Prerequisite/Pre-work, Training Requirements and Hours

1. **Background.** To develop a comprehensive curriculum that (1) meets the needs of the Defense Acquisition Workforce, (2) complies with accreditation standards, (3) is within available resources, and (4) promotes learning, DAU builds frequently upon the knowledge and skills gained from other DAU curricula. Accordingly, DAU has established training prerequisites for many training events that must be met in order to register. Students are not only required to meet prerequisites but also must be competent in prerequisite knowledge and skills. These requirements are deemed essential for successful participation in a higher-level training where functional specialization is emphasized or higher-level curricula are designed to enhance capabilities in a primary specialty or functional area.

2. **Establishing Training Prerequisites**
   
   a. Once established, training prerequisites usually will not be modified. Should an additional requirement be identified that facilitates the learning process, the inclusion of the additional requirement will not be imposed but “recommended” for current fiscal year offerings before being imposed for future fiscal year offerings. Changes to prerequisites normally are identified by the first Monday in January of the fiscal year preceding implementation.

   b. Training prerequisites are listed in the iCatalog on the training concept cards along with the description and other unique information.

3. **Meeting Training Prerequisites.** Prerequisites may take different forms such as specified DAU training, individual grade/position requirements, or work experience requirements. Requirements other than coursework will be noted on the training concept card and are intended to refine the target group and optimize the outcomes for the student.

   a. All students must meet prerequisites unless the requirement has been waived. See paragraph 4 below.

   b. Prerequisites are met by 1) completing the designated DAU training; 2) completing an approved equivalent (acceptable equivalent products are listed online in the DAU iCatalog); or 3) by the student’s component determining that the student has fulfilled the requirements of the prerequisite(s) by assessing the student’s previous education and training experiences against the prerequisite training learning outcomes. Please note that the DAU Fulfillment Program does NOT extend to 4000-level coursework. Information on the DAU Fulfillment Program is online in the DAU iCatalog.

   c. The prerequisite also may be met if the student has completed the predecessor training to the prerequisite as long as the predecessor has not expired at the time of registration.

   d. Walk-in students NOT on the wait list will be required to provide documentation citing successful completion of prerequisite DAU training. Walk-in students who do not provide appropriate documentation will not be admitted to training. Appropriate documentation includes the following:

      • The student’s DAU transcript,
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- An equivalent product completion certificate, or
- A complete and approved DD Form 2518, Fulfillment of DoD Mandatory Training Requirement.

4. Waiving Training Prerequisites

a. Students who do not meet the training prerequisite stand a greater risk of failure. However, to facilitate a student’s immediate registration or meet organizational or student needs, prerequisites may be waived for all training levels except the 4000-level training. The justification for a waiver must be documented within the component or agency registration system.

b. The authority to waive prerequisites for an individual student on a case-by-case basis rests with:

- Component Directors, Acquisition Career Management (DACM)/Acquisition Talent Management (DATM) or their representative for DoD students;
- Director, Federal Acquisition Institute (FAI)/agency head or their representative for federal government (other than DoD) students; and
- DAU, Director, Performance and Resource Management (PRM) for industry students.

c. For Defense Acquisition Workforce students, the preferred approach in lieu of a waiver is to exercise the DAU Fulfillment Program before approving a registration.

d. Prerequisites for 4000-level DAU training (4000-level training prerequisites, grade, position, or work experience requirements) may NOT be waived for attending 4000-level DAU training.

5. Failing to Meet Training Prerequisites. Students failing to meet training prerequisites will be refused entry to a course if the student is a walk-in and not on the wait list. DAU personnel will NOT refuse entry to training by any student failing to meet training prerequisites if the student has been properly registered, enrolled, or wait listed through their components’ registration system.

6. Pre-Work Requirements. Many instructor led training (ILT)/virtual instructor led training (VILT) have pre-work requirements to facilitate the effective delivery of the training material. These requirements will be articulated to the student either upon enrollment or when the student logs on to DAU’s content management system per instruction in the enrollment notice. Students are expected to complete all pre-work requirements prior to attending the offering.

a. Most pre-work requirements are assessed activities that will affect the student’s ability to achieve mastery criteria. Pre-work requirements may account for as much as 20 percent of the student’s overall academic performance. Students who fail to complete the pre-work may find it difficult to achieve mastery criteria, especially if the pre-work accounts for 15-20 percent of the mastery criteria.

b. Students should review the concept card in the iCatalog before planning to secure a seat through the walk-in process. Students will be refused entry for training that states “Pre-work required/Walk-ins NOT authorized.” For training that states “Pre-work required/Walk-ins
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authorized,” students are responsible for completing the pre-work requirement before attempting to walk-in. Failure to do so may result in being refused entry to the class.

7. Training Requirements and Hours

a. As a complement to the standards of conduct outlined in Attachment 1, Student Standards of Conduct and the mastery standards outlined in Attachment 7, Student Assessment and Evaluation, students are expected to complete ALL training requirements to graduate.

b. ILT/VILT typically meet for up to 8 hours a day. This does not include time for lunch and other breaks in the schedule. Many training events have out-of-class activities (homework) that must be completed on the student’s own time to successfully master a curriculum. Homework is not considered part of the normal training day and is not a justification for requesting overtime pay (premium pay). Premium pay for time spent in training is generally prohibited by Federal regulation. 5 CFR § 410.402(a) specifies that “an agency may not use its funds, appropriated or otherwise available, to pay premium pay to an employee engaged in training by, in or through Government or non-government facilities.” There are a few exceptions for extraordinary circumstances that generally do not pertain to DAU training or students. This prohibition does not restrict a student’s employing agency, at its discretion, from allowing travel compensatory time for extra hours spent traveling to or from a training site.

c. While overtime is not permitted for training activities, some agencies may agree to provide compensatory time or credit hours for time spent studying/Preparing for DAU classes that extends beyond the normal duty day. Such decisions are entirely at the discretion of the student’s parent agency for both ILT/VILT and online training (OLT). DAU has no authority to authorize or recommend compensatory time or credit hours for students that are not DAU employees.

d. OLT and pre-work requirements are intended to be completed during normal work hours at the student’s place of work. The expected time to complete any particular OLT is a reflection of the continuous learning points assigned where one point equals one hour. The points are calculated following the protocols established by the American National Standards Institute (ANSI)/International Accreditors for Continuing Education and Training (IACET) and may or may not reflect the time required by an individual student.

8. Responsibilities

a. Director, Production, Coordination and Optimization (PCO); Dean, Defense Systems Management College (DSMC); Dean, College of Contract Management (CCM)

(1) Ensures appropriate training prerequisites are established for their assigned training.

(2) Ensures the Director, Performance and Resource Management (PRM) is advised of all training prerequisites, changes, and effective dates.
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b. Director, Performance and Resource Management (PRM)

(1) Communicates changes to training prerequisites within DAU and to the components, ensuring that the registration system(s) supporting DAU training registrations is/are maintained with current and future prerequisites.

(2) Determines adherence to the training prerequisite directive through periodic reviews with the DACMs/DATM.

(3) Provides training registration services for industry students and establishes a process to evaluate the training and experience of industry students to ensure they have the potential to complete the curricula and to contribute industry perspective and experience.

c. Regional and College Deans

(1) Screen walk-in students who are not on the wait list for meeting training prerequisites. Students who cannot show documentation that supports their successful completion of a DAU prerequisite training, an equivalent product offered by a certified equivalent training provider, or a DD Form 2518, Fulfillment of DoD Mandatory Training Requirement will NOT be admitted to the course.

(2) Ensure that a class roster (official listing of students eligible to participate) is published in accordance with local regional policy.

(3) Collect data as deemed appropriate for students experiencing academic difficulties who were waived into training for discussions with DAU senior leadership regarding the appropriateness of current training prerequisite policies.