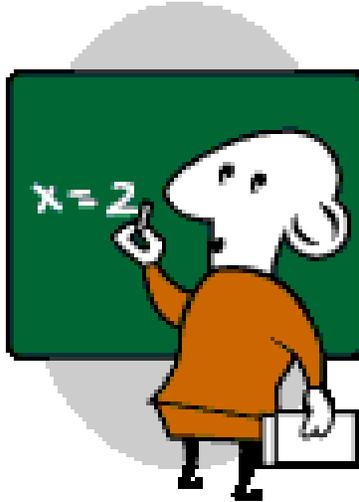# APD ALERT

Federal Acquisition Institute Training Application System (FAITAS)

Background

The Federal Acquisition Institute Training Application System (FAITAS 2.0) is the system for all federal civilian agency employees to electronically submit training applications and manage their Federal acquisition career development through Individual Development Plans (IDPs). FAITAS 2.0 also monitors and manages workforce certification requirements.

All members of the Acquisition Workforce (AWF) and their supervisors are required to register in FAITAS. Follow the link below to begin the registration process:

https://www.atrrs.army.mil/faitas/External/Login/?ReturnUrl=%2ffaitas%2f

This alert applies only to mandatory and maintenance training for the Acquisition Workforce (AWF) and the process for applying for a Federal Acquisition Certification (FAC).

Training

All requests for training offered by the Federal Acquisition Institute (FAI) and the Defense Acquisition University (DAU) are to be submitted through FAITAS. Requests for training through other vendors will follow the established procedure through AgLearn.

Completion of future training through FAI/DAU will automatically be documented in FAITAS by showing a green check mark next to the class under the Training section. The course completion certificate will not be uploaded to FAITAS by FAI, but the green check mark is sufficient for proof of course completion. Course completion certificates will need to be maintained by the employee. All certificates earned from training courses not registered through FAITAS will need to be manually uploaded into FAITAS as proof of course completion. The AWF are required to maintain their Federal acquisition career related documentation in FAITAS.

Effective immediately, the Acquisition Program and Oversight Branch (APOB) will only accept documentation submitted directly through FAITAS.

In order to upload training certificates into FAITAS, you must begin the process for requesting a certification.

Manage Career > Certification > My Certification Requests > Add New Certification

The training certificates are to be uploaded as Supporting Documentation under the Training section of the New Certification Request. This applies to both training required for certification and maintenance training.

Continuous Learning Points/Training (CLPs)

You must first be FAC-C or FAC-COR certified in order to upload continuous learning into FAITAS. Until FAITAS tracks continuous learning for Warranted Contracting Officer, non certified employees can only enter training to apply for certification in FAITAS. All requests for training offered by the Federal Acquisition Institute (FAI) and the Defense Acquisition University (DAU) are to be submitted through FAITAS. Requests for training through other vendors will follow the established procedure through AgLearn.

Completion of training through FAI/DAU will automatically be documented in FAITAS by showing a green check mark next to the class under the Training section. The course completion certificate will not be uploaded to FAITAS by FAI, but the green check mark is sufficient for proof of course completion. Course completion certificates for other vendors will need to be maintained and manually uploaded into FAITAS as proof of course completion by the employee in FAITAS The Department Acquisition Career Manager is working closely with FAI to track Warrant Contracting Officers continuous learning training in FAITAS by Fiscal Year 2013.

 If you need help loading your continuous learning points (CLPs), please click on the link below:

https://www.atrrs.army.mil/AppHelp/FAITAS_Help_App_Employee/index.htm

Federal Acquisition Certifications

Effective immediately, all Federal Acquisition Certification in Contracting (FAC-C) and Contracting Officer's Representative (FAC-COR) requests shall be submitted using FAITAS. APOB will no longer accept hard copy FAC-C or FAC-COR certification requests.

All existing certifications will need to be uploaded into FAITAS to assist with monitoring the AWF. It is only necessary to add your highest current level of certification. For example, if you are currently Level III certified, it is only necessary to add a New Certification Request for your Level III certification. You do not need to add/request Level I or Level II.

Supervisor approval is required for all certifications. Therefore, it is **necessary for all supervisors to be registered in FAITAS.**

A complete set of User Guides can be found under the Help menu on the FAITAS website (see link above).

Questions regarding this alert can be directed to APOB on 301-504-1730, or via e-mail at APOB@ars.usda.gov.

ISSUE DATE: April 2012   **APD ALERT 2012-06**