



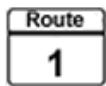
U.S. Department
of Transportation
Federal Highway
Administration



A monthly feature for FHWA employees

NOVEMBER 2010

Upcoming Learning Activities



Corporate Competencies

Federal Leadership on Reducing Text Messaging While Driving

Soon the Secretary of Transportation will be announcing a new required course, “Federal Leadership on Reducing Text Messaging While Driving.” This online course provides guidance regarding use of cell phones and other electronic equipment while operating a government vehicle. A separate accessible version is available. After completing this course learners will be able to:

1. Identify the specific behaviors prohibited by the Order
2. Recognize when, and to whom, the ban applies
3. Understand key research findings about distracted driving
4. Encourage similar bans for Government contractors
5. Access resources with information about distracted driving.

Beginning November 1st, **new employees** will have the course automatically added to their learning plans when their TMS account is created. New employees will have 90 days from their “enter on duty date” to complete the course. If an employee does not complete the course within 60 days, both the employee and the employees’ supervisor will begin to receive expiration notifications indicating that the employee needs to complete the course.

Current employees will receive an email notification when the course has been added to their learning plans – currently estimated to be mid-December. On-board employees will be required to complete the course within 90 days of being placed in their learning plan. If an employee does not complete the course within 60 days, both the employee and the employees’ supervisor will begin to receive expiration notifications indicating that the employee needs to complete the course.

TMS Training

On October 1st, The Department of Transportation unveiled its new and improved Talent Management System (formerly TMS). TMS is operated by National Business Center which is also responsible for our Personnel Payroll System.

At this time, all employees should have received their new User ID and password via e-mail. **If you have not yet received your new User ID and password, or if you are unable to log-in, please contact the TMS Help Desk at 1.888.367.1622.** Upon receiving your log-in information, we encourage all employees to test their new User ID and password by going to: <https://tms.nbc.gov/DOT>.

TMS training will be offered via webinar for all users as well as sessions designed specifically for Training Coordinators. Information to join these webinars has been requested and will be distributed once received.

Please register in the Talent Management System under the Scheduled Offering and Item ID list below. The scheduled offerings for these trainings are:

All-Employee Training:

Tuesday, November 9

2:00 pm to 4:00 pm (EST)
Item ID: DOT_FHWA-T-232011
Scheduled Offering: 12625

Monday, November 15

2:00 pm to 4:00 pm (EST)
Item ID: DOT_FHWA-T-232011
Scheduled Offering: 12626

Wednesday, November 17

2:00 pm to 4:00 pm (EST)
Item ID: DOT_FHWA-T-232011
Scheduled Offering: 12627

Training Coordinator Training:

Tuesday, November 9

10:00 am to 12:00 pm (EST)
Item ID: DOT_FHWA-T-232010
Scheduled Offering: 12623

Wednesday, November 17

2:00 pm to 4:00 pm (EST)
Item ID: DOT_FHWA-T-232010
Scheduled Offering: 12624

For technical or log-in related questions, contact:
TMS Help Desk at 1.888.367.1622

For course registration or learning history questions, contact:
Paula Mosby, Talent Development Division, 202.366.1156

Career Advancement Series

The *Career Advancement Series* is a webinar series for all Federal Highway Administration (FHWA) employees. It is intended to provide information and guidance for success in the FHWA.

Please register in the Talent Management System under the Scheduled Offering and Item ID list below.

Topic: How to Succeed in FHWA
When: Tuesday, November 16 from 2:00 to 4:00 (Eastern)
Item ID: DOT_FHWA-T-04903
Scheduled Offering: 12478
In Link to join the Web conference: <http://fhwa.na3.acrobat.com/careeradvancehr/>
Teleconference number to access audio portion: 800.683.4564
Pass Code: 251149
Contact: Nicole Hicks, 202.366.1202

Topic: Individual Development Plan
When: Thursday, December 2 from 2:00 to 4:00 (Eastern)
Item ID: DOT_FHWA-T-04903
Scheduled Offering: 12479
Information to join the session will be distributed once it has been received.
Contact: Suzy Tyson, 202.366.1150

Individual Development Plan (IDP) Workshops: A Road Map for Your Career

Learn the significance of developing an IDP and how it benefits employees, supervisors, and the FHWA.

Learn how to develop the IDP content using the Learning Highway and the competency frameworks.

Please register in the Talent Management System under the Scheduled Offering and Item ID list below.

When: Thursday, November 4, from 2:00 to 3:30 (Eastern)
Item ID: DOT_FHWA-T-421003
Scheduled Offering: 12568
Link to join the Web conference: <http://fhwa.na3.acrobat.com/idpworkh>
Teleconference number to access audio portion: 800.683.4564
Pass Code: 150777
Contact: Nicole Hicks, 202.366.1202

When: Thursday, December 2, from 2:00 to 3:30 (Eastern)
Item ID: DOT_FHWA-T-421003
Scheduled Offering: 12569
Information to join the session will be distributed once it has been received.
Contact: Suzy Tyson, 202.366.1150

FHWA Portal (SharePoint) Training

The Knowledge Application Team (KAT) invites you to take part in their FHWA Portal (SharePoint) training.

Audience: All FHWA employees
Contact: FHWAPortalAdmin@dot.gov

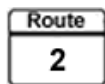
User Training – A *User* is anyone who uses the FHWA Portal for daily business.
Pre-requisite: SharePoint 101: <http://fhwa.na3.acrobat.com/sp101wbt/>
SharePoint 102: [Monday, November 8](#) [Monday, November 22](#)

Power User Training – A *Power User* is anyone who uses the FHWA Portal for daily business and also works with some of the more powerful features or helps design and maintains SharePoint sites.

Pre-requisite: SharePoint 201: <http://fhwa.na3.acrobat.com/sp201wbt/>
SharePoint 202: [Thursday, November 11](#) [Wednesday, November 24](#)

Site Owner Training – A *Site Owner* administers and governs SharePoint sites and has the highest level of permissions available in the FHWA Portal. The core Site Owner trainings are mandatory for anyone with those permissions but the trainings may also be of interested to some power users.

Pre-requisite: SharePoint 301: <http://fhwa.na3.acrobat.com/sharepoint301/>
SharePoint 302: [Tuesday, November 30](#)



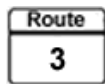
Leadership Competencies

Manager's Monthly Meeting

The Monthly Managers Web Conference is part of our ongoing effort to provide FHWA managers, supervisors, and team leaders with learning and development opportunities; however, all employees are welcome to attend. This session will be delivered via web conference.

Information to join this webinar has been requested and will be distributed to participants once received. Please register in the Talent Management System under the Scheduled Offering and Item ID list below.

Audience: Senior executives, supervisors, managers, and team leaders
Topic: CASTLE Time and Attendance Approval & Separation Procedures
Item ID: DOT_FHWA-T-340031
Scheduled Offering: 12594
When: Thursday, November 18 from 2:00 to 4:00 (Eastern)
Contact: Nicole Hicks, 202.366.1202



Professional Competencies

Interchange Justification Workshop: November 1st - 2nd

The FHWA Resource Center's Operations Technical Service Team (TST) is teaming up with the New Mexico Division Office to host a two-day Interchange Justification Workshop on November 1st and 2nd in Albuquerque, NM. This workshop covers the application of the Traffic Analysis Tool and the revised Interstate Access Change Request Policy, recently adopted by the New Mexico Department of Transportation (NMDOT) and the FHWA Division Office. The purpose of this workshop is to introduce the basics of traffic operational analysis and to provide an introduction to the tools that are available to the practitioner for operational evaluation and analysis of traffic and transportation systems. The workshop will address both the type of tools and when the application of each type of tool may be most appropriate, or inappropriate, within the Interstate Access Request. It will also provide an opportunity for discussion on the application of specific tools.

Objectives: Upon completion of the course, participants will be able to:

- Understand the agreement between the FHWA and the NMDOT for the Interstate Access Request process.
- Understand the characteristics, applications, and limitations of different categories of traffic analysis tools.

- Understand the fundamental differences between simulation models and the Highway Capacity Manual procedures.
- Apply a methodology for selecting the appropriate traffic analysis tool for a particular analysis.
- Apply a step-by-step process for properly applying traffic simulation tools.
- Manage and review a traffic analysis project.
- Interact with peers and discuss local traffic analysis projects and issues.

Target Audience: Traffic engineering personnel from State, Federal, and local agencies involved in using and applying traffic analysis tools, reviewing traffic analysis results, and/or making transportation investment decisions based on the results of traffic analyses.

Contact: If you are interested in scheduling a similar workshop in your state, please contact Chung Tran, Incident Management & Emergency Transportation Specialist, Resource Center Operations TST, 720.963.3201, chung.tran@dot.gov.

Planning-on-the-Web (POW) Training Seminar: November 16th

Planning-on-the-Web (POW) is a webinar series that is offered internally eight times per year for FHWA and the Federal Transit Administration (FTA) planners on various topics of interest to the planning community. The FHWA Resource Center Planning Technical Service Team (TST) sponsored event is offered to help support the planning staff of both agencies and promote continuous professional development of agency planners. The POW training sessions will generally last 90 minutes to two hours.

Mark your calendars! The POW sessions will now be on the third Tuesday of the month at 1:00 pm eastern time. The next POW Seminar will be on November 16th: New Developments in Air Quality and Transportation Planning. If you cannot attend the POW session for a particular month, the presentations and other information resources are available on the Planning Discipline SharePoint site at: <https://one.dot.gov/fhwa/PlanningDSS/Page%20Library/POW.aspx>

This training is a response to requests from several Divisions for additional, short, focused training for FHWA staff on key planning topics. In addition, POW sessions complements other efforts designed to promote dialogue and collaboration within the FHWA Planning discipline, such as the Let's Talk Planning series which is designed to foster exchange amongst peers on different planning topics as well as offering an opportunity for critical and timely updates on planning topics from Headquarters. Preregistration e-mail for each session will be sent to the FHWA Field Planners e-mail group approximately three weeks before each session. We hope to see you at the next session and to hear your feedback on the session, as well as future POW topics.

If you would like to register for future POWs or you have a topic that you think would be valuable to offer as a POW web-based training seminar, contact Lisa Randall, 720.963.3209, lisa.randall@dot.gov or Ken Petty, 202.366.6654, ken.petty@dot.gov or any member of the Planning TST.

Managing Travel Demand Workshops (ITS Chapter Meetings)

Transportation agencies at all levels recognize that they cannot rely exclusively on a philosophy of "predict and provide" more capacity for automobiles and trucks. In addition to environmental and air quality impacts, such an approach is often not a viable option for addressing traffic congestion and system performance in most urban areas. The FHWA Resource Center is joining the FHWA Office of Operations at two Intelligent Transportation Society (ITS) America Chapter Meetings in offering the "*Managing Travel Demand: A Contemporary Approach to Mitigating Congestion*" workshop in November in Ft. Worth, TX and Baton Rouge, LA, respectively. This one-day workshop, for those with planning,

operations, transit, and/or Travel Demand Management (TDM) responsibilities, looks closely at travel demand and integrates a balance of demand and supply based strategies as management and operations activities to both mitigate congestion and improve system efficiency.

Topic: Upcoming Managing Travel Demand Workshops (Two sessions)

When: Wednesday, November 10

Where: Ft. Worth, TX – ITS Texas Annual Meeting. Go to:
<http://www.itstexas.org/Training/training-11-10-10.stm>

When: Thursday, November 18

Where: Baton Rouge, LA – Gulf Coast ITS (GRITS) Annual Meeting. Go to:
http://www.gulfregionits.org/content.aspx?page_id=22&club_id=490661&module_id=80325

If you are interested in attending this workshop, or scheduling one in your state, please contact Ralph Volpe, Resource Center Operations TST, 404.562.3637, ralph.volpe@dot.gov.

ITS & Safety Workshop: November 19th

The FHWA Resource Center's Operations TST will deliver ITS & Safety Workshop at the Gulf Region ITS (GRITS) in November. This shortened version of the NHI course is designed to provide an overview of the challenges facing the transportation safety professionals as well as the use of ITS technology applications that are currently available. It is designed to enhance collaboration between ITS and safety personnel and provide participants with the basic tools and resources needed to select the appropriate ITS solutions for addressing various safety issues on the roadway.

Audience: Safety and ITS professionals, planners, operators and designers

When: Friday, November 19

Where: Baton Rouge, LA

If you are interested in attending this workshop, or scheduling one in your state, please contact Ken Wood, Resource Center Operations TST, 708.283.4340, ken.wood@dot.gov.

FHWA's EPA Motor Vehicle Emission Simulator (MOVES) Training

The FHWA Resource Center is joining the Environmental Protection Agency (EPA) in offering training on the EPA's new Motor Vehicle Emission Simulator (MOVES) model. The MOVES model replaces the EPA's MOBILE 6.2 model for transportation conformity analyses, State Implementation Plan development, and analysis of highway and transit projects in the National Environmental Policy Act (NEPA) process. The MOVES model is also an energy and greenhouse gas model and can be used for these analyses as well.

The FHWA and the EPA will be providing several hands-on training courses for the model at locations around the country. A list of these locations will be posted on EPA's MOVES web site: www.epa.gov/otaq/models/moves/trainingssessions.htm. Electronic versions of the training materials are also posted there. The FHWA will offer approximately a dozen MOVES training sessions around the country during FY2011, with several more offered by the EPA.

In addition to classroom training, the FHWA and the EPA are planning other forms of outreach, including an introductory webinar, online training on the MySQL database software used by MOVES, and webinars covering various specialty topics. Information about these training opportunities will be posted at the same link.

Upcoming MOVES Training:

When: Monday, November 22 and Tuesday, November 23

Where: Hanover, MD (near Baltimore)
Contact: Denise King, 410.779.7145 or Kwame Arhin, 410.779.7158

When: Tuesday, November 30 and Wednesday, December 1
Where: Columbia, SC
Contact: Renee Baecker, SC Bureau of Air Quality, baeckerr@dhec.sc.gov

New Course: Bridge Inspection Refresher Training (130053A)

Based on the "*Bridge Inspector's Reference Manual*," (updated in 2006), this course is designed to refresh the skills of practicing bridge inspectors by providing a review of fundamental visual inspection techniques, background knowledge necessary to understand how bridges function, issues of national significance relative to the nations' bridge infrastructures, proper condition and appraisal rating practices, and professional obligations of bridge inspectors. The course also references the AASHTO Manual for Bridge Evaluation.

Core topics addressed in the course include inspector qualifications and duties; bridge mechanics; record keeping and documentation; fatigue and fracture in steel bridges; traffic safety features; safety; National Bridge Inventory (NBI) component ratings; superstructure type identification; inspection techniques and case studies for decks; and superstructures, bearings, substructures, channels, and culverts.

There are two versions of this course: Bridge Inspection Refresher Training (3-day) (130053) and Bridge Inspection Refresher Training (3.5-day) (130053A). The 3.5-day course will cover all the core topics as well as all the optional topics. The optional topics include fiber reinforced plastic, inspection of truss gusset plates, inspection of adjacent box beams, bridge site signing, structure inventory and appraisal overview, common NBI miscodings, element level ratings and timber superstructures, and opportunities for further case study exercises. If a host is limited to the 3-day version, course instructors will work with the host to determine 3 to 4 of the optional topics to be included in the training session. Additionally, course instructors of 130053A will work with the host prior to the scheduled session to complete a pre-course questionnaire and discuss the course schedule.

Contact: For more information about this course and other NHI courses, please visit the NHI web site at www.nhi.fhwa.dot.gov.

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