

**12 JULY 2004**

**Personnel**



**UPDATING CIVILIAN PERSONNEL TRAINING HISTORY**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available electronically on the Maxwell Electronic Publications web page at: <http://www.maxwell.af.mil/msd/pubs/library.htm>. If you lack access, contact the Publications Management office.

---

OPR: 42 CONS/LGCM  
(Mr. Dennis R. Fonville)

Certified by: 42 MSG/CC  
(Col Theresa C. Carter)

Pages: 3  
Distribution: F

---

This instruction implements AFD 36-4, *Civilian Personnel Education and Training*. It establishes procedures for implementing policy for inputting course completion certificates into the employee Training History Area (THA) system record. The THA is used to record information about training/developmental activities. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) (available at <https://webrims.amc.af.mil>). It applies to all Appropriated Fund Employees assigned to Maxwell-Gunter AFB.

**1. Abbreviations and Acronyms:**

- 1.1. EDS – Employee Development Specialist, (definition)
- 1.2. THA – Training History Area, (definition)

**2. Background:** The purpose of this instruction is to establish local policy in prescribing the procedures and methodology to use in determining the criteria for completion certificates, which qualify to be entered into the employee system record by the Civilian Training Management Office.

**3. Procedures:**

- 3.1. Non-mandatory training completion certificates 10 years old or older will only be coded for the system record if the training is 120 hours or more in length or part of a formal training program. Subsequently, for training certificates 10 years or older but less than 120 hours in length and deemed necessary for update into the employee THA, the EDS will coordinate with a staffing specialist prior to making a determination to deny a specific training history occurrence update.

3.1.1. Training completion certificates under 8 hours must be mandatory training courses to be coded for system input e.g., EEO 2000, Ethics, etc.

3.1.2. Self-Development Courses applicable to the employee's current position or career progression will be coded for system record input under the same guidelines. Self-Development Courses include, but is not limited to such courses as correspondence, professional military education, training seminars, etc.

3.1.3. Certificates received without the required information (as described in attached checklist) will be returned to the employee with guidance for resubmission.

#### **4. Responsibilities:**

4.1. The Maxwell Support Division Civilian Training Management Office is responsible for inputting all training completion certificates into the employee THA.

4.1.1. The Employee Development Specialist's (EDS) responsibility to ensure the completion certificates are processed and input into the employee THA.

4.1.2. The EDS, using the attached checklist, will ensure all procedures for coding completion certificates are followed.

JOHN A. NEUBAUER  
Colonel, USAF  
Commander

Attachment 1

EXAMPLE REQUEST FOR TRAINING COMPLETION CREDIT

(Letterhead)

MEMORANDUM FOR MR. ANDREW K. HARRIS

FROM: MSD/MSPT  
50 LeMay Plaza South  
Maxwell AFB AL 36112-4053

SUBJECT: Request for Training Completion Credit

1. We cannot complete your recent request for adding training completion certificates to your system record on the attached certificates. Please provide the information as indicated below:

\_\_\_\_\_ Please provide the start date and completion date of the course.

\_\_\_\_\_ Please provide the number of classroom hours for the course.

\_\_\_\_\_ Your social security number must accompany your request.

\_\_\_\_\_ The attached training documents/certificate(s) are returned because they are 10 years old or older and under 120 classroom hours.

\_\_\_\_\_ The attached training documents/certificate(s) are returned because they are under 8 hours and are not considered mandatory training.

\_\_\_\_\_ The attached training documents/certificates are returned because they are not considered job related or career development.

\_\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. If you have questions, please call your servicing Employee Development Specialist at DSN 493-6240.

DAVID B. SMITH  
Civilian Training Manager  
DynCorp – a CSC Company  
Maxwell Support Division