

An Army acquisition workforce member may request alternate fulfillment of a DAU class, if they believe that they already possess the knowledge, skills and abilities that would have been gained by attending the DAU course.

## Army process for applying for fulfillment:

1. The careerist reviews DAU general instructions on fulfillment:

<<http://icatalog.dau.mil/DAUFulfillmentPgm.aspx>>

Defense Acquisition University Fulfillment Program - Windows Internet Explorer

http://icatalog.dau.mil/DAUFulfillmentPgm.aspx

File Edit View Favorites Tools Help

Links AKO ATAAPS AITAS ATRRS Online AskAnACM CAP CPOL DTS ERC FSA GCS Goog myPay Green Site Blue ACM site Portal2 PS

Acquisition Career Record ... OAP Database Blackboard Academic Suite Defense Acquisition Un... X

DAU DEFENSE ACQUISITION UNIVERSITY Learn. Perform. Succeed.

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DAU GLOBAL TOP 5

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ICATALOG MENU

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DAU Fulfillment Program

The Defense Acquisition University (DAU) provides Defense Acquisition workforce members the opportunity to complete course prerequisite and program (acquisition career field certification) core and functional training 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. Per the [DoD AT&L Workforce Career Management Desk Guide](#) DoD agencies and components 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.

Fulfillment is only an option for Defense Acquisition workforce members. Non Defense Acquisition workforce members, attempting to satisfy course prerequisites must complete the required DAU prerequisite course or an approved [equivalent course](#).

Please Note:

- The authority to approve a Defense Acquisition workforce member's fulfillment request has been delegated to the DoD agencies and components. Defense Acquisition Workforce members desiring to pursue this alternative method of completing acquisition career field training or DAU course prerequisite requirements must consult with their acquisition career management office for process and approval authority guidance.
- All approved fulfillments must be documented on a [DD Form 2518, Fulfillment of DoD Mandatory Training Requirements](#). The approved DD form 2518 along with the supporting documentation must be maintained by the approving agency/component for as long as the workforce member remains in the agency/components Defense Acquisition workforce and twelve months (12) thereafter.
- It is the approving agency/component's responsibility to ensure approved fulfillments are documented in their employees' official records to include the Army Training Requirements Resource System (ATRRS).
- Beginning 1 April 2008, approved fulfillments as well as equivalencies documented in the ATRRS will be reflected on student official [DAU transcript](#) records available through Student Services at DAU.

Component / Agency Guidance

- Army
- Navy/Marine Corps
- Air Force
- 4th Estate (DoD Agencies)

Fulfillment Guides are available along with other [student course materials](#) on DAU Blackboard. Click the icon then select the course.

Student Course Materials

Contact Us | Suggestion Box | Security & Privacy Notice | Legal Notices DAU Help Desk 703-805-3459 | 1-866-568-6924

2. Careerist completes the following documents:

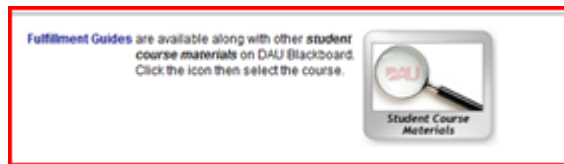
- a. DD 2518 Form:


<<http://icatalog.dau.mil/learning/DevDocs/Fulfillment/DD%20Form%202518%20-%20fillable.pdf>> **IMPORTANT NOTE: only provide the last four digits of your SSN.**

- b. Competencies Self-Assessment filled out for the specific course(s) for which you are

requesting fulfillment. The competency self-assessment forms are available along with other student course materials on the “DAU Blackboard.” Steps to access:

1) Click the DAU black board icon (magnifying glass), then select the course number link (in this example, BCF 206 is chosen).





Home Help Login

My Class SpaceBb CoursesPublic Use

Public Use

Public Use Course Information

Information relating to DAU "training courses" that is available to the public for general use, without charge and without login to the DAU Blackboard system can be accessed simply by clicking on the Course ID on the right side of your screen. Training Courses do not include our [Continuous Learning Modules](#), [Targeted Training Courses](#) or [Rapid Deployment Training](#).

The type of information available on the Public Use tab includes:

- General Course Announcements
- Course Objective and Assessment Strategies
- Pre-course Information
- Course Fulfillment Guide/Instructions
- Course Schedule
- Select Course Materials

Useful Quick Links

[DAU Home Page](#)

[Defense Acquisition Portal \(DAP\) Home Page](#)

[iCatalog Home Page](#)

[DAU Course Equivalency Program](#)

[DAU Course Fulfillment Program](#)

[Student Policies and Information](#)

[Apply for a Course](#)

[DAU Virtual Campus Login](#)

[DAU Course References](#)

Public Use Course List

ACQ - Acquisition Management

[ACQ 101](#) [ACQ 201A](#) [ACQ 201B](#) [ACQ 265](#) [ACQ 370](#) [ACQ 401](#) [ACQ 403](#) [ACQ 404](#) [ACQ 405](#)  
[ACQ 450](#) [ACQ 451](#) [ACQ 452](#) [ACQ 453](#)

BCF - Business Cost Estimating & Financial Management

[BCF 102](#) [BCF 103](#) [BCF 106](#) [BCF 107](#) [BCF 203](#) [BCF 204](#) [BCF 205](#) [BCF 206](#) [BCF 207](#)  
[BCF 208](#) [BCF 209](#) [BCF 211](#) [BCF 215](#) [BCF 262](#) [BCF 263](#) [BCF 301](#) [BCF 302](#)

CON - Contracting

[CON 090](#) [CON 100](#) [CON 110](#) [CON 111](#) [CON 112](#) [CON 120](#) [CON 214](#) [CON 215](#) [CON 216](#)  
[CON 217](#) [CON 218](#) [CON 232](#) [CON 234](#) [CON 235](#) [CON 237](#) [CON 243](#) [CON 244](#) [CON 250](#)  
[CON 251](#) [CON 260A](#) [CON 260B](#) [CON 334](#) [CON 353](#)

COR - Contracting Officer's Representative

[COR 206](#) [COR 222](#)

FE - Facilities Engineering

[FE 201](#) [FE 301](#)

GRT - Grants

[GRT 201](#)

IND - Industrial/Contract Property Management

[IND 100](#) [IND 103](#) [IND 200](#)

IRM - Information Resource Management

[IRM 101](#) [IRM 202](#) [IRM 304](#)

LOG - Logistics

[LOG 101](#) [LOG 102](#) [LOG 103](#) [LOG 200](#) [LOG 201](#) [LOG 204](#) [LOG 206](#) [LOG 235](#) [LOG 236](#)  
[LOG 350](#)

PM - Program Management

[PMT 202](#) [PMT 203](#) [PMT 251](#) [PMT 256](#) [PMT 304](#) [PMT 352A](#) [PMT 352B](#) [PMT 401](#) [PMT 402](#)  
[PMT 403](#)

PQM - Production Quality & Manufacturing

[PQM 101](#) [PQM 103](#) [PQM 104](#) [PQM 201A](#) [PQM 201B](#) [PQM 203](#) [PQM 301](#)

RQM - Requirements Management

[RQM 110](#) [RQM 310](#) [RQM 403](#)

STM - Science and Technology Management

[STM 202](#) [STM 303](#)

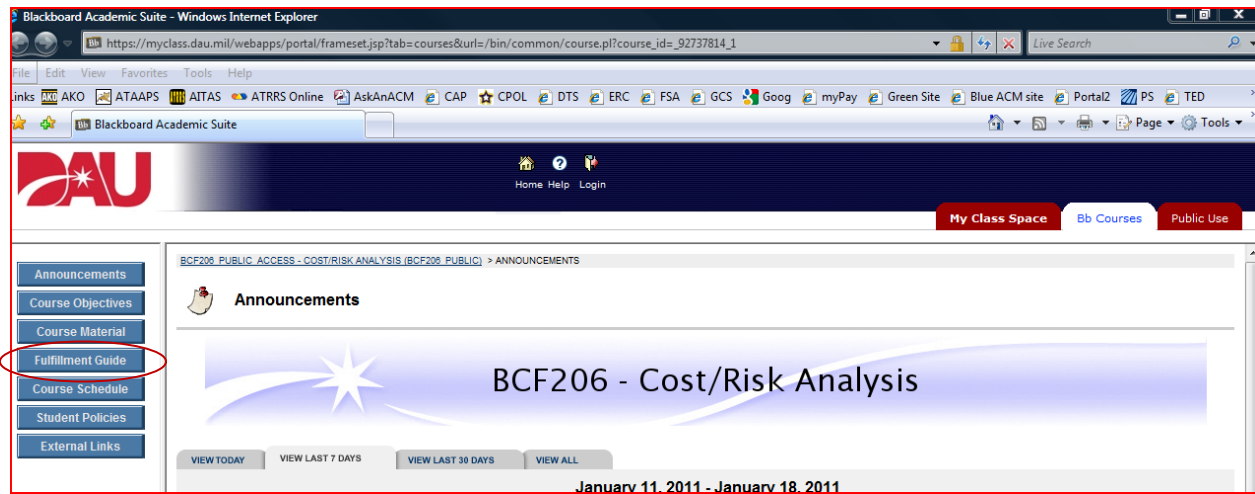
SAM - Software Acquisition Management

[SAM 101](#) [SAM 301](#)

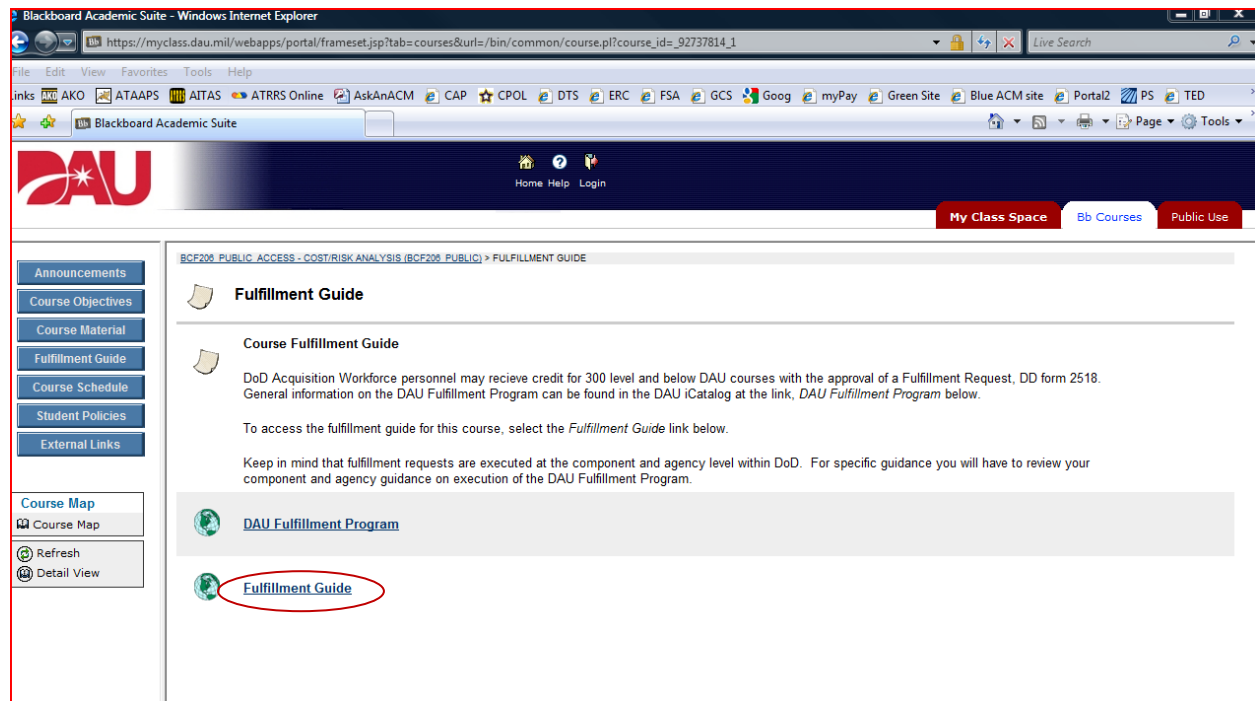
SYS - Systems Planning Research Development & Engineering

[SYS 101](#) [SYS 202](#) [SYS 203](#) [SYS 302](#)

2) On the left side of the screen, select the blue rectangle "Fulfillment Guide."



3) On the bottom of screen, select the underlined word, "Fulfillment Guide."



4) If you receive a password prompt, hit "cancel."

5) The "employee self-assessment guide" will open. Save this document to your computer, and answer every competency. Note: If a course isn't available on the DAU blackboard site, you may send an email to [dauhhelp@dau.mil](mailto:dauhhelp@dau.mil) to inquire on the status.

c. Other supporting documentation to provide with the DD 2518 include a resume (required), ACRB (required), college transcripts (optional), course descriptions (optional), etc.

3. The employee's supervisor reviews the package, with supporting documentation, and signs the DD 2518.

4. Careerist scans and emails the entire fulfillment package to [<DAMI\\_AskAnACM@conus.army.mil>](mailto:DAMI_AskAnACM@conus.army.mil). USAASC will review the package and then forward it to an Acquisition Functional Representative (AFR) for approval.

5. When the AFR approves, an Acquisition Career Manager will record the fulfillment of the DAU course on the ACRB and return the approved package to the careerist.

Army Reference Links:

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).