

FREQUENTLY ASKED QUESTIONS

When will I be notified that I can get a new vehicle decal?

It is projected that a broadcast notice will come in mid-December.
The target notice release date is December 12, 2014.

Is the due date for decal replacement the same for all employees/contractors? Yes. January 31, 2015.

How's the training assigned? (by a training coordinator, self-assigned, or available on KSN)

Training Coordinators can add the course (FAA30050035) to employees learning plans. Instructions are available in eLMS, training and support, eLMS Resource Center.

https://www.academy.jccbi.gov/elms-admin/AdminCrts/FAA_eLMS_Resources/pages/basic.htm

Otherwise Federal employees can self-assign the training.

Search for the course number FAA30050035 in eLMS

- Add the content to your To-Do list
- Select the direct link that is now in your To-Do list
- Select "Go to Content"

For your contract employees the training and certificate are posted on the traffic safety KSN

<https://ksn2.faa.gov/arc/amc/amp/amppublic/Traffic%20Safety/Forms/AllItems.aspx>

Who is overseeing the training? Who is the primary point of contact for questions?

Stephanie Schroeder, AMP-100, 405-954-0371 or Stephanie.schroeder@faa.gov

What if I cannot get my decal replaced before January 31, 2015? Are there any exceptions?

The due date for the decal replacement is January 31, 2015.

Drivers that do not have a replaced decal will be required to get a MMAC visitors pass.

Where can I find more details about the requirement? Is there an order, notice or directive stating the training is required before getting a new decal?

The current MMAC traffic and parking order does not specify the training requirement. This training development and implementation is based on AMC-001 concern with MMAC traffic safety and the Traffic Safety Committee efforts to improve traffic safety.

How is Pass and ID tracking completions? Are they getting reports to see who met the training requirement? Or is certificate all that's needed?

A certificate will be required to be shown to get new decals. Security will not get reports on completion.

Pass and ID will note on the back side of the AC Form 1600-16, Vehicle Registration, that a training certificate was presented.

I have access to eLMS training, how can I print my training certificate from eLMS?

Access eLMS and open your completed work history. Hover the cursor over the MMAC Traffic Safety Briefing title and an informational caption will appear. Click the "print certificate" link.

Will Pass and ID keep my training certificate? Security will not keep the training certificates. Federal employees training records will be maintained in eLMS. Contractors will maintain their records in accordance with their other training requirements.

FREQUENTLY ASKED QUESTIONS CONTINUED

Should I scrape off and bring in my old decal?

Decal holders should remove the old decals and discard them. The expiring decal is not required to be returned to the Aeronautical Center security guard Pass and ID office.

How many decals can I register?

Each employee can register and receive decals for up to three vehicles.

Will the new decals look different than the current decals that expire in January 2015?

Yes. Decals that expire in January 2015 are a square shape and blue. The new decals are a square shape and are maroon.

Where should I post my MMAC vehicle registration decal?

The decal must be permanently affixed at the lower corner of the driver's side front windshield. Request for deviations to the decal placement shall be forwarded to Facility Maintenance Division (AMP-300) to determine necessity and provide an approved alternate placement. Placement of the decal on motorcycles shall be on the driver's left-front fork in visible sight.

Are visitors and construction contractors required to take this training as well?

Not at this time. The training requirement is not in contracts for vendors, such as constructors or vendors.

How is this training requirement addressed for students that attend classes here?

AMP is working with the Academy & AMH on including these guidelines in new employee orientation. The training requirement is effective now for MMAC personnel only who receive vehicle registration decals. AMP has not coordinated a strategy to implement this training with the FAA Academy regarding MMAC traffic safety training for students. This statement applies to domestic, non-FAA domestic and international students.

What happens if everyone waits until the last week/day, like they do for other mandatory training (SAVI, Info Security)? What preparations are in place for that scenario?

Facility Management, AMP, evaluated this scenario and the potential impact. AMP has not experienced large lines and delays at PASS and ID for decal replacements in the past replacement initiatives.

A staged replacement approach is not planned.

Why does this training requirement have a short timeframe?

This was the ideal timeframe to coordinate the decal replacement with improving MMAC vehicle operator knowledge of MMAC traffic requirements.

What does an AC Form 1600-16, Vehicle Registration, look like and where do I find one?

An example is included below and they are also available at the PASS and ID counter.

Office administrators may also have them available at their desktop.

VEHICLE REGISTRATION			
NAME: LAST	FIRST	MIDDLE	DECAL NUMBER
VEHICLE (YEAR AND MAKE)	FAA EMPLOYEE (RTO, SYL, AND PHONE EXT.)		
VEHICLE (COLOR AND YEAR)	STUDENT COURSE CLASS NO. AND ENDING DATE		
VEHICLE LICENSE NUMBER	CONTACT NUMBER (company name and phone no.)		
STATE/YEAR OF VEHICLE LICENSE	ISSUING OFFICE (ORGANIZATION NAME AND PHONE NO.) (TSA, OIG, FRA, CO, ETC.)		
DATE	SIGNATURE		

AC Form 1600-16 (9-99) (0052-00-561-7000)

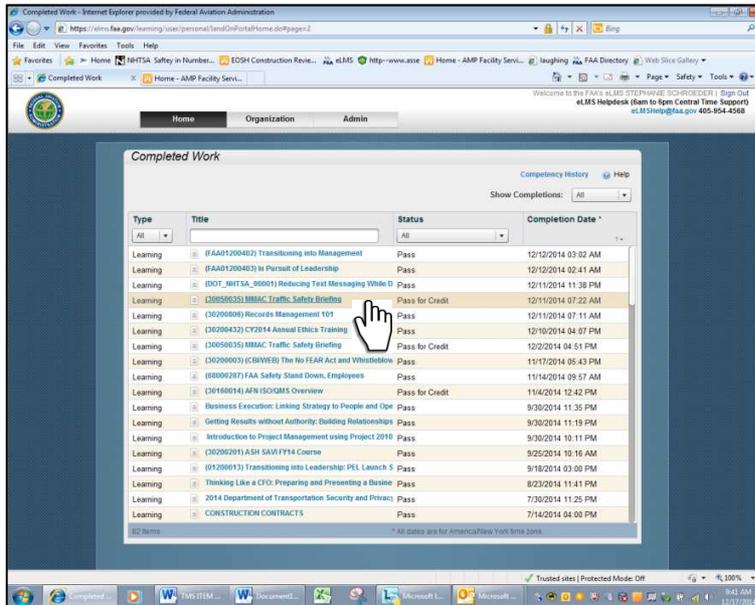
What should I do if I get an error message that says “The correct Codec is not installed”.

Employees experiencing this issue most likely have Windows XP. Contact your customer desktop support to install the correct codec file (WM video V9 Advanced). Desktop support will manually install the correct codec for those users.

I have access to eLMS training and have completed the MMAC Traffic Safety Briefing.

How can I print my training certificate from eLMS?

1. Access eLMS and open your completed work history.
2. Hover your cursor over the MMAC Traffic Safety Briefing title. **DO NOT CLICK** on the title.



3. An informational caption will appear with three options. Click the “print certificate” link.

