MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Enforcement of Army Defense Acquisition University (DAU) Policy and Procedures Course Cancellation Requests

1. This memorandum provides guidance to reduce Army DAU course cancellations and “no-shows,” provide better accountability of our acquisition training requirements, and utilize our limited training resources more efficiently. Enclosure 1 is a copy of the Army DAU Training Policy. Enclosure 2 is a copy of the U.S. Army Materiel Command cancellation memorandum.

2. Army students must submit a request for cancellation of their reservation no less than 30 calendar days prior to the start of their scheduled DAU course by requesting a cancellation through the Army Training Requirements and Resources System (ATRRS) Internet Training Application System (AITAS): https://www.atrrs.army.mil/CHANNELS/AITAS/.

3. All requests for cancellation of DAU course reservations within 30 days of the course start date or reservation cut-off date, whichever is earlier, must be approved and documented in email by the first General Officer (GO) or Senior Executive Service (SES) member in the employee’s organization.

4. Employees should not initiate a cancellation request within AITAS until the first GO/SES in their chain of command has approved the cancellation. Only then, should the employee submit an AITAS cancellation with comments indicating the reason for cancellation and the approving GO/SES name. Any requests without this information will be denied, and the student will be expected to attend the scheduled course. Failure to attend training will be deemed a “no-show.” For “no-show” sanctions, the employee will be denied registration for any resident DAU course for a period of four months per the Army DAU Training Policy and Procedures.

5. A by-name list of all “no shows” will be provided to me and the Deputy Director for Acquisition Career Management on a monthly basis for review.

6. Senior leader involvement in the acquisition certification process is essential and expected. When approving training, supervisors need to ensure the training dates do not conflict with mission requirements. Once approved, I expect supervisors to fully support the successful completion of the employee’s training requirement. In addition, I
SFAE-CDD
SUBJECT: Enforcement of Army Defense Acquisition University (DAU) Policy and Procedures Course Cancellation Requests


8. The point of contact is Mr. Scott Greene, commercial (703) 805-1229, DSN 655-1229, or e-mail: scott.greene4@us.army.mil.

2 Encls

WILLIAM N. PHILLIPS
Lieutenant General, GS
Director, Acquisition Career Management

DISTRIBUTION:
CHIEF, ARMY RESERVE
CHIEF, NATIONAL GUARD BUREAU

COMMANDERS:
U.S. ARMY MATERIEL COMMAND
U.S. ARMY SPACE AND MISSILE DEFENSE COMMAND
U.S. ARMY MEDICAL COMMAND
U.S. ARMY CORPS OF ENGINEERS
U.S. ARMY TEST AND EVALUATION COMMAND
U.S. ARMY RESEARCH, DEVELOPMENT AND ENGINEERING COMMAND
U.S. ARMY AVIATION AND MISSILE DEFENSE COMMAND
U.S. ARMY TANK-AVANTIVE AND ARMAMENTS COMMAND
U.S. ARMY CONTRACTING COMMAND
DEFENSE CONTRACT MANAGEMENT AGENCY

DIRECTORS:
U.S. ARMY CHEMICAL MATERIEL AGENCY
U.S. ARMY ACQUISITION SUPPORT CENTER

PROGRAM EXECUTIVE OFFICERS:
AMMUNITION
AVIATION
COMBAT SUPPORT AND COMBAT SERVICE SUPPORT COMMAND, CONTROL AND COMMUNICATIONS (TACTICAL)
(CONT)
SFAE-CDD
SUBJECT: Enforcement of Army Defense Acquisition University (DAU) Policy and Procedures Course Cancellation Requests

DISTRIBUTION: (CONT)
ENTERPRISE INFORMATION SYSTEMS
GROUND COMBAT SYSTEMS
INTEGRATION
INTELLIGENCE, ELECTRONIC WARFARE AND SENSORS
MISSILES AND SPACE
SIMULATION, TRAINING AND INSTRUMENTATION
SOLDIER

JOINT PROGRAM EXECUTIVE OFFICERS:
CHEMICAL AND BIOLOGICAL DEFENSE
JOINT TACTICAL RADIO SYSTEM