



Department of Defense

# DIRECTIVE

NUMBER 1200.16

March 20, 2004

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ASD(RA)

SUBJECT: Contracted Civilian-Acquired Training (CCAT) for Reserve Components

References: (a) DoD Directive 1200.16, "Contracted Civilian-Acquired Training (CCAT) for Reserve Components," May 30, 1990 (hereby canceled)  
(b) Federal Acquisition Regulation (FAR), current edition  
(c) Defense FAR Supplement (DFARS), current edition  
(d) DoD Directive 4100.15, "Commercial Activities Program," March 10, 1989

## 1. PURPOSE

This Directive:

1.1. Reissues reference (a).

1.2. Establishes policy, assigns responsibilities, and prescribes procedures and guidance under references (b) through (d) for Contracted Civilian-Acquired Training (CCAT) for Reserve components of the Armed Forces. This policy is intended to assist all Reserve components, and by agreement with the Department of Homeland Security, the Coast Guard Reserve, in developing, conducting, evaluating, contracting, funding, reporting, and selecting training by contracting with sources outside the Department of Defense.

1.3. Does not preclude the practice of obtaining approved military occupation training for individual Reserve component personnel from civilian institutions either at direct expense of the Service member or with Government-assisted tuition. (The purpose of CCAT is to increase the number of mission-qualified individuals in the Reserve components, thereby improving overall readiness. When appropriately justified, CCAT is an alternative to formal military school training and must be directly related to specific individual mobilization skill requirements or billet assignment.)

## 2. APPLICABILITY

This Directive applies to the Office of the Secretary of Defense, the Military Services and by agreement with the Department of Homeland Security, the U.S. Coast Guard, and the Coast Guard Reserve, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of Defense (hereafter referred to as the "DoD Components.") The term "Military Services," as used above, refers to the Army, the Navy, the Air Force, the Marine Corps and their Reserve components.

## 3. DEFINITIONS

3.1. Civilian Institutions. Accredited universities, colleges, community technical schools, junior colleges, and any other recognized training institutions.

3.2. Contracted Civilian-Acquired Training. All training obtained by contract with sources outside the Department of Defense for use by the DoD Components.

3.3. Reserve Components. The Army National Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air National Guard, Air Force Reserve, and Coast Guard Reserve.

## 4. POLICY

4.1. Contract training is authorized when it is demonstrated that such training fulfills all military requirements, is less costly, and any of the following conditions exist:

4.1.1. The subject matter is not presented in the Military Service school system or requires extensive residence that precludes Reservists from attendance due to civilian employment considerations, or is a low density specialty not economical to export.

4.1.2. Military Service school quotas have been requested, but are not available to satisfy an identified training requirement specified by the Military Service concerned.

4.1.3. Residential instruction in Military Service schools is more costly, because of travel costs, than contracting.

4.2. All DoD Components shall comply with existing laws and regulations on contracting from non-DoD sources.

4.3. Negative effects of CCAT on the mobilization training base shall be considered before contracts are awarded.

4.4. The Military Services shall evaluate and approve all programs of instruction before contracting for training. Courses shall be devoted to teaching those skills needed for members to obtain required proficiency levels for a particular occupational specialty or to meet performance standards. Each course must provide an end-of-class student performance evaluation or test to verify attainment of training objectives.

4.5. Civilian institutions and industries used for contract training shall be fully accredited and approved as indicated by their inclusion in the list of "Nationally Recognized Accrediting Agencies and Associations" published by the U.S. Secretary of Education.

## 5. RESPONSIBILITIES

5.1. The Assistant Secretary of Defense for Reserve Affairs (ASD(RA)) shall, after coordination with the Principal Deputy Under Secretary of Defense (Personnel and Readiness), approve and provide guidance on all matters involving contracted civilian-acquired training for the Reserve components.

5.2. The Principal Deputy Under Secretary of Defense (Personnel and Readiness) shall coordinate with the ASD(RA) on all issues related to contracted civilian-acquired training for the Reserve components.

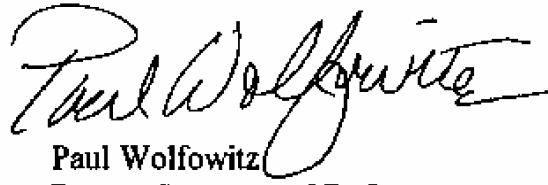
5.3. The Secretaries of the Military Departments shall:

5.3.1. Ensure the adequate analysis of system requirements, development of training requirements, and research of existing Military Service or prior CCAT programs before contracting for training.

5.3.2. Ensure that the CCAT program is conducted and evaluated in accordance with this Directive.

6. EFFECTIVE DATE

This Directive is effective immediately.



Paul Wolfowitz  
Deputy Secretary of Defense

Enclosures - 1  
E1. Guidance

E1. ENCLOSURE 1

GUIDANCE

E1.1.1. The following guidance is to be observed in contracting for training obtained from non-DoD sources:

E1.1.1.1. Contracts shall be awarded and administered in accordance with the FAR and DFARS (references (b) and (c)). Negotiating the contract is the responsibility of the contracting officer from the DoD Component.

E1.1.1.2. Funding shall be controlled. Obligation of funds shall be in accordance with existing regulations that implement reference (d). Total costs shall be based on tuition, supplies, and activity and/or registration fees. Student accident liability insurance shall be provided by the civilian instructional institution to cover injuries incurred due to negligence and accidents occurring through no fault of the student. The amount of benefit provisions should be in accordance with regulatory guidelines of the Department of Labor, the Department of State and local government agencies.

E1.1.1.3. Records of CCAT shall be maintained to include cost per student per hour, name of institution, and number of students trained per fiscal year. The Military Services shall determine the format of these and other reporting requirements.