

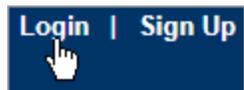


INTERAGENCY AVIATION TRAINING

IAT Website Guide: Unit Aviation Training Administrator (UATA) Role

Login

Login to IAT by using the login link located at the top right of the IAT home page.



Select Role

If you have multiple roles within IAT you must first choose the UATA role upon login.

Student

Unit Aviation Training Administrator (UATA)

Select Unit

If you manage more than one Unit you will be asked to choose a Unit.

Which unit do you want to manage at the start of this session?

Demo Sub Unit 1

Demo Sub Unit 2

Demo Sub Unit 3

Demonstration Org

Overview Tab

If you only have one unit you will now be on the UATA Home Base Overview tab. The Overview tab contains **Recent Unit Assignees** who are employees requesting to belong to this unit as well as **Pending External Equivalency Verifications** that employees have uploaded into their transcript, these are awaiting validation and approval.

Recent Unit Assignees

Students who have entered this unit into the Home Unit field in their profile are listed in this section. You will need to accept them into the unit by clicking the **Confirm** button or not accept them in the unit by clicking the **Decline** button. If you need to contact the employee for more information, their phone number and email address are listed.

Recent Unit Assignees			
Requesting Employee			
Instructor, Bud	208-433-5049	bud.instructor@gmail.com	<input type="button" value="Confirm"/> <input type="button" value="Decline"/>

Pending External Equivalency Verifications

Please visit the [UATA External Equivalency Approval Guide](#) for help and information about this process.

Personnel Tab

The Personnel tab lists all employees currently listed in the unit. This tab also allows you to **Confirm/Decline** employees who have requested to be in the unit. You can click the **Unassign** button to remove an employee from the unit if they have retired, moved to another unit or are no longer employees.

Email	Personnel	Phone	Email	Employee Assignment
<input type="checkbox"/>	Instructor, Bud	208-433-5049	bud.instructor@gmail.com	<input type="checkbox"/> Confirm Decline
<input type="checkbox"/>	Student, Bud	208-433-5049	bud.student@gmail.com	<input type="checkbox"/> Unassign
<input type="checkbox"/>	Uata, Judy	208-555-5556	judy_uata@gmail.com	<input type="checkbox"/> Unassign

You can print the listing using the link labeled **Print Personnel List**.

Inviting Employees to the Unit

You can invite employees to this unit if you know their email address, enter it in the **“Email employee to join unit”** box and click the arrow button next to the box. If the system is able to locate the employee within IAT you will see a message indicating they were located and offering you the option of sending them an email message to invite them to the unit.

Email employee to join unit <input type="text" value="TBD_Instructor@gmail.com"/>
We found a match for that email with Instructor, TBD. Do you want to send them a request to update their IAT profile to include your organization?
<input type="button" value="Cancel"/> <input type="button" value="Send Email"/>

If the system is unable to locate the employee within IAT you will see a message indicating it could not locate the employee with that email address and gives you the option of emailing them an invitation to create a profile in IAT, the email they receive instructs them to choose this unit in their profile.

Email employee to join unit

We could not find an account with this email address. Would you like to send a request to this address anyway?

Sample Email Message:

Judy Uata is requesting that you create a student profile in the aviation training online system for the purpose of managing your aviation training compliance. You are requested to add Demo Sub Unit 3 as an organizational unit in your profile. Go to <https://www.iat.gov> and click on the "Sign Up" link to get started.

If you have any questions about why you are receiving this invitation, please contact Judy Uata for more details.

Emailing Employees

You may send an email message to any/all employees in the unit by selecting the checkboxes next to the employees you want to correspond with or selecting the checkbox in the email column header to select all names then click the **Create Email** button at the bottom of the page.

Email <input checked="" type="checkbox"/>	Personnel ▲	Phone ▼
<input checked="" type="checkbox"/>	Instructor, Bud	208-433-5049
<input checked="" type="checkbox"/>	Student, Bud	208-433-5049
<input checked="" type="checkbox"/>	Uata, Judy	208-555-5556

This will open up a form where you can enter the content of your message. It will show you who the message is being sent to and allows you to attach documents (preferably PDF documents). Other UATAs on the unit will be sent a blind copy of the message as well as yourself.

Send Correspondence

From: Judy Uata (judy_uata@gmail.com)
Bcc: Judy Uata;Bud Instructor;Bud Student;
 [IAT Guide 2017 10.pdf](#) 

Subject: *

Message: *
All,

Please make sure you are current on all your required training.

Thank You
Judy UATA

* Indicates a required field

Note: Do not paste from Word, it contains special characters called smart quotes and an em dash (a long dash), this can cause the form to error when submitting. You can turn off this feature in Word, "[Change curly quotes to straight quotes and vice versa](#)".

Training Compliance Tab

The Training Compliance tab is used for monitoring student training records compared against specific training plans to see if the student meets the requirements of that training plan.

Choose the students name that you wish to review, then choose the training plan you wish to compare that students training records against.

Unit Aviation Training Administrator (UATA) Home Base ⓘ

You are currently managing records for Demo Sub Unit 3

Overview Personnel **Training Compliance** Training Plans Reports

Student Name: Student, Bud

Training Plan: Aircrew Member

Status: Additional Veri

Course Code		Cert	Ne
A-100		N/A	
A-116		N/A	
A-200		N/A	

Legend

Note: Red arrows in the original image point to the Student Name dropdown and the Training Plan dropdown menu.

Once you have made your selections you will see the detail of their compliance, you may print this compliance page, email the student about their training due, view their full training transcript and view offerings for courses they are past due on.

Unit Aviation Training Administrator (UATA) Home Base i

You are currently managing records for Demo Sub Unit 3

Overview
Personnel
Training Compliance
Training Plans
Reports

Change Unit
Change Role

Student Name: Student, Bud ▼

Training Plan: Aircrew Member ▼

Status: Additional Verification Required 7/11/2019 12:39:58 PM

[Print Compliance Record](#)

[Email User Training Due](#)

[View full transcript](#)

Course Code ▲	Title ⇅	Last Completed ⇅	Cert	Next Required ⇅	Status	Action
A-100	Basic Aviation Safety	No Record	N/A		!	View Offerings
A-116	General Awareness Security Training	No Record	N/A		!	View Offerings
A-200	Mishap Review	No Record	N/A		!	View Offerings

A legend at the bottom of the page shows what the specific icons shown in the Status column mean. For example, a green check mark indicates the student is in compliance with that course requirement. Equivalent courses marked with an E also provide a link in the Course Code column that can be clicked to view the certificate or document used for that equivalency.

Legend

- ✓ In Compliance
- ! One or more courses are coming due in < 90 days.
- ! Required courses may not be completed or equivalent courses may have been taken outside of IAT.
- E Equivalent Course.
- I In compliance due to instructing a course.

Note: The compliance status report above may not include credit granted for certain course equivalencies taken outside of IAT i.e., NWCG courses. DOI pilots may receive course equivalencies for pilot ground schools. In addition, there may be additional Bureau/Agency specific compliance requirements that apply. For specific Bureau/Agency policy for a position's qualification and currency please contact your Bureau/Agency Aviation Manager.

View Offerings – Register a Student for Class

Click on the **View Offerings** button to see a current list of class offerings and register the student for a class.

A-116	General Awareness Security Training	No Record	N/A			View Offerings
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You can register the student for this class offering by clicking the **Register** button.

[Student Home Base](#) > [Find A Course](#) > [Course List](#) > **Course Overview**

 You are acting as a proxy for Student, Bud

Course Overview

Course Code: A-116
Course Name: General Awareness Security Training
Course Description: This course is designed to provide students with an introduction to DOI and USFS departmental aviation security requirements.
Primary Audience: All Aviation Users
Prerequisites:
Course Length: 0.5 Hours

Course Offerings:

Not finding a specific class you are looking for? Looking for an A-312 Water Ditching or an A-307 Aviation Policy and Regulations II class? Make sure you check out our [training event](#) offerings, and remember you can sign up for one class or multiple classes.

Note: Some courses require student consent to register for a course offering. If that is the case, proxies such as Unit Aviation Training Administrators (UATA), Supervisors, and Instructors will not be able to enroll a student on their behalf.

Offering Title	Delivery Method	Schedule	Location	Action
A-116 General Awareness Security Training (Online)	Online	On-Demand	www.iat.gov	 Register

Note: The student will receive an email notifying them they have been registered in the class.

Emailing User – Training Due

You may send an email message to the student by selecting the link labeled the **Email User Training Due**. This will open a preview message that you can review before sending. The message will list any courses that are expired or about to expire with links for the student to register for an upcoming class. A copy of the message is sent to all the UATAs listed on the unit as well as the student’s Supervisor, if they have one listed in their profile. Click the **Send Email** button to send the message.

Send Letter of Training Due - Preview

FROM: Judy Uata (judy_uata@gmail.com)

TO: Bud Student

CC: Louise Bruck - (UATA)

CC: Judy Uata - (UATA)

Subject: Bud Student has Upcoming Aviation Training Courses Due

Body:
Dear Bud Student,

According to the Interagency Aviation Training (IAT) website, the following required courses have expired for the Demo Helicopter Manager - Resource (S-Course Path) training plan assigned to you. This means you are not in compliance.

The course(s) you need to complete in order to maintain compliance are listed below. To register for a course(s), please visit www.iat.gov and log into your IAT account. Use the "Find a Course" tab to locate and enroll in a course.

Thank you for your prompt attention to this matter. Good luck on your training!

S-271 Helicopter Crewmember - **Expired**
[Click Here to view Current S-271 Offerings](#)

Note: If the student’s Supervisor has not accepted them as their employee the Supervisor email address will not be listed.

Training Plan Tab

The Training Plan tab allows you to assign a training plan to a student according to their position. Each training plan corresponds to the positions identified in the [Interagency Aviation Training Guide](#). Training plans mirror what is listed in the “[IAT Position Requirements Matrix](#)”. Below each position is a list of the courses required and the currency requirement for each course.

		2017 IAT Position Requirements Matrix												
		Course Length (Hours)	POSITION											
			Aircrew Member	Aviation Dispatcher	Aviation Manager	Fixed-Wing Flight Manager	Fixed-Wing Flight Manager - Special Use	Flight Follower	Helicopter Flight Manager (DOI)	Helicopter Manager - Resource	Line Manager (DOI)	Project Aviation Manager	Supervisor (DOI)	Supervisor (USFS)
YELLOW = OPM-04 identifies five positions which have required training for DOI and other personnel participating in manned aircraft activities. Aircrew member, Aviation Manager, Flight Follower, Line Manager and Supervisor BOLD-Course Available Online X = Requires Completion Once 3 = Requires initial completion and every 3 years														
CODE	COURSE TITLE													
A-100	Basic Aviation Safety	5	3	3	X	3	3	3	3	3		X		
A-102	USFS Alaska Region Fixed-Wing Safety	1	<i>As specified by bureau or agency policy</i>											
A-103	FAA NOTAM System	1		X	X									
A-104	Overview of Aircraft Capabilities & Limitations	1		X				X						
A-107	Aviation Policy & Regulations I	1		X	X			X		X		X		
A-109	Aviation Radio Use	2		X		X	X	X	X	X		X		
A-110	Aviation Transportation of HAZMAT (*if applicable)	2	3*	3*	X	3*	3*		3*	3*		3*		
A-112	Mission Planning & Flight Request Process	1		X	X	X	X		X	X		X		
A-115	Automated Flight Following	2		X	X		X	X	X	X				
A-116	General Awareness Security Training	.5	X		X	X	X		X	X		X		
A-200	Mishap Review	2	3	3	3	3	3	3	3	3		3	3	
A-202	Interagency Aviation Organization	2		X	X									

In addition to the positions listed in the IAT Guide, special training plans have been developed for specific Bureaus/Agencies who have additional requirements for their employees; (i.e., Fish & Wildlife Service has a training plan for their employees called "FWS Passenger" which is a specific training plan just for their employees and required by their aviation policy).

You can assign a training plan to a student by choosing the student's name from the drop down list and then selecting a training plan or multiple plans from the list then clicking the **Submit** button to save your selections.

Unit Aviation Training Administrator (UATA) Home

You are currently managing records for Demo Sub Unit 3

Overview Personnel Training Compliance **Training Plans** Reports

Select an individual to assign training plans

Student, Bud

Assigned training plans:

- Aircrew Member
- Aircrew Member (HazMat Required)
- Aviation Dispatcher
- Aviation Manager
- Demo Helicopter Manager - Resource (A Course Path)
- Demo Helicopter Manager - Resource (S-Course Path)
- DOI Line Manager
- DOI Pilot
- DOI Supervisor
- Fixed-Wing Flight Manager
- Fixed-Wing Flight Manager - Special Use
- Flight Follower
- Helicopter Flight Manager
- Helicopter Manager - Resource
- Project Aviation Manager

Submit

Reports Tab

The Reports tab has a link to review the entire unit at a higher level by all available training plans. Click the link labeled **Unit Compliance By Training Plan**. You will be presented with a listing of all training plans that are currently in use for this unit. It will list the number of personnel with each training plan, a percentage of personnel in compliance and allow you to drill into each individual training plan to review the personnel who have that plan assigned.

Unit Compliance By Training Plan

Select Organizational Unit:
Demo Sub Unit 3

 [Print Compliance Record](#)

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	3	0	0%	
Aircrew Member (HazMat Required)	0	0		N/A
Aviation Dispatcher	0	0		N/A

Note: Personnel numbers can include 1 person with multiple Training Plans assigned.

A legend located at the bottom of the page explains the symbols shown in the Status column. N/A is shown if no students currently have that training plan assigned.

Legend

-  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.
-  Required courses may not be completed or equivalent courses may have been taken outside of IAT.

Clicking a training plan title will open a new page that lists all the students who currently have that training plan assigned and show a quick view of their compliance.

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

Training Plan Compliance By Personnel

Select Unit:
Demo Sub Unit 3 ▼

Select Training Plan:
Demo Helicopter Manager - Resource (S-Co ▼

Click on a name to see individual compliance records

Name ▲	Compliance ◆
Instructor, Bud	!
Student, Bud	✓
Uata, Judy	!

Legend

- ✓ In Compliance
- ! One or more courses are coming due in < 90 days.
- ! Required courses may not be completed or equivalent courses may have been taken outside of IAT.

You can print the listing using the link labeled **Print Compliance Record**.

Clicking the student's name will take you to their compliance page. (See page 6 of this document)

Change Unit

If you have multiple units that you manage and want to change to a different unit, click the **Change Unit** tab that resides on the right side of the tab list next to **Change Role**.

Unit Aviation Training Administrator (UATA) Home Base

You are currently managing records for Demo Sub Unit 3

[Overview](#) [Personnel](#) [Training Compliance](#) [Training Plans](#) [Reports](#) [Change Unit](#) [Change Role](#)

Then you will select the next unit you want to manage.

Demo Sub Unit 3

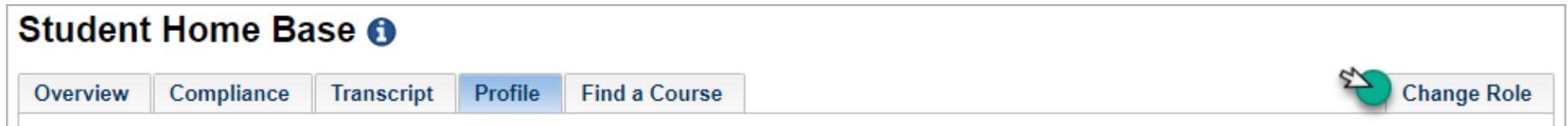
Demo Sub Unit 1

Demo Sub Unit 2

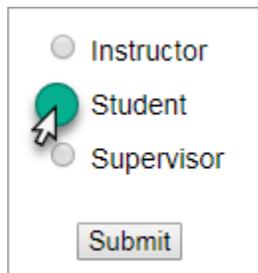
Demonstration Org

Changing Roles

If you have more than one role in IAT, you can easily change to another role by choosing the tab labeled **Change Role**.



This will take you to another page that will allow you to choose another role.



Need Assistance?

The best way to contact our helpdesk is by using the link below to fill out and submit a request to our IAT Support Team.

[Contact the Helpdesk](#)

Help Desk Hours: Monday through Friday 8:00 am – 4:00 pm Mountain Time. **Closed on Weekends and Federal Holidays.**