

FY11 Out-of-Cycle (OFC) Training Request

Please complete all fields on page 2 for an OFC DAU class and return to **Army POC** via email for consideration. Army POC: **Wen Lin, USAASC, Comm – (703) 805-1240, DSN – 655-1240, E-Mail; wen.lin1@us.army.mil**

Please read the following points:

1. Ensure the individuals for whom you are requesting the class are priority 1 students (See below for definition of Priorities) and have met the DAU pre-requisite(s) for the requested OFC. Please review the DAU Interactive Catalog (<http://catalog.dau.mil/>) for listing of the required pre-requisites.
2. The following courses are not available for on-sites: ACQ 101; ACQ 201A, ACQ 401; ACQ 404; ACQ 405; ACQ 453; BCF 102; BCF 103; BCF 106; BCF 301; BCF 302; CON 090; CON 100; CON 110; CON 111; CON 112; CON 214; CON 216; CON 236; CON 237; CON 260A; FE 201; IND 103; IRM 101; LOG 101; LOG 102; LOG 103; LOG 200; LOG 204; LOG 206; PMT 251; PMT 256; PMT 352A; PMT 401; PMT 402; PMT 403; PQM 101; PQM 201A; PQM 203; PQM 301; RQM 101; RQM 310; RQM 403; SAM 101; SYS 101; SYS 202; and TST 101.
3. If your OFC course is approved, you will have 48 hours advanced notice of the approval from USAASC. Both the primary and alternate POC will be notified of the decision. The responsibility is on you to inform your workforce to apply for the approved OFC class via AITAS (<https://www.atrrs.army.mil/channels/aitas/>) as soon as they are notified. Our quota managers will process the applications based on the earliest supervisory approval date and highest priority status (1 to 5). The employee's supervisor must approve the training in AITAS prior to quota managers' ability to give the person a reservation in the course. OFC classes cannot be blocked; therefore, they are visible by all individuals with AITAS access. This is why you need to have your workforce apply as soon as you are notified. **This does not apply to fee-for-service courses; fee for service will follow a separate process.**

*** Definition of Priorities:**

Priority 1 – Mandatory requirement for current position certification.

Priority 2 – Not required but needed for the next higher level of certification in same career field currently assigned to the position.

Priority 3 – Cross training in a career field other than what is assigned to the current position.

Priority 4 – Previously taken or Certified. Individuals who previously completed a DAU course or received equivalency. Individuals already certified at their career level and did not previously take the course. Refresher course. Travel and Per Diem will be provided by individual's command.

Priority 5 – Non-acquisition individual.

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1. Primary POINT OF CONTACT (POC) 1:

Alternate POC 2:

2. ORGANIZATION MAILING ADDRESS:

3. POC 1 COMMERCIAL#:

POC 1 DSN:

4. POC 2 COMMERCIAL:

POC 2 DSN:

5. AKO E-MAIL ADDRESS(ES):

6. COURSE NUMBER:

7. COURSE TITLE:

8. NUMBER OF CLASSES REQUIRED:

NUMBER OF STUDENTS PER CLASS:
(min of 20, priority 1 students for a class)

9. PRIMARY DATE/TIME FRAME OF COURSE:

ALTERNATE TIME FRAME OF COURSE:

2ND ALTERNATE TIME FRAME OF COURSE:

10. ONSITE COURSE LOCATION (full address):

11. JUSTIFICATION FOR REQUEST (in detail why you need this class):

12. List of COMMAND CODE and UNIT IDENTIFICATION CODES (UIC(s)) of the students who needs the course: