

**Automated Training Management Program (ATMP)  
Roles and Responsibilities**

<b>Organization</b>	<b>Role</b>	<b>Responsibilities</b>
CEHR	Functional Proponent	<ul style="list-style-type: none"> <li>• POC for initial requests for ATMP</li> <li>• POC for requests for ATMP systems changes and/or enhancements</li> <li>• Forward change/enhancement requests to SAD/MVD for analysis and comment</li> <li>• Conduct CCB meeting twice a year if needed</li> <li>• Ensure initial training on ATMP is provided</li> </ul>
SAD	Operations Manager	<ul style="list-style-type: none"> <li>• Provide initial application</li> <li>• Provide system update as appropriate</li> <li>• Review recommended systems changes/enhancements</li> </ul>
MVD	Joint Partner with SAD	<ul style="list-style-type: none"> <li>• Review recommended system changes/enhancements</li> </ul>
MSCs	Optional user	<ul style="list-style-type: none"> <li>• Prepare LCMIS Documentation</li> <li>• Submit ATMP request to CEHR</li> <li>• Establish ITIPS record</li> <li>• Initiate MOA with SAD</li> <li>• Pay SAD for initial application</li> <li>• Pay travel and per diem for trainers</li> <li>• Pay annual O&amp;M fee to SAD</li> <li>• Not authorized to make any modifications to the application</li> </ul>