

INDIVIDUAL TRAINING PROGRESS REPORT

Trainee Name: Smith, Sally

Target Position Grade: GS-07

Supervisor Name: Supervisor, Samuel

Current Trainee Position Grade: GS-06

Period this progress report covers: 16 May 2004 – 30 Nov 2004

Course Status:

1. NGB Basic Staffing Course is scheduled for Apr 2005
2. USDA Grad School/GSA PCS/TDY course will be scheduled next spring
3. AFCOS training: Will watch for any VTC courses on this topic; covered AFCOS in Basic HRDS Course; No other resident AFCOS course is available
4. NGB Basic HRDS/EDS Course: Attended 29 Nov – 3 Dec 2004
5. DOD PPP Class: Start the CARE-DOD Priority Placement on-line course ASAP --
Will attend the regulation/theory priority placement course when it is available

On The Job Training:

Staffing:

Enters personnel actions in DCPDS

Set pay on Personnel actions

Receives applications and records in data base

Determines qualifications of applicants

Prepares certificate of eligibles and correspondence to applicants

Provides guidance to job applicants.

Above tasks have been accomplished. Focus will be on learning more complex situations and reinforcing knowledge in those areas.

The tasks below will be accomplished as courses are completed and situations come up.

Clears priority placement lists

Assists in ensuring mobilized technicians are considered for promotions

Provides guidance to supervisors and managers on Merit Promotion Plan

Provides information on compatibility to employees and supervisors

Prepares PCS travel orders

Counsels employees on PCS travel entitlements

Employee Development:

Codes and inputs training history in DCPDS

Uses ATRRS to find, reserve, cancel and substitute quotas in classes

Uses VISA to register for and pay for training classes with tuition

Applies knowledge of travel regulations to approve/revoke/amend orders in AFCOS

Advises employees/supervisors on available training and gives guidance on how to enroll in training.

Above tasks have been accomplished. Focus will be on learning more complex situations and reinforcing knowledge in those areas.

Registering/paying for classes with tuition has been accomplished. Tech. will spend time becoming more familiar with using CARE to approve transactions and pay monthly statements

Tracking training and travel budget information will be accomplished once we know for certain how much training & travel money we will have for the year.

Tech. will help with the Basic Supervisor Course this spring.

Tech. will help with our training needs surveys this spring

Technician

Date

Supervisor

Date

HRO Coordinator

Date