

Defense Acquisition University Training Policy and Procedures

SUMMARY OF CHANGES

| PARA | SIGNIFICANT CHANGES FROM THE PREVIOUS POLICY |
|-------------|---|
| 9.f | Removed Project Directors from this sub-paragraph, since this position was disestablished effective 07 July 2024. |
| 10.c | Added the requirement for AAW professionals who fail the Program Management (PM) Certification Exam (PMT 4890V for Practitioner level or PMT 4990V Advanced level) and have not already taken the PM Exam Prep Course for this level (PMT 4800V or PMT4810 for Practitioner, or PMT 4900V or PMT4910 for Advanced) to successfully complete the appropriate PM exam prep course (PMT 4800V or PMT 4900V) before they can apply again to take the PM exam. |



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

SFAE-ASC

24 July 2024

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 1.a.
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) Manages 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 final decision authority for prerequisite waivers.
 - 6) Reviews and serves as final approval authority for cancellation requests.

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7) Reviews and serves as the final approval authority of “No Show Waiver Requests.”

c. Supervisors.

1) Ensures AAW professional applies for and complete DAU training within the grace period.

2) Reviews and approves/disapproves AAW professional’s application for DAU training within the Army 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. Supervisors must approve cancellation requests at least 30 calendar days prior to the class start date, or the reservation cut-off date, whichever is earlier. The reservation cut-off date is documented on the application in AITAS and reflects the date when actions can no longer be processed for that class.

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) Meets prerequisite and experience requirements for the class as specified in the DAU Interactive Catalog, which can be accessed at <http://icatalog.dau.edu/>.

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2) Uses AITAS to submit applications and cancellation requests for DAU Instructor Led Training (ILT) and Virtual Instructor Led Training (VILT) courses. Use DAU's Virtual Campus, Cornerstone on Demand (CSOD), to register for Online Training (OLT).

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

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

5) Ensures travel order is prepared and submitted at least 15 calendar days prior to traveling to a DAU course.

6) Submits a travel claim within five working days after returning from travel.

5. Types of DAU Training.

a. DAU's main training mission 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.

c. Credentials.

1) The Defense Acquisition Credential Program provides a responsive and timely learning experience that allows acquisition workforce professionals to tailor job-related skills by offering job-centric credentials. Information about the program may be found online at <https://www.dau.edu/training/pages/credentials.aspx>.

2) Credentials are not required for DAWIA certification; therefore, the highest possible student priority for these courses is a Priority 2. Priority 2 will be awarded to AAW professionals who are pursuing a credential within their Acquisition Functional Area, as documented in Section I of their Acquisition Career Record Brief (ACRB). For

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example, LOG 211 (Supportability Analysis) is required for CLCL 007 (Product Support Analysis Credential). If an AAW professional who requires Life Cycle Logistics certification applies to LOG 211, that individual will be a Priority 2 student. Priorities 3, 4, and 5 will be assigned to all other students as described in Enclosure 2.

3) In the event an OSD Functional Area Leader requires a credential as part of the certification requirement, student priority levels will be adjusted accordingly.

6. Funding.

a. Travel and per diem funding is provided for Priority 1 students when attending training at a Cost Effective Location (CEL) except for Headquarters, Department of the Army (HQDA) Army Fellows . Please see Enclosure 2 for priority definitions. Commands are required to fund the student's travel and per diem for training at a non-CEL.

b. HQDA Army Fellows will be funded through HQDA for the entire duration of the Army Fellows Program. In the event Army Fellows 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. 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. Once a reservation has been confirmed, the student must submit a Workforce Management Inquiry (WMI) Help Request ticket through CAMP (<https://apps.asc.army.mil/camp/index.cfm?fuseaction=support.helpRequest>) and attach a copy of the Gateway Inn's confirmation to the ticket. When submitting the Help Request ticket, the student should provide course name and course number (for example: Smith, ACQ 203, Class 003) of the class they would like to attend at San Diego.

3) Once the Help Request ticket has been submitted, the student may apply for the class in AITAS. Student must add the following comment to his/her application: Gateway Inn reserved [confirmation number]. Help Request submitted on [date], WMI [number]. Applications received without Gateway Inn confirmation will be disapproved.

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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.

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

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

f. DAU central funds approved for student travel are reimbursed in accordance with reference 1.b (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 to Permanent Duty Station (PDS) unless approved as outlined in Paragraph 6.i(4) of this policy

2) Dual lodging

3) Official or personal local and long distance phone calls

4) Faxing and Wi-Fi/internet expenses

5) Mailing costs

6) Calculators, notebooks, paper

7) Taxis to obtain meals or to/from classes

8) Excess baggage that exceeds the airline standard rate for one checked bag. Exception: A second bag, at the airline's rate, 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 taxi or ride share fares (in accordance with (IAW) JTR

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

13) Baggage/transportation tips

14) Laundry

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

h. Use of the Commercial Travel Office (CTO) is mandatory for all official airline and rental car arrangements.

i. 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 WMI Help Desk ticket through CAMP (<https://apps.asc.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 WMI 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 an ILT or VILT course. Acceptable prerequisite alternatives include valid predecessor courses accepted by DAU, equivalent courses or utilization of the Fulfillment Program.

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Certification awarded at a lower certification level within the same Functional Area does not exempt the student from taking the prerequisite as outlined in the DAU iCatalog (<https://icatalog.dau.edu/>).

b. Although the DAU iCatalog reflects that there are no prerequisites for CON 3900V (Contracting Certification Exam Prep Course) or CON 3990V (Contracting Certification Exam), the Army DACM Office mandates that all training required for DAWIA Contracting Professional certification, or the accepted predecessors, be completed before a student is approved for either course. Acceptable predecessors are listed in the DAU iCatalog at <https://icatalog.dau.edu/onlinecatalog/tabnavlas.aspx>.

c. In order to be approved to take ILT or VILT, students must have successfully completed all required OLT prerequisites. Students may apply for ILT or VILT courses that require an ILT or VILT prerequisite as long as they have a confirmed reservation that shows they will complete the ILT or VILT prerequisite prior to the start date of the follow-on course. Failure to complete the prerequisite course as scheduled will result in removal from the follow-on course.

d. DAU's virtual campus, COSD (<https://id.dau.edu/>), does not check prerequisites. As a result, OLT 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. 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>.

b. DAU provides AAW professionals with 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. 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. Verbal or email

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notification to the supervisor, instructor, or any other individual does not constitute a formal or approved cancellation. Only "extremely critical" mission requirements or family/medical emergencies are considered valid reasons for late cancellation requests.

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 concurrence from the first General Officer (GO) or Senior Executive Service (SES) member in the employee's organization. Only when the cancellation request is supported by the GO or SES, may the student initiate a cancellation request in AITAS. The student must indicate the reason for cancellation and the supporting GO/SES name and email address in the "Other Comments" block of AITAS. Last minute cancellation requests, not family or medical related, that are submitted within one week from the class start date will not be approved, regardless of GO/SES concurrence.

c. A cancellation submitted less than 30 calendar days without the proper comments 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 is sent to the student and the supervisor requesting justification of the "no-show." The employee will then have an opportunity to justify to his/her supervisor why they were a "no-show." The supervisor will recommend approval/disapproval of the employee's justification request. The employee justification and supervisor recommendation must be received by the DAU Team Lead within 28 calendar days of the notification request to justify the "no-show". 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. If disapproved by either the supervisor or DAU Team Lead, the employee will be imposed a "no-show" sanction as referenced in Paragraph 9.d.

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

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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. This internal bump request should be submitted via the WMI Help Desk (<https://apps.asc.army.mil/camp/index.cfm?fuseaction=support.helpRequest>).

f. Deputy Program Executive Officers, Project/Product Managers, Deputy Project/Product Managers, and Product Directors with a confirmed class reservation for the Program Managers Course (PMT 4010) or the Executive Program Managers Course (PMT 4020) may not cancel or reschedule without prior written approval from the DACM. References 1.c through 1.e of this policy provide guidance on those positions required to take these courses and the priority in which seats are allocated.

10. Failures.

a. 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 an ILT or VILT course, they will be allowed to register to retake the class; however, their 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 retake the class for a period of six months from the last failed class end date.

b. AAW professionals who fail the required Contracting (CON) Certification Exam (CON 3990V) and have not already taken the CON Certification Exam Prep Course (CON 3900V), will be required to successfully complete CON 3900V before they can apply again to take the CON exam. Individuals who fail the CON exam will have the opportunity to re-take the exam no earlier than 30 days after the preceding attempt, with no more than three attempts in a 12-month period.

c. AAW professionals who fail the required Program Management (PM) Certification Exam (PMT 4890V for Practitioner level or PMT 4990V for Advanced level) and have not already taken the PM Exam Prep Course for this level (PMT 4800V or PMT4810 for Practitioner, or PMT 4900V or PMT4910 for Advanced), will be required to successfully complete the appropriate PM exam prep course (PMT 4800V or PMT 4900V) before

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they can apply again to take the PM exam. Individuals who fail the PM exam will have the opportunity to re-take the exam no earlier than 30 days after the preceding attempt, with no more than three attempts in a 12-month period.

11. Cheating. In accordance with DAU's Student Academic Policy (reference 1.f), 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. AAW professionals 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. Non-AAW professionals will not be eligible to attend another DAU resident course indefinitely.

12. OCONUS Class Sites. Only students with duty stations located OCONUS are authorized to attend training at OCONUS class locations.

13. Application Process.

a. AAW and non-AAW professionals must obtain approval from their supervisor for any ILT or VILT DAU class. The AAW professional's supervisor will receive an email requesting approval/disapproval of the AITAS application. Supervisors do not need to approve OLT.

b. 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. When the fiscal year training schedule is released incrementally, quotas are allocated with each incremental release. 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 of the ACRB. Priority 1 applicants will receive preference in obtaining a quota for a specific class, followed by Priority 2 applicants and the remaining priorities thereafter. Non-AAW professionals will be a 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.

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c. Quota Management Process.

1) The Army DACM Office course managers will process applications for ILT and VILT in the following priority: class start date, applicant training priority level and supervisor approval date. An application does not reach the Army DACM Office until the supervisor approves it. Classes with pre-class work have a Reservation Cut-Off Date. The Army DACM Office must receive applications in a timely manner to allow for sufficient time to process applications prior to this date. Applications received on, or after, this date will be disapproved.

2) Students apply for OLT via CSOD at <https://id.dau.edu/>. Supervisor approval is not required to register for OLT. The answers to frequently asked questions about CSOD account activation and log-in assistance can be found at <https://www.dau.edu/faq/Pages/Okta-Identity-Solution.aspx#>. CSOD is a DAU platform; help requests must be sent to DAU via their Public Service Portal at <https://dau.csod.com/>

15. DAU Travel Procedures.

a. The Army DACM Office uses DTS to process travel orders. All students approved for DAU central funding, except Army Fellows and those employed by the US 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 notify the Travel Manager from their AITAS Task List.

b. The US Army Acquisition Support Center 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/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. Army Fellows who must travel to attend DAU training must follow the travel process outlined by the Army Fellows program. Army Fellows and their supervisors are required to have an active Army Career Tracker account and an Army IgnitED account. Once an Army Fellow is approved for an ILT course that requires travel, they will begin the Army Fellow approval process by submitting an SF-182 in Army IgnitED. Army Fellows should direct questions to Ms. Dorothy C. Smith (dorothy.c.smith.civ@army.mil) or Mr. Yves Jackson (yves.b.jackson.civ@army.mil).

e. Appointing authorities must ensure they comply with reference 1.g (see Section

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0504, Appointment/Termination Record – Authorized Signature (DD Form 577)).

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 individual workforce questions regarding the implementation of this policy, please contact the Army DACM Office by submitting a WMI Help Desk ticket at <https://apps.asc.army.mil/camp/index.cfm?fuseaction=support.helpRequest>.

19. Point of contact for DAU training is the Army DACM Office's DAU Training Team at usarmy.belvoir.usaasc.mbx.dau-training@army.mil.

20. For general questions about this policy, please contact the Army DACM Office Policy Mailbox at usarmy.belvoir.usaasc.mbx.dacm-policies@army.mil.

 Digitally signed by
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Encls

Ronald R. Richardson, Jr.
Director
Acquisition Career Management

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Commander, Eighth Army

ENCLOSURE 1 – REFERENCES

- a. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE memorandum (Defense Acquisition University Training Policy and Procedures), 16 June 2022 – hereby superseded.
- b. Joint Travel Regulations (JTR)
<https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations/>
- c. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE memorandum (Requirements for Individuals Selected for Centralized Selection List Acquisition Key Billets, Centralized Selection Board Positions, and Command Sergeant Major Positions), 29 February 2024.
- d. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE-ASC memorandum (Deputy Program Executive Officer and Deputy Project/Product Manager Training Requirements), 07 April 2022.
- e. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE-ASC memorandum (Army Acquisition Workforce Project/Product Director Policy and Procedures), 25 April 2022.
- f. Defense Acquisition University (DAU) Student Academic and Administrative Policies and Procedures Handbook, 09 April 2024. <https://www.dau.edu/training/p/student-policies-info>
- g. Department of Defense 7000.14-R, Financial Management Regulation, Volume 5.
- h. Department of Defense Instruction 5000.66 (Defense Acquisition Workforce Education, Training, Experience, and Career Development Program).
- i. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE-ASC memorandum (Continuous Learning Point Policy and Implementation Guidelines for the Army Acquisition Workforce), 31 October 2022.
- j. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE memorandum (Defense Acquisition Workforce Improvement Act Certification Policy for the Army Acquisition Workforce), 07 July 2024.

ENCLOSURE 2 – DEFINITIONS

1. Army Internet Training Application System (AITAS) - The Army information system currently used by the 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. Cornerstone on Demand (CSOD) - DAU's virtual campus.
3. Cost-Effective Location (CEL) - 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.
4. Course Quota Training Priority.
 - a. Priority 1 – Army Acquisition Workforce (AAW) professionals who need the class for certification in the primary Functional Area 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 Officer.
 - b. Priority 2 – AAW professionals who need the class for their primary Functional Area but the class is for a certification level above their current position's Acquisition Certification Level (ACL). For example, if the student's current position requires Engineering and Technical Management (ETM) Foundational certification, the student would be a priority 2 for any ETM Practitioner classes. For civilians, this information is located in Section I of the ACRB. Military service members should contact their Assignment Officer. Priority 2 will also be assigned to students who apply for a course that is part of a credential program within their primary Functional Area.
 - c. Priority 3 – AAW professionals who are requesting a course that is not in their primary Functional Area. Priority 3 will also be assigned to students who apply for a course that is part of a credential outside of their primary Functional Area.
 - d. Priority 4 – AAW professionals who have already completed the course (or its approved predecessor) or are already certified at the highest level in that Functional Area.
 - e. Priority 5 – Non-AAW professionals.
5. 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>

ENCLOSURE 2 – DEFINITIONS

6. Instructor-Led Training (ILT) - Training that is facilitated and conducted in a physical classroom. Registration for ILT courses is done in AITAS.
7. Online Training (OLT) - Training that is online, self-paced and not facilitated. Registration for OLT is done in CSOD.
8. Prerequisite Course - A Defense Acquisition University (DAU) course that must be successfully completed prior to attending another DAU course.
9. Quota - A seat allocated to a specific service for a specific DAU course and class.
10. Virtual Instructor-Led Training (VILT) - Training that is facilitated and conducted in a virtual environment. Registration for VILT courses is done in AITAS.