Person Profiles: Languages

Overview

Introduction

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

References

1. Coast Guard Pay Manual, COMDTINST M7220.29 (series)
2. Performance, Training, and Education Manual, COMDTINST M1500.10 (series)

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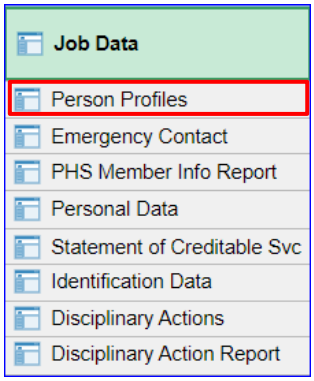
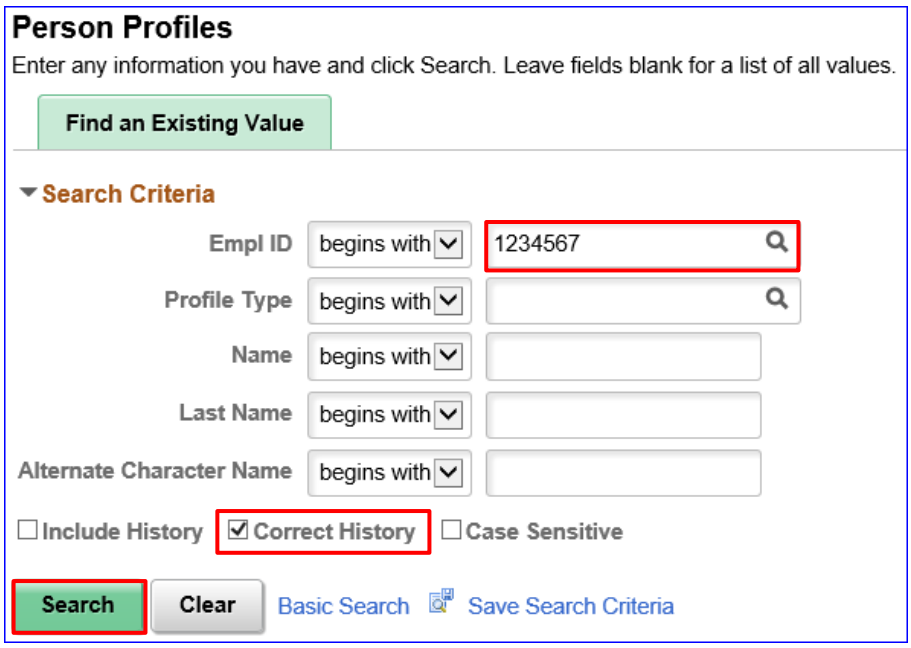
Viewing a Language Skill

Introduction

This section provides the procedures to view a member's Language Skills in Direct Access (DA).

Procedures

See below.

Step	Action
1	Click on the **Core HR** Tile.
1.5	Select the **Person Profiles** option. 
2	Enter the member's **Empl ID**. Ensure the **Correct History** box is checked and click **Search**. 

Continued on next page

Viewing a Language Skill, Continued

Procedures, continued

Step	Action
3	The member's Person Profile page will display. Select the **Qualifications** tab.

Person Profile

Empl ID 1234567 Eddie Brock
Profile Type PERSON Person
*Profile Status Active
*Description Eddie Brock

Print Comments Profile Actions [Select Action]

Competencies | Qualifications | Education | Mobility | Waivers | CAN

Competencies

1-3 of 3 View All

ID	Competency	*Effective Date	Evaluation Type	Proficiency
DS	Deck Seaman	12/12/2014	Approved/Official	3-Good
EPMEE5	EPME E5 ERATS	01/06/2017	Approved/Official	3-Good
YN2	YN2 ERATS	01/31/2017	Approved/Official	3-Good

Add New Competencies

Officer Specialty Code

There are currently no Officer Specialty Code for this profile. Please add one if required.

Profile Content

There are currently no for this profile. Please add one if required.

Add New

Save

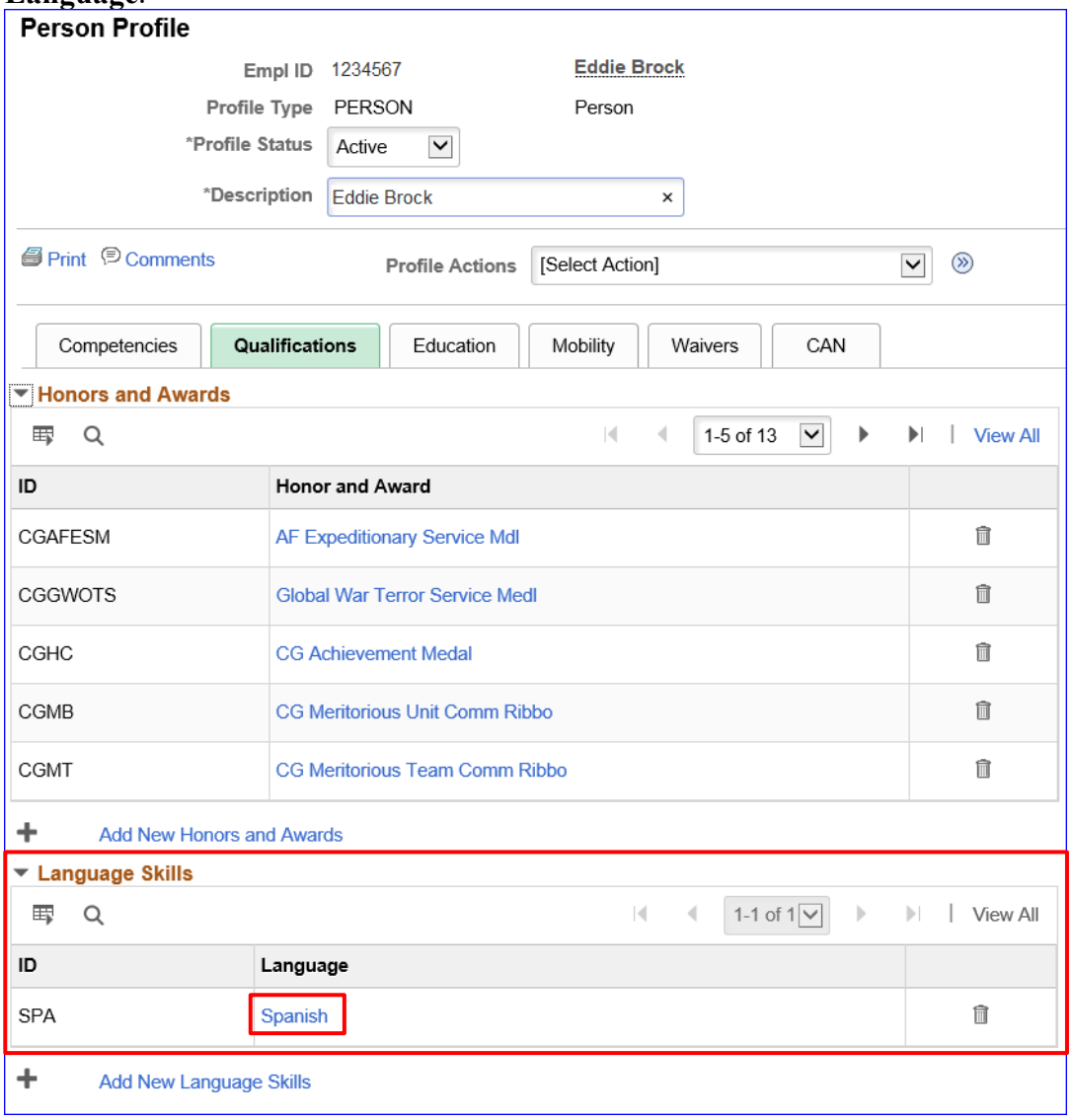
Return to Search

Continued on next page

Viewing a Language Skill, Continued

Procedures, continued

Step	Action
4	The member's Qualifications will display. The **Language Skills** is located beneath Honors and Awards. To view the details of the Language Skill, click on the **Language**.



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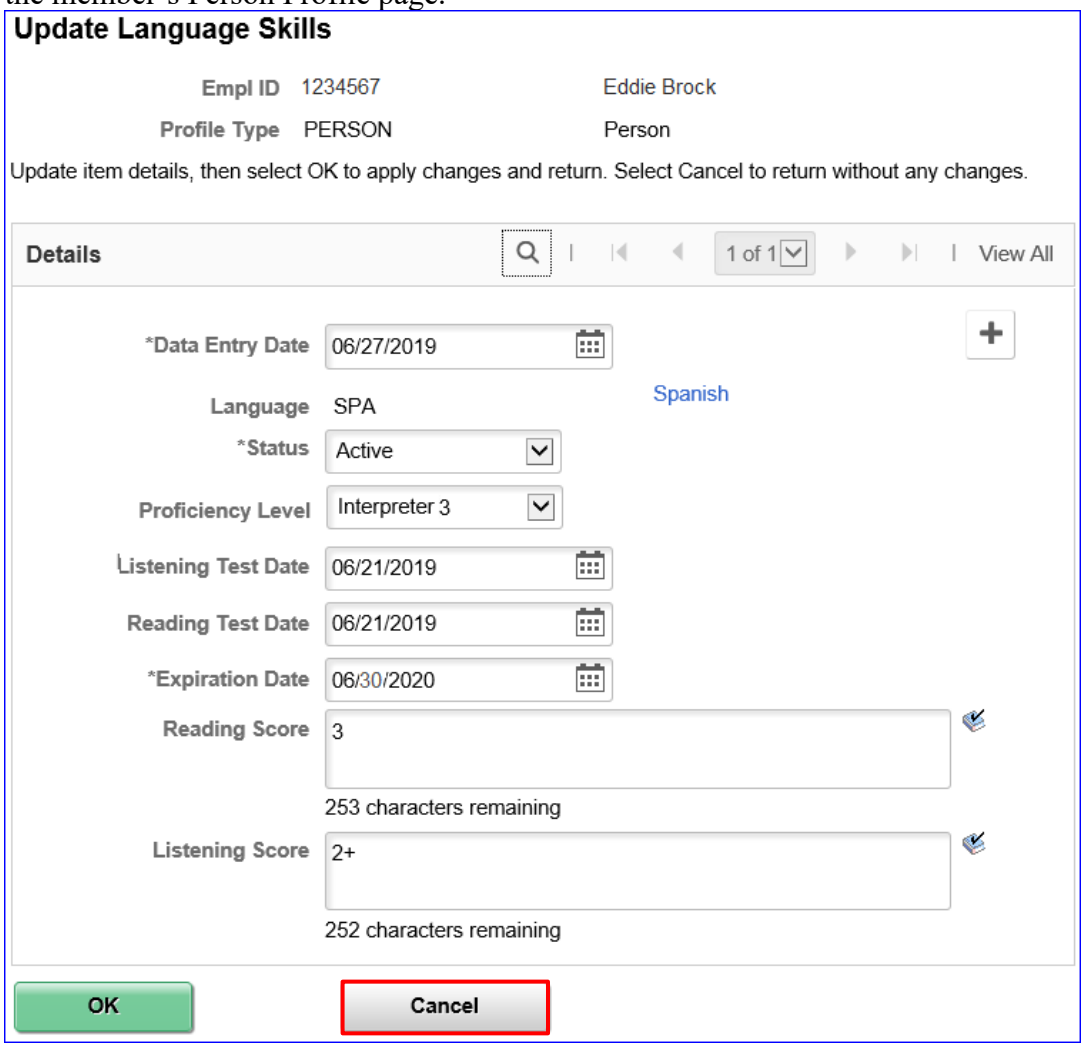
Viewing a Language Skill, Continued

Procedures, continued

Step	Action
5	The details of the selected Language Skill will display. Click **Cancel** to return to the member's Person Profile page.



Adding a New Language Skill

Introduction

This section provides the procedures to add a new Language Skill to a member's Person Profile in Direct Access (DA).

Important Information

In order for the member to be eligible for Foreign Language Proficiency Pay (FLPP), Foreign Language/Defense Language Proficiency Test (DLPT) results must be entered following the steps outlined in this section.

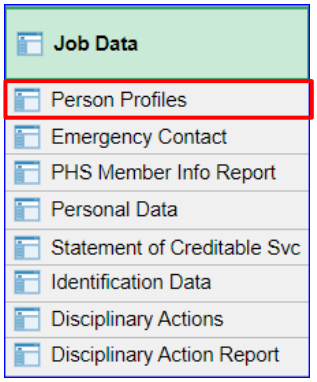
For FLPP purposes, certification of members' language proficiency will expire at the end of the 1-year period beginning on the first day of the first month after the certification date. Members must test annually in each language for which they are receiving FLPP in order to continue receiving FLPP. When completing the Expiration Date field, always use the last day of the month in which the test was taken, one year later.

Examples:

- PO1 Jones takes/passes the test for Spanish on 9/5/2017. The Expiration Date must be entered as 9/30/2018.
- PO2 Rodriguez takes/passes the test for Spanish on 5/25/2017. The Expiration Date must be entered as 5/31/2018.

Procedures

See below.

Step	Action
1	Click on the **Core HR** Tile.
1.5	Select the **Person Profiles** option. 

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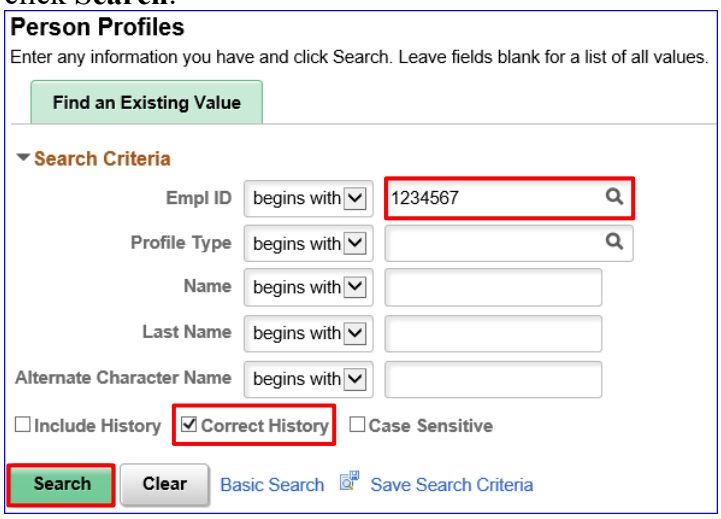
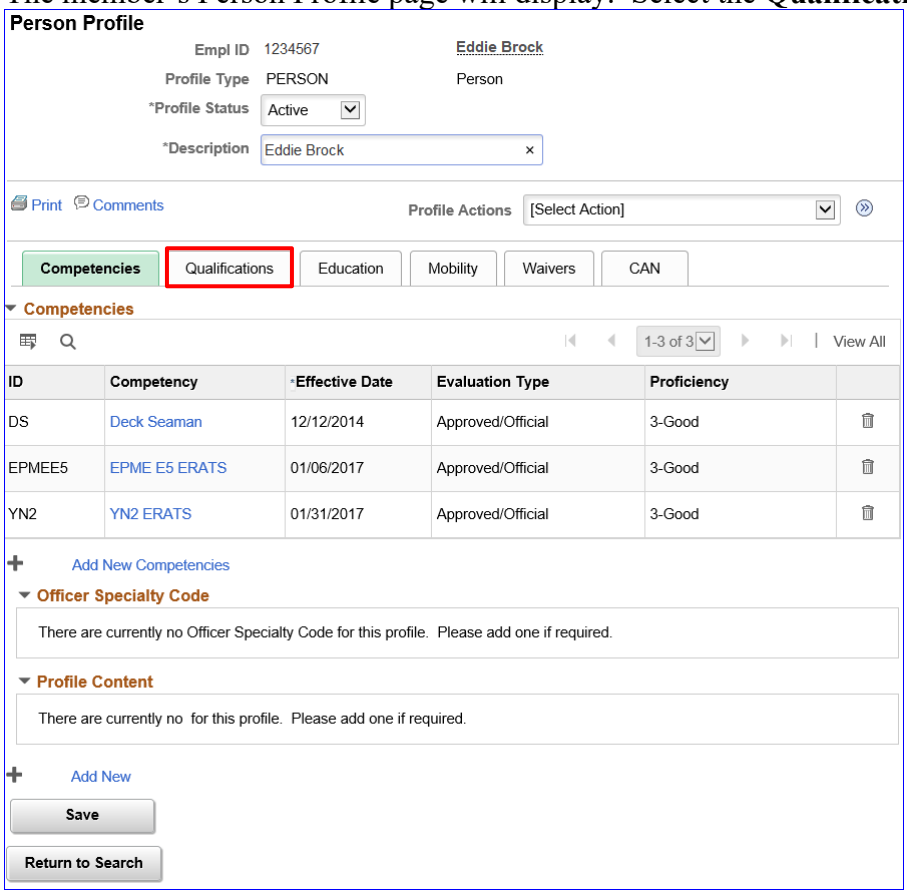
Adding a New Language Skill, Continued

Procedures,
continued

Step	Action
2	Enter the member's **Empl ID**. Ensure the **Correct History** box is checked and click **Search**. 
3	The member's Person Profile page will display. Select the **Qualifications** tab. 

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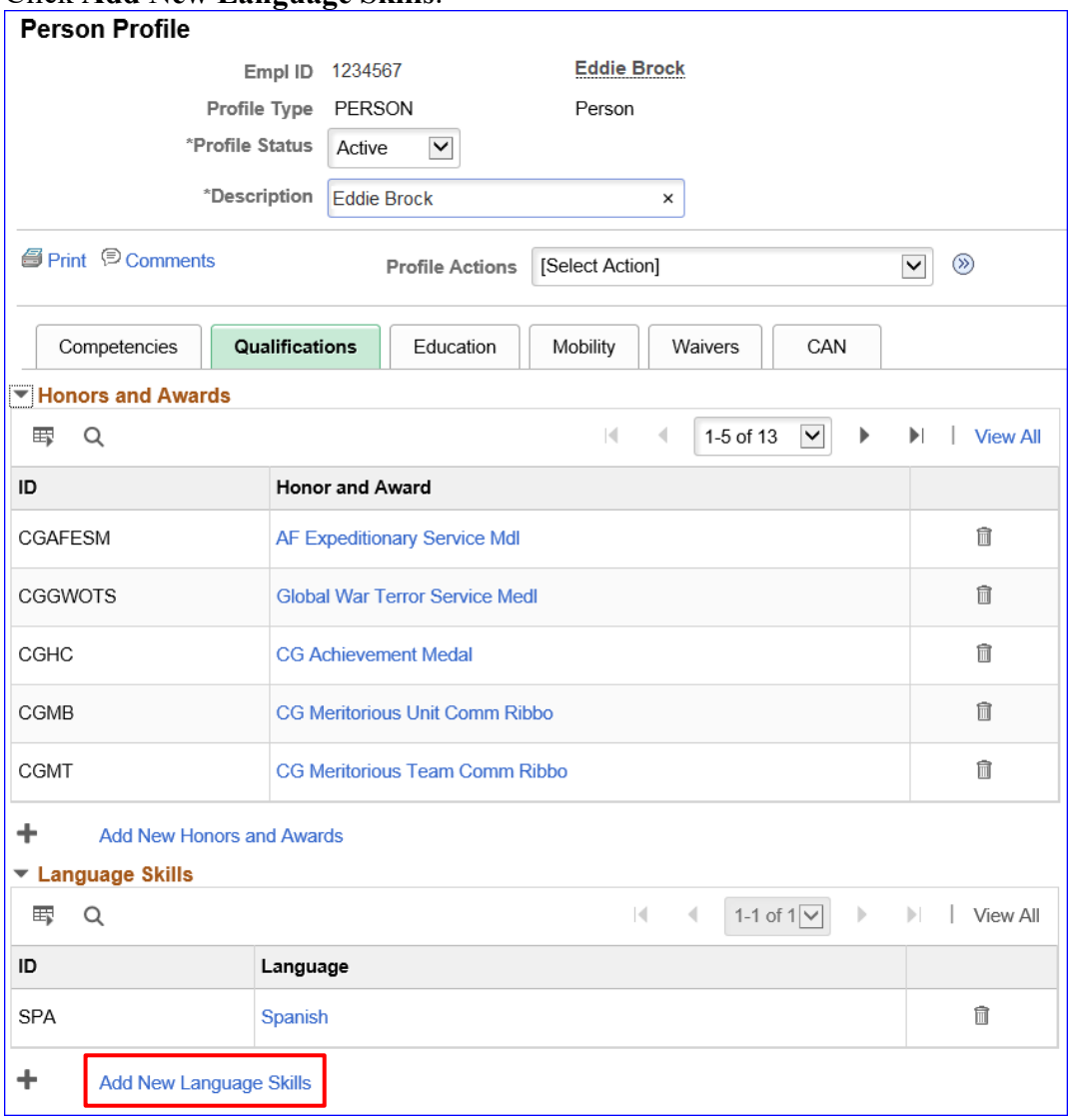
Adding a New Language Skill, Continued

Procedures, continued

Step	Action
4	Click **Add New Language Skills**.



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Adding a New Language Skill, Continued

Procedures, continued

Step	Action
5	The Add New Language Skills page will display.

Person Profile

Add New Language Skills

Empl ID 1234567 Eddie Brock

Profile Type PERSON Person

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.

Details 1 of 1 View All

*Data Entry Date 07/08/2019

*Language

*Status Active

Proficiency Level

Listening Test Date

Reading Test Date

*Expiration Date

Reading Score

254 characters remaining

Listening Score

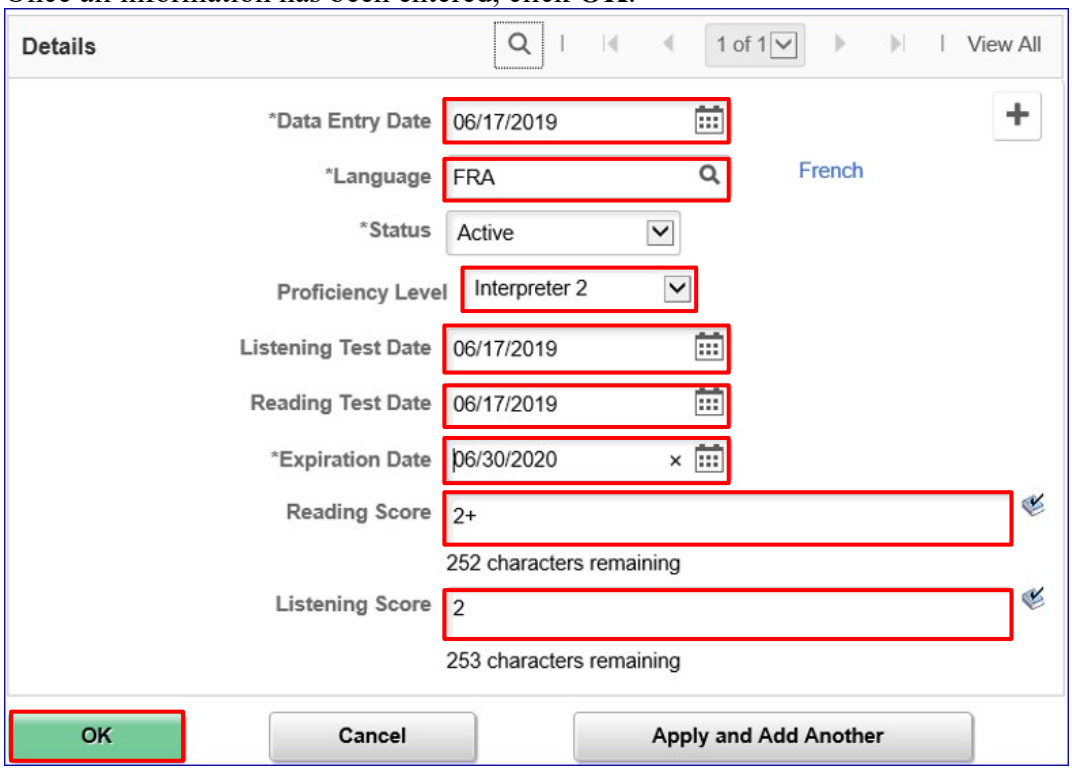
254 characters remaining

OK Cancel Apply and Add Another

Continued on next page

Adding a New Language Skill, Continued

Procedures,
continued

Step	Action
6	Complete the following the fields: • **Data Entry Date** – this will default to the current date. Enter the date of the Reading and Listening Tests (if this date does not match the Test dates, DA will not be able to pull the data when starting Foreign Language Proficiency Pay). • **Language** – Using the lookup, select the appropriate language code. • **Status** – Leave this at the default, Active. • **Proficiency Level** – Using the drop-down, select the appropriate proficiency level. • **Listening Test Date** – Enter the date of the test (this must match the Data Entry Date above). • **Reading Test Date** – Enter the date of the test (this must match the Listening Test Date and the Data Entry Date). • **Expiration Date** – The expiration date will be the last day of the month the tests were taken but one year later. For example, if the tests were taken in June 2019, the expiration date will be June 30, 2020. • **Reading Score** – Enter the Reading test score. • **Listening Score** – Enter the Listening test score. Once all information has been entered, click **OK**. 

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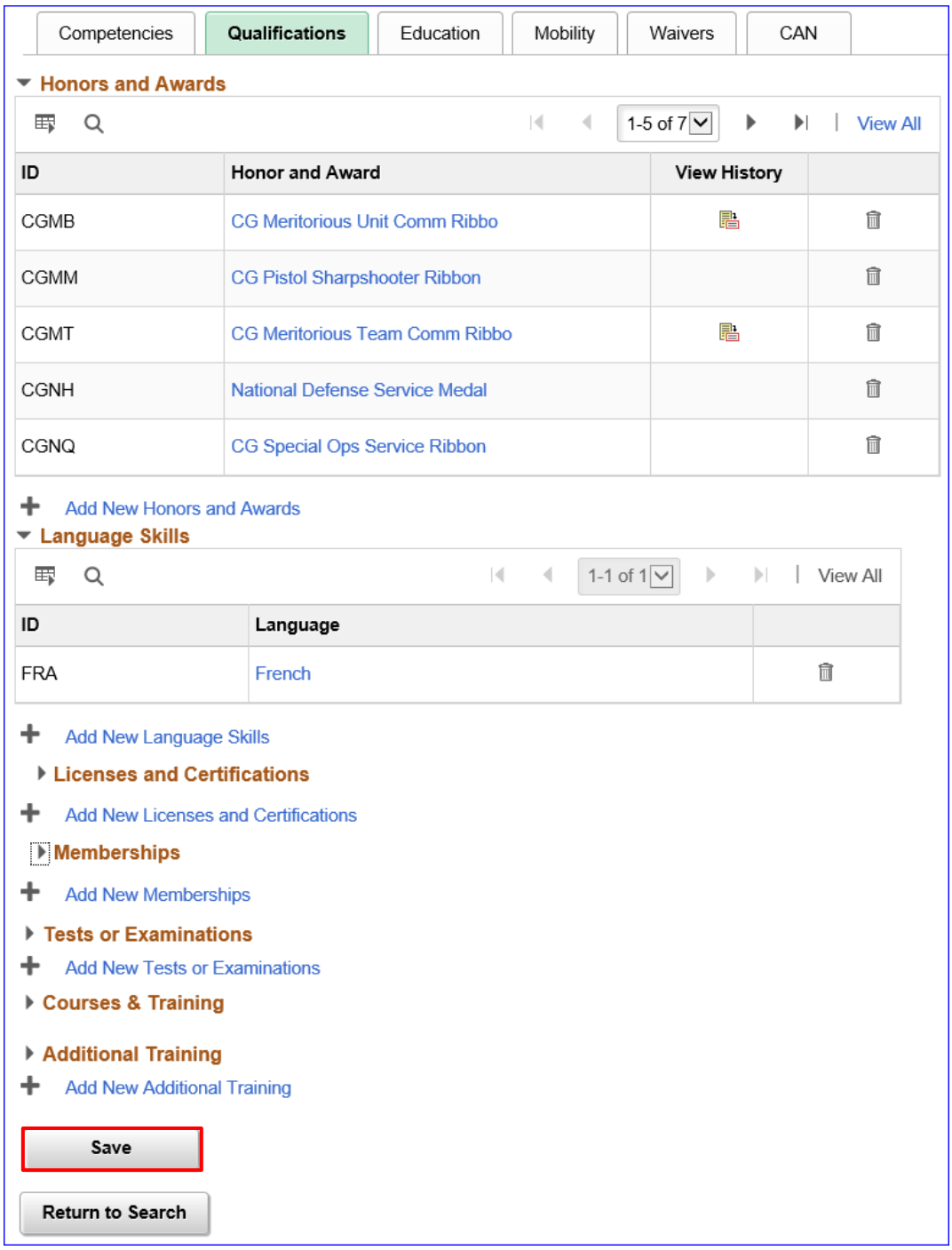
Adding a New Language Skill, Continued

Procedures, continued

Step	Action
7	Click **Save**.



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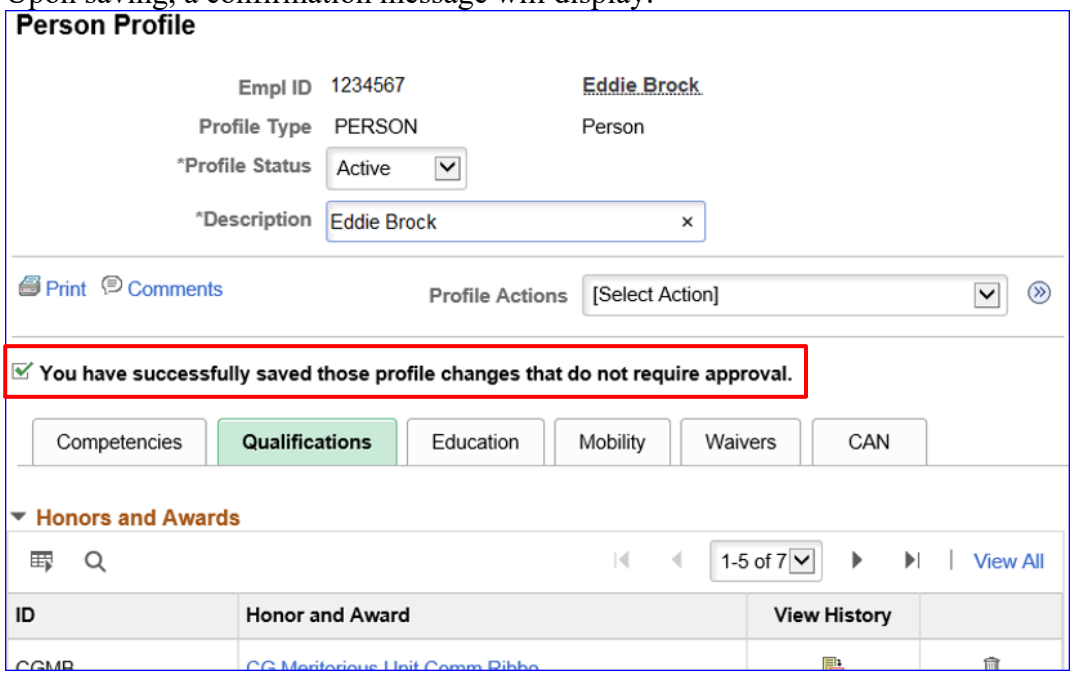
Adding a New Language Skill, Continued

Procedures, continued

Step	Action
8	Upon saving, a confirmation message will display.



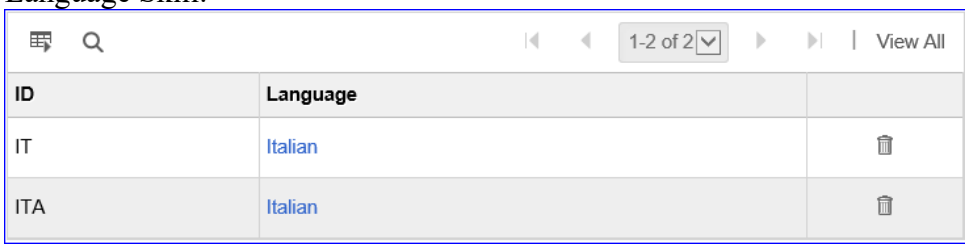
Adding New Language Test Results for the Same Language Type

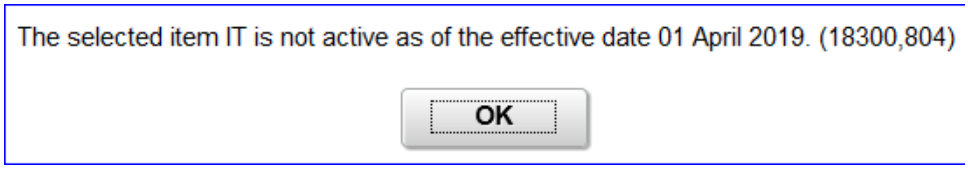
Introduction

This section provides the procedures to add language test results for an existing Language Skill of the same type in Direct Access (DA).

Important Information

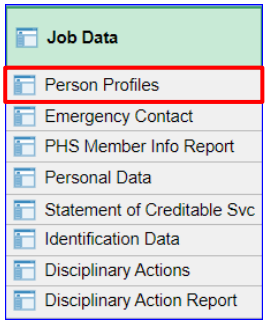
As of 04/01/2019, the 2 character Language Skill codes are no longer valid. If adding new language test results to an existing Language Skill that was granted prior to 04/01/19, the new language test results will need to be added as though Adding a New Language Skill. For example, if the Italian Language Skill was originally added to the member's Person Profile on 05/16/**2018** and new test results dated 04/28/**2019** are received, a new Language Skill using the 3 character Language Skill code will need to be created instead of adding a new row to the existing Italian Language Skill.





Procedures

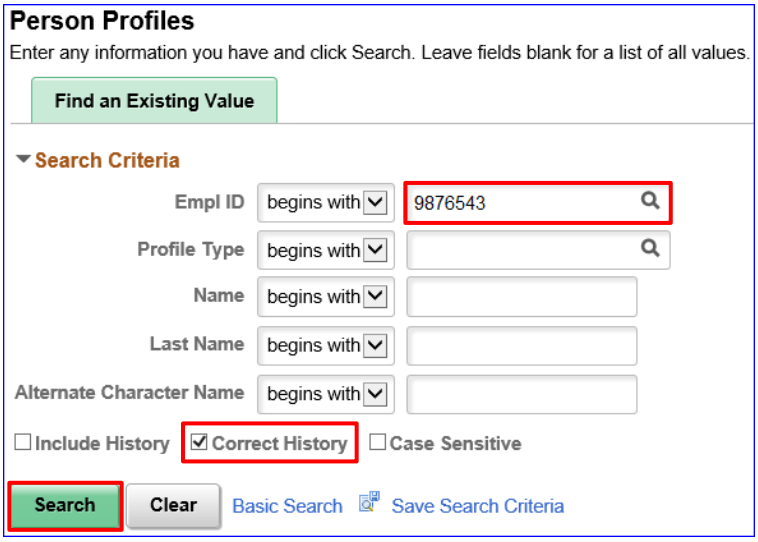
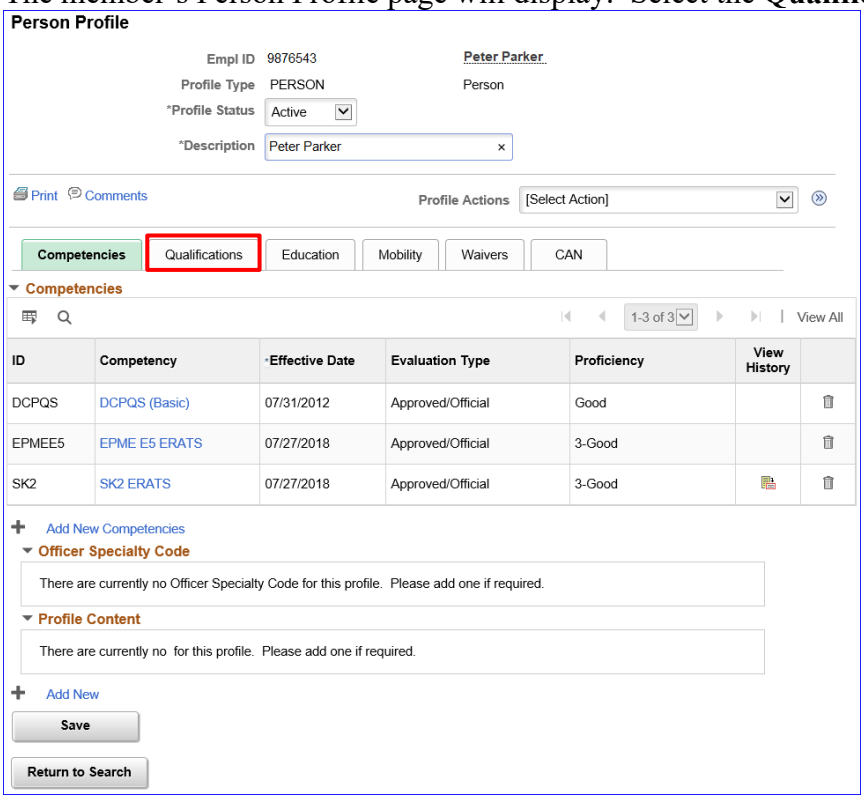
See below.

Step	Action
1	Click on the **Core HR** Tile.
1.5	Select the **Person Profiles** option. 

Continued on next page

Adding New Language Test Results for the Same Language Type, Continued

Procedures,
continued

Step	Action
2	Enter the member's **Empl ID**. Ensure the **Correct History** box is checked and click **Search**. 
3	The member's Person Profile page will display. Select the **Qualifications** tab. 

Continued on next page

Adding New Language Test Results for the Same Language Type, Continued

Procedures,
continued

Step	Action
4	Select the **Language** the test results are to be added to.

Competencies | Qualifications | Education | Mobility | Waivers | CAN

Honors and Awards

1-5 of 7 | View All

ID	Honor and Award	View History	
CGGWOTS	Global War Terror Service Medl		
CGMB	CG Meritorious Unit Comm Ribbo		
CGMT	CG Meritorious Team Comm Ribbo		
CGNA	CG Comdt Ltr of Comm Ribbon		
CGNH	National Defense Service Medal		

Add New Honors and Awards

Language Skills

1-2 of 2 | View All

ID	Language	
JA	Japanese	
SPA	Spanish	

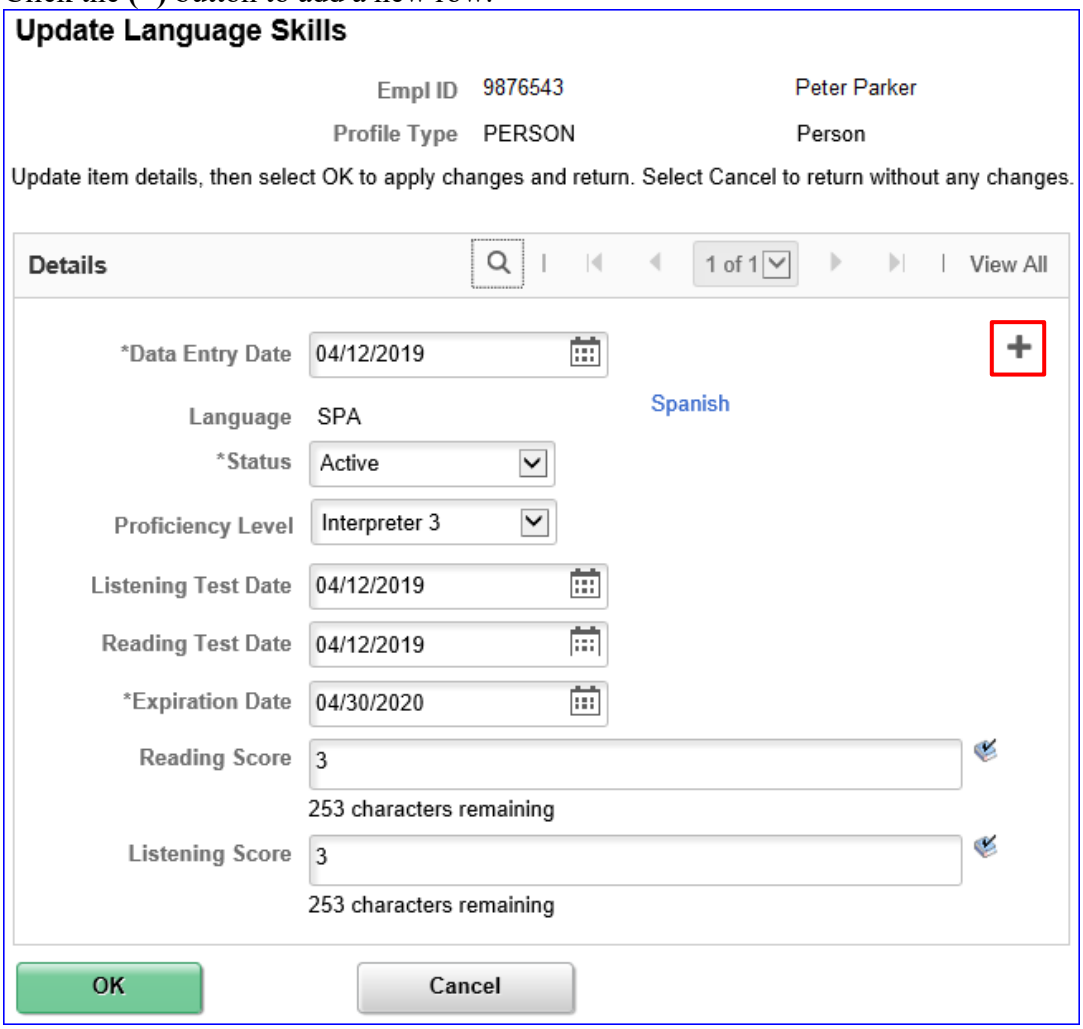
Add New Language Skills

Continued on next page

Adding New Language Test Results for the Same Language Type, Continued

Procedures,
continued

Step	Action
5	Click the (+) button to add a new row.

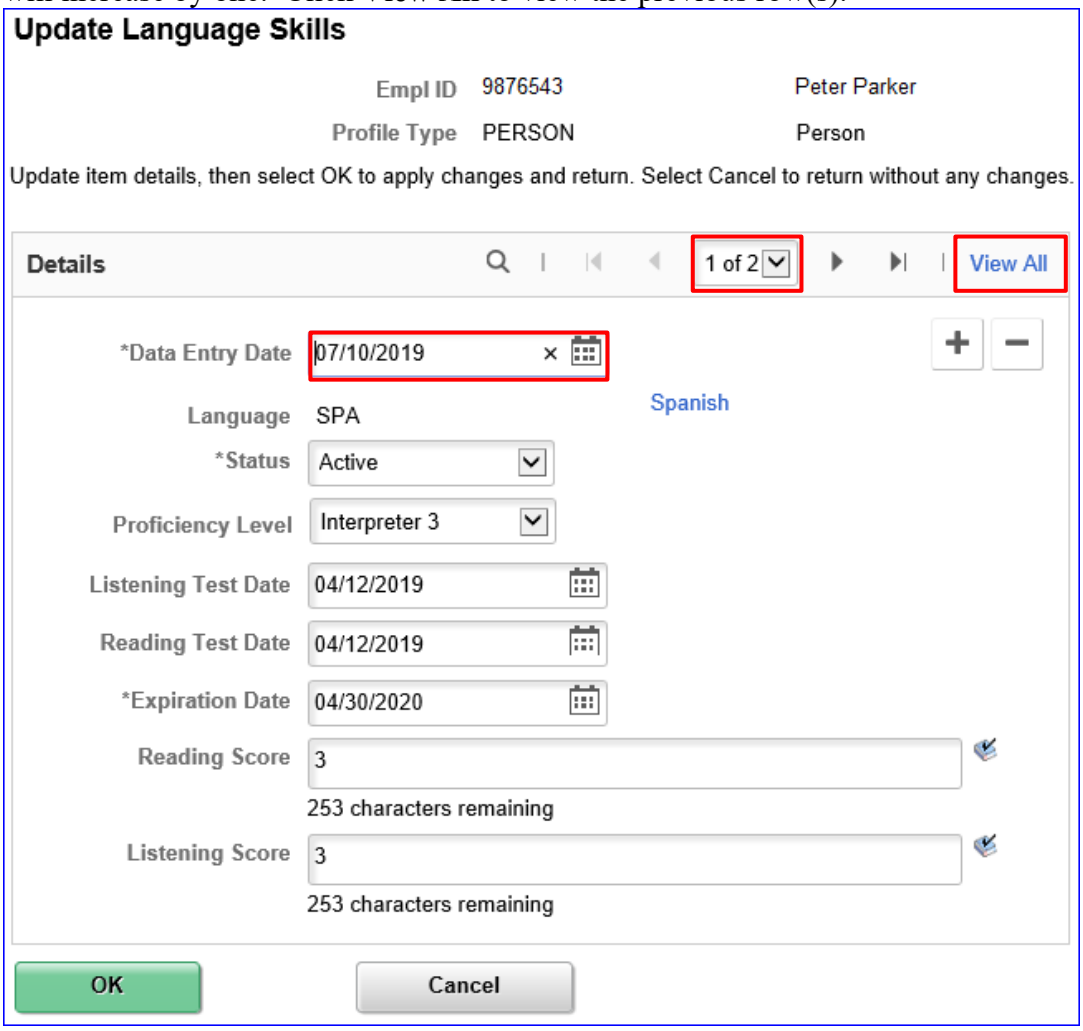


Continued on next page

Adding New Language Test Results for the Same Language Type, Continued

Procedures,
continued

Step	Action
6	The new row will populate with the current date and the number of rows indicated will increase by one. Click **View All** to view the previous row(s).



Continued on next page

Adding New Language Test Results for the Same Language Type, Continued

Procedures, continued

Step	Action
7	All rows will be displayed.

Details 1-2 of 2 View 1

*Data Entry Date 07/10/2019

Language SPA Spanish

*Status Active

Proficiency Level Interpreter 3

Listening Test Date 04/12/2019

Reading Test Date 04/12/2019

*Expiration Date 04/30/2020

Reading Score 3

253 characters remaining

Listening Score 3

253 characters remaining

*Data Entry Date 04/12/2019

Language SPA Spanish

*Status Active

Proficiency Level Interpreter 3

Listening Test Date 04/12/2019

Reading Test Date 04/12/2019

*Expiration Date 04/30/2020

Reading Score 3

253 characters remaining

Listening Score 3

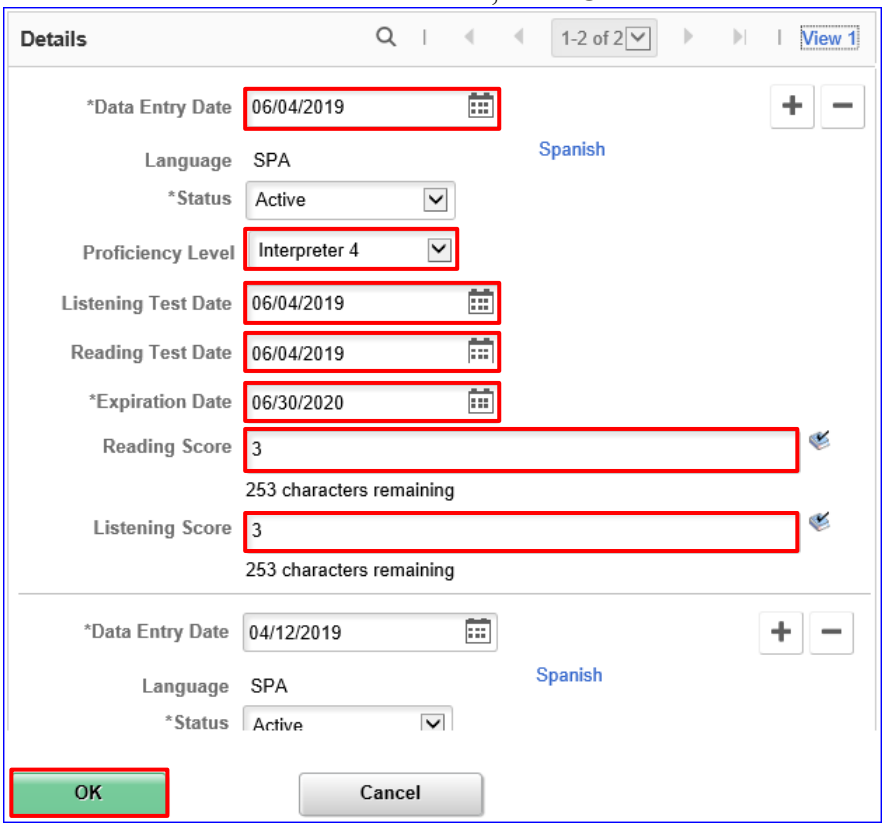
253 characters remaining

OK Cancel

Continued on next page

Adding New Language Test Results for the Same Language Type, Continued

Procedures, continued

Step	Action
8	Overwrite the data in the new row: • **Data Entry Date –** Enter the date of the Reading and Listening Tests (if this date does not match the Test dates, DA will not be able to pull the data when starting Foreign Language Proficiency Pay). • **Status –** Leave this at the default, Active. • **Proficiency Level –** Using the drop-down, select the appropriate proficiency level. • **Listening Test Date –** Enter the date of the test (this must match the Data Entry Date above). • **Reading Test Date –** Enter the date of the test (this must match the Listening Test Date and the Data Entry Date). • **Expiration Date –** The expiration date will be the last day of the month the tests were taken but one year later. For example, if the tests were taken in June 2019, the expiration date will be June 30, 2020. • **Reading Score –** Enter the Reading test score. • **Listening Score –** Enter the Listening test score. Once all information has been entered, click **OK**. 

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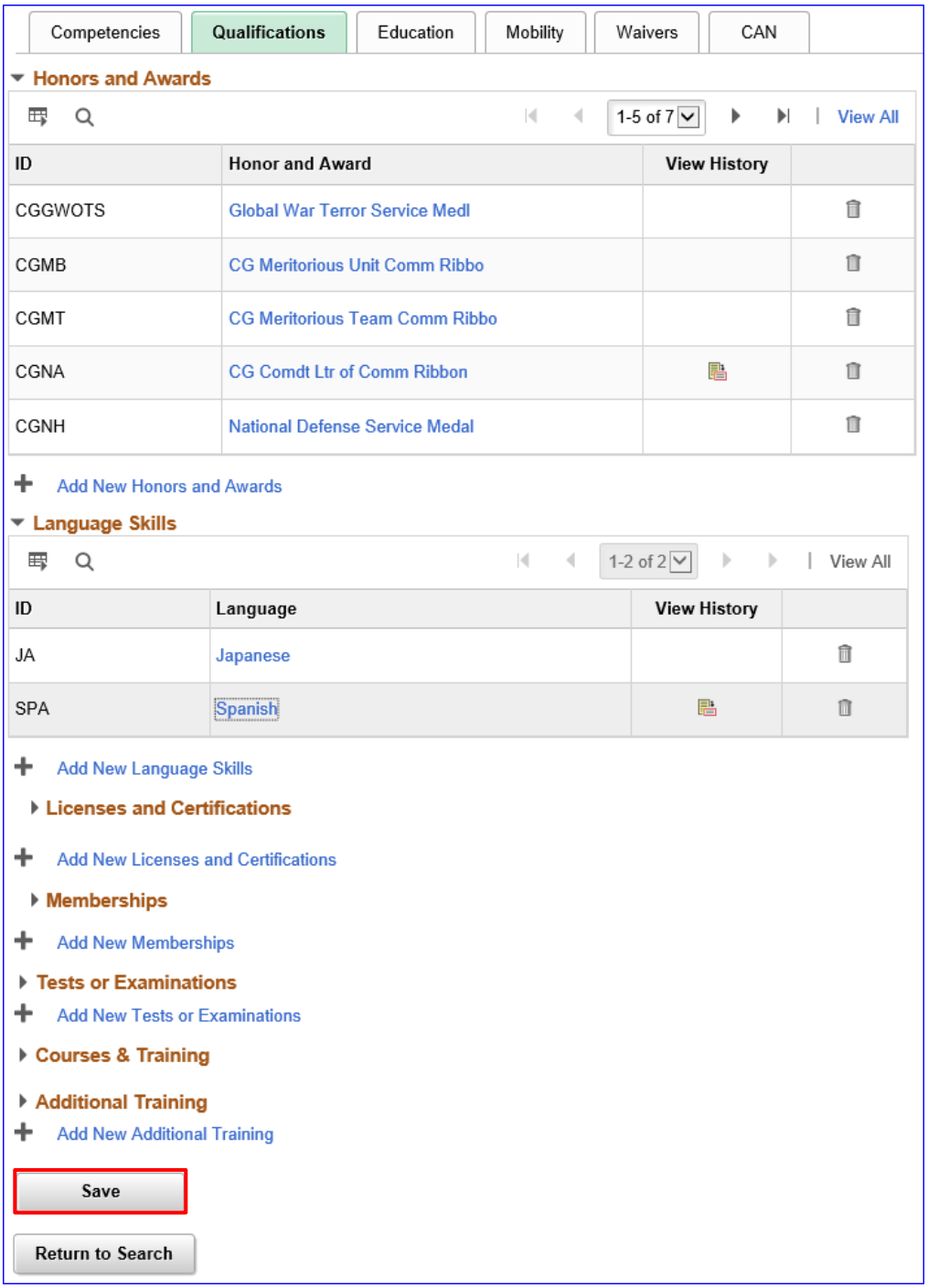
Adding New Language Test Results for the Same Language Type, Continued

Procedures,
continued

Step	Action
9	Click **Save**.



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Adding New Language Test Results for the Same Language Type, Continued

Procedures,
continued

Step	Action
10	Upon saving, a confirmation message will display.

Person Profile

Empl ID 9876543 Peter Parker
Profile Type PERSON Person
*Profile Status Active
*Description Peter Parker

Print Comments Profile Actions [Select Action]

You have successfully saved those profile changes that do not require approval.

Competencies | Qualifications | Education | Mobility | Waivers | CAN

Honors and Awards

1-5 of 7 View All

ID	Honor and Award	View History	
CGGWOTS	Global War Terror Service Medl		
CGMB	CG Meritorious Unit Comm Ribbo		
CGMT	CG Meritorious Team Comm Ribbo		
CGNA	CG Comdt Ltr of Comm Ribbon		
CGNH	National Defense Service Medal		

Add New Honors and Awards

Language Skills

1-2 of 2 View All

ID	Language	View History	
JA	Japanese		
SPA	Spanish		

Correcting a Language Skill

Introduction

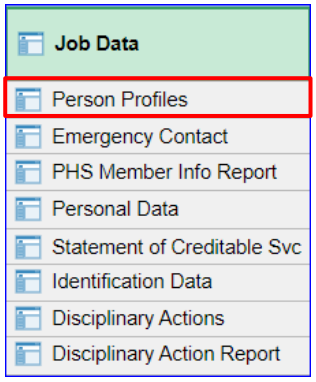
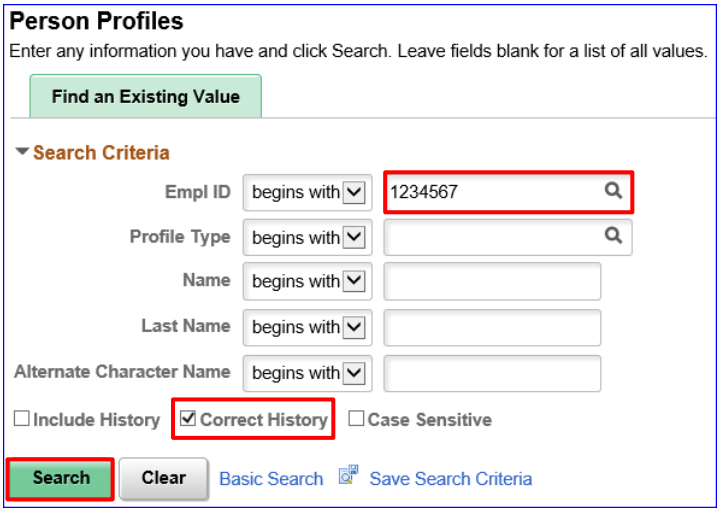
This section provides the procedures to correct a previously entered Language Skill in Direct Access (DA).

Important Information

If an incorrect Language Skill was entered, it cannot be corrected. It **MUST** be deleted and re-entered using the correct language code. Follow the procedures provided in the Deleing a Single Language Skill and Adding a New Language Skill sections of this guide.

Procedures

See below.

Step	Action
1	Click on the **Core HR** Tile.
1.5	Select the **Person Profiles** option. 
2	Enter the member's **Empl ID**. Ensure the **Correct History** box is checked and click **Search**. 

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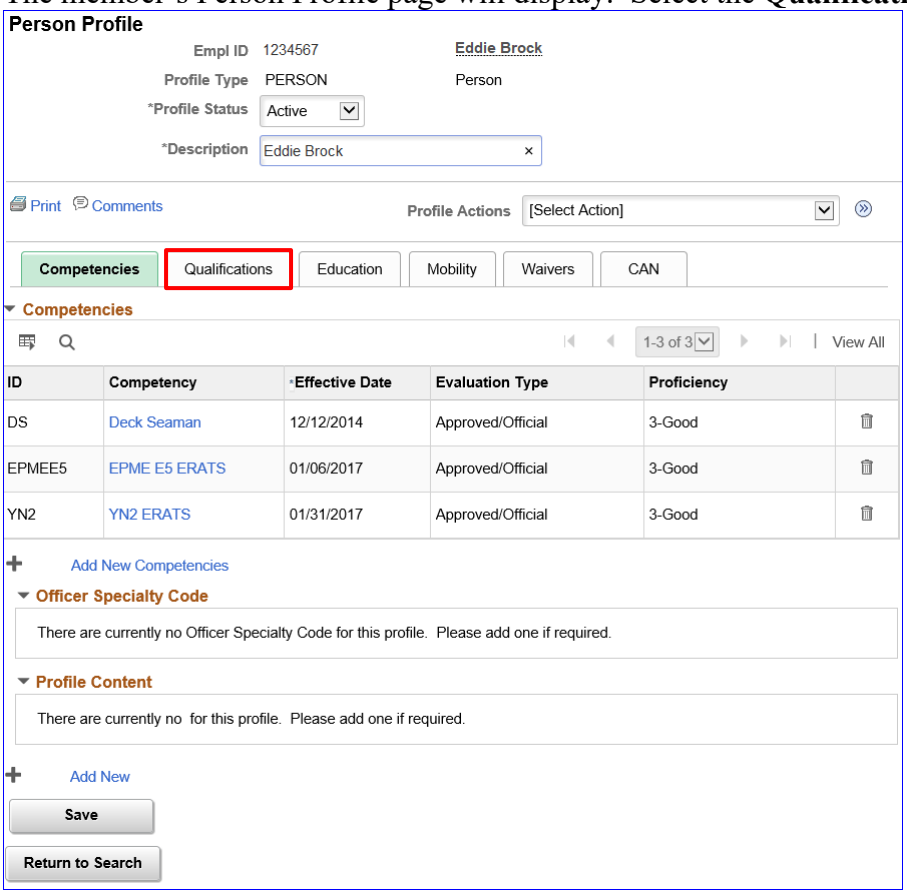
Correcting a Language Skill, Continued

Procedures, continued

Step	Action
3	The member's Person Profile page will display. Select the **Qualifications** tab.



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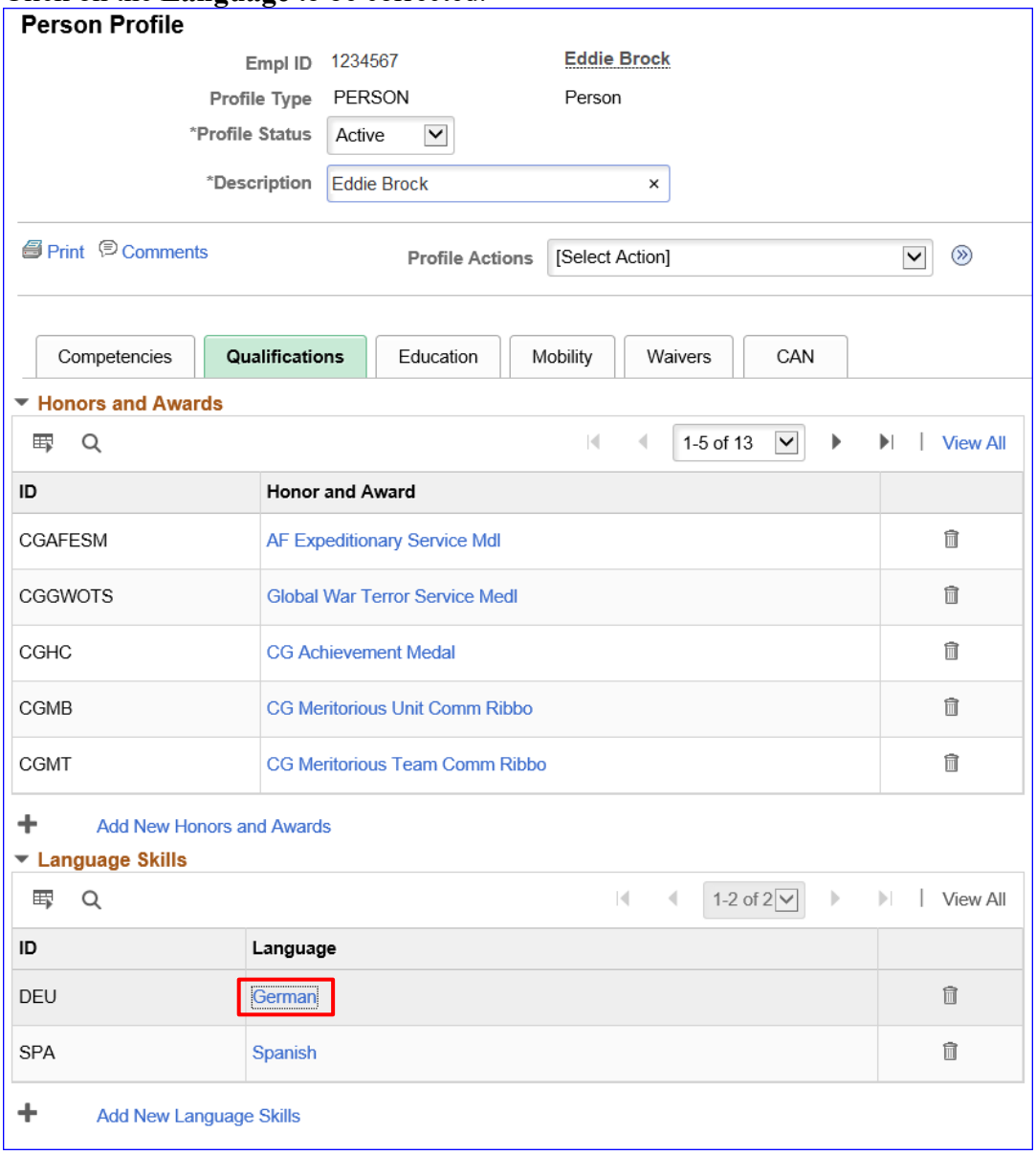
Correcting a Language Skill, Continued

Procedures, continued

Step	Action
4	Click on the **Language** to be corrected.



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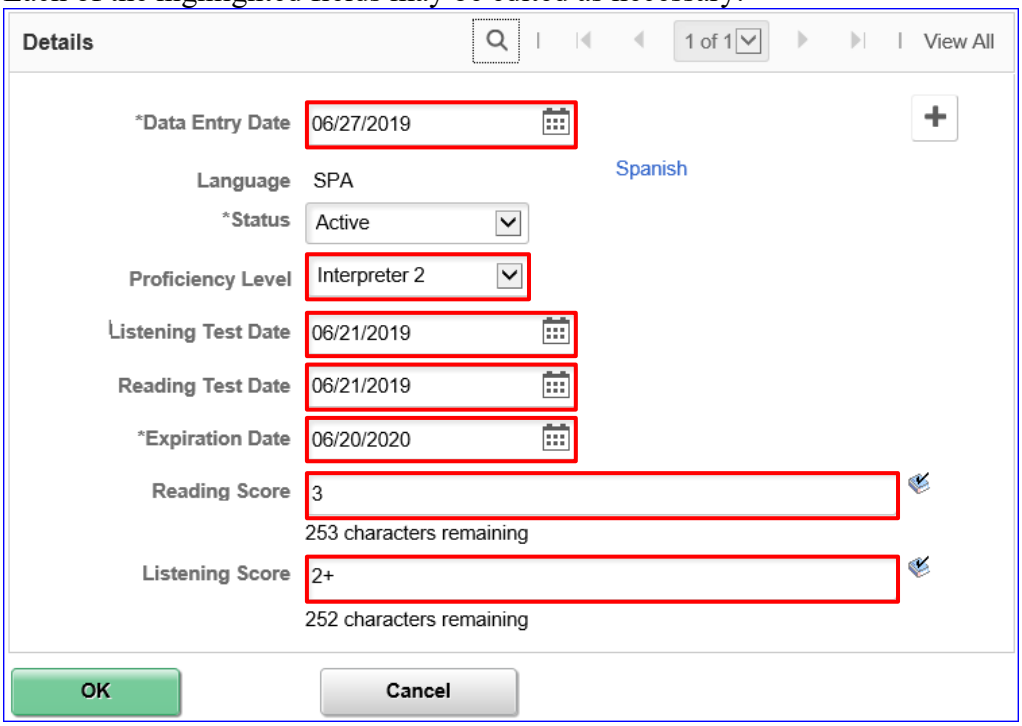
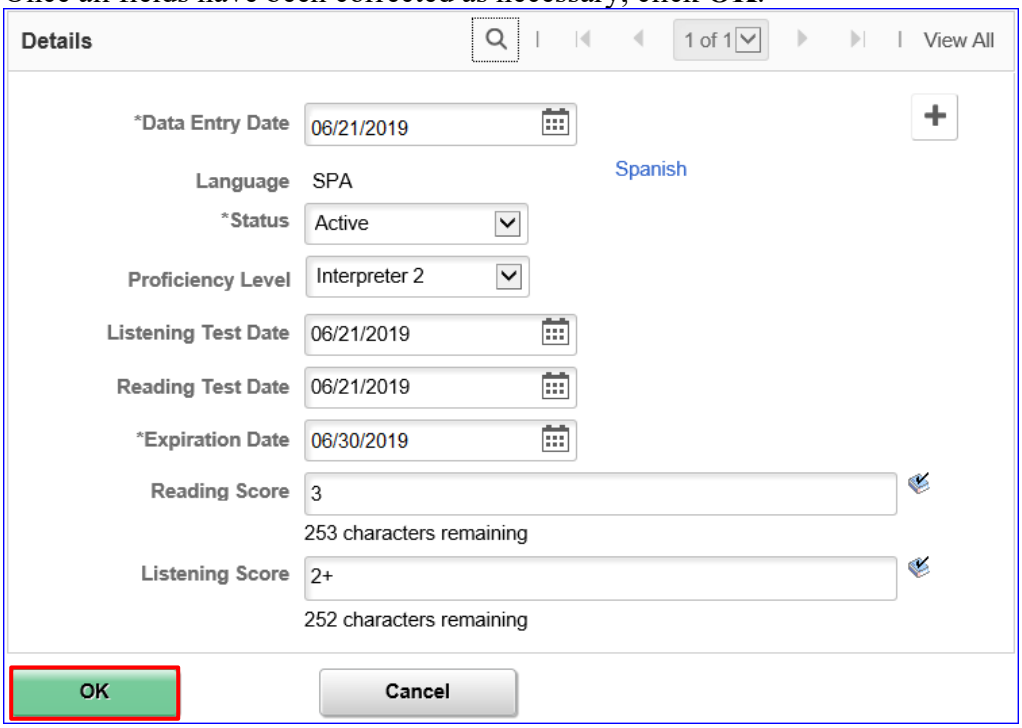
Correcting a Language Skill, Continued

Procedures, continued

Step	Action
5	Each of the highlighted fields may be edited as necessary. 
6	Once all fields have been corrected as necessary, click **OK**. 

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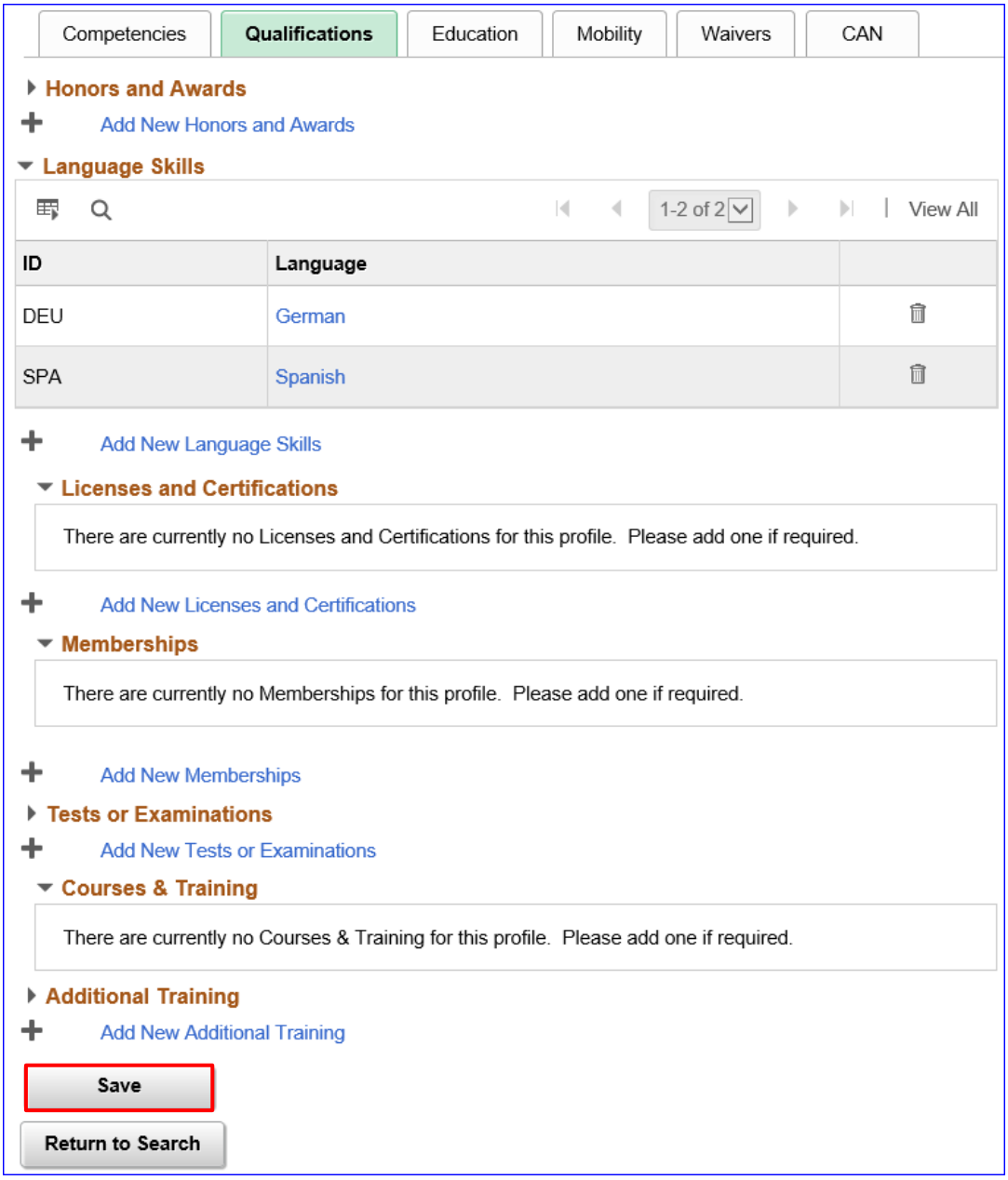
Correcting a Language Skill, Continued

Procedures, continued

Step	Action
7	Click **Save**.



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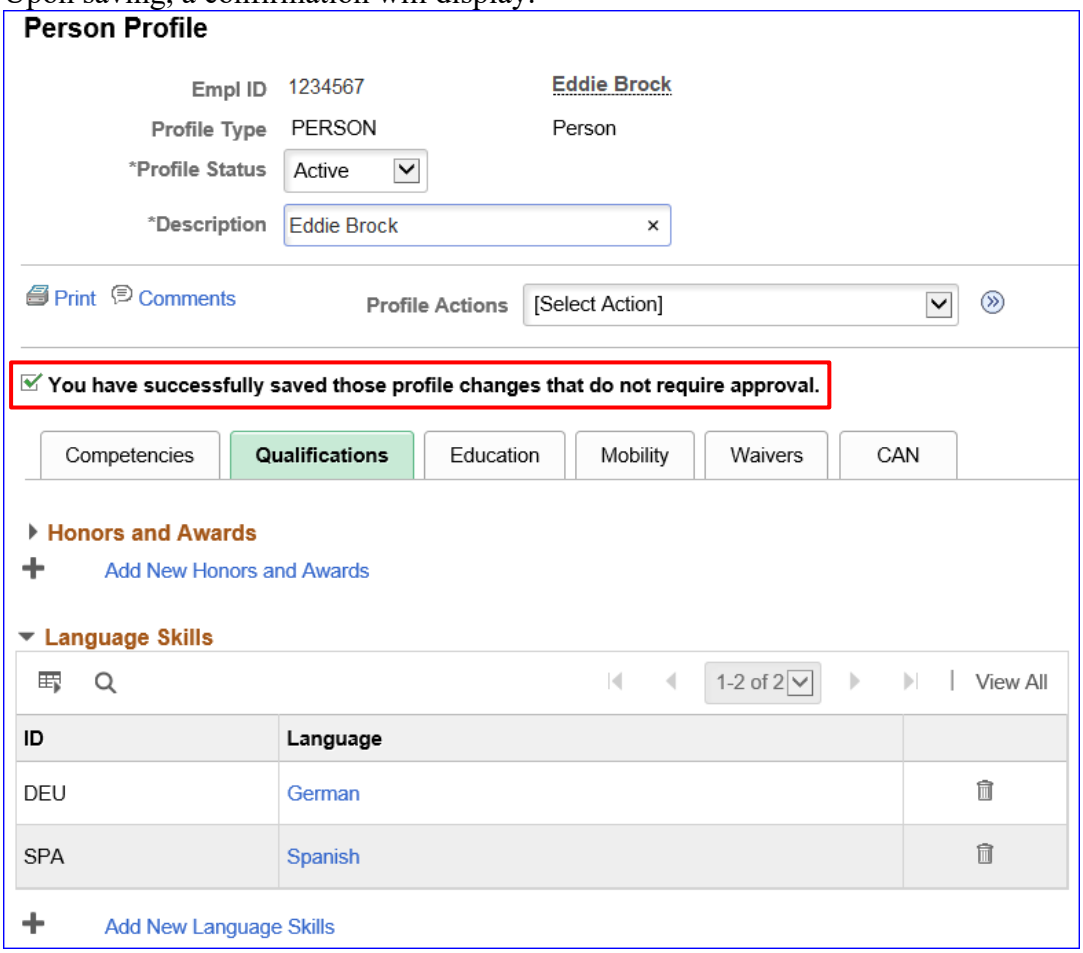
Correcting a Language Skill, Continued

Procedures, continued

Step	Action
8	Upon saving, a confirmation will display.



Deleting a Single Language Skill

Introduction

This section provides the procedures to delete a single Language Skill from Direct Access (DA).

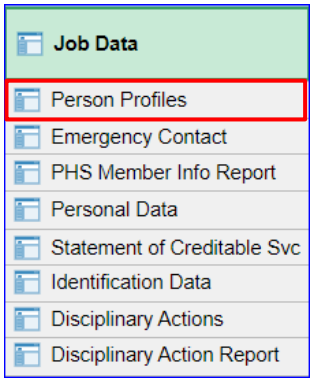
Important Information

As with any delete function, use extreme caution when performing delete transactions. It is possible to delete the incorrect row(s), especially if the member has multiple instances of the same language. If a row is erroneously deleted, it will have to be recreated. It is recommended that a screenshot be taken of the row(s) prior to deleting in the event it needs to be recreated.

Note: If this is a language that has just been added, the minus button used to delete some rows 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.
1.5	Select the **Person Profiles** option. 

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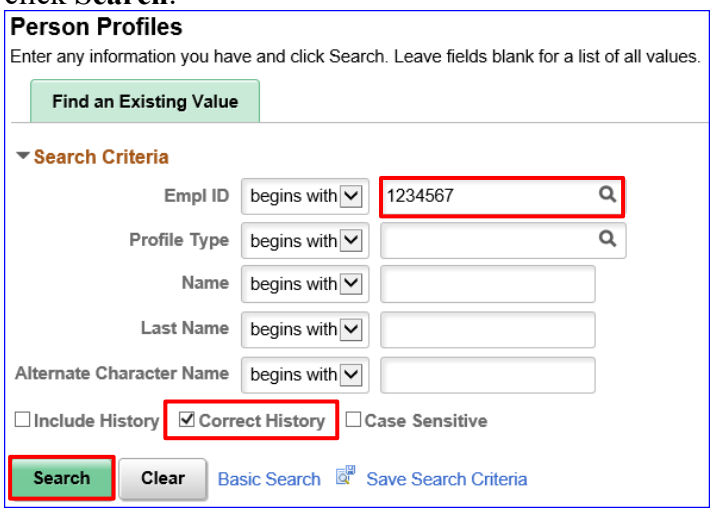
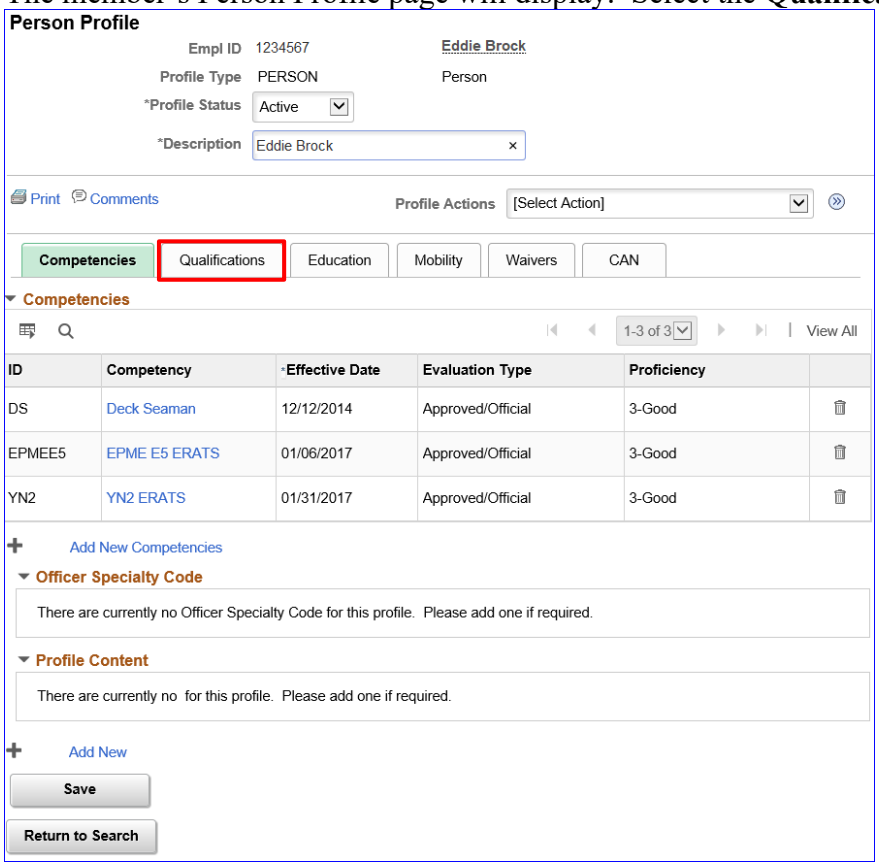
Deleting a Single Language Skill, Continued

Procedures,
continued

Step	Action
2	Enter the member's **Empl ID**. Ensure the **Correct History** box is checked and click **Search**. 
3	The member's Person Profile page will display. Select the **Qualifications** tab. 

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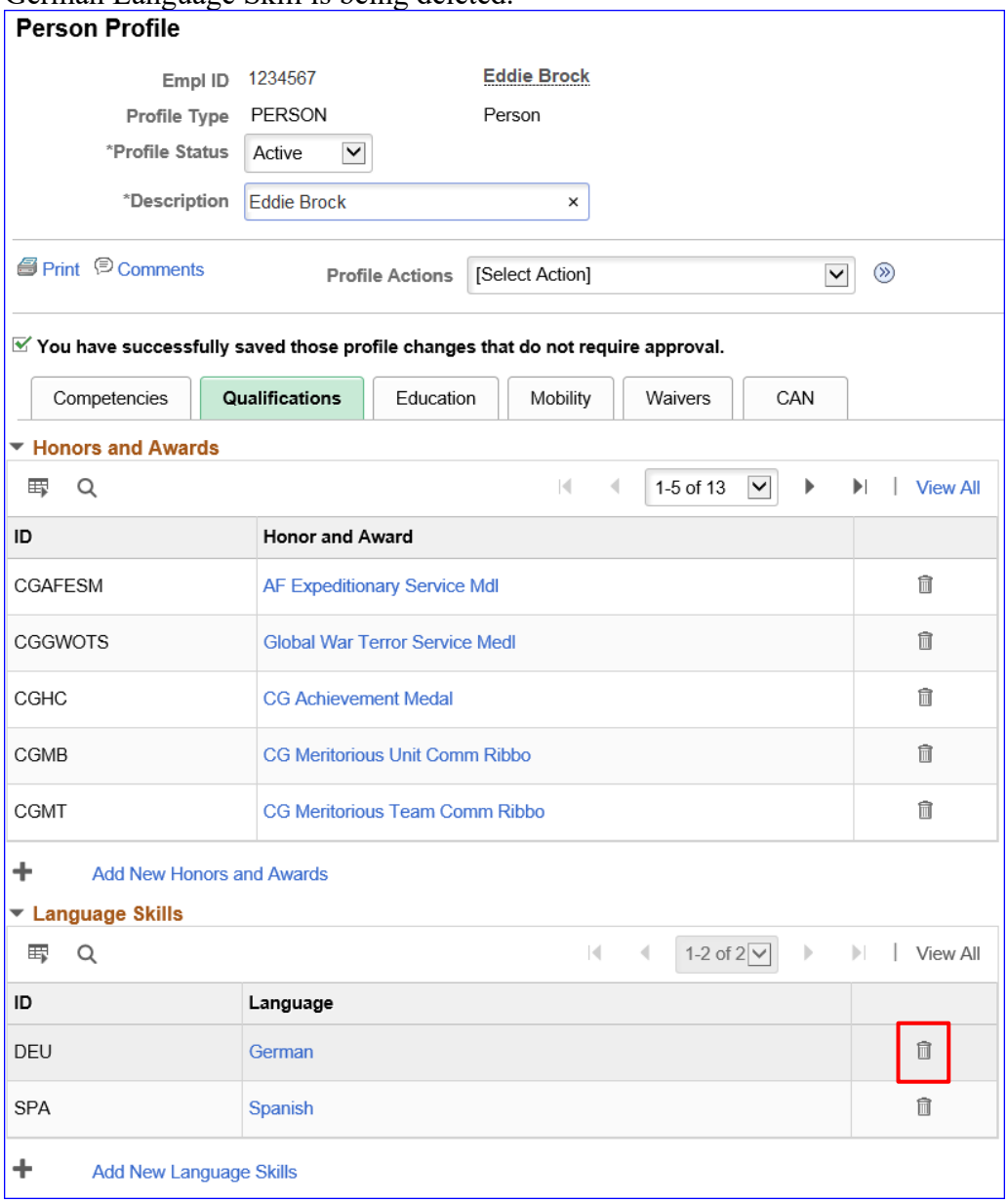
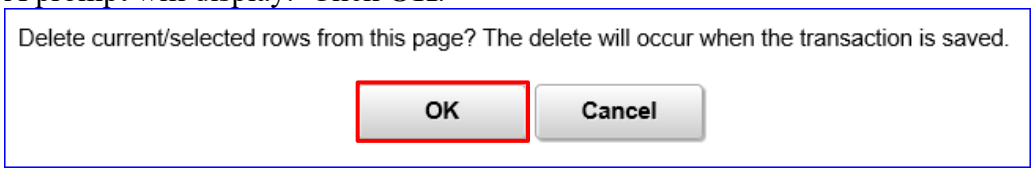
Deleting a Single Language Skill, Continued

Procedures, continued

Step	Action
4	Click the **Trashcan** icon to delete the Language Skill. In this example, the German Language Skill is being deleted.
5	A prompt will display. Click **OK**.





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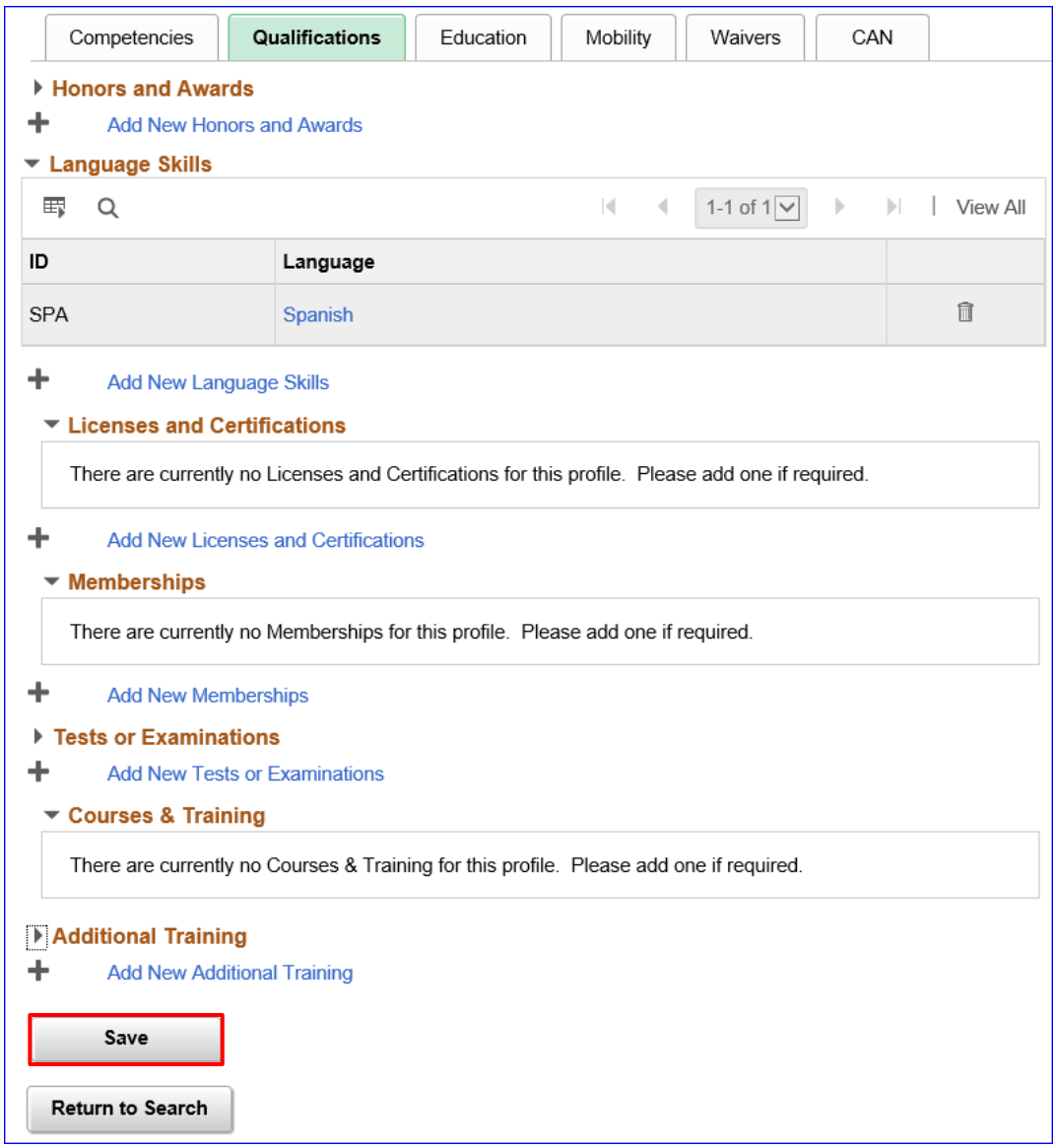
Deleting a Single Language Skill, Continued

Procedures, continued

Step	Action
6	Click **Save**.



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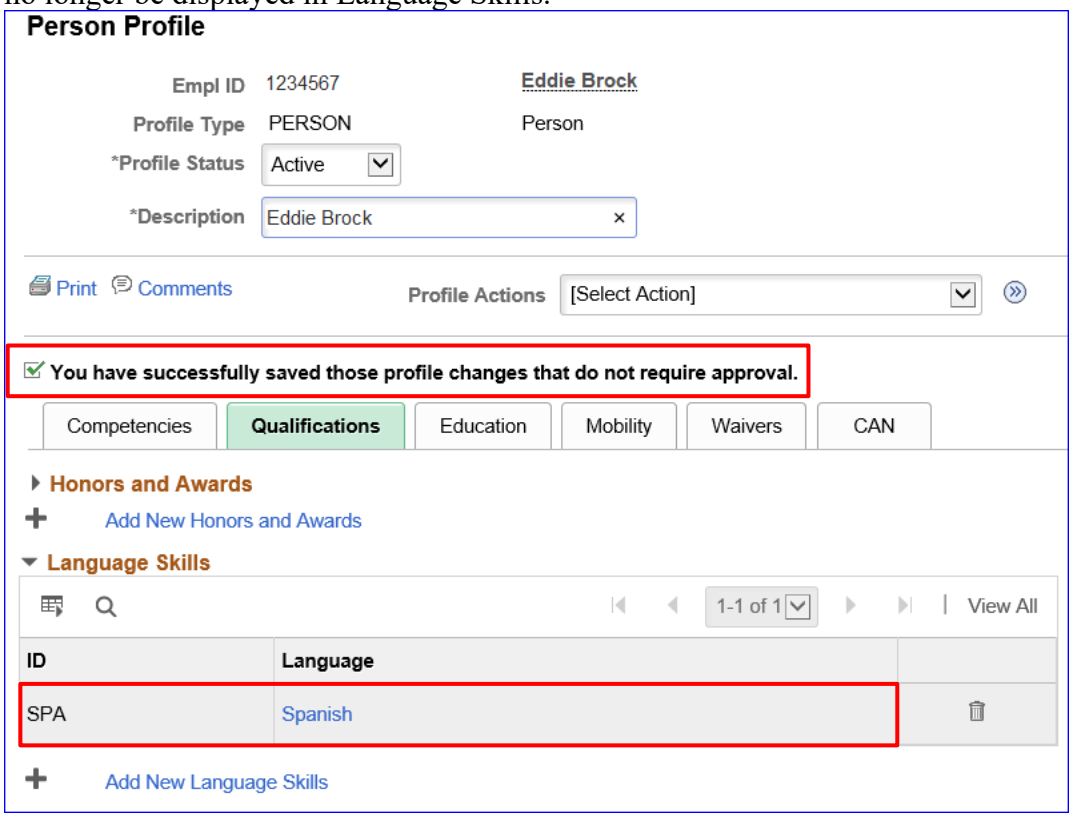
Deleting a Single Language Skill, Continued

Procedures, continued

Step	Action
7	Upon saving, a confirmation message will display and the deleted language will no longer be displayed in Language Skills.



Deleting One Language Skill Instance when Multiple Instances Exist

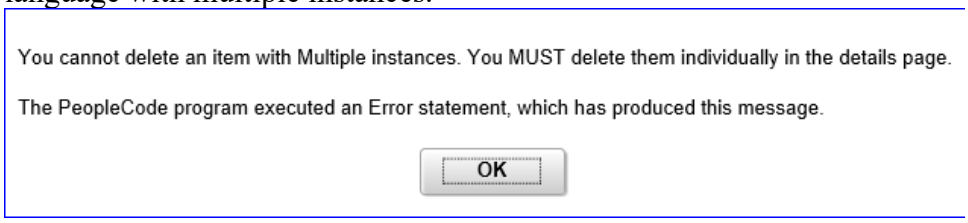
Introduction

This section provides the procedures to delete one instance of a Language Skill when multiple instances exist in Direct Access (DA).

Important Information

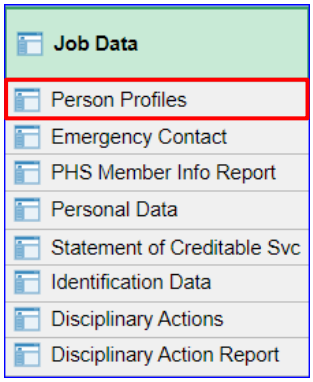
As with any delete function, use extreme caution when performing delete transactions. It is possible to delete the incorrect row(s), especially if the member has multiple instances of the same language. If a row is erroneously deleted, it will have to be recreated. It is recommended that a screenshot be taken of the row(s) prior to deleting in the event it needs to be recreated.

Note: To prevent unintentional deletions, the Trashcan functionality for multiple instances of one type of language has been disabled. The following message will display if the Trashcan icon is selected for a language with multiple instances.



Procedures

See below.

Step	Action
1	Click on the **Core HR** Tile.
1.5	Select the **Person Profiles** option. 

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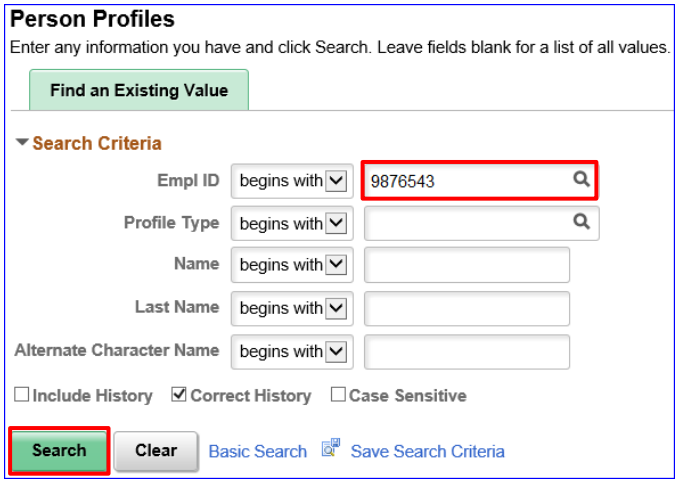
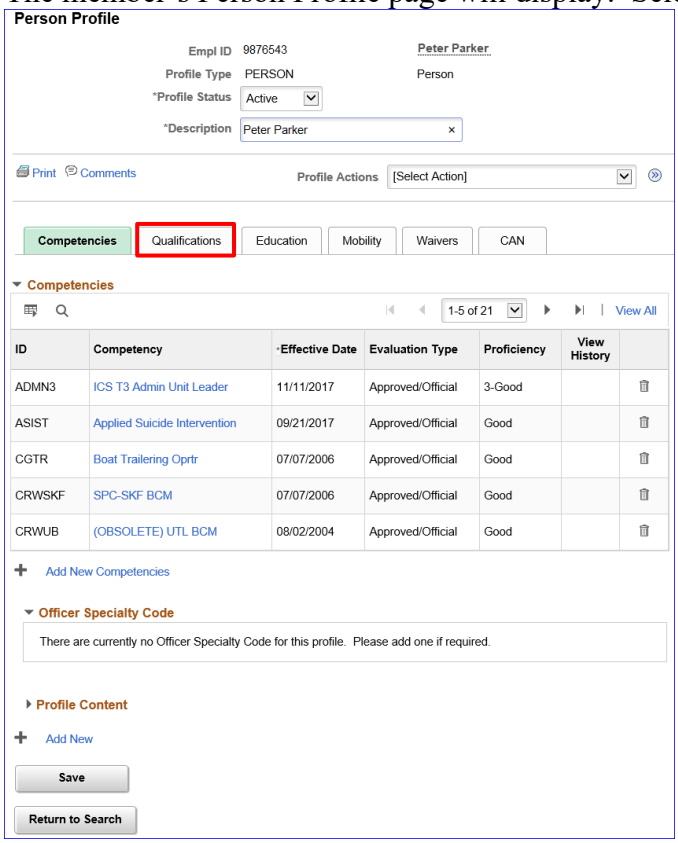
Deleting One Language Skill Instance when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action
2	Enter the member's **Empl ID**. Ensure the **Correct History** box is checked and click **Search**. 
3	The member's Person Profile page will display. Select the **Qualifications** tab. 

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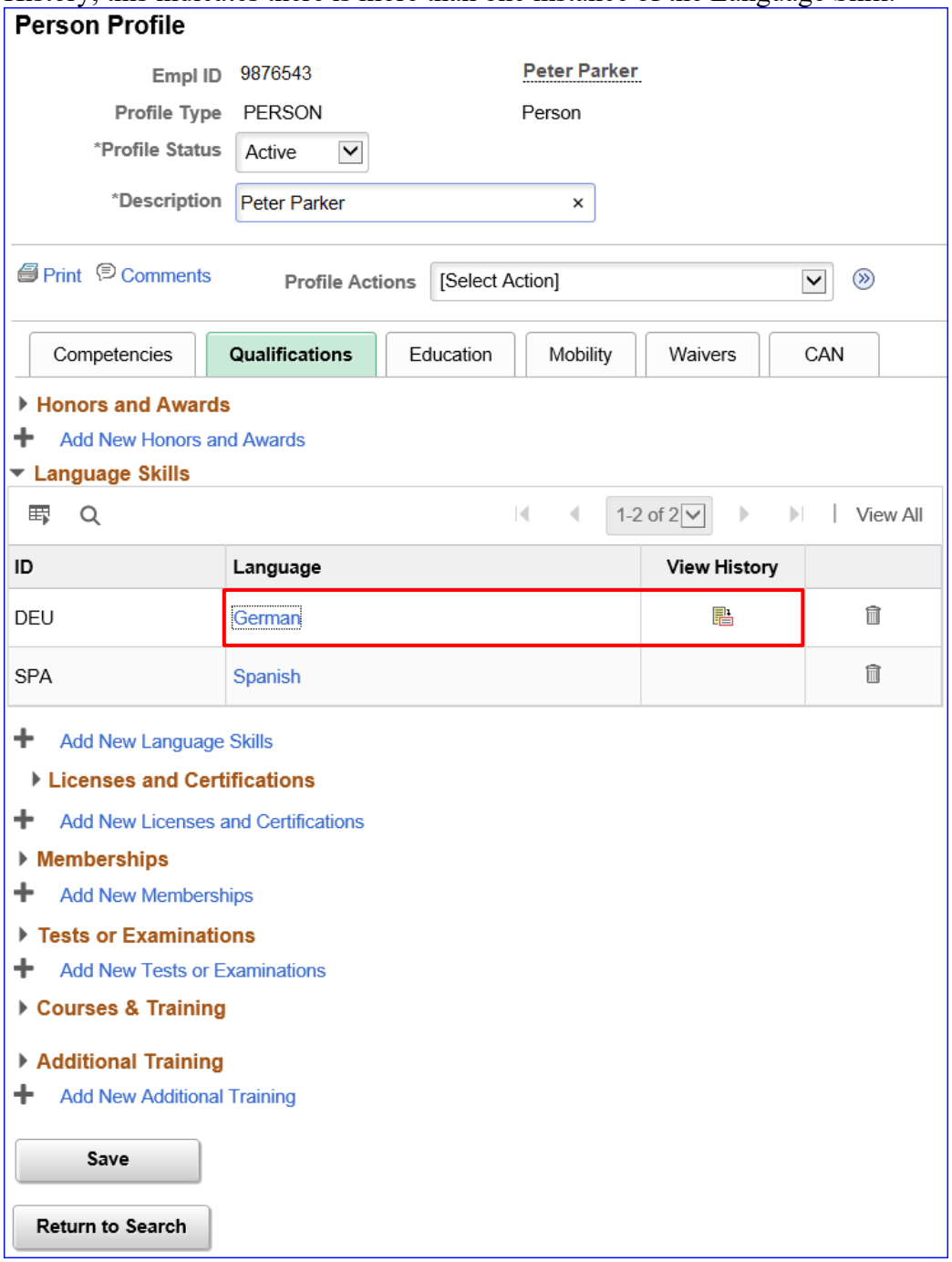
Deleting One Language Skill Instance when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action
4	Select the **Language** to be deleted. If the **details** icon is displayed under View History, this indicates there is more than one instance of the Language Skill.



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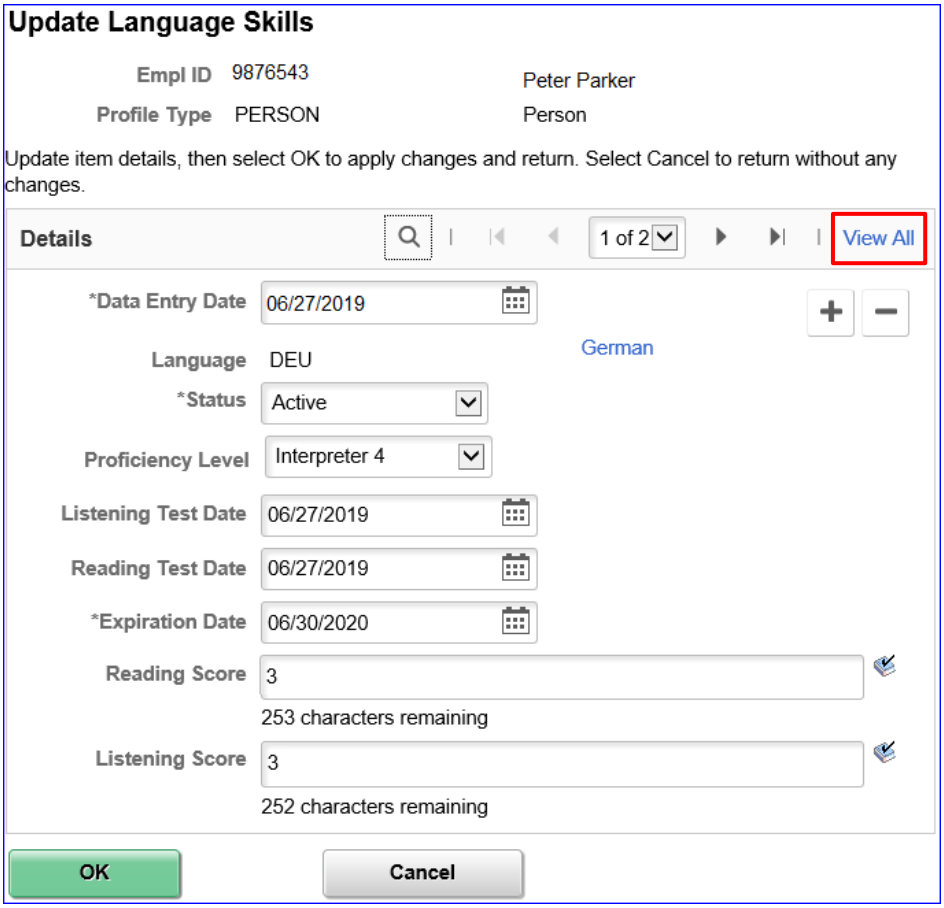
Deleting One Language Skill Instance when Multiple Instances Exist, Continued

Procedures, continued

Step	Action
5	The details of the Language Skills will display. Click **View All** to see each instance.



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Deleting One Language Skill Instance when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action
6	Locate the row to be deleted and click the **(–)** button.

Details 1-2 of 2 View 1

*Data Entry Date 06/27/2019

Language DEU German

*Status Active

Proficiency Level Interpreter 4

Listening Test Date 06/27/2019

Reading Test Date 06/27/2019

*Expiration Date 06/30/2020

Reading Score 3

253 characters remaining

Listening Score 3

252 characters remaining

*Data Entry Date 03/26/2019

Language DEU German

*Status Active

Proficiency Level Interpreter 3

Listening Test Date 03/26/2019

Reading Test Date 03/26/2019

*Expiration Date 03/31/2020

Reading Score 3

252 characters remaining

Listening Score 2+

253 characters remaining

OK Cancel

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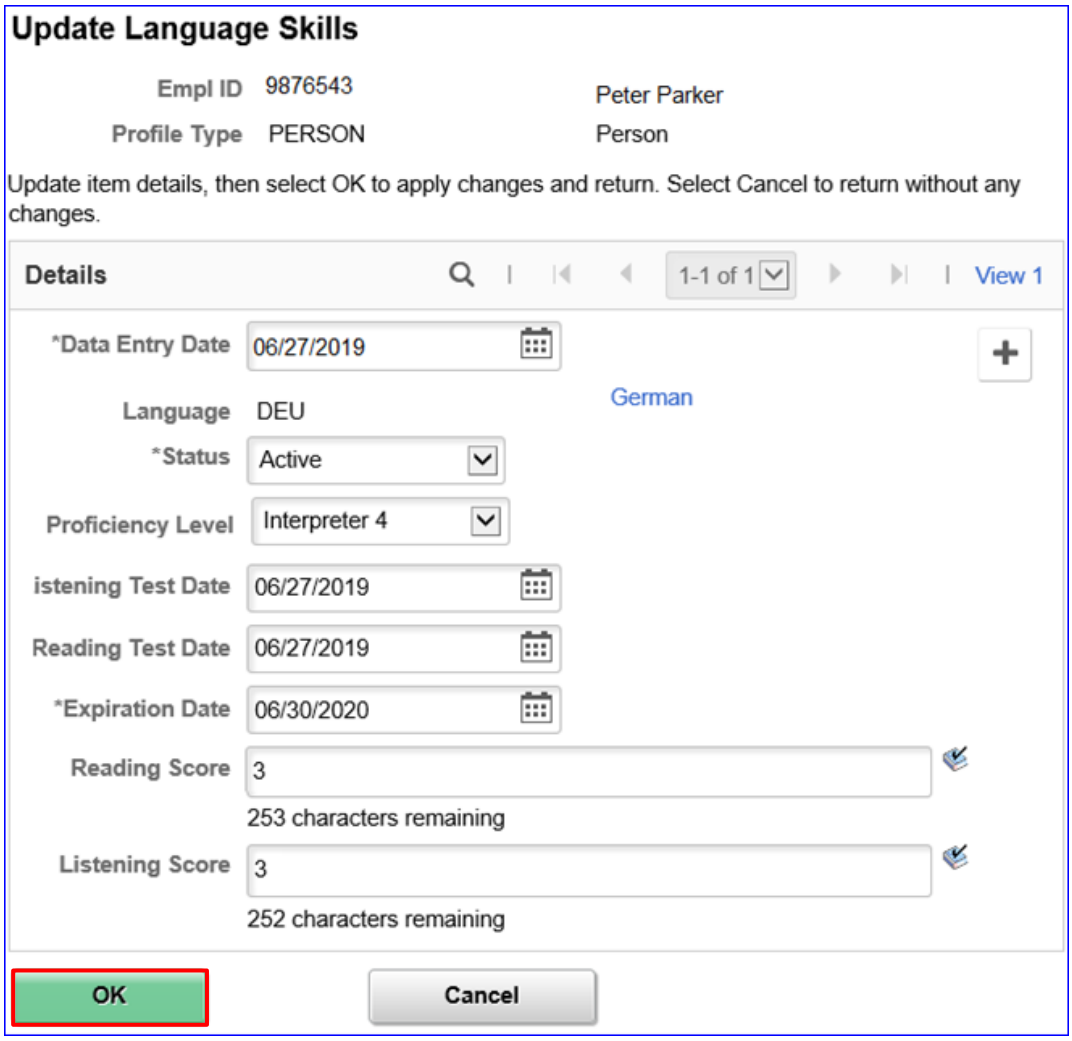
Deleting One Language Skill Instance when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action
7	Click **OK**.
8	Click **OK**. 

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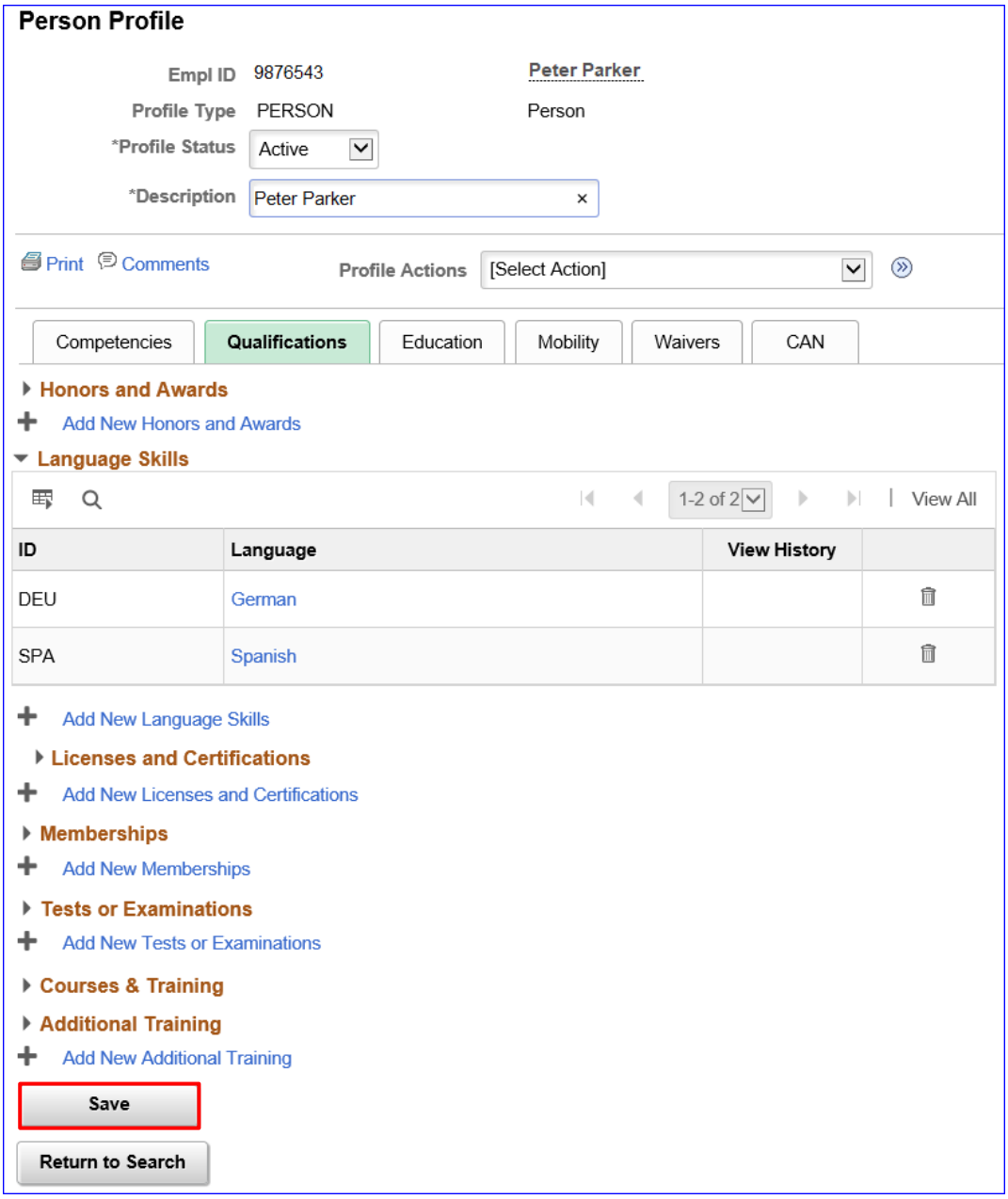
Deleting One Language Skill Instance when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action
9	Click **Save**.



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Deleting One Language Skill Instance when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action
10	Upon saving, a confirmation message will display.

Person Profile

Empl ID 9876543 Peter Parker
Profile Type PERSON Person
*Profile Status Active
*Description Peter Parker

Print Comments Profile Actions [Select Action]

You have successfully saved those profile changes that do not require approval.

Competencies | Qualifications | Education | Mobility | Waivers | CAN

Honors and Awards
Add New Honors and Awards
Language Skills
1-2 of 2 View All

ID	Language	View History	
DEU	German		
SPA	Spanish		

Add New Language Skills
Licenses and Certifications
Add New Licenses and Certifications
Memberships
Add New Memberships
Tests or Examinations
Add New Tests or Examinations
Courses & Training
Additional Training
Add New Additional Training
Save
Return to Search