



ACMIS

Acquisition Career Management Information System

QUICK REFERENCE GUIDE

Navigating ACMIS for Existing Users

My Information: My Certifications and Qualifications is the primary screen which houses links to sections where employee data is entered and edited in ACMIS.

Existing users (users who registered and entered data into the previous version of ACMIS) have to click the Federal Certifications link to open the Federal Certifications and Qualifications screen where they will establish whether they are in the system as part of FAC-C, FAC-PPM or COR.



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My Federal Certifications and Qualifications

HELP

MENU

- My Information
 - Change My Password
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- System Management
- Analysis and Reports

HAVING DIFFICULTIES WITH ACMIS?

Email the [ACMIS Help Desk \(Questions@fai.gov\)](mailto:Questions@fai.gov) or call (703) 805-2300.

LOGIN INFORMATION

Logged in as clarkem

Please choose an action...

- Please choose an action...
- Add my COR
- Add COR CLPs

After adding FAC-C, FAC-P/PM, or COR through a multi-step Wizard to enter your qualifications – Educational Requirements – Education

The Wizard determines which level of certification best fits your qualifications, and displays what requirements are missing for you to achieve it.

When ready you can send your information to your Training Manager, Supervisor, and/or Agency Administrator. One or more of them can then review or approve your request.

To begin, select FAC-C, FAC-P/PM, or COR from the dropdown list, and click the Submit button.

After adding your FAC-C, FAC-P/PM, or COR, use the corresponding links to manage or upgrade your certification.

When finished, click the [My Information](#) link to be returned to the main menu.

FAC-C

Level 1
Submitted for Review [Edit](#) [Add FAC-C CLPs](#) [View](#)

FAC-P/PM

Entry Level
Pending [Edit](#) [Add FAC-P/PM CLPs](#) [View](#)

Existing list

Existing users will select and apply education, jobs, and training from "existing lists" as opposed to New Users who will be "Adding". Click the **Edit** link.

NOTE: Information previously entered in ACMIS has not been lost. All data has been moved to the new environment.

An existing user that does not want to enter information to actually get a certification approved for FAC-C or FAC-P/PM can select to enter Continuous Learning for these areas.

STEP 1

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Education: Degrees Step 1 of 6

Add your completed degrees by clicking the Add button. When you are done adding your degrees, click the Save and Continue button.

Apply	Education Level	Major Field of Study	Degree Year	Actions
<input checked="" type="checkbox"/>	MASTERS DEGREE	Business, General	1982	View Edit
<input type="checkbox"/>	BACHELOR'S DEGREE	History, General	1972	View Edit
<input type="checkbox"/>	Not Specified	Not Specified		View Edit
				Add

[Save](#) [Cancel](#) [Save and Continue](#) [Save and Go to Summary](#)

Select the education /training that you wish you apply to the level of certification and click the **Save and Continue** button.

STEP 2

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FAC-P/PM Career Experience Step 2 of 6

Add your jobs related to acquisition by clicking the **Add** button. In the **Months** column, enter the amount of time (in months) that job provided in contracting experience.

When you are done adding jobs, click the **Save and Continue** button.

Requirement:
Entry Level: 3 year of contracting experience
Mid-Level: 2 years of contracting experience
Senior Level: 4 years of contracting experience

Current Job	Occupation	Agency	Months	Actions
	PROGRAM MANAGEMENT	GENERAL SERVICES ADMINISTRATION	<input type="text"/>	<input type="button" value="View"/> <input type="button" value="Edit"/>
✓	PROGRAM MANAGEMENT	GENERAL SERVICES ADMINISTRATION	60	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Add"/>

Add related jobs by clicking the **Add** button. Enter the amount of time the selected job provided contracting experience in the data entry filed in the **Months** column. Click the **Save and Continue** button.

STEP 3

Step 3 is the entire process of Adding Training to the Certification. That process is a 4 screen mini-wizard:

- 1st screen shows the different Training Level requirements
- 2nd screen requires the user to select whether he/she is adding a Training Course or an Activity
- 3rd screen is where you actually apply one of your existing courses or add a new one.
- 4th screen is the Summary screen

All four screens are part of the overall “Step 3 of 6”.



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FAC-P/PM Training Step 3 of 6

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My Information

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Analysis and Reports

HAVING DIFFICULTIES WITH ACMIS?

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Click the *Add/Edit* link next to each mandatory training course you have completed. After adding your relevant training information, the system will mark the course as completed.

Requirement

Mandatory Training *A candidate must meet the training requirements by taking DAU training, DAU-equivalent courses, or through fulfillment.*

After entering your training courses, click the *Save and Continue* button.

Entry Level

- Basic Acquisition I [Add/Edit](#)
- Project Management I [Add/Edit](#)
- Leadership and Interpersonal Skills I [Add/Edit](#)
- Government Specific I [Add/Edit](#)

Selecting the **Add/Edit** button will launch the Add Training Wizard.

Add Training

Attach training to the FAC-P/PM to meet all mandatory training requirements

- Select whether you wish to use a training course or an activity.
- Select whether you wish to add a new training or select from a list of training you previously entered into ACMIS.
- Click the next button.

Would you like to attach a training course or activity? *(Required)*

- Training Course**
A training course that you have taken
- Other Activity**
An activity in which you participated

Select a method of fulfilling this mandatory training *(Required)*

- Add a new training
- Select from your existing training

[Cancel](#) [Next](#)

Select the **Training Course** radio button and click **Next** to see the list of training courses that you have already taken.

FAC-P/PM Training Step 3 of 6

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HAVING DIFFICULTIES WITH ACMIS?
 Email Questions/Issues or call (703) 806-2300.

- Use the Apply check boxes to select the course(s) you completed to meet this training course requirement.
- If your course is not in the list you can add it by clicking the Add button.
- When done, click the Finish button.

Apply	Provider	Course	Start Date	End Date	Actions
<input type="checkbox"/>	ESI International	Managing Projects in Organizations			View Edit
<input checked="" type="checkbox"/>	ESI International	Contracting for Project Managers	02/01/2004	02/03/2004	View Edit
<input type="checkbox"/>	FAI - Federal Acquisition Institute	2003 Federal Acquisition Conference	07/21/2003	07/22/2003	View Edit
<input type="checkbox"/>	GSA Conference	Lunchtime Seminar	06/23/2006	06/23/2006	View Edit
Add					

Click the **Finish** button and return to the certification Wizard. The system has marked the course as complete. The course can be edited or removed. Additional courses can also be added from this screen.



FAC-P/PM Training Step 3 of 6

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Click the *Add/Edit* link next to each mandatory training course you have completed. After adding your relevant training information, the system will mark the course as completed.

Requirement:
 Mandatory Training: *A candidate must meet the training requirements by taking DAU training, DAU-equivalent courses, or through fulfillment.*

After entering your training courses, click the *Save and Continue* button.

Entry Level

- Basic Acquisition I [Add/Edit](#)
- Contracting for Project Managers** [Remove](#)
- Project Management I [Add/Edit](#)
- Leadership and Interpersonal Skills I [Add/Edit](#)
- Government Specific I [Add/Edit](#)

STEP 4



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You Qualify For... Step 5 of 6

MENU

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Based on the information you have entered, you have not met the all of the qualifications for the Entry Level FAC-P/PM.

Since you do not meet the minimum requirements for your desired level, you can either navigate back to the appropriate section using the Previous button or you can click the Save and Go to Summary button, where you'll be able to specify which section of the wizard you would like to update.

Step 3 - Training

You have not yet met the hourly requirement for the following mandatory training types:

- Project Management I - Total Hours Required: 24.0
- Leadership and Interpersonal Skills I - Total Hours Required: 16.0
- Government Specific I - Total Hours Required: 24.0
- Earned Value Management and Cost Estimates I - Total Hours Required: 24.0

Click the **Save and Continue** button.

NOTE: The system alerts the user that the qualifications have NOT been met for the selected certification.

STEP 5



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Send for Review Step 6 of 6

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- Legacy Reports

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LOGIN INFORMATION

Logged in as systemadministrator
You are an Employee Administrator
Worker

Select the person to whom you wish to send your qualifications for review or approval - a Training Manager, Supervisor, or Agency Administrator.

If multiple people need to review your information, send to the first person in your agency's review process.

Click Finish to send.

Agency Administrators

- HAJNE, NANCY C
- DURRAY, WILLIAM L
- Box, Linda A
- Brown, Joanne
- Lewis, Diane Y.
- CARR, PHYLLIS E
- CULHANE, PATRICIA M
- Chance, Vanessa
- Graves, Ginger
- HALL, JR., WARREN F
- KENNEDY, MARY R
- RIFKIN, KATHY D
- NISIVACO, THOMAS
- PODLE, KAREN A
- FEIT, BETTIE CHASZAR
- BLLMENFELD, MICHAEL A

Supervisors

- SOCHON, GLORIA M

Select the radio button next to the name of the Agency Administrator that should review your records and click **Save and Go to Summary** button. The Agency Administrator will receive an email that the records are ready for review.

The summary page now shows the training that you have selected.

The screenshot displays a web interface for training management. At the top, a blue header bar contains the text "Step 3 - Training" on the left and a "Manage" link on the right. Below this, the "Entry Level" section is titled "Basic Acquisition I - Contracting for Project Managers". A table lists the following details: Provider (ESI International), Description (blank), Start Date (02/01/2004), and End Date (02/03/2004). A "Hide Details" link is positioned below the table. The "Reviews" section follows, with a message stating "You have yet to receive any reviews". At the bottom of the interface, a row of four buttons is visible: "Previous", "Save", "Cancel", and "Save and Continue".

Entry Level	
Basic Acquisition I - Contracting for Project Managers	
Provider	ESI International
Description	
Start Date	02/01/2004
End Date	02/03/2004

[Hide Details](#)

Reviews
You have yet to receive any reviews.

Select **Save and Continue** to return to the main **My Information** page.