



Federal Acquisition Institute

ACMIS Intro

My name is Gloria Poole. I am the Program Manager for FAI Acquisition Career Management Information System know as ACMIS. This training session is designed to equip system users with information to access, **login on**, register and navigate ACMIS.

ACMIS was implemented in Fiscal Year 2002 as a federal system of records to track acquisition workforce training. ACMIS is a government wide system, which was developed and is managed by the Federal Acquisition Institute (FAI), to assist agencies in making informed budgeting, staffing, training, and employment development decisions. The information collected is useful for managers in making informed decisions and enables managers to monitor the availability of staff warrants and specific skill sets; and respond to information requests of the Administration, Congress, and other parties.

It also supports agencies' requirements to maintain training records of their acquisition workforce, as directed under the Clinger-Cohen Act and tracks for Federal Acquisition Certifications (FAC) requirements and achievement levels.

The Federal Acquisition Institute (FAI), located in the General Services Administration, is responsible for various career management and research activities related to the Federal acquisition workforce. FAI executes its responsibilities as directed by the Office of Federal Procurement Policy (OFPP), Office of Management and Budget (OMB), pursuant to Section 65 of the OFPP Act. Among FAI's responsibilities is the requirement to collect and analyze acquisition workforce data. ACMIS is a government-wide system developed under the oversight of FAI to fulfill this responsibility while also making available information useful to agency managers. The data to be collected was determined by an FAI-led interagency working group during fiscal years 1999 and 2000.

ACMIS is hosted at a state of the art Web hosting environment. The hosting site has extensive security and highly redundant communication and physical attributes. The system was fully accredited and certified (C&A) in 2003 and as recently as Sept 15, 2006, the system went through another C&A audit and again was authorized to operate. The C&A was performed by a third party contractor at the direction of GSA. Sensitive data such as Social Security Numbers are not viewable.

ACMIS is web-based and can be easily **accessed** through our website (<https://admin.acmis.gov>) with user friendly menu driven options for its users. The following list of ACMIS users are granted Security level access which include:



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ACMIS Employee Can

- View & update personal records
- Grant access to view & update records

Supervisors

- View, update, and approve records for all supervised employees

Training Manager Can

- View and update training course information for employees and Administrators

Program Administrator

- View and update agency specific data
- Create accounts for employees whose personnel files are not in the system
- Select Program Administrators and grant them access to view & update agency-specific data
- Reset passwords and accounts

System Administrator can

- View all system data
- Update any system data and reset passwords & accounts

Your participation in ACMIS training will ensure that when accessing ACMIS the experience is positive, informative and productive.