				
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		
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10		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				
. NAME OF PERSON WITH WHOM TO CONFER Jay Chandler D. Janet Stewart-Phillips 5 TELEPHONE NUMBER 703-487-3920 202 267-3360		TOTALE AND COLOR A LOW		
opposed for disposal on the attache er the retention periods specific of Title 8 of the GAO Manual for x is not required	ed4 page(s) are not needed, and that written concurrence or Guidance of Federal Agencies,	ed now for the buse from the Gen	usiness for t neral Accou	this agency or will not be inting Office, under the
9 Patura	Mayor	FAI	4-KEC	CASS OFFICE
8 DESCRIPTION OF ITEM A	ND PROPOSED DISPOSITION	SUPERSED	ED JOB	10 ACTION TAKEN (NARA USE ONLY)
Flight Standards Trainin (FSTNA) (8000.6)	ng Needs Assessment	New Item		
System (TNA) is to identificate needs for current and future is used, not only to system needs, but to provide Flighthroughout the organization justifying and supporting the Information from this system. The Learning Management individual staff enrolls in straining data, catalog, history	fy Flight Standards training re fiscal years. The process natically identify training nt Standards personnel on with a sound basis for their training requests. The manually entered into a System (e-LMS) when specific training courses. I from eLMS including ory of employee training,			
	DNAL ARCHIVES & RECORDS ADELPHI ROAD COLLEGE PARTY or establishment) al Aviation Administration (F. BDIVISION e of Aviation Safety (AVS) SION Flight Standards Services 500 RSON WITH WHOM TO CONFER andler et Stewart-Phillips CERTIFICATION ertify that I am authorized to accept the retention periods specific of Title 8 of the GAO Manual for X is not required 8 DESCRIPTION OF ITEM A Flight Standards Training (FSTNA) (8000.6) FSTNA supports the Official line of business in the FAZ The purpose of the Training System (TNA) is to identify needs for current and future is used, not only to system needs, but to provide Flight throughout the organization justifying and supporting the Learning Management individual staff enrolls in standard current employee training data, catalog, histogrand current employee training data, catalog, histogrand current employee training data, catalog, histogrand supported that the current employee training data, catalog, histogrand current employee training data.	DNAL ARCHIVES & RECORDS ADMINISTRATION ADELPHI ROAD COLLEGE PARK, MD 20740-6001 They or establishment) al Aviation Administration (FAA) SDIVISION The of Aviation Safety (AVS) SION Flight Standards Service, FS Training Division, 500 RESON WITH WHOM TO CONFER andler TO3-487-3920 202 267-3360 CERTIFICATION The of this agency in matters per the retention periods specified, and that written concurrence of Title 8 of the GAO Manual for Guidance of Federal Agencies, x is not required B DESCRIPTION OF ITEM AND PROPOSED DISPOSITION 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	Date received Date r	DATE ARCHIVIST ONAL ARCHIVES & RECORDS ADMINISTRATION ADELPHI ROAD COLLEGE PARK, MD 20740-6001 TOLEY OF SEABISHMENT) al A Vaiation Administration (FAA) DIVISION Toley of Stablishment) al A Vaiation Safety (AVS) SION Flight Standards Service, FS Training Division, 500 RESON WITH WHOM TO CONFER 703-487-3920 202 267-3360 CERTIFICATION Partify that 1 am authorized to act for this agency in matters pertaining to the disposition of posed for disposal on the attached 4 page(s) are not needed now for the business for it referent periods specified, and that written concurrence from the General Accord of Title 8 of the GAO Manual for Guidance of Federal Agencies. X IS NOT REQUIRED FAGENCY REPRESENTATIVE 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 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

Job Number

Page

NI-237-09-18

2 of # 2

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION
	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.	