Introduction

The GTTS New Post Training Event Template is designed to jumpstart the Onboarding Process for Posts that are new to the Global Training Tracking System (GTTS). This template will enable Posts to organize their training event information in a format which can then be migrated or imported into the GTTS. These can be training events that have already occurred (historical), are currently active, or are being planned. This document will provide instructions and guidelines on how to use and complete this template.

The template file is a Microsoft Excel Spreadsheet file that contains four (4) worksheets/tabs. A single .xlsx file is intended to hold all the information needed for a **SINGLE (1)** Training Event:

Worksheet/Tab	Description
Training Event	Information about the Training Event such as Event Information, Requesting Agency Information, and Event Detail Information.
Training Event Locations	Information about the location (one or more) where the Training Event was held.
Training Event Participants	Information about each of the Participants that attended the Training Event.
Training Event Instructors	Information about the Instructor(s) that led or conducted the Training Event.

We recommend reviewing this entire instructions document before entering any information on the worksheets/tabs.

Getting Started

1. Create a folder in your computer where you will be saving the completed Training Event Template .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 Training Event), the name you use should be unique and specific for each Training Event. We recommend including information such as the USG Agency Name, Description of Event, and Timeframe. For example: "FBI National Academy Mexico Group Re-Trainer 2018".
3. When you are ready to enter information for a specific Training Event, open the .xlsx file for that specific Training Event.
4. Complete each worksheet/tab in the following order:
   a. Training Event
   b. Training Event Locations
   c. Training Event Participants
   d. Training Event Instructors
5. If you do not have any information to enter on a specific worksheet/tab, leave it blank.
6. At minimum, you will need to complete the Training Event & the Training Event Participants worksheets/tabs.

Entering Training Event Information

The Training Event worksheet/tab contains information about the Training Event itself as well as supporting information that can be used by the GTTS to help you better manage your training event tracking needs. The fields on this worksheet/tab are organized vertically. Only one (1) Training Event can be entered per Template file.

Field Name	Required/Optional	Description/Instructions
Office / Section	REQUIRED	Enter the name of the unit that is implementing the Event.
Organizer Name(s)	REQUIRED	Enter names of the Event Organizers. Separate each Organizer with a semi-colon (;).
Event Name (English)	REQUIRED	Enter the name of the Event in English.
Event Name (Local Language)	OPTIONAL	Enter the name of the Event in your local language.
Event Type	REQUIRED	Select the Event Type from the drop-down. The Event Types you can select from are: a) Conference b) Course c) Logistics Support d) Meeting e) Study Tour
Program / Key Activities	OPTIONAL	Enter the Program Name and/or Key Activity that the Event is associated with. Separate each entry with a semi-colon (;).
Funding Source(s)	OPTIONAL	Enter the Funding Source(s) that the Event is associated with. Separate each Funding Source with a semi-colon (;). These are the funding source(s) for the event itself and **not** for vetting.
Authorizing Document(s)	OPTIONAL	Enter the names of the Authorizing Documents (Inter-Agency Agreements) that the Event is associated with. Separate each Authorizing Document Name with a semi-colon (;).
Implementing Partner(s)	OPTIONAL	Enter the names of the Implementing Partners (US Partner Agencies) that the Event is associated with. Separate each Implementing Partner's Name with a semi-colon (;).
Event Objectives	REQUIRED	Enter the objectives of the Event. Be as detailed as possible. Max Size = 32,767 characters (letters, numbers, punctuation, etc.).
Participant Profile Description	OPTIONAL	Enter a profile or description of the targeted participant. Max Size = 32,767 characters (letters, numbers, punctuation, etc.).
Event Justification	OPTIONAL	Enter a justification for the Event. Max Size = 32,767 characters (letters, numbers, punctuation, etc.).
Estimated Budget ($)	OPTIONAL	Enter the estimated/planned budget (in USD) for the Event.
Actual Budget ($)	OPTIONAL	Enter the actual budget (in USD) for the Event.

Field Name	Required/Optional	Description/Instructions
Planned Host Nation Participants Count	OPTIONAL	Enter the number of Participants for the Event.
Planned Mission Direct Hire (USG) Staff Count	OPTIONAL	Enter the number of Mission Direct Hire Staff for the Event.
Planned Non-Mission Direct Hire (USG) Staff Count	OPTIONAL	Enter the number of Non-Mission Direct Hire Staff for the Event.
Planned Mission Outsourced Staff (TPC) Count	OPTIONAL	Enter the number of Mission Outsourced Staff for the Event.
Planned Non-US Government Instructors/SME Count	OPTIONAL	Enter the number of Non-US Government Instructors for the Event.
Comments	OPTIONAL	Enter any comments or notes that are needed for the Event. Max Size = 32,767 characters (letters, numbers, punctuation, etc.).

Entering Training Event Location(s) Information

The Training Event Locations worksheet/tab contains information about the Location(s) where the Training Event is being conducted. The fields on this worksheet/tab are organized horizontally to support the ability to enter more than one Location if the Training Event was conducted in multiple locations simultaneously or consecutively. There is a maximum limit of 100 Locations for a Training Event per Template file. If you have more than 100 Locations for a Training Event, you will need to use additional Template file(s).

Field Name	Required/Optional	Description/Instructions
EVENT LOCATION INFORMATION		
Event City	REQUIRED	Enter the name of the City where the Event was located.
Event State	REQUIRED	Enter the name of the State or Province where the Event was located.
Event Country	REQUIRED	Select the Country from the drop-down where the Event is/was located.
EVENT DATE INFORMATION		
Event Start Date	REQUIRED	Enter the Starting Date of the Event in MM/DD/YYYY format.
Event End Date	REQUIRED	Enter the Ending Date of the Event in MM/DD/YYYY format.
TRAVEL DATE INFORMATION		
Event Travel Start Date	OPTIONAL	Enter the Starting Date for Travelling to the Training Event in MM/DD/YYYY format.
Event Travel End Date	OPTIONAL	Enter the Ending Date for Travelling to the Training Event in MM/DD/YYYY format.

Entering Training Event Participants Information

The Training Event Participants worksheet/tab contains information about the Participants who attended the Training Event. There is a maximum limit of 1,000 Participants for a Training Event per Template file. If you have more than 1,000 Participants for a Training Event, you will need to use additional Template file(s).

Field Name	Required/Optional	Description/Instructions
STATUS		
Participant/Alternate	**REQUIRED**	Select the Person's participation status from the drop-down list. Valid values are: a) Participant – Person is scheduled to attend b) Alternate – Person will replace a Participant if the Participant is removed from the list
PERSONAL INFORMATION		
First (Given) / Middle Names	**REQUIRED**	Enter the Person's First (Given) Name and any Middle Names.
Last (Family) Name(s)	**REQUIRED**	Enter the Person's Last (Family) Name(s).
National ID Number	**OPTIONAL**	Enter the Person's National ID Number if they have one. **This value is REQUIRED if the Person is to be submitted for Leahy Vetting.**
Gender	**REQUIRED**	Select the Person's Gender status from the drop-down list. Valid values are: a) Male b) Female
US Citizen?	**REQUIRED**	Indicate if the Person is a US Citizen.
Date of Birth	**REQUIRED**	Enter the Person's Date of Birth in MM/DD/YYYY format. **NOT REQUIRED FOR US CITIZENS.**
PLACE OF BIRTH		
Place of Birth City	**OPTIONAL**	Enter the name of the City where the Person was born. **This value is REQUIRED if the Person is to be submitted for Leahy Vetting.**
Place of Birth State	**OPTIONAL**	Enter the name of the State or Province where the Person was born. **This value is REQUIRED if the Person is to be submitted for Leahy Vetting.**
Place of Birth Country	**OPTIONAL**	Select the Country from the drop-down where the Person was born. **This value is REQUIRED if the Person is to be submitted for Leahy Vetting.**
PLACE OF RESIDENCE		
Residence City	**OPTIONAL**	Enter the name of the City where the Person resides.
Residence State	**OPTIONAL**	Enter the name of the State or Province where the Person resides.
Residence Country	**OPTIONAL**	Select the Country from the drop-down where the Person resides.
CONTACT INFORMATION		

Field Name	Required/Optional	Description/Instructions
Telephone Number	OPTIONAL	Enter the Person's Official or Work-related Telephone Number & Extension.
EDUCATION		
Education Level	OPTIONAL	Select the Person'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
LANGUAGE		
English Language Ability	OPTIONAL	Select the Person's English Language Ability from the drop-down. 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
UNIT LIBRARY		
GTTS Unit ID	OPTIONAL	If the Host Nation's Unit Library has been loaded into GTTS AND you know the Unit ID of the Person's Unit, enter it in this column. Otherwise, leave this column blank and enter the Unit Breakdown and Unit Alias information in the next two columns.
Unit Breakdown in Local Language	OPTIONAL	Enter the Unit Breakdown of the Person's Unit Hierarchy (in Local Language) if GTTS Unit ID was not entered.
Unit Alias (English)	OPTIONAL	Enter the Unit Alias of the Person's Unit (in English) if GTTS Unit ID was not entered.
ORGANIZATION INFORMATION		
Position Title	**REQUIRED**	Enter the Person's Position or Job Title.
Military/Police/Other Rank	OPTIONAL	Enter the Person's Military/Police/Other Rank (if applicable). **This value is REQUIRED if Person has a Rank or Badge ID Number.**
Is Unit Commander?	OPTIONAL	Indicate if the Person is an Agency or Unit Commander. Valid values are: a) Yes b) No
Years in Current Position	OPTIONAL	Enter the number of years the Person has been in their current position.
Military/Police/Other ID or Badge Number	OPTIONAL	Enter the Person's Military/Police/Other ID or Badge Number (if applicable). **This value is REQUIRED if Person has a Rank or Badge ID Number.**

Field Name	Required/Optional	Description/Instructions
Host Nation Unit POC Name	OPTIONAL	Enter the name of the Host Nation Unit's Point of Contact for the Person.
Host Nation Unit POC Email Address	OPTIONAL	Enter the Email Address of the Host Nation Unit's Point of Contact for the Person.
VETTING INFORMATION		

Type of Vetting	OPTIONAL	Select the Person's Type of Vetting from the drop-down list. Valid values are:
		  a) Courtesy Vetting – local checks (Political, Consular, DEA; etc.) only
		  b) Leahy Vetting
		  c) None

Vetted by Host Nation?	OPTIONAL	Indicate if the Person was vetted by the Host Nation. Valid values are:
		  a) Yes, Passed
		  b) Yes, Failed
		  c) No, Not Vetted

Date of Host Nation Vetting	OPTIONAL	Enter the date that the Person was vetted by the Host Nation in MM/DD/YYYY format.

Other Vetting?	OPTIONAL	Indicate if the Person underwent any additional or other vetting process.
		Valid values are:
		  a) Yes, Passed
		  b) Yes, Failed
		  c) No, Not Vetted

Other Vetting Description	OPTIONAL	Enter a description of what the Other Vetting process was.
Date of Other Vetting	OPTIONAL	Enter the date that the Person underwent any additional or other vetting process in MM/DD/YYYY format.
TRAVEL		
Departure City	OPTIONAL	Enter the name of the City that the Person is departing from. This is only needed if the US Government is providing transportation for the Person.
PASSPORT INFORMATION		
Passport Number	OPTIONAL	Enter the Person's Passport ID Number.
Passport Expiration Date	OPTIONAL	Enter the expiration date of the Person's passport in MM/DD/YYYY format.
COMMENTS		
General Comments & Notes	OPTIONAL	Enter any general comments or notes pertaining to the Person that are not already documented in another column.

Entering Training Event Instructor(s) Information

The Training Event Instructors worksheet/tab contains information about the Instructors who led or conducted the Training Event. The columns on this worksheet/tab are the same as the Training Event Participants worksheet/tab except that Instructors do not have a STATUS (Participant/Alternate) column. There is a maximum limit of 25 Instructors for a Training Event per Template file. If you have more than 25 Instructors for a Training Event, you will need to use additional Template file(s). Please refer to the prior Training Event Participants section for instructions on completing the Training Event Instructors worksheet/tab.

After Spreadsheets/Tabs are Completed

At this point, you will have entered all the information needed to load a Training Event and related information into the GTTS.

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

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: "New Post Training Event Templates for " followed by your Post Name & Country Name.
      i. Example: New Post Training Event Templates for Mexico City, Mexico
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 New Post Training Event 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.