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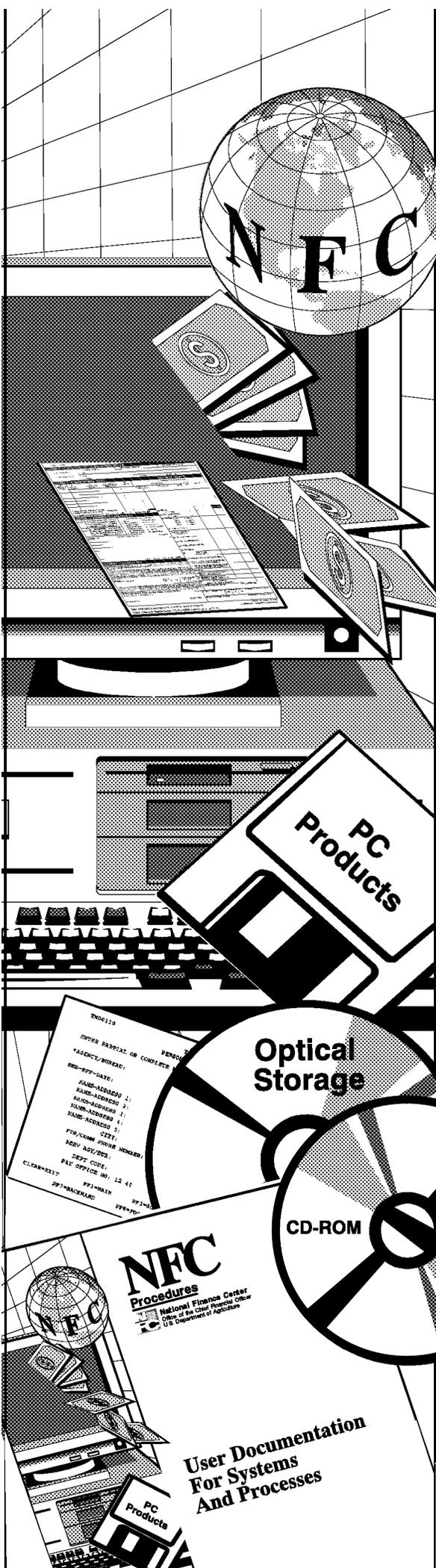
Procedures



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

User Documentation
For Systems
And Processes

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

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Products

About This Procedure

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

How The Procedure Is Organized

This procedure is divided into several primary sections which are tabbed for easy access. Primary sections, page numbering, and the amendment process are described below.

Introduction includes general information as follows:

System Overview describes what the system is used for and provides related background information.

System Access provides access security information and instructions for accessing the system.

Operating Features describes the system's design and how to use its operating features.

The **TRAI Menu** gives instructions for selecting options from the system's primary selection screen.

Instructions for each **submenu** and **option** are provided under a separate heading. All options on a submenu are covered before going to the next option on the main menu. The menu and option screens are presented as figures within the text.

Exhibits includes illustrations such as examples of forms and reports.

Appendix contains a list of the TRAI edit messages.

Pages are numbered consecutively at the bottom of each page. If the procedure is amended, point pages (e.g., 3.1, 3.2, etc.) are used as needed to accommodate additional pages. All amended pages are marked at the bottom with the amendment number and date.

If you begin receiving this procedure after it has been amended, you will receive the publication with all amendments and bulletins. Remove and insert amended pages according to the accompanying page control chart so that your procedure is current.

What Conventions Are Used

This procedure uses the following visual aids:

- Messages displayed by the system are printed in *italics*. Example: The message *Delete Successful* is displayed.
- Field specifications are also printed in italics. Example: *SSN (required, numeric field; 9 positions)*. Key in the employee's social security number.
- For date fields, "(yymmdd)" means that you should key in the date in year/month/day order, using leading zeros for single-digit months and days. Example: Key in the date (yymmdd) the training session is scheduled to begin.
- Data that is system generated or that you must key in exactly as shown is printed in ***bold italics***. Example: *N* (no) is system generated.
- Figure, exhibit, and appendix references links the figures, exhibits and appendixes with the text. These references are printed in a bold style as shown here. Example: The TRAI Menu (**Figure 4**) is displayed.
- Keyboard references are printed in brackets. Example: Press [Enter]. Press [PF1].
- Optional actions at the end of a processing function are preceded by bullets. Example:
 - To exit the system, press [Clear].
- Important extra information is identified as a note. Example: **Note:** Evaluation data cannot be added before training course data.

Who To Contact For Help

For questions about payroll/personnel policies and regulations, contact your Committee For Agriculture Payroll/Personnel System (CAPPS) representative.

For questions relating directly to training policies, contact your agency training officer.

For questions about NFC processing, contact the Administrative Payments Branch, Miscellaneous Payments Section (MISCPAY) at **504-255-4647** or (toll free at) **1-800-421-0323** .

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

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

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

(reserved)

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Introduction

System Overview

The Training Information System (TRAI) is an online system of the U.S. Department of Agriculture's (USDA) Payroll/Personnel System.

TRAI:

- Accepts direct entry of training data from Form SF-182/SF-182P, Request, Authorization, Agreement and Certification of Training, or the applicable training document into the USDA Payroll/Personnel System. TRAI allows users to add, change, and delete employee training data.
- Allows direct inquiry to the employee training records stored on the Payroll/Personnel database at NFC.
- Pays vendor invoices for training when the payment method code (PMC) is *TR* (Training Payments System). TRAI also provides for payment of Graduate School, USDA training when the PMC is *GS* or the On-Line Payment and Collection System (OPAC) PMC is *GT*. See [Payment Method Codes](#).
- Incorporates payment information when the payment method code selected is that of another payment system (e.g., the Purchase Order System (PRCH)).
- Incorporates indirect cost information when the Travel System (TRVL) is used as the payment method.

Note: If you select PRCH, or another payment system, refer to [Consolidation of Training Information](#) on page 7.

Online Entry of SF-182 Training Data

TRAI allows online entry of training data directly into the Payroll/Personnel System.

This procedure provides instructions for entering training data via TRAI. (Data entry instructions begin on page 15.)

Assigned Training Document Numbers (TDN). Prior to entering the training data, a TDN is assigned by the agency to each employee attending training. The TDN is one of the key features for locating a specific training session within an employee's training record.

As the training information is entered, it is subjected to front-end system edits to ensure the validity of the data entered. After the successful entry of the training data, the TRAI database is updated and a system generated SF-182 reference number is automatically assigned to the employee's training document. The SF-182 reference number along with the social security number (SSN) serves as a link that will tie all training information together (i.e., information for payment, cost, etc.).

Use TRAI To:

Track Training Only

- enter the training information into TRAI

OR

- send hardcopy of training document to NFC to enter into TRAI (only an option for agencies with special agreements with NFC)

Track And Pay Training For

- one employee and one accounting line
- multiple employees and one accounting line

Use PRCH To:

Pay Training For

- multiple employees and multiple accounting lines
- group training (when agency contracts for a set price)
- one employee and multiple vendors (e.g., payment to bookstore for materials and payment to vendor for trainer)

Taxpayer Identification Numbers (TIN). The Taxpayer Identification Number (TIN) provision of the Debt Collection Improvement Act of 1996 (DCIA) requires an agency to obtain the TIN for all payments made to persons and/or vendors and to report this number to the Department of the Treasury. The TIN is assigned to all individuals and businesses that file tax returns in the United States. For individuals, the SSN serves as the TIN. For businesses, the employer identification number (EIN), assigned by the Internal Revenue Service (IRS), serves as the TIN. The TIN is required for a PMC (i.e., PMC TR or GS) that generates a disbursement through TRAI.

Mass Actions. When more than one individual attends the same training session, a single TDN can be assigned to process the multiple training records. To assist in processing multiple training records, TRAI contains a mass action feature that duplicates the training data in all fields, except for the SSN field, to allow for the entry of each trainee's SSN.

Payment Method Codes (PMC)

PMC's are used in TRAI to identify the system which will generate payments for training vendor invoices.

The codes facilitate the tracking of payments, training costs, and travel related costs by identifying the system used to pay the training.

Following is a brief description of each payment method code:

TR (Payment Made Via Training Payments System). Used to process training payments in TRAI.

GS (Graduate School, USDA). Used to process Graduate School, USDA sponsored training in TRAI.

GT (Government Transfer/OPAC). Used to process agency sponsored training in TRAI.

PO (Payment Made Via Purchase Orders). Used to process contractual purchase orders training paid through PRCH. Form AD-838, Purchase Order, is used to process contractual training. PRCH payment data is sent to TRAI for update of the database.

Certain PMC's are used to record direct cost amounts into TRAI. When these codes are used (1) the training records are maintained for informational purposes only, (2) the obligation records are not produced for the amounts entered, and (3) the updates of the amounts are not made by any other system. Following is a brief description of each of these payment method code:

CC (Payment Made Via Agency Credit Card). Used to record a training payment made through the use of a credit card.

NC (No Cost To The Agency). Used to record training with no cost to the agency.

TF (Payment Via An other System). Used to record a training payment which will be processed in another payment system (such as Imprest Fund).

Note: When the cost of training is to be divided between different appropriations, TRAI cannot be used to process the payment. The payment processing of the vendor invoice should take place in PRCH.

Training Status Codes (TSC)

TSC's are used to indicate the status of a training invoice. Following is a list of the training status codes:

Code	Definition
CE	Completed, Evaluation Received
CF	Completed, Failing Grade Received
CN	Completed, No Evaluation Required
CP	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

Note: The status of a training invoice can be inquired through the IN-Inquiry Option (Refer to **Figure 25**).

Using TRAI As A Payment System

When agencies using TRAI to track employee training and to generate vendor payments enter PMC TR or GS, TRAI will generate an SF-182 with NFC's address (P. O. Box 60000, New Orleans, LA 70160) in Block 25, Billing Instructions. This is the address to which the vendor will send the invoice for payment. If TRAI is not used to print an SF-182 the NFC billing address must be entered on the agency training document.

When agency sponsored training is processed, PMC GT is entered in TRAI. The billing address to which the vendor will send the invoice with the appropriate training documents for processing and payment is as follows:

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

When agencies use PRCH or another payment system to generate vendor payments for the training PMC *PO*, *CC*, or *TF* will be entered in TRAI. In these situations, TRAI will **not** generate an address in Block 25, Billing Instructions, of the SF-182.

Agencies not using the TRAI payment system are required to direct their training vendors to submit invoices to the applicable agency personnel for processing.

Payment Of Vendor Invoices

TRAI is used to process the payment of training invoices from vendors.

Each training document successfully established in TRAI is given a system-generated SF-182 reference number which is matched to the vendor invoice for processing and payment. **Note:** Training data must be entered in TRAI to generate an SF-182 reference number. Agencies must ensure that the copy of the training document sent to the vendor contains the SF-182 system-generated reference number or the invoice will reject to suspense during processing. If agencies use TRAI to print SF-182 documents, the reference number will generate in the same block as the TDN (Block B, Official Use Only).

When the processed vendor invoice is matched to the respective training document, the system performs edits to ensure the data is correct before processing the invoice for payment.

Vendor invoices that fail edits are rejected to suspense. The documents are researched by NFC's Miscellaneous Payment Section (MISCPAY) for correction or deletion. When differences between the invoice and the training document are resolved, the invoice is scheduled for payment processing. The payment information (vendor name, invoice number, paid amount, paid schedule, and schedule date) is updated in TRAI.

When differences are unable to be resolved, MISCPAY will delete the invoice from suspense. A system-generated letter, explaining the reason for nonpayment of the invoice, will be sent to the vendor.

Obligating/Deobligating Training Funds. Funds for training are obligated when training information is entered into TRAI with PMC *TR*, *GS*, or *GT*.

Thirty days prior to system deobligation, all training documents not paid within 330 days of the indicated training start date and also those coded with TSC SP,

WB, and WN are identified on Report TRAI7001, Training Records Scheduled For Deobligation. All training records obligated awaiting invoices are identified on Report TRAI7002, Training Costs Obligated Awaiting Invoice. Training data processed for the previous month is identified on Report TRAI7003, Monthly Proof Of Training Payments XX-XX-XX - XX-XX-XX. (See [Reports](#).)

Accounting. TRAI sends a record to the accounting system for PMC *TR*, *GS*, or *GT*. When the vendor's invoice is processed for payment, the paid amount is accrued, and disbursed.

If the PMC is *PO*, PRCH sends an obligation record to the accounting system when the purchase order is received. When the invoice is received and processed, the invoiced amount is accrued and paid. The payment record from PRCH is sent to TRAI to record the payment information (i.e., amount, paid schedule number, paid date).

If the PMC is *GT*, an OPAC statement is transmitted to NFC. The amount is accrued and recorded to the proper agency. The object class code used for all training is 2523.

Disbursements. Payments for training are processed by TRAI and disbursed by the Department of the Treasury. Following is a brief description of each type of disbursement:

Direct Deposit/Electronic Funds Transfer (DD/EFT) Payments. The Direct Deposit/Electronic Funds Transfer (DD/EFT) Program directs payments electronically to accounts at designated financial institutions. The Treasury's Financial Management Services (FMS) implemented the Vendor Express Program to pay vendors electronically through the Automated Clearing House (ACH) network.

The ACH is the Government's network for exchanging electronic debit and credit entries among financial institutions. For Government-initiated payments, magnetic tapes are furnished to the originating Federal Reserve Bank for processing and distribution to financial institutions that participate in ACH.

NFC uses Vendor Express as an expeditious method for vendors to receive payment for goods and/or services provided to Federal agencies. The vendor's payment is sent via EFT and automatically credits the vendor's bank account at a designated financial institution on the payment due date in lieu of a paper check.

The Vendor Express identification number is used to identify a vendor as a participant, and must be included as part of the remittance address on all invoices processed for payment in TRAI. For additional information about the Vendor Express Program, refer to Title II,

Voucher and Invoice Payments Manual, Chapter 1, Section 2.

Check Payments. A check is a computer-generated order that directs a bank to pay monies as instructed. A paper check is issued to a designated vendor or agency who provided training goods and services. An identification record accompanies the paper check to assist the vendor in reconciling the payment. Following is a brief description of each check identification record:

- **Notice To Check Recipient Card** ([Exhibit 1](#)). Generated for less than 10 employees paid on a check when the amounts billed from the vendor equals the amount paid by TRAI.
- **Check Summary** ([Exhibit 2](#)). Generated for greater than nine employees when the amount billed from the vendor equals the amount paid by TRAI or when the amount paid by TRAI is less than the amount billed by the vendor.

If a training payment is not received by a vendor or the vendor sends a payment back in error, the payment is recertified and reprocessed. A receivable account is set up for the payment to record the problem.

Prompt Payment Processing. The Prompt Payment Act (The Act) requires Federal agencies to pay interest penalties for late payments, to take discounts only when payments are made within the discount period, and to make payments as close as possible to but not later than the due date.

The Act requires agencies to automatically pay an interest penalty for late payment of amounts owed to vendors for training goods and services. TRAI is an administrative payment system which falls under the requirements of the Prompt Payment Act.

Training data entered using PMC *TR* or *GS* is matched to training vendor invoices by TRAI. The vendors are directed to send the invoices to NFC for processing and payment. Upon receipt at NFC, the invoices must be date stamped and reviewed. The Act provides that in the absence of a date received stamp on the invoice, the invoice date will be used to compute the payment due date. The date the invoice is received or the receipt/acceptance date of the services is used to determine the payment due date. The payment due date is computed from the latter of the two dates.

The payment is warehoused at NFC and released to the Department of the Treasury 3 days prior to the computed payment due date to allow for Treasury handling. If the payment due date cannot be met, interest at the rate determined by Treasury is automatically assessed and included with the payment. For specific requirement information on prompt payment guidelines, refer

to the Prompt Payment Reference Guide, Title II, Chapter 1, Section 1, dated September 19, 1990.

System-Generated Vendor Letters. When vendor invoices are processed for payment in TRAI, letters for adjustment, payment, and/or nonpayment may be system generated due to a specific TSC or corrective action taken through suspense processing. The letter (1) identifies the adjustment, (2) explains the reason for the adjustment or nonpayment, and (3) instructs the vendor as to who should be contacted for additional information.

Following is brief description of the TRAI adjustment, payment, and nonpayment letters:

Training Payment Summary/Adjustment. Form NFC-1221, Training Payment Summary (*For Adjustments*) ([Exhibit 3](#)), may be system generated based upon a valid PMC and/or TSC. The adjustment letter may also be technician initiated (action code driven) based upon the corrective action taken in suspense through the action code field. The letter is used to notify the vendor when an invoice is paid and when an adjustment to the invoiced amount was made during processing.

Form NFC-1221 will be automatically system generated by TRAI when a vendor invoice is processed and paid and contains the valid TSC *WB*, Withdrawal - Budgetary Reasons With No Cost, or *SP*, Stop Payment, and/or PMC *CC*, *NC*, or *TF*, which will cause the system to automatically adjust the invoice amount.

The technician-initiated system-generated adjustment letter is produced when a vendor invoice or valid training information is manually adjusted in suspense. The technician will enter an action code on the suspense screen so that when processed, the invoice amount and the associated training document in TRAI will be adjusted. The action codes are established in a table that is programmed to take certain action on the document after it appears in

suspense. The adjustment letter will identify the adjustments and list the reason(s).

Non Payment of Invoice for Training. Form NFC-1222, Non Payment Of Invoice For Training (*Miscellaneous*) ([Exhibit 4](#)), is system generated when a vendor invoice with all SF-182's processed in TRAI contain the TSC *SP*, Stop Payment, or *WB*, Withdrew, Budgetary Reasons With No Cost To Agency/Bureau, or *PE*, Pending, Training In Progress Or Future, or a combination of TSC's that prevent payments. The letter notifies the vendor when an invoice is not going to be paid.

Non Payment of Invoice for Cancelled Training. Form NFC-1223, Non Payment Of Invoice For Train-

ing (*For Cancellations*) ([Exhibit 5](#)), is system generated when a vendor invoice with the training document processed in TRAI contains the TSC *WN*, Withdrawal-Trainer Cancels With No Costs. The letter notifies the vendor when an invoice is not going to be paid due to the cancellation of a training session.

Consolidation Of Training Information

Selected agency personnel are responsible for entering the PMC for the training document. The PMC identifies the payment system from which funds are disbursed. Although training data is processed in TRAI, other systems may be used to make payments to the vendor for the training.

TRAI interfaces with PRCH and TRVL to accept training payment data processed through those systems.

PRCH payment data for training processed via any type of AD-838 is recorded in TRAI for an update to the database. Indirect travel costs processed in TRVL are also recorded in TRAI to allow an update to the database.

Following is a brief description of training situations that require payment through systems that interface with TRAI:

Training Involving Intragovernmental Contracts. PRCH is used to obligate and pay for training that involves the use of intragovernmental contracts. If the paid purchase order contains Object Class 2523, a record of the obligation and payment is sent to TRAI to update the employee training record. TRAI matches the purchase order number on the invoice with the purchase order number on the training document. If multiple records exist for a specific purchase order number, each individual charge on the invoice is matched and applied to the individual employee record in TRAI. Records that pass the TRAI edit process are updated with payment information such as the purchase order number, schedule date, paid schedule amount, and other related data. See Title II, Voucher and Invoice Payments Manual, Chapter 5, Procurement Payment Activities, Section 1, Purchase Order System.

Agency Sponsored Training. Agency sponsored training (i.e., OPM, GSA, Department of the Treasury, etc.) processed in TRAI with PMC *GT (OPAC)* creates an accounting record for obligating funds and charging the applicable agency location code (ALC). A copy of the training document with the attached backup documentation is mailed or electronically transmitted to NFC to set up the account for payment processing and reporting. See Title II, Voucher and Invoice Payments Manual, Chapter 6, Other Payments, Section 6, OPAC Intragovernmental Transactions.

Training Involving Travel. Indirect costs (i.e., books, per diem, etc.) related to training where the trainee is

required to travel are paid through TRVL. A record of the training expenses is submitted to TRAI. TRAI updates the training record with related indirect costs payment data by matching the employee's SSN and the SF-182 reference number on the voucher. See Title II, Voucher and Invoice Payments Manual, Chapter 2, Travel and Transportation Payments, Section 1, Travel System.

Forms associated with TRAI are described below. An illustration of each form is included in the [Exhibit](#) Section.

Form SF-182, Request, Authorization, Agreement and Certification of Training ([Exhibit 6](#)). This form may be used to request, authorize, certify, and record training involving official time or any amount of funds from governmental and nongovernmental sources. Form SF-182 and the pinfeed version of the SF-182 are generated by TRAI.

Form AD-838, Purchase Order ([Exhibit 7](#)). This form is used to record training goods and services that require intragovernmental contracts, including agency sponsored training. Training on the AD-838 is identified by Object Class Code 2523. For additional information, refer to Title II, Voucher and Invoice Payments Manual, Chapter 5, Procurement Payment Activities, Section 1, Purchase Order System.

Form AD-742, Transfer and Adjustment Voucher ([Exhibit 8](#)). This form is used to transfer monies between agencies in MISC. For additional information refer to Title II, Voucher and Invoice Payments Manual, Chapter 6, Other Payments, Section 5, Miscellaneous Payments.

Form AD-757, Miscellaneous Payment System ([Exhibit 9](#)). This form is used to process training payments in MISC. For additional information refer to Title II, Voucher and Invoice Payments Manual, Chapter 6, Other Payments, Section 5, Miscellaneous Payments.

Form AD-616, Travel Voucher (Temporary Duty Travel) ([Exhibit 10](#)). This form is used to record training related travel costs. **Note: (1)** Only travel cost data (i.e., tuition, books, materials, etc.) is to be processed in TRAI. All other travel related charges are processed in TRVL. **(2)** To identify training, Block 10, Training Document No (For Purpose of Travel Code 3 Only), must be completed with the SF-182 reference number. For additional information refer to Title II, Voucher and Invoice Payments Manual, Chapter 2, Travel and Transportation Payments, Section 1, Travel System.

Form AD-202, Travel Authorization/Advance ([Exhibit 11](#)). This form is used to approve travel for training purposes. **Note:** To identify training, Block 11, Training Document No (For Purpose of Travel Code 3, Training Attendance Only), must be completed with the assigned SF-182 reference number. For additional information refer to Title II, Voucher and Invoice Pay-

ments Manual, Chapter 2, Travel and Transportation Payments, Section 1, Travel System.

Reporting

Ad Hoc Reports. TRAI is defined to the FOCUS Reporting System for ad hoc reporting. For instructions on accessing FOCUS, see Title VI, Systems Access Manual, Chapter 5, Report Generator Systems, Section 4, FOCUS Reporting System. For FOCUS training, contact Information Center personnel at **504-255-5230**.

NFC System-Generated Reports. TRAI reports that are system generated provide training coordinators and other concerned management officials with timely data on training costs.

Following is a brief description of each system-generated report:

TRAI7001, Training Records Scheduled For Deobligation (Exhibit 12). This report is generated at the end of each month. It lists by agency, in date order, all training documents processed with PMC *TR*, *GS*, or *GT* that weren't paid within 330 days of the indicated starting training date and scheduled for deobligation. The agency has 30 days to review and update the training records before TRAI deobligates the funds.

TRAI7002, Training Costs Obligated Awaiting Invoice (Exhibit 13). This report is generated at the end of each month. It lists by agency, in date order, all training documents (except OPAC training documents processed with PMC *GT*) established in TRAI that are 30 days past the training end date for which no vendor invoice has been received.

TRAI7003, Monthly Proof Of Training Payments (XX-XX-XX - XX-XX-XX) (Exhibit 14). This report is generated at the beginning of each month and provides data on the previous month's processing. It lists, by agency, training documents in SF-182 reference number order that have been paid during a specific period.

To request a report, complete Form AD-1083 and return it to:

Directives and Analysis Branch
National Finance Center, USDA
P.O. Box 60000
New Orleans, LA 70160

To fax a request or update, send Form AD-1083 to DAB at fax number **504-255-4367**.

For detailed information on Form AD-1083, see Bulletin 94-3, Changing or Correcting Address Information, dated August 5, 1994, addressed to all titles of NFC external procedures.

To request reissuance of a missing report, contact the Operations Branch, Computer Scheduling Section, at **504-255-5318**.

User-Generated Reports. The TRAI System contains a report option that can remotely produce online reports for a selected timeframe. The reports serve as an aid in personnel operations and assist in identifying training data. Reports may be requested by (1) department, (2) agency/bureau, (3) organizational structure, (4) personnel office identifier (POI), and (5) SSN.

User-generated reports that may be requested using the Report Option of TRAI include:

- OPM Annual
- Employee Training Profile
- Individual Training Record
- Monthly Status
- Tickler Notice

See the [Report Option](#) for additional information.

Responsibilities

Listed below are the responsibilities of the primary organizations involved in TRAI processing:

Agency:

- Establishes a training document number (TDN) for each employee attending a training session.
- Determines the method of payment to be used.
- Ensures that vendors have knowledge of DCIA laws and acquires the vendor's TIN prior to establishing training.
- Ensures that the system-generated SF-182 reference number is documented on all SF-182's. **Note:** The SF-182 reference number is a key element in matching the invoice to the training document.
- Completes and reviews the training document for compliance with training regulations for approval or disapproval.
- Enters training data in TRAI. If TRAI is not used as the payment system, ensures that the training payment is processed in the applicable system.
- Completes and reviews additional forms applicable to processing training data and payments (i.e., Form AD-838 for PRCH, Form 616 for TRVL, etc.).
- Distributes copies of forms applicable for processing training data (i. e., SF-182/SF-182P, AD-838, AD-616, etc.).

- Prepares and transmits or mails a hard copy of Form AD-838 NFC for payment.
- Reviews system generated letters to attain the necessary information and returns to NFC.
- Reviews TRAI reports and assures the necessary action within the appropriate timeframe.

The Vendor:

- Submits copy of the training document with the vendor invoice to NFC.
- Submits a copy of the vendor invoice to the agency for Type AD-838 purchase orders.
- Resolves discrepancies with NFC when necessary.

NFC:

- Reviews and processes training invoices received from vendors into TRAI.
- Reviews and corrects vendor invoice data that failed edits.
- Processes training payments to vendors.
- Obligates/Deobligates funds for training expenditures.
- Provides system-generated reports and/or payment/nonpayment letters for adjustment and/or non-payment with an explanation of any amounts suspended or otherwise disallowed on a training document to the vendor and/or agency.
- Provides assistance in the inquiry of agency/vendor related questions and problems.
- Maintains accounting records and reports.
- Issues and maintains external TRAI Procedure.

Inquiries

Note: (1) To obtain immediate access to an individual employee's training record, refer to the processing instructions for the [IN-Inquiry Option](#) in this procedure. (2) Information will not be provided to unauthorized personnel.

All agency questions relating to TRAI concerning payment status or agency reporting should be directed to NFC in accordance with the external procedure, Miscellaneous Systems Manual of Title V, Chapter 1, Inquiry. Agencies should inform vendors to contact NFC directly on matters related to payment information. These instructions are printed on the Notice to Check Recipient enclosed with each payment. Vendors are advised to contact NFC directly regarding details for obtaining substitute or replacement payments.

Telephone Inquiries

Telephone inquiries should be directed to MISCPAY at **504-255-4MIS (504-255-4647) or (toll free) 1-800-421-0323.**

The requester must provide the following information:

- Fund code, unit code (if Agency 11, Forest Service), and state code (if Agency 07, Rural Housing Service)
- Voucher number (if paid through MISC) or purchase order number (if paid through PRCH)
- Payee's name
- Vendor's invoice number
- Training document number (TDN)
- System-generated reference number (SF-182 Reference Number)
- Student's name
- Payment method (payment method code)
- Date of the training

Written Inquiries

Written inquiries are used for routine requests or inquiries requiring lengthy research. Agencies should submit Form AD-354, Request for Information, in duplicate. The AD-354 must provide a clear, complete explanation of the problem(s) and must have all necessary documents attached to it.

All written requests must be mailed to:

Miscellaneous Payments Section
National Finance Center, USDA
P.O. Box 60000
New Orleans, Louisiana 70160

Completion instruction for Form AD-354 may be found in the Miscellaneous Systems Procedure of Title V, Chapter 1, Inquiry.

Telefax Inquiries

Telefax inquiries are used for inquiries of an urgent nature and may be used to submit a quick service request or Form AD-354. Agencies should telefax MISCPAY at **504-255-6307.**

TRAI Processing Cycle

The TRAI Processing Cycle provides an explanation of how training documents are processed. The illustration below explains the daily processing of training transactions effective for Pay Period 08, which are processed in Pay Period 09.

Process 1 runs nightly, Monday through Friday, and updates training records with data from the Personnel History System (PERHIS). The process updates training records where the training start date is less than the date

Payroll/Personnel Manual Training Information System (TRAI)

of the later personnel action. Data is retrieved from PERHIS to update the training record with personnel data that was current at the time of training (e.g., organizational structure, pay plan, grade, and step). Additionally, this process updates training records with training payment information when training is paid. A second procedure is run nightly to update training status codes. Training data is also available for reporting.

Process 2 runs weekly on Friday nights after the close of business. This procedure erases print sessions and print records from the training database which are older than 90 days, from the date of entry or the session date.

The Bi-Weekly Examination Analysis and Reporting System (BEAR) processes on the second Sunday after the pay period. This process performs an analysis of the entire Payroll/Personnel database for the purpose of generating and producing reports for subsequent processing through TRAI.

Process 3 runs biweekly after the BEAR process has completed. This process updates all training records (current and historical) with the organizational structure (Department Level through Level 8), personnel office identifier, employee name changes, separation-accession type, and employment status.

Listed below is a key to the TRAI Processing Cycle.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	Process 1	Process 1	Process 1	Process 1 1	Process 1 2 Process 2	3	▲ PP 08 ▼
4	Process 1 5	Process 1 6	Process 1 7	Process 1 8	Process 1 9 Process 2	10	
11 BEAR PP 08 Process 3	Process 1 12	Process 1 13	Process 1 14	Process 1 15	Process 1 16 Process 2	17	▲ PP 09 ▼
18	Process 1 19	Process 1 20	Process 1 21	Process 1 22	Process 1 23 Process 2	24	
25 BEAR PP 09 Process 3	Process 1 26	Process 1 27	Process 1 28	Process 1 29	Process 1 30 Process 2	31	PP 10

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:RXDDAA22334455667788RYDDASONAA,
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:

1 Enter User ID (required, alphanumeric field; max. of 8 positions). Key in your assigned user ID (e.g., **NF999**). Press [Tab].

2 Password (required, alphanumeric field; 6 to 8 positions). Key in your password. Your password is not displayed on the screen. Press [Tab].

3 New Password (alphanumeric field; 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.

4 Enter Application Name (required, alphanumeric field; max. of 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.

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.

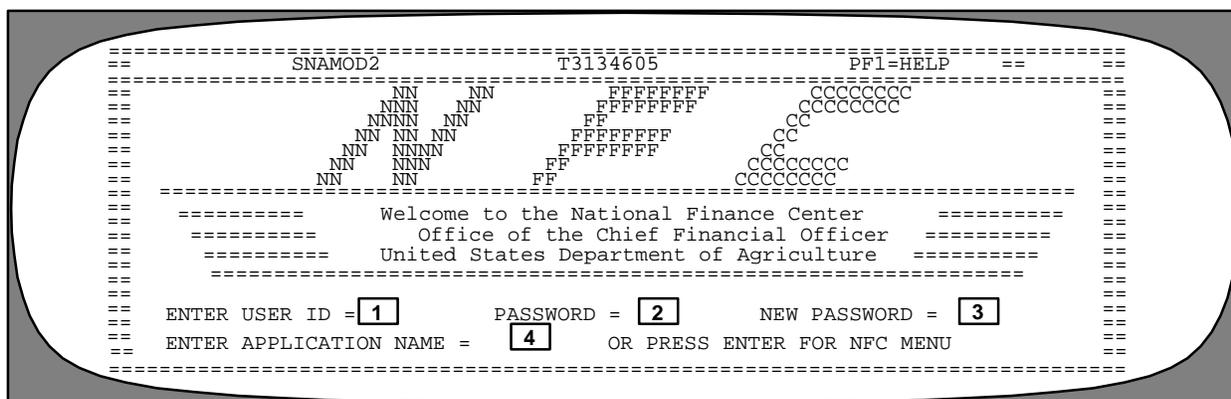


Figure 1. NFC Banner Screen

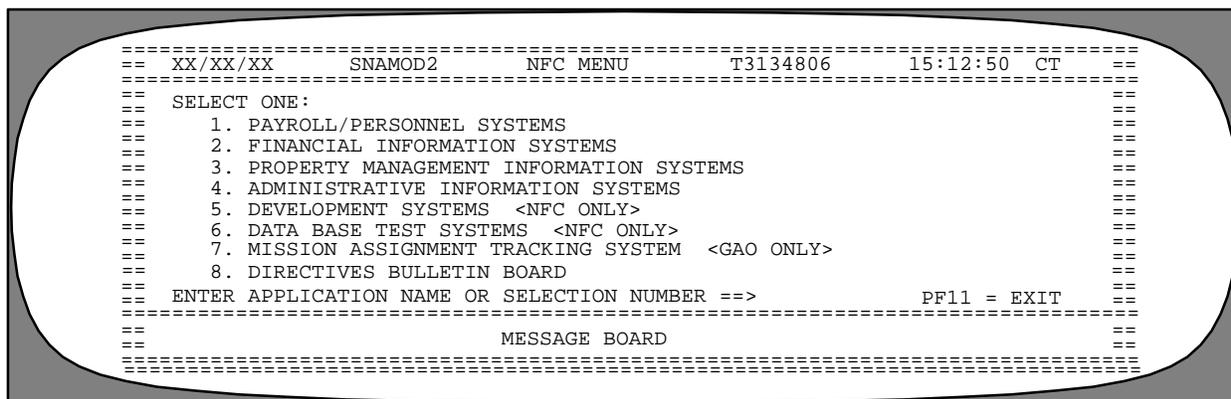


Figure 2. NFC Menu

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].

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.)

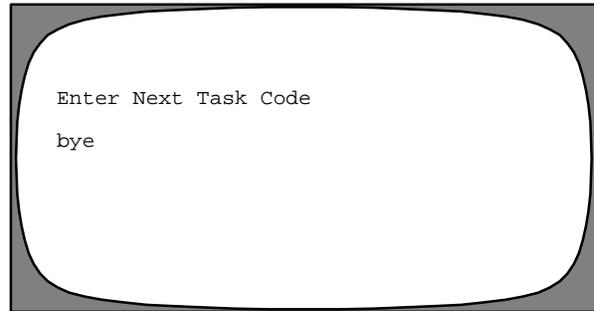


Figure 3. Enter Next Task Code Prompt

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:

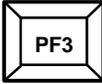
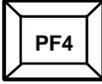
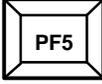
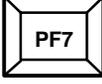
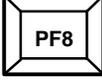
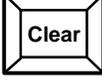
- Program function keys ([PA], [PF], [F], etc.), used to execute functions and display specific screens in the system

- 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:

Key Functions

	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 next 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.

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.

CN - Change (No Print). Used to change the training data previously created in the Add (No Print) option 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 train-

ing 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 in the AP-Add (Print) or CP - Change (Print) option. It consists of a menu with two options.

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:

1 Enter: Option (*required, alpha field; 2 positions*). Key in code that identifies the applicable option.

2 Office Print ID (*conditional, alphanumeric field; max. of 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.

3 User ID (*no-entry field*). This is the user's identification number.

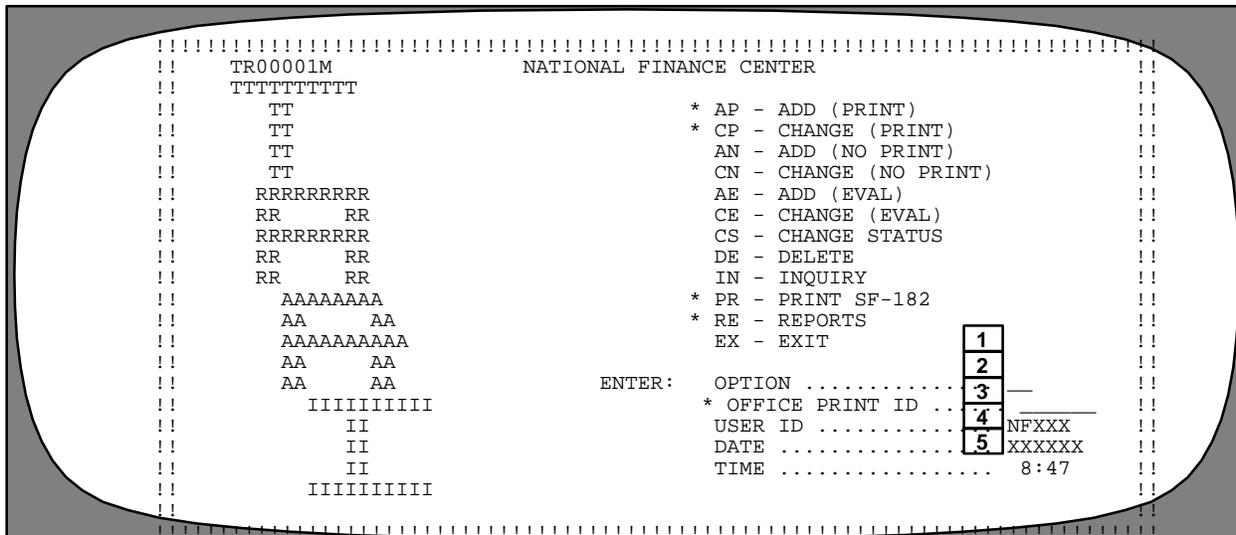


Figure 4. TRAI Menu

4 **Date** (*no-entry field*). This is the date (yymmdd) that TRAI is accessed.

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

5 **Time** (*no-entry field*). This is the time of day that TRAI is accessed by a user.

Instructions follow for using the options on this menu.

Add/Change (Print) Options

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 [TRAIMenu](#) and press [Enter]. The Add (Print) preliminary screen (**Figure 5**) is displayed.

Complete the fields as described below:

1 **SSN** (*required, numeric field; 9 positions*). Key in the trainee's social security number.

2 **Agcy/Bur** (*required, alphanumeric field; 2 positions*). Key in the trainee's agency or bureau code.

3 **TDN** (*required, alphanumeric field; max. of 10 positions*). 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.

4 **Start Date** (*required, numeric field; 6 positions*). Key in the date (yymmdd) that the training is scheduled to begin.

5 **OPM** (*conditional, alpha field; 1 position*). *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.

```

TR02401M                ADD (PRINT)
SSN  111111111  AGCY/BUR  90  TDN  9511111111111  START DATE  XXXXXX  OPM  N
 1      2      3      4      5
***** ENTER SSN, AGCY/BUR, TDN, START DATE, OPM DESIG, PRESS ENTER
ENTER=NEXT SCREEN      PF1=MENU
    
```

Figure 5. Add (Print) Preliminary Screen

Payroll/Personnel Manual Training Information System (TRAI)

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.

1 through 5 (SSN, Agcy/Bur, TDN, Start Date, and OPM) are 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:

6 Dept (no-entry field). The department of the government that identifies where the individual is employed.

7 Agcy/Bur (no-entry field). The agency or bureau code where the trainee is currently employed.

8 POI (no-entry field). The personnel office identifier code.

9 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.

10 Name (no-entry field). The individual's last name, first name, and middle initial.

11 DOB (no-entry field). The individual's date of birth.

Complete the following fields as described below:

12 Home Addr (conditional, alphanumeric field; 3 lines with a max. of 32 positions each). 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.

13 Org Addr (optional, alphanumeric field; 3 lines with a max. of 32 positions each). Key in the office address including the street or post office box, city, state, and ZIP Code where training materials may be mailed.

Phone Nos:

14 Home (optional, numeric field; 10 positions). Key in the home telephone number beginning with the area code where the individual may be reached during non-working hours.

15 Office (optional, numeric field; 10 positions). Key in the office telephone number beginning with the area code where the individual may be reached during working hours.

16 Pos Title (no-entry field). This field is system generated. It is the official title of the individual's position.

17 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)

18 Yrs (optional, numeric field; 2 positions). Key in the individual's total number of continuous years in civilian service.

TR00101M ADD (PRINT) SCREEN 1

SSN 1 AGCY/BUR 2 TDN 3 START DATE 4 OPM N 5

DEPT AG 6 AGCY/BUR 7 POI 8 REQUEST STATUS INIT 9

S E C T I O N A - TRAINEE INFORMATION

NAME 10 DOB 11

HOME ADDR 12

ORG ADDR 13

PHONE NOS HOME 000 0000000 14 OFFICE 000 0000000 15

POS TITLE 16 POS LEVEL A 17

CONT CIV SERV 18 YRS 00 MOS 00 19 PRIOR NON-GOVT TRAINING DAYS 20

HANDICAPPED/DISABLED N 21

PAY PLAN 22 OCC SER 23 GR/STEP 24 TYPE APPT 25 ED LEV 26

ENTER=NEXT SCREEN PF1=MENU PF4=PRELIM SCREEN

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

19 **Mos** (conditional, numeric field; 2 positions). If applicable, key in the individual's total number of continuous months in civilian service.

20 **Prior Non-Govt Training Days** (optional, numeric field; max. of 5 positions). Key in the individual's total number of prior nonGovernment training days.

21 **Handicapped/Disabled** (conditional, numeric field; 1 position). N (no) is system generated. Key in Y (yes) 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:

22 **Pay Plan** (no-entry field). The pay plan to which a position has been classified.

23 **Occ Ser** (no-entry field). A code used to identify a position of an occupational series.

24 **Gr/Step** (no-entry field). The grade and step of a position.

25 **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.

26 **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.

TR00201M ADD (PRINT) SCREEN 2

1 SSN XXXXXXXXXX 2 AGCY/BUR XX 3 IDN XXXXXXXXXX 4 START DATE XXXXXX

S E C T I O N B - TRAINING COURSE INFORMATION

VENDOR TIN 5 _____

VENDOR NAME 6 _____

MAILING INSTRUCTIONS 7 _____

CITY 8 _____ ST 9 ZIP 10 _____

LOCATION OF TRAINING SITE:
(IF SAME, ENTER 'S' HERE==> 11) _____

COURSE TITLE 12 _____

COURSE OBJECTIVE 13 _____

CATALOG/COURSE NO 14 _____

TRAINING PERIOD - START 951111 15 END YYMMDD 16

COURSE HOURS - DUTY 17 NON-DUTY 18

TRAINING CODES - PURPOSE 19 TYPE 20 SOURCE 21 SP/INT 00 22

CSA EXPIRATION DATE 000000 23 EXTERNALLY PURCHASED PROD/SERV N 24

TRAINING CREDIT DESIG 0 25 TRAINING STATUS CODE:PE 26 PAYMENT METHOD CODE 27

ENTER <S>SAME TO GENERATE LOCATION FROM VENDOR ADDRESS

ENTER=NEXT SCREEN PF1=MENU PF4=PRELIM SCREEN

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

Complete the following fields as described below:

1 through **4** (SSN, Agy/Bur, TDN, and Start Date) are system generated from the Add (Print) preliminary screen. The message *Enter <S> Same to Generate Location From Vendor Address* is displayed. Refer to Field 10 of this section for data relating to this message.

5 **Vendor TIN** (*conditional, numeric field; 9 positions*). If applicable to PMC TR or GS, key in the employee's social security number (SSN) or the vendor's employer identification number (EIN).

6 **Vendor Name** (*required for all PMC's except NC, alphanumeric field; max. of 32 positions*). Key in the name of the individual or organization who will provide the training.

7 **Mailing Instructions** (*optional, alphanumeric field; max. of 32 positions*). Key in the vendor's address including the street or post office box.

8 **City** (*optional, alpha field; max. of 24 positions*). Key in the name of the city.

9 **St** (*optional, alpha field; 2 positions*). Key in the state abbreviation code.

10 **ZIP** (*optional, numeric field; max. of 9 positions*). Key in the 5-digit ZIP Code and the optional ZIP+4 Code.

11 **Location of Training Site: (If Same, Enter S Here)** (*conditional, alphanumeric field; 2 lines with a max. of 32 positions each*). 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.

12 **Course Title** (*required, alphanumeric field; max. of 50 positions*). Key in the title of the training.

13 **Course Objective** (*optional, alphanumeric field; 2 lines with a max. of 60 positions each*). Key in the reason the individual is attending the training and the benefits the individual will receive.

14 **Catalog/Course No** (*optional, alphanumeric field; max. of 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

15 **Start** (*no-entry field*). This field is system generated from the Add (Print) preliminary screen. It is the date (yyymmdd) the training is scheduled to begin.

16 **End** (*required, numeric field; 6 positions*). Key in the date (yyymmdd) the training is scheduled to end.

Course Hours

17 **Duty** (*required, numeric field; 4 positions*). Key in the total number of whole hours the individual is scheduled to attend the training during normal working hours.

18 **Non-Duty** (*optional, numeric field; 4 positions*). Key in the total number of whole hours the individual is scheduled to attend the training during nonworking hours.

Training Codes

19 **Purpose** (*required, numeric field; 1 position*). Key in the code that indicates the individual's need for training. Valid values are:

Code	Definition
1	Mission Or Program Change
2	New Technology
3	New Work Assignment
4	Improve Present Performance
5	Meet Future Staffing Needs
6	Develop Unavailable Skills
7	Trade Or Craft Apprenticeship
8	Orientation
9	Adult Basic Education

20 **Type** (*required, numeric field; 1 position*). Key in the code that categorizes the subject matter of the training. Valid values are:

Code	Definition
1	Executive And Management
2	Supervisory
3	Legal, Medical, Scientific, Or Engineering
4	Administration And Analysis
5	Specialty And Technical
6	Clerical
7	Trade Or Craft
8	Orientation
9	Adult Basic Education

21 **Source** (*required, numeric field; 1 position*). Key in the code that identifies the organization providing the training session. Valid values are:

Code	Definition
1	Government-Agency
2	Government-Interagency
3	NonGovernment-Designed For Agency
4	NonGovernment-Off-Shelf
5	State Or Local Government

22 Sp/Int (*required, numeric field; 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

23 CSA Expiration Date (*optional, numeric field; 6 positions*). If applicable, key in the date (yymmdd) on which the continuation service agreement or non-Government training over 80 hours will expire.

24 Externally Purchased Prod/Serv (*optional, alpha field; 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.

25 Training Credit Designation (*conditional, numeric field; 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)

26 Training Status Code: (*conditional, alpha field; 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
CN	Completed, No Evaluation Required
CP	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 Stop Payment
SP	Withdraw, Budgetary Reasons With No Cost To Agency/Bureau
WB	Withdraw, Budgetary Reasons With Cost To Agency/Bureau
WC	Withdraw, Trainer Cancels With No Cost To Agency/Bureau
WN	Withdraw, Trainer Cancels With No Cost To Agency/Bureau

27 Payment Method Code (*conditional, alpha field; 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.

1 through **4** (SSN, Agcy/Bur, TDN, and Start Date) are 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

5 **Tuition** (required for all PMC's except NC, numeric field; max. of 10 positions). Key in the total cost (in dollars and cents) of the training tuition to be paid by the Government.

6 **Books** (optional, numeric field; max. of 10 positions). Key in the total cost (in dollars and cents) of the training books and materials to be paid by the Government.

7 **Other** (optional, numeric field; max. of 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.

8 **Other (Specify)** (optional, alphanumeric field; max. of 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.

9 **Agcy Charged** (conditional, alphanumeric field; 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.

10 **Appropriation/Fund** (required for all PMC's except NC, alphanumeric field; max. of 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.

TR00301M ADD (PRINT) SCREEN 3

SSN **1** AGCY/BUR **2** TDN **3** START DATE **4**

S E C T I O N C - ESTIMATED COSTS AND BILLING INFORMATION

DIRECT COSTS - TUITION **5** BOOKS **6** OTHER **7**

OTHER (SPECIFY) **8**

AGCY CHARGED **9** APPROPRIATION/FUND **10**

ACCT STA (FS REG/UNIT) **11**

INDIRECT COSTS - TRAVEL **12** PER DIEM **13** OTHER **14**

OTHER (SPECIFY) **15**

APPROPRIATION/FUND **16**

DOCUMENT/PURCHASE ORDER/REQ NO **17**

STATION SYMBOL 12-40-0001 **18**

BILLING INSTRUCTIONS: **19**

(FURNISH INVOICE TO) USDA - NATIONAL FINANCE CENTER
P.O. BOX 60,000
NEW ORLEANS, LA 70160

ENTER=NEXT SCREEN PF1=MENU PF4=PRELIM SCREEN

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

11 Acct Sta (FS Reg/Unit) (conditional, alphanumeric field; 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: (1) Training related travel expenses must be processed in the TRVL System. (2) Indirect Cost data entered in TRAI is used for informational purposes only.

12 Travel (optional, numeric field; max. of 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.

13 Per Diem (optional, numeric field; max. of 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).

14 Other (optional, numeric field; max. of 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.

15 Other (Specify) (optional, alphanumeric field; max. of 10 positions). Key in the name of the specific product or service. For example, parking, tolls, etc.

16 Appropriation/Fund (optional, alphanumeric field; max. of 27 positions). Key in the accounting or management code to be charged for indirect training costs.

17 Document/Purchase Order/Req No (conditional, alphanumeric field; max. of 32 positions). If the PMC is PO, key in training document identification number used to obligate funds.

18 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.

19 Billing Instructions: (Furnish Invoice To) (conditional, alphanumeric field; 4 lines with a max. of 32 positions each). 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.

```

TR00401M                                ADD (PRINT)                                SCREEN 4
SSN 1   AGCY/BUR 2   TDN 3   START DATE 4
SKIP TO SECTION E ? =====> N (Y=YES,N=NO) 5
      S E C T I O N  D - APPROVALS
IMMEDIATE SUPERVISOR 6   _____ TELE 000 0000000 7
(NAME AND TITLE)
SECOND-LINE SUPERVISOR 8   _____ TELE 000 0000000 9
(NAME AND TITLE)
TRAINING OFFICER 10   _____ TELE 000 0000000 11
(NAME AND TITLE)
      S E C T I O N  E - APPROVAL/CONCURRENCE
AUTHORIZING OFFICIAL 12   _____ TELE 000 0000000 13
(NAME AND TITLE)

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

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

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

Complete the fields as described below:

1 through **4** (SSN, Agcy/Bur, TDN, and Start Date) are system generated from the Add (Print) preliminary screen. The message *Enter Y (Yes) or N (No) To Enter Data In Section E* is also displayed.

Section D, Approvals

6 **Skip to Section E?** =====> N (Y=Yes, N=No) (conditional, alpha field; 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:

7 **Immediate Supervisor (Name and Title)** (optional, alphanumeric field; 2 lines with a max. of 18 positions each). If applicable, key in name and title of the individual's immediate supervisor.

8 **Tele** (optional, numeric field; max. of 10 positions). Key in the area code and telephone number of the individual's immediate supervisor.

9 **Second-Line Supervisor (Name and Title)** (optional, alphanumeric field; 2 lines with a max. of 18 positions each). If applicable, key in the name and title of the individual's second-line supervisor.

10 **Tele** (optional, numeric field; max. of 10 positions). Key in the area code and telephone number of the second-line supervisor.

11 **Training Officer (Name and Title)** (optional, alphanumeric field, 2 lines with a max. of 18 positions each). If applicable, key in the name and title of the agency designated individual who processes training data.

12 **Tele** (optional, numeric field; max. of 10 positions). If applicable, key in the area code and telephone number of the training officer.

Section E, Approval/Concurrence

13 **Authorizing Official (Name and Title)** (optional, alphanumeric field; 2 lines with a max. of 18 positions each). Key in the name and title of the authorizing official.

14 **Tele** (conditional, numeric field; max. of 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 **1**. 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.

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

```
TR02401M                ADD (PRINT) MASS ACTION
SSN      1      AGCY/BUR 90  TDN 951111111111  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

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.*

Complete key fields **1** through **3** (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].

```
TR02601M                                CHANGE (PRINT)
SSN  1111111111  AGCY/BUR  90  TDN  9511111111111
 1      2      3

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

Figure 11. Change (Print) Preliminary Screen

(reserved)

Add/Change (No Print) Options

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

Complete key fields 1 through 5 (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.

Fields 6 through 14 are system generated from data in the Payroll/Personnel database:

Complete fields 15 through 46 as described under the [AP-Add \(Print\) Option](#):

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 1. 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].

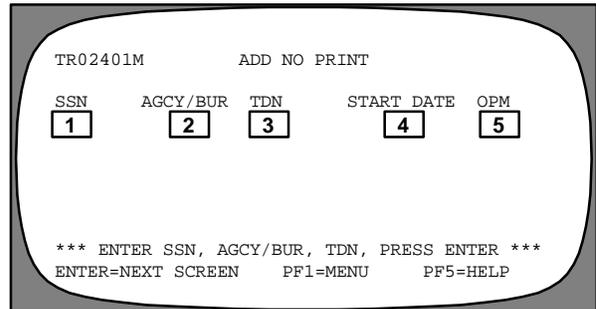


Figure 12. Add (No Print) Preliminary Screen

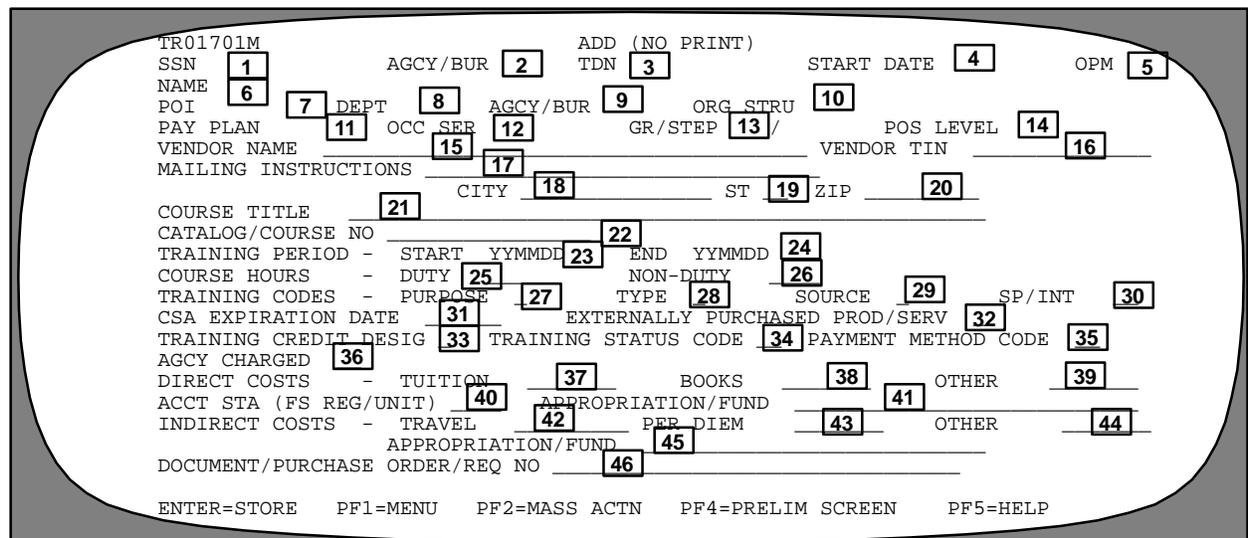


Figure 13. Add (No Print) Screen

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.

Complete key fields **1** through **3** (SSN, Agcy/Bur, and TDN) 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].

```
TR02601M                                CHANGE (NO PRINT)
SSN  1      AGCY/BUR 2      TDN  3

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

Figure 14. Change (No Print) Preliminary Screen

Add/Change (Evaluation) Options

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.

Complete the key fields **1** through **3** (SSN, Agcy/Bur, and 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*.

Fields **1** through **8** (SSN, Agcy/Bur, TDN, Name, Training Status Code, Course Title and Training Period Start and End) are system generated.

Complete the fields as applicable:

9 Academic Grade/Score (*optional, alphanumeric field; max. of 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

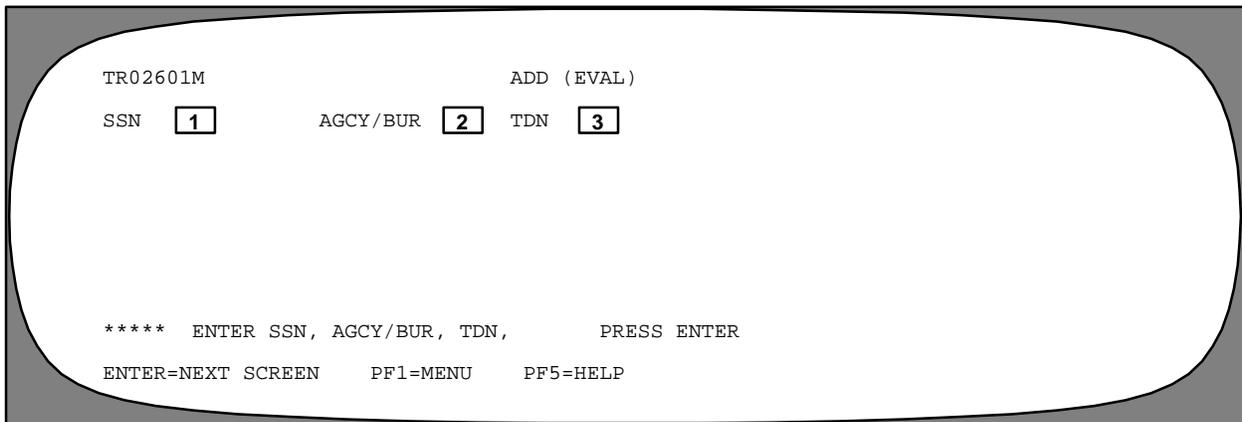


Figure 15. Add (Eval) Preliminary Screen

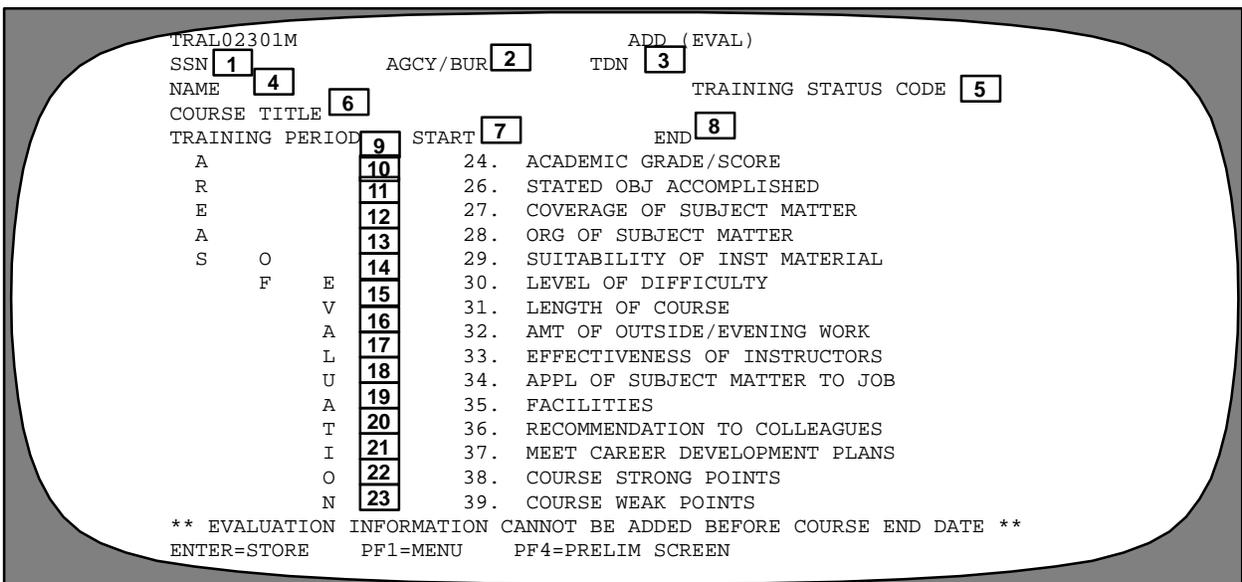


Figure 16. Add (Eval) Screen

10 Stated Obj Accomplished (*optional, alpha field; 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), and **C** (no).

11 Coverage of Subject Matter (*optional, alpha field; 1 position*). Key in the code that indicates how well the subject matter was presented. Valid values are **A** (excellent), **B** (sufficient), and **C** (poor).

12 Org of Subject Matter (*optional, alpha field; 1 position*). Key in the code that indicates how well the subject matter was organized. Valid values are **A** (well organized), **B** (adequate), and **C** (poorly organized).

13 Suitability of Inst Material (*optional, alpha field; 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), and **C** (poor).

14 Level of Difficulty (*optional, alpha field; 1 position*). Key in the code that indicates the level of difficulty. Valid values are **A** (too advanced), **B** (appropriate), and **C** (too elementary).

15 Length of Course (*optional, alpha field; 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), and **C** (too short).

16 Amt of Outside/Evening Work (*optional, alpha field; 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), and **C** (insufficient).

17 Effectiveness of Instructors (*optional, alpha field; 1 position*). Key in the code that indicates how well the instructor presented the training. Valid values are **A** (excellent), **B** (good), and **C** (poor).

18 Appl of Subject Matter to Job (*optional, alpha field; 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), and **C** (insignificant).

19 Facilities (*optional, alpha field; 1 position*). Key in the code that indicates the quality and adequacy of the

training facility. Valid values are **A** (excellent), **B** (good), and **C** (poor).

20 Recommendation To Colleagues (*optional, alpha field; 1 position*). Key in the code that indicates whether the employee recommends the training to others. Valid values are **A** (highly recommended), **B** (recommended), and **C** (not recommended).

21 Meet Career Development Plans (*optional, alpha field; 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), or **C** (not applicable).

22 Course Strong Points (*optional, alpha field; 3 fields of 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

23 Course Weak Points (*optional, alpha field, 3 fields of 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 *Evaluation 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.

Complete the key fields **1** through **3** (SSN, Agcy/Bur, and TDN) 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].

```
TR02601M                                CHANGE (EVAL)
SSN  1  AGCY/BUR  2  TDN  3

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

Figure 17. Change (Eval) Preliminary Screen

(reserved)

Other Options

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 obligaton 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*.

Complete the key fields **1** through **3** (SSN, Agcy/Bur, and TDN) 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.

4 **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].

Figure 18. Change Status Preliminary Screen

Figure 19. Change Status Screen

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 is displayed with the message *Enter SSN, Agcy/Bur, TDN, Press Enter.*

Complete the key fields **1** through **3** (SSN, Agcy/Bur, and TDN) as described under [AP-Add \(Print\)](#). Press [Enter]. The Delete screen (**Figure 21**) for the applicable training is displayed with fields **1** through **7** (SSN, Agcy/Bur, TDN, Name, Course Title, and Training Period- Start and End Dates) system generated. The cursor is positioned at the Do You Wish To Delete The Above Training Record? field.

8 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].

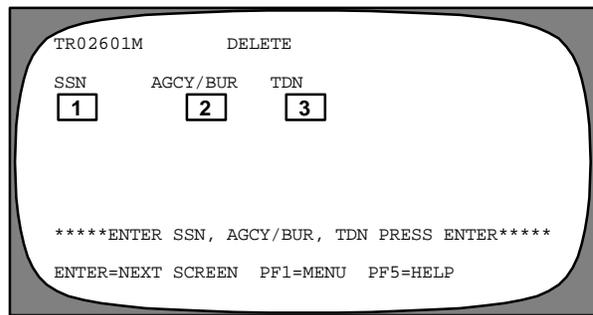


Figure 20. Delete Preliminary Screen

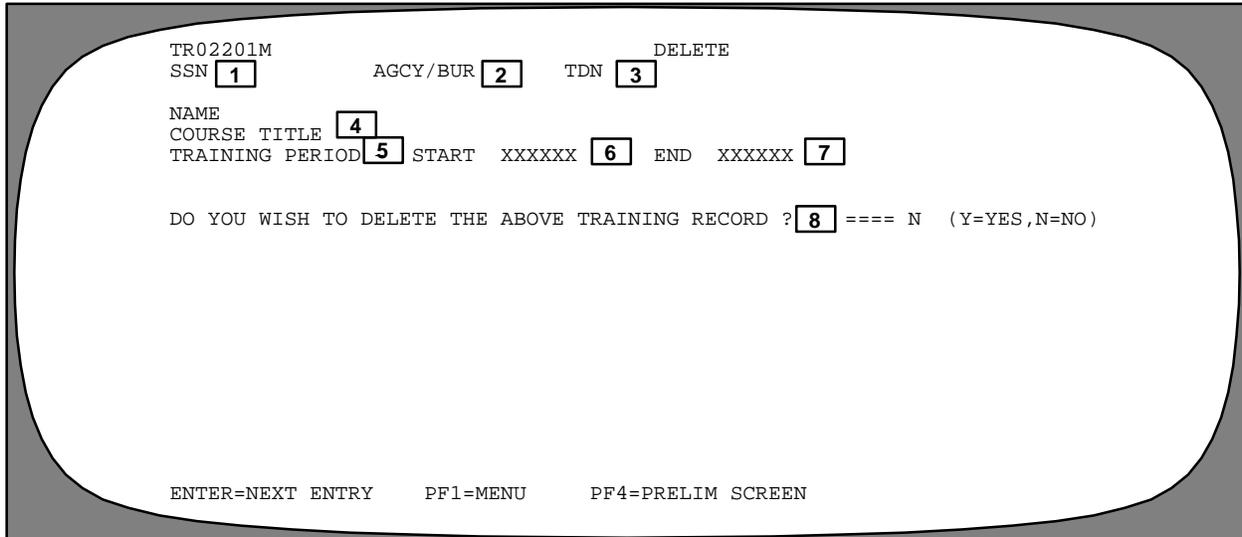


Figure 21. Delete Screen

IN-Inquiry

IN-Inquiry is an option on the TRAI menu (**Figure 4**). This option contains a submenu for viewing various facts 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.

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

1 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 *I* at the Enter Option field on the Inquiry Menu. Press [Enter]. The Employee Training Index preliminary screen (**Figure 23**) is displayed.

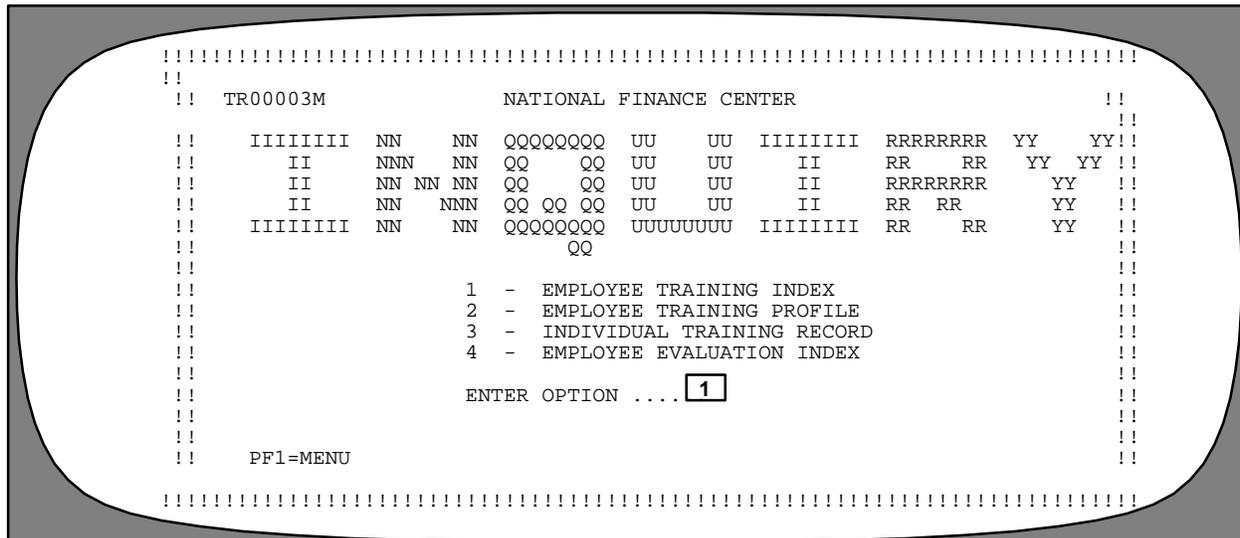


Figure 22. Inquiry Option Menu Screen

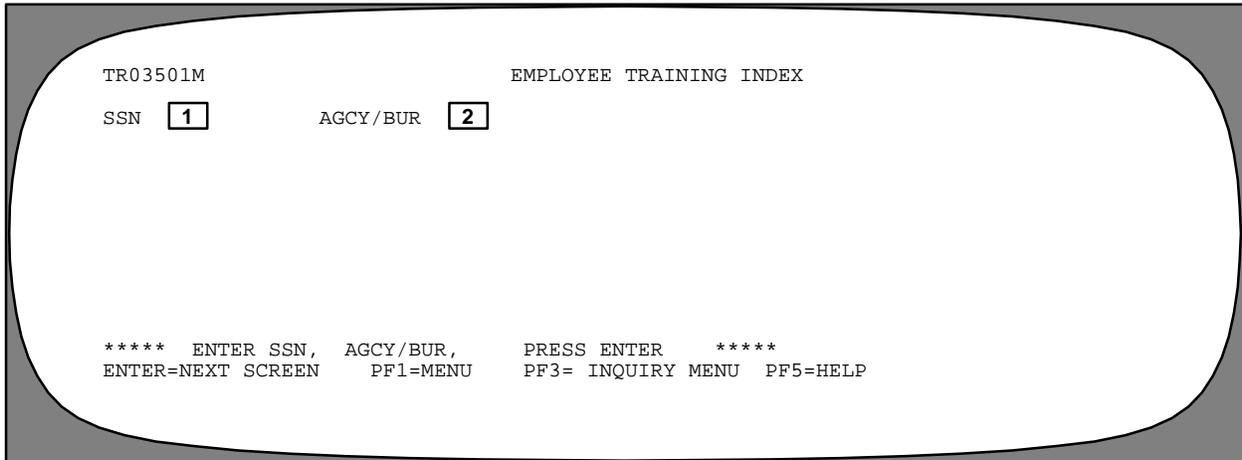


Figure 23. Employee Training Index Preliminary Screen

Complete key fields **1** and **2** (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.

3 **Total Records In Employee Training Index** (conditional, numeric field, 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.

- 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.

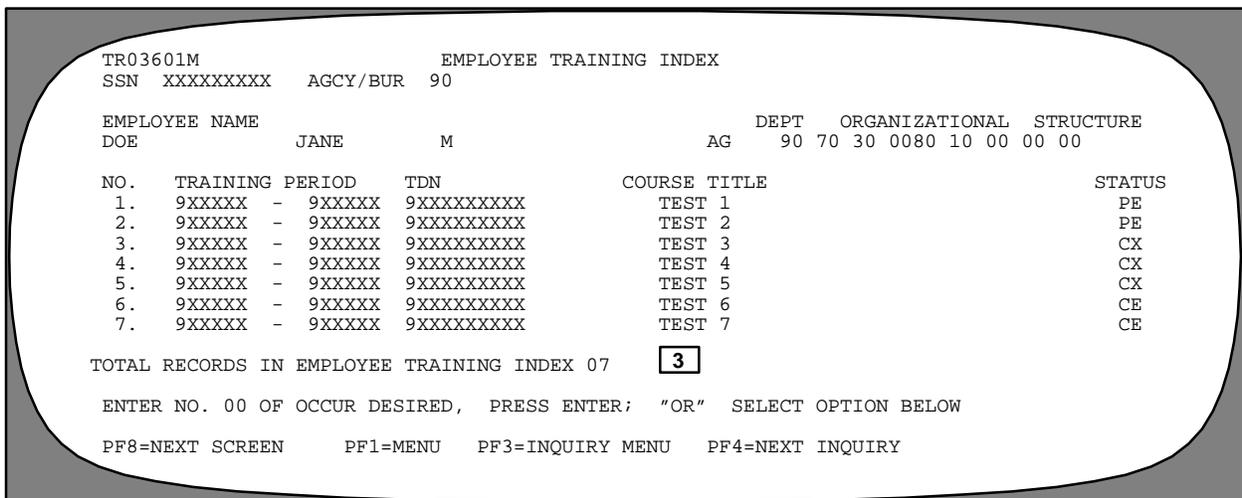


Figure 24. Inquiry, Option 1, Employee Training Index Menu Screen

```

TR03701M                                EMPLOYEE TRAINING INDEX                                SCREEN 1
                                         NO      1 OF 3
                                         SF182 REFERENCE NUMBER 000000123
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
PURPOSE          TO IMPROVE PRESENT PERFORMANCE
TYPE             EXECUTIVE AND MANAGEMENT
SOURCE           GOVERNMENT - AGENCY
SPEC INT        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 000000123
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
              AMOUNT PAID          .00      SCHD NO          / /
INDIRECT COSTS - TRAVEL          .00      PER DIEM          .00
              OTHER          .00      TOTAL          .00
              APPROPRIATION/FUND

DOCUMENT/PURCHASE ORDER/REQ NO
VENDOR TIN _____ VENDOR INVOICE NO.
VENDOR NAME _____ SEQ NO. ____
VENDOR ADDR _____
              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

```

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 **1** and **2** (SSN and Agcy/Bur) as described under [AP-Add \(Print\)](#). Complete key fields **3** and **4** (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.

3 **Begin Date** (conditional, numeric field; 6 positions). Key in the date (yymmdd) the training is scheduled to begin.

4 **Thru Date** (conditional, numeric field; 6 positions). 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.

- 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.

```

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:
                STATUS   START   END     PAY   OCC   GR
COURSE TITLE   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

```

TR04401M                INDIVIDUAL TRAINING RECORD
SSN  1                AGCY/BUR 2  BEGIN DATE 3                THRU DATE 4
SF182 REFERENCE NUMBER 5

** 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 Record Preliminary Screen

Complete key fields **1** through **4** (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 date is displayed.

5 **SF-182 Reference Number** (optional, numeric field; max. of 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.

- 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.

```

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
PERIOD START 960214 END 960301 STATUS PENDING PAY METH TR
VENDOR NAME TEST
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: PURPOSE TO IMPROVE PRESENT PERFORMANCE
TYPE EXECUTIVE AND MANAGEMENT
SOURCE GOVERNMENT - AGENCY
SPEC INT 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

```

TR04601M                                EMPLOYEE EVALUATION INDEX
SSN 1                                AGCY/BUR 2

** 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 **1** and **2** (SSN and Agcy/Bur) 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.

3 **Total Records In Employee Evaluation Index** (conditional, numeric field, 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.

- 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].

```

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. 3 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

```

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


```

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

JOB CHARACTER                            1  -
REMOTE SITE DEST _____                2
OUTPUT DELIVERY POINT _____          3

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

5 **User ID** (conditional, alphanumeric field; max. of 7 positions). Key in the user's identification number.

Session:

6 **Date** (conditional, numeric field; 6 positions). If applicable, key in the date (yymmdd) that the training began.

7 **Time** (conditional, numeric field; max. of 4 positions). If applicable, key in the exact hour and minute the training began.

8 **Begin** (conditional, numeric field; 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.

9 **Thru** (conditional, numeric field; 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., *NFXXXX*). 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 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

                                           OFFICE PRINT ID  90

No.  USER ID  DATE      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].

Complete fields **1** through **3** (Job Character, Remote Site Dest, and Output Delivery Point) as described under [Printing Select Session Data](#).

Complete fields **4** through **7** (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., NFXXXA). 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].

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      1  _____
REMOTE SITE DEST   2  _____
OUTPUT DELIVERY POINT 3  _____

ENTER THE FOLLOWING INFORMATION:

SSN      4  _____  AGCY/BUR  5  _____  TDN  6  _____  START DATE  YMMDD  7  _____

**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

Requesting An OPM Annual Report. OPM Annual is Option 1 on the Reports menu (**Figure 38**). It is used to generate the Annual Statistical Summary Of Training Data (**Exhibit 15**), which includes a summary of annual training data within a specific timeframe. The report may be requested by (1) department, (2) all agencies or bureaus of a department, (3) a selected agency/bureau, (4) organizational structure, up to the second level, or (5) personnel office identifier (POI). To select this option, key in *I* at the Enter Option field. Press [Enter]. The OPM Annual screen (**Figure 39**) is displayed.

Enter the Job Routing Information (Only One Time Per Job):

Complete fields **1** and **2** (Job Character and Remote Site) as described under [PR-Print](#).

Complete the following fields as described below:

3 **System Output Class** (*required, alpha field; 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.

4 **Output Delivery Point** (*required alphanumeric field; 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].

5 **Begin Date** (*conditional, numeric field; 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.

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

7 **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, alpha field; 2 positions*). Key in the department code.

Agcy/Bur (*conditional, alphanumeric field; 2 positions*). Key in the agency or bureau code.

TR08201M OPM ANNUAL
ENTER THE JOB ROUTING INFORMATION (ONLY ONE TIME PER JOB):

JOB CHARACTER **1** _____
 REMOTE SITE DEST **2** _____
 SYSTEM OUTPUT CLASS **3** _____
 OUTPUT DELIVERY POINT **4** _____

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 **5** THRU DATE YYMMDD **6**

7 A. DEPARTMENTAL SUMMARY DEPT _____
 B. ALL AGCY/BUR DEPT _____
 C. SELECTED AGCY/BUR DEPT _____ AGCY/BUR _____
 D. SELECTED ORG LEV2 DEPT _____ AGCY/BUR _____ LEV2 _____
 E. SELECTED POI DEPT _____ 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 39. Reports, Option 1, OPM Annual Screen

Lev2 (conditional, numeric field; 2 positions). Key in the code for the second level of the organizational structure.

Serv Agcy (conditional, alphanumeric field; 2 positions). Key in the servicing agency or bureau code.

POI (conditional, numeric field; 4 positions). 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 16), 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.

Complete fields **1** through **6** (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.

7 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 (conditional, alphanumeric field; 2 positions). Key in the agency or bureau code.

Org Stru (conditional, numeric field; 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 field, 2 positions). Key in the servicing agency or bureau code.

POI (conditional, numeric field; 4 positions). Key in the personnel office identifier.

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

JOB CHARACTER **1** -
REMOTE SITE DEST **2** -
SYSTEM OUTPUT CLASS **3** -
OUTPUT DELIVERY POINT **4** -

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 **5** THRU DATE YYMMDD **6**

7 {
A. ORG LEVEL AGENCY/BUR ORG STRU
B. POI LEVEL SERV AGENCY POI AGENCY/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 40. Reports, Option 2, Employee Training Profile Screen

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 NFXXXX* (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.

Complete fields **1** through **6** (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.

7 Report Option:

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 field; 2 positions). Key in the agency or bureau code.

Org Stru (conditional, numeric field; 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 field; 2 positions). Key in the servicing agency or bureau code.

POI (conditional, numeric field; 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 NFXXXX* (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].

TR08401M MONTHLY STATUS

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

JOB CHARACTER **1** _____

REMOTE SITE DEST **2** _____

SYSTEM OUTPUT CLASS **3** _____

OUTPUT DELIVERY POINT **4** _____

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 **5** THRU DATE YYMMDD **6**

7 { 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 42. Reports, Option 4, Monthly Status Screen

(reserved)

Exhibits

**Payroll/Personnel Manual
Training Information System (TRAI)**

Title I
Chapter 12

Exhibit 1

Notice of Check Recipient Card Form (for less than 10 employees)

FROM: DEPT OF TREASURY EOB		FAX NO.: 816 414 2390		10:10 P.06	
* IMAGE		PROGRAM #PC150202		DATE/TIME OF RUN: 00/00/00 / 1	

* 1 2 3 4 5 6 7 *					
* 1234567890123456789012345678901234567890123456789012345678901234 *					
* GRAD SCHOOL 08000002102 *					
* USDA-NFC, P O BOX 60800 KANSAS CITY, MO *					
* NEW ORLEANS, LA, 70160 *					
* CALL 504-255-5370 OR *					
* TOLL FREE 1-800-821-0323 2095-10038713 \$***365.00 *					
* INV#76549 DATE AMT 365.00 XX-XX-XX *					
* 0000002102 PRIEL 365.00 00/00/00 0000727472 *					
* 504-255-5370 *					
* CREDIT TO ACCOUNT OF U. S. DEPT. OF AGRICULTURE *					

* 1 2 3 4 5 6 7 *					
* 1234567890123456789012345678901234567890123456789012345678901234 *					
* 2 KANSAS CITY, MO 2095 10038713 *					
* XX XX XX 08000002102 #2 USDA-NFC 0000727472 12400001 *					
* GRAD SCHOOL *					
* DEPT 3044 *					
* WASH DC 20061 \$***365*00 *					
* PER ENCLOSED MAILING NOTICE *					
* /20955/ *000000518* 100387133/ *					

**Payroll/Personnel Manual
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Exhibit 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: XX-XX-XX
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

FORM NFC-1221 (Rev. 1/96)

Exhibit 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: XX-XX-XX
Subject: Non Payment of Invoice for Training
RE: Vendor Invoice Number 9
To: NONSENSE
700 SLAVERS
DNTAIRO 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-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: XX-XX-XX
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

Payroll/Personnel Manual Training Information System (TRAI)

Exhibit 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 <small>(Example—xx-xx-xxxx)</small>		01		B. OFFICE USE ONLY									
								C. Request status (Mark (X) one)									
								<input type="checkbox"/> Initial or Resubmission		<input type="checkbox"/> Correction or Cancellation							
Section A—TRAINEE INFORMATION																	
1. Applicant's name (Last-First-Middle Initial) <small>Enter first 5 letters of last name</small>			03			2. Social Security Number			04			3. Date of birth (Year and month) <small>(Example—born January 14, 1943 shown as 43/01)</small>			05		
4. Home address (Number, street, city, State, ZIP code)						5. Home telephone Area code Number			6. Position level (Mark (X) one only)								
									<input type="checkbox"/> a. Non-supervisory			<input type="checkbox"/> c. Manager					
									<input type="checkbox"/> b. Supervisory			<input type="checkbox"/> 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)											
16. Course title and training objectives (Benefits to be derived by the Government)																	
17. Catalog / Course No.		18. Training period (6 digits) Year Month Day			06		19. No. of course hours (4 digits)		07		20. Training codes (See instructions)						
		<input type="checkbox"/> a. Start					<input type="checkbox"/> a. During duty				<input type="checkbox"/> a. Purpose		<input type="checkbox"/> 08 c. Source				
		<input type="checkbox"/> b. Complete					<input type="checkbox"/> b. Non-duty				<input type="checkbox"/> b. Type		<input type="checkbox"/> 09 d. Special interest				
		12					<input type="checkbox"/> e. TOTAL				<input type="checkbox"/> Code		<input type="checkbox"/> Code				
Section C—ESTIMATED COSTS AND BILLING INFORMATION																	
21. Direct costs and appropriation / fund chargeable						26a. Immediate supervisor—Name and title						Area code / Tel. No. / Extension					
Item		Amount		Appropriation / fund													
		Dollars Cents															
a. Tuition		\$				b. Signature						Date					
b. Books or materials																	
c. Other (Specify)						27a. Second-line supervisor—Name and title						Area code / Tel. No. / Extension					
d. (Enter 4 digits in dollar column) TOTAL		\$				b. Signature						Date					
		12															
22. Indirect costs and appropriation / fund chargeable						28a. Training officer—Name and title						Area code / Tel. No. / Extension					
Item		Amount		Appropriation / fund													
		Dollars Cents															
a. Travel		\$				b. Signature						Date					
b. Per diem																	
c. Other (Specify)																	
d. (Enter 4 digits in dollar column) TOTAL		\$															
		13															
23. Document / Purchase Order / Requisition No.						Section E—APPROVAL / CONCURRENCE											
24. 8-Digit station symbol <small>(Example—12-34-5678)</small>						29a. Authorizing official—Name and title						Area code / Tel. No. / Extension					
						b. Signature						Date					
						<input type="checkbox"/> Approved						<input type="checkbox"/> Disapproved					
25. BILLING INSTRUCTIONS (Furnish invoice to):						Section F—CERTIFICATION OF TRAINING COMPLETION											
						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.																	

**Payroll/Personnel Manual
Training Information System (TRAI)**

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Exhibit 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.			
PURCHASE ORDER <input type="checkbox"/>			DELIVERY ORDER <input type="checkbox"/>		NO <input type="checkbox"/> YES <input type="checkbox"/>					
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 <input type="checkbox"/> FTS <input type="checkbox"/>		COMM <input type="checkbox"/>		
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(c)(1).										
21 F.O.B. POINT			22 DISCOUNT AND/OR NET PAYMENT TERMS			22a TYPE COMMODITY/PAYMENT CODE <input type="checkbox"/>		Sub-Total <input type="checkbox"/>		25
23 DELIVER TO F.O.B. POINT ON OR BEFORE (Date)			24 SHIP VIA			26 ESTIMATED FREIGHT		TOTAL <input type="checkbox"/>		27
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	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)

Payroll/Personnel Manual
Training Information System (TRAI)

Exhibit 8

Form AD-742, Transfer And Adjustment Voucher

TRANSFER AND ADJUSTMENT VOUCHER													
1. T/C	DISBURSEMENTS (EXPENSE)				2. FUND CODE	3. UNIT CODE	4. VOUCHER NUMBER						
5. ACCOUNTING CLASSIFICATION					6. BUDGET OBJECT CODE	7. HOURS/OR FUND CODE/ UNIT CODE	8. AMOUNT		9. BLANK OR CR				
A B C			D	E	4	8	11		2				
23			4	6	2								
11. PREPARED BY					10. TOTAL ▶								
12. AUDITED/APPROVED BY					13. DATE		14. AGENCY CODE						
15. UNIT CERTIFYING OFFICER CONTROL CODE (T/C 8IE Only)				16. UNIT CERTIFYING OFFICER SIGNATURE				17. DATE					
18. TITLE					19. PHONE (Area Code and Number)				Check One ▶	FTS	COMM		
20. REMARKS													
21. T/C	COLLECTIONS (INCOME)				22. FUND CODE	23. UNIT CODE	24. BILL NUMBER						
25. TRANS. CODE					26. ACCOUNTING CLASSIFICATION		27. BUDGET OBJECT CODE	28. FUND CODE/ UNIT CODE	29. AMOUNT		30. BLANK OR CR		
A B C			D	E	4	2	2	2	11		2		
1			23			4	6	2	4	2			
32. PREPARED BY					31. TOTAL ▶								
33. APPROVED BY					34. DATE		35. AGENCY CODE		36. PHONE (Area Code and Number)		Check One ▶	FTS	COMM
37. REMARKS													

38. Mail to: USDA, OFM, National Finance Center, P.O. Box 60000, New Orleans, LA 70160 FORM AD-742 (USDA) (Revised 10/91)

NFC ORIGINAL

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

SOCIAL SECURITY NO.	TRAVELER'S NAME										
SECTION G - SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED											
ITINERARY											TOTALS Transfer these totals to Section D on Voucher Front. If additional days are required, use continuation sheet
FROM											
DATE (Month/Day)											
CITY											
STATE											
TIME											
TO TDY LOCATION											
DATE (Month/Day)											
CITY											
COUNTY											
STATE											
TIME											
PER DIEM											
NO. OF DAYS											
LODGING <small>(Receipt Required)</small>											
MEALS AND INCIDENTAL EXPENSES											
LESS MEALS AT GOVERNMENT EXPENSE											
PER DIEM AMOUNT											
ACTUAL SUBSISTENCE											
LODGING <small>(Receipt Required)</small>											
BREAKFAST											
LUNCH											
DINNER											
OTHER (Tips, Laundry, etc.)											
ACTUAL SUBSISTENCE AMOUNT											
MILEAGE											
MILES											
RATE PER MILE	€	€	€	€	€	€	€	€	€	€	
MILEAGE AMOUNT											
PARKING, TOLLS, ETC.											
PLANE, BUS, TRAIN <small>(Paid By Traveler)</small>											
LOCAL TRANSPORTATION NO. TRIPS											
DAILY EXPENSE											
MISCELLANEOUS EXPENSES TELEPHONE CALLS											
SUPPLIES, ETC.											
CAR RENTAL <small>(Paid by Traveler) Receipt and Car Rental Agreement Required</small>											
GASOLINE EXPENSE											
REMARKS											
<p><small>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.</small></p>											

Report TRAI7001, Training Records Scheduled For Deobligation

REPORT NO. TRAI7001	USDA-CFM-NFC	PAGE 1
DATE PREPARED XX-XX-XX	TRAINING PAYMENT SYSTEM	
	TRAINING RECORDS SCHEDULED FOR DEOBLIGATION	
	SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED	
DEPARTMENT CODE: AG	AGENCY CODE: 11	ORGANIZATION STRUCTURE CODE: 24 57 0004 05 04 00 00
TRAINING DOCUMENT NUMBER	TRAINING STATUS CODE	ESTIMATED OBLIGATED AMOUNT
96281EA11	XXXXXXXX	330.00
TRAINEE SSN	VENDOR NAME	
SF182 REFERENCE NUMBER	ESTIMATED START DATE	
0000000100	XX-XX-XX	
US OFFICE OF PERSONNEL MGMT	CX	310040W
	AGENCY TOTAL	330.00

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Exhibit 13

Report TRAI7002, Training Costs Obligated Awaiting Invoice

REPORT NO. TRAI7002	USDA-DFM-MFC	PAGE	1
DATE PREPARED 00/00/00	TRAINING PAYMENT SYSTEM		
	TRAINING COST OBLIGATED AWAITING INVOICE		
	SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED *		
DEPARTMENT CODE: AG	AGENCY CODE: 03	ORGANIZATION STRUCTURE CODE: 01 05 0560 00 00 00 00	
TRAINING DOCUMENT NUMBER	TRAINEE SSN	COMPLETION DATE	VENDOR NAME
9700000050	XXXXXXXXXX	00/00/00	PANHANDLERS ANONYMOUS
9700000001	XXXXXXXXXX	00/00/00	DPM DEVELOPMENT CENTER
			TRAINING STATUS CODE
			CX
			CE
			ESTIMATED AMOUNT
			600.00
			2,700.00

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Exhibit 15

Annual Statistical Summary Of Training Data

U.S. OFFICE OF PERSONNEL MANAGEMENT										
ANNUAL STATISTICAL SUMMARY OF TRAINING DATA										
REPORTING PERIOD FROM: 00/00/00 THRU 00/00/00										
DEPARTMENT: DEPARTMENT OF AGRICULTURE										
AGENCY CONTACT PERSON:										
FISCAL YEAR OF REPORT: 1901										
TELEPHONE NUMBER:										
I - SUMMARY OF TRAINING INSTANCES AND HOURS										
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 INSTANCES	G. TOTAL HOURS	H. TOTAL INSTANCES	I. TOTAL HOURS	J. TOTAL HOURS	
1. INTERNAL	36,605	481,679	126	146,384	162,631	628,063	152	628,063	628,063	
2. INTERAGCY/INTERSERV	12,299	151,632	15	22,272	13,314	173,904	15	173,904	173,904	
3. COLLEGE/NON-PROFIT	1,123	31,919	9	9,764	10,892	41,683	9	41,683	41,683	
4. PRIVATE/OTHER	23,669	451,618	44	104,888	68,113	556,506	44	556,506	556,506	
5. T O T A L	73,696	1,116,848	194	283,308	288,142	1,400,156	194	1,400,156	1,400,156	
II - PROPORTIONAL DISTRIBUTION OF TRAINING										
POSITION LEVEL OF EMPLOYEE	GOVERNMENT (SHORT-TERM)			NON-GOVERNMENT (SHORT-TERM)			NON-GOVERNMENT (LONG-TERM)			TOTAL TRAIN HRS (LONG-TERM) (NON-GOV'T)
	B. TOTAL NUMBER EMP IN AGENCY	C. TOT EML 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)	J. 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	13	15,661	
3. NON-SUPERVISOR	169,444	27,611	63,996	969,636	75	180	265,887	75	265,887	
4. T O T A L	197,152	31,225	73,290	1,112,715	84	193	281,548	84	281,548	
III - TRAINING COSTS										
ITEMIZED EXPENSES	GOVERNMENT (SHORT-TERM)			NON-GOVERNMENT (SHORT-TERM)			NON-GOVERNMENT (LONG-TERM)			TOTALS
	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	0	3,788	4,657,749	
2. TUITION/OTHER	7,607,904	2,145,260	729,331	29,677,908	32,799	40,278	0	40,278	40,233,083	
3. EXT PUR PROD/SERV	75	200	0	3,733	0	0	0	0	4,008	
4. STAFF SALARIES									3,352,919,458	
5. OTHER AGCY TRNG COST									317,230	

USDA-NFC-SHAL3

Payroll/Personnel Manual
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Exhibit 17

Individual Training Record

00/00/00 NATIONAL FINANCE CENTER PAGE 1
INDIVIDUAL TRAINING RECORD
REPORTING PERIOD FROM: 00/00/00 THRU 00/00/00

* SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED *

DEPT AG AGENCY BUR 90 ORG STRU 90 70 00 0000 00 00 00 00

NAME DOE, JANE SSN 000-00-0000
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 OCCURRENCE 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 00/00/00 END 00/00/00 STATUS CX
VENDOR NAME BELLWETHER

HOURS: DUTY 3 NON-DUTY 0 TOTAL 3
COSTS: DIR 23.23 BOOKS .00 P/DIM .00 OTH .00
IND TRAV .00

CODES: PURPOSE TO IMPROVE PRESENT PERFORMANCE
TYPE SPECIALTY AND TECHNICAL
SOURCE NON-GOVERNMENT - OFF SHELF
SPEC INT NONE
AGCY USE: CSA DATE 00/00/00 CREDIT DES 0 EXTERNAL PURCHASE N

USDA-IFC-SH143

Payroll/Personnel Manual Training Information System (TRAI)

Exhibit 19

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

NATIONAL FINANCE CENTER		00/00/00		
NOTIFICATION OF DELINQUENT SUBMISSION OF		PAGE: 0		
VERIFICATION OF COMPLETION AND EVALUATION OF TRAINING				
REPORTING PERIOD FROM: 00/00/00 THRU 00/00/00				
* 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
DOE, JOHN	000-00-0000	99-87	GROUPWISE 4.1 - INTR	00/00/00
DOE, JANE	000-00-0000	99-116	RECONCILING THE FUND	00/00/00
SMITH, J R	000-00-0000	99-126	GROUPWISE 5.5 - INTR	00/00/00
SMITH, DONNA	000-00-0000	99-91	WORDPERFECT 8.0 - IN	00/00/00
DOE, HENRY	000-00-0000	99-97	QUATTRO PRO 8.0 - IN	00/00/00
SMITH, C A	000-00-0000	99-116	RECONCILING THE FUND	00/00/00
DOE, JESSIE	000-00-0000	99-92	WORDPERFECT 8.0 - IN	00/00/00
WHILE, PETER	000-00-0000	99-87	GROUPWISE 4.1 - INTR	00/00/00
BROWN, SANDY	000-00-0000	98-250A	DIVERSITY STRATEGIES	00/00/00
DOE, J P	000-00-0000	99-106	WORDPERFECT 8.0 - IN	00/00/00
BROWN, ED	000-00-0000	99-96	WORDPERFECT 8.0 - IN	00/00/00

LSDA-WF-5M413

Appendix

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

TRAI Edit Messages

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

TRAI Edit Messages

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

(reserved)

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