Name: Employee #1	Salary								Credits	Earned
	$8.11									0
Training and Knowledge Assessment	Course	Course	Training	Trainee	Trainer	Test	Test	Trainee	Trainer	Earned
	Worth	Level	Date	Initials	Initials	Date	Score	Initials	Initials	Credits
MWR chain of command	0.02									0
Eligible patrons	0.02									0
Safety procedures	0.03									0
Emergency procedures	0.03									0
Work order procedures	0.02									0
Service order procedures	0.02									0
Emergency work order procedures	0.03									0
Leave Policies	0.02									0
Key Control Procedures	0.02									0
Opening procedures										0
Physical Fitness Center	0.03									0
Community Center	0.03									0
Auto Crafts Center	0.03									0
Gear to Go	0.03									0
Library	0.03									0
Marina	0.03									0
Closing procedures	0.03									0
Physical Fitness Center										0
Community Center	0.03									0
Auto Crafts Center	0.03									0
Gear to Go	0.03									0
Library	0.03									0
Marina	0.03									0
Proper Uniform	0.03									0
Collection of cash, checks and credit	0.03									0
Refund procedures	0.03									0
Reserving equipment procedures	0.04									0
Reserving facilities procedures	0.02									0
Physical Fitness Center	0.03									0
Community Center										0
Auto Crafts Center	0.03									0
Gear to Go	0.03									0

Library	0.03									0
Marina	0.03									0
Patron outprocessing procedures	0.03									0
Building inspection procedures	0.03									0
Physical Fitness Center	0.03									0
Community Center	0.02									0
Auto Crafts Center										0
Gear to Go	0.03									0
Library	0.03									0
Marina	0.03									0
Equipment inspection procedures	0.03									0
Sub hand receipt procedures	0.03									0
CPR	0.03									0
Facility policies	0.03									0
Physical Fitness Center	0.05									0
Community Center	0.03									0
Auto Crafts Center	0.03									0
Gear to Go										0
Library	0.04									0
Marina	0.04									0
Daily repetitive duties	0.04									0
Physical Fitness Center	0.04									0
Community Center	0.04									0
Auto Crafts Center	0.04									0
Gear to Go	0.04									0
Library										0
Marina	0.02									0
Equipment disposal procedures	0.02									0
Proper use of facility equipment	0.02									0
Physical Fitness Center	0.02									0
Community Center	0.02									0
Auto Crafts Center	0.02									0
Gear to Go	0.02									0
Library	0.05									0
Marina										0
Inventory procedures	0.05									0
Safe opening/closing procedures	0.05									0

DAR procedures	0.05									0
Bank deposity procedures	0.05									0
Petty cash fund procedures	0.05									0
Receipt voucher procedures	0.05									0
TBA procedures	0.05									0
Daily cash record procedures	0.05									0
Guest check reconciliation procedures	0.03									0
Receiving report procedures	0.05									0
Breakage/spoilage report procedures	0.05									0
Attaps procedures	n/a									0
TLMS procedures	0.03									0
Personnel request procedures	0.02									0
Incentive Award system	0.02									0
TDY order procedures	n/a									0
Vehicle use policies and procedures	0.02									0
Serious incident report procedures	n/a									0
Violence in the work place procedures	0.05									0
Prevention of sexual harrassment	0.05									0
Disability policies	0.05									0
Operation Excellence	0.05									0
Use of 1st Aid supplies	0.05									0
Production of MWR card	0.03									0
ARC Defibrillation training	0.03									0
ARC Community 1st Aid and safety	0.03									0
Pool chemical readings	0.03									0
	0.03									0
	0.05									0
	0.05									0
	0.02									0
	0.05									0
	0.05									0
	0.05									0
	$0.10									0
	0.05									0
	0.05									0
										0
										0

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