



4th Estate DACM Prerequisite Policy (As of 3-24-2016)

All students must meet course prerequisite requirements prior to course attendance. DAU has established course prerequisites and program core (acquisition career field certification) requirements for many training courses that must be met in order to register for a course. Students are required to meet course prerequisites and ensure they possess the capabilities acquired through previous training, education and/or experience to provide them with the knowledge, skills and abilities essential for successful participation in a higher-level course. These prerequisites are listed in the DAU iCatalog (<http://icatalog.dau.mil/>) in the 'Course Information' section.

Prerequisites are met by:

- **Prerequisite Course Completion:**
Completing the designated DAU course.
- **Equivalency:**
Completing an approved equivalent course (acceptable equivalent courses are listed online in the DAU iCatalog), The employee may complete a DAU-certified equivalent course offered by an accredited academic institutions, other DoD schools, private sector course providers or professional organizations. A listing of approved equivalents is available at the DAU iCatalog. Please note that there are some courses that have an approval period listed in the iCatalog. Please review the date carefully to confirm the graduation took place within that timeframe.
- **Fulfillment:**
The Fulfillment Program provides Defense Acquisition workforce members the opportunity to complete DAU course prerequisites and program core (acquisition career field certification) requirements. This program permits the assessment of a workforce member's demonstrated competencies (capabilities acquired through previous training, education and/or experience) against the learning outcomes/objectives of select DAU courses. Information regarding fulfillment is available at the DAU iCatalog.
- **Waiver:**
The DACM office will consider waiving prerequisite requirements for courses up to the 300-level. In general, lower level courses should be taken for CL credit, or broadening the knowledge base. Distance Learning classes will not be waived; and waivers will only be considered for courses in the persons primary career field, waivers will not be granted in pursuit of secondary or tertiary certifications.

Waivers are an exception to policy and should only be submitted in extreme situations. Requests to waive prerequisite courses must be submitted to the 4th Estate DACM Office. The waiver request must include a detailed justification, a

current resume and supervisor approval. The DACM office will review the request and make a decision.

Waivers that are commonly approved are situations where a workforce member is certified at Level III in his/her career field and desires to take a lower level course. In this situation, any course that is currently required for contracting certification can be waived to allow the Level III certified workforce member to take the lower level training (e.g. CON 243 requires CON 216 as a prerequisite, but this would not apply to workforce members certified at Level III in Contracting).

Registration Process:

During the registration process, DATMS/ACQTAS will remind the applicant of the prerequisite requirement.

- If these requirements will not be met prior to course attendance the employee should not submit their application.
- If these requirements will be met prior to the course start date, then the applicant can still submit their application, but should include comments in the application if any of those requirements are not reflected on their DAU transcript.
- Students approved to take a follow-on resident class without successful completion of the online prerequisite course, must successfully complete the prerequisite course at least 30 calendar days prior to the scheduled resident course. Failure to complete the prerequisite course will result in their removal from the follow-on training.

Registration Reason Code:

Component Quota Managers must ensure that prerequisites are met prior to course attendance. DATMS/ACQTAS will automatically run a prerequisite check at the time of approval. If prerequisites are not met, then the Quota Manager can disapprove the application or select from the following reason codes:

Reason Code	Definition
Equivalent	Student completed an approved equivalent course(s).
Fulfillment	Student fulfilled the course(s) via the Fulfillment Program.
Pending	Student is currently enrolled in required prerequisite course(s) and should complete it prior to class start date.
Waiver	Component is requesting to postpone the need for the student to complete the prerequisite course(s). This request will be sent to the 4 th Estate DACM Office and the DACM will review the request and make a decision.

Guidance for CON 360 Prerequisite Situations:

Changes in the Contracting Career Field curriculum included changes to prerequisite requirements for a number of classes, particularly those for CON 360. The table below outlines the new prerequisite requirements for effected Contracting Career Field courses.

Course	Prerequisites
CON 360	CON 280 , Source Selection and Acquisition of Service Contracts CON 290 , Contract Administration and Negotiation Techniques in a Supply Environment
CON 290	ACQ 101 , Fundamentals of Systems Acquisition Management CLC 051 , Managing Government Property in the Possession of Contractors CLC 056 , Analyzing Contract Costs CLC 057 , Performance Based Payments and Value of Cash Flow CON 200 , Business Decisions for Contracting CON 216 , Legal Considerations in Contracting CON 270 , Intermediate Cost and Price Analysis HBS 428 , Negotiating
CON 280	ACQ 101 , Fundamentals of Systems Acquisition Management CLC 051 , Managing Government Property in the Possession of Contractors CLC 056 , Analyzing Contract Costs CLC 057 , Performance Based Payments and Value of Cash Flow CON 200 , Business Decisions for Contracting CON 216 , Legal Considerations in Contracting CON 270 , Intermediate Cost and Price Analysis HBS 428 , Negotiating
CON 270	CLC 056 , Analyzing Contract Costs CON 170 , Fundamentals of Cost and Price Analysis
CON 170	CLC 057 , Performance Based Payments and Value of Cash Flow CLC 058 , Introduction to Contract Pricing CON 090 , Federal Acquisition Regulation (FAR) Fundamentals (Only required if assigned to the Contracting Career Field) CON 127 , Contract Management

Changed prerequisite requirements for CON 360 trace all the way back to the first contracting course offered (CON 090). The table below provides guidance to transition

workforce members who were previously Level II certified into the new contracting curriculum:

Level 2 Curriculum taken for Certification in Contracting	Requirements for taking CON 360
<p>Previous Curriculum (2009 – Present)</p> <p>CON 214 CON 215 CON 216 CON 217 CON 218</p>	<p>Requirement to take CON 360:</p> <ul style="list-style-type: none"> • Completion of CON 270 <p>Other considerations:</p> <ul style="list-style-type: none"> • Workforce members in this situation may register directly for CON 170 (lower prerequisites can be waived) <p>Rationale:</p> <ul style="list-style-type: none"> • Workforce members who have completed the previous sequence of training missed out on the Contract Pricing courses - CON 170 and CON 270 • Prior to Oct 2013 these courses counted as predecessor credit for CON 200, CON 280 and CON 290
<p>Earlier Curriculum (2000 – 2008)</p> <p>CON 202 CON 204 CON 210</p>	<p>Requirement to take CON 360:</p> <ul style="list-style-type: none"> • Completion/Fulfillment of CON 280 • Completion/Fulfillment of CON 290 <p>Other considerations:</p> <ul style="list-style-type: none"> • Workforce members in this situation may register directly for Level II training <p>Rationale:</p> <ul style="list-style-type: none"> • Workforce members who completed the previous sequence of training received 2 contract pricing courses CON 104 and CON 204. This results in credit for CON 170. • Workforce members may fulfill CON 216 (based on their CON 210 completion) and CON 270 (based on their CON 204 completion) if they have relevant work experience or education in these areas.

<p>Curriculum Earlier than 2000</p> <p>(e.g. CON 201 CON 231 CON 211, 221 or 222)</p> <p>or Workforce members who have completed a mix of curricula</p>	<p>Requirement to take CON 360:</p> <ul style="list-style-type: none">• Completion/Fulfillment of CON 280• Completion/Fulfillment of CON 290 <p>Other considerations:</p> <ul style="list-style-type: none">• Workforce members in this situation may register directly for CON 170• Workforce members who completed an Intermediate Contract Pricing Course offered by DOD, such as CON 231 may register directly for Level II training. <p>Rationale:</p> <ul style="list-style-type: none">• This receives automatic credit for CON 170.• Workforce members may consider fulfilling additional courses based on their relevant work experience or education in these areas.
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