

# FAITAS v.2 SUPPORT DOCUMENTATION

## OVERVIEW: INTRODUCTION

[Related Topics](#)

**INSTRUCTIONS:** To navigate to another topic, select one of the buttons below, click the **Related Topics** button, or use the breadcrumbs above.



The **Federal Acquisition Institute Training Application System (FAITAS v.2)** is the avenue for all federal civilian agency employees to electronically submit applications for resident, web offerings, or continuous learning point requests. FAITAS v.2 monitors and manages workforce certification requirements and provides access to Federal Acquisition Institute Defense Acquisition University (DAU) training that includes classroom-based, online learning, and continuous learning courses. FAITAS v.2 is a role-based, modular system. The major functions of each role are listed below:

### Training

- Employees make training requests.
- Supervisors forward recommend approval or disapprove training requests.
- Training Managers forward recommend approval or disapprove training requests.
- Registrars are the final approval authority for training requests.

### Career Path Management (CPM)

- Employees manage their Individual Development Plans (IDPs).
- Supervisors review IDPs.
- MDP Managers create Agency Master Development Plans (MDPs).
- MDP Administrators create Global Master Development Plans (MDPs).

### Certification (CERT)

- Employees submit certification requests.

- Supervisors recommend approval or disapprove certification requests.
- Bureau Certification Managers (BCMs) recommend approval or disapprove certification requests.
- Agency Certification Managers (ACMs) are the final approval authority for certification requests.

### **Continuous Learning (CL)**

- Employees request CL point requests.
- Supervisors recommend approval or disapprove CL point requests.
- Bureau Continuous Learning Managers are the final approval authority for certification requests.

FAITAS v.2 documentation is available under the **Help** tab. If you do not see information for your role and/or question, contact **FAI**.

**Note:** Your FAITAS v.2 role determines what is visible to you across the main navigation bar and the functions/tasks you can access.

Members of the Federal Acquisition Workforce who are not federal civilian agency employees must apply for training at their respective agency websites. A list of training application systems and the communities they serve is shown below.

- Army: <https://www.atrrs.army.mil/channels/aitas>
- Navy: <https://www.atrrs.army.mil/channels/navyedacm>
- Air Force: <https://www.atrrs.army.mil/channels/acqnow>
- Department of Defense: <https://www.atrrs.army.mil/channels/acqtas>
- Contractor/Industry: <https://atrrs.army.mil/channels/nondod>

Contractor Employees working for civilian agencies are not eligible to apply for training. For further information on continuous learning requirements and associated training, visit the Federal Acquisition Institute website at <http://www.fai.gov>.

### **About FAITAS v.2 Support Documentation**

Users should note the following terminology and conventions used in this Help System:

- If you receive an error message when trying to access any ATRRS site, including the Federal Acquisition Institute Training Application System (FAITAS 2.0), download the DOD Security Certificate from the following web site: <http://dodpke.com/installroot>.
- For more information about the Federal Acquisition Institute (FAI), click the gray bar located above the FAITAS v.2 header to link to the FAI website at <http://www.fai.gov>.
- The FAITAS v.2 site is developed and tested under Section 508 compliance rules. For more information about Section 508 of the US Rehabilitation Act, refer to <http://www.section508.gov>.
- As part of Section 508 compliance, all hyperlinks include popup windows that indicate the main purpose of the link. Popup message text appears when you hover your mouse over a link.
- In a table, any underlined heading is a toggle switch. When you click the heading, column information is sorted in ascending or descending order.
- Within this FAITAS v.2 Help System, click **gold** text, for example, [What is the Dashboard?](#), to see extended content,
- In FAITAS v.2, required fields are identified with **red** text and asterisks (\*). Some browsers may not show the asterisks.
- Below the top horizontal navigation bar, [breadcrumbs](#) act as an additional navigation tool. Select an underlined term to go to that page.
- Use the Search () , Index () , and/or Glossary icons in this Help system to access information related to FAITAS v.2. Within any topic, clicking the **Home** link in the breadcrumb will return you to the first page of the Help system.
- The **Print** () icon allows you to select one or more pages to print.
- The Adobe print icon allows you to save and/or print a PDF of selected pages or the entire Help System.

# OVERVIEW: CERTIFICATE ERROR MESSAGE

[Related Topics](#)

**INSTRUCTIONS:** To navigate to another topic, select one of the buttons below, click the **Related Topics** button, or use the breadcrumbs above.



If you receive an error message when trying to access any ATRRS site, including the Federal Acquisition Institute Training Application System (FAITAS v.2), you may need to download and install a DOD Security Certificate.

Enter this URL in your browser: <http://dodpki.c3pki.chamb.disa.mil/rootca.html>. Carefully follow the screen directions that display for downloading the certificate for the Root Certificate Authority (CA).



**DoD Class 3 PKI  
Download Root CA Certificate**

---

**Instructions for downloading the certificate for the Root Certificate Authority (CA).**

Save the file to your local machine.

1. Right click on the saved file and select Open.
2. Expand down and click on Certificates. For each certificate listed double click on the certificate.
3. At the Certificate window click the Install Certificate button.
4. Click next in the Certificate Import Wizard, select "Place all certificates in the following store" and click Browse. If this is a Root Certificate select "Trusted Root Certification Authorities" or if it is a Intermediate CA Certificate select "Intermediate Certification Authorities" and click ok. Click next and click finish.

After reading the above instructions, click on [Download Root CA 2 Certificate](#).

Then, using the same instructions, click on [Download External Certification Authority \(ECA\) Root CA Certificate](#).

Then, using the same instructions, click on [Download External Certification Authority \(ECA\) Root CA 2 Certificate](#).

If you need to trust certificates from any of the retired Root Certification or Intermediate Certification Authorities for any reason click [here](#).

[Back](#)

**Figure 1: Root Certificate Authority (CA)**

**NOTE:** To navigate to the site without installing the certificates, click the **Continue to Website** link within FAITAS v.2. The security of the website does not depend on having the certificate downloaded to your web browser.

Ensure that you are using one of the following web browsers:

- MS Windows XP running IE 7.x or 8.x
- Apple Mac OS X
- Safari 5.x
- Chrome 12.x

After you install the Root CA 2 certificate, add the FAITAS v.2 homepage to your trusted site list. You may need to contact your local network administrator in order to obtain assistance with installing the certificates and adding the homepage to your trusted sites. You may need to reinstall the certificate if your technical team conducts updates.

If you still cannot access the registration site, try to access any of the following URLs:

- <https://www.atrrs.army.mil/channels/faitas/student/Welcome.aspx>
- <https://www.atrrs.army.mil>

If you are unable to access the sites listed above, contact your technical representative for further troubleshooting as continued access challenges may be an indication of internal system firewall conflicts.

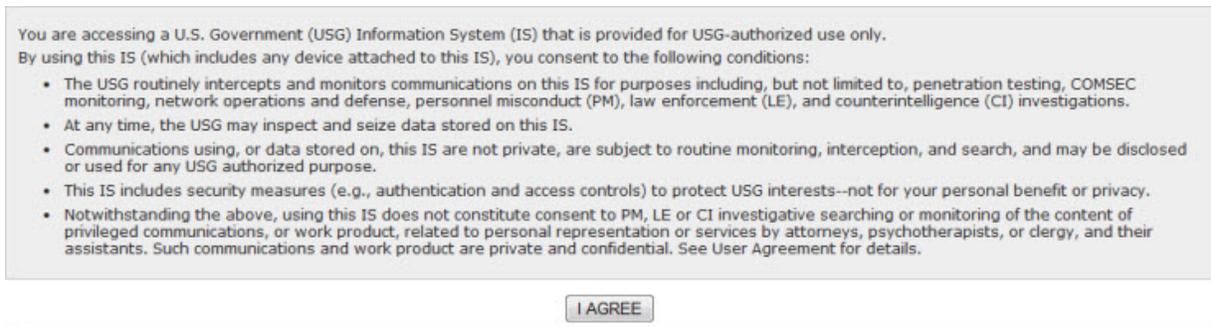
# OVERVIEW: FIRST TIME USERS

[Related Topics](#)

**INSTRUCTIONS:** To navigate to another topic, select one of the buttons below, click the **Related Topics** button, or use the breadcrumbs above.



If you are a first-time user of FAITAS v.2, you will need to register. To start the registration process, enter this URL in your browser: <https://www.atrrs.army.mil/faitas>. A **U.S. Government Information System** page opens.



**Figure 1: U.S. Government Information System Message**

After reading the message, click the **I Agree** button to proceed. The FAITAS v.2 logon screen opens. In the **Login** window, click the **Register Here** link.

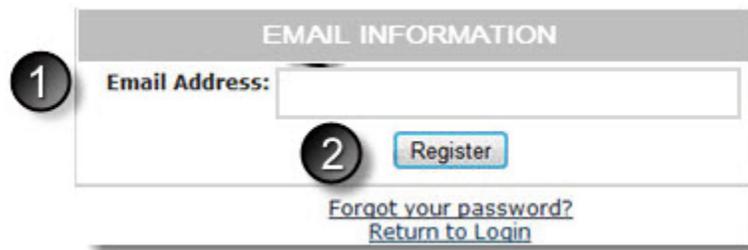


**Figure 2: Register Here**

**Note:** Certain commercial email domains are allowed; however, these must be approved by the Federal Acquisition Institute (FAI).

The **Email Information** window opens.

1. Enter your .mil or .gov email address.
2. Click the **Register** button.

A screenshot of a web form titled "EMAIL INFORMATION". The form has a grey header bar with the title. Below the header, there is a text input field labeled "Email Address:" with a circular callout "1" pointing to it. To the right of the input field is a blue "Register" button with a circular callout "2" pointing to it. Below the input field and button, there are two links: "Forgot your password?" and "Return to Login".

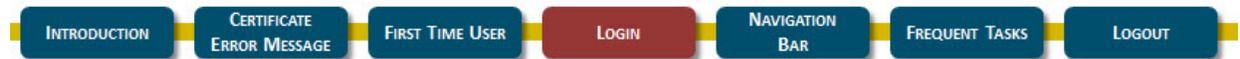
**Figure 3: Email Information**

A confirmation email will be sent to the email address you provided. Click the link (or enter its URL in your browser) contained within the email to continue the registration process by completing your Profile.

# OVERVIEW: LOGIN

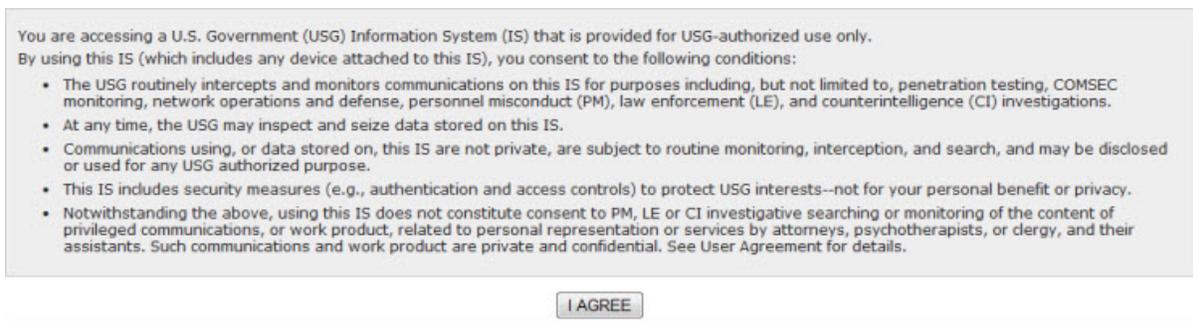
[Related Topics](#)

**INSTRUCTIONS:** To navigate to another topic, select one of the buttons below, click the **Related Topics** button, or use the breadcrumbs above.



The **Federal Acquisition Institution Training Application System (FAITAS v.2)** requires an email address and password. If you are newly registered in FAITAS v.2, password information was contained within the email confirmation you received during the registration process.

Enter the following URL: <https://www.atrrs.army.mil/faitas>. A **U.S. Government Information System** page opens.



**Figure 1: U.S. Government Information System Message**

After reading the message, click the **I Agree** button to proceed. The **Login** screen opens. Enter your email address and password. Click the **Login** button. If you forget your password, click the **Forgot Your Password** link to receive additional instructions.

The image shows a 'Login' window with two input fields: 'Email Address:' and 'Password:'. Below the fields is a 'Login' button. At the bottom of the window, the text 'Forgot your password?' is circled in red.

**Figure 2: Forgot Your Password**

The FAITAS v.2 homepage opens. A **Notice to First Time Users** emphasizes that this website is for the use of federal departments/agencies/bureau employees only and directs other users to their respective websites.

If this is not the first time that you have accessed the FAITAS site, your Dashboard displays after you select the **Login** button. Scroll to the bottom of any FAITAS v.2 window and click the **Privacy Message** link to view its contents.

The image shows a dialog box titled 'FAITAS Privacy Statement'. The text inside reads: 'This information is subject to the Privacy Act of 1974 (5 U.S.C. Section 552a). The purpose is to ensure that your training records are properly consolidated into one system and attributed to your profile. Collection of this information is authorized by Titles 5 U.S.C. and 31 U.S.C., generally. The Social Security Number, authorized by Public Law 93-579 Section 7 (b) and Executive Order 9397, is used as a unique identifier to distinguish between employees with the same names and birth dates and to ensure that each individual's record in the system is complete and accurate and the information is properly attributed. Furnishing the requested information is required for registration in any classroom or online training. Failure to provide the requested information will prevent your registration for training.' At the bottom of the dialog box, there is a link labeled 'Privacy Statement' which is circled in red. Below the dialog box, there is a footer that reads: 'site cannot be reused, copied, duplicated, or distributed for non-FAI purposes without written permission. Printed on 10:34 on Jun 1 2012 from data provided by FAI and the Army Training Requirements and Standards Agency.'

**Figure 3: Privacy Message**

# OVERVIEW: NAVIGATION BAR SELECTIONS

[Related Topics](#)

**INSTRUCTIONS:** To navigate to another topic, select one of the buttons below, click the **Related Topics** button, or use the breadcrumbs above.



The visible FAITAS v.2 navigation bar selections depend on your role. Many FAITAS v.2 users have multiple roles within the system. For example, one user may have Employee and Training Manager roles in Training and a Career Path Management role of MDP Manager and Employee. Another user may have Employee and Supervisor roles in Training and Supervisor and Agency Certification Manager roles for the Certification module.

Employees generally see the **My Status**, **Manage Career**, **Help**, and **Logout** tabs while a Supervisor will see an additional tab for **Manage Employees**. Other FAITAS v.2 administrators see the **Manage Workforce** and **Manage System** tabs. It is also possible to access FAITAS v.2 features through your Dashboard view.



**Figure 1: FAITAS v.2 Complete Navigation Bar**

Because users have different role configurations, use Navigation Bar illustrated in the figure above as a guidelines. If you have specific questions about your role, contact FAI. The list below includes the functionality that is currently available within the FAITAS v.2 system. This Help system includes specific information related to each of the tasks below.

**Note:** Depending on your main role within FAITAS v.2, the help system version may not include explanations and/or instructions for all of the features mentioned below. For more information, contact FAI.

### **1. My Status**

Account

Profile

Dashboard

### **2. Manage Career**

Training (Search for Training, My Training Requests, My Training History, My Training Completion Certificates)

Career Path Management (My Development Plan)

Certification (My Certification Requests, My Certifications, Certification Programs)

Continuous Learning (My Point Requests, My Achievement Requests, My Continuous Learning)

ACMIS History (My ACMIS History)

### **3. Manage Employees**

Training (Review Training Requests)

Career Path Management (Review Development Plans, Search for Development Plans)

Certification (Manage Certification Requests)

Continuous Learning (Manage Point Requests, Manage Achievement Requests)

### **4. Manage Workforce**

Training (Manage Training Requests, Swap Training Requests, Move Training Requests, Cancellation Requests, No Shows, Class Roster)

Career Path Management (Create Master Development Plans, Review Master Development Plans, Master Development Plan Settings)

Certification (Manage Certification Requests, Manage Certifications, View Certification Requests, Certification Programs)

Continuous Learning (Manage Point Requests, Manage Achievement Requests)

Reports (Training, CPM, Certification, Continuous Learning, Deferred Status)

### **5. Manage System**

People (Agency, Bureau, User, Power Users)

Information (Announcements, FAQs, Manage Standard Remarks)

Configuration (Courses, Course Groups, Email Templates, System Parameters, Manage Certification Approval Workflow, Manage Course CLPs, Manage CL Point Request Approval Workflow, Manage CL Achievement Approval Workflow)

## **6. Impersonate Users**

## **7. Help**

User Guides

FAQ

Contact Us

## **8. Logout**

# OVERVIEW: FREQUENT FAITAS v.2 TASKS - GENERAL

[Related Topics](#)

## INSTRUCTIONS

1. Select one of the buttons below to view frequent FAITAS v.2 task questions.
2. When the page refreshes, click a question to see the drop-down response and/or task steps. Click the question again to roll-up the response.
3. To navigate to another FAITAS v.2 topic, click the **Related Topics** button.
4. To return to the **Overview** page, click the **Overview** breadcrumb above.



[What is the Dashboard?](#)

[What do I do if I get a Certificate Error Message?](#)

[How do I register as a first time user?](#)

[How do I login?](#)

[Where can I find Help information?](#)

[Where can I find Frequently Asked Questions?](#)

[How do I set up an account?](#)

[How do I set up a profile?](#)

[How do I logout?](#)

[What do I do if a report I need takes a long time to process?](#)

[What does "Deferred Status" mean?](#)

[How can I customize a report?](#)

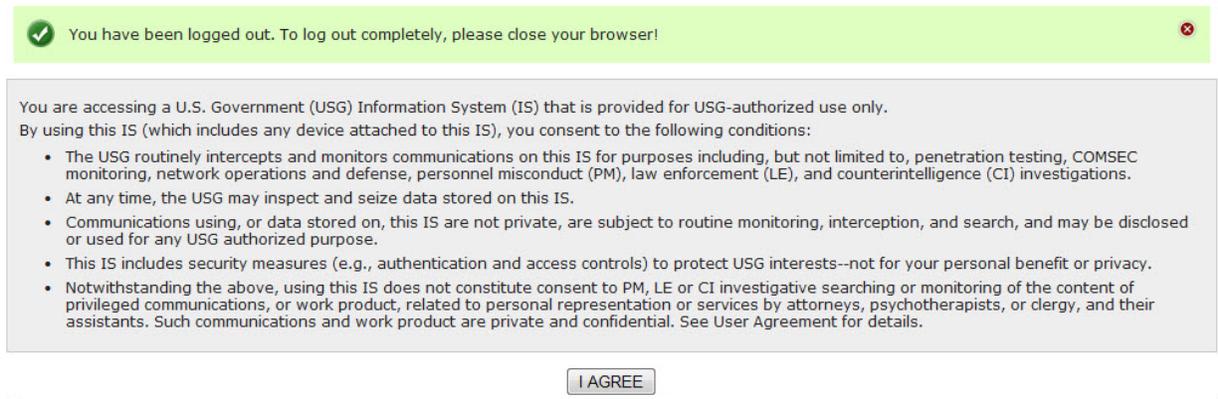
# OVERVIEW: LOGOUT

**Related Topics**

**INSTRUCTIONS:** To navigate to another topic, select one of the buttons below, click the **Related Topics** button, or use the breadcrumbs above.



To log off FAITAS v.2, click the **Logoff** button located on the upper navigation bar. A **green** confirmation logout text message appears at the top of the **Login** screen.



**Figure 1: Successful Logoff**

**Note:** To log out of FAITAS v.2 completely, you will need to close your browser.

# MY STATUS

[Related Topics](#)

**INSTRUCTIONS:** To navigate to another topic, select one of the buttons below, click the **Related Topics** button, or use the breadcrumbs above.

The **My Status** tab provides the following view and/or edit functions:



- **Account:** FAITAS v.2 requires that each user complete an **Account** that includes email address, password information, and security questions.
- **Profile:** Users are required to create and maintain a personal records that is referred to as an **Employee Profile**.
- **Dashboard:** Depending on your FAITAS v.2 role, the **Dashboard** (homepage) contains a number of widgets that can be expanded or collapsed to customize page appearance.

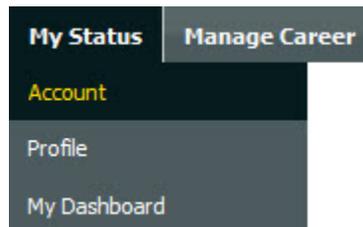
# MY STATUS: ACCOUNT

[Related Topics](#)

**INSTRUCTIONS:** To navigate to another topic, select one of the buttons below, click the **Related Topics** button, or use the breadcrumbs above.



The first time you use FAITAS v.2, you must complete the **Account** form. Hover your mouse over the **My Status** tab. A drop-down menu displays.



**Figure 1: Account Drop-Down Menu**

**Note:** Certain commercial email domains are allowed; however, these must be approved by the Federal Acquisition Institute (FAI).

Click **Account** to display the **Account** screen.

Dashboard » My Status » Account

## Update Account

**Account Information**

SSN: XXX-XX-2222

**1** Email Address\*: firstname.lastname@gov.mil

**2** **Change Password**

Old Password:

New Password:

Confirm Password:

**3** **Security Questions**

Question 1\*: What is your mother's maiden name?

Question 2\*: What was the name of your first pet?

Question 3\*: What was your childhood nickname?

**4**

**5** **Additional Information**

Information	Value
Dee Tester's Supervisor:	DianeJ.Supervisor@asmr.com
Dee Tester's Agency:	Department of Homeland Security
Dee Tester's Bureau:	Office of Policy
Dee Tester's Work Phone:	5551212 Ext: 345
Roles:	<input type="checkbox"/> System Admin <input type="checkbox"/> Employee <input type="checkbox"/> Support Specialist <input type="checkbox"/> MDP Admin <input type="checkbox"/> MDP Manager <input type="checkbox"/> Supervisor <input type="checkbox"/> Registrar <input type="checkbox"/> Bureau Career Manager <input type="checkbox"/> Agency Cert Manager <input type="checkbox"/> Bureau Cert Manager
Dee Tester is a Registrar for the following training schools:	<input type="checkbox"/> DAU <input type="checkbox"/> DHS <input type="checkbox"/> FAI
The following users have selected Dee Tester as their supervisor:	<input type="text" value="Hope.Smith@mail.mil"/>

**Figure 2: Update Account Form**

1. Enter an email address in either the .gov or the .mil domain.
2. Enter and confirm your password. Password creation help ensure that your password meets all the requirements.
3. From the drop-down lists, select and respond to each of three security questions.
4. Click the **Update** button to continue or the **Cancel** button to return to the original screen.
5. Notice the **Additional Information** section that is located below the **Update** and **Cancel** buttons. Click the plus sign icon (+) to access the additional account information. The **Additional Information** acts as a quick reference to relevant information such as your Supervisor's email address, Agency and Bureau names, phone number, and your role/s within FAITAS v.2. Click the minus sign icon (-) to roll-up the **Additional Information** window.

**Note:** Passwords must be 8-12 characters and contain at least one upper-case letter, one lower-case letter, a number, and a symbol. The new password cannot be the same as the previous five (5) passwords.

When you update your **Account Information** and click the **Update** button, the **Update Account** screen refreshes and a **green** text message confirms that the account information has been updated.



**Figure 3: Updated Account Information Text Message**

If you do not update your **Account Information** and click the **Cancel** button, the **Update Account** screen refreshes with your original information.

# MY STATUS: PROFILE

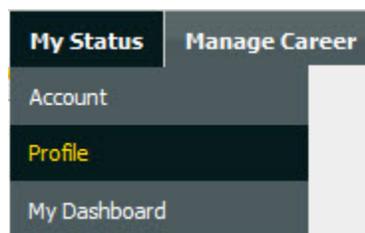
[Related Topics](#)

**INSTRUCTIONS:** To navigate to another topic, select one of the buttons below, click the **Related Topics** button, or use the breadcrumbs above.



All FAITAS v.2 users are required to create and maintain a personal record that is referred to as an **Employee Profile**. The first time you use FAITAS v.2, you must complete the **Employee Profile** form. Information in your **Employee Profile** is used to auto-populate training applications, thereby saving you time and effort. It is critical to keep profile information up-to-date and accurate. You may review and update your profile as often and whenever you need.

To access your **Profile**, hover your mouse over the **My Status** tab. A drop-down list displays. Click **Profile**. The **Update [Employee Name] Profile** form opens. Required fields are **red** with asterisks (\*).



**Figure 1: My Profile Drop-Down Menu**

Within the **Update [Employee Name] Profile** screen, notice that FAITAS v.2 recognizes you from your logon details and pre-fills some of the fields, for example, your Social Security Number (SSN) information with just the last four numbers visible.

## Update [Employee Name] Profile

2 **User Information**

SSN:	XXX-XX-2222
Date of Birth*:	Jan 22 1959
Gender*:	Female
Prefix:	
First Name*:	Dee
Middle Name:	Lee
Last Name*:	Tester
Suffix:	

2 **Home Address**

Country*:	ZAM - ZAMBIA
Address*:	11637 Dee Lee Tester Avenue
Address 2 (non U.S.):	
City*:	Reston
State*:	VA - VIRGINIA
ZIP*:	20191
Phone*:	5551212

2 **Profile Information**

Agency*:	DHS - Department of Homeland Security
Bureau*:	Office of Policy
Pay Plan*:	AD - ADMINISTRATIVELY DETERMINED (NOT ELSEWHERE SPEC
Pay Grade*:	02
Job Series:	0023 <a href="#">Look Up Job Series</a>
Disability Type:	
Position Title*:	Management Analyst
Acquisition Workforce Member?*:	Yes

See your Agency policy for a definition of Acquisition Workforce

2 **Acquisition Workforce Details (only for AWF Members)**

Career Field:	Program Management
Career Path:	Non-IT
Level Achieved:	1
Level Required:	2
I am a COTR/COR:	Yes

Only indicate "Yes" if you are officially Appointed by Letter from a Contracting Officer stating you are the official COTR/COR on the contract.

2 **Work Address**

Country*:	UNI - UNITED KINGDOM
Address*:	125 Anv Street
Address 2 (non U.S.):	
City*:	Anv Town
State*:	IA - IOWA
ZIP*:	20191
Work Phone*:	555-1212
Work Phone Extension:	345
Mobile Phone:	555-1212
DSN:	

3 **Supervisor Information**

Supervisor Name:	DianeJ Supervisor	Select User
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If your supervisor has not created their profile you will be unable to select them.

4

Figure 2: Employee Profile



# MY STATUS: DASHBOARD

[Related Topics](#)

**INSTRUCTIONS:** To navigate to another topic, select one of the buttons below, click the **Related Topics** button, or use the breadcrumbs above.



The **Dashboard** is your homepage. It includes widgets that can be expanded or collapsed to customize the page appearance by clicking the arrow icon located in the top left corner of the widget. The number of widgets or components that you see on the **Dashboard** depends on your role.

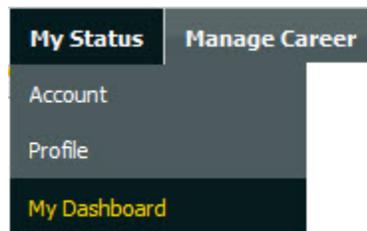
**Note:** To move a widget, first hover your mouse over the widget you want to move, and then click the left mouse button. Without releasing the mouse button, drag the widget with your mouse to a new location and then release the mouse button. The widget stays in its new location. If you need contextual help, hover over a question mark icon for additional information.

Available widgets include the following:

- **My Current Class List** that lists the status of any course you have requested and the **Apply for Training** link.
- **Supervisor/Training Manager Requests Pending Your Review** (visible only if you have additional FAITAS roles).
- **Development Plans Pending Your Review** (visible only if you have additional FAITAS roles).
- **Announcements** about the system. System administrators manage announcements.
- **Transcript Summary** for any course that you have completed.
- **IDP Summary** that displays the status of your **Development Plan** and a link to the plan.

**Note:** If, in addition to your role as MDP Manager, you are also designated as a Training Manager for your Bureau or Supervisor, you may also see **Supervisor/Training Manager Pending Requests**. From the Dashboard, MDP Managers can **Apply for Training**. Recall that features available through widgets are also available from the main navigation bar.

To begin, hover your mouse over the **My Status** tab. A drop-down menu appears.



**Figure 1: Dashboard Drop-Down Menu**

Click **My Dashboard** to open your **Dashboard** and view the widgets and links appropriate for your FAITAS v.2 role(s).

1. The **Apply for Training** link opens the **Course Search** function.
2. The **Manage Training Requests** link opens the **Pending Requests for Supervisor** screen.
3. The **Review Development Plans** link opens the **Review Development Plans** screen.
4. The **Manage Certification Requests** opens the **Manage Certification Requests** screen.  
**System Announcements** display in the **Announcement** widget.
5. The **Plan Progress** bar in the **IDP Summary** widget displays your IDP progress.
6. The **Go to My Development Plan** link opens the **View My Development Plan** window.
7. If you have not yet completed a course, your current job title, career field, and job series
8. information from your **Employee Profile** is listed in the **Transcript Summary**.
9. Your listed **Certifications** include Certification Title, Level, and Approved Date.

# MANAGE CAREER

[Related Topics](#)

**INSTRUCTIONS:** To navigate to another topic, select one of the buttons below, click the **Related Topics** button, or use the breadcrumbs above.

One advantage of FAITAS v.2 is the convenience it provides Employees who need to apply for classroom or web-based training. This can be done from any location in the world where there is an internet connection.



- **Training:** Search and apply for training, view training requests, and view past history
- **Career Path Management (CPM):** Manage career goals through an Individual Development Plan (IDP)
- **Certification (CERT):** Generate Certification Requests, upload supporting documentation, submit application request
- **Continuous Learning Points (CLP):** Manage CLP and Achievement requests
- **ACMIS History:** View past training history from decommissioned ACMIS registry

# MANAGE CAREER: TRAINING

[Related Topics](#)

**INSTRUCTIONS:** To navigate to another topic, select one of the buttons below, click the **Related Topics** button, or use the breadcrumbs above.



The **Manage Career | Training** tab provides functions to search and apply for training (**Search for Training**), view training requests (**My Training Requests**), and view past course history (**My Training History**). Use the training menu to search for courses, track existing requests, view past training history, and view and/or print completion certificates.



# MANAGE CAREER: TRAINING - SEARCH FOR TRAINING

[Related Topics](#)

**INSTRUCTIONS:** To navigate to another topic, select one of the buttons below, click the **Related Topics** button, or use the breadcrumbs above.



Use the training function to manage all aspects of training from searching for courses to tracking existing requests to viewing past training history. The Training Request process has two steps:

1. Search for Training: Search for and find the course that you need.
2. New Training Request: Create a training request.

To begin, hover your mouse over the **Manage Career** tab. A training drop-down menu displays. Move your mouse to **Training** to display a second drop-down menu. Click **Search for Training**.

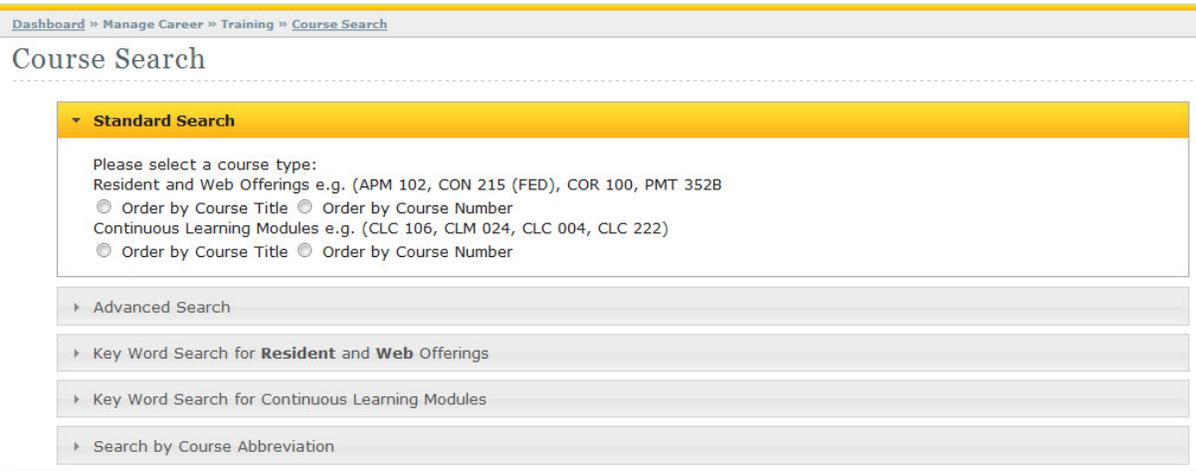


**Figure 1: Search for Training Menu**

**Note:** **Search for Training** is also available from your Dashboard when you click the **Apply for Training** link in the **My Current Class List** widget.

## Search for Training

After you select **Search for Training** from the top navigation bar or your Dashboard, the **Course Search** screen displays.



The screenshot shows the 'Course Search' page with a breadcrumb trail: Dashboard » Manage Career » Training » Course Search. The main heading is 'Course Search'. Below it is a 'Standard Search' section with a yellow header. The text inside says 'Please select a course type:' followed by two options: 'Resident and Web Offerings e.g. (APM 102, CON 215 (FED), COR 100, PMT 352B)' and 'Continuous Learning Modules e.g. (CLC 106, CLM 024, CLC 004, CLC 222)'. Each option has two radio buttons for 'Order by Course Title' and 'Order by Course Number'. Below the 'Standard Search' section are four expandable search options: 'Advanced Search', 'Key Word Search for Resident and Web Offerings', 'Key Word Search for Continuous Learning Modules', and 'Search by Course Abbreviation'.

**Figure 2: Course Search Options**

In FAITAS v.2, there are several search options:

### **Standard Search**

Use the **Standard Search** option if you know the course title or course number for **Resident and Web Offerings** or **Continuous Learning Modules**.

**Note:** Remember to click the radio button for either **Resident and Web Offerings** or **Continuous Learning Modules** before you enter a **Course Title** or **Course Number**. Each of those options provides a different course listing.

**Resident and Web Offerings** are Instructor-led courses, either classroom or web-based. Web offerings that are instructor-led are generally those required for certification purposes, for example, SYS 101, CON 237, etc. **Continuous Learning Modules** are web-based courses that are self-paced and not instructor-led, for example, CLM 003, FAC 017, etc.

The **Standard** option displays a complete listing. To begin the **Standard Search**, follow the steps listed below:

1. Choose a **Course Type**, either **Resident and Web Offerings** or **Continuous Learning Modules**. Click the radio button next to **Order by Course Title** or **Order by Course Number** for the course type you chose.
2. A **Select-Course** drop-down list displays. Select your course.
3. Click the **Submit** button.

The screenshot shows a search interface titled "Standard Search" with a yellow header. Below the header, there is a text prompt: "Select a course, then select 'Submit'". Underneath, there are two sections of radio buttons. The first section is for "Resident and Web Offerings e.g. (APM 102, CON 215 (FED), COR 100, PMT 352B)" and the second is for "Continuous Learning Modules e.g. (CLC 106, CLM 024, CLC 004, CLC 222)". Each section has two radio buttons: "Order by Course Title" (which is selected in both) and "Order by Course Number". Below these is a "Select Course:" label followed by a text input field containing "TST 303 - ADVANCED TEST AND EVALUATION", a drop-down arrow icon, and a "Submit" button. Three numbered callouts are present: '1' points to the first radio button in the first section, '2' points to the drop-down arrow icon, and '3' points to the "Submit" button.

**Figure 3: Standard Search Steps**

For Resident courses, the **Locations for [Course Title]** window opens. For **Continuous Learning Module or Web Offering** courses, the **Create New Training Request for [Course Title]** window opens.

### **Advanced Search**

If you want to locate training opportunities that are organized by **Location**, **Course Title**, and/or **Date Range**, use the **Advanced Search** feature. From the **Course Search** window, choose the **Advanced Search** option. Choose at least one of the fields (**Location**, **Course**, or **Date Range**) to establish search parameters:

1. Option 1: Select the down arrow icon (  ) to display the drop-down listing of locations. Choose a **Location**.
2. Option 2: In the **Course** field, begin entering a course title. Select a course from the drop-down list.
3. Option 3: Click in the **From** and **To** fields to display a calendar. Choose the year, month, and date.
4. When you complete the search parameters, click the **Search** button.

**Figure 4: Advanced Search**

The list of course options displays below the **Search** button. Select one of the course options.

### Keyword Search for Resident and Web Offerings

If you do not know the **Course Title** or **Course Number** for **Resident and Web Offerings**, use the **Keyword Search for Resident and Web Offerings** to search for possible course options.

1. From the **Course Search** window, enter a key word in the **Course Search** field.
2. A drop-down list displays. Choose a course from the drop-down list.
3. Click the **Submit** button.

**Figure 5: Keyword Search**

For **Resident** courses, the Locations for [Course Title] window opens. For **Web Offering** courses, the **Create New Training Request for [Course Title]** window opens.

### Keyword Search for Continuous Learning Modules

If you do not know the **Course Title** or **Course Number** for **Continuous Learning Modules**, use the **Keyword Search for Continuous Learning Modules** to search for possible course options.

1. From the **Course Search** window, enter a key word in the required **Course Search** field.
2. A drop-down list displays. Choose a course from the drop-down list.
3. Click the **Submit** button.

The screenshot shows a web interface for searching continuous learning modules. At the top, there is a yellow header with the text "Key Word Search for Continuous Learning Modules". Below the header, a message reads "Please begin typing a course title or number for autocomplete results". A search input field is labeled "Course Search\*" and contains the text "acq". A dropdown menu is open below the input field, displaying a list of course titles: "CLB 007-COST ANALYSIS", "CLB 008-PROGRAM EXECUTION", "CLB 009-PPBE & BUDGET EXIHIBITS", "CLB 010-CONGRESSIONAL ENACTMENT", "CLB 011-BUDGET POLICY", "CLB 014-ACQ RPTG CONCEPTS&POLICY RQMTS- APB,DAES,", "CLB 016-INTRODUCTION TO EARNED VALUE MANAGEMENT", and "CLB 017-PERFORMANCE MEASUREMENT BASELINE". To the right of the search field is a "Submit" button. Three numbered callouts (1, 2, and 3) are overlaid on the image: callout 1 points to the search input field, callout 2 points to the dropdown list, and callout 3 points to the "Submit" button.

**Figure 6: Keyword Search**

For **Continuous Learning Module** courses, the **Create New Training Request for [Course Title]** window opens.

### Search by Course Abbreviation

Use the **Search by Course Abbreviation** when you want to narrow the search results. Course abbreviations denote the subject area of the course, for example, CON is Contracting, APM is Acquisition Program Management, LOG is Logistics, etc.

From the **Course Search** window, choose **Search by Course Abbreviation**.

1. Click the down arrow in the **Course Abbreviation** field to display a drop-down list. Select the course abbreviation from the drop-down list.

2. Click the down arrow in the **Select Course** field to display a drop-down list. Select the course from the list of courses in the drop-down list.
3. Click the **Submit** button.

▼ Search by Course Abbreviation

Course Abbreviation:

Select Course:

**Figure 6: Search by Course Abbreviation**

For **Resident Courses**, the **Locations for [Course Title]** window opens. For **Continuous Learning Module or Web Offering** courses, the **Create New Training Request for [Course Title]** window opens.

### *New Training Request*

After you locate a course, you will need to submit a training request. Some **Resident and Web Offering** and **Continuous Learning** Module courses have required prerequisites; others do not. If you apply for a course with prerequisites, FAITAS v.2 will notify you of the prerequisites before you complete the training request process.

This topic includes a detailed description of the following:

- Courses with Prerequisites (Resident and Online)
- Courses without Prerequisites (Resident and Online)

Some courses require prerequisites. If you apply for a course with prerequisites, FAITAS v.2 displays the prerequisite information. It is your responsibility to meet the prerequisites for a course. FAITAS v.2 will permit you to submit a training request without meeting the prerequisites; however, your training request application will not be approved if prerequisites are not met. To meet the prerequisites, be sure that one of the following conditions applies:

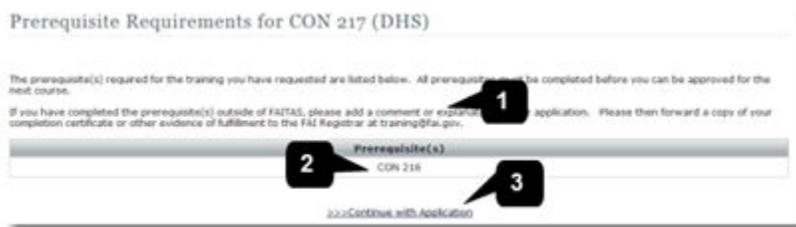
- You have completed the prerequisite(s).
- You have an approved fulfillment in your civilian or military personnel file and can provide supporting documentation.

If you have completed a prerequisite but it is not in your training history, indicate the details in the **Remarks** textbox.

### Resident Courses With Prerequisites

You need to choose a location for any resident course. After you choose your resident course and click the **Submit** button, FAITAS v.2 displays the **Prerequisite Requirements for [Course Title]** screen.

1. **Prerequisite Requirements for [Course Title]** displays prerequisite information.
2. Prerequisite course title numbers are listed. For example, the prerequisite course for CON 217 is CON 216 as indicated.
3. After you review the information, click the **Continue with Application** button.



**Figure 7: Prerequisite Information**

The **Locations for [Course Title/Number]** window opens. Click **Location** to see specific class information.



**Figure 8: Locations for [Course Title]**

The **Classes for [Course Title]** window opens. It includes information about the class, class type, reservation cut-off date, start and end dates, the number of available seats and the number of waits. Click the class number located under the **Class** heading to select the class.

Classes for CON 217 (DHS) at CRYSTAL CITY, VA						
• Please click on the class number to select the class.						
• Classes displayed with Red Text indicate that there are no seats available						
Class List						
Class	Type	Reservation Cut Off Date	Start Date	End Date	Seats Available	Waits
001	1500 Students / Onehr	Jun 10 2011	Jun 27 2011	Jul 1 2011	11	0

**Figure 9: Class Number**

The **Create New Training Request for [Course Title]** opens.

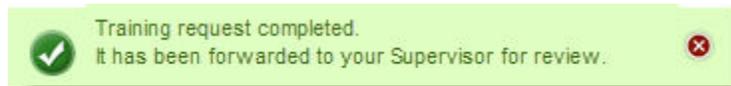
1. Training Offering Information contains class information.
2. FAITAS v.2 pre-populates your profile information.
3. Check **Training Remarks** for course prerequisites.
4. Use the **General Remark** textbox to supply information to expedite your training request.
5. When the form is complete, click the **Submit Request** button.

**Figure 10: Create New Training Request**

Remember that to successfully submit this training request, you must indicate how you meet the required prerequisites. If you have completed the prerequisite(s) outside of FAITAS v.2, forward a copy of your completion certificate or other evidence of fulfillment to the FAI Registrar at [training@fai.gov](mailto:training@fai.gov) or enter one of the following conditions in the **General Remark** textbox:

- Any prerequisite information completed elsewhere
- Any warrants/certifications achieved
- Specific information about required prerequisites

Click the **Submit Request** button. If you do not verify that you have met the prerequisite, FAITAS v.2 issues an error statement. Your training request cannot be processed until there is information about your completion of the course prerequisites in the **General Remark** textbox. If the request is successful, FAITAS v.2 issues a **green** successful completion message that indicates the next step in the workflow.



**Figure 11: Training Request Completed**

**My Training Requests** under **Manage Career** updates with the new **Training Request Status**. **Training Requests for [User Name]** displays pending training requests.

Training Requests for [User Name]

Pending Training Requests

View/Edit	Fiscal Year	School Number	Course Number	Course Title	Class	Location	Status	Class Reservation Closed Date	Start Date	End Date	Applied Date
View/Edit	2012	301F	ACQ 205B	INTERMEDIATE SYSTEMS ACQUISITION	052	Aberdeen Proving, MD	Supervisor Pending	Dec 12 2011	Dec 12 2011	Dec 18 2011	Jun 2 2011
View/Edit	2011	309	APW 102	PROGRAM MANAGEMENT FUNDAMENTALS	009	Crystal City, VA	Supervisor Pending	Jun 15 2011	Jun 20 2011	Jun 24 2011	May 30 2011
View/Edit	2011	336	APW 330A	PROGRAM MANAGEMENT PART 2	301	https://learn.dau.mil	Supervisor Pending	Oct 3 2010	Oct 1 2010	Sep 27 2011	Jun 3 2011
View/Edit	2011	301	TST 303	ADVANCED TEST AND EVALUATION	702	Stafford, VA	Registrar Pending	Jun 03 2011	Jun 20 2011	Jun 24 2011	Jun 9 2011

**Figure 12: Updated Pending Training Requests**

If your Supervisor approves the request, it is automatically forwarded to the Training Manager and/or the Registrar. The Registrar team process the request in accordance with established business rules.

**Note:** In the event that a Training Manager is not assigned for your Bureau, your training request is forwarded to the Registrar following your Supervisor's decision.

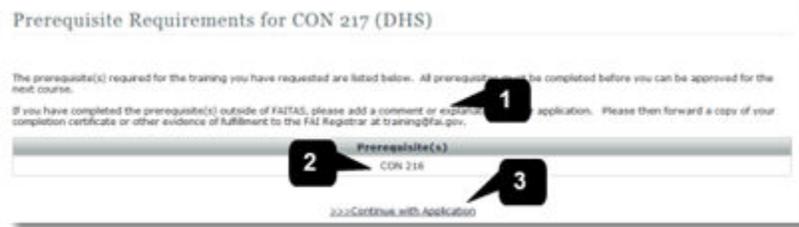
### Online Courses With Prerequisites

Online courses may be approved without being authorized by your Supervisor, whereas classroom-based courses require the approval of your Supervisor.

After you choose your online course in **Course Search** and click the **Submit** button, FAITAS v.2 displays the **Prerequisite Requirements for [Course Title]**.

1. **Prerequisite Requirements for [Course Title]** displays prerequisite information.
2. Prerequisite course numbers are displayed. In this case, the prerequisite course number for CON 217 is CON 216.

3. After you review the information, click the **Continue with Application** button.



**Figure 13: Prerequisite Information**

The **Create New Training Request for [Course Title]** opens. To successfully submit the training request, you must indicate how you meet the required prerequisites. If you have completed the prerequisite(s) outside of FAITAS v.2, forward a copy of your completion certificate or other evidence of fulfillment to the FAI Registrar at [training@fai.gov](mailto:training@fai.gov) or enter one of the following conditions in the **General Remark** textbox:

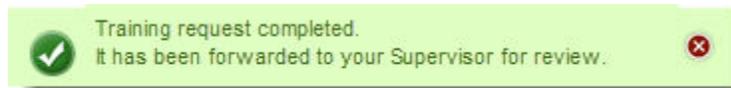
- Any prerequisite information completed elsewhere
  - Any warrants/certifications achieved
  - Specific information about required prerequisites
1. In the **General Remark** textbox, enter information explaining how you meet the course prerequisites.
  2. When you are done, click the **Submit Request** button.



**Figure 14: Prerequisite Information Verification**

If you do not verify that you have met the prerequisite(s), FAITAS v.2 issues an error statement. Your training request cannot be processed until there is an explanation about training prerequisite(s) completion in the **General Remark** textbox. If the request is

successful, FAITAS v.2 issues a **green** successful completion message that indicates the next step in the workflow.



**Figure 15: Training Request Completed**

Your **My Training Requests** under the **Manage Career** tab updates with the new **Training Request Status**. **Training Requests for [User Name]** displays pending training requests.

Training Requests for [User Name]

Pending Training Requests

View/Edit	Fiscal Year	School Number	Course Number	Course Title	Class - Location	Status	Class Reservation Closed Date	Start Date	End Date	Applied Date
View/Edit	2012	501F	ACQ 2018	INTERMEDIATE SYSTEMS ACQUISITION	052 Aberdeen Proving, MD	Supervisor Pending	Dec 12 2011	Dec 12 2011	Dec 16 2011	Jun 2 2011
View/Edit	2011	549	AFM 102	PROGRAM MANAGEMENT FUNDAMENTALS	006 Crystal City, VA	Supervisor Pending	Jun 15 2011	Jun 20 2011	Jun 24 2011	May 30 2011
View/Edit	2011	558	AFM 330A	PROGRAM MANAGEMENT PART A	301 <a href="https://team.ita.mil">https://team.ita.mil</a>	Supervisor Pending	Oct 1 2010	Oct 1 2010	Oct 27 2011	Jun 2 2011
View/Edit	2011	501	FST 303	ADVANCED TEST AND EVALUATION	702 Stafford, VA	Registrar Pending	Jun 10 2011	Jun 20 2011	Jun 24 2011	Jun 9 2011

**Figure 16: Updated Pending Training Requests**

If your Supervisor approves the application, it is automatically forwarded to the Training Manager and/or a Registrar. The Registrar team process the application in accordance with established business rules.

**Note:** In case a Training Manager is not assigned to your Bureau, your training request will be forwarded to a Registrar.

### **Resident Course With No Prerequisites**

For all resident courses, you need to choose a location. When you identify a resident course to request for training, click the **Submit** button. The **Locations for [Course Title]** window opens. It includes information related to the location, school, number of classes at that location, and the next class date. Additional information is provided about the number of available seats as well as the number of waits.

**Note:** The number of seats available does not reflect any pending applications in the Registrar's queue nor those still being processed by Supervisors and Bureau Training Managers.

1. Click any underlined heading to sort the column information.
2. Note the **Seats Available** and **Number of Waits** columns.
3. Choose a **Location** to see further course details.

Locations for ACQ 370

- Please click on the location to select a class.
- Locations displayed with **Red Text** indicate that there are no seats at the location

Location	School	Classes	Available	Waits	Next Class Start Date
FT BELVOIR, VA	DAU CAPITAL & NORTHEAST REGION CAMPUS	2	0	0	Apr 30 2012
HUNTSVILLE, AL	DAU SOUTH REGION CAMPUS	1	0	0	Feb 6 2012
KETTERING, OH	DAU MIDWEST REGION CAMPUS	5	0	0	Oct 17 2011
STAFFORD, VA	DAU CAPITAL & NORTHEAST REGION CAMPUS	1	0	3	Sep 12 2011
STERLING HEIGHTS, MI	DAU TRAINING CENTER STERLING HEIGHTS MI	1	0	0	Jan 9 2012

**Figure 17: Locations for Resident Course**

The **Classes for [Course Title] at [Class Location]** window opens. This window indicates more information about the classes at specific locations including verification of the class type, the reservation cut-off date (the date after which applications cannot be processed by the Registrar), the start and end dates, as well as the number of current waits.

**Note:** Classes are sorted based on class number. Click the Start Date or Reservation Cut Off Date column heading to sort by that field. Click the heading title again to resort the column information.

1. Click one of the class numbers located under the **Class** heading to select a class.
2. **Red** text indicates there are no seats available.

Classes for ACQ 370 at FT BELVOIR, VA

- Please click on the class number to select the class.
- Classes displayed with **Red Text** indicate that there are no seats available

Class	Class Type	Reservation Cut Off Date	Start Date	End Date	Seats Available	Waits
002	Resident	Apr 30 2012	Apr 30 2012	May 4 2012	0	0
003	Resident	Sep 10 2012	Sep 10 2012	Sep 14 2012	0	0

**Figure 18: Available Classes for a Specific Course**

The **Create New Training Request for [Course Title/Number]** window opens.

1. **Training Offering Information** contains specific class information.
2. FAITAS v.2 pre-populates your profile information into Employee Information.
3. Check **Training Remarks** for course prerequisites.
4. Use the **General Remark** textbox to supply information pertinent to your training request.
5. When the form is complete, click the **Submit Request** button.

**Figure 19: Create New Training Request**

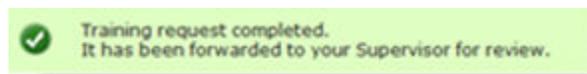
The **Create New Training Request** form contains pre-populated information from your **Employee Profile**. Check the information to make sure it is still accurate. If you need to make changes, choose **Profile** from **My Status** tab in the upper navigation bar. If you need to contact your Supervisor, use the email link under **Employee Information**.

Use the **General Remark** textbox to provide the reviewing official with any information pertinent to your application, including any of the following prerequisite or equivalent training information:

- Any prerequisite information completed elsewhere that is not already included in your training history
- Any warrants/certifications achieved that are required or related to acceptance into the class

The information you include will be attached to this course request. You will need to re-enter any prerequisite or equivalent training information on each new course application.

After you click the **Submit** button, a confirmation message displays to verify that your training request was forwarded to the next person in the workflow.



**Figure 20: Training Request Confirmation**

Your **Dashboard** updates with the **New Course Status** if the class start date is within the next 30 days. Classes further out are reflected on the **My Training Requests** window.

### **Online Course With No Prerequisites**

Creating new training requests for online courses is a shorter process than for seat-based courses because you do not need to choose a location.

After you choose an online course from one of the drop-down lists and click the **Submit** button, the **Create New Training Request for [Course Title/Number]** window opens. Review the training request information. Go to your **Profile** under the **My Status** tab if any **Employee Information** needs to be changed.

To send an email to your Supervisor, click the **email** link. Use the **Remarks for Reviewing Official** textbox to add information to expedite your registration as indicated under **Training Remarks**. Click the **Submit Request** button. For an online course, the **Training Request Confirmation for**

[Course Title/Number] opens with a green successful confirmation message. Note successful enrollment confirmation message.



**Figure 21: Training Request Confirmation**

Your **Dashboard** updates with the new **Training Request Status**. CLB 007 Cost Analysis displays with a **Reservation Status**.



**Figure 22: Updated Dashboard**

# MANAGE CAREER: TRAINING - MY TRAINING REQUESTS

[Related Topics](#)

**INSTRUCTIONS:** To navigate to another topic, select one of the buttons below, click the **Related Topics** button, or use the breadcrumbs above.



The **My Training Requests** function allows you to keep track of your training request status. It provides the current status of your request and allows you to

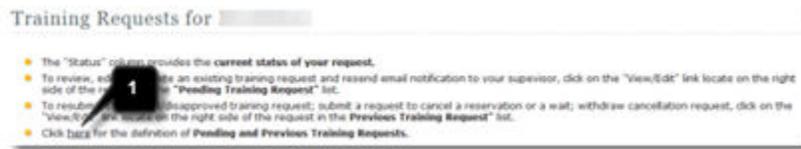
- Review, make changes to, resend, or delete a pending request.
- Submit a cancellation request.
- Submit a new request.

To begin, select **Manage Career | Training | My Training Requests** to display the Training Requests for [Employee Name] screen.



**Figure 1: My Training Requests Sub-Menu**

FAITAS v.2 distinguishes between **Pending Training Requests** and **Previous Training Requests**. To see a definition of the two phrases, click the link of the **Training Requests for [Username]** window. Note the location of the link to display the Pending and Previous Training Requests definition.



**Figure 2: Pending and Previous Training Definition Link**

**Pending Training Requests** are defined as training requests that are in a workflow awaiting action by the Supervisor, Training Manager, or Registrar. One of the following messages will be listed to indicate the exact status:

- Supervisor Pending
- Training Manager Pending
- Registrar Pending
- System Pending
- Registrar Hold

A **Previous Training Request** is defined as a training request whose workflow has ended. In other words, a decision has been made. One of the following messages will display to indicate the exact status:

- Supervisor Disapproved
- Training Manager Disapproved
- Registrar Disapproved
- System Disapproved
- Reservation
- Wait
- Cancellation Pending Reservation
- Cancellation Pending Wait
- Registrar Cancelled
- System Cancelled
- No Show
- Graduation
- Not Completed

Pending Training Requests											
View/Edit	Fiscal Year	School Number	Course Number	Course Title	Class	Location	Status	Class Reservation Closed Date	Start Date	End Date	Applied Date
View/Edit	2011	501	BCF 211	ACQUISITION BUSINESS MANAGEMENT	703	Aberdeen Proving, MD	Supervisor Pending	Aug 28 2011	Sep 12 2011	Sep 16 2011	Apr 18 2011
View/Edit	2011	504	CON 218 (DAU)	ADVANCED CONTRACTING FOR MISSION SUPPORT	719	Columbus, OH	Registrar Pending	Aug 8 2011	Aug 8 2011	Aug 19 2011	Apr 13 2011

Previous Training Request											
View/Edit	Fiscal Year	School Number	Course Number	Course Title	Class	Location	Status	Class Reservation Closed Date	Start Date	End Date	Applied Date
View/Edit	2011	507	ACQ 2018	INTERMEDIATE SYSTEMS ACQUISITION	153	California, MD	Registrar Cancelled	Aug 8 2011	Aug 12 2011	Aug 12 2011	Apr 13 2011
View/Edit	2011	506	ACQ 2018	INTERMEDIATE SYSTEMS ACQUISITION	410	Huntsville, AL	Wait	Aug 1 2011	Aug 1 2011	Aug 3 2011	Apr 13 2011
View/Edit	2011	501	BCF 209 (DAU)	ACQUISITION REPORT COURSE FOR NMAP & NMAPS	607	FL Belver, VA	Training Manager Disapproved	Jun 7 2011	Jun 7 2011	Jun 10 2011	Apr 13 2011
View/Edit	2011	538	OLM 003	ETHICS TRAINING FOR AFM WORKFORCE	301	HTTPS://LEARN.DAUMI	Reservation	Oct 1 2010	Oct 1 2010	Sep 28 2011	Apr 13 2011

Figure 3: Pending and Previous Training Requests

## TRAINING REQUEST REVIEW

In the **Training Request for [Username]** window, click the **View/Edit** link beside a course title to manage a **Pending Training Request** or **Previous Training Request**.

Pending Training Requests											
View/Edit	Fiscal Year	School Number	Course Number	Course Title	Class	Location	Status	Class Reservation Closed Date	Start Date	End Date	Applied Date
View/Edit	2012	501F	ACQ 2018	INTERMEDIATE SYSTEMS ACQUISITION	052	Aberdeen Proving, MD	Supervisor Pending	Dec 12 2011	Dec 12 2011	Dec 18 2011	Jun 2 2011
View/Edit	2011	509	APM 102	PROGRAM MANAGEMENT FUNDAMENTALS	009	Crystal City, VA	Supervisor Pending	Jun 15 2011	Jun 20 2011	Jun 24 2011	May 30 2011
View/Edit	2011	538	APM 350A	PROGRAM MANAGEMENT PART A	301	https://learn.daumil	Supervisor Pending	Oct 1 2010	Oct 1 2010	Sep 27 2011	Jun 3 2011
View/Edit	2011	501	EST 303	ADVANCED TEST AND EVALUATION	702	Stafford, VA	Registrar Pending	Jun 10 2011	Jun 20 2011	Jun 24 2011	Jun 9 2011

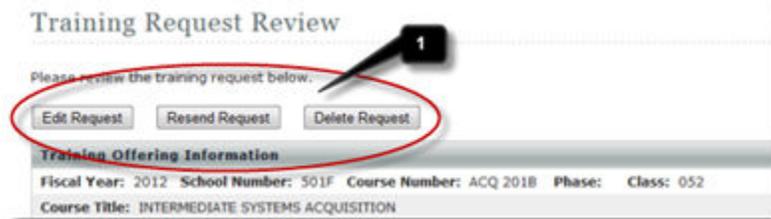
Figure 4: Training Request Review

The **Training Request Review** window opens. Depending on the status of your training request, different options will be available. For example, when your **Training Status** is:

- **Training Manager Pending:** Edit Request, Resend Request, and Delete Request
- **Reservation:** Review Training Request
- **Training Manager Disapproved:** Resend Request
- **Registrar Pending:** No Delete or Withdraw allowed
- **Cancellation Pending Wait:** Withdraw the Cancellation Request
- **Wait:** Cancel Request

- **Reservation** for an online course requires you to submit a cancellation request to [dauhelp@dau.mil](mailto:dauhelp@dau.mil) because **Cancellation Request** is not possible through FAITAS v.2.

The **Training Request Review** window displays three options buttons: **Edit Request**, **Resend Request**, and **Delete Request**.



**Figure 5: Edit, Resend, and Delete Requests**

### *Edit Request*

The **Edit Request** function permits Employees to enter additional information in the **General Remark** textbox. This information will be reviewed by the next person in the workflow.

In the **Training Request Review** window, click the **Edit Request** button to edit your training request.

1. Provide additional comments for the reviewing official in the **General Remark** textbox.
2. Click the **Update Request** button.

Edit Training Request for ACQ 201B

Please review your training request and provide the additional information requested. When complete, click on **Update Request**.

**Training Offering Information**

Fiscal Year: 2012 School Number: 501F Course Number: ACQ 201B Phase: Class: 052

Course Title: INTERMEDIATE SYSTEMS ACQUISITION

Class Location: E5027 BLACKHAWK ROAD , ABERDEEN PROVING , MD 210105242

Class Start Date: Dec 12 2011 Class End Date: Dec 16 2011

School Name: DAU TRAINING CENTER ABERDEEN PROVING GROUND

---

City: Fairfax State: VA

**Training Remarks**

In the box below please supply the following information to expedite your registration:

- Any prerequisite information completed elsewhere
- Any warrants/certifications achieved

**Remarks between Employee and Approving Official(s) (Optional)**

User Name/ Remark Date	Remark

**Remarks for Reviewing Official (Optional)**

General Remark 2000 characters remaining ( limit: 2000 characters)

**Update Request**

**Figure 6: Edit Training Request**

### Resend Request

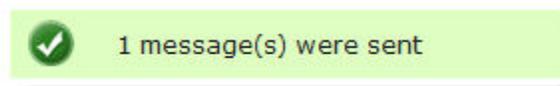
The **Resend Request** function permits Employees to resend a training request to the Supervisor designated in the Profile. In the **Training Request Review** window, click the **Resend Request** button.

1. In the **Resend** column, click the checkbox next to the training request you want to resend.
2. Click this checkbox if you want a copy of the training request to be sent to your email address. You may check more than one box if you have several training requests you want to resend.
3. Click the **Resend Notification** button.



**Figure 7: Resend Training Request Notification**

After the **Resend Notification** button is clicked, a confirmation message displays at the top of the window.



**Figure 8: Email Message Sent**

### Delete Reservation

You may delete any reservation that has not been acted upon by your Supervisor.

**Note:** Choose **Delete Reservation** only if your Supervisor or Training Manager has not acted on your training request. If the Registrar has already made a decision and you want to delete the reservation, you must request a cancellation.

In the **Training Request Review** window, click **Delete Request** to delete your training request. Click the checkbox next to the training request you want to delete.

**Note:** Online courses cannot be deleted through FAITAS v.2. They must be deleted through DAU. To delete an online course, send an email to [DAUHelp@DAU.mil](mailto:DAUHelp@DAU.mil) to receive further instructions.

1. A pop-up window displays to confirm your intention to delete the training request.
2. If you wish to delete the training request, click the **Yes: Delete Training Request** button. Otherwise, click the **Cancel** button to return to the **Training Request Review** window.



**Figure 9: Deletion Request Confirmation**

A **green** deletion confirmation message displays and an email is sent to your Supervisor.



**Figure 10: Successful Deletion Message**

### **Cancel Training**

The convenience that FAITAS v.2 provides extends into all aspects of its user interface. In addition to making training requests, you can cancel a training request if your status is **Wait**.

To cancel a training request, you must indicate a reason:

- Schedule Conflict (Work Related)
- Schedule Conflict (Personal)
- Unable to Obtain Travel Funding
- Personal or Family Medical Emergency
- Other

To begin the cancellation process, in the **Training Request Review** window, click **Submit Cancellation Request**.

1. **Review the Training Request Review** to check your information. Notice any remarks that approving officials may have already indicated.
2. FAITAS v.2 automatically inputs the remark date and the name of the person who enters a remark.
3. After you review the **Training Request Review**, click the **Submit Cancellation** button.

**Figure 11: Review Training Request Information**

The **Cancel Training Request** for [Username] displays.

1. In the **Select a Cancel Reason Code** drop-down list, choose the reason that best applies to your cancellation reason.
2. If you select **Other**, you must enter an explanation in the **Cancellation Remark(s)** text box.
3. Click the **Submit Cancel Request** button. Note that cancellation requests go straight to the Registrar. They do not require Supervisor or Training Manager action.

**Figure 12: Review Training Request Information**

A **green** text message confirms the training request cancellation. Your **Training Request** window updates by changing the course **Status** from **Wait** to **Cancellation Pending Wait**. Notice the course **Status** has changed to **Cancellation Pending**.

Previous Training Request											
View/Edit	Fiscal Year	School Number	Course Number	Course Title	Class	Location	Status	Class Resorption/ Closed Date	Start Date	End Date	Applied Date
	2011	501	ACQ 201B	INTERMEDIATE SYSTEMS ACQUISITION	814	Aberdeen Proving, MD	Cancellation Pending Wait	Jun 9 2011	Jun 6 2011	Jun 30 2011	May 30 2011

**Figure 13: Review Training Request Information**

If the Registrar has not acted on your **Cancellation Request**, you can withdraw the request. Click the **Withdraw Cancellation Request** button on the **Training Request Review** window.

Training Request Review

Please review the training request below.

---

**Training Offering Information**

Fiscal Year: 2011 School Number: 501 Course Number: ACQ 201B Phase: Class: 814

Course Title: INTERMEDIATE SYSTEMS ACQUISITION

**Figure 14: Withdraw Cancellation Request**

A pop-up displays to give you a chance to verify whether you want to withdraw the cancellation request. Click **Yes: Withdraw Cancellation Request** to continue with the cancellation or **Cancel** to return to the **Training Request Review** window. After you withdraw your cancellation request, your **Training Request** window updates by changing the **Course Status** from **Pending Cancellation Wait** to **Wait**.

Previous Training Request											
View/Edit	Fiscal Year	School Number	Course Number	Course Title	Class	Location	Status	Class Resorption/ Closed Date	Start Date	End Date	Applied Date
	2011	501	ACQ 201B	INTERMEDIATE SYSTEMS ACQUISITION	814	Aberdeen Proving, MD	Cancellation Pending Wait	Jun 9 2011	Jun 6 2011	Jun 30 2011	May 30 2011

**Figure 15: Updated Training Request Cancellation**

### **Resubmit Request**

You can resubmit a previous training request that was cancelled or disapproved.

Click the **Resubmit Request** button in the **Training Request Review** window.

Training Request Review

Please review the training request below.

**Resubmit Request** 1

**Training Offering Information**

**Training Request Information**

Application Status: Registrar Cancelled  
 Application Date: Apr 23 2011

Remarks between Employee and Approving Official(s)	Start Dates/Reserve Info	Remark
	Dates Used: Apr 23 2011 No Reserve: Apr 23 2011	Enrollment did not happen. Error: There are no seats available in this class. Please seek other training opportunities. not prerequisite

**Figure 16: Resubmit Request**

A **green** text message confirms that you resubmitted the training request.

# MANAGE CAREER: TRAINING - MY TRAINING HISTORY

[Related Topics](#)

**INSTRUCTIONS:** To navigate to another topic, select one of the buttons below, click the **Related Topics** button, or use the breadcrumbs above.



Use the **My Training History** function to review information about previously completed courses or to view the status of any pending registrations.

To begin, hover your mouse over the **Manage Career** tab. A drop-down menu displays. Hover over **Training**. A second drop-down menu opens. Click **My Training History**.



**Figure 1: My Training History Sub-Menu**

The **Training History for [User Name]** screen opens for you to review your course history. The status of each training request is listed under the **Status** heading as illustrated within the **red** section.

Pending Training Requests											
View/Edit	Fiscal Year	School Number	Course Number	Course Title	Class	Location	Status	Class Reservation Closed Date	Start Date	End Date	Applied Date
	2011	558	ACQ 101	FUNDAMENTALS OF SYSTEMS ACQUISITION RIGHT	301	HTTPS://LEARN.DAU.MIL	System Pending	Oct 1 2010	Oct 1 2010	Sep 27 2011	Apr 26 2011
	2011	301	ACQ 370	ACQUISITION LAW	003	PL Belvoir, VA	Supervisor Pending	May 2 2011	May 2 2011	May 6 2011	Apr 26 2011
	2011	558	CLB 011	BUDGET POLICY	301	HTTPS://LEARN.DAU.MIL	System Pending	Oct 1 2010	Oct 1 2010	Sep 28 2011	Apr 13 2011
	2011	558	CLC 011	CONTRACTING FOR THE REST OF US	301	HTTPS://LEARN.DAU.MIL	System Pending	Oct 1 2010	Oct 1 2010	Sep 28 2011	Apr 26 2011
	2011	558	CLH 048	AUDIT READINESS RIGHTS FOR DOD EQUIPMENT	301	HTTPS://LEARN.DAU.MIL	System Pending	Oct 1 2010	Oct 1 2010	Sep 28 2011	Apr 26 2011

Figure 2: Pending Training History

# MANAGE CAREER: TRAINING - MY TRAINING COMPLETION CERTIFICATES

**Related Topics**

**INSTRUCTIONS:** To navigate to another topic, select one of the buttons below, click the **Related Topics** button, or use the breadcrumbs above.



Any Federal Agency Employee with a FAITAS v.2 account can use the **My Training Completion Certificates** function to view and/or print certificates from completed (non-DAU) courses. To date, your **Training History** includes FAI courses completed since 2007 and DHS class completed since 2009.

**Note:** Completion Certificates for online training courses are available from the DAU virtual campus (<http://www.learn.dau.mil>). For assistance with printing a Certificate, contact the DAU Helpdesk via email: [DAUhel@dau.mil](mailto:DAUhel@dau.mil) or by phone: 703-805-3459, option 1.

To begin, hover your mouse over the **Manage Career** tab. A drop-down menu displays. Hover over **Training**. A second drop-down menu opens. Click **My Training Completion Certificates**.



**Figure 1: My Training Completion Certificates Sub-Menu**

The **Training History** screen displays. To view and/or print a completion certificate, select the Adobe PDF icon located next to Graduation in the Status column.

Training History					
Course #	Course Title	Status	Start Date	End Date	
CLC 004	Market Research DAU	Graduation	Jul 27 2006	Jul 28 2006	
CLC 005	Simplified Acquisition Procedures DAU	Graduation	Jun 20 2006	Jun 21 2006	
CLC 006	Contract Terminations DAU	Graduation	Feb 7 2007	Feb 7 2007	
CLC 007	Contract Source Selection DAU	Graduation	Oct 26 2007	Oct 26 2007	
CON 100 (DAU)	Shaping Smart Business Arrangements FAI	Registrar Disapproved	Jan 22 2007	Jan 26 2007	
CON 100 (DAU)	Shaping Smart Business Arrangements FAI	Graduation 	Mar 19 2007	Mar 23 2007	
FAC 003	Hubzone Contracting- Historical Overview FAI	Graduation 	Sep 23 2010	Sep 23 2010	
FAC 006	Safety Act FAI	Graduation 	Sep 23 2010	Sep 23 2010	
FAC 008	Competition in Contracting Act (CICA) FAI	Graduation 	Sep 23 2010	Sep 23 2010	
FAC 009	Set Asides for Small Business FAI	Graduation 	Sep 23 2010	Sep 23 2010	

**Figure 2: PDF Print Icon for Completion Certificates**

**Note:** To request a completion certificate for an FAI course that is not listed in your **Training History**, submit a trouble ticket using the following link: <http://www.fai.gov/drupal/content/help-desk/>. To request a completion certificate for a DHS class, send your request in an email to [acquisitiontraining@hq.dhs.gov](mailto:acquisitiontraining@hq.dhs.gov). All requests should include: **Student's Name**, **Course ID**, and **Start/End Dates** as points of reference.

# MANAGE CAREER: CAREER PATH MANAGEMENT (CPM)

[Related Topics](#)

**INSTRUCTIONS:** To navigate to another topic, select one of the buttons below, click the **Related Topics** button, or use the breadcrumbs above.



The **Manage Career | Career Path Management (CPM)** tab provides a process for managing Employee's career goals through a development plan that is created by Employees and approved by the Employee's Supervisor.

The **CPM** module also provides opportunities for Supervisors, MDP Managers, and MDP Administrators to support Employees in their career development.

- **Review Development Plans.** Employees submit their plans for you to review.
- **Add Courses or Import Master Development Plan.** In addition to the courses that Employees schedule for their Development Plans, you can also select courses to add to their Development Plans or Import a Master Development Plan (MDP).
- **Search for Development Plans.** Employees create their own course list or import Master Development Plans that list required courses for specific certificate levels. Supervisors and MDP Managers search for Development Plans to include in Employees' Development Plans, import Master Development Plans, or add selected courses before making final decisions regarding the Employee's IDP.
- **Create and/or Review Master Development Plans.** MDP Managers create and/or edit Master Development Plans at the Agency level. The MDP Administrator creates and/or edits MDPs at the global level.
- **Master Development Plan Settings.** System Administrators can override any global MDPs created by the MDP Administrator.
- **Reports.** To help manage the workforce, FAITAS 2.0 provides several report options for administrators: Employee IDP Status, Five Year IDP Course Forecast, IDP Approval Status Metric, and IDP Fiscal Year Report.

# MANAGE CAREER: CAREER PATH DEVELOPMENT - MY DEVELOPMENT PLAN

[Related Topics](#)

**INSTRUCTIONS:** To navigate to another topic, select one of the buttons below, click the **Related Topics** button, or use the breadcrumbs above.

MY DEVELOPMENT PLAN

There are two types of Development Plans: **Individual Development Plan (IDP)** and **Master Development Plan (MDP)**. MDP Managers set up Agency MDPs while MDP Administrators set up global MDPs that are available to all Employees.

**Note:** While Employees can add individual courses to their IDPs, most Employees import **Master Development Plans** because the **MDPs** already contain the required courses needed for specific certifications.

FAITAS v.2 provides tools to create and manage IDPs:

- Employees select courses
- Supervisor selects courses for an Employee's IDP
- Employees or Supervisors import MDPs into IDPs

To begin, hover your mouse over the **Manage Career** tab. A drop-down menu displays. Hover over **Career Path Management**. A second drop-down menu opens. Click **My Development Plan**.



**Figure 1: My Development Plan Sub-Menu**

The **View My Development Plan** opens.

[View My Development Plan](#)

The **Development Plan** that displays is referred to as the **IDP** because it is the Individual's Development Plan. You can develop your own plan or import a Master Development Plan (MDP).

## View My Development Plan

[Edit Development Plan](#) | [Print](#)

Employee Information					
<b>Name:</b>	Dee Lee Tester	<b>Agency:</b>	DHS	<b>Bureau:</b>	Office of Policy
<b>Intern:</b>	No				
<b>Email Address:</b>	DeeLeeTester@email.mil				
<b>Supervisor Name:</b>	DianeJ Supervisor	<b>Supervisor Email:</b>	<a href="mailto:DianeJ.Supervisor@asmr.com">DianeJ.Supervisor@asmr.com</a>		
<b>Job Code:</b>	0023				
<b>Pay Plan:</b>	AD	<b>Pay Grade:</b>	02		
<b>Career Field:</b>	Program Management	<b>Level Required:</b>	II	<b>Level Achieved:</b>	I
<b>AWF:</b>	Yes				
<b>Work Address:</b>	575 Any Street, Fairfax, VA		<b>Work Phone:</b>	555-1212	<b>Ext:</b> 345

Development Plan Information	
<b>Plan Progress:</b>	<input type="text" value="0%"/> employee has completed 0% (0 of 0) of courses on development plan
<b>Plan Status:</b>	<span style="background-color: yellow;">Draft</span>
<b>Date Plan Last Submitted:</b>	Aug 11 2011
<b>Date Last Processed By Supervisor:</b>	
<b>Supervisor Comment:</b>	

Scheduled Courses				
Course Number	Course Title	Course Type	Training Status	Course Added By
No courses scheduled				

Completed Courses					
Course Number	Course Title	Course Type	Course Source	Scheduled FY	Date
No Completed Courses					

**Figure 2: View My Development Plan**

Notice the **Development Plan** contains several sections: **Employee Information** and **Development Plan Information**. The **Development Plan Information** section includes a listing of your scheduled and completed courses.

### Employee Information

The **Employee Information** section pre-populates with information from the **Personal Profile**. To edit information within your **Personal Profile**, consult the **Profile**.

### Development Plan Information

Within the Development Plan Information window, there are several main sections:

- Development Plan Summary
- Courses
- Completed Courses

The **Development Plan Information** displays a **Plan Progress** graphic. The graphic updates whenever a course is listed as complete in the Army Training Requirements and Resources System (ATRRS).



**Figure 3: Development Plan Information**

To quickly view your plan status, look to the **Plan Status** field. When a Supervisor acts on an IDP, the **Plan Status** field is updated on the Supervisor's page as well as the Employee's Development Plan Information section. Additionally, Employees receive automated emails when the Supervisor acts on their IDP.

Always review the **Date Plan Last Submitted** information to make sure that it is accurate. The **Date Last Processed by Supervisor** provides information about the workflow status.

The **Supervisor Comment** textbox includes comments from your Supervisor about your plan. Refer to the **Supervisor Email** located within the **Employee Information** section to email your Supervisor about any questions that you have about your Development Plan.

## Courses

Courses are selected from drop-down lists and/or imported from **Master Development Plans**. This IDP list includes the courses that you selected as well as any that your Supervisor included.

## Completed Courses

The **Completed Course** section lists the courses that you completed. If you have not yet completed any courses, the “No Completed Courses” text appears.



Course Number	Course Title	Course Type	Course Source	Scheduled FY	Date Completed
No Completed Courses					

**Figure 4: Completed Courses**

If a course is not reflected as successfully completed in your IDP, double-check the **FY** and **Quarter** fields to make sure they accurately reflect when the course was taken. If not, edit the **FY** and/or **Quarter** fields through the **Edit Development Plan** link.

### [Edit Development Plan](#)

To begin editing your Development Plan, select the **Edit Development Plan** button that is located at the right corner of the **View My Development Plan** window.



[Edit Development Plan](#) | [Print Development Plan](#)

**Figure 5: Edit Development Plan button**

**Note:** You can edit the **FY** and **Quarter** fields for a future time. This is useful if you took a course that should be applied to a future learning period. As long as the **Status** indicates **Graduation**, FAITAS v.2 should reflect the update.

The **Edit My Development Plan** opens. Courses to add to your plan can be of two types: **Resident and Web Course Offerings** or **Continuous Learning** Modules.

1. To add either course type, click the appropriate radio button next to the **Course Type** field.
2. The drop-down list that displays in the **Course** field corresponds to the selected **Course Type**. Click the down arrow (▾) to select the course that you wish to add to your **Development Plan**. If you select a course that is already on your Development Plan, an error message displays.
3. Click the down arrow (▾) from the **Scheduled FY** field to select the year that you plan on taking the course.
4. Click the down arrow (▾) from the **Scheduled Quarter** field to select the quarter that you plan on taking the course.
5. Click the **Add Course** button to complete the selection process.

The screenshot shows the 'Add Course' form with the following elements:
 

- 1**: Course Type:  Resident and Web Course Offerings  Continuous Learning Modules
- 2**: Course: ACQ 453 - LEADER AS COACH
- 3**: Scheduled FY: 2012
- 4**: Scheduled Quarter: 3
- 5**: Add Course button

**Figure 6: Edit Development Plan**

The **Edit My Development Plan** window refreshes to display the new course selection under the **Courses Scheduled By Employee** section. The Course Number, Course Title, and Course Type are pre-populated. The **Training Status** varies according to the workflow. When you first select a course, **TBD** (to be determined) is listed as the **Training Status**.

The screenshot shows the 'Add Course' form and the 'Courses Scheduled By Employee' table. The 'Add Course' form is identical to Figure 6. The table below shows the updated development plan:

Courses Scheduled By Employee						
	Course Number	Course Title	Course Type	Training Status	FY	Quarter
<b>FY 2012</b>						
Delete	ACQ 453	LEADER AS COACH	Resident and Web Course Offerings	TBD	2012	3

**Figure 7: Updated Development Plan**

For all course types, click the down arrow (▼) next to either the **FY** and/or the **Quarter** fields to change information. This is possible only if your **Training Status** is **TBD**. The system generates an error message if you attempt to make changes when the **Training Status** is listed as something other than **TBD**, for example, **System Pending**.

To save any changes that you make to the **FY** and/or the **Quarter** fields, click the **Save** link that is located on the far right. The course list automatically displays with your saved changes.

Courses Scheduled By Employee						
	Course Number	Course Title	Course Type	Training Status	FY	Quarter
<b>FY 2012</b>						
<a href="#">Delete</a>	<a href="#">ACQ 453</a>	LEADER AS COACH	Resident and Web Course Offerings	TBD	2012 ▼	4 ▼

**Figure 8: Edited Quarter Field**

To delete a course that you scheduled that has not been acted upon by your Supervisor, click the **Delete** link located on the line of the scheduled course request that you wish to delete. You cannot delete a course once it has been acted upon by your Supervisor.

Courses Scheduled By Employee						
	Course Number	Course Title	Course Type	Training Status	FY	Quarter
<b>FY 2012</b>						
<a href="#">Delete</a>	<a href="#">ACQ 453</a>	LEADER AS COACH	Resident and Web Course Offerings	TBD	2012 ▼	4 ▼

**Figure 9: Before Course Deletion**

After clicking the **Delete** link for ACQ101, a pop-up window confirms that the course should be deleted. Click the **OK** button. The **Edit Development Plan** refreshes without the selected course in the list.

Courses Scheduled By Employee						
	Course Number	Course Title	Course Type	Training Status	FY	Quarter
No courses scheduled						

**Figure 10: After Course Deletion**

To select a location for a **Resident and Web Course Offering** course, click the **Course Number** that corresponds to a specific course.

Locations for AQN FAR

Course Locations					
Location	School	Classes	Available	Waits	Next Class Start Date
DHS-CRYSTAL CITY, VA	FEDERAL ACQUISITION INSTITUTE (FAI)	2	55	0	Dec 28 2011

**Figure 11: Locations for [Course Title]**

The **Locations for [Course Title]** window displays. To select a specific class from that location, click the **Location** that corresponds to a specific course.

Classes for AQN FAR at DHS-CRYSTAL CITY, VA

Class List						
Class	Class Type	Reservation Cut Off Date	Start Date	End Date	Seats Available	Waits
001	Local Students / Onsite	Dec 28 2011	Jan 12 2012	Jan 13 2012	25	0
002	Local Students / Onsite	Jul 25 2012	Aug 9 2012	Aug 10 2012	30	0

**Figure 12: Classes for Specific Location**

The **Classes for [Class Title] at [Location]** window opens to display the specific class information. Notice that if more than one class is available at that specific location, all of the possible class options display.

To select a specific class, click the appropriate **Class Number** to display the **Create New Training Request for [Class Title]**. To **Create a New Training Request for [Class Title/Number]** for a **Continuous Learning Module** course, click the corresponding **Course Number**. The **Create New Training Request for [Class Title/Number]** opens for both the **Resident and Web Course Offering** and **Continuous Learning Module** courses.

### Create New Training Request for ACQ 201A

Please review your training request and provide the additional information requested. When complete, click on **Submit Request**

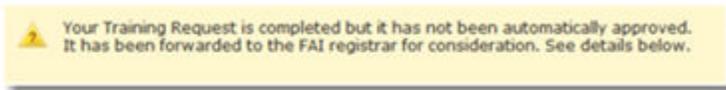
Training Offering Information	
Fiscal Year:	2011
School Number:	558
Course Number:	ACQ 201A
Phase:	Class: 301
Course Title:	INTERMEDIATE SYSTEMS ACQUISITION
Class Location:	HTTPS://LEARN.DAU.MIL
Class Start Date:	Oct 1 2010
Class End Date:	Sep 27 2011
Class Reservation Close Date:	Oct 1 2010
School Name:	DAU WEB BASED TRAINING ENROLLMENTS
Delivery / Mode of Instruction:	Internet
Current Schedule:	900
Class Remarks:	
Employee Information	
Name:	Diane J Employee
Agency:	DHS
Bureau:	CHIEF ADMINISTRATIVE SERVICES OFFICER
Email Address:	Diane.J.Employee@asmr.com
Supervisor Name:	Diane J Supervisor
Supervisor Email:	Diane.J.Supervisor@asmr.com
Job Code:	1102
Pay Plan:	AD
Pay Grade:	01
Career Field:	Contracting
Level Required:	3
Level Achieved:	1
AWF:	Yes
Disability:	Sign language interpreter
Work Address:	4050 Legato Road Fairfax, VA
Work Phone:	7036450420
Ext:	
Organization Information	
Street:	4050 Legato Road
City:	Fairfax
State:	VA
Training Remarks	
In the box below please supply the following information to expedite your registration:	
<ul style="list-style-type: none"> <li>Any prerequisite information completed elsewhere</li> <li>Any warrants/certifications achieved</li> </ul>	
Remarks for Reviewing Official (Optional)	
General Remark	<input type="text"/>

**Figure 13: Create New Training Request**

If you need to enter additional explanatory information, for example, information about prerequisites that were completed or other warrants and/or certifications that you earned, enter the information in the **General Remark** textbox.

When all displayed information is correct in the **Create New Training Request** window, select the **Submit Request** button. When you have selected your courses, click the **Submit Plan** (or **Resubmit Plan** if you previously submitted a plan) button. Because you cannot edit a submitted plan until your Supervisor finishes processing it, make sure that all of your courses have been selected.

Once you click the **Submit Plan** button, a system message opens. It may indicate that the Plan was successfully submitted or that it has been forwarded according to the workflow.



## Figure 14: Training Request System Message

Notice that the **Training Status** located under **Courses Scheduled by Employee** adjusts to reflect the workflow status.

Click the hyphen ([-]) icon in the upper left corner to roll-up the **Courses Scheduled by Employee**, **Courses Scheduled by Supervisor**, or **Completed Courses** sections. Courses that are selected by your Supervisor to be included in your **IDP** are listed under **Courses Scheduled by Supervisor**. Completed courses are listed under **Completed Courses**. While it is possible to select the **Print Development Plan** link that is located on the right side, it is not advisable until your Supervisor has finished processing it.

FAITAS v.2 includes the option to import **Master Development Plans** (MDPs). MDPs are designed to make IDP creation more efficient. MDPs can be created at the Agency level by an MDP Manager or at the Global level by an MDP Administrator. Each MDP includes the course requirements needed to achieve different certification levels.

### *[Import Master Development Plan](#)*

To begin, click the **Import Master Development Plan** link that is located to the right of the **Edit My Development Plan** window.

A screenshot showing two blue, underlined links: 'Import Master Development Plan' and 'Print Development Plan', separated by a vertical bar. The links are positioned above a horizontal line with a slight shadow effect.

[Import Master Development Plan](#) | [Print Development Plan](#)

## Figure 15: Import Master Development Plan Link

1. The **Select a Plan to Import** window opens. Notice that each of the heading titles, **Plan Name**, **Agency**, **Career Field**, **Certification Level**, and **Description** are underlined. Click any underlined heading title to sort the information in that column. Click the heading title again to re-sort the column information.
2. If a large number of **Master Development Plans** display, establish filter criteria to display a smaller number of **Master Development Plans**. Enter a key word such as “education” or the

first few letters of a plan name, for example, "CON" in the **Filter Plans** field. The Master Development Plans list automatically displays the filter results.

- To reset the list so that it displays the original list, click the **Reset** button. The **Select a Plan to Import** window refreshes to display the new list of **Master Development Plans**.
- To choose a **Master Development Plan**, click the **Select** link next to the Plan that you want to import.

Dashboard > Manage Career > Career Path Management > My Development Plan > Edit Development Plan > Select a Plan to Import

### Select a Plan to Import

Filter Plans:

	Plan Name	Agency	Career Field	Cert. Level	Description
Select	FAC-C Level I	Department of Homeland Security	Contracting	I	This is a plan to assist the C ...
Select	FAC-C Level III	Department of Homeland Security	Contracting	III	This is a plan to assist the C ...
Select	FAC-C Level II	Department of Homeland Security	Contracting	II	This is a plan to assist the C ...

Filter Courses:

**Figure 16: Master Development Plan Window**

The **Import Master Development Plan** screen opens.

Dashboard > Manage Career > Career Path Management > My Development Plan > Edit Development Plan > Select a Plan to Import > Import Master Development Plan

### Import Master Development Plan

MDP will be imported into -> IDP of Dee Lee Tester

**Master Development Plan Summary**

**Plan Name:** FAC-C Level III  
**Agency:** Department of Homeland Security  
**Career Field:** Contracting  
**Certification Level:** III

**MDP Description:**  
 This is a plan to assist the contracting individual in achieving Level III certification. The courses below not designated by "(FED)" are web-based. For the classroom version, manually add the course ID designated by "(FED)". Two electives, a minimum of 16 hours each, are also required at Level III and should be manually added to the plan. See full certification requirements for this Career Field at: [Enter URL]

Filter Courses:

	Course Number	Course Title	Course Type	Requirement Type	FY	Quarter
<input checked="" type="checkbox"/>	CON 353 (FED)	Advanced Business Solutions For Msn Support	Resident and Web Course Offerings	Certification Requirement	2013	1

**Figure 17: Import Master Development Plan**

- A message displays which IDP will show the MDP that you selected.
- If needed, use the **Filter Courses** field to filter the list of **Master Development Plan** Courses. To do so, enter a key word or the first three letters of a Plan name in the **Filter Plans** field. The **Master Development Plans** list automatically displays the filter results.

3. To reset the list so that it displays the original list, click the **Reset** button.
4. Review the list of courses that display. You can edit the list of courses that you will import as the **Master Development Plan**. Click the checkbox (  ) next to each of the courses that you wish to include in the import process.
5. Click the **FY** down arrow (  ) to make a selection.
6. Click the **Quarter** down arrow (  ) to make a selection. If you do not select the **FY** or the **Quarter**, the system generates an error message.
7. When you have selected all of the courses, FYs, and Quarters to include in the plan, click the **Import Plan** button.

A **green** text message verifies that the **Master Development Plan** was successfully imported. The **Edit My Development Plan** refreshes to include the selected courses from the **Master Development Plan**. The selected courses display within the **Courses Scheduled by Employee** section.

The screenshot shows the 'Edit My Development Plan' interface. At the top, a green message box states 'Master Development Plan successfully imported'. Below this, the 'Add Course' section is visible, with 'Resident and Web Course Offerings' selected. The 'Courses Scheduled By Employee' table contains one entry for 'FY 2013' with course number 'CON 353 (FED)' and title 'ADVANCED BUSINESS SOLUTIONS FOR MSN SUPPORT'. The table also shows 'Delete', 'FY' (2013), and 'Quarter' (1) options for this entry, along with a 'Save' button. The 'Courses Scheduled By Supervisor' section is currently empty, showing 'No courses scheduled'.

Course Number	Course Title	Course Type	Training Status	FY	Quarter
CON 353 (FED)	ADVANCED BUSINESS SOLUTIONS FOR MSN SUPPORT	Resident and Web Course Offerings	TBD	2013	1

**Figure 18: Updated Development Plan with Imported Master Development Plan Courses**

Notice that even though you imported these courses from the **Master Development Plan**, the options to **Delete** and make adjustments to the **FY** and/or **Quarter** fields remain.

Review the **Courses Scheduled by Employee** and the **Courses Scheduled by Supervisor** selections to ensure that the courses are correct. When all the courses are listed, click the **Submit Plan** button that sends the plan to your Supervisor for review. The **View My Development Plan** window opens.

A **green** text message displays that confirms your plan was successfully submitted. While your Supervisor reviews your plan, you will not be able to edit it. Requested courses display in the Courses section along with information about who added the Course, for example, Supervisor, Employee, etc., and the course **Training Status**.

After you register for a course, go to **Manage Career | Career Path Management | My Development Plan** on a regular basis to check the **Training Status** column that reflects the workflow, for example, **System Pending**.

While it is possible to print your development plan before your Supervisor makes a decision, it is recommended that you wait to print it until your **Plan Status** is **Approved**.

#### [Print Development Plan](#)

Click the **Print Development Plan** link located at the top upper right side of the **Edit My Development Plan**.

A screenshot showing two blue, underlined links: 'Import Master Development Plan' and 'Print Development Plan', separated by a vertical bar. The links are positioned at the top right of a window, with a light gray shadow effect behind them.

**Figure 19: Print Development Plan Link**

The **Print** pop-up window opens. Select your printing criteria. Click the **Print** button. To close the pop-up window, select the (  ) icon in the upper right corner.

# MANAGE CAREER: CERTIFICATIONS (CERT)

[Related Topics](#)

**INSTRUCTIONS:** To navigate to another topic, select one of the buttons below, click the **Related Topics** button, or use the breadcrumbs above.



The **Manage Career | Certification** tab includes functions to allow Employees to generate **Certification Requests**, upload supporting documentation, and submit the application request to the approval chain.

The system automatically validates the listed required training against the Employee's training history, which is viewable at the touch of a button on the **Certification Request** as well.

The **Return to Employee** feature allows Supervisors, Bureau Certification Managers (BCMs), and Agency Certification Managers (ACMs) to request additional supporting documentation or clarifying information from the Employee without stopping the workflow by disapproving the request. When the Employee responds, the **Certification Request** is returned to the requestor rather than restarting the workflow.

- Supervisors **Recommend Approval** or **Recommend Disapproval** of Certification Requests. As indicated, they have an additional communication line to the Employee via the **Return to Employee** option.
- Bureau Certification Managers (BCMs) are an optional role within the FAITAS v.2 system. They can **Recommend Approval, Disapprove, or Return to Employee**. Not all Agencies assign BCMs or they may use a different term for the role. While the BCM is not the final approval authority, BCMs can stop the workflow with a **Disapprove** decision.
- Agency Certification Managers (ACMs) are the final approval authority for Certification Requests. They **Approve or Disapprove** Certification Requests. Like Supervisors and BCMs, they can also choose the **Return to Employee** option.

**Note:** While Employees submit **Certification Requests** through FAITAS v.2, FAI does not process **Certification Requests**. Agencies do. If your **Certification Request** has not been processed, verify the status of your request by checking **Manager Career | My Certification Requests**. If the **Status** is listed as "pending", contact your Bureau Certification Manager for help.

# MANAGE CAREER: CERTIFICATIONS - MY CERTIFICATION REQUESTS

[Related Topics](#)

**INSTRUCTIONS:** To navigate to another topic, select one of the buttons below, click the **Related Topics** button, or use the breadcrumbs above.



Employees can request certifications. To ensure the process goes smoothly, have electronic versions of supporting documentation to hand. To begin, select **Manage Career | Certification | My Certification Requests**.



**Figure 1: My Certifications Request Drop-Down Menu**

The **Certification Requests** for [Employee Name] displays **Certification Requests**, **Processed Certification Requests**, and **Withdrawn/Systematic Purged Certification Requests**.

[Add Certification Request](#)

To create a certification request, click the **Add Certification Requests** link.

## Certification Requests for Dee Lee Tester

Add Certification Requests

Certification Requests						
Action	Agency	Certification	Level	Status	Submit Date	
<a href="#">Edit</a> <a href="#">Delete</a>	DHS	Federal Acquisition Certification in Contracting	I	Not Submitted		
<a href="#">Edit</a> <a href="#">Delete</a>	DHS	Federal Acquisition Certification in Contracting	III	Not Submitted		

Processed Certification Requests						
Action	Agency	Certification	Level	Status	Action Date	
<a href="#">View</a>	DHS	Cost Estimating	I	Approved	Apr 9 2012	
<a href="#">View</a>	DHS	Life Cycle Logistics Manager	II	Approved	Apr 9 2012	

Withdrawn/Systematic Purged Certification Requests						
Action	Agency	Certification	Level	Status	Action Date	
No withdrawn requests.						

Figure 2: Add Certification Requests

The New Certification Request window opens.

1. Select a required **Certification** from the drop-down list.
2. Select a required **Level** from the appropriate drop-down list.
3. Click the **Next** button.

## New Certification Request

### Employee Information

**Name:** Dee Lee Tester **Agency:** DHS **Bureau:** Office of Policy

**Email Address:** deeleetester@mail.mil

**Supervisor Name:** DianeJ Supervisor **Supervisor Email:** [DianeJ.Supervisor@asmr.com](mailto:DianeJ.Supervisor@asmr.com)

**Job Code:** 0023 **Pay Plan:** AD **Pay Grade:** 02

**Career Field:** Program Management **Level Required:** 2 **Level Achieved:** 1 **AWF:** Yes

**Work Address:** Main Street Any Town VA **Work Phone:** 5551212 **Ext:** 345

### Certification Selection

1 **Certification\*:** Federal Acquisition Certification in Contracting

2 **Level\*:** I

Cancel

Next

3

Figure 3: New Certification Request

**Note:** New certification requests should not be submitted for Certifications that have already been awarded because the Employee Certification date will change. If you don't see a certification that has been awarded, call your Certification Manager. If you don't know your Certification Manager, select **Manage Career | Certifications | My Certification Requests** and then click the **Certification Manager** link for more information.



**Figure 4: Certification Manager Link**

The **New Certifications Request** window expands to display the **Requirements** section. Links for **View My Certifications** and **View Training History** may be used by your Supervisor and others in the workflow as additional background information to help them process your request. Carefully review the **Education**, **Experience**, and **Training** sections. In some cases supporting documentation is required. In other cases, it is optional.

## New Certification Request

**Certification Request Information**  
Certification: Contracting Officer's Representative Level: II Agency: DHS  
Request Status: Not Submitted [View My Certifications](#)

**Employee Information**  
Name: Dee Lee Tester Agency: DHS Bureau: Office of Policy  
Email Address: [diane.jackson@asmr.com](mailto:diane.jackson@asmr.com)  
Supervisor Name: DianeJ Supervisor Supervisor Email: [DianeJ.Supervisor@asmr.com](mailto:DianeJ.Supervisor@asmr.com)  
Job Code: 0023 Pay Plan: AD Pay Grade: 02  
Career Field: Program Management Level Required: 2 Level Achieved: 1 AWF: Yes  
Work Address: asdfasdf asdfasdf asdfasdf, IA Work Phone: 5551212 Ext: 345

**Requirements**

Education  
No Education Requirements specified. Agency specific requirements may apply.  
Supporting Documents: (optional) [Attach Supporting Documentation](#) 1

Experience  
one (1) year of previous COR experience required  
Supporting Documents: (required) [Attach Supporting Documentation](#) 1

Training [View Training History](#)

Completion Status	Courses
<b>OPTION I (SINGLE COURSE):</b>	
<input type="checkbox"/>	Contracting Officer's Representative (COR) Training (5 day)
<b>OPTION II: (MULTIPLE MODULES)</b>	
<input checked="" type="checkbox"/>	COR 100 Contracting Officer's Representative (COR) Training (1 day)
<input checked="" type="checkbox"/>	CLM 024 Contracting Overview
<input checked="" type="checkbox"/>	CLE 028 Market Research for Technical Personnel
<input checked="" type="checkbox"/>	CLM 031 Improved Statement of Work
<input checked="" type="checkbox"/>	CLC 013 Performance Based Services Acquisition
<input checked="" type="checkbox"/>	CLC 011 Contracting for the Rest of Us
<input checked="" type="checkbox"/>	CLM 017 Risk Management
<b>OPTION III (MULTIPLE MODULES)</b>	
<input checked="" type="checkbox"/>	CLC 106 Contracting Officer Representative with a Mission Focus
<input checked="" type="checkbox"/>	CLM 024 Contracting Overview
<input checked="" type="checkbox"/>	CLE 028 Market Research for Technical Personnel
<input checked="" type="checkbox"/>	CLM 031 Improved Statement of Work
<input checked="" type="checkbox"/>	CLC 013 Performance Based Services Acquisition
<input checked="" type="checkbox"/>	CLC 011 Contracting for the Rest of Us
<input checked="" type="checkbox"/>	CLM 017 Risk Management
<b>OPTION IV (MULTIPLE MODULES)</b>	
<input checked="" type="checkbox"/>	CLC 222 Online Training for Contracting Officer's Representative
<input checked="" type="checkbox"/>	CLE 028 Market Research for Technical Personnel
<input checked="" type="checkbox"/>	CLM 031 Improved Statement of Work

The FAITAS Training History does not indicate completion of all required FAI/DAU training requirements. Please attach course completion or other documentation of meeting the course objectives for all training requirements without a checkmark.

Supporting Documents: (required) [Attach Supporting Documentation](#) 1

Currently in Development by FAI  
DAU  
FAI and numerous contractors

**Remarks**

Remark:

**Employee Statement**

I certify that, to the best of my knowledge and belief, all of the information on and attached to this request is true, correct, complete, and made in good faith.

Figure 5: Expanded New Certification Request

1. To upload documentation, click the **Attach Supporting Documentation** link and follow **Request**, any course with a **red** ( X ) means that supporting documentation is required necessary until all supporting documentation is uploaded.
2. Click the checkboxes next to **Education, Experience, and Training** AFTER you upload your supporting documentation.
3. Enter explanatory remarks in the **Remark** textbox. For example, you may want to provide more details about a course that you took but that does not appear listed in your training history. Remarks entered in the **Remark** textbox become part of your **Training History** record.
4. Read the **Employee Statement** that attests to the integrity of the training request. If the statement is true, click the checkbox.
5. When you click the **Employee Statement** checkbox, the **Submit Request** button becomes active. Click the **Submit Request** button. A **green** text message confirms that your request was submitted. Go to **My Career | Certification | My Certification Request** to view the updated status of each request.

### Supporting Documentation

FAITAS v.2 users can attach supporting documentation to verify and/or support training completion.

**Note:** The maximum file size per upload is 4 Mb.

To begin, click the **Attach Supporting Documentation** link.



**Figure 6: Attach Supporting Documentation Link**

The **Upload Document** pop-up window opens with three (3) required fields as indicated by **red** text with asterisks (\*): **Attach File, Document Type, and File Description.**

1. In the **Attach File** field, click the **Browse** button. Select a file from your directories and/or folders and click the **Open** button.
2. Select the **Document Type** from the drop-down list.
3. Enter a **File Description** in the text box.
4. Click the **Submit** button to upload the file.

**Figure 7: Upload Document Pop-Up Window**

Repeat the process for each supporting document that needs to be uploaded. Once submitted, the request form updates to include the name of the supporting documentation file and a **View** link so that the file can be viewed by others.

Supporting Documentation (allow file size under 4 MB)				
Attach Document:		<a href="#">Attach Supporting Documentation</a>		
File Name	Description	Document Type	File Date	Action
LMS_comparison.pdf	Notes for the presentation.	Other	Jun 8 2012	<a href="#">View</a>

**Figure 8: Updated Supporting Documentation File Information**

# MANAGE CAREER: CERTIFICATIONS - MY CERTIFICATIONS

[Related Topics](#)

**INSTRUCTIONS:** To navigate to another topic, select one of the buttons below, click the **Related Topics** button, or use the breadcrumbs above.



## Review/Print My Certifications

Employees can review their certifications and print certificates. To view your certifications, select **Manage Career | Certifications | My Certifications**.



**Figure 1: My Certifications Sub-Menu**

The **Certifications History for [Employee Name]** window opens with the Certifications title, Certifying Agency, Level, and Certification Date listed for each certification.

[Dashboard](#) » [Manage Career](#) » [Certification](#) » [My Certifications](#)

## Certifications History for Dee Lee Tester

My Certifications			
<u>Certified By Agency</u>	<u>Certification</u>	<u>Level</u>	<u>Certified Date</u>
DHS	<a href="#">Cost Estimating</a>	II	Jun 5 2012
DHS	<a href="#">Federal Acquisition Certification in Contracting</a>	I	Jun 5 2012
KA	<a href="#">Contracting Officer's Representative</a>	I	Oct 26 2011
KA	<a href="#">Federal Acquisition Certification in Contracting</a>	II	Oct 26 2011
KA	<a href="#">Federal Acquisition Certification in Contracting</a>	I	Oct 24 2011

**Figure 2: Certifications History for [Employee Name]**

If you notice an error in your Certification list, click the **Certification Manager** link for contact information.



**Figure 3: Certifications Manager Link**

Click the **Certification** title to open a **File Download** window that asks whether you want to **Open** or **Save** the PDF file. Click the **Open** button. A PDF of the certificate for your **Certification** opens. Use the PDF navigation to print or save a copy of your Certificate.



**Figure 4: Completion Certificate Example**

# MANAGE CAREER: CONTINUOUS LEARNING POINTS (CLP)

[Related Topics](#)

**INSTRUCTIONS:** To navigate to another topic, select one of the buttons below, click the **Related Topics** button, or use the breadcrumbs above.



The **Manage Career | Continuous Learning** function allows FAITAS v.2 users to add and manage their Continuous Learning Point (CLP) requests. Use the CL menu to

- Manage CLP requests
- Manage Achievement Requests
- Track CLP history

**Note:** If you receive an error message indicating that the system does not recognize you as an Acquisition Workforce (AWF) member, the Continuous Learning Points (CLP) module will not be available to you. To change your AWF status, go to **My Status | Profile**. Scroll down to the **Profile Information** section and enter **Yes** within the **AWF Member** field. Additional fields may display for you to answer; however, they are not required. When you have completed all questions, click the **Update Information** button located at the end of the screen. A **green** text message confirms that your **Profile** has been updated. Once you have updated the AWF member information, the CLP module will be available for you to use.

After the CL Point request is approved, the CL Points are added to the Employee's overall total. FAITAS v.2 looks for the base number of CL Points required for the specific certification program, e.g., 40 CLPs for FAC-COR every two years. Once FAITAS v.2 determines that the base number of hours are earned, it automatically notifies the Employee that the review process for **CL Achievement** is ready to initiate.

**Note:** While FAITAS v.2 tracks the base number of CL Points, it is up to the Employee to ensure that all Agency- and Bureau-specific CL requirements, e.g., annual ethics training, etc., are satisfied prior to initiating the **CL Achievement** workflow.

When ready, Employees go to **Manage Career | My Achievement Requests** to submit their Achievement for processing. Supervisors and Bureau Continuous Learning Managers (BCLMs) are involved in the workflow. Once the Achievement request has been processed, the Employee's **Achievement Request** screen updates with the new **Status**.

# MANAGE CAREER: CONTINUOUS LEARNING - MY POINT REQUESTS

[Related Topics](#)

**INSTRUCTIONS:** To navigate to another topic, select one of the buttons below, click the **Related Topics** button, or use the breadcrumbs above.



Employees can request **Continuous Learning Point (CLP)** requests. CLP requests for training that is tracked by FAITAS should not be requested because classes in an Employee's training history will already be included in the CL history. The process for requesting approval of CLPs Employees have earned through participation in locally funded training events, experiential assignments, and/or professional events involves submitting a CLP request to your Supervisor who makes a recommendation.

**Note:** Depending on your Bureau policies, the final approval authority for CL Points will be either your Supervisor or the Bureau Continuous Learning (CL) Manager.

To begin, select **Manage Career | Continuous Learning | My Point Requests**.



**Figure 1: My Point Request Sub-Menu**

The **Continuous Learning Point Requests for [Employee Name]** window opens from which you can add, view, or edit CLP requests. Employees cannot edit CLP requests that have been acted upon by a Supervisor.

Dashboard » Manage Career » Continuous Learning » My Point Requests

### Continuous Learning Point Requests for Dee Tester

[Add Continuous Learning Point Requests](#)

Pending Continuous Learning Point Requests					
Action	Event Name	Event Type	Points Requested	Status	Submit Date
No pending requests.					

Processed Continuous Learning Point Requests					
Action	Event	Event Type	Points	Status	Action Date
<a href="#">View</a>	Virtual Event	Equivalency Exam	45	Approved	Apr 9 2012

**Figure 2: Continuous Learning Point Requests**

### New Continuous Learning Point Request

Click the **Add Continuous Learning Point Requests** button to display the **Continuous Learning Point Request** screen. Use this screen to request your Supervisor's approval of Continuous Learning Points you have earned through locally funded professional events.

Dashboard » Manage Career » Continuous Learning » My Point Requests » Continuous Learning Point Request

### Continuous Learning Point Request

**Employee Information**

Name: Dee Lee Tester Agency: DHS Bureau: Office of Policy  
 Email Address: DeeLeeTester@company.mil  
 Supervisor Name: DianeJ Supervisor Supervisor Email: DianeJ.Supervisor@asmr.com  
 Job Code: 0023 Pay Plan: AD Pay Grade: 02  
 Career Field: Program Management Level Required: 2 Level Achieved: 1 AWF: Yes  
 Work Address: 345 Any Street, Fairfax VA Work Phone: 5551212 Ext: 345

**1** **Event Information**

Event Name\*: Mobile Technology Workshop  
 Event Description (1000 character limit)\*: Presented on mobile learning technologies from a Government perspective  
929 characters remaining (limit: 1000 characters)

Event Type\*: Conference or Seminar Presenter **1** [View Event Type Information](#)  
 Start Date\*: Jun 01 2012  
 End Date\*: Jun 01 2012  
 Number of Points Requested\*: 8 **1** [View Continuous Learning Point Information](#)

**2** **Supporting Documentation** (allow file size under 4 MB)  
 Attach Document: [Attach Supporting Documentation](#)

**3** **Remarks**

Remark: The conference includes a social media aspect as participants and presenters continue the conversation post-conference for a period of 30 days.  
856 characters remaining (limit: 1000 characters)

**4** [Cancel](#) [Submit Request](#)

**Figure 3: Add Continuous Learning Point Requests**

1. All fields listed under **Event Information** are required as indicated by the **red** text with asterisks (\*). Complete the **Event Name**, **Event Description**, **Event Type**, **Start Date**, **End Date**, and **Number of Points Requested** fields. Use the **View Event Type Information** link to define the event types and the **View Continuous Learning Point Information** link to convert different Continuous Learning Point values to CL Points.
2. **Attach Supporting Documentation**, if necessary.
3. Enter additional explanatory remarks in the **Remark** textbox. **Remarks** become a part of your permanent **Training History** record.
4. Click the **Submit Request** button.

A **green** text message confirms that your request was submitted. Depending on your Bureau's workflow, the request will go to your Supervisor, as the final approval authority or it will go from the Supervisor to the Bureau CL Manager, as the final approval authority. The **Continuous Learning Point Requests for [Employee Name]** refreshes with an updated status. If you notice that a pending CLP Request has not been acted upon, click the envelope (✉) icon to resend the request to your Supervisor.

The screenshot shows a web interface for 'My Point Requests'. At the top, a green notification bar states 'Your Continuous Learning Point request has been submitted.' Below this, the page title is 'Continuous Learning Point Requests for Dee Tester'. A button labeled 'Add Continuous Learning Point Requests' is visible. The main content is a table titled 'Pending Continuous Learning Point Requests' with the following data:

Action	Event Name	Event Type	Points Requested	Status	Submit Date
<a href="#">Edit</a>	Mobile Technology Workshop	Conference or Seminar Presenter	8	Supervisor Pending	Jun 8 2012

In the 'Status' column of the table, there is an envelope icon (✉) circled in red, indicating a resend option.

**Figure 4: Updated Status for Add Continuous Learning Point Request**

Once your Supervisor processes the request, the **Status** in the **Pending Continuous Learning Point Requests** screen updates. If the Supervisor is not the final approval authority, the **Status** indicates **Bureau CL Manager Pending**.

Dashboard » Manage Career » Continuous Learning » My Point Requests

### Continuous Learning Point Requests for Dee Tester

[Add Continuous Learning Point Requests](#)

Pending Continuous Learning Point Requests					
Action	Event Name	Event Type	Points Requested	Status	Submit Date
<a href="#">View</a>	Mobile Technology Workshop	Conference or Seminar Presenter	12	Bureau CL Manager Pending	Jun 8 2012

**Figure 5: Updated Employee CLP Request Status**

**Note:** If the Supervisor is the final approval authority, the **Continuous Learning Point Request** will be visible in the Processed CLP list along with the final decision.

When a request is processed, the FAITAS v.2 system automatically sends emails to the appropriate stakeholders. Depending on your Agency/Bureau policies, the emails may get stopped by the firewall. If you do not receive an email indicating the decision has taken place, click the **View** button in the **Action** column next to the **Event Name** in the **Continuous Learning Point Requests for [Employee Name]** to display the **Continuous Learning Point Request Detail** screen. Scroll to the **Event Information** section to view remarks entered by your Supervisor or a Manager in the workflow. Click the **<<Return to My Continuous Point Requests** link to return to the previous page.

### Continuous Learning Point Request Detail

[<< Return to My Continuous Point Requests](#)

#### Employee Information

**Name:** Dee Lee Tester **Agency:** DHS **Bureau:** Office of Policy

Work Address: asdrasdr asdrasdr asdrasdr, IA Work Phone: 5551212 Ext: 345

#### Event Information

**Event Name:** Mobile Technology Workshop **Start Date:** Jun 1 2012

**Event Type:** Conference or Seminar Presenter **End Date:** Jun 1 2012

**Event Description:** Presented on mobile learning technologies from a Government perspective

**Points Requested:** 12 **Submission Date:** Jun 8 2012

**Request Status:** Bureau CL Manager Pending

Remarks between Employee and Approving Official(s)	User Name/Remark Date	Remark
	DianeJ Supervisor Jun 11 2012 (Supervisor)	Agree that the social media aspect warrants additional points.

**Figure 6: Supervisor's Comments for a Continuous Learning Point Request**

FAITAS v.2 users can attach supporting documentation to verify and/or support training completion. The maximum file size per upload is 4 Mb.

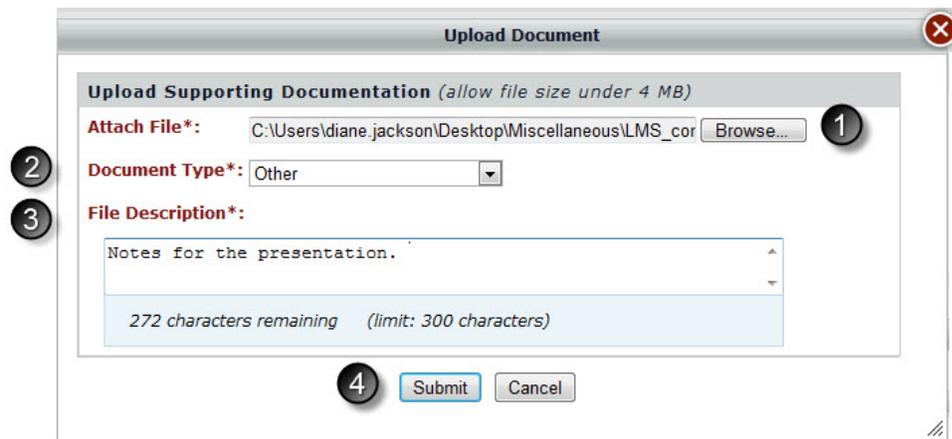
## Supporting Documentation

To begin, click the **Attach Supporting Documentation** link.



**Figure 7: Attach Supporting Documentation Link**

The **Upload Document** pop-up window opens with three (3) required fields as indicated by **red** text with asterisks (\*): **Attach File**, **Document Type**, and **File Description**.



**Figure 8: Upload Document Pop-Up Window**

1. In the **Attach File** field, click the **Browse** button. Select a file from your directories and/or folders and click the **Open** button.
2. Select the **Document Type** from the drop-down list.
3. Enter a **File Description** in the text box.
4. Click the **Submit** button to upload the file.

Repeat the process for each supporting document that needs to be uploaded. Once submitted, the request form updates to include the name of the supporting documentation file and a **View** link so that the file can be viewed by others.

Supporting Documentation (allow file size under 4 MB)				
Attach Document:		<a href="#">Attach Supporting Documentation</a>		
File Name	Description	Document Type	File Date	Action
LMS_comparison.pdf	Notes for the presentation.	Other	Jun 8 2012	<a href="#">View</a>

**Figure 9: Updated Supporting Documentation File Information**

In the **Continuous Learning Points for [Employee Name]** screen, click the **Edit** link under the **Action** column of the **Pending Continuous Learning Point Requests** to display the original **Continuous Learning Point Request** submitted to your Supervisor. As long as the request status is still "[XXX] Pending", fields can be edited.

### Edit Pending Continuous Learning Point Requests

In the following example, the Employee increased the Points Requested from "8" to "12" and added an additional explanatory remark in the **Remark** textbox before resubmitting the CLP request.

Continuous Learning Point Request

---

**Employee Information**

**Name:** Dee Lee Tester **Agency:** DHS **Bureau:** Office of Policy  
**Email Address:** DeeLeeTester@company.mil

---

**Start Date:** Jun 1 2012  
**End Date\*:** Jun 1 2012

**Number of Points Requested\*:** 12 [View Continuous Learning Point Information](#)

**Supporting Documentation** (allow file size under 4 MB)

Attach Document: [Attach Supporting Documentation](#)

**Remarks**

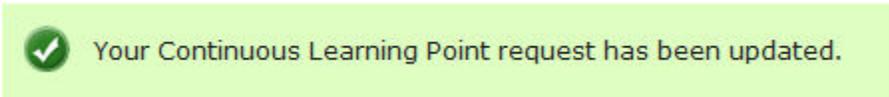
User Name/Remark Date	Remark
Dee Lee Tester Jun 8 2012 (Employee)	The conference includes a social media aspect as participants and presenters continue the conversation post-conference for a period of 30 days.

**Remark:** Increased the number of points requested due to the additional time required post-conference.

907 characters remaining (limit: 1000 characters)

**Figure 10: Updated Continuous Learning Point Request**

After the appropriate fields are edited, the Employee clicked the **Submit Request** button. A **green** text message confirmed that the CLP request was updated and resubmitted to the Supervisor.



**Figure 11: Confirming Text Message**

Depending on your Bureau's workflow, the Supervisor or the Bureau CL Manager can return a request to an Employee. Requests that are returned must contain an explanation for returning the request. The **Return to Employee** function is designed to provide another line of communication between the administrators and the Employee. For example, instead of disapproving a request that needs additional supporting documentation, a Supervisor could request that the Employee attach additional documentation.

**Note:** When a request is returned to the Employee, there are two fields that can be edited: **Attach Supporting Documentation** and **Remarks** textbox. No other fields are editable.

**Returned Continuous Learning Requests**

When a Supervisor and/or Bureau CL Manager returns a request to an Employee, the **Status** in the **Continuous Learning Points for [Employee Name]** screen contains the updated status: **Returned by Supervisor** or **Bureau CL Manager**

Dashboard » Manage Career » Continuous Learning » My Point Requests

Continuous Learning Point Requests for Dee Tester

Add Continuous Learning Point Requests

Pending Continuous Learning Point Requests					
Action	Event Name	Event Type	Points Requested	Status	Submit Date
<a href="#">Edit</a>	Mobile Technology Workshop	Conference or Seminar Presenter	12	Returned by Supervisor	Jun 12 2012

**Figure 12: Returned by Supervisor Status Update**

Click the **Edit** link under the **Action** column next to the **Continuous Learning Point Request** that was returned to display the **Continuous Learning Point Request** screen.

## Continuous Learning Point Request

Employee Information				
<b>Name:</b>	Dee Lee Tester <b>Agency:</b> DHS <b>Bureau:</b> Office of Policy			
<b>Email Address:</b>	DeeLeeTester@company.mil			
<b>Supervisor Name:</b>	DianeJ Supervisor <b>Supervisor Email:</b> <a href="mailto:DianeJ.Supervisor@asmr.com">DianeJ.Supervisor@asmr.com</a>			
<b>Job Code:</b>	0023	<b>Pay Plan:</b>	AD	<b>Pay Grade:</b> 02
<b>Career Field:</b>	Program Management		<b>Level Required:</b> 2	<b>Level Achieved:</b> 1 <b>AWF:</b> Yes
<b>Work Address:</b>	345 Any Street Fairfax, VA <b>Work Phone:</b> 555-1212 <b>Ext:</b> 345			
Event Information				
<b>Event Name:</b>	Mobile Technology Workshop		<b>Start Date:</b>	Jun 8 2012
<b>Event Type:</b>	Conference or Seminar Presenter		<b>End Date:</b>	Jun 8 2012
<b>Event Description:</b>	Full day presentation with additional social media commitments			
<b>Points Requested:</b>	12		<b>Submission Date:</b>	Jun 12 2012
<b>Request Status:</b>	Returned by Supervisor			
Supporting Documentation (allow file size under 4 MB)				
<b>Attach Document:</b>	<a href="#">Attach Supporting Documentation</a>			
File Name	Description	Document Type	File Date	Action
OneNoteInstructions_MG.docx	Information for Presentation	Other	Jun 12 2012	<a href="#">View</a>
Remarks				
User Name/Remark Date	Remark			
DianeJ Supervisor Jun 12 2012 (Supervisor)	Please attach supporting documentation for this CLP request.			
<b>Remark:</b> <i>Remarks are required for resubmission.</i>	<input type="text" value="Uploaded presentation information that includes the workshop agenda."/> 932 characters remaining (limit: 1000 characters)			
<input type="button" value="Cancel"/>		<input type="button" value="Resubmit Request"/>		

**Figure 13: Upload Document Pop-Up Window**

1. Review the Supervisor's request. Supervisors or Bureau CL Managers must enter an explanatory remark in the **Remark** textbox when they choose the **Return to Employee** option.
2. Complete the requested task. In this case, your Supervisor requested supporting documentation.
3. Enter a message in the **Remark** textbox to confirm you have responded to the Supervisor's request.
4. Click the **Resubmit Request** button to resume the workflow.

A **green** text message confirms that the request was resubmitted and the **Pending Continuous Learning Points Request** table displays with an updated status of **Supervisor Pending (Resubmission)**.

**Note:** If your Supervisor does not process your CLP request, click the envelope (✉) icon to send a reminder email.

✓ Your Continuous Learning Point request has been resubmitted. ✕

### Continuous Learning Point Requests for Dee Tester

[Add Continuous Learning Point Requests](#)

Pending Continuous Learning Point Requests					
Action	Event Name	Event Type	Points Requested	Status	Submit Date
<a href="#">View</a>	Mobile Technology Workshop	Conference or Seminar Presenter	12	Supervisor Pending (Resubmission)	Jun 12 2012

**Figure 14: Confirmation Resubmit Request Message**

From **Manage Career | Continuous Learning | My Point Requests**, FAITAS v.2 displays **Pending** and **Processed** Continuous Learning Point Requests. **Event Names, Event Types, Points Requested, Status, and Submit and/or Action Dates** are included.

**View Pending/Processed Continuous Learning Point Requests**

### Continuous Learning Point Request Detail

2 << [Return to My Continuous Point Requests](#)

Employee Information				
<b>Name:</b> Dee Lee Tester	<b>Agency:</b> DHS <b>Bureau:</b> Office of Policy			
<b>Email Address:</b> DeeLeeTester@company.mil				
<b>Supervisor Name:</b> DianeJ Supervisor	<b>Supervisor Email:</b> DianeJ.Supervisor@asmr.com			
<b>Job Code:</b> 0023 <b>Pay Plan:</b> AD <b>Pay Grade:</b> 02				
<b>Career Field:</b> Program Management <b>Level Required:</b> 2 <b>Level Achieved:</b> 1 <b>AWF:</b> Yes				
<b>Work Address:</b> 345 Any Street Fairfax, VA <b>Work Phone:</b> 555-1212 <b>Ext:</b> 345				
Event Information				
<b>Event Name:</b> Mobile Technology Workshop	<b>Start Date:</b> Jun 1 2012			
<b>Event Type:</b> Conference or Seminar Presenter	<b>End Date:</b> Jun 1 2012			
<b>Event Description:</b> Presented on mobile learning technologies from a Government perspective				
<b>Points Requested:</b> 12	<b>Submission Date:</b> Jun 8 2012			
<b>Request Status:</b> Approved				
Remarks between Employee and Approving Official(s)	User Name/Remark Date	Remark		
	Dee Tester Jun 12 2012 (Bureau Manager)	Concur with Supervisor's comment		
	DianeJ Supervisor Jun 11 2012 (Supervisor)	Agree that the social media aspect warrants additional points.		
	Dee Tester Jun 8 2012 (Employee)	Increased the number of points requested due to the additional time required post-conference.		
	Dee Tester Jun 8 2012 (Employee)	The conference includes a social media aspect as participants and presenters continue the conversation post-conference for a period of 30 days.		
Supporting Documentation				
File Name	Description	Document Type	File Date	Action
LMS_comparison.pdf	Notes for the presentation.	Other	Jun 8 2012	<a href="#">View</a> 1

2 [Cancel](#)

**Figure 14: Additional CLP Request Details**

1. To view additional details, such as **Supporting Documentation** and CL **Start** and **End Dates**, select the **View** link under the **Action** column to display the Continuous Learning Point Request Detail screen.
2. Click the <<**Return to My Continuous Point Requests** link or the **Cancel** button to return to the **Continuous Learning Point Requests for [Employee Name]** screen.



# MANAGE CAREER: CONTINUOUS LEARNING - MY ACHIEVEMENT REQUESTS

[Related Topics](#)

**INSTRUCTIONS:** To navigate to another topic, select one of the buttons below, click the **Related Topics** button, or use the breadcrumbs above.



Use **My Achievement Requests** to view pending and processed **Continuous Learning Achievement** requests as well as the dates for the current continuous learning period.

After CL Points are added to an Employee's record, FAITAS v.2 looks for the base number of CL Points required for specific certification programs, for example, 40 CLPs for FAC-COR every two years, and then sends a system-generated alert to advise the Employee and Superintendent that his/her CL Achievement workflow is ready to be initiated.

**Note:** An **Achievement Status** of **Ready for Submission** indicates only that the base number of CLPs have been awarded for that certification program. Employees must also complete any Agency- and Bureau-specific CL requirements, for example, annual Ethics training, prior to initiating the CL Achievement workflow.

The **Continuous Learning Period** doesn't change until after the expiration date. As long as the **Achievement Status** is **Approved**, Employees can expect the CL Period to change on the day after the **Period End Date**. Additional points taken within the current **CL Period** will not roll over to the new CL Period. CL Points must be earned within the current **CL Period** in order to maintain certification.

**Note:** After approval, always check to make sure that the courses for other certifications are NOT going into the Certificates that were officially approved.

In FAITAS v.2, the Dashboard displays a **Continuous Learning Summary** that is part of the **Transcript Summary** widget that includes the current CL Period, points requested and awarded, as well as a progress bar representing the CL Points earned and those still needed.



**Figure 1: Continuous Learning Summary from Dashboard**

To begin, select **Manage Career | Continuous Learning | My Achievement Requests** to display the **Achievement Request for [Employee Name]** screen.



**Figure 2: My Achievement Requests Sub-Menu**

**Useful Practice:** Once FAITAS v.2 generates the notification that the Employee can initiate the **Achievement Level** workflow, there are two ways to begin. One option is to look within **My Achievement Requests** for the **Achievement Request** button located under the **Action** column. A second option is to go to **My Continuous Learning** and click the **Ready for Submission** link located under the **Achievement Status** column. Even though there is an extra step, a useful practice is to begin with the **My Continuous Learning** link first as the displayed table provides **Achievement Summary Information**, links to certificates, and lists all current CLPs as well as specific CL events; however, step-by-step instructions are included for **My Achievement Requests** to help Employees who are following the main navigation bar links to complete their tasks.

The **Achievement Request for [Employee Name]** screen allows Employees to make requests, view the courses/training submitted for each certificate, and print **Certificates of Completion**.

**Note:** The **Achievement Request** button does not display unless there is a **Continuous Learning Period** defined.

## Achievement Request for Dee Tester

Continuous Learning Periods						Action
Certification	Level	Period Begin Date	Period End Date	Points Awarded	Points Needed	
Life Cycle Logistics Manager	II	Apr 10 2012	Apr 9 2014	152	0	Achievement Request

**Figure 3: Achievement Request for [Employee Name]**

### Initiate Continuous Learning Achievement Request

Within **Manage Career | Continuous Learning | My Achievement Requests**, click the **Achievement Request** button located under the Action column to display the **Continuous Learning Achievement Request** screen.

Dashboard » Manage Career » Continuous Learning » My Achievement Requests » Continuous Learning Achievement Request

### Continuous Learning Achievement Request 1

**Employee Information**

**Name:** Dee Lee Tester **Agency:** DHS **Bureau:** Office of Policy  
**Email Address:** DeeLeeTester@company.mil  
**Supervisor Name:** DianeJ Supervisor **Supervisor Email:** DianeJ.Supervisor@asmr.com  
**Job Code:** 0023 **Pay Plan:** AD **Pay Grade:** 02  
**Career Field:** Program Management **Level Required:** 2 **Level Achieved:** 1 **AWF:** Yes  
**Work Address:** 345 Any Street Fairfax, VA **Work Phone:** 555-1212 **Ext:** 345

**Achievement Information**

**Certification:** Life Cycle Logistics Manager **Level:** II  
**Continuous Learning Period:** Apr 10 2012 - Apr 9 2014 **Required CLPs:** 80 **Achieved Date:** Jun 1 2012  
**Status:** Not Submitted

**Continuous Learning Events (Apr 10 2012 - Apr 9 2014)**

Event Name	Event Type	Points Awarded	Start Date	End Date
Product Development	Mentoring	20	Apr 9 2012	Apr 10 2012
Effective Logistics Management	Conference or Seminar Presenter	60	Jun 1 2012	Jun 1 2012
Configuration Management	Higher Education Course	60	Jun 1 2012	Jun 1 2012
Mobile Technology Workshop	Conference or Seminar Presenter	12	Jun 1 2012	Jun 1 2012
<b>Total Points</b>		<b>152</b>		

**Remarks**

**Remark:** 2

3

**Figure 4: Continuous Learning Achievement Request Review**

1. In the **Continuous Learning Achievement Request** screen, review the **Continuous Learning Achievement Request**.
2. Add any pertinent comments for the reviewer/s in the **Remark** textbox.
3. Click the **Submit Achievement Request** button.

A **green** text message confirms that the request has been submitted. Depending on your Agency's workflow, your Supervisor and/or Bureau CL Manager will process the request.

Select the **Close** button to return to the updated **Achievement Request for [Employee Name]**. Notice the **Status** column updates to **Supervisor Pending**.

Pending Continuous Learning Achievement Requests							
<u>Certification</u>	<u>Level</u>	<u>Period Begin Date</u>	<u>Period End Date</u>	<u>Achieved Date</u>	<u>Status</u>	<u>Submit Date</u>	
<a href="#">Life Cycle Logistics Manager</a>	II	Apr 10 2012	Apr 9 2014	Jun 1 2012	Supervisor Pending		Jun 19 2012

**Figure 5: Updated Continuous Learning Achievement Request Status**

**Note:** If a reasonable amount of time has passed since you submitted your **Achievement Request** and the **Status** remains as **Supervisor Pending**, click the **blue** envelope () icon to resubmit the CL Achievement Request to your Supervisor.

### *View Processed Continuous Learning Achievement Requests*

The **Processed Continuous Learning Achievement Requests** list includes features to both print the **Certificate of Completion** and view the **Certification Request** itself. To begin, go to **Manage Career | Continuous Learning | My Achievement Requests** to display the **Achievement Request for [Employee Name]** screen.

1. Click the **Certification** title to view the **Continuous Learning Achievement Request**.
2. Click the **Approved** link under the **Status** column to view and/or print the **Certificate of Completion**.

Dashboard » Manage Career » Continuous Learning » My Achievement Requests

### Achievement Request for Dee Tester

Continuous Learning Periods

Processed Continuous Learning Achievement Requests								
Certification	Level	Period Begin Date	Period End Date	Achieved Date	Status	Submit Date	Processed Date	
<a href="#">Contracting Officer's Representative</a>	III	Jan 25 2012	Jan 24 2014	Mar 13 2012	<a href="#">Approved</a>	Apr 9 2012	Apr 10 2012	
<a href="#">Federal Acquisition Certification in Contracting</a>	III	Oct 28 2011	Oct 27 2013	Mar 13 2012	<a href="#">Approved</a>	Apr 10 2012	Apr 10 2012	
<a href="#">Federal Acquisition Certification in Contracting</a>	III	Jan 26 2012	Jan 25 2014	Mar 13 2012	<a href="#">Approved</a>	Apr 10 2012	Apr 11 2012	
<a href="#">Ordering Official Certification</a>	I	Apr 10 2012	Apr 9 2014	Jun 1 2012	<a href="#">Approved</a>	Jun 5 2012	Jun 5 2012	
<a href="#">Program Financial Management</a>	III	Jan 27 2012	Jan 26 2014	Mar 20 2012	<a href="#">Approved</a>	Apr 10 2012	Apr 10 2012	

**Figure 6: Processed Continuous Learning Achievement Requests**

### *Print Achievement Certificate of Completion*

FAITAS v.2 provides alternative ways to print a Certificate of Completion once the **Achievement Request** is approved.

Option 1: **Manage Career | Continuous Learning | My Achievement Requests** and click the **Approved** link under the **Status** column of the **Processed Continuous Learning Achievement Requests**.

Dashboard » Manage Career » Continuous Learning » My Achievement Requests

### Achievement Request for Dee Tester

Continuous Learning Periods							
Certification	Level	Period Begin Date	Period End Date	Points Awarded	Points Needed	Action	
Life Cycle Logistics Manager	II	Apr 10 2012	Apr 9 2014	152	0	<a href="#">Achievement Request</a>	

Pending Continuous Learning Achievement Requests							
Certification	Level	Period Begin Date	Period End Date	Achieved Date	Status	Submit Date	Processed Date
No Requests.							

Processed Continuous Learning Achievement Requests								
Certification	Level	Period Begin Date	Period End Date	Achieved Date	Status	Submit Date	Processed Date	
<a href="#">Contracting Officer's Representative</a>	III	Jan 25 2012	Jan 24 2014	Mar 13 2012	<a href="#">Approved</a>	Apr 9 2012	Apr 10 2012	
<a href="#">Federal Acquisition Certification in Contracting</a>	III	Oct 28 2011	Oct 27 2013	Mar 13 2012	<a href="#">Approved</a>	Apr 10 2012	Apr 10 2012	

**Figure 7: Approved Processed Achievement Requests**

Option 2: **Manage Career | Continuous Learning | My Continuous Learning** and click the **Approved** link under the **Status** column of the **Current Continuous Learning Periods** table.

Dashboard » Manage Career » Continuous Learning » My Continuous Learning

### Continuous Learning Periods for Dee Tester

Current Continuous Learning Periods						
Certification	Level	Period Begin Date	Period End Date	Points Awarded	Points Needed	Achievement Status
+ Federal Acquisition Certification in Contracting	III	Oct 28 2011	Oct 27 2013	872	0	<a href="#">Approved</a>
+ Contracting Officer's Representative	III	Jan 25 2012	Jan 24 2014	872	0	<a href="#">Approved</a>
+ Ordering Official Certification	I	Apr 10 2012	Apr 9 2014	152	0	<a href="#">Approved</a>
+ Life Cycle Logistics Manager	II	Apr 10 2012	Apr 9 2014	152	0	<a href="#">Ready for submission</a>
+ Cost Estimating	II	Jun 6 2012	Jun 5 2014	0	80	N/A
+ Program Financial Management	I	Jun 6 2012	Jun 5 2014	0	80	N/A
+ Federal Acquisition Certification in Contracting	III	Jun 6 2012	Jun 5 2014	0	80	N/A

**Figure 8: Approved Achievement Requests**

Once **Approved** is clicked from either Option 1 or Option 2, the **File Download** pop-up window displays with several options to **Open**, **Save**, or **Cancel**. The quickest option for printing the **Certificate** is to select the **Open** button. A PDF of the certificate opens. Select **File | Print**. Select the printer and print options and click the **Print** button.



**Figure 9: Sample Certificate of Achievement**

**Note:** You will need Adobe Acrobat Reader installed to view the PDF file. If you do not have it installed, use this link to download a free copy or consult your IT Department if you are unable to download software.

Once you have printed the **Certificate**, click the  located in the upper right to close the window and return to the **Continuous Learning Periods for [Employee Name]** screen.

# MANAGE CAREER: CONTINUOUS LEARNING - MY CONTINUOUS LEARNING

[Related Topics](#)

**INSTRUCTIONS:** To navigate to another topic, select one of the buttons below, click the **Related Topics** button, or use the breadcrumbs above.



For some tasks, FAITAS v.2 provides different avenues for accessing a function. For example, Employees can view and print **Certificates of Completion** from the **My Achievement Requests** screen or from within the **My Continuous Learning** tab. The **My Continuous Learning** screen contains more details about **Current Continuous Learning** periods and **Continuous Learning Events**.

To begin, select **Manage Career | Continuous Learning | My Continuous Learning** to display the **Continuous Learning Periods for [Employee Name]** screen.



**Figure 1: My Continuous Learning Sub-Menu**

Training taken through FAI and/or DAU within the current **Continuous Learning Period** and approved **Continuous Learning Point** requests are listed on this screen. The **Continuous Learning Periods ofr [Employee Name]** captures the Employee's total earned **Continuous Learning**. As long as a course was taken within the Continuous Learning Period, it will

automatically transfer. Because of the comprehensive training details, a recommended practice is for Employees to begin here when initiating the Achievement workflow.

After CL Points are added to an Employee's record, FAITAS v.2 looks for the base number of CL Points required for specific certification programs, for example, 40 CLPs for FAC-COR every two years, and then sends a system-generated alert to advise the Employee and Superintendent that his/her CL Achievement workflow is ready to be initiated.

The **Continuous Learning Period** doesn't change until after the expiration date. As long as the **Achievement Status** is **Approved**, Employees can expect the CL Period to change on the day after the **Period End Date**. Additional points taken within the current **CL Period** will not roll over to the new CL Period. CL Points must be earned within the current **CL Period** in order to maintain certification.

**Note:** After approval, always check to make sure that the courses for other certifications are NOT going into the Certificates that were officially approved.

## **Initiate Continuous Learning Achievement Request**

Employees can view and/or print the approved **Continuous Learning Achievement** certificate or view approved event information for a specific CL Period.

Follow **Manage Career | Continuous Learning | My Continuous Learning** to display the **Continuous Learning Periods for [Employee Name]** screen.

## Continuous Learning Periods for Dee Tester

Current Continuous Learning Periods							
Certification	Level	Period Begin Date	Period End Date	Points Awarded	Points Needed	Achievement Status	
+ Federal Acquisition Certification in Contracting	III	Oct 28 2011	Oct 27 2013	872	0	Approved	
+ Contracting Officer's Representative	III	Jan 25 2012	Jan 24 2014	872	0	Approved	
+ Ordering Official Certification	I	Apr 10 2012	Apr 9 2014	152	0	Approved	
+ Life Cycle Logistics Manager	II	Apr 10 2012	Apr 9 2014	152	0	Ready for submission	
+ Cost Estimating	II	Jun 6 2012	Jun 5 2014	0	80	N/A	
+ Program Financial Management	I	Jun 6 2012	Jun 5 2014	0	80	N/A	
+ Federal Acquisition Certification in Contracting	III	Jun 6 2012	Jun 5 2014	0	80	N/A	

Continuous Learning Events (Oct 28 2011 - Jun 5 2014)				
Event Name	Event Type	Points Awarded	Start Date	End Date
Mobile Technology Workshop	Conference or Seminar Presenter	12	Jun 1 2012	Jun 1 2012
CLO Leadership	Conference or Seminar Attendance	45	Apr 2 2012	Apr 3 2012
Virtual Event	Equivalency Exam	45	Apr 2 2012	Apr 3 2012

**Figure 2: Continuous Learning Periods for [Employee Name]**

**Note:** To view the individual events that were approved for each Certification, click the plus (+) icon located under the **Certification** column. To print certificates of completion click **Approved** located under the **Achievement Status** for the desired certification.

Click the **Ready for Submission** link under the **Achievement Status** column to initiate the workflow and open the **Achievement Request for [Employee Name]** screen.

**Note:** An **Achievement Status** of **Ready for Submission** indicates only that the base number of CLPs have been awarded for that certification program. Employees must also complete any Agency- and Bureau-specific CL requirements, for example, annual Ethics training, prior to initiating the CL Achievement workflow.

Dashboard » Manage Career » Continuous Learning » My Achievement Requests » Continuous Learning Achievement Request

## Continuous Learning Achievement Request 1

**Employee Information**

**Name:** Dee Lee Tester **Agency:** DHS **Bureau:** Office of Policy  
**Email Address:** DeeLeeTester@company.mil  
**Supervisor Name:** DianeJ Supervisor **Supervisor Email:** DianeJ.Supervisor@asmr.com  
**Job Code:** 0023 **Pay Plan:** AD **Pay Grade:** 02  
**Career Field:** Program Management **Level Required:** 2 **Level Achieved:** 1 **AWF:** Yes  
**Work Address:** 345 Any Street Fairfax, VA **Work Phone:** 555-1212 **Ext:** 345

**Achievement Information**

**Certification:** Life Cycle Logistics Manager **Level:** II  
**Continuous Learning Period:** Apr 10 2012 - Apr 9 2014 **Required CLPs:** 80 **Achieved Date:** Jun 1 2012  
**Status:** Not Submitted

**Continuous Learning Events (Apr 10 2012 - Apr 9 2014)**

Event Name	Event Type	Points Awarded	Start Date	End Date
Product Development	Mentoring	20	Apr 9 2012	Apr 10 2012
Effective Logistics Management	Conference or Seminar Presenter	60	Jun 1 2012	Jun 1 2012
Configuration Management	Higher Education Course	60	Jun 1 2012	Jun 1 2012
Mobile Technology Workshop	Conference or Seminar Presenter	12	Jun 1 2012	Jun 1 2012
<b>Total Points</b>		<b>152</b>		

**Remarks**

**Remark:** 2

3

**Figure 3: Continuous Learning Achievement Request Review**

1. In the **Continuous Learning Achievement Request** screen, review the **Continuous Learning Achievement Request**.
2. Add any pertinent comments for the reviewer/s in the **Remark** textbox.
3. Click the **Submit Achievement Request** button.

A **green** text message confirms that the request has been submitted. Depending on your Agency's workflow, your Supervisor and/or Bureau CL Manager will process the request.

Select the **Close** button to return to the updated **Achievement Request for [Employee Name]**. Notice the **Status** column updates to **Supervisor Pending**.

Pending Continuous Learning Achievement Requests						
<u>Certification</u>	<u>Level</u>	<u>Period Begin Date</u>	<u>Period End Date</u>	<u>Achieved Date</u>	<u>Status</u>	<u>Submit Date</u>
Life Cycle Logistics Manager	II	Apr 10 2012	Apr 9 2014	Jun 1 2012	Supervisor Pending	Jun 19 2012

**Figure 4: Updated Continuous Learning Achievement Request Status**

**Note:** If a reasonable amount of time has passed since you submitted your **Achievement Request** and the **Status** remains as **Supervisor Pending**, click the **blue** envelope () icon to resubmit the CL Achievement Request to your Supervisor.

To review the status of any pending or processed CL Achievement request, go to **Manage Career | Continuous Learning | My Achievement Requests** to display the **Achievement Request for [Employee Name]** screen that includes both **Pending** and **Processed** listings.

# MANAGE CAREER: ACMIS HISTORY - MY ACMIS HISTORY

[Related Topics](#)

**INSTRUCTIONS:** To navigate to another topic, select one of the buttons below, click the **Related Topics** button, or use the breadcrumbs above.



The Federal Acquisition Institute (FAI) Acquisition Career Management Information System (ACMIS), a self-reported acquisition training and certification application, was decommissioned on 31 May 2011. If you do not see any information, it is because no records were found based on FAITAS profile information you provided that could be matched against the ACMIS database, and no further action is required.

Your FAITAS v.2 training history does not include ACMIS training information. To view your ACMIS training history, go to **Manage Career | ACMIS History | My ACMIS History**.



**Figure 1: My ACMIS History Sub-Menu**

The **ACMIS History for [Employee Name]** screen opens.

# HELP

[Related Topics](#)

**INSTRUCTIONS:** To navigate to another topic, select one of the buttons below, click the **Related Topics** button, or use the breadcrumbs above.

Use the **Help** function to view contact information, review Frequently Asked Questions (FAQs) or access other support including user guides and help systems.



- **User Guides:** Help Systems including Quick Start guides
- **Frequently Asked Questions:** Possible FAQs include information about special accommodations, registration, course searches, certification, and transcripts.
- **Contact Us:** FAI contact information
- **Record of Changes:** Version information for this Help system

Dashboard » Manage Career » ACMIS History » My ACMIS History

### ACMIS History for [Employee Name]

Education				
Graduation Year	Degree	Major	Minor	School/University
No ACMIS Education data was found.				

Training			
Course Title	Start Date	End Date	Training Provider
No ACMIS Training data was found.			

Certification		
Description	Bureau/Agency	Award Date
No ACMIS Certification data was found.		

**Figure 2: ACMIS History for [Employee Name] Screen**

The information provided is not verified. It is provided for reference only. If you notice an error, contact your Certification Manager. If you don't know your Certification Manager's name, go to **Manage Career | Certification | My Certification Requests** and click the **Certification Manager** link to view additional how-to-contact information.



# HELP: USER GUIDES

[Related Topics](#)

**INSTRUCTIONS:** To navigate to another topic, select one of the buttons below, click the **Related Topics** button, or use the breadcrumbs above.



The **Help | User Guide** tab provides help documentation. Quick-Start Guides are available from within the **Help** tab. Notice that Adobe Reader is required to read the User Guide information. An Adobe link is included if you need to download Adobe Reader. Contact FAI for additional User Guides that address other roles. To access the User Guides, hover your mouse over the **Help** tab. A drop-down menu opens. Click **User Guides** or **User Documentation**.

The FAITAS v.2 User Guide window opens. Select a **Quick Start Guide (PDF)** to view a short guide that provides information about the Dashboard, Main Menu, and FAI.gov website. It also includes step-by-step instructions for the following topics:

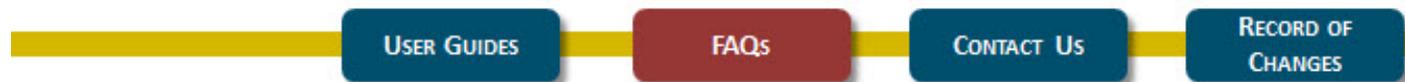
- Register for First Time Users
- Log In As an Employee
- Set Up Your Account and Profile
- Ways to Search for Training (Standard and Keyword Searches)

To close the PDF file, select the  icon in the upper right corner. Click the **FAITAS v.2 Help System** to view a more comprehensive User Guide.

# HELP: FREQUENTLY ASKED QUESTIONS

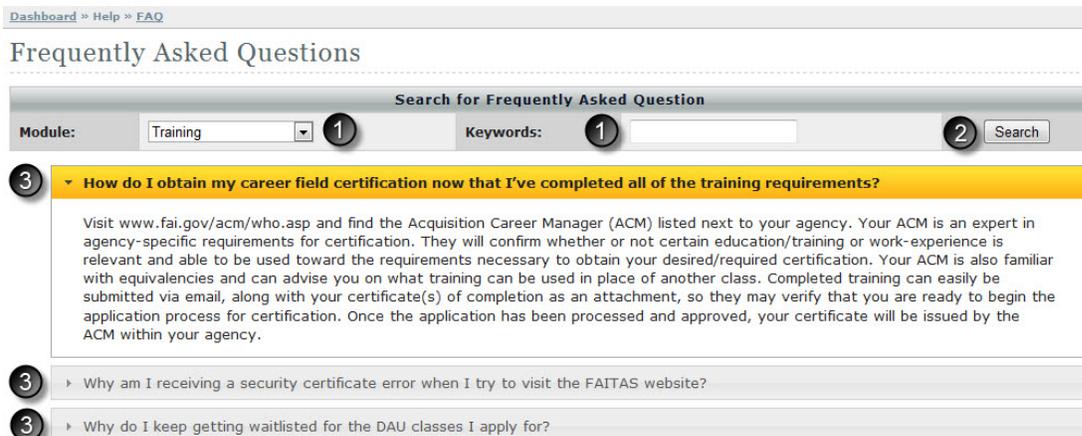
[Related Topics](#)

**INSTRUCTIONS:** To navigate to another topic, select one of the buttons below, click the **Related Topics** button, or use the breadcrumbs above.



The FAQ function includes a list of frequently asked questions and answers. Possible FAQs include information about special accommodation, registration, course, certification, transcripts, and certification.

To access the FAQs, hover your mouse over the **Help** tab. A drop-down menu displays. Click the **FAQ** function. The **Frequently Asked Questions** window opens. To filter the number of questions, narrow your search to specific modules, for example, training, or enter a keyword.



**Figure 1: Frequently Asked Questions**

1. Select a **Module** from the drop-down list or enter a **Keyword**.
2. Click the **Search** button.
3. Scroll through the list of FAQs that display. Click on a question to see the response. Notice that the question background changes from gray to yellow/gold.

When you click a new question, the previous answer rolls up to leave just the answer to your current question.

# HELP: CONTACT US

[Related Topics](#)

**INSTRUCTIONS:** To navigate to another topic, select one of the buttons below, click the **Related Topics** button, or use the breadcrumbs above.



The **Contact Us** information window provides addresses, phone numbers, and websites for help with questions regarding FAI training and registration, the Federal Acquisition Insight newsletter, or any other FAI or FAITAS issue.

To access the **Contact Us** information, select the **Help** tab. A drop-down menu displays. Select **Contact Us** to open the **Contact Us** window.

Dashboard >> Help >> Contact Us

## Contact Us

**Federal Acquisition Institute**  
9820 Belvoir Road  
Fort Belvoir, VA 22060-5565  
Building 205, first floor, west wing

[Map of Ft. Belvoir area](#)

[FAI Office at Ft. Belvoir \(PDF 30KB\)](#)

[Driving Directions](#)

[Fort Belvoir Motorcycle Safety Requirements](#)

For questions regarding FAI training and registration, the Federal Acquisition Insight newsletter, and all other FAI questions, contact:

**FAI Help Desk:** Monday - Friday, 8:00 a.m. - 6:00 p.m.  
Call: (703) 805-2300  
Fax: (703) 805-2111  
[FAI Help Desk Ticket](#)

**For Press Inquires:**  
GSA Public Affairs Office  
(202) 501-1231

**Feedback Form**  
Click [here](#) to provide us feedback on FAI.gov.

**Figure 1: Contact Us Information**

Click the **Map of Ft. Belvoir Area** link to display a colored map that opens in a new window and includes the names of area hotels/motels. Click the **FAI Office at Ft. Belvoir (PDF 30KB)**

link to display a campus map of the Defense Acquisition University that indicates the location of the FAI office. Click the **Driving Directions** link to open a page that provides written instructions about how to get to the FAI office from the Northern Virginia area. To close the webpage, select the  icon in the upper right corner. Click the **Fort Belvoir Motorcycle Safety Requirements** link to open a page that provides statistics about motorcycle accidents and suggestions for motorcycle safety. Click the **FAI Help Desk Ticket** link to open a form to request Help Desk support. Notice that the trouble ticket system undergoes maintenance every Friday from 8:00 p.m. to midnight EST. During these regularly scheduled maintenance operations, the Help form may not be available. To close any help-based maps, PDF documents, or webpages, select the  icon in the upper right corner.

There may be a **QR Code** located next to the FAI Help Desk phone number. The QR Code is a type of barcode that holds scannable information. Special smart phone apps are available to scan the information and read it.

Click the link provided under **Feedback Form** to provide feedback to FAI about FAI services or the FAI website. To close the webpage, select the  icon in the upper right corner.

## HELP: RECORD OF CHANGES

**INSTRUCTIONS:** To navigate to another topic, use the breadcrumbs above.



The following table records the changes that have been made to this User Guide/Help System.

Cover Date	Version Number	Change Description
May 2011	Version 1.0	Original content
June 2011	Version 1.1	Adapted Adayana stylesheet
August 2011	Version 1.2	Updated navigation tab information and reporting functionality
September 2011	Version 1.3	Updated with CPM functionality
September 2011	Version 1.4	System enhancements
February 2012	Version 1.5	Updated with CERT functionality
June 2012	Version 2.0	Online help system; updated CPM and CLP functionality

PREPARING TODAY'S WORKFORCE FOR TOMORROW'S CHALLENGES