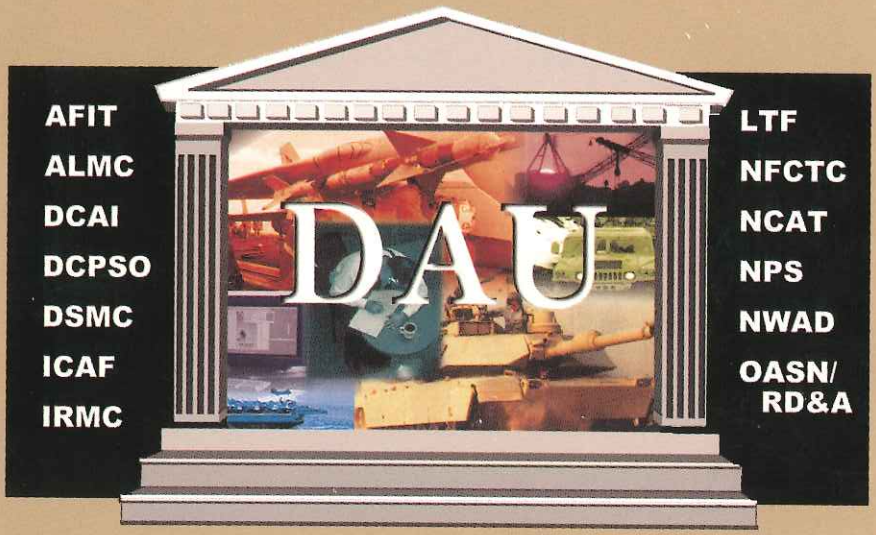
Defense Acquisition University



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DEFENSE ACQUISITION UNIVERSITY

2001 NORTH BEAUREGARD STREET

ALEXANDRIA, VIRGINIA 22311-1772

FOREWORD

The faculty and staff of the Defense Acquisition University (DAU) consortium is committed to providing timely, high quality education to the members of the Department of Defense (DoD) acquisition community. Emerging technologies provide DAU with the ability to increase access to its courses, to furnish information which keeps pace with new legislation and Department initiatives, and to promote effective learning experiences for individuals. To accomplish that end, DAU's vision is to use technology to fully support a culture of continuous learning and allow convenient, cost-effective access to education, training performance support, and expert advice to all members of the acquisition community. The first course in that technology-based program, *Simplified Acquisition Procedures,* is already available via the Internet. Several new courses in the areas of communications-computer systems; software acquisition management; systems planning, research, development and engineering; and test and evaluation will be available at the beginning of this fiscal year.

DAU's goals are to incorporate information technology in all courses while maintaining or improving the quality of the DAU curriculum, and, subsequently, to increase workforce participation in DAU learning activities each year. Increased access and participation result in a workforce which is better educated and capable of meeting the challenges of rapid change, increasing complexity, and expanding responsibilities in the job environment.

The courses described in this catalog will help you meet the challenges which confront you, and to advance your career. Use the catalog to determine which courses you need for certification, job specific, and continuing acquisition education requirements; what is taught in them; what prerequisite courses are necessary; and how to register for them. If you have any questions, please call the staff of your component Director, Acquisition Career Management (DACM), the DAU staff, or the school point of contact.

I invite you to join me on-line on the DAU homepage to explore the available opportunities (http://www.acq.osd.mil/dau).

Thomas M. Crean

Thomas M. Crean
President
Defense Acquisition University

Table of Contents

	Page
Foreword	i
Table of Contents	ii
CHAPTER 1 THE DEFENSE ACQUISITION UNIVERSITY (DAU)	1
CHAPTER 2 ADMINISTRATIVE INFORMATION	7
A. Course Information	9
B. Course Registration and Quota Allocation	11
Army Personnel	12
Department of the Navy Personnel	13
Air Force Personnel	14
Acquisition Personnel in Other DoD Components	14
Non-DoD/Acquisition Personnel	15
C. Course Attendance	15
D. Course Equivalencies and Alternatives	16
Predecessor Courses	16
Equivalent Courses	16
DAU Equivalency Test Program	16
DAU Enhanced Seminar Program	16
E. Workforce and Acquisition Corps Education Standards	16
F. Electronic Access to the DAU	17
CHAPTER 3 SENIOR ACQUISITION EDUCATION PROGRAM AND THE SENIOR ACQUISITION COURSE	19
CHAPTER 4 CAREER FIELD DESCRIPTIONS	25
A. Acquisition Logistics	27
B. Auditing	27
C. Business, Cost Estimating and Financial Management	28
D. Communications - Computer Systems	28
E. Contracting	28
F. Industrial and/or Contract Property Management	29
G. Manufacturing and Production (including Quality Assurance	30
H. Purchasing and Procurement Technician	30
I. Program Management	30

J. Systems Planning, Research, Development and Engineering 31
K. Test and Evaluation 31

CHAPTER 5 COURSE DESCRIPTIONS 33
ACQ 101 Fundamentals of Systems Acquisition Management 35
ACQ 201 Intermediate Systems Acquisition 36
ACQ 401 Senior Acquisition Course 36
AUD 1130 Technical Indoctrination 36
AUD 1320 Intermediate Contract Auditing 37
AUD 4120 Statistical Sampling 38
AUD 4230 Graphic, Computational, and Improvement Curve Analysis Techniques 39
AUD 8560 Defense Contract Audit Agency (DCAA) Supervisory Skills Workshop 39
BCF 101 Fundamentals of Cost Analysis 40
BCF 102 Fundamentals of Earned Value Management . 41
BCF 103 Fundamentals of Business Financial Management 42
BCF 203 Intermediate Earned Value Management 43
BCF 204 Intermediate Cost Analysis 44
BCF 205 Contractor Finance for Acquisition Managers .. 45
BCF 206 Cost Risk Analysis 46
BCF 207 Economic Analysis 47
BCF 208 Software Cost Estimating 48
BCF 209 Selected Acquisition Report 49
BCF 211 Acquisition Business Management 49
BCF 301 Business, Cost Estimating, and Financial Management Workshop 50
BCF 802 Selected Acquisition Report Review 51
CON 101 Fundamentals of Contracting 52
CON 104 Fundamentals of Contract Pricing 52
CON 202 Intermediate Contracting 53
CON 204 Intermediate Contract Pricing 55
CON 210 Government Contract Law 56
CON 232 Overhead Management of Defense Contracts .. 57
CON 233 Cost Accounting Standards Workshop 58
CON 234 Contingency Contracting 58
CON 235 Advanced Contract Pricing 60
CON 236 Contractual Aspects of Value Engineering 61
CON 237 Simplified Acquisition Procedures 62

CON 241	Information Technology Contracting	63
CON 243	Architect-Engineer Contracting	63
CON 244	Construction Contracting	64
CON 301	Executive Contracting	65
CON 333	Management for Contracting Supervisors	66
GRT 201	Grants Management	67
IND 101	Contract Property Administration Fundamentals	67
IND 102	Contract Property Disposition	69
IND 103	Contract Property Systems Analysis	69
IND 201	Intermediate Contract Property Administration	70
IND 202	Contract Property Management Seminar	72
IRM 101	Basic Information Systems Acquisition	73
IRM 201	Intermediate Information Systems Acquisition	74
IRM 303	Advanced Information Systems Acquisition	75
LAW 801	Acquisition Law	76
LOG 101	Acquisition Logistics Fundamentals	76
LOG 201	Intermediate Acquisition Logistics	78
LOG 203	Reliability and Maintainability	79
LOG 204	Configuration Management	80
LOG 205	Provisioning	80
LOG 304	Executive Acquisition Logistics Management	82
PMT 202	Multinational Program Management	82
PMT 203	International Security and Technology Transfer/Control	83
PMT 302	Advanced Program Management Course	83
PMT 303	Executive Program Manager's Course	84
PMT 304	Advanced International Management Workshop	86
PMT 305	Program Manager's Skills Course (ACAT III Programs)	86
PQM 101	Production and Quality Management Fundamentals	87
PQM 103	Defense Specification Management	87
PQM 104	Specification Selection and Application	88
PQM 201	Intermediate Production and Quality Management	89
PQM 202	Commercial and Nondevelopmental Item Acquisition	90

PQM 203	Preparation of Commercial Item Descriptions	91
PQM 301	Advanced Production and Quality Management	91
PUR 101	Simplified Acquisition Fundamentals	92
PUR 201	Intermediate Simplified Acquisition Fundamentals	93
SAM 101	Basic Software Acquisition Management	94
SAM 201	Intermediate Software Acquisition Management	94
SAM 301	Advanced Software Acquisition Management	95
SYS 201	Intermediate Systems Planning, Research, Development, and Engineering	96
SYS 301	Advanced Systems Planning, Research, Development, and Engineering	97
TST 101	Introduction to Acquisition Workforce Test and Evaluation	98
TST 202	Intermediate Test and Evaluation	98
TST 301	Advanced Test and Evaluation	99

APPENDICES

A. DAU Course Index A-1
B. Consortium Members and Points of Contact B-1
C. Certification Standards – Checklists C-1
D. Assignment-Specific DAU Training D-1
E. Sample Forms E-1
F. DoD School Equivalencies F-1
G. College Program Equivalencies G-1
H. Continuing Education Units H-1
I. Meeting Acquisition Corps Education Standards I-1

Chapter 1

The Defense Acquisition University (DAU)

Chapter 1

The Defense Acquisition University (DAU)

The Defense Acquisition University (DAU) is a consortium of Department of Defense (DoD) education and training institutions and organizations that provides mandatory and assignment specific courses for military and civilian personnel serving in 11 acquisition career fields. Its mission is to educate and train professionals for effective service in the Defense acquisition system. Authorized by 10 U.S.C. 1746, and chartered by DoD Directive 5000.57, the DAU began operating on August 1, 1992.

The DAU coordinates the DoD acquisition education and training program to meet the training requirements of more than 106,000 personnel serving in acquisition positions. Through its consortium members, the DAU sponsors acquisition curriculum and instructor training to provide a full range of basic, intermediate, advanced, and assignment-specific courses to support the career goals and professional development of the acquisition workforce. In addition, the DAU, through its member institutions, fosters research, publications, symposia, and consulting in areas related to the acquisition functional areas.

DoD functional boards encompass all acquisition functional areas. DoD functional board members are senior level acquisition officials of the DoD components. They advise the Under Secretary of Defense (Acquisition and Technology) (USD(A&T)) on issues of career development and recommend mandatory training, education and experience required for their functional areas. The DAU works in conjunction with these functional boards to identify performance outcomes for various career levels and incorporate them into DAU courses.

The Chief Executive Officer of the University is the President, who reports to the USD(A&T). A Board of Visitors, individuals selected for their preeminence in academia, business, and industry, advises the President and the USD(A&T) on matters related to organizational management, curricula, methods of instruction, facilities, and other matters of interest to the University.

Under the DAU structure, consortium members remain a part of their existing commands. The relationship between the DAU and its participating members is defined by Memoranda of Agreement (MOA). In addition to DoD mandatory acquisition and assignment-specific courses described in this catalog, the consortium members continue to offer non-DAU education and training unique to their Service or agency missions.

Consortium members include:

- Air Force Contracting/Acquisition Training Center (AFCATC) (*Lackland Training Facility*)
- Air Force Institute of Technology (AFIT)
- Army Logistics Management College (ALMC)
- Defense Contract Audit Institute (DCAI)
- Defense Logistics Agency Civilian Personnel Support Office (DCPSO)
- Defense Systems Management College (DSMC)
- Industrial College of the Armed Forces (ICAF)
- Information Resources Management College (IRMC)
- Naval Center for Acquisition Training (NCAT)
- Naval Facilities Contracts Training Center (NFCTC)
- Naval Postgraduate School (NPS)
- Naval Warfare Assessment Division (NWAD)
- Office of the Assistant Secretary of the Navy (OASN), Research, Development and Acquisition (RD&A/APIA-PP)

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E-mail: dau-univ@acq.osd.mil
Web: http://www.acq.osd.mil/dau

Chapter

2

Administrative Information

Chapter 2

Administrative Information

A. Course Information

Sequence of Courses

The DAU provides a highly structured sequence of courses needed to meet the mandatory and desired training standards established in DoD 5000.52-M, "Career Development Program for Acquisition Personnel." In many cases, prerequisite courses are identified, which must be completed prior to taking the course for which they are required. Students are expected to be competent in prerequisite knowledge and skills. Where specific prerequisites are not identified, students are strongly encouraged to attend mandatory courses in the sequence prescribed because one course builds on the other and competence in prior course material is assumed, e.g., IND 201, IND 202, etc. Using this catalog, DoD acquisition workforce personnel can determine the mandatory training and education required for their career field and career level, and the sequence of courses to meet those requirements.

Core Courses

Most personnel must take a core acquisition course before taking other mandatory training at Career Levels I and II. The core course for Career Level I is ACQ 101, Fundamentals of Systems Acquisition Management. For Career Level II, it is ACQ 201, Intermediate Systems Acquisition Management. ACQ 101 is a prerequisite for ACQ 201. The core courses are required for all workforce members in the following career fields:

Acquisition Logistics
Business, Cost, Estimating, and Financial Management
Communication-Computer Systems
Manufacturing, Production, and Quality Assurance
Program Management
Systems Planning, Research, Development and Engineering
Test and Evaluation

Course Types

Certification courses are identified in Appendix C of this catalog, which provides concise checklists of the education, experience and

training standards established for certification into each career field. The checklists also provide the recommended sequence of courses for training within each career level.

Level I courses are designed to provide fundamental knowledge and establish primary qualification and expertise in the individual's career field, job series, or functional area.

At Level II, functional specialization is emphasized. Courses at this level are designed to enhance the employee's capabilities in a primary specialty or functional area.

At Level III, acquisition training emphasizes managing the acquisition process and learning the latest methods being implemented in the career field or functional area.

Each of these levels typically corresponds to particular GS levels or military grades/ranks that are defined by a military department or agency. Grade, however, is not generally a requirement for course enrollment.

Assignment-specific courses provide the training needed to perform specific acquisition functions. These may be functions performed by a subset of individuals in a career field. Assignment-specific training is also required when individuals in one career field must understand some of the processes of other career fields. Appendix D provides a description of DAU assignment-specific courses and the audiences for which they are developed.

Course descriptions for all DAU certification and assignment-specific courses are listed alphanumerically in Chapter 5. Details of course length, prerequisites, equivalent DoD courses, course sponsor, predecessor courses, modes of delivery, and Personnel Data System (PDS) codes are included in Appendix A.

DAU sponsored courses provide the opportunity for members of the acquisition workforce who have completed all training and education requirements for their position to meet standards for obtaining 80 contact hours of continuing education and training over a two year period. In addition, many professional organizations and associations have continuing education requirements for their members. Appendix H provides a listing of continuing education units (CEU) for DAU courses.

Course Offerings

DAU courses are offered in a variety of modes. The most frequently used are resident, where the student attends class at one of the DAU consortium schools, and on-site, where the instructor

teaches at locations having sufficient numbers of students to support a class. Some DAU courses are also offered by CD-ROM, via the World Wide Web, enhanced seminar, and satellite. Several offer equivalency examinations (credit by examination) in lieu of classroom attendance.

Appendix A displays DAU course delivery modes and available DAU equivalency examinations. Information on course offerings, schedules, and location of courses is published separately in the DAU Course Schedule, which is disseminated electronically by e-mail, the World Wide Web, and DAU's computer bulletin board. See Section F of this chapter for instructions on getting the course schedules.

B. Course Registration and Quota Allocation

Employees and their supervisors may plan training requirements for career development purposes using the requirements provided in Appendices C and D, and course descriptions and data in Chapter 5 and Appendix A. Appendices C and D identify courses that are required for certification in the career field and career level, or for performing an assignment-specific function in acquisition.

For DoD acquisition workforce members attending certification or assignment-specific courses, all costs of tuition, travel and per diem for DAU training, including correspondance courses and equivalency examinations, will be funded by DAU via the student's component. Procedures to enroll in any mode in which the course is available are listed below, by component. Course delivery modes and course prerequisites are listed in Appendix A.

The DAU uses the Army Training Requirements and Resources System (ATRRS) to maintain course schedules, allocate quotas, manage class registration, enroll students in correspondance courses and equivalency examinations, and provide data for reporting requirements. Agencies with quota allocations are required to register students into the system no later than 45 calendar days prior to the class start date to ensure that students have sufficient time to make necessary arrangements for attending class. Information entered into the system is used by the schools to send the students their materials.

The student's command or organization will notify the student of registration for training. The school will provide reporting instructions with class start/end dates, building/room

number, etc. if it is a resident class. The student's organization will provide this information if it is an on-site class. Basic reporting instructions are provided in ATRRS on the SH display for most consortium schools in case of late entries or non-receipt of reporting instructions.

For some classes, the school forwards pre-course materials to the student (see course descriptions in Chapter 5). Once registered, students who have not received reporting instructions 30 days before the class start date should contact the school registrar (see Appendix B for contact information for each school).

After students are registered in a class, they may contact the school for administrative details regarding attendance and lodging.

Army Personnel

Army Acquisition Workforce (AAW) civilian and military personnel who require DAU courses will follow locally established procedures for nominating personnel for training. Supervisors of AAW personnel are responsible for identifying and nominating AAW personnel for mandatory training in the sequence prescribed for the acquisition career field. Organizations nominating personnel for mandatory training will use ATRRS to enter applications under Quota Source H4 (plus local quota source) at least 90 days prior to the class start date for all training modes. Applications, especially those for on-site courses, should be entered in ATRRS as soon as the on-site approval is received.

Research, Development, and Acquisition Information Systems Activity (RDAISA), COMM (540) 731-9557/3587or DSN 931-9557/3587,e-mail higginbl@radford-emh1.army.mil, will approve and register students for training, and issue funding for travel and per diem. The requesting organization will obtain specifics on the scheduled training through ATRRS. RDAISA operates a World Wide Web Homepage for access to the Army Acquisition Mandatory Training Schedule (www.sarda.army.mil/rdaisa/atrrs/aaedau.htm), Army Acquisition Education and Training Catalog, (www.sarda.army.mil/rdaisa/carolyn/catalog.htm), other documents, and acquisition career managment information. The Army Acquisition Homepage address is http://www.sarda.army.mil.

Organizations should monitor closely the availability of on-site class offerings to minimize expenses associated with class attendance in resident mode. On-site course offerings are filled by students locally to keep travel and per diem expenses to a minimum.

Student cancellation or substitution should be limited to only

extreme emergencies. To cancel or substitute a confirmed class registration supervisors should contact their training (ATRRS) support office for procedures.

Military personnel enroute to a new duty station or to an acquisition position should contact their assignment officer to obtain a quota in a mandatory course. Assignment officers' contacts are:

CPT:DSN221-2800/(703)325-2800
MAJ:DSN221-3128/(703)325-3128
LTC: DSN221-3129/(703) 325-3129

RDAISA has developed a telephone information response system, which is available 24 hours a day, seven days a week. By dialing (800) 808-6476, workforce members can obtain a copy of the current training schedule (by fax) and can obtain information on rental car authorization, travel advances, training, policies, and traval orders.

For additional information concerning course registration for Army personnel, please call:

COMM (540) 731-9557/3587
DSN 931-9557/3587
FAX (540) 731-3547

Department of the Navy Personnel

Department of the Navy (DON) personnel may request quotas for mandatory acquisition courses by completing a DON Acquisition Training Registration sheet (DACM1) and submitting it to their local acquisition training representative. The acquisition training representative in each command will be responsible for all nominations for Naval/Marine Corps students within their claimancy.

The Acquisition Training Representative will forward all nominations for both on-site and resident course offerings, as well as correspondance courses and equivalency exams, to the Naval Center for Acquisition Training - Career Management Site (NCAT-CMS) in Mechanicsburg, PA. The NCAT-CMS will enter the nominations into ATRRS and notify the individual student when class space is available. All funding associated with mandatory acquisition training will be managed by the NCAT-CMS and lines of accounting will be issued to those mandatory students who require travel and per diem for course attendance.

In the event a student is unable to attend training as scheduled, a DON Acquisition Training Program Request for Cancellation (DACM 2) should be completed and forwarded to NCAT-CMS. The local training representative will be able to assist in determining the availability of a substitute. To reschedule training, students must reapply through their local training representative using the procedures cited above.

The current class schedule, DON registration sheet, training representative listing and other useful information is available on the Navy Director of Acquisition Career Management (DACM) Bulletin Board (BBS) by dialing 703-602-3991/3992 or via the World Wide Web at address http://dacm.secnav.navy.mil.

For additional information concerning course registration for DON personnel, please call the major claimant training representative. Names and telephone numbers for designated training representatives are available in the "Points of Contact" area of the Navy DACM Bulletin Board.

Air Force Personnel

Air Force acquisition workforce personnel who require mandatory acquisition education and training should contact the base level training monitor or the designated Employee Development Manager. Air Force personnel desiring space available seats should use the same process as that for regular students.

The current class schedule, list of training representatives, and other useful information regarding acquisition career management is available through the Air Force Director of Acquisition Career Management (DACM) World Wide Web site at address: http://www.safaq.hq.af.mil/acq_workf/training or the Acquisition Training Office address at http://www.afpc.af.mil/civ_car/afato.

For additional information concerning course registration for Air Force personnel, please call:

COMM (210) 652-6584
DSN 487-6584
FAX (210) 652-6560

Acquisition Personnel in Other DoD Components

In the DoD components outside the Military Departments (including the Office of the Secretary of Defense, the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Inspector General, the Defense Agencies, the Defense "Field Activities," the Joint Service Schools, and the Defense Support Activities), the supervisors of persons who require mandatory training are responsible for ensuring that the training is properly requested and authorized, and that travel, if any, in connection with the training is properly requested.

Supervisors of civilian employees in the components should consult with acquisition training officials (most often, such an official will be located in the civilian personnel training office) to determine the

detailed procedures for requesting and authorizing mandatory training. The supervisor of a military member may need to coordinate with both the acquisition training officials in the component and with the member's Military Department, which is responsible for obtaining quotas and funds for the member. The procedures specified for the Military Department which provides host and supporting services may be followed by civilian personnel assigned to the Unified and Specified Commands, consistent with individual command requirements (other than the U.S. Special Operations Command, which has established unique procedures).

For additional information concerning course registration for DoD personnel, please call:

COMM (703) 602-9160
DSN 332-9160
FAX (703) 602-9161

Other Personnel

Non-DoD and DoD personnel for whom DAU courses are not mandatory may register on a space-available basis. To register, submit a completed DD Form 1556 (see sample in Appendix E) "Request, Authorization, Agreement, Certification of Training and Reimbursement" or SF 182 "Request, Authorization, Agreement, Certification of Training" or other organizational training form to DAU up to 45 days before a class starts. Tuition and travel costs are the responsibility of the requesting person or organization. Mail the request to:

Defense Acquisition University
(ATTN: Registrar)
2001 N. Beauregard Street
Suite 750
Alexandria, VA 22311-1772

For additional information concerning course registration, please call:

COMM (703) 845-6794
DSN 761-6829, Ext. 6794
FAX (703) 820-9753

C. Course Attendance

Students are expected to attend all scheduled course sessions (including teleconferencing and satellite sessions) and complete all course work. Absences for medical or family emergencies must be approved by the course director, lead instructor, or designated representative. Cumulative absences that exceed five percent of contact time may be grounds for removal from the course and receipt of an "incomplete" grade.

Consortium schools follow established DoD and Office of Personnel Management (OPM) guidance for civilians and service regulations

for military personnel concerning various categories of leave.

D. Course Equivalencies and Alternatives

Predecessor Courses

Many DAU courses were developed from existing component courses, some of which are sufficiently similar to meet the requirement to attend the DAU course. Predecessor courses for each DAU course are listed in Appendix A.

Equivalent Courses

Appendix F lists DoD schools that offer courses certified to be equivalent to DAU courses. In addition, the college courses listed in Appendix G meet DAU course requirements.

DAU Equivalency Test Program (Course Credit by Examination).

The DAU Equivalency Test Program provides an opportunity for employees to take a comprehensive test in lieu of attending a DAU course. Acquisition workforce employees may apply for the examinations using the same procedures required by their servicing organization for enrolling into any DAU mandatory course. The school providing the examination will contact the student to schedule dates and times. Students who do not hear within 30 days after notification of registration should contact the school directly.

Appendix A identifies courses that may be satisfied by examination. Appendix B provides school addresses and phone numbers.

DAU Enhanced Seminar Program

The DAU Enhanced Seminar Program is an alternative instructional delivery mode that enables students to receive mandatory courses at remote sites through the use of certified facilitators. Currently the Air Force Institute of Technology is the only consortium member that offers a course in this mode. The DAU course offered is CON 210: Government Contract Law. Interested organizations should contact: Ms. Sandi Ramroth, DSN 785-1167, COMM (937) 255-1167; Fax DSN 986-7622, COMM (937) 656-7622.

E. Workforce and Acquisition Corps Education Standards

The Defense Acquisition Workforce Improvement Act (P.L. 101-510, 1990) requires that

beginning October 1, 1993, DoD employees with less than 10 years of acquisition experience (as of October 1, 1991) must meet certain educational standards. The educational standards are applicable to new employees and those promoted in the GS-1102 occupational series; to qualify for the Acquisition Corps; or to obtain a contracting officer's warrant above the small purchase threshold. See DoD 5000.52-M, "Acquisition Career Development Program," for additional information concerning educational standards.

Employees may meet credit hour standards by passing college course equivalency examinations considered to demonstrate knowledge comparable to accredited courses of study in these subjects. For more information on using equivalency exams to meet mandatory education qualifications, see Appendix I.

Employees also can apply certain DAU courses to meeting the educational requirements. See Appendix I for more information.

F. Electronic Access to the DAU

Internet Access

The DAU operates a World Wide Web Homepage for access to its catalog, schedule, other documents, and other educational sites. DAU plans to make increasing use of the Internet for supporting its educational and training activities, and encourages all DoD acquisition workforce personnel to get connected and familiarized with Internet tools and techniques. DAU's homepage address is **http://www.acq.osd.mil/dau.**

Ftp access to some DAU documents is also available through **ftp://ftp.dtic.dla.mil/pub/acqed.**

Periodic updates to DAU's class schedules are available for automatic distribution through electronic mail. To subscribe, send an e-mail to **majordomo@acq.osd.mil**, and type **subscribe dau-sked** into the body of the message.

DAU Computer Bulletin Board System.

The DAU Bulletin Board System (DAU BBS) is open to anyone in the DoD acquisition workforce. It is used to disseminate electronic copies of catalogs, schedules, and other documents to those without internet access but with modem capabilities.

The DAU BBS telephone number is (703) 820-9527. The DAU BBS operates at 9600 BPS baud or lower, with communications settings of eight data bits, no parity, and one stop bit.

Chapter

3

Senior Acquisition Education Program and the Senior Acquisition Course (ACQ 401)

Chapter 3

Senior Acquisition Education Program and the Senior Acquisition Course (ACQ 401)

The Senior Acquisition Course is the preeminent course for members of the Acquisition Corps. The course is designed to prepare selected military officers and civilians for senior leadership and staff positions throughout the acquisition community. All students successfully completing the Senior Acquisition Course are awarded a Masters of Science degree in National Resource Strategy.

The Industrial College of the Armed Forces (ICAF) has been designated by the Under Secretary of Defense (Acquisition & Technology) (USD(A&T)) to present the Senior Acquisition Course for selected students as part of the DAU. Students are selected for attendance by the respective Services or agencies. Military officers are selected as part of the senior service school selection process and designation by the Directors of Acquisition Career Manager (DACMs). Civilians normally apply through and are selected by the Service or agency DACM.

ICAF has expanded the acquisition portion of its curriculum for Senior Acquisition Course students. Students will be offered a wide choice of research and elective opportunities, as well as a common core curriculum and two mandatory Advanced Studies in Acquisition Policy courses. Students will be fully integrated into the ICAF student body for most studies. Separate attention will be provided in acquisition course work, while retaining the benefits of intermingling with students from the operational and other functional communities.

The Senior Acquisition Course consists of the *entire 10-month ICAF curriculum*, enhanced for designated acquisition students through four major elements:

1. **Core Curriculum.** The multidisciplinary core curriculum includes major acquisition management issues distributed throughout studies in such courses as Strategic Decision Making, Political Science, History,

Military Strategy, Economics, Elements of National Industrial Power, Joint Military Logistics, Mobilization, and Industry Studies. A concentrated course in acquisition management is conducted in the spring in conjunction with the other core curriculum studies. Seminars, lectures and case studies have been designed to challenge the students to assess current acquisition policy and practices in the context of National Security Strategy, with an emphasis on acquisition management in a changing world. Students in the Senior Acquisition Course participate in the core curriculum with all other ICAF students.

2. **Mandatory Acquisition Policy Advanced Studies.** Two mandatory Acquisition Policy Advanced Studies provide students with focused, in-depth lectures, seminars, and field trips on key acquisition topics and policy issues. Students meet in small group settings with senior-level policy makers from DoD, industry, and government, to discuss issues on a non-attribution basis. Each of the two advanced studies requires a short research paper on an acquisition topic.

3. **Advanced Studies.** A wide array of elective courses covering all aspects of acquisition management is available. Students select one regional study, one industry study, and two other advanced studies (electives) courses during the 10-month ICAF program. Acquisition-related electives include 20 different offerings in such subjects as: Government-Industry Relations; Professional Ethics for Public Officials, Senior Leadership -- Power and Politics, Future Directions in Software Management, etc.

4. **Research.** All students are given the opportunity to undertake a major research project and produce a fully documented, scholarly paper. Acquisition students are encouraged to work on projects that have current critical interest in the Defense community. Each project is monitored by a faculty research advisor. Topics of timely interest are solicited from throughout the acquisition community and the National Security community for student research. Acquisition students completing particularly exceptional research compete for research awards—both honorary and monetary—to include an award sponsored and presented by the DAU.

Senior Acquisition Course students will each have a Primary Faculty Advisor (PFA) who is a member of the acquisition faculty. Students

are required to coordinate advance study choices and research topics with the PFA to get approval of the selections, ensuring that the selections will complement the students' individual goals and acquisition career needs.

Students completing the Senior Acquisition Course are considered graduates of both the Senior Acquisition Course and ICAF. Completion of the course fulfills OPM educational requirement for Senior Executive Service Status.

Chapter

4

Career Field Descriptions

Chapter 4

Career Field Descriptions

This Chapter provides position category descriptions that are defined in terms of acquisition-related duties. The acquisition career fields described are:

- Acquisition Logistics
- Auditing
- Business, Cost Estimating, and Financial Management
- Communications-Computer Systems
- Contracting (Including Construction)
- Industrial and/or Contract Property Management
- Manufacturing and Production (Includes Quality Assurance)
- Program Management
- Purchasing andProcurement Technician
- System Planning, Research, Development, and Engineering
- Test and Evaluation

Acquisition Logistics

The acquisition logistics career field includes individuals who are involved in Support activities as defined in DoD Directive 5000.1, and DoD Instruction 5000.2-R. They manage logistics activities associated with the procurement, integration, and fielding support systems/environment, weapons systems/equipment, or system modifications.

Auditing

The mandatory education, experience, and training requirements for the auditing career field apply to contract auditors. Persons in this career field perform contract auditing, accounting, and financial advisory services to DoD and other Government agencies in negotiations, administration, and settlement of contracts and subcontracts. Duties include evaluating information about contractor economic assertions, comparing those asssertions to established criteria and reporting the results to interested third parties. Audits are made on proposal submissions,

incurred cost, compliance with the "Truth in Negotiations Act," compliance with cost accounting standards, contract terminations, claims for abnormal conditions, contractor financial condition, and contractor systems and operations.

Business, Cost Estimating, and Financial Management

This career field includes individuals responsible for financial planning, formulating financial programs, and administering budgets. They are also responsible for the expenditure, obligations, and accountability of funds; cost and schedule performance management of contractors; and cost estimating. Additional duties include advising or assisting commanders, program managers, and other officials in discharging all aspects of their responsibilities for business management in direct support of the Defense acquisition process.

Communications-Computer Systems

This field includes computer systems analysts, information management specialists, telecommunications managers and software/automation specialists, computer engineers, etc., directly supporting the acquisition of automated information systems and interconnecting components (to include hardware, software, firmware products) used to create, record, produce, store, retrieve, process, transmit, disseminate, present, or display data or information. This includes computers ancillary equipment, software, telecommunications, and other related services. The employee identifies requirements; writes and/or reviews specifications, identifies costs, obtains resources (manpower, funding, and training), tests, evaluates, plans, obtains, and manages life cycle support (operations, maintenance, and replacement).

Contracting (Including Construction)

The contracting career field includes the positions of contract negotiator, contract specialist, contract termination specialist, contract administrator, procurement analyst, administrative contracting officer, procuring contracting officer, contract price

and/or cost analyst, contracting officer, and termination contracting officer. Individuals in this career field develop, manage, supervise, or perform procedures involving the procurement of supplies and services; construction, research, and development; acquisition planning; cost and price analysis; selection and solicitation of sources; preparation, negotiation, and award of contracts; all phases of contract administration; and termination, or close out of contracts. The employee is required to have knowledge of the legislation, policies, regulations, and methods used in contracting, as well as knowledge of business and industry practices, sources of supply, cost factors, cost and price analysis techniques, and general requirements characteristics.

Industrial and/or Contract Property Management

The industrial/contract property management career field includes the industrial property management specialist, property administrator industrial plant clearance specialist, plant clearance officer, and contract and industrial specialist (if assigned property management responsibilities). Individuals in this career field include personnel who perform, manage, supervise, or develop policies and procedures for government property. It may involve the acquisition, control, management, use, and disposition of Government-owned property used by contractors or storage to support future contractual requirements. Responsibilities include: providing guidance, counsel, and direction to Government and contractor managers and technicians relating to regulatory and contractual requirements for managing Government property; participating in pre-award surveys and post-award reviews; reviewing contracts assigned for property administration; evaluating a contractor's property management system and approving the system or recommending disapproval; and developing and applying property systems analysis programs to assess the effectiveness of contractors' Government property management systems. These functions are normally performed by property administrators, as part of the contract administration team, and as required by Parts 42.3, 45 and 245 of the FAR and DFARS. Plant Clearance Officers are responsible for performing the duties necessary to dispose of excess and surplus contractor

inventory in accordance with Part 45.6 of the FAR and Part 245.6 of the DFAR requirements.

Manufacturing and Production (Including Quality Assurance)

Acquisition-related manufacturing and production personnel, and production career field duties, vary greatly in managerial, administrative, and technical content. Acquisition-related contractor, manufacturing, and production duties, usually involve program management or monitoring the manufacturing and production efforts of private sector contractors. The quality assurance specialist manages quality assurance activities to establish essential quality standards and controls. He or she also develops and executes plans that focus on quality of design, quality of conformance, and fitness for use; integrates quality plans into the system engineering process; and develops policies, procedures and test provisions and quality requirements in specifications, standards, and solicitations. The specialist evaluates quality assurance during acquisition such as design reviews, functional and configuration audits, production readiness reviews, and milestone reviews.

Purchasing and Procurement Technician

Individuals in the purchasing and procurement technician career field are typically purchasing agents or supervisory purchasing agents. This function requires the individual to purchase, rent or lease supplies, services and equipment through either formal open-market methods or formal competitive bid procedures with the primary objective of the work being the rapid delivery of goods and services in direct support of operational requirements. It requires knowledge of commercial supply sources and of common business practices for roles, prices, discounts, deliveries, stocks, and shipments.

Program Management

The program management career field includes, but is not limited to, program manager (PM), deputy program manager (DPM), or program executive officer (PEO)

and deputy program executive officer positions. Other examples include staff positions such as program analyst or program integrator. Responsibilities may be broad or focused and may be line or staff in nature. Defense acquisition programs are managed in accordance with DoD Directive 5000.1, and DoD 5000.2-R.

Systems Planning, Research, Development, and Engineering

Personnel in this field are usually engineers and scientists with degrees performing systems planning, research and development, and/or other engineering tasks. These individuals may include managers or technical specialists in engineering, chemistry, physics, operations research, mathematics, and computer science fields, who directly support acquisition programs, projects, or activities. These positions require the incumbent to plan, organize, monitor, oversee, and/or perform engineering activities that relate to the design, development, fabrication, installation, modification, or analysis of systems or system components. Duties may require identification, establishment, organization or implementation of acquisition engineering objectives and policies, or establishment of specifications.

Test and Evaluation

Individuals who work in this field are usually engineers, scientists, operations researchers, computer scientists and other degree-holding technical personnel who perform test and evaluation tasks in support of acquisition. It includes managers and technical specialists in engineering, physics, operations research, mathematics, and computer science fields who are responsible for planning, monitoring, conducting, and evaluating tests of prototype, new, or modified weapon systems equipment or materiel. Individuals also analyze, assess, and evaluate test data and results; prepare assessments of test data and results; and write reports of findings.

Chapter

5

Course Descriptions

Chapter 5

Course Descriptions

This chapter provides a description of all mandatory, desired, assignment-specific, and continuing education acquisition training courses, prerequisites, recommended experience/education levels, and course lengths. All courses beginning with number 1 are Level I courses, with number 2, Level II or assignment-specific, and with number 3, Level III. Courses beginning with number 8 are continuing education courses.

ACQ 101 Fundamentals of Systems Acquisition Management

Description

This course provides an overview of the DoD systems acquisition process including the basics of system acquisition program management and the developmental life cycle of a system from inception to disposal. The course covers and integrates system concept exploration, development, production, and fielding/deployment using examples and case studies from DoD acquisition organizations, DoD resource allocation processes, contemporary issues in acquisition, and details of the phases of system development. Discussions are conducted on requirements generation, DoD 5000 Series, procedures, documentation, and current issues. The course concludes with an acquisition strategy workshop that integrates all the course material.

Course Objectives. Students who successfully complete this course will be able to:

- Explain the fundamental precepts and bases of Defense systems acquisition management.
- Explain the diverse, interrelated and changing nature in the different disciplines of Defense systems acquisition management.
- Explain the regulations and governing structures of Defense systems acquisition management.

Who Should Attend

ACQ 101 is a core course for many of the acquisition career fields and is designed for individuals who have little or no experience in DoD acquisition management. It has proved very useful to personnel in headquarters, program management, functional or support offices, and industry partners.

Prerequisites: None.

Length: 8 class days.

ACQ 201 Intermediate Systems Acquisition

This course provides journeymen students from the DAWIA functional career paths a comprehensive and integrated view of the DoD systems acquisition management, technical, and business processes. They become acquainted with the specialized terminology, concerns, policies, and roles of the primary acquisition participants. Students develop into practitioners, better prepared to cooperate in a multifunctional, synergistic environment. They are ready to accept the empowerment necessary to implement the concepts of integrated product and process development while working in program integrated product teams.

Course Objectives. Students who successfully complete this course will be able to:

- Understand the specialized terminology, concerns, policies, and roles of the primary acquisition participants.
- Cooperate in a multifunctional, synergistic environment.
- Accept empowerment necessary to implement the concept of integrated product and process development.

Who Should Attend

The target student is a Level I certified journeyman in acquisition management with significant experience in a particular career field. Eighty percent of the students who attend have less than 10 years of experience. The notional target student has between two and four years of experience. Course attendees are civilian employees and active duty service people from almost all of the DAWIA career paths.

Prerequisites: ACQ 101. For contracting personnel, the prerequisites are ACQ 101, or a combination of CON 202, CON 204 and CON 210.

Length: 17 class days.

ACQ 401 Senior Acquisition Course

The Senior Acquisition Course is described in detail in Chapter 3.

Prerequisites: None.

Length: 40 weeks.

AUD 1130 Technical Indoctrination

Description

Technical Indoctrination provides the newly hired auditor with the basic concepts, techniques, and procedures of contract auditing.

Course Objectives. Students who successfully complete this course will be able to:

- List the elements of a contract's life cycle and the general types of negotiated contracts.
- Contrast principal objectives of government contract cost accounting and financial cost accounting.
- Explain the history of FAR Part 31 and discuss allocability, allowability, reasonableness, and selected cost principles.
- Describe the background, purpose, and fundamental requirement of each Cost Accounting Standard.
- Identify direct costs, indirect costs, and G&A expenses.
- Identify costs allocated to final cost objectives from intermediate cost allocation pools.
- Calculate questioned overhead and G&A rates as a result of pool and/or base adjustments.
- Identify relationships between Generally Accepted Auditing Standards and Generally Accepted Government Auditing Standards.
- Describe importance, pitfalls, and major considerations of risk assessment.
- List common sources of audit research material.
- State Requirements of FAR Part 15 and Standard Forms 1411 and 1412.
- Select, run, and evaluate the proper E-Z-Quant sample program.
- List the elements of working papers and prepare working papers required by an audit program step.
- Identify major components and requirements of audit reports and draft an initial pricing audit report.

Who Should Attend

Personnel with no contract audit experience approximately eight weeks after reporting date.

Prerequisites

AUD 1111, Orientation to Contract Auditing (SS), and
AUD 1124, Audit Applications of FAR Part 31 Cost Principles (SS).

Length: 10 class days.

AUD 1320 Intermediate Contract Auditing

Description

Intermediate Contract Auditing is designed to provide the staff auditor with information needed to adequately plan and conduct audits, or segments of audits, which auditors may encounter after one year of contract audit experience. Class discussions, practical exercises, and group case studies are used to highlight problem areas and evaluate alternative courses of action.

Course Objectives. Students who successfully complete this course will be able to:

- Identify the importance of defining audit objectives and planning the audit.
- List factors influencing risk assessment and assess high and low audit risk areas.
- State the importance of Generally Accepted Government Auditing Standards.
- Explain why auditors need to attend negotiations.
- List negotiation techniques and concepts.
- List requirements of Form 2000, state auditor responsibility to detect fraud, and identify common fraud indicators.
- Discuss the purpose and requirements of the cost accounting standards and complete case studies on CAS 401 and accounting changes.
- Describe post award review concepts and complete a price adjustment case study.
- Discuss audit leads and observations.

Who Should Attend
Auditors with one to five years contract audit experience.

Prerequisites
AUD 1130, Technical Indoctrination (R),
AUD 1280, Fraud Prevention and Detection (SS), and
AUD 1124, Audit Applications of FAR Part 31 Cost Principles (SS).

Length: 5 class days.

AUD 4120 Statistical Sampling

Description
Statistical Sampling concentrates on the knowledge and skills necessary to perform statistical sampling in the contract audit environment.

Course Objectives. Students who successfully complete this course will be able to:

- Discuss statistical sampling basic concepts.
- Explain the criteria for a valid statistical sample.
- Differentiate between variable and attribute sampling.
- Discuss the difference between dollar unit and physical unit sampling.
- Determine the proper sample selection method and stratification method to use on an audit.
- Select a statistical sample using the E-Z Quant programs.
- Evaluate the results of a statistical sample using the E-Z-Quant programs.

Who Should Attend
Level I personnel working on their Level II certification requirements.

Prerequisite
AUD 1130, Technical Indoctrination (R).

Length: 5 class days.

AUD 4230
Graphics, Computational, and Improvement Curve Analysis Techniques

Description
Graphics, Computational, and Improvement Curve Analysis Techniques provides the skills necessary to perform a regression analysis and a simple improvement curve in the contract audit environment. The course stresses graphic presentation of trend and improvement curve data, identification of possible irregularities in the contractor's history, and the reporting of audit findings.

Course Objectives. Students who successfully complete this course will be able to:

- Identify audit situations for regression analysis or improvement curves.
- Properly utilize the correct E-Z-Quant program for a given audit situation.
- Correctly interpret the E-Z-Quant program output.
- Determine if reliance can be placed upon your interpretation of the output.
- Analyze improvement curve data and identify major irregularities or significant changes in trend data.
- Research the more complex issues associated with regression analysis and improvement curves.

Who Should Attend
Level I personnel working on their Level II certification requirements.

Prerequisites
AUD 1130, Technical Indoctrination.

Length: 5 class days.

AUD 8560
Defense Contract Audit Agency Supervisory Skills Workshop

Description
The Supervisory Skills Workshop addresses the new supervisor's adjustment to the demands and responsibilities of a supervisory auditor. Emphasis is placed on developing the supervisor's ability to use key personnel management programs (staffing, training and development, performance appraisal, promotions, and employee relations) and interactive leadership skills necessary in DCAA's participative work team environment.

Course Objectives. Students who successfully complete this course will be able to:

- Incorporate DCAA's personnel management requirements and interactive leadership skills into the personnel actions taken as a supervisor.

- Coach employees, conduct meetings, resolve team conflicts, and facilitate employee relations.

Who Should Attend
Supervisors and managers.

Prerequisites: None.

Length: 10 class days.

BCF 101 Fundamentals of Cost Analysis

(Formerly BCE 101, Fundamentals of Cost Analysis)

Description
Fundamentals of Cost Analysis enables DoD personnel new to the cost estimating field to prepare materiel system life cycle cost estimates. The course covers DoD policies governing these estimates and the techniques used in their preparation. Topics include a statistics review, regression analysis, learning curves, risk analysis, software cost estimating, exploratory data analysis, inflation adjustments, cost as an independent variable (CAIV), analysis of alternatives (AOA), contract cost structure, earned value, cost estimation for budget preparation, and economic analysis. Students apply the techniques they learn in a series of case studies.

Course Objectives. Students who successfully complete this course will be able to:

- Define cost data and apply appropriate quantitative techniques to estimate costs for major defense acquisition programs.
- Explain policies governing cost estimating.
- Define the economic analysis (EA), analysis of alternatives (AOA), and cost as an independent variable (CAIV) programs.
- Perform a life cycle cost analysis.

Who Should Attend
This course is primarily intended for DoD employees who are responsible for the preparation of materiel system life cycle cost estimates and who have not had previous experience in that area. It will also be beneficial for individuals who utilize information from life cycle cost estimates, supervise cost estimators, prepare budgets based on life cycle cost estimates, manage acquisition programs, evaluate and negotiate contract proposals, or desire a grounding in the basic techniques of cost estimating.

Prerequisite: ACQ 101.

Recommended
Students will find that the degree of competence in algebra that would be attained by the end of a second year high school algebra course is required immediately upon arrival. Participants should have completed an introductory course in statistics as well. Students with questions about

their math background should contact the course director at DSN 539-4294 or commercial 804-765-4294. Students will also need familiarity with IBM compatible personal computers and any spreadsheet package.

Length: 15 class days.

BCF 102
Fundamentals of Earned Value Management

(Formerly BFM 102, Contract Performance Management Fundamentals)

Description

This course provides instruction on the application of earned value management (EVM) in the defense systems acquisition process. The course applies a basic management theory approach to understanding the concepts of EVM and its role in a successful program management process. It examines basic EV concepts relative to current DoD guidance, core concepts of the EVM systems criteria, the implementation and surveillance process, and the role of participating organizations. The instruction begins with the request for proposal and traces the life of the contract through development and review of the performance measurement baseline (PMB), program and system reviews, and the on-going analysis and surveillance processes. The instruction emphasizes the importance of the PMB as the integrated cost, schedule, and technical plan necessary for program success. The analysis emphasis, highlighted by a presentation by the OSD Acquisition Program Integration Directorate, emphasizes the usefulness of earned value information in evaluating the status of a program. Each subject includes an examination of the roles of the various participants including the program office, contractor, DCMC, buying commands, resource management organizations, and OSD.

Course Objectives. Students who successfully complete this course will be able to:

- Describe how EVM, as a program management tool, is used to plan and integrate cost, schedule, and technical aspects of a program.
- Describe the program management responsibilities in planning for and implementing an effective earned value management system.
- Define basic scheduling principles and characteristics of an effective planning process.
- Use basic analysis techniques to evaluate cost performance and cost/schedule status reports.
- Describe the key inputs and considerations required to develop contract estimates at completion.

Who Should Attend

This is an assignment specific course, open to military officers

and DoD civilians working in, or selected for, positions requiring knowledge or use of EVM (formerly cost/schedule control) principles. Equivalent industry personnel are encouraged to attend.

Prerequisite: ACQ 101.

Recommended: One year of acquisition experience.

Length: 8 class days.

BCF 103
Fundamentals of Business Financial Management

(Formerly BFM 201, Systems Acquisition Funds Management)

Description

This course concentrates on developing skills necessary for formulating and executing a program office budget. Emphasis is placed on introducing students to the techniques the program manager and business financial manager may use to identify, evaluate and resolve budget related tasks, problems, and issues. The course simulates the total budget process from the viewpoint of a business financial manager in the acquisition community, as well as from the perspective of OSD. Specifically, it includes the fiscal cycle, the roles of DoD offices, the Office of Management and Budget and the Congress. Content includes cost analysis, funding policies, budget concepts, the DoD planning, programming and budgeting system, the Congressional authorization and appropriation process, and the budget execution process.

Course Objectives. Students who successfully complete this course will be able to:

- Relate acquisition management system policies to the DoD resource allocation process.
- Identify the laws, policies and practices applicable to developing a program budget.
- Describe the planning, programming and budgeting system process and its relationship to the development of program budget submissions.
- Describe the congressional review process that leads to budget resolution, authorization and appropriation of the DoD budget.
- Summarize the process by which budget authority is apportioned, executed and reprogrammed.
- Explain major provisions of fiscal law that governs the use of budget authority.
- Describe the funding and budgeting issues involved with each type of contract used in systems acquisitions.

Who Should Attend

This course is open to military officers and DoD civilians working in, or selected for, positions

requiring knowledge or use of funds management principles. Equivalent industry personnel are encouraged to attend.

Prerequisite: ACQ 101.

Recommended: Baccalaureate degree and one year of BCEFM acquisition experience.

Length: 5 class days.

BCF 203 Intermediate Earned Value Management

(Formerly BFM 203, Intermediate Contract Performance Management)

Description

This course immerses students in earned value management (EVM) through a multimedia simulation of a typical program. The simulation approach develops application level EVM skills through performance of tasks requiring knowledge of current DOD guidance, core concepts of the EVM system criteria, the implementation and surveillance process, and the role of participating organizations. The simulation begins with preparing inputs for a request for proposal (RFP), moves to the analysis and review of the contract baseline via the integrated baseline review (IBR), and requires on-going analysis of cost reports and surveillance of the contractor's management processes. The instructional methods encourage the students to perform tasks and evaluate results and alternatives in a controlled environment. The integrated structure of the exercises forces student consideration of the impact of their actions on various elements of the program. The process also ensures examination of the perspectives of the various organizations in the acquisition process such as the program office, Defense Contract Management Command, Defense Contract Audit Agency, buying commands, resource management organizations, and the Office of the Secretary of Defense.

Course Objectives. Students who successfully complete this course will be able to:

- Synthesize the relationship between EVM and the defense acquisition management process.
- Prepare EVM requirements to include in the RFP.
- Evaluate a contractor's management system against the 32 EVM criteria.
- Synthesize the planning, organization, execution, and follow-up of an integrated baseline review.
- Identify the surveillance processes, procedures, and working relationships of the various stakeholders.
- Use EVM techniques and automated tools to combine and

analyze information from the CPR and critical path scheduling tools.
- Use CPR data to assess and report a contractor's cost and schedule performance

Who Should Attend
This is an assignment-specific course, open to military officers and DoD civilians working in, or selected for, positions requiring knowledge or use of EVM (formerly cost/schedule control) principles. Equivalent industry personnel are encouraged to attend.

Prerequisites: ACQ 201, BCF 102.

Recommended: Familiarity with Microsoft Windows software.

Precourse Materials: A self-assessment is available from the course director to assess suitability prior to attending this course. Students take a multiple choice pretest on the first day of the course to help determine probability of successful completion of the course and to identify improvement opportunities.

Note: A Pass/Fail essay exam is given mid-course. The student must pass in order to continue the course work. A second pass/fail essay exam is given at the end of the course. The student must pass in order to receive a completion certificate.

Length: 10 class days.

BCF 204 Intermediate Cost Analysis

(Formerly BCE 204, Intermediate Cost Analysis)

Description
The course emphasizes the development and application of cost analysis techniques and interpretation of the results. The course structure is based on the five primary steps in the cost estimating process:

1) Definition and Planning - purpose, definition, ground rules and assumptions, approach, and putting the team together.
2) Data Collection - sources, normalization, and earned value.
3) Estimate Formation - parametrics (linear regression, multivariate and multiplicative modeling), analogy, expert opinion, catalog/non-development items, engineering standards, factors, and time phasing techniques for development, production (advanced unit and cum average learning curve theories) and operating and support.
4) Review and Presentation - risk analysis, cross-checks, and presentation format.
5) Final Documentation - content and structure.

Each step is discussed in detail with the primary emphasis on estimate formulation. Practical exercises and case studies allow the student to apply and analyze concepts taught in class. The

computational aspects of these exercises will be performed primarily on the automated cost estimating integrated tool (ACEIT).

Course Objectives. Students who successfully complete this course will be able to:

- Understand the cost estimating process to include the various types of estimating tasks performed.
- Normalize data for content, quantity, and economic year.
- Develop cost estimates using various techniques such as parametrics, analogy, expert opinion, cost factors, wrap rates, and estimates-at-completion.
- Document cost models and cost estimates.
- Apply time phasing techniques in development, production, and operating and support phases of the life cycle to include the use of cost improvement curves.
- Understand and perform sensitivity and risk analysis of an estimate.

Who Should Attend

This is an assignment-specific course. It is required for Level II certification for the DoD acquisition cost analyst, although the techniques instructed have much broader application. It is an ideal course for anyone in the financial management or earned value arena to gain an appreciation of the cost analyst responsibilities especially given the advent of integrated product teams and the requirement for multifaceted analysts. It will also be beneficial for individuals who utilize information from life cycle cost estimates, supervise cost estimators, prepare budgets based on life cycle cost estimates, manage acquisition programs, evaluate and negotiate contract proposals, or desire an understanding of interpretation and application of various cost estimating tools.

Prerequisite: BCF 101.

Recommended

Two years of acquisition experience in the cost estimating, financial management, or earned value analysis job series. Competence with algebra is essential, and some familiarity with statistics is beneficial. Any questions about the math requirements should be addressed to the course director at DSN 785-7777, Ext. 3269.

Length: 15 class days.

BCF 205
Contractor Finance for Acquisition Managers

(Formerly BFM 204, Contractor Finance for Acquitiion Managers)

Description

This course is designed for those working in, or selected for, positions requiring interface with contractors or dealing with contractor financial data. It provides an overall understanding of Defense

contractor financial motivations and constraints, and an appreciation for how they affect management of Defense systems acquisition programs. The curriculum includes discussion of the interrelationships among the contractor's costing procedures, financial and managerial accounting systems, analysis of cost principles and indirect cost management of DoD contracts, as well as the contractor's perspective on planning and control in business management. Students discuss the environments in which industry prepares and DoD personnel evaluate cost proposals. The course concentrates on the Defense industry and includes the special financial regulations the government requires in the Federal Acquisition Regulations and the Cost Accounting Standards.

Course Objectives. Students who successfully complete this course will be able to:

- Recognize financial management issues
- Learn the vocabulary and concepts necessary to discuss these issues with the Defense contractor community.

Who Should Attend:
This is an assignment-specific course. It is recommended for systems acquisition personnel in career paths which require an understanding of the operations of private industry. This would include acquisition logistics, auditing, business, communications/computer systems, contracting, industrial/contract property management, manufacturing, production and quality assurance, procurement/purchasing, program management, systems planning, research, development and engineering, and test & evaluation.

Prerequisite: ACQ 201.

Length: 5 class days.

BCF 206
Cost Risk Analysis

(formerly BCE 206, Cost Risk Analysis)

Description
Cost Risk Analysis prepares cost analysts to model the cost risk associated with a defense acquisition program. Topics covered include basic probability concepts, subjective probability assessment, goodness-of-fit testing, basic simulation concepts, and spreadsheet-based simulation. Practical exercises, a small-group workshop, and a capstone article review reinforce techniques taught.

Course Objectives. Students who successfully complete this course will be able to:

- Assess subjective probabilities to represent uncertain cost elements in a defense acquisition program.
- Model the cost risk associated with a defense acquisition program.
- Judge the reasonableness of a

cost risk analysis for a defense acquisition program.

Who Should Attend
This is an assignment-specific course. It should be taken by acquisition workforce personnel whose duties include 1) developing and/or evaluating cost estimates for such areas as procurement, software, research & development, weapon systems, etc.; 2) planning and management of DoD system acquisitions; 3) evaluation and negotiation of contract proposals; and 4) cost and performance tradeoff analysis. Participants will typically include members from the BCEFM community. This course would also be appropriate for program/project managers and personnel in contracting; systems planning, research, development, and engineering; and communication-computer systems.

Prerequisite: BCF 101.

Recommended
ACQ 201 and working familiarity with any spreadsheet package.

Length: 4½ class days.

BCF 207
Economic Analysis

(Formerly BCE 207, Economic Analysis)

Description
Economic Analysis prepares students to conduct economic analyses of materiel systems. Topics covered include multiple-attribute decision analysis, cost analysis, present value analysis, and sensitivity analysis. Students apply their expertise in practical exercises and a group workshop.

Course Objectives. Students who successfully complete this course will be able to:

- Explain policies governing economic analysis.
- Identify the procedures for performing an economic analysis.
- Apply appropriate techniques to estimate and evaluate benefits for competing alternatives in an economic analysis.
- Evaluate cost data and apply appropriate methodologies to estimate costs of competing alternatives in an economic analysis.
- Rank alternatives based on estimates of benefits and costs.
- Calculate and interpret economic indicators.
- Perform uncertainty analysis.
- Perform an economic analysis.

Who Should Attend
This is an assignment-specific course. It should be taken by acquisition workforce personnel whose duties include 1) developing and/or evaluating costs and benefits of alternative courses of action involved in decisions, such as lease vs. buy, in-house vs. contractor, privatization or outsourcing, or repair or replace; 2) preparation of funding proposals for such programs as OSCR or DWCF (DBOF). Participants will typically

include members from the BCEFM community. This course would also be appropriate for program/project managers and personnel in contracting; systems planning, research, development, and engineering; communication-computer systems; and non DoD personnel

Prerequisite: ACQ 101.

Recommended
Working familiarity with any spreadsheet package.

Length: 3½ class days.

BCF 208
Software Cost Estimating

(Formerly BCE 208, Software Cost Estimating)

Description
Software Cost Estimating is primarily for practitioners of software cost estimating. The course is designed for cost analysts and others whose duties should include estimating the cost of software development efforts or reviewing such estimates. Topics in the course include software life cycle management, architecture, interoperability, software development paradigms, software design approaches, metrics, capability evaluations, risk analysis, software reuse, open systems, function points, and software cost estimating models. Two software cost estimating case studies allow students to apply the course material.

Course Objectives. Students who successfully complete this course will be able to:

- Describe the software acquisition process in general terms.
- Determine an appropriate cost estimating methodology and the types of data required for a software cost estimate.
- Use models for software life cycle cost estimating.
- Compare and contrast alternative techniques for software cost estimating.
- Apply software cost estimating techniques.
- Discuss the strengths and weaknesses of a variety of software cost estimating models.
- Discuss the major influences on the software cost estimating process (key players, decision points, concurrent activities).

Who Should Attend
This is an assignment-specific course. It should be taken by acquisition workforce personnel whose duties impact embedded or stand-alone software acquisitions. Duties should include 1) developing and/or evaluating cost estimates for life cycle management (i.e., research, development, procurement, deployment, operating and support, and disposal); 2) planning and management of DoD system acquisitions; 3) evaluation and negotiation of contract proposals; or 4) cost and performance tradeoff analysis. Participants will typically

include members from the BCEFM community. This course would also be appropriate for program/project managers and personnel in contracting; systems planning, research, development, and engineering; and communication-computer systems, as well as industry-wide software developers and cost estimators.

Prerequisite: ACQ 201.

Recommended
Completion of BCF 101 is desirable, as well as working familiarity with any word-processing package on IBM-compatible personal computers.

Length: 8½ class days.

BCF 209 Selected Acquisition Report

(Formerly BFM 209, Selected Acquisition Report)

Description
This course is designed to enable the student to prepare, generate, and review the selected acquisition report (SAR). The SARs provide a summary to Congress of the costs, schedule, and performance status of major Defense acquisition programs (MDAPs). The consolidated acquisition reporting system (CARS), which is the automated system for MDAP reporting, has been fully integrated into the course with in-depth, hands-on training exercises. Exercises are supplemented with detailed, ready references for completing each section of the SAR in accordance with DoD 5000.2-R, "Mandatory Procedures for Major Defense Acquisition Programs (MDAPs) and Major Automated Information System (MAIS) Acquisition Programs." Lecture and discussion cover the key concepts of the SAR and each of its sections, with special concentration on the SAR cost variance.

Course Objective: Students who successfully complete this course will be able to prepare, generate, and review the SAR.

Who Should Attend
This is an assignment-specific course, appropriate for acquisition personnel who are tasked to prepare SARs and use CARS who have no previous SAR and CARS experience and some acquisition experience.

Prerequisite: ACQ 101.

Length: 5 class days

BCF 211 Acquisition Business Management

Description
Acquisition Business Management presents intermediate level

personnel with an intensive examination of important areas in acquisition business management. The course emphasizes acquisition business planning, PPBS preparation, budget and contract funds execution, management of program information, and special topics.

Course Objectives. Student who successfully complete this course will be able to:

- Prepare, justify and defend budget exhibits and obligation/ expenditure plans.
- Formulate impact/reclama statements and reports.
- Develop decision documents.
- Develop and defend business aspects of the acquisition and PPBS cycle.

Who Should Attend

The course is designed for civilian personnel in positions supporting DoD weapons systems and the various aspects of business and financial management throughout the life-cycle of a system.

Prerequisites: BCF 101, BCF 102, and BCF 103.

Recommended: ACQ 201 is highly recommended.

Length: TBD

BCF 301
Business, Cost Estimating, and Financial Management Workshop

Description

This workshop is a capstone course which provides students with an integrated view of earned value management, cost estimating, and financial management disciplines and responsibilities as they relate to program management. This course centers around integrated exercise and simulations. It enables students to interact by preparing and defending program cost estimates, using earned value management reporting to evaluate program status and funding requirements and responding to externally imposed budget reductions. Current BCEFM initiatives affecting the program management officer will also be provided. To enable students to work in other disciplines outside of their area of expertise, one hour electives in funds management, earned value management, cost estimating and PPBS will be provided. Guest speakers will represent program executive offices (PEOs), program management offices (PMOs), and OSD.

Course Objective. Students who successfully complete this course will be able to predict appropriate responses to various situations typically encountered by the business financial manager.

Who Should Attend
This course is designed for personnel in positions supporting DoD weapons systems and the various aspects of business and financial management throughout the life-cycle of a system.

Prerequisites
ACQ 201, BCF 101, BCF 102, and BCF 103.

Recommended
Four years of acquisition experience is recommended.

Precourse Materials
A self-assessment will be mailed to the students before class begins. Students should fax it back to the course director prior to coming to class. Also, students should come to class prepared to research a work-related topic. They will brief the class on their findings at the end of the course.

Length: 9 class days.

BCF 802
Selected Acquisition Report Review

Description
This is a continuing education course, designed as a follow-on for personnel with previous selected acquisition report (SAR) experience. The consolidated acquisition reporting system (CARS), which is the automated system for MDAP reporting, has been fully integrated into the course with in-depth, hands-on training exercises. Exercises are supplemented with detailed, ready references for completing each section of the SAR in accordance with DoD 5000.2-R, "Mandatory Procedures for Major Defense Acquisition Programs (MDAPs) and Major Automated Information System (MAIS) Acquisition Programs." Lecture and discussion cover the key concepts of the SAR and each of its sections, with special concentration on the SAR cost variance analyses and categorizations supplemented by a limited number of computer assisted case studies in a fully automated classroom.

Objective:
Upon completing this course, the student will be able to prepare, generate, and review the SAR.

Prerequisite: BCF 209.

Who Should Attend:
This course is appropriate for acquisition personnel with some previous SAR/CARS experience and training. Acquisition personnel with no previous SAR/CARS experience and SAR preparers with some SAR/CARS experience, but no formal SAR/CARS training, should take the SAR basic course, BFM 209.

Length: 3 class days.

CON 101 Fundamentals of Contracting

Description
Fundamentals of Contracting is a survey course encompassing the entire contracting process from receipt of a purchase request through contract completion including close-out. Students are introduced to the organization and utilization of the Federal Acquisition Regulation (FAR) and the DoD Supplement to the FAR (DFARS), as well as ethics and basic contract law. Application of the information is reinforced through a series of practical exercises that emphasize commercial practices including simplified acquisition procedures.

Course Objectives. Students who successfully complete this course will be able to:

- Determine contracting need and analyze contracting requirements.
- Plan competition and source selection.
- Draft contract solicitations
- Evaluate offers.
- Negotiate and award contracts
- Plan contract administration.
- Monitor quality of and administer payment for contracts.
- Modify, terminate and close out contracts.

Who Should Attend:
The course is designed for students new to the contracting workforce, either entry-level personnel or crossovers from other career fields.

Prerequisites: None.

Length: 20 class days.

CON 104 Fundamentals of Contract Pricing

Description
Contract Pricing is designed to provide entry-level contracting personnel with a solid foundation for the practice of price analysis, cost analysis, and negotiation techniques. It is required for Level I certification. This course provides essential fundamentals for the study and practice of price, cost and proposal analysis. It also provides a discussion and

demonstration of applicable estimating techniques used to support these analyses. Topics include a review of the contracting environment, use and importance of market research, sources of data for cost and price ana1ysis, application of price-related factors in the determination of reasonableness, methods for analyzing direct and indirect costs, methods for performing profit analysis, ethics in contract pricing, and a selection of current pricing topics. Various case scenarios and an actual cost analysis are used to illustrate and integrate the various concepts and techniques covered in the course. Individual and group negotiation workshops address the fundamentals of the negotiation process, including essential techniques, strategies, and tactics.

Course Objectives. Students who successfully complete this course will be able to:

- Understand the general environment of contract pricing.
- Determine the sources and means of acquiring data for cost and price analysis.
- Analyze direct and indirect costs.
- Perform a profit analysis, including the appropriate use and application of requirements relative to cost of money.
- Integrate and apply the various concepts and methods learned to a real-time cost analysis in the form of an integrating exercise. Apply selected techniques of cost of money and profit analysis.
- Apply the essential techniques, strategies, and tactics of the negotiation process, individually, and in small groups.

Who Should Attend
Civilians GS-5 and above, officers 01 and above and enlisted E4 and above, working in base, post, camp or station level positions.

Prerequisite: CON 101.

Recommended
It is strongly recommended that students have a basic knowledge of algebra. Students should also bring a hand-held calculator.

Length: 14 class days.

CON 202 Intermediate Contracting

Description
Intermediate Contracting presents experienced, intermediate-level contracting personnel with an intensive examination of the life cycle phases of contracting, including the pre-award phase of contracting (acquisition planning, solicitation, evaluation and award), and post award contract administration, plus contracting problem analysis and resolution. Case studies, along with group and individual exercises, expose students to contracting problems, and challenge students to apply ethical principles,

statutes, regulations, and sound business judgment toward the resolution of contracting problems. Major course topics include acquisition planning, contracting methods with an emphasis on formal source selection and noncommercial acquisitions, and contract administration including contract surveillance and quality assurance, financial management, terminations, and disputes resolution.

Course Objectives. Students who successfully complete this course will be able to:

- Perform acquisition planning to include the analysis of market research and requirements documents and consideration of recurring requirements, Government property, competition, contract type, and contract financing.
- Develop a formal source selection plan.
- Prepare a written formal source selection Request for Proposal for a noncommercial acquisition to include instructions for oral presentations.
- Analyze and evaluate price related and non-price related factors to include performance risk assessment.
- Determine the necessity for discussions, and where necessary, establish competitive range, conduct discussions and process a request for final proposal revisions.
- Prepare an award decision for a competitive negotiated acquisition, conduct debriefings, and take steps to mitigate and/or resolve protests.
- Construct an administration plan and conduct a post-award orientation.
- Implement contract changes via contract modification, and perform Government Property administration.
- Perform contract price or fee adjustments and process various contract payments.
- Perform contract surveillance and quality assurance functions prescribed by the contract to include problem resolution through the application of contract remedies.
- Determine when termination actions are appropriate.
- Analyze and apply the various procedures for resolving disputes and claims.

Prerequisite: CON 104.

Recommended

Two and one half years of contracting experience after completing CON 101 is strongly recommended.

Precourse Materials

Each student is required to prepare an in depth written case study on some aspect of contracting (pre-award or post-award) prior to attending the course. Potential students will be provided with general information and grading criteria for the required case study. The

written report, with support documentation, is collected on the first day of class. Students may be required to present their case studies to the class and to field questions from fellow students.

Length: 19 class days.

CON 204
Intermediate Contract Pricing

(Formerly CON 231, Intermediate Contract Pricing)

Description

Intermediate Contract Pricing both reinforces pricing skills taught in CON 104 and develops skills in price analysis, advanced pre-award pricing decisions, post-award pricing decisions, and general contract pricing issues. The first week of the course is primarily quantitative in nature, focusing on statistical and economic analysis tools. Students are expected to bring to class and be capable of using a calculator with an exponential and reciprocal function. Public domain software is used in applying quantitative theory and in pricing situations. The second week focuses primarily on application of quantitative techniques and advanced contracting concepts. Students are encouraged to call on their unique experiences to provide a basis for discussion and analyses of relevant contract pricing topics, the application of appropriate pricing principles and development of workable solutions.

Course Objectives. Students who successfully complete this course will be able to:

- Use statistical and regression techniques in contract pricing situations.
- Determine when to use either a single or a double moving average.
- Better understand the improvement curve theory.
- Understand the time value of money.
- Develop pre-negotiation positions on proposed indirect cost rates.
- Develop skills in estimating cost-to-complete.
- Develop skills to price equitable adjustments (with exercises related to claims and contract modifications).
- Understand defective pricing, cost realism analysis, contract types, and financial analysis with emphasis on contract financing considerations.

Who Should Attend

This course is designed for personnel who already possess their Level I contracting certification and are working on their Level II certification.

Prerequisite: CON 104.

Precourse Materials
A welcome packet mailed approximately 30 days prior to attendance outlines course objectives, purpose, and competencies, as well as introductory reading material and sample problems relevant to the course.

Length: 10 class days.

CON 210
Government Contract Law

(Formerly CON 201, Government Contract Law)

Description
Government Contract Law provides an understanding of the impact of Government Contract Law on daily decision making in acquisition. It introduces basic legal principles and sources of contract law as they apply to the Government's acquisition of supplies and services, as well as construction services. Court cases and administrative decisions (General Accounting Office, Boards of Contract Appeals) are discussed with emphasis on how the law affects the Government/contractor interface and how to avoid legal disputes and maintain ethical business relationships.

Note: CON 210[C] is equivalent to CON 210, with more emphasis on contract law cases pertinent to construction and facilities contracting.

Course Objectives. Students who successfully complete this course will be able to:

- Discriminate between statutory, regulatory, and ethical restrictions applicable to government contracts.
- Analyze and determine the manner in which the various pieces of federal legislation and judicial and administrative decisions impact the formation of government contracts.
- Compare and contrast the different procedures and remedies available to an adversely affected bidder or offeror in the forums available in which to protest a government acquisition.
- Given different types and forms of property, summarize the government's rights in such property and the remedies available to both the government and the contractor resulting from the improper use of such property.
- Distinguish those situations in which the government has properly and improperly obligated federal monies.
- Identify actionable fraud and summarize possible options for remedying such conduct.
- Given different types of contracts, identify and select the government's rights with respect to delivery, and/or any express

or implied warranties, and make a determination about when acceptance takes place.

- Given various situations in which a contractor has performed additional work not required by the original contract, (1) differentiate those situations in which the contractor is entitled to an equitable adjustment from those in which the contractor is not, and (2) if so entitled, determine the elements of the equitable adjustment.
- Provided the facts underlying a pending dispute, propose the probable course of the litigation, to include the nature of government employees' participation in such litigation.
- Determine the availability of and the circumstances necessary to terminate a government contract, given different factual situations.

Who Should Attend
Intermediate level personnel who have some experience with Government contracting and are responsible for contract formation or management.

Prerequisites: Level I Contracting Courses.

Recommended
CON 202 is strongly recommended.

Length: 10 class days.

CON 232
Overhead Management of Defense Contracts

Description
Overhead Management of Defense Contracts includes coverage of both introductory and advanced overhead concepts. It provides a sequence of instruction with emphasis placed on the overhead process, rate development, final rate determination, pricing applications, cost accounting standards, cost principles, cost monitoring, contract administration and ethical principles.

Course Objectives. Students who successfully complete this course will be able to:

- Evaluate the reasonableness of indirect rate submissions.
- Properly interpret DCAA audit reports and to properly apply indirect rates to base elements in price proposals.
- Make final decisions on issues involving cost accounting standards and cost principles.
- Understand and distinguish between the two distinct concepts of allocability and allowability.

Who Should Attend
This is an assignment specific course, which is appropriate for contracting officers, buyers, price analysts, auditors and contract

administration personnel assigned to program projects in which contractor overhead situations are present and are important elements of cost.

Prerequisites: CON 104.

Recommended
It is strongly recommended that all applicants have at least one year of contracting experience after Level I certification before attending this course. One year of college accounting and exposure to overhead is recommended, but not required.

Length: 10 class days.

CON 233 Cost Accounting Standards Workshop

Description
Cost Accounting Standards Workshop provides detailed, hands-on instruction in the various aspects of Public Law (PL) 100-679 to include the rules and regulations of the Cost Accounting Standards Board, the Cost Accounting Standards (CAS), and disclosure statements. In a workshop environment, students solve problems and gain a working familiarity with DoD policy relative to the implementation of CAS requirements, administration and contract adjustments for new standards, noncompliance and interest assessments, voluntary changes, and ethics.

Course Objectives. Students who successfully complete this course will be able to:

- Determine if a given practice is compliant with the cost accounting standards.
- Determine applicability of cost accounting standards and type of coverage.
- Determine if and when disclosure of the contractor's practices is required.
- Determine if a cost impact proposal is necessary.
- Determine appropriate contract adjustments if a cost impact proposal is necessary.

Who Should Attend
This is an assignment-specific course, designed for civilian (or equivalent military) personnel GS-9 and above with at least two years of experience in the contracting career field. Personnel should also have a current (or pending) assignment to a CAS team.

Prerequisite: CON 204 (formerly CON 231).

Recommended
Completion of a first year college accounting course.

Length: 10 class days.

CON 234 Contingency Contracting

Description
Contingency Contracting is a course designed to develop the

skills necessary to provide direct contracting support to joint tactical and operational forces participating in the full spectrum of military operations and armed conflict, both domestic and overseas. The course is hands-on, skills-based, and extensively uses common automation tools. Practical exercises are used throughout to reinforce working in a joint, multicultural environment. Topics include: laws and regulations unique to contingency operations; the roles and responsibilities of the Contingency Contracting Officer in joint operations; deliberate and crisis action planning; unique financial and appropriations issues; establishing a contracting office in an austere/high threat environment; selecting, justifying; and executing the appropriate contractual instrument to meet common contingency requirements; and the administration, termination and close out of contingency contracts.

Course Objectives. Students who successfully complete this course will be able to:

- Summarize and discuss the elements of contingency contracting planning.
- Identify the key personnel and organizations in a contingency, explain their roles and responsibilities, and illustrate the coordination between them.
- Identify and apply the contracting laws, regulations, and procedures unique to various types of contingencies.
- Identify the key physical characteristics of a deployed contracting office.
- Assess customer requirements and select, justify, and execute the appropriate procurement action.
- Perform contract administration required in a contingency.
- Apply automated and manual procedures to assemble, prepare, and close out contract documents, files, and reports.
- Recognize cross-cultural behavior patterns and anti-terrorism vulnerabilities and explain their impact on contingency contracting.
- Apply ethical principles in performing the duties of a contingency contracting officer.

Who Should Attend

This is an assignment-specific course intended for contracting and purchasing career field personnel who are in deployable positions. Whenever practical, students should attend the course prior to assuming duties as a deployable contracting officer or purchasing agent.

Prerequisite: CON 101 or PUR 101.

Recommended

Two years of purchasing or contracting experience.

Length: 9 class days.

CON 235
Advanced Contract Pricing

Course Description
This third course in the DOD curriculum of courses in cost and price analysis is for pricing and procurement personnel. The course examines statistical analysis, regression analysis, selected special topics, and computer applications. It provides the necessary knowledge for the application of quantitative techniques, including the evaluation of parametric estimating techniques, in estimating and analyzing individual elements of cost and total price. Computer applications are utilized throughout the course to teach and study statistics, simple linear regression, multiple regression, and decision risk analysis. Emphasis is placed on quantitative techniques utilized in estimating and analyzing elements of cost and the application of techniques in comprehensive problems and cases. The primary goal of the analysis focuses on obtaining fair and reasonable prices.

Course Objectives. Students who successfully complete this course will be able to:

- Utilize basic and advanced concepts of descriptive and inferential statistics, test hypotheses, and apply them in cost and pricing situations.
- Analyze the relationship between two variables, describe that relationship using regression analysis, and defend the appropriateness of the model.
- Perform a cost-risk analysis in development of a pre-negotiation objective.
- Describe commercial parametric estimating models, and determine appropriateness of a model given a specific situation.
- Integrate and apply quantitative techniques in a cost/price estimate.
- List the procedures to conduct an independent market segment research on a given procurement item.
- Conduct price analysis of a commercial item, as broadly defined by FAR criteria.

Who Should Attend:
This is an assignment-specific course for Level II/III personnel involved in major systems acquisition, or in a commercial environment where knowledge of cost risk analysis, cost estimating relationships/parametric estimating, overhead estimating, and decision/risk analysis tools are required.

Prerequisite: CON 204 (formerly CON 231).

Length: 10 class days.

CON 236
Contractual Aspects of Value Engineering
(Formerly CON 212)

Description
Contractual Aspects of Value Engineering provides students with an intensive review of the techniques and objectives of the Department of Defense (DoD) Value Engineering program. Value Engineering is a systematic effort directed at analyzing the functional requirements of a system, equipment, facility, procedure, service, or supply item to achieve essential functions at the lowest overall cost. DoD contracting personnel and others involved in VE are exposed to basic concepts and definitions, Value Engineering Change Proposal (VECP) preparation and evaluation processes, VE contract clauses, types of savings, techniques for calculating savings, and the relationship of VE to other incentives contained in the contract and subcontracts.

Course Objectives. Students who successfully complete this course will be able to:

- Apply the appropriate VE clause by:
  - Differentiating among the types of VE programs,
  - Determining applicability of VE clauses,
  - Inserting the appropriate clause in solicitations/contracts, and
  - Notifying the contractor of VE opportunities.
- Validate VE change proposals by assessing the VE proposals including receipt, evaluation team establishment and application of evaluation criteria and concluding with acceptance or rejection of the contractor's proposal.
- Calculate savings resulting from accepted VE change proposals including the savings category, actual computation of VE savings shares for the contractor and government and establishment of the appropriate payment process.
- Modify the contract as appropriate after formal processing and acceptance of the VECP.

Who Should Attend
This is an assignment-specific course. It is designed for contracting, program management and functional personnel who may be involved in VE applications or who support major weapon systems and can be expected to encounter specific VE activity. Note: individuals not assigned to contracting are encouraged to attend, although the course is targeted for Contracting Personnel.

Prerequisites: None

Recommended
It is desirable all applicants have Level II certification in either contracting or their field of expertise before attending this course. A working knowledge of contracting, program management or a functional area of expertise with two years of experience is a satisfactory substitute.

Length: 5 class days.

CON 237 Simplified Acquisition Procedures

Description
The Simplified Acquisition Procedures (SAP) Course is intended to support the training of the DoD acquisition workforce on the significant changes created by the Federal Acquisition Streamlining Act of 1994, the Clinger-Cohen Act of 1996, and the revised FAR Part 13 procedures on simplified acquisition. This course is one of the first of a new generation of web-based training environments, combining interactive computer-based training with performance support resource access, provided by the world-wide web.

Course Objectives. Students who successfully complete this course will be able to:

- Recognize and explain the advantages of using SAP for acquisition.
- Identify the purchases that can be made using SAP.
- Using requirements documents, list sources of information regarding potential open-market suppliers.
- Given a requirements document and market research data, determine whether the small business set aside requirement applies.
- Decide whether enough data has been collected to justify a decision regarding the extent of competition.
- Explain the importance of the requirement to maintain an open-market source list.
- Recognize that if an open-market qualified source list is used, each solicitation should go to at least two sources.
- Plan a solicitation, evaluate quotes, and select a contractor for award
- Solve post award issues.

Who Should Attend
This course is designed as a continuing education tool and assignment-specific course for acquisition personnel who completed their basic contract training prior to the implementation of FASA and Clinger-Cohen. Individuals should have at least one year of experience in applying government contracting procedures.

Prerequisites: CON 101, PUR 101, or PUR 201.

Length: Variable.
This is a nonresident individually self-paced course available through the Internet. Participants must pass the final examination within 60 days of registration.

Registration Procedures:
Register by filling out and submitting the forms that are provided on the course web site, accessible through the DAU home page (http://www.acq.osd.mil/dau). Only registered users with a user name and password are allowed access to the final examination.

CON 241 Information Technology Contracting

Description
Information Technology Contracting is designed to increase the knowledge and skills of intermediate contracting personnel who are involved in the acquisition of Information Technology (IT) resources.

Course Objectives. Students who successfully complete this course will be able to:

- Perform all contracting functions concerning the acquisition of IT resources.
- Use statutes, OMB circulars, DoD instructions and make ethical decisions applicable to an IT acquisition.
- Review data used in the development of an acquisition plan for IT resource acquisition.
- Select the appropriate method of acquisition for each type of IT resource acquisition.
- Describe the function of integrated product teams (IPTs) and how they affect the development of the solicitation for each type of IT resource acquisition.
- Use the processes for source selection and performance based contracting.
- Evaluate and select a program for award.
- Apply contract performance monitoring necessary for the resultant contract.

Who Should Attend
This is an assignment-specific course for Level II contracting personnel involved in the acquisition of IT resources.

Prerequisites: CON 104.

Length: 10 class days.

CON 243 Architect-Engineer Contracting

Description
Architect-Engineer (A-E) Contracting focuses on the unique aspects of contracting for professional A-E

services. The course is designed for acquisition workforce personnel in the contracting career field who have achieved a solid baseline of contracting knowledge through a combination of actual experience and completion of all DAWIA Level I courses. Students will cover issues across the contracting spectrum, including acquisition planning, source selection, proposal analysis, contract award, and work and contract management. Specific topics and practical exercises also include the Brooks Act, SF254s/255s, slate and selection process, reviews of government estimates, liability, Title II services, modifications, and contracting officer technical representatives (COTR) responsibilities.

Course Objective. Students who successfully complete this course will be able to perform the critical pre- and post-award contracting functions for A-E contracts.

Who Should Attend
This is an assignment-specific course. It is intended for military and civilian acquisition workforce members in the contracting career field who are assigned contracting responsibilities for A-E contracts. Whenever practical, students should attend CON 243 prior to assuming A-E contracting duties.

Prerequisites: CON 104.

Length: 5 class days.

CON 244
Construction Contracting

Description
Construction Contracting focuses on the unique aspects of construction contracting. The course is designed for individuals who have achieved a solid baseline of contracting knowledge through a combination of actual experience and completion of all DAWIA Level I courses. Students will cover contracting issues in acquisition planning, solicitation, source selection, and contract performance management. Specific topics and practical exercises also include project planning, funding, environmental concerns, reviews of government estimates, overhead calculations, Construction Specification Institute format, contractability reviews, labor laws, bonds, partnering, design/build, turn-key, job order and other task order construction contracts, preconstruction meetings, quality control and assurance, modifications, time and delay analyses to determine equitable adjustments, constructive changes and remedies, acceleration determination, and liquidated damages.

Course Objective. Students who successfully complete this course will be able to perform the critical pre- and post-award contracting functions for construction contracts.

Who Should Attend
This is an assignment-specific course. It is intended for military and civilian personnel in the acquisition workforce who are in the contracting career field or who are assigned with specific contract administration duties for construction contracts (e.g., professional engineers). Whenever practical, students should attend the course prior to assuming duties related to construction contracting.

Prerequisites: CON 104.

Length: 5 class days.

CON 301
Executive Contracting

Description
Executive Contracting is a unique forum for senior personnel in the contracting career field to examine a wide range of acquisition issues. Through guest speaker lectures, discussions, workshops, and a Capitol Hill visit to observe Congressional activities, this course provides an intensive executive level view of current issues and events in acquisition and in particular, contracting. Topic areas cover: contracting policy (DAR Council, Office of Procurement Policy (OFPP), current, actual and proposed changes, and changing technologies), external forces (SBA, GAO, DODIG, and legislative statutes), and work environment (contracting innovations, change, ethics, etc.).

Course Objectives: Students who successfully complete this course will be able to:

- Discuss the current, relevant, and projected DoD contracting and management issues as they relate to contracting.
- Identify and discuss the impact on present acquisition and contracting practices of recently established or proposed policies, regulations, directives, or studies.
- Understand how legislation and procurement policy makers operate and work with issues, problems, and the community at large.
- Network with other contracting personnel on various approaches as a means of understanding and, if appropriate, implement ideas presented in the course.

Who Should Attend: This course is REQUIRED at Level III for all contracting personnel who represent their activities and commands in discussing and seeking information regarding policy implementation. This course is required as a refresher every three to five years to keep current in contracting policy. The senior contracting officer at a smaller activity, if certified at Level II, may also attend.

Prerequisites: Level II (Contracting) courses.

Precourse Material
Prior to attending the course, participants must prepare a paper describing: (a) contracting issues of importance to their activity and (b) a contracting improvement paper to be shared in the class. If you have not received your precourse material two weeks prior to the course start date, contact the school.

Length: 5 class days.

CON 333 Management for Contracting Supervisors

Description
The Management for Contracting Supervisors Course is designed for first line supervisors assigned to acquisition/contracting positions within the Federal Government. The course concentrates on numerous Department of Defense management issues formulated within a variety of preaward and postaward risk management scenarios that challenge acquisition professionals. Participants utilize the integrated case study method, critical incidents, small group interaction and other teaching methods to assess and interpret the variables that affect contract performance and successful mission accomplishment in DoD procurement. Case scenarios are supplemented and reinforced by other techniques and issues that may be raised during the class by students. Participants are encouraged to apply their experience and expertise to the course, and to share/expand their knowledge of acquisition, procurement and management techniques. Participants are also encouraged to exchange visionary ideas on ways to continuously improve mission accomplishment.

Course Objectives. Students who successfully complete this course will be able to:

- Improve understanding of the entire acquisition process from the acquisition planning cycle, through the various steps such as budgeting, lead times, acceptance, payment and close-out. Develop and maintain better communications between all multifunctional team members.
- Develop a process for managing external interactions between contracting personnel and their customers. Processes such as empowerment, value-added time management, and Integrated Product Teaming will be discussed and utilized.
- Understand the competing interests of the various agencies and principal players such as customer requirements, requiring activities, higher headquarters, oversight activities, the contractor, and the general public. Encourage

early interaction without giving an advantage to any particular contractor.

- Develop procurement planning skills which will help identify major problems, analyze facts/data, synthesize this information in terms of contracting and management disciplines, develop risk management techniques, create alternate managerial solutions, and justify the appropriate course of action.

Who Should Attend
First line supervisors or those about to be first line supervisors assigned to acquisition and/or contracting functions.

Prerequisite: One year of contracting experience after Level II certification.

Length: 5 class days.

GRT 201
Grants Management

Description
Grants Management provides training to Level II DoD personnel involved in the award, administration, and management of grants, cooperative agreements, and other similar Federal financial assistance in the DoD.

Course Objectives. Students who successfully complete this course will be able to:

- Determine if the appropriate authority has been delegated to sign assistance instruments.
- Select an appropriate assistance instrument or contract.
- Determine the statutory authority for the assistance instrument.
- Understand the laws and regulations affecting assistance in DoD.

Who Should Attend
This is an assignment specific course for Contracting personnel (1102) who will also have "grants/assistance" responsibilities and grants officers, specialists and analysts (1101) who have similar responsibilities, but no contracting authority.

Prerequisites: None.

Recommended
Level I (Contracting) courses.

Length: 5 class days.

IND 101
Contract Property Administration Fundamentals

Description
Contract Property Administration Fundamentals is a mandatory course for industrial property management specialists, property administrators, and plant clearance officers. It is also designed to provide contracting officers, program managers, team leaders, and others with a comprehensive

understanding of contract, regulatory, and statutory requirements for the management and administration of government property. The focus of this course is property administration and the management of government property, which includes material, facilities, special tooling, special test equipment, and agency peculiar property. Instruction includes material from the Department of Defense Federal Acquisition Regulation (D-FAR) and the DoD Manual for the Performance of Contract Property Administration (DoD 4161.2-M). Pertinent topical areas include the government's policy on providing property to contractors, exceptions to the policy, acquisition, classification, control, protection, maintenance, and disposition.

Course Objectives. Students who successfully complete this course will be able to:

- State the government's policy and exceptions on providing property to contractors.
- Describe and define the five major types of government property.
- Identify and explain the government property clauses cited in the FAR.
- Describe the duties and responsibilities of the property administrator.
- Plan and initiate property management prescribed by the contract.
- Evaluate a contractor's property control system.
- Plan and conduct property control system analysis.
- Identify property control system deficiencies, and recommend corrections.
- Investigate and determine appropriate action when property is lost, damaged, or destroyed.
- Describe the methods used to properly dispose of government property.

Who Should Attend

This course is required at Level I for all industrial property management specialists and industrial plant clearance specialists including property administrators and plant clearance officers in the GS-1103 series. This course MAY be required for contracting officers (1102), program managers, auditors, and team leaders who have significant property administration responsibilities. It is highly recommended for production (GS-1150) and quality assurance (GS-1910) personnel who are involved with property administration.

Prerequisites: None

Recommended

It is recommended that applicants have some knowledge or experience with property management and administration.

Length: 10 class days

IND 102
Contract Property Disposition

Description
Contract Property Disposition is designed to enhance the skills of Government personnel performing contract property disposition functions. Participants analyze the responsibilities of plant clearance, property administration officers and their relationships with contractors, and contractor employees engaged in the disposition of Government property furnished in support of defense contracts. Contract property disposition, regulations and guidance contained in the FAR and implementing DoD regulations, and ethical principles are explained and discussed.

Course Objectives. Students who successfully complete this course will be able to:

- Understand the duties of the plant clearance officer.
- Understand FAR 45.6 and DFARS 245.6; regulations on plant clearance.
- Understand screening procedures for DoD excess/ surplus property.
- Discuss current topics such as demilitarization procedures and disposition of IT.

Who Should Attend
Personnel assigned to plant clearance functions in the Department of Defense.

Prerequisites: None.

Recommended
CON 101 and 104.

Length: 5 class days

IND 103
Contract Property Systems Analysis

Description
Contract Property Systems Analysis builds a solid foundation in audit principles and techniques for entry-level property administrators and industrial property management specialists. The course covers contractual and regulatory requirements for establishing and maintaining a system to control all Government property for which the contractor is responsible and accountable. The instructional process underscores the importance of property control system requirements and provides the tools necessary for the property administrator to plan and perform a property control systems analysis. Course content examines the functions, functional segments, and criteria specified in the "Manual for the Performance of Contract Property

Administration," DoD 4161.2M. Students are exposed to basic theories of inferential statistics and applications; the use and effective implementation of statistical sampling of selected populations; and data analysis of both transactions and attributes; and ethical principles; analyzing data collected from an audit; and assessing a contractor's system for compliance. Audit strategies for performance before, during and as follow-up to the systems analysis, are also covered, along with techniques for reporting and resolving system deficiencies.

Course Objectives. Students who successfully complete this course will be able to:

- Plan and schedule the annual contract property control systems analysis.
- Differentiate the proper use of random versus judgment sampling.
- Properly define the appropriate population for review for each selected function or functional segment.
- Critically analyze the sample and sample items for defects and deficiencies which fail to meet the contractual requirements for Government property.
- Determine the rating for the function, functional segment and the property control system.
- Determine a course of corrective action for recommendation to the contractor.
- Determine the impact the property control system analysis rating has on the contractor's overall property control system.

Who Should Attend

All Level I industrial property management specialists and industrial plant clearance specialists including property administrators and plant clearance officers, in the GS-1103 Series. This course is also recommended for contracting, production, and quality assurance personnel assigned to contracts where they have the collateral responsibility of performing property control systems analysis as the designated property administrator.

Prerequisite: IND 101.

Recommended

One year of property management experience after completing IND 101 is strongly recommended.

Length: 5 class days.

IND 201
Intermediate Contract Property Administration

Description

This course is designed for experienced industrial property management specialists, property administrators, plant clearance officers, contracting officers, their supervisors and other government

personnel with duties and responsibilities related to the management of government property controlled by contractors. Major course topics include the planning and organization of the overall functions of property administration including the property control system, liability, and disposition. Emphasis is placed upon critical analysis of current management policy and practice at three levels: top management, management of field activities, and contractor management. Primary consideration is given to setting and attaining objectives, implementation of advanced management techniques, and identifying and analyzing current problem areas. Students who have not had IND 101 will have a difficult time understanding the advanced nature of material presented in this course.

Course Objectives. Students who successfully complete this course will be able to:

- Identify the requirements for government property management and explain the conditions that influence it.
- Define the types of property provided to contractors and identify the various clauses used when property is provided to contractors.
- Describe inventory management procedures and policies, consumption analysis, physical inventories and inventory adjustments.
- Identify the policies and procedures for acquiring, using and recording special tooling, special test equipment and agency peculiar property.
- Apply the policies and procedures for acquisition, control, maintenance, and use of facilities.
- Apply the various risk-of-loss contract provisions so that the interests of the Government will be protected.
- Perform property control system analysis within the appropriate range of application.
- Differentiate the policies and procedures governing the disposition and plant clearance of government property.

Who Should Attend

All Level II industrial property management specialists and industrial plant clearance specialists including property administrators and plant clearance officers, in the GS-1103 series. This course is highly recommended for contracting officers, production, auditors, program managers, team leaders, and quality assurance personnel assigned to contracts which have a significant amount of government property accountable to those contracts.

Prerequisites: IND 103.

Recommended

One year of property management experience after completing IND 101 is strongly recommended.

Precourse Materials
Each student is required to prepare an in depth case study on some aspect of property administration prior to attending the course. The written report, with support documentation, is collected on the first day of class. Students are required to present their case studies to the class and to field questions from fellow students.

Length: 10 class days.

IND 202
Contract Property Management Seminar

Description
The Contract Property Management Seminar is designed for property administrators, plant clearance officers, industrial property management specialists and industrial plant clearance specialists at both the field and staff levels. This seminar builds upon the introductory and intermediate contract property courses. Participants analyze problems, solutions, policies, and programs that impact on the property administration function. Property professionals collaborate in developing management and problem-solving strategies, and examine priorities and goals within the property administration office. Leadership, communication, professionalism, ethics, and team building are emphasized. Participants discuss DoD property management initiatives, new ideas developed in their own organizations, and explore the challenges and problems faced by property administration offices. Methods of instruction include case studies and critical incidents, simulations, guided discussions, and small group projects. Guest lecturers, teaching interviews, and round table discussions expose participants to new ideas and trends.

Course Objectives. Students who successfully complete this course will be able to:

- Apply complex interactions of the Government property and related clauses in problem solving situations including:
  - Acquisition approval requirements
  - Property classifications and typologies
  - Property control systems analysis
  - Liability actions regarding the loss, damage or destruction of Government property and
  - Government property disposal priorities.
- Apply new DoD and departmental initiatives to the property management environment.
- Analyze newly issued regulatory materials for application in the property management environment.

- Apply contemporary management techniques to address technical and managerial problems that exist within the property management environment including:
  - Staffing, workload, and performance requirements issues, and
  - Contractual compliance, noncompliance and resolution or correction issues.

Who Should Attend
All Level II and III Industrial property management specialists and industrial plant clearance specialists, including property administrators and plant clearance officers, in the GS-1103 Series. This course is also recommended for contracting, production, and quality assurance personnel assigned to contracts which have a significant amount of Government property accountable to those contracts and where they have a substantial involvement with the management and control of Government property. This course may be repeated every three to five years.

Prerequisite: IND 201.

Recommended
At least one year experience in the field after completing IND 201.

Length: 5 class days.

IRM 101
Basic Information Systems Acquisition

Description
Students in this course explore introductory level concepts in information systems acquisition management in DoD. This is a non-resident course using distance education technology.

Course Objectives. Students who successfully complete this course will be able to:
- Use the functional process improvement program.
- Identify laws and regulations applicable to information systems acquisition.
- Develop information systems life cycle management and acquisition strategies.
- Define information systems statements of work and specifications.
- Describe telecommunications and network requirements.
- Plan a source selection.

Who Should Attend
Civilian GS-5 to GS-7 or military O-1 to O-3 who are members or prospective members of the communications-computer system career field.

Prerequisite: ACQ 101.

Length: Variable.

IRM 201 Intermediate Information Systems Acquisition

Description

Intermediate Information Systems Acquisition is a computer-based course for mid-level managers with responsibilities in information systems (IS)/information technology (IT) acquisitions. Students develop competence in applying IS/IT management skills in IS/IT planning, organizing, directing, and controlling information systems acquisition programs. Areas of application include: the unique aspects of IS/IT (including software) acquisition management, information technology as a capital investment, DoD IS/IT strategic planning and architectural principles related to IS/IT acquisitions, interoperability techniques and methods, emerging IT as potential solutions in satisfying DoD IT requirements, systems and software design and analysis techniques, IS/IT requirements and configuration management, business process reengineering, IS/IT quality assurance, IS/IT deployment, and the contracting process in concert with the program management and budgetary process in IS/IT acquisitions. Team-oriented exercises allow students to apply the IS/IT management concepts to current IS/IT acquisition management scenarios. Students are required to use notebook computers to accomplish class preparation, exercises, and course tests.

Course Objectives. Students who successfully complete this course will be able to:

- Explain the concepts and terminology that comprise the major information systems acquisition management processes and how the processes interact.
- Define the roles, activities, and relationships of Department of Defense, other government entities, and industry that participate in and affect the acquisition process.
- Develop the management skills needed to effectively and efficiently use people, money, facilities, information, and time in the accomplishment of information systems acquisition objectives.
- Recognize internal and external factors which influence and constrain the information systems acquisition process and understand how to deal with these factors in light of risk, uncertainty, and change.

Who Should Attend

Level I certified mid-level managers with responsibilities in information systems (IS)/information technology (IT) acquisitions.

Prerequisites: ACQ 201, IRM 101 (after April 1, 1998).

Length: 14 class days.

IRM 303 Advanced Information Systems Acquisition

Description

Advanced Information Systems Acquisition is a computer-based course for senior managers with responsibilities in information systems (IS)/information technology (IT) acquisitions. Students develop mastery level skills in evaluating and recommending strategies, evaluating plans, and making decisions in IS/IT acquisition management by using current technology to perform authentic tasks in a realistic, team oriented environment. Areas of mastery include: the unique aspects of information systems acquisition management, evaluating IT as a capital investment, tailoring the DoD program management system to an IS/IT acquisition, evaluating and recommending DoD IS/IT strategic plans and architectures for IS/IT acquisitions, assessing and recommending techniques used to ensure DoD IS/IT interoperability, evaluating and recommending emerging IT for IS/IT acquisition strategies, evaluating and recommending systems and software engineering methods and models, using business process reengineering to determine IS/IT requirements, evaluating an IS/IT program for adequate quality assurance, recommending performance measures/metrics for IS/IT (including software) acquisition performance, and using the contracting process in concert with the program management and budgetary process in IS/IT acquisitions. Team-oriented cases allow students to evaluate realistic and current IS/IT acquisition management scenarios. Students are required to use notebook computers to accomplish class preparation, team exercises, and individual assignments. Through study, reflection, research, and individual and team activities, students develop the skills and professionalism required in today's acquisition workforce.

Course Objectives. Students who successfully complete this course will be able to:

- Evaluate issues and make strategic level decisions in: Department of Defense (DoD) IS/IT acquisition program management, DoD information technology management, and DoD IT procurement process management.
- Effectively lead or participate in IT Integrated Product Teams that

make acquisition reform initiatives operational and manage IT as a capital investment.

Who Should Attend
Senior managers in civilian grades GS/GM 13 to15 and military ranks O-4 to O-6 who have successfully completed the requirements for Level II in the communications-computer career field.

Prerequisite: IRM 201.

Length: 14 class days.

LAW 801 Acquistion Law

Description
A major change in the way Government personnel implement acquisition law has been underway for several years, with substantial changes to statutes and regulations which structure the process. DoD policy now mandates that the acquisition process be conducted through Integrated Professionals Teams (IPTs). This course provides an overview of IPTs and their contribution to a successful acquisition conclusion through a presentation of recent developments in key acquisition subject areas. It investigates the legal ramifications of this major change and the impact of "commercial contracting" on decisions made by various members of the IPT.

Course Objectives. Students who successfully complete this course will be able to:

- Understand the composition of IPTs.
- Understand the contribution that integrating skills has on successful acquisitions.
- Recognize the legal ramifications of current changes in the acquisition arena.
- Apply the results of recent decisions to your work processes.

Who Should Attend
This is a continuing education course for Level I certified acquisition personnel who are either not required to take CON 210 or who completed CON 210 more than two years ago.

Prerequisite: None.

Length: 4½ class days.

LOG 101 Acquisition Logistics Fundamentals

Description
Acquisition Logistics Fundamentals gives students the opportunity to integrate logistics support policy, support performance requirements and practices applicable to acquisition programs during the system acquisition life cycle. The course provides a broad overview of the role of acquisition logistics in the system acquisition life cycle and system engineering processes. Presentations cover

the logistics relevant aspects of subjects such as operational requirements identification, life cycle costing, materiel acquisition processes, environmental safety and health, international programs, integrated product and process development, ethics, sustainment logistics, supportability analysis, contracting, contractor support, configuration management, and test and evaluation. Discussion will also focus on the traditional elements of logistics support, to include support equipment, technical data, facilities, computer resources support, supply support, maintenance planning, and others. The instructor and guest speakers will provide real world examples of developing and executing support for DoD programs.

Course Objectives. Students who successfully complete this course will be able to:

- Know the environment in which today's defense systems and equipment are conceived, developed, tested, acquired and operated and to understand the part that the commercial sector will play in that environment now and in the future.
- Comprehend the philosophy and objectives of logistics support and the attendant management functions necessary to achieve those objectives.
- Gain an understanding of logistics related and logistics impacting disciplines and the policies, procedures and management techniques they employ to aid in the establishment of a logistics support capability.

Who Should Attend

Individuals recently assigned responsibility to assist in planning, establishing, and maintaining the logistics support infrastructure for DoD systems and equipment during the design, development, production, deployment and sustainment phases of the acquisition life cycle.

Prerequisite: ACQ 101.

Recommended:

Six-twelve months of previous experience in an acquisition organization to gain a fundamental knowledge of general acquisition procedures and a familiarity with acquisition terminology.

Precourse Materials:

Students are encouraged to read DODD 5000.1 and DoD 5000.2-R prior to attending the course to gain an understanding of their overall content with specific attention to those areas concerning logistics and related subject areas (i.e., requirements determination, systems engineering, acquisition strategies, etc.).

Length: 10 class days.

LOG 201 Intermediate Acquisition Logistics

Description
The Intermediate Acquisition Logistics course is designed for acquisition logistics managers and their supervisors. The course provides a hands-on approach for building acquisition logistics skills with minimal lectures. The major emphasis is on practical exercises and case study. Major areas of study include: emerging acquisition logistics concepts, policies, constraints, and other considerations; integrated product and process development; logistics interface with systems engineering; market investigations; supportability analysis; logistics test and evaluation; maintenance planning and other supportability element requirements; configuration management interface; life cycle costing; overall program supportability planning; and contracting for acquisition logistics. Students gain skills by using applicable automated job performance aids. They develop theoretical and pragmatic solutions to individual and group exercises/case studies. Students develop and present an acquisition logistics briefing, and do research work on current acquisition logistics topics. Students receive a pass or fail grade based on these efforts as well as individual knowledge assessments. The overall goal of the course is to ensure the students have attained the course learning objectives and can function as Level II acquisition logisticians in the Department of Defense.

Course Objectives. Students who successfully complete this course will be able to:

- Apply leading edge logistics concepts, policies, constraints, and other considerations to the development and execution of acquisition logistics within the Department of Defense.
- Enhance their proficiency in performing the (CORE) knowledge areas of their job as determined by the Defense Acquisition Logistics Career Management Board (DALCMB).

Who Should Attend
Level I certified acquisition logistics managers and their supervisors.

Prerequisites: ACQ 201, LOG 101.

Recommended
Students should have acquisition logistics experience as outlined in DOD 5000.52M and be currently assigned or expected to be assigned to an acquisition logistics position.

Length: 15 class days.

LOG 203 Reliability and Maintainability

Description

Reliability and Maintainability (R&M) is an overview course designed for logisticians assigned to acquisition positions within the Department of Defense (DoD). The course concentrates on R&M-related activities throughout the acquisition life-cycle. Participants experience informal lecture, small-group exercises, videotapes and, for many resident offerings, a guest lecturer. The aim is to enable logistics managers to understand the relationships between R&M (engineering disciplines) and acquisition logistics; and to more effectively evaluate the potential impact of R&M decisions on the logistics aspects of a systems acquisition program. The course stresses a conceptual rather than a statistical approach. Participants do not require a background in engineering or statistics, and will be presented with basic R&M terminology and engineering practices. This course should provide a good foundation for further training in the detailed aspects of R&M engineering. It is designed for personnel with management or technical responsibilities in integrated logistics support, reliability and maintainability, safety, or maintenance engineering. Participants are encouraged to share their knowledge of R&M aspects of logistics engineering and contribute to course improvement.

Course Objectives. Students who successfully complete this course will be able to

- Communicate in the language of R&M.
- Acquire reliable and maintainable products (including commercial and nondevelopmental items) in accordance with acquisition reform.
- Develop operational and contractual R&M requirements.
- Accomplish a basic system level reliability or maintainability allocation.
- Assure R&M in the initial systems engineering and logistics engineering processes.
- Provide insight for the design of reliable and maintainable electronics and software.
- Assure that diagnostics and human factors features are incorporated into a weapon system design.
- Provide insight for reliability prediction techniques.
- Determine whether a reliability growth program is appropriate.
- Assess decision risk in a reliability qualification test.
- Assure that techniques are applied to assure manufacturing doesn't deliver latent defects to the field.

Who Should Attend
Logisticians assigned to DoD acquisition programs.

Prerequisite: ACQ 201.

Length: 3 class days.

LOG 204 Configuration Management

Description
Configuration Management provides an overview of the basic philosophy and practices of configuration management (CM), life cycle aspects of CM, related CM activities, and the interrelationships of CM and integrated logistics support. It covers the basic policy and procedures of CM in DoD directives, regulations and pamphlets, and military standards and specifications. The course material provides a general overview of CM and primary documents describing its practice. Other key areas such as identification, audits, change control, ethics, and status accounting are discussed.

Course Objectives. Students who successfully complete this course will be able to:

- Explain CM concepts, definitions, principles, and applications within the system acquisition life cycle.
- Explain the acquisition reform initiatives as expressed by DoD and the services.
- Explain the configuration identification element of CM.
- Identify, acquire, analyze, and manage CM data requirements.
- Explain the interface management functions.
- Use the work breakdown structure to identify, define, and manage CM requirements.
- Explain how the systems engineering management plan interfaces with CM requirements.
- Explain how integrated logistics support needs are identified, managed, and incorporated into CM requirements.

Prerequisite: ACQ 201.

Length: 5 class days.

LOG 205 Provisioning

Description
This course reviews current provisioning policies and management procedures, emphasizes the interrelationships and interdependencies of logistics functions, and discusses new concepts and techniques. It focuses on the management aspects of provisioning and its impact on systems support as opposed to a detailed coverage of operating procedures. The course emphasizes the flow of the provisioning process to ensure a sound understanding of the normal

sequence of events which occur in the provisioning of a system or end item of equipment. Instructional methods include exercises and case studies as well as lectures and discussions.

Course Objectives. Students who successfully complete this course will be able to:

- Comprehend the basic concepts and definitions germane to the provisioning process, understand how related terms are used in the discipline, and be able to distinguish between various applications of similar terms and concepts.
- Understand the various management considerations which affect the provisioning planning process and apply this understanding to sample situations.
- Understand the process by which provisioning data is obtained and identify the range and quantity of data typically required to support the provisioning process.
- Understand the advantages and disadvantages of various provisioning methods and techniques and their applicability in sample situations.
- Understand various contractor support options available and how they influence the provisioning requirements for a program.
- Understand the sequencing and relationships of the events in a typical provisioning process.
- Understand the use of various technical codes and factors assigned during provisioning.
- Comprehend how requirements are computed for different types of support items.
- Comprehend the importance of parts cataloging and standardization and the procedures and policies affecting them.

Who Should Attend

This course should be taken by individuals requiring certification in Acquisition Logistics at Level II whose duties involve either the planning for or execution of initial logistics support for new systems or end items. This course is best taken as the final course for Level II certification after all other certification requirements have been satisfied.

Prerequisites: ACQ 201, LOG 201.

Recommended

At least one year of actual experience in acquisition logistics is highly recommended.

Precourse Materials

A required text is mailed to all students three to four weeks prior to the start of the course. Students who have not received the material two weeks prior to the start of class should contact the school or download the text from http://www.afit.af.mil/Schools/LS/LSM/log205.htm.

Length: 5 class days.

LOG 304
Executive Acquisition Logistics Management

Description
Executive Acquisition Logistics Management prepares the acquisition logistician to function in executive-level logistics management and policy-making positions. The student will acquire an understanding of the complex relationships between logistics support planning, acquisition policy, requirements determination, program management, contracting, and Government funds management. Acquisition reform issues will be explored as they pertain to acquisition logistics. The course also assists the student to improve skills in finding logistics solutions that will improve weapon system availability and reduce life cycle cost. It will aid the student in becoming a valuable member of the program management team and ensure that logistics considerations are integrated into the systems engineering process throughout the life cycle of the weapon system. The topic areas covered in the course include acquisition reform, integrated product and process development, sustainment, determination of logistics requirements, program management, contracting for logistics, reliability, maintainability, availability, test and evaluation, PPBS, and logistics for foreign military sales. Evaluation, analysis, forecasting and decision making will be emphasized so that the ultimate design of the overall weapon system and its logistics support is sound from cost as aan independent variable and total system perspectives.

Precourse Material
Students must complete a lessons learned project for sharing with the class prior to arrival at the course.

Prerequisites: Level II (acquisition logistics) courses.

Length: 9 class days.

PMT 202
Multinational Program Management

Description
This course is designed to develop the skills necessary to participate effectively in an international defense acquisition program. Emphasis is placed on the U.S. Policy of encouraging armaments cooperation and enhancing rationalization, standardization, and interoperability (RSI) with allies. Key national, DoD and service policies on international cooperative development, production, and support will be explored.

Course Objective. Students who successfully complete this course will be competent to participate effectively in an international defense acquisition program.

Who Should Attend:
This is an assignment-specific course. It should be taken by all personnel who participate in an international defense acquisition program. Participants will typically include members of the program management; contracting; systems planning, research, development and engineering; test and evaluation; acquisition logistics; and business, cost estimating and financial management career fields.

Prerequisites: None.

Length: 5 class days.

PMT 203 International Security and Technology Transfer/ Control

Description
This course is designed to develop the skills necessary to participate effectively in an international defense acquisition program. Emphasis is placed on non-acquisition agency concerns with foreign disclosure, technology transfer, information control and security implications within international defense acquisition programs.

Course Objectives. Students who successfully complete this course will understand international security and technology transfer/control policies, controls and documentation.

Who Should Attend
This is an assignment-specific course. It should be taken by all personnel who participate in an international defense acquisition program. Participants will typically include members of the program management; contracting; systems planning, research, development and engineering; test and evaluation; acquisition logistics; and business, cost estimating and financial management career fields.

Prerequisites: None.

Precourse Materials
Students must complete and return a self assessment prior to arrival at the course.

Length: 5 class days.

PMT 302 Advanced Program Management Course

Description
The Advanced Program Management Course's primary learning methodology is faculty assisted, student led, small group cases and exercises. Through the cases and exercises, the dynamic interaction among the acquisition functional disciplines is explored in detail and the importance of developing and managing effective integrated product and process teams is emphasized. Subject areas include the integration of technical and

business disciplines in the management of a system; business motivations and technical practices of private industry and the impact they have on successful acquisition management; the development and importance of acquisition policy; the use of quality tools, interpersonal relations and communications skills in the development of an effective acquisition management team; and the evolving defense acquisition environment and the forces driving changes in how the acquisition of a system must be managed. Electives provide an opportunity for students to pursue further inquiry. Interaction with current program managers, as well as with senior officials of the Office of the Secretary of Defense, the Military Departments and the defense industry provides an executive level educational forum.

Course Objectives. Students who successfully complete this course will be able to:

- Demonstrate, from the program management perspective, the ability to integrate the dynamic processes used in systems acquisition management
- Use managerial abilities and functional area knowledge to perform in acquisition related positions

Who Should Attend:
Acquisition Corps Level II certified personnel. DoD industries are encouraged to send equivalent candidates.

Prerequisite: ACQ 201.

Security Clearance: A SECRET security clearance is required

Length: 14 weeks

PMT 303 Executive Program Manager's Course

Description
The Executive Program Manager's Course is an assignment-specific program designed to meet the learning and performance needs of newly selected program executive officers (PEOs), deputy PEOs and Acquisition Category (ACAT) I (ID/IC & IAM/IAC) & II program managers(PMs)/deputy program managers (DPMs). Building on the general program management competencies acquired during the previously attended Program Management Course or Advanced Program Management Course, and subsequent on-the-job experience, this course provides the selected participants an opportunity to enhance their skills through a concentrated four week period preceded by approximately 60 days of advance, part-time work wherein they assess: (a) the status of their assigned programs; (b) personal strengths and weakness in relation to problems, issues and concerns of their programs; and (c) impacts which may result from

recent policy changes in system acquisition. The course begins with a two-day orientation workshop, focusing on program assessment and learning. The workshop is conducted 60 days prior to the four-week on-campus phase and results in a plan for assessing each participant's program and a draft learning plan. Program assessments enable new PEOs/DPEOs/PMs/DPMs to ascertain and prioritize their learning efforts based on their program's phase, critical activities and/or immediate issues. The PEO/DPEO and PM/DPM should meet with the future chain-of-command for guidance on areas of specific interest. Additionally, visits to matrix organizations, DPROs, labs, contractors, and Service and OSD officials are encouraged. The outcome of this activity will be a personally tailored learning plan or contract that is based on identified program issues and related program management competency needs. The learning plan provides a "roadmap" which allows students to focus their energy and maximize their time during the learning day. In preparation for the four week period, the participant is assigned a senior faculty member as the learning team manager (LTM). The LTM supports the participant's program assessment and learning needs during the initial assessment phase, the four weeks on campus, and after the course.

Course Objective. Students who successfully complete this course will develop and implement a comprehensive personalized learning plan that will assist in determining program turnover status through the continuous use of a systems approach to assess and improve the program's products.

Who Should Attend

This is an assignment-specific course. It is intended for newly selected program executive officers (PEO), deputy PEOs (DPEO) and Acquisition Category (ACAT) I (ID/IC & IAM/IAC) & II program managers/deputy program managers (DPM). Effective October 1, 1996, all PEOs and DPEOs, ACAT I & II PMs and ACAT I & II DPMs must attend PMT 303 prior to assuming a new assignment to one of these positions. Attendance at this course should be no sooner than six months prior to assuming the new position. PMT 303 will be tailored, in course length and/or content, to meet the specific needs identified by the newly assigned PEO/DPEO. The completion of PMT 303 constitute fulfillment of the statutory requirements for PEOs/DPEOs and major acquisition systems PMs/DPMs as outlined in the DAWIA.

Prerequisite: PMT 302.

Length: 20 class days, plus a 2 day mandatory pre-course workshop.

PMT 304
Advanced International Management Workshop

Description
This workshop reinforces and advances the principles of collective defense through armament cooperation and presents a balanced view of attendant topics. Students will develop skills in, and gain an appreciation of, the problems and issues associated with international negotiation of cooperative acquisition project agreements. Specific topics will include preparation for negotiation, authority to negotiate and conclude, DoD policies and experiences, and negotiation issues. The role of other Executive Departments and Congress will be explored.

Course Objective. Students who successfully complete this course will be able to prepare and negotiate an international acquisition project agreement.

Who Should Attend:
This is an assignment-specific course which should be taken by all managerial personnel who participate in an international defense acquisition program. Participants will typically include members of the program management; contracting; systems planning, research, development and engineering; test and evaluation; acquisition logistics; and business, cost estimating and financial management career fields.

Prerequisites: None.

Length: 5 class days.

PMT 305
Program Manager's Skills Course (ACAT III Programs)

Description
This course is designed to update the newly designated ACAT III program/product manager on current acquisition policy, principles and practices. The course includes lessons learned from recent experiences and how to operate as a program manager (PM) in the current environment. The course provides the new PM with the tools necessary to accurately assess the program and the program office personnel. Participants then examine their personal leadership styles, assess personal strengths and weaknesses and prepare a plan to become more effective managers.

Course Objective. Students who successfully complete this course will be provided an update on current acquisition policy, principles and practices.

Who Should Attend
This is an assignment-specific course for newly designated ACAT III program/product managers and their deputies.

Prerequisite: PMT 302.

Length: 10 class days.

PQM 101 Production and Quality Management Fundamentals

Description
Production and Quality Management Fundamentals (PQM 101) is an entry level course that emphasizes basic production, manufacturing and quality assurance principles, policies, processes and practices used in DoD. It exposes participants to manufacturing and quality scheduling, and control techniques as well as production surveillance activities. Course content includes systems engineering, initiatives and trends, performance specifications, material control, source selection, quality assurance, technical support, and analytical tools.

Course Objectives. Students who successfully complete this course will be able to:

- Understand the multifunctional roles inherent in this career field.
- Describe manufacturing and quality processes, scheduling and control techniques, and various quality and production surveillance activities.

Who Should Attend
Industrial specialists, industrial engineers, quality assurance specialists, production officers, production specialists, contract administrators, and others involved with and responsible for production and quality.

Prerequisite: ACQ 101.

Length: 10 class days.

PQM 103 Defense Specification Management

Description
Defense Specification Management covers DoD management policies and procedures for development, preparation, and use of non-Government standards, commercial item descriptions, specifications, standards, and related documents in the acquisition process. The course evolves from identification of the requirement through development, application, feedback, and maintenance of a document. Emphasis is placed on acquisition reform for specifications and standards to include: market research, use of commercial/

nondevelopmental item alternatives, use of performance specifications and current defense policies for application of requirements. The course includes exercises on acquisition reform-related topics.

Course Objectives.
Students who successfully complete this course will be able to:

- Use DoD policy for stating performance based requirements.
- Apply techniques that promote the use of commercial products and practices.
- Use market research to revise existing or create new documents to support acquisition.
- Apply DoD standardization policy in managing standardization documents.
- Develop and apply standardization documents to meet essential user needs at best value to the Government.

Who Should Attend
This is an assignment specific course. It is designed for DoD acquisition personnel actively involved in the development or management of specifications, standards, handbooks, commercial item descriptions, or non-Government standards.

Prerequisites: None.

Recommended
ACQ 101.

Length: 9 class days.

PQM 104 Specification Selection and Application

Description
The Specification Selection and Application course provides an overview of the role of standardization in the Defense acquisition process. This course focuses on acquisition reform objectives, policies, procedures and implementation within the Defense Standardization Program, the criteria that should be used in selecting requirements documents for procurement; and the standardization tools and references available to the DoD acquisition workforce. (NOTE: This is a streamlined and refocused version of the previous PQM 104, Defense Specification Users Course.)

Course Objectives.
Students who successfully complete this course will be able to:

- Support military specification reform objectives, policies and procedures.
- Implement the criteria for selection of the type of acquisition document.
- Know the tools available, including market research, for making standardization decisions.

Who Should Attend
This is an assignment specific course. This course is designed for personnel who are involved in the setting of requirements and making standardization decisions, or who use specifications and standards, but are not actively involved in the development or management of requirements documentation.

Prerequisites: None

Length: 2½ class days

PQM 201 Intermediate Production and Quality Management

Description
The Intermediate Production and Quality Management course emphasizes journeyman level production, manufacturing, and quality assurance principles, policies, processes and practices used in DoD. Students follow a curriculum which exposes students to manufacturing and quality processes, scheduling and control techniques, surveillance activities, and systems level production and quality planning. Course content includes systems engineering, source selection, Federal Acquisition Regulation, environmental management, performance specifications, material control, quality assurance, and analytical tools.

Course Objectives. Students who successfully complete this course will be able to:

- Chart the current systems acquisition life cycle phases as well as major activities to be accomplished in each phase in accordance with DoD 5000 series documents. Apply the principles of integrated product and process development (IPPD) process via the use of integrated product teams (IPTs) and apply the systems engineering process.
- Develop performance specifications and provide production and quality surveillance of performance based contracts, from source selection through system disposal. Apply the production and quality requirements of the Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS), and be able to defend the need for these requirements.
- Review integrated management plans for adequacy of details in the manufacturing and quality aspects. Provide support to the contracting officer via the pre-award survey, technical support to negotiations, and progress payments processes. Provide guidance to contracting officers on the technical aspects of warranties, incentives contracts, and value engineering change proposals.

- Use the elements of the ISO 14000 model, DoD 5000 series documents, and various environmental laws to determine their impact on production and quality management processes and systems.
- Assess the effectiveness of quality assurance and manufacturing systems and processes IAW DoDD 5000.1, DoD 5000.2-R, FAR, DFARS, and non-government quality standards. Analyze a sampling plan for risk and determine its effectiveness, recognize the concepts of design of experiments (DOE) and quality function deployment (QFD), identify the impact of DOE and QFD on the IPPD process, and perform a process capability study and relate its output to process performance utilizing the quality loss function.

Who Should Attend
This course is required for Level II certification of production and quality management personnel, and is intended for production, quality, or engineering personnel providing pre- or post- contract award technical support.

Prerequisites: ACQ 201, PQM 101.

Recommended
It is strongly recommended that all applicants have at least two years of production or quality management experience after Level I certification prior to attending this course.

Length: 15 class days.

PQM 202 Commercial and Nondevelopmental Item Acquisition

Description
Commercial and Nondevelopmental Item (NDI) Acquisition focuses on tools and techniques for identifying and evaluating commercial and NDI alternatives throughout the acquisition process. The course provides instruction on requirements definition, acquisition strategy development, acquisition, and support planning. It also introduces tools and techniques for selecting and preparing the appropriate technical requirements documents, commercial item descriptions, using multiple award schedules, and using market acceptability criteria, and lessons learned in commercial and NDI acquisition. Instructional methods used include videotapes, lecture, class discussion, and case studies of actual acquisition.

Course Objectives. Students who successfully complete this course will be able to:

- Use market research to determine the appropriateness of commercial or non-developmental items for satisfying user's needs.

- Plan an acquisition strategy for the management of commercial and non-developmental Items.

Who Should Attend
This is an assignment-specific course. It is designed for acquisition personnel involved in planning and managing the acquisition of commercial and non-developmental items.

Prerequisites: None.

Recommended
ACQ 101.

Length: 2 class days.

PQM 203
Preparation of Commercial Item Descriptions

Description
Preparation of Commercial Item Descriptions presents instruction on the preparation and review of commercial item descriptions, including market research techniques to identify and characterize commercial items, the development and use of market acceptability criteria, and the development of performance-based salient characteristics. The course also provides current DoD policy on the use of commercial items, market research, and performance-based specifications.

Course Objectives. Students who successfully complete this course will be able to:

- Use market research to determine the commerciality of an item in accordance with FAR Part 2.
- Develop a performance requirements document for describing commercially available products suitable for meeting the user's needs.
- Implement DoD policy for the acquisition of commercial items.

Who Should Attend
This is an assignment-specific course. It is designed for personnel involved in generating product descriptions for commercial and non-developmental items, or who are involved in determining the commerciality of an item.

Prerequisites: None.

Length: 1 class day.

PQM 301
Advanced Production and Quality Management

Description
This course is structured around an integrated product development, concurrent engineering acquisition philosophy prescribed in DoD Directive 5000.1 and DoD 5000.2-R. The course investigates day-to-day decision making issues relevant to successfully managing three core technical tasks in DoD acquisition: systems and process development, manufacturing, and product quality management. It

stresses the logical thinking process and the ability to identify and effectively work within policy, regulatory, technical, or physical constraints to management effectiveness. Students are taught appropriate operational definitions and quality measures. Significant portions of the course concentrate on the principal themes of: systems engineering, manufacturing, and quality assurance, with special attention to specific tools and techniques used successfully in the commercial environment to improve customer satisfaction. Other major supplementary topics are: acquisition policy review, contracts management and administration, contractor finance, ethics, and professionalism. Guest lecturers from government and industry present pertinent and timely examples of best practices or conduct open panel discussions appropriate to the course objective and emphasis. Analytical discussions of "real-life" case studies are integrated into the course.

Course Objective. Students who successfully complete this course will be able to effectively provide manufacturing and quality management related counsel in an integrated product/process team environment based on latest, up-to-date information.

Who Should Attend
Civilians in grades GS-13 and above and military officers in ranks O-3 to O-6.

Prerequisite: PQM 201.

Length: 10 class days.

PUR 101 Simplified Acquisition Fundamentals

Description
Simplified Acquisition Fundamentals teaches acquisition personnel to use simplified acquisition procedures (SAP) to accomplish acquisitions below the simplified acquisition threshold (SAT). Participants will learn to locate and apply policies, procedures, and guidance contained in the Federal Acquisition Regulation (FAR) and the Department of Defense Federal Acquisition Regulation Supplement (DFARS). The course emphasizes the importance of customer satisfaction, market research, performance based specifications, buying commercial items, best value source selection, and administration of commercial items when acquired using SAP.

Course Objectives. Students who successfully complete this course will be able to:

- Apply policies and procedures for performing acquisitions using SAP.
- Select the appropriate presolicitation factors to consider prior to preparing a solicitation for an acquisition using SAP.
- Prepare solicitation documents for acquisitions using SAP.

- Evaluate contractor responses to solicitations for acquisitions using SAP.
- Make awards for acquisitions using SAP.
- Perform post-award functions and close out simplified acquisition files.

Who Should Attend
Entry level personnel responsible for acquisitions under the simplified acquisition threshold.

Prerequisites: None.

Length: 10 class days.

PUR 201 Intermediate Simplified Acquisition Procedures

Description
The Intermediate Simplified Acquisition Procedures course provides current or potential simplified acquisition contracting officers with the skills, abilities, and direction necessary to perform complex actions under the simplified acquisition threshold (SAT). Participants use an integrated case study to assess and make decisions on a complicated simplified acquisition. The course provides practical experience in procurement planning, customer satisfaction, market research, performance based specifications, buying commercial items, best value source selection, and innovative problem solving skills.

Course Objectives. Students who successfully complete this course will be able to:

- Demonstrate the ability to plan simplified acquisition workload.
- Identify and correctly apply the policies for ethical behavior.
- Identify the procedures for processing unsolicited proposals.
- Conduct market research.
- Determine competition requirements for simplified acquisitions.
- Prepare a solicitation in accordance with FAR and DFAR guidance.
- Prepare a price reasonableness determination.
- Demonstrate the ability to prepare for and complete the negotiation action.
- Demonstrate the correct procedure for handling post award mistakes and conducting briefings and/or post award orientations.
- Perform contract administration functions.
- Identify the procedures for pursuing government remedies.
- Determine the correct procedures for handling pre and post award protests.
- Analyze claims and recommend settlement positions.
- Recognize the procedures necessary to collect contractor debts.

Who Should Attend
Intermediate level personnel responsible for managing simplified acquisition procurements.

Prerequisite: PUR 101.

Recommended
Participants should have at least one year of experience in simplified acquisition.

Length: 10 class days.

SAM 101 Basic Software Acquisition Management

Description
This course introduces software acquisition professional to the software acquisition field through distance learning coverage of the key competencies of the field. Students learn the types and impacts of risks in software acquisition and development, the DoD regulatory and technical frameworks that apply to software acquisition, the software development life cycle and integration processes, and procurement regulatory requirements. Additional topics include basic tools for planning and measuring in a software acquisition environment, and best practices for software acquisition and management across all types of software acquisition to include C4I, AIS and MCCR systems.

Course Objectives. Students who successfully complete this course will be able to:

- Define software acquisition management specific terms and concepts.
- Recognize software development models, paradigms, and strategies appropriate for use in software-intensive acquisitions.
- Reference information sources of software acquisition management policies, standards, and best practices.

Who Should Attend
This is an assignment-specific course. It is mandatory for acquisition personnel in civilian grades GS-9 and below and military ranks O-1 through O-3 whose duties include software acquisition.

Prerequisite: ACQ 101.

Length: Variable.
This is a nonresident individually self-paced course using a CD-ROM.

SAM 201 Intermediate Software Acquisition Management

Description:
This course extends the career education of the software acquisition professional through applied learning using in-depth study of real and hypothetical software acquisition cases from within DoD to include C4I, AIS and MCCR. The students extend their knowledge of current best practices and critical success factors for software acquisition by actively applying concepts and tools of risk management and project management,

to include plans for defining procurement requirements, vendor qualification, evaluation of proposal evaluation criteria, and creation and evaluation of documentation relevant to software acquisition. Learning processes focus on all key competencies established for Level II software acquisition professionals.

Course Objectives. Students who successfully complete this course will be able to:

- Apply acquisition strategies used for software and software-intensive systems.
- Define the concepts of software architecture and systems architecture.
- Describe program software life cycle planning and test program planning factors.
- Apply requirements management and risk mitigation.
- Define software acquisition.
- Explain the roles of Domain Analysis and modeling in requirements analysis.

Who Should Attend

This is an assignment-specific course. It is open to all military officers of rank O-3 through O-5 and DoD civilians GS-9 through GS-12, working in, or selected for, software acquisition management positions. This course is mandatory for those serving in Level II acquisition positions whose duties include software acquisition management.

Prerequisites: ACQ 201, SAM 101 (after April 1, 1998).

Length: 14 class days.

SAM 301 Advanced Software Acquisition Management

Description

Advanced Software Acquisition Management is designed for senior managers with responsibility for programs in which software is a critical component. Readings, cases, and guest speakers extend across the domains of weapon systems, command and control systems, and management information systems; providing students a comprehensive framework for comparison and critical reflection. The course focuses on key software acquisition competencies established for Level III acquisition professionals, while concentrating on software-specific considerations such as reuse, COTS, open systems standards, and software metrics. The course challenges students to critically evaluate alternative models, methods, and tools applicable to software acquisition through the use of real and hypothetical DoD software acquisition cases. Software acquisition planning and management, software risk identification and mitigation, and software acquisition critical success factors and best

practices are also considered.

Course Objectives. Students who successfully complete this course will be able to:

- Analyze the causes of cost, schedule, and performance problems in large software efforts and explore strategies for avoiding or correcting such problems.
- Examine salient differences in strategy, methods, and tools between commercial software acquisition efforts and DoD efforts. Develop an ability to recognize and selectively adopt commercial practices for use in a DoD software program.
- Understand the organizational and cultural dynamics of program offices and software development teams. Be able to evaluate the suitability of alternative organizational structures, including integrated product teams.
- Evaluate and select software metrics that will provide insight into program status and facilitate early detection of potential problems.
- Assess the current state of the Federal and DoD acquisition reform movements and incorporate new policies into current and future software acquisition programs.

Who Should Attend

This is an assignment-specific course. It is required of software acquisition personnel who serve in the software acquisition field as Level III managers or technical experts. Civilian grades GS/GM 13 to15 and military ranks O-4 to O-6 are appropriate.

Prerequisite: SAM 201.

Length: 14 class days.

SYS 201 Intermediate Systems Planning, Research, Development and Engineering

Description

Intermediate Systems Planning, Research, Development and Engineering covers steps in the system engineering process, requirements analysis, functional analysis and allocation, synthesis, and systems analysis/control. Specific techniques introduced include the systems engineering management plan, the functional flow diagram, requirements allocation sheet, work breakdown structure, design reviews and audits, design to cost influence, technical performance measurement programs, configuration management, developmental baseline, risk identification, and management. Special emphasis is placed on characteristics of a system such as life cycle cost affordability; readiness/supportability; reliability; testability and producibility. Practical exercises and case studies are used to

reinforce comprehension, adaptation, and application of procedures.

Course Objectives. Students who successfully complete this course will be able to:

- Initiate, execute, and monitor science and engineering acquisition activities.
- Forecast staffing budget requirements.
- Assist in the integration of technical activities performed by multiple agencies.
- Execute and evaluate the technical development activities proposed by industry sources.
- Ensure the technical integrity of the operational system.

Who Should Attend
This course is required for intermediate level personnel.

Prerequisite: ACQ 201.

Length: 10 class days.

SYS 301
Advanced Systems Planning, Research, Development and Engineering

Description
This course uses a facilitated case study to help students become more effective in the use of the science, technology and systems engineering processes and procedures that must be followed during each phase of a system's life cycle. The common tools of systems planning research, development and engineering are used within the framework of an integrated case study that starts with a need, progresses through the acquisition milestones and phases, and ends with a demonstration of system effectiveness. The students will employ requirements analyses, risk management, technical performance measures, trade-off analyses, configuration and data management, technical reviews, forecasting, design of experiments, work breakdown structures, and specification and statement of work tailoring to control and evaluate the evolutionary design of a target system. Special emphasis is placed on exploring the relationships between science and technology, systems engineering, and acquisition management.

Course Objectives. Students who successfully complete this course will be able to:

- Analyze and solve technical problems.
- Evaluate and forecast cost, schedule, performance and risk issues across the systems engineering life cycle.
- Synthesize and integrate program management office activities.
- Ensure the integrity and productivity of research, development and engineering activities.

Who Should Attend
Civilians GS-13 and above and military O3-O6.

Prerequisite: SYS 201.

Length: 10 class days.

TST 101 Introduction to Acquisition Workforce Test and Evaluation

Description
This course emphasizes the basic test and evaluation management and engineering principles, policies, and practices used by the DoD. The course emphasizes the unique role of test and evaluation as a feedback mechanism for systems engineering during all phases of the system life cycle. Students are introduced to the special relationship of test and evaluation to the interfacing disciplines of systems engineering, program management, logistics support, and production/ manufacturing and quality assurance. Faculty and guest speakers will present lectures, case studies, and class exercises that examine the roles of Government and industry organizations in test and evaluation management. Common tools used in test and evaluation which are introduced include: detailed test plan, Test and Evaluation Master Plan (TEMP), test reports, and test plan working groups. The many types of tests covered include: developmental testing, operational testing, live fire testing, qualification testing, and production acceptance testing.

Who Should Attend
This course is designed for engineers and project management personnel, GS-5 to GS-9 and military equivalents, who have had at least one year of acquisition experience.

Prerequisite: ACQ 101.

Length: 5 class days.

TST 202 Intermediate Test and Evaluation

Description
Intermediate Test and Evaluation engages the student in problem solving situations to generate an ability to use ideas, concepts, principles, and theories relative to T&E planning and operations. Course topics include: test planning, design, conduct, instrumentation, analysis/ evaluation, reporting, software, and modeling and simulation. The student will be required to apply his/her knowledge as a team member in a detailed integrative exercise which addresses the major issues in developing a complete test plan for a major weapon system. Students will be learning the latest in T&E policies and tools in addition to developing methods to avoid the pitfalls of the past.

Course Objectives. Students who successfully complete this course will be able to:

- Identify current laws and OSD policy and guidance for test and evaluation and relate them to T&E programs in their area of responsibility.
- Identify source documents for system requirements and from them, develop appropriate test and evaluation objectives and test issues.
- Identify and apply appropriate tools and techniques for the conduct of developmental test and evaluation in support of system development.
- Identify and apply appropriate tools and techniques for the conduct of operational test and evaluation in support of system development.
- Identify appropriate analytical techniques for the design of simple experimental processes and perform elementary descriptive and inferential analytical procedures on test data.
- The student will apply the above material to an integrated exercise incorporating the full gamut of test and evaluation activities in the systems development process.

Who Should Attend

T&E engineers, scientists, operations researchers, computer scientists, other technical personnel, and project organization personnel who have two to four years of acquisition experience with at least half in T&E.

Prerequisites: ACQ 201, TST 101.

Length: 9 class days.

TST 301 Advanced Test and Evaluation

Description

The Advanced Test and Evaluation course focus is on policy and management issues as well as the technical aspects of T&E. Incoming students are expected to have the fundamental and practical knowledge of T&E concepts presented in the TST 101 and TST 202 courses. The TST 301 course engages the students in problem solving situations to generate an ability to use ideas, concepts, principles, and theories relative to T&E planning, conduct, and management. Topic areas include requirement analysis, test and evaluation planning, conducting analysis and evaluation, reporting and new testing methods. The student will be required to apply knowledge through participation in several mini-cases and exercises that address current issues in T&E. In addition, the course will conclude with a detailed integrative exercise that will address the major topics and issues presented in the course. After completing this course, the

student will be prepared to manage new and unique T&E projects by applying his/her knowledge of appropriate T&E DoD policies, procedures and proven concepts.

Course Objectives. Students who successfully complete this course will be able to:

- Identify issues resulting from current laws and OSD policy and guidance for test and evaluation and recommend procedures for compliance within current limited T&E resources.
- Identify issues and recommended mitigations associated with the planning and conduct of developmental test and evaluation in support of system development.
- Identify issues and recommended mitigations associated with the planning and conduct of operational test and evaluation in support of system development.
- Identify appropriate analytical techniques for the design of simple experimental processes and perform elementary descriptive and inferential analytical procedures on test data.
- Develop current issues facing T&E professionals for presentation to senior OSD T&E representatives for discussion in either a live or video teleconference format.

Who Should Attend

T&E engineers, scientists, operations researchers, computer scientists, other technical personnel, and project organization personnel who have four to eight years of acquisition experience, with at least half in T&E.

Prerequisite: TST 202.

Length: 5 class days.

Appendix

A

DAU Course Index

Appendix A

DAU Course Index

This appendix provides DAU Course Numbers and Titles along with information on equivalent and predecessor courses, course length (in working days), prerequisites, Personnel Data System (PDS) codes for entering course completion into official personnel records, modes of delivery (R=Resident; O=Onsite; S=Satellite; E=Equivalency Exam; and P=PC/CD-ROM), and the course sponsor (the DAU school or schools responsible for developing and/or maintaining the course). Predecessor courses are defined in Chapter 2, section D. For other equivalent courses, see Appendix G. **NOTE**: Equivalency may be dependent on the date the course was completed. For specific date restrictions, see Appendices F and G.

Length	Prerequisites	PDS Code	Mode	Sponsor

ACQ 101 Fundamentals of Systems Acquisition Management

Equivalents*: Materiel Acquisition Management (MAM) Course
Navy Engineering Duty Officer Basic Course
Systems Acquisition Management Degree Program - NPS-816
Acquisition Fundamentals - AFCATC L30QR6A1-000
Principles of Program Management I [MN3221]

Predecessors: PMT 101 Fundamentals of System Acquisition Mgmt-DSMC-26 [9A8, BB1]
PMT 301 Program Management Course [ANL, BBW]

8 Days	None	BU5	R/O	DSMC

* See Appendix F for date restrictions.

ACQ 201 Intermediate Systems Acquisition

Equivalents*: Materiel Acquisition Mangement (MAM) Course
Navy Engineering Duty Officer Basic Course
Principles of Program Management II [MN3222]
Systems Acquisition Management Degree Program - NPS-816

Predecessor: PMT 201 Intermediate Systems Acquisition-DSMC-37 [BD6]
PMT 301 Program Management Course [ANL, BBW]

17 Days	ACQ 101**	JHA	R/O/E	DSMC

* See Appendix F for date restrictions.
** For contracting personnel - ACQ 101, or combination of CON 202, CON 204 and CON 210.

ACQ 401 Senior Acquisition Course

40 Weeks	None	ABW	R	ICAF

Length	Prerequisites	PDS Code	Mode	Sponsor
AUD 1130 Technical Indoctrination				
10 Days	AUD 1111, AUD 1124	PC6	R	DCAA
AUD 1320 Intermediate Contract Auditing				
5 Days	AUD 1124, AUD 1130, AUD 1280	JR7	R	DCAA
AUD 4120 Statistical Sampling				
5 Days	AUD 1130	QP0	R	DCAA
AUD 4230 Graphics, Computational, & Improvement Curve Analysis Techniques				
5 Days	AUD 1130	QPC	R	DCAA
AUD 8560 DCAA Supervisory Skills Workshop				
10 Days	None	CBJ	R	DCAA
BCF 101 Fundamentals of Cost Analysis				
Predecessor:	BCE 101 Fundamentals of Cost Analysis			
15 Days	ACQ 101	Q1A	R/O	ALMC
BCF 102 Fundamentals of Earned Value Management				
Predecessors:	BFM 102 Contract Performance Management Fundamentals[Q1B] BCF 202 Intermediate Contractor Performance Measurement [QTT, QMK] Contractor Performance Measurement Course-DSMC-6 [QMK]			
8 Days	ACQ 101	Q1B	R/O	DSMC
BCF 103 Fundamentals of Business Financial Management				
Predecessors:	BFM 201 Systems Acquisition Funds Management [PCW] BCF 201 Systems Acquisition Funds Management-DSMC-9 [0HZ, PCW]			
5 Days	ACQ 101	PGC	R/O	DSMC
BCF 203 Intermediate Earned Value Management				
Predecessor:	BFM 203 Intermediate Contract Performance Management [Q2G]			
10 Days	ACQ 201 or BCF 102	Q2G	R	DSMC
BCF 204 Intermediate Cost Analysis				
Predecessor:	BCE 204 Intermediate Cost Analysis[Q2B]			
15 Days	BCF 101	Q2B	R/O	AFIT

Length	Prerequisites	PDS Code	Mode	Sponsor
BCF 205 Contractor Finance for Acquisition Managers Predecessor: BFM 204 Contractor Finance for Acquisition Managers[Q2A]				
5 Days	ACQ 201	Q2A	R/O	DSMC
BCF 206 Cost Risk Analysis Predecessor: BCE 206 Cost Risk Analysis[Q2C]				
4½ Days	BCF 101	Q2C	R/O	ALMC
BCF 207 Economic Analysis Predecessor: BCE 207 Economic Analysis[Q2D]				
3½ Days	ACQ 101	Q2D	R/O	ALMC
BCF 208 Software Cost Estimating Predecessor: BCE 208 Software Cost Estimating [Q2E]				
8½ Days	ACQ 201	Q2E	R/O	ALMC
BCF 209 Selected Acquisition Report Predecessor: BFM 209 Selected Acquisition Report [Q2F]				
5 Days	ACQ 101	Q2F	R/O	DSMC
BCF 211 Acquisiton Business Management				
TBD	BCF 101, BCF 102, & BCF 103	PGD	R	TBD
BCF 301 Business Cost Estimating and Financial Management Workshop				
9 Days	ACQ 201, BCF101, BCF 102, & BCF 103	BZF	R	DSMC
BCF 802 Selected Acquisition Report Review Predecessor: BFM 210 Selected Acquisition Report Review				
3 Days	BFM 209		R	DSMC

Length	Prerequisites	PDS Code	Mode	Sponsor

CON 101 Fundamentals of Contracting

Equivalents*: Army Command & General Staff College - A423
Acquisition and Contract Management Degree Program - NPS 815
Principles of Acquisition and Contracting - NPS MN3303

Predecessors: CON 101 Contracting Fundamentals [BDQ]
CON 102 Operational Level Contracting Fundamentals [PEC]
CON 103 Facilities Contracting Fundamentals [HEI]
Management of Defense Acquisition Contracts (Basic)-8D-4320 [MMW, BDQ]
Management of Defense Acquisition Contracts (Basic)-CTC-142 [HEI]
Central Systems Level Contracting - G30BR6532-010 [WHS,PD6]
Defense Procurement Management (8D-4320) [MMW, BDQ]
Central Procurement Officer (G30BR6531-003)
Contract Management Officer (G30BR6531-004)
Systems/R&D Procurement Officer (G30BR6531-005)
R&D Procurement Officer (G30BR6531-006)
Contract Management, Systems R&D Officer (G30BR6531-007)
Organizational Level Contracting [PEC]
Base Procurement Officer (G30BR6531-002)
Base Level Contracting (G30BR6531-002)

20 Days	None	BDQ	R/O	Team**

* See Appendix F for date restrictions.
** The sponsoring team for CON 101 and 202 is AFCATC, AFIT, ALMC, DCPSO, NCAT, and NFCTC. For information, contact any of the offering schools.

CON 104 Fundamentals of Contract Pricing

Equivalents*: Army Command & General Staff College - A424
Cost and Price Theory - CMGT545
Contract Pricing and Negotiation - NPS MN3304
Acquisition and Contract Management Degree Program - NPS-815

Predecessors: CON 104 Contract Pricing [BDR]
CON 105 Operational Level Contract Pricing [8BH, QNU]
CON 106 Facilities Contracts Pricing [MWB, BDU]
Principles of Contract Pricing-QMT-170 [PBC, BDR]
Defense Cost and Price Analysis/Negotiation-PN [MWB, BDU]
Base Level Pricing - G30ZR6534-009 [8BH, QNU]

14 Days	CON 101	BDR	R/O	AFIT

* See Appendix F for date restrictions.

CON 202 Intermediate Contracting

Equivalent*: Acquisition and Contract Management Degree Program - NPS-815

Predecessors: CON 211 Intermediate Contracting [BDN]
CON 221 Intermediate Contract Administration [BDO]
CON 222 Operational Level Contract Administration [PDQ]
CON 223 Intermediate Facilities Contracting [BE4]
Management of Defense Acquisition Contracts (Adv) -8D-F12 [MMX, BDN]
Contract Administration (Advanced) - PPM-304 [AAS, BDO]
CON 222 Organizational Level Contract Administration [PDQ]
Base Contract Administration - G3ZAR65170-002 [LY2, PDQ]
Advanced Contract Management (Construction) - CTC-542 [BE4]

19 Days	CON 104	PGE	R/O	Team**

* See Appendix F for date restrictions.
** The sponsoring team for CON 101 and 202 is AFCATC, AFIT, ALMC, DCPSO, NCAT, and NFCTC. For information, contact any of the offering schools.

Length	Prerequisites	PDS Code	Mode	Sponsor

CON 204 Intermediate Contract Pricing

Equivalents*: Contract Pricing and Negotiation - NPS MN3304
Acquisition and Contract Management Degree Program - NPS-815
Predecessors: CON 231 Intermediate Contract Pricing [BU6]
Intermediate Cost & Price Analysis - QMT-345 [UGH, BCC]
Intermediate Pricing - QMT-340 [BCC]

10 Days	CON 104	BU6	R/O	AFIT

CON 210 Government Contract Law

Equivalents*: Legal Principles of Government Contracting - LAWS550
Acquisition and Contract Management Degree Program - NPS-815
Contract Law - NPS-MN3312
Predecessors: CON 201 Government Contract Law [BDP]
CON 201(C) Government Contract Law (Construction) [BDP]
Government Contract Law-PPM-302 [D99, BDP]
Government Contract Law Construction-CTC-302 [D99, BDP]
Base Contract Law-G30ZR6534-007 [PDT]
AFIT Contract Law 166
USAF ECI Correspondence Course 6607

10 Days	Level I Contracting Courses	BDP	R/O	AFIT

* See Appendix F for date restrictions.

CON 232 Overhead Management of Defense Contracts

Predecessor: Contract Overhead Management - PPM-355 [BKA]

10 Days	CON 104	BKA	R/O	AFIT

CON 233 Cost Accounting Standards Workshop

10 Days	CON 204 (CON 231)	QMF	R/O	ALMC

CON 234 Contingency Contracting

9 Days	CON 101 or PUR101	PAP	R	AFCATC

CON 235 Advanced Contract Pricing

10 Days	CON 204 (CON 231)	PAQ	R	AFIT

CON 236 Contractual Aspects of Value Engineering

Predecessor: CON 212 Contractual Aspects of Value Engineering [PAR]

5 Days	None	PAR	R	AFIT

CON 237 Simplified Acquisition Procedures

Variable	CON 101 or PUR 101 or PUR 102	PAS	P	ALMC

Length	Prerequisites	PDS Code	Mode	Sponsor

CON 241 Information Technology Contracting

Predecessor: Contracting for Information Resources - ALMC-ZX [8DH, PDY]

10 Days	CON 104	PDY	R/O	ALMC

CON 243 Architect-Engineer Contracting

5 Days	CON 104	PGF	R/O/S	NFCTC

CON 244 Construction Contracting

5 Days	CON 104	PGG	R/O/S	NFCTC

CON 301 Executive Contracting

Equivalents*: Contract Pricing and Negotiation - NPS-MN3304
Acquisition and Contract Management Degree Program - NPS-815
Predecessor: Defense Acquisition Contracting Executive Seminar-ER [MV9, BB3]

5 Days	Level II Contracting Courses	BB3	R	ASN(RDA)

* See Appendix F for date restrictions.

CON 333 Management for Contracting Supervisors

Predecessors: CON 311 Executive Pre-Award Contracting [L32, BCL]
CON 321 Executive Contract Administration [JBK, BCM]
Mgmt of Defense Acquisition Contracts (Exec)-ALMC-B5 [L32, BCL]
Contract Administration-Executive-PPM-057 [JBK, BCM]

5 Days	One Year Contracting Experience after Level II Certification	BU7	R/O	AFIT/ALMC

GRT 201 Grants Management

Predecessor: GRT 101 Grants Management [BU4]

5 Days	None	BU4	R/O	ALMC

IND 101 Contract Property Administration Fundamentals

Predecessor: Industrial Contract Property Administration-PPM-151 [AAW, PDM]

10 Days	None	PDM	R/O	AFIT

IND 102 Contract Property Disposition

Predecessor: Defense Contract Property Disposition-ALMC-TY [688, PDQ]

5 Days	None	PDO	R/O	ALMC

Length	Prerequisites	PDS Code	Mode	Sponsor

IND 103 Contract Property Systems Analysis

Predecessor: Defense Contract Property System Analysis-PPM-251 [BRL]

5 Days	IND 101	BRL	R/O	AFIT

IND 201 Intermediate Contract Property Administration

Predecessors: Advanced Contract Property Administration-PPM-300 [QNN, PDN]
Advanced Industrial Property Manager
AFIT Contract Law 166
USAF ECI Correspondence Course 660

10 Days	IND 103	PDN	R/O	AFIT

IND 202 Contract Property Management Seminar

Predecessor: Executive Contract Property Management Seminar-PPM-077 [BRM]

5 Days	IND 201	BRM	R/O	AFIT

IRM 101 Basic Information Systems Acquisition

Variable	ACQ 101	JHD	P	IRMC

IRM 201 Intermediate Information Systems Acquisition

14 Days	ACQ 201, IRM 101 (after April 1, 1998)	QN5	R/O	IRMC

IRM 303 Advanced Information Systems Acquisition

Predecessors: IRM 301 Information Technology Procurement Strategies [Q07]
AIS Procurement Strategies-PPS [Q07]
IRM 302 Information Technology Advanced Management Program [BA0]
Advanced Management Program-AMP [BA0]

14 Days	IRM 201	BZE	R	IRMC

LAW 801 Acquisition Law

4½ Days	None		R/S	NCAT

LOG 101 Acquisition Logistics Fundamentals

10 Days	ACQ 101	JR1	R/S	AFIT

Length	Prerequisites	PDS Code	Mode	Sponsor

LOG 201 Intermediate Acquisition Logistics

Predecessors: LOG 201 Integrated Logistics Support Management [4X1, BCU]
Acquisition Logistics-AFIT-SYS-225 [WYF,JQH]
ILS Advanced Course-ALMC-IT [JR3]
Management of Acquisition Logistics-DSMC-24 [4X1,BCU]

15 Days	ACQ 201, LOG 101	JR3	R/O	ALMC

LOG 203 Reliability and Maintainability

Predecessors: LOG 301 Reliability and Maintainability [QA0, QA9]
Reliability & Maintainability Executive Overview-QMT-020 [54H, AKA]
Reliability & Maintainability Overview-AMEC-8A-F30 [QMC]

3 Days	ACQ 201	AKA	R/O	AFIT

LOG 204 Configuration Management

Predecessors: LOG 302 Configuration Management
Introduction to Configuration Management-AFIT-SYS-028
Configuration Management-AMEC-12 [QNJ]
Configuration Management [QNI]

5 Days	ACQ 201	QMB	R/O	NCAT

LOG 205 Provisioning

Predecessors: Provisioning Management-LOG-260 [EMT, QM7]
Army Provisioning Process-ALMC-AH [QBQ]

5 Days	ACQ 201, LOG 201	QM7	R/O	AFIT

LOG 304 Executive Acquisition Logistics Management

9 Days	Level II Acq Log courses	AH1	R/O	NPS

PMT 202 Multinational Program Management

5 Days	None	PAJ	R	DSMC

PMT 203 International Security and Technology Transfer/ Control

5 Days	None	PAK	R	DSMC

PMT 302 Advanced Program Management Course

Equivalent*: Systems Acquisition Management Degree Program - NPS-816
Predecessors: Program Management Course-DSMC-3 [N83, BBW]
PMT 301 Program Management Course [ANL, BBW]

14 Weeks	ACQ 201	BU1	R	DSMC

* See Appendix F for date restrictions.

Length	Prerequisites	PDS Code	Mode	Sponsor

PMT 303 Executive Program Manager's Course

22 Days	PMT 302	AH2	R	DSMC

PMT 304 Advanced International Management Workshop

5 Days	None	PAL	R	DSMC

PMT 305 Program Manager's Skills Course (ACAT III Programs)

Predecessor: PMT 305 Program Manager's Survival Course (ACAT III Programs) [BU8]

10 Days	PMT 302	BU8	R	DSMC

PQM 101 Production and Quality Management Fundamentals

Predecessor: DoD In-Plant QA-S89 [OTQ,QAN]
PRD 101 Production Management Fundamentals [EBP, JQX]
QUA 101 Quality Assurance Fundamentals-AMEC-210 [6PN,BCS]

10 Days	ACQ 101	BU2	R/O	AFIT

PQM 103 Defense Specification Management

Predecessor: SPE 101 Defense Specification Mgmt Course - ALMC 8D-F1 [BAP]

9 Days	None	BAP	R/O	ALMC

PQM 104 Specification Selection and Application

Predecessor: PQM 104 Defense Specification User's Course [PAH]
SPE 102 Specifications in the Defense Acquisition Process - ALMC-DU

2½ Days	None	PGH	R/O	ALMC

PQM 201 Intermediate Production and Quality Management

Predecessors: Defense Manufacturing Management Course-DSMC-13 [28N, BD2]
DoD Acquisition Quality Assurance [1H5, BCR]
Production Management II-PPM-305 [JQY]
PRD 201 Intermediate Production Management [EAJ, JQY]
QUA 201 Intermediate Quality Assurance [BCR]
Statistical Process Control - S81 [QCZ]

15 Days	ACQ 201, PQM 101,	BU3	R/O	AFIT

PQM 202 Commercial and Nondevelopmental Item Acquisition

2 Days	None	PAM	O	ALMC

Length	Prerequisites	PDS Code	Mode	Sponsor

PQM 203 Preparation of Commercial Item Descriptions

Predecessor: PQM 203 Market Research and Commercial Item Descriptions [PAN]

1 Day	None	PAN	O	ALMC

PQM 301 Advanced Production and Quality Management

Predecessor: PRD 301 Defense Acquisition Engineering, Manufacturing, and Quality Assurance-DSMC-38 [BRK]

10 Days	PQM 201	HV2	R	DSMC

PUR 101 Simplified Acquisition Fundamentals

Predecessor: PUR 101 Purchasing Fundamentals [K13, BCQ]
PUR 102 Operational Level Simplified Acquisition Fund [PDZ]
Small Purchase Fundamentals
Defense Small Purchase (Basic)-ALMC-B3 [K13, BCQ]
Organizational Level Small Purchase
Apprentice Contracting Specialist-G3AZR65130-004 [PDZ]

10 Days	None	BCQ	R/O	ALMC

PUR 201 Intermediate Simplified Acquisition Procedures

Predecessor: PUR 201 Intermediate Purchasing [K11, BCO]

10 Days	PUR 101	BCO	R/O	ALMC

SAM 101 Basic Software Acquisition Management

Variable	ACQ 101	JHB	P	DSMC

SAM 201 Intermediate Software Acquisition Management

14 Days	ACQ 201, SAM 101 (after April 1, 1998)	JHC	R	DSMC

SAM 301 Advanced Software Acquisition Management

14 Days	SAM 201	BU9	R	IRMC

Length	Prerequisites	PDS Code	Mode	Sponsor

SYS 201 Intermediate Systems Planning, Research, Development and Engineering

Equivalent*: Systems Engineering for Acquisition Managers [EO-4011]
Predecessors: Systems Engineering Management Course-DSMC-28 [HVF, BE2]
Systems Engineering-AMEC-4A-F7 [HVF, BE2]

10 Days	ACQ 201	BE2	R/O	NCAT

* See Appendix F for date restrictions.

SYS 301 Advanced Systems Planning, Research, Development, and Engineering

10 Days	SYS 201	HV1	R/O	DSMC

TST 101 Introduction to Acquisition Workforce Test and Evaluation

Equivalent*: US Navy Test Pilot School

5 Days	ACQ 101	PC5	R/O	DSMC

* See Appendix F for date restrictions.

TST 202 Intermediate Test and Evaluation

Equivalents*: Test & Evaluation-NPS- [OS-4601]
US Air Force Test Pilot School
US Navy Test Pilot School
Predecessor: T&E Management Course-DSMC-11 [3CN, BE3]
TST 201 Test & Evaluation Management-DSMC-11 [3CN, BE3]

9 Days	ACQ 201, TST 101	QMI	R/O	NPS

* See Appendix F for date restrictions.

TST 301 Advanced Test and Evaluation

Equivalent*: Test & Evaluation -NPS-[OS-4601]

5 Days	TST 202	QL9	R/O	NPS

* See Appendix F for date restrictions.

Appendix

B

Consortium Members and Points of Contact

Appendix B

Consortium Members and Points of Contact

Air Force Contracting/Acquisition Training Center

The Air Force Contracting/Acquisition Training Center at Lackland Air Force Base in Texas provides acquisition professional development programs, Level I and Level II contracting and acquisition education and training to the DoD acquisition workforce in cooperation with the Defense Acquisition University. Contracting courses provided at Lackland Air Force Base are competency based with emphasis on operational level contracting performed at a base, post, camp or station.

Inquiries should be directed to:
Flight Commander
345 TRS/TTC
1015 Femoyer Street, Suite 126
Building 10904
Lackland AFB, TX 78236-5443

Phone:	DSN 473-1807	COMM 210-671-1807
FAX:	DSN 473-1811	COMM 210-671-1811

Enlisted Reservations: Gateway Inn, DSN 473-4277 or COMM (210)671-4277
Officer/Civilian Reservations: Gateway Villa, DSN 473-5397 or COMM (210)671-5397

ATRRS School Code: 884

Air Force Institute of Technology

The mission of the Air Force Institute of Technology (AFIT) is to support national defense through graduate and professional education and research programs. AFIT, located at Wright-Patterson Air Force Base in Dayton, Ohio, is one of three campuses that comprise the Air University (AU). It provides education and training courses designed to give carefully selected military and civilian personnel the broad educational background that will equip them both to understand their technological and cultural environment and to analyze and solve the problems present in today's

dynamic environment. The professional education programs are designed to satisfy the DoD needs for special and advanced knowledge of immediate applicability in the acquisition world.

With technology changing almost daily, the need to keep education current while anticipating future needs is a demanding role for AFIT. The Air Force supports AFIT in its expanded role as a provider of quality courses for the DoD acquisition community and as a cooperating member of the Defense Acquisition University.

For additional information, see the AFIT home page at http://www.afit.af.mil.

Inquiries should be directed to:
Chief, Student Operations
AFIT/School of Systems and Logistics
Building 641
AFIT/LSA
2950 P Street
Wright-Patterson AFB, OH 45433-7765

Phone: DSN 785-7777, Ext. 3117
COMM (937) 255-7777, Ext. 3117 (Student Services)
FAX: DSN 785-8458COMM (937) 255-8458

ATRRS MAIL ID: HEATHERK - AFIT Student Operations

ATRRS School Code: 771

U.S. Army Logistics Management College

The U.S. Army Logistics Management College (ALMC) has three schools as its major operating elements, each offering specialized instruction in different functional areas. The School of Systems and Acquisition Management (SAM), the School of Logistics Science (SLS) at Fort Lee, VA, and the School of Military Packaging Technology (SMPT) at Aberdeen Proving Ground, MD, offer a curriculum of 99 courses, 19 of which are Defense Acquisition University courses.

In addition to conducting resident and off-campus education programs, ALMC conducts research, formulates doctrine, provides consulting, and disseminates acquisition and logistics management information.

Over 40,000 students graduate from ALMC courses annually. The college meets demand for its courses by using various modes of instruction.

The modes, used singly or in combination, are: resident, on-site, live satellite broadcasts, CD-ROM, internet, accredited off-campus instruction, contract, and correspondence courses. Additionally, the college offers credit by examination for some courses. The Department of Defense Satellite Education Network located at ALMC broadcasts programmed instruction to DoD agencies located throughout the United States.

ALMC is the home of the bimonthly logistics professional bulletin, *Army Logistician*, and the Defense Logistics Studies Information Exchange. The official Logistics Library of the Army is also operated by ALMC.

For more information, see the ALMC home page at http://almc.army/mil.

Inquiries should be directed to:
COMMANDANT
US ARMY LOGISTICS MANAGEMENT COLLEGE
ATTN: DIRECTOR DAS ATSZ-ASO-R
BLDG 12500
2401 QUARTERS ROAD
FORT LEE, VA 23801-1705

Phone: DSN 539-4965 COMM (804) 765-4965
Fax: DSN 539-4663 COMM (804) 765-4663

ATRRS MAIL ID: ALMC

ATRRS School Code: 907

Defense Contract Audit Institute

Auditors receive most of their formal agency training at the Defense Contract Audit Institute (DCAI) in Memphis, Tennessee. DCAI provides audit and management training in 21 courses annually to about 3,700 students. The curriculum includes core technical subjects, such as advanced cost management systems at defense contractors, as well as courses which stress the interpersonal skills of supervision and management in the contract audit environment.

DCAI course managers conduct resident and on-site classes for all of the mandatory courses in the DoD contract audit career field. Course managers are recruited solely from experienced senior or supervisory contract auditor positions to assure that instructors have the experience to effectively respond to questions related to their ongoing contract audit

activities. A five-year rotation requirement is in place to maintain the instructors' level of technical competence and currency of experience in contract audit matters. The DCAI staff also includes course developers, a registrar, and other training support personnel.

After completing the Technical Indoctrination course for new personnel, auditors attend classes that allow them to progress according to a prescribed career path and gain the necessary knowledge, skills, and abilities for specific job tasks. The nature and timing of auditor training is based on individual developmental needs in accordance with generally accepted Government auditing standards.

Inquiries should be directed to:
Sandra Davidson, Registrar
Defense Contract Audit Agency
Defense Contract Audit Institute
4075 Park Avenue
Memphis, TN 38111-7492

Phone: COMM (901) 325-6383
FAX: COMM (901) 325-6350

Defense Logistics Agency Civilian Personnel Support Office

The Defense Logistics Agency Civilian Personnel Support Office (DCPSO) offers a wide variety of human resource development services, including the design of curricula for various career fields, course development, and instructional delivery. With training centers in Columbus, OH; Atlanta, GA; Battle Creek, MI; St. Louis, MO; and Ogden, UT, DCPSO presents instruction in such diverse career fields as acquisition, supply operations, environmental protection, and quality and financial management.

Experienced course designers develop instruction in many different modes: classroom (on-site or resident) instruction, computer-assisted instruction, video-based instruction, self-paced instruction, job aids, and on-line help systems. DCPSO's dedicated instructors present training both within the United States and at locations throughout the world.

As a Defense Acquisition University consortium member, DCPSO delivers courses in contracting, pricing, and quality management. DCPSO's goal

is to provide accomplishment-based training, focused on performance enhancement, and delivered in the most cost-effective way possible.

Direct inquiries concerning contracting/pricing courses to:
DLA Civilian Personnel Support Office
ATTN: DCPSO-U
P.O. Box 3990
Columbus, Ohio 43216-5000

Phone: DSN 850-5935 COMM (614) 692-5935
FAX: DSN 850-1949 COMM (614) 692-1949

Internet: debbie.casto@dcpso.dla.mil or donna.cannon@dcpso.dla.mil

ATRRS MAIL ID: CASTOD Alternate: CANNOND

Direct inquiries concerning quality management courses to:
DLA Civilian Personnel Support Office
ATTN: DCPSO-P
805 Walker Street
Marietta, GA 30060-2789

Phone: DSN 697-6648 COMM (404) 590-6648
FAX: (404) 590-6449

ATRRS Mail ID: PICKRELLB

ATRRS School Code:	DCPSO,	Columbus, OH:	240
	DCPSO,	Marietta, GA:	240A

Defense Systems Management College

The Defense Systems Management College (DSMC) offers courses encompassing all essential elements of defense acquisition management. Through the Defense Acquisition University, DSMC offers a variety of mandatory courses in acquisition management, acquisition logistics, contract management, funds management, program management, systems engineering, manufacturing and production, and test and evaluation.

DSMC's main campus is located at Fort Belvoir, Va. There are also four regional sites at St. Louis, Hunstville, Los Angeles, and Ft. Monmouth. DSMC has earned a worldwide reputation for the excellence of its education, research, consulting, and information dissemination programs.

This reputation was gained by a disciplined adherence to a basic mission to promote and support the adoption and practice of sound systems management principles by the acquisition workforce. Throughout its growth, the College has retained its capability to rapidly address legislative and executive branch initiatives in the acquisition process through its programs.

DSMC provides its students with a unique educational experience on the main campus, regional centers, and on-site customer requested locations. Gathered from all services and industry, the military and civilian DSMC faculty are senior experts in DoD acquisition processes. They have collectively experienced what is being taught in the classroom. In addition, many of the DSMC courses feature distinguished guest speakers, drawn from the executive levels of industry and Government. Together, these individuals provide the insight needed to survive and succeed in the current turbulent defense acquisition arena. They provide true competency-based education firmly grounded in the "real" world.

The College is committed to ensuring that civilian and military acquisition personnel have the expertise to effectively manage the acquisition of defense systems. This will best ensure that soldiers, sailors, airmen, and marines are equipped with highly reliable, supportable, and effective weapons systems. The DSMC motto "Doctus, Doctrina, Dominator" Leadership, Scholarship, Management sums up the contributions of the College to the defense acquisition community. DSMC is proud of its ability to effectively perform its educational mission for the DoD and, ultimately, for the citizens of the United States. DSMC publishes *Program Manager* and *Acquisition Research Quarterly*.

Additional information is available on the DSMC home page at http://www.dsmc.dsm/mil

Inquiries should be directed as follows:

Office of the Registrar
Defense Systems Management College
DSMC-APD-R
Fort Belvoir, VA 22060-5656

Phone: DSN 655-2227/2521/3704
COMM 703-805-2149/2146/3556
Toll Free 888-284-4906
Fax: 703-805-3709/3983

Email: registrar@dsmc.dsm.mil

ATRRS Mail ID: VINESD

ATRRS School Codes:	DSMC, Ft. Belvoir, VA:	231
	DSMC, Ft. Monmouth, NJ	231A
	DSMC, Huntsville, AL:	231B
	DSMC, Boston, MA:	231C
	DSMC, Los Angeles, CA:	231D

Industrial College of the Armed Forces

The mission of the Industrial College of the Armed Forces (ICAF) is to prepare selected military officers and civilians for senior leadership and staff positions by conducting postgraduate, executive-level courses of study and associated research dealing with the resource component of national power. Special emphasis is placed on materiel acquisition and joint logistics and their integration into national security strategy for peace and war. ICAF is one of four colleges of the National Defense University (NDU) located at Fort McNair in Washington, D.C.

The College is the premier DoD educational institution for management of resources for national security. However, the curriculum provides a broad education in national security strategy as well as the more specific coverage of resources management. The student body is composed of a balance of operators (30 percent), resource managers and technical personnel (50 percent), and civilians (20 percent). They receive full coverage of the joint professional military education requirements and are fully qualified as Joint Staff Officers upon graduation. Thus, the College's graduates are unique among senior officials in that they are knowledgeable of both strategic planning and resources management.

On July 1, 1991, the Under Secretary of Defense (Acquisition & Technology) (USD(A&T)) announced his choice of ICAF to take on an enhanced educational mission for senior members of the DoD acquisition workforce. As the provider of the Senior Acquisition Course, ICAF is also a cooperating college in the Defense Acquisition University while remaining a part of NDU. The USD(A&T) maintains oversight of the acquisition content of the ICAF curriculum to ensure its relevance to senior DoD acquisition personnel.

ICAF's Senior Acquisition Education Program is a 10-month curriculum in an academic year, running from August to June. Students are competitively selected for this senior-level Professional Military Education (PME) by their respective Services and agencies.

Inquiries should be directed to:
Senior Acquisition Education Program Director
Industrial College of the Armed Forces
408 4th Avenue
Fort McNair, DC 20319-5062

Phone: DSN 325-4767 COMM (202) 685-4767

FAX: DSN 325-3520 COMM (202) 685-3520

ATRRS School Code: 705

Information Resources Management College

The Information Resources Management (IRM) College prepares leaders to direct the information component of national power by leveraging information and information technology for strategic advantage. Primary areas of concentration include business process reengineering, information technology, and acquisition reform. Students represent multiple communities including functional managers planning for the use of information within their organizations, and information managers performing systems integration functions.

IRM College programs are designed to provide a dynamic forum where senior Defense professionals, interacting with the faculty, not only gain knowledge, qualifications, and competencies for Defense IRM leadership, but contribute to the growth and excellence of the field itself. The College has four major programs. The first, the Advanced Management Program (AMP), is a senior-level course covering contemporary IRM policy, technology, and acquisition issues. This program is supplemented by a number of elective courses which are also available to students in the National War College (NWC) and the Industrial College of the Armed Forces (ICAF). The second program consists of mandatory acquisition courses which fall under the auspices of the Defense Acquisition University. The courses are for members of the Defense acquisition workforce and address communications-computer and software competencies.

The third program of the College, the Chief Information Officer (CIO) certificate program, consists of a series of intensive courses related to Federal CIO competencies. Finally, the College offers special symposia, seminars, and workshops focusing on IRM issues, lessons learned and future directions.

For additional information, see IRMC's home page at http://www.ndu.edu/irmc.

Inquiries should be addressed to:
Information Resources Management College
ATTN: Registrar, IRMC-O
Building 62
300 5th Avenue
Fort McNair, DC 20319-5066

Phone: DSN 325-6300 COMM (202) 685-6300
FAX: DSN 325-4860 COMM (202) 685-4860

ATRRS Mail ID: WELLSW
ATRRS School Code: 706

Naval Center for Acquisition Training

Since 1985, the Naval Center for Acquisition Training (NCAT) has provided quality, cost effective education and training courses to the acquisition community world-wide. In this spirit, during 1996, NCAT expended its resource base and diversity through the assumption of EUCOM (now NCAT Europe) and the Defense Acquisition University mission of the Army Management Engineering College (AMEC) (now NCAT Rock Island). This combination of talents, experience and locations allows NCAT to continue to ensure that the educational needs of the Department of Defense and the other government agencies are met with the quality education necessary for the professional growth of all members of the acquisition field.

All inquiries concerning NCAT should be directed to:
Director
Naval Center for Acquisition Training
1968 Gilbert Street, Suite 660
Norfolk, VA 23511-3384

Phone: DSN 565-2558/2700 Ext. 110 COMM (757) 445-2558/2700 Ext. 110

E-mail: Richard_Graham@fmso.navy.mil

FAX: DSN 564-4796 COMM (757) 444-4796

NCAT European Office address:
Division Director - NCAT Europe
1968 Gilbert Street, Suite 660
Norfolk, VA 23511-3384

Phone: DSN 565-2558/2700 Ext. 167 COMM (757) 445-2558/2700 Ext. 167
FAX: DSN 564-4796 COMM (757) 444-4796

NCAT Rock Island Office address:
Site Manager - NCAT Rock Island Office
Bldg. 56, Room 214
Rock Island Arsenal
Rock Island, IL 61299-7640

Phone: DSN 793-0454 COMM (309) 782-0454
FAX: DSN 793-0518 COMM (309) 782-0518

ATRRS MAIL ID: NCAT
ATRRS School Code: 904, 904A, 904C

Naval Facilities Contracts Training Center

Established in 1984 by the Naval Facilities Engineering Command, NFCTC's training focuses on contracting and specializes in facilities acquisition. A DAU Consortium member since 1991, Defense Management Review Decision Number 982 consolidated all DoD mandatory procurement courses for construction and facilities under NFCTC. Beginning in FY 98, NFCTC's mandatory DAWIA courses will no longer focus on the construction/facilities community but will expand to the entire DoD acquisition community. In addition to teaching the five mandatory Level I and II Contracting courses, NFCTC provides three DAU assignment-specific courses in contingency contracting, architect-engineer contracting, and construction contracting. NFCTC also sponsors its own specialty courses in facilities-related contracting, including facility support contracts, environmental contracting, source selection, and contracting officer's technical representative courses.

NFCTC's schoolhouse was completed in 1990 and offers an environment that facilitates productive learning. All classrooms contain audio-visual

systems that were completely refurbished in 1996, a fully equipped computer classroom, and a student computer laboratory. NFCTC has a video-teletraining distance learning facility that provides two-way video and two-way audio transmission of selected courses. NFCTC's on-site courses simulate our residential classroom environment through automated projection of visual aids. Our goal is to provide our customers with a rewarding and beneficial learning experience, no matter where the courses are conducted.

NFCTC is located onboard the Naval Construction Battalion Center, Port Hueneme, California. Port Hueneme is minutes from the Pacific Ocean, 60 miles northwest of Los Angeles International Airport, and 30 miles south of Santa Barbara.

For more information, please visit our home page at http://www.nfctc.navy.mil.

Inquiries should be directed to:
Director
NAVFACCONTRACEN
3502 Goodspeed Street, Suite 2
Port Hueneme, CA 93043-4337

Operations Issues (Registration, Student Services):
Phone: DSN 551-2844/2846 COMM (805) 982-2844/2846
Email: dschultzel@cbcph.navy.mil

Academic Issues:
Phone: DSN 982-2834 COMM (805) 982-2834
Email: cscott@cbcph.navy.mil

FAX: DSN 551-1414 COMM (805) 982-1414

ATRRS Mail ID: SCHULTZEL

ATRRS School Code: 895

Naval Postgraduate School

The Naval Postgraduate School is an academic institution with emphasis on study and research programs relevant to the Navy's interests and those of other DoD components. The programs are designed to accommodate the unique requirements of the military.

The mission of the Naval Postgraduate School (NPS) is to provide advanced professional studies for military officers and defense officials from all U.S. Services and other nations. The focus of the NPS is to increase the combat effectiveness of our nation's armed services by providing quality education which supports the unique needs and interests of the Defense establishment and usually leads to fully accredited graduate degrees. NPS is located in Monterey, CA and provides curricula in both technical and management fields leading to Master's, Engineer's, and Doctoral degrees. NPS is accredited by the Western Association of Schools and Colleges; the Management curricula are accredited by the National Association of Schools of Public Affairs and Administration. Nearly 2,000 students attend NPS annually. The student body consists of officers from the five U.S. uniformed services, officers from more than 40 allied countries, and Federal Government employees. Selection for attendance for fully funded graduate education is based upon outstanding professional performance, promotion potential, and a strong academic background.

Related to the Defense acquisition workforce, NPS offers the Master of Science in Management degree in the following areas: Acquisition and Contract Management (815) and Systems Acquisition Management (816). The 815 curriculum satisfies the requirement for a variety of mandatory DAU contracting training courses while the 816 curriculum is comparable to PMT 302 for Program Management professionals. Related to each of these curricula are acquisition research efforts, both as part of individual courses and the Master's thesis.

For more information, see the NPS home page at http://www.nps.navy.mil.

Inquiries concerning DAU courses should be directed to:

CAETR Support Staff
IDEA
Naval Postgraduate School (Code SM/Hk)
101 North Street
Monterey, CA 93943-5103

Phone: DSN 878-3578/3579 COMM (408) 656-3578/3579

FAX: DSN 878-3409 COMM (408) 656-3409

ATRRS Mail ID: HICKSE

Web site: http://www.nps.navy.mil/~caetr/caetr.htm

All other inquiries should be directed to:
Dennis Allion, Lecturer
IDEA
Naval Postgraduate School (Code OI-IC/AI)
101 North Street
Monterey, CA 93943-5103
E-Mail: DAllion@mntry2.nps.navy.mil
Or:
Dr. David Lamm, Professor
Systems Management Department
Naval Postgraduate School (Code SM/Lt)
555 Dyer Road, Rm. 229
Monterey, CA 93943-5103
E-Mail: DLamm@nps.navy.mil

ATRRS School Code: 770

Naval Warfare Assessment Division

Located at the Naval Warfare Assessment Division, outside of Corona, California, the Naval Quality Engineering Training Office develops and provides quality assurance and engineering education and training to civilian and military acquisition personnel throughout the world.

With the increasing need for quality assurance and engineering, and now the mandatory requirement for training within these fields, the training office, as a cooperating member of the Defense Acquisition University, develops and provides courses necessary for those in the acquisition field who face the challenge of meeting the levels of quality and engineering necessary to ensure the proper support of the military.

Inquiries should be directed to:
Commanding Officer
Naval Warfare Assessment Division
Naval Quality Engineering Training Office
ATTN: Dan Ellis/R. Bennett
Code: QA20
Corona, California 91718-5000

Phone: DSN 933-5851/5114 COMM (909) 273-5851/5114
FAX: COMM (909) 273-5315
ATRRS School Code: 235

Office of the Assistant Secretary of the Navy (Research, Development, and Acquisition)

The Office of the Assistant Secretary of the Navy (Research, Development, and Acquisition) (OASN/RDA) sponsors the Defense Acquisition University's Contracting Executive Seminar, the capstone course for the contracting career fields, and several other specialized courses for the contracting community. Because of the unique requirements of this executive-level course, the Contracting Executive Seminar is conducted primarily within the Washington, D.C. area in order to permit participants to interact with senior- and executive-level officials who serve as guest lecturers for the course. This experience enables the student to gain an insight into Congress' impact on their careers and activities.

In cooperation with the Defense Acquisition University, the combination of OASN/RDA and the Human Resources Center (HRC), Arlington, Virginia Acquisition Professional Development Center ensures that a high level of education, including the most current and relevant issues pertaining to the acquisition community, will be presented to the executive level participants of this seminar.

For more information, see the OASN/RDA home page at: http://www.abm.rda.hq.navy.mil.

Inquiries should be directed to:
Department of the Navy
Human Resource Center, NSSC
Acquisition Professional Development Center
ATTN: Mr. Russell DeRose (Room 509)
1921 Jefferson Davis Highway
Arlington, VA 22241-5363

Phone: DSN 327-1681/1683

COMM (703) 607-1680

FAX: DSN 327-2810 COMM (703) 607-2810

ATRRS Mail ID: DEROSER

ATRRS School Code: 237

Appendix

C

Certification Standards – Checklists

Appendix C

Certification Standards – Checklists

The following checklists provide a concise description of the education, experience, and training required to meet the standards for certification in acquisition career fields. The Under Secretary of Defense for Acquisition and Technology (USD(A&T)) has approved these checklists for the acquisition workforce under the authority of DoD Directive 5000.52, "Defense Acquisition Education, Training and Career Development Program." They are for use from October 1, 1997, through September 30, 1998. DoD components are responsible for ensuring that workforce personnel are trained to qualify for their current assignments, to prepare them for more responsible jobs, and to cross-train them for assignments in other acquisition fields. All courses that may be taken to meet Defense Acquisition Workforce Improvement Act (DAWIA) certification requirements for FY 1998 are included in this appendix.

The USD(A&T) also has designated certain courses that provide knowledge required to perform certain acquisition duties. These assignment-specific courses are presented in Appendix D.

Each checksheet includes a logic diagram indicating the flow and relational aspects of the standards. Mandatory standards are indicated by an open box, or, when options are available, by an open circle. Individuals may be certified into an acquisition career level when all mandatory standards have been met. Some standards are designated as "Desired," and are indicated by shaded boxes and circles. Where no standard exists for an element, the box is filled in black.

The checksheets incorporate other information useful for determining how the standards may be met, and which courses, if taken in the past, may be used to satisfy current standards. Personnel Data System (PDS) codes used to track training in automated personnel systems are included for each of the courses. They are shown in square brackets "[ ]" after the course title. Predecessor courses, i.e. discontinued courses that satisfy the current training requirements, and equivalent courses for certification purposes are provided in Appendix A.

It is strongly recommended that the courses be attended in the order listed. These are progressive, sequential courses that build upon previously learned skills in an integrated curriculum. The Components are responsible for determining that a prospective student possesses sufficient knowledge and/or background to attend a course. Where knowledge and skills provided in one course are considered essential for participation in another, the prior class is listed as a prerequisite.

Course descriptions are provided in Chapter 5 of this catalog, and instructions for registering for classes are provided in Chapter 2, section B. DAU uses the Army Training Requirements and Resources System (ATRRS) for centralized registration in all of its classes. Class schedules are maintained in ATRRS and should be available through your local training office. Up-to-date class schedules are also made available for downloading from the DAU World Wide Web home page (www.acq.osd.mil/dau) or the DAU computer bulletin board (see Chapter 2, section F).

Checksheets are provided for each of three career levels in the following career fields:

Acquisition Logistics
Auditing
Business, Cost Estimating and Financial Management
Communications - Computer Systems
Contracting
Industrial/Contract Property Management
Manufacturing, Production and Quality Assurance
Program Management
Purchasing
Systems Planning, Research, Development and Engineering
Test and Evaluation

Legend for checksheet standards:

☐ Mandatory standard

■ No standard has been set

▒ Desired standard

○ Option for meeting mandatory standard

◍ Option for meeting desired standard

ACQUISITION LOGISTICS - Level 1

EDUCATION:

(Desired) Baccalaureate degree in a technical, scientific, or managerial field

EXPERIENCE:

One year of acquisition experience

TRAINING:

ACQ 101 Fundamentals of Systems Acquisition Mgmt[BU5]

LOG 101 Acquisition Logistics Fundamentals [JR1]
Prerequisite: ACQ 101 Fundamentals of Systems Acquisition Management [BU5]

ACQUISITION LOGISTICS - LEVEL 2

EDUCATION

(Desired) Baccalaureate Degree in a technical, scientific or managerial field

EXPERIENCE:

- Two years of acquisition logistics experience
- (Desired) An additional two years of acquisition logistics experience

TRAINING:

ACQ 201 Intermediate Systems Acquisition **[JHA]**
Prerequisite: ACQ 101 Fundamentals of Systems Acquisition Mgmt [BU5]

LOG 201 Intermediate Acquisition Logistics **[JR3]**
Prerequisites: LOG 101 Acquisition Logistics Fundamentals [JR1]
ACQ 201 Intermediate Systems Acquisition [JHA]

LOG 203 Reliability and Maintainability **[AKA]**
Prerequisites: ACQ 201 Intermediate Systems Acquisition [JHA]

Complete ONE of:

- **LOG 204 Configuration Management** **[QMB]**
  Prerequisites: ACQ 201 Intermediate Systems Acquisition [JHA]
- **LOG 205 Provisioning** **[QM7]**
  Prerequisites: ACQ 201 Intermediate Systems Acquisition [JHA]
  LOG 201 Intermediate Acquisition Logistics [JR3]

(Desired) SYS 201 Intermediate Systems Planning, Research, Development and Engineering **[BE2]**

ACQUISITION LOGISTICS - LEVEL 3

EDUCATION

(Desired) Master's degree in a technical, scientific, or managerial field

EXPERIENCE

Four years of acquisition logistics experience.

(Desired) An additional four years of acquisition logistics experience.

TRAINING

LOG 304 Executive Acquisition Logistics Management[AH1]

Prerequisites: ACQ 201 Intermediate Systems Acquisition [JHA]
LOG 201 Intermediate Acquisition Logistics [JR3]
LOG 203 Reliability and Maintainability [AKA]
ONE of: LOG 204 Configuration Management [QMB] or
LOG 205 Provisioning [QM7]

AUDITING - LEVEL 1

EDUCATION - Have ONE of:

- A Baccalaureate degree in accounting
- A Baccalaureate degree in a related field, such as business administration or finance, which included or was supplemented by 24 semester hours in accounting
- At least four years of experience in accounting
- An equivalent combination of accounting experience, college education and training

EXPERIENCE - Either:

- Meet OPM Qualification Standards for entry into the series
- Baccalaureate Degree with 24 semester hours in accounting
- (Desired) Accounting/auditing work experience in industry or public accounting

TRAINING:

AUD 1130 Technical Indoctrination **[PC6]**

Prerequisites: AUD 1111 Orientation to Contract Auditing
AUD 1124 Audit Applications of FAR Part 31

(Desired)
AUD 6115 Effective Report Writing

AUDITING - LEVEL 2

EDUCATION

- Entry below GS-9 - Complete Level 1 requirements
- Entry at GS-9 - Complete Level 1 requirements and ONE of:
  - All requirements for a Master's degree or equivalent
  - Two full years of graduate education
- (Desired) Beginning graduate studies leading to a Master's degree in accounting, business administration, management, or a related field
- (Desired) Professional certification (CPA, CMA, CIA, CISA)

EXPERIENCE

Auditing experience of increasing complexity and responsibility

(Desired) Experience performing increasingly complex audits for normal progression and with increasing independence

TRAINING

Complete ONE of:

- **AUD 1320 Intermediate Contract Auditing [JR7]**
  PrerequisiteS: AUD 1130 Technical Indoctrination [PC6]
  AUD 1280 Fraud Prevention and Detection
- **AUD 4120 Statistical Sampling [QPO]**
  Prerequisite: AUD 1130 Technical Indoctrination [PC6]
- **AUD 4230 Graphic, Computational, and Improvement Curve Analysis Techniques [QPC]**
  Prerequisite: AUD 1130 Technical Indoctrination [PC6]

(Desired) Any courses among:

- **AUD 1430 Accounting and Auditing Update**
- **AUD 1560 Emerging Cost Accounting Issues**
- **AUD 5632 Computer Billing Algorithms**
- **AUD 5650 Basic Data Retrieval - DATATRAK**
- **AUD 5720 EDP Internal Control Reviews and JCL**
- **AUD 6220 Auditor Interview & Interpersonal Reactions**
- **AUD 6240 Oral Presentation Workshop**

AUDITING - LEVEL 3

EDUCATION

Complete Level 2 requirements

(Desired) Master's degree in accounting, business administration, management, or a related field

EXPERIENCE

Meet all Level 1 and 2 requirement qualification standards from OPM Qualification Standards Handbook. Supervisory auditors must also meet additional OPM qualifications.

(Desired) Assignments in a variety of organizational settings

TRAINING

AUD 8560 DCAA Supervisory Skills Workshop **[CBJ]**
(Mandatory for all supervisory personnel)

(Desired) Complete ONE of:

- **AUD 1275 Advanced Cost Management Systems**
- **AUD 4030 Quantitative Methods for Managers**
- **AUD 5640 Electronic Data Processing for Managers**
- **CON 301 Executive Contracting** **[BB3]**
  Prerequisites: Level II courses mandatory for Contracting Career Field

BUSINESS, COST ESTIMATING AND FINANCIAL MANAGEMENT - LEVEL 1

EDUCATION:

(Desired) Baccaulaureate degree

EXPERIENCE:

One year of acquisition experience in business, cost estimating, or financial management

TRAINING:

ACQ 101 Fundamentals of System Acquisition Management **[BU5]**

Complete TWO of:

- **BCF 101 Fundamentals of Cost Analysis** **[Q1A]**
  (Previously BCE 101, Fundamentals of Cost Analysis)
  Prerequisite: ACQ 101 Fundamentals of Systems Acquisition Mgmt [BU5]

- **BCF 102 Fundamentals of Earned Value Management** **[Q1B]**
  (Previously BFM 102, Contract Performance Management Fundamentals)
  Prerequisite: ACQ 101 Fundamentals of Systems Acquisition Mgmt [BU5]

- **BCF 103 Fundamentals of Business Financial Management** **[PGC]**
  (Previously BFM 201, Systems Acquisition Funds Management)
  Prerequisite: ACQ 101 Fundamentals of Systems Acquisition Mgmt [BU5]

BUSINESS, COST ESTIMATING AND FINANCIAL MANAGEMENT - LEVEL 2

EDUCATION:

(Desired) Baccalaureate Degree

EXPERIENCE:

- Two years of acquisition experience in business, cost estimating, or financial management
- (Desired) An additional two years of experience in business, cost estimating, and financial management.

TRAINING:

ACQ 201 Intermediate Systems Acquisition [JHA]
Prerequisite: ACQ 101 Fundamentals of Systems Acquisition Mgmt [BU5]

BCF 205 Contractor Finance for Acquisition Managers [Q2A]
(Previously BFM 204, Contractor Finance for Acquisition Managers [Q2A]
Prerequisite: ACQ 201 Intermediate Systems Acquisition Mgmt [JHA]

Complete ONE (not previously taken at Level I) of:

- **BCF 101 Fundamentals of Cost Analysis [Q1A]**
  (Previously BCE 101, Fundamentals of Cost Analysis)
  Prerequisite: ACQ 101 Fundamentals of Systems Acquisition Mgmt [BU5]
- **BCF 102 Fundamentals of Earned Valule Management [Q1B]**
  (Previously BFM 102, Contract Performance Management Fundamentals)
  Prerequisite: ACQ 101 Fundamentals of Systems Acquisition Mgmt [BU5]
- **BCF 103 Fundamentals of Business Financial Management [PGC]**
  (Previously BFM 201, Systems Acquisition Funds Mgmt [PCW])
  Prerequisite: ACQ 101 Fundamentals of Systems Acquisition Mgmt [BU5]

Complete ONE (related to specific job duties) of:

- **BCF 203 Intermediate Earned Value Management [Q2G]**
  (Previously BFM 203, Intermediate Contract Performance Mgmt)
  Prerequisite: ACQ 201 Intermediate Systems Acquisition
  OR BCF 102 Fundamentals of Earned Value Mgmt [Q1B]
- **BCF 204 Intermediate Cost Analysis [Q2B]**
  (Previously BCE 204, Intermediate Cost Analysis)
  Prerequisite: BCF 101 Fundamentals of Cost Analysis [Q1A]
- **BCF 211 Acquisition Business Management [PGD]**
  Prerequisites: BCF 101 Fundamentals of Cost Analysis [Q1A],
  BCF 102 Fundamentals of Earned Value Mgmt [Q1B],
  BCF 103 Fundamentals of Business Management [PGC]

BUSINESS, COST ESTIMATING AND FINANCIAL MANAGEMENT - LEVEL 3

EDUCATION:

- (Desired) Baccalaureate degree with 24 semester hours in accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods or organization and management
- (Desired) Master's degree.

EXPERIENCE:

- Four years of acquisition experience in business, cost estimating, or financial management
- (Desired) An additional four years of acquisition experience in business, cost estimating, or financial management.

TRAINING:

- **BCF 301 Business, Cost Estimating and Financial Management Workshop** **[BZF]**

  Prerequisites: ACQ 201 Intermediate Systems Acquisition [JHA],
  BCF 101 Fundamentals of Cost Analysis [Q1A],
  BCF 102 Fundamentals of Earned Value Mgmt [Q1B],
  BCF 103 Fundamentals of Business Financial Mgmt [PGC]

COMMUNICATIONS - COMPUTER SYSTEMS - LEVEL 1

EDUCATION:

(Desired) Baccalaureate degree, preferably with a major in computer science, management of automated information systems, business administration, or a related field

EXPERIENCE:

One year of acquisition experience in communications/computer systems

TRAINING:

ACQ 101 Fundamentals of Systems Acquisition Management **[BU5]**

IRM 101 Basic Information Systems Acquisition **[JHD]**

Prerequisite: ACQ 101 Fundamentals of System Acquisition Management [BU5]

COMMUNICATIONS - COMPUTER SYSTEMS - LEVEL 2

EDUCATION:

(Desired) Master's degree, preferably with a major in computer science, management of automated information systems, business administration, or a related field

EXPERIENCE:

Two years of acquisition experience, at least one year of this experience must be in communications/computer systems

(Desired) An additional two years of communication/computer systems acquisition experience, preferably in a program office or similar organization

TRAINING:

ACQ 201 Intermediate Systems Acquisition [JHA]
Prerequisite: ACQ 101 Fundamentals of Systems Acquisition Mgmt [BU5]

IRM 201 Intermediate Information Systems Acquisition [QN5]
Prerequisites: IRM 101 Basic Information Systems Acquisition [JHD] (after April 1, 1998)
ACQ 201 Intermediate Systems Acquisition [JHA]

COMMUNICATIONS - COMPUTER SYSTEMS - LEVEL 3

EDUCATION:

(Desired) Master's degree, preferably with a major in computer science, management of automated information systems, business administration, or a related field

EXPERIENCE:

Four years of communications/computer acquisition experience, of which at least two years must be in a program office or similar organization (Dedicated matrix support to a PM or PEO, DCMC program integrator, or Supervisor of Shipbuilding)

(Desired) Four additional years of communications and/or computer systems acquisition experience

TRAINING:

IRM 303 Advanced Information Systems Acquisition [BZE]
Prerequisite: IRM 201 Intermediate Information Systems Acquisition [QN5]

(Desired) PMT 302 Advanced Program Management [BU1]
Prerequisite: ACQ 201 Intermediate Systems Acquisition [JHA]

CONTRACTING - LEVEL 1

EDUCATION - Have ONE of:

- Baccalaureate degree
- At least 24 semester hours (DANTES or CLEP equivalency exams may be included) among: accounting, law, business finance, contracts, purchasing; economics, industrial management, marketing, quantitative methods, organization and management.
- At least 10 years of acquisition experience (as of 1 Oct 91).

EXPERIENCE:

One year of contracting experience.

TRAINING:

CON 101 Fundamentals of Contracting **[BDQ]**

CON 104 Fundamentals of Contract Pricing **[BDR]**

Prerequisite: CON 101 Fundamentals of Contracting [BDQ]

CONTRACTING - LEVEL 2

EDUCATION

Have ONE of:

- Baccalaureate degree
- At least 24 semester hours (DANTES or CLEP equivalency exams may be included) among: accounting, law, business finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management
- At least 10 years acquisition experience (as of 1 Oct 91)

(Desired) Graduate studies in business administration or procurement

EXPERIENCE:

Two years contracting experience

(Desired) An additional two years of contracting experience

TRAINING:

CON 202 Intermediate Contracting **[PGE]**
Prerequisite: CON 104 Fundamentals of Contract Pricing [BDR]

CON 204 Intermediate Contract Pricing **[BU6]**
(Previously CON 231, Intermediate Contract Pricing)
Prerequisite: CON 104 Fundamentals of Contract Pricing [BDR]

CON 210 Government Contract Law **[BDP]**
(Previously CON 201, Government Contract Law)
Prerequisites: Level I courses mandatory for Contracting career field

CONTRACTING - LEVEL 3

EDUCATION

Have ONE of:

- Baccalaureate degree
- At least 24 semester hours (DANTES or CLEP equivalency exams may be included) among: accounting, law, business finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management
- At least 10 years acquisition experience (as of 1 Oct 91)

(Desired) Master's degree in Business Administration or Procurement

EXPERIENCE:

Four years contracting experience

(Desired) An additional four years of contracting experience

TRAINING:

CON 301 Executive Contracting **[BB3]**

Prerequisite: Level II courses mandatory for Contracting Career Field
(Should be taken every 3-5 years as a refresher, but does not have to be repeated to maintain certification)

CON 333 Management for Contracting Supervisors **[BU7]**

Prerequisite: At least one year experience in a contracting position after receiving Contracting Level II certification

(Desired) 2 weeks Management and Leadership Training
(Not currently provided by DAU - See local training support office)

INDUSTRIAL/CONTRACT PROPERTY MANAGEMENT - LEVEL 1

EDUCATION:

(Desired) Have one of:

- Baccalaureate degree
- At least 24 semester hours (DANTES or CLEP equivalency exams may be included) among: accounting; law, business finance; contracts; purchasing; economics; industrial management; marketing; quantitative methods; organization and management

EXPERIENCE:

One year of experience in acquisition

TRAINING:

IND 101 Contract Property Administration Fundamentals **[PDM]**

IND 102 Contract Property Disposition **[PDO]**

IND 103 Contract Property Systems Analysis **[BRL]**
Prerequisite: IND 101 Contract Property Administration Fundamentals [PDM]

CON 101 Fundamentals of Contracting **[BDQ]**

INDUSTRIAL/CONTRACT PROPERTY MANAGEMENT - LEVEL 2

EDUCATION:
(Desired) Have one of:

- Baccalaureate degree
- At least 24 semester hours (DANTES or CLEP equivalency exams may be included) among: accounting; law, business finance; contracts; purchasing; economics; industrial management; marketing; quantitative methods; organization and management

EXPERIENCE:

- Two years of experience in an industrial property management acquisition position
- (Desired) An additional 2 years of experience in an industrial property management acquisition position

TRAINING:

IND 201 Intermediate Contract Property Administration **[PDN]**
Prerequisite: IND 103 Contract Property Systems Analysis [BRL]

IND 202 Contract Property Management Seminar **[BRM]**
(Should be taken every 3-5 years as a refresher, but does not have to be repeated to maintain certification)
Prerequisite: IND 201 Intermediate Contract Property Administration [PDN]

CON 210 Government Contract Law **[BDP]**
(Previously CON 201 Government Contract Law [BDP])
Prerequisite: Level I courses mandatory for Contracting career field

CON 202 Intermediate Contracting **[PGE]**
Prerequisite: CON 104 Fundamentals of Contract Pricing [BDR]

INDUSTRIAL/CONTRACT PROPERTY MANAGEMENT - LEVEL 3

EDUCATION:
(Desired) Have both of:

- Baccalaureate degree
- AND at least 24 semester hours (DANTES or CLEP equivalency exams may be included) among: accounting; law; business finance; contracts; purchasing; economics; industrial management; marketing; quantitative methods; organization and management

EXPERIENCE:

- Four years of experience in industrial property management acquisition positions of increasing responsibility and complexity
- (Desired) Four additional years of experience in industrial property management acquisition positions

TRAINING:

CON 301 Executive Contracting **[BB3]**
Prerequisite: Level II courses mandatory for Contracting Career Field
(Should be taken every 3-5 years as a refresher, but does not have to be repeated to maintain certification)

CON 333 Management for Contracting Supervisors **[BU7]**
Prerequisite: At least one year experience in industrial property management after receiving Industrial Property Management Level II certification

IND 202 Contract Property Management Seminar **[BRM]**
Prerequisite: IND 201 Intermediate Contract Property Administration [PDN]
(Should be taken every 3-5 years as a refresher, but does not have to be repeated to maintain certification)

MANUFACTURING, PRODUCTION, & QUALITY ASSURANCE - LEVEL 1

EDUCATION: None mandatory

EXPERIENCE:

- One year of acquisition experience in engineering, manufacturing, production, or quality assurance
- (Desired) At least four weeks (cumulative) rotational assignments at a contractor and/or Government industrial facility to include experience in quality, manufacturing, engineering, and contracting

TRAINING:

- **ACQ 101 Fundamentals of Systems Acquisition Management [BU5]**
- **PQM 101 Production and Quality Management Fundamentals [BU2]**

  Prerequisite: ACQ 101 Fundamentals of Systems Acquisition Mgmt [BU5]

MANUFACTURING, PRODUCTION, & QUALITY ASSURANCE - LEVEL 2

EDUCATION:

(Desired) Baccalaureate degree in engineering, chemistry, physical science, mathematics, statistics, manufacturing or production management, industrial technology or management, quality assurance, or related field

(Desired) Master's degree in business, production management, engineering, or a related field

EXPERIENCE:

Two years of acquisition experience in engineering, manufacturing, production or quality assurance

(Desired) At least four weeks (cumulative) rotational assignments at a contractor and/or Government industrial facility to include experience in quality, manufacturing, engineering and contracting (if not completed at Level 1)

(Desired) Two additional years of experience in manufacturing, production, or quality assurance

TRAINING:

ACQ 201 Intermediate Systems Acquisition [JHA]
Prerequisite: ACQ 101 Fundamentals of Systems Acquisition Mgmt [BU5]

PQM 201 Intermediate Production and Quality Management [BU3]
Prerequisites: PQM 101 Production and Quality Management Fundamentals [BU2]
ACQ 201 Intermediate Systems Acquisition [JHA]

MANUFACTURING, PRODUCTION, & QUALITY ASSURANCE - LEVEL 3

EDUCATION:

- (Desired) Baccalaureate degree in engineering, chemistry, physical science, mathematics, statistics, manufacturing or production management, industrial technology or management, quality assurance, or related field
- (Desired) Master's degree in business, production management, engineering, or a related field

EXPERIENCE:

- At least four years of acquisition experience in engineering, manufacturing, production, or quality assurance
- (Desired) Four additional years of experience in manufacturing, production, or quality assurance

TRAINING:

- **PQM 301 Advanced Production and Quality Management** **[HV2]**
  Prerequisite: PQM 201 Intermediate Production and Quality Management [BU3]
- (Desired) One advanced seminar in current acquisition management issues (Not currently provided by DAU. See local training support office.)

PROGRAM MANAGEMENT - LEVEL 1

EDUCATION:

(Desired) Baccalaureate degree preferably with a major in engineering, systems management, or business administration

EXPERIENCE:

One year of program management experience

TRAINING:

ACQ 101 Fundamentals of Systems Acquisition Management **[BU5]**

(Desired)
ACQ 201 Intermediate Systems Acquisition **[JHA]**
Prerequisite: ACQ 101 Fundamentals of Systems Acquisition Mgmt [BU5]

(Desired) One DAU level 100 course in another functional area

PROGRAM MANAGEMENT - LEVEL 2

EDUCATION:

(Desired) Master's degree preferably with a major in engineering, systems management, business administration, or a related field

EXPERIENCE:

Two years of acquisition experience, at least one year of which must be in program management

(Desired) An additional two years of acquisition experience, preferably in a systems program office or similar organization

TRAINING:

ACQ 201 Intermediate Systems Acquisition **[JHA]**
Prerequisite: ACQ 101 Fundamentals of Systems Acquisition Mgmt [BU5]

(Desired) One DAU level 200 course in another functional area

(Desired) Intermediate level management and leadership training (Not currently provided by DAU. See local training support office.)

PROGRAM MANAGEMENT - LEVEL 3

EDUCATION:

(Desired) Have ONE of:

- At least 24 semester credit hours from among: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization, and management
- At least 24 semester credit hours in the individual's career field and 12 semester credit hours in the disciplines listed above
- Pass DANTES or CLEP equivalency exams for the above

(Desired) Master's degree in engineering, systems acquisition management, business administration, or a related field

EXPERIENCE:

Four years of acquisition experience, of which at least two years must have been in a program office or similar organization (dedicated matrix support to a PM or PEO, DCMC program integrator, or Supervisor of Shipbuilding)

(Desired) Two additional years of acquisition experience

TRAINING: (see note below)

PMT 302 Advanced Program Management **[BU1]**
Prerequisite: ACQ 201 Intermediate Systems Acquisition [JHA]

Note: Individuals not currently certified Level 3 have until Oct. 1, 1998 or 18 months after assignment to a new or different Level III position (whichever is later) to meet this standard for certification.

PURCHASING - LEVEL 1

EDUCATION:

(Desired) Sixteen semester hours of undergraduate work, with emphasis in business

EXPERIENCE:

One year of experience in purchasing

TRAINING:

PUR 101 Simplified Acquisition Fundamentals [BCQ]

PURCHASING - LEVEL 2

EDUCATION:

(Desired) Thirty-two semester hours of undergraduate work, with an emphasis in business

EXPERIENCE:

Two years of experience in purchasing

TRAINING:

PUR 201 Intermediate Simplified Acquisition Procedures [BCO]

Prerequisite: PUR 101 Simplified Acquisition Fundamentals [BCQ]

PURCHASING - LEVEL 3

EDUCATION:

(Desired) Sixty-four semester hours of undergraduate work, with emphasis in business

EXPERIENCE:

Three years of experience in purchasing

TRAINING:

None required

SYSTEMS PLANNING, RESEARCH, DEVELOPMENT & ENGINEERING - LEVEL 1

EDUCATION:
Have ONE of:

- Baccaulaureate degree from an accredited institution of higher learning in engineering, physics, chemistry, mathematics, or related field
- At least 10 years of acquisition experience in Systems Planning, Research, Development & Engineering (as of 1 Oct 91)

EXPERIENCE:

One year of acquisition experience in science or engineering

TRAINING:

ACQ 101 Fundamentals of Systems Acquisition Management **[BU5]**

SYSTEMS PLANNING, RESEARCH, DEVELOPMENT & ENGINEERING - LEVEL 2

EDUCATION:

Have ONE of:

- Baccaulaureate degree from an accredited institution of higher learning in engineering, physics, chemistry, mathematics, or related field
- At least 10 years of acquisition experience in Systems Planning, Research, Development and Engineering (as of 1 Oct 91)

(Desired) Master's degree from an accredited institution of higher learning in engineering, physics, chemistry, mathematics, operations research, management or related field

(Desired) Nine semester credit hours from among: accounting, business finance, law, economics, industrial management, quantitative methods, or organization and management. DANTES or CLEP exams may be substituted.

EXPERIENCE:

Two years of acquisition experience in science or engineering

(Desired) An additional two years of acquisition experience in science or engineering

TRAINING:

ACQ 201 Intermediate Systems Acquisition **[JHA]**
Prerequisite: ACQ 101 Fundamentals of Systems Acquisition Mgmt [BU5]

SYS 201 Intermediate Systems Planning, Research, Development, and Engineering **[BE2]**
Prerequisite: ACQ 201 Intermediate Systems Acquisition [JHA]

(Desired) A DAU level 200 or level 100 course mandatory for acquisition logistics, program management, quality assurance, communications-computer systems, manufacturing and production, test and evaluation, or systems planning, research, development and engineering.

SYSTEMS PLANNING, RESEARCH DEVELOPMENT & ENGINEERING - LEVEL 3

EDUCATION:

Have ONE of:

- Baccaulaureate degree from an accredited institution of higher learning in engineering, physics, chemistry, mathematics, or related field
- At least 10 years of acquisition experience in Systems Planning, Research, Development and Engineering (as of 1 Oct 91)

(Desired) Advanced degree from an accredited institution of higher learning in engineering, physics, chemistry, mathematics, operations research, management or related field

(Desired) 12 semester hours from among: accounting, business finance, law, economics, industrial management, quantitative methods, or organization and management. DANTES or CLEP exams may be substituted

EXPERIENCE:

Four years of acquisition experience in science or engineering

(Desired) Four additional years of experience in acquisition positions of increasing responsibility and complexity

TRAINING:

SYS 301 Advanced Systems Planning, Research, Development and Engineering **[HV1]**

Prerequisite: SYS 201 Intermediate Systems Planning, Research, Development and Engineering [BE2]

(Desired) Any mandatory DAU level 200 or level 300 course in acquisition logistics; program management; quality assurance; communications-computer systems; manufacturing and production; test and evaluation; or systems planning, research, development and engineering

TEST AND EVALUATION - LEVEL 1

EDUCATION:
Have ONE of:

- Baccaulaureate degree with 24 semester hours, or equivalent, in physical science, mathematics, chemistry, engineering, physics, operations research, or a related field
- At least 10 years of experience in acquisition positions (as of 1 Oct 91)

EXPERIENCE:

One year of acquisition experience (T&E experience, or experience with a technical orientation in an acquisition position is preferred)

TRAINING:

ACQ 101 Fundamentals of Systems Acquisition Management **[BU5]**

TST 101 Introduction to Acquisition Workforce Test and Evaluation **[PC5]**

Prerequisite: ACQ 101 Fundamentals of Systems Acquisition Mgmt [BU5]

TEST AND EVALUATION - LEVEL 2

EDUCATION:

Have ONE of:

- Baccaulaureate degree with 24 semester hours, or equivalent, in physical science, mathematics, chemistry, engineering, physics, operations research, or a related field
- At least 10 years of experience in acquisition positions (as of 1 Oct 91)

(Desired) Master's degree in one of the above fields

(Desired) Two 3 Continuing Education Unit (CEU) technical courses in a test and evaluation specialty area

(Desired) Meet Acquisition Corps education requirements

EXPERIENCE:

Two years of acquisition experience, of which at least one year is test and evaluation experience

(Desired) An additional two years of acquisition experience, of which one year is test and evaluation experience

TRAINING:

ACQ 201 Intermediate Systems Acquisition [JHA]
Prerequisite: ACQ 101 Fundamentals of Systems Acquisition Mgmt [BU5]

TST 202 Intermediate Test and Evaluation [QMI]
Prerequisites: TST 101 Introduction to Acquisition Workforce Test and Evaluation [PC5]
ACQ 201 Intermediate Systems Acquisition [JHA]

TEST AND EVALUATION - LEVEL 3

EDUCATION:

Have ONE of:

- Baccaulaureate degree with 24 semester hours, or equivalent, in physical science, mathematics, chemistry, engineering, physics, operations research, or a related field
- At least 10 years of experience in acquisition positions (as of 1 Oct 91)

(Desired) At least 12 semester credit hours from among: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, business quantitative methods, organization and management. Equivalency exams may be substituted.

(Desired) Master's degree in physical science, mathematics, chemistry, engineering, physics, operations research, or a related field

(Desired) One 3 Continuing Education Unit (CEU) technical course (in addition to those required at Level II) in a test and evaluation specialty area

EXPERIENCE:

Four years of acquisition experience, of which at least two years is test and evaluation experience

(Desired) Four additional years of acquisition experience, of which at least two years are test and evaluation experience

TRAINING:

TST 301 Advanced Test and Evaluation [QL9]

Prerequisite: TST 202 Intermediate Test and Evaluation [QMI]

Appendix

D

Assignment-Specific DAU Training

Appendix D

Assignment-Specific DAU Training

Assignment-specific courses are identified by the Under Secretary of Defense for Acquisition and Technology as integral to the education and training of acquisition workforce personnel. These courses are offered by the DAU to provide unique acquisition knowledge required for a specific assignment, job or position; to maintain proficiency; and to remain current with legislation, regulation and policy. This training can span several functional areas and is mandatory for selected individuals within a job series or position category. DAU provides funds for course delivery and student travel costs for assignment-specific courses in the same manner as its other courses.

Assignment-specific courses support work distribution decisions of local management officials. Subject to component guidance, these officials are responsible for ensuring employees given these duties receive the training, enabling them to perform their work productively and effectively.

The DAU maintains complete student records for its courses, but tracking student requirements and recording completion of these courses in employee personnel records are component responsibilities. Registration is currently accomplished through the Army Training Requirements and Resources System (ATRRS).

Course descriptions are provided in Chapter 5 of this catalog, and instructions for registering for classes are provided in Chapter 2, section C. Schedules for classroom based courses are maintained in ATRRS and should be available through your local training office. Up-to-date class schedules are also made available for downloading from the DAU computer bulletin board or the DAU World Wide Web homepage (see Chapter 2, section F).

ACQ 201 Intermediate Systems Acquisition [JHA]

Prerequisite for Contracting Personnel: ACQ 101, or combination of CON 202, CON 204 and CON 210

This course is assignment-specific for only contracting personnel. This course is REQUIRED at Level III for all contracting personnel assigned to a major program, or who devote at least 50% of their time to a major acquisition program. It should be taken at Level II, within one year of assignment to a major defense acquisition program.

BCF 102 Fundamentals of Earned Value Management [Q1B]

(Previously BFM 102, Contract Performance Management Fundamentals)
Prerequisite: ACQ 101

This course should be taken by workforce analysts responsible for analyzing Earned Value Management (EVM) data, or those individuals who need a basic understanding of EVM concepts to perform some aspects of their duties. Attendees most likely will come from Program/Project Management Offices, Defense Contract Management Commands, dedicated support matrix organizations, and Service Headquarters support matrix organizations.

BCF 203 Intermediate Earned Value Management [Q2G]

(Previously BFM 203, Intermediate Contract Performance Management)
Prerequisites: ACQ 201 or BCF 102

This course should be taken by acquisition workforce personnel whose duties include integrating earned value data to perform the following: 1) awarding/administering contracts, reviewing or performing surveillance on contractor's management control systems, or supporting Integrated Baseline Reviews as outlined in DoDI 5000.2-R, Part 3.3.4.3 (Cost Performance); or 2) evaluating, analyzing or managing using earned value data. Attendees most likely will come from Program/Project Management Offices, Defense Contract Management Commands, dedicated support matrix organizations, and Service Headquarters support matrix organizations.

BCF 206 Cost Risk Analysis [Q2C]

(Previously BCE 206, Cost Risk Analysis)
Prerequisite: BCF 101

This course should be taken by acquisition workforce personnel whose duties include 1) developing and/or evaluating cost estimates for such areas as procurement, software, research & development, weapon systems, etc.; 2) planning and management of DoD system acquisitions; 3) evaluation and negotiation of contract proposals; and 4) cost and performance tradeoff analysis. Participants typically include members from the BCEFM community. This course would also be appropriate for program/project managers and personnel in contracting; systems planning, research, development, and engineering; and communications-computer systems.

BCF 207 Economic Analysis [Q2D]

(Previously BCE 207, Economic Analysis)
Prerequisite: ACQ 101

This course should be taken by acquisition workforce personnel whose duties include 1) developing and/or evaluating costs and benefits of alternative courses of action involved in decisions, such as lease vs. buy, in-house vs. contractor, privatization or outsourcing, or repair or replace; 2) preparation of funding proposals for such programs as OSCR or DWCF (DBOF). Participants will typically include members from the BCEFM community. This course would also be appropriate for program/project managers and personnel in contracting; systems planning, research, development, and engineering; communication-computer systems; and non-DoD personnel

BCF 208 Software Cost Estimating [Q2E]

(Previously BCE 208, Software Cost Estimating)
Prerequisite: ACQ 201

This course should be taken by acquisition workforce personnel whose duties include 1) developing and/or evaluating cost estimates for life cycle management (i.e., research, development, procurement, deployment, operating and support, and disposal) whether for embedded or stand-alone

systems; 2) planning and management of DoD system acquisitions; 3) evaluation and negotiation of contract proposals; and 4) cost and performance tradeoff analysis. Participants will typically include members from the BCEFM community. This course would also be appropriate for program/project managers and personnel in contracting; systems planning, research, development, and engineering; and communication-computer systems, as well as industry-wide software developers.

BCF 209 Selected Acquisition Report [Q2F]

(Previously BFM 209, Selected Acquisition Report)
Prerequisite: ACQ 201

This course should be taken by ACAT ID/IC acquisition workforce personnel whose duties include preparing, reviewing, editing, or generating input to Selected Acquisition Reports (SARs), or who are responsible for ensuring that SARs are consistent with CAIG procedures, SAR preparation guidelines, approved budgets, and approved Acquisition Program Baselines. Attendees will most likely come from Program/Project Management Offices, dedicated support matrix organizations, Service Headquarters support matrix organizations, and Contract Administration Offices.

CON 232 Overhead Management of Defense Contracts [BKA]

Prerequisite: CON 104

This course should be taken by all contracting officers, buyers, price analysts, auditors, and contract administration personnel who are assigned to program projects in which contractor overhead situations are present and are important elements of cost. Participants will typically include members involved with major systems acquisition or assigned to the Defense Contract Management Command.

CON 233 Cost Accounting Standards Workshop [QMF]

Prerequisite: CON 204

This course should be taken by contracting personnel who are assigned to a Defense Contract Management Command, an Army Ammunition Plant, or the Supervisor of Shipbuilding, Conversion, and Repair.

CON 234 Contingency Contracting [PAP]

Prerequisite: PUR 101 or CON 101

CON 234 is intended for military personnel in the contracting and purchasing career field, and emergency essential civilians of all Services who are in deployable positions. Whenever practical, students should attend CON 234 prior to assuming duties as a deployable contracting officer or purchasing agent.

CON 235 Advanced Contract Pricing [PAQ]

Prerequisite: CON 204

This course should be taken by Level II and III personnel involved in major systems acquisition, or in a commercial environment where knowledge of cost risk analysis, cost estimating relationships/parametric estimating, overhead estimating, and decision/risk analysis tools are required.

CON 236 Contractual Aspects of Value Engineering [PAR]

(Previously CON 212, Contractual Aspects of Value Engineering [PAR])

This course should be taken by contracting, program management and functional personnel who may be involved in value engineering (VE) applications or who support major weapon systems and can be expected to encounter specific VE activity. Note: individuals not assigned to contracting are encouraged to attend. While the primary focus of the course is on contractual aspects of VE, the IPT/IPPD approach is emphasized regarding the utility of value methodology and resulting value engineering change proposals.

CON 237 Simplified Acquisition Procedures [PAS]

This course is intended for contract specialists, administrators, negotiators, procurement analysts, and purchasing agents with a working knowledge of basic Government contracting practices (at least one year of experience), but not necessarily knowledgeable or experienced in using the SAP. This course should be taken by contracting personnel who received their basic training in contracting prior to the implementation of FASA and Clinger-Cohen and who have been assigned to a position requiring knowledge of simplified acquisition procedures.

CON 241 Information Technology Contracting [PDY]

Prerequisite: CON 104

This course is intended for contracting personnel involved in automated information system (AIS) contracting.

CON 243 Architect-Engineer (A-E) Contracting [PGF]

This course is intended for military and civilian acquisition workforce members in the contracting career field who are assigned contracting responsibilities for A-E contracts. Whenever practical, students should attend prior to assuming duties in A-E contracting.

CON 244 Construction Contracting [PGG]

This course is intended for military and civilian acquisition workforce personnel in the contracting career field and others (e.g., professional engineers) who are assigned specific contract administration duties for construction contracts. Whenever practical, students should attend prior to assuming duties in construction contracting.

GRT 201 Grants Management [BU4]

This course should be taken by all contracting personnel with grants management responsibility and by all acquisition personnel who have been assigned responsibility as contracting officer representative or contracting officer's technical representative for a DoD grant.

PMT 202 Multinational Program Management [PAJ]

This course should be taken by all personnel who participate in an international defense acquisition program in other than a managerial capacity. Participants will typically include members of the program management; contracting; systems planning, research, development and engineering; test and evaluation; and business, cost estimating and financial management career fields.

PMT 203 International Security and Technology Transfer/Control [PAK]

This course should be taken by all personnel who participate in an international defense acquisition program in other than a managerial capacity. Participants will typically include members of the program management; contracting; systems planning, research, development and engineering; test and evaluation; and business, cost estimating and financial management career fields.

PMT 303 Executive Program Manager's Course [AH2]

Prerequisite: PMT 302

This course is statutorily required for personnel selected to a critical acquisition position as a Program Executive Officer (PEO), program manager or deputy program manager of a Major Defense Acquisition Program (MDAP) or a significant non-major defense acquisition program in acquisition category (ACAT) I or II.

PMT 304 Advanced International Management Workshop [PAL]

This course should be taken by all managerial personnel who participate in an international defense acquisition program. Participants will typically include members of the program management; contracting; systems planning, research, development and engineering; test and evaluation; and business, cost estimating and financial management career fields.

PMT 305 Program Manager's Skills Course (ACAT III Programs) [BU8]

(Previously PMT 305, Program Manager's Survival Course (ACAT III Programs))
Prerequisite: PMT 302, or its predecessor PMT 301

This course is designed to update newly designated ACAT III program/product managers and their deputies on current acquisition policy, principles and practices. It includes lessons learned from recent experiences and how to operate as a PM in the current environment. Attendees must have successfully completed either PMT 301 or PMT 302.

PQM 103 Defense Specification Management Course [BAP]

This course should be taken by personnel assigned responsibility for writing, reviewing, coordinating, applying, or using specifications and related documents.

PQM 104 Specification Selection and Application [PGH]
(Previously PQM 104, Defense Specification User's Course [PAH])

This course should be taken by personnel who are involved in the setting of requirements and making standardization decisions, or those who use specifications and standards but are not actively involved in the development or management of requirements documentation.

PQM 202 Commercial and Nondevelopmental Item Acquisition [PAM]

This course should be taken by personnel associated with procuring commercial and nondevelopmental items to include those who: locate and evaluate potential products, plan for integrated logistics support, and select and prepare requirements documents, test and evaluations, and reliability and maintainability.

PQM 203 Preparation of Commercial Item Descriptions [PAN]

This course should be taken by personnel who prepare or review commercial item descriptions, and use market research techniques to identify commercial items. It is available in on-site mode only.

SAM 101 Basic Software Acquisition Management [JHB]
Prerequisite: ACQ 101

This course is required for acquisition personnel who are serving in civilian grades GS-9 and below, and military grades O-1 through O-3, involved in acquiring, developing, engineering, testing and evaluating, conducting research on, and procuring software intensive systems. Priority for this course will be given to personnel who are routinely given

duties managing software development and/or acquiring software and work in: development programs which spend $20 million or more of total program costs on software, procurement programs which spend $30 million of the total program costs on software, programs that spend $1 million or more in sustainment costs on software annually, or programs where post deployment software support is ongoing.

SAM 201 Intermediate Software Acquisition Management [JHC]

Prerequisite: SAM 101 (after April 1, 1998), ACQ 201

This course is required for acquisition personnel who are serving in civilian grades GS-9 through GS-12 and military grades O-3 through O-4, involved in acquiring, developing, engineering, testing and evaluating, conducting research on, or procuring software intensive systems. Priority for this course will be given to personnel who are routinely given duties managing software development and/or acquiring software and work in: development programs which spend $20 million or more of total program costs on software, procurement programs which spend $30 million of the total program costs on software, programs that spend $1 million or more in sustainment costs on software annually, or programs where post deployment software support is ongoing.

SAM 301 Advanced Software Acquisition Management [BU9]

Prerequisite: SAM 201

This course is required for acquisition personnel serving in a level III position, involved in acquiring, developing, engineering, testing and evaluating, conducting research on, or procuring software intensive systems. Priority for this course will be given to personnel who are routinely given duties managing software development and/or acquiring software an work in: development programs which spend $20 million or more of total program costs on software, procurement programs which spend $30 million of the total program costs on software, programs that spend $1 million or more in sustainment costs on software annually, or programs where post deployment software support is ongoing.

Appendix
E

Sample Forms

Appendix E

Sample Forms

DD FORM 1556 - REQUEST, AUTHORIZATION, AGREEMENT, CERTIFICATION OF TRAINING AND REIMBURSEMENT

PRIVACY ACT STATEMENT

AUTHORITY: The Government Employees Training Act of 1958 (USC Title 5, 4101 to 4118), EO 9397, November 1943 (SSN).

PURPOSE AND USE: Used in the administration of the Federal Training Program. The purpose of this form is to document the nomination of trainees and completion of training. It also serves as the principal repository of personal, fiscal and administrative information about trainees and the programs in which they participate. The form becomes a part of the permanent employment record of participants in training programs and is included in the Government's Central Personnel Data File.

DISCLOSURE: Personal information provided on this form is given on a voluntary basis. Failure to provide this information, however, may result in ineligibility for participation in training programs.

GENERAL INSTRUCTIONS

THIS IS A MULTI-PURPOSE FORM. IT WILL BE USED FOR ALL TRAINING INCIDENTS. SPECIFIC GUIDELINES FOR DATA INPUT WILL BE SET BY EACH DOD COMPONENT. DATA REQUIRED BY THE OFFICE OF PERSONNEL MANAGEMENT.

COPY DISTRIBUTION

Copy 1:	File in the training/personnel folder.	**Copy 6:**	Give finance office to authorize payments.
Copy 2:	For Agency ADP System.	**Copy 7:**	Give finance office to authorize any separate payments for books, material or other costs.
Copy 3:	Give vendor to nominate employee.	**Copy 8:**	Give employee.
Copy 4:	Give vendor as the obligation for approved costs.	**Copy 9:**	Use to evaluate training.
Copy 5:	Give vendor to return to confirm nomination status.	**Copy 10:**	Keep at originating office.

COMPLETION INSTRUCTIONS

Item A - May be found in items 33 and 35 of Standard Form 50, "Notification of Personnel Action," when/if required.
Item B - Follow DoD component instructions.
Item C - Follow local procedures. Normally X beside "initial."
Item D - If this is an amendment, enter number.

Section A - TRAINEE / APPLICANT INFORMATION

Item 1 - Fill in trainee's name. If more than one nominee, list on separate sheet.

Item 2 - Enter first five letters of trainee's last name.

Item 3 - Enter trainee's Social Security number.

Item 4 - Enter appropriate code for trainee's educational level.

00	- Not applicable	11	- 3 years of college
01	- No formal or some elementary	12	- 4 years of college
02	- Elementary graduate	13	- Bachelor Degree
03	- Some high school	14	- Post Bachelor
04	- High school graduate or certificate of equivalency	15	- 1st Professional
		16	- Post 1st Professional
05	- Terminal Occupational Program (TOP)	17	- Master Degree
		18	- Post Master
06	- TOP Certificate	19	- 6th year Degree
07	- Started college	20	- Post 6th year
08	- 1 year of college	21	- Doctorate Degree
09	- 2 years of college	22	- Post Doctorate
10	- Associate Degree		

Item 5 - Enter years and months of continuous Federal Government service.

Item 6 - Follow local procedures.

Item 7 - Follow local procedures.

Item 8 - Self-explanatory.

Item 9 - Self-explanatory.

Item 10 - Self-explanatory.

Item 11 - Enter trainee's organization name.

Item 12 - Enter trainee's organization mailing address.

Item 13 - Enter submitting organization's six digit unit identification code (UIC). *(See DoD component instructions.)*

Item 14 - Enter appropriate code or abbreviation.

CC	- Career Conditional	1	- Regular
C	- Career	2	- Reserve
T	- Temporary	3	- National Guard
E	- Excepted	I	- Intermittent

Item 15 - To be computed and filled in by the nominating training office.

Item 16 - Self-explanatory

Section B - TRAINING COURSE DATA

Item 17, 18, and 19 - Self explanatory.

Item 20 - Course Codes See reverse.

Item 21 - Total hours are determined by multiplying hours attended per week by the number of weeks of the course. Duty and non-duty hours are self-explanatory. Enter one hour or more; round fractions up.

Item 22a - Follow DoD component instruction.

Item 22b - Enter training source catalog/course ID number.

Item 22c - Follow local procedures.

Item 23a & b - Enter in year, month, day sequence the course dates *(e.g., June 15, 1977 would be entered as 770615).*

DD Form 1556, PAS and Instructions, MAR 87

(DISA (R) (DTS, Inc.) PerFORM PRO V1.00

REQUEST, AUTHORIZATION, AGREEMENT, CERTIFICATION OF TRAINING AND REIMBURSEMENT (Abbreviated)

A. Agency code and subelement, and submitting office number *(xx-xx-xxx)*

B. Standard document number *(Org identifier/ FY, Doc./ type code/ Serial number)*

C. Request Status or Process Code *(X one)*: (1) Initial; (2) Resubmission; (3) Correction; (4) Cancellation

D. Amendment No.

Section A - TRAINEE / APPLICANT INFORMATION

1. Name *(Last, First, Middle Initial)*
2. 1st 5 letters of last name
3. Social Security Number
4. Ed. level
5. Continuous Federal Svc: a. Years; b. Months
6. Home Address *(Street, City, State and ZIP Code) (optional)*
7. Phone Numbers *(include area code)*: a. Home; b. Office
8. Position Title
9. Position Level *(X one)*: a. Executive; b. Manager; c. Supervisory; d. Non-Supervisory; e. Other *(Specify)*
10. Pay Plan / Series / Grade / Step *(Rank/ MOS/AFSC/or Navy Designator)*
11. Organization Name
12. Organization Mailing Address *(include ZIP)*
13. Organization UIC
14. Type of Appointment
15. No. prior non-government training days
16. Are you handicapped or disabled? *(X one)*: Yes; No

Section B - TRAINING COURSE DATA

17. Course Title
18. Training Objectives *(Benefits to be derived by the Government)*
19. Recommended Training Source, School or Facility: a. Name; b. Mailing address *(include ZIP)*; c. Location of training site *(if other than 19b)*
20. Course Codes: a. Purpose; b. Type; c. Source; d. Special Interest; e. Training Vendor; f. Security Clearance; g. Allocation Status; h. Priority; i. Training Level; j. Method of Training; k. Training Program; l. Reason for Selection
21. Course hours *(4 digits)*: a. Duty; b. Non-duty; c. TOTAL
22. Course Identifiers: a. SAID; b. Catalog / Course; c. Offering / TLN
23. Training Period *(YYMMDD)*: a. Start; b.

Section C - COST INFORMATION *(Costs incurred and billed are not to exceed amount in Item 30.)*

24. If training does not involve expenditure of funds other than salary, pay or compensation, skip the remainder of questions in Section C and X this box
25. Direct Costs: a. Tuition cost; b. Books, material, other; c. Total direct costs; d. Funding source
26. Indirect Costs *(For information only)*: a. Travel cost; b. Per diem/other costs; c. Total indirect costs
27. Accounting Classification
28. Labor Costs
29. Signature of Fiscal Officer *(Follow local procedure)*
30. Total of Direct & Indirect Costs
31. Job Order No.

Section D - APPROVAL / CONCURRENCE / CERTIFICATION

32. Supervisor: I certify training is job related and nominee meets prerequisites. *(If not, attach waiver.)*
a. Typed Name *(Last, First, Middle Initial)*; b. Phone number *(include area code)*; c. Signature & Title; d. Date

33. Training Officer: I certify this training meets regulatory requirements.
a. Typed Name *(Last, First, Middle Initial)*; b. Phone number *(include area code)*; c. Signature & Title; d. Date

34. Authorizing Official
a. Action (X one): (1) Approved; (2) Disapproved
b. Typed Name *(Last, First, Middle Initial)*; c. Phone number *(include area code)*; d. Signature & Title; e. Date

35. Course Acceptance *(To be completed by school official)*: a. Accepted; b. Not Accepted; c. School Official Signature; d. Date

36. Course Completion *(To be completed by school official)*
a. If course was not completed, X this box, leave the section blank, and return this form with an explanation memo.
b. Actual Completion Date *(YYMMDD)*; c. Grade; d. Signature & Title; e. Date

37. Billing instructions *(identify discount terms* % *days.)*
Furnish original invoice and 3 copies to:

38. Certifying Government Official
a. I certify that this account is correct and proper for payment in the amount of: $
b. Signature; c. Date Signed
d. DSSN Number; e. Check Number; f. Voucher Number

TRAINING FACILITY: Invoice should be sent to office indicated in Item 37. Please refer to standard document number given in Item B at top of page to assure prompt payment.

DD Form 1556-1, MAR 87 (EF)

DoD exception to SF 182 approved by GSA / IRMS 11-86.

Appendix

F

DoD School Equivalencies

Appendix F

DoD School Equivalencies

The following matrices provide a summary of equivalent courses at consortium and other DoD schools. See Appendix A for full DAU course titles. Course equivalencies are renewed annually, and are effective only as indicated. For updates, see the on-line Catalog at the DAU homepage (http:/www.acq.osd.mil/dau).

Consortium Schools

School	Course Equivalent	DAU Course(s)/ Equivalency Dates	
AFIT	CMGT 545	CON 104	(12/12/94-9/30/98)
	LAWS 550	CON 210	(12/12/94-9/30/98)
	LOG 260	LOG 205	(8/1/96-9/30/98)
ALMC	Materiel Acquisition Mgmt. (MAM) Course	ACQ 101	(11/1/96-9/30/98)
		ACQ 201	(1/1/97-6/1/97)
IRMC	Advanced Mgmt. Program (AMP)	IRM 303	(9/1/96-9/30/98)
AFCATC (LTF)	L3OQR63A1000 (5 weeks)	ACQ 101	(1/11/95-9/30/98)
NPS	EO 4011	SYS 201	(6/14/96-9/30/98)
	MN 3221	ACQ 101	(3/1/96-9/30/98)
	MN 3222	ACQ 201	(3/1/96-9/30/97)
	MN 3303	CON 101	(10/1/92-9/30/97)
	MN 3304	CON 104 & 204	(10/1/92-9/30/97)
	MN 3305	CON 221	(10/1/92-9/30/97)
	MN 3312	CON 210	(10/1/92-9/30/97)
	MN 3384	PQM 101 & 201	(3/1/97-9/30/98)
	OS 4601	TST 202 & 301	(10/1/94-9/30/98)
	Acquisition & Contract Program Mgmt. (815) Degree Program	CON 104, 204, 210 & 301	(10/1/92-9/30/97)
	Systems Acquisition Mgmt. (816) Degree Program	ACQ 101	(3/1/96-9/30/98)
		ACQ 201	(3/1/96-9/30/97)
		PMT 302	(3/1/96-9/30/97)

Other DoD Schools

School	Course Equivalent	DAU Course(s)/ Equivalency Dates	
USA CGSC	A423 A424	CON 101 CON 104	(1/1/97 - 4/30/98) (1/1/97 -4/30/98)
USAF TPS	Test Pilot School	TST 202	(6/1/96-9/30/98)
USN EDO	EDO Basic Course	ACQ 101 ACQ 201	(12/21/95-9/30/98) (1/1/97-9/30/98)
USN TPS	Test Pilot School	TST 101 TST 202	(6/1/97-9/30/98) (10/1/96-9/30/98)

Appendix

G

College Program Equivalencies

Appendix G

College Program Equivalencies

(Through September 30, 1997)

The following academic courses offered by private and public institutions of higher education have been certified as equivalent to mandatory acquisition courses provided by the Defense Acquisition University. Additionally, individual consortium member schools have had various courses evaluated to receive a particular educational institution course credit. These courses and the schools providing the credit are published in the consortium members' course catalog. This section applies to classroom courses only, no provision for computer-based technologies such as computer conferencing or internet delivery has been identified. Individuals seeking credit for equivalency courses should provide a copy of their college transcript to their personnel office.

Note: All equivalencies expire on December 31, 1997, except as noted below. Renewed equivalencies will be published in the on-line version of the Catalog at the DAU homepage (http://www.acq.osd.mil/dau).

School and Course(s)	*DoD Equivalency*
Charles County Community College P.O. Box 910, La Plata, MD 20646-0910 Director, Mr. Rex Bishop (301) 934-7698	
Management of Defense Acquisition Contracts (Basic) I (BAD 1450) and II (BAD 1460) Acquisition Contracts (8D-4320) (Taken prior to 12/31/97)	CON 101
Principles of Pricing (BAD 1470) and Negotiations (BAD 1480) (Taken prior to 12/31/97)	CON 104
Intermediate Contracting (BAD 1485) and (BAD 1486), (Taken prior to 10/1/94)	CON 211

School and Course(s)	*DoD Equivalency*

College of William and Mary Richard Bland College
Petersburg, VA 23805
Dr. Gracie M. Bailey (804) 862-6244

Acquisition Part I (253-1) and Part II (253-2) (Taken prior to 12/31/97)	CON 101
Principles of Contract Pricing and Negotiation (255) (Taken prior to 12/31/97)	CON 104
Contract Law (256) (Taken prior to 12/31/97)	CON 201

Florida Institute of Technology
150 West University Boulevard, Melbourne, FL 32901
Director, Robert K. Dwyer (407) 729-9774

Procurement and Contract Management (BUS 5211) (Taken prior to 12/31/97)	CON 101
Procurement and Contract Management Pre-Award (MAN 5211) (Taken prior to 10/1/94)	CON 211
Advanced Procurement and Contract Management (MAN 5212) (Taken prior to 12/31/97)	CON 221
Cost Principles, Effectiveness and Control I (BUS 5214) and Contract Negotiation Incentive Contracts (BUS 5218) (Taken prior to 12/31/97)	CON 104
Government Contract Law (MAN 5231) (Taken prior to 12/31/97)	CON 201

George Washington University
The School of Business and Public Management
Department of Marketing, Logistics, and Operations Management
Washington, DC 20052
Dr. Stanley Sherman (202) 994-7462

Procurement and Contracting (Taken prior to 12/31/97)	CON 104
Pricing and Negotiations (Taken prior to 12/31/97)	CON 101
Government Contract Administration (Taken prior to 12/31/97)	CON 221

School and Course(s)	*DoD Equivalency*

Georgia College Logistics Education Center
Robbins Air Base, GA 31098-2232
Mr. Bobby Graham (912) 926-6544

Government Contract Law (Taken prior to 12/31/97)	CON 201

Massachusetts Bay Community College
50 Oakland Street, Wellesley Hills, MA 12181
Dean George M. Luoto (617) 237-1100, EXT. 402

Introduction to Government Contracts Procurement/Contract Management (GPC 101) (Taken prior to 12/31/97)	CON 101
Government Contract Law (GPC 205) (Taken prior to 12/31/97)	CON 201
Government Contract Cost and Price Analysis (GPC 201) (Taken prior to 12/31/97)	CON 104

Middlesex Community College
33 Kearney Square, Lowell, MA 01852
Ms. Judith Burke, Program Coordinator (508) 656-3143

Management of Defense Acquisition Contracts (BU 1112) (Taken prior to 12/31/97)	CON 101
Principles of Contract Pricing (BU 8140) and Contract Negotiation (BU1113) (Taken prior to 12/31/97)	CON 104
Government Contract Law (BU 1106) (Taken prior to 12/31/97)	CON 201

School and Course(s)	*DoD Equivalency*

Northern Virginia Community College Business Division
Alexandria Campus 3001 N. Beauregard Street, Alexandria, VA 22311
Dr. Ron Wheeler (703) 845-6313

Introduction to Procurement and Contract Acquisition Management I (ACQ 121) and II (ACQ 122) (Taken prior to 12/31/97)	CON 101
Cost and Price Analysis (ACQ 216) and Negotiations of Contracts and Contract Modifications (ACQ 218) (Taken prior to 12/31/97)	CON 104
Contract Law (ACQ 215) (Taken prior to 12/31/97)	CON 201
Advanced Procurement and Contracting Acquisition Management I (ACQ 221) and II (ACQ 222) (Taken prior to 10/1/94)	CON 211
Intermediate Post-Award Contracting (ACQ 235) (Taken prior to 12/31/97)	CON 221

Pensacola Junior College Warrington Campus
5555 West Highway 98, Pensacola, FL 32507
Mr. Aaron James (904) 457-2346

Acquisition and Procurement I (PAD 1861) and II (PAD 1862) (Taken prior to 12/31/97)	CON 101
Acquisition and Procurement III (PAD 1863) (Taken prior to 10/1/94)	CON 211
Acquisition and Procurement IV (PAD 1864) (Taken prior to 12/31/97)	CON 221
Government Contract Law (PAD 1630) (Taken prior to 12/31/97)	CON 201
Contract Pricing and Negotiation I (PAD 2886) and II (PAD 2867) (Taken prior to 12/31/97)	CON 104

School and Course(s)	*DoD Equivalency*

Rancho Santiago College
901 E. Santa Anna Blvd.,Santa Anna, CA 92701
Director, Don Bargabus (714) 564-4530

Principles of Contract Pricing (Taken prior to 12/31/97)	CON 104
Advanced Contract Administration (Taken prior to 12/31/97)	CON 221
Government Contract Law (Taken prior to 12/31/97)	CON 201
Management of Defense Acquisition Contracts I (Taken prior to 12/31/97)	CON 101
Management of Defense Acquisition Contracts II (Taken prior to 10/1/94)	CON 211

San Diego City College Business Division
1313 Twelth Avenue, San Diego, CA 92101
Mr. Bobby Wilson (619) 230-2488 and
Mr. Jim Conrad (619) 532-3439

MDACC Basic Part I (Business 160) and MDACC Basic Part II (Business 162) (Taken prior to 12/31/97)	CON 101
Principles of Contract Pricing and Negotiation I (Business 164) and II (Business 166) (Taken prior to 12/31/97)	CON 104
Government Contract Law (Business 168) (Taken prior to 12/31/97)	CON 201
MDACC Advanced I (Business 170) (Taken prior to 10/1/94)	CON 211
Advanced Contract Administration (Taken prior to 12/31/97)	CON 221

School and Course(s)	*DoD Equivalency*

Tidewater Community College
Portsmouth Campus, Portsmouth, VA 23703
Ms. Betty Hill (804) 484-2121

Introduction to Procurement and Acquisition Mgt I (ACQ 121) and II (ACQ 122) (Taken prior to 12/31/97)	CON 101
Principles of Pricing and Negotiations I (ACQ 231) and II (ACQ 232) (Taken prior to 12/31/97)	CON 104
Contract Law (ACQ 215) (Taken prior to 12/31/97)	CON 201
Advanced Procurement and Acquisition Management I (ACQ 221) (Taken prior to 10/1/94)	CON 211

University of California, Irvine
University Extension, P.O. Box 6050, Irvine, CA 92716
Ms. Angela Jeantet (714) 856-5736

Financial Aspects of Contract Management and Contract Acquisition and Negotiation (Taken prior to 12/31/97)	CON 104
Principles of Contract Formation and Contract Law: Performances and Remedies (Taken prior to 12/31/97)	CON 201

University of Central Florida
College of Business Administration, Department of Management
P.O. Box 25000, Orlando, FL 32816-0400
Dr. Raymond L. Martin (407) 823-2446

Introduction to Federal Acquisition (Taken prior to 12/31/97)	CON 101
Government Contract Law (Taken prior to 12/31/97)	CON 201
Cost and Price Analysis and Contract Negotiations (Taken prior to 12/31/97)	CON 104
Contract Administration (Post-Award) (Taken prior to 12/31/97)	CON 221

School and Course(s)	*DoD Equivalency*

The University of Dallas Graduate School of Management
Industrial Management Department, Irving, TX 75061
Dr. David Gordon (214) 721-5354

Pre-Award Procurement (Mgt 6380) (Taken prior to 12/31/97)	CON 101
Contract Pricing and Negotiation (Mgt 6348) (Taken prior to 12/31/97)	CON 104
Procurement Law (Mgt 6381) (Taken prior to 12/31/97)	CON 201
Post-Award Procurement (Mgt 6382) (Taken prior to 12/31/97)	CON 221

University of the District of Columbia
College of Business and Public Management
4340 Connecticut Avenue, N.W., Washington, DC 20008
Dr. William Platzer (202) 282-3737

The Federal Acquisition Systems (0211-305) (Taken prior to 12/31/97)	CON 101
Public Contracts (0211-306) (Taken prior to 10/1/94)	CON 211
Government Property Management (0211-405) (Taken prior to 12/31/97)	IND 101
Cost and Price Analysis (0211-406) (Taken prior to 12/31/97)	CON 104
Procurement Law (0211-408) (Taken prior to 12/31/97)	CON 201

School and Course(s)	*DoD Equivalency*

University of Indianapolis School of Business
1400 East Hanna Avenue, Indianapolis, ID 46227-3697
Dr. Robin Livesay (317) 788-3378

Principles of Procurement (Taken prior to 9/30/97)	CON 101
Government Contract Law (Taken prior to 9/30/97)	CON 201
Cost and Price Principles and Contract Negotiations (Taken prior to 9/30/97)	CON 104
Advanced Contract Administration (Taken prior to 9/30/97)	CON 221

The University of Phoenix
Corporate Education Department
4605 East Elwood Street, Phoenix, AZ 85040
Ms. Pamela Roe (602) 966-7400, Ext. 264

Principles of the Acquisition Process (GCM 601) (Taken prior to 12/31/97)	CON 101
Principles of Contract Pricing, Estimating, and Analysis (GCM 603) and Government Contract Negotiation Techniques (GCM 607) (Taken prior to 12/31/97)	CON 104
Management of Government Acquisition Contracts (GCM 604) (Taken prior to 12/31/97)	CON 221
Government Contract Law (CGM 606) (Taken prior to 12/31/97)	CON 201

School and Course(s)	*DoD Equivalency*

The University of St. Thomas
2115 Summit Avenue, St. Paul, MN 55105
Mr. Joseph R. Clements (612) 962-5192

Principles of Procurement (MBGC 701) (Taken prior to 12/31/97)	CON 101
Pricing and Negotiation (MBGC 702) (Taken prior to 12/31/97)	CON 104
Advanced Contract Administration (MBGC 703) (Taken prior to 12/31/97)	CON 221
Government Contract Law (MBGC 700) (Taken prior to 12/31/97)	CON 201

University of Virginia
Division of Continuing Education
2990 Telestar Court, Falls Church, VA 22042-1279
Ms. Carol Beechler (703) 876-6936

Procurement and Contracting (PC 401) (Taken prior to 12/31/97)	CON 101
Contract Administration (PC 402) (Taken prior to 12/31/97)	CON 221
Cost and Price Analysis (PC 403) and Negotiation of Contracts and Modifications (PC 405) (Taken prior to 12/31/97)	CON 104
Principles of Law for Contract Formation (PC 404) (Taken prior to 12/31/97)	CON 201

School and Course(s)	*DoD Equivalency*

University of West Florida
Public Administration Program, Pensacola, FL 32514-0102
Mr. Alfred Cuzan (904) 474-2336

Acquisition Management (PAD 5855) (Taken prior to 12/31/97)	CON 101
Government Contract Law (PAD 5854) (Taken prior to 12/31/97)	CON 201
Advanced Contract Administration (PAD 5852) (Taken prior to 12/31/97)	CON 221
Cost and Pricing (PAD 5857) and Contract Negotiation (PAD 5853) (Taken prior to 12/31/97)	CON 104

Webster University
470 East Lockwood, St. Louis, MO 63119-3194
Dr. Joseph F. Olszewski (314) 968-7463

Procurement and Acquisitions Management (PMG 500) (Taken prior to 12/31/97)	CON 101
Pricing (PMG 583) and Negotiations(PMG 584) (Taken prior to 12/31/97)	CON 104
Government Procurement Law (PMG 589) (Taken prior to 12/31/97)	CON 201

West Coast University
400 Mobile Avenue, Camarillo, CA 93010-6313
POC: Mr. Fred Spiegl (805)987-5199

Contract Administration (BMGT 574) (Taken prior to 12/31/97)	CON 211
Systems Acquisition and Program Management (BMGT 577) (Taken prior to 12/31/97)	CON 211
Legal Issues in Acquisition (BMGT 575) (Taken prior to 12/31/97)	CON 201

School and Course(s)	*DoD Equivalency*

Western New England College Off-Campus Division

Devens Center
Army Education Center
Ft. Devens, MA 01433-5230

Hanscom Center
ABG/DPE, Bldg. 1728
Hanscom AFB, MA 01731-5000

Douglas Kenyon, Adm. Director (617) 933-1595

Principles of Acquisition Contracting (MAN 202) (Taken prior to 12/31/97)	CON 101
Principles of Contract Pricing (MAN 302) (Taken prior to 12/31/97)	CON 104
Government Contract Law (LS 403) (Taken prior to 12/31/97)	CON 201
Principles of Government Contracting (LS 692) (Taken prior to 10/1/94)	CON 211
Principles of Cost and Price Analysis (AC 640) and Contract Negotiations (MAN 401) (Taken prior to 12/31/97)	CON 104
Administration of Government Contracts (LS 693) (Taken prior to 12/31/97)	CON 221

Appendix

H

Continuing Education Units

Appendix H

Continuing Education Units

Acquisition employees may meet professional association or organization continuing education requirements by taking DAU sponsored courses. DAU is a member of the International Association for Continuing Education and Training, a nonprofit membership organization of over 650 organizations and individuals involved in continuing education and training. As such, DAU is a certified provider of continuing education units (CEU), which measure continuing education participation for many professional associations and organizations.

The following table provides the CEU for each DAU sponsored course, which may be applied toward professional requirements. For updates, consult the on-line Catalog at the DAU home page (http://www.acq.osd.mil/dau).

CEU are not measures of academic credit. See appendix I for DAU courses eligible for academic credit.

Continuing Education Units
(as of January 1, 1997)

	Course	CEU
ACQ 101	Fund. of Systems Acquisition Mgmt (until 6/2/97)	5.4
	(after 6/2/97)	4.7
ACQ 201	Intermediate Systems Acquisition (until 6/2/97)	13.7
	(after 6/2/97)	9.9
ACQ 401	Senior Acquistion Course	54.0
BCF 101	Fundamentals of Cost Analysis (formerly BCE 101)	9.9
BCF 102	Fundamentals of Earned Value Management (formerly BFM 102)	6.4
BCF 103	Fundamentals of Business Financial Management (formerlyBFM 201)	3.0
BCF 203	Intermediate Earned Value Management (formerly BFM 203)	8.0
BCF 204	Intermdiate Cost Analysis (formerly BCE 204)	8.9
BCF 205	Contractor Finance for Acquisition Managers (formerly BFM 204)	3.0
BCF 206	Cost Risk Analysis (formerly BCE 206)	9.9
BCF 207	Economic Analysis (formerly BCE 207)	2.3
BCF 208	Software Cost Estimating (formerly BCE 208)	5.2
BCF 209	Selected Acquisition Report (formerly BFM 209)	3.0
BCF 211	Acquisition Business Management	TBD
BCF 301	Business Cost Estimating & Financial Management Workshop	5.4
BCF 802	Selected Acquisition Report Review (formerly BFM 210)	1.8

Continuing Education Units
(as of January 1, 1997)

	Course	CEU
CON 101	Fundamentals of Contracting (through 9/30/97)	15.7
CON 102	Operational Level Contracting Fundamentals (through 9/30/97)	14.0
CON 103	Facilities Contracting Fund. (through 9/30/97)	15.7
CON 104	Fundamentals of Contract Pricing	7.3
CON 202	Intermediate Contracting	TBD
CON 204	Intermediate Contract Pricing (formerly CON 231)	5.2
CON 210	Government Contract Law (formerly CON 201)	4.9
CON 211	Intermediate Contracting (through 9/30/97)	12.5
CON 221	Intermediate Contract Administration (through 9/30/97)	5.4
CON 222	Operational Level Contract Administration (through 9/30/97)	8.3
CON 223	Intermediate Facilities Contracting (through 9/30/97)	8.5
CON 232	Overhead Management of Defense Contracts	5.8
CON 233	Cost Accounting Standards Workshop	8.9
CON 234	Contingency Contracting	7.5
CON 235	Advanced Contract Pricing	TBD
CON 236	Contractual Aspects of Value Engineering	2.8
CON 237	Simplified Acquisition Procedures	1.6
CON 241	Information Technology Contracting	5.4
CON 243	Architect-Engineer Contracting	TBD
CON 244	Construction Contracting	TBD

Continuing Education Units
(as of January 1, 1997)

Course		CEU
CON 301	Executive Contracting	3.6
CON 333	Management for Contracting Supervisors	3.2
GRT 201	Grants Management	3.9
IND 101	Contract Property Administration Fundamentals	5.9
IND 102	Contract Property Disposition	3.8
IND 103	Contract Property Systems Analysis	2.7
IND 201	Intermediate Contract Property Administration	6.7
IND 202	Contract Property Management Seminar	2.7
IRM 101	Basic Information Systems Acquisition	TBD
IRM 201	Intermediate Information Systems Acquisition	12.0
IRM 303	Advanced Information Systems Acquisition	12.8
LAW 801	Acquistion Law	4.0
LOG 101	Acquisition Logistics Fundamentals	4.5
LOG 201	Intermediate Acquisition Logistics	9.8
LOG 203	Reliability and Maintainability	1.5
LOG 204	Configuration Management	4.0
LOG 205	Provisioning	2.8
LOG 304	Executive Acquisition Logistics Management	4.9
PMT 202	Multinational Program Mgmt	3.0
PMT 203	International Security and Technology Transfer/Control	3.0
PMT 302	Advanced Program Management	51.3
PMT 303	Executive Program Manager's Course	12.0
PMT 304	Advanced International Management Workshop	3.0
PMT 305	Program Manager's Skills Course	6.0

Continuing Education Units

(as of January 1, 1997)

	Course	CEU
PQM 101	Production and Quality Management Fundamentals	5.8
PQM 103	Defense Specification Management	5.4
PQM 104	Specification Selection and Application	3.2
PQM 201	Intermediate Production and Quality Management	9.0
PQM 202	Commercial and Nondevelopmental Item Acquisition	1.2
PQM 203	Preparation of Commercial Items Description	0.6
PQM 301	Advanced Production & Quality Management	9.0
PUR 101	Simplified Acquisition Fundamentals	6.4
PUR 201	Intermediate Simplified Acquisition Procedures	6.9
SAM 101	Basic Software Acquistion Management	TBD
SAM 201	Intermediate Software Acquisition Management	10.8
SAM 301	Advanced Software Acquisition Management	10.8
SYS 201	Intermediate SPRDE	8.2
SYS 301	Advanced SPRDE	6.0
TST 101	Introduction to Acquisition Workforce Test & Evaluation	3.2
TST 202	Intermediate Test & Evaluation	5.8
TST 301	Advanced Test & Evaluation	2.9

Appendix

I

Meeting Acquisition Corps Education Standards

Appendix I

Meeting Acquisition Corps Educational Standards

Statutory Education Requirements

Statutory standards for membership in the acquisition corps are specified in 10 U.S.C. 1732, and implemented in DoD Instruction 5000.58, "Defense Acquisition Workforce," and DoD 5000.52-M, "Acquisition Career Development Program." The following is an abbreviated summary of Acquisition Corps education standards prescribed in 10 U.S.C. 1732(b)(2):

- A baccalaureate degree AND EITHER
- Twenty-four semester credit hours of study at an accredited institution from among the following disciplines: accounting, business finance, law, contacts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management, OR
- Twenty-four semester credit hours at an accredited institution in the person's acquisition career field, AND EITHER twelve semester credit hours from among the above listed disciplines, OR training in the disciplines listed above equivalent to the twelve semester credit hours.

The option to substitute equivalent training for the twelve semester credit hours in the disciplines specified was provided by Sec. 812(e) of Public Law 102-484, "The National Defense Authorization Act for Fiscal Year 1993," October 23, 1992, which amended Section 1732(b)(2)(B) of Title 10, United States Code.

Accredited DAU Courses

The Air Force Institute of Technology (AFIT), the Information Resources Management College (IRMC), and the Naval Postgraduate School (NPS) are members of the DAU consortium which are also regionally accredited degree granting institutions. Therefore, courses successfully completed at these institutions, which fall within an acquistion career field or the listed disciplines may be applied to the 12 **OR** 24 credit hour acquistion

corps education standards. Only AFIT offers credits for DAU courses, which are listed in the fist of the following tables. For additional information on other AFIT, IRMC, and NPS course credits, contact the schools directly.

American Council on Education (ACE) Recommended Credits

The standard of 12 semester credit hours in the disciplines may be met by successful completion of comparable training courses which carry an American Council on Education (ACE) credit recommendation. The option to substitute equivalent training for the twelve semester credit hours in the disciplines specified was provided by Sec. 812(e) of Public Law 102-484, "The National Defense Authorization Act for Fiscal Year 1993," October 23, 1992, which amended Section 1732(b)(2)(B) of Title 10, United States Code. ACE credit recommendations for DAU courses are listed in the following tables.

ACE credit recommendations may NOT be used to meet the 24 semester credit hour requirement for contracting personnel, or the 24 semester credit hour requirement in business disciplines for acquisition corps membership, unless those credit recommendations have been accepted by and appear on an official transcript (or comparable document) from an accredited institution of higher education. The American Council on Education (ACE) evaluates formal education and training programs and courses sponsored by Service schools, other DoD organizations, other Government agencies, business, and industry, and makes college credit recommendations. ACE itself does not grant academic credit. Rather, ACE evaluates courses offered by non-accredited organizations and "recommends" the amount of credit it believes a course is worthy of being granted by an accredited institution.

Acquisition members planning to use ACE credit recommendations for college or university degree programs must have their education and training experiences reviewed by their institution's admissions officer.

Courses bearing ACE credit recommendations are offered at DoD schools, other Federal agencies, or through business and industry-sponsored programs. Descriptions of these courses, along with their corresponding credit hour recommendations and subject area designations, are contained in five volumes published by ACE: *The Guide to the*

Evaluation of Educational Experiences in the Armed Services (four volumes); and *The National Guide to Educational Credit for Training Programs* (one volume), which contains courses offered by other Federal agencies and the private sector. ACE guides are typically available in civilian personnel training offices and in DoD education centers.

The following tables show the current ACE college credit hours assigned to DAU courses as semester hours, along with the provider of the course and date restrictions.

College Credit through Examination

Employees who are required to possess 24 semester credit hours in the business disciplines to qualify for the Acquisiton Corps, or for contracting positions, or had less than 10 years acquisition experience as of October 1, 1991, may also be able to meet all or part of the credit hour requirement through successful completion of examinations administered by the Defense Activity for Non-Traditional Education Support (DANTES). Eligibility requirements and application procedures are described in the DAU Pamphlet, "Prepare for Advancement through Testing," available at civilian training offices, or via the DAU home page (http://www.acq.osd.mil/dau).

Any time semester credit hours are required for certification, DANTES examinations may be substituted.

DANTES sponsors the College Level Examination Program (CLEP) and DANTES Subject Standardized Tests (DSSTs) through the College Board and the Educational Testing Service (ETS). Nine tests are available and a passing score on an examination qualifies for three semester credit hours toward the Acquisition Corps education standard. Passing scores on DANTES exams do not have to be listed on a college transcript in order to be applied to Acquistion Corps education standards.

Tests are administered to eligible personnel at military education offices that have DANTES Test Centers. A directory of miltiary education offices is available on the DANTES World Wide Web home page (http://voled.doded.mil/dantes).

The following tables provide information on the tests and the credit hours that may be applied toward the Acquisition Corps education standards.

College Credit Hours for AFIT Courses

The following table provides information on credit hours for each DAU course, which may be applied toward Acquisition Corps and professional standards. Credits hours are awarded for undergraduate (U) or graduate (G) and upper (U) or lower (L) level instruction.

Course	Title	Credit	Level	Hours
ACQ 101	Fundamentals of Sys Acq Mgmt	U	L	2
ACQ 201	Intermediate Systems Acquistion Mgmt	U	U	3
BCF 204	Intermediate Cost Analysis	U	U	3
CON 104	Fundamentals of Contract Pricing	U	L	3
CON 204	Intermediate Contract Pricing	U	U	3
CON 210	Government Contract Law	U	U	2
CON 232	Overhead Mgmt of Defense Contracts	U	U	2
IND 101	Industrial Property Administration	U	L	2
IND 103	Contract Property System Analysis	U	L	1
IND 201	Advanced Property Administration	U	U	2
IND 202	Contract Property Mgmt Seminar	U	U	1
PQM 101	Production Mgmt Fundamentals	U	L	2
TST 101	Intro to Acq Workforce Test & Evaluation	U	L	1

American Council on Education (ACE) Recommended College Credit Hours for DAU Courses

Course	ACE Identifier/ Effective Dates
ACQ 101 Fundamentals of Systems Acquisition Management 3 semester hours, lower-division baccalaureate/associate category	DD-1408-0012 9/94-Present
ACQ 201 Intermediate Systems Acquisition 4 semester hours, upper-division baccalaureate category	DD-1408-0020 6/92-Present
BCF 101 Fundamentals of Cost Analysis (formerly BCE 101 Fundamantals of Cost Analysis) 3 semester hours, lower-division baccalaureate category	DD-1115-0001 6/96-Present
BCF 102 Fundamentals of Earned Value Management (formerly BFM 102 Contract Performance Management Fundamentals) 3 semester hours, upper-division baccalaureate category upon completion of BCF 102 **and** BCF 203	DD-1408-0014 7/95-Present
BCF 203 Intermediate Earned Value Management (formerly BFM 203 Intermediate Contract Performance Management) 3 semester hours, upper-division baccalaureate category upon completion of BCF 102 **and** BCF 203	DD-1408-0015 3/96-Present
BCF 301 Budget, Cost Estimating, and Financial Management Workshop 2 semester hours, upper-division baccalaureate category	DD-1408-0017 6/96-Present
CON 101 Fundamentals of Contracting (formerly CON 101 Contracting Fundamentals) 3 semester hours, upper-division baccalaureate category	AR-0326-0053 1/88-Present

American Council on Education (ACE) Recommended College Credit Hours for DAU Courses

Course	ACE Identifier/ Effective Dates
CON 104 Fundamentals of Contract Pricing (formerly CON 104 Contract Pricing) 3 semester hours, upper-division baccalaureate category	DD-1405-0004 1/93-Present
CON 204 Intermediate Contract Pricing (formerly CON 231 Intermediate Contract Pricing) 3 semester hours, upper-division baccalaureate category	DD-1405-0006 4/95-Present
CON 210 Government Contract Law (formerly CON 201 Government Contract Law) 2 semester hours, upper-division baccalaureate category	DD-0326-0007 1/97-Present
CON 233 Cost Accounting Standards Workshop 2 semester hours, upper-division baccalaureate category	DD-1401-0021 5/77-Present
CON 241 Information Technology Contracting (formerly CON 241 Automated Information Systems (AIS) Contracting) 3 semester hours, upper-division baccalaureate category	DD-1402-0006 4/93-Present
IRM 201 Intermediate Information Systems Acquisition 3 semester hours, upper-division baccalaureate category	DD-0326-0006 10/95-Present
IRM 303 Advanced Information Systems Acquisition 3 semester hours, graduate category	DD-0326-0005 10/95-Present
LOG 201 Intermediate Acquisition Logistics 2 semester hours, upper-division baccalaureate category, 1 semester hour, graduate category	AR-0326-0055 9/91-Present

American Council on Education (ACE) Recommended College Credit Hours for DAU Courses

Course	ACE Identifier/ Effective Dates
LOG 304 Executive Acquisition Logistics Management 3 semester hours, upper-division baccalaureate category	DD-0326-0004 8/96-Present
PMT 302 Advanced Program Management 9 semester hours, graduate category	DD-1408-0018 3/95-Present
PMT 303 Executive Program Manager's Course 3 semester hours, graduate category	DD-1408-0019 8/96-Present
PMT 305 Program Manager's Skills Course (formerly PMT 305, ProgramManager's Survival Course) 1 semester hour, graduate category	DD-1408-0021 6/96-Present
PQM 103 Defense Specification Management 1 semester hour, lower-division baccalaureate category	AR-1408-0035 8/73-Present
PQM 201 Intermediate Production and Quality Management 3 semester hours, upper-division baccalaureate category	DD-1408-0024 10/94-Present
PQM 301 Advanced Production and Quality Management 3 semester hours, graduate category	DD-1408-0010 10/93-Present
PUR 101 Simplified Acquisition Fundamentals (formerly PUR 101 Purchasing Fundamentals) 2 semester hours, upper-division baccalaureate category	AR-1408-0187 10/89-Present

American Council on Education (ACE) Recommended College Credit Hours for DAU Courses

Course		ACE Identifier/ Effective Dates
PUR 201	Intermediate Simplified Acquisition (formerly PUR 201 Intermediate Purchasing) 2 semester hours, upper-division baccalaureate category	AR-1408-0188 9/90-Present
SAM 201	Intermediate Software Acquisition Management 3 semester hours, upper-division baccalaureate category	DD-1408-0013 6/96-Present
SAM 301	Advanced Software Acquisition Mangement 3 semester hours, upper-division baccalaureate category	DD-1402-0004 11/95-Present
SYS 201	Intermediate Systems Planning, Research, Development and Engineering 3 semester hours, upper-division baccalaureate category	DD-1402-0010 10/94-Present
SYS 301	Advanced Systems Planning, Reserach, Development and Engineering 3 semester hours, graduate category	DD-1408-0016 6/96-Present
TST 202	Intermediate Test and Evaluation 3 semester hours, upper-division baccalaureate category	DD-1408-0022 8/96-Present

For additional information, check the ACE Guides (*The Guide to the Evaluation of Educational Experiences in the Armed Services* (4 volumes).

College Level Examination Program (CLEP)
DANTES Subject Standardized Tests (DSST)

Acquisition Education Requirement	DSST or CLEP Examination		SEM Credit Hours
Accounting	**DSST 525 -**	Principles of Financial Accounting	3
Business Finance	**DSST 524 -**	Principles of Finance	3
Economics	**CLEP 036 -**	Principles of Macroeconomics	3
	CLEP 037 -	Principles of Microeconomics	3
Law	**DSST 534 -**	Business Law II	3
Marketing	**CLEP 023 -**	Principles of Marketing	3
Organization and Management	**DSST 530 -**	Personnel/Human Resources Management	3
	DSST 531 -	Organization Behavior	3
Quantitative Methods	**DSST 450 -**	Principles of Statistics	3

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