WebTA Self-Certifier Designating Procedures

A Mandatory Reference for ADS Chapters 472 and 626

This reference describes the procedure to designate a new Mission Director as a Self-Certifier in WebTA.

1. Most self-certifiers will be Mission Directors. When a new Mission Director arrives at post, the Mission Controller will forward an e-mail to the Mission's AMS and copying M/CFO/P that:

a. Identifies the self-certifier by name, and

b. Contains the documentation establishing the employee as occupying a position that requires self-certification.

2. The AMS will validate and forward this e-mail to the CIO.

3. The CIO will create a work ticket and forward to M/CFO/P.

4. M/CFO/P will assign the employee the role of "Self-Certifier" and notify the Mission timekeeper.

5. The Mission Timekeeper will enable the employee to self-certify in WebTA.

6. When the self-certifier departs post for reassignment, the Controller will notify the Mission AMS and M/CFO/P of the change.

The procedures for other self-certifiers, most notably in Washington, should follow similar lines of authority.

Procedure to delegate Certifier authority to the Acting Mission Director in a Mission Director's absence.

1. The Mission Controller will forward an e-mail to the Mission's AMS and copy M/CFO/P.

a. The e-mail will contain the documentation establishing that

i. The self-certifier (usually the Mission Director) will be absent from post and unable to self-certify.

ii. Identifies the temporary certifier (supervisor) for the absent self-certifier (usually the Acting Mission Director).

iii. Requests the self-certifier role and supervisor role for the Acting Mission Director.

iv. Includes the date range covered.

2. The AMS will validate and forward to CIO.

3. CIO will create a work ticket and forward to M/CFO/P.

4. M/CFO/P will assign the self-certifier role to the Acting Mission Director and, if the Acting MD is not already assigned a Supervisor role, s/he will be assigned the Supervisor Role at this time.

5. M/CFO/P will notify the Mission Timekeeper of these changes.

6. The Mission Timekeeper will make the Acting MD a Self-Certifier in WebTA and make him/her the supervisor of the absent MD in WebTA.

7. When the MD returns to post, the Timekeeper will affect the required changes in WebTA and notify the Mission AMS and M/CFO/P of these changes.

8. M/CFO/P will remove the Self-Certifier role for the previous Acting MD.