DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
103 ARMY PENTAGON
WASHINGTON DC 20310-0103

30 MAR 2004

SFAE-CM

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Procedures for Canceling Defense Acquisition University (DAU) Training

With decreasing resources and funds available for training, it is imperative that students properly apply for and attend scheduled DAU training. The failure to attend training or to cancel a reservation in a timely manner is costly and considered a "no-show". The number of Army no-shows has continued to increase over the pass several fiscal years, representing 8 percent of our allocated training seats. Effective immediately, the following policy/procedure will be implemented:

a. If a student cannot attend a DAU class for which they have a reservation, they must cancel with the Army Registrar five working days prior to the start date of the class. This is the minimum time required to cancel the registration, identify, notify, and provide travel/per diem funding to an appropriate substitute(s). Last-minute cancellations should only be caused by true emergencies.

b. The Army Registrar must receive the request to officially cancel the student's reservation through the Army Training Requirements and Resources Internet Application System (AITAS) to prevent a no-show from being recorded. The system may be accessed at https://www.atrrs.army.mil/channels/aitas/.

c. Supervisors are responsible for ensuring their personnel request cancellation of DAU training in a timely manner and must approve the cancellation request via AITAS. Verbal notification to the supervisor or Acquisition Career Manager does not constitute a cancellation. Mission, unless extremely exceptional in nature, is not a valid reason for canceling less than five calendar days prior to the start date.

d. When a student is recorded as a no-show, a notification will be sent to the student and the supervisor requesting a justification. Justifications 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.

e. "No-shows" will be denied registration in future offerings of the course for a period of six months, following the occurrence.

f. A list of all Army designated no-shows, by name, will be supplied to the Commanders/Program Executive Officers, on a quarterly basis.

Please direct all questions to Mr. Randall Williams, commercial (703) 805-1238; DSN 655-1238; or e-mail: randall.williams@us.army.mil.

JOSEPH L. YAKOVAC
Lieutenant General, GS
Director
Acquisition Career Management

DISTRIBUTION:
COMMANDERS:
U.S. ARMY MATERIEL COMMAND
U.S. ARMY TRAINING AND DOCTRINE COMMAND
U.S. ARMY MEDICAL COMMAND
MILITARY TRAFFIC MANAGEMENT COMMAND
U.S. ARMY PACIFIC
U.S. ARMY RESERVE PERSONNEL CENTER
U.S. ARMY HUMAN RESOURSES COMMAND
U.S. ARMY CORPS OF ENGINEERS
U.S. ARMY FORCES COMMAND
U.S. ARMY TANK-AUTOMOTIVE AND ARMAMENTS COMMAND
U.S. ARMY COMMUNICATIONS-ELECTRONICS COMMAND
CONTRACTING COMMAND EUROPE
CONTRACTING COMMAND KOREA
EIGHTH U.S. ARMY
U.S. ARMY TEST AND EVALUATION COMMAND
U.S. ARMY AVIATION AND MISSILE COMMAND

CHIEF, NATIONAL GUARD BUREAU
CHIEF, ARMY RESERVE
PRESIDENT, DEFENSE ACQUISITION UNIVERSITY
ALL CIVILIAN PERSONEL ADVISORY/OPERATIONS CENTERS