



Federal Acquisition Institute

ACMIS Entering Info

Under My Information, the My Certifications and Qualifications area is the primary screen which houses links to sections where employee data is entered and edited in ACMIS. The following pages provide descriptions of the sections and steps on how to create, edit, and view data.

To begin, select FAC C, FAC PPM, or Core from the drop down list and click the submit button.

After adding FAC C, FAC PPM, or Core, you'll be walked through a multi-step wizard to enter your qualifications, education, and experience.

If you've been issued a certification, you need to enter the certification level and the date issued.

You will not be required to enter the specifics of the education, experience, and training taken to meet the qualifications. It is assumed that the required documentation was reviewed and approved by your agency at the time the certification was entered.

If it is a certification level you are working to achieve, all data must be completed to meet the stated qualifications.

Select when you entered the acquisition work force, either before October 1, 2005 or after October 1, 2005, and click save and continue.

This ream provides you the four steps to enter information for achieving your certification.

First step is entering education or degree information.

To enter education or degree information, just click on manage.

To add new education items, click on the add button. Enter the type of degree received, the name of the institution that granted your degree, your major area of study, select your minor area of study (if applicable) and the year that you completed your degree.

Then answer whether or not this degree meets the 24 hours business requirement and click save.



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The next step is to add business courses.

Once again, to add a business course click manage.

Click on the add button. Add the name of the business course, the area of study covered by the course, the name of the institution that provided the course, the year of completion, and how many semester hours you received for the course. Then click save.

Step three in the process is adding experience and jobs.

To add experience or a job, just click manage. Here you'll see one job that's already listed.

To add a new job, click the add button. Enter your job title from the drop down menu, enter your grade, your pay plan, select the agency this job is with, the duty station, the start date for the job, and if you have any additional information useful for evaluating this job's relevance to your acquisition experience. Once you're done click save.

The fourth step is to add new training.

To add training, click on manage. The process of adding training to the certification consists of a four screen wizard.

The first screen shows the different training level requirements. To add training, click on add. This screen is where you'll actually apply one of your existing courses or add a new one.

Select the course type and add new training. Then click next.

Enter the course title, the course description, the training provider, enter the CLPs (if they are not available enter the hours), the start date, the completion date, and any additional information. Then click finish.

If you have training they you've entered previously, you can select from your existing training and click next.

Select the appropriate training to meet the requirement and click finish.



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After you've completed entering your training information and click finish, you'll be brought back to the certification screen that will show all of your entries so far.

To submit this information for evaluation, click save and continue.

The system will tell you what levels of certification you are qualified for. If these are correct, click save and continue to forward this packet to your supervisor for evaluation and approval.

If you haven't added a supervisor, training manager, or agency administrator, instead of hitting save and continue, click on save and go to summary or click on my information.

In my information, scroll down to my supervisors or my training managers. Click on add new supervisor, select the agency bureau or branch, locate your agency bureau or branch, select it and hit submit.

Then enter the last name of the training manager or supervisor and click search.

From the list, select the appropriate training manager or supervisor and click submit.

Your supervisor is now added to your profile.

Once you've completed adding your supervisor, go back to the My Information screen. From this screen you can add other agency certifications by clicking on agency certifications.

Click on create employee agency certification, select the certification, the completion date, and click submit.

You can also enter other certifications by clicking on other certifications.

Click on create employee other certificate, enter the certification name, the description, the completion date, and click submit.

You can also enter warrants by clicking my warrants.

Click on create contract officer warrant, select whether or not the warrant is active, select your agency bureau, the type of warrant, the warrant issue date, the warrant expiration date, your eligibility criteria for holding the warrant, and when your warrant waiver expires, then click submit.



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You can also view or edit your personal information by selecting My Biographical Data.

From this screen you can review or edit your personal information. When you are finished, scroll to the bottom and click submit.

Any employee certifications, qualifications, or continuous learning information sent to you for review or approval, will be found in My Inbox.

If you're having any difficulties with ACMIS, you can contact the FAI helpdesk at the link provided or call 703-805-2300.

Thank you for using ACMIS.