



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH, DEVELOPMENT AND ACQUISITION
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

APR 27 2012

MEMORANDUM FOR DISTRIBUTION

SUBJECT: FULFILLMENT FOR ACQUISITION AND CONTRACTING COURSES VIA
GRADUATE EDUCATION AT THE NAVAL POSTGRADUATE SCHOOL

Reference: (a) Department of Navy (DON) Defense Acquisition Workforce
Improvement Act (DAWIA) Operating Guide
(b) SECNAVINST 1524.2B Policies Concerning the Naval Postgraduate School
(c) OPNAVINST 1520.23B Graduate Education
(d) NAVPGSCOLINST 1550.1F Guidelines for Conducting Curricular Reviews

Pursuant to references (a) through (d), this memorandum provides policy and guidance regarding fulfillment of Defense Acquisition University (DAU) courses required for Defense Acquisition Workforce Initiative Act (DAWIA) certification in Contracting through completion of the Naval Postgraduate School (NPS) Master of Acquisition & Contract Management – 815/835 Curricular Programs and courses.

The Deputy Assistant Secretary of the Navy (Acquisition and Procurement) and Naval Postgraduate School (NPS) conducted a review of the Acquisition & Contract Management – 815/835 curricular courses and concluded the program adequately covers the learning objectives of acquisition and functional training targeted in DAU courses required for DAWIA Levels I, II and III training requirements in Contracting. This determination extends to previous graduates of 815/835 curricula.

Individuals who present evidence of successful completion of the NPS Acquisition & Contract Management – 815/835 curricular courses will receive fulfillment credit for DAU courses. Continuous Learning Certification requirements are not covered by this guidance.

Eligible 815/835 curricular course graduates may apply for fulfillment by submitting the following package:

- a. DD Form 2518 - Fulfillment of DOD Mandatory Training Requirement (Attachment I)
 - Block 2 - Include "CONxxx" "ACQXXX" and "HBSXXX" for Course Number
 - Block 3 - Include "All Acquisition and Functional Training for Contracting" for Course Title
 - Block 4 - Include "1-3" for Course Level

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- b. Justification for DD Form 2518 (Attachment 2)
- c. Academic transcripts

NPS Acquisition Chair is delegated approval authority for fulfillment applications for DAWIA Levels I through III acquisition and functional training courses in Contracting. Approving officials who certify fulfillment applications for Acquisition Chair approval must be at least an O-6 or GS-15 (or equivalent) and must have been Level III certified in the Contracting career field. Approved applications shall be forwarded to the DACM office at DACM.desk.fct@navy.mil for entry in the eDACM database.

DASN (AP) will oversee the fulfillment approval process. NPS shall submit a summary of students, courses and completion dates semi-annually with a copy to the DACM.

DASN (AP) will conduct periodic site visits to assess and review the NPS Acquisition & Contract Management curricula. A copy of the resulting DASN (AP) approved NPS crosswalk to DAU's DAWIA levels I/II/III curricula shall be provided to the DACM.

Points of contact for this initiative are CAPT Ken McKinley, Chief of Staff, DASN (AP) at (703) 614-9646; and Ms. Sylvia Bentley, Acquisition Workforce Manager, DACM at (703) 614-3284.


RENE THOMAS-RIZZO

for Director, Acquisition Career Management


ELLIOTT BRANCH

Deputy Assistant Secretary of the Navy
(Acquisition and Procurement)

Distribution:
Naval Postgraduate School
Dir, NACC

FULFILLMENT OF DOD MANDATORY TRAINING REQUIREMENT

Privacy Act Statement

AUTHORITY: EO 9397, November 1943 (SSN).

PRINCIPAL PURPOSE(S): To evaluate and determine the status of mandatory acquisition training. The purpose of soliciting the Social Security Number is for positive identification.

ROUTINE USE(S): The information provided is used for verification by the individual's supervisors and the individual's personnel office to ensure that mandatory acquisition training requirements have been fulfilled.

DISCLOSURE: Voluntary; however, failure to provide requested information may preclude an effective evaluation to determine an individual's status of mandatory acquisition training. Failure to provide the Social Security Number will not nullify the purpose or use of the requested information.

SECTION I - INDIVIDUAL REQUEST *(Type or print in ink)*

1. NAME <i>(Last, First, Middle Initial)</i>		2. COURSE NUMBER	
3. COURSE TITLE		4. COURSE LEVEL <i>(Entry, Intermediate, Senior, etc.)</i>	
5. STATEMENT I propose that the skills and knowledge provided by the DoD mandatory course identified above have been obtained by experience, education, equivalency test, or alternate training. Based on the attached justification, I request that this be considered fulfillment of the mandatory training requirement indicated.			
6. SIGNATURE		7. DATE SIGNED <i>(YYMMDD)</i>	8. SOCIAL SECURITY NUMBER
9. TITLE		10. SERIES	11. GRADE/RANK
12. OFFICE SYMBOL	13. LOCATION	14. CURRENT LEVEL <i>(Entry, Intermediate, Senior, etc.)</i>	15. DATE ENTERED CURRENT LEVEL <i>(YYMMDD)</i>

SECTION II - SUPERVISOR'S RECOMMENDATION

16. CONCURRENCE/NONCONCURRENCE <i>(X one)</i>			
a. CONCUR - INDIVIDUAL HAS GAINED REQUISITE SKILLS AND KNOWLEDGE AS PROPOSED IN SECTION I.		b. DO NOT CONCUR <i>(Return request to individual)</i>	
17. SUPERVISOR SIGNATURE			18. DATE SIGNED <i>(YYMMDD)</i>
19. DUTY TITLE		20. OFFICE SYMBOL	21. LOCATION

SECTION III - DISPOSITION

22. APPROVAL/DISAPPROVAL <i>(X one)</i>			
a. APPROVED		b. DISAPPROVED	
23. SIGNATURE OF APPROVING OFFICIAL			24. DATE SIGNED <i>(YYMMDD)</i>
25. DUTY TITLE		26. OFFICE SYMBOL	27. LOCATION