

Operations-Qualifications Update

Phase II of the Skill Evaluator Module implementation is now available in Operations-Qualifications.

Please read the information below carefully as it details the new processes.

Initial vs. Renewal SQTR

The SQTR Entry module will detect whether or not you can enter the Initial SQTR tasks or the Renewal SQTR tasks. If you have not held the selected qualification in the past, a checkbox will appear next to all the tasks for the selected qualification. If you are current or have held the selected qualification in the past, a checkbox will appear next to the renewal tasks.

Entering Initial SQTR tasks

Entering initial SQTR tasks will remain the same. You will select the date the task was completed and provide the Evaluator CAPID (*Note: Only valid skills evaluators that have been approved in the Skill Evaluator module will be accepted*) for all the tasks. When all the tasks have been entered, click the submit button on the bottom of the page. Once all the tasks have been validated by the evaluator and the initial SQTR is complete, the qualification will go up for approval.

Note: If a qualified evaluator is entering the tasks for someone, the tasks will not have to be validated.

Entering Renewal SQTR tasks

Entering renewal SQTR tasks will work the same as initial SQTR tasks. You will see the same SQTR, but ONLY the renewal tasks will have a checkbox next to them. Follow the same steps from the previous section to enter the tasks and complete all the renewal tasks. Once all the renewal tasks have been validated, and the renewal SQTR is complete, the qualification will go up for approval.

Validations

The validations module is now open to qualified skills evaluators. They will see only the tasks where they are listed as the skills evaluator.

For members who currently have restricted permissions to validate, a minor change has been made to only show the organizations that have pending validations in the organization list instead of all the organizations you have access to. You will also have the ability to validate the skills evaluator tasks in your scope of permissions.

Reports

Each member will have nationwide access to the Skills Evaluators reports available in the Reports section of Operations-Qualifications. The first report shows you Skills Evaluators by Unit by Member. The report will show all the qualifications a member is a qualified skills evaluator in, along with the totals for the individual and the unit. The other report will show all qualified skills evaluators for a particular unit and qualification.