SFAE

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Defense Acquisition University Training Policy and Procedures

1. References. See Enclosure 1.

2. Purpose. To establish policy and procedures for the application, selection, funding, and cancellation of Defense Acquisition University (DAU) training. This document supersedes Reference 1h.

3. Applicability. This document applies to all Army Acquisition Workforce (AAW) and non-AAW professionals.

4. Responsibilities:

    a. Director, Acquisition Career Management (DACM):

    (1) Manages the accession, training, education and career development of AAW professionals.

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

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

    b. Army DACM Office:

    (1) Executes allocated DAU quotas and travel funding.

    (2) Determines student priority based on their need for each 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 the final decision authority for prerequisite waivers.

    (6) Reviews and serves as the 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.

c. Supervisor:

(1) Ensures subordinate AAW professional applies for and completes DAU training within the grace period.

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

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

(4) Encourages AAW professional to take distance learning and/or non-mandatory DAU training to meet their Continuous Learning Point (CLP) requirement.

(5) Ensures AAW professional requests training cancellation in a timely manner via AITAS. Cancellation requests must be approved by the supervisor at least 30 calendar days prior to the class start date, or the reservation cut-off date, whichever is earlier.

(6) Ensures AAW professional attends DAU training as scheduled and does not become a "no show" due to mission requirements.

(7) Reviews and approves/disapproves "no-show" justification within 28 calendar days of the initial AITAS email notification regarding the AAW professional's "no show" status.

(8) Ensures AAW professional's travel orders are reviewed and approved in a timely manner.

(9) Ensures AAW professional has approved travel orders prior to commencing travel to attend DAU course(s), when travel orders are required.

d. AAW and non-AAW Professionals:

(1) Meet prerequisite and experience requirements for the class as specified in the DAU Interactive Catalog which can be accessed at http://icatalog.dau.edu/.

(2) Use AITAS to submit course applications for DAU training.

(3) If unable to attend training, cancel training reservations at least 30 calendar days prior to the class start date or reservation cut-off date, whichever is earlier.

(4) Request waiver of prerequisite requirements by submitting a Career Acquisition Position and Personnel Information System (CAPPMIS) Help Request ticket at https://rda.altess.army.mil/camp/index.cfm?fuseaction=support.helpRequest. Waiver requests should only be submitted for extreme circumstances.

(5) Ensure AITAS student profile is updated to reflect the correct contact information, especially the student's home, work, and email addresses and his/her supervisor's name, phone and email address.

(6) Ensure travel order is prepared and submitted at least 15 calendar days prior to traveling to a DAU course.

(7) Submit a travel claim within five working days after returning from travel.

5. Types of DAU Training:

a. 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) Courses required during emergent situations where there is a need to qualify AAW professionals deploying to theaters of operations.

6. Funding:

a. Travel and per diem funding is provided for Priority 1 and Priority 2 students when attending training at a cost effective location (CEL) except for Headquarters Department of the Army (HQDA) Army Civilian Training, Education, and Development System (ACTEDS) Interns and Army Materiel Command (AMC) Fellows. Please see Enclosure 2 for priority definitions. 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.

b. HQDA ACTEDS Interns will be funded through HQDA for the entire duration of

the ACTEDS program. In the event ACTEDS funding is unavailable from HQDA, the student's command must fund the training or the student must apply for another class after HQDA funding becomes available.

c. AMC Fellows will be funded by the AMC Fellows Program. The AMC Fellows Program will cover travel and per diem for the first two years that the Fellows are in the program.

d. Training in San Diego, California.

(1) San Diego is an expensive location. In order to allow some students to attend training in San Diego, the Army DACM Office requires students to stay at the Gateway Inn at Point Loma Annex.

(2) Before students apply for training at San Diego, they must secure a reservation at the Gateway Inn and email the Gateway Inn's confirmation to DAU Training at usarmy.belvoir.usaasc.mbx.dau-training@mail.mil. The subject line of the email should be the student's last name, course name, and course number (example: Smith, ACQ 203, Class 003).

(3) Once the email has been sent, the student may apply for the class in AITAS. The student must add the following comment to his/her application: "Gateway Inn reserved [confirmation number]. Email sent to DAU Training on [date]." Applications received without the Gateway Inn confirmation will be disapproved.

(4) The above two requirements apply to all applications that require funding, even those that show San Diego as a CEL in AITAS.

(5) Rental cars are not authorized in San Diego; the DAU campus is a short walk from the Gateway Inn.

e. The Army DACM Office may, at any time, alter funding for students due to funding constraints or priority of Army needs.

f. Costs associated with DAU course materials are funded directly by DAU, unless the course is a Fee-for-Service offering.

g. DAU central funds approved for student travel are reimbursed in accordance with the Reference 1b (Joint Travel Regulation (JTR)). DAU central funding, if authorized, covers the student's travel and per diem expenses. The following expenses are not authorized when traveling using approved DAU funds:

(1) Return trips to Permanent Duty Station, unless cost advantageous to the

Government

      (2) Dual lodging

      (3) Official or personal local and long distance phone calls

      (4) Faxing and WiFi/internet expenses

      (5) Mailing costs

      (6) Calculators, notebooks, paper

      (7) Taxis to obtain meals or travel to/from classes

      (8) Excess baggage over allowed rate of $30 each way for one checked bag. Exception: A second bag, at the rate of $40 each way, is authorized for courses longer than 12 days

      (9) Vicinity mileage in excess of 15 miles per day (Huntsville and Warner Robins not to exceed (NTE) 30 miles per day)

      (10) Electric blankets, space heaters, fans

      (11) Airline terminal parking costs exceeding cost of two one-way fares (in accordance with (IAW) JTR

      (12) Cost of insurance for rental vehicle not otherwise included in the base agreement IAW JTR;

      (13) Baggage/transportation tips

      (14) Laundry

  h. For expenses not funded in accordance with policy, the student's command may internally fund with a different LOA.

  i. Use of the Commercial Travel Office is mandatory for all official airline and rental car arrangements.

  j. 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. Intermediate/full-size rental cars are not authorized unless three or more students are sharing one vehicle or the student can provide the Army DACM Office with medical documentation explaining

why a full-size rental is needed. This medical documentation must be dated within one year of the travel date and is needed before the travel orders can be processed.

    (1) Students requesting to drive a privately owned vehicle in lieu of government air are required to submit a CAPPMIS Help Desk Request (https://rda.altess.army.mil/camp/index.cfm?fuseaction=support.helpRequest) and attach a constructive travel worksheet that they have completed in DTS. The Army DACM Office will review the travel worksheet and notify the student of the decision via a CAPPMIS Help Desk response.

    (2) Local travel is not centrally funded. Commands must fund local travel IAW JTR and any official organization policy that further defines the local commuting area.

    (3) Outside the Continental United States (OCONUS) to Continental United States (CONUS) travel is authorized additional travel time, NTE 48 hours.

    (4) For courses exceeding more than 30 calendar days in duration, only one trip back home is allowed and only if it is advantageous to the government. Approval for a return trip home must be documented in the student's AITAS reservation confirmation email in order for it to be reimbursable.

7. Prerequisite Training:

    a. DAU has established course prerequisites that must be met in order to attend a resident course. Acceptable prerequisite alternatives include valid predecessor courses accepted by DAU, equivalent courses, or utilization of the Fulfillment Program.

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

    c. DAU's online learning environment, Cornerstone on Demand (CSOD) (https://identity.dau.edu/EmpowerIDWebIdPForms/Login/VirtualCampus), does not check prerequisites. As a result, online training courses may be taken in any order. However, CSOD does not affect certification requirements; all courses must be successfully completed before certification is awarded.

8. Alternative Methods to Meet Training Requirement:

    a. Students who do not meet the course prerequisites 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 prerequisites may be waived for 300-level courses and below (except for distance learning classes) for AAW professionals. Requests to waive prerequisite courses must be submitted through the Career Acquisition Management Portal (CAMP) help request at https://rda.altess.army.mil/camp/index.cfm?fuseaction=support.helpRequest. The waiver request must include a detailed justification, a current resume, and the "notify supervisor" block must be checked on the help request ticket. Approved waivers must be documented in the student comment block of the course application in AITAS. Waivers are an exception to policy and should only be submitted in extreme situations.

    b. 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.edu/appg.aspx.

    c. DAU provides AAW professionals the opportunity to complete DAU core certification standards and course prerequisites by utilizing the Fulfillment Program. This program permits the assessment of an AAW professional's demonstrated competencies (capabilities acquired through previous training, education and/or experience) against the learning outcomes/objectives of select DAU courses. Information regarding fulfillment is available at the following website: http://icatalog.dau.edu/DAUFulfillmentPgm.aspx.

9. Cancellations:

    a. Only extremely exigent mission requirements or family/medical emergencies 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 in AITAS at least 30 calendar days prior to the course start date, or the reservation cut-off date, whichever is earlier.

     b. If the cancellation is less than 30 calendar days before the reservation cut-off date or class start date, whichever is earlier, the student must get approval from the first General Officer (GO) or Senior Executive Service (SES) member in the employee's organization. Only when 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 and email address in the "Other Comments" block of AITAS. Last minute cancellation requests, not family/medical related, that are submitted within one week from the class start date will not be cancelled, regardless of GO/SES approval.

    c.   A cancellation request, without the proper comments, submitted less than 30 calendar days prior to the start of the class will be denied and the student will be

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 requesting justification of the "no-show" will be sent to the student and the supervisor. The employee will then have an opportunity to justify to his/her supervisor why they were a "no-show." 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 9d. If the supervisor concurs with the employee's "no-show" justification, the Army DACM Office's DAU Team Lead will be the final approval authority to waive a "no-show" sanction. The employee justification and supervisor approval must be received by the DAU Team Lead within 28 calendar days of the notification request to justify the "no-show." Verbal or email notification to the supervisor, instructor, or any other individual does not constitute a formal or approved cancellation.

    d. When the DAU Team Lead disapproves a "no show" excusal request, sanctions are imposed. For "no-show" sanctions, the student is denied registration for any resident DAU course for a period of three months following the scheduled course end date. If it is determined that 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. Additionally, AAW professionals will remain ineligible to apply for Army DACM Office training and/or 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-AAW professionals 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, in addition to Organizational Acquisition Points of Contact (OAPs) on a monthly basis.

    e. 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. The Army DACM Office will process the bump action once the Command notifies the Army DACM Office that all stakeholders were notified of the requested action. The student bumped will have to re-apply to the next available class and will not be shown any preference over other students.

    f. Deputy Program Executive Officers, Project/Product Managers, and Deputy Project/Product Manager 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 without prior written approval from the DACM.

10. Failures. Students who are having difficulty in a class are strongly encouraged to speak with their 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, his/her 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 end date. In addition, the student's organization must fund the travel cost to retake the course. AAW professionals will not be eligible to participate in any Army DACM Office training and/or incentive programs until they successfully meet their certification requirements. Non-AAW professionals will not be eligible to attend another DAU resident course indefinitely.

11. Cheating. In accordance with DAU's Student Academic Policy (Reference 1e), 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.

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

13. Application Process:

    a. AAW civilian and military professionals desiring DAU training (including online courses) must have the courses annotated and approved on their automated Individual Development Plan.

    b. AAW and non-AAW professionals must obtain approval from their supervisor for any resident DAU class. The AAW professional'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.

    c. Army students and their supervisor will be notified with an automated email throughout the application process as long as their email addresses are listed correctly on the student profile in AITAS.

14. Course Quotas:

    a. DAU course quotas are assigned to the Army on a fiscal year basis. Quota allocation is based on the applicant'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. Priority 1 applicants will always receive preference in obtaining a quota for a specific class, followed by Priority 2 applicants and the remaining priorities thereafter. Non-AAW professionals fall under Priority 5. See Enclosure 2 for a definition of the five priorities.

   b. Reservations made for Priorities 2 through 5 may be revoked if the quota is needed for a higher priority student. Lower priority students may be bumped for a higher priority student up to one week from the reservation cut-off-date or start date, whichever is earlier.

   c. Quota Management Process:

      (1) The Army DACM Office course managers will process applications for instructor-led training in the following priority: applicant training priority level, supervisor approval date, and class start date.

      (2) Students apply for online training (OLT) via CSOD at https://identity.dau.edu/EmpowerIDWebIdPForms/Login/VirtualCampus. Supervisor approval is not required to register for OLT but it should be added to the IDP to receive CLPs. The answers to most frequently asked questions about CSOD can be found at https://www.dau.edu/faq/documents/csodfaqs.pdf.

15. DAU Travel Procedures:

   a. The Army DACM Office utilizes DTS to process travel orders. All students approved for DAU central funding, except those employed by the U.S. Army Corps of Engineers (USACE), will initiate a travel order in DTS but will not sign it. After the DTS order has been created, the student will create a travel worksheet in AITAS.

   b. The Army DACM G-8 Office will review the travel worksheet and directly apply the LOA to the travel order in DTS for authorized expenditures. After the LOA has been applied, the student will receive an email advising that the LOA has been applied. The student will then digitally sign and route the DTS order through his or her usual DTS hierarchy for final approval prior to travel.

   c. USACE students must coordinate their travel with the USACE Travel Office at dau.travel@usace.army.mil.

   d. Appointing authorities must ensure they comply with Reference 1d (see Section 0504, Appointment/Termination Record – Authorized Signature (Department of Defense Form 577)).

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16. Labor Relations. Activities are reminded to meet all statutory labor relation obligations in the implementation of this policy.

17. Effective Date and Implementation. This memorandum is effective immediately and will remain in effect until superseded.

18. For questions regarding the implementation of this policy, please contact the Army DACM Office by submitting a Help Desk ticket in CAPPMIS at https://rda.altess.army.mil/camp/index.cfm?fuseaction=support.helpRequest

19. The point of contact for this policy is the Army DACM Office's DAU Training Team at usarmy.belvoir.usaasc.mbx.dau-training@mail.mil.

2 Encls   CRAIG A. SPISAK
1. References   Director
2. Definitions   Acquisition Career Management

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Enclosure 1 - References

a. Title 10, United States Code, Chapter 87, Defense Acquisition Workforce, Sections 170 – 1764, Defense Acquisition Workforce Improvement Act (DAWIA) of 1990, as amended (DAWIA II)

b.   Joint Travel Regulations (JTR)
http://www.defensetravel.dod.mil/site/travelreg.cfm

c. Department of Defense Instruction 5000.66, Defense Acquisition Workforce Education, Training, Experience, and Career Development Program, Change 1, 31 August 2018.
https://asc.army.mil/web/500066_dodi_31-august-2018/

d. Department of Defense 7000.14-R, Financial Management Regulation, Volume 5, Chapter, June 2019.

e. Defense Acquisition University (DAU) Directive 704, Student Academic and Administrative Policies and Procedures, 11 December 2018.
https://www.dau.edu/training/p/student-policies-info

f. Defense Acquisition Workforce Continuous Learning Program Policy & Guidance
https://www.dau.edu/training/clc/p/Policy-and-Guidance

g. Memorandum, Director, Army Acquisition Career Management (DACM), 30 January 2012, subject: Memorandum #8 – Enforcement of Department of the Army Defense Acquisition Workforce Improvement Act (DAWIA) Certification Compliance Policy.
https://asc.army.mil/web/dacm_memo_8-enforcement_of_dawia_certification_compliance_policy_with-policy/

h Memorandum, SFAE, Assistant Secretary of the Army (Acquisition, Logistics, and Technology), 01 December 2014, subject: Department of the Army, Defense Acquisition University (DAU) Policy and Procedures – hereby rescinded.

i. Memorandum, SFAE, Assistant Secretary of the Army (Acquisition, Logistics, and Technology), 11 January 2019, subject: Department of Army Continuous Learning Point Policy and Implementation Guidelines for the Army Acquisition Workforce.
https://asc.army.mil/web/wp-content/uploads/2019/02/Army-DACM-Office-Continuous-Learning-Point-CLP-Policy-Final-07JAN19.pdf

j. Memorandum, SFAE, Assistant Secretary of the Army (Acquisition, Logistics, and Technology), 09 October 2019, subject: Department of Army Acquisition Career Field Certification Policy.

Enclosure 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 Army Director, Acquisition Career Management (DACM) Office to maintain course schedules, allocate quotas, manage class registration, approve funding, and provide data for reporting requirements.

2. Prerequisite Course: A DAU course that must be successfully completed prior to attending another DAU course.

3. Course Quota Training Priority:

    a. Priority 1 – Army Acquisition Workforce (AAW) professionals who need the class for certification in the primary acquisition career field (ACF) and Defense Acquisition Workforce Improvement Act (DAWIA) level assigned to their current position. For civilians, this information is located on the Acquisition Career Record Brief (ACRB) in Section I. AAW military professionals should contact their Assignment Manager.

    b. Priority 2 – AAW professionals who need the class for their primary ACF but the class is above the position's Acquisition Certification Level (ACL). For example, if the student's current position requires Contracting Level II, the student would be a priority 2 for any Contracting Level III classes. For civilians, this information is located in Section I of the ACRB. Military service members should contact their Assignment Officer.

    c. Priority 3 – AAW professionals who are requesting a course that is not in their primary ACF.

    d. Priority 4 – AAW professionals who are requesting a refresher course or are already certified in that ACF.

    e. Priority 5 – Non-AAW professionals.

4. Reservation Cut-Off Date: Classes with pre-class work have this date. This is the last date the Army DACM Office course managers can give a student a reservation. 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 interchangeably with the term 'Reservation'.

Enclosure 2 – Definitions

6. Cost-Effective Locations (CELs): DAU module built into AITAS to identify the most cost-effective location for training at the time the student applies 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 student. If a non-CEL location is selected, the applicant will be required to justify their reason for selecting the class and the command will likely be required to fund the student's TDY.

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