



User's Guide

Individual Development Plan (IDP)
Training History

Version 1.0

CHRTAS

Civilian Human Resources
Training Application System

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This User Guide covers the management of Individual Development Plans (IDP) within the CHRTAS system. For answers related to questions on IDP, Training History, or other CHRTAS features not covered by this guide, contact the CHRTAS Help Desk.

Use the email template available from the CHRTAS Main Menu as **Help Desk** to contact the CHRTAS Help Desk.

Student Functions Menu

Individual Development Plan

The **Individual Development Plan (IDP)** feature allows students and supervisors to map out a student's projected training path to achieve the CL points required by the student's agency.

1. To review your IDP click on the **Individual Development Plan (IDP)** link as shown in Figure 1.



Figure 1: Individual Development Plan

2. The **Individual Development Plan** window opens as shown in Figure 2.

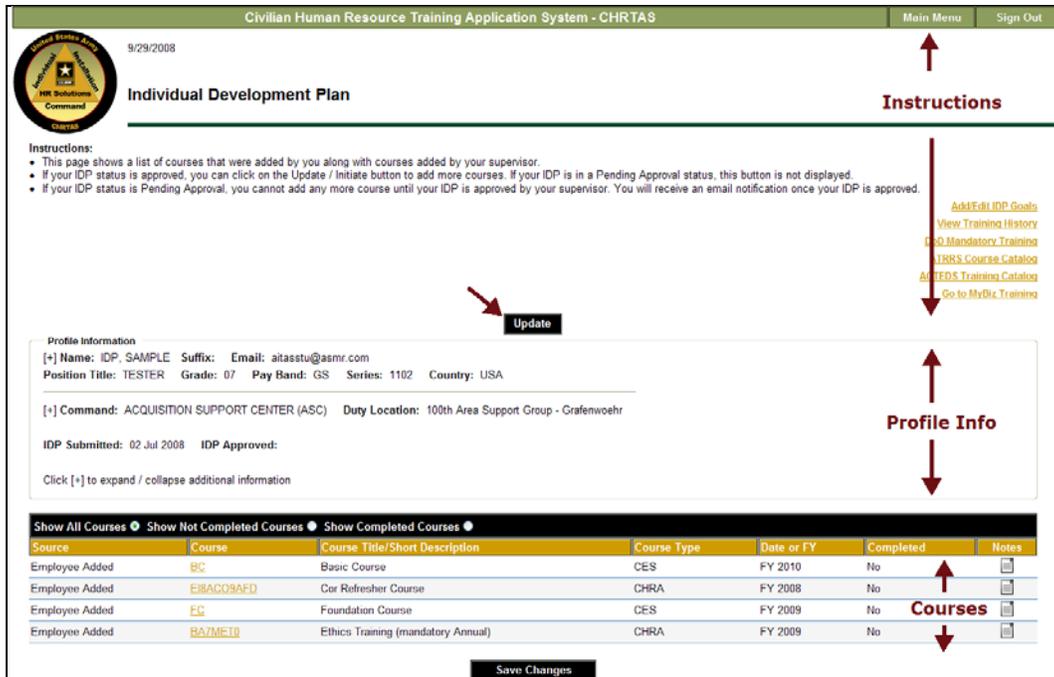


Figure 2: Individual Development Plan Window

- There are three sections in the **Individual Development Plan** window. The top section of the window features **Instructions** that outline how the window is organized:
 - This window shows a list of courses that were added by you along with the course(s) added by your supervisor.
 - If your IDP status is approved, you may click on the **Update** link (It is next to IDP Information but it is invisible if your IDP status is currently Pending Approval) to add more courses.
 - If your IDP status is Pending Approval, you cannot add any more courses until your IDP is approved by your supervisor. You will receive an email notification once your IDP is approved.
- In this section there is also a series of links in yellow font. Click on the **Add/Edit IDP Goals**, as shown in Figure 3, to make changes to your goals.

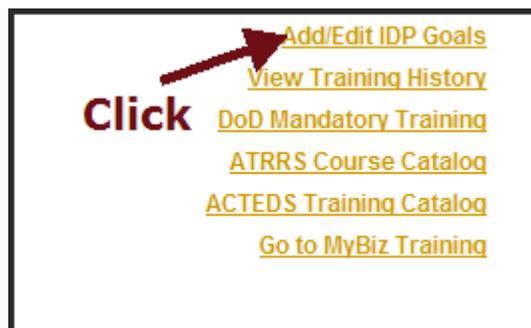


Figure 3: Add/Edit IDP Goals link

- The IDP Goals window opens as shown in Figure 4. From this window you may map out your **Career Goals**, **Short-Term Goals** (1-2 years), and **Long-Term Goals** (3-5 years). Just type in your goals as they pertain to one or more of the timeframes. Click the **Save Changes** button and a message in red font states that **'Your Goals have been successfully updated.'** Click the **Return to IDP View** button to return to the IDP main window.

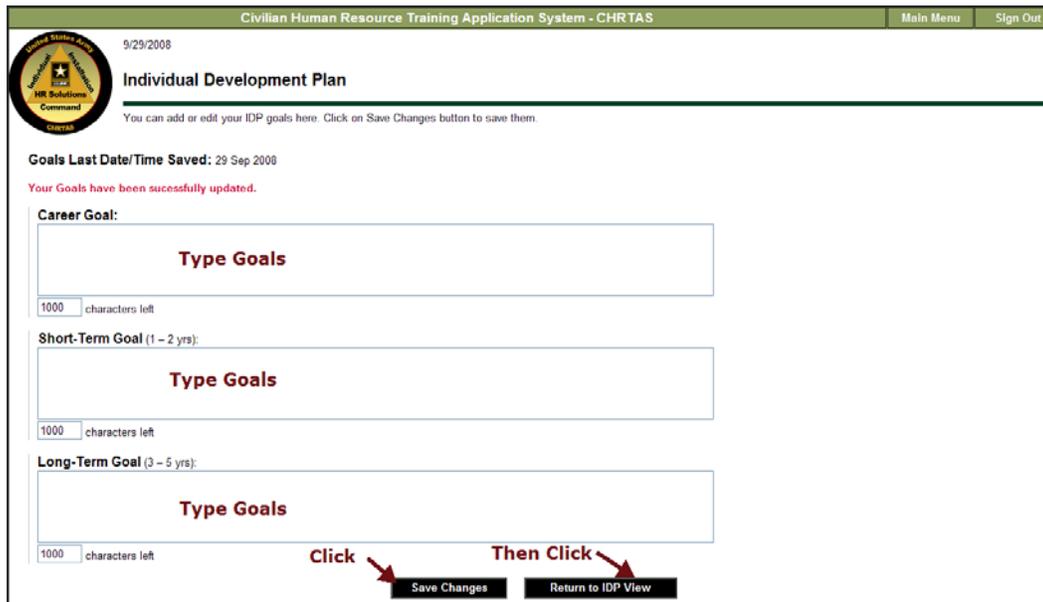


Figure 4: Add/Edit IDP Goals

- Click on the **View Training History**, link as shown in Figure 5, to see a record of the training you have taken.

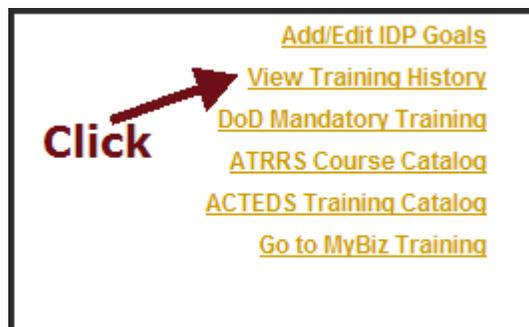


Figure 5: View Training History link

- The **View Training History** link opens a window that displays two tabs; one labeled **ATRRS Training History**, the other **Self Declared Training History**. The **ATRRS Training History** is displayed automatically when the window opens. Click the **Self Declared Training History** tab to view those courses as shown in Figure 6.

Click to change tabs 

ATRRS Training History							Self Declared Training History						
FY	SCH	CRS			PHASE	CLS	Start Date	End Date					
2008	914	ATRRS-101				012	2008-09-18	2008-09-18					
1997	922	FTS-002				004							
1998	231	ACQ 101 (DAU)				002							
1998	922	FTS-001				001							
1998	922	FTS-001				003							
1998	922	FTS-001				005							
1998	922	FTS-001				007							
1998	922	FTS-002				008							
1999	071	2E-SI5P/SQI7/011-SQIP				001							

Figure 6: Training History

8. Click on the **DoD Mandatory Training** link as shown in Figure 7.

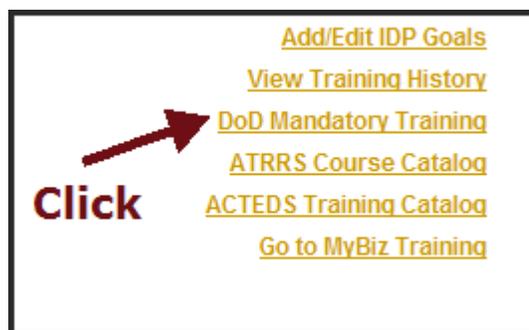


Figure 7: DoD Mandatory Training Link

9. A file download option window opens. Click **Open**, as shown in Figure 8, to open an MS Word Document of mandatory training for students. The list includes a description of each course.

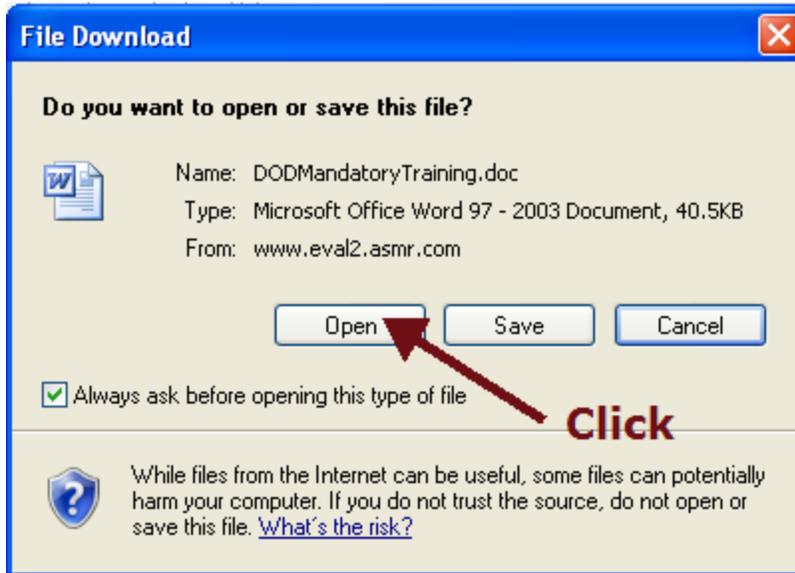


Figure 8: File Download option

10. Click on the **ATTRS Course Catalog** button as shown in Figure 9

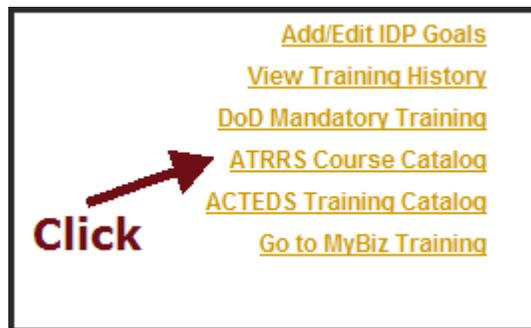


Figure 9: ATTRS Course Catalog

11. This link directs you to a window that allows you to search the **ATTRS Course Catalog** as shown in Figure 10.

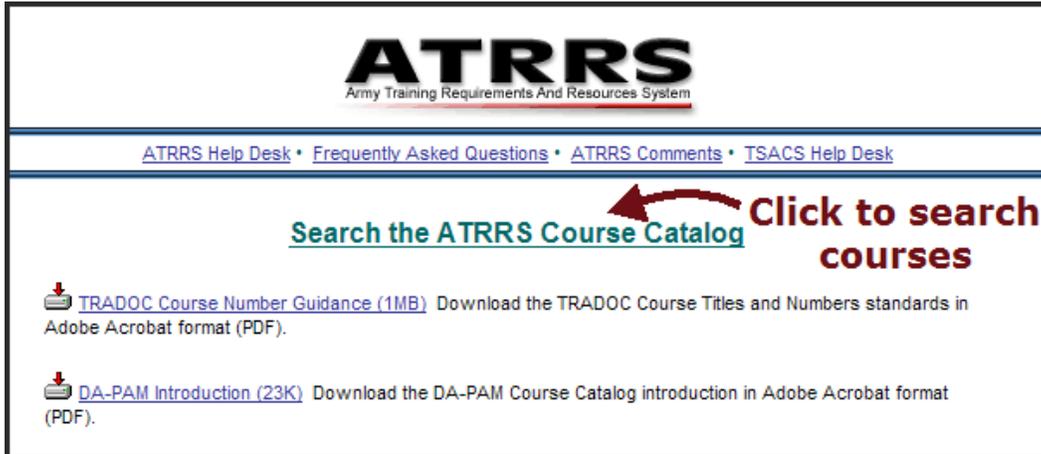


Figure 10: Search ATRRS Course Catalog

12. Click on the **ACTEDS Training Catalog** link, as shown in Figure 11, for a description of courses provide by the Army Civilian Training Education and Development System (ACTEDS).

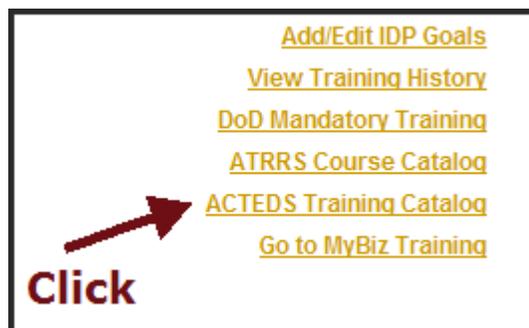


Figure 11: ACTEDS Training Catalog

13. The **ACTEDS Training** main window opens with a link to the Course Catalog. Click on the link as shown in Figure 12 to open the **ACTEDS Training Catalog**.

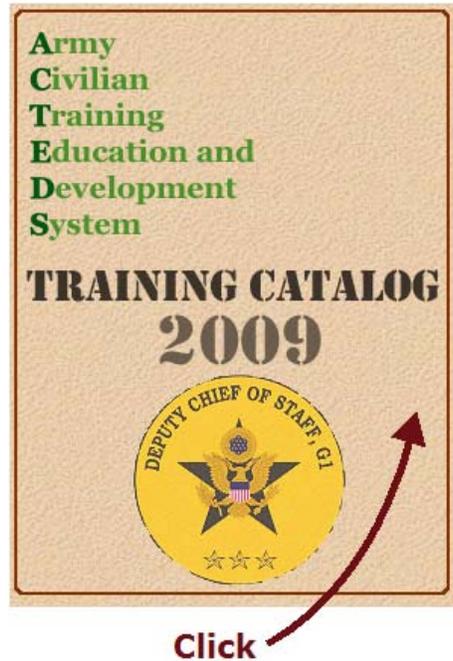


Figure 12: Training Catalog

14. Click on the **Go to MyBiz Training** link, as shown in Figure 13, to open the **ACPOL/CPOL** main window.

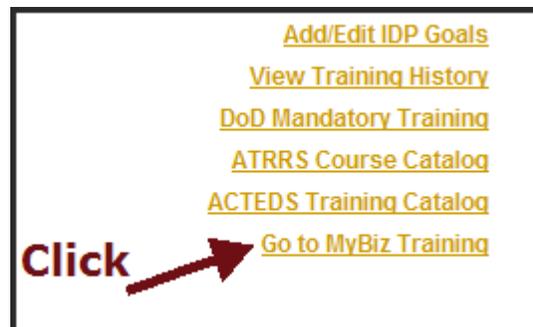


Figure 13: Go to My Biz Training Link

15. The second section of the **Individual Development Plan** window is labeled **Profile Information** and displays general information about you as a student, such as your name, email, position title, grade, pay band, series, and country; as well as Army Command information, duty location, and the status of your IDP approval. If your IDP approval is pending, the **Update** button will not be shown; conversely if your IDP is approved the **Update** button will be shown and you may add courses.
16. The bottom section of the **Individual Development Plan** window shows the course listing, and displays a list of courses that have been added by you / your supervisor. In cases where there are no pending reservations or previous course history a blank table shows. From here you may add or delete courses in your IDP. Click on a radio

button, as shown in Figure 14, to filter courses you want displayed dependent on whether they are complete and/or incomplete



Figure 14: Filter Courses

17. To modify your IDP, click the **Update** button as shown in Figure 15, and the **Update Courses** window opens.



Figure 15: Update IDP

18. Once in the **Update Courses** window you must specify a date or the fiscal year in which you plan to take course(s). To specify a date, click the down arrow located under the **Date or FY** column, as shown in Figure 16. A calendar opens within the **Update Courses** window. Click the date when you would like to participate in a course as shown in Figure 17.

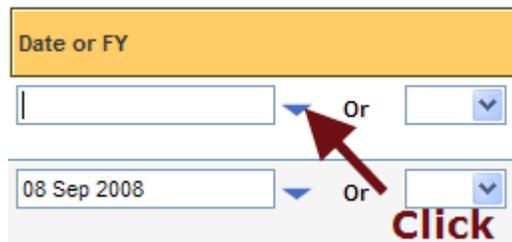
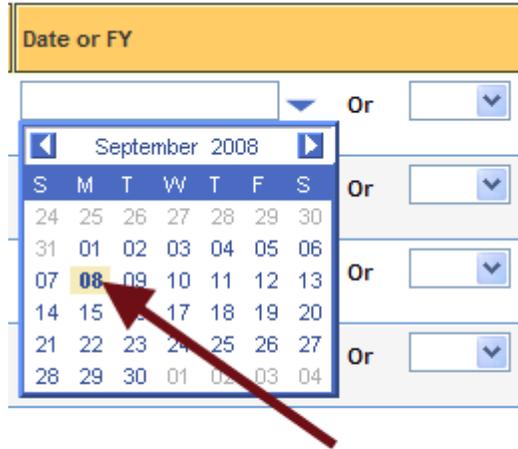


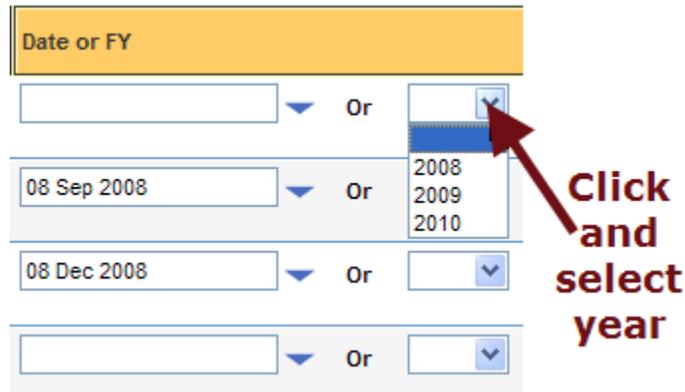
Figure 16: Opening the Calendar



Click to select specific date

Figure 17: Selecting a Date

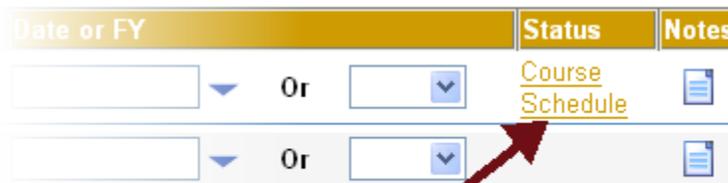
19. To select a fiscal year, click on the drop-down menu arrow under the **Date or FY** column as shown in Figure 18.



Click and select year

Figure 18: Select Fiscal Year

20. Click on the **Course Schedule** link, as shown in Figure 19, to open a window that displays when the particular course you are enrolling in is available.



Click

Figure 19: Course Schedule

- Click on the **Notes** link, as shown in Figure 20, to open a window that allows you to make any comments pertaining to the course you are adding to your IDP.



Figure 20: Notes link

- You must repeat the steps outlined in paragraphs 18-21 for all the courses, required or manually added, in your **Individual Development Plan**.
- In the **Individual Development Plan** window, you may, as a student, add courses to your course plan or have them added for you by your supervisor. Use this window to personalize your IDP based on your particular needs and preferences.
- To add a course to your IDP, click the **Add Another Course** button as shown in Figure 21.

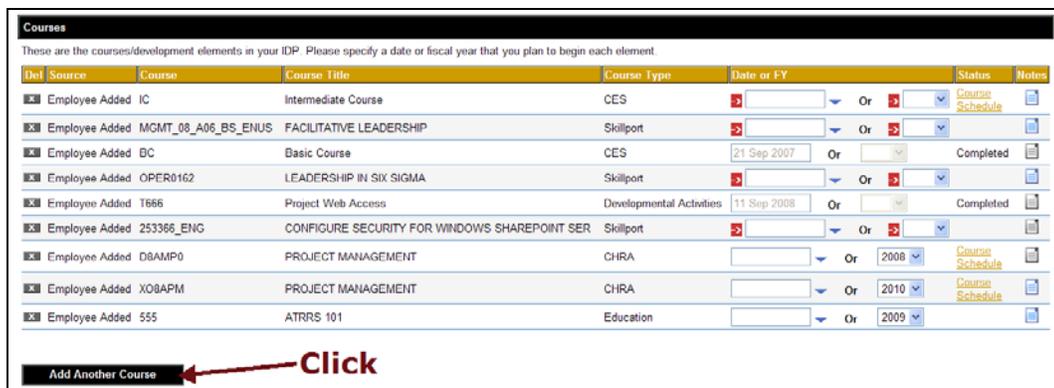


Figure 21: Add Another Course Button

- Clicking the **Add Another Course** opens an additional panel at the bottom of the window labeled **Add Additional Course**. As shown in Figure 22, you have the option to select and add from seven types of courses; CES Course, CHRA Course, Education, OJT, Developmental Activity, Other Training, or Skillport. Click the radio button that corresponds to the course type you would like to add.

Figure 22: Additional Course Type

Adding a CES Course

- To add a CES course, click inside the **CES Course** radio button. Select the **DL or Resident Course Combination** or **DL Only (Self Development)** radio buttons as shown in Figure 23.

Figure 23: Type of CES Training

- If you select **DL and Resident Course Combination**, you must select the type or types of courses to be taken. Click inside any or all of the course categories to add them to your IDP as shown in Figure 24.

Figure 24: DL and Resident Course Combination

- When you select the **DL Only (Self Development)** option, you must also select the course category to be taken. Click inside any or all of the courses to add them to your IDP as shown in Figure 25.

DL Only (Self Development)
 Foundation Course - (DL)
 Basic Course - (DL)
 Intermediate Course - (DL)
 Advanced Course - (DL)

Click to Select

Figure 25: DL Only (Self Development)

29. When adding a CES Course, you must account for expenses that you might incur in the course of your training. There are two sections of training expenses; **Direct Costs and Appropriation / Fund Chargeable** (which include Tuition fees and Books & Materials), and **Indirect Costs and Appropriation / Fund Chargeable** (which include per diem costs, travel expenses, Travel Mode, Training Nongovernment Contribution cost, and any other expense that might be accrued). Fill out the form as shown in Figure 26.
30. Adding comments to the **Notes** text box is optional. Enter any necessary comments in the **Notes** text box then click **Add Another Course** to add the course to your IDP as shown in Figure 26.

Direct Costs and Appropriation/Fund Chargeable

Tuition and Fees (Required): (If the cost is 0, please enter 0 here.)

Books & Materials Cost (Required): (If the cost is 0, please enter 0 here.)

Indirect Costs and Appropriation / Fund Chargeable

Travel (Required): (If the cost is 0, please enter 0 here.)

Per Diem (Required): (If the cost is 0, please enter 0 here.)

Travel Mode (Only required when the travel cost is greater than 0.):

Training Nongovernment Contribution Cost (Required): (If the cost is 0, please enter 0 here.)

Other Costs (Required): (If the cost is 0, please enter 0 here.)

Notes (Optional):

You have 350 characters remaining

Figure 26: Add CES course

Adding a CHRA Course

31. Select the radio button labeled **CHRA Course**. Select a geographic region from the **Course: School/ HR Region** drop-down list as shown in Figure 27.

Add Additional Course

Click on the radio button to change the courses list. If you choose "Education, OJT, Developmental Activities and Other Training", Course Number and Course Title are required on Add button.

Select CHRA Course

CES Course
 CHRA Course
 Education
 OJT
 Developmental Activity
 Other Training
 Skillport

Course: School/HR Region:

Select School/HR Region

- Must select a school/region first
- 010-AG-1 PMD
- 0100-EUROPE AREA
- 0101-KOREA AREA
- 0103-NORTH CENTRAL AREA
- 0104-NORTH EAST AREA
- 0106-SOUTH CENTRAL AREA
- 0108-SOUTH WEST AREA
- 0109-WEST AREA

Figure 27: Select School/ HR Region

32. When adding a **CHRA Course**, you must account for expenses that you might incur in the course of your training. There are two sections of training expenses; **Direct Costs and Appropriation / Fund Chargeable** (which include Tuition fees and Books & Materials), and **Indirect Costs and Appropriation / Fund Chargeable** (which include per diem costs, travel expenses, Travel Mode, Training Nongovernment Contribution cost, and any other expense that might be accrued). Fill out the form as shown in Figure 28. Type any necessary comments in the **Notes** text box and click the **Add** button to add the course to your IDP.

Direct Costs and Appropriation/Fund Chargeable

Tuition and Fees (Required): (If the cost is 0, please enter 0 here.)

Books & Materials Cost (Required): (If the cost is 0, please enter 0 here.)

Indirect Costs and Appropriation / Fund Chargeable

Travel (Required): (If the cost is 0, please enter 0 here.)

Per Diem (Required): (If the cost is 0, please enter 0 here.)

Travel Mode (Only required when the travel cost is greater than 0.):

Training Nongovernment Contribution Cost (Required): (If the cost is 0, please enter 0 here.)

Other Costs (Required): (If the cost is 0, please enter 0 here.)

Notes (Optional):

You have 350 characters remaining

Click

Figure 28: Travel Expenses

Adding Education and Other Training Courses

33. Click the Education or the **Other Training Courses** radio buttons. Enter the course number and course title in the **Course Number** and **Course Title** text boxes. Then, as with the **CES** and **CHRA Courses**, you must account for the potential expenses likely to be accrued during the course of your training. As shown in Figure 29, add any

necessary comments in the **Notes** text box and click the **Add** button to add the course(s) to your IDP.

Course Number (Required):

Course Title (Required):

Direct Costs and Appropriation/Fund Chargeable

Tuition and Fees (Required): (If the cost is 0, please enter 0 here.)

Books & Materials Cost (Required): (If the cost is 0, please enter 0 here.)

Indirect Costs and Appropriation / Fund Chargeable

Travel (Required): (If the cost is 0, please enter 0 here.)

Per Diem (Required): (If the cost is 0, please enter 0 here.)

Travel Mode (Only required when the travel cost is greater than 0.):

Training Nongovernment Contribution Cost (Required): (If the cost is 0, please enter 0 here.)

Other Costs (Required): (If the cost is 0, please enter 0 here.)

Notes (Optional):

You have 350 characters remaining

Figure 29: Education and Other Training Courses

OJT and Developmental Activity Courses

34. Click inside the **OJT** or **Developmental Activity** course radio buttons. Input a description of the course in the **Short Description** text box and fill out the expense information as explained in paragraphs 29. Then click **Add** as shown in Figure 30.

Short Description (Required):

Enter a short description of the Course

Direct Costs and Appropriation/Fund Chargeable

Tuition and Fees (Required): (If the cost is 0, please enter 0 here.)

Books & Materials Cost (Required): (If the cost is 0, please enter 0 here.)

Input Expenses and Travel Mode

Indirect Costs and Appropriation / Fund Chargeable

Travel (Required): (If the cost is 0, please enter 0 here.)

Per Diem (Required): (If the cost is 0, please enter 0 here.)

Travel Mode (Only required when the travel cost is greater than 0.):

Training Nongovernment Contribution Cost (Required): (If the cost is 0, please enter 0 here.)

Other Costs (Required): (If the cost is 0, please enter 0 here.)

Notes (Optional):

Enter comments

You have 350 characters remaining

Add **Click**

Figure 30: OJT and Developmental Activity Courses

Skillport Course

35. Click inside the **Skillport** radio button; enter search criteria (search criteria may include all or part of the course title or keywords) in the **Course Title** textbox, then click the **Search** button as shown in Figure 31.

Add Additional Course

Click on the radio button to change the courses list. If you choose "Education, OJT, Developmental Activities and Other Training", Course on Add button.

CES Course CHRA Course Education OJT Developmental Activity Other Training **Skillport**

Click

Course Title: (Enter the course title that you want to search for, then click on the "Search" button.)

Enter Search Criteria **Then Click**

Figure 31: Search for Course

36. Once you have clicked the search button, a list of courses opens. Click the radio button that corresponds to the course you would like to add to your IDP. Fill out the travel expense information, add any necessary comments in the **Notes** text box, and click the **Add** button to add the course to your IDP, as shown in Figure 32.

Course Title: (Enter the course title that you want to search for, then click on the "Search" button.)

Please click the radio button next to the course that you want to add to your IDP.

- A MANAGERS INTRODUCTION TO BUSINESS LAW
- AN INTRODUCTION TO DATABASE SYSTEMS
- AN INTRODUCTION TO PROJECT MANAGEMENT
- ANSI C PROG: INTRODUCING C
- ANSI C PROGRAMMING: INTRODUCING C
- BUILDING REMOTE ACCESS NETWORKS INTRODUCTION
- ECDL/CDL 4: MOD6: PRES-INTRO PPT 2003
- ECDL/CDL 4MOD7:INFO & COMM-INTRO OUTLK 2003
- INTERCONNECTING CISCO NETWORK DEVICES - INTRO
- INTRO TO ORCLE & SQL IN ORCL DB 10G
- INTRODUCING COBOL

Direct Costs and Appropriation/Fund Chargeable

Tuition and Fees (Required): (If the cost is 0, please enter 0 here.)

Books & Materials Cost (Required): (If the cost is 0, please enter 0 here.)

Indirect Costs and Appropriation / Fund Chargeable

Travel (Required): (If the cost is 0, please enter 0 here.)

Per Diem (Required): (If the cost is 0, please enter 0 here.)

Travel Mode (Only required when the travel cost is greater than 0.):

Training Nongovernment Contribution Cost (Required): (If the cost is 0, please enter 0 here.)

Other Costs (Required): (If the cost is 0, please enter 0 here.)

Notes (Optional):

Enter Comments

You have 350 characters remaining

Figure 32: Skillport Course Information

37. Once courses have been added to your IDP, follow the steps outlined in paragraphs 18-21 to specify course dates. Click the **Submit** button, as shown in Figure 33. A message window will open to state ‘Your IDP has been submitted to your supervisor. Once it has been approved you will receive an email notification.’

Courses

These are the courses/development elements in your IDP. Please specify a date or fiscal year that you plan to begin each element.

Del	Source	Course	Course Title	Course Type	Date or FY	Status	Notes
<input checked="" type="checkbox"/>	Employee Added	IC	Intermediate Course	CES	<input type="text"/> or <input type="text"/>	2009	Course Schedule
<input checked="" type="checkbox"/>	Employee Added	MGMT_08_A06_BS_ENUS	FACILITATIVE LEADERSHIP	Skillport	<input type="text"/> or <input type="text"/>	2009	Course Schedule
<input checked="" type="checkbox"/>	Employee Added	BC	Basic Course	CES	21 Sep 2007 or <input type="text"/>	Completed	Course Schedule
<input checked="" type="checkbox"/>	Employee Added	OPER0162	LEADERSHIP IN SIX SIGMA	Skillport	<input type="text"/> or <input type="text"/>	2009	Course Schedule
<input checked="" type="checkbox"/>	Employee Added	T666	Project Web Access	Developmental Activities	11 Sep 2008 or <input type="text"/>	Completed	Course Schedule
<input checked="" type="checkbox"/>	Employee Added	253366_ENG	CONFIGURE SECURITY FOR WINDOWS SHAREPOINT SER	Skillport	<input type="text"/> or <input type="text"/>	2009	Course Schedule
<input checked="" type="checkbox"/>	Employee Added	D8AMP0	PROJECT MANAGEMENT	CHRA	<input type="text"/> or <input type="text"/>	2008	Course Schedule
<input checked="" type="checkbox"/>	Employee Added	X08APM	PROJECT MANAGEMENT	CHRA	<input type="text"/> or <input type="text"/>	2010	Course Schedule
<input checked="" type="checkbox"/>	Employee Added	555	ATRRS 101	Education	<input type="text"/> or <input type="text"/>	2009	Course Schedule

Figure 33: Submit your IDP

38. To remove a course that you have added to your IDP click on the **X** in the **Del** column next to the course you would like to delete, as shown in Figure 34. As a student you are not able to delete courses added by your supervisor.

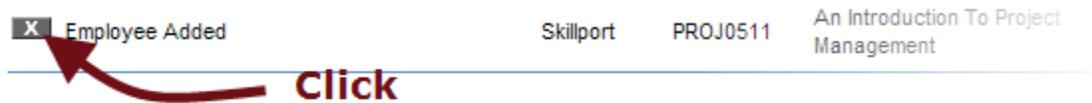


Figure 34: Deleting Courses

Training History Management

39. Click on the **Training History Management** link as show in Figure 35.



Figure 35: Training History Management

Request Credit

40. The **Request Credit** window opens, with the **Training History Student Menu** on the left hand side of the window. The **Student Menu** is made up of four links;

Request Credit, Pending Request List, Previous Request List, and My Training History, as shown in Figure 36.



Figure 36: Training History Student Menu

41. The first link in the **Student Menu, Request Credit**, is automatically opened when you click the **Training History Management** button under the **CHRTAS Main Menu**. Tools in this window allow you to personally add training courses to your **Training History**. For example, if you feel that a course taken while at college is relevant to the training in which you are participating through CHRTAS, then that course may be added to your Training History.
42. The **Request Credit** window, as shown in Figure 37, is made up of five steps. **Step One** provides basic information such as **Student Name, Student Email, Supervisor Email, Gender, Social Security Number**. Verify this information. If it is not correct, return to the **Main Menu** and click on the **Create/ Update Student Profile**.

Step One:	
Verify your student information. To edit this information, you must update your student profile.	
Student Name:	MINAS KENANIDIS
Student Email:	lliu@asmr.com
Supervisor Email:	aitassup@asmr.com
Gender:	M
SSN:	xxx-xx-0112
Step Two:	
Select the course taken. Begin typing in the Code textbox to see a list of accepted courses. You may also submit a new course for approval.	
Code:*	<input type="text"/>
	(Max 10 chars)
Title:*	<input type="text"/>
	(Max 60 chars)
Description:*	<input type="text"/>
	(Max 1000 chars)
Step Three:	
Select the specifics of the course attended.	
Start Date:*	<input type="text"/> <input type="text"/>
End Date:*	<input type="text"/> <input type="text"/>
Duty Hours:*	<input type="text" value="0"/>
Non-Duty Hours:*	<input type="text" value="0"/>
Total Course Hours:*	<input type="text" value="0"/>
Select the item that best fits.	
Method:*	Self-Development Off-duty training normally paid by employee (Default) <input type="text"/>
Training Desg Type:	NA (Default) <input type="text"/>
OPM Training Type:*	Basic Training Fundamental and /or required training (Default) <input type="text"/>
OPM Sub-Training Type:*	<input type="text"/>
Purpose:*	Improve Performance (Default) <input type="text"/>
Training Type:*	Other (Default) <input type="text"/>
Step Four:	
Enter comments if desired.	
Comments:	<input type="text"/>
	(Max 1000 chars)
Step Five:	
Review information entered, then submit form.	
An email will be sent to your supervisor notifying them of your request.	
<input type="button" value="Submit"/>	

Figure 37: Request Credit Window

43. In **Step Two** provide details of a course previously taken. Type the Course Number, for example CS 101, in the **Code** text box. As you begin to type in the **Code** text box you will see a list of courses open below the text box, as shown in Figure 38. Choose a course from the list and the **Title** and **Description** text boxes will fill automatically with the corresponding course details as shown in Figure 39.

Step Three:
Select the course taken. Begin typing in the Code textbox to see a list of accepted courses. You may also submit a new course for approval.

Title:*	C	Course Code/Number:*	
Description:*	AODC - Action Officer Development Course ANCOG - Advanced Noncommissioned Officer Course ACFP - Army Congressional Fellowship Program AMSC - Army Management Staff College BNCOC - Basic Noncommissioned Officer Course BOLC - Basic Officer Leader Course BASKWEAVE - Basketing Weaver Basic CCC - Captains Career Course 1-250-C60 - CES Basic Course CGSC/ILE - Command and General Staff College		(Max 10 characters) <input type="text"/> <input type="button" value="Up"/> <input type="button" value="Down"/>

Begin to type a course title and a list of matching courses opens

Figure 38: Course Code

Step Two:
Select the course taken. Begin typing in the Code textbox to see a list of accepted courses. You may also submit a new course for approval.

Code:*	CS 101	Title:*	Preview of Computer Science
	(Max 4 chars)		(Max 33 chars)
Description:*	Offers a broad overview of computer science designed to provide students with an introduction to the field of computer science and an orientation to the computing environment at the university. Topics include basic concepts in hardware, operating systems,		
	(Max 641 chars)		

Figure 39: Title and Description Text boxes

44. If the course does not show up in the list below the **Code** text box, then continue to manually type the course number. Fill in the **Title** text box and the **Description** text box as shown in Figure 40.

Step Two:
Select the course taken. Begin typing in the Code textbox to see a list of accepted courses. You may also submit a new course for approval.

Code:*	IT-402	Title:*	Network Admin
	(Max 4 chars)		(Max 47 chars)
Description:*	In this course we learned Network Admin		
	(Max 962 chars)		

Fill in information about course

Figure 40: Course Information

45. In **Step Three** you may fill out the **Start** and **End Date** of the course, the number of hours it took to complete the course, the **Method of Training**, the **Purpose**, the **Training Type**, and other associated details. To select a **Start Date** and an **End Date** click the drop-down arrows to display a list of months and days, then click to select the month and day, as shown in Figure 41.

48. In **Step Five** click the **Submit** button as shown in Figure 45, to send an email notifying your supervisor of your request.

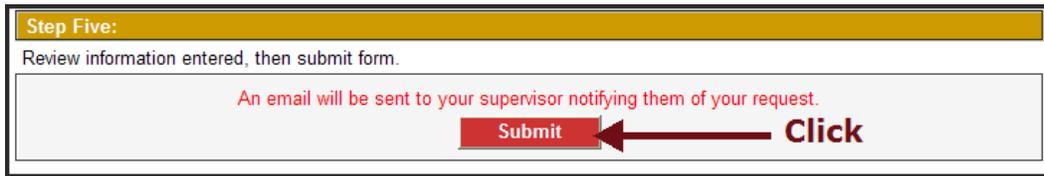


Figure 45: Submit

Pending Request List

49. Click on the **Pending Request List** link under the **Student Menu** as shown in Figure 46.



Figure 46: Pending Request List link

50. The **Pending Request** window opens as shown in Figure 47. Click the course number link under the **Course** column to be directed back to the **Request Credit** window where you may review or modify your pending request.

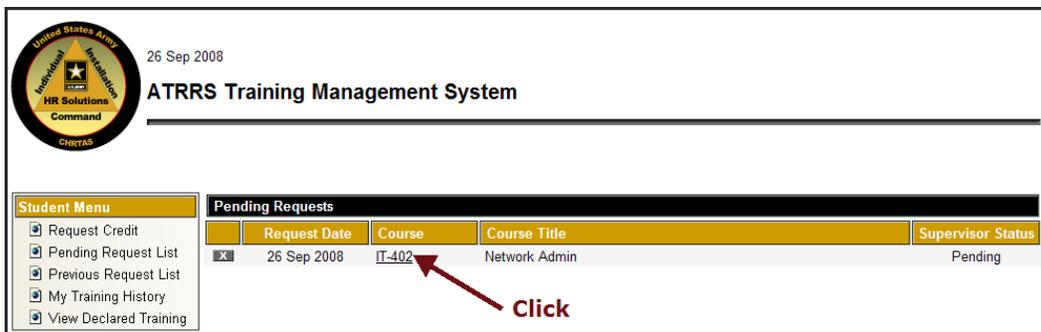


Figure 47: Pending Requests window

51. Click the X icon to cancel a **Pending Request**.

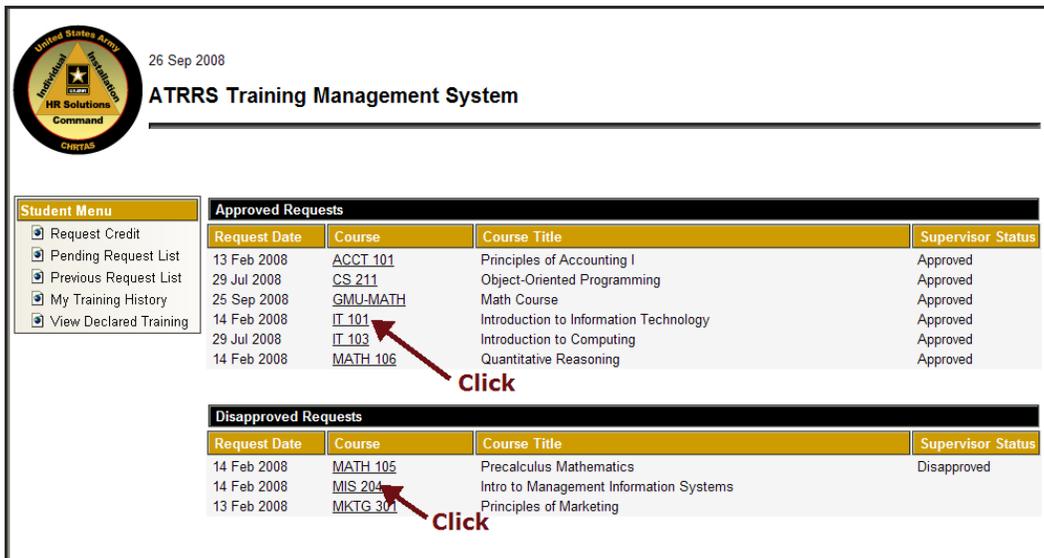
Previous Request List

52. Click the **Previous Request List** link under the **Student Menu** as shown in Figure 48.



Figure 48: Previous Request List link

53. Where applicable, the **Previous Requests** window shows a course listing of **Approved Requests** and **Disapproved Requests**. If all your requests are currently pending, there will be no courses listed. Click on any of the courses listed in the **Approved Requests** course listing, as shown in Figure 49, to view the **Credit Request**. To modify a **Disapproved Request** you intend to resubmit for approval, click on the course from the **Disapproved Requests** list, as shown in Figure 49.



The screenshot shows the ATRRS Training Management System interface. At the top left is the United States Army logo with '26 Sep 2008' next to it. The main title is 'ATRRS Training Management System'. On the left is a 'Student Menu' with links: 'Request Credit', 'Pending Request List', 'Previous Request List', 'My Training History', and 'View Declared Training'. The main area contains two tables: 'Approved Requests' and 'Disapproved Requests'. Both tables have columns for 'Request Date', 'Course', 'Course Title', and 'Supervisor Status'. Red arrows point to the 'IT 103' course in the 'Approved Requests' table and the 'MATH 105' course in the 'Disapproved Requests' table, with the word 'Click' written below each arrow.

Request Date	Course	Course Title	Supervisor Status
13 Feb 2008	ACCT 101	Principles of Accounting I	Approved
29 Jul 2008	CS 211	Object-Oriented Programming	Approved
25 Sep 2008	GMU-MATH	Math Course	Approved
14 Feb 2008	IT 101	Introduction to Information Technology	Approved
29 Jul 2008	IT 103	Introduction to Computing	Approved
14 Feb 2008	MATH 106	Quantitative Reasoning	Approved

Request Date	Course	Course Title	Supervisor Status
14 Feb 2008	MATH 105	Precalculus Mathematics	Disapproved
14 Feb 2008	MIS 204	Intro to Management Information Systems	
13 Feb 2008	MKTG 301	Principles of Marketing	

Figure 49: Approved and Disapproved Requests

54. The **Disapproved Requests** window opens, review and modify the information in **Step Three** then click the **Re-Submit Request** button, as shown in Figure 50, to re-submit the credit request to you supervisor.

Student Information:			
Student Name:	JOHN SMITH	Gender:	M
Student E-mail:	david.morello@asmr.com	SSN:	xxx-xx-1234
Student Comments:	I need this course. - 14 Feb 2008 12:32		
Course Information:			
Course Code/Number:	MATH 105	Title:	Precalculus Mathematics
Description:	Reviews mathematics skills essential to studying calculus. Topics include equations, inequalities, absolute values, graphs, functions, exponential and logarithmic functions, and trigonometry.		
Step Three:			
Select the specifics of the course attended.			
Start Date:*	Jan 2008	Duty Hours:*	0
End Date:*	Jan 2008	Non-Duty Hours:*	0
		Total Course Hours:*	0
Select the item that best fits.			
Method:*	Self-Development Off-duty training normally paid by employee (Default)		
Training Desg Type:	NA (Default)		
OPM Training Type:*	Basic Training Fundamental and /or required training (Default)		
OPM Sub-Training Type:*	Adult Basic Education		
Purpose:*	Improve Performance (Default)		
Training Type:*	Other (Default)		
Supervisor Information:			
Supervisor Name:	BOSS		
Supervisor E-mail:	dmorello@asmr.com		
<div style="border: 1px solid gray; padding: 5px;"> <p>Request Status</p> <p>Status: Disapproved on 14 Feb 2008</p> <p>Comments: Not needed at this time. - 14 Feb 2008 12:34</p> </div>			
<< Return to List of Previous Requests		Re-Submit Request	

Figure 50: Re-Submit Request

View Training History

55. Click on the **View Training History** link under the **Student Menu** as shown in Figure 51.



Figure 51: My Training History link

56. A window opens that displays two tabs, one labeled **ATRRS Training History** and one labeled **Self Declared Training History**. The **ATRRS Training History** tab displays courses completed through the ATRRS system, while the **Self Declared Training History** tab lists those courses you have listed, as explained above, in the

Request Credit window. Click on either tab to view corresponding courses as shown in Figure 52.

FY	SCH	CRS	PHASE	CLS	Start Date	End Date	RESSTAT	INPSTAT	OUTSTAT
2008	914	ATRRS-101		012	2008-09-18	2008-09-18	C		
1997	922	FTS-002		004					
1998	231	ACQ 101 (DAU)		002					
1998	922	FTS-001		001					
1998	922	FTS-001		003					
1998	922	FTS-001		005					
1998	922	FTS-001		007					
1998	922	FTS-002		008					
1999	071	2E-SI5P/SQI7/011-SQIP		001					
1999	922	ATRSCRS	1	001					

Figure 52: Training History window

Supervisor Menu

Individual Development Plan Menu

IDP Management

The **IDP Management** feature allows supervisors to review, add, or delete courses from a specific student's Individual Development Plan (IDP) as well as approve or disapprove a student's IDP as a whole.

57. Click on the **IDP Management** link under the **Individual Development Plan** sub-menu as shown in Figure 53.



Figure 53: IDP Management Link

58. The **IDP Management** window opens, as shown in Figure 54. At the top of the window there is a link, **Click here to assign the same course to multiple IDPs**; click on this link to assign a course to more than one employee.

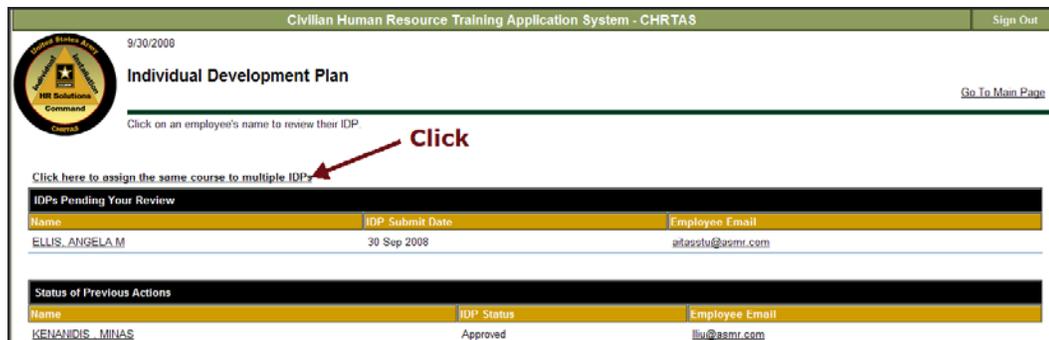


Figure 54: IDP Management Window

59. Once the **Click here to assign the same course to multiple IDPs** link has been clicked, the **Add a New Course Window** opens as shown in Figure 55.

Add A New Course

Click on the radio button to change the courses list. If you choose "Education, OJT, Developmental Activities and Other Training", Course Number and Course Title are required. The "Date or FY" must be selected for all course types.

CES Course
 CHRA Course
 Education
 OJT
 Developmental Activity
 Other Training
 Skillport

Course: School/HR Region: (Required)

Date or FY (Required): or

Training Materials Cost (Required): (If the cost is 0, please enter 0 here.)

Training Travel Cost (Required): (If the cost is 0, please enter 0 here.)

Travel Mode (Only required when the travel cost is greater than 0):

Training Per Diem Cost (Required): (If the cost is 0, please enter 0 here.)

Training Tuition and Fees Cost (Required): (If the cost is 0, please enter 0 here.)

Training Nongovernment Contribution Cost (Required): (If the cost is 0, please enter 0 here.)

Other Costs (Required): (If the cost is 0, please enter 0 here.)

Notes (Optional):

You have 350 characters remaining

Assign Course << Return to IDP Management

IDPs Pending Your Review		
Name	IDP Submit Date	Employee Email
<input type="checkbox"/> SMITH, JOHNY	23 Sep 2008	cory.donohue@asmr.com

Figure 55: Assign a Course to multiple Students

60. To add one course to multiple students IDP; click inside the radio button that corresponds to the type of course you would like to add; **CES Course, CHRA Course, Education Course, OJT Course, Developmental Activity, Other Training, Skillport**, as shown in Figure 56.

Add A New Course

Click on the radio button to change the courses list. If you choose "Education, OJT, Developmental Activities and Other Training", Course Number and Course Title are required. The "Date or FY" must be selected for all course types.

CES Course
 CHRA Course
 Education
 OJT
 Developmental Activity
 Other Training
 Skillport

Figure 56: Types of Courses

61. Outlined in the **Individual Development Plan** section of this guide there are directions on how to add courses to an IDP. See paragraphs 26-37, for directions on applying for the **CES Course, CHRA Course, Education Course, OJT Course, Developmental Activity, Other Training, or Skillport** course, you selected in Figure 56.

62. Click the check boxes, underneath the **Add a New Course window**, that correspond to the students for whom you want to add the selected courses. Click **Assign Course** to add the selected courses to those student's IDP, as shown in Figure 57. A message in red font will state that **'The course has been successfully assigned.'**



Figure 57: Assigning Courses to Multiple Students

63. To be directed to the IDP management window click the **Return to IDP Management** button as shown in Figure 58.

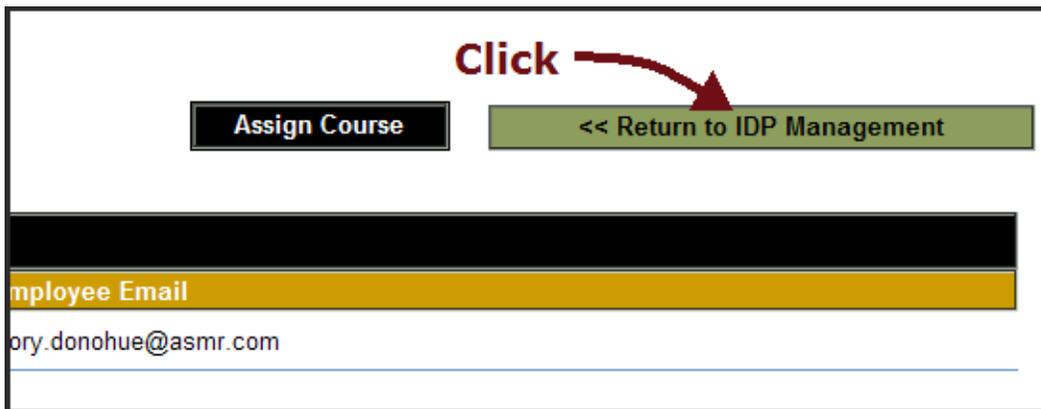


Figure 58: Return to IDP Management

64. From the IDP Management window, click on the name of the student whose IDP you would like to view/modify, as shown in Figure 59.

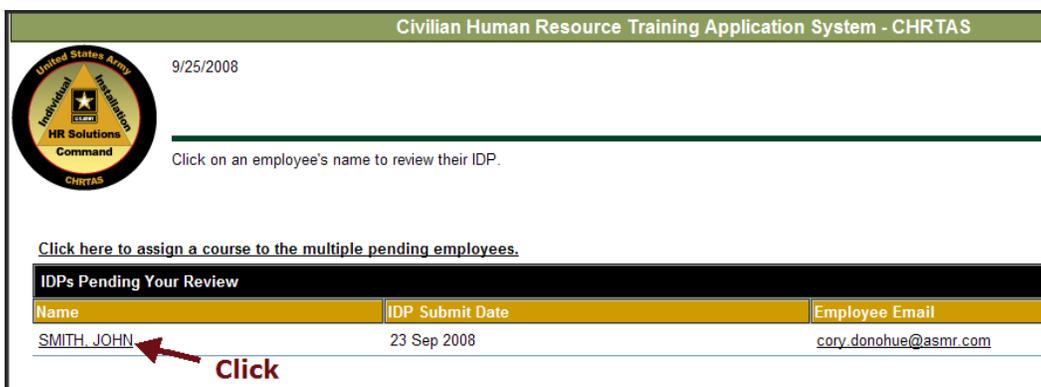


Figure 59: Student IDP

65. In a Student's IDP window you may **Approve** or **Disapprove** their IDP, **View Training History**, **View Student Goals**, or **Add Additional Courses** to a student's IDP
66. To view a student's training history or their student goals, click on the buttons labeled **View Training History** or **View Student Goals**, as shown in Figure 60.

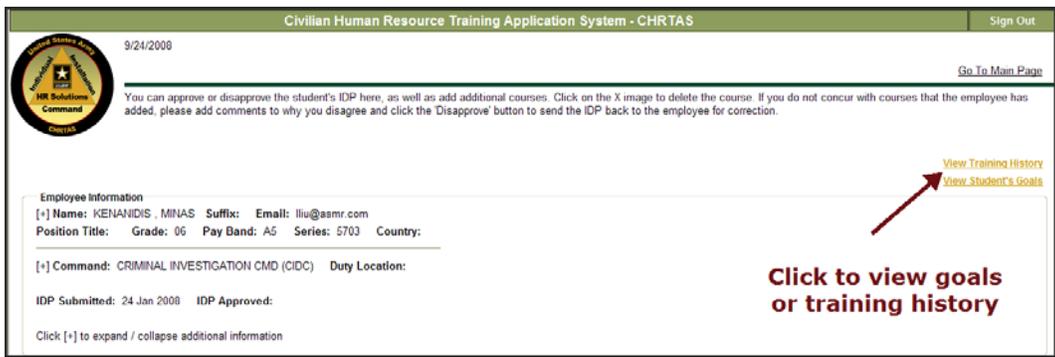


Figure 60: Student Goals and Training History

67. In a Student's IDP window, you may choose to approve or disapprove their IDP. Click on the button labeled **Approve** to approve the student's IDP, as shown in Figure 61.



Figure 61: Approve and Disapprove IDP

68. Before you click the **Disapprove** button you must write comments in the **Comments** text box, as shown in Figure 62. You will not be able to disapprove a student's IDP until a comment is entered. The student receives an email notification that his/her IDP has been disapproved with your comment featured in the email text.



Figure 62: Comment Text box

69. To return to the IDP Management window click the **Return to IDP Management** Button.

70. Once back in the IDP Management window click the **Go Back to Main Page** link in the upper right corner of the window.

IDP Reports

The **IDP Reports** feature allows Supervisors to see if their students IDPs have been submitted or to email students to notify them that their IDPs need to be submitted.

71. In the **Supervisor Menu**, under the **Individual Development Plan** sub-menu click the **IDP Reports** link as shown in Figure 63.



Figure 63: IDP Reports

72. You are directed to the **Generate Reports** window, as shown in Figure 64. Select a Report name from the drop-down list and click the **Get Report** button.

Civilian Human Resource Training Application System - CHTAS


9/25/2008

Generate Reports

Instructions: Select the report you would like to review from the drop down list below.

Report Name:
IDP Status of My Employees

Select a Report Name

Get Report
← Then Click

Figure 64: Generate Reports

73. The **IDP Status of My Employees** window opens as shown in Figure 65. The listing below displays all users in CHTAS who have marked your email address as being that of their supervisor. Using this report, you may view the IDP status of the employees who you supervise.

Civilian Human Resource Training Application System - CHTAS Sign Out


9/24/2008
[Go To Main Page](#)

The listing below displays all users in CHTAS that have marked your email address ("SUPINTEMAIL, variable") as their supervisor. Using this report, you can view the IDP status of the employees that you supervise. If your employee has submitted an IDP, click on their name to review their IDP. If you wish to send an email reminder to an employee about their IDP status, please click on the check box to the left of the Employee Name, compose your message in the email box provided and click on the "Send email button." The text that is sent can be modified and you can other individuals as needed in the CC and BCC areas of the email. If you wish to send an email to all of your employees, you can do so by clicking on the "Include All Employees" check box.

[<< Back to Report Main Menu](#)
[Export to Excel](#)

IDP Status of My Employees

Include All Employees

Include?	Employee Name	Position Title	Grade	Pay Band	Job Series	Career Field	Employee Email	Date IDP Approved	IDP Status	Has IDP
<input type="checkbox"/>	ADDADFASF JDUKSDAKLJF	dadsasda	04	GG	0020		sardestani@asmr.com		N/A	No
<input type="checkbox"/>	ALBIN KOLLER		6A	C1	2001				N/A	Yes
<input type="checkbox"/>	ANGELA M ELLIS	SUPERVISORY BUDGET ANALYST	14	GS	0560		aitasstu@asmr.com		N/A	No
<input type="checkbox"/>	ANNETTE M ZAPP	ACCOUNTANT (INTERNAL REVIEW EVALUATOR)	11	GS	0510		aitasstu@asmr.com		N/A	No
<input checked="" type="checkbox"/>	BRIAN D LAFLAMME	ENVIRONMENTAL PROTECTION SPECIALIST	13	GS	0028		aitasstu@asmr.com		N/A	No
<input type="checkbox"/>	CAROL C WOJTYNA	LAW ENFORCEMENT PROGRAM OFFICER	13	GS	0301		aitasstu@asmr.com		N/A	No
<input type="checkbox"/>	CHRTAS TESTER		08	GS	0019		aitasstu@asmr.com		N/A	No
<input type="checkbox"/>	CLIFFORD F CHAFEY	BUDGET ANALYST	11	GS	0560		aitasstu@asmr.com		N/A	No
<input type="checkbox"/>	DARRYL M MAJORS	PROCUREMENT ANALYST	13	GS	1102		aitasstu@asmr.com		N/A	No
<input type="checkbox"/>	DEBORAH L JACOBSEN	BUDGET ANALYST	02	YA	0560		aitasstu@asmr.com		N/A	No
<input type="checkbox"/>	DEBRA K DOUGHERTY	BUDGET ANALYST	11	GS	0560		aitasstu@asmr.com		N/A	No
<input type="checkbox"/>	DENNIS T HARRIS	BUDGET ANALYST	09	GS	0560		aitasstu@asmr.com		N/A	No
<input type="checkbox"/>	ERWIN WITTMANN		03	A4	6502				N/A	No
<input checked="" type="checkbox"/>	GEORGE L HARDISON	Chief	02	YC	0023		sardestani@asmr.com		N/A	No
<input type="checkbox"/>	GEORGIANA S BINNARR	BUDGET OFFICER	13	GS	0560		aitasstu@asmr.com		N/A	No

Figure 65: IDP Status of My Employee window

74. The names of employees who have submitted their IDP will appear in this list in yellow. If an employee of yours has submitted an IDP, click on their name to review their IDP as shown in Figure 66.

<input type="checkbox"/>	JENNIFER SUR	Mathematician	04	GS	0510	aitasst
<input type="checkbox"/>	JERRY JONES	Director	13	GS	0019	sardes
<input type="checkbox"/>	JOHN SMITH	Tester	02	YA	0030	cory.d
<input type="checkbox"/>	JOY JOY	sdkdjddj	FM	F	0029	sardes
<input type="checkbox"/>	KATHRYN ROBERTSON	BUDGET ANALYST	11	GS	0560	aitasst
<input type="checkbox"/>	KIMBERLY A GEORGE	MANAGEMENT ANALYST	12	GS	0343	aitasst

Figure 66: Reviewing Submitted IDPs

75. If you wish to send an email reminder to an employee about their IDP status, click on the check box to the left of the **Employee Name**, as shown in Figure 67. The provided text in the email text box may be modified and you may add other individuals as needed in the CC and BCC areas of the email. Compose your message and click the **Send E-mail** button.

<input checked="" type="checkbox"/>	SULEIMAN A KHALAF	BUDGET ANALYST	11	GS	0560	aitasstu@asm
<input type="checkbox"/>	TESTER GOULD		10	GS	1102	aitasstu@asm
<input type="checkbox"/>	TRACY M WASHINGTON	BUDGET ANALYST	11	GS	0560	aitasstu@asm

Click

E-Mail Section:

From: AITASSUP@ASMR.COM

CC:

BCC:

Subject: IDP Reminder

Message:
Records indicate you have not submitted an IDP through the CHRTAS system. Please go to <https://www.eval2.asmr.com/channels/chrtas> to complete this action. Once you have logged onto CHRTAS, click on the "Review Individual Plan" link to start your IDP

Add to or Modify Message

You have 4749 characters remaining

Send E-Mail

Figure 67: Send E-Mail

76. If you wish to send an email to all of your employees, click the **Include All Employees** check box at the top of the window as shown in Figure 68, and follow the directions in paragraph 75.

Civilian Human Resource Training Application System - CHRTAS

9/24/2008

The listing below displays all users in CHRTAS that have marked your email address ("SUPINTEMAIL variable") as their supervisor. Using this report employees that you supervise. If your employee has submitted an IDP, click on their name to review their IDP. If you wish to send an email reminder please click on the check box to the left of the Employee Name, compose your message in the email box provided and click on the "Send email but and you can other individuals as needed in the CC and BCC areas of the email. If you wish to send an email to all of your employees, you can do so check box.

IDP Status of My Employees

Include All Employees

Include?	Employee Name	Position Title	Grade	Pay Band	Job Series	Career Field	Employee Email
<input type="checkbox"/>	ADDAFDASF JDUKSDAKLJF	dadsasda	04	GG	0020		sardestani@asmr.com
<input type="checkbox"/>	ALBIN KOLLER		6A	C1	2001		

Figure 68: Include all Employees

77. Once the **Send E-mail** button is clicked a message in red font shows to state 'An E-mail was successfully sent to the selected students.'

Training History Menu

Pending Training History Requests

78. Click the **Pending Training History Requests** link as shown in Figure 69.



Figure 69: Pending Training History Requests link

79. The **Pending Requests** window opens with a list of pending requests. The list is made up of three columns; **Name**, **Course**, and **Request Date**. Under the **Name** column click on a student's name to review, approve, or disapprove that student's request as shown in Figure 70.

Historical Training Requests Pending Your Review		
Name	Course	Request Date
MINAS KENANIDIS	IT-402	26 Sep 2008
JOHN SMITH	ECON 100	29 Jul 2008
JOHN SMITH	ENG 101	29 Jul 2008
JOHN SMITH	BASKWEAVE	20 Feb 2008
JOHN SMITH	CS 101	21 Feb 2008
JOHN SMITH	CS 222	29 Jul 2008
JOHN SMITH	ACCT 102	13 Feb 2008
JOHN SMITH	ACCT 201	20 Feb 2008
JOHN SMITH	ACCT 241	19 Sep 2008
ROGER SMITH	ALMC-CL	29 Jul 2008
ROGER SMITH	MATH 105	29 Jul 2008

Figure 70: Open a Pending Request

80. The students pending request window opens. Here you may review the student's information and **Approve** or **Disapprove** their request. Click the drop-down list arrow under the **Supervisor Approval** heading to select **Approve Training Course Request** or **Disapprove Training Course Request**. If selecting to **Disapprove** a request, you must comment in the **Comments** text box before you can submit the disapproval. Click the **Submit** button to disapprove the request and exit the window as shown in Figure 71.

Figure 71: Approving or Disapproving a Request

Approved Training History Requests

81. After you submit the Approval or Disapproval, you will be directed back to the Pending Requests window. On the left hand side of the window you will see the **Supervisor Menu**, as shown in Figure 72; click the **Approved Requests** link.



Figure 72: Approved Requests link

82. Click on a **Student Name**, as shown in Figure 73, to view that student's approved request. The **Approved Request** window provides you with information about the request you approved such as **Student Information**, **Course Information**, and **Supervisor Information**.

Approved Historical Training Requests					
Name	Course	Request Date	Status	Approved Date	
JOHN SMITH	MATH 106	14 Feb 2008	Approved	14 Feb 2008	
JOHN SMITH	GMU-MATH	25 Sep 2008	Approved	25 Sep 2008	
JOHN SMITH	IT 101	14 Feb 2008	Approved	14 Feb 2008	
JOHN SMITH	IT 103	29 Jul 2008	Approved	29 Jul 2008	
JOHN SMITH	ACCT 101	13 Feb 2008	Approved	13 Feb 2008	
JOHN SMITH	BASKWEAVE	20 Feb 2008	Approved	29 Sep 2008	
JOHN SMITH	CS 211	29 Jul 2008	Approved	29 Jul 2008	
ROGER SMITH	ENG 101	29 Jul 2008	Approved	29 Jul 2008	

Figure 73: Approved Requests

Disapproved Training History Requests

83. Click on the **Disapproved Requests** link, as shown in Figure 74, to review the requests you have disapproved. As with the **Approved Requests** links, click the name of the student whose request you disapproved to view the **Student Information**, **Course Information**, and **Supervisor Information** associated with that request.



Figure 74: Disapproved Requests

CHRTAS Training

84. Click on the **CHRTAS Training** link, as shown in Figure 75, to be directed to the **CHRTAS Training Requests** window where you may review training applications that are pending your review.



Figure 75: CHRTAS Training

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