26 May 2023

Competencies

Overview

Introduction   This guide provides the procedures for viewing, adding, correcting, and deleting Competencies in Direct Access (DA).

WARNING!   Do **NOT** overtype any existing competency code in DA. This can cause serious issues including members being removed from the advancement list due to ineligibility.
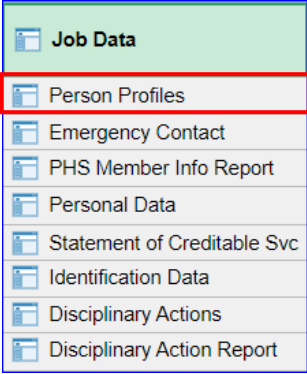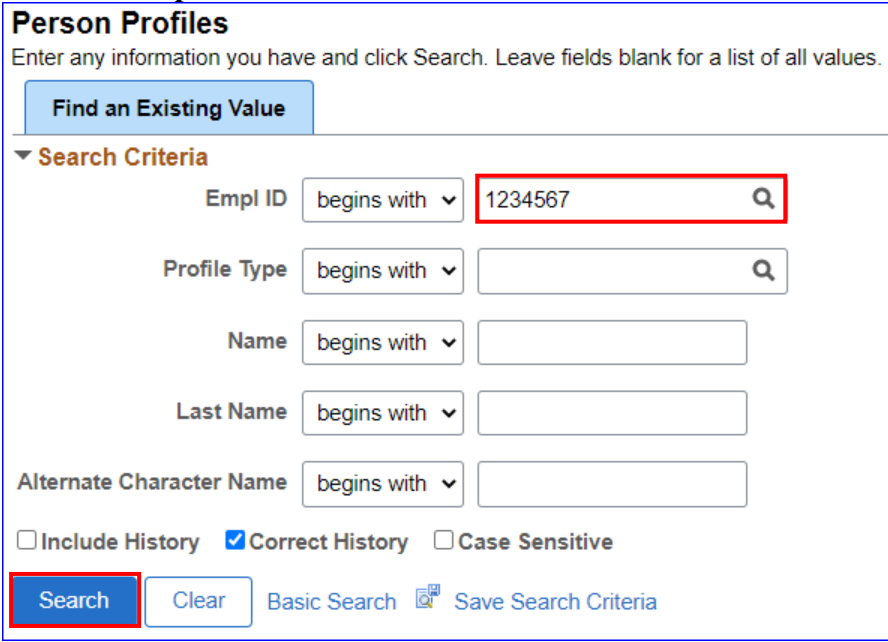
Contents

Viewing a Competency

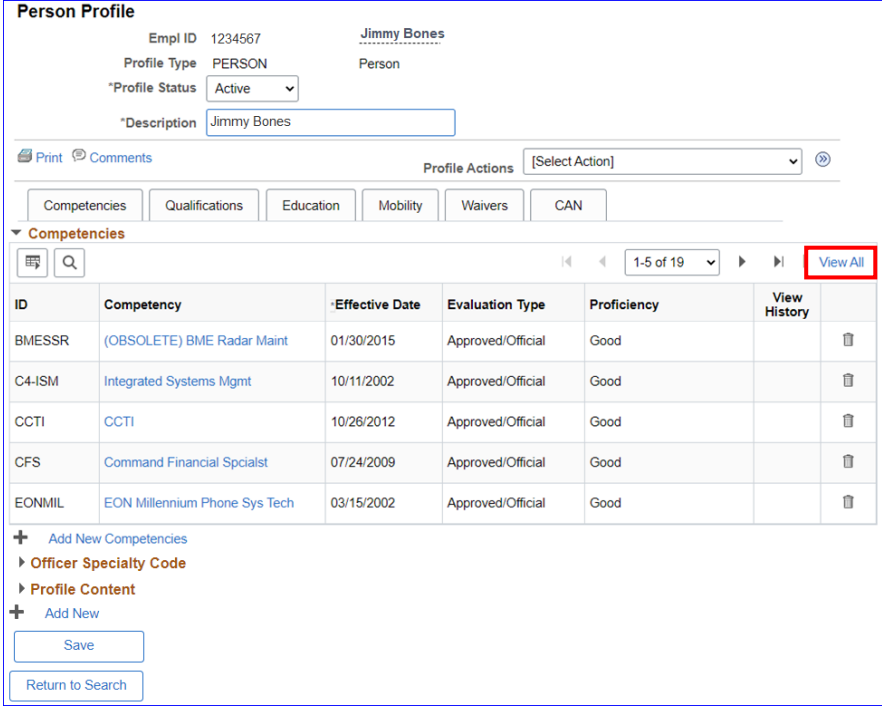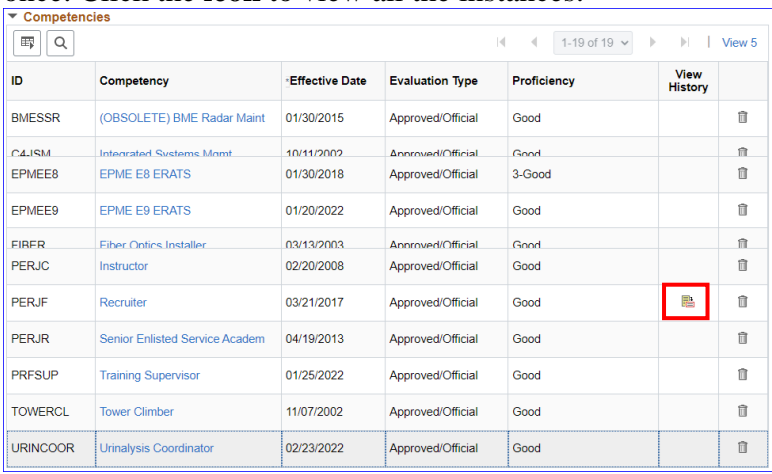|	
Introduction	This section provides the procedures for viewing a Competency in DA. You must possess the **CG_COMP_V** role to view Competencies.

Procedures	See below.

Step	Action
1	Click on the **Core HR** tile.
2	Select the **Person Profiles** option.
3	Enter the **Empl ID** and click **Search**.

Viewing a Competency, Continued

Proceduress,
continued

Step	Action
4	The member's first five competencies will display. Click **View All** to see the complete list.
5	Competencies with the same codes are grouped together. The **icon** in the View History column signifies the member has received the competency more than once. Click the **icon** to view all the instances.

Continued on next page

Viewing a Competency, Continued

Proceduress, continued
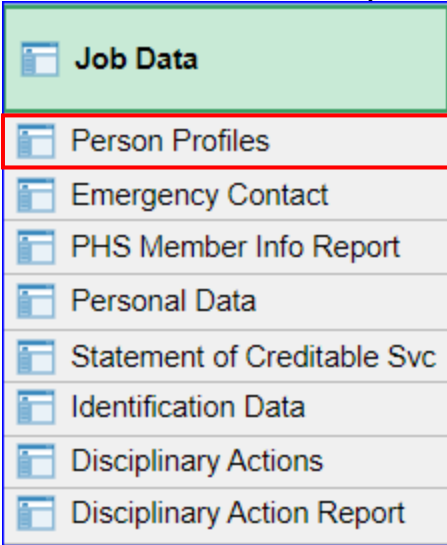
Step	Action
6	The history of the competency will display. Click the **Return to Profile** link to return to the main Person Profile page.

Adding a New Competency

Introduction   This section provides the procedures for adding a new competency in DA. The user must have the **CG_COMP_U** role to access this component.

WARNING: Do **NOT** overtype any existing competency code in DA. This can cause serious issues including members being removed from the advancement list due to ineligibility.

Procedures   See below.

Step	Action
1	Click on the **Core HR** tile. Core HR
2	Select the **Person Profiles** option. Job Data Person Profiles Emergency Contact PHS Member Info Report Personal Data Statement of Creditable Svc Identification Data Disciplinary Actions Disciplinary Action Report

Adding a New Competency, Continued

Procedures,
continued

Step	Action
3	Enter the **Empl ID** and click **Search**. **Person Profiles** Enter any information you have and click Search. Leave fields blank for a list of all values. **Find an Existing Value** ▼ Search Criteria Empl ID · begins with ˅ · 1234567 🔍 Profile Type · begins with ˅ · 🔍 Name · begins with ˅ Last Name · begins with ˅ Alternate Character Name · begins with ˅ ☐ Include History ☑ Correct History ☐ Case Sensitive Search · Clear · Basic Search · Save Search Criteria

Adding a New Competency, Continued

Proceduress,
continued

Step	Action
4	The member's Competencies tab will display. Click the **Add New Competencies** link. **WARNING:** Do **NOT** overtype any existing competency code in DA. This can cause serious issues including members being removed from the advancement list due to ineligibility. **Person Profile** Empl ID 1234567 Adelaide Wilson Profile Type PERSON Person *Profile Status Active *Description Adelaide Wilson Print Comments Profile Actions [Select Action] Competencies Qualifications Education Mobility Waivers CAN ▼ Competencies 1-5 of 8 View All ID | Competency | *Effective Date | Evaluation Type | Proficiency DCPQS | DCPQS (Basic) | 06/10/2011 | Approved/Official | Good EPMEE6 | EPME E6 ERA TS | 06/27/2018 | Approved/Official | 3-Good FIBER | Fiber Optics Installer | 07/22/2010 | Approved/Official | Good IT1 | IT1 ERATS | 06/27/2018 | Approved/Official | 3-Good IT2 | IT2 ERATS | 01/29/2016 | Approved/Official | 3-Good **+ Add New Competencies** ▶ Officer Specialty Code ▶ Profile Content + Add New Save Return to Search

Adding a New Competency, Continued
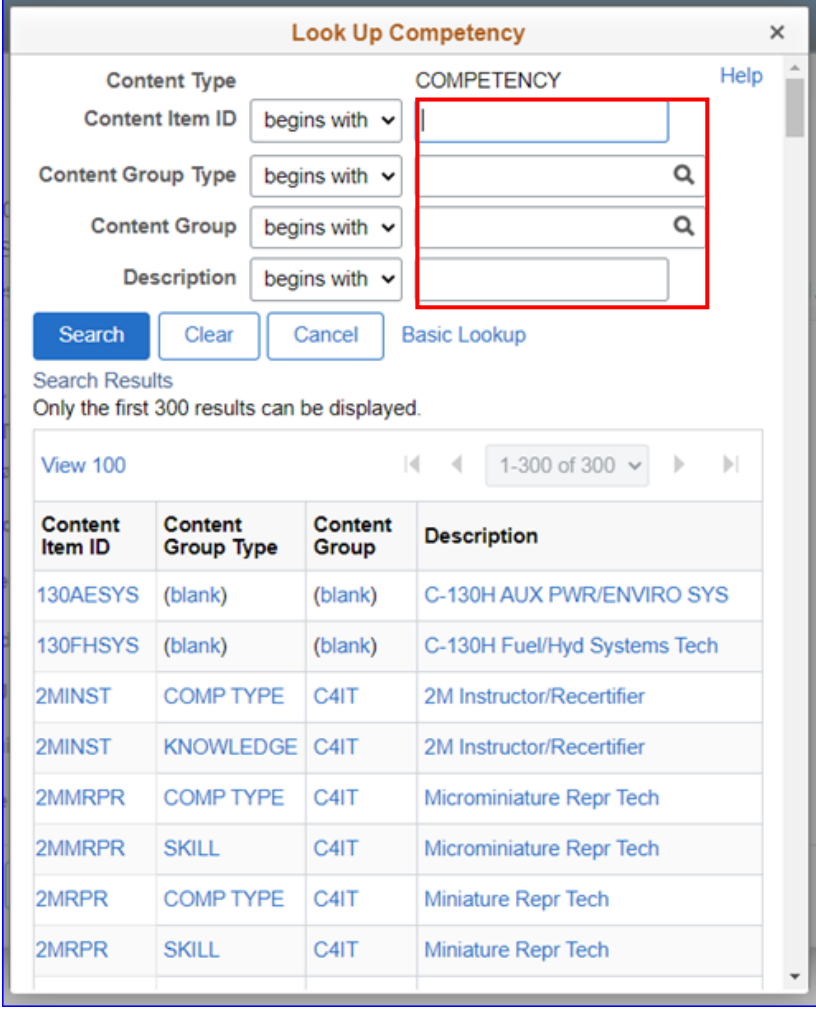
Proceduress,
continued

Step	Action
5	The Add New Competencies page will display with all the editable fields.
	• **Effective Date** – Defaults to the current date. Enter the date that the competency was assigned to the member (CO certified as qualified or member graduated/completed the course of instruction).
	– Do NOT use the current date unless it was received on that date.
	– DO NOT use a future date.
	• **Competency** – Enter the code or search by using the lookup icon.
	– **NOTE:** Codes are grouped by Knowledge, Skill, Ability, and Other. You can sort by using the Content Group functionality. (See Competencies Dictionary)
	• **Evaluation Type** – Not editable.
	• **Status** – Defaults to Active (DO NOT edit).
	• **Rating Model** – Defaults to a value associated with the selected Competency (not editable).
	• **Proficiency** – Click the drop-down to select the member's proficiency.
	• **Verified By** – Defaults to On the Job Training. This field indicates how the competency was verified. (See Competencies Dictionary)
	• **Year Last Used** – Enter the year the competency was last used (optional).
	• **Year Acquired** – Enter the year the competency was acquired (optional).
	• **Years of Experience** – Enter the cumulative years of experience using/demonstrating the competency (optional).

Adding a New Competency, Continued

Proceduress, continued

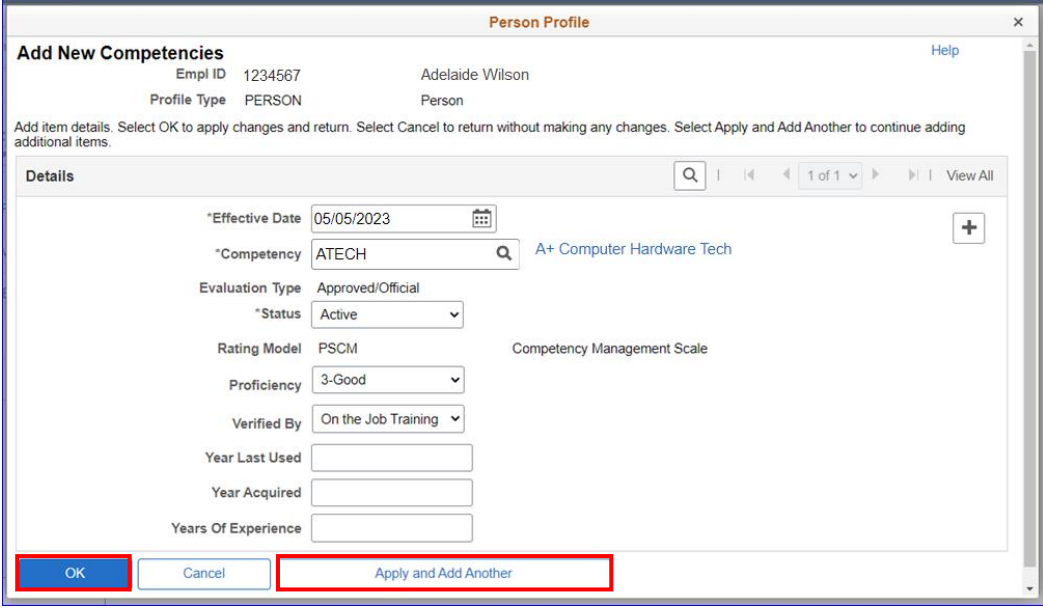| Step	Action
6	For fields that have the lookup icon, the search may be narrowed by entering a value in one or many of the **fields** on the Look up Competency page.

Adding a New Competency, Continued

Procedures,
continued

Step	Action
7	Once all the fields are completed, click **OK**. If entering multiple competencies, click the **Apply and Add Another** button.

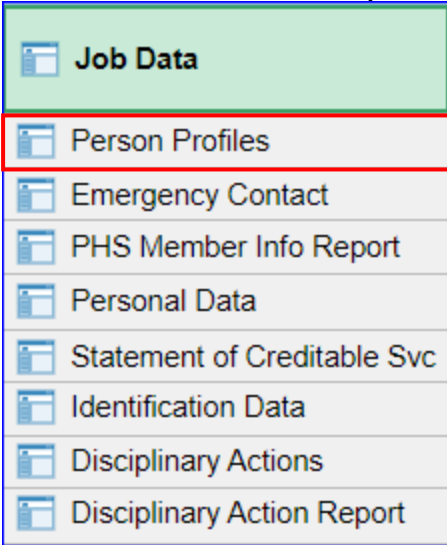# Adding a New Competency, Continued

Proceduress, continued

Step	Action
7	Click **Save**.
8	Once saved, this **message** will display.

Adding a Previously Granted Competency

Introduction   This section provides the procedures for adding a previously granted competency in DA. The same competency can be granted multiple times. The user must have the **CG_COMP_U** role.

WARNING: Do **NOT** overtype any existing competency code in DA. This can cause serious issues including members being removed from the advancement list due to ineligibility.

Procedures   See below.

Step	Action
1	Click on the **Core HR** tile. **Core HR**
2	Select the **Person Profiles** option. Job Data Person Profiles Emergency Contact PHS Member Info Report Personal Data Statement of Creditable Svc Identification Data Disciplinary Actions Disciplinary Action Report

Adding a Previously Granted Competency, Continued

Procedures,
continued

Step	Action
3	Enter the **Empl ID** and click **Search**.

Person Profiles

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

Find an Existing Value

▼ Search Criteria

Empl ID	begins with ⌄	1234567 🔍
Profile Type	begins with ⌄	🔍
Name	begins with ⌄	
Last Name	begins with ⌄	
Alternate Character Name	begins with ⌄	

☐ Include History ☑ Correct History ☐ Case Sensitive

[**Search**] [Clear] Basic Search 🔲 Save Search Criteria

Adding a Previously Granted Competency, Continued

Proceduress,
continued

Step	Action
4	If applicable, click the **View History** icon to verify the entry does not already exist. In the Competency column, click the **Competency** link.

Adding a Previously Granted Competency, Continued

Proceduress,
continued

Step	Action
5	The most recent competency will display. Click the **Plus** button to add a new one. **WARNING:** Do **NOT** overtype any existing competency code in DA. This can cause serious issues including members being removed from the advancement list due to ineligibility.

Adding a Previously Granted Competency, Continued

Procedures,
continued

Step	Action
6	A new record is created with the current date populated in the Effective Date field. All other fields are auto populated with previous values entered. • **The Effective Date for the new competency cannot be prior to the existing row** (if the competency needs to be recorded prior to the current entry, see the Adding a Historically Dated Previously Granted Competency section in this guide). • Complete/update all required **fields** and click **OK**. ![Person Profile screen] Person Profile Update Competencies — Empl ID 1234567 — Dick Halloran — Profile Type PERSON — Person Update item details, then select OK to apply changes and return. Select Cancel to return without any changes. Details — 1 of 3 — View All *Effective Date 04/07/2023 — Competency CXNSL — MLB COXN — Evaluation Type Approved/Official — *Status Active — Rating Model PSCM — Competency Management Scale — Proficiency 4-Very Good — Verified By External Interface — Year Last Used — Year Acquired 2023 — Years Of Experience OK Cancel

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Adding a Previously Granted Competency, Continued

Proceduress,
continued

Step	Action
7	Once the Competency is entered, click **Save**.
8	Once saved, this **message** will display.

Adding a Historically Dated Previously Granted Competency

Introduction   This section provides the procedures for adding a historically dated previously granted competency in DA. The same competency can be granted multiple times. The user must have the **CG_COMP_U** role.

WARNING: Do **NOT** overtype any existing competency code in DA. This can cause serious issues including members being removed from the advancement list due to ineligibility.

Procedures   See below.

Step	Action
1	Click on the **Core HR** tile.
2	Select the **Person Profiles** option.

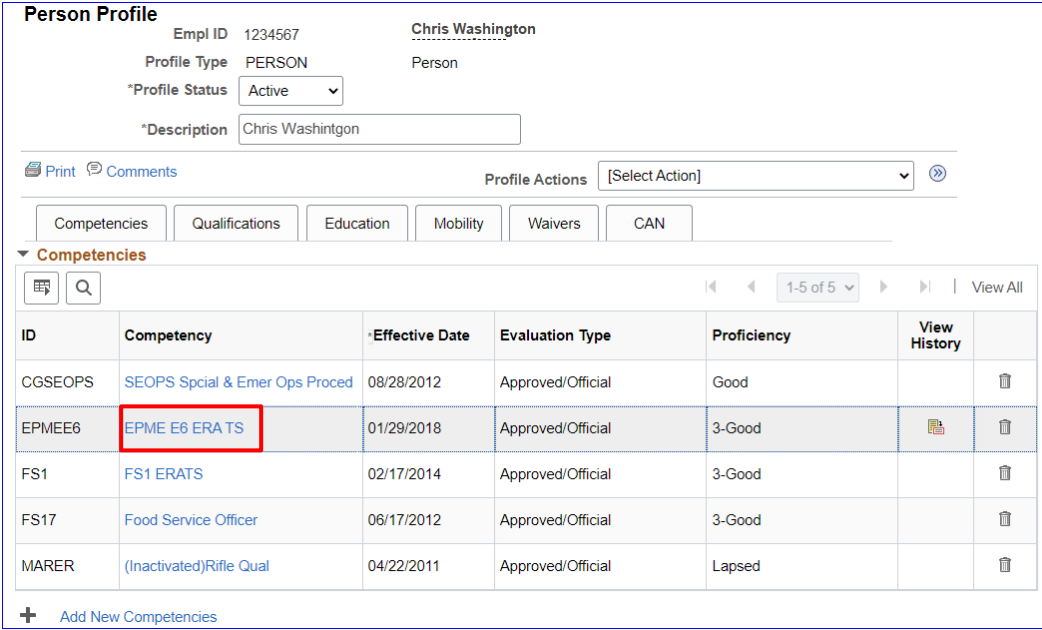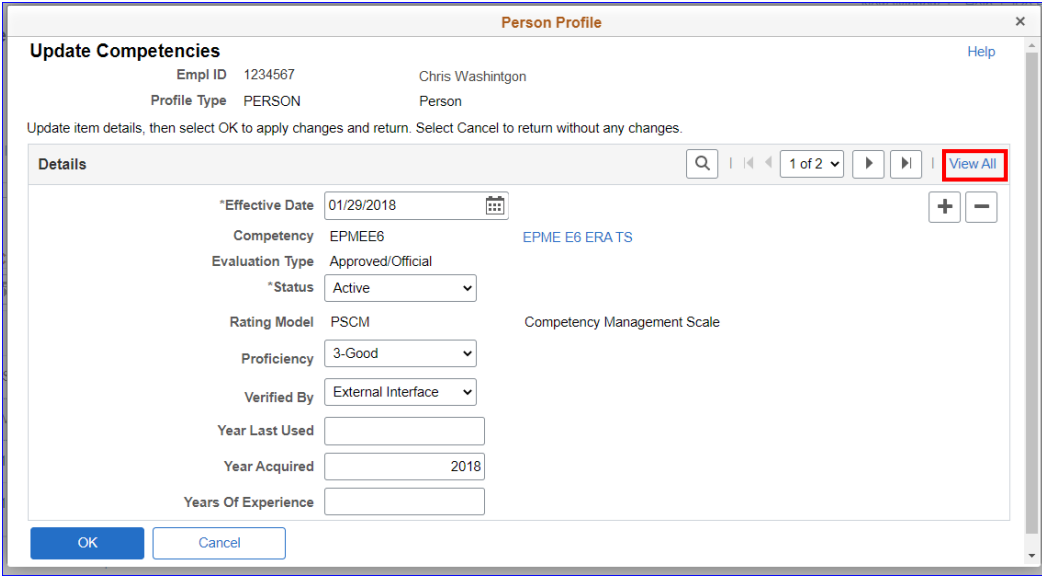# Adding a Historically Dated Previously Granted Competency, Continued

Procedures, continued

Step	Action
3	Enter the **Empl ID** and click **Search**. **Person Profiles** Enter any information you have and click Search. Leave fields blank for a list of all values. **Find an Existing Value** ▼ Search Criteria Empl ID [begins with ▾] [1234567 🔍] Profile Type [begins with ▾] [🔍] Name [begins with ▾] [ ] Last Name [begins with ▾] [ ] Alternate Character Name [begins with ▾] [ ] ☐ Include History ☑ Correct History ☐ Case Sensitive [Search] [Clear] Basic Search 🖳 Save Search Criteria

Adding a Historically Dated Previously Granted Competency, Continued
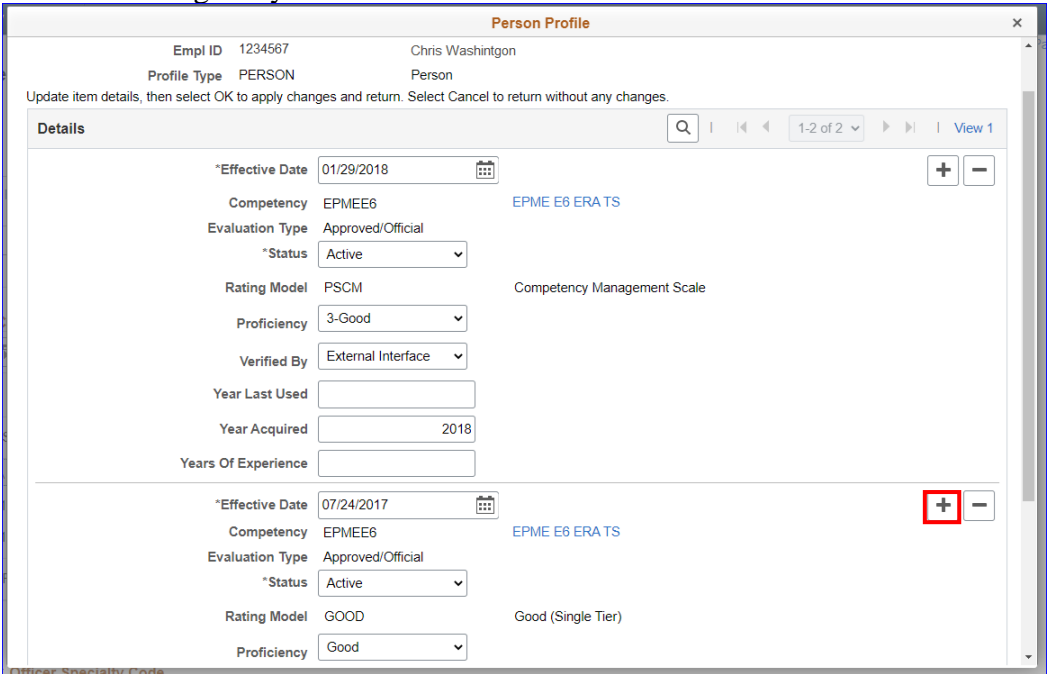
Procedures, continued

Step	Action
4	The member's competencies will display. Select the **Competency** link in which a historical dated row will be entered.
5	Click **View All** to view all current rows.

Adding a Historically Dated Previously Granted Competency, Continued
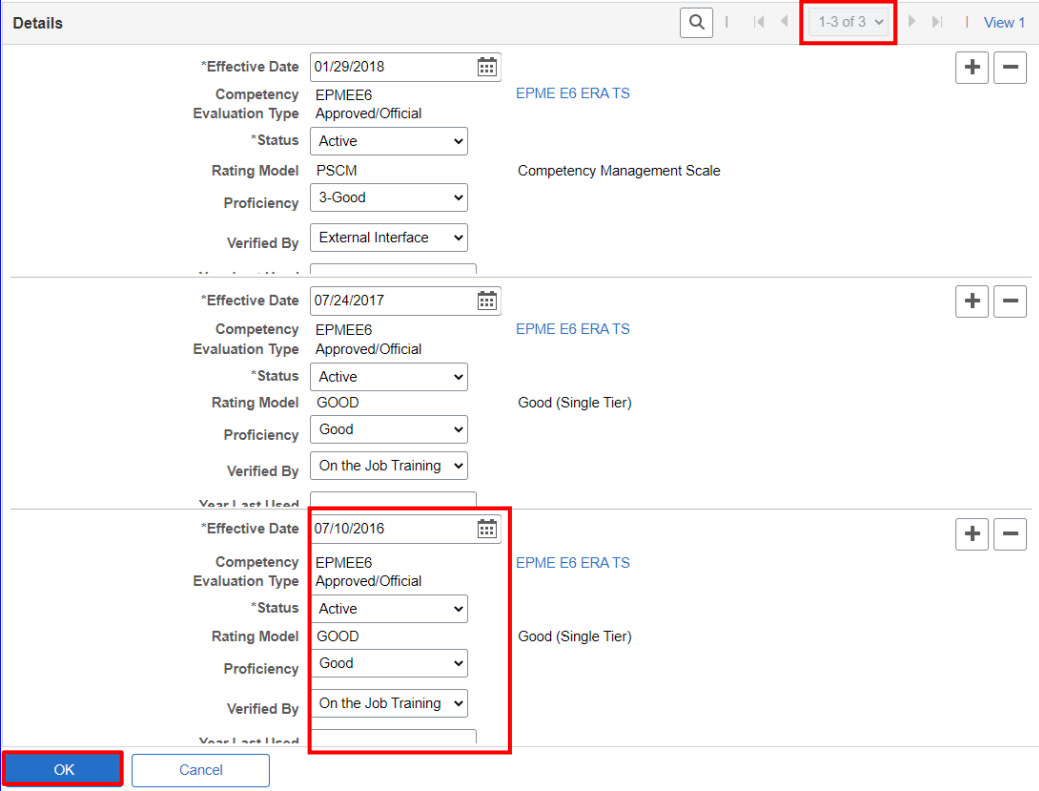
Procedures,
continued

Step	Action
6	Click the **Plus** sign on the historically dated row preceding the date of the new entry. In the example, the historically dated row is **07/24/2017**. **WARNING:** Do **NOT** overtype any existing competency code in DA. This can cause serious issues including members being removed from the advancement list due to ineligibility.

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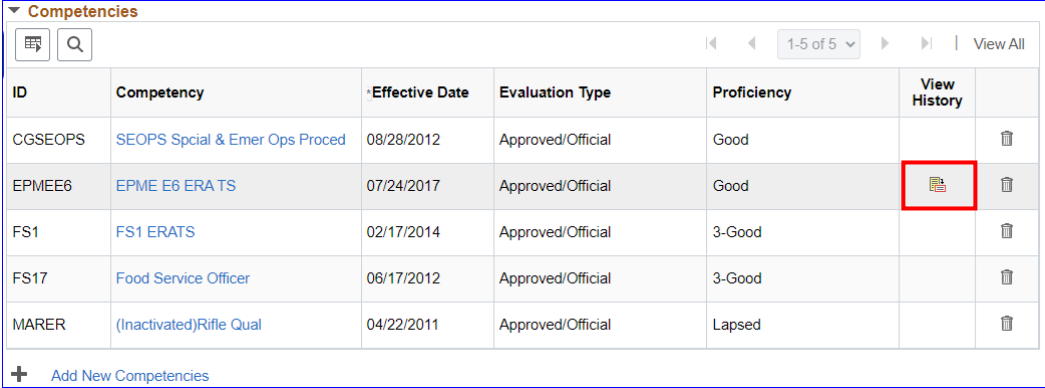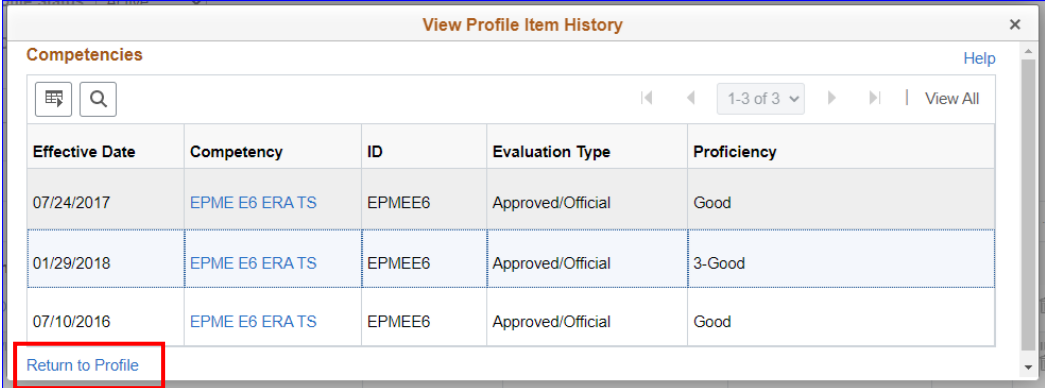# Adding a Historically Dated Previously Granted Competency, Continued

Procedures, continued

Step	Action
7	The **Details** will now display with the new record added. The new **row** will display, and all fields will be auto populated with the historical data from that row. Adjust the **Effective Date** of the new row to reflect the effective date of the previous competency. Complete the additional **fields** according to the instructions in Adding a New Competency. Click **OK**.

Adding a Historically Dated Previously Granted Competency, Continued

Procedures, continued

Step	Action
8	Click the **View History** icon.
9	Verify the transaction is listed (they may appear out of order). Click the **Return to Profile** link.

Continued on next page

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Adding a Historically Dated Previously Granted Competency, Continued

Procedures, continued

Step	Action
10	Click **Save**.
11	Once saved, this **message** will display.

Correcting a Competency

Introduction   This section provides the procedures for correcting a competency in DA. The user must have the **CG_COMP_U** role.
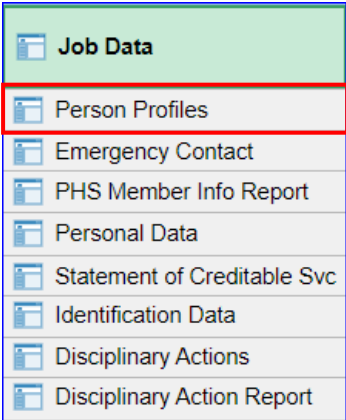
WARNING: Do **NOT** overtype any existing competency code in DA. This can cause serious issues including members being removed from the advancement list due to ineligibility.

Information   If the competency code/date needs to be corrected, first delete the competency record and re-enter it, using the correct competency code or date. Follow the steps in the Deleting a Single Competency section of this guide.
NOTE: If you are correcting for an updated Qualification code, **DO NOT DELETE the old code.** Instead add a new code with an updated date. Removal of the current code may impact a member's advancement eligibility.
To correct any other data, follow the steps below.

Procedures   See below.

Step	Action
1	Click on the **Core HR** tile.
2	Select the **Person Profiles** option.

Correcting a Competency, Continued

Proceduress,
continued

Step	Action
3	Enter the **Empl ID** and click **Search**. **Person Profiles** Enter any information you have and click Search. Leave fields blank for a list of all values. **Find an Existing Value** ▾ Search Criteria Empl ID [begins with ▾] [1234567 🔍] Profile Type [begins with ▾] [🔍] Name [begins with ▾] [ ] Last Name [begins with ▾] [ ] Alternate Character Name [begins with ▾] [ ] ☐ Include History ☑ Correct History ☐ Case Sensitive [Search] [Clear] Basic Search Save Search Criteria
4	The member's first five competencies will display. Select the **Competency** link to correct or click **View All** to see the complete list. If the member has received the competency multiple times, be sure to select the correct one. **Person Profile** Empl ID 1234567 Sugar Hill Profile Type PERSON Person *Profile Status [Active ▾] *Description [Sugar Hill] Print Comments Profile Actions [Select Action] ▾ ⟫ Competencies | Qualifications | Education | Mobility | Waivers | CAN ▾ Competencies 1-5 of 9 ▸ ▸| View All

ID	Competency	*Effective Date	Evaluation Type	Proficiency	View History	
ASR40	AN/SPS-40E Maint Tech	06/14/2010	Approved/Official	Good		🗑
DCPQS	DCPQS (Basic)	02/21/2015	Approved/Official	3-Good	📄	🗑
ENGR270	270 WMEC Eng Rm Wtchstdr	12/31/2004	Approved/Official	Good		🗑
EPMEE6	EPME E6 ERA TS	07/25/2017	Approved/Official	3-Good		🗑
ET1	ET1 ERATS	01/08/2016	Approved/Official	3-Good		🗑

➕ Add New Competencies
▸ Officer Specialty Code
▸ Profile Content
➕ Add New
[Save]
[Return to Search]

Correcting a Competency, Continued

Proceduress,
continued

Step	Action
5	The Update Competencies page will display. Correct the appropriate **fields** (in this example Proficiency). Click **OK**.

Correcting a Competency, Continued

Proceduress, continued

Step	Action
6	Click **Save**.
7	Once saved, this **message** will display.

Deleting a Single Competency

Introduction   The section provides the procedures for deleting a competency in DA. The user must have the **CG_COMP_U** role.

WARNING: Do **NOT** overtype any existing competency code in DA. This can cause serious issues including members being removed from the advancement list due to ineligibility.

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

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

Procedures   See below.

Step	Action
1	Click on the **Core HR** tile. Core HR
2	Select the **Person Profiles** option. Job Data Person Profiles Emergency Contact PHS Member Info Report Personal Data Statement of Creditable Svc Identification Data Disciplinary Actions Disciplinary Action Report

Deleting a Single Competency, Continued

Procedures, continued

Step	Action
3	Enter the **Empl ID** and click **Search**.
4	The member's first five competencies will display. Click **View All** to see the complete list.

Deleting a Single Competency, Continued

Procedures, continued

Step	Action
5	To delete a competency that a member has received only once, click the **trashcan** icon on the competency row.
6	This message will display. Click **OK**.

Deleting a Single Competency, Continued

Procedures,
continued

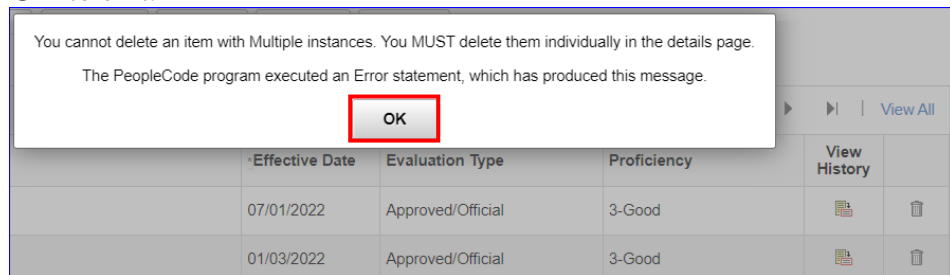| Step	Action
7	The record should not display on the Competencies section. Take note of the updated number of **rows**. Click **Save**. **Competencies** 1-10 of 10 | View 5 ID — Competency — *Effective Date — Evaluation Type — Proficiency DCGENFF — Gen Shipboard Fire Fighting — 03/21/2019 — Approved/Official — 3-Good DCPQS — DCPQS (Basic) — 06/04/2018 — Approved/Official — 3-Good EPMEE4 — EPME E4 ERATS — 09/13/2018 — Approved/Official — 3-Good FTEP-P2 — FTE Pistol Course Phase II — 01/20/2021 — Approved/Official — Good X30607 — WQS Basic Damage Ctrl WMEC 270 — 05/29/2018 — Approved/Official — Good X30707 — WQS Adv Damage Ctrl WMEC 270 — 05/17/2019 — Approved/Official — Good X30807 — WQS Team Leader WMEC 270 — 05/17/2019 — Approved/Official — Good X31007 — WQS Adv First Aid WMEC 270 — 05/17/2019 — Approved/Official — Good X31107 — WQS AFFF/Trans Sta Op WMEC 270 — 05/17/2019 — Approved/Official — Good X31207 — WQS Rep Party Inv WMEC 270 — 05/17/2019 — Approved/Official — Good + Add New Competencies ▶ Officer Specialty Code ▶ Profile Content + Add New Save Return to Search
8	Once saved, this **message** will display. **Person Profile** Empl ID 1234567 Daniel Robitaille Profile Type PERSON Person *Profile Status Active *Description Candyman Print Comments Profile Actions [Select Action] ☑ You have successfully saved those profile changes that do not require approval. Competencies Qualifications Education Mobility Waivers CAN

Deleting One Competency when Multiple Instances Exist

Introduction This section provides the procedures for deleting one competency with multiple instances in DA. The user must have the **CG_COMP_U** role.

WARNING: Do **NOT** overtype any existing competency code in DA. This can cause serious issues including members being removed from the advancement list due to ineligibility.

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

NOTE: To prevent unintentional deletions of multiple competencies, the trashcan functionality has been disabled. The following message will display if you attempt to delete multiple competencies at one time. Click **OK** to exit.
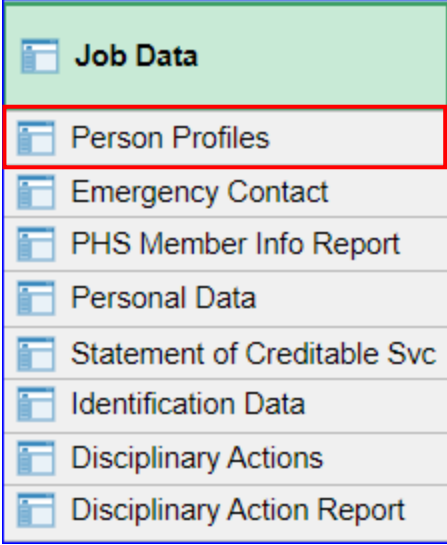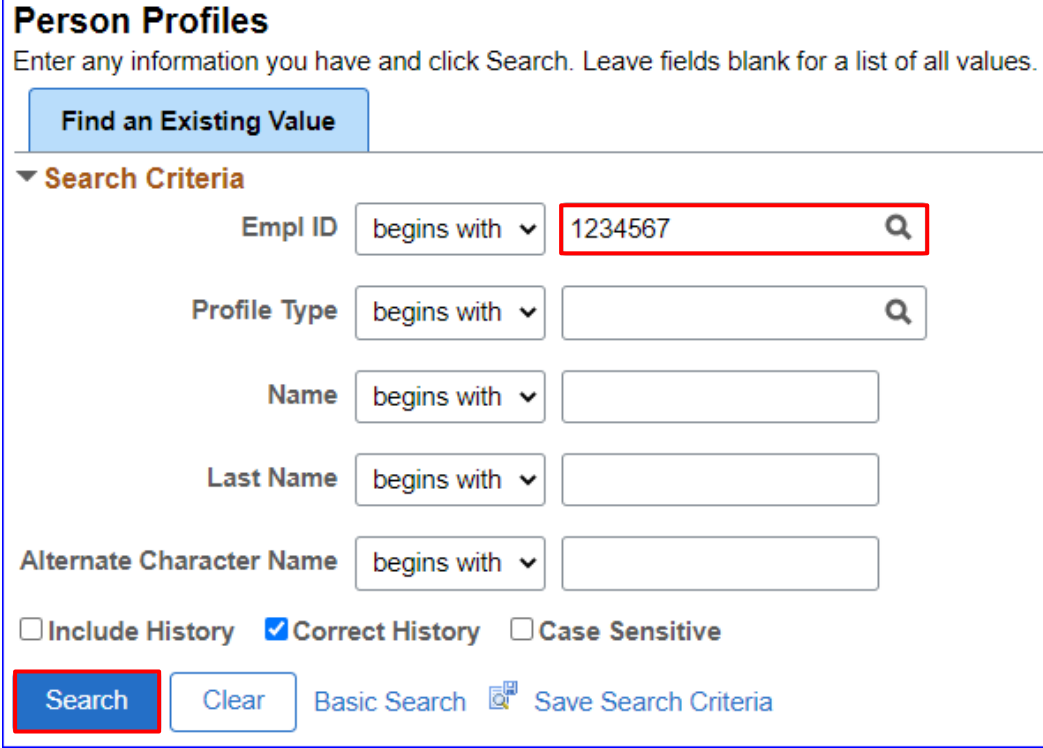

Effective Date	Evaluation Type	Proficiency	View History	
07/01/2022	Approved/Official	3-Good		
01/03/2022	Approved/Official	3-Good		

Procedures See below.

Step	Action
1	Click on the **Core HR** tile.

Deleting One Competency when Multiple Instances Exist,
Continued
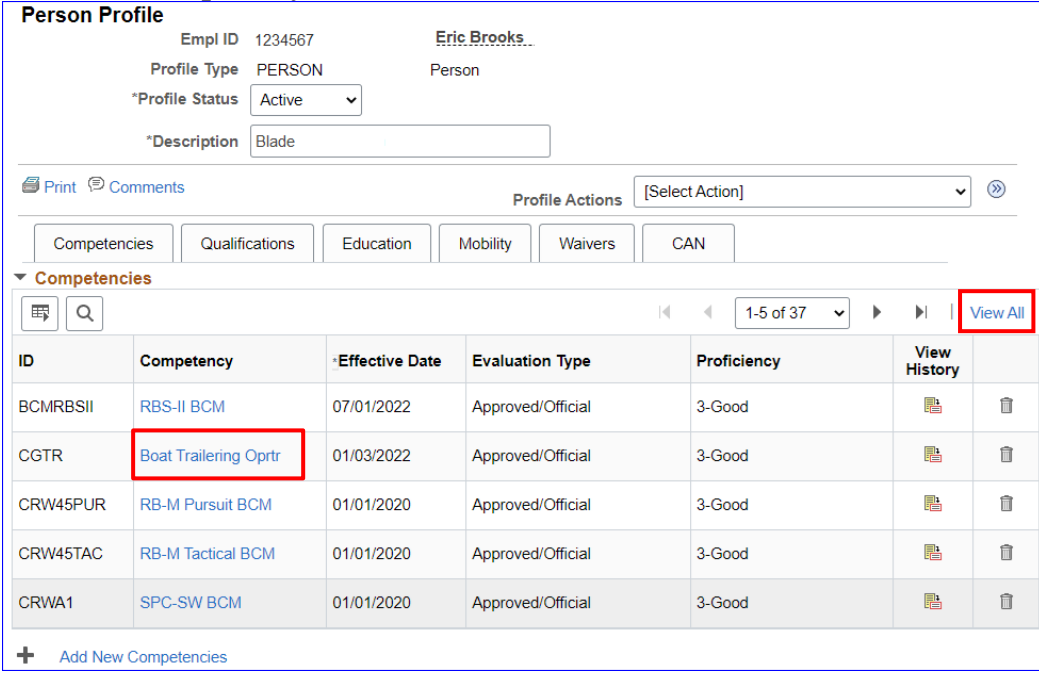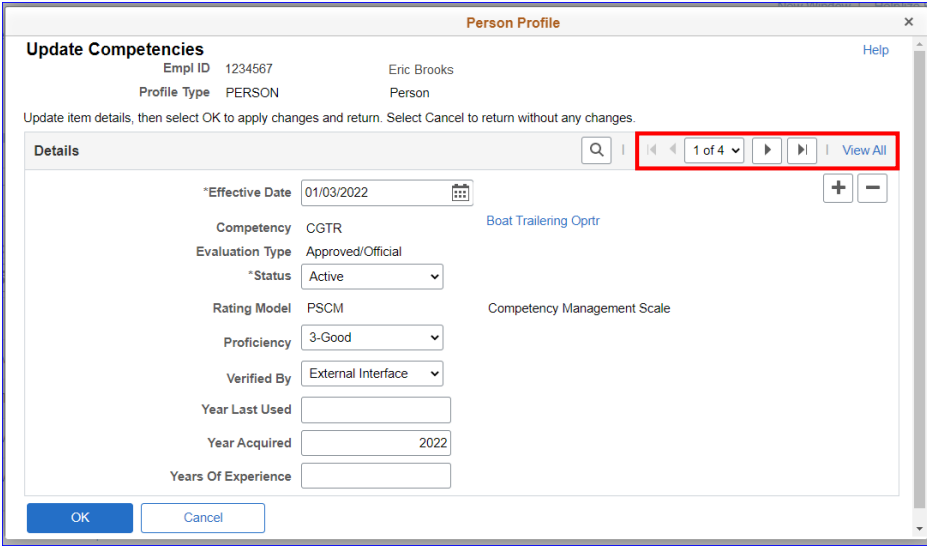
Procedures,
continued

Step	Action
2	Select the **Person Profiles** option.
3	Enter the **Empl ID** and click **Search.**

Deleting One Competency when Multiple Instances Exist, Continued

Procedures, continued

Step	Action
4	The member's first five competencies will display. If applicable, click **View All** to see the complete list. Select the **Competency** link that needs to be deleted.
5	The Update Competencies page will display. Scroll through the records using the **Arrows** or click **View All** to find the correct record to delete.

Deleting One Competency when Multiple Instances Exist, Continued

Procedures, continued

Step	Action
6	Once the record has been located, click the **Minus** button to delete it.
7	This message will appear, click O**K**.
8	Notice the **update** of the Details for the record. Click **OK**.

Deleting One Competency when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action
9	Click **Save**.
10	Once saved, this **message** will display.