

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 \(series\)](#)


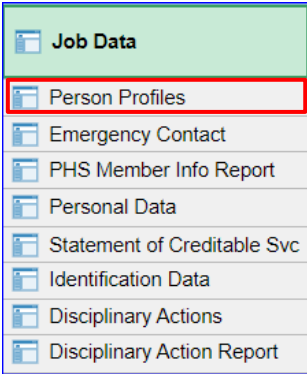
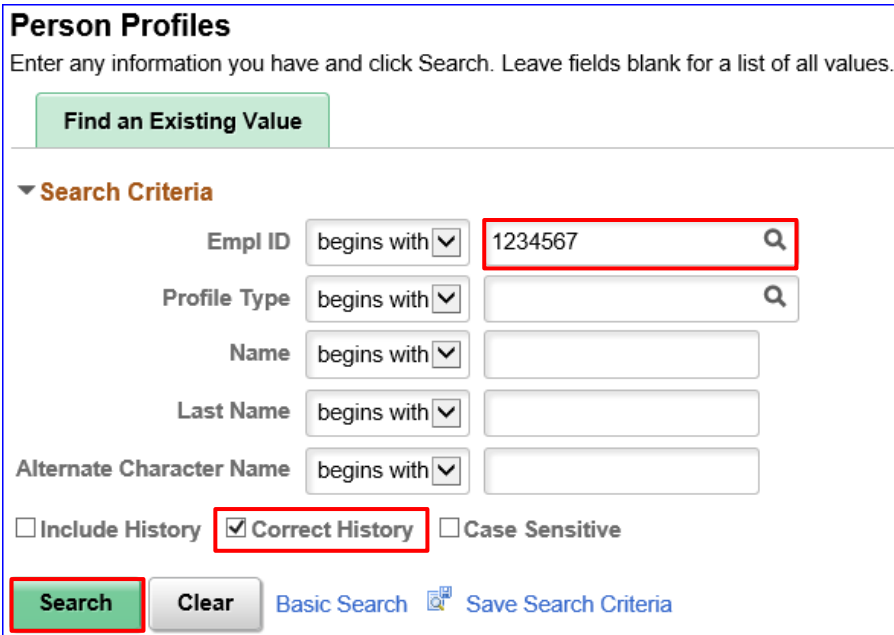
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Viewing a Language Skill

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

Procedures See below.

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

Continued on next page

Viewing a Language Skill, Continued

Procedures, continued

Step

3

Action

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

x

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**.

Person Profile

Empl ID

1234567

[Eddie Brock](#)

Profile Type

PERSON

Person

*Profile Status

Active

*Description

Eddie Brock

x

Print

Comments

Profile Actions

[Select Action]

Competencies

Qualifications

Education

Mobility

Waivers

CAN

Honors and Awards

1-5 of 13

View All

ID	Honor and Award	
CGAFESM	AF Expeditionary Service Mdl	
CGGWOTS	Global War Terror Service Medl	
CGHC	CG Achievement Medal	
CGMB	CG Meritorious Unit Comm Ribbo	
CGMT	CG Meritorious Team Comm Ribbo	

Add New Honors and Awards

Language Skills

1-1 of 1

View All

ID	Language	
SPA	Spanish	

Add New Language Skills

Continued on next page

Viewing a Language Skill, Continued

Procedures, continued

Step	Action
5	<p data-bbox="308 421 1394 488">The details of the selected Language Skill will display. Click Cancel to return to the member's Person Profile page.</p> <div data-bbox="308 488 1394 1536"> <p data-bbox="323 488 646 521">Update Language Skills</p> <div data-bbox="323 544 1394 622"> <div>Empl ID 1234567</div> <div>Eddie Brock</div> <div>Profile Type PERSON</div> <div>Person</div> </div> <p data-bbox="323 633 1348 667">Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.</p> <div data-bbox="323 701 1394 1507"> <div data-bbox="323 701 1394 757"> <div>Details</div> <div>Q</div> <div>1 of 1</div> <div>View All</div> </div> <div data-bbox="323 768 1394 1440"> <div data-bbox="451 790 1332 846"> <div>*Data Entry Date 06/27/2019</div> <div>+</div> </div> <div data-bbox="515 857 1045 902"> <div>Language SPA</div> <div>Spanish</div> </div> <div data-bbox="547 902 874 947"> <div>*Status Active</div> <div>▼</div> </div> <div data-bbox="451 958 874 1003"> <div>Proficiency Level Interpreter 3</div> <div>▼</div> </div> <div data-bbox="419 1014 930 1059"> <div>Listening Test Date 06/21/2019</div> <div></div> </div> <div data-bbox="435 1070 930 1115"> <div>Reading Test Date 06/21/2019</div> <div></div> </div> <div data-bbox="451 1126 930 1171"> <div>*Expiration Date 06/30/2020</div> <div></div> </div> <div data-bbox="467 1182 1305 1294"> <div>Reading Score 3</div> <div>253 characters remaining</div> </div> <div data-bbox="451 1305 1305 1417"> <div>Listening Score 2+</div> <div>252 characters remaining</div> </div> </div> <div data-bbox="323 1451 866 1507"> <div>OK</div> <div>Cancel</div> </div> </div> </div>

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).


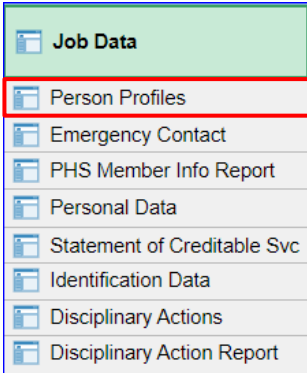
Important Information In order for the member to be eligible for Foreign Language Proficiency Pay (FLPP), Foreign Language/Defense Language Proficiency Test (DLPT) results must be entered following the steps outlined in this section.

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	<p>Click on the Core HR Tile.</p> 
1.5	<p>Select the Person Profiles option.</p> 

Continued on next page

Adding a New Language Skill, Continued

Procedures, continued

Step

2

Action

Enter the member’s **Empl ID**. Ensure the **Correct History** box is checked and click **Search**.

Person Profiles

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID

begins with

1234567

Q

Profile Type

begins with

Q

Name

begins with

Last Name

begins with

Alternate Character Name

begins with

☐ Include History

☒ **Correct History**

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

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

x

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

Adding a New Language Skill, Continued

Procedures,
continued

Step

4

Action

Click Add New Language Skills.

Person Profile

Empl ID

1234567

Eddie Brock

Profile Type

PERSON

Person

*Profile Status

Active

*Description

Eddie Brock

x

Print

Comments

Profile Actions

[Select Action]

Competencies

Qualifications

Education

Mobility

Waivers

CAN

Honors and Awards

1-5 of 13

View All

ID

Honor and Award

CGAFESM

AF Expeditionary Service Mdl

CGGWOTS

Global War Terror Service Medl

CGHC

CG Achievement Medal

CGMB

CG Meritorious Unit Comm Ribbo

CGMT

CG Meritorious Team Comm Ribbo

Add New Honors and Awards

Honors and Awards

1-1 of 1

View All

ID

Language

SPA












Spanish

Add New Language Skills

Continued on next page

Adding a New Language Skill, Continued

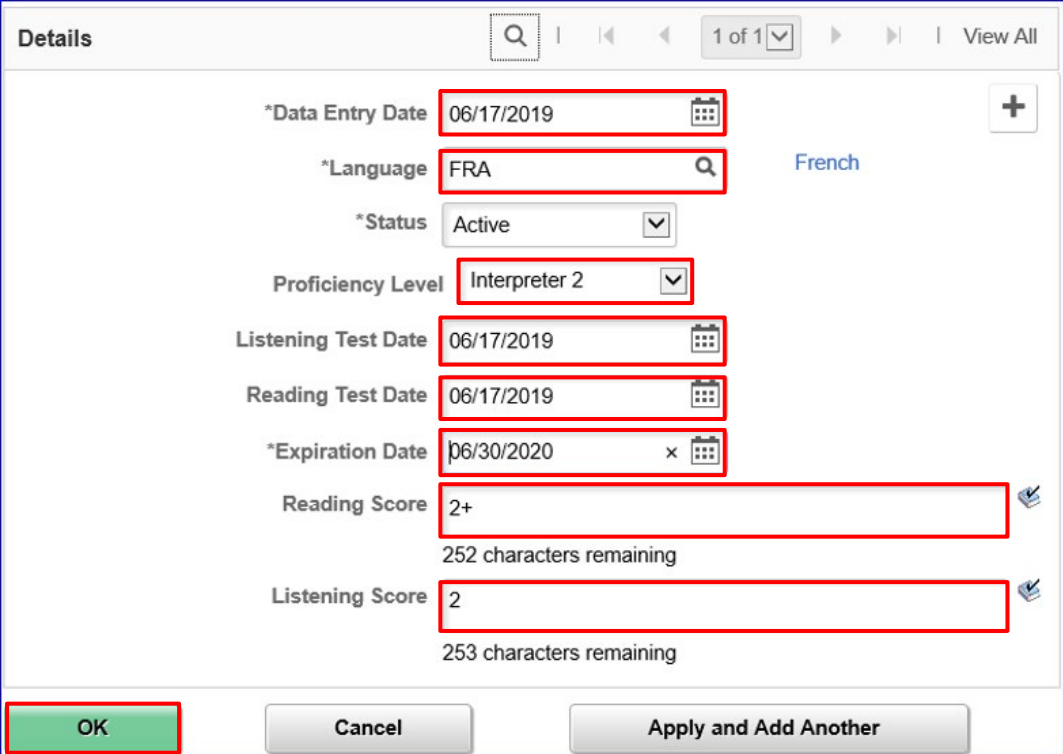
Procedures, continued

Step	Action
5	<p>The Add New Language Skills page will display.</p> <div data-bbox="327 443 1394 1485"> <p>Person Profile</p> <p>Add New Language Skills</p> <p>Empl ID 1234567 Eddie Brock</p> <p>Profile Type PERSON Person</p> <p>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.</p> <div data-bbox="336 739 1385 1473"> <p>Details  < << 1 of 1 >> > View All</p> <div data-bbox="343 806 1378 1400"> <div data-bbox="614 828 1356 884">*Data Entry Date 07/08/2019  </div> <div data-bbox="670 896 1069 929">*Language </div> <div data-bbox="702 952 1021 985">*Status Active </div> <div data-bbox="606 1008 1021 1041">Proficiency Level </div> <div data-bbox="582 1064 1069 1097">Listening Test Date </div> <div data-bbox="598 1120 1069 1153">Reading Test Date </div> <div data-bbox="614 1176 1069 1209">*Expiration Date </div> <div data-bbox="630 1232 1372 1299">Reading Score  254 characters remaining</div> <div data-bbox="622 1310 1372 1377">Listening Score  254 characters remaining</div> </div> <div data-bbox="343 1422 1348 1473"> <div data-bbox="343 1422 518 1473">OK</div> <div data-bbox="598 1422 805 1473">Cancel</div> <div data-bbox="981 1422 1348 1473">Apply and Add Another</div> </div> </div> </div>

Continued on next page

Adding a New Language Skill, Continued

Procedures, continued

Step	Action
6	<p>Complete the following the fields:</p> <ul style="list-style-type: none"> • 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. <p>Once all information has been entered, click OK.</p>  <p>The screenshot shows a 'Details' form with the following fields and values:</p> <ul style="list-style-type: none"> *Data Entry Date: 06/17/2019 *Language: FRA (French) *Status: Active Proficiency Level: Interpreter 2 Listening Test Date: 06/17/2019 Reading Test Date: 06/17/2019 *Expiration Date: 06/30/2020 Reading Score: 2+ (252 characters remaining) Listening Score: 2 (253 characters remaining) <p>At the bottom of the form, there are three buttons: OK (highlighted with a red box), Cancel, and Apply and Add Another.</p>

Continued on next page

Adding a New Language Skill, Continued

Procedures,
continued

Step	Action																														
7	<p>Click Save.</p> <div> <div> Competencies Qualifications Education Mobility Waivers CAN </div> <div> Honors and Awards <div> 1-5 of 7 View All </div> <table border="1"> <thead> <tr> <th>ID</th><th>Honor and Award</th><th>View History</th><th></th></tr> </thead> <tbody> <tr> <td>CGMB</td><td>CG Meritorious Unit Comm Ribbo</td><td></td><td></td></tr> <tr> <td>CGMM</td><td>CG Pistol Sharpshooter Ribbon</td><td></td><td></td></tr> <tr> <td>CGMT</td><td>CG Meritorious Team Comm Ribbo</td><td></td><td></td></tr> <tr> <td>CGNH</td><td>National Defense Service Medal</td><td></td><td></td></tr> <tr> <td>CGNQ</td><td>CG Special Ops Service Ribbon</td><td></td><td></td></tr> </tbody> </table> <div> + Add New Honors and Awards </div> Language Skills <div> 1-1 of 1 View All </div> <table border="1"> <thead> <tr> <th>ID</th><th>Language</th><th></th></tr> </thead> <tbody> <tr> <td>FRA</td><td>French</td><td></td></tr> </tbody> </table> <div> + Add New Language Skills </div> <div> + Licenses and Certifications </div> <div> + Add New Licenses and Certifications </div> <div> + Memberships </div> <div> + Add New Memberships </div> <div> + Tests or Examinations </div> <div> + Add New Tests or Examinations </div> <div> + Courses & Training </div> <div> + Additional Training </div> <div> + Add New Additional Training </div> <div> Save </div> <div> Return to Search </div> </div> </div>	ID	Honor and Award	View History		CGMB	CG Meritorious Unit Comm Ribbo			CGMM	CG Pistol Sharpshooter Ribbon			CGMT	CG Meritorious Team Comm Ribbo			CGNH	National Defense Service Medal			CGNQ	CG Special Ops Service Ribbon			ID	Language		FRA	French	
ID	Honor and Award	View History																													
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CGMM	CG Pistol Sharpshooter Ribbon																														
CGMT	CG Meritorious Team Comm Ribbo																														
CGNH	National Defense Service Medal																														
CGNQ	CG Special Ops Service Ribbon																														
ID	Language																														
FRA	French																														

Continued on next page

Adding a New Language Skill, Continued

Procedures,
continued

Step

8

Action

Upon saving, a confirmation message will display.

Person Profile

Empl ID

1234567

Eddie Brock

Profile Type

PERSON

Person

*Profile Status

Active

*Description

Eddie Brock

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	
CGMR	CG Meritorious Unit Comm Ribbo		

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).


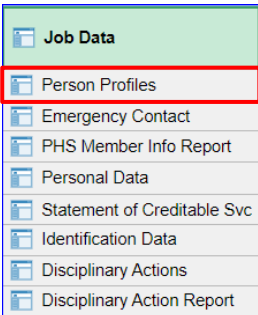
Important Information As of 04/01/2019, the 2 character Language Skill codes are no longer valid. If adding new language test results to an existing Language Skill that was granted prior to 04/01/19, the new language test results will need to be added as though [Adding a New Language Skill](#). For example, 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.

<div> <div> <div></div> <div>Q</div> </div> <div> <div>1-2 of 2</div> <div>View All</div> </div> </div>		
ID	Language	
IT	Italian	
ITA	Italian	

The selected item IT is not active as of the effective date 01 April 2019. (18300,804)

OK

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	<div>Enter the member's Empl ID. Ensure the Correct History box is checked and click Search.</div> <div><div><div>Person Profiles</div><div>Enter any information you have and click Search. Leave fields blank for a list of all values.</div><div><div>Find an Existing Value</div></div><div><div>▼ Search Criteria</div><div><div>Empl ID</div><div><div>begins with</div><div>9876543</div><div>Q</div></div></div><div><div>Profile Type</div><div><div>begins with</div><div></div><div>Q</div></div></div><div><div>Name</div><div><div>begins with</div><div></div></div></div><div><div>Last Name</div><div><div>begins with</div><div></div></div></div><div><div>Alternate Character Name</div><div><div>begins with</div><div></div></div></div><div><div><input type="checkbox"/> Include History</div><div><input checked="" type="checkbox"/> Correct History</div><div><input type="checkbox"/> Case Sensitive</div></div><div><div>Search</div><div>Clear</div><div>Basic Search</div><div>Save Search Criteria</div></div></div></div></div>																												
3	<div>The member's Person Profile page will display. Select the Qualifications tab.</div> <div><div><div>Person Profile</div><div><div>Empl ID</div><div>9876543</div><div><div>Profile Type</div><div>PERSON</div></div><div><div>*Profile Status</div><div>Active</div></div><div><div>*Description</div><div>Peter Parker</div></div><div><div>Print</div><div>Comments</div><div>Profile Actions</div><div>[Select Action]</div></div><div><div>Competencies</div><div>Qualifications</div><div>Education</div><div>Mobility</div><div>Waivers</div><div>CAN</div></div><div><div>▼ Competencies</div><div><div>1-3 of 3</div><div>View All</div></div><table><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>DCPQS</td><td>DCPQS (Basic)</td><td>07/31/2012</td><td>Approved/Official</td><td>Good</td><td></td><td></td></tr><tr><td>EPMEE5</td><td>EPME E5 ERATS</td><td>07/27/2018</td><td>Approved/Official</td><td>3-Good</td><td></td><td></td></tr><tr><td>SK2</td><td>SK2 ERATS</td><td>07/27/2018</td><td>Approved/Official</td><td>3-Good</td><td></td><td></td></tr></tbody></table><div><div>+ Add New Competencies</div><div><div>▼ Officer Specialty Code</div><div>There are currently no Officer Specialty Code for this profile. Please add one if required.</div><div><div>▼ Profile Content</div><div>There are currently no for this profile. Please add one if required.</div></div><div><div>+ Add New</div><div>Save</div><div>Return to Search</div></div></div></div></div></div></div></div>	ID	Competency	Effective Date	Evaluation Type	Proficiency	View History		DCPQS	DCPQS (Basic)	07/31/2012	Approved/Official	Good			EPMEE5	EPME E5 ERATS	07/27/2018	Approved/Official	3-Good			SK2	SK2 ERATS	07/27/2018	Approved/Official	3-Good		
ID	Competency	Effective Date	Evaluation Type	Proficiency	View History																								
DCPQS	DCPQS (Basic)	07/31/2012	Approved/Official	Good																									
EPMEE5	EPME E5 ERATS	07/27/2018	Approved/Official	3-Good																									
SK2	SK2 ERATS	07/27/2018	Approved/Official	3-Good																									

Continued on next page

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

Procedures,
continued

Step

4

Action

Select the **Language** the test results are to be added to.

Competencies

Qualifications

Education

Mobility

Waivers

CAN

▼ Honors and Awards

Q

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

Q

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	<p>Click the (+) button to add a new row.</p> <div> <p>Update Language Skills</p> <p>Empl ID 9876543 Peter Parker</p> <p>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> <div> <p>Details</p> <p>Q < > 1 of 1 View All</p> <div> <p>*Data Entry Date 04/12/2019 </p> <p>Language SPA Spanish</p> <p>*Status Active </p> <p>Proficiency Level Interpreter 3 </p> <p>Listening Test Date 04/12/2019 </p> <p>Reading Test Date 04/12/2019 </p> <p>*Expiration Date 04/30/2020 </p> <p>Reading Score 3 </p> <p>253 characters remaining</p> <p>Listening Score 3 </p> <p>253 characters remaining</p> </div> <p>OK Cancel</p> </div> </div>

Continued on next page

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

Procedures,
continued

Step	Action
6	<p>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).</p> <div> <p>Update Language Skills</p> <p>Empl ID 9876543 Peter Parker</p> <p>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> <div> <p>Details</p> <p>1 of 2 View All</p> <p>*Data Entry Date 07/10/2019 x </p> <p>Language SPA Spanish</p> <p>*Status Active </p> <p>Proficiency Level Interpreter 3 </p> <p>Listening Test Date 04/12/2019 </p> <p>Reading Test Date 04/12/2019 </p> <p>*Expiration Date 04/30/2020 </p> <p>Reading Score 3 </p> <p>253 characters remaining</p> <p>Listening Score 3 </p> <p>253 characters remaining</p> <p>OK Cancel</p> </div> </div>

Continued on next page

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

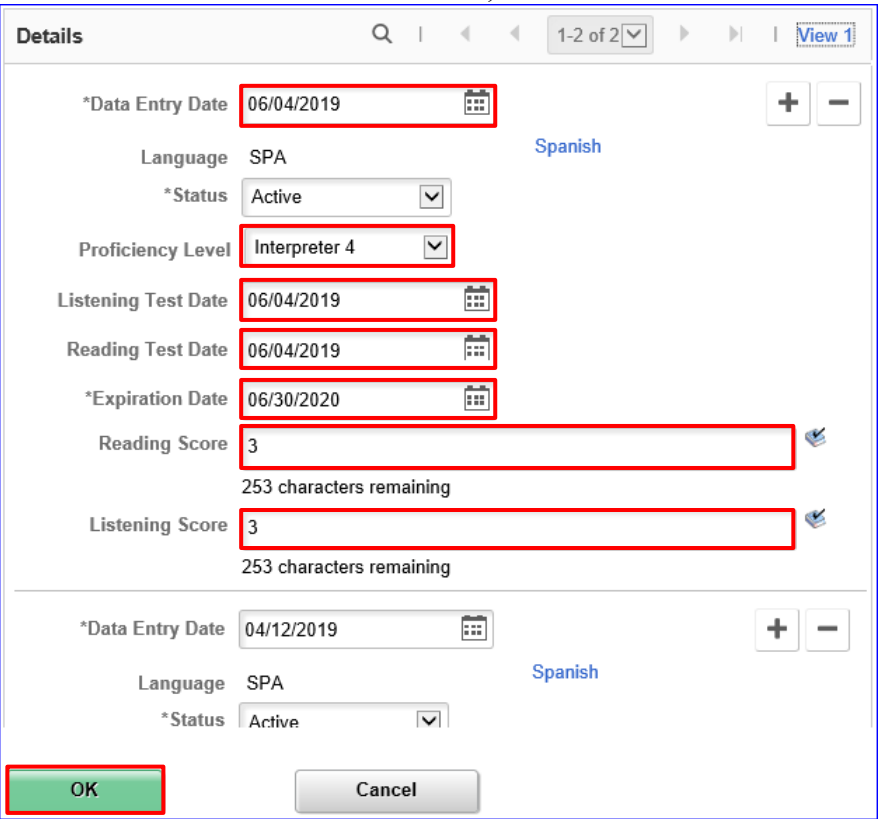
Procedures,
continued

Step	Action
7	<p>All rows will be displayed.</p> <div data-bbox="316 501 1289 1809"> <div> Details 1-2 of 2 View 1 </div> <div> <div> *Data Entry Date 07/10/2019 <div>+</div><div>-</div> </div> <div> Language SPA Spanish </div> <div> *Status Active </div> <div> Proficiency Level Interpreter 3 </div> <div> Listening Test Date 04/12/2019 </div> <div> Reading Test Date 04/12/2019 </div> <div> *Expiration Date 04/30/2020 </div> <div> Reading Score 3 253 characters remaining </div> <div> Listening Score 3 253 characters remaining </div> </div> <div> <div> *Data Entry Date 04/12/2019 <div>+</div><div>-</div> </div> <div> Language SPA Spanish </div> <div> *Status Active </div> <div> Proficiency Level Interpreter 3 </div> <div> Listening Test Date 04/12/2019 </div> <div> Reading Test Date 04/12/2019 </div> <div> *Expiration Date 04/30/2020 </div> <div> Reading Score 3 253 characters remaining </div> <div> Listening Score 3 253 characters remaining </div> </div> <div> OK Cancel </div> </div>

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

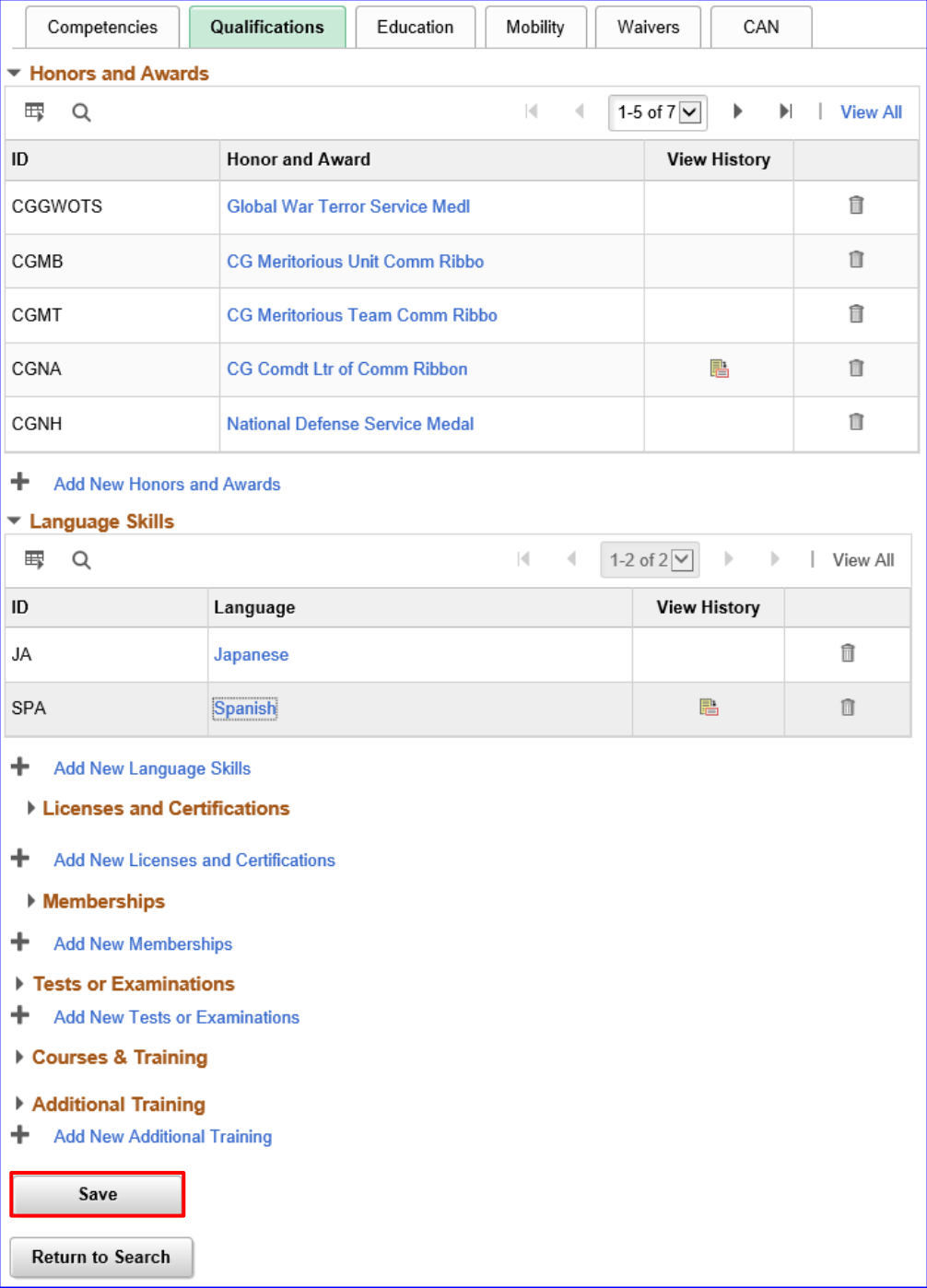
Procedures,
continued

Step	Action
8	<p>Overwrite the data in the new row:</p> <ul style="list-style-type: none"> • 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. <p>Once all information has been entered, click OK.</p> 

Continued on next page

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

Procedures,
continued

Step	Action
9	<p>Click Save.</p>  <p>The screenshot shows the 'Qualifications' tab selected. It displays two main sections: 'Honors and Awards' and 'Language Skills'. The 'Honors and Awards' section has a table with 5 rows of data, including IDs like CGGWOTS, CGMB, CGMT, CGNA, and CGNH. The 'Language Skills' section has a table with 2 rows of data, including IDs JA and SPA. Below these tables are links to 'Add New Honors and Awards' and 'Add New Language Skills'. Further down are links to 'Licenses and Certifications', 'Memberships', 'Tests or Examinations', 'Courses & Training', and 'Additional Training'. At the bottom, there is a 'Save' button highlighted with a red box and a 'Return to Search' button.</p>

Continued on next page

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

Procedures,
continued

Step

10

Action

Upon saving, a confirmation message will display.

Person Profile

Empl ID

9876543

Peter Parker

Profile Type

PERSON

Person

*Profile Status

Active

*Description

Peter Parker

x

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


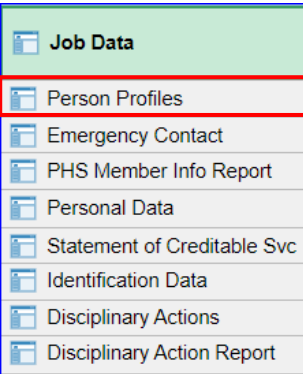
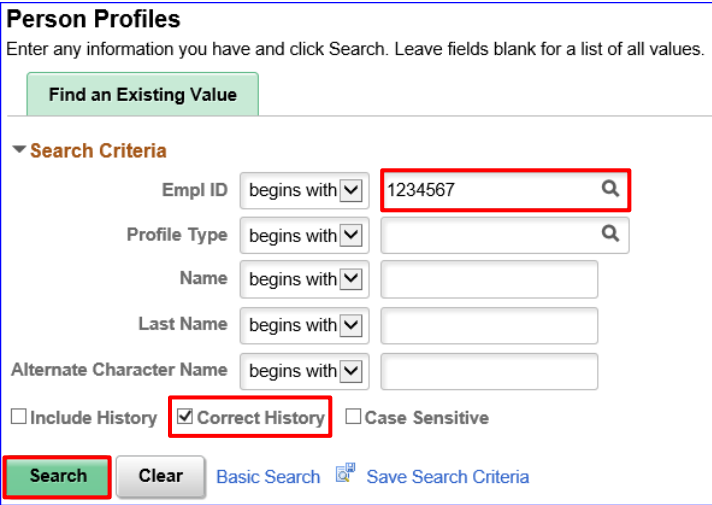
ID	Language	View History	
JA	Japanese		
SPA	Spanish		

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 [Deleting 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 . 

Continued on next page

Correcting a Language Skill, Continued

Procedures,
continued

Step

4

Action

Click on the **Language** to be corrected.

Person Profile

Empl ID

1234567

Eddie Brock

Profile Type

PERSON

Person

*Profile Status

Active

*Description

Eddie Brock

x

Print

Comments

Profile Actions

[Select Action]

Competencies

Qualifications

Education

Mobility

Waivers

CAN

Honors and Awards

1-5 of 13

View All

ID	Honor and Award	
CGAFESM	AF Expeditionary Service Mdl	
CGGWOTS	Global War Terror Service Medl	
CGHC	CG Achievement Medal	
CGMB	CG Meritorious Unit Comm Ribbo	
CGMT	CG Meritorious Team Comm Ribbo	

Add New Honors and Awards

Language Skills

1-2 of 2

View All

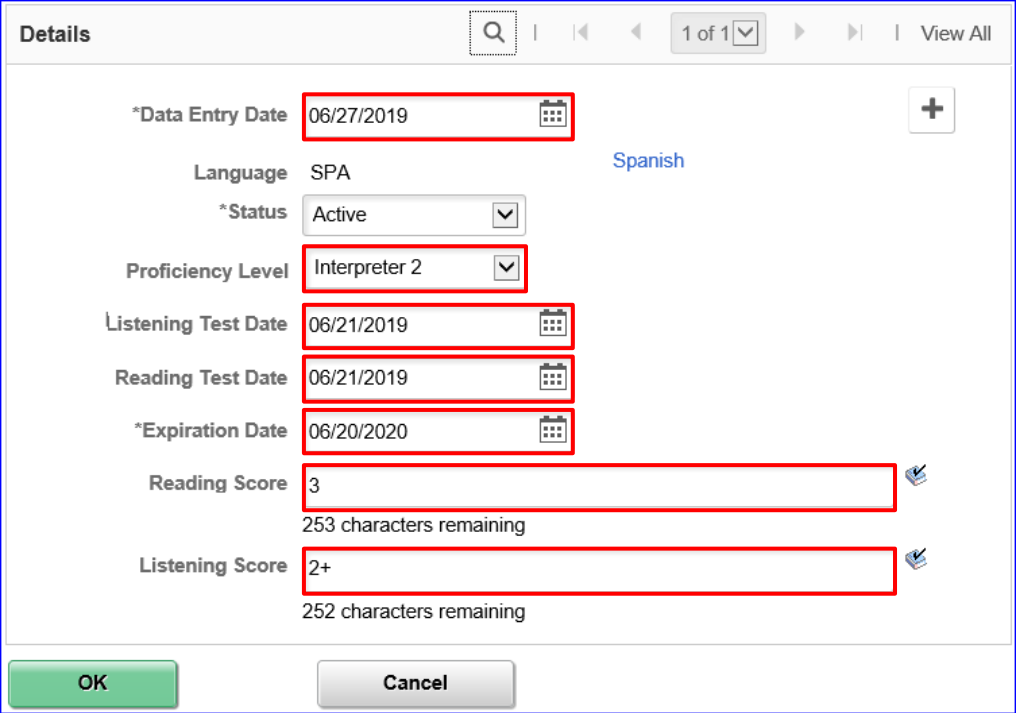
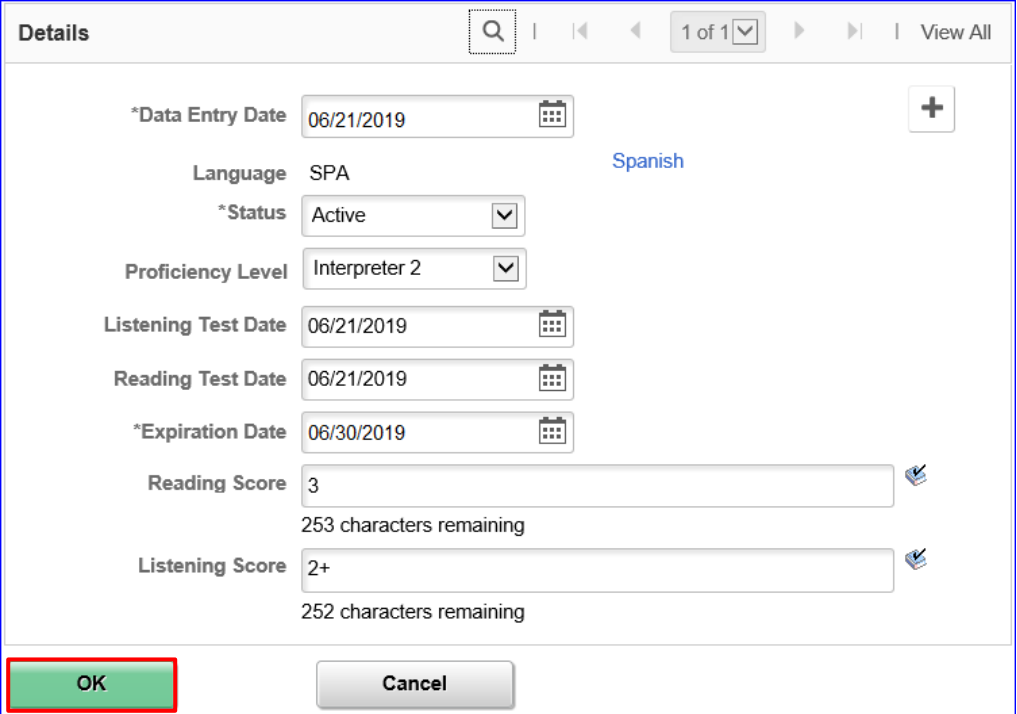
ID	Language	
DEU	German	
SPA	Spanish	

Add New Language Skills

Continued on next page

Correcting a Language Skill, Continued

Procedures,
continued

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

Continued on next page

Correcting a Language Skill, Continued

Procedures, continued

Step

7

Action

Click Save.

Competencies

Qualifications

Education

Mobility

Waivers

CAN

▶ Honors and Awards

+ Add New Honors and Awards

▼ Language Skills

⌵

Q

◀◀

◀

1-2 of 2

▶

▶▶

View All

ID	Language	
DEU	German	
SPA	Spanish	

+ Add New Language Skills

▼ Licenses and Certifications

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

+ Add New Licenses and Certifications

▼ Memberships

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

+ Add New Memberships

▶ Tests or Examinations

+ Add New Tests or Examinations

▼ Courses & Training

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

▶ Additional Training

+ Add New Additional Training

Save

Return to Search

Continued on next page

Correcting a Language Skill, Continued

Procedures,
continued

Step

8

Action

Upon saving, a confirmation will display.

Empl ID

1234567

Profile Type

PERSON

*Profile Status

Active

*Description

Eddie Brock

Eddie Brock

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

Q

1-2 of 2

View All

ID	Language	
DEU	German	<div></div>
SPA	Spanish	<div></div>

Add New Language Skills


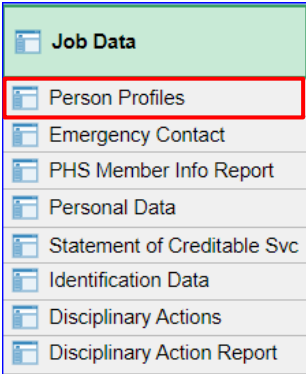
Deleting a Single Language Skill

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. 

Continued on next page

Deleting a Single Language Skill, Continued

Procedures,
continued

Step

2

Action

Enter the member’s **Empl ID**. Ensure the **Correct History** box is checked and click **Search**.

Person Profiles

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID

begins with

1234567

Q

Profile Type

begins with

Q

Name

begins with

Last Name

begins with

Alternate Character Name

begins with

☐ Include History

☒ Correct History

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

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

x

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

Deleting a Single Language Skill, Continued

Procedures,
continued

Step

6

Action

Click Save.

Competencies

Qualifications

Education

Mobility

Waivers

CAN

▶ Honors and Awards

+

Add New Honors and Awards

▼ Language Skills

🔍

1-1 of 1

View All

ID	Language	
SPA	Spanish	🗑️

+

Add New Language Skills

▼ Licenses and Certifications

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

+

Add New Licenses and Certifications

▼ Memberships

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

+

Add New Memberships

▶ Tests or Examinations

+

Add New Tests or Examinations

▼ Courses & Training

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

▶ Additional Training

+

Add New Additional Training

Save

Return to Search

Continued on next page

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).


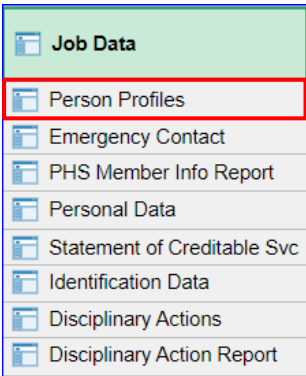
Important Information As with any delete function, use extreme caution when performing delete transactions. It is possible to delete the incorrect row(s), especially if the member has multiple instances of the same language. If a row is erroneously deleted, it will have to be recreated. It is recommended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

You cannot delete an item with Multiple instances. You MUST delete them individually in the details page.
The PeopleCode program executed an Error statement, which has produced this message.

OK

Procedures See below.

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

Continued on next page

Deleting One Language Skill Instance when Multiple Instances Exist, Continued

Procedures,
continued

Step

2

Action

Enter the member’s **Empl ID**. Ensure the **Correct History** box is checked and click **Search**.

Person Profiles

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID

begins with

9876543

Q

Profile Type

begins with

Q

Name

begins with

Last Name

begins with

Alternate Character Name

begins with

☐ Include History


☒ Correct History

☐ Case Sensitive

Search

Clear

Basic Search

 Save Search Criteria

3

The member’s Person Profile page will display. Select the **Qualifications** tab.

Person Profile

Empl ID 9876543

Peter Parker

Profile Type PERSON

Person

*Profile Status Active

*Description Peter Parker

x

Print

Comments

Profile Actions [Select Action]

Competencies

Qualifications

Education

Mobility

Waivers






CAN

▼ Competencies

Q

1-5 of 21

View All

ID	Competency	Effective Date	Evaluation Type	Proficiency	View History	
ADMN3	ICS T3 Admin Unit Leader	11/11/2017	Approved/Official	3-Good		
ASIST	Applied Suicide Intervention	09/21/2017	Approved/Official	Good		
CGTR	Boat Trailing Oprtr	07/07/2006	Approved/Official	Good		
CRWSKF	SPC-SKF BCM	07/07/2006	Approved/Official	Good		
CRWUB	(OBSOLETE) UTL BCM	08/02/2004	Approved/Official	Good		

+ Add New Competencies

▼ Officer Specialty Code

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

► Profile Content

+ Add New

Save

Return to Search

Continued on next page

Deleting One Language Skill Instance when Multiple Instances Exist, Continued

Procedures,
continued

Step

4

Action

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.

Person Profile

Empl ID

9876543

Profile Type

PERSON

*Profile Status

Active

*Description

Peter Parker

Peter Parker

Person

Print

Comments

Profile Actions

[Select Action]

Competencies

Qualifications

Education

Mobility

Waivers

CAN

Honors and Awards

+ Add New Honors and Awards

Language Skills

Q

1-2 of 2

View All

ID	Language	View History	
DEU	German	<div><div></div></div>	<div><div></div></div>
SPA	Spanish		<div><div></div></div>

+ 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

Continued on next page

Deleting One Language Skill Instance when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action
5	<p>The details of the Language Skills will display. Click View All to see each instance.</p> <div> <p>Update Language Skills</p> <p>Empl ID 9876543 Peter Parker 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> <div> <p>Details  < << 1 of 2 >> > View All</p> <p>*Data Entry Date 06/27/2019   </p> <p>Language DEU German</p> <p>*Status Active </p> <p>Proficiency Level Interpreter 4 </p> <p>Listening Test Date 06/27/2019 </p> <p>Reading Test Date 06/27/2019 </p> <p>*Expiration Date 06/30/2020 </p> <p>Reading Score 3  253 characters remaining</p> <p>Listening Score 3  252 characters remaining</p> <p> </p> </div> </div>

Continued on next page

Deleting One Language Skill Instance when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action
6	<p>Locate the row to be deleted and click the (–) button.</p> <div> <div>Details</div> <div> <div>1-2 of 2</div> <div>View 1</div> </div> <div> <div> <div>*Data Entry Date</div> <div>06/27/2019</div> <div>+</div> <div>–</div> </div> <div> <div>Language</div> <div>DEU</div> <div>German</div> </div> <div> <div>*Status</div> <div>Active</div> </div> <div> <div>Proficiency Level</div> <div>Interpreter 4</div> </div> <div> <div>Listening Test Date</div> <div>06/27/2019</div> </div> <div> <div>Reading Test Date</div> <div>06/27/2019</div> </div> <div> <div>*Expiration Date</div> <div>06/30/2020</div> </div> <div> <div>Reading Score</div> <div>3</div> <div>253 characters remaining</div> </div> <div> <div>Listening Score</div> <div>3</div> <div>252 characters remaining</div> </div> </div> <hr/> <div> <div> <div>*Data Entry Date</div> <div>03/26/2019</div> <div>+</div> <div>–</div> </div> <div> <div>Language</div> <div>DEU</div> <div>German</div> </div> <div> <div>*Status</div> <div>Active</div> </div> <div> <div>Proficiency Level</div> <div>Interpreter 3</div> </div> <div> <div>Listening Test Date</div> <div>03/26/2019</div> </div> <div> <div>Reading Test Date</div> <div>03/26/2019</div> </div> <div> <div>*Expiration Date</div> <div>03/31/2020</div> </div> <div> <div>Reading Score</div> <div>3</div> <div>252 characters remaining</div> </div> <div> <div>Listening Score</div> <div>2+</div> <div>253 characters remaining</div> </div> </div> <div> <div>OK</div> <div>Cancel</div> </div> </div>

Continued on next page

Deleting One Language Skill Instance when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action
7	<p>Click OK.</p> <div> Delete current/selected rows from this page? The delete will occur when the transaction is saved. <div> <div>OK</div> <div>Cancel</div> </div> </div>
8	<p>Click OK.</p> <div> <div> Update Language Skills <div> <div>Empl ID 9876543</div> <div>Peter Parker</div> <div>Profile Type PERSON</div> <div>Person</div> </div> <p>Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.</p> <div> <div>Details</div> <div> <div>1-1 of 1</div> <div>View 1</div> </div> </div> <div> <div> <div>*Data Entry Date 06/27/2019</div> <div> <div>Language DEU</div> <div>*Status Active</div> <div>Proficiency Level Interpreter 4</div> </div> <div> <div>Listening Test Date 06/27/2019</div> <div>Reading Test Date 06/27/2019</div> <div>*Expiration Date 06/30/2020</div> </div> <div> <div>Reading Score 3</div> <div>Listening Score 3</div> </div> </div> <div> <div>German</div> <div>253 characters remaining</div> <div>252 characters remaining</div> </div> </div> <div> <div>OK</div> <div>Cancel</div> </div> </div> </div>

Continued on next page

Deleting One Language Skill Instance when Multiple Instances Exist, Continued

Procedures,
continued

Step

9

Action

Click Save.

Person Profile

Empl ID

9876543

Profile Type

PERSON

*Profile Status

Active

*Description

Peter Parker

Peter Parker

Print

Comments

Profile Actions

[Select Action]

Competencies

Qualifications

Education

Mobility

Waivers

CAN

Honors and Awards

+ Add New Honors and Awards

Language Skills

Q

1-2 of 2

View All

ID	Language	View History	
DEU	German		<div></div>
SPA	Spanish		<div></div>

+ 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

+ Add New Courses & Training

Additional Training

+ Add New Additional Training

Save

Return to Search

Continued on next page

Deleting One Language Skill Instance when Multiple Instances Exist, Continued

Procedures,
continued

Step

10

Action

Upon saving, a confirmation message will display.

Person Profile

Empl ID

9876543

Peter Parker

Profile Type

PERSON

Person

*Profile Status

Active

*Description

Peter Parker

x

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

Add New Additional Training

Save

Return to Search