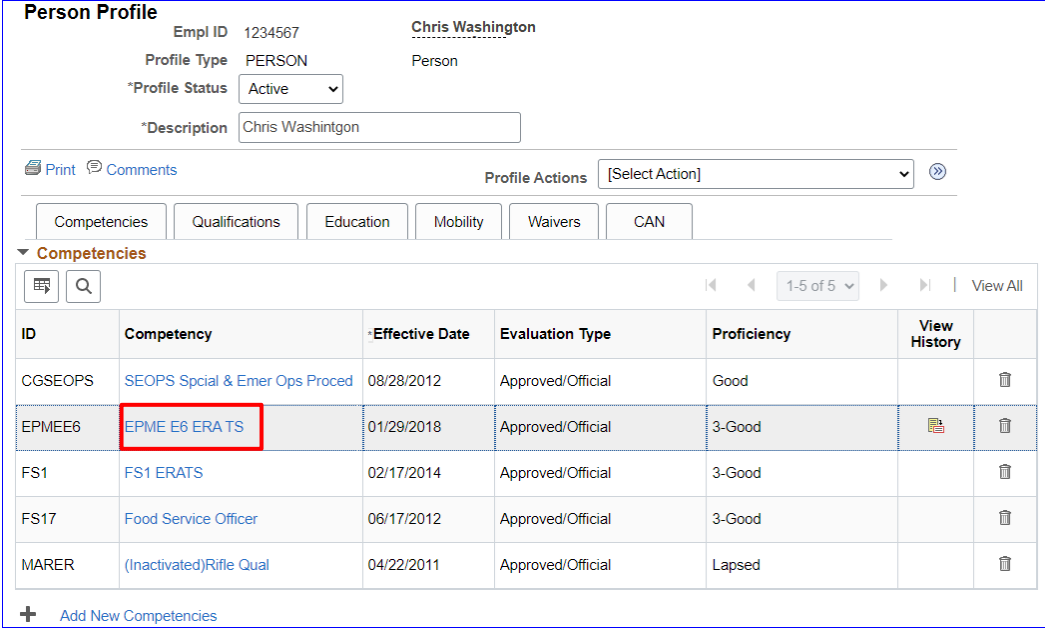
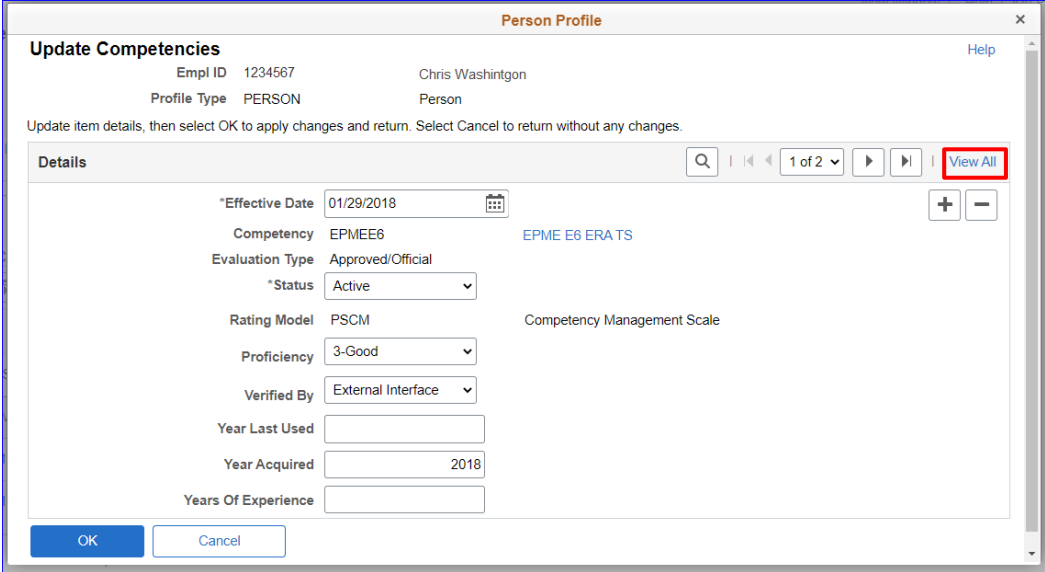
Procedures,
continued

Step	Action
3	<p>Enter the Empl ID and click Search.</p> <div data-bbox="316 568 1362 1317" style="border: 1px solid black; padding: 5px;"> <p>Person Profiles Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p style="text-align: center;">Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ 1234567 🔍</p> <p>Profile Type begins with ▼ <input type="text"/> 🔍</p> <p>Name begins with ▼ <input type="text"/></p> <p>Last Name begins with ▼ <input type="text"/></p> <p>Alternate Character Name begins with ▼ <input type="text"/></p> <p><input type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search <input type="button" value="Clear"/> Basic Search Save Search Criteria</p> </div>

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Adding a Historically Dated Previously Granted Competency, Continued

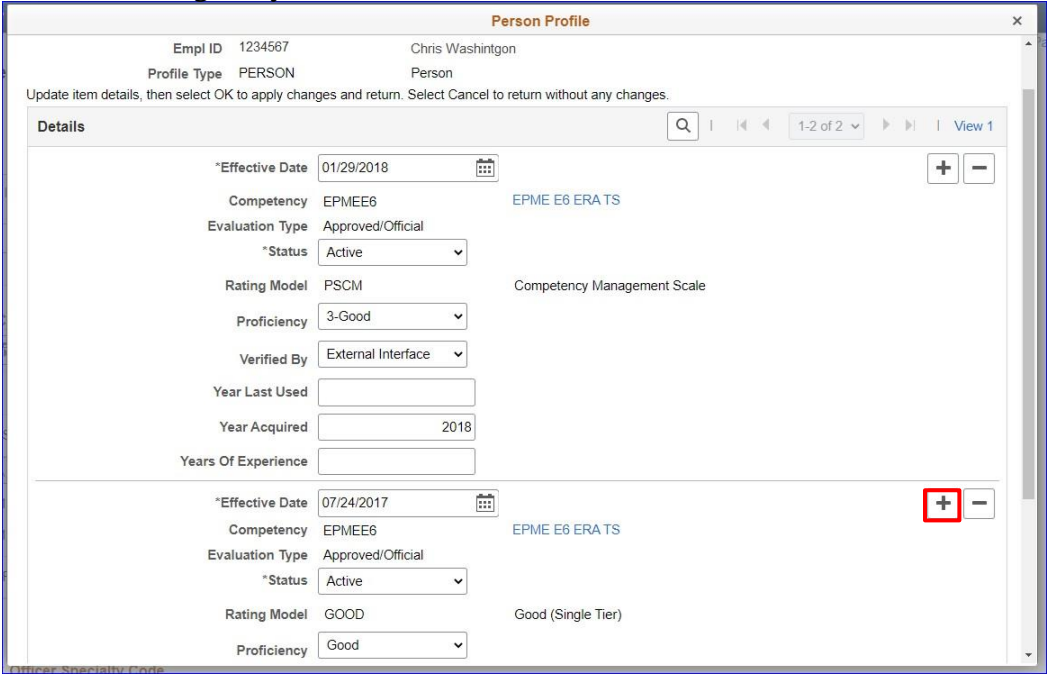
Procedures,
continued

Step	Action																																				
4	<p>The member's competencies will display. Select the Competency link in which a historical dated row will be entered.</p>  <p>Person Profile Empl ID 1234567 Chris Washintgon Profile Type PERSON Person *Profile Status Active *Description Chris Washintgon</p> <p>Print Comments Profile Actions [Select Action]</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>Competencies</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>CGSEOPS</td> <td>SEOPS Spcial & Emer Ops Procecd</td> <td>08/28/2012</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>EPMEE6</td> <td>EPME E6 ERATS</td> <td>01/29/2018</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> <tr> <td>FS1</td> <td>FS1 ERATS</td> <td>02/17/2014</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> <tr> <td>FS17</td> <td>Food Service Officer</td> <td>06/17/2012</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> <tr> <td>MARER</td> <td>(Inactivated)Rifle Qual</td> <td>04/22/2011</td> <td>Approved/Official</td> <td>Lapsed</td> <td></td> </tr> </tbody> </table> <p>+ Add New Competencies</p>	ID	Competency	Effective Date	Evaluation Type	Proficiency	View History	CGSEOPS	SEOPS Spcial & Emer Ops Procecd	08/28/2012	Approved/Official	Good		EPMEE6	EPME E6 ERATS	01/29/2018	Approved/Official	3-Good		FS1	FS1 ERATS	02/17/2014	Approved/Official	3-Good		FS17	Food Service Officer	06/17/2012	Approved/Official	3-Good		MARER	(Inactivated)Rifle Qual	04/22/2011	Approved/Official	Lapsed	
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5	<p>Click View All to view all current rows.</p>  <p>Update Competencies</p> <p>Empl ID 1234567 Chris Washintgon Profile Type PERSON Person</p> <p>Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.</p> <p>Details 1 of 2 View All</p> <p>*Effective Date 01/29/2018 Competency EPMEE6 EPME E6 ERATS Evaluation Type Approved/Official *Status Active Rating Model PSCM Competency Management Scale Proficiency 3-Good Verified By External Interface Year Last Used Year Acquired 2018 Years Of Experience</p> <p>OK Cancel</p>																																				

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Adding a Historically Dated Previously Granted Competency, Continued

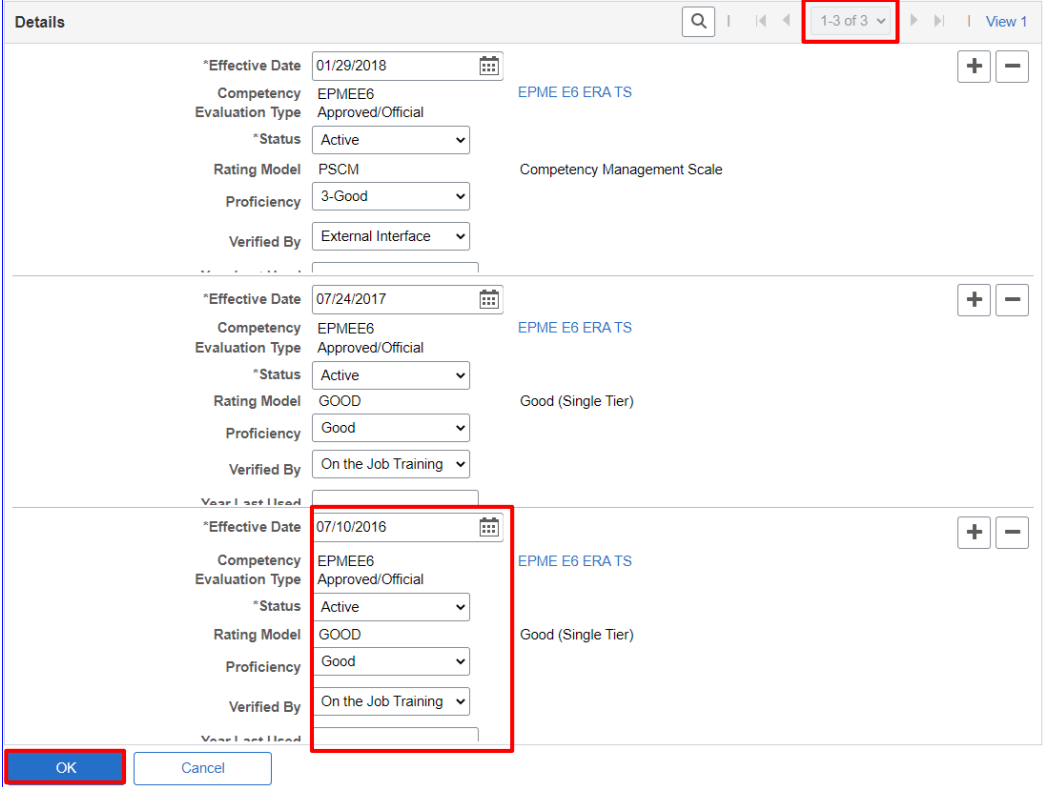
Procedures,
continued

Step	Action
6	<p>Click the Plus sign on the historically dated row preceding the date of the new entry. In the example, the historically dated row is 07/24/2017.</p> <p>WARNING: Do NOT overwrite any existing competency code in DA. This can cause serious issues including members being removed from the advancement list due to ineligibility.</p> 

Continued on next page

Adding a Historically Dated Previously Granted Competency, Continued

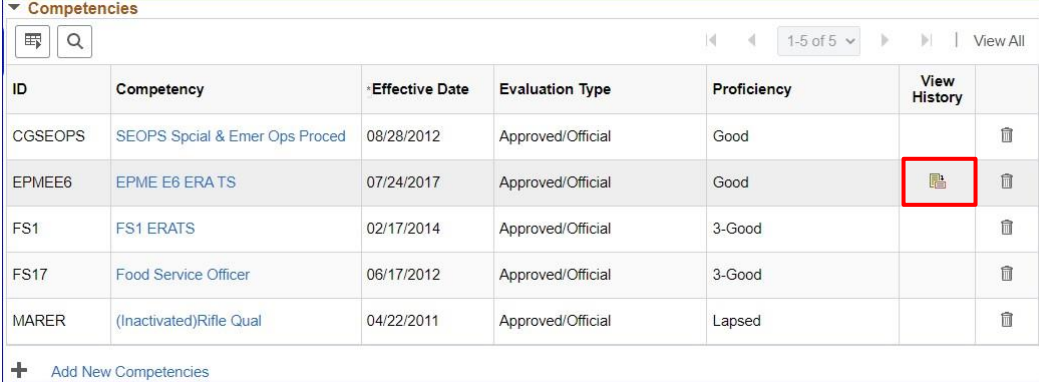
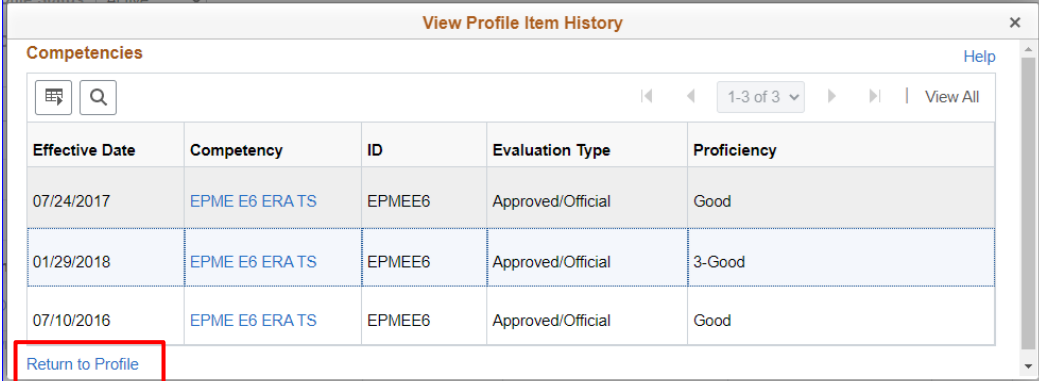
Procedures,
continued

Step	Action
7	<p>The Details will now display with the new record added. The new row will display, and all fields will be auto populated with the historical data from that row.</p> <p>Adjust the Effective Date of the new row to reflect the effective date of the previous competency. Complete the additional fields according to the instructions in Adding a New Competency. Click OK.</p>  <p>The screenshot shows a 'Details' window with three rows of competency data. The top row has an effective date of 01/29/2018, the middle row 07/24/2017, and the bottom row 07/10/2016. The bottom row's 'Effective Date' field is highlighted with a red box. At the bottom left of the window, the 'OK' button is also highlighted with a red box. The window title is 'Details' and it shows '1-3 of 3' records.</p>

Continued on next page

Adding a Historically Dated Previously Granted Competency, Continued

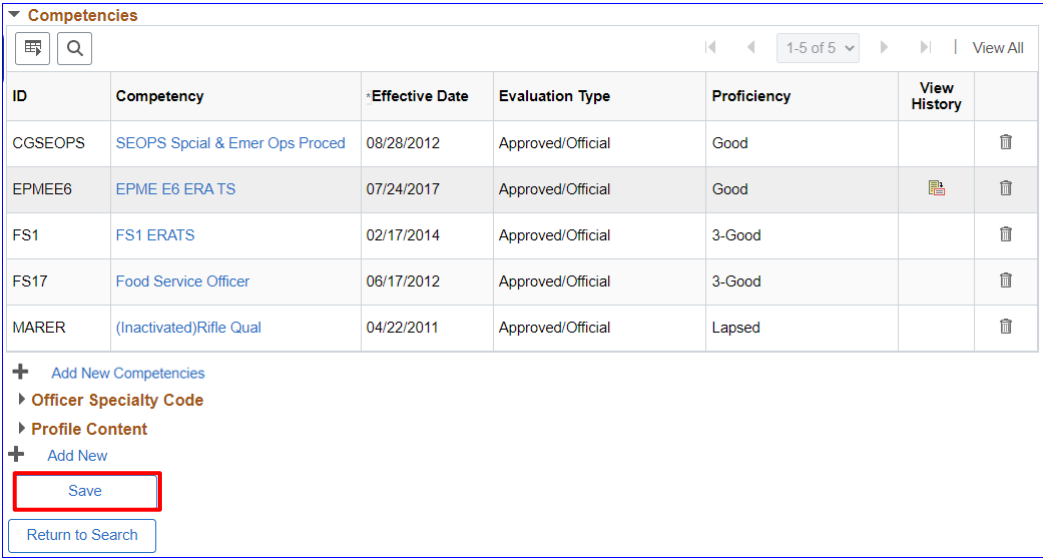
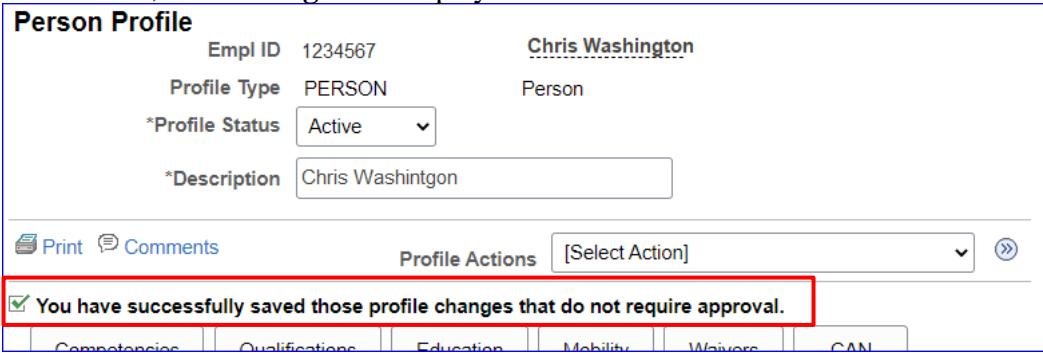
Procedures,
continued

Step	Action																																				
8	<p>Click the View History icon.</p>  <p>The screenshot shows a table titled 'Competencies' with the following data:</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>CGSEOPS</td> <td>SEOPS Spcial & Emer Ops Proced</td> <td>08/28/2012</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>EPMEE6</td> <td>EPME E6 ERA TS</td> <td>07/24/2017</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>FS1</td> <td>FS1 ERATS</td> <td>02/17/2014</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> <tr> <td>FS17</td> <td>Food Service Officer</td> <td>06/17/2012</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> <tr> <td>MARER</td> <td>(Inactivated)Rifle Qual</td> <td>04/22/2011</td> <td>Approved/Official</td> <td>Lapsed</td> <td></td> </tr> </tbody> </table> <p>+ Add New Competencies</p>	ID	Competency	Effective Date	Evaluation Type	Proficiency	View History	CGSEOPS	SEOPS Spcial & Emer Ops Proced	08/28/2012	Approved/Official	Good		EPMEE6	EPME E6 ERA TS	07/24/2017	Approved/Official	Good		FS1	FS1 ERATS	02/17/2014	Approved/Official	3-Good		FS17	Food Service Officer	06/17/2012	Approved/Official	3-Good		MARER	(Inactivated)Rifle Qual	04/22/2011	Approved/Official	Lapsed	
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9	<p>Verify the transaction is listed (they may appear out of order). Click the Return to Profile link.</p>  <p>The screenshot shows a window titled 'View Profile Item History' with the following data:</p> <table border="1"> <thead> <tr> <th>Effective Date</th> <th>Competency</th> <th>ID</th> <th>Evaluation Type</th> <th>Proficiency</th> </tr> </thead> <tbody> <tr> <td>07/24/2017</td> <td>EPME E6 ERA TS</td> <td>EPMEE6</td> <td>Approved/Official</td> <td>Good</td> </tr> <tr> <td>01/29/2018</td> <td>EPME E6 ERA TS</td> <td>EPMEE6</td> <td>Approved/Official</td> <td>3-Good</td> </tr> <tr> <td>07/10/2016</td> <td>EPME E6 ERA TS</td> <td>EPMEE6</td> <td>Approved/Official</td> <td>Good</td> </tr> </tbody> </table> <p>Return to Profile</p>	Effective Date	Competency	ID	Evaluation Type	Proficiency	07/24/2017	EPME E6 ERA TS	EPMEE6	Approved/Official	Good	01/29/2018	EPME E6 ERA TS	EPMEE6	Approved/Official	3-Good	07/10/2016	EPME E6 ERA TS	EPMEE6	Approved/Official	Good																
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Adding a Historically Dated Previously Granted Competency, Continued

Procedures,
continued

Step	Action																																				
<p>10</p>	<p>Click Save.</p>  <p>The screenshot shows a table with the following data:</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>CGSEOPS</td> <td>SEOPS Spcial & Emer Ops Proced</td> <td>08/28/2012</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>EPMEE6</td> <td>EPME E6 ERA TS</td> <td>07/24/2017</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>FS1</td> <td>FS1 ERATS</td> <td>02/17/2014</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> <tr> <td>FS17</td> <td>Food Service Officer</td> <td>06/17/2012</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> <tr> <td>MARER</td> <td>(Inactivated)Rifle Qual</td> <td>04/22/2011</td> <td>Approved/Official</td> <td>Lapsed</td> <td></td> </tr> </tbody> </table> <p>Below the table, there are links for 'Add New Competencies', 'Officer Specialty Code', 'Profile Content', and 'Add New'. A red box highlights the 'Save' button.</p>	ID	Competency	Effective Date	Evaluation Type	Proficiency	View History	CGSEOPS	SEOPS Spcial & Emer Ops Proced	08/28/2012	Approved/Official	Good		EPMEE6	EPME E6 ERA TS	07/24/2017	Approved/Official	Good		FS1	FS1 ERATS	02/17/2014	Approved/Official	3-Good		FS17	Food Service Officer	06/17/2012	Approved/Official	3-Good		MARER	(Inactivated)Rifle Qual	04/22/2011	Approved/Official	Lapsed	
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<p>11</p>	<p>Once saved, this message will display.</p>  <p>The screenshot shows the 'Person Profile' page for Chris Washington. The message 'You have successfully saved those profile changes that do not require approval.' is highlighted in red.</p> <p>Profile Details:</p> <ul style="list-style-type: none"> Emp ID: 1234567 Profile Type: PERSON *Profile Status: Active *Description: Chris Washintgon <p>Profile Actions: [Select Action]</p>																																				

Correcting a Competency


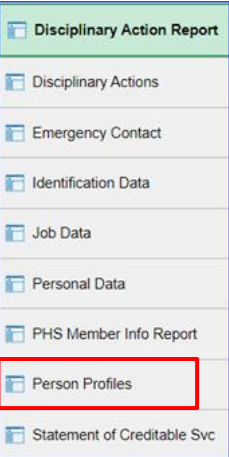
Introduction This section provides the procedures for correcting a competency in DA. The user must have the **CG_COMP_U** role.

WARNING: Do **NOT** overwrite 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 Core HR tile.  A screenshot of a software interface showing a tile labeled "Core HR" in blue text. Below the text is an icon of three stylized human figures in blue, yellow, and red, connected by a dotted line. The entire tile is enclosed in a blue rectangular border.
2	Select the Person Profile Option.  A screenshot of a vertical menu with several options. The options are: "Disciplinary Action Report", "Disciplinary Actions", "Emergency Contact", "Identification Data", "Job Data", "Personal Data", "PHS Member Info Report", "Person Profiles", and "Statement of Creditable Svc". The "Person Profiles" option is highlighted with a red rectangular border.

Continued on next page

Correcting a Competency, Continued

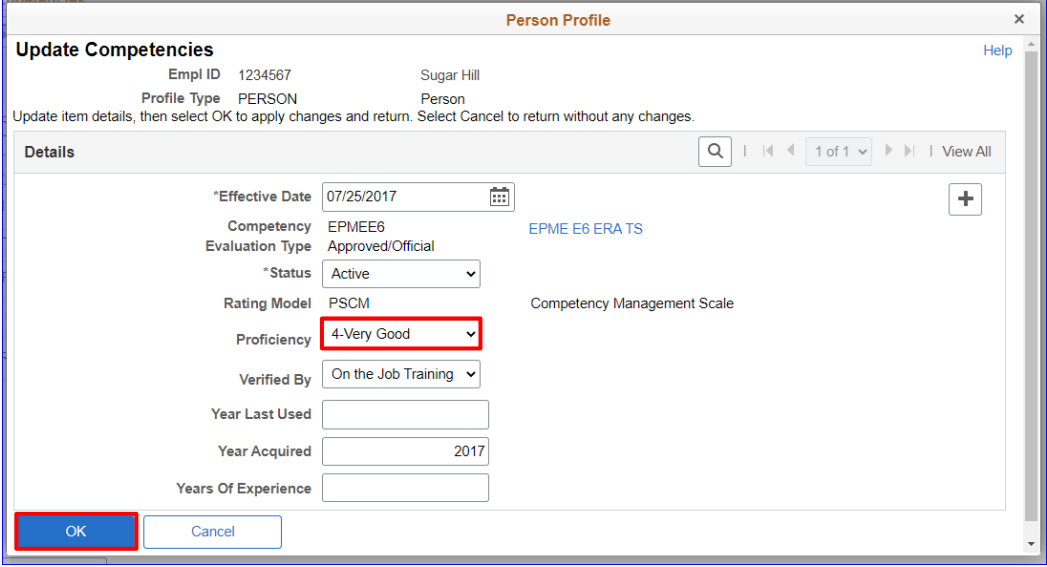
Procedures,
continued

Step	Action
3	<p>Enter the Empl ID and click Search.</p> <div data-bbox="316 521 1106 1088"> <p>Person Profiles Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with <input type="text" value="1234567"/> <input type="button" value="Q"/></p> <p>Profile Type begins with <input type="text"/> <input type="button" value="Q"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p><input type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> </div>

Continued on next page

Correcting a Competency, Continued

Procedures,
continued

Step	Action
5	<p>The Update Competencies page will display. Correct the appropriate fields (in this example Proficiency). Click OK.</p>  <p>The screenshot shows a web form titled "Update Competencies" for a "Person Profile". The form contains the following fields and values:</p> <ul style="list-style-type: none"> 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: Search icon, 1 of 1, View All *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 (highlighted with a red box) Verified By: On the Job Training Year Last Used: (empty) Year Acquired: 2017 Years Of Experience: (empty) Buttons: OK (highlighted with a red box), Cancel

Continued on next page

Correcting a Competency, Continued

Procedures,
continued

Step	Action																																																												
<p>6</p>	<p>Click Save.</p> <div data-bbox="316 521 1366 1323"> <p>Competencies</p> <p>1-9 of 9 View 5</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>ASR40</td> <td>AN/SPS-40E Maint Tech</td> <td>06/14/2010</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>DCPQS</td> <td>DCPQS (Basic)</td> <td>02/21/2015</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> <tr> <td>ENGR270</td> <td>270 WMEC Eng Rm Wtchstr</td> <td>12/31/2004</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>EPMEE6</td> <td>EPME E6 ERA TS</td> <td>07/25/2017</td> <td>Approved/Official</td> <td>4-Very Good</td> <td></td> </tr> <tr> <td>ET1</td> <td>ET1 ERATS</td> <td>01/08/2016</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> <tr> <td>FIBER</td> <td>Fiber Optics Installer</td> <td>12/31/2007</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>MAREP</td> <td>(Inactivated) Pistol Qual</td> <td>11/23/2015</td> <td>Approved/Official</td> <td>1-Little</td> <td></td> </tr> <tr> <td>MK15WS</td> <td>MK-15 CIWS Maint Tech</td> <td>08/27/2013</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>SSR73</td> <td>AN/SPS-73 Maint Tech</td> <td>01/15/2010</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> </tbody> </table> <p>+ Add New Competencies</p> <p>▸ Officer Specialty Code</p> <p>▸ Profile Content</p> <p>+ Add New</p> <p>Save</p> <p>Return to Search</p> </div>	ID	Competency	Effective Date	Evaluation Type	Proficiency	View History	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 Wtchstr	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	
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<p>7</p>	<p>Once saved, this message will display.</p> <div data-bbox="316 1395 1366 1753"> <p>Person Profile</p> <p>Empl ID 1234567 <u>Sugar Hill</u></p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active</p> <p>*Description Sugar Hill</p> <p>Print Comments Profile Actions [Select Action]</p> <p>✓ You have successfully saved those profile changes that do not require approval.</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> </div>																																																												

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** overwrite any existing competency code in DA. This can cause serious issues including members being removed from the advancement list due to ineligibility.


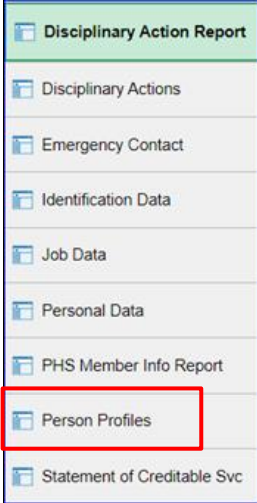
Information

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: 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

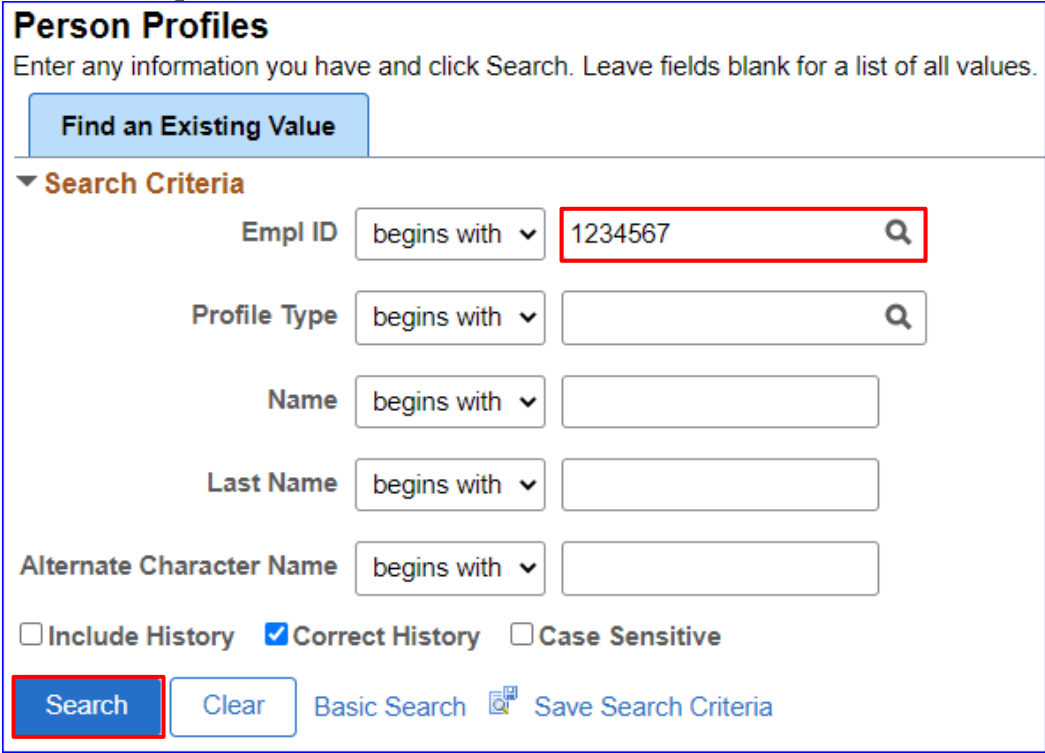
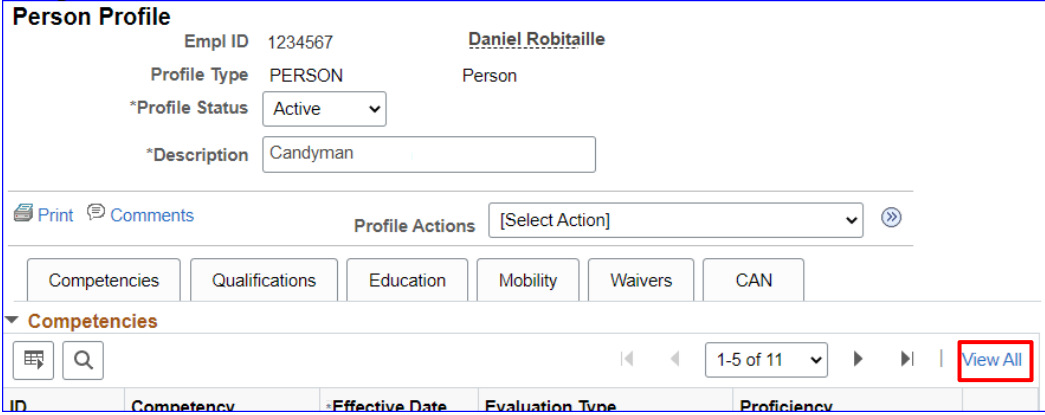
See below.

Step	Action
1	Click on the Core HR tile. 
2	Select the Person Profile Option. 

Continued on next page

Deleting a Single Competency, Continued

Procedures,
continued

Step	Action					
3	<p>Enter the Empl ID and click Search.</p>  <p>Person Profiles Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ 1234567 🔍</p> <p>Profile Type begins with ▼ 🔍</p> <p>Name begins with ▼</p> <p>Last Name begins with ▼</p> <p>Alternate Character Name begins with ▼</p> <p><input type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p>					
4	<p>The member's first five competencies will display. Click View All to see the complete list.</p>  <p>Person Profile Empl ID 1234567 Daniel Robitaille Profile Type PERSON Person *Profile Status Active ▼ *Description Candyman</p> <p> Print Comments Profile Actions [Select Action] ▼</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>▼ Competencies</p> <p> 1-5 of 11 View All</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> </tr> </thead> </table>	ID	Competency	Effective Date	Evaluation Type	Proficiency
ID	Competency	Effective Date	Evaluation Type	Proficiency		

Continued on next page

Deleting a Single Competency, Continued

Procedures,
continued

Step	Action																																																																								
5	<p>To delete a competency that a member has received only once, click the trashcan icon on the competency row.</p>  <p>The screenshot shows a table titled 'Competencies' with the following data:</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th></th> </tr> </thead> <tbody> <tr> <td>DCGENFF</td> <td>Gen Shipboard Fire Fighting</td> <td>03/21/2019</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> <tr> <td>DCPQS</td> <td>DCPQS (Basic)</td> <td>06/04/2018</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> <tr> <td>EPMEE4</td> <td>EPME E4 ERATS</td> <td>09/13/2018</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> <tr> <td>FTEP-P2</td> <td>FTE Pistol Course Phase II</td> <td>01/20/2021</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>FTEP-P3</td> <td>FTE Pistol Course Phase III</td> <td>01/20/2021</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>X30607</td> <td>WQS Basic Damage Ctrl WMEC 270</td> <td>05/29/2018</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>X30707</td> <td>WQS Adv Damage Ctrl WMEC 270</td> <td>05/17/2019</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>X30807</td> <td>WQS Team Leader WMEC 270</td> <td>05/17/2019</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>X31007</td> <td>WQS Adv First Aid WMEC 270</td> <td>05/17/2019</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>X31107</td> <td>WQS AFFF/Trans Sta Op WMEC 270</td> <td>05/17/2019</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>X31207</td> <td>WQS Rep Party Inv WMEC 270</td> <td>05/17/2019</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> </tbody> </table> <p>At the bottom of the table is a '+ Add New Competencies' button.</p>	ID	Competency	Effective Date	Evaluation Type	Proficiency		DCGENFF	Gen Shipboard Fire Fighting	03/21/2019	Approved/Official	3-Good		DCPQS	DCPQS (Basic)	06/04/2018	Approved/Official	3-Good		EPMEE4	EPME E4 ERATS	09/13/2018	Approved/Official	3-Good		FTEP-P2	FTE Pistol Course Phase II	01/20/2021	Approved/Official	Good		FTEP-P3	FTE Pistol Course Phase III	01/20/2021	Approved/Official	Good		X30607	WQS Basic Damage Ctrl WMEC 270	05/29/2018	Approved/Official	Good		X30707	WQS Adv Damage Ctrl WMEC 270	05/17/2019	Approved/Official	Good		X30807	WQS Team Leader WMEC 270	05/17/2019	Approved/Official	Good		X31007	WQS Adv First Aid WMEC 270	05/17/2019	Approved/Official	Good		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	
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X31207	WQS Rep Party Inv WMEC 270	05/17/2019	Approved/Official	Good																																																																					
6	<p>This message will display. Click OK.</p>  <p>The dialog box contains the text: "Delete current/selected rows from this page? The delete will occur when the transaction is saved." Below the text are two buttons: "OK" (highlighted with a red box) and "Cancel".</p> <p>Below the dialog box, a row of data is visible: MEC 270 05/17/2019 Approved/Official Good</p>																																																																								

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Deleting a Single Competency, Continued

Procedures,
continued

Step	Action																																																																		
7	<p>The record should not display on the Competencies section. Take note of the updated number of rows. Click Save.</p> <div data-bbox="316 555 1362 1391" style="border: 1px solid black; padding: 5px;"> <p>▼ Competencies</p> <p> <input type="text"/> 1-10 of 10 ▾ View 5 </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th></th> </tr> </thead> <tbody> <tr> <td>DCGENFF</td> <td>Gen Shipboard Fire Fighting</td> <td>03/21/2019</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> <tr> <td>DCPQS</td> <td>DCPQS (Basic)</td> <td>06/04/2018</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> <tr> <td>EPMEE4</td> <td>EPME E4 ERATS</td> <td>09/13/2018</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> <tr> <td>FTEP-P2</td> <td>FTE Pistol Course Phase II</td> <td>01/20/2021</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>X30607</td> <td>WQS Basic Damage Ctrl WMEC 270</td> <td>05/29/2018</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>X30707</td> <td>WQS Adv Damage Ctrl WMEC 270</td> <td>05/17/2019</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>X30807</td> <td>WQS Team Leader WMEC 270</td> <td>05/17/2019</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>X31007</td> <td>WQS Adv First Aid WMEC 270</td> <td>05/17/2019</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>X31107</td> <td>WQS AFFF/Trans Sta Op WMEC 270</td> <td>05/17/2019</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>X31207</td> <td>WQS Rep Party Inv WMEC 270</td> <td>05/17/2019</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> </tbody> </table> <p> + Add New Competencies ▶ Officer Specialty Code ▶ Profile Content + Add New <input type="button" value="Save"/> <input type="button" value="Return to Search"/> </p> </div>	ID	Competency	Effective Date	Evaluation Type	Proficiency		DCGENFF	Gen Shipboard Fire Fighting	03/21/2019	Approved/Official	3-Good		DCPQS	DCPQS (Basic)	06/04/2018	Approved/Official	3-Good		EPMEE4	EPME E4 ERATS	09/13/2018	Approved/Official	3-Good		FTEP-P2	FTE Pistol Course Phase II	01/20/2021	Approved/Official	Good		X30607	WQS Basic Damage Ctrl WMEC 270	05/29/2018	Approved/Official	Good		X30707	WQS Adv Damage Ctrl WMEC 270	05/17/2019	Approved/Official	Good		X30807	WQS Team Leader WMEC 270	05/17/2019	Approved/Official	Good		X31007	WQS Adv First Aid WMEC 270	05/17/2019	Approved/Official	Good		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	
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8	<p>Once saved, this message will display.</p> <div data-bbox="316 1464 1362 1823" style="border: 1px solid black; padding: 5px;"> <p>Person Profile</p> <p> Empl ID 1234567 <u>Daniel Robitaille</u> Profile Type PERSON Person *Profile Status <input type="text" value="Active"/> *Description <input type="text" value="Candyman"/> </p> <p> <input type="button" value="Print"/> <input type="button" value="Comments"/> Profile Actions <input type="text" value="[Select Action]"/> </p> <p><input checked="" type="checkbox"/> You have successfully saved those profile changes that do not require approval.</p> <p> <input type="button" value="Competencies"/> <input type="button" value="Qualifications"/> <input type="button" value="Education"/> <input type="button" value="Mobility"/> <input type="button" value="Waivers"/> <input type="button" value="CAN"/> </p> </div>																																																																		

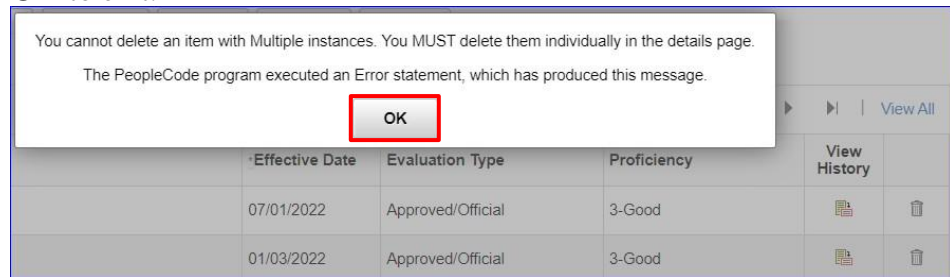
Deleting One Competency when Multiple Instances Exist

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** overwrite 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.



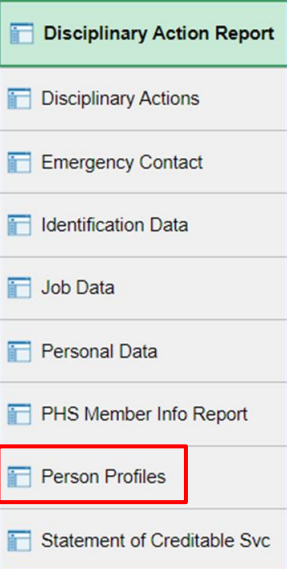
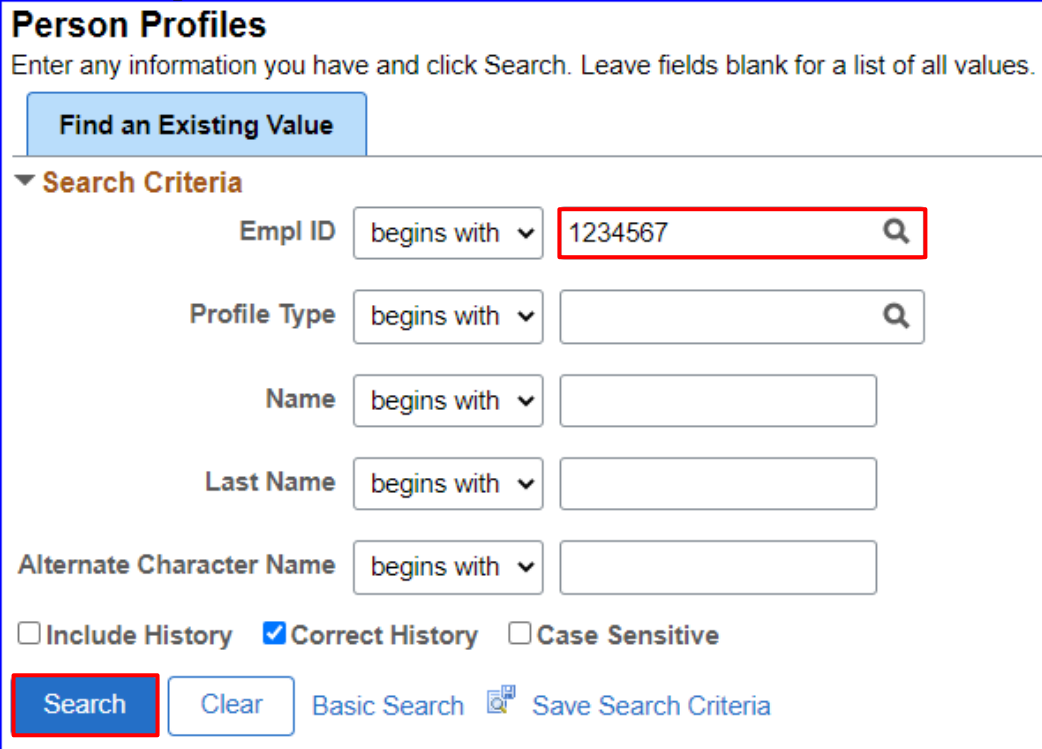
Procedures See below.

Step	Action
1	<p>Click on the Core HR tile.</p> 

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Deleting One Competency when Multiple Instances Exist, Continued

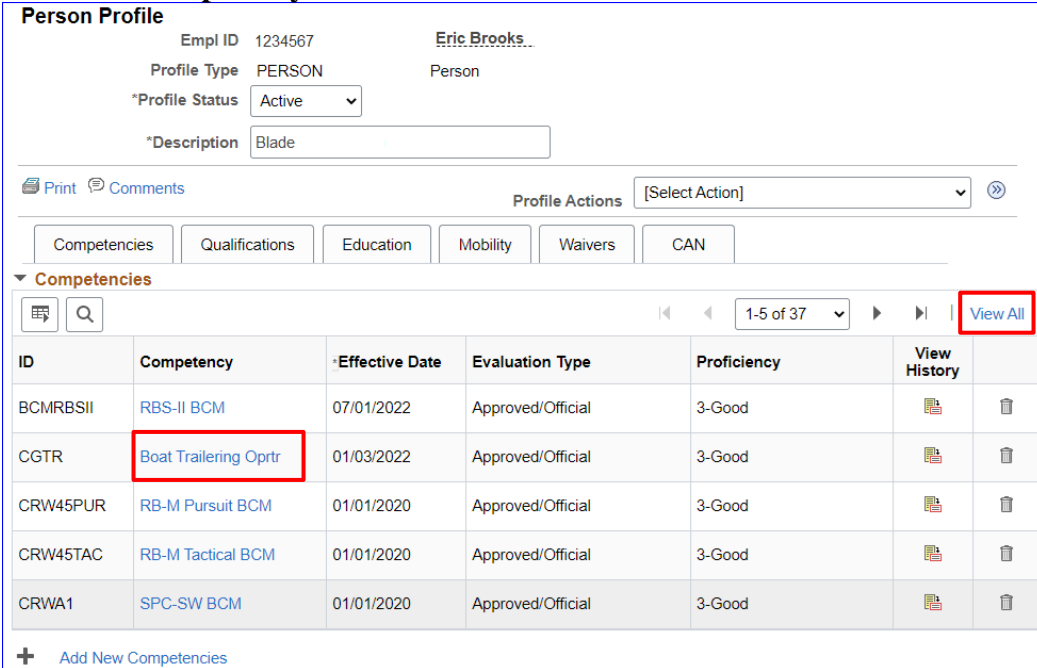
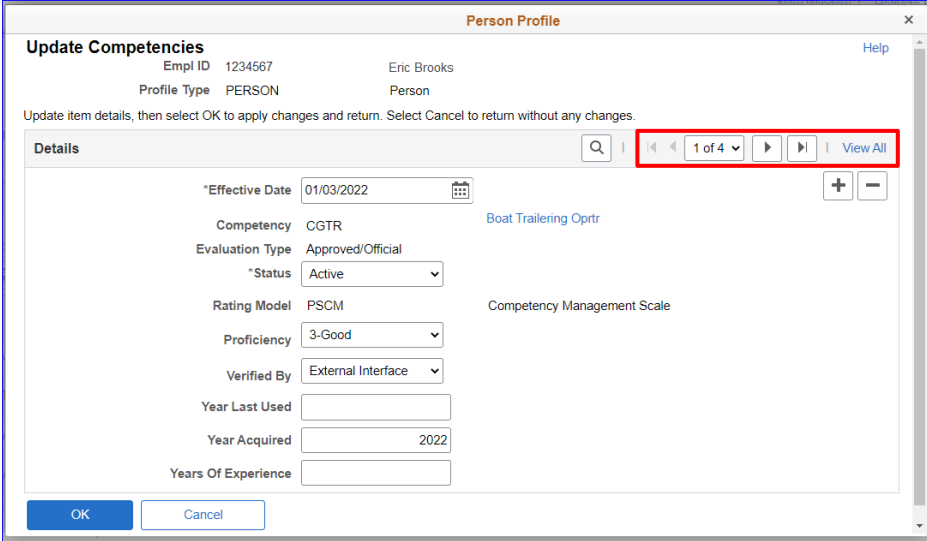
Procedures,
continued

Step	Action
2	<p>Select the Person Profiles option.</p>  <p>The screenshot shows a vertical list of menu items, each with a folder icon. The items are: Disciplinary Action Report (highlighted in green), Disciplinary Actions, Emergency Contact, Identification Data, Job Data, Personal Data, PHS Member Info Report, Person Profiles (highlighted with a red border), and Statement of Creditable Svc.</p>
3	<p>Enter the Empl ID and click Search.</p>  <p>The screenshot shows the 'Person Profiles' search page. It includes a 'Find an Existing Value' button, a 'Search Criteria' section with dropdown menus for 'Empl ID', 'Profile Type', 'Name', 'Last Name', and 'Alternate Character Name'. The 'Empl ID' dropdown is set to 'begins with' and the input field contains '1234567'. Below the search criteria are checkboxes for 'Include History', 'Correct History' (checked), and 'Case Sensitive'. At the bottom are buttons for 'Search' (highlighted in red), 'Clear', 'Basic Search', and 'Save Search Criteria'.</p>

Continued on next page

Deleting One Competency when Multiple Instances Exist, Continued

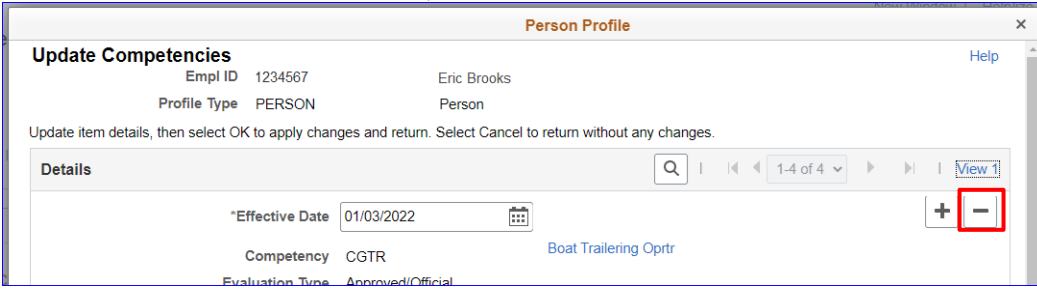
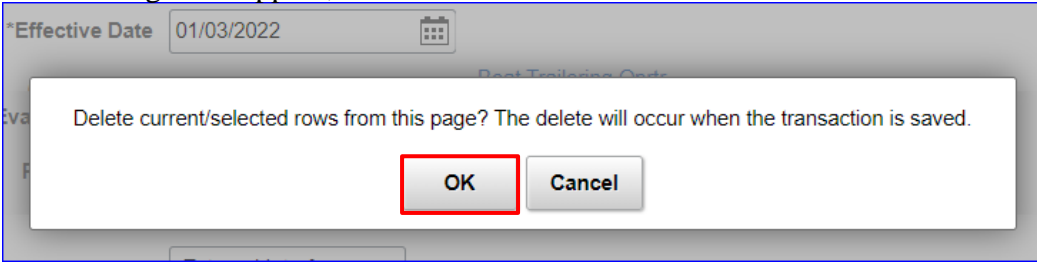
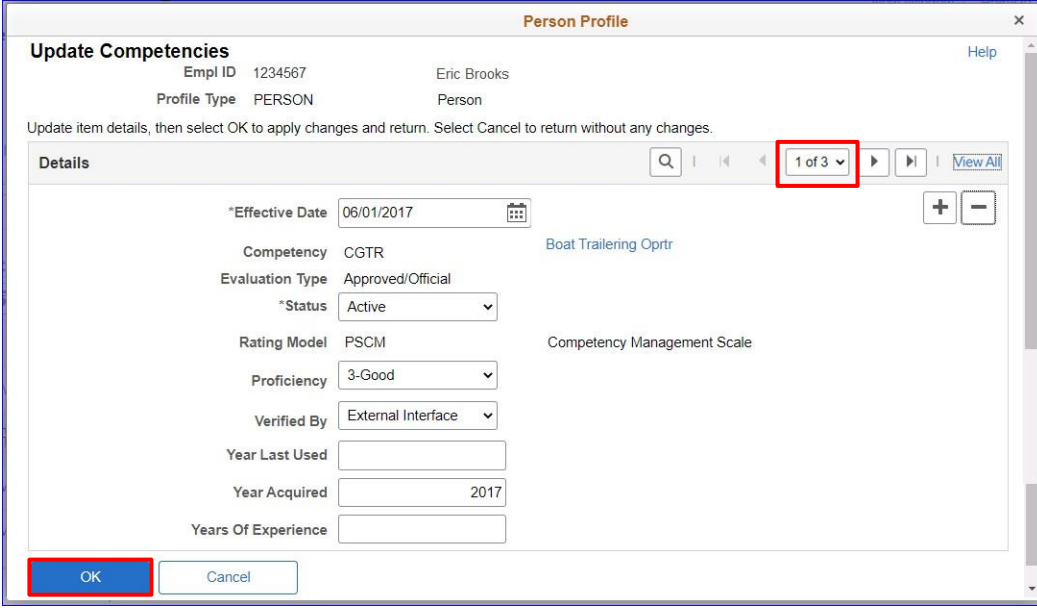
Procedures, continued

Step	Action																																				
4	<p>The member's first five competencies will display. If applicable, click View All to see the complete list. Select the Competency link that needs to be deleted.</p>  <p>Person Profile Empl ID 1234567 Eric Brooks Profile Type PERSON Person *Profile Status Active *Description Blade</p> <p>Print Comments Profile Actions [Select Action]</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>Competencies</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>BCMRBSII</td> <td>RBS-II BCM</td> <td>07/01/2022</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> <tr> <td>CGTR</td> <td>Boat Trailering Oprtr</td> <td>01/03/2022</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> <tr> <td>CRW45PUR</td> <td>RB-M Pursuit BCM</td> <td>01/01/2020</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> <tr> <td>CRW45TAC</td> <td>RB-M Tactical BCM</td> <td>01/01/2020</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> <tr> <td>CRWA1</td> <td>SPC-SW BCM</td> <td>01/01/2020</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> </tbody> </table> <p>+ Add New Competencies</p>	ID	Competency	Effective Date	Evaluation Type	Proficiency	View History	BCMRBSII	RBS-II BCM	07/01/2022	Approved/Official	3-Good		CGTR	Boat Trailering Oprtr	01/03/2022	Approved/Official	3-Good		CRW45PUR	RB-M Pursuit BCM	01/01/2020	Approved/Official	3-Good		CRW45TAC	RB-M Tactical BCM	01/01/2020	Approved/Official	3-Good		CRWA1	SPC-SW BCM	01/01/2020	Approved/Official	3-Good	
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5	<p>The Update Competencies page will display. Scroll through the records using the Arrows or click View All to find the correct record to delete.</p>  <p>Update Competencies</p> <p>Empl ID 1234567 Eric Brooks Profile Type PERSON Person</p> <p>Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.</p> <p>Details</p> <p>*Effective Date 01/03/2022 Competency CGTR Boat Trailering Oprtr Evaluation Type Approved/Official *Status Active Rating Model PSCM Competency Management Scale Proficiency 3-Good Verified By External Interface Year Last Used Year Acquired 2022 Years Of Experience</p> <p>OK Cancel</p>																																				

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Deleting One Competency when Multiple Instances Exist, Continued

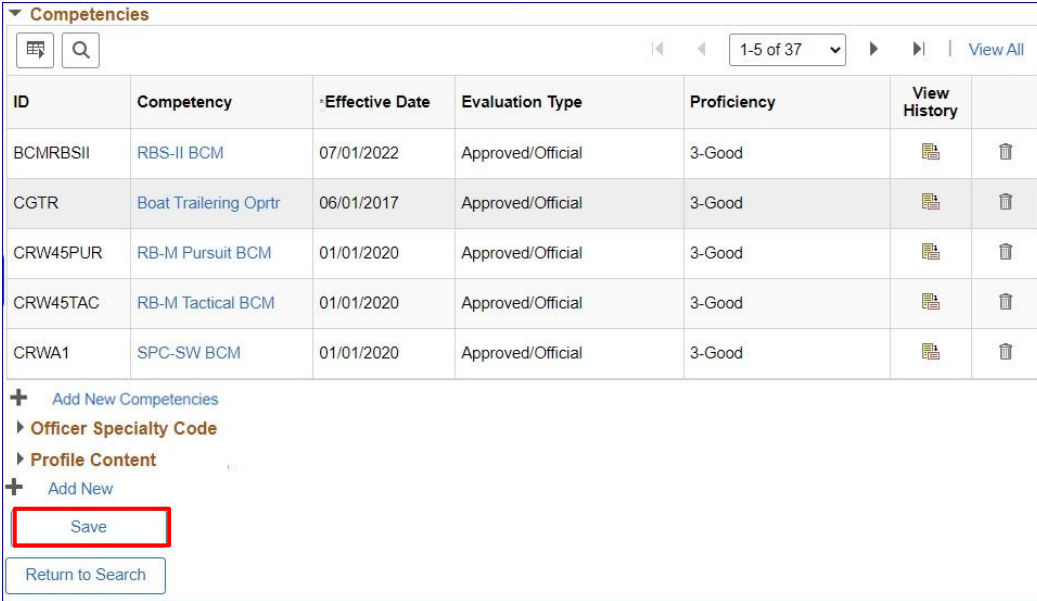
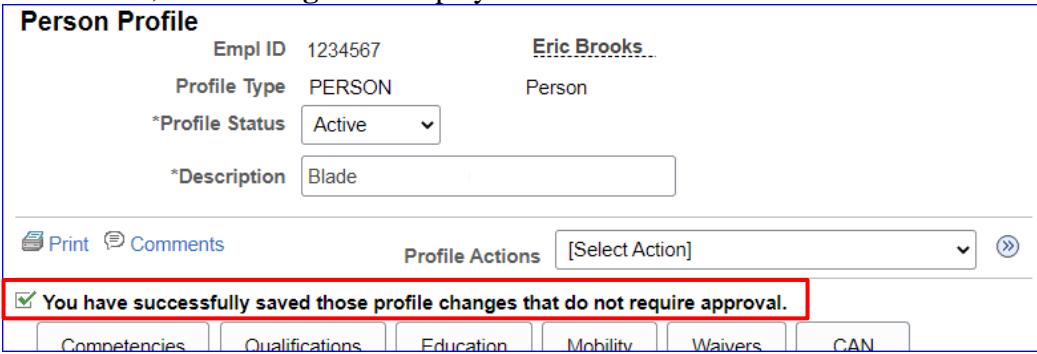
Procedures,
continued

Step	Action
6	<p>Once the record has been located, click the Minus button to delete it.</p> 
7	<p>This message will appear, click OK.</p> 
8	<p>Notice the update of the Details for the record. Click OK.</p> 

Continued on next page

Deleting One Competency when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action																																										
<p>9</p>	<p>Click Save.</p>  <p>The screenshot shows a table with the following data:</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>BCMRBSII</td> <td>RBS-II BCM</td> <td>07/01/2022</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> <td></td> </tr> <tr> <td>CGTR</td> <td>Boat Trailing Oprtr</td> <td>06/01/2017</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> <td></td> </tr> <tr> <td>CRW45PUR</td> <td>RB-M Pursuit BCM</td> <td>01/01/2020</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> <td></td> </tr> <tr> <td>CRW45TAC</td> <td>RB-M Tactical BCM</td> <td>01/01/2020</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> <td></td> </tr> <tr> <td>CRWA1</td> <td>SPC-SW BCM</td> <td>01/01/2020</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> <td></td> </tr> </tbody> </table> <p>Below the table, there are navigation options: '+ Add New Competencies', 'Officer Specialty Code', 'Profile Content', '+ Add New', and a 'Save' button which is highlighted with a red box. There is also a 'Return to Search' button.</p>	ID	Competency	Effective Date	Evaluation Type	Proficiency	View History		BCMRBSII	RBS-II BCM	07/01/2022	Approved/Official	3-Good			CGTR	Boat Trailing Oprtr	06/01/2017	Approved/Official	3-Good			CRW45PUR	RB-M Pursuit BCM	01/01/2020	Approved/Official	3-Good			CRW45TAC	RB-M Tactical BCM	01/01/2020	Approved/Official	3-Good			CRWA1	SPC-SW BCM	01/01/2020	Approved/Official	3-Good		
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<p>10</p>	<p>Once saved, this message will display.</p>  <p>The screenshot shows the 'Person Profile' page for Eric Brooks. The profile information is as follows:</p> <ul style="list-style-type: none"> Empl ID: 1234567 Profile Type: PERSON *Profile Status: Active *Description: Blade <p>At the bottom, there is a 'Profile Actions' dropdown menu with '[Select Action]' and a 'Print' button. A success message is displayed at the bottom, highlighted with a red box: ✔ You have successfully saved those profile changes that do not require approval.</p> <p>Navigation tabs at the bottom include: Competencies, Qualifications, Education, Mobility, Waivers, and CAN.</p>																																										