

NFC

Procedures



National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

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Training Information System (TRAI)

TITLE I
Payroll/Personnel Manual

CHAPTER 12
Training Information System (TRAI)



Training Information System (TRAI)



National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

IMPORTANT INFORMATION !

For information about this publication, please contact the Directives and Analysis Branch (DAB). Instructions for contacting DAB and other support sources are provided in the **About This Procedure** section of this publication.

Latest Update Information

As a result of Privacy Act requirements, social security numbers are being removed from Title I, Chapter 12, Training Information System (TRAI), reports.

Description of Change	Page
Report TRAI 7001, Training Records Scheduled For Deobligation	78

Deletions are identified by “* *”.

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About This Procedure

This procedure provides instructions for accessing and operating the Training Information System (TRAI). The following information will help you use the procedure more effectively and locate further assistance if needed.

How The Procedure Is Organized

The major sections of this procedure are described below:

Introduction presents an overview of TRAI, including security access information and instructions for accessing the system. It also provides basic operational information including how to get help using TRAI.

Processing Steps provides step-by-step instructions for the processes and subprocesses performed in TRAI.

Field Instructions For TRAI Windows contains instructions for or descriptions of the fields on TRAI windows.

Reference Tables includes tables of valid values for completing the fields on TRAI windows.

Heading Index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

To keep you informed about new or changed information related to this system, NFC issues short publications called Internal bulletins. This procedure and all related bulletins are listed in the NFC Publications Catalog available online from the NFC Web site (<http://www.nfc.usda.gov>) home page. Users can choose to view and/or print bulletins from the list provided in the Publications Catalog.

What Conventions Are Used

This procedure uses the following visual aids to identify certain kinds of information:

Convention	Example
Messages displayed by the system are printed in <i>italics</i> .	The message <i>Changes have been made. Save changes?</i> is displayed.
Important extra information is identified by a bolded note, warning, caution, or reminder prefix followed by statement.	Note: If the transaction is coded I (incomplete), no edits are performed.
Figure references link figures with the text. These references are printed in bold sans serif font.	The Logon pop-up (Figure 1) is displayed.
References to headings in the procedure are printed in the same font as figure references. Note: When a heading is referenced in the procedure, you can use the Heading Index to locate the page number.	To obtain information on help text and windows display, see TRAI Menu Bar .
References to menu options are printed in bold italics .	To view TRAI status and suspense reports select: File > Reports
References to command buttons or keyboard keys are printed in bold and enclosed in brackets.	To return to the previous window, click [Close] . At any time during the entry process, you can get help with completing a field by pressing [F1] .
Field names are printed in the margin. Field specifications are printed in <i>italics</i> . Note: Field entries are identified as <i>required</i> ¹ , <i>conditional</i> ² , <i>optional</i> ³ , <i>optional default</i> ⁴ , or <i>no entry</i> ⁵ .	Last Character Of Job Name <i>Required, alphanumeric, 3 positions</i> The sixth character of the job name (e.g., NFC03A). Type <i>A</i> , <i>B</i> , or <i>C</i> to identify the report from other reports being requested.
¹ Required	<i>You must enter data in the field. (Note: All mandatory fields on PODS screens are highlighted to distinguish required entries from optional entries. The highlighted fields must be completed to avoid rejection.)</i>
² Conditional	<i>You may be required to enter data, based on criteria indicated in the field instructions.</i>
³ Optional	<i>You may elect to enter data in the field. If the field is left blank, no data is system generated.</i>
⁴ Optional default	<i>You may elect to enter data. If the field is left blank, the system generates a default entry.</i>
⁵ No entry	<i>You do not enter data in the field. The field instruction states the reason for no entry.</i>

Who To Contact For Help

For questions about the system (including help with unusual conditions), contact Information Center personnel at **504-255-5230**.

For questions about NFC processing, contact the Payroll/Personnel Operations Section at **504-255-4630**.

For access to PODS, contact your agency's ADP security officer.

For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322**.

System Access

This section provides access security information and gives specific sign-on/sign-off instructions.

Security And Remote Terminal Usage

Access security is designed to prevent unauthorized use of systems and databases. For information about access security, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see the Remote Terminal Usage procedure, Title VI, Chapter 2, Section 1.

To access TRAI you must (1) have authorized security clearance and (2) use a terminal or personal computer that is connected through your telecommunications network to the mainframe computer located at NFC. For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

Security Access

The following information describes the security environment at NFC.

Security Software. System security at NFC is managed by TOP SECRET, a commercial access control package operated in an IBM Multiple Virtual Storage (MVS) environment. TOP SECRET provides protection for datasets, library programs, input/output devices, and most system resources. It also controls access to data processing resources and facilities through a three-step process as follows:

1. TOP SECRET validates the user to determine if he/she is authorized to use TRAI. The user's logon access (user ID and password) is validated during the logon process.
2. TOP SECRET confirms that the user is authorized to use the requested facility.
3. TOP SECRET determines if the user is authorized to use the requested resources (*i.e., datasets, programs, transactions, database subschemas, Security Access Code (SAC), etc.*).

Validation Process. To facilitate user access to NFC-maintained systems, significant interaction/interface among software packages is necessary to control access. This interaction is transparent to the user. The following steps occur during a sign-on to TRAI.

1. The user is prompted to enter his/her user ID and password.
2. At the Application prompt, the user then keys in TRAI.
3. TOP SECRET validates the user ID, password, and access authorization to TRAI.

4. Upon verification/validation of the user ID and password, the user is logged onto the mainframe computer and into TRAI.
Note: Steps 5 through 8 are transparent to the user.
5. IDMS security controls are then checked. The user must be established in the data dictionary (the user record name is the same as the ACID name) in order to proceed.
6. The user is allowed to execute the TRAI program which will perform his/her assigned function as long as his/her security access for the program match.
7. The TOP SECRET profiles are used to determine if the user can access the subschema where the data is stored. The TOP SECRET user's permissions are read to determine if access is allowed.
8. The SAC is used to verify if access is to be granted to a particular record. The primary SAC entry path is:
SAC:RXDDAA22334455667788RYDDSONAA, Where DD=Depart, AA=Agency,
22-88=Org Structure, SA=Serv. Agency, SON=Sub. Off. No.
X=1 for Own, 2 for Train
Y=3 for Own, 4 for Train

Requests For TRAI Access. Users **must** request access through their agency's security office. The request for access should provide the following information:

- User Name
- User ID
- Agency Name
- User Access Request Level
 - Online add, change, delete of Form SF-182 for agencies
 - Online add, change, delete of Form SF-182 for NFC
 - Online inquiry/print of Form SF-182
 - Online report request of Form SF-182 data
 - Global access (sensitive view)
 - Global (retrieval access)
 - FOCUS access (nonsensitive view)
- Telephone Number
- Application Name (TRAI)

Note: The access level requested for the user should be based on the individual's assigned work requirement and job functions.

Sign-On

To sign-on, connect to your telecommunication network to display the NFC banner screen (**Figure 1**) on your terminal. Then respond to the prompts as follows:

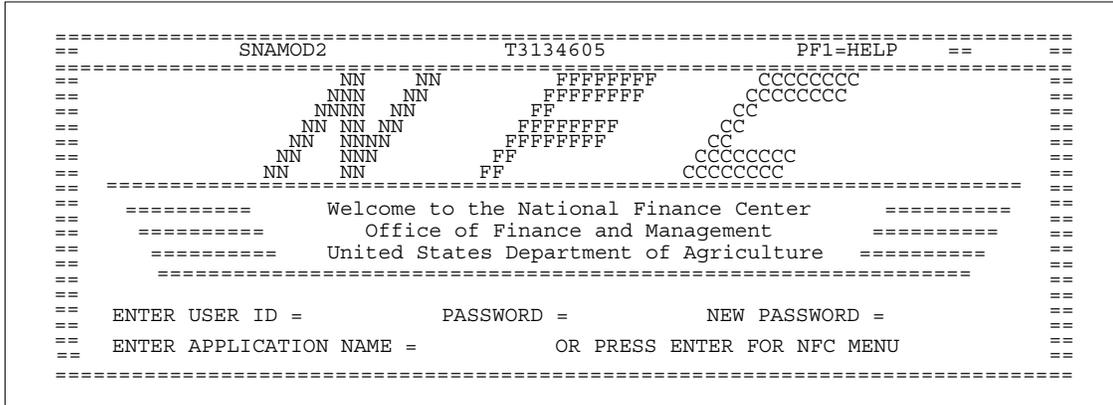


Figure 1. NFC Banner Screen

Enter User ID

Required, alphanumeric, 8 positions

Key in your assigned user ID (e.g., NF999). Press **Tab**.

Password

Required, alphanumeric, 6 to 8 positions

Key in your password. Your password is not displayed on the screen. Press **Tab**.

New Password

Alphanumeric, 6 to 8 positions

If your current password expires, key in a new password. Press **Tab**. You may change your password any time but not more than once a day.

Enter Application Name

Required, alphanumeric, 9 positions

Key in **TRAI** and press **Enter**. The TRAI menu is displayed, except when NFC needs to communicate special system function messages.

In this case, the Electronic Access Bulletin Board is displayed. Read the message(s) shown and press **Enter**. The NFC Menu (**Figure 2**) is displayed. Press **Enter** to display the TRAI menu.

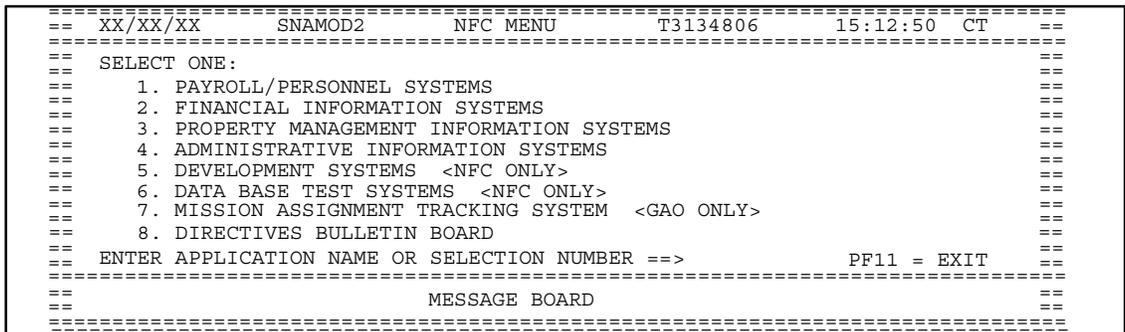


Figure 2. NFC Menu

Note: When signing on, before you display the system's main menu, you may select Option 8, Directives Bulletin Board, on the NFC Menu to view additional payroll/personnel related messages. (See Title VI, Systems Access Manual, Bulletin 94-1, Directives Bulletin Board, dated January 24, 1994.)

Instructions for using the TRAI menu begin following the Operating Features section.

Sign-Off

To exit TRAI from any screen, press **[Clear]**, or at the TRAI main menu, key **EX** and press **[Enter]**. The *Enter Next Task Code* prompt (**Figure 3**) is displayed. Key in **bye** and press **[Enter]**.

A rectangular box representing a terminal screen. Inside the box, the text "Enter Next Task Code" is displayed on the first line, and "bye" is displayed on the second line.

```
Enter Next Task Code
bye
```

Figure 3. Enter Next Task Code Prompt

The NFC Menu is displayed. You are now disconnected from the system. However, you are still connected to the mainframe and may select another application from the NFC Menu.

To disconnect from the mainframe, press **[PF11]** or a compatible function key. The NFC banner screen is displayed. If you do not intentionally disconnect from the mainframe, you are automatically disconnected after your terminal is inactive for a short time.

Note: To avoid unnecessary charges, disconnect from your telecommunications network immediately after a session is terminated. (See Title VI, Chapter 2, Section 1, Remote Terminal Usage.)

Operating Features

This section describes the system's design and operating features.

System Design

TRAI is designed with menu and key field selection. The menu lists options that may be used to add, change, delete, or query training data, generate reports, print Form SF-182, and exit the system. A preliminary screen is used to enter key fields for accessing a specific option, and list the type of action being performed. The applicable option displays the key fields (the same on all screens) for selecting a specific training record, and identifies the processing status of the document. (See **Function Keys**.)

Help Screens

Help screens are available for completing fields when using the Add function. Help screens display a list of valid codes and/or a narrative description for each field. To obtain a Help screen in the Add function, position the cursor on the field in question and press **[PF5]**. The applicable Help screen is displayed and provides a description of the field either in narrative format or by listing the valid entry codes. Press **[PF5]** to return to the previous screen.

System Edits

All entries in the system are subject to front-end system edits. If an error occurs or if required data is omitted, an edit message is displayed at the bottom of the screen. All errors must be corrected before the TRAI data base is updated. See the **Appendix** for a list of TRAI edit messages.

Function Keys

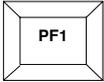
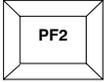
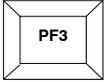
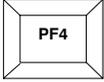
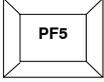
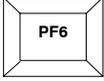
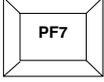
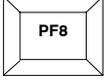
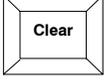
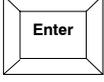
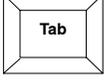
Your keyboard includes:

- Program function keys (**[PA]**, **[PF]**, **[F]**, etc.), used to execute functions and display specific screens in the system
- Other function keys are **[Enter]**, **[Clear]**, etc.)

For instructions on your equipment usage, for these keys, see the manufacturer's operating guide or consult your ADP staff.

The special functions of these keys in TRAI are displayed at the bottom of each screen. Descriptions are provided below:

Function Keys

Key	Description
	Used to display the Main Menu without updating the data base.
	Used to process data and initiate the mass action feature in the Add Option.
	Used for a variety of functions depending on the screen. Functions are described with screen instructions.
	Used for a variety of functions depending on the screen. Functions are described with screen instructions.
	Used to display a Help screen in the Add Option.
	Used to submit a job for printing in the Print Option.
	Used to display the previous screen in the Change Option.
	Used to display the previous screen in the Change Option.
	Used to exit the system.
	Used for a variety of functions depending on the screen. Functions are described with screen instructions.
	Used to move the cursor from field to field.

TRAI Menu

After you access TRAI, the TRAI menu (**Figure 4**) is displayed. The menu provides a list of 12 options and displays the key fields to be executed for selecting a specific training record.

```

!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
!!      TR0001M              NATIONAL FINANCE CENTER              !!
!!      TTTTTTTTTT              !!
!!      TT                      * AP - ADD (PRINT)              !!
!!      TT                      * CP - CHANGE (PRINT)           !!
!!      TT                      AN - ADD (NO PRINT)              !!
!!      TT                      CN - CHANGE (NO PRINT)           !!
!!      RRRRRRRR              AE - ADD (EVAL)                    !!
!!      RR   RR              CE - CHANGE (EVAL)                   !!
!!      RRRRRRRR              CS - CHANGE STATUS                 !!
!!      RR   RR              DE - DELETE                          !!
!!      RR   RR              IN - INQUIRY                         !!
!!      AAAAAAA              * PR - PRINT SF-182                 !!
!!      AA   AA              * RE - REPORTS                       !!
!!      AAAAAAA              EX - EXIT                            !!
!!      AA   AA              ENTER:  OPTION .....              !!
!!      AA   AA              * OFFICE PRINT ID .....            !!
!!      IIIIIIIII              USER ID ..... NFXXX              !!
!!      II                      DATE ..... XXXXXX              !!
!!      II                      TIME ..... 8:47                 !!
!!      II                      !!
!!      IIIIIIIII              !!
!!
!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
  
```

Figure 4. TRAI Menu

Below is a brief description of each option:

- AP - Add (Print)** Used to enter training data for creating a record and building a print record to print the SF-182 document. It consists of four screens.
- CP - Change (Print)** Used to change the training data previously entered in the Add (Print) option and to print the revised SF-182 document.
- AN - Add (No Print)** Used to enter training data for creating a record without building a print record for the SF-182 document.
- AE - Add (Eval)** Used to add employee comments relating to a training record.
- CE - Change (Eval)** Used to change existing training evaluation data on records previously entered in the AE-Add (Eval) option.
- CS - Change Status** Used to change the status of an existing training record in the TRAI data base, unless the record has been paid (i.e., changing the status of a training record from *CE* (completed, evaluation received), to *CN* (completed, no evaluation required)).
- DE - Delete** Used to delete data of specific training that has not been obligated or paid.
- IN - Inquiry** Used to view training data. This option consists of a sub-menu with four options.
- PR - Print SF-182** Used to print the training data in an SF-182 format from data processed by the AP-Add (Print) or CP - Change (Print) option. It consists of a menu with two options.

Operating Features

- RE - Report** Used to request predefined training reports from TRAI. It consists of a submenu with five options.
- EX - Exit** Used to exit TRAI. Instructions for exiting the system are provided under **Sign-Off**.

To access an option from the TRAI Menu, complete the fields as described below:

- Enter: Option** *Required, alpha, 2 positions*
Key in code that identifies the applicable option.
- Office Print ID** *Conditional, alphanumeric, 6 positions*
If applicable to Option AP, CP, PR, or RE, key in the agency code and submitting office number for the agency or bureau designated to process/print training document and reports.
- User ID** *No entry is required*
This is the user's identification number.
- Date** *No entry is required*
This is the date (ymmdd) that TRAI is accessed.
- Time** *No entry is required*
This is the time of day that TRAI is accessed by a user.
-

Press **Enter**. The preliminary screen for the selected option is displayed.

Instructions follow for using the options on this menu.

AP-Add (Print)

AP-Add (Print) is an option on the TRAI menu (**Figure 4**). This option is used to enter training data to create a record and build a print record for printing the SF-182 document. The option contains a mass action feature used to enter multiple documents when more than one individual is attending the same training session.

Following is a brief description of each screen:

Screen 1, Section A, Trainee Information. This screen contains Identification data relating to the employee from the Name Employee Database.

Screen 2, Section B, Training Course Information. This screen contains data relating to the applicable training sessions.

Screen 3, Estimated Costs and Billing Information. This screen contains data relating to cost and billing for the applicable training session.

Screen 4, Section D, Approvals, and Section E, Approval/Concurrence Data. Section D contains signatures, titles, and telephone numbers of the nominating supervisor(s) and the training officer. Section E contains the signature, title, and telephone number of the official authorized to submit training documents.

Instructions follow for selecting and using the functions in this option.

Adding AP-Add (Print) Data

To select the AP - Add (Print) option, key in **AP** at the Enter Option field on the TRAI menu. Complete the Office Print ID field as described under **TRAI Menu** and press **[Enter]**. The Add (Print) preliminary screen (**Figure 5**) is displayed.

```
TR02401M                ADD (PRINT)
SSN  111111111  AGCY/BUR  90  TDN  9511111111111  START DATE  XXXXXX  OPM  N

*****  ENTER SSN, AGCY/BUR, TDN, START DATE, OPM DESIG, PRESS ENTER
```

Figure 5. Add (Print) Preliminary Screen

Complete the fields as described below:

SSN	<i>Required, numeric, 9 positions</i> Key in the trainee's social security number.
Agcy/Bur	<i>Required, alphanumeric, 2 positions</i> Key in the trainee's agency or bureau code.
TDN	<i>Required, alphanumeric, 10 positions</i> Key in the training document number (TDN) that identifies the training request. The first 2 positions equal the last 2 digits of the fiscal year in which the training session is scheduled to begin. Positions 3–10 equal the agency assigned number. Note: The same TDN may be used to process the training records of more than one individual attending the same training.
Start Date	<i>Required, numeric, 6 positions</i> Key in the date (yymmdd) that the training is scheduled to begin.
OPM	<i>Conditional, alpha, 1 position</i> N (no) is system generated. It indicates that the training is not agency sponsored (e.g., OPM, GSA, Department of the Treasury, etc.). If the training is agency sponsored, key in Y (yes). Note: Entering Y (yes) will generate the employee's home address on the Add (Print) Section A–Trainee Information Screen.

Press **[Enter]**. Section A, Trainee Information, is displayed.

Adding Section A–Trainee Information

This section is on Screen 1 of the Add (Print) Option. Section A–Trainee Information, (**Figure 6**) contains identification information relating to the employee.

```

DEPT AG      AGCY/BUR      POI      REQUEST STATUS INIT
                S E C T I O N  A  -  TRAINEE INFORMATION
NAME
HOME ADDR      _____
                _____
                _____
ORG ADDR      _____
                _____
                _____
PHONE NOS      HOME      000 0000000      OFFICE      000 0000000
POS TITLE
CONT CIV SERV:  YRS  00      MOS  00      PRIOR NON-GOVT TRAINING DAYS  _____
HANDICAPPED/DISABLED  N
PAY PLAN      OCC SER      GR/STEP      TYPE APPT      ED LEV
    
```

Figure 6. Add (Print) Screen 1, Section A–Trainee Information

- SSN** System generated from the Add (Print) preliminary screen. INIT (initial) is displayed in the Request Status field to indicate that an initial record is being processed.
- Agcy/Bur** System generated from the Add (Print) preliminary screen. INIT (initial) is displayed in the Request Status field to indicate that an initial record is being processed.
- TDN** System generated from the Add (Print) preliminary screen. INIT (initial) is displayed in the Request Status field to indicate that an initial record is being processed.
- Start Date** System generated from the Add (Print) preliminary screen. INIT (initial) is displayed in the Request Status field to indicate that an initial record is being processed.
- OPM** System generated from the Add (Print) preliminary screen. INIT (initial) is displayed in the Request Status field to indicate that an initial record is being processed.

Section A contains field data that is system generated from the Payroll/Personnel database. Following is a brief description of each field:

- Dept** *No–entry field*
 The department of the government that identifies where the individual is employed.
- Agcy/Bur** *No–entry field*
 The agency or bureau code where the trainee is currently employed.
- POI** *No–entry field*
 The personnel office identifier code.

Request Status *No-entry field*
INIT is system generated to indicate the initial entry of data for the record.

Note: This field generates CORR (correct) in the CP–Change Print Option.

Name *No-entry field*
The individual’s last name, first name, and middle initial.

DOB *No-entry field*
The individual’s date of birth.

Complete the following fields as described below:

Home Addr *Conditional, alphanumeric, 3 lines, 32 positions*
If **Y** (yes) is entered in the OPM field on the Add (Print) preliminary screen, this field is system generated. If **N** (no) is entered, key in the home address including the street or post office box, city, state, and ZIP Code, where training materials may be mailed.

Org Addr *Optional, alphanumeric, 3 lines, 32 positions*
Key in the office address including the street or post office box, city, state, and ZIP Code where training materials may be mailed.

Home *Optional, numeric, 10 positions*
Key in the home telephone number beginning with the area code where the individual may be reached during nonworking hours.

Phone Nos:

Office *Optional, numeric, 10 positions*
Key in the office telephone number beginning with the area code where the individual may be reached during working hours.

Pos Title *No-entry field*
This field is system generated. It is the official title of the individual’s position.

Pos Level *No-entry field*
This field is system generated. It identifies the individual’s pay plan and level of position (i.e., Code A, supervisory, managerial, etc.).

Note: The following fields are to be completed *only* when training exceeds 120 days.

Cont Civ Serv: (Continuous Civil Service)

Yrs *Optional, numeric, 2 positions*
Key in the individual's total number of continuous years in civilian service.

Mos *Conditional, numeric, 2 positions*
If applicable, key in the individual's total number of continuous months in civilian service.

Prior Non-Govt Training Days *Optional, numeric, 5 positions*
Key in the individual's total number of prior nonGovernment training days.

Handicapped/Disabled *Cconditional, numeric, 1 position*
N (no) is system generated. Key in **Y** if the individual is disabled and requires special arrangements or assistance.

The fields listed below are system generated from the Payroll/Personnel database and require no entry. Following is a brief description of each field:

Pay Plan *No-entry field*
The pay plan to which a position has been classified.

Occ Ser *No-entry field*
A code used to identify a position of an occupational series.

Gr/Step *No-entry field*
The grade and step of a position.

Type Appt *No-entry field*
The type of appointment code (i.e., 01 (competitive career), 02 (competitive career conditional), etc.). Refer to the (Personnel Action Processing System (PACT) procedure for a list of applicable codes.

Ed Lev *No-entry field*
The highest level of education attained by the trainee. Valid values are:

Code	Definition
01	No Formal Education Or Some Elementary School–Did Not Complete
02	Elementary School Completed–No High School
03	Some High School–Did Not Graduate
04	High School Graduate Or Certificate Of Equivalency

- 05 Terminal Occupational Program–Did Not Complete
- 06 Terminal Occupational Program–Certificate Of Completion, Diploma Or Equivalent
- 07 Some College–Less Than One Year
- 08 One Year Of College
- 09 Two Years College
- 10 Associate Degree
- 11 Three Years Of College
- 12 Four Years Of College
- 13 Bachelor’s Degree
- 14 Post–Bachelor’s
- 15 First Professional
- 16 Post–First Professional
- 17 Master’s Degree
- 18 Post–Master’s
- 19 Sixth Degree
- 20 Post Sixth Year Degree
- 21 Doctorate Degree
- 22 Post Doctorate

Press **[Enter]**. Section B, Training Course Information, is displayed.

Adding Section B, Training Course Information

This section is on Screen 2 of the Add (Print) Option. Section B–Training Course Information (**Figure 7**) contains data applicable to a specific training session.

```

SECTION B - TRAINING COURSE INFORMATION
VENDOR TIN _____
VENDOR NAME _____
MAILING INSTRUCTIONS _____
CITY _____ ST ____ ZIP _____
LOCATION OF TRAINING SITE:
(IF SAME, ENTER 'S' HERE==> _ ) _____
COURSE TITLE _____
COURSE OBJECTIVE _____
CATALOG/COURSE NO _____
TRAINING PERIOD - START 951111 END YYMMDD
COURSE HOURS - DUTY _____ NON-DUTY _____
TRAINING CODES - PURPOSE _____ TYPE _____ SOURCE _____ SP/INT 00
CSA EXPIRATION DATE 000000 - _____ EXTERNALLY PURCHASED PROD/SERV N
TRAINING CREDIT DESIG 0 TRAINING STATUS CODE:PE PAYMENT METHOD CODE ____
ENTER <S>SAME TO GENERATE LOCATION FROM VENDOR ADDRESS
    
```

Figure 7. Add (Print) Screen 2, Section B – Training Course Information

Complete the following fields as described below:

SSN	<p><i>System generated</i></p> <p>System generated from the Add (Print) preliminary screen. The message <i>Enter <S> Same to Generate Location From Vendor Address</i> is displayed. Refer to Field 10 of this section for data relating to this message.</p>
Agy/Bur	<p><i>System generated</i></p> <p>System generated from the Add (Print) preliminary screen. The message <i>Enter <S> Same to Generate Location From Vendor Address</i> is displayed. Refer to Field 10 of this section for data relating to this message.</p>
TDN	<p><i>System generated</i></p> <p>System generated from the Add (Print) preliminary screen. The message <i>Enter <S> Same to Generate Location From Vendor Address</i> is displayed. Refer to Field 10 of this section for data relating to this message.</p>
Start Date	<p><i>System generated</i></p> <p>System generated from the Add (Print) preliminary screen. The message <i>Enter <S> Same to Generate Location From Vendor Address</i> is displayed. Refer to Field 10 of this section for data relating to this message.</p>
Vendor TIN	<p><i>Conditional, numeric, 9 positions</i></p> <p>If applicable to PMC TR or GS, key in the employee's social security number (SSN) or the vendor's employer identification number (EIN).</p>
Vendor Name	<p><i>Required for all PMC's except NC, alphanumeric, 32 positions</i></p> <p>Key in the name of the individual or organization who will provide the training.</p>
Mailing Instructions	<p><i>Optional, alphanumeric, 32 positions</i></p> <p>Key in the vendor's address including the street or post office box.</p>
City	<p><i>Optional, alpha, 24 positions</i></p> <p>Key in the name of the city.</p>
St	<p><i>Optional, alpha, 2 positions</i></p> <p>Key in the state abbreviation code.</p>
ZIP	<p><i>Optional, numeric, 9 positions</i></p> <p>Key in the 5-digit ZIP Code and the optional ZIP+4 Code.</p>

**Location of Training Site:
(If Same, Enter S Here)**

Conditional, alphanumeric, 2 lines, 32 positions

If the address of the training site is the same as the vendor's address, key in **S**. Otherwise, key the street, city, state, and ZIP Code where the site is located.

Course Title

Required, alphanumeric, 50 positions

Key in the title of the training.

Course Objective

Optional, alphanumeric, 2 lines, 60 positions

Key in the reason the individual is attending the training and the benefits the individual will receive.

Catalog/Course No

Optional, alphanumeric, 16 positions

Key in the catalog number or course number as stated in the training brochure or as supplied by the agency training officer.

Training Period

Start

No-entry field

This field is system generated from the Add (Print) preliminary screen. It is the date (yymmdd) the training is scheduled to begin.

End

Required, numeric, 6 positions

Key in the date (yymmdd) the training is scheduled to end.

Course Hours

Duty

Required, numeric, 4 positions

Key in the total number of whole hours the individual is scheduled to attend the training during normal working hours.

Non-Duty

Optional, numeric, 4 positions

Key in the total number of whole hours the individual is scheduled to attend the training during nonworking hours.

Training Codes

Type

Required, numeric, 1 position

Key in the code that categorizes the subject matter of the training. Valid values are:

Code Definition

1 Training Program Area (Functional or Specialized Training Programs)

Note: If the Training Type Code field is **1**, the Special Interest Code field must be **01** through **16**.

- 2 Developmental Training Area (Formal Developmental/Training Programs)
Note: If the Training Type Code field is **2**, the Special Interest Code field must be **20** through **27**.
- 3 Basic Training Area (Fundamental and/or Required Training Programs)
Note: If the Training Type Code field is **3**, the Special Interest Code must be **30** through **35**.

Training Type 1

Required, numeric, 2 positions

Key in the code that indicates the individual's need for training. Valid values are:

Code	Definition
01	Legal
02	Medical and Health
03	Scientific
04	Engineering and Architecture
05	Human Resources
06	Budget/Finance Business Administration
07	Planning and Analysis
08	Information Technology
09	Project Management
10	Acquisition
11	Logistic Specialty
12	Security
13	Clerical (Non-Supervisory Clerical/Administrative)
14	Trade and Craft
15	Foreign Affairs
16	Leadership/Manager/Communications Courses

Training Type 2

Required, numeric, 2 positions

Key in the code that indicates the individual's need for training. Valid values are:

Code	Definition
20	Pre-Supervisory Program
21	Supervisory Program
22	Management Program
23	Leadership Development Program
24	SES Candidate Development
25	Executive Development
26	Mentoring Program
27	Coaching Program

Training Type 3

Required, numeric, 2 positions

Key in the code that indicates the individual's need for training. Valid values are:

Code	Definition
30	Employee Orientation
31	Adult Basic Education
32	Mandated Training
33	Work-Life
34	Soft Skills
35	Agency Specific

Sp/Int

Required, numeric, 2 positions

Key in the code that identifies the individual's specific interest for attending the training. Valid values are:

Code	Definition
00	None
01	Executive Development
02	Supervision
03	Supervision/Manager Probationary Period
04	Upward Mobility (Department)
05	Upward Mobility (Agency)
06	SES Candidate Development Program
07	Management Development Program (Department)
08	Management Development Program (Agency)
09	FCS Mid-Level
10	FCS Senior Threshold
11	Presidential Management Intern (PMI)
12	Cooperative Education Program (COOP)
13	President's Executive Exchange Program
14	LEGIS Fellows Program
15	Commerce Science Program (COM SCI)
16	Women's Career And/Or Executive Development
17	Potent & Trademark Office Law Program (PTO)
18	Long Term – Full-Time
19	Long Term–Part-Time
20	Civil Rights Training
21	Computer Training
22	Self Development
23	Congressional Fellowship
24	Foreign Language Training
25	Total Quality Management
26	Procurement Integrity Act (PIA) Ethics Training
27	InfoShare Training
28	HIV/AIDS Training

- 29 NASS Survey Training
- 30 Ethics Training (Basic)
- 31 Annual Ethics Training

Purpose

Required, numeric, 1 position

Key in the code that indicates the individual's need for training. Valid values are:

Code	Definition
1	Program/Mission Change
2	New Work Assignment
3	Improve Present Performance
4	Future Staffing Needs
5	Develop Unavailable Skills
6	Retention

Source

Required, numeric, 1 position

Key in the code that identifies the organization providing the training session. Valid values are:

Code	Definition
1	Government Internal
2	Government External
3	Non-Government
4	Government State/Local
5	Foreign Government and Organizations

CSA Expiration Date

Optional, numeric, 6 positions

If applicable, key in the date (yymmdd) on which the continuation service agreement or non-Government training over 80 hours will expire.

Externally Purchased Prod/Serv

Optional, alpha, 1 position

N (no) is system generated. Key in **Y** (yes) to indicate the direct cost associated with the externally purchased product or service. For example, the cost of a calculator to participate in an accounting class.

Training Credit Designation

Conditional, numeric, 1 position

0 is system generated. If applicable, key in the code that indicates whether or not the training hours will be credited toward a graduate or undergraduate curriculum. Valid values are:

Code	Definition
0	Not Applicable Or No Credit

- 1 Undergraduate Credit
- 2 Graduate Credit
- 3 Continuing Education Unit (CEU)

Training Status Code

Conditional, alpha, 2 positions

PE is system generated. If applicable, key in the code that indicates the status of the training. Valid values are:

Code	Definition
CE	Completed, Evaluation Received
CF	Completed, Failing Grade Received
CP	Completed, No Evaluation Required
CN	Completed, Passing Grade Received
CX	Training End Date Has Passed (No Evaluation Received)
IN	Incomplete, Course Not Completed; With Cost To Agency/Bureau
PE	Pending, Training In Progress Or Future
SP	Stop Payment
WB	Withdraw, Budgetary Reasons With No Cost To Agency/Bureau
WC	Withdraw, Budgetary Reasons With Cost To Agency/Bureau
WN	Withdraw, Trainer Cancels With No Cost To Agency/Bureau

Payment Method Code

Conditional, alpha, 2 positions

Key in the code that identifies how the training payment will be processed for obligation. Valid values are:

Code	Definition
CC	Payment Made Via Agency Credit Card
GS	Graduate School, USDA
GT	OPAC (Government Transfer) (Agency Payments)
NC	No Cost To The Agency
TF	Payment Via Another Payment System
TR	Training Payments System
PO	Purchase Order System

PMC's CC and TF are used in TRAI only to record direct cost amounts for training. When these codes are used:

- The training records in TRAI are maintained for informational purposes only.
- TRAI does not interface with another payment system for obligating funds.
- No obligation records are produced in TRAI when the payment method is for payment from another system.
- No updates or changes occurs in any other payment system.

If the training data matches the invoice data during processing, the payment is made, unless the TSC has been updated to a no pay status code of **SP, WN, WB, or PE**.

If the training period end date expires, TRAI automatically changes the TSC from **PE** to **CX**.
 If the TSC is changed to other than **PE** or **CX**, the change will not occur automatically.

If the TSC is **PE, SP, WB, or WN**, when the payment portion of TRAI is run, a report for the applicable code and a system-generated letter with a copy of the invoice is mailed to the vendor.

Press **[Enter]**. Section C – Estimated Costs And Billing Information is displayed.

Adding Section C, Estimated Costs And Billing Information

This section is on Screen 3 of the AP–Add (Print) Option. Section C, Estimated Costs And Billing Information (**Figure 8**) contains costs and billing information for the applicable training.

TR00301M		ADD (PRINT)	SCREEN 3
SSN	AGCY/BUR	TDN	START DATE
SECTION C - ESTIMATED COSTS AND BILLING INFORMATION			
DIRECT COSTS	-	TUITION _____ BOOKS _____ OTHER _____	
		OTHER (SPECIFY) _____	
AGCY CHARGED	___	APPROPRIATION/FUND _____	
		ACCT STA (FS REG/UNIT) _____	
INDIRECT COSTS	-	TRAVEL _____ PER DIEM _____ OTHER _____	
		OTHER (SPECIFY) _____	
		APPROPRIATION/FUND _____	
DOCUMENT/PURCHASE ORDER/REQ NO		_____	
STATION SYMBOL	12-40-0001		
BILLING INSTRUCTIONS:			
(FURNISH INVOICE TO)		USDA - NATIONAL FINANCE CENTER	
		P.O. BOX 60,000	
		NEW ORLEANS, LA 70160	

Figure 8. Add (Print) Screen 3, Section C–Estimated Costs and Billing Information

- SSN** Generated from the AP – Add (Print) preliminary screen.
- Agcy/Bur** Generated from the AP – Add (Print) preliminary screen.
- TDN** Generated from the AP – Add (Print) preliminary screen.
- Start Date** Generated from the AP – Add (Print) preliminary screen.

Complete the following fields as described below:

Note: When entering a monetary value, include a decimal point to separate whole dollars and cents.

Direct Costs

Tuition

Required for all PMC's except NC, numeric, 10 positions

Key in the total cost (in dollars and cents) of the training tuition to be paid by the Government.

Books

Optional, numeric, 10 positions

Key in the total cost (in dollars and cents) of the training books and materials to be paid by the Government.

Other

Optional, numeric, 9 positions

If **Y** (yes) was entered in the Externally Prod/Serv field (Section B – Training Course Information) for an externally purchased product or service, key in the total cost (in dollars and cents). For example, an employee needs a calculator to participate in an accounting class. Therefore, the agency spent **\$89.98** to purchase the calculator.

Other (Specify)

Optional, alphanumeric, 10 positions

If **Y** (yes) was entered in the Externally Prod/Serv field (Section B – Training Course Information) for an externally purchased product or service, key in the description of the product or service. For example, the purchase of a calculator, payment for laboratory fees, etc.

Agcy Charged

Conditional, alphanumeric, 2 positions

If the agency or bureau charged for a particular instance of training is different from the employee's current agency, key in the code of the paying agency or bureau. Otherwise the accounting will be validated against the employing agency code.

Note: If the agency charged is different from the employee's agency, the accounting appropriation entered must be valid for the agency charged.

Appropriation/Fund

Required for all PMC's except NFC, alphanumeric, 27 positions

Key in the accounting or management code to be charged for the direct cost of training.

Note: If the costs for training are being paid from separate sources and require multiple lines of accounting, the payment must take place in PRCH.

Acct Sta (FS Reg/Unit)

Conditional, alphanumeric, 4 positions

If applicable to Agency 11 (Forest Service), key in the accounting station code or the region and unit code to be charged for the direct cost of training.

Indirect Costs

Note: Training related travel expenses must be processed in the TRVL System.
(2) Indirect Cost data entered in TRAI is used for informational purposes only.

Travel

Optional, numeric, 10 positions

Key in the estimated amount (in dollars and cents) to be paid for travel to and from the training site. For example, the trainee is scheduled to travel to another city. Therefore, the indirect cost is the transportation charge for airfare.

Per Diem

Optional, numeric, 8 positions

Key in the estimated amount (in dollars and cents) to be paid for travel associated with the training. For example, an employee scheduled to attend a 3-day training in another city is allotted \$80.00 per day for lodging and meals. Therefore, the employee is allocated \$240.00 (the total cost per diem).

Other

Optional, numeric, 9 positions

Key in the estimated cost (in dollars and cents) for additional expenses related to travel or per diem. For example, parking, tolls, etc.

Other

Specify, optional, alphanumeric, 10 positions

Key in the name of the specific product or service. For example, parking, tolls, etc.

Appropriation/Fund

Optional, alphanumeric, 27 positions

Key in the accounting or management code to be charged for indirect training costs.

**Document/Purchase
Order/Req No**

Conditional, alphanumeric, 32 positions

If the PMC is PO, key in training document identification number used to obligate funds.

Station Symbol

No-entry field

This field is system generated depending on the PMC being used. It is the billed agency's Accounting Location Code (ALC) identification number as assigned by NFC and used to transfer monies between agency financial offices.

**Billing Instructions:
(Furnish Invoice To)**

Conditional, alphanumeric, 4 lines, 32 positions

If the PMC is **TR** or **GS**, the following address is generated:

National Finance Center, USDA
P.O. Box 60000
New Orleans, LA 70160

OR

If the PMC is **GT**, the following address is generated:

National Finance Center, USDA
P.O. Box 60963
New Orleans, LA 70160-0943

For all other PMC's, key in the correct address for the vendor to send their invoice.

Press **[Enter]**. Screen 4 (Sections D and E) is displayed.

Adding Sections D And E

These sections are on Screen 4 (**Figure 9**) of the Add (Print) Option. Section D contains the signatures, titles, and telephone numbers of the nominating supervisor(s) and the training officer. Section E contains the signature, title, and telephone number of the official authorized to submit training documents.

```

SKIP TO SECTION E ? ====> N (Y=YES,N=NO)
                S E C T I O N   D   -   APPROVALS
IMMEDIATE SUPERVISOR      _____      TELE  000  0000000
(NAME AND TITLE)
SECOND-LINE SUPERVISOR   _____      TELE  000  0000000
(NAME AND TITLE)
TRAINING OFFICER         _____      TELE  000  0000000
(NAME AND TITLE)
                S E C T I O N   E   -   APPROVAL/CONCURRENCE
AUTHORIZING OFFICIAL     _____      TELE  000  0000000
(NAME AND TITLE)

ENTER Y (YES) OR N (NO) TO ENTER DATA IN SECTION E
    
```

Figure 9. Add (Print) Screen 4, Section D-Approvals and Section E-Approval/Concurrence

Complete the fields as described below:

Section D, Approvals

SSN	System generated from the Add (Print) preliminary screen. The message <i>Enter Y (Yes) or N (No) to Enter Data In Section E</i> is also displayed.
Agcy/Bur	System generated from the Add (Print) preliminary screen. The message <i>Enter Y (Yes) or N (No) to Enter Data In Section E</i> is also displayed.
TDN	System generated from the Add (Print) preliminary screen. The message <i>Enter Y (Yes) or N (No) to Enter Data In Section E</i> is also displayed.
Start Date	System generated from the Add (Print) preliminary screen. The message <i>Enter Y (Yes) or N (No) to Enter Data In Section E</i> is also displayed.

Skip to Section E? =====>
N (Y=Yes, N=No)

Conditional, alpha, 1 position

N (no) is system generated. If applicable, key in **Y** (yes) and press **[Enter]** to skip Section D. The cursor is positioned in the first field under Section E, Approval/ Concurrence. Otherwise, complete Section D as follows:

Immediate Supervisor
(Name and Title)

Optional, alphanumeric, 2 lines, 18 positions

If applicable, key in name and title of the individual's immediate supervisor.

Tele

Optional, numeric, 10 positions

Key in the area code and telephone number of the individual's immediate supervisor.

Second-Line Supervisor
(Name and Title)

Optional, alphanumeric, 2 lines, 18 positions

If applicable, key in the name and title of the individual's second-line supervisor.

Tele

Optional, numeric, 10 positions

Key in the area code and telephone number of the second-line supervisor.

Training Officer (Name
and Title)

Optional, alphanumeric, 2 lines, 18 positions

If applicable, key in the name and title of the agency designated individual who processes training data.

Tele

Optional, numeric, 10 positions

If applicable, key in the area code and telephone number of the training officer.

Section E, Approval/Concurrence

Authorizing Official
(Name and Title)

Optional, alphanumeric, 2 lines, 18 positions

Key in the name and title of the authorizing official.

Tele

Conditional, numeric, 10 positions

If applicable, key in the area code and telephone number of the authorizing official.

After keying in the data:

- Press **[Enter]** to add the record. The Add (Print) preliminary screen (**Figure 5**) is displayed with the system-generated SF-182 reference number. The message *Record Added To Data Base* is also displayed.

OR

- Press **[PF2]** to add records for **additional employees attending the same training session**. The Add (Print) Mass Action preliminary screen (**Figure 10**) is displayed with data in all fields, except SSN. Key in the **SSN** for the next individual and press **[Enter]**. The requested record is displayed. Select the applicable section of the record and key in data as described under **Sections A through E of the AP – Add (Print) Option**. After adding the last record, press **[Enter]**. The Add (Print) Mass Action preliminary screen is displayed with the system-generated SF-182 reference number. The message *Record Added To Data Base* is also displayed.

```
TR02401M                ADD (PRINT) MASS ACTION
SSN                    AGCY/BUR  90   TDN  9511111111111  START DATE  XXXXXX   OPM  N

*****  ENTER SSN, AGCY/BUR, TDN, START DATE, OPM DESIG, PRESS ENTER  *****
ENTER=NEXT SCREEN  PF1=MENU    PF5=HELP    PF3=RET ADD
```

Figure 10. Add (Print) Mass Action Preliminary Screen

- To add another training record, repeat the process above.
- To return to the TRAI menu, press **[PF1]**.
- To exit, press **[Clear]**.

CP–Change (Print)

CP–Change (Print) is an option on the TRAI menu (**Figure 4**). This option is used to change training data of records previously created in the AP–Add (Print) option and to print revised SF–182 documents.

Instructions follow for selecting and using the functions in this option.

Changing Add (Print) Data

To change training data previously entered at the Add (Print) Option, key in **CP** at the Option field of the TRAI Menu. Complete the Office Print ID field as described under **TRAI Menu** and press **[Enter]**. The Change (Print) preliminary screen (**Figure 11**) is displayed with the message *Enter SSN, Agcy/Bur, TDN, Press Enter*.

```
TR02601M                                CHANGE (PRINT)
SSN 111111111 AGCY/BUR 90 TDN 951111111111

***** ENTER SSN, AGCY/BUR, TDN, PRESS ENTER

ENTER=NEXT SCREEN PF1=MENU PF5=HELP
```

Figure 11. Change (Print) Preliminary Screen

Complete key fields (SSN, Agcy/Bur, and TDN) as described under **AP–Add (Print)**. Press **[Enter]**. The selected training record is displayed with the cursor positioned at the Home Addr field on the Section A–Training Information Screen.

Note: The Home Addr field is the *only* system generated field that can be altered in the CP–Change (Print) option. **Corr (correct)** is displayed in the Request Status field to indicate a correction to the record.

Press **[Enter]** to display the applicable section of the training record. Key in the new data over the existing data as described under **AP–Add (Print)**. After all changes are made, press **[PF2]** to process the data. The Change (Print) preliminary screen is displayed with the message *Record Modified*.

- To change data of another Add (Print) record, repeat the process above.
- To return to the TRAI menu, press **[PF1]**.
- To exit, press **[Clear]**.

AN-Add (No Print)

AN-Add (No Print) is an option on the TRAI menu (**Figure 4**). This option is used to enter training data to create a record, without building a print record for the SF-182 document. The option contains a mass action feature used to enter multiple documents for more than one employee attending the same training session.

Instructions follow for selecting and using the functions in this option:

Adding AN-Add (No Print) Data

To select the AN-Add (No Print) Option, key in **AN** at the Option field on the TRAI menu. Do not complete the Office Print ID field for this option. Press **[Enter]**. The Add (No Print) preliminary screen (**Figure 12**) is displayed with the message *Enter SSN, Agcy/Bur, TDN, Start Date, OPM Desig, Press Enter*.

```
TR02401M          ADD NO PRINT
SSN   AGCY/BUR  TDN   START DATE  OPM

*** ENTER SSN, AGCY/BUR, TDN, PRESS ENTER ***
ENTER=NEXT SCREEN  PF1=MENU    PF5=HELP
```

Figure 12. Add (No Print) Preliminary Screen

Note: If data is being entered for currently established training, the SF-182 reference number from the last training will display.

Complete key fields (SSN, Agcy/Bur, TDN, Start Date, and OPM) as described under the **AP-Add (Print) Option** and press **[Enter]**. The Add (No Print) Screen (**Figure 13**) is displayed.

```

TR01701M          ADD (NO PRINT)
SSN              AGCY/BUR      TDN          START DATE      OPM
NAME
POI             DEPT          AGCY/BUR      ORG STRU
PAY PLAN       OCC SER          GR/STEP    /          POS LEVEL
VENDOR NAME    _____      VENDOR TIN _____
MAILING INSTRUCTIONS
                CITY _____ ST ___ ZIP _____

COURSE TITLE
CATALOG/COURSE NO
TRAINING PERIOD - START  YYMMDD      END  YYMMDD
COURSE HOURS   - DUTY _____      NON-DUTY _____
TRAINING CODES - PURPOSE _____      TYPE _____ SOURCE _____ SP/INT ___
CSA EXPIRATION DATE _____      EXTERNALLY PURCHASED PROD/SERV _____
TRAINING CREDIT DESIG _ TRAINING STATUS CODE _ PAYMENT METHOD CODE _
AGCY CHARGED
DIRECT COSTS  - TUITION _____      BOOKS _____      OTHER _____
ACCT STA (FS REG/UNIT) _____      APPROPRIATION/FUND _____
INDIRECT COSTS - TRAVEL _____      PER DIEM _____      OTHER _____
                APPROPRIATION/FUND _____
DOCUMENT/PURCHASE ORDER/REQ NO _____

ENTER=STORE    PF1=MENU    PF2=MASS ACTN    PF4=PRELIM SCREEN    PF5=HELP
  
```

Figure 13. Add (No Print) Screen

After keying in the data:

- Press **[Enter]** to add the record. The Add (No Print) preliminary screen is displayed with the system-generated SF-182 reference number. The message *Record Added To Data Base* is also displayed.

OR

- Press **[PF2]** to add records for **additional employees attending the same training session**. The Add (No Print) Mass Action preliminary screen is displayed with data in all fields, except SSN. Key in the **SSN** for the next individual and press **[Enter]**. The requested record is displayed. Complete the applicable fields as described under **Sections A through C of the [AP-Add \(Print\) Option](#)**. After adding the last record, press **[Enter]**. The Add (No Print) preliminary screen is displayed with the system-generated SF-182 reference number. The message *Record Added To Data Base* is also displayed.
- To add another training session to a record, repeat the process above.
- To return to the TRAI menu, press **[PF1]**.
- To exit, press **[Clear]**.

CN–Change (No Print)

CN–Change (No Print) is an option on the TRAI menu (**Figure 4**). This option is used to change training data of records previously created in the AN – Add (No Print) option.

Instructions follow for selecting and using the functions in this option:

Changing Add (No Print) Data

To change training data previously entered at the AN – Add (No Print) option, key in **CN** at the Option field on the TRAI menu. Do not complete the Office Print ID field for this option. Press **[Enter]**. The Change (No Print) preliminary screen (**Figure 14**) is displayed with the message *Enter SSN, Agcy/Bur, TDN*, press **[Enter]**.

```

TR02601M                                CHANGE (NO PRINT)
SSN                AGCY/BUR            TDN

*****  ENTER SSN, AGCY/BUR, TDN,      PRESS ENTER

ENTER=NEXT SCREEN    PF1=MENU    PF5=HELP
  
```

Figure 14. Change (No Print) Preliminary Screen

SSN	Complete field as described under the AP–Add (Print) Option.
Agcy/Bur	Complete field as described under the AP–Add (Print) Option.
TDN	Complete field as described under the AP–Add (Print) Option.

Press **[Enter]**. The selected record is displayed with the cursor positioned at the Vendor Name field.

Key in the new data over the existing data in accordance with entry instructions under **AP–Add (Print)**. After all changes are made, press **[Enter]**. The Change (No Print) preliminary screen is displayed with the message *Record Modified*.

- To change data of another Add (No Print) record, repeat the process above.
- To return to the TRAI menu, press **[PF1]**.
- To exit, press **[Clear]**.

AE-Add (Eval)

AE-Add (Eval) is an option on the TRAI menu (**Figure 4**). This option is used to add comments relating to training the employee attended.

Instructions follow for selecting and using the functions in this option:

Adding AE-Add (Eval) Data

To select the AE-Add (Eval)uation Option, key in **AE** at the Option field on the TRAI menu. Do not complete the Office Print ID field for this option. Press **[Enter]**. The Add (Eval) preliminary screen (**Figure 15**) is displayed.

```
TR02601M                                ADD (EVAL)
SSN                AGCY/BUR                TDN

*****  ENTER SSN, AGCY/BUR, TDN,        PRESS ENTER

ENTER=NEXT SCREEN    PF1=MENU    PF5=HELP
```

Figure 15. Add (Eval) Preliminary Screen

- SSN** Complete the SSN as described under the **AP-Add (Print) Option**. Press **[Enter]**. The Add (Eval) screen (**Figure 15**) is displayed with the message *Evaluation Information Cannot Be Added Before Course End Date*.
- Agcy/Bur** Complete the Agcy/Bur as described under the **AP-Add (Print) Option**. Press **[Enter]**. The Add (Eval) screen (**Figure 15**) is displayed with the message *Evaluation Information Cannot Be Added Before Course End Date*.
- TDN** Complete the TDN as described under the **AP-Add (Print) Option**. Press **[Enter]**. The Add (Eval) screen (**Figure 16**) is displayed with the message *Evaluation Information Cannot Be Added Before Course End Date*.

```

TRAL02301M          ADD (EVAL)
SSN                AGCY/BUR      TDN
NAME              TRAINING STATUS CODE
COURSE TITLE
TRAINING PERIOD   START          END
A                24.  ACADEMIC GRADE/SCORE
R                26.  STATED OBJ ACCOMPLISHED
E                27.  COVERAGE OF SUBJECT MATTER
A                28.  ORG OF SUBJECT MATTER
S                29.  SUITABILITY OF INST MATERIAL
      O          30.  LEVEL OF DIFFICULTY
      F          31.  LENGTH OF COURSE
      V          32.  AMT OF OUTSIDE/EVENING WORK
      A          33.  EFFECTIVENESS OF INSTRUCTORS
      L          34.  APPL OF SUBJECT MATTER TO JOB
      U          35.  FACILITIES
      A          36.  RECOMMENDATION TO COLLEAGUES
      T          37.  MEET CAREER DEVELOPMENT PLANS
      I          38.  COURSE STRONG POINTS
      O          39.  COURSE WEAK POINTS
** EVALUATION INFORMATION CANNOT BE ADDED BEFORE COURSE END DATE **
ENTER=STORE      PF1=MENU      PF4=PRELIM SCREEN
    
```

Figure 16. Add (Eval) Screen

Complete the fields as applicable:

Academic Grade/Score *Optional, alphanumeric, 3 positions*

Key in the grade or score the employee received after completing the training. Valid values are:

Code	Definition
A	Excellent
A-B	Above Average
B-C	Average
D	Below Average
F	Fail
P	Pass
I	Incomplete
000-100	Numeric Score

Stated Obj Accomplished *Optional, alpha, 1 position*

Key in the code that indicates whether the employee's objective for attending the training was completed. Valid values are:

A	yes
B	partially
C	no

Coverage of Subject Matter

Optional, alpha, 1 position

Key in the code that indicates how well the subject matter was presented. Valid values are:

- A excellent
- B sufficient
- C poor

Org of Subject Matter

Optional, alpha, 1 position

Key in the code that indicates how well the subject matter was organized. Valid values are:

- A well organized
- B adequate
- C poorly organized

Suitability of Inst Material

Optional, alpha, 1 position

Key in the code that indicates the adequacy of the written or visual instructional material used for the training. Valid values are:

- A excellent
- B adequate
- C poor

Level of Difficulty

Optional, alpha, 1 position

Key in the code that indicates the level of difficulty. Valid values are:

- A too advanced
- B appropriate
- C too elementary

Length of Course

Optional, alpha, 1 position

Key in the code that indicates whether the length of the training was appropriate for the subject matter. Valid values are:

- A too long
- B appropriate
- C too short

Amt of Outside/Evening Work

Optional, alpha, 1 position

Key in the code that indicates the amount of outside or evening work assigned to the employee. Valid values are:

- A too much
- B appropriate
- C insufficient

Effectiveness of Instructors

Optional, alpha, 1 position

Key in the code that indicates how well the instructor presented the training. Valid values are:

- A excellent
- B good
- C poor

Appl of Subject Matter to Job

Optional, alpha, 1 position

Key in the code that indicates whether the training was applicable to the employee's position. Valid values are:

- A significant
- B adequate
- C insignificant

Facilities

Optional, alpha, 1 position

Key in the code that indicates the quality and adequacy of the training facility. Valid values are:

- A excellent
- B good
- C poor

Recommendation To Colleagues

Optional, alpha, 1 position

Key in the code that indicates whether the employee recommends the training to others. Valid values are:

- A highly recommended
- B recommended
- C not recommended

Meet Career Development Plans

Optional, alpha, 1 position

Key in the code that indicates whether the training meets with the career development plans of the employee. Valid values are:

- A yes
- B no
- C no applicable

Course Strong Points

Optional, alpha, 3 fields, 1 position each

Key in the code that indicates the most positive feature(s) of the training. Valid values are:

Code	Definition
A	Instructor
B	Subject Matter Coverage
C	On The Job Applicability
D	Course Too Short/Course Too Long
E	Course Handouts and Audio/Visual Material Used
F	Class Interaction
G	Training/Residential Facility

Course Weak Points

Optional, alpha, 3 fields, 1 position each

Key in the code that indicates the negative feature(s) of the training that needs improvement. Valid values are:

Code	Definition
A	Instructor
B	Subject Matter Coverage
C	On The Job Applicability
D	Course Too Short/Course Too Long
E	Course Handouts and Audio/Visual Material Used
F	Class Interaction
G	Training/Residential Facility

Press **[Enter]**. The Add (Eval) preliminary screen is displayed with the message *Evaluationi Processed*.

- To add evaluation data for another training record, repeat the above process.
- To return to the TRAI menu, press **[PF1]**.
- To exit, press **[Clear]**.

CE–Change (Eval)

CE–Change (Eval) is an option on the TRAI menu (**Figure 4**). This option is used to change training evaluation data on records previously entered at the AE–Add (Eval) option.

Changing AE–Add (Eval) Data

To change SF–182 evaluation data, key in **CE** at the Option field on the TRAI menu. Do not complete the Office Print ID field for this option. Press **[Enter]**. The Change (Eval) preliminary screen (**Figure 17**) is displayed.

```
TR02601M                                CHANGE (EVAL)
SSN                AGCY/BUR            TDN

*****  ENTER SSN, AGCY/BUR, TDN,      PRESS ENTER

ENTER=NEXT SCREEN    PF1=MENU    PF5=HELP
```

Figure 17. Change (Eval) Preliminary Screen

SSN	Complete field as described under AP–Add (Print) .
Agcy/Bur	Complete field as described under AP–Add (Print) .
TDN	Complete field as described under AP–Add (Print) .

Press **[Enter]**. The selected evaluation record is displayed with the cursor positioned in the Academic Grade/Score field.

Key in the new data over the existing data in accordance with entry instructions above under the **AE–Add (Eval) Option**. After all changes are made, press **[Enter]**. The Change (Eval) preliminary screen is displayed with the message *Evaluation Processed*.

- To change the evaluation of another training record, repeat the process above.
- To return to the TRAI menu, press **[PF1]**.
- To exit, press **[Clear]**.

CS–Change Status

CS–Change Status is an option on the TRAI menu (**Figure 4**). This option is used to change the status code of an existing training record in the TRAI database.

When a record is entered to TRAI, Code *PE* (pending) is automatically generated in the Training Status Code field. When the training period end date expires, the TSC changes from *PE* (pending) to *CX* (completed), regardless of whether the training has been completed.

If the user changes the code to other than *PE* (pending) or *CX* (completed) prior to the expiration date of the training, the change will not occur automatically.

Users may change the training status code when the payment method is coded for payment from another system. TSC's *SP*, *WB*, and *WN* are valid for use with PMC's *CC*, *TF*, and *PO*. However, using any combination of codes above will not update or make changes to another payment system.

When PMC's *CC* and *TF* are used in TRAI:

- Only direct cost amounts for training is recorded.
- Training records are maintained for informational purpose only.
- No obligation records are produced in TRAI.
- TRAI does not interface with another payment system for obligating funds.
- No updates or changes are made for or in another payment system.

Note: Once a record has been paid, the TSC cannot be changed to *IN*, *SP*, *WC*.

Instructions follow for selecting and using the function in this option.

Changing The Training Status Code

To change the status code of an existing training record, key in **CS** at the Option field on the TRAI menu. Do not complete the Office Print ID field for this option. Press **[Enter]**. The Change Status preliminary screen (**Figure 18**) is displayed with the message *Enter SSN, Agcy/Bur, TDN, Press Enter*.

```
TR02601M          CHANGE STATUS
SSN              AGCY/BUR          TDN

*** ENTER SSN, AGCY/BUR, TDN PRESS ENTER ***
ENTER=NEXT SCREEN PF1=MENU PF5=HELP
```

Figure 18. Change Status Preliminary Screen

SSN	Complete the field as described under AP-Add (Print)
Agcy/Bur	Complete the field as described under AP-Add (Print)
TDN	Complete the field as described under AP-Add (Print)

Press **[Enter]**. The Change Status screen (**Figure 19**) is displayed with the cursor positioned at the Training Status Code field.

```
TR02101M                                CHANGE STATUS
SSN 000000000  AGCY/BUR 90  TDN 9611111111

NAME DOE,          JANE      M
COURSE TITLE      TEST DATA
TRAINING PERIOD -  START  XXXXXX      END  XXXXXX

TRAINING STATUS CODE  CX

ENTER=STORE  PF1=MENU  PF4=PRELIM SCREEN  PF5=HELP
```

Figure 19. Change Status Screen

Training Status Code *Optional, alpha field, 1 position*

Key in the new code over the existing code in accordance with entry instructions under the [AP-Add \(Print\) Option](#).

Press **[Enter]**. The Change Status preliminary screen is displayed with the message *Status Modified*.

- To change the status of additional training, press **[PF4]** and repeat the process above.
- To return to the TRAI menu, press **[PF1]**.
- To exit, press **[Clear]**.

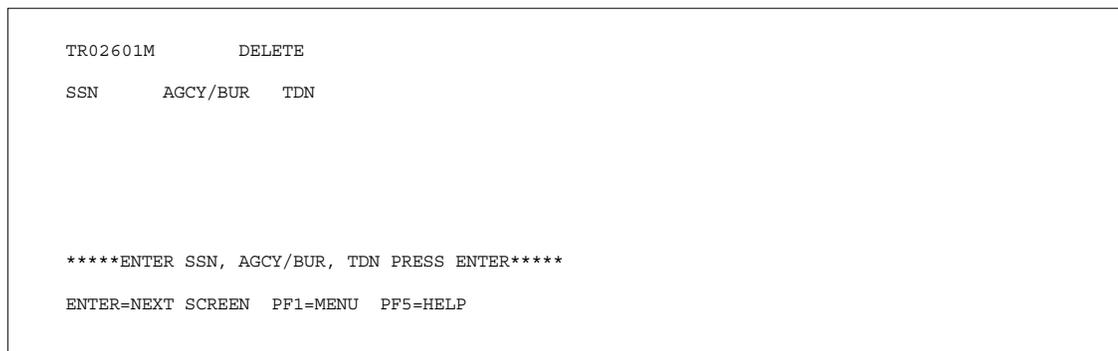
DE–Delete

DE–Delete is an option on the TRAI menu used to delete data of specific training from the training record that has not been obligated or paid (**Figure 4**).

Note: If a record has been obligated, use the CS–Change Status Option to change the status code to SP, Stop Payment. After the process has completed, the record can be deleted.

Deleting TRAI Data

To delete specific training data from the record, key in **DE** at the Option field on the TRAI menu. Do not complete the Office Print ID field for this option. Press **[Enter]**. The Delete Preliminary screen (**Figure 20**) is displayed with the message *Enter SSN, Agcy/Bur, TDN, Press Enter*.



```
TR02601M          DELETE
SSN      AGCY/BUR  TDN

*****ENTER SSN, AGCY/BUR, TDN PRESS ENTER*****
ENTER=NEXT SCREEN  PF1=MENU  PF5=HELP
```

Figure 20. Delete Preliminary Screen

SSN	Complete this field as described under AP–Add (Print)
Agcy/Bur	Complete this field as described under AP–Add (Print)
TDN	Complete this field as described under AP–Add (Print)
Name	Complete this field as described under AP–Add (Print)
Course Title	Complete this field as described under AP–Add (Print)
Training Period	Complete this field as described under AP–Add (Print)

Start and End Dates Complete this field as described under [AP-Add \(Print\)](#)

Press **[Enter]**. The cursor is positioned at the Do You Wish To Delete The Above Training Record? field.

```
TR02201M          DELETE
SSN              AGCY/BUR      TDN

NAME
COURSE TITLE
TRAINING PERIOD - START  XXXXXX      END  XXXXXX

DO YOU WISH TO DELETE THE ABOVE TRAINING RECORD ?      ==== N  (Y=YES,N=NO)

ENTER=NEXT ENTRY      PF1=MENU      PF4=PRELIM SCREEN
```

Figure 21. Delete Screen

**Do You Wish To Delete
The Above Training
Record?**

Optional, alpha, 1 position

N (no) is system generated. Key in **Y** (yes) over **N** (no) to delete data for the applicable training. Press **[Enter]**. The Delete preliminary screen is displayed with the message *Record Deleted*.

- To delete additional training, press **[PF4]** and repeat the process above.
- To return to the TRAI menu, press **[PF1]**.
- To exit, press **[Clear]**.

IN–Inquiry

IN–Inquiry is an option on the TRAI menu (**Figure 4**). This option contains a submenu for viewing various facets of an individual’s training record.

Note: To view multiple training records for more than one individual, use the RE – Reports Option.

Following is a brief description of each option:

- 1. Employee Training Index.** This option lists a training history in the employee’s record. The Employee Training Index contains a menu of training in ascending order of attendance by the training period, TDN, course title, and status. Data for training is contained on two screens. Screen 1 provides a description of the training. Screen 2 provides estimated cost, billing, and payment data for the training.
- 2. Employee Training Profile.** This option lists current and historical training within a specific time frame. The Employee Training Profile contains a menu that lists the total number of records included in the individual record. The profile includes the employee’s pay plan, occupational series code, and grade during his/her nomination for training.
- 3. Individual Training Record.** This option lists identification data relating to the employee within a specific time frame.
- 4. Employee Evaluation Index.** This option lists comments relating to training the employee attended.

Instructions follow for selecting and using the functions in this option:

Inquiring TRAI Data

To inquire an employee’s record, key in **IN** (inquiry) at the Enter Option field on the TRAI menu. Do not complete the Office Print ID field for this option. Press **[Enter]**. The Inquiry Option Menu screen (**Figure 22**) is displayed.

Note: Data cannot be added, corrected, or updated in the Inquiry option.

```

!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
!!  TRO0003M                NATIONAL FINANCE CENTER                !!
!!                               !!                               !!
!!  I I I I I I I I  NN  NN  Q Q Q Q Q Q Q Q  UU  UU  I I I I I I I I  R R R R R R R R  Y Y  Y Y !!
!!      II  N N N  NN  NN  Q Q  Q Q  UU  UU  II  R R  R R  R R  Y Y  Y Y !!
!!      II  NN  NN  NN  Q Q  Q Q  UU  UU  II  R R R R R R R R  Y Y  !!
!!      II  NN  N N N  Q Q  Q Q  UU  UU  II  R R  R R  Y Y  !!
!!  I I I I I I I I  NN  NN  Q Q Q Q Q Q Q Q  U U U U U U U U  I I I I I I I I  R R  R R  Y Y  !!
!!                               Q Q                               !!
!!                               !!                               !!
!!                               1 - EMPLOYEE TRAINING INDEX        !!
!!                               2 - EMPLOYEE TRAINING PROFILE      !!
!!                               3 - INDIVIDUAL TRAINING RECORD    !!
!!                               4 - EMPLOYEE EVALUATION INDEX     !!
!!                               !!                               !!
!!                               ENTER OPTION .....                !!
!!                               !!                               !!
!!                               !!                               !!
!!      PF1=MENU                                                    !!
!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
    
```

Figure 22. Inquiry Option Menu Screen

To access an option from the Inquiry menu, complete the field as described below:

Enter: Option *Required, numeric field; 1 position*
 Key in the option number.

Press **[Enter]**. The requested option screen is displayed.

Following are the instructions for using the options on this menu.

Inquiring Employee Training Index Data

Employee Training Index is Option 1 on the Inquiry Menu. To select this option, key in **1** at the Enter Option field on the Inquiry Menu. Press **[Enter]**. The Employee Training Index Preliminary screen (**Figure 23**) is displayed.

```

TRO3501M                EMPLOYEE TRAINING INDEX
SSN                      AGCY/BUR

***** ENTER SSN, AGCY/BUR, PRESS ENTER *****
ENTER=NEXT SCREEN  PF1=MENU  PF3= INQUIRY MENU  PF5=HELP
    
```

Figure 23. Employee Training Index Preliminary Screen

Field Instructions
 CP - Change (Print)

Complete key fields (SSN and Agcy/Bur) as described under [AP – Add \(Print\)](#). Press **[Enter]**. The Employee Training Index Menu screen (**Figure 24**) is displayed indicating the total number of records in the employee’s training index.

```

TR03601M                EMPLOYEE TRAINING INDEX
SSN  XXXXXXXXXX  AGCY/BUR  90

EMPLOYEE NAME                DEPT  ORGANIZATIONAL
STRUCTURE
DOE                          AG    90 70 30 0080 10 00 00 00

NO.  TRAINING PERIOD  TDN                COURSE TITLE                STATUS
1.   9XXXXXX - 9XXXXX 9XXXXXXXXXX          TEST 1                      PE
2.   9XXXXXX - 9XXXXX 9XXXXXXXXXX          TEST 2                      PE
3.   9XXXXXX - 9XXXXX 9XXXXXXXXXX          TEST 3                      CX
4.   9XXXXXX - 9XXXXX 9XXXXXXXXXX          TEST 4                      CX
5.   9XXXXXX - 9XXXXX 9XXXXXXXXXX          TEST 5                      CX
6.   9XXXXXX - 9XXXXX 9XXXXXXXXXX          TEST 6                      CE
7.   9XXXXXX - 9XXXXX 9XXXXXXXXXX          TEST 7                      CE

TOTAL RECORDS IN EMPLOYEE TRAINING INDEX 07

ENTER NO. 00 OF OCCUR DESIRED,  PRESS ENTER;  "OR"  SELECT OPTION BELOW

PF8=NEXT SCREEN      PF1=MENU    PF3=INQUIRY MENU  PF4=NEXT INQUIRY
  
```

Figure 24. Inquiry, Option 1, Employee Training Index Menu Screen

Total Records In Employee Training Index

Conditional, numeric, 2 positions

Press **[Enter]** or key in the number applicable to the training desired (precede 1 through 9 with zero).

Note: If the total number of occurrences in the training index exceeds 10, press **[PF8]** to view the next screen.

Press **[Enter]**.. The Employee Training Index Record, Screen 1 (**Figure 25**) is displayed. Press **[Enter]** to view Screen 2 of the Employee Training Index Record (**Figure 26**). Continue pressing **[Enter]** to view additional training in the record.

```

TR03701M                EMPLOYEE TRAINING INDEX                SCREEN 1
                        NO      1 OF 3
                        SF182 REFERENCE NUMBER 0000000123
SSN 111111111 AGCY/BUR 90 TDN 9XXXXXXXXX START DATE XXXXXX
POI 5555 DEPT AG AGCY/BUR 90 ORG STRUCTURE 70 30 0080 10 00 00 00
EMPLOYEE NAME  DOE                JOHN                M

COURSE TITLE          TEST
CATALOG/COURSE NO
VENDOR NAME          TEST
TRAINING PERIOD - START 960101          END 960101
COURSE HOURS - DUTY 08          NON-DUTY 0          TOTAL 08
CSA EXPIRATION DATE 000000          EXTERNALLY PURCHASED PROD/SERV NO
TRAINING CREDIT DESIG          TRAINING STATUS CODE CE PAYMENT METH CD TR
TYPE                  TO IMPROVE PRESENT PERFORMANCE
SP/INT               EXECUTIVE AND MANAGEMENT
PURPOSE              GOVERNMENT - AGENCY
SOURCE               EXECUTIVE DEVELOPMENT
DATE ENTERED INTO TRAI 951216          BY USER-ID NFXXX

ENTER NO. 01 OF OCCUR DESIRED, PRESS ENTER; "OR" SELECT OPTION BELOW

ENTER=NEXT SCREEN PF1=MENU PF3=INQUIRY MENU PF4=RET INDEX
  
```

Figure 25. Inquiry, Option 1, Employee Training Index Record, Screen 1

```

TR03801M                EMPLOYEE TRAINING INDEX                SCREEN 2
                        NO. 1 OF 1
                        SF182 REFERENCE NUMBER 0000000123
SSN XXXXXXXXX AGCY/BUR 90 TDN 96XXXXXXXXX START DATE XXXXXX
POI 5555 DEPT AG AGCY/BUR 90 ORG STRUCTURE 70 30 0080 10 00 00 00
EMPLOYEE NAME  DOE                JOHN                M
DIRECT COSTS   - TUITION          50.00          BOOKS          .00
                AGCY CHARGED      OTHER          .00          TOTAL          50.00
ACCT STA (FS REG/UNIT) 0010          APPROPRIATION/FUND 59941000
INDIRECT COSTS - TRAVEL           .00          SCHD NO          SCHD DATE / /
                OTHER             .00          PER DIEM         .00
                APPROPRIATION/FUND
DOCUMENT/PURCHASE ORDER/REQ NO
VENDOR TIN          VENDOR INVOICE
VENDOR NAME        _____ NO.
VENDOR ADDR        _____ SEQ NO. _____
                CITY              ST              ZIP
PAY PLAN   GS          GRADE/STEP 11/02          OCC SER CODE 0343
POS LEVEL  NONSUPERV   SPEC EMPL PGMS 00
ENTER NO. 01 OF OCCUR DESIRED, PRESS ENTER; "OR" SELECT OPTION BELOW

ENTER=NEXT SCREEN PF1=MENU PF3=INQUIRY MENU PF4=RET INDEX
  
```

Figure 26. Inquiry Option 1, Employee Training Index Record, Screen 2

- To return to the Employee Training Index menu screen, press **[PF4]**.
- To return to the Inquiry menu, press **[PF3]**.
- To return to the TRAI menu, press **[PF1]**.
- To exit, press **[Clear]**.

Inquiring Employee Training Profile Data

Employee Training Profile is Option 2 on the Inquiry Menu. To select this option, key in **2** at the Enter Option field on the Inquiry Menu. Press **[Enter]**. The Employee Training Profile Preliminary screen (**Figure 27**) is displayed.

```

TR04101M                EMPLOYEE TRAINING PROFILE
SSN                    AGCY/BUR        BEGIN DATE            THRU DATE

**                      ** ENTER SSN,  AGCY/BUR,  INQ PERIOD BEGIN/THRU DATES,  PRESS ENTER
**
ENTER=NEXT SCREEN     PF1=MENU        PF3= INQUIRY MENU    PF5=HELP
  
```

Figure 27. Employee Training Profile Preliminary Screen

Complete key fields (SSN and Agcy/Bur) as described under **AP-Add (Print)**. Complete key fields and (Begin Date and Thru Date) as described below

Note: (1) If the beginning date is not entered, data for the most current training is displayed. **(2)** If the thru date is not entered, data for any training following the selected beginning date is displayed.

Begin Date	<i>Conditional, numeric, 6 positions</i> Key in the date (yymmdd) the training is scheduled to begin.
Thru Date	<i>Conditional, numeric, 6 positions</i> Key in the date (yymmdd) the training is scheduled to end.

Press **[Enter]**. The Employee Training Profile screen (**Figure 28**) is displayed indicating the total number of records in the employee's training profile. Press **[PF8]** to view data of additional training in the record.

```

TR04201M                EMPLOYEE TRAINING PROFILE
SSN 111111111  DEPT AG  AGCY/BUR 90  ORG STRUCTURE  90 70 30 0080 10 00 00 00
EMPLOYEE NAME   DOE                JOHN                M

CURRENT INFORMATION:
POS OFF TITLE   PROG ANAL
PAY PLAN  GS                OCC SER CODE  0343                GRADE/STEP  11/04

HISTORICAL INFORMATION:
COURSE TITLE                STATUS  START  END  PAY  OCC  GR
                           CODE    DATE  DATE  PLAN SER
PROGRAMMED ENGLISH USAGE                PE    9XXXXX 9XXXXX  GS  0343 11

TOTAL RECORDS IN EMPLOYEE TRAINING PROFILE  01

PF8=NEXT SCREEN  PF1=MENU        PF3=INQUIRY MENU    PF4=PRELIM SCREEN
  
```

Figure 28. Inquiry, Option 2, Employee Training Profile Screen

- To return to the Employee Training Profile preliminary screen, press **[PF4]**.
- To return to the Inquiry menu, press **[PF3]**.
- To return to the TRAI menu, press **[PF1]**.
- To exit, press **[Clear]**.

Inquiring Individual Training Record Data

Individual Training Record is Option 3 on the Inquiry menu. To select this option, key in **3** at the Enter Option field on the Inquiry menu. Press **[Enter]**. The Individual Training Record Preliminary screen (**Figure 29**) is displayed.

```
TR04401M                                INDIVIDUAL TRAINING RECORD
SSN              AGCY/BUR      BEGIN DATE              THRU DATE
SF182 REFERENCE NUMBER

**          ** ENTER SSN,  AGCY/BUR,  INQ PERIOD BEGIN/THRU DATES,  PRESS ENTER
ENTER=NEXT SCREEN   PF1=MENU     PF3= INQUIRY MENU  PF5=HELP
```

Figure 29. Individual Training Report Preliminary Screen

Complete key fields (SSN, Agcy/Bur, Begin Date, and Thru Date) as described under **Inquiring Employee Training Profile Data**. **Note:** (1) If the beginning date is not entered, data for the most current training is displayed. (2) If the thru date is not entered, data for any training following the selected beginning data is displayed.

SF-182 Reference Number

Optional, numeric, 10 positions

Key in the applicable SF-182 reference number.

Press **[Enter]**. The Individual Training Record screen (**Figure 30**) is displayed. Continue pressing **[Enter]** to view additional training in the record.

```

TR04501M                                INDIVIDUAL TRAINING RECORD                                NO. 1 OF 38
CURRENT INFORMATION:
SSN 111111111 DEPT AG AGCY/BUR 90  ORG STRUCTURE 70 30 0080 10 00 00 00
EMPLOYEE NAME DOE                                JOHN M                                POI 5555
POS LEVEL NONSUPERV PAY PLAN GS OCC SERIES 0343 GRADE/STEP 11/04
TDN 96XXXXXXXXX SF182 REFERENCE NUMBER 0000000123
POI 5555 DEPT AG AGCY/BUR 90  ORG STRUCTURE 70 30 0080 10 00 00 00
POS LEVEL NONSUPERV PAY PLAN GS OCC SERIES 0343 GRADE/STEP 11/04
COURSE: TITLE TEST 2                                OPM NO
PERIOD START 960214 END 960301 STATUS PENDING PAY METH TR
VENDOR NAME TEST INV. NUM
HOURS: DUTY 8 NON-DUTY 0 TOTAL 8
COSTS: DIR TUIT 100.00 BOOKS 0.00 OTH 0.00
AMOUNT PAID 0.00 SCHEDULE NUM SCHED DATE / /
IND TRAV 0.00 P/DIM 0.00 OTH 0.00
CODES: TYPE TO IMPROVE PRESENT PERFORMANCE
SP/INT EXECUTIVE AND MANAGEMENT
PURPOSE GOVERNMENT - AGENCY
SOURCE EXECUTIVE DEVELOPMENT
AGCY USE: CSA DATE 000000 CREDIT DESIG NO CREDIT
EXTERNALLY PURCHASED PROD/SERV NO
ENTER=NEXT SCREEN PF1=MENU PF3=INQUIRY MENU PF4=PRELIM SCREEN

```

Figure 30. Inquiry, Option 3, Individual Training Record Screen

- To return to the Individual Training Record preliminary screen, press **[PF4]**.
- To return to the Inquiry menu, press **[PF3]**.
- To return to the TRAI menu, press **[PF1]**.
- To exit, press **[Clear]**.

Inquiring Employee Evaluation Index Data

Employee Evaluation Index is Option 4 on the Inquiry menu. To select this option, key in **4** at the Enter Option field on the Inquiry menu. Press **[Enter]**. The Employee Evaluation Index Preliminary screen (**Figure 31**) is displayed.

```

TR04601M                                EMPLOYEE EVALUATION INDEX
SSN                                AGCY/BUR
** ENTER SSN, AGCY/BUR, INQ PERIOD BEGIN/THRU DATES, PRESS ENTER
ENTER=NEXT SCREEN PF1=MENU PF3= INQUIRY MENU PF5=HELP

```

Figure 31. Employee Evaluation Index Screen

Complete key fields as described under **AP-Add (Print)**. Press **[Enter]**. The Employee Evaluation Index menu screen (**Figure 32**) is displayed indicating the total number of evaluation records in the index.

```

TR04602M                EMPLOYEE EVALUATION INDEX
SSN 111111111 AGCY/BUR 90
EMPLOYEE NAME                DEPT ORGANIZATIONAL STRUCTURE
DOE                JOHN M                AG 90 70 30 0080 10 00 00 00
NO. TRAINING PERIOD TDN COURSE TITLE STATUS
1.  XXXXXX - XXXXXX 9XXXXXXXXX PROGRAMMED ENGLISH USAGE CE
2.  XXXXXX - XXXXXX 9XXXXXXXXX PE
3.  XXXXXX - XXXXXX 9XXXXXXXXX TEST1 CX
4.  XXXXXX - XXXXXX 9XXXXXXXXX TEST2 CX
5.  XXXXXX - XXXXXX 9XXXXXXXXX TEST3 CX
6.  XXXXXX - XXXXXX 9XXXXXXXXX PROGRAMMED ENGLISH USAGE CE
7.  XXXXXX - XXXXXX 9XXXXXXXXX TEST4 CE
8.  XXXXXX - XXXXXX 9XXXXXXXXX PROGRAMMED ENGLISH USAGE1 CE
9.  XXXXXX - XXXXXX 9XXXXXXXXX TEST5 CX
10. XXXXXX - XXXXXX 9XXXXXXXXX TEST6 CX

TOTAL RECORDS IN EMPLOYEE EVALUATION INDEX 39

ENTER NO. OF EVALUATION DESIRED, PRESS ENTER; "OR" SELECT OPTION BELOW

PF8=NEXT SCREEN PF1=MENU PF3=INQUIRY MENU PF4=PRELIM SCREEN
    
```

Figure 32. Inquiry, Option 4, Employee Evaluation Index Menu Screen

Total Records In Employee Evaluation Index

Conditional, numeric, 2 positions

Press **[Enter]** or key in the number applicable to the desired evaluation record (precede 1 through 9 with zero).

Note: If the total number of occurrences in the training index exceeds 10, press **[PF8]** to view the next screen.

Press **[Enter]**. The Employee Evaluation Index Record screen (**Figure 33**) is displayed. Continue pressing **[Enter]** to view additional training in the records.

```

TR04701M                EMPLOYEE EVALUATION INDEX                NO. 1 OF 39
SSN 111111111 AGCY/BUR 90 TDN 96XXXXXXXXX START 9XXXXX END 9XXXXX
POI 5555 DEPT AG AGCY/BUR 90 ORG STRUCTURE 70 30 0080 10 00 00 00
EMPLOYEE NAME DOE                John M                STATUS CE
COURSE TITLE TEST
24. ACADEMIC GRADE/SCORE                38. COURSE STRONG POINTS
26. STATED OBJ ACCOMPLISHED
27. COVERAGE OF SUBJ MATTER
28. ORG OF SUBJECT MATTER
29. SUITABILITY OF INST MAT
30. LEVEL OF DIFFICULTY                39. COURSE WEAK POINTS
31. LENGTH OF COURSE
32. AMT OF OUTSIDE/EVE WORK
33. EFFECTIVENESS OF INST
34. APPL OF SUBJ MAT TO JOB
35. FACILITIES
36. RECOMMEND TO COLLEAGUES
37. MEET CAREER DEVEL PLANS
ENTER NO. 01 OF EVALUATION DESIRED, PRESS ENTER; "OR" SELECT OPTION BELOW

ENTER=NEXT SCREEN PF1=MENU PF3=INQUIRY MENU PF4=RET INDEX
    
```

Figure 33. Inquiry, Option 4, Employee Evaluation Index Record Screen

- To return to the Employee Evaluation Index preliminary screen, press **[PF4]**.
- To return to the Inquiry menu, press **[PF3]**.

- To return to the TRAI menu, press **[PF1]**.
- To exit, press **[Clear]**.

PR-Print SF-182

PR-Print SF-182 is an option on the TRAI menu (**Figure 4**). This option is used to print training data in an SF-182 format from data processed in the Add (Print) and/or Change (Print) options. It contains a submenu that is used to determine how the training data is to be printed.

Note: To print a complete training document, data must have been entered in the Add (Print) and/or Change (Print) Option within the past 90 days.

Following is a brief description of each option:

1. **Select Session(s).** This option is used to print specific training data in an SF-182 format by date and time, or several occurrences within a specific time frame by user ID.
2. **Special Session(s).** This option is used to print any number of training occurrences for an individual employee.

Instructions follow for selecting and using the functions in this option:

Printing Training Data

To select the Print Option, key in **PR (print)** at the Enter Option field on the TRAI menu. Complete the Office Print ID field as described under **TRAI menu**. Press **[Enter]**. The Print Option menu (**Figure 34**) is displayed.

```
!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
!!                                     NATIONAL FINANCE CENTER                                     !!
!!                                                                                               !!
!!          PPPPPPP  RRRRRRR  IIIIIIII  NN  NN  TTTTTTTT                                     !!
!!          PP  PP  RR  RR  II  NNN  NN  TT                                     !!
!!          PPPPPPP  RRRRRRR  II  NN  NN  NN  TT                                     !!
!!          PP  RR  RR  II  NN  NNN  TT                                     !!
!!          PP  RR  RR  IIIIIIII  NN  NN  TT                                     !!
!!                                                                                               !!
!!                                                                                               !!
!!                                                                                               !!
!!          1 - SELECT SESSION(S)                                     !!
!!          2 - SPECIAL SESSION(S)                                   !!
!!                                                                                               !!
!!                                                                                               !!
!!                                                                                               !!
!!          ENTER OPTION .....                                     !!
!!                                                                                               !!
!!          PF1=MENU                                             !!
!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
```

Figure 34. Print Option Menu Screen

Note: Data cannot be added, corrected, or updated in the Print option.

Field Instructions
CP - Change (Print)

To access an option on the Print menu, complete the field as described below:

Enter: Option *Required, numeric, 1 position*
Key in the option number.

Press **[Enter]**. The requested option screen is displayed.

Following are instructions for using the options on this menu.

Printing Select Session(s) Data. Select Session(s) is Option 1 on the Print menu. To select this option, key in **1** at the Enter Option field on the Print menu. Press **[Enter]**. The Select Session(s) screen (**Figure 35**) is displayed with the message *Enter Above Information, Press Enter Prior To Pressing PF6 To Submit Job*.

```

TR07001                                SELECT SESSION(S)
ENTER THE JOB ROUTING INFORMATION (ONLY ONE TIME PERIOD) :

JOB CHARACTER          _
REMOTE SITE DEST      _____
OUTPUT DELIVERY POINT _____

ENTER THE APPROPRIATE SELECTION INFORMATION :

OFFICE PRINT IDENT    90

USER ID

SESSION: DATE        YYMMDD           TIME           0000
          - - - - - " O R " - - - - -
          BEGIN      YYMMDD           THRU           YYMMDD

**ENTER ABOVE INFORMATION,  PRESS ENTER PRIOR TO PRESSING PF6 TO SUBMIT JOB**
ENTER=NEXT ENTRY      PF1=MENU        PF3=PRINT MENU   PRF4=INDEX   PF6=SUBMIT JOB
    
```

Figure 35. Print Option 1, Select Session(s) Screen

At the Select Session(s) screen, complete the fields as follows:

Job Character *Required, alpha, 1 position*
Key in the character (A–Z) used with the job name for printout identification.

Note: Key in a different character for each job submitted.

Remote Site Dest *Required, alphanumeric, 16 positions*
Key in the remote site location for the designated printer being used.

Output Delivery Point *Required, alphanumeric, 20 positions*
Key in the information that designates where the output job is to be delivered (e.g., **John Doe, Room 12**).

Enter The Appropriate Selection Information:

Office Print Ident

Conditional, alphanumeric, 6 positions

This field is system generated from the TRAI menu. If applicable, key in a different office print identification number over the one displayed.

User ID

Conditional, alphanumeric, 7 positions

Key in the user's identification number.

Session:

Date

Conditional, numeric, 6 positions

If applicable, key in the date (yymmdd) that the training began.

Time

Conditional, numeric, 4 positions

If applicable, key in the exact hour and minute the training began.

Begin

Conditional, numeric, 6 positions

If applicable, key in the beginning date (yymmdd) of training to be printed.

Note: If the beginning date is not entered, data for the most current training is printed first.

Thru

Conditional, numeric, 6 positions

If applicable, key in the last date (yymmdd) of the last training to be printed.

Note: If the thru date is not entered, data for training following the beginning data is printed.

Press **[Enter]** to store the data. Press **[PF6]** to submit the job for processing. The message *Job XXXXXX Submitted* is displayed with the system's job number (e.g., *NFXXXA*). After the job is processed, the report is directed to the designated remote site destination.

Note: To view a listing of training within the employee's record, press **[PF4]**. The Select Session Index screen (**Figure 36**) is displayed. If the total number of training occurrences in the index exceeds 10, press **[PF8]** to view the next screen.

TR07101M		SELECT SESSION(S) SESSION INDEX				
No.	OFFICE USER ID	PRINT ID DATE	90 TIME	CNT	PRT	
1.	NFXXX	961209	1356	2	N	
2.	NFXXX	961209	1036	4	N	

PF8=NEXT SCREEN PF1=MENU PF3=PRINT MENU PF4=RETURN

Figure 36. Print, Option 1, Select Session(s) Index Screen

- To return to the Select Session(s) screen, press **[PF4]**.
- To print additional training data, repeat the process above.
- To return to the Print menu, press **[PF3]**.
- To return to the TRAI menu, press **[PF1]**.
- To exit, press **[Clear]**.

Printing Special Session(s) Data

Special Session(s) is Option 2 on the Print menu. To select this option, key in **2** at the Enter Option field on the Print menu. Press **[Enter]**. The Special Session(s) screen (**Figure 37**) is displayed with the message *Enter Above Information, Press Enter Prior To Pressing PF6 To Submit Job*.

```

TR7201M                                SPECIAL SESSION(S)
ENTER THE JOB ROUTING INFORMATION (ONLY ONE TIME PER JOB) :

      JOB CHARACTER          _
      REMOTE SITE DEST      _
      OUTPUT DELIVERY POINT _

ENTER THE FOLLOWING INFORMATION:

      SSN   _____   AGCY/BUR  _   TDN   _____   START DATE  YYMMDD

**ENTER ABOVE INFORMATION,  PRESS ENTER PRIOR TO PRESSING PF6 TO SUBMIT JOB**
ENTER=NEXT ENTRY   PF1=MENU   PF3=PRINT MENU   PF6=SUBMIT JOB
  
```

Figure 37. Print, Option 2, Special Session(s) Screen

Complete (Job Character, Remote Site Dest, and Output Delivery Point) as described under [Printing Select Session Data](#).

Complete (SSN, Agcy/Bur, TDN, and Start Date) as described under [AP-Add \(Print\)](#). Press **[Enter]** to store the data. Press **[PF6]** to submit the job for processing. The message *Job XXXXXX Submitted* is displayed with the system's job number (e.g., NFXXXXA). After the job is processed, the report is directed to the designated remote site destination.

- To print additional training data, repeat the above process.
- To return to the Print menu, press **[PF3]**.
- To return to the TRAI menu, press **[PF1]**.
- To exit, press **[Clear]**.

RE – Reports

RE – Reports is an option on the TRAI menu (**Figure 4**). This option is used to process designated reports of training data for a selected timeframe.

Note: To obtain immediate access of an employee’s training record, use the IN–Inquiry Option.

Following is a brief description of each option on the Report Menu:

- **OPM Annual.** OPM Annual is the first option on the Report Menu. It is used to generate the Annual Statistical Summary Of Training Data (**Exhibit 15**), which includes a summary of annual training instances and hours, distribution, and cost data within a specific timeframe.
- **Employee Training Profile.** Employee Training Profile (**Exhibit 16**) is the second option on the Report Menu. It is used to generate a summary of current and historical training occurrences for an individual employee within a specific timeframe.
- **Individual Training Record.** Individual Training Record (**Exhibit 17**) is the third option on the Report Menu. It is used to generate individual training occurrences within a specific timeframe.
- **Monthly Status.** Monthly Status is the fourth option on the Report Menu. It is used to generate Report TRAI0002, Monthly Managers Training Report As Of _____ (**Exhibit 18**), which includes monthly training data by course title, date, hours, cost, and status.
- **Tickler Notice.** Tickler Notice is the fifth option on the Report Menu. It is used to generate the Notification Of Delinquent Submission Of Verification Of Completion And Evaluation Of Training (**Exhibit 19**), which identifies employees who have not returned a completed evaluation for a specific training occurrence.

Requesting TRAI Report Data

To select the Reports option, key in **RE** (report) at the Enter Option field on the TRAI menu. Complete the Office Print ID field as described under **TRAI menu**, and press **[Enter]**. The Reports menu screen (**Figure 38**) is displayed.

To access an option on the Reports menu, complete the field as described below:

Enter: Option

Required, numeric, 1 position

Key in the option number.

Press **[Enter]**. The requested screen is displayed.

Following are instructions for using the options on this menu.

Complete the following fields as described below:

System Output Class *Required, alpha, 1 position*
Key in **A** (route to printer) or **X** (route to the terminal display) to designate where the report is to be directed for printing.

Output Delivery Point *Required alphanumeric, 20 positions*
Key in the information that designates where the output job is to be delivered (e.g., John Doe, Room 12).

Enter Time Frame Desired (Begin And Thru Dates). Select An Option By Entering The Required Data To The Level Desired. Press **[Enter]**.

Begin Date *Conditional, numeric, 6 positions*
Key in the beginning date (yymmdd) of the report.
Note: If the beginning date is not entered, the system generates 851001 (the oldest date on the database). Thereafter, all data from this date thru the specified end date is displayed.

Thru Date *Conditional, numeric, 6 positions*
Key in the ending date (yymmdd) of the report.
Note: If the thru date is not entered, the current date is displayed.

Report Options The following options are available:

- A. Departmental Summary.** This report lists a summary of annual training data for the department.
- B. All Agcy/Bur.** This report lists annual training data for all agencies or bureaus within the department.
- C. Selected Agcy/Bur.** This report lists annual training data for a selected agency or bureau within the department.
- D. Selected Org Lev2.** This report lists annual training data for the department by organizational structure.
- E. Selected POI.** This report lists annual training data for a specific personnel office.

Select one of the report options by completing the applicable fields as described below.

Dept *Conditional, numeric, 6 positions*
Key in the ending date (yymmdd) of the report.
Note: If the thru date is not entered, the current date is displayed.

Agcy/Bur	<i>Conditional, alphanumeric, 2 positions</i> Key in the agency or bureau code.
Lev 2	<i>Conditional, numeric, 2 positions</i> Key in the code for the second level of the organizational structure.
Serv Agcy	<i>Conditional, alphanumeric, 2 positions</i> Key in the servicing agency or bureau code.
POI	<i>Conditional, numeric, 4 positions</i> Key in the personnel office identifier.

Press **[Enter]** to store the data. The message *Data Stored, Add Additional Data & Press Enter, Or Press PF6 To Submit Job* is displayed. The data is stored until all applicable data is entered. Press **[PF6]** to submit the job. The message *Job NFXXXA (user ID and job character) Submitted* is displayed.

- To request additional OPM annual reports, repeat the process above.
- To return to the Reports menu, press **[PF3]**.
- To return to the TRAI menu, press **[PF1]**.
- To exit, press **[Clear]**.

Requesting An Employee Training Profile Report

Employee Training Profile is Option 2 on the Reports menu (**Figure 38**). It is used to generate the report, Employee Training Profile (**Exhibit**), which contains current and historical training data within a specific timeframe for employees. A profile of training data may be requested by (1) organizational structure, (2) POI, or (3) SSN. To select this option,

key in **2** at the Enter Option field. Press **[Enter]**. The Employee Training Profile screen (**Figure 40**) is displayed.

```

TR08201M                EMPLOYEE TRAINING PROFILE
ENTER THE JOB ROUTING INFORMATION (ONLY ONE TIME PER JOB) :

JOB CHARACTER           -
REMOTE SITE DEST       _____
SYSTEM OUTPUT CLASS    -
OUTPUT DELIVERY POINT  _____

ENTER TIME FRAME DESIRED (BEGIN AND THRU DATES).  SELECT AN OPTION BY
ENTERING THE REQUIRED DATA TO THE LEVEL DESIRED.  PRESS ENTER.

BEGIN DATE   YMMDD      THRU DATE   YMMDD

A.  ORG LEVEL   AGCY/BUR  ___  ORG STRU  ___  _____
B.  POI LEVEL   SERV AGCY  ___  POI      ___  _____
C.  SSN LEVEL   SSN       _____

*ENTER ABOVE INFORMATION,  PRESS ENTER PRIOR TO PRESSING PF6 TO SUBMIT JOB*
ENTER=NEXT ENTRY   PF1=MENU   PF3=REPORTS MENU   PF6=SUBMIT JOB
  
```

Figure 40. Reports, Option 2, Employee Training Profile Screen

Complete (Job Character, Remote Site Dest, System Output Class, Output Delivery Point, Begin Date, and Thru Date) as described under **Requesting An OPM Annual Report..**

Note: (1) If the beginning date is not entered, the system generates 851001 (the oldest date on the database). Thereafter, all data from this date thru the specified end date is displayed. **(2)** If the thru date is not entered, the current date is displayed.

Report Options

The following options are available:

A. Org Level. This report lists the training profiles of employees within various levels of the organizational structure.

B. POI Level. This report lists the training profiles of employees within a specific personnel office.

C. SSN Level. This report lists training profiles by employee social security numbers.

Select one of the report options by completing the applicable fields as described below.

Agy/Bur	<i>Conditional, alphanumeric, 2 positions</i> Key in the agency or bureau code.
Org Stru	<i>Conditional, numeric, Levels 1–3 and 5–8 are 2 positons each, Level 4 is 4 positions</i> Key in the organizational structure code.
Serv/Agcy	<i>Conditional, alphanumeric, 2 positions</i> Key in the servicing agency or bureau code.

POI Conditional, numeric, 4 positions
Key in the personnel office identifier.

SSN Conditional, numeric, 9 positions
Key in the employee's social security number.

Press **[Enter]**. The message *Data Stored, Add Additional Data & Press Enter, Or Press PF6 To Submit Job* is displayed. The training data is stored until the applicable report information is entered. Press **[PF6]** to submit the job. The message *Job NFXXXA (user ID and job character) Submitted* is displayed.

- To request additional employee training profile reports, repeat the process above.
- To return to the Reports menu, press **[PF3]**.
- To return to the TRAI menu, press **[PF1]**.
- To exit, press **[Clear]**.

Requesting An Individual Training Record Report

Individual Training Record is Option 3 on the Reports menu (**Figure 38**). It is used to generate an Individual Training Record (**Exhibit 17**) for an individual training occurrence within a specific timeframe. Data for a specific training occurrence may be requested by (1) organizational structure, (2) POI, or (3) SSN. To select this option, key in **3** at the Enter Option field. Press **[Enter]**. The Individual Training Record screen (**Figure 41**) is displayed.

```

TR08301M                INDIVIDUAL TRAINING RECORD
ENTER THE JOB ROUTING INFORMATION (ONLY ONE TIME PER JOB) :

      JOB CHARACTER          -
      REMOTE SITE DEST      -
      SYSTEM OUTPUT CLASS   -
      OUTPUT DELIVERY POINT -

ENTER TIME FRAME DESIRED (BEGIN AND THRU DATES). SELECT AN OPTION BY
ENTERING THE REQUIRED DATA TO THE LEVEL DESIRED. PRESS ENTER.

BEGIN DATE  YYMMDD      THRU DATE  YYMMDD

A.  ORG LEVEL      AGCY/BUR  ___  ORG STRU  ___  ___  ___  ___
B.  POI LEVEL      SERV AGCY  ___  POI      ___  AGCY/BUR  ___  ___
C.  SSN LEVEL      SSN      _____

*ENTER ABOVE INFORMATION, PRESS ENTER PRIOR TO PRESSING PF6 TO SUBMIT JOB
ENTER=NEXT ENTRY  PF1=MENU  PF3=REPORTS MENU  PF6=SUBMIT JOB
    
```

Figure 41. Reports, Option 3, Individual Training Record Screen

Complete (Job Character, Remote Site Dest, System Output Class, Output Delivery Point, Begin Date, and Thru Date) as described under **Requesting An OPM Annual Report**.

Note: (1) If the beginning date is not entered, the system generates 851001 (the oldest date on the database). Thereafter, all data from this date thru the specified end date is displayed.
(2) If the thru date is not entered, the current date is displayed.

Report Options

The following options are available:

A. Org Level. This report lists individual training records for a specified agency or bureau within the organizational structure.

B. POI Level. This report lists individual training records for a specific agency or bureau within the personnel office.

C. SSN Level. This report lists individual training records by employee social security numbers.

Select one of the report options by completing the applicable fields as described below.

Agcy/Bur	<i>Conditional, alphanumeric, 2 positions</i> Key in the agency or bureau code.
Org Stru	<i>Conditional, numeric, Levels 1–3 and 5–8 are 2 positions each, Level 4 is 4 positions</i> Key in the organizational structure code.
Serv Agcy	<i>Conditional, alphanumeric, 2 positions</i> Key in the servicing agency or bureau code.
POI	<i>Conditional, numeric, 4 positions</i> Key in the personnel office identifier.
SSN	<i>Conditional, numeric, 9 positions</i> Key in the employee’s social security number.

Press **[Enter]**. The message *Data Stored, Add Additional Data & Press Enter, Or Press PF6 To Submit Job* is displayed. The training data is stored until the applicable report information is entered. Press **[PF6]** to submit the job. The message *Job NFXXXA (user ID and job character) Submitted* is displayed.

- To request additional individual training record reports, repeat the process above.
- To return to the Reports menu, press **[PF3]**.
- To return to the TRAI menu, press **[PF1]**.
- To exit, press **[Clear]**.

Requesting A Monthly Status Report

Monthly Status is Option 4 on the Reports menu (**Figure 38**). It is used to generate Report TRAI0002, Monthly Managers Training Report As Of _____ (**Exhibit 18**), which contains monthly training data by course title, date, hours, cost, and status. The report may be requested by organizational structure or POI. To select this option, key in **4** at the Enter Option field. Press **[Enter]**. The Monthly Status Screen (**Figure 42**) is displayed.

```

TR08401M                MONTHLY STATUS

ENTER THE JOB ROUTING INFORMATION (ONLY ONE TIME PER JOB) :

  JOB CHARACTER          -
  REMOTE SITE DEST      - _____
  SYSTEM OUTPUT CLASS   -
  OUTPUT DELIVERY POINT _____

ENTER TIME FRAME DESIRED (BEGIN AND THRU DATES). SELECT AN OPTION BY
ENTERING THE REQUIRED DATA TO THE LEVEL DESIRED.  PRESS ENTER.

BEGIN DATE  YYMMDD      THRU DATE  YYMMDD

A.  ORG LEVEL   AGCY/BUR  ___  ORG STRU  ___  _____  ___  ___  ___
B.  POI LEVEL   SERV AGCY  ___  POI      ___  _____  ___  ___  ___

*ENTER ABOVE INFORMATION,  PRESS ENTER PRIOR TO PRESSING PF6 TO SUBMIT JOB*
ENTER=NEXT ENTRY  PF1=MENU  PF3=REPORTS MENU  PF6=SUBMIT JOB
  
```

Figure 42. Reports, Option 4, Monthly Status Screen

Complete (Job Character, Remote Site Dest, System Output Class, Output Delivery Point, Begin Date, and Thru Date) as described under **Requesting An OPM Annual Report**.

Note: (1) If the beginning date is not entered, the system generates 851001 (the oldest date on the database). Thereafter, all data from this date thru the specified end date is displayed. (2) If the thru date is not entered, the current date is displayed.

The following options are available:

A. Org Level. This report lists the monthly status of training for a specified agency or bureau within the organizational structure.

B. POI Level. This report lists the status of training for a specified agency or bureau within the personnel office.

Select one of the report options by completing the applicable fields as described below.

Agcy/Bur

Conditional, alphanumeric, 2 positions

Key in the agency or bureau code.

Org Stru

Conditional, numeric, Levels 1–3 and 5–8 are 2 positions each, Level 4 is 4 positions

Key in the organizational structure code.

Serv Agcy Conditional, alphanumeric, 2 positions
Key in the servicing agency or bureau code.

POI Conditional, numeric, 4 positions
Key in the personnel office identifier.

Press **[Enter]**. The message *Data Stored, Add Additional Data & Press Enter, Or Press PF6 To Submit Job* is displayed. The training data is stored until the applicable report information is entered. Press **[PF6]** to submit the job. The message *Job NFXXXA (user ID and job character) Submitted* is displayed.

- To request additional monthly status reports, repeat the process above.
- To return to the Reports menu, press **[PF3]**.
- To return to the TRAI menu, press **[PF1]**.
- To exit, press **[Clear]**.

Complete (Job Character, Remote Site Dest, System Output Class, Output Delivery Point, Begin Date, and Thru Date) as described under **Requesting An OPM Annual Report**.

Requesting A Tickler Notice Report

Tickler Notice is Option 5 on the Reports menu (**Figure 38**). It is used to generate the Notification Of Delinquent Submission Of Verification Of Completion And Evaluation Of Training (**Exhibit 19**), which identifies employees who have not completed an evaluation for a specific training occurrence. The report may be requested by organizational structure or POI. To select this option, key in **5** at the Enter Option field. Press **[Enter]**. The Tickler Notice Screen (**Figure 43**) is displayed.

```
TR08501M                TICKLER NOTICE

ENTER THE JOB ROUTING INFORMATION (ONLY ONE TIME PER JOB) :

JOB CHARACTER            -
REMOTE SITE DEST        _____
SYSTEM OUTPUT CLASS     -
OUTPUT DELIVERY POINT   _____

ENTER TIME FRAME DESIRED (BEGIN AND THRU DATES) . SELECT AN OPTION BY
ENTERING THE REQUIRED DATA TO THE LEVEL DESIRED.  PRESS ENTER.

BEGIN DATE  YYMMDD      THRU DATE  YYMMDD

A.  ORG LEVEL  AGCY/BUR  ___  ORG STRU  ___  _____
B.  POI LEVEL  SERV AGCY  ___  POI      ___  AGCY/BUR  ___  _____

*ENTER ABOVE INFORMATION,  PRESS ENTER PRIOR TO PRESSING PF6 TO SUBMIT JOB*
ENTER=NEXT ENTRY  PF1=MENU  PF3=REPORTS MENU  PF6=SUBMIT JOB
```

Figure 43. Reports, Option 5, Tickler Notice Screen

Note: (1) If the beginning date is not entered, the system generates 851001 (the oldest date on the database). Thereafter, all data from this date thru the specified end date is displayed. (2) If the thru date is not entered, the current date is displayed.

The following options are available:

A. Org Level. This report lists employees of a specific agency or bureau within the organizational structure who have not returned completed evaluation forms for stipulated training courses.

B. POI Level. This report lists employees of a specific servicing agency within the personnel office who have not returned completed evaluation forms for stipulated training courses.

Select one of the report options by completing the applicable fields as described below.

Agcy/Bur	<i>Conditional, alphanumeric, 2 positions</i> Key in the agency or bureau code.
Org Stru	<i>Conditional, numeric, Levels 1–3 and 5–8 are 2 positions each, Level 4 is 4 positions</i> Key in the organizational structure code.
Serv Agcy	<i>Conditional, alphanumeric, 2 positions</i> Key in the servicing agency or bureau code.
POI	<i>Conditional, numeric, 4 positions</i> Key in the personnel office identifier.

Press **[Enter]**. The message *Data Stored, Add Additional Data & Press Enter, Or Press PF6 To Submit Job* is displayed. The training data is stored until the applicable report information is entered. Press **[PF6]** to submit the job. The message *Job NFXXXA (user ID and job character) Submitted* is displayed.

- To request additional tickler notices, repeat the process above.
- To return to the Reports menu, press **[PF3]**.
- To return to the TRAI menu, press **[PF1]**.
- To exit, press **[Clear]**.

Exhibits

This sections presents the following exhibits:

- [1. Notice of Check Recipient Form \(for less than 10 employees\)](#)
- [2. Check Summary Form \(for more than 10 employees\)](#)
- [3. Form NFC-1221, Training Payment Summary \(For Adjustments\)](#)
- [4. Form NFC-1222, Non Payment Of Invoice For Training \(Miscellaneous\)](#)
- [5. Form NFC-1223, Non Payment Of Invoice For Training \(For Cancellation\)](#)
- [6. Form SF-182, Request, Authorization, Agreement And Certification Of Training](#)
- [7. Form AD-838, Purchase Order](#)
- [8. Form AD-742, Transfer And Adjustment Voucher](#)
- [9. Form AD-757, Miscellaneous Payment System](#)
- [10. Form AD-616, Travel Voucher \(Temporary Duty Travel\)](#)
- [11. Form AD-202, Travel Authorization/Advance](#)
- [12. Report TRAI7001, Training Records Scheduled For Deobligation](#)
- [13. Report TRAI7002, Training Costs Obligated Awaiting Invoice](#)
- [14. Report TRAI7003, Monthly Proof Of Training Payments XX-XX-XX – XX-XX-XX](#)
- [15. Annual Statistical Summary Of Training Data](#)
- [16. Employee Training Profile](#)
- [17. Individual Training Record](#)
- [18. Report TRAI0002, Monthly Managers Training Report As Of](#)
- [19. Notification Of Delinquent Submission Of Verification Of Completion And Evaluation Of Training](#)

2. Check Summary Form (for more than 10 employees)

INT IMAGE		PROGRAM *PCL50202		DATE/TIME OF RUN:			

1	2	3	4	5	6	7	
1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	123
UNIV OF HARD KNOCKS				00000003888			
USDA-NPC, P O BOX 60800				KANSAS CITY, MO			
NEW ORLEANS, LA. 70160							
CALL 504-255-5370 OR							
TOLL FREE 1-800-421-0323				2095-10243727		\$***2546.80	
INV#96	DATE	AMT 2,546.80					
TRAINING PAYMENT SUMMARY LETTER						0000728568	
FORWARDED UNDER SEPARATE COVER							
TRAI SCHEDULE NPC -727191-00002							
						504-255-5370	
CREDIT TO ACCOUNT OF U. S. DEPT. OF AGRICULTURE							

1	2	3	4	5	6	7	
1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234
78 KANSAS CITY, MO				2095 10243727			
00000003888 #2				USDA-NPC		0000728568 12400001	
UNIV OF HARD KNOCKS							
GET UP LANE							
BOULDER CO 80301				\$***2546*80			
PER ENCLOSED MAILING NOTICE							
/20955/ *00000518* 10243727-1							

Exhibits

3. Form NFC-1221, Training Payment Summary (For Adjustments)



United States
Department of
Agriculture

Office of
Finance and
Management

National
Finance
Center

P.O. Box 60000
New Orleans
Louisiana 70160

Date:
Subject: Training Payment Summary
RE: Vendor Invoice Number 96
To: UNIV OF HARD KNOCKS
GET UP LANE
BOULDER CO 80301 5408

The summary of trainee data for subject invoice is provided below. If an adjustment to the invoice amount occurred, reason is annotated.

SF 182 REFERENCE NUMBER	TRAINEE LAST NAME	AMOUNT PAID	REASON
0000003888	AMBRO	\$101.87	
0000003896	BOONE	\$101.87	
0000003907	BROOK	\$101.87	
0000003916	CALLA	\$101.87	
0000003925	DECKE	\$101.87	
0000003934	GIVEN	\$101.87	
0000003943	GROSS	\$101.87	
0000003952	HARRI	\$101.87	
0000003961	HERBE	\$101.87	
0000003970	HOCKA	\$101.87	
0000003989	HOWAR	\$101.87	
0000003998	MOWAT	\$101.87	
0000004000	SANDE	\$101.87	
0000004010	THOMP	\$101.87	
0000004020	WALLA	\$101.87	
0000004030	ATKIN	\$101.87	
0000004040	BAILE	\$101.87	
0000004050	CARLS	\$101.87	
0000004060	CERUT	\$101.87	
0000004070	DASKA	\$101.87	
0000004080	DELAM	\$101.87	
0000004090	DEPRE	\$101.87	
0000004104	EVANS	\$101.87	
0000004115	HUBBA	\$101.87	
0000004126	LESS	\$101.92	

If you determine payment is due please contact the trainee's agency. The agency's name and telephone number can be found in section D or E of the Form SF-182, Request, Authorization, Agreement and Certification of Training.

USDA, National Finance Center
Administrative Payments Branch
P.O. Box 60000
New Orleans, LA 70160

4. Form NFC-1222, Non Payment Of Invoice For Training (*Miscellaneous*)



United States
Department of
Agriculture

Office of
Finance and
Management

National
Finance
Center

P.O. Box 60000
New Orleans
Louisiana 70160

Date:

Subject: Non Payment of Invoice for Training

RE: Vendor Invoice Number 9

To: NONSENSE
700 SLAVERS

ONTAIRO

CA 77777

We are unable to process the subject invoice for payment for the following reason.

If you have any questions concerning this matter, please call our Inquiry Miscellaneous Payments Section at area code (504) 255-5370 or (Toll Free) 1-800-421-0323.

USDA, National Finance Center
Administrative Payments Branch
P.O. Box 60000
New Orleans, LA 70160

FORM NFC-1222 (8/95)

5. Form NFC-1223, Non Payment Of Invoice For Training (*For Cancellation*)



United States
Department of
Agriculture

Office of
Finance and
Management

National
Finance
Center

P.O. Box 60000
New Orleans
Louisiana 70160

Date:

Subject: Non Payment of Invoice for Training

RE: Vendor Invoice Number 250

To: HOWDY
PO BOX 6

NEW ORLEANS

LA 70160

We are unable to process the subject invoice for payment. It has been determined that the training session billed in the subject invoice was canceled by the trainer with no costs incurred by the trainee's agency.

If you determine payment is due please contact the trainee's agency. The agency's name and telephone number can be found in section D or E of the Form SF-182, Request, Authorization, Agreement and Certification of Training.

USDA, National Finance Center
Administrative Payments Branch
P.O. Box 60000
New Orleans, LA 70160

6. Form SF-182, Request, Authorization, Agreement And Certification Of Training

REQUEST, AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING				A. Agency, code agency subelement and submitting office number (Example—xx-xx-xxxx) 01		B. OFFICE USE ONLY	
				C. Request status (Mark (X) one) 02		Initial or Resubmission <input type="checkbox"/> Correction or Cancellation <input type="checkbox"/>	
Section A—TRAINEE INFORMATION							
1. Applicant's name (Last-First-Middle Initial) <small>Enter first 5 letters of last name</small>		2. Social Security Number 03		3. Date of birth (Year and month) 05 <small>(Example—born January 14, 1943 shown as 43/01)</small>			
4. Home address (Number, street, city, State, ZIP code)		5. Home telephone Area code: Number		6. Position level (Mark (X) one only)			
				a. Non-supervisory		c. Manager	
				b. Supervisory		d. Executive	
7. Organization mailing address (Branch-Division / Office / Bureau / Agency)		8. Office telephone Area code: Number Extension		9. Continuous civilian service Years: Months		10. Number of prior non-government training days	
11a. Position title / function		11b. Applicant handicapped or disabled (See instructions)	12. Pay plan / series / grade / step		13. Type of appointment	14. Education Level	
Section B—TRAINING COURSE DATA							
15a. Name and mailing address of training vendor (No., street, city, State, ZIP code)				15b. Location of training site (If same, mark box) <input type="checkbox"/>			
16. Course title and training objectives (Benefits to be derived by the Government)							
17. Catalog / Course No.	18. Training period (6 digits) 06			19. No. of course hours (4 digits) 07	20. Training codes (See instructions)		
	Year	Month	Day	a. During duty	Code	c. Source	
a. Start				b. Non-duty		08	
b. Complete				c. TOTAL		09	
					a. Purpose	d. Special interest 11	
					b. Type		
AGENCY USE ONLY							
Section C—ESTIMATED COSTS AND BILLING INFORMATION				Section D—APPROVALS			
21. Direct costs and appropriation / fund chargeable				20a. Immediate supervisor—Name and title Area code / Tel. No. / Extension			
Item	Amount		Appropriation / fund			b. Signature	
	Dollars	Cents				Date	
a. Tuition	\$						
b. Books or materials							
c. Other (Specify)							
d. (Enter 4 digits in dollar column) 12	TOTAL					27a. Second-line supervisor—Name and title Area code / Tel. No. / Extension	
	\$					b. Signature	
						Date	
22. Indirect costs and appropriation / fund chargeable				20b. Training officer—Name and title Area code / Tel. No. / Extension			
Item	Amount		Appropriation / fund			b. Signature	
	Dollars	Cents				Date	
a. Travel	\$						
b. Per diem							
c. Other (Specify)							
d. (Enter 4 digits in dollar column) 13	TOTAL					20c. Authorizing official—Name and title Area code / Tel. No. / Extension	
	\$					b. Signature	
						Approved <input type="checkbox"/> Date	
						Disapproved <input type="checkbox"/>	
23. Document / Purchase Order / Requisition No.				Section E—APPROVAL / CONCURRENCE			
24. 8-Digit station symbol (Example—12-34-5678)				Section F—CERTIFICATION OF TRAINING COMPLETION			
25. BILLING INSTRUCTIONS (Furnish invoice to):				30a. Certifying official—Name and title Area code / Tel. No. / Extension			
				b. Signature			
				Date			
TRAINING FACILITY > Bills should be sent to office indicated in item 25. • Please refer to number given in item 23 to assure prompt payment.							

7. Form AD-838, Purchase Order

★ U.S. GOVERNMENT PRINTING OFFICE: 353-135

FOR AGENCY USE ONLY		UNITED STATES DEPARTMENT OF AGRICULTURE PURCHASE ORDER								
1 PAGE NO.	2 RECEIVING OFFICE NO.	3 CONTRACT NUMBER	4 ORDER DATE	5 SF-281	6 UNIT CODE	7 FUND CODE	8 ORDER NUMBER	9 SUB.		
OF										
9a TYPE PURCHASE (Check one)			9b SELLER'S IDENT. NO.		9c FORM 1099		9d TAXPAYER'S IDENT. NO.			
<input type="checkbox"/> PURCHASE ORDER			<input type="checkbox"/> DELIVERY ORDER		<input type="checkbox"/> NO <input type="checkbox"/> YES ▶					
10 TO: (Seller's Name, Address, City, State, Zip Code, and Phone No.)				11 Consignee, Address, Zip Code, and Place of Inspection and Acceptance						
				SHIP TO						
				PHONE (A/C & No.)					Check One ▶	FTS ▶
12 LINE ITEM	13 ACT CODE	14 DESCRIPTION			15 BUDGET OBJECT	16 ACC LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT
20a THIS PURCHASE ORDER NEGOTIATED PURSUANT TO AUTHORITY OF 41 U.S.C. 252(e)()										
21 F.O.B. POINT				22 DISCOUNT AND/OR NET PAYMENT TERMS			22a TYPE COMMODITY/PAYMENT CODE ▶		25	
							Sub-Total ▶			
23 DELIVER TO F.O.B. POINT ON OR BEFORE (Date)				24 SHIP VIA			26 ESTIMATED FREIGHT		27	
							TOTAL ▶			
28 ACC LINE	29 ACCOUNTING CLASSIFICATION					30 DISTRIBUTION		31 AMOUNT		
-2	A 5	B 10	C 5	D 3	E 4	1	4	1	2	
31a ISSUING OFFICE NAME AND ADDRESS					31b ORDERED BY (Name and Title)					
					31c COMMERCIAL PHONE (Area Code and Number)			31d FTS PHONE NO.		
					31e AUTHORIZED SIGNATURE					

FORM AD-838-7 (Rev. 7/90)

Form AD-616, Travel Voucher (Temporary Duty Travel)

SOCIAL SECURITY NO.		TRAVELER'S NAME									
SECTION G - SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED											
ITINERARY FROM											TOTALS Transfer these totals to Section D on Voucher Front. If additional days are required, use continuation sheet
DATE (Month/Day)											
CITY											
STATE											
TIME											
TO TDY LOCATION											
DATE (Month/Day)											
CITY											
COUNTY											
STATE											
TIME											
PER DIEM											TOTAL NO. DAYS
NO. OF DAYS											
LODGING (Receipt Required)											
MEALS AND INCIDENTAL EXPENSES											
LESS MEALS AT GOVERNMENT EXPENSE											
PER DIEM AMOUNT											\$
ACTUAL SUBSISTENCE											TOTAL NO. DAYS
LODGING (Receipt Required)											
BREAKFAST											
LUNCH											
DINNER											
OTHER (Tips, Laundry, etc.)											
ACTUAL SUBSISTENCE AMOUNT											\$
MILEAGE											TOTAL MILES
MILES											
RATE PER MILE											¢
MILEAGE AMOUNT											\$
PARKING, TOLLS, ETC.											TOTAL PARKING
PARKING, TOLLS, ETC.											\$
PLANE, BUS, TRAIN (Paid By Traveler)											TOTAL PLANE, BUS, TRAIN
PLANE, BUS, TRAIN											\$
LOCAL TRANSPORTATION											TOTAL LOCAL TRANSPORTATION
NO. TRIPS											
DAILY EXPENSE											\$
MISCELLANEOUS EXPENSES											TOTAL MISCELLANEOUS
TELEPHONE CALLS											\$
SUPPLIES, ETC.											\$
CAR RENTAL (Paid by Traveler) Receipt and Car Rental Agreement Required											TOTAL CAR RENTAL
RENTAL EXPENSE											\$
GASOLINE EXPENSE											\$
REMARKS											
<p>PRIVACY ACT NOTICE. The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). The information requested on this form is required under the provisions of 5 USC, Chapter 57 (as amended) and Executive Orders 11609 of July 22, 1971, and 11012 of March 27, 1962, for the purpose of recording travel expenses incurred by the employee and to claim other entitlements and allowances as prescribed in the Federal Travel Regulations (41 CFR 101-7). The information contained in this form will be used by Federal Agency officers and employees who have a need for such information in the performance of their duties. Information will be transferred to appropriate Federal, State, local or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions or pursuant to a requirement by GSA or such other agency in connection with the hiring or firing, or security clearance, or such other investigations of the performance of official duty in Government service. Failure to provide the information required will result in delay or suspension or the employee's claim for reimbursement.</p>											

11. Form AD-202, Travel Authorization/Advance

TRAVEL AUTHORIZATION/ADVANCE											
See Privacy Act Notice on Reverse											
Multiple Travelers: Complete Form AD-202M in lieu of Blocks 4 and 5. Attach to this Form AD-202.						Relocation Travelers: Complete Form AD-202R in lieu of Section C. Attach to this Form AD-202.					
Note: Traveler is liable for the value of the tickets issued until all tickets or coupons are properly accounted for on the Travel Voucher.											
1. ACTION CODE (Indicate one type only)											
E = Establish C = Cancel A = Amend V = Advance Only (Complete Sections A, E, and F Only)						2. AUTHORIZATION DATE ▶			MONTH	DAY	YEAR
SECTION A - IDENTIFICATION											
3. TRAVEL AUTHORIZATION NO.		4. SOCIAL SECURITY NO.		5. NAME (Last) (First) (Middle Initial)				6. AGENCY CODE			
7. ORIGINATING OFFICE NUMBER		8. ESTIMATED DATES OF TRAVEL EXPENSES FROM			9. TYPE TRAVEL (Indicate one type only)			10. GOVERNMENT CREDIT CARD HOLDER			
		Month	Day	Year	Month	Day	Year	DM = Domestic FG = Foreign FT = Foreign Transfer	GR = Escorted Group OC = Outside Cont. U.S. TS = Transfer of Station	Y = Yes N = No	
11. TRAINING DOCUMENT NO. (For Purpose of Travel Code 3 Only)		12. ORGANIZATION			13. OFFICIAL DUTY STATION (City and State)			14. RESIDENT CITY AND STATE (If other than official station)			
SECTION B - EMPLOYMENT STATUS (Check the appropriate employment status block.)											
15. PAYROLLED BY NFC		16. NOT PAYROLLED BY NFC		17. NEW HIRE		18. SPECIAL APPOINTEE		19. NONGOVERNMENT			
IF BLOCKS 17, 18, or 19 ARE CHECKED, COMPLETE BLOCKS 20 AND 21. ▶						20. T&A CONTACT POINT ▶		AGNCY	STATE	TOWN	UNIT
21. ACCOUNTING STATION											
SECTION C - ITINERARY AND ESTIMATED EXPENDITURES											
22. FROM		23. TO		Subsistence Codes ▶		25. AUTHORIZED EXPENDITURES					
CITY	ST	CITY/COUNTY	ST			CODE	LODGING	M and IE	RATE	NO. DAYS	ESTIMATED AMOUNT
				P = Per Diem			\$	+	=	x	= \$
				A = Actual				+	=	x	=
				Subsistence				+	=	x	=
				Rate				+	=	x	=
24. PURPOSE OF TRAVEL (Give explanation)						Total Subsistence			\$		
						POV: Rate					
						Other (Specify)					
SECTION D - ACCOUNTING CLASSIFICATION											
29. Distribute Total Estimated Expenditures from Section C to the applicable Purpose of Travel Code and Accounting Classification line.											
PURPOSE OF TRAVEL CODES ▶		1 = Site visit		4 = Speech or presentation		7 = Entitlement travel		10 = Other travel			
		2 = Information meeting		5 = Conference attendance		8 = Special mission travel					
		3 = Training attendance		6 = Relocation		9 = Emergency travel					
PURPOSE CODE	ACCOUNTING CLASSIFICATION			AMOUNT		Transportation Mode		Method of Purchase		Insert Code	
				\$		Use of Non-contract Airline		Excess Fare			
						Excess Baggage		GSA Auto			
						Car Rental					
						26. Total Estimated Travel ▶			\$		
						27. Total Estimated Transportation ▶			\$		
30. TOTAL EST. EXPENDITURES ▶						\$			28. TOTAL EST. EXPENDITURES ▶		
						\$					
SECTION E - TRAVEL ADVANCE											
31. ADVANCE REQUEST METHOD (Select one method only)						37. ADVANCE MAILING ADDRESS OPTIONS					
C = Check or DD/EFT T = Travelers Checks I = Imprest Fund E = Emergency (Wire) W = Wire Confirmation S = Embassy Issued Advance L = Embassy Collect. Advance						SALARY ADDRESS		T&A CONTACT POINT		SPECIAL (Required for new hires, special appointees, and nonGovernment travelers)	
						1. (35) ▶					
						2. (35) ▶					
						3. City (20) ▶		State (2) ▶		Zip Code (9) ▶	
32. AMOUNT OF ADVANCE APPLIED FOR						38. IMPREST FUND CASHIER/TRAVELERS CHECKS					
\$						SOCIAL SECURITY NO.		TRAVELERS CHECKS PAYEE CODE		SIGNATURE	
33. BALANCE FROM PREVIOUS ADVANCE						39. ADVANCE RECEIVED (Cash or Travelers Checks)					
\$						DATE RECEIVED		APPLICANT'S SIGNATURE			
						Month	Day	Year			
35. APPLICANT'S SIGNATURE						36. DATE APPLIED FOR		SEE PRIVACY ACT STATEMENT ON REVERSE			
						Month	Day	Year			
SECTION F - AGENCY APPROVAL											
40. APPROVING OFFICER'S NAME AND TITLE (Type or Print)						41. SOCIAL SECURITY NO.		42. DATE APPROVED		43. PHONE (Area Code & No.)	
							Month	Day	Year	FTS	COM
44. APPROVING OFFICER'S SIGNATURE						SUBMIT ADVANCE APPLICATIONS WITH ORIGINAL SIGNATURES ONLY. FACSIMILE SIGNATURES CANNOT BE ACCEPTED.					
45. REMARKS						An advance should be limited to an amount within the prescribed maximum necessary to effectively accomplish the purposes of the Government. An explanation should be provided in Block 45, Remarks, for any advance authorized in excess of the prescribed maximum.					

Upon completion and approval, submit original to:

Part 1 - NFC

USDA — National Finance Center, P.O. Box 60,000, New Orleans, LA 70160

FORM AD - 202 (USDA) (Rev. 4/88)

Exception to SF 1038 approved by GSA/IRMS 3-88

14. Report TRAI7003, Monthly Proof Of Training Payments XX-XX-XX - XX-XX-XX

REPORT NO. TRAI7003	PAGE 1					
DATE PREPARED						
USDA-OFM-NFC TRAINING PAYMENT SYSTEM MONTHLY PROOF OF TRAINING PAYMENTS						
* SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED *						
DEPARTMENT CODE: AG	AGENCY CODE: 90	ORGANIZATION STRUCTURE CODE: 70 30 0050 20 10 00 00				
TRAINING DOCUMENT NUMBER	TRAINEE SSN	PAYEE NAME	INVOICE NUMBER	PAYMENT DATE	SCHED NUM	AMOUNT PAID
97076LML02	X00001240	DATA INFO	15		Z27087	1,510.00
97064LML01	X00000928	SEE SEE	50		Z27087	5,074.42
97063LML01	X00000876	FARMERS HELPER	50		Z27087	5,149.42
97076LML01	X00001202	EVERGREEN	50		Z87077	6,593.04
97058LML01	X00001030	FRUCKERS	1		Z27070	50.00
97088LML02	X00001040	DPM	80955950817		775069	500.00
97AFF10000	X00000800	DEPT OF STATE	810101960403		775060	250.00
97AFF73520	X00001468	DPAC	005761960923		775069	262.36
96AFF59555	X00001472	ROSES	005761960923		775069	466.90
97055LML10	X00001472	ROSES	10		Z27087	7,100.00
97055LML21	X00000355	FGIPC	NONE		Z27065	328.68
97AFF00005	X00000368	FEDERAL LAW ENFORCEMENT TRAINING	809554950817		775063	638.00
97AFF30000	X00000868	ENERGY	810101960403		775060	665.32
97056LML01	X00000560	FROSTING	1		Z27087	6,050.00
97056LML03	X00000580	FROSTING	1		Z27087	6,138.08
97056LML06	X00000616	FROSTING	1		Z27087	91.80
97056LML07	X00000622	FROSTING	1		Z27087	50.00
97056LML08	X00000638	LORAIN CTY COMM COLLEGE	96-1234		Z27087	10,143.89

USDA-OFM-NFC 04/13

15. Annual Statistical Summary Of Training Data

U.S. OFFICE OF PERSONNEL MANAGEMENT ANNUAL STATISTICAL SUMMARY OF TRAINING DATA REPORTING PERIOD FROM:										
DEPARTMENT: DEPARTMENT OF AGRICULTURE					FISCAL YEAR OF REPORT: 1901					
AGENCY CONTACT PERSON:					TELEPHONE NUMBER:					
I - SUMMARY OF TRAINING INSTANCES AND HOURS										
A. TRAINING SOURCE	SHORT-TERM (GOV'T AND NON-GOV'T)			LONG-TERM (NON-GOV'T ONLY)			TOTAL			
	B. NUMBER OF INSTANCES	C. NUMBER OF HOURS	D. NUMBER OF INSTANCES	E. NUMBER OF HOURS	F. TOTAL TRAINING INSTANCES	G. TOTAL TRAINING HOURS	H. TOTAL TRAINING INSTANCES	I. TOTAL TRAINING HOURS	J. TOTAL TRAINING COSTS	
1. INTERNAL	36,605	481,679	126	146,384	162,631	628,063	152	146,530	628,607	
2. INTERAGCY/INTERSERV	12,299	151,632	15	22,272	12,314	173,904	15	22,272	196,176	
3. COLLEGE/NON-PROFIT	1,123	31,919	9	9,764	1,132	41,683	9	9,764	43,447	
4. PRIVATE/OTHER	23,669	451,618	44	104,888	23,713	556,506	44	104,888	560,394	
5. T O T A L	73,696	1,116,848	194	283,308	73,890	1,400,156	194	283,308	1,683,464	
II - PROPORTIONAL DISTRIBUTION OF TRAINING										
A. POSITION LEVEL OF EMPLOYEE	GOVERNMENT (SHORT-TERM)			NON-GOVERNMENT (SHORT-TERM)			NON-GOVERNMENT (LONG-TERM)			H. TOT TRAIN HRS (LONG-TERM)
	B. TOTAL NUMBER EMPL IN AGENCY	C. TOT EMPL TRAIN (SHORT-TERM)	D. TOT TRAIN INST (SHORT-TERM)	E. TOT TRAIN HRS (SHORT-TERM)	F. TOT EMP TRAIN (LONG-TERM) (NON-GOV'T)	G. TOT TRAIN INST (LONG-TERM) (NON-GOV'T)	H. TOT TRAIN HRS (LONG-TERM) (NON-GOV'T)	I. TOT TRAIN HRS (LONG-TERM) (NON-GOV'T)		
1. EXECUTIVE	1,118	189	481	7,863	0	0	0	0	0	
2. MANAGER/SUPERVISOR	26,590	3,425	8,813	135,216	9	13	15,661	15,661	15,661	
3. NON-SUPERVISOR	169,444	27,611	63,996	969,636	75	180	265,887	265,887	265,887	
4. T O T A L	197,152	31,225	73,290	1,112,715	84	193	281,548	281,548	281,548	
III - TRAINING COSTS										
A. ITEMIZED EXPENSES	GOVERNMENT (SHORT-TERM)			NON-GOVERNMENT (SHORT-TERM)			NON-GOVERNMENT (LONG-TERM)			H. T O T A L S
	B. TRAIN SOURCE INTERNAL	C. TRAIN SOURCE INT-AG/INT-SV	D. TRAIN SOURCE COL/PROF/NONPR	E. TRAIN SOURCE PRIVATE/OTHER	F. TRAIN SOURCE COL/PROF/NONPR	G. TRAIN SOURCE PRIVATE/OTHER	H. TRAIN SOURCE COL/PROF/NONPR	I. TRAIN SOURCE PRIVATE/OTHER	J. TRAIN SOURCE COL/PROF/NONPR	
1. TRAVEL/PER DIEM	1,828,629	460,031	19,731	2,345,569	0	3,788	4,657,749	4,657,749	4,657,749	
2. TUITION/OTHER	7,607,604	2,145,260	729,331	29,677,908	32,799	40,278	40,233,083	40,233,083	40,233,083	
3. EXT PUR PROD/SERV	75	200	0	3,733	0	0	4,008	4,008	4,008	
4. STAFF SALARIES										
5. OTHER AGCY TRNG COST										

USDA-MFC 5943



17. Individual Training Record

NATIONAL FINANCE CENTER PAGE 1
 INDIVIDUAL TRAINING RECORD

REPORTING PERIOD FROM: THRU

* SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED *

DEPT AG AGCY/BUR 90 ORG STRU 90 70 00 0000 00 00 00

NAME DOE, JANE SSN

SON 5317 DEPT AG AGENCY 90 ORG STRU 90 70 30 0050 10 20 00 00

POS LEVEL A PAY PLAN GS OCC SERIES 052 GRADE/STEP 06/10

===== TRAINING OCCURENCE NUMBER 01 TDN 99-87 <=====

SON 5317 DEPT AG AGENCY 90 ORG STRU 90 70 30 0050 10 20 00 00

POS LEVEL A PAY PLAN GS OCC SERIES 052 GRADE/STEP 06/10

COURSE: TITLE GROUPWISE 4.1 - INTRODUCTION OPM N

PERIOD START END STATUS CX

VENDOR NAME BELLWETHER

HOURS: DUTY 3 NON-DUTY 0 TOTAL 3

COSTS: DIR 23.23 BOOKS .00 OTH .00

 IND TRAV .00 P/DIM .00

CODES: PURPOSE TO IMPROVE PRESENT PERFORMANCE

 TYPE SPECIALTY AND TECHNICAL

 SOURCE NON-GOVERNMENT - OFF SHELF

 SPEC INT NONE

AGCY USE: CSA DATE CREDIT DES 0 EXTERNAL PURCHASE N

USDA (WEC-514)3



19. Notification Of Delinquent Submission Of Verification Of Completion And Evaluation Of Training

NATIONAL FINANCE CENTER
 NOTIFICATION OF DELINQUENT SUBMISSION OF VERIFICATION OF COMPLETION AND EVALUATION OF TRAINING
 REPORTING PERIOD FROM: _____ THRU _____ PAGE: 0

* SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED *

DEPT AG SERV AGCY 53 POI 5317 AGENCY 90

THE FOLLOWING EMPLOYEES HAVE FAILED TO RETURN A COMPLETED EVALUATION FORM (SF-182, COPY 9) FOR THE STIPULATED TRAINING COURSE(S). PLEASE HAVE THE EMPLOYEES RETURN THE COMPLETED EVALUATION FORM IMMEDIATELY.

EMPLOYEE NAME	SSN	TDN	COURSE TITLE	END DATE
	99-87		GROUPWISE 4.1 - INTR	
	99-116		RECONCILING THE FUND	
	99-126		GROUPWISE 5.5 - INTR	
	99-91		WORDPERFECT 8.0 - IN	
	99-97		QUATTRO PRO 8.0 - IN	
	99-116		RECONCILING THE FUND	
	99-92		WORDPERFECT 8.0 - IN	
	99-87		GROUPWISE 4.1 - INTR	
	98-250A		DIVERSITY STRATEGIES	
	99-106		WORDPERFECT 8.0 - IN	
	99-96		WORDPERFECT 8.0 - IN	

USDA-NFC-SMALL3



Appendixes

This sections presents the following appendix:

[TRAI Edit Messages](#)

TRAI Edit Messages

Agency/Bureau And Organization Structure Code
Agency Does Not Match
Appropriation/Fund Is Mandatory For Input
Appropriation Validation Database Error
Appropriation Validation Error – Invalid Agency
Appropriation Validation Error – No Treas Symb Found
Bad Call To Submit Routine
Books Costs > \$5000 * Press Enter If OK
Books/Materials Cannot Be Updated, Record Has Been Paid
Books/Materials (Direct Cost) Too Large
Conflicting Options For Job Submission
Course Title Mandatory For Input
Data Entered At Different Levels
Data Must Be Stored First By Pressing The Enter Key
Data Stored, Add Additional Data & Press Enter, Or Press PF6 To Submit Job
Direct Cost Books > \$5000 * Press Enter If OK
Direct Cost Other > \$5000 * Press Enter If OK
Direct Cost Appropriation Cannot Be Updated, Record Has Been Paid
Direct Cost Appropriation/Fund Is Mandatory For Input
Direct Cost Other Cannot Be Updated, Record Has Been Paid
Direct Cost Tuition Is Mandatory For Input
Duty Or Non-Duty Hours Required For Input
End Of Logic Loop In Course Data
End Of Main Section
Enter Above Information, Press Enter Prior To Pressing PF6 To Submit Job
Enter Agency/Bureau
Enter A Job Character
Enter Department
Enter Office Print ID -- 1st Two Positions Is Agcy/Bur
Enter Office Print Ident
Enter Organization Structure Code Level 2
Enter POI
Enter Remote Site Destination Or The Word, Local
Enter <S> Same To Generate Location From Vendor Address
Enter Servicing Agency
Enter SSN, Agcy/Bur, Inq Period Begin/Thru Dates, Press Enter
Enter SSN, Agcy/Bur, Press Enter
Enter SSN, Agcy/Bur, TDN, Press Enter
Enter SSN, Agcy/Bur, TDN, Start Date, OPM Desig, Press Enter

Enter System Output Class (A Or X)
Enter Valid Data
Enter Validating Table 01
Enter Y (Yes) Or N (No) To Enter Data In Section E
Error In Loop Logics
Error In Passing Parameters
Error In Saving Batch Parameters
Error In Screen Logic
Error - Invalid User ID
Error - Missing Message
Error: Non-Numeric Non Duty Course Hours
Error: Non-Numeric On Duty Course Hours
Error: Record Not Found
Error Validating Table 01
Error: Warning -- SSN Queue Record Previously Added
Evaluation Information Cannot Be Added Before Course End Date
Evaluation Information Cannot Be Updated Before Course End Date
Evaluation Information In Data Base
Evaluation Information Not Required, Stop Payment Status Code
Evaluation Information Not Required, Withdrawn Status Code
Evaluation Processed
Ext Prch Prod = Y - Dir Cost Other Mandatory
FS/Region Unit Code Is Mandatory For Input
Indirect Cost Other > \$5000 * Press Enter If OK
Indirect Cost Per Diem > \$5000 * Press Enter If OK
Indirect Travel Cost > \$5000 * Press Enter If OK
Invalid Answer To Generate Training Location - Use S Or Blank
Invalid Answer To Section Input, Please Enter Y Or N
Invalid Appropriation/Fund (Direct Cost)
Invalid Externally Purchased Product Code
Invalid Response, Try Again
Invalid Training End Date
Invalid Training Status Code - End Date Has Not Passed
Job Character Is Not Alphabetic - Reenter
Missing Session Date For Job Submission
Missing Starting Date For Job Submission
Non-Numeric Books/Materials (Direct Cost)
Non-Numeric Other Costs (Direct Cost)
Non-Numeric Other Costs (Indirect Cost)
Non-Numeric Per Diem (Indirect Cost)

Non-Numeric Telephone Area Code
Non-Numeric Travel Costs (Indirect Cost)
Non-Numeric Tuition (Direct Cost)
Other Costs (Direct Cost) Too Large
Other Costs (Indirect Cost) Too Large
Payment Method Code Cannot Be Updated, Records Has Been Paid
Payment Method Code Is Not Compatible With Training Status Code
Per Diem Cost > 5000 * Press Enter If OK
Per Diem (Indirect Cost) Too Large
Press Enter To Add Training Info To Data Base Or Input Data
Purchase Order Number Is Mandatory For Input
Record Added To Database
Record Cannot Be Deleted, It Has Been Paid
Record Deleted
Record Modified
Record Not Found
Record Not Found On Name Employee Database
Select Next Function
Selection Not Valid Choice
Social Security Number Must Be Numeric
Status Modified
Thru Date Is Before Begin Date
Thru Date Is Before Begin Date -- Correct
Training Codes Mandatory For Input
Training Document Number In Data Base
Training End Date Has Passed --PE--Training Status Code Invalid
Training End Date Is Before Training Start Date
Training End Date Is Before Training Start Date -- Correct
Training End Date Is Required -- Please Enter YYMMDD Format
Training Information Modified In Data Base
Training Occurrences Exhausted
Training Status Code Cannot Be Updated, Record Has Been Paid
Training Status Code Is Not Compatible With Payment Method Code
Training Status Code Was Changed To -- PE -- End Date Has Not Passed
Training Status Invalid, Not Compatible With Payment Method Code
Training Vendor Name Cannot Be Changed, Record Has Been Paid
Training Vendor Name Is Mandatory For Input
Travel Cost (Indirect Cost) Too Large
Travel Cost > \$5000 * Press Enter If OK
Tuition Amount Cannot Be Updated, Record Has Been Paid

Tuition Cost (Direct Cost) Too Large
Tuition Cost > 5000 * Press Enter If OK
Unable To Delete Parameter Records
Vendor TIN Is Mandatory For Input
Vendor TIN Must Be Greater Than Zeroes
Vendor TIN Must Be Numeric
Vendor TIN Must Be 9 Digits
Warning -- Record Previously Added
Warning -- Record Previously Modified

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