Warrant Approver Task Aids

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Introduction

Warrant Process

Part 1: Form Component:
1. Warrant Details Editor enrolls User in Certification Candidate group to provide application form access
2. Warrant Details Editor notifies User that they have access to the form
3. User completes the Warrant application form
4. The application form routes through approval workflow
5. Warrant Approvers approve, deny, or deny and return the form
6. Warrant application form moves to Approved status after final approval level

Part 2: Certification component
1. User is enrolled in the corresponding Warrant Certification by the Warrant Details Editor (using reports to identify Users)
2. When User completes all Certification requirements they are marked as "Certified" in the Certification

Part 3: Test Component
1. User is dynamically enrolled in test
2. User does not receive notification they have been enrolled in the test
3. Warrant Details Editor uses reports to identify Users that have been enrolled in the test
4. Warrant Details Editor enters Warrant information (ex. Warrant ID, Limitations) and notifies User they can complete the test
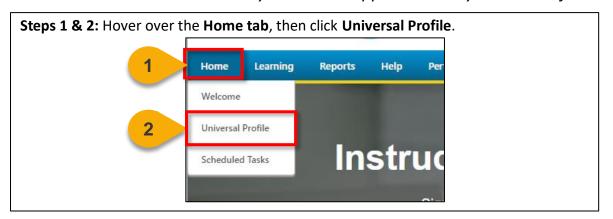5. User completes the test
6. User accesses their SF-1402

Warrant Form Approvals

Approve or Deny a Warrant Form

When you want to approve or deny a Warrant form...

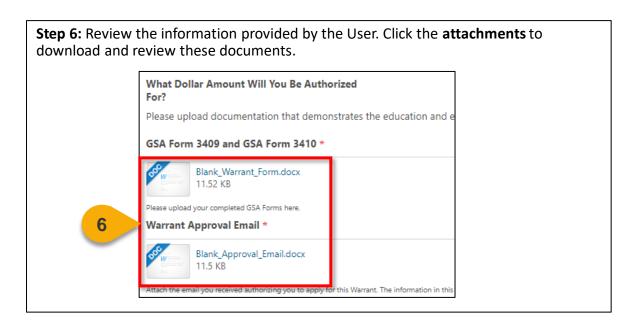**Steps 1 & 2:** Hover over the **Home tab**, then click **Universal Profile**.

Steps 3 & 4: Hover over the **Actions** tab and select **Requests.**

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

Approve or Deny a Warrant Form (Cont. 1)

Step 6: Review the information provided by the User. Click the **attachments** to download and review these documents.

What Dollar Amount Will You Be Authorized For?

Please upload documentation that demonstrates the education and e

GSA Form 3409 and GSA Form 3410 *

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Blank_Warrant_Form.docx
11.52 KB

Please upload your completed GSA Forms here.

Warrant Approval Email *

Blank_Approval_Email.docx
11.5 KB

Attach the email you received authorizing you to apply for this Warrant. The information in this

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. You will be returned to the Requests page and the User will see an updated status in the Plans & Documents tab.

Approval Comment (optional)

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Cancel | Deny | Deny and Return | **Approve**

- **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

Standard Reports Available to Warrant Approver:
- ILT Enrollment Summary Report
- Form Management Status Report
- ILT No Show Report

View Standard Reports

When you want to view Standard Reports…

Steps 1 & 2: Hover over the **Reports** tab and then click **Standard Reports**.
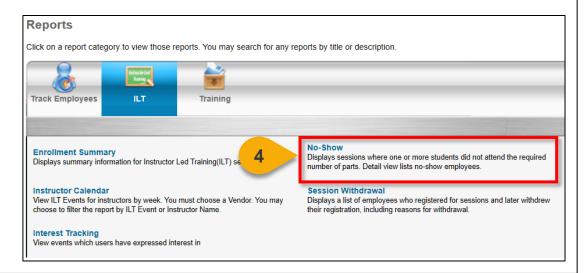

Step 3: Choose the **Report Category**. The Report Categories available will vary depending on your roles.
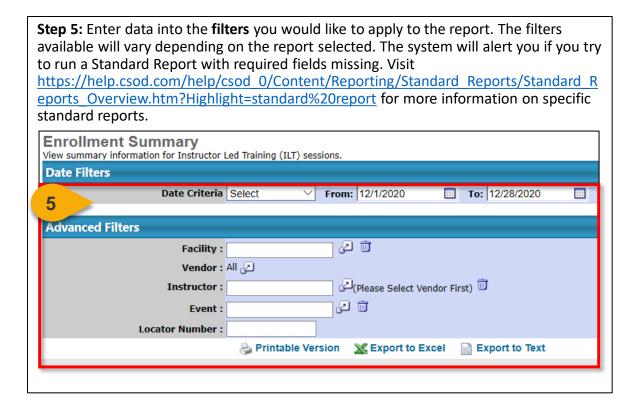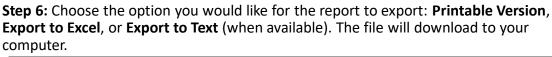

Step 4: Select the type of report you would like to view by clicking on the **name of the report**. The reports available to you will vary depending on your roles. See the previous page of this task aid for the minimum reports you should see for this role.

View Standard Reports (Cont. 1)

Step 5: Enter data into the **filters** you would like to apply to the report. The filters available will vary depending on the report selected. The system will alert you if you try to run a Standard Report with required fields missing. Visit https://help.csod.com/help/csod_0/Content/Reporting/Standard_Reports/Standard_Reports_Overview.htm?Highlight=standard%20report for more information on specific standard reports.

Step 6: Choose the option you would like for the report to export: **Printable Version**, **Export to Excel**, or **Export to Text** (when available). The file will download to your computer.
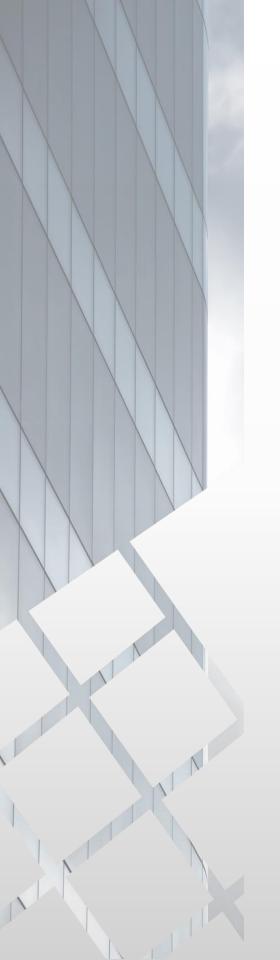

Note: You may receive an error message when trying to open the spreadsheet. If this happens, click "Yes" to open the file.

Additional Resources

Additional Resources

Support Area	Support Provided	Contact
Defense Acquisition University (DAU) Help Desk	• 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)	• 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	• 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	• 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