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Acquisition Workforce Career Field Core 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 DoD acquisition career fields.

The education, experience, and training requirements differ for each career field. Requirements are identified in the checklists provided in Appendix B. The training requirements may be met in several ways, including the successful completion of DAU courses, completing an approved equivalent course, or through the fulfillment program. Additional information on the equivalency and fulfillment programs can be found at www.dau.mil/registrar/studentinfo/student_info_h.asp.

You can 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, please go to www.dau.mil/learning/appg.aspx. You can also apply certain DAU courses to meet the educational requirements. The DAU strategic partnership program helps maximize opportunities to leverage DAU courses

toward degrees. Further information on strategic partnerships can be found at www.dau.mil/about-dau/partnerships.aspx.

See Appendix B for additional information on the career field core certification standards.

Course Information

Sequence of Courses

DAU provides a highly structured sequence of courses that are needed to meet core and unique position training standards. In many cases, prerequisite courses are identified, and workforce members are expected to be competent in prerequisite knowledge and skills. Where specific prerequisites are not identified, workforce members are strongly encouraged to attend courses in the sequence prescribed. Using this catalog, Defense Acquisition 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 located in Appendix B.



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

At Level II, functional specialization is emphasized. Courses at this level are designed to enhance the professional'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 workforce members 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 is ACQ 201A and ACQ 201B, 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
- Contracting (ACQ 101 and ACQ 201A only)
- Facilities Engineering
- Industrial/Contract Property Management (ACQ 101 and ACQ 201A only)
- 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 Defense Acquisition Workforce members who have completed all education, experience, and training requirements for their position to meet standards for continuing education. Course listings found at www.dau.mil provide the continuing education units (CEUs) available for each individual course, and a complete list is available at www.dau.mil/learning/apph.asp.

Course Offerings

DAU courses are offered in a variety of modes:

- Resident—Workforce member attends class at one of the DAU training sites
- Local—DAU instructor teaches at locations that have sufficient numbers of attendees to constitute a class
- Distance Learning—Course material is offered entirely or in part via the Internet
- Facilitated Online Learning Environment—Material is offered online; instruction may be online or in the classroom

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- Hybrid—Course includes both distance learning and classroom (Parts A and B).

To complete online coursework, you 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 to the DAU Virtual Campus at URL <https://learn.dau.mil>, you should review the computer requirements in the “System Requirement” option under the “Help” menu. This will help ensure your computer is able to run online courseware successfully.

Some online courses have additional software requirements that are explained at the beginning of the course.

When registering 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, you 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 who may want a review of Part A information before attending Part B, all latest versions of Part A courses are available on the DAU Virtual Campus Web site at <https://learn.dau.mil/html/login/login.jsp>. With the exception of continuous learning courses, workforce members usually have up to 60 calendar days to complete online courses.

Student Information

Reporting Instructions

After being accepted for admission into a DAU course, you will receive an e-mail from the university with instructions on how to proceed. In the case of online

courses, an e-mail will explain how to access the course material online and will identify an instructor associated with that class. For classroom courses, you 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. You should consult the appropriate Acquisition Career Management Office for policy and guidance concerning travel requirements. Contact information is provided in the “Registration Procedures” section of this chapter.

It is very important that you 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. You should know the name and telephone number of the government credit card program coordinator for your Service or organization so you know whom to contact for government credit card questions.

Attendance Policy

You 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 your 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 you receive notification of acceptance, you should follow the procedures set forth by your respec-

tive Service or agency as outlined in this chapter. This may afford other workforce members the opportunity to attend the course.

Disability Accommodations

Those 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.

Issues and Concerns

DAU encourages those who have issues or concerns with the learning environment to discuss them first with their instructor. Also, 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 participants. If you believe your issues were not resolved satisfactorily through these channels, you may go to the regional dean under an open-door policy.

End-of-course critiques provide another opportunity for you 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

To obtain your transcript, go to www.dau.mil/registrar/faq.asp#transcript and click "Get a Transcript." You'll be directed to the online transcript system, where you'll be asked to log on using either your CAC or your SSN/date of birth. Once in the transcript system, you can print a transcript at your desk or request an official transcript with a raised DoD seal be sent to a college. Transcripts are usually processed within 5 working days, though sometimes it takes longer; you will

receive an e-mail notice when your transcript has been processed. Questions regarding transcripts should be directed to DAU Student Services at dau.transcript@dau.mil.

Course Registration and Quota Allocation

Defense Acquisition 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.

Defense Acquisition 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. You should contact your 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 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 workforce members as early as possible before the class start date to ensure their employees are in the ATRRS system and that employees have sufficient time to make necessary arrangements for attending class.

After you apply for a course, you will receive an e-mail identifying your status as either wait-listed or as having a reservation. Approximately 60 days before the class starts, those with class reservations will receive an e-mail from DAU (later if you are 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 workforce member 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.

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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>. Those outside the continental United States are serviced by the eastern region ACMs.

The U.S. Army Acquisition Support Center (USAASC) 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 those who are considered priority two (those seeking career development), priority three (those seeking cross-functional training), or priority four (those attending refresher courses), as long as funds are available after priority one personnel 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 classes that require residency. You must select the most cost-effective location.

Cancellations or substitutions should be limited to extreme emergencies only. If you cannot attend a DAU class for which you have a reservation, then you must cancel with the Army Registrar at least 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 precourse work. The Army Registrar must receive the request to officially cancel your reservation through 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 no-show, sanctions will not be imposed. A Service or organizational mission, unless extremely exceptional in nature, is not a valid reason for cancelling 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> (Army Knowledge Online access required).

Non-Defense Acquisition Workforce 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 priority five, “non-acquisition workforce.”

Navy and Marine Corps 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>. 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. You 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 Defense

Acquisition Workforce Improvement Act-related issues, DON personnel should contact their local acquisition training representative. Names and contact information are available under 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 Defense Acquisition Career Management Web site, located within the AF Portal at <https://www.my.af.mil/gcss-af/afp40/usaf/ep/home.do> (portal account required). After entering the AF Portal, click on “Functional Area A-Z Listing” under AF Indexes. Click on “Acquisition,” which will provide you a page listing links to all Air Force acquisition workforce information and functions.

The AF Portal 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 acquisition information, go to the AF Portal at <https://www.my.af.mil/gcss-af/afp40/usaf/ep/home.do>.

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.atrrs.army.mil/channels/acqnow/main.asp>. DAU training is open to all Air Force personnel, but those occupying acquisition-coded positions are

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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 (August/October).

For additional information, contact your local APDP training manager. Names and information are available on the “Training Manager Lookup” menu option in ACQ Now. Other contacts are the AFATO, Randolph Air Force Base, at DSN 665-5900 or commercial 210-565-5900; Fax DSN 487-1348, commercial Fax 210-652-1348; or acq.now@randolph.af.mil.

Acquisition 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, the 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.atrrs.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 Acquisition Career Management 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 employees of a foreign 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 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 members attending DAU courses, will process each individual’s application through appropriate channels. The SATFA will coordinate all training requests with the DAU Non-DoD Registrar at nondod.registrar@dau.mil or 703-805-4498. Security assistance officers 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 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 at industry.registrar@dau.mil or 703-805-4498.

Acquisition Personnel with Federal Civilian Agencies

Federal civilian personnel interested in acquisition or acquisition-related training should first consult the Federal Acquisition Institute (FAI) Web site at <http://www.fai.gov>, which provides information about career, certification, and training programs.

Federal civilian personnel interested in attending DAU- or FAI-sponsored training must submit an application using the FAI electronic registration system on the Web at <https://www.atrrs.army.mil/channels/faitas> or FAI Internet Training Application (FAITAS) Web site. Federal civilian personnel can attend DAU and FAI courses at no cost, on a space-available basis for DAU courses. The electronic system streamlines the reservation process and allows prospective students to initiate their own training requests via the Internet.

For additional information, contact your local acquisition career manager. Points of contact available to assist students are listed on the FAI Web site. You can also contact the FAI help desk at 703-805-2300, Fax 703-805-2111, faiquestions@fai.gov.

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 workforce members. Industry employees may demonstrate comparable training to the members of the DoD acquisition workforce by successfully completing DAU courses.

