



Administrative Information

**Acquisition Workforce and Acquisition Corps
Certification Standards**

Course Information

Student Information

Course Registration and Quota Allocation

Registration Procedures

CHAPTER 2



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PAU

IN THE SPOTLIGHT

Workshop Development Award

PAU has been awarded the Workshop Development Award for its participation in the 2011 Workshop Development Award competition. The award recognizes PAU's commitment to continuous improvement and its role in the development of the award-winning workshop.

Annual Report of Carolina Process Improvement Lab

An Alpha Kappa Psi Chapter (AKPsi) has been awarded the 2011 Annual Report of Carolina Process Improvement Lab. The report highlights the lab's activities and achievements over the past year.

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Computer keyboard

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Administrative Information

Acquisition Workforce and Acquisition Corps Certification 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 Appendix B for additional information concerning these standards.

Employees may meet credit-hour standards by passing college course equivalency examinations that 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 E. Employees may also apply certain DAU courses to meet the educational requirements. The DAU strategic partnership program (Appendix F) helps maximize opportunities to leverage DAU courses toward degrees.

Course Information

The Defense Acquisition Workforce Improvement Act (DAWIA) was signed into law in November 1990. It requires the Secretary of Defense, acting through the Under Secretary of Defense for Acquisition, Technology and Logistics (USD(AT&L)), to establish education, experience, and training requirements for the DoD AT&L workforce.

Education, experience, and training requirements differ for each career field and are approved by your certifying Service or agency. Requirements are identified in the checklists provided at Appendix B. The training requirements may be met in several ways, including the successful completion of DAU courses, the fulfillment program, or the equivalency program.

DAU Courses

Sequence of Courses

DAU provides a highly structured sequence of courses needed to meet mandatory and desired training standards. 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 manda-

tory courses in the sequence prescribed. Using this catalog, DoD 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.

Course Types

Training courses required for acquisition career field certification are listed as the Core Certification Standards within the Certification and Core Plus Development Guides contained in Appendix B.

Level I courses are designed to provide foundational knowledge and establish primary qualification and experience in the individual's acquisition career field/path.

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

Most personnel must take core acquisition training before taking other acquisition courses at career Levels I and II. The core acquisition 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. These 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—Program Systems Engineering
- Systems Planning, Research, Development and Engineering—Science and Technology Manager (ACQ 101 only)
- Systems Planning, Research, Development and Engineering—Systems Engineering
- Test and Evaluation



Course descriptions for all DAU courses are listed alphanumerically in Chapter 3. Details of course length, prerequisites, methods of delivery, and who should attend are included.

DAU-sponsored courses also provide the opportunity for AT&L workforce members who have completed all education, experience, and training requirements for their position to meet standards for continuing education. Appendix D presents a listing of continuing education units (CEUs) associated with DAU courses.

Course Offerings

DAU courses are offered in a variety of modes:

- Resident—Student attends class at one of the DAU training sites.
- Local—DAU instructor teaches at locations having sufficient numbers of students to constitute a class.
- Distance Learning—Course material is offered entirely or in part via the Internet.
- Facilitated Online Learning Environment (FOLE)—Material is offered online; instruction may be online or in the classroom.
- Hybrid—Course includes both classroom and distance learning (Parts A and B).

To complete online coursework, the student must have access to a computer with the following minimum 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
- Monitor display resolution is optimal at 1024 X 768
- Browser that supports Java and Javascript (Internet Explorer 5.5, Netscape 7.0, or higher versions are recommended.)
- Java runtime environment 1.5.0 or MicroSoft VM

When logging on, the student should review updates to “Computer Settings” under “Help Desk Hot Tips” to ensure his or her computer will support the online courses and their plug-ins.

Some online courses have additional software requirements that are explained at the beginning of the 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 (via 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. For those students who may want a review before attending Part B, the latest version of Part A is available on the DAU Virtual Campus Web site at <https://learn.dau.mil/html/login/login.jsp>. With the exception of continuous learning courses, students have up to 60 calendar days to complete most online 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 such as professional association certificates. Information on this program, including policy, procedures, DD Form 2518, and the course competencies, is available on the DAU Web site at www.dau.mil/registrar/faq.asp. DD Form 2518 is in Appendix A of the guidelines.

Equivalent Courses

Appendix C 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.

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, e-mails will explain how to access the course material online and will identify an instructor associated with that class. For classroom courses, 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.



Cancellation Policy

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.

Disability Accommodations

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

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.

Student Issues and Concerns

DAU encourages students who have issues or concerns with the learning environment to discuss them first with their instructor. Also, student class leaders are typically appointed at the start of a course and are empowered to bring issues to DAU faculty on behalf of their fellow students. Students who believe their issues were 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. Critiques include areas of success and concern as well as trends and recommendations for improvement. The collected information is analyzed and a summary report is circulated through the appropriate chain of command for action.

Transcripts

Transcripts are available at www.dau.mil by selecting the "Student Information" button. 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.transcript@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 Appendix B and the course descriptions in Chapter 3. Appendix B identifies courses that are required for certification by career field and certification level.

DoD AT&L workforce members may be eligible for funding of travel and per diem when attending courses required for certification. This is strictly based upon the Service component policy. Students should contact their Service component point of contact for the specific funding policy covering DAU training. Funding is not provided to cover travel and per diem costs for DoD AT&L workforce members who attend DAU courses for the purpose of continuous learning.

DAU uses the Army Training Requirements and Resources System (ATRRS) to maintain course schedules, allocate quotas, and manage class registration. Agencies with quota allocations should register students as early as possible before the class start date to ensure that students are in the ATRRS system and that 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. Approximately 60 days before the class starts, students with reservations will receive an e-mail from DAU (later if the student was a late registrant) providing reporting instructions, class start and end times, and location-specific information (e.g., points of contact, hotels, and directions). Points of contact for most courses and locations are provided in the online course schedule. Any student who is registered and has not received reporting instructions 15 days prior to the class start date should contact the DAU Student Services Office for assistance at 888-284-4906 or 703-805-3003.

Registration Procedures

To apply for a DAU course, go to www.dau.mil, select "I Need Training," then "Apply for Course." 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 following categories of students.

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). Once approved on the IDP, a link is provided from the IDP under "DAU" 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 organization acquisition point of contact or acquisition career managers (ACMs) within their region. If you do not know who your servicing ACM is or where your servicing region is located, go to the U.S. Army Acquisition Support Center (USAASC) Web site at <http://asc.army.mil/contacts/acms.cfm>. OCONUS students are serviced by the Eastern Region ACMs. The Acquisition, Logistics, and Technology Enterprise Systems and Services (ALTESS) is responsible for processing applications, registering students for training, and issuing travel funding and travel orders.

Additional information on travel funding, orders, rental cars, priorities, etc., is available at www.rdaisa.army.mil/rdaisa/atrrs/dau/tinfo.htm#PRIORITY. DAU training priorities are determined by an individual's currently assigned position code. The Army will fund students who are considered priority two (Career Development), priority three (Cross-Functional Training), or priority four (Refresher) as long as funds are available after priority I students obtain funding. Priority five (Non-acquisition workforce) students must obtain funding from their employing organization or command for travel and per diem. 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 closely monitor the availability of local class offerings to minimize expenses associated with class attendance in the Resident mode. Students must select their cost-effective location.

Student cancellations or substitutions should be limited to only extreme emergencies. If a student cannot attend a DAU class for which he or she has a reservation, then the student must cancel with the Army Registrar 5 working days prior to the start date of the class or 5 working days prior to reservation cut-off date on classes that have pre-course work. The Army Registrar must receive the request to officially cancel the student's reservation through the Army's ATRRS Internet Application System (AITAS) to prevent a no-show from being recorded. Excusal requests must be received within 14 days of the notification. If it is determined that a valid reason exists for the student no-show, sanctions will not be imposed against the student. A Service or organizational mission, unless

extremely exceptional in nature, is not a valid reason for canceling less than 5 working days prior to the start date. "No-shows" will be denied registration in future offerings of the course for a period of 6 months following the occurrence. The Army Registrar will also review any other applications/reservations that may be affected by this sanction. This could result in cancellation and removal from other DAU courses by the Army Registrar. Military personnel en route to a new duty station or an acquisition position should contact their assignment officer for assistance in obtaining DAU training. Contact information for assignment officers is available at <https://www.hrc.army.mil/site/protect/active/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."

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 on the Web at <https://www.atrrs.army.mil/channels/registernow>. 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."

Navy and Marine Corps Personnel

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.



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Air Force military and civilian personnel interested in DAU training should first consult the Air Force DACM Web site at <https://www.safaq.hq.af.mil/mil/career>. This Web site provides 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. For specific points of contact for other AT&L information go to <https://www.safaq.hq.af.mil/mil/career/pocs.cfm>.

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The Air Force uses ACQ Now, a Web-based reservation system. 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 <https://www.atrs.army.mil/channels/acqnow/main.asp>.

DAU training is open to all Air Force personnel, but those 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 Air Force Acquisition Training Office (AFATO) Data Call (Aug/Oct).

For additional information, contact your local APDP training manager. Names and information are available on the "POC Lookup" menu option in ACQ Now. Other contacts are the AFATO, Randolph Air Force Base, at DSN 487-6580 or commercial 210-652-6580; Fax DSN 487-1348, commercial Fax 210-652-1348; or via e-mail at acq.now@randolph.af.mil.

Acquisition, Technology, and Logistics Civilian Personnel Assigned to Defense Agencies

Federal civilians assigned to DoD components outside the military departments (including the Office of the Secretary of Defense, Chairman of the Joint Chiefs of Staff and the Joint Staff, Inspector General, Defense Agencies, Defense field activities, Joint-Service schools, and Defense support activities) must submit applications for DAU courses using the Acquisition Training Application System (ACQTAS) at <https://www.atrs.army.mil/channels/acqtas>. The ACQTAS serves as the single application system for DAU courses, including supervisory and training manager approval, reservations, and notification for acceptance into the DAU courses. Military students should contact their Service DACM office for application and registration assistance.



International Students

International students may apply for most 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, current job title, and English language skills.

Foreign military and civilian students who work for their government must apply for DAU courses through their country's training officer, who will coordinate the training request through the U.S. Army security assistance officer (SAO) in the Office of Defense Cooperation 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 each student's application through appropriate channels. The SATFA will coordinate all training requests with the DAU Non-DoD Registrar via e-mail at nondod.registrar@dau.mil or by phone at 703-805-4498. SAOs or U.S. Embassy officials sponsoring training requests from the host country should go to 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 employed by a U.S. defense industry corporation, working for a foreign corporation that has a contract with DoD or any of the military departments, or who is assigned to a U.S. military agency or activity may be eligible to apply for DAU courses. For information about applying for a course, contact the DAU Student Services Office by e-mail at industry.registrar@dau.mil or by phone at 703-805-4498.

Federal Civilian Agencies and Defense Industry Personnel

The Federal Acquisition Institute (FAI) has arranged for certification training through DAU (online courses) and commercial providers (resident courses). Federal civilian agency employees requiring acquisition training under the Office of Federal Procurement Policy (OFPP) Policy Letter 05-01, April 2005, and OFPP memo, January 2006, should contact their supervisor and agency acquisition career manager (ACM) to arrange for DAU or equivalent training. A list of agency ACMs is available at www.fai.gov/pdfs/iacmc06_06.pdf. Required training is centrally funded by FAI. No-cost continuous learning modules and communities of practice are available to members of the civilian acquisition workforce at <https://acc.dau.mil>. Defense industry employees may attend DAU courses at no cost, but on a space-available basis. To create a student record and apply for a course, go to <https://www.atrs.army.mil/channels/nondod/default.asp>.

Defense Industry Certification

Unless an organization has its own certification standards, there is no organization or association that confers certification in a functional area for defense industry employees similar to the certification program administered by DoD for its acquisition, technology, and logistics workforce members. Industry employees may demonstrate comparable training to the members of the DoD acquisition workforce by successfully completing DAU courses.