

DAU Out-of-Cycle (OOC) Training Request Form

(to include Fee-for-Service Classes)

Complete all fields starting from page 2 of the OOC DAU class and return to **Army POC** via email for consideration. Army POC: **Susan Clark, USAASC, Comm – (703) 664-5741, DSN 655-5741, E-Mail: susan.e.clark.civ@mail.mil**

Please read the following before completing form:

1. Ensure the individuals for whom you are requesting the class are Priority 1 students (see below for definition of priorities) and have met the DAU pre-requisite(s) for the requested OOC. Please review the DAU Interactive Catalog (<http://icatalog.dau.mil/>) for listing of the required pre-requisites.
2. The following courses are not available for on-sites: BCF 204; BCF 206; BCF 250; BCF 302; CON 370; ENG 205; EVM 202; EVM 263, ISA 320; LOG 465; PMT 401; PMT 402; RQM 310, RQM 403; RQM 413
3. If your OOC course is approved, you will have 48 hours advanced notice of the approval from USAASC – Army DACM Office POC. Both the primary and alternate POC will be notified of the decision. The responsibility is on you to inform your workforce to apply for the approved OOC class via AITAS (<https://www.atrrs.army.mil/channels/aitas/>) as soon as they are notified. USAASC – Army DACM Office quota managers will process the applications based on the earliest supervisory approval date and highest priority status (1 to 5). The employee's supervisor must approve the training in AITAS prior to quota managers' ability to give the person a reservation or wait in the course. OOC classes cannot be blocked; therefore, they are visible by all individuals with AITAS access. This is why you need to have your workforce apply as soon as you are notified. **This does not apply to fee-for-service courses. Fee-for-service will follow a separate registration process; you are, however, still required to complete this form for fee-for-service requests.**

*** Definition of Priorities:**

Priority 1 – Position Requirement Training; to meet position certification or program requirements.

Priority 2 – Career Development Training; to become eligible for the next higher certification level above the required certification level; individual has met their position certification requirement.

Priority 3 – Cross Functional Training; for personnel who occupy an acquisition position in one Acquisition Career Field (ACF), but desire training in a different ACF; individuals should complete all mandatory training required for their position before attending any Cross-Functional Training.

Priority 4 – Previously taken training or Already certified; individual who previously completed a DAU course or (equivalent) or an individual who is already certified at their career level and desires to complete a course that was subsequently added as a new requirement.

Priority 5 – Non-acquisition workforce; individual who is not in a designated acquisition position.

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1. Primary POINT OF CONTACT (POC) 1:

Alternate POC 2:

2. ORGANIZATION MAILING ADDRESS:

3. POC 1 COMMERCIAL#:

POC 1 DSN:

4. POC 2 COMMERCIAL#:

POC 2 DSN:

5. E-MAIL ADDRESS(ES):

6. COURSE NUMBER:

7. COURSE TITLE:

8. NUMBER OF CLASSES REQUIRED:

NUMBER OF STUDENTS PER CLASS:

(min of 18, half should be priority 1 students for a class)

9. PRIMARY DATE/TIME FRAME OF COURSE:

ALTERNATE TIME FRAME OF COURSE:

2ND ALTERNATE TIME FRAME OF COURSE:

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10. ONSITE COURSE LOCATION (full address):

11. JUSTIFICATION FOR REQUEST (in detail why you need this class):

12. List of COMMAND CODE and UNIT IDENTIFICATION CODES (UIC(s)) of the students who needs the course: