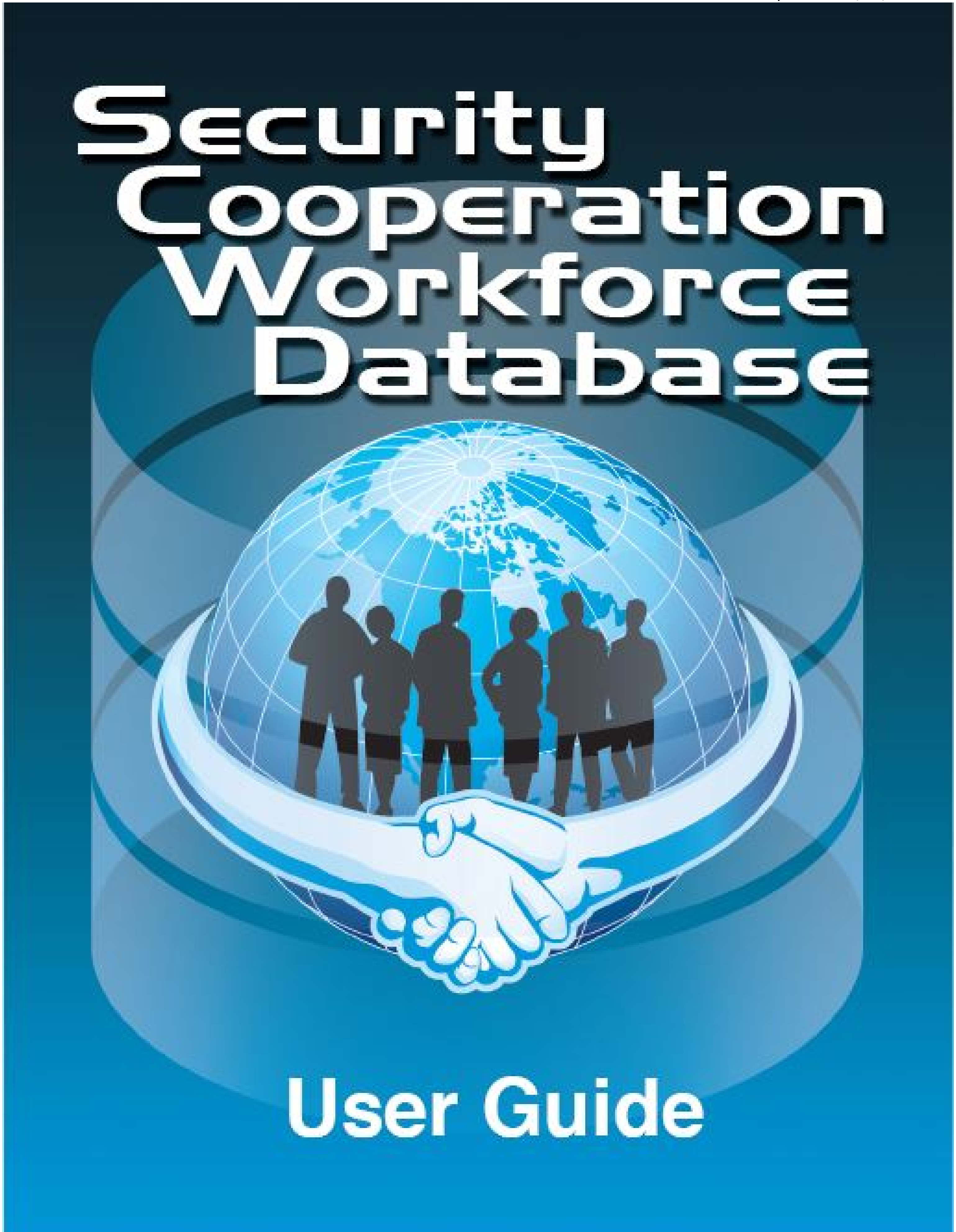
Updated: 08/01/2016



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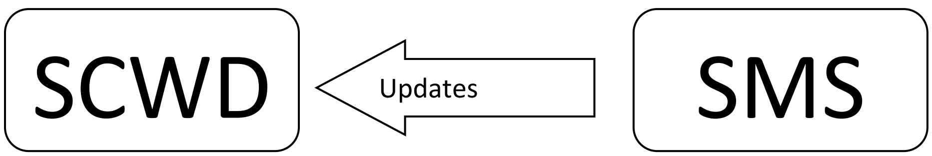
Introduction

The Security Cooperation Workforce Database (SCWD) provides the status of training for the Security Cooperation (SC) workforce. It contains SC positions around the world, organized by organization and funding source. SCWD administrators have specific SCWD permissions based on the hierarchy of their organizations. The SCWD is a shared-management system between the Institute of Security Cooperation Studies (ISCS) and the SC workforce. ISCS provides technical maintenance for the database and all ISCS training records; SCWD administrators from organizations in the SC workforce are responsible for managing the individual records for their organizations' positions and personnel. Data integrity relies on the administrators to tend to it regularly by updating records when personnel depart and new personnel arrive.

The SCWD receives SC training data from the ISCS Student Management System (SMS) every normal business day to allow training status to update as soon as possible after course completion.



The Institute for Defense Analyses (IDA) built the SCWD for ISCS and the Defense Security Cooperation Agency (DSCA).

The SCWD associates records with the organization to which they belong and arranges the records in a hierarchical manner. Figure 1 shows an example of how the SCWD organizes records.

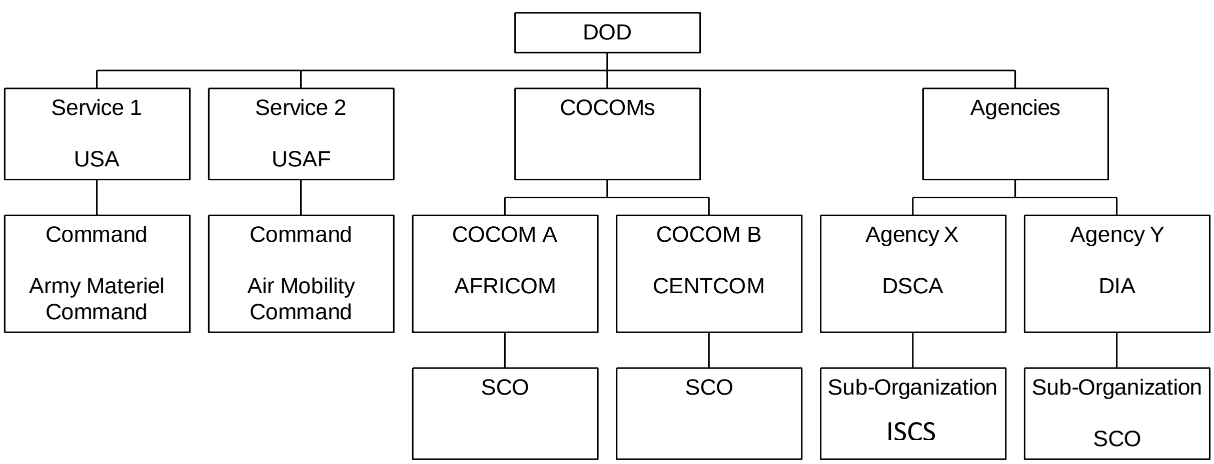


Figure 1 - Notional Organizational Chart

The depth of the chart is flexible and allows for multiple and differing levels for each branch of the chart.

Gaining Access and SCWD Permissions

This section provides the location of the application for users and explains the required permissions.

How to Gain Access to the SCWD

The Security Assistance Network (SAN) hosts the SCWD. You must have a SAN account to gain access to the SCWD.

If you are in an organization that falls under the hierarchy of a combatant command, take the following steps to gain access to the SCWD:

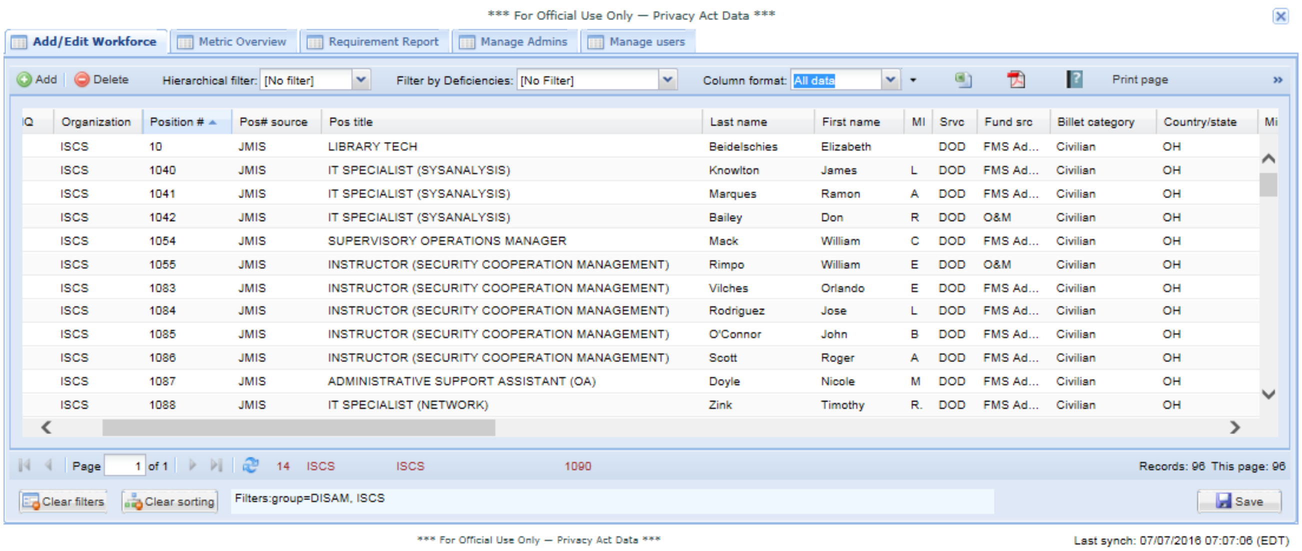
1. Obtain your SAN Username and Password. If you do not already have a SAN Username and Password, please contact your local SAN POC to get one (OCONUS SAN POCs are at the COCOMs). Anyone with an existing SAN account can request a new SAN account for you.
2. After you obtain a SAN Username, send an email to dsca.wright-patt.iscs.mbx.hppg-scwd@mail.mil with **Add SCWD User Permissions to Existing SAN Account** in the **Subject** line.
3. Wait for confirmation from the HPPG/SCWD Admin Team that you now have SCWD permissions (typically less than two business days).
4. Go to https://elnath.idss.ida.org/sanweb.
5. Enter your **Username** and **Password** and click **Submit Login Information** to enter the SAN.
6. Click **Training** and **SCWD.NET** to open the **SC Workforce Training** window that contains the SCWD (Figure 2 shows sample data in the SCWD).

NOTE: Users are able to log into the SAN using their CAC. If you wish to log into the SAN using your CAC, see the instructions on *How to Register Your CAC* in the next section.

If you are in a organization that does not fall under the hierarchy a Combatant Command, take the following steps to gain access to the SCWD:

1. Obtain your SAN Username and Password. If you do not already have a SAN Username and Password, contact your local SAN POC to get one. If you need help locating your POC, send an email to dsca.wright-patt.iscs.mbx.hppg-scwd@mail.mil. Anyone with an existing SAN account can request a new SAN account for you.
2. Wait for an encrypted email that contains your Username and Password (typically less than two days).
3. Go to https://elnath.idss.ida.org/sanweb within 5 days of receipt of your Username and Password.
4. Enter your **Username** and **Password** and click **Submit Login Information** to enter the SAN.
5. Click **Training** and **SCWD.NET** to open the **SC Workforce Training** window that contains the SCWD (Figure 2 shows sample data in the SCWD).

NOTE: Users are able to log into the SAN using their CAC. If you wish to log into the SAN using your CAC, see the instructions on *How to Register Your CAC* in the next section.



IQ	Organization	Position #	Pos# source	Pos title	Last name	First name	MI	Srvc	Fund src	Billet category	Country/state
	ISCS	10	JMIS	LIBRARY TECH	Beidelschies	Elizabeth		DOD	FMS Ad...	Civilian	OH
	ISCS	1040	JMIS	IT SPECIALIST (SYSANALYSIS)	Knowlton	James	L	DOD	FMS Ad...	Civilian	OH
	ISCS	1041	JMIS	IT SPECIALIST (SYSANALYSIS)	Marques	Ramon	A	DOD	FMS Ad...	Civilian	OH
	ISCS	1042	JMIS	IT SPECIALIST (SYSANALYSIS)	Bailey	Don	R	DOD	O&M	Civilian	OH
	ISCS	1054	JMIS	SUPERVISORY OPERATIONS MANAGER	Mack	William	C	DOD	FMS Ad...	Civilian	OH
	ISCS	1055	JMIS	INSTRUCTOR (SECURITY COOPERATION MANAGEMENT)	Rimpo	William	E	DOD	O&M	Civilian	OH
	ISCS	1083	JMIS	INSTRUCTOR (SECURITY COOPERATION MANAGEMENT)	Vilches	Orlando	E	DOD	FMS Ad...	Civilian	OH
	ISCS	1084	JMIS	INSTRUCTOR (SECURITY COOPERATION MANAGEMENT)	Rodriguez	Jose	L	DOD	FMS Ad...	Civilian	OH
	ISCS	1085	JMIS	INSTRUCTOR (SECURITY COOPERATION MANAGEMENT)	O'Connor	John	B	DOD	FMS Ad...	Civilian	OH
	ISCS	1086	JMIS	INSTRUCTOR (SECURITY COOPERATION MANAGEMENT)	Scott	Roger	A	DOD	FMS Ad...	Civilian	OH
	ISCS	1087	JMIS	ADMINISTRATIVE SUPPORT ASSISTANT (OA)	Doyle	Nicole	M	DOD	FMS Ad...	Civilian	OH
	ISCS	1088	JMIS	IT SPECIALIST (NETWORK)	Zink	Timothy	R.	DOD	FMS Ad...	Civilian	OH

Figure 2 - Security Cooperation Workforce Database

How to Register your CAC to log into the SAN

After you receive a SAN username and password, you can register your CAC to log into the SAN in the future.

Take the following steps to register your CAC for logging into the SAN:

1. Insert your CAC into your PC's CAC reader.
2. Open a web browser, and go to https://elnath.idss.ida.org/sanweb.
3. Enter you SAN username and password, but do NOT click the **Submit Login Request** button or press the **Enter** key.
4. Click the **CAC Login** button.
5. If asked to choose a CAC certificate, please select the "Email" certificate.
6. Enter your CAC PIN when prompted.
7. Verify CAC registration after logging into the SAN by clicking **User Information** on the menu bar at the top of the page and then select **Change Your Password and Other User Info**. Your CAC is registered if a 10 digit number appears after **CAC ID:**.

NOTE: You still must update your password every 60 days per SAN account security requirements even if you registered your CAC for login. If you do not update your password every 60 days, your account will be disabled.

SCWD Permissions

Each user receives the appropriate SCWD administrative level for their organization. Users can add, edit, and delete positions for their organization and subordinate organizations in their hierarchy. Referring back to Figure 1, a user with DSCA permissions can add, edit, and delete positions within DSCA and its sub-organization (ISCS) but cannot view any other organizations within the SCWD. A ISCS user can only see ISCS.

SCWD Features and Functions

This section explains each tab in the SCWD and describes the features available for each. The SCWD contains the following five tabs:

- **Add/Edit Workforce**
- **Manage Admins**
- **Manage users**
- **Metric Overview**
- **Requirement Report**

Add/Edit Workforce Tab

The **Add/Edit Workforce** tab is the default tab when you open the SCWD. This tab is available to all SCWD users, but it only contains data that the user has permission to view. Figure 3 shows the **Add/Edit Workforce** tab.

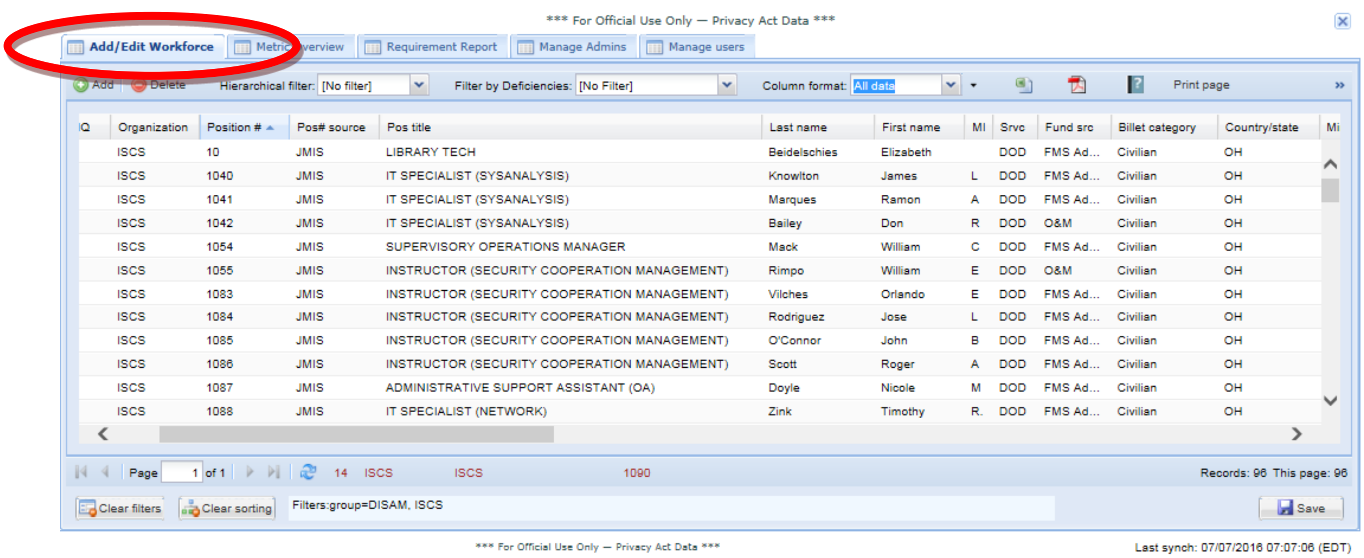


Figure 3 - Add/Edit Workforce Tab

Columns That Appear Under the Add/Edit Workforce Tab

There are 42 columns under the **Add/Edit Workforce** tab. SCWD administrators are responsible for entering the data for each position and for each person filling a position. Some columns are automatically populated by the SCWD and cannot be changed.

The following table lists the heading, description, entry type, and filter types for each column in the SCWD.

Column Heading	Description	Entry Type	Filter Type
Default Columns			
Org group	Identifies the administrative organization level. Double-click a cell in this column to select the organization from a drop-down list.	Drop-down	Check box
Higher HQ	Identifies the organization that is one level higher than the Org group in the command chain.	Text	Text
Organization	Identifies the lowest level organization that contains the position (billet). This is often one level below the Org group in the command chain, but it is possible that it is the same as the Org group.	Text	Text
Position #	Contains a unique position number or billet ID. The Position # should be unique for each position in the Org group, but could be the same number used by a position in a different Org group. This is a text box entry that the SCWD administrator populates.	Text	Text
Pos# source	Identifies the source that the SCWD administrator used to obtain the Position #. SCWD Admins often use manning documents such as a UMD, JTD, or JMD to obtain a position number. This is a text box entry that the SCWD Admin populates.	Text	Text
Pos title	Lists the position's title. This is a text box entry that the SCWD administrator populates.	Text	Text
Student#	Lists the ISCS student number. The SCWD automatically populates this number when a matching ISCS Registrar record is found (usually occurs when the SCWD updates the day after you enter a new person into a position).	Text - Numeric Only	Numeric Comparison
EDIPI	Common Access Card (CAC) EDIPI number for the person who fills the position. You must enter the full 10 digits of the EDIPI number. If you enter a different number of digits in the EDIPI field, the SCWD will automatically delete the number you enter. If you see a message that reads: **EDIPI (CAC) not found in database. Please re-enter the EDIPI (CAC) to verify**, re-enter the EDIPI number. Enter numbers only.	Text - Numeric Only	Text
Last name	Lists the last name of the person who fills the position.	Text	Text
First name	Lists the first name of the person who fills the position.	Text	Text

Alias	Lists alternate last names for the person who fills the position (i.e., maiden name).	Text	None
Middle	Lists the middle name or middle initial for the person who fills the position. **NOTE:** This field should be left blank if you do not know the person's middle initial or if they do not have a middle initial. If you enter **NMI**, the database may not match the student records.	Text	None
Srvc	Lists the branch of service for the person who fills the position. Double-click a cell in this column to select the correct service from a drop-down list. For civilian employees select DOD for Department of Defense, DOS for State Department, or Other for all other agencies.	Drop-down	Check box
WW	Indicates if the position is included in the Security Cooperation Officer World Wide Roster (WWR). Check mark this box to indicate that the position belongs in the WWR.	Check box	Check box
Email addr	Contains the email address for the person who fills the position. An email address must be provided for any person who fills a WWR position. This field can be left blank if the position does not belong to the WWR.	Text	Text
Phone num	Contains the phone number for the person who fills the position. A phone number must be provided for any person who fills a WWR position. This field can be left blank if the position does not belong to the WWR.	Text	Text
SC Function	Lists the specific SC function of the position. A function must be selected if the position belongs to the WWR. The drop-down list provides the most common SCO functions, but you can select **Other** if the specific function for the position does not appear. This field can be left blank if the position does not belong to the WWR.	Drop-down	Check box
Experience	Lists any significant experience or qualifications that a person filling a position might posses (e.g., C-12 pilot, foreign language skills, major weapons system programs, etc.).	Text	Text

Fund src	Lists the funding source for the position. Double-click a cell in this column to select the correct funding source from a drop-down list. Select FMS Admin for Title 20 funded positions, Case for FMS Case funded positions, O&M for Operations and Maintenance funded positions, or Other for positions funded by any other source.	Drop-down	Check box
Billet category	Lists the employment category for the position. Double-click a cell in this column to select the correct category from a drop-down list.	Drop-down	Check box
Country/state	Lists the physical location of the position. Double-click a cell in this column to select a country or state from a drop-down list.	Drop-down	Text
Min training reqd	Identifies the minimum level of training that the position (not the personnel) requires. Double-click a cell in this column to select the appropriate level of training for the position. Select 0 if no training is required, 1 for SC Awareness (online), 2 for SC Orientation (online), 3 for resident ISCS training, 4 for advanced resident training. **NOTE:** International Programs Security Requirements Course (IPSR) and Missile Technology Control Regime Facilitated Course (MTCR) are level 0 courses. Refer to http://www.iscs.dsca.mil/_pages/Programs/default.aspx?section=hppgscti for guidelines about matching training levels with positions.	Drop-down	Check box
Levl3 trng reqd	Lists the specific level 3 resident course that a Level 3 or Level 4 position requires. Double-click a cell in this column to select the appropriate course for the position. Select **None** for positions that only require Level 1 or Level 2 training.	Drop-down	Check box
Levl4 trng reqd	Lists the specific level 4 resident course that a Level 4 position requires. Double-click a cell in this column to select the appropriate course for the position. Select **None** for positions that only require Level 1, 2, or 3 training.	Drop-down	Check box
Other trng reqd	Lists the non-Security Cooperation focused training offered by ISCS. Double click a cell in this column and select the apporporate course for the position. Select **None** for positions with **PSA** or **FSN** as the **Billet Category**. **IPSR** is the default option for all positions that do not contain **PSA** or **FSN** in the **Billet Category**. Select **IPSR, MTCR** to designate positions that require MTCR as well as IPSR.	Drop-down	Check box

ISCS code	Lists the billet's ISCS training code that appears on the manning document for the position.	Drop-down	Check box
Training achvd	Identifies the highest training level achieved by the person who currently fills the position. The SCWD automatically populates this field when it finds a matching ISCS training record for the person. **NOTE:** If you believe an error exists with the auto population of this field, please email a detailed explanation to the SCWD Admin Team at dsca.wright-patt.iscs.mbx.hppg-scwd@mail.mil.	Drop-down	Check box
Pending	Lists the ISCS courses that are pending completion. This data is automatically populated when the SCWD finds a matching record in the ISCS student database. In addition, if a person has an entry in **L3 trng reqd** or **L4 trng reqd**, and the required course has not yet been completed, the course, and its prerequisites will appear in the **Pending** column. If the **Min trng reqd** column is changed, the course(s) appearing in the **Pending** column will be incorrect until the SCWD database is updated (usually the following morning). **NOTE:** SCM-STC is an equivalent to SCM-E in the SCWD. Therefore, SCM-E will not appear in the **Pending** column for personnel who require SCM-E in the **L3 trng reqd** column and have completed either SCM-E or SCM-STC.	Text	Check box
Registered	Lists the ISCS courses that the person is currently registered to take. This data is automatically populated when the SCWD finds a matching record in the ISCS student database.	Text	Text
Completed	Lists the ISCS courses that the person has completed. This data is automatically populated when the SCWD finds a matching record in the ISCS student database.	Text	Check box
SCM-OC	Contains the date of the latest SCM-OC course completion (including SCM-OC, SCM-OC-OL, SCM-OC-P) to assist training quota managers with monitoring the SCM-OC prerequisite training for the SCM-C resident course.	Date Format	None
IPSR	International Programs Security Requirements check box shows who is IPSR qualified (i.e., completed an actual IPSR course, taken SAM/SCM-C SCM-OM or SCM-O in FY 2001 or later, taken SCM-SP, taken SCM-LO, taken SCM-E, taken	Check box	Check box

	SCM-TM, taken SCM-TO/TM, SCM-STC, or taken SCM-AO (both resident and on-site)).		
Grace days	Lists the number of grace days remaining before the SCWD counts the person filling the position as deficient. When the number is greater than zero, the SCWD does not count the person as deficient. SCWD leaves the Grace days column blank when there are no grace days remaining.	Text - Numeric Only	None
Rotate date	Lists the date when the person who fills the position is scheduled to rotate out of position. Double-click to manually enter the date or use the date selection calendar to pick a date.	Date Format - Calendar pop-up	Calendar pop-up
Repl report date	Lists the date when a replacement for the position is scheduled to arrive. Double-click to manually enter the date or use the date selection calendar to pick a date.	Date Format - Calendar pop-up	None
Repl last name	Lists the last name of the person who is scheduled to arrive to fill the position. **NOTE:** SCWD provides the option to replace all of the incumbent's data (**EDIPI**, **Last name**, **First name**, **MI**, **Trng achvd**, **Pending**, **Registered**, and **Completed** columns) with the replacement's data that appears in the **Repl last name**, **Repl first name**, **Repl middle**, and **Repl EDIPI** columns by clicking on the last name that appears in the Repl last name field.	Text	None
Repl first name	Lists the first name of the person who is scheduled to arrive to fill the position.	Text	None
Repl middle	Lists the middle name or middle initial of the person who is scheduled to arrive to fill the position.	Text	None
Repl EDIPI	Lists Common Access Card (CAC) EDIPI number for the person who is scheduled to arrive to fill the position. Enter numbers only.	Text - Numeric Only	None

Grace ending	Lists the date that the grace period ends. Any person who fills a position that they have not held previously (and does not meet the minimum training level required for the position) receives a grace date that is 180 days after the date that they fill the position. The SCWD does not count the person deficient until they reach their Grace ending date. Records that appear in the SCWD prior to the release of the Grace Period feature do not receive any grace days and the grace ending date defaults to the day before the feature's release (Mar 27, 2011).	Date Format	None
Remarks	Contains any free form text that a SCWD user enters up to 50 characters.	Text	Text
Last update	Identifies date and time of last update to the record. Computer-generated.	Date Format	None

Showing and Hiding Columns

You can select specific column headings that you want to show. Take the following steps to show additional columns that are hidden by default:

1. Hover your cursor over any column heading and click the small down arrow that appears.
2. Click **Columns** from the drop-down menu to show the list of available columns.
3. Checkmark any columns that you want to show (unhide).
4. Click anywhere outside the drop-down menu to close the column list.

You can also use the **Column format** drop-down menu to show pre-set groups of column data. You can select one of the following column groups from the **Column** format drop-down menu:

- **All data** – shows all columns that are not hidden by default
- **Position data** – shows only columns that contain billet information
- **Individual data** – shows only columns that are specific to the individual who fills the position
- **Training data** – shows only columns related to the individual's training (i.e., required training level, training level achieved, registered courses, completed courses, etc.)
- **Replacement data** – shows only basic position data (including incumbent name) and the individual who is expected to replace the incumbent
- **Required data** – shows only the columns that contain required data entry to create a new record
- **Custom data** – SCWD users can save a custom data column format by taking the following steps:
    - Show only the desired columns
    - Click the small black arrow next to the **Column format** drop-down menu

- Click **Save Latest Column Format to Custom data**
- Select **Custom data** from the **Column format** drop-down menu to show the saved column format

Figure 4 shows the column checkbox list and the **Column format** drop-down menu.

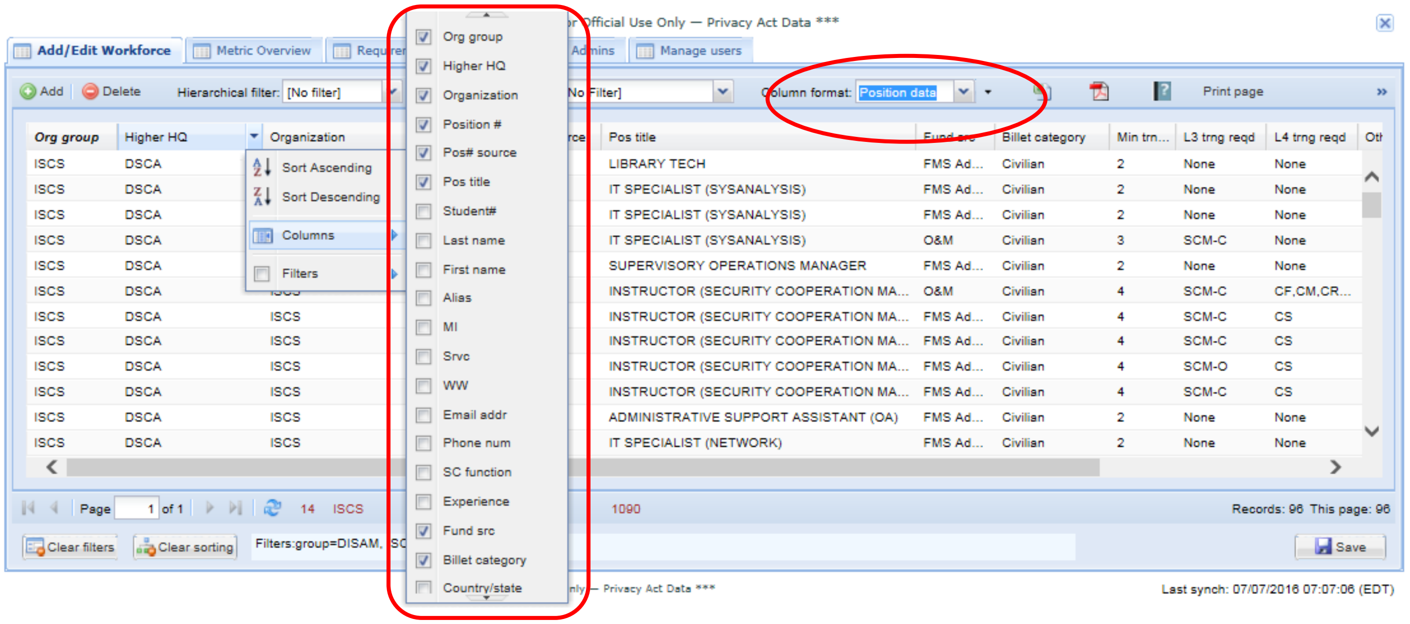


Figure 4 - Features that show and hide columns

Page Skip

To view additional records, you can skip to any page by clicking on the arrow next to the **Page** number in the bottom left of the **Add/Edit Workforce** tab. Each page contains 1,000 records.

Filtering and Sorting Data

You can filter many of the columns to limit your results to specific records. To filter a column, hover your cursor over a column heading and click the small down arrow that appears to the right of the column name (a **Filters** checkbox appears on the drop-down menu if the SCWD allows you to filter the column). Each column that you can filter has one of the following filter types:

- *Checkbox*
- *Text*
- *Calendar*
- *Numeric Comparison*

NOTE: Any filters set by the user at the time they exit the SCWD will remain the next time the user logs into the SCWD. Users can easily remove applied filters by selecting **Clear filters** at the bottom left of the page on the **Add/Edit Workforce** tab.

Checkbox Filtering

The *Checkbox* filter allows you to check a box to limit your results to predetermined categories. To view the available categories, hover your cursor over (do not click) the **Filters** option. When you click to check one or more of the available categories, the SCWD filters the records to show only the categories that you select. For Example, Figure 5 shows how you can filter the database to show only records that contain USAF in the **Srvc** column. To remove a filter, click to uncheck the box next to the categories that you want to remove or click to uncheck the **Filters** box to remove the entire filter.

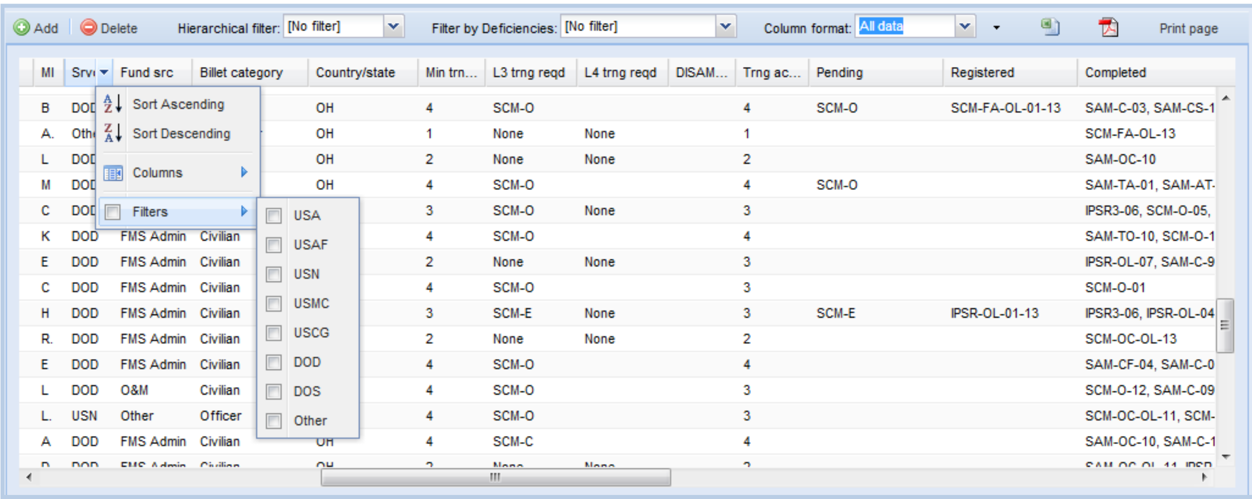


Figure 4 - Checkbox Filter

Text Filtering

A *Text* filter allows you to retrieve records with all or part of the text that you enter in the search box. For example, Figure 6 shows how you can enter **prof** to retrieve only records that contain **professor** in the position title. To remove a *Text* filter, click to uncheck the **Filters** box.

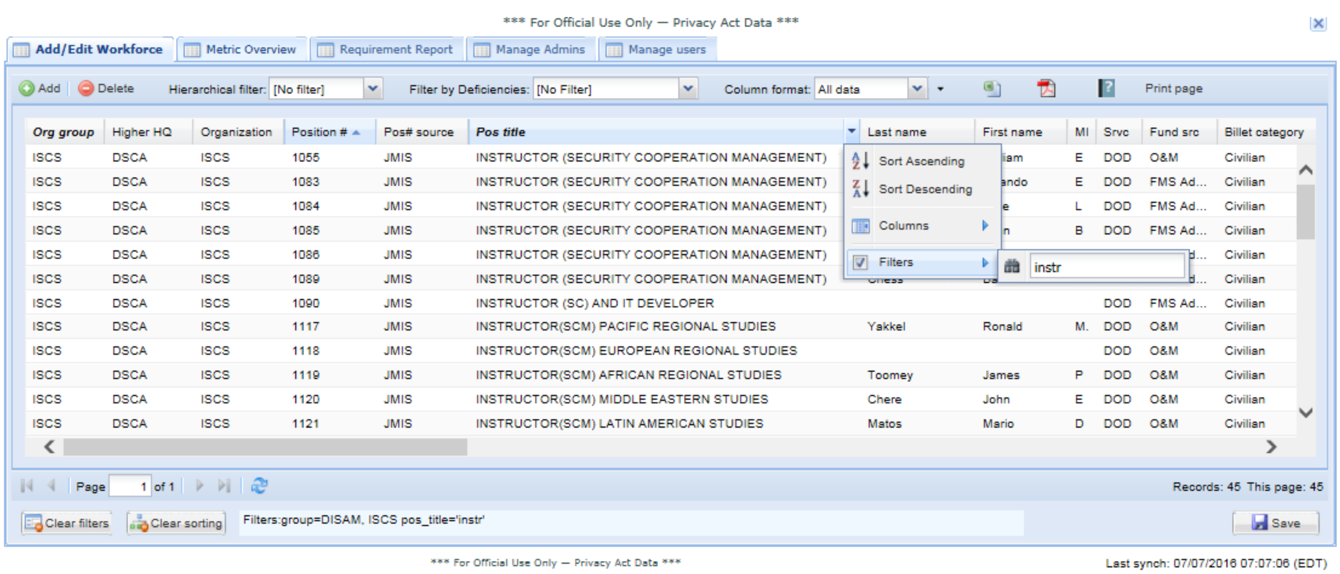


Figure 5 - Text Filter

Filtering by Date

The **Rotate date** column is the only column that has the *Calendar* filter. You can use the *Calendar* filter to limit your results to before, after, or on a specific date. You can also select a specific range of dates by selecting both the **Before** and **After** options. Figure 7 shows how to filter the **Rotate date** column by date. To remove the filter, uncheck the **Filters** box.

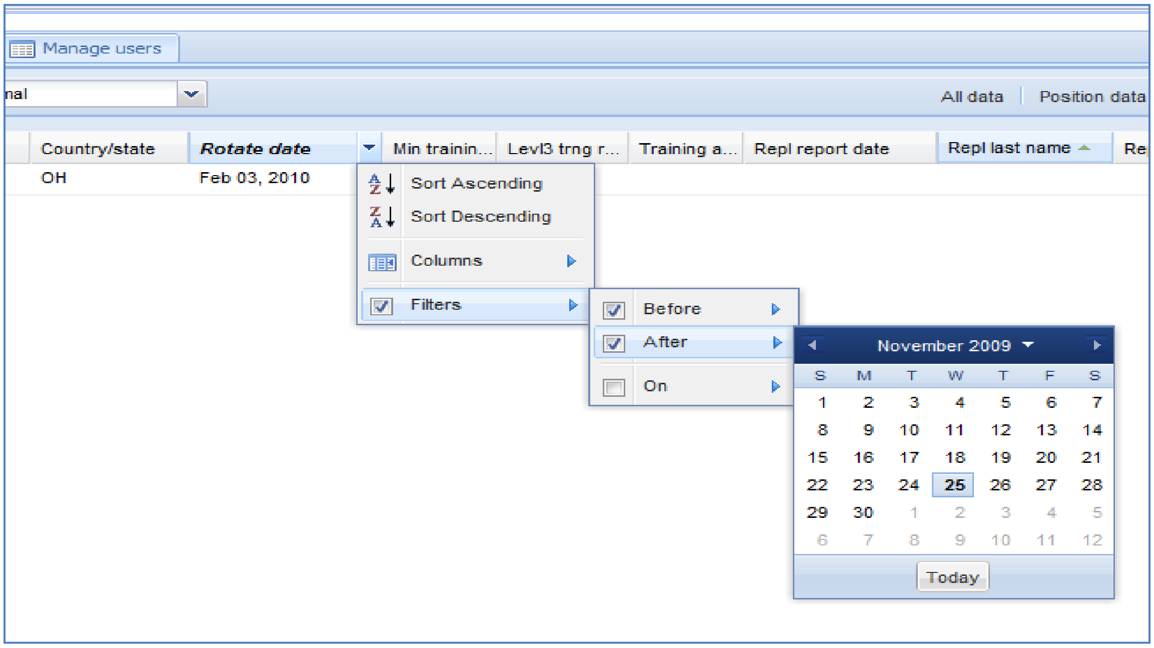


Figure 6 - Calendar Filter

Numeric Comparison Filter

The *Numeric Comparison* filter is available for some columns. You can use this filter to retrieve only records that have a number less than (**<**), greater than (**>**), or equal to (**=**) the number that you specify. Figure 8 shows a filter that retrieves any records with an ID number less than 500.

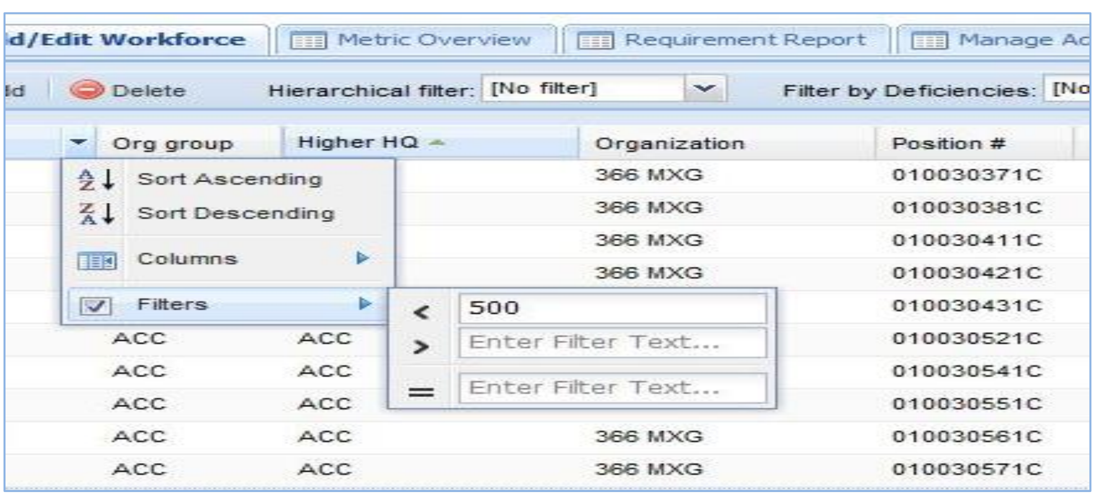


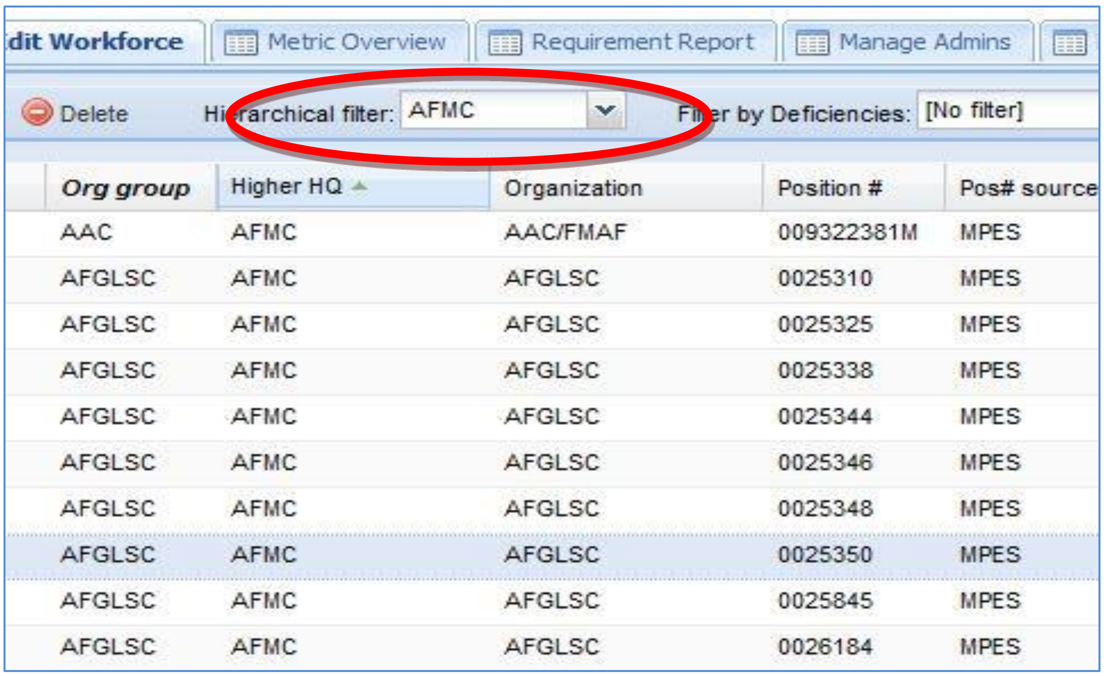
Figure 7 - Numeric Comparison Filter

Clearing Filters

You can use any type of filter and apply filters to multiple columns simultaneously to narrow the scope of the data you want to view. If you apply multiple filters at the same time, you can always click the **Clear Filters** button in the bottom-left corner of the window to remove all of the filters.

Hierarchical Filtering

SCWD administrators that belong to a higher-level organization will likely have many organizations that fall under them and could have thousands of records to maintain. The **Hierarchical filter** drop-down box allows you to select a specific **Higher HQ** and all of its subordinates. Figure 9 shows a filter applied to retrieve all of the records that contain **AFMC** in the **Higher HQ** column. To remove the hierarchical filter, you can either select **[no filter]** from the **Hiearchy filter** drop-down box or click the **Clear filters** button in the bottom-left corner of the window.



Org group	Higher HQ	Organization	Position #	Pos# source
AAC	AFMC	AAC/FMAF	009322381M	MPES
AFGLSC	AFMC	AFGLSC	0025310	MPES
AFGLSC	AFMC	AFGLSC	0025325	MPES
AFGLSC	AFMC	AFGLSC	0025338	MPES
AFGLSC	AFMC	AFGLSC	0025344	MPES
AFGLSC	AFMC	AFGLSC	0025346	MPES
AFGLSC	AFMC	AFGLSC	0025348	MPES
AFGLSC	AFMC	AFGLSC	0025350	MPES
AFGLSC	AFMC	AFGLSC	0025845	MPES
AFGLSC	AFMC	AFGLSC	0026184	MPES

Figure 8 - Hierarchical Filter

Filtering Data by Deficiencies

The **Filter by Deficiencies** feature allows you to select one of the following preset filters:

- **Training deficiency** – shows all records for people who do not meet their position's required training level except for those positions that require level 4, which are not counted deficient if the person has achieved at least level 3
- **Trng deficiency w/Lev 4** – shows all records for people who do not meet their position's required training level
- **Trng Level 4 pending** – shows all records for people with any level 4 class in the **Pending** column, even if the individual has completed other level 4 courses
- **Need resident** – shows only records for people who need resident training (Level 3 or Level 4)

- **Need online** – shows only records for people who need online training (Level 1 or Level 2)

Figure 10 shows the **Need resident** filter applied to show only records for people who need Level 3 or 4 training and have not yet achieved at least Level 3 training.

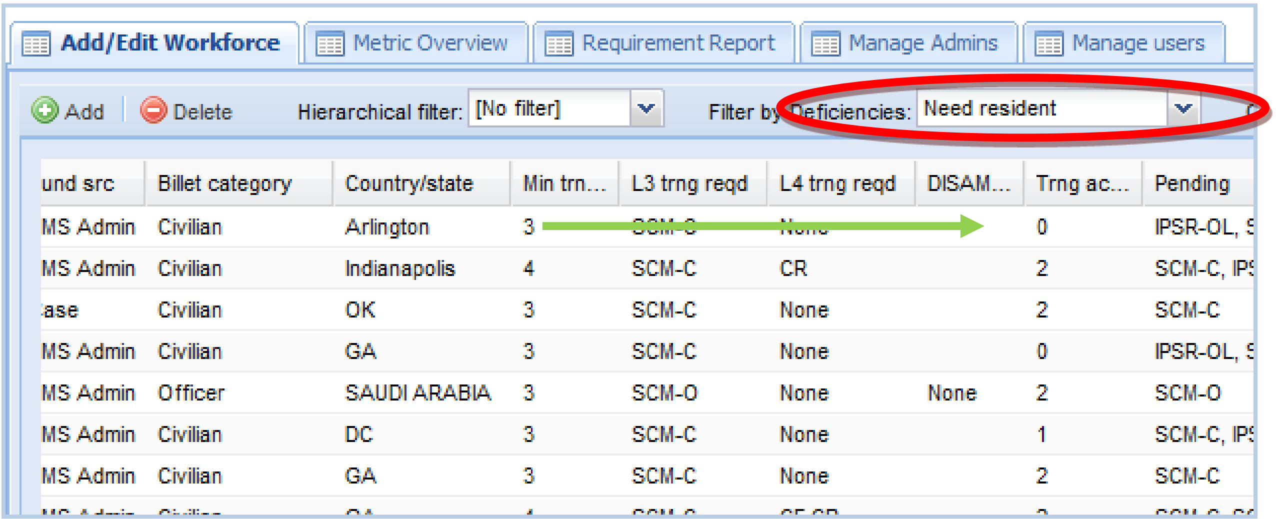


Figure 9 - Filter by Deficiencies

Sorting

You can sort the data in the SCWD by simply clicking a column heading. If you click a column heading once, the SCWD sorts the records in alphabetical order (for text fields), least to greatest (for numeric fields), or chronological order (for date fields). If you click the same column heading again, the SCWD sorts the columns in reverse alphabetical order (for text fields), greatest to least (for numeric fields), or reverse chronological order (for date fields).

To clear all sorting, click the **Clear sorting** button in the bottom left corner of the SCWD.

Adding, Deleting, and Changing Data

SCWD is a database of positions, not personnel. You only need to add a new record for new positions, and not for new personnel. When you enter a new person into the database, look for an existing position in the SCWD first. If the new person's position is already in the SCWD, simply change the existing SCWD record. If you verified the new person's position is not in the SCWD, follow the instructions for adding a new SCWD record.

Use the **Add** button to add a new line (record) to the SCWD. When you click **Add,** a new blank record appears in the table. After you enter the position and personnel information, click the **Save** button to create the record. If you leave any required fields blank, a pop-up window appears and the blank field is highlighted.

Use the **Delete** button to delete an entire line (record). Deleting a record is very easy to do so please use caution not to mistakenly delete a record you want to keep. To delete a record, click the line to highlight it and click the **Delete** button. The record disappears from the table. You can delete only one record at a time. After you delete all the records that you no longer want to keep, click the **Save** button to destroy the record(s). Figure 11 shows the location of the **Add** and **Delete** buttons, and it shows the blank line that appears after you click the **Add** button.

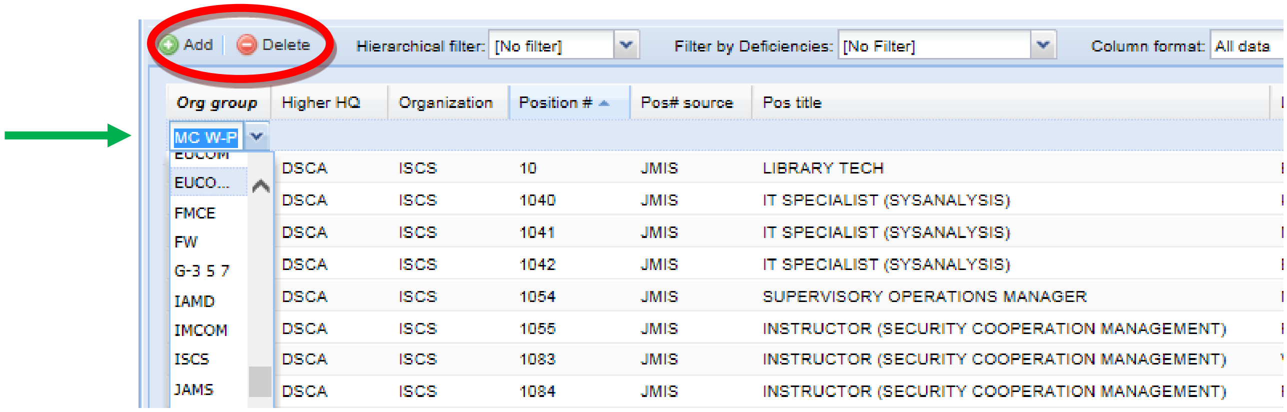


Figure 10 - Add and Delete Buttons

You can edit the data in most columns. To change a record, double-click the field that you want to change and that field will change to the *edit mode*. A blinking cursor appears in box for text fields, and a drop-down menu appears for pre-defined data fields. For the **Rotate date** and **Repl Report date** columns, you can use the calendar pop-up or enter the date in the MM/DD/YY format. When you finish making edits to a field, you can press the **Tab** key to skip to the next editable field. When all of your changes are complete, press the **Enter** key or click anywhere outside the selected field to exit the *edit mode*. Any field that you change contains a small red triangle in the top-left corner to indicate that the record has unsaved changes. When you are satisfied with your changes, click the **Save** button and the SCWD records the changes. Whenever you change a record, the date and time in the **Last update** column changes to the time that you made the change. Figure 12 shows the red triangles and the **Last Update** column.

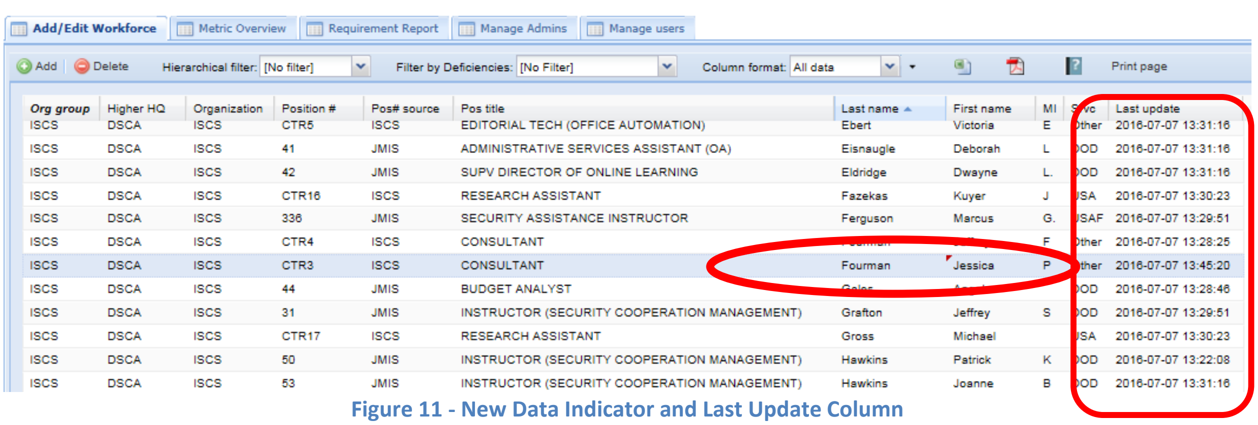


Figure 11 - New Data Indicator and Last Update Column

NOTE: When you finish adding, deleting, or editing records, you MUST click on the **Save** button or your changes will be discarded when you close the window. A pop-up bubble appears after you save new data to indicate that your changes are successfully saved. If you want to discard all of your changes prior to saving, click the refresh button in the bottom of the window. Figure 13 shows the location of the **Save** and refresh buttons.

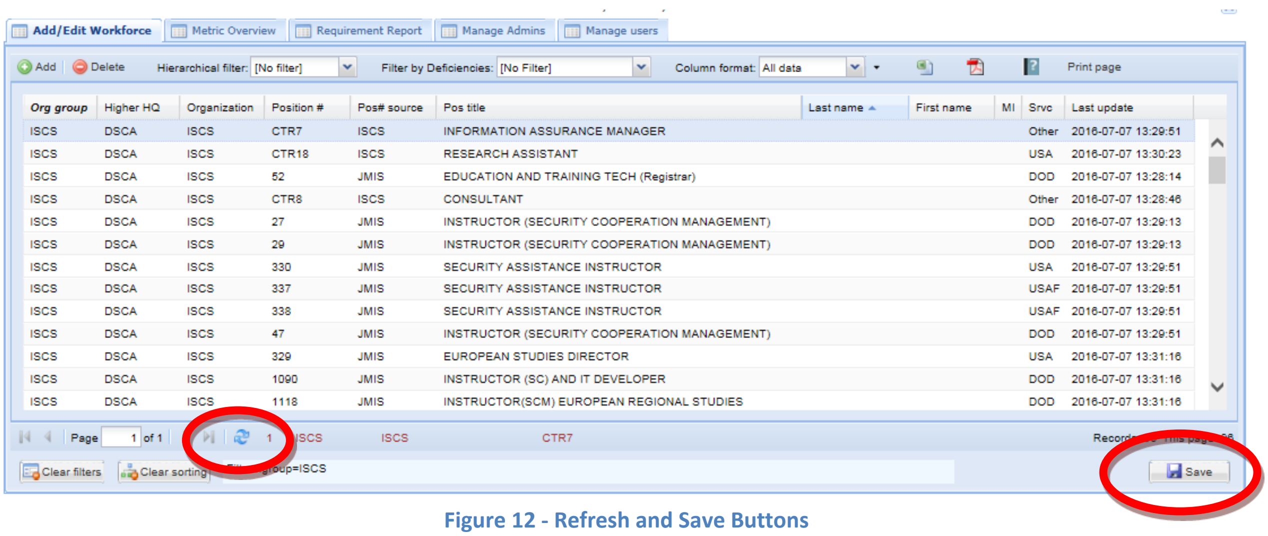


Figure 12 - Refresh and Save Buttons

Updating Training Achieved

The **Trng achvd** column shows the highest level of training achieved for the individual. An individual's training record should automatically update upon completion of training and assign the proper level of credit for the training achieved. If a student completes a level 1, 2, 3 or level 4 ISCS course and the SCWD does not show credit for the class, SCWD administrators can contact the HPPG/SCWD Admin Team at dsca.wright-patt.iscs.mbx.hppg-scwd@mail.mil**.**

Training Report

An individual's ISCS training report is available after they register for at least one ISCS class. Take the following steps to view and print a training record from the **Add/Edit Workforce** tab:

1. Click to highlight the SCWD record for the individual whose record you want to print.
2. Click the name that appears in red text at the bottom of the window (see figure 14) and the **TRAINING REPORT FOR {*student name*}** window appears.
3. Click the **PDF** button in the **TRAINING REPORT FOR {*student name*}** window and the **File Download** window opens.
4. Click **Open** to view the **Training Report** in PDF format.
5. Click **File** and select **Print** to print the report.

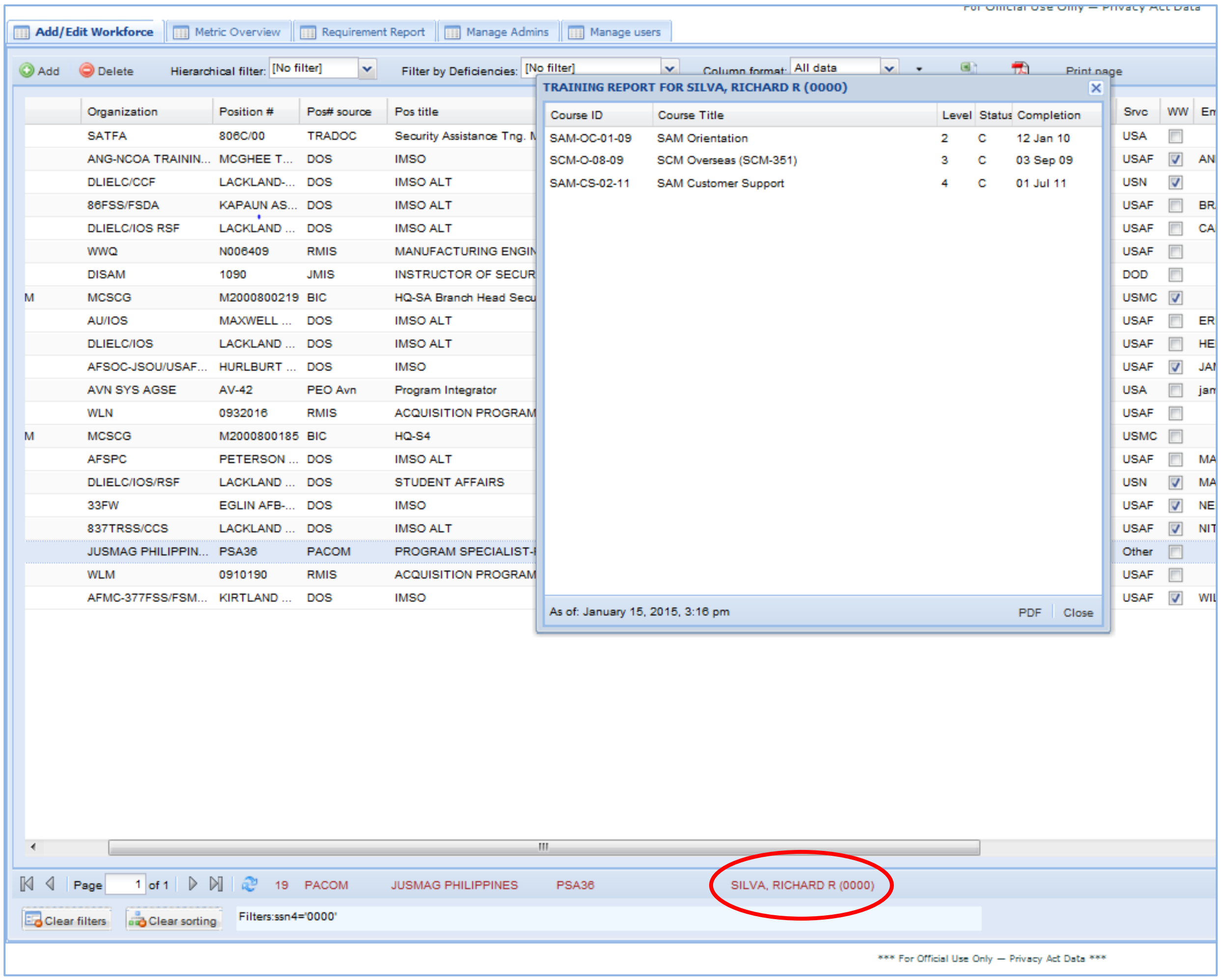


Figure 13 - Training Report

The **Training Report** lists the **Course ID**, **Course Title**, **Level**, **Status, and Completion**. The following codes appear for the course status:

- **C** – indicates that the student successfully completed the course
- **S** – indicates that the student is currently registered or in-progress for the course
- **N** – indicates that the student was registered for the course at some point, but was subsequently deleted from the class roster

SCWD User Guide Link

A link to the most recent version of the SCWD User Guide appears on the **Add/Edit Workforce** tab. Click the question mark icon on the **Add/Edit Workforce** tab to gain access to the SCWD User Guide. Figure 15 shows the location of the SCWD **User Guide** button.

Downloading SCWD Data

SCWD administrators can download the data that appears in the **Add/Edit Workforce** tab in either Microsoft Excel or PDF format. An administrator can use any of the various filters to limit the data that appears before downloading. Figure 15 shows the location of the **Download Excel** and **Download PDF** buttons.

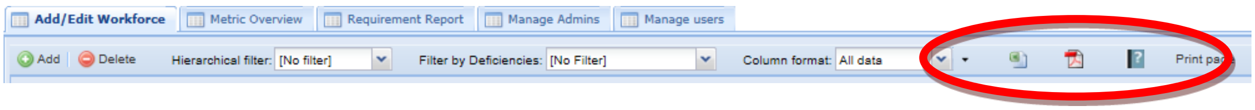


Figure 14 - Download Excel, Download PDF, User Guide Buttons

Excel Format

Take the following steps to download the records that appear in the **Add/Edit Workforce** tab into Microsoft Excel:

1. Click the **Download Excel** button to open the **File Download** window.
2. Click **Open** to view the data now or click **Save** to select a location to save the data.

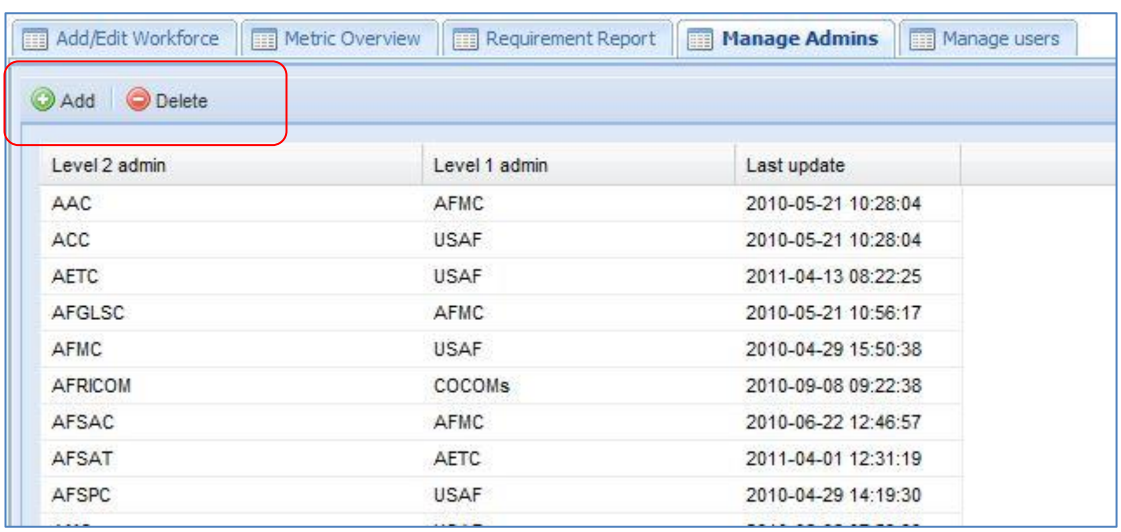
PDF Format

Take the following steps to download the records that appear in the **Add/Edit Workforce** tab into PDF format:

1. Select an option from the **Column format** drop-down menu.
2. Click the **Download PDF** button to open the **File Download** window.
3. Click **Open** to view the data now or click **Save** to select a location to save the data.

Manage Admins Tab

The **Manage Admins** tab allows you to create and maintain your organization's administrative hierarchy (as shown in Figure 16). The tab lists each Level 2 administration organization and its corresponding Level 1 administration organization. The hierarchy establishes the permissions to view, add, delete, and edit records. A SCWD administrator has permissions to view, add, delete, and edit any positions in their organization and any organizations subordinate in its hierarchy.



Level 2 admin	Level 1 admin	Last update
AAC	AFMC	2010-05-21 10:28:04
ACC	USAF	2010-05-21 10:28:04
AETC	USAF	2011-04-13 08:22:25
AFGLSC	AFMC	2010-05-21 10:56:17
AFMC	USAF	2010-04-29 15:50:38
AFRICOM	COCOMs	2010-09-08 09:22:38
AFSAC	AFMC	2010-06-22 12:46:57
AFSAT	AETC	2011-04-01 12:31:19
AFSPC	USAF	2010-04-29 14:19:30

Figure 15 - Manage Admins Tab

In the example shown in Figure 16, AFMC is listed as the Level 1 admin for AAC, AFGLSC, and AFSAC. Therefore, an administrator for AFMC can view and edit all the positions in AFMC, AAC, AFGLSC, and AFSAC. However, an administrator in AFSAC can only view and edit positions for AFSAC and not AFMC. Likewise, USAF is the Level 1 admin for AFMC, and therefore an administrator for USAF can view and edit records for USAF, AFMC, AAC, AFGLSC, AFSAC, and any other subordinate organizations.

NOTE: An administrator with DOD permissions can view and edit records for all organizations.

Columns That Appear Under the Manage Admins Tab

Column Heading	Description
Level 2 admin	Lists the organization that is responsible for maintaining the positions
Level 1 admin	Lists the organization that is one level higher in the hierarchy from the organization listed in the **Level 2 admin** column **NOTE:** Level 1 organizations must exist as a Level 2 organization before it can be assigned as a Level 2 organization.
Last update	Automatically lists the date and time of last update to the record

Adding/Deleting Organizations

You can add and delete organizations on the **Manage Admins** tab similar to how you add and delete positions under the **Add/Edit Workforce** tab.

Adding an Organization

Take the following steps to add a new subordinate organization:

1. Click the **Add** button to insert a new blank record into the table.
2. Enter the new subordinate organization in the **Level 2 admin** column.
3. Click inside the blank **Level 1 admin** box and select your organization from the drop-down menu.
4. Click the **Save** button in the bottom-right corner to save the new organization.

Deleting an Organization

Take the following steps to delete a subordinate organization:

1. Click to highlight the record that you want to delete.
2. Click the **Delete** button.
3. Click the **Save** button in the bottom-right corner.

NOTE: Use extreme caution when you delete an organization because it affects the permissions for any administrator in that organization and could leave subordinate organizations without a parent in the hierarchy. Ensure that the organization that you delete has no hierarchical relationships and no positions assigned to it before you delete it. If you are not sure of the impact, or if you need assistance deleting an organization, please contact the SCWD Admin Team at .

Changing the Name of an Organization

It is also possible to change the name of a Level 2 admin organization.

Take the following steps to successfully change the name of a subordinate organization:

1. Click the **Add/Edit Workforce** tab.
2. Change the name anywhere it appears in the **Org group** and **Higher HQ** columns.
3. Click the **Save** button.
4. Click the **Manage Admins** tab.
5. Change the name in the **Level 2 admin** column.
6. Change the name anywhere that it appears in the **Level 1 admin** column.
7. Click the **Save** button in the bottom-right corner.

NOTE: Use extreme caution when you change the name of an organization because it affects the permissions for any administrator in that organization and could leave subordinate organizations without a parent in the hierarchy. Ensure that you follow all the steps above in the exact order to prevent impacts to hierarchical relationships and the positions assigned to it. If you are not sure of the impact, or if you need assistance changing an organization name, please contact the SCWD Admin Team at .

Manage Users Tab

The **Manage Users** tab allows you to set SCWD permission for other users (SCWD administrators) in your organization and your subordinate organizations. You cannot add users to organizations above you in the hierarchy. ADMIN is the highest level and has access to all records at every level in the SCWD.

Figure 17 shows three users with different levels of permission in the SCWD. In this example, DBAILEY can administer only ISCS records, RSMOTHERS can administer only AFSAC and lower records, and MANSTICE can administer records for all organizations.

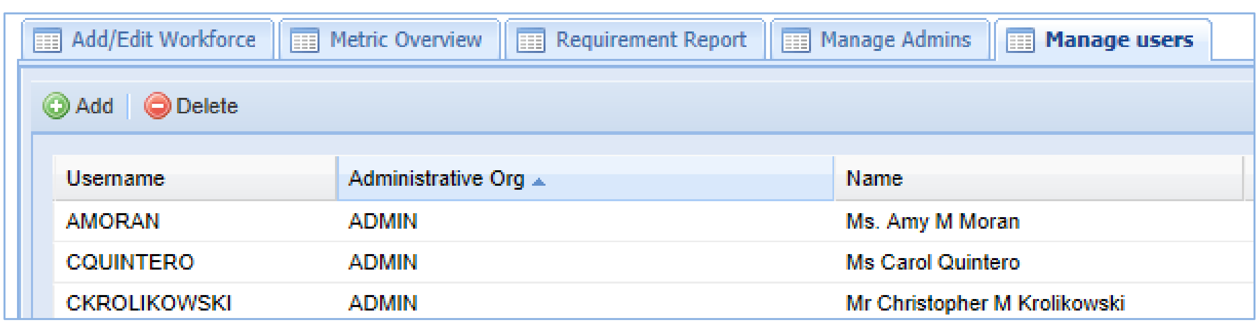


Figure 16 - Manage Users Tab

Columns that Appear Under the Manage Users Tab

Column Heading	Description
Username	Lists the SAN Username for the SCWD administrator
Administrative Org	Lists the highest organization in the hierarchy for which the SCWD administrator has permissions to view, add, delete, and edit records
Name	Lists the full name of the SCWD administrator
Email	Lists the email address for the SCWD administrator
Phone	Lists the phone number for the SCWD administrator
Ready-only?	Indicates if the SCWD administrator only has permission to view the records in their organization
Last update	Automatically lists the last date that a SCWD administrator changed any information for the user under the **Manage users** tab

Setting Permissions for Users in Your Organization

Before you add SCWD permissions, a new SCWD administrator must obtain a SAN Username and Password. Refer to the instructions in the *Gaining Access and SCWD Permissions* section of this guide. After the new SCWD administrator has a SAN Username and Password, you can set their permissions within your organization.

Take the following steps to add SCWD permissions for a SAN User:

1. Click the **Add** button in the top-left corner to insert a new blank line.
2. Enter the Username in ALLCAPS in the **Username** column.
3. Press the **Tab** key to go to go to the **Administrative Org** column and to auto-populate the **Name**, **Email**, and **Phone** columns.
4. Click the small down arrow in the **Administrative Org** column to view the list of permission options.
5. Click the organization that you want the new user to administer.
6. Click the **Save** button in the bottom-right corner of the window.

NOTE: An Individual's contact information will automatically update when their SAN account user information is updated. If the user's SAN account has been deleted, **No SAN Account** appears in the **Phone** column.

Removing SCWD Permissions for Users in Your Organization

Take the following steps to remove SCWD permission for a user in your organization:

1. Click to highlight the row containing the username that you want to delete.
2. Click the **Delete** button in the top-left corner to remove the line from the **Manage users** tab.
3. Click the **Save** button in the bottom-right corner of the window to destroy the record.

NOTE: If you do not click the **Save** button, the user retains their SCWD permissions and the line reappears if you close and reopen the SCWD.

Restricting a User's Permission to Read-only Access

Take the following steps if you want a specific user in your organization to only view records without the ability to add, delete, or edit them:

1. Locate the row that contains the **Username** that you want to restrict to Read-only access.

NOTE: The Username must already appear in the **Username** column. If this is a new user, first follow the instructions for *Setting SCWD Permissions for Users in Your Organization*.

2. Click to checkmark the box in the **Read-only?** column.
3. Click the **Save** button in the bottom-right corner of the window.

Emailing SCWD Users

The **Compose email** feature allows you to email any SCWD User that appears under the **Manage Users** tab.

Take the following steps to email one or more SCWD users:

1. Click the row that contains the SCWD user that you want to email.

NOTE: To select multiple SCWD users, press and hold the **Ctrl** key while you click additional users to email. To select all the users, click the first row, press and hold the **Shift** key, then click the last row (all rows should be highlighted).

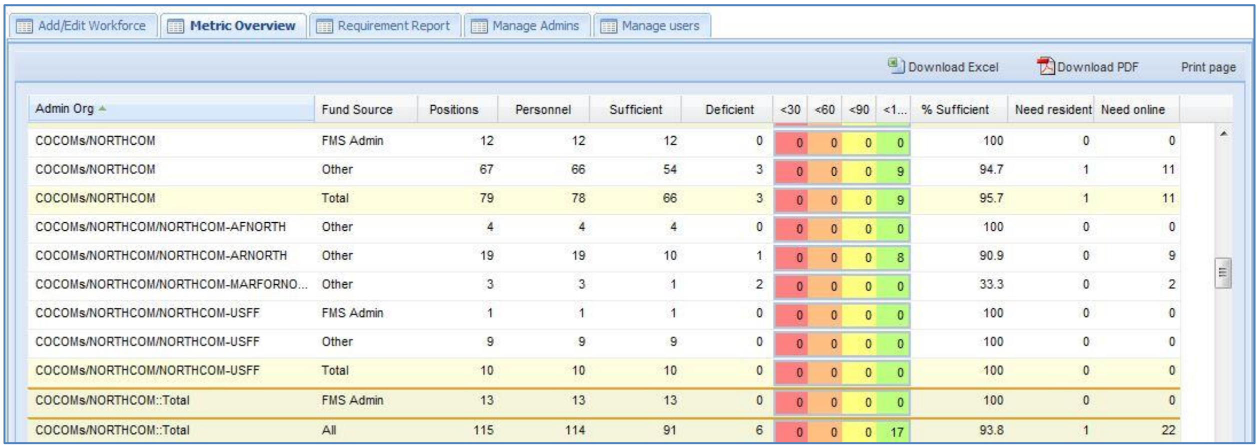
2. Click the **Compose email** button to open a blank email with the selected email addresses populated in the **To:** line.

Metric Overview Tab

The **Metric Overview** tab shows the metrics of interest as it pertains to tracking the progress of the High Priority Performance Goal/Security Cooperation Training Initiative (HPPG/SCTI). You can only view statistics for your organization and its subordinates.

Figure 18 shows the statistics for NORTHCOM. The **Metric Overview** breaks down each component organization by funding source (**FMS Admin**, **O&M**, **Case**, and **Other**) and provides totals for each component organization in the yellow rows. The very last yellow row that contains **All** in the **Fund Source** column is the overall total for all NORTHCOM positions.

NOTE: The first three lines for **COCOMs/NORTHCOM** are for positions that are either not assigned to a specific component or are located at NORTHCOM HQ.



Add/Edit Workforce | Metric Overview | Requirement Report | Manage Admins | Manage users

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Admin Org	Fund Source	Positions	Personnel	Sufficient	Deficient	<30	<60	<90	<1...	% Sufficient	Need resident	Need online
COCOMs/NORTHCOM	FMS Admin	12	12	12	0	0	0	0	0	100	0	0
COCOMs/NORTHCOM	Other	67	66	54	3	0	0	0	9	94.7	1	11
COCOMs/NORTHCOM	Total	79	78	66	3	0	0	0	9	95.7	1	11
COCOMs/NORTHCOM/NORTHCOM-AFNORTH	Other	4	4	4	0	0	0	0	0	100	0	0
COCOMs/NORTHCOM/NORTHCOM-ARNORTH	Other	19	19	10	1	0	0	0	8	90.9	0	9
COCOMs/NORTHCOM/NORTHCOM-MARFORNO...	Other	3	3	1	2	0	0	0	0	33.3	0	2
COCOMs/NORTHCOM/NORTHCOM-USFF	FMS Admin	1	1	1	0	0	0	0	0	100	0	0
COCOMs/NORTHCOM/NORTHCOM-USFF	Other	9	9	9	0	0	0	0	0	100	0	0
COCOMs/NORTHCOM/NORTHCOM-USFF	Total	10	10	10	0	0	0	0	0	100	0	0
COCOMs/NORTHCOM::Total	FMS Admin	13	13	13	0	0	0	0	0	100	0	0
COCOMs/NORTHCOM::Total	All	115	114	91	6	0	0	0	17	93.8	1	22

Figure 17 - Metric Overview Tab

Columns That Appear Under the Metric Overview Tab

Column Heading	Description
Admin Org	Lists the organization name and shows the hierarchy of the group. The smallest component is listed after the last forward slash (**/**) and corresponds to the **Org Group** column under the **Add/Edit Workforce** tab.
Fund Source	Lists the funding sources within the organization
Positions	Calculates the number of positions (records that appear under the **Add/Edit Workforce** tab)
Personnel	Calculates the number filled positions (records that contain a person's name under the **Add/Edit Workforce** tab)
Sufficient	Calculates the number of personnel who are trained to the required level for their position **NOTE:** A person only needs to complete a level 3 course to satisfy minimum sufficiency for a level 4 position.
Deficient	Calculates the number of personnel who have not achieved the minimum level of training that their position requires within the 180 day grace period
<30	Calculates the total number of personnel with less than 30 grace days remaining
<60	Calculates the total number of personnel with 31 to 60 grace days remaining
<90	Calculates the total number of personnel with 61 to 90 grace days remaining
<180	Calculates the total number of personnel with 91 to 180 grace days remaining
% Sufficient	Calculates the percentage of personnel sufficient for training Uses the following formula: (sufficient personnel) / (total personnel – deficient personnel in grace)

Need resident	Calculates the number of personnel who require a resident training course (level 3 or 4) to be sufficiently trained **NOTE:** This number includes all personnel who would be deficient if there were no grace period (Those who require level 4 but have achieved level 3 are not included).
Need online	Calculates the number of personnel who require online training (level 1 or 2) to be sufficiently trained **NOTE:** This number includes all personnel that require online training regardless of their grace status.

Downloading Metric Overview Data

Take the following steps to download the **Metric Overview** data into Microsoft Excel:

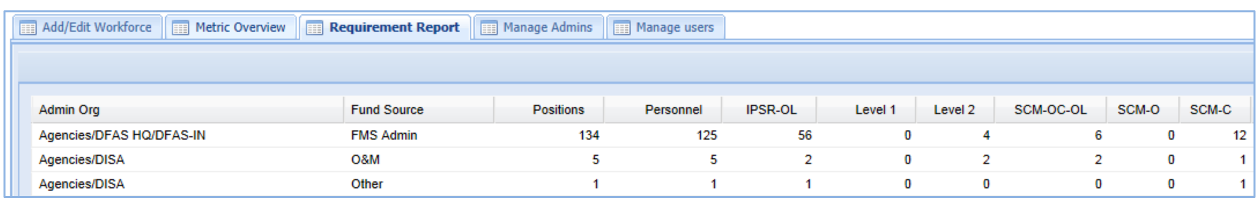
1. Click the **Download Excel** button to open the **File Download** window.
2. Click the **Open** button to open an Excel spreadsheet that contains the **Metric Overview** data.

Take the following steps to download the **Metric Overview** data into a PDF document:

1. Click the **Download PDF** button to open the **File Download** window.
2. Click the **Open** button to open a PDF document that contains the **Metric Overview** data.

Requirement Report Tab

The **Requirement Report** tab shown in Figure 19 below contains training requirement statistics for each organization broken out by funding source.



Admin Org	Fund Source	Positions	Personnel	IPSR-OL	Level 1	Level 2	SCM-OC-OL	SCM-O	SCM-C
Agencies/DFAS HQ/DFAS-IN	FMS Admin	134	125	56	0	4	6	0	12
Agencies/DISA	O&M	5	5	2	0	2	2	0	1
Agencies/DISA	Other	1	1	1	0	0	0	0	1

Figure 19 – Requirements Report Tab

The purpose of the Requirments Report tab is to calculate the number of potential students for each ISCS course. The SCWD calculates the totals based on the data that you enter in the **Min trng reqd**, **L3 trng reqd,** and **L4 trng reqd** columns under the **Add/Edit Workforce** tab.

NOTE: The number of Deficient + total personnel in all grace periods(from the **Metric Overview**) may not reconcile with the total number of personnel that require training under the **Requirement Report** tab because the **Requirement Report** does not track records that contain **None** in the **L3 trng reqd** column under the **Add/Edit Workforce** tab.

Columns That Appear Under the Requirement Report Tab

Column Heading	Description	HPPG Training Level
Admin Org	Lists the organization name and shows the hierarchy of the group. The smallest component is listed after the last forward slash (**/**) and corresponds to the **Org Group** column under the **Add/Edit Workforce** tab.	NA
Fund Source	Lists the funding sources within the organization	NA
Positions	Calculates the number of positions (records that appear under the **Add/Edit Workforce** tab)	NA
Personnel	Calculates the number of filled positions (records that contain a person's name under the **Add/Edit Workforce** tab)	NA
IPSR-OL	Calculates the total personnel that require the International Programs Security Requirements Course – Online (IPSR-OL)	0
Level 1	Calculates the total personnel that require the online Security Cooperation Familiarization Course (SC-FAM)	1
Level 2	Calculates the total personnel that require the Security Cooperation Management Online Course (SCM-OC) **NOTE:** This column does not include those who require the SCM-OC course as a prerequisite to take a level 3 course. It only includes those whose position requires level 2 training only.	2
SCM-OC-OL	Calculates the total personnel that require the Security Cooperation Management Orientation Course - Online (SCM-OC-OL)	2
SCM-O	Calculates the total personnel that require the Security Cooperation Management Overseas Course (SCM-O)	3
SCM-C	Calculates the total personnel that require the Security Cooperation Management CONUS Course (SCM-C)	3
SCM-E	Calculates the total personnel that require the Security Cooperation Management USG Executive and U.S. Defense Industry Course (SCM-E)	3
SCM-TO	Calculates the total personnel that require the Security Cooperation Management Training Officer/Training Manager Course (SCM-TO)	3
SCM-AF	Calculates the total personnel that require the Security Cooperation Management Afghanistan Course (SCM-AF)	3
SCM-AO	Calculates the total personnel that require the Security Cooperation Action Officer Course (SCM-AO)	3
SCM-LO	Calculates the total personnel that require the Security Cooperation Management Locally Employed Staff (LE Staff) Orientation Course (SCM-LO)	3
SCM-TM	Calculates the total personnel that require the Security Cooperation Management Training Manager Course (SCM-TM)	3

SPD	Calculates the total personnel that require the State Partner Director Course (SCM-SP)	3
SCM-CF	Calculates the total personnel that require the Security Cooperation Management Financial Management Course (SCM-CF)	4
SCM-CM	Calculates the total personnel that require the Security Cooperation Management Program and Case Management Course (SCM-CM)	4
SCM-CR	Calculates the total personnel that require the Security Cooperation Management Case Reconciliation and Closure Course (SCM-CR)	4
SCM-CS	Calculates the total personnel that require the Security Cooperation Management Customer Support Course (SCM-CS)	4
SCM-AL	Calculates the total personnel that require the Security Cooperation Management Advanced Locally Engaged Staff Course (SCM-AL)	4
SCM-AT	Calculates the total personnel that require the Security Cooperation Management Advanced Training Course (SCM-AT)	4
SCM-AR	Calculates the total personnel that require the Security Cooperation Management Advanced Resource Course (SCM-AR)	4

NOTE: HPPG Levels (0 through 4) align with Security Cooperation Management (SCM) Course numbers where HPPG Level 0 corresponds with SCM 0xx Level 1 corresponds with SCM 1xx level courses, HPPG Level 2 corresponds with SCM 2xx level courses, HPPG Level 3 corresponds with SCM 3xx level courses, and HPPG Level 4 corresponds with SCM 4xx level courses.

For a complete list of ISCS courses, please refer to the ISCS Course Catalog at http://www.iscs.dsca.mil/pages/courses/onsite/catalog/default.aspx.

Assistance

Technical

For **technical assistance** including help with permissions, adding new groups, error messages, and troubleshooting:

- Email: dsca.wright-patt.iscs.mbx.hppg-scwd@mail.mil - Please enter **Technical Assistance** in the subject line.
  or
- Phone: Mr. Jeff Fourman (937-713-3279 DSN: 713-3279). Ms. Amy Moran (937-713-3278 DSN: 713-3278)

Policy

For **policy questions** contact the ISCS Directorate of Research:

- Email (preferred): dsca.wright-patt.iscs.mbx.hppg-scwd@mail.mil - Please enter **SCWD Policy** in the subject line.
  or
- Phone: Mr. Greg Sutton (937-713-3306 DSN: 713-3306)