

Competencies

Overview

Introduction This section provides procedures for viewing, adding, correcting and deleting Competencies in Direct Access.

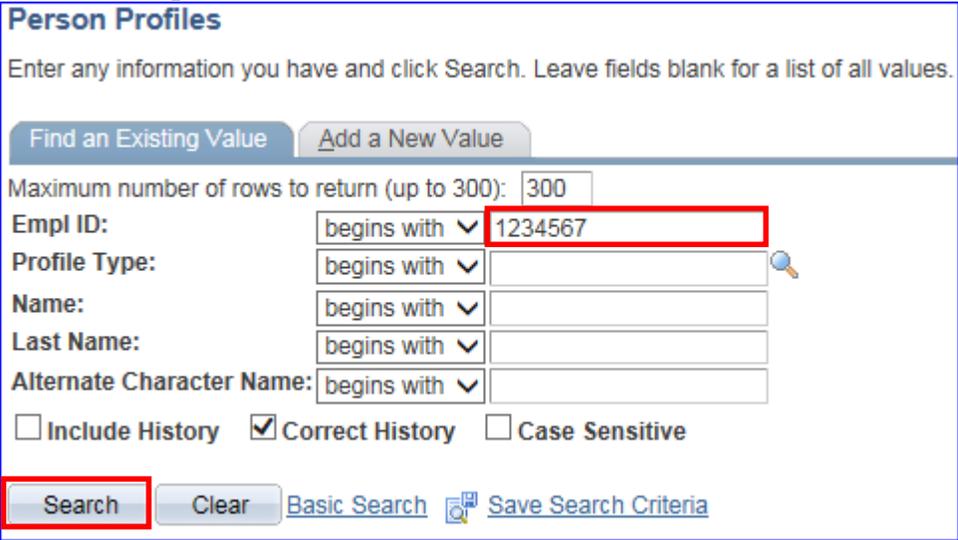
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Viewing a Competency

Introduction This guide provides the procedures for Viewing a Competency in Direct Access.

Procedures See below.

Step	Action
1	Select Person Profiles from the Person Profiles pagelet. 
2	Enter the Emplid and hit Search . 

Continued on next page

Viewing a Competency, Continued

Procedures,
continued

Step	Action																																																								
<p>3</p>	<p>The member's first five competencies will be displayed. Click View All to see more.</p> <div data-bbox="337 541 1414 1136"> <p>Person Profile</p> <p>Empl ID: 1234567 Prince R Nelson</p> <p>Profile Type: PERSON Person</p> <p>Profile Status: Active</p> <p>Description: Prince R Nelson</p> <p>Profile Actions: <Select Action></p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>Competencies Customize Find View All First 1-5 of 34 Last</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Content Type</th> <th>*Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>CGPQM</td> <td>ProductionQualManufacturing</td> <td>COMPETENCY</td> <td>01/28/2014</td> <td>Approved/Official</td> <td>Tier 1</td> <td></td> </tr> <tr> <td>CGSEOPS</td> <td>SEOPS Spcial & Emer Ops Proced</td> <td>COMPETENCY</td> <td>08/06/2007</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>CGTE</td> <td>Test and Evaluation</td> <td>COMPETENCY</td> <td>08/27/2015</td> <td>Approved/Official</td> <td>Tier 1</td> <td></td> </tr> <tr> <td>CMCJV</td> <td>Collateral Duty Silver Badge</td> <td>COMPETENCY</td> <td>07/31/2007</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>COTR</td> <td>(Obsolete) ContractOffTechRep</td> <td>COMPETENCY</td> <td>04/05/2007</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> </tbody> </table> </div>	ID	Competency	Content Type	*Effective Date	Evaluation Type	Proficiency	View History	CGPQM	ProductionQualManufacturing	COMPETENCY	01/28/2014	Approved/Official	Tier 1		CGSEOPS	SEOPS Spcial & Emer Ops Proced	COMPETENCY	08/06/2007	Approved/Official	Good		CGTE	Test and Evaluation	COMPETENCY	08/27/2015	Approved/Official	Tier 1		CMCJV	Collateral Duty Silver Badge	COMPETENCY	07/31/2007	Approved/Official	Good		COTR	(Obsolete) ContractOffTechRep	COMPETENCY	04/05/2007	Approved/Official	Good															
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<p>4</p>	<p>Competencies with the same competency codes are grouped together. The icon in the View History column signifies that the member has received the competency more than once. Click on the icon to view all instances of the competency.</p> <div data-bbox="337 1283 1414 1675"> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>Competencies Customize Find View 5 First 1-34 of 34 Last</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Content Type</th> <th>*Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>CGPQM</td> <td>ProductionQualManufacturing</td> <td>COMPETENCY</td> <td>01/28/2014</td> <td>Approved/Official</td> <td>Tier 1</td> <td></td> </tr> <tr> <td>CGSEOPS</td> <td>SEOPS Spcial & Emer Ops Proced</td> <td>COMPETENCY</td> <td>08/06/2007</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>CGTE</td> <td>Test and Evaluation</td> <td>COMPETENCY</td> <td>08/27/2015</td> <td>Approved/Official</td> <td>Tier 1</td> <td></td> </tr> <tr> <td>CMCJV</td> <td>Collateral Duty Silver Badge</td> <td>COMPETENCY</td> <td>07/31/2007</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>COTR</td> <td>(Obsolete) ContractOffTechRep</td> <td>COMPETENCY</td> <td>04/05/2007</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>DCGFE</td> <td>Gas Free Engineer</td> <td>COMPETENCY</td> <td>08/06/2007</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>DCPQS</td> <td>DCPQS (Basic)</td> <td>COMPETENCY</td> <td>09/10/2011</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> </tbody> </table> </div>	ID	Competency	Content Type	*Effective Date	Evaluation Type	Proficiency	View History	CGPQM	ProductionQualManufacturing	COMPETENCY	01/28/2014	Approved/Official	Tier 1		CGSEOPS	SEOPS Spcial & Emer Ops Proced	COMPETENCY	08/06/2007	Approved/Official	Good		CGTE	Test and Evaluation	COMPETENCY	08/27/2015	Approved/Official	Tier 1		CMCJV	Collateral Duty Silver Badge	COMPETENCY	07/31/2007	Approved/Official	Good		COTR	(Obsolete) ContractOffTechRep	COMPETENCY	04/05/2007	Approved/Official	Good		DCGFE	Gas Free Engineer	COMPETENCY	08/06/2007	Approved/Official	Good		DCPQS	DCPQS (Basic)	COMPETENCY	09/10/2011	Approved/Official	Good	
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Viewing a Competency, Continued

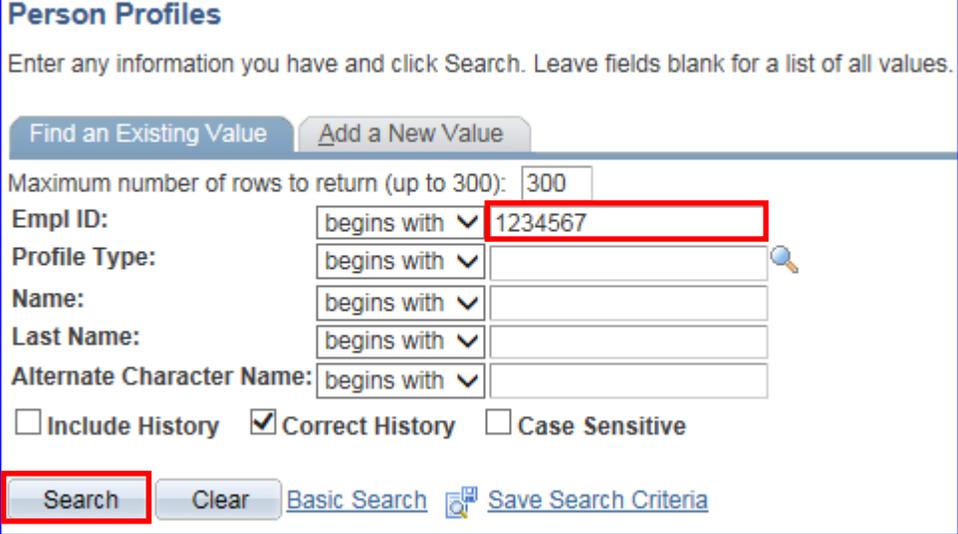
Procedures,
continued

Step	Action																									
5	<p>The history of that competency will display. Click the Return to Profile button to return to the Person Profile.</p> <div data-bbox="337 583 1414 1094" style="border: 1px solid blue; padding: 5px;"><p>Person Profile</p><h3>View Historical Items</h3><table border="1" data-bbox="337 695 1414 1094"><thead><tr><th colspan="5" data-bbox="337 695 1414 730">Competencies Customize Find View All [2] [grid] First 1-3 of 3 Last</th></tr><tr><th data-bbox="337 730 527 779">Effective Date</th><th data-bbox="527 730 737 779">Competency</th><th data-bbox="737 730 883 779">ID</th><th data-bbox="883 730 1133 779">Evaluation Type</th><th data-bbox="1133 730 1414 779">Proficiency</th></tr></thead><tbody><tr><td data-bbox="337 779 527 890">09/10/2011</td><td data-bbox="527 779 737 890">DCPQS (Basic)</td><td data-bbox="737 779 883 890">DCPQS</td><td data-bbox="883 779 1133 890">Approved/Official</td><td data-bbox="1133 779 1414 890">Good</td></tr><tr><td data-bbox="337 890 527 989">09/09/2001</td><td data-bbox="527 890 737 989">DCPQS (Basic)</td><td data-bbox="737 890 883 989">DCPQS</td><td data-bbox="883 890 1133 989">Approved/Official</td><td data-bbox="1133 890 1414 989">Good</td></tr><tr><td data-bbox="337 989 527 1094">08/17/2001</td><td data-bbox="527 989 737 1094">DCPQS (Basic)</td><td data-bbox="737 989 883 1094">DCPQS</td><td data-bbox="883 989 1133 1094">Approved/Official</td><td data-bbox="1133 989 1414 1094">Good</td></tr></tbody></table></div> <p>Return to Profile</p>	Competencies Customize Find View All [2] [grid] First 1-3 of 3 Last					Effective Date	Competency	ID	Evaluation Type	Proficiency	09/10/2011	DCPQS (Basic)	DCPQS	Approved/Official	Good	09/09/2001	DCPQS (Basic)	DCPQS	Approved/Official	Good	08/17/2001	DCPQS (Basic)	DCPQS	Approved/Official	Good
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Adding a New Competency

Introduction This guide provides the procedures for Adding a New Competency in Direct Access. The user must have the **CG_COMP_U** role to access this component.

Procedures See below.

Step	Action
1	<p>Select Person Profiles from the Person Profiles pagelet.</p>  <p>The screenshot shows a blue header bar with the text 'Person Profile' and a close button. Below the header, there is a white box containing the text 'Person Profiles' (highlighted with a red box) and a link 'Create a New Setup Value'.</p>
2	<p>Enter the Emplid and hit Search.</p>  <p>The screenshot shows the 'Person Profiles' search interface. It includes a title 'Person Profiles', a search instruction, and two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs, there is a field for 'Maximum number of rows to return (up to 300):' with the value '300'. The 'Empl ID:' field is set to 'begins with' and '1234567' (highlighted with a red box). Other fields for 'Profile Type:', 'Name:', 'Last Name:', and 'Alternate Character Name:' are also set to 'begins with'. There are checkboxes for 'Include History', 'Correct History' (checked), and 'Case Sensitive'. At the bottom, there is a 'Search' button (highlighted with a red box), a 'Clear' button, and links for 'Basic Search' and 'Save Search Criteria'.</p>

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Adding a New Competency, Continued

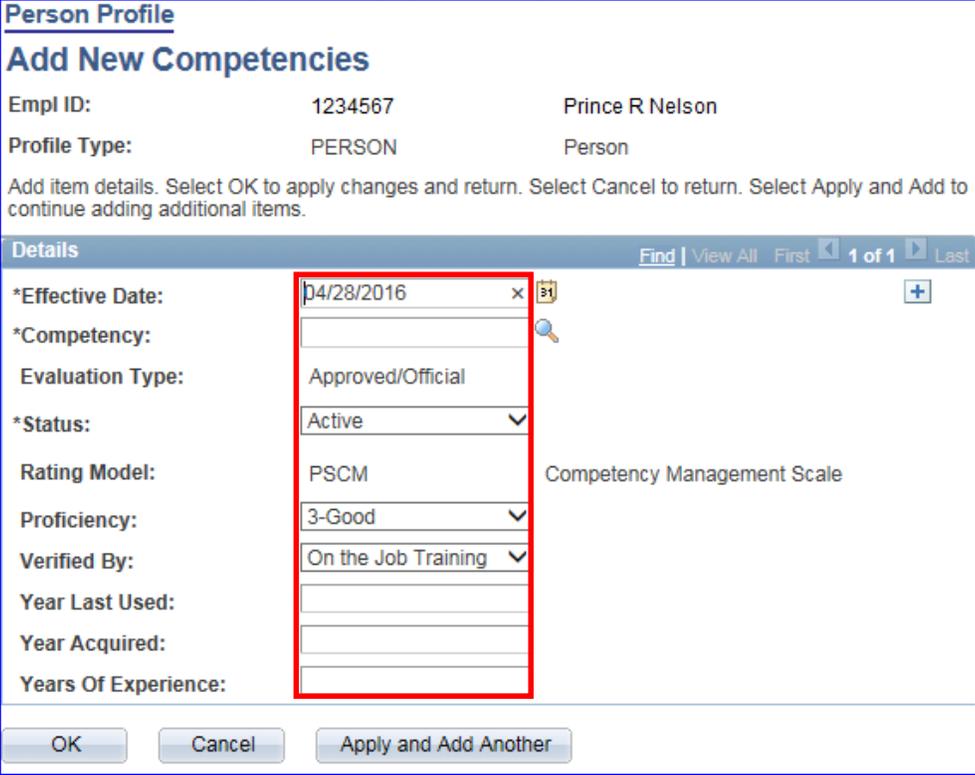
Procedures,
continued

Step	Action																																										
3	<p>The member's profile will display. Click the Add New Competencies link.</p> <div data-bbox="337 548 1416 1171" style="border: 1px solid blue; padding: 5px;"> <p>Person Profile</p> <p>Empl ID: 1234567 Prince R Nelson</p> <p>Profile Type: PERSON Person</p> <p>Profile Status: Active ▾</p> <p>Description: Prince R Nelson x ⓘ 🖨</p> <p>Profile Actions: <Select Action> ▾ ⏏</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>▼ Competencies Customize Find View All First 1-5 of 34 Last</p> <table border="1" data-bbox="342 898 1411 1136"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Content Type</th> <th>*Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>CGPQM</td> <td>ProductionQualManufacturing</td> <td>COMPETENCY</td> <td>01/28/2014</td> <td>Approved/Official</td> <td>Tier 1</td> <td>🗑</td> </tr> <tr> <td>CGSEOPS</td> <td>SEOPS Spcial & Emer Ops Proced</td> <td>COMPETENCY</td> <td>08/06/2007</td> <td>Approved/Official</td> <td>Good</td> <td>🗑</td> </tr> <tr> <td>CGTE</td> <td>Test and Evaluation</td> <td>COMPETENCY</td> <td>08/27/2015</td> <td>Approved/Official</td> <td>Tier 1</td> <td>🗑</td> </tr> <tr> <td>CMCJV</td> <td>Collateral Duty Silver Badge</td> <td>COMPETENCY</td> <td>07/31/2007</td> <td>Approved/Official</td> <td>Good</td> <td>🗑</td> </tr> <tr> <td>COTR</td> <td>(Obsolete) ContractOffTechRep</td> <td>COMPETENCY</td> <td>04/05/2007</td> <td>Approved/Official</td> <td>Good</td> <td>🗑</td> </tr> </tbody> </table> <p>+ Add New Competencies</p> </div>	ID	Competency	Content Type	*Effective Date	Evaluation Type	Proficiency	View History	CGPQM	ProductionQualManufacturing	COMPETENCY	01/28/2014	Approved/Official	Tier 1	🗑	CGSEOPS	SEOPS Spcial & Emer Ops Proced	COMPETENCY	08/06/2007	Approved/Official	Good	🗑	CGTE	Test and Evaluation	COMPETENCY	08/27/2015	Approved/Official	Tier 1	🗑	CMCJV	Collateral Duty Silver Badge	COMPETENCY	07/31/2007	Approved/Official	Good	🗑	COTR	(Obsolete) ContractOffTechRep	COMPETENCY	04/05/2007	Approved/Official	Good	🗑
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Adding a New Competency, Continued

Procedures,
continued

Step	Action				
4	<p>The Add New Competencies page will display.</p>  <table border="1" data-bbox="337 1339 1414 1787"> <thead> <tr> <th data-bbox="337 1339 548 1375">Field</th> <th data-bbox="548 1339 1414 1375">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="337 1375 548 1787">* Effective Date (Required)</td> <td data-bbox="548 1375 1414 1787"> <p>This field defaults to today's date but is editable. It should be the date the competency was assigned to the member, i.e. the date the member's CO certified the member as qualified to hold the competency or the date the member graduated/completed the course of instruction.</p> <p>Guidelines for entering Effective Date:</p> <ul style="list-style-type: none"> • DO NOT enter the current date for an effective date unless the member received the competency on the same day that the record is being entered into Direct Access. • DO NOT use a future date. </td> </tr> </tbody> </table>	Field	Description	* Effective Date (Required)	<p>This field defaults to today's date but is editable. It should be the date the competency was assigned to the member, i.e. the date the member's CO certified the member as qualified to hold the competency or the date the member graduated/completed the course of instruction.</p> <p>Guidelines for entering Effective Date:</p> <ul style="list-style-type: none"> • DO NOT enter the current date for an effective date unless the member received the competency on the same day that the record is being entered into Direct Access. • DO NOT use a future date.
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Adding a New Competency, Continued

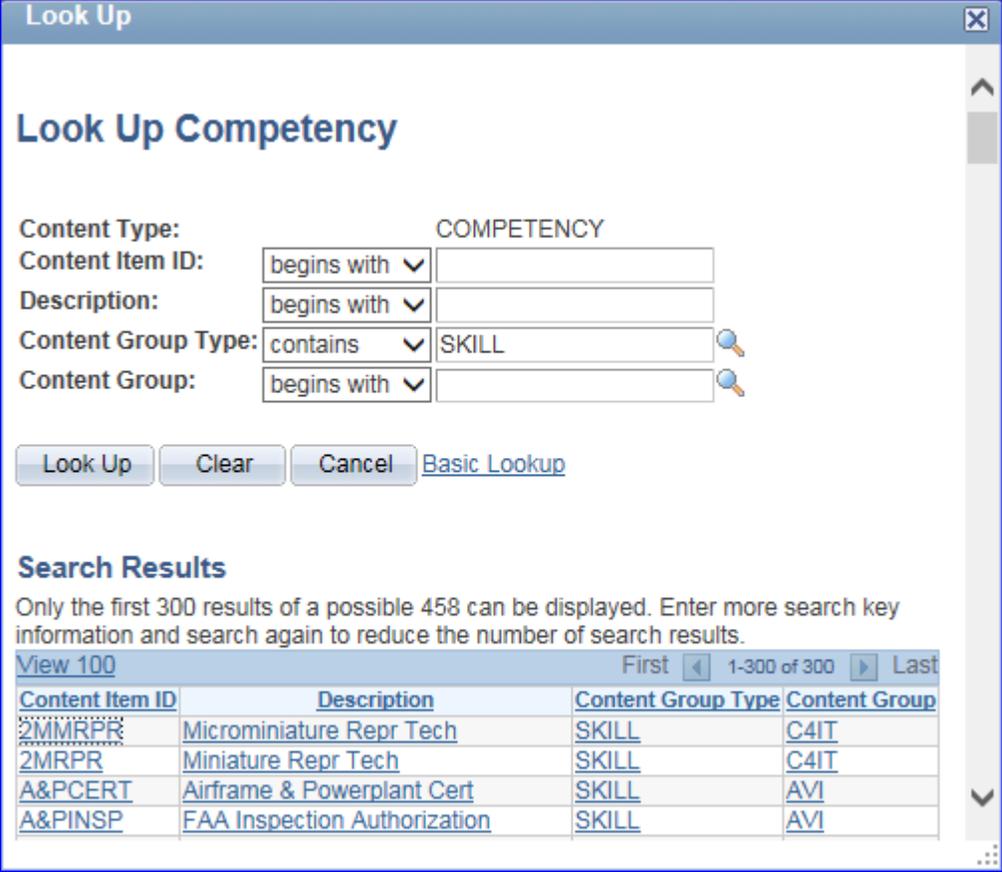
Procedures,
continued

Step	Action	
4 (cont.)	Field	Description
	* Competency (Required)	Enter the competency code or search for the competency code by using the lookup icon. <i>Note: Competency codes are grouped by Knowledge, Skill, Ability and Other. You can sort by using the Content Group functionality. Reference: Competency Dictionary</i>
	*Evaluation Type (Defaulted)	This field defaults to “Approved/Official” and is not editable.
	*Status (Required)	This field defaults to “Active”. DO NOT change this field.
	Rating Model	This field will default to a Rating Model associated to the competency being selected. This is a display only field and cannot be changed.
	*Proficiency (Required)	Click the drop-down arrow to select the member’s Proficiency for the competency.
	Verified By	This field defaults to “On the Job Training”. This field indicates the means by which the competency was verified. <i>Refer to the Competency Dictionary to select the Verified By field value associated with the competency being selected.</i>
	Year Last Used	This field is optional. Enter the year the competency was last used.
	Year Acquired	This field is optional. Enter the year the competency was acquired.
	Years of Experience	This field is optional. Enter the cumulative years of experience using/demonstrating the competency.

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Adding a New Competency, Continued

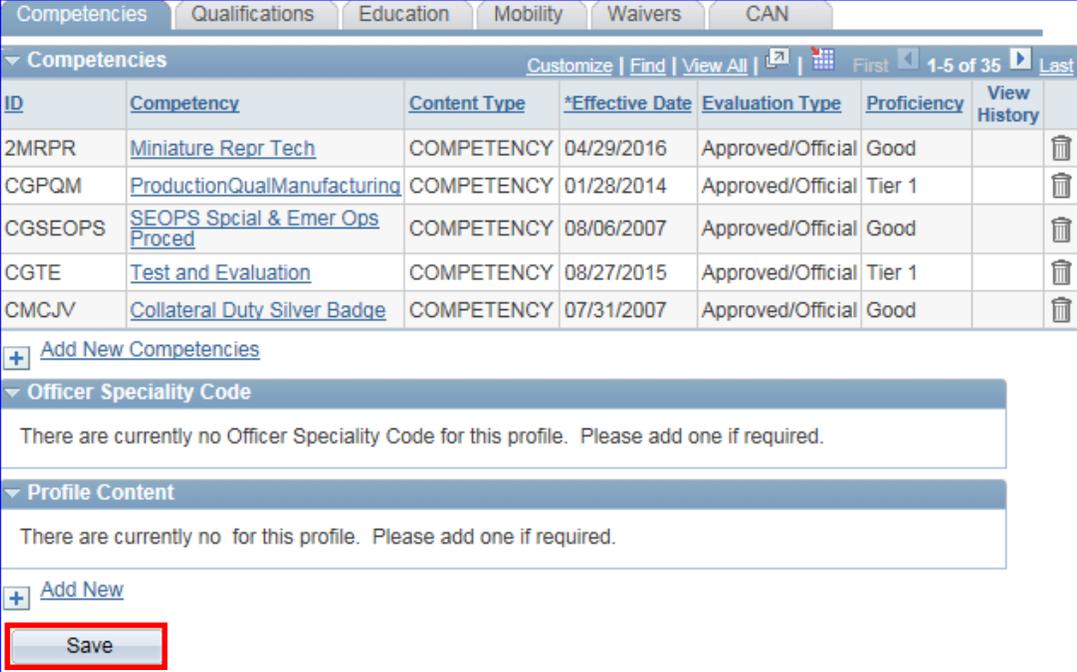
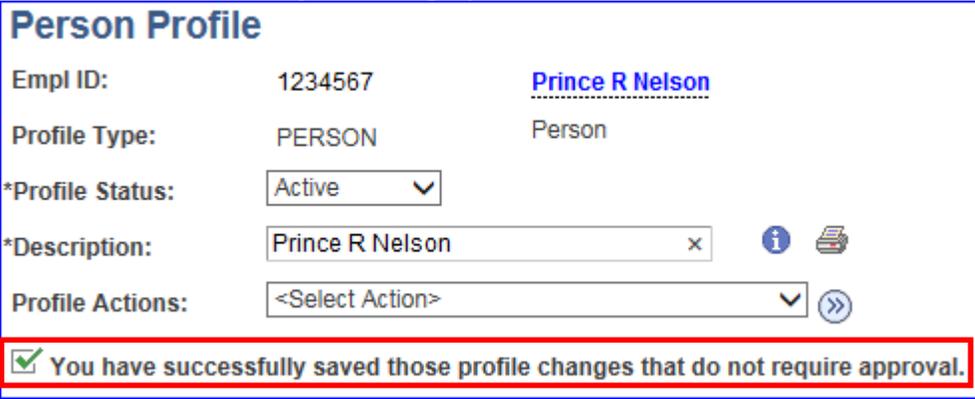
Procedures,
continued

Step	Action																				
<p>4 (cont.)</p>	<p>For fields that have the ‘Lookup’ icon next to it, you may narrow the search by clicking on the icon and entering a value in one or many of the search fields on the Lookup page.</p>  <p>Search Results</p> <p>Only the first 300 results of a possible 458 can be displayed. Enter more search key information and search again to reduce the number of search results.</p> <p>View 100 First 1-300 of 300 Last</p> <table border="1" data-bbox="354 1304 1274 1457"> <thead> <tr> <th>Content Item ID</th> <th>Description</th> <th>Content Group Type</th> <th>Content Group</th> </tr> </thead> <tbody> <tr> <td>2MMRPR</td> <td>Microminiature Repr Tech</td> <td>SKILL</td> <td>C4IT</td> </tr> <tr> <td>2MRPR</td> <td>Miniature Repr Tech</td> <td>SKILL</td> <td>C4IT</td> </tr> <tr> <td>A&PCERT</td> <td>Airframe & Powerplant Cert</td> <td>SKILL</td> <td>AVI</td> </tr> <tr> <td>A&PINSP</td> <td>FAA Inspection Authorization</td> <td>SKILL</td> <td>AVI</td> </tr> </tbody> </table>	Content Item ID	Description	Content Group Type	Content Group	2MMRPR	Microminiature Repr Tech	SKILL	C4IT	2MRPR	Miniature Repr Tech	SKILL	C4IT	A&PCERT	Airframe & Powerplant Cert	SKILL	AVI	A&PINSP	FAA Inspection Authorization	SKILL	AVI
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<p>5</p>	<p>Once all the required fields are entered, click the OK button. Or if entering multiple competencies, click the Apply and Add Another button.</p> 																				

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Adding a New Competency, Continued

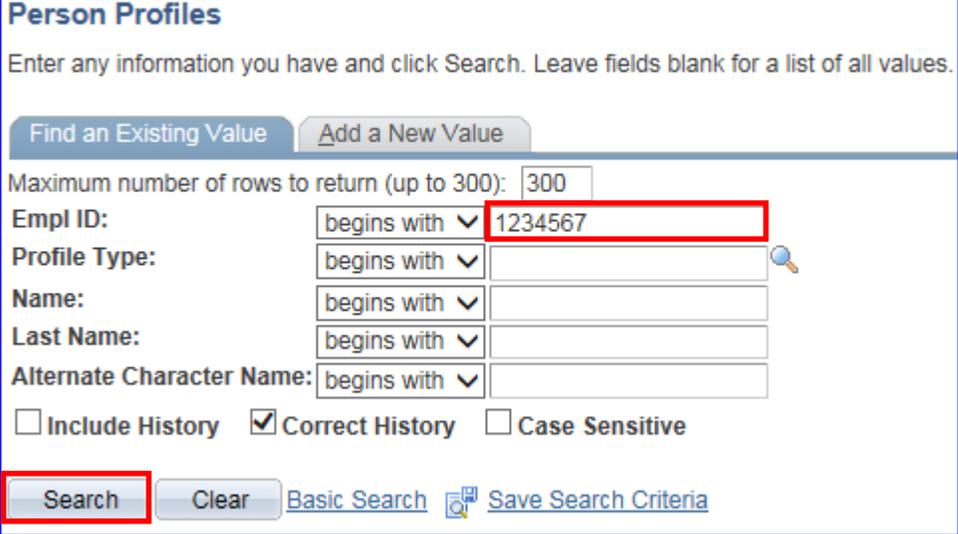
Procedures,
continued

Step	Action
6	<p>Once all competencies are entered, click the Save button.</p>  <p>The screenshot shows a web interface with tabs for Competencies, Qualifications, Education, Mobility, Waivers, and CAN. The 'Competencies' tab is active, displaying a table with columns: ID, Competency, Content Type, *Effective Date, Evaluation Type, Proficiency, and View History. The table contains five rows of competency data. Below the table are sections for 'Add New Competencies', 'Officer Speciality Code', and 'Profile Content', each with an 'Add New' button. A 'Save' button is highlighted with a red box at the bottom of the interface.</p>
7	<p>Once saved, this message will display.</p>  <p>The screenshot shows a 'Person Profile' page with the following details: Empl ID: 1234567, Profile Type: PERSON, *Profile Status: Active, and *Description: Prince R Nelson. At the bottom, a success message is displayed: 'You have successfully saved those profile changes that do not require approval.' This message is highlighted with a red box.</p>

Adding a Previously Granted Competency

Introduction The same competency can be granted multiple times. This guide provides the procedures for Adding a Previously Granted Competency in Direct Access. The user must have the **CG_COMP_U** role.

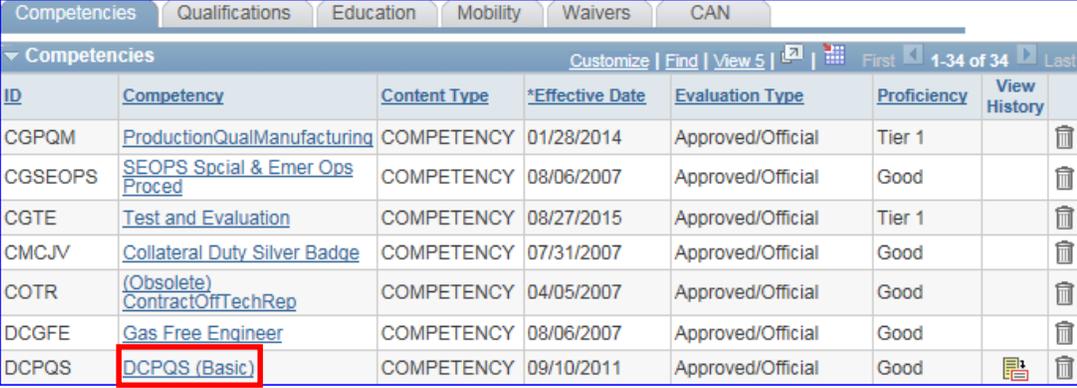
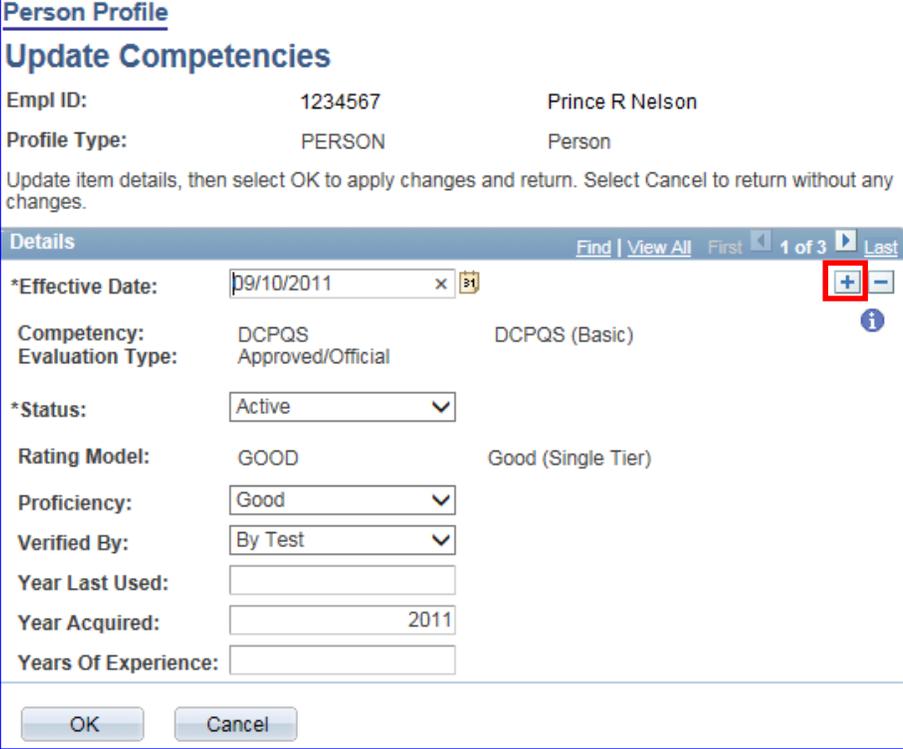
Procedures See below.

Step	Action
1	Select Person Profiles from the Person Profiles pagelet. 
2	Enter the Emplid and hit Search . 

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Adding a Previously Granted Competency, Continued

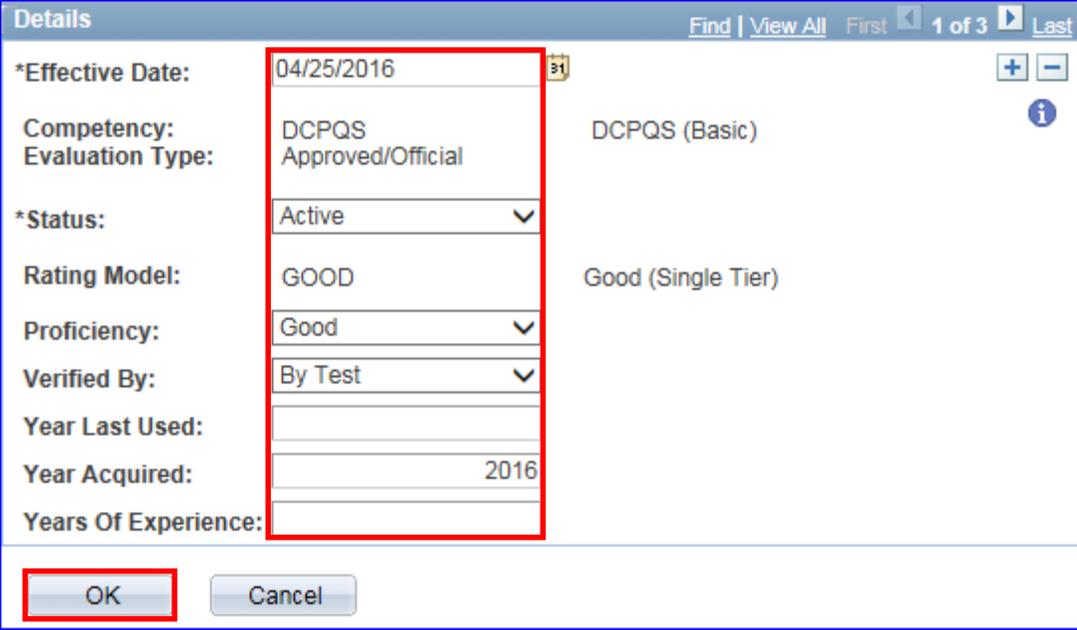
Procedures,
continued

Step	Action																																																								
3	<p>In the competency column, click on the existing competency row.</p>  <p>The screenshot shows a table with the following data:</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Content Type</th> <th>*Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>CGPQM</td> <td>ProductionQualManufacturing</td> <td>COMPETENCY</td> <td>01/28/2014</td> <td>Approved/Official</td> <td>Tier 1</td> <td></td> </tr> <tr> <td>CGSEOPS</td> <td>SEOPS Spcial & Emer Ops Proced</td> <td>COMPETENCY</td> <td>08/06/2007</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>CGTE</td> <td>Test and Evaluation</td> <td>COMPETENCY</td> <td>08/27/2015</td> <td>Approved/Official</td> <td>Tier 1</td> <td></td> </tr> <tr> <td>CMCJV</td> <td>Collateral Duty Silver Badge</td> <td>COMPETENCY</td> <td>07/31/2007</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>COTR</td> <td>(Obsolete) ContractOffTechRep</td> <td>COMPETENCY</td> <td>04/05/2007</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>DCGFE</td> <td>Gas Free Engineer</td> <td>COMPETENCY</td> <td>08/06/2007</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>DCPQS</td> <td>DCPQS (Basic)</td> <td>COMPETENCY</td> <td>09/10/2011</td> <td>Approved/Official</td> <td>Good</td> <td> </td> </tr> </tbody> </table>	ID	Competency	Content Type	*Effective Date	Evaluation Type	Proficiency	View History	CGPQM	ProductionQualManufacturing	COMPETENCY	01/28/2014	Approved/Official	Tier 1		CGSEOPS	SEOPS Spcial & Emer Ops Proced	COMPETENCY	08/06/2007	Approved/Official	Good		CGTE	Test and Evaluation	COMPETENCY	08/27/2015	Approved/Official	Tier 1		CMCJV	Collateral Duty Silver Badge	COMPETENCY	07/31/2007	Approved/Official	Good		COTR	(Obsolete) ContractOffTechRep	COMPETENCY	04/05/2007	Approved/Official	Good		DCGFE	Gas Free Engineer	COMPETENCY	08/06/2007	Approved/Official	Good		DCPQS	DCPQS (Basic)	COMPETENCY	09/10/2011	Approved/Official	Good	
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4	<p>The most recent competency will display. Click the plus button to add a new one.</p>  <p>The screenshot shows the 'Update Competencies' dialog box for 'DCPQS (Basic)'. The plus button next to the 'Effective Date' field is highlighted in red.</p> <p>Details:</p> <ul style="list-style-type: none"> *Effective Date: 09/10/2011 Competency: DCPQS Evaluation Type: Approved/Official *Status: Active Rating Model: GOOD Proficiency: Good Verified By: By Test Year Acquired: 2011 																																																								

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Adding a Previously Granted Competency, Continued

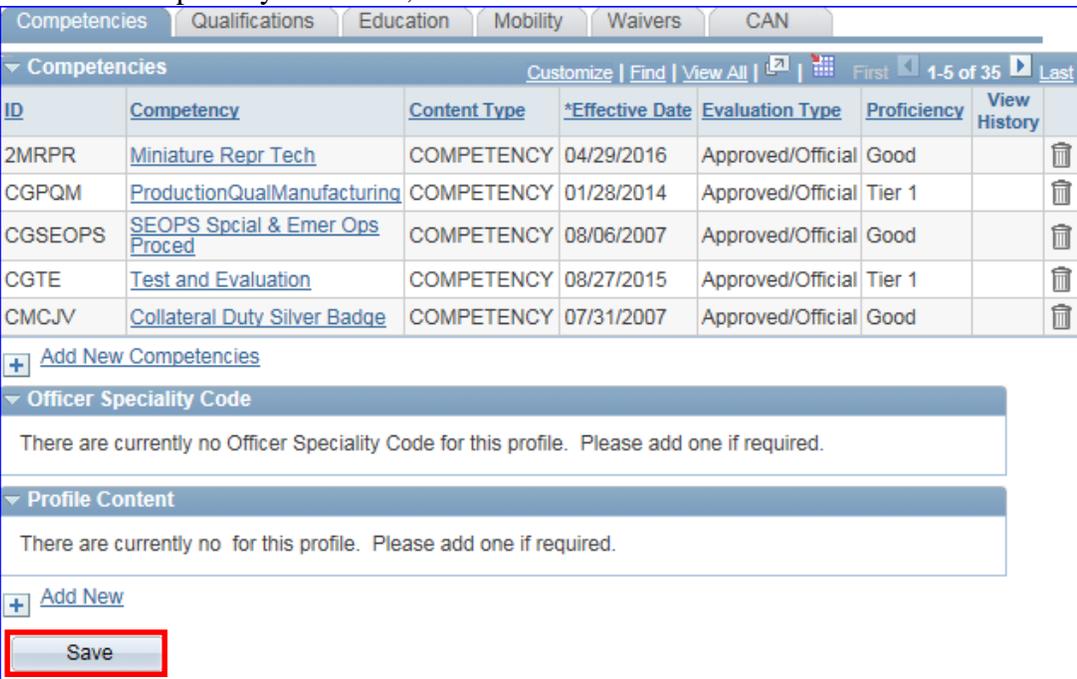
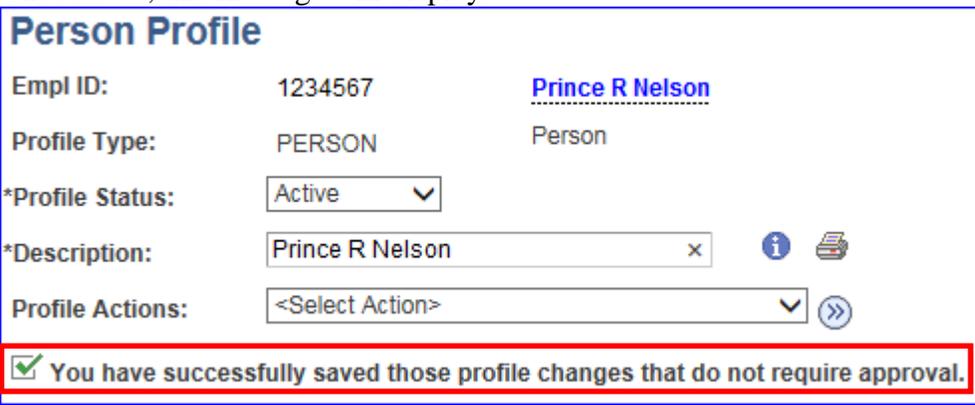
Procedures,
continued

Step	Action
5	<p>A new competency record is created with the current date populated in the Effective Date field. Any fields that were populated on the previous competency row will be brought forward and populated on the new row. The effective date for the new competency cannot be prior to the existing row. (If a competency needs to be recorded that is prior to the current entries, see the Adding a Historically Dated Previously Granted Competency user guide.) Complete the required fields, then click OK.</p>  <p>The screenshot shows a 'Details' window for a competency record. The 'Effective Date' field is highlighted with a red box and contains '04/25/2016'. Other fields include 'Competency: DCPQS', 'Evaluation Type: Approved/Official', 'Status: Active', 'Rating Model: GOOD', 'Proficiency: Good', and 'Verified By: By Test'. The 'Year Acquired' field is set to '2016'. At the bottom, the 'OK' button is also highlighted with a red box.</p>

Continued on next page

Adding a Previously Granted Competency, Continued

Procedures,
continued

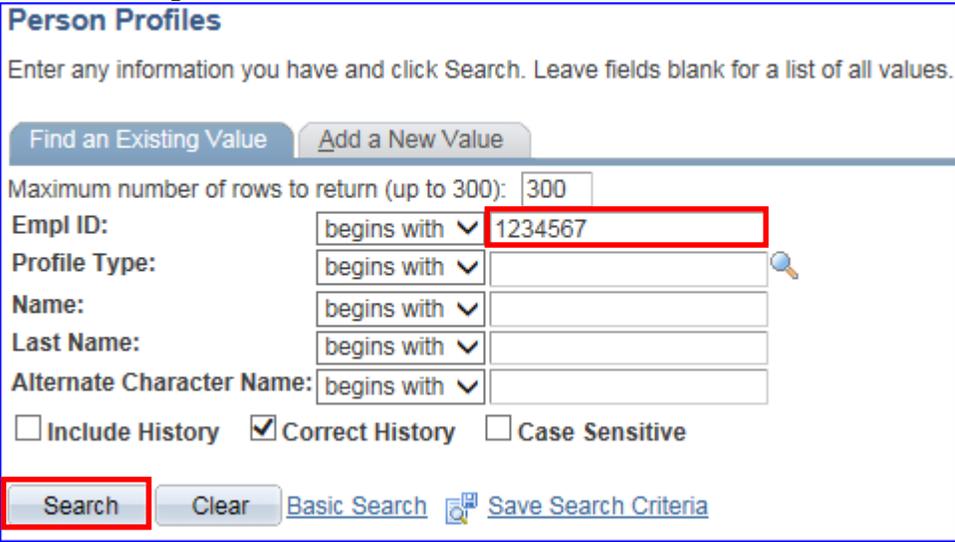
Step	Action
6	<p>Once the competency is entered, click the Save button.</p>  <p>The screenshot shows a web interface with tabs for Competencies, Qualifications, Education, Mobility, Waivers, and CAN. The 'Competencies' tab is active, displaying a table with columns: ID, Competency, Content Type, *Effective Date, Evaluation Type, Proficiency, and View History. The table contains five rows of competency data. Below the table are sections for 'Add New Competencies', 'Officer Speciality Code', and 'Profile Content', each with a message indicating no data is currently present. At the bottom, there is an 'Add New' button and a 'Save' button, which is highlighted with a red box.</p>
7	<p>Once saved, this message will display.</p>  <p>The screenshot shows the 'Person Profile' page for Prince R Nelson. Fields include Empl ID (1234567), Profile Type (PERSON), *Profile Status (Active), and *Description (Prince R Nelson). At the bottom, a message box with a green checkmark states: 'You have successfully saved those profile changes that do not require approval.' This message box is highlighted with a red box.</p>

Adding a Historically Dated Previously Granted Competency

Introduction This guide provides the procedures for Adding a Historically Dated Previously Granted Competency in Direct Access The user must have the **CG_COMP_U** role.

IMPORTANT: If the effective date of the competency being entered is prior to the effective date of the competency that has already been entered, enter the new competency below the competency that already exists and adjust the effective dates of both competency entries **PRIOR** to saving the page.

Procedures See below.

Step	Action
1	Select Person Profiles from the Person Profiles pagelet. 
2	Enter the Emplid and hit Search . 

Continued on next page

Adding a Historically Dated Previously Granted Competency, Continued

Procedures,
continued

Step	Action																																																																																																			
3	<p>The member's competencies will display. Select the competency record in which a historical dated row will be entered.</p> <table border="1" data-bbox="337 621 1414 1192"> <thead> <tr> <th colspan="7" data-bbox="337 621 1414 657">Competencies</th> <th data-bbox="854 632 1414 657">Customize Find View 5 First 1-34 of 34 Last</th> </tr> <tr> <th data-bbox="337 657 444 695">ID</th> <th data-bbox="444 657 732 695">Competency</th> <th data-bbox="732 657 889 695">Content Type</th> <th data-bbox="889 657 1024 695">*Effective Date</th> <th data-bbox="1024 657 1159 695">Evaluation Type</th> <th data-bbox="1159 657 1294 695">Proficiency</th> <th data-bbox="1294 657 1414 695">View History</th> </tr> </thead> <tbody> <tr> <td data-bbox="337 695 444 735">CGPQM</td> <td data-bbox="444 695 732 735">ProductionQualManufacturing</td> <td data-bbox="732 695 889 735">COMPETENCY</td> <td data-bbox="889 695 1024 735">01/28/2014</td> <td data-bbox="1024 695 1159 735">Approved/Official</td> <td data-bbox="1159 695 1294 735">Tier 1</td> <td 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Engineering	COMPETENCY	05/31/2013	Approved/Official	Good		ENGR210	210 WMEC Eng Rm Wtchstdr	COMPETENCY	07/02/2011	Approved/Official	Good	
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Adding a Historically Dated Previously Granted Competency, Continued

Procedures,
continued

Step	Action
4	<p>Click View All to view all current rows on the member's record.</p> <div data-bbox="337 583 1312 1402"><p><u>Person Profile</u></p><h3>Update Competencies</h3><p>Empl ID: 1234567 Prince R Nelson Profile Type: PERSON Person</p><p>Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.</p><p>Details Find View All First 1 of 2 Last</p><p>*Effective Date: 07/02/2011 + -</p><p>Competency: ENGR210 210 WMEC Eng Rm Wtchstdr i Evaluation Type: Approved/Official</p><p>*Status: Active ▼</p><p>Rating Model: GOOD Good (Single Tier)</p><p>Proficiency: Good ▼</p><p>Verified By: By Test ▼</p><p>Year Last Used: <input type="text"/></p><p>Year Acquired: <input type="text" value="2011"/></p><p>Years Of Experience: <input type="text"/></p><p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p></div>

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Adding a Historically Dated Previously Granted Competency, Continued

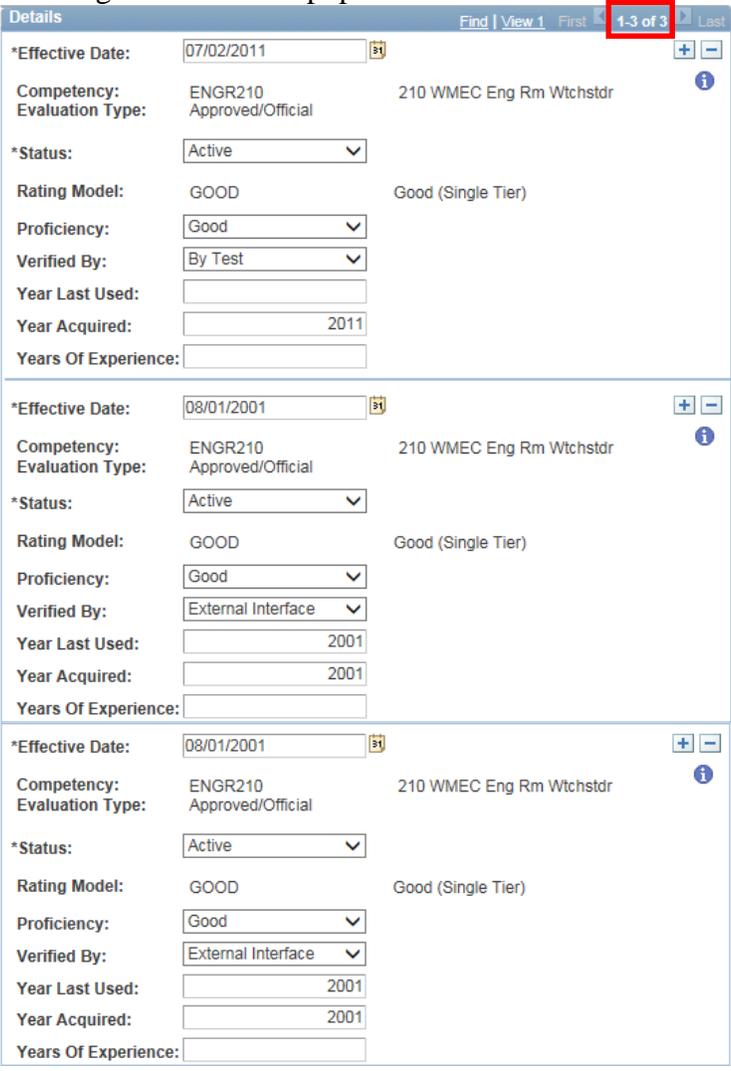
Procedures,
continued

Step	Action
5	<p>All rows will display. Click the Plus sign located on the historically dated row preceding the date of the new entry. In this example, the historically dated row is: 08/01/2001.</p> <div data-bbox="337 653 1409 1709" style="border: 1px solid black; padding: 5px;"> <p>Details Find View 1 First 1-2 of 2 Last</p> <p>*Effective Date: <input type="text" value="07/02/2011"/> ⓘ + -</p> <p>Competency: ENGR210 210 WMEC Eng Rm Wtchstdr ⓘ Evaluation Type: Approved/Official</p> <p>*Status: <input type="text" value="Active"/> ▾</p> <p>Rating Model: GOOD Good (Single Tier)</p> <p>Proficiency: <input type="text" value="Good"/> ▾</p> <p>Verified By: <input type="text" value="By Test"/> ▾</p> <p>Year Last Used: <input type="text"/></p> <p>Year Acquired: <input type="text" value="2011"/></p> <p>Years Of Experience: <input type="text"/></p> <hr/> <p>*Effective Date: <input type="text" value="08/01/2001"/> ⓘ + - ⓘ</p> <p>Competency: ENGR210 210 WMEC Eng Rm Wtchstdr ⓘ Evaluation Type: Approved/Official</p> <p>*Status: <input type="text" value="Active"/> ▾</p> <p>Rating Model: GOOD Good (Single Tier)</p> <p>Proficiency: <input type="text" value="Good"/> ▾</p> <p>Verified By: <input type="text" value="External Interface"/> ▾</p> <p>Year Last Used: <input type="text" value="2001"/></p> <p>Year Acquired: <input type="text" value="2001"/></p> <p>Years Of Experience: <input type="text"/></p> </div>

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Adding a Historically Dated Previously Granted Competency, Continued

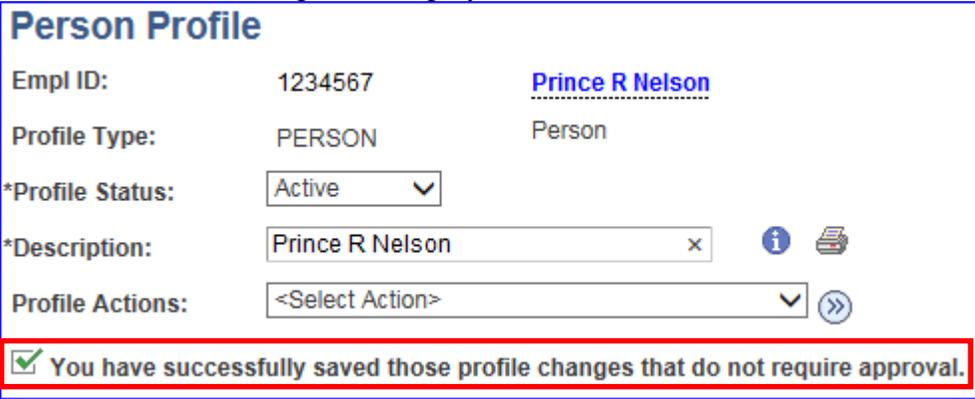
Procedures,
continued

Step	Action																																								
6	<p>A new competency record is created with the historical date populated in the Effective Date field. The Details box will display “1 of 3” in the upper right corner of the record. Any of the fields that were populated on the historical dated row will be brought forward and populated on the new row.</p>  <p>The screenshot shows a 'Details' window with three rows of data. The top row is highlighted with a red box around the '1 of 3' indicator in the top right corner. The data for the three rows is as follows:</p> <table border="1"> <thead> <tr> <th>Effective Date</th> <th>Competency</th> <th>Evaluation Type</th> <th>Status</th> <th>Rating Model</th> <th>Proficiency</th> <th>Verified By</th> <th>Year Last Used</th> <th>Year Acquired</th> <th>Years Of Experience</th> </tr> </thead> <tbody> <tr> <td>07/02/2011</td> <td>ENGR210</td> <td>Approved/Official</td> <td>Active</td> <td>GOOD (Good (Single Tier))</td> <td>Good</td> <td>By Test</td> <td></td> <td>2011</td> <td></td> </tr> <tr> <td>08/01/2001</td> <td>ENGR210</td> <td>Approved/Official</td> <td>Active</td> <td>GOOD (Good (Single Tier))</td> <td>Good</td> <td>External Interface</td> <td>2001</td> <td>2001</td> <td></td> </tr> <tr> <td>08/01/2001</td> <td>ENGR210</td> <td>Approved/Official</td> <td>Active</td> <td>GOOD (Good (Single Tier))</td> <td>Good</td> <td>External Interface</td> <td>2001</td> <td>2001</td> <td></td> </tr> </tbody> </table>	Effective Date	Competency	Evaluation Type	Status	Rating Model	Proficiency	Verified By	Year Last Used	Year Acquired	Years Of Experience	07/02/2011	ENGR210	Approved/Official	Active	GOOD (Good (Single Tier))	Good	By Test		2011		08/01/2001	ENGR210	Approved/Official	Active	GOOD (Good (Single Tier))	Good	External Interface	2001	2001		08/01/2001	ENGR210	Approved/Official	Active	GOOD (Good (Single Tier))	Good	External Interface	2001	2001	
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Adding a Historically Dated Previously Granted Competency, Continued

Procedures,
continued

Step	Action
7	<p>Adjust the Effective Date of the new row to reflect the effective date of the competency. Complete the additional fields according to the instructions in section Adding a New Competency. Click OK to return to the Person Profile page.</p>  <p>The screenshot shows a form with the following fields: <ul style="list-style-type: none"> *Effective Date: 07/01/2007 (highlighted in red) Competency: ENGR210 Evaluation Type: Approved/Official *Status: Active Rating Model: GOOD Proficiency: Good Verified By: External Interface Year Last Used: 2001 Year Acquired: 2007 Years Of Experience: (empty) The OK button is also highlighted in red. </p>
8	Click Save at the bottom of the Person Profile page to commit the changes.
9	<p>Once saved, this message will display.</p>  <p>The screenshot shows the Person Profile page with the following details: <ul style="list-style-type: none"> Empl ID: 1234567 Profile Type: PERSON *Profile Status: Active *Description: Prince R Nelson Profile Actions: <Select Action> A red box highlights the success message at the bottom: ✓ You have successfully saved those profile changes that do not require approval. </p>

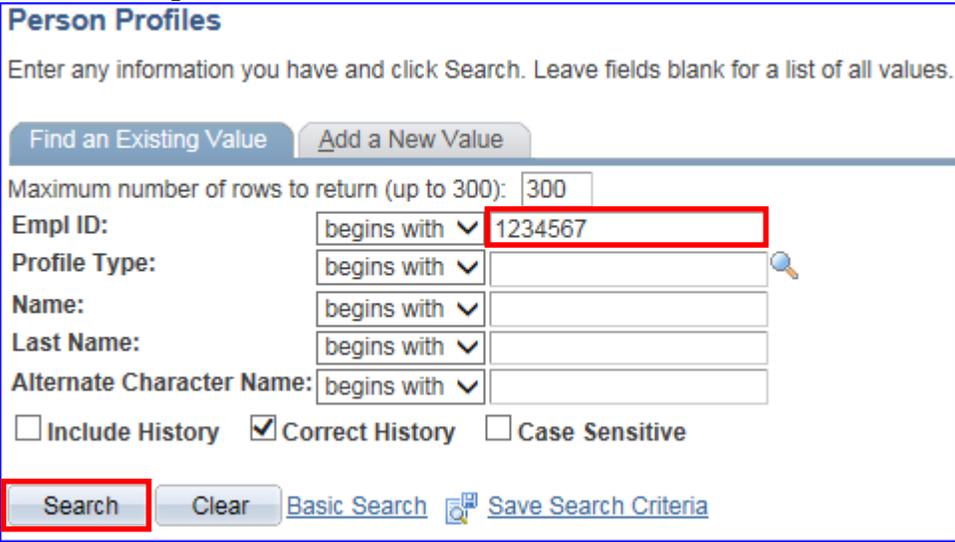
Correcting a Competency

Introduction This guide provides the procedures for Correcting a Competency in Direct Access. The user must have the **CG_COMP_U** role.

If the competency code needs to be corrected, the user **MUST** first delete the competency record and re-enter it using the correct competency code. Follow the steps in the [Deletion guides](#) to delete a competency record.

To correct any other competency data, follow the steps below.

Procedures See below.

Step	Action
1	Select Person Profiles from the Person Profiles pagelet. 
2	Enter the Emplid and hit Search . 

Continued on next page

Correcting a Competency, Continued

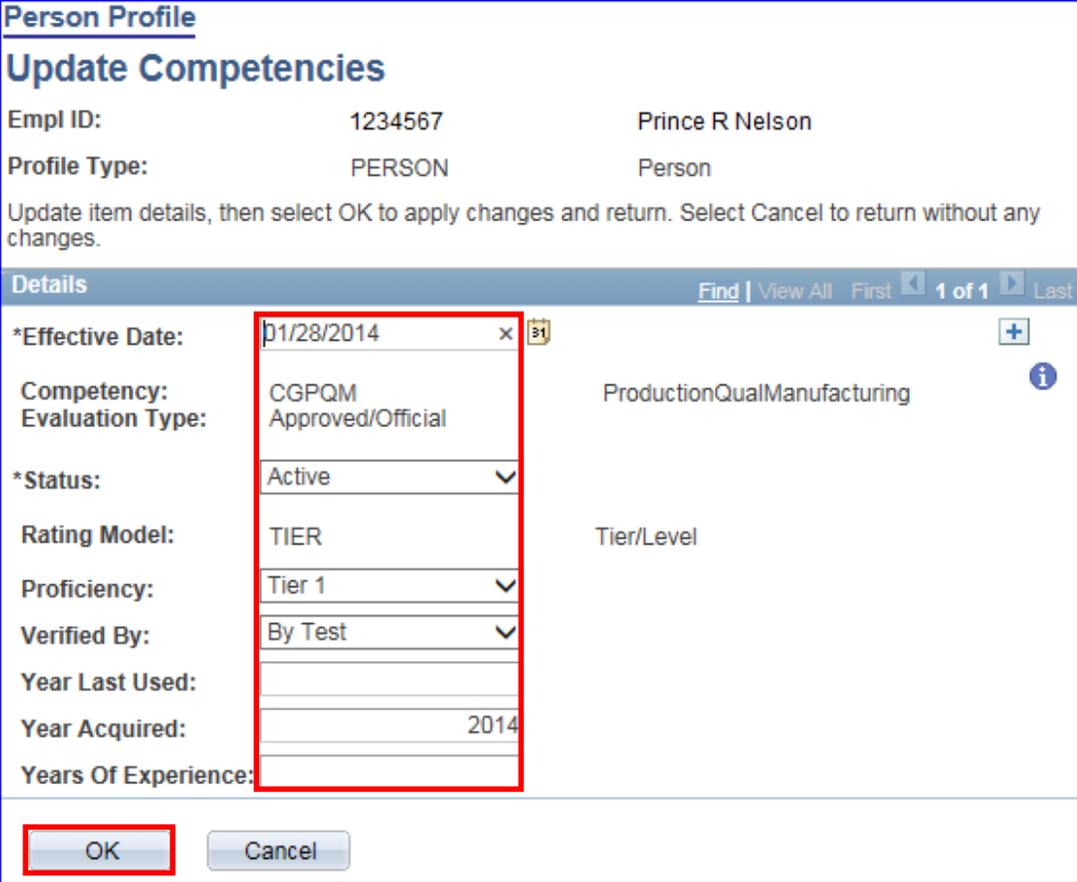
Procedures,
continued

Step	Action																																																								
<p>3</p>	<p>The member's first five competencies will be displayed. Click View All to see more.</p> <div data-bbox="337 541 1414 1136" style="border: 1px solid black; padding: 5px;"> <p>Person Profile</p> <p>Empl ID: 1234567 Prince R Nelson</p> <p>Profile Type: PERSON Person</p> <p>Profile Status: Active</p> <p>Description: Prince R Nelson</p> <p>Profile Actions: <Select Action></p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>Competencies Customize Find View All First 1-5 of 34 Last</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Content Type</th> <th>*Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>CGPQM</td> <td>ProductionQualManufacturing</td> <td>COMPETENCY</td> <td>01/28/2014</td> <td>Approved/Official</td> <td>Tier 1</td> <td></td> </tr> <tr> <td>CGSEOPS</td> <td>SEOPS Spcial & Emer Ops Proced</td> <td>COMPETENCY</td> <td>08/06/2007</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>CGTE</td> <td>Test and Evaluation</td> <td>COMPETENCY</td> <td>08/27/2015</td> <td>Approved/Official</td> <td>Tier 1</td> <td></td> </tr> <tr> <td>CMCJV</td> <td>Collateral Duty Silver Badge</td> <td>COMPETENCY</td> <td>07/31/2007</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>COTR</td> <td>(Obsolete) ContractOffTechRep</td> <td>COMPETENCY</td> <td>04/05/2007</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> </tbody> </table> </div>	ID	Competency	Content Type	*Effective Date	Evaluation Type	Proficiency	View History	CGPQM	ProductionQualManufacturing	COMPETENCY	01/28/2014	Approved/Official	Tier 1		CGSEOPS	SEOPS Spcial & Emer Ops Proced	COMPETENCY	08/06/2007	Approved/Official	Good		CGTE	Test and Evaluation	COMPETENCY	08/27/2015	Approved/Official	Tier 1		CMCJV	Collateral Duty Silver Badge	COMPETENCY	07/31/2007	Approved/Official	Good		COTR	(Obsolete) ContractOffTechRep	COMPETENCY	04/05/2007	Approved/Official	Good															
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<p>4</p>	<p>From the competency content section, select the competency to be updated or corrected. If the member has received the competency multiple times, be sure to select the correct competency record.</p> <div data-bbox="337 1283 1414 1671" style="border: 1px solid black; padding: 5px;"> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>Competencies Customize Find View 5 First 1-34 of 34 Last</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Content Type</th> <th>*Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>CGPQM</td> <td>ProductionQualManufacturing</td> <td>COMPETENCY</td> <td>01/28/2014</td> <td>Approved/Official</td> <td>Tier 1</td> <td></td> </tr> <tr> <td>CGSEOPS</td> <td>SEOPS Spcial & Emer Ops Proced</td> <td>COMPETENCY</td> <td>08/06/2007</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>CGTE</td> <td>Test and Evaluation</td> <td>COMPETENCY</td> <td>08/27/2015</td> <td>Approved/Official</td> <td>Tier 1</td> <td></td> </tr> <tr> <td>CMCJV</td> <td>Collateral Duty Silver Badge</td> <td>COMPETENCY</td> <td>07/31/2007</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>COTR</td> <td>(Obsolete) ContractOffTechRep</td> <td>COMPETENCY</td> <td>04/05/2007</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>DCGFE</td> <td>Gas Free Engineer</td> <td>COMPETENCY</td> <td>08/06/2007</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>DCPQS</td> <td>DCPQS (Basic)</td> <td>COMPETENCY</td> <td>09/10/2011</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> </tbody> </table> </div>	ID	Competency	Content Type	*Effective Date	Evaluation Type	Proficiency	View History	CGPQM	ProductionQualManufacturing	COMPETENCY	01/28/2014	Approved/Official	Tier 1		CGSEOPS	SEOPS Spcial & Emer Ops Proced	COMPETENCY	08/06/2007	Approved/Official	Good		CGTE	Test and Evaluation	COMPETENCY	08/27/2015	Approved/Official	Tier 1		CMCJV	Collateral Duty Silver Badge	COMPETENCY	07/31/2007	Approved/Official	Good		COTR	(Obsolete) ContractOffTechRep	COMPETENCY	04/05/2007	Approved/Official	Good		DCGFE	Gas Free Engineer	COMPETENCY	08/06/2007	Approved/Official	Good		DCPQS	DCPQS (Basic)	COMPETENCY	09/10/2011	Approved/Official	Good	
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Correcting a Competency, Continued

Procedures,
continued

Step	Action
5	<p>The Update Competencies page will display. Correct the appropriate fields, then click OK.</p>  <p>Person Profile</p> <h3>Update Competencies</h3> <p>Empl ID: 1234567 Prince R Nelson Profile Type: PERSON Person</p> <p>Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.</p> <p>Details Find View All First 1 of 1 Last</p> <p>*Effective Date: 1/28/2014 Competency: CGPQM ProductionQualManufacturing Evaluation Type: Approved/Official *Status: Active Rating Model: TIER Tier/Level Proficiency: Tier 1 Verified By: By Test Year Last Used: Year Acquired: 2014 Years Of Experience:</p> <p>OK Cancel</p>
6	Click Save at the bottom of the Person Profile page.

Continued on next page

Correcting a Competency, Continued

Procedures,
continued

Step	Action
7	<p data-bbox="337 510 824 552">Once saved, this message will display.</p> <div data-bbox="337 552 1312 951" style="border: 1px solid blue; padding: 5px;"><p data-bbox="345 552 597 594">Person Profile</p><p data-bbox="345 615 1044 657">Empl ID: 1234567 Prince R Nelson</p><p data-bbox="345 667 946 699">Profile Type: PERSON Person</p><p data-bbox="345 720 776 762">*Profile Status: Active <input type="button" value="v"/></p><p data-bbox="345 783 1190 825">*Description: Prince R Nelson <input type="button" value="x"/>  </p><p data-bbox="345 846 1190 888">Profile Actions: <Select Action> <input type="button" value="v"/> </p><p data-bbox="345 898 1304 940"><input checked="" type="checkbox"/> You have successfully saved those profile changes that do not require approval.</p></div>

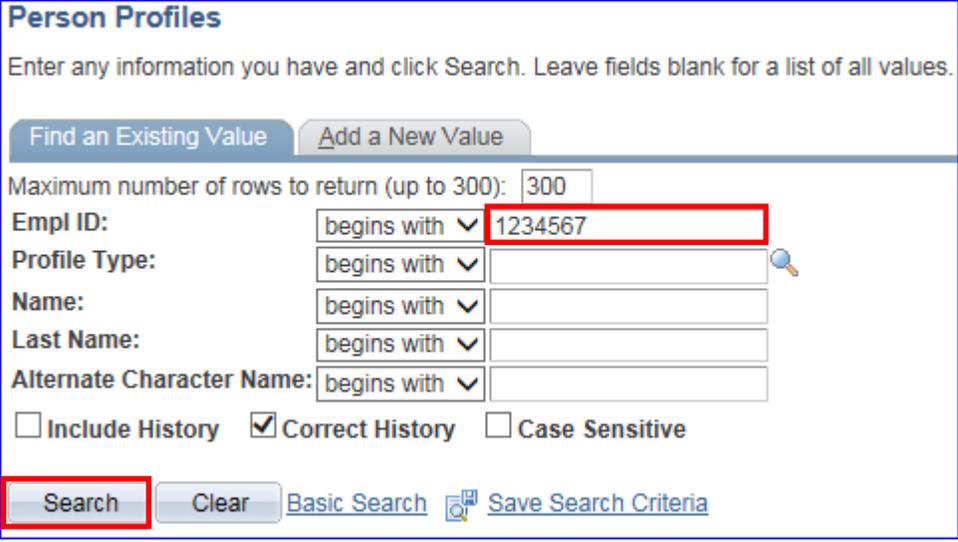
Deleting a Single Competency

Introduction This guide provides the procedures for Deleting a Competency in Direct Access. The user must have the **CG_COMP_U** role.

As with any delete function, use extreme caution when performing delete transactions. It is possible to delete the wrong record or records, especially if the member has multiple instances of the same competency. If a record is erroneously deleted, it will have to be recreated.

Note: If this is a competency that has just been added, the minus button used to delete some records will not appear until the user leaves the page and returns. The easiest resolution is to click **Return to Search** and then re-enter the member's profile.

Procedures See below.

Step	Action
1	Select Person Profiles from the Person Profiles pagelet. 
2	Enter the Emplid and hit Search . 

Continued on next page

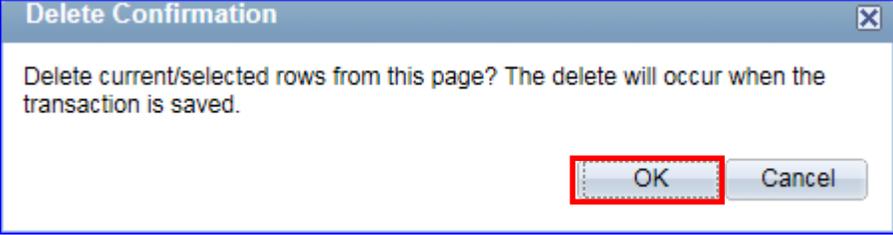
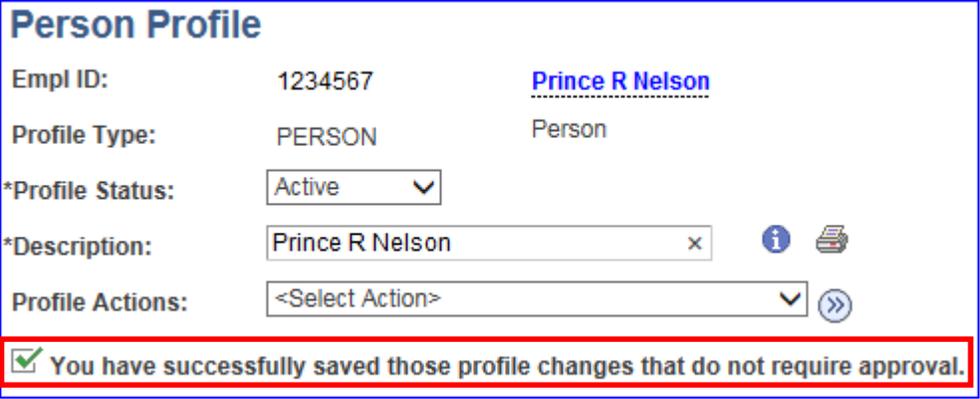
Deleting a Competency, Continued

Procedures,
continued

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<p>3</p>	<p>The member's first five competencies will be displayed. Click View All to see more.</p> <div data-bbox="337 541 1414 1136"> <p>Person Profile</p> <p>Empl ID: 1234567 Prince R Nelson</p> <p>Profile Type: PERSON Person</p> <p>Profile Status: Active</p> <p>Description: Prince R Nelson</p> <p>Profile Actions: <Select Action></p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>Competencies View All First 1-5 of 34 Last</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Content Type</th> <th>*Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>CGPQM</td> <td>ProductionQualManufacturing</td> <td>COMPETENCY</td> <td>01/28/2014</td> <td>Approved/Official</td> <td>Tier 1</td> <td></td> </tr> <tr> <td>CGSEOPS</td> <td>SEOPS Spcial & Emer Ops Proced</td> <td>COMPETENCY</td> <td>08/06/2007</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>CGTE</td> <td>Test and Evaluation</td> <td>COMPETENCY</td> <td>08/27/2015</td> <td>Approved/Official</td> <td>Tier 1</td> <td></td> </tr> <tr> <td>CMCJV</td> <td>Collateral Duty Silver Badge</td> <td>COMPETENCY</td> <td>07/31/2007</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>COTR</td> <td>(Obsolete) ContractOffTechRep</td> <td>COMPETENCY</td> <td>04/05/2007</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> </tbody> </table> </div>	ID	Competency	Content Type	*Effective Date	Evaluation Type	Proficiency	View History	CGPQM	ProductionQualManufacturing	COMPETENCY	01/28/2014	Approved/Official	Tier 1		CGSEOPS	SEOPS Spcial & Emer Ops Proced	COMPETENCY	08/06/2007	Approved/Official	Good		CGTE	Test and Evaluation	COMPETENCY	08/27/2015	Approved/Official	Tier 1		CMCJV	Collateral Duty Silver Badge	COMPETENCY	07/31/2007	Approved/Official	Good		COTR	(Obsolete) ContractOffTechRep	COMPETENCY	04/05/2007	Approved/Official	Good	
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Deleting a Competency, Continued

Procedures,
continued

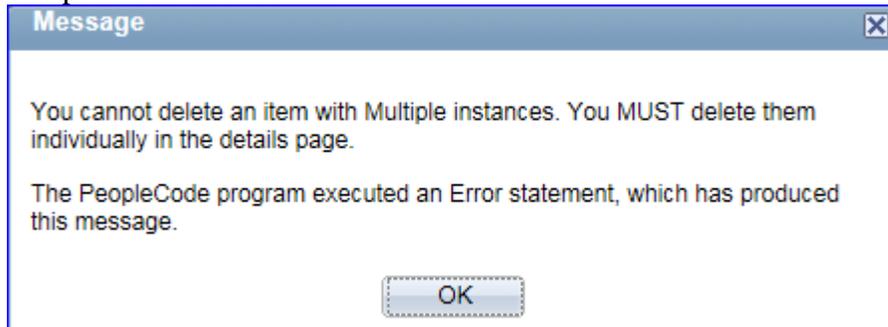
Step	Action
5	This message will appear. Click OK .  A dialog box titled "Delete Confirmation" with a close button (X) in the top right corner. The text inside reads: "Delete current/selected rows from this page? The delete will occur when the transaction is saved." At the bottom right, there are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red dashed border.
6	Click Save at the bottom of the Person Profile page.
7	Once saved, this message will display.  A screenshot of the "Person Profile" page. It shows fields for "Empl ID: 1234567" with a link "Prince R Nelson" next to it, "Profile Type: PERSON" with "Person" next to it, "*Profile Status:" with a dropdown menu set to "Active", "*Description:" with a text box containing "Prince R Nelson" and icons for info and print, and "Profile Actions:" with a dropdown menu set to "<Select Action>" and a double-right arrow icon. At the bottom, a red-bordered box contains a green checkmark icon followed by the text: "You have successfully saved those profile changes that do not require approval."

Deleting One Competency when Multiple Instances Exist

Introduction This guide provides the procedures for Deleting One Competency when Multiple Instances Exist in Direct Access. The user must have the **CG_COMP_U** role.

As with any delete function, use extreme caution when performing delete transactions. It is possible to delete the wrong record or records, especially if the member has multiple instances of the same competency. If a record is erroneously deleted, it will have to be recreated.

Note: To prevent unintentional deletions of competencies, the **trash can** functionality for multiple competencies of one type has been disabled. The following message will appear if you attempt to delete multiple competencies at one time:



Procedures See below.

Step	Action
1	Select Person Profiles from the Person Profiles pagelet. 

Continued on next page

Deleting One Competency when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action																																										
2	<p>Enter the Emplid and hit Search.</p> <div data-bbox="337 573 1294 1108" style="border: 1px solid blue; padding: 5px;"> <p>Person Profiles</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p>Empl ID: <input type="text" value="begins with"/> <input style="border: 2px solid red;" type="text" value="1234567"/></p> <p>Profile Type: <input type="text" value="begins with"/> <input type="text"/></p> <p>Name: <input type="text" value="begins with"/> <input type="text"/></p> <p>Last Name: <input type="text" value="begins with"/> <input type="text"/></p> <p>Alternate Character Name: <input type="text" value="begins with"/> <input type="text"/></p> <p><input type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search Save Search Criteria</p> </div>																																										
3	<p>The member's first five competencies will be displayed. Click View All to see more.</p> <div data-bbox="337 1171 1416 1759" style="border: 1px solid blue; padding: 5px;"> <p>Person Profile</p> <p>Empl ID: 1234567 Prince R Nelson</p> <p>Profile Type: PERSON Person</p> <p>Profile Status: <input type="text" value="Active"/></p> <p>Description: <input type="text" value="Prince R Nelson"/> </p> <p>Profile Actions: <input type="text" value="<Select Action>"/> </p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <table border="1" data-bbox="337 1486 1416 1759"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Content Type</th> <th>*Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>CGPQM</td> <td>ProductionQualManufacturing</td> <td>COMPETENCY</td> <td>01/28/2014</td> <td>Approved/Official</td> <td>Tier 1</td> <td></td> </tr> <tr> <td>CGSEOPS</td> <td>SEOPS Special & Emer Ops Proced</td> <td>COMPETENCY</td> <td>08/06/2007</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>CGTE</td> <td>Test and Evaluation</td> <td>COMPETENCY</td> <td>08/27/2015</td> <td>Approved/Official</td> <td>Tier 1</td> <td></td> </tr> <tr> <td>CMCJV</td> <td>Collateral Duty Silver Badge</td> <td>COMPETENCY</td> <td>07/31/2007</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>COTR</td> <td>(Obsolete) ContractOffTechRep</td> <td>COMPETENCY</td> <td>04/05/2007</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> </tbody> </table> </div>	ID	Competency	Content Type	*Effective Date	Evaluation Type	Proficiency	View History	CGPQM	ProductionQualManufacturing	COMPETENCY	01/28/2014	Approved/Official	Tier 1		CGSEOPS	SEOPS Special & Emer Ops Proced	COMPETENCY	08/06/2007	Approved/Official	Good		CGTE	Test and Evaluation	COMPETENCY	08/27/2015	Approved/Official	Tier 1		CMCJV	Collateral Duty Silver Badge	COMPETENCY	07/31/2007	Approved/Official	Good		COTR	(Obsolete) ContractOffTechRep	COMPETENCY	04/05/2007	Approved/Official	Good	
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Deleting One Competency when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action																																																								
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Deleting One Competency when Multiple Instances Exist, Continued

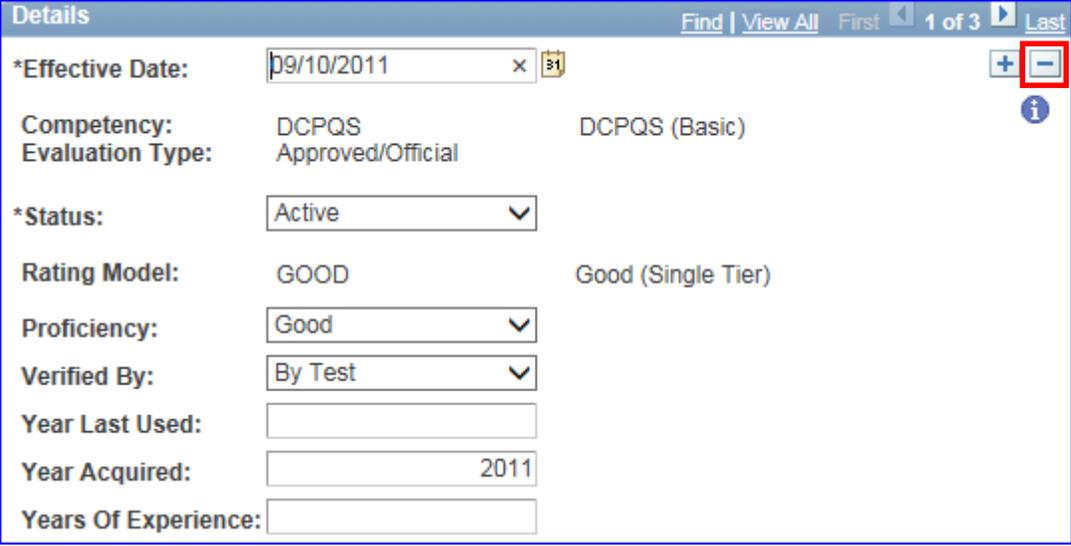
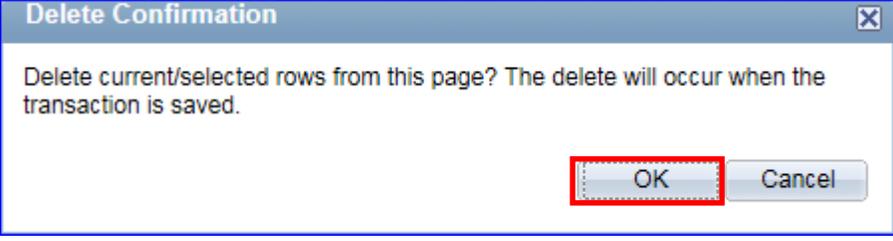
Procedures,
continued

Step	Action
5	<p>The Update Competencies page will display. Scroll through the records using the Arrows or click View All to find the correct record to delete.</p> <div data-bbox="337 621 1409 1528" style="border: 1px solid blue; padding: 5px;"> <p>Person Profile</p> <p>Update Competencies</p> <p>Empl ID: 1234567 Prince R Nelson</p> <p>Profile Type: PERSON Person</p> <p>Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.</p> <p>Details Find View All First 1 of 3 Last</p> <p>*Effective Date: 09/10/2011 <input type="text"/> <input type="button" value="x"/> <input type="button" value="31"/> <input type="button" value="+"/> <input type="button" value="-"/> <input type="button" value="i"/></p> <p>Competency: DCPQS DCPQS (Basic)</p> <p>Evaluation Type: Approved/Official</p> <p>*Status: Active <input type="button" value="v"/></p> <p>Rating Model: GOOD Good (Single Tier)</p> <p>Proficiency: Good <input type="button" value="v"/></p> <p>Verified By: By Test <input type="button" value="v"/></p> <p>Year Last Used: <input type="text"/></p> <p>Year Acquired: <input type="text" value="2011"/></p> <p>Years Of Experience: <input type="text"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div>

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Deleting One Competency when Multiple Instances Exist, Continued

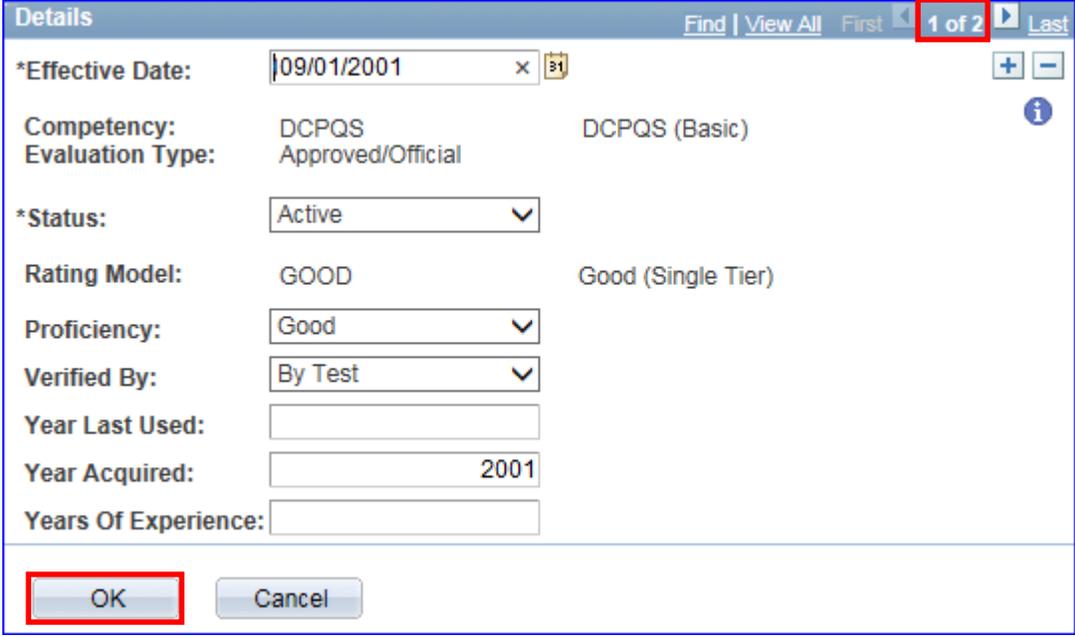
Procedures,
continued

Step	Action
6	<p>Once the correct record has been located, click the Minus button to delete it.</p> 
7	<p>This message will appear. Click OK.</p> 

Continued on next page

Deleting One Competency when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action
8	<p>Notice the record updated to 1 of 2. Click OK.</p> 
9	Click Save at the bottom of the Person Profile page.
10	<p>Once saved, this message will display.</p> 