

MEMORANDUM FOR ALL CONCERNED

**SUBJECT: U.S. Army Acquisition Support Center (USAASC) Section 852
Policy/Procedure #4 – USAASC FY11 DAU Equivalency Training Plan**

1. Purpose: The purpose of the plan is to outline alternative DAU training solutions, which support strategies to improve the acquisition workforce ability to acquire DAU equivalent courses to fulfill certification requirements. Specifically, this plan is intended to provide alternatives to FY11 DAU training for the acquisition workforce when DAU courses are not available due to unavailability or due to location. The DAU alternative training solutions will further augment the Army's limitation of allocated DAU training slots utilizing Section 852 funds for DAU equivalent providers of training.

2. Population Affected: The focus of this program is on those Army acquisition civilians who need Level 2 Contracting training. However, other DAU equivalency training may be approved on a case by case basis. Only those urgent requirement applicants nearing their 24-month DAWIA certification deadline who do not already have an FY11 course reservation will be reviewed. NOTE: this program is not to be used if you already have a DAU reservation in FY11.

3. Goals: To support the Secretary of the Army's initiative for training and Acquisition workforce development by allowing readily available DAU training equivalent courses to support emerging training needs.

4. Procedures: USAASC will fund DAU equivalency training for the remainder of FY11 in one of two ways.

a) Individually. For individual students who request equivalency training, they may work directly to secure a quota through any certified equivalent DAU training source. Certified equivalent providers are those approved by DAU and found at <http://icatalog.dau.mil/appg.aspx>. If approved for training by their command, the Section 852/DAWDF program manager for that command will request funding from USAASC Section 852 manager by submitting a Program Request Form (PRF) for FY11 found at https://www.usaasc.info/section852_cms/. In the remarks section, use - "DAU Equivalency Training - Course – Full Name". When approved by USAASC, a MIPR will be sent to the command to pay for this individual training. Commands will require individuals to sign a training agreement. (See attached USAASC DAU Equivalency Training Agreement Form)

b) As a Group. Commands may secure DAU equivalency courses in support of more than one individual within their acquisition workforce and Commands may utilize current Section 852 funding or request FY11 funding by submitting a PRF for FY11. (See USAASC E-Forms Training PRF, found at: https://www.usaasc.info/section852_cms/) In the remarks section, use - "DAU Equivalency Training - Course - # of personnel". When approved by USAASC, a MIPR will be sent to the command to pay for the training. Commands will require individuals to sign a training agreement (See USAASC DAU Equivalency Training Agreement Form).

c) USAASC Acquisition Career Development Office reserves the full right to approve or deny any application based upon need, funding, or availability.

5. This plan expires on 30 September 2011 and will be updated as required for FY12.

6. The POC for this effort is Ms. Chandra Evans Mitchell at Chandra.EvansMitchel@us.army.mil

USAASC DAU Equivalency Training Agreement

Employee <i>(Last, First, MI)</i>	Social Security Number	Pay Plan/Series/Level	Agency Component
	XXX-XX-		

Introduction

This is an employment agreement between _____ (*employee's name*) (hereinafter referred to as "you" or "your") and the _____ (*Departmental element*) (hereinafter referred to as "the employer" or Departmental element) for the purpose of the employer committing to pay for a DAU equivalency course and, in return, your committing to a period of service to the employer. This agreement must be signed by all parties prior to your course attendance.

Position

This agreement is in effect for your position as a _____ (*Title, series, & grade*).

Effective Date

The effective date will be (*date of first day of training*). That date will be documented on your SF-50, Notice of Personnel Action.

Period of Service

The period of service to the employer or successor organization will be for one year beginning the first day of training and ending (*date*).

Conditions

1. You are required to maintain at least a fully successful or equivalent performance rating, an applicable security clearance (access authorization), and/or applicable professional credential, and remain in the same position or occupation for the duration of the service period.
2. This agreement in no way constitutes a right, promise, or entitlement for continued employment and/or noncompetitive conversion to the competitive service, if applicable.
3. In the event that applicable laws or regulations change that would result in a change(s) in the terms and conditions of this agreement, the parties hereto mutually agree that this agreement will be subject to them. If such a change reduces the minimum-length-of-service requirement, and if existing agreements are potentially affected, the employer agrees to renegotiate the period of service section of this

agreement if it deems it appropriate to do so. Any changes other than those required by applicable laws or regulations must be mutually agreed to in writing by the parties hereto.

Certification

I hereby certify that I have read and understand the terms and conditions of this agreement.

_____	_____
Employee's Signature	Date
_____	_____
Human Resources Official	Date
_____	_____
Approving Management Official	Date

Privacy Act Notice

Title 5 United States Code section 5753(c) and Title 5 Code of Federal Regulations section 575.110 require the use of a service agreement to document employer-paid recruitment incentives. Signing this agreement is voluntary, but failure to sign this agreement will preclude attendance to this training. It will not, however, affect your being appointed to a position offered by the Department of the Army. The use of this agreement is by applicable management officials and supporting administrative staffs, payroll and accounting staffs, human resource staffs, and equal employment opportunity staffs to verify that this agreement is properly completed, maintain appropriate documents that support the use of Government funds, ensure equitable treatment, and report the use as part of an annual reporting requirement to Congress. There are no additional uses that may be made of the information collected.

The official copy of this agreement is maintained in your Official Personnel File, which is a category of record included in the OPM/GOVT-1 General Personnel Records system. One copy of this agreement will be maintained in your payroll file, which is a category of record included in Payroll and Leave Records. Other copies may be maintained in your Departmental element, such as by your supervisor, which is appropriate under the OPM/GOVT-1 records system.

Distribution:

Original: Official Personnel File
Copy: Employee
Departmental element