



AIMROG & CANSO 2016



National Geospatial-Intelligence Agency Credentialing Program Briefing

Presented to: AIMROG & CANSO Regulators

By: Fred Calfior

Date: May 16, 2016



Topics

- Introduction
- Credentialing Policy
- Credential Ratings
- NGA Credentialing Structure
- Designations
- Roles and Responsibilities
- System Access

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What is Credentialing?

- The Credentialing Program was developed to **provide independent oversight of how personnel are trained and certified** to perform direct safety-related air traffic control services or certification on certifiable systems, sub-systems, and equipment in support of the National Airspace System, or the NAS.
- Credentialing is the program used by Air Traffic Safety Oversight to ensure **that operational personnel have the required knowledge, skills and abilities to perform their assigned functions**. The Credentialing Program identifies how to issue, amend, withdraw, and remove credentials.
- While technically not a license, a credential acts like a license in that **the holder is authorized to perform the duties as defined on the credential document**.

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Ratings

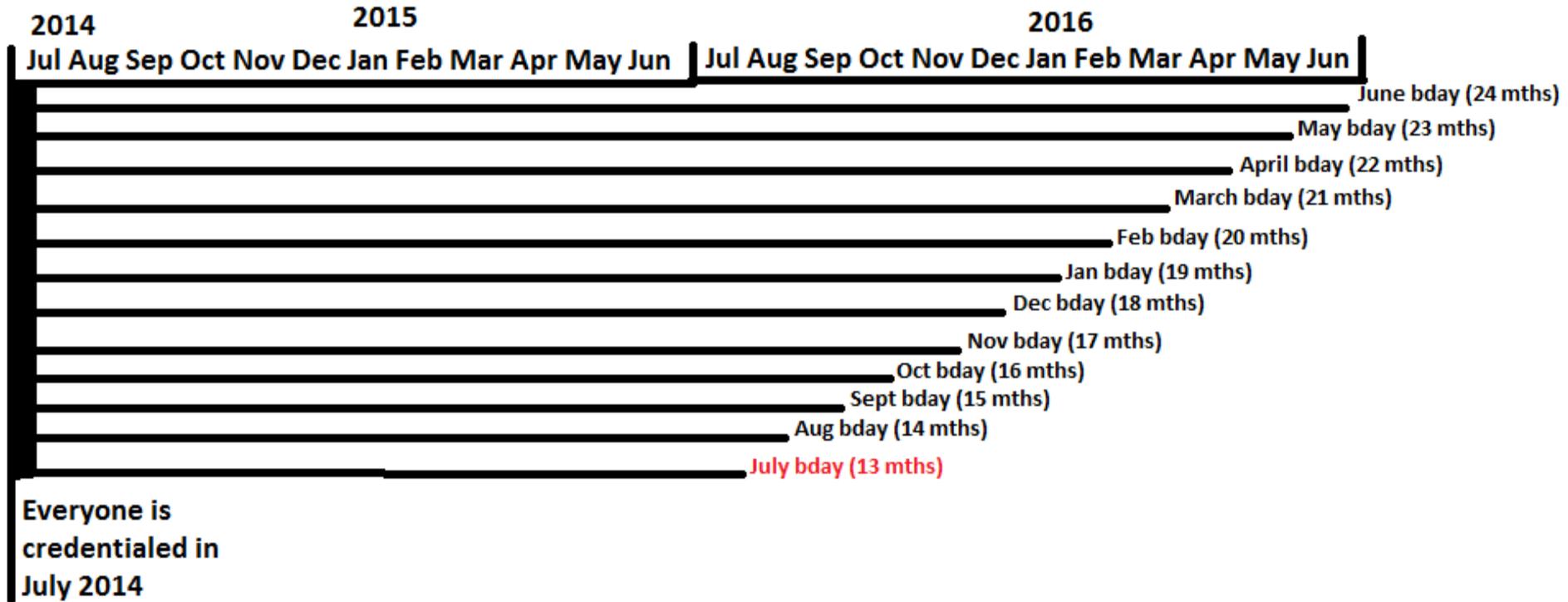
- Definition
 - An authorization on a Credential that indicates a person is eligible to perform as an Aeronautical Information Specialist. Ratings are required to be renewed every 24 months from the date of issuance (at the end of the birth month).
- NGA Ratings
 - Graphic Design
 - Aeronautical Information Publication Management
 - Aeronautical Information Processing
 - Digital Terminal Design
 - Procedure Design
 - Vertical Obstruction

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Aeronautical Information Specialist Credentialing System

Federal Aviation Administration ♦ National Geospatial Intelligence Agency

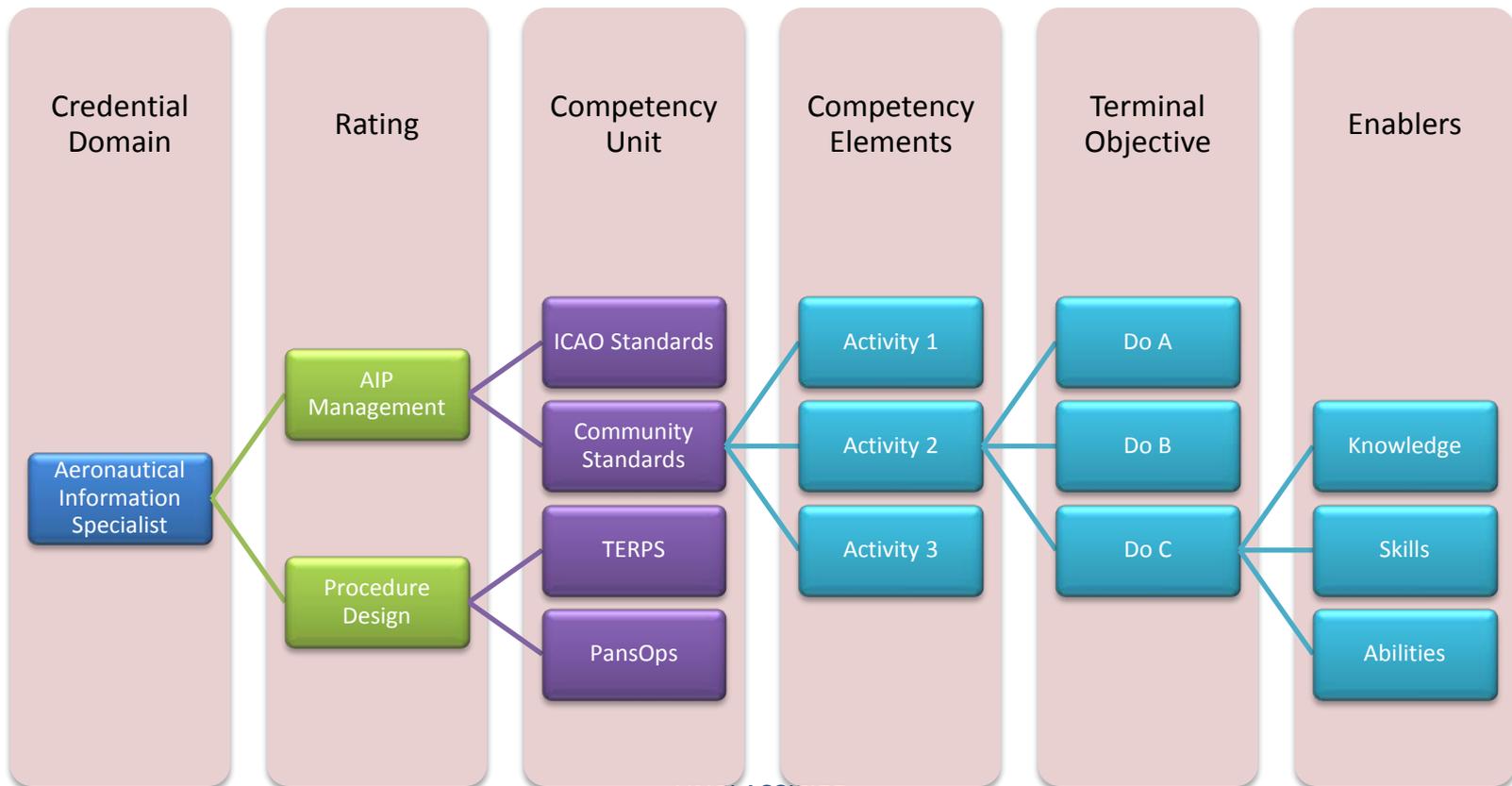


For this *initial credential*, a person with a July birthday will need to be re-certified in July of 2015, so as to not exceed the 24 month renewal period. The process will normalize after May 2016.

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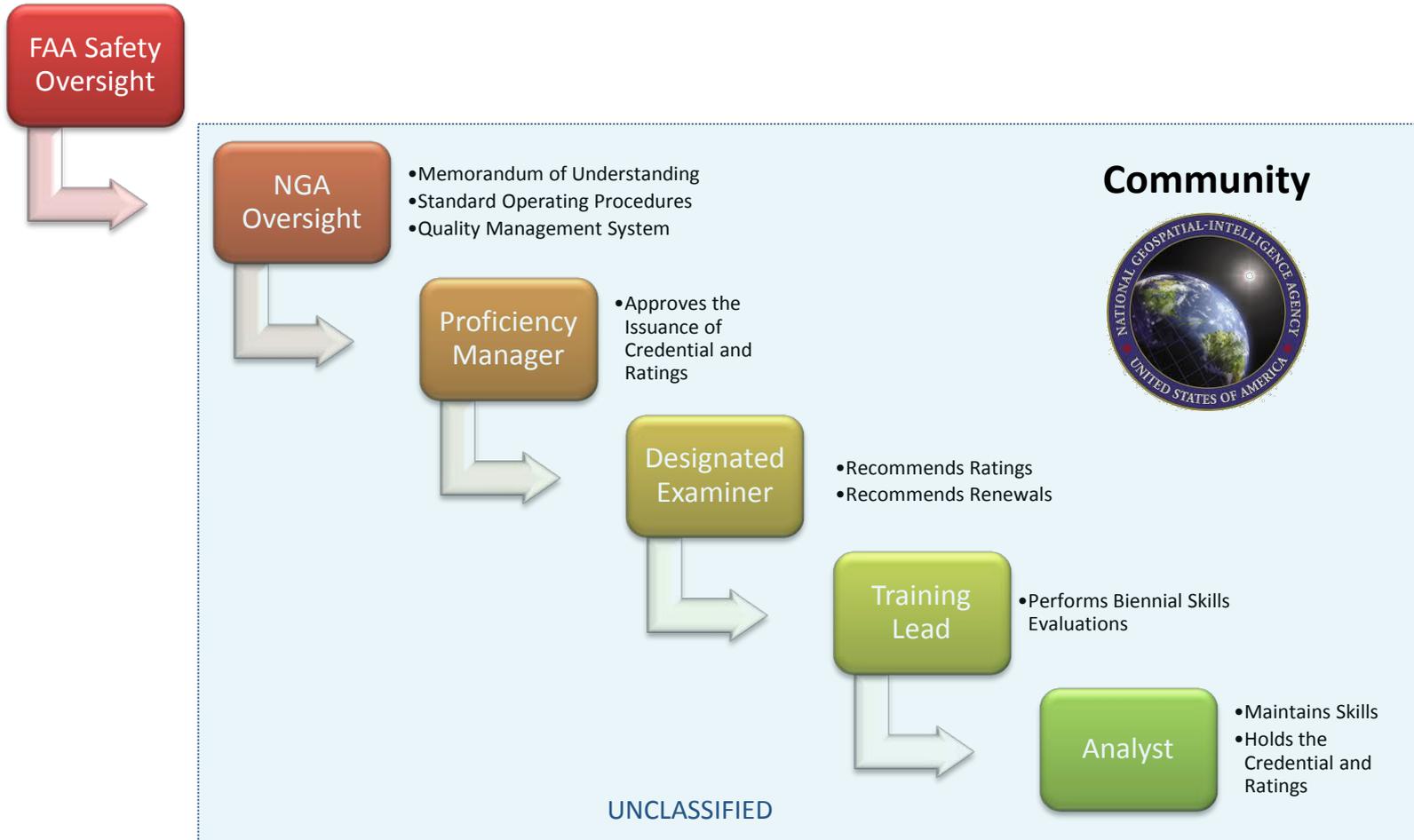


What makes up a Rating?



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What is the Structure?





Designations

An authorization that allows personnel to perform the duties of a Designated Examiner, Proficiency Manager, or Co-Proficiency Manager. These designations are only maintained while a person is assigned these specific duties.

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Designations/2

- **Proficiency Manager (PM) Designation:** An authorization that permits a credential holder to approve the issuance of Credentials, ratings, and designations. This designation denotes a managerial function. **DIVISION CHIEF**
- **Designated Examiner (DE) Designation:** An authorization that permits the holder to recommend the issuance of credentials and ratings. This designation denotes a managerial function. **BRANCH CHIEF**

- **Training Lead:** An individual appointed to perform skills evaluation.
- **System Manager:** An individual appointed to perform the administrative support functions, including designating PMs in the Credentialing System

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Roles and Responsibilities



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System Manager

- An individual appointed to perform the administrative support functions, including designating Proficiency Managers in the Credentialing System
- Ensure Proficiency Managers and Co-Proficiency Managers (PM/Co-PM) meet the requirements, have completed the training, and hold a Credential with the required designation for that function
- Coordinate program problem areas with FAA
- Process credential, designation, and/or rating removals or withdrawals

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Proficiency Manager

- Appoint Designated Examiners (DEs) in the Credentialing System
- Ensure DEs meet the requirements; have completed the training and certifications in accordance with NGA organizational regulations/ procedures/ instructions, skills evaluation standards, user guides, and other documents, and hold a Credential with the required designation for that function
- Ensure compliance with requirements of this SOP and the prompt and accurate processing of requests for Credentials
- Notify the appropriate NGA System Manager, within 30 days, when a DE is 1) no longer assigned the functions; 2) no longer qualified to perform the functions; or 3) have failed to comply with the responsibilities and duties on their credential

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Proficiency Manager/2

- Process requests for the removal of credentials, ratings, and designations
- Collect and destroy credentials from employees when no longer required
- Forward requests for System Viewers access to System Manager
 - Ensure only those with a valid need to know are selected. Notify the System Manager within 30 days when access is no longer required

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Proficiency Manager/3

Proficiency Manager Actions

Review & approve changes

[1] Click an arrow to select a Division (if more than one is listed):

Choose a Division

There are no items to show in this view of the "NGA Credentialing Authorities" list. To add a new item, click "New".

[2] Click on the selected individual's email address to review the and/or approve changes:

Office Email Credential Number Record Status

There are no items to show in this view of the "NGA AIS Credentials" list. To add a new item, click "New".

Manage DE designations

Click an existing email address to update a designation or select "Add new item" to designate a new DE

Designations

<input type="checkbox"/> Title	DE	DE_Branches
larry.hall@faa.gov	Yes	SFGA, SFGB, SFGC
melissa.wishy@faa.gov	Yes	SFAS, SFAP, SFE, SFEA

Add new item

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Proficiency Manager/4

NGA AIS Credentials - melissa.wishy@faa.gov

View

Edit Item Manage Alert Me Delete Item Close

Aeronautical Information Specialist Credentialing System
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Credential Change Approval (For use by Proficiency Managers)

Credential Type: Aeronautical Information Specialist		Credential ID: 140100109	
Record Status: Pending Approval			
Credential Holder: melissa.wishy@faa.gov <small>(email address)</small>		Birth Month: January	
Name to be Printed on Card:	First Name: Melissa	MI:	Organization Info: NGA STL/SF/L-27
	Last Name: Wishy	Suffix:	Division: SFG
	Preview of name as entered: Melissa Wishy		Branch: SFGD

Aeronautical Information Processing	Current Status & Expiration:	Effective Date:	
	Pending Status and Expiration Date (set by DE):	Active 1/31/2016	New Effective Date: 2014-04-18
		<input checked="" type="radio"/> Approved <input type="radio"/> Disapprove	

DE requesting change: <i>Larry Hall/AWA/FAA</i>	Date changed: <i>4/18/2014</i>	PM to review change: <i>Larry Hall/AWA/FAA</i>	Appr/Disappr by:	Appr/Disappr date:
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Notes



Designated Examiner

- Recommend individuals for Credentials and ratings to the PM, through the Credentialing System, upon successful completion of the skills evaluation
- Ensure recommended ratings are issued, and remain accountable
- Inform the individual of the certification/credential ratings approval upon notification that the recommendation has been approved by the PM/Co-PM
- Select individuals to be Training Leads (TLs)
- Ensure TLs meet the requirements, have completed the training and certifications in accordance with NGA organizational regulations/procedures/instructions, skills evaluation standards, user guides, and other documents, and hold a Credential with the required rating for that function
- Ensure credentialed employees comply with requirements of this SOP

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Designated Examiner/2



DE Actions

[1] To edit an existing record, click the arrow next to the individual's branch:

Click an arrow to choose a Branch	BranchName
▾ SFEW	Western Europe Branch
▾ SFEE	Eastern Europe Branch
▾ SFEA	Africa Branch
▾ SFEM	Asia and MidEast Branch
▾ SFGA	Digital Terminals Branch
▾ SFGD	Aeronautical Information Management Branch

or, to enter a new credential holder click the button below:



[2] Click on the selected individual's email to edit ratings:

Branch ▾	Office Email	Credential Number	Record Status
SFEA	nd@me.com	140100118	Active
SFEA	a.b.c@myhouse.mil	140100120	Pending Approval
SFEA	abc.def.jkl@qwe.int	140100121	Active
SFEA	test4@test.com	140100125	Active
SFEA	m.wishey@x.gov	140100126	Active
SFEA	barry.c.davis@faa.gov	140100127	Active



Designated Examiner/3

NGA AIS Credentials - a.b.c@myhouse.mil

DF Actions [ADD or EDIT a Rating](#) [Request REPLACEMENT Card](#)

Aeronautical Information Specialist Credentialing System
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Credential Holder Entry and Edit Form (For use by Designated Examiners)

Credential Type: **Aeronautical Information Specialist** Credential ID: **140100120**

Credential Holder: **a.b.c@myhouse.mil** Birth Month: **April**

Name to be Printed on Card: First Name: **a** MI: **b** Organization Info: **NGA STI/SP/L-27** Location: **NGA STI/SP/L-27**

Last Name: **c** Suffix:

Preview of name as entered: **a b c** Branch: **SPEA** **Africa Branch**

Specialist Ratings

AIP Management Current Status & Expiration: Effective Date: **Update**

Pending Status and Expiration Date (set by DE): New Effective Date:

is requesting change? Data changed info: view change

Barry C **Davis/AWA/PAA**

Notes

this is a test of notes

Save & Close **Save & Continue** **EXIT (Without Saving)**

Role & Curt Unwid DE Barry Hall



Training Lead/Directorate Training Lead

- Perform skills evaluations on individuals in accordance with NGA organizational regulations/procedures/instructions, skills evaluation standards, user guides, and other documents
- Forward individuals for Credentials and ratings to the DE upon successful completion of the skills evaluation (i.e. OJT completion)
- Directorate Training Leads perform all the duties of the Training Leads, but may perform skills evaluations on individuals across Division lines within the Aeronautical Navigational Office

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System Viewer

- An individual who is allowed “read-only” access to the Credentialing System to assist PMs and DEs in the accomplishment of their administrative duties of the Credentialing Program
- System Viewer access is initiated by the PM to System Manager. The PM is also responsible for notifying the System Manager within 30 days to remove System Viewer access when the individual is no longer assigned or in a position requiring access
- No more than two system viewers are authorized per Division

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Issuing a Credential and Rating

AUTOMATION

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Automation

- SharePoint application
- Access over the internet
- No Personal Identifiable Information in the dataset

- Locally managed by the NGA System Manager
 - Assigning PM and DE delegations
- Monitored by FAA
 - Supports NGA System Manager

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Credential System Access

- Users must be authorized to access the site
 - Request by System Manager to FAA Administrator
 - The FAA will send an email to process the request
- Each User must have their own user ID and password
 - Sharing user ID is a security violation
 - All changes are recorded

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Credential System Access/2

- Access to the Credentialing System is limited to System Managers, PMs, Co-PMs, DEs, and System Viewers
- Each individual listed above must complete the appropriate training for their assigned position to gain access to the Credentialing System
- Unauthorized or improper use of the Credentialing System will result in immediate removal or Designations, Credentials, and access

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Questions?



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THANK YOU

UNITED STATES OF AMERICA 

DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION

NAME JOHN Q DOE

ADDRESS NGA HEADQUARTERS
NGA STL/SF/L-27
3838 VOGEL RD
ARNOLD, MO 63010

HAS BEEN FOUND TO BE PROPERLY QUALIFIED TO EXERCISE THE PRIVILEGES OF
AERONAUTICAL INFORMATION SPECIALIST

CREDENTIAL NUMBER 100000105
DATE OF ISSUANCE 10 MAY 2014

ADMINISTRATOR 

JOHN Q DOE **100000105**

AERONAUTICAL INFORMATION SPECIALIST **ENGLISH PROFICIENT**

RATINGS

DIGITAL TERMINAL DESIGN

TERMINAL PROCEDURE DESIGN

DESIGNATIONS

SIGNATURE OF HOLDER 

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