

Documenting & Reporting Employee Training Completions in TWMS

This guide serves as a how-to for first-line supervisors for documenting mandatory training completed by their direct-reports and pulling employee completion reports.

Remember, when you document training for your employees, you are certifying that the information you enter is accurate and true.

You should only enter training completions that you can validate, so keep a record of employee training completion certificates/rosters. Please follow any additional guidance set by your unit/organization with respect to documenting civilian training.

Note - The following training is automatically documented in employee records and does not require supervisor action: Training sponsored by the HQMC Human Resources & Organizational Management Branch, training completed directly in TWMS, and training completed via Navy Knowledge Online (may take several weeks to show in TWMS).

SECTION 1: HOW TO DOCUMENT TRAINING COMPLETIONS FOR YOUR DIRECT REPORTS

Total Workforce Management Services (TWMS)
Employee Self-Service 2.0 // General Information

1) Log-in to your TWMS Self-Service Account:
<https://twms.navy.mil/selfservice/login.asp>

2) Click "My Workforce"

Your personal information will appear here

Navigation:
Logout
Assignment / Position Info
Benefits / Leave Info
Military Info
Pay Info (MyPay)
Training / Educ / Cert & Skills
Personal / Recall Information
Security Clearance Info
SF50s / Work History
CyberSecurity Workforce Info
Awards Info
Acquisition Workforce Info
Assigned Assets

Tools/Actions:
Daily Muster
Employee Locator
Online Training & Notices
SAAR-N/DD-2875
Event Notification Service
SF182 Training Request
IPMS
Forms
My IDP
My Workforce
VSIP Survey
Telework Request

Information:
Contact Us / Help
POCs / Contacts
Data Update Status

https://twms.navy.mil/ Total Workforce Managem... x

Total Workforce Management Services (TWMS)

Workforce Manager 2.0 // Login: CHRISTINE.HANNAH.64973 Access Level: MY WORKFORCE

Browsing Employee Records

** Any misuse of

3) Select the employee you wish to document training completion for

Record Status: Em
Active-On Board

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EMPLOYEE NAME	Assigned UIC	Assigned ORG	TITLE	BIC	BSC	BIC ORG
DOE, JANE	00123	ABC	Position Title	BIC123456789	BSC1234	ORG

Your direct reports will appear here. There is not a manager or higher-level supervisor view.

Check-In Required Check-Out Required Overdue Gain/Loss

NAVIGATION:

- HOME
- MyTWMS/Self Service
- Login/Logout

Information:

- Contact Us
- Data Update Status
- Employee Locator
- Documentation & Training
- Navy Diversity Dashboard
- TWMS Updates
- Privacy Act Statement

Actions:

- Add/Gain an Employee
- Manage Billets
- Manage Non-Navy Personnel
- Report Services
- Tools/Functions
- View/Update your Profile

https://twms.navy.mil/?user=H5sijkheKlw=&type=s7K6SL3TZTY=&mc=NV27&smc=48

https://twms.navy.mil/general_info/ Total Workforce Managem... x

Total Workforce Management Services (TWMS)

Workforce Manager 2.0 // Login: CHRISTINE.HANNAH.64973 Access Level: MY WORKFORCE

General Information ** FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE **
** Any misuse or unauthorized disclosure of this information may result in both civil and criminal penalties **

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
Employee information will appear here			

4) Click "Training/Educ/Cert & Skills"

NAVIGATION:

- HOME
- MyTWMS/Self Service
- Login/Logout
- General Information
- Assignment/Position Info
- IA/Deployment/TAD Info
- IA Prescreening
- Perm/Retained Grade Info
- Benefits/Pay/Leave Info
- Training/Educ/Cert & Skills
- Awards/Quals Info
- Personal/Recall Information
- Security Clearance Info
- Work History
- Military Information
- Disciplinary Information
- Acquisition Workforce Info
- CyberSecurity Workforce Info
- NCIS Employee Info

Information:

- Contact Us
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- Employee Locator
- Documentation & Training
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- TWMS Updates
- Privacy Act Statement

Actions:

- Add/Change Employee

https://twms.navy.mil/training_info/_default.asp Total Workforce Managem... x

Total Workforce Management Services (TWMS)

Workforce Manager 2.0 // Login: CHRISTINE.HANNAH.64973 Access Level: MY WORKFORCE

Completed Training **** FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE ****
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NAVIGATION:

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- Benefits/Pay/Leave Info
- Training/Educ/Cert & Skills
- Awards/Quals Info
- Personal/Recall Information
- Security Clearance Info
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Actions:

- Add/Change Employee

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
Employee information will appear here			

TRAINING ▾ CERTIFICATIONS/PROGRAMS AGREEMENTS EDUCATION LANGUAGES SKILLS IDP

Completed Training • Training Archive • Training Requirements • Projected Training

[Add a Training Record](#) 5) Click "Add a Training Record" [Excel](#) [PDF](#)

Completed Training for the past 2 years.
 For training older than 2 years, click on Training Archive

TRAINING					
Course Title	Course ID	Training Data Source	Date Completed	Hours	CEUs
Previously completed training that has been documented will appear here					

The screenshot shows a web browser window with the URL "http://TWMS - Training Info - Add Completed Training - Windows Internet Explorer provided by the U.S. Marine Corps". The main content area is titled "Select Course" and features two search input fields: "Course ID:" and "Course Title:". A "Find" button is located between the two fields. A red arrow points from a red-bordered text box to the "Course ID:" input field. The text box contains the instruction: "6) Search for the appropriate course. If available, always use the Course IDs recommended by your organization".

Document1 - Microsoft Word

File Home Insert Page Layout References Mailings Review View Acrobat

TWMS - Training Info - Add Completed Training - Windows Internet Explorer provided by the U.S. Marine Corps

Find Replace Select Editing

Select Course

Course ID: CENSECFOR-AT-010- Course Title:

<< Previous Page Next Page >> Page: 1

Course ID	Title	Type	Hosted On TWMS
CENSECFOR-AT-010-1.0	ANTITERRORISM LEVEL I AWARENESS TRAINING	WEB-BASED OR INTERNET	No

7) Select the appropriate course

Page: 5 of 5 Words

Course Completion Details

Course ID:	CENSECFOR-AT-010-1.0	Course Title	ANTITERRORISM LEVEL I AWARENESS TRAINING
Duty Hours	1	Non Duty Hours	0
Date Course Started	02/10/2015	Date Course Completed	02/10/2015
Tuition Cost	0	Materials Cost	0
Travel Cost	0	Per-Diem Cost	0
Non Government Contribution	0	Course Grade	Satisfactory
Continued Services Agreement	Not Applicable	Continued Services Agreement End Date	
Training Accreditation Designation Type	None	Training Accreditation Credit	0

Add Completed Training Back

8) Complete YELLOW boxes for all training completions. Only complete or change other boxes if applicable.

9) Click "Add Completed Training" when ready.

10) Review the employee's training completion history to ensure training was documented in the system.

SECTION 2: HOW TO PULL AN EMPLOYEE TRAINING REQUIREMENTS COMPLETION REPORT

1) Access MyWorkforce via your TWMS Self-Service Account (see Page 1 of Guide)

2) Click Report Services

Record Status: Employee Type: Last Name: First Name: Middle Name: UIC/ORG: UIC: ORG: Sort Order:
Active-On Board All Types Assigned Name


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EMPLOYEE NAME	Assigned UIC	Assigned ORG	TITLE	BIC	BSC	BIC ORG
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Your direct reports will appear here. There is not a manager or higher-level supervisor view.

TOTALS: CIV-APP: 8 · CIV-FND: 0 · CIV-FNI: 0 · CIV-NAF: 0 · Military Active: 0 · Military Reserve: 0 · Contractor: 0
✔ Check-In Required ✔ Check-Out Required ❌ Overdue Gain/Loss

https://twms.navy.mil/ssrs_reports/default.asp
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Total Workforce Management Services (TWMS)
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Report Services: [My Workforce Reports](#)
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NAVIGATION:

HOME

MyTWMS/Self Service

Login/Logout

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Data Update Status

Employee Locator

Documentation & Training

Navy Diversity Dashboard

TWMS Updates

Privacy Act Statement

Actions:

Manage Billets

Manage Non-Navy Personnel

Report Services

Tools/Functions

View/Update your Profile

Reports

Alpha Roster (Standard)	Standard PARS Form
Recall Roster (Standard)	Recall Roster (with Emergency Data) - fom atted for display purposes (Acrobat PDF output recommended)
Recall Roster (with Emergency Data) - formatted for manipulation purposes (Excel output recommended)	IDP Status
Training Completed Testing	Training Not Completed
Career Promotion Due	Within Grade Increase Schedule
Civilian PD Number Listing	Birthday Listing
Civilian Bargaining Unit Status List	Civilian Retirement Eligible
Training Requirements	
Current Leave Availability Report	
Telework Information Report	

3) Click Training Requirements

Unclassified

https://twms.navy.mil/ssrs_reports/reports/training_requirements.aspx

Total Workforce Management Services (TWMS)

Report Services // Login: CHRISTINE.HANNAH.64973 Access Level: MY WORKFORCE

View Report: Training Requirements

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UIC: 00027 - HDQTRS USMC WASH DC

Org Code: []

Navy Region / SMC: 48-HDQTRS USMC

Employee Type: CIVILIAN-APF, CONTRACTOR, CIVILIAN-FNI, CIVILIAN-FND

Requirement ID: []

Requirement Dates: from [] to []

Training Required: Both

Assigned Official

Generate Report

4) Leave all filters alone to pull report of all of your direct reports, then click Generate Report

5) Report will appear below, sorted by employee name. You will see the requirements that have been assigned to each of your employees and the completion status.

You can export the report using the Save/Export button on the toolbar.

Sup Level	Requirement Name	Requirement ID	Requirement Completed	Completion Date	Requirement Status
NT ANALYST	Non-Supervisor				
	HMIC Annual Security Refresher	3285	N		11/15
	NO FEAR/ACT	61821	Y	12/15/2014	10/15
	EQUAL EMPLOYMENT OPPORTUNITY	61822	Y	10/2/2014	10/15
	PREVENTION OF SEXUAL HARASSMENT (POSH)	61823	Y	10/2/2014	10/15
	LEVEL ONE ANTI-TERRORISM TRAINING	61858	N		10/15
	COMBATANT TRAINING IN PERSONS (CTP) GENERAL AWARENESS	61859	Y	1/13/2015	10/15
	DOD CYBER AWARENESS CHALLENGE V2	61875	N		10/15
	PRIVACY AND PERSONALLY IDENTIFIABLE INFORMATION (PII) AWARENESS TRAINING	61942	N		10/15
	RECORDS MANAGEMENT	61995	N		10/15
	AR DIV: Combating Trafficking in Persons (CTIP)	62179	Y	1/13/2015	10/15
	AR DIV: Operations Security: Uncle Sam's OPSEC	62184	N		11/15
	AR DIV: Counterintelligence Awareness and Reporting: Internet (IVERSON)	62187	N		11/15
	AR DIV: Plain Language Writing	62488	Y		
	SAFE AND SOUND	62671	N		