



RESOURCE MANAGEMENT GUIDE

ADS-95-01-GD

FOREWORD

Managers of the acquisition workforce play an important role in helping the Defense Acquisition University (DAU) achieve its mission of educating and training acquisition workforce professionals for effective service as set forth in the Defense Acquisition Workforce Improvement Act. As we move through this period of constrained budgets and manpower reductions, our roles become even more critical to the successful provision of acquisition education and training. It is up to us to find innovative ways to become more efficient and to apply resources in ways that will achieve the greatest productivity.

This guide has been developed to answer some of the most frequently asked questions about DAU Resource Management policies and procedures. The information provided in this guide covers a wide range of topics concerning everything from DAU's historical beginnings to the enrollment and graduation of students. Emphasis is placed on useful and general information needed to assist in management of the acquisition workforce.

Questions not addressed in this guide may be referred to the respective Resource Analyst as detailed in our assignment listing. We hope that you will find this guide to be a helpful reference.

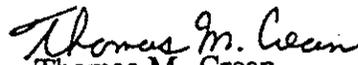

Thomas M. Crean
President
Defense Acquisition University

Table of Contents

	Page
Foreword	i
Table of Contents	ii
CHAPTER 1 ADMINISTRATIVE INFORMATION	
A. General Information	1
B. DAU Organization Structure	4
CHAPTER 2 RESOURCE MANAGEMENT DIRECTORATE	
A. RM Responsibilities	5
B. DACM Roles and Responsibilities	5
C. Consortium Member Roles and Responsibilities	5
D. Calendar of Events	6
E. Points of Contact for Consortium Members	8
F. Points of Contact for Directors of Acquisition Career Management	10
G. Points of Contact for OSD Functional Boards	11
H. RM Assignment Listing	12
CHAPTER 3 QUOTA MANAGEMENT	
A. Quota Allocation Process	13
B. Quota Utilization	14
C. Policy for Attendance at DAU Classes	14
D. Requests for Changes in Quota Allocation	15
E. Out of Cycle Request/Special Offerings	16
CHAPTER 4 ARMY TRAINING REQUIREMENTS AND RESOURCES SYSTEM	
A. General Information	18
B. Correspondence Courses and Equivalency Examinations	18
C. Course Schedule Development and Numbering	21
D. Unfilled Seats and Overbooked Students	22
E. On-Site Requirements	22
F. Reporting Graduates	23
G. Student Registration and Notification Procedures	23

CHAPTER 5 BUDGET EXECUTION AND FUNDS CONTROL

A. Planning, Programming Budgeting System	24
B. Annual School Budget Preparation	24
C. Continuing Resolution Authority	24
D. Funding	25
E. Course Development Funding	25
F. Obligation Plans Submission	26
G. Quarterly Reports Submission	26
H. FY 93 & Prior Funds Control	27
I. FY 94 & Subsequent Funds Control	28
J. End of Year Reports	29
K. Preparation of Standard Document Numbers	30
L. Performance Budgeting	30
M. Unit Cost	30
N. Benchmarking	32

APPENDICES

A. Quota Allocation Process Flow Chart	A-1
B. ATRRS Quick References	B-1
C. On-Site Requirements	C-1
D. Budget Preparation Format	D-1
E. DACM Quarterly Report Format	E-1
F. Consortium Member Quarterly Report Format	F-1
G. DACM Obligation Plan Format	G-1
H. Consortium Member Obligation Plan Format	H-1

ADMINISTRATIVE INFORMATION

Chapter 1 - Defense Acquisition University

A. General Information

The Defense Acquisition Workforce Improvement Act (DAWIA) of 1991 created the Defense Acquisition University (DAU). It operates as a consortium of 15 Army, Navy, Air Force and Defense Logistics Agency schools and activities, including the Defense Systems Management College and the National Defense University. Consortium activities are coordinated by the University President and a small staff reporting to the Deputy Under Secretary of Defense for Acquisition Reform. The DAU coordinates and tailors education to the needs of more than 108,000 career personnel serving in DoD acquisition positions as identified in the management information system. It serves as the DoD center for the development of military and civilian education, training, research, and publication capabilities in the area of acquisition. A council composed of senior DoD officials and chaired by the Under Secretary of Defense Acquisition and Technology (USD(A&T)) provides University policy and operation oversight.

The consortium structure builds upon the strengths of existing schools and provides the flexibility to include other institutions to meet new or specialized needs of career acquisition professionals and the flexibility to respond to changing requirements. Each DAU consortium member retains its own command structure.

Fostering debate, examining acquisition issues and developing University faculty by supporting research, symposia, conferences and maintaining publication capabilities assures excellence in acquisition management education. These endeavors keep DAU in the forefront of acquisition issues.

DAU works in conjunction with DoD functional boards to identify competencies required to perform at various career levels and incorporates them into DAU courses. Functional boards have been established for each of seven acquisition functional areas. These boards consist of senior level acquisition staff of the DoD components who advise the USD(A&T) on issues of career development and recommend mandatory training for their functional area. Auditing career field requirements are managed by the Defense Contract Audit Agency.

Recognizing the need for continuous updating of technical and professional information, DAU coordinates course development and revisions with acquisition educators throughout DoD and academia. Constant research and revision of courses help maintain the highest quality education for DoD acquisition professionals.

DAU manages training resources and administers the acquisition education and training program to prepare professionals for effective service in the DoD acquisition workforce. This includes developing, submitting and defending funding through the Planning, Programming

and Budgeting System (PPBS). Funds are suballocated for course development, presentation and student attendance. DAU tracks budget execution and analyzes use of funds to assure optimum return on investment.

The DAU is the executive agent for managing and coordinating the delivery of acquisition courses. This function was formerly known as the Acquisition Enhancement (ACE) program. DAU courses are offered at the basic, intermediate, and senior levels for DoD acquisition managers. Offerings range from basic level training on Management of Defense Acquisition Contracts, provided by several DAU schools, to the Program Management Course provided at the Defense Systems Management College (DSMC) and the Senior Acquisition Course taught at the Industrial College of the Armed Forces (ICAF). The DAU focuses on career development needed for certification and membership in the Defense Acquisition Corps. Course lengths range from a few days to 10 months and are provided at sites worldwide, throughout the year, to meet the training requirements of the Defense acquisition community. In addition to providing resident instruction and instructors to travel to local facilities, the University provides innovative learning opportunities, including satellite instruction, video tutorials, equivalency examinations and correspondence courses.

The DAU publishes an annual DoD Acquisition Education and Training Catalog and a schedule of course offerings. The catalog describes mandatory courses for selected career functional areas in addition to requirements for advancement in specific fields. Courses are grouped by career field and career levels. The catalog also provides information on consortium members and points of contact for course quota management. Course descriptions, prerequisites and course sponsors are addressed individually and grouped by date and location.

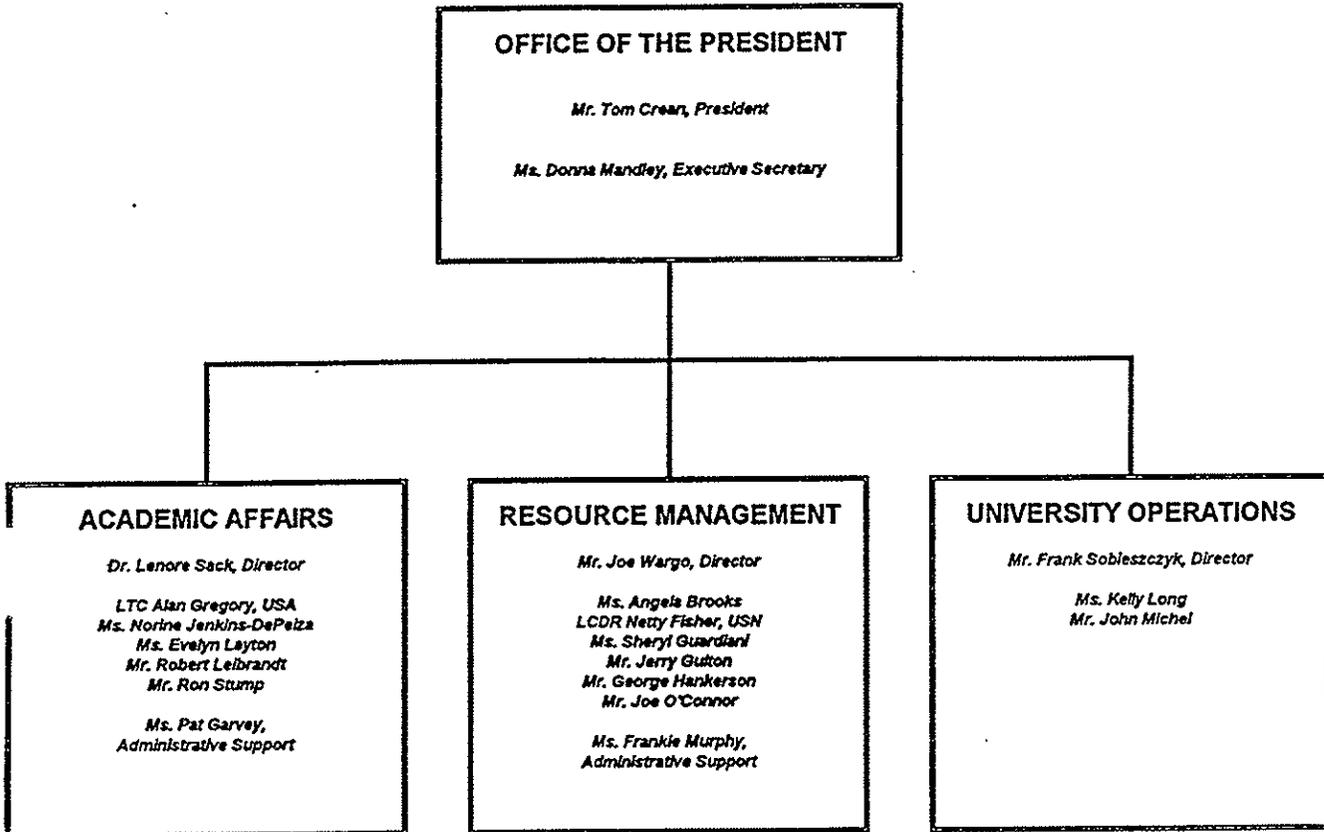
The following are members of the DAU consortium and provide acquisition courses:

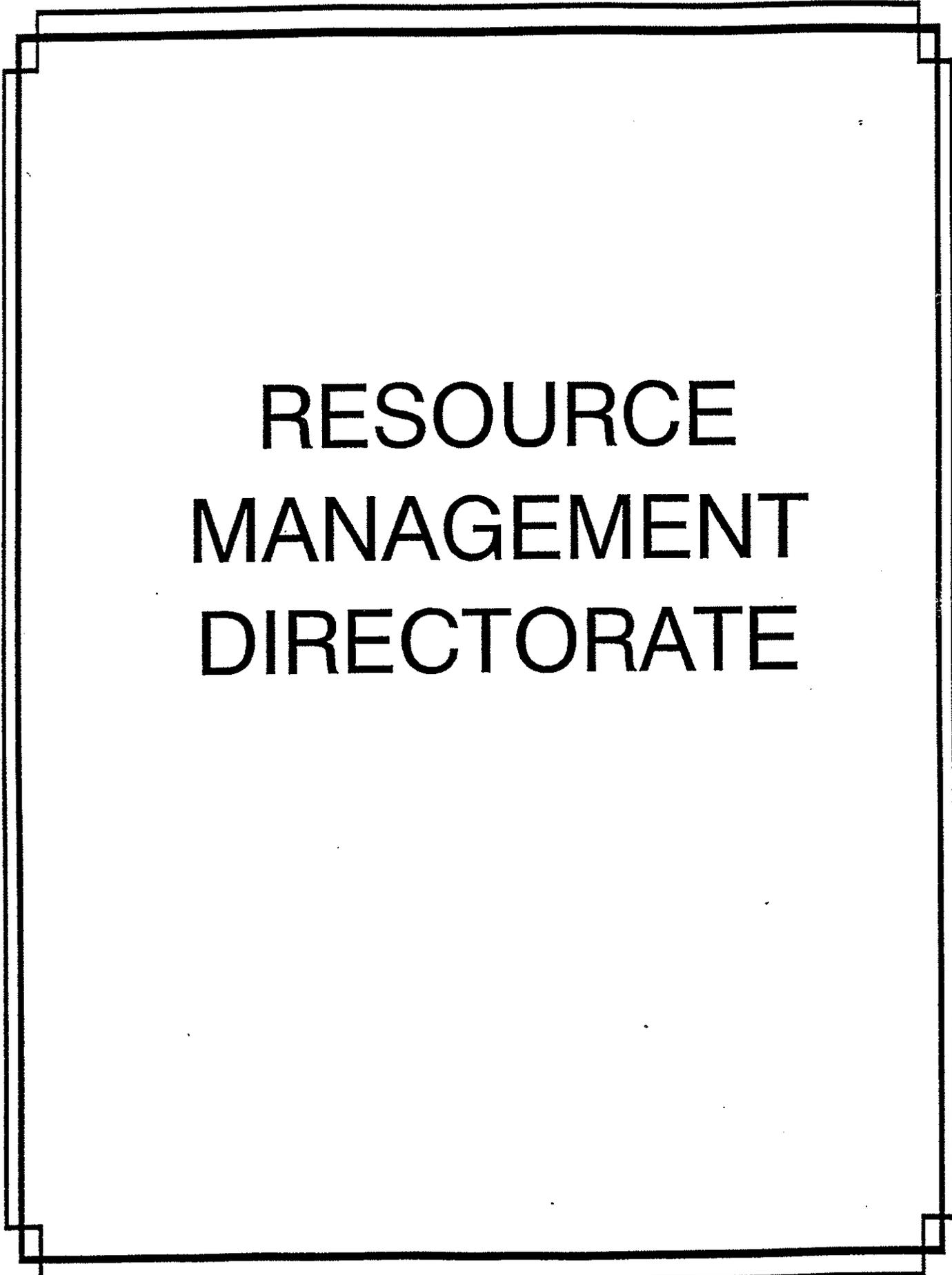
- Air Force Institute of Technology (AFIT)
- Army Logistics Management College (ALMC)
- Army Management Engineering College (AMEC)
- Defense Contract Audit Institute (DCAI)
- Defense Logistics Civilian Personnel Support Office (DCPSO)
- Defense Systems Management College (DSMC)
- European Command Acquisition Training Office (EUCOM)
- Industrial College of the Armed Forces (ICAF)
- Information Resources Management College (IRMC)
- Lackland Technical Training Center (L TTC)
- Naval Center for Acquisition Training (NCAT)
- Naval Facilities Contracts Training Center (NFCTC)
- Naval Postgraduate School (NPS)
- Naval Warfare Assessment Division (NWAD)
- Office of the Assistant Secretary of the Navy/RD&A/APIA-PP (ASN/RDA)

DAU provides centralized control for attendance at their courses through the Army Training Requirements and Resources System (ATRRS). Allocation of DAU course quotas, registration and course completion information is accomplished electronically. Course quota requirements are developed and allocated annually. Quota refinement and course adjustments assure optimum use of DAU training capacity. DAU coordinates with DoD Directors of Acquisition Career Management (DACMs) to make adjustments as necessary.

B. DAU Organization Structure

**DEFENSE ACQUISITION UNIVERSITY
(DAU)**





**RESOURCE
MANAGEMENT
DIRECTORATE**

Chapter 2 - Resource Management Directorate

A. RM Roles and Responsibilities

The Resource Management Directorate (RMD) is one of three Directorates within the Office of the President and has responsibility for overseeing all resource management aspects of the University. The RMD manages the identification of training requirements by the Service and Defense Agencies Directors of Acquisition Career Management (DACMs); the identification of training capacity by the consortium members; the development of the annual schedule and loading it into the Army Training Requirements and Resources System (ATRRS); tracking changes and utilization rates for reporting requirements; and financial management and resource analysis.

RMD is responsible for preparing the DAU Program Objective Memorandum (POM) submission as required by DoD, and the preparation and presentation of justification materials for the President's Budget, and financial and manpower requirements and budget estimates for higher review levels and the Congress. RMD is responsible for the execution of funds provided to the DAU.

RMD staff assignments are by DACM, functional board, and special assignments as outlined in the assignments listing.

B. DACM Roles and Responsibilities

The DACMs are responsible for the management of their Service/Defense Agency acquisition workforce personnel. DACMs are responsible for the enrollment of students into ATRRS. The DACMs are also provided funds to support travel and per diem for students attending DAU courses.

C. Consortium Member Roles and Responsibilities

The consortium members are responsible for administering and teaching the courses necessary to satisfy the acquisition education and training requirements specified by the Under Secretary of Defense (Acquisition and Technology). Consortium participation may also include non-teaching functions such as research, publications and the conduct of symposia.

D. Calendar of Significant Events in DAU Resource Management

<u>ITEM</u>	<u>PLANNED DUE DATE</u>
Review ATRRS Graduates for Previous FY	Early October
Data Call to DACMs for Upcoming FY (to include on-site requirements)	Early November
Ending FY Budget Quarterly Report due to DAU	Mid November
DACMs Return Data Call	Late December
Data Call to Consortium Members for Upcoming FY Capacity (with on-site requirements from DACMs)	Mid January
Review ATRRS Graduates for 1st Quarter	Mid January
First Quarter Budget Report due to DAU	Early February
Consortium Member Meeting	Early February
Consortium Member Return Data Call to DAU	Late February
Upcoming FY Quota Distribution	Late February
Notify Schools and DACMs of Capacity Purchased (request on-site POC's)	Late March
Review ATRRS Graduates for 2nd Quarter	Mid April
DACMs Provide On-site POC's	Mid April
Consortium Members Load Schedule in ATRRS	Mid April-Early May
Second Quarter Budget Report due to DAU	Early May
Lock ATRRS	Early May

D. Calendar of Significant Events in DAU Resource Management (Continued)

<u>ITEM</u>	<u>PLANNED DUE DATE</u>
DAU Review Schedule and Load Quotas	Early-Mid May
Release ATRRS Schedule	Mid May
DACMs Suballocate Quotas	Mid May
Budget Data Call to Schools with FY Estimates and Format	Late May
Budget Data Call to Schools with FY Estimates and Format Due	Mid July
Negotiations Between DAU and Schools	Mid July
Review ATRRS Graduates for 3rd Quarter	Mid July
Third Quarter Budget Report due to DAU	Early August
MIPR Holders Report Balance as of EOM July for Execution Year	Weekly thru Sep
Planning MIPRs for Upcoming FY Issued	Mid September
Letter to Schools Reflecting Negotiated Budget	Mid September
Review ATRRS Graduates for 4th Quarter	Mid October
Fourth Quarter Budget Report due to DAU	Early November
Reconciliation of Accounting Reports with DAU and DFAS	Monthly

E. POINTS OF CONTACT FOR CONSORTIUM MEMBERS

School	POC	Phone Number	DSN
AFTT	Jon Graham Jim Meadows	(513) 257-7777 Ext. 3107 (513) 257-7777 Ext. 3131	785
ALMC	Col Meyer Carolyn Jones	(804) 765-4471 (804) 765-4997	539
AMEC	Paul Wagner Nina Rumler	(309) 782-0403 (309) 782-0489	793
ASN	Russell DeRose Ed Callaway	(703) 607-1680 (703) 602-2795	289 332
DCPSO	Barbara Sharf Jewel Shelborn Donna Cannon Paul Green	(614) 692-5939 (614) 692-5939 (614) 692-5955 (404) 590-6648	850 697
DLA	Barbara Hulick	(703) 274-6049	284
DSMC	Col Andy Zaleski Karla Reed	(703) 805-2902 (703) 805-2227	655
EUCOM	Lil Johnson Sally Lunnen	011 49 631 536-6332 011 49 631 536-6332	
ICAF	Linda Brandt	(202) 475-9178	667
IRMC	Stephen V. Versace LTC Raymond Quesenberry	(202) 287-9314 (202) 287-9339	667
LACKLAND	Major Joe Peck Ed Griffin	(210) 671-1824 (210) 671-1804	473
NCAT	Dick Graham Karen Olzack	(804) 445-2558/2700 (804) 445-2700	565

E. POINTS OF CONTACT FOR CONSORTIUM MEMBERS CONTINUED

NFCTC	William Winterstein	(805) 982-4415	551
	John Verardo	(805) 982-4415	
	Debbie Schutzi	(805) 982-2844	
	Amy Younts	(703) 325-7012	221
NPS	David Lamm	(408) 656-2775	878
	Brooks Merritt	(408) 656-3618	
NWAD	Robert Bennett	(909) 273-5017	933
	Don Dickinson	(909) 273-5116	
	Debbie Magdelino	(909) 273-4533	
ATRRS	Dick Goetz	(703) 614-5578	224

F. POINTS OF CONTACT FOR DACM OFFICES

DACM	POC	Phone Number	DSN
AIR FORCE	Kathy Boockhardt	(703) 614-9446	224
	Linda Adams	(703) 614-9446	
	Bob Jasso - Quota Mgr	(210) 652-4608	487
ARMY	Laverne Jones	(703) 805-4160	655
	Carolyn Henson - Quota Mgr	(703) 805-4162	
DOD	Herb Cowles	(703) 617-0185	227
	Cindy Skulskie	(703) 617-7026	
	Karla Merritt	(703) 617-7025	
NAVY	William Hauenstein	(703) 602-2835	332
	Anne Alexander	(703) 602-2836	
	Debbie Epps	(703) 602-2764	
	Chris Gardner	(703) 602-2764	
	Dan Diviney - Quota Mgr	(717) 790-6485	430

G. POINTS OF CONTACT FOR OSD FUNCTIONAL BOARDS

BOARD	POC	Phone Number	DSN
Acquisition Logistics	Mr. George Desiderio	(703) 756-8420	289
Acquisition Management Program Management Comm-Computer	Mr. Jesse Stewart Colonel Tom Willard	(703) 805-3066 (703) 695-0906	655
Auditing	Mr. Larry Uhlfelder Mr. Ken Kishishita	(703) 274-7317 (901) 325-6352	284
Business, Cost Estimating & Financial Management	Mr. John Raines Dr. Frank Stone	(703) 614-0357 (703) 692-2482	224 222
Production Resources (Including Quality & Manufacturing)	Mr. James Woodford	(703) 695-0292	225
Procurement & Contracting (Including Construction)	Mr. Steve Cohen	(703) 697-8335	227
Purchasing (Including Purchasing Assistant)	Mr. Steve Cohen	(703) 697-8335	227
Industrial Property Management	Mr. James Kordes	(703) 697-4186	227
Systems Planning, Research, Development & Engineering	Mr. George Desiderio	(703) 756-8420	289
Test & Evaluation	Mr. John Bolino Mr. Irv Boyles	(703) 697-4819 (703) 697-7933	227

H. RESOURCE MANAGEMENT TEAM ASSIGNMENTS

MR. JOE WARGO
DIRECTOR RESOURCE MANAGEMENT

MS. FRANKIE MURPHY, SECRETARY

Analyst	DACM	Schools	Functional Board	Other	Backup
Angela Brooks (703) 845-6729	N/A	DSMC	Acquisition Management	Manpower Reports Direct Registration Office RM Handbook Strategic Plan	Hank Netty Netty Netty
LCDR Netty Fisher (703) 845-6739	N/A	N/A	N/A	ATRRS Assignment Specific/Pilot Courses Process Action Team Reg Trng Center Scheduling Schedule/Quota Coordinator	Sheryl Angela Sheryl Sheryl
Sheryl Guardiani (703) 845-6779	Navy	NWAD NCAT NPS NFCTC ASN	Systems Engineering Test & Evaluation	Distance Learning Performance Budgeting Acquisition Reform Initiatives	Jerry
Jerry Gupton (703) 845-6786	Army	ALMC AMEC	Contracting	OSD Budget President's Budget POM Benchmarking	Joe Hank Hank
George "Hank" Hankerson (703) 845-6793	Air Force	AFIT LACKLAND	Acquisition Logistics Business/Financial Mgt	Headquarters Budget Unit Cost	Netty Angela
Joe O'Connor (703) 845-6795	Defense	DCAI DCPSO ICAF/IRMC EUCOM	Auditing Production/Quality/ Manufacturing	Funds Control Quarterly Reports Initial Guidance Letter	Angela

QUOTA MANAGEMENT

Chapter 3 - Quota Management

A. Quota Allocation Process

The basic components of the quota allocation process include student training requirements for individual courses, teaching capabilities, modes of delivery, workforce composition, historical data, and cost considerations.

1. **Requirements Identification.** The DACMs identify course requirements on a yearly basis through the DAU data call. They identify total requirements by course, including on-site requirements by location. Upon receipt, the DAU reviews the requirements and compares them to previous years' requirements, current and historical utilization rates, and the current management information system (MIS) workforce profile. Discrepancies are then discussed with the DACM and adjusted accordingly.

2. **Strawman.** DAU develops a comprehensive spreadsheet which includes the DACM requirements, quota factor, DAU proposed school teaching capacity by consortium member, the proposed allocation to each DACM by course, and other information as necessary.

3. **Teaching Capacity.** This capacity is developed using prior years' performance, functional board recommendations, DACM requirements, and projected outyear throughput.

4. **Workforce Composition (Quota Factor).** The DAU utilizes information in the MIS on workforce profile to establish the quota factor. The quota factor is a percentage of each Service/Defense Agency workforce by career field. It is imperative that each DACM ensure that all acquisition workforce personnel are properly coded in the MIS.

5. **Allocation Proposal.** Where the DACM requirement is less than the expected throughput, DACM requirement is automatically satisfied. Where DACM requirement is more than the expected throughput, allocation is based on the quota factor. At this time DAU attempts to ascertain additional capacity through certification of other consortium members, contractors, or alternative modes of delivery (i.e., distance learning, equivalency exam, etc.) within DAU budget constraints.

6. **Consortium Member Workload Proposal.** Schools are provided with a proposed workload for the upcoming fiscal year by course for review and acceptance. During this process, adjustments are made to the workload based upon the school's capabilities and the costs for course delivery are submitted.

7. **Workload Finalization.** Upon receiving the consortium member budget information and teaching capacity, DAU reviews, adjusts, and finalizes the fiscal year allocation by course by school.

8. **Schedule Loading.** Schools load the approved schedule in ATRRS as discussed in Chapter 4 of this Guide. DAU loads quotas based on the total quota allocation for each class.

9. **Schedule Review.** Before the schedule is officially released in ATRRS, DACMs are given an opportunity to review the consortium member schedule for appropriate dates of resident and on-site classes. DAU reviews DACM input and makes changes as necessary prior to release of schedule.

10. **Schedule Release.** After all reviews, DAU releases the schedule to the DACMs for suballocation and registration of students for the fiscal year.

A flow chart of this process is at Appendix A.

B. Quota Utilization

The DAU will analyze fill rates two ways.

First - Compare the graduates against the initial quotas assigned to each DACM.

Second - Compare the graduates against the current quotas in ATRRS.

These two methods allow DAU to evaluate the validity of the initial requirements and to assess the DACMs ability to fill the seats they requested. It also provides the DACMs an incentive to continually review their status and provide DAU with changes in their requirements. This enables DAU to cancel any classes that do not have sufficient students, or redirect the seats to other Services with a need. This reconciliation is prepared monthly and used by DAU Resource Analysts. DACMs are strongly encouraged to fill seats once scheduled.

C. Policy for Attendance at DAU Classes

DAU has been chartered with responsibility for providing training and education to the acquisition workforce. DAU will centrally manage enrollment requests from all non-DoD personnel and will schedule course offerings as requested by the Services and Defense Agencies.

Attendance at DAU Classes: Personnel within DoD obtain spaces for DAU mandatory classes as follows:

1. DoD personnel in the acquisition workforce obtain spaces for classes through their respective Service DACM. DAU funds the travel and per diem for these students within the funding constraints of the MIPR provided to each DACM.

1. DoD personnel in the acquisition workforce obtain spaces for classes through their respective Service DACM. DAU funds the travel and per diem for these students within the funding constraints of the MIPR provided to each DACM.

2. For those DoD personnel in the Defense Agencies, spaces must be obtained from the Acting Director for Acquisition Career Management OUSD(A&T)/AET&CD. DAU funds the travel and per diem for these students within the funding constraints of the MIPR provided to the DoD DACM. Military personnel assigned to these components obtain spaces from their parent Service. DAU funds the travel and per diem for these students within the funding constraints of the MIPR provided to their parent Service.

3. DoD personnel not in the acquisition workforce obtain spaces through DAU. DAU covers the cost of course delivery but does not reimburse the travel and per diem cost for these students. Travel costs are borne by the requesting organization.

4. Non-DoD personnel may attend DAU courses on a space available basis. Registration may be done by submitting a completed DD Form 1556 "Request, Authorization, Agreement, Certification of Training and Reimbursement" or SF 182 "Request, Authorization, Agreement, Certification of Training," to DAU. Tuition and travel costs are the responsibility of the requesting organization.

D. Requests for Changes in Quota Allocation

The DAU schedule is locked and available in ATRRS in early June. This schedule is for classes beginning in the following fiscal year. The quota allocation is provided to each DACM in ATRRS on that date. Customer service to our students is paramount to DAU. Changes to the DAU course schedule are discouraged, except in rare instances, due to the difficulties encountered by the DACMs and the consortium members. All changes must be coordinated with the affected parties (i.e., schools, other DACMs) by the requestor and in writing (letter, memo, E-mail) before DAU approves a change. Changes made within 60 days of a start date can seriously affect the operation of the DAU consortium and significantly alter the morale and learning motivation of our students. Changes (if any) are made on Wednesday of each week and an ATRRS E-Mail message is sent to each consortium member school and DACM office reflecting changes with an explanation for change.

DAU will take the following actions:

Increases. The request will be provided to the service analyst who will:

1. Check to see if total DACM requirements were met in the initial schedule.

2. Review the fill rate for the class. DACMs will be required to justify in detail why they need additional seats if the fill rate has been less than 90% and the steps being taken to ensure the seats will be utilized if made available.
3. Determine if the schools have capacity available to cover the increased requirement.
4. Make a recommendation to the Director of RM on having a school add capacity.
5. Notify the requestor of the decision, through an ATRRS/E-Mail change message.

Decreases. The request will be provided to the service analyst who will if time allows:

1. Check to see if total DACM requirements were met in the initial schedule.
2. If a service requirement was not met during the initial quota allocation, quotas will be made available to that service or agency before being offered to all DAU customers.
3. If time does not allow for the above actions, i.e. received less than 30 days before class start date, the change will be processed and the seats made available on a first come, first served basis.
4. The Service who holds the quota will remain accountable for those quotas not used.
5. Notify the requestor of the decision, this will be through the ATRRS/E-Mail change message.

Change in location. The location change request must be coordinated with the affected school prior to submission to the DAU resource analyst. Upon approval the notification of the change will be made through an ATRRS/E-Mail change message.

Change in class dates. The class date change must be coordinated with any affected DACM or school prior to submission to the DAU resource analyst. Upon approval the notification of the change will be made through an ATRRS/E-Mail change message.

E. OUT OF CYCLE REQUESTS/SPECIAL OFFERINGS

Out-of-cycle is defined as request for courses outside of the requirements data call and the initial DAU course schedule.

1. Requests for out-of-cycle classes will be forwarded through the appropriate Service/DoD DACM to the desired provider. After coordination by all impacted parties, the

request will be provided to the DAU RMD for approval, funding, if available, and input into ATRRS.

2. Requests for special course offerings made by non-DoD agencies will be forwarded to the DAU RMD. After coordination with the appropriate provider, the request will be approved or disapproved by the DAU and forwarded to the requestor. In the event that these courses are outside the DAU funding, the requesting organization may be required to fund for these offerings. When applicable, these costs will be negotiated on a case-by-case basis. Upon approval, the DAU RMD will enter the special offering into ATRRS and notification will be made through an ATRRS/E-Mail change message. If the requesting organization is outside of DoD, the approval request will be forwarded in a formal memorandum.

**ARMY
TRAINING
REQUIREMENTS
AND
RESOURCES
SYSTEM
(ATTRRS)**

Chapter 4 - Army Training Requirements and Resources System (ATRRS)

A. General Information

The Army Training Requirements and Resources System (ATRRS) is the single system used to manage training requirements and quotas for DAU courses. ATRRS provides a means for maintaining course schedules, monitoring quota utilization, and managing and reviewing reporting requirements. Appendix B provides the most commonly used ATRRS codes.

The DACMs are responsible for ensuring qualified students are assigned to the Service/DoD Agency allocated quotas. A qualified student is defined as an individual who requires a course to be certified to perform the duties of the job position presently occupied, to prepare for a position at the same level or higher level, depending upon Service/DoD Agency needs, or to be cross-trained in another functional area. Also a qualified student may be one which the Service/DoD Agency, through formal exchange agreements have stated that they will train specified individuals utilizing their allocated quotas. Student assignments to classes should be made as soon as possible to provide the schools and students sufficient time to make appropriate arrangements. The DAU RMD will monitor this process according to the following time schedule:

a. Forty-five days before class start, a review will be made to see if all required student information has been entered by the DACM or whoever the Service/DoD Agency has designated.

b. Forty-five days before start of class, ATRRS automatically converts any "wait" to a reservation when space allows. ATRRS will accept names of wait list candidates any time before the start of class. Any remaining class seats are "freed up" and can be filled by anyone with access to ATRRS.

c. Providers (schools) are responsible for inputting class rosters into ATRRS by the end of the fifth day of class and for entering graduation rosters within ten working days of the end of the class. The DAU RMD will monitor compliance and compile performance reports on these requirements.

B. Correspondence Courses and Equivalency Examinations

In September 1994 the DAU initiated procedures for registration of students in ATRRS for correspondence courses and equivalency examinations. The following changes were made in ATRRS to accommodate DAU correspondence courses and equivalency examinations.

Correspondence Courses

- School code 553, DAU Correspondence Courses, was established in the ATRRS Verification Table 01 (School Codes).
- The Select Code for Acquisition Correspondence Courses changed from 'BH' to 'BI' in the ATRRS verification table 21 (select codes).
- The Select Code for GSA acquisition courses changed from 'BI' to 'BW' in the ATRRS verification table 21 (select codes).

Each DAU correspondence course has one class, numbered "101", loaded on the 'C3' display. The class report and start dates are 3 Oct 94-29 Sep 95. This is an open registration.

- The class type is 'C' and there is no maximum, optimum or minimum class size.
- The REMARKS at the top of each C3 display identify the sponsoring school and length of time allotted for completion of the correspondence course.
- The correspondence course numbers are identical to the resident, on-site and equivalency course numbers. This allows ATRRS logic to ensure a student does not register more than once for the same course.
- When reservations are made in correspondence courses, the component code will begin with '4'.

Equivalency Examinations

- School code 559, DAU equivalency examinations, was established in the ATRRS Verification Table 01 (School Codes).
- Select Code 'BV,' DAU Equivalency Examinations, was established in the ATRRS verification table 21 (select codes).
- Class type code 'E,' equivalency examinations was established for use on the C3 display.

Each DAU equivalency exam has one class, numbered "401", loaded on the 'C3' display. The class report and start dates are 3 Oct 94-29 Sep 95. This is an open registration.

- The class type is 'E' and there is no maximum, optimum or minimum class size.

- The REMARKS at the top of each C3 display identify the sponsoring school and length of time allotted for completion of the correspondence course.
- The equivalency exam numbers are identical to the resident, on-site and correspondence course numbers. This allows ATRRS logic to ensure a student does not register more than once for the same course.
- When reservations are made in equivalency exam courses, the component code will begin with '4'.

Registration procedures for enrolling students in correspondence courses by the DACMs is the same as listed above in Chapter 4. Correspondence courses available in FY 95 are as follows:

<u>Course Number</u>	<u>Sponsoring School</u>	<u>Title</u>
CON 101	ALMC	Contracting Fundamentals
CON 104	AFIT	Contract Pricing
PUR 101	ALMC	Purchasing Fundamentals

The student's registration date will be based on the date of the transaction of the input status (IS) code in ATRRS. The IS code "I" will be automatically entered in ATRRS when the reservation file is transferred to Army Institute for Professional Development (AIPD), the organization responsible for disseminating DAU correspondence material for CON 101 and PUR 101. This file is run every duty day.

When the "I" code is entered in ATRRS, this signals that correspondence course materials have been shipped. If course material is not available, AIPD will flag the reservation. When course materials are restocked, AIPD will input the 'I' code and ship the materials. The input date is the start date for the student. The student has one year from the input date to complete the course for CON 101 and six months to complete PUR 101.

AIPD will periodically, depending on the course length, send out reminder notices that completed course assignments are due.

- If the student successfully completes the course within the designated timeframe, a completion code "G" will be entered in ATRRS by AIPD.
- If the student fails the course, an attrition code "ZA" indicating academic failure will be entered in ATRRS by AIPD.

- If no assignments are returned from the student by course completion date, an attrition code "ZZ" will be entered for the student in ATRRS by AIPD which indicates failure to participate.
- Extensions can only be granted by the DACM. If the DACM wishes to do so, DACMs can contact Mr. Al Kahn, (804) 878-5532, DSN 927-5532 at AIPD.

Air Force Extension Course Institute (ECI), Maxwell Air Force Base will continue to ship course material. DACMs will use the same registration procedures established for all other DAU correspondence courses.

Registration procedures for enrolling students in equivalency examinations by the DACMs is the same as listed above in Chapter 4. Equivalency Examinations available in FY 95 are as follows:

<u>Course Number</u>	<u>Sponsoring School</u>	<u>Title</u>
ACQ 201	DSMC	Intermediate Systems Acquisition
CON 101	ALMC	Contracting Fundamentals
CON 104	AFIT	Contract Pricing
CON 201	AFIT	Government Contract Law
CON 211	ALMC	Intermediate Contracting
CON 221	AFIT	Intermediate Contract Administration
PUR 101	ALMC	Purchasing Fundamentals

The responsible school will pull the reservations from ATRRs and notify the student of the exam date and procedures.

C. Course Schedule Development and Numbering

1. Course Schedule Development. The course schedule is loaded into ATRRS by the schools once they are notified of their capacity requirements. The schedule is loaded on the "C3" screen and contains the following information:

SCHOOL CODE	REPORT DATE
COURSE NUMBER	START DATE
CLASS NUMBER	END DATE
COURSE TITLE	CLASS LOCATION
CLASS TYPE	CLASS SIZE

The "C3" screen is unlocked for two weeks and locked. It is imperative that schools load their schedule promptly and accurately so that DAU can load the quotas in a timely manner.

2. Quota's RA Screen. Once the schedule has been loaded in ATRRS by the schools, the DAU resource analyst enters quotas on the "RA" screen. Once the quotas have been loaded in ATRRS, the DAU will release the course schedule for the coming fiscal year. Those DACMs who suballocate their quotas may begin suballocating at that time.

3. Reports. The ATRRS Schedule Report and Quota Allocation Reports are run and matched to the master spreadsheet which arrays the original quota allocation by course by school by service. This allows DAU to have a permanent record of the original quota allocations for future reports and comparison. The schools and DACMs are advised to run similar reports for their use.

D. Unfilled Seats and Overbooked Students

1. On the morning of the start of the class, the instructor will notify the registrar or on-site host that the class is not full and additional students can be nominated and enrolled. The provider will input all "walk-ins" in ATRRS and notify the appropriate DACM.

2. In case more students arrive for a class than scheduled, the following actions should be taken:

a. Make every effort to accommodate the excess students.

b. In those rare occasions when all students can not be seated, those students on the ATRRS generated class roster will be given priority for seats.

c. For the non-rostered students, those on TDY orders will be given priority over local area students.

d. Before any student on TDY orders is sent back to his/her home station the appropriate DACM will be contacted by the provider or host for guidance.

E. On-Site Requirements

The DAU requests on-site locations and points of contact from the DACMs during the data call. This information is input in ATRRS by DAU on the "C3" screen after the quotas have been allocated on the "RA" screen. However, in some cases the location and point of contact is unknown and "TBD" is entered in ATRRS for the location. The DACMs are required to submit location and points of contact for all "TBDs" no later than 90 days prior to the class

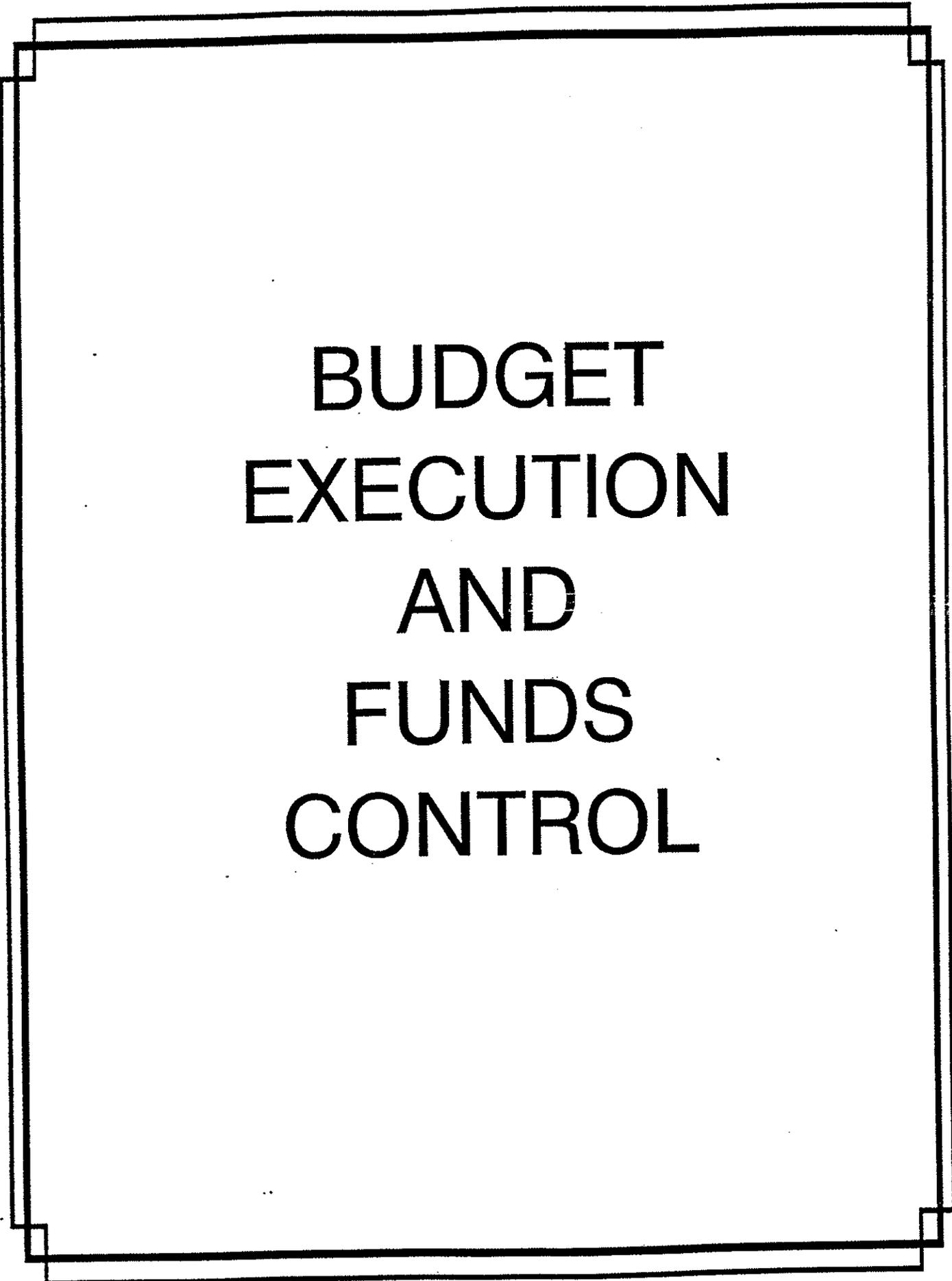
start date. Special requirements that have been identified for particular classes are noted in Appendix C.

F. Reporting Graduates

It is extremely important that all graduates be reported in ATRRS to insure the management information is current and the students records are updated. It is also necessary that the information be current since it is used by DAU to track attendance. This data is also used to report to Congress as required by DAWIA. Each consortium member is required to enter all graduates into ATRRS no later than ten days after the class is completed. When graduating classes, consortium members should use the attrition reason codes in appendix B to explain why any students did not complete the course.

G. Student Registration and Notification Procedures

Each DACM has and is responsible for their own student registration and notification procedures. This is due to the organizational and system differences between the Services and Defense Agencies. DAU RMD provides assistance in these areas as requested. Student welcoming packages and reporting letters are the responsibility of the consortium member providing the instruction.



**BUDGET
EXECUTION
AND
FUNDS
CONTROL**

APPENDICES

Chapter 5 - Budget Execution and Funds Control

Consortium members are funded for their work by DAU. Products may include course delivery, DAU approved research, research fellowship, support of the DAU professional development program, publications, and other projects. Each consortium member must have an Inter-Service Support Agreement (ISSA) with the DAU which identifies support to be provided.

A. Planning, Programming, and Budgeting System (PPBS)

As a DoD activity, the DAU uses the DoD PPBS system. PPBS is the primary system for the allocation and management of DoD resources and the development of the Defense budget. The PPBS relates national security plans and strategies to the development of a set of specific military programs in support of the plans. The PPBS consists of three major phases, each with its own participants and products. First, there is the Planning phase which is conducted under the close control of the Secretary of Defense and principal policy advisors, both military and civilian. Broad national security goals and objectives are considered and translated into guidance from the Secretary on both program direction and resource constraints for near and long-term Defense programs. The Defense Guidance is the major product of the Planning phase, and forms the basis for the conduct of the Programming phase. In programming, a set of operational programs are constructed and balanced by the DoD components with the Defense Guidance and presented to the Secretary of Defense for review and approval. Those programs or Program Objectives Memorandum (POM), once approved, form the basis for the formulation of the DoD component's budgets during the budgeting stage.

B. Annual School Budget Preparation

Once the course workload for the upcoming fiscal year has been determined, each consortium member is required to submit a budget estimate on the format at Appendix D. Changes to this may be made to accommodate OSD or OMB requests for data. The assigned DAU RM analyst reviews the budget estimate and negotiates funding levels and an execution plan with the consortium member.

C. Continuing Resolution Authority (CRA)

In the event that an appropriation bill is not signed by the President before October 1 and the government is placed under CRA conditions, the DAU will recommend to its fiscal agent that an Annual Operating Budget (AOB) be issued based upon first quarter programmed requirements within constraints specified by the CRA. Every effort will be made to provide first quarter funding allowance by October 5 or sooner, as received by DAU.

D. Funding

The DAU obtains its funding from the Defensewide O&M account via DLA. One Annual Operating Budget (AOB) is issued to the DASC at Cameron Station and a second AOB to the DFAO Fort Belvoir to support DSMC. The AOB at DASC is used to issue funds, normally by using MIPRs, to the military services for travel and per diem, the consortium members for course delivery cost, support the operation of the DAU and to conduct the scholarship program. The MIPRs will be processed through DASC. The document will be sent to the activity designated by the DACM or consortium member, as appropriate. The DAU point of contact is indicated on the document. The AOB at DFAO Fort Belvoir supports DSMC. The DFAO Fort Belvoir has their own procedures which are not repeated in this handbook.

E. Course Development Funding

Consortium members bidding for new course development efforts will be required to address the extent to which the consortium member's past performance supports a conclusion that there is a high probability for cost and schedule objectives to be met. The consortium member will provide a Resource Plan that:

1. Identifies resource requirements to develop, deliver and maintain the course (funds, personnel, material, facilities, computer resources, etc.). Funding requirements should be identified for:

- a. Labor - Provide a separate breakdown of labor rates for course development, delivery and maintenance.

- b. Direct Materials - Total direct materials that will be acquired or consumed.

- c. Travel.

- d. Other costs.

As part of the Resource Plan, consortium members are expected to project the costs associated with delivery of the Instructor/Functional Representative Pilot, including travel and per diem costs of attendees.

2. Includes an obligation plan that ties resources to each phase of the Course Development Plan.

3. Projects optimal class size.

F. Obligation Plan Submission

Each DACM and consortium member provides DAU an obligation plan for the funds they receive each fiscal year. DAU controls its funding by aggregating obligation plans from each MIPR holder. The initial plan is due 30 days after they are notified what their funding will be for a given year. A revised plan is required whenever a MIPR holder is notified of a change which effects the annual amount provided. The RMD tracks the expenditure of funds by the MIPR holders by comparing the obligation plans with the quarterly reports.

Travel and Per Diem Obligation Plan at Appendix G should include the amounts (to the nearest dollar) to be obligated by quarter:

1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
\$ amount	\$ amount	\$ amount	\$ amount

Consortium member obligation plan at Appendix H should include the funds to be spent on each course (to the nearest dollar) by quarter as listed above.

The report should be submitted to: Defense Acquisition University
2001 North Beauregard Street
Room 420, ATTN: DAU-RM
Alexandria, VA 22311-1772

G. Quarterly Report Submission

DAU controls its funding through the analysis of quarterly reports from each MIPR holder. Each DACM and consortium member is required to provide DAU a quarterly funds expenditure report. The report from the Air Force and Navy consortium members should be sent via the Service DACM, a simultaneous copy should be furnished to DAU. The Army and DoD Components should send their reports directly to DAU. Reports should be submitted in sufficient time to reach DAU no later than 30 days from the end of each quarter. Each report shows cumulative total obligations.

DACM Travel and Per Diem Quarterly Report at Appendix E should include the following:

- Report Date
- As of Date
- Number of Students Sent Using Travel & Per Diem (cumulative)
- Dollars Obligated to the Nearest Dollar (cumulative)
- Number of Foreign Students (cumulative)

Consortium Members Quarterly Report at Appendix F should include the funds expended by course in the following categories:

Direct Costs: Faculty Pay, Faculty Travel & Per Diem, Student O&M, Contract Course Delivery, Course Maintenance, Major Course Revisions, and New Course Development.

Indirect Costs: Department Overhead, Faculty Training, Research and Equipment Purchases/Upgrades.

General and Administrative Costs: General and Administrative Overhead (includes facility maintenance)

If the actual obligations do not agree with the obligation plan, the report should state if any unobligated funds are excess. A new obligation plan should also be submitted based on the revised amount. Each resource analyst will perform an obligation analysis for their schools and make recommendations to the Director, Resource Management.

The report should be submitted to: Defense Acquisition University
2001 North Beauregard Street, Room 420
ATTN: DAU-RM
Alexandria, VA 22311-1772

H. FY 93 & Prior Funds Control

The purpose of this procedure is to document the handling of FY 93 and prior funding issued on MIPRs. These MIPRs are in the DCAS System at Fort Belvoir, therefore, obligations and disbursements will continue to be tracked through the Defense Finance and Accounting Office (DFAO) at Fort Belvoir. If an amendment is issued to the holder, they must return the Acceptance of the MIPR to:

Defense Acquisition University
2001 North Beauregard Street, Room 420
ATTN: DAU-RM (Joseph O'Connor)
Alexandria, VA 22311-1772

Billings. The billing procedures for FY 93 and prior have not changed. Those activities using direct billings may continue to do so. Those activities using SF 1080s "Voucher for Transfer Between Appropriations and/or Funds" should forward them to the above address. As the non-stock Fund Orders and Payables Reports are received weekly at DAU, the reports will be reviewed to ensure they are in agreement with the records maintained at DAU. Corrections will be processed as needed.

Questions regarding funding or billing for FY 93 and prior should be addressed to Mr. Joseph O'Connor at (703) 845-6795.

I. FY 94 & Subsequent Funds Control

In FY 94, DAU resourcing moved from the Army Operation and Maintenance (O&M) account to the Defensewide O&M account. Administrative support changed from DFAO Fort Belvoir to the Defense Logistics Agency Administrative Support Center (DASC) at Cameron Station. MIPRs are now accounted for in the Defense Business Management System and accounting functions are performed by the Defense Finance and Accounting Service (DFAS) Columbus. Since DSMC is serviced and co-located with DFAO Fort Belvoir, arrangements were made to have their accounting performed by them with their documents going through DFAS, Indianapolis.

The Army DACM will be provided a MIPR for travel and per diem costs. The Army schools will be funded via individual MIPRs.

The Air Force DACM will be provided a MIPR for travel and per diem costs. The Air Force schools will be funded via individual MIPRs.

The Navy requests one MIPR be provided for all the Navy course delivery. The Navy MIPRs, course delivery and travel and per diem, are sent to Chief of Naval Education and Training, NAS Pensacola FL 32508-5100

For the DoD Components outside of the military departments, funds are provided for travel and per diem to OUSD(A&T)/AET&CD who work with DASC on issuance of these funds. The point of contact at OUSD(A&T)/AET&CD is Ms. Cindy Skulskie, (703) 617-7026, FAX (703) 617-0189. The DASC point of contact is Ms. Cathy Merryman, (703) 274-6071, FAX (703) 274-0309.

MIPR Acceptance. DAU MIPRs will normally be accepted on a reimbursable basis and the MIPR acceptance returned to DLA Administrative Support Center, ATTN: DASC-RB, Cameron Station, Alexandria VA, 22304-6130. The telephone number is DSN 284-6071, and the FAX number is (703) 274-0309. A copy of the MIPR acceptance should also be provided to the DAU, 2001 North Beauregard Street, Room 420 ATTN: DAU-RM, Alexandria VA 22311. The telephone number is (703) 845-6795, and the FAX number is (703) 820-9753.

Reconciliation. On a monthly basis the DAU will review the reports provided by DASC, i.e., Realtime Expenditure Listing, AAS Financial Systems Inquiry, Trial Balance, and the 768 Report, to ensure they are in agreement with the records maintained at DAU. Corrections will be processed as needed.

Billings. The billing procedures for FY 94 and subsequent should be processed on a quarterly basis and the SF 1080 mailed to:

Defense Finance and Accounting Service
P.O. Box 182317
ATTN: DFASO-CO-AAAEA
Columbus OH 43218-2317

J. End of Year Reports

As the end of the fiscal year approaches, DAU requires additional information to ensure maximum utilization of funds. If at any time there is a shortfall or excess of funds, DAU should be notified to see if funds can be reallocated. In no case should the MIPR holder expend more funds than they have on their MIPR.

Additional Reports. Each DACM and Consortium member is required to submit the status of their funding in the following format:

MIPR Number	_____
Total Funds Authorized	_____
Total Amount Obligated	_____
Total Amount Billed	_____
Funds Available for Withdrawal	_____
Shortfall (if any)	_____

A detailed reason and impact must be provided if funds are unavailable.

I certify that the status of the above MIPR, as reported herein, is based on the original records maintained by or for the performing activity and is correct to the best of my knowledge.

Signature

Title

Date

Based upon these reports, the MIPR will be adjusted down to the required amount. The report should provide information as of August 31 and FAXed the next working day. For the month of September the report should give the fund status as of each Friday and be FAXed on Monday. The final report should provide September 30 information and FAXed on October 1.

The DAU FAX number is (703) 820-9753. The report should be submitted to the DAU-RM analyst for that MIPR holder.

K. Preparing Standard Document Numbers

DFAS Columbus and Indianapolis have automated systems. For them to work properly, DFAS must know the correct funding amount and understand what it represents. All activities receiving direct funds (not reimbursable), except DSMC, follow the DFAS Columbus instructions. DSMC will follow the DFAS Indianapolis instructions. The standard document numbers must be used.

L. Performance Budgeting

Congress passed the Government Performance and Results Act in 1993. The objectives were: to improve public confidence in Government; support management improvement and innovation; focus oversight and strengthen accountability; adapt successful models of other governments; and to provide managerial flexibility in exchange for accountability. The purpose of the act was to shift the focus of Government managers from program inputs to program execution, namely what results are being achieved and how well are programs meeting intended objectives. DAU must submit an annual Performance Plan by September 1997 in support of the FY 1999 budget and an annual performance report by March 2000. Performance measures are being developed.

M. Unit Cost

Definition: Unit cost is a means of matching costs to outputs. The approach requires identification of outputs and proper allocation of the costs associated with producing that output. In turn, unit cost can then be used to resource based on workload requirements (outputs). Outputs should reflect the services the organization provides. It is used as a management tool to improve operations, a resource tool to support and evaluate budgets, and a productivity tool to evaluate and improve performance. The output measure for consortium members is number of course graduates per training course.

Costs are broken out into three categories: *Direct costs* are costs that are directly attributable to a particular output, or course. *Indirect costs* are costs that relate to more than one output or course. This can be allocated in several ways: student throughput, platform hours, direct course cost. These costs directly support course delivery, but just not one particular course. *General and administrative (G & A) costs* are those costs incurred just for showing up and turning on the lights. These are sunk costs and will probably be incurred whether or not courses are being delivered. These costs can also be allocated several ways.

Direct: FACULTY SALARIES. If faculty and courses cannot be matched one for one, salaries can be prorated or faculty can be assigned to their predominant course and exception costs to the other courses they teach. FACULTY TDY, STUDENT O&M, CURRICULUM MAINTENANCE are other examples of direct costs. Curriculum development should not be listed here since it would be resourced as another output. *Indirect:* DEPARTMENT HEAD, DEPARTMENT CLERICAL AND SUPERVISORY, LIBRARY AND REGISTRAR are examples of indirect costs. *G&A:* UTILITIES, RENT, PERSONNEL SERVICING OFFICE, ACCOUNTING OFFICE, LEGAL STAFF, EEO, SAFETY OFFICE, SECURITY OFFICE are examples of general and administrative costs.

Current Initiatives: Currently, DAU is evaluating cost per student week for course delivery and cost per graduate for student travel and per diem.

Cost per student week. Course delivery costs by course are extracted from the schools' quarterly reports. Student weeks are calculated using ATRRS graduate information (or quota information, depending on the timeframe) by course times the course length in weeks. A student week is one student attending a one week course. A class of 30 students attending a two week course is 60 student weeks. Total number of graduates for a particular course times the course length will result in the number of student weeks for that course. DAU RMD uses the cost per student week to analyze school budgets and as a guideline to identify differences between consortium members.

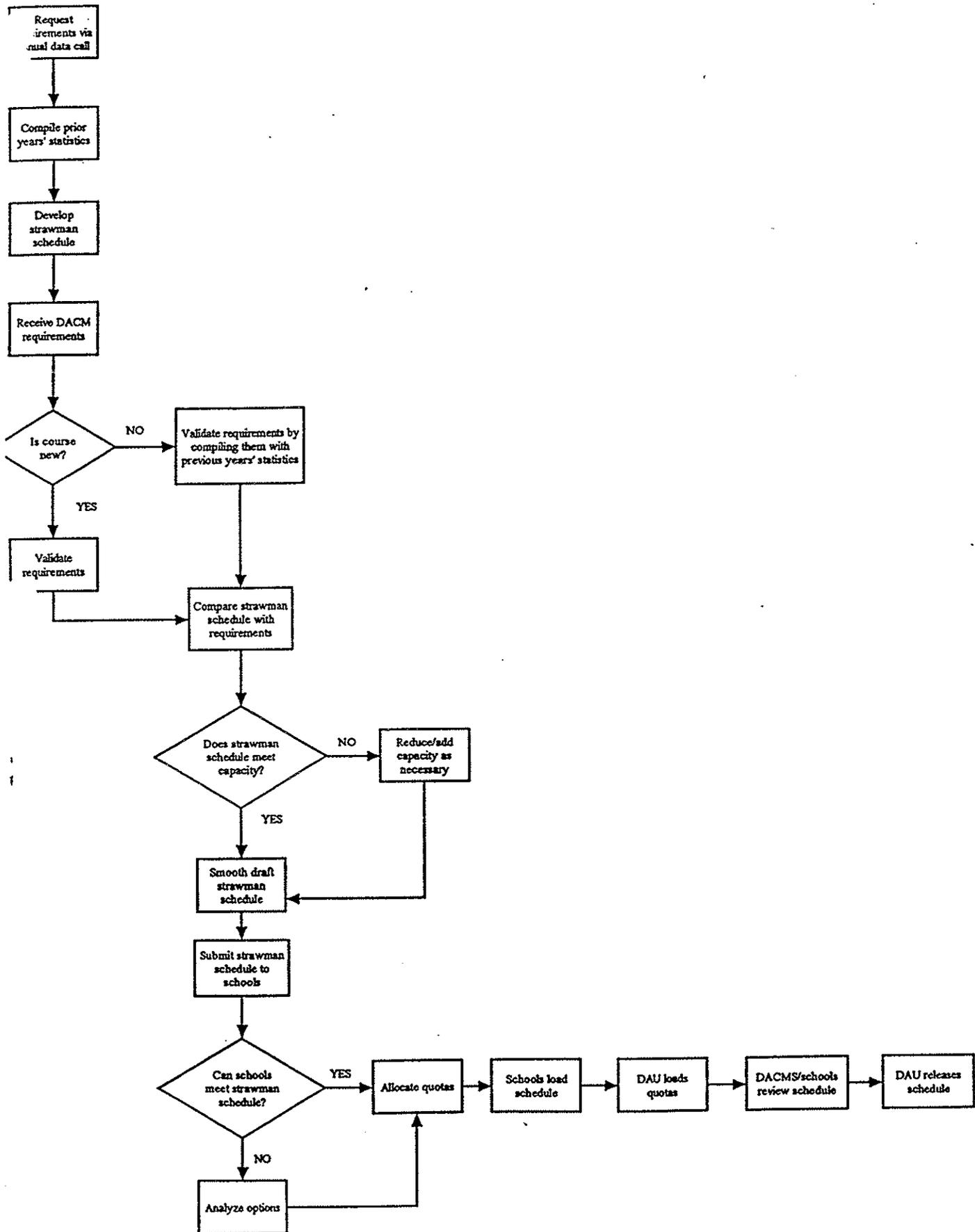
Travel cost per graduate. DAU currently resources student travel and per diem using this method. DACMs earn as graduates are entered in ATRRS. The better the fill rate, the more money the DACM earns. Travel dollars per graduate is an average over all graduates, which includes those students that traveled and those that did not. Included in the costs are the costs of those students who traveled and attrited or failed. Cost per graduate for the current fiscal year is based on prior fiscal year student travel and per diem costs divided by the same fiscal year's number of graduates. This resulting amount may be adjusted downward for management and/or productivity improvements or upward if the service contributed their own funding for student travel to DAU courses. DAU RMD will monitor the actual cost per graduate for differences between the budgeted and actual cost per graduate. If there are radical differences and the DACMs request adjustment to their budgeted rate, the resource analyst and DACM will concurrently perform a variance analysis and determine if an adjustment is necessary.

In summary, unit cost is a management tool used to improve operations, and an evaluation tool to support budgets.

N. Benchmarking

The OSD Comptroller has encouraged all levels of DoD to incorporate Benchmarking into organizations as a method to improve the efficiency and effectiveness of resource management. Benchmarking is a procedure for comparing internal performance against external standards of excellence, and then closing the gap through process improvement. DAU is exploring benchmarking as a tool for process improvement and has become members of the International Benchmarking Clearinghouse through the American Productivity and Quality Center. DAU intends to conduct Benchmarking studies in various areas of Education and Training in the intermediate term.

Appendix A Quota Allocation Process



Appendix B

ATRRS QUICK REFERENCE GUIDE FOR DAU COURSES

Attrition Reason Codes

- \$ - Training previously completed
- % - Does not meet course prerequisites
- A - Academic problems
- C - Motivational
- G - Does not meet Army weight standards
- I - Emergency Leave
- J - Medical/Illness reasons
- L - Compassionate/Dependency/Hardship
- N - Unit Recall, directed to return to unit
- O - Erroneous enrollment
- P - Hospitalization
- Z - Other; to be used only when other codes do not apply
- 8 - Remedial training - academic

Consortium Member School Codes

- 231 - DSMC, Fort Belvoir, VA
- 231A - DSMC, St. Louis MO
- 231B - DSMC, Huntsville AL
- 231C - DSMC, Boston MA
- 231D - Los Angeles CA
- 235 - NWAD, Corona CA
- 236 - EUCOM, Ramstein Germany
- 237 - OSAN, Arlington VA
- 240 - DCPSO, Columbus OH
- 240A - DCPSO, Marietta GA
- 240B - DCPSO, Philadelphia PA
- 553 - DAU Correspondence Courses
- 559 - DAU Equivalency Examinations
- 705 - ICAF, Fort McNair, Washington DC
- 706 - IRMC, Fort McNair, Washington DC
- 770 - NPS, Monterey, CA
- 771 - AFIT, Wright Patterson AFB, Dayton OH
- 884 - Lackland, San Antonio TX
- 895 - NFCTC, Port Hueneme CA
- 904 - NCAT, Norfolk VA
- 907 - ALMC, Fort Lee VA
- 909 - AMEC, Rock Island IL
- 909A - AMEC, St. Louis MO
- 909B - AMEC, Huntsville AL

Appendix B

Input Status (IS) Codes

- I - Input; student started class
- N - No-Show; had a reservation, but did not show-up
- U - Showed up for class, but unqualified to attend

Output Status (OS) Codes

- G - Graduated; successfully completed course
- Z - Non-successful completion; requires a reason code be provided

Quota Sources

- H4 - Army
- KA - DoD Components
- KN - Defense Logistics Agency
- UE - Air Force
- UM - Navy
- ZA - Foreign Military Sales
- ZC - Non-DoD
- 00 - Contractor Employee
- 04 - School Managed/Approved

Select Codes

- BA - DAU Mandatory Courses
- BI - Acquisition Correspondence Course
- BV - DAU Equivalency Examination Courses
- BW - GSA Interagency Training Center Acquisition Courses

Appendix B

CICS Displays

- A1 - Army application
- A2 - Course application approval/remarks/fund cite
- A3 - Application acknowledgement entry
- A5 - Pending applications entry displays
- C2 - Class data by month for one course
- C3 - Course schedule/training location
- C7 - Actual course inputs and graduates
- EM - E-Mail/User LOGON IDs
- LC - School course list
- LT - School course list with different sort options
- RA - Quota source allocation by class
- RC - Class suballocations for a given quota source
- RL - Student reservation roster for a given quota source
- RN - Search for a name (1st 3 letters) at a school in a given FY
- RO - Reservations and allocations by class by quota source
- RP - Make reservations in multiple courses at the same time for a single student
- RR - Quota Management System (QMS) information for one class
- RS - Student training history file
- RV - Create your own class roster display
- R1 - Class roster (short)
- R2 - Class roster with student's address
- R5 - Statistical data for each class for all
- R6 - Statistical data for one quota source
- R7 - Statistical data for one class by quota source and component codes
- R8 - Statistical data for one course by quota source
- R9 - Statistical data for one course by quota source
- SH - School information
- SL - School course catalog scope/Prerequisite
- TG - Graduate all students in a class
- VQ - Sub quota source code verification table
- VR - Verification tables

Appendix B

Class Numbering Policy

<u>Class Numbers</u>	<u>Class Type</u>
001 through 099	Resident (R)
101	Correspondence (C)
201 through 299	Satellite (s)
401	Equivalency Examinations (E)
601 through 699	Contractor (F)
701 through 799	On-site (O)

Component (CP) Codes

<u>Definition</u>	Resident	<u>Type of Training</u>		Contr
		On-Site	Corres	
Active Army, Enlisted, TDY Enroute	AEE	--	--	--
Active Army, Enlisted, TDY and Return	AER	--	--	--
Active Army, Enlisted	--	1EA	4EA	6EA
Active Army, Officer, TDY Enroute	AOE	--	--	--
Active Army, Officer	--	1OA	4OA	6OA
Active Army, WO, TDY Enroute	AWE	--	--	--
Active Army, WO, TDY and Return	AWR	--	--	--
Active Army, WO	--	1WA	4WA	6WA
Civilian	BC	1C	4C	6C
Contractor Employee	BP	1P	4P	6P
US Coast Guard Officer	CO	1CO	4CO	6CO
Air Force Enlisted	FE	1FE	4FE	6FE
Air Force Officer	FO	1FO	4FO	6FO
Marine Corps Enlisted	ME	1ME	4ME	6ME
Marine Corps Officer	MO	1MO	4MO	6MO
Marine Corps WO	MW	1MW	4MW	6MW
Navy Enlisted	NE	1NE	4NE	6NE
Navy Officer	NO	1NO	4NO	6NO
Navy WO	NW	1NW	4NW	6NW
Non-US Civilians	XC	1OC	--	--
Non-US Officers	XO	1OX	--	6XO

Appendix B

ATRRS Reports

CLSCHGRP	Class adds, changes, and deletions
CLSQSALC	Quota management report
CLSROST	Class roster
CLSSKD	Class schedule
CLSTAEND	Class schedule by start/end date
CNTROST	Count roster
CONFIRM	Holds that are canceled/waits that become reservations
HELPRPT	CICS help displays
LISTRP	Course list report
NSHOWLKN	No-shows and walk-ins by name
QSALCRPT	Quota allocation report
QSRAL	Reservations, allocations, actuals by class/quota source
QSTOTAL	Total allocations, reservations, inputs by FY for quota sources
QTRTOTS	Allocations, reservations, inputs, mandays by course by quarter
RA	Quota allocation report
ROSTER	Create class roster
SCHEDULE	Create class schedule report
SQSRPT	Sub quota allocation report
SUPER2	Quotas, inputs, graduates; monthly and/or quarterly
SUPER3	Quotas, reservations, waits, inputs, grads, attritions by quota source
SUP1	Requirements, quotas, inputs, grads statistics report
SUP3	Quotas, reservations, waits, inputs; grads, attritions by sub quota source
VADRPT	Verification tables POC, address, phone number report
VERIFRPT	Verification tables
XFRCLS1	Class schedule extract file
XFRQMS	Available seats extract files
XFRQTA1	Class quota extract file
XFRROST	Reservation extract file
XFRVER	Verification table extract file

Appendix B

Telephone Numbers

ATRRS Program Manager	Dick Goetz	(703) 614-5578 DSN 224-5578 ATRRS - GOETZ E-Mail - GOETZ@PENTAGON-HQDSS.ARMY.MIL
Air Force Resource Analyst	George Hankerson	(703) 845-6793 ATRRS - Not available yet E-Mail - HANKERG@ACQ.OSD.MIL
Army Resource Analyst	Jerry Guiton	(703) 845-6786 ATRRS - GUITONJ E-Mail - GUITONJ@ACQ.OSD.MIL
Navy Resource Analyst	Sheryl Guardiani	(703) 845-6779 ATRRS - GUARDIANIS E-Mail - GUARDIS@ACQ.OSD.MIL
DoD Resource Analyst	Joe O'Connor	(703) 845-6795 6795 ATRRS - O'CONNORJ E-Mail - OCONNOJ@ACQ.OSD.MIL
DSMC Resource Analyst	Angela Brooks	(703) 845-6729 ATRRS - BROOKSA E-Mail - BROOKSA@ACQ.OSD.MIL
Schedule Coordinator	LCDR Netty Fisher	(703) 845-6739 ATRRS - FISHERN E-Mail - FISHERN@ACQ.OSD.MIL

DAU FAX NUMBER (703) 820-9753 BULLETIN BOARD (703) 820-9527
DAU DSN 289-1829 plus extension

Appendix B

Accessing ATRRS

DSN	Commercial	Modem Settings	
223-0235	(703) 693-0235	Parity	(E)ven
224-9340	(703) 614-9340	Data Bits	7
225-1467	(703) 695-1467	Stop	1
225-1302	(703) 695-1302	Duplex	Full
225-6136	(703) 695-6136	Baud	9600

Users with a TAC ID, using Communications Software SIMPC, can call the local DDN TAC dialup phone number or the DDN toll free number 800 368-2217. Internet IP Address is 141.116.0.1.

Appendix C

ON-SITE COURSE PROCEDURES

This procedure is established to provide guidelines on the administration of on-site courses and encompasses all course offerings that are identified as an on-site course on the DAU course schedule. The responsibilities of the DACM, School, and DAU are outlined below.

On-Site Preparation

1. The DACM will:

- a. Notify the school of the location of on-site when the commitment is made.
- b. Provide the school with a point of contact at the host facility.
- c. Provide the host facility with the inventory of course requirements. Determine if host facility is capable of fulfilling the obligations detailed in the inventory of course requirements.

2. The School will:

- a. Clearly express needs to the hosting facility
- b. Provide the following information to host:
 1. instructors' schedule
 2. provide milestones
 3. classroom arrangement
- c. The course offeror/instructor will:
 1. ensure material gets to student or host;
 2. have a POC at host facility;
 3. get admin information about location;
 4. ensure host provides complete and accurate information in a timely manner.
- d. Evaluate the hosting activities and provide a copy of the correspondence to the DACMs, if necessary (i.e., problems occur).

Appendix C

ON-SITE COURSE PROCEDURES (CONTINUED)

Course Schedule Changes

1. The DAU will:

a. Make changes to the current fiscal year DAU course schedule each Wednesday and an ATRRS E-mail message will be sent to all school registrars and DACM quota managers.

b. Coordinate with the affected schools and DACMs before President makes the changes.

2. The DACM will:

a. Provide 60-day notification of changes in schedule to schools.

b. Use out-of-cycle process when there will be additional costs associated with a change in location and this should be coordinated through President prior to change.

DAU Consortium Member FY 96 Budget Estimate Format

14	15	16	17	18	19	20	21	22	23	24	25	26
(Memo)				(Memo)						(Memo)		
New Crs Dev Civ Pay	New Crs Dev Civ Workyrs	New Crs Dev Mil Workyrs	Dept Overhead	Dept OH Civ Pay	Dept OH Civ Wrkyrs	Dept OH Mil Wrkyrs	Faculty Training	Equip Purch/ Upgrade	Research and Publications	Res & Pubs Civ Pay	Res & Pubs Civ Wrkyrs	Res & Pubs Mil Wrkyrs
0			0	0	0.00		0	0		0		
0			0	0	0.00		0	0		0		
0			0	0	0.00		0	0		0		
0			0	0	0.00		0	0		0		
0			0	0	0.00		0	0		0		
0			0	0	0.00		0	0		0		
0			0	0	0.00		0	0		0		
0			0	0	0.00		0	0		0		
0	0.00	0.00	0	0	0.00	0.00	0	0	0	0	0.00	0.00

Appendix D

FY 96 Budget Estimate Format Completion Instructions

1. Column 1 is the DAU course number.
2. Columns 2 & 3: Civilian and military workyears should be all faculty paid hours charged to the specific DAU course divided by 2,088 hours. Workyears for major course revisions and course development should not be included in this column. These workyears should be included in columns 11 and 15.
3. Column 4: Faculty pay is the salary and benefits of the civilian faculty workyears in column 2.
4. Column 5: Faculty travel and per diem is the travel and per diem costs associated with the specific DAU course.
5. Column 6: Student O&M is the cost of producing and mailing course materials and associated supplies for the specific DAU course.
6. Column 7: Contract course delivery is dollars paid to contractors for delivering the specific DAU course.
7. Column 8: Course maintenance includes nonlabor costs attributable to maintaining the currency of course content and materials. Describe in a detailed narrative what charges are included (e.g., travel, contractor assistance, etc.)
8. Column 9: Major course revisions are revisions to more the 25% of course content. Describe in a detailed narrative what charges are included (e.g., travel, salary, contractor assistance, etc.)
9. Column 10: Of the amounts in column 9, what costs are included for major course revision civilian salary and benefits?
10. Columns 11 & 12: Annotate the civilian and military workyears associated with major course revision.
11. Column 13: New course development costs should include pay, travel and other nonlabor costs. Describe in a detailed narrative what charges are included (e.g., travel, salary, contractor assistance, etc.) This column should only be used by those schools who have been formally tasked by DAU to develop a new course in FY 96.
12. Column 14: Of the amounts in column 13, what costs are included for new course development civilian salary and benefits?
13. Columns 15 & 16: Annotate the civilian and military workyears associated with new course development.
14. Column 17: Department overhead is the managerial, technical and administrative support provided by the school to the classroom or instructional activities. Describe in a detailed narrative what charges are included in this category and how it is allocated to DAU courses.

Appendix D

FY 96 Budget Estimate Format Completion Instructions (continued)

15. Column 18: Of the amounts in column 17, what costs are included for department overhead civilian salary and benefits?

16. Columns 19 & 20: Annotate the civilian and military workyears associated with the department overhead.

17. Column 21: Faculty training is nonlabor training costs for professional development of faculty staff. This may be specific to a DAU course or may be overall training and costs spread over all DAU courses. Describe in a detailed narrative what is included in this category and how it is allocated to DAU courses.

18. Column 22: Equipment purchases and upgrade may also be specific to a particular DAU course or may support more than one course. Describe in detailed narrative what is included in this category and how it is allocated to DAU courses.

19. Column 23: Research and publications are research projects and publications not necessarily attributable to a particular DAU course. Describe in a detailed narrative what research projects and publications are included and what products are expected. Also detail how these costs are allocated to the specific DAU course:

20. Column 24: Of the amounts in column 23, what costs are included for research and publications civilian salary and benefits?

21. Columns 25 & 26: Annotate the civilian and military workyears associated with research and publications.

22. Column 27: General and administrative overhead is labor and nonlabor expenses associated with command and base support/operations activities. This could include such items as utility, custodial, data processing, personnel, legal, accounting and installation support charges. Describe in a detailed narrative what charges are included in this category and how it is allocated to DAU courses.

23. Column 28: Of the amounts in column 27, what costs are included for general and administrative overhead civilian salary and benefits?

24. Columns 29 & 30: General and administrative workyears should be the G&A civilian and military workyears allocated to the DAU course. Annotate the general and administrative civilian and military workyears.

25. Column 31: Total of all cost categories by course (columns 4-9, 13, 17, 21-23 and 27).

26. Column 32: Total civilian pay is the sum of civilian salary and benefits (columns 4, 10, 14 18, 24 and 28).

27. Column 33: Total civilian workyears is the sum of civilian workyears (columns 2, 11, 15, 19, 25 and 29).

Appendix D

FY 96 Budget Estimate Format Completion Instructions (continued)

28. Column 34: Average civilian salary gives the average civilian salary by course (column 32 divided by column 33).
29. Column 35: Total military workyears is the sum of military workyears (columns 3, 12, 16, 20, 26 and 30).
30. Column 36: Total workyears is the sum of civilian and military workyears (columns 33 and 35).
31. Column 37: Proposed FY 96 capacity is the DAU proposed capacity for each course. If you are not able to execute the proposed capacity, please revise this amount. Your budget estimates should reflect the costs of this revised capacity. If you can do more than the amount in this column, please provide a separate spreadsheet for the additional capacity and the costs associated with the additional capacity.
32. Column 38: Proposed costs per quota is column 31 (less course development (column 13) and major course revisions (column 9)) divided by column 37.

Appendix E

DACM Travel & Per Diem Quarterly Report

DACM: _____

Report Date: _____

As of Date: _____

Cumulative numbers

Number of students sent using travel and per diem funds: _____

Dollars obligated to the nearest dollar: \$ _____

Number of foreign students trained: _____

Notes:

Appendix G

DACM Travel & Per Diem Obligation Plan

DACM: _____

Report Date: _____

As of Date: _____

1st Qtr

2nd Qtr

3rd Qtr

4th Qtr

Number of students:

Funds to be obligated:

