

## **Guidance for 4<sup>th</sup> Estate on Equivalency, Fulfillment, and Student Academic Policies and Programs Site** **(as of 2-11-2011)**

The [Alternate Means of Obtaining Course Credit](#) page in the DAU iCatalog provides a good 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 in the document below outlines procedures for 4<sup>th</sup> 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.

### **4<sup>th</sup> Estate Equivalency Procedure:**

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). It is important to note that these courses must have been completed during the specified effective dates.

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>.

### **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.
2. Your Training Supervisor must forward the graduation certificate along to your Agency's Quota Manager.
3. Your Quota Manager must 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 DoD Quota Manager ([DoDDACMQuotas@asmr.com](mailto:DoDDACMQuotas@asmr.com)).
5. The DoD Quota Manager will enter your graduation into ATRRS as an equivalent graduation. This will update the ACQTAS system and the graduation will then show in your Training History.

### **4<sup>th</sup> Estate Fulfillment Procedure:**

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 by exercising 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.

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

**The procedure to apply for a DAU Fulfillment is as follows:**

1. Go to <http://www.dau.mil/studentInfo/learning/DAUFulfillmentPgm.aspx> and complete a DD Form 2518. You will also need to provide supporting documentation to your Agency's Training Supervisor. This supporting documentation should 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 employee should generally meet at least 80 percent of the competencies within the course fulfillment guide.
  - b. Supporting documentation (e.g. resume, transcripts, certificates of completion) should be provided for any education, training, or experience that is referenced when completing the fulfillment guide in the previous step.
2. Your Training Supervisor must review the paperwork and forward it to the Approving Official for your Agency. Generally this is the Certification POC. If necessary, your Training Supervisor can contact the DoD Quota Manager at [DoDDACMQuotas@asmr.com](mailto:DoDDACMQuotas@asmr.com), to determine who the current Approving Official is for your Agency.
3. The Approving Official for your Agency must review and approve the fulfillment request.
4. Upon approval, the Approving Official must send an email notification of the fulfillment approval to the DoD Quota Manager, at [DoDDACMQuotas@asmr.com](mailto:DoDDACMQuotas@asmr.com).
5. The DoD Quota Manager will enter the approved fulfillment into ATRRS. This will update the ACQTAS system and the fulfillment will then show in your Training History as a graduation from the fulfilled DAU course.