



DEFENSE INFORMATION SYSTEMS AGENCY

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TRAINING OR TECHNICAL EDUCATION

Registration and Attendance Standard Operating Procedure

1. Purpose. This SOP prescribes procedures and assigns responsibilities for registration and attendance of employees approved to attend Defense Information Systems Agency (DISA) centrally funded training.

2. Applicability. This SOP applies to DISA and Joint Force Headquarters - Department of Defense (DoD) Information Network (JFHQ-DODIN) civilian and military personnel. This SOP does not apply to contractors. Contractors are not authorized to attend centrally funded training.

3. Authority. This Instruction is published in accordance with the authorities contained in the following:

3.1 5 U.S.C. Chapter 41 §4103, Establishment of Training Programs

3.2 5 CFR §410.303, Employee Responsibilities

3.3 5 CFR §410.405, Protection of Government Interest

3.4 Chairman of the Joint Chiefs of Staff Instruction 3500.01J, Joint Training Policy Guidance for the Armed Forces of the United States, 13 January 2020

3.5 DoD Directive 1322.18, Military Training, 3 October 2019

3.6 DoD Instruction 1400.25, DoD Civilian Personnel Management, Volume 410, Training, Education, and Professional Development, 25 September 2013

3.7 DISA Instruction 220-15-55-551, Administration, Overtime and Compensatory Time for Civilian Personnel

3.8 DISA Instruction 220-15-55-610, Administration, Hours of Duty for Civilian Personnel

4. Standard Operating Procedure

4.1 Registration. Employees may submit a training request, also known as a registration, for a centrally funded training course using the DISA Online Training System (DOTS) located at <https://cmis.disa.mil/training/dots3/main.cfm>. Employees shall ensure the training request is in keeping with their Individual Development Plan (IDP) and/or Competency Assessment Training Plan in DTMS.

4.2 Approval. Supervisors shall review the employee's IDP and Training Plan prior to approving or denying an employee's registration. Supervisors are required to approve or deny the request in DOTS within ten (10) working days.

4.3 Attendance.

4.3.1 Employees are responsible for attending and completing, approved centrally funded training in its entirety.

4.3.2 Employees may only attend one training course at a time.

4.3.3 Time spent in training, education, and professional development activities during regular working hours is the appointed place of duty and duty hours.

4.3.4 While in training, the registrants must: sign into the classroom using their full name as it is recorded in the Corporate Management Information System, complete the pre- and post-course assessments, actively participate in the course, and complete the end of course survey.

4.4 Withdrawals.

4.4.1 An employee may withdraw from a course no less than fifteen (15) working days prior to the course start date.

4.4.2 Registrants must navigate to DOTS and under the "DISA Catalog Classroom Training" heading click on "Approval Status/Cancel." From here, registrants *must* click the *cancel button* which is located at the end of the row of the course listing.

4.4.3 If an employee must withdraw from a course within fifteen (15) or less working days prior to the course start date, individual must notify the Workforce Development Division (MP5) via disa.meade.mps.mbx.training-office@mail.mil and include their first line supervisor and training point of contact.

4.4.4 No less than three (3) working days prior to the course commencing, a substitute may be provided by the registrant, or an acceptable replacement may be named from a course waitlist, if available.

4.5. Unexcused & Unauthorized Absence

4.5.1 DISA/JFHQ-DODIN employees with unexcused or unauthorized absences are no-shows as per 4.3.1.

4.5.2 The appropriate program coordinator may excuse reasonable absences on an ad hoc basis.

4.5.3 The applicant will be withdrawn from the course, unable to attend the remainder of the course session.

4.5.4 MP5 will maintain a record of employees who are no-shows to include: individual's name, course title, date of no-show, and associated funding loss.

4.6. Exceptions. An excused absence shall be granted by MP5 only with confirmation from an employee's supervisor that the individual meets one of the below criteria (4.6.1-4.6.4).

4.6.1 Unscheduled emergency leave.

4.6.2 Unscheduled sick leave.

4.6.3 Absence due to critical mission requirements as verified by the employee's supervisor.

4.6.4 Government closings due to inclement weather. In this circumstance, the registrants must notify MP5 via disa.meade.mps.mbx.training-office@mail.mil, as well their first line supervisor and training point of contact.

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*This SOP cancels and replaces DISA Centrally Funded Training No-show Accountability Memorandum, 26 April 2016.