

# Total Workforce Management Services (TWMS) Quick User Guide

## *Managing Training Requirements*



*Periodic updates to the Training Requirements module may not be reflected in this document.*

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# Training Requirements - Summary

The Training Requirements module in TWMS provides the functionality to assign and manage the required training for your personnel. You will only be able to assign training requirements for those within your scope of access of the TWMS account you are logged into. To use this module you must either have the “Training Requirements – Full Management” or “Training Requirements – Limited Management” privilege. Please contact your TWMS Admin POC for these account privileges.

This module allows you to create a training requirement specific to your needs. For example, you will be able to create and assign a training requirement for all civilian personnel having a specific occupational series.

Using the Automation Rules feature will allow TWMS to auto-manage the members of your training requirement. Using the example above, each time a new civilian employee with that specific occupational series moves into or out of your scope of access that employee will automatically be added to or removed from that training requirement.

Additional features will let you select one or more alternates who will also be able to manage the training requirements you have created. You will also be able to request access to a requirement that you did not create or copy attributes of an existing training requirement for your use that someone else has created. Finally, TWMS allows you to generate email notifications to employees and their supervisors regarding new training requirements and/or email reminders about completing existing ones.

# Accessing the Training Requirement Module

TWMS allows you to create a training requirement that can be assigned to employees within your scope of access. You can also select other personnel as alternates to this training requirement so that they may also add employees that are within their scope of access.

To access the Training Requirement module in TWMS\*:

1. From the Home Page click on the **Tools/Function** button on the Actions Menu.
2. From the Tools & Functions form choose the **Manage Training Requirements** button located within the Training Tools header.

*\* You must have the appropriate privilege to create, view, edit, and copy training requirements.*



# Accessing the Training Requirement Module

The Training Requirements main window is now displayed. Initially, the list of Active training requirements you created will be listed. The four buttons found on the Navigation Menu are described below.

## *Search* –

Displays the list of training requirements based upon your search criteria. Do not confuse this list with the training course(s) that have been selected that will satisfy the requirement.

## *Create New Requirement* –

Allows you to create a new training requirement.

## *Mass Change Owner* –

Allows you to select a new owner for all the training requirements you have selected.

## *Exit* –

Closes this window.

**Your TWMS ID will appear here the first time you open this module. Enter different search criteria to display other training requirements.**

**Total Workforce Management Services (TWMS)**  
Training Requirements 2.1 // Login: TRAINING.ADMIN Access Level: SYSTEM ADMINISTRATOR

Search

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\*\* Any misuse or unauthorized disclosure of this information may result in both civil and criminal penalties \*\*

ID	Requirement	Days/Yr Created By	Owner	BSO	Status
		TRAINING.ADMIN			Active

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ID	Requirement/Description	Days/Year BSO	Start Date	End Date	Created	Created By	Owner
7	<a href="#">NO FEAR ACT 2013</a>		NV52 4/1/2013	8/14/2013	4/20/2009	TRAINING.ADMIN	TRAINING.ADMIN
68	<a href="#">Annual Security Brief</a> Required for all CNIC personnel once every 12 months, IAW SECNAV INST 5510.36.		NV52		7/14/2009	TRAINING.ADMIN	MARCHER.CASTELL

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# Creating a Training Requirement

Creating a training requirement is one way for you to manage your mandatory training. You can also copy an existing training requirement someone else has created for your own use or request access to an existing requirement for your use.

To create a training requirement:

1. Click the **Create New Requirement** button on the Navigation Menu.

**Total Workforce Management Services (TWMS)**  
Training Requirements 2.1 // Login: TRAINING.ADMIN Access Level: SYSTEM ADMINISTRATOR

Search

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NAVIGATION  
Search  
**Create New Requirement**  
Mass Change Owner  
Exit

ID	Requirement	Days/Yr Created By	Owner	BSO	Status
		TRAINING.ADMIN			Active

<< Previous Page | Next Page >> Page: 1

ID	Requirement/Description	Days/Year BSO	Start Date	End Date	Created	Created By	Owner
7	<a href="#">NO FEAR ACT 2013</a>		NV52 4/1/2013	8/14/2013	4/20/2009	TRAINING.ADMIN	TRAINING.ADMIN
68	<a href="#">Annual Security Brief</a> Required for all CNIC personnel once every 12 months, IAW SECNAV INST 5510.36.		NV52		7/14/2009	TRAINING.ADMIN	MARCHER.CASTELL

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# Creating a Training Requirement

A new form opens and is displayed here. A brief description of the available fields is found below. Required fields are indicated in yellow.

2. Enter the required fields as necessary for the new training requirement.

3. Click the **Create Requirement** button.

The screenshot shows a web form for creating a training requirement. The form has several fields, some of which are highlighted in yellow to indicate they are required. The fields are: Requirement Name (Audio/Video Maintenance), Description (This requirement will enable personnel to manage and troubleshoot the A/V requirements of their Command. Specific focus will be on Teleconferencing.), Notes (empty), Completion Date Type (Custom Date Range), Start Date (03/01/2013), Completion By (06/28/2013), and Due Date (09/27/2013). A blue button labeled 'Create Requirement' is located at the bottom right of the form. A black arrow points from the 'Create Requirement' button in the text above to the button in the screenshot. A bracket on the left side of the form groups the Description, Notes, Completion Date Type, Start Date, Completion By, and Due Date fields.

Requirement Name	Audio/Video Maintenance
Description	This requirement will enable personnel to manage and troubleshoot the A/V requirements of their Command. Specific focus will be on Teleconferencing.
Notes	
Completion Date Type	Custom Date Range
Start Date	03/01/2013
Completion By	06/28/2013 Employees should complete this requirement by this date. Completion after this date is considered delinquent.
Due Date	09/27/2013 Last day to take course and receive credit.
<b>Create Requirement</b>	

**Requirement Name** – Enter the name of the training requirement here.

**Description/Notes** – Useful information about the training requirement can be entered here. This information is displayed for members in self-service when they access the training requirement.

**Completion Date Type** – Several choices are available that determine when the requirement needs to be completed by. For example, choosing “Custom Date Range” requires a Start Date, A Completion By date, and a Due Date. Other Completion Date Types (shown to the right) require different data to be entered.

No Date Requirement
Custom Date Range
Fiscal Year
Calendar Year
Annual (every 12 months)
Annual (every 2 years)
Annual (every 3 years)
New Command Employee
EAOS
New Navy/USMC Employee

# Creating a Training Requirement

After creating the new training requirement the Edit Requirement window is now displayed and is divided into seven tabs. The default tab, “Requirement Details”, is shown below.

TWMS auto-generates a Training Requirement ID and is displayed here along with the name of the training requirement you previously entered.

↙ This window contains seven tabs.

**57618-Audio/Video Maintenance**

**Requirement Details** | Alternate Users | Manage Course Titles | Find/Add Members | Manage Current Members | Automation | Change History

**Requirement Status is Inactive.**

ID	57618
Requirement Name	Audio/Video Maintenance
Description	This requirement will enable personnel to manage and troubleshoot the A/V requirements of their Command. Specific focus will be on Teleconferencing.
Notes	
Completion Date Type	Custom Date Range
Start Date	03/01/2013
Completion By Date	06/28/2013 Employees should complete this requirement by this date. Completion after this date is considered delinquent.
Due Date	09/27/2013 Last day to take course and receive credit.
Status	Inactive Status will be inactive if start date is in the future, due date is in the past, or no course title has been added.
Created By:	JOSEPH.MERRIK JOSEPH MERRIK joseph.merrik@navy.mil
Owner:	JOSEPH.MERRIK JOSEPH MERRIK joseph.merrik@navy.mil <input type="button" value="Select"/> Automation Rules are based on the owners' scope.

4. Enter updates/changes to this training requirement.

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# Creating a Training Requirement

Each tab allows you to control the attributes for each part of the training requirement such as identifying alternates, managing course titles and assigned personnel, and defining any automation you would like to apply. Together, the information in these tabs will allow you to effectively manage your training requirement.

## 57618-Audio/Video Maintenance

Requirement Details | Alternate Users | Manage Course Titles | Find/Add Members | Manage Current Members | Automation | Change History

Requirement Status is Inactive.

ID	57618
Requirement Name	Audio/Video Maintenance
Description	This requirement will enable personnel to manage and troubleshoot the A/V requirements of their Command. Specific focus will be on Teleconferencing.
Notes	
Completion Date Type	Custom Date Range
Start Date	03/01/2013
Completion By Date	06/28/2013 Employees should complete this requirement by this date. Completion after this date is considered delinquent.
Due Date	09/27/2013 Last day to take course and receive credit.
Status	Inactive Status will be inactive if start date is in the future, due date is in the past, or no course title has been added.
Created By:	JOSEPH.MERRIK JOSEPH MERRIK joseph.merrik@navy.mil
Owner:	JOSEPH.MERRIK JOSEPH MERRIK joseph.merrik@navy.mil <input type="button" value="Select"/> Automation Rules are based on the owners' scope.
<input type="button" value="Update"/> <input type="button" value="Delete"/>	

Note: The status of your training requirement will remain "Inactive" if one of three conditions are met.

- 1) The start date is in the future.
- 2) The due date is in the past.
- 3) There are no course titles selected.

5. Click **Update** if you make any changes.

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# Changing Owners

When a training requirement is initially created the “Owner” is identical to the “Created By” employee. There might be instances where you want the owner to be a different employee than the creator. For example, the scope of the owner’s TWMS account is what is used if there are Automation Rules that have been defined and enabled for the training requirement. Please refer to “[Defining Automation – Member Rules](#)” discussed later in this guide for more information.

To change the Owner of a training requirement:

1. Click the **Select** button.
2. Enter your search criteria to find the new Owner.
3. Select the name of the employee to add as the Owner.
4. Click **Update**.

Completion By Date	06/28/2013	Employees should complete this requirement by this date. Completion after this date is considered delinquent.
Due Date	09/27/2013	Last day to take course and receive credit.
Status	Inactive	Status will be inactive if start date is in the future, due date is in the past, or no course title has been added.
Created By:	JOSEPH.MERRIK JOSEPH MERRIK joseph.merrik@navy.mil	
Owner:	JOSEPH.MERRIK JOSEPH MERRIK joseph.merrik@navy.mil	<input type="button" value="Select"/> Automation Rules are based on the owners' scope.
		<input type="button" value="Update"/> <input type="button" value="Delete"/>

Search results are limited to users with an active TWMS account and who have the Manage Training Requirements privilege.

Last Name	cayce	First Name		BSO		UIC	
<input type="button" value="Search"/>							
<< Previous Page      1      Next Page >>							
	Alternate Name	UIC	Org Code	Access Level			
<input type="button" value="EDGAR.CAYCE3"/>	CAYCE EDGAR	DEMO1	N02	BASE ADMIN SUPPORT			
Page 1 of 1 Pages							
<input type="button" value="Cancel"/>							

*Note: Only employees with an active TWMS account and having one of the Training Requirements privileges can be selected.*

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# Adding Alternates

Adding one or more alternates will allow you to control who else will also have the ability to manage the training requirement. Only employees with an active TWMS account and who have one of the Training Requirements privileges can be selected as an alternate.

If a training requirement is “Inactive” then that status will be displayed on each tab.

To add an alternate to a Training Requirement:

1. Click the **Alternate Users** tab.

From the previous steps, the new name of the Owner is now displayed.

57618-Audio/Video Maintenance

Requirement Details **Alternate Users** Manage Course Titles Find/Add Members Manage Current Members Automation Change History

Requirement Status is Inactive.

ID	57618
Requirement Name	Audio/Video Maintenance
Description	This requirement will enable personnel to manage and troubleshoot the A/V requirements of their Command. Specific focus will be on Teleconferencing.
Notes	
Completion Date Type	Custom Date Range
Start Date	03/01/2013
Completion By Date	06/28/2013 Employees should complete this requirement by this date. Completion after this date is considered delinquent.
Due Date	09/27/2013 Last day to take course and receive credit.
Status	Inactive Status will be inactive if start date is in the future, due date is in the past, or no course title has been added.
Created By:	JOSEPH.MERRIK JOSEPH MERRIK joseph.merrick@navy.mil
Owner:	EDGAR.CAYCE3 EDGAR CAYCE edgar.cayce@navy.mil <input type="button" value="Select"/> Automation Rules are based on the owners' scope.

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# Adding Alternates

There are two types of alternates: 1) Full permissions - allows full access to make any change to the training requirement, 2) Limited permissions - allows the ability to only add and modify personnel assigned to the training requirement.

2. Select one of the three hyperlinks pertaining to the type of alternate(s) you would like to add to this training requirement.

Continue to step 3 if the **Add Alternate With Full Permissions**, or **Add Alternate With Limited Permissions** hyperlink is selected.

3. Enter your search criteria to find the alternate(s) for this training requirement and then click **Search**.

4. Select the name of the employee to add as an alternate and then click **Done**.

## 57618-Audio/Video Maintenance

Requirement Details   Alternate Users   Manage Course Titles   Find/Add Members   Manage Current Members   Automation   Change History

Requirement Status is Inactive.

Full Permissions - Read/Edit permissions on all tabs.

Limited Permissions - Read permissions on all tabs. Edit permissions only on the 'Find/Add Members' and 'Manage Current Members' tabs.

[+ Add Alternate with Full Permissions](#)  
[+ Add Alternate with Limited Permissions](#)   [+ Add all users within BSO and with the Manage Training Requirements privilege as Alternates with Limited Permissions](#)

The 'Select All' button selects all who fulfill search criteria on all pages.

Select All   De-Select All   Delete Selected

No Alternates

Search results are limited to users with an active TWMS account and who have the Manage Training Requirements privilege. Creators and Owners of a training requirement cannot also be selected as an Alternate.

Last Name    First Name    BSO    UIC

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Alternate Name	UIC	Org Code	Access Level
<a href="#">JOHNNY.ROTTEN</a>	ROTTEN JOHNNY	DEMO1 N41	TRAINING COORDINATOR

Page 1 of 1 Pages

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# Adding Alternates

Selected Alternates who have full permissions will also be able to manage Owners and Alternates of the training requirement. Alternates having limited permissions can only modify members of the training requirement based upon their scope of access in TWMS. They will NOT be able to change the details of the requirement, modify courses, or manage the automation rules.

5. To add more alternates of the same type, repeat steps 3-4. To add a different type of alternate repeat steps 2-4.

The list of Alternates will be displayed here.



## 57618-Audio/Video Maintenance

Requirement Details | Alternate Users | Manage Course Titles | Find/Add Members | Manage Current Members | Automation | Change History

Requirement Status is Inactive.

Full Permissions - Read/Edit permissions on all tabs.

Limited Permissions - Read permissions on all tabs. Edit permissions only on the 'Find/Add Members' and 'Manage Current Members' tabs.

[Add Alternate with Full Permissions](#)

[Add Alternate with Limited Permissions](#) [Add all users within BSO and with the Manage Training Requirements privilege as Alternates with Limited Permissions](#)

<< Previous Page | Next Page >>

The 'Select All' button selects all who fulfill search criteria on all pages.

Page: 1

Select	User ID	Alternate Name	Access Level	UIC	Email Address	Limited Permissions
<input type="checkbox"/>	JOHNNY.ROTTEN	ROTTEN, JOHNNY	TRAINING COORDINATOR	DEMO1	johnny.rotten.999@navy.mil	No

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*Note: If the Add all users within BSO and with one of the Training Requirements privilege as an Alternate with Limited Permissions hyperlink is selected then these alternates are automatically added.*

# Adding Course Titles

The previous steps discussed how to change owners and select alternates. The five remaining tabs will guide you through how to help you enter/select all the other needed information. There is no order in which this information needs to be completed.

To add a course title to a training requirement:

1. Click the **Manage Course Titles** tab to select the course title(s) that will satisfy this training requirement.

## 57618-Audio/Video Maintenance

Requirement Details | Alternate Users | **Manage Course Titles** | Find/Add Members | Manage Current Members | Automation | Change History

Requirement Status is Inactive.

ID	57618
Requirement Name	Audio/Video Maintenance
Description	This requirement will enable personnel to manage and troubleshoot the A/V requirements of their Command. Specific focus will be on Teleconferencing.
Notes	
Completion Date Type	Custom Date Range
Start Date	03/01/2013
Completion By Date	06/28/2013 Employees should complete this requirement by this date. Completion after this date is considered delinquent.
Due Date	09/27/2013 Last day to take course and receive credit.
Status	Inactive Status will be inactive if start date is in the future, due date is in the past, or no course title has been added.
Created By:	JOSEPH.MERRIK JOSEPH MERRIK joseph.merrik@navy.mil
Owner:	EDGAR.CAYCE3 EDGAR CAYCE edgar.cayce@navy.mil <input type="button" value="Select"/> Automation Rules are based on the owners' scope.
<input type="button" value="Update"/> <input type="button" value="Delete"/>	

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# Adding Course Titles

The Manage Course Titles form now displays and is used to find the course title(s) in the TWMS Course Table that you will select that, when completed, will satisfy this training requirement.

2. Enter the Course ID, Course Title (or any part of it), and/or select whether the course is currently hosted on TWMS.
3. Click **Find** to display the course title(s) in the TWMS Course Table that match your search criteria.
4. Click the course title hyperlink to add that title to the list of course titles that will satisfy this training requirement.

## 57618-Audio/Video Maintenance

Requirement Details | Alternate Users | **Manage Course Titles** | Find/Add Members | Manage Current Members | Automation | Change History

Requirement Status is Inactive.

Automatically add Course Title(s) that match the Course ID of any selected course title(s). These Course Title(s) will be added during the nightly TWMS process. [Update](#)

### Find a Course

Course ID	Course Title	Hosted on TWMS
	A/V	<input type="checkbox"/>

[Find](#)

14 Record(s) Returned

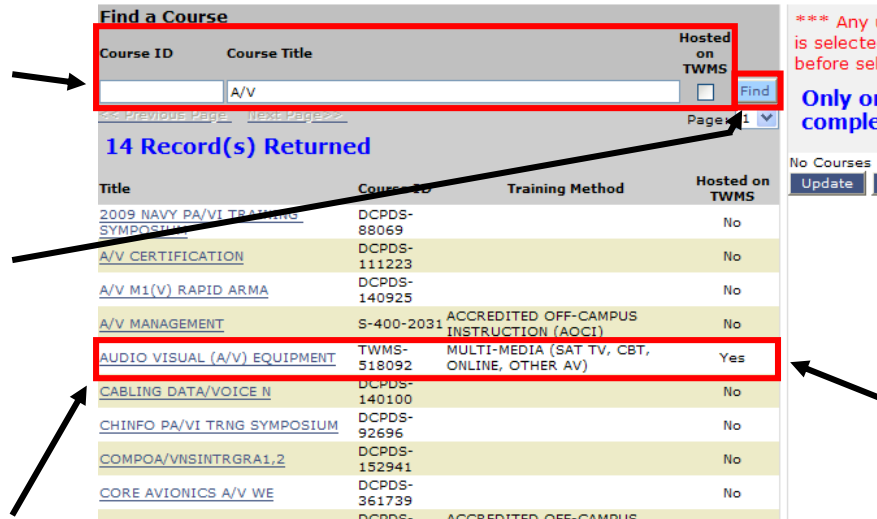
Title	Course ID	Training Method	Hosted on TWMS
<a href="#">2009 NAVY PA/VI TRAINING SYMPOSIUM</a>	DCPDS-88069		No
<a href="#">A/V CERTIFICATION</a>	DCPDS-111223		No
<a href="#">A/V M1(V) RAPID ARMA</a>	DCPDS-140925		No
<a href="#">A/V MANAGEMENT</a>	S-400-2031	ACCREDITED OFF-CAMPUS INSTRUCTION (AOCI)	No
<a href="#">AUDIO VISUAL (A/V) EQUIPMENT</a>	TWMS-518092	MULTI-MEDIA (SAT TV, CBT, ONLINE, OTHER AV)	Yes
<a href="#">CABLING DATA/VOICE N</a>	DCPDS-140100		No
<a href="#">CHINFO PA/VI TRNG SYMPOSIUM</a>	DCPDS-92696		No
<a href="#">COMPOA/VNSINTRGRA1,2</a>	DCPDS-152941		No
<a href="#">CORE AVIONICS A/V WE</a>	DCPDS-361739		No
<a href="#">PA/VI TRAINING SYMPOSIUM</a>	DCPDS-88667	ACCREDITED OFF-CAMPUS INSTRUCTION (AOCI)	No
<a href="#">PRIMAVERA/VISION/PAR</a>	DCPDS-293468		No
<a href="#">SECORE PROFESSIONAL A/V CALIBRATION</a>	DCPDS-405220		No
<a href="#">VIDEO_COMP,A/V EXPO</a>	DCPDS-332265		No
<a href="#">XEROX VENTURA/VERSIO</a>	DCPDS-359112		No

\*\*\* Any unsaved group or order changes will be lost if another course title is selected. After making any changes please click the Update button below before selecting another course title. \*\*\*

**Only one course title from each group needs to be completed to fulfill this requirement**

No Courses  
[Update](#) [Delete All](#)

**Notice that the first course title selected for this training requirement is hosted on TWMS. Course titles hosted on TWMS are those that have associated training content that can be completed in TWMS.**





# Adding Course Titles

The attributes of a selected course title will determine if you need to provide additional information before adding it to your training requirement. For example, because the course title previously selected is hosted on TWMS it was immediately added to the training requirement. See the next slide for more information regarding non-TWMS course titles.

- Repeat step 4 to add other course titles from the same search results or repeat steps 2-4 to search for other course titles.

Notice that the second course title selected for this training requirement is not hosted on TWMS. Course titles not hosted on TWMS may or may not have training content associated with them. See the next slide for more information.

57618-Audio/Video Maintenance

Requirement Details | Alternate Users | Manage Course Titles | Find/Add Members | Manage Current Members | Automation | Change History

Requirement Status is Inactive.

Change Status to Active

Automatically add Course Title(s) that match the Course ID of any selected course title(s). These Course Title(s) will be added during the nightly TWMS process. Update

Find a Course

Course ID Course Title Hosted on TWMS  
 A/V  Find  
 << Previous Page Next Page >>  
 Page: 1

13 Record(s) Returned

Title	Course ID	Training Method	Hosted on TWMS
2009 NAVY PA/VI TRAINING SYMPOSIUM	DCPDS-88069		No
A/V CERTIFICATION	DCPDS-111223		No
A/V M1(V) RAPID ARMA	DCPDS-140925		No
A/V MANAGEMENT	S-400-2031	ACCREDITED OFF-CAMPUS INSTRUCTION (AOCI)	No
CABLING DATA/VOICE N	DCPDS-140100		No
CHINFO PA/VI TRNG SYMPOSIUM	DCPDS-92696		No
COMPOA/VNSINTRGRA1,2	DCPDS-152341		No
CORE AVIONICS A/V WE	DCPDS-361739		No
PA/VI TRAINING SYMPOSIUM	DCPDS-88667	ACCREDITED OFF-CAMPUS INSTRUCTION (AOCI)	No
PRIMAVERA/VISION/PAR	DCPDS-293468		No
SENCORE PROFESSIONAL A/V CALIBRATION	DCPDS-405220		No
VIDEO_COMP_A/V EXPO	DCPDS-332265		No
XEROX VENTURA/VERSIO	DCPDS-359112		No

\*\*\* Any unsaved group or order changes will be lost if another course title is selected. After making any changes please click the Update button below before selecting another course title. \*\*\*

Only one course title from each group needs to be completed to fulfill this requirement

Course Info	Group	Order By	Not Displayed in Self-Service	Automatically Added
AUDIO VISUAL (A/V) EQUIPMENT CourseID: TWMS-518092 Training Method: MULTI-MEDIA (SAT TV, CBT, ONLINE, OTHER AV) Host: TWMS Url:	A	1	<input type="checkbox"/>	No

Update Delete All

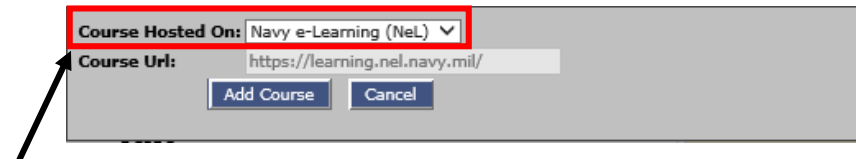
Course titles previously added to the training requirement are displayed here.



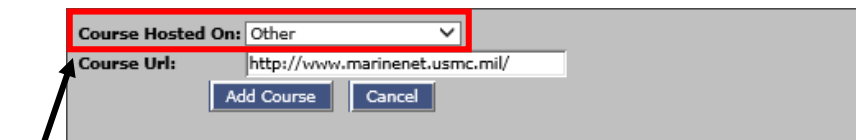
# Adding Course Titles

If a selected course title has content hosted on Navy e-Learning (NeL) then members assigned to the training requirement who have completed that course will display as also completing the training requirement. If the selected course title is not hosted on TWMS or NeL then members assigned to the training requirement who have completed that course will need to have their training completions entered manually in TWMS in order to display as completing the training requirement.

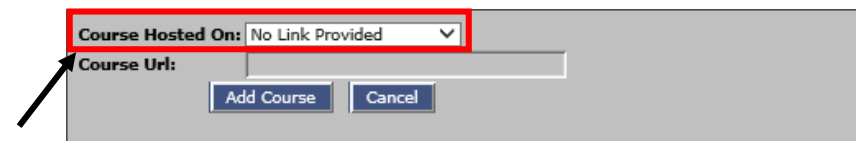
- 6a. If the selected course title is identical to a course hosted on NeL then choose this option. The Course URL for these NeL course titles is shown here and can not be changed. For all personnel assigned to the training requirement, the displayed hyperlink will automatically open a new browser window displaying the NeL login page.
- 6b. If the selected course title is identical to a course hosted on another website then choose this option. Enter the URL where this course is hosted. For all personnel assigned to the training requirement, the displayed hyperlink will automatically open a new browser window showing that hosted site. Training completions of course titles having content hosted on other sites will need to be manually entered in TWMS.
- 6c. If the selected course title is not available anywhere as an online course then choose this option. Training completions of course titles without a hyperlink will need to be manually entered in TWMS.



A screenshot of a software dialog box titled "Add Course". The "Course Hosted On:" dropdown menu is set to "Navy e-Learning (NeL)". The "Course Url:" text box contains the URL "https://learning.nel.navy.mil/". There are two buttons at the bottom: "Add Course" and "Cancel". A red box highlights the "Course Hosted On:" dropdown, and an arrow points to it from the left.



A screenshot of a software dialog box titled "Add Course". The "Course Hosted On:" dropdown menu is set to "Other". The "Course Url:" text box contains the URL "http://www.marinet.usmc.mil/". There are two buttons at the bottom: "Add Course" and "Cancel". A red box highlights the "Course Hosted On:" dropdown, and an arrow points to it from the left.



A screenshot of a software dialog box titled "Add Course". The "Course Hosted On:" dropdown menu is set to "No Link Provided". The "Course Url:" text box is empty. There are two buttons at the bottom: "Add Course" and "Cancel". A red box highlights the "Course Hosted On:" dropdown, and an arrow points to it from the left.

7. Click **Add Course**.

# Adding Course Titles

Sometimes you may need to add a course title to a training requirement which has previously been completed by a civilian employee and is already included in their official training record. These course titles in the TWMS Course Table will almost always have the Course ID type, “DCPDS-xxxxxx”.

## 57618-Audio/Video Maintenance

Requirement Details | Alternate Users | **Manage Course Titles** | Find/Add Members | Manage Current Members | Automation | Change History

Requirement Status is Inactive.

Change Status to Active

Automatically add Course Title(s) that match the Course ID of any selected course title(s). These Course Title(s) will be added during the nightly TWMS process. Update

### Find a Course

Course ID	Course Title	Hosted on TWMS
	A/V	<input type="checkbox"/> Find
12 Record(s) Returned		
Title	Course ID	Hosted on TWMS
2009 NAVY PA/VI TRAINING SYMPOSIUM	DCPDS-88069	No
<b>A/V CERTIFICATION</b>	<b>DCPDS-111223</b>	No
A/V M1(V) RAPID ARMA	DCPDS-140925	No
CABLING DATA/VOICE N	DCPDS-140100	No
CHINFO PA/VI TRNG SYMPOSIUM	DCPDS-92696	No
COMPOA/VNSINTRGRA1,2	DCPDS-152941	No
CORE AVIONICS A/V WE	DCPDS-361739	No
PA/VI TRAINING SYMPOSIUM	DCPDS-88667	ACCREDITED OFF-CAMPUS INSTRUCTION (AOCI)
PRIMAVERA/VISION/PAR	DCPDS-293468	No
SENCORE PROFESSIONAL A/V CALIBRATION	DCPDS-405220	No
VIDEO,COMP,A/V EXPO	DCPDS-332265	No
XEROX VENTURA/VERSIO	DCPDS-359112	No

\*\*\* Any unsaved group or order changes will be lost if another course title is selected. After making any changes please click the Update button below before selecting another course title. \*\*\*

Only one course title from each group needs to be completed to fulfill this requirement

Course Info	Group	Order By	Not Displayed in Self Service	Automatically Added
AUDIO VISUAL (A/V) EQUIPMENT CourseID: TWMS-518092 Training Method: MULTI-MEDIA (SAT TV, CBT, ONLINE, OTHER AV) Host: TWMS Url:	A	1	<input type="checkbox"/>	No
A/V MANAGEMENT CourseID: S-400-2031 Training Method: ACCREDITED OFF-CAMPUS INSTRUCTION (AOCI) Hosted By: Navy e-Learning (NeL) Url: https://learning.nel.navy.mil/	A	2	<input type="checkbox"/>	No

Update Delete All

The course title previously added is hosted on NeL and, by default, appears second in the list of course titles that will satisfy this training requirement.

- If needed for your training requirement, select a course title with a Course ID type of DCPDS-xxxxxx.

Note: You cannot have a Course ID of this type as the **only** course title to be completed to satisfy a training requirement.

# Adding Course Titles

Selecting a course title having this type of Course ID may be added to a training requirement but, by default, will not be included in the displayed list of course titles that will satisfy it. For more information, see “[Previewing a Training Requirement](#)” later in this guide.

## 57618-Audio/Video Maintenance

Requirement Details | Alternate Users | **Manage Course Titles** | Find/Add Members | Manage Current Members | Automation | Change History

Requirement Status is Inactive.

Change Status to Active

Automatically add Course Title(s) that match the Course ID of any selected course title(s). These Course Title(s) will be added during the nightly TWMS process.

### Find a Course

Course ID Course Title Hosted on TWMS  
     
 << Previous Page Next Page >>  
 Page: 1

11 Record(s) Returned

Title	Course ID	Training Method	Hosted on TWMS
<a href="#">2009 NAVY PA/VI TRAINING SYMPOSIUM</a>	DCPDS-88069		No
<a href="#">A/V M1(V) RAPID ARMA</a>	DCPDS-140925		No
<a href="#">CABLING DATA/VOICE N</a>	DCPDS-140100		No
<a href="#">CHINFO PA/VI TRNG SYMPOSIUM</a>	DCPDS-92696		No
<a href="#">COMPOA/VNSINTRGRA1,2</a>	DCPDS-152941		No
<a href="#">CORE AVIONICS A/V WE</a>	DCPDS-361739		No
<a href="#">PA/VI TRAINING SYMPOSIUM</a>	DCPDS-88667	ACCREDITED OFF-CAMPUS INSTRUCTION (AOCI)	No
<a href="#">SINUSOIDAL WAVEFORMS</a>	DCPDS-239466		No
<a href="#">SENCORE PROFESSIONAL A/V CALIBRATION</a>	DCPDS-405220		No
<a href="#">VIDEO, COMP, A/V EXPO</a>	DCPDS-332265		No
<a href="#">XEROX VENTURA/VERSIO</a>	DCPDS-359112		No

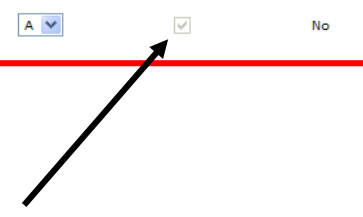
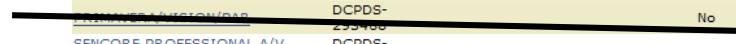
\*\*\* Any unsaved group or order changes will be lost if another course title is selected. After making any changes please click the Update button below before selecting another course title. \*\*\*

Only one course title from each group needs to be completed to fulfill this requirement

Course Info	Group	Order By	Not Displayed in Self Service	Automatically Added
AUDIO VISUAL (A/V) EQUIPMENT CourseID: TWMS-518092 Training Method: MULTI-MEDIA (SAT TV, CBT, ONLINE, OTHER AV) Host: TWMS Url:	A	1	<input type="checkbox"/>	No
A/V MANAGEMENT CourseID: S-400-2031 Training Method: ACCREDITED OFF-CAMPUS INSTRUCTION (AOCI) Hosted By: Navy e-Learning (NeL) Url: https://learning.nel.navy.mil/	A	2	<input type="checkbox"/>	No
A/V CERTIFICATION CourseID: DCPDS-111223 Training Method: Host: No Link Provided Url:	A		<input checked="" type="checkbox"/>	No

All course titles having a Course ID type of “DCPDS-xxxxxx” will always appear at the end of the list of course titles that will satisfy a training requirement.

Note that this course title will never be accessible in self-service.



# Managing Selected Course Titles

After a course title is added there are many options you have to determine how and if it will be displayed for personnel assigned to complete the training requirement. The results of these display options will all take effect in the self-service view of the training requirement for those personnel. For more information, see [“Previewing a Training Requirement”](#) later in this guide.

## 57618-Audio/Video Maintenance

[Requirement Details](#) | [Alternate Users](#) | [Manage Course Titles](#) | [Find/Add Members](#) | [Manage Current Members](#) | [Automation](#) | [Change History](#)

**Requirement Status is Inactive.**

[Change Status to Active](#)

Automatically add Course Title(s) that match the Course ID of any selected course title(s). These Course Title(s) will be added during the nightly TWMS process. [Update](#)

### Find a Course

Course ID	Course Title	Hosted on TWMS
		<input type="checkbox"/>

\*\*\* Any unsaved group or order changes will be lost if another course title is selected. After making any changes please click the Update button below before selecting another course title. \*\*\*

**Only one course title from each group needs to be completed to fulfill this requirement**

Course Info	Group	Order By	Not Displayed in Self Service	Automatically Added
AUDIO VISUAL (A/V) EQUIPMENT CourseID: TWMS-518092 Training Method: MULTI-MEDIA (SAT TV, CBT, ONLINE, OTHER AV) Host: TWMS Url:	A	1	<input type="checkbox"/>	No
A/V MANAGEMENT CourseID: S-400-2031 Training Method: ACCREDITED OFF-CAMPUS INSTRUCTION (AOI) Hosted By: Navy e-Learning (NeL) Url: https://learning.nel.navy.mil/	A	2	<input type="checkbox"/>	No
A/V CERTIFICATION CourseID: DCPDS-111223 Training Method: Host: No Link Provided Url:	A		<input checked="" type="checkbox"/>	No

**Selected course title(s) can be deleted, grouped, ordered, or identified to not be displayed in self-service. Directions for all these actions are contained on the following slides.**



# Deleting Course Titles

You are able to delete one or more course titles from a training requirement. If the requirement has only one course title then it will no longer be active and the “Completed” status for all members who have completed that course will update to “No”.

To delete one or more course title(s) from a training requirement:

- 1a. Click the **Delete All** button to delete all course titles.
- 1b. Click the Delete icon next to a course title to delete an individual course title.

2. Click **OK**.

57618-Audio/Video Maintenance

Requirement Details | Alternate Users | **Manage Course Titles** | Find/Add Members | Manage Current Members | Automation | Change History

Requirement Status is Inactive.

Change Status to Active

Automatically add Course Title(s) that match the Course ID of any selected course title(s). These Course Title(s) will be added during the nightly TWMS process. Update

Find a Course

Course ID	Course Title	Hosted on TWMS	Find
		<input type="checkbox"/>	Find

\*\*\* Any unsaved group or order changes will be lost if another course title is selected. After making any changes please click the Update button below before selecting another course title. \*\*\*

Only one course title from each group needs to be completed to fulfill this requirement

Course Info	Group	Order By	Not Displayed in Self Service	Automatically Added
AUDIO VISUAL (A/V) EQUIPMENT CourseID: TWMS-518092 Training Method: MULTI-MEDIA (SAT, TV, CBT, ONLINE, OTHER) Host: TWMS Url:	A	1	<input type="checkbox"/>	No
A/V MANAGEMENT CourseID: S-400-2031 Training Method: ACCREDITED OFF-CAMPUS INSTRUCTION (AOC) Host: NKO Url: https://www.nko.navy.mil/	A	2	<input type="checkbox"/>	No
A/V CERTIFICATION Course ID: DCPDS-111223 Training Method: Host: No Link Provided Url:	A		<input checked="" type="checkbox"/>	No

Update Delete All

Windows Internet Explorer

Are you sure you want to delete this course?

OK Cancel

# Ordering the Display of Course Titles

You can determine in what order you would like to have the course titles appear in the training requirement when viewed in self-service. For more information, see [“Previewing a Training Requirement”](#) later in this guide.

To order the course titles in a training requirement:

1. Click the dropdown arrow next to a course title to change the order in which it will be displayed in self-service.
2. Click **Update**.

*Note: Your changes will be lost if you find another course title before clicking the Update button.*

## 57618-Audio/Video Maintenance

Requirement Details | Alternate Users | **Manage Course Titles** | Find/Add Members | Manage Current Members | Automation | Change History

Requirement Status is Inactive.

Change Status to Active

Automatically add Course Title(s) that match the Course ID of any selected course title(s). These Course Title(s) will be added during the nightly TWMS process. Update

### Find a Course

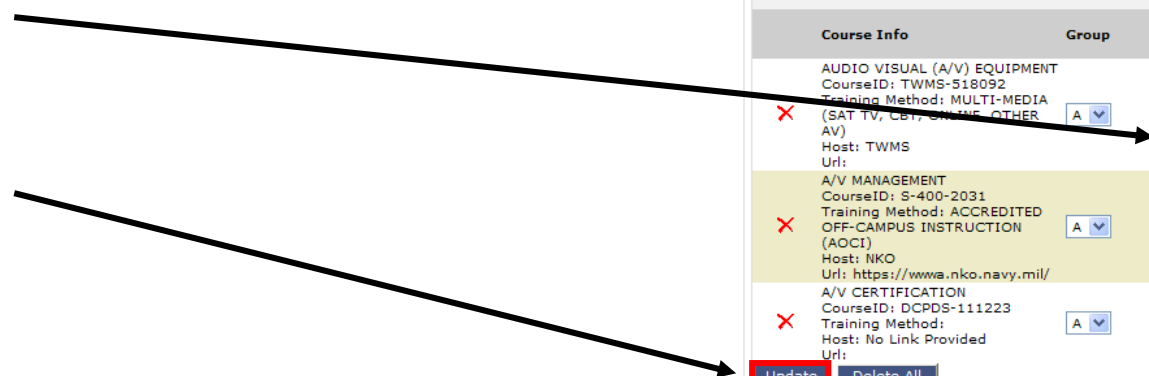
Course ID Course Title Hosted on TWMS  Find

\*\*\* Any unsaved group or order changes will be lost if another course title is selected. After making any changes please click the Update button below before selecting another course title. \*\*\*

Only one course title from each group needs to be completed to fulfill this requirement

Course Info	Group	Order By	Not Displayed in Self Service	Automatically Added
AUDIO VISUAL (A/V) EQUIPMENT CourseID: TWMS-518092 Training Method: MULTI-MEDIA (SAT TV, CBT, ON THE OTHER AV) Host: TWMS Url:	A	1	<input type="checkbox"/>	No
A/V MANAGEMENT CourseID: S-400-2031 Training Method: ACCREDITED OFF-CAMPUS INSTRUCTION (AOI) Host: NKO Url: https://www.nko.navy.mil/	A	2	<input type="checkbox"/>	No
A/V CERTIFICATION CourseID: DCPDS-111223 Training Method: Host: No Link Provided Url:	A		<input checked="" type="checkbox"/>	No

Update Delete All



# Hiding the Display of Course Titles

For a course title having content hosted on TWMS, NeL, or through another URL you can decide not to display it in the training requirement. This may be useful for those course titles that are no longer acceptable to complete during the training requirement period but are still “creditable” for the personnel who have already completed the content associated with it.

To hide one or more course titles in a training requirement:

1. Check the box next to each course title that you would like to hide.

2. Click **Update**.

*Note: Your changes will be lost if you find another course title before clicking the Update button.*

## 57618-Audio/Video Maintenance

Requirement Details | Alternate Users | Manage Course Titles | Find/Add Members | Manage Current Members | Automation | Change History

Requirement Status is Inactive.

Change Status to Active

Automatically add Course Title(s) that match the Course ID of any selected course title(s). These Course Title(s) will be added during the nightly TWMS process. Update

### Find a Course

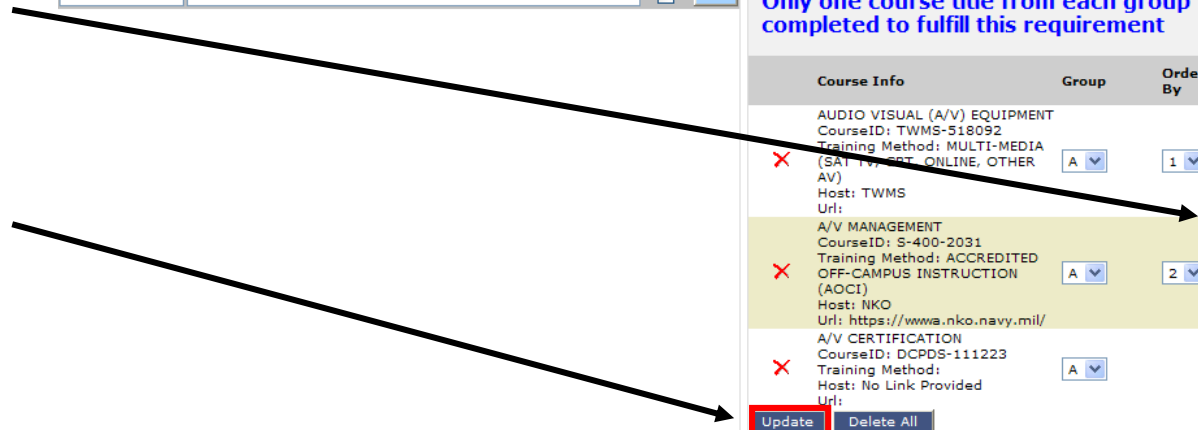
Course ID Course Title Hosted on TWMS Find

\*\*\* Any unsaved group or order changes will be lost if another course title is selected. After making any changes please click the Update button below before selecting another course title. \*\*\*

Only one course title from each group needs to be completed to fulfill this requirement

Course Info	Group	Order By	Not Displayed in Self Service	Automatically Added
AUDIO VISUAL (A/V) EQUIPMENT CourseID: TWMS-518092 Training Method: MULTI-MEDIA (SAT TV, CRT, ONLINE, OTHER AV) Host: TWMS Url:	A	1	<input type="checkbox"/>	No
A/V MANAGEMENT CourseID: S-400-2031 Training Method: ACCREDITED OFF-CAMPUS INSTRUCTION (AOI) Host: NKO Url: https://www.nko.navy.mil/	A	2	<input type="checkbox"/>	No
A/V CERTIFICATION CourseID: DCPDS-111223 Training Method: Host: No Link Provided Url:	A		<input checked="" type="checkbox"/>	No

Update Delete All





# Grouping Course Titles

You may need to create a training requirement where the content associated with more than one course title is required to be completed before the training requirement is satisfied. In this case, you must place these required courses into different “groups”.

To change groups for one or more course titles in a training requirement:

1. Click the dropdown arrow next to a course title to change the group which it belongs to.

57618-Audio/Video Maintenance

Requirement Details | Alternate Users | **Manage Course Titles** | Find/Add Members | Manage Current Members | Automation | Change History

Requirement Status is Inactive.

Change Status to Active

Automatically add Course Title(s) that match the Course ID of any selected course title(s). These Course Title(s) will be added during the nightly TWMS process. [Update](#)

**Find a Course**

Course ID	Course Title	Hosted on TWMS
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

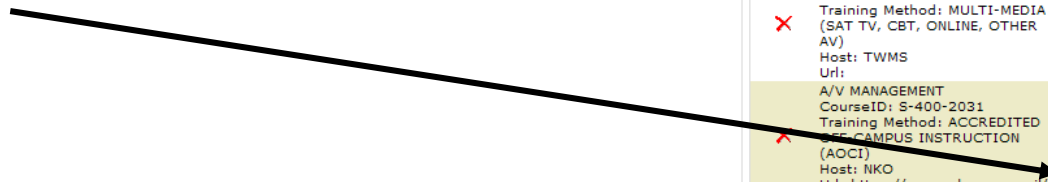
[Find](#)

\*\*\* Any unsaved group or order changes will be lost if another course title is selected. After making any changes please click the Update button below before selecting another course title. \*\*\*

**Only one course title from each group needs to be completed to fulfill this requirement**

Course Info	Group	Order By	Not Displayed in Self Service	Automatically Added
AUDIO VISUAL (A/V) EQUIPMENT CourseID: TWMS-518092 Training Method: MULTI-MEDIA (SAT TV, CBT, ONLINE, OTHER AV) Host: TWMS Uri:	A	1	<input type="checkbox"/>	No
A/V MANAGEMENT CourseID: S-400-2031 Training Method: ACCREDITED CAMPUS INSTRUCTION (AOCT) Host: NKO Uri: https://www.nko.navy.mil/	A B C D E	2	<input type="checkbox"/>	No
A/V CERTIFICATION CourseID: DCPDS-111223 Training Method: Host: No Link Provided Uri:	A		<input checked="" type="checkbox"/>	No

[Update](#) [Delete All](#)





# Grouping Course Titles

Each group may contain more than one course title but only one course within each group needs to be completed. The training requirement will be satisfied only after at least one course from all groups have been completed.

2. After making changes to a course titles' group you may need to change the "Order By" number for one or more of the course titles to display them in the way you want them to appear within their respective group.

3. Click **Update**.

*Note: Your changes will be lost if you find another course title before clicking the Update button.*

## 57618-Audio/Video Maintenance

Requirement Details | Alternate Users | **Manage Course Titles** | Find/Add Members | Manage Current Members | Automation | Change History

Requirement Status is Inactive.

Change Status to Active

Automatically add Course Title(s) that match the Course ID of any selected course title(s). These Course Title(s) will be added during the nightly TWMS process.

### Find a Course

Course ID Course Title Hosted on TWMS

\*\*\* Any unsaved group or order changes will be lost if another course title is selected. After making any changes please click the Update button below before selecting another course title. \*\*\*

**Only one course title from each group needs to be completed to fulfill this requirement**

Course Info	Group	Order By	Not Displayed in Self Service	Automatically Added
<input checked="" type="checkbox"/> AUDIO VISUAL (A/V) EQUIPMENT CourseID: TWMS-518092 Training Method: MULTI-MEDIA (SAT TV, CBT, ONLINE, OTHER) AV) Host: TWMS Url:	A	1	<input type="checkbox"/>	No
<input checked="" type="checkbox"/> A/V CERTIFICATION CourseID: TWMS-111223 Training Method: Host: No Link Provided Url:	A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No
<input checked="" type="checkbox"/> A/V MANAGEMENT CourseID: S-400-2031 Training Method: ACCREDITED OFF-CAMPUS INSTRUCTION (AOCI) Host: NKO Url: https://www.nko.navy.mil/	B	2	<input type="checkbox"/>	No

# Grouping Course Titles

## 57618-Audio/Video Maintenance

Requirement Details | Alternate Users | **Manage Course Titles** | Find/Add Members | Manage Current Members | Automation | Change History

Requirement Status is Inactive.

Change Status to Active

Automatically add Course Title(s) that match the Course ID of any selected course title(s). These Course Title(s) will be added during the nightly TWMS process. [Update](#)

### Find a Course

Course ID  Course Title  Hosted on TWMS  [Find](#)

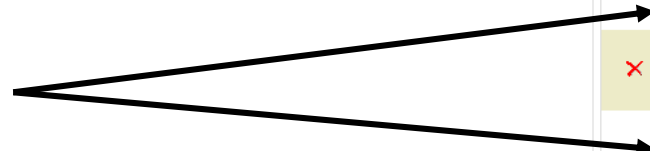
\*\*\* Any unsaved group or order changes will be lost if another course title is selected. After making any changes please click the Update button below before selecting another course title. \*\*\*

**Only one course title from each group needs to be completed to fulfill this requirement**

Course Info	Group	Order By	Not Displayed in Self Service	Automatically Added
<input checked="" type="checkbox"/> AUDIO VISUAL (A/V) EQUIPMENT CourseID: TWMS-518092 Training Method: MULTI-MEDIA (SAT TV, CBT, ONLINE, OTHER AV) Host: TWMS Url:	A	1	<input type="checkbox"/>	No
<input checked="" type="checkbox"/> A/V CERTIFICATION CourseID: DCPDS-111223 Training Method: Host: No Link Provided Url:	A		<input checked="" type="checkbox"/>	No
<input checked="" type="checkbox"/> A/V MANAGEMENT CourseID: S-400-2031 Training Method: ACCREDITED OFF-CAMPUS INSTRUCTION (AOCI) Host: NKO Url: https://www.nko.navy.mil/	B	1	<input type="checkbox"/>	No

[Update](#) [Delete All](#)

**In this example, one course title of the two displayed in Group A AND the one course title in Group B needs to be completed for the entire training requirement to be satisfied.**



# Automatically Adding Course Titles

All course titles added to a training requirement are found using the TWMS Course Table. Because the TWMS Course Table receives these course titles from multiple sources, there are instances where there can be identical Course IDs having different course titles or training methods. For example, the course title entered below resulted in four distinct records in the TWMS Course Table. In some cases you may not know if there are identical Course IDs in the TWMS Course Table.

57618-Audio/Video Maintenance

Requirement Details | Alternate Users | **Manage Course Titles** | Find/Add Members | Manage Current Members | Automation | Change History

Requirement Status is Inactive.

Change Status to Active

Automatically add Course Title(s) that match the Course ID of any selected course title(s). These Course Title(s) will be added during the nightly TWMS process. [Update](#)

**Find a Course**

Course ID	Course Title	Hosted on TWMS
	Electrical Safety Awareness	<input type="checkbox"/> <a href="#">Find</a>

4 Record(s) Returned

Title	Course ID	Training Method	Hosted on TWMS
(U) ELECTRICAL SAFETY AWARENESS	SAH0419	ACCREDITED OFF-CAMPUS INSTRUCTION (AOOI)	No
(U) ELECTRICAL SAFETY AWARENESS	SAH0419		No
ELECTRICAL SAFETY AWARENESS	SAH0419		No
ELECTRICAL SAFETY AWARENESS	SAH0419	ACCREDITED OFF-CAMPUS INSTRUCTION (AOOI)	No

The resulting course titles matching the search criteria is displayed to the right. The first course title will be added to this training requirement. Note that they all have the identical Course ID.



\*\*\* Any unsaved group or order changes will be lost if another course title is selected. After making any changes please click the Update button below before selecting another course title. \*\*\*

Only one course title from each group needs to be completed to fulfill this requirement

Course Info	Group	Order By	Not Displayed in Self Service	Automatically Added
AUDIO VISUAL (A/V) EQUIPMENT CourseID: TWMS-518092 Training Method: MULTI-MEDIA (SAT TV, CBT, ONLINE, OTHER AV) Host: TWMS Url:	A	1	<input type="checkbox"/>	No
A/V CERTIFICATION CourseID: DCPDS-111223 Training Method: Host: No Link Provided Url:	A		<input checked="" type="checkbox"/>	No
A/V MANAGEMENT CourseID: S-400-2031 Training Method: ACCREDITED OFF-CAMPUS INSTRUCTION (AOOI) Host: NKO Url: https://www.nko.navy.mil/	B	1	<input type="checkbox"/>	No

[Update](#) [Delete All](#)

# Automatically Adding Course Titles

If the members assigned to complete the training requirement have completed the content associated with the course title just added then they will satisfy Group A of the training requirement. If the members assigned to complete the training requirement have completed content associated with one of the other three course titles NOT added to the training requirement then they will NOT satisfy Group A.

57618-Audio/Video Maintenance

Requirement Details | Alternate Users | Manage Course Titles | Find/Add Members | Manage Current Members | Automation | Change History

Requirement Status is Inactive.

Change Status to Active

Automatically add Course Title(s) that match the Course ID of any selected course title(s). These Course Title(s) will be added during the nightly TWMS process. Update

Find a Course

Course ID	Course Title	Hosted on TWMS	
	Electrical Safety Awareness	<input type="checkbox"/> Find	
3 Record(s) Returned			
Title	Course ID	Training Method	Hosted on TWMS
(U) ELECTRICAL SAFETY AWARENESS	SAH0419		No
ELECTRICAL SAFETY AWARENESS	SAH0419		No
ELECTRICAL SAFETY AWARENESS	SAH0419	ACCREDITED OFF-CAMPUS INSTRUCTION (AOCI)	No

The remaining list of course titles matching the search criteria are displayed to the right.



The course title previously added will appear at the end of Group A but before the “DCPDS-xxxxxx” type course titles.



\*\*\* Any unsaved group or order changes will be lost if another course title is selected. After making any changes please click the Update button below before selecting another course title. \*\*\*

Only one course title from each group needs to be completed to fulfill this requirement

Course Info	Group	Order By	Not Displayed in Self Service	Automatically Added
AUDIO VISUAL (A/V) EQUIPMENT CourseID: TWMS-518092 Training Method: MULTI-MEDIA (SAT TV, CBT, ONLINE, OTHER AV) Host: TWMS Url:	A	1	<input type="checkbox"/>	No
(U) ELECTRICAL SAFETY AWARENESS CourseID: SAH0419 Training Method: ACCREDITED OFF-CAMPUS INSTRUCTION (AOCI) Host: Other Url: <a href="http://osha.gov/dte/index.html">http://osha.gov/dte/index.html</a>	A	2	<input type="checkbox"/>	No
A/V CERTIFICATION CourseID: DCPDS-111223 Training Method: Host: No Link Provided Url:	A		<input checked="" type="checkbox"/>	No
A/V MANAGEMENT CourseID: S-400-2031 Training Method: ACCREDITED OFF-CAMPUS INSTRUCTION (AOCI) Host: NKO Url: <a href="https://www.nko.navy.mil/">https://www.nko.navy.mil/</a>	B	1	<input type="checkbox"/>	No

Update Delete All

# Automatically Adding Course Titles

You can choose if you want TWMS to automatically add to the training requirement other course title(s) with the identical Course ID to those that have already been selected. This will ensure that all personnel assigned to complete the training requirement will receive credit for completing the content associated with any of these course titles.

To have TWMS automatically add course title(s) to a training requirement:

1. Check the box to enable this nightly process.
2. Click **Update**.

## 57618-Audio/Video Maintenance

Requirement Details | Alternate Users | **Manage Course Titles** | Find/Add Members | Manage Current Members | Automation | Change History

Requirement Status is Inactive.

Change Status to Active

Automatically add Course Title(s) that match the Course ID of any selected course title(s). These Course Title(s) will be added during the nightly TWMS process. **Update**

### Find a Course

Course ID Course Title Hosted on TWMS  
 Electrical Safety Awareness  Find  
<< Previous Page Next Page >> Page: 1

3 Record(s) Returned

Title	Course ID	Training Method	Hosted on TWMS
(U) ELECTRICAL SAFETY AWARENESS	SAH0419		No
ELECTRICAL SAFETY AWARENESS	SAH0419		No
ELECTRICAL SAFETY AWARENESS	SAH0419	ACCREDITED OFF-CAMPUS INSTRUCTION (AOCI)	No

\*\*\* Any unsaved group or order changes will be lost if another course title is selected. After making any changes please click the Update button below before selecting another course title. \*\*\*

**Only one course title from each group needs to be completed to fulfill this requirement**

Course Info	Group	Order By	Not Displayed in Self Service	Automatically Added
AUDIO VISUAL (A/V) EQUIPMENT CourseID: TWMS-518092 Training Method: MULTI-MEDIA (SAT TV, CBT, ONLINE, OTHER AV) Host: TWMS Url:	A	1	<input type="checkbox"/>	No
A/V MANAGEMENT CourseID: S-400-2031 Training Method: ACCREDITED OFF-CAMPUS INSTRUCTION (AOCI) Host: NKO Url: https://www.nko.navy.mil/	A	2	<input type="checkbox"/>	No
(U) ELECTRICAL SAFETY AWARENESS CourseID: SAH0419 Training Method: ACCREDITED OFF-CAMPUS INSTRUCTION (AOCI) Host: Other Url: http://www.osha.gov/dte/index.html	A	3	<input type="checkbox"/>	No
A/V CERTIFICATION CourseID: DCPDS-111223 Host: No Link Provided Url:	A		<input checked="" type="checkbox"/>	No

**Update** **Delete All**

# Automatically Adding Course Titles

## 57618-Audio/Video Maintenance

Requirement Details | Alternate Users | **Manage Course Titles** | Find/Add Members | Manage Current Members | Automation | Change History

Requirement Status is Inactive.

Change Status to Active

Automatically add Course Title(s) that match the Course ID of any selected course title(s). These Course Title(s) will be added during the nightly TWMS process. [Update](#)

### Find a Course

Course ID	Course Title	Hosted on TWMS
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

[Find](#)

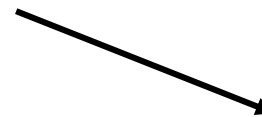
\*\*\* Any unsaved group or order changes will be lost if another course title is selected. After making any changes please click the Update button below before selecting another course title. \*\*\*

**Only one course title from each group needs to be completed to fulfill this requirement**

Course Info	Group	Order By	Not Displayed in Self Service	Automatically Added
X AUDIO VISUAL (A/V) EQUIPMENT CourseID: TWMS-518092 Training Method: MULTI-MEDIA (SAT TV, CBT, ONLINE, OTHER AV) Host: TWMS Url:	A	1	<input type="checkbox"/>	No
X A/V MANAGEMENT CourseID: S-400-2031 Training Method: ACCREDITED OFF-CAMPUS INSTRUCTION (AOCI) Host: NKO Url: https://www.nko.navy.mil/	A	2	<input type="checkbox"/>	No
X (U) ELECTRICAL SAFETY AWARENESS CourseID: SAH0419 Training Method: ACCREDITED OFF-CAMPUS INSTRUCTION (AOCI) Host: Other Url: http://www.osha.gov/dte/index.html	A	3	<input type="checkbox"/>	No
X (U) ELECTRICAL SAFETY AWARENESS CourseID: SAH0419 Training Method: Host: No Link Provided Url:	A		<input checked="" type="checkbox"/>	Yes
X ELECTRICAL SAFETY AWARENESS CourseID: SAH0419 Training Method: Host: No Link Provided Url:	A		<input checked="" type="checkbox"/>	Yes
X ELECTRICAL SAFETY AWARENESS CourseID: SAH0419 Training Method: ACCREDITED OFF-CAMPUS INSTRUCTION (AOCI) Host: No Link Provided Url:	A		<input checked="" type="checkbox"/>	Yes
X A/V CERTIFICATION CourseID: DCPDS-111223 Training Method: Host: No Link Provided Url:	A		<input checked="" type="checkbox"/>	No

[Update](#) [Delete All](#)

After the nightly process, you will be able to see which course titles were automatically added to your training requirement. Course titles automatically added will, by default, not be displayed in the training requirement. You can change the display option for any of these added course titles as needed.



# Finding/Adding Members

After adding the course title(s) to your training requirement you are now ready to search and add employees who will be required to complete the requirement. Those who have been added to a training requirement are defined as members. Your search results will always be based upon 1) the scope of access of your TWMS account and 2) those who are not already a current member of the training requirement.

To find/add members to a training requirement:

1. Click the **Find/Add Members** tab to find the employees who will be required to complete this training requirement.

## 57618-Audio/Video Maintenance

Requirement Details | Alternate Users | Manage Course Titles | **Find/Add Members** | Manage Current Members | Automation | Change History

Requirement Status is Inactive.

Change Status to Active

Automatically add Course Title(s) that match the Course ID of any selected course title(s). These Course Title(s) will be added during the nightly TWMS process. [Update](#)

### Find a Course

Course ID Course Title Hosted on TWMS  
 Electrical Safety Awareness  [Find](#)  
[<< Previous Page](#) [Next Page >>](#)  
 Page: 1

### 3 Record(s) Returned

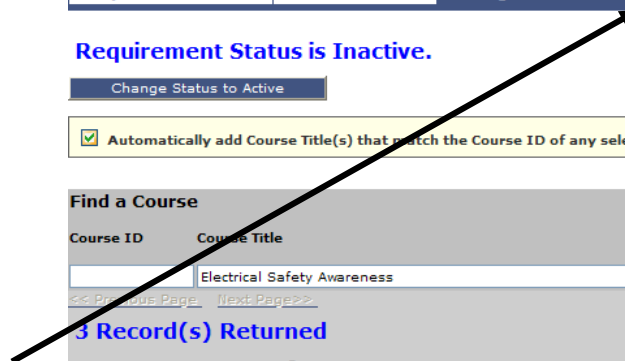
Title	Course ID	Training Method	Hosted on TWMS
<a href="#">(U) ELECTRICAL SAFETY AWARENESS</a>	SAH0419		No
<a href="#">ELECTRICAL SAFETY AWARENESS</a>	SAH0419		No
<a href="#">ELECTRICAL SAFETY AWARENESS</a>	SAH0419	ACCREDITED OFF-CAMPUS INSTRUCTION (AOCI)	No

\*\*\* Any unsaved group or order changes will be lost if another course title is selected. After making any changes please click the Update button below before selecting another course title. \*\*\*

**Only one course title from each group needs to be completed to fulfill this requirement**

Course Info	Group	Order By	Not Displayed in Self Service	Automatically Added
AUDIO VISUAL (A/V) EQUIPMENT CourseID: TWMS-518092 Training Method: MULTI-MEDIA (SAT TV, CBT, ONLINE, OTHER AV) Host: TWMS Url:	A	1	<input type="checkbox"/>	No
A/V MANAGEMENT CourseID: S-400-2031 Training Method: ACCREDITED OFF-CAMPUS INSTRUCTION (AOCI) Host: NKO Url: https://www.nko.navy.mil/	A	2	<input type="checkbox"/>	No
(U) ELECTRICAL SAFETY AWARENESS CourseID: SAH0419 Training Method: ACCREDITED OFF-CAMPUS INSTRUCTION (AOCI) Host: Other Url: http://www.osha.gov/dte/index.html	A	3	<input type="checkbox"/>	No
A/V CERTIFICATION CourseID: DCPDS-111223 Training Method: Host: No Link Provided Url:	A		<input checked="" type="checkbox"/>	No

[Update](#) [Delete All](#)



# Finding/Adding Members

You can search for employees to add to this training requirement any number of ways. As needed, use the search criteria to narrow your scope to the relevant population of the training requirement.

2. Enter your search criteria as required using the fields below. If you need to select one or several UICs in your scope click the **Select UICs** hyperlink shown below.

57618-Audio/Video Maintenance

Requirement Details | Alternate Users | Manage Course Titles | **Find/Add Members** | Manage Current Members | Automation | Change History

**Requirement Status is Inactive.**

BSO/SMC/UIC/Org Code Assigned	Last Name	First Name	BIN/BIC	BSO	SMC
UIC	Org	Emp Type ACTIVE DUTY CIVILIAN-APP CIVILIAN-FND	Civ Grade 00 01 02	Mil Grade E1 E2 E3	Security Clearance No Access LAA Confidential LAA Secret
Pay Plan	Series	Bus	Rate	Desig	Duty/Role Type
OGE 450	Agreement Type	Agreement Status			Duty/Role
Sup Lvl	DPP Program Type	DPP Career Field Manager	DPP Homeport Supervisor		Billet Special Program
		DAWIA Employee	Travel Card Holder		Employee Status
		Private Owned Weapon	Purchase Card Holder		

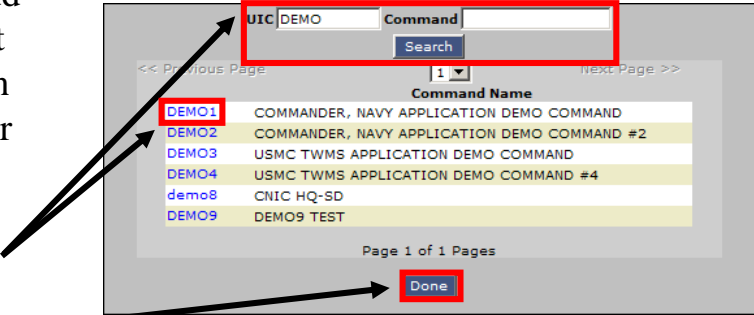
Define Automation (Member Rules)

*Note: Entering no search criteria will return all employees in your scope who are not currently a member of the training requirement.*



# Finding/Adding Members

3. If the UIC is already displayed then click its hyperlink to add it to your search criteria. If it is not displayed then you can find it by entering the UIC or Command in the provided fields and then clicking **Search**.



4. Click **Done** when finished.

5. Enter/select other search criteria as needed.



Requirement Status is Inactive.

*Note: This example will find all employees having Assigned UIC DEMO1 and Assigned Org Code like N6.*

6. Click **Search**.



# Finding/Adding Members

You can now select the employees who are required to be a member of this training requirement. They can be selected individually or as an entire group.

57618-Audio/Video Maintenance

Requirement Details | Alternate Users | Manage Course Titles | **Find/Add Members** | Manage Current Members | Automation | Change History

Requirement Status is Inactive.

BSO/SMC/UIC/Org Code Last Name First Name BIN/BIC BSO SMC  
 Assigned UIC Org Emp Type Civ Grade Mil Grade Security Clearance  
 DEMO1 N6 ACTIVE DUTY CIVILIAN-APF CIVILIAN-FND 00 01 02 E1 E2 E3 No Access LAA Confidential LAA Secret  
 Select UICs Remove UIC  
 Pay Plan Series Bus Rate Desig Duty/Role Type  
 OGE 450 Agreement Type Agreement Status Duty/Role  
 Sup Lvl DPP Program Type DPP Career Field Manager DPP Homeport Supervisor Billet Special Program  
 DAWIA Employee Travel Card Holder Employee Status  
 Private Owned Weapon Purchase Card Holder  
 Search Reset  
 Define Automation (Member Rules)  
 << Previous Page Next Page >> Page: 1

22 Record(s) Returned

The 'Select All' button selects all who fulfill search criteria on all pages. The results of your search will only show employees in your scope who are not current members of this training requirement.

Select All De-Select All Add Selected

Select	Employee	Email Address	UIC	Org Code	Assigned UIC	Assigned Org Code	Employee Type	series
<input checked="" type="checkbox"/>	BOYLE, ROBERT	robert.boyle.999@navy.mil	DEMO1	N6	DEMO1	N63	CIVILIAN-NAF	1703
<input checked="" type="checkbox"/>	BURKE, EDMUND	edmund.burke.999@navy.mil	DEMO1	N6	DEMO1	N61	CIVILIAN-NAF	0020
<input type="checkbox"/>	COLLINS, MICHAEL	michael.collins.999@navy.mil	DEMO1	N6	DEMO1	N61	CIVILIAN-NAF	0020
<input type="checkbox"/>	CONOLLY, JAMES	james.conolly.999@navy.mil	DEMO1	N6	DEMO1	N6	CIVILIAN-NAF	0020
<input checked="" type="checkbox"/>	DOE II, JOHN	john.doe.ctr999@navy.mil	DEMO1	N64	DEMO1	N64	CONTRACTOR	
<input checked="" type="checkbox"/>	DOUGLAS, DAVID AC1	michael.c.wolfe@navy.mil	DEMO1	N64	DEMO1	N62	ACTIVE DUTY	
<input checked="" type="checkbox"/>	EMELIANENKO, FEDOR I I2	fedor.emelianenko.999@navy.mil	DEMO1	N4	DEMO1	N64	ACTIVE DUTY	
<input checked="" type="checkbox"/>	GERMANICUS, GAIUS CAESAR AUGUSTUS	gaius.germanicus@navy.mil	DEMO1	N60V	DEMO1	N60V	CIVILIAN-APF	
<input type="checkbox"/>	GYATSO, TENZIN	tenzin.gyatso.ctr999@navy.mil	DEMO1	N6	DEMO1	N6	CONTRACTOR	
<input type="checkbox"/>	HAYES, CATHERINE		DEMO1	N6	DEMO1	N62	CIVILIAN-NAF	0020

The number of records returned based upon your search criteria is displayed here.

- Click the checkbox next to an employee's name to select/deselect them OR click the **Select All** button to select all employees resulting in your search.

- Click the **Add Selected** button.

Only employees in Assigned UIC DEMO1 and Assigned Org Code like N6 are displayed.

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# Viewing Current Members

There are several things you can do regarding the selected members of a training requirement.

After members are added to a requirement, this message will be displayed on each tab.

To view the current members of a training requirement:

1. Click the **Manage Current Members** tab to view the members who are in the training requirement.

57618-Audio/Video Maintenance

Requirement Details | Alternate Users | Manage Course Titles | Find/Add Members | **Manage Current Members** | Automation | Change History

Completion results for members are no longer valid due to changes in the training requirement. Please wait for the nightly update to re-validate all completions. Requirement Status is Inactive.

BSO/SMC/UIC/Org Code Last Name First Name BIN/BIC BSO SMC  
Assigned UIC Org Emp Type Civ Grade Mil Grade Security Clearance  
DEMO1 N6 ACTIVE DUTY CIVILIAN-APF CIVILIAN-FND 00 E1 No Access LAA Confidential LAA Secret  
Pay Plan Series Bus Rate Desig Duty/Role Type  
OGE 450 Agreement Type DPP Career Field Manager DPP Homeport Supervisor Billet Special Program  
Sup Lvl DPP Program Type  
Search Reset  
 Define Automation (Member Rules)  
<< Previous Page Next Page >> Page: 1 of 1

**16 Record(s) Returned**

The 'Select All' button selects all who fulfill search criteria on all pages. The results of your search will only show employees in your scope who are not current members of this training requirement.

Select All De-Select All Add Selected

Select	Employee	Email Address	UIC	Org Code	Assigned UIC	Assigned Org Code	Employee Type	series
<input type="checkbox"/>	COLLINS, MICHAEL	michael.collins.999@navy.mil	DEMO1	N6	DEMO1	N61	CIVILIAN-NAF	0020
<input type="checkbox"/>	CONOLLY, JAMES	james.conolly.999@navy.mil	DEMO1	N6	DEMO1	N6	CIVILIAN-NAF	0020
<input type="checkbox"/>	GYATSO, TENZIN	tenzin.gyatso.ctr999@navy.mil	DEMO1	N6	DEMO1	N6	CONTRACTOR	
<input type="checkbox"/>	HAYES, CATHERINE	catherine.hayes.999@navy.mil	DEMO1	N6	DEMO1	N62	CIVILIAN-NAF	0020

The number of remaining records that have not been added to the training requirement is displayed here.

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# Searching Current Members

You can search for members in the training requirement by using any of the available search fields.

The total number of members and the total number of members that are in your scope in this training requirement are displayed here. These numbers may be different.

To search for members of a training requirement:

1. Enter your search criteria using the available fields. Here, only Civilian-NAF members will be searched.
2. Click Search.

## 57618-Audio/Video Maintenance

Requirement Details Alternate Users Manage Course Titles Find/Add Members Manage Current Members Automation Change History

Completion results for members are no longer valid due to changes in the training requirement. Please wait for the nightly update to re-validate all completions. Requirement Status is Inactive.

Change Status to Active

Total Members: 6  
Total Members in your scope: 6

BSO/SMC/UIC/Org Code: Assigned  
UIC: [ ]  
Last Name: [ ]  
First Name: [ ]  
BIN/BIC: [ ]  
BSO: [ ]  
SMC: [ ]  
Emp Type: CIVILIAN-FND, CIVILIAN-FNI, CIVILIAN-NAF, CIVILIAN-NON-NAVY  
Civ Grade: 00, 01, 02  
Mil Grade: E1, E2, E3  
Security Clearance: No Access, LAA Confidential, LAA Secret  
Duty/Role Type: [ ]  
Duty/Role: [ ]  
Billet Special Program: [ ]  
Employee Status: [ ]  
Reason: [ ]  
Search [ ]

<< Previous Page Next Page >> Page: 1

6 Record(s) Returned

The 'Select All' button selects all who fulfill search criteria on all pages.

Select All De-Select All Email Selected Edit Selected Delete Selected Export Selected

Select	Employee	Email Address	UIC	Org Code	Assigned UIC	Assigned Org Code	Employee Type	Position Title	Required	Series	Reason	Completed
<input type="checkbox"/>	BOYLE, ROBERT	robert.boyle.999@navy.mil	DEMO1	N6	DEMO1	N63	CIVILIAN-NAF	EDUCATION SPECIALIST	Yes	1703	n/a	No
<input type="checkbox"/>	BURKE, EDMUND	edmund.burke.999@navy.mil	DEMO1	N6	DEMO1	N61	CIVILIAN-NAF	DATABASE ADMINISTRATOR	Yes	0020	n/a	No
<input type="checkbox"/>	DOE II, JOHN	john.doe.ctr999@navy.mil	DEMO1	N64	DEMO1	N64	CONTRACTOR	EDUCATION TECHNICIAN	Yes	n/a	n/a	No
<input type="checkbox"/>	DOUGLAS, DAVID AC1	michael.c.wolfe@navy.mil	DEMO1	N64	DEMO1	N62	ACTIVE DUTY	INFO SYS TECH	Yes	n/a	n/a	No
<input type="checkbox"/>	EMELIANENKO, FEDOR IT2	fedor.emelianenko.999@navy.mil	DEMO1	N4	DEMO1	N64	ACTIVE DUTY	LAN ADMIN	Yes	n/a	n/a	No
<input type="checkbox"/>	GERMANICUS, GAIVS CAESAR AUGUSTUS	gaius.germanicus@navy.mil	DEMO1	N60V	DEMO1	N60V	CIVILIAN-APF		Yes	n/a	n/a	No

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# Deleting Current Members

If necessary, you can delete members of the training requirement.

To delete members of a training requirement:

57618-Audio/Video Maintenance

Requirement Details | Alternate Users | Manage Course Titles | Find/Add Members | Manage Current Members | Automation | Change History

Completion results for members are no longer valid due to changes in the training requirement. Please wait for the nightly update to re-validate all completions. Requirement Status is Inactive.

Change Status to Active

Total Members: 6  
Total Members in your scope: 6

After searching for only Civilian-NAF members, the total number of records returned have decreased.

The 'Select All' button selects all who fulfill search criteria on all pages.

2 Record(s) Returned

Select All | De-Select All | Email Selected | Edit Selected | Delete Selected | Export Selected

Select	Employee	Email Address	UIC	Org Code	Assigned UIC	Assigned Org Code	Employee Type	Position Title	Required	Series	Reason	Completed
<input checked="" type="checkbox"/>	BOYLE, ROBERT	robert.boyle.999@navy.mil	DEMO1	N6	DEMO1	N63	CIVILIAN-NAF	EDUCATION SPECIALIST	Yes	1703	n/a	No
<input type="checkbox"/>	BURKE, EDMUND	edmund.burke.999@navy.mil	DEMO1	N6	DEMO1	N61	CIVILIAN-NAF	DATABASE ADMINISTRATOR	Yes	0020	n/a	No

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Message from webpage

Are you sure you want to delete member(s)?

OK | Cancel

Note: The initial Completed status for each new member will be "No".

1. Click the checkbox next to a member to select/deselect them or click the **Select All** button to select all members.
2. Click the **Delete Selected** button to delete all selected members.
3. Click **OK**.

# Editing the Details of Current Members

You can change whether or not a member of a requirement is required to complete the training requirement.

After deleting members, the total number of members and the number of records returned have decreased.

57618-Audio/Video Maintenance

Requirement Details | Alternate Users | Manage Course Times | Find/Add Members | **Manage Current Members** | Automation | Change History

Completion results for members are no longer valid due to changes in the training requirement. Please wait for the nightly update to re-validate all completions. Requirement Status is Inactive.

Change Status to Active

Total Members: 5  
Total Members in your scope: 5

To edit the details of selected members of a training requirement:

1. Click the checkbox next to a member to select/deselect them or click the **Select All** button to select all members.

The 'Select All' button selects all who fulfill search criteria on all pages.

Select	Employee	Email Address	UIC	Org Code	Assigned UIC	Assigned Org Code	Employee Type	Position Title	Required	Series	Reason	Completed
<input checked="" type="checkbox"/>	BURKE, EDMUND	edmund.burke.999@navy.mil	DEMO1	N6	DEMO1	N61	CIVILIAN-NAF	DATABASE ADMINISTRATOR	Yes	0020	n/a	No

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2. Click the **Edit Selected** button.

# Editing the Details of Current Members

If a member is not required to complete the training requirement then you must select a reason.

re-validate all completions.  
Requirement Status is Inactive.

Change Status to Active

Total Members: 5  
Total Members in your scope: 5

BSO/SMC/UIC/Org Code  
Assigned

UIC  
Select UICs

Pay Plan  
OGE 450

Sup Lvl

Employee Status

Required

Search

Reset

Last Name

First Name

Emp Type  
ACTIVE DUTY  
CIVILIAN-APF  
CIVILIAN-FND

Series

Agreement Type

DPP Program Type

DAWIA Employee

Private Owned Weapon

Reason

Reset

BIN/BIC

Civ Grade  
00  
01  
02

Rate

Agreement Status

DPP Career Field Manager

Travel Card Holder

Complete

BSO

Mil Grade  
E1  
E2  
E3

Design

DPP Homeport Supervisor

Purchase Card Holder

SMC

Security Clearance  
No Access  
LAA Confidential  
LAA Secret

Duty/Role Type

Duty/Role

Billet Special Program

< Previous Page Next Page >>

1 Record(s) Returned

The 'Select All' button selects all who fulfill search criteria on all pages.

Select All De-Select All Email Selected Edit Selected Delete Selected Export Selected

Required: No

Reason:  
Update  
Access Revoked/Training noncompliant  
Alternate Training Required  
Deployment  
Detached/Departing Command within 30 days  
Extended Leave  
Extended LWOP  
Injury  
Joint UIC - DON not responsible for training  
Medical Leave  
N/A To NAF Position  
No access to Classified Information  
No Access to Navy IT  
No active NMCI access  
Not a Supervisor  
Off Site Contractor  
Pregnancy  
Range Availability  
Separated  
Student at School  
TAD  
Terminal Leave

Select	Emp	UIC	Org Code	Assigned UIC	Assigned Org Code	Employee Type	Position Title	Required	Series	Reason	Completed
<input checked="" type="checkbox"/>	BURKE	DEMO1	N6	DEMO1	N61	CIVILIAN-NAF	DATABASE ADMINISTRATOR	Yes	0020	n/a	No

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- Click the **Required** dropdown arrow and select **No**.
- Select a reason why the selected member(s) do not need to complete the training requirement.
- Click the **Update** button.

# Exporting a List of Current Members

You can export a list of selected members of a training requirement.

To export the list of selected members of a training requirement:

1. After selecting the members click the **Export Selected** button.

The previously edited member now displays both that he is not required to complete the training requirement and the reason why.

5 Record(s) Returned

the 'Select All' button selects all who fulfill search criteria on all pages.

Select Employee	Email Address	UIC	Org Code	Assigned UIC	Assigned Org Code	Employee Type	Position Title	Required	Series	Reason	Completed
<input checked="" type="checkbox"/>	BURKE, EDMUND	edmund.burke.999@navy.mil	DEMO1 N6	DEMO1	N61	CIVILIAN-NAF	DATABASE ADMINISTRATOR	No	0020	Detached/Departing Command within 30 days	No
<input checked="" type="checkbox"/>	DOE II, JOHN	john.doe.ctr999@navy.mil	DEMO1 N64	DEMO1	N64	CONTRACTOR	EDUCATION TECHNICIAN	Yes	n/a		No
<input checked="" type="checkbox"/>	DOUGLAS, DAVID AC1	michael.c.wolfe@navy.mil	DEMO1 N64	DEMO1	N62	ACTIVE DUTY	INFO SYS TECH	Yes	n/a		No
<input checked="" type="checkbox"/>	EMELIANENKO, FEDOR IT2	fedor.emelianenko.999@navy.mil	DEMO1 N4	DEMO1	N64	ACTIVE DUTY	LAN ADMIN	Yes	n/a		No
<input checked="" type="checkbox"/>	GERMANICUS, GAIVS CAESAR AUGUSTUS	gaius.germanicus@navy.mil	DEMO1 N60V	DEMO1	N60V	CIVILIAN-APF		Yes	n/a		No

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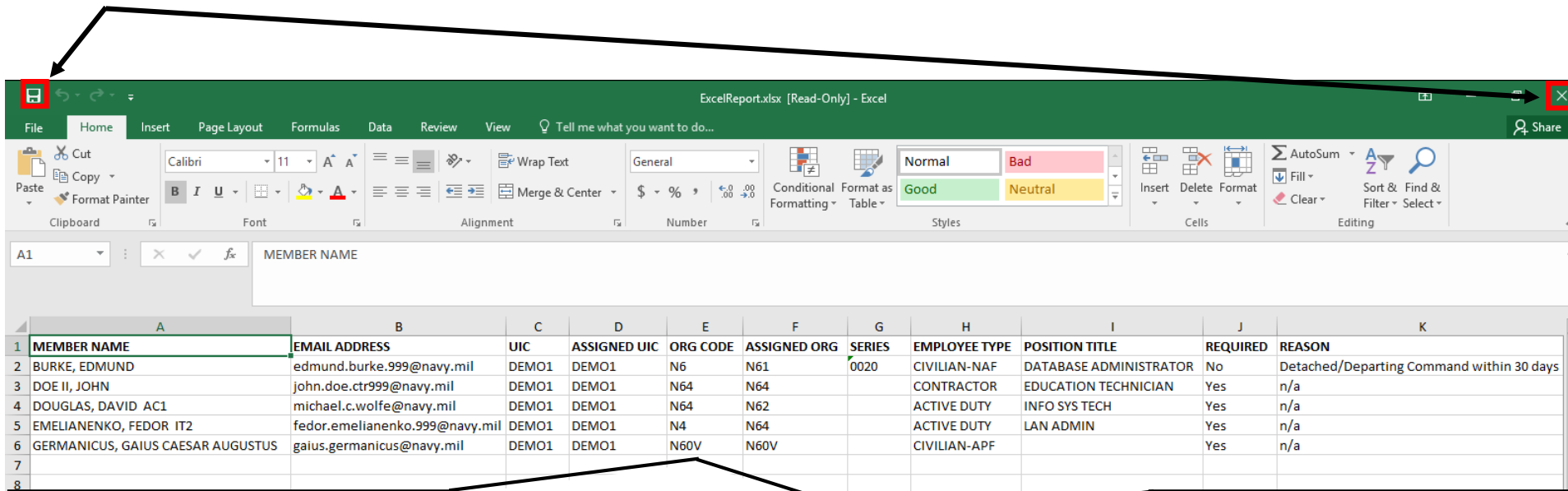
# Exporting a List of Current Members

The list of selected employees and other relevant information will be displayed in an Excel spreadsheet. You can open or save this file for later use.

2. Click **Open** to view the list of selected employees or **Save** to view it at a later time.



3. If you opened the file then click the Save icon if you want to view this file at a later time or close the window.

A screenshot of the Microsoft Excel application window. The title bar reads "ExcelReport.xlsx [Read-Only] - Excel". The ribbon is set to "Home" and shows various tabs like File, Home, Insert, Page Layout, Formulas, Data, Review, View, and Tell me what you want to do... The ribbon includes groups for Clipboard, Font, Alignment, Number, Styles, Cells, and Editing. The main area shows a spreadsheet with columns labeled MEMBER NAME, EMAIL ADDRESS, UIC, ASSIGNED UIC, ORG CODE, ASSIGNED ORG, SERIES, EMPLOYEE TYPE, POSITION TITLE, REQUIRED, and REASON. The data is as follows:

MEMBER NAME	EMAIL ADDRESS	UIC	ASSIGNED UIC	ORG CODE	ASSIGNED ORG	SERIES	EMPLOYEE TYPE	POSITION TITLE	REQUIRED	REASON
BURKE, EDMUND	edmund.burke.999@navy.mil	DEMO1	DEMO1	N6	N61	0020	CIVILIAN-NAF	DATABASE ADMINISTRATOR	No	Detached/Departing Command within 30 days
DOE II, JOHN	john.doe.ctr999@navy.mil	DEMO1	DEMO1	N64	N64		CONTRACTOR	EDUCATION TECHNICIAN	Yes	n/a
DOUGLAS, DAVID AC1	michael.c.wolfe@navy.mil	DEMO1	DEMO1	N64	N62		ACTIVE DUTY	INFO SYS TECH	Yes	n/a
EMELIANENKO, FEDOR IT2	fedor.emelianenko.999@navy.mil	DEMO1	DEMO1	N4	N64		ACTIVE DUTY	LAN ADMIN	Yes	n/a
GERMANICUS, GAIUS CAESAR AUGUSTUS	gaius.germanicus@navy.mil	DEMO1	DEMO1	N60V	N60V		CIVILIAN-APF		Yes	n/a

The "Save" icon in the top-left corner of the ribbon is highlighted with a red square. An arrow points from this icon towards the "Save" button in the dialog box shown in the previous image. Another arrow points from the "Close" (X) button in the top-right corner of the Excel window towards the "Close" (X) button in the dialog box.

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# Viewing Automation

There are several ways you can automate how members are added or removed, when reminders will be sent, and how alternate users are added.

57618-Audio/Video Maintenance

Requirement Details | Alternate Users | Manage Course Titles | Find/Add Members | Manage Current Members | **Automation** | Change History

Completion results for members are no longer valid due to changes in the training requirement. Please wait for the nightly update to re-validate all completions.  
Requirement Status is Inactive.

Change Status to Active

Total Members: 5  
Total Members in your scope: 5

BSO/SMC/UIC/Org Code  
Assigned

UIC

Select UICs

Pay Plan  
OGE 450

Sup Lvl

Employee Status

Required

Search

Last Name

Org

Series

Agreement Type

DPP Program Type

DAWIA Employee

Private Owned Weapon

Reason

Reset

First Name

Emp Type  
ACTIVE DUTY  
CIVILIAN-APF  
CIVILIAN-FND

Bus

Rate

Agreement Status

DPP Career Field Manager

Travel Card Holder

Complete

BIN/BIC

Civ Grade  
00  
01  
02

DPP Homeport Supervisor

BSO

Mil Grade  
E1  
E2  
E3

Desig

SMC

Security Clearance  
No Access  
LAA Confidential  
LAA Secret

Duty/Role Type

Duty/Role

Billet Special Program

<< Previous Page Next Page >> Page: 1

The 'Select All' button selects all who fulfill search criteria on all pages.

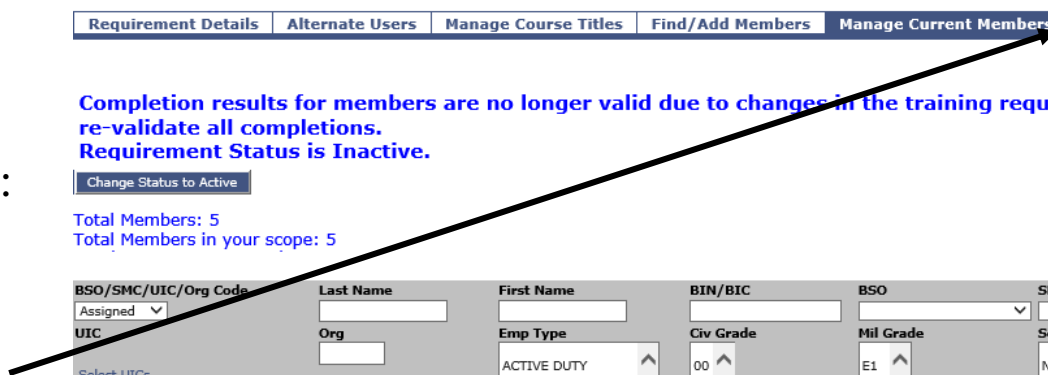
5 Record(s) Returned

Select Employee	Email Address	UIC	Org Code	Assigned UIC	Assigned Org Code	Employee Type	Position Title	Required Series	Reason	Completed
<input type="checkbox"/> BURKE, EDMUND	edmund.burke.999@navy.mil	DEMO1 N6		DEMO1	N61	CIVILIAN-NAF	DATABASE ADMINISTRATOR	No	0020 Detached/Departing Command within 30 days	No
<input type="checkbox"/> DOE II, JOHN	john.doe.ctr999@navy.mil	DEMO1 N64		DEMO1	N64	CONTRACTOR	EDUCATION TECHNICIAN	Yes	n/a	No
<input type="checkbox"/> DOUGLAS, DAVID AC1	michael.c.wolfe@navy.mil	DEMO1 N64		DEMO1	N62	ACTIVE DUTY	INFO SYS TECH	Yes	n/a	No
<input type="checkbox"/> EMELIANENKO, FEDOR IT2	fedor.emelianenko.999@navy.mil	DEMO1 N4		DEMO1	N64	ACTIVE DUTY	LAN ADMIN	Yes	n/a	No
<input type="checkbox"/> GERMANICUS, GAIUS CAESAR AUGUSTUS	gaius.germanicus@navy.mil	DEMO1 N60V		DEMO1	N60V	CIVILIAN-APF		Yes	n/a	No

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To view the automation of a training requirement:

1. Click the **Automation** tab.



# Defining Automation – Member Rules

There are three automation categories that can be managed for a training requirement: 1) Member Rules, 2) Reminders, and 3) Alternate Users. The Member Rules category is displayed by default.

To define the automation rules for members of a training requirement:

1. Click the **Define Rule** button.



57618-Audio/Video Maintenance

Requirement Details | Alternate Users | Manage Course Titles | Find/Add Members | Manage Current Members | **Automation** | Change History

Completion results for members are no longer valid due to changes in the training requirement. Please wait for the nightly update to re-validate all completions.  
Requirement Status is Inactive.

Click each link to define the automation for that category.

**Member Rules**

Automatically adds and/or removes members nightly if enabled based on the defined rule(s).

**Define Rule**

select delete  
No Automation Rules Defined

Results of the Automation Rules are further limited based on the owners' scope.

Enable auto create  Enable auto remove

Update

The 'Select All' button selects all items in Group A.

Copy selected rows to group B

**Reminders**

**Alternate Users**

# Defining Automation – Member Rules

Generally, four pieces of data are required to define a rule. 1) a group, 2) a filter, 3) an operator, and 4) a value.

## 57618-Audio/Video Maintenance

Requirement Details Alternate Users Manage Course Titles Find/Add Members Manage Current Members Automation Change History

Completion results for members are no longer valid due to changes in the training requirement. Please wait for the nightly update to re-validate all completions. Requirement Status is Inactive.

Click each link to define the automation for that category.

### Member Rules

Automatically adds and/or removes members nightly if enabled based on the defined rule(s).

Define Rule

Group	A
Filter	Agreement Status
Operator	Agreement Type
Value	Billet Special Program

select delete  
No Automation Rules Defined

Results of the Automation Rule

Enable auto create

Update

Copy selected rows to Group

Agreement Status  
Agreement Type  
Billet Special Program  
BSO  
Bus  
Card Holder  
Civ Grade  
Collateral Duty  
Cyber Force Role  
Desig  
Emp Type  
Employee Status  
Mil Grade  
OGE 450  
Org Code  
Pay Plan  
Rate  
Security Clearance  
Series  
SMC  
Special Skills  
Supervisor Level  
UTC  
Weapon Ownership

Add Rule Cancel

The 'Select All' button selects all items in Group A.

### Reminders

### Alternate Users

2. Select the Group that this rule will belong to. In most cases it will be "A".

3. Click the dropdown to select the filter that this rule will be based upon.

# Defining Automation – Member Rules

All rules are defined and processed based upon the shared scope of the owner of the training requirement.

3. Click the dropdown to define whether the rule for this UIC filter will be based upon the Official or Assigned UIC.

4. Click the dropdown to select the appropriate Operator for this rule.

5. Click the **Add UIC** button to select the value for this UIC filter.

6. If necessary, enter the UIC or part of the command name and click **Search**.

7. Select the UIC(s) from the resulting list and then click **Done** when finished.

## 57618-Audio/Video Maintenance

Requirement Details | Alternate Users | Manage Course Titles | Find/Add Members | Manage Current Members | Automation | Change History

Completion results for members are no longer valid due to changes in the training requirement. Please wait for the nightly update to re-validate all completions.  
Requirement Status is Inactive.

Click each link to define the automation for that category.

### Member Rules

Automatically adds and/or removes members nightly if enabled based on the defined rule(s).

Define Rule

Group	A
Filter	UIC
Operator	Assigned
Value	Is equal to
	Add UIC
	Add Rule Cancel

UIC list is limited to your shared UICs with the owner, TRAINING.ADMIN.

UIC	Command
Search	
<< Previous Page 2 Next Page >>	
Command Name	
66715	COMNAVCUITCOM MILLINGTON TN
69197	OCHR HQ WASHINGTON DC
69206	OCHR SAN DIEGO CA
DEMO1	COMMANDER, NAVY APPLICATION DEMO1 COMMAND
DEMO2	COMMANDER, NAVY APPLICATION DEMO2 COMMAND
DEMO6	IDP Test Environment
DEMO9	DEMO9 TEST
KTR52	CDR, NAVY INSTALLATIONS COMMAND UNASSIGNED CONTRACTORS

Page 2 of 2 Pages

Done

The TWMS User ID of the owner of this training requirement is displayed here. All rules are defined and enabled based upon the shared scope of this owner.

# Defining Automation – Member Rules

Other filters may require different data to complete before adding it.

## 57618-Audio/Video Maintenance

[Requirement Details](#) [Alternate Users](#) [Manage Course Titles](#) [Find/Add Members](#) [Manage Current Members](#) [Automation](#) [Change History](#)

Completion results for members are no longer valid due to changes in the training requirement. Please wait for the nightly update to re-validate all completions.  
Requirement Status is Inactive.

Click each link to define the automation for that category.

### Member Rules

Automatically adds and/or removes members nightly if enabled based on the defined rule(s).

Define Rule

Group	A ▾
Filter	UIC ▾ Assigned ▾
Operator	Is equal to ▾
Value	DEMO1 Add UIC Remove UIC
<input type="button" value="Add Rule"/> <input type="button" value="Cancel"/>	

No Automation Rules Defined

Results of the Automation Rules are further limited based on the owners' scope.

Enable auto create  Enable auto remove

The 'Select All' button selects all items in Group A.

### Reminders

### Alternate Users

- Click **Add Rule** to add the newly defined rule to this training requirement.
- Repeat steps 2-8 to define other rules for this requirement.

# Enabling Automation – Member Rules

For TWMS to automatically add and remove members you must enable the defined rules. Once enabled, every night TWMS will add or remove members based upon the rules of the training requirement. If “Enable auto create” is selected TWMS will add employees to the training requirement who match the defined rules. If “Enable auto remove” is selected TWMS will remove employees from the training requirement who do not match the defined rules.

To enable the Member Rules of a training requirement:

1. Select one or both checkboxes to enable the rule(s) that will add or remove members from this training requirement.

2. Click **Update**.

57618-Audio/Video Maintenance

\* - The Find/Add Members tab is disabled because Automation Rules have been defined.

Requirement Details Alternate Users Manage Course Titles Find/Add Members Manage Current Members Automation Change History

Completion results for members are no longer valid due to changes in the training requirement. Please wait for the nightly update to re-validate all completions. Requirement Status is Inactive.

Click each link to define the automation for that category.

## Member Rules

Automatically adds and/or removes members nightly if enabled based on the defined rule(s).

Define Rule

<< Previous Page Next Page >>

Page: 1

select	delete	Automation Group	Filter Type	Include(Is equal to)/Exclude(Is NOT equal to)	Value
<input type="checkbox"/>	<input type="checkbox"/>	A	Org Code (Assigned)	Is equal to	N6
<input type="checkbox"/>	<input type="checkbox"/>	A	UTC (Assigned)	Is equal to	DEMO1

Results of the Automation Rules are further limited based on the owners' scope.

Enable auto create  Enable auto remove

Update

The 'Select All' button selects all items in Group A.

Copy selected rows to group B

## Reminders

## Alternate Users

# Auto-Defining Member Rules

Sometimes the Member Rules you will define will be the same as the search criteria you used for finding/adding members to the requirement. If so then TWMS can auto-define these Member Rules for you based upon this search criteria. These auto-defined rules will still need to be “turned on”. Please refer to “[Enabling Automation – Member Rules](#)” discussed earlier in this guide for more information.

To auto-define the Member Rules for a training requirement:

1. Select the checkbox to have TWMS automatically define your Automation Rules based upon your current search criteria.

57618-Audio/Video Maintenance

Requirement Details | Alternate Users | Manage Course Titles | Find/Add Members | Manage Current Members | Automation | Change History

Requirement Status is Inactive.

BSO/SMC/UIC/Org Code Last Name First Name BIN/BIC BSO SMC  
Assigned Org  
UIC Org  
DEMO1 N6  
Select UICs  
Remove UIC  
Pay Plan Series  
OGE 450 Agreement Type  
Sup Lvl DPP Program Type  
Search Reset  
 Define Automation (Member Rules)

Emp Type  
ACTIVE DUTY  
CIVILIAN-APF  
CIVILIAN-FND  
Bus  
Civ Grade  
00  
01  
02  
Rate  
Agreement Status  
DPP Career Field Manager  
DAWIA Employee  
Private Owned Weapon  
Mil Grade  
E1  
E2  
E3  
Desig  
DPP Homeport Supervisor Billet Special Program  
Travel Card Holder  
Purchase Card Holder  
Security Clearance  
No Access  
LAA Confidential  
LAA Secret  
Duty/Role Type  
Duty/Role  
Employee Status

2. Click Search.

*Note: This example will find all employees having Assigned UIC DEMO1 and Assigned Org Code equal to N6.*



# Defining Automation – Reminders

Email reminders can be automatically sent based upon the criteria you have defined.

To define the automation for reminders of a training requirement:

1. Click the **Reminders** hyperlink.
2. Select who you want to send the reminder email to.
3. Enter the number of days in which the reminder will be sent out before the requirement is due.
4. Enter a message that will be in the body of the email.
5. Click the **Add Reminder** button.

57618-Audio/Video Maintenance

[Requirement Details](#) [Alternate Users](#) [Manage Course Titles](#) [Find/Add Members](#) [Manage Current Members](#) [Automation](#) [Change History](#)

Completion results for members are no longer valid due to changes in the training requirement. Please wait for the nightly update to re-validate all completions. Requirement Status is Inactive.

Click each link to define the automation for that category.

[Member Rules](#)

[Reminders](#)

Automatic Email Reminders will be sent to ALL members with a valid email address who haven't completed the requirement

Send To	<input checked="" type="checkbox"/> Member <input type="checkbox"/> Supervisor
Days	30 <small>Can't exceed 60 days. *An email reminder will be sent to those members who fall within the specified numbers of days from their due date for this training requirement.</small>
Message	<div style="border: 1px solid red; padding: 5px;">This is a reminder that you have an outstanding training requirement in TWMS. You are receiving this reminder because you have not yet completed this training within the timeframe of the requirement. (01/01/2019-06/30/2019)</div>
	<input type="button" value="Add Reminder"/>

No Reminders Setup

[Alternate Users](#)

# Defining Automation – Reminders

This reminder will send an email to all members 30 days before the due date of the training requirement.

6. Repeat steps 2-5 to add other reminders.

## 57618-Audio/Video Maintenance

[Requirement Details](#) [Alternate Users](#) [Manage Course Titles](#) [Find/Add Members](#) [Manage Current Members](#) **Automation** [Change History](#)

Completion results for members are no longer valid due to changes in the training requirement. Please wait for the nightly update to re-validate all completions.  
Requirement Status is Inactive.

Click each link to define the automation for that category.

### [Member Rules](#)

### [Reminders](#)

Automatic Email Reminders will be sent to ALL members with a valid email address who haven't completed the requirement

Send To	<input type="checkbox"/> Member <input type="checkbox"/> Supervisor
Days	<input type="text" value=""/> *Can't exceed 60 days. *An email reminder will be sent to those members who fall within the specified numbers of days from their due date for this training requirement.
Message	<input type="text"/>
<input type="button" value="Add Reminder"/>	

To Member	To Supervisor	Days	Message
<input checked="" type="checkbox"/>	<input type="checkbox"/>	30	This is a reminder that you have an outstanding training requirement in TWMS. You are receiving this reminder because you have not yet completed this training within the timeframe of the requirement. (01/01/2019-06/30/2019)

### [Alternate Users](#)

The reminder previously added is now displayed.

# Defining Automation – Alternate Users

Alternate users of a training requirement can be automatically added based upon the BSO, SMC(s), or UIC(s) you have selected. You will only be able to select those within your BSO.

To define the automation for alternate users of a training requirement:

1. Click the **Alternate Users** hyperlink.
2. Select by what attribute you want TWMS to automatically add the alternates to your training requirement.
3. Click **Update**.
4. Click the **Add UIC** hyperlink.
5. If necessary, enter the UIC or part of the command name and click **Search**.
6. Select the UIC(s) from the resulting list.

57618-Audio/Video Maintenance

Requirement Details | **Alternate Users** | Manage Course Titles | Find/Add Members | Manage Current Members | Automation | Change History

Completion results for members are no longer valid due to changes in the training requirement. Please wait for the nightly update to re-validate all completions. Requirement Status is Inactive.

Click each link to define the automation for that category.

[Member Rules](#)

[Reminders](#)

**Alternate Users**

Automatically adds alternates users with limited permission nightly by BSO, SMCs or UICs.

Add by: UIC ▼ Update

Current Value(s) Add UIC Remove UIC

UIC list is limited to your shared UICs with the owner, TRAINING.ADMIN.

UIC DEMO Command Search

<< Previous Page 1 Next Page >>

Command Name
DEMO1 COMMANDER, NAVY APPLICATION DEMO1 COMMAND
DEMO2 COMMANDER, NAVY APPLICATION DEMO2 COMMAND
DEMO3 USMC TWMS APPLICATION DEMO COMMAND
DEMO4 USMC TWMS APPLICATION DEMO COMMAND #4
DEMO5 BUPERS Test Environment
DEMO6 IDP Test Environment
demo8 CNIC HQ-SD
DEMO9 DEMOS TEST

Page 1 of 1 Pages

Done

# Defining Automation – Alternate Users

Only users who have active TWMS accounts and the Training Requirements privilege matching the selected attribute and value(s) will be automatically added as alternate users to the training requirement.

7. Repeat steps 5-6 to add other UICs.
8. Click **Done** when finished.

UIC list is limited to your shared UICs with the owner, TRAINING.ADMIN.

UIC: DEMO Command: [ ]

Search [ ]

<< Previous Page 1 Next Page >>

Command Name
DEMO1 COMMANDER, NAVY APPLICATION DEMO1 COMMAND
DEMO2 COMMANDER, NAVY APPLICATION DEMO2 COMMAND
DEMO3 USMC TWMS APPLICATION DEMO COMMAND
DEMO4 USMC TWMS APPLICATION DEMO COMMAND #4
DEMO5 BUPERS Test Environment
DEMO6 IDP Test Environment
demo8 CNIC HQ-SD
DEMO9 DEMO9 TEST

Page 1 of 1 Pages

Done

## 57618-Audio/Video Maintenance

[Requirement Details](#) [Alternate Users](#) [Manage Course Titles](#) [Find/Add Members](#) [Manage Current Members](#) [Automation](#) [Change History](#)

Completion results for members are no longer valid due to changes in the training requirement. Please wait for the nightly update to re-validate all completions.  
Requirement Status is Inactive.

Click each link to define the automation for that category.

[Member Rules](#)

[Reminders](#)

[Alternate Users](#)

Automatically adds alternates users with limited permission nightly by BSO, SMCs or UICs.

Add by: UIC [ ] Update [ ]

Current Value(s): DEMO1 [ ] Add UIC Remove UIC

TWMS will use this criteria to automatically add alternate users to the training requirement.

# Viewing Change History

Most relevant changes to a training requirement can be viewed so you can determine how and when a particular change took place. By default, the most recent changes are displayed first but you can sort the changes by any of the column headers.

To view the history of changes for a training requirement:

1. Click the **Change History** tab.
2. Click any of the column header hyperlinks to change the sort order by that column. Clicking the same hyperlink a second time will change the displayed order from ascending to descending order or from descending to ascending order.

## 57618-Audio/Video Maintenance

Requirement Details	Alternate Users	Manage Course Titles	Find/Add Members	Manage Current Members	Automation	Change History
<div style="text-align: right;">Page: 1</div>						
Date/Time	Change	Old Value	New Value	User		
03/11/2019 13:08	Email Reminder Added		30 Days Before	TRAINING.ADMIN		
03/11/2019 14:28	Email Reminder Deleted	30 Days Before		TRAINING.ADMIN		
03/11/2019 14:26	Members deleted	1		TRAINING.ADMIN		
03/11/2019 14:26	Members Added		1	TRAINING.ADMIN		
03/11/2019 11:47	Rule Deleted	A UIC (Assigned) Is equal to		MANAGER.DEMO		
03/11/2019 11:47	Rule Deleted	A Org Code (Assigned) Is equal to		MANAGER.DEMO		
03/11/2019 11:14	Rule Added		ORG Is equal to N6	MANAGER.DEMO		
03/11/2019 11:12	Rule Added		UIC Is equal to DEMO1	MANAGER.DEMO		
03/11/2019 11:00	Members deleted	1		MANAGER.DEMO		
03/11/2019 11:00	Members Added		1	MANAGER.DEMO		
03/11/2019 09:57	Members deleted	1		MANAGER.DEMO		
03/11/2019 09:56	Members Added		1	MANAGER.DEMO		
03/11/2019 09:50	Create Alternate		MANAGER.DEMO	TRAINING.ADMIN		
03/11/2019 09:49	Alternates deleted	MANAGER.DEMO		TRAINING.ADMIN		
03/11/2019 09:47	Members deleted	1		MANAGER.DEMO		
03/11/2019 09:46	Members Added		1	MANAGER.DEMO		
03/11/2019 09:08	Members deleted	1		TRAINING.ADMIN		
03/11/2019 09:07	Members Added		1	TRAINING.ADMIN		
03/06/2019 10:20	Members Updated			TRAINING.ADMIN		
03/06/2019 10:20	Required Status Changed for BURKE, EDMUND	Yes	No	TWMS.SYSTEM		
03/06/2019 09:20	Members deleted	1		TRAINING.ADMIN		
03/06/2019 09:20	Members Added		1	TRAINING.ADMIN		
03/06/2019 09:19	Members deleted	1		TRAINING.ADMIN		
03/05/2019 14:31	Members Added		1	TRAINING.ADMIN		
03/05/2019 14:30	Members deleted	1		TRAINING.ADMIN		
03/05/2019 10:43	Members Added		6	TRAINING.ADMIN		
03/05/2019 10:36	Members deleted	4		TRAINING.ADMIN		
02/14/2019 09:23	Members Added		4	TRAINING.ADMIN		
02/14/2019 08:39	Rule Deleted	A UIC (Assigned) Is equal to		TRAINING.ADMIN		
02/14/2019 08:31	Rule Deleted	A Org Code (Assigned) Is equal to		TRAINING.ADMIN		
02/14/2019 07:44	Members deleted	6		TRAINING.ADMIN		
02/14/2019 07:43	Members deleted	1		TRAINING.ADMIN		
02/13/2019 14:39	Rule Deleted	A Org Code (Assigned) Is equal to		TRAINING.ADMIN		
02/13/2019 14:03	Members Added		1	TRAINING.ADMIN		
02/13/2019 14:00	Rule Deleted	A UIC (Assigned) Is equal to		TRAINING.ADMIN		
02/13/2019 14:00	Rule Deleted	A Org Code (Assigned) Is equal to		TRAINING.ADMIN		
02/13/2019 13:50	Members Added		6	TRAINING.ADMIN		
02/13/2019 13:38	Rule Deleted	A UIC (Assigned) Is equal to		TRAINING.ADMIN		
02/13/2019 13:37	Rule Deleted	A Org Code (Assigned) Is equal to		TRAINING.ADMIN		
02/13/2019 13:23	Rule Deleted	A UIC (Assigned) Is equal to		TRAINING.ADMIN		
02/13/2019 13:22	Rule Deleted	A Org Code (Assigned) Is equal to		TRAINING.ADMIN		

# Activating a Training Requirement

All the topics previously discussed were applied to an Inactive training requirement. The status of your training requirement can be changed to “Active” if all of the following conditions are met: 1) the start date is in the past, 2) the due date is in the future, and 3) at least one valid course title has been selected.

To activate a training requirement:

## Method 1

1. Click the **Requirement Details** tab.
2. Click the dropdown and select **Active**.
3. Click the **Update** button.

### 57618-Audio/Video Maintenance

**Requirement Details** | Alternate Users | Manage Course Titles | Find/Add Members | Manage Current Members | Automation | Change History

Completion results for members are no longer valid due to changes in the training requirement. Please wait for the nightly update to re-validate all completions. Requirement Status is Inactive.

ID	57618
Requirement Name	Audio/Video Maintenance
Description	This requirement will enable personnel to manage and troubleshoot the A/V requirements of their Command. Specific focus will be on Teleconferencing.
Notes	
Completion Date Type	Custom Date Range
Start Date	01/01/2019
Default Complete By Date	06/30/2019 Employees should complete this requirement by this date. Completion after this date is considered delinquent. <a href="#">View/Set BSO-SMC Completion Date</a>
Due Date	06/30/2019 Last day to take course and receive credit.
Status	Active Inactive Status will be inactive if start date is in the future, due date is in the past, or no course title has been added.
Created By	TRAINING.ADMIN MICHAEL WOLFE michael.c.wolfe.ctr@navy.mil
Owner	TRAINING.ADMIN MICHAEL WOLFE michael.c.wolfe.ctr@navy.mil <a href="#">Select</a> Automation Rules are based on the owners' scope.
	<a href="#">Update</a> <a href="#">Delete</a>

# Activating a Training Requirement

Alternatively, you can also activate a training requirement from the Manage Current Members tab.

## Method 2

1. Click the **Manage Current Members** tab.
2. Click the “Change Status to Active” button.

57618-Audio/Video Maintenance

Requirement Details | Alternate Users | Manage Course Titles | Find/Add Members | **Manage Current Members** | Automation | Change History

Completion results for members are no longer valid due to changes in the training requirement. Please wait for the nightly update to re-validate all completions. Requirement Status is Inactive.

**Change Status to Active**

Total Members: 5  
Total Members in your scope: 5

<b>BSO/SMC/UIC/Org Code</b> Assigned	<b>Last Name</b> [Text Box]	<b>First Name</b> [Text Box]	<b>BIN/BIC</b> [Text Box]	<b>BSO</b> [Dropdown]	<b>SMC</b> [Dropdown]
<b>UIC</b> [Text Box]	<b>Org</b> [Text Box]	<b>Emp Type</b> ACTIVE DUTY CIVILIAN-APF CIVILIAN-FND	<b>Civ Grade</b> 00 01 02	<b>Mil Grade</b> E1 E2 E3	<b>Security Clearance</b> No Access LAA Confidential LAA Secret
<b>Pay Plan</b> [Text Box]	<b>Series</b> [Text Box]	<b>Bus</b> [Text Box]	<b>Rate</b> [Text Box]	<b>Desig</b> [Text Box]	<b>Duty/Role Type</b> [Dropdown]
<b>OGE 450</b> [Dropdown]	<b>Agreement Type</b> [Dropdown]	<b>Agreement Status</b> [Dropdown]	<b>DPP Career Field Manager</b> [Text Box]	<b>DPP Homeport Supervisor</b> [Text Box]	<b>Duty/Role</b> [Dropdown]
<b>Sup Lvl</b> [Dropdown]	<b>DPP Program Type</b> [Dropdown]	<b>Travel Card Holder</b> [Text Box]	<b>Purchase Card Holder</b> [Text Box]	<b>Billet Special Program</b> [Dropdown]	
<b>Employee Status</b> [Dropdown]	<b>DAWIA Employee</b> <input type="checkbox"/>	<b>Private Owned Weapon</b> <input type="checkbox"/>	<b>Complete</b> [Dropdown]		
<b>Required</b> [Dropdown]	<b>Reason</b> [Dropdown]				

Search [Text Box] Reset [Text Box]

<< Previous Page Next Page >>

5 Record(s) Returned

The 'Select All' button selects all who fulfill search criteria on all pages.

Select All | De-Select All | Email Selected | Edit Selected | Delete Selected | Export Selected

Select Employee	Email Address	UIC	Org Code	Assigned UIC	Assigned Org Code	Employee Type	Position Title	Required	Series	Reason	Completed
<input type="checkbox"/> BURKE, EDMUND	edmund.burke.999@navy.mil	DEMO1	N6	DEMO1	N61	CIVILIAN-NAF	DATABASE ADMINISTRATOR	No	0020	Detached/Departing Command within 30 days	No
<input type="checkbox"/> DOE II, JOHN	john.doe.ctr999@navy.mil	DEMO1	N64	DEMO1	N64	CONTRACTOR	EDUCATION TECHNICIAN	Yes	n/a		No
<input type="checkbox"/> DOUGLAS, DAVID AC1	michael.c.wolfe@navy.mil	DEMO1	N64	DEMO1	N62	ACTIVE DUTY	INFO SYS TECH	Yes	n/a		No
<input type="checkbox"/> EMELIANENKO, FEDOR IT2	fedor.emelianenko.999@navy.mil	DEMO1	N4	DEMO1	N64	ACTIVE DUTY	LAN ADMIN	Yes	n/a		No
<input type="checkbox"/> GERMANICUS, GAIVS CAESAR AUGUSTUS	gaius.germanicus@navy.mil	DEMO1	N60V	DEMO1	N60V	CIVILIAN-APF		Yes	n/a		No

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# Understanding the Completed Status

During the lifespan of all active training requirements, the nightly TWMS update process will validate the Completed status for all members in the requirement.

A date and time stamp always displays the most recent update.

## 57618-Audio/Video Maintenance

Requirement Details | Alternate Users | Manage Course Titles | Find/Add Members | Manage Current Members | Automation | Change History

Total Members: 5  
Total Members in your scope: 5  
Completed Status Last Updated: 8/31/2015 10:43 PM

Assigned  UIC  Search

UIC  Select UICs

Pay Plan  OGE 450  Sup Lvl  Employee Status  Required  Search

First Name  Emp Type  Rate  Complete

Org  Agreement Type  Reason

Series  Bus  DPP Program Type  DAWIA Employee  Private Owned Weapon

Agreement Status  DPP Career Field Manager  Travel Card Holder  DPP Homeport Supervisor  Purchase Card Holder

Security Clearance  No Access  
LAA Confidential  
LAA Secret

Duty/Role Type  Duty/Role  Billet Special Program

Reset

<< Previous Page Next Page >>

The 'Select All' button selects all who fulfill search criteria on all pages.

5 Record(s) Returned

Select All | De-Select All | Email Selected | Edit Selected | Delete Selected | Export Selected

Select Employee	Email Address	UIC	Org Code	Assigned UIC	Assigned Org Code	Employee Type	Position Title	Required	Series	Reason	Completed
<input type="checkbox"/> BURKE, EDMUND	edmund.burke.999@navy.mil	DEMO1 N6	DEMO1	N61	CIVILIAN-NAF	DATABASE ADMINISTRATOR	No	0020	Detached/Departing Command within 30 days	No	
<input type="checkbox"/> DOE II, JOHN	john.doe.ctr999@navy.mil	DEMO1 N64	DEMO1	N64	CONTRACTOR	EDUCATION TECHNICIAN	Yes	n/a		No	
<input type="checkbox"/> DOUGLAS, DAVID AC1	michael.c.wolfe@navy.mil	DEMO1 N64	DEMO1	N62	ACTIVE DUTY	INFO SYS TECH	Yes	n/a		Yes	
<input type="checkbox"/> EMELIANENKO, FEDOR IT2	fedor.emelianenko.999@navy.mil	DEMO1 N4	DEMO1	N64	ACTIVE DUTY	LAN ADMIN	Yes	n/a		Yes	
<input type="checkbox"/> GERMANICUS, GAIUS CAESAR AUGUSTUS	gaius.germanicus@navy.mil	DEMO1 N60V	DEMO1	N60V	CIVILIAN-APF		Yes	n/a		No	

The Completed status for all members is displayed here.



# Understanding the Completed Status

Noted below are the three reasons why the completion results for members of a training requirement may not be valid from its most recent update.

*Completion results may not be valid if:*

1) *The Date Type or Date Range in the Requirement Details tab was updated.*

2) *Course titles were added or deleted or the groupings of course titles selected for the training requirement was updated.*

3) *Members were added to the training requirement.*

**If the completion results of a training requirement is not valid then that status will be displayed on each tab.**

57618-Audio/Video Maintenance

Requirement Details | Alternate Users | Manage Course Titles | Find/Add Members | Manage Current Members | Automation | Change History

**Completion results for members are no longer valid due to changes in the training requirement. Please wait for the nightly update to re-validate all completions. Requirement Status is Inactive.**

Change Status to Active

Total Members in your scope: 5

BSO/SMC/UIC/Org Code: Assigned

UIC: Select UICs

Pay Plan: OGE 450

Sup Lvl: [Dropdown]

Employee Status: [Dropdown]

Required: [Dropdown]

Search

Last Name: [Text]

First Name: [Text]

Emp Type: ACTIVE DUTY, CIVILIAN-APF, CIVILIAN-FND

Bus: [Text]

Agreement Type: [Dropdown]

DPP Program Type: [Dropdown]

DAWIA Employee:  Private Owned Weapon:

Reason: [Dropdown]

Reset

BIN/BIC: [Text]

Civ Grade: 00, 01, 02

Rate: [Text]

Agreement Status: [Dropdown]

DPP Career Field Manager:

Travel Card Holder:

Complete: [Dropdown]

BSO: [Dropdown]

Mil Grade: E1, E2, E3

Desig: [Text]

Agreement Status: [Dropdown]

DPP Homeport Supervisor:

Purchase Card Holder:

Security Clearance: No Access, LAA Confidential, LAA Secret

Duty/Role Type: [Dropdown]

Duty/Role: [Dropdown]

Billet Special Program: [Dropdown]

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5 Record(s) Returned

The 'Select All' button selects all who fulfill search criteria on all pages.

Select All | De-Select All | Email Selected | Edit Selected | Delete Selected | Export Selected

Select Employee	Email Address	UIC	Org Code	Assigned UIC	Assigned Org Code	Employee Type	Position Title	Required	Series	Reason	Completed
<input type="checkbox"/> BURKE, EDMUND	edmund.burke.999@navy.mil	DEMO1	N6	DEMO1	N61	CIVILIAN-NAF	DATABASE ADMINISTRATOR	No	0020	Detached/Departing Command within 30 days	No
<input type="checkbox"/> DOE II, JOHN	john.doe.ctr999@navy.mil	DEMO1	N64	DEMO1	N64	CONTRACTOR	EDUCATION TECHNICIAN	Yes	n/a	n/a	No
<input type="checkbox"/> DOUGLAS, DAVID AC1	michael.c.wolfe@navy.mil	DEMO1	N64	DEMO1	N62	ACTIVE DUTY	INFO SYS TECH	Yes	n/a	n/a	No
<input type="checkbox"/> EMELIANENKO, FEDOR IT2	fedor.emelianenko.999@navy.mil	DEMO1	N4	DEMO1	N64	ACTIVE DUTY	LAN ADMIN	Yes	n/a	n/a	No
<input type="checkbox"/> GERMANICUS, GAIUS CAESAR AUGUSTUS	gaius.germanicus@navy.mil	DEMO1	N60V	DEMO1	N60V	CIVILIAN-APF		Yes	n/a	n/a	No

# Emailing Current Members

Emailing selected members allows you to communicate specific information regarding the training requirement.

## 57618-Audio/Video Maintenance

Requirement Details | Alternate Users | Manage Course Titles | Find/Add Members | **Manage Current Members** | Automation | Change History

Completion results for members are no longer valid due to changes in the training requirement. Please wait for the nightly update to re-validate all completions.  
Requirement Status is Inactive.

Change Status to Active

Total Members: 5  
Total Members in your scope: 5

To send an email to selected members of a training requirement:

1. Search for and select the members you want to send an email to.

The 'Select All' button selects all who fulfill search criteria on all pages.

Select Employee	Email Address	UIC	Org Code	Assigned UIC	Assigned Org Code	Employee Type	Position Title	Required	Series	Reason	Completed
<input type="checkbox"/>	BURKE, EDMUND edmund.burke.999@navy.mil	DEMO1 N6	DEMO1	N61	CIVILIAN-NAF	DATABASE ADMINISTRATOR	No	0020	Detached/Departing Command within 30 days	No	
<input checked="" type="checkbox"/>	DOE II, JOHN john.doe.ctr999@navy.mil	DEMO1 N64	DEMO1	N64	CONTRACTOR	EDUCATION TECHNICIAN	Yes	n/a		No	
<input type="checkbox"/>	DOUGLAS, DAVID AC1 michael.c.wolfe@navy.mil	DEMO1 N64	DEMO1	N62	ACTIVE DUTY	INFO SYS TECH	Yes	n/a		Yes	
<input type="checkbox"/>	EMELIANENKO, FEDOR IT2 fedor.emelianenko.999@navy.mil	DEMO1 N4	DEMO1	N64	ACTIVE DUTY	LAN ADMIN	Yes	n/a		Yes	
<input checked="" type="checkbox"/>	GERMANICUS, GAIUS CAESAR AUGUSTUS gaius.germanicus@navy.mil	DEMO1 N60V	DEMO1	N60V	CIVILIAN-APF		Yes	n/a		No	

2. Click the **Email Selected** button.

# Emailing Current Members

The default reply email address is the person who is currently logged into TWMS. The default message details information about the current training requirement. You can change this message as needed.

3. As needed, update/change the reply email address and the body of the email.

4. Deselect the appropriate checkboxes if you want to send an email to members that have already completed the training and/or members who are not required to take the training. These are selected by default.

5. Click **Send**.

The 'Select All' button selects all who fulfill search criteria on all pages.

5 Record(s) Returned

Send Replies To: edgar.cayce@navy.mil

Message: (Limit 2,500 characters) You currently have an outstanding training requirement as shown below.  
Req Name: Audio/Video Maintenance  
Start Date: 1/1/2019

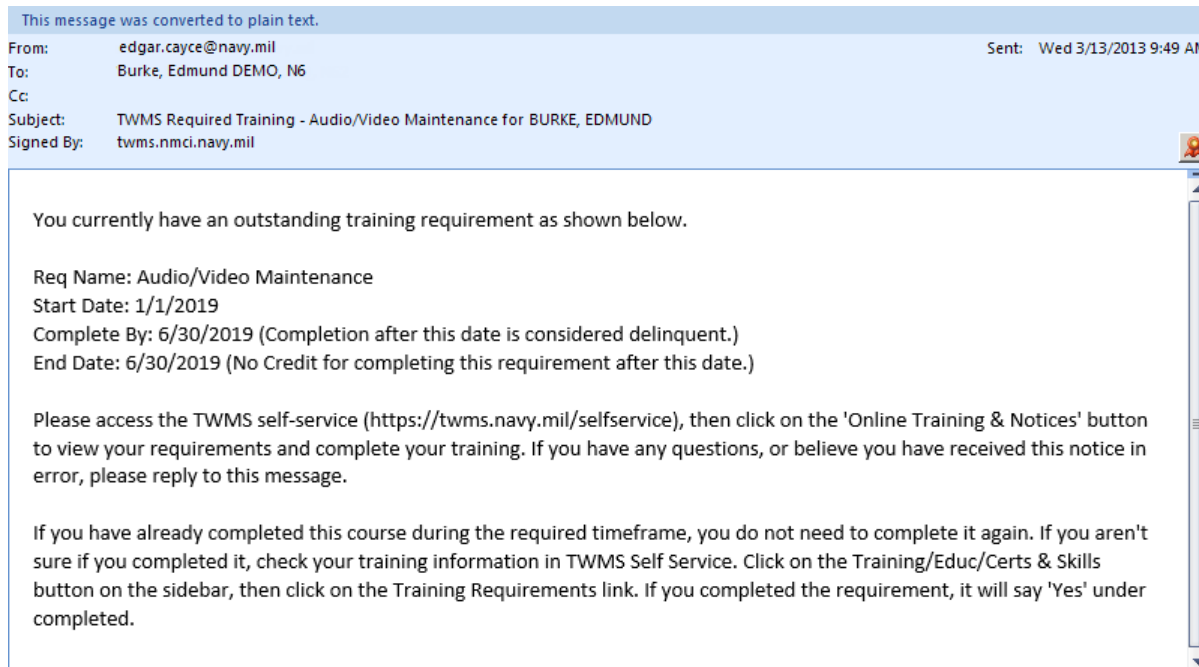
Exclude selected members that have completed training  
 Exclude selected members that are not required to take course

Send Cancel

Select Employee	Email Address	UIC	Org Code	Assigned UIC	Assigned Org Code	Employee Type	Position Title	Required	Series	Reason	Completed
<input type="checkbox"/>	BURKE, EDMUND	edmund.burke.999@navy.mil	DEMO1 N6	DEMO1 N61	CIVILIAN-NAF	DATABASE ADMINISTRATOR	No	0020	Detached/Departing Command within 30 days	No	
<input checked="" type="checkbox"/>	DOE II, JOHN	john.doe.ctr999@navy.mil	DEMO1 N64	DEMO1 N64	CONTRACTOR	EDUCATION TECHNICIAN	Yes	n/a		No	
<input type="checkbox"/>	DOUGLAS, DAVID AC1	michael.c.wolfe@navy.mil	DEMO1 N64	DEMO1 N62	ACTIVE DUTY	INFO SYS TECH	Yes	n/a		Yes	
<input type="checkbox"/>	EMELIANENKO, FEDOR IT2	fedor.emelianenko.999@navy.mil	DEMO1 N4	DEMO1 N64	ACTIVE DUTY	LAN ADMIN	Yes	n/a		Yes	
<input checked="" type="checkbox"/>	GERMANICUS, GAIUS CAESAR AUGUSTUS	gaius.germanicus@navy.mil	DEMO1 N60V	DEMO1 N60V	CIVILIAN-APF		Yes	n/a		No	

# Emailing Current Members

Below is a sample email that is sent to each selected member. Please note that the name of the training requirement is included in the subject line of the email. The body of the email was not changed from the default message. It is recommended to always include the self-service link in the email you send to members.



\*For Official Use Only\* \*Safeguard in accordance with the provisions of the Privacy Act\*

# Copying a Training Requirement

TWMS allows you to create a new training requirement by copying one or more attributes of an existing one.

To copy a training requirement:

1. Enter your search criteria to find an existing training requirement to copy.
2. Click **Search**.
3. Click the **Copy** hyperlink corresponding to the training requirement you want to copy.

**Total Workforce Management Services (TWMS)**  
Training Requirements 2.1 // Login: TRAINING.ADMIN Access Level: SYSTEM ADMINISTRATOR

Search

\*\* FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE \*\*  
\*\* Any misuse or unauthorized disclosure of this information may result in both civil and criminal penalties \*\*

ID	Requirement	Days/Yr Created By	Owner	BSO	Status
		TRAINING.ADMIN			Active

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ID	Requirement/Description	Days/Yr	BSO	Start Date	End Date	Created	Created By	Owner
7	<a href="#">NO FEAR ACT 2013</a>		NV52	4/1/2013	8/14/2013	4/20/2009	TRAINING.ADMIN	TRAINING.ADMIN
68	<a href="#">Annual Security Brief</a> Required for all CNIC personnel once every 12 months, IAW SECNAV INST 5510.36.		NV52		7/14/2009		TRAINING.ADMIN	MARCHER, CASTELL
57618	<a href="#">Audio/Video Maintenance</a> This requirement will enable personnel to manage and troubleshoot the A/V requirements of their Command. Specific focus will be on Teleconferencing.		NV99	3/1/2013	9/27/2013	3/6/2013	TRAINING.ADMIN	EDGAR, CAYCE3

# Copying a Training Requirement

Select the attributes you would like to copy from the existing training requirement to the new one you are creating.

The new name of the training requirement will appear here. You will be able to change it after you copy it.

4. Select the checkboxes for each attribute of the existing training requirement you want to copy to your new training requirement.

**Copy of Audio/Video Maintenance**

Copy Details

Description	This requirement will enable personnel to manage and troubleshoot the A/V requirements of their Command. Specific focus will be on Teleconferencing.
Notes	
Completion Date Type	Custom Date Range
Start Date	3/1/2013
Completion By	6/28/2013
Due Date	9/27/2013

Copy Alternate Users

User ID	Alternate Name	Email Address	Limited Permissions
JOHNNY.ROTTEN	ROTTEN, JOHNNY	johnny.rotten.999@navy.mil	No
JOSEPH.MERRIK	MERRIK, JOSEPH	joseph.merrik@navy.mil	Yes

Copy Course Titles

Course Titles	Course ID	Training Method	Host	Order By	Not Displayed in Self Service
AUDIO VISUAL (A/V) EQUIPMENT	TWMS-518092	MULTI-MEDIA (SAT TV, CBT, ONLINE, OTHER AV)	TWMS	1	<input type="checkbox"/>
(U) ELECTRICAL SAFETY AWARENESS	SAH0419	ACCREDITED OFF-CAMPUS INSTRUCTION (AOCI)	Other	3	<input type="checkbox"/>
A/V CERTIFICATION	DCPDS-111223		No Link Provided	998	<input checked="" type="checkbox"/>
A/V MANAGEMENT	S-400-2031	ACCREDITED OFF-CAMPUS INSTRUCTION (AOCI)	NKO	1	<input type="checkbox"/>

Copy Members

Total members in your scope: 15

Employee	UIC	Org Code	Assigned UIC	Assigned Org Code	Employee Type	Required	Reason	Completed
ROBERT BOYLE	DEMO1	N6	DEMO1	N62	CIVILIAN-NAF	Yes	n/a	No
JAMES BRAID	DEMO1	N61	DEMO1	N64	ACTIVE DUTY	No	Detached/Departing Command within 30 days	No
EDMUND BURKE	DEMO1	N6	DEMO1	N61	CIVILIAN-NAF	Yes	n/a	No
HARRY CLIFTON	DEMO1	N62	DEMO1	N6	CONTRACTOR	Yes	n/a	No
MICHAEL COLLINS	DEMO1	N6	DEMO1	N61	CIVILIAN-NAF	Yes	n/a	No
JAMES CONOLLY	DEMO1	N6	DEMO1	N6	CIVILIAN-NAF	Yes	n/a	No
JOHN DOE II	DEMO1	N64	DEMO1	N64	CONTRACTOR	Yes	n/a	Yes
FEDOR EMELIANENKO	DEMO1	N4	DEMO1	N64	ACTIVE DUTY	Yes	n/a	No
TENZIN GYATSO	DEMO1	N6	DEMO1	N6	CONTRACTOR	Yes	n/a	No
CATHERINE HAYES	DEMO1	N6	DEMO1	N62	CIVILIAN-NAF	Yes	n/a	No
JULIA MARTIN	DEMO1	N64	DEMO1	N6	CONTRACTOR	Yes	n/a	No
GEORGE RUSSELL	DEMO1	N64	DEMO1	N64	CONTRACTOR	Yes	n/a	No
TONY RYAN	DEMO1	N6	DEMO1	N6	CONTRACTOR	Yes	n/a	No
HENRY STOKER	DEMO1	N6	DEMO1	N61	CIVILIAN-NAF	Yes	n/a	No
SHIRLEY TEMPLE	DEMO1	N6	DEMO1	N6	CIVILIAN-NAF	Yes	n/a	No

Copy Automation (Member Rules)

Filter type	Include/Exclude	Value
Org Code (Assigned)	Is equal to	N6
UIC (Assigned)	Is equal to	DEMO1
UIC (Assigned)	Is equal to	DEMO2

Status: **Inactive** Status can only be active if Copy Details is checked and Copy Course Titles is checked where at least one course title is displayed in self-service.

**Copy Requirement**

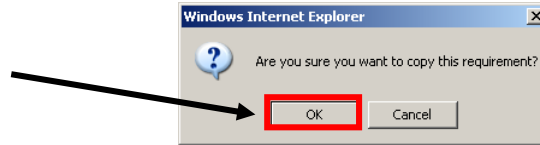
Note: Only those members or rules that are within your scope of access will be displayed.

5. Click Copy Requirement.

# Copying a Training Requirement

After copying your new training requirement you can now provide all the details needed for a complete and valid training requirement.

6. Click **OK**.



7. Enter any updates or changes regarding the details of this requirement.

## 58719-Copy of Audio/Video Maintenance

Requirement Details | Alternate Users | Manage Course Titles | Find/Add Members | Manage Current Members | Automation | Change History

Requirement Status is Inactive.

ID	58719
Requirement Name	General Safety Training - Non-Supervisory
Description	Completing this training requirement will fulfill the annual safety training for all relevant employees.
Notes	
Completion Date Type	Custom Date Range
Start Date	08/01/2013
Completion By Date	09/20/2013 Employees should complete this requirement by this date. Completion after this date is considered delinquent.
Due Date	09/30/2013 Last day to take course and receive credit.
Status	Inactive Status will be inactive if start date is in the future, due date is in the past, or no course title has been added.
Created By	JOSEPH.MERRIK JOSEPH MERRIK joseph.merrik@navy.mil
Owner	JOSEPH.MERRIK JOSEPH MERRIK joseph.merrik@navy.mil <input type="button" value="Select"/> Automation Rules are based on the owners' scope.
<input type="button" value="Update"/> <input type="button" value="Delete"/>	

8. Click **Update**.

Requirement has Unsaved Changes!

# Copying a Training Requirement

Continue to enter the other details of this new training requirement. Refer to “[Creating a Training Requirement](#)” discussed earlier in this guide for more information. Your requirement will also have a new Training Requirement ID.

Click the other tabs in any order to add alternates, manage course titles, find/add members, etc.

*Note: Remember, the status of your training requirement will remain “Inactive” if one of three conditions are met.*

- 1) The start date is in the future.*
- 2) The due date is in the past.*
- 3) There are no course titles selected.*

General Safety Training - Non-Supervisory

Requirement Details **Alternate Users** Manage Course Titles Find/Add Members Manage Current Members Automation Change History

Requirement Status is Inactive.

ID	58719
Requirement Name	General Safety Training - Non-Supervisory
Description	Completing this training requirement will fulfill the annual safety training for all relevant employees.
Notes	
Completion Date Type	Custom Date Range
Start Date	08/01/2013
Completion By Date	09/20/2013 Employees should complete this requirement by this date. Completion after this date is considered delinquent.
Due Date	09/30/2013 Last day to take course and receive credit.
Status	Inactive Status will be inactive if start date is in the future, due date is in the past, or no course title has been added.
Created By	JOSEPH.MERRIK JOSEPH MERRIK joseph.merrik@navy.mil
Owner	JOSEPH.MERRIK JOSEPH MERRIK joseph.merrik@navy.mil <input type="button" value="Select"/> Automation Rules are based on the owners' scope.



# Summary View

TWMS allows you to view all the relevant details of training requirement in a summary format.

To view the summary of a training requirement:

1. Enter your search criteria to find an existing training requirement to copy.
2. Click **Search**.
3. Click the **Summary View** hyperlink corresponding to the training requirement you want to view.

**Total Workforce Management Services (TWMS)**  
Training Requirements 2.1 // Login: TRAINING.ADMIN Access Level: SYSTEM ADMINISTRATOR

Search

\*\* FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE \*\*  
\*\* Any misuse or unauthorized disclosure of this information may result in both civil and criminal penalties \*\*

ID	Requirement	Days/Yr Created By	Owner	BSO	Status
		TRAINING.ADMIN			Active

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ID	Requirement/Description	Days/Yr	BSO	Start Date	End Date	Created	Created By	Owner
7	<a href="#">NO FEAR ACT 2013</a>		NV52	4/1/2013	8/14/2013	4/20/2009	TRAINING.ADMIN	TRAINING.ADMIN
68	<a href="#">Annual Security Brief</a> Required for all CNIC personnel once every 12 months, IAW SECNAV INST 5510.36.		NV52		7/14/2009		TRAINING.ADMIN	MARCHER, CASTELL
57618	<a href="#">Audio/Video Maintenance</a> This requirement will enable personnel to manage and troubleshoot the A/V requirements of their Command. Specific focus will be on Teleconferencing.		NV99	3/1/2013	9/27/2013	3/6/2013	TRAINING.ADMIN	EDGAR, CAYCE3

# Summary View

## Audio/Video Maintenance

### Requirement Details

Description	This requirement will enable personnel to manage and troubleshoot the A/V requirements of their Command. Specific focus will be on Teleconferencing.
Notes	
Completion Date Type	Custom Date Range
Year	
Start Date	3/1/2013
Completion By	6/28/2013
Due Date	9/27/2013
Status	Active

### Alternate Users

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User ID	Alternate Name	Email Address	Limited Permissions
JOHNNY.ROTTEN	ROTTEN, JOHNNY	johnny.rotten.999@navy.mil	No
JOSEPH.MERRIK	MERRIK, JOSEPH	joseph.merrik@navy.mil	Yes

### Course Titles

Course Titles	Course ID	Training Method	Host	Order By	Not Displayed in Self Service
AUDIO VISUAL (A/V) EQUIPMENT	TWMS-518092	MULTI-MEDIA (SAT TV, CBT, ONLINE, OTHER AV)	TWMS	1	<input type="checkbox"/>
(U) ELECTRICAL SAFETY AWARENESS	SAH0419	ACCREDITED OFF-CAMPUS INSTRUCTION (AOCI)	Other	3	<input type="checkbox"/>
A/V CERTIFICATION	DCPDS-111223		No Link Provided	998	<input checked="" type="checkbox"/>
A/V MANAGEMENT	S-400-2031	ACCREDITED OFF-CAMPUS INSTRUCTION (AOCI)	NKO	1	<input type="checkbox"/>

### Members

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### Total members in your scope: 15

Employee	UIC	Org Code	Assigned UIC	Assigned Org Code	Employee Type	Required	Reason	Completed
ROBERT BOYLE	DEMO1	N6	DEMO1	N62	CIVILIAN-NAF	Yes	n/a	No
JAMES BRAID	DEMO1	N61	DEMO1	N64	ACTIVE DUTY	No	Detached/Departing Command within 30 days	No
EDMUND BURKE	DEMO1	N6	DEMO1	N61	CIVILIAN-NAF	Yes	n/a	No
HARRY CLIFTON	DEMO1	N62	DEMO1	N6	CONTRACTOR	Yes	n/a	No
MICHAEL COLLINS	DEMO1	N6	DEMO1	N61	CIVILIAN-NAF	Yes	n/a	No
JAMES CONOLLY	DEMO1	N6	DEMO1	N6	CIVILIAN-NAF	Yes	n/a	No
JOHN DOE II	DEMO1	N64	DEMO1	N64	CONTRACTOR	Yes	n/a	Yes
FEDOR EMELIANENKO	DEMO1	N4	DEMO1	N64	ACTIVE DUTY	Yes	n/a	No
TENZIN GYATSO	DEMO1	N6	DEMO1	N6	CONTRACTOR	Yes	n/a	No
CATHERINE HAYES	DEMO1	N6	DEMO1	N62	CIVILIAN-NAF	Yes	n/a	No
JULIA MARTIN	DEMO1	N64	DEMO1	N6	CONTRACTOR	Yes	n/a	No
GEORGE RUSSELL	DEMO1	N64	DEMO1	N64	CONTRACTOR	Yes	n/a	No
TONY RYAN	DEMO1	N6	DEMO1	N6	CONTRACTOR	Yes	n/a	No
HENRY STOKER	DEMO1	N6	DEMO1	N61	CIVILIAN-NAF	Yes	n/a	No
SHIRLEY TEMPLE	DEMO1	N6	DEMO1	N6	CIVILIAN-NAF	Yes	n/a	No

### Automation Rules

Filter Type	Include/Exclude	Value
Org Code (Assigned)	Is equal to	N6
UIC (Assigned)	Is equal to	DEMO1
UIC (Assigned)	Is equal to	DEMO2

All the details of this requirement are compressed into one form for easy viewing.



Note: Only those members and automation rules that are within your scope of access will be displayed.

# Previewing a Training Requirement

TWMS allows you to preview how the selected training requirements will display for a member from their self-service. You will only be able to preview training requirements of those in which you are the creator, owner, or an alternate.

To preview a training requirement:

1. Enter your search criteria to find an existing training requirement to preview.
2. Click **Search**.
3. Click the **Preview** hyperlink corresponding to the training requirement you want to preview.

**Total Workforce Management Services (TWMS)**  
Training Requirements 2.1 // Login: TRAINING.ADMIN Access Level: SYSTEM ADMINISTRATOR

Search

\*\* FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE \*\*  
\*\* Any misuse or unauthorized disclosure of this information may result in both civil and criminal penalties \*\*

ID	Requirement	Days/Yr	Created By	Owner	BSO	Status
			TRAINING.ADMIN			Active

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ID	Requirement/Description	Days/Year	BSO	Start Date	End Date	Created	Created By	Owner
7	<a href="#">NO FEAR ACT 2013</a>			NV52 4/1/2013	8/14/2013	4/20/2009	TRAINING.ADMIN	TRAINING.ADMIN
68	<a href="#">Annual Security Brief</a> Required for all CNIC personnel once every 12 months, IAW SECNAV INST 5510.36.			NV52		7/14/2009	TRAINING.ADMIN	MARCHER.CASTELL
57618	<a href="#">Audio/Video Maintenance</a> This requirement will enable personnel to manage and troubleshoot the A/V requirements of their Command. Specific focus will be on Teleconferencing.			NV99 3/1/2013	9/27/2013	3/6/2013	TRAINING.ADMIN	EDGAR.CAYCE3

# Previewing a Training Requirement

Previewing a training requirement is useful to ensure it is displaying as expected and that all hyperlinks are working correctly.

**Completing one course from Group A and one course from Group B will satisfy this training requirement.**

*Note: Only course titles having online content associated with them are displayed in self-service.*

For NKO Courses only:

1. In TWMS, copy the Course ID associated with a course title hosted on NKO.
2. Click on the Course Title hyperlink which will open NKO in a new window.
3. Log into NKO and then log into Navy e-Learning.
4. Click on "Advanced Search" and then paste the Course ID copied previously into the "Catalog Code" and click "Search".

NKO course completions flow to TWMS daily, however it may take several weeks. You will continue to be prompted to take the training until the course completion is received.

**One course title from each group must be taken to satisfy the training requirement.**  
**To take a specific course, click on its course title. If the course is hosted on NKO, follow the instructions above to locate it.**

Group	Completed	Course ID	Course Title	Hosted By
A		TWMS-518092	<a href="#">AUDIO VISUAL (A/V) EQUIPMENT (CEU: 0)</a>	TWMS
		SAH0419	<a href="#">(U) ELECTRICAL SAFETY AWARENESS (CEU: 1)</a>	OTHER
B		S-400-2031	<a href="#">A/V MANAGEMENT (CEU: 1)</a>	NKO

# Requesting Access to a Training Requirement

TWMS allows you to request access to another training requirement for your use. If your request is approved then you will be an alternate of that requirement with limited permissions.

To request access to another training requirement:

1. Enter your search criteria to find an existing training requirement to copy.
2. Click **Search**.
3. Click the **Request Access** hyperlink corresponding to the training requirement you want to access.

**Total Workforce Management Services (TWMS)**  
Training Requirements 2.1 // Login: MANAGER.DEMO Access Level: MANAGER

Search

\*\* FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE \*\*  
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ID	Requirement	Days/Yr Created By	Owner	BSO	Status
			merrik		Active

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ID	Requirement/Description	Days/Year	BSO	Start Date	End Date	Created	Created By	Owner
4268	<b>INTELLIGENCE COMMUNITY INFORMATION SYSTEMS SECURITY AWARENESS (IC-ISSA) V9.0</b>	2013	NV99	10/1/2012	9/30/2013	10/9/2012	TRAINING.DEMO	JOSEPH.MERRIK
57618	<b>Audio/Video Maintenance</b> This requirement will enable personnel to manage and troubleshoot the A/V requirements of their Command. Specific focus will be on Teleconferencing.		NV99	3/1/2013	9/27/2013	3/6/2013	TRAINING.ADMIN	JOSEPH.MERRIK

NAVIGATION  
Search  
Create New Requirement  
Main Change Owner  
Exit

Summary View  
Copy  
Request Access

Summary View  
Copy  
Request Access

# Requesting Access to a Training Requirement

You will only be able to request access to the training requirements in which you are already not the creator, owner, or an alternate of.

Feedback that an email was sent is displayed here.

**Total Workforce Management Services (TWMS)**  
Training Requirements 2.1 // Login: MANAGER.DEMO Access Level: MANAGER

Search

\*\* FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE \*\*  
\*\* Any misuse or unauthorized disclosure of this information may result in both civil and criminal penalties \*\*

NAVIGATION  
Search  
Create New Requirement  
Mass Change Owner  
Exit

Your email has been sent to joseph.merrik@navy.mil

ID	Requirement	Days/Yr Created By	Owner	BSO	Status
			merrik		Active

<< Previous Page Next Page >> Page: 1

ID	Requirement/Description	Days/Year	BSO	Start Date	End Date	Created	Created By	Owner
4268	<b>INTELLIGENCE COMMUNITY INFORMATION SYSTEMS SECURITY AWARENESS (IC-ISSA) V5.0</b>	2013	NV99	10/1/2012	9/30/2013	10/9/2012	TRAINING.DEMO	JOSEPH.MERRIK
57618	<b>Audio/Video Maintenance</b> This requirement will enable personnel to manage and troubleshoot the A/V requirements of their Command. Specific focus will be on Teleconferencing.		NV99	3/1/2013	9/27/2013	3/6/2013	TRAINING.ADMIN	JOSEPH.MERRIK

This is an example of an email that is received when a request is sent.

Training Requirements Access Request for ID 57618 - Message (Plain Text)

This message was converted to plain text.

From: manager.demo@navy.mil  
To: Merrik, Joseph CIV NADC, N41  
Cc:  
Subject: Training Requirements Access Request for ID 57618  
Signed By: twms.nmci.navy.mil

Sent: Tue 7/16/2013 9:17

You have permission to grant access to the Training Requirement, Audio/Video Maintenance. The following user has requested access as an Alternate to ID 57618.

LOGIN: MANAGER.DEMO  
USER NAME: DEMO, MANAGER  
BSO: NV99  
TITLE: WEBMASTER  
UIC/Command: DEMO1 COMMANDER, NAVY APPLICATION DEMO COMMAND

To add them as an alternate to this requirement, please use the Manage Training Requirements tool located on the Tools/Functions page of your TWMS account. You can access TWMS here:  
<https://twms.nmci.navy.mil/login.asp>

# Mass Change Owner

TWMS allows you to mass change the owner of several training requirements to another owner that you select. A new owner is often needed because the previous owner has separated or changed commands. You will only be able to make this mass change to a training requirement if you are the creator, current owner, or an alternate with full permissions.

To mass change the owner of more than one training requirement:

1. Click the **Mass Change Owner** button on the Navigation Menu.

2. Enter your search criteria to display the training requirements you want to change the owner of.

3. Click **Search**.

The screenshot displays the Total Workforce Management Services (TWMS) interface. At the top, the header includes the TWMS logo, the text "Training Requirements 2.1 // Login: TRAINING.ADMIN Access Level: SYSTEM ADMINISTRATOR", and a search bar. Below the header, a navigation menu is visible on the left, with the "Mass Change Owner" button highlighted in red. An arrow points from this button to the "Created By" field in the table header. The table header also has the "Owner" field set to "cayce" and a "Search" button highlighted in red. An arrow points from the "Search" button in the table header to the "Search" button in the top navigation menu. The table below the header lists training requirements with columns for ID, Requirement, Days/Yr, Created By, Owner, BSO, and Status. Three requirements are listed: "NO FEAR ACT 2013", "Annual Security Brief", and "Audio/Video Maintenance".

ID	Requirement	Days/Yr	Created By	Owner	BSO	Status
7	<a href="#">NO FEAR ACT 2013</a>				NV52 4/1/2013 8/14/2013 4/20/2009	TRAINING.ADMIN TRAINING.ADMIN
68	<a href="#">Annual Security Brief</a> Required for all CNIC personnel once every 12 months, IAW SECNAV INST 5510.36.				NV52	7/14/2009 TRAINING.ADMIN MARCHER.CASTELL
57618	<a href="#">Audio/Video Maintenance</a> This requirement will enable personnel to manage and troubleshoot the A/V requirements of their Command. Specific focus will be on Teleconferencing.				NV99 3/1/2013 9/27/2013 3/6/2013	TRAINING.ADMIN EDGAR.CAYCE3

# Mass Change Owner

4. Select the training requirements you want to change the owner of. You can select them individually or click the **Select All** button.

The 'Select All' button selects all who fulfill search criteria on all pages.

**Select All** **De-Select All**

**New Owner:** **Select** **Update**

Select	ID	Requirement/Description	BSO	Start Date	End Date	Created	Created By	Owner
<input checked="" type="checkbox"/>	57618	<b>Audio/Video Maintenance</b> This requirement will enable personnel to manage and troubleshoot the A/V requirements of their Command. Specific focus will be on Teleconferencing.	NV99	3/1/2013	9/27/2013	3/6/2013	TRAINING.ADMIN	EDGAR.CAYCE3
<input checked="" type="checkbox"/>	4268	<b>INTELLIGENCE COMMUNITY INFORMATION SYSTEMS SECURITY AWARENESS (IC-ISSA) V5.0</b>	NV99	10/1/2012	9/30/2013	10/9/2012	TRAINING.DEMO	EDGAR.CAYCE3

5. Click the **Select** button to search for the new owner.

6. Enter your search criteria and then click **Search**.

Search results are limited to users with an active TWMS account and who have the Manage Training Requirements privilege.

Last Name  First Name  BSO  UIC  **Search**

Alternate Name UIC Ora Code Access Level

<a href="#">JOSEPH.MERRIK</a>	MERRIK JOSEPH	DEMO1	N41	MANAGER
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Page 1 of 1 Pages **Done**

7. Select the hyperlink of the listed employee to add as the Owner.



# Mass Change Owner

Remember that the Automation Rules may be affected by changing owners.

The name of the selected new owner is displayed here.

Created By: [ ] Owner: cayce [Search]

<< Previous Page Next Page >> Page: 1

The 'Select All' button selects all who fulfill search criteria on all pages.

Select All De-Select All

New Owner: JOSEPH.MERRIK [Select] [Update]

Select	ID	Requirement/Description	BSO	Start Date	End Date	Created	Created By	Owner
<input checked="" type="checkbox"/>	57618	Audio/Video Maintenance This requirement will enable personnel to manage and troubleshoot the A/V requirements of their Command. Specific focus will be on Teleconferencing.	NV99	3/1/2013	9/27/2013	3/6/2013	TRAINING.ADMIN	EDGAR.CAYCE3
<input checked="" type="checkbox"/>	4268	INTELLIGENCE COMMUNITY INFORMATION SYSTEMS SECURITY AWARENESS (IC-ISSA) V5.0	NV99	10/1/2012	9/30/2013	10/9/2012	TRAINING.DEMO	EDGAR.CAYCE3

8. Click Update.

After updating, the new owner is displayed.

ID	Requirement	Days/Yr	Created By	Owner	BSO	Status
				merrick		Active

ID	Requirement/Description	Days/Year	BSO	Start Date	End Date	Created	Created By	Owner
<a href="#">Summary View</a> <a href="#">Copy</a> <a href="#">Preview</a>	4268 <a href="#">INTELLIGENCE COMMUNITY INFORMATION SYSTEMS SECURITY AWARENESS (IC-ISSA) V5.0</a>	2013	NV99	10/1/2012	9/30/2013	10/9/2012	TRAINING.DEMO	JOSEPH.MERRIK
<a href="#">Summary View</a> <a href="#">Copy</a> <a href="#">Preview</a>	57618 Audio/Video Maintenance This requirement will enable personnel to manage and troubleshoot the A/V requirements of their Command. Specific focus will be on Teleconferencing.		NV99	3/1/2013	9/27/2013	3/6/2013	TRAINING.ADMIN	JOSEPH.MERRIK

# Viewing Training Requirements for an Employee

Information about an employee's required training can be managed and viewed in the employee's training form.

To view required training for an employee\*:

1. Once an employee has been selected, click the **Training/Educ/Cert & Skills** button to display the Completed Training form shown here.

2. Click **Training Requirements** to display the required courses for this employee.

The screenshot displays the TWMS interface for a manager. The navigation menu on the left has 'Training/Educ/Cert & Skills' highlighted in red. The main content area shows the 'Completed Training' tab selected, with 'Training Requirements' also highlighted in red. Below the navigation, there are tabs for 'Completed Training', 'Training Archive', 'Training Requirements', and 'Projected Training'. A table titled 'Completed Training for the past 2 years' is visible, showing training records for the employee.

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
ROTTEN, JOHNNY JR IT2	DEMO1 / N6	DEMO1 / N64	ACTIVE DUTY

TITLE	PAY GRADE	MILITARY TYPE
IT SPECIALIST	E-5	ENLISTED

Course Title	Course ID	Training Data Source	Date Completed	Hours	CEUs	
INTELLIGENCE COMMUNITY INFORMATION SYSTEMS SECURITY AWARENESS (IC-ISSA) V5.0 (CEU: 1)	DOD-IC-ISSA-5.0	MANAGER PROVIDED	3/5/2012	1	1	View
PERSONALLY IDENTIFIABLE INFORMATION (PII) (CEU: 1)	DOD-PII-V1	MANAGER PROVIDED	1/11/2011	1	1	View

*Note: The default view of the Training form shows the training courses this employee has completed within the last two years.*

*\*You must have the appropriate privileges to view the training information for an employee.*

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# Viewing Training Requirements for an Employee

All requirements for this employee will be listed as shown below. Additional details of each of the required courses can be viewed here.

3. Click the **Detail** hyperlink to view other information about the selected training requirement.

NAME	SSAN	DODEDI	TWMS ID	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
ROTTEN, JOHNNY JR IT2	000000031	1005000137	160885	DEMO1 / N6	DEMO1 / N64	ACTIVE DUTY

TITLE	PAY GRADE	MILITARY TYPE
LAN ADMIN	E-5	ENLISTED

**TRAINING** ▾ PQS CERTIFICATIONS/PROGRAMS AGREEMENTS EDUCATION LANGUAGES SKILLS IDP

Completed Training • Training Archive • **Training Requirements** • Projected Training

REQUIREMENTS							
	REQUIREMENT	DUE	ID	REQUIRED	REASON NOT REQUIRED	COMPLETED	DATE COMPLETED
<a href="#">Detail</a>	Personally Identifiable Information (PII) Annual Awareness Training	08/08/2013	58647	Yes	n/a	No	--
<a href="#">Detail</a>	Audio/Video Maintenance	09/27/2013	57618	Yes	n/a	No	--
<a href="#">Detail</a>	INTELLIGENCE COMMUNITY INFORMATION SYSTEMS SECURITY AWARENESS (IC-ISSA) V5.0	09/30/2013	4268	Yes	n/a	Yes	03/25/2013

[Manage Requirements](#)

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4. Details of the selected training requirement will be displayed in this new window including the list of courses that will satisfy the requirement. Close this window when you are finished.

Requirement Details				
<b>ID</b>	57618			
<b>Name</b>	Audio/Video Maintenance			
<b>Description</b>	This requirement will enable personnel to manage and troubleshoot the A/V requirements of their Command. Specific focus will be on Teleconferencing.			
<b>Notes</b>				
<b>Completion Date Type</b>	Custom Date Range			
<b>Start Date</b>	3/1/2013			
<b>Completion By</b>	6/28/2013			
<b>Due Date</b>	9/27/2013			

Course Titles				
Group	Course Title	Course ID	Training Method	Hosted By
A	AUDIO VISUAL (A/V) EQUIPMENT	TWMS-518092	MULTI-MEDIA (SAT TV, CBT, ONLINE, OTHER AV)	TWMS
A	(U) ELECTRICAL SAFETY AWARENESS	SAH0419	ACCREDITED OFF-CAMPUS INSTRUCTION (AOI)	Other
A	A/V CERTIFICATION	DCPDS-111223		No Link Provided
B	A/V MANAGEMENT	S-400-2031	ACCREDITED OFF-CAMPUS INSTRUCTION (AOI)	NKO

# Managing Training Requirements for an Employee

If you have the appropriate privileges, you can manage an individual's training requirements by adding or removing them.

To manage a training requirement for an individual employee\*:

1. From the Training Requirements form of the employee's training record, click **Manage Requirements**.

2. Click the **Edit** hyperlink corresponding to the training requirement you want to make changes to.

NAME	SSAN	DODEDI	TWMS ID	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
ROTTEN, JOHNNY JR IT2	000000031	1005000137	160885	DEMO1 / N6	DEMO1 / N64	ACTIVE DUTY

TITLE	PAY GRADE	MILITARY TYPE
LAN ADMIN	E-5	ENLISTED

[TRAINING](#) ▾ | 
 [PQS](#) | 
 [CERTIFICATIONS/PROGRAMS](#) | 
 [AGREEMENTS](#) | 
 [EDUCATION](#) | 
 [LANGUAGES](#) | 
 [SKILLS](#) | 
 [IDP](#)

[Completed Training](#) • 
 [Training Archive](#) • 
 [Training Requirements](#) • 
 [Projected Training](#)

REQUIREMENTS	REQUIREMENT	DUE	ID	REQUIRED	REASON NOT REQUIRED	COMPLETED	DATE COMPLETED
<a href="#">Detail</a>	Personally Identifiable Information (PII) Annual Awareness Training	08/08/2013	58647	Yes	n/a	No	--
<a href="#">Detail</a>	Audio/Video Maintenance	09/27/2013	57618	Yes	n/a	No	--
<a href="#">Detail</a>	INTELLIGENCE COMMUNITY INFORMATION SYSTEMS SECURITY AWARENESS (IC-ISSA) V5.0	09/30/2013	4268	Yes	n/a	Yes	03/25/2013

[Manage Requirements](#)

Close Window X

Requirement	Required	Reason Not Required	
<input type="text"/>	Yes ▾	n/a ▾	<input type="button" value="Add Record"/>
Personally Identifiable Information (PII) Annual Awareness Training	Yes	n/a	<a href="#">Remove</a> <a href="#">Edit</a>
Audio/Video Maintenance	Yes	n/a	<a href="#">Remove</a> <a href="#">Edit</a>
INTELLIGENCE COMMUNITY INFORMATION SYSTEMS SECURITY AWARENESS (IC-ISSA) V5.0	Yes	n/a	<a href="#">Remove</a> <a href="#">Edit</a>

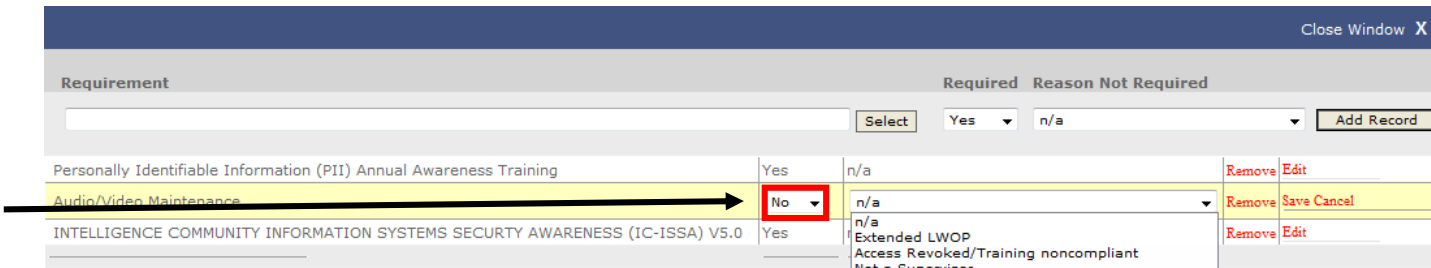
*\*You must have the appropriate privilege to view the training information for an employee.*

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# Managing Training Requirements for an Employee

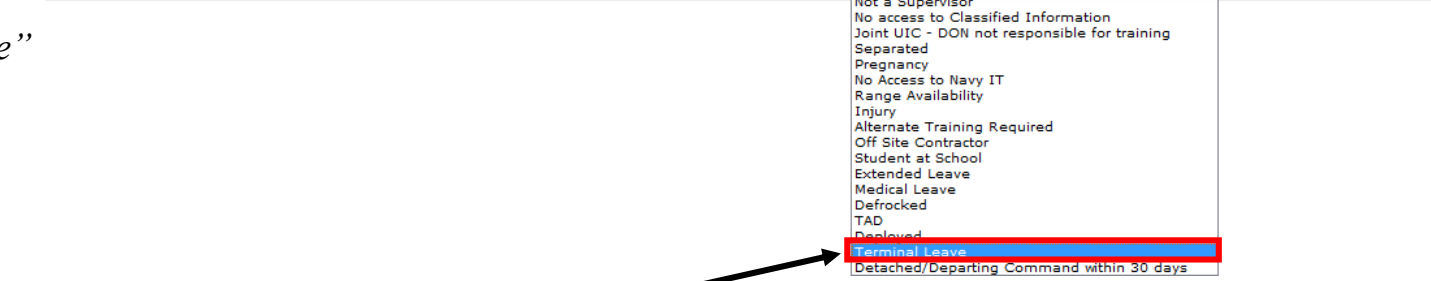
If a training requirement is selected then you can remove it or edit whether the employee is required to complete it.

3. Click the first dropdown arrow and choose **No**. This indicates that this requirement is not required for this employee.



*Note: The “Audio/Video Maintenance” training requirement is the one that has been used throughout this guide.*

4. Click the second drop down arrow and select the appropriate reason why this training requirement is not required for this employee.



5. Click **Save** to accept these changes or **Cancel** to disregard them.



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# Managing Training Requirements for an Employee

Changing or editing the details of a training requirement for an individual employee is identical to changing or editing the details of a member using the Manage Training Requirements module from the Tools/Functions area of TWMS.

6. Click **Close Window** when you are finished.

Requirement	Required	Reason Not Required
Personally Identifiable Information (PII) Annual Awareness Training	Yes	n/a
Audio/Video Maintenance	No	Terminal Leave
INTELLIGENCE COMMUNITY INFORMATION SYSTEMS SECURITY AWARENESS (IC-ISSA) V5.0	Yes	n/a

*Note: The Training Requirements form for the employee now shows that this requirement is not required and displays the reason not required.*

NAME	SSAN	DODEDI	TWMS ID	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
ROTTEN, JOHNNY JR	IT2	000000031	1005000137	160885	DEMO1 / N6	DEMO1 / N64

TITLE	PAY GRADE	MILITARY TYPE
LAN ADMIN	E-5	ENLISTED

REQUIREMENTS	REQUIREMENT	DUE	ID	REQUIRED	REASON NOT REQUIRED	COMPLETED	DATE COMPLETED
Detail	Personally Identifiable Information (PII) Annual Awareness Training	08/08/2013	58647	Yes	n/a	No	--
Detail	Audio/Video Maintenance	09/27/2013	57618	No	Terminal Leave	No	--
Detail	INTELLIGENCE COMMUNITY INFORMATION SYSTEMS SECURITY AWARENESS (IC-ISSA) V5.0	09/30/2013	4268	Yes	n/a	Yes	03/25/2013

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# Managing Training Requirements for an Employee

Returning to the Manage Current Members tab of this training requirement also shows for this member that the training is not required.

## 57618-Audio/Video Maintenance

Requirement Details | Alternate Users | Manage Course Titles | Find/Add Members | **Manage Current Members** | Automation | Change History

Total Members: 16  
 Total Members in your scope: 16  
 Completed Status Last Updated: 7/14/2013 11:21 PM  
 Update Completed Status

BSO/SMC/UIC/Org Code Last Name First Name BIN/BIC BSO SMC  
 Assigned Org Emp Type Civ Grade Mil Grade Security Clearance  
 Pay Plan Series Bus Rate Desig Employee Status  
 OGE 450 Agreement Type Agreement Status Collateral Duty  
 Sup Lvl DPP Program Type DPP Career Field Manager DPP Homeport Supervisor Billet Special Program  
 Required Reason Complete

16 Record(s) Returned  
 Select All De-Select All Email Selected Edit Selected Delete Selected Export Selected

Select	Employee	Email Address	UIC	Org Code	Assigned UIC	Assigned Org Code	Employee Type	Required	Reason	Completed
<input type="checkbox"/>	BOYLE, ROBERT	robert.boyle.999@navy.mil	DEMO1	N6	DEMO1	N62	CIVILIAN-NAF	Yes	n/a	No
<input type="checkbox"/>	BRAID, JAMES MA3	james.braid.999@navy.mil	DEMO1	N61	DEMO1	N64	ACTIVE DUTY	No	Detached/Departing Command within 30 days	No
<input type="checkbox"/>	BURKE, EDMUND	edmund.burke.999@navy.mil	DEMO1	N6	DEMO1	N61	CIVILIAN-NAF	Yes	n/a	No
<input type="checkbox"/>	CLIFTON, HARRY	harry.clifton.ctr999@navy.mil	DEMO1	N62	DEMO1	N6	CONTRACTOR	Yes	n/a	No
<input type="checkbox"/>	COLLINS, MICHAEL	michael.collins.999@navy.mil	DEMO1	N6	DEMO1	N61	CIVILIAN-NAF	Yes	n/a	No
<input type="checkbox"/>	CONOLLY, JAMES	james.conolly.999@navy.mil	DEMO1	N6	DEMO1	N6	CIVILIAN-NAF	Yes	n/a	No
<input type="checkbox"/>	DOE II, JOHN	john.doe.ctr999@navy.mil	DEMO1	N64	DEMO1	N64	CONTRACTOR	Yes	n/a	Yes
<input type="checkbox"/>	EMELIANENKO, FEDOR IT2	fedor.emelianenko.999@navy.mil	DEMO1	N4	DEMO1	N64	ACTIVE DUTY	Yes	n/a	No
<input type="checkbox"/>	GYATSO, TENZIN	tenzin.gyatso.ctr999@navy.mil	DEMO1	N6	DEMO1	N6	CONTRACTOR	Yes	n/a	No
<input type="checkbox"/>	HAYES, CATHERINE	catherine.hayes.999@navy.mil	DEMO1	N6	DEMO1	N62	CIVILIAN-NAF	Yes	n/a	No
<input type="checkbox"/>	MARTIN, JULIA	julia.martin.ctr999@navy.mil	DEMO1	N64	DEMO1	N6	CONTRACTOR	Yes	n/a	No
<input type="checkbox"/>	ROTTEN, JOHNNY IT2	johnny.rotten.999@navy.mil	DEMO1	N6	DEMO1	N64	ACTIVE DUTY	No	Terminal Leave	No
<input type="checkbox"/>	RUSSELL, GEORGE	george.russell.ctr999@navy.mil	DEMO1	N6	DEMO1	N64	CONTRACTOR	Yes	n/a	No

The required status and the reason why it isn't required for this member is also displayed here.



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