Step 1 - What FAC Requirements and Training do I need?
1. Go to www.fai.gov, click Certification, select FAC-COR or FAC-PPM/FAC-PPM-IT, scroll down the page to view the Certification Requirements and Training Requirements (This is the same training in FAI CSOD).
2. In addition to the FAC training on the FAI website, USDA requires employees to complete the 1) CPARS Overview and 2) FAC 089 Writing Quality Past Performance Evaluations courses in FAI CSOD as part of the COR nomination, which is before a Contracting Officer (CO) will designate the employee to serve as a COR on the contract so recommend you take both these courses now, rather than later. FAC-COR Level 1 after all training shows completed on the user’s transcript in FAI CSOD, may request the certification. FAC-COR Levels 2 and 3, attach the two CPARS courses and the FAC training certificates of completion with the certification request in FAI CSOD. Use the Agency Alternative Training/Path option to attach all training if any one or more courses not completed via FAI CSOD registration.
3. Important – Complete all training before you submit the certification request in FAI CSOD.
   a) FAC-COR: Level 1 no experience required. Level 2 must have served as the primary COR on a contract(s) for at least 1-year and Level 3 must have served as the primary COR on a contract(s) for at least 2-years. Attach a copy of the Designation of COR Letter(s) signed by the Contracting Officer with the certification request under Experience Verification in FAI CSOD.
   b) FAC-PPM: Complete the USDA FAC-PPM Employee Self-Assessment Application at (https://www.dm.usda.gov/procurement/policy/templates.htm). Supervisor must sign the Application before you attach it under Experience Verification in FAI CSOD.
   c) FAC-PPM-IT: Only FAC-PPM Mid or Senior Levels may request the FAC-PPM-IT. Complete the USDA FAC-PPM-IT Employee Self-Assessment Application (https://www.dm.usda.gov/procurement/policy/templates.htm). Supervisor must sign the Application before you attach it under Experience Verification in FAI CSOD.
   d) The Equivalency/Fulfillment form is not used to submit a certification request nor continuous learning points (CLPs).

Step 2 – Need a DAU Account to access FAI CSOD?
[Employees must use FAI CSOD to access FAI CSOD, register for training, request the FAC certifications, etc.]
2. Important: Complete all fields in the user profile, select your manager (supervisor) and select your correct agency/office in the Organization ID:
   o DASO: click “+” besides Federal Organizations, click “+” besides Dept of Agriculture, click “+” besides Dept Administration & AG Staff Offices, then continue to drill down to locate your office.
   o FAS: click “+” besides Federal Organizations, click “+” besides Dept of Agriculture, click “+” besides Dept Administration & AG Staff Offices then continue to drill down to locate your mission area.

Step 3 - How to use FAI CSOD (To register for training, request certifications, update profile, etc.)
In FAI CSOD, under Help tab, click Training Guides and Videos (30 seconds/3 minutes). See the Employee Task Aid (user guide) to follow the step-by-step screen instructions to register for training, request certifications/view or print certification, etc. Supervisors also see the Admin and Supervisor Resources Task Aid (user guide).
Step 4 - Need Help!
1. Use ServiceNow portal at https://services.dau.edu/psp?id=public_portal or call the Contacts below to submit a ticket for system issues or access problems. See other Resources in FAI CSOD, under Help tab.

<table>
<thead>
<tr>
<th>Resource</th>
<th>When to Use</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Defense Acquisition</td>
<td>FAI CSOD system questions and issues</td>
<td>Commercial: 703-805-3459; Option 1</td>
</tr>
<tr>
<td>University (DAU)</td>
<td>FAI CSOD system errors and troubleshooting</td>
<td>Toll Free: 1-866-568-8924; Option 1</td>
</tr>
<tr>
<td>Helo Desk</td>
<td>Password issues and resets</td>
<td>DSN: 655-3459; Option 1</td>
</tr>
</tbody>
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2. If you have any questions about agency-specific (USDA or mission area) training, procedures, certification, and continuous learning (CL) requirements, send an email to Brinder.Billups@usda.gov.

Step 5 - Sign-up for “FAI Acquisition Today”
[To receive news about FAI’s certification requirements, training, continuous learning, FAI CSOD, etc.]
Go to https://www.fai.gov/resources/acquisition-today in the [email address] box, enter your email, and click Sign Up. You may view prior Newsletters on this page.

Step 6 - Tell FAI about your FAI CSOD Experience (Take 5-Minute Survey)
At https://www.dau.edu/helpdesk, click “How Are We doing?” to take a 5-minute survey, e.g., your help desk experience, video/training, system likes/dislikes, improvements, etc.