

# SECTION 4



## Supervisor Role in AAW DAU Training Application Process



**A supervisor should review an AAW member's IDP to ensure the member is on track to meet their continuous learning points, certification requirements and developmental goals/objectives.**

### 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 for training.
- DAU's Cornerstone on Demand (CSOD), <http://dau.csod.com/>, is used to apply for online, self-paced courses; requires Okta account before it can be used. DAU assist with account set-up.



#### Non-DAU Training

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



#### Instructor-led Training (ILT)

- For DAU ILT and virtual instructor-led training (VILT), which supervisors must approve, employees apply via ATRRS Internet Training Application System <https://www.atrrs.army.mil/aitas>
- 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 ILT and VILT training.

### DAU ATTENDANCE

Supervisors should ensure AAW members are prepared and ready for a ILT/VILT 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.

- Training requests approved by your supervisor, or applications with a Reservations or Wait status, **MUST** be cancelled in AITAS as outlined in the Army DACM DAU Training Policy if you will not attend. Cancellation requests must be approved by the Army Registrar's Office or the student will be reported as a **"No-Show."**

- 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 ILT/VILT 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.**