



DEPARTMENT OF THE ARMY
ASSISTANT SECRETARY OF THE ARMY
ACQUISITION, LOGISTICS AND TECHNOLOGY
103 ARMY PENTAGON
WASHINGTON DC 20310-0103

SFAE-CDD

APR 29 2011

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.
6. 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.
7. 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


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expect all leaders to review the updated Army DAU Training Policy and Procedures: http://asc.army.mil/docs/programs/dau/DAU_Training_Policy_&_Procedures.pdf.

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

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