



Chapter 2

Administrative Information

Course Information

*Acquisition Workforce and
Acquisition Corps Education Standards*

Student Information

*Course Registration and
Quota Allocation*



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. Grade, however, is not generally a requirement for course enrollment.

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 F 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 campuses) and on-site (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 Website 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.

COURSE EQUIVALENCIES AND ALTERNATIVES

Course Predecessors

Many DAU courses were developed from existing component courses, some of which are sufficiently similar to meet the requirement to attend the DAU course. Course predecessors for each DAU course are listed at the end of Chapter 4, Course Descriptions.

Equivalent Courses

Appendix D of this Catalog lists DoD schools that offer courses certified to be equivalent to DAU courses. Colleges listed in Appendix E also offer courses that meet DAU course requirements.

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 demonstrate 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 Website 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 G of this Catalog. Employees also may apply certain DAU courses to meet the educational requirements.

STUDENT INFORMATION

REPORTING AND REGISTRATION

Once a student has been accepted for admission into a DAU course, the campus registrar of the school sponsoring the course will provide the student with specific reporting instructions and information on housing, meals, campus facilities, and appropriate classroom attire.

TRAVEL, PER DIEM, AND REIMBURSEMENT

Each Service Acquisition Career Management Office or parent organization funds student travel expenses and per diem based on Service- or agency-specific policy. Funding of other entitlements, such as rental cars, varies. Students should consult their Acquisition Career Management Office for policy and guidance on student travel funding entitlements, funding eligibility, certification and accountability of funds, processing of travel orders, and reimbursement. Internet websites and contact information are provided later in this chapter. The student's local finance and accounting office can provide the student a determination of the amount of travel and per diem allowed and method of accounting for expenses; however, certification of travel orders may need to be submitted to a Service-designated central location for certification of funds.

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. The University's campuses 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 schools follow 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. Students should also report cancellations occurring within 5 working days prior to the class start date to the appropriate DAU Campus Registrar's Office. This will 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.



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, including equivalency examinations, 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 (800 series) 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 campus 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 campus 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 on-site class. In case 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 campus registrar for assistance.



ARMY PERSONNEL

COMM: (703) 604-7107
DSN: 664-7107
FAX: (703) 604-8178

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

DACM Website:
<http://dacm.sarda.army.mil>

IDP Website:
<https://rda.rdaisa.army.mil/idp/idpprod/newidpstart.htm>

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

Army Acquisition Mandatory Training Website:
<http://www.sarda.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 POCs listed at the DACM Website under "Contacts." 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 websites. Individuals/organizations should monitor closely the availability of on-site 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 enroute 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://www.perscom.army.mil/OPfam51/ambmain.htm>.

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

DACM Website:
<http://dacm.secnav.navy.mil>

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

Department of the Navy (DON) civilian and military personnel (regardless of duty station) must submit applications for acquisition courses using Register-Now, the DON electronic registration system at <http://www.register-now.cms.navy.mil>.

Upon supervisory approval, applications are forwarded to the DON Registrar at the Career Management Site (CMS) in Mechanicsburg, PA. The CMS processes all approved applications based on student priority and seat availability. Students who cannot be registered in their requested offering will be notified by the registrar and may reapply for an alternate date. These actions are performed electronically, and the student is notified by e-mail as each step of the process is completed.

DON students who must travel to attend mandatory training may also request their funding via Register-Now. Travelers should log on approximately 30 days prior to the start date of their training and complete a Travel Requirements Worksheet. CMS will process the worksheet and forward student travel orders via e-mail not later than 2 weeks prior to the class start date.

Students who are unable to attend training as scheduled due to unforeseen circumstances must log onto Register-Now and follow the instructions to cancel their registration. The supervisor of record will be notified of the cancellation via e-mail. To reschedule training, students must reapply using the procedures above.

For additional information concerning course registration, DON students should contact their local acquisition training representative. Names and contact information are available by selecting "Acquisition Workforce POCs" on the "Help" menu on Register-Now. If further assistance is needed, phone and fax numbers and e-mail addresses for CMS personnel are available by selecting "Contact Navy Registrar" or "Contact Navy Travel Manager."

AIR FORCE PERSONNEL Air Force Acquisition Workforce personnel requiring mandatory acquisition education and training should contact the base-level training monitor or the designated Employee Development Manager.

COMM: (210) 652-6580
DSN: 487-6580
FAX: (210) 652-8842/-6560

E-mail:
afato@afpc.randolph.af.mil

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

ACQUISITION PERSONNEL IN OTHER DoD COMPONENTS 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.

COMM: (703) 602-9160
DSN: 332-9160
FAX: (703) 602-9161

E-mail:
ctaylor@doddacm.com

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

ALLIED PERSONNEL 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. 143, Fort Monroe, VA 23651-1003). SATFA is the executive agency responsible for scheduling formal training for foreign 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.

COMM: (757) 788-3255
DSN: 680-3255
FAX: (757) 727-4142

E-mail:
arlene.anderson@monroe.army.mil

INDUSTRY/ NON-DoD PERSONNEL 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.

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

E-mail:
mccormick_arthur@dau.mil