ARMY PROCEDURES FOR IMPLEMENTING THE DEPARTMENT OF DEFENSE 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-99-030GD, April 1999.

b. Defense Acquisition University (DAU) Fulfillment Process: http://asc.army.mil/info/policies/default.cfm

2. **APPLICABILITY:** This document provides the Army's revised procedures for implementing the DOD Fulfillment Program referenced in paragraph 1a. above.

3. **PURPOSE:** The purpose of the Fulfillment Program is to enable Army Acquisition Workforce/Corps members, and non-acquisition workforce members being considered for an Army acquisition position, to receive credit for completion of mandatory DAU training courses for which they can demonstrate they possess the required competencies.

4. **DETAILS:** The reference in paragraph 1a. 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://icatalog.dau.mil/DAUFulfillmentPgm.aspx. DAU periodically updates the competency standards as the course materials change.

5. **PROCEDURES:** The Army's Fulfillment process is as follows:

a. Individual shall:

(1) Complete Section I of DD Form 2518 (blocks 1 though 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 Form 2518.

(3) Include any documentation that supports the request for Fulfillment credit; e.g., resume; 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 through a Help Request Ticket, located in the Career Acquisition Management Portal (CAMP)/Career Acquisition Personnel and Position Management Information System (CAPPMIS) for review/processing: https://rda.altess.army.mil/camp.

b. Supervisor shall review and complete Section II of DD Form 2518 (blocks 16 through 21).

c. Reviewing Official shall:

(1) Determine the adequacy of the information supporting the request for Fulfillment.

(2) Submit the Fulfillment request to the appropriate Acquisition Functional Representative (AFR).

(3) 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 course completion, if applicable.

(4) Return original DD Form 2518 from the AFR to the requesting official.

d. Acquisition Functional Representative shall:

(1) Approve or disapprove request by annotating Section III of DD Form 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 AFR's decision, the U.S. Army Acquisition Support Center (USAASC) Proponency Officer for the Acquisition Career Field (ACF) concerned will provide an independent review of the Fulfillment package. If the review results are in agreement with the AFR's decision, the individual is notified, and no further action is required. If the Proponency Officer does not agree with the AFR, the package may be forwarded to the ACF Functional Chief Representative (FCR) or his/her designated representative for a final decision.

6. **GUIDANCE:** Specific ACF guidance for Fulfillment requirements can be found in the Department of the Army, Acquisition Career Field Certification Policy and Procedures at http://asc.army.mil/docs/policy/acq_career_field_cert.pdf. Direct Course Fulfillment Program procedure questions to the CAPPMIS Help Request site at: https://rda.altess.army.mil/camp/index.cfm?fuseaction=support.helprequest or commercial: 575-678-2247.

7. **EFFECTIVE DATE AND IMPLEMENTATION:** This document is effective immediately and supersedes all previously approved Army Acquisition Fulfillment Instructions.

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