



Guidance for 4th Estate on Equivalency, Fulfillment, and Student Academic Policies and Programs Site **(as of 7-5-2016)**

The [Alternate Means of Obtaining Course Credit](#) page in the DAU iCatalog provides an overview of how the equivalency and fulfillment programs can be used by Defense Acquisition Workforce members to obtain credit for DAU training based on education, training and experience gained outside of DAU. The guidance below outlines procedures for 4th Estate workforce members (DoD Civilian employees that work for Defense Agencies or other Components outside of the Military Departments) to use to request credit through fulfillment or equivalency.

4th Estate Equivalency Program:

Defense Acquisition University (DAU) recognizes training providers who offer courses that have been certified equivalent to DAU curriculum courses and can be used to meet the requirements of the Defense Acquisition Workforce Improvement Act (DAWIA). A detailed description of the Defense Acquisition University Equivalency Program and a list of courses and effective dates can be found at: <http://icatalog.dau.mil/appg.aspx>.

It is important to note that these courses must have been completed during the specified effective dates. For example, if someone applied for equivalency credit for having completed SYS 229 "Integrated Test and Evaluation" at the Air Force Institute of Technology, then it could count towards credit in TST 203 taught by DAU. This completion would only be valid if the SYS 229 course was taken after 5/1/2008 but before 12/21/2009 (see <http://icatalog.dau.mil/appg.aspx>, then click on 'DoD Schools' to find this course listed and the Approval Period for the course). If the SYS 229 course was completed outside of these timeframes then equivalency cannot be used, however workforce members could use their completion of the SYS 229 course as part of their justification for fulfillment credit for TST 203 if they believe that they have achieved the course competencies for that course (see fulfillment procedures below).

The procedure to apply for a DAU Equivalency is as follows:

1. Upon graduation from a DAU course taught by an approved provider, forward a copy of your graduation certificate to your training supervisor for review.

2. Your Training Supervisor should then forward the graduation certificate to the Quota Manager for your agency (the person that gives final approval in the system to attend DAU training).
3. Your Quota Manager will verify that the graduation is acceptable according to the criteria found on <http://icatalog.dau.mil/appg.aspx>.
4. Upon verification, your Quota Manager must forward the graduation certificate via email to the 4th Estate Quota Manager at DoDDACMQuotas@asmr.com for entry into your training history. This will update the DATMS system and the graduation will then show up in your Training History.

4th Estate Fulfillment Program:

Defense Acquisition University (DAU) provides Acquisition, Technology and Logistics (AT&L) workforce members of the 4th Estate the opportunity to complete course prerequisites and functional training requirements through the Fulfillment Program. This program permits the assessment of a workforce member's demonstrated competencies (capabilities acquired through previous training, education, and/or experience) against the learning outcomes/objectives of select DAU courses.

Fulfillment Program details can be found at:
<http://icatalog.dau.mil/DAUFulfillmentPgm.aspx>.

The procedure to apply for DAU Fulfillment is as follows:

1. Complete [DD Form 2518](#), "Fulfillment of Mandatory Training Requirement." Send supporting documentation to your supervisor. After verifying packet completeness, the supervisor will sign the DD Form 2518 in Section II, Item 17, and forward the packet to the Agency's training officials/quota manager (the person who gives final approval in the system to attend DAU training). If you do not know who your quota manager is please contact datmshelp@asmr.com.
2. The Fulfillment Packet will include:
 - a. A completed fulfillment guide for the course (this can be found on the [DAU Blackboard](#)). This will include a brief statement on how the employee has met each competency that is covered in the course they are trying to fulfill. To be approved for fulfillment, the employee must meet at least 80 percent of the competencies within the course fulfillment guide.

b. Supporting documentation (e.g., resume, transcripts, certificates of completion) for any education, training, or experience that is referenced when completing the fulfillment guide in the previous step.

3. The Agency's training officials/quota manager will ensure completeness of the packet and forward it to the Agency's approving officials for review.

4. Once the fulfillment packet is reviewed by the approving officials, Agency training officials will forward approved fulfillment requests (to include all submitted supporting documentation) to the 4th Estate DACM Office for final review at DoDDACMFulfillment@dau.mil.

5. The 4th Estate DACM Reviewer will coordinate final approval of the fulfillment request and will document approved fulfillment packets as part of the training history. This will appear in the employee's Training History as a graduation from the fulfilled DAU course.

Processing Fulfillments for the Intelligence Community:

1. The 4th Estate DACM Office has delegated final approval of fulfillment requests within the Intelligence community to the Component Acquisition Executive of the Organization.

2. Organizations within the Intelligence community that approve fulfillment requests will have these packages audited by the DoD DACM Office no less than annually.