

Credit for a class:

Current, EMI policy is that an instructor must take a class before teaching that class. Therefore, the same policy would apply to classes taught by DFTO instructors. In order to receive credit for the class, the instructor must complete the class first. The roster is an official record of which employees have taken the class, not the instructors. Therefore, instructors should not sign the roster.

DFTO Access rights to ADD:

DFTO has permission to receive access rights to F6 in ADD in order to access the employee training histories so that the training can be recorded in a timely manner by the DFTO staff and not rely on other units to perform this task. In order to pursue this:

1. Go to the DFTO supervisor, usually the Finance and Administration Section Chief, and get their permission to obtain access rights for F6 in ADD.
2. Then go the JFO Staffing Point of Contact, usually in the Human Resources Unit of F&A Section, and advise them you have permission to receive access rights to F6. If this person is not readily available, can go to the SPOC within the regional office.
3. Once you get the access rights, be sure to obtain a briefing or training session on how to enter the data; although, it is pretty intuitive and straightforward process.
4. Be careful of the course codes – there are similar numbers but with different prefixes – B, E, and L are resident course designators. DF and N are primarily for courses conducted in the JFO and other disaster facilities such as DRCs. Credit for a class: If you have a question about a course code, please contact the RTM or National DFTO Cadre Manager.
5. Please note on the rosters **who entered the data and when it was entered**. These rosters are then sent to the Regional Training Manager (RTM) where the JFO is located. Remember the rosters should be recorded as soon as possible at the conclusion of the training – would recommend daily entries.
6. When leaving the operation, these access rights will be deleted and have to be re-obtained on your next assignment.