



## *Chapter 2*

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# Administrative Information

## COURSE INFORMATION

### DAU COURSES

#### Sequence of Courses

DAU provides a highly structured sequence of courses needed to meet the mandatory and desired training standards established in DoD 5000.52-M, "Career Development Program for Acquisition Personnel." In many cases, prerequisite courses are identified; students are expected to be competent in prerequisite knowledge and skills. Where specific prerequisites are not identified, students are strongly encouraged to attend mandatory courses in the sequence prescribed. Using this Catalog, DoD Acquisition, Technology, and Logistics (AT&L) workforce personnel can identify the training, education, and experience required for their career field and career level and the sequence of courses to meet those requirements.

#### Core Courses

Most personnel must take a core acquisition course before taking other mandatory training at career Levels I and II. The core course for career Level I in many career fields is ACQ 101, Fundamentals of Systems Acquisition Management, and for Level II, ACQ 201, Intermediate Systems Acquisition. ACQ 101 is a prerequisite for ACQ 201. The core courses are required for all workforce members in the following career fields:

Business, Cost Estimating, and Financial Management  
Facilities Engineering  
Information Technology  
Life Cycle Logistics  
Production, Quality and Manufacturing  
Program Management  
Systems Planning, Research, Development  
and Engineering  
Test and Evaluation

#### Course Types

Certification courses are identified in Appendix B of this Catalog, which provides concise checklists of the education, experience, and training standards established for certification in each career field. The checklists also provide the recommended sequence of courses for training within each career level.

Level I courses are designed to provide fundamental knowledge and establish primary qualification

and expertise in the individual's career field, job series, or functional area.

At Level II, functional specialization is emphasized. Courses at this level are designed to enhance the employee's capabilities in a primary specialty or functional area.

At Level III, the focus is on managing the acquisition process and learning the latest methods being implemented in the career field or functional area.

Each of these levels typically corresponds to particular GS levels or military grades/ranks that are defined by a Military Department or Agency in accordance with guidelines established in DoD 5000.52M. Grade or rank is not generally a requirement for course enrollment; however, it may be used to determine registration priority.

Assignment-specific courses provide the training needed to perform specific acquisition functions. These may be functions performed by a subset of individuals in a career field. Assignment-specific training is also required when individuals in one career field must understand some of the processes of other career fields. Appendix C provides a description of DAU assignment-specific courses and the audiences for which they are developed.

Course descriptions for all DAU courses are listed alphanumerically in Chapter 4. Details of course length, prerequisites, method of delivery, and who should attend are included in these course descriptions.

DAU-sponsored courses provide the opportunity for AT&L workforce members who have completed all training and education requirements for their position to meet standards for continuing education. In addition, many professional organizations and associations have continuing education requirements for their members. Appendix E presents a listing of Continuing Education Units (CEUs) associated with DAU courses.

#### Course Offerings

DAU courses are offered in a variety of modes. The most frequently used are resident (where the student attends class at one of the DAU sites) and on-site (where the instructor teaches at locations having sufficient numbers of students to support a class). Some DAU courses are also offered entirely or in part via the Internet.

Course offerings, schedules, and the location of courses are published separately in the DAU Course Schedule, which is posted on the DAU Web site at <http://www.dau.mil>.

### Online Courses

DAU currently offers several courses via the World Wide Web ("Web"). Some of these courses are taught entirely and exclusively online. Others (hybrid courses) involve an online portion followed by classroom instruction. To complete an online course, the student must have access to an IBM-compatible computer with the following capabilities:

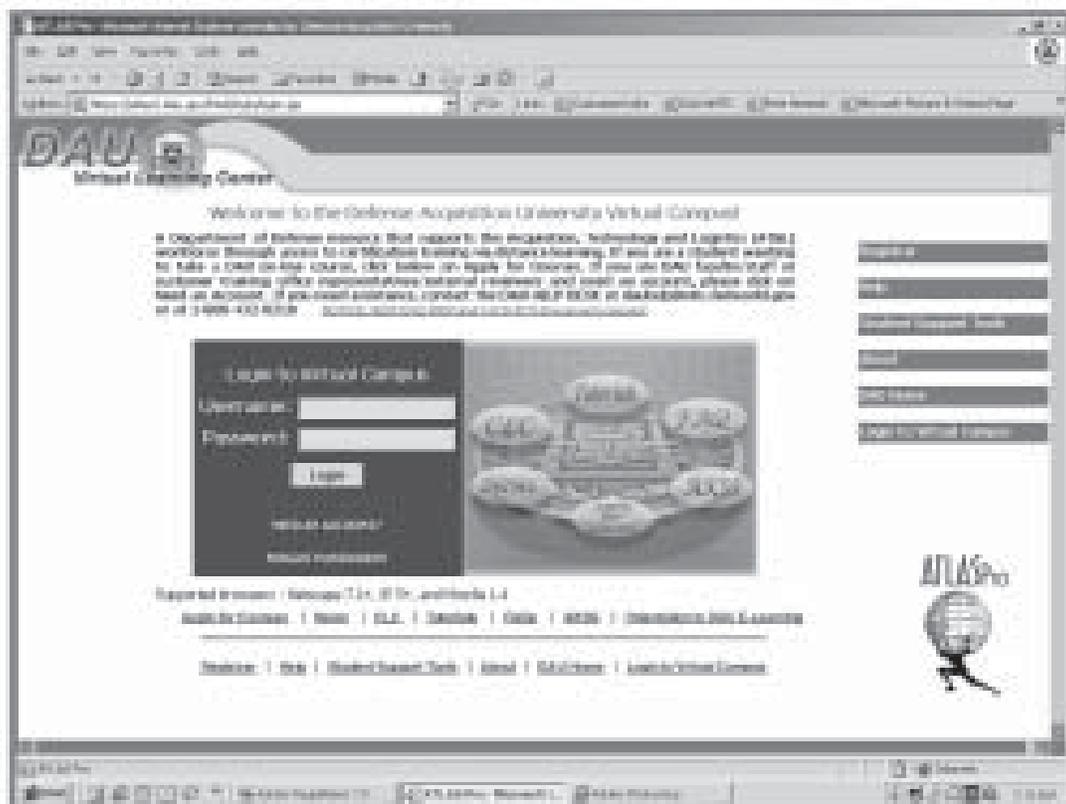
- Microprocessor Speed: Pentium 400 MHz
- Hard Drive: 6 GB
- RAM: 64 MB
- Modem Speed: 56 kbps
- Audio: 16 bit and speakers
- CD-ROM Drive: 12X
- Minimum monitor display resolution supported: (15 inch) 800 X 600 to 1024 X 768
- Color Depth: 24 bit
- Browser that supports Java and Javascript (Internet Explorer 5.5 or later recommended)

Some online courses have additional hardware and/or software requirements that are explained at the beginning of each course. Students should ensure

the computer they will use meets these minimum requirements before enrolling in an online course.

When students register for a hybrid course, it is important to understand that completion of both parts is required to obtain full credit for career field certification. For example, ACQ 201 consists of ACQ 201A (over the Internet) and ACQ 201B (in the classroom). Continuing education units and a certificate of completion will be awarded for successful completion of ACQ 201A; however, students must also complete ACQ 201B to receive full credit for completion of ACQ 201, which is required to meet selected career field certification standards. Part A is a prerequisite for Part B. The latest version of Part A is available at the DAU Virtual Campus for those students who may want a review before attending Part B. Depending on the course, students have up to 120 days to complete online courses.

DAU fully supports the requirements of Section 508 of the Rehabilitation Act Amendments of 1998. Section 508 requires Federal agencies that develop, procure, maintain, or use electronic and information technology to ensure that Federal employees with disabilities have access to and use of that information and data. To that end, all new DAU courseware is developed to comply with the standards set forth in Section 508.



## Equivalent Courses

Appendix D of this Catalog provides information on courses offered by DoD schools and public learning institutions as well as commercially offered training that is certified to be equivalent to DAU courses.

## Fulfillment

While course participation is the preferred method, the fulfillment program enables members of the DoD AT&L workforce to receive credit for mandatory DAU courses for which they are able to demonstrate competency through experience, education, and/or alternative training. Information on this program, including policy, procedures, DD Form 2518, and the course competencies, is available on the DAU Web site at <http://www.dau.mil/registrar/registrar.asp>.

## ACQUISITION WORKFORCE AND ACQUISITION CORPS EDUCATION STANDARDS

The Defense Acquisition Workforce Improvement Act (Public Law 101-510, 1990) (Chapter 87, Title 10, United States Code), as amended, requires the Secretary of Defense to establish education, training, and career development standards for persons serving in acquisition positions in the Department of Defense. See DoD 5000.52-M, "Acquisition Career Development Program," and Appendix B of this Catalog for additional information concerning these standards.

Employees may meet credit-hour standards by passing college course equivalency examinations, which demonstrate knowledge comparable to accredited courses of study in these subjects. For more information on using equivalency exams to meet mandatory education qualifications, see Appendix F of this Catalog. Employees also may apply certain DAU courses to meet the educational requirements.

## STUDENT INFORMATION

### REPORTING INSTRUCTIONS

After being accepted for admission into a DAU course, each student will receive an e-mail from the University with instructions on how to proceed. In the case of online courses and Part A of a hybrid class, e-mails will explain how to access the course material online and identify an instructor associated with that class. For classroom courses and Part B of a hybrid class, each student will receive an e-mail with specific reporting instructions and information on housing, meals, facilities, and appropriate classroom attire.



### TRAVEL, PER DIEM, AND REIMBURSEMENT

Each Service Acquisition Career Management Office or parent organization funds travel expenses and per diem for eligible students based on Service- or Agency-specific policy. Students should consult their Acquisition Career Management Office for policy and guidance concerning their travel requirements. Contact information is provided in "Registration Procedures" at the end of this chapter.

It is very important that students arrive with a government credit card to pay for all legitimate travel-related expenses or, if needed, draw cash advances in lieu of receiving advance per diem payments. DAU cannot process travel claims or provide advance per diem payments. As questions may arise concerning use of the government credit card, students should arrive knowing the name and telephone number of the government credit card program coordinator for their Service or organization.

### ATTENDANCE POLICY

Students are expected to attend all scheduled course sessions (including teleconferencing, satellite, and synchronous online sessions) and complete all course work. Absences for medical or family emergencies must be approved by the course manager, lead instructor, or designated representative. Cumulative absences that exceed 5 percent of contact





time may be grounds for removal from the course, and the student's record will be annotated accordingly. Remediation to make up any missed instruction is at the discretion of the course manager.

DAU follows established DoD and Office of Personnel Management guidance for civilians and Service regulations for military personnel concerning various categories of leave.

### CANCELLATIONS

If circumstances dictate cancelling course attendance after students receive notification of acceptance, they should follow the procedures set forth by their respective Service or Agency as outlined in this chapter. This may afford other students the opportunity to attend the course.

### HANDICAPPED ACCOMMODATIONS

Students with disabilities who are scheduled to attend DAU classes should notify their local training office and the DAU Registrar as soon as possible prior to the starting date of the class to ensure that appropriate accommodations are made.

### STUDENT ISSUES AND CONCERNS

DAU encourages students who have issues or concerns with the learning environment to discuss them first with their instructor. Also a student class leader is typically appointed at the start of a course and is empowered to bring issues to DAU faculty on behalf of their fellow students. Students who feel their issue was not resolved satisfactorily through these channels may go to the Regional Dean under an open-door policy.

End-of-course critiques provide another opportunity for students to address ways to improve course materials or the learning environment. Critique data is analyzed and includes areas of success and concern as well as trends and recommendations for improvement. The summary report is circulated through the appropriate chain of command for action.

### TRANSCRIPTS

Transcripts are available at <http://www.dau.mil>. Students may access their own transcript information from a secure server and print out a copy for their own use. Students may also request that an official transcript with an embossed DoD seal be sent to a college or university. Questions concerning transcripts should be addressed to [dau.registrar@dau.mil](mailto:dau.registrar@dau.mil).

### COURSE REGISTRATION AND QUOTA ALLOCATION

DoD AT&L workforce employees and their supervisors may prepare career development training plans using the requirements provided in Appendices B and C and the course descriptions in Chapter 4. Appendix B identifies courses that are required for certification by career field and certification level, and Appendix C lists courses necessary for performing an assignment-specific function in acquisition.

For DoD AT&L workforce members attending certification or assignment-specific courses, all costs of tuition, travel, and per diem for DAU training will be funded by DAU via the student's Component. DAU does not fund travel and per diem costs for DoD AT&L workforce members to attend continuous learning courses.

DAU uses the Army Training Requirements and Resources System (ATRRS) to maintain course schedules, allocate quotas, manage class registration, and provide data for reporting requirements. Agencies with quota allocations are required to register students no later than 45 calendar days prior to the class start date to ensure that students are in the ATRRS system and they have sufficient time to make necessary arrangements for attending class.

After students apply for a course, they will receive an e-mail identifying their status as either wait-listed or as having a reservation. Students with reservations will receive an e-mail from DAU approximately 45 days before the class starts, providing reporting instructions, class start and end times, and location-specific information (e.g., points of contact, hotels, and directions). If the training is held at an on-site location, this information may be provided by mail vs. e-mail. Points of contact for all courses and locations are provided in the online course schedule. Once registered, students who have not received reporting instructions 15 days prior to the class start date should contact the DAU Registrar's Office for assistance at 1-888-284-4906 or 703-805-3003.

## REGISTRATION PROCEDURES

To apply for a DAU course, log onto <http://www.dau.mil> and select "Enroll Here." At this site you will find links to your Service-specific application program. While there are many ways to access your specific site, the DAU Home Page provides a single portal with current information and links for each of the categories of students listed below. Points of contact are also listed on the "Enroll Here" page.

### ARMY PERSONNEL



Army Acquisition, Logistics, and Technology (AL&T) workforce civilian and military personnel desiring DAU training (including online courses) must have those courses annotated and approved on their automated Individual Development Plan (IDP) at <https://rda.rdaisa.army.mil/cappmis/idp/idpprod/login.cfm>. Once approved on the IDP, a link is provided from the IDP to the ATRRS Internet Training Application System (AITAS), <https://www.atrrs.army.mil/channels/aitas/>. Training priorities are based on the individual's position certification requirements. AL&T personnel requiring assistance with the IDP/AITAS or updating records should contact their Acquisition Career Managers (ACMs) listed at the Acquisition Support Center (ASC) Web site at <https://rda.rdaisa.army.mil/cappmis/acrb/contacts/ACMListing.htm>. The Acquisition, Logistics, and Technology Enterprise Systems and Services (ALTESS) is responsible for processing all applications, registering students for training, and issuing travel funding and orders. Information on travel funding, orders, rental cars, etc., can be found at <http://www.rdaisa.army.mil/rdaisa/atrrs/dau/tinfo.htm>.

Class schedule information can be found within the IDP, AITAS, or ATRRS data-on-demand at <https://www.atrrs.army.mil/channels/dataondemand>. Individuals and organizations should monitor closely the availability of on-site class offerings to minimize expenses associated with class attendance in the resident mode. Student cancellations or substitutions should be limited to only extreme emergencies and must be submitted through AITAS.

Military personnel en route to a new duty station or an acquisition position should contact their assignment officer for assistance in obtaining DAU training. Assignment officers' contact information can be found at <https://www.perscomonline.army.mil/opfam51/staff.htm>.

Non-AL&T Army personnel, both military and civilian, may submit applications for DAU training by going directly to AITAS. Those individuals are not required to have an Acquisition IDP and must apply as "non-acquisition workforce."

### NAVY PERSONNEL



Department of the Navy (DON) civilian and military personnel (regardless of duty station) must submit applications for acquisition training courses using Register-Now, the DON electronic registration system at <https://www.atrrs.army.mil/channels/registernow/rnswitch.asp>. Register-Now is used to perform all functions applicable to course registration, including supervisory approval, course enrollment via the DON Registrar, processing cancellations, and obtaining centrally funded travel orders. Students are encouraged to browse all menu items, including "What's New" and "How To."

For additional information concerning course registration, career field certification, and other DAWIA-related issues, DON students should contact their local acquisition training representative. Names and contact information are available at the "Find ACQ Training Representative" menu option on Register-Now.

### AIR FORCE PERSONNEL



Air Force military and civilian personnel interested in DAU training should first consult the Air Force DACM Web site and the Air Force Acquisition Training Office (AFATO) Web site. These Web sites provide information about Acquisition Professional Development Program (APDP) policy and certification, acquisition position coding, how to apply for DAU training and funding, prerequisites, class schedules, rosters, vacancies, and points of contact.

The Air Force uses a new Web-based DAU reservation system, ACQ Now. This system streamlines the reservation process and allows prospective students to initiate their own training requests via the Internet. Air Force civilian and military personnel should register through the ACQ Now registration system available at <http://www.atrrs.army.mil/channels/acqnow/main.asp>.

## REGISTRATION PROCEDURES (CONTINUED)

To apply for a DAU course, log onto <http://www.dau.mil> and select "Enroll Here." At this site you will find links to your Service-specific application program. While there are many ways to access your specific site, the DAU Home Page provides a single portal with current information and links for each of the categories of students listed below. Points of contact are also listed on the "Enroll Here" page.

### AIR FORCE PERSONNEL (Continued)

DAU training is open to all Air Force personnel, but individuals occupying acquisition-coded positions are given priority in order to fulfill their DAWIA requirements. Supervisors and individuals should plan for and identify training needs through Individual Development Plans and the annual AFATO Data Call (Nov/Dec).

For additional information please contact your local APDP training manager. Names and information are available on the "POC Lookup" menu option in ACQ Now. You can also visit the DACM ([http://www.safaq.hq.af.mil/acq\\_workf](http://www.safaq.hq.af.mil/acq_workf)) and AFATO ([http://www.safaq.hq.af.mil/acq\\_workf/training](http://www.safaq.hq.af.mil/acq_workf/training)) Web sites. Other contacts include the Air Force Acquisition Training Office (AFATO), Randolph AFB, at DSN 487-6580 or Commercial 210-652-6580, FAX DSN 487-6560, Comm FAX 210-652-6560, or via e-mail at [ACQ.NOW@randolph.af.mil](mailto:ACQ.NOW@randolph.af.mil).

### ACQUISITION, TECHNOLOGY, AND LOGISTICS CIVILIAN PERSONNEL ASSIGNED TO THE DEFENSE AGENCIES

Federal civilians assigned to the DoD Components outside the Military Departments (including the Office of the Secretary of Defense, the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Inspector General, the Defense agencies, the Defense field activities, the Joint-Service schools, and the Defense support activities) shall submit applications for DAU courses in the Acquisition Training Application System (ACQTAS) at <http://www.atrrs.army.mil/channels/acqtas>. The ACQTAS serves as the single application system for DAU courses as well as being the single supervisory and training manager approval, reservation, and notification system for acceptance in the DAU courses.



### INTERNATIONAL STUDENTS

International students may apply for all DAU courses. They will be placed in courses on a space-available basis. Applications will be evaluated on an individual basis in terms of meeting course prerequisites, previous training, job experience, and current job title.

Foreign military and civilian students who work for their government must apply for DAU courses through their country's training officer, who will then coordinate the training request through the U.S. Army Security Assistance Officer (SAO) in the Office of Defense Cooperation (ODC) or an appropriate official in the U.S. Embassy. The U.S. Army Security Assistance Training Field Activity (SATFA), which is the Executive Agent for foreign students attending DAU courses, will process the student's application through appropriate channels. The SATFA will coordinate all training requests with the DAU Registrar's Office. SAOs or U.S. Embassy officials sponsoring training requests from the host country should go to <http://www.disam.dsca.mil/itm/> for information on training available through the Foreign Military Sales (FMS) training program.

Military and civilian employees of countries that are members of the North Atlantic Treaty Organization (NATO) should initiate their training requests through the SATFA by calling 757-788-3255. The SATFA desk officer for NATO affairs will put the student in contact with appropriate NATO training officials to process and coordinate the training request.

A non-U.S. citizen who is working for a U.S. defense industry corporation, a foreign corporation that has a contract with DoD or any of the Military Departments (MILDEPs), or who is assigned to a U.S. military agency or activity may be eligible to apply for DAU courses. For further information about applying for a course, contact the DAU Registrar's Office at [industry.registrar@dau.mil](mailto:industry.registrar@dau.mil) or 703-805-4498.

### DEFENSE INDUSTRY CERTIFICATION

At this time there is no organization or association that confers certification in a functional area for defense industry employees similar to the certification program administered by the DoD and the MILDEPs for their acquisition and contracting workforce. Industry employees may demonstrate an equivalency to the members of the DoD acquisition workforce in terms of training by successfully completing DAU courses.