

PN-ABD-868

63799

DEMONSTRATION DOCUMENT  
FOR  
PARTICIPANT TRAINING MANAGEMENT  
SYSTEM

Prepared for:

Agency for International Development  
Office of Information Resources Management

Prepared by:

Computer Data Systems, Inc.  
One Curie Court  
Rockville, Maryland 20850

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For further information contact:

- Dan Terrell (AID /S&T/IT)
- Evelyn Hogue (AID/SER/IRM)
- Robert Schware (CDSI/AID/IRM)

## 1. INTRODUCTION

The Participant Training Management System (PTMS) is to provide an automated system for use by AID missions overseas for the management of their participant training programs. The purpose of the system will be to improve the collection, storage, retrieval, analysis, and reporting of training data. It will be designed by the AID Bureau for Science and Technology, Office of International Training (AID/S&T/IT) and the Bureau for Management, Office of Information Resources Management (AID/M/SER/IRM).

The system will be distributed to missions as a standardized Agency system. It will be developed for operation on approved microcomputers in missions. In broad terms, the system will:

- o Ensure the collection of standardized data throughout the participant training cycle.
- o Display data in periodic reports that reflect the status of all participants.
- o Use ADP procedures to help improve management of the training process.

This demonstration package has been designed to illustrate some of the commands, features, and capabilities of the PTMS package. The screens and reports reproduced here are by no means final.

## 2. WHAT PTMS WILL DO

The PTMS package will provide for the development and maintenance of an up-to-date computer record that begins with the planning for nominees and runs through the selection, processing, in-training monitoring, and follow-up of the returned participants. The process is completed with the

transfer of the returned participant's file to an archive file. Information on important phases of the participants' training program will be stored in the archive, and could be retrieved by the mission as required.

Specifically, the system will:

1. Track the cycle of each participant, beginning at the project paper stage and ending with archiving of the participant's record after the follow-up period has been completed.
2. Summarize all participants funded under mission, regional, centrally funded and mission and host country contracts, grants and other arrangements involving the expenditure of U.S. funds.
3. Monitor participants while they are training in the U.S., and in third countries.
4. Record the project contribution to the established cost of each participant's program.

### 3. WHAT PTMS WILL NOT DO

In an effort to preclude redundancy in system functions and capabilities, the PTMS will not:

1. Include AID participants from other countries who are sent to the host country for training.
2. Replace mission accounting systems.
3. Schedule project elements other than participant training.
4. Track commodities or technicians.

### 4. SYSTEM USERS AND EASE OF USE

Daily maintenance and most frequent use of the system will be made by the mission training officer.

If you think the PTMS will be difficult to learn, or if you think the training officer will need a technical background in computer science to use it, you have a pleasant surprise in store. PTMS will be "user-friendly"; that is, it will be designed so that access and use is very easy once the user grasps some basic patterns.

## 5. HOW WILL PTMS WORK?

Data will be collected throughout the participant management cycle and entered into the PTMS data base. To view and update project and participant data, screens (on the microcomputer) will be displayed in specific formats (see Figures 4.1 - 4.5 below for screen examples).

When the user enters the PTMS, the screen display looks like Figure 4.1. This "menu" is one of the basic organizing concepts of PTMS. It is the communication channel with the system. Whenever the user wants to stop doing one thing and begin another s/he goes through the menu.

The PTMS waits for the user to select one of the menu options. Once selected, PTMS transfers control to those programs involved with that option. After the processing of an option is complete, the system returns to the PTMS main menu screen (Figure 4.1). At that point another option can be selected or the user can exit PTMS.

A rough sketch is provided below of each of the main menu options shown in Figure 4.1

### Option 1: Adding A New Project

The user is requested to insert a division code and project number. A screen will then appear requesting the input of project data, including project name, officer, project start and completion dates, and so forth. An 18-month window and fiscal year data for each project is then entered.

This window is projected forward 18 months from the project start date. The user is asked to verify that all inputs are correct before s/he is returned to the PTMS main menu (see Figure 4.2).

#### Option 2: Modifying An Existing Project Record

The user will be presented with the existing information on a project. This is essentially an "edit" option, allowing the user the opportunity to change project data inputs and pose "what-if" situations for the monthly projected nominations due.

#### Option 3: Adding A Participant To The Participant File

Contains a series of screens. The first displays general information and project and funding data (see Figure 4.4). Once biographical and project data has been entered a participant processing screen appears. In this second screen the user enters nomination and call forward dates, test scores, etc. All dates entered are checked automatically by PTMS for possible errors, and can be easily corrected. If further processing of a participant's record is desired, a third screen appears containing training information. The user enters departure, estimated completion, last progress report dates, etc. PTMS adds this information to the participant's file and returns the user to the main menu.

#### Option 4: Updating Participant Information

Contains five sub-options (see Figure 4.3). This option essentially lets the user update one of three screens--the general information screen, participants in process, and training data--or all of the above screens. PTMS will update all previous screens with the touch of a key. The user will also be able to remove candidates from the system if for some reason their training never started.

#### Option 5: File Maintenance

Contains two sub-options. The first will give missions the ability to customize the PTMS software to meet some of their specific requirements. This option provides the opportunity to add new codes and change or delete the number and names of built-in codes. Division, Country, Major Study, Contracting Agent, and Training Facility codes could all be accessed through this option. The second option will be to archive completed projects or participants after their follow-up period is finished.

#### Option 6: Follow-Up

This option is used in tracking the follow-up activities of returned participants. The training officer will enter information about the returned participant's current employer, position, grade, follow-up dates, and various letter dates. All dates and codes are checked by the PTMS date analysis chart and the PTMS cross reference tables.

#### Option 7: Report Generator

Provides the user optional printouts of the data s/he has entered in previous screens. A description of these reports follows (section 6). It should be noted that all reports are connected with each other. For example, after a participant's return has been confirmed, s/he will be passed into the next (follow-up) phase of the participant management cycle.

Figure 4.1  
PTMS Main Menu

AGENCY FOR INTERNATIONAL DEVELOPMENT  
OFFICE OF INTERNATIONAL TRAINING  
PARTICIPANT TRAINING  
MANAGEMENT SYSTEM

1. ADD A NEW PROJECT
2. UPDATE AN EXISTING PROJECT
3. ADD NEW PARTICIPANTS
4. UPDATE PARTICIPANT INFORMATION
5. FILE MAINTENANCE
6. FOLLOW-UP FILE
7. REPORT MENU
8. EXIT PTMS

PLEASE CHOOSE ONE OF THE ABOVE

---

Screen description: This screen is the control menu of the PTMS. From this menu the user can accomplish one or more of the following options:

1. Add a new project to the Life of Project file.
2. Update a project in the Life of Project file.
3. Add new participants to the data base.
4. Update a participant's record.
5. Change code numbers and names in files.
6. Follow-up on participants.
7. Obtain up to eight printout reports.
8. Exit the system.

PARTICIPANT TRAINING MANAGEMENT SYSTEM 12/29/84 ADD NEW PROJECT

LIFE OF PROJECT PLANNING DATA

PROJECT NO.: \_\_\_\_\_ PROJECT NAME: \_\_\_\_\_ PROJECT OFFICER: \_\_\_\_\_  
 STARTING DATE: \_\_\_\_\_ PROJECT TYPE: \_\_\_\_\_ TRAINING STARTED TO DATE: \_\_\_\_\_  
 PACD: \_\_\_\_\_ DIVISION: \_\_\_\_\_ TRAINING PENDING TO DATE: \_\_\_\_\_  
 TRAINING COMPLETED TO DATE: \_\_\_\_\_

CENTRALLY FUNDED PROJECTS:

TYP	FY													FY					ALL	GRND							
OF	85	OC	NO	DE	JA	FE	MA	AP	MA	JU	JL	AU	SE	86	OC	NO	DE	JA	FE	MA	86	87	88	89	OTH	TOTL	
TRG.																									YRS	LOP	
ACAD		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TECH		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Figure 4.2

Life of Project screen for planning training over the lives of mission projects. The bottom portion shows participants in academic and technical categories. Dates are based on the current month shown at the top of the screen.

Figure 4.3  
Menu for Updating Participant Records

UPDATING PARTICIPANT INFORMATION -- AREAS OF SELECTION INCLUDE:

1. General Information and Project and Funding Data
2. Processing Information
3. Training Information
4. All of the Above
5. Exit to Main Menu

Please Select One of the Above:

---

This screen is a sub-menu of the PTMS main menu (Figure 4.1). It gives the user the choice of updating general, processing, and training information files, or all of the above (#4) files. The user accesses any of the five operations by entering one of the five numerals on the keyboard.

Figure 4.4  
Updating Participant Records

AID PARTICIPANT TRAINING MANAGEMENT SYSTEM 10/17/84  
Updating Participant Record

GENERAL INFORMATION

MR/MRS/MS/DR: _____	NAME (LAST): _____
FIRST: _____	MI: _____
SEX: _____	DOB: _____
MARRIED (Y/N): _____	CITY: _____
STATE: _____	EMPLOYER: _____
POSN.: _____	ZIP CODE: _____
GRADE: _____	TRIP NO.: _____

PROJECT AND FUNDING DATA

PROJECT NO.: _____	PROJECT NAME: _____
PROJECT TYPE: _____	FUNCT. TYPE: _____
PIO/P NO.: _____	PIO/P AMOUNT: _____
START DATE: _____	CTRY CODE: _____
COUNTRY NAME: _____	PACD: _____

---

An existing participant record can be updated and changed to reflect new information received by the training officer during the entire training process.

Figure 4.5  
Report Menu for Printouts

R E P O R T M E N U

1. Country Training Plan
2. Life of Project
3. Participants in Process
4. Participants in Training
5. Returned Participants
6. Follow-Up Status
7. Returned Participants Directory  
By Last Name
8. Returned Participants Directory  
By Division
9. Exit Report Menu

Please make a selection

---

This screen provides the user the opportunity to select a report for printing.

## 6. REPORTS

There are eight scheduled reports required of the PTMS. Illustrations of the report formats and explanations of the report headings can be seen on pages 16-29.

### 1. Country Training Plan Report (CTP)

The CTP provides information about training needs and resources in high priority areas of development. It gives a 5-year projection of training activities for a mission. The CTP Report to be produced in the PTMS will be a useful planning tool for the mission director, <sup>and project managers,</sup> and program officer, as well as for training officers. The report shows new starts for each project by sector. There are seven possible sectors under which a project may fall. These are: food and nutrition; population planning and health; education and human resources; selected development problems; health; all economic support; and disaster relief.

For each project, this report shows: the sector, project number, project type, project name, project officer, project start date, project activity completion date (PACD), type and location of training, training completed to date, training started to date, training pending, number of planned participants per month for twelve months, fiscal years (up to 5), all other nominations that are planned beyond the fifth fiscal year, and the grand total CTP (including everyone under a project who has completed training, who has started training, and projected nominees). Fields in the report will be sorted by sector code followed by project number within the division code.

Computed in this report will be the total number of participants for each type of project, as well as the total of all planned participants. (See page 16 for an example of the CTP Report.)

## 2. Life of Project Report (LOP)

The LOP Report is a compilation of all training planned over the course of mission projects. It will be a viable managerial tool to plan and schedule the processing of participants for training during particular months and for fiscal years. The report shows new starts for each project on a month-by-month basis for the coming 12 months, and on a fiscal year basis for up to 60 months. Totals are shown at the beginning of each project for training started and completed to date and at the end of each project for all training that will be funded under the project.

For each project, this report shows: the project number, project type, project name, project officer, project start date, project activity completion date (PACD), type and location of training, training completed to date, training started to date, training pending, number of planned participants per month for twelve months, fiscal years (up to 5), all other nominations that may be planned beyond the fifth fiscal year, and the grand total LOP (including everyone under a project who has completed training, who has started training, and projected nominees). Computed in this report will be the total number of participants for each type of project, as well as total of all planned participants. (See page 18 for an example of the LOP Report.)

## 3. Participants in Process Report

This report shows participant information until the participant departs for the scheduled training. For each participant record, it prints: the project number, project type, trip number, project name, project officer, PIO/P number, financial amount obligated, participant's name, employer at selection, training objective, training location, major study field,

training facility name, TOEFL and ALIGU/Usage test scores, date nominated, date documents pouched, and estimated call forward date. Computed in this report will be the total number of participants for each type of project, as well as the total of all participants in all projects in process.

#### 4. Participants in Training Report

Based on the information contained in the TIP or a telegram from a third country, the participant's estimated training completion date, departure for training date, along with other updated information about the participant, are added to the data base. This is done when the participant departs for training. Throughout the course of the training, progress reports from the training institution are monitored by the mission. In those cases where reports are not received, S&T/IT, the contractor, or the AID mission in the third country conducting the training is requested to provide them. When the participant returns from training, the return date is added to the data base and the computer flags the participant's record to be included in the next report--"Returned Participants."

For each participant record, this report prints: the project number, project type, project name, project officer, PIO/P number, financial amount obligated, participant's name, employer, training objective, training location, major study field, training facility name, date of departure, last progress report date, estimated completion date, and the PACD. Computed in this report will be the total number of participants for each type of project as well as the total of all participants in training.

#### 5. Returned Participants Report

This report contains information on those participants who have returned from training and who are in the mission's follow-up program.

For each participant record, this report shows: the project number, project type, project name, project officer, PIO/P number, financial amount obligated, participant's name, employer, degree or certificate actually earned, actual study field, training facility name, and date of (confirmed) return. Computed in this report will be the total number of participants for each type of project, as well as the total of all returned participants.

#### 6. Follow-up Status Report

This report will allow the mission to keep track of the activities of a participant until the date on which a participant's active follow-up period ends (normally 3 years).

For each participant record, this report shows: the project name, project officer, PIO/P number, financial amount obligated, participant's last name, current employer, degree or certificate earned, date of return, re-entry interview date, whether the participant has received a certificate of achievement (CA) and joined a professional society (PS), the follow-up letter number, date the letter was sent, questionnaire (if any) number, date the reply was received, next letter due date, and the date follow-up activities end. Computed in this report will be the total number of participants in the mission follow-up program.

Once the participant follow-up ending date has been reached, the participant record will be transferred to an archive file.

#### 7. Special Reports

The above reports provide most of the information needed in a mission on a day-to-day basis. However, there are times when special requirements arise. The PTMS will provide the capability for the user to obtain one or both of the following special reports.

### 7.1 Returned Participant Directory

This simple listing of returned participants will show: the name of the returned participants (listed alphabetically by last name), PIO/P number, trip number, present position and business address, field of training and program title, dates of training, and training facility name. No computations will be performed for this report.

### 7.2 Sector Directory

This report provides the user the capability to extract information on various training sectors, such as agriculture, transportation, labor, health, education, public safety, industry, etc. It lists returned participants by field of training areas. It shows: sector name, name of participant, PIO/P number, trip number, present position and business address, field of training and program title, dates of training, training facility name, and degree or certificate earned. Computed in this report will be the total number of participants in each sector, as well as the total number of participants with degrees or certificates.

Samples of each of the reports follow.



COUNTRY TRAINING PLAN REPORT EXPLANATION

<u>Column Header</u>	<u>Translation</u>
DATE OF REPORT	Same
MM/DD/YY	Month/Day/Year
SECTOR	Same
PROJ NO	Project Number
TYP	Type of Project
PROJECT NAME	Same
PROJECT OFFICER	Project Officer
PROJ DTS START	Project Start Dates
PACD	Project Activity Completion Dates
TYPE TRG	Type of Training
TRG LCTN	Training Location
TRG COMP TO DT	Training Completed To Date
TRG STRTD TO DT	Training Started to Date
TRG PENDING	Training Pending
FY	Fiscal Year
85	Numeric Entry of Year
NO DE JA	Alpha Entry of Months
ALL OTH YRS	All Other Years
GRAND TOTAL LOP	Grand Total Life of Project

COUNTRY CODE  
MISSION NAME  
PARTICIPANT TRAINING MANAGEMENT SYSTEM  
(PTMS)

LIFE OF PROJECT REPORT

DATE OF REPORT  
MM/DD/YY

\*DOCS\*    \*NOM\*  
DUE       DUE  
\*           \*

SECTOR PROJ NO	T Y P	PROJECT NAME PROJ OFFICER	PROJ DYS START PACD	TYPE TRG/ LCTN	TRG COMP TO DT	TRG STRTD TO DT	TRG PEND ING	FE	MA	AP	MA	JU	JL	AU	SE	OC	NO	DE	JA	FY-----FY	FY	FY	FY	FY	FY	ALL	GRND
																			85	86	87	88	89	90	OTH	TOTL	
																			YRS	LOP							
XXXXXXXXXXXXXXXXXXXXXXXX																											
XXXX.XX	X	XXXXXXXXXXXXXXXXXXXX	XX/XX/XX	XXX XX	XXX	XXX	XXX	XX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX										
		XXXXXXXXXXXXXXXXXXXX	XX/XX/XX	XXX XX																							
				XXX XX																							
				XXX XX																							

LIFE OF PROJECT REPORT EXPLANATION

<u>Column Header</u>	<u>Translation</u>
DATE OF REPORT	Same
MM/DD/YY	Month/Day/Year
*DOCS DUE*	Documents Due
*NOM DUE*	Nomination Due
DIVISION	Same
PROJ NO	Project Number
TYP	Type of Project
PROJECT NAME	Same
PROJECT OFFICER	Project Officer
PROJ DTS START	Project Start Dates
PACD	Project Activity Completion Dates
TYPE TRG	Type of Training
TRG LCTN	Training Location
TRG COMP TO DT	Training Completed To Date
TRG STRTD TO DT	Training Started to Date
TRG PENDING	Training Pending
FY	Fiscal Year
85	Numeric Entry of Year
NO DE JA	Alpha Entry of Months
ALL OTH YRS	All Other Years
GRAND TOTAL LOP	Grand Total Life of Project

COUNTRY CODE  
MISSION NAME  
PARTICIPANT TRAINING MANAGEMENT SYSTEM  
(PTMS)

PARTICIPANTS IN PROCESS REPORT

DATE OF REPORT  
MM/DD/YY

DIVISION PROJ NO	TYP TRP	PROJECT NAME PROJECT OFFICER	PIO/P NO AMT	PARTICIPANT'S NAME			M	TRG OBJ LOC	MAJOR STUDY TRG FACILITY	TEST SCORES		DATE NOM DOCS PCID	ESTIMATED CALL FORWARD
				LAST	FIRST	EMPLOYER				TOEFL	ALIGU/H		
XXXXXXXXXXXXXXXXXXXXXXXXXXXX													
XXXX.XX	X	XXXXXXXXXXXXXXXX	XXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	X	XXXX	XXXXXXXXXXXXXXXXXXXX	XXX	XXX	XX/XX/XX	XX/XX/XX	
	X	XXXXXXXXXXXXXXXX	XXXXXX	XXXXXXXXXXXXXXXXXXXX			XX	XXXXXXXXXXXXXXXXXXXX	XXX	XXX	XX/XX/XX		

TOTAL PARTICIPANTS IN PROCESS:

PARTICIPANTS IN PROCESS REPORT EXPLANATION

<u>Column Header</u>	<u>Translation</u>
DATE OF REPORT	Same
MM/DD/YY	Month/Day/Year
DIVISION	Same
PROJ NO	Project Number
TYP	Type of Project
TRP	Trip Number
PROJECT NAME	Same
PROJECT OFFICER	Same
PIO/P NO	PIO/P Number
AMT	PIO/P Total Amount To Date
PARTICIPANT'S NAME	Same
PARTICIPANT'S EMPLOYER	Same
TRG OBJ	Fields of Training
LOC	Location of Training
MAJOR STUDY	Major Study Field
TRG FACILITY	Training Facility Name
TEST SCORES	Same
TOEFL	TOEFL Test Score
ALIGU/L	ALIGU Usage Score
ALIGU/U	ALIGU Listening Score
ALIGU/V	ALIGU Vocabulary Score
DATE NOM	Date Nominated
DOCS PCHD	Date Documents Pouched
ESTIMATED CALL FORWARD	Estimated Call Forward Date

COUNTRY CODE  
MISSION NAME  
PARTICIPANT TRAINING MANAGEMENT SYSTEM  
(PTMS)

PARTICIPANTS IN TRAINING REPORT

DATE OF REPORT  
MM/DD/YY

DIVISION TYP PROJ NO	PROJECT NAME PROJECT OFFICER	PIO/P NO AMT	PARTICIPANT'S NAME LAST FIRST PARTICIPANT'S EMPLOYER		M	TRG OBJ LOC	MAJOR STUDY TRG FACILITY	DATE OF DEPARTURE	LAST PROGRESS REPORT	ESTIMATED COMPL. DATE PACD
XXXXXXXXXXXXXXXXXXXXXXXXXXXX										
XXXX.XX X	XXXXXXXXXXXXXXXX	XXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	X	XXXX	XXXXXXXXXXXXXXXXXXXX	XX/XX/XX	XX/XX/XX	XX/XX/XX
	XXXXXXXXXXXXXXXX	XXXXXX	XXXXXXXXXXXXXXXXXXXX			XX	XXXXXXXXXXXXXXXXXXXX			XX/XX/XX

TOTAL PARTICIPANTS IN TRAINING:

PARTICIPANT IN TRAINING REPORT EXPLANATION

<u>Column Header</u>	<u>Translation</u>
DATE OF REPORT	Same
MM/DD/YY	Month/Day/Year
DIVISION	Same
PROJ NO	Project Number
TYP	Type of Project
PROJECT NAME	Same
PROJECT OFFICER	Same
PIO/P NO	PIO/P Number
AMT	PIO/P Total Amount To Date
PARTICIPANT'S NAME	Same
PARTICIPANT'S EMPLOYER	Same
TRG OBJ	Fields of Training
LOC	Location of Training
MAJOR STUDY	Major Study Field
TRG FACILITY	Training Facility Name
DATE OF DEPARTURE	Same
LAST PROGRESS REPORT	Date of Last Progress Report
ESTIMATED COMPL DATE	Estimated Completion Date
PACD	Project Activity Completion Date

COUNTRY CODE  
MISSION NAME  
PARTICIPANT TRAINING MANAGEMENT SYSTEM  
(PTMS)

RETURNED PARTICIPANTS REPORT

DATE OF REPORT  
MM/DD/YY

DIVISION TYP PROJ NO	PROJECT NAME PROJECT OFFICER	PIO/P NO AMT	PARTICIPANT'S NAME LAST                      FIRST PARTICIPANT'S EMPLOYER	M	TRAINING OBJECTIVE (Degree or certificate actually earned)	MAJOR STUDY TRG FACILITY	DATE OF RETURN
XXXXXXXXXXXXXXXXXXXXXXXXXXXX							
XXXX.XX X	XXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXX	XXXXX XXXXXX	XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXX X XXXXXXXXXXXXXXXXXXXXX		XXXX	XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX	XX/XX/XX

TOTAL RETURNED PARTICIPANTS:

RETURNED PARTICIPANTS REPORT EXPLANATION

<u>Column Header</u>	<u>Translation</u>
DATE OF REPORT	Same
MM/DD/YY	Month/Day/Year
DIVISION	Same
PROJ NO	Project Number
TYP	Type of Project
PROJECT NAME	Same
PROJECT OFFICER	Same
PIO/P NO	PIO/P Number
AMT	PIO/P Total Amount To Date
PARTICIPANT'S NAME	Same
PARTICIPANT'S EMPLOYER	Same
TRAINING OBJECTIVE	Actual Degree or Certificate Earned
MAJOR STUDY	Major Study Field
TRG FACILITY	Training Facility Name
DATE OF RETURN	Same

COUNTRY CODE  
MISSION NAME  
PARTICIPANT TRAINING MANAGEMENT SYSTEM  
(PTMS)

FOLLOW-UP STATUS REPORT

DATE OF REPORT  
MM/DD/YY

DIVISION	PIO/P	PARTICIPANT'S NAME		M	TRG	DATE	REENTRY	C P L	DATE	DATE	NEXT	DATE
PROJECT NAME	NO	LAST	FIRST		OBJ	OF	INTERVIEW	A S N	LTR SENT	OF	LETTER	FOLLOW-UP
PROJECT OFFICER	AMT	PARTICIPANT'S EMPLOYER			(Earned)	RETURN	FRST F/UP		QUEST NO	REPLY	DUE	ENDS
XXXXXXXXXXXXXXXXXXXX												
XXXXXXXXXXXX	XXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX X		XXXX	XX/XX/XX	XX/XX/XX	X X X	XX/XX/XX	XX/XX/XX	XX/XX/XX	XX/XX/XX
XX/XX/XX	XXXXXXXXXXXX	XXXXXX	XXXXXXXXXXXXXXXXXXXX				XX/XX/XX		XXX			

TOTAL PARTICIPANTS IN FOLLOW-UP STATUS:

FOLLOW-UP STATUS REPORT EXPLANATION

<u>Column Header</u>	<u>Translation</u>
DATE OF REPORT	Same
MM/DD/YY	Month/Day/Year
DIVISION	Same
PROJECT NAME	Same
PROJECT OFFICER	Same
PIO/P NO	PIO/P Number
AMT	PIO/P Total Amount To Date
PARTICIPANT'S NAME	Same
PARTICIPANT'S EMPLOYER	Same
TRG OBJ	Actual Degree or Certificate Earned
DATE OF RETURN	Same
REENTRY INTERVIEW	Reentry Interview Date
FRST F/UP	First Follow-up Letter Date
CA	Certificate of Achievement
PS	Professional Society
LN	Letter Number
DATE LTR SENT	Date Letter Sent
QUEST NO	Questionnaire Number
DATE OF REPLY	Same
NEXT LETTER DUE	Same
DATE FOLLOW-UP ENDS	Same

COUNTRY CODE  
MISSION NAME  
PARTICIPANT TRAINING MANAGEMENT SYSTEM  
(PTMS)

RETURNED PARTICIPANT'S DIRECTORY REPORT  
(By Participant's Last Name)

DATE OF REPORT  
MM/DD/YY

PARTICIPANTS' NAME		M	PTO/P NO	PARTICIPANT'S EMPLOYER/ADDRESS	TRAINING FIELD CODE PROGRAM TITLE	TRAINING FACILITY	DATES OF OF TRAINING
LAST	FIRST						
XXXXXXXXXXXXXXXX	XXXXXXXXXX	X	XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XX/XX/XX-XX/XX/XX

COUNTRY CODE  
MISSION NAME  
PARTICIPANT TRAINING MANAGEMENT SYSTEM  
(PTMS)

RETURNED PARTICIPANT'S DIRECTORY REPORT  
(By Sector)

DATE OF REPORT  
MM/DD/YY

PARTICIPANTS' NAME		M	PIO/P NO	PARTICIPANT'S EMPLOYER/ADDRESS	TRAINING FIELD CODE PROGRAM TITLE	TRAINING FACILITY	DATES OF OF TRAINING
LAST	FIRST						
XXXXXXXXXXXXXXXX	XXXXXXXXXX	X	XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XX/XX/XX-XX/XX/XX