



# **FAI DATA TO DECISIONS (D2D) RULES OF BEHAVIOR & ACCESS CONTROLS (SOP)**

February 2026

For Agencies

# FAI Data to Decisions (D2D) Rules of Behavior & Access Controls SOP

## 1.0 PURPOSE

This Standard Operating Procedure (SOP) provides an overview of the rules of behavior and access controls pertaining to the [FAI Insights page](#) of [GSA's D2D portal](#). Information in this document will serve as official documentation and any questions should be directed to FAI at <https://www.fai.gov/page/contact-us>.

## 2.0 RULES OF BEHAVIOR

Due to the vast amount of agency-specific and personal data available on the [FAI Insights page](#) of D2D, all authorized users must adhere to the Rules of Behavior (ROB) described below. Adhering to these rules ensures responsible and ethical use of the D2D platform and its resources.

*All users with access to FAI reports hosted on the Data 2 Decisions (D2D) platform must safeguard sensitive information and exercise sound judgement when viewing, querying, or sharing data.*

*Users should limit their searches to data that is relevant to their own agency or organization whenever possible. Accessing data related to other agencies or organizations is permissible only when there is a legitimate business need to know, such as when tracking employee transfers to or from one's organization. Any downloading, sharing, distribution, or analysis of other agencies' data without the explicit authorization from the impacted agencies and FAI is strictly prohibited.*

*By accessing the [D2D platform](#), users agree to comply with these rules and understand that violations may result in loss of access and disciplinary action.*

## 3.0 PROCESS

This section outlines the processes for providing access to new D2D users, removing access from users who no longer need access to D2D, and auditing user access. These procedures ensure a standard process for providing and maintaining access to the portal and allow for consistent monitoring of the tool's usage.

### 3.1 D2D Access Controls

The FAI Insights page is for FAI team members, Acquisition Career Managers (ACMs),

Small Agency Representatives (SARs), and delegated individuals to quickly access on-demand FAI CSOD data insights in a centralized location for ease of access and to support decision-making. ACMs, SARs, and Delegated Individuals must review and acknowledge the ROB, create a [Login.gov](https://login.gov/) account, and log into GSA’s D2D portal (<https://d2d.gsa.gov/>) before access is granted to the FAI Insights page. ACMs and SARs can submit a request for Delegated Individuals to receive access via [this form](#).

The table below outlines the available resources on D2D and their access controls as of December 5, 2025. Please note that ACM/SAR-delegated individuals will have the same level of access as ACM/SARs.

Resource	Access
Highest Level FAC	FAI, ACMs, SARs
Credentials Report	FAI, ACMs, SARs
Continuous Learning Points (CLPs) Reports	FAI, ACMs, SARs
User KPIs	FAI, ACMs, SARs
FedScope Workforce	FAI, ACMs, SARs
User Log In Reports	FAI Only
FAI CSOD Data Dictionary	FAI, ACMs, SARs

### 3.2 Removing D2D Access

If a delegated individual no longer needs access to the FAI Insights page, it is the ACM/SAR’s responsibility to submit a removal request [through this form](#).

### 3.3 Auditing D2D Access

To maintain the integrity of FAI CSOD and agency data, it is essential that access to D2D is regularly monitored and audited. This ensures that only authorized personnel retain access and that their permissions are appropriate to their roles and responsibilities.

D2D access audits will be performed every six (6) months, or more frequently if needed on an ad hoc basis. FAI will conduct the initial review of the access list to verify and validate those with access, providing recommendations for agency response. After that review, the list will be distributed to ACMs/SARs to confirm, within five business days, if each user listed is appropriate and whether they should maintain access to the platform.

Based on the responses, FAI will proceed to revoke access for inactive or unauthorized users and adjust permissions accordingly via sending of required changes to OGP-MD for execution. All changes will be documented with rationale and the date the audit was performed.

Upon completion of the audit, a summary report or list of changes will be prepared and archived with FAI.

## APPENDIX

Resource	Purpose
Highest Level FAC	Provides number of employees in an agency who have achieved the highest levels of FAC-COR, FAC-C Professional, and FAC-P/PM certifications
Credentials Report	Provides the number of credentials issued or are currently in progress.
Continuous Learning Points (CLPs) Reports	Provides CLP tracking for those with completed certifications.
User KPIs	Provides a snapshot of Key Performance Indicators (KPIs) set by FAI to determine the quality of the AWF data in FAI CSOD.
FedScope Workforce	Provides quarterly workforce metrics trend data published by OPM.
FAI CSOD Data Dictionary	<a href="https://d2d.gsa.gov/article/fai-csod-data-dictionary">https://d2d.gsa.gov/article/fai-csod-data-dictionary</a>