

## **VAAA COURSE ATTENDANCE AND CANCELLATION POLICY**

### **1. REASON FOR ISSUE**

Reformatting the policy to align with Veterans Affairs (VA) memorandum standards and discontinuing Handbook formatting for easier updates and issuance.

### **2. SUMMARY OF MAJOR CHANGES OR SUMMARY OF CONTENT:**

This policy has been completely reformatted to match VA Policy Memorandum formatting to create consistency across the VA. This policy:

- a. Added a transmittal sheet to all policies and standard operating procedures (SOPs).
- b. Added sections including, a transmittal sheet, table of contents, subject, definitions, abbreviations and concurrence and review sections.

### **3. RESPONSIBLE OFFICE:**

Office of the Registrar (OOR)

If you have any questions or need clarification, please contact the OOR at [vacovaaare@va.gov](mailto:vacovaaare@va.gov)

### **4. RELATED STANDARD OPERATING PROCEDURE:**

Not Applicable.

### **5. RESCISSION(S):**

List any policies that are being rescinded because of the new policy.

VAAA Directive 003A5-01-22, VA Acquisition Academy (VAAA) Course Attendance and Cancellation Policy, dated January 18, 2023.

**CERTIFIED BY:**

/s/

Steve Limox

Acting Chancellor, VA Acquisition Academy

**DISTRIBUTION:** Electronic Only

## VAAA COURSE ATTENDANCE AND CANCELLATION POLICY

### TABLE OF CONTENTS

VAAA COURSE ATTENDANCE AND CANCELLATION POLICY .....	1
1. REASON FOR ISSUE.....	1
2. SUMMARY OF MAJOR CHANGES OR SUMMARY OF CONTENT: .....	1
3. RESPONSIBLE OFFICE:.....	1
4. RELATED STANDARD OPERATING PROCEDURE: .....	1
5. RESCISSION(S):.....	1
VAAA COURSE ATTENDANCE AND CANCELLATION POLICY .....	3
TABLE OF CONTENTS .....	3
POLICIES AND STANDARD OPERATING PROCEDURES .....	<b>Error! Bookmark not defined.</b>
VAAA COURSE ATTENDANCE AND CANCELLATION POLICY .....	4
1. PURPOSE.....	4
2. POLICY.....	4
3. RESPONSIBILITIES.....	4
4. PROCEDURE.....	4
5. REFERENCES .....	5
6. DEFINITIONS.....	5
7. APPENDICIES.....	5
8. CONCURRENCE AND REVIEW PAGE.....	6
SIGNATURE PAGE .....	7

## VAAA COURSE ATTENDANCE AND CANCELLATION POLICY

**SUBJECT.** This policy establishes the guidelines that all students and managers must follow. It also establishes that all students and managers must use the VA Acquisition Academy (VAAA) registration system to request, review, and approve training sessions.

### 1. PURPOSE.

The Training Attendance and Cancellation Policy establishes attendance and cancellation guidelines for VAAA learning events. All students and managers are required to use the VAAA registration system for requesting, reviewing, and approving training sessions.

### 2. POLICY.

This policy describes training attendance expectations, deadlines and implications for registration cancellations, and no shows at VAAA. This policy applies to all students (VA employees, contractors, and Other Government Agency (OGA) employees) attending VAAA training. All students and managers shall use VAAA registration system to register, review, and approve all VAAA training session requests.

### 3. RESPONSIBILITIES.

**Business Unit (BU) Lead over the Office of the Registrar (OOR)** oversees the execution of procedures related to this policy.

**Business Unit Leads over the training at VAAA** oversee the adherence to procedures and guidelines related to this policy.

**Office of the Registrar** (1) oversees the OOR and ensures adherence to the following guidelines and required practices related to recording, and (2) if applicable, implements and/or lifts restrictions of training attendance, training cancellations, and no shows within learner records.

**Students** adhere to the guidelines and procedures established for training attendance, training cancellation, and no shows.

### 4. PROCEDURE.

All students with an approved training request shall adhere to the following processes and procedures.

**Course Attendance:** Every student is expected to participate fully in VAAA training. In the event of an emergency, students must coordinate with their instructor and a BU point of contact (POC) if the student will be absent from class. However, if more than 5% of the total hours for the training are missed, the student may not receive credit. Delayed arrivals, regardless of the day, may result in notification to the supervisor. The

student will be expected to make up all assignments and time per the instructor and BU's POC agreement for all authorized absences.

Students will be held accountable for ensuring that travel arrangements, if applicable, are secured to allow training attendance in its entirety. Travel arrangements should not conflict with the stated classroom hours of the individual training.

**Seat Cancellation:** VAAA asks that all students be mindful of limited seat availability and training costs. Submit enrollment cancellation requests as soon as possible to maximize training opportunities for all students. Students are responsible for canceling their travel arrangements at the time of training cancellation. Failure to cancel travel arrangements may result in the student's organization incurring associated penalties or fees.

Cancellation requests processed **more than 25 calendar days** before the training start date (including face-to-face and distance learning sessions) will have no penalty imposed, regardless of the reason.

**No Shows:** An enrolled student who fails to report at the session start time on the first day of training, and who does not receive an approved cancellation notice before the training start date, will be considered a "no show." Additionally, a cancellation request received after the registration close date and prior to the start date will be recorded as a "no show." No shows and delayed arrivals beyond 5% of training time without notification to VAAA may result in notification to the supervisor. The student's organization may be responsible for the costs (registration and travel) incurred to retake training due to missed hours.

## 5. REFERENCES.

Not applicable.

## 6. DEFINITIONS.

Not applicable.

## 7. APPENDICIES

### APPENDIX A: ACRONYM LIST

Acronym	Definition
BU	Business Unit
OGA	Other Government Agency
OOR	Office of the Registrar

Acronym	Definition
POC	Point of Contact
SOP	Standard Operating Procedure
VA	Veterans Affairs
VAAA	VA Acquisition Academy

**APPENDIX B: RECISSIONS**

This policy is in effect until rescinded.

Each policy will be reviewed 24 months after its respective initial publication date. Revisions will be made based on evolving practices within VAAA and its management.

**8. CONCURRENCE AND REVIEW PAGE**

The following BUs reviewed the policy, provided feedback, and provided concurrence (see also attached comment matrix):

VAAA BU Responses	
Acquisitions Internship	Reviewed and tacit concurrence
Contracting Professional	<i>Reviewed, in concurrence with comments, Recommended removal of further mention of 180-day suspension that was missed by the Policy Team. Sentence removed.</i>
Project Management	Reviewed and tacit concurrence
Supply Chain Management	Reviewed and tacit concurrence
Learning Standards Office	Reviewed and tacit concurrence
Enterprise Shared Services	Reviewed and tacit concurrence

VAAA Policy Team incorporated feedback and concurred with the policy.

Policy Team	<i>Removed 180-day suspension as it cannot be enforced in CSOD</i>
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**SIGNATURE PAGE**

**CERTIFIED BY:**

/s/

Steve Limox

Acting Chancellor, VA Acquisition Academy

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