

DEPARTMENT OF THE NAVY

ACQUISITION WORKFORCE EDUCATION AND TRAINING PROGRAM



GUIDELINES AND PROCEDURES

**Department of the Navy
Acquisition Workforce
Training and Education Program
Guidelines and Procedures**

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**DON ACQUISITION WORKFORCE TRAINING AND EDUCATION PROGRAM
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DON ACQUISITION WORKFORCE TRAINING AND EDUCATION PROGRAM GUIDELINES AND PROCEDURES

INTRODUCTION

The DON Acquisition Workforce Training and Education Program was established to support Navy and Marine Corps compliance with the Defense Acquisition Workforce Improvement Act (DAWIA) passed by Congress in 1990. DAWIA's purpose is essentially the professionalization of the military and civilian personnel engaged in the business of acquisition within the DoD. The goal of the DON Acquisition Workforce Training and Education Program is to provide DON personnel with guidance and support so that they can obtain the training and education needed to enhance their professional skills and abilities.

DAWIA provides for designation of specific civilian and military acquisition positions throughout the Department of Defense (DoD), establishment of training, education and experience standards for these positions, and establishment of appropriate means to provide individuals with the training, education, and experience needed to meet these standards. The standards are fully described in the DoD's Acquisition Career Development Program Manual, DoD 5000.52-M. Further information can also be found in the annual publication from the Defense Acquisition University (DAU), the "DAU Catalog."

The personnel encumbering these designated acquisition positions are called the acquisition workforce. Each Service has established a Director, Acquisition Career Management (DACM) to oversee the career development of the acquisition workforce, and manage the attainment of training, education, and experience requirements. The DON Acquisition Workforce Training and Education Program guidelines and procedures are designed to provide the structure and support mechanisms to enable acquisition workforce members to meet the DAWIA standards. The program operates primarily through personnel assigned within each acquisition organization as training representatives. Acquisition organizations are defined in SECNAVINST 5300.36, and correspond to the major claimant structure of the DON. The DACM relies on these representatives to directly manage many aspects of the program. However, each member of the acquisition workforce is ultimately responsible for their own career development. The DACM and network of training representatives provide the necessary processes and procedures needed to assist members in reaching their career development goals.

The acquisition workforce is organized into career fields, also known as acquisition disciplines. Throughout the DON, there are approximately 29,000 members of the acquisition workforce, within the career fields of Program

Management; Contracting and Procurement (including Purchasing); Acquisition Logistics; Business, Cost Estimating, and Financial Management (BCEFM); Communications-Computer Systems; Industrial Contract/Property Management; Manufacturing, Production and Quality Assurance; Systems Planning, Research, Development, and Engineering; and Test and Evaluation. These career fields are further broken down by certification level, which corresponds to General Schedule grades and military ranks. For each career field and certification level, personnel must meet specified standards in training, education, and experience. Once these standards have been met, personnel may be “certified” as having met the standards, and are considered qualified for any corresponding acquisition position within the DON and DoD. Each acquisition organization has developed certification policy and procedures, and designated training representatives can provide local guidance to acquisition workforce members.

In addition to the certification standards that each member of the acquisition workforce must meet, the highest positions within the acquisition workforce are designated as “critical acquisition positions” and an additional standard is mandated by DAWIA. Personnel encumbering these positions must become members of the Acquisition Corps, which has a set of training, education, and experience standards separate from the career field certification standards. In the DON, the Acquisition Corps has been termed the Acquisition Professional Community (APC). Please see the DoD’s Acquisition Career Development Program Manual, DoD 5000.52-M and/or the current DAU Catalog for a more complete description of the career fields, certification levels, and membership in the Acquisition Corps/APC.

The DON Acquisition Workforce Training and Education Program provides access to mandatory training courses and the funding needed to pursue completion of higher education requirements, so that acquisition workforce members can meet the certification and APC standards. The policy, processes, and procedures which enable this access are organized into two parts – training and education. Part 1, Training Program, provides guidance on all aspects of training management within the DON. Training courses under DAWIA are provided by the DAU consortium, which is a group of military and DoD Service schools who provide the courses needed by acquisition workforce members to achieve certification. Annually, DAU allocates quotas for all acquisition training courses to each Service's DACM and to the DACM for the DoD Components. The quota allocations are based on Service requirements, the size of the Service's workforce, historical quota usage, and DAU consortium capacity. Each DACM is responsible for managing their Service's quotas, and ensuring that quotas are used in accordance with the priorities and procedures established by DoD.

In addition to quota management, Part 1 contains guidelines on the centralized registration process used to enable acquisition workforce members to attend DAU courses. These guidelines allow for individual process control by acquisition training management officials within the DON, in order to make maximum use of the quotas provided by DAU. Specific procedures are provided for registering, canceling, and substituting students in acquisition training courses, as well as the responsibilities of management officials and acquisition workforce members. Finally, Part 1 provides guidelines for use of centralized travel funding to attend acquisition training courses. The DAU fully funds all acquisition training course expenses, as well as all necessary travel expenses associated with mandatory acquisition training.

Part 2 contains guidelines for the education aspect of DAWIA, specifically the DON's Acquisition Workforce Tuition Assistance Program (AWTAP). DAWIA requires each Service to establish and manage a tuition assistance program for employees filling acquisition positions. The program is intended to provide funding for tuition costs associated with meeting statutory and regulatory education requirements established for acquisition workforce certification and APC membership.

In summary, this guidebook has been developed to be used in conjunction with SECNAVINST 5300.36, the DoD 5000.52-M, and the DAU Catalog. This guidebook provides the DON procedures for training representatives to follow in carrying out their responsibilities for quota management, student registration, centralized funding of student travel and per diem, and management of tuition assistance funds. Training representatives should ensure all members of the acquisition workforce assigned to their acquisition organizations are adequately versed in the policy, processes, and procedures outlined here and in the other references.

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PART 1 - TRAINING PROGRAM

The Defense Acquisition University (DAU) centrally manages all acquisition training courses provided to acquisition members throughout the DoD. Therefore, the DON training program centers on:

- managing course quotas (seats in particular acquisition training classes),
- managing the filling of these quotas through a centralized registration process, and
- administering centralized travel funds associated with quotas.

The goal of the DON training program is to maximize the use of resources in ways that contribute to the overall professionalization of the acquisition workforce. The most easily measurable effects are 1) the certification of a previously non-certified acquisition workforce member, and 2) the admittance of an acquisition workforce member into the Acquisition Professional Community (APC). Therefore, management of course quotas is geared towards ensuring that personnel requiring acquisition training for certification and/or APC membership have first priority for quotas. The registration and travel funding processes are likewise geared to readily identify and satisfy high priority needs. The training program policies, processes and procedures have been developed to meet the goal of maximizing the use of resources to enhance workforce professionalization.

CHAPTER I - QUOTA MANAGEMENT

1. THE DON QUOTA MANAGEMENT CONCEPT

A. Acquisition training quotas are a finite resource, supplied to the DON by the DAU on an annual basis. Since the DON acquisition workforce is diverse in both career field/grade structure and geographical location, it is important to effectively manage the use of these quotas for the benefit of the acquisition workforce as a whole. This management is conducted through the chain of command, and through use of a priority structure to ensure that personnel with the greatest need for a particular course receive priority consideration when deciding who will attend classes at a DAU consortium school.

B. Annually, the office of the DON DACM receives quotas for mandatory acquisition courses from the DAU, including courses required for certification and courses designated as assignment specific. Quotas are allocated to the DACM based on the size of the DON acquisition workforce, identified training requirements, historical quota usage, and the teaching capacity of the schools in the DAU consortium. In some instances, the number of quotas received by DON is insufficient to meet requirements, particularly for senior level and other high-demand courses. As more and more workforce members complete mandatory training requirements, quota allocations should be adequate to meet the steady-state needs of the DON. Until that time, however, prioritization of training opportunities must be closely managed.

C. Quotas are allocated for seats in “resident” classes located at the school site as well as

courses taught “on-site” where the instructors, et.al., come to a host organization to teach the class. The DACM sub-allocates most of its resident quotas to acquisition organizations with designated training representatives. The remainder of DON resident quotas are retained by the DON Registrar for organizations with very small workforce populations which have not designated a training representative. In the case of on-site course offerings, a majority of the quotas are allocated directly to the host organization for distribution to local students.

2. ACQUISITION TRAINING REPRESENTATIVES

A. Most acquisition organizations identify training representatives to oversee and manage the training aspects of the DON Acquisition Workforce Training and Education Program. These individuals are responsible for all aspects of training management for headquarters and field acquisition personnel within their organizations. Major responsibilities include promulgating and disseminating training policies throughout their organization; validating quotas allocated to their organization by the DACM; sub-allocating quotas throughout their organization; and monitoring quota utilization within their organization. *Appendix A lists the organizations which have designated acquisition training representatives.*

B. Training representatives function as the liaison between their organizations and the DACM office with regard to training matters, and are key to the success of the DON Acquisition Workforce Education and Training Program. As the primary coordinators between the DACM and the members of the acquisition workforce, their roles in DON quota management are detailed as follows:

1) *TO ISSUE TRAINING POLICIES THROUGHOUT THEIR ORGANIZATION:* Training representatives are responsible for promulgating training procedures to acquisition workforce members and their supervisors at all headquarters and field activities under their acquisition organization. These internal procedures must conform to the course registration, cancellation and substitution policy and procedures outlined in this manual.

2) *TO VALIDATE THE ADEQUACY OF ANNUAL QUOTA ALLOCATIONS:* DAU allocates quotas to the DACM on an annual basis. This allocation usually takes place each Spring for the following fiscal year. Quota allocation and requirements generation time frames are discussed more fully in the quota time-tables section beginning on page 4.

a) After receipt of the annual quota allocation from DAU, the DACM provides training representatives with a preliminary quota allocation for their acquisition organization for the next fiscal year. Allocations are based on workforce size, historical quota usage, and information available in the DACM Management Information System (MIS) regarding each organization's training deficiencies. Training representatives are responsible for matching their actual requirements to these preliminary allocations and identifying quota excesses/shortfalls to the DACM. This data is used by the DACM to finalize quotas in accordance with the needs of the various acquisition organizations and to request additional quotas from DAU as necessary. This process plays a key role in ensuring optimal use of the DON annual quota allocation.

3) *TO SUB-ALLOCATE QUOTAS TO THEIR FIELD ACTIVITIES:* Perhaps the most significant function of the training representative is sub-allocation of quotas throughout

their organization. Training representatives should consider three major factors in allocating quotas:

a) Organizational Priorities: DON policy requires quotas to be allocated in accordance with the priority order shown below. Acquisition organization quota submissions are closely reviewed by the DON Registrar, who reallocates quotas as necessary to ensure these priorities are met at the DON level. Training representatives are responsible for ensuring allocations are utilized in accordance with this priority order:

- I a. Course is mandatory for employee's designated career field and current certification level.
- b. Course will provide prerequisite knowledge for employee's current certification level.

- II a. Course is mandatory for employee's designated career field and next higher certification level.
- b. Course is designated as assignment-specific and is required for employee's position.

- III a. Course is listed as desired for employee's designated career field/current certification level.
- b. Course is requested for a subsidiary career field for this acquisition workforce member.

- IV a. Course is requested for a non-acquisition workforce member.

b) Geographic Considerations: To minimize travel costs and avoid placing undue travel burdens on workforce members, training representatives are expected to consider the location of scheduled classes when making allocation decisions. Whenever possible, quotas for a particular course should be sub-allocated to field activities in the same quarter in which the course is scheduled at a nearby location to ensure that the workforce can receive training locally.

c) Statutory/Regulatory Time Frames: Some training is specifically required by DAWIA, which makes the courses "statutory" requirements. Statutory courses include those required before contracting officers can be warranted, and those required prior to the assignment of an individual to an Acquisition Category (ACAT) I or II Program Manager or Deputy Program Manager position. Every effort should be made to ensure that training is made available in a timely manner to individuals with statutory requirements to take a course.

➤ OSD has established a requirement to complete training courses required for certification within 18 months after assignment to a position. This "regulatory" requirement should also be an important factor in determining an organization's sub-allocations.

4) *TO MONITOR QUOTA USAGE WITHIN THEIR ORGANIZATION*: The primary goal of the DON Acquisition Workforce Training and Education Program is to ensure that workforce members receive the mandatory education and training necessary to become certified to the level of their current position. The key to achieving this goal is optimal use of available

training quotas. Training representatives are expected to closely monitor quota utilization, not only in terms of the number of students trained, but also to ensure that the “right” students are being trained. Quota utilization and acquisition organization certification reports, as well as DACM MIS data are available to assist training representatives in identifying problem areas and “fine-tuning” their quota sub-allocation methodology as required to meet this goal.



To summarize, the major responsibilities of the training representative are:

- **Issue training policies throughout their acquisition organization;**
- **Validate quotas allocated to their organization by the DACM;**
- **Sub-allocate quotas throughout their organization; and**
- **Monitor quota usage within their organization.**

3. QUOTA TIMETABLES

A. This section describes the timetable of quota management, i.e., the sequence of events in the process and when each event occurs. The first step in the process begins in the summer, about 14 months prior to the beginning of the fiscal year. A data call is issued by the DON DACM to the acquisition organizations. This data call requests input regarding factors and issues that would have an effect on acquisition training needs. Anticipated changes to workforce staffing, changes in workforce composition expected due to reorganizations or major hiring efforts, and other planned or anticipated management actions should be assessed and their expected impact on training needs forwarded to the DACM.

B. In the fall, each Service DACM provides DAU with quota requirements for the following fiscal year. The requirements submission includes the total number of quotas required for each course as well as the required number of on-site offerings by location. The DACM analyzes statistics upon which quota requirements are based, such as:

- Acquisition organization input,
- Size of the acquisition workforce,
- Training deficiencies,
- Historical quota usage by DON acquisition organizations,
- Projected student availability,
- Anticipated fulfillment rates, and
- Certification status of each organization's workforce.

Copies of the fall requirements' submission are also provided to designated training representatives for review and comment.

C. In the winter, once DAU receives and consolidates the Service DACMs' quota requirements, each of the consortium member schools is surveyed to determine their total training capacity for the upcoming fiscal year. This is followed by a general meeting of the DAU, the DACMs and the consortium schools to begin negotiations to match requirements with capacity. After this meeting, the DACM provides acquisition organizations with preliminary quota allocations and on-site locations. At this point, the acquisition organizations are expected to validate their preliminary allocations, to ensure that changes which have occurred since the

original requirements were generated the previous summer are incorporated. Where quota shortfalls exist, the DON DACM will request additional quotas from DAU. Likewise, excess quotas will be returned to DAU for distribution to the other Services as needed.

D. By the beginning of spring, the DON DACM must submit to DAU a list of POCs for on-site locations. In late spring, the consortium schools load the class schedule including dates and locations for the upcoming fiscal year into the DoD's centralized acquisition training management system, the Army Training Requirements and Resources System (ATRRS). Subsequently, the DAU loads quotas for each class offering and "locks" the schedule in ATRRS.

E. Once DAU has released the ATRRS course schedule for the coming year, final quota distribution within DON can be determined. Most of the quotas are allocated by the DACM to acquisition organizations with designated training representatives and to hosts of scheduled on-site course offerings. As stated earlier, a small number of quotas are managed by the DON Registrar for use by organizations whose workforce size is too small to warrant a separate quota allocation.

F. Concurrent with quota allocation, the DACM distributes a DON Quarterly Course Schedule which lists only those classes in which the DON has been given quotas and identifies the number of seats available in each offering. Both the schedule and quota allocations are distributed to designated training representatives approximately two weeks after release of the DAU schedule in ATRRS and are used as the basis for submission of quarterly training nominations. In order to maximize its availability to acquisition workforce members, the DON Quarterly Course Schedule is also distributed to all servicing Human Resource Offices (HROs) via the Office of Civilian Personnel Management (OCPM) Bulletin Board System (BBS) and is also available on the DACM BBS. *Information on how to access the DACM BBS can be found in Appendix B.*

G. By mid-summer, training representatives must forward first quarter training nominations to the DON Registrar. The short time frame between allocation of quotas and submission of first quarter registration sheets requires training representatives to have an allocation system in place well in advance of quota receipt.

H. Throughout the fiscal year, training representatives must continue the important task of validating their requirements and matching against quota allocations. When possible, excess quotas will be redistributed to meet identified shortfalls in time for submission of the next quarter's nominations. In those instances in which the DON quota allocation does not meet the overall requirement, additional quotas will be requested from DAU. These requests are usually satisfied if the capacity is available within the consortium and sufficient funding is available. *A checklist of the DAU Requirements/Course Schedule sequence of events is provided in Appendix C.*

I. The DACM MIS contains information that is invaluable in planning for quota allocation. Available information includes geographic data as well as certification status and training history for each workforce member. Training representatives are encouraged to contact the DACM office to request reports for their organization prior to allocating quotas to their field activities.



To summarize, the timetable for quota allocations includes:

- **Summer:** Acquisition organizations respond to the data call.
- **Fall:** Initial course quota requirements are submitted.
- **Winter:** Acquisition organizations validate preliminary quota allocations.
- **Spring:** On-site POC list is submitted. DACM receives quotas.
- **Early summer:** Acquisition organizations receive quota sub-allocations.
- **Summer:** Acquisition organizations submit first quarter nominations.

4. MANAGEMENT OF ON-SITE OFFERINGS

A. Although DAU provides funding to the DON for acquisition workforce student travel and per diem, it is still incumbent on the DACM and the acquisition organizations to prevent unnecessary travel to and from mandatory training. To help minimize travel expenses, the DAU encourages consortium members to provide course offerings on-site whenever possible. The content of some mandatory courses, such as Executive Contracting (CON 301), does not lend itself to presentation in an on-site mode; however, most other mandatory courses are offered in numerous locations throughout the country.

B. As part of its annual data call, DAU requests information from each DACM regarding on-site preferences by course. The DACM identifies on-site locations to DAU, using the DACM MIS to identify large populations of workforce members with training requirements for a particular course. On-site locations are confirmed by the DON Registrar who works with the host activity point-of-contact (POC) at the selected locations to verify that there are enough students at each site who need the training, and that the classroom space, equipment and administrative support required by the On-site Course Inventory Sheet (provided by the DAU) are available. Training representatives are given an opportunity to review the on-site locations selected by the DACM and are asked to comment on the locations/courses assigned within their acquisition organization. When warranted, locations will be changed to meet acquisition organization priorities.

C. The DACM allocates quotas directly to the host activity POC for on-site offerings scheduled at field activities. Quotas for on-site classes scheduled in “joint” locations where multiple acquisition organizations are located (such as Arlington, VA) are allocated to each acquisition organization which has potential students in the area. As discussed earlier, training representatives must consider on-site course locations when allocating quotas to ensure that workforce members can attend training locally whenever possible.

D. Host activity POCs should promptly notify the DON Registrar and their acquisition organization training representative if an on-site offering is no longer required, so that it can be moved to a more appropriate location. It is recognized that requirements are constantly changing and that on-site locations validated prior to the start of the fiscal year may require cancellation or revision at some time during program execution. Location revisions are accepted by the consortium members up to 60 days prior to the class start date; beyond that time, problems are

created regarding shipment of course materials, notification of students, etc. Once notified, the DACM can take appropriate action to either cancel or relocate the offering.

E. Similarly, reorganizations, position reclassifications, or other events that may occur during the fiscal year can create new requirements for on-site offerings. The following applies:

- On-sites may be warranted provided the majority of the class seats can be filled with local students, i.e., enough acquisition workforce personnel in the “target audience” reside within commuting distance of the proposed location. The target audience is fully defined in Chapter II, paragraph 1.C.
- Training representatives and host activity POCs are encouraged to work with neighboring activities to identify the need for on-site offerings; all of the students do not have to come from the same command or Service.
- When additional on-sites are required, training representatives should forward a written request to the DACM office. The request should include the activity, the number of students, the name and phone number of the point of contact at the requesting activity, the dates that classrooms and administrative support can be made available, and a brief description of the circumstances that created the emergent requirement for the on-site.
- Upon receipt, the DACM will confirm the requirement and prepare an out-of-cycle course request for DAU. Out-of-cycle requests for on-site classes can generally be accommodated contingent upon the availability of capacity within the consortium and sufficient DAU funding for instructor travel/per diem and materials’ costs.

F. A host activity POC is designated at each on-site location to interface with the sponsoring school and to provide classroom space, audio/visual equipment, and administrative support to the instructors. For some courses, the host activity POC responsibilities are rather extensive, so it is important to review the requirements noted on the On-site Course Inventory Sheet before committing to host an offering. Please note that classroom space should be available at the hosting activity; use of rented facilities will not be centrally funded. Once selected to host an on-site offering, the activity will receive a request from the DON Registrar for information regarding the identification of a POC, classroom location, accommodations, transportation, etc. The DON Registrar will provide this information to each student registered for the on-site offering. *Specific information required for each on-site offering is detailed in Appendix D.*

G. In the future, as the acquisition workforce becomes better trained, it will be unusual to find large pockets of untrained personnel at one particular geographical location. As that happens, on-site offerings of mandatory courses will become less frequent.



To summarize:

- **On-site offerings are scheduled to avoid unnecessary travel.**
- **On-site locations are selected by the DACM based on MIS data.**

- **Quotas are allocated directly to field activities hosting on-sites.**
- **Training reps/POCs must promptly identify changes in on-site requirements.**
- **POCs are designated at on-site locations to interface with the sponsoring school.**

5. PROGRESS/PERFORMANCE REPORTING

A. DAU monitors quota utilization by each DACM and uses this data to make decisions relative to future quota allocations. Quota utilization is measured by the comparing the number of graduates to the number of allocated quotas (as adjusted throughout the year). For example, if 368 quotas were allocated to the DON for a specific course and only 315 students graduated, the quota utilization rate would be 86 percent. Since failure to use all allocated quotas can impact the number of quotas allocated to the DON in subsequent fiscal years, it is necessary to continually monitor quota usage and take corrective action as required.

B. To assist with this process, the DACM provides semi-annual reports to the DON Functional Boards and acquisition organizations detailing progress in implementing the DON Acquisition Workforce Training and Education Program. These reports include information such as quota usage, no-show and cancellation rates, and certification statistics.

C. Training representatives should use this information to measure their organization's performance, to help make decisions in determining quota requirements, requests for on-site course offerings, sub-allocation of quotas, and to ensure quota usage follows the priorities noted earlier. Training representatives should be particularly concerned with the number of no-shows for their organization, as these often represent DON quotas which are totally lost because of the student's failure to cancel and make the quota available for another student.

D. By identifying courses that are consistently underutilized or have very high demand, informed decisions can be made regarding the number of standbys to submit or if an out-of-cycle on-site request is justified. By analyzing quota usage, training representatives can identify when corrective action is necessary to increase utilization, reduce cancellations/no-shows, and/or improve graduation rates.

E. Excessive numbers of walk-ins are also a concern and are contrary to DON policy because they potentially deny a quota to a student on the standby list who may be of higher priority. A walk-in is defined as someone who shows up for class without first registering for the course (see Chapter II for the registration process). Since these students were not registered in advance nor screened by the established procedures, their organization will be required to fund any travel/per diem expense incurred, regardless of the workforce status of the student.

F. The semi-annual reports developed by the DACM provide information and statistics concerning training events that have already occurred. Training representatives who are interested in real-time training data are encouraged to request access to ATRRS. Access can be granted on a read-only basis and will provide information regarding class rosters, available seats, reservation status and individual training histories. Interested training representatives should

contact the United States Army Information Systems Command - Pentagon at (703) 614-5109 or DSN 224-5109 for more information.



To summarize:

- **DAU makes decisions on future quota allocations based on quota usage.**
- **DACM provides semi-annual progress reports to functional boards and acquisition organizations.**
- **Reports help training representatives identify over/under utilization problems.**
- **Training representatives can request access to ATRRS.**

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CHAPTER II - CENTRALIZED REGISTRATION PROCESS

1. CENTRALIZED REGISTRATION PROCESS

A. All students attending acquisition training courses taught by a DAU consortium school must register for the class with the DON Registrar. The DON Registrar controls all acquisition training registrations for DON civilian and military acquisition workforce personnel, and helps ensure that 1) employees obtain the training necessary for certification and 2) the maximum use of resources is gained. This includes using the priority order noted in the previous section for student selection, ensuring that DAU courses are available to the employees who need them; minimizing travel away from home to keep costs low and make training more convenient to the employee; and using all the quotas available to DON employees.

B. Use of a centralized registration system provides all DACMs, consortium schools, and acquisition organizations with visibility into the reservation status of each course offering. Through ATRRS, each DACM can monitor class fill rates, and can also monitor the status of seats that are not being used by the other DACMs. The consortium schools can use ATRRS to obtain student information, such as mailing addresses for course materials, job series, grade, acquisition career field, and other information that might assist them in conducting the course. Acquisition organizations having access to ATRRS can easily obtain up-to-the-minute training reservation, attendance and graduation data for their employees. In addition, DAU uses ATRRS to evaluate each Service's quota usage, and also to analyze student profiles for the various courses.

C. Nominations are examined by the DON Registrar each quarter, and employees who require a course for certification or for prerequisite knowledge are given priority for available classes, regardless of the quota status assigned to them by their organization. After these students are registered, any remaining seats are filled in accordance with the remaining quota allocations for each acquisition organization. Employees who require the course for certification or prerequisite knowledge are considered to be in the “target audience” for the course.

D. Centralized registration is similar to an airline reservation system, in that more seats can be “booked” than are available. This recognizes the fact that not every student will be able to attend class. By setting in place listings for “waits” and “standbys” the DON can ensure that all available quotas are used to satisfy DON employees. As noted in the previous chapter, the DAU uses ATRRS to manage acquisition training for the entire DoD. This system provides for course scheduling, quota management and tracking, student registration and control, etc. ATRRS includes the following registration capabilities:

- Blocks of seats are reserved in each class for exclusive use by a particular DACM until 45 days before the class start date.
- Students are registered in ATRRS in accordance with the process described in paragraph 1.C above and given a “confirmed” seat.
- After all reserved seats are filled, DACMs can place students in a "wait" status in ATRRS for a specific class offering.

- Students placed in a wait status automatically get a confirmed seat if one of the other Service DACMs does not fill all reserved seats in that offering by 45 days prior to the start of the class.
- The remaining nominations (those not given a reserved seat or placed in a wait status) form a “standby” pool of students who can be registered if/when additional seats become available as a result of cancellations without substitutions from organizations within the DON or from other Service DACMs.

E. Top priority for wait status is given to individuals who are in the target audience for the course. Every effort is made to allocate “waits” between acquisition organizations fairly; however, preference is given to students who have indicated a desire to attend the particular class offering and to those who might be in the local area. The DON Registrar has primary responsibility for balancing the goals noted above, especially in cases where cost and need must be weighed against each other to find the best fit of student nominations versus quotas.

F. Not all courses will have “waits” assigned. The DON limits the use of this capability to courses that are in great demand and courses where there is a good chance that the DON Registrar can obtain additional seats. However, all processed training nominations are retained by the DON Registrar in a “standby” status in case additional seats become available. Selection of personnel from the standby list will be based on both priority and location, i.e., personnel local to the class have a better chance of filling a last-minute vacancy. Additional information on “wait” status is provided in paragraph 6 of this section.

G. ATRRS contains an automated, cumulative training history on each student registered for an acquisition training course. An automated interface between ATRRS and the Defense Civilian Personnel Data System (DCPDS) has been developed to ensure that all acquisition training is systematically recorded into each civilian’s official automated personnel record. DON acquisition training data currently stored in ATRRS is converted into transactions used to update DCPDS. The initial update transferred FY94 and FY95 ATRRS training history to DCPDS. Ongoing updates are performed quarterly.



To summarize the centralized registration process:

- **Registration is centralized for all Services through ATRRS.**
- **DACMs are assigned blocks of seats in each class offering.**
- **Students in the target audience are given priority for confirmed status.**
- **Students can be placed in a “wait” status.**
- **Reserved seats are kept for the DACMs until 45 days before the class start date. After this time, unfilled seats automatically go first to wait status students.**
- **Additional (often last-minute) vacant seats are filled from the standby list by the DON Registrar. Standby nominations are not automatic, the DON Registrar loads them as needed.**
- **ATRRS maintains a training history which automatically updates official civilian personnel records.**

2. **ROLE OF THE DON REGISTRAR IN CENTRALIZED REGISTRATION**

A. The DON Registrar, located at the Naval Acquisition Career Management Center (NACMC) in Mechanicsburg, PA , is responsible for the centralized registration of all DON students in acquisition training courses. This includes:

- Notifying students and their supervisors of their registration status,
- Providing travel authorizations for acquisition workforce members,
- Arranging for cancellation/substitution of DON students,
- Coordinating on-site training with local points-of-contact, and
- Providing reports to training representatives regarding the registration status of their workforce.

B. The DON Registrar staff also functions as training representative for all DON acquisition interns as well as acquisition organizations whose workforce levels are too small to warrant a separate quota allocation.

C. Many of the DON Registrar functions are done through an automated system, the Naval System for Tracking Acquisition Registrations (NAVSTAR), described below:

- NAVSTAR is a data management system which automatically uploads DON student registration information into ATRRS. NAVSTAR tracks the status of student registrations, generates travel request/authorization forms, tracks student obligations and settlements against the centralized travel account, and generates correspondence to students regarding their registration status, course location information, cancellation information, overdue travel settlements, etc.
- An important feature of NAVSTAR is its reporting capability. By reviewing NAVSTAR reports, training representatives can determine the registration status of students whom they nominated for training. They can also ascertain the specific course dates and locations to which their students have been assigned, both of which are essential for answering student inquiries. A recent NAVSTAR enhancement has enabled report generation by organizational Unit Identification Code (UIC). This allows training representatives to provide field liaisons with student information unique to their activity.

3. **ROLE OF THE TRAINING REPRESENTATIVE IN CENTRALIZED REGISTRATION**

A. On a quarterly basis, training representatives are to forward at least one DON Acquisition Training Registration Request for each quota allocated to their organization. *The DON Acquisition Training Registration Request sheet is in Appendix E.* The request allows the training representative to indicate quota or standby status for each request. Training representatives are encouraged to forward more registration requests than their allotted quotas, but the extra requests must be prioritized and clearly marked as standby. Registration requests are due to the DON

Registrar according to the following schedule:

- First Quarter: August 15
- Second Quarter: October 15
- Third Quarter: January 15
- Fourth Quarter: April 15

B. Training Request Processing: Training representatives should keep the following in mind when processing training registration requests:

- Early submission of registration sheets is encouraged.
- When the deadline falls on a non-workday, the deadline is moved to the prior workday.
- Allocated quotas are reserved exclusively for the acquisition organizations *only* until the deadline for receipt of registration requests.
- Quotas for which registration requests are *not* received by the established deadline will be released and filled with standbys submitted by other acquisition organizations within DON. (This process helps ensure that DON quotas are used by DON acquisition workforce members and not forfeited to other DOD Services.)
- Excess quota allocations should be returned to the DACM as soon as they are identified.

C. Training representatives are responsible for ensuring that acquisition workforce members within their organization are aware of internal procedures for assignment of training quotas and approval of training registration sheets, and that they are given adequate lead time to guarantee timely submission of registration sheets to the DON Registrar. Emphasis should be placed on the review of registration sheets for completeness and accuracy prior to submission to the DON Registrar. A training representative's signature of approval indicates that they have done the following:

- 1st Workforce membership screening. Requests for civilian personnel who do not appear as acquisition workforce members in the DACM MIS must include an acquisition career brief, or the request will not be processed. Requests for military personnel who don't appear in the DACM MIS are processed through BUPERS for validation. Requests from non-acquisition workforce members that are inappropriately prioritized in block #15 are rejected and returned to the training representative.
- 2nd Training representatives should review forms for poor legibility or the absence of essential data (i.e. telefax number or home address). Failure to provide the required information in a legible form generally results in an inability to register the student, which ultimately results in the loss of a quota for the acquisition organization.
- 3rd Training representatives should closely monitor student preferences to ensure that they

represent an executable program; it is not likely that ten students from the same office can be available for the same class dates, nor is it possible for eight students to attend a class in which the Navy only has five quotas.

- 4th To help prevent course overlaps, training representatives should require students who submit requests for more than one course in a particular quarter to include session preferences.
- 5th All students should be encouraged to include preferences on their registration requests, regardless of the number of courses they are requesting; since failure to do so results in an arbitrary class assignment by the DON Registrar, which increases the likelihood of cancellation.
- 6th Training representatives should also confirm that the number of requests marked “quota” correspond with the number of quotas allocated to their organization; otherwise the DON Registrar will decide which nominations will be registered (insufficient number of quotas) or downgraded to standby status (too many quotas) in order to balance the nominations with allocated quotas.
- 7th Review of the registration sheets prior to submission to the DON Registrar should confirm that the applicant has marked the appropriate priority level in Block #15. This will ensure that limited training quotas and travel funding are invested in the highest priority students.

D. The final review of the training registration requests should include identification of any/all nominees who require special processing (i.e., handicapped students, military attending training en route to a new billet, etc.). Training representatives should provide a list of their nominees having special requirements to the DON Registrar along with their quarterly submission of registration requests. Highlighting these individuals to the DON Registrar will ensure that they receive the required attention and avoid a last-minute "crisis" just prior to the start of class. Although the DAU consortium schools have been funded to accommodate special requests (hearing-impaired support, etc.), the acquisition organization may have to provide special support if adequate coordination time is not available because the registration request form was not properly annotated.



To summarize the role of the training representative:

- **DON Acquisition Training Registration Request forms must be submitted at least by 15 August, 15 October, 15 January, and 15 April for first, second, third, and fourth quarter classes, respectively.**
- **After all nominees are placed, seats still available will be published and can be filled on a first-come, first-served basis.**
- **Training representatives are responsible for making sure acquisition workforce members are familiar with registration procedures.**
- **Training representatives are responsible for verification of all registration sheet information**

4. REGISTRATION PROCEDURES FOR ACQUISITION

ORGANIZATIONS WITHOUT TRAINING REPRESENTATIVES

A. The acquisition workforce in some organizations is too small to warrant separate quota allocations. The DON Registrar has been designated as the training representative for all organizations without their own quota allocation. Any requests for training received from individuals not employed within the acquisition organizations listed in *Appendix A* should be referred to the DON Registrar for action.

5. REGISTRATION PROCEDURES FOR SELECTED LEVEL III PROGRAM MANAGEMENT COURSES

A. Competition for limited quotas, statutory requirements and rigorous prerequisites have created a requirement to establish special registration procedures for both the Advanced Program Management course (PMT-302) and the Executive Program Manager's Course (PMT-303). A call letter is issued prior to each offering of PMT-302 which allocates quotas, provides guidance for selecting/prioritizing nominees, and establishes the deadline for submission of nominees. Quotas are allocated to acquisition organizations based on their population of workforce members in the program management career field. Nominations for allocated quotas, along with a prioritized list of standby nominations, should be forwarded to the registrar in accordance with the deadline established in the call letter. A small pool of quotas is maintained by the DACM for use by individuals assigned to organizations too small to warrant a separate quota allocation. Registration requests for these personnel should be forwarded to the DACM for consideration.

B. Nominees for PMT-303 are prioritized by the DACM based on results of Acquisition Workforce Oversight Council (AWOC) reviews. Personnel selected for ACAT I and II Program Manager and Deputy Program Manager positions are contacted by the DACM to obtain their registration information and schedule their training. PMT-303 nominations forwarded directly to the registrar will not be considered.

C. Student notification and travel/per diem funding for both PMT-302 and PMT-303 are handled by the DON Registrar in the same manner as all other acquisition training.

6. DON ACQUISITION TRAINING REGISTRATION AND NOTIFICATION PROCEDURES

A. Upon receipt of quarterly registration requests, the DON Registrar reviews the submissions for legibility and completeness, returns rejected requests to the acquisition organization for revision, and loads information from the remaining requests into NAVSTAR. Once all registration requests have been input into NAVSTAR, a screening process is performed to be sure that DON policies regarding student prioritization, appropriate use of travel and per diem funding, and student no-shows are enforced. For details of these policies, see Part I, paragraph 2.B.3 (a), Part II, paragraph 8, and Part III. Nominations that do not conform with these policies are deleted from consideration for registration. After screening, the DON Registrar forwards a listing of the deleted students to the applicable acquisition organization and assigns the remaining students to a

particular offering of the requested course, using the priority assignment structure previously covered. The DON Registrar makes every effort to assign students to one of their requested offerings; however, geographical considerations and course fill rates are also factors in class assignment decisions. As part of the student assignment process, the DON Registrar reviews the number of registration requests received from a geographic location and, when warranted, will make recommendations to relocate on-site offerings to areas with the highest demand for the course.

B. Once class assignments are made, the DON Registrar enters students in large blocks into ATRRS. After the registration is confirmed in ATRRS, NAVSTAR generates automatic student notification letters. The letter, which includes a copy for the supervisor, is sent to each student's home address at least 45 days prior to the start of the class. Students are responsible for providing the notification letter to their supervisor immediately upon receipt. This gives the student and the supervisor adequate time to re-schedule workload to accommodate the training and sufficient lead time to make travel arrangements (see Part III). It also allows adequate time to cancel and find a substitute, in the event the student cannot attend.

C. For high demand courses, the DON Registrar selects a limited number of nominations to be loaded in a "wait" status in ATRRS. Two to four 'waits' are normally loaded for each offering of the course. Students placed in ATRRS as a 'wait' are notified of this status so they can make tentative plans to attend the class. Later, if a seat becomes available, the student will be notified of their confirmed reservation. Seats generally do not become available until 45 days prior to the start of the course, at which time any unfilled seats are made available to all Services.

D. After the quarterly registration process is completed and all nominees in NAVSTAR (allocated quotas and standbys) have been placed in a class offering, there are occasionally seats still available in selected courses.

- The DACM "advertises" these seats by publishing a listing of available seats and distributing it to training representatives and servicing HROs via the DACM BBS and the OCPM bulletin board.
- The listing of available seats is published one week after completion of the quarterly registration process; updates are provided as needed based upon the continued availability of seats.
- Once the listing of available seats is published, interested individuals from any organization may submit a registration request to the DON Registrar for any of the listed classes; requests will be satisfied on a first-come, first-served basis.
- Due to the quick turn-around required to take advantage of these seats, the DON Registrar will accept registration requests for these "extra" seats without a training representative signature.

E. The DON Registrar monitors ATRRS on a weekly basis to review the status of classes that start within the next 45 days and to identify seats that have not been used by the other Services. By comparing the standby nominations with the available seats on the ATRRS report, the DON

Registrar can identify available seats needed by students in the standby pool and take action to register them.

F. The quarterly registration process is usually completed 30 days before the quarter begins. At this point, training representatives are given a registration status report detailing the class offering to which their nominees have been assigned. This report is available at the UIC level so that training representatives can have the option of using the report for local training coordinator notification. The report is updated monthly to reflect cancellations, substitutions, students in a wait status who have been converted to confirmed status, late registrations, and remaining standby nominations. *A sample of the Acquisition Organization Registration Status Report can be found in Appendix F.*

G. Circumstances inevitably arise throughout the training year which necessitate schedule changes by DAU, the DACMs or the schools. Although every effort is made to provide adequate notification of schedule changes, situations sometimes arise in which a class is canceled or rescheduled after students have been registered and notified of the class dates. In these instances, the DON Registrar performs the following functions:

- **Class Cancellation:** The DON Registrar initiates correspondence to notify the student that the class has been canceled. Student notification includes a copy for the supervisor. Impacted students are placed on the standby list for the remainder of the quarter. New registration requests are required for the students to be enrolled in subsequent quarters.
- **Class Size Reduction:** The DON Registrar initiates correspondence to notify the impacted students that they have been canceled due to a class-size reduction. Student notification includes a copy for the supervisor. In these cases, the DON Registrar “fair-shares” the quota reduction between all acquisition organizations who have students in the class, notifies the acquisition organization of the need to reduce the number of students they have registered, and cancels those student registrations selected by the designated training representative. The students are placed on the standby list for the remainder of the quarter. New registration sheets are required for the students to be enrolled in subsequent quarters.
- **Class Rescheduling:** If a class is rescheduled, the DON Registrar initiates correspondence to notify the students of the new class dates, regardless of whether the new dates are in the current or a future quarter. Student notification includes a copy for the supervisor. Students who are not available to attend class during the new time frame must forward an approved *Acquisition Training Program Request for Cancellation Sheet (Appendix G)* to the DON Registrar. The cancellation process is fully explained in paragraph 8 of this chapter.



To summarize registration and notification procedures:

- **The DON Registrar screens nominations for accuracy, completeness and conformance to DON policies.**
- **Students are assigned to class based on priority policy, their stated preferences, and course fill rates.**

- **Student notification letters are sent a minimum of 45 days prior to class.**
- **Two to four nominations per class are loaded in ATRRS in a “wait” status for high-demand courses.**
- **A registration status report is provided to training representatives after each quarterly registration process is completed.**
- **The DON Registrar has established processes for class cancellation, class size reduction and class rescheduling.**

7. REGISTRATION PROCEDURES FOR CORRESPONDENCE COURSES AND EQUIVALENCY EXAMINATIONS

A. Some DAU mandatory courses are available in a correspondence mode. Students may also opt to take an equivalency exam for selected courses which, if successfully completed, meets the mandatory training requirement. A listing of courses for which an exam or correspondence option is available is found in the DAU catalog. Because these options are not time sensitive, registration sheets requesting course exams or course correspondence materials are not subject to the deadlines described earlier, and may be submitted to the DON Registrar at any time, with the exception of the ACQ-201 Equivalency Exam (see sub-paragraph G). Registration sheets must be clearly marked "correspondence" or "equivalency exam" in Block #1.

B. Training representatives should widely promulgate procedures for using these options to meet mandatory training requirements. Because availability of correspondence courses and equivalency exams is unlimited, training representatives may allow students in their organization to enroll directly through the DON Registrar. It should be noted that students registered for correspondence courses or equivalency exams cannot register for the same course in the classroom mode at the same time.

C. Students who register for correspondence courses can expect to receive course materials within 30 days of notification of their registration. Time frames for completion of correspondence courses vary from three to six months. Throughout the time allotted for completion, the course administrator sends out periodic reminder notices of when completed course assignments are due. Students are expected to complete correspondence courses within the times allotted; those students who do not are given an "incomplete" grade, which is recorded in the student's training history record in ATRRS. Requests for special consideration forwarded in writing to the DACM may be granted on a case-by-case basis.

D. Students who register for equivalency exams are contacted by the sponsoring school to establish the examination date, time and location, again with the exception of the ACQ-201 Equivalency Exam. Students are notified of their final grade which becomes part of their training history in ATRRS.

E. Students who successfully complete a correspondence course or equivalency exam must follow the COURSE COMPLETION PROCEDURES found later in this section to ensure that they receive credit in their official personnel record.

F. Training representatives are notified of enrollments in correspondence courses or equivalency exams via the registration status report described earlier.

G. An exception to the above is made for the Intermediate Systems Acquisition Course (ACQ-201) Equivalency Exam. Exams are scheduled over a three-day period by the Defense Systems Management College (DSMC) either at Fort Belvoir, VA or at a pre-coordinated on-site location. Only personnel who already meet Level II education and experience certification requirements may register for the ACQ-201 Equivalency Exam. Follow the procedures above to register for this exam.



To summarize registration for correspondence courses/equivalency examinations:

- **Registration sheets, clearly marked as “Correspondence Course” or “Equivalency Exam” may be submitted at any time.**
- **Correspondence course students are given three to six months for completion.**
- **Equivalency exam students will be contacted by the sponsoring school regarding date, time and location.**
- **For either method, students must follow Course Completion Procedures to receive credit**
- **ACQ-201 Equivalency Exam is conducted at pre-determined times and locations.**

8. CANCELLATION/SUBSTITUTION PROCEDURES

A. The DON Registrar must receive a request for cancellation in order to officially cancel a student's reservation in ATRRS and prevent a no-show from being recorded against the DON. Consortium schools cannot register students, they can only record students as inputs, walk-ins, or no-shows. Therefore, even if another student attends in the registered student's place, a no-show will be recorded unless the cancellation/substitution has been processed by the DON Registrar prior to the class start date. *Students who fail to cancel with the DON Registrar prior to the start date of a class will be denied registration in future offerings of mandatory training for two quarters following the no-show occurrence.*

B. To cancel a registered student, a DON Acquisition Training Program Request for Cancellation must be submitted to the DON Registrar as soon as the need is known. *The Request for Cancellation form is provided at Appendix G.* If the request for cancellation includes a substitution, a registration sheet for the substitute must be attached.

C. Requests for cancellation that involve a substitute who requires funding for travel must be received by the DON Registrar not later than noon on Monday, two weeks prior to the class start date. This is the minimum time required to cancel the registration, and identify, notify, and provide travel and per diem funding to an appropriate substitute. Cancellation requests with a substitute submitted after this deadline may not be honored, i.e., the DON Registrar can fill the seat with a locally available student vice the nominated substitute. All other cancellation requests must be received not later than 10:00 am on Friday prior to the class start date. Be aware that these deadlines assume that ATRRS is accessible. Should problems arise, the request may not be

processed. For this reason, it is strongly recommended that cancellations and substitutions be forwarded to the DON Registrar as soon as the requirement is known. Last-minute cancellations should only be caused by true emergencies.

D. Training representatives must issue procedures for their students to follow in the event that they must cancel out of a course. It should be made clear to the student that simply telling their supervisor that they can't go doesn't constitute a cancellation. Training representatives may choose to have students cancel directly through the DON Registrar or may opt to execute all cancellations themselves so that a substitute can be provided. Whichever option is chosen, the training representative must ensure that the DON Registrar is notified of all cancellations.



To summarize cancellation/substitution procedures:

- **A Request for Cancellation must be submitted as soon as the need to cancel is known.**
- **Cancellation requests that involve a substitute who requires travel funding must be received by the DON Registrar by noon on Monday, two weeks prior to the class start date.**
- **All other cancellations must be received by 10:00 am on Friday prior to the class start date.**
- **Students who fail to cancel prior to the class start date will be denied registration for two quarters.**

9. COURSE COMPLETION PROCEDURES

A. Mandatory acquisition training is required for certification, for warranting of contracting officers, to meet assignment specific position requirements, and for membership in the Acquisition Professional Community (APC). Completion of mandatory training can be influential in job selections, and ultimately can be an important factor in making reduction-in-force determinations for critical acquisition positions. Therefore, it is imperative that training representatives widely promulgate the following documentation procedures:

- All training completions (or failures) after 1 October 1992 are documented in ATRRS in the employee's permanent training history. For civilian personnel, the ATRRS/DCPDS interface uploads training history information to DCPDS on a quarterly basis. For military personnel, see below.
- Military students must ensure that course diplomas, or transcripts for correspondence courses and equivalency exams are entered as "course completions" in their automated record.
 - ◆ *Navy military* should forward a copy of their diploma or transcript to the Bureau of Naval Personnel, PERS-1024C, Washington, D.C. 20370-5102, for entry into the Officer Master File;
 - ◆ *Marine Corps military* should forward a copy of their diploma or transcript to

MARCORSYSCOM Code AP, 2033 Barnett Ave, Suite 315, Quantico, VA 22134-5010, for entry into the Marine Corps Acquisition Workforce System of Management.

10. FAILURE TO COMPLETE A COURSE

A. Occasionally, a student doesn't complete a course, generally because of failure to complete assignments, failure to achieve minimum test scores, or early withdrawal from class. In some cases, students receive a grade of "incomplete" because they were not able to meet minimum attendance requirements. For courses that are four weeks long or less, the following DAU policy regarding class attendance applies:

- Students are expected to attend all sessions of classroom and satellite courses and complete all course work.
- Absences for medical or family emergencies must be approved by the course director, lead instructor, or designated representative. Established DoD and OPM guidance (for civilians) and Service regulations (for military) concerning various categories of leave shall be followed, including supervisory approval.
- Cumulative absences that exceed five percent of formal training time may be grounds for removal from the course and receipt of an "incomplete".

B. Students who fail a course for academic reasons or who receive an incomplete due to illness or family emergency may, after coordination with their supervisor and training representative, attend the course again.

11. STUDENT RESPONSIBILITIES

A. Training representatives should ensure that their acquisition workforce members are aware of the responsibilities they assume when requesting acquisition training. By registering for a mandatory course, each acquisition workforce member makes a commitment to put forth his or her best effort to attend and successfully complete the course. This effort includes attendance at all sessions, completion of all assignments and projects, and successful completion of written exams. Students are responsible for keeping their training coordinators and supervisors informed of course dates and locations to which they have been assigned, and for providing their supervisor with a copy of course diplomas or transcripts. In the event that they are unable to attend a class as scheduled, students are responsible for ensuring that the cancellation/substitution procedures described earlier are followed. Military students are responsible for ensuring that training completions are documented in their official personnel file. All students are responsible for providing required travel documentation to the DON Registrar.

B. Students also have a responsibility to notify their training representative of any significant shortcomings in the registration/notification process, as well as any shortcomings in the training

course. *Student feedback is a primary means for improving the registration process and the training itself.*



To summarize student responsibilities:

- **By registering, a student commits to attending and completing the course.**
- **Students must keep training coordinators and supervisors informed.**
- **Each student must provide a copy of any course diploma or transcript to their supervisor.**
- **Students must follow cancellation/substitution policies.**
- **Military students must ensure training completions are documented.**
- **All students must provide travel documentation to the DON Registrar.**

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CHAPTER III - CENTRALIZED FUNDING OF TRAVEL AND PER DIEM

1. GENERAL

A. In addition to funding course delivery, the DAU provides each DACM with funding to be used for student travel and per diem while attending mandatory training. Funding levels are based on an average cost per student graduate. Because funding is limited, each Service is expected to take measures to keep expenditures to a minimum. Funding is distributed to students by the DON Registrar through the issuance of travel funding authorizations.

2. PROCEDURES

A. Acquisition workforce members (including APC members and military personnel with orders to acquisition positions) who are registered for mandatory acquisition courses are eligible for centralized funding. In addition, drilling military reservists in units designated by the DACM as acquisition workforce test units are eligible for funding. No other personnel are authorized to utilize the centralized funding account for training.

B. Upon enrollment by the DON Registrar:

- Eligible students will be sent a DON Travel Request/Authorization Sheet along with their student notification letter. *A sample DON Travel Request/Authorization Sheet is found in Appendix H.* Please note that the Appendix is only a sample, an original request/authorization sheet will be provided as part of the course registration notification package, if needed.
- Students who are required to travel to class must request funding by completing Part I of this sheet and telefaxing it to the DON Registrar not later than two weeks prior to the start of the class.
- Within five days after receipt, the DON Registrar will telefax the approved travel authorization to the student to be used for travel associated with a particular course.
 - ◆ The line of accounting may not be used for any other purpose, including another course, and
 - ◆ it may not be transferred to any other individual.

C. Upon receipt of the travel authorization, travel orders/advances should be processed in accordance with local procedures, current regulations, and the policy direction contained in this guidebook.

3. ALLOWABLE EXPENSES

A. The DON Registrar will provide all essential funding for eligible students to attend training. Essential costs include commercial air/rail, POV or rental car (subject to restrictions noted below), per diem, and other expenses in accordance with prescribed rates in the Joint Travel Regulations (JTR) and local travel policy. Local travel and administrative offices are expected to use prudent judgment in applying the JTR and other DoD, DON, or local rules to ensure that travel requests represent the minimum essential cost to the government that will allow students to attend acquisition training.

1) The lodging portion of per diem is limited to the current BOQ/BEQ or contract hotel (if any) rate for each location unless the student provides a non-availability number from the BOQ/BEQ.

- The Air Force Institute of Technology (AFIT) in Dayton, Ohio, does not provide non-availability numbers for training held at AFIT as there is sufficient billeting to accommodate all students.
- An exception to the requirement for a non-availability number is for training conducted in the immediate Washington, D.C. area, including Alexandria, Arlington, and Crystal City, VA and White Oak, and Bethesda, MD where BOQ/BEQ/contract hotel billeting is not available.

2) POV/Rental vehicles may be authorized as long as the constructive cost of this mode of travel does not exceed the constructive cost of commercial carrier.

- Travel “in and around” the training location is often necessary when adequate eating and/or lodging facilities are not co-located with the training facility. In these cases, the DON Registrar may authorize funding for the use of rental cars or mileage allowance (in the case of POV) when such will provide necessary and cost effective transportation to and from class and meals.
- Use of rental cars in and around the training facility will not be authorized in locations where adequate public or government transportation is available. Students using POV may not be reimbursed from the central account for in-and-around mileage in locations where government-funded transportation is provided. The DON Registrar will maintain current information from the DAU schools and adjust travel authorizations accordingly. Currently, rental cars are not authorized:
 - ◆ For courses held at AFIT (Dayton, Ohio) where local and on-base government-funded transportation is provided from and to the school and lodging site(s), and meals are available within walking distance;
 - ◆ For courses held at the Naval Supply Corps School (Athens, GA) when the

student is billeted at the BOQ, and sufficient on-base transportation and facilities exist;

- ◆ For courses held at Rock Island, IL, and courses in Crystal City, VA. as these locations have adequate public transportation services.
- Travel requests which include a rental car should include written justification describing how a rental car is advantageous to the government.
- ◆ Rental cars will be approved only when the DON Registrar has sufficient justification to support the request.

3) The DON Registrar will make special accommodations in funding authorizations to facilitate attendance by disabled students. Students with valid and essential requirements should contact the DON Registrar directly upon receipt of notification they have been scheduled to attend acquisition training. As noted in the previous section, the DON Registrar must have sufficient advance notice of special needs in order to coordinate with the DAU schools. Last-minute notification may require the employing organization to arrange and fund special requirements.



To summarize allowable travel and per diem expenses:

- **The DON Registrar will provide essential funding in accordance with JTR regulations**
- **Per diem for lodging is limited to BOQ/BEQ or contract hotel unless a non-availability number is supplied, exceptions apply.**
- **POV/rental cars not always allowed, exceptions apply.**
- **Special accommodations are available for disabled students, advance notice is required.**

4. AMENDMENT OF FUNDING AUTHORIZATION

A. An amended travel request/authorization is required any time circumstances change and the funding required for student travel and per diem is different from that originally authorized. An example would be a revision to requested travel costs based on a change from commercial carrier to POV. To request a revised authorization, students should complete the amendment blocks in Part I of their approved DON Travel Request/Authorization sheet and forward the request to the DON Registrar for review. If approved, the DON Registrar will authorize the revised funding in the amendment block at the bottom of the sheet and return the authorization to the student within five days of receipt.

5. CANCELLATION OF FUNDING AUTHORIZATION

A. Upon receipt of a course cancellation request, the DON Registrar will automatically cancel any associated travel authorizations. In addition, the DON Registrar will monitor ATRRS and cancel travel authorizations for any student who fails to show up for scheduled training.

B. As stated earlier, travel authorizations may be used only by the individual to whom the line was issued; it may not be transferred to other students or used for any other purpose, including attendance at other acquisition training courses.

6. SETTLEMENT OF TRAVEL FUNDING

A. Funding authorizations issued by the DON Registrar for students to attend mandatory training are based on the cost estimates provided on the travel request/authorization. Experience has shown that these estimates, on average, are often higher than the actual expenses incurred. Since the estimated cost is deducted from the centralized travel account until the actual cost is known, the remaining balance available for student travel may not be accurate. Actual costs are posted to the centralized account upon receipt of travel settlement documentation. Accordingly, *travel settlements must be processed expeditiously so that maximum use can be made of limited travel funding.*

B. After a course is completed, students are required to submit a travel claim following local procedures. Once a settlement travel voucher summary is received from the local travel office, the travel claim can be settled with the DON Registrar. The documentation required for settlement includes:

- TDY orders (DD Form 1610 or equivalent) or local travel claim (SF-1164 or equivalent);
- Airline, bus, or train ticket showing cost of fare (if commercial transportation used);
- Settled travel voucher summary sheet(s) which show a breakdown of expenditures, DOV or COV voucher number, date of payment, and check number.

C. COPIES OF SETTLED CLAIMS MUST BE RECEIVED BY THE DON REGISTRAR WITHIN 30 DAYS AFTER THE LAST DAY OF CLASS.

- If a copy of the settled claim is not received within 30 days of the class end date, both the student and their supervisor are sent notices reminding them to send a copy of the settled claim to the DON Registrar.
- If a copy of the claim is not received within 60 days of the class end date, the student will not be authorized further use of centralized funds for mandatory acquisition training until the claim is settled.
- Activity commanders are provided with a list of students from their organizations who have outstanding travel settlements in excess of 60 days and are notified that, until these claims are settled, local funding must be provided for any further mandatory acquisition training required by those students.



To summarize settlement of travel funding:

- **Travel settlements must be sent to the DON Registrar within 30 days of end of class and include: TDY/local claim orders; airline ticket, travel voucher.**
- OR,**
- **The student will be denied further use of centralized funds; activity commander notified after 60 days.**

7. TRAINING REPRESENTATIVES ROLE IN CENTRALIZED FUNDING

A. Training representatives are expected to widely publish travel policies to workforce members within their acquisition organization.

B. Although training representatives are not directly involved in the use of funds, they do play an important role in maximizing the use of centralized travel funding. By closely monitoring student preferences to ensure training is requested at the most cost-effective location, and effectively sub-allocating quotas to make maximum use of on-site offerings, training representatives can ensure that the travel funding required by their acquisition organization is minimized.

C. Because funding is provided directly to the student who is traveling, training representatives generally do not monitor funds' usage or delinquency of settlements. However, information regarding travel usage by their command and/or problems with unsettled claims will be provided to the training representative upon request.

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PART 2 - EDUCATION PROGRAM

The DON Acquisition Workforce Training and Education Program provides a structure for acquisition workforce members to meet DAWIA training, education and experience standards. This part provides for the education aspects of these standards. The goal of the DON education program is to enable acquisition workforce members to obtain the education necessary for improvement of the workforce as mandated by DAWIA. The education program is designed to maximize the use of resources in ways that contribute to the overall professionalization of the acquisition workforce. The most easily measurable effects are 1) the certification of a previously non-certified acquisition workforce member, and 2) the admittance of an acquisition workforce member into the Acquisition Professional Community (APC). Therefore, management of education resources is geared towards ensuring that personnel requiring education for certification and/or APC membership have first priority.

CHAPTER I - ACQUISITION WORKFORCE TUITION ASSISTANCE PROGRAM (AWTAP)

1. GENERAL

A. The DON has established a tuition assistance program for employees filling designated acquisition positions including APC members. The program is intended to provide funding for tuition costs associated with meeting the statutory education requirements established by DAWIA (including requirements for membership in the Acquisition Professional Community and career field certification education requirements).

2. MANAGEMENT

A. The DACM directs overall management of the AWTAP. Similar to Part 1, designated training representatives at some of the acquisition organizations oversee and manage the education aspects of the AWTAP. These organizations receive annual tuition assistance funding allocations from the DACM and promulgate application procedures for acquisition workforce personnel assigned within their acquisition organization. *Organizations that receive tuition assistance funding are identified in Appendix I.* This listing will be periodically updated by the DACM. AWTAP resources for all other personnel are centrally managed by the DACM's AWTAP Coordinator.

3. ELIGIBILITY

A. All DON civilian and military acquisition workforce members (including military personnel with orders to an acquisition position) are eligible to apply for tuition assistance under the DON Acquisition Workforce Tuition Assistance Program (AWTAP).

4. PRIORITY FRAMEWORK

A. All requests for tuition assistance will be prioritized. In the event funding is insufficient to meet all requests, activities managing AWTAP funding will apply these priorities in determining which requests will be satisfied. Education requirements for all career fields can be found in the DoD 5000.52M and the annual DAU Catalog.

PRIORITY 1: First priority is given to tuition requests to meet statutory education standards (documented in DoD 5000.52M) for personnel seeking membership in the Acquisition Professional Community, GS-1102 series personnel and warranted contracting officers; and to meet mandatory education standards required for certification in the employee's primary career field at their current level. Currently, education requirements for certification as listed in the DAU Catalog apply to members of the Contracting; Systems Planning, Research, Development and Engineering (SPRDE); and Test & Evaluation career fields.

PRIORITY 2: Should sufficient funding be available, and after meeting all identified requirements under priority 1, tuition requests may be approved for personnel seeking to meet degree or semester hour education requirements in their career field specified as "desired" in the DAU Catalog, and education requirements (mandatory or desired) for other career fields in order to obtain subsidiary career field certification (cross-training). Approval of any requests for tuition assistance under this priority must be fully justifiable.

5. ALLOWABLE EXPENSES

A. Payment is limited to courses taken at an accredited institution of higher learning that are needed to meet Priority 1 or 2 education needs.

- * All courses funded by this program are to be related to the *acquisition business/management disciplines noted in Appendix J* with the possible exception of certain electives required to meet degree program requirements (see below). Core business/management and acquisition-related courses will be funded before elective courses are authorized for tuition assistance.
- * Elective courses required to meet degree credit requirements will be funded; however, elective courses are to be in disciplines related to the course of study or acquisition-related disciplines. Any courses approved for funding that are not in acquisition related disciplines must be justified, including documentation of the requiring authority (college, state, or other documentation). One example is the State of Washington requirement for physical education courses in all degree programs at colleges and universities within the state.

- * Where alternative education standards are prescribed or are available, e.g., a degree or a lower number of credit hours in specialized courses, managers should first fund course work to meet the less costly standard. For example, the contracting career field certification requirements may be met by either a bachelors degree or specified semester hours. In this case, funding would be provided to meet the specified semester hours before funding the bachelors degree.
- * Tuition assistance in support of any one employee is limited to \$6,000 per fiscal year. Employees must make satisfactory progress in completing course work. Non-completion and/or failure of a course may require the employee to repay the government for funds paid to the education institution.

B. *TUITION ASSISTANCE MAY BE AUTHORIZED FOR THE FOLLOWING:*
(Authorization is subject to available program funding and may be restricted)

- * Tuition required for completion of the course or curriculum.
- * Library, laboratory, or other institution services or fees directly related and specified by the education institution as necessary for completion of the specific course or curriculum.

C. *TUITION ASSISTANCE IS NOT AUTHORIZED FOR THE FOLLOWING:*

- * Any fees that are not specified as part of the cost of completing the requested course or curriculum.
- * Purchase or rental of required textbooks or course materials.
- * Materials that are not specifically required for the course unless charged as part of tuition including, but not limited to, paper, pens, pencils, computers, computer equipment and/or enhancements, computer software programs and other office equipment.
- * Travel expenses, including but not limited to, travel, per diem, mileage, parking, public transportation, rental car or meals.
- * Special conferences, meetings, or registration fees that are not specifically required by the college or university or course instructor as part of the official course or curriculum requirements.
- * Fees for credit by examination, credit for work or life experience and/or fees for transfer of credit.
- * Tuition expenses for which other reimbursement has been or will be obtained.

6. APPLICATION PROCEDURES

- A. SECNAVINST 5300.36 (Part 2, Chapter II, Para. 3) requires that each member of the

Acquisition Workforce maintain a Career Development Plan (CDP), such as the commonly used Individual Development Plan (IDP). All personnel requesting tuition assistance under this program are required to maintain a CDP which includes the education goals and requirements for their position/career field. AWTAP managers will ensure that students granted tuition assistance have documented these education goals and requirements in their CDP.

B. Acquisition workforce members employed by the acquisition organizations noted in *Appendix I* should see their designated AWTAP representative for application procedures.

C. Organizations that have not been allocated funding should instruct eligible personnel to apply directly to the AWTAP Coordinator for tuition assistance using the procedures below.

- * Personnel desiring tuition assistance under this program must submit to the AWTAP Coordinator the approved portion of their CDP pertaining to education goals and requirements. CDP's should identify the complete course of education necessary to meet both short and long-range education goals. Personnel may use existing formats, such as the Individual Development Plan (SD 481), or a *DAWIA-specific format such as the sample provided as Appendix K*.
- * Each course must be requested on a DD Form 1556 (Request, Authorization, Agreement, Certification of Training and Reimbursement), accompanied by the appropriate pages from the college catalog or flyer with a course description and breakout of tuition and fees. Courses must be reflected on the current CDP on file with the AWTAP Coordinator. Requesters and/or requesting organizations should complete Sections A and B, and blocks 25, 32, and 33 of the DD 1556. *The required information has been highlighted in the instructions and on the example DD 1556 provided as Appendix L*.
- * Completed requests should be forwarded to the AWTAP Coordinator for approval. The AWTAP Coordinator will validate eligibility and approve requests in accordance with the priorities noted above and available funding. The AWTAP Coordinator may be contacted for further information at (717) 790-2887. Requests will be submitted to: AWTAP Coordinator, Naval Acquisition Career Management Center, 5450 Carlisle Pike, P.O. Box 2033, Mechanicsburg, PA 17055-0784.

7. REPORTING

A. Personnel approving tuition assistance requests should maintain sufficient documentation from the student and the college or university to validate requests and ensure adherence to the policies in this manual. Records will be maintained for each instance of tuition assistance granted under the provisions of this Manual:

- * Organizations in receipt of tuition assistance funding and the AWTAP Coordinator will provide cumulative quarterly reports to the DACM for each fiscal year in accordance with the following schedule:

First Quarter: January 15

Second Quarter: April 15
Third Quarter: July 15
Fourth Quarter: October 15

When the deadline falls on a non-workday, the due date is moved to the prior workday. Electronic submission of data records is required.

- * Reports will consist of electronic records showing each instance where funding was authorized during the current fiscal year, up to the ending date of the quarter.
- * Reported information will be used to analyze program performance and effectiveness, and to meet Congressional reporting requirements. Results of report analysis will be used to determine appropriate funding levels for organizations allocated tuition assistance funding.
- * *The Acquisition Workforce Tuition Assistance Report format is found at Appendix M.* Electronic submission is required and may be accomplished by delivery (via E-mail or disk) of a data table in the format of the appendix. Submission in Excel file format is strongly encouraged.



To summarize the Acquisition Workforce Tuition Assistance Program:

- **All acquisition workforce members are eligible to apply for tuition assistance .**
- **Requests must be prioritized in one of two categories:**
 - 1 - to meet statutory, APC, and mandatory education requirements**
 - 2 - to meet all other education requirements**
- **Tuition assistance authorized only for:**
 - Tuition for completion of course/curriculum, and**
 - Service fees specified as necessary for completion of course/curriculum.**
- **Students apply for tuition assistance through their designated training representative or through the AWTAP Coordinator.**
- **Quarterly tuition assistance reports must be submitted to DACM by the 15th working day after end of each quarter**

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LIST OF APPENDICES

<u>APPENDIX</u>	<u>TITLE</u>
A	Organizations With Designated Acquisition Training Representatives
B	DACM Bulletin Board System
C	DAU Requirements/Course Schedule Sequence of Events Checklist
D	On-Site Training Information Sheet
E	DON Acquisition Training Registration Request
F	Acquisition Organization Registration Status Report
G	DON Acquisition Training Program Request for Cancellation
H	DON Travel Request/Authorization
I	Organizations Allocated Tuition Assistance Funding
J	Acquisition Business/Management Disciplines
K	Sample Format for Education Goals and Requirements
L	Instructions for completing the Request, Authorization, Agreement, Certification of Training and Reimbursement (DD Form 1556) and Example
M	DON Acquisition Workforce Tuition Assistance Program (AWTAP) Report Format

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APPENDIX A

ORGANIZATIONS WITH DESIGNATED ACQUISITION TRAINING REPRESENTATIVES

The following organizations have designated acquisition training representatives to function as the liaison between their organization and the DACM office with regard to training matters, and have been allocated quotas for DAU mandatory acquisition training courses. Acquisition workforce members in these organizations should contact their local training representative to obtain certification requirements, course quotas, class schedules, and other information regarding acquisition workforce training. Names and phone numbers of the points of contact in each of these organizations are published annually in the *Acquisition Career Management News* issued by the DACM, and are available in the DACM Bulletin Board system (see *Appendix B*). Names and phone numbers can also be obtained by calling the number at the bottom of this page.

Chief of Naval Education and Training
Chief of Naval Operations
Marine Corps Systems Command
Military Sealift Command
Naval Air Systems Command
Naval Center for Cost Analysis
Naval Facilities Engineering Command
Naval Information Systems Management Center
Naval Medical Logistics Command
Naval Sea Systems Command
Naval Supply Systems Command
Office of Naval Research
Office of Special Projects
Space and Naval Warfare Systems Command
Strategic Systems Programs

Individuals who do not fall under the above acquisition organizations should contact the DON Registrar for information regarding mandatory acquisition training and course quotas:

Naval Center for Acquisition Training
(Career Management Site)
5450 Carlisle Pike
P.O. Box 2033
Mechanicsburg, PA 17055

Voice: (717) 790-3852 DSN (430)
Fax: (717) 790-4675 DSN (430)

APPENDIX B

DACM BULLETIN BOARD SYSTEM

There are two ways to access the Navy DACM Bulletin Board System (BBS): by modem - (703) 602-3991/3992 (DSN 332) or by Telnet via the Internet site: <http://dacm.secnav.navy.mil>. This BBS is very user-friendly, don't let it intimidate you, you cannot inadvertently delete anything! If you have not already filled out and sent in a DACM Bulletin Board Training Rep Access form, you must do so before you will be issued your user ID and initial password. (Questions? Call the DACM BBS Systems Operator (SYSOP) at (703) 602-2838 or DSN 332-2838)

There are seven forums, or conference areas, on the DACM BBS. The one in which an Acquisition Training Representative will have the most interest, but must first be granted access, is the *Training Representative Forum*.

The following, found under the main menu, are of most importance to Acquisition Training Representatives. (You may notice that you are denied access to other Forums unless you have requested and been granted access to that specific Forum.)

DACM MAIN MENU:

Forum (Discussion) Area:

Training Representatives

- Message - sending/receiving
- Filing cabinet - storage of new/old messages
- Threads - a group of messages on the same subject

General Acquisition Workforce Forum

- This forum can be accessed by anyone

File Libraries

Training Representatives

- Seats Available
- Etc. - whatever is current

Newsletter Library

- Last three issues of Acquisition Workforce Career Management News

APPENDIX B

DACM BULLETIN BOARD SYSTEM *(continued)*

General Workforce Library

- SECNAVINST 5300.36
- Fulfillment Program and Competency Standards
- DAU Catalog
- DAU Schedules

Points of Contact

Acquisition Organization-Level Training Representatives

- Names, addresses, telephone numbers of representatives

E-Mail

The same as your regular e-mail

APPENDIX C

DAU REQUIREMENTS/COURSE SCHEDULE SEQUENCE OF EVENTS CHECKLIST

The following table shows the general sequence of events for actions in the DAU requirements and course schedule determination process. The exact order and date for each event is subject to change, and schedules for each fiscal year will be developed, disseminated, and adjusted annually by the DACM. This table is provided to highlight significant events impacting DON requirements development, course schedule development, and quota allocation management.

<u>EVENT</u>	<u>DATE</u>
DACM data call for FY98 requirement anomalies to acquisition organizations	August 96
DACMs submit FY98 requirements for course quotas and on-site offerings	October 96
DAU consortium members (schools) identify FY98 capacity	December 96
DAU/DACM/Consortium Member FY98 Course/Quota Allocations & Budget Requirements Meeting	January 97
Acquisition organizations review preliminary FY98 quota allocations and on-site locations, discrepancies to DACM	January 97
DACMs submit POCs for FY98 on-sites	March 97
Consortium members load FY98 schedule	April 97
DAU "Lock" FY98 schedule in ATRRS, DAU loads quotas in ATRRS	May 97
DAU releases FY98 schedule in ATRRS	June 97
DACM issues final FY98 quota allocations based on results of acquisition organization review and publishes FY98 DON schedule	June 97
1st quarter FY98 training nominations due to the DON Registrar	August 97
2nd quarter FY98 training nominations due to the DON Registrar	15 October 97
3rd quarter FY98 training nominations due to the DON Registrar	15 January 98
4th quarter FY98 training nominations due to the DON Registrar	15 April 98
Out-of-Cycle on-site course request	As required

APPENDIX D

ON-SITE TRAINING INFORMATION SHEET

APPENDIX E

**DON ACQUISITION TRAINING REGISTRATION
REQUEST**

DON ACQUISITION WORKFORCE TRAINING AND EDUCATION PROGRAM DON ACQUISITION TRAINING REGISTRATION REQUEST

(Instructions on reverse)

<p>1. DAU Course Number:</p> <p>DAU Course Name:</p> <p>Training Mode (check one):</p> <p><input type="checkbox"/> Classroom <input type="checkbox"/> Correspondence Course <input type="checkbox"/> Equivalency Exam</p> <p>Quarter Requested: 1 2 3 4 (circle one only): (OCT-DEC) (JAN-MAR) (APR-JUN) (JUL-SEP)</p>	<p>2. SESSION PREFERENCE (check all that apply):</p> <p><input type="checkbox"/> I am available for any session in the quarter requested.</p> <p><input type="checkbox"/> I prefer the sessions shown below.</p> <p><input type="checkbox"/> Do not schedule me from _____ to _____.</p> <p><input type="checkbox"/> I am available ONLY for the sessions shown below (3 max).</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; border: none;"><u>LOCATION</u></td> <td style="text-align: center; border: none;"><u>START DATE</u></td> </tr> <tr> <td style="border: none;">(a) _____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;">(b) _____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;">(c) _____</td> <td style="border: none;">_____</td> </tr> </table>	<u>LOCATION</u>	<u>START DATE</u>	(a) _____	_____	(b) _____	_____	(c) _____	_____
<u>LOCATION</u>	<u>START DATE</u>								
(a) _____	_____								
(b) _____	_____								
(c) _____	_____								
<p>3. ACQUISITION ORGANIZATION: (see instructions)</p>	<p>4. NAME: (Last, First, MI)</p>								
<p>5. EMPLOYING COMMAND (include full mailing address):</p> <p>ACTIVITY UIC: _ _ _ _ _ SUB UIC: _ _</p> <p>If APO/FPO, provide name of country: _____</p>	<p>6. SOCIAL SECURITY NUMBER:</p> <p>7. GENDER: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE</p> <p>8. HOME ADDRESS (include zip code):</p>								
<p>9. PHONE NUMBERS (include area code):</p> <p>a. OFFICE: _____ DSN: _____</p> <p>b. FAX: _____ DSN: _____</p> <p>c. SUPERVISOR _____ DSN: _____</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;">10. CIVILIAN PAY PLAN (Series/Grade)</td> <td style="width: 33%; padding: 5px;">11. MILITARY RANK & MOS/ DESIGNATOR</td> <td style="width: 33%; padding: 5px;">12. LEVEL OF SECURITY CLEARANCE</td> </tr> </table>	10. CIVILIAN PAY PLAN (Series/Grade)	11. MILITARY RANK & MOS/ DESIGNATOR	12. LEVEL OF SECURITY CLEARANCE					
10. CIVILIAN PAY PLAN (Series/Grade)	11. MILITARY RANK & MOS/ DESIGNATOR	12. LEVEL OF SECURITY CLEARANCE							
<p>13. NEED FOR SPECIAL ACCOMMODATION: (handicap/disability)</p>	<p>14. (a) DOES EMPLOYEE OCCUPY A DESIGNATED ACQUISITION POSITION? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>(b) IS EMPLOYEE AN APC MEMBER? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p style="text-align: center;">If yes to either question, enter Career Field code: _____ (see instructions)</p>								
<p>15. PRIORITY LEVEL: indicate priority based on current DOD certification requirements (check one only):</p> <p><input type="checkbox"/> I a. Course is mandatory for employee's designated career field and current certification level.</p> <p><input type="checkbox"/> b. Course will provide prerequisite knowledge for employee's current certification level.</p> <p><input type="checkbox"/> II a. Course is mandatory for employee's designated career field and next higher certification level.</p> <p><input type="checkbox"/> b. Course is designated as assignment-specific and is required for employee's position</p> <p><input type="checkbox"/> III a. Course is listed as desired for employee's designated career field/current certification level.</p> <p><input type="checkbox"/> b. Course is requested for a subsidiary career field for this Acquisition Workforce Member.</p> <p><input type="checkbox"/> IV Course is requested for a non-acquisition workforce member.</p>									
<p>16. EMPLOYEE CERTIFICATION: I understand that once registered and notified for a class, I am expected to attend. If exceptional circumstances preclude my attendance, I must forward an approved request for cancellation (see general instruction #3).</p> <p>EMPLOYEE SIGNATURE: _____ DATE SIGNED: _____</p>									
<p>17. SUPERVISOR CERTIFICATION: I certify that the information provided above is true and complete to the best of my knowledge. I understand that acquisition training is provided to meet statutory and regulatory requirements for the above student, as applicable, and will ensure training time is appropriately prioritized. If exceptional circumstances preclude the above student's attendance, I will ensure cancellation notification is processed as soon as possible.</p> <table style="width: 100%; border: none;"> <tr> <td style="border: none;">Typed Name: (Last/First/Middle Initial)</td> <td style="border: none;">Code:</td> </tr> <tr> <td style="border: none;">Signature:</td> <td style="border: none;">Date:</td> </tr> </table>	Typed Name: (Last/First/Middle Initial)	Code:	Signature:	Date:	<p>18. ACQUISITION ORGANIZATION TRAINING REPRESENTATIVE (OR DESIGNEE) USE ONLY:</p> <p><input type="checkbox"/> Allocated quota</p> <p><input type="checkbox"/> Substitute for (Name): _____ (SSN): _____</p> <p>NOTE: a DON Acquisition Training Request for Cancellation must accompany this application.</p> <p><input type="checkbox"/> Standby (sequential standby priority # _____)</p> <table style="width: 100%; border: none;"> <tr> <td style="border: none;">Signature:</td> <td style="border: none;">Date:</td> </tr> </table>	Signature:	Date:		
Typed Name: (Last/First/Middle Initial)	Code:								
Signature:	Date:								
Signature:	Date:								

DON ACQUISITION WORKFORCE TRAINING AND EDUCATION PROGRAM

DON ACQUISITION TRAINING REGISTRATION REQUEST

General Instructions

1. This application is to be used to register employees for all acquisition training required under the Defense Acquisition Workforce Improvement Act (DAWIA) for (1) civilian personnel employed by the Department of the Navy, and (2) all Navy and Marine Corps military personnel. No other applications will be accepted for course registration.
2. Applications should be submitted via the appropriate chain of command to arrive at the DON Registrar 75 days prior to the beginning of the quarter. Applications should be typed or neatly printed, since it is likely they will be faxed at least once. Unreadable applications cannot be processed by the DON Registrar.
3. Upon approval and registration, the DON Registrar will notify the student directly. Students are expected to attend as scheduled. If exceptional circumstances preclude attendance, the DON Registrar must receive an approved DON Acquisition Training Cancellation/Substitution Application (DACM3) as soon as possible. Students who fail to cancel with the DON Registrar prior to the first day of class may be denied registration in future offerings of acquisition training.
4. Questions regarding acquisition training applications should be addressed through your local training POC to:

DON ACQUISITION TRAINING REGISTRAR
NAVAL CENTER FOR ACQUISITION TRAINING
(CAREER MANAGEMENT SITE)
5450 CARLISLE PIKE
P.O. BOX 2033
MECHANICSBURG PA 17055

VOICE (717) 790-5471/2388/3852
DSN 430-5471/2388/3852
FAX (717) 790-4675
DSN 430-4675

Application Completion Instructions

Block

- 1 Enter the official Course Number and Name from the current Defense Acquisition University Catalog. Indicate the mode of training requested (normally classroom), and the quarter you would like to attend.
- 2 Indicate your preference(s). See your local Training POC for the latest class schedule. If your preferred location is closer to your residence than to your work site, add "local" next to the entry in Block 2.
- 3 Enter the appropriate Acquisition Organization from the following list:

NAVAIRSYSCOM	NAVSEASYSYSCOM	NAVSUPSYSCOM	SPAWARSYSYSCOM
NAVFACENCOM	Office of Naval Research	Military Sealift Command	NISMC
NAVMELOGCOM	Chief of Naval Operations	Strategic Systems Programs	
NCTC			
MARCORSYSYSCOM	CNET	Naval Security Group Command	OSP
CINCLANTFLT	CINCPACFLT	ASN(RD&A)	NCA
HQ USMC	OTHER (not listed here)		
- 4 Self-explanatory.
- 5 UIC is available from your supervisor or local training POC. Civilian workforce members can find their UIC on their current SF-50 "Notification of Personnel Action." Use of Sub UIC is optional.
- 6-9 Self-explanatory
- 10-11 Fill out either the civilian or military block (Foreign Nationals leave blank).
- 12-13 Self-explanatory.
- 14 Answer if occupying or ordered to a designated acquisition position. Primary career fields are:

<u>Code</u>	<u>Career Field</u>	<u>Code</u>	<u>Career Field</u>
A	Program Management	C	Contracting
D	Industrial Property Management	E	Purchasing
G	Manufacturing, Production and QA (M&P track)	L	Acquisition Logistics
H	Manufacturing, Production and QA (QA track)	R	Communications-Computer Systems
K	Business, Cost Estimating, Financial Management	S	Systems Planning, Research, Development & Engineering
T	Test & Evaluation Engineering		
15-18	Self-explanatory		

PRIVACY ACT STATEMENT

1. **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 Department of the Navy and the Department of Labor, Bureau of Apprenticeship and Training, Registration of the Navy Apprentice Program - June 1968.
2. **Principal Purpose:** The purpose of this application is to permit an individual to register for a DAU training course. The information is used to evaluate the individual's eligibility for a course and to notify the individual of approval or disapproval of the request.
3. **Routine Uses:** The information is used to notify the training facility of assignments to classes. The information is also used for cost analysis, budget estimates, and financial planning.
4. **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.

APPENDIX F

ACQUISITION ORGANIZATION REGISTRATION STATUS REPORT FORMAT

The report consists of a data table with records for each student. The report is generated by fiscal year and quarter using the following structure:

<u>Field</u>	<u>Description</u>
1. UIC	Duty Station Unit Identification Code
2. Student Name	Last, First, MI
3. Work City	Duty Station City, State
4. DAU Course #	From DAU Catalog
5. DAU Course Name	From DAU Catalog
6. School	From DAU Catalog
7. Quarter	Fiscal Quarter
8. Start Date	Start date of class in mm/dd/yy format
9. End Date	End date of class in mm/dd/yy format
10. Class Location	Base, City, State
11. Status	Registration Status Code (see below)

NOTES:

- The report is sorted by acquisition organization, UIC, student name, class start date
- A new page starts each time the UIC changes (or when the acquisition organization changes until the UIC is available)
- The Registration Status Codes are:
 - R = Registered
 - W = Wait
 - C = Canceled
 - S = Standby
- Other codes that may be shown:
 - P = Pending: Entered in NAVSTAR, awaiting transmission to ATRRS
 - L = Loaded: Transmitted to ATRRS awaiting confirmation of status
 - E = Error: ATRRS did not confirm status (further research necessary)
- Students in NAVSTAR in a standby status are included on this report, but the school class dates and location fields will be blank
- Report can be formatted in three different ways:
 - A full report
 - A report for one specific acquisition organization
 - A report for one specific UIC

APPENDIX G

**DON ACQUISITION TRAINING PROGRAM
REQUEST FOR CANCELLATION**

DON ACQUISITION WORKFORCE TRAINING AND EDUCATION PROGRAM REQUEST FOR CANCELLATION

Acquisition Organization: _____ Student Name: _____ SSN: _____	Course Name: _____ Course Number: _____
Have you received confirmation from the school or the DON Registrar? : <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, fill in class start and end dates and location below: from _____ to _____ class location : _____	<input type="checkbox"/> CANCEL, no substitute <input type="checkbox"/> CANCEL, substitute with (DON Acquisition Training Registration Application must be attached for substitute): NAME: _____ SSN: _____

REASON FOR CANCELLATION (check one) 1. <input type="checkbox"/> Workload precludes attendance ⇨⇨⇨⇨ 2. <input type="checkbox"/> Personal schedule conflict 3. <input type="checkbox"/> Unable to travel for personal reasons 4. <input type="checkbox"/> Other (specify) _____	If #1 at left is checked, supervisor must certify: "I have read and understand the ASN(RD&A) memo of 25 Nov 96 regarding commitment to support acquisition training and allowing workforce members the opportunity to attend courses." Supervisor's Signature: _____
--	---

REQUESTED DISPOSITION OF CANCELLED STUDENT (Check one block and complete):

Return student to standby list for rescheduling later in same quarter
 (Session preferences must be provided to be considered for rescheduling)
 I am available for the sessions shown below (3 maximum):

<u>Location</u>	<u>Start Date</u>
A: _____	_____
B: _____	_____
C: _____	_____

Do not reschedule for the same quarter
 (a new DON Acquisition Training Registration Request must be submitted)

SIGNATURES			
Employee:	Date:	Supervisor:	Date:
Acquisition Organization Training Representative:			Date:

INSTRUCTIONS

Fax completed application (with substitute's training registration application, if applicable) to the DON Registrar, fax number (717) 790-4675. **If applicable, the DON Registrar will cancel your assigned travel accounting data upon receipt of this application. DO NOT pass your assigned travel accounting data to substitute. To enroll in course offerings in future quarters, you must reapply through your command.**

PRIVACY ACT STATEMENT

1. **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 Department of the Navy and the Department of Labor, Bureau of Apprenticeship and Training, Registration of the Navy Apprentice Program - June 1968.

2. **Principal Purpose.** The purpose of this application is to permit the individual to cancel their registration in a DAU acquisition training course.

3. **Routine Uses.** The information is used to notify the training facility of cancellation. The information is also used for cost analysis, budget estimates and financial planning.

4. **Mandatory or Voluntary Disclosure and Effect on Individual Not Providing Information.** Completion of this application is required. Failure to provide detailed information may result in denial of future requests for centrally funded acquisition training.

DACM3 (12/96)

APPENDIX H

DON TRAVEL REQUEST/AUTHORIZATION

DON ACQUISITION WORKFORCE TRAINING AND EDUCATION PROGRAM DON TRAVEL REQUEST/AUTHORIZATION FOR ACQUISITION TRAINING

Procedures

The DON Acquisition Training Registrar is responsible for providing student travel and per diem funding for acquisition workforce members registered for mandatory training courses. Students will receive a DON TRAVEL REQUEST/ AUTHORIZATION FOR ACQUISITION TRAINING from the DON Registrar with their notification of registration for an acquisition training course. In the event that travel is required, eligible students should complete Part I of this document. The completed application may be telefaxed to the DON Registrar at (717) 790-4675; DSN 430-4675. The DON Registrar will complete Part II and telefax it back to the fax number listed on the travel request within five (5) working days after receipt. An amendment is required any time circumstances change and the funding required is different from the original amount authorized. To request a revised authorization, students should complete the amendment blocks in Part I of their APPROVED authorization sheet and forward to the DON Registrar for review.

Funding authorized by this application is provided for officially designated DON acquisition workforce members traveling to attend mandatory training. Funds are authorized for the following expenses:

Student Travel (including commercial air/rail; rental car; POV):

- Allowable costs must conform to 1) Joint Travel Regulations (JTR), Volume I (Military) or Volume II (Civilian); 2) The current Federal Travel Directory; 3) Current travel policies in effect for acquisition training from the DON Acquisition Workforce Training and Education Program Guidelines and Procedures; and 4) local travel policy.
- DON Acquisition Training policy restricts the use of rental cars and/or POV as opposed to commercial carriers. Rental cars or POV may be authorized as long as the constructive cost of this mode of travel does not exceed the constructive cost of commercial carrier.
- When commercial travel is used, rental cars may be authorized for travel in and around the training facility. Travel requests which include a rental car must include written justification from the local travel officer detailing how a rental vehicle is advantageous to the government. Rental cars will not be approved for requests lacking the required documentation. Rental car funding will not be authorized for course offerings held at the following locations: AFIT (Dayton, Ohio), Naval Supply Corps School (Athens, Georgia), ALMC (Fort Lee, Virginia) and courses held in Crystal City, Virginia, as these locations have adequate on-base or commercial transportation facilities.
- Local travel offices and administrative offices are expected to use prudent judgment in applying the JTR regulations to ensure the travel request represents the minimum essential costs to the government needed to allow the student to attend acquisition training.

Student Per Diem :

- Per diem will be paid in accordance with prescribed rates in the JTR/Federal Travel Directory, subject to restrictions in the DON Acquisition Workforce Training and Education Program Guidelines and Procedures and local travel policy.
- The lodging portion of per diem is limited to the current BOQ (or contract hotel, if any) rate for each location unless the student provides certification of non-availability from the BOQ. Two exceptions to this requirement are for courses at AFIT (Dayton, Ohio) as AFIT provides billeting for all students, and training courses held in the Washington, D. C. Metro area, including Alexandria, Arlington, Crystal City, White Oak and Bethesda.
- Students attending courses at AFIT (Dayton, OH) may confirm lodging assignment one week prior to class by calling AFIT at DSN 785-6335.
- Per diem rates include the allowable amount for laundry, tips, dry cleaning, etc. Do not list them as additional expenses.

Legible copies of settled claims must be forwarded to the DON Registrar (by mail) within five days of receipt from your local travel office. Documentation required includes TDY orders (DD Form 1610 or equivalent); local travel claims (SF-1164 or equivalent); SATO ticket (or equivalent) showing cost of fare (if commercial transportation used); and settled travel voucher summary sheets showing a breakdown of expenditures, a DOV or COV voucher number, date of payment and check number. Mail to:

**DON Acquisition Training Registrar
NCAT (CMS)
Attn: Travel Coordinator, Bldg 216
5450 Carlisle Pike, PO Box 2033
Mechanicsburg, PA 17055-0784**

The DON Registrar will automatically cancel the associated travel authorization when a course cancellation request is received. Travel authorizations are not transferable. If student substitutions or class registration changes are made, a new travel request must be submitted for the new student and/or course and the original authorization must be canceled.

Questions pertaining to student registration should be directed to the DON Registrar at commercial (717) 790-2388 or DSN 430-2388. Questions on funds for student travel and per diem should be directed to the travel coordinator at commercial (717) 790-1025 or DSN 430-1025. The DON Registrar telefax number is (717) 790-4675.

APPENDIX I

ORGANIZATIONS ALLOCATED TUITION ASSISTANCE FUNDING

The following organizations receive annual tuition assistance allocations from the DACM and have designated an individual to oversee the execution of the program. Acquisition workforce members employed by these acquisition organizations their designated DON Acquisition Workforce Tuition Assistance Program (AWTAP) representative to apply for funding.

- Chief of Naval Operations
- Marine Corps Systems Command
- Military Sealift Command
- Naval Air Systems Command
- Naval Computer and Telecommunications Command
- Naval Facilities Engineering Command
- Naval Sea Systems Command
- Naval Supply Systems Command
- Office of Naval Research
- Space and Naval Warfare Systems Command
- Strategic Systems Programs

Individuals who do not fall under the above acquisition organizations should contact the AWTAP Coordinator to apply for tuition assistance:

- AWTAP Coordinator
- Naval Center for Acquisition Training
(Career Management Site)
- 5450 Carlisle Pike
- P.O. Box 2033
- Mechanicsburg, PA 17055-0784

Voice: (717) 790-2887 DSN (430)
Fax: (717) 790-1980 DSN (430)

APPENDIX J

ACQUISITION BUSINESS/MANAGEMENT DISCIPLINES

<u>Business/Management Disciplines</u>	<u>Typical Subject Areas:</u>
ACCOUNTING	Cost Accounting Standards
BUSINESS FINANCE	Business Communications Business and Personnel Business Statistics Cost Analysis Financial Cost Management Financial Planning and Analysis Inventory Management Resource Planning Risk Analysis
CONTRACTS	Acquisition Contracting Acquisition Management Business Communications in Contract Writing Business Contract Law Contract Administration Contract Law Contract Management Contract Pricing and Negotiation Contracting Management Cost and Price Analysis Government Contracting Government Contract Law Procurement Procurement and Contracting Procurement Management
ECONOMICS	Cost and Price Analysis Cost Analysis Economic Analysis Economic Principles and Decision Making Economics and Financial Management Economics Macroeconomics Microeconomics

APPENDIX J

**ACQUISITION BUSINESS/MANAGEMENT
DISCIPLINES** *(continued)*

Business/Management Disciplines

Typical Subject Areas:

INDUSTRIAL MANAGEMENT

Automated Systems in Logistics Management
Civil Engineering Management
Environmental Management
Engineering and Analysis
Logistics Management
Logistics and Material Management
Manufacturing Management
Materiel Acquisition Process and Support Systems
Property Disposal Management
Supply Management
Systems Management
Systems Engineering Technology
Warehousing Operations

LAW

Commercial or Business Contracts
Contract Law

MARKETING

Marketing
Market Analysis and Segmentation

**ORGANIZATION AND
MANAGEMENT**

Business Administration
Advanced Management (Math)
Business
Business Management
Business and Personnel Management
Computer Programming
Computer Programming and Systems Development
Computer Sciences, Data Processing
Data Entry and Automated Systems Input
General Management
Human Resource Development
Leadership and Group Decision Process
Management Science
Management and Leadership
Managerial Analysis
Manpower Management
Methods of Adult Education

APPENDIX J

**ACQUISITION BUSINESS/MANAGEMENT
DISCIPLINES** *(continued)*

Business/Management Disciplines Typical Subject Areas:

**ORGANIZATION AND
MANAGEMENT (cont)**

Organizational Behavior
Personnel Administration
Principles of Management
Quality and Reliability Assurance
Research and Development Management
Strategic Planning and Management
Survey of Program Operations

PURCHASING

Basic Purchasing

QUANTITATIVE METHODS

Business Statistics
Computer Science
Decision Risk Analysis
Operations Research
Probability Statistics
Quantitative Analysis
Statistics

APPENDIX K

SAMPLE FORMAT FOR EDUCATION GOALS AND REQUIREMENTS (Page 1)

Student Name:	SSN:
Telephone Number:	Career Field:
<p>SECTION F: EDUCATION: Document your degree(s) and other education goals and requirements below. All degrees and courses must be taken at an accredited college or university. Where noted, acquisition related business/management disciplines are: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.</p>	
<p>1. STATUTORY EDUCATION REQUIREMENTS: Check all statutory requirements from the DoD 5000.52M that apply to your position.</p> <p><input type="checkbox"/> A. Bachelor's/Baccalaureate degree.</p> <p><input type="checkbox"/> B. 24 semester credit hours of study from among the disciplines noted above.</p> <p><input type="checkbox"/> C. 24 semester credit hours in your primary career field and 12 semester credit hours from among the disciplines noted above or training in the disciplines noted above equivalent to the 12 semester credit hours requirement (see DAU catalog for approved equivalent courses).</p>	
<p>2. ACQUISITION WORKFORCE LEVEL I, II, and III CERTIFICATION IN YOUR PRIMARY CAREER FIELD: Check all required education specified for your career field and certification level from the current DAU catalog.</p> <p><input type="checkbox"/> A. Bachelor's/Baccalaureate degree. May require specified field of study (see DAU catalog).</p> <p><input type="checkbox"/> B. Bachelor's/Baccalaureate degree with 24 semester hours, or equivalent, in physical science, mathematics, chemistry, engineering, physics, operations research, or a related field.</p> <p><input type="checkbox"/> C. At least 24 semester hours among the disciplines noted above.</p>	
<p>3. CRITERIA FOR THE ACQUISITION PROFESSIONAL COMMUNITY: Check all required education (other than required by statute above) needed to qualify for entry into the DON Acquisition Professional Community:</p> <p><input type="checkbox"/> A. Bachelor's/Baccalaureate degree.</p> <p><input type="checkbox"/> B. 24 semester credit hours of study from among the disciplines noted above.</p> <p><input type="checkbox"/> C. 24 semester credit hours in your primary career field and 12 semester credit hours from among the disciplines noted above or training in the disciplines noted above equivalent to the 12 semester credit hours requirement (see DAU catalog for approved equivalent courses).</p>	
<p>4. DESIRED EDUCATION IN YOUR PRIMARY CAREER FIELD. Check all desired education specified for your career field (current and higher levels) from the current DAU catalog.</p> <p><input type="checkbox"/> A. 9, 12, 24 or more semester credit hours from among the disciplines noted above.</p> <p><input type="checkbox"/> B. 16, 32, or 64 semester credit hours of undergraduate work, with emphasis in business.</p> <p><input type="checkbox"/> C. At least 24 semester credit hours in your primary career field and 12 semester credit hours from among the disciplines noted above.</p> <p><input type="checkbox"/> D. One or Two 3 Continuing Education Unit (CEU) technical courses in a test and evaluation specialty area.</p> <p><input type="checkbox"/> E. Bachelor's/Baccalaureate degree. May require specified field of study (see DAU catalog):</p> <p><input type="checkbox"/> F. Bachelor's/Baccalaureate degree including 24 semester credit hours in the disciplines noted above (DANTES or CLEP equivalency exams may be included).</p> <p><input type="checkbox"/> G. Graduate studies in business administration or procurement</p> <p><input type="checkbox"/> H. Master's degree. May require specified field of study (see DAU catalog):</p> <p><input type="checkbox"/> I. Advanced degree in engineering, physics, chemistry, operations research, mathematics, management or related field.</p>	
<p>5. OTHER EDUCATION GOALS AND REQUIREMENTS. Check all other categories of education.</p> <p><input type="checkbox"/> A. Subsidiary Career Field Certification (mandatory courses)</p> <p style="margin-left: 20px;"><input type="checkbox"/> Level I Certification _____ Career Field(s)</p> <p style="margin-left: 20px;"><input type="checkbox"/> Level II Certification _____ Career Field(s)</p> <p style="margin-left: 20px;"><input type="checkbox"/> Level III Certification _____ Career Field(s)</p> <p><input type="checkbox"/> B. Desired courses for subsidiary career field(s)</p> <p style="margin-left: 20px;"><input type="checkbox"/> Level I Certification _____ Career Field(s)</p> <p style="margin-left: 20px;"><input type="checkbox"/> Level II Certification _____ Career Field(s)</p> <p style="margin-left: 20px;"><input type="checkbox"/> Level III Certification _____ Career Field(s)</p>	
Supervisor's Approval:	Date:

Training Representative Approval:	Date:
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DACM5 (Rev. 12/96)

APPENDIX L

**INSTRUCTIONS FOR COMPLETING THE REQUEST,
AUTHORIZATION, AGREEMENT, CERTIFICATION OF
TRAINING AND REIMBURSEMENT
(DD 1556)**

DD Form 1556: Follow instructions provided with the form for completing the items with the exception of the items listed below.	
ITEM	COMPLETION INSTRUCTIONS
A	Leave Blank (to be completed by the AWTAP Coordinator)
B	Leave Blank (to be completed by the AWTAP Coordinator)
6	Provide complete current home address for AWTAP Coordinator correspondence
7	Provide both office and telefax phone numbers
11/12	Enter the official name and address of your employing organization
13	You must fill in this block (obtain from your supervisor or administrative officer)
20	For Priority, enter 1 or 2 as per AWTAP Policy. Other blocks to be filled in per local instructions.
22	Enter in the course catalog number from the college or university
27	Leave Blank (to be completed by the AWTAP Coordinator)
29/30	Leave Blank (to be completed by the AWTAP Coordinator)
32	To be completed by student's supervisor
33	To be completed by training representative or other authorizing official
34	Leave Blank (to be completed by the AWTAP Coordinator)
Sec. E	To be completed and signed by student/authorized command official.

An example form is provided. All checked items must be completed prior to submission of the form to the AWTAP Coordinator.

APPENDIX M

DON ACQUISITION WORKFORCE TUITION ASSISTANCE PROGRAM (AWTAP) REPORT FORMAT

The report must be submitted in automated format (MS Excel preferred) as a data table via E-mail or floppy disk. The structure of the data table must follow the format below for field definition, with a record listed for each instance of tuition assistance funding by student and course for the period reported. Quarterly cumulative reports are due to the DACM by 15 January, 15 April, 15 July and 15 October for each previously ending quarter (fiscal year basis).

Field	Field Name	Type	Width	1556 Block	Notes
1	CLAIMANT	Character	10	-	Acquisition Organizations from List #1 below only
2	EMP_LOC	Character	10	11	Optional-Local Use
3	FUND_DATE	Date	8	34	Entered as a formatted date
4	NAME	Character	27	1	Last name, First Name, MI
5	SSN	Character	9	3	Typed as label-no dashes
6	PRIORITY	Numeric	1	20h	The number 1 or 2
7	COLLEGE	Character	35	19a	May Abbreviate
8	CRSE_NAME	Character	35	17	May Abbreviate
9	CRSE_NUMB	Character	12	22	May Abbreviate
10	R_O	Character	1	20j, 7/8	Resident courses use R, On-campus use O
11	START_DATE	Date	8	23a	Entered as a formatted date
12	END_DATE	Date	8	23b	Entered as a formatted date
13	CREDITS	Numeric	2	-	Enter appropriate number
14	FUNDING	Numeric	7.2	30	Dollars and Cents
15	STATUS	Character	1	-	From List #2 below only

1. The SSN must be typed as a label with no dashes--not as a number (show leading zeros)
2. Dates must use an accepted date format (dd/mm/yy, etc.)--do not enter as a label

List #1: Acquisition Organization Names (use one of these entries for Block 1)		List #2: Status Description (Use one of these entries for Block 15)	
CODE	DESCRIPTION	CODE	DESCRIPTION
NAVAIR	Naval Air Systems Command and associated PEOs activities	I	Incomplete or in process
NAVSEA	Naval Sea Systems Command and associated PEOs activities	C	Completed Satisfactorily
NAVSUP	Naval Supply Systems Command activities	W	Withdrawal or Failure
SPAWAR	Space & Naval Warfare Systems Command and associated PEO activities		
NAVFAC	Naval Facilities Engineering Systems Command activities		
USMC	Marine Corps Systems Command and associated PEO activities		
MSC	Military Sealift Command activities		
ONR	Office of Naval Research activities		
SSP	Strategic Systems Programs activities		
OPNAV	Chief of Naval Operations activities		
NCTC	Naval Computer & Telecommunications Command activities		

OTHER	All other activities not associated with the above organizations
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