FEDERAL ACQUISITION INSTITUTE

FAITAS | **FEDERAL ACQUISITION INSTITUTE TRAINING APPLICATION SYSTEM**

EMPLOYEE ROLE

QUICK START GUIDE

Version 15.1

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PREPARING TODAY'S WORKFORCE FOR TOMORROW'S CHALLENGES

TABLE OF CONTENTS

The Federal Acquisition Institute Training Application System (FAITAS) is the avenue for all federal civilian agency Employees to electronically manage their career development. In this Quick-Start guide, you will find quick tips on how to set up your profile, find courses, register for training – both resident and online -- and manage your Individual Development Plan (IDP). For more information, to provide feedback, or to submit a ticket, visit the Help Desk online at http://www.fai.gov/help-desk, or use the **Contact Us** option in the FAITAS **Help** menu.

QUICK START INSTRUCTIONS: Click a task name to access the Quick Start description and steps.

1. Certificate Error Message
2. Register for First Time Users
3. Set Up Account
4. Set Up Profile
5. View Frequently Asked Questions (FAQs)
6. Login
7. Logout
8. Review My Dashboard Features
9. My Portfolio: Upload Documentation
10. Complete End-of-Course Survey
11. Search for Training Options
12. Search for Training: Course Catalog
13. Create New Training Requests
14. Register for LMS* Online Course
15. Cancel LMS* Online Reservation
16. Launch LMS* Online Course
17. Resume LMS* Online Course
18. Access Training Completion Certificate
19. Submit IDP for Approval
20. View My Individual Development Plan (IDP)
21. Edit My Individual Development Plan (IDP)
22. Import Master Development Plan (MDP)
23. Submit a Certification Request
24. Review/Print My Certifications
25. Add Specializations/New Agency Rqmts Request
26. View Specializations/New Agency Rqmts Request Status
27. Request Continuous Learning Points
28. View Continuous Learning Point Requests
29. Continuous Learning: Respond to “Return to Employee” Request
30. Submit Achievement Request
31. Respond to Warrant Invitation
32. Warrant: Respond to “Return to Employee” Request
33. Print Warrant
34. Respond to Equivalency Invitation
35. Submit Equivalency Request
36. Respond to Course Fulfillment Invitation
37. Submit Course Fulfillment Request
38. Fulfillment/Equivalency: Respond to “Return to Employee” Request
39. Check Course Fulfillment/Equivalency Requests
40. Acquisition Program Assignments
41. Add/View Acquisition Program Assignments
42. Edit Acquisition Program Assignments
43. Remove Acquisition Program Assignments

LMS*=Learning Management System. Most online courses are available from DAU; however, some online courses are now available from within FAITAS so that users do not have to go outside FAITAS to take the course.

CERTIFICATE ERROR MESSAGE

If you experience technical difficulties accessing FAITAS while logged onto a Government network, please provide your IT Department with the following details.

1. 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, or Chrome 12.x
2. To download the new DOD Certificates, enter this URL in your browser: http://dodpki.c3pki.chamb.disa.mil/rel3_dodroot_2048.p7b.
3. A **File Download** screen opens. Click **Open**.
4. When the new **Certificates** screen displays, left-click the C:\DOCUMENTS AND SETTINGS folder and then double left-click the Certificates folder.
5. Scroll to the bottom and double-click the last certificate in the list: **DoD Root CA2** and click **Install Certificate**.
6. 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.
7. Finally, click the **Finish** button to install the certificate.

NOTE: After you install the Root CA2 certificate, add the FAITAS home page to your trusted site list. Note that if technical updates are completed in the future, you may need to reinstall the certificate.

REGISTER FOR FIRST TIME USERS

First-time users of FAITAS 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** screen opens. Read the message.
3. Click the **I Agree** button to open the FAITAS Login screen.
4. Click the **Register Here** link to open the **Email Information** screen.
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.
7. 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.

SET UP ACCOUNT

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

1. Hover your mouse over the **My Status** tab. Click **Account** to display the **Update Account** screen.
2. Notice that FAITAS 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 security 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.

SET UP PROFILE

All FAITAS users should keep their profiles up-to-date because information from the profile auto-populates applications, thereby saving user's time and effort. **NOTE:** FAITAS Account holders with non-U.S. Duty Stations will be required to enter unique State (AA, AE, or AP), Zip Code (00000), and Pay-Plan (F) information in the appropriate.

1. To begin, hover your mouse over the **My Status** tab. Click **Profile** to display the **Update [Employee Name] Profile** screen. Notice that FAITAS pre-fills some fields.
2. Complete or update all required information. (*Refer to the "New! Additional Profile Information" for Acquisition Workforce (AWF) programs details.) The SSN is used to ensure successful migration of training records from other government Learning Management and Training application System – it is the only unique identifier for other government systems. If you do not wish to provide your SSN, exploring other training options through approved equivalent providers is recommended.
3. In the **Supervisor Information** section, click the **Select User** button to identify a Supervisor. To use all FAITAS functions, you must designate a Supervisor. If your Supervisor does not have an account, ask your Supervisor to create 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**.

NOTE: Foreign Service Nationals who do not have a valid U.S. Social Security Number may request an Employee Identification Number (EIN) by contacting the ATRRS Help Desk (Ahelp@asmr.com) and entering "EIN Request" in the subject line. Include your Name, Agency, and Duty Status in the email body and click Send. Someone will contact you within 72 hours of receiving the email.

VIEW FREQUENTLY ASKED QUESTIONS (FAQs)

The FAQ function includes a list of frequently asked questions concerning special accommodations, registration, course certification, transcripts, etc. To access the FAQ section, hover your mouse over the **Help** tab. Click the FAQ function to open the **Frequently Asked Questions** screen.

1. To narrow the search parameters, filter the questions:
   - 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 any question to see the associated response.

LOG IN

FAITAS system 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** screen opens. Read the message. Click the **I Agree** button to open the FAITAS Login screen. Enter your email address and password. Click the **Login** button.
3. If you forgot your password, click the **Forgot Your Password** link to reset your password and login to an existing account.
4. If this is your first time accessing FAITAS, a **Notice to First Time Users** screen opens after you select the **Login** button. If you have accessed FAITAS before, your Dashboard displays after you select the **Login** button.

LOGOUT

1. To log off FAITAS, click the **Logoff** tab on the main navigation bar.
2. Green verification text displays along with the **U.S. Government (USG) Information System (IS)** message.
3. To log out of FAITAS completely, close your browser.

EMPLOYEE QUICK START GUIDE

Return to Table of Contents

The Dashboard or FAITAS homepage, contains a number of movable widgets. Some widgets also include links to key function areas. Available widgets include: **My Notifications**, **My IDP Status**, **My Continuous Learning Status**, **My Agency Resources**, **FAITAS Announcements**, and **My Training.**

FAI.gov links to the **Federal Acquisition Institute** website.

The main menu contains a horizontal navigation bar with various tabs. The number of tabs varies according to your FAITAS role.

My Notifications displays notifications regarding tasks that are pending action.

My Individual Development Plan (IDP) Status displays information regarding an individual's development plan.

My Continuous Learning Status displays information regarding Continuous Learning certifications.

My Agency Resources displays links to agency-specific resources.

FAITAS Announcements displays system-wide FAI announcements.

My Training displays any current training requests, regardless of status.

MY PORTFOLIO: UPLOAD DOCUMENTATION

As part of career development management, Employees upload résumés, certificates of completion, letters, etc., as supporting documentation during the request process. The FAITAS Portfolio, available during the request process, provides an efficient way for Employees to manage documentation uploads. When uploading, the maximum file size per upload is 4 Mb. **NOTE:** For more detailed information about the Portfolio, consult the Portfolio Quick Start Guide located under the Help tab in the main navigation bar.

1. Click the **Attach Supporting Documentation** link.
2. Select the **Upload Document** tab. Click the **Browse** button, select a file from your directories, click the **Open** button, select the **Category** from the drop-down list, enter a **File Description**, and click the **Attach** button to upload the file. **NOTE:** If you have already uploaded a document and it is located in your Portfolio, click the checkbox in front of the file name to attach it to your current request.
3. The name of the file will display under **Supporting Documentation**. Others who view your request will be able to view the supporting documentation files.
4. The process can be repeated for each supporting document that needs to be uploaded.

COMPLETE END-OF-COURSE SURVEY

The integrated survey module within FAITAS allows surveys to be assigned to specific courses. These surveys are then sent to participants on the last day of their class. Employees will receive email notification when a survey has been assigned to them.

NOTE: In some cases, you may not have access to your **Training Completion Certificate** if you have not completed your survey. Regardless of when you completed the course, as long as an end-of-course survey is tied to the course, you will need to complete the survey. If access to a course completion certificate is tied to survey completion, you will have access to the completion certificate upon finishing the survey, or, if there is no longer a survey tied to the course, your course completion certificate will become available.

1. To access pending and/or completed surveys, select **Manage Career | Survey | View My Surveys**.
2. In the **View My Current Surveys** screen that displays, pending surveys should be visible.
3. Click the **Take the Survey** button.
4. To view finished surveys, click the **Completed** tab.

SEARCH FOR TRAINING OPTIONS

To search for a training option, select **Manage Career | Training | Search for Training** or select the **Search for Training** button on the **My Training** widget located in the FAITAS Dashboard screen. The **Course Search** screen opens. **NOTE:** Another search for training option is to use the **Course Catalog** by navigating to **Manage Career | Training | Course Catalog**. If instructions are needed, consult the **Course Catalog** steps in this Quick Start guide.

Standard Search: Under **Standard** Search, click the **Order by Course Title** or **Order by Course Number** radio button for a course type to activate a course drop-down list. Select a course and click the **Submit** button.

Advanced Search: Click **Advanced Search** to search for training by **Location**, **Teaching School**, **Course,** or **Start Date Range**. Enter search criteria in at least one of the fields, and click the **Search** button to open a list of matching courses. Select a **Course** by clicking on its name.

Key Word Search: Click one of the **Key Word Search** options to search for courses by key words. Enter a key word in the search field to activate the **Course** drop-down list. Select a course and click the **Submit** button.

Search by Course Abbreviation: Click **Search by Course Abbreviation**. Select a **Course Abbreviation** from the drop-down list to activate the **Select Course** drop-down list. Choose a course and click the **Submit** button.

Depending on the type of course, either the **Locations for [Course Title]** or the **Create New Training Request for [Course Title]** screen opens.

SEARCH FOR TRAINING: COURSE CATALOG

Another option to search for training is to use the **Course Catalog**. This option allows you to filter on the **Teaching School**. All courses – resident and web-based – are viewable. Use this catalog to search for courses when you wish to view course details in the search results before you submit a training request.

1. Navigate to **Manage Career | Training | Course Catalog**.
2. Select a school from the **Teaching School** drop down list and click the **View Catalog** button. The **Course Catalog** screen updates with a listing of offered courses and the class schedule. **NOTE:** Some FAI online courses are available from the FAITAS LMS. Their course title will have FAC and FED in the title name, e.g., FAC 006 (FED).
3. Use the **Next** button or the **Filter** field to identify the course you wish to view.
4. Click the **Course Number** to view the course description (if available). Click the **blue** "i" icon located on the right side of the **Course Title** yellow bar to display a modal window that includes the **Course Details**, **Course Scope**, **Prerequisites,** and **Teaching School Notice** (if available) for the selected course. To return to the **Course Catalog** screen, close the modal window.
5. Click the **Apply** button to create a new training request.

CREATE NEW TRAINING REQUESTS

The **Create New Training Request** form contains pre-populated information from the Employee Profile. To update profile information, go to **My Status | Profile**.

1. Some courses have prerequisites that are indicated in the course specific information. In order to avoid any process delays, ensure that you have completed all the necessary prerequisites before you submit your training request.
2. Through the Search function or Course Catalog, locate the training you wish to take. **NOTE:** Refer to the **Search for Training** or Course Catalog instructions in this Quick Start Guide for steps to locate training. Once training is selected, review the prerequisites, select a location, and choose a class section.
3. The **Create New Training Request** form contains specific class information. View the **Training Remarks** section for any prerequisite information. Each Agency develops its own **No Show** and **Cancellation** policies. View the available links to review the policies.
4. Enter any information about your training request or course prerequisites in the **General Remark** textbox, or use the **Attach Supporting Documentation** link in the **Supporting Documents** section to attach files.
5. Click the **Submit Request** button when your request is complete to forward your training request to your Supervisor.
6. If your Supervisor approves the request, it is automatically forwarded to the Training Manager and/or Registrar, who is the final approval authority for training requests.

REGISTER FOR LMS* ONLINE COURSE

Once an Employee submits a training request for an online course, it is automatically approved on a rolling admission basis. Employees with a Reservation will be able to immediately access their course. To begin, select **Manage Career | Training | Search for Training** or the **Apply for Training** link located on your Dashboard **My Training** widget.

NOTE: LMS* = Learning Management System. Most online courses are available from DAU; however, some online courses are now available from within FAITAS so that users do not have to go outside FAITAS to take the courses.

1. Through the **Search** function or **Course Catalog**, locate the training you wish to take. **NOTE:** Refer to the **Search for Training** or **Course Catalog** instructions in this Quick Start Guide for steps to locate training offerings. The **Create New Training Request for [Course Title]** displays. Pay close attention to prerequisites. If you have not met the prerequisites, the training request may be forwarded to the Registrar for additional review.
2. Enter any information about your training request or course prerequisites in the **General Remark** textbox.
3. Click the **Submit Request** button. LMS Training Requests are automatically approved unless you have not met the prerequisites. Green verification text displays.

CANCEL LMS* ONLINE RESERVATION

Employees can submit a cancellation request **ONLY** for an online course with a status of **Reservation** or **Wait** and the course must be part of the FAITAS LMS offering. Cancellation Requests cannot be submitted for courses that Employees have already started. **NOTE:** If needed, Employees can re-enroll if the cancellation request was made in error.

NOTE: LMS* = Learning Management System. Most online courses are available from DAU; however, some online courses are now available from within FAITAS so that users do not have to go outside FAITAS to take the courses.

1. Navigate to the **My Training** widget on the Dashboard.
2. Click the **Course Title** of the reservation to be cancelled.
3. Click the **blue Submit Cancellation Request** located at the top of the modal window.
4. In the **Create Cancel Training Request for** [**Course Title**] screen, scroll to the **Cancel Request** Information section. Select a code from the **Cancel Reason Code** drop-down list. **NOTE:** If you select, "**Other**," you must enter a **Cancellation Remark**.
5. Click the **Submit Cancel Request** button.
6. Navigate to the **My Training** widget on the Dashboard to verify the reservation is not present.

LAUNCH LMS* ONLINE COURSE

There are several ways to launch an LMS course for which you have a reservation: from the Dashboard or the main navigation bar. The instructions for both options are listed below.

NOTE: LMS* = Learning Management System. Most online courses are available from DAU; however, some online courses are now available from within FAITAS so that users do not have to go outside FAITAS to take the courses.

1. Navigate to the **My Training** widget on the Dashboard.
2. Click the **Course Title** that you wish to launch. Once you start the course, the icon will change from a blue/white arrow to an hourglass and the **Start Date** updates from "N/A" to the date you enter the course.
3. Click the **Start Course** button.

OR

1. Navigate to **Manage Career | Training | My Training Requests** from the top navigation bar.
2. Locate the course you wish to launch. Once you start the course, the icon will change to an hourglass.
3. Click the **Start Course** button located under the **FAITAS LMS**: **Action** column in the **Previous Training Requests** table.

RESUME LMS* ONLINE COURSE

Employees can resume their online course from the **My Training** widget on the Dashboard or the main navigation bar. These instructions include both options.

NOTE: LMS* = Learning Management System. Most online courses are available from DAU; however, some online courses are now available from within FAITAS so that users do not have to go outside FAITAS to take the courses.

1. Navigate to the **My Training** widget on the Dashboard.
2. Click the **Course Title** that you wish to resume.
3. Click the **Resume Course** button.

OR

1. Navigate to **Manage Career | Training | My Training Requests** from the top navigation bar.
2. Locate the course you wish to resume.
3. Click the **Resume Course** button located under the **FAITAS LMS**: **Action** column in the **Previous Training Requests** table.

ACCESS TRAINING COMPLETION CERTIFICATE

If a Courses Completion is available for your course, follow these instructions to view and/or print the certificate.

1. Navigate to **Manage Career | Training | My Training Completion Certificates**.
2. To view or print a copy of your completion certificate, click the icon located to the left of the course you completed to open the PDF file.
3. In some cases, you must complete an end-of-course survey before the completion certificate will be available. If that is the case, a yellow icon (?) will display. Once you complete the survey, the **Completion Certificate** will be available.

SUBMIT INDIVIDUAL DEVELOPMENT PLAN (IDP) FOR APPROVAL

After completing IDPs by adding courses or importing an MDP, Employees must submit IDPs to Supervisors as the first step in the approval process. To submit your IDP for approval, access the CPM module by selecting **Manage Career | Career Path Management | My Development Plan** or select the **My Development Plan** link from your Dashboard.

1. Select the **Edit Development Plan** link in the top right corner to open the **Edit My Development Plan** page.
2. In your IDP, review the **Courses Scheduled by Employee** selection.
3. Delete any courses that you do not want to include in the IDP by selecting the **Delete** link next to the **Course Number**.
4. To change the **Fiscal Year (FY)** or **Quarter**, use the corresponding drop-down lists. Click the **Save** link. The course list refreshes and re-orders the list based on **FY** and **Quarter** changes. Notice that you must make **FY** and **Quarter** changes to each course individually.
5. When the IDP is completed, click the **Resubmit Plan** button to send it to your Supervisor for review.
6. Once submitted, you cannot edit your IDP until your Supervisor reviews and processes it.

VIEW MY INDIVIDUAL DEVELOPMENT PLAN (IDP)

The **Career Path Management (CPM)** module provides a process for managing your career through an Individual Development Plan (IDP) that Employees create and send to Supervisors as the first step in the approval process. To access the CPM module, select **Manage Career | Career Path Management | My Development Plan** or select the **My Development Plan** link from your Dashboard.

1. The **Employee Information** section pre-populates with your **Personal Profile** information.
2. The **Development Plan Information** displays a **Plan Progress** graphic, your **Plan Status**, **Date Plan Last Submitted**, **Date Last Processed by Supervisor**, and **Supervisor Comments**.
3. Notice that the courses listed in your IDP are those that you or your Supervisor selected.
4. To begin the registration process for any course listed in your Development Plan, click its **Course Number**.

EDIT MY INDIVIDUAL DEVELOPMENT PLAN (IDP)

Employees can develop their own plans or import Master Development Plans (MDP). To edit your IDP, access the CPM module by selecting **Manage Career | Career Path Management | My Development Plan** or select the **My Development Plan** link from your Dashboard.

1. Select the **Edit Development Plan** link in the top right corner.
2. In the **Add Course** screen, 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 during which you plan to take the course.
5. Click the **Add Course** button. The **Edit My Development Plan** screen refreshes to display the revised course listing.

IMPORT A MASTER DEVELOPMENT PLAN (MDP)

Employees can import a Master Development Plan (MDP). MDP Managers create Agency MDPs. MDP Administrators create Global MDPs that are available to all Employees. To import an MDP, access the CPM module by selecting **Manage Career | Career Path Management | My Development Plan** or select the **My Development Plan** link from your Dashboard.

1. Select the **Edit Development Plan** link in the top right corner to open the **Edit My Development Plan** page.
2. Click the **Import Master Development Plan** link in the top right corner to open the **Select a Plan to Import** screen.
3. To filter the **Master Development Plans** list, enter a key word, such as “education,” in the **Filter Plans** field and click **Reset**.
4. Click the **Select** link next to the Plan that you want to import.
5. Review the course listing. Click the checkbox next to each of the courses that you want to import.
6. Select the **Fiscal Year (FY)** and **Quarter** during which you plan to complete each course.
7. Click the **Import Plan** button.
8. The **Edit My Development Plan** refreshes to include the selected courses from the imported MDP.

SUBMIT A CERTIFICATION REQUEST

Employees can request certifications. To ensure the process goes more smoothly, have electronic versions of supporting documentation to hand to upload. Documents uploaded to the Education section should be those resulting from formal education—for example, transcripts. Completion certificates for mandatory training courses in certification curriculum should be uploaded to the Training section. **Note: *If you change your Bureau in your profile, Certification requests in progress will terminate but you will be able to resubmit according to your new Bureau's workflow.*** To begin, select **Manage Career | Certification | My Certification Requests**.

1. The **Certification Requests for [Employee Name]** opens. Click the **Add Certification Requests** link. The **New Certification Request** screen opens. Select a **Certification** and **Level** from the appropriate drop-down lists. Click the **Next** button. ***Note: When applying for a FAC-C Certification, you will need to select "Legacy" or "Refresh" requirements until 9/30/2015.***
2. The **New Certification Request** screen opens to display the Requirements section. Carefully review the Education, Experience, and Training sections. In some cases supporting documentation is required. In other cases, it is optional.
3. To upload documentation, click the **Attach Supporting Documentation** link and follow the **My Portfolio** instructions.
4. Click each checkbox next to Education, Experience, and Training **AFTER** you upload your supporting documentation.
5. Read and, if true, check the box for the **Employee Statement**.
6. Click the **Submit Request** button. Green verification text displays.
7. Click the **Close** button to return to the **Certification Requests for [Employee Name]** screen. Check the **Pending/Unsubmitted Requests** table to view the status of each request.

REVIEW/PRINT MY CERTIFICATIONS

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

1. The **Certifications History for [Employee Name]** screen opens.
2. Click the Certification title to open a **File Download** dialogue that asks whether you want to Open or Save the PDF file.
3. Click the **Open** button.
4. A PDF of the Certification opens.
5. Use the PDF navigation to print or save a copy of your Certificate.
6. If you notice an error in your Certification list, contact the **Certification Manager** link that is listed on the **Certifications History for [Employee Name]** screen.

ADD SPECIALIZATIONS/NEW AGENCY RQMTS REQUEST

Employees can request Specializations for any Certification in a current status. Continuous Learning is tied to the base Certification level so it **CANNOT** be applied to a specialization request. If your Agency has not yet established certification requirements beyond the Federal-wide "FAC" programs, no additional specializations will be available. To begin, select **Manage Career | Certification | My Certification Requests**.

1. In the **Certification Requests for [Employee Name]** screen, click the **Add Specialization/Agency Rqmts Request** button.
2. In the **New Specialization/Agency Rqmts Request** screen, click the **Add Request** button located on the right side under the **Action** column of the specialization you wish to add. **NOTE:** *If no specializations display, none are available for your Agency.*
3. In the **Specialization/Agency Rqmts Request** screen, review the requirements and upload required supporting documentation.
4. Click the boxes in front of **Experience** and **Training**.
5. Read the **Employee Statement** and check the box if true. FAITAS cannot process the request unless the box is checked.
6. Click the **Submit** button. Notice that the **Certification Requests for [Employee Name**] table updates with a **Supervisor Pending** status.
7. **Green** verification text displays. Click the **Close** button to return to the **Certification Requests for [Employee Name]** screen. Employees can edit or withdraw any specialization request that has not been acted upon by their Supervisor.

VIEW SPECIALIZATIONS/AGENCY RQMTS REQUEST STATUS

There are several ways for Employees to view their specialization request status.

1. Select **Manage Career | Certification | My Certifications** from the top navigation bar. In the **Certification Requests for [Employee Name]** screen, click the **Specialization/Agency Rqmts** tab to view the list of specializations that have been approved.
2. Or, select **Manage Career | Certification | My Certifications Request** from the top navigation bar. In the **Processed Requests** chart, scroll down to see a specific certification. Any processed specializations will display in the **Specialization/Agency Rqmts** column. Pending requests will display in the **Pending/Unsubmitted** Requests table.

REQUEST CONTINUOUS LEARNING POINTS

The Continuous Learning Point Requests function allows FAITAS users to manage their CL Point requests. Training registered for in FAITAS will be included in an Employee's Training History and CL History. Employees do not submit CL Point requests for training already included in their Training and/or CL histories. Employees cannot request CL Points until they have at least one current certification that is being maintained.

1. To begin, navigate to **Manage Career | Continuous Learning | My Point Requests**. The **Continuous Learning Point Requests for [Employee Name**] screen opens.
2. Click the **Add Continuous Learning Point Requests** button.
3. Complete the required fields: **Event Name**, **Event Description, Event Type**, **Start Date, End Date**, and **Number of Points Requested**.
4. Use the **View Event Type Information** link to define the event type and the **View Continuous Learning Point Information** link to convert different Continuous Learning values like CEU to CL Points.
5. **Attach Supporting Documentation**, if necessary.
6. Click the **Submit Request** button. Agency policy determines the approval process workflow. **Green** verification text displays.

VIEW CONTINUOUS LEARNING POINT REQUESTS

FAITAS users can view the status of their Continuous Learning Point Requests.

1. To begin, select **Manage Career | Continuous Learning | My Point Requests**.
2. The **Continuous Learning Point Requests** screen opens.
3. Both **Pending** and **Processed CLP Requests** are visible.
4. To view the status of **Pending CLP Requests**, check the **Status** column.
5. Employees can resend CLP requests to Supervisors and/or Bureau Continuous Learning Managers. Click the envelope icon located to the right of the **Status** column.
6. A pop-up window message confirms request notification email verification.

CONTINUOUS LEARNING: RESPOND TO “RETURN TO EMPLOYEE” REQUEST

Approval authorities can return a request to the Employee. Requests that are returned to Employees MUST contain an explanation for returning the request.

1. From the main navigation bar, go to **Manage Career | Continuous Learning | My Point Requests**.
2. Notice the **Continuous Learning Point Requests for [Employee Name**] contains the updated status: “Returned by [title of person who returned request]”.
3. Click the **Edit** link under the **Action** column next to the CL Point Request that was returned.
4. Review the Supervisor/Bureau Continuous Learning Manager comment.
5. Complete the requested task..
6. Enter a message in the text box to confirm you have responded to the Supervisor or Bureau CL Manager’s requested task.
7. Click the **Resubmit Request** button to resume the workflow.

SUBMIT ACHIEVEMENT REQUEST

The final step of the certification maintenance process is submitting the Achievement Request. As a reminder that an Achievement Request must be submitted, FAITAS sends auto-generated emails once the Employee has met CLP requirements for the current CL period.

1. After you receive the system-generated email, follow this path: **Manage Career | Continuous Learning | My Achievement Requests.**
2. The **Achievement Request for [Employee Name]** screen opens.
3. Under the **Continuous Learning Periods** heading, click the **Achievement Request** button located in the **Action** column to initiate the Achievement Request process. Review the **Continuous Learning Achievement Request**. Click the **Submit Achievement Request** button.
4. **Green** verification text displays. After reviewing the request, your Supervisor will process the request.
5. Agency policy determines the final approval authority. The **Processed Continuous Learning Achievement Requests** table updates with the final decision.

RESPOND TO WARRANT INVITATION

Warrant Agency Managers and Warrant Bureau Managers can send a warrant invitation to an Employee. The Employee's **Notification** widget, located on the Dashboard, will indicate any pending warrant invitations. Employees can also access pending warrant invitations through the main navigation bar.

1. To begin, select **Manage Career | My Warrants**.
2. The **My Warrants** screen displays. A text message located at the top of the screen provides notification about action required on pending invitations.
3. Warrants that need immediate attention are displayed in the **Warrant Summary** section. Click the **Review/Submit** button of the warrant that you wish to submit.
4. The **Review My Warrant** screen displays.
5. Carefully review the Requirements section as you may need to upload supporting documentation.
6. Scroll to the bottom of the screen and locate the **Employee Statement**. If true, check the box. **NOTE:** The request cannot be processed unless the box is checked.
7. Click the **Submit Request** button. **Green** verification text displays.

WARRANT: RESPOND TO "RETURN TO EMPLOYEE" REQUEST

Workforce warrant requests can be returned to the Employee at any point within the approval process. Once the Employee responds and re-submits the warrant request, it re-enters the workflow, regardless who in the process returned the request to the Employee.

1. To begin, select **Manage Career | My Warrants**.
2. Locate the warrant request that was returned. Its status will be indicated as "Returned to Employee" within the **Warrant Summary** section. Click the **Review/Submit** button.
3. The **Review My Warrant** screen displays.
4. Scroll to the bottom of the screen to read the **Recent Events and Remarks**. The latest status/remark will be listed first in the list.
5. Respond to the reviewer's request, e.g., upload additional documentation.
6. Click the **Submit Request** button.
7. **Green** verification text displays.
8. Select **Manage Career | My Warrants**. The re-submitted warrant request displays in the **My Warrant** table with a status of **Pending Approval**.

PRINT WARRANT

Workforce Warrants can be printed. **NOTE**: A warrant with a non-active status will include a prominent watermark, e.g., Terminated.

1. To begin, select **Manage Career | My Warrants**.
2. The **My Warrants** screen displays.
3. Click the **Warrant Number** located in the **Warrant** column.
4. The **Review My Warrant** screen displays.
5. Locate and click the **Print** tab located on the right side of the screen.
6. Depending on your browser, an additional message might display. Select the **Open** option.
7. A PDF of the **Certification of Appointment** displays.
8. Follow your computer instructions for printing.
9. To close the screen, click the red ( ) icon to return to the **Review My Warrant** screen.

RESPOND TO EQUIVALENCY INVITATION

Employees can now submit a request in response to an Equivalency invitation for training completed outside FAITAS. If approved, the Employee's training history will be updated. Agency policy will determine how many days an Employee has to respond to a Fulfillment/Equivalency invitation. Unless changed by the ACM, the default is 180 days. For Employees responding to Fulfillment or Equivalency invitations, Steps 1 and 2 of the wizard will be pre-selected and are not changeable.

1. Select **Manage Career | My Course Fulfillment/Equivalency Requests.**
2. Under **Pending Requests**, click Vi**ew/Edit** next to specific request. Begin the wizard:
   - [Pre-Selected] Step 1. Verify **Equivalency** selection and Step 2. Verify **Course** selection.
   - Step 3. Review information.
   - Step 4. Enter **Training Course Name**, **dates of attendance**, **Training Organization**, and **Training Hours**.
   - Step 5. Upload supporting documentation.
   - Step 6. Add **Comment**.
3. Click **Submit for Approval** button.

SUBMIT EQUIVALENCY REQUEST

With the F/E module, Employees can now (if enabled at the Agency/Bureau levels) submit equivalency requests for training completed outside FAITAS. If approved, the Employee's training history will be updated. When submitting an Equivalency request, Employees will follow a six-step Wizard process.

1. Select **Manage Career | My Course Fulfillment/Equivalency Requests.**
2. Click **Add Course Fulfillment/Equivalency Request** button.
3. Begin wizard
   a. Step 1. Choose Equivalency selection.
   b. Step 2. Select course.
   c. Step 3. Review information.
   d. Step 4. Enter **Training Course Name/Number**, **Dates of Attendance**, **Training Organization** and **Training Hours**.
   e. Step 5. Upload supporting documentation.
   f. Step 6. Add comment.
4. Click **Submit for Approval** button.

RESPOND TO COURSE FULFILLMENT INVITATION

Employees can now submit a request in response to a Fulfillment invitation for training completed outside FAITAS. If approved, the Employee's training history will be updated.

1. Select **Manage Career | My Course Fulfillment/Equivalency Requests.**
2. Under **Pending Requests**, click **View/Edit** next to specific request.
3. Begin wizard
   - [Pre-Selected] Step 1. Verify **Fulfillment** selection and Step 2. Verify **Course** selection.
   - Step 3. Review information.
   - Step 4. Upload Course documentation.
   - Step 5. Enter **Education History** comment and upload documentation.
   - Step 6. Enter **Experience** comment and upload documentation.
   - Step 7. Enter **Training History** comment and upload documentation.
   - Step 8. Enter **Additional Comments**.
4. Click **Submit for Approval** button.

SUBMIT COURSE FULFILLMENT REQUEST

With the F/E module, Employees can now (if enabled at the Agency/Bureau levels) submit fulfillment requests for training completed outside FAITAS. If approved, the Employee's training history will be updated. When submitting a Fulfillment request, Employees will follow a eight-step Wizard process.

1. Select **Manage Career | My Course Fulfillment/Equivalency Requests.**
2. Click **Add Course Fulfillment/Equivalency Request** button.
3. Begin wizard
   - Step 1. Choose **Fulfillment** selection.
   - Step 2. Select **Course**.
   - Step 3. Review information.
   - Step 4. Upload supporting documentation.
   - Step 5. Enter **Education History** comment and upload documentation.
   - Step 6. Enter **Experience** comment and upload documentation.
   - Step 7. Enter **Training History** comment and upload documentation.
   - Step 8. Enter **Additional Comments.**
4. Click **Submit for Approval** button.

FULFILLMENT/EQUIVALENCY: RESPOND TO "RETURN TO EMPLOYEE" REQUEST

When a request is returned to the Employee and then resubmitted, it begins the workflow all over again. For example, if the BCM returns the request to the Employee and the Employee resubmits it, it will go first to the Supervisor for reprocessing before going to the BCM.

1. Select **Manage Career | My Course Fulfillment/Equivalency Requests**.
2. Under **Pending Requests**, click **View/Edit** next to returned request.
3. Continue with wizard
   - Step 6: Add **Comment**.
   - Use **<<Previous** button to return to earlier step.
   - Respond to request.
4. Click **Next>>** button.
5. Choice: **Submit to Supervisor**.

CHECK COURSE FULFILLMENT/EQUIVALENCY REQUESTS

When reviewing Fulfillment/Equivalency requests, the **Status** column displays where in the workflow the request is currently located. For example, if a Supervisor has recommended approval and the BCM is in the workflow, the status message will state: Pending BCM Action.

1. Select **Manage Career | My Course Fulfillment/Equivalency Requests**.
2. Under **Pending Requests**, click **View/Edit** next to any request.
3. Under **Process Requests**, click **View**.

ACQUISITION PROGRAM ASSIGNMENTS

FAITAS profiles include Acquisition Workforce (AWF) information. Each Agency provides its own AWF definition. AWF personnel may include GS-1102s, Contracting Officer's Technical Representatives, Project/Program Managers, Non-GS-1102 Contracting Officers, etc. Those personnel classified as Acquisition Workforce are required to meet a variety of education, experience, and training criteria. Available programs and program roles depend on Agency program details. Employees who perform specific program roles can access any Agency that says, "Allow people who perform … role to have access to our programs".

1. To begin, hover your mouse over the **My Status** tab. Click **Profile** to display the **Update [Employee Name] Profile** screen. Scroll down to the **Profile Information** section. Click the **Agency Resources** link to determine if you are an Acquisition Workforce Member. If so, select the **Yes** option from the drop-down list. If you are not, select **No** and disregard the rest of this section. If **Yes** is selected, an additional section displays: **Acquisition Workforce Details**.
2. Complete all required fields in the **Acquisition Workforce Details** section by selecting the appropriate response from each of the drop-down lists. When you get to the last statement, "**I** support acquisition programs", you must select **Yes** or **No**. If you select **No**, disregard the rest of this section. If you select **Yes**, an additional section displays: **Acquisition Program Details**.
3. Check the box for one or more of the statements in the new section. Depending on your selection, programs and program roles will be available to you from within your own and external Agencies. Click the **Agency Resources** link for additional information related to an Agency's AWF policy. As an AWF member, you can add acquisition program assignments to your profile. To add and/or view your **Acquisition Program Assignments**, refer to the **Add/View Acquisition Program Assignments** task in this guide.

ADD/VIEW ACQUISITION PROGRAM ASSIGNMENTS

1. To begin, hover your mouse over the **My Status** tab. Click **My Acquisition Program Assignments** to display the **My Acquisition Program Assignments** screen. If there are no assignments visible, click the Add **New Assignment** button to add a program role for a specific acquisition program.
2. The **Add Acquisition Program Assignment** screen displays. Your current Agency will be listed along with any other Agencies from which you can select Acquisition Programs. Select the appropriate **Agency** from the drop-down list as well as a **Bureau** (optional) from its drop-down list.
3. Click the radio button in front of the **Acquisition Program** you wish to add as an assignment. Click the radio button in front of the **Program Role** that best describes the work you perform. Enter the **Start Date** (required) for this assignment. If not known, the **End Date** can be added at a later time when your assignment changes. Click the **Save Assignment** button. **Green** verification text displays.

EDIT ACQUISITION PROGRAM ASSIGNMENTS

1. To begin, hover your mouse over the **My Status** tab. Click **My Acquisition Program Assignments** to display the **My Acquisition Program Assignments** screen.
2. Click the **Edit** button next to the Acquisition Program Assignment you wish to edit.
3. If needed, use the date picker to edit the **Effective** (Start) **Date**.
4. If needed, use the date picker to edit the **Departure Date**.

NOTE: If your role has changed, enter a **Departure Date** for this assignment and create a new one EVEN if your assignment will not change. In this way, FAI can keep accurate records of assignments and roles.

5. Click the **Save Assignment** button.
6. **Green** verification text displays and the chart displays the new date(s).

REMOVE ACQUISITION PROGRAM ASSIGNMENTS

NOTE: If your role has changed, do not remove the assignment. Instead, refer to the "Edit Acquisition Program Assignments" section.

1. To begin, hover your mouse over the **My Status** tab. Click **My Acquisition Program Assignments** to display the **My Acquisition Program Assignments** screen.
2. Click the **Remove** button next to the Acquisition Program Assignment you wish to delete.
3. A pop-up window advises you that the Acquisition Program Assignment will be permanently deleted and asks whether you want to continue to remove the program assignment. Click the **OK** button to remove the assignment or the **Cancel** button to return to the **My Acquisition Program Assignments** screen.
4. If you clicked the **Cancel** button, disregard the remaining steps. If you clicked the **OK** button, a new pop-up window displays that requests a rationale for removing the program assignment. Enter a rationale such as "Mistakenly added wrong program" and click the **Remove Assignment** button.
5. **Green** verification text displays and the assignment is no longer visible in the chart.