learnATF

# REFERENCE GUIDE

2007

learn ATF

# TABLE OF CONTENTS

# 1.0 TIPS FOR SUCCESS

The tips below will help you navigate learnATF and get more out of the system.

## 1.1 How do I navigate learnATF?

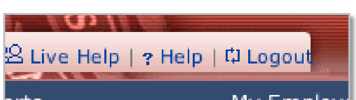
The main navigation in learnATF is done through the main and submenus. The main menu consists of the links in the blue bar just below the learnATF logo and include such choices as Personal, Learning, Career, Catalog and Reports. Sub-menu links appear just below the blue bar and change depending on what option you click on in the main menu.


To navigate to a learnATF page, first select the appropriate main menu item, and then select the link to the page in the sub-menu by clicking on it. You can view sub-menu links by pointing to its associated item on the main menu.

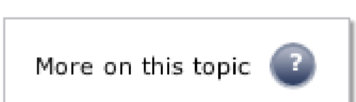
When working in learnATF never use the Back button in your browser. Instead, always use the Back link in learnATF or navigate using the menus.

## 1.2 How do I get help in learnATF?

There are three help links available for your use. The Help link in the banner displays a comprehensive, searchable help with links to an index and glossary.




Every page also has page-specific help labeled "More on this topic." This link provides help specifically for the page you are currently viewing



1.3 During normal business hours you may also chat with a live person who can help you with using learnATF by clicking on the Live Help link header.


## 1.4 General Tips

The following icons are commonly used in learnATF.

- *The Expand Icon* ▶
  When the expand icon appears next to an item, you can view more information about the associated object by clicking the icon.
- *The Collapse Icon* ▼
  When the collapse icon appears, you can minimize the details of the associated object by clicking the icon.
- *The Alert Icon* !
  The alert icon draws attention to events that require your attention. The Alert Icon is often used to indicate overdue items.

## 1.5 Where Can I Go for More Information?

See the learnATF Users Manual for more detailed information on the topics covered in this guide.



# 2.0 ACCESSING LEARNATF

## 2.1 How do I login to the site?

- Select the learnATF icon on your desktop or launch your Internet browser and go to www.learnatf.gov.
- Enter your User ID (i.e. your ATF Network ID) and your learnATF password. Your password is case-sensitive.
- Click Login and then click Accept at the prompt.

*The first time you login you will be prompted to establish a security question and answer that can be used later to initiate password resets.*

## 2.2 What if I forget my password?

- Select the Click Here link which is located in the "What if I forget my password?" section.
- Enter your User ID (i.e. your ATF Network ID) and click Submit.
- Enter the answer to your security question and click Submit. A temporary password will be emailed to you that will allow you to reset your learnATF password.
- If your account has been locked due to three consecutive failed login attempts, contact the learnATF Help Desk at 1-877-875-3723.

## 2.3 How do I change my login password?

- Click Personal from the main menu and Profile from the sub-menu.
- Under Employment & Account Information, scroll down to the Password field and click on the Password link.
- Enter your old and new passwords in the designated fields and click Apply Changes.

*Changes to other information found in the Employment & Account Information or Contact Information sections can only be made in HRConnect.*

# 3.0 BROWSING OR SEARCHING THE CATALOG

## 3.1 How do I search the catalog for an item?

- Use the Search Catalog box at the top of every page.
- For more search options, click Catalog from the main menu and then click Browse Catalog, Calendar of Offerings, Simple Catalog Search, or Advanced Catalog Search from the sub-menu.

### 3.1.1 Browse Catalog

- Select your subject area of interest from the Subject Area menu in the left-hand column. If there is an expand icon (▶) next to a Subject Area, that subject has one or more subject areas beneath it. Click the expand icon (▶) to see the additional subject areas. The subject areas are listed in alphabetical order and display the number of items in each topic next to the topic name.
- Items for the selected subject area appear in the right-hand Items column and may span multiple pages. Use the scroll bar to view all items.
- Click the Title to see the Item Details screen for each item. To return to the list of items for further browsing, use the Back link at the top left-hand side of the page.

### 3.1.2 Calendar of Offerings

The Calendar of Offerings page lists all scheduled offerings in a calendar view.

- Use the view icons to change from Month, Week, or Day view. The navigation options allow you to select different timeframes to display.
- To limit the number of scheduled offerings, click the Calendar Search link to limit the calendar display to a Specific Title, Description, Subject Area, and more.
- Customize your calendar view by clicking the Calendar Options link.

> *Not all offerings shown in the Catalog and Calendar of Offerings allow self-registration.*

### 3.1.3 Simple Catalog Search

- Enter a keyword to search the title and description fields of items.
- Select one or more of the item types: Curricula, Instructor-Led, Online, Blended, or Other to refine the search and click Search to see the results.



> *To further limit your search, select Exact Phrase to see only items which contain the exact phrase that you entered in the title or description fields.*

### 3.1.4 Advanced Catalog Search

- Enter information into any or all of the search fields. You can further refine your search using the available Search Options.
- When searching for scheduled offerings, uncheck the box to Show Only Offerings in my Region to broaden the search results.
- Specify the item types and click Search.

## 3.2 How do I get details about an item in the catalog?

- From the Search Results screen, click the name of the item under the Title heading. This displays the Item Details screen.

> *If there is an expand icon ( ) to the left of the item title, there are one or more scheduled offerings currently available for it. Select the expand icon to view start dates and locations for available scheduled offerings.*

## 3.3 How do I show interest in an instructor-led item?

- Search or browse the Catalog to locate the desired item.
- From the Search Results page, click Request Schedule in the Action column next to the title of the desired item. If necessary, scroll to the top of the page.

> *Request Schedule will only appear if the item has no available offerings currently scheduled.*
>
> *Enter a date in the Need By field.*

- Enter relevant comments in the Comments field and click Request.
- The requested item will be added to your Learning Plan. You will still need to register for a scheduled offering of the item when it becomes available. See 4.3.

### 3.4 How do I add an item to my Learning Plan?

- Search or browse the Catalog to locate the desired item.
- From the Search Results page, click Add to Learning Plan in the Action column.
- If it is an online item, read the Online Training Policy notice and click Acknowledge.
- The requested item will be added to your Learning Plan.



# 4.0 ACCESSING YOUR LEARNING PLAN

Your Learning Plan is a list of items you have selected or been assigned to complete. It is your "To Do" list.

### 4.1 How do I access my Learning Plan?

- Select Learning from the main menu. The Learning Plan is the default page of the Learning tab.

> *You can also go directly to your Learning Plan by selecting the Learning Plan link on the Home page.*

### 4.2 How do I navigate my Learning Plan?

- If you have more items than one screen allows (default 10 and maximum of 25), click on a Page Number, Previous, or Next below the Status column to view items that are listed on other pages.
- You can view items that are coming due by using the Required By drop-down menu. You can view all items or items coming due in the next 30, 60, or 90 days.
- You also can sort items on your Learning Plan by clicking the Item Title, Type or Required By column headers.

### 4.3 How do I register for a scheduled offering from my Learning Plan?

- In the Action column next to the item you wish to register for, click Offering Details.

> *If an item on your Learning Plan does not have any upcoming scheduled offerings, Request Schedule will appear in place of Offering Details. To be added to a list of users who have expressed interest in the item, click Request Schedule. Enter the date by which you need the training in the Need By Date field, provide comments, and click Request.*

- Locate the Scheduled Offering with the date, time, and location that meet your needs and click Register in the Action column.

*If there are no seats available, Waitlist will appear in place of Register. This places your name on a list of employees to be added to the Scheduled Offering if space becomes available.*

- If the item requires approval, a warning page appears informing you that the scheduled offering requires approval. Click Yes. You will be registered with a Pending status until your supervisors and any other approvers process your request.
- Enter comments if appropriate and click Confirm.
- To view the details of your registration, click View registration from the Action column next to the item on your Learning Plan.

### 4.4 How do I remove an item from my Learning Plan?

- In the Remove column of the item, click the trashcan icon.
- Click OK at the prompt to confirm the item removal.

*You can only remove items you have added to your Learning Plan. You cannot remove an item that has been assigned to you or one for which you have an active registration request.*

### 4.5 Are all of the items that I need to complete on my Learning Plan?

Not necessarily. Some curricula contain Requirements that allow you to select from a pool of items to fulfill a training need. These items are not visible on your Learning Plan until you choose the ones that you want to take and add them to your Learning Plan.

- To see Requirements in a curricula, go to the Curriculum Status page under the Learning option of the main menu.
- Click on the Curriculum Title.
- On the Curriculum Details page, check the Requirements section. If no Requirements exist for the curriculum (0 found) will appear next to the Requirements heading. If a Requirement does exist, this section will be automatically expanded and the Requirement shown.
- To view the items you can select from to fulfill the Requirement, click on the expand icon (▶) next to the Requirement name. You can then request, view available scheduled offerings or launch the desired item.



### 4.6 How do I launch online content from my Learning Plan?

- In the Action column for the item click Go to Content.
- If the item has only one content object, the course will launch automatically in a new window.
- Otherwise, the Online Content Structure page will appear. Select each object as appropriate by clicking on the title of the module or lesson.

*Do not close the Online Content Structure page while any course is open. If you do close the page, you will not get credit for any work within the online course.*

*If a Security Warning appears when opening an online item, click Run to load the files necessary to view the content. The course will not work if you don't click run.*

# 5.0 ENTERING EXTERNAL TRAINING REQUESTS (SF-182)

Any training of more than one hour in length taken outside of the Bureau, regardless of cost or funding program, requires the submission and approval of an External Training Request (SF-182).However, if the training is an ATF-sponsored event, this form should not be used and registration should be done through the learnATF Catalog and Learning Plan.

## 5.1 How do I enter and submit a new External Training Request?

- Select Learning from the main menu and External Requests (SF-182) from the sub-menu.
- Click New Request. The Request, Authorization, Agreement & Certification of Training form opens.
- Fields that are not grayed out and contain a text box can be filled in or edited.
- Any field marked with a red asterisk must be entered.
- Pay special attention to the following fields:

***B.1a.*** *– Vendor, select the appropriate Vendor from the drop-down menu. Select Other if the vendor is not listed. If an address is on file, learnATF will automatically fill in the address fields. If not, complete the vendor address information. You also may change an address that pre-fills if it is incorrect.*

***B.1b.*** *– If the location of the training is the same as the primary address for the vendor, select the checkbox to indicate this. Otherwise complete the fields in this section.*

***B.3. & B.4.*** *– Training Start and End Dates, note that the dates entered must be in the future. You cannot enter an External Training Request for a past event. If you have this need, please contact your Training Coordinator.*



***B.11. & B.12. & B.13.*** *– Enter the number of credit hours the training will qualify you to receive in field B.12. If the organization conducting the training does not grant credit hours, enter 0 in B.12 and select 05. Not Applicable in B.11 and 04. Not Applicable in B.13.*

***C.1. & C.2. & C.3.*** *– Costs, You must provide cost amounts for your request. If there is no cost, you enter zero in the appropriate boxes.*

***C.6.*** *– Billing Instructions, You must indicate if your request will be covered by division Out-Bureau funds, program funds or by the Office of Training and Professional Development as part of a Continuing Education program (e.g. Certified Fire Investigator, ATF Medic, or SES Candidate). If funding will be provided by TPD, include the name of the specific training program.*

- After completing the required information, review your entries and click Submit.
- You must read and agree to the External Training Request Acknowledgement. Select the I Agree checkbox. Click Submit to finalize your request.

*Do not register for external training until you receive final confirmation that you request has been approved.*

## 5.2 How do I review the status of my SF-182?

- Select Learning from the main menu and External Requests (SF-182) from the sub-menu.
- The status of your request is listed in the Status column. The Pending Approval Actions column displays where in the process your request is by indicating the next level of required approval.

*If the status remains Pending for an extended period of time or if you do not have approval as the training date approaches, contact your Training Coordinator.*

## 5.3 How do I withdraw a Pending External Training Request?

If your request has not yet been approved, you may cancel the request.

- From the External Requests (SF-182) page, locate the request you wish to cancel and click Withdraw in the Action column. A prompt will appear asking you to confirm that you wish to withdraw the request. Click Yes. The status of the request will change from Pending to Withdrawn.

## 5.4 How do I change a pending request?

You cannot edit a submitted request or withdraw an approved request through learnATF. Your Training Coordinator can change some information on a pending request for you. However, if you need to change the training title, dates, or cost for a pending request that already has passed one or more approval levels, you will have to submit a new request and withdraw the original request.

## 5.5 How do I withdraw an approved request?

If a request has been through all the levels of approval and must be cancelled, your Training Coordinator can cancel the request with the approval of your first-line supervisor.

## 5.6 How do I verify my participation in a training event?

Upon your return from training, you must verify your participation by completing the Verification form. If you do not verify your attendance within ten days of the end date of the training, you will be sent an e-mail reminder to complete the verification. The external training does not appear on your Learning History until you complete the verification and it has been validated by your first-line supervisor in learnATF. Verification of an event for a request with a start date in the future is not allowed.

- Select Learning from the main menu and External Requests (SF-182) from the sub-menu.
- Click Verify in the Action column of the request.
- Complete the Verification form and click Submit. Any field marked with a red asterisk must be entered. Update any estimated cost data with actual costs incurred.

> *This is the last chance the information for this request can be changed so make sure what is entered is correct.*

- On the Approval Submission page, click Submit. A page will appear indicating that your first-line supervisor must validate the information entered. Click Submit again.
- When your first-line supervisor has approved the verification, the request status will change to Verified on the External Requests (SF-182) page and the event will be added to your Learning History.



## 5.7 How do I print an External Training Request?

- On the External Requests (SF-182) page, locate the request you wish to print.
- Click the Request ID.
- Click the expand icon for View Actual Request.
- Click the Printable Version link. The SF-182 form opens in a new window.
- Click Print this request, select the appropriate printer in the Print dialog, and click Print.

# 6.0 VIEWING YOUR CURRENT REGISTRATIONS

**6.1 How do I access my Current Registrations for Internal Training?**

- Select Learning from the main menu and Current Registrations from the sub-menu.
- If you would prefer to see your registrations in the form of a calendar, select Learning Calendar from the Learning sub-menu.

> *External Training will not appear under Current Registrations. To view your external training registrations, see the External Requests (SF-182) page.*

**6.2 How do I view details for scheduled offerings I have requested or been approved to attend?**

- Select Learning from the main menu and Current Registrations from the sub-menu.
- Click the Title of the scheduled offering to view its details.

> *You can also view the registration by clicking View registration in the Action column of an item on your Learning Plan.*



# 7.0 VIEWING YOUR CURRICULUM STATUS

**7.1 How do I access my Curriculum Status?**

- Select Learning from the main menu and Curriculum Status from the sub-menu.
- The Curriculum Status section of the Home page also displays any incomplete curricula you are assigned. Click the Go to Curriculum Status link from here to go to the Curriculum Status page.

**7.2 How do I view what training has been assigned to me as part of a curriculum?**

- Click the Title of a curriculum to view its details. If an expand icon appears you can click on it to see the Sub-Curricula in it as well.
- The Item Requirements section displays training that has already been added to your Learning Plan as part of the curriculum and the date you last completed it and/or the next date by which it is required. You can request, register of launch any of these items from this page.
- The Curriculum Requirements section displays requirements that must be met to complete the curriculum.

> *Some curricula contain Curriculum Requirements that allow you to select from a pool of items to complete a given curriculum. These items are not visible on your Learning Plan until you choose the items that best meet your needs and add them to your Learning Plan. You can choose these items from the Curriculum Status page.*

# 8.0 VIEWING YOUR LEARNING HISTORY

### 8.1 How do I access my Learning History?

- Select Learning from the main menu and Learning History from the sub-menu.
- The list of items that you have completed will appear along with the Completion Date and Status.
- You can sort your Learning History by Title or Completion Date by clicking on the column headers.
- If your Learning History has more than 10 events, you can view additional records by using the navigation at the bottom of the screen.

### 8.2 How do I view the details for a completed item or event?

- Click the Title of the completed event or activity to see the History Details. Selecting the item title again from the History Details displays additional information about the item itself.
- To return to the Learning History, select the Back link.

> *Remember not to use your browser's back button when working in learnATF.*

- To print a Certificate of Completion for an item, click Print Completion Certificate in the Action column of the item. The Certificate of Completion will launch as a PDF file in a new window.
- If you need to review online content from an item that is already in your Learning History, click Review Content in the Action column of the item. Progress in a course that you are reviewing from your Learning History is not tracked.



# 9.0 REPORTS

### 9.1 How do I run a report?

- Select Reports from the main menu to view a list of available reports.
- Click a Report Name to run it.
- Use the fields and report filters to format your report. It is recommended that your report be in HTML or PDF format to print, and in CSV format to export the information into another software application like Excel.
- Select Run Report.

> *When you have selected to save the report as a local file, Internet Explorer will most likely block the file and display a warning message at the top of the report window. Click the warning message and select Download File. From the File Download Dialog, select Save. Specify a location on a network drive and select Save.*

### 9.2 What reports do I need?

- The Learning History Report lists all the learning items and events you have completed during the date range specified on the Report Options page. If no date range is specified, all records will be included. The Learning History Report is often referred to as your transcript.
- The Learning Needs Report shows training requirements that are outstanding. The required completion dates for each item are also included. It can be sorted by item, curricula, assignment type or required by date. This report provides a simple way to review your training requirements.
- The My Plan Report offers a simple way to print your Individual Development Plan. In learnATF, Individual Development Plans are referred to as My Plan.

# 10.0 INDIVIDUAL DEVELOPMENT PLANS

Individual Development Plans (IDPs) will now be entered and managed through learnATF. This replaces the paper-based ATF F 6231.1. This shift allows you to manage your career goals, locate training, and track your progress throughout the year – all within learnATF. Every employee must have an active IDP in learnATF and these must be revised at least annually. Only your first-line supervisor must approve your IDP. You can make changes to your IDP at any time but changes to goals or activities will require resubmission for approval.

## 10.1 If I choose to not complete an IDP, what should I do?

- Since all ATF employees are required to have an active IDP you must complete an IDP that expresses your desire to not participate. Select Career from the main menu and My Plan from the sub-menu.

*learnATF refers to the IDP as "My Plan".*

- Click Create New Plan.
- On the Create My Plan page enter the plan details. Plan Title and Expiration Date are required. Enter Expiration Date as MM/DD/YYYY. Click Add.
- On the My Plans and Goals page click New Goal in the bottom left-hand side of the page.
- In the Goal Name field, type Decline. From the Section drop-down, select Decline to Enter an IDP and set the Target Date the same as the Plan Expiration Date. Click Finished.
- On the My Plans and Goals page, click Submit for Approval.

## 10.2 How do I create an Individual Development Plan (IDP)?

- Select Career from the main menu and My Plan from the sub menu.
- Click Create New Plan.
- Complete the Plan Information form and click Add.



## 10.3 How do I enter a goal into my IDP?

- On the My Plans and Goals page, click New Goal. If you are adding a goal to a plan you created in a previous session, click View Plan in the Action column next to the existing plan on the My Plans page to get to this page first.
- Complete the Goal Details form. Goal Name, Section and Target Date are required fields.
- If you wish to create another goal on the same plan, click Save and Add Another instead of Finished. Selecting this option will place the next goal created in the same section of your IDP as the one you just completed.
- After you have added all your goals, click Finished.

## 10.4 How do I add an activity from the learnATF catalog to my IDP?

- Select the expand icon (▶) to the left of the goal to which you wish to add the activity.
- Click the Add Activity button and click Search for Activity.
- Search for the activity by title or description using the Keywords field. Click Search.
- Place a checkmark in the Select column of the desired item and click Add.

*When you select an item from the catalog as an activity on your IDP, the item will be added to your Learning Plan after your first-line supervisor approves your plan.*

## 10.5 How do I add an activity to my IDP that is not in the learnATF catalog?

- Select the expand icon (▶) to the left of the goal to which you wish to add the activity.
- Click the Add Activity button and click Create New Activity.
- Enter the appropriate activity information, including Activity Name and Target Date values, and click Add.

### 10.6 How do I submit an IDP for approval?

- Click Submit for Approval on the My Plans and Goals page. If you are submitting a plan you created in a previous session, click View Plan in the Action column next to the existing plan on the My Plans page to get to this page first.
- When you have successfully submitted your IDP for approval, an alert will appear stating "This plan contains changes that have not been approved".

### 10.7 How do I update my progress towards a goal or activity on my plan?

- Activities that are Catalog items, are automatically updated when you complete them.
- For activities that are not in the Catalog, you may update the activity status manually.
- Select the expand icon (▶) next to the goal you wish to update. Then select the expand icon (▶) next to the appropriate activity.
- In the Current field enter a value that indicates your progress on the activity and click Update Activity Status. The Completed % field now displays the percent completed toward your goal. You and your supervisor also can enter Notes concerning your progress towards a goal or activity at any time.

### 10.8 What should I do if my supervisor requests changes to my IDP?

- If you receive an e-mail notification that your supervisor has rejected your IDP, check the notes provided by your supervisor by clicking Notes in the Action column of the corresponding plan.
- Make any requested changes to your IDP or if necessary, schedule a time to meet with your supervisor to discuss any outstanding issues you were not willing or able to resolve.
- Resubmit the plan for approval.



## 11.0 SUPERVISORY FUNCTIONS (SUPERVISORS ONLY)

### 11.1 How do I view employee training records and upcoming deadlines?

learnATF offers supervisors new features to manage employees' learning and development. These features allow you to review all your employees' learning needs in a single location.

The Dashboard provides a snapshot of your employee's training needs and due dates.

- To access the Dashboard, select My Employees from the main menu. The Dashboard is the default view.
- Select the type of deadline you wish to view using the Show drop-down menu: Learning (individual items that are coming due), Curricula (groups of items assigned as part of a single training requirement), or Goals (short and long term goals on the employee's IDP).
- Use the Due Date drop-down menu to specify the timeframe; Overdue, Next 30 days, or Next 60 days.
- The Organization Chart displays your employees and any of their subordinates in a graphical view. You can see learning, curricula, and goal statuses for your employees, as well as view detailed snapshots for each employee.
- To access the Organization Chart select My Employees from the main menu and Organization Chart from the sub-menu.
- You can simplify the view of your employees by deselecting the Show Status checkbox.
- To see a detailed snapshot of a particular employee's learning status, select the Snapshot Icon (ⓘ) in the block for the employee. A new screen will appear displaying an overview of the employee's status for items on their Learning Plan as well as items assigned to them as part of a curricula.
- You can view learnATF as your employee by clicking Go next to Learning Plan or Curricula. When viewing learnATF as one of your employees, the system displays a message directly below the menu that displays the employee's name. To return to your learnATF account, click the Return to Org Chart link in this box.

## 11.2 How do I approve or deny an employee's registration request?

When you have approvals pending in learnATF, you will receive an e-mail notifying you that an approval decision is needed. When you login to learnATF, an alert on your Home page will also warn you that you have approvals pending.

- To approve a request, click the alert on your Home page.
- The Pending Reviews and Approvals page lists all approvals that you need to take action on. Registration requests for items in the learnATF catalog are listed in the Internal Training section. If necessary, click the Expand Icon (▶) next to Internal Training.
- Locate the request. To view details about the request, click the Expand Icon (to see start/end dates, facility and employee comments for the request) or click the Title (for a description of the item and segment details for the scheduled offering). If necessary, use the Back link to return to the approvals page.
- Select Approve or Deny in the Action column and click Next.

> *You can approve or deny multiple requests at once by selecting the appropriate action for each request and clicking Next.*

- Provide any comments in the Approval Comments field and click Next.

> *If you are denying a request, you must provide comments in the Denial Reason field.*

- On the Confirm page, click Confirm. The employee(s) will receive e-mail notification of your action.
- At anytime you can view the Pending Reviews and Approvals page by selecting Personal from the main menu and Approvals from the sub-menu.

## 11.3 How do I run reports for my employees?

- Select Reports from the main menu to run available reports.
- Click a Report Name to run it.



- Use the fields and report filters to format your report. It is recommended that your report be in HTML or PDF format to print, and in CSV format to export the information into another software application like Excel.
- Next to User, select either Self (you), Direct Subordinates (your direct reports), All Subordinates (everyone in your chain of command) or All (you and everyone in your chain of command).
- Click Run Report. The report launches in a new window.

> *When you have selected to save the report as a local file, Internet Explorer will most likely block the file and display a warning message at the top of the report window. Click the warning message and select Download File. From the File Download Dialog, select Save. Specify a location on a network drive and select Save.*

## 11.4 How do I add items to my employee's Learning Plan?

You can assign catalog items to your employees. Assignments can be optional, recommended or required by you as a supervisor. It is not necessary for you to assign mandatory training to your employees as this is done automatically through curricula.

- Select My Employees from the main menu and Learning Plans from the sub-menu.
- Select the Add Items and Curricula option and click Next.
- Find the users who need new items in their Learning Plans, and select the checkboxes next to the employee's name or click on the Select All link. More than one employee can be selected. You also may select any of your employee's subordinates by using the Expand Icon next to your direct report's name.
- Click Add Checked and then click Next.
- Conduct a simple catalog search for the item(s) to be added.
- Select the checkbox for the Items to add to the Users' Learning Plan and click the Add Checked button.
- If necessary, edit the Assignment Type and click Next.
- Enter or edit the Required Date for each item as necessary and click Finish.

## 11.5 How do I remove items from my employee's learning plan?

*You can only remove items that you or your employees have added to the Learning Plan.*

- Select My Employees from the main menu and Learning Plans from the sub-menu.
- Select the Remove Items option and click Next.
- Locate the appropriate user and place a checkmark in the Select User column or use the Select All link. Click Add Checked and then click Next.
- Conduct a simple catalog search for the item(s) to be removed from the Learning Plan.
- Select the checkbox for the items to remove from the Users' Learning Plan, click Add Checked and Next.
- Click Finish.

## 11.6 How do I approve and verify my employee's participation in an external training event?

When an employee who is your direct report submits an External Training Request (SF-182), learnATF will notify you through e-mail and an alert on your learnATF Home page.

- To approve a submitted SF-182, click the alert on your Home page.
- If necessary, click the Expand Icon (▶) next to External Training.
- Locate the appropriate request. To view details of the request, click the Expand Icon to view the start date, location and employee comments or click the Title to view the full External Training Request (SF-182) form. If necessary, use the Back link to return to the approvals page.
- Select Approve or Deny in the Action column and click Next.
- Provide any comments in the Approval Comments field and click Next.

*If you are denying a request, you must provide comments in the Denial Reason field.*

- On the Confirm page, click Confirm. The employee(s) will receive e-mail notification of your action.
- After employees attend external training events, they must verify their completions through learnATF. This verification must be validated by you as their first-line supervisor. learnATF will notify you via e-mail and an alert on your learnATF Home page when you have verification approvals pending.
- Follow the same process used for registration requests to approve your employees' verification of external training. Verifications will be distinguished from new requests in the Type column of the approval page. As part of the verification, the employee should have indicated whether they attended all sessions of the training; updated any training cost estimates with actual values and indicated if any credit hours were awarded.

*The external training event will not appear in your employees' Learning History until you have approved the verification.*

*If the employee is claiming credit hours for completion of the training, obtain a copy of the documentation from the training provider validating that credits have been awarded before approving the verification.*

## 11.7 How do I review my employees' IDPs?

When your employees submit IDPs for your review and approval, learnATF will notify you via e-mail and an alert on your learnATF Home page.

- Select the "You have Subordinate Plans that require Review and Approval" alert from your Home page.
- Find the IDP to be reviewed and click Review in the Action column next to the employee's name. You are taken to the employee's view of learnATF to review and approve the IDP.
- Click the Expand Icon next to the Goal Name to review the Details or Activities associated with the goal. Click the Expand Icon next to the Details header to see a description of the goal. Click the Expand Icon next to the Activities header to see the specific developmental activities the employee believes will help them achieve the goal. Activities have been selected from the Catalog or added free-form by the employee.

- If you wish to add notes to the IDP, click View/Add Notes in the Action column next to the applicable goal or activity, enter your comments in the Notes field and click Add. When finished, click the Back link at the top of the page. You can also add notes to the overall plan by clicking the View/Add Notes button to the left of the Approve and Reject buttons at the top of the page..
- When you are finished reviewing the plan, click Approve or Reject. Be sure to provide a clear reason in the Notes section if you are rejecting the plan and then click on Reject again. If you reject the plan, the employee can make changes to goals and activities and then resubmit it for your approval.
- To return to your learnATF account, click the Return to Org Chart link.

*When you take action on an employee's IDP, the employee will receive e-mail notification. If you have rejected a plan it is then up to them to review your notes, make changes to the plan and resubmit it for approval. Only first-line supervisors must now approve IDPs.*

*Once you have approved an IDP it will become active for the period specified on the plan. Any Catalog items on the approved plan will be added automatically to the employee's Learning Plan. You will receive an alert 30 days before any active plans for your employees are due to expire. You also will receive alerts if an employee adds, changes or removes any goals or activities on a plan you have approved.*



# NOTES

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We will: • Uphold the highest standards of excellence and integrity •Provide high quality service and promote strong external partnerships; •Develop a diverse, innovative, and well-trained work force to achieve our goals; and •Embrace learning and change in order to meet the challenges of the future. **Mission** The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) is a principal law enforcement agency within the United States Department of Justice dedicated to preventing terrorism, reducing violent crime, and protecting our Nation. The men and women of ATF perform the dual responsibilities of enforcing Federal criminal laws and regulating the firearms and explosives industries. We are committed to working directly, and through partnerships, to investigate and reduce crime involving firearms and explosives, acts of arson, and illegal trafficking of alcohol and tobacco products. **Vision** Working For A Safer and More Secure America... 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