

4th Estate DACM Operating Guide



- Drive Smart Business Decisions
- Optimize Constrained Resources
- Support Strategic Goals with Tactical Decisions

Our Shared Goal ... to place high priority students in the right training, at the right time and in the right location. To achieve our goal, it is imperative that we promote open communications and increase collaboration with all stakeholders.

4th Estate DACM

Vision

Enable the development of a high quality, high performing and mission capable Defense Acquisition Workforce

Mission

Collaborate, support and motivate the DoD Components outside the Military Departments to advance the Defense Acquisition Workforce Education, Training and Career Development Program and Human Capital Initiatives

Guiding Principles

- Enhance communications
- Partner with DAU and 4th Estate Agencies
- Expand DACM team value and capabilities
- Leverage and enhance enterprise capabilities
- Optimize student travel dollars
- Increase efficiencies through process standardization

As a Team, We Have the Ability to Maximize DAU Training Opportunities and Optimize Travel Funds, by ...

- increasing efficiencies
- promoting innovative practices
- fostering open communications
- making prudent business decisions
- adhering to shared policies and guidance



Record of Changes

Cover Date	Revision Date	Change Description
September 2011	—	Initial version of the guide.

Table of Contents



1. Introduction	5
1.1 Purpose	5
2. Registration for DAU Training	7
2.1 ACQTAS for Student Registration	7
2.1.1 Meeting Course Prerequisites	7
2.1.2 Registration of Employees outside of the 4 th Estate	8
2.1.3 ACQTAS User Support	8
2.2 Canceling Defense Acquisition University (DAU) Training and the 4th Estate No-Show Policy	9
2.2 Walk-in Policy	9
2.3 ACQTAS Career Management Functions	10
3. Civilian Student Travel Policy	11
3.1 Applicability	11
3.2 Use of Centralized Funding to Attend DAU Training	11
3.3 Travel Expense Authorizations	12
3.4 Using ACQTAS to Prepare Travel Orders	13
3.5 DFAS Reimbursement	15
4. BOQ Listing	17
5. DAU Course Quota Management	22
5.1 Open Seating and Course CAPs	22
5.2 Assigned Quota Allocations	22
5.3 Wait List Functionality	22
5.3 Out of Cycle Onsite Training Requests	23
6. References	24

1. Introduction



1.1 Purpose

This guide provides policies and procedures for career management of the Defense Acquisition Workforce within the 4th Estate community. This community is comprised of the Civilian workforce members employed by the DoD Agencies/Components outside the Military Departments (hereinafter, the "Defense Agencies" or the "Agencies").

This guide includes centralized processes and procedures to effectively manage the Defense Acquisition Workforce career management functions across the 4th Estate Community. Our priorities are to increase standardization, leverage resources and optimize acquisition workforce career development opportunities. This guide also describes the role of the Acquisition Training Application System (ACQTAS), which is used for DAU course registration and other career management responsibilities and functions.

Management of Defense Acquisition University (DAU) training quotas and travel funding to attend required training courses must be closely monitored to maximize training and travel dollars. Components are encouraged to develop internal processes and procedures that compliment and promote adherence to the 4th Estate DACM Operating Guide for effective implementation.

Tracking of organizational progress in relation to key metrics shall be maintained by each Component and made available to 4th Estate DACM representatives as deemed necessary. Senior Leaders within the Department often times request information with short suspense dates in preparation for making Department-wide decisions, Congressional inquiries and SECDEF metrics reporting. As a result maintaining data readiness is imperative.

A special thanks....

The Human Capital Initiatives and the 4th Estate DACM teams would like to give a heartfelt thanks to Mr. Jeff Birch for his service as the 4th Estate DACM over the past several years and for his work in developing this guide. His dedication has resulted in improved business processes, and he has represented the interests of the 4th Estate agencies well during his tenure. Mr. Birch started a new position as Deputy Director of the Federal Acquisition Institute (www.fai.gov) in January.



We wish him the best of luck!

1.2 Useful Career Management Information Not Covered In This Guide.

The 4th estate DACM Operating Guide addresses operational guidance for registering employees for DAU training and authorizing their travel. There are other resources that effectively address other career management concerns listed below.

Topic Area	Resources
AT&L Workforce Position Coding and Requirements	AT&L Workforce Desk Guide – Chapters 5 and 6 DoDI 5000.55 – For Data Reporting Requirements
DAWIA Certification	AT&L Workforce Desk Guide – Chapters 7 and 8 DAU iCatalog – Certification and Core Development Guides, Certification Facts, Meeting Educational Standards, Meeting Experience Standards
Continuous Learning Policy and Guidance	AT&L Workforce Desk Guide – Chapter 6F and Appendix F DAU Continuous Learning Center - Includes policy and guidance, CL modules, point credit information, training, and much more.
Defense Acquisition Corps Membership	AT&L Workforce Desk Guide – Chapter 6B and Appendix D

2. Registration for DAU Training



2.1 ACQTAS for Student Registration

The [Acquisition Training Applications System \(ACQTAS\)](#) shall constitute the sole means by which 4th Estate civilian Defense Acquisition Workforce members register for DAU training courses, track Continuous Learning Points (CLPs) and apply for certification online.

2.1.1 Meeting Course Prerequisites

All students must meet course prerequisite requirements prior to course attendance. These prerequisites are listed in the DAU iCatalog (<http://icatalog.dau.mil/>) in the 'Course Information' section.

- Prerequisites are met by:
 - Completing the designated DAU course
 - Completing an approved equivalent course (acceptable equivalent courses are listed online in the DAU iCatalog), **or**
 - Fulfilling the prerequisite course through an assessment of the student's previous education and training experiences against the prerequisite course competencies.
- During the registration process, ACQTAS will remind the applicant of the prerequisite requirement.
 - If these requirements will not be met prior to course attendance the employee should not submit their application.
 - If these requirements will be met prior to the course start date, then the applicant can still submit their application, but should include comments in the application if any of those requirements are not reflected on their DAU transcript.
- Component Quota Managers must ensure that prerequisites are met prior to course attendance. ACQTAS will automatically run a prerequisite check at the time of approval. If prerequisites are not met, then the Quota Manager can disapprove the application or select from the following reason codes:

Reason Code	Definition
Equivalent	Student completed an approved equivalent course(s).
Fulfillment	Student fulfilled the course(s) via the Fulfillment Program.

Pending	Student is currently enrolled in required prerequisite course(s) and should complete it prior to class start date.
Waiver	Component is postponing the need for the student to complete the prerequisite course(s). This reason code should not be used by Component Quota Managers except in exceptional circumstances (at most this should only be used a few times per year).

2.1.2 Registration of Employees outside of the 4th Estate

Allocated quotas, student travel and per diem in ACQTAS **shall not** be used to train Military members or contractors assigned to DoD Components.

- Military members are required to coordinate with their local organization's acquisition training officials and with the appropriate point of contact at the member's Military Department to obtain training quotas and travel funding.
- Links to DAU course registration systems and career management POCs for military members, contractors and federal employees can be found on the [Apply for a Course](#) page on the DAU website.

2.1.3 ACQTAS User Support

A variety of useful resources are available on the left hand side of the screen once a user is logged in to ACQTAS including Frequently Asked Questions, Tutorials, and User Guides. 4th Estate Defense Acquisition Workforce members may also contact the ACQTAS Help Desk by email or phone for assistance with any functions within the ACQTAS.

ACQTAS Help Desk
(703) 645-0161
Hours of Operation: 0730 – 1730 Eastern Standard Time
ACQTASHelp@asmr.com

All email inquiries sent to the Help Desk will be answered within one business day. Issues that require elevation, or that are complex in nature, may require more time. In these instances a response will be sent to the individual with the inquiry letting them know that their question was received, and provide an approximate resolution time.

2.2 Canceling Defense Acquisition University (DAU) Training and the 4th Estate No-Show Policy

With increased training requirements and limited training funds, it is imperative that students properly attend the DAU training that they have registered for. Failure to attend training or to cancel a reservation in a timely manner is costly and generally results in a “seat” not being filled and a lost training opportunity for another student. The following procedures must be followed to maximize training opportunities across the 4th Estate Community:

Cancellations

If a student is unable to attend a DAU class for which they have a reservation, they must submit a cancellation request using the [ACOTAS](#) system at least **10 working days prior to the reservation cutoff date**. This is the minimum time required to cancel a training registration and identify and register a potential substitute.

NOTE: Cancellations made after the 10 day requirement, will be documented, reviewed and appropriate action taken.

No Shows

No Shows are recorded if a student has a reservation in a class, is unable to attend the training and does not cancel the registration within the 10 day cancellation requirement.

A notification is sent to the student and supervisor requesting a justification for “No-Shows”. Justifications must be received within 14 days of the notification. Only under extenuating circumstances will a “No Show” justification be approved. A list of “No Shows” is provided to the 4th Estate DACM Office and training officials on a monthly basis.

NOTE: “No Shows” will be denied registration in future offerings of the course for a period of 90 days.

2.2 Walk-in Policy

Students are encouraged to try to attend DAU training on a walk-in basis if the class is local to them.

- Walk-in students (those students not on the class roster) will be required to provide documentation citing successful completion of prerequisite DAU course(s).

- Walk-in students who do not provide documentation will not be admitted to the course unless the supporting Region can verify prerequisite completions through a systems check.
- Waitlisted students are given priority in attending courses as a walk-in over students that are not on the waitlist.
- Workforce members shall not travel to attend courses as a walk-in basis
 - DAU walk-in policy gives preference to local students
 - Centralized DAU travel funding will not be provided to workforce members who attend courses as walk-ins

2.3 ACQTAS Career Management Functions

ACQTAS provides additional career management functions to include:

- [ACQTAS for Continuous Learning \(CL\)](#), used to register for CL courses and to enter and track related CL activities.
- [ACQTAS for Career Field Certification](#), used to apply for, process, and track Career Field Certifications.
- [ACQTAS for Acquisition Corps Management](#), used to apply for Acquisition Corps membership.
- [Defense Acquisition Workforce Automated Waiver System](#), used by career managers to prepare, process, track and report position and tenure waivers.

3. Civilian Student Travel Policy



3.1 Applicability

This policy applies to 4th Estate Defense Acquisition Workforce members that travel to attend DAU training and used the ACQTAS for course registration.

3.2 Use of Centralized Funding to Attend DAU Training

DAU centralized travel funding is available for allowable costs associated with attending DAU Training under the following criteria:

1. The cost effective location (CEL) was selected for training attendance (or justification was provided and approved for attending training at an alternate training location).
2. The TDY requires travel outside of the local area. Centralized funds are not used for local travel costs; employees must request these funds through their agency.
3. The student attending the training is approved as a Priority 1 or 2.

Training Priority	Definition
Priority 1	Training required to achieve position certification requirements
Priority 2	Requested for certification at a level higher than required by current position certification requirements
Priority 3	Cross certification in another career field, other than the primary position requirement
Priority 4	Training requested by non Defense Acquisition Workforce members
Priority 9	Federal civilian agencies, industry, walk-ins

NOTE: To expedite end of year budget closeout, all travel orders for the current fiscal year must be processed no later **August 31st of each fiscal year.**

3.3 Travel Expense Authorizations

All travel orders must be prepared in accordance with the Joint Travel Regulations (JTR). Three specific policies that pertain to DAU travel funding include:

3.3.1. Government Lodging Policy

To ensure prudent use of travel funds students are encouraged to maximize their use of government quarters when attending DAU training.

- To facilitate students' determination of government quarters availability, there is a link available on the travel worksheet in ACQTAS that will show a list of BOQs and their phone numbers.
- Students are not required to stay in the BOQ. However, in an attempt to control funds, it is in the government's best interest financially if the student chooses lodges at the BOQ.
- DAU will still make BOQ arrangements for students traveling to PMT 401 at Belvoir. Students traveling to other locations for PMT 401 will be asked to stay in a BOQ. However, if the student is uncomfortable with this arrangement, the full per diem rate will be approved for this course.

3.3.2. Rental Cars and Public Transportation

Rental cars will only be authorized when determined to be the most advantageous and cost-effective method of transportation.

- Agency travel managers should arrange for students to share rental cars to the maximum extent practicable. When 2 or more people are attending training from the same agency, then shared rental cars should be used with no more than 3 people per car. The travel manager is also responsible for lodging shared rental car students at the same location or within 10 miles of each other.
- Students are required to provide cost comparison documentation on their travel worksheets to demonstrate that rental car authorization would be cost advantageous when compared to public transportation.
- A Rental car is authorized for students with medical profiles that justify the need. Medical profile must be dated within one year of the travel date.
- Rental cars are not authorized in San Diego, California. Several eating establishments are located within close proximity to the training installation and there are several hotels within walking distance if the BOQ is unavailable or the student chooses to stay at a hotel.

3.3.3. Cost Effective Location Policy

The Cost-Effective Location (CEL) module in ACQTAS is used throughout the Defense Acquisition Workforce to maximize student throughput by saving TDY costs. This model works by projecting travel costs based on information in the student profile and other systems to suggest training opportunities with the lowest travel costs.

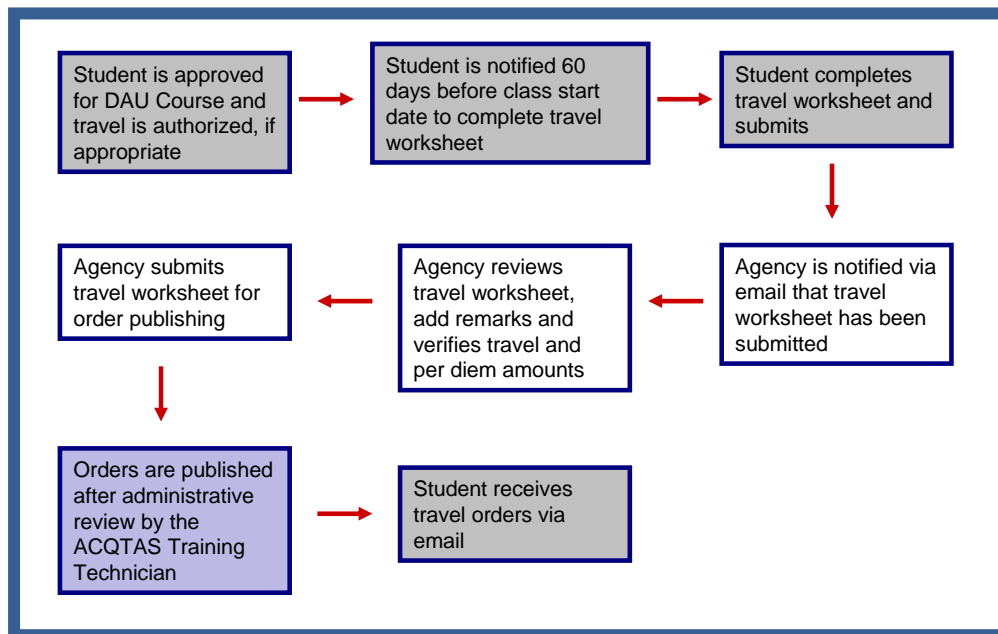
- At the time of registration, the system will suggest training at the location(s) with the lowest associated travel costs.
- If students select any of the cost effective locations recommended by the system, the student's application goes through the normal approval process. If a non cost effective location is selected, then the student is required to submit justification for taking the training at the alternate location.
- In instances where the additional cost of travel is less than \$250 over the CEL cost, quota managers are authorized to review the justification, and if appropriate, approve the application as a reservation.
- In instances where the additional cost exceeds \$250, travel managers have two options:
 - Approve the application using agency funding for an immediate reservation, or
 - Approve the application using DAU funding, which requires an additional approval by the 4th Estate Travel Technician before a reservation is made.

3.4 Using ACQTAS to Prepare Travel Orders

Students who are authorized for DAU travel funding should receive an email with instructions for preparing a travel worksheet 60 days prior to the class start date. Tutorials for using this system are available after the user logs into the system (<https://www.atrrs.army.mil/channels/acqtas/>) under the 'Help' menu on the left side of the screen.

Note: Never travel without approved travel orders. Your agency is responsible for funding any incurred travel expenses not approved in advance by a 4th Estate DACM representative.

The flowchart below outlines the process for creating travel orders in the ACQTAS.



Workforce members are required to complete a travel worksheet within 45 days of their travel date. Some examples of possible expenses when completing a travel worksheet are:

- **How are you traveling to class?**
 - Flying (what is the requested Air Fare cost)?
 - Driving POV (what is the requested mileage)?
 - Rental Car (what is the requested amount)?
 - Passenger of another Vehicle
- **What is your lodging information?**
 - Are you staying in BOQ (what is the Confirmation Number)
 - Are you staying at a local hotel (what is the BOQ non-availability number)?
 - What is the nightly cost for BOQ/Hotel?
 - Are you staying with family/friends?
- **How are you traveling while at class?**
 - Driving POV
 - Rental Car
 - Passenger of another vehicle
 - Local Conveyance
- **Are there additional expenses that you would like to request?**
 - Laundry
 - Telephone Calls
 - Hotel Taxes / Parking
 - Airport/Hotel Shuttle
 - Tolls
- **Do you have a Government Purchase Card?**
- **Are there any special circumstances that need to be addressed?**
 - Authorized leave in conjunction with travel

3.5 DFAS Reimbursement

When you return from travel a completed travel voucher must be submitted by one of the means listed below. DCMA, DISA, and DLA Employees use the DFAS location in Indianapolis, IN. All OTHER AGENCIES use the DFAS location at Rome, NY.

DFAS Indianapolis Voucher Submission (DCMA, DISA and DLA Employees)	
Fax	(317) 275-0150
Email (for Scanned Vouchers)	dfasintravelcolumbus@dfas.mil
Mail	DFAS Travel Pay Operations Dept 3700 8899 E 56th St Indianapolis, IN 46249

DFAS Rome Customer Service (Agencies <u>other than</u> DCMA, DLA, and DISA)	
Fax	(317) 275-0335
Email (for Scanned Vouchers)	dfasintravelcolumbus@dfas.mil
Mail	DFAS Travel Pay Operations ATTN: Travel 325 Brooks Rd. Rome, NY 13441

IMPORTANT: Completed travel vouchers must be submitted within **five days of return** to the appropriate DFAS office

When submitting your travel voucher for reimbursement, please include all copies of your orders and receipts (one copy of each should be sufficient). You should also include any copy of amended orders in addition to your original set of orders. Once DFAS has received the travel voucher, if disapproved, they send it back via mail to the address listed in the address section on the DD Form 1351. It is advised that you still update the address information even if the DD Form 1351 is not used.

To expedite travel reimbursement, a list of DFAS contact information is provided below. Customer Service should be the initial place to start if you have not received anything in regards to your reimbursement.

DFAS Indianapolis Customer Service (DCMA, DISA and DLA Employees)	
Vendor Pay (IND1)	1-888-332-7366 (317) 510-0300
-Travel - TDY Only -Vendor Pay Contracts	Option 1 Option 2
Transportation Payments Office (INDD)	1-888-425-7729 (317) 510-0566
-Customer Service -Disbursing & SF1034s -Loss and Damage -Excess Cost -Accounting and 110 Actions	Option 1 Option 2 Option 3 Option 4 Option 5
DNO-Directorate of Network Operations	1-888-332-7366 (317) 510-0566
PowerTrack	1-800-425-7729

DFAS Rome Customer Service (Agencies <u>other than</u> DCMA, DLA, and DISA)	
Vendor Pay	1-888-332-0527 (317) 709-6001

4. BOQ Listing

<u>STATE</u>	<u>BOQ Name</u>	<u>Training Site</u>	<u>CITY</u>	<u>Reservations</u>	<u>BOQ Rate</u>	<u>M&IE</u>	<u>MAX Lodging</u>	<u>Max Lodging Dates</u>	<u>ADDRESS</u>	<u>Phone Number</u>	<u>WEBSITE</u>
AL	Hotel Redstone	Redstone Arsenal	Huntsville	256-876-5713 256-876-8028	\$60.00	\$51.00	\$86.00	10/01-09/30	Goss Road Bldg 244 Redstone Arsenal, AL 25898	256-876-5713 256-876-8028	http://www.redstonemwr.com/lodging_&_leisure/armylodging.html
AL	University Inn	Maxwell AFB	Montgomery	334-953-7544	\$39.00	\$46.00	\$77.00	10/01-09/30	Montgomery, AL 36112-5000	334-953-1690 334-953-3931	http://dodlodging.net/vt_maxwell.htm
AZ	Army Lodging	Fort Huachuca	Fort Huachuca	520-533-2222	\$59.00	\$46.00	\$81.00	10/01-09/30	Bldg 43083 Glassford Hall Fort Huachuca, AZ 85670-2775	520-533-2222	http://www.mwrhuachuca.com/lodging.html
AZ	Fighter Country Inn	Luke AFB	Glendale	623-856-3941	\$39.00	\$71.00	\$106.00	10/01-12/31	Glendale, AZ 85309-5000	623-935-2641	http://dodlodging.net/VT_Luke.htm
						\$71.00	\$126.00	01/01-05/31			
						\$71.00	\$81.00	06/01-08/31			
						\$71.00	\$106.00	09/01-09/30			
CA	Fort MacArthur Inn	Los Angeles AFB	San Pedro	310-653-8296	\$54.00	\$71.00	\$123.00	10/01-09/30	Bldg 37 San Pedro, CA 90731-5000	310-653-8296	http://www.laafbforcesupport.com/recreation/lodging/index.html
CA	Navy Gateway Inn	Point Loma NMAWC	San Diego	1-877-NAVYBED	\$52.00	\$71.00	\$131.00	10/01-09/30	32444 Echo Lane Suite 100 Bldg 82 San Diego, CA 92417	619-524-0557	http://www.dodlodging.net/FLEET_ANTISUB.HTM
CA	Navy Gateway Inn	China Lake NAWS	China Lake	1-877-NAVYBED	\$65.00	\$46.00	\$77.00	10/01-09/30	China Lake NAWS Bldg 1395, Hussey Street China Lake, CA 93555-6001	760-939-2383	http://dodlodging.net/NAWS_CHINALAKE.HTM
CA	Navy Gateway Inn	Port Hueneme NBVC	Port Hueneme	1-877-NAVYBED	\$73.00	\$71.00	\$123.00	10/01-09/30	Bldg 1164, 36th Ave Port Hueneme, CA 93043-5001	805-985-2624	http://dodlodging.net/NCB_PORTHUENEME.HTM
CA	Missile Inn	Point Mugu NBVC	Point Mugu	1-877-NAVYBED	\$43.00	\$71.00	\$123.00	10/01-09/30	Point Mugu NBVC Missile Inn 311 Main Street Point Mugu, CA 93042-5001	805-989-8251	http://dodlodging.net/NB_VENTURACOUNTY.HTM

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CA	Navy Gateway Inn	Monterey Post Graduate School	Monterey	1-877-NAVYBED	\$76.00	\$71.00	\$126.00	10/01-06/30	Naval Postgraduate School1 University CircleMonterey, CA93943-5000	831-372-6133	http://dodlodging.net/NAVAL_POSTGRAD.HTM
						\$71.00	\$152.00	07/01-08/31			
						\$71.00	\$126.00	09/01-09/30			
CO	Pikes Peak Lodging	Peterson AFB	Colorado Springs	719-556-7851	\$52.00	\$66.00	\$84.00	10/01-09/30	Bldg 1042 Colorado Springs, CO 80914-5000	719-556-7851	http://dodlodging.net/VT_Peterson.htm
FL	Eglin Inns	Eglin Air Force Base	Valparaiso	850-882-8761	\$39.00	\$51.00	\$112.00	10/01-10/31	404 N 7th St Valparaiso, FL 32542-5000	850-882-8761	http://eglinforcesupport.com/activity/index.html?LDG_
						\$51.00	\$78.00	11/01-02/28			
						\$51.00	\$126.00	03/01-05/31			
						\$51.00	\$164.00	06/01-07/31			
						\$51.00	\$112.00	08/01-09/30			
FL	Navy Gateway Inn	Mayport NS	Mayport	1-877-NAVYBED	\$73.00	\$51.00	\$82.00	10/01-09/30	Bldg 425 Davis Hall Mayport, FL 32228	904-247-3964	http://dodlodging.net/NS_MAYPORT.HTM
FL	Navy Gateway Inn	Jacksonville NAS	Jacksonville	1-877-NAVYBED	\$63.00	\$51.00	\$82.00	10/01-09/30	Jacksonville NAS Mustin Rd, Bldg 11 Jacksonville, FL 32212	904-772-6000	http://dodlodging.net/NAS_JACKSONVILLE.HTM
GA	Pine Oaks Lodge	Robins AFB	Warner Robins	478-926-2100 478-926-6503	\$39.00	\$46.00	\$77.00	10/01-09/30	Robins AFB Bldg 557, Club Dr Warner Robins, GA 31093	478-926-2100 478-926-6503	http://www.robinservice.com/NEWWEB/missio nsupport/lodging/lodging .htm
GA	Fort Gordon Lodging	Fort Gordon	Fort Gordon	706-790-3676	\$63.00	\$51.00	\$84.00	10/01-09/30	Griffith Hall Bldg 250 Fort Gordon, GA	706-790-3676	http://www.fortgordon.com/lodging.php

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IL	Navy Gateway Inn	Great Lakes NS	Great Lakes	1-877-NAVYBED	\$65.00	\$71.00	\$173.00	10/01-11/30	2430 Luce Blvd Great Lakes, EL 60088	847-689-1485	http://dodlodging.net/NS_GREATLAKES.HTM
						\$71.00	\$128.00	12/01-03/31			
						\$71.00	\$166.00	04/01-06/30			
						\$71.00	\$146.00	07/01-08/31			
						\$71.00	\$173.00	09/01-09/30			
MA	Hanscom Inn	Hanscomb Air Force Base	Boston	781-377-2112	\$39.00	\$71.00	\$108.00	10/01-09/30	Hanscom Inn 1427 Kirtland St Hanscom AFB, MA 01731	781-377-2112	http://www.hanscomservices.com/Lodging.asp
MD	Patuxent River Navy Lodge	Patuxent River NAS	Patuxent River	1-877-NAVYBED	\$62.00	\$61.00	\$102.00	10/01-09/30	Naval Air Station 22103 Mandt Road, Bldg 406 Patuxent River, MD 20670-1138	301-737-2400	https://www.nexnet.nexweb.org/pls/nexlodge/lodge_page?p_lodge_number=25
MD	Swan Creek Inn/River Lodge	Aberdeen Proving Ground	Aberdeen	410-278-4373	\$70.00	\$56.00	\$84.00	10/01-09/30	Army Lodging APG AMSSB-GCF-A 2201 Aberdeen Blvd Aberdeen Proving Ground, MD 21005-5001	410-278-4373	http://old.armymwr.com/portal/myinstallation/catalog/swan-creek-inn-apg.html
NC	Airborne Inn	Fort Bragg	Fort Bragg	910-396-7700	\$53.00	\$51.00	\$91.00	10/01-09/30	Airborne Inn Lodging Office Bldg D-3601 Moon Hall Darby Loop Fort Bragg, NC 28310	910-396-7700	http://www.fortbraggmwr.com/lodging.php
NJ	Fort Monmouth Lodging	Fort Monmouth	Oceanport	732-532-5510	\$65.00	\$56.00	\$110.00	10/01-09/30	Bldg 270, Signal Ave Ft. Monmouth, NJ 07703	732-532-5510	http://www.fortmonmouthmwr.com/Lodging.html
NM	White Sands Lodging	White Sands Missile Range	White Sands	575-678-4559	\$70.00	\$56.00	\$79.00	10/01-09/30	Bldg 501 Aberdeen Rd White Sands Missile Range, NM 88002	575-678-4559	http://www.wsmrmwr.com/Lodging/Welcome.html

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OH	Wright-Patterson Inn	Wright Patterson AFB	Kettering/Dayton	937-257-3810 937-257-3451	\$39.00	\$56.00	\$81.00	10/01-09/30	Bldg 825, Area A 2439 Schlatter Dr Wright Patterson AFB, OH 45433	937-257-3451	http://dodlodging.net/vt_wrightpatterson.htm
Overflow for Wright-Patterson Inn Only:											
OH	Hope Hotel	Wright Patterson AFB	Kettering/Dayton	937-879-2696	\$70.00			10/01-09/30	Bldg 823, Area A Wright Patterson AFB, OH 45433	937-879-2696	http://clients.innroad.com/hope/property.aspx
OK	Indian Hills Inn	Tinker AFB	Tinker AFB	405-734-2822	\$39.00	\$66.00	\$82.00	10/01-09/30	4002 Mitchell Ave Tinker AFB, OK 73145-8101	405-734-5095	http://dodlodging.net/VT_Tinker.htm
TX	Inns of Lackland	Lackland Air Force Base	San Antonio	210-671-4277	\$54.00	\$66.00	\$106.00	10/01-09/30	San Antonio, TX 78236-5000	210-671-4277	http://dodlodging.net/VT_Lackland.htm
UT	Mountain View Inn	Hill AFB	Hill AFB	801-777-1844	\$39.00	\$46.00	\$77.00	10/01-09/30	5847 D Ave Bldg 146 Hill AFB, UT 84056	801-777-1844	http://dodlodging.net/VT_Hill.htm
VA	Fort Belvoir Army Lodging	Fort Belvoir	Fort Belvoir	703-704-8600	\$95.00	\$71.00	\$211.00	10/01-10/31	9775 Gaillard Rd Fort Belvoir, VA 22060	703-704-8600	http://www.belvoirmwr.com/lodging/#directions
						\$71.00	\$181.00	11/01-02/28			
						\$71.00	\$211.00	03/01-06/30			
						\$71.00	\$157.00	07/01-08/31			
						\$71.00	\$211.00	09/01-09/30			
VA	Navy Gateway Inn	Norfolk NS	Norfolk	1-877-NAVYBED	\$56.00	\$61.00	\$92.00	10/01-09/30	9075 5th Avenue Norfolk, VA 23511	757-391-1388	http://dodlodging.net/NS_NORFOLK.HTM
VA	Navy Gateway Inn	JEB Little Creek - Fort Story	Virginia Beach	1-877-NAVYBED	\$60.00	\$61.00	\$89.00	10/01-05/31	1125 Gator Blvd Virginia Beach, VA 23459-3297	757-464-6215	https://www.nexnet.nexweb.org/pls/nexlodge/lodge_page?p_lodge_number=6
						\$61.00	\$144.00	06/01-08/31			
						\$61.00	\$89.00	09/01-09/30			

<u>STATE</u>	<u>BOQ Name</u>	<u>Training Site</u>	<u>CITY</u>	<u>Reservations</u>	<u>BOQ Rate</u>	<u>M&IE</u>	<u>MAX Lodging</u>	<u>Max Lodging Dates</u>	<u>ADDRESS</u>	<u>Phone Number</u>	<u>WEBSITE</u>
VA	Navy Lodge	Naval Amphibious Base Little Creek	Norfolk/ Chesapeake	757-489-2656	\$68.00	\$56.00	\$89.00	10/01-05/31	1125 Gator Blvd Virginia Beach, VA 23459-3297	757-464-6215	https://www.nexnet.nexweb.org/pls/nexlodge/lodge_page?p_lodge_number=6
						\$56.00	\$144.00	06/01-08/31			
						\$56.00	\$89.00	09/01-09/30			
VA	Navy Gateway Inn	Yorktown NWS	Yorktown	1-877-NAVYBED	\$56.00	\$51.00	\$77.00	10/01-03/31	Nelson House Belzer Dr, Bldg 704 Yorktown, VA 23691	757-887-7621	https://www.cnmc.navy.mil/norfolk/Programs/BachelorHousing/Yorktown/index.htm
						\$51.00	\$91.00	04/01-08/31			
						\$51.00	\$77.00	09/01-09/30			
VA	Army Lodging	Army Logistics Management College	Fort Lee	804-733-4100	\$53.00	\$46.00	\$77.00	10/01-09/30	8025 Mahone Ave Fort Lee, VA 23801	804-733-4100	http://www.pcs-lodging.com/base/Fort-Lee.aspx

Highlighted Cells Have Adequate Local Conveyance

5. DAU Course Quota Management



5.1 Open Seating and Course CAPs

Resident training courses taught at DAU Regional locations are generally managed through an open seating process. The majority of seats in these courses are assigned as “open seats” that are available for use by any Defense Acquisition Workforce member. The Defense Agencies (4th Estate) are given a total allocation called a “course cap”, which limits the number of reservations that they can make in each DAU Course.

For the remainder of FY12, there is an open seating policy within the 4th Estate which allows agencies to make reservations against open seats as needed. Since quotas are not assigned by class number and location, it is the responsibility of each agency to prioritize students and make prudent, reasonable, and cost effective placement decisions while considering the calculations required by the Cost Effective Location (CEL) module as discussed in Chapter 3.

5.2 Assigned Quota Allocations

In some instances, quotas in specific class offerings are allocated to the Defense Agencies. Typically, these quotas are in local (onsite) class offerings, pilot class offerings for new DAU courses, and web based classes that are not rolling admission classes. When quotas are allocated to the Defense Agencies, they are “protected” and can only be used by Defense Agency employees until the class start date is within 65 days of the start date.

Quotas allocated to the Defense Agencies can be suballocated to a specific Defense Agency. Usually, quotas are suballocated in instances where agencies receive a local “onsite” offering, and the majority of quotas are suballocated to the hosting agency. When quotas are suballocated, they are “protected” and can only be used by one agency until the class comes within 75 days of the start date. At that time, all Defense Agencies can use the remaining suballocated quotas in the class.

5.3 Wait List Functionality

When quota managers are unable to approve a student as a reservation in a class, students can usually be approved onto a waiting list. Students have a chance of receiving a reservation in a class offering once it comes within 75 days of the class start date. When waitlisted students receive a seat in a course, it is system generated and based on the waitlisted date.

5.3 Out of Cycle Onsite Training Requests

To optimize training opportunities across the Department, out of cycle onsite training requests must be accompanied with a "by name" listing of students identified to attend subject training. This process ensures that the requesting Agency has appropriately identified a sufficient number of students to fill the onsite course offering.

The DAU Scheduling Department collects all onsite requests from the DACM's and builds a "Wish List". The "Wish List" of course requests are processed/scheduled based on instructor availability and receipt of training request. Hence, there is no guarantee that requested onsites will be added to the DAU training schedule. In the event that an out of cycle onsite training request is approved, the requesting agency will be notified immediately.

5.4 Substitution of Non-Priority 1 and Priority 2 Students

On a monthly basis, the 4th Estate Quota Manager will provide Component quota managers with a listing of individuals who are scheduled in high demand classes that are currently in the system as Priority 3 or 4. This report will be sent out 60 days in advance, and will include students scheduled in 4th Estate's top 10 courses, courses with CAP MET, courses within 20% meeting the established 4th Estate course CAP.

Component Quota Managers will be asked to verify that the students in the report are accurately coded as Priority 3 or 4. If they are, then agencies will be given an opportunity to substitute a Priority 1 student into the course (a list of alternate P1s from your organization will be provided with the report for convenience). As always, if students are moved between offerings, the Component Quota Manager should ensure that students are attending training at a cost effective location. If the quota manager cannot fill the Priority 3 or 4 seats with another student then the 4th Estate DACM Office reserves the right to find a substitute student with a higher priority level.

If the students identified on the report are inaccurately identified as a Priority 3 or 4 students, then Quota Managers should respond within 72 business hours of receipt of the email due to the high demand of these classes. In the response, the Quota Manager should provide justification for the re-coding of the student.

6. References

AT&L Workforce Desk Guide -

http://www.dau.mil/workforce/Shared%20Documents/DoD_Desk_Guide-060110c.pdf

DAU iCatalog - <http://icatalog.dau.mil/>

Joint Travel Regulations (JTR) - <http://www.defensetravel.dod.mil/site/travelreg.cfm>.