

Training Registration

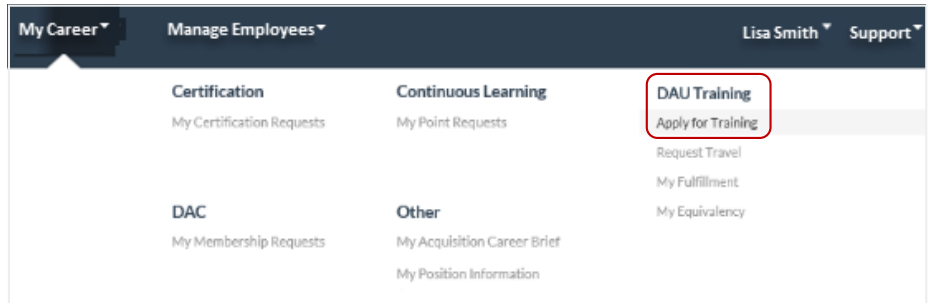


Available in August 2018, training registration for DAU resident courses will be available in the Defense Acquisition Talent Management System (DATMS) [<https://www.atrrs.army.mil/DATMS>]. This means students will be able to apply for DAU resident courses in the same system used for other acquisition career management functions.

HIGHLIGHTED FEATURES

→ EASY TO ACCESS

To apply for DAU Training within DATMS, navigate to **My Career** | **Apply for Training**.



→ IMPROVED SEARCH FUNCTIONALITY

Search for training by course number...



...or by title.



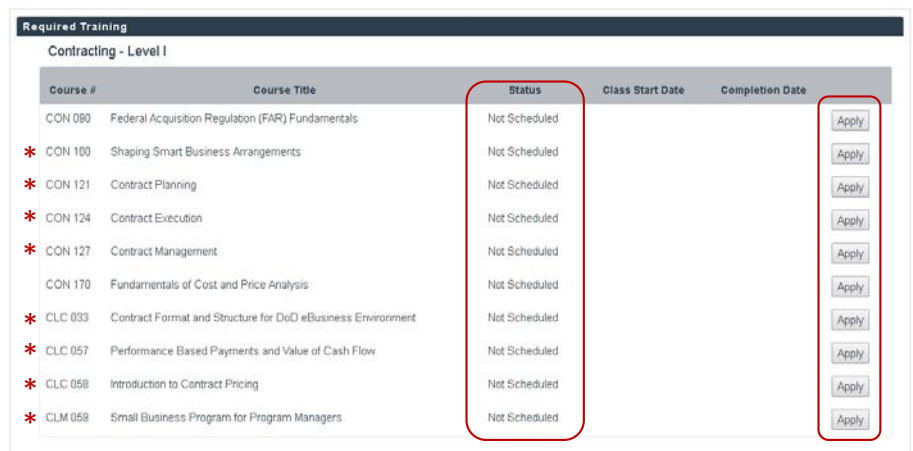
→ VIEW REQUIRED TRAINING STATUS & APPLY DIRECTLY FOR TRAINING

DATMS includes the required training for an employee's career field and level.

The status, e.g., Not Scheduled, Completed, Wait, Reservation, etc. display.

Click the **Apply** button to apply directly for a DAU course.

***NOTE:** Beginning August/September 2018, students will register for online courses through DAU's Virtual Campus.



The screenshot shows the 'Required Training' table for 'Contracting - Level I'. The table has columns for Course #, Course Title, Status, Class Start Date, and Completion Date. The 'Status' column is highlighted with a red box, and the 'Apply' buttons in the rightmost column are also highlighted with a red box.

Course #	Course Title	Status	Class Start Date	Completion Date
CON 090	Federal Acquisition Regulation (FAR) Fundamentals	Not Scheduled		
* CON 100	Shaping Smart Business Arrangements	Not Scheduled		
* CON 121	Contract Planning	Not Scheduled		
* CON 124	Contract Execution	Not Scheduled		
* CON 127	Contract Management	Not Scheduled		
CON 170	Fundamentals of Cost and Price Analysis	Not Scheduled		
* CLC 033	Contract Format and Structure for DoD eBusiness Environment	Not Scheduled		
* CLC 057	Performance Based Payments and Value of Cash Flow	Not Scheduled		
* CLC 058	Introduction to Contract Pricing	Not Scheduled		
* CLM 058	Small Business Program for Program Managers	Not Scheduled		



DATMS 2.0 MODIFICATIONS

RELEASE DATE: AUGUST 2018

Training Registration, continued...

➔ ENHANCED COST EFFECTIVE LOCATION (CEL) INFORMATION

In an effort to reduce travel costs, a cost effective module was integrated into DATMS.

- In order to assist the student with making the right training location choice, the designation -- **\$Best** -- displays to the right of the City/State when one or more cost effective classes are available at that location.
- In the "View Classes" detail screen, **\$Best** displays to the left of those classes that still have availability **AND** are cost effective. If a student selects a non-cost effective location, a justification will be required before the training request can be submitted.

Location View

After an employee selects a training location, in addition to highlighting CEL options, the next screen displays useful information including:

1. Next Start Date
2. Course Type
3. Estimated Travel Cost
4. Course Details
5. Number of classes and **View Classes** button
6. Number of available seats
7. Number of waits

FT BELVOIR , VA 22060 \$Best			CON 090	5	View Classes
FEDERAL ACQ REGULATION (FAR) FUNDAMENTALS			Course Details	24	Avail. Seats
Next Start Date	Course Type	Est. Travel Cost		2	Waits
11-26-2018	Instructor Led	\$00			

LINTHICUM , MD 21090			CON 090	4	View Classes
FEDERAL ACQ REGULATION (FAR) FUNDAMENTALS			Course Details	86	Avail. Seats
Next Start Date	Course Type	Est. Travel Cost		3	Waits
10-15-2018	Instructor Led	\$1121			

SAN DIEGO , CA 92147			CON 090	5	View Classes
FEDERAL ACQ REGULATION (FAR) FUNDAMENTALS			Course Details	0	Avail. Seats
Next Start Date	Course Type	Est. Travel Cost		0	Waits
10-15-2018	Instructor Led	\$3252 - \$6127			

ROCK ISLAND , IL 61299			CON 090	3	View Classes
FEDERAL ACQ REGULATION (FAR) FUNDAMENTALS			Course Details	0	Avail. Seats
Next Start Date	Course Type	Est. Travel Cost		0	Waits
11-26-2018	Instructor Led	\$3686 - \$3815			

Selected Location Class View

After clicking the **View Classes** button, detailed class options display.

Remember – the **\$Best** displays next to classes that still have seats **AND** are cost effective. In this example, Class 019 is the only one of the five CON 090 classes at Ft. Belvoir that is listed as cost-effective.

FT BELVOIR , VA 22060 \$Best			CON 090	5	Hide Classes
FEDERAL ACQ REGULATION (FAR) FUNDAMENTALS			Course Details	24	Avail. Seats
Next Start Date	Course Type	Est. Travel Cost		2	Waits
11-26-2018	Instructor Led	\$00			


CEL	Est Travel Cost	Class Number	CL Points	Reservation Close Date	Start Date	End Date	Avail. Seats	Waits	
	\$0	011	130	11/16/2018	11/26/2018	12/20/2018	0	2	Apply
\$Best	\$0	019	130	01/12/2019	01/22/2019	02/15/2019	24	0	Apply
	\$0	024	130	02/15/2019	02/25/2019	03/21/2019	0	0	Apply
	\$0	031	130	04/05/2019	04/15/2019	05/09/2019	0	0	Apply
	\$0	036	130	05/24/2019	06/03/2019	06/27/2019	0	0	Apply

Training Registration, continued...

→ INTUITIVE APPLICATION FORM

Employee Information

Name: LISA SMITH Email: lisa.smith@test.gov
Supervisor: KELLY MARSHALL Supervisor Email: kelly.r.marshall@test.gov
Agency: Missile Defense Agency
Job Series: 1102 Pay Plan: GS Pay Grade: 11
Career Field: Contracting Level Required: 1 Level Achieved: 0
Home Address: 1234 HOME STREET FAIRFAX, VA 22003 Work Address: 1234 WORKSTREET FORT BELVOIR, VA 22004



Key Student Resources:
Training History & Acquisition Career Brief links.

View Training History

View Acquisition Career Brief

Course Info

FY	School	Course	Phase	Class
2019	DAU CAPITAL & NORTHEAST REGION CAMPUS	CON 090		019
Course Title	FEDERAL ACQ REGULATION (FAR) FUNDAMENTALS		CLPs	130
Delivery Method	Resident		Reservation Close Date	11/16/2018
Class Location	FT BELVOIR, VA		Start Date	11/26/2018
Class Remarks			End Date	12/20/2018

Remarks

Justification for Site Selection

Non Cost Effective Location Justification limited to 1000 characters

Employees who select a non-cost effective location will be **REQUIRED** to add a justification comment.
NOTE: *There is a 1000 character limitation to the employee's justification comment.*

General Remarks and Prerequisite Waiver Justification

Remarks limited to 2000 characters

An additional Remarks textbox is provided – with a 2000 character limit – for **General Remarks** or those associated with a **Prerequisite Waiver Justification**.

Cancel

Submit Application

After clicking the **Submit Application** button, DATMS displays confirmation text stating a successful training application submission.

Submission Response

Success

Your application for CON 090 has been received and you will be notified of the decision when it has been reviewed.

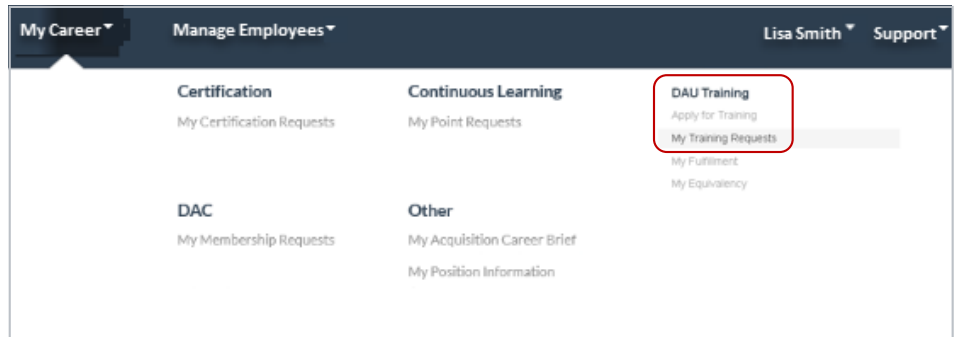
Manage My Training Courses

Find More Training Courses

Training Registration, continued...

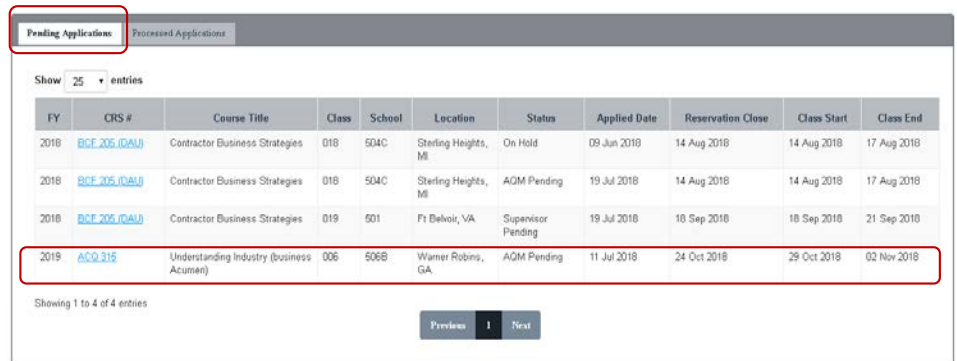
EXPANDED ACCESS TO VIEW PENDING & PROCESSED TRAINING REQUESTS

Navigate to **My Career | My Training Requests** to review pending & process application status.



The screenshot shows the 'My Career' navigation menu. The 'DAU Training' option is highlighted with a red box. Other options include Certification, Continuous Learning, DAC, and Other.

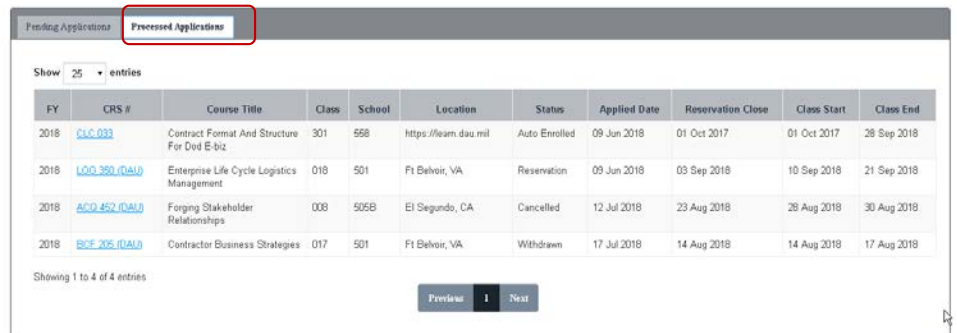
Training applications currently in the training workflow display in the **Pending Applications** tab. Employees can review information about a training application by selecting the course number.



The screenshot shows the 'Pending Applications' tab. A table lists training requests with columns for FY, CRS #, Course Title, Class, School, Location, Status, Applied Date, Reservation Close, Class Start, and Class End. The row for '2018 BCF 205 (DAU)' is highlighted with a red box.

FY	CRS #	Course Title	Class	School	Location	Status	Applied Date	Reservation Close	Class Start	Class End
2018	BCF 205 (DAU)	Contractor Business Strategies	018	504C	Sterling Heights, MI	On Hold	09 Jun 2018	14 Aug 2018	14 Aug 2018	17 Aug 2018
2018	BCF 205 (DAU)	Contractor Business Strategies	018	504C	Sterling Heights, MI	AGM Pending	19 Jul 2018	14 Aug 2018	14 Aug 2018	17 Aug 2018
2018	BCF 205 (DAU)	Contractor Business Strategies	019	501	Ft Belvoir, VA	Supervisor Pending	19 Jul 2018	10 Sep 2018	10 Sep 2018	21 Sep 2018
2019	ACQ 315	Understanding Industry (business Acumen)	006	506B	Warner Robins, GA	AGM Pending	11 Jul 2018	24 Oct 2018	29 Oct 2018	02 Nov 2018

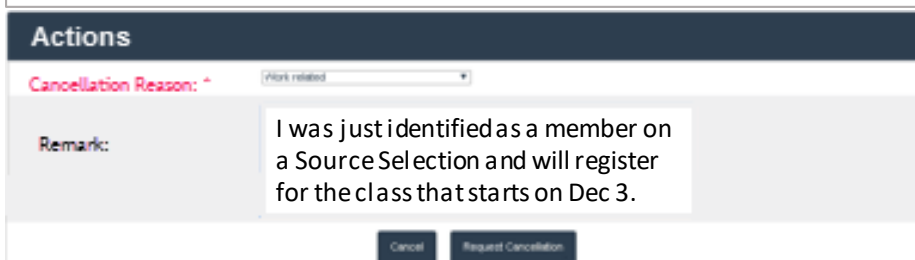
Select the **Processed Applications** tab to view processed training applications.



The screenshot shows the 'Processed Applications' tab. A table lists training requests with columns for FY, CRS #, Course Title, Class, School, Location, Status, Applied Date, Reservation Close, Class Start, and Class End. The row for '2018 CLC 033' is highlighted with a red box.

FY	CRS #	Course Title	Class	School	Location	Status	Applied Date	Reservation Close	Class Start	Class End
2018	CLC 033	Contract Format And Structure For DOD E-biz	301	558	https://learn.dau.mil	Auto Enrolled	09 Jun 2018	01 Oct 2017	01 Oct 2017	28 Sep 2018
2018	LQO 350 (DAU)	Enterprise Life Cycle Logistics Management	018	501	Ft Belvoir, VA	Reservation	09 Jun 2018	03 Sep 2018	10 Sep 2018	21 Sep 2018
2018	ACQ 452 (DAU)	Forging Stakeholder Relationships	008	505B	El Segundo, CA	Cancelled	12 Jul 2018	23 Aug 2018	28 Aug 2018	30 Aug 2018
2018	BCF 205 (DAU)	Contractor Business Strategies	017	501	Ft Belvoir, VA	Withdrawn	17 Jul 2018	14 Aug 2018	14 Aug 2018	17 Aug 2018

NOTE: To submit a cancellation request for an approved reservation or wait, click the course number to display the screen that will allow the user to enter a cancellation reason and then submit the cancellation request.



The screenshot shows the 'Actions' screen for a cancellation request. It includes a 'Cancellation Reason' dropdown, a 'Remark' text area, and 'Cancel' and 'Request Cancellation' buttons. The remark text is: 'I was just identified as a member on a Source Selection and will register for the class that starts on Dec 3.'