

Guide to Frequently Used Tools in TEAMS

TEAMS LINK:

<https://teams.vandenberg.afspc.ds.af.mil/spacelift/home.asp>

After entering the TEAMS site, you will be brought to the Home Page of the site.



The screenshot shows the TEAMS Home Page. At the top, it says "Combat Mission Ready / Mission Support / Basic Mission Ready". Below this is a banner image featuring the 30th Space Wing logo on the left, a large American flag in the center, and a space shuttle launch on the right. Below the banner is a timeline from 1947 to 2047, with "PRESENT" highlighted. Below the timeline, there are four red lines of text: "***** To download the TEAMS User Handbook please click [here](#). *****", "***** The TEAMS 2.0 version of the Ancillary/Unit Training module IS ALMOST READY! For a sneak peak, please click [here](#). *****", and two more lines of asterisks. Below this is a blue header "Training, Evaluation and Administrative Management System (TEAMS)". Underneath are four blue boxes: "myTEAMS" (Access personal training and/or evaluation information), "Training" (Access instructor processes to document and coordinate spacelift training events and products), "Evaluation" (Access evaluator processes to document and coordinate spacelift evaluation events and products), and "Ancillary/Unit Training" (View records of required AF Ancillary, Unit, and PME training). A large yellow arrow points to the "Ancillary/Unit Training" box.

Click on **Ancillary/Unit Training**

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Then you are brought to this screen

TEAMS v1.0

Welcome to the Ancillary Training Homepage

<input type="checkbox"/>	Your Training Dates
<input type="checkbox"/>	View Delinquency Status
<input type="checkbox"/>	Training Managers

Home
myTEAMS
Training
Evaluation
Duties and Qualifications
Ancillary Training
Crew Force Management
Records Management
Space Professional
Warfit

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Click on **Training Managers**

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Then you are brought to this screen



The main options you will use are:

1. Training Dates by Individual
2. Training Dates by Course
3. View Delinquency Status

Training Dates by Individual: Utilize this tool when you want to update only one person's record at a time. It will show you all of the courses assigned to this one individual, what they are delinquent on and allow you the opportunity to update their record.

Training Dates by Course: Utilize this tool when you want to update a course that your entire section has taken. This will save you from having to go into each person individually. You can complete a mass update at once.

View Delinquency Status: I recommend using this tool **AT LEAST** on a monthly basis. This tool provides you the delinquency stats of your entire section. This tool is very effective for notifying the section supervisor or Flight Chief of your sections training status.

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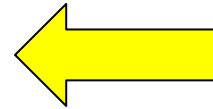
1. Training Dates by Individual

Training Dates by Individual

Select an Organization: 30 FSS

Select an Individual:

Submit



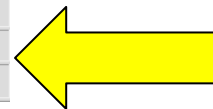
Instead of 30 FSS, use the drop down arrow to select **YOUR** section
(For example: the Command Section – 30 FSS/CSS)

Training Dates by Individual


Select an Organization: 30 FSS/CSS

Select an Individual: Alvarado, Isae, A1C

Submit



Now use the drop down arrow to select the individual you want to update and click submit.



- Home
- myTEAMS
- Training
- Evaluation
- Duties and Qualifications
- Ancillary Training
- Crew Force Management
- Records Management
- Space Professional
- Warfit
- Admin
- Feedback
- User Handbook

Color Scheme

Red = Reached Delinquency

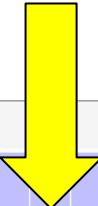
Orange = 30 Days to Delinquency

Green = 60 Days to Delinquency

Black/COMPL = More than 60 Days to Delinquency

Course listing for CIV Marsha Garcia

Ancillary Training					
Course Title	Completed Date	Delinquency Date	Training Link	POC	
Annual Force Protection Training (Block 1)	1/27/2010	1/27/2011	Link		Edit Delete
Annual Human Relations Training (Block 3)	1/27/2010	1/27/2011	Link		Edit Delete
Annual Information Assurance	1/27/2010	1/27/2011	Link		Edit Delete
Annual Information Protection Training (Block 2)	1/27/2010	1/27/2011	Link		Edit Delete
ANNUAL OPSEC TRAINING	12/9/2009	12/9/2010		Contact Unit OPSEC Coordinator	Edit Delete
FIRE EXTINGUISHER TRAINING	5/14/2008	One Time	Link		Edit Delete
INITIAL OPSEC TRAINING	10/28/2009	One Time	Link	Contact Unit OPSEC Coordinator	Edit Delete
No Fear Act Training	10/14/2009	10/14/2011	Link		Edit Delete



It lists the courses assigned to the individual and their training dates. If I have just completed training and you need to update me, click on **EDIT**. The **COMPLETED DATE** box will now allow you to edit it. Place in the date of completion and hit submit.

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(Please note – if you select submit and it doesn't take it, click it again. It shouldn't take more than twice for it to accept the date)

DO NOT HIT THE BACK ARROW WHEN YOU ARE DONE UPDATING!!!
It will delete what you just did; simply just select Ancillary Training on the left hand column and it will bring you back to your options.

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2. Training Dates by Course

TEAMS v1.0

Training Dates by Course

Select the Type of Course: Ancillary Training

Select View Level:
 Group
 Squadron
 Flight

Select the Organization:

Select the Course: 1st Quarter LT Recurring Training

Submit

Select **FLIGHT**

Some of you may not have all of these options; it depends on your permissions. It may just show only your section.

Training Dates by Course

Select the Type of Course: Ancillary Training

Select View Level:
 Group
 Squadron
 Flight

Select the Organization:

<input type="checkbox"/> 30 FSS/FSMC	<input type="checkbox"/> 30 FSS/FSMH	<input type="checkbox"/> 30 FSS/FSMP	<input type="checkbox"/> 30 FSS/FSFR	<input type="checkbox"/> 30 FSS/FSFC
<input type="checkbox"/> 30 FSS/FSFF	<input type="checkbox"/> 30 FSS/FSFY	<input type="checkbox"/> 30 FSS/FSDE	<input type="checkbox"/> 30 FSS/FSDP	<input type="checkbox"/> 30 FSS/FSDA
<input type="checkbox"/> 30 FSS/FSCG	<input type="checkbox"/> 30 FSS/FSCO	<input type="checkbox"/> 30 FSS/FSCT	<input type="checkbox"/> 30 FSS/FSCB	<input type="checkbox"/> 30 FSS/FSCTA
<input type="checkbox"/> 30 FSS/CSS	<input type="checkbox"/> 30 FSS/FSVS	<input type="checkbox"/> 30 FSS/FSVFC	<input type="checkbox"/> 30 FSS/FSVL	
<input type="checkbox"/> 30 FSS/FSVFD	<input type="checkbox"/> 30 FSS/FSR	<input type="checkbox"/> 30 FSS/FSRI	<input type="checkbox"/> 30 FSS/FSRL	<input type="checkbox"/> 30 FSS/FSK
<input type="checkbox"/> 30 FSS/FSCOP	<input type="checkbox"/> 30 FSS/FSFSCOR	<input type="checkbox"/> 30 FSS/FSFCOF	<input type="checkbox"/> 30 FSS/FSFCV	<input type="checkbox"/> 30 FSS/FSMM
<input type="checkbox"/> 30 LRS/LGRDX	<input type="checkbox"/> 30 LRS/LGRO	<input type="checkbox"/> 30 LRS/LGRV	<input type="checkbox"/> 30 LRS/LGRT	<input type="checkbox"/> 30 LRS/LGRM

Select the Course: 1st Quarter LT Recurring Training

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Click on your section and then use the drop down arrow to select the course you want to update and then hit submit.

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Color Scheme
Red = Reached Delinquency
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Course Title: ORM Refresher Training
Frequency: Annual

	# Assigned	# Compliant	# in Grace Status	% Compliant
Civilian	7	7	0	100%
Military	7	7	0	100%
Total	14	14	0	100%

Printer Friendly 

Personnel	Organization	Completed Date	Delinquency Date		
Alvarado, Isae, A1C	30 FSS/CSS	4/12/2010	4/12/2011	Edit	Delete
Aune, Justin, 2Lt	30 FSS/CSS	4/12/2010	4/12/2011	Edit	Delete
Barbe, Frank, CMSgt	30 FSS/CSS	4/7/2010	4/7/2011	Edit	Delete

I selected ORM Refresher as the course to update.

It should list everyone in your section because ORM Refresher is a requirement for all personnel.

Simply click on EDIT and place in the new date for the individual you are updating and click submit. Continue on until you have updated all personnel that completed the course.

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3. View Delinquency Status

Delinquency Report	
Select Viewing Criteria	<input checked="" type="radio"/> By Organization <input type="radio"/> By Individual
Select the Course Type:	Ancillary Training
Select View Level:	<input checked="" type="radio"/> Group <input type="radio"/> Squadron <input type="radio"/> Flight
Select the Organization:	
Select Report Type:	30 Days
Select Sort Type:	<input checked="" type="radio"/> By Course <input type="radio"/> By Personnel
<input type="button" value="Submit"/>	

Select **FLIGHT**, then use the drop down arrow to select your **organization**, then I usually select **60** days instead of 30. Then to break it down by person, select **By Personnel** and click submit. This makes it easy when tasking someone to complete their training.

(Note it will only show the individuals due within that 60 days. If they are compliant they should not appear on the report.)

Color Scheme		
Red	= Reached Delinquency	
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60 Days Report Printer Friendly 

Name	Date Taken	Delinquency Date
Avarado, Isae, A1C		
UNIT SECURITY TRAINING (2nd QUARTER)	---	6/30/2010
Aune, Justin, 2Lt		

You can utilize the printer friendly button to print the report.

Guide to Frequently Used Tools in TEAMS

Please note if you would like to view the entire TEAMS User Handbook go to the home page.

This document is meant as a quick reference guide for frequently used options.

Combat Mission Ready / Mission Support / Basic Mission Ready



PAST from the 1947 1957 1967 1977 1987 1997 2007 2017 2027 2037 2047

PRESENT

To the FUTURE

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