

SUMMARY OF CHANGES

TITLE: Army Procedures for Implementing the Department of Defense Acquisition Career Management Mandatory Course Fulfillment Policy

DATE: 31 January 2019

PARA	CHANGE
1a	Deleted ADS-99-03-GD, April 1999 as a reference
1a	Added DOD 5000.66, Change 1, 31 August 2018 as a reference
1a	Provided an updated link to the DAU Course Fulfillment Program
2	Added “actual course attendance remains the preferred method”
5	Restructured the procedures for the Army’s fulfillment process so that it is organized by sequence of events, rather than by position.
5a	Provided web link to access blank DD Form 2518 (Fulfillment of DOD Mandatory Training Requirement)
5d	Removed the telephone number for the CAMP Help Desk which is no longer operational
5.f.(2)	Added a statement to address the AFR’s decision on a fulfillment request: “The decision is final and not eligible for appeal.”
7	Changed the POC for this policy from an individual to the CAMP Help Desk.



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
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WASHINGTON DC 20310-0103

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Acquisition Procedures for Implementing the Department of Defense Acquisition Career Management Mandatory Course Fulfillment Program

1. References:

a. Department of Defense Instruction 5000.66, Defense Acquisition Workforce Education, Training, Experience, and Career Development Program, Change 1, 31 August 2018, link:
<https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/500066.pdf?ver=2018-11-13-152340-037>

b. Defense Acquisition University Course Fulfillment Program, link:
<http://icatalog.dau.edu/DAUFulfillmentPgm.aspx>

2. Purpose. To outline procedures and guidance for Army implementation of the Department of Defense (DoD) Fulfillment Program. The DoD Fulfillment Program enables Army Acquisition Workforce (AAW) professionals to receive credit for Defense Acquisition University (DAU) training courses for which they can demonstrate competency through an assessment of their previous work experience, education, training, or any combination thereof. Actual course attendance remains the preferred method.

3. Applicability. Fulfillment is only available to AAW professionals. Non-AAW professionals seeking to satisfy course pre-requisites must complete the required DAU pre-requisite course or an approved equivalent course.

4. General.

a. Reference 1b has a weblink to "Student Course Materials" that provides public use course information, including objectives, materials, and fulfillment guides for each DAU course. Each fulfillment guide has an employee self-assessment checklist that lists the course's competency standards. DAU periodically updates the competency standards as course materials change.

b. There is no Fulfillment option for DAU Continuous Learning Modules. They must be completed as required.

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5. Procedures to request fulfillment:

a. The AAW professional must complete Section I (Individual Request) (Blocks 1 through 15) of DD Form 2518 (Fulfillment of DOD Mandatory Training Requirement) and fill out a self-assessment of the competency standards for each DAU course for which fulfillment is sought. At least 80 percent of the competencies must be experienced based. A blank DD Form 2518 can be found in Reference 1b. Guidance for filling out the self-assessment justification is provided below:

(1) Download the self-assessment form for each course being fulfilled and on a separate document, provide justification on how the learning objectives were achieved through experience, education, alternative training, or any combination of the three. See Enclosure for helpful hints on how to complete a fulfillment request. Justification must include how, where, and when the learning objectives were met. For example, if obtained through experience, identify the assignment, dates in the assignment, and specific duties involved. If obtained through education, identify the course(s) and the competencies obtained in the course(s) that relate to the learning objectives.

(2) Assessments should address a combination of training, education, and experience and should not be duplicative in nature.

(3) All competency standards for each course must be addressed and satisfactorily met.

(4) Include any documents that support the justification, such as resume, college transcripts, evaluation reports, or training certificates.

(5) If a student academically fails a DAU course and submits a fulfillment request, it will be grounds for automatic denial of the fulfillment request.

b. AAW professional submits the entire application package (DD Form 2518, self-assessment, and supporting documents) to his or her current supervisor for review and concurrence in Section II.

c. Supervisor completes Section II (Supervisor's Recommendation) (Blocks 16 through 21) of the DD Form 2518 only if they concur with the fulfillment request. If needed or requested by the AAW professional, the supervisor has the option of drafting a letter of endorsement that details the AAW professional's competencies that specifically address the DAU course competencies. This letter can be included in the AAW professional's fulfillment packet as supporting documentation.

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d. Once the supervisor completes Section II of the DD Form 2518, the AAW professional submits the entire application package through the Career Acquisition Management Portal (CAMP) web link (<https://apps.asc.army.mil/camp/index.cfm?fuseaction=support.helpRequest>) for the Reviewing Official's review and action.

e. Reviewing Official reviews the AAW professional's fulfillment packet and ensures that it has the necessary documents and/or information to support the request for fulfillment. Once the packet is ready, the Reviewing Official will forward it to the Acquisition Functional Representative (AFR) for approval/disapproval.

f. The AFR will perform one of two actions:

(1) Complete Section III (Disposition) of the DD Form 2518 to approve the fulfillment request.

(2) Complete Section III of the DD Form 2518 to disapprove the fulfillment request. The AFR should provide comments to explain this decision. The decision is final and not eligible for appeal.

g. After completing Section III, the AFR returns the application packet to the Reviewing Official who then updates the AAW professional's Acquisition Career Record Brief (AAW civilians) or Individual Development Plan history (AAW military) in the Career Acquisition Personnel and Position Management Information System to reflect the completed course status. The Reviewing Official will then forward the application packet to the AAW professional.

6. **Effective Date and Implementation.** This document is effective immediately and supersedes all previously approved Army Acquisition Fulfillment Procedures.

7. For questions or assistance on the Fulfillment Program, please contact the Army DACM Office via the CAMP Help Request web link.

Encl

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CRAIG A. SPISAK
Director
Acquisition Career Management

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ENCLOSURE
Fulfillment Request Helpful Hints

**Army Acquisition Procedures for Implementing the Department of Defense
Acquisition Career Management Mandatory Course Fulfillment Program**

1. Be sure to address education, training, and experience when completing the competencies.
2. Do not provide textbook answers.
3. An answer of “see resume” is not acceptable.
4. Documents to include (essentially anything that helps to show how you meet the competencies):
 - a. DD Form 2518 (Fulfillment of DoD Mandatory Training Requirement), filled out by the employee and his/her current supervisor.
 - b. Competencies (80 percent of competencies must be experience-based)
 - c. Standard Form 50 (SF-50)(Notification of Personnel Action) (civilians)
 - d. Official document of record: Acquisition Career Record Brief (civilians), Officer Record Brief (officers), or Enlisted Record Brief (ERB) (Noncommissioned officers (NCOs))
 - e. Resume (civilians), Officer Evaluation Report (officer), or NCO Evaluation Report (NCOs).
 - f. Defense Acquisition University transcripts.
 - g. College transcripts
5. Below are examples of two very well written competencies:

PMT 252	COMPETENCY	YES	NO	WORK DESCRIPTION / JUSTIFICATION
1	Produce appropriately tailored program and contract WBSs based upon information provided on a defense acquisition program.	X		As a contractor task manager providing program management support to the Defense Medical Logistics Standard Support (DMLSS) Program Office, I oversee the preparation of monthly financial reports that include the detailed costs for my team's monthly efforts

				<p>allocated to the Work Breakdown Structure (WBS) for the tasks on my contract. The WBS identifies our organizational structure responsible for accomplishing the tasks in the Statement of Work for our effort. I highlight the burn-rate against expected hours and provide written explanation of any variances as required. While I have never produced a program or contract WBS, I have experience using them and the knowledge and skills necessary to produce them. I am familiar with the WBS guidance provided in the Defense Acquisition Guidebook and with MIL-HDBK-881 guidance as well.</p>
2	Conduct risk assessments as part of the risk management process.	X		<p>In my work with the DMLSS Program Office, I am responsible for the DMLSS Management Internal Control (MIC) Program, including risk assessments for sixty Acquisition Category I and III activities. These risk assessments include an identification of each ACAT I and ACAT III function and activity; identification of the risk(s); an evaluation of whether the risk is high, medium, or low; the objective for which the risk mitigation strategy is to achieve; and the control technique used to determine the risk. In addition, I developed risk statements, mitigation plans, and likelihood/impact assessments for senior level briefings for nine different DMLSS projects (including one ACAT I program and three ACAT III projects). I am familiar with DoD risk management guidance contained in the DoD 5000 series of document and with the Risk Management Guide for DoD Acquisition (Version 2.0)</p>