Training Enrollment and Walk-Ins

1. Online Training (OLT)

   a. Enrollment. Generally enrollment in DAU OLT is open to all users who meet the eligibility criteria to enroll in DAU training assets that is established by 10 U.S.C.A. 1746 (Defense Acquisition University). DAU’s mandate is to train the current Defense Acquisition Workforce. Additional information on eligibility is available at [https://www.dau.edu/faq/Pages/Eligibility-Registration.aspx](https://www.dau.edu/faq/Pages/Eligibility-Registration.aspx). Eligible users are U.S. federal employees, defense industry, North Atlantic Treaty Organization (NATO) students, select foreign nationals, and personnel associated with Foreign Military Sales (FMS) training packages.

   b. Students who meet the eligibility to take DAU training may request a DAU Account by completing the DAU System Authorization Access Request (SAAR) at [https://saar.dau.edu/](https://saar.dau.edu/). Guidance for completing the DAU SAAR is available at [https://www.dau.edu/faq/Documents/CreateDAUStudentAccount.pdf](https://www.dau.edu/faq/Documents/CreateDAUStudentAccount.pdf). Students may enroll in DAU training once the SAAR is processed and a DAU ID is issued.

   c. OLT enrollment period. Once enrolled, there is no time limit to complete the OLT. The student will have access to the training until such time that the OLT is retired (made unavailable). When that occurs, students will be notified of the pending retirement date in order to provide time for the student to complete the training. Those that fail to complete the course will be assigned an attrition code of “HZ” for “Other”.

2. Instructor Led/Virtual Instructor Led Training (ILT/VILT). Like OLT, enrollment in DAU ILT/VILT is restricted to users who meet the eligibility criteria as outlined in paragraph 1a above. All enrollment requests for ILT and VILT are assigned a priority code. The priority codes are outlined in paragraph 3 below. Enrollment responsibilities/information based on the type of student is outlined below.

   a. U.S. federal employees. DoD components’ and agencies’ Directors, Acquisition Career Management (DACM)/Acquisition Talent Management (DATM) as well as the Federal Acquisition Institute (FAI) for other federal departments and agencies are responsible for coordinating and executing the enrollment functions of their personnel for DAU scheduled training. Access to the DoD component/agency and FAI registration systems is provided through the DAU website at [https://www.dau.edu/training/p/apply-for-a-course](https://www.dau.edu/training/p/apply-for-a-course).


   c. Foreign Nationals. Military and civilian employees of a foreign government must apply for DAU training through their country’s training officer. That officer will coordinate the training request through the U.S. Army Security Assistance Officer in the Office of Defense Cooperation or an appropriate official in the U.S. Embassy. The U.S. Army Security Assistance Training Field Activity (SATFA), the executive agent for foreign members attending DAU training, will process
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Each individual’s application through appropriate channels. The SATFA will coordinate all training requests with the Registrar for Defense Industry, FMS, and NATO Students at https://www.dau.edu/faq/p/FLN-Account-Creation.

(1) Military and civilian employees of countries that are NATO members should initiate their training requests through the SATFA by phone at 757-501-5872 or email at: usarmy.jble.tradoc.mbx.hq.tradoc-satfa-poc@mail.mil. The SATFA desk officer for NATO affairs will connect the student with appropriate NATO training officials to process and coordinate the training request.

(2) A non-U.S. citizen employed by a U.S. defense industry corporation, working for a foreign corporation that has a contract with DoD or any of the military departments, or who is assigned to a U.S. military agency or activity may be eligible to apply for DAU training. For information about applying for training, contact the Industry Registrar at https://www.dau.edu/faq/p/FLN-Account-Creation

3. Priority of Enrollment. The following priorities apply for attendance in DAU Instructor Led Training/Virtual Instructor Led Training (ILT/VILT):

- Priority 1: Defense Acquisition Workforce members required to meet position training requirements.
- Priority 2: Defense Acquisition Workforce members striving to meet certification standards at a higher level than required within their assigned functional area.
- Priority 3: Defense Acquisition Workforce members striving to meet cross-functional certification standards.
- Priority 4: DoD Personnel. Components and agencies may subdivide these categories or assign additional priorities below priority 3 as required to meet their unique needs.
- Priority 9: All others. This includes industry and other government agencies.

4. Walk-ins for ILT or VILT. An ILT walk-in is a student who does not have a confirmed seat reservation but shows up at the beginning of training in an attempt to secure a vacant seat. A walk-in may or may not be on the wait list for the specific training offering. VILT walk-ins are evaluated on a case-by-case basis after the reservation close window.

   a. Wait List Students. Students on the wait list have been properly registered by their component/agency DACM/DATM and will be seated in the following priority order:

   - 1st Priority 1 students on the wait list
   - 2nd Priority 2 students on the wait list
   - 3rd Priority 3 students on the wait list
   - 4th Priority 4 students on the wait list
   - 5th Priority 9 students on the wait list

   b. Non-wait list Students. Students NOT on the wait list will be considered AFTER wait list students. Preference will be given to Priority 1-9 students not on the wait list as listed in paragraph...
4.a. above assuming the student can demonstrate their priority by presenting documentation such as a copy or screen shot of their acquisition training record from their component system that identifies them, their acquisition functional area and level required. Students are urged to get on the training wait list before attempting to secure a seat as a walk-in.

c. All walk-in students must present appropriate Government-issued photo identification for admission. If the student is not on the wait list, the student must also provide proof that they have completed the necessary prerequisites. If the training has pre-work requirements and walk-ins are authorized as annotated on the concept card in the iCatalog, the student may be refused entry if the pre-work is not complete and presented on or before the start of the training, regardless of whether or not the student is on the wait list.

d. Students attempting to secure a seat as a walk-in are strongly advised NOT to travel. Students incurring travel expenses do so at their own risk.

e. The supporting campus student services representative is responsible for providing the lead instructor a copy of the wait list not later than 30 minutes before the start of the training. The designated campus student services representative will follow local campus procedures for advising the lead instructor.