

Requesting A DAU Course Fulfillment

Follow the steps below to submit a request for DAU course fulfillment

1. Reference the DoN DAWIA Operating Guide Chapter 13.9, DAU Course Fulfillment.
2. Reference the DAU fulfillment program at this URL:
<http://icatalog.dau.mil/DAUFulfillmentPgm.aspx>.
3. Click on the link in the second bullet point under 'Please Note:' to download the DD form 2518, Fulfillment of DoD Mandatory Training Requirements.
4. Click on the Student Course Materials image in the bottom center of the screen.
5. Locate the course desired for fulfillment in the 'Public Use Course List' to the right and click on the course number.
6. When the 'Blackboard Academic Suite' appears click 'Fulfillment Guide' on the left side of the page.
7. Click 'Fulfillment Guide' to the right of the globe icon to open the self assessment worksheet as an Adobe PDF file, or as an Excel spreadsheet, depending on the course.
8. Complete the self assessment and address the competencies identified therein, and obtain the required approvals in accordance with Chapter 13 of the DoN DAWIA Operating Guide.
9. Provide your complete fulfillment package to your Training POC and/or DAWIA Program Director (DPD). The Training POC and/or DPD shall email the eDACM Support Team at eDACM_Support@navy.mil, and provide the following information:
 - Individual's First and Last Name
 - Individual's Command/Organization
 - DD Form 2518 signed by the appropriate approval authority, in accordance with the DoN DAWIA Operating Guide
 - Completed Fulfillment Guide with justification of how competencies were achieved

You will receive an email from the eDACM Support Team indicating that the fulfillment request has been processed. Individuals can expect to see their course fulfillment displayed on their DAWIA Transcript within 3 business days after it has been entered into ATRRS.