

FAA Mandatory Training Information (as of July 2012)

Note: This content will soon be posted as a web site on MyFAA. For now, please use this as a temporary resource for FAA mandatory training requirements.

DUE September 30th (see details in list below):

ASH SAVI FY12 (FAA30200201)

Federal Leadership on Reducing Text Messaging While Driving Training (DOT_NHTSA_00001)

This list excludes any offices/service mandatory training. For additional mandatory training that is FAA-wide but job specific, please see the Duty-Specific Mandatory Training list below.

For AVS-specific Mandatory Training, see:

<https://intranet.faa.gov/faaemployees/org/linebusiness/avs/training/>

For ATO-specific Leadership & Professional Development Mandatory Training, see:

https://employees.faa.gov/org/linebusiness/ato/strategy_performance/administration_talent_management/leadership/mandatory_training/

See below for information about manager level definitions and training requirement waivers (modifications) for managers.

FAA Mandatory Training

- ↓ All FAA Employees
- ↓ All FAA Managers
- ↓ FAA New Managers
- ↓ FAA Middle Managers
- ↓ FAA Senior Managers
- ↓ FAA Executives
- ↓ Duty-Specific

All FAA Employees

Course Name and ID	Type & Length	How Often?	Due Date	Comments
ASH SAVI FY12 (FAA30200201) Contractor access via alternate website: https://ash.savi.faa.gov/login.asp	Online/ 1 hr	Annually	09/30/12	Pretest available. Assigned automatically in eLMS. POC: Mark Riddle, ASH
DOT Information System Security LOB Awareness Training (DOT-S60-00004) Contractor access via alternate website: https://sat.dot.gov	Online/ 1.5 hrs	Annually	06/30/12	Assigned automatically in eLMS. Content is set by either GAO or OMB - not able to modify. This course satisfies FY12 Privacy 101 requirement.

				POC: Jeffrey Pound, DOT
FAA No FEAR Act and Whistleblower Protection Laws (FAA30200003)	Online/ 1 hr	Every 2 years	New employee within 90 days of coming onboard. All other employees by 11/23/12.	Assigned automatically in eLMS. POC: Gail Puckett, ACR
Federal Leadership on Reducing Text Messaging While Driving Training (DOT_NHTSA_00001)	Online/ 30 mins	Annually starting 01/13	09/30/12	Assigned automatically in eLMS. POC: Amy Schick, DOT

All FAA Managers

Course Name and ID	Type & Length	How Often?	Due Date	Comments
Accountability Board Training <i>Select one:</i> Accountability Board Training FY12 (FAA30200134) SST - Accountability Board Training for Managers FY12 (FAA30200174) The Interface Between LR/ER principles and AB Investigations FY12 (FAA30200352) Accountability Board Training (FAA30200177)	Online or Classroom	Annually	09/30/12	Managers must select 1 of 4 items and add it to their To-Do list and must complete that item. POC: Andrew Robinson
Briefing for Managers on Prohibited Personnel Practices and Whistleblower Protection Act (FAA30200042)	Online/1 hr	Every 3 years	12/31/12	Assigned automatically in eLMS. POC: Quentin Barrett, AHL
Continuing Management Education (CME) Credit <i>All FAA managers must complete a minimum of 40 hours of management training every 3 years.</i>	Online or Classroom	Every 3 years	Ongoing	POC: Michael Bergan, AHD
Veteran Employment Training for Federal Hiring Manager (FAA30200801)	Online/ 30 mins	Annual starting in 2013	09/30/13	Assigned automatically in eLMS. POC: Austin Lewis

FAA New Managers (and Acting Managers with a minimum term of 6 months)

Course Name and ID	Type & Length	How Often?	Due Date	Comments
Precourse for Frontline Managers and Leaders 2: Revised (FAA-Precourse for FMC 2: Revised)	Online/ 2-3 hrs	One time	Within 3 months of becoming manager	Assigned automatically in eLMS. POC: Phil Graham, AHD
Frontline Manager Course-Phase 2: Managing for Results (FMC2) (FAA01288)	Classroom/ 56 hrs	One time	Within 6 months of becoming manager	Training Coordinator registers student in eLMS. POC: Phil Graham, AHD
Precourse for Frontline Managers and Leaders 3 (FAA-Precourse for FMC 3)	Online/ 6 hrs	One time	Within 9 months of completing FMC 2	Assigned automatically in eLMS. POC: Phil Graham, AHD
Frontline Managers Course 3 (FMC-3) (FAA01292)	Classroom/ 32 hrs	One time	Between 12 and 18 months after becoming manager	Training Coordinator registers student in eLMS. POC: Phil Graham, AHD
DOT Drug and Alcohol Awareness Training (FAA00554)	Online/ 2 hrs	One time	Within 12 months of becoming manager	Assigned automatically in eLMS. POC: Phil Graham, AHD
Drug and Alcohol-Free Departmental Workshop (FAA30200695)	Online/ 20 mins	One time	Within 12 months of becoming manager	Assigned automatically in eLMS. Taken in conjunction with FAA00554 as it discusses the current changes to policy. POC: Philip Herbert

FAA Middle Managers

Course Name and ID	Type & Length	How Often?	Due Date	Comments
Middle Managers Course (MMC) (FAA01291)	Classroom/ 36 hours	One time	Within 12 months of becoming middle manager	Training Coordinator registers student in eLMS. POC: Phil Graham, AHD

FAA Senior Managers

Course Name and ID	Type & Length	How Often?	Due Date	Comments
<i>Select one:</i> Decision-Making for Senior Managers (DSM) (FAA01200028) Policy Dynamics for Senior Managers (FAA30200067)	Classroom/ 36 hours	One time	Within 12 months of becoming senior manager	Within 12 months of becoming senior manager POC: Joseph Kools, AHD

FAA Executives

Course Name and ID	Type & Length	How Often?	Due Date	Comments
Forum for Executive Excellence (FAA01289)	Classroom/ 20 hours	One time	Within 12 months of becoming executive	POC: Sarah Radcliff, AHP

Duty-Specific

Course Name and ID	Audience	Type & Length	How Often?	Due Date	Comments
New Entrant Ethics Training (FAA30200431)	New Confidential 450 and Public 278 Filers, and required employees	Online	One time	60 days after training is assigned in eLMS	Assigned automatically in eLMS. POC: Lisa Baccus, AGC
Annual Confidential Financial Disclosure Filer Ethics Training (FAA30200432)	Confidential 450 and Public 278 Filers and required employees	Online	Annually	12/31/12	Assigned automatically in eLMS. POC: Lisa Baccus, AGC
Appropriations Law Seminar (FAA05727)	FAA Fund Certifiers	Classroom/ 24 hours	One time	As required	Self registration in eLMS. POC: Valerie Alexander or Serap Fern, AAP
Appropriations Law Seminar – Refresher (FAA30200142)	FAA Fund Certifiers	Classroom/ 8 hours	Every 2 years	As required	Self registration in eLMS. POC: Valerie Alexander or Serap Fern, AAP
Using the Purchase Card in the FAA (FAA60004233)	New Purchase Cardholders	Classroom/ 16 hours	One time	Within 9 months of receiving the purchase	POC: Valerie Alexander or Serap Fern, AAP

				card	
FAA Purchase Card Course (FAA60004975)	All FAA Purchase Cardholders and Approving Officials	Online/1hr	Every 2 years	Next Due Date is September 30, 2013	Assigned automatically in eLMS. POC: Jeffrey Baker, AAP
Telework 101 for Employees (telecommuting) OPM-LEARNER-00001	All FAA Telework Employees	Online	One time	Prior to telework approval or renewal	Online at: eLMS POC: Danielle Medina
Telework 101 for Managers (telecommuting) OPM-LEARNER-00002	All FAA Managers with telework eligible Employees	Online	One time	Prior to approving telework for staff	Online at: eLMS POC: Danielle Medina
Travel Charge Card Training (FAA30200114)	All Travel Cardholders	Online/1 hr	Every 3 years	Prior to receipt of card; refresher training every 3 years	Online at: eLMS POC: Joe Hodge, AFR
Safeguarding Classified Information within the FAA (FAA30200374)	FAA employees assigned FAA Position Sensitivity Level 2, 3, or 4	Online/1 hr	Initially within 90 days of course assignment, then annually	Annually 1 year from previous completion date	Pretest available. Assigned automatically in eLMS. For more information, click here . POC: Mark Riddle, ASH

Manager level definitions:

Front Line Managers provide first level supervision to subordinate employees and manage the activities of one operating unit, project, or program area. Front Line Managers report to Middle or Senior Managers. **Middle Managers** provide second level supervision to subordinate employees and manage the activities of several operating units, projects, or program areas. Middle Managers report to Senior Managers or, in highly vertical organizations, other Middle Managers. **Senior Managers** in addition to providing first and/or second level supervision, manage a major office, facility or national program. Senior Managers report to an Executive or, in a large organization, an Executive's deputy.

Modification of mandatory training requirements for managers:

Mandatory training requirements may be modified for newly appointed managers who have substantial prior management experience. Recommendations for modified training programs must be forwarded to the Office of Corporate Learning and Development (AHD) for approval within one month after appointment