



Chapter 2

Administrative Information

Course Information

***Acquisition Workforce and
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Registration Procedures



Administrative Information

COURSE INFORMATION

DAU COURSES

Sequence of Courses

The 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 Workforce personnel can identify the training and education 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 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:

Acquisition Logistics
Business, Cost Estimating, and Financial Management
Information Technology
Manufacturing, Production, and Quality Assurance
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 certification and assignment-specific courses are listed alphanumerically in Chapter 4. Details of course length, prerequisites, method of delivery, and Personnel Data System (PDS) codes are included in these course descriptions.

DAU-sponsored courses provide the opportunity for Acquisition Workforce members, who have completed all training and education requirements for their position, to meet standards for obtaining 80 contact hours of continuing education and training over a 2-year period. 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 onsite (where the instructor teaches at locations having sufficient numbers of students to support a class). Some DAU courses are also offered 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, at <https://dau.fedworld.gov>. Some of these courses are taught entirely and exclusively online and others involve an online portion followed by classroom instruction. To complete an online course, the student must have access to a computer with the following capabilities:

- World Wide Web connection;
- any Web browser that supports Javascript; and
- a monitor that supports a resolution of at least 800x600.

Some online courses have further specific computer requirements, which are explained on the DAU Home Page at <http://www.dau.mil>. Students should ensure the computer they will use for instruction meets these requirements before enrolling in an online course.

When students register for a “hybrid” course (i.e., a course delivered in part via distance learning and in part in the classroom), it is important to understand the registration process. A student registering for ACQ 201, for example, is actually registering for Section B, the classroom portion of the course. This automatically enrolls the student in Section A, the online portion of the course. Successful completion of Section A is necessary to attend Section B. Students are given 60 calendar days to complete Section A and must begin Section B within 45 calendar days after that. Students who do not successfully complete Section A will not be eligible to attend Section B as scheduled.

COURSE EQUIVALENCIES AND ALTERNATIVES

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 certified to be equivalent to DAU courses.

Fulfillment

Pursuant to Section 8147 of Public Law 105-262 (FY 1999 Defense Appropriations Act) of October 17, 1998, ADS 97-03-GD (January 1997), “Acquisition Career Management Mandatory Course Fulfillment and Competency Standards” were reinstated as ADS 99-03-GD. The fulfillment program enables members of the Acquisition Workforce to receive credit for mandatory DAU courses for which they are able to demon-

strate competency through experience, education, and/or alternative training. Information on the program, including policy, procedures, DD Form 2518, and the course competencies, is available on the DAU Web site at <http://www.dau.mil>.

ACQUISITION WORKFORCE AND ACQUISITION CORPS EDUCATION STANDARDS

The Defense Acquisition Workforce Improvement Act (Public Law 101-510, 1990), as amended, requires that DoD employees must meet certain educational standards. These standards apply to new employees in the GS-1102 occupational series and to those applying to the Acquisition Corps or seeking a contracting officer’s warrant above the small purchase threshold. See DoD 5000.52-M, “Acquisition Career Development Program,” for additional information concerning these educational 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

Once a student has been accepted for admission into a DAU course, the registrar of the school sponsoring the course will provide the student 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. Internet Web sites and contact information are provided later in 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. If questions 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 and satellite 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 receipt of an “incomplete” grade. Remediation to make up any missed instruction is at the discretion of the course manager.

DAU follows established DoD and Office of Personnel Management (OPM) 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 a substitute student 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 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.

COURSE REGISTRATION AND QUOTA ALLOCATION

Acquisition Workforce employees and their supervisors may prepare career development training plans using the requirements provided in Appendices B and C and 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 Acquisition 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 Acquisition Workforce members to attend continuous learning courses.

The 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 into the system no later than 45 calendar days prior to the class start date to ensure that students have sufficient time to make necessary arrangements for attending class. Information entered into ATRRS is used by the DAU registrars to provide reporting instructions and general student information packets to registered students.

The student’s command or organization will notify the student of registration for training. For resident classes, the appropriate DAU registrar will provide reporting instructions with class start and end dates and times, building and room numbers, etc. The student’s organization should provide this information if it is an onsite class. In the event of late entries or nonreceipt of reporting instructions, basic reporting instructions are provided in ATRRS for most schools. Once registered, students who have not received reporting instructions 15 days prior to the class start date should contact the appropriate DAU registrar for assistance.



REGISTRATION PROCEDURES

ARMY PERSONNEL

COMM: (703) 604-7107

DSN: 664-7107

FAX: (703) 604-8178

24-hour information response system:
(800) 808-6467

DACM Web site:

<http://dacm.rdaisa.army.mil>

IDP Web site:

<https://rda.rdaisa.army.mil/cappmis/idp/idpprod/login.cfm>

AITAS Web site:

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

Army Acquisition Mandatory Training Web site:

<http://www.saalt.army.mil/rdaisa/atrrs/aaedau.htm>

Army Acquisition Workforce (AAW) civilian and military personnel desiring DAU training (including online courses) must have those courses annotated and approved on their automated Individual Development Plan (IDP). Upon the supervisor's approval of a course, individuals may submit applications from the IDP or by accessing the ATRRS Internet Training Application System (AITAS). AAW personnel requiring assistance with the IDP/AITAS should contact one of the appropriate Acquisition Career Managers (ACMs) listed at the DACM Web site under "Your Acquisition Management Team." The Research, Development, and Acquisition Information Systems Activity (RDAISA) is responsible for processing all applications, registering students for training, and issuing funding for travel and per diem.

Non-Acquisition Workforce personnel may submit applications for DAU training by going directly to AITAS.

Class schedule information can be found at the IDP, AITAS, or Army Acquisition Mandatory Training Web sites. Individuals/organizations should monitor closely the availability of onsite class offerings to minimize expenses associated with class attendance in resident mode. Student cancellations or substitutions should be limited to only extreme emergencies and must be submitted through the 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 officer's contact information can be found at <http://dacm.rdaisa.army.mil/Contacts/amb.asp>.

Workforce members can obtain a copy of the current training schedule and information on rental car authorization, travel advances, travel orders, lodging, training, and policies from the 24-hour-a-day telephone information response system at (800) 808-6467.

NAVY PERSONNEL

COMM: (717) 605-6485

DSN: 430-6485

FAX: (717) 605-2295

E-mail:

help-now@hropensacola.navy.mil

Register-NOW Web site:

<http://www.register-now.cms.navy.mil>

DACM Web site:

<http://dacm.secnv.navy.mil>

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 <http://www.registernow.cms.navy.mil>. 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 by selecting the "Find ACQ Training Representative" menu option on Register-Now.

REGISTRATION PROCEDURES (CONTINUED)

AIR FORCE PERSONNEL

COMM: (210) 652-6580

DSN: 487-6580

FAX: (210) 652-6560

E-mail:

afato@afpc.randolph.af.mil

DACM Web site:

http://www.safaq.hq.af.mil/acq_workf

AFATO Web site:

http://www.safaq.hq.af.mil/acq_workf/training

Air Force military and civilian professionals interested in DAU training should first consult the Air Force DACM Web site and the 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 the AFATO Web site.

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).

AFATO may centrally fund the TDY costs of DAU attendance for individuals occupying acquisition-coded positions (subject to DAU and AFATO policy). TDY orders for DAU funded individuals are centrally approved at Randolph AFB TX. Individuals must obtain supervisor approval before initiating a DAU training request. Cancellations should be limited. Penalties are assessed for unexcused reasons. For additional information and phone numbers, please visit the DACM and AFATO Web sites.

ACQUISITION PERSONNEL IN OTHER DoD COMPONENTS

COMM: (703) 578-2765

DSN: 761-6829, Ext. 2765

FAX: (703) 845-6966

E-mail:

ctaylor@doddacm.com

DACM Web site:

<http://www.doddacm.com/acmp>

In 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), the supervisors of persons who require mandatory training are responsible for ensuring that the training is properly requested and authorized and that travel, if any in connection with the training, is properly requested.

Supervisors of civilian employees in the Components should consult with acquisition training officials (most often, such an official will be located in the civilian personnel training office) to determine the detailed procedures for requesting and authorizing training. Supervisors of military members may need to coordinate with both the acquisition training officials in the Component and with the member's Military Department, which is responsible for the member. The procedures specified for the Military Department, which provides host and supporting services, may be followed by civilian personnel assigned to the Unified and Specified Commands, consistent with individual command requirements (other than the U.S. Special Operations Command, which has established unique procedures).

REGISTRATION PROCEDURES (CONTINUED)

INTERNATIONAL PERSONNEL

COMM: (757) 788-3255
DSN: 680-3255
FAX: (757) 788-4142

E-mail:

arlene.anderson@monroe.army.mil

Allied personnel requesting DAU training must go through the Security Assistance Training Field Activity (SATFA) (Commander, U.S. Army Training and Doctrine Command, Security Assistance Training Field Activity, ATTN: ATFA-RQ (Arlene Anderson), 173 Bernard Road, Bldg. 139, Fort Monroe, VA 23651-1003). SATFA is the executive agency responsible for scheduling formal training for international students at all U.S. Government agencies. The SATFA will coordinate with DAU for quotas, determine the appropriate category for cost reimbursement (e.g., IMET, FMS, etc.), ensure that the student meets the course eligibility criteria, and determine that the student's English comprehension is adequate for effective participation.

INDUSTRY/ NON-DoD PERSONNEL

COMM: (703) 805-4498
DSN: 655-4498
FAX: (703) 805-3709/3983

E-mail:

arthur.mccormick@dau.mil

Defense industry and non-DoD Federal employees requesting DAU training may go to http://www.dsmc.dsm.mil/registrar/industry_applic.htm and complete the online application. Enrollment is on a "first-come, first-served" basis. Students may be added to a waiting list for courses in high demand. Travel and lodging costs are the responsibility of the requesting person or organization.

