

EPA Order 3500.1  
Inspector Training

# FEDTALENT: EPA'S NEW LEARNING MANAGEMENT SYSTEM

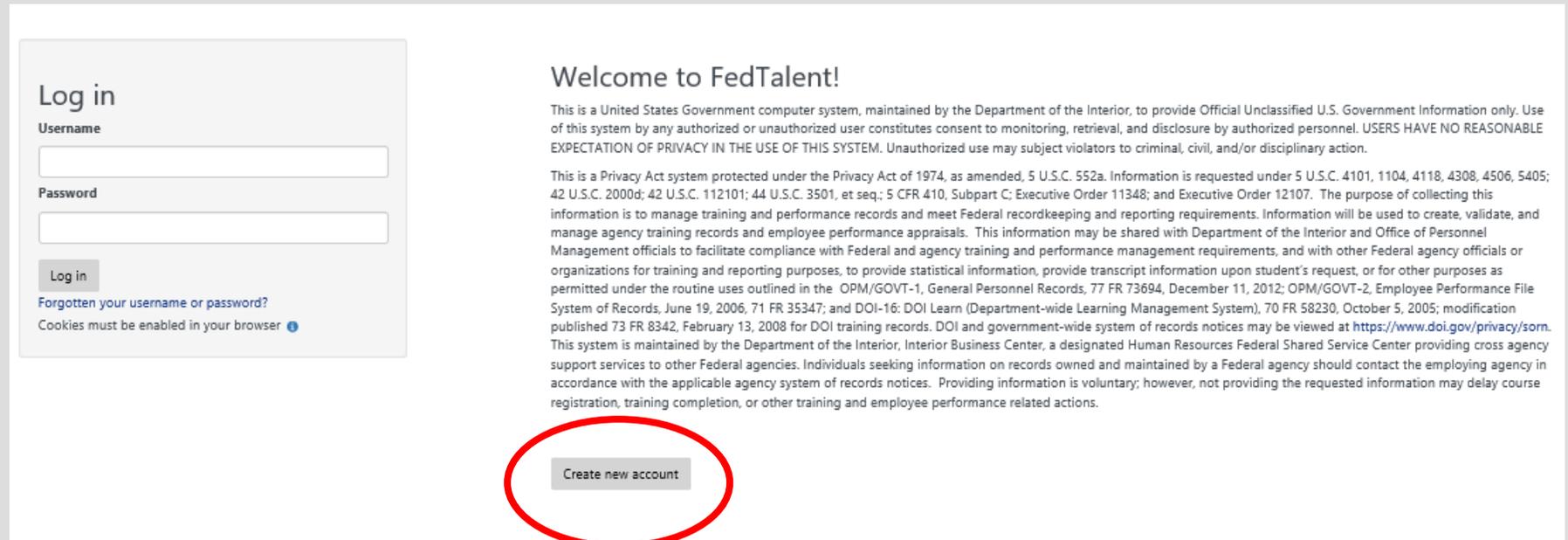


FEDTALENT  
&  
INSPECTOR  
TRAINING

- Beginning in 2020 FedTalent will be used to take / document EPA Order 3500.I inspector training.
- Federal EPA Inspectors - FedTalent is accessible from ONE-EPA Workplace.
  - Log on with your LAN username/password or PIV card.
- Non Federal Inspectors – **MUST** REQUEST a FedTalent account on-line

# NON-EPA INSPECTORS

1. Access FedTalent at: <https://epafedtalent.abc.doi.gov/login/index.php?saml=off>  
*Link to FedTalent will be available on the Inspector Wiki*
2. Click on the *Create New Account* button (at bottom of screen)



**Log in**

**Username**

**Password**

**Log in**

[Forgotten your username or password?](#)

Cookies must be enabled in your browser 

### Welcome to FedTalent!

This is a United States Government computer system, maintained by the Department of the Interior, to provide Official Unclassified U.S. Government Information only. Use of this system by any authorized or unauthorized user constitutes consent to monitoring, retrieval, and disclosure by authorized personnel. USERS HAVE NO REASONABLE EXPECTATION OF PRIVACY IN THE USE OF THIS SYSTEM. Unauthorized use may subject violators to criminal, civil, and/or disciplinary action.

This is a Privacy Act system protected under the Privacy Act of 1974, as amended, 5 U.S.C. 552a. Information is requested under 5 U.S.C. 4101, 1104, 4118, 4308, 4506, 5405; 42 U.S.C. 2000d; 42 U.S.C. 112101; 44 U.S.C. 3501, et seq.; 5 CFR 410, Subpart C; Executive Order 11348; and Executive Order 12107. The purpose of collecting this information is to manage training and performance records and meet Federal recordkeeping and reporting requirements. Information will be used to create, validate, and manage agency training records and employee performance appraisals. This information may be shared with Department of the Interior and Office of Personnel Management officials to facilitate compliance with Federal and agency training and performance management requirements, and with other Federal agency officials or organizations for training and reporting purposes, to provide statistical information, provide transcript information upon student's request, or for other purposes as permitted under the routine uses outlined in the OPM/GOVT-1, General Personnel Records, 77 FR 73694, December 11, 2012; OPM/GOVT-2, Employee Performance File System of Records, June 19, 2006, 71 FR 35347; and DOI-16: DOI Learn (Department-wide Learning Management System), 70 FR 58230, October 5, 2005; modification published 73 FR 8342, February 13, 2008 for DOI training records. DOI and government-wide system of records notices may be viewed at <https://www.doi.gov/privacy/som>. This system is maintained by the Department of the Interior, Interior Business Center, a designated Human Resources Federal Shared Service Center providing cross agency support services to other Federal agencies. Individuals seeking information on records owned and maintained by a Federal agency should contact the employing agency in accordance with the applicable agency system of records notices. Providing information is voluntary; however, not providing the requested information may delay course registration, training completion, or other training and employee performance related actions.

**Create new account**

# NON-EPA INSPECTORS

## Complete the New Account request form

- Insert your email address in the “Username” field
- Create a password
- Complete the highlighted mandatory fields



You are not logged in. [Log in](#)

## New account

▼ Collapse all

There are required fields in this form marked \*.

### ▼ Sign up request form instructions

You MUST complete ALL THREE sections and enter data into mandatory field.

- **USERNAME field:** insert the email address where you wish to receive system notifications.
- **Role ID field:** Type one of the following: EP\_EXTERNAL or EP\_CONTRACTOR.
- **Identify Your Audience field** (select your audience from the drop down menu): **INSPECTOR**, STATE, TRIBE

We will review your information to be sure a previous account does not exist in our system. It may take up to 3 business days to receive a final response to your request.

### ▼ Choose your username and password

Username\*

Type email address here

The password must have at least 12 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as \*, -, or #

Password

Unmask

### ▼ More details

Email address\*

# NON-EPA INSPECTORS

- Identify your Organization in the “Organization Name” field
- Expand the “Other Fields” portion of the form
- Leave the “Role ID” *and* “Domain ID” fields BLANK
- **Select INSPECTOR** in the “Identify your Audience” pick list

New account Page 2 of 4

**First name\***

**Last name\***

City/town

Country  
United States

**Organization Name**

**Identify your organization** ←

Other fields

Role ID\*

**Leave Blank** ←

Domain ID

**Leave Blank** ←

**Identify your Audience\***  
Choose...

**Select INSPECTOR** ←

<https://epafedtalent.ibc.doi.gov/login/signup.php> 8/5/2019

New account Page 3 of 4

# NON-EPA INSPECTORS

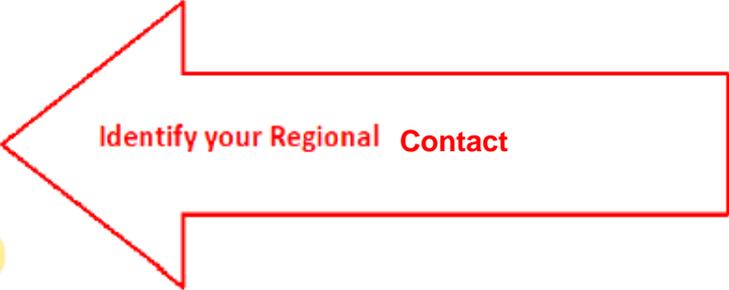
- Identify your Regional Contact in the “Name of EPA Point of Contact (POC)” field  
*(Contacts listed on the Inspector Wiki)*
- Select Request Account

Name of EPA Point of Contact (POC)\*

Phone Number of EPA Point of Contact

Request account

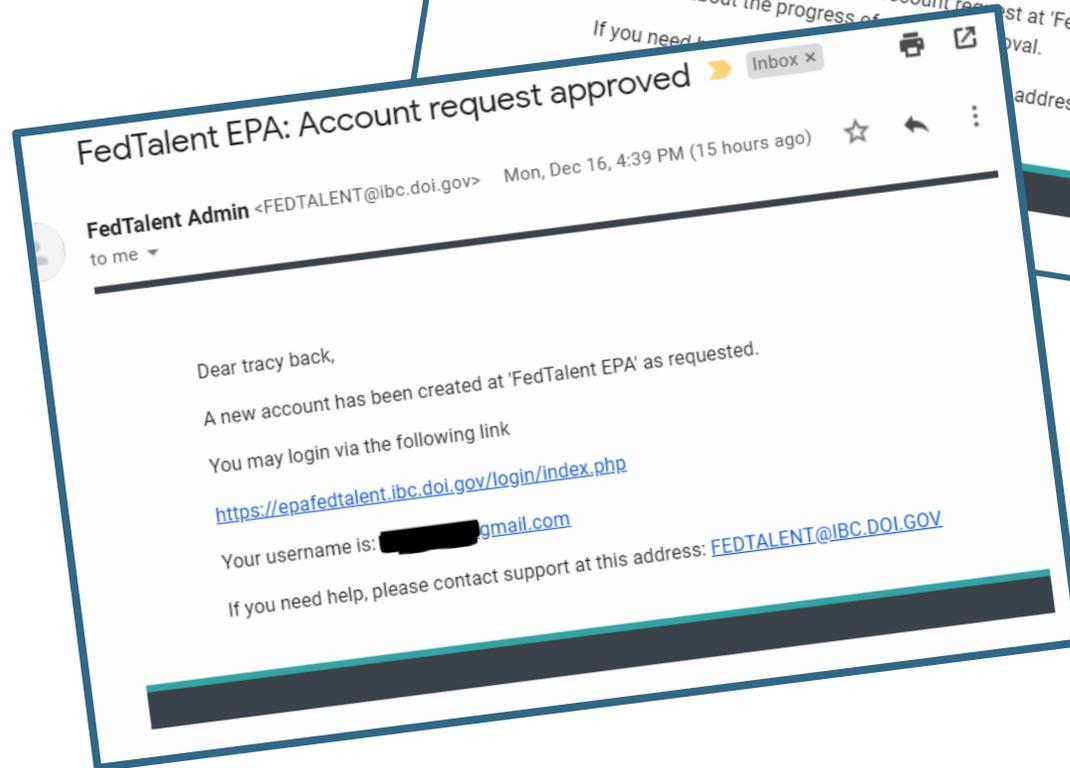
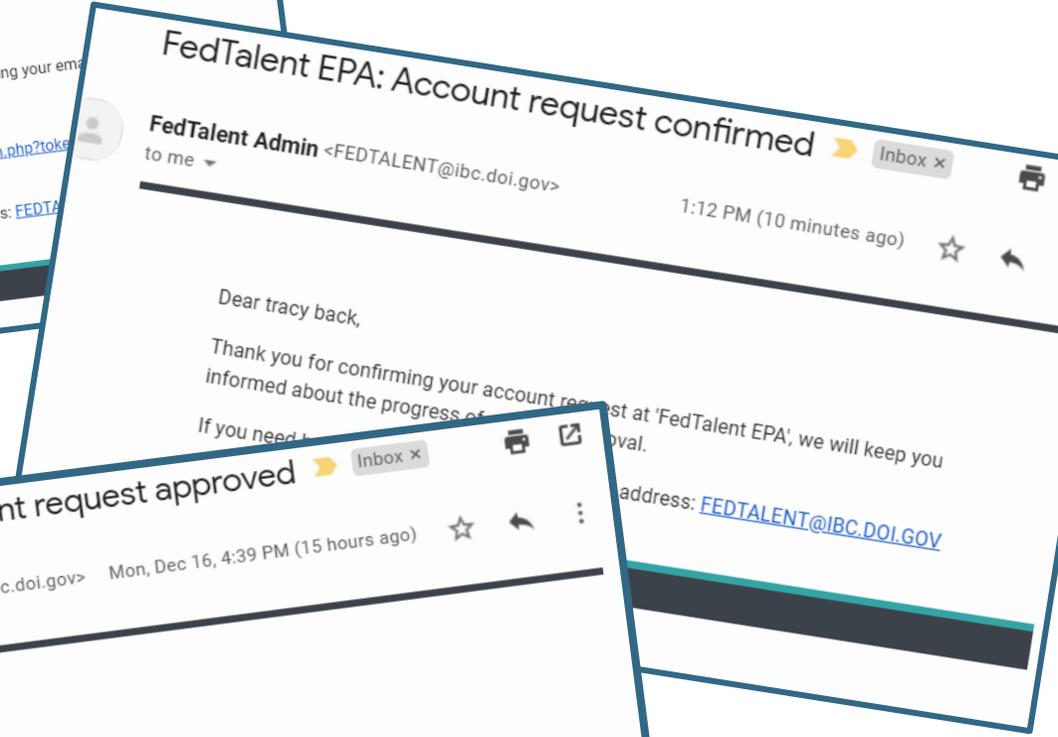
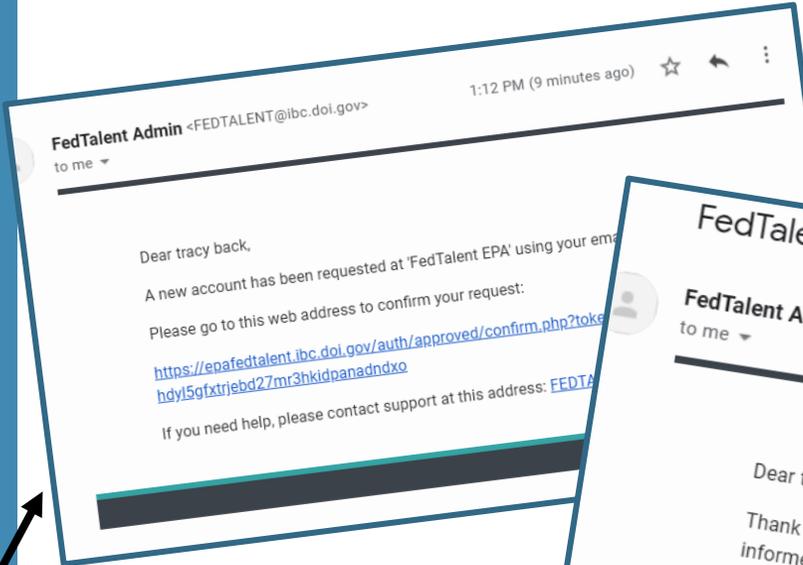
Cancel



Identify your Regional Contact

# FEDTALENT EMAIL CONFIRMATION

- A series of emails from FedTalent will keep you informed on the request approval process.
- You must respond to the first FedTalent email received to confirm your email account.



<https://epafedtalent.abc.doi.gov/login/index.php?saml=off>

# IDENTIFY YOUR "SUPERVISOR"

- **First Task:** Select your **EPA Regional Contact as your FedTalent Manager:**

Visit the Inspector Wiki's contact page for your EPA Regional Contact.

**Step 1:** Click on your Name and select "Profile"

The screenshot shows the FedTalent user interface. At the top right, the user is logged in as 'TRACY BACK' with the name 'Charles Zafonte'. A red circle highlights the user profile dropdown menu, which includes the following options: Profile, Update Supervisor, Grades, Messages, Preferences, and Log out. A red arrow points to the 'Profile' option. The main content area features a 'FEATURED COURSE' titled '2019 Annual Ethics Training: Financial Conflicts of Interest & Losses of Impartiality'. Below the title is a graphic with a person icon and speech bubbles saying 'Ethical?' and 'Non-ethical?'. The word 'ETHICS' is displayed in large yellow letters. A link below the graphic says 'CLICK HERE TO ACCESS THE COURSE'. The left sidebar contains a 'CALENDAR' for December 2019, a 'COURSE SEARCH' box, and a 'LEARNING REFERENCES' section for 'Skillssoft Books'. The right sidebar shows 'FY20 Information Security and Privacy Awareness Training' at 100% completion, 'FEDTALENT RECOMMENDED BROWSERS' (Google Chrome and Microsoft Internet Explorer), and 'COMPLETION CERTIFICATES IN FEDTALENT'.

# IDENTIFY YOUR “SUPERVISOR”

- **Step 2:** Select “Add job assignment” on your profile page.
- **Step 3:** Complete the job assignment form per the example.

### User details

**Active (A) or Inactive Status (I)**  
A

**Agency Sub-Element**  
EP00

**Identify your Audience\***  
INSPECTOR

**Name of EPA Point of Contact (POC)\***  
Julie Jordan

**Phone Number of EPA Point of Contact (POC)\***  
415-947-4207

### Job assignments

This user has no job assignments

Add job assignment

There are required fields in this form marked \*

#### Job assignment

Full name

Short name

ID Number

Description

Start date     Enable

End date     Enable

Position

Organization

Appraiser

Manager

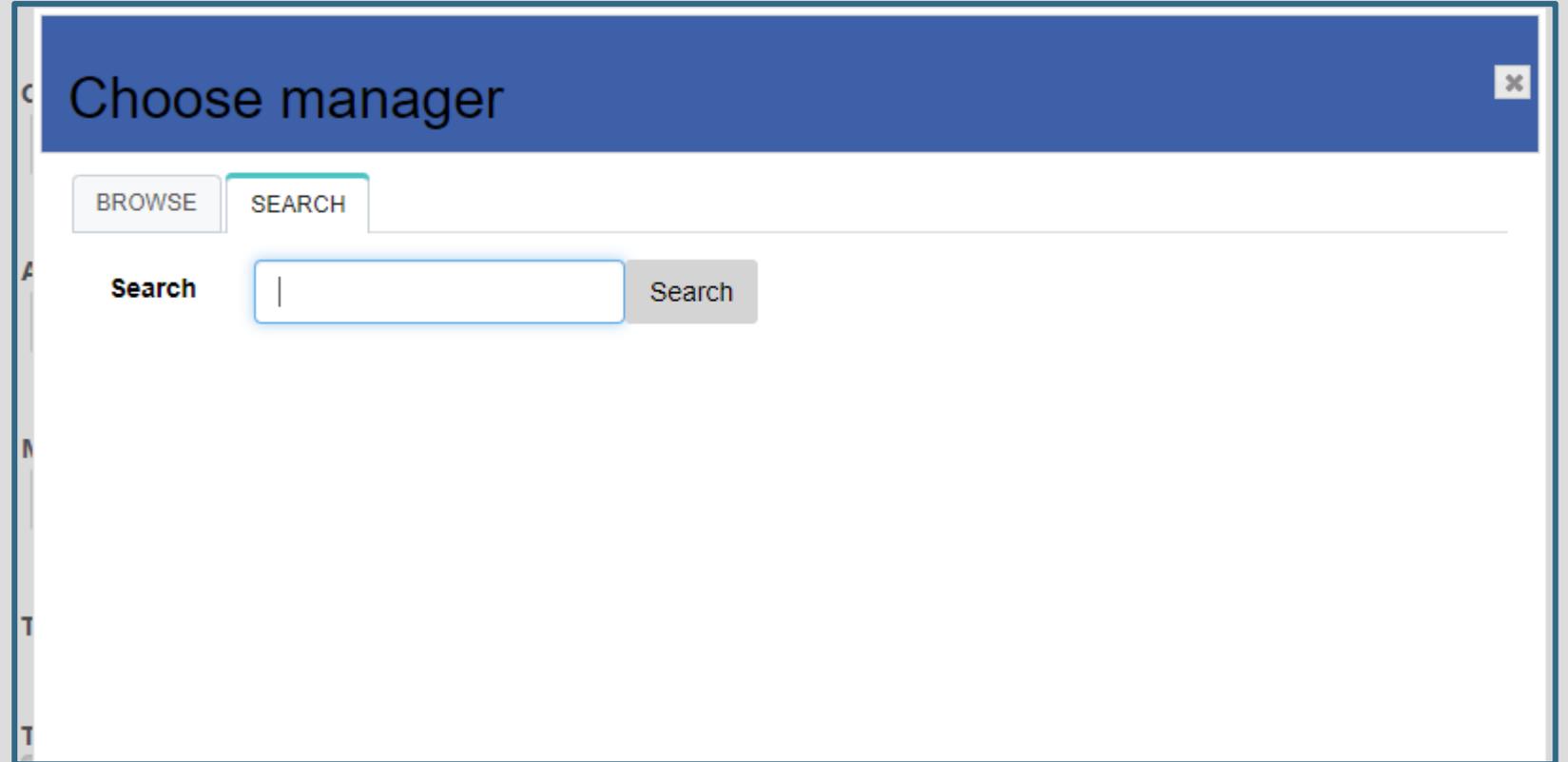
Temporary manager

Temporary manager expiry date     Enable

HR Import

## IDENTIFY YOUR “SUPERVISOR”

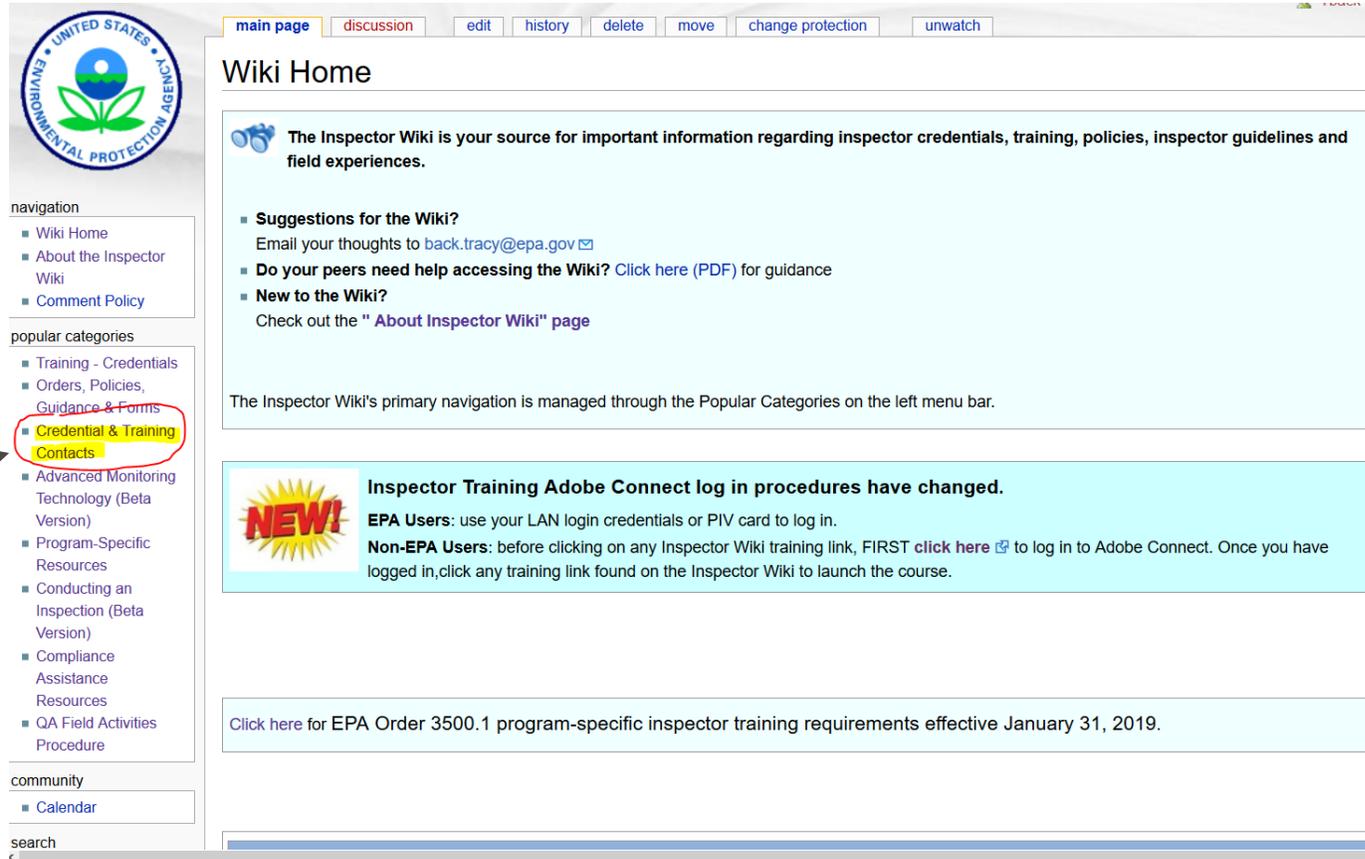
- **Step 4:** Use the Search tab to find and select your Regional Contact.



The screenshot shows a dialog box titled "Choose manager" with a blue header bar and a close button (X) in the top right corner. Below the header, there are two tabs: "BROWSE" and "SEARCH". The "SEARCH" tab is currently selected and highlighted with a light blue border. Underneath the tabs, there is a search interface consisting of the word "Search" on the left, a text input field in the center containing a vertical cursor, and a "Search" button on the right. The background of the dialog is white.

INSPECTOR  
WIKI –  
CREDENTIAL  
& TRAINING  
CONTACTS

Find your EPA  
Point of Contact  
here



The screenshot shows the Inspector Wiki homepage. At the top left is the EPA logo. Below it is a navigation menu with categories: navigation, popular categories, community, and search. The 'popular categories' list includes 'Credential & Training Contacts', which is circled in red. An arrow points from a callout box on the left to this link. The main content area is titled 'Wiki Home' and contains a welcome message, a list of suggestions for the wiki, and a 'NEW!' banner about Adobe Connect log in procedures. A footer link points to EPA Order 3500.1.

main page discussion edit history delete move change protection unwatch

## Wiki Home

The Inspector Wiki is your source for important information regarding inspector credentials, training, policies, inspector guidelines and field experiences.

- **Suggestions for the Wiki?**  
Email your thoughts to [back.tracy@epa.gov](mailto:back.tracy@epa.gov)
- **Do your peers need help accessing the Wiki?** [Click here \(PDF\)](#) for guidance
- **New to the Wiki?**  
Check out the "[About Inspector Wiki](#)" page

The Inspector Wiki's primary navigation is managed through the Popular Categories on the left menu bar.

**NEW!** **Inspector Training Adobe Connect log in procedures have changed.**  
**EPA Users:** use your LAN login credentials or PIV card to log in.  
**Non-EPA Users:** before clicking on any Inspector Wiki training link, FIRST [click here](#) to log in to Adobe Connect. Once you have logged in, click any training link found on the Inspector Wiki to launch the course.

[Click here](#) for EPA Order 3500.1 program-specific inspector training requirements effective January 31, 2019.

navigation

- Wiki Home
- About the Inspector Wiki
- Comment Policy

popular categories

- Training - Credentials
- Orders, Policies, Guidance & Forms
- **Credential & Training Contacts**
- Advanced Monitoring Technology (Beta Version)
- Program-Specific Resources
- Conducting an Inspection (Beta Version)
- Compliance Assistance Resources
- QA Field Activities Procedure

community

- Calendar

search

<https://inspector.epa.gov>

INSPECTOR  
WIKI –  
CREDENTIAL  
& TRAINING  
CONTACTS

## Inspector Wiki Contacts Page

EPA Contacts For Federally Issued Credentials					
To email a contact, use: last.name.first.name@epa.gov					
	3500.1 Regional Credential Coordinator (RCC)	EPA Employees Security Representative (Issues Federal Credentials to EPA Employees)	State & Tribal Employees (Issues Federal Credentials to State and Tribal Employees)	Contractor Employees (Issues Federal Credentials to Contractor Employees)	SEE Enrollees (Issues Federal Credentials to SEE Enrollees)
HQ	Aryel Abramovitz / Danesha Reid (OCE ONLY) 202-564-6467 / 202-564-3793	Tiye Houston 202-564-1787	Aryel Abramovitz / Patrica Bassette-Woltz (OCE ONLY) 202-564-6467 / 202-564-3195	Aryel Abramovitz / Patrica Bassette-Woltz (OCE ONLY) 202-564-6467 / 202-564-3195	Aryel Abramovitz / Patrica Bassette-Woltz (OCE ONLY) 202-564-6467 / 202-564-3195
Region 1	Ken Rota 617-918-1751	Chuck Protzman 617-918-1098	Ken Rota 617-918-1751	Ken Rota 617-918-1751	Ken Rota 617-918-1751
Region 2	Kathleen Malone-Bogusky 212-637-4083	Steven Braunstein 212-637-3270	Steven Braunstein 212-637-3270	Steven Braunstein 212-637-3270	Steven Braunstein 212-637-3270
Region 3	Anne Gilley 215-814-3293	Joe Jackson 215-814-5630	Courtenay Hoemann (States Only) 215-814-2216	Anne Gilley (and tribes) 215-814-3293	Anne Gilley 215-814-215-3293
Region 4	David Abbott 404-562-9631	Dionne McDougal 404-562-8306	Tammye Cross 404-562-8618	Tammye Cross 404-562-8618	Tammye Cross 404-562-8618
Region 5	Donna Howard 312-886-6739	Lisa Farnby 312-886-2505	Donna Howard 312-886-6739	Donna Howard 312-886-6739	Donna Howard 312-886-6739
Region 6	Matthew Martinez 214-665-7244	Matthew Martinez 214-665-7244	Matthew Martinez 214-665-7244	Matthew Martinez 214-665-7244	Matthew Martinez 214-665-7244
Region 7	Neal Gilbert 913-551-7905	Janel Shearer 913-551-7192	Neal Gilbert 913-551-7985	Neal Gilbert 913-551-7985	Neal Gilbert 913-551-7985
Region 8	Richard Archuleta 303-312-6054	Grace Doris 303-312-6399	Daniel Webster 303-312-7076	Daniel Webster 303-312-7076	Daniel Webster 303-312-7076
Region 9	Julie Jordan 415-947-4207	Diana Uribe 415-972-3755	Julie Jordan 415-947-4207	Julie Jordan 415-947-4207	Julie Jordan 415-947-4207
Region 10	Rachel Stephenson 206-533-5068	Rachel Stephenson 206-533-6366	Rachel Stephenson 206-533-6366	Rachel Stephenson 206-533-6366	Rachel Stephenson 206-533-6366

<https://inspector.epa.gov>

# FEDTALENT 2020

- FedTalent inspector training will launch in 2020
  - Create your FedTalent account in January 2020!
- FedTalent webinar scheduled, recorded webinars and guidance available on the Inspector Wiki – <https://inspector.epa.gov>
- EPA Contacts:
  - Tracy Back
  - Edison Culver
  - Lisa Raymer

[inspector-training@epa.gov](mailto:inspector-training@epa.gov)