

FAITAS v.2 SUPPORT DOCUMENTATION

OVERVIEW

[Related Topics](#)

Click for [INSTRUCTIONS](#)

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

The FAITAS v.2 Overview includes the following topics:



- **Introduction:** Basic description of FAITAS v.2 as a role-based, modular system and feature explanation of this Help system
- **Certificate Error Message:** Download DoD Certificate instructions
- **First Time Users:** Information about registering as a first time FAITAS v.2 user
- **Login:** Login and "Forgot Password" instructions
- **Navigation Bar Selections:** Possible navigation bar features -- what you see depends on your FAITAS v.2 role
- **Frequent Tasks:** Common FAITAS v.2 tasks with brief explanations/step-by-step instructions
- **Logout:** Logout instructions

OVERVIEW: INTRODUCTION

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Click for [INSTRUCTIONS](#)



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 and 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 recommend approval or disapprove training requests.
- Training Managers 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 recommend disapproval of 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 CLP requests.
- Employees request CL Achievement once sufficient CL Points are reflected against a certification.
- Supervisors review, approve, or disapprove CL Achievement requests.
- Bureau Continuous Learning Managers review, approve, or disapprove CL Achievement 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.
- If the user is idle for more than 360 seconds, an idle timeout warning dialog appears. This dialog box gives the user the option to keep the session active or to log off. If the user does not respond and the time expires, the user will automatically be logged off. 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 the entire Help System.

OVERVIEW: CERTIFICATE ERROR MESSAGE

[Related Topics](#)

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



If you experience technical difficulties accessing FAITAS v.2 while logged onto a Government network, you may need to download a Certificate for the Route 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.

You will need administrator permission to install the certificate. If you require assistance, please provide your IT Department with the following guidance.

First, ensure that you are running one of the following web browsers:

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

Enter this URL: http://dodpki.c3pki.chamb.disa.mil/rel3_dodroot_2048.p7b to access certificates.

1. A **File Download** window opens. Click **Open**.
2. In the new **Certificates** window that displays, left-click the C:\DOCUMENTS AND SETTINGS folder and then double left click the Certificates folder.
3. Scroll to the bottom and double-click the last certificate in the list: **DoD Root CA2** and click **Install Certificate**.

4. Left-click **Next** > in the **Certificate Import Wizard** and **Next** again, while ensuring that the radio button next to **Automatically Select the Certificate Store Based on the Type of Certificate** is highlighted.
5. Finally, click the **Finish** button to install the certificate.

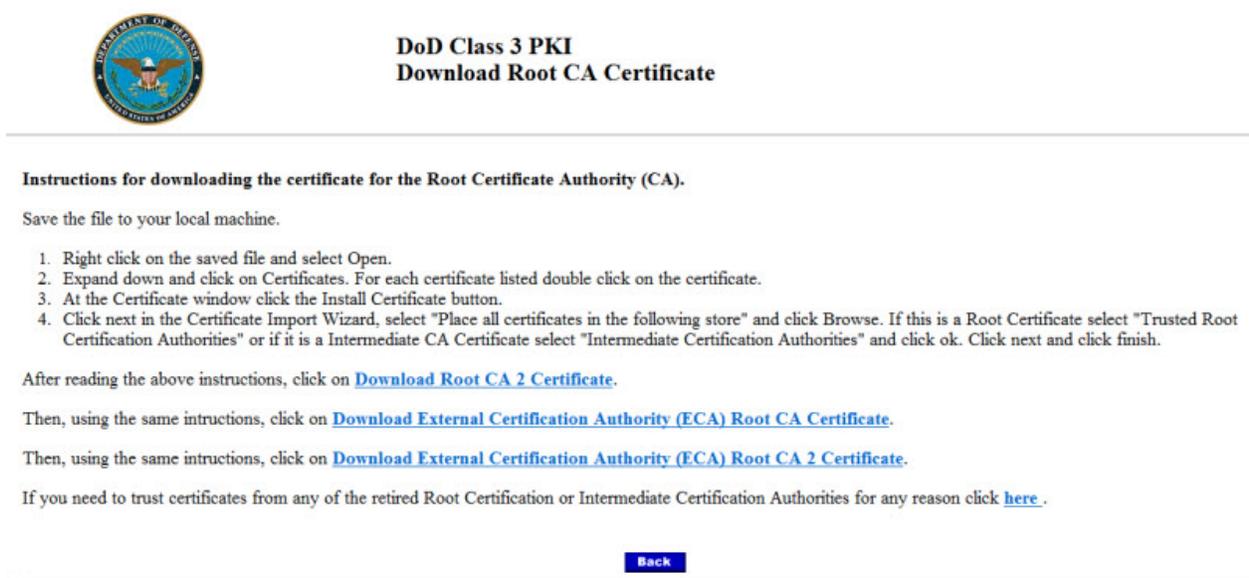


Figure 1: Root Certificate Authority (CA)

NOTE: 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. If technical updates are completed in the future, you may need to reinstall the certificate.

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> (Once at the site, select **Other Government** | FAITAS.)

OVERVIEW: FIRST TIME USERS

Click for [INSTRUCTIONS](#)



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.

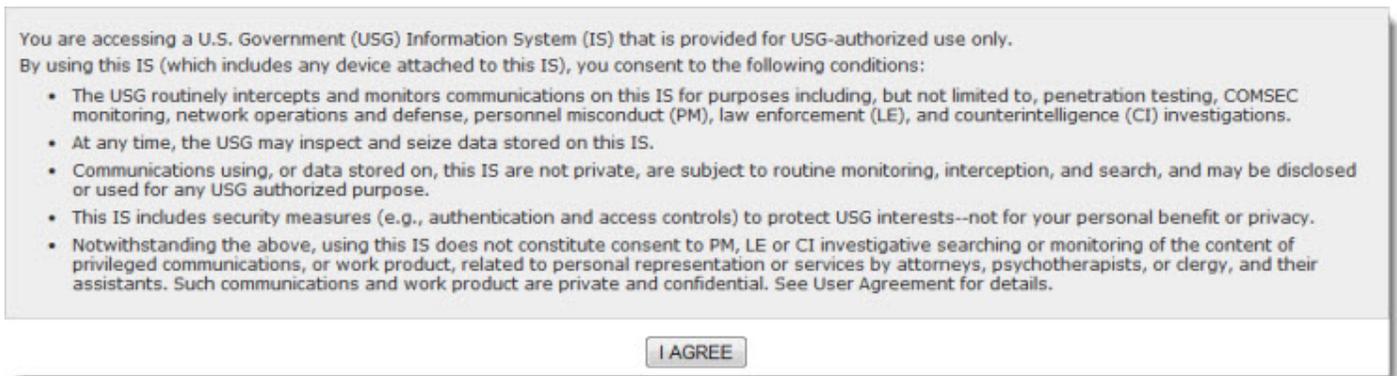


Figure 1: U.S. Government Information System Message

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

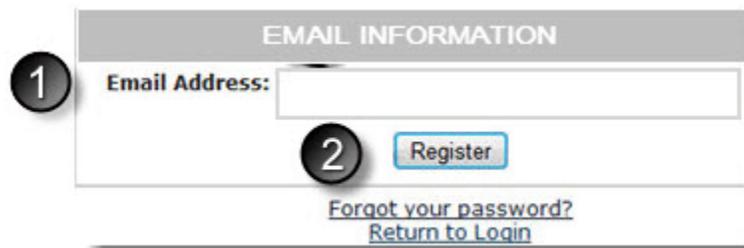
The **Email Information** window opens.

NOTE: Certain commercial email domains are allowed; however, these must be approved by the Federal Acquisition Institute (FAI). FAI has approved the use of the following top level domains (TLD) to create a FAITAS profile user name:

- @[any agency].gov
- @[any service].mil
- @anthc.orh - Alaska Native Tribal Health Consortium
- @fbiacademy.edu - DOJ FBI Academy
- @frb.fed.us - Federal Reserve System
- @fs.fed.us - USDA Forest Service
- @fsafeds.com - Office of Personnel Management
- @kennedy-center.org - The Kennedy Center
- @secureskies.net - DHS Transportation Security Administration
- @si.edu - The Smithsonian Institute
- @usaid.fed.us - U.S. Agency for International Development
- @ushmm.org - U.S. Holocaust Memorial Museum
- @usmma.edu - U.S. Merchant Marine Academy
- @usps.com - U.S. Postal Service

If you do not find your domain name in the approved list above and feel it should be added, please send a ticket through <http://www.fai.gov/drupal/content/help-desk> and mention "Domain Name for Approval for FAITAS".

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



The image shows a web form titled "EMAIL INFORMATION". It contains a text input field labeled "Email Address:" with a circular callout "1" pointing to it. Below the input field is a blue "Register" button with a circular callout "2" pointing to it. Underneath the button are two links: "Forgot your password?" and "Return to Login".

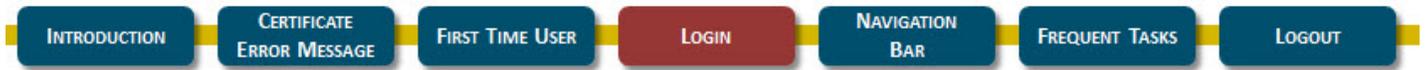
Figure 3: Email Information

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 providing a valid Social Security Number (SSN), responding to several "challenge questions", and completing the profile.

NOTE: SSN Privacy Statement for FAITAS v.2 --> This information is subject to the Privacy Act of 1974 (5 U.S.C. Section 552a). The purpose is to ensure that training and certification 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 SSN, authorized by Public Law 93-579 Section 7 (b) and Executive Order 9397, is used as a unique identifier to distinguish between individuals with the same names and/or 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 you from being able to register for training.

OVERVIEW: LOGIN

Click for [INSTRUCTIONS](#)



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.

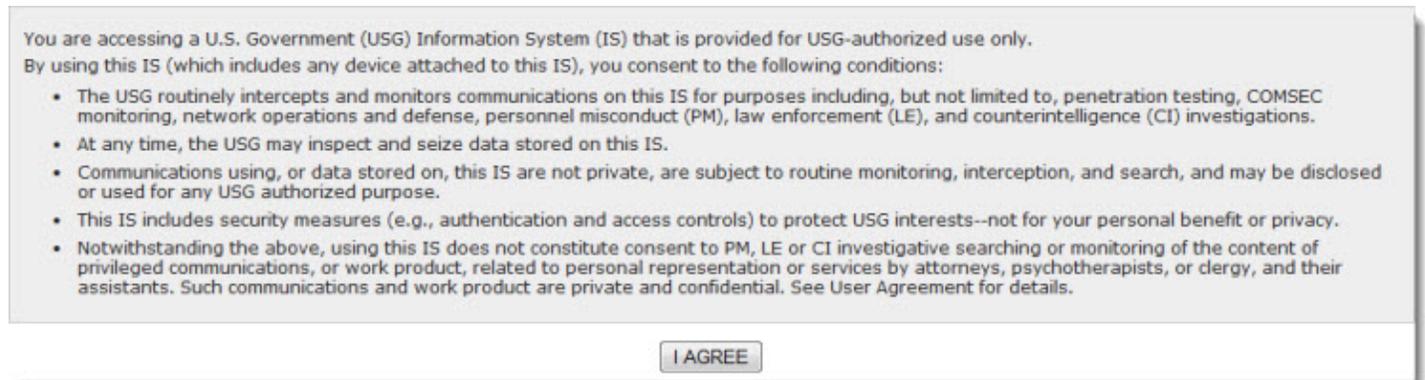


Figure 1: U.S. Government Information System Message

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 forgot your password, click the **Forgot Your Password** link to receive additional instructions.



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.

NOTE: To view the **Privacy Statement**, scroll to the bottom of any FAITAS v.2 screen and click the **Privacy Statement** link to view its contents.

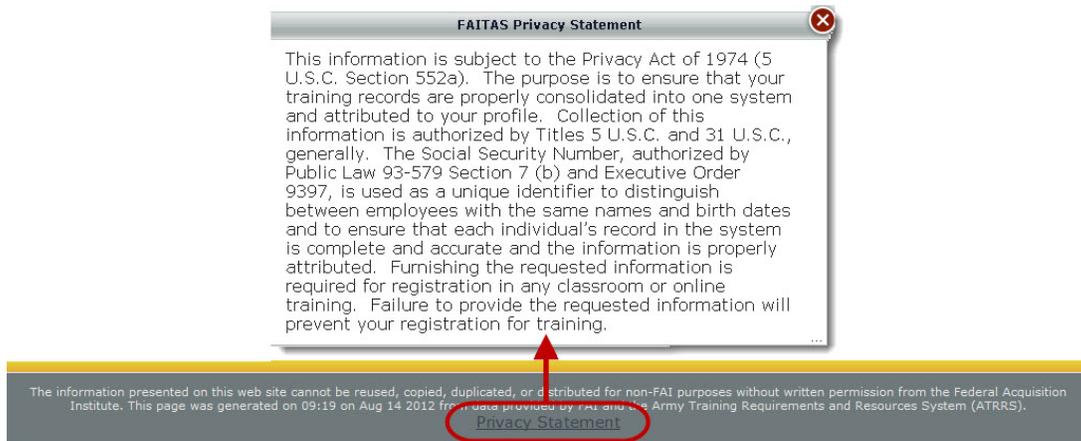


Figure 3: Privacy Message

OVERVIEW: NAVIGATION BAR SELECTIONS

[Related Topics](#)

Click for [INSTRUCTIONS](#)



The visible FAITAS v.2 navigation bar selections depend on your role. Some FAITAS v.2 users have multiple roles within the system, for example, Employee and Supervisor, etc.

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, refer to the Navigation Bar options illustrated in the figure above as a guideline. The list below includes the functionality that is currently available within the FAITAS v.2 system.

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](#).

When you click the Navigation Bar tabs located at the top of your FAITAS v.2 page, additional drop-down menus display. Those main topics are outlined below. For more information about each of the topics listed below, click the **Related Topics** button, use the Table of Contents list located on the left side of this page, or enter a term in the **Search** field.

1. My Status

- Account
- Profile
- My 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)
- 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 Request Status, Certification Programs)
- Continuous Learning (View Point Request Status, Manage Achievement Request Status, Designate CL Points)
- Reports (Training, CPM, Certification, Continuous Learning, Deferred Status)

5. Manage System

- People (Agency, Bureau, User)
- Information (Announcements, FAQs)
- Configuration (Courses, Course Groups, Email Templates, System Parameters, Manage Standard Remarks, Manage Certification Approval Workflow, Manage Course CLPs, Manage CL Point Request Approval Workflow, Manage CL Achievement Approval Workflow)

6. Help

- User Guides

- FAQ
 - User Documentation
 - Contact Us
- 7. 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.



1. What is the Dashboard?

The **Dashboard** is your homepage and contains a link to the Federal Acquisition Institute website, a horizontal navigation bar with various tabs, and movable widgets. The number of visible widgets depends on your role. Some widgets also include links to key function areas.

Possible Dashboard **widgets include:** My Current Class List (**status of requested training and the Apply for Training link**), Announcements, IDP Summary (**information about your Individual Development Plan (IDP) and the Go to My Development Plan link**), Requests Pending Review (**depending on role includes Training and/or Certification requests that need to be reviewed along with relevant shortcut links**), Transcript Summary (**position information or Continuous Learning Summary**).

2. What do I do if I get a Certificate Error Message?

If you experience technical difficulties accessing FAITAS v.2 while logged onto a Government network, please provide your IT Department with the following guidance so they can assist you with gaining access.

First, ensure that you are running one of the following web browsers:

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

To download the new DOD Certificates, enter this URL in your browser:
http://dodpki.c3pki.chamb.disa.mil/rel3_dodroot_2048.p7b.

5. A **File Download** window opens. Click **Open**.
6. In the new **Certificates** window that displays, left-click the C:\DOCUMENTS AND SETTINGS folder and then double left click the Certificates folder.
7. Scroll to the bottom and double-click the last certificate in the list: **DoD Root CA2** and click **Install Certificate**.
8. Left-click **Next >** in the **Certificate Import Wizard** and **Next** again, while ensuring that the radio button next to **Automatically Select the Certificate Store Based on the Type of Certificate** is highlighted.
9. Finally, click the **Finish** button to install the certificate.

NOTE: After you install the Root CA 2 certificate, add the FAITAS v.2 home page to your trusted site list. Note that if technical updates are completed in the future, you may need to reinstall the certificate.

3. **How do I register as a first time user?**

First-time FAITAS v.2 users should follow these steps to register.

1. Enter this URL in your browser: **<https://www.atrrs.army.mil/faitas>**.
2. A **U.S. Government Information System** window opens. Read the message.
3. Click the **I Agree** button to open the FAITAS v.2 **Login** screen.
4. Click the **Register Here** link to open the **Email Information** window.
5. Enter your .mil or .gov email address. All other email addresses should be approved by the Federal Acquisition Institute (FAI).
6. Click the **Register** button.

A confirmation email will be sent to the email address you provided. When you receive the confirmation email, click the link contained within the email or enter its URL in your browser to continue the registration process.

4. How do I login?

FAITAS v.2 users need an email address and password.

1. To begin, enter this URL in your browser: <https://www.atrrs.army.mil/faitas>.
2. A **U.S. Government Information System** window opens. Read the message.
3. Click the **I Agree** button to open the FAITAS v.2 **Login** screen.
4. Enter your email address and password. Click the **Login** button.
5. If you forgot your password, click the **Forgot Your Password** link to receive additional information.

If this is your first time accessing FAITAS v.2, a **Notice to First Time Users** window opens after you select the **Login** button. If you have accessed FAITAS v.2 before, your **Dashboard** displays after you select the **Login** button.

5. What are the approved top level domains (TLD) used for creating a FAITAS profile user name?

FAI has approved the use of the following top level domains (TLD) to create a FAITAS profile user name:

- @[any agency].gov
- @[any service].mil
- @anthc.orh - Alaska Native Tribal Health Consortium
- @fbiacademy.edu - DOJ FBI Academy
- @frb.fed.us - Federal Reserve System
- @fs.fed.us - USDA Forest Service
- @fsafeds.com - Office of Personnel Management
- @kennedy-center.org - The Kennedy Center
- @secureskies.net - DHS Transportation Security Administration
- @si.edu - The Smithsonian Institute
- @usaid.fed.us - U.S. Agency for International Development
- @ushmm.org - U.S. Holocaust Memorial Museum
- @usmma.edu - U.S. Merchant Marine Academy
- @usps.com - U.S. Postal Service

If you do not find your domain name in the approved list above and feel it should be added, please send a ticket through <http://www.fai.gov/drupal/content/help-desk> and mention "Domain Name for Approval for FAITAS".

6. Where can I find Help information?

FAITAS v.2 users have access to various types of help. To begin, hover your mouse over the **Help** tab in the top navigation bar. A drop-down list displays.

1. To access any available PDF-versions or Quick Start Guides, click **User Guides**. New guides and/or help systems are released when new modules become available or when requested by FAI.
2. To view the Frequently Asked Questions (FAQs), click **FAQ**. For specific information about the FAQs, enter the phrase, **Frequently Asked Questions (FAQs)**, in the **Index** and/or **Search** features of this Help System.
3. To contact FAI, click **Contact Us**. Information about driving directions, phone and fax numbers, email addresses, help desk access, maps, press inquiries, and feedback forms is available.

7. Where can I find Frequently Asked Questions?

1. To access the FAQ section, hover your mouse over the **Help** tab.
2. Click the **FAQ** function to open the Frequently Asked Questions window.
3. To filter the number of questions that display, narrow your search parameters by using the following filters: Option 1 is to select a module from the drop-down list. Option 2 is to enter a key word.
4. Click the **Search** button.
5. Scroll through the list of FAQs that display. Click any question to see the response.
6. When you click a new question, the previous answer rolls up to leave just the response to your current question.

8. How do I set up an account?

All FAITAS v.2 users must complete an **Account** and set up an **Employee Profile**.

1. Hover your mouse over the **My Status** tab.
2. Click **Account** to display the **Update Account** window. Notice that FAITAS v.2 pre-populates your SSN with only the last four numbers visible.

3. Enter your .gov or .mil email address.
4. Under **Change Password**, enter your **Old Password**, **New Password**, and **Confirm Password**. Following the on-screen password creation support ensures that your password will meet all the requirements.
5. Select and respond to three security questions from the suggested drop-down lists.
6. Click **Update** to continue or **Cancel** to return to your **Dashboard**.

9. How do I set up a profile?

All FAITAS v.2 users should keep their profiles up-to-date because information from the profile auto-populates applications, thereby saving users time and effort.

1. To begin, hover your mouse over the **My Status** tab. Click **Profile** to display the **Update [Employee Name] Profile** window. Notice that FAITAS v.2 pre-fills some fields.
2. Complete or update all required information.
3. In the **Supervisor Information** section, click the **Select User** button to identify a Supervisor. To use all FAITAS v.2 functions, you must designate a Supervisor. If your Supervisor does not have an account, send an email to request that your Supervisor creates an account.
4. Click the **Update Information** button to continue or the **Cancel** button to return to your **Dashboard**.
5. To update your profile at any time, select **My Status | Profile**.

10. Can I access the FAITAS site from my home?

Yes, the FAITAS application is available from any computer. However, a federal email address is required in your profile and all notifications will be sent to your Government inbox. If you intend to take online training at home, be sure you have access to the mail being sent to your federal email address. If you do not have access, it is recommended that the training request be submitted from the workplace and notifications containing credentials for the virtual campus be forwarded to a personal email address.

11. Does my password ever expire?

Passwords expire every ninety (90) days. When your password is going to expire, FAITAS provides a warning message, beginning 10 days before expiration, indicating that your passwords needs to be reset.

12. How can I reset my password if the system does not recognize the old one?

In this case, you will need to logout of FAITAS to get to the login screen. Click **Forgot Your Password** and, when prompted, enter the federal email address linked to your account. You will receive a system-generated email with a link that directs you to the reset page. Passwords should have no fewer than 8 and no more than 12 characters and include at least one capital letter, one lower-case letter, one symbol, and a number. New passwords cannot be the same as any of the previous five (5) passwords.

13. My password is going to expire, how can I reset it?

Login to FAITAS and go to **My Status | Account**. In the **Change Password** section, enter your current password and your new password. Remember that passwords should have no fewer than 8 and no more than 12 characters and include at least one capital letter, one lower-case letter, one symbol, and a number. A new password cannot be the same as any of the previous five (5) passwords. After you enter the new password and confirm it, click **Update** at the bottom of the page to save the new password. You will receive confirmation at the top of the **Update Account** page that indicates the update was successful.

14. I have moved to another Agency/Bureau and have forgotten my password. How do I reset it?

If you cannot remember your password and have moved to another Agency/Bureau, please contact the FAITAS Help Desk to request that your user name be updated to your current email address.

Use the trouble ticket tool on the FAI website to submit your request. Visit <http://www.fai.gov> and click the Help Desk tab located toward the top of the home page. Be sure to include the old address in addition to the user name you would like.

The email address must be a .gov, .mil, or another pre-approved federal email address.

15. What are the criteria to use when selecting a FAITAS password?

Passwords should have no fewer than 8 and no more than 12 characters and include at least one capital letter, one lower-case letter, one symbol, and a number. Additionally, the new password cannot be the same as any of the previous five (5) passwords.

16. Why didn't I receive the system-generated email when I initiated a password reset?

If you do not receive the system-generated email within a few minutes of initiating the reset process, please check your junk/spam folder. The folder should be located in the left menu of the mailbox view. If you do not see it listed, please select the option that will allow you to make additional folders visible.

If the spam folder does not appear when using Google Mail, go to **Settings** and click the **Labels** tab. The spam folders are in hide mode by default. Select **Show** in order to see the list of additional folders.

17. How do I obtain an Employee Identification Number (EIN) if I do not have a Social Security Number?

In order to request that an Employee Identification Number (EIN) be used in place of the SSN, you must contact the ATRRS help desk. The ATRRS help desk can be reached via email at ahelp@asmr.com. Be sure to include your full name and country of origin when submitting the request. Help desk staff will respond within 72 hours at which time you will be able to use the EIN to login and register for courses in FAITAS. Be advised that the EIN will be sent as a reply to the email you sent so be certain to follow up regularly with your original email account.

18. I do not wish to provide my Social Security Number (SSN) to register. Is there another option?

First, rest assured that www.atrrs.army.mil/FAITAS is a secure Government site. The reason an SSN is collected is so that we can migrate training records from older FAITAS records, ACMIS, and the eHRI (Government HR database). This unique identifier is the only data item consistently linked to these resources and is used to distinguish between Employees with the same names and/or birth dates. In addition, the SSN ensures that each individual's record in the system is complete and accurate and the information is properly attributed.

Second, our goal is to provide the convenience of being able to access the information linked to these systems in one place, as FAITAS v.2 does, in order to become a total course registration, certification tracking/application, and career management, etc., system. Please note that, at the present time, there is no other way to properly register within the system and failure to provide the requested information will prevent you from being able to register for training.

Please note that your SSN is subject to the Privacy Act of 1974 (5 U.S.C. Section 552a). Collection of this information is authorized by Titles 5 U.S.C. and 31 U.S.C., generally.

19. What is the Privacy Statement for FAITAS with regard to the requirements for providing an SSN?

This information is subject to the Privacy Act of 1974 (5 U.S.C. Section 552a). The purpose is to ensure that training and certification 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 SSN, authorized by Public Law 93-579 Section 7 (b) and Executive Order 9397, is used as a unique identifier to distinguish between individuals with the same names and/or 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 you from being able to register for training.

20. How can I reach the FAITAS Help Desk?

The FAITAS help desk can be reached through the trouble ticket tool available from the FAI website. Visit www.FAI.gov and click the **Help Desk** tab located toward the top of the home page.

21. What are the hours of operation for the FAITAS Help Desk?

The FAI Help Desk is open Monday through Friday from 7:30 a.m. to 5:30 p.m. Eastern Standard Time (EST) but is closed on federal holidays.

22. How can I update my user name if my federal email address has changed?

You will still be able to login with the email address linked to your account as long as you remember your password. Once logged in, go to **My Status | Account** to update your email address and click the **Update** button to save the newly input address.

If you cannot remember your password, please contact the FAITAS Help Desk to request that your user name be updated to your current email address.

Use the trouble ticket tool on the FAI website to submit your request. Visit <http://www.fai.gov> and click the **Help Desk** tab located toward the top of the home page. Be sure to include the old address in addition to the user name you would like.

The email address must be a .gov, .mil, or another pre-approved federal email address.

23. How can I update my profile in FAITAS v.2?

Once logged into FAITAS, go to **My Status | Profile** and input updated information in the appropriate fields. Once the new data has been entered, click **Update Information** at the bottom of the profile page to ensure it is saved.

24. I am a Supervisor, how do I register within FAITAS v.2?

The registration process is the same for all users. From the login screen, click the **Register Here** link and enter your federal email address into the pop-up window. You will receive a system-generated email that includes a link to the registration page where you will create your profile.

There is no specific way for a Supervisor to indicate he/she is a Supervisor during the registration process. One is marked as a Supervisor once Employees select them as such from within their own Profiles. The system will then recognize the role of each individual and follows the workflow to send training requests from Employees to the appropriate party.

Supervisors who do not intend to take training themselves do not need to select a Supervisor in their profile. They will be able to manage their Employees' training requests without filling out that field. However, Supervisors who do intend to take training themselves must list a Supervisor in their own profile.

25. What are the different roles in FAITAS?

Roles in FAITAS v.2 include Employee, Supervisor, Training Manager (TM), Bureau Certification Manager (BCM), Agency Certification Manager (ACM), Bureau Continuous Learning Manager, Agency Continuous Learning Manager, IDP Manager, Registrar, Agency Administrator, and System Administrator.

26. How do I logout?

To log off FAITAS v.2, click the **Logoff** tab on the main navigation bar. A **green** confirmation logout text message appears at the top of the **Login** window along with the **U.S. Government (USG) Information System (IS)** message. To log out of FAITAS v.2 completely, close your browser.

27. What do I do if a report I need takes a long time to process?

In general, reports that display within the **Deferred Status** window will be those that take a long time to process.

1. From within the **Manage Workforce | Reports** window, select a report.
2. Once you click **Submit Report**, the report request is sent.
3. You are not notified when a report is ready. To check the status of a request, refresh the **Deferred Status** window manually or set the window to refresh after a user-defined number of seconds.
4. To manually refresh the **Deferred Status** window, click the **Refresh** symbol. To enable automatic **Refresh**, enter the number of seconds (not less than 5) in the **Refresh every ___ seconds** text box underneath the **Refresh** symbol.
5. Once a report is run, it remains in **Completed** for 29 days. While the report is accessible, the window show the submitted date and the days that remain until the report expires.
6. To check completed reports during their accessible period, click the **View** button next to the report.
7. To delete reports, click the **Delete** button next to the report.

28. What does "Deferred Status" mean?

The **Deferred Status** tab organizes reports by **Queued**, **Running**, and **Completed**. In general, Deferred Status is used to run reports that take a long time to process. Reports may be deleted from any panel but only completed reports may be viewed.

29. How can I customize a report?

The **Report Customization** menu provides multiple report options for the **Active HTML** view. Specific options include: **Sort Ascending**, **Sort Descending**, **Filter**, **Chart**, **Hide Column**, **Show Records**, **Export**, **Print**, and **Restore Original**.

1. To remove a filter, click the **Clear All** button.
2. The **Chart** option displays graphical representations of the report data.
3. The **Export** option allows users to export the report to HTML, CSV (comma delimited) and/or XML (viewable in Excel) formats.
4. The entire report can be exported or filtered.

OVERVIEW: LOGOUT

[Related Topics](#)

Click for [INSTRUCTIONS](#)



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.

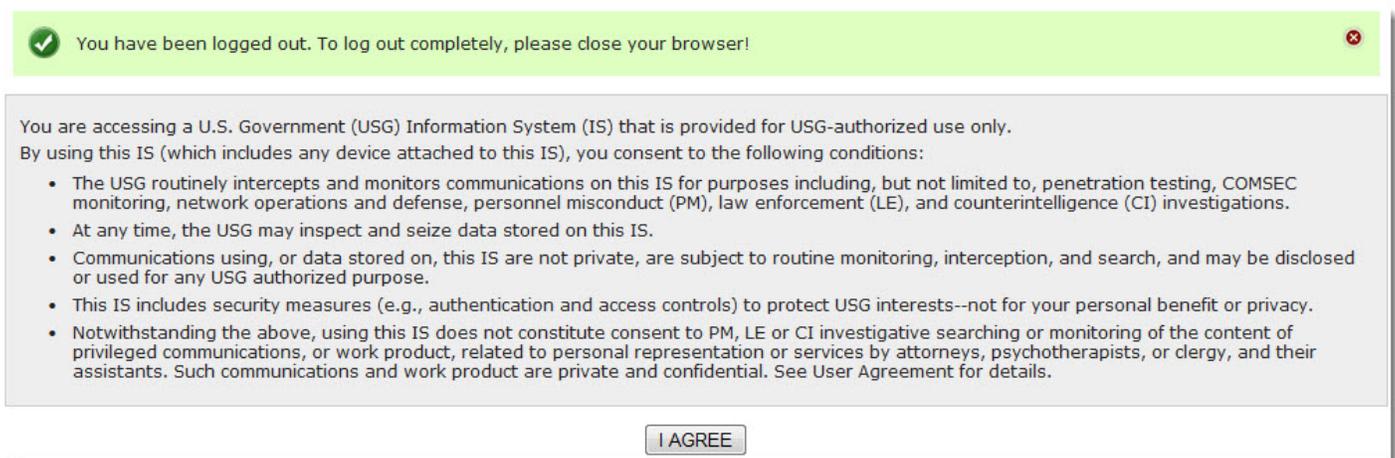


Figure 1: Successful Logoff

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

MY STATUS

[Related Topics](#)

[Click for INSTRUCTIONS](#)

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](#)

Click for [INSTRUCTIONS](#)



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.

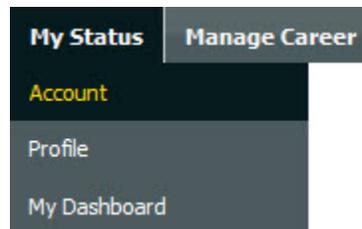


Figure 1: Account Drop-Down Menu

NOTE: Certain commercial email domains are allowed; however, these must be approved by the Federal Acquisition Institute (FAI). FAI has approved the use of the following top level domains (TLD) to create a FAITAS profile user name:

- @[any agency].gov
- @[any service].mil
- @anthc.orh - Alaska Native Tribal Health Consortium
- @fbiacademy.edu - DOJ FBI Academy
- @frb.fed.us - Federal Reserve System
- @fs.fed.us - USDA Forest Service
- @fsafeds.com - Office of Personnel Management
- @kennedy-center.org - The Kennedy Center
- @secureskies.net - DHS Transportation Security Administration
- @si.edu - The Smithsonian Institute
- @usaid.fed.us - U.S. Agency for International Development
- @ushmm.org - U.S. Holocaust Memorial Museum
- @usmma.edu - U.S. Merchant Marine Academy
- @usps.com - U.S. Postal Service

If you do not find your domain name in the approved list above and feel it should be added, please send a ticket through <http://www.fai.gov/drupal/content/help-desk> and mention "Domain Name for Approval for FAITAS".

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

1. Enter an email address in either the .gov or the .mil domain. [*See **NOTE** above for additional information.*] If you are not new to FAITAS v.2, the system will prepopulate this field with your established email address. If your email address has changed, change it here to register it within the system.
2. Enter and confirm your password. Password creation help ensures that your password meets all the requirements. 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.
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 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, pay grade, pay plan, and your role/s within FAITAS v.2. Click the minus icon (-) to roll-up the **Additional Information** window.

Update Account

Account Information

SSN:

Email Address*:

Change Password

Old Password:

New Password:

Confirm Password:

Security Questions

Question 1*:

Answer*:

Question 2*:

Answer*:

Question 3*:

Answer*:

Update
Cancel

Additional Information

Dee Lee Tester: Additional User Information

Information	Value
Dee Tester's Supervisor:	Jane Tester4: Jane.Tester4@asmr.com
Dee Tester's Agency:	Department of Homeland Security
Dee Tester's Bureau:	Office of Policy
Dee Tester's Pay Plan:	AD - ADMINISTRATIVELY DETERMINED (NOT ELSEWHERE SPEC
Dee Tester's Grade:	02
Dee Tester's Job Series:	0023 - OUTDOOR RECREATION PLANNING
Dee Tester's Work Phone:	555-1212 Ext: 345
Training Manager for Dee Tester's Bureau:	<input type="text" value="Joe Tester1: Joe.Tester1@asmr.com"/>
Roles:	<input type="checkbox"/> System Admin <input type="checkbox"/> Registrar <input type="checkbox"/> Supervisor <input type="checkbox"/> Employee <input type="checkbox"/> Support Specialist <input type="checkbox"/> Bureau Cert Manager <input type="checkbox"/> Agency Cert Manager <input type="checkbox"/> Bureau Career Manager <input type="checkbox"/> MDP Admin <input type="checkbox"/> MDP 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: h.smith@mail.mil"/> <input type="text" value="Dee Supervisor: DeeJ.Supervisor@mail.mil"/>

Figure 2: Update Account Form

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.

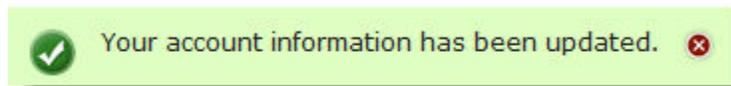


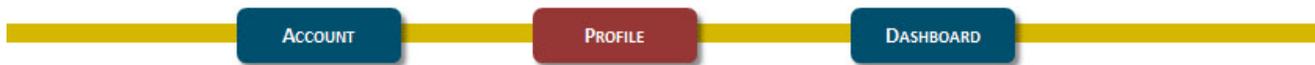
Figure 3: Updated Account Information Text Message

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](#)

[Click for INSTRUCTIONS](#)



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 (*).

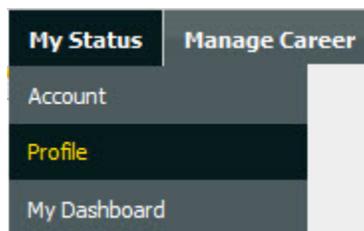


Figure 1: My Profile Drop-Down Menu

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.

1. Below the top horizontal navigation bar, breadcrumbs acts as an additional navigation tools. Select any underlined term to go directly to that window.
2. Complete and/or update all required required fields in the **User Information, Home Address, Profile Information, Acquisition Workforce Details** (only for AWF Members), and **Work Address** sections.

3. Select a supervisor by clicking the **Select User** button. You do not need to select a Supervisor if you will manage other Employee's training reservation requests.
4. Click **Update Information** button to continue or **Cancel** to return to the original screen. You may update your Profile at any time by selecting **Profile** from the **My Status** tab.

1 Dashboard » My Status » Profile

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 [Look Up Job Series](#)

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

If your supervisor has not created their profile you will be unable to select them.

4

Figure 2: Employee Profile

MY STATUS: MY DASHBOARD

[Related Topics](#)

Click for [INSTRUCTIONS](#)

ACCOUNT

PROFILE

DASHBOARD

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.

Widgets visible to Employees may include:

- **My Current Class List** that lists the status of any course you have requested and the **Apply for Training** link.
- **Announcements** about the system. System administrators manage announcements.
- **Transcript Summary** for any course, certification, continuous learning that you have completed.
- **IDP Summary** that displays the status of your **Development Plan** and a link to the plan.

Widgets visible to those with additional FAITAS roles may include:

- Supervisor/Training Manager Requests Pending Your Review
- Development Plans Pending Your Review
- Certification Plans Pending Your Review
- Continuous Learning Point Requests Pending Review
- Continuous Learning Achievement Requests Pending Review

NOTE: Functions available through widget links are also available from the main navigation bar.

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

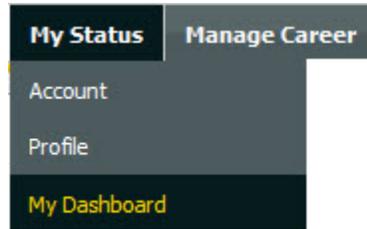


Figure 1: Dashboard Drop-Down Menu

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 information from your **Employee Profile** is listed in the **Transcript Summary**.
8. Your listed **Certifications** include Certification Title, Level, and Approved Date.

Dashboard

The dashboard is divided into two main columns. The left column contains four widgets, each with a numbered callout (1-4):

- 1 My Current Class List:** A table with columns: Course Title, Status, Start Date, End Date. Below the table, it says "No current training requests." and has a link "Apply For Training".
- 2 Supervisor Requests Pending Your Review:** A table with columns: Course, Name, Location, Close Date, Start Date, End Date. Below the table, it says "No training requests await your action." and has a link "Manage Training Requests".
- 3 Development Plans Pending Your Review:** A table with columns: Name, Date Submitted, Employee Email. Below the table, it says "No pending development plans" and has a link "Review Development Plans".
- 4 Certification Requests Pending Your Review:** A table with columns: Name, Date Submitted, Certification. Below the table, it says "No pending certification requests" and has a link "Manage Certification Requests".

The right column contains three widgets, each with a numbered callout (5-8):

- 5 Announcements:** A header for the announcements section.
- 6 IDP Summary:** Shows "Plan Progress" with a progress bar, "0% courses completed (0 of 0 courses) on development plan", "Plan Status: Draft", "Plan Last Submitted: Aug 11 2011", "Last Processed By Supervisor:", and a link "Go to My Development Plan".
- 7 Transcript Summary:** Shows "Position Data" with "Job Title: Management Analyst", "Career Field: Program Management", and "Job Series: 0023".
- 8 Certifications:** Shows "Life Cycle Logistics Manager Level II" with a date "Apr 9 2012".

Figure 2: Dashboard and Sample Widgets

MANAGE CAREER

[Related Topics](#)

Click for [INSTRUCTIONS](#)

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

CPM

CERT

CLP

ACMIS HISTORY

- **Training:** Search and apply for training, view training requests, view past history, and course completion certificates.
- **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](#)

Click for [INSTRUCTIONS](#)



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](#)

Click for [INSTRUCTIONS](#)



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.

Course Search

▼ Standard Search

Please select a course type:

Resident and Web Offerings e.g. (APM 102, CON 215 (FED), COR 100, PMT 352B)

Order by Course Title Order by Course Number

Continuous Learning Modules e.g. (CLC 106, CLM 024, CLC 004, CLC 222)

Order by Course Title Order by Course Number

▶ Advanced Search

▶ Key Word Search for **Resident** and **Web** Offerings

▶ Key Word Search for Continuous Learning Modules

▶ 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. Locate a **Course Type**, either **Resident and Web Offerings** or **Continuous Learning Modules**.
2. Click the radio button next to **Order by Course Title** or **Order by Course Number** for the course type you chose.

3. The system updates the **Select Course** drop-down list depending on your selection. Select your course.
4. Click the **Submit** button.

The screenshot shows the 'Course Search' page with a 'Standard Search' section. The section is titled 'Standard Search' and contains the following elements:

- 1. A circular callout '1' points to the instruction: 'Select a course, then select 'Submit''.
- 2. A circular callout '2' points to the radio button for 'Order by Course Number' under 'Resident and Web Offerings e.g. (APM 102, CON 215 (FED), COR 100, PMT 352B)'.
- 3. A circular callout '3' points to the 'Select Course' dropdown menu, which currently displays 'ACQ 101 - FUNDAMENTALS OF SYSTEMS ACQUISITION MGMT'.
- 4. A circular callout '4' points to the 'Submit' button.

Below the 'Standard Search' section, there are four expandable options:

- Advanced Search
- Key Word Search for **Resident** and **Web** Offerings
- Key Word Search for Continuous Learning Modules
- Search by Course Abbreviation

Figure 3: Standard Search Steps

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

Advanced Search

To locate training opportunities that are organized by **Location**, **Course Title**, and/or **Date Range**, use the **Advanced Search** feature.

From the **Course Search** screen, choose the **Advanced Search** option. Choose at least one of the fields (**Location**, **Course**, or **Start Date Range**) to establish search parameters:

1. Option 1: Select the down arrow icon (▼) to display the drop-down list 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 are satisfied with the search parameters, click the **Search** button.

Course Search

The screenshot shows the 'Course Search' interface. At the top, there is a breadcrumb trail: 'Dashboard » Manage Career » Training » Course Search'. Below this is the 'Course Search' title. The main content area is divided into several sections. The first section is 'Standard Search'. The second section is 'Advanced Search', which is highlighted in yellow. Below this section, there is a text prompt: 'Please enter the search criteria, then select 'Search'. For 'Course', begin typing a course title or number for autocomplete results'. The 'Advanced Search' section contains the following fields: 1. 'Location:' with a dropdown menu currently showing 'All Locations'. 2. 'Course:' with a text input field. 3. 'Start Date Range:' with 'From' and 'To' text input fields. 4. A 'Search' button. Below the 'Advanced Search' section, there are three more search options, each with a right-pointing arrow: 'Key Word Search for Resident and Web Offerings', 'Key Word Search for Continuous Learning Modules', and 'Search by Course Abbreviation'. Numbered callouts (1-4) are placed over the 'Location' dropdown, the 'Course' input field, the 'Search' button, and the 'Key Word Search for Resident and Web Offerings' option respectively.

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.

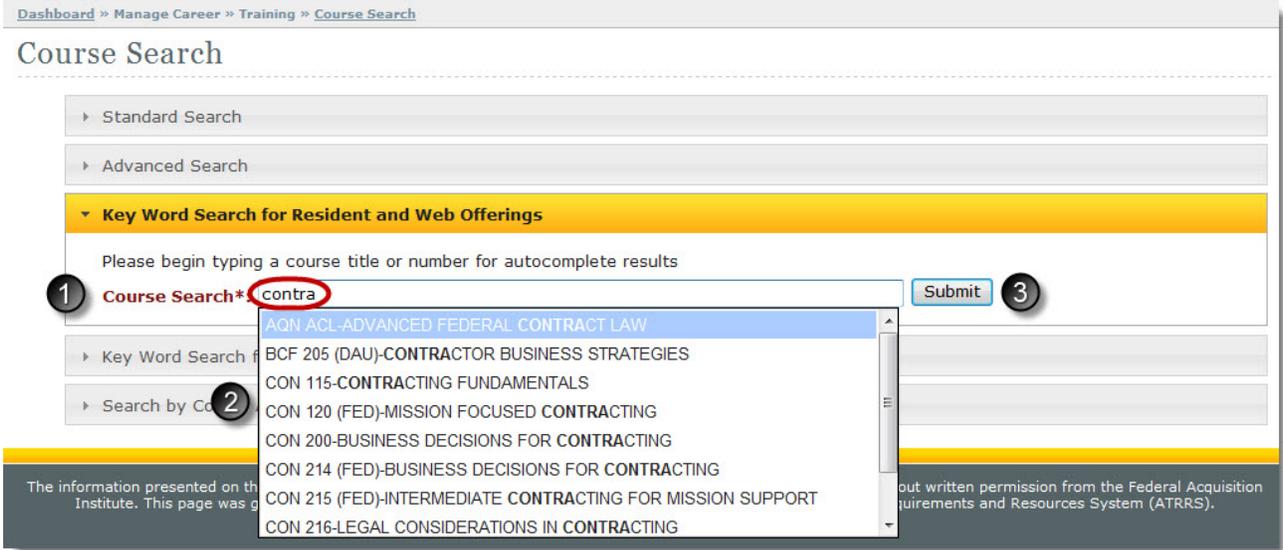


Figure 5: Keyword Search

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.

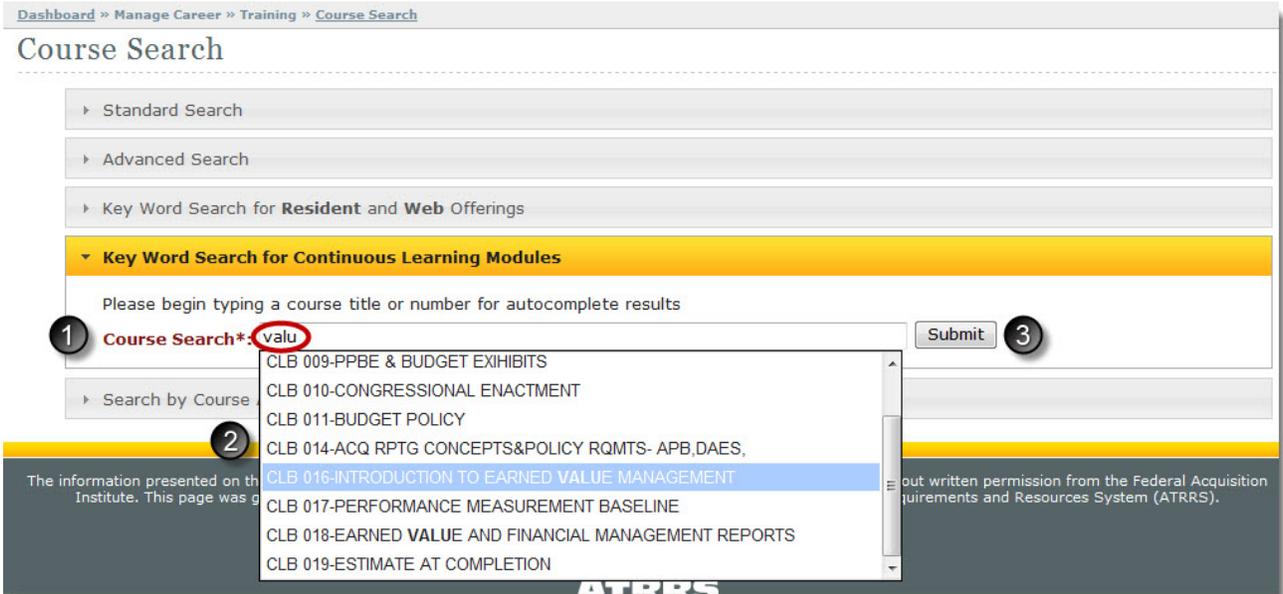


Figure 6: Keyword Search

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.

Dashboard » Manage Career » Training » Course Search

Course Search

- ▶ Standard Search
- ▶ Advanced Search
- ▶ Key Word Search for **Resident** and **Web** Offerings
- ▶ Key Word Search for Continuous Learning Modules
- ▼ **Search by Course Abbreviation**

1 Course Abbreviation:

2 Select Course: 3

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. Prerequisites include courses that must have been taken or courses from which Employees cannot have graduated, as illustrated below for Acquisition Law (ACQ) 370.

1. Prerequisites are listed. For example, the prerequisite for ACQ 370 is that the Employee cannot have already graduated from LAW 801.
2. Review the information and then click the **Continue with Application** button.

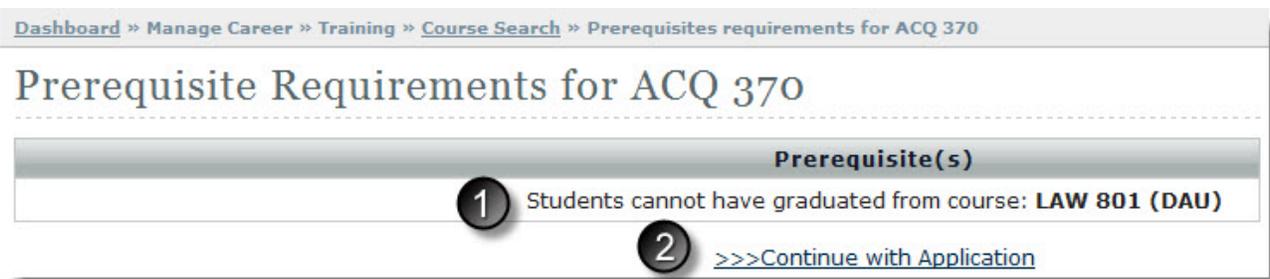


Figure 7: Prerequisite Information

The **Locations for [Course Title/Number]** screen opens. As illustrated below, locations displayed with **red** text indicate that there are no available seats; locations displayed with **black** text have available seats.

Available and **Wait** values are updated every morning. It is possible that even more up-to-the-minute availability and wait information will display when you drill down to the classes for a particular location.

Click the **Location** next to the school you are investigating to see specific class information.

Locations for ACQ 370

Course Locations						
Location	School	Classes	Available	Waits	Next Class Res Cutoff Date	
Fredericksburg, VA	DAU CAPITAL & NORTHEAST REGION CAMPUS	4	6*	34*	Sep 10 2012	
Hill AFB, UT	DAU TRAINING CENTER, HILL AFB, UT	1	0*	1*	Mar 11 2013	
Huntsville, AL	DAU SOUTH REGION CAMPUS	3	0*	36*	Oct 15 2012	
Kettering, OH	DAU MIDWEST REGION CAMPUS	4	21*	23*	Sep 24 2012	
Philadelphia, PA	DAU CAPITAL & NORTHEAST REGION CAMPUS	1	0*	0*	Jan 14 2013	
Sterling Heights, MI	DAU TRAINING CENTER STERLING HEIGHTS MI	2	0*	0*	Jan 14 2013	

Figure 8: Locations for [Course Title]

The **Classes for [Course Title] at [Location]** screen opens with information about the class, teaching school, class type, reservation cut-off date, start and end dates, the number of available seats and the number of waits. Notice that, as with the **Locations for [Course Title]** screen, classes displayed with **red** text indicate that there are no available seats; classes displayed with **black** text have available seats.

Click the number located under the **Class** heading to select the class that you want to investigate.

Classes for ACQ 370 at KETTERING, OH

Class List							
Class	Teaching School	Class Type	Reservation Cut Off Date	Start Date	End Date	Seats Available	Waits
012	DAU	Resident	Sep 24 2012	Sep 24 2012	Sep 28 2012	20	0
001	DAU	Resident	Oct 1 2012	Oct 1 2012	Oct 5 2012	0	23
006	DAU	Resident	May 6 2013	May 6 2013	May 10 2013	0	0
007	DAU	Resident	Jul 8 2013	Jul 8 2013	Jul 12 2013	0	0

Figure 9: Class Number

The **Create New Training Request for [Course Title]** screen opens with specific **Training Offering** and **Employee Information** along with **Training Remarks** and a **Remarks** textbox.

1. **Training Offering Information** contains class information including the **Class Location**. If present, click the QR code (📄) icon and the **Class Remarks** for additional class information.
2. FAITAS v.2 pre-populates your profile details into the **Employee Information** section.
3. In the **General Remark** textbox, enter information such as prerequisites completed elsewhere, etc., to expedite your training request.
4. Review the completed form and then click the **Submit Request** button.

Create New Training Request for ACQ 370

1 Training Offering Information

Fiscal Year: 2012 School Number: 504 Course Number: ACQ 370 Phase: Class: 012

Course Title: ACQUISITION LAW

Class Location: 3100 RESEARCH BLVD,POD 3,3 FL, KETTERING , OH 454200000

Class Start Date: Sep 24 2012 Class End Date: Sep 28 2012

Class Reservation Close Date: Sep 24 2012

School Name: DAU MIDWEST REGION CAMPUS Teaching School: DAU

Delivery / Mode of Instruction: Resident Current Schedule: 30

Class Remarks:

2 Employee Information

Name: Dee Tester Agency: USDA Bureau: Forest Service

Email Address: DeeLee.Tester@mail.mil

Supervisor Name: Hope Tester Supervisor Email: Hope.Tester@mail.mil

Job Code: 0060 Pay Plan: AD Pay Grade: 01

Career Field: Level Required: Level Achieved: AWF: No

Work Address: Box Street Vernon , CO Work Phone: 555551212 Ext:

Disability: None

Organization Information

Street: Box Street City: Vernon State: CO

Training Remarks

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

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

3 Remarks for Reviewing Official (Optional)

General Remark

4 Submit Request

Figure 10: Create New Training Request

Remember that to successfully submit this training request, you must indicate how you meet the required prerequisites.

NOTE: If you have completed the prerequisite(s) outside of FAITAS v.2, include remarks to that effect in the **General Remark** textbox, for example, "Completed prerequisite(s) and can provide completion certification upon request". The approval authority will reach out directly, via email, requesting a copy of the certification if it's needed. While awaiting your reply, your training request will be placed on **Hold** status.

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 the completion of the course prerequisites in the **General Remarks** textbox. If the request is successful, FAITAS v.2 issues a **green** successful completion message that indicates the next step in the workflow.

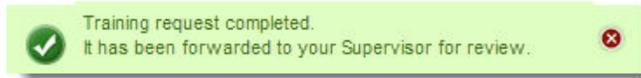


Figure 11: Training Request Completed

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	Ethical 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 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	349	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	536	APW 300A	PROGRAM MANAGEMENT PART B	301	http://learn.dau.mil	Supervisor Pending	Oct 3 2010	Oct 1 2010	Sep 27 2011	Jun 1 2011
View/Edit	2011	301	TST 303	ADVANCED TEST AND EVALUATION	702	Stafford, VA	Registrar Pending	Jun 10 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 will be forwarded to the Registrar following the Supervisor's decision.

Online Courses With Prerequisites

Online courses may be approved without being authorized by your Supervisor, whereas classroom-based courses do require his/her approval.

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.

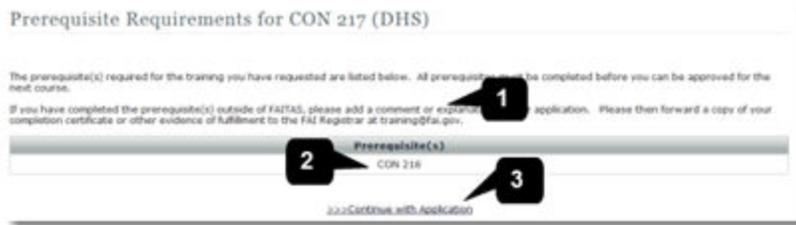


Figure 13: Prerequisite Information

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

NOTE: If you have completed the prerequisite(s) outside of FAITAS v.2, include remarks to that effect in the **General Remark** textbox, for example, "Completed prerequisite(s) and can provide completion certification upon request". The approval authority will reach out directly, via email, requesting a copy of the certification if it's needed. While awaiting your reply, your training request will be placed on **Hold** status.

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 system does not see prerequisites in your Training History, it forwards the training request to the Registrar for review. If your training history includes the prerequisites, the training request is automatically approved. In either case, FAITAS v.2 issues a **green** successful completion message that indicates the next step in the workflow.

NOTE: Once your online training request is approved, expect to receive a subsequent email with course access instructions.



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.

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	349	APH 102	PROGRAM MANAGEMENT FUNDAMENTALS	006 Crystal City, VA	Supervisor Pending	Jun 15 2011	Jun 20 2011	Jun 24 2011	Mar 30 2011
View/Edit	2011	558	APH 350A	PROGRAM MANAGEMENT PART A	301 https://nam.dau.mil	Supervisor Pending	Oct 1 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 10 2011	Jun 20 2011	Jun 24 2011	Jun 9 2011

Figure 16: Updated Pending Training Requests

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	3	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	5	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
003	Resident	Apr 30 2012	Apr 30 2012	May 4 2012	0	0
009	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.

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TRAINING APPLICATION SYSTEM v.2

My Status | Manage Career | Manage Workforce | Manage System | Help | Logout | You are logged in as...

1803306 - Manage Career - Training - Course Search - Locations (See ACQ 370) - Classes (See ACQ 370) at 21:00:22/2016, 2/6 - Create New Training Request for ACQ 370

Create New Training Request for ACQ 370

Please review your training request and **1** (the additional information requested). When complete, click on **Submit Request**.

Training Offering Information

Fiscal Year: 2012 School Number: 001 Course Number: ACQ 370 Phase: Class: 003
 Course Title: ACQUISITION LAW
 Class Location: 8820 BELVOIR ROAD, FT BELVOIR, VA 220605063
 Class Start Date: Apr 30 2012 Class End Date: May 4 2012
 School Name: OIG CAPITAL & NORTHEAST REGION CAMPUS
 Delivery / Mode of Instruction: Current Schedule: 30
 Class Remarks:

Employee Information

Name: D Jackson Agency: DOE Bureau: 08 Bureau For The Department Of Energy
 Email Address: djackson@oig.doe.gov
 Supervisor Name: Supervisor Email: supervisor@oig.doe.gov
 Job Code: 0000
 Pay Plan: AD Pay Grade: 01
 Career Field: Level Required: 0 Level Achieved: 0 AWT: No Disability: None
 Work Address: Box Street, Varman, CO Work Phone: 555551212 Ext:
 Organization Information

Street: Box Street, CP State: CO

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 for Reviewing Official (Optional)

General Remark **4**

5

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ATRRS

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.

NOTE: Once your online training request is approved, expect to receive a subsequent email with course access instructions.



Figure 21: Training Request Confirmation

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

Dashboard

My Current Class List			
Course Title	Status	Start Date	End Date
CLB 007 - COST ANALYSIS	Reservation	Oct 1 2010	Sep 28 2011

[Apply For Training](#)

Figure 22: Updated Dashboard

MANAGE CAREER: TRAINING - MY TRAINING REQUESTS

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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	Assess Date
View/Edit	2011	301	BCF 211	ACQUISITION BUSINESS MANAGEMENT	703	Aberdeen Proving, MD	Supervisor Pending	Aug 28 2011	Sep 12 2011	Sep 18 2011	Apr 18 2011
View/Edit	2011	304	CDN 218 (DAU)	ADVANCED CONTRACTING FOR MISSION SUPPORT	718	Columbus, OH	Registrar Pending	Aug 8 2011	Aug 8 2011	Aug 18 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	Assess Date
View/Edit	2011	307	ACQ 2018	INTERMEDIATE SYSTEMS ACQUISITION	153	California, MD	Registrar Cancelled	Aug 8 2011	Aug 8 2011	Aug 12 2011	Apr 13 2011
View/Edit	2011	308	ACQ 2018	INTERMEDIATE SYSTEMS ACQUISITION	410	Huntsville, AL	Wait	Aug 1 2011	Aug 1 2011	Aug 5 2011	Apr 13 2011
View/Edit	2011	301	BCF 209 (DAU)	ACQUISITION REPORT COURSE FOR MDAP & MAIZ	607	FL Belvoir, VA	Training Manager Disapproved	Jun 7 2011	Jun 7 2011	Jun 10 2011	Apr 13 2011
View/Edit	2011	338	OLM 903	ETHICS TRAINING FOR AFM WORKFORCE	301	HTPS://LEARN.DAU.MD	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**.



View/Edit	Fiscal Year	School Number	Course Number	Course Title	Class	Location	Status	Class Reservation Closed Date	Start Date	End Date	Assess 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	501F	APW 302	PROGRAM MANAGEMENT FUNDAMENTALS	009	Crystal City, VA	Supervisor Pending	Jun 15 2011	Jun 20 2011	Jun 24 2011	May 30 2011
View/Edit	2011	358	APW 350A	PROGRAM MANAGEMENT PART A	301	https://team.dau.mil	Supervisor Pending	Oct 1 2010	Oct 1 2010	Sep 27 2011	Jun 3 2011
View/Edit	2011	501	TST 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 dauhhelp@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**.

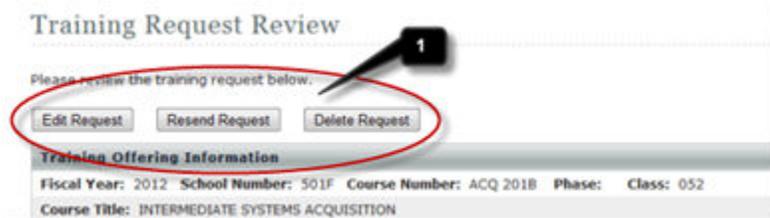


Figure 5: Edit, Resend, and Delete Requests

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.

vet: 12.25 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 (0mb, 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.

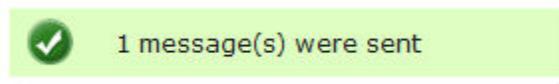


Figure 8: Email Message Sent

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 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.

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.



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**.

A screenshot of a table titled 'Previous Training Request'. The table has columns for View/Edit, Fiscal Year, School Number, Course Number, Course Title, Class, Location, Status, Class Reservation Closed Date, Start Date, End Date, and Applied Date. A callout bubble with the number '1' points to the 'Status' column. The table contains one row with the following data: View/Edit, 2011, 501, ACQ 201B, INTERMEDIATE SYSTEMS ACQUISITION, 814, Aberdeen Proving, MD, Cancellation Pending Wait, Jun 6 2011, Jun 6 2011, Jun 10 2011, May 30 2011.

View/Edit	Fiscal Year	School Number	Course Number	Course Title	Class	Location	Status	Class Reservation Closed Date	Start Date	End Date	Applied Date
	2011	501	ACQ 201B	INTERMEDIATE SYSTEMS ACQUISITION	814	Aberdeen Proving, MD	Cancellation Pending Wait	Jun 6 2011	Jun 6 2011	Jun 10 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.



Figure 16: Resubmit Request

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

MANAGE CAREER: TRAINING - MY TRAINING HISTORY

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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.

View/Edit	Fiscal Year	School Number	Course Number	Course Title	Class - Location	Status	Class Reservations Closed Date	Start Date	End Date	Applied Date
View/Edit	2011	558	ACQ 301	FUNDAMENTALS OF SYSTEMS ACQUISITION RIGHT	301 HTTPS://LEARN.DAU.MIL	System Pending	Oct 1 2010	Oct 1 2010	Sep 27 2011	Apr 26 2011
View/Edit	2011	301	ACQ 370	ACQUISITION LAW	003 Ft. Belvoir, VA	Supervisor Pending	May 2 2011	May 2 2011	May 6 2011	Apr 26 2011
View/Edit	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
View/Edit	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
View/Edit	2011	558	CLH 048	ALERT READINESS RIGHTS FOR ODD 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](#)

Click for [INSTRUCTIONS](#)



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: DAUhelp@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. 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](#)

[Click for INSTRUCTIONS](#)



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 to support Employees in their career development.

- **Review Development Plans.** Employees submit their plans for review.
- **Add Courses or Import Master Development Plan.** In addition to the courses that Employees schedule for their Development Plans, Supervisors can select courses to add to Employee 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 can 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.



MANAGE CAREER: CAREER PATH MANAGEMENT - MY DEVELOPMENT PLAN

[Related Topics](#)

Click for [INSTRUCTIONS](#)

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 and/or Supervisors select courses for the IDPs and import MDPs into the IDP. After an Employee submits an IDP, it is possible that the Supervisor will also add additional courses.

To begin, go to **Manage Career | Career Path Management | My Development Plan**.

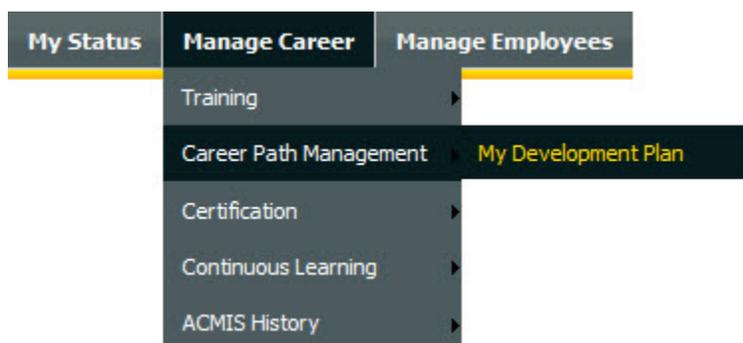


Figure 1: My Development Plan Sub-Menu

The **View My Development Plan** opens. The **Development Plan** that displays is referred to as the **IDP** because it is the Individual's Development Plan.

[View My Development Plan](#)

You can develop your own plan or import a Master Development Plan (MDP).

Dashboard » Manage Career » Career Path Management » My Development Plan

View My Development Plan

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

Employee Information

Name: Dee Lee Tester **Agency:** DHS **Bureau:** Office of Policy **Intern:** No
Email Address: DeeLeeTester@email.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:** II **Level Achieved:** I **AWF:** Yes
Work Address: 575 Any Street, Fairfax, VA **Work Phone:** 555-1212 **Ext:** 345

Development Plan Information

Plan Progress: employee has completed 0% (0 of 0) of courses on development plan
Plan Status: Draft
Date Plan Last Submitted: Aug 11 2011
Date Last Processed By Supervisor:
Supervisor Comment:

Scheduled Courses

Course Number	Course Title	Course Type	Training Status	Course Added By	FY	Quarter
No courses scheduled						

Completed Courses

Course Number	Course Title	Course Type	Course Source	Scheduled FY	Date Completed
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:

- 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.

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.

NOTE: When viewing your development plan, you may notice a yellow message displays that indicates changes to the plan have been submitted. You are still able to review and edit your plan but the link displays the previously approved Development Plan.

Edit Development Plan

FAITAS v.2 includes functionality for Employees to add courses individually to their IDP or to import Master Development Plans (MDPs).

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



Figure 5: Edit Development Plan Button

- *Add Courses Individually*

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 and callouts:

- 1**: Course Type field with radio buttons for 'Resident and Web Course Offerings' (selected) and 'Continuous Learning Modules'.
- 2**: Course field with a dropdown menu showing 'ACQ 453 - LEADER AS COACH'.
- 3**: Scheduled FY field with a dropdown menu showing '2012'.
- 4**: Scheduled Quarter field with a dropdown menu showing '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 table has the following data:

	Course Number	Course Title	Course Type	Training Status	FY	Quarter	
FY 2012							
Delete	ACQ 453	LEADER AS COACH	Resident and Web Course Offerings	TBD	2012	3	Save

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.



	Course Number	Course Title	Course Type	Training Status	FY	Quarter	
FY 2012							
Delete	ACQ 453	LEADER AS COACH	Resident and Web Course Offerings	TBD	2012	4	Save

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.



	Course Number	Course Title	Course Type	Training Status	FY	Quarter	
FY 2012							
Delete	ACQ 453	LEADER AS COACH	Resident and Web Course Offerings	TBD	2012	4	Save

Figure 9: Before Course Deletion

After clicking the **Delete** link for ACQ453, 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.



	Course Number	Course Title	Course Type	Training Status	FY	Quarter	
No courses scheduled							

Figure 10: After Course Deletion

Once your classes are edited, refer to the next topic, **Submit Development Plan**, for additional details about submitting your plan.

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

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. MDPs can also be used as templates to help Employees choose courses to enter into their own IDP.

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

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

Figure 11: 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.
3. 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**.
4. 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: Reset

Master Development Plans					
	<u>Plan Name</u>	<u>Agency</u>	<u>Career Field</u>	<u>Cert. Level</u>	<u>Description</u>
1	Select FAC-C Level I	Department of Homeland Security	Contracting	I	This is a plan to assist the C ...
4	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 ...

Figure 12: Master Development Plan Window

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

1. A message displays which IDP will show the MDP that you selected.
2. 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 review the list of courses that you will import as the **Master Development Plan**. MDPs are commonly used as templates. Employees consult MDPs for guidance about which courses to import into their own IDP. 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. When choosing an FY, remember that this is the proposed FY to complete the course.
6. Click the **Quarter** down arrow () to make a selection. When selecting a Quarter, remember that this is the proposed quarter to complete the course. 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.

The screenshot shows the 'Import Master Development Plan' interface. At the top, a breadcrumb trail reads: Dashboard » Manage Career » Career Path Management » My Development Plan » Edit Development Plan » Select a Plan to Import » Import Master Development Plan. The main heading is 'Import Master Development Plan'. Below it, a message states: 'MDP will be imported into -> IDP of Dee Lee Tester'. A section titled 'Master Development Plan Summary' contains the following details: Plan Name: FAC-C Level III, Agency: Department of Homeland Security, Career Field: Contracting, Certification Level: III, and an 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]'. Below the summary is a 'Filter Courses' field with the text 'Adv' and a 'Reset' button. A table titled 'Master Development Plan Courses' is displayed with the following columns: Course Number, Course Title, Course Type, Requirement Type, FY, and Quarter. The table contains one row:

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	I

 Below the table is an 'Import Plan' button. Numbered callouts 1 through 7 are placed on the screen: 1 points to the message, 2 to the Filter Courses field, 3 to the Reset button, 4 to the checkbox in the table, 5 to the FY dropdown, 6 to the Quarter dropdown, and 7 to the Import Plan button.

Figure 13: Import Master Development Plan

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.

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

Figure 14: 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**.

NOTE: After completing a course, note that within your Dashboard, the Progress Bar advances to reflect your IDP progress.

Submit Development Plan

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 indicating that the Development Plan was successfully submitted to your Supervisor. Notice that the **Training Status** located under **Courses Scheduled by Employee** adjusts to reflect the workflow status.

Register for Training

From within the Development Plan screen, FAITAS v.2 offers the functionality to register for classes.

Click the course number to display the application screen for an online course or a list of the places where the course is being offered for a classroom course. From the locations presented, you can register for training.

Once you register for training, a confirmation text message indicates that the **Training Request** has been forwarded to the Registrar for review.



Figure 15: Register for Class

NOTE: Consult the **Create New Training Requests** topic for more information about registering for classes.

Print Development Plan

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**.

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

Figure 16: 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](#)

[Click for INSTRUCTIONS](#)



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](#)

Click for [INSTRUCTIONS](#)

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
Edit Delete	DHS	Federal Acquisition Certification in Contracting	I	Not Submitted	
Edit Delete	DHS	Federal Acquisition Certification in Contracting	III	Not Submitted	

Processed Certification Requests					
Action	Agency	Certification	Level	Status	Action Date
View	DHS	Cost Estimating	I	Approved	Apr 9 2012
View	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
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 ▼
<input type="button" value="Cancel"/> <input type="button" value="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.

1. To upload documentation, click the **Attach Supporting Documentation** link and follow the instructions. In the **Training Section** of the **New Certifications Request**, any course with a **red** (**X**) means that supporting documentation is required. Repeat the **Attach Supporting Documentation** step as often as 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.

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
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: asdfasdf asdfasdf asdfasdf, IA **Work Phone:** 5551212 **Ext:** 345

Requirements

2

Education

- No Education Requirements specified. Agency specific requirements may apply.

Supporting Documents: (optional)

[Attach Supporting Documentation](#) 1

2

Experience

- one (1) year of previous COR experience required

Supporting Documents: (required)

[Attach Supporting Documentation](#) 1

2

Training [View Training History](#)

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

3

Remark:

4

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.

5

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

Figure 5: Expanded New Certification 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.

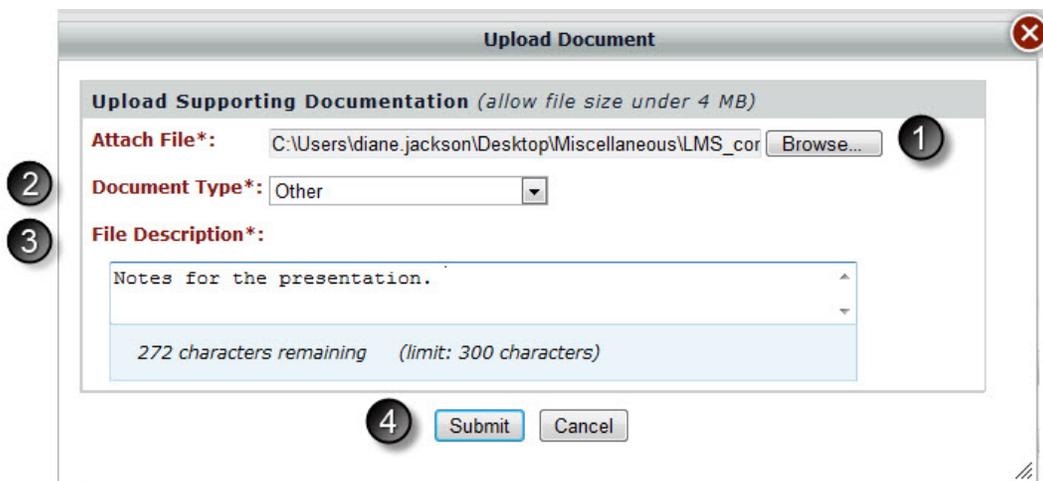
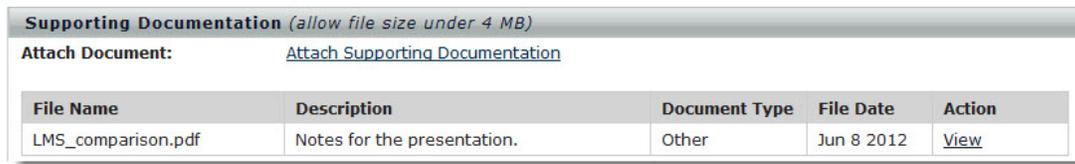


Figure 7: Upload Document Pop-Up Window

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.



The screenshot shows a pop-up window titled "Supporting Documentation" with a subtitle "(allow file size under 4 MB)". Below the title is a section labeled "Attach Document:" with a link "Attach Supporting Documentation". Below this is a table with the following data:

File Name	Description	Document Type	File Date	Action
LMS_comparison.pdf	Notes for the presentation.	Other	Jun 8 2012	View

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.

MY CERTIFICATION
REQUESTS

MY CERTIFICATIONS

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	Cost Estimating	II	Jun 5 2012
DHS	Federal Acquisition Certification in Contracting	I	Jun 5 2012
KA	Contracting Officer's Representative	I	Oct 26 2011
KA	Federal Acquisition Certification in Contracting	II	Oct 26 2011
KA	Federal Acquisition Certification in Contracting	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](#)

[Click for INSTRUCTIONS](#)



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](#)

Click for [INSTRUCTIONS](#)

My POINT REQUESTS

My ACHIEVEMENT
REQUESTS

My CONTINUOUS
LEARNING

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.

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
View	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.

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.

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

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

Supporting Documentation (allow file size under 4 MB)

Attach Document: [Attach Supporting Documentation](#)

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)

Figure 3: Add Continuous Learning Point Requests

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.

Dashboard » Manage Career » Continuous Learning » My Point Requests

✔ Your Continuous Learning Point request has been submitted.

Continuous Learning Point Requests for Dee Tester

Pending Continuous Learning Point Requests					
Action	Event Name	Event Type	Points Requested	Status	Submit Date
Edit	Mobile Technology Workshop	Conference or Seminar Presenter	8	Supervisor Pending 	Jun 8 2012

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
View	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 ,1A Work Phone: 5531212 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**.

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.

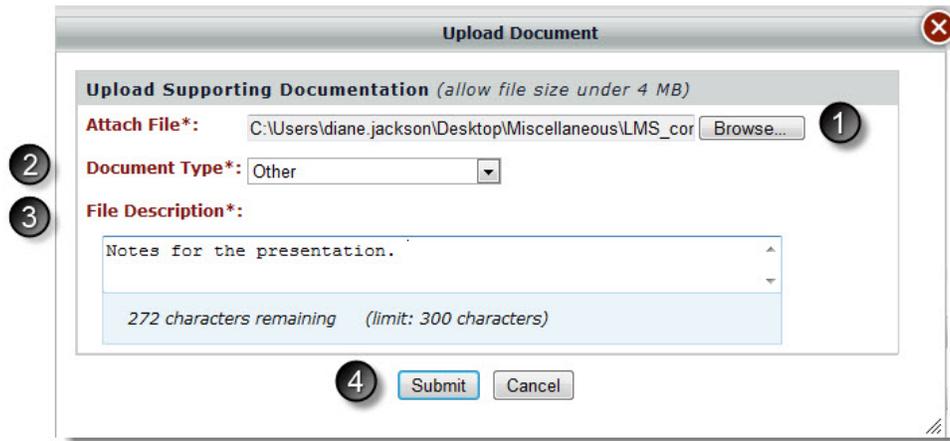


Figure 8: Upload Document Pop-Up Window

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:		Attach Supporting Documentation		
File Name	Description	Document Type	File Date	Action
LMS_comparison.pdf	Notes for the presentation.	Other	Jun 8 2012	View

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)
<input type="button" value="Cancel"/> <input type="button" value="Cancel Request"/> <input type="button" value="Submit Request"/>	

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.

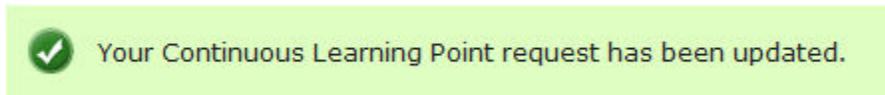


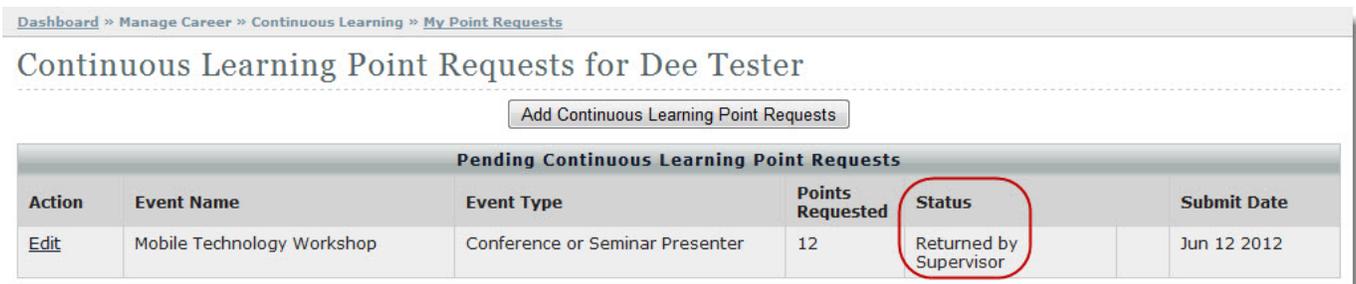
Figure 11: Confirming Text Message

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
Edit	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.

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.

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: 555-1212 Ext: 345			
Event Information				
Event Name:	Mobile Technology Workshop	Start Date:	Jun 8 2012	
Event Type:	Conference or Seminar Presenter	End Date:	Jun 8 2012	
Event Description:	Full day presentation with additional social media commitments			
Points Requested:	12	Submission Date:	Jun 12 2012	
Request Status:	Returned by Supervisor			
Supporting Documentation <small>(allow file size under 4 MB)</small>				
Attach Document:	Attach Supporting Documentation			
File Name	Description	Document Type	File Date	Action
OneNoteInstructions_MG.docx	Information for Presentation	Other	Jun 12 2012	View
Remarks				
User Name/Remark Date	Remark			
DianeJ Supervisor Jun 12 2012 (Supervisor)	Please attach supporting documentation for this CLP request.			
Remark: <i>Remarks are required for resubmission.</i>	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

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

Pending Continuous Learning Point Requests						
Action	Event Name	Event Type	Points Requested	Status		Submit Date
View	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

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.

Continuous Learning Point Request Detail

2 << Return to My Continuous Point Requests

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				
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: 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	View

1

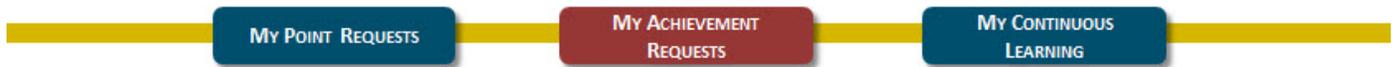
2 Cancel

Figure 14: Additional CLP Request Details

MANAGE CAREER: CONTINUOUS LEARNING - MY ACHIEVEMENT REQUESTS

[Related Topics](#)

[Click for INSTRUCTIONS](#)



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.



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	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.

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.

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: Diane J Supervisor **Supervisor Email:** Diane.J.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
Total Points		152		

Remarks

Remark: 2

Cancel Submit Achievement Request 3

Figure 4: Continuous Learning Achievement Request Review

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 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								
<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>	<u>Processed Date</u>	
Contracting Officer's Representative	III	Jan 25 2012	Jan 24 2014	Mar 13 2012	Approved	Apr 9 2012	Apr 10 2012	
Federal Acquisition Certification in Contracting	III	Oct 28 2011	Oct 27 2013	Mar 13 2012	Approved	Apr 10 2012	Apr 10 2012	
Federal Acquisition Certification in Contracting	III	Jan 26 2012	Jan 25 2014	Mar 13 2012	Approved	Apr 10 2012	Apr 11 2012	
Ordering Official Certification	I	Apr 10 2012	Apr 9 2014	Jun 1 2012	Approved	Jun 5 2012	Jun 5 2012	
Program Financial Management	III	Jan 27 2012	Jan 26 2014	Mar 20 2012	Approved	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**.

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	Achievement Request	

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

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

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	

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.



Homeland
Security

Certificate of Achievement

Ordering Official Certification

Level I

In recognition of the attainment of the continuous learning requirements prescribed by the Department of Homeland Security, this certificate is presented to

Dee Lee Tester

For the Period of: April 10, 2012 - April 9, 2014

A handwritten signature in cursive script that reads "Ellen A. Murray".

Ellen A. Murray
Chair
DHS Acquisition Certification Board

Figure 9: Sample Certificate of Achievement

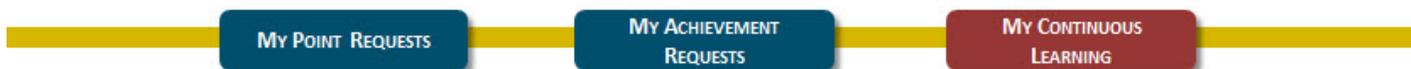
NOTE: You will need Adobe Acrobat Reader installed to view the PDF file. If you do not have it installed, use [this link](#) to download a free copy or consult your IT Department if you are unable to download software.

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](#)

[Click for INSTRUCTIONS](#)



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 for [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.

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	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.

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.

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
Total Points		152		

Remarks

Remark: 2

3

Figure 3: Continuous Learning Achievement Request Review

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**.



Certification	Level	Period Begin Date	Period End Date	Achieved Date	Status	Submit Date
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](#)

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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.

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.

MANAGE EMPLOYEES

[Related Topics](#)

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FAITAS v.2 provides functionality for Supervisors, Registrars, Administrators, and Manager to support Employees with their career development needs.



- **Training:** Process Employee training requests
- **Career Path Management (CPM):** Manage Individual Development Plans (IDPs) and creating Master Development Plans (MDPs)
- **Certification (CERT):** Process Employee certifications
- **Continuous Learning Points (CLP):** Manage CLP requests and Achievement Requests

MANAGE EMPLOYEES: TRAINING

[Related Topics](#)

Click for [INSTRUCTIONS](#)

TRAINING

CPM

CERT

CLP

The **Manage Employee | Training** tab allows those with appropriate roles to review and process Employee training requests.

REVIEW TRAINING REQUESTS

MANAGE EMPLOYEES: TRAINING - REVIEW TRAINING REQUESTS

[Related Topics](#)

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REVIEW TRAINING REQUESTS

FAITAS v.2 provides two ways to access pending requests. From your Dashboard, click **Manage Training Requests** or click **Review Training Requests** under the **Manage Employees** tab. The **Pending Request for Supervisor** screen opens.

Supervisor Pending Requests									
Name	Fiscal Year	School Number	Course Number	Class	Status	Class Reservation Close Date	Start Date	End Date	Applied Date
	2011	568	APM 350B	002	Supervisor Pending	Aug 24 2011	Aug 29 2011	Sep 23 2011	Apr 13 2011
	2011	568	CON ADM	005	Supervisor Pending	May 4 2011	May 9 2011	May 13 2011	Apr 13 2011

Figure 1: Pending Requests for Supervisor

Click the Employee's name to approve or disapprove a training request. The **Review of [Course Title] Request for [Employee's Name]** screen opens. As a Supervisor, you may take one of the following actions:

- **Forward to Training Manager** if a Training Manager is designated for the Bureau or **Forward to FAI** if no Training Manager is designated for the Bureau. This action notifies the Employee of your concurrence and forwards the request to the Training Manager or Registrar if there is no Training Manager in the workflow.
- **Disapprove Request.** This action notifies the Employee that you disapproved the request and places the training request in a disapproved status. If you disapprove a request, you must enter comments with an explanation.
 1. **Training Offering Information** displays details about the specific training.
 2. **View Training History** includes information about the Employee's past and present training requests.
 3. Use the **General Remark** textbox to enter comments. This is where you, for example, enter an explanation if the Employee's training request is disapproved.
 4. Click **Add Remark** button.
 5. Click the **Forward to Training Manager** or **Disapprove Request** button.

Review of APM 350B (Arlington, VA) Request

Your employee has submitted the following request for training. Please review the following actions:

- **Forward To Training Manager:** Notifies the Training Manager of your concurrence and places the request in the Training Manager's queue.
- **Disapprove Request:** Notifies the Training Manager of your disapproval and places the request in the Disapproved queue.

Training Offering Information

Fiscal Year: 2011 School Number: 568 Course Number: APM 350B Phase:
Course Title: PROGRAM MANAGEMENT OFFICE, PT B
Class Location: GMU BLDG - 3401 N FAIRFAX DR , ARLINGTON , VA 22201
Class Start Date: Aug 29 2011 Class End Date: Sep 23 2011
School Name: DEPARTMENT OF HOMELAND SECURITY
Delivery / Mode of Instruction: Resident Current Schedule: 24
[View Training History](#)

Employee Information

Name: [View Detail](#) Agency: DHS Bureau: CHIEF PROCUREMENT OFFICER Int
Email Address:
Supervisor Name: Jeffrey Maxwell Supervisor Email:
Job Code: 0050
Pay Plan: AD Pay Grade: 01
Career Field: Level Required: 0 Level Achieved: 0 AWF: No Disability: C
Work Address: AnyStreet 124412124 , VA Work Phone: 703-866-1250 ext 123

Request Remarks

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

User Name/ Remark Date	Remark
Hope Spoon 04/05/11	Pre Satis fied

Add Remarks:
Please enter remarks in the text box and click "Add Remarks"

General Remark

[Send Email](#)
(email does not save remarks)

[Add Remark](#)

[Forward To Training Manager](#) [Disapprove Request](#)

Figure 2: Review of Employee Request

If you approve the training request, it is sent to the agency's Training Manager who may approve or disapprove the request. Once the Training Manager approves or disapproves the training request, an e-mail notification is sent to the Employee as well as to you as the Supervisor. If there is no Training Manager, your approval recommendation is forwarded to the Registrar who is the final approval authority for training application requests.

In the Application window, you can also **View Training History of the Employee**. **View Training History** allows Supervisors to look at all the previous training requests that have been submitted by the Employee, current training requests, and what actions were taken by the Supervisor.

Training History				
Course #	Course Title	Status	Start Date	End Date
ACQ 201B	INTERMEDIATE SYSTEMS ACQUISITION	Supervisor Pending	Sep 26 2011	Sep 30 2011
CLC 027	BUY AMERICAN ACT	Reservation	Oct 1 2010	Sep 28 2011

Figure 3: Employee's Training History

Regardless of whether you approve or disapprove a training request, a confirmation window opens that indicates the Employee will receive an email explaining your action. Click **OK** to close the window.

MANAGE EMPLOYEES: CAREER PATH MANAGEMENT (CPM)

[Related Topics](#)

Click for [INSTRUCTIONS](#)

TRAINING

CPM

CERT

CLP

The **Manage Employees** | **CPM** tab allows those with appropriate roles to review **Individual Development Plans (IDPs)**, search for **Master Development Plans (MDPs)**, and print **Development Plans**.

REVIEW DEVELOPMENT
PLANS

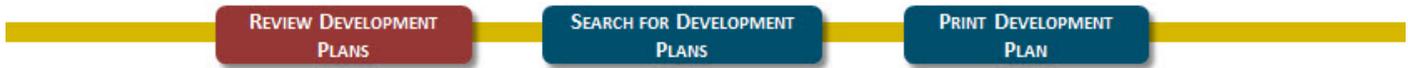
SEARCH FOR
DEVELOPMENT PLANS

PRINT DEVELOPMENT
PLAN

MANAGE EMPLOYEES: CPM - REVIEW DEVELOPMENT PLANS

[Related Topics](#)

Click for [INSTRUCTIONS](#)



Supervisors can review and take action on Employee IDPs.

To begin the process, click the **Manage Employees** tab on the main navigation bar. A drop-down menu displays. Hover your mouse over **Career Path Management** to display a second drop-down menu. Click **Review Development Plans**.

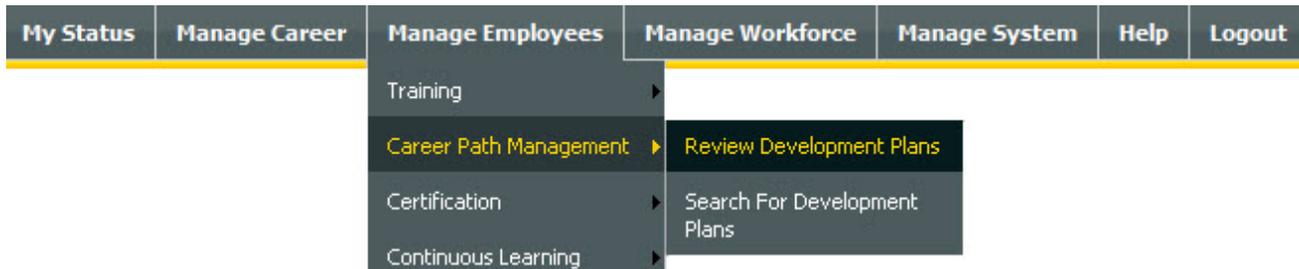


Figure 1: Review Development Plans Sub-Menu

The **Review Development Plans** screen opens to display two main sections:

- Pending Development Plans
- Processed Development Plans (Last 60 Days)

If you have previously processed an Employee's Development Plan and the Employee has made additional changes and resubmitted the plan, it will appear under **Pending Development Plans** not under **Processed Development Plans**.

To view a **Processed Development Plan**, click the Employee's name under the **Name** column.

To process a **Pending Development Plan**, click the Employee's name under the **Name** column.

Review Development Plans

Pending Development Plans		
Name	Date Submitted	Employee Email
Dee Lee Tester	Aug 07 2012	DL.Tester@mail.mil

Processed Development Plans (Last 60 Days)				
Name	Date Submitted	Date Processed	Status	Employee Email
No processed development plans				

Figure 2: Pending Development Plans

The Employee's **Process Development Plan** opens. Notice the Development Plan contains several sections:

Employee Information pre-populates with information from the **Personal Profile**. It includes a link to the Employee's email address as well as a link to your email address. Employees may communicate with you about their Development Plans via this email link.

Employee Information	
Name: Dee Lee Tester	Agency: DHS Bureau: Office of Policy Intern: No
Email Address:	DL.Tester@military.mil
Supervisor Name: Jane Tester4	Supervisor Email: Jane.Tester4@asmr.com
Job Code: 0023	
Pay Plan: AD	Pay Grade: 02
Career Field: Program Management	Level Required: II Level Achieved: I AWF: Yes
Work Address: 345 Any Street Fairfax , VA	Work Phone: 555-1212 Ext: 345

Figure 3: Employee Information

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). If the Employee submitted an earlier Development Plan, any comments that you entered about the Plan will display under the **Supervisor Comment** textbox. The **Plan Status**, **Date Plan Last Submitted**, and **Date Last Processed by Supervisor** fields are all automatically populated as soon as you make a decision about the Employee's Development Plan.

Development Plan Information	
Plan Progress:	employee has completed 0% (0 of 4) of courses on development plan
Plan Status:	Pending Supervisor
Date Plan Last Submitted:	Aug 7 2012
Date Last Processed By Supervisor:	
Supervisor Comment:	

Figure 4: Development Plan Information

Add Course is where you can add **Resident and Web Course Offerings** or **Continuous Learning Modules** courses to the Employee's IDP. For more details, consult the **Add Course** section.

Add Course			
Course Type:	<input checked="" type="radio"/> Resident and Web Course Offerings	<input type="radio"/> Continuous Learning Modules	
Course:	--- Select Resident and Web Course ---	Scheduled FY:	2012
		Scheduled Quarter:	1
<input type="button" value="Add Course"/>			

Figure 5: Add Course

The **Courses Scheduled by Supervisor** listing displays all courses added by the Supervisor. When a new course is entered, **TBD** is indicated as the **Training Status**. The **Training Status** changes when the Employee submits a training request for that course.

Courses Scheduled by Supervisor					
Course Number	Course Title	Course Type	Training Status	FY	Quarter
No courses scheduled					

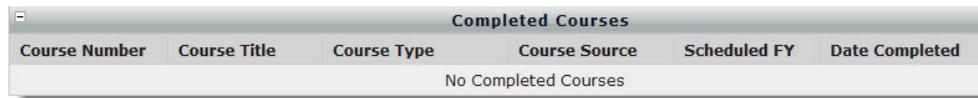
Figure 6: Courses Scheduled by Supervisor

The **Courses Scheduled by Employee** list includes any courses that the Employee selected for their **Individual Development Plan (IDP)**. These courses were selected by the Employee from drop-down lists and/or imported from **Master Development Plans**.

Courses Scheduled by Employee						
Course Number	Course Title	Course Type	Training Status	FY	Quarter	
FY 2013						
CON 353 (FED)	ADVANCED BUSINESS SOLUTIONS FOR MSN SUPPORT	Resident and Web Course Offerings	TBD	2013	1	
ACQ 370	ACQUISITION LAW	Resident and Web Course Offerings	TBD	2013	4	
FY 2014						
ACQ 453	LEADER AS COACH	Resident and Web Course Offerings	TBD	2014	4	
APM PRM	PROJECT RISK MANAGEMENT	Resident and Web Course Offerings	TBD	2014	4	

Figure 7: Courses Scheduled by Employee

The **Completed Courses** section displays all of the Employee's Completed Courses. All courses registered as complete within the Army Training Requirements and Resources System (ATTRS) display in the list.



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

Figure 8: Completed Courses

[Print Development Plan](#)

To print a development plan, click the **Print Development Plan** link to display a printer-friendly version of the Development Plan. Follow the print instructions for your printer.



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

Figure 9: Print Development Plan Link

[Process Development Plan](#)

To process an Employee's IDP, you can import a Master Development Plan (MDP, print the Development Plan, add courses, or take action based solely on the Employee's IDP.

[Import Master Development Plan](#)

Within the **Process Development Plan** window, click the **Import Master Development Plan** link.



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

Figure 10: Import Master Development Plan

The **Select a Plan to Import** screen opens with a list of the **Master Development Plans** available to import to an Employee's IDP.

NOTE: To filter the available list, enter keywords, such as "education" or the first three letters of a MDP title, such as "CON" into the **Filter Plans** field. The Master Development Plans list immediately updates. To return to the original list, click the **Reset** button.

Select a Plan to Import

Filter Plans:

Master Development Plans					
	<u>Plan Name</u>	<u>Agency</u>	<u>Career Field</u>	<u>Cert. Level</u>	<u>Description</u>
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 ...

Figure 11: Select Master Development Plan

To sort the **Master Development Plans** that are listed, click an underlined heading title, for example, **Plan Name**, **Agency**, etc. To re-sort the list, click the heading title again.

To choose a **Master Development Plan**, click the **Select** link next to the Plan that you want to import. The **Import Master Development Plan** window opens.

1. The system displays a message to confirm which IDP will show the MDP that you selected.
2. The summary may include the **Plan Name**, **Agency**, **Career Field**, **Certification Level**, and **MDP Description**.
3. If needed, use the **Filter Courses** field to filter the list of **Master Development Plan Courses**.
4. To refresh the screen with the non-filtered MDP Course list, click the **Reset** button.
5. Review the list of courses that display. Click or unclick the checkbox () next to each of the courses that you wish to include or exclude from the import process.
6. Click the **FY** down arrow () to choose the fiscal year in which you intend to complete the course.
7. Click the **Quarter** down arrow () to choose the quarter in which you intend to complete the course. The choices of a FY and Quarter do not commit you to that time frame. It does, however, provide your Supervisor with an idea as to when you intend to complete the training. If you do not select a **FY** or **Quarter**, the system generates an error message.
8. When you have selected all of the Courses, FYs, and Quarters to include in the plan, click the **Import Plan** button.

Dashboard » Manage Employees » Career Path Management » Review Development Plans » Process IDP » Select a Plan to Import » Import Master Development Plan

Import Master Development Plan

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

Master Development Plan Summary

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

MDP Description:
 This is a plan to assist the Contracting individual in achieving Level I certification. The courses below not designated by "(FED)" are web-based. For the classroom version, manually add the course ID designated by "(FED)". An elective, minimum of 16 hours, is also required at Level I and should be manually added to the plan. See full certification requirements for this Career Field at: <http://dhsconnect.dhs.gov/org/comp/mgmt/cpo/paw/Pages/CertificationPrograms.aspx>

3 Filter Courses: 4

Master Development Plan Courses

<input type="checkbox"/>	Course Number	Course Title	Course Type	Requirement Type	FY	Quarter
<input checked="" type="checkbox"/>	CON 120 (FED)	Mission Focused Contracting	Resident and Web Course Offerings	Certification Requirement	<input type="text"/>	<input type="text"/>

6 7

5 8

Figure 12: Steps to Import Master Development Plan

A **green** text message verifies that the **Master Development Plan** was successfully imported.

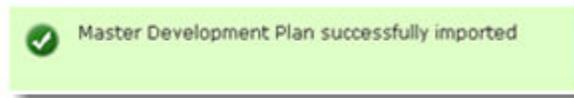


Figure 13: Successful Master Development Import Plan

The **Process Development Plan** window refreshes to include the selected courses from the **Master Development Plan**. The selected courses display within the Courses Scheduled by Supervisor section.

Courses Scheduled By Supervisor							
	Course Number	Course Title	Course Type	Training Status	FY	Quarter	
FY 2014							
Delete	CON 100	SHAPING SMART BUSINESS ARRANGEMENTS	Resident and Web Course Offerings	TBD	2014	2	Save
Delete	CON 110 (FED)	MISSION SUPPORT PLANNING	Resident and Web Course Offerings	TBD	2014	2	Save
Delete	CON 111 (FED)	MISSION STRATEGY EXECUTION	Resident and Web Course Offerings	TBD	2014	2	Save
Delete	CON 112 (FED)	MISSION PERFORMANCE ASSESSMENT	Resident and Web Course Offerings	TBD	2014	2	Save

Figure 14: Updated Courses Scheduled by Supervisor Section

Notice that even though you imported this Master Development Plan, the options to **Delete** and edit the **FY** and/or **Quarter** fields remain. If you are ready to act on the Employee's IDP, continue to the **Complete the IDP Process** topic.

Add Course

You can add individual **Resident and Web Course Offerings** or **Continuous Learning Modules** courses to the Employee's IDP.

1. In the **Process Development Plan** window, click the appropriate radio button next to the **Course Type** field. The **Course** drop-down list varies according to your selection.
2. From the **Course** drop-down list, select the course that you wish to add to the Employee's IDP.
3. Click the down arrow (▾) from the **Scheduled FY** field to select the fiscal year in which you intend to complete the course.
4. Click the down arrow (▾) from the **Scheduled Quarter** field to select the quarter in which you intend to complete the course, for example, 1 = October, November, December; 2 = January, February, March, etc.
5. Click the **Add Course** button.

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 315 - BUSINESS ACUMEN
- 3**: Scheduled FY: 2012
- 4**: Scheduled Quarter: 4
- 5**: Add Course button

Figure 15: Process Development Plan – Add Course

The **Courses Scheduled by Supervisor** listing updates with your selections.

Courses Scheduled By Supervisor							
	Course Number	Course Title	Course Type	Training Status	FY	Quarter	
FY 2012							
Delete	ACQ 315	BUSINESS ACUMEN	Resident and Web Course Offerings	TBD	2012 ▾	4 ▾	Save
FY 2014							
Delete	CON 100	SHAPING SMART BUSINESS ARRANGEMENTS	Resident and Web Course Offerings	TBD	2014 ▾	2 ▾	Save
Delete	CON 110 (FED)	MISSION SUPPORT PLANNING	Resident and Web Course Offerings	TBD	2014 ▾	2 ▾	Save
Delete	CON 111 (FED)	MISSION STRATEGY EXECUTION	Resident and Web Course Offerings	TBD	2014 ▾	2 ▾	Save
Delete	CON 112 (FED)	MISSION PERFORMANCE ASSESSMENT	Resident and Web Course Offerings	TBD	2014 ▾	2 ▾	Save

Figure 16: Updated Courses Scheduled by Supervisor Section

Courses Scheduled by Supervisor

Supervisors can delete courses that were added individually or imported as a Master Development Plan. To delete a course list, click the **Delete** link located on the line of the scheduled course request that you wish to delete.

Courses Scheduled By Supervisor							
	Course Number	Course Title	Course Type	Training Status	FY	Quarter	
FY 2012							
Delete	ACQ 315	BUSINESS ACUMEN	Resident and Web Course Offerings	TBD	2012	4	Save
FY 2014							
Delete	CON 100	SHAPING SMART BUSINESS ARRANGEMENTS	Resident and Web Course Offerings	TBD	2014	2	Save
Delete	CON 110 (FED)	MISSION SUPPORT PLANNING	Resident and Web Course Offerings	TBD	2014	2	Save
Delete	CON 111 (FED)	MISSION STRATEGY EXECUTION	Resident and Web Course Offerings	TBD	2014	2	Save
Delete	CON 112 (FED)	MISSION PERFORMANCE ASSESSMENT	Resident and Web Course Offerings	TBD	2014	2	Save

Figure 17: Course Delete Link

A pop-up window ask for confirmation to delete the course. After selecting the **OK** button, the course list immediately refreshes displaying the new list.

Courses Scheduled By Supervisor							
	Course Number	Course Title	Course Type	Training Status	FY	Quarter	
FY 2012							
Delete	ACQ 315	BUSINESS ACUMEN	Resident and Web Course Offerings	TBD	2012	4	Save
FY 2014							
Delete	CON 100	SHAPING SMART BUSINESS ARRANGEMENTS	Resident and Web Course Offerings	TBD	2014	2	Save
Delete	CON 111 (FED)	MISSION STRATEGY EXECUTION	Resident and Web Course Offerings	TBD	2014	2	Save
Delete	CON 112 (FED)	MISSION PERFORMANCE ASSESSMENT	Resident and Web Course Offerings	TBD	2014	2	Save

Figure 18: Course Deletion Confirmation

To change the **FY** and/or **Quarter** field information, click the down arrow (▾) next to the field to be changed. Click the **Save** link that is located on the far right to record any updates.

Courses Scheduled By Supervisor							
	Course Number	Course Title	Course Type	Training Status	FY	Quarter	
FY 2012							
Delete	ACQ 315	BUSINESS ACUMEN	Resident and Web Course Offerings	TBD	2012	4	Save
FY 2014							
Delete	CON 100	SHAPING SMART BUSINESS ARRANGEMENTS	Resident and Web Course Offerings	TBD	2014	2	Save
Delete	CON 111 (FED)	MISSION STRATEGY EXECUTION	Resident and Web Course Offerings	TBD	2014	2	Save
Delete	CON 112 (FED)	MISSION PERFORMANCE ASSESSMENT	Resident and Web Course Offerings	TBD	2014	2	Save

Figure 19: FY and Quarter Fields to Change

The list refreshes to display the new list.

Courses Scheduled By Supervisor							
	Course Number	Course Title	Course Type	Training Status	FY	Quarter	
FY 2012							
Delete	ACQ 315	BUSINESS ACUMEN	Resident and Web Course Offerings	TBD	2014	1	Save
FY 2014							
Delete	CON 100	SHAPING SMART BUSINESS ARRANGEMENTS	Resident and Web Course Offerings	TBD	2014	2	Save
Delete	CON 111 (FED)	MISSION STRATEGY EXECUTION	Resident and Web Course Offerings	TBD	2014	2	Save
Delete	CON 112 (FED)	MISSION PERFORMANCE ASSESSMENT	Resident and Web Course Offerings	TBD	2014	2	Save

Figure 20: Verified FY and Quarter Fields Change

Approve or Disapprove the Employee IDP

Supervisors can **Approve** or **Disapprove** Employee IDPs.

1. Add courses via the **Add Course** button or the **Import Master Development Plan** link.
2. Verify that the courses you added to the Employee's IDP display in the **Courses Scheduled by Supervisor** section.
3. Review the **Courses Scheduled by Employee** section.
4. Use the **Add Remark** textbox to provide the Employee with additional comments. If you disapprove the Plan, you must enter comments in the **Add Remark** textbox. Otherwise, the system generates an error message until you enter a comment.
5. Click the **Approve Plan** or **Disapprove Plan** button.

Process Development Plan

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

Employee Information

Name: Dee Lee Tester **Agency:** DHS **Bureau:** Office of Policy **Intern:** No

Development Plan Information

Plan Progress: employee has completed 0% (0 of 8) of courses on development plan

Plan Status: Pending Supervisor

Date Plan Last Submitted: Aug 7 2012

Date Last Processed By Supervisor:

Supervisor Comment:

Add Course

Course Type: Resident and Web Course Offerings Continuous Learning Modules

Course: Scheduled FY: Scheduled Quarter:

1

2 Courses Scheduled By Supervisor

	Course Number	Course Title	Course Type	Training Status	FY	Quarter	
FY 2014							
Delete	ACQ 315	BUSINESS ACUMEN	Resident and Web Course Offerings	TBD	<input type="text" value="2014"/>	<input type="text" value="1"/>	Save
Delete	CON 100	SHAPING SMART BUSINESS ARRANGEMENTS	Resident and Web Course Offerings	TBD	<input type="text" value="2014"/>	<input type="text" value="2"/>	Save
Delete	CON 111 (FED)	MISSION STRATEGY EXECUTION	Resident and Web Course Offerings	TBD	<input type="text" value="2014"/>	<input type="text" value="2"/>	Save
Delete	CON 112 (FED)	MISSION PERFORMANCE ASSESSMENT	Resident and Web Course Offerings	TBD	<input type="text" value="2014"/>	<input type="text" value="2"/>	Save

3 Courses Scheduled By Employee

	Course Number	Course Title	Course Type	Training Status	FY	Quarter
FY 2013						
	CON 353 (FED)	ADVANCED BUSINESS SOLUTIONS FOR MSN SUPPORT	Resident and Web Course Offerings	TBD	2013	1
	ACQ 370	ACQUISITION LAW	Resident and Web Course Offerings	TBD	2013	4
FY 2014						
	ACQ 453	LEADER AS COACH	Resident and Web Course Offerings	TBD	2014	4
	APM PRM	PROJECT RISK MANAGEMENT	Resident and Web Course Offerings	TBD	2014	4

Completed Courses

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

Add Remark

4 Please enter comments below and click the "Approve" button to approve the plan or click the "Disapprove" button to disapprove plan.

5

Figure 21: Process Development Plan – Add Course

After you complete the IDP action, the system generates a **green** text message to confirm that the IDP was successfully processed. The **Review Development Plan** window opens.



The screenshot shows a green notification bar at the top with a checkmark icon and the text: "The Individual Development Plan was successfully processed." Below this is the title "Review Development Plans". The main content area is divided into two sections. The first section is titled "Pending Development Plans" and contains a table with columns "Name", "Date Submitted", and "Employee Email". Below this table, it states "No pending development plans". The second section is titled "Processed Development Plans (Last 60 Days)" and contains a table with columns "Name", "Date Submitted", "Date Processed", "Status", and "Employee Email".

Pending Development Plans				
Name	Date Submitted	Employee Email		
No pending development plans				
Processed Development Plans (Last 60 Days)				
Name	Date Submitted	Date Processed	Status	Employee Email
Dee Lee Tester	Aug 07 2012	Aug 08 2012	Approved	D.Tester@mail.mil

Figure 22: Processed Development Plan List

Notice that the Employees IDP has moved from the **Pending Development Plans** to the **Processed Development Plans**.

To avoid long lists of Development Plans, only those processed within the last 60 days display in the list. The system populates the **Date Processed** and **Status** fields. The Employee will receive an email indicating your action.

MANAGE EMPLOYEES: CPM - SEARCH FOR DEVELOPMENT PLANS

[Related Topics](#)

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The FAITAS v.2 system provides the tools you need to search for Development Plans by using various filters. To begin the process, click the **Manage Employees** tab on the main navigation bar. A drop-down menu displays. Hover your mouse over **Career Path Management** to display a second drop-down menu. Click **Search for Development Plans**.

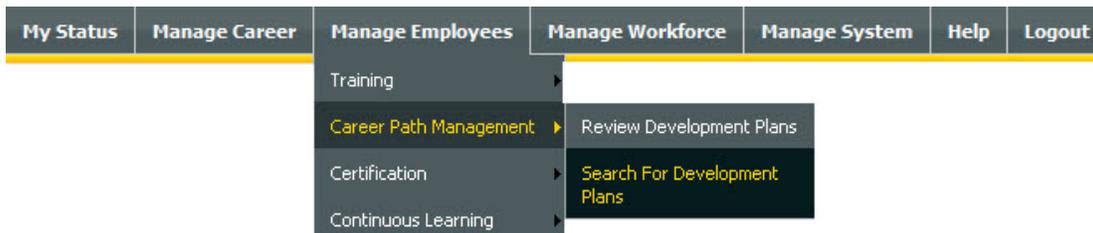


Figure 1: Search for Development Plans Menu

The **Search for Development Plans** screen opens.

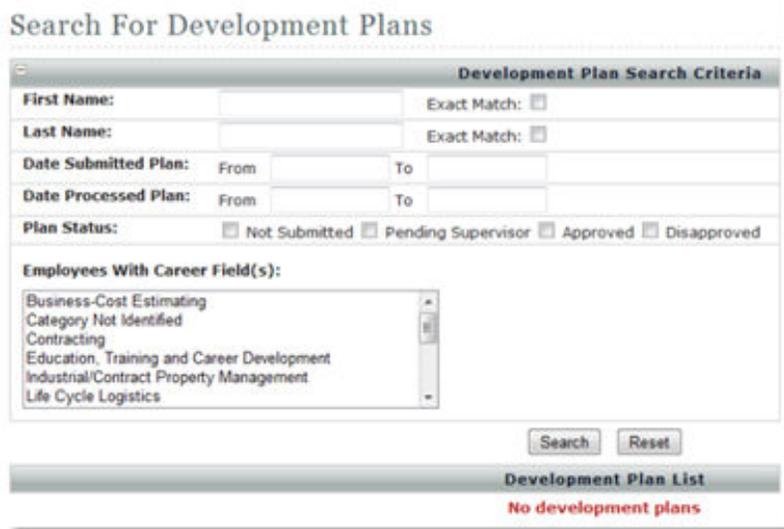


Figure 2: Search for IDPs

Notice that the system provides several filters to help you locate an individual IDP or a group of IDPs. Choose from the following options:

- Enter the **First Name** of the Employee. Indicate whether you want the system to identify an **Exact Match**.
- Enter the **Last Name** of the Employee. Indicate whether you want the system to identify an **Exact Match**.
- Enter the **Date Submitted Plan** or **Date Processed Plan** dates. The system allows you to enter date range if you are not sure about the exact date. When you click the **From** or **To** fields for either of the Date Plan categories, a calendar displays.
- Select the month, year, and day. Use the back or the next icons to select another month. You can also use the down arrow to select either another month or another year. Notice that you must select all three elements (month, year, and day) in order for the date to display in its corresponding field.
- Click a **Plan Status** option, for example, **Not Submitted**, **Pending Supervisor**, **Approved**, or **Disapproved**. Notice that it is possible to select more than one **Plan Status** option. This is particularly useful in cases where you want to search for a group of Development Plans rather than one individual's IDP.
- Select specified **Career Fields**. To select more than one **Career Field**, hold the **CTRL** button down and then use your mouse to select specific **Career Fields**.

If you need to restart the search, click the **Reset** button to refresh the screen to begin new search parameters.

Click the **Search** button to display the Development Plans that fall within the search parameters you identified. The **Development Plan List** updates.

Development Plan Search Criteria					
First Name:		Exact Match:	<input type="checkbox"/>		
Last Name:		Exact Match:	<input type="checkbox"/>		
Date Submitted Plan:	From	To			
Date Processed Plan:	From	To			
Plan Status:	<input type="checkbox"/> Not Submitted <input type="checkbox"/> Pending Supervisor <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved				
Employees With Career Field(s):	Business-Cost Estimating Category Not Identified Contracting Education, Training and Career Development Industrial/Contract Property Management Life Cycle Logistics				
Search Reset					
Development Plan List					
Employee Name	Career Field	Date Last Submitted	Date Last Processed	Plan Status	Employee Email
DanaJ.Employee	Contracting	Sep 18 2011	Sep 16 2011	Approved	DanaJ.Employee@asmr.com

Figure 3: Updated Development Plan List

MANAGE EMPLOYEES: CPM - PRINT DEVELOPMENT PLAN

[Related Topics](#)

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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.

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

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

Figure 1: Print Development Plan Link

A printer-friendly version of the Development Plan pop-up window opens.



Figure 2: Print Pop-Up Window

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

MANAGE EMPLOYEES: CERTIFICATIONS (CERT)

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TRAINING

CPM

CERT

CLP

The **Manage Employees | Certification** tab allows those with appropriate roles to process Employee Certification Requests including options to **Recommend Approval**, **Disapprove**, or **Return to Employee** for additional information.

There are many benefits of using the online Certification process including ease of use for Employees and reviewers alike. Employees can quickly generate a certification request, upload supporting documentation, and submit the application requests to the approval chain.

FAITAS v.2 automatically validates the listed required training against the Employee's training history.

The online request workflow streamlines the process, eliminates duplicate records, provides insight on where a request is in the approval process and eliminates the need to mail certifications to awardees.

MANAGE CERTIFICATION
REQUESTS

MANAGE EMPLOYEES: CERTIFICATIONS - MANAGE CERTIFICATION REQUESTS

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MANAGE CERTIFICATION REQUESTS

Supervisors **Recommend Approval** or **Disapproval** for Employee certification requests. Supervisors can return a request to an Employee for additional supporting documentation or for additional explanatory remarks. A recommended best practice for Supervisors is to regularly check their **Dashboard** for certification requests. Although FAITAS v.2 automatically sends email notifications when a request is ready to be processed, some email systems do not display those emails.

NOTE: When a Certification Request is returned to an Employee, there are two editable fields: **Attach Supporting Documentation** and the **Remarks** textbox. If, for example, a Supervisor wishes an Employee to change an **Event Type** in the request, it is recommended to **Disapprove** the request and ask the Employee to begin the process again. If, for example, additional supporting documentation is needed, it is recommended to use the **Return to Employee** option so that the Employee can upload supporting documentation for the workflow to continue.

To begin, from the Dashboard, locate the **Certification Requests Pending Your Review** section and click the **Manage Certification Requests** link or select **Manage Employees | Certification | Manage Certification Requests** to display the **Certification Request** screen.



Figure 1: Manage Certification Requests Menu

Click the **View** link for any Education, Experience, or Training supporting documentation to determine whether it is sufficient for the requested Certification.

[Certification screenshots to be added in next release.]

You must enter a comment in the **Remark** textbox if you want to choose **Disapprove** or **Return to Employee**.

Click either the **Recommend Approval**, **Disapprove**, or **Return to Employee** button to continue the workflow.

NOTE: Consider adding comments in the **Remark** textbox that may be useful to the Bureau and/or Agency Certification Managers.

Review Certification Requests

Supervisors can review pending or processed requests. To begin, select **Manage Employees | Certification | Review Certification Request** from the main navigation bar.

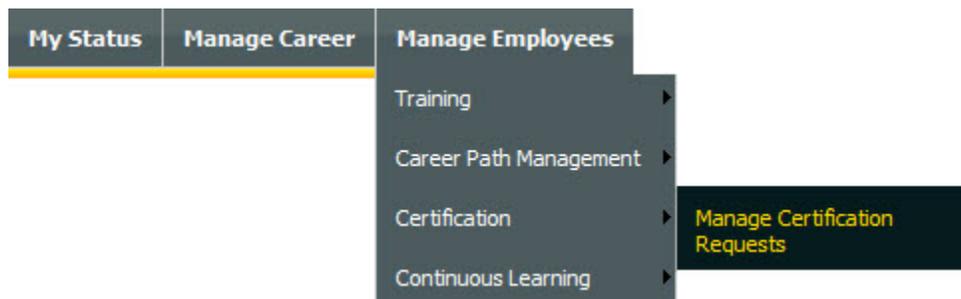


Figure 2: Manage Certification Requests

The **Manage Certification Requests** page displays either pending or processed certification requests based on the selected radio button.

1. To review pending request, click the radio button in front of **Pending** in the **List Requests** field.
2. Enter a **First Name** or **Last Name**.
3. Click the **Filter** button to apply the name parameters.
4. Click the **Clear Filter** button to clear the name parameter fields.

Manage Certification Requests

1 **List Requests:** Pending Processed

2 First Name: Last Name: 3 Filter 4 Clear Filter

Pending Certification Requests (0)				
Name	Bureau	Certification	Level	Status
No Requests.				

Figure 3: Manage Certification Requests Fields

To review processed requests, click the radio button in front of **Processed** in the **List Requests** field. After choosing **Pending** or **Processed** request, the page refreshes with an updated **Certification Requests** list. Click an Employee **Name** to display his/her certification request.

Return to Employee Notes

Supervisors can choose a **Return to Employee** option when processing **Certification Requests**. The **Return to Employee** is used when, for example, more supporting documentation is required or an explanatory remark of some type. Other fields are not available to be edited. The **Return to Employee** function cuts down on the number of **Disapprove** decisions that might have been awarded based on insufficient information.

When an Employee provides a response to a request that has been **Returned to Employee**, it goes straight to the requestor. The response does not restart the workflow. For example, a Supervisor may **Recommend Approval** but, upon continued evaluation, the BCM (next in the Certification workflow) determines that the supporting documentation is not sufficient. The BCM then selects **Return to Employee** along with a required explanation in the **Remarks** text box. Employees can only add supporting documentation or remarks. No other fields are editable. The response is returned to the BCM, as the requestor, for a decision.

MANAGE EMPLOYEE: CONTINUOUS LEARNING

[Related Topics](#)

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TRAINING

CPM

CERT

CLP

The **Manage Employees | Continuous Learning** tab allows Employees and Bureau Continuous Learning Managers to track compliance with certification continuous learning policies.

There are two CL status points: **Current**, in which Employees are attaining or have attained the required CL points with a current CL period, and **Expired**, in which Employees did not attain the required CL points within the CL period. The required number of CLPs must be earned and approved prior to the CL Period end date.

NOTE: Allowing certification to expire may impact an Employee's ability to award and/or administer contracts and programs, particularly for FAC-C and FAC-COR.

FAITAS v.2 automatically sends reminder notifications by email as the CL Period end date for each certification approaches. These reminders are sent

- 365 days (1 year) prior to the CL Period end date
- 180 days (6 months) prior to the CL Period end date
- 90, 60, 30, and 15 days prior to the CL Period end date.

Employees, Supervisors, and Bureau-level reviewers are copied on all reminder notifications. The reminder notifications stop once CL Achievement has been approved.

The goal for CL Achievement is to earn the number of CLPs required for each certification held prior to the CL Period end date. It is the Employee's responsibility to become familiar with the continuous learning requirements for each certification held, including:

- Federal policy requirements, e.g., the number of hours per CL period
- Agency-specific policy requirements, e.g., annual Ethics course
- Bureau-specific requirements, e.g., particular courses or topic areas

Once the requisite number of CLPs is earned, an Employee's records are reviewed, and a **Continuous Learning Achievement** certificate is issued. During the reviews, Supervisors and Bureau-level officials look for general plus specific requirements. Remember that Employees need to satisfy directed learning requirements in addition to have the requisite number of hours. For example, an Employee's CL Achievement request might be disapproved if requirements are missing. If a request is disapproved, an Employee will need to supplement the records and re-initiate the CL achievement request.



MANAGE POINT
REQUESTS

MANAGE ACHIEVEMENT
REQUESTS

MANAGE EMPLOYEES: CL - MANAGE POINT REQUESTS

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MANAGE POINT
REQUESTS

MANAGE ACHIEVEMENT
REQUESTS

Supervisors manage Employee's **Continuous Learning Point Requests** by **Disapproving, Recommending Approval**, or returning the request back to the Employee for more information. Depending on each Bureau's workflow, the Supervisor or Bureau CL Manager may be the final approval authority. When processing CL Point requests, Supervisors and Bureau CL Managers can adjust the final number of points awarded.

NOTE: Employees should not request approval of points earned by attending trainings they registered through FAITAS, including Defense Acquisition University (DAU) trainings. Employee records for these trainings will automatically be added to the Employee's Continuous Learning records.

To begin, select **Manage Employees | Continuous Learning | Manage Point Requests** (Figure 1) or select the **Manage Point Requests** link (Figure 2) from the **Continuous Learning Point Requests Pending Supervisor Review** widget on your Dashboard.



Figure 1: Manage Point Request Sub-Menu

Continuous Learning Point Requests Pending Supervisor Review		
Name	Date Submitted	Event Name
Dee Lee Tester	Jun 8 2012	Mobile Technology Workshop
Manage Point Requests		

Figure 2: Manage Point Requests Link from Supervisor Dashboard

NOTE: The total list of **Continuous Learning Point Requests** Employee names displays in the widget if there are only a few. Most Supervisors have a longer list of Employee requests to manage. In order not to miss any of the requests, the recommended best practice is to click the **Manage Point Requests** link so that the entire list of CLP Requests is visible.

Regardless whether you choose the Navigation Bar or the widget option, the **Manage Continuous Learning Point Requests** screen displays that provides list requests for pending or processed CLP requests.

Pending Continuous Learning Point Requests

In the **Manage Continuous Learning Point Requests** screen, the FAITAS v.2 default view displays **Pending** requests although **Processed** CLP Requests are available.

NOTE: When an Employee submits a **Continuous Learning Point Request**, FAITAS v.2 automatically sends emails to relevant stakeholders notifying them that a request was submitted. However, because these emails are system-generated, they may be rejected by your Agency/Bureau firewall. As Supervisor, be sure to check FAITAS v.2 periodically (recommended minimum is weekly) to ensure timely processing of the **Continuous Learning Requests**.

To organize a long list of requests, click any underlined **Heading** title to sort a column or filter the list by entering a **First Name** and/or **Last Name**, or filter by time with the **Timeframe** drop-down list.

Dashboard » Manage Employees » Continuous Learning » Manage Point Requests

Manage Continuous Learning Point Requests

List Requests: Pending Processed

Timeframe: 30 Days ▼

First Name: Last Name: Filter Clear Filter

Continuous Learning Point Requests (1)					
Name	Event	Event Type	Points Requested	Status	Submit Date
Dee Lee Tester	Mobile Technology Workshop	Conference or Seminar Presenter	12	Supervisor Pending	Jun 8 2012

Figure 3: Re-organizing Pending Continuous Learning Point Requests

Process Continuous Learning Point Requests

Supervisors have three options when processing a Continuous Learning Point Request: **Approve**, **Disapprove**, or **Return to Employee**. In addition to the information contained with the CLP Request, FAITAS v.2 provides more tools to support Supervisors in the decision process:

- **View Training History** includes the Employee's scheduled and/or completed trainings.
- **View Continuous Learning Progress** provides a list of events for which the Employee has already been awarded points.
- **View Event Type Information** provides a definition of each event type.
- **View Continuous Learning Point Information** includes more details about converting point values from one system to another.

NOTE: Supervisors should pay close attention to awarding points. In general, the number of points awarded should equal the number of hours spent in the event. The points awarded do not have to be the same as the **Points Requested** by the Employee.

To begin the process, click the Employee's **Name** from the **Continuous Learning Point Request** to display the **Continuous Learning Point Request** screen.

Manage Continuous Learning Point Requests

List Requests: Pending Processed

Timeframe: 30 Days ▼

First Name: Last Name:

Continuous Learning Point Requests (1)					
Name	Event	Event Type	Points Requested	Status	Submit Date
Dee Lee Tester	Mobile Technology Workshop	Conference or Seminar Presenter	12	Supervisor Pending	Jun 8 2012

Figure 4: Access Employee's Continuous Learning Point Request

Approve Continuous Learning Point Request

1. In the **Continuous Learning Point Request** screen, review the information.
2. Click **View Training History** and/or **View Continuous Learning Progress** buttons for detailed Employee training information.
3. Click **View Event Type Information** and/or **View Continuous Learning Point Information** for additional CLP support.
4. Click the **View** link under the **Action** column to review supporting documentation.
5. Click the **Approve** radio button under **Approval Information**.
6. Enter a points awarded number. If you forget to enter a number, FAITAS v.2 displays an error message.
7. Enter a **Remark**.
8. Click the **Process Request** button at the bottom of the screen.

Continuous Learning Point 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:** 5551212 **Ext:** 345

2 [View Training History](#) [View Continuous Learning Progress](#)

Event Information

Event: 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 3 [View Event Type Information](#)
Request Status: Supervisor Pending [View Continuous Learning Point Information](#)

Supporting Documentation

File Name	Description	Document Type	File Date	Action
LMS_comparison.pdf	Notes for the presentation.	Other	Jun 8 2012	View 4

Approval Information

5 Approve -- Points Awarded: 6
 Disapprove

Name/Date	Request Status
Dee Lee Tester Jun 8 2012 (Employee)	Request Submission
Dee Lee Tester Jun 8 2012 (Employee)	Request Submission

Remarks

User Name/Remark Date	Remark
Dee Lee Tester Jun 8 2012 (Employee)	Increased the number of points requested due to the additional time required post-conference.
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:
Remarks are required for return to employee and disapproval action.

Agree that the social media aspect warrants additional points. 7

937 characters remaining (limit: 1000 characters)

[Cancel](#) [Return to Employee](#) [Save Remark](#) [Process Request](#) 8

Figure 5: Approval Continuous Learning Point Request

If Supervisors are the final approval authority for your Bureau, the confirming **green** text message indicates the request was approved; otherwise, it indicates that the request was forwarded to the Bureau CL Manager.



Figure 6: Approval Confirmation Message

At times, it is more efficient for Supervisors to consider the **Return to Employee** option if there is something missing from the original Employee's CLP Request rather than processing it as a **Disapproved** CLP Request. If a Supervisor disapproves a request when the Employee might have provided clarification, the Employee will need to create a new CLP Request to restart the workflow.

Disapprove Continuous Learning Point Request

1. In the **Continuous Learning Point Request** screen, review the information.
2. Click **View Training History** and/or **View Continuous Learning Progress** buttons for detailed Employee training information.
3. Click **View Event Type Information** and/or **View Continuous Learning Point Information** for additional CLP support.
4. Click the **View** link under the **Action** column to review supporting documentation.
5. Click the **Disapprove** radio button under **Approval Information**.
6. Enter a required explanatory **Remark**. FAITAS v.2 will not process a Disapproved request without an explanation.
7. Click the **Process Request** button at the bottom of the screen.

1 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

2 [View Training History](#) [View Continuous Learning Progress](#)

Event Information

Event: Mobile Technology Workshop **Start Date:** Jun 8 2012
Event Type: Conference or Seminar Presenter **End Date:** Jun 8 2012
Event Description: Presentation
Points Requested: 12 3 [View Event Type Information](#)
Request Status: Supervisor Pending 3 [View Continuous Learning Point Information](#)

Supporting Documentation

File Name	Description	Document Type	File Date	Action
OneNoteInstructions_MG.docx	Notes for the presentation	Other	Jun 12 2012	View 4

Approval Information

5 Approve -- Points Awarded: 0
 Disapprove

Name/Date	Request Status
Dee Lee Tester Jun 12 2012 (Employee)	Request Submission

Remarks

User Name/Remark Date	Remark
Dee Lee Tester Jun 12 2012 (Employee)	Request of 12 points includes actual presentation and social media component of additional one month's activity post-workshop.

6 **Remark:**
Remarks are required for return to employee and disapproval action.

This is the second request for this event.

957 characters remaining (limit: 1000 characters)

7 [Cancel](#) [Return to Employee](#) [Save Remark](#) [Process Request](#)

Figure 7: Disapproval Continuous Learning Point Request

A **Disapprove** decision stops the workflow regardless even if the Supervisor is not the final approval authority for CLP Requests in your Bureau. The confirming **green** text message indicates the request was **Disapproved** and the Processed Continuous Learning Point Request listing refreshes with the updated Status.



The request has been disapproved.



Manage Continuous Learning Point Requests

Continuous Learning Point Requests (18)					
Name	Event	Event Type	Points Requested	Status	Submit Date
Dee Lee Tester	Mobile Technology Workshop	Conference or Seminar Presenter	12	Disapproved	Jun 12 2012

Figure 8: Disapproved CLP Request Confirmation

Return Continuous Learning Request to Employee

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 supporting documentation, a Supervisor could request that the Employee attach supporting documentation.

NOTE: The **Return to Employee** option does not allow for the Employee to edit all fields. The two fields that can be edited by the Employee are: **Attach Supporting Documentation** and the **Remarks** textbox. Other fields are not editable. If, as Supervisor, you want the Employee to select another event type, for example, it is best to **Disapprove** the request and ask the Employee to create a new CLP request with the appropriate event type.

1. In the **Continuous Learning Point Request** screen, review the information.
2. Click **View Training History** and/or **View Continuous Learning Progress** buttons for detailed Employee training information.
3. Click **View Event Type Information** and/or **View Continuous Learning Point Information** for additional CLP support.
4. Enter a required, explanatory **Remark**. FAITAS v.2 will not process a **Return to Employee** CLP Request without a comment.
5. Click the **Return to Employee** button at the bottom of the screen.

1 Continuous Learning Point Request

Employee Information

Name: Dee Lee Tester **Agency:** DHS **Bureau:** Office of Policy
Email Address: diane.jackson@asmr.com
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

2 [View Training History](#) [View Continuous Learning Progress](#)

Event Information

Event: Mobile Technology Workshop **Start Date:** Jun 8 2012
Event Type: Conference or Seminar Presenter **End Date:** Jun 8 2012
Event Description: Full day presentation with additional social media commitments
Points Requested: 12 3 [View Event Type Information](#)
Request Status: Supervisor Pending [View Continuous Learning Point Information](#)

Supporting Documentation

None

Approval Information

Approve -- Points Awarded:
 Disapprove

Name/Date	Request Status
Dee Lee Tester Jun 12 2012 (Employee)	Request Submission

Remarks

4 **Remark:**
Remarks are required for return to employee and disapproval action.

Please attach supporting documentation for this CLP request.

940 characters remaining (limit: 1000 characters)

5

Figure 9: Return to Employee Continuous Learning Point Request

A **green** text message confirms that the request was returned to the Employee and the **Processed CLP Request List** displays the updated **Returned by Supervisor Status**.

Dashboard » Manage Employees » Continuous Learning » Manage Point Requests

✔ The request has been returned to the employee. ✖

Manage Continuous Learning Point Requests

Continuous Learning Point Requests (20)					
Name	Event	Event Type	Points Requested	Status	Submit Date
Dee Lee Tester	Mobile Technology Workshop	Conference or Seminar Presenter	12	Returned by Supervisor	Jun 12 2012

Figure 10: Return to Employee Confirmation

The Employee will review and respond to the returned request. After he/she clicks the **Resubmit Request** button, the request resumes the normal workflow for an Approve/Disapprove decision.

Processed Continuous Learning Point Requests

To view **Processed** CLP Requests,

1. Click the **Processed** radio button.
2. Select a **Timeframe** from the drop-down list.
3. To filter a long list, enter a **First Name** and/or **Last Name**.
4. Click the **Filter** button.
5. The **Continuous Learning Point Requests** table displays the refreshed list of CLP Requests.

Dashboard » Manage Employees » Continuous Learning » Manage Point Requests

Manage Continuous Learning Point Requests

List Requests: Pending Processed 1 2 Timeframe: 60 Days

3 First Name: Dee Last Name: Tester 4 Filter Clear Filter

Continuous Learning Point Requests (16) 5					
Name	Event	Event Type	Points Requested	Status	Submit Date
Dee Lee Tester	CLO Leadership	Conference or Seminar Attendance	45	Approved	Apr 9 2012
Dee Lee Tester	Virtual Event	Equivalency Exam	45	Approved	Apr 9 2012
Dee Lee Tester	Zip Line Event	On-the-Job Experiential Learning	15	Disapproved	Apr 9 2012

Figure 11: List of Processed Continuous Learning Point Requests

MANAGE EMPLOYEES: CL - MANAGE ACHIEVEMENT REQUESTS

[Related Topics](#)

[Click for INSTRUCTIONS](#)

MANAGE POINT
REQUESTS

MANAGE ACHIEVEMENT
REQUESTS

Supervisors manage Employee's **Continuous Learning Achievement Requests**. They **Disapprove**, **Recommend Approval**, or **Save Remarks**. A decision of **Disapprove** stops the workflow. Depending on each Bureau's workflow, the Supervisor or Bureau CL Manager may be the final approval authority for a **Recommend Approval** decision. In some cases, Supervisors may choose to **Save Remarks** before making a final decision.

To begin, select **Manage Employees | Continuous Learning | Manage Achievement Requests** or select the **Manage Achievement Requests** link from the **Continuous Learning Achievement Requests Pending Supervisor Review** widget on your Dashboard.



Figure 1: Manage Achievement Requests Menu

The **Manage Continuous Learning Achievement Requests** screen displays.

Dashboard » Manage Employees » Continuous Learning » Manage Achievement Requests

Manage Continuous Learning Achievement Requests

List Requests: Pending Processed Timeframe: 18 Months ▾

First Name: Last Name:

Continuous Learning Achievement Requests (1)						
Name	Certification	Level	Period Begin Date	Period End Date	Achieved Date	Status
CL3 Tester3	Federal Acquisition Certification in Contracting	I	Jun 2 2011	Jun 1 2013	Feb 17 2012	Supervisor Pending

Figure 2: Manage Continuous Learning Achievement Requests

Processed Continuous Learning Achievement Requests

From the **Manage Continuous Learning Achievement Requests** screen, select the **Processed** radio button and a timeframe from the drop-down list. The table updates with the processed requests.

Dashboard » Manage Employees » Continuous Learning » Manage Achievement Requests

Manage Continuous Learning Achievement Requests

List Requests: Pending Processed Timeframe: 18 Months ▾

First Name: Last Name:

Continuous Learning Achievement Requests (1)						
Name	Certification	Level	Period Begin Date	Period End Date	Achieved Date	Status
CL3 Tester3	Contracting Officer's Representative	I	Aug 2 2011	Aug 1 2013	Feb 17 2012	Approved

Figure 3: Processed Continuous Learning Achievement Requests

For longer Achievement Request lists, Supervisors can filter by **Timeframe** and by **First Name** and/or **Last Name**. Click the **View** button next to Employee's Name of the CL Achievement request that you wish to view.

Pending Continuous Learning Point Requests

From the **Manage Continuous Learning Point Requests** screen, select the **Pending** radio button to display the list as illustrated in Figure 2.

Approve Continuous Learning Achievement Request

To approve a request, begin in the **Manage Continuous Learning Achievement Requests** screen. Click the underlined Employee's Name whose request you will process. The **Continuous Learning Point Achievement Request** screen displays.

1. Review the information, paying particular attention to the Continuous Learning Events and the points awarded. FAITAS v.2 does not currently offer functionality to edit approved Continuous Learning Achievements.
2. If you approve, click the **Approve** button.

Dashboard » Manage Employees » Continuous Learning » Manage Achievement Requests » Continuous Learning Achievement Request

Continuous Learning Achievement Request

1 Employee Information

Name: CL3 Tester3 **Agency:** DHS **Bureau:** Office Of Health Affairs
Email Address: CL3.Tester3@asmr.com
Supervisor Name: CL3 Tester3 **Supervisor Email:** CL3.Tester3@asmr.com
Job Code: 1102 **Pay Plan:** AD **Pay Grade:** 01
Career Field: Contracting **Level Required:** 3 **Level Achieved:** 1 **AWF:** Yes
Work Address: 4050 Legato Road Fairfax , VA **Work Phone:** 7036450420 **Ext:**

1 Achievement Information

Certification: Federal Acquisition Certification in Contracting **Level:** I
Continuous Learning Period: Jun 2 2011 - Jun 1 2013 **Required CLPs:** 80 **Achieved Date:** Feb 17 2012
Status: Supervisor Pending **Submission Date:** Apr 12 2012

1 Continuous Learning Events (Jun 2 2011 - Jun 1 2013)

Event Name	Event Type	Points Awarded	Start Date	End Date
July CL Workshop	Workshop Participation	10	Jul 5 2011	Jul 8 2011
CL Test	Equivalency Exam	5.5	Sep 6 2011	Sep 6 2011
CLM 031	Training (classroom or online)	4	Dec 5 2011	Jan 9 2012
Refresher Training	Conference or Seminar Attendance	90	Feb 13 2012	Feb 17 2012
Refresher Training	Training (classroom or online)	100	Feb 13 2012	Feb 17 2012
Total Points		209.5		

Action Status:

1 Remarks

Remark:
Remarks are required for disapproval action.

2

Figure 4: Approved Continuous Learning Point Achievement Request

If Supervisors are the final approval authority for your Bureau, the confirming **green** text message indicates the request was approved; otherwise, it indicates that the request was forwarded to the Bureau CL Manager.

Notice the **Status** of the **Continuous Learning Achievement Request** updates.

Manage Continuous Learning Achievement Requests

List Requests: Pending Processed

Timeframe: 18 Months ▾

First Name: Last Name:

Continuous Learning Achievement Requests (2)						
Name	Certification	Level	Period Begin Date	Period End Date	Achieved Date	Status
<u>CL3 Tester3</u>	Federal Acquisition Certification in Contracting	I	Jun 2 2011	Jun 1 2013	Feb 17 2012	Approved
CL3 Tester3	Contracting Officer's Representative	I	Aug 2 2011	Aug 1 2013	Feb 17 2012	Approved

Figure 5: Updated CL Achievement Request Status

Disapprove Continuous Learning Point Request

To disapprove a request, begin in the **Manage Continuous Learning Achievement Requests** screen. Click the underlined Employee's Name whose request you will process. The **Continuous Learning Point Achievement Request** screen displays.

1. Review the information, paying particular attention to the Continuous Learning Events and the points awarded. FAITAS v.2 does not currently offer functionality to edit approved Continuous Learning Achievements.
2. Enter a required, explanatory remark in the **Remarks** textbox. There is a 1000 character limit.
3. If you disapprove, click the **Disapprove** button.

Continuous Learning Achievement Request

1 Employee Information

Name: CL3 Tester3 **Agency:** DHS **Bureau:** Office Of Health Affairs
Email Address: CL3.Tester3@asmr.com
Supervisor Name: CL3 Tester3 **Supervisor Email:** CL3.Tester3@asmr.com
Job Code: 1102 **Pay Plan:** AD **Pay Grade:** 01
Career Field: Contracting **Level Required:** 3 **Level Achieved:** 1 **AWF:** Yes
Work Address: 4050 Legato Road Fairfax , VA **Work Phone:** 7036450420 **Ext:**

1 Achievement Information

Certification: Federal Acquisition Certification in Contracting	Level: I
Continuous Learning Period: Jun 2 2011 - Jun 1 2013	Required CLPs: 80 Achieved Date: Feb 17 2012
Status: Supervisor Pending	Submission Date: Apr 12 2012

1 Continuous Learning Events (Jun 2 2011 - Jun 1 2013)

Event Name	Event Type	Points Awarded	Start Date	End Date
July CL Workshop	Workshop Participation	10	Jul 5 2011	Jul 8 2011
CL Test	Equivalency Exam	5.5	Sep 6 2011	Sep 6 2011
CLM 031	Training (classroom or online)	4	Dec 5 2011	Jan 9 2012
Refresher Training	Conference or Seminar Attendance	90	Feb 13 2012	Feb 17 2012
Refresher Training	Training (classroom or online)	100	Feb 13 2012	Feb 17 2012
Total Points	209.5			

Action Status:

2 Remarks

Remark:
Remarks are required for disapproval action.

The CL events indicated do not yet represent the range required.

3

Figure 6: Disapproved Continuous Learning Point Achievement Request

If Supervisors are the final approval authority for your Bureau, the confirming **green** text message indicates the request was approved; otherwise, it indicates that the request was forwarded to the Bureau CL Manager.

Notice the **Status** of the **Continuous Learning Achievement Request** updates to **Disapproved** in the Processed section.

Manage Continuous Learning Achievement Requests

List Requests: Pending Processed

Timeframe: 18 Months ▾

First Name: Last Name:

Continuous Learning Achievement Requests (2)						
Name	Certification	Level	Period Begin Date	Period End Date	Achieved Date	Status
CL3 Tester3	Federal Acquisition Certification in Contracting	I	Jun 2 2011	Jun 1 2013	Feb 17 2012	Disapproved
CL3 Tester3	Contracting Officer's Representative	I	Aug 2 2011	Aug 1 2013	Feb 17 2012	Approved

Figure 7: Updated CL Achievement Request Status

Click for [INSTRUCTIONS](#)

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](#)[FAQs](#)[CONTACT US](#)[RECORD OF
CHANGES](#)

- **User Guides:** Quick Start guides for various FAITAS v.2 topics.
- **Frequently Asked Questions:** Possible FAQs include information about special accommodations, registration, course searches, certification, and transcripts.
- **User Documentation:** Help System including search functionality.
- **Contact Us:** FAI contact information.
- **Record of Changes:** Version information for this Help system.

Click for [INSTRUCTIONS](#)

USER GUIDES

FAQs

CONTACT US

RECORD OF
CHANGES

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**.

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.

NOTE: The FAITAS v.2 help system is available under the User Documentation tab. Additionally, a PDF (7.69 Mb, 114 pages) link provides an accessible version of the help system.

HELP: FREQUENTLY ASKED QUESTIONS

[Related Topics](#)

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USER GUIDES

FAQs

CONTACT Us

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CHANGES

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.

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 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.

Dashboard » Help » FAQ

Frequently Asked Questions

Search for Frequently Asked Question

Module: 1 Training

Keywords: 1

2 Search

3 How do I obtain my career field certification now that I've completed all of the training requirements?

Visit www.fai.gov/acm/who.asp and find the Acquisition Career Manager (ACM) listed next to your agency. Your ACM is an expert in agency-specific requirements for certification. They will confirm whether or not certain education/training or work-experience is relevant and able to be used toward the requirements necessary to obtain your desired/required certification. Your ACM is also familiar with equivalencies and can advise you on what training can be used in place of another class. Completed training can easily be submitted via email, along with your certificate(s) of completion as an attachment, so they may verify that you are ready to begin the application process for certification. Once the application has been processed and approved, your certificate will be issued by the ACM within your agency.

Figure 1: Frequently Asked Questions

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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.

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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 CPM functionality
September 2011	Version 1.4	System enhancements
February 2012	Version 1.5	Updated CERT functionality
August 2012	Version 2.0	Online help system; updated CPM, CERT, CLP and Report functionality