

WELCOME TO ORACLE 11i.

New function to remember:

To enter a query you now use F11, and to execute query it is Control F11.

**AF DCPDS DESK REFERENCE
REQUIRED TRAINING AREA UPDATE
24 Nov 2003**

**Enter your User Name and Password.
Click Connect.**

Please Login - Microsoft Internet Explorer provided by AFPC

File Edit View Favorites Tools Help

← Back → Forward × Stop Home Search Favorites History

Address https://sylvestr.dcpds.cpm.s.osd.mil:8007/pls/5QT11/oraclemypage.h...

Links

ORACLE

Your session is no longer valid. Please login again.

User Name

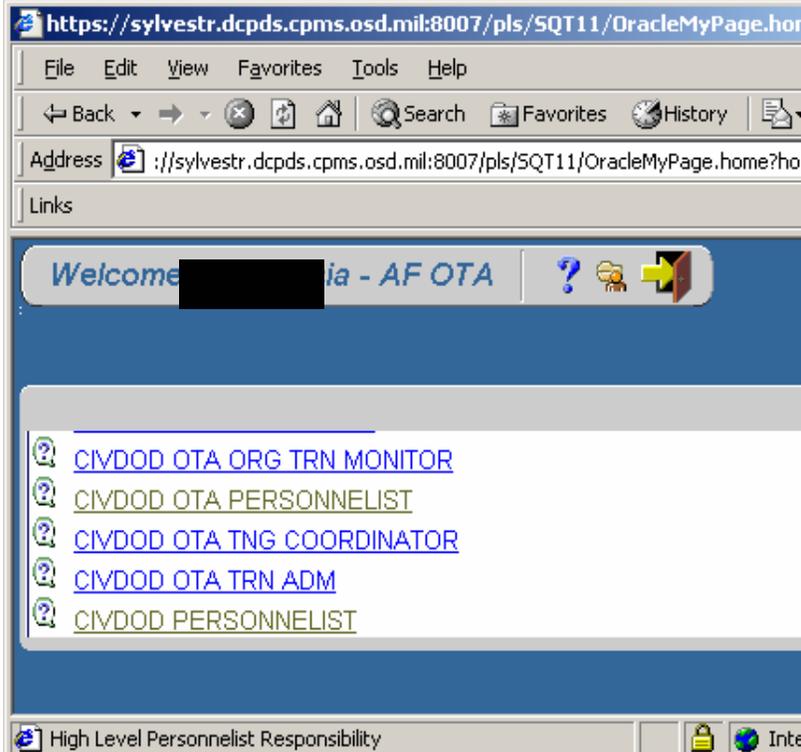
Password

Connect

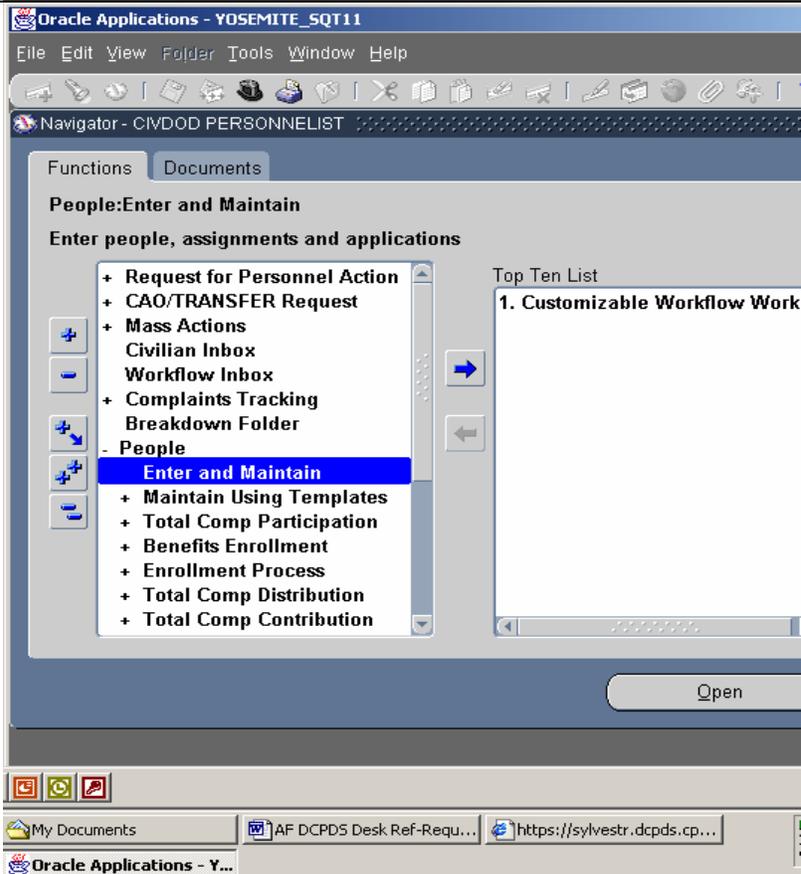
Done

Select the role/responsibility—following instructions will apply for the role of **CIV DOD PERSONNELIST**.

Click on CIVDOD PERSONNELIST.

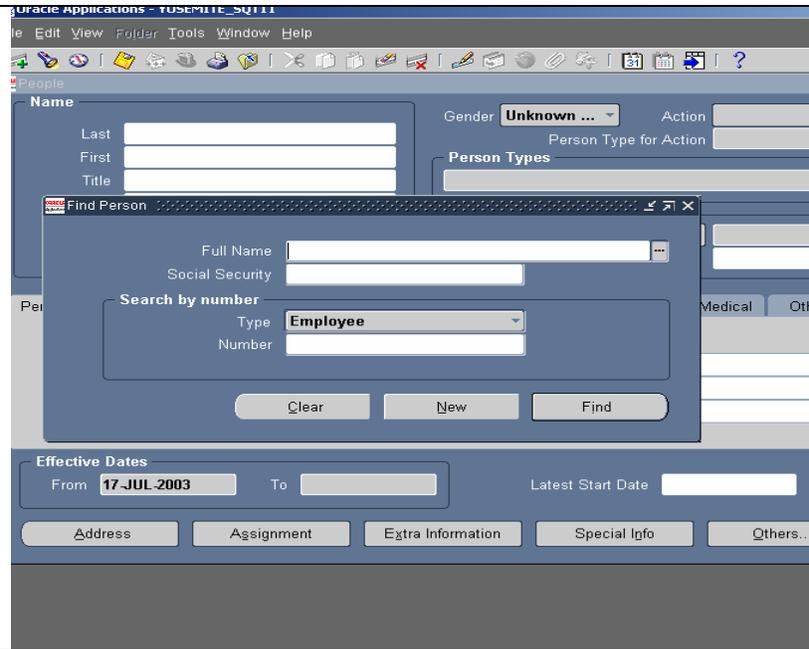


Double-click on **People**. Double-click on **Enter and Maintain**.

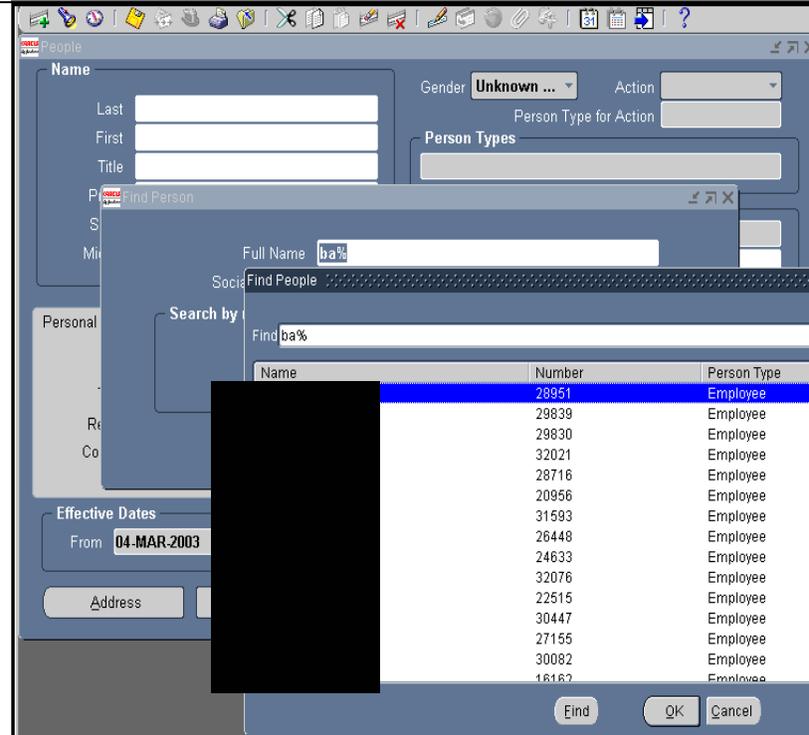


Enter employee's last name and "%", click on Find.

A quicker method is to key in the SSAN if you know it.



Note: If there is more than one employee with the same last name you will get a list—select the appropriate name, and Click OK!



Scroll to the bottom of the screen and double click on **Special Info**.

A screenshot of a web-based personnel information system. The interface includes a menu bar (File, Edit, View, Folder, Tools, Window, Help) and a toolbar. The main content area is titled "People" and contains several sections: "Name" (Last, First, Title, Prefix, Suffix, Middle), "Gender" (Female), "Person Types" (Employee), "Identification" (Employee, Social Security 372-74-9485), "Personal" (Birth Date 04 JUL 1969, Age 34, Status, Nationality, Registered Disabled No), "Effective Dates" (From 01-APR-2002, Latest Start Date 01-APR-2002), and a row of buttons: Address, Assignment, Extra Information, **Special Info** (circled), and Others... The "Special Info" button is highlighted with a red circle.

Either scroll down to **Required Training** or just press F-11 on the keyboard.

A screenshot of the same personnel information system, showing the "Required Training" section. The "Name" field is set to "ACQ - 1102 Series". Below it, a list of training items is shown with checkboxes for "Information Exists":

- ACQ - AF Technical Appraisal
- ACQ - Assignment Review
- ACQ - Contracting Officer

The "Details" section is a table with columns for "Start Date", "End Date", and "Detail". The first row shows a start date of "18 JUL 2003". Below the table is the "Effective Dates" section (From 01-APR-2002, Latest Start Date 01-APR-2002) and a row of buttons: Address, Assignment, Extra Information, **Special Info**, and Others... The "Special Info" button is highlighted with a red circle.

Type in **Re%** and press control F11.
“Re” must be upper and lower case just like in the sample.

This will bring up the Required Training data.

The screenshot shows a software window with a menu bar (File, View, Folder, Tools, Window, Help) and a toolbar. Below the toolbar is a list with a header 'Name' and a sub-header 'Information Exists'. The first item in the list is 'Re%'. To the right of the list are several checkboxes and a scroll bar. Below the list is a 'Details' section with a table. The table has three columns: 'Start Date', 'End Date', and 'Detail'. The first row of the table has the value '18-JUL-2003' in the 'Start Date' column. Below the table are four buttons: 'Address', 'Assignment', 'Extra Information', and 'Special Info'.

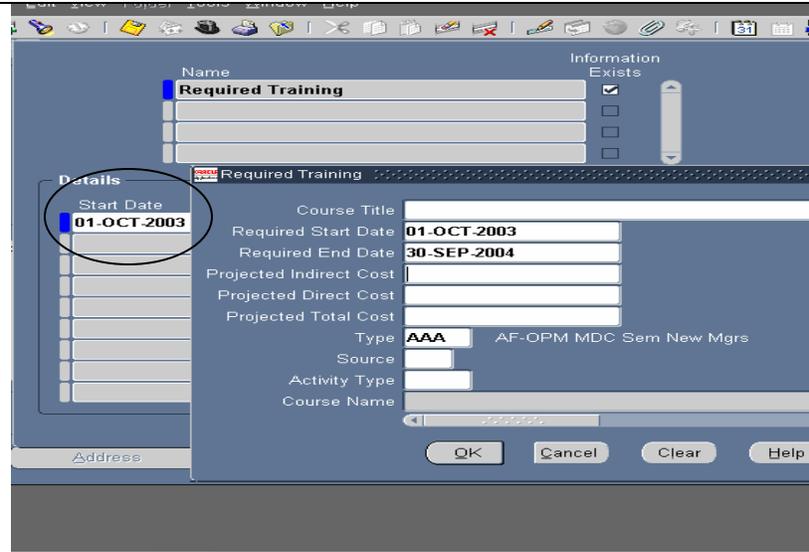
Click under **Detail** to bring up the **DDF**.

Career Programs only requires the dates and the training type to be filled in.

The screenshot shows the same software window as above. The list now shows 'Required Training' as the selected item. The 'Information Exists' checkbox is checked. In the 'Details' table, the 'Start Date' column has the value '01-OCT-2003'. The 'Detail' column of the first row is highlighted in yellow, and a mouse cursor is pointing at it. The buttons at the bottom are the same as in the previous screenshot.

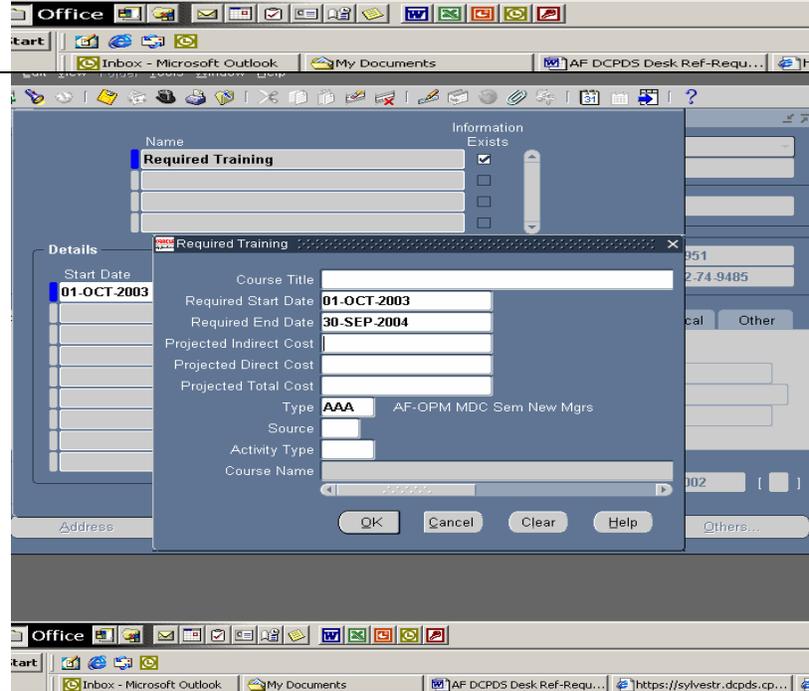
Enter the **Required Start Date**.

Note: There is no edit between the two date fields so you must enter the **Required Start Date in both areas—in the Details window and in the Required Training DDF. Required End Date is optional. Remember that Career Programs inquires on the upcoming FY.**



The screenshot shows a software interface for entering training data. At the top, there is a list of training items with columns for Name and Information Exists. Below this is a 'Details' window for a specific training item. The 'Start Date' field in the Details window is highlighted with a red circle and contains the text '01-OCT-2003'. Other fields in the Details window include 'Required Start Date' (01-OCT-2003), 'Required End Date' (30-SEP-2004), 'Projected Indirect Cost', 'Projected Direct Cost', 'Projected Total Cost', 'Type' (AAA), 'Source', 'Activity Type', and 'Course Name'. The interface also includes a taskbar at the bottom with various application icons.

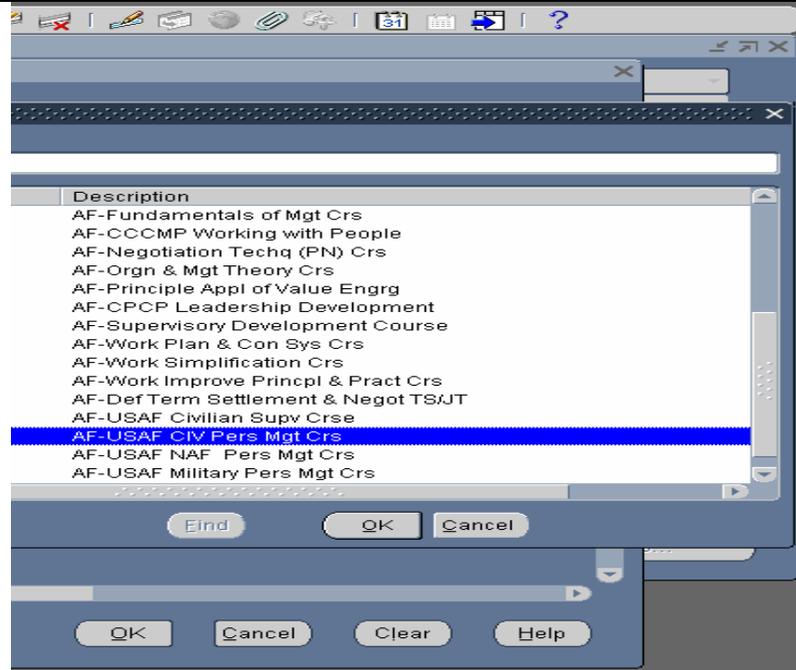
Click in the Type field. You can use the LOV signified by the three dots (...) to select the appropriate training type code, however, the easiest way to find the appropriate code for career program training is to get it from the Career Program Training Guide. The codes in the guide are the only codes that should be entered in the Required Training Area.



This screenshot is similar to the one above, but the 'Type' field in the Details window is highlighted with a red circle. The 'Type' field contains the text 'AAA' and has a dropdown arrow to its right. The 'Start Date' field in the Details window now contains '01-OCT-2003'. The rest of the form and the taskbar are the same as in the previous screenshot.

Type (cont):

When using this list it will display all the training type codes for Air Force, Army and Navy. This was previously known as Air Force's Table 188 training type codes. To ease in navigating this huge table, press okay when it asks for the partial table—in the Find block type: "A%" this will get you to the beginning of all the Air Force training type codes.



Select appropriate training type code from the table. Once all is filled in, **click OK!**

