

INDIVIDUAL TRAINING PROGRESS REPORT

Trainee Name: Focken, Levi

Target Position Grade: GS11

Supervisor Name: Carlson, Ryan

Current Trainee Position Grade: GS9

Period this progress report covers: 01JUN2014-30SEP2014

Course Status:

1. MOSW 25B - Completed MAY2014
2. CompTIA Security+ - Certified as of 27MAR15
3. Army Skillport -> IT Prof. Curricula -> Web Design -> Scripting and Web Lang. -> DHTML Basics - Incomplete
4. Army Skillport -> IT Prof. Curricula -> Web Design -> Scripting and Web Lang. -> Working with HTML 5 and CSS3 - Incomplete
5. Army Skillport -> MCTS SharePoint 2010 -> 70-573: Application Development Modules - Incomplete

On The Job Training:

1. Development task completed. Implementation of audit procedures will be done when management enforces policy behind hierarchy.
2. Task completed. Conducted on daily basis.
3. Task completed. Conducted on daily basis.
4. Task completed. Conducted on daily basis.
5. Task completed. Conducted on daily basis.
6. Task completed. Initial go ahead on new website received from the TAG. Coordinates additional changes with staff as needed.
7. Task completed to a high degree of success.
8. Task completed for public website. Awaiting word from NGB on transitioning collaborative portal to SharePoint 2013.
9. Task completed to a high degree of success.
10. Task completed. Conducted on daily basis.
11. Task completed. Works as a backup for Distributed Learning Manager.
12. Task incomplete. Needs to coordinate training with VI Manager.
13. Task incomplete. Needs to coordinate training with VI Manager.
14. Task completed. Works as a backup for Distributed Learning Manager.
15. Task incomplete. Needs to coordinate training with VI Manager.
16. Task incomplete. Needs to coordinate training with VI Manager.
17. Task incomplete. Needs to coordinate training with VI Manager.
18. Task incomplete. Needs to coordinate training with VI Manager.
19. Task completed to a high degree of success.
- 20.

03APR2014

Technician

Date

03APR2014

Supervisor

Date

HRO Coordinator

Date