

## Instructions for Mass Upload of Training Completions in DCPDS

The instructions below outline the steps to be taken in association with the “Mass Upload of Training Completions” process for current Air Force civilian employees. Because the updates key on SSAN, this process cannot update local national employee records. CPF/training offices will create mass upload files and AFPC/DPCXO will upload the files to DCPDS.

### TERMINOLOGY

**ASCII FILE:** (American National Standard Code for Information Interchange) a format in which to input and save data.

**DOWNLOADING/UPLOADING:** Commonly refers to the process of transferring files from a system on a network to another.

**COMMA DELIMITED FILE:** An efficient format to FTP documents to another server. Each data field is “delimited” by a comma to mark its beginning and end. The file extension is .csv.

**FILE NAME EXTENSIONS:** A system to name and identify files, e.g., .doc, .xls, .csv, etc.

### INSTRUCTIONS

#### **STEP 1, creating the ASCII file for upload:**

The record layout for the upload file is provided below. It is critical to the process that this format be strictly adhered to. On a separate attachment you will find the Excel spreadsheet template recommended for this process.

Maximum Field Length	Value	Type	Remarks	Required
30	Employee Last Name	VARCHAR2		X
11	SSAN	VARCHAR2	Format: 999999999	X
60	Course Title	VARCHAR2		X
4	Total Course Hours	Number	Do not place zeros in front of hours, Only actual hours, i.e., 24, 120, etc.	X
11	Class Start Date	VARCHAR2	Format: DD-MMM-YYYY	X
11	Class Graduation Date	VARCHAR2	Format: DD-MMM-YYYY	X
1	Course Grade	VARCHAR2		
11	Date Withdrawn	VARCHAR2	Format: DD-MMM-YYYY	
3	Reason for Withdrawal	VARCHAR2		
6	Actual Direct Cost	Number	Required if 88751 or unit funded	X
6	Actual Indirect Cost	Number	Required if 88751 or unit funded	X
6	Actual Total Cost	Number	Required if 88751 or unit funded	X
1	Funded by Direct	VARCHAR2	Required if 88751 or unit funded	X
1	Funded by Indirect	VARCHAR2	Required if 88751 or unit funded	X
1	Funding Source	VARCHAR2	Required if 88751 or unit funded	X
1	Direct PEC ID	VARCHAR2	Required if 88751 or unit funded	X
1	Indirect PEC ID	VARCHAR2	Required if 88751 or unit funded	X
1	Training Source	VARCHAR2		X
5	Training Type	VARCHAR2		X
1	Method	VARCHAR2		X
1	Priority Indicator	VARCHAR2		X
10	Course Code	VARCHAR2		
1	Decision Source	VARCHAR2		X
1	PCS Cost Indicator	VARCHAR2		
1	Local Code	VARCHAR2		
3	Activity Type	VARCHAR2		X
80	Course Name	VARCHAR2		
2	Acquisition School Source	VARCHAR2	Required for Acq Courses only	X
1	Purpose	VARCHAR2		X
	Input Source	VARCHAR2	A literal: Name & DSN of POC	

## **STEP 2, entering data:**

Select your completed course(s) to upload. Each **red** box on the spreadsheet column headings represents a required data field. **Blue** indicates a required field when cost is involved.

**NOTE:** Cost data fields are not required fields for the purpose of processing a mass update file. However, cost data is required for all Air Force training, except for formal training, centrally funded acquisition, and self-development courses.

Required data fields must be entered. If the same course is applicable to all employees, input only the first row of the course data, copy the row and paste the rest of the rows for the number of records to be updated, then go back and enter employees' last names and SSANs.

Dates must show in the following format: **DD-MMM-YYYY**. The following instructions apply for reformatting dates: Highlight the date columns, go to the **tool bar** and click on **Format**, click on **Cells**, click on **Custom** and type **DD-MMM-YYYY**--see **SAMPLE BELOW:**

The screenshot shows a Microsoft Excel 2003 window with a spreadsheet titled '2003 Mass Update Spreadsheet'. The spreadsheet has columns A through N. Column A is 'Employee Name (30)', B is 'SSAN (9)', C is 'Course Title (60)', D is 'Total Crs Hrs (4)', E is 'Class Start Dt (11)', F is 'Class End Dt (11)', G is 'Crs Grade (1)', H is 'D Withdrawn (11)', I is 'Reason for Withdrawal (3)', J is 'Actual Direct Cost (8)', K is 'Actual Indirect Cost (6)', L is 'Actual Total Cost (8)', M is 'Funded by Direct (1)', and N is 'Funded by Indirect (1)'. A 'Format Cells' dialog box is open over the spreadsheet, showing the 'Date' category selected with the format 'DD-MMM-YYYY'. A 'NOTES' section in the spreadsheet provides instructions on field requirements and formatting.

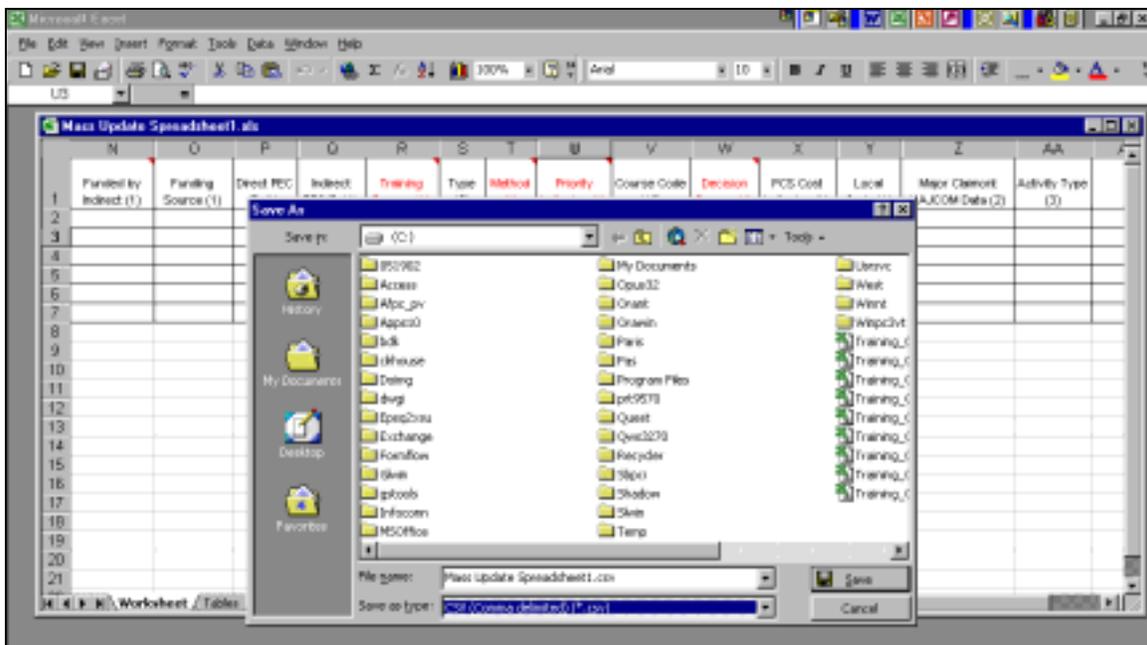
**NOTES:** Red indicates required field  
Date format: DD MMM YYYY  
Numbers in parens indicate field length  
DO NOT use commas in any cell format  
Blue indicates required field if there is a cost regardless of funding source.  
Column B: Do not place "Zeros" in front of only the hours, i.e., 0, 16, 120, etc.  
Columns J, K, L: Do not put Dollar Sign (\$) Only the dollar amount, i.e., 50, 250, 1500, etc.  
Column S: Trng Type: This is the old Training Type  
Column T: Acquisition School Source is req

### **STEP 3, saving the data file:**

You have completed entering data into the spreadsheet and you have verified dates are in correct format. Delete all headers and all information on the bottom of spreadsheet (you should only have the information you keyed/entered on the spreadsheet) and **save** the file. Select **File**, then select **Save As**. You must name your file as follows:

**Training Completions\_AFSA\_xx\_01**. Ensure there is an **underscore** between each entry. **AFSA is our Air Force region code and must appear in the file name in all CAPS.** Replace the two x's (**xx**) with the installation's **CPF ID** ( i.e. 9P, 8X), Air Force Career Programs will use **KD**, ATRRS (for DAU courses managed by the Air Force Acquisition Training Office) will use **99**, and Air Force Formal Training courses will use **88**. The final number is a **sequence number** (01 in the example above) assigned by the office responsible for creating and processing the file (i.e., 01, 02, 03). Number must be kept in sequence as this will identify your file name and preclude an additional file with the same name from being created.

Now, go to **Save As, Save as type**, scroll down the list of options and select **CSV (comma delimited)(\* .csv)**. (**SAMPLE BELOW**) Under **Save In**, at the top, you will create and save this new data file to a separate drive (could be your "C" drive, just so you **remember where you saved it**).



You should be in the new drive and location where you want to save your file: select **save**. Your original file is now saved as a **.csv** file on the new drive. You will get a Microsoft Excel Note, select **“OK”**, and then select **“yes”**. Close your original file...you get another note, **‘do you want to save changes you made to your “.csv”**, select **“yes”**. Your **“Save as file”** comes up, select **“Save”**. You will get another Excel Note saying, **“This file already exists, do you want to replace file?”**, select **“yes”**, **“OK”**, then select **“yes”** again and **close** file.

## **STEP 4, quality review:**

Go to **Start**, click **Programs**, click **Accessories**, click on **Notepad**, open **Notepad**. Click on **File**, **Open**, and select **Files of type: All Files**. (**SAMPLE BELOW**)



In the top window, scroll to the **.csv** file you saved in the previous step and open it. The data will be displayed in comma-delimited format. Review the data, especially the date columns. If dates did not format correctly, you must go back to the previous file and make corrections. Follow the same instructions on saving the file as above and return to Notepad. When finished reviewing and making corrections (if needed), go to **File**, click **Save**, and close **Notepad**. The **.csv** file is now ready to e-mail.

**This is a sample format of what it will look like in Notepad. This sample shows costs!**

```
Doe John,999999999,Effective Writing,24,10-FEB-2002,  
14-FEB-2002,S,,200,1200,1400,1,1,D,1,1,2,CAH,,7,2,,5,,,,,4,
```

## **STEP 5, forward for processing:**

You are now ready to e-mail your file for processing.

- In e-mail subject line enter **Mass Upload of Training Completions--(File Name created in STEP 3)**.
- In the e-mail body, include the **name**, **DSN phone #**, **organization**, and **e-mail address** of a **point of contact (POC)** to receive reject reports or answer questions about the file.
- Attach/insert the **.csv** file you created and saved.
- Send e-mail to: [afpcdpxm.webmail@randolph.af.mil](mailto:afpcdpxm.webmail@randolph.af.mil).

**AFPC/DPDOPC will process the file and e-mail a report to the POC indicating the file did process. If records reject for any reason, the POC will receive a listing of those records and the reason for the reject. It is the POC's responsibility to make all appropriate corrections and resubmit the rejects.**

**NEW INFORMATION:**

**SSAN Column:** For SSAN input, please highlight your SSAN column, click on “Format”, click on “Cells” and scroll down to “Special”. Move to your right to the “Type” block and scroll down to “Social Security Number” and click. This will format your SSAN for you. It is okay for it to have hyphens, the system will take it.

**Activity Type is a required field.**