

### **Do some browsers work better than others when using www.IAT.gov?**

The site was designed and tested to work with Google Chrome or Internet Explorer version 9.0 or later. Users may experience problems with functionality if they are using a different browser

### **Are there new user roles in www.IAT.gov?**

Yes. The IAT website is a role based system. When you log onto the system you must choose a role specific to the tasks you are there to perform. For example, logging on as a student allows you to sign-up for course offerings, view your training records, or take online courses and editing your profile. Selecting the Supervisor Role allows you to: view your direct report's upcoming training requirements. The role based system allows you to see the functionality that specifically applies to the tasks you need to perform. Having roles gets rid of the clutter and lets you focus on what's important.

### **What roles are available to users in www.IAT.gov?**

- ❖ **Student** –user whose purpose is to take aviation training
- ❖ **Supervisor** – user with direct reports in the system
- ❖ **Unit Aviation Training Administrator (ATA)** – user who manages the aviation training needs for a specific local unit, such as a District Office, Field Office, Forest, Park, etc.
- ❖ **Aviation Manager** – user who oversees the aviation training on a regional or national level. This user is usually equivalent to a Regional or National Aviation Manager.
- ❖ **Instructor** – user who has completed the instructor certification process for the DOI or USFS and are certified to instruct one or more IAT courses
- ❖ **Leadership** – user at the executive level to assess the overall health of an organization's aviation training.

### **Can a user have more than one role in www.IAT.gov?**

Yes. It is common for a user to have multiple roles. The IAT website allows you to toggle between your roles. Student and Supervisor roles are created when you create your profile. Other roles, such as Aviation Training Administrator and Aviation Manager, are assigned by your organization's management in conjunction with the OAS Training Division or the USFS National Aviation Training Manager.

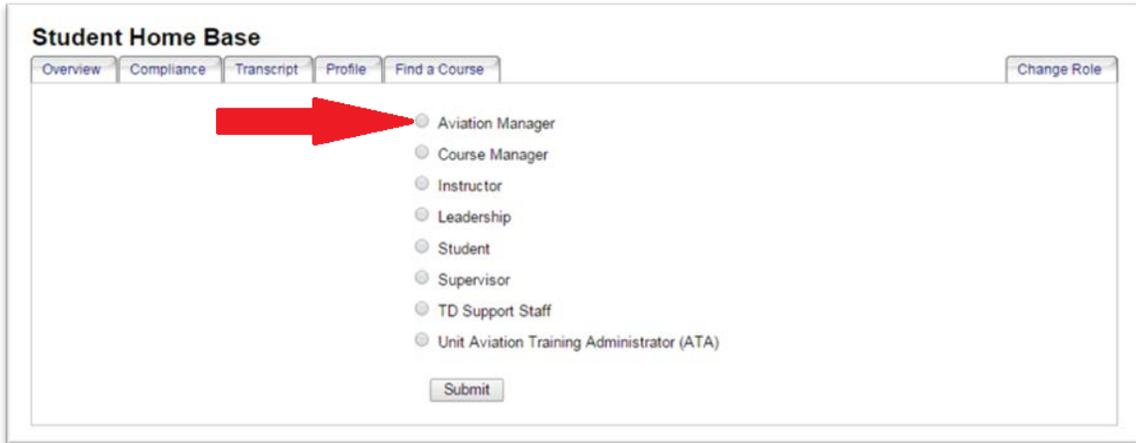
### **How to utilize the Aviation Manager Role in www.IAT.gov:**

1. Log into [www.iat.gov](http://www.iat.gov) using your username and password. (Be sure to select security questions to facilitate your password reset should you ever have a change in email address.)

2. If you have multiple roles in the IAT system, you will be asked which role to select. Select the role of “Aviation Manager and click “Submit” (Figure 1).

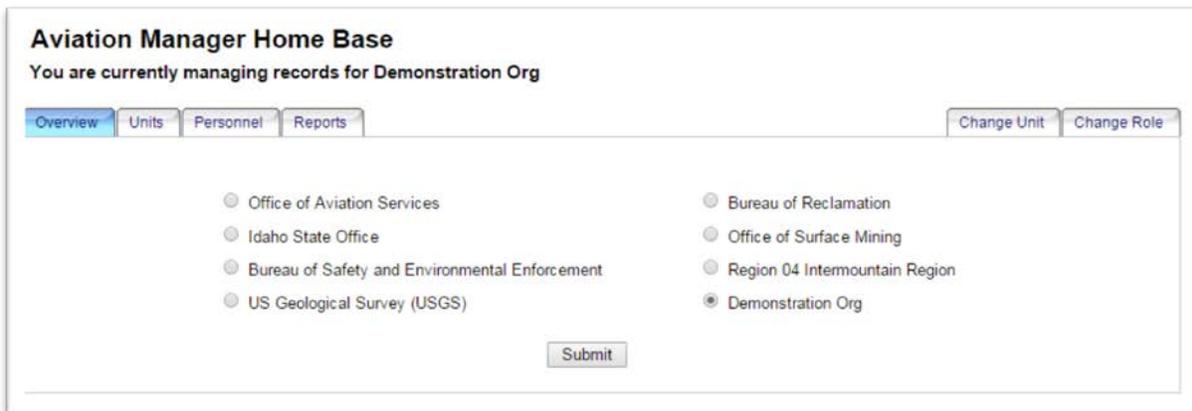
If the “Aviation Manager” role is not available as an option, submit a request to [IAT\\_Admin@iat.gov](mailto:IAT_Admin@iat.gov). Be sure to keep your national aviation management involved in the request as all requests for “Aviation Manager” role are approved with concurrence from the Bureau or Forest Service National Aviation Office.

Figure 1



**Note:** If you are assigned the “Aviation Manager” role for more than one unit, you will be asked to choose the unit you want to manage after selecting the “Aviation Manager” role. (Figure 2)

Figure 2

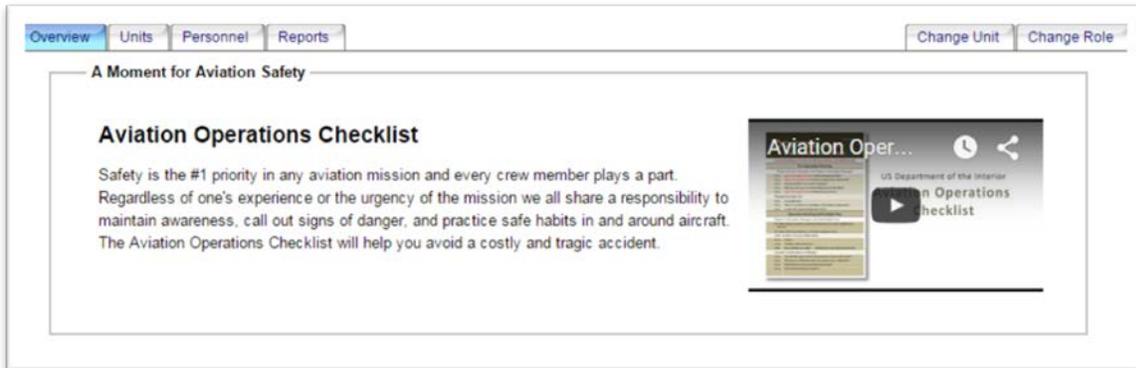


**3. Aviation Manager Home Base:** The following tabs are available:

Overview	Units	Personnel	Reports	Change Unit (If assigned multiple units)	Change Role
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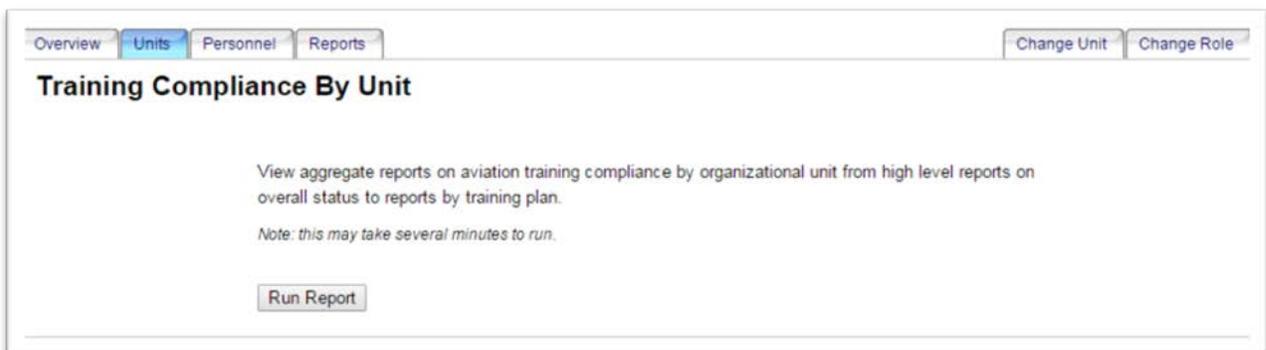
The default tab is “Overview” (Figure 3).

Figure 3



4. “Units” tab: On this tab you can view an aggregate report on aviation training compliance by your organization. To start, click on “Run Report” (Figure 4).

Figure 4



Once the report is generated, information regarding the organization is displayed (Figure 5).

Figure 5

**Training Compliance By Unit**

Click on an organization name to see a break down of compliance by its direct child units.

Organization Name	Status	Action
Department of the Interior	⚠	<a href="#">View by Training Plan</a>
Bureau of Land Management	⚠	<a href="#">View by Training Plan</a>
Idaho State Office	⚠	<a href="#">View by Training Plan</a>
Boise District	⚠	<a href="#">View by Training Plan</a>
Coeur d'Alene District Office	⚠	<a href="#">View by Training Plan</a>
Idaho Falls District	N/A	<a href="#">View by Training Plan</a>
Twin Falls District	⚠	<a href="#">View by Training Plan</a>

✓ 100% of personnel are in compliance with their training plans  
⚠ 100% of personnel are in compliance with their training plans but have training coming due in 90 days or less.  
⚠ Mix of personnel in and out of compliance with their training plans.  
⚠ No personnel found in compliance. Additional verification may be needed. Required courses may not be completed or equivalent courses may need to be verified.

Clicking on any of the organizations in the left column lets you drill down to a specific unit(s) organization to view the report of the Units Compliance by Training Plan (Figure 6).

Figure 6

**Unit Compliance By Training Plan**

Select Organizational Unit:

[Print Compliance Record](#)  
[Notify Unit ATA of Training Due](#)

Click on a training plan to see a breakdown of compliance by assigned personnel

Training Plan Title	No. of personnel	No. in compliance	% in compliance	Status
<a href="#">Aircrew Member</a>	25	10	40%	⚠
<a href="#">Aircrew Member with Hazmat requirement</a>	14	4	28%	⚠
<a href="#">Aviation Dispatcher</a>	4	0	0%	⚠
<a href="#">Aviation Manager</a>	3	0	0%	⚠
<a href="#">DOI Line Manager</a>	4	3	75%	⚠
<a href="#">DOI Pilot</a>	0	0	0%	N/A
<a href="#">DOI Supervisor</a>	25	15	60%	⚠
<a href="#">Fixed-Wing Flight Manager</a>	3	0	0%	⚠
<a href="#">Fixed-Wing Flight Manager - Special Use</a>	10	1	10%	⚠
<a href="#">Helicopter Flight Manager</a>	10	0	0%	⚠
<a href="#">Helicopter Manager - Resource</a>	12	0	0%	⚠
<a href="#">Project Aviation Manager</a>	6	0	0%	⚠

✓ 100% of personnel are in compliance with their training plans  
⚠ 100% of personnel are in compliance with their training plans but have training coming due in 90 days or less.  
⚠ Mix of personnel in and out of compliance with their training plans.  
⚠ No personnel found in compliance. Additional verification may be needed. Required courses may not be completed or equivalent courses may need to be verified.

- 1 You can view training compliance from other organizational units within your jurisdiction by selecting the unit from this list. This feature generates the same report available from the previous screen (Figure 5).
- 2 Clicking on “Print Compliance Record” creates a screenshot of the organizations training compliance report.
- 3 Clicking on “Notify Unit ATA of Training Due” composes an email to the Unit ATA(s) of the organizational unit you are viewing.
- 4 Clicking on any of the “Training Plan” titles, will all you to drill down to view the individuals training compliance by training plan (Figure 7).

**Important Note:** “Additional Verification Required” indicates that equivalent Incident Qualification and Currency System (IQCS) positions for which the individual is current and qualified and/or NWCG training courses may fulfill IAT training position requirements. For more information on IAT equivalencies see Appendix B & C of OPM-04 or the IAT Guide. Additional verification is accomplished by the supervisor or Unit Aviation Training Administrator who can upload notes and documents to the student’s IAT transcript.

Figure 7

**Training Plan Compliance By Personnel**

Select Unit: Demo Sub Unit 3

Select Training Plan: Aircrew Member with Hazmat requirement

Click on a name to see individual compliance records

Name	Compliance
Fossett, Steve	✓
Kazansky, Tom	⚠

✓ 100% of courses are in compliance with the training plan

⚠ 100% of courses are in compliance with their training plans but one or more have training coming due in 90 days or less.

⚠ 1 or more courses require additional verification. Required courses may not be completed or equivalent courses may need to be verified.

[Print Compliance Record](#)

Clicking on any of the names listed in this report (Figure 7) will generate an “Individual Compliance Report for Managers” (Figure 8).

Figure 8

### Individual Compliance Report for Managers

[Return to Personnel](#)

**Student Name:** Kazansky, Tom  
**Choose Training Plan:** Aircrew Member with Hazmat requireme

[Print Compliance Record](#)  
[View full transcript](#)

**Status:** Additional Verification Required

**Important:** The compliance status report below may not include credit granted for certain course equivalencies. For example, aviation personnel may receive course equivalencies for selected NWCG courses. DOI pilots may receive course equivalencies for pilot ground schools. In addition, there may be additional bureau or unit specific compliance requirements that apply. Users should ensure they are familiar with and comply with all applicable training requirements for the position they will be performing in an aviation operation.

Course Code	Title	Last Completed	Next Required	Status
A-100	Basic Aviation Safety	N/A	N/A	▲
A-110	Aviation Transportation of Hazardous Materials	N/A	N/A	▲
A-116	General Awareness Security Training	N/A	N/A	▲
A-200	Mishap Review	6/30/2014	6/30/2017	✓

✓ In compliance  
E In compliance due to equivalency granted for obsolete B3 curriculum courses.  
! One or more courses are coming due in < 90 days  
▲ Additional Verification Required. Required courses may not be completed or equivalent courses may need to be verified.

5. **“Personnel” tab:** The IAT training history dating back to 2001 is found here including links to course completion certificates. This tab allows you to search for an individual to verify compliance. (Figure 8)

Figure 9

### Aviation Manager Home Base

You are currently managing records for US Geological Survey (USGS)

Overview
Units
Personnel
Reports

Change Unit
Change Role

#### Search for Personnel

Find personnel by using any combination of the search criteria below. If no selection is made the search will default to first 1,000 users found.

**First Name:**

**Last Name:**

**Email Address:**

**Unit Name/Code:**

Note: The more parameters you specify, the fewer search results will be returned.

Clear Form
Search

You can also search for all the personnel listed under a specific organization to view compliance. Under “Unit Name/Code” type in the unit identifier, example for the Office of Aviation Services, “HQ” typed into the Unit Name produces the list found in Figure 9.

Figure 10

Aviation Manager Home Base > Personnel Search > Search Results

**Which unit are you looking for?**  
Unit Name Search Criteria: HQ

Unit Name	Unit Code	Parent Unit Name
<a href="#">Earthquake Hazards Science Center-Menlo Park and Pasadena (EQSC)</a>	EQSCMENLO	Pacific Region
<a href="#">Headquarters</a>	BSEE HQ	Bureau of Safety and Environmental Enforcement
<a href="#">Headquarters Boise</a>	OAS-HQ	Office of Aviation Services
<a href="#">HQ Environmental Enforcement Division (EED)</a>	EED	Headquarters
<a href="#">HQ Office of Offshore Regulatory Programs (OORP)</a>	OORP	Headquarters
<a href="#">HQ Oil Spill Response Division (OSRD)</a>	OSRD	Headquarters
<a href="#">Intermountain Region National Headquarters</a>	IMR-HQ	Intermountain Region

Revise Search

Select the organization you are looking for. In this example, Headquarters, Boise is selected to produce the list found in Figure 10.

Figure 11

**Search Results 1**

Name	Email	Unit	Assigned Training Plans	System Roles
<a href="#">Kazansky, Tom</a>	lceman@topgun.gov	Demo Sub Unit 3 Demonstration Org	Aircrew Member with Hazmat requirement Fixed-Wing Flight Manager - Special Use	Student UATA

Revise Search

By clicking on the individual’s name, you can view the compliance by training plan as shown in Figure 11, as well as view compliance of “Non-assigned Training Plans”, phone number, roles held in the system, email address, and supervisors’ name

Figure 12

**Personnel Details**

**Kazansky, Tom**      (208) 433-5052      Iceman@topgun.gov  
Demo Sub Unit 3  
Supervisor: Barnes, Pancho

**Assigned Training Plans**      View Transcript  
View Compliance on non-assigned positions

Training Plan	Status
<a href="#">Aircrew Member with Hazmat requirement</a>	⚠
<a href="#">Fixed-Wing Flight Manager - Special Use</a>	⚠

**Non-Student Roles**

- UATA

6. **“Reports” tab:** This tab is a placeholder for reports that Aviation Managers will wish to see in the future. If you think of a report you would like to see here, send us a note to [iat\\_admin@iat.gov](mailto:iat_admin@iat.gov). We look forward to hearing from you (Figure 12).

Figure 13

**Aviation Manager Home Base**  
You are currently managing records for US Geological Survey (USGS)

Overview   Units   Personnel   **Reports**      Change Unit   Change Role

Training Compliance By Unit      ppepper

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**Responsive Develop**

Tell us what reports you would like to see here.

We are compiling a list of recommended reports. The most popular and feasible reports will be developed in time for our next release. We look forward to hearing from you.

[Contact Us](#)

- Your IAT Support Team

For comments, suggestions or questions regarding the Aviation Manager role or the IAT system, please submit an email to: [IAT\\_admin@ios.doi.gov](mailto:IAT_admin@ios.doi.gov). All entries are logged and tracked.