

## DAU Fulfillment – Army Process

1. The purpose of the Fulfillment Program is to enable AT&L and non-AT&L workforce members under the AT&L Workforce recruiting consideration, to receive credit for completion of mandatory DAU training courses for which they are able to demonstrate they have performed the required competencies. Dept of the Army may approve a fulfillment request of a workforce member thereby certifying that the workforce member possesses the knowledge, skills and abilities that would otherwise have been gained by attending the DAU course.

- Army Implementing Instructions: Army Supplement to the DoD Desk Guide (Appendix K) at [http://asc.army.mil/docs/pubs/Army\\_Supplement\\_DOD\\_Desk\\_Guide\\_ALT.pdf](http://asc.army.mil/docs/pubs/Army_Supplement_DOD_Desk_Guide_ALT.pdf)
- Fulfillment request must be processed through employee's supervisor and submitted to a Help Request Ticket located in CAMP.
- Package must include the following:
  - 1) Completed and signed DD Form 2518 – form available at <http://icatalog.dau.mil/learning/DevDocs/Fulfillment/DD%20Form%202518%20-%20fillable.pdf>
  - 2) Self-Assessment Competency form filled out for the specific course(s) for which you are requesting fulfillment. The competency self-assessment forms are available on the DAU Blackboard <[https://myclass.dau.mil/webapps/portal/frameset.jsp?tab\\_tab\\_group\\_id=\\_21\\_1](https://myclass.dau.mil/webapps/portal/frameset.jsp?tab_tab_group_id=_21_1)>. Steps to access self-assessment forms:
    - a) Click on the desire DAU course/s link located under the Public Use Course List.
    - b) On the left side of the screen, select the blue rectangle "Fulfillment Guide."
    - c) In the middle of the page, again select the underlined phrase, "Fulfillment Guide."
    - d) Select "open" to open the "employee self-assessment guide". Save this document to your computer. When completing this assessment, every competency must be addressed.
  - 3) Current resume.
  - 4) Any other documentation to establish that careerist meets the course competencies (college transcripts, training certificates, etc.).
  - 5) DAU briefing or power point presentations are not valid documentation for self-assessments.