



FULFILLMENTS & EQUIVALENCIES

(Defense Acquisition Talent Management System)

FULFILLMENTS

4th Estate Acquisition Workforce (AWF) members can complete course prerequisites and training requirements by exercising the Fulfillment Program. This program permits the assessment of a workforce member's demonstrated competencies, i.e., capabilities acquired through previous training, education, and/or experience, against the learning outcomes/objectives of select DAU courses.

Fulfillment is only available for workforce members serving in an acquisition position who are progressing towards DAWIA certification. The fulfillment program is applicable to DAU certification courses, excluding 400-level courses, and is not applicable to continuous learning courses, nor those courses taken in furtherance of a DAU Credential.

While fulfillment provides an option to obtain credit for coursework already mastered, the 4th Estate DACM believes there is great benefit to both the person and the organization to take the training required for certification. Fulfillment should only be used for highly qualified individuals. Before pursuing fulfillment, applicants should check with his/her Agency Career Manager, local Training Coordinator, and/or Quota Manager, for applicability.

The fulfillment process has been automated in DATMS. Depending on Agency configuration in DATMS, a fulfillment request can be initiated in one of two ways: **Enabled Invitation Setting** or **Disabled Invitation Setting**.

Enabled Invitation Setting: If the "invitation" setting is enabled for an Agency, an Agency Fulfillment Approver must send an invitation to an Employee before the employee can submit a fulfillment request. The **Enabled Invitation Setting** fulfillment process follows these steps:

1. Within DATMS (<https://www.atrrs.army.mil/datms/>), the Agency Fulfillment Approver sends an invitation to an employee to submit a fulfillment request.
2. The employee responds to the invitation and submits a fulfillment request.
3. The employee's supervisor reviews and processes the fulfillment request.
4. An Agency Fulfillment Approver (CAE-designated) reviews and processes the fulfillment request approval.
5. The 4th Estate DACM Office performs a quality assurance review and documents the approved fulfillment request to update the Employee's ATRRS training history.

Disabled Invitation Setting: If the "invitation" is set to disabled, an Employee can submit a fulfillment request without an invitation from an Agency Fulfillment Approver. The **Disabled Invitation Setting** fulfillment process follows these steps:

1. Within DATMS (<https://www.atrrs.army.mil/datms/>), the Employee submits a fulfillment request. **NOTE:** *For specific instructions, please refer to the "Additional Fulfillment Instructions" in this document.*
2. The Employee's Supervisor reviews and concurs with the fulfillment request.
3. An Agency Fulfillment Approver (CAE-designated) reviews and concurs with the fulfillment request approval.
4. The 4th Estate DACM Office performs a quality assurance review and documents the approved fulfillment request to update the Employee's ATRRS training history.

NOTE: *For additional information about the 4th Estate Fulfillment process, review the **Release Notes** in DATMS or consult the "Additional Fulfillment Instructions" in this document.*

Processing Fulfillments for the Intelligence Community

Unless otherwise indicated by Agency policy, completion of the fulfillment request form is the only action required for the Intelligence Community (IC) agencies. Supporting documentation should not be submitted in DATMS.

ADDITIONAL FULFILLMENT INSTRUCTIONS: LOCATE FULFILLMENT GUIDES

Fulfillment Guides for DAU courses can be accessed directly in DAU or as a link from DATMS. These guides contain the specific course objectives that must be addressed within a submitted fulfillment package. AWF members will need to show how their education, alternative training, and/or experience ensures they have met each course objective. Instructions to view the Fulfillment Guides are listed below.


Option 1: Directly from DAU

1. Navigate to icatalog.dau.edu and click the "Fulfillment" link in the **Alternate Means for Course Credit** section.
2. Locate and click the "Student Course Materials" link towards the bottom of the page.
3. Locate and click the **Course ID** for the course you wish to fulfill.
4. From the left side navigation, click the "Fulfillment Guide" link.
5. In the Fulfillment Guide screen, click the "Fulfillment Guide" link to view the course learning objectives that should be addressed within the submitted fulfillment request.

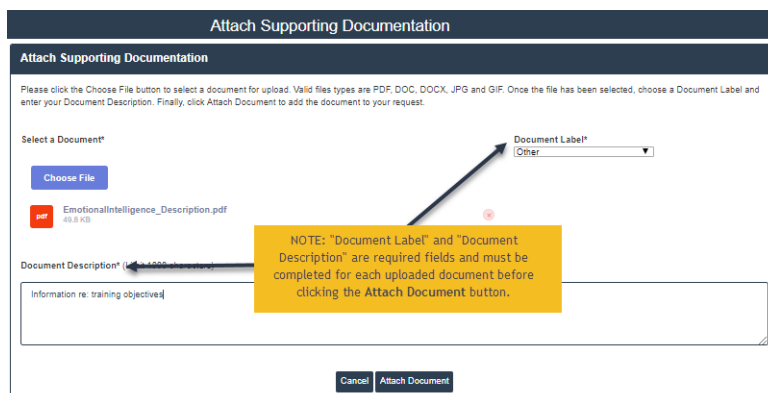
Option 2: Link from DATMS

1. Login to DATMS (<https://www.atrrs.army.mil/datms>) with your CAC.
2. Navigate to **My Career | My Fulfillment**.
3. Click the **Add Fulfillment Request** button.
4. Select a course from the drop-down list and click the **Create Request** button.
5. In the Fulfillment Request screen, click the "[Course ID] Fulfillment Guide" link, e.g., BCF 110 Fulfillment Guide, etc., to view the course learning objectives to address in the fulfillment request.

ADDITIONAL FULFILLMENT INSTRUCTIONS: SUBMIT A FULFILLMENT REQUEST

 **Best Practice:** To save time, ensure all your documents, e.g., certificates, resumes, etc., are ready and available prior to completing the instructions on how to submit a fulfillment request. Please review "Fulfillment Guidance and Examples" in this document prior to writing your fulfillment justifications.

1. Login to DATMS (<https://www.atrrs.army.mil/datms>) with your CAC.
2. Navigate to **My Career | My Fulfillment**.
3. Click the **Add Fulfillment Request** button.
4. Select a course from the drop-down list and click the **Create Request** button.
5. In the **Fulfillment Request** screen, click the "attach supporting documentation" link and follow your browser's instructions to select and upload files.
6. Once the document is uploaded, click the appropriate **Document Label** from the drop-down list.
7. Enter comments in the **Document Description** text box.



8. Click the **Attach Document** button. Repeat Steps 5-8 until all documents have been uploaded. A maximum of five (5) documents can be uploaded for each fulfillment request.
9. Enter remarks in the **Employee Remarks** text box, if needed.
10. Click the **Submit Request** button. System-generated notification text will display to confirm you have successfully submitted the fulfillment request.



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FULFILLMENT GUIDANCE AND EXAMPLES

A Fulfillment package includes a self-assessment that describes how each learning objective was achieved through experience, education, alternative training, or any combination of the three. Justifications should include the **How**, **Where**, and **When** the learning objective was met. For example, if obtained through experience, identify the assignment, assignment dates and specific duties. Where possible, acquisition workforce members should cite the types of behaviors they perform on the job that demonstrate the specific competency and are observable by others. If met through education, identify the course(s) and the competencies obtained in those courses that relate to each learning objective.

Example #1: Experience-Based Fulfillment Justification (Course ACQ 2030 – Competency: Develop portions of a source selection plan, including source selection criteria)

As both the Deputy Chief of Contracting (20XX-20XX) and the Director of Contracting (20XX-20XX) for XXX, I served as the Source Selection Authority (SSA) for many high dollar acquisitions. As the SSA, I was responsible for reviewing and approving the source selection plans to include the selection criteria.

- *A specific example of developing a source selection plan is my direct involvement in establishing the source selection criteria for a \$XXXM Multiple-Award Indefinite Order/Indefinite Quantity (IDIQ) for Multi-Functional Devices (MFDs). I also served as the SSA for this acquisition. As SSA I was responsible for reviewing and approving all evaluation criteria to ensure it was fair and equitable to the vendor base; as well as adequate to protect the government. I utilized the DoD source selection guide to ensure compliance and standardization with DoD requirements.*
- *The plan I developed involved assigning roles to my IPT, developing criteria to assess each proposal and identifying methods of pre-solicitation communication with defense contractors. The evaluation criteria used to evaluate proposals consisted of the factors and sub-factors that reflected the areas of importance to my organization's charter. Through the evaluation factors, my team and I were able to assess the similarities and differences and strengths and weaknesses of competing proposals and, ultimately, use that assessment in making a sound source selection decision. Ultimately we agreed on a well-integrated evaluation scheme which provided consistency, discipline, and rationality to the source selection process.*

Example #2: Education-Based Fulfillment Justification (Course: CON 1200 – Competency: Given acquisition situations, determine an appropriate contracting strategy, including the contract type and other incentives)

When completing the M.S. in Government Contracting Program, I had several courses that discussed contracting strategy and the type of contract incentives that should be used to achieve the best acquisition outcome for the government. One of these courses was titled 'Formation of Government Contracts', the competencies being fulfilled were also covered and discussed in my 'Pricing of Government Contracts' course. A copy of each course description has been attached.

Example #3: Alternative Training-Based Fulfillment Justification (Course: ACQ 1010 – Competency: Recognize the nature of team interaction, its principles phases, and how teams arrive at better solutions)

While at the Department of Homeland Security, I completed AQN 101 Systems Acquisition, which is similar to ACQ 1010, but does not have a DoD focus (it is focused on Department of Homeland Security Acquisitions). This course covered the nature of team interaction, including the role of Integrated Product Teams, team decision making, and the five stages of team development. A copy of the course description is attached as supporting documentation.

Note: While the AQN course is similar to ACQ 1010 in this case, some of the DoD specific competencies in ACQ 1010 would not have been covered in ACQ 1010. For example the competency "Identify the major institutions, key players, and acquisitions categories (ACATs) in the defense acquisition process" would likely not have been covered in AQN 101.



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EQUIVALENCIES

Defense Acquisition University (DAU) recognizes training providers who offer courses certified as 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 these courses must have been completed during the specified effective dates. Historically, applying for credit for an equivalency was a manual process. Recently, this process was automated in the Defense Acquisition Talent Management System (DATMS).

NOTE: A detailed description of the Defense Acquisition University Equivalency Program and a list of courses and effective dates can be found at <https://icatalog.dau.edu/appg.aspx>.

To apply for credit for a DAU Equivalent Course, follow these steps:

1. Upon graduation from a course taught by an approved equivalent provider, login to DATMS (<https://www.atrrs.army.mil/DATMS>).
2. Navigate to **My Career | DAU Training | My Equivalency**.
3. Click the **Add Equivalency Request** button.
4. Follow the guided steps to select the provider, course, and dates.
5. Click the **Find DAU Equivalent** button to locate the appropriate DAU course.
6. After selecting the DAU course, click the **Apply for This Equivalency** button.
7. Upload documentation, up to a maximum of five (5) documents.
8. Enter **Employee Remarks** (limited to 1000 characters) as needed.
9. Click the **Submit Request** button.
10. After reviewing and approving the equivalency request, the 4th Estate DACM office will update the Employee's training history.

Equivalency Request

Request Credit for DAU Equivalent Course(s)

Provider Equivalent Course(s)

Please select the Provider that taught the course:

DAU Approved Provider*

Gonzales McCaulley Investment Group, Inc (GMIG)

Please select the course that you completed and enter the Training Start and End dates for the course.

Provider Course	Training Start Date	Training End Date
ACQ 265 - Mission-Focused Services Acquisition	3/12/2018	3/16/2018

DAU Course(s)

DAU Course #	DAU Course Title	Training Dates Valid?
ACQ 265	ACQ 265	YES

Attachments

In order to receive equivalency credit, a copy of the course completion certificate(s) from the DAU provider must be attached to your request.

Attach Supporting Documentation (Maximum of 5)

File Name	Document Label	Description
Transcript.docx	Training Certificate	Completion Justification

Employee Remarks (Limit 1000 characters)

Please review the attached transcript

Cancel Submit Request

NOTE: After the equivalency has been approved, Employees should allow 24-48 hours for the record to reflect the change on his/her transcript.

FAI Certifications and Course Equivalency

FAC-C certification may transition into a DAWIA certification; additionally, some of the courses taken to achieve this certification may be equivalent to DAU courses.