4 Training Interface Processing

4.1 Training Revision Sheet

Chapter Release No.	Date	Training Revision Description
1.0	05/13/2004	Initial version released to OPM EHRI Program Office
1.1	05/28/2004	Added section 4.3 (old 3.1), reporting requirements. Added text to section 4.4 (old 3.2) to describe how the XML format will be validated prior to loading. Added text to section 4.6.3 (old 4.2.1) to indicate that values must be provided for all mandatory fields. Added section 6.4 (old 6.3) to describe edits performed on individual records. Added mandatory fields in section 4.7.2 (old A.2). Added section 4.7.2.2 (old A.3) containing sample delimited file. Added annotation, format and length information to XML schema definition in section 4.8.1 (old B.2). Added schema location information to sample XML file in section 4.8.2 (old B.3). Added section 4.9 (old Appendix C), containing individual field and relational edit rules.
1.2	06/09/2004	Added table D-2 (old table 2-2), Operational Contact List. Modified section 4.6.2 (old 4.2) to indicate that XML is the preferred format. Reformatted section 6.4 (old 6.3). Added explanation of mandatory and optional in section 4.7.2 (A.2). Modified XML Schema to place AgencySubelement element within EmployeeType element. Added Appendix A – Reference Data Value Standards (old Appendix D).
1.3	06/11/2004	Added paragraph on Academic Degree Data to section 4.3 (old 3.1). Made Training Accreditation Indicator an optional element.
2.0	10/11/2004	Updated Appendix D (old 2.0) to include OPM Connect:Direct point of contact information that was originally found in this chapter. Updated section 5.1 to provide more detail on the file transfer process. Updated section 6.4 (old 6.3) to clarify the description for the Add, Correct (previously called Update), and Delete record actions. Modified section 4.7.2.2 (old A.3)to reflect the latest Record Specification. Please refer to Appendix C, C.5 (old Appendix F) for the specification release notes detailing the difference in the file format for this release. Updated section 4.7.1 (old Appendix A.1) to correctly specify the DATE format to not include zero in the day range. Added section 4.7.2 (old Appendix A.2) to explain the new Reporting Criteria column in the file format specification table. This column replaces the previous “Mandatory/Optional” column and includes the third criteria of “Critical.”

Chapter Release No.	Date	Training Revision Description
2.0 (continued)	10/11/2004	Modified section 4.9 (old Appendix C) to update all the edit rules for the new fields added to the file format. Also modified the edit rules to take into consideration the new "Critical" reporting criteria. Updated Appendix A (old Appendix D) with the new valid values for all the training reference values that were originally found in this chapter. Added Appendix C (old Appendix F) to detail all the changes to the file format specification. This revision sheet and Appendix C should be updated in tandem.
3.0	02/02/2005	Provided more specific information regarding training in sections 4.2 and 4.3. Updated section 4.7.2.2, specifically: - 18. Training Delivery Type Code: data definitions added to the chart - 21. Materials Cost: new data definition added. (Old definition: Cost of the training materials for training completed by the employee that was paid for by the Federal government. This includes all direct costs associated with purchasing and/or producing the training materials used by the students (e.g, Costs of supplies, licenses, contractor provided services, and costs for equipment and software used specifically for the production of training products and materials). It does not include distribution costs of the training materials or salary costs of government employees involved in producing training materials.
3.1	2/18/2005	Updated 4.7.2.2 with new Training file format. Updated 4.6.3 to be more specific about what ASCII character set should be used to create the file. Replaced the Reporting Criteria Explanation section with the Policy Reporting Requirement Explanation (4.7.2.1) and the Record Identifying Requirement Explanation (4.7.2.2) sections.
3.2	07/27/2005	Modified Section 4.8 to remove the Training Funding Source data element from the XML Schema definition. This data element was previously removed from the delimited file record specification.
3.3	10/20/2005	Added note in section 4.7.1 describing handling of null numeric values. Added a new Training Credit Type Code (ICD Seq #16) value to support training that doesn't fit one of the existing types ("N/A"). Modified training credit designation type code, training credit, training credit type code relational edit to include check for N/A in training credit type code.

4.2 Training Interface Processing

The goal for the Training Interface Processing is to securely acquire training data for all Federal Civilian employees by leveraging existing data extraction processes to the extent possible. This section contains a high-level overview of the data acquisition strategy and interface processing.

This chapter is designed to explain and provide guidance on collecting and reporting required training data elements. These data elements support agency mission and objectives and training program evaluation efforts. As Human Resource Development (HRD) specialists, the need to understand government wide organizational processes to collect and report training data is critical in accomplishing agency human capital goals. Training data are also critical in determining workforce needs by documenting the results of training and development programs and evaluating the effectiveness of the training to address those needs. HRD professionals and/or program managers have a special responsibility as stewards of the agency's training and development data to assure that the data collected are accurate and complete when reported.

OPM's authority to require Federal agencies to report training data can be found in Title 5 United States Code, Chapter 4107 and part 410 of Title 5, Code of Federal Regulations (CFR). Federal agencies must report the training data specified in this guide for each employee and establish a schedule of records to be maintained in accordance with regulations promulgated by the National Archives and Records Administration (NARA) and the General Service Administration (GSA). Additional authorities that require Federal agencies to report data can be found in 5 CFR part 293.

4.3 Reporting Requirement

Providers should only submit data for completed training units. A completed training unit is defined as a training event for which the student has accomplished all components in the title of the event.

Agencies should begin reporting available training data starting with April 1, 2005. There is no requirement to report historical training data. By October 1, 2005, agencies should report using all training data elements required in this guide. Training data are reported on an individual employee basis which means the reporting of all training data element codes for each completed training event for each employee. The data elements required for reporting each training event for each employee are described in the training section of Appendix A.

Training events must be aligned with the strategic goals and mission of the agency, as well as being aligned with employee performance goals. Agencies will use the appropriate codes and values provided in this guide to report on the training events and costs associated with those events.

4.4 Data Acquisition Strategy

Depending on the source of training related data, one provider may submit data for many agencies. The data submission method varies by provider, however all providers will be required to submit their data to EHRI via Connect:Direct or Connect:Direct Secure + Option.

For Release 3.0, GoLearn will provide training related data to EHRI. GoLearn will electronically transmit training data to the EHRI production server using Connect:Direct or Connect:Direct Secure + Option. The data files must be formatted as specified in Section 4.6

and transmitted according to the specifications listed in Chapter 5. Providers will be responsible for scheduling data transmissions to EHRI and providing a technical point of contact. Please refer to Appendix D for EHRI operational point of contact information.

4.5 Data Interface Processing

The interface process will use Informatica PowerMart/PowerCenter to load the training data files into the Release 3.0 Temporary Data Storage Area (TDSA) staging tables. If the training data file is submitted using the XML format, the interface process will ensure that the file is well-formed and will validate the file using the training XML schema prior to loading the file into the staging tables. If the delimited file format is submitted, no edits will be performed prior to loading the file into the staging tables. The ETL process that moves the data from the staging tables to the EHRI data warehouse will perform any required edits and audits and apply any necessary business rules. As part of the loading process all relevant metadata is captured for reporting and debugging purposes. A complete description of the data acquisition design and metadata strategy is described in the SDD for EHRI Interfaces.

4.6 Training File Naming Convention and Format

4.6.1 Naming Convention

The file name will conform to the following naming convention.

TFYYYYMMDDAAAAN

Each portion of the file name is explained in **Table 5**.

Table 5 - File Naming Structure

Name Segment	Description
T	Constant value of 'T' indicating the training data file type.
F	Indicates the format of the file (D for delimited files, X for XML files).
YYYY	For file as of date, indicates century (19 to 20) and year (01 to 99)
MM	For file as of date, indicates month (01 to 12)
DD	For file as of date, indicates day (01 to 31)
AAAA	Indicates the agency code or agency/subelement code for the submitting agency.
N	Resubmission Indicator. On the first submission for each as of date, N is a numeric zero. If the data is resubmitted for the same as of date, the value of N is increased by 1.

4.6.2 File Content

The providers are responsible for creating the training files. Two file formats will be accepted – a delimited format and an XML format. XML is the preferred format and providers should submit training data in XML format when possible. EHRI supports the delimited file format only for providers who have no current means of generating XML data files. Only one of the formats should be submitted for each agency/subelement.

4.6.3 Delimited File Format

Each file must comply with the following rules:

- The file must be created using ISO 8859-1 (Latin-1) ASCII character set.
- Each line of the file must contain one record.
- Each record will contain all of the fields listed in Appendix A, ordered by element sequence number, with each field separated by the vertical bar character ('|').
- Even if there is no value supplied for a field, the delimiter must still appear in the file.
- Values must be supplied for all mandatory elements.
- No delimiter is required after the last field in the record.

4.6.4 XML File Format

Each file must comply with the following rules:

- The file must be created using ISO 8859-1 (Latin-1) ASCII character set.
- The file must be formatted according to the EHRI Training schema provided in 4.8.
- The file must be a well-formed XML document as defined in the XML 1.0 specification.
- The file validates successfully against the EHRI Training schema.

4.7 Training Delimited File Format Specification

4.7.1 Data Element Format Types

Format	Meaning	Examples
VARCHAR(n)	A series of up to n alphanumeric and special characters, not including the vertical bar character ('|').	123-45-6789 125 Main St., S.W. Y OM00
NUMBER(n)	A series of n numeric characters. NOTE: any null (empty) values passed into a number field will be translated by the interface into a "0" (zero).	0 180
DECIMAL(n, m)	A series of n numeric characters with up to m characters to the right of the decimal point. The decimal point should appear in the element value if required. A decimal point is neither required nor implied, i.e., 400 represents 400, not 4.00. NOTE: any null (empty) values passed into a decimal field will be translated by the interface into a "0" (zero).	For a format of Decimal(9,2): 0 1500 1234567.89 1234.0 0.75
DATE	A date consisting of a 4 character year, a 2 character numeric month (01-12), and a 2 character numeric day (01-31), separated by dashes.	1960-01-01 (= January 1, 1960) 2004-12-31 (= December 31, 2004)

4.7.2 Reporting Requirements

There are two types of reporting requirements specified in this section 4.7.2.2. This section explains the differences between the two requirements and provides a legend for the all the values associated with each reporting requirement.

4.7.2.1 Policy Reporting Requirement Explanation

The following table explains each of the Policy Reporting Requirement column values in the Record Specifications section. Policy Reporting Requirements are the official policy requirements for reporting the data to OPM. All data elements requested in the Record Specification should be reported to OPM if they are available and are applicable to the employee. The Policy Reporting Requirement will assist the data providers in prioritizing the collection and submission of data. The Policy Reporting Requirements are listed in priority order from highest to lowest.

Policy Reporting Requirement	Description	Comments
1	CPDF / Mandatory Fields	These are fields that are currently being submitted to the CPDF system or are identified as Record Identifying fields.
2	Critical Fields	These are fields that are critical to the data collection process but are not currently designated as mandatory because they may not be widely available from all the data providers. This option gives the data providers time to make their process and system compliant with this reporting requirement. Critical fields will be upgraded to mandatory in the future so data providers should plan to collect and report these data elements accordingly.
3	Workforce Analytics Fields	These fields are used in reporting workforce statistical requirements for the government.
4	Non Critical Training Fields	These fields are the remaining training data elements that were not classified as critical.
5	Retirement Benefits Fields	These fields are data elements needed to facilitate the calculation and processing of retirement benefits.
6	Employee Transfer Fields	These are fields used to help facilitate an employee's transfer from one agency to another.
7	eOPF Fields	These fields are data elements maintained on the right side of Official Personnel File or data required for the optional implementation of an eOPF within the agency.
None	All Other Fields	These fields are the remaining fields and are of the lowest priority.

4.7.2.2 Record Identifying Requirement Explanation

The following table explains the Record Identifying Requirement column in the Record Specifications section.

Record Identifying Requirement	Description	Comments
Y	Designates that the field must be provided in the record for EHRI to correctly identify and process the record. These are usually fields that are used to identify the employee and/or the transaction being submitted.	These are fields that are required in order for EHRI identify the employee to which this record belongs. If these fields are not provided, the record will be rejected because it cannot be added to the data warehouse correctly.

4.7.3 Record Specification

ICD Seq #	EHRI Ref #	Data Concept	Name	CPDF	Policy Rep Req	System Rep Req	Datatype	Definition	Codes
1	997	Data Record	Record Action			Y	VARCHAR(1)	Indicates action to take with this data record.	A=add, D=delete, C=Correct
2	652	Employee ID	Social Security Number	Y	1	Y	VARCHAR(35)	Person's social security number.	
3	74	Employee ID	Birth Date	Y	1	Y	DATE	Date on which the person is born.	
4	999	Employee ID	EHRI Employee ID				NUMBER(20)	The unique number that EHRI will assign to an employee to identify employee records within the EHRI.	
5	17	Employee ID	Agency Subelement Code	Y	1	Y	VARCHAR(4)	Agency and, where applicable, the administrative sub-division (i.e. subelement) in which a person is employed.	See The Guide to Personnel Data Standards.
6	991	Completed Training Unit	Training Title		1	Y	VARCHAR(100)	Official title or name of the course or program completed by the employee	
7	723	Completed Training Unit	Training Type Code		1	Y	VARCHAR(4)	Code for the type of training which has been completed by the employee.	See Appendix A, Training Type Code.
8	1036	Completed Training Unit	Training Sub Type Code		1	Y	VARCHAR(4)	Code for the sub-type of training which has been completed by the employee.	See Appendix A, Training Sub Type Code.
9	720	Completed Training Unit	Training Start Date		4		DATE	Start date of the training completed by the employee.	
10	710	Completed Training Unit	Training End Date		2		DATE	End date for the training completed by the employee.	
11	89	Completed Training Unit	Continued Service Agreement Expiration Date		4		DATE	Date on which the continued service agreement expires.	
12	90	Completed Training Unit	Continued Service Agreement Required Indicator		2		VARCHAR(2)	Indicates whether a continued service agreement is required for the training the employee is taking.	Y=Yes, N=No, NA=Non Applicable
13	699	Completed Training Unit	Training Accreditation Indicator		2		VARCHAR(2)	Indicates if the training course offers accreditation.	Y=Yes, N=No, NA=Non Applicable
14	704	Completed Training Unit	Training Credit		4		DECIMAL(9,2)	Amount of academic credit hours or continued education units earned by the employee for the completed training.	
15	705	Completed Training Unit	Training Credit Designation Type Code		2		VARCHAR(4)	Code for the type of academic credit hours or continued education units earned by the employee for the completed training course.	See Appendix A, Training Credit Designation Type Code.

ICD Seq #	EHRI Ref #	Data Concept	Name	CPDF	Policy Rep Req	System Rep Req	Datatype	Definition	Codes
16	987	Completed Training Unit	Training Credit Type Code		4		VARCHAR(4)	Code representing the type of credit hours the employee received for the completed training.	01=Semester Hours, 02=Quarter Hours, 03=Continuing Education Unit, 04=N/A
17	709	Completed Training Unit	Training Duty Hours		2		DECIMAL(9,2)	Number of employee duty hours the employee used to complete the training unit.	
18	714	Completed Training Unit	Training Non Duty Hours		2		DECIMAL(9,2)	Number of employee non-duty hours for the completed training course.	
19	707	Completed Training Unit	Training Delivery Type Code		2		VARCHAR(4)	Code for the type of training delivery for the training course completed by the employee.	See Appendix A, Training Delivery Type Code.
20	716	Completed Training Unit	Training Purpose Type Code		2		VARCHAR(4)	Code representing the purpose of the training completed by the employee.	See Appendix A, Training Purpose Type Code.
21	718	Completed Training Unit	Training Source Type Code		2		VARCHAR(4)	Source of the training which has been completed by the employee.	See Appendix A, Training Source Type Code.
22	713	Training Materials Cost	Training Materials Cost		2		DECIMAL(9,2)	Cost to the Government for the training materials used during the training unit completed by the employee. This includes all direct costs associated with purchasing the training materials used by the employee that is in addition to the tuition cost. It can include but is not limited to costs of supplies, cost of equipment, and cost of software used by the student during the training event.	
23	715	Training Per Diem Cost	Training Per Diem Cost		2		DECIMAL(9,2)	Cost of the per diem (meal, lodging, misc. expenses) for training completed by the employee that was paid for by the Federal Government.	
24	721	Training Travel Cost	Training Travel Cost		2		DECIMAL(9,2)	Cost for the travel, excluding per diem, for training completed by the employee that was paid for by the Federal Government.	
25	722	Training Tuition and Fees Cost	Training Tuition and Fees Cost		2		DECIMAL(9,2)	The cost of the training tuition and fee for training completed by the employee that was paid for by the Federal Government.	
26	1038	Training Nongovernmen t Contribution Cost	Training Nongovernment Contribution Cost		2		DECIMAL(9,2)	Cost contributed by the employee or other non-government organizations for the training completed by the employee.	

4.7.4 Sample Delimited File

```
A|123456789|1960-01-01|12345678901234567890|AG02|Training Course 1|02|20|2003-10-01|2003-10-1||N|Y|3|01|01|20.5|9.0|02|01|300.00|200.00|1200.00|3020.00|200.00
C|234567890|1970-12-31|12345678901234567890|AG02|Sample Training Course 2|01|04|2004-02-01|2004-02-03|2005-02-25|Y|N|1.5|02|02|40|0|02|05|0|0|0|500.00|100.00
D|345678902|1965-10-30|23456789012345678901|AG02|Sample Training Course 3|01|07|2004-03-15|2004-03-15||N|N|3|02|02|39.50|0.50|02|05|0|0|0|0|0
```

4.8 Training XML File Format Specification

4.8.1 W3C XML Schema Definition File

```
<?xml version="1.0" encoding="UTF-8"?>
<xs:schema xmlns:xs="http://www.w3.org/2001/XMLSchema" elementFormDefault="qualified">
    <xs:annotation>
        <xs:documentation xml:lang="en">
            Training and Professional Development Schema for EHRI at OPM.
            Version 1.0.
            05/28/2004
            All rights reserved.
            TrainingExport is the root element.
        </xs:documentation>
    </xs:annotation>
    <xs:element name="AccreditationInd">
        <xs:annotation>
            <xs:documentation>Indicates if the training course offers accreditation.</xs:documentation>
        </xs:annotation>
        <xs:simpleType>
            <xs:restriction base="xs:string">
                <xs:maxLength value="2"/>
            </xs:restriction>
        </xs:simpleType>
    </xs:element>
    <xs:element name="AgencySubelement">
        <xs:annotation>
            <xs:documentation>Agency and, where applicable, the administrative sub-division (i.e. subelement) in which an a person is employed.</xs:documentation>
        </xs:annotation>
        <xs:simpleType>
            <xs:restriction base="xs:string">
                <xs:maxLength value="4"/>
            </xs:restriction>
        </xs:simpleType>
    </xs:element>
    <xs:element name="AgreementRequiredInd">
        <xs:annotation>
            <xs:documentation>Indicates whether a continued service agreement is required for the training the employee is taking.</xs:documentation>
        </xs:annotation>
        <xs:simpleType>
            <xs:restriction base="xs:string">
                <xs:maxLength value="2"/>
            </xs:restriction>
        </xs:simpleType>
    </xs:element>
    <xs:element name="BirthDate" type="xs:date">
        <xs:annotation>
```

```
            <xs:documentation>Date on which the person is born.</xs:documentation>
        </xs:annotation>
    </xs:element>
    <xs:complexType name="ContinuedServiceAgreementType">
        <xs:sequence>
            <xs:element ref="AgreementRequiredInd"/>
            <xs:element ref="ExpirationDate" minOccurs="0"/>
        </xs:sequence>
    </xs:complexType>
    <xs:element name="CreditAmt" type="xs:decimal">
        <xs:annotation>
            <xs:documentation>Amount of academic credit hours or continued education units earned by the employee for the completed training.</xs:documentation>
        </xs:annotation>
    </xs:element>
    <xs:element name="CreditType">
        <xs:annotation>
            <xs:documentation>Code representing the type of credit hours the employee received for the completed training.</xs:documentation>
        </xs:annotation>
        <xs:simpleType>
            <xs:restriction base="xs:string">
                <xs:maxLength value="4"/>
            </xs:restriction>
        </xs:simpleType>
    </xs:element>
    <xs:element name="DesignationType">
        <xs:annotation>
            <xs:documentation>Code for the type of academic credit hours or continued education units earned by the employee for the completed training
course.</xs:documentation>
        </xs:annotation>
        <xs:simpleType>
            <xs:restriction base="xs:string">
                <xs:maxLength value="4"/>
            </xs:restriction>
        </xs:simpleType>
    </xs:element>
    <xs:element name="EHRIEmployeeId">
        <xs:annotation>
            <xs:documentation>The unique number that EHRI will assign to an employee to identify employee records within the EHRI.</xs:documentation>
        </xs:annotation>
        <xs:simpleType>
            <xs:restriction base="xs:string">
                <xs:maxLength value="20"/>
            </xs:restriction>
        </xs:simpleType>
    </xs:element>
    <xs:complexType name="EmployeeType">
        <xs:sequence>
```

```
            <xs:element ref="SSN"/>
            <xs:element ref="BirthDate"/>
            <xs:element ref="EHRIEmployeeId" minOccurs="0"/>
            <xs:element ref="AgencySubelement"/>
        </xs:sequence>
    </xs:complexType>
    <xs:element name="ExpirationDate" type="xs:date">
        <xs:annotation>
            <xs:documentation>Date on which the continued service agreement expires.</xs:documentation>
        </xs:annotation>
    </xs:element>
    <xs:element name="NonGovernmentContribution" type="xs:decimal">
        <xs:annotation>
            <xs:documentation>Cost contributed by the employee or other non-government organizations for the training completed by the employee..</xs:documentation>
        </xs:annotation>
    </xs:element>
    <xs:element name="MaterialsCost" type="xs:decimal">
        <xs:annotation>
            <xs:documentation>Cost of the training materials for training completed by the employee.</xs:documentation>
        </xs:annotation>
    </xs:element>
    <xs:element name="PerDiemCost" type="xs:decimal">
        <xs:annotation>
            <xs:documentation>Cost of the travel per diem for training completed by the employee.</xs:documentation>
        </xs:annotation>
    </xs:element>
    <xs:element name="RecordAction">
        <xs:annotation>
            <xs:documentation>Indicates action to take with this data record.</xs:documentation>
        </xs:annotation>
        <xs:simpleType>
            <xs:restriction base="xs:string">
                <xs:maxLength value="1"/>
                <xs:enumeration value="A"/>
                <xs:enumeration value="C"/>
                <xs:enumeration value="D"/>
            </xs:restriction>
        </xs:simpleType>
    </xs:element>
    <xs:element name="SSN">
        <xs:annotation>
            <xs:documentation>Person's social security number.</xs:documentation>
        </xs:annotation>
        <xs:simpleType>
            <xs:restriction base="xs:string">
                <xs:maxLength value="9"/>
            </xs:restriction>
```

```
        </xs:simpleType>
    </xs:element>
    <xs:complexType name="TrainingCostType">
        <xs:sequence>
            <xs:element ref="MaterialsCost" minOccurs="0"/>
            <xs:element ref="PerDiemCost" minOccurs="0"/>
            <xs:element ref="TravelCost" minOccurs="0"/>
            <xs:element ref="TuitionAndFees" minOccurs="0"/>
            <xs:element ref=" NonGovernmentContribution " minOccurs="0"/>
        </xs:sequence>
    </xs:complexType>
    <xs:complexType name="TrainingCreditType">
        <xs:sequence>
            <xs:element ref="CreditAmt" minOccurs="0"/>
            <xs:element ref="DesignationType"/>
            <xs:element ref="CreditType" minOccurs="0"/>
        </xs:sequence>
    </xs:complexType>
    <xs:element name="TrainingDeliveryTypeCode">
        <xs:annotation>
            <xs:documentation>Code for the type of training delivery for the training course completed by the employee.</xs:documentation>
        </xs:annotation>
        <xs:simpleType>
            <xs:restriction base="xs:string">
                <xs:maxLength value="4"/>
            </xs:restriction>
        </xs:simpleType>
    </xs:element>
    <xs:element name="TrainingDutyHours" type="xs:decimal">
        <xs:annotation>
            <xs:documentation>Number of employee duty hours for the training course completed.</xs:documentation>
        </xs:annotation>
    </xs:element>
    <xs:element name="TrainingEndDate" type="xs:date">
        <xs:annotation>
            <xs:documentation>End date for the training completed by the employee.</xs:documentation>
        </xs:annotation>
    </xs:element>
    <xs:element name="TrainingExport">
        <xs:complexType>
            <xs:sequence>
                <xs:element name="TrainingRecord" type="TrainingRecordType" maxOccurs="unbounded"/>
            </xs:sequence>
            <xs:attribute name="fileDate" type="xs:string" use="required"/>
            <xs:attribute name="fileSource" type="xs:string" use="required"/>
        </xs:complexType>
    </xs:element>
```

```
<xs:element name="TrainingNonDutyHours" type="xs:decimal">
    <xs:annotation>
        <xs:documentation>Number of employee non-duty hours for the completed training course.</xs:documentation>
    </xs:annotation>
</xs:element>
<xs:element name="TrainingPurposeTypeCode">
    <xs:annotation>
        <xs:documentation>Code representing the purpose of the training completed by the employee.</xs:documentation>
    </xs:annotation>
    <xs:simpleType>
        <xs:restriction base="xs:string">
            <xs:maxLength value="4"/>
        </xs:restriction>
    </xs:simpleType>
</xs:element>
<xs:complexType name="TrainingRecordType">
    <xs:sequence>
        <xs:element ref="RecordAction"/>
        <xs:element name="Employee" type="EmployeeType"/>
        <xs:element ref="TrainingTitle"/>
        <xs:element ref="TrainingTypeCode"/>
        <xs:element ref="TrainingSubTypeCode"/>
        <xs:element ref="TrainingStartDate"/>
        <xs:element ref="TrainingEndDate"/>
        <xs:element name="ContinuedServiceAgreement" type="ContinuedServiceAgreementType"/>
        <xs:element ref="AccreditationInd"/>
        <xs:element name="TrainingCredit" type="TrainingCreditType"/>
        <xs:element ref="TrainingDutyHours"/>
        <xs:element ref="TrainingNonDutyHours"/>
        <xs:element ref="TrainingDeliveryTypeCode"/>
        <xs:element ref="TrainingPurposeTypeCode"/>
        <xs:element ref="TrainingSourceTypeCode"/>
        <xs:element name="TrainingCost" type="TrainingCostType" minOccurs="0"/>
    </xs:sequence>
</xs:complexType>
<xs:element name="TrainingSourceTypeCode">
    <xs:annotation>
        <xs:documentation>Source of the training which has been completed by the employee.</xs:documentation>
    </xs:annotation>
    <xs:simpleType>
        <xs:restriction base="xs:string">
            <xs:maxLength value="4"/>
        </xs:restriction>
    </xs:simpleType>
</xs:element>
<xs:element name="TrainingStartDate" type="xs:date">
    <xs:annotation>
```

```
            <xs:documentation>Start date of the training completed by the employee.</xs:documentation>
        </xs:annotation>
    </xs:element>
    <xs:element name="TrainingSubTypeCode">
        <xs:annotation>
            <xs:documentation>Code for the sub type of training which has been completed by the employee.</xs:documentation>
        </xs:annotation>
        <xs:simpleType>
            <xs:restriction base="xs:string">
                <xs:maxLength value="4"/>
            </xs:restriction>
        </xs:simpleType>
    </xs:element>
    <xs:element name="TrainingTitle">
        <xs:annotation>
            <xs:documentation>Official title or name of the course or program completed by the employee</xs:documentation>
        </xs:annotation>
        <xs:simpleType>
            <xs:restriction base="xs:string">
                <xs:maxLength value="60"/>
            </xs:restriction>
        </xs:simpleType>
    </xs:element>
    <xs:element name="TrainingTypeCode">
        <xs:annotation>
            <xs:documentation>Code for the type of training which has been completed by the employee.</xs:documentation>
        </xs:annotation>
        <xs:simpleType>
            <xs:restriction base="xs:string">
                <xs:maxLength value="4"/>
            </xs:restriction>
        </xs:simpleType>
    </xs:element>
    <xs:element name="TravelCost" type="xs:decimal">
        <xs:annotation>
            <xs:documentation>Cost for the travel, excluding per diem, for training completed by the employee.</xs:documentation>
        </xs:annotation>
    </xs:element>
    <xs:element name="TuitionAndFees" type="xs:decimal">
        <xs:annotation>
            <xs:documentation>The cost of the training tuition and fee for training completed by the employee.</xs:documentation>
        </xs:annotation>
    </xs:element>
</xs:schema>
```

4.8.2 Sample XML File


```xml
<?xml version="1.0"?>
<TrainingExport fileDate="2004-01-02" fileSource="GoLearn" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://www.ehr.opm.gov/schemas/training/EHRITraining.xsd">
    <TrainingRecord>
        <RecordAction>A</RecordAction>
        <Employee>
            <SSN>123456789</SSN>
            <BirthDate>1960-01-01</BirthDate>
            <EHRIEmployeeId>12345678901234567890</EHRIEmployeeId>
            <AgencySubelement>AG02</AgencySubelement>
        </Employee>
        <TrainingTitle>Sample Training Course</TrainingTitle>
        <TrainingTypeCode>02</TrainingTypeCode>
        <TrainingSubTypeCode>21</TrainingSubTypeCode>
        <TrainingStartDate>2003-10-01</TrainingStartDate>
        <TrainingEndDate>2003-10-11</TrainingEndDate>
        <ContinuedServiceAgreement>
            <AgreementRequiredInd>N</AgreementRequiredInd>
        </ContinuedServiceAgreement>
        <AccreditationInd>Y</AccreditationInd>
        <TrainingCredit>
            <CreditAmt>3</CreditAmt>
            <DesignationType>01</DesignationType>
            <CreditType>01</CreditType>
        </TrainingCredit>
        <TrainingDutyHours>20</TrainingDutyHours>
        <TrainingNonDutyHours>20</TrainingNonDutyHours>
        <TrainingDeliveryTypeCode>02</TrainingDeliveryTypeCode>
        <TrainingPurposeTypeCode>01</TrainingPurposeTypeCode>
        <TrainingSourceTypeCode>01</TrainingSourceTypeCode>
        <TrainingCost>
            <MaterialsCost>300.00</MaterialsCost>
            <PerDiemCost>200.00</PerDiemCost>
            <TravelCost>1200.00</TravelCost>
            <TuitionAndFees>3020.00</TuitionAndFees>
            < NonGovernmentContribution >200.00</ NonGovernmentContribution >
        </TrainingCost>
    </TrainingRecord>
    <TrainingRecord>
        <RecordAction>C</RecordAction>
        <Employee>
            <SSN>234567890</SSN>
            <BirthDate>1970-12-31</BirthDate>
            <EHRIEmployeeId>12345678901234567890</EHRIEmployeeId>
            <AgencySubelement>AG02</AgencySubelement>
        </Employee>
        <TrainingTitle>Sample Training Course</TrainingTitle>
        <TrainingTypeCode>01</TrainingTypeCode>
        <TrainingSubTypeCode>14</TrainingSubTypeCode>
        <TrainingStartDate>2004-02-01</TrainingStartDate>
        <TrainingEndDate>2004-02-03</TrainingEndDate>
        <ContinuedServiceAgreement>
            <AgreementRequiredInd>Y</AgreementRequiredInd>
            <ExpirationDate>2005-02-25</ExpirationDate>
        </ContinuedServiceAgreement>
        <AccreditationInd>N</AccreditationInd>
        <TrainingCredit>
            <CreditAmt>3</CreditAmt>
            <DesignationType>02</DesignationType>
            <CreditType>02</CreditType>
        </TrainingCredit>
        <TrainingDutyHours>38.5</TrainingDutyHours>
        <TrainingNonDutyHours>2.5</TrainingNonDutyHours>
```

```
        <TrainingDeliveryTypeCode>02</TrainingDeliveryTypeCode>
        <TrainingPurposeTypeCode>05</TrainingPurposeTypeCode>
        <TrainingSourceTypeCode>03</TrainingSourceTypeCode>
        <TrainingCost>
            <TuitionAndFees>500.00</TuitionAndFees>
        </TrainingCost>
    </TrainingRecord>
</TrainingExport>
```

4.9 Edit Rules

4.9.1 Individual Field Edits

Field Name	Edit Rule	Action taken if edit rule fails
Record Action	Check if code value is valid	Reject record
Social Security Number	None	N/A
Birth Date	Check if valid date	Reject record
EHRI Employee ID	None	N/A
Agency/Subelement Code	Check if code value is valid	Reject record
Training Title	Check if non-blank	Reject record
Training Type Code	Check if code value is valid	Reject record
Training Sub Type Code	Check if code value is valid	Reject record
Training Start Date	Check if valid date	Report error; If date is null, store “No Data Reported“; If date is invalid, store “Invalid Data”
Training End Date	Check if valid date	Report error; If date is null, store “No Data Reported“; If date is invalid, store “Invalid Data”
Continued Service Agreement Expiration Date	Check if valid date	Report error; If date is null, store “No Data Reported“; If date is invalid, store “Invalid Data”
Continued Service Agreement Required Indicator	Check if code value is valid	Report error; If code is null, store “No Data Reported“; If code is invalid, store “Invalid Data”
Training Accreditation Indicator	Check if code value is valid	Report error; If code is null, store “No Data Reported“; If code is invalid, store “Invalid Data”
Training Credit	Check if value is numeric	Report error; If value is null or not a number, store null
Training Credit Designation Type Code	Check if code value is valid	Report error; If code is null, store “No Data Reported“; If code is invalid, store “Invalid Data”
Training Credit Type Code	Check if code value is valid	Report error; If code is null, store “No Data Reported“; If code is invalid, store “Invalid Data”
Training Duty Hours	Check if value is numeric	Report error; If value is null or not a number, store null

Field Name	Edit Rule	Action taken if edit rule fails
Training Non Duty Hours	Check if value is numeric	Report error; If value is null or not a number, store null
Training Delivery Type Code	Check if code value is valid	Report error; If code is null, store “No Data Reported“; If code is invalid, store “Invalid Data”
Training Purpose Type Code	Check if code value is valid	Report error; If code is null, store “No Data Reported“; If code is invalid, store “Invalid Data”
Training Source Type Code	Check if code value is valid	Report error; If code is null, store “No Data Reported“; If code is invalid, store “Invalid Data”
Training Materials Cost	Check if value is numeric	Report error; If value is null or not a number, store null
Training Per Diem Cost	Check if value is numeric	Report error; If value is null or not a number, store null
Training Travel Cost	Check if value is numeric	Report error; If value is null or not a number, store null
Training Tuition and Fees	Check if value is numeric	Report error; If value is null or not a number, store null
Non-Government Contribution to Training	Check if value is numeric	Report error; If value is null or not a number, store null

4.9.2 Relational Edits

Field Names	Edit Rule	Action taken if edit rule fails
EHRI Employee ID, Social Security Number, Birth Date	The employee data must match an existing employee	Reject record
Record Action, EHRI Employee ID, Social Security Number, Birth Date, Training Title, Training Start Date	If record action is “Add”, the employee must not have an existing record with the same training title and start date (if provided)	Reject record
Record Action, EHRI Employee ID, Social Security Number, Birth Date, Training Title, Training Start Date	If record action is “Correct”, the employee must have an existing record with the supplied training title and start date (if provided)	Reject record

Field Names	Edit Rule	Action taken if edit rule fails
Record Action, EHRI Employee ID, Social Security Number, Birth Date, Training Title, Training Start Date	If record action is “Delete”, the employee must have an existing record with the supplied training title and start date (if provided)	Reject record
Training Type, Training Sub Type	Training Sub Type must be valid for the given Training Type.	Reject record
Training Start Date, Training End Date	End date must be greater than or equal to start date	Reject record
Continued Service Agreement Expiration Date, Training End Date	Expiration date must be greater than or equal to end date	Report error
Continued Service Agreement Expiration Date, Continued Service Agreement Required Indicator	If the continued service agreement indicator is ‘Y’, the continued service agreement expiration date must be valid	Report error
Training Credit Designation Type Code, Training Credit, Training Credit Type Code	If training credit designation type is valid and not NA, training credit and training credit type code must be provided, and training credit type code must not be NA.	Report error