

UNITED STATES COAST GUARD



Person Profile

Language/Foreign Language Test Results

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Step-by step instructions on adding, updating and deleting member languages in Direct Access.

Encl (4)

Language/Foreign Language Test Results

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Language/Foreign Language Test Results

1. Introduction

This section provides the procedure for the unit Educational Services Officer (ESO) and/or the Servicing Personnel Offices to enter a member's Defense Language Proficiency Test (DLPT). The information is available to the member via self service.

Note 1: In order for the member to be eligible for Foreign Language Proficiency Pay (FLPP), Foreign Language/DLPT Test results must be entered following these steps outlined in this section.

Note 2: For FLPP purposes certification of members' language proficiency will expire at the end of the 1-year period beginning on the first day of the first month after the certification date. Members must test annually in each language for which they are receiving FLPP in order to continue receiving FLPP. When completing the Expiration Date field always use the date which is the last day of the month in which the test was taken, one year later. **Examples:**

1. PO1 Johnson takes/passes FLPB test for Spanish on 9/5/2014. Expiration Date must be recorded as 9/30/2015.
2. PO2 Rodriguez takes/passes FLPB test for Spanish on 5/25/2015. Expiration Date must be recorded as 5/31/2016.

2. Portal Navigation

The user can navigate to the Person Profiles page using the path below. At any time, if a user needs to return to the home screen, the user can click the "Home" link in the upper right-hand corner of the window.

Enterprise Menu > Workforce Development > Profile Management > Profiles > Person Profiles

Qualifications: This link takes the user to the Person Profile screen. Languages/Foreign Language Test Results are recorded on the Person Profile screen.

3. Wildcard Search

Direct Access supports the use of three wildcard features when searching for data. The wildcards can be helpful in finding the exact information that user wants to process. The following are the supported standard wildcard features.

Character	Function
% (percent sign)	Match one or more characters.
_ (underscore)	Match any single character.
\ (back slash)	Escape character – don't treat the next character as a wildcard.

When attempting to search for a member, you may use the "wildcard" search feature. One commonly used wildcard is the "_" sign. The use of this sign represents a single letter instead of a group of letters. For example, if you would like to see all the members whose last names contain the letters "C", "H" and "N", in that order, the "_" wildcard would be used to represent a single letter between the characters in which it is placed. An example of the search results when a "_" is used is located below.

Language/Foreign Language Test Results

Find an Existing Value
Add a New Value

Maximum number of rows to return (up to 300):

Empl ID: begins with
Profile Type: begins with
Name: begins with
Last Name: begins with
Alternate Character Name: begins with

Include History
 Correct History
 Case Sensitive

[Basic Search](#)
 [Save Search Criteria](#)

Search Results

Only the first 300 results of a possible 489 can be displayed. Enter more search key information and search again to re

First 101-200 of 300 Last

Empl ID	Profile Type	Name	Last Name	Alternate Character Name
	AWARDS COORD		CHANDLER	(blank)
	PERSON		CHANDLER	(blank)
	PERSON		CHANDRASENA	(blank)
	PERSON		CHANES	(blank)
	PERSON		CHANEY	(blank)
	RETIREE		CHANEY	(blank)
	PERSON		CHANEY	(blank)
	RETIREE		CHANEY	(blank)
	PERSON		CHANEY	(blank)
	PERSON		CHANEY	(blank)
	PERSON		CHANEY	(blank)
	RETIREE		CHANEY	(blank)
	PERSON		CHANEY	(blank)

Another wildcard that is commonly used is the “%” sign. This wildcard is used to represent multiple characters. For example, if you would like to see all members whose last names contain the letters “C”, “H” and “N”, regardless of the order of the letters in the name, the “%” wildcard should be used. Below is an illustration of this example.

Find an Existing Value
Add a New Value

Maximum number of rows to return (up to 300):

Empl ID: begins with
Profile Type: begins with
Name: begins with
Last Name: begins with
Alternate Character Name: begins with

Include History
 Correct History
 Case Sensitive

[Basic Search](#)
 [Save Search Criteria](#)

Search Results

Only the first 300 results of a possible 1459 can be displayed. Enter more search key information and sea

First 1-100 of 300 Last

Empl ID	Profile Type	Name	Last Name	Alternate Character Name
	PERSON		CHACON	(blank)
	PERSON		CHACON	(blank)
	RETIREE		CHACON	(blank)
	PERSON		CHACON	(blank)
	PERSON		CHACON	(blank)
	PERSON		CHACON	(blank)
	PERSON		CHACON	(blank)
	PERSON		CHACON	(blank)
	PERSON		CHACON	(blank)
	AWARDS COORD		CHACON	(blank)
	PERSON		CHACON	(blank)
	PERSON		CHADBAND	(blank)
	PERSON		CHADBOURNE	(blank)

4. Entering a new Language/Foreign Language Test Results

When information about a member's Foreign Language Test Results is received and ready to be entered into Direct Access, navigate to the following page:

Portal Link: Person Profile

Menu path: Main Menu > Workforce Development > Profile Management > Profiles > Person Profiles

Direct Access also remembers recently used pages. If you have used the Person Profile page recently, you can go to Favorites > Recently Used > Person Profiles

4.1. Locating the Member

1. Use the Search record to pull up the member's Person Profile using the member's EMPLID or name.

Note: When attempting to search for a member, you may use the Direct Access "wildcard" search feature. Refer to section "[3. Wildcard Search](#)" for further instruction

Person Profiles

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Maximum number of rows to return (up to 300): 300

Empl ID: begins with [input] 

Profile Type: begins with [input] 

Name: begins with [input]

Last Name: begins with [input]

Alternate Character Name: begins with [input]

Include History Correct History Case Sensitive

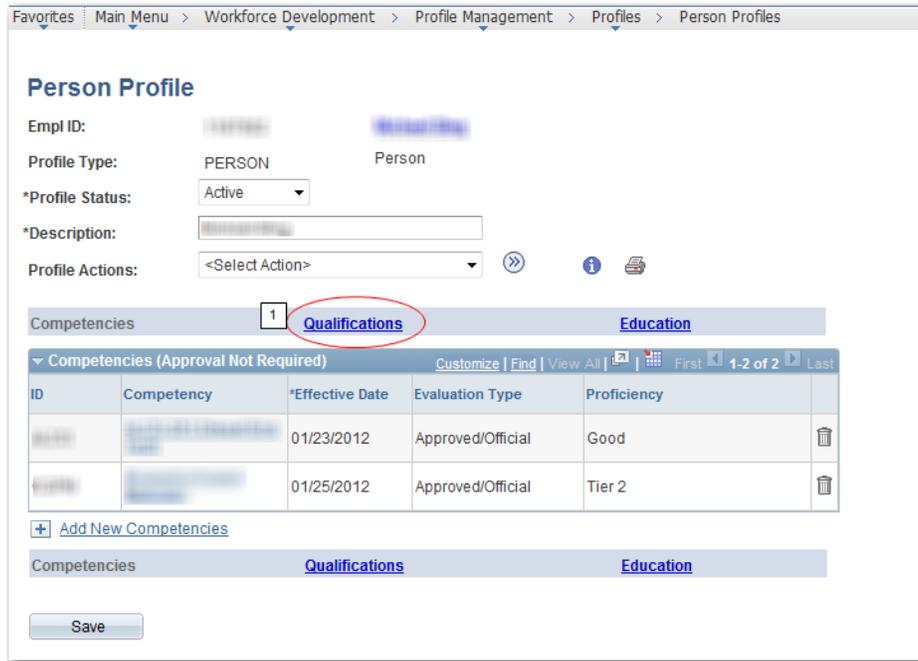
Search Clear Basic Search  Save Search Criteria

2. Click the Search button. If the search returns more than one record, be sure to select the correct member's record that has "PERSON" in the Profile Type column

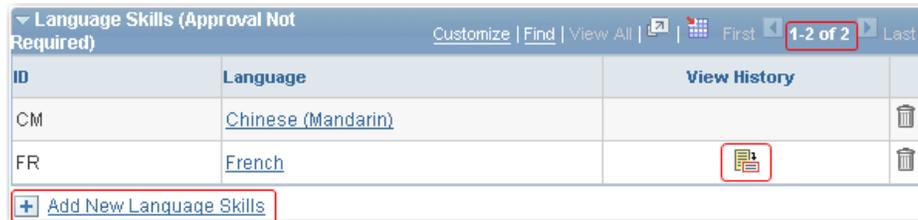
PERSON	(blank)
--------	---------

4.2. Viewing Languages

1. Click on the Qualifications link.



A list of the member’s current Languages will display in the Languages content section



Languages with the same Language Codes are grouped together. The  icon in the “View History” column signifies that the member has received the language more than once. Click on the icon to view all instances of the language.

Below is an example of all the languages the member has under the ‘French’ Language Code:



2. If the member has more than five language rows, only the first five will be displayed. Click on the View All link to display all of the member’s languages.

4.3. Adding a New Language/Foreign Language Test Result

1. To add a new Foreign Language Test Results to the member’s profile, Click on the “+ Add New Language Skills” link. The “Add new Language Skills” page appears.



Note: All the fields will be blank if the member does not have any Foreign Language Test Results present in the system.

The screenshot shows the "Add New Language Skills" form. It includes fields for:

- *Data Entry Date: 01/25/2012
- *Language: (empty search field)
- *Status: Active
- Proficiency Level: (dropdown menu)
- Listening Test Date: (empty date field)
- Reading Test Date: (empty date field)
- *Expiration Date: (empty date field)
- Reading Score: (empty text field)
- Listening Score: (empty text field)

 At the bottom, there are buttons for "OK", "Cancel", and "Apply and Add Another".

2. On the Add New Languages page enter the data about the Foreign Language:

Field	Description/Instructions
*Data Entry Date (Required)	This field defaults to today’s date. You can change the date by Data Entry Date field.
*Language (Required)	Enter the Language code or, search for the Language code by clicking on the magnifying glass. Click the ‘Look Up’ button to see a list of all languages or enter search criteria and then click ‘Look Up’.
*Status (Required)	This field defaults to “Active”. DO NOT change this field.
Proficiency Level	Enter the Proficiency level based on the listening and reading

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	test scores
Listening Test Date	Enter the date the Listening Test was taken for the language being entered.
Reading Test Date	Enter the date the Reading Test was taken for the language being entered.
*Expiration Date (Required)	Enter the Expiration Date for the language being entered. The expiration date must be the last day of the month in which the test was taken, one year later. Ex: PO1 Johnson takes/passes FLPB test for Spanish on 9/5/2014. Expiration Date will be recorded as 9/30/2015. Ex2: PO2 Rodriguez takes/passes FLPB test for Spanish on 5/25/2015. Expiration Date will be recorded as 5/31/2016.
Reading Score	Enter the Reading test score received for the language being entered.
Listening Score	Enter the Listening test score received for the language being entered.

3. Click “OK” to return to the Person Profile page.
4. Click “Save” at the bottom of the Person Profile page to commit the changes.

NOTE: If the wrong language was selected, delete it and repeat Step 4.3.

4.4. Adding a Previously Granted Foreign Language Test Results for the Same Type of Language

Same Language can be granted multiple times based on how often the member takes the Defense Language Proficiency Test. In these cases, the procedure to add the Foreign Language Test Result to a member’s Person Profile is slightly different. To add another instance of the same Language, follow these steps:

1. Click the Qualifications tab. A list of the member’s current languages will display under the Languages content section
2. In the Language column, click on the existing language row



3. The user will be directed to the “Update Languages” page. Click on the  sign in the top right corner of the Detail box to insert a new effective dated row

Language/Foreign Language Test Results

Person Profile

Update Language Skills

Empl ID: [REDACTED] [REDACTED]

Profile Type: PERSON Person

Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.

Details Find | View All | First 1 of 1 Last

*Data Entry Date:	01/24/2011		 
Language:	FR		
*Status:	Active		
Proficiency Level:	Interpreter 4		
Listening Test Date:	01/02/2011		
Reading Test Date:	01/02/2011		
*Expiration Date:	01/31/2012		
Reading Score:	3+		
Listening Score:	2		

OK Cancel

The expiration date **must be the last day of the month in which the test was taken, one year later.**

Ex: PO1 Johnson takes/passes FLPB test for Spanish on 9/5/2014. Expiration Date will be recorded as 9/30/2015.

Ex2: PO2 Rodriguez takes/passes FLPB test for Spanish on 5/25/2015. Expiration Date should be recorded as 5/31/2016.

A new Language Skills record is created with the current date populated in the Data Entry Date field. Also, the record will say "1 of x" in the upper right corner of the record. Any fields that were populated on the previous Language row will be brought forward and populated on the new row.

Language/Foreign Language Test Results

Person Profile

Update Language Skills

Empl ID: [REDACTED] [REDACTED]

Profile Type: PERSON Person

Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.

Details Find | View All First 1 of 2 Last

*Data Entry Date: 01/25/2012

Language: FR French

*Status: Active

Proficiency Level: Interpreter 4

Listening Test Date: 01/02/2011

Reading Test Date: 01/02/2011

*Expiration Date: 01/02/2012

Reading Score: 3+

Listening Score: 2

OK Cancel

4. Enter the data in the same manner as “[4.3 Adding a New Language/Foreign Language Test Result.](#)”
5. Verify that all fields are correct. The application will automatically pull data from the previous record into the new one. The user will need to correct or delete the data in all pre-populated fields, if necessary.
6. Click “OK” to return to the Person Profile page.
7. Upon returning to the Qualifications tab, the multiple records icon will be there. 
8. Click “Save” at the bottom of the Person Profile page to commit the changes.

NOTE: Once the record is saved, the Language code cannot be changed.

5. Correcting a Language/ Foreign Language Test Result Record

5.1. Correcting a Language Code

If the Language Code needs to be corrected, the user **MUST** first delete the Language record and re-enter it using the correct Language Code. Follow the steps in section “6. Deleting a Language” to delete a Language record.

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5.2. Correcting other Language Data

1. Follow the instructions in section “[4.1 Locating the Member](#)” to search for the member’s record.
2. From the Language Skills content section, select the language to be updated or corrected. If the member has received the language multiple times, be sure to select the correct language record.
3. Change/correct the appropriate fields.
4. Click “OK” to return to the Person Profile page.
5. Click “Save” at the bottom of the Person Profile page to commit the changes.

6. Deleting a Language

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 language. If a record is erroneously deleted, it will have to be recreated.

NOTE: If this is a language that has just been added, the “-“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. This is a nuance of the application.

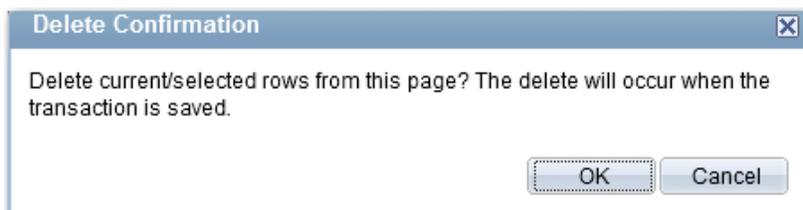
6.1. Deleting a Single Language Skill

1. Follow the instructions in section “[4.1. Locating the Member](#)” to search for the member’s record.
2. From the Language Skills content section, select the language to be deleted. If the member has received the language multiple times, be sure to select the correct language record.
3. To delete a Language Skill that a member has received only once, click the trash can on the Language row



Language Skills (Approval Not Required)		
ID	Language	View History
CM	Chinese (Mandarin)	
FR	French	

4. Click “OK” to confirm the deletion.



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Users can also “View All” records.

Person Profile
Update Language Skills

Empl ID: [REDACTED] [REDACTED]
Profile Type: PERSON Person

Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.

Details [View All] First 1 of 2 Last

*Data Entry Date: 01/25/2012
Language: FR French
*Status: Active
Proficiency Level: Interpreter 4
Listening Test Date: 01/02/2011
Reading Test Date: 01/02/2011
*Expiration Date: 01/02/2012
Reading Score: 3+
Listening Score: 2

OK Cancel

3. Once the correct record has been located, click the “-“ button in the upper right-hand corner of the record.

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Person Profile
Update Language Skills

Empl ID: [REDACTED] [REDACTED]
Profile Type: PERSON Person

Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.

Details Find | View All First 1 of 2 Last

*Data Entry Date: 01/25/2012 [calendar icon] 

Language: FR French

*Status: Active

Proficiency Level: Interpreter 4

Listening Test Date: 01/02/2011 [calendar icon]

Reading Test Date: 01/02/2011 [calendar icon]

*Expiration Date: 01/02/2012 [calendar icon]

Reading Score: 3+ [trash can icon]

Listening Score: 2 [trash can icon]

OK Cancel

4. Click "OK" to confirm the deletion

Delete Confirmation [X]

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

OK Cancel

5. Click "OK" to return to the Person Profile page.
6. Click "Save" at the bottom of the Person Profile page to commit the changes.

6.3. Deleting All Records for a Language Skill

This process is the same as deleting only one instance of a Language code. Each record must be deleted individually using the steps outlined in section ["6.2. Deleting One Language Where Multiple Instances Exist"](#).

To prevent unintentional deletions of awards, the trash can functionality for multiple languages of one type has been disabled.

The following message will appear if you attempt to delete multiple languages at one time:

Message [X]

You cannot delete an item with Multiple instances. You MUST delete them individually in the details page.

The PeopleCode program executed an Error statement, which has produced this message.

OK