

# Quota Manager's Preparation for Success for FY 09



**ASM RESEARCH**  
Information Solutions

*extraordinary commitment, extraordinary results*

May 13 2008

[www.asmr.com](http://www.asmr.com)

# **Webcast**

## **Presentation Notes**

- 1. Close / Remove the Favorites bar on the left of your screen.**
- 2. Create a full screen on your monitor using the F11 function key -- allows full screen (this toggles).**
- 3. Use the Acrobat "Full Screen" option – button is available on screen (this toggles).**

# **Welcome!**

**to the  
Quota Manager's  
Preparation for Success  
for FY 09 Webcast**



**Tuesday June 3, 2008  
is the first day of registration  
for DAU courses for FY 09!**

# Primary Goals

Our primary goals are to:

1. Make as many reservations in DAU Classroom courses - as soon as possible – beginning – 03 Jun 2008, and preferably no later than 30 Jun 2008.
2. Make ALL reservations needed in DAU Classroom courses – no later than 29 Aug 2008 (90 % is strongly recommended).
3. Maximize the use of Cost Effective Locations (CEL) while they are most widely available, during the first 3 months of registration.

# Comparison - FY 07 vs FY 08

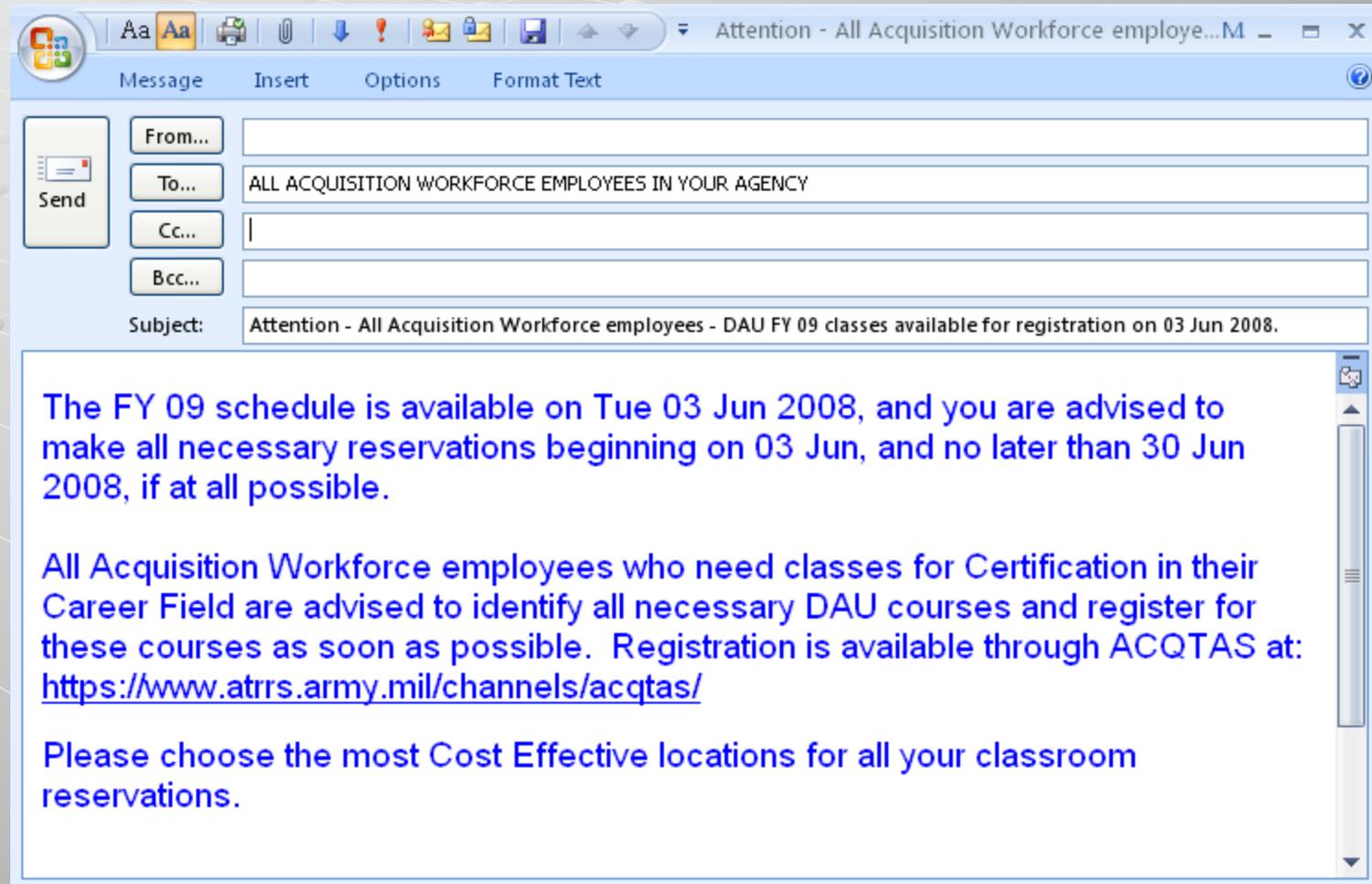
**Reservations - 1st Three Months of FY 07 vs. FY 08:**

RESV	FY 2007	FY 2008	Monthly DELTA	Quarterly DELTA	Percent Diff
MAY	857	627	-230	437	-27%
JUN	304	697	393		129%
JUL	255	529	274		107%
<b>TOTAL</b>	<b>1416</b>	<b>1853</b>			<b>31%</b>

# How will FY 09 compare?

Reservations - 1st Three Months of FY 09?			
RESV	FY 2007	FY 2008	FY 2009
MAY	857	627	?
JUN	304	697	?
JUL	255	529	?
TOTAL	1416	1853	?

# Communicate with your Workforce



The screenshot shows an email client window with the following details:

- Title Bar:** Attention - All Acquisition Workforce employe...M
- Menu Bar:** Message, Insert, Options, Format Text
- Send Button:** A button with a paper plane icon and the text "Send".
- From:** [Empty field]
- To:** ALL ACQUISITION WORKFORCE EMPLOYEES IN YOUR AGENCY
- Cc:** [Empty field]
- Bcc:** [Empty field]
- Subject:** Attention - All Acquisition Workforce employees - DAU FY 09 classes available for registration on 03 Jun 2008.

The main body of the email contains the following text:

The FY 09 schedule is available on Tue 03 Jun 2008, and you are advised to make all necessary reservations beginning on 03 Jun, and no later than 30 Jun 2008, if at all possible.

All Acquisition Workforce employees who need classes for Certification in their Career Field are advised to identify all necessary DAU courses and register for these courses as soon as possible. Registration is available through ACQTAS at: <https://www.atrrs.army.mil/channels/acqtas/>

Please choose the most Cost Effective locations for all your classroom reservations.

# Follow Up with your Workforce

- After the initial communication has gone out to the Workforce, you should follow up on a regular basis in the first three months.
- Follow up with a reminder email in the middle of June, then again at the end of June, July and August.
- Remind your Workforce employees of your initiative and encourage them to reach the goal of making all Priority One reservations no later than 29 August.

# Annual DAU Course CAP

- Total classroom CAP for FY 09 = 6,685. This is an increase of 621 quotas (+10%).
- The classroom CAP for FY 08 was 6,064.
- Annual course CAPs will be established for each Agency and distributed later this week.

# CAP – FY 09

## 4<sup>th</sup> Estate

COURSE	TOTAL CAP
ACQ 201B	1264
ACQ 265	35
ACQ 404	18
ACQ 405	8
ACQ 450	25
ACQ 451	24
ACQ 452	32
BCF 102	570
BCF 106	254
BCF 107	217
BCF 203	139
BCF 204	28
BCF 205	133
BCF 206	10
BCF 207	12
BCF 209	11
BCF 211	115
BCF 215	5
BCF 262	54
BCF 263	11
BCF 301	72
CON 100	426
CON 120	399
CON 215	426
CON 218	388
CON 232	93
CON 234	37
CON 235	33

# CAP – FY 09

## 4<sup>th</sup> Estate

### Notations:

QM WEB: Quota Managed Web Courses: BCF 102, BCF 106, IND 103, PMT 250, PQM 203.

BCF 101 is being replaced by BCF 106 (QM Web), and BCF 107 (classroom).

LOG 201B being replaced by LOG 201.

LOG 235B being replaced by LOG 236.

LOG 304 being replaced by LOG 350.

COURSE	TOTAL CAP
CON 243	11
CON 244	21
CON 250	86
CON 251	77
CON 260B	22
CON 353	183
GRT 201	75
IND 100	46
IND 103	19
IND 200	6
IRM 201	122
IRM 304	77
LAW 801	18
LOG 201	86
LOG 210	6
LOG 236	55
LOG 350	31
PMT 202	14
PMT 203	12
PMT 250	566
PMT 304	5
PMT 352B	177
PMT 401	11
PMT 402	14
PMT 403	8
PQM 103	81
PQM 104	64
PQM 201B	502
PQM 203	119
PQM 301	78
SAM 201	114
SAM 301	65
STM 201	44
STM 302	27
SYS 203	201
SYS 302	112
TST 203	164
TST 302	55
<b>CLASSROOM</b>	<b>6685</b>
<b>QM WEB</b>	<b>1528</b>
<b>TOTAL CAP</b>	<b>8213</b>

# CAP Discussion

- The 4<sup>th</sup> Estate CAP is enforceable only at the Quota Source level (KA), not at the Sub Quota Source level.
- Agencies are once again asked to observe their Agency course CAPs for a period of 60 days. If an Agency exceeds their CAP during June and July, the 4<sup>th</sup> Estate DACM Office reserves the right to take corrective action to enforce the CAP.
- This allows all Agencies time to utilize their suggested Agency CAP, and then allows all Agencies to make reservations as needed after 01 August.

# Misc. Suggestions - 1

- **Onsites** - it is strongly suggested that Agencies that have onsite classes fill them as soon as possible.
- **Generate Student Applications** - remember that you can use this ACQTAS tool anytime you need to create one or more applications. This tool allows you to create applications and then immediately approve them without any input or delay from the employee or the supervisor.

# Misc. Suggestions - 2

- Encourage students to make multiple waits when they are not able to make a reservation. The first class with an available seat will roll into a reservation and all other waits will be cancelled.
- Data On Demand – use the DoD Agency Course Stats report at any time to determine the number of reservations made for FY 09.  
(<https://www.atrrs.army.mil/channels/dataondemand/>)

# Agency Course Stats report:

<https://www.atrrs.army.mil/channels/dataondemand/>

ATRRS Data-On-Demand - Dept of Defense Agency Course Stats ( 2007-10-01 thru 2008-09-30 ) (Data As Of 1800 Hours 2008-11-05)

Dept of Defense

Perform the following

Step 1  
Select Custom Data

BUSINESS TRANSFORMATION AGENCY (BTA) (BT)

Crs	Res	Res w/o Inputs	Input w/o Outputs	Waits	No Shows	NoShows vs. Res	Walkins	Inputs	Inputs vs. Res	Attrits	Grads	Gr w/ Inp
ACQ 101	14	0	5	0	2	1,429.00%	1	12	8,571.00%	1	6	5,000.00%
ACQ 201A	6	0	2	1	0	0.00%	0	6	10,000.00%	2	2	3,333.33%
ACQ 201B	9	2	0	1	0	0.00%	0	7	7,778.00%	1	6	8,333.33%
ACQ 405 (DAU)	2	0	0	0	0	0.00%	0	2	10,000.00%	0	2	10,000.00%
ACQ 450 (DAU)	0	0	0	0	0	0.00%	0	0	0.00%	0	0	0.00%
ACQ 451 (DAU)	0	0	0	0	0	0.00%	0	0	0.00%	0	0	0.00%
BCF 101 (DAU)	1	0	0	1	0	0.00%	0	1	10,000.00%	0	1	10,000.00%
BCF 102	1	0	0	0	0	0.00%	0	1	10,000.00%	0	1	10,000.00%
BCF 203 (DAU)	1	0	0	0	0	0.00%	0	1	10,000.00%	0	1	10,000.00%
BCF 204 (DAU)	1	1	0	0	0	0.00%	0	0	0.00%	0	0	0.00%
BCF 205 (DAU)	2	2	0	0	0	0.00%	0	0	0.00%	0	0	0.00%
BCF 209 (DAU)	1	0	0	0	0	0.00%	0	1	10,000.00%	0	1	10,000.00%
BCF 211	1	1	0	0	0	0.00%	0	0	0.00%	0	0	0.00%
BCF 301 (DAU)	1	0	0	0	0	0.00%	0	1	10,000.00%	0	1	10,000.00%
CON 100 (DAU)	2	2	0	1	0	0.00%	0	0	0.00%	0	0	0.00%
CON 110	5	0	1	0	1	2,000.00%	0	4	8,000.00%	1	2	5,000.00%
CON 111	2	0	0	0	1	5,000.00%	0	1	5,000.00%	1	0	0.00%
CON 214	2	0	1	0	0	0.00%	0	2	10,000.00%	1	0	0.00%
CON 215 (DAU)	0	0	0	0	0	0.00%	0	0	0.00%	0	0	0.00%
CON 218 (DAU)	0	0	0	0	0	0.00%	0	0	0.00%	0	0	0.00%
IRM 101	3	0	2	0	0	0.00%	0	3	10,000.00%	0	1	3,333.33%
IRM 201 (DAU)	0	0	0	0	0	0.00%	0	0	0.00%	0	0	0.00%
IRM 304 (DAU)	2	1	0	0	0	0.00%	0	1	5,000.00%	0	1	10,000.00%
LAW 801 (DAU)	1	1	0	0	0	0.00%	0	0	0.00%	0	0	0.00%
LCC 101	0	0	0	0	0	0.00%	0	0	0.00%	0	0	0.00%

Step 2 (Custom)  
Select the class

Step 3  
Select the class

Step 4

Year Below.

# **In conclusion ..**



- 1. Prepare your Workforce for opening day, Tuesday, June 03, through early communication!**
- 2. Continue to encourage your Workforce to make early reservations through continued follow up!**
- 3. Push to make as many reservations as soon as possible in June 2008, beginning 03 June. Encourage your Workforce to make all reservations no later than the end of August.**
- 4. Maximize the use of Cost Effective Locations (CEL) while they are most widely available.**

**Are there  
any questions  
or comments?**



**Thank you for attending.**

**Let's make FY 09 another  
great year for the  
4<sup>th</sup> Estate!**



**ASM RESEARCH**  
Information Solutions

*extraordinary commitment, extraordinary results*

[www.asmr.com](http://www.asmr.com)