

Purpose: This job aid is designed to provide guidance to Unit Aviation Training Administrators (UATA) to perform essential tasks on the Interagency Aviation Training website at www.iat.gov.

IAT Administrative Contact Information: email IAT_admin@ios.doi.gov Phone 208-433-5093 (Monday through Friday 8 am to 5 pm, Mountain Time)

How to utilize the Unit ATA Role:

1. Navigate to the IAT Homepage using Google Chrome as the web browser: www.iat.gov.
2. Log in using your username and password. (Be sure to select a security question to facilitate your password reset should you ever have a change in email address.)
3. Select the role of Unit Aviation Training Administrator. (See Figure 1)

Figure 1

Student Home Base

Overview Compliance Transcript Profile Find a Course Change Role

- Aviation Manager
- Course Manager
- Instructor
- Leadership
- Student
- Supervisor
- TD Support Staff
- Unit Aviation Training Administrator (ATA)

Submit

If you are already logged on in another role, you may “Change Roles” by using the tab in the upper right corner of the view you are in.

4. Select the Unit you wish to manage during the session. When the unit loads, the OVERVIEW tab will display “Pending Requests” for individuals that have selected your unit as their primary unit and are waiting for “Confirmation” from you. (See Figure 2)

Figure 2

Aviation Training Administrator (ATA) Home Base

You are currently managing records for Office of Aviation Services

Overview Personnel Training Compliance Training Plans Reports Change Role

Recent Unit Assignees

Requesting Employee	Confirm	Decline
Derrick, Anissa	Confirm	Decline
Horsburgh, Erin	Confirm	Decline
Pena, Terry J	Confirm	Decline
Stott, Mark	Confirm	Decline
Testkhan, Test	Confirm	Decline
Wees, Frank	Confirm	Decline
Wees, Henry	Confirm	Decline
Wees-schkade, Jane	Confirm	Decline

5. You'll want to either "Confirm or Decline" those individuals for your unit by selecting the appropriate tab to close the loop in the process.

6. Select the PERSONNEL tab to view the list of folks assigned to your unit. Everyone that shows your unit will be displayed. You may notice that some folks have moved on or retired that are displayed on the list. (See Figure 3)

Figure 3

Aviation Training Administrator (ATA) Home Base

You are currently managing records for Office of Aviation Services

Overview **Personnel** Training Compliance Training Plans Reports Change Role

Email employee to join unit ▶

Email	Personnel	Employee Assignment	
<input type="checkbox"/>	Brennan, Gary D	Unassign	
<input type="checkbox"/>	Derrick, Anissa	Unassign	
<input type="checkbox"/>	Gividen, Rick	Unassign	
<input type="checkbox"/>	Horsburgh, Erin	Confirm	Decline
<input type="checkbox"/>	Kunz, Gary	Unassign	
<input type="checkbox"/>	Mills, Keely	Unassign	
<input type="checkbox"/>	Milone, Colin B	Unassign	
<input type="checkbox"/>	Pena, Terry J	Confirm	Decline
<input type="checkbox"/>	Schkade, Yolanda	Confirm	Decline
<input type="checkbox"/>	Shepherd, Travis L	Confirm	Decline
<input type="checkbox"/>	Stott, Mark	Confirm	Decline
<input type="checkbox"/>	Testkhan, Test	Confirm	Decline
<input type="checkbox"/>	Wahab, Rachael L	Unassign	
<input type="checkbox"/>	Wees, Henry	Confirm	Decline
<input type="checkbox"/>	Wees, Frank	Confirm	Decline
<input type="checkbox"/>	Wees-schkade, Jane	Confirm	Decline

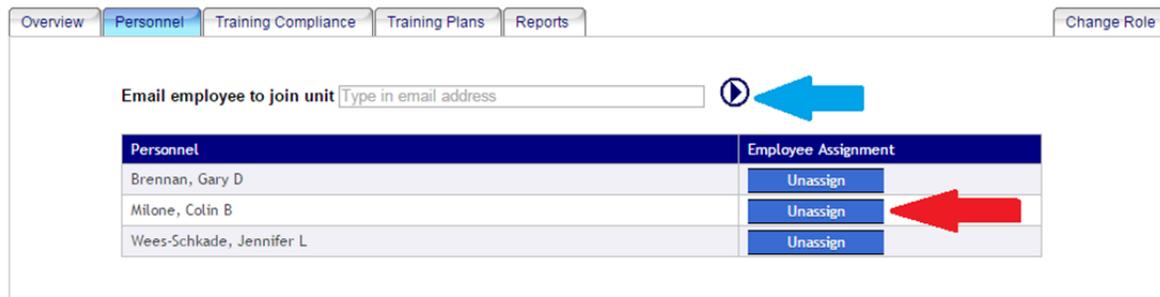
You can “Un-assign” them to your unit (see red arrow in Figure 4). This DOES NOT affect their profile or records. The system will prompt those users to correct/update their home unit upon their next log-in to the system.

You can invite employees to join your unit that are not currently displayed on the list. By typing in their valid email address at the blue arrow location in Figure 4, a letter will be sent via email inviting them to join your unit. You can also select individuals to send an email correspondence to by selecting the box at the left of their name and clicking on “Create Email”.

Figure 4

Aviation Training Administrator (ATA) Home Base

You are currently managing records for Office of Aviation Services



7. To view compliance, please select the TRAINING COMPLIANCE Tab. A couple of notes about this tab: Compliance can be selected against various training plans as indicated with OPM-4.

Course equivalencies granted as designated by OPM-4 are not currently functional in the system. Any indications of training out of compliance should have additional verification completed. (See Figure 5) An “Add Comments” box is available to document the verification that has been completed.

Some DOI bureaus may require training with a higher frequency of occurrence than OPM-4 which will not be reflected by display in the system. (Ex: USFWS and A-100 every 2 years)

<http://oas.doi.gov/library/opm/OPM-04.pdf>
http://www.iat.gov/docs/IAT_Guide_2014_0331.pdf

Figure 5

Aviation Training Administrator (ATA) Home Base

You are currently managing records for Office of Aviation Services

Overview
Personnel
Training Compliance
Training Plans
Reports
Change Role

Student Name: Gividen, Rick [Print Compliance Record](#)

Choose Training Plan: DOI Line Manager [Send Letter of Training Due](#)

Status: Additional Verification Required [View full transcript](#)

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	Cert	Next Required	Status	Action
M2	Aviation Program Overview for Line Managers	N/A	N/A		▲	View Offerings

✓ 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.

Additional Verification

(R. Gividen 4/16/2015 2:48:24 PM)

M2 equivalency verified by 9/17/2013 M3 completion.

Add Comment

As a Unit ATA, you can assign training plans to individuals and register them for training. By clicking on the “View Offerings” tab, it will display all the listings for that course selected. (See Figures 6 and 7)

Figure 6

Aviation Training Administrator (ATA) Home Base

You are currently managing records for Office of Aviation Services

Overview
Personnel
Training Compliance
Training Plans
Reports
Change Role

Select an individual to assign training plans

Milone, Colin

Assigned training plans:

- Aircrew Member with Hazmat requirement
- Fixed-Wing Flight Manager
- Fixed-Wing Flight Manager - Special Use
- Helicopter Flight Manager
- Helicopter Manager - Resource
- Aviation Dispatcher
- Project Aviation Manager
- Aviation Manager
- DOI Supervisor
- DOI Line Manager
- DOI Pilot
- Aircrew Member

Submit

Figure 7

 You are acting as a proxy for Brennan, Gary

Course Overview

Course Code: A-100
 Course Name: Basic Aviation Safety
 Course Description: Revised Basic Aviation Safety (B-3) curriculum.
 Primary Audience: All Aviation Users
 Prerequisites:
 Course Length: 5 Hours

Course Offerings:

Delivery Method	Start Date/Time	Location	Action
Online	On-Demand	www.iat.gov	Register
Residential Classroom	3/10/2015 13:00 PST		Register
Residential Classroom	3/10/2015 09:00 ADT		Register
Residential Classroom	3/23/2015 10:00 AKDT		Register
Residential Classroom	3/23/2015 09:00 AKDT	OAS Office Anchorage AK	Register
Residential Classroom	3/24/2015 09:00 MDT		Waitlist
Residential Classroom	4/3/2015 10:00 ADT	Old Oconaluftee Visitor Center Cherokee NC	Register
Residential Classroom	4/6/2015 13:00 AKST	Fairbanks Admin. Office Fairbanks AK	Register
Residential Classroom	4/23/2015 10:00 AKDT		Register

You can also send an email to the employee (a copy also goes to their supervisor) to identify upcoming training they need to take to be compliant with regards to the specific training plan identified. (See Figures 8 and 9)

Figure 8

Aviation Training Administrator (ATA) Home Base

You are currently managing records for Office of Aviation Services

Overview Personnel **Training Compliance** Training Plans Reports Change Role

Student Name: [Print Compliance Record](#)
 Choose Training Plan: [Send Letter of Training Due](#) 
 Status: **Additional Verification Required** [View full transcript](#)

Note: This may not reflect equivalency that has been granted for specific courses.

Course Code	Title	Last Completed	Cert	Next Required	Status	Action
A-100	Basic Aviation Safety	6/29/2012		N/A		View Offerings
A-107	Aviation Policy and Regulations I	2/2/2005		N/A		View Offerings
A-110	Aviation Transportation of Hazardous Materials	10/7/2010		10/7/2013		View Offerings
A-111	Flight Payment Document	12/5/2013		N/A		View Offerings
A-112	Mission Planning and Flight Request Process	12/5/2013		N/A		View Offerings
A-113	Crash Survival (Basic Safety Module)	6/29/2012		N/A		View Offerings
A-115	Automated Flight Following	4/20/2005		N/A		View Offerings
A-116	General Awareness Security Training	9/7/2010		N/A		View Offerings
A-200	Mishap Review	N/A	N/A	N/A		View Offerings
A-202	Interagency Aviation Organizations	2/4/2005		N/A		View Offerings
A-203	Basic Airspace	4/19/2005		N/A		View Offerings
A-205	Risk Management I	4/19/2007		N/A		View Offerings
A-208	Aircraft and Pilot Approval	4/18/2007		N/A		View Offerings

Figure 9

Send Letter of Training Due - Preview

Send Email Cancel

FROM: Cathy Barta (catherine_barta@ios.doi.gov)

TO: Gary Brennan (gary_brennan@ios.doi.gov)
CC: David Kreutzer - david_kreutzer@ios.doi.gov (UATA)
CC: Ryan Stailey - ryan_stailey@ios.doi.gov (UATA)
CC: Colin Milone - Cmilone@mtaonline.net (UATA)
CC: Joshua Malan - Joshua_Malan@ios.doi.gov (UATA)
CC: Cathy Barta - catherine_barta@ios.doi.gov (UATA)
CC: Susan Farrell - susan_farrell@ios.doi.gov (UATA)
CC: Christine Huether - christine_huether@ios.doi.gov (UATA)
CC: Cannon Mix - cannon_mix@ios.doi.gov (UATA)
CC: Rick Gividen - rick_gividen@ios.doi.gov (UATA)

Subject: You Have Upcoming Aviation Training Courses Due

Body:
Dear Gary Brennan,

You are not in compliance with the training required to perform duties in association with the training plan, DOI Pilot

Please review the list of course offerings for the following courses to find one that works for you.

A-100 Basic Aviation Safety - Expired
On-Demand
3/10/2015 09:00 Residential Classroom
3/10/2015 13:00 Residential Classroom
3/23/2015 09:00 Residential Classroom
3/23/2015 10:00 Residential Classroom
3/24/2015 09:00 Residential Classroom

Training Plan **NOTE:** Training Plans CAN be customized for individual units. The Interagency Aviation Training (IAT) Subcommittee is currently working on a set of business practices for those types of plans. To customize a training plan, you'll need to identify the required classes and the currency required for each.

8. Reports are available to view related to Unit Compliance. These are the same reports that the Aviation Manager Role can view. (See Figure 10)

Figure 10

Aviation Training Administrator (ATA) Home Base

You are currently managing records for Office of Aviation Services

Overview Personnel Training Compliance Training Plans Reports Change Role

 Unit Compliance by Training Plan

By clicking on “Unit Compliance by Training Plan”, you’ll see the following and can select a specific plan to view compliance (See Figure 11):

Figure 11

Unit Compliance By Training Plan

Office of Aviation Services

 [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
Aircrew Member	1	1	100%	✓
Aircrew Member with Hazmat requirement	2	0	0%	⚠
Aviation Dispatcher	0	0	0%	NA
Aviation Manager	0	0	0%	NA
DOI Line Manager	0	0	0%	NA
DOI Pilot	2	0	0%	⚠
DOI Supervisor	0	0	0%	NA
Fixed-Wing Flight Manager	0	0	0%	NA
Fixed-Wing Flight Manager - Special Use	0	0	0%	NA
Helicopter Flight Manager	0	0	0%	NA
Helicopter Manager - Resource	1	0	0%	⚠
Project Aviation Manager	0	0	0%	NA

✓ 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.
 ⚠ 100% of personnel out of compliance with training plans.

By clicking on the specific training plan such as “Aircrew Member with Hazmat Requirement”, you’ll see which specific individuals comprise the number that is being displayed (See Figure 12):

Figure 12

[Unit ATA Home Base](#) > [Reports](#) > [By Training Plan](#) > [By Personnel](#)
Training Plan Compliance by Personnel

Unit: Office of Aviation Services
 Select Training Plan:
 Aircrew Member with Hazmat requiren ▼

Click on a name to see individual compliance records

Name	Compliance
Brennan, Gary	⚠
Gividen, Rick	⚠
Milone, Colin	✓

- ✓ 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.

And by clicking on the individual names, you'll see specifically what additional verification is required (See Figure 13).

Figure 13

Aviation Training Administrator (ATA) Home Base
 You are currently managing records for Office of Aviation Services

Overview Personnel **Training Compliance** Training Plans Reports Change Role

Student Name: Milone, Colin
 Choose Training Plan: Aircrew Member with Hazmat requirement

Status: **Additional Verification Required**

[Print Compliance Record](#)
[Send Letter of Training Due](#)
[View full transcript](#)

Note: This may not reflect equivalency that has been granted for specific courses.

Course Code	Title	Last Completed	Cert	Next Required	Status	Action
A-100	Basic Aviation Safety	6/4/2014	📄	6/4/2017	✓	View Offerings
A-110	Aviation Transportation of Hazardous Materials	12/14/2010	📄	12/14/2013	⚠	Enrolled
A-116	General Awareness Security Training	6/11/2012	📄	N/A	✓	View Offerings
A-200	Mishap Review	7/8/2013	📄	7/8/2016	✓	View Offerings

✓ 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.

The Unit ATA is one of the most critical roles in the system. The developers are in the process of working on the business rules to facilitate the data transfer between IQCS and the AT 2.0 systems. A comments box is in the process of being built to

accommodate remarks when “Additional Verification Required” is indicated, so once the UATA has verified, it will be documented for future use.

For comments, suggestions or questions regarding the Unit ATA role or the IAT system, please submit an email to: IAT_admin@ios.doi.gov. All entries are logged and tracked.