4th Estate Summit

October 26 – 27, 2010
Document Upload Capability for Application for Certification
Employee logs on to the Career Field Certification site.
Employee verifies the information on their profile.
Employee selects “Certification Application” on the menu.
Employee selects the Career Field.
Employee selects the Certification Level.
Employee completes the Career Field and Level Checklist.
Employee indicated equivalent training.
New Document Upload Capability
Step 1 is to click the “Browse” button.
Step 2 is to highlight the document.
Step 3 is to click the “Open” button.
It shows the document pending. Employee clicks the “Upload File” button.
The highlighted section shows that the document was uploaded. Press the “Continue” button to proceed.
Employee clicks the “Submit Application” button to finish the application.
Employee receives a Confirmation page that the application has been submitted.
Supervisor
Supervisor receives an email that the application needs to be processed.

APPLICATION SUMMARY:
REGISTRANT NAME: SMITH, TEST D
CAREER FIELD: INFORMATION TECHNOLOGY
CERTIFICATION LEVEL: I

The above employee has applied for Career Field Certification, in the field of INFORMATION TECHNOLOGY at Level I. You have been identified as the supervisor of record on this application. Your recommendation for approval of this application will forward the application to the next approving authority if applicable.

*************** INSTRUCTIONS ***************

Click on the link below (or copy and paste it into your web browser):
https://www.eval2.asmr.com/channels/acqtascfc/supervisor/

You will be prompted for your email address and application review code. Your application review code is: L5944

The email address you enter must match the email address this message was sent to. This message was sent to: mavey@asmr.com

Any applications that require your review will be displayed. Click on the student’s name you wish to review to bring up that application.
Supervisor will enter their email address and enter the Application Review Code. Press the “Continue” button.
Supervisor will click on the employee’s name.
The top part of the application shows the supervisor what Career Field and Level the employee is making the application.
The bottom portion of the application shows the checklist that the employee had completed. The supervisor can click on the “Download Training Documentation” link.
The File Download process. Click on the “Open” button to retrieve the document.
INTERMEDIATE CONTRACTING (CON 202) Section 301

The documentation appears in a new window.
<table>
<thead>
<tr>
<th>Education</th>
<th>Experience</th>
<th>Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Desired) baccalaureate degree, preferably with a major in computer science, management information systems, business administration, or a related field</td>
<td>Up to 12 months of education in acquisition may be counted toward fulfilling the experience standard required for certification</td>
<td>ACQ 101 Fundamentals of Systems Acquisition Management [BU5]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>IRM 101 Basic Information Systems Acquisition [JHD]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SAM 101 Basic Software Acquisition Management [JHB]</td>
</tr>
<tr>
<td></td>
<td>No Experience Documentation Provided</td>
<td>No Training Documentation Provided</td>
</tr>
</tbody>
</table>

If you feel you need more information to process this application, click here to email registrant.

[Approve] [Disapprove]


Supervisor makes the decision to Approve or Disapprove the application.
Approval
Approver receives email with instructions to log on. Approver enters email address and Application Review Code and press the “Continue” button.
Approver clicks on the employee name hyperlink.

<table>
<thead>
<tr>
<th>Name</th>
<th>Career Field</th>
<th>Level Requested</th>
<th>Days Pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMITH_TEST_D</td>
<td>CONTRACTNG</td>
<td>II</td>
<td>0</td>
</tr>
</tbody>
</table>

Total: 1
Career Field Certification Application

Review the Career Field Certification application below. Use the certification checklist near the bottom of the page to review the standards met by this registrant. Use the 'Final Approval Authority Remarks' area to input any comments you would like associated with the application. By clicking the 'Approve' button at the bottom of the page, you agree to the Approval Authority Statement below.

Application for SMITI, TEST D

1. I apply for certification to level III in the INFORMATION TECHNOLOGY career field.
2. I meet all of the requirements necessary for certification identified on the certification checklist.

Approval Section

Approval Authority Remarks (1000 character limit)

Approval Authority Statement

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete, and made in good faith.

Certification History

<table>
<thead>
<tr>
<th>Career Field</th>
<th>Level Achieved</th>
<th>Date Achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTRACTING</td>
<td>I</td>
<td>2/12/2010</td>
</tr>
<tr>
<td>FACILITIES ENGINEERING</td>
<td>I</td>
<td>5/18/2009</td>
</tr>
<tr>
<td>INFORMATION TECHNOLOGY</td>
<td>I</td>
<td>5/13/2010</td>
</tr>
<tr>
<td>TEST &amp; EVALUATION</td>
<td>I</td>
<td>2/12/2010</td>
</tr>
<tr>
<td>SYSTEMS SUSTAINMENT MANAG</td>
<td>I</td>
<td>3/5/2010</td>
</tr>
</tbody>
</table>

Top half of certification application.
The bottom portion of the application shows the checklist that the employee had completed. The approver can click on the “Download Education Documentation” link.
The File Download process. Click on the "Open" button to retrieve the document.
The documentation appears in a new window.
Approver will click the “Approve” or “Disapprove” button.