Introduction

The GTTS Unit Library Data Template is designed to 1) jumpstart the Onboarding Process for Posts that are new to the Global Training Tracking System (GTTS) and 2) enable existing Posts to import new units into their existing Unit Library. This template will enable Posts to organize their Unit Library information in a format which can then be migrated or imported into the GTTS. This could be a complete Unit Library or a part of a Unit Library.

The template file is a Microsoft Excel Spreadsheet file that contains two (2) worksheets/tabs. A single .xlsx file is intended to hold all the information needed for a **SINGLE (1)** Agency (refer to definition below):

Worksheet/Tab	Description
Agency	Information about the Agency being documented.
Unit(s)	Information about the Units that make up or are part of the identified Agency.

We strongly recommend reviewing this entire instruction document before entering any information on the worksheets/tabs. If you have any questions about any of the information presented in this document or you are unsure about how to apply the concepts or instructions presented here, please contact GTTS Support for assistance (support resources are listed on the final page of this document). A successful documentation of your Post's Unit Library is a critical component of your Post's Onboarding into the GTTS environment and will enable standardized and accurate reporting on host nation government recipients of training assistance.

Unit Library Overview & Related Concepts

For clarity, some of the more important Unit Library terms are defined here:

Host Nation – The specific country that the Post is building the Unit Library to represent and/or document.

Unit Library – A collection of information about the hierarchical organization of a host nation's governmental and non-governmental structures. This would include entities like government agencies & offices, military & police units, educational institutions, non-governmental organizations and private businesses. **The Unit Library should contain information on any organization employing persons from host nation(s) that receive training and therefore needs to be tracked in the Global Training Tracking System.**

Agency – A higher level organization that contains several smaller organizations under it. US examples of agencies are the Department of State (DOS), US Department of Defense (DOD), and the Bureau of International Narcotics and Law Enforcement Affairs (INL). Host nation examples of agencies include Mexican Federal Police (Policia Federal), Colombian National Police (CNP), the Honduran Air Force (Fuerza Aerea Hondurena), a State Attorney General's Office in Honduras, etc.

Unit – A single organizational unit or entity in a Unit Library. A Unit may have other units that are subordinate to it. A Unit may have other units that are superior to it. For example, a police intelligence or canine unit, a prosecutorial unit for financial crimes, a battalion or air squad, etc.

Parent Agency/Unit – A Unit that has child (subordinate) units directly under it on the same hierarchy branch. Every Agency/Unit in the Unit Library will have an identified Parent Agency/Unit. For example, DOS would the Parent Agency of INL. A Child Unit could also be a Parent Unit to other Child Units. For example, INL-Bogota would be the Child Unit of WHA. In this example we would have a Grandparent (DOS), Parent (INL), Grandchild (WHA) relationship.

Branch – A relationship between 2 or more entities (Units) that are directly connected to one another.

Before you begin building your Unit Library with the template, you should make sure that you have a clear understanding of what your Host Nation's organizational structure looks like. Some questions that you will want to consider when defining your Host Nation's organizational structure include:

- What are the top-level agencies that make up the structure of the Host Nation's government? It is recommended that you request some org charts from the Host Nation or start with an existing org chart that you currently have.
- What are the different agencies and units that make up the Host Nation's government?
- How are these agencies & units related to one another?

Also, keep in mind that a Host Nation may have several parallel structures within its Unit Library. For example, a Host Nation's government may be separated into Federal, State, & City/Municipal structures. Non-governmental entities like Academic Institutions, NGOs, Press, and Private Sector businesses can also be represented in a Host Nation's Unit Library as needed.

You do not need to have complete information about every individual agency and/or unit in the Host Nation before starting to build the Unit Library. You can start small and expand it over time. GTTS will allow you to manually add/upload agency & unit information at any time. If your org chart is not complete with the first upload, you can manually add or remove units directly in the GTTS application.

We recommend that you start with a simple box diagram of the major Agencies & Units that you want in your Unit Library. When building your Unit Library, you should create your Agencies (1 Agency per spreadsheet file) and then populate the Unit(s) worksheet/tab with the Units that fall under the Agency specified on the Agency worksheet/tab. You will need to build your Unit(s) listing from the top down. This is because, to have a child unit there must first exist a parent unit. Refer to the Unit Library Hierarchy Example section in this document for additional recommendations on how to construct your Unit Library.

Unit Library Hierarchy Example

The following diagram illustrates the basic concepts of a Unit Library hierarchy:
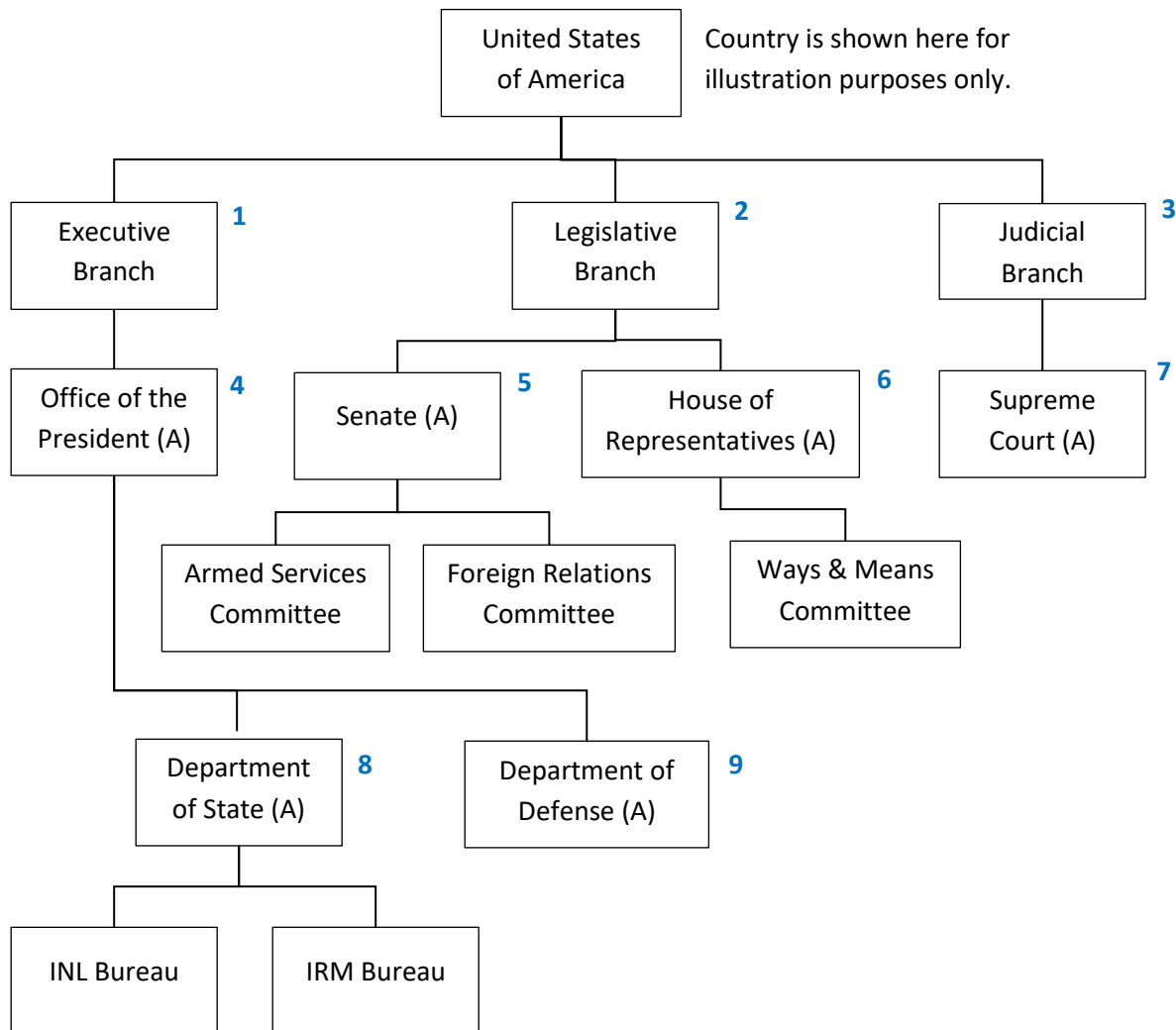
This diagram is an extremely simplified example of a Unit Library hierarchy. Please note the following:

1. Each box in the diagram is an individual unit in the hierarchy tree.
2. Every Unit in the diagram, except for the Country Unit, has a Parent Unit.
3. Units designated by "(A)" are "Agency" Units.
4. These boxes all represent "Agency" Units which have their own organizational charts and correspond to separate Unit Library Data files.

A single template file can hold up to 60,000 individual Units. There is no specific minimum or maximum requirement on the number of "Agencies" you need to have in your Unit Library. The only requirement is that each "Agency" is a separate Unit Library Data file.

When you have identified your Agencies and their Units, you are ready to begin putting that information into the template files. You do not need to create an Agency/Unit file for the Country as this will be created for you as part of the New Post Onboarding Process. The following steps illustrate our recommended approach to building your Unit Library:

1. Start by creating the files for your top-level Agencies (Agencies that would have no other Agencies as a Parent Agency). For example, your host nation government's department of defense.
2. Then create the next level of Agencies whose Parent Agencies are the top-level Agencies that you previously created. For example, Army, Air Force, Navy. All the files should be numbered sequentially so that the files are processed in the correct order to properly build the Unit Library without creating Orphan Agencies/Units.
3. You do not need to move down each branch in order. The files for the Agency Units defined in the previous diagram could be built using either of the following sequences:

   - Left to Right, working Top to Bottom:
     1 -> 2 -> 3 -> 4 -> 5 -> 6 -> 7-> 8 -> 9
   - Top to Bottom, working Left to Right:
     1 -> 4 -> 8 -> 9 -> 2 -> 5 -> 6 -> 3 -> 7

Getting Started

1. Create a folder in your computer where you will be saving the completed Unit Library Data .xlsx files.
2. Copy the Template file that you received into the folder that you just created and give it a new name. Because you will be generating many copies of the template file (1 per Agency), the name you use should be unique and specific for each Agency and have a sequential identifier. We strongly recommend the following naming structure:
   a. Every file name should include the Country Name.
   b. Each file should be sequentially numbered using a **5-digit number with leading zeroes**. This is important as the Unit Library data must be loaded in a top-down fashion and not in a random order.
   c. Each file name should include the name of the Agency that is in the file.
   d. As an illustration, the files for the Unit Library Hierarchy Example would be:
      i. United States 00001 Executive Branch
      ii. United States 00002 Legislative Branch
      iii. United States 00003 Judicial Branch
      iv. United States 00004 Office of the President.xlsx
      v. United States 00005 Senate.xlsx
      vi. United States 00006 House of Representatives.xlsx
      vii. United States 00007 Supreme Court.xlsx
      viii. United States 00008 Department of State.xlsx
      ix. United States 00009 Department of Defense.xlsx
3. When you are ready to enter information for a specific Agency, open the .xlsx file for that specific Agency.

4. Each Unit Library Data file has two worksheets/tabs. Complete the **Agency** worksheet/tab before completing the **Unit(s)** tab.

Entering Unit Library Information

The following table lists all the fields in the Unit Library template along with any instructions or notes that you will need to know about. Except for five (5) fields, the **Agency** worksheet tab and the **Unit(s)** worksheet tab use the same fields and instructions. Differences between the two worksheets/tabs are documented.

The following two items refer to critical information to keep in mind while completing the Unit Library template:

IMPORTANT NOTE #1: There are three (3) types of Required/Optional fields:

REQUIRED	Field **MUST** have a valid value.
OPTIONAL	Field is not required to have a value.
REQUIRED/OPTIONAL	Field **MUST** have a valid value if **ANY** other likewise indicated field has a value.

IMPORTANT NOTE #2: The Unit Library template is designed for manual data entry to enable you to select the proper drop-down values & date formats that match the GTTS database. GTTS looks for those specific values during the import process. If you copy and paste your data into the template, please make sure that your pasted values EXACTLY match the drop-down values & date formats. Otherwise, the template file may be rejected and returned for correction.

Field Name	Required/ Optional	Description/Instructions	Example
AGENCY/UNIT INFORMATION			
Agency/Unit ID	**REQUIRED**	PREFILLED DATA. **Agency tab:** An Agency's Unit ID will always be = 1. GTTS will designate the Agency/Unit described on this tab as the "Agency" for all the Units listed on the Unit(s) tab in this specific .xlsx file. **Unit(s) tab:** This is a sequential unique numeric identifier that can be used to identify the specific Unit if it is referenced anywhere else in this sheet as another Unit's Parent Unit.	*1*

Field Name	Required/ Optional	Description/Instructions	Example
Parent Agency Name /Unit ID	**REQUIRED**	**Agency tab:** Enter the Name of the Agency's Parent or Superior Agency in the context of the Unit Library hierarchy. This will allow GTTS to link the individual Unit Library template files together to build the country's integrated Unit Library. **Unit(s) tab:** Enter the numeric Unit ID value of the Unit's Parent or Superior Unit in the context of the Unit's Hierarchy. **NOTE: If the Parent Unit of the Unit being entered is the Agency entered on the Agency tab in this .xlsx file, then the Parent Unit ID is 1.**	*Area de Seguridad* *4*
Agency/Unit Name (Local Language)	**REQUIRED**	Enter the name of the Agency/Unit in the local language.	*Departamento de Seguridad y Guarda*
Agency/Unit Name (English)	**REQUIRED**	Enter the name of the Agency/Unit in English.	*Department of Security and Guard*
Agency/Unit Alias(s)	**OPTIONAL**	Enter any Aliases or alternate names for the Agency/Unit. Separate each Alias with a semi-colon (;).	*Seguridad Exterio; Policía Estatal*
Agency/Unit Acronym	**REQUIRED**	**Agency tab only:** Enter an acronym that identifies the Agency. All Unit(s) listed on the Unit(s) sheet/tab in the file will inherit this value from their Agency during import.	*PGR*

Field Name	Required/ Optional	Description/Instructions	Example
Agency Type	**REQUIRED**	**Agency tab only:** Select the Agency's Unit Type from the drop-down list. All Unit(s) listed on the Unit(s) sheet/tab in the file will inherit this value from their Agency during import. This field can be edited on a unit-by-unit basis in the GTTS application after Onboarding. Valid values are: a) Academia b) Government c) NGO d) Press e) Private Sector *NOTE: Academia refers to academic institutions that do not fall under government control. For example, the National Autonomous University of Mexico (UNAM) would have a type of "Academia." However, a Police Academy would have a type of "Government" (and a Reporting Type of "Police Academy") – as it falls under government control.*	*Government*
Government Level	**REQUIRED**	**Agency tab only:** If the Agency Type is "Government", select the Government Type from the drop-down list. Otherwise select "N/A". All Unit(s) listed on the Unit(s) sheet/tab in the file will inherit this value from their Agency during import. This field can be edited on a unit-by-unit basis in the GTTS application after Onboarding. Valid values are: a) Federal b) State c) City/Municipal d) N/A	*State*
Vetting Type	**REQUIRED**	Select the Agency/Unit's Vetting Type from the drop-down list. Valid values are: a) Courtesy Vetting – local checks (Political, Consular, DEA, etc.) only b) Leahy Vetting c) None	*Leahy*

Field Name	Required/ Optional	Description/Instructions	Example
Vetting Activity Type	**REQUIRED**	Select the Agency/Unit's Vetting Activity Type from the drop-down list. Valid values are: a) Military b) Police c) Other d) N/A	*Police*
Reporting Type	**OPTIONAL**	Select the Agency/Unit's Reporting Type from the drop-down list. Valid values are: a) Air Wing b) Airport c) Anti-Gang Unit d) Anti-Kidnapping Unit e) C4 Center f) Confidence Control Center g) Courtroom h) Drug Treatment Court i) Forensic Laboratory j) Internal Affairs Unit k) K9 Unit l) Law Enforcement Analytical Unit m) Northern Border POE n) Other Fixed Internal Checkpoint o) Police Academy p) Police Department q) Polygraph Unit r) Prison s) Prison Academy t) Seaport u) Southern Border POE v) Tribunal w) Women's Justice Center	*Police Department*
AGENCY/UNIT HEAD INFORMATION			
Agency/Unit Head First (Given) / Middle Names	**OPTIONAL/ REQUIRED**	Enter the Agency/Unit Head's First (Given) Name and any Middle Names. ***NOTE: If ANY OPTIONAL/REQUIRED columns are entered for a Unit, then ALL OPTIONAL/REQUIRED columns need to be entered for the Unit.***	*Juan Carlos*
Agency/Unit Head Last (Family) Name	**OPTIONAL/ REQUIRED**	Enter the Agency/Unit Head's Last (Family). ***NOTE: If ANY OPTIONAL/REQUIRED columns are entered for a Unit, then ALL OPTIONAL/REQUIRED columns need to be entered for the Unit.***	*Hernandez Sotelo*
Agency/Unit Head National ID Number	**OPTIONAL**	Enter the Agency/Unit Head's National ID Number.	*HEGJ720820HHGRRN0*

Field Name	Required/ Optional	Description/Instructions	Example

Agency/Unit Head Gender	**OPTIONAL/ REQUIRED**	Select the Agency/Unit Head's Gender from the drop-down list. Valid values are:
		   a) Male
		   b) Female
		NOTE: If ANY** OPTIONAL/REQUIRED **columns are entered for a Unit, then ALL** OPTIONAL/REQUIRED **columns need to be entered for the Unit.
			Male

Agency/Unit Head Date of Birth	**OPTIONAL/ REQUIRED**	Enter the Agency/Unit Head's Date of Birth in **MM/DD/YYYY** format. ***NOTE: If ANY** OPTIONAL/REQUIRED **columns are entered for a Unit, then ALL** OPTIONAL/REQUIRED **columns need to be entered for the Unit.***	*08/20/1931*
Agency/Unit Head Position Title	**OPTIONAL**	Enter the Agency/Unit Head's Position Title.	*Secretario de Seguridad Pública del Estado de Hidalgo*
Agency/Unit Head Military/Police/Other Rank	**OPTIONAL**	Enter the Agency/Unit Head's Military/Police/Other Rank (if applicable).	*N/A*
Agency/Unit Head Military/Police/Other ID or Badge Number	**OPTIONAL**	Enter the Agency/Unit Head's Military/Police/Other ID or Badge Number (if applicable).	*HH20562*
Agency/Unit Head City of Birth	**OPTIONAL/ REQUIRED**	Enter the name of the City where the Agency/Unit Head was born. ***NOTE: If ANY** OPTIONAL/REQUIRED **columns are entered for a Unit, then ALL** OPTIONAL/REQUIRED **columns need to be entered for the Unit.***	*Coatzacoalcos*
Agency/Unit Head State of Birth	**OPTIONAL/ REQUIRED**	Enter the name of the State where the Agency/Unit Head was born. ***NOTE: If ANY** OPTIONAL/REQUIRED **columns are entered for a Unit, then ALL** OPTIONAL/REQUIRED **columns need to be entered for the Unit.***	*Veracruz*
Agency/Unit Head Country of Birth	**OPTIONAL/ REQUIRED**	Select the name of the Country where the Agency/Unit Head was born from the drop-down list. ***NOTE: If ANY** OPTIONAL/REQUIRED **columns are entered for a Unit, then ALL** OPTIONAL/REQUIRED **columns need to be entered for the Unit.***	*Mexico*
Agency/Unit Head City of Residence	**OPTIONAL**	Enter the name of the City where the Agency/Unit Head resides.	*Pachuca*
Agency/Unit Head State of Residence	**OPTIONAL**	Enter the name of the State or Province where the Agency/Unit Head resides.	*Hidalgo*

Field Name	Required/ Optional	Description/Instructions	Example
Agency/Unit Head Country of Residence	OPTIONAL	Select the name of the Country where the Agency/Unit Head resides from the drop-down list.	*Mexico*
Agency/Unit Head Email Address	OPTIONAL	Enter the Agency/Unit Head's Official or Work-related Email Address.	*johndoe@gmail.com*
Agency/Unit Head Telephone Number	OPTIONAL	Enter the Agency/Unit Head's Official or Work-related Telephone Number & Extension.	*(123) 456-7890 ext. 2214*
Agency/Unit Head Education Level	OPTIONAL	Select the Agency/Unit Head's Level of Education from the drop-down list. Valid values are: a) Elementary School b) Middle School c) High School d) Technical e) University f) Postgraduate Studies g) Unknown	*University*
Agency/Unit Head English Language Ability	OPTIONAL	Select the Agency/Unit Head's English Language Ability from the drop-down list. Valid values are: a) Elementary Proficiency b) Limited Working Proficiency c) Minimum Professional Proficiency d) Full Professional Proficiency e) Native or Bilingual Proficiency f) None	*Full Professional Proficiency*
AGENCY/UNIT HEADQUARTERS INFORMATION			
Agency/Unit's Headquarters Street Address Line #1	OPTIONAL	Enter the first line of the Agency/Unit Headquarters Street Address.	*Boulevard Luis Donaldo Colosio S / N*
Agency/Unit's Headquarters Street Address Line #2	OPTIONAL	Enter the second line of the Agency/Unit Headquarters Street Address.	*Colosio II*
Agency/Unit's Headquarters Street Address Line #3	OPTIONAL	Enter the third line of the Agency/Unit Headquarters Street Address.	*CP 42039 Pachuca de Soto*
Agency/Unit's Headquarters City	OPTIONAL	Enter the name of the City where the Agency/Unit Headquarters is located.	*Pachuca*
Agency/Unit's Headquarters State	OPTIONAL	Enter the name of the State or Province where the Agency/Unit Headquarters is located.	*Hidalgo*

After Spreadsheets/Tabs are Completed

At this point, you will have entered all the information needed to load an Agency and its Units into the GTTS as part of your Host Nation's Unit Library.

1. Save & exit the file.
2. If the .xlsx file is not in the folder that you created in step 1 of Getting Started, move the file to that folder.

To create new template file for another Agency, go back to step 2 of Getting Started to create a new file for the next Agency.

Transmitting the Completed Templates to the GTTS Team

All completed templates should be emailed to the GTTS Project Team at GTTS-Support@fan.gov.

1. Create a new email message:
    a. TO: GTTS-Support@fan.gov.
    b. FROM: your email address.
    c. SUBJECT: "Unit Library Data file(s) for " followed by your Post Name & Country Name.
        i. Example: Unit Library Data file(s) for Tegucigalpa, Honduras
2. In the email body please include the following information:
    a. Your name and contact information in case we need to contact you about your submitted template file(s).
    b. The number of template files that you are sending with the email. This lets us confirm that we received the correct number of template files.
3. Attach the template files to the email. If you have a lot of template files (more than 10 files), we recommend that you use a Compressed/Zip file to reduce the number of attachments to a manageable level.
4. **IMPORTANT: Do not send more than 20 Megabytes (MB) of attached files in one email.** If you have more than 20 MB of template files, you must use a Compressed/Zip file that is less than 20 MB in size or break your template files up into groups of 20 MB or less and send them to us using multiple emails.

Support Resources

If you have any issues or need assistance, we are here to help. Please contact us via email at GTTS-Support@fan.gov. In your email, please include the following information:

1. TO: GTTS-Support@fan.gov.
2. FROM: your email address.
3. SUBJECT: "Problem with Unit Library Data Template".
4. In the Email Body:
    a. Describe the issue you are having. Be as detailed as possible.
    b. Your name, contact information, and the best time to reach you if we need to contact you directly. If you are using a web communications service like Google Chat, Google Hangouts, or Slack, please include your related contact information for those services.
5. If you able to generate a **SysInfo** report and attach it to the email, that will provide us with all the technical information about your system that we need:
    a. Press **Windows**+**R** (Windows Key & R Key at the same time) to open the Run box.
    b. Type "msinfo32" into the "Open" field, then press **Enter**.
    c. You should immediately see the System Information panel.
    d. Click **File** on the menu bar and then select **Export …**
    e. Enter a file name and save the file to your desktop.
    f. It may take a couple of minutes for the file to be generated and saved.
    g. Attach the file to your email.
6. If you are not able to generate a SysInfo report, please include the following information in the Email Body:
    a. Operating System Name & Version.
    b. The version of Microsoft Office or Excel that you are using.