Documenting & Reporting Employee Training Completions in TWMS

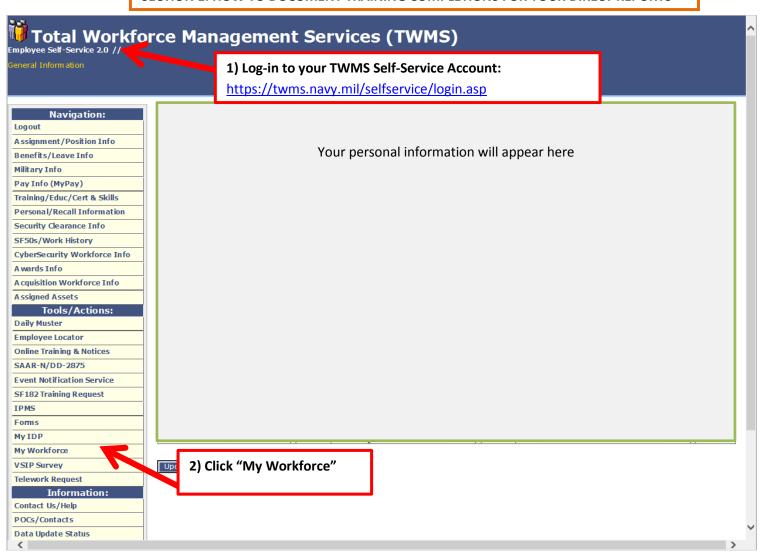
This guide serves as a how-to for <u>first-line supervisors</u> for documenting mandatory training completed by their direct-reports and pulling employee completion reports.

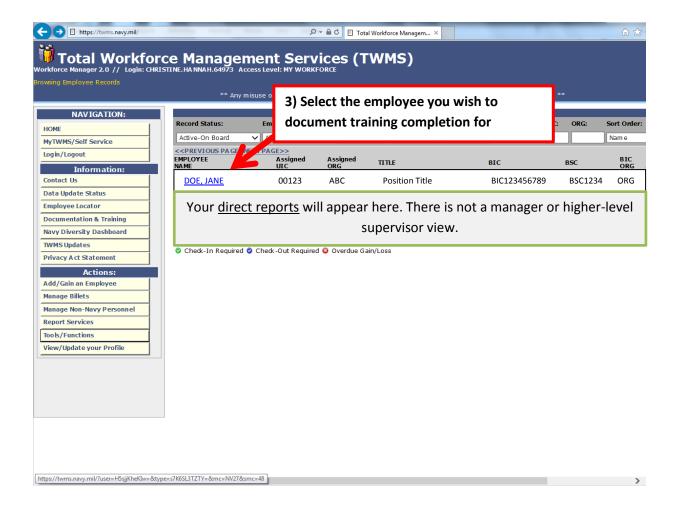
Remember, when you document training for your employees, you are certifying that the information you enter is accurate and true.

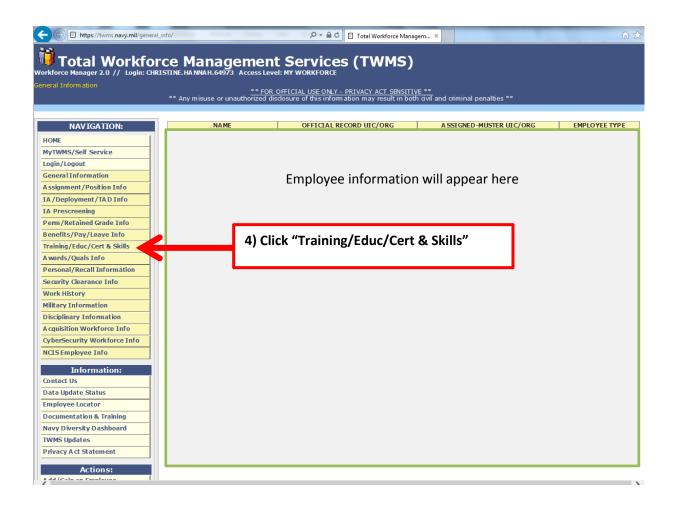
You should only enter training completions that you can validate, so keep a record of employee training completion certificates/rosters. Please follow any additional guidance set by your unit/organization with respect to documenting civilian training.

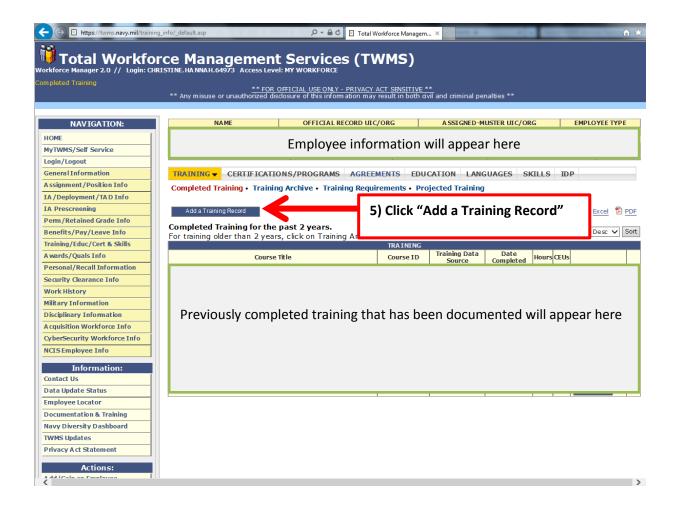
Note - The following training is automatically documented in employee records and does not require supervisor action: Training sponsored by the HQMC Human Resources & Organizational Management Branch, training completed directly in TWMS, and training completed via Navy Knowledge Online (may take several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

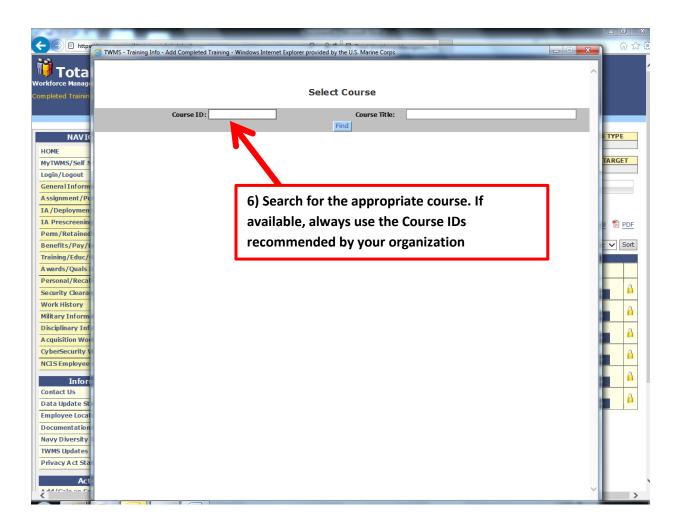
SECTION 1: HOW TO DOCUMENT TRAINING COMPLETIONS FOR YOUR DIRECT REPORTS

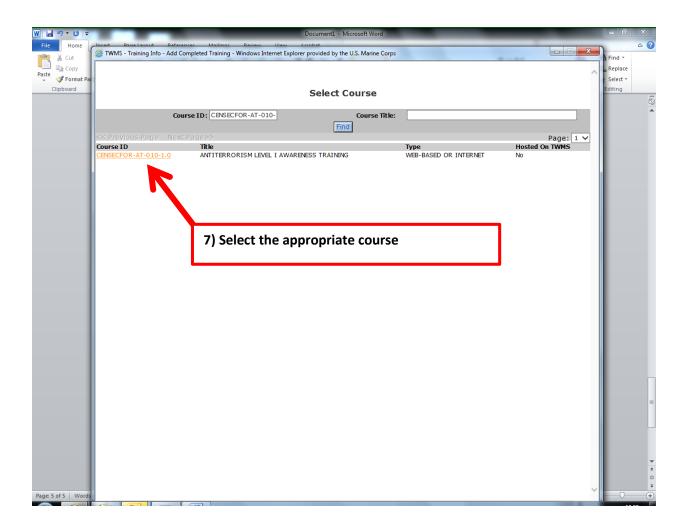


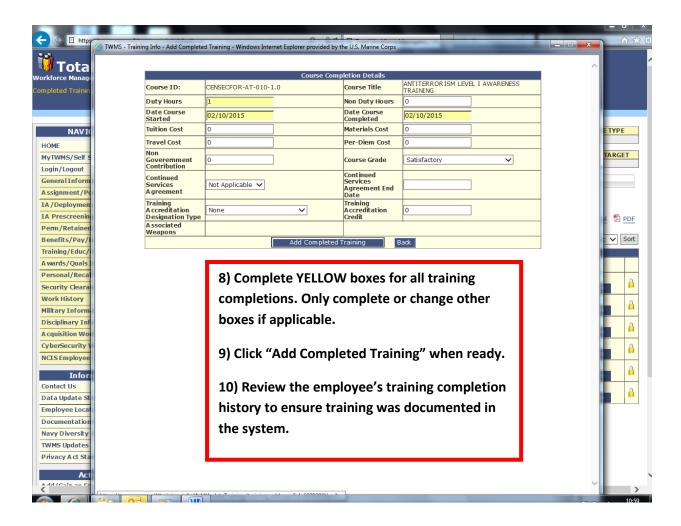












SECTION 2: HOW TO PULL AN EMPLOYEE TRAINING REQUIREMENTS COMPLETION REPORT

