



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, U.S. ARMY MATERIEL COMMAND**  
**4400 MARTIN ROAD**  
**REDSTONE ARSENAL, AL 35898-5000**

\*CPM 350-1  
Expires: 29 November 2013

AMCPE-T

29 November 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum - U.S. Army Materiel Command (AMC) Defense Acquisition University (DAU) Acquisition Certification Course Reservation Cancellation Policy

1. This policy establishes U.S. Army Materiel Command (AMC) guidance to reduce Defense Acquisition University (DAU) course no-shows and cancellations, provide better accountability of our acquisition training requirements, and use our limited resources more efficiently.
2. All AMC employee requests for cancellation of DAU course reservations within 45 days of the course scheduled start date must be approved by the first General Officer (GO) or Senior Executive Service (SES) member in the employee's organization's chain of command. A documented e-mail will be sent to [amc.coursecancellations@us.army.mil](mailto:amc.coursecancellations@us.army.mil). A cancellation not meeting these guidelines will be recorded as a "no-show".
3. Employees who are DAU course no-shows may not register for any resident DAU course for a period of 90 days per the Army DAU Training Policy and Procedures. A DAU course no-show also adversely impacts the employee's ability to complete the required acquisition certification training and could result in disciplinary action, up to and including removal from the assigned position or the Federal Government.
4. AMC employees within 45 days of the course start date may not initiate a cancellation request within ATRRS Internet Training Application System until the cancellation is approved by the Civilian Career Management Division, Office of the Deputy Chief of Staff, G-1, Headquarters, U.S. Army Materiel Command. Although the DAU policy is 30 days, AMC's 45-day requirement allows sufficient time for processing the request, rendering a decision, and if required, finding a suitable substitute. If an employee's status changes from waitlisted to a confirmed reservation within 45 days of the course scheduled start date, they will be subject to the guidelines of this policy.
5. Cancellations within 10 days of class start date, even with GO/SES approval, will be denied unless deemed a medical emergency or of extreme nature through no fault of the student.

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\*This document supersedes CPM 350-1, 23 March 2011.

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6. Senior leader involvement in the civilian acquisition certification process is essential and expected. A by-name list of AMC “no-shows” will be provided to the Executive Deputy to the Commanding General and the major subordinate command Commanders on a monthly basis.
7. Implementation of this policy is subject to meeting locally negotiated collective bargaining agreement obligations.
8. The AMC point of contact for this action is the Civilian Career Management Division, (256) 450-6519 or DSN 320-6519.

FOR THE COMMANDER:

//Signed//  
WILLIAM P. MARRIOTT  
Deputy Chief of Staff, G-1

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