

ARMY IMPLEMENTING INSTRUCTIONS FOR DoD ACQUISITION CAREER MANAGEMENT MANDATORY COURSE FULFILLMENT PROGRAM

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1. References:
 - a. Department of Defense (DoD) "Acquisition Career Management Mandatory Course Fulfillment Program and Competency Standards", ADS-99-03-GD, April 1999.
 - b. Fulfillment Application Helpful Hints:
<http://asc.army.mil/info/policies/default.cfm>
2. This document provides the Army's implementing instructions for the reference in paragraph 1(a) above.
3. The purpose of the Fulfillment Program is to enable Army Acquisition Logistics and Technology (AL&T) Workforce members, and non-AL&T workforce members under AL&T hiring consideration, to receive credit for completion of mandatory Defense Acquisition University (DAU) training courses for which they can demonstrate they possess the required competencies.
4. The reference in paragraph 1(a) contains policies and procedures, DD Form 2518 (Fulfillment of Mandatory Training Requirements), and the self-assessment forms which list competency standards for each DAU training course for which fulfillment credit may be achieved. The forms and standards can be found on the DAU Homepage at <http://www.dau.mil/workforce/pdf/Fulfillment.pdf>. DAU periodically updates the competency standards as the course material changes.
5. The Army's Fulfillment process is as follows:
 - a. Individual shall:
 - 1) Complete Section I of DD 2518 (blocks 1 through 15) and a self-assessment of the competency standards for the course for which Fulfillment is sought.
 - a. Assessment should address a combination of training, education and experience and should not be duplicative in nature.
 - b. All competency standards for each course must be addressed and satisfactorily met.
 - 2) Sign block 6 of DD 2518.
 - 3) Include any documentation that supports the request for Fulfillment credit; e.g., résumé; SF50; college transcripts; transcripts from Government sponsored training; and letters from supervisors detailing competencies that specifically address the course competencies.
 - 4) Submit entire package to current supervisor for review and signature in Section II.
 - 5) Submit the Fulfillment request to your Regional Acquisition Career Manager (ACM) and Acquisition Certification Manager, who have been designated as the Army's Reviewing Officials.

- b. Supervisor shall review and complete Section II of DD 2518 (blocks 16 through 21).
- c. Reviewing Official shall:
- 1) Determine the adequacy of the information supporting the request for Fulfillment.
 - 2) Complete Section III (Blocks 25, 26, 27) prior to submission to the Army Certifying Official (CO).
 - 3) Submit the Fulfillment request to the appropriate CO.
 - 4) Update the Acquisition Career Record Brief (ACRB), Officer Record Brief (ORB), Enlisted Record Brief (ERB), or Army Reserve Acquisition Career Management Information System (ARACMIS) to reflect the completed status of course, if applicable.
 - 5) Return original DD 2518 and any supporting documentation from the CO (or Functional Chief Representative (FCR)) to the requesting individual.

d. Certifying Official shall:

- 1) Approve or disapprove request by annotating Section III of DD 2518 (block 16a or 16b), sign block 23 and date block 24.
- 2) Return application to the Reviewing Official. If application is disapproved, a detailed justification must be provided.

Note: In the event the requesting individual appeals the CO's decision, the US Army Acquisition Support Center (USAASC) Proponency Officer for the Acquisition Career Field (ACF) concerned will provide an independent review of the Fulfillment package. (Due to this independent review, the Proponency Officer cannot be designated as a CO.) If the review results are in agreement with the CO's decision, the individual is notified and no further action is required. If the Proponency Officer does not agree with the CO, the package may be forwarded to the ACF FCR, or his/her designated representative for a final decision.

6. Specific ACF guidance for Fulfillment requirements can be found in the Department of the Army, Acquisition Career Field Certification Policy and Procedures on <http://asc.army.mil/info/policies/default.cfm>.

7. Effective Date and Implementation: This document is effective immediately and supersedes all previously approved Army Acquisition Fulfillment Instructions.

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