

FEDERAL  
ACQUISITION  
INSTITUTE



# Equivalent/ Fulfillment Course Approvers Task Aids

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*To foster a high-performing,  
qualified civilian acquisition  
workforce.*



<https://www.fai.gov/>



[FAI@mail.mil](mailto:FAI@mail.mil)

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# Introduction



# Equivalent/Fulfillment Process

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## **Part 1: Form Submission**

1. User searches for the equivalent/fulfillment form for their Agency
2. User completes the form and submits for approval

## **Part 2: Form Approval**

1. Equivalent/Fulfillment Course Approver receives notification of request for action
2. Approver approves, denies, or denies and returns the forms
3. If approved, User's form status updates to "Approved"

## **Part 3: Course Credit Provided**

1. On a regular basis, FAI Admin will run a report that identifies Users whose forms have been approved
2. FAI Admin will mark the User as "Exempt" for the approved course
3. Users can expect to see this on their transcript within 14 days of final approval



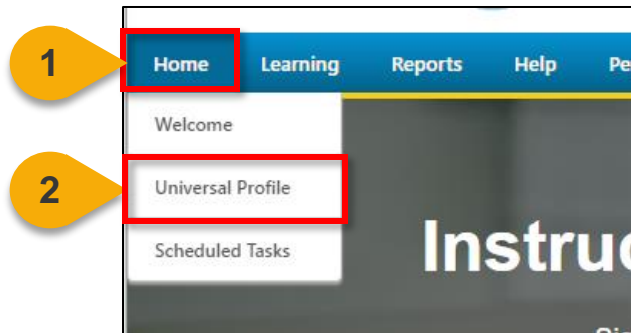
# **Equivalent/ Fulfillment Experience Approvals**



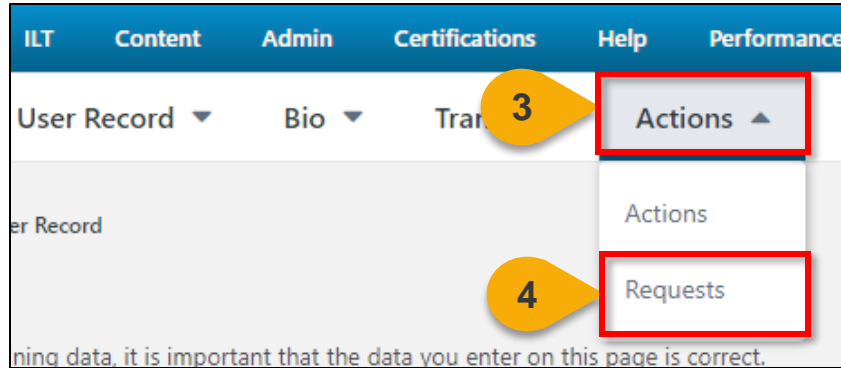
# Approve or Deny Course Equivalency/ Fulfillment Experience Request

*When you want to approve or deny a fulfillment or equivalency request...*

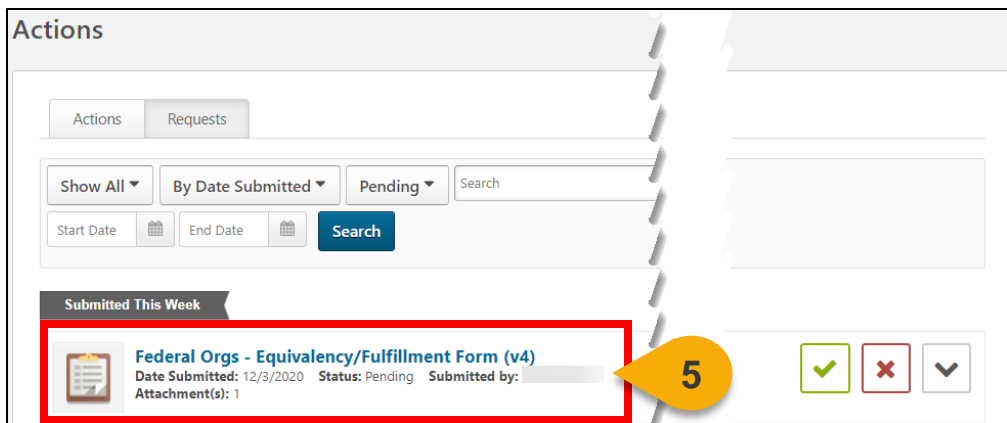
**Steps 1 & 2:** Hover over the **Home** tab, then click **Universal Profile**.



**Steps 3 & 4:** Hover over the **Actions** tab, then click **Requests**.



**Step 5:** Click the **form title** you wish to approve or deny to view details of the request.



# Approve or Deny Course Equivalency/ Fulfillment Experience Request (Cont. 1)

**Step 6:** Review the information provided by the User. Click the **attached proof of equivalency/fulfillment** to download and review the document.

The screenshot shows a web form titled "Federal Orgs - Equivalency/Fulfillment Form (v4) for [redacted]". Below the title, it says "Use this form to request fulfillment of a training requirement by external coursework or experience." There are two input fields for "Please Select the Course You Would Like Equivalency For" with "FCN 410" entered in both. Below these are two date pickers for "Training End Date" set to "10/9/2020". A section titled "If Requesting Course Equivalency, Attach Course Completion Certificate Here." contains a document attachment icon and the text "CourseCompletion\_Blank.docx 39.14 KB". A yellow callout bubble with the number "6" points to the document attachment.

**Step 7:** Enter comments, as needed. Then, you can choose to **Approve, Deny, Deny and Return, or Cancel**. See the yellow box below for more information on each action.

The screenshot shows a text area for "Approval Comment (optional)" and a row of four buttons: "Cancel", "Deny", "Deny and Return", and "Approve". A yellow callout bubble with the number "7" points to the "Approve" button.

- **Cancel:** You will be returned to your requests page and no action will be taken on this request.
- **Deny:** The form will be denied and no credit will be given for the course.
- **Deny and Return:** The form will be denied, but the User will have an opportunity to resubmit the form. The User will see your denial comments in the email notification they receive.
- **Approve:** The form will be approved and go to the next approval level. If you are the final approval level, the form will be queued for the Admin to manually update the User's Transcript.

# Reports

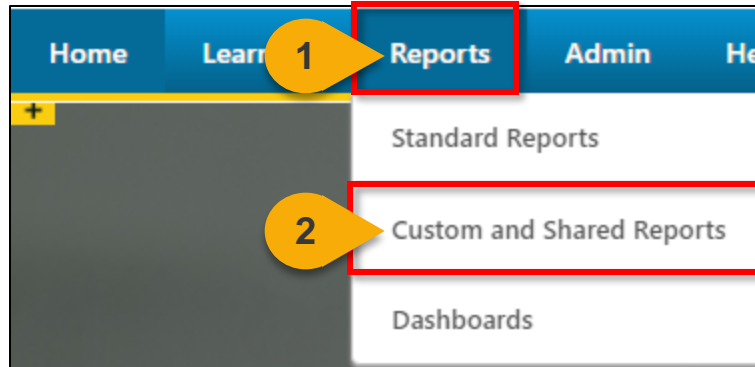




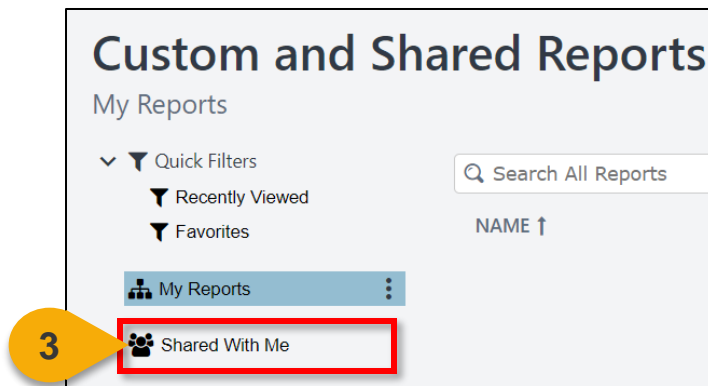
# View and Download Custom Reports

*When you want to filter and download a report...*

**Steps 1 & 2:** Hover over the **Reports** tab, then click **Custom and Shared Reports**.



**Step 3:** On the left-hand side of the screen, click **Shared With Me** to see reports that have been shared with you.

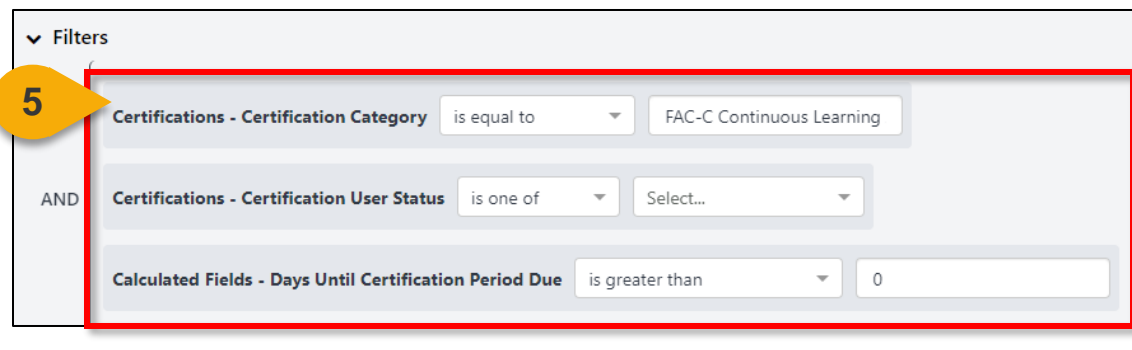


**Step 4:** Click the **Report Name** you would like to view to update the report filters.

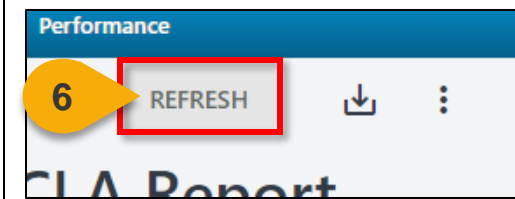


# View and Download Custom Reports (Cont. 1)

**Step 5:** Update the **filters** as needed. The filters will vary based on the report.



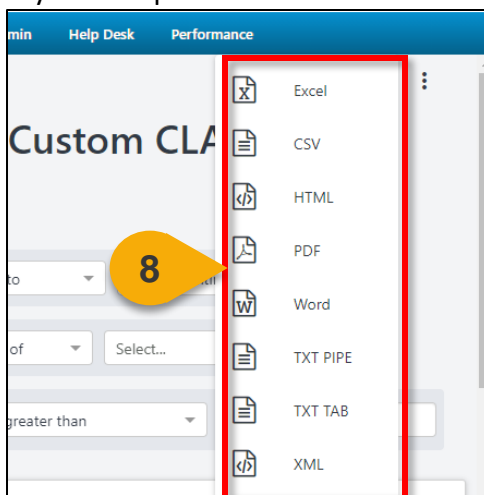
**Step 6:** Click **Refresh** in the top right corner to see a sample of the newly-filtered report on the bottom portion of the page.



**Step 7:** Click the **Download Options** icon in the top right corner to see the formats available for this report.



**Step 8:** Choose the **File Format** in which you would like to download the report. The report will download to your computer.



# Additional Resources



# Additional Resources

| Support Area                                     | Support Provided  | Contact  |
|--|---|--|
| Defense Acquisition University (DAU) Help Desk   | <ul style="list-style-type: none"> <li>FAI CSOD System Questions and Issues</li> <li>FAI CSOD System Errors and Troubleshooting</li> <li>Password Issues and Resets</li> </ul>  | Email: <a href="mailto:DAUHelp@dau.edu">DAUHelp@dau.edu</a><br>Phone: (703) 805-3459, X1   |
| Your Agency's Acquisition Career Manager (ACM)   | <ul style="list-style-type: none"> <li>Agency-specific Acquisition Training, Certification, and Continuous Learning (CL) Requirements</li> <li>Agency-specific Acquisition Policies and Procedures</li> <li>Career Development</li> <li>Training and Development Opportunities</li> </ul> | <a href="https://www.fai.gov/humancapital/acquisition-career-manager-acm">https://www.fai.gov/humancapital/acquisition-career-manager-acm</a>  |
| FAI CSOD Training Materials and Online Resources | <ul style="list-style-type: none"> <li>Task Aids for FAI CSOD Roles</li> <li>FAI CSOD Training Videos</li> <li>Other Guidance for Performing Tasks in FAI CSOD</li> </ul>   | <a href="https://dau.csod.com/catalog/CustomPage.aspx?id=221000511">https://dau.csod.com/catalog/CustomPage.aspx?id=221000511</a><br><br><a href="https://dau.csod.com/catalog/CustomPage.aspx?id=221000509">https://dau.csod.com/catalog/CustomPage.aspx?id=221000509</a> |
| FAI Website FAQs                                 | <ul style="list-style-type: none"> <li>FAI CSOD Migration</li> <li>Acquisition Training</li> <li>Federal Acquisition Certifications (FAC-C, FAC-COR, FAC-P/PM)</li> <li>More!</li> </ul>  | <a href="https://www.fai.gov/page/migration-faitas-fai-cornerstone-ondemand-csod-faqs">https://www.fai.gov/page/migration-faitas-fai-cornerstone-ondemand-csod-faqs</a>  |
| FAI Staff  | All other questions   | <a href="mailto:faicsod@gsa.gov">faicsod@gsa.gov</a>   |

# Agency Addendums



# DOI

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Use this form to request training equivalency for initial certifications. It is not to be used for Continuous Learning requests. Additionally, the form will be processed at the bureau-level.

Please contact your Bureau Acquisition Career Coordinator (BACC) with any questions. You will find your BACC contact information at the following link: DOI Acquisition Toolkit: Bureau Acquisition Career Coordinator  
<https://doimsp.sharepoint.com/sites/DOIToolKit/SitePages/DOI-Acquisition-Toolkit.aspx>

After approval, you will see the equivalent course appear on your transcript within 14 days