REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER N1-237-09-18

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

Date received 9/2/2009

1 FROM (Agency or establishment) Federal Aviation Administration (FAA)	**NOTIFICATION TO AGENCY**
2 MAJOR SUBDIVISION Office of Aviation Safety (AVS)	In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10
MINOR SUBDIVISION Flight Standards Service, FS Training Division, AFS-500	

4. NAME OF PERSON WITH WHOM TO CONFER Jay Chandler D. Janet Stewart-Phillips	5 TELEPHONE NUMBER 703-487-3920 202 267-3360	DATE 05 March 2010	ARCHIVIST OF THE UNITED STATES

6 AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___4___ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

x is not required   ☐ is attached, or   ☐ has been requested

DATE 9/2/09	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE FAA RECORDS OFFICER

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	**Flight Standards Training Needs Assessment (FSTNA) (8000.6)** FSTNA supports the Office of Aviation Safety (AVS) line of business in the FAA. The purpose of the Training Needs Assessment System (TNA) is to identify Flight Standards training needs for current and future fiscal years. The process is used, not only to systematically identify training needs, but to provide Flight Standards personnel throughout the organization with a sound basis for justifying and supporting their training requests. Information from this system is manually entered into the Learning Management System (e-LMS) when individual staff enrolls in specific training courses. TNA contains information from eLMS including training data, catalog, history of employee training, and current employee training schedule for AVS employees.	New Item	

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	TNA organizes this data in a way that allows employees to track current training that has been scheduled for them in the eLMS system, and also to identify future training opportunities in the eLMS course catalog for classes they need. There are also additional functions in TNA that allow employees to identify situations where they may beneficially swap training events that have been scheduled in the eLMS system, between themselves. TNA receives personnel data from the ARC Business/Historical Analysis Repository – the ARC "B/HAR" – that defines its AVS user community. It contains historical training records for all AVS employees. These training records date back 9 years to the system when it was based on the old Consolidated Personnel Management Information System (CPMIS). The information in this system is not intended to replace the official training records maintained by the FAA Academy which are scheduled under a different authority. Disposition: Temporary. Destroy when superseded or obsolete, but may not be maintained longer than 5 years after the employee separates from the FAA.	