Visit Our Website: www.register-now.cms.navy.mil

DON ACQUISITION TRAINING REGISTRATION REQUEST (Instructions on Reverse)

1. DAU Course Number:		2. SESSION PREFERENCE (check all that apply):			
DAU Course Name:		☐ I am available for any session ☐ Only/prefer location (a) below ☐ Only/prefer date (a) below			
TRAINING MODE (check one):		Avoid:			
☐ Classroom (resident and onsite)				ests. Preferences shown	
☐ Classroom Module for Distance Learning (Part B)			rith other courses reque		
☐ Distance Learning (Web-based)			or Only Location	Start Date	
☐ Equivalency Exam		(a)		_	
☐ Correspondence Course					
3. ACQUISITION ORGANIZATION:					
(see reverse)		(c)			
4. EMPLOYING COMMAND:		5. NAME: (Last, First, MI)			
Full mailing address:		6. SSN: DOB:		DOB:	
	_		☐ MALE		
ACTIVITY UIC: SUB UIC:_					
		8. HOME ADD	RESS (include zip co	ode):	
If APO/FPO, name of country:			1	, .	
9. PHONE NUMBERS (include area code):					
a. OFFICE: DSN:_		10 CIVIL IAN	11 MILITARY	10 1 1 6	
b. FAX: DSN:_		10. CIVILIAN	11. MILITARY	12. Level of	
c. FAX for travel authorization if different: DSN:		Pay Plan:	Rank:	Security	
DSN		Series:	MOS:	Clearance:	
EMAIL ADDRESS:		Grade:	Designator:		
13. ACCOMMODATION needed for handicap or	disability:	14. Are you in a designated acquisition position?		ion position?	
	, and the second	□ yes □ no		•	
		Are you an APC member? □ yes □ no			
		CAREER FIELD CODE: (see reverse)			
15. PRIORITY LEVEL: indicate priority based on	aumant DOD a	I .			
□ 1 a. Course is mandatory for my designated car				шу).	
b. Course will provide prerequisite knowled					
c. Course is mandatory to meet warrant requi					
•	undatory to freet warrant requirements and at the next higher certification level.				
b. Course is designated as assignment-specifi		•			
☐ 3 a. Course is listed as desired for designated c					
b. Course is required in a subsidiary (other the	nan designated)	career field			
c. Course is required to satisfy Continuous Le	earning requirer	ments			
☐ 4 Course is requested for a non-acquisition v					
16. STUDENT CERTIFICATION: I understand that of	once registered and n	notified for a class, I am	expected to attend. If exce	ptional circumstances	
preclude my attendance, I must forward an approved request for canc STUDENT SIGNATURE:	ellation (see general	instruction #6).	DATE SIGNED).	
17. SUPERVISOR CERTIFICATION: I certify that	the information	10 Tusining De			
provided above is true and complete to the best of my			presentative (or designation request	gnee) USE ONL 1:	
understand that acquisition training is provided to mee					
regulatory requirements for the above student, as appli	cable, and will	(SSN):			
	opriately prioritized. If exceptional NOTE: A Request for Cancellation form must be		form must be attached.		
circumstances preclude the above student's attendance, cancellation notification is processed as soon as possible.	1 will ensure	the state of the s			
Typed Name: (Last/First/Middle Initial)	Phone #				
<u> </u>	1 110110 11				
Signature:	Date:	Signature:		Date:	
organice.	Date.	Signature.		Date.	
EMail:					

DON ACQUISITION WORKFORCE TRAINING AND EDUCATION PROGRAM

TRAINING REGISTRATION REQUEST INSTRUCTIONS

GENERAL INSTRUCTIONS

1. If you have access to Internet, and have not been instructed otherwise by your command, you should register for acquisition training at the electronic registration web site:

www.register-now.cms.navy.mil

- 2. This application is for those who do not have Internet access. It is to be used by civilian and military members of the Department of the Navy (including Marine Corps) to register for acquisition training required by the Defense Acquisition Workforce Im-provement Act (DAWIA)).
- 3. Registration forms should be typed or printed and must be signed by your supervisor and your designated Ac-quisition Training Representative. FAX machine transmittal is recom-mended and acceptable.
- 4. Registration forms are accepted throughout the fiscal year, but must be received at least 60 days prior to the start date of the class you are Priority is given to requesting. processing student requests for training that fall into category level 1 as described in block 15. These requests will be processed upon Registration requests in receipt. categories 2, 3 and 4 will be processed 60 days prior to class start dates
- **5.** Students who have been seated will be notified by mail; registration status is also available at the web site.
- **6.** Students are expected to attend as scheduled. When exceptional circum-stances preclude attendance, a cancel-lation request (DACM3 form) must be processed via the supervisor at the earliest possible time so as to permit registration of a substitute. Students who fail to attend a scheduled class without processing a DACM3 form will be prohibited from additional registrations for the subsequent six months
- 7. Workforce members who are registered for mandatory training are eligible for travel and per diem funding. A funding request form is available for printout at the web siteor by FAX from NCAT/CMS. Or you may request travel on-line at the

web site. Travel requests should be submitted not later than 30 days prior to the class start date.

REGISTRATION INSTRUCTIONS block

- **1.** Enter course number and name from the current Defense Acquisition University (DAU) catalog, as well as your preferred (or designated) training mode.
- 2. Carefully review the DAU schedule (available on-line or from your Training Rep); consider the mandatory prerequisites and course sequencing. Indicate your preferred session and/or location and date preferences. Do not request course dates that conflict with previous or planned requests for other courses.
- **3.** Enter your Acquisition Organization name & code from the following entries:

NAVAIR,	01	CNO, MSC,	12		
NAVSEA,	02	NCTC,	13		
NAVFAC,	03	CNET,	14		
NAVSUP,	04	OSP,	16		
SPAWAR,	05	NAVRESF,	23		
MCORPS,	06	NAVIPO,	24		
ONR,	09	NCCA,	28		
BUMED,	10		34		
SSP,	11				
ILS Mil Intern,			35		
NACO/BFM	IT Mil	Intern,	36		
DON AIP,		3	8		
NAVAUDS'	V,	4	10		
ALL OTHERS: identify and use 41					

- **4.** Self-explanatory
- **5.** Enter your duty station. UIC and SubUICs are available from your Training Rep and are mandatory fields
- **6.** Foreign nationals must be assigned a 9-digit number to register. Numbers are assigned on-line. If no internet access, contact NCAT/CMS.
- **7-12.** Self-explanatory. 'Levels' refers to Acquisition Workforce levels and is dependent upon your grade or rank.
- **13.** If you need accommodation due to a handicap or disability, enter the accommodation needed, e.g., sign interpreter.
- **14 a,b,c,d.** Enter only information that is contained in your official record or military orders. You may

have to forward a copy of your career brief if the AWF data file is incorrect/not current.

Career Fields:

A
C
D
Ε
G
K
L
R
S
T

15. Priority Level. A student's priority level is determined by the specific course requested, the student's designated career field, and the career field certification requirements. Incorrectly marked priority levels will be rejected.

16-18. Self explanatory.

PRIVACY ACT STATEMENT

Authority: Authority to request this information is contained in title 5, USC 4103, Establishment of Training Programs, Title 5, USC 4115, Collection of Training Information Agreement between the Dept of the Navy and the Dept of Labor, Bureau of Apprenticeship and Training, Registration of the Navy Apprentice Program -June 1968. Principal Purpose: The purpose of this application is to permit an individual to register for a DAU training course. information is used to evaluate the individual's eligibility for a course and to notify the individual of approval or disapproval of the request. Routine Uses: The information is used to notify the training facility of assignments to classes. The information is also used and for cost analysis, budget estimates, and financial planning. Mandatory or Voluntary Disclosure and Effect on Individual Not Providing Information: Completion of this application is required. Failure to provide information may result in an inability to process the request for training.

DON Registrar, Acquisition Training NCAT/Career Management Site P.O. Box 2033 Mechanicsburg, PA 17055-0784

(717)605-5471/3852/2388 DSN: 430 FAX x4675 Registrar eMail: sandra mccaw@fmso.navy.mil