DEPARTMENT OF THE ARMY
DEFENSE ACQUISITION UNIVERSITY (DAU) TRAINING POLICY AND PROCEDURES

1. **REFERENCES**: SEE APPENDIX 1.

2. **DEFINITIONS:** SEE APPENDIX 2.

3. **APPLICABILITY**: This document applies to all civilian and military Army acquisition and non-acquisition workforce members.

4. **PURPOSE**: This document establishes the policy and procedures for the application, selection, funding and cancellation of DAU training.

5. **RESPONSIBILITIES**:

a. The Deputy Director, Acquisition Career Management (DDACM).

(1) Manages the accession, training, education and career development of acquisition workforce members.

(2) Oversees and manages the allocated DAU quotas including travel and per diem funding.

(3) Serves as final approval authority for Army students selected to attend DAU training.

b. U.S. Army Acquisition Support Center (USAASC).

(1) Executes allocated DAU quotas and travel funding.

(2) Determines student priority based on their need for the DAU class.

(3) Ensures Priority 1 students receive the highest priority to obtain DAU training.

(4) Provides the line of accounting (LOA) for funded Defense Travel System (DTS) orders; creates manual DTS orders by exception only.

(5) Reviews and serves as final decision authority for prerequisite waivers.

(6) Reviews and serves as final approval authority for cancellation requests.

(7) Reviews and serves as the final approval authority of "no-shows", immediately following approval from the employee's supervisor.

(8) Provides assistance with submission of DAU applications in AITAS.

(9) Reviews and approves/denies prerequisite waiver requests.

c. Supervisor.

(1) Ensures subordinate acquisition workforce members apply for and complete DAU training within the grace period.

(2) Reviews and approves/disapproves employees application(s) for DAU training within the Army Training Requirements and Resources System (ATRRS) Internet Training Application System (AITAS) in a timely manner. Ensures employees select the most cost effective location to attend training.

(3) Approves and endorses the employee's attendance and participation in the class during duty time. No employee will be required to use leave or make-up normal duty time devoted to training.

(4) Encourages employees to take distance learning and/or non-mandatory DAU training to meet their continuous learning points requirements.

(5) Ensures employees request training cancellation in a timely manner via AITAS. In addition, Army cancellation requests must be supervisor approved at least 30 calendar days prior to the start date of the training class or to the reservation cut-off date, whichever is earlier.

(6) Ensures employees attend DAU training as scheduled and do not become a "no-show" due to mission requirements.

(7) Reviews and approves/disapproves "no-show" justification within 28 calendar days of the AITAS email notification.

(8) Ensures employees' travel orders in the DTS are reviewed and approved in timely manner.

(9) Ensures employees have approved travel orders prior to travel to attend DAU course(s).

d. Acquisition and non-acquisition workforce member.

(1) Ensures DAU classes are listed and supervisory approved on the Individual Development Plan (IDP) prior to submitting an application in AITAS.

(2) Meets prerequisite requirements for the class as specified in the DAU Interactive Catalog accessible at website: http://icatalog.dau.mil/.

(3) Utilizes the AITAS to submit course applications for DAU training.

(4) Cancels training reservations at least 30 calendar days prior to the start date of the subject training class or reservation cut-off date, whichever is earlier, if unable to attend training.

(5) Requests waiver of prerequisite requirements through the USAASC, Workforce Management Division Chief. Waiver requests should only be submitted for extreme circumstances.

(6) Applies as a member of the appropriate category: Civilian, Active Duty Military, Reserves, National Guard Military Army Acquisition Workforce; Acquisition or non Acquisition Workforce Intern; Foreign Local National; or Non-Acquisition Civilian, Military workforce.

(7) Ensures AITAS student profile is updated to reflect the correct information.

(8) Ensures travel order is prepared and submitted at least 15 days prior to traveling to a DAU course.

(9) Submits a travel claim within five days after student returns from travel.

6. POLICY:

a. DAU Training. DAU provides mandatory, assignment-specific and continuing education courses for military and civilian acquisition personnel within the Department of Defense (DoD).

b. Mandatory DAU Training.

(1) Courses designated as mandatory for incumbents of acquisition positions are required for Defense Acquisition Workforce Improvement Act (DAWIA) certification for the position.

(2) Training is also required during emergent situations where there is a need to qualify persons deploying to theaters of operations.

c. Funding.

(1) Generally, travel and per diem are provided by DAU for Priority 1 students based on their selection of the most cost effective location (CEL). If a Priority 1 or Priority 2 student selects a non-CEL, the command will be required to fund the student's travel and per diem. Two exceptions to this general policy apply to Headquarters (HQ) Department of the Army (DA) Army Civilian Training Education Development System (ACTEDS) Interns and Army Materiel Command (AMC) Fellows. ACTEDS Interns will

be funded through HQDA for the entire duration of the ACTEDS program, while the AMC Fellows Program will cover travel and per diem for the first two years the Fellows are in the program.

(2) USAASC may at anytime alter funding for students due to funding constraints or priority of Army needs.

(3) Costs associated with the DAU course offerings and materials are funded directly by DAU.

(4) DAU central funds approved for student travel are reimbursed in accordance with the Joint Federal Travel Regulation (JFTR) and the Joint Travel Regulation (JTR). The following expenses are not authorized when traveling using approved DAU funds:

a. Return trips to Permanent Duty Station (PDS), unless cost advantageous to the Government;
b. Dual lodging;
c. Official or personal local and long distance phone calls;
d. Faxing and internet expenses;
e. Mailing costs;
f. Calculators, notebooks, paper;
g. Taxis to obtain meals or to/from classes;
h. Excess baggage over allowed rate of $25 each way per classes 12 days or less in duration;
i. Vicinity mileage in excess of 15 miles per day (Huntsville & Warner Robins, not to exceed (NTE) 30 miles per day);
j. Electric blankets, space heaters, fans;
k. Airline terminal parking costs exceeding cost of two one-way fares (in accordance with (IAW) JTR); and
l. Cost of insurance for rental vehicle not otherwise included in the basis agreement (IAW JTR).

For expenses not funded in accordance with policy, your command may internally fund with a different LOA.

(5) Use of Commercial Travel Office (CTO) is mandatory for all official airline and rental car arrangements.

(6) Compact rental car is authorized and approved only if it is in the best interest of the Government. Students are encouraged to share a rental car. Larger cars are only authorized for more than three students sharing one vehicle.

(7) Students requesting to drive a privately owned vehicle for travel greater than 400 miles are required to complete a constructive travel worksheet in DTS.

(8) Local travel will not be centrally funded. Commands must fund local travel

IAW JTR and any official organization policy that further defines the local commuting area.

d. Prerequisite Training.

(1) DAU has established course prerequisites and program core (acquisition career field certification) requirements for many training courses that must be met in order to register for a course. Students are required to meet course prerequisites and ensure they possess the capabilities acquired through previous training, education and/or experience to provide them with the knowledge, skills and abilities essential for successful participation in a higher-level course. Acceptable alternatives include valid predecessor courses accepted by DAU, equivalent courses or utilization of the Fulfillment Program described in section 6e (Alternative Methods to Meet Training Requirement).

(2) Students approved to take follow-on resident class without successful completion of the online prerequisite course, must successfully complete the prerequisite course at least 30 calendar days prior to the scheduled resident course. Failure to complete the prerequisite course will result in their removal from the follow-on training.

e. Alternative Methods to Meet Training Requirement.

(1) Students who do not meet the course prerequisite requirement(s) stand a greater risk of unsuccessful completion of the subject course; however, to facilitate a student's immediate registration or meet organizational and/or student needs, course prerequisite requirements may be waived for 300-level courses and below (except for distance learning classes). Requests to waive prerequisite courses must be submitted through the USAASC, Workforce Management Division. Approved waivers must be documented in the comment block on the course application in ATRRS AITAS. Waivers are an exception to policy and should only be submitted in extreme situations.

(2) The employee may complete a DAU-certified equivalent course offered by accredited academic institutions, other DoD schools, private sector course providers or professional organizations. A listing of approved equivalents is available at the following website: http://icatalog.dau.mil/appg.aspx.

(3) DAU provides Defense Acquisition workforce members the opportunity to complete DAU course prerequisites and program core (acquisition career field certification) requirements by exercising the Fulfillment Program. This program permits the assessment of a workforce member's demonstrated competencies (capabilities acquired through previous training, education and/or experience) against the learning outcomes/objectives of select DAU courses, and as described in paragraph 6d above. Information regarding fulfillment is available at the following website: http://icatalog.dau.mil/DAUFulfillmentPgm.aspx.

f. Cancellations.

(1) Only extremely exigent mission requirements or family/medical emergency are considered valid reasons to cancel training. Students unable to attend a DAU class for which they have a reservation, must initiate the cancellation request with the Army Registrar through AITAS at least 30 calendar days prior to the start date or reservation cut-off date, whichever is earlier. Students must allow sufficient time for the first General Officer (GO) or Senior Executive Service (SES) member in the employee's organization to approve the cancellation within 30 calendar days prior to the reservation cut-off date or start date, whichever is earlier. Only if the cancellation request is approved by the GO or SES, may the student initiate a cancellation request in AITAS. The student must indicate the reason for cancellation and the approving GO/SES name in the "Other Comments" block of AITAS.

(2) A cancellation submitted less than 30 calendar days without the proper comments, will be denied and the student is expected to attend the course. If the student does not attend the course, the student will be recorded as a "no-show." An email notification is sent to the student and the supervisor requesting justification of the "no-show." The employee will have an opportunity to justify to his/her supervisor why they were a "no-show" to class. The supervisor will approve/disapprove the employee's justification request. If disapproved, the employee will be imposed a "no-show" sanction as referenced in paragraph 6f(4). If the supervisor concurs with the employee's "no-show" justification, the DDACM will be the final approval authority to waive a "no-show" sanction. The employee justification and supervisor approval must be received by the DDACM within 28 calendar days of the notification request to justify the "no-show." Verbal notification to the supervisor or any other individual does not constitute a formal cancellation.

(3) Deputy Program Executive Officers (DPEOs), Program Managers (PMs), Project/Product Manager (PMs) and Deputy Project/Product Manager (DPMs) with a confirmed class reservation for the Program Managers Course (PMT 401) or the Executive Program Managers Course (PMT 402) may not cancel or reschedule mandatory training without prior, written approval from the Director for Acquisition Career Manager (DACM).

(4) The failure to attend training or cancel a reservation in a timely manner is deemed a "no-show". For "no-show" sanctions, the student is denied registration for any resident DAU course for a period of three months following the scheduled course start date. If it is determined, a valid reason exists for the student "no-show", sanctions against the student will be reversed. If a "no-show" justification is not submitted within 28 calendar days, an automatic three-month denial of registration will commence. Acquisition workforce members will remain ineligible to apply for Acquisition, Education, Training and Experience (AETE) training and incentive programs for a period of one year starting on the last day of the scheduled resident course for which they failed to appear. Non-acquisition workforce members will not be eligible to attend another DAU resident course indefinitely. A by name list of all Army designated no-shows will be

supplied to the DACM, DDACM, GOs, SESs and Acquisition Career Management Advocates (ACMAs) within your Command on a monthly basis.

(5) Commands have the option to remove a "no-show" employee from serving the full three-month "no-show" sanction utilizing an internal bump process. This option allows the Command to identify another student within the same Command, who has a confirmed reservation, to relinquish their seat for a "no show" employee. Commands opting to use the bump process shall notify both the "no-show" employee and their supervisor along with the student with a reservation and their supervisor to make clear why this is happening and that it is a Command decision. Commands will notify USAASC once completed, and USAASC course managers will process the bump. The student bumped will have to re-apply to the next available class and will not be shown any preference over other students.

g. Failures. Students who are having difficulty in a class are strongly encouraged to speak with the instructor as early in the class as possible to obtain assistance in completing the class successfully. If a student fails a resident course, he/she will be allowed to register to retake the class; however, their training priority status will be reduced by one priority. The downgrade in one priority will be in effect for six months from the last failed class date. In addition, the student's organization must fund the travel cost to retake the course. Acquisition workforce members will not be eligible to participate in any AETE training and incentive programs until they successfully meet their certification requirements. Non-acquisition workforce members will not be eligible to attend another DAU resident course indefinitely.

h. Cheating. In accordance with the DAU's Student Academic Policy (DAU Directive 704), any student caught cheating while taking a DAU course will be documented as having failed the course. DAU will send a failure notification letter to the student, his/her supervisor and the Army DACM office. The student will be prohibited from taking any DAU courses for one year from the date of the violation and subject to any organizational sanctions as deemed appropriate.

i. Outside the Continental United States (OCONUS) Class Sites. Only students with duty stations located outside the OCONUS are authorized to attend training at OCONUS class locations.

7. PROCEDURES:

a. Application Process.

(1) Acquisition workforce civilian and military personnel desiring DAU training (including online courses) must have the courses annotated and approved on their automated IDP. Once approved on the IDP, a link to AITAS (https://www.atrrs.army.mil/channels/aitas/) is provided to apply for the DAU course(s).

(2) Acquisition and non-acquisition workforce members must obtain approval

from their supervisor for any resident DAU class. The acquisition workforce member's supervisor will receive an email with instructions and a process review code to approve/disapprove the AITAS application request. Supervisors do not need to approve distance learning classes or classes in the continuous learning modules.

(3) Army students and their supervisor will be notified with an automated email throughout the application process if their email is listed correctly on their student profile of AITAS.

b. Course Quotas. DAU course quotas are assigned to the Army on a fiscal year basis. Quota allocation is based on the individual's training priority for the specific training course. Priority 1 is the highest training priority and Priority 5 is the lowest. Training priorities are derived from the individual's position certification requirements as documented in Section I and III of the Acquisition Career Record Brief (ACRB). Priority 1 applicants will always receive preference in obtaining a quota for a specific class, followed by Priority 2 students and the remaining priorities thereafter. Non-acquisition workforce members will always be a Priority 5. See Appendix 2 for a definition of the five priorities. A quota allocated to an applicant who falls within Priority 2 to Priority 5 may be revoked if the quota is needed for a higher priority. Lower priority students may be bumped for a higher priority within one week from the reservation cut-off-date or start date, whichever is earlier.

c. Quota Management Process.

(1) USAASC course managers will process applications for distance learning classes in the following priority: applicant training priority level and submission date.

(2) USAASC course managers will process applications for resident classes in the following priority order: the applicant training priority level; supervisor approval date; and class start date.

d. Travel Procedures.

(1) USAASC utilizes DTS to process travel orders. Students approved for DAU central funding will initiate a travel order in DTS. USAASC will directly apply the Line of Accounting (LOA) to the travel order in DTS for authorized expenditures. The traveler will digitally sign and route the order to their internal DTS hierarchy for final approval prior to travel.

(2) To comply with Army Audit Readiness Requirements, the DTS approving Officials (AOs) must provide an AO delegation memo and or DD577 signature card upon request.

8. **EFFECTIVE DATE AND IMPLEMENTATION:** The policy is effective immediately and will remain in effect until superseded.

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Deputy Director
Acquisition Career Management

AUG 12 2013

APPENDIX 1. References.

1. Title 10, United States Code, Chapter 87, Defense Acquisition Workforce, Sections 1701 – 1764, Defense Acquisition Workforce Improvement Act (DAWIA) of 1990, as amended.

2. Department of Defense Instruction 5000.66, Operation of the Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program, December 21, 2005 – http://www.dtic.mil/whs/directives/corres/pdf/500066p.pdf.

3. Department of Defense Desk Guide for Acquisition, Technology, and Logistics Workforce Career Management, January 10, 2006 – http://www.dau.mil/workforce/01-10 06%20ATL%20Workforce%20Desk%20Guide%20Issued%20Version%20with% 20Forms.pdf.

4. Army Supplement to the Department of Defense Guide for AT&L Workforce Guide, 1 September 2010.

5. Defense Acquisition University (DAU) Catalog – http://icatalog.dau.mil/.

6. Defense Acquisition University (DAU) Directive 704, Student Academic Policies, May 23, 2012 - http://www.dau.mil/studentInfo/Pages/student_info.aspx.

7. Memorandum, Consequences for Academic Failures and No-Shows in Defense Acquisition (DAU) Resident Courses, March 30 2012 - http://asc.army.mil/web/wp-content/uploads/2012/06/Consequences-for-Academic-Failure1.pdf..

8. Department of Army Acquisition Career Field Certification Policy and Procedures, June 1 2010 - http://asc.army.mil/docs/policy/acq_career_field_cert.pdf.

9. Memorandum, Director, Army Acquisition (AAC) Guidance Memorandum #8, January 30, 2012 - http://asc.army.mil/docs/policy/DACM_Memo_8-Enforcement_of_DAWIA_Certification_Compliance_Policy_with%20Policy.pdf.

10. Memorandum, Enforcement of Mandatory Acquisition Certification Requirements, August 18, 2010 - http://asc.army.mil/docs/policy/Enforcement_of_Mandatory_Acq_Cert_Req_signed_18_Aug_10.pdf.

11. Memorandum, Consequences for Academic Failures and No-Shows in Defense Acquisition (DAU) Resident Courses.

12. Defense Acquisition Workforce Continuous Learning Program Policy & Guidance - http://www.dau.mil/clc/Pages/policyguidance.aspx.

13. Department of Army Continuous Learning Policy and Implementation Guidelines For Acquisition Employees and Their Supervisors, June 12 2013 - http://asc.army.mil/web/wp-content/uploads/2013/06/Army-CL-Policy_12June2013.pdf.

14. Joint Federal Travel Regulations (JFTR) and Joint Travel Regulations (JFR) references and resources - http://www.defensetravel.dod.mil/site/travelreg.cfm .

APPENDIX 2. Definitions.

1. Army Training Requirements Resources System (ATRRS) Internet Training Application System (AITAS) – The Army information system currently used by the Defense Acquisition University (DAU) and Services' Director, Acquisition Career Management (DACM) to maintain course schedule, allocate quotas, manage class registration and provide data for reporting requirements.

2. Prerequisite Course(s) – DAU-offered course(s) required to have been successfully completed prior to attending another DAU course.

3. Course quota training priority:
   a) Priority 1 – Acquisition workforce members who need the class for certification in the primary career field and level assigned to their current position. Civilians-this information is located on the ACRB in section one. Military service members should contact their Assignment Officer.
   b) Priority 2 – Acquisition workforce members who need the class for their primary career field but the class is above the primary level (e.g., position requires level II but level III classes are requested by Acquisition workforce member). For civilians, this information is located in section 1 of the ACRB. Military service members should contact their Assignment Officer.
   c) Priority 3 – Acquisition workforce members who are requesting a course that is not in their primary career field.
   d) Priority 4 – Acquisition workforce members who are requesting a refresher course, or who are already certified at that Career Level and have not previously taken the course.
   e) Priority 5 – Non-acquisition workforce members.

4. Reservation Cut-Off Date – Classes with pre-class work have this date. This is the last date USAASC course manager can give a student a reservation. This does not mean that this is the last day the student may apply for the class. Students who apply on the cut-off date will not get a reservation.

5. Quota – An allocated seat for a specific DAU course and class. The term is also used interchangeable with the term 'Reservation'.

6. Cost Effective Locations (CELs) – DAU module built in ATRRS AITAS to identify the most cost effective location for training at the time the student applied for training. The letter "C" and/or "CW" located to the left of the class location is considered the most cost effective location for the potential student. If a non-CEL location is selected, the applicant will be required to justify their reason for selecting the class.

7. Defense Travel System (DTS) – Online travel system used by the Department of Defense. DTS site found at: http://www.defensetravel.osd.mil/dts/site/index.jsp .