FEDERAL ACQUISITION INSTITUTE

FAITAS | FEDERAL ACQUISITION INSTITUTE TRAINING APPLICATION SYSTEM

SUPERVISOR ROLE

QUICK START GUIDE

Version 15.1

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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 information about the Supervisor role. 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 the task name to access the task's Quick Start Description and Steps.

REGISTER AS SUPERVISOR WITHIN FAITAS

For your Employees to list you as their Supervisor, you must be registered. To register as a Supervisor within FAITAS, please use the following instructions:

1. Navigate to www.atrrs.army.mil/FAITAS or to www.fai.gov and then select FAITAS from the top-left navigation menu.
2. Read the **U.S. Government Information System** warning and click the **I Agree** button.
3. Click the **Register Here** link.
4. Enter and submit your federal email address in the pop-up window and wait for the system-generated email to appear in your inbox.
5. When the email displays, click the link within the email

   NOTE: *If you do not receive the system-generated email within a few minutes of initiating the registration process, please have your IT Department add the @FAI.gov domain as a trusted source and re-attempt Steps 1-5 above.*
6. Fill out Registration Information and Security Questions and click **Continue Registration**.

   NOTE*: If you are a Foreign Service National who does not have an SSN, please refer to the FAQs in FAITAS for information on how to obtain an EIN that can be used in its place.*
7. Fill out Profile information and click the Create Profile button.

   NOTE: *If you do not know your Pay Plan/Grade and/or Job Series, check your recent pay stubs or contact your HR representative for that information. If you do not know whether you are an Acquisition Workforce (AWF) member, contact your Acquisition Career Manager (ACM) or the FAITAS Help Desk to request a POC.*

   NOTE: *Selecting a supervisor is NOT required if you do not intend to use FAITAS for anything other than managing your Employees' requests. This field can be updated at a later date.*
8. Notify your Employees of your account creation so they may update the Supervisor field in their FAITAS profiles. This final step is what designates an approval authority at the Supervisory level.
9. Please contact the FAITAS Help Desk for any additional questions/concerns: **www.fai.gov/help-desk**

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.

REVIEW TRAINING REQUESTS

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 Training Manager/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** or the **View ACMIS 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, remarks are required. You may also click the **Send Email** button to share your comments with the employee privately.
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.

ADD COURSES TO IDP

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. Click **Save**, and a green text message confirms that the course was successfully added. The **Courses Scheduled by Supervisor** section refreshes to display the revised course listing.

IMPORT A MASTER DEVELOPMENT PLAN (MDP)

Supervisors can import an MDP to an Employee's IDP. Access the CPM module by selecting **Manage Employees | Career Path Management | Review Master Development Plans** or click the **Development Plans Pending Your Review** link in the M**y Notifications** widget on the Dashboard.

1. Click the Employee's name to open the **Process Development Plan** window.
2. From the **Select a Plan to Import** screen, 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 course to include in the import process.
5. Select a required **Fiscal Year (FY)** and **Quarter** for each of the selected courses.
6. Click the **Import Plan** button.
7. A **green** text message confirms that the MDP was successfully imported and the **Courses Scheduled by Supervisor** section refreshes to display the updated course listing.

SEARCH FOR DEVELOPMENT PLANS

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.

REVIEW DEVELOPMENT PLANS

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 **Development Plans Pending Your Review** link in the M**y Notifications** widget on the Dashboard.

1. To process a **Pending Development Plan**, click the Employee's name to open the **Process Development Plan** window.
2. Review the Employee's IDP.
   a. To add a course, select a **Course Type**, **Course** title, **Scheduled FY**, and **Scheduled Quarter** from the **Add Course** section. Click the **Add Course** button. The newly added course displays in the **Courses Scheduled by Supervisor** section. If needed, click the **Delete** link to remove the course from the Employee's IDP.
   b. To import an MDP into the Employee's IDP, click the **Import Master Development Plan** link. Refer to the **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.
4. Enter comments to the Employee in the **Add Remark** textbox. If you **Disapprove the Plan**, you must enter a comment.
5. Select the **Approve Plan** or **Disapprove Plan** button. **Green** verification text displays.

MANAGE CERTIFICATION REQUESTS

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 Employee Certifications** 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.

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.

MANAGE AGENCY REQUIREMENT REQUESTS

Supervisors can Recommend Approval or Disapprove Agency Requirement Requests.

1. Select **Manage Employees | Certification | Manage Certification Requests** to display the **Manage Certification Requests** screen.
2. Click the name of any person whose request you will process.
3. In the **Certification Request for** [**Employee Name**], click the **View** link for any Education, Experience, or Training supporting documentation to determine whether it is sufficient for the requested Certification Specialization.
4. You must enter a comment in the **Remark** textbox if you want to Disapprove or Return to Employee for additional information.
5. Click either the **Recommend Approval** or **Disapprove** button to continue the workflow.
6. A **green** text message confirms the **Agency Rqmts Request** was processed.

APPROVE CONTINUOUS LEARNING POINT REQUEST

Agency policy determines final approval authority. Approval authorities may adjust the final number of points awarded. Supervisors can access pending Learning Point Requests from the Dashboard or the main navigation bar.

1. In the **Continuous Learning Point Requests Pending Supervisor** widget on the Dashboard, click **Manage Point Requests** or navigate to **Manage Employees | Continuous Learning | Manage Point Requests** in the top navigation bar.
2. In the **Manage Continuous Learning Point Requests** screen that displays, click the name of the Employee whose request you will process.
3. In the **Continuous Learning Point Request** screen, review the information. Click the **View Training History** or the **View Continuous Learning Progress** button for more information.
4. 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.
5. A pop-up window asks for confirmation. Click the **OK** button. If Supervisors are the final approval authority, the verification text indicates the request was approved, otherwise, it indicates that the request was forwarded to the Bureau CL Manager.

DISAPPROVE CONTINUOUS LEARNING POINT REQUEST

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 **View Training History** or the **View Continuous Learning Progress** button for more information.
3. Click the **Disapprove** radio button under **Approval Information.**
4. Enter a required explanation for the **Disapprove** decision in the **Remarks** textbox and click the **Process Request** button.
5. A pop-up window asks for confirmation. Click the **OK** button. If Supervisors are the final approval authority for your Bureau, the verification text indicates the request was disapproved, otherwise, it indicates that the request was forwarded to the Bureau CL Manager.

RETURN CONTINUOUS LEARNING REQUEST TO EMPLOYEE

Agency policy determines final approval authority. Supervisors can access pending Learning Point Requests from their Dashboard or the main navigation bar.

1. In the **Continuous Learning Point Requests Pending Supervisor** widget on the Dashboard, click **Manage Point Requests**, or navigate to **Manage Employees | Continuous Learning | Manage Point Requests** in the top navigation bar.
2. In the **Manage Continuous Learning Point Requests** screen that displays, click the name of the Employee whose request you will process.
3. In the **Continuous Learning Point Request** screen, review the information. Click the **View Training History** or the **View Continuous Learning Progress** button for more information.
4. Enter a required explanation for the **Return to Employee** decision in the **Remarks** textbox and click the **Return to Employee** button.
5. 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.

RECOMMEND APPROVAL OF ACHIEVEMENT REQUEST

Agency policy determines the final approval authority. Supervisors can access pending Achievement Requests from their Dashboard or the main navigation bar.

1. In the **Continuous Learning Achievement Requests Pending Supervisor Review** widget, click **Manage Achievement Requests**, or navigate to **Manage Employees | Continuous Learning | Manage Achievement Requests** in the top navigation bar.
2. In the **Manage Continuous Learning Achievement Requests** screen that displays, click the Employee's name whose Achievement request you will review.
3. Review the CL Achievement Request. Pay particular attention to the **Points Awarded** number. Supervisors can enter the Employee-suggested number or decrease/increase the number.
4. Click **Recommend Approval** if you determine the Employee has met all Agency and/or Bureau CLP requirements.
5. Depending on your Bureau's workflow, the verification text confirms the decision or indicates the request was forwarded to the BCLM.

DISAPPROVE ACHIEVEMENT REQUEST

Agency policy determines the final approval authority. Supervisors can access pending Achievement Requests from their Dashboard or the main navigation bar.

1. In the **Continuous Learning Achievement Requests Pending Supervisor Review** widget, click **Manage Achievement Requests**, or navigate to **Manage Employees | Continuous Learning | Manage Achievement Requests** in the top navigation bar.
2. In the **Manage Continuous Learning Achievement Requests** screen that displays, click the Employee's name whose Achievement request you will review.
3. Review the CL Achievement Request. Pay particular attention to the **Points Awarded** number. Supervisors can enter the Employee-suggested number or decrease/increase the number.
4. 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.
5. Depending on your Bureau's workflow, the confirming text indicates the request was disapproved or forwarded to the Bureau CL Manager.

PROCESS FULFILLMENT/EQUIVALENCY REQUEST

Reviewers can Recommend Approval, Disapprove, Return to Employee, Save Remark, or Cancel. If the request is sent back to the Employee, once the request is resubmitted by the Employee, it starts back at the beginning of the review/approval workflow, that is with the Supervisor. For example, if the BCM returns a request to the Employee, the resubmitted request will come back to you as the Supervisor to restart the approval workflow. The ACM is the only one who can approve a Fulfillment or Equivalency.

1. Select **Manage Employees | Course Fulfillments/Equivalencies | Manage Requests** or click the **Fulfillment/Equivalency Supervisor Request Pending Your Review** link in the **My Notifications** widget on the Dashboard.
2. The **Course Fulfillment/Equivalency Requests for Supervisor** screen displays.
3. In the **Supervisor Pending Requests** table, click the Employee's name whose request you will process.
4. Review the request. Refer to the **Fulfillment/Equivalent History**, **Training History**, and **Certification History** buttons for additional information.
5. Enter a required **Comment**.
6. Select **Recommend Approval**, **Disapprove**, **Return to Employee**, **Cancel**, or **Save Remark.**
7. A pop-up window requests decision confirmation. Click the **OK** button.
8. Verification text confirms the request was forwarded to the next level in the workflow process.

MANAGE WARRANT REQUESTS

The Agency creates the warrant process steps. Bureaus can disable enabled process settings but cannot enable a process step disabled at the Agency level. In general, Reviewers can **Return** [the request] **to Employee**, **Return** [the request] **to Preceding Reviewer**, **Recommend Approval**, **Disapprove**, or **Save Remark**. The final approval authority can also **Approve and Activate** the warrant request.

1. To begin, select **Manage Employees | Warrants | Manage Warrants** or use the **Notification** widget on the Dashboard.
2. The **Manage Workforce Warrants** screen displays. After clicking the **Review** button for a warrant request that needs attention, the **Review Warrant** screen displays.
3. Review the Warrant Request. If needed, click the **View History** tab to view the specific warrant's history.
4. If needed, click the **Edit** tab located on the right side to adjust the **Max Dollar Amount**, select an **Emergency/Contingency** option or add additional warrant requirements. When done, click the **<< Review Warrant** link to return to the **Review Warrant** screen.
5. If available, review all supporting documentation. Scroll to the bottom of the screen and enter a **Remark** in the textbox.
6. Click the appropriate process request button, e.g., **Recommend Approval**, **Disapprove**, etc. A **Disapproval** stops the workflow. At the top of the screen, a **green** text message confirms that the warrant has been forwarded to the next process step.

SEARCH WARRANTS

Reviewers can search warrants to establish which warrants an Employee already has before issuing a new warrant invitation or to check for Suspended and/or Terminated warrants.

1. To begin, select **Manage Employees | Warrants | Search Warrants.**
2. The **Search for Warrants** screen displays.
3. Choose one or more of the following **Warrant Search Criteria** to establish search parameters: **Warrant Number**, **Employee First Name**, **Employee Last Name**, **Employee Email**, **Agency**, **Bureau**, [Warrant] **Status**.
4. When search parameters have been selected, click the **Load Warrants** button.
5. The search results displays in the **Warrants** table.
6. To review the warrant, click the **Warrant Number**.
7. To review the Employee's details, click the Employee's Name in the **User** column. To review the Warrant's history, click the date located in the **Last Update** column.

ADD WAIVER REQUEST

Warrants cannot proceed to the next step in the approval process until all requirements are met. Waivers can be requested by approval authorities who have been granted that right for Employees who have not met requirements. There may be an additional approval authority for warrants with waivers.

1. To begin, select **Manage Employees | Warrants | Manage Warrants** or click the link in the My Notifications widget in the Dashboard.
2. The **Manage Workforce Warrants** screen displays. After clicking the **Review** button for a warrant that needs attention, the **Review Warrant** screen displays.
3. If an Employee does not meet an Agency/Bureau requirement, click the **Request Waiver** button for the appropriate section, e.g., Course Training, Certification, etc.
4. A **Waiver Request** pop-up window displays. Select the **Waiver Status**, e.g., Fulfillment, Equivalent, etc.
5. Enter a **Remark** in the textbox.
6. Click the **Save Waiver Request** button. At the top of the **Review Warrant** screen, a **green** text message confirms that the waiver request was submitted.