

# FEDERAL ACQUISITION INSTITUTE



**FAITAS**

FEDERAL ACQUISITION INSTITUTE  
TRAINING APPLICATION SYSTEM

# SUPERVISOR QUICK START GUIDE



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# FAITAS SUPERVISOR QUICK START GUIDE

The Federal Acquisition Institute Training Application System (FAITAS) is the avenue for all federal civilian agency Employees to electronically submit training applications and manage their career development. FAITAS also monitors and manages workforce certification requirements. In this guide, you will find quick tips on how to navigate your FAITAS Dashboard, set up your profile, and manage Employee training requests and career development. Click the **Help Desk** link located towards the top of [www.FAI.gov](http://www.FAI.gov) or the **Contact Us** option in the FAITAS v.2 **Help** menu for more information, to provide feedback, or to submit a ticket.

- 1 FAI.GOV LINK**  
The **FAI.gov** link takes you to the Federal Acquisition Institute website.
- 2 MAIN MENU**  
The main menu contains a horizontal navigation bar with various tabs.
- 3 DASHBOARD**  
The **Dashboard** is your homepage and includes a number of movable widgets. The number of widgets you see depends on your role.

## Dashboard Widgets

- 4 MY CURRENT CLASS LIST**  
My Current Class List includes the status of any training you requested that is scheduled to start within 30 days and the Apply for Training link.
- 5 ANNOUNCEMENTS**  
System-wide **Announcements**
- 6 TRANSCRIPT SUMMARY**  
**Certificates** that have been issued and your **Continuous Learning Summary** are listed. If you have not yet completed a course, your position information displays.
- 7 REQUESTS PENDING REVIEW**  
Various **Training** and/or **Certification** requests that need to be reviewed are listed along with relevant shortcut links.
- 8 IDPs PENDING YOUR REVIEW**  
Manage Employee IDPs
- 9 IDP SUMMARY**  
Status of your IDP and Development Plan link

The screenshot shows the FAITAS Supervisor Dashboard interface. At the top, there is a header with the FAITAS logo and the text 'FEDERAL ACQUISITION INSTITUTE TRAINING APPLICATION SYSTEM v.2'. A navigation bar contains links for 'My Status', 'Manage Career', 'Manage Employees', 'Manage Workforce', 'Help', 'Logout', and 'Not (First and Last Name)?'. Below the navigation bar, the breadcrumb trail reads 'FAITAS » My Status » My Dashboard'. The main content area is titled 'Dashboard' and contains several widgets:

- My Current Class List**: A table with columns for Course Title, Status, Start Date, and End Date. It displays 'No current training requests.' and includes an 'Apply For Training' link.
- Supervisor Requests Pending Your Review**: A table with columns for Course, Name, Location, Close Date, Start Date, and End Date. It displays 'No training requests await your action.'
- Manage Training Requests**: A link to manage training requests.
- Development Plans Pending Your Review**: A table with columns for Name, Date Submitted, and Employee Email. It displays 'No pending development plans' and includes a 'Review Development Plans' link.
- Announcements**: A section for system-wide announcements.
- Transcript Summary**: A section showing position data, including Job Title (Test), Career Field (Contracting), and Job Series (1102).
- IDP Summary**: A section showing IDP progress, including '0% courses completed (0 of 17 courses) on development plan', 'Plan Status: Pending Supervisor', 'Plan Last Submitted: Sep 22 2011', and 'Last Processed By Supervisor: Sep 15 2011'. It includes a 'Go to My Development Plan' link.



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## REVIEW TRAINING REQUESTS

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There are two ways to access pending Employee training requests. From the Dashboard, click the **Manage Training Requests** link or follow the main navigation tabs: **Manage Employees | Training | Review Training Requests**.

1. In the **Pending Requests for Supervisor** screen, click the Employee's name to open the **Review of [Course Title] Request for [Employee's Name]**.
  2. View the training offering information about the specific training being requested by the Employee.
  3. Click the **View Training History** link to see the Employee's past and present training requests.
  4. Check to ensure that the Employee meets any prerequisite requirements.
  5. Enter comments in the **General Remark** textbox. These comments will be seen by the Employee. If you are disapproving the training request, you must enter a remark. If you are approving the request, no comment is necessary.
  6. Click the **Add Remark** button to save your comments.
  7. Choose either the **Forward to Training Manager** (or Registrar if there is no Training Manager assigned) or **Disapprove Request** button.
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## ADD COURSES

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Supervisors can add individual courses to an Employee's IDP. Access the CPM module by selecting **Manage Employees | Career Path Management | Review Development Plans** or click the **Review Development Plans** link on your Dashboard.

1. Click the Employee's name to open the **Process Development Plan** window.
2. In the **Add Course** section, select the radio button next to either **Resident and Web Course Offerings** or **Continuous Learning Modules** course types.
3. Select a **Course** from the drop-down list.
4. Click the down arrow from the required **Scheduled FY** and **Scheduled Quarter** fields to select the fiscal year and quarter for the Employee to take the course.
5. Click the **Add Course** button. A **green** text message confirms that the course was successfully added and the **Courses Scheduled by Supervisor** section refreshes to display the revised course listing.



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## IMPORT A MASTER DEVELOPMENT PLAN (MDP)

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Supervisors can import an MDP to an Employee's IDP. Access the CPM module by selecting **Manage Employees | Career Path Management | Review Development Plans** or click the **Review Development Plans** link on your Dashboard.

1. Click the Employee's name to open the **Process Development Plan** window.
2. From the **Select a Plan to Import** window, enter a key word, such as "education," in the **Filter Plans** field to display a shorter list of MDPs.
3. Click the **Select** link next to the Plan that you want to import.
4. Review the course listing from the **Import Master Development Plan** window. Click the checkbox next to each of the courses that you want to include in the import process.
5. Select a required **Fiscal Year (FY)** and **Quarter** for each of the selected course.
6. Click the **Import Plan** button.
7. A **green** text message confirms that the MDP was successfully added and the **Courses Scheduled by Supervisor** section refreshes to display the revised course listing.

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## SEARCH FOR DEVELOPMENT PLANS

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Supervisors can search for Employee IDPs. Access the CPM module by selecting **Manage Employees | Career Path Management | Search for Development Plans**.

1. In the **Search for Development Plans** window, select at least one of the following filters to help you locate an individual IDP or a group of IDPs.
  - Enter the Employee's **First Name**.
  - Enter the Employee's **Last Name**.
  - Enter the **Date Submitted Plan** or **Date Processed Plan** dates.
  - Click a **Plan Status** option, for example, **Pending Supervisor, Approved, or Disapproved**. Notice that it is possible to select more than one **Plan Status** option.
  - Select specified **Career Fields**. Hold the CTRL button down and use your mouse to select more than one **Career Field**.
2. Click the **Reset** button to refresh the screen. Click the **Search** button to display the Development Plans that fall within the selected search parameters. The **Development Plan List** updates with the revised listing.



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## REVIEW DEVELOPMENT PLANS

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Employees submit their **Individual Development Plans (IDPs)** to Supervisors for review. To act on an Employee's IDP, access the CPM module by selecting **Manage Employees | Career Path Management | Review Development Plans** or click the **Review Development Plans** link on your Dashboard.

1. To process a **Pending Development Plan**, click the Employee's name to open the **Process Development Plan** window.
2. Add courses via the **Add Course** button or the **Import Master Development Plan** link. Refer to the **Add Course** or **Import MDP** sections of this Quick Start Guide for more details.
3. Make further adjustments in the Employee IDP by deleting courses or adjusting the **FY** or **Quarter** fields. Enter comments to the Employee in the **Add Remark** textbox. If you **Disapprove the Plan**, you must enter a comment.
4. Select the **Approve Plan** or **Disapprove Plan** button.

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## MANAGE CERTIFICATION REQUESTS

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Supervisors recommend approval or disapproval for Employee certification requests. Supervisors also can return a request to an Employee for additional supporting documentation or clarification. One way to **Manage Certification Requests** is through your Dashboard. Another way is through the main navigation bar: **Manage Employees | Certification | Manage Certification Requests**.

1. From the Dashboard, locate the **Certification Requests Pending Your Review** section.
2. Click either the Employee Name or the **Manage Certification Requests** link to open the Certification Request window.
3. Click the **View** link for any Education, Experience, or Training supporting documentation to determine whether it is sufficient for the requested Certification.
4. Enter a comment in the **Remark** textbox if you want to recommend disapproval or return the request to the Employee for additional documentation.
5. Click either the **Recommend Approval**, **Recommend Disapproval**, or **Return to Employee** button to continue the workflow.



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## REVIEW CERTIFICATION REQUESTS

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

1. The **Manage Certification Requests** page displays either pending or processed certification requests depending on the selected radio button.
2. To review pending requests, click the radio button in front of **Pending** in the **List Requests** field.
  - Enter a **First Name** or **Last Name**.
  - Click the **Filter** button to apply the name parameters.
  - Click the **Clear Filter** button to clear the name parameter fields.
3. To review process requests, click the radio button in front of **Processed** in the **List Requests** field. Follow the steps in #2 above to apply name parameters. For **Pending** or **Processed** requests, click the Employee Name to view the certification request.
4. In the **Employee's Certification Request**, click the **View Employee Certifications** or **View Training History** buttons.

## APPROVE CONTINUOUS LEARNING POINT REQUEST

Agency policy determines final approval authority. Approval authorities may adjust the final number of points awarded. Note that Supervisors can access pending Learning Point Requests from their Dashboard or the main navigation bar under **Manage Employees | Continuous Learning | Manage Point Requests**.

1. Within the Dashboard under the **Continuous Learning Point Requests Pending Supervisor** widget, click **Manage Point Requests**. In the **Manage Continuous Learning Point Requests** screen, click the Employee's name whose request you will process.
2. In the **Continuous Learning Point Request** screen, review the information, click the **Approve** radio button under **Approval Information**, enter a points awarded number, and click the **Process Request** button at the bottom of the screen.
3. If Supervisors are the final approval authority, the confirming text message indicates the request was approved, otherwise, it indicates that the request was forwarded to the Bureau CL Manager.



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## DISAPPROVE CONTINUOUS LEARNING POINT REQUEST

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Agency policy determines final approval authority. Note that Supervisors can access pending Learning Point Requests from their Dashboard or the main navigation bar under **Manage Employees | Continuous Learning | Manage Point Requests**.

1. Within the Dashboard under the **Continuous Learning Point Requests Pending Supervisor** widget, click **Manage Point Requests**. In the **Manage Continuous Learning Point Requests** screen, click the Employee's name whose request you will process.
2. In the **Continuous Learning Point Request** screen, review the information, click the **Disapprove** radio button under **Approval Information**. Enter a required explanation for the **Disapprove** decision in the **Remarks** textbox and click the **Disapprove** button. If Supervisors are the final approval authority for your Bureau, the confirming text message indicates the request was disapproved, otherwise, it indicates that the request was forwarded to the Bureau CL Manager.

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## RETURN CONTINUOUS LEARNING REQUEST TO EMPLOYEE

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Agency policy determines final approval authority. Note that Supervisors can access pending Learning Point Requests from their Dashboard or the main navigation bar under **Manage Employees | Continuous Learning | Manage Point Requests**.

1. Within the Dashboard under the **Continuous Learning Point Requests Pending Supervisor** widget, click **Manage Point Requests**.
2. In the **Manage Continuous Learning Point Requests** screen, click the Employee's name whose request you will process.
3. In the **Continuous Learning Point Request** screen, review the information, enter a required explanation for the **Return to Employee** decision in the **Remarks** textbox and click the **Return to Employee** button.
4. 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.



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## APPROVE ACHIEVEMENT REQUEST

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Agency policy determines final approval authority. Note that Supervisors can access pending Achievement Requests from their Dashboard or the main navigation bar under **Manage Employees | Continuous Learning | Manage Achievement Requests**.

1. Within the Dashboard, under the **Continuous Learning Achievement Requests Pending Supervisor Review** widget, click **Manage Achievement Requests**.
2. In the **Manage Continuous Learning Achievement Requests** screen, click the Employee's name Achievement request you will review.
3. Review the CL Achievement Request. Pay particular attention to the Points Awarded number. Click the **Approve** button if you are the final approval authority for your Bureau or **Recommend Approval** if your Bureau has a Bureau CL Manager.
4. Depending on your Bureau's workflow, the confirming text indicates the request was approved or forwarded to the Bureau CL Manager.

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## DISAPPROVE ACHIEVEMENT REQUEST

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Agency policy determines final approval authority.. Note that Supervisors can access pending Achievement Requests from their Dashboard or the main navigation bar under **Manage Employees | Continuous Learning | Manage Achievement Requests**.

1. Within the Dashboard, under the **Continuous Learning Achievement Requests Pending Supervisor Review** widget, click **Manage Achievement Requests**.
2. In the **Manage Continuous Learning Achievement Requests** screen, click the Employee's name whose Achievement request you will review.
3. Review the CL Achievement Request. Enter a required explanation in the **Remarks** textbox, and click the **Disapprove** button if you are the final approval authority for your Bureau or **Recommend Disapproval** if your Bureau has a Bureau CL Manager.
4. Depending on your Bureau's workflow, the confirming text indicates the request was disapproved or forwarded to the Bureau CL Manager.