



A = DP Program Code	N = Actual Course/Work/Other End Date	b = Category Code
B = DP Program Name	O = Academic Course Number	c = Subcategory Code
C = Program Hours Required	P = Pay Plan (NPPS)	d = Category Name
D = Participant Name	Q = OPM Series (NPPS)	e = Subcategory Name
E = Organization Code: Assigned (NPPS)	R = Grade (NPPS)	f = Mentor
F = Organization Name: Assigned, All levels in Master File (NPPS)	S = Position Title (NPPS)	
G = Date Entered Program	T = Educational Level (NPPS)	
H = Course Code/Work Assignment Code/Other Requirement Code	U = Current Performance Rating (NPPS)	
I = Academic Department	V = IDP Course/Work Assignment/Other Required Indicator	
J = Course Total Hours	W = Course Code Name/Work Assignment Name/Other Req'mt Name	
K = Planned Course /Work/Other Start Date	X = Supervisor Name	
L = Planned Course/Work/Other End Date	Z = IDP GPA	
M = Actual Course/Work/Other Start Date	p = IDP Planned Completion Date	
	q = Promotion: Date of Latest (NPPS)	
	r = IDP Promotion Date (first promotion date greater than "q" in IDP)	

INDIVIDUAL DEVELOPMENT PLAN

-----SELECTION CRITERIA-----

SSN DP-CD CAT-CD SUBCAT  
999-99-9999

DEV PROG: AA BBBBBBBBBBBBBBBBBBBBBB  
CATEGORY: bb ddddddddddddddddddd  
SUBCAT: ccc eeeeeeeeeeeeeeeeeee  
HOURS REQ: CCCC

-----  
GOALS:

1. AA
2. BB
3. CCC
4. DDD
5. EEE

-----  
OBJECTIVES:

6. FF
7. GGG
8. HHH
9. III
10. JJJ

INDIVIDUAL DEVELOPMENT PLAN

Page: 3

-----SELECTION CRITERIA-----

SSN DP-CD CAT-CD SUBCAT  
999-99-9999

DEV PROG: AA BBBBBBBBBBBBBBBBBBBBBB  
CATEGORY: bb ddddddddddddddddddd  
SUBCAT: ccc eeeeeeeeeeeeeeeeeee  
HOURS REQ: CCCC

-----  
COMMENT 1

AA  
AA  
-----

COMMENT 2

BB  
BB  
-----

COMMENT 3

CC  
CC  
-----

COMMENT 4

DD  
DD  
-----

SRS REF

NUMBER: 3.02

DP PARTICIPANT INDIVIDUAL DEVELOPMENT PLAN (IDP)

FRD REF. NO. 4.02

INDIVIDUAL DEVELOPMENT PLAN

Page: 4

-----SELECTION CRITERIA-----  
SSN DP-CD CAT-CD SUBCAT  
999-99-9999

DEV PROG: AA BBBBBBBBBBBBBBBBBBBBBB  
CATEGORY: bb ddddddddddddddddddd  
SUBCAT: ccc eeeeeeeeeeeeeeeeeee  
HOURS REQ: CCCC

-----  
CERT  
--CRSE/WORK ASSIGNMENT/OTHER- EXPIR HRS REQ START/END START/END  
HHHHHHH III OOO XX/XX/XX JJJJ V KK/KK/KK MM/MM/MM  
WWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWW  
LL/LL/LL NN/NN/NN  
-----

SRS REF

NUMBER: 3.03

DP PARTICIPANTS SUMMARY

FRD REF. NO. 4.03

PURPOSE: To provide detail and summary information on participant Individual Development Plans

SELECT: User provided Development Program Code, Category Code, Subcategory Code (DP Program Code required, default to all categories and subcategories if none specified)

CONTENT: See below.

SEQUENCE: DP Category Code, DP Sub-Category Code, Participant Name

PAGE BREAK(S): DP Category Code, DP Sub-Category Code

REPORT DISPLAY: Online: Yes Batch: Yes

PRINT TYPE IF OTHER THAN LANDSCAPE:

DEVELOPMENT PROGRAM PARTICIPANT SUMMARY

```

DEV PROG: AA      BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB
CATEGORY: KK      LLLLLLLLLLLLLLLLLLLLLLLLLLLLLLLLLLL
SUB-CAT:  MMM      NNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNN
PARTICIPANT      PAY      EDUC  IDP      DATE ENTERED  PROJECTED  -----HOURS-----
NAME             SSN      PLAN-GRD  RATING  LEVEL GPA  ORG  PROGRAM  COMP DATE  REQ  COMP  REMAIN
CCCCCCCCCCCCCCCCCCCC  000-00-0000  PP-QQ    R      SS  U.U  DDDDD  EE/EE/EE  FF/FF/FF  GGGG HHHH  IIII

TOTAL PARTICIPANTS:  JJJJ

```

- A = Program Code
- B = Program Name
- C = Participant Name (Last, First, MI, suffix)
- D = Organization Code: Assigned (NPPS)
- E = Date Entered Program
- F = Projected Program Completion Date
- G = Program Required Hours
- H = Summary of Hours Completed (Completed Instances of Training)
- I = Difference in H and I
- J = Count of Participants in Selected Program(s) by Program
- K = DP Category Code
- L = DP Category Code Name
- M = DP Sub-Category Code
- N = DP Sub-Category Code Name
- O = Social Security Number
- P = Pay Plan (NPPS)
- Q = Grade (NPPS)
- R = Current Performance Rating (NPPS)
- S = Educational Level (NPPS)
- T = IDP Code

**SRS REF**

**NUMBER:** 3.04

**IDP PARTICIPANTS' PROJECTED PROMOTION DATES**

**FRD REF. NO.** 4.04

**PURPOSE:**

To provide user with the capability to select projected promotion dates for individuals participating in a program hav scheduled promotion dates.

**SELECT:**

User provided 1) date range of projected promotions, 2) DP Code, DP Category Code, DP Sub-Category Code, or 3) SSN.

**CONTENT:**

See Below. When no date range is input, default to all projected promotion dates equal to or greater than current date.

**SEQUENCE:**

DP Program Code, DP Category Code, DP Sub-Category Code, participant name, projected promotion date.

**PAGE BREAK(S):**

DP Program Code,  
DP Category Code,  
DP Sub-Category Code

**REPORT DISPLAY:**

Online: No  
Batch: Yes

**PRINT TYPE IF OTHER THAN LANDSCAPE:**

Portrait

DEVELOPMENT PROGRAM PARTICIPANTS PROJECTED PROMOTION DATES									
DEV PROG:	AA	BB							
CATEGORY:	aa	bb							
SUB-CAT:	ccc	dddddddddddddddddddddddddddddddddddd							
PARTICIPANT NAME/SSN	ORG	ENTERED PROGRAM	PLANNED COMPLETE	CURRENT PP-GRD	--PROJECTED-- GRD	PROM DATE	IDP GPA		
CCCCCCCCCCCCCCCCCCCC	DDDD	EE/EE/EE	KK/KK/KK	GG-HH	II	FF/FF/FF	J.J		
fff-ff-ffff					II	FF/FF/FF		(etc)	

- A = DP Code
- B = DP Code Name
- C = Participant Name (Last, First, MI, Suffix)
- D = Organization Code: Assigned (NPPS)
- E = Date Entered Program
- F = Projected Promotion Dates (all)
- G = Pay Plan (NPPS)
- H = Grade (NPPS)
- I = Projected Grades (all)
- J = IDP Participant GPA
- a = DP Category Code
- b = DP Category Code Name
- c = DP Sub-Category Code
- d = DP Sub-Category Code Name
- f = Social Security Number

**SRS REF**

**NUMBER:** 5.01

**TRAINING BUDGET STATUS REPORT**

**FRD REF. NO.** 6.01

**PURPOSE:** To provide fiscal year budget dollars and cost identified to a category and subcategory (for example: Science and Engineering/Custom Designed Onsite).

**SELECT:** User selection by budget fiscal year.

**CONTENT:** See below.

**SEQUENCE:** Category, Subcategory

**PAGE BREAK(S):**

**REPORT DISPLAY:**

**PRINT TYPE IF OTHER THAN LANDSCAPE:**

Online:

Batch:

TRAINING BUDGET STATUS REPORT			
FISCAL YEAR 99			
AS OF 99/99/99			
CATEGORY/SUBCATEGORY	CURRENT BUDGET	BALANCE	ACTUALS
AAAAAAAAAAAAAAAAAAAAAAAAAAAA			
BBBBBBBBBBBBBBBBBBBBBBBBBB	\$CCC,CCC	\$DDD,DDD	\$EEE,EEE
	-----	-----	-----
	\$FFF,FFF	\$GGG,GGG	\$HHH,HHH
	-----	-----	-----
	\$I,III,III	\$J,JJJ,JJJ	\$K,KKK,KKK

- A = Category Name
- B = Subcategory Name
- C = Summary of Current Budget Amount by Subcategory
- D = Summary of Current Budget Balance by Subcategory
- E = Summary of Actuals by Subcategory
- F = Summary of Current Budget Amount by Category
- G = Summary of Current Balance Amount by Category
- H = Summary of Actuals by Category
- I = Summary of Current Budget Plan
- J = Summary of Current Budget Plan Balance
- K = Summary of Actuals

SRS REF  
NUMBER: 5.02

**TRAINING BUDGET PLAN STATUS REPORT**

FRD REF. NO. 6.02

**PURPOSE:** To provide a detail report of planned and actual expenditures for training and development categories by fiscal year.

**SELECT:** User selection by budget fiscal year.

**CONTENT:** See below.

**SEQUENCE:** Category, Subcategory (with summaries at the Subcategory, Category and All level)

**PAGE BREAK(S):**

**REPORT DISPLAY:**

**PRINT TYPE IF OTHER THAN LANDSCAPE:**

Online:

Batch:

TRAINING PLAN STATUS FISCAL YEAR 99				
CATEGORY/SUBCATEGORY	BASELINE PLAN	CURRENT BUDGET	ACTUAL SPENT	CURRENT BALANCE
aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa bbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbb	\$ccc,ccc ----- \$i,iii,iii ----- \$o,ooo,ooo	\$ddd,ddd ----- \$j,jjj,jjj ----- \$p,ppp,ppp	\$ggg,ggg ----- \$m,mmm,mmm ----- \$s,sss,sss	\$hhh,hhh ----- \$n,nnn,nnn ----- \$t,ttt,ttt

- a = Category Name
- b = Subcategory Name
- c = Summary of baseline plan amount by Subcategory
- d = Summary of Current budget amount by Subcategory
- g = Total Spent by subcategory
- h = Summary of Current Balance by subcategory
- i = Summary of baseline plan amount by Category
- j = Summary of Current budget amount by Category
- m = Total Spent by Category
- n = Summary of Current Balance by Category
- o = Summary of baselined plan amount
- p = Summary of Current budget amount
- s = Total dollars spent
- t = Summary of Current Balance

**SRS REF**

**NUMBER:** 5.03

**UNDISTRIBUTED COST DETAIL REPORT**

**FRD REF. NO.** 6.08

**PURPOSE:** To provide a detail report of undistributed cost.

**SELECT:** Report will be selected based on center's category/subcategory table.

**CONTENT:** See Below. Each center must identify how "Undistributed Cost" is identified in the center category/subcategory table. User will select budget fiscal year.

**SEQUENCE:** Subcategory, line item description (commitment, obligation)

**PAGE BREAK(S):**

**REPORT DISPLAY:**

**PRINT TYPE IF OTHER THAN LANDSCAPE:**

Online:

Batch:

UNDISTRIBUTED COST DETAIL REPORT			
FISCAL YEAR 99			
AS OF 99/99/99			
SUBCATEGORY NAME/LINE	ITEM DESCRIPTION	CURRENT BUDGET	ACTUAL AMOUNT
AAAAAAAAAAAAAAAAAAAA	BB	-----	\$DDD,DDD
		\$EEE,EEE	\$FFF,FFF
		-----	
		\$GGG,GGG	\$HHH,HHH

- A = Subcategory Name
- B = Line Item Description (Commitment, Obligation)
- D = Actual Amount Spent by Line Item
- E = Summary of Current Budget Amount by Subcategory
- F = Summary of Actual Amount Spent by Subcategory
- G = Summary of Current Budget Amount
- H = Summary of Actual Amount Spent

SRS REF  
NUMBER: 5.04

**REIMBURSEMENT REPORT**

**FRD REF. NO. 6.09**

**PURPOSE:** To provide a detail report of reimbursements paid by the training organization.

**SELECT:** Select where method of payment is "reimbursements" and user provided budget fiscal year.

**CONTENT:** See below.

**SEQUENCE:** Reimbursement Number

**PAGE BREAK(S):**

**REPORT DISPLAY:**

**PRINT TYPE IF OTHER THAN LANDSCAPE:**

Online:

Batch:

REIMBURSEMENT REPORT						
FISCAL YEAR 99						
REIMBURSEMENT NUMBER	EMPLOYEE NAME	SSN	ORG	DATE APPROVED	REASON FOR REIMBURSEMENT	AMOUNT
AAAAAA	BBBBBBBBBBBBBBBBBBBB	CCC-CC-CCCC	DDDDDD	EE/EE/EE	FFFFFFFFFFFFFFFFFFFFFFFF	\$GGG,GGG

- A = Reimbursement Number (Commitment document number or obligation document number)
- B = Employee Name (Last, First, MI, Suffix) (NPPS)
- C = Social Security Number (SSN)
- D = Org Assigned (NPPS)
- E = Date Reimbursement Approved
- F = Reimbursement Comment
- G = Amount of Reimbursement





SRS REF

NUMBER: 6.01c

IDPS FOR INSTALLATION TRANSFERRED EMPLOYEES

FRD REF. NO. 7.04

PURPOSE: To provide IDP Information Reports for all employees transferred within a given period.

SELECT: Select employees who have "NOAC1" equal to 721T and an effective transfer date within the table-specified date range. Record type (RECD-TYPE) should be equal to IP for IDP records.

CONTENT: IDP Evaluation data and Promotion data.

SEQUENCE: By "transfer to" Installation, by SSN.

PAGE BREAK(S): Full page

REPORT DISPLAY:

PRINT TYPE IF OTHER THAN LANDSCAPE:

Online: No

Portrait

Batch: Yes

IDP INFORMATION FOR INSTALLATION TRANSFERRED EMPLOYEES  
DATE RANGE: MM/DD/YY YY - MM/DD/YYYY

SSN: 444-44-4444 NAME: CCCCCCCC(LAST, FIRST, MIDDLE, GENSUF) CCCCCCCCCC

-----  
EVALUATION INFORMATION  
-----

EVAL ADMIN: DDD  
DATE OF FIRST EVALUATION: MM/DD/YYYY  
NUMBER OF EVALUATIONS: 555 MONTHS BETWEEN EVALUATIONS: 666

-----PERFORMANCE EVALUATION DATES-----

	SCHEDULED	ACTUAL	RATING		SCHEDULED	ACTUAL	RATING
1	MM/DD/YYYY	MM/DD/YYYY	EE	8	MM/DD/YYYY	MM/DD/YYYY	EE
2	MM/DD/YYYY	MM/DD/YYYY	EE	9	MM/DD/YYYY	MM/DD/YYYY	EE
3	MM/DD/YYYY	MM/DD/YYYY	EE	10	MM/DD/YYYY	MM/DD/YYYY	EE
4	MM/DD/YYYY	MM/DD/YYYY	EE	11	MM/DD/YYYY	MM/DD/YYYY	EE
5	MM/DD/YYYY	MM/DD/YYYY	EE	12	MM/DD/YYYY	MM/DD/YYYY	EE
6	MM/DD/YYYY	MM/DD/YYYY	EE	13	MM/DD/YYYY	MM/DD/YYYY	EE
7	MM/DD/YYYY	MM/DD/YYYY	EE	14	MM/DD/YYYY	MM/DD/YYYY	EE

-----  
PROMOTION INFORMATION  
-----

PROJECTED PROMOTION START DATE: MM/DD/YY NUMBER OF PROMOTIONS: 777  
WEEKS TILL FIRST PROMOTION: 8888 WEEKS BETWEEN REMAINING PROMOTIONS: 9999

PROJECTED				ACTUAL			
PROM DATE	PP/GRD/STEP			PROM DATE	PP/GRD/STEP		
1	MM/DD/YYYY	FF 10	GG	1	MM/DD/YYYY	HH 11	JJ
2	MM/DD/YYYY	FF 10	GG	2	MM/DD/YYYY	HH 11	JJ
3	MM/DD/YYYY	FF 10	GG	3	MM/DD/YYYY	HH 11	JJ
4	MM/DD/YYYY	FF 10	GG	4	MM/DD/YYYY	HH 11	JJ
5	MM/DD/YYYY	FF 10	GG	5	MM/DD/YYYY	HH 11	JJ
6	MM/DD/YYYY	FF 10	GG	6	MM/DD/YYYY	HH 11	JJ
7	MM/DD/YYYY	FF 10	GG	7	MM/DD/YYYY	HH 11	JJ
8	MM/DD/YYYY	FF 10	GG	8	MM/DD/YYYY	HH 11	JJ

- Title contains report start/end date.
- 4 = SSN of Transferred Employee
- 5 = Number of planned evaluations
- 6 = Number of months between evaluations
- C = Name of Transferred Employee
- D = Name of Evaluation Administrator
- Date of first evaluation (planned or actual)
- E = Actual evaluation ratings
- Dates of planned and actual evaluations as indicated.
- Projected Promotion Start Date as indicated.
- 7 = Number of planned promotions
- 8 = Number of weeks until first promotion
- 9 = Number of weeks between remaining projected promotions
- 10 = Up to 8 Projected Grades
- 11 = Up to 8 Actual Grades
- Projected Promotion Dates as indicated.
- F = Up to 8 Projected Pay Plans
- G = Up to 8 Projected Steps
- H = Up to 8 Actual Pay Plans
- J = Up to 8 Actual Steps

**SRS REF**

**NUMBER:** 6.01d **IDPS FOR INSTALLATION TRANSFERRED EMPLOYEES**

**FRD REF. NO.** 7.05

**PURPOSE:** To provide IDP Information Reports for all employees transferred within a given period.

**SELECT:** Select employees who have "NOAC1" equal to 721T and an effective transfer date within the table-specified date range.  
Record type (RECD-TYPE) should be equal to IP for IDP records.

**CONTENT:** The Demographic data of an employee captured at the start of the IDP and saved as part of the IDP. If IDP has been completed, the Demographic data of an employee taken at the end of this IDP.

**SEQUENCE:** By "transfer to" Installation, by SSN.

**PAGE BREAK(S):** Full page

**REPORT DISPLAY:**

Online: No  
Batch: Yes

**PRINT TYPE IF OTHER THAN LANDSCAPE:**

Portrait

```

IDP INFORMATION FOR INSTALLATION TRANSFERRED EMPLOYEES
DATE RANGE: MM/DD/YY YY - MM/DD/YYYY

SSN: 444-44-4444 NAME: CCCCCCCC(LAST, FIRST, MIDDLE, GENSUF)CCCCCCCCCCC
-----
BEGIN DEMOGRAPHIC HISTORY (FOR INFORMATION ONLY--CANNOT BE ENTERED)
-----

PARTICIPANT NAME: DDDDDDD(LAST, FIRST, MIDDLE, GENSUF)DDDDDDDDDDDDDDDD
DOB:MM/DD/YY SEX:E HANDICAP CD:FF MINORITY CD:G PARTICIPANT TYPE CD:H
ORG ASSIGNED:JJJJJ ORG LOCATED :KKKKK DUTY STATION CD:LLLLLLLLL
NASA SPEC PROG ID:MMMMM OCCUPATIONAL CD:NNNNN POSITION TYPE:O
SUPERVISORY CD:P CLASSIFICATION: NASA:QQQQQ FUNCTIONAL:RR
NASA TITLE:SSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSS
OPM TITLE:TTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTT
WORK SCHEDULE CD:U CURRENT: PAYPLAN-GRADE-STEP: VV-55-WW DATE:MM/DD/YY
SERVICE COMPUTATION DATES: LEAVE:MM/DD/YY NASA:MM/DD/YY
EDUCATIONAL LEVEL:XX BACHELOR YEAR:YY
HIGHEST: LEVEL:Z SCHOOL:aaaaaaaa FIELD:bbbbbb YEAR:cc
PERFORMANCE RATING: CURRENT:6 CURRENT YR:dd
PRIOR 1:7 YR1:ee
PRIOR 2:8 YR2:ff
DATE OF LAST PROMOTION:MM/DD/YY
-----
END DEMOGRAPHIC HISTORY (FOR INFORMATION ONLY--CANNOT BE ENTERED)
-----

PARTICIPANT NAME: DDDDDDD(LAST, FIRST, MIDDLE, GENSUF)DDDDDDDDDDDDDDDD
DOB:MM/DD/YY SEX:E HANDICAP CD:FF MINORITY CD:G PARTICIPANT TYPE CD:H
ORG ASSIGNED:JJJJJ ORG LOCATED :KKKKK DUTY STATION CD:LLLLLLLLL
NASA SPEC PROG ID:MMMMM OCCUPATIONAL CD:NNNNN POSITION TYPE:O
SUPERVISORY CD:P CLASSIFICATION: NASA:QQQQQ FUNCTIONAL:RR
NASA TITLE:SSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSS
OPM TITLE:TTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTT
WORK SCHEDULE CD:U CURRENT: PAYPLAN-GRADE-STEP: VV-55-WW DATE:MM/DD/YY
SERVICE COMPUTATION DATES: LEAVE:MM/DD/YY NASA:MM/DD/YY
EDUCATIONAL LEVEL:XX BACHELOR YEAR:YY
HIGHEST: LEVEL:Z SCHOOL:aaaaaaaa FIELD:bbbbbb YEAR:cc
PERFORMANCE RATING: CURRENT:6 CURRENT YR:dd
PRIOR 1:7 YR1:ee
PRIOR 2:8 YR2:ff
DATE OF LAST PROMOTION:MM/DD/YY

```

- |   |  |   |
|---|--|---|
| Title contains report start/end date.                                   | J = Organization to which the employee is assigned*    | X = Educational level*  |
| 4 = SSN of Transferred Employee   | K = Location of Organization Assigned*                 | Y = Bachelor Year*  |
| 5 = Step Current at either start or end of the IDP*                     | L = Duty Station Code*                                 | Z = Highest degree level at either start or end of the IDP*                     |
| 6 = Current Performance Rating at either start or end of the IDP*       | M = NASA Special Program Indicator*                    | a = School where highest degree was obtained at either start or end of the IDP* |
| 7 = Prior year Performance Rating at either start or end of the IDP*    | N = Occupational Code*                                 | b = Field of highest degree at either start or end of the IDP*                  |
| 8 = 2 years prior Performance Rating at either start or end of the IDP* | O = Position Type Code*                                | c = Year highest degree was obtained*   |
| C = Name of Transferred Employee*                                       | P = Supervisory Type Code*                             | d = Year of Performance Rating at either start or end of the IDP*               |
| D = Employee name at the start of this IDP*                             | Q = NASA Classification*                               | e = Year of Prior year Performance Rating at either start or end of the IDP*    |
| Date of Birth as indicated*   | R = Functional Classification*                         | f = Year of 2 years prior Performance Rating at either start or end of the IDP* |
| E = Sex indicator*  | S = NASA Title*  |   |
| F = Handicap Code*  | T = OPM Title*   |   |
| G = Minority Code*  | U = Work Schedule Code*                                |   |
| H = Participant Type Code*  | V = Payplan current at either start or end of the IDP* |   |
|   | W = Grade current at either start or end of the IDP*   |   |
- \*Not a user input field.

**SRS REF**

**NUMBER:** 6.01e **IDPS FOR INSTALLATION TRANSFERRED EMPLOYEES**

**FRD REF. NO.** 7.01

**PURPOSE:** To provide IDP Information Reports for all Employees transferred within a given period.

**SELECT:** Select employees who have "NOAC" equal to 721T and an effective transfer date within the table-specified date range.  
Record type (RECD-TYPE) should be equal to IP for IDP records

**CONTENT:** New Supervisor information from the Transferred Employee's IDP.

**SEQUENCE:** By "transfer to" Installation, by SSN.

**PAGE BREAK(S):** Full page

**REPORT DISPLAY:**  
Online: No  
Batch: Yes

**PRINT TYPE IF OTHER THAN LANDSCAPE:**  
Portrait

```

IDP INFORMATION FOR INSTALLATION TRANSFERRED EMPLOYEES

DATE RANGE: MM/DD/YY YY - MM/DD/YYYY

SSN: 444-44-4444 NAME: CCCCCCCC(LAST, FIRST MIDDLE GENSUF)CCCCCCCCCCCC
-----
NEW SUPERVISOR INFORMATION
-----

NEW SUPERVISOR PROBATION PERIOD IS 9999 MONTHS
SUPERVISOR APPOINTMENT DATE:MM/DD/YYYY
PROBATION END DATE: MM/DD/YYYY
DATE 40 HOURS COMPLETED: MM/DD/YYYY
DATE 80 HOURS COMPLETED: MM/DD/YYYY
SUPERVISORS NAME: DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD
TRAINING COORDINATORS NAME: EEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEE
-----

```

Title contains report start/end date.  
4 = SSN of Transferred Employee  
9 = New Supervisor's Probation Period in months  
C = Name of Transferred Employee  
D = Supervisor's name  
E = Training Coordinator's Name  
Date for end of Supervisor's Probation Period as indicated  
Dates when 40 and 80 hours of training have been completed as indicated



SRS REF

NUMBER: 6.02b

TRAINING HISTORY FOR INSTALLATION TRANSFERRED EMPLOYEES

FRD REF. NO. 7.07

PURPOSE: Display all data that would be entered on screen three (TOA3) of the Add Training History Menu option.

SELECT: Select employees who have "NOAC1" equal to 721T and an effective transfer date within the table-specified date range. Completed training instance type (CTI-TYPE-ID) should equal "C" for a course, "W" for work assignment, or "O" for other.

CONTENT: Training History Data.

SEQUENCE: By "transfer to" Installation, by SSN, by course or W/O end date.

PAGE BREAK(S): Full page

REPORT DISPLAY:

PRINT TYPE IF OTHER THAN LANDSCAPE:

Online: No

Portrait

Batch: Yes

```

                                SCREEN X OF X
SSN: 444-44-4444 NAME: CCCCCCCC(LAST, FIRST MIDDLE GENSUF) CCCCCCCCCC TYPE: D
-----
INDIRECT COST CODE: E FFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFF
COSTS TRAVEL: $555555.55 PER DIEM: $555555.55
OTHER INDIRECT COST: $555555.55 TOTAL INDIRECT COST: $666666.66
TRAINING REQ NO: GGGGGGGG SUBMITTED DATE: MM/DD/YYYY TIME: 77.77.77
INSTALLATION CODE: HHHHCRS GRADE: J LOCATION ONSITE IND: K
PART ROSTER STATUS: L MMMMMMMMMMMMMM TUITION ASSISTANCE: N
CANCELLATION REASON: OOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOO
EDS: PPP QQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQ
VENDOR: RRRRRR SSSSSSSSSSSSSSSSSSSSS
CTR/DIR FUND CD TT UUUUUUUUUUUUUUUUUUUUU
BUDGET LN ITM CD VV WWWWWWWWWWWWWWWWWWWWWWWW
COMMITMENT NO: XXXXXX DATE: MM/DD/YYYY AMOUNT: $888888.88
OBLIGATION NO: YYYYYYYY DATE: MM/DD/YYYY AMOUNT: $888888.88
INVOICE NO: ZZZZZZ DATE: MM/DD/YYYY AMOUNT: $888888.88

IS THIS COURSE FOR A DEVELOPMENT PROGRAM (Y/N): a

*** NOTE: ENTER THE TRAINING HISTORY DATA IN THE 'TO' INSTALLATION DATABASE
          WITH THE HR&OD INDICATOR SET TO N

```

- 4 = SSN of Transferred Employee
- 5 = Indirect Costs; travel, per diem, other direct costs
- 6 = Calculated total indirect costs
- 7 = Time of Training Request Submittal
- 8 = Dollar Amount for the Commitment Number, the Obligation Number, and the Invoice Number as indicated
- C = Name of Transferred Employee
- D = Participant Type Code
- E = Indirect Cost Code
- F = Indirect Cost Code Description
- G = Training Request Number
- H = Installation Code
- J = Participant 's course grade
- K = Location Onsite Indicator
- L = Participant's Roster Status Code
- M = Participant's Roster Status Description
- N = Tuition Assistance Indicator
- O = Cancellation Reason
- P = EDS Code
- Q = EDS Code Description
- R = Vendor/School Code
- S = Vendor/School Code Description
- T = Center/Directorate Fund Code
- U = Center/Directorate Fund Description
- V = Budget Line Item Code
- W = Budget Line Item Description
- X = Commitment Number
- Y = Obligation Number
- Z = Invoice Number
- Date and Time of Training Request Submission
- Dates for the Commitment Number, the Obligation Number, and the Invoice Number as indicated
- a = Indicator to show if a course belongs to an IDP









**SRS REF**

**NUMBER:** 7.02

**TRAINING HISTORY ARCHIVE SUMMARY REPORT**

**FRD REF. NO.** 4.3.3

**PURPOSE:**

To provide a summary listing of the Training History records archived.

**SELECT:**

Select by user-furnished Course Session End Date or IDP Work/Other End Date range.

**CONTENT:**

Report should include such data items as CTI code description, number of Training History records archived, total number of Training History records archived, total number of Training History records purged, and date archive was executed.

**SEQUENCE:**

N/A

**PAGE BREAK(S):**

Full page

**REPORT DISPLAY:**

Online: No  
Batch: Yes

**PRINT TYPE IF OTHER THAN LANDSCAPE:**

TRAINING HISTORY ARCHIVE SUMMARY REPORT	
CTI TYPE	# OF TRAINING HIST RECORDS ARCHIVED
-----	-----
AAAAAAAAA	BBBBBB
TOTAL NUMBER OF TRAINING HISTORY RECORDS ARCHIVED: CCCCCC	
TOTAL NUMBER OF TRAINING HISTORY RECORDS PURGED : DDDDDD	
DATE ARCHIVE WAS EXECUTED : EE/EE/EE	

- A = CTI Type Description (A9) translated from Completed Instance Type Indicator
- B = Number of Training History records purged (for CTI type) (N6) - Calculated field
- C = Total number of Training History records archived (N7) - Calculated field
- D = Total number of Training History records purged (N7) - Calculated field
- E = Date archive was executed (MM/DD/YY)





SRS REF  
NUMBER: 7.05

**DETAILED PURGE REPORT FOR VENDORS**

**FRD REF. NO. 4.3.3**

**PURPOSE:** To provide a listing of the Vendor records to be purged.

**SELECT:** Select by user-furnished Vendor not used since date.

**CONTENT:** Report should include such data items as Vendor/School indicator, Vendor/School code, Vendor/School name, Vendor/School city/state, Vendor last used date, total number of Vendor records purged, and date executed.

**SEQUENCE:** N/A

**PAGE BREAK(S):** Full page

**REPORT DISPLAY:**  
Online: No  
Batch: Yes

**PRINT TYPE IF OTHER THAN LANDSCAPE:**

DETAILED PURGE REPORT FOR VENDORS				
V\S IND ---	V\S CODE -----	V\S NAME -----	V\S ADDRESS CITY\STATE -----	LAST USED DATE -----
A	BBBBBBBB	CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC	DDDDDDDDDDDDDD,EEE	FF/FF/FFFF
TOTAL NUMBER OF VENDORS PURGED: GGGGGG				
DATE PURGE WAS EXECUTED : HH/HH/HH				

- A = Vendor/School Indicator Code (A1)
- B = Vendor/School Code (A8)
- C = Vendor/School Name (A30)
- D = Address-City (A15)
- E = Address-State (A3)
- F = Vendor Last Used Date (mm/dd/yyyy)
- G = Total number of Vendor records purged (N6) - Calculated field
- H = Date purge was executed (mm/dd/yy)

**SRS REF**  
**NUMBER:** 7.06

**VENDOR PURGE SUMMARY REPORT**

**FRD REF. NO.** 4.3.3

**PURPOSE:** To provide a summary listing of the Vendor records purged.

**SELECT:** Select by user-furnished Vendor not used since date.

**CONTENT:** Report should include such data items as number of Vendor records purged.

**SEQUENCE:** N/A

**PAGE BREAK(S):** Full page

**REPORT DISPLAY:**  
Online: No  
Batch: Yes

**PRINT TYPE IF OTHER THAN LANDSCAPE:**

VENDOR PURGE SUMMARY REPORT	
# OF VENDORS PURGED ----- AAAAAA	

A = Total number of Vendor records purged  
(N6) - Calculated field

**SRS REF**

**NUMBER:** 7.07

**DETAILED PURGE REPORT FOR COURSE SESSIONS AND TRAINING REQUESTS**

**FRD REF. NO.** 4.3.3

**PURPOSE:** To provide a listing of the Course Session and TR records to be purged.

**SELECT:** Select by user-furnished Course Session End Date range.

**CONTENT:** Report should include such data items as Course fiscal year, Course code and Course name, Course Session start date, Course Session end date, number of TRs scheduled ~~and~~ scheduled.

**SEQUENCE:** N/A

**PAGE BREAK(S):** Full page

**REPORT DISPLAY:**

**PRINT TYPE IF OTHER THAN LANDSCAPE:**

Online: No

Batch: Yes

DETAILED PURGE REPORT FOR COURSE SESSIONS AND TRAINING REQUESTS							
FISCAL YEAR	COURSE CODE	COURSE NAME	START DATE	END DATE	# OF PART. SCHEDULED	# OF PART. OTHER	
AAAA	BBBBBBB	CC	DD/DD/DDDD	EE/EE/EEEE	FFFF	GGGG	
TOTAL NUMBER OF COURSES PURGED		:	HHHHH				
TOTAL NUMBER OF COURSE SESSIONS PURGED		:	IIIIII				
DATE PURGE WAS EXECUTED		:	JJ/JJ/JJ				

- A = Course Fiscal Year (N4)
- B = Course Code (A8)
- C = Course Code Name (A60)
- D = Course Session Start Date (mm/dd/yyyy)
- E = Course Session End Date (mm/dd/yyyy)
- F = Count of Participants Scheduled (N4)  
Calculated field (TRS Participant Roster Status Code = P, S, or C)
- G = Count of Participants ~~Not~~ Scheduled (N4)  
Calculated field (TRS Participant Roster Status Code = other than P, S, or C)
- H = Total number of Course Sessions purged (N6) - Calculated field
- I = Total number of Training Request records purged (N6) - Calculated field
- J = Date purge was executed (mm/dd/yy)

**SRS REF**  
**NUMBER:** 7.08

**COURSE SESSION AND TR PURGE SUMMARY REPORT**

**FRD REF. NO.** 4.3.3

**PURPOSE:** To provide a summary listing of the Course Session and TR records purged.

**SELECT:** Select by user-furnished Course Session End Date range.

**CONTENT:** Report should include such data items as number of Course Sessions and TRs purged.

**SEQUENCE:** N/A

**PAGE BREAK(S):** Full page

**REPORT DISPLAY:**  
Online: No  
Batch: Yes

**PRINT TYPE IF OTHER THAN LANDSCAPE:**

COURSE SESSION AND TR PURGE SUMMARY REPORT	
# OF SESSIONS PURGED -----	# OF TRS PURGED -----
AAAAAA	BBBBBB

A = Total number of Course Session records  
purged (N6) - Calculated field

B = Total number of Training Request records  
purged (N6) - Calculated field

**SRS REF**

**NUMBER:** 7.09

**DETAILED PURGE REPORT FOR IDP**

**FRD REF. NO.** 4.3.3

**PURPOSE:** To provide a listing of the IDP records to be purged.

**SELECT:** Select by user-furnished Actual Completion Date range.

**CONTENT:** Report should include such data items as SSN, name, DP Program code, brief description of DP code, DP Category code and DP Subcategory code, actual start date, actual completion date, total number of IDPs purged, and date of execution.

**SEQUENCE:** N/A

**PAGE BREAK(S):** Full page

**REPORT DISPLAY:**

**PRINT TYPE IF OTHER THAN LANDSCAPE:**

Online: No  
Batch: Yes

DETAILED PURGE REPORT FOR IDP						
SSN	NAME	DP PGM CODE	DESCRIPTION	START DATE	END DATE	
AAA-AA-AAAA	BBBBBBBBBBBBBBBBBBBB	CCCCCCCCCC	D EEEEE	FFFFFFFFFFFFFF	GGGGGGGGGGGGGGG	HHHHHHHHHHHHHHH II/II/IIII JJ/JJ/JJJJ
TOTAL NUMBER OF IDPS PURGED: KKKKKK						
DATE PURGE WAS EXECUTED : LL/LL/LL						

- A = SSN (A9)
- B = Name: Last (A22)
- C = Name: First (A12)
- D = Name: Middle Initial (A1)
- E = Development Program Code (A7)
- F = DP Code Name (A17)
- G = DP Category Code Name (A17)
- H = DP Subcategory Code Name (A17)
- I = IDP Actual Start Date (mm/dd/yyyy)
- J = IDP Actual Completion Date (mm/dd/yyyy)
- K = Total number of IDP records purged (N6) - Calculated field
- L = Date purge was executed (mm/dd/yy)

**SRS REF**

**NUMBER:** 7.10

**IDP PURGE SUMMARY REPORT**

**FRD REF. NO.** 4.3.3

**PURPOSE:** To provide a summary listing of the IDP records purged.

**SELECT:** Select by user-furnished Actual Completion Date range.

**CONTENT:** Report should include such data items as DP Program code; number of IDPs purged per DP Program code; total number of IDP's, comments, W/O descriptions, and temporary IDPs; temporary comments; and temporary W/O descriptions purged.

**SEQUENCE:** N/A

**PAGE BREAK(S):** Full page

**REPORT DISPLAY:**

Online: No

Batch: Yes

**PRINT TYPE IF OTHER THAN LANDSCAPE:**

DP PGM		# OF IDPS
CODE		PURGED
-----		-----
AAAAAAA		BBBBBB
TOTAL NUMBER OF IDPS PURGED	:	CCCCCC
TOTAL NUMBER OF TEMPORARY IDPS PURGED	:	DDDDDD
TOTAL RECORDS PURGED FROM FILE 127	:	EEEEEEEE
TOTAL NUMBER OF COMMENTS PURGED	:	FFFFFF
TOTAL NUMBER OF W/O DESCRIPTIONS PURGED	:	GGGGGG
TOTAL NUMBER OF TEMPORARY COMMENTS PURGED	:	HHHHHH
TOTAL NUMBER OF TEMPORARY W/O DESC PURGED	:	IIIIII
TOTAL RECORDS PURGED FROM FILE 125	:	JJJJJJJJ

- A = Development Program Code (A7)
- B = Number of IDP records purged (for DP Pgm Cd) (N6) - Calculated field
- C = Total number of IDP records purged (N7) - Calculated field
- D = Total number of Temporary IDP records purged (N7) - Calculated field
- E = Total number of records purged from file 127 (N9) - Calculated field
- F = Total number of Comment records purged (N7) - Calculated field
- G = Total number of W/O Description records purged (N7) - Calculated field
- H = Total number of Temporary Comment records purged (N7) - Calculated field

- I = Total number of Temporary W/O Description records purged (N7) - Calculated field
- J = Total number of records purged from file 125 (N9) - Calculated field

**SRS REF**

**NUMBER:** 7.11

**AUDIT TRAIL PURGE SUMMARY REPORT**

**FRD REF. NO.** 4.3.3

**PURPOSE:** To provide a summary listing of the Audit Trail records purged.

**SELECT:** Select by user-furnished Audit Trail date range.

**CONTENT:** Report should include such data items as number of Audit Trail records purged.

**SEQUENCE:** N/A

**PAGE BREAK(S):** Full page

**REPORT DISPLAY:**

Online: No

Batch: Yes

**PRINT TYPE IF OTHER THAN LANDSCAPE:**

**AUDIT TRAIL PURGE SUMMARY REPORT**

# OF AUDIT TRAIL  
RECORDS PURGED

-----

AAAAAA

A = Total number of Audit Trail records purged  
(N6) - Calculated field



**SRS REF**

**NUMBER:** 7.13

**TRAINING HISTORY PURGE SUMMARY REPORT**

**FRD REF. NO.** 4.3.3

**PURPOSE:** To provide a summary listing of the Training History records purged.

**SELECT:** Select by user-furnished Course Session End Date or IDP Work/Other End Date range.

**CONTENT:** Report should include such data items as CTI code description, number of Training History records purged, total number of Training History records purged, and date purge was executed.

**SEQUENCE:** N/A

**PAGE BREAK(S):** Full page

**REPORT DISPLAY:**

Online: No  
Batch: Yes

**PRINT TYPE IF OTHER THAN LANDSCAPE:**

TRAINING HISTORY PURGE SUMMARY REPORT	
CTI TYPE	# OF TRAINING HIST RECORDS PURGED
-----	-----
AAAAAAAAA	BBBBBB
TOTAL NUMBER OF TRAINING HISTORY RECORDS PURGED: CCCCCC	
DATE PURGE WAS EXECUTED : DD/DD/DD	

- A = CTI Type Description (A9) translated from Completed Instance Type Indicator
- B = Number of Training History records purged (for CTI type) (N6) - Calculated field
- C = Total number of Training History records purged (N7) - Calculated field
- D = Date purge was executed (MM/DD/YY)



**SRS REF**

**NUMBER:** 7.15

**TRAINING HISTORY RELOAD SUMMARY REPORT**

**FRD REF. NO.** 4.3.3

**PURPOSE:** To provide a summary listing of the Training History records reloaded.

**SELECT:** Select by user-furnished Course Session End Date or IDP Work/Other End Date range

**CONTENT:** Report should include such data items as CTI code description, number of Training History records reloaded, total number of Training History records reloaded, and date reload was executed.

**SEQUENCE:** N/A

**PAGE BREAK(S):** Full page

**REPORT DISPLAY:**

Online: No  
Batch: Yes

**PRINT TYPE IF OTHER THAN LANDSCAPE:**

TRAINING HISTORY RELOAD SUMMARY REPORT	
CTI TYPE	# OF TRAINING HIST RECORDS RELOADED
-----	-----
AAAAAAAAA	BBBBBB
TOTAL NUMBER OF TRAINING HISTORY RECORDS RELOADED: CCCCCC	
DATE PURGE WAS EXECUTED : DD/DD/DD	

- A = CTI Type Description (A9)  
translated from Completed Instance Type  
Indicator
- B = Number of Training History records  
reloaded (for CTI type) (N6) -  
Calculated field
- C = Total number of Training History records  
reloaded (N7) - Calculated field
- D = Date reload was executed (MM/DD/YY)

**SRS REF**

**NUMBER:** 8.1

**AGENCY COURSE DATA EXTRACT SUMMARY REPORT**

**FRD REF. NO.**

**PURPOSE:** To provide a summary listing of the Agency Course records extracted

**SELECT:** All records on the Agency Course file are selected

**CONTENT:** Report should include such data items as number of Agency Course records extracted purged

**SEQUENCE:** N/A

**PAGE BREAK(S):** Full page

**REPORT DISPLAY:**  
Online: NO  
Batch: YES

**PRINT TYPE IF OTHER THAN LANDSCAPE:**

AGENCY COURSE DATA EXTRACT SUMMARY REPORT		
# OF AGENCY COURSE RECORDS EXTRACTED ----- AAAAAA		

Data Element Column 1

Data Element Column 2

Data Element Column 3

A = Total # of Agency Course rcds extracted  
(N6) - Calculated field

**SRS REF**

**NUMBER:** 8.2

**AGENCY COURSE DATA EXTRACT DETAIL REPORT**

**FRD REF. NO.**

**PURPOSE:**

To provide a Detail listing of the Agency Course records extracted

**SELECT:**

All records on the Agency Course file are selected

**CONTENT:**

Report should include such data items as Course Fiscal Year, Course Code, Course Name purged

**SEQUENCE:**

N/A

**PAGE BREAK(S):**

Full page

**REPORT DISPLAY:**

Online: NO

Batch: YES

**PRINT TYPE IF OTHER THAN LANDSCAPE:**

AGENCY COURSE DATA EXTRACT DETAIL REPORT

FISCAL YR	CRS CODE	CRS NAME
-----	-----	-----
AAAA	BBBBBBBB	CC

Data Element Column 1

Data Element Column 2

Data Element Column 3

A = Course Fiscal Year - (N4)  
 B = Course Code - (A8)  
 C = Course Code Name - (A60)