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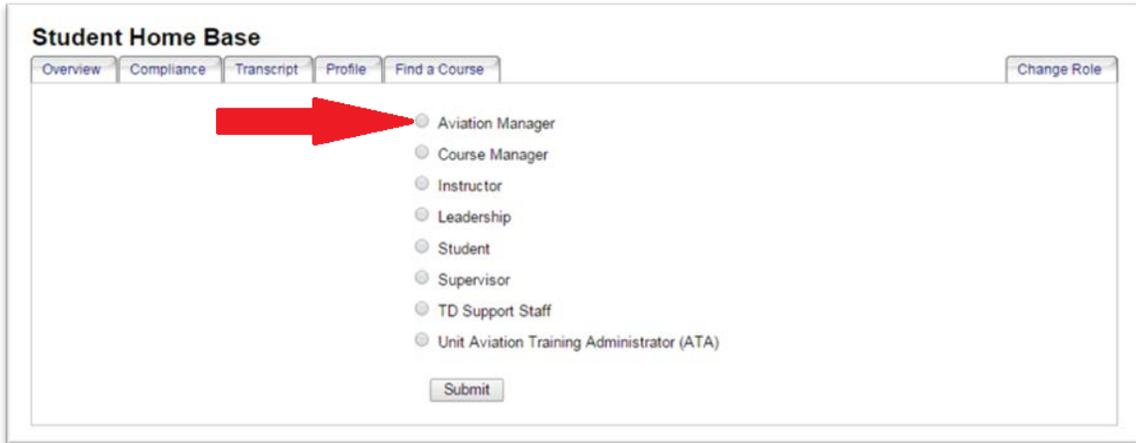
Note: If you are assigned the "Aviation Manager" role for more than one unit, you will be asked to choose the unit you want to manage after selecting the "Aviation Manager" role. (Figure 2)

Figure 2
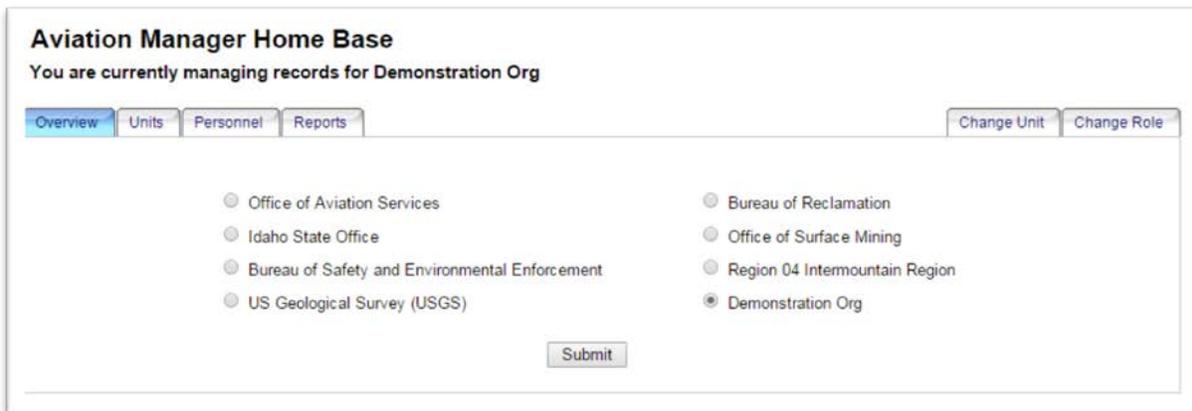
3. **Aviation Manager Home Base**: The following tabs are available:

Overview	Units	Personnel	Reports	Change Unit (If assigned multiple units)	Change Role

The default tab is "Overview" (Figure 3).

Figure 3
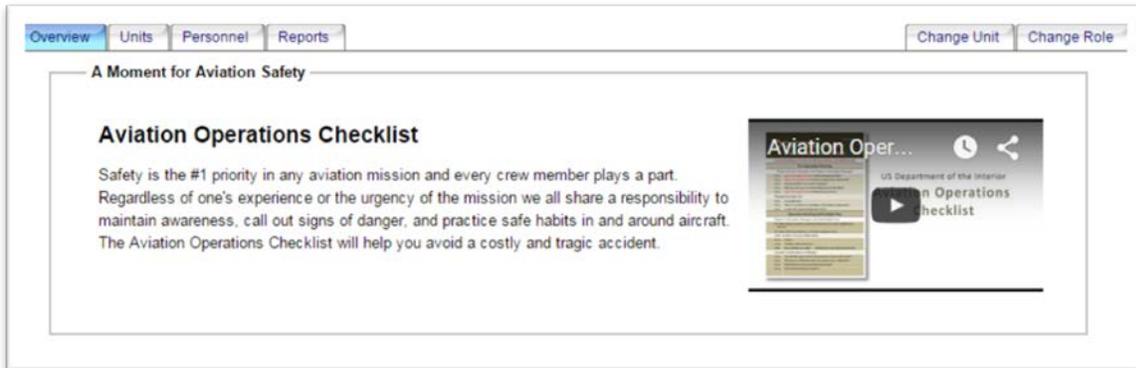
4. **"Units" tab:** On this tab you can view an aggregate report on aviation training compliance by your organization. To start, click on "Run Report" (Figure 4).

Figure 4
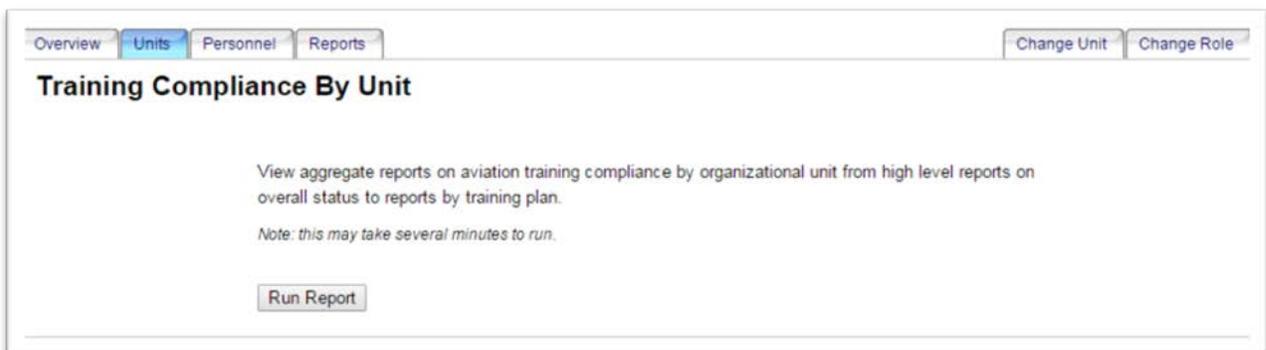
Once the report is generated, information regarding the organization is displayed (Figure 5).

Figure 5

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

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

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

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

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: Unit Name/Code:

Last Name:

Email Address:

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

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

Figure 11

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

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. We look forward to hearing from you (Figure 12).

Figure 13

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