

SECTION 4



Supervisor Role in AAW DAU Training Application Process



Supervisors should review DAU training in your AAW employee's IDP before he/she submits DAU course applications as well as conduct a similar review for non-DAU related training.

ACTIONS FOR AAW TRAINING

DAU required training for ACF certification is automatically populated in employee's IDPs.



Online Classes

- Supervisors do not need to approve online DAU training in order for an employee to register and complete the training.
- An employee selects the icon "DAU Virtual Campus", which takes him/her to the DAU's Cornerstone on Demand (CSOD) website to apply for online courses.



Non-DAU Training

- To approve non-DAU training, supervisors log into CAMP/CAPPMIS, go to the IDP tab, and select "Supervisors" link.



Resident Classes

- For DAU resident and virtual instructor-led training (VILT), which supervisors must approve, employees apply via ATRRS Internet Training Application System
<https://www.atrrs.army.mil/channels/aitas/student/appFrame.asp>
- The supervisor receives an AITAS system-generated email notification with a hyperlink to the employee's course application, to approve/disapprove requested training. A disapproval ends the application process.
- The Army DACM office is responsible for reviewing/processing the approved resident and VILT training.

DAU ATTENDANCE

Supervisors should ensure AAW members are prepared and ready for a resident course to the maximum extent possible.



How to Cancel a Class for DAU

The student must submit their cancellation request in AITAS.

The DACM Office closely monitors cancel requests.

- A student who does not have an approved cancellation in AITAS or attend a course is considered a **No-Show**.
- To prevent a **No-Show** from being recorded, all steps must be completed at least 30 days prior to the start date of the class (or 30 days prior to reservation cut-off date on classes that have pre-work).

- If a student is recorded as a **No-Show**, an email notification will be sent to the student and the supervisor requesting a justification. Employee and supervisor justifications must be received within 28 days of the notification. If it is determined that a valid reason exists for the student **No-Show**, sanctions will not be imposed against the student. If, however, a **No-Show** status is imposed, the student will be denied registration for future offerings of the course for a period of three months following the occurrence.



Quick Facts on Attrition

- Please review the Defense Acquisition University Training Policy and Procedures on the Army Acquisition Workforce Policies Library site, <https://asc.army.mil/web/alt-workforce-policy-procedure/>, for consequences of DAU resident course Attrition and No-Show.
- Academic failures (attritions) have numerous impacts for the command/organization and AAW member.
- For six months, the student's priority level for DAU training will be reduced by one priority level.
- The student's organization must fund member travel to retake the course academically failed.
- 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.

No-Shows and Academic Failures (Attrition) are tracked and reported monthly to the command/organization Acquisition Career Management Advocate (ACMA) or senior acquisition representative.