

**Enforcement Investigative Analysis Officer (EIAO) Course On-the-Job Training (OJT) Checklist**

**EIAO Participant Name:**

**EIAO Session Number: 6000-2021**

**Supervisor Name:**

**District:**

The objective of this OJT Checklist is to verify that the EIAO participant practices using PHIS pages for FSAs and applied what they learned during training. Supervisors or designee should coach the EIAO participant while completing the OJT Tasks. EIAOs should have the opportunity to shadow an experienced EIAO while navigating PHIS pages and entering data into PHIS as applicable. The supervisor or designee should ensure that the EIAO is able to observe or conduct these procedures or discuss similar scenarios as an alternative if needed.

The time dedicated for each procedure can be adjusted according to supervisor decisions. The Center for Learning (CFL) recommends completing the checklist as soon as practical after finishing the EIAO Virtual training but no later than three weeks. Certification must be provided to CFL to achieve successful completion. It is understood that EIAO work is completed based on the assignments given and as part of agency needs. It may take time for all the procedures to be completed based on the District EIAO assignments.

Upon completion of the OJT, the EIAO participant should keep this form for their record and self-certify their completion of the OJT by clicking on the following link and completing the required information in the link.

<https://forms.office.com/g/vwXBqCs73F>

If you have any questions, please contact Jennifer Webb, Training Management Branch Chief, Jennifer.webb@usda.gov

Procedure ~ suggested time is 60 min per task	Date	Participant Signature	Supervisor Signature
Schedule and document a PHRE in PHIS			
Schedule and document an FSA in PHIS (Any tool may be used for this)			
Schedule and document an IVT or RLM in PHIS			
Observe the performance and/or documentation of a recall.			
Observe or review documentation an outreach activity			
Observe or review documentation of an FSA Entrance Meeting			
Observe or review documentation of an FSA Exit Meeting			
Review an NOIE and its associated Verification Plan			
Review a Suspension Letter and review a case file			
Review CCMS presentation in IPP help and observe an EIAO accessing CCMS. <a href="https://fsishelp.fsis.usda.gov/ipphelp/ccms/index.html">https://fsishelp.fsis.usda.gov/ipphelp/ccms/index.html</a>			