

DATE: December 9, 2011

FROM: John Shafer
Director, Division of Human Resource Development (HFC-60)

SUBJECT: COURSE ANNOUNCEMENT:
Using ORADSS - Domestic CS154
Rockville, MD ORAU
February 7 - 10, 2012

AUTHORIZED TRAVEL DATES:

Arrival: Monday, February 6
Departure: Friday February 10 (schedule return flights **after 2:30 PM**)
Everyone is expected to return on the departure date unless there are extenuating circumstances ([See Accounting & Admin Info](#)).

POINTS OF CONTACT:

Participants seeking information or assistance with this training course should contact in the following order:

- 1) Immediate Supervisor (first source of information and assistance)
- 2) New Hire Training Coordinators (for "new hire" related questions)
- 3) District Administrative Officer (AO) (Gov Trip, travel, and accounting code information)
- 4) Regional Training Officer (RTO) (cancellation, substitutions, hotel issues, pre-requisite waivers, special requests for additional overnight stay)
- 5) Betsy Bower Training Officer (final POC if the RTO is unavailable)
FDA/Division of Human Resource Development
425-420-7510 e-mail: Betsy.Bower@fda.hhs.gov

COURSE DESCRIPTION / OBJECTIVES:

CS154 - Using the ORA Reporting Analysis and Decision Support System (ORADSS) - Domestic Operations

This ORADSS training course is designed to introduce **new (novice)** Business Objects adhoc users to the latest version of Business Objects Web Intelligence (Xi). This is a class which will be taught by ORA/ORO/Systems Branch personnel. The ORA instructors will teach using actual *domestic* data warehouse/tables (as opposed to import data warehouses/tables). This course will provide users with basic skills for developing their own reports using Web Intelligence Xi.

Objectives: Upon completion, participants will be able to:

- 1. Understand ORADSS/Business Objects concepts and terminology**
- 2. Login to ORADSS, refresh Canned Reports, save and rename them**
- 3. Use Filters and Sorts to minimize and view data**
- 4. Use ORADSS/Business Objects Web Intelligence Xi to build and run simple queries**

Target Audience: This course is for personnel who are novice Business Objects adhoc users and have responsibility for developing a variety of domestic (as opposed to import) data reports using the latest version of Business Objects (Xi) software within their respective organizations. Participants Students should be familiar with FACTS data and the workflow within the District. Previous experience with Excel, Access or ORACLE databases is a plus, but not required.

CEU: 2.5

PREREQUISITES:

Prior to attending, nominees must:

1. Have an FDA issued laptop with the following software installed*:
 - a. MS Office (Word, Excel, etc.)
 - b. Print Key 2000
 - c. Acrobat Version 8.0 or later (full version)
2. Every student **MUST** bring an FDA issued laptop computer with:
 - a. Power cord/transformer
 - b. Mouse (optional, but highly recommended)
 - c. LAN cable, 6 ft or more (optional)

* Nominees are expected to contact ERIC to confirm the presence of or to install the above software. (The listed software is part of the ORA standard configuration and should already be installed.) Note that it is impossible to load any software at the course due to Agency Policy, so this must be checked before leaving for the course.

COURSE COMPLETION REQUIREMENTS:

To successfully complete this course and receive a course certificate with Continuing Education Units* (CEUs), each participant will be required to:

1. Be on time and attend the entire course
2. Participate in class discussions, exercises, workshops and presentations
3. Pass the course assessment(s)

Course Assessments/Exam Policy*

As an authorized provider of Continuing Education Units accredited through the International Association for Continuing Education and Training (IACET), DHRD courses are required to have an assessment(s) component (knowledge & application) to evaluate the effectiveness of the training presented and the participant's grasp of the material covered. Participants will receive only a pass/fail score. Minimum passing score is 70%.

SLOT ALLOCATIONS:

RTOs will allocate slots to the Districts utilizing the ORA survey data:

NER - 3
CER - 5
SER - 3
SWR - 3
PAR - 5
ORA-HQ/Centers - 3

DEADLINES / SPECIAL NOTICES:

Regional and ORA HQ Training Officers, Training Contacts:

1. Please provide a copy of this announcement to each participant as soon as they are identified
2. **By COB** Thursday, December 29, 2011 forward all participant names and registration information via e-mail to Betsy.Bower@fda.hhs.gov .

Course Participants:

1. **Hotel Reservations by COB** Wednesday, January 4, 2012, participants and instructors that will be in travel status must confirm their reservation at the **Bethesda North Marriott, (800) 331-3131** room block: "FDA DHRD ORADSS" (See LODGING INFORMATION below for additional information.)
2. **By COB** Thursday, December 22, 2011 complete the Attachment "A" and forward it via e-mail, **as a Word attachment** (Word Doc) to:

FDA: Your Regional Training Officer (RTO)

FDA HQ/Centers: Sondra Rates via Your Center Training Contact.

International: FDA/ORO/IA Alyson Saben at Alyson.Saben@fda.hhs.gov for approval

TRANSPORTATION:

- Travelers must select an airport and flight that is most cost effective to the Government, in accordance with the Federal Travel Regulations.
 - Reagan Washington National (DCA)
 - Baltimore Washington International (BWI)
 - Dulles International Airport (IAD)
- Rental cars are **NOT authorized**.
- DC Metro: <http://www.wmata.com/rail/>
- Shuttles (need 24 hours notice):
 - Maryland Service (301) 230-0000 <http://www.marylandshuttle.com/>
 - Blue Van (800) 258-3826

LODGING INFORMATION:

Bethesda North Marriott
\$73

Hotel and Conference Center
5701 Marinelli Road
Rockville, MD 20852-2758
(800) 331-3131

Lodging: \$183 + 13% tax

M&IE:

Reservations By: Wednesday, January 4, 2012

Check-in time: 2 PM Checkout: Noon

Room Block: FDA DHRD ORADSS

Hotel Cancellation Policy: No later than 24 hours prior to your intended arrival date to avoid cancellation charges. If you cancel, please obtain a cancellation number from the hotel.

COURSE LOCATION: ORA U

ORA U, Room 116
11919 Rockville Pike
Rockville, MD 20852
301-796-4550

You will need your government ID to enter the building. Please allow enough time to get from the hotel to the building and through security prior to the start of class.

Parking at ORA U: Local participants and instructors are strongly encouraged to ride Metro, carpool, or use public transit since parking at ORA U is limited. Those commuting locally need to voucher parking expenses with their office (local voucher) except for ORA staff.

Instructors, CAG (Course Advisory Group) members, and those employees who car pool (two or more) to ORA U may be granted permission to park at ORA U on a case by case basis pending availability and providing arrangements are made two weeks in advance with the DHRD course training officer. Please contact the training officer two weeks in advance to confirm arrangements and receive further instructions for parking.

Possible parking options for local participants and instructors who must drive to ORA U;

1. White Flint Metro station and use the pay-to-park lot. Reference the following links for more information; <http://www.wmata.com/default.cfm> :
http://www.wmata.com/riding/hours_fares.cfm#Metrorail_Fares
2. Metrorail daily parking is available at the parking lot east of Rockville Pike on Marinelli Road.

ACCOUNTING AND ADMINISTRATIVE INFORMATION

- When a participant fails to confirm a hotel reservation by the deadline and cannot obtain lodging at the negotiated rate, any additional cost must be paid by the nominee's district, unless the district obtains prior approval from DHRD. Approval requests should be forwarded to the Training Officer for a case by case review by DHRD management.
- Employees should stay at the designated hotel with the negotiated room block. If the employee chooses to stay at a different hotel, the employee will be responsible for any costs incurred above and beyond what the expenses would have been if the employee stayed at the hotel with the negotiated room block. Reimbursement will be made at the negotiated rate. If the employee does not use the room block, the employee must use GovTrip to book the hotel.
- When accounting codes are released approximately 4 weeks prior to the course, the training officer will send a Travel Authorization Memo to ORA participants and FDA instructors.
- Rental cars are not authorized
- Civilian dress is business casual as defined by your district.
- Commissioned Corps Officers are required to be in uniform while attending training.
- Prior to attending the course, the commissioned officer should contact CAPT Diann Shaffer (ORA Commissioned Corps Liaison) if unsure which uniform to wear on a scheduled plant tour.
- Temperature may vary in the conference room - please bring layers of appropriate clothing.
- Bring your FDA or other official government issued identification for identity verification.
- **Please note: Due to budget constraints, DHRD will no longer pay for UPS return shipment of student manuals, etc.**
- **Request & justification to stay an additional night** (if applicable): Requests need to be **submitted to your Regional Training Officer (RTO)** in advance via email **by the student's supervisor**. One request can be provided for all students listed from the same District/Lab. Approval must be granted **prior** to the student traveling to the course and DHRD is unable to assist in reimbursement for "after the fact". The RTO will forward requests to the DHRD Training Officer for review/approval.

The request is to include:

1. Reason/justification for request to address factors such as:
 - District policy indicating what is an "unreasonable hour" for travel (if citing undue hardship to the employee)
 - Available flight times (contract and non-contract)

- Airports researched (if more than one in the area)
 - Any related cost comparison (non-contract fare vs. staying the extra night)
2. Statement of supervisory concurrence
- If approved, your voucher needs to include a copy of the e-mail granting approval to stay the extra night.
- After the course, FDA participants should report their actual course time in the “Miscellaneous Operations Accomplishment Hours” screen in FACTS following all applicable guidance. The data entered should include the appropriate Operation Code 84 for participants, 83 for instructors and PAC 99R800.

SPECIAL NEEDS:

FDA provides reasonable accommodations to employees with disabilities. If you need a reasonable accommodation for any part of the training process - due to medical conditions, physical limitations or particular learning challenges - please notify the Training Officer prior to the course. Reasonable accommodations will be granted on a case-by-case basis. For Voice TTY or other interpreting needs, please contact Interpreting Services at the following e-mail address: interpreting.services@oc.fda.gov.

/s/

John Shafer
Director, DHRD

Attachment A

Attachment for Participant Registration Information

Please submit the information as listed in the format and order below as a Word attachment (Word Doc) no later than COB **12/22/2011** via e-mail to:

- FDA/ORA:** your Regional Training Officer (RTO).
- FDA/Centers:** Your Center Training Contact
- International:** FDA/IA Alyson Saben at Alyson.Saben@fda.hhs.gov for approval

Using ORADSS - Domestic CS154
Begin: Tuesday, February 7, 2012
End: Friday, February 10, 2012

Participant Registration Information
Participant's Legal Name:
Position/Title:
GS Series and Grade:
Agency/Organization/Division:
Duty Station (Complete Address with Mail Code):
Business Phone Number and Extension:
Fax Number:
E-mail address:

Supervisor's Name:

Supervisor's Phone Number:

Arrangements needed to accommodate special needs (if any):

Name and Phone Number to contact in case of emergency (optional):

Course Prerequisites:

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1. Have an FDA issued laptop with the following software installed*:

- a. MS Office (Word, Excel, etc.)
- b. Print Key 2000
- c. Acrobat Version 8.0 or later (full version)

2. Every student MUST bring an FDA issued laptop computer with:

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