

4N051, Module 4, Supervision, Training, and Resource Management



≡ Lesson 1- Resource Management

≡ Lesson 2- Supervision and Training

≡ Lesson 3- Equipment and Supply

Lesson 1- Resource Management

After completing this lesson, the student will be able to identify resource management basics in accordance with prescribed guidance and publications.



Defense Medical Human Resource System Internet (DMHRSi)

Defense Medical Human Resource System Internet (DMHRSi) is the directed methodology of healthcare personnel time capture. DMHRSi enables joint capability of monitoring all uniformed services and is used to reduce inefficiencies and deficiencies in managing three different manpower and personnel systems.

The system enables the Department of Defense (DOD) to avoid duplication as each service uses their own systems to manage resources. DMHRSi also benefits the Defense Health Agency. It provides a combined view of medical assets including civilian and military personnel, contractors, and volunteers. Every member is responsible for accurately inputting his or her time so senior leadership can identify where time is spent and what it is spent on. All timecards must be in 100% “APPROVED” status by close of business (CoB) seventh duty day after the close of the timecard period (second Tuesday). Actual hours in support of the mission should be reported in the appropriate FCCs, and should total to at least the appropriate number of duty hours for that pay period. Hours are used to distribute salary across the functional areas of the military treatment facility (MTF), and are crucial in accurately reporting the cost of services provided within the MTF.

All personnel working at the MTF during the timecard pay period will accurately report their hours in DMHRSi no later than (NLT) CoB the first duty day after the timecard period ends (Monday). If the employee is unavailable on this day the data must be inputted prior to their departure [temporary duty location (TDY), leave, detail etc.]. Actual hours should be reported for work performed inside and outside the MTF in support of the mission. There is no hour reporting constraint (e.g., 168 a month or 80 hours per pay period). The only exception is civil service personnel. All rejected timecards are corrected, re-submitted and approved NLT CoB on the fifth duty day after the timecard period ends (Friday). All timecards must be in 100% “APPROVED” status by CoB on the seventh duty day after the close of the timecard period (second Tuesday).

The following list describes some basic facts about DMHRSi benefits to the DOD:

- Identifies staff and where they work.
- Identifies filled and vacant positions and all hours charged to each work center.
- Identifies readiness information for medical asset visibility.
- Deploys to over 800 military medical sites and has 170,000 customers worldwide.

The military health system (MHS), in fulfilling a Deputy Secretary of Defense mandate to simplify and centralize medical personnel asset visibility, has chosen DMHRSi, as an integrated human resource management system. DMHRSi is intended to provide the MHS with an automated information system integrating human resource (HR) data from multiple information sources and allows real-time access to essential manpower, HR, labor cost assignment (LCA), education and training, and readiness information across the MHS. Timely and accurate control of personnel data is essential for the total success of Medical Expense and Performance Reporting System (MEPRS); personnel salary represents 60-75% of the total cost of care. DMHRSi is the required system to capture this information and provide it to MEPRS.

Click through the presentation below for a step by step
explanation on how to build, fill out and submit a timecard.



HANDBOOK

Section I: ACCESSING DMHRSi



The DMHRSi icon is located on your desktop and automatically loaded when you start your computer or can be found at https://dmhrsi.csd.disa.mil/OA_HTML/AppsLogin

MANDATORY DOD NOTICE AND CONSENT BANNER

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.


By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Click OK



OK



U.S. Department of Defense
Military Health System

**iDENTITY
AUTHENTICATION
SERVICES**

This Website has been Public Key Enforced

Please click on "CAC/PIV Access" below to access the application using your DoD Common Access Card (CAC), Department of Veterans Affairs (VA) Personal Identification Verification (PIV) card, or DoD Approved ORC or IdentiTrust External Certificate Authority (ECA) certificate.
Make sure that your DoD CAC, ECA or VA PIV is inserted into the CAC/PIV reader so that your identity certificate is available to the web browser.

If you need to update your Enterprise Profile click the link below:
[Update your Enterprise Profile](#)

Authenticate with your DoD CAC, VA PIV or ECA certificate:


Click on DMHRSi Employee Self Service

Section I: ACCESSING DMHRSi

Defense Medical Human Resources System - Internet

Logged In As DEBORAILA.WOODS

Oracle Applications Home Page

✓ TIP Number of open notifications: 2. Please use the Workflow Worklist to view and respond to your notifications.

Worklist

Switch User Full List

From	Subject	Sent
[REDACTED]	Unreconciled Timesheet For Period 06-AUG-2017 - 19-AUG-2017	08-Aug-2017
[REDACTED]	Unreconciled Timesheet For Period 22-JUL-2017 - 05-AUG-2017	08-Aug-2017

✓ TIP [Workflow Worklist](#) - Monitor to view response to notifications.
✓ TIP [Workflow Access](#) - Specify which users can view and act upon your notifications.

Navigator

Please select a responsibility.

- Army LICA Manager
- Army LICA Timesheet Specialist (W4U/2AA)
- Army Manpower Position Specialist (W4U/2AA)
- Army Timesheet Manager
- DMHRSi Employee Self Service**
- DMHRSi Manager Self Service

Personalize

Privacy Statement Logout Preferences Help Copyright (c) 2008. Oracle. All rights reserved.

Section: II

Creating a Template

Click on Templates

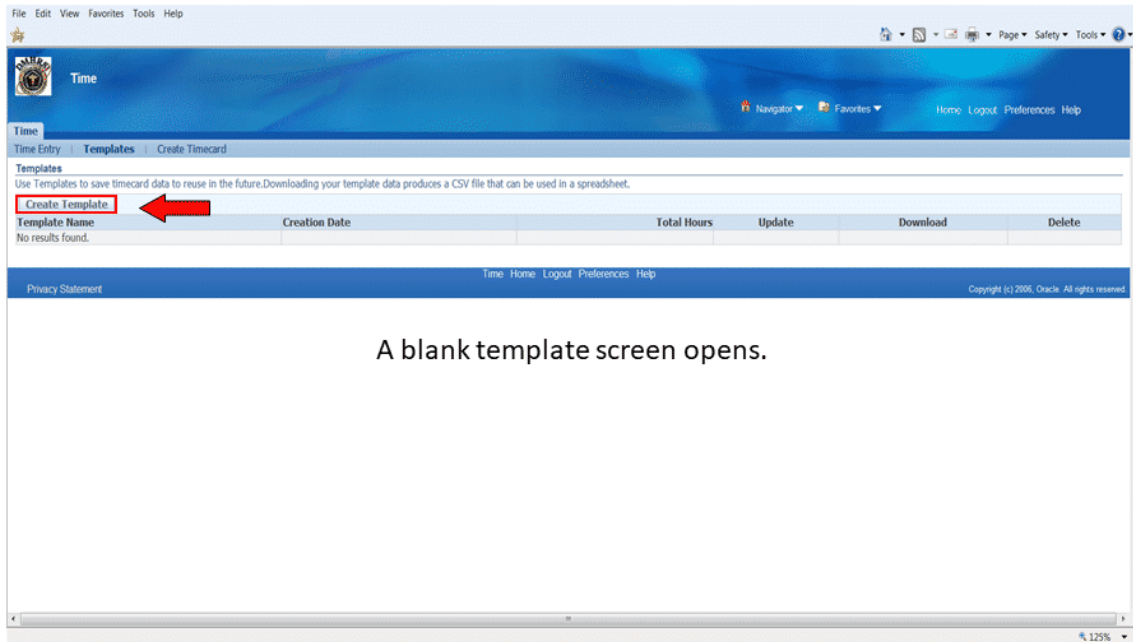


Section: II

Creating a Template

Click the “Create Template” Button.

If you have previously created a template, it will be shown here.
Otherwise, you will only see the “Create Template” .



A blank template screen opens.

Enter the necessary information:

1. Project code
2. Task code
3. Task name
4. Type

5. Person Type. **Name your Template:** Give each template a descriptive name that will help you remember what it is used for. You may also include comments for each template that will be included in your timecard. Click **APPLY**

Section: II Creating a Template

File Edit View Favorites Tools Help

Time

Time Entry Templates Create Timecard

Create Template:

* Indicates required field

* Template Name

Use Timecard Period

Comments

1 2 3 4 5

Project	Task	Task Name	Type	Person Type	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Delete	Additional Details
																			0		
																			0		
																			0		
																			0		

Add Another Row Recalculate

0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0

Cancel Apply

Privacy Statement Time Home Logout Preferences Help Copyright (c) 2006, Oracle. All rights reserved.

See the next slide for an explanation of this screen.

Section: II

Creating a Template

Templates (General Info).

- Templates allow you the option to define an unlimited number of timecard templates. These templates are short codes or names (which the user determines) that are associated with a particular combination of Project, Task, Type, Person Type, and Hours.
- They can be saved and displayed on the Timecard and can be used for quick setup of future timecards. This will eliminate project, task, and type selection each time. This is a great time saver if you often repeat the types of tasks and hours in a work week.
- Templates provide spaces for entering multiple rows of available and non available time.
- You can create one template that has all areas worked on any given week.
- Dual component personnel should create a separate template for each person type. For example, if you are a dual component Civilian | Reserve employee, you should create a separate template for each of your person types.
- ***Each Template can represent a combination of multiple projects and associated tasks, so create a template for the ones that you most frequently use.*** For example, you can create a template for your work area or create a combination of all areas worked including leave. Also, if you know that you have "Admin" time and a "Meeting" every Monday, you can add those tasks to your template as well.

Section: III Creating & Submitting a Timecard

Step 1: Select create timecard.

Defense Medical Human Resources System - Internet

Oracle Applications Home Page
✓ TIP Number of open notifications: 2. Please use the Workflow Worklist to view and respond to your notifications.

Worklist

Switch User Full List

From	Subject	Sent
	Rejected Timecard For Period 06-AUG-2017 - 19-AUG-2017	08-Aug-2017
	Approved Timecard For Period 23-JUL-2017 - 05-AUG-2017	08-Aug-2017

✓ TIP Vacation Rules - Redirect or auto-respond to notifications.
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.

Navigator Personalize

- Army LCA Manager
- Army LCA Timekeeper Specialist (W4U2AA)
- Army Manpower Position Specialist (W4U2AA)
- Army Timekeeper Manager
- DMHRSI Employee Self Service**
- DMHRSI Manager Self Service

DMHRSI Employee Self Service

- Worklist
- All Actions Saved for Later
- Personal Information
- Special Information Types-Updateable
- Special Information Types-View Only
- Extra Information Types
- Employee Reviews
- Competence Profile
- Release Information

Timecards : Time

- Time Entry
- Templates
- Create Timecard**

Learning

- Learner Home
- External Learning

Section: III Creating & Submitting a Timecard

Step 2: Select the period and apply the Template.

The screenshot shows the 'Time Entry' application interface. At the top, there is a navigation bar with 'Time Entry', 'Templates', and 'Create Timecard' links. Below this, a 'Recent Timecards' section is visible. The main area is titled 'Time Entry' and contains a 'Period' dropdown menu set to 'February 19, 2017 - March 04, 2017'. A red arrow labeled '1' points to this dropdown. To the left of the main table is a 'Template' dropdown menu with a list of templates including 'Comp Time Taken', 'Comp Time Earned', 'Disaster Preparedness', 'Ebola Training', 'Furlough', 'Instructor', 'Leave, Holidays, Time off Award', 'MORA (Org. Day etc.)', 'Manpower', 'OverTime Earned', 'RMD', 'Sick Leave', 'Tasker/Data Call', 'Training/TDY', and 'Public Templates'. A red arrow labeled '2' points to this menu. Below the template list is a 'Save as a Template' button. To the right of the template list is an 'Apply Template' button, with a red arrow labeled '3' pointing to it. Below the 'Apply Template' button is a 'Comments' text area. The main part of the interface is a table with columns for 'Type', 'Person Type', and dates from 'Sun, Feb 19' to 'Sat, Mar 04', followed by 'Total', 'Delete', and 'Additional Details'. The table is currently empty. A red arrow labeled '4' points to the 'Save' button at the bottom right of the interface. The bottom of the page has a 'Privacy Statement' link and a copyright notice: 'Copyright (c) 2006, Oracle. All rights reserved.'

1 – Choose Period; 2 – Select Template; 3 – Apply Template; 4 – Click “Save”.

NOTE: If you are using multiple templates, you may select and apply as many as you need in this step.

Step 3: Fill in hours by day.

NOTE: It is important to include all hours worked in their appropriate tasks. This is the method we use to capture time utilization data. See the DMHRSI Task List for specific tasks to use.

NOTE: It is important to include all hours worked in their appropriate tasks. This is the method we use to capture time utilization data. See the DMHRSI Task List for specific tasks to use.

Section: III

Step 4: Enter your time, remove all “0” and then click “Save”.

NOTE: You must save your timecard every time you enter information.

The screenshot displays the 'Time Entry' window in Primavera P6. At the top, a blue header bar contains the 'Time' title, navigation icons, and user information. Below the header, a confirmation message states: 'The timesheet has been saved successfully.' A red circle highlights the 'Confirmation' label. A red arrow points from this message to the 'Save' button in the top right corner. The main area features a 'Time Entry' section with fields for 'Period', 'Template', and 'Overwrite Entry', along with an 'Apply Template' button. Below this is a large table for entering time data. The table has columns for 'Project', 'Task', 'Task Name', 'Type', 'Person', and a grid of dates from Sunday, Oct 15 to Saturday, Oct 28, plus 'Total', 'Delete', and 'Additional Details' columns. The first two rows are populated with data: '100170' for 'EBCB_G2' (RESOURCE H) and '100170' for 'GRAM_G2' (READINESS T). The 'Total' column shows 78 for the first row and 2 for the second. A red arrow points to the 'Save' button at the bottom right of the table. The bottom of the window includes a 'Template Name' field, a 'Save as a Template' button, and a footer with 'Privacy Statement', 'Time Home Logout Preferences Help', and a copyright notice.

You will see a confirmation message near the top of the screen.

Confirmation

The timesheet has been saved successfully.

Time Entry

Period

Template ☐ Overwrite Entry

Comments

Project	Task	Task Name	Type	Person	Sun, Oct 15	Mon, Oct 16	Tue, Oct 17	Wed, Oct 18	Thu, Oct 19	Fri, Oct 20	Sat, Oct 21	Sun, Oct 22	Mon, Oct 23	Tue, Oct 24	Wed, Oct 25	Thu, Oct 26	Fri, Oct 27	Sat, Oct 28	Total	Delete	Additional Details
100170	EBCB_G2	RESOURCE H	REGULAR	<input checked="" type="checkbox"/>		<input type="text" value="9"/>		<input type="text" value="9"/>		<input type="text" value="9"/>	<input type="text" value="0"/>			<input type="text" value="9"/>	<input type="text" value="9"/>	<input type="text" value="9"/>	<input type="text" value="9"/>		78	<input type="button" value="x"/>	<input type="button" value="i"/>
100170	GRAM_G2	READINESS T	REGULAR	<input checked="" type="checkbox"/>						<input type="text" value="2"/>									2	<input type="button" value="x"/>	<input type="button" value="i"/>
<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input checked="" type="checkbox"/>															0	<input type="button" value="x"/>	<input type="button" value="i"/>
<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input checked="" type="checkbox"/>															0	<input type="button" value="x"/>	<input type="button" value="i"/>
<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input checked="" type="checkbox"/>															0	<input type="button" value="x"/>	<input type="button" value="i"/>
<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input checked="" type="checkbox"/>															0	<input type="button" value="x"/>	<input type="button" value="i"/>
Add Another Row: Recalculate					0	9	9	9	9	0	0	0	9	9	9	9	0	0	80		

Template Name

Privacy Statement Time Home Logout Preferences Help

Copyright © 2008 Oracle. All rights reserved.

NOTE: Click the trash can icon to delete a line. This will only apply to the current timecard, not your template. Removing zero lines helps keep the database clean.

Step 5: Click “Continue”.
The screen will change to the “Submit” screen.

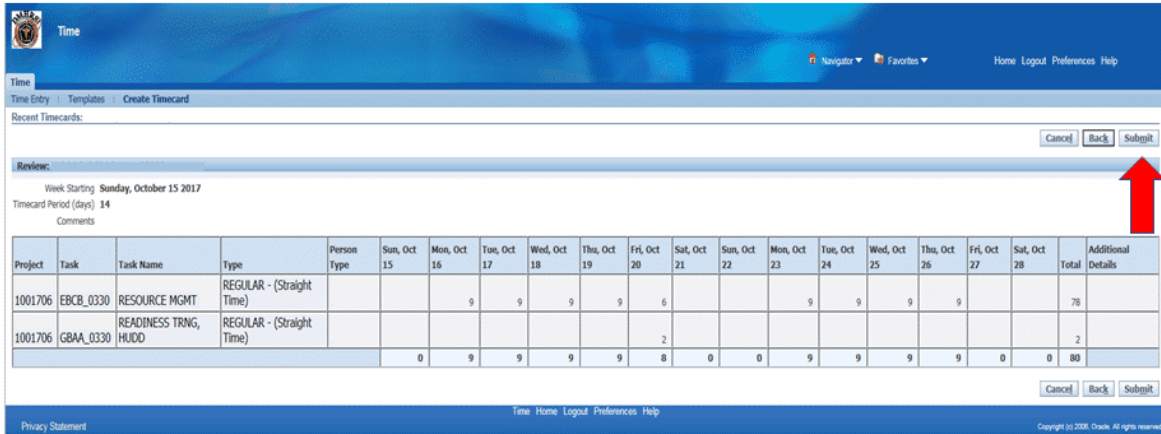
NOTE: Only click this button when you are ready to submit the timecard for approval.

Section: III

Creating & Submitting a Timecard

Step 6: Click “Submit”.

You will see a confirmation message after the timecard is submitted.



Time

Time Entry | Templates | **Create Timecard**

Recent Timecards: [Cancel] [Back] [Submit]

Review:

Week Starting: **Sunday, October 15 2017**

Timecard Period (days): **14**

Comments

Project	Task	Task Name	Type	Person Type	Sun, Oct 15	Mon, Oct 16	Tue, Oct 17	Wed, Oct 18	Thu, Oct 19	Fri, Oct 20	Sat, Oct 21	Sun, Oct 22	Mon, Oct 23	Tue, Oct 24	Wed, Oct 25	Thu, Oct 26	Fri, Oct 27	Sat, Oct 28	Total	Additional Details
1001706	EBCB_0330	RESOURCE MGMT	REGULAR - (Straight Time)			9	9	9	9	6			9	9	9	9			78	
1001706	GBAA_0330	READINESS TRNG, HUDD	REGULAR - (Straight Time)							2									2	
					0	9	9	9	9	8	0	0	9	9	9	9	0	0	80	

[Cancel] [Back] [Submit]

Privacy Statement | Time | Home | Logout | Preferences | Help

Copyright (c) 2008, Oracle. All rights reserved.

NOTE: You can print this screen if you want a hard-copy of your timecard.

Section: III
Creating & Submitting a Timecard

Additional Timecard Information:

- Timecards should be created and submitted on a bi-weekly basis.
- Must be submitted prior to departure for vacation, leave, or business travel if scheduled to be away from the work area when time submission is due.
- Must reflect all hours worked including overtime and comp time earned.
- Must reflect all hours taken for leave including sick time, disability time, and vacations.
- The time reporting period is fourteen calendar days starting Sunday and ending Saturday, in two-week increments, regardless of what day the end of the month falls on. Timecards must be approved by COB on the Friday following the end of the pay period. All hours must be recorded against the appropriate project, task, and time type as defined by the appropriate supervisor or timekeeper.

Note: *You must complete the entire two-week period, even if the end of the month occurs before Saturday.*

Note: *Submission of a DMHRSi timecard does not constitute submission of an "official timecard" for pay.*

Section: III

Creating & Submitting a Timecard

Explanation of Timecard Terms:

- **Time Entry**: Complete and update Rejected or Working Timecards, delete a previously saved (but not yet submitted) timecard or review any previously submitted timecard(s).
- **Timecard Search**: Review any previously submitted timecard(s).
- **Templates**: Accelerate timecard entry by specifying templates that define standard information and/or set combinations of projects, tasks, types and person type. It is recommended that the Templates be set before creating a timecard. This is a great time saver if you often repeat the types of tasks and hours in a work week.
- **Create Timecard**: Create, review, save, and submit your timecard.
- **Timecard Approval**: Supervisor or administrator validates accurate and complete timecard information.

Section: IV

Correcting Rejected Timecards

Case 1: Approver rejects timecard.

The screenshot displays the Oracle Applications Home Page for the Defense Medical Human Resources System. The page features a blue header with the system name and navigation links. Below the header, a notification bar indicates that the notification does not require a response. The main content area shows a rejected timecard for the period 06-AUG-2017 to 19-AUG-2017. The notification text states: "This timecard for [redacted] has been denied approval for the following reason: You need to remove sick leave 9 hours on the 7th and comp time for 3 hours on the 9th." The reason text is circled in red. Action buttons include "OK", "Reassign", and "Request Information". The footer contains a privacy statement and copyright information.

Defense Medical Human Resources System - Internet

Oracle Applications Home Page > [Navigator](#) [Favorites](#) [Home](#) [Logout](#) [Preferences](#) [Help](#)

Worklist for

Information
This notification does not require a response.

Rejected Timecard For Period 06-AUG-2017 - 19-AUG-2017

To
Sent
ID
[Timecard Link](#)

This timecard for [redacted] has been denied approval for the following reason: You need to remove sick leave 9 hours on the 7th and comp time for 3 hours on the 9th.

[Return to Worklist](#) [OK](#) [Reassign](#) [Request Information](#)

[Privacy Statement](#) [Home](#) [Logout](#) [Preferences](#) [Help](#) Copyright (c) 2008, Oracle. All rights reserved.

NOTE: The approver should provide details as to why timecard has been rejected. If they do not, you should contact them to discuss and resolve the issues.

Section: IV

Correcting Rejected Timecards

Case 2: Approver does not approve within 7 days.

File Edit View Favorites Tools Help

Defense Medical Human Resources System - internet

Oracle Applications Home Page > Worklist > Worklist for

Information

This notification has been closed and did not require a response.

ACTION REQUIRED - Approver Respond to Timecard DMHRS: Period Ending 08-JUL-2017, 80 Total Hours

To
Sent
Closed
ID
Responsible
TR#

There was no response to this approval request.

Please contact your MEPRS representative and resubmit.

[Return to Worklist](#)

☐ Display next notification after my response

Home Logout Preferences Help

Privacy Statement Copyright (c) 2006, Oracle. All rights reserved.

NOTE: This should be rare, but it is possible for various reasons. Contact the approver prior to resubmitting the timecard.

Section: IV

Case 3: Timecard does not match ATAAPS.

NOTE: DMHRSi (TC) always has to match ATAAPS (PR)

Defense Medical Human Resources System - Internet

Oracle Applications Home Page > Worklist >

Information

This notification has been closed and did not require a response.

Reconciliation Process Denied Approval for Timecard (DMHRS): : Period Ending 08-JUL-2017, 80 Total Hours

To
Sent
Closed
To
Responder

This timecard fo has been denied approval for the following reason:

Please correct your timecard to match the payroll hours by Time Type and Task Service Type

Expense/Invoice Type	Task Service Type	OT Hrs	OT Hrs	Diff
REGULAR	HRP-HILLARIO-PAID	22.75	27.50	4.75
REGULAR	HRP-HILLARIO-PAID	40.25	40.25	.00
REGULAR	HRP-HILLARIO-PAID TIME DETER	17.00	17.00	0.00

To modify and resubmit this timecard, use the Time Entry function under the Oracle Employee Self Service responsibility of Self-Service Web App

[Timecard link](#)

[Return to Worklist](#)

☐ Display next notification after my response

Privacy Statement

Home Logout Preferences Help

Copyright (c) 2008, Oracle. All rights reserved.

TC Hours:

Hours
entered
DMHRSi

PR Hours:

Hours
Received
from DCPS

Diff: TC
Hours minus
PR Hours

NOTE: This is the most common reason for rejected timecards. Please refer to the notification information.

Section: IV Correcting Rejected Timecards

Step 1: From your DMHRSi home page, select “DMHRSi Employee Self Service”.

Step 2: In the left-hand column, select “Time Entry”.

The screenshot displays the DMHRSi home page. The navigation pane on the left contains the following links:

- Army LCA Manager
- Army LCA Timekeeper Specialist (OCT/DOA)
- Army Timekeeper Position Specialist (OCT/DOA)
- DMHRSi Employee Self Service**
- DMHRSi Employee Self Service

The main content area shows the following links under 'DMHRSi Employee Self Service':

- Worklist
- All Actions-Signed for Letter
- Personal Information
- Special Information Types-Updateable
- Special Information Types-View Only
- Extra Information Types
- Qualification Review
- Competence Profile
- Release Information
- Timecards - View
- Time Entry**
- Announcements
- Change Timecard
- Learning
- Learning Module
- External Linking

The page also includes a 'Worklist' section at the top and a 'Logout' button at the bottom right.

Section: IV

Correcting Rejected Timecards

Step 3: Click on the yellow pencil in the “update” column that corresponds with the timecard to be corrected.

*TIP Depending on your search criteria, your search results may or may not include archived timecards. Archived timecards appear in the search results table with summary information and disabled icons.
Read more...

From Date To Date
(example: 24-Jul-2017)

☐ Show Advanced Search Criteria

Select Timecard:

1-5 of 243

Select Timecard Status	Transferred To	Period Starting	Period Ending	Recorded Hours/Submission Date	Update	Details
<input type="checkbox"/> Submitted	None	23-Jul-2017	05-Aug-2017	80 03-Aug-2017		
<input type="checkbox"/> Rejected	None	06-Aug-2017	19-Aug-2017	92 08-Aug-2017		
<input type="checkbox"/> Approved	None	27-Apr-2008	10-May-2008	80 09-May-2008		
<input type="checkbox"/> Approved	None	11-May-2008	24-May-2008	80 22-May-2008		
<input type="checkbox"/> Approved	None	25-May-2008	07-Jun-2008	80 06-Jun-2008		

Time Home Logout Preferences Help

Correcting Rejected Timecards

Step 4: Make required changes, Click “Save”, “Continue”, and then “Submit”.

[illegible]

Note: The changes that you make must match the hours shown in the "PR" column on your rejection notice. If they do not, your timecard will continue to be rejected.

Section: IV

Correcting Rejected Timecards

- Occasionally, timecards may be rejected for various reasons:
 - Approver disagrees with time entered
 - Approver does not act on submitted timecard within 7 calendar days
 - Timecard entries do not agree with ATAAPS data (civilians only)
- Individual users are responsible for correcting rejected timecards and re-submitting to the approver.
- Rejected timecards must be resolved immediately to avoid reporting delinquent.

Section: V Approving Timecards

Step 1: Share Worklist access. All Approvers are required to grant access to at least one alternate within their work center.

Defense Medical Human Resources System - Internet

Oracle Applications Home Page

Worklist

Switch User

Full List

From Subject Sent

There are no notifications in this view.

TIP: Vacation Rules - Redirect or auto-respond to notifications.

Worklist Access - Specify which users can view and act upon your notifications.

Navigator

Personalize

Army Discoverer Specialist (WH/OAA)

Army LCA Manager

Army LCA Timekeeper Specialist (WH/OAA)

Army Manpower Position Specialist (WH/OAA)

Army Site Application Administrator Specialist (WH/OAA)

Army Timekeeper Manager

DEHRS Employee Self Service

DEHRS LCA Remissions Manager

DEHRS Timekeeper Manager

Army LCA Manager

Project

Employee Costs Rates

People

Enter and Maintain

Expenditures : Pre Approved Batches

Enter

Favorites

Personalize

DISCOVER VIEWER

DISCOVERER PLUS

The "Worklist Access" screen opens.

Click the Worklist Access Link on the "Home" page.

Section: V Approving Timecards

Step 2: Click the “Grant Worklist Access” button on the Home page

Oracle Applications Home Page >

Worklist Access

The following users have access to view and act upon your worklist:

[Grant Worklist Access](#)

Name	Description	Start Date	End Date	Status	Update	Delete
WOODS, DEBORAH	"NULL"	12-Dec-2016		Active		
SMITH, LORA	"NULL"	01-Apr-2014		Active		

[Return to Worklist](#)

The “Grant Worklist Access” screen opens.

Section: V

Approving Timecards

Step 3: Type the name of the person you are granting access to in the textbox beside the “Name” field (Last Name, First Name). You must also specify an end date for this access. Click “Apply” when finished.

Defense Medical Human Resources System - Internet

Oracle Applications Home Page > Worklist Access >
Grant Worklist Access
Grant another user access to view and act upon your notifications via the Worklist.

* Indicates required field

* Name All Employees and Users

Description

* Start Date 12-Jan-2017
(example: 28-Dec-2016)

End Date

Grant Access to ☒ All Item Types ☐ Selected Item Types

You will be returned to the “Worklist Access” screen. Click “Home” when finished.

Section: V Approving Timecards

Step 4: Choose the user from your list.

Defense Medical Human Resources System - Internet

Oracle Applications Home Page > ... Worklist Access >
Grant Worklist Access
Grant another user access to view and act upon your notifications via the Worklist.
* Indicates required field

* Name All Employees
Description
* Start Date
End Date
Grant Access to All Employees

Search and Select: User or Role

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Name [SMITH, LORA] Go

Results

Select	Quick Select	Name	User Name	Email
<input type="radio"/>		SMITH, LORA	LORA.COOPER	LORA.COOPER.LCZ@MAIL.MIL

Cancel Apply

Click on the circle next to the name of the user you want to switch to then click "Apply".

Section: V Approving Timecards

Step 5: Do not end date (leave this blank).

The screenshot shows the 'Grant Worklist Access' form in the Defense Medical Human Resources System. The form includes the following fields and options:

- Name:** A dropdown menu set to 'All Employees and Users' with a search icon to the right.
- Description:** A text input field.
- Start Date:** A date picker set to '09-Aug-2017'.
- End Date:** A date picker that is currently blank. A red arrow points to this field, indicating it should be left empty.
- Grant Access to:** Two radio buttons: 'All Item Types' (selected) and 'Selected Item Types'.

At the bottom right of the form are 'Cancel' and 'Apply' buttons. The footer of the page includes 'Privacy Statement', 'Home Logout Preferences Help', and 'Copyright (c) 2008, Oracle. All rights reserved.'

Section: V Approving Timecards

Step 6: Access another Worklist.

Defense Medical Human Resources System - Internet

Oracle Applications Home Page

Worklist

Switch User

Full List

From Subject Sent

There are no notifications in this view.

TIP Vacation Rules - Redirect or auto-respond to notifications.

TIP Worklist Access - Specify which users can view and act upon your notifications.

Navigator

Personalize

- Army Discoverer Specialist (VH/DAA)
- Army LCA Manager
- Army LCA Timekeeper Specialist (VH/DAA)
- Army Manpower Position Specialist (VH/DAA)
- Army Site Application Administrator Specialist (VH/DAA)
- Army Timekeeper Manager
- DMHRS Employee Self Service
- DMHRS LCA Exceptions Manager
- DMHRS Timekeeper Manager

Army LCA Manager

- Project
- Employee Costs Rates
- People
- Enter and Maintain
- Expenditures : Pre Approved Batches
- Enter

Favorites

Personalize

- DISCOVER VIEWERS
- DISCOVERER PLUS

Click the “Switch User” button to select a different worklist.

The “Switch User” screen will open.

Section: V Approving Timecards

Step 7: Click on the circle to switch user and apply.

The screenshot shows the 'Defense Medical Human Resources System - Internet' interface. The 'Switch User' dialog is open, displaying a list of users. A red arrow points to the selection circle for 'TRULOCK, CHARLES'. Another red arrow points to the 'Apply' button at the bottom right of the dialog.

Select Name	Email
<input type="radio"/> TRULOCK, CHARLES	
<input type="radio"/> SHARPE, JACQUELINE	
<input type="radio"/> BORNHAY, LINDA	
<input type="radio"/> BOOKOUT, DEBRA	
<input type="radio"/> LOCKLEAR, BRANDON	
<input type="radio"/> ROBERTS, WENDY	
<input type="radio"/> GONZALEZ-ALAMO, GLOMAR	
<input type="radio"/> EVANS, TIMOTHY	
<input type="radio"/> WIROTON-VOICE, MARTHA	
<input type="radio"/> SHAFER, PATTI	

Section: V Approving Timecards

Step 8: Approve a Timecard.

Click on the timecard you want to view.

The screenshot shows the Oracle Applications Home Page for the Defense Medical Human Resources System. The main content area displays a table of timecards. The first timecard is highlighted with a red circle around the 'Open' status.

Select From	Type	Subject	Sent	Due	Status
<input type="checkbox"/> SONNENFELD, JASON	DOO OTL Timecard Approval Workflow	Timecard	07-Aug-2017	14-Aug-2017	Open
<input type="checkbox"/> COLBURN, ANDREW	DOO OTL Timecard Approval Workflow	Timecard	07-Aug-2017	14-Aug-2017	Closed
<input type="checkbox"/> HUGHES, RICHARD	DOO OTL Timecard Approval Workflow	Timecard	04-Aug-2017	11-Aug-2017	Closed
<input type="checkbox"/> DIKONJENSEN, ALICE	DOO OTL Timecard Approval Workflow	Timecard	04-Aug-2017	11-Aug-2017	Closed
<input type="checkbox"/> LAPORTE, BRANDON	DOO OTL Timecard Approval Workflow	Timecard	03-Aug-2017	10-Aug-2017	Closed
<input type="checkbox"/> TRUDELL, CHARLES	DOO OTL Timecard Approval Workflow	Timecard	02-Aug-2017	09-Aug-2017	Closed
<input type="checkbox"/>	DOO OTL Timecard Approval Workflow	Timecard	02-Aug-2017		Closed
<input type="checkbox"/> TRUDELL, CHARLES	DOO OTL Timecard Approval Workflow	Timecard	02-Aug-2017	09-Aug-2017	Closed
<input type="checkbox"/> VANDENMARK, SCOTT	DOO OTL Timecard Approval Workflow	Timecard	01-Aug-2017	08-Aug-2017	Closed
<input type="checkbox"/> VANDENMARK, SCOTT	DOO OTL Timecard Approval Workflow	Timecard	01-Aug-2017	08-Aug-2017	Closed

The "Timecard" is opened.

Section: V Approving Timecards

Step 9: Review timecard information.
You are returned to the “Worklist” when complete.

Defense Medical Human Resources System - internet

Oracle Applications Home Page > Timecard for (09-JUL-2017 to 22-JUL-2017) Requires Approval

From: [User]
To: [User]
Sent: 27-Jul-2017 06:23:54
Due: 03-Aug-2017 06:23:54
ID: [ID]

Click [here](#) to review this timecard

Approval History
Action History

Num	Action Date	Action	From	To	Details
1	27-JUL-2017 06:23:54	Submit			

Response

Approval or Rejection Reason

Return to Worklist

Approve Reject Reassign Request Information

Home Logout Preferences Help

Privacy Statement

Copyright (c) 2006, Oracle. All rights reserved.

1. Clicking [here](#) will display the timecard details; 2. [Approve](#) – approves the timecard; 3. [Reject](#) – sends the timecard back to the user; 4. [Reassign](#) – sends the timecard to another user; 5. [Request Information](#) – ask for clarification

Section: V Approving Timecards

General information for Approvers:

- Timecards must be approved by COB the next working day following the end of the pay period.
- The Approver is responsible for ensuring individuals submit or correct their timecards timely and accurately.
- The Approver must monitor time input to ensure appropriate cost centers are charged as required.
- Timecards should never be rejected without clear communication to the user for correcting the deficiency.
- Never simply reject a timecard if an individual does not belong in your organization.
 - Attempt to contact the individual to determine who the Approver should be.
 - Reassign the timecard to the correct Approver, if known.
 - Take action to ensure future timecards are routed appropriately.

32



DMHRSi Handbook.pdf

4.5 MB



Complete the timecard interaction below to **practice** your skills in filling out a timecard correctly.



Create a Timecard



MSgt Weinzierl an Active-Duty Aerospace medical services craftsman has completed two weeks of work during the time of 15 January to 28 January. Week 1 is Sun 15 Jan to Sat 21 Jan and week 2 is Sun 22 Jan to Sat 28 Jan. She has requested that you please complete her Timecard. She has provided you the following information:

Line 1- Task- WORKCENTER ;7 hours each day, M-F the first week and M-W the second week.

Line 2- Task- MILITARY LEAVE; Thursday and Friday of the second week.

Line 3- Task- READINESS TRAINING; one hour on Wednesday each week.

Line 4- READ PHYSICAL TNG; one hour M, W, F of Week one and M, W of Week two

Please take notes or print the above information by selecting the printer icon and use this information in the next slide to complete the timecard.



Below is the **DMHRSI website** that you can visit to learn more.

DISA

E-Business Suite Home Page Redirect

The E-Business Home Page is located at

https://dmhrsi.csd.disa.mil:443/OA_HTML/AppsLogin If your browser doesn't automatically redirect to its new location, click here.

[READ MORE DISA >](#)

Multiple Choice

When must all timecards be in 100% “APPROVED” status by?

- ☐ CoB fifth duty day after the close of the timecard period (second Friday).
- ☐ CoB sixth duty day after the close of the timecard period (second Monday).
- ☐ CoB seventh duty day after the close of the timecard period (second Tuesday).
- ☐ CoB fourteenth duty day after the close of the timecard period (second Tuesday).

SUBMIT



Complete the content above before moving on.

Medical Expense and Performance Reporting System (MEPRS)

MEPRS is a managerial cost accounting system that accumulates and reports expenses, manpower, and workload performed in DoD fixed military medical and dental treatment facilities. An MTF is defined as an established land-based medical center, hospital, clinic, or other facility that provides medical, surgical, or dental care. MEPRS provides consistent financial and operating performance data to support senior leaders who are responsible for allocating the programmatic resources used to sustain the health care delivery system. The MEPRS information assists in measuring productivity and management effectiveness, developing performance standards and process improvement initiatives to enhance business planning opportunities and resource allocation.

Below is the AFI 41-102, *Medical Expense and Performance Reporting System (MEPRS) for Military Medical and Dental Treatment Facilities* that covers all the above content.



AFI 41-102.pdf
897.7 KB



CONTINUE

Unit Manpower Document (UMD)

Manpower management involves the authorizations for assigned personnel the MTF commander identifies as necessary to accomplish the mission. Determining the right amount of people needed is critical. The Air Force uses specific tools and techniques to determine and validate manpower requests and authorizations. The information is then used to request manpower authorizations from the DoD and Congress.

After the DoD establishes a limit on manpower authorizations, it allocates them to each branch of service. The Air Force, in turn, prioritizes and allocates its share to each major command (MAJCOM). Priorities are established because the amount of authorizations usually are not enough to meet the total number of requirements.



The process for allocating manpower authorizations is extensive. Various methods, known as manpower resourcing tools, are used to determine manpower requirements and authorizations. The unit manpower document (UMD), is the first tool we will discuss, followed by the unit

personnel management roster (UPMR), and authorization change request (ACR)/authorization change notice (ACN) in the upcoming units.

The UMD is a computer generated product that reflects positions authorized to accomplish the mission. A few of the data elements listed to identify the attributes of a position are: position number, grade, Air Force Specialty Code (AFSC), and number of authorizations. MAJCOMs use this document to allocate manpower resources and identify projected changes to manpower authorizations. Supervisors periodically review this document for accuracy and currency in their work center(s).

CONTINUE

Authorization Change Request (ACR)/Authorization Change Notice (ACN)

The last manpower resourcing tool we will discuss for manpower management is the ACR/ACN. An ACR is a request by an organization to change its manpower authorizations. Change requests can be submitted for several reasons, however, the reason must be driven by a valid requirement.

One **example** is the request to move one position to a different duty section due to manning requirements. Another example is to **convert** a position from one rank or skill level to another to fulfill the requirement of position experience. Commanders or designated approval officials are **authorized** to submit change requests for their unit and subordinate units. The **MAJCOM** either approves or disapproves the request.

CONTINUE

Unit Personnel Management Roster (UPMR)

As we continue to discuss manpower management and a few of its resourcing tools, remember, determining the right amount of people needed to accomplish the mission is critical for the MTF commander to identify.



The UPMR is another means to manage manpower. It identifies the people assigned to the work center. This tool matches the names of personnel to the actual position he or she is assigned. The information on the UPMR should match the authorizations on the UMD.

The UPMR also lists projected personnel gains, losses, retirements, separations, and rotation from overseas. Commanders use this roster to ensure personnel and projected gains are

assigned to their proper position. Supervisors should periodically review this roster for accuracy and elevate corrections as needed.

CONTINUE

Manning Assistance

Manpower requirements are not changed to accommodate temporary changes pertaining to manning. It would be difficult and expensive for the Air Force Personnel Center (AFPC) to generate orders every time a unit was going to be short personnel due to deployments, formal training, personnel challenges, and so forth. The official avenue to request temporary assistance when manning levels affect the mission is through manning assistance. Manning assistance provides short term manpower to fulfill the requirements of a unit or position. Requests for manning assistance must be carefully thought out and justified.

When a commander submits a request for a qualified member to fill a critical manning shortage, installation resources are considered first, then elevated to the MAJCOM level if needed. The request is reviewed and validated at several levels prior to reaching the tasked unit or base.

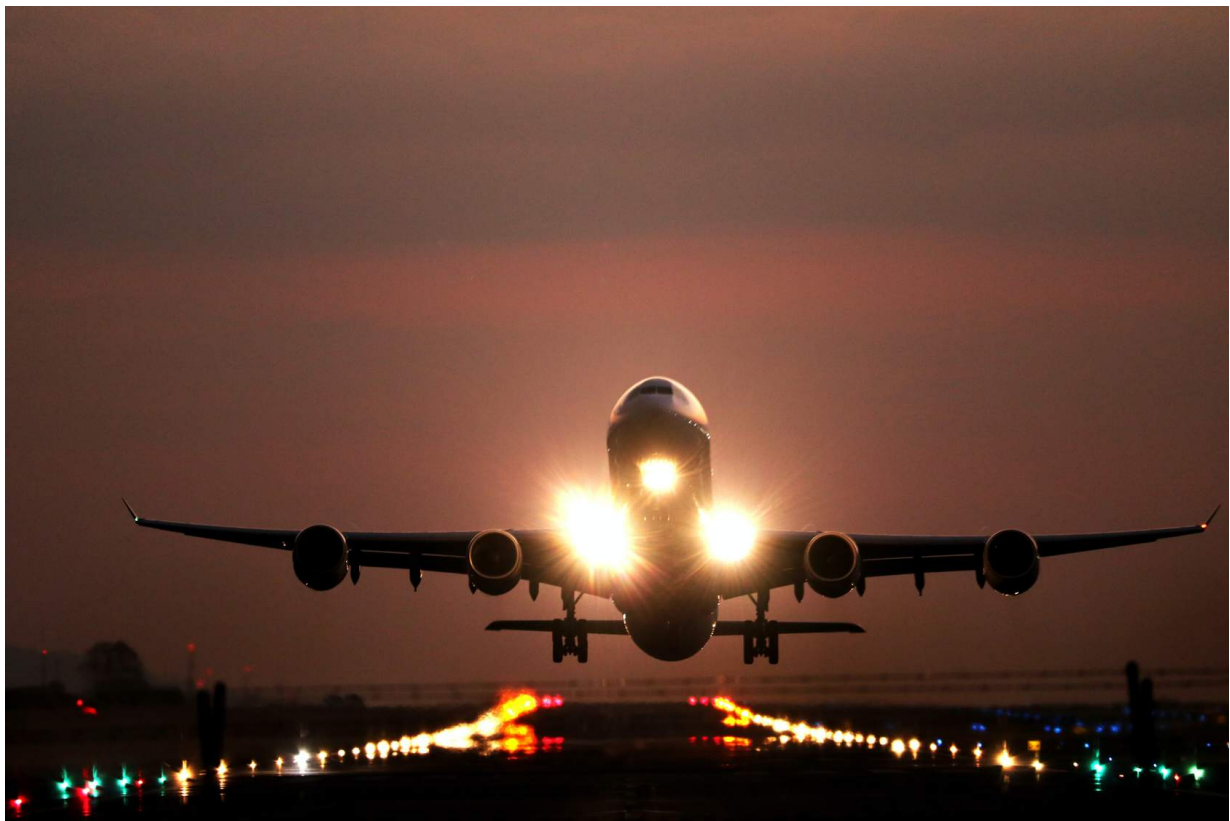


**Manpower Validation Process (MVP)/Overseas Contingency Operations
(OCO)**

OCO refers to separate funding set aside by the President for operations outside of the US whether during a prolonged stay by military forces or in a national emergency as directed by the President or congress.

Reports are used to establish and manage equipment maintenance activity as well as provide data required for assigned property custodians, Medical Logistics, and higher headquarters. Reports can be generated in the Defense Medical Logistics Standard Support (DMLSS) system.

The DMLSS system establishes requisition, purchase, receipt, storage, issue, shipment, disposition, stock control, and accounting procedures for Air Force medical stock record accounts. It also establishes requirements for facility management operations.



END OF LESSON

Lesson 2- Supervision and Training

After completing this lesson, the student will be able to identify supervisor and training procedures in accordance with prescribed guidance and publications

Safety Data Sheets (SDS)

Safety is a primary focus in any MTF you work in, but some of the duties you conduct in your day-in and day-out operations may require you to use products and items that contain chemicals, that could be hazardous to you and your health; especially, if the product or item is used incorrectly or an accident has caused a spill or splash. This is why, it is important you understand some basic information about SDS.

Within **60 days** of in-processing to a new work center Airmen should complete unit orientation to include familiarization and the location of the SDS. The **local policy** should be **consistent** with the **job safety training outline (JSTO)** which is a means to comply with federal regulations to **train and protect** our DoD and Air Force employees.



Work centers shall maintain SDS (in either paper or electronic format) for every item on the work area-specific hazardous chemical list and all chemicals on hand within the work area must match the SDS on file, even if the chemical is not in use. Shop supervisors will ensure that

all workers on every shift know where to locate and how to use the SDS should a chemical mishap occur.

The unit orientation should include but is not be limited to:

- 1 Identifying the location of the SDS
- 2 Review of the area-specific hazardous chemical list
- 3 Review of the JSTO



Finally, the SDS should be in an area that can be accessed easily and quickly should an Airman need to respond to a hazardous material event.

True or False: Within 30 days of in-processing to a new work center Airmen should complete unit orientation to include familiarization and

the location of the SDS.

☐

True

☐

False

SUBMIT



Complete the content above before moving on.

Air Force Form 55

The supervisor must conduct and document initial orientation safety training for all newly assigned members prior to the start of duty performance. Additionally, safety training must be conducted and documented to capture changes to the JSTO or work center practices. The Air Force (AF) Form 55 is most commonly used for documenting safety training. It should include, at a minimum, the following data:

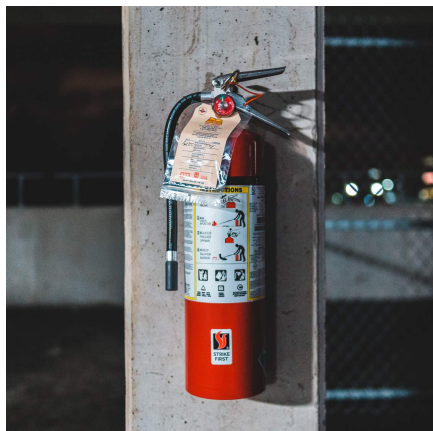
- The name of the trainee (last, first, middle initial).
- The type of training conducted.
- The date the training was conducted.

When the Air Force Form 55 is mandated, the governing authority requiring the use of the form will specify the requirement in writing. They will outline all entries that require a signature and

who should sign the document. Such hazards training requiring the use of an AF Form 55 include hazardous communication (HAZCOM), respirator use, powered industrial truck operations, lockout/tag-out procedures, fall protection, confined space operations, radiation and laser safety, etc.

Work centers and shop supervisors shall direct implementation and provide resources for the mishap prevention program. Supervisors will provide and document safety training to all newly assigned individuals (i.e., PCS, PCA or work center change to include deployment) on the hazards of their job before they start work and immediately when there is a change in equipment, processes, work environment or safety, fire and health requirements.

Methods of documentation may include, but are not limited to, the AF Form 55, *Employee Safety and Health Record*, electronic mediums or locally developed products. Refresher training will be conducted and documented when employees demonstrate a lack of understanding of their required safety responsibilities or at the specified frequency.



CONTINUE



Daily Operations

Every Airman in the unit has a purpose within the team. Once fully trained and qualified we must be ready to work to the highest level to complete the mission. You will most likely be informed of daily operation standards and expectations through your chain of command.

Daily operations are specific to the unit/area of responsibility you are assigned to. Learning what must and will be completed is part of knowing your role in the mission. Airmen must ready themselves and be accountable, likewise supervisors and those that hold charge must provide a clear path to ensure daily operations are being maintained. Supervisors' daily efforts to direct, plan, and prioritize assignments, results in an efficient and well-run unit.

CONTINUE

Set Priorities

It is not sufficient to simply create a plan; you must also be able to set priorities, articulate and implement whatever you plan. For a plan to work, each step must receive equal attention and a specific completion time.

Every force development action, from basic military training, to professional military education to strategic engagement opportunities, is linked to the institutional competencies. These competencies provide a common language, set of priorities, and proficiency expectation based on an Airman's rank, experience and/or position.



Prioritizing your **plan of action** enables you to make the best use of the time available for yourself, others, and the **overall completion** of the mission. Categorizing priorities is the most efficient **time management** tool utilized to assist you with forecasting future decisions.

CONTINUE

The **duty schedule** must be developed so that adequate, qualified personnel are available to meet the patient care requirements. With proper planning you will be able to create a schedule that provides efficient staffing/coverage for the unit to accomplish the mission.

Usually the non-commissioned officer in charge (NCOIC) or flight chief will be in charge of managing and publishing the schedule for their specific clinic.



There are several factors to take into consideration when developing a duty schedule and one must consider that emergencies may arise. When planning a duty schedule, you must keep in mind that people have emergencies and special circumstances that may need to be dealt with at the last minute. Additional factors include; knowing personnel scope of practice levels, their competency, and ultimately the unit's workload.

Types of schedules are as follows:

- Compressed work schedule
- Self-scheduling
- Flextime scheduling
- Cyclical/12-hour scheduling
- Conventional schedules

CONTINUE

Work Center Orientation

The supervisor must conduct and document an initial orientation for all newly assigned members prior to the start of duty performance. Additionally, a work center orientation must be conducted and documented within sixty days that encompasses work center practices, equipment and unit familiarity.



Supervisors will provide all newly assigned individuals (i.e., PCS, PCA or work center change to include deployment) with an initial work center orientation to familiarize them with the unit. This includes all equipment available for use, standard operating procedures, local processes, environment or safety, fire and health requirements. The orientation, along with hands on job experience permits the member to become capable in their assigned duties/tasking.

The work center orientation ensures that a member is qualified and/or receives proper exposure to become skillful in the performance of duty at the appropriate skill level within the unit. The work center orientation streamlines areas of importance in relation to the duty section and assists members in becoming proficient and productive.

CONTINUE

Position Descriptions

Your primary responsibility is to do your part to accomplish the mission. The mission requires you to be trained and competent in your primary AFSC as you ready yourself for career progression and increased responsibility. As you progress from an Airman to a Non-Commissioned Officer (NCO) to a Senior Non-Commissioned Officer (SNCO) you may hold various positions.

The position description is a comprehensive document that includes the specific position requirements such as supervision, promotion expectations, a job summary, and duties to be performed while on the job. When properly applied, duty titles and position descriptions facilitate a quick understanding of a person's role and level of responsibility. Enlisted duty titles are assigned based upon the scope of responsibility and the duties being performed.

The following duty titles are the official, authorized duty titles for the enlisted force:

- Supervisor
- Non-commissioned Officer in Charge (NCOIC)
- Section Chief
- Flight Chief
- Superintendent
- Manager
- Chief



Multiple Choice

The _____ is a comprehensive document that includes the specific position requirements such as supervision, promotion expectations, a job summary, and duties to be performed while on the job.

-
- ☐ position description
 - ☐ personnel description



position summary



personnel summary

SUBMIT



Complete the content above before moving on.



Performance Standards

Trainees are trained, evaluated, and certified to the go/no-go level. Go means the individual can perform the task without assistance and meets requirements for accuracy, timeliness, and correct use of procedures. Your primary responsibility is to do your part to accomplish the mission however, accomplishing the mission requires more than just technical proficiency but it also requires you to meet performance standards.

You must be responsive and accomplish your duties in a timely and efficient manner. The Career Field Education and Training Plan (CFETP) defines a standard as a predetermined quality or quantity, against which performance skills and knowledge are measured to accomplish the job. Quality and quantity of work are both important since they are the primary measures of efficiency and productivity. Performance standards are measured on an individual basis to determine if requirements are met or additional training is required for the task, duty position or upgrade.

CONTINUE

Career Field Education and Training Plan (CFETP), Part I & II STS Overview

The career field education and training plan (CFETP) is utilized as a credential file for all 4N0X1Xs. It is a comprehensive core training document that identifies the legal scope of practice within the Air Force Medical Service. It contains training requirements, support resources, and core task requirements for each specialty. It provides personnel a defined career path to success and is the guide to establish scope of practice/responsibility for each individual.

Supervisors use the CFETP to plan, prioritize, manage, and execute individual training within the career field. The CFETP is used to identify and certify all past and current qualifications in the work center.

It consists of two parts that must be utilized.

CFETP PART I

CFETP PART II

This section provides information necessary for the overall management of the specialties. Air Force Career Field Manager (AFCFM) directs that a copy of Part I be maintained in every work center.

Section A- explains how everyone will use the plan.

Section B- identifies career field progression information, duties and responsibilities, training strategies, and career field path.

Section C- associates each skill level with specialty qualifications (knowledge, education, experience, and training).

Section D- identifies resource constraints and impacts. Some examples are funds, manpower, equipment, facilities.

Section E- identifies transition training guide requirements for staff sergeant (SSgt) through master sergeant (MSgt).

CFETP PART I

CFETP PART II

This section is used to identify, plan, and conduct required unit training for skill level upgrade. Part II contains six sections.

Section A- contains the most current version of the STS, which includes duties, tasks, and technical references to support training, Air Education and Training Command (AETC) courses, USAF School of Aerospace Medicine (USAFSAM) courses, tasks identified as having a qualification training package (QTP), core tasks, and correspondence course requirements.

Section B- contains the course objective list (COL) and training standards, which supervisors will use to determine if Airmen have satisfied training requirements.

Section C- identifies available OJT support materials such as, AF QTPs, which are developed to support proficiency training.

Section D- contains the training course index supervisors can use to determine resources available to support training.

Section E- identifies MAJCOM unique training requirements.

Section F- is specific to medical AFSCs providing guidance on required documentation in the electronic training record (ETR). It describes the master training plan (MTP) and training documentation.

Multiple Choice

What document do supervisors use to plan, prioritize, manage, and execute individual training within the career field?

- ☐ MTL
- ☐ MTP
- ☐ CFETP
- ☐ QTP

SUBMIT



Complete the content above before moving on.



Maintain Electronic Training Record (ETR) Documentation

Documentation is important to personnel at all levels. It measures and identifies the status of training and task qualifications. Training documentation also helps management assess mission capability and readiness, and it defines requirements for individual career progression.

The trainee is the focal point of the AF training program and is responsible for making every effort to become qualified to perform in their AF specialty. They must acknowledge and document task qualification upon completion of training. This serves as official proof of proficiency, certifying the individual is now fully trained and accountable to perform specific tasks.

At a minimum you must complete the following columns in Part 2 of the CFETP:

- Start Date
- Training Completed
- Trainee Initials

- Certifier Initials (if applicable)

CONTINUE

Components of ETR

Documentation is important to personnel at all levels. Understanding where, how and why to document must be established to identify training and task qualifications. Learning the components of the electronic training record (ETR) will aid trainees and supervision throughout their career progression as it is the only authorized form of documentation. The automated ETR is the central standardized place to document technician qualifications and serves as official proof of proficiency.

The trainee is the focal point of the AF training program and is responsible for making every effort to become qualified to perform in their AF specialty. Currently, the Total Force Training Record (TFTR) is an enterprise-wide application designed to streamline and standardize training management. Section F in the CFETP is specific to medical AFSCs and provides additional guidance on required documentation in the ETR. It describes the master training plan (MTP) and training documentation.

The electronic training record provides the capability to upload training-related documents into a training record.

The following documents (as applicable) will be uploaded into every 4N0X1 training record:

- Current Nationally Registered Emergency Medical Technician (NREMT)
- Tactical Combat Casualty Care (TCCC) Card
- Advanced Life Support Card, and Pediatric Advanced Life Support Card

- Current Basic Life Support Card
- Current AF Form 2096
- LPN Certification
- CDC Test Score Sheets, if enrolled in CDCs

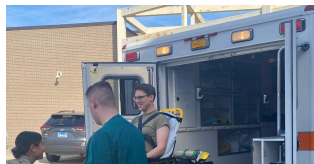
CONTINUE

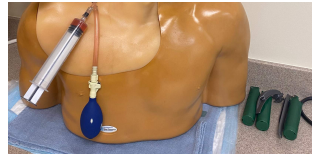
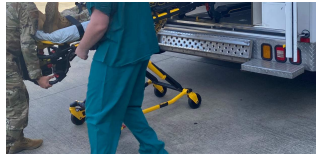
Identify Personnel Training Needs

The 4No CFETP is a comprehensive core training document that identifies the legal scope of practice within the Air Force Medical Service, training requirements, and core task requirements. Supervisors and trainers use the MTP as a guide to identify personnel training needs within their current work section.

To determine personnel training needs, supervisors and trainers must conduct an initial evaluation within 60 days of new personnel being assigned to the duty section. The supervisor will compare what the trainee knows or can perform against the tasks identified in the master training list. Personnel training needs are identified by assessing the difference between what the trainee can perform and the work center requirements.

Supervisors must review previous training documented in the members' CFETP. Verify the trainee's ability to perform the tasks and match the qualifications of the trainee against the predetermined standard in the MTP.





Multiple Choice

To determine personnel training needs, supervisors and trainers must conduct an initial evaluation within _____ of new personnel being assigned to the duty section.

- ☐ 30
- ☐ 60
- ☐ 90
- ☐ 120

SUBMIT



Complete the content above before moving on.

Develop and Present In-Service Training

Training needs are identified by the CFETP and determined once an initial evaluation is conducted on newly assigned personnel. Often sustainment training is required to maintain qualifications to perform duties in the 4N0X1X AFSCs. The supervisor/trainer may either schedule and/or conduct in-service training on current procedures, techniques, and equipment that are found to be necessary.

Trainees are trained, evaluated, and certified to the go/no-go level. Go means the individual can perform the task without assistance and meets requirements for accuracy, timeliness, and correct use of procedures. Some tasks may take several days or weeks to complete. When developing an in-service training, trainers should reference the training sources found in the master training list.

A successful in-service training should include the following:

- Set training priorities
- Plan for concurrent trainings
- Determine training capabilities and resources
- Decide how and where to provide the training
- Develop training objectives
- Develop lesson guides and task breakdowns

- Evaluate training



Trainers must be **recommended** by their supervisors, qualified to perform the task being trained and have completed the Air Force training course.

Certifiers must be at **least a staff sergeant**, capable of evaluating the task being certified, be someone other than the trainer, and complete the Air Force training course. Possession of at least a 7-skill level is desired, but not required.

CONTINUE

Master Training Plan

The MTP is the source document that contains the strategy for completion of all work center specific tasks to be accomplished prior to an individual working independently. The MTP is a

document that is reviewed annually to ensure 100 percent task coverage of all duty position requirements that are performed in the work center by personnel.

The MTP lays out a plan for ensuring that all job tasks and requirements are trained on and properly documented. This document serves as a guide for supervisors to certify that training is conducted effectively and efficiently in order to meet the mission.

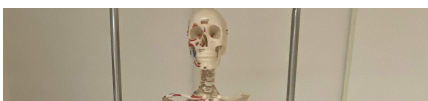
The MTP provides guidance for:

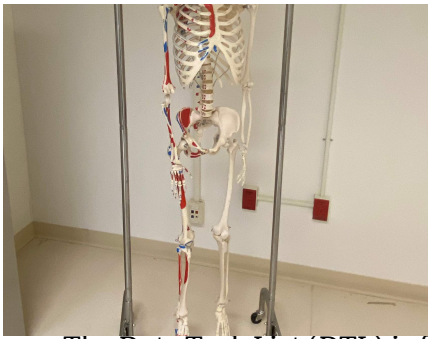
- When tasks should be trained (priority/milestones)
- How personnel will be trained (resources/methods)
- Approximation of how long training should take

CONTINUE

Master Task List

The Master Task List (MTL) is a part of the MTP found in the CFETP. The supervisor will select all appropriate tasks from the MTL to ensure 100 percent task coverage for the trainees' duty position. These tasks identify all the day-to-day mission requirements, core tasks, contingency tasks, and additional duties performed by the work center personnel. The MTP provides milestones as to when each task should be trained, how they will be trained (resources/method), and approximately how long it should take to train on individual tasks or sets of tasks.





The Duty Task List (DTL) is found in the MTP. It is a comprehensive listing of all tasks performed within the 4NoX1 career field. Each work center MTL is created from selecting appropriate tasks from the DTL.

The DTL is a comprehensive list of all tasks required for a given duty position. The supervisor creates the DTL by selecting tasks from the MTL. This develops the training plan for the individual trainee.

Multiple Choice

This identifies all day-to-day mission (duty position) requirements, core tasks and contingency tasks, and additional duties performed by the work center personnel.

- ☐ Master Task List
- ☐ Duty Task List
- ☐ CFETP



Master Training Plan

SUBMIT



Complete the content above before moving on.

Evaluate Personnel in Upgrade Training

Supervisors and trainers will evaluate formal course graduates to ensure training was effective upon arrival to a new duty station. The trainees' technical ability to perform tasks taught in technical school will be evaluated using the STS contained in the CFETP. When an individual begins upgrade training (UGT) the supervisor or trainer will conduct an initial evaluation during the first 60 days.

When evaluating personnel in UGT, progression will be documented on AF Form 623a. Supervisors are required to document, at least monthly for all Airmen in upgrade training status. As a minimum, ensure training progress includes:

- Career development course and task progression
- Task certification, decertification, and recertification

- Training-related counseling, strengths, weaknesses, attitude, areas to improve, means to improve, and corrective action (if required)

The supervisor or trainer is responsible for evaluating personnel in UGT. After training has been conducted the trainee should be allowed time to practice what has been learned. Once the trainee is able to perform the task independently and successfully to the required standard, training can then be certified by the trainer. If the trainee's performance is substandard documentation must occur using an AF Form 623A and be placed into the record.

Once trainees have completed all UGT requirements the supervisor should coordinate with the unit training manager (UTM) to initiate AF Form 2096 for official skill level upgrade.

Task Knowledge

technical school will be evaluated using the Specialty Training Standard (STS) contained in the CFETP.

Training effectiveness is evaluated in terms of knowledge, education, training, and specialty experience indicated for the attainment of a particular skill level or job position.

Skill level training requirements are defined in terms of tasks and knowledge requirements. Section C of the CFETP outlines the specialty qualification requirements for each skill level along with the mandatory requirements for entry, award, and retention of each skill level.

Specific task and knowledge training requirements are identified in the STS in Part II, Sections A and B of the CFETP. Column 1 list the task, knowledge, and technical reference necessary for airmen to perform duties in the 3-, 5-, and 7-skill level.

CONTINUE

Task Proficiency

Supervisors and trainers will evaluate formal course graduates to ensure training was effective upon arrival to a new duty station. Trainees will be enrolled in career development courses (CDC) that are designed to build on the information that was taught in technical school. The CDC will teach the trainee not only how to perform a task, but when and why to do so. This will enhance task proficiencies, ultimately leading to task certification.

Training effectiveness is evaluated in terms of knowledge, education, training, and specialty experience indicated for the attainment of a particular skill level or job position. Once training has been accomplished on a particular task and the trainee is deemed proficient, it is critically important that the trainee is knowledgeable of what and where training is documented within the training folder.

The written record is the only means of identifying what has been trained, when it was trained, and when (if applicable) the training is due to be conducted again. Training documentation

helps assess capability, individual strengths/weakness, and resources needed to support quality patient care. Task proficiency is complete once requirements have been identified, trained, and abilities assessed satisfactorily.

Proficiency Code Key		
	Scale Value	Definition: The individual
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely Limited)
	2	Can do most parts of the task. Needs only help on hardest parts. (Partially Proficient)
	3	Can do all parts of the task. Needs only a spot check of completed work. (Competent)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient)
*Task Knowledge Levels	a	Can name parts, tools, and simple facts about the task. (Nomenclature)
	b	Can determine step by step procedures for doing the task. (Procedures)
	c	Can identify why and when the task must be done and why each step is needed. (Operating Principles)
	d	Can predict, isolate, and resolve problems about the task. (Advanced Theory)
**Subject Knowledge Levels	A	Can identify basic facts and terms about the subject. (Facts)
	B	Can identify relationship of basic facts and state general principles about the subject. (Principles)
	C	Can analyze facts and principles and draw conclusions about the subject. (Analysis)
	D	Can evaluate conditions and make proper decisions about the subject. (Evaluation)

Proficiency Code Key

Multiple Choice

You are reviewing the CFETP and a task you are getting ready to train is rated at a 2b proficiency code. What does this mean?

☐

The trainee can do most parts of the task and only needs help on the hardest part, and they can name parts, tools, and simple facts about the task.

☐

The trainee can do most parts of the task and only needs help on the hardest parts and they can

determine step by step procedures for doing the task.

☐

The trainee can do most parts of the task and only needs help on the hardest parts.

☐

The trainee can identify basic facts and terms about the subject.

SUBMIT



Complete the content above before moving on.

Retraining Opportunities

The retraining program is designed to balance the numbers of personnel in specific grades and year groups of the AF specialty. Retraining opportunities are available at many times in your AF career. Supervisors and trainees must be aware of the eligibility windows as well as all necessary requirements needed to retrain within the medical field.

Located within the CFETP you will find specific training requirements for entry and retraining into the specialty AFSCs. The CFETP contains career field opportunities for retraining that are listed in the STS for AFSC 4N0X1/X.

CONTINUE

Formal Training

The retraining program is designed to balance the number of personnel in specific grades and year groups of the AF specialty. Once a member has been accepted for retraining, the next step consists of completing any formal training that is needed to be qualified to perform their new duties.

The STS shows formal training and correspondence course requirements. Advance trainings are formal courses that are provided for selected career Airmen who are qualified in one or more positions of their AF specialty with additional skills and knowledge to enhance their expertise in the career field. The Education and Training Course Announcement contains specific MAJCOM procedures, fund cite instructions, reporting instructions, and listings for those formal courses conducted or managed by the MAJCOMs or field operating agencies (FOAs). Once selected to attend formal training, the unit training manger will be notified of the projected training and notify the trainee.

END OF LESSON

Lesson 3- Equipment and Supply

After completing this lesson, the student will be able to identify equipment and supply principles in accordance with prescribed guidance and publications.

Budget Development and Management

Each unit has their own account and a cost center manager (CCM) to control spending. Each year, the CCM makes a budget for the upcoming fiscal year which is 1 October to 30 September of the next year. They submit a breakdown of how much money they expect to spend throughout the year on medical, non-medical and TDYs for their section to the budget office within their MTF. If the plan is approved, the money is loaded per quarter.

The MTF commander or designated equipment review and approval authority has final approval and funding authority for all MTF expense equipment under \$100,000 with the exception of the equipment categories below.

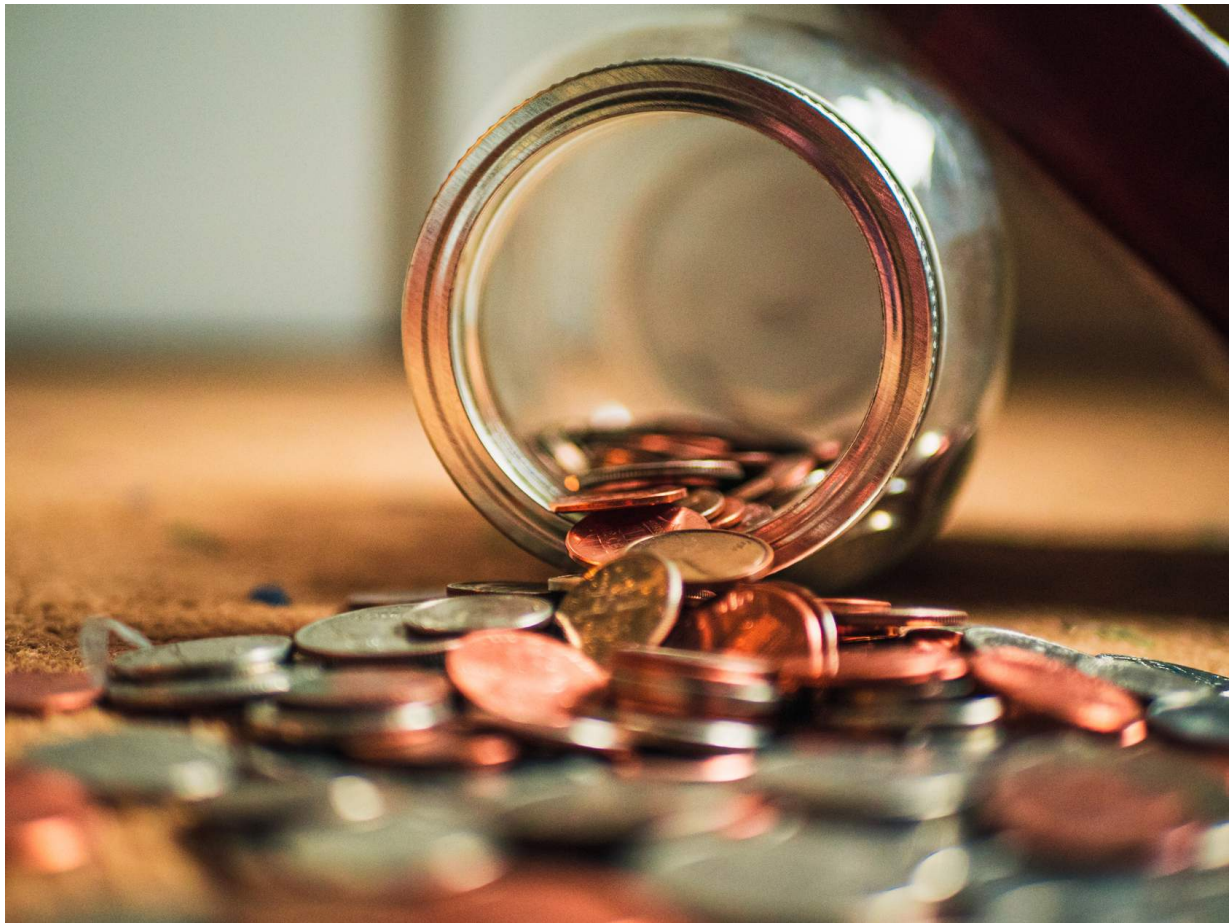


The Air Force Medical Operations Agency, Medical Logistics Directorate, in coordination with the appropriate Surgeon General Consultant, is the approval authority for all

medical investment equipment over \$250,000 and medical expense equipment over \$100,000.

Proper management of supplies and equipment involves designating someone to serve in the role of property custodian for the section which can be further broken down to distinguish supply custodians and equipment custodians. The custodians must maintain accurate and up-to-date records to ensure a true reflection of the section's inventory of equipment and supplies. They are also responsible for minimizing waste of government money by ordering appropriate levels of supplies and equipment.

The medical supplies for your unit will be ordered by the supply custodian through a system called Defense Medical Logistics Standard Support (DMLSS) and then delivered through your medical logistics section. The medical equipment ordering process is a bit more complex and will be coordinated through your facility's Medical Equipment Management Office.



According to military guidance, management of public property includes the proper allocation, control, care, use, and safeguarding of public property under control of the AF. This applies to each individual, whether they signed for the property or not.

If it is being used by you, or under your supervision at the moment, it's your responsibility. Such responsibility includes pecuniary (financial) liability. If you are found neglectful of supplies or equipment, you may find yourself footing the bill for broken or misused supplies or equipment.

Multiple Choice

What system will your supply custodian use to order medical supplies through?

- ☐ Defense Medical Logistics Standard Support (DMLSS)
- ☐ Defense Medical Logistics System Support (DMLSS)
- ☐ Defense Medical Supply Support (DMSS)
- ☐ Air Force Medical Logistics Support (AFMLS)

SUBMIT



Complete the content above before moving on.

Accountability and Responsibility

Within a medical group there is an abundance of different equipment and supplies that are needed for everyday operations. As commanders cannot have visibility on all the items within the work centers, they will delegate the duty to a property custodian and an alternate within each work center. If you are selected for this duty, you will be taking on accountability and responsibility of supplies and/or equipment, not to be confused with ownership.

There are **three** basic categories of responsibility, or accountability, when talking about medical materiel:

COMMANDER'S RESPONSIBILITY	CUSTODIAL RESPONSIBILITY	SUPERVISORY RESPONSIBILITY
<p>The medical group commander or designated representative appoints a property custodian based on the recommendation of the clinic/unit leadership. The property custodian may be an officer, enlisted, or civilian member and is officially appointed in writing on an appointment letter. Two copies are made containing signatures of the authorized representative (appointed property custodian). One copy is forwarded to the MEMO (medical equipment management office) and the original is kept in the new property custodian's folder.</p> <p>Commanders also will ensure there is adequate space available to support storage requirements for supplies/equipment, controlled items, deteriorative items, and hazardous materials. If you're entrusted with the care of government property, you're accounting for the materiel in your section as your commander's representative.</p>		

COMMANDER'S RESPONSIBILITY	CUSTODIAL RESPONSIBILITY	SUPERVISORY RESPONSIBILITY
<p>Once appointed by the commander, property custodians and their alternates are authorized to request and receive medical materiel for their particular account (clinic/unit). The property custodian maintains the care, custody, and safekeeping of the assigned property.</p> <p>The property custodian must promptly report any losses, or other irregularities relating to materiel, to his or her supervisor. Then, the property custodian should notify MEMO personnel, who will help establish what needs to be done to solve the discrepancy. If there are any questions, refer to AFMAN 41-209, <i>Medical Logistics Support</i>.</p> <p>In the event the property custodian is relieved from duty, transferred, separated from service, or otherwise absent from the work center over 45 days, MEMO personnel need to be notified. They will need to seek another property custodian or transfer the account to an authorized successor.</p>		

COMMANDER'S RESPONSIBILITY	CUSTODIAL RESPONSIBILITY	SUPERVISORY RESPONSIBILITY

When it comes to medical materiel, supervisors have a two-fold responsibility:

- Training their personnel on the proper use of equipment.
- Ensuring supply discipline is exercised by those under their supervision.

When a new staff member arrives, he or she may encounter equipment they are unfamiliar with. Supervisors are responsible for training new personnel on the proper operation of the equipment, identifying the safety features, and any hazards related to the equipment. Proper training and orientation may save a patient from harm and/or the equipment from damage. Medical equipment is expensive and funds are limited. You should strive to get the maximum use out of all equipment without compromising patient safety.

Supervisors are also responsible for teaching personnel and enforcing the principles of supply discipline. It's important for everyone in the section to have a basic understanding of the maintenance of supplies and equipment.

Below are some tenets of supply discipline:

1. Safeguard and preserve public property.
2. Use equipment and supplies only for their intended purpose.
3. Avoid ordering excess materiel. If excess is discovered, turn it in.
4. Adhere to the procedures contained in established directives governing requisition, storage, issue, and turn-in of property.
5. Ensure requests for supplies and equipment are valid and in minimum quantities necessary to perform the assigned mission, and these assets are protected, conserved, and maintained in the best possible condition to meet Air Force commitments.
6. If safety hazards, broken or lost equipment, or low stock levels are found, report the information to your supervisor immediately. Remove any broken equipment or supplies or equipment that could cause harm to patients or staff immediately. These tenets apply even if you aren't the property custodian.

CONTINUE

Custody Receipt/Locator List (CRL)

The equipment custodians have an inherent responsibility for the management of assigned property. Air Force policy states they may be held financially liable for the mismanagement of property under their control. Custody Receipt/Locator List (CRL) are used to manage AF accountable equipment.

The Medical Equipment Management Office (MEMO) will process a new CRL when an outgoing custodian has a signed CRL on file.

MEMO will maintain:

- A copy of the custodian appointment letter signed by the military treatment facility commander or authorized squadron commander
- A current, signed CRL.

MEMO will provide:

- Two updated copies of a CRL annually to the equipment custodian
- Ensure the CRL is signed by the custodian and organizational commander
- Correct errors they find on the CRL

Equipment custodians will perform a physical joint inventory with the incoming custodian IAW AFI 23-101, Chapter 5. They will also identify all equipment over \$5,000 and confirm that items

are present on the CRL and finally, account for lost, damaged, or destroyed property according to local protocol before the current custodian is relieved of custodial responsibility.

CONTINUE

Operator Responsibilities

The equipment custodians have an inherent responsibility for the management of assigned property. AF policy states they may be held financially liable for the mismanagement of property under their control. MEMO has the primary responsibility for the overall success of training the equipment custodians on processes, their local guidance, and expectations.

The primary equipment custodian is responsible for maintaining items that are assigned to their duty sections. Once designated in official writing, the equipment custodian must become familiar with the assigned duty by completing assigned custodial trainings required by the MEMO. The primary equipment custodian must be aware of the operator's responsibility in order to successfully request, sustain and deliver the equipment/supplies needed for their work center.



The equipment custodian works in conjunction with additional flights that all play a specific role in the success of equipment management. These flights include systems, facility management, maintenance, and MEMO.

As the account custodian, the primary may be granted systems rights to establish, modify, or delete sub custodians. This allows the primary custodian to assign equipment accountability of specific sections or treatment areas to others. An inventory must occur in order to establish a sub custodian's responsibility.

Repair/Calibration Requests



Everyone in a duty section plays a role in the normal maintenance of the equipment they use. Failing to conduct appropriate routine maintenance according to a manufacturer's instructions may result in damage to equipment or injury to a patient or staff member.

The equipment custodian will maintain reports on any maintenance that is required whether the maintenance is due to normal scheduling or due to a problem with the equipment. The primary sources of recording equipment repair are the AF Form 1297 and the CRLI.

Once a piece of equipment has been found unsuitable or hazardous the member should:

- Remove the item from service–If the equipment cannot be physically removed from service, follow local guidance for tagging.
- Notify your immediate supervisor and/or the equipment custodian that it has been removed.

The equipment custodian will:

- Report the faulty equipment or calibration (CAL) request on the AF Form 1297 and the CRLI.
- Notify the local MEMO and biomedical equipment repair technicians (BMET) of the request.

The MEMO/BMET will:

- Conduct medical equipment repairs and/or replace equipment.

Multiple Response

You notice that a blood pressure machine is not working properly and what steps should you take? Mark all that apply.

☐

Remove the item from service.

☐

Follow local guidance for tagging if you are unable to remove item.

☐

Notify your immediate supervisor and/or the equipment custodian that it has been removed.

☐

Do nothing because you are not the equipment custodian.

SUBMIT



Complete the content above before moving on.

Tag In/Tag Out Process

Properly functioning equipment is essential to the success of our medical mission. Everyone in a duty section plays a role in the normal maintenance of the equipment they use. Detailed equipment inspection requirements and maintenance schedules will be directed by local policy; however, safety and function inspections should be performed prior to each use, at a minimum.

Equipment custodians are ultimately responsible for ensuring adherence to these policies, but it takes an entire medical team to complete the task. Be sure to follow these procedures:

☐

Inspect: Visually inspect and function check all equipment before use. Ensure that all electrical cables, plugs, ports, etc. are free of damage or defect prior to plugging into a power source.

☐

Remove: Once a piece of equipment has been found unsuitable or hazardous the member should remove the item from service. If the equipment cannot be physically removed from service, follow local guidance for tagging.

☐

Report: Notify your immediate supervisor and/or the equipment custodian that it has been removed from service.

CONTINUE

Activity Issue/Turn In

Ordering new equipment is a process that must be followed carefully to ensure the information is accurate and the equipment package request is completed. Generally speaking, incomplete packages will not be accepted by MEMO personnel. When ordering equipment you will likely need to complete the AF Form 601 and a 13-point justification. The 13-point justification is a detailed list of information that takes some time to complete. It is a good idea to speak with your MEMO personnel for assistance to complete a 13-point justification.

Very detailed information is normally a benefit and will help ensure you get the product you are requesting. Though some equipment can be obtained fairly quickly, custodians should be aware that investment equipment might take several months to obtain. Preplanning is an important role of the custodian. Refer to AFMAN 41-209 for more information on equipment management.

There are **four** primary tools used in the normal supply and equipment record-keeping process:

1

Activity Issue/Turn-in-Summary, which is updated each time a product is delivered to or turned in from your account. This listing contains information pertaining to all supply and equipment items issued to or turned in by the section. Custodians should monitor this report to ensure accuracy. Discrepancies must be promptly reported to medical logistics personnel. The DMLSS system allows the property custodian to access this information at any time.

2

Backorder Report

3

Custodial Actions/Custodial Report Listing

4

Air Force Form 1297, Temporary Issue/Hand Receipt

CONTINUE

Report of Survey

The report of survey (ROS) is an in-depth investigation of AF property that is lost, damaged, or destroyed by means other than fair wear and tear. The official report is documented on DD Form 200, Financial Liability Investigation of Property Loss. In addition, the ROS is the method used to assess financial liability for the loss, damage, or destruction of AF property by military or civilian personnel, serving as the basis for the government's claim for compensation. Below is a list of conditions that will initiate a ROS, in accordance with AFMAN 41-209, *Medical Logistics Support*:

- Evidence of abuse, gross negligence, willful misconduct, or deliberate unauthorized use, fraud, theft, in the use of government property.

- Supplies with unit costs exceeding \$16,000 or total inventory adjustments exceeding \$50,000.
- All validated losses of accountable equipment with an acquisition cost greater than \$2,500.
- All validated losses of controlled items.
- As directed by the military treatment facility commander, applicable medical squadron commander, designated inventory adjustment approval authority (IAAA), or medical logistics flight commander.

For all validated losses, medical logistics will forward DD Form 200 to the MTF Report of Survey Monitor within ten duty days of loss validation, adjust accountable property records no later than 50 days, and maintain file copies of the information provided.



CONTINUE

Backorder Request

It's common for a clinic to order supplies or equipment items that are not immediately available. Such items are placed on backorder by medical logistics until actual delivery occurs. If an item(s) is no longer needed, the custodian must inform medical logistics. From there, medical logistics will take the appropriate actions to cancel the request.

If an item has been listed on backorder for more than 30 days, contact medical logistics to have them follow-up on the order. This helps ensure it doesn't disappear as a requirement for your clinic. Don't let a needed item become an ignored request.



CONTINUE

Reports

Reports are used to establish and manage equipment maintenance activity as well as provide data required for assigned property custodians, medical logistics, and higher headquarters. Reports can be generated in the DMLSS system.

The DMLSS system establishes requisition, purchase, receipt, storage, issue, shipment, disposition, stock control, and accounting procedures for Air Force medical stock record accounts. It also establishes requirements for facility management operations.



END OF LESSON