

FEDERAL
ACQUISITION
INSTITUTE



Checklist Verifier Task Aids

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



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



FAI@mail.mil

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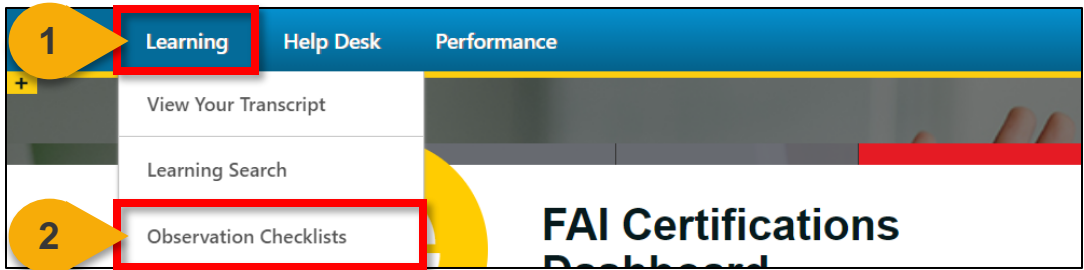
Verify Checklist



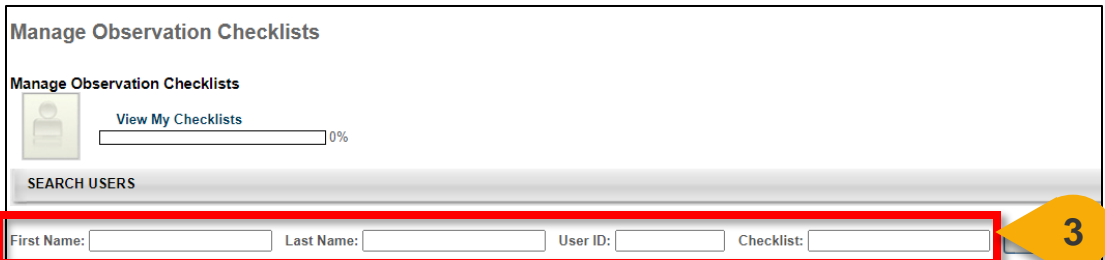
Verify an Education or Experience Checklist

When you want to verify a Checklist...

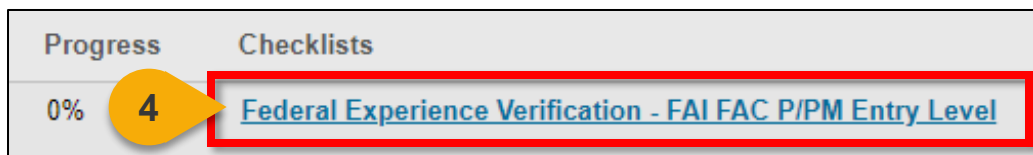
Steps 1 & 2: Hover over the **Learning** tab and click **Observation Checklist**.



Step 3: On the Manage Observation Checklists page, use the **search filters** to find the User whose checklist you want to verify.



Step 4: Locate the User whose Checklist you want to approve or deny. Click the **checklist title** in the Checklists column.



Step 5: The checklist will open. Click the **Attachments** tab.



Verify an Education or Experience Checklist (Cont. 1)

Step 6: Click the **attachment name** to download the attachments provided by the User.

Overview

Description Rating Scale Attachments

Browse and upload any items for this checklist. Maximum file size is 1MB and is limited to Word, Excel, PowerPoint, pdf, txt, rtf, gif and jpg files. Each checklist is limited to three attachments.

Add Attachment: No file chosen

Description	Rating Scale	Attachments	Added By	Date Added
Blank Doc for Testing.docx				12/2/2020

Step 7: In the bottom panel on the page, click the **inverted triangle** next to the checklist name to view the requirements for this checklist.

Federal Experience Verification - FAI FAC P/PM Entry Level

Name: Exclude Completed

Status: Not Started Due: None 0%

Expand All

Name
Experience Verification - FAI FAC P/PM Entry Level

Step 8: Determine if the User has met the requirements for this checklist.

If The Requirements For This Checklist Are Not Met: Proceed to step 9a.

If the Requirements For This Checklist Are Met: Proceed to step 9b.

Step 9a: Click **Save** on the left side of the screen without completing any additional actions. Reach out to the User to request they provided additional documentation. Proceed to Step 13.

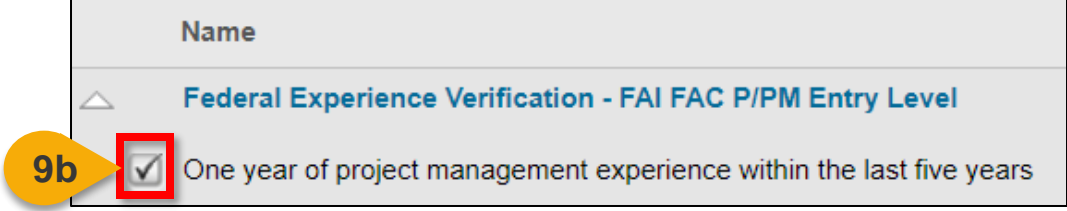
Checklist Summary

Federal Experience Verificatio...

« Back

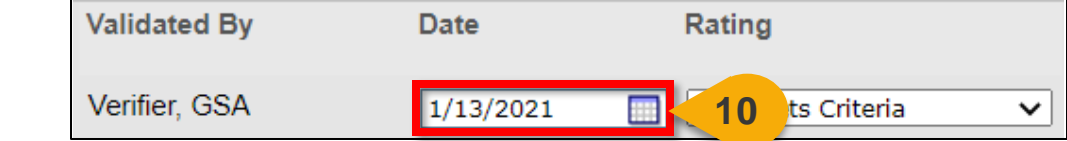
Verify an Education or Experience Checklist (Cont. 2)

Step 9b: To verify the checklist, click the **checkbox** to the left of the checklist criteria.



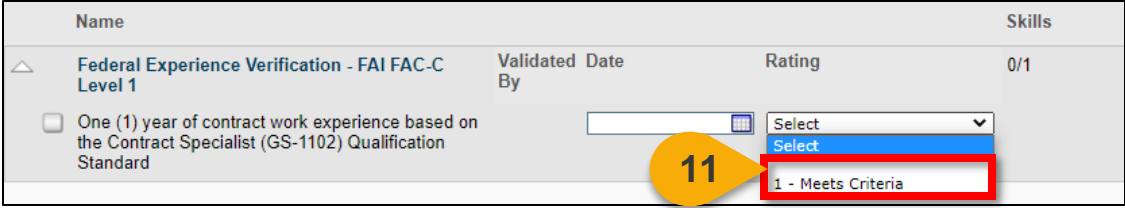
A screenshot of a checklist item. The item is titled "Federal Experience Verification - FAI FAC P/PM Entry Level". Below the title, there is a checkbox that is checked, and a callout bubble labeled "9b" points to it. The text next to the checkbox reads "One year of project management experience within the last five years".

Step 10: Select the date you are verifying this criteria in the **Date** field.




A screenshot of a form field for "Date". The field contains the date "1/13/2021" and a calendar icon. A callout bubble labeled "10" points to the date field. The field is part of a table with columns "Validated By", "Date", and "Rating".

Step 11: To verify the Checklist, in the Rating field select **1-Meets Criteria**.




A screenshot of a form field for "Rating". The field is a dropdown menu with "1 - Meets Criteria" selected. A callout bubble labeled "11" points to the dropdown menu. The field is part of a table with columns "Name", "Validated Date By", "Rating", and "Skills".

Step 12: Click **Save** on the left-hand side of the screen.



A screenshot of a "Checklist Summary" page. The page has a "Save" button highlighted with a callout bubble labeled "12". The page also has a "Description" tab and an "Attachments" tab. The "Attachments" tab is selected, and it contains instructions for attaching documents.

Step 13: Click **Back** to return to the Manage Observation Checklists page.



A screenshot of a "Checklist Summary" page. The page has a "Back" button highlighted with a callout bubble labeled "13". The page also has a "Description" tab and an "Attachments" tab. The "Attachments" tab is selected, and it contains instructions for attaching documents.

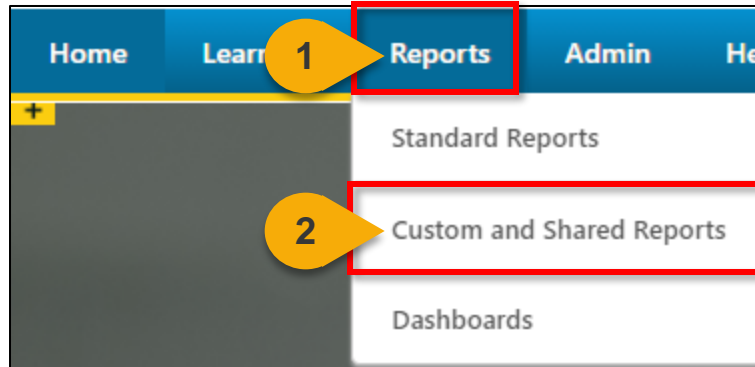
Reports



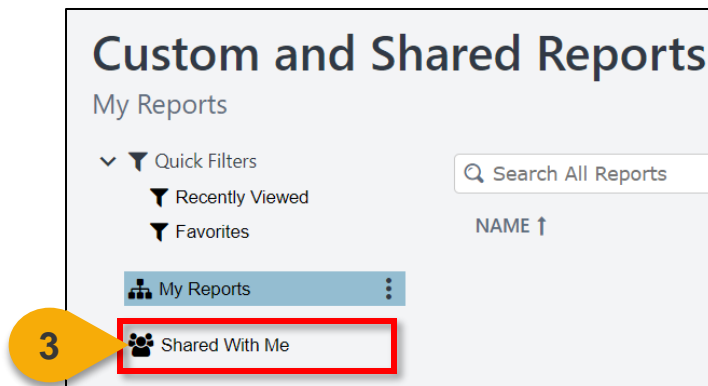
View and Download Custom Reports

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.

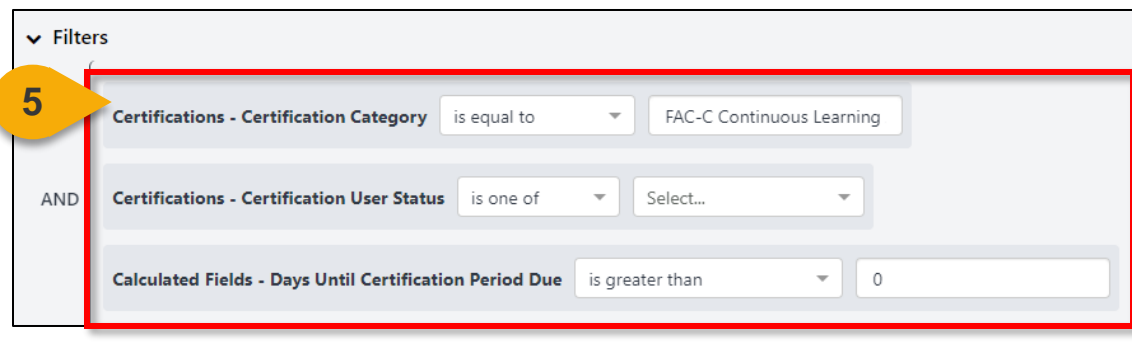


Step 4: Click the **Report Name** you would like to view to update the report filters.

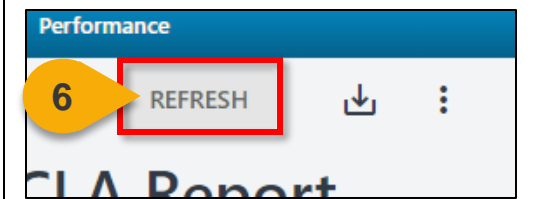


View and Download Custom Reports (Cont. 1)

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



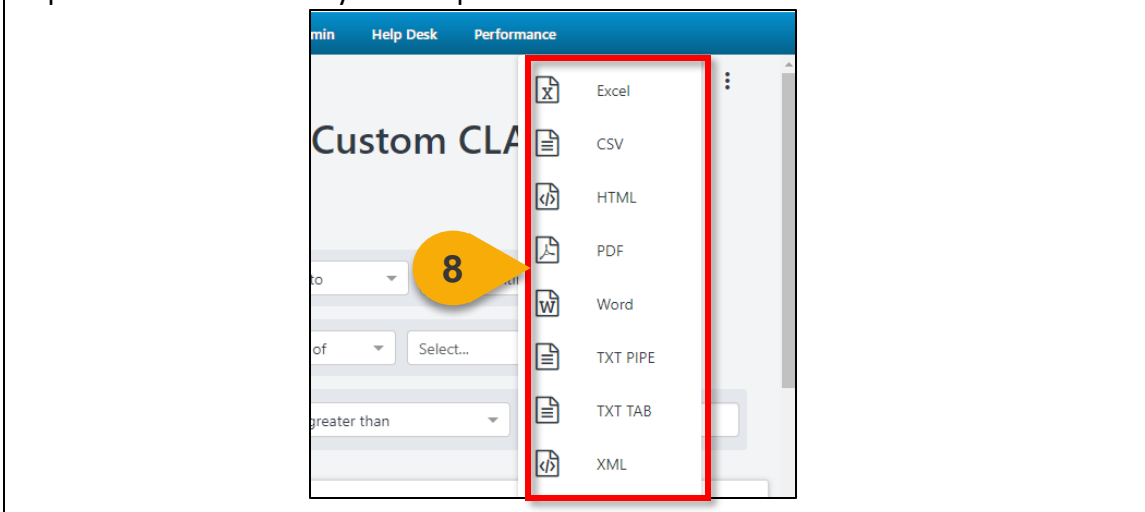
Step 6: Click **Refresh** in the top right corner to see a sample of the newly-filtered report on the bottom portion of the page.



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