## Master Acquisition Training and Development Plan and Training Lists

### Assigning Master Training Plan Roles

**Agency Administrator**

To assign Agency Master ATDP Managers:

- Navigate to Manage System | People | Agency
- Select your Agency and Agency Training Plan Manager
- Select the Select User Button
- Search for the appropriate user
- Select the Make User a Agency Training Plan Manager for this Agency button

To assign Bureau Master ATDP Managers:

- Navigate to Manage System | People | Bureau
- Select your Bureau and Bureau Training Plan Manager
- Select the Select User Button
- Search for the appropriate user
- Select the Make User a Bureau Training Plan Manager for this Bureau button
- Repeat for all appropriate Bureaus within your Agency

### Creating Agency/Bureau Managed Training Items

Managed Training Items can be added at the Agency and Bureau Level for use within Master Training Plans and Individual Training and Development Plans. These items can be managed by Agency and Bureau Training Plan Managers.

- If you are an Agency Training Plan Manager, navigate to Manage Workforce | Acquisition Training and Development | Agency Acquisition Training & Development Training Lists
  - If you are a Bureau Training Plan Manager, navigate to Manage Workforce | Acquisition Training and Development | Bureau Acquisition Training & Development Training Lists
- If you are an Agency Training Plan Manager, select your Agency and select Load Managed Training
  - If you are a Bureau Training Plan Manager, Bureau selection will be required
- If you are an Agency Training Plan Manager, select Add Agency Managed Training
  - If you are a Bureau Training Plan Manager, select Add Bureau Managed Training

### Managed Training Form

- Enter Title, Description, and Category
- Select Save Managed Training

**Note:** Agency and Bureau Managed Training will now be available to select as a requirement within the Master Training and Development Plan (MTDP), as appropriate, at the Agency or Bureau Level, as well as by Employees on their Individual Acquisition Training and Development Plans (ITDP).
Establishing Master Training & Development Plans

To Establish a New Master Training Plan:

- If you are an Agency Training Plan Manager, navigate to Manage Workforce | Acquisition Training and Development | Agency Master Training and Development Plans.
  - If you are a Bureau Training Plan Manager, navigate to Manage Workforce | Acquisition Training and Development | Bureau Master Training and Development Plans.
- Select your Agency (and Bureau if appropriate) and select Load Master Training Plans.

- Select Add Master Training Plan.
- Enter a Plan Name, Description; check the ‘Active’ check box only when ready to release to your Employees.
- Select Update Master Training Plan Details.
- To add a Training or Subscription to a Certification Program to the MTP:
  - Select Add Training Plan Item.

In the Modal Window, select each Tab to make the needed selections:

- Certification Tab:
  - Select Certification Name link to view the current FAITAS listed Certification Requirements.
  - Select Subscribe to add the indicated Certification Requirement for an MTP.
- Course Tab:
  - Select the desired Course ID (available for registration within FAITAS) from the drop down and the Requirement Type.
  - Select Add Course to MTP.
- Agency/Bureau Courses:
  - Select the Managed Training Option from the Managed Training List.
    - Note: If the item you require is not listed, please select the Edit Agency/Bureau Managed Training Here link from the top of the modal window.
  - Select the Requirement Type from the available drop down.
  - Select Add Managed Training.
- Other Activity Item:
  - Enter free text item Title, Description, and Requirement Type.
  - Select Add Other Activity.
- Select Back to Agency (or Bureau) Training Plan List.

Note: Bureau Plans are not contingent upon Agency Plans. Users can subscribe to both Agency and Bureau Plans, but these are independent of each other in terms of requirements.