



DAU 2003

Defense Acquisition University Catalog

A premier corporate university serving
DoD acquisition, technology, and logistics

Key Phone Numbers and Internet Addresses

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DAU Vision

A premier corporate university serving DoD acquisition, technology, and logistics

DAU Mission

Provide practitioner training and services to enable the acquisition, technology, and logistics community to make smart business decisions and deliver timely and affordable capabilities to the warfighter

DAU Strategic Goals

- Provide our customers what they need, when and where they need it
 - Operate a premier learning enterprise
- Promote transformation through excellence in acquisition, technology, and logistics practices
 - Employ knowledge management to enhance learning and productivity
- Provide an environment valuing achievement, growth, and lifelong learning



DEFENSE ACQUISITION UNIVERSITY
9820 BELVOIR ROAD
FORT BELVOIR, VIRGINIA 22060-5565

MESSAGE FROM THE PRESIDENT

In the ever-changing business environment of the 21st century, DAU is committed to using innovative training methods to keep the DoD Acquisition, Technology, and Logistics (AT&L) workforce up-to-date and capable of making smart business decisions and delivering timely and effective capabilities to the warfighter. Our goal is to provide the right training to the right employee at the right time, thus helping the AT&L workforce excel.

DAU has converted many traditional classroom, instructor-led courses to computer or Web-based offerings. In 1998, only 2 percent of DAU graduates participated in distance learning courses. However, by the end of FY 2002, 39 percent of DAU's training was delivered online; and 30 online continuous learning modules were offered. Thus, the number of graduates has risen to over 50,000, including both online and classroom offerings. To recognize DAU's speed in converting courses to online delivery and the innovative ways the courses simulate the workplace, the U.S. Distance Learning Association (USDLA) presented DAU with the Excellence in e-Learning Award in 2001 and 2002.

To meet the needs of the DoD AT&L workforce, DAU has completely reengineered its program management curriculum and is currently restructuring the contracting curriculum. The University's faculty and resources have also been realigned. Three new regional campuses have been established and are located within high-density DoD AT&L workforce locations: Huntsville, AL; Patuxent River, MD; and San Diego, CA. To be consistent with the structure at each of these new sites, the existing campuses in Dayton, OH, and Fort Belvoir, VA, were reorganized as well. Realigning these regional campuses has reduced student travel cost and time away from the job and improved DAU's ability to deliver performance support and business solutions.

DAU is leading the community not only by providing the right learning at the right time in the right place but also by leading in the creation, accumulation, distribution, refinement, and integration of relevant acquisition information. DAU helps form and guide forums and systems for real-time sharing of acquisition knowledge within the acquisition career domains and professional infrastructure, such as communities of practice and the DoD Acquisition Deskbook.

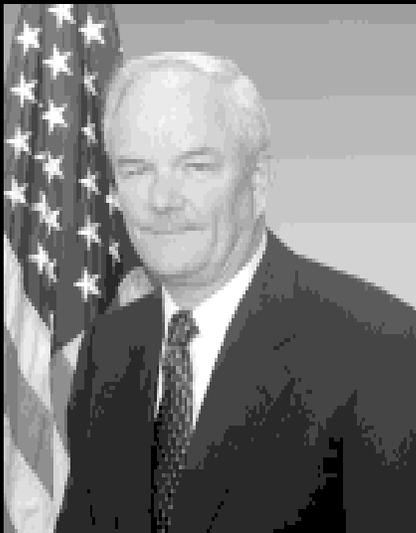
Transformation is difficult, but it provides new opportunities to grow and excel. DAU has responded in a proactive and energetic way. We have put in place a Strategic Plan that sets the goals and strategies needed to create a robust future. DAU has successfully integrated e-tools and innovative classroom training to expand the reach of training and to allow individuals and their supervisors to have more control and choice over their training solutions. These transformation initiatives are on-target; and they will help DAU stay focused on you, our customer, and to continue delivering successful mission results.



Frank J. Anderson, Jr.
President
Defense Acquisition University



Chapter 1



The Defense Acquisition University

The Defense Acquisition University

DoD/DAU Leadership

What's New at DAU

"DAU is the one institution that touches nearly every member of the workforce throughout all stages of their professional careers. This is where we revitalize our workforce, while ensuring it has the training it needs to make smart business decisions and deliver for our warfighters."

— Michael W. Wynne
Principal Deputy Under Secretary of Defense
(Acquisition, Technology, and Logistics)
12 April 2002 DAU Change of Command Ceremony



The Defense Acquisition University

The Defense Acquisition University (DAU) provides mandatory, assignment-specific, and continuous learning courses for military and civilian personnel within the Department of Defense (DoD). Its mission is to provide practitioner training and services to enable the DoD Acquisition, Technology, and Logistics (AT&L) community to make smart business decisions and deliver timely and affordable capabilities to the warfighter. Authorized by 10 U.S.C. 1746 and chartered by DoD Directive 5000.57, DAU was established on August 1, 1992.

DAU coordinates acquisition education and training programs to meet the training requirements of more than 130,000 DoD AT&L personnel. As the DoD corporate university for AT&L education, DAU sponsors curriculum and instructor training to provide a full range of basic, intermediate, advanced, assignment-specific, and continuous learning courses to support the career goals and professional development of the DoD AT&L workforce.

Each DoD AT&L functional area is represented by a Functional Integrated Product Team (FIPT), comprised of senior-level officials of the DoD components and led by Functional Advisors. These teams advise the Under Secretary of Defense (Acquisition, Technology & Logistics) (USD(AT&L)) on career development issues and recommend mandatory training, education, and experience required for their respective functional areas. DAU Program Directors work in conjunction with the FIPTs to identify performance outcomes for various career levels and incorporate

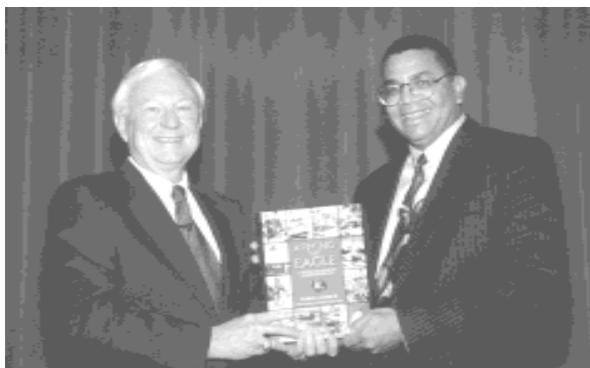
them into DAU courses. Each Component's Director, Acquisition Career Management, assists in managing the accession, training and education, and career development of his/her respective AT&L workforce members.

The Chief Executive Officer of the University is the President, who reports to the Director, Acquisition Initiatives (D,AI). A Board of Visitors – individuals selected for their preeminence in academia, business, and industry – advises the DAU President and the D,AI on matters such as organizational management, curricula, methods of instruction, and facilities. The Executive Institute consists of members from the Services and defense industry, who provide advice and counsel to faculty, staff, and students in their respective areas of expertise. The Service Chairs also act as liaisons between the Services and the University.

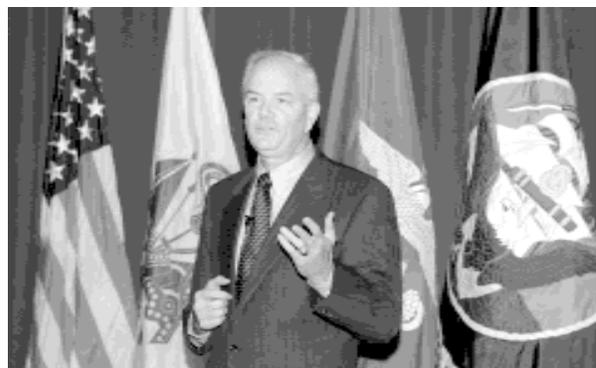
The DAU Executive Board advises the USD(AT&L) on Defense Acquisition Workforce Improvement Act (DAWIA) implementation in the career development of the DoD AT&L workforce. The Acquisition Education, Training and Career Development (AET&CD) office oversees policy decisions for the implementation of the DAWIA through DAU.

In addition to providing curriculum-based training and continuous learning, both in the classroom and via the Internet, DAU fosters professional development through performance support, publications, symposia, research, and consulting in areas related to the acquisition functions.

E.C. "Pete" Aldridge, Jr., Under Secretary of Defense for Acquisition, Technology and Logistics, received a copy of *Arming the Eagle: A History of U.S. Weapons Acquisition Since 1775*, by Wilbur D. Jones, from DAU President Frank J. Anderson, Jr.



Michael W. Wynne, Principal Deputy Under Secretary of Defense for Acquisition, Technology and Logistics, speaks at the welcome ceremony for new DAU Commandant, Army Colonel Ronald Flom.



DoD/DAU Leadership

DAU EXECUTIVE BOARD



Mrs. Donna Richbourg
Chairperson
Director, Acquisition
Initiatives

The DAU Executive Board advises the USD(AT&L) on Defense Acquisition Workforce Improvement Act (DAWIA) implementation in the career development of the DoD AT&L workforce.



Mr. Frank J. Anderson, Jr.
President, Defense
Acquisition University



COL Ronald Flom, USA
Commandant, Defense
Acquisition University



LTG John S. Caldwell, Jr., USA
Military Deputy/Director,
Army Acquisition Corps



Mr. William Hauenstein
Director of Acquisition
Career Management
(Department of the Navy)



Ms. Darleen Druyun
Principal Deputy Assistant
Secretary of the Air Force
(Acq. and Mgmt.)



Ms. Claudia Knott
Executive Director, Logistics
Policy and Acq. Mgmt,
Defense Logistics Agency



Ms. Ginger Groeber
Deputy Assistant Secretary
of Defense (Civilian
Personnel Policy)



Dr. Jerome Smith
DoD Chancellor for Education
and Professional
Development



Dr. J. Ronald Fox
Consultant
DAU Board of Visitors
Chairperson



Mr. Eric M. Levi
Consultant
DAU Board of Visitors
Member

The DAU Board of Visitors – individuals selected for their preeminence in academia, business, and industry – advises the DAU President and the Director, Defense Procurement and Acquisition Policy, on matters such as organizational management, curricula, methods of instruction, and facilities.

DAU BOARD OF VISITORS



Dr. J. Ronald Fox
Chairperson
Professor Emeritus,
Harvard Business School



Mr. Charles E. Adolph
Senior VP, SAIC



Mr. R. Stephen Ayers
Senior VP for Contracts &
Procurement, SAIC



Mr. Peter DeMayo
Consultant



Mr. James M. Gallagher
President, The Dayton
Group



Mr. Eric M. Levi
Consultant



Mr. Stephen R. Mercer
VP, Learning and Leadership
Development, The Boeing
Company



Mr. Robert J. Murray
President, CNA Corporation



Mr. James L. Sanford
VP, Corporate Contracts and
Pricing, Northrop Grumman

DAU LEADERSHIP



Mr. Frank J. Anderson, Jr.
President, Defense
Acquisition University



COL Ronald Flom, USA
Commandant, Defense
Acquisition University

*Building a new culture
to provide 'best-in-class'
acquisition, technology, and
logistics practitioner training*

DAU HEADQUARTERS



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Mr. Joseph Johnson
Director, Strategic Planning
Action Group



Mr. Jerry Guiton
Chief Financial Officer

DAU CURRICULA DEVELOPMENT AND SUPPORT CENTER



Mr. William Erie
Director, Curricula Develop-
ment and Support Center

DAU OPERATIONS GROUP



COL Ronald Hayne, USA
Director, Operations Group

DAU DEANS



Mr. Tim Shannon
Dean
DAU Capital and Northeast
Region



Ms. Barbara Smith
Dean
DAU Mid-Atlantic Region



Mr. Gerald Emke
Dean
DAU Midwest Region



Mr. James. L. McCullough II
Dean
DAU South Region



Mr. Andy Zaleski
Dean
DAU West Region



Mr. David Fitch
Dean
DSMC — School of
Program Managers

DAU EXECUTIVE INSTITUTE



Mr. Russell W. Lenz
Army Chair



Mr. William Hauenstein
Acting Navy Chair



Col William McNally, USAF
Air Force Chair



Mr. Frank Swofford
Industry Chair

Each DoD Acquisition, Technology, and Logistics (AT&L) functional area is represented by a Functional Integrated Product Team, which is led by a Functional Advisor. These teams advise the USD(AT&L) on career development issues and identify training, education, and experience requirements for their respective functional areas.

AET&CD



Director, Acquisition Education, Training, and Career Development

FUNCTIONAL ADVISORS

ACQUISITION MANAGEMENT



Ms. Christine E. Stelloh-Garner
Department of the Navy
Acquisition Reform Executive

AUDITING



Mr. William H. Reed
Director, Defense Contract
Audit Agency

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(Logistics Plans & Programs)

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Dr. Alan Schaffer
Director, Plans and
Programs, DDR&E

TECHNICAL MANAGEMENT



Dr. Vitalij Garber
Director, Interoperability,
OUSD (AT&L)

DIRECTORS, ACQUISITION CAREER MANAGEMENT (DACMs)

Directors, Acquisition Career Management, assist in managing the accession, training and education, and career development of their respective Component's AT&L workforce.



LTG John S. Caldwell, Jr., USA
Army DACM



Mr. William Hauenstein
Navy DACM



Ms. Darleen A. Druyun
Air Force DACM



Mr. Richard K. Sylvester
Acting DoD DACM

What's New at DAU....

NEW CAREER FIELDS

Two new career paths have been added to the Defense acquisition, technology, and logistics workforce: (1) Facilities Engineering and (2) Science and Technology Manager.

The **Facilities Engineering** career field encompasses a variety of professional individuals with diverse skills and involves all facets of life-cycle management.

The **Science and Technology Manager** is actually a separate career path in the Systems Planning, Research, Development and Engineering (SPRDE) career field. The Level I certification standards mirror those of SPRDE Level I. At Levels II and III, however, the education, experience, and training requirements are less technical and more management-focused.

A detailed description of these career fields and the duties of their members is in Chapter 3 of this Catalog.

REENGINEERED CURRICULA

Two career fields have undergone significant curriculum redesign this year:

The **Program Management (PM)** curriculum now includes PMT 250, Program Management Tools course, which prepares those certified at Level I for more advanced courses in PM. The former capstone course, PMT 302, has been replaced by PMT 352, Program Management Office Course, which prepares the student for work in a program office. PMT 401, The Program Manager's Course, has been added and is designed specifically for those selected to become leaders of major acquisition programs.

The **Contracting** curriculum also includes a new course, CON 100, Shaping Smart Business Arrangements. This introductory course focuses on the role of the Contracting Officer in the DoD AT&L community. CON 101, Basics of Contracting, has been converted to distance learning. Projected new courses to be developed in FY 03 will provide a more integrated training track, offer more distance learning, and require less time in the classroom and away from the job.

MORE DISTANCE LEARNING COURSES

DAU continues to increase the number of its e-Learning opportunities, both through conversion of classroom offerings and by adding continuous learning opportunities to the Continuous Learning Center (CLC) Web site. A complete list of the courses offered via distance learning, including continuous learning opportunities, is available on page 72 of this Catalog.

By leveraging the technology available to us, we continue to provide high quality learning experiences while requiring the students to spend less time away from their jobs. More and more Government business is conducted online each year; students can now prepare for that environment through use of the same technology-driven methods. For more information on the University's use of technology, see Appendix G, Other Products and Services Provided by DAU.



Chapter 2

Administrative Information

Course Information

***Acquisition Workforce and
Acquisition Corps Education Standards***

Student Information

***Course Registration and
Quota Allocation***

Registration Procedures



Administrative Information

COURSE INFORMATION

DAU COURSES

Sequence of Courses

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; 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. Using this Catalog, DoD Acquisition, Technology, and Logistics (AT&L) workforce personnel can identify the training and education and experience 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, and for Level II, ACQ 201, Intermediate Systems Acquisition. 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
Facilities Engineering
Information Technology
Production, Quality and Manufacturing
Program Management
Systems Planning, Research, Development
and Engineering
Test and Evaluation

Course Types

Certification courses are identified in Appendix B of this Catalog, which provides concise checklists of the education, experience, and training standards established for certification in 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, the focus is on 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 in accordance with guidelines established in DoD 5000.52M. Grade or rank is not generally a requirement for course enrollment; however, it may be used to determine registration priority.

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 C provides a description of DAU assignment-specific courses and the audiences for which they are developed.

Course descriptions for all DAU courses are listed alphanumerically in Chapter 4. Details of course length, prerequisites, method of delivery, and Personnel Data System (PDS) codes are included in these course descriptions.





DAU-sponsored courses provide the opportunity for AT&L workforce members who have completed all training and education requirements for their position to meet standards for continuing education. In addition, many professional organizations and associations have continuing education requirements for their members. Appendix E presents a listing of Continuing Education Units (CEUs) associated with 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 sites) and on-site (where the instructor teaches at locations having sufficient numbers of students to support a class). Some DAU courses are also offered entirely or in part via the Internet.

Course offerings, schedules, and the location of courses are published separately in the DAU Course Schedule, which is posted on the DAU Web site at <http://www.dau.mil>.

Online Courses

DAU currently offers several courses via the World Wide Web ("Web") at <https://dau.fedworld.gov>. Some of these courses are taught entirely and exclusively online, and others involve an online portion followed by classroom instruction. (An exception to this method of delivery is LOG 201, which uses correspondence vs. Web-based delivery.) To complete an online course, the student must have access to an IBM-compatible computer with the following capabilities:

- Web connection (56K modem or better is recommended);
- any Web browser that supports Java and Javascript (Netscape Navigator 6.0 or Internet Explorer 5.5 or later recommended); and
- a 256-color monitor that supports a resolution of at least 800x600 dpi.

Some online courses have additional hardware and/or software requirements that are explained at the beginning of each course. Students should ensure the computer they will use for instruction meets these minimum requirements before enrolling in an online course.

When students register for a "hybrid" course (i.e., a course delivered in part via distance learning and in part in the classroom), it is important to understand the registration process. A student registering for ACQ 201, for example, is actually registering for Part B, the classroom portion of the course. This automatically enrolls the student in Part A, the online portion of the course. Successful completion of Part A is necessary to attend Part B. Students are given 60 calendar days to complete Part A. Students who do not successfully complete Part A will not be eligible to attend Part B as scheduled.

COURSE EQUIVALENCIES AND ALTERNATIVES

Equivalent Courses

Appendix D of this Catalog provides information on courses offered by DoD schools and public learning institutions as well as commercially offered training that is certified to be equivalent to DAU courses.

Fulfillment

While course participation is the preferred method, the fulfillment program enables members of the DoD AT&L workforce to receive credit for mandatory DAU courses for which they are able to demonstrate competency through experience, education, and/or alternative training. Information on this program, including policy, procedures, DD Form 2518, and the course competencies, is available on the DAU Web site at <http://www.dau.mil/registrar/registrar.asp>.



ACQUISITION WORKFORCE AND ACQUISITION CORPS EDUCATION STANDARDS

The Defense Acquisition Workforce Improvement Act (Public Law 101-510, 1990), as amended, requires that DoD employees must meet certain educational standards. These standards apply to new employees in the GS-1102 Occupational Series and to those applying to the Acquisition Corps or seeking a Contracting Officer's Warrant above the small purchase threshold. See DoD 5000.52-M, "Acquisition Career Development Program," for additional information concerning these educational standards.

Employees may meet credit-hour standards by passing college course equivalency examinations, which 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 F of this Catalog. Employees also may apply certain DAU courses to meet the educational requirements.

STUDENT INFORMATION

REPORTING INSTRUCTIONS

After being accepted for admission into a DAU course, each student will receive an e-mail with instructions on how to proceed. In the case of online courses and Part A of a hybrid class, e-mails will explain how to access the course material online and identify an instructor associated with that class. For classroom courses and Part B of a hybrid class, each student will receive an e-mail with specific reporting instructions and information on housing, meals, facilities, and appropriate classroom attire.

TRAVEL, PER DIEM, AND REIMBURSEMENT

Each Service Acquisition Career Management Office or parent organization funds travel expenses and per diem for eligible students based on Service- or Agency-specific policy. Students should consult their



Acquisition Career Management Office for policy and guidance concerning their travel requirements.

It is very important that students arrive with a Government credit card to pay for all legitimate travel-related expenses or, if needed, draw cash advances in lieu of receiving advance per diem payments. DAU cannot process travel claims or provide advance per diem payments. If questions arise concerning use of the Government credit card, students should arrive knowing the name and telephone number of the Government credit card program coordinator for their Service or organization.

ATTENDANCE POLICY

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 manager, lead instructor, or designated representative. Cumulative absences that exceed 5 percent of contact time may be grounds for removal from the course and receipt of an "incomplete" grade. Remediation to make up any missed instruction is at the discretion of the course manager.

DAU follows established DoD and Office of Personnel Management (OPM) guidance for civilians and Service regulations for military personnel concerning various categories of leave.





CANCELLATIONS

If circumstances dictate cancelling course attendance after students receive notification of acceptance, they should follow the procedures set forth by their respective Service or Agency as outlined in this chapter. This may afford another student the opportunity to attend the course.

HANDICAPPED ACCOMMODATIONS

Students with disabilities who are scheduled to attend DAU classes should notify their local training office and the DAU Registrar as soon as possible prior to the starting date of the class to ensure that appropriate accommodations are made.

STUDENT ISSUES AND CONCERNS

DAU encourages students who have issues or concerns with the learning environment to discuss them first with their instructor. Also a student class leader is typically appointed at the start of a course and is empowered to bring issues to DAU faculty on behalf of their fellow students. Students who feel their issue was not resolved satisfactorily through these channels may go to the Regional Dean under an open-door policy.

End-of-course critiques provide another opportunity for students to address ways to improve course materials or the learning environment. Critique data is analyzed and includes areas of success and concern as well as trends and recommendations for improvement. The summary report is circulated through the appropriate chain of command for action.

TRANSCRIPTS

Transcripts are available at <http://www.dau.mil>. Students may access their own transcript information from a secure server and print out a copy for their own use. Students may also request that an official transcript with an embossed DAU seal be sent to a college or university. Questions concerning transcripts should be addressed to dau.registrar@dau.mil.



COURSE REGISTRATION AND QUOTA ALLOCATION

DoD AT&L workforce employees and their supervisors may prepare career development training plans using the requirements provided in Appendices B and C and the course descriptions in Chapter 4. Appendix B identifies courses that are required for certification by career field and certification level, and Appendix C lists courses necessary for performing an assignment-specific function in acquisition.

For DoD AT&L workforce members attending certification or assignment-specific courses, all costs of tuition, travel, and per diem for DAU training will be funded by DAU via the student's Component. DAU does not fund travel and per diem costs for DoD AT&L workforce members to attend continuous learning courses.

DAU uses the Army Training Requirements and Resources System (ATRRS) to maintain course schedules, allocate quotas, manage class registration, and provide data for reporting requirements. Agencies with quota allocations are required to register students no later than 45 calendar days prior to the class start date to ensure that students are in the ATRRS system and they have sufficient time to make necessary arrangements for attending class.

After students apply for a course, they will receive an e-mail identifying their status as either wait-listed or as having a reservation. Students with reservations will receive an e-mail approximately 30 days before the class starts, providing reporting instructions, class start and end times, and location-specific information (e.g., points of contact, hotels, and directions). If the training is held at an on-site location, this information may be provided by mail vs. e-mail. Points of contact are provided in the online course schedule for on-site classes. Once registered, students who have not received reporting instructions 15 days prior to the class start date should contact the DAU Registrar's Office for assistance.

REGISTRATION PROCEDURES

To apply for a DAU course, log onto <http://www.dau.mil>, select "Registrar" and "Apply for Classes." There you will find links to your Service-specific application program. While there are many ways to access your specific site, the DAU Home Page provides a single portal with current information and links for each of the categories of students listed below. Points of contact are also listed at <http://www.dau.mil>.

ARMY PERSONNEL

Army Acquisition Workforce (AAW) civilian and military personnel desiring DAU training (including online courses) must have those courses annotated and approved on their automated Individual Development Plan (IDP). Once approved on the IDP, a link is provided from the IDP to the ATRRS Internet Training Application System (AITAS). AAW personnel requiring assistance with the IDP/AITAS should contact their Acquisition Career Managers (ACMs) listed at the DACM Web site, <http://dacm.rdaisa.army.mil>, under "Your Acquisition Management Team." The Research, Development, and Acquisition Information Systems Activity (RDAISA) is responsible for processing all applications, registering students for training, and issuing travel funding/travel orders.

Class schedule information can be found within the IDP, AITAS, or ATRRS data-on-demand at <https://www.atrrs.army.mil/channels/dataondemand/>. Individuals and organizations should monitor closely the availability of on-site class offerings to minimize expenses associated with class attendance in resident mode. Student cancellations or substitutions should be limited to only extreme emergencies and must be submitted through AITAS.

Military personnel en route to a new duty station or an acquisition position should contact their assignment officer for assistance in obtaining DAU training. Assignment officers' contact information can be found at <https://www.perscomonline.army.mil/opfam51/staff.htm>.

DoD AT&L workforce members can obtain a copy of the current training schedule and information on rental car authorization, travel advances, travel orders, lodging, training, and policies from the 24-hour telephone information response system at (800) 808-6467. Other personnel may submit applications for DAU training by going directly to AITAS; those individuals are not required to have Acquisition IDPs.

NAVY PERSONNEL

Department of the Navy (DON) civilian and military personnel (regardless of duty station) must submit applications for acquisition training courses using Register-Now, the DON electronic registration system at <http://www.registernow.cms.navy.mil>. Register-Now is used to perform all functions applicable to course registration, including supervisory approval, course enrollment via the DON Registrar, processing cancellations, and obtaining centrally funded travel orders. Students are encouraged to browse all menu items, including "What's New" and "How To."

For additional information concerning course registration, career field certification, and other DAWIA-related issues, DON students should contact their local acquisition training representative. Names and contact information are available at the "Find ACQ Training Representative" menu option on Register-Now.

AIR FORCE PERSONNEL

Air Force military and civilian professionals interested in DAU training should first consult the Air Force DACM Web site and the Air Force Acquisition Training Office (AFATO) Web site. These Web sites provide information about Acquisition Professional Development Program (APDP) policy and certification, acquisition position coding, how to apply for DAU training and funding, prerequisites, class schedules, rosters, vacancies, and Points of Contact.

The Air Force uses a new Web-based DAU reservation system, ACQ Now. This system streamlines the reservation process and allows prospective students to initiate their own training requests via the Internet. Air Force civilian and military personnel should register through the ACQ Now registration system available at <http://www.afato.af.pentagon.mil/acqnow>.

REGISTRATION PROCEDURES (CONTINUED)

To apply for a DAU course, log onto <http://www.dau.mil>, select "Registrar" and "Apply for Classes." There you will find links to your Service-specific application program. While there are many ways to access your specific site, the DAU Home Page provides a single portal with current information and links for each of the categories of students listed below. Points of contact are also listed at <http://www.dau.mil>.

AIR FORCE PERSONNEL (Continued)

DAU training is open to all Air Force personnel, but individuals occupying acquisition-coded positions are given priority in order to fulfill their DAWIA requirements.

Supervisors and individuals should plan for and identify training needs through Individual Development Plans and the annual AFATO Data Call (Nov/Dec).

For additional information please contact your local APDP training manager. Names and information are available by selecting the "POC Lookup" menu option in ACQ Now. You can also visit the DACM (http://www.safaq.hq.af.mil/acq_workf) and AFATO (http://www.safaq.hq.af.mil/acq_workf/training) Web sites. Other contacts include the Air Force Acquisition Training Office (AFATO), Randolph AFB, at DSN 487-6580 or Commercial 210-652-6580, FAX DSN 487-6560, Comm FAX 210-652-6560, or via e-mail at AFATO@randolph.af.mil.

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 those 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 (usually such an official will be located in the civilian personnel training office) to determine the detailed procedures for requesting and authorizing training. Supervisors of military members may need to coordinate with both the acquisition training officials in the Component and with the member's Military Department. 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).

INTERNATIONAL PERSONNEL

Allied personnel requesting DAU training must go through the Security Assistance Training Field Activity (SATFA) (Commander, U.S. Army Training and Doctrine Command, Security Assistance Training Field Activity, ATTN: SATFA-RQ (Arlene Anderson), 173 Bernard Road, Bldg. 139, Fort Monroe, VA 23651-1003; phone (757) 788-3255). SATFA is the Executive Agency responsible for scheduling formal training for international students at all U.S. Government agencies. The SATFA will coordinate with DAU for quotas, determine the appropriate category for cost reimbursement (e.g., IMET, FMS, etc.), ensure that the student meets the course eligibility criteria, and determine that the student's English comprehension is adequate for effective participation.

INDUSTRY/NON-DoD PERSONNEL

While there is no DAWIA certification program in place for industry personnel, Defense industry and non-DoD Federal employees may apply for courses in a similar manner to all other DAU eligible students. Enrollment is on a "first-come, first-served" basis. Students may be added to a waiting list for courses in high demand. Travel and lodging costs are the responsibility of the requesting individual or organization.



Chapter 3

Career Field Descriptions

Acquisition Logistics

Auditing

***Business, Cost Estimating, and
Financial Management***

Contracting

Facilities Engineering

Industrial and/or Contract Property Management

Information Technology

Production, Quality and Manufacturing

Program Management

Purchasing and Procurement Technician

***Systems Planning, Research, Development and
Engineering – Science and Technology Manager***

***Systems Planning, Research, Development and
Engineering– Systems Engineering***

Test and Evaluation



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
- Contracting
- Facilities Engineering
- Industrial and/or Contract Property Management
- Information Technology
- Production, Quality and Manufacturing
- Program Management
- Purchasing and Procurement Technician
- Systems Planning, Research, Development and Engineering – Science and Technology Manager
- Systems Planning, Research, Development and Engineering – Systems Engineering
- Test and Evaluation

ACQUISITION LOGISTICS

The Acquisition Logistics career field includes professionals responsible for the planning, development, and implementation of comprehensive, affordable, and effective product support strategies. Acquisition logisticians: (1) ensure product support strategies meet the program goals for operational effectiveness, optimize readiness and facilitate iterative technology enhancements during the system life cycle; (2) ensure supportability requirements are addressed consistently with cost, schedule and performance; (3) plan and develop performance-based logistics initiatives as the preferred approach to product support; and (4) perform an integral role in systems engineering to ensure supportability considerations are implemented during systems design. Acquisition lo-



gistics is a core program management function. Acquisition logisticians support the program manager in negotiating performance agreements with force providers and organic and commercial sources of support. They ensure the integration of all support elements to maximize deployability, supportability, and mobility of the system throughout the program life cycle.

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 negotiation, administration, and settlement of contracts and subcontracts. Duties include evaluating information about contractor economic assertions, comparing those assertions to established criteria, and reporting the results to interested third parties. Some reasons for audits include 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 encompasses all aspects of business financial management. It includes cost analysis, financial planning, formulating financial programs and budgets, budget analysis and execution, and earned value management. As an advisor to commanders, Program Executive Offices (PEOs),





program managers, or other acquisition decision makers, individuals of this career field are responsible for business financial management of Defense acquisition programs in direct support of the Defense acquisition process.

CONTRACTING

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; solicitation and selection of sources; preparation, negotiation, and award of contracts; all phases of contract administration; and termination or closeout of contracts. Employees are 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.



FACILITIES ENGINEERING

The Facilities Engineering career field encompasses a variety of professional individuals with diverse skills focused on the design, construction, and life-cycle maintenance of military installations, facilities, civil works projects, airfields, roadways, and ocean facilities. It involves all facets of life-cycle management from planning through disposal, including design, construction, environmental protection, base operations and support, housing, real estate, and real property maintenance. Additional duties include advising or assisting commanders and acting as or advising program managers and other officials as necessary in executing all aspects of their responsibilities for facility management and the mitigation/elimination of environmental impact in direct support of the defense acquisition process.

INDUSTRIAL/CONTRACT PROPERTY MANAGEMENT

This 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 for 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



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 Federal Acquisition Regulation (FAR) and Defense FAR Supplement (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 DFARS requirements.

INFORMATION TECHNOLOGY

This career field (formerly the Communications-Computer Systems career field) includes computer scientists, information technology management specialists, computer engineers, telecommunications managers, etc., who directly support the acquisition of information technology. This may include hardware, software, or firmware products used to create, record, produce, store, retrieve, process, transmit, disseminate, present, or display data or information. The employee identifies requirements; writes and/or reviews specifications; identifies costs; obtains resources (manpower, funding, and training); and tests, evaluates, plans, obtains, and manages life-cycle development and support (operations, maintenance, and replacement).



PRODUCTION, QUALITY AND MANUFACTURING (FORMERLY MANUFACTURING, PRODUCTION AND QUALITY ASSURANCE)

Acquisition-related manufacturing and production duties vary greatly in managerial, administrative, and technical content; but they usually involve program management or the monitoring of the manufacturing and production efforts of contractors.

The quality assurance specialist manages quality assurance activities to establish essential quality standards and controls. This person also develops and executes plans that focus on quality of design and conformance and fitness for use; integrates quality plans into the system engineering process; and develops policies, procedures, test provisions, and quality requirements in specifications, standards, and solicitations. Using design reviews, functional and configuration audits, production readiness reviews, and milestone reviews, the specialist evaluates quality assurance during acquisition.

PROGRAM MANAGEMENT

Acquisition professionals in the Program Management career field are concerned with all of the functions of a Program Management Office (PMO) or a Program Executive Office (PEO). Program



management professionals serve in a wide range of PMO and PEO positions, including program integrators and analysts, program managers, program executive officers, and their deputies. They may also serve in a number of support and management positions throughout the workforce. The fundamental responsibilities of the program manager are to balance the many factors that influence cost, schedule, and performance; to interpret and tailor the DoD 5000 Series regulations; and to ensure that high quality, affordable, supportable, and effective defense systems are delivered to the warfighter as quickly as possible.

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 individuals to purchase, rent, or lease supplies, services, and equipment through either formal open-market methods or formal competitive bid procedures. The primary objective of their work is 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.

SYSTEMS PLANNING, RESEARCH, DEVELOPMENT AND ENGINEERING — SCIENCE AND TECHNOLOGY MANAGER

Science and Technology (S&T) Managers are typically scientists and engineers involved in the Concept and Technology Development Phase and/or the System Development and Demonstration Phase of the Defense Acquisition Process. Primary duties include developing overall program goals for S&T funds; acquiring the services of scientists, engineers, and technical support personnel, who are experts in their fields, to perform science and technology research for DoD; providing funds to and oversight of S&T performers, including universities, industry, and



Federal Government organizations; and interfacing with the technology customer to expedite the transition of technology to the user.

SYSTEMS PLANNING, RESEARCH, DEVELOPMENT AND ENGINEERING — SYSTEMS ENGINEERING

Personnel in this field are usually engineers and scientists who perform systems planning, research and development, and/or other engineering tasks. These individuals, who directly support acquisition programs, projects, or activities, may include managers or technical specialists in engineering, chemistry, physics, operations research, mathematics, and computer science fields. 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. The field includes managers and technical specialists in engineering, physics, operations research, mathematics, and computer science fields. They 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 the data; and write reports of the findings.



Chapter 4

Course Descriptions

Certification Courses

Assignment-specific Courses

Some Acronyms Used in This Chapter

Course Descriptions

Course Predecessors

*Distance Learning Courses and
Continuous Learning Opportunities*



Course Descriptions

CERTIFICATION COURSES

The Defense Acquisition University (DAU) has designated certain courses as mandatory for certification in various career fields within each Component's AT&L workforce at Levels I, II, or III. The primary authority for these courses is the Defense Acquisition Workforce Improvement Act, implemented by Department of Defense Directive (DoDD) 5000.52 and DoD 5000.52-M. Appendix B of this Catalog lists detailed requirements for certification in all career fields. The Directors, Acquisition Career Management (DACMs) for the Services and for DoD agencies manage attendance at these courses. Normally, the DACMs give priority to Acquisition, Technology, and Logistics (AT&L) workforce members who are pursuing certification in an acquisition career field. It is also recommended that students meet appropriate certification-level requirements. For example, attendance at a Level III course presumes the student meets all requirements for, and is certified at, Level II in that career field.

ASSIGNMENT-SPECIFIC COURSES

Assignment-specific courses are required to qualify for specific assignments or billets rather than for certification in a career field. Appendix C of this Catalog contains further details on assignment-specific courses. The Service or Agency DACM can confirm whether the applicant's position justifies this type of training. DAU, working through the Service or Agency, will fund TDY expenses if the Service or Agency DACM validates the requirement for assignment-specific course attendance.

Other courses included in this chapter are designed to enhance the job skills of DoD AT&L workforce



members and to keep them current with the very latest legislation, policies, and procedures necessary to successfully perform their duties. These courses may also be used to meet the continuous learning requirements established for DoD AT&L workforce members.

This chapter provides a description of all mandatory, desired, assignment-specific, and continuing education courses. The description for each course includes the training objectives and prerequisites; the recommended experience/education levels for students; and the course length, method of delivery, and assigned Personnel Data System (PDS) code. For updates to these course descriptions during the training year, consult the online catalog at <http://www.dau.mil>.

SOME ACRONYMS USED IN THIS CHAPTER

ACAT – Acquisition Category
BCEFM – Business, Cost Estimating, and Financial Management
COTS – Commercial Off-the-Shelf
DAR – Defense Acquisition Regulation
DAWIA – Defense Acquisition Workforce Improvement Act
DBOF – Defense Business Operations Fund
DCAA – Defense Contract Audit Agency
DCAI – Defense Contract Audit Institute
DoD – Department of Defense
DODIG – DoD Inspector General
DWCF – Defense Working Capital Fund
EVM – Earned Value Management
GAO – General Accounting Office
IBR – Integrated Baseline Review
ICAF – Industrial College of the Armed Forces
IS/IT – Information Systems/Information Technology
IEEE/EIA – Institute of Electrical and Electronic Engineers/Electronic Industries Alliance
OFPP – Office of Federal Procurement Policy
OSCR – Operations and Support Cost Reduction
PPBS – Planning, Programming, and Budgeting System (DoD)
PDS – Personnel Data System
R&D – Research and Development
RFP – Request for Proposal
RTOC – Reduction in Total Ownership Cost
SBA – Small Business Administration
SES – Senior Executive Service

ACQ 101

FUNDAMENTALS OF SYSTEMS ACQUISITION MANAGEMENT

This course provides a broad overview of the DoD systems acquisition process, covering all phases of acquisition. It introduces the requirements generation and resource allocation processes, the DoD 5000 documents governing the defense acquisition process, and current issues in system acquisition management. Designed for individuals who have little or no experience in DoD acquisition management, ACQ 101 has proven very useful to personnel in headquarters, program management, and functional or support offices.

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

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

Who Should Attend: This course is designed for military officers, O-1 through O-3, and DoD civilians, GS-5 through GS-9. However, the course is open to all ranks and grades.

Prerequisite: None

Length: This is a nonresident, self-paced course available through the Internet. Students must pass the final examination within 60 calendar days of the start date.

Method of Delivery: Distance Learning



PDS Code: BU5



ACQ 201

INTERMEDIATE SYSTEMS ACQUISITION

This course prepares mid-level acquisition professionals to work effectively in integrated product teams by understanding and applying systems acquisition principles and processes.

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

- enhance and apply their knowledge of the business, technical, and managerial aspects of acquisition;
- understand and appreciate the critical role that each functional discipline plays in the acquisition process; and
- effectively participate in integrated product teams to develop plans and resolve problems.

Who Should Attend: This course is for military officers, O-3 and above; civilians, GS-9 and above; and industry equivalents who are Level I certified. Students should have 2 to 4 years of acquisition experience.

Prerequisite: ACQ 101

Note: For contracting personnel, the prerequisites are ACQ 101 (within 1 year of assignment to a major defense acquisition program) or Contracting Level II certification. This course is assignment-specific for contracting personnel. It is required at Level III for all contracting personnel assigned to a major program or for those who devote at least 50 percent of their time to a major acquisition program.

Length: ACQ 201A – 60 calendar days; ACQ 201B – 5 class days

Method of Delivery: Hybrid of Distance Learning and Resident/On-site – See “Online Courses,” page 12.

PDS Code: JHA



ACQ 401

SENIOR ACQUISITION COURSE

A preeminent course for members of the Acquisition Corps, ACQ 401 is designed to prepare selected military officers and civilians for senior leadership and staff positions throughout the acquisition community.

Objectives: Students who successfully complete this course are awarded a Masters of Science Degree in National Resource Strategy.

The Senior Acquisition Course consists of the entire 10-month Industrial College of the Armed Forces (ICAF) curriculum. The curriculum is enhanced for designated acquisition students through four major elements:

- the core curriculum,
- mandatory acquisition policy advanced studies,
- advanced studies electives, and
- research.

Who Should Attend: Students are selected by their respective Services or agencies. Military officers are selected as part of the Senior Service School Selection Process and designated by the Directors of Acquisition Career Management.

Prerequisite: None

Length: 10 months

Method of Delivery: Resident

PDS Code: ABW



ACQ 402

EXECUTIVE MANAGEMENT COURSE

This course is for individuals who are not graduates of PMT 301, PMT 302, or PMT 352. The 3-week course serves senior managers who interface with, or otherwise need to understand, the defense systems acquisition process. Participants explore better ways to support, guide, and oversee acquisition programs through case studies and examples; faculty discussion; and guest speakers from the DoD community and the defense industry.

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

- recognize what issues are important in defense systems acquisition at the executive level, and
- understand why these particular issues are important from a macro-perspective.

Who Should Attend: This course is open to military officers and civilians, O-6/GM-15, who are working in positions requiring an understanding and working knowledge of DoD systems acquisition. Additionally, participants of equivalent rank, from the defense industry, other Federal agencies, and allied nations, are admitted on a space-available basis.

Prerequisite: None

Length: 15 class days

Method of Delivery: Resident

PDS Code: AD2



ACQ 403

DEFENSE ACQUISITION EXECUTIVE OVERVIEW WORKSHOP

This innovative course provides flag officers and SES civilians with an executive-level understanding of the defense systems acquisition process. The workshop curriculum is 100 percent tailored to the specific needs of the participant, conducted "on demand," and delivered in a one-on-one forum.

Objectives: General/flag officers and SES civilians who successfully complete this course will:

- augment their knowledge of specific aspects of defense systems acquisition in a one-on-one forum;
- gain an appreciation of the entire spectrum of the defense acquisition process studied or specialized with a focus on one or two specific areas; and
- experience "just-in-time" learning and apply this tailored learning directly to real-time issues.

Who Should Attend: This workshop is available to all DoD general/flag officers, political appointees, and senior executive service civilian employees. Membership in an Acquisition Corps career program is not required.

Prerequisite: None

Length: Variable, depending upon the number of topics to be addressed; typically one-half to 2 days

Method of Delivery: Resident



PDS Code: ADU



ACQ 404

SYSTEMS ACQUISITION MANAGEMENT COURSE FOR GENERAL/FLAG OFFICERS

This 1-week course for flag officers and SES civilians focuses on understanding the perspectives of key Government and defense industry decision makers. The course includes discussions of topics affecting the weapon system acquisition environment. Participants who are not graduates of PMT 301, PMT 302, or PMT 352, will develop an executive-level understanding of defense systems acquisition management.

Objectives: Students who successfully complete this course will:

- gain an executive-level understanding of defense systems acquisition in terms of what is important and why it is important;
- understand recent legislation and executive actions affecting acquisition;
- refresh their knowledge of current DoD acquisition policy and procedural initiatives;
- appreciate the perspectives of the Congress, defense industry, and executives of the Office of the Secretary of Defense; and
- apply available resources, issues, lessons learned, and hot topics to their current programs.

Who Should Attend: This course is for general/flag officers and senior executive service civilians who are working in positions requiring an understanding of DoD systems acquisition. Also, participants of equivalent rank from the defense industry, other Federal agencies, and allied nations are admitted on a space-available basis.

Prerequisite: None

Length: 5 class days

Method of Delivery: Resident



PDS Code: ADM



ACQ 405

EXECUTIVE REFRESHER COURSE

The Executive Refresher Course provides an acquisition policy, process, and lessons-learned update. The class members examine their role as acquisition leaders in a changing environment. Guest speakers lead discussions on contemporary management and leadership topics, such as reform initiatives, partnering with industry, contracting tools, resource allocations, downsizing, earned value oversight, logistics reengineering, and supply-chain management.

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

- understand acquisition management policies, processes, regulations, and statutes; and
- develop a leadership role in a changing acquisition management environment.

Who Should Attend: This course is open only to those who are graduates of the Program Management Course or Advanced Program Management Course (PMT 302) and who are, or have been selected for, rank/grade O-6 or GS-15 or the industry equivalent thereof. Participants who are not graduates of PMT 302 or PMT 352 and who meet the rank/grade requirement should attend the Executive Management Course (ACQ 402).

Prerequisite: PMT 302 or PMT 352

Length: 10 class days

Method of Delivery: Resident

PDS Code: BB8



AUD 1130

TECHNICAL INDOCTRINATION

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

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

- list the elements of a contract's life cycle and general types of negotiated contracts;
- contrast principal objectives of Government contract cost accounting and financial cost accounting;
- explain the history of Federal Acquisition Regulation (FAR) Part 31 and discuss allocability, allowability, and financial cost accounting;
- explain Cost Accounting Standards;
- identify direct costs, indirect costs, General and Administrative (G&A) expenses, and 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 risk assessment;
- list common audit research material sources;
- state requirements of FAR Part 15 and Standard Forms 1411 and 1412;
- select, run, and evaluate the proper E-Z-Quant sample program;
- prepare required working papers; and
- draft an initial pricing audit report.

Who Should Attend: New contract auditing personnel should attend approximately 8 weeks after reporting date.

Prerequisites: AUD 1111*, Orientation to Contract Auditing (SS) and AUD 1124*, Audit Applications of FAR Part 31, Cost Principles (SS), AUD 1265*, APPS Performance Support Module (SS), AUD 8445*, PWT Basics (SS), and a basic proficiency in Microsoft Office.

Length: 10 class days

Method of Delivery: Resident

PDS Code: PC6

*For course description, contact DCAI at (901) 325-6383.



AUD 1320

INTERMEDIATE CONTRACT AUDITING

Intermediate Contract Auditing provides the staff auditor with information needed to adequately plan and conduct audits. Class discussions, practical exercises, and group case studies are used to highlight problem areas and evaluate alternative courses of action.

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

- discuss internal control components;
- utilize the Internal Control Review (ICR) system and Internal Control Audit Planning Summary (ICAPS) to assess audit risk;
- list DCAA's direct audit activity codes;
- discuss forward pricing rates and complete case studies;
- discuss Integrated Product Teams;
- explain why auditors need to attend negotiations;
- list negotiation techniques and concepts;
- list requirements of Form 2000, identify common fraud indicators, and state auditor responsibility to detect fraud;
- discuss the purpose and requirements of the cost accounting standards and complete case studies; and
- discuss audit leads and observations.

Who Should Attend: Auditors with 1 to 5 years of contract audit experience should attend.

Prerequisites: AUD 1130(R) and AUD 1280*, Fraud Prevention and Detection (SS).

Length: 5 class days

Method of Delivery: Resident

PDS Code: JR7



*For course description, contact DCAI at (901) 325-6383.



AUD 4120

STATISTICAL SAMPLING

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

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; and
- evaluate the results of a statistical sample using the E-Z-Quant programs.

Who Should Attend: This class is for Level I personnel working on their Level II certification requirements.

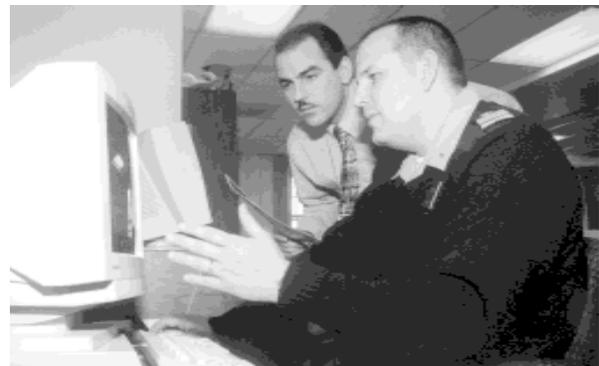
Prerequisite: AUD 1130(R)

Length: 5 class days

Method of Delivery: Resident



PDS Code: QP0



AUD 4230

GRAPHIC, COMPUTATIONAL, AND IMPROVEMENT CURVE ANALYSIS TECHNIQUES

This course provides students 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.

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 interpretation of the output;
- analyze improvement curve data and identify major irregularities or significant changes in trend data; and
- research the more complex issues associated with regression analysis and improvement curves.

Who Should Attend: This class is for Level I personnel working on their Level II certification requirements.

Prerequisite: AUD 1130

Length: 5 class days

Method of Delivery: Resident

PDS Code: QPC



AUD 8562

DEFENSE CONTRACT AUDIT AGENCY PERSONNEL MANAGEMENT POLICY

All new supervisors, GS-13 and above, must complete this course. The Defense Contract Audit Agency (DCAA) recommends that new supervisors attend within 3 months of promotion. The student will learn to apply critical personnel policies and procedures to the job environment that are essential to the success of a DCAA supervisor.

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

- describe the recruitment and placement process;
- explain the merit system principles and management's responsibilities in the merit promotion program;
- apply the principles, objectives, and criteria of the DCAA Performance Management System; and
- understand, explain, and apply supervision over areas such as a leave program, recognition and awards, a suggestion program, a grievance process, employee records, a Performance Improvement Plan (PIP), collective bargaining, training, EEO Program, drug testing, and the Employee Assistance Program.

Who Should Attend: New GS-13 Supervisory Auditors and other managers and supervisors needing a refresher should attend.

Prerequisite: None

Length: 5 class days

Method of Delivery: Resident

PDS Code: CBJ



BCF 101

FUNDAMENTALS OF COST ANALYSIS

Policies and techniques are introduced for preparing weapon systems life-cycle cost estimates, including DoD estimating requirements and guidance, estimate use and structure, analogy estimates, parametric estimating, improvement curves, inflation, risk, economic analysis, and software cost estimating. Practical exercises and a case study give the student the opportunity to apply these skills.

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 cost estimating policies; and
- perform a life-cycle cost analysis.

Who Should Attend: BCF 101 is required for DoD employees responsible for the preparation of materiel system life-cycle cost estimates. It is also beneficial for individuals who use 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 want to learn cost estimating basics.

Prerequisite: ACQ 101. Students need competence in algebra equal to a second-year high school algebra course, and they should have completed an introductory course in statistics as well. Students with questions about their math skills should contact the course manager. Students will also need familiarity with IBM-compatible computers and spreadsheet packages.

Length: 10 class days

Method of Delivery: Resident/On-site



PDS Code: Q1A



BCF 102

FUNDAMENTALS OF EARNED VALUE MANAGEMENT

This course builds on the Earned Value Management (EVM) concepts introduced in ACQ 101. Students will learn in a virtual classroom environment as part of a virtual learning team. The course introduces a student to the process of developing a baseline plan or Performance Measurement Baseline (PMB). Students will distinguish between the Integrated Baseline Review (IBR) process and the EVM System Certification process. Finally, students will perform basic data analysis and develop Estimates at Completion (EAC). They will recognize the relationship between EVM data analysis and industry and Government program decisions.

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

- describe how EVM is used to plan and integrate cost, schedule, and technical program aspects, and assess progress;
- correlate contractors' management systems characteristics to the guidelines in the EVM Systems Industry Standard EIA-748;
- recommend alternative EVM applications based on project risks;
- explain the IBR process;
- develop EACs based on project cost, schedule, and technical data; and
- identify relevant acquisition organizations, key players, and formal agreements.

Who Should Attend: This course is for military officers, O-1 and above; civilians, GS-9 and above; and equivalent industry personnel working in, or selected for, positions requiring knowledge and use of EVM.

Prerequisite: ACQ 101

Length: 28 calendar days. This is a nonresident course available through the Internet. It is a nonrolling-enrollment course with specific start and end dates. The course begins the first week of each month and ends the last week of that month.

Method of Delivery: Distance Learning



PDS Code: Q1B

BCF 103

FUNDAMENTALS OF BUSINESS FINANCIAL MANAGEMENT

The Fundamentals of Business Financial Management course develops skills necessary for formulating and executing a program office budget. Topics include cost analysis; funding policies; the DoD planning, programming, and budgeting system; the congressional enactment process; and the budget execution process. These skills are developed through interactive, computer-based training.

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

- describe the overall DoD resource allocation process and identify the terminology and concepts used in analyzing the costs of defense acquisition programs;
- explain the appropriations, policies, and practices applicable to developing a program budget;
- examine the Planning, Programming and Budgeting System (PPBS) and the impact of programming and budgeting decisions on defense acquisition programs;
- summarize the congressional enactment process and the impact of congressional actions on defense acquisition programs; and
- identify the processes by which budget authority is apportioned, executed in accordance with public law, and reprogrammed.

Who Should Attend: BCF 103 is required for military officers and DoD civilians working in, or selected for, positions requiring knowledge of or use of funds management principles. Equivalent industry personnel are encouraged to attend.

Prerequisite: ACQ 101

Recommended: Baccalaureate degree and 1 year of BCEFM acquisition experience

Length: This is a nonresident, self-paced course available through the Internet. Students must pass the final examination within 60 calendar days of the start date.

Method of Delivery: Distance Learning



PDS Code: PGC

BCF 203

INTERMEDIATE EARNED VALUE MANAGEMENT

Intermediate Earned Value Management (EVM) students work through an EVM case study, including acquisition strategy, Request for Proposal (RFP) development, post-award activities, and analysis. During the case exercises, the students learn to apply EVM as a program management tool and incorporate EVM into the integrated management process.

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

- synthesize the relationship between EVM and defense acquisition management;
- prepare EVM requirements for the RFP;
- evaluate a contractor's management systems against the 32 EVM guidelines;
- synthesize the planning, organization, execution, and follow-up of an integrated baseline review;
- identify working relationships of stakeholders; and
- use EVM techniques and automated tools to analyze information from the Cost Performance Report and critical path scheduling tools to assess and report a contractor's cost and schedule performance.

Who Should Attend: This course is for military officers, O-3 and above; DoD civilians, GS-9 and above; and equivalent industry personnel needing knowledge of EVM principles.

Prerequisite: BCF 102

Precourse Materials: A self-assessment is available from the course manager to determine suitability for attendance.

Length: 10 class days

Method of Delivery: Resident

PDS Code: Q2G



BCF 204

INTERMEDIATE COST ANALYSIS

Intermediate Cost Analysis emphasizes development and application of cost analysis techniques and estimate interpretation. The course addresses estimate definition and planning, data collections, formulation, review and presentation, and documentation. Estimating techniques, such as parametrics, analogies, expert opinions, and improvement curves, are addressed in more depth. Computations are done using ACEIT (Automated Cost Estimating Integrated Tools).

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

- understand the cost estimating process;
- normalize data for content, quantity, and economic year;
- develop cost estimates using various techniques;
- document cost models and estimates;
- apply time-phasing techniques in development, production, and operation and support phases of the life cycle, including cost improvements curves; and
- understand and perform sensitivity and risk analysis of an estimate.

Who Should Attend: This course is required for Level II certification for the DoD acquisition cost analyst; it is suggested for anyone in the financial management or earned value area.

Prerequisite: BCF 101

Recommended: Two years of acquisition experience in cost estimating, financial management, or the earned value analysis job series is recommended. Competence with algebra is essential, and some familiarity with statistics is beneficial. Students should direct math skills questions to the course manager.

Length: 15 class days

Method of Delivery: Resident/On-site

PDS Code: Q2B



BCF 205

CONTRACTOR FINANCE FOR ACQUISITION MANAGERS

The Contractor Finance for Acquisition Managers course provides students a better understanding of the environment within which Government contractors operate. The primary emphasis is on the impact business decisions have on the customer and the company's financial position. The course concentrates on the impact that the Federal Acquisition Regulation, the Cost Accounting Standards, and other Federal regulations have on doing business. This regulatory environment is compared and contrasted with commercial business practices and processes.

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

- recognize and analyze financial and business issues, and
- use the vocabulary and concepts necessary to discuss these issues with the defense contractor community.

Who Should Attend: This course is for military officers, O-3 and above, and DoD civilians, GS-9 and above, who are involved in the systems acquisition process or who interface with contractors or deal with contractor data.

Prerequisite: ACQ 201

Length: 5 class days

Method of Delivery: Resident/On-site

PDS Code: Q2A



BCF 206

COST RISK ANALYSIS

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 the techniques taught.

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; and
- judge the reasonableness of a cost risk analysis for a defense acquisition program.

Who Should Attend: This assignment-specific course is designed for DoD AT&L workforce personnel whose duties include developing and/or evaluating cost estimates for such areas as procurement, software, research and development, weapon systems, etc.; planning and management of DoD systems acquisitions; evaluation and negotiation of contract proposals; and cost and performance tradeoff analyses. Participants typically include members from the Business, Cost Estimating, and Financial Management (BCEFM) community as well as program/project managers and personnel in contracting; systems planning, research, development, and engineering; and information technology.

Prerequisite: None

Recommended: BCF 101, ACQ 201, and a working familiarity with any spreadsheet package

Length: 5 class days

Method of Delivery: Resident/On-site



PDS Code: Q2C

BCF 207

ECONOMIC ANALYSIS

Economic Analysis (EA) prepares students to conduct economic analyses within the DoD environment. Topics include decision analysis, cost analysis, present value, and sensitivity analysis. Practical exercises and a group workshop are used in class.

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

- determine the most cost-effective way of conducting DoD business;
- determine the alternative that will warrant the highest benefits;
- estimate the costs of competing alternatives in an EA in accordance with Office of Management and Budget Circular A-94; Department of Defense Instruction (DoDI) 7041.3; and DoD 7000.14R, Vol. 2B, Chapter 58;
- assess the uncertainty that may exist, using sensitivity analysis and prior estimates of benefits and costs of competing alternatives in an EA; and
- provide a rationale for conclusions.

Who Should Attend: This assignment-specific course is for personnel who develop and/or evaluate costs and benefits of alternative courses of action (lease vs. buy, in-house vs. contractor, privatization or outsourcing, or repair or replace). BCF 207 is also for those who prepare funding proposals for such programs as OSCR or DWCF (DBOF). Participants typically include the BCEFM community. This course would also be appropriate for program/project managers and personnel in contracting; systems planning, research, development, and engineering; information technology; and non-DoD personnel who conduct economic analyses of materiel systems.

Prerequisite: None

Recommended: ACQ 101 and a working familiarity with any spreadsheet package

Length: 4 class days

Method of Delivery: Resident/On-site



PDS Code: Q2D

BCF 208

SOFTWARE COST ESTIMATING

Software Cost Estimating is designed for those who estimate and/or review the cost of software development and maintenance. Topics include life-cycle management, development paradigms, capability evaluations, risk analysis, reuse, Commercial Off-The-Shelf (COTS) items, function points, IEEE/EIA 12207, parametric models, and model calibration. Case studies allow students to apply the course materials.

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

- describe the software acquisition process;
- 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 software cost estimating models; and
- discuss major influences on software cost estimating.

Who Should Attend: This assignment-specific course is for personnel whose duties impact embedded or automated information systems acquisitions. It includes developing and/or evaluating cost estimates for life-cycle management, planning and managing DoD system acquisitions, evaluating and/or negotiating contract proposals, or analyzing cost and performance tradeoffs.

Prerequisite: None

Recommended: ACQ 201, BCF 101, a working familiarity with any word-processing package on an IBM-compatible personal computer

Length: 9 class days

Method of Delivery: Resident/On-site

PDS Code: Q2E



BCF 209

SELECTED ACQUISITION REPORT

The Selected Acquisition Report (SAR) course prepares acquisition personnel to generate and review the SAR. Through lecture and computer-assisted case studies, the student learns step-by-step SAR preparation using the Consolidated Acquisition Reporting System (CARS) software. The Acquisition Program Baseline, Defense Acquisition Executive Summary, and Unit Cost Report are also discussed.

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

Who Should Attend: This assignment-specific course is for military officers, O-1 and above, and DoD civilians, GS-7 and above. It is generally limited to acquisition personnel whose assignment requires preparation or review of acquisition documentation or reporting using the CARS software. Civilians under contract to support a military program office with a SAR reporting requirement are eligible with the recommendation of the Program Manager.

Prerequisite: None

Length: 5 class days

Method of Delivery: Resident/On-site

PDS Code: Q2F



BCF 211

ACQUISITION BUSINESS MANAGEMENT

Hands-on experience dealing with common financial issues in acquisition is provided during BCF 211, including cost estimating; earned value analysis; Planning, Programming, and Budgeting System (PPBS); and budget preparation and execution. To review basic concepts, students complete an Internet precourse part (BCF 211A) prior to applying these concepts in the classroom (BCF 211B).

Objectives: Students 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; and
- develop and defend business aspects of the acquisition and PPBS cycle.

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

Prerequisites: BCF 102 and BCF 103

Recommended: 2 years of acquisition experience and completion of ACQ 201

Length: BCF 211A – 60 calendar days; BCF 211B – 5 class days

Method of Delivery: Hybrid of Distance Learning and Resident – See “Online Courses,” page 12.

PDS Code: PGD



BCF 215

OPERATING AND SUPPORT COST ANALYSIS

This course provides students the concepts and methodologies needed to develop operating and support (O&S) cost estimates, total ownership cost reduction studies, Cost As an Independent Variable (CAIV) management processes, and other management decisions where O&S costs are relevant.

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

- recognize the full spectrum of costs included in O&S cost estimates;
- plan and perform an O&S cost estimate that appropriately supports defense management decisions;
- obtain and normalize O&S data;
- apply appropriate cost estimating methods and models;
- document cost models and cost estimates; and
- apply economic analysis tools to evaluate alternative courses of action.

Who Should Attend: This is an assignment-specific course. It should be taken by DoD AT&L workforce personnel whose duties include: (1) developing and/or evaluating O&S cost estimates, (2) conducting logistics support analyses, (3) engineering development in programs implementing CAIV or RTOC management, and (4) cost and performance tradeoff analyses such as fore structure studies. Participants will typically include members from the Business, Cost Estimating, and Financial Management; Acquisition Logistics; and Systems Planning, Research, Development and Engineering communities. This course would also be appropriate for program/project managers.

Prerequisite: None

Recommended: 2 years of experience in defense acquisition cost estimating, financial management, logistics, engineering, or program management. BCF 101 and ACQ 101 are highly recommended. Competence in algebra is required.

Length: 5 class days

Method of Delivery: Resident

PDS Code: Q2H



BCF 301

BUSINESS, COST ESTIMATING, AND FINANCIAL MANAGEMENT WORKSHOP

This capstone course teaches students how to apply Business, Cost Estimating, and Financial Management (BCEFM) concepts, techniques, and on-the-job experience to functional interrelationships and opportunities among the disciplines of cost estimating, earned value management, and financial management.

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

- explain the tasks and duties of BCEFM functions;
- define current BCEFM-related laws, regulations, policies, and procedures;
- evaluate the interrelationships among the BCEFM functions; and
- point out the appropriate decision-making information based on the integrated nature of a BCEFM task.

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

Prerequisites: ACQ 201 and a minimum of two of the following: BCF 101, BCF 102, or BCF 103

Recommended: Four years of acquisition experience is recommended.

Precourse Materials: A self-assessment will be mailed to students before class begins and should be faxed back to the course manager prior to the class start date. Also, students should come to class prepared to research a work-related topic. They will either brief the class on their findings or prepare a paper at the end of the course.

Length: 9 class days

Method of Delivery: Resident

PDS Code: BZF



BCF 802

SELECTED ACQUISITION REPORT REVIEW

The Selected Acquisition Report Review course provides acquisition personnel with a refresher of Selected Acquisition Report (SAR) preparation, including the latest policy changes and updates to the Consolidated Acquisition Reporting System (CARS) software. Lecture is supplemented by computer-based case studies using the latest version of CARS software.

Objective: After completing this course, the student will be able to apply the latest policy and software changes to prepare, generate, and review the SAR.

Who Should Attend: This continuing education course is for acquisition personnel with previous SAR/CARS experience and training. Civilians under contract to support a military program office with a SAR requirement are eligible with the recommendation of the program manager. Acquisition personnel with no previous SAR/CARS experience or training should take the Selected Acquisition Report course, BCF 209. BCF 802 should be retaken whenever there is a major update to the CARS software, usually on an annual basis.

Prerequisite: BCF 209

Length: 3 class days

Method of Delivery: Resident/On-site

PDS Code: Q2J



CAR 805

CONTEMPORARY APPROACHES TO ACQUISITION IN THE INFORMATION AGE

This course provides an integrated perspective of the impact of the latest legal and regulatory changes and advances in information management on the acquisition process. Emerging information technology (IT) and IT acquisition strategies are reviewed. Best commercial practices and information management issues, such as information assurance and electronic Government, are discussed with a focus on improving acquisition service to the customer while assuring best value to the Government.

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

- assess the impact of the latest legal and regulatory changes and advances in information technology on the acquisition process, and
- evaluate how emerging management practices and information technology promote improvements in the acquisition process.

Who Should Attend: This continuing education course is appropriate for acquisition professionals who are already Level III certified in an acquisition career field and in all types of defense programs, including those dealing with weapons; mission critical computer resources; command, control, communications, and intelligence; and automated information systems.

Prerequisite: None

Length: 5 class days

Method of Delivery: Resident/On-site

PDS Code: JHG



CON 100

SHAPING SMART BUSINESS ARRANGEMENTS

Personnel new to the contracting specialty will gain a comprehensive understanding of the environment in which they will serve. Students will develop professional skills for making business decisions and advising other acquisition team members in successfully meeting customers' needs. Before beginning their study of technical knowledge and contracting procedures, students will learn about the different DoD mission areas and the types of procurement alternatives that may be selected for each. Knowledge management and information systems as well as recent DoD acquisition initiatives will be introduced. Small group exercises will prepare students to provide contracting support within the overarching business relationships of Government and industry.

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

- explain the acquisition/contracting mission and its impact on the American economic system;
- select training and development opportunities for career progression,
- describe the interdependence of functional team members,
- describe the importance of the oversight roles of the GAO and the DODIG,
- explain the characteristics and responsibilities of the contracting professional in the role of a business advisor,
- explain the distinctive interests of both the buyer and seller and the role those interests play,
- determine the relationship between financial and acquisition communities and how fundamental financial principles and requirements are important,
- describe commercial acquisition and Government unique requirements of market research in identifying the best business arrangements to meet mission requirements,
- explain e-business and information technology in supporting business processes, and
- distinguish among the current DoD acquisition initiatives and new policies.

Who should attend: This course is for personnel new to the contracting workforce.

Prerequisite: None

Length: 9 class days

Method of Delivery: Resident/On-site

PDS Code: JHE



CON 101

BASICS OF CONTRACTING

Emphasizing commercial business practices, this survey course encompasses the entire contracting process from receipt of a purchase request through contract closeout. Students use the Federal Acquisition Regulation (FAR) and the DoD FAR Supplement (DFARS) to make related business decisions. As business advisors to the customer, students conduct an integrated case study requiring critical thinking and analysis. CON 101 is composed of five modules, all of which must be completed within 90 calendar days.

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

- act as a business advisor, making smart business decisions;
- analyze contracting requirements;
- plan competition and source selection;
- draft solicitations;
- evaluate quotes and offers;
- award contracts;
- plan contract administration;
- monitor contract quality and administer payments; and
- modify, terminate, and close out contracts.

Who Should Attend: This course is for students new to the contracting workforce, either entry-level personnel or those crossing over from other career fields.

Prerequisite: CON 100

Length: This is a nonresident, self-paced course available through the Internet. Students must pass the final examination within 90 calendar days of the start date.

Method of Delivery: Distance Learning



PDS Code: BDQ



CON 104

PRINCIPLES OF CONTRACT PRICING

Entry-level contracting personnel will develop a foundation in proposal, price, and cost analysis and the art of negotiations during this course. Students demonstrate their skills through practical team exercises that include using price analysis, cost analysis, and buyer/seller role playing. These exercises encourage effective win-win negotiations.

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; and
- apply the essential techniques, strategies, and tactics of the negotiation process.

Who Should Attend: This course is for civilians, GS-5 and above; military officers, O-1 and above; and enlisted, E-4 and above, working in base, post, camp, or station-level positions.

Prerequisite: CON 101

Recommended: A basic knowledge of algebra is strongly recommended. Students should bring a hand-held calculator.

Length: CON 104A – 60 calendar days; CON 104B – 5 class days

Method of Delivery: Hybrid of Distance Learning and Resident – See “Online Courses,” page 12.

PDS Code: BDR



CON 202

INTERMEDIATE CONTRACTING

Intermediate-level contracting personnel examine contracting, focusing on complex, noncommercial acquisitions. Through an integrated case study, students are challenged to accept their roles as business advisors and to apply ethical principles and sound judgment to resolve contracting issues.

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

- plan procurement (including acquisition planning with a formal source selection plan pursuant to the analysis of market research and requirements documents and consideration of recurring requirements, Government property, competition, contract type, and contract financing);
- create a contract (including preparation of a Request for Proposal, evaluation of factors, competitive range determination, discussions, and processing of a request for final proposal revisions), prepare an award decision, conduct debriefings, and take steps to mitigate and/or resolve protests; and
- administer a contract (including administration planning, conducting a post-award orientation, contract surveillance and quality assurance, financial management, terminations, and disputes resolution).

Who Should Attend: This course is for intermediate-level contracting personnel with Level I contracting certification and 2 years of contracting experience.

Prerequisite: CON 104

Recommended: 2-1/2 years of contracting experience after completing CON 101

Precourse Materials: Integrated product team read-ahead assignment

Length: 15 class days

Method of Delivery: Resident/On-site



PDS Code: PGE

CON 204

INTERMEDIATE CONTRACT PRICING

This course reinforces pricing skills taught in CON 104 and further develops skills in price and cost analysis. Through team case studies, students demonstrate their ability to recognize, resolve, and provide advice on pricing issues and appropriately use price and cost analysis in developing prenegotiation objectives.

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

- use pricing-related market research and know the benefits of its use;
- understand collaboration opportunities to streamline price/cost analysis efforts;
- recognize the appropriateness of the cost/price analysis as it relates to preferred acquisition approaches;
- realize when and how to perform various cost/price analysis techniques and how to use the results;
- consider cash flow and analysis from the supplier and customer perspectives; and
- understand how to use and advise on alternative contract incentives.

Who Should Attend: Level I certified personnel who are working on Level II certification should take this course.

Prerequisite: CON 104

Precourse Materials: A welcome packet is provided approximately 30 days prior to attendance. It outlines objectives, purpose, competencies, introductory reading material, and sample problems relevant to the course.

Length: 10 class days

Method of Delivery: Resident/On-site



PDS Code: BU6

CON 210

GOVERNMENT CONTRACT LAW

Attendees will understand the impact of government contract law on acquisition. The course introduces basic principles and sources of law relevant to acquisition. Court cases and administrative decisions emphasize how law affects the Government-contractor relationship, legal disputes, and the maintenance of ethical business.

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

- analyze how the law affects Government contract formation;
- differentiate among types of inspection, warranties, acceptance, and changes;
- recognize situations requiring an equitable adjustment;
- articulate key issues and describe procedures available for dispute resolution;
- explain the application of different types of contract termination;
- contrast different forums available to hear protests relating to Government contract formation and describe the basic issues;
- explain the allocation and enforcement of Government rights to various types of property;
- identify and apply limitations on spending of Government funds; and
- recognize procurement fraud and available remedies.

Who Should Attend: This course is for intermediate-level personnel who have some experience with Government contracting and are responsible for contract formation or management.

Prerequisite: CON 104

Recommended: CON 202 is strongly recommended.

Length: 10 class days

Method of Delivery: Resident/On-site

PDS Code: BDP



CON 232

OVERHEAD MANAGEMENT OF DEFENSE CONTRACTS

Overhead Management of Defense Contracts provides an understanding of industry overhead costs and their impact on seller pricing/business strategies under various acquisition environments with differing contract types. Attendees will understand the development and application of overhead rates used in contract formation, administration, and close out. The course-integrating case provides hands-on application of the overhead-rate process where students determine their own final overhead rates.

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

- develop, evaluate, and apply indirect rates;
- assess program impacts with the changing business base;
- interpret Defense Contract Audit Agency (DCAA) audit reports and evaluate recommendations; and
- make final decisions on cost issues.

Who Should Attend: This assignment-specific course is appropriate for contracting officers, buyers, price analysts, auditors, and contract administration personnel who are assigned to projects in which overhead situations are present or who are involved in either contract formation or administration.

Prerequisite: CON 104

Recommended: It is strongly recommended that all applicants have at least 1 year of contracting experience after Level I certification before attending this course.

Length: 10 class days

Method of Delivery: Resident/On-site

PDS Code: BKA



CON 233

COST ACCOUNTING STANDARDS WORKSHOP

The Cost Accounting Standards Workshop provides detailed, hands-on instruction in the various aspects of Public Law 100-679, including the rules and regulations of the Cost Accounting Standards Board, the Cost Accounting Standards (CAS), and disclosure statements for Federal contracts.

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

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

Who Should Attend: This assignment-specific course is designed for civilian (or equivalent military) personnel, GS-9 and above, with at least 2 years of experience in the Contracting career field. Personnel should also have a current (or pending) assignment dealing with CAS issues on a regular basis.

Prerequisite: CON 204 (prerequisite waived for attorneys)

Recommended: Completion of a first-year college accounting course or equivalent and completion of CON 232

Length: 10 class days

Method of Delivery: Resident/On-site

PDS Code: QMF



CON 234

CONTINGENCY CONTRACTING

Contingency Contracting develops skills for contracting support provided to Joint Forces across the full spectrum of military operations. Exercises focus on unique aspects of contingency operations, critical thinking skills, and the execution of appropriate contractual instruments.

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

- identify and apply contracting laws, regulations, and procedures for contingencies;
- apply ethical principles in procurement decisions in foreign environments;
- identify key personnel and organizations in contingencies, explain their roles and responsibilities, and illustrate required coordination;
- summarize and discuss elements of contingency contracting support planning;
- assess customer requirements and execute appropriate procurement actions;
- prepare, assemble, administer, and close out contracts, documents, files, and reports; and
- recognize cross-cultural behavior patterns and antiterrorism force protection measures and explain their impact on contingency contracting.

Who Should Attend: This assignment-specific course is for Contracting and Purchasing and Procurement Technician 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: 2 years of purchasing or contracting experience

Length: 9 class days

Method of Delivery: Resident/On-site

PDS Code: PAP



CON 235

ADVANCED CONTRACT PRICING

From price-based acquisition to the traditional cost-based environment, this course is designed for buyers, price analysts, and contracting officers tasked with obtaining fair and reasonable prices. CON 235 addresses market forces, the market research process, commerciality issues, and cost/price analysis techniques such as interviewing experts, analogy, decision theory, earned value statistics, parametrics, learning curves, and risk analysis.

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

- use inferential statistics and hypotheses testing;
- analyze the relationship between two or more variables, describe that relationship using regression analysis, and defend the appropriateness of the model;
- perform cost-risk analysis to support prenegotiation objectives;
- integrate quantitative techniques in a cost/price estimate;
- conduct market research on a given procurement item; and
- conduct a price analysis of a commercial item as broadly defined by Federal Acquisition Regulation (FAR) criteria.

Who Should Attend: This assignment-specific course is for any Level II/III personnel wanting to advance in major acquisitions (systems, sustainment, or services), particularly in a price-based acquisition environment.

Prerequisite: CON 204

Recommended: Level II Contracting certification

Length: 10 class days

Method of Delivery: Resident

PDS Code: PAQ



CON 236

CONTRACTUAL ASPECTS OF VALUE ENGINEERING

This course provides an intensive review of the techniques and objectives of the DoD Value Engineering (VE) program. Students are exposed to basic VE concepts and definitions and the relationship of VE to other incentives contained in the contract and subcontracts.

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

- apply the appropriate VE clause by differentiating among the types of VE programs;
- validate, by assessment, VE Change Proposals (VECPs);
- calculate savings resulting from accepted VECP; and
- modify the contract after formal processing and acceptance of the VECP.

Who Should Attend: This assignment-specific course is 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. Although the course is targeted for contracting personnel, individuals not assigned to contracting are encouraged to attend.

Prerequisite: None

Recommended: Level II certification in Contracting or a field of expertise is desirable before attending this course. A working knowledge of contracting, program management, or a functional area of expertise, with 2 years of experience, is a satisfactory substitute.

Length: 5 class days

Method of Delivery: Resident

PDS Code: PAR



CON 237

SIMPLIFIED ACQUISITION PROCEDURES

The Simplified Acquisition Procedures (SAP) course is intended to support the training of the DoD acquisition workforce on the use of simplified acquisition procedures utilizing Federal Acquisition Regulation (FAR) Parts 12 and 13. This course combines interactive computer-based training with performance support resource access, which is provided via the Internet.

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;
- list sources of information regarding potential open-market suppliers;
- determine whether the small business set-aside requirement applies;
- decide whether data justifies a decision regarding the extent of competition;
- explain the importance of the requirement to maintain an open-market source list;
- plan a solicitation, evaluate quotes, and select a contractor for award; and
- solve post-award issues.

Who Should Attend: This course is designed as a continuing education tool for personnel requiring knowledge in using simplified acquisition procedures.

Prerequisite: None

Length: This is a nonresident, self-paced course available through the Internet. Students must pass the final examination within 60 calendar days of the start date.

Method of Delivery: Distance Learning

PDS Code: PAS



CON 243

ARCHITECT-ENGINEER CONTRACTING

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 Defense Acquisition Workforce Improvement Act (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, SF-254s/255s, slate and selection process, review of Government estimates, liability, Title II services, modifications, and Contracting Officer Technical Representative (COTR) responsibilities.

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

- determine the necessity of using Brooks Act procedures;
- select an A-E firm;
- negotiate, award, manage, and administer a contract to satisfy the needs of the Government; and
- understand critical pre- and post-award functions concerning A-E contracts.

Who Should Attend: This assignment-specific 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 CON 243 prior to assuming A-E contracting duties.

Prerequisite: CON 104

Length: 5 class days

Method of Delivery: Resident/On-site

PDS Code: PGF



CON 244

CONSTRUCTION CONTRACTING

This course focuses on unique construction contracting issues such as acquisition planning, contract performance management, funding, environmental concerns, construction contract language, construction contracting in the commercial setting, the Davis-Bacon Act, design/build, basic schedule delay analysis, constructive changes, acceleration, and construction contract quality management.

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

- conduct appropriate, successful, effective construction acquisition planning;
- properly solicit and award a construction contract;
- diagnose, troubleshoot, and determine better construction contract administration; and
- through critical analysis/thinking, select the best construction business decision given the contract situation.

Who Should Attend: This assignment-specific course is for military and civilian personnel in the DoD AT&L workforce who are in the Contracting career field or who are assigned specific contract administration duties for construction contracts, e.g., professional engineers, quality assurance personnel, and legal counsel personnel. Whenever practical, students should attend the course prior to assuming duties related to construction contracting.

Prerequisite: CON 104

Length: 5 class days

Method of Delivery: Resident/On-site

PDS Code: PGG



CON 301

EXECUTIVE CONTRACTING

Executive Contracting is a unique forum for senior personnel in the Contracting career field to examine a wide range of acquisition issues. This course provides guest speaker lectures, discussions, workshops, and a visit to Capitol Hill to observe congressional activities. Topic areas cover contracting policy (DAR Council, OFPP, changes, and changing technologies), external forces (SBA, GAO, DODIG, and legislative statutes), and work environment.

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

- identify and discuss the impact of recently established or proposed policies, regulations, directives, or studies on present acquisition and contracting practices;
- understand how legislation and procurement policy makers operate; and
- network with other contracting personnel on various approaches.

Who Should Attend: This course is required at Level III for all contracting personnel who represent their activities regarding policy implementation. The senior contracting officer at a smaller activity, if certified at Level II, may also attend.

Prerequisite: 1 year of contracting experience after Level II certification

Precourse Materials: Prior to attending the course, participants must prepare a paper describing contracting issues of importance to their activity and a contracting-improvement paper to be shared in class. For precourse materials, go to <http://www.con301.com>, select "Information Center," and then select "Preclass Assignments." This Web site provides information about the class, including precourse assignments.

Length: 5 class days

Method of Delivery: Resident

PDS Code: BB3



CON 333

MANAGEMENT FOR CONTRACTING SUPERVISORS

Designed for supervisors, managers, and team leaders assigned to acquisition/contracting positions within the Federal Government, CON 333 allows participants to apply leadership, critical thinking, and decision-making principles to case studies in a contracting environment. Small group interaction, customer focus, communications, and the contracting professional's role as a business advisor are emphasized.

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

- balance the competing interests of various agencies and principal players, i.e., requiring activities, industry, higher headquarters, and oversight agencies;
- understand the contracting professional's role as "business advisor" and develop processes to manage the business relationship with their customers;
- identify processes that promote early and fair Government-contractor interaction;
- develop procurement planning skills utilizing critical thinking;
- manage workload distribution effectively within the contracting office by emphasizing empowerment and risk management;
- balance the requirement for workload completion with the need for professional development;
- establish and justify effective procurement organizational structures; and
- maximize use of team members' expertise.

Who Should Attend: This course is designed for supervisors, managers, team leaders, or those about to be assigned to such positions in the acquisition or contracting functions.

Prerequisite: 1 year of contracting experience after Level II certification

Length: 5 class days

Method of Delivery: Resident/On-site

PDS Code: BU7



GRT 201

GRANTS AND AGREEMENTS MANAGEMENT

Grants and Agreements Management presents the foundational knowledge required to begin service as a grants officer. The course provides the information needed to resolve relevant assistance issues by applying knowledge, discretion, and judgment.

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

- explain the qualitative differences among instruments available for obligating Federal dollars and choose the most appropriate instrument in various situations,
- identify the elements of the legal framework that apply to assistance, and
- perform the responsibilities of the grants officer in accordance with regulations and statutes.

Who Should Attend: This assignment-specific course is designed for personnel involved in pre-award and post-award assistance processes, e.g., grants specialists and DoD personnel in a career path to become grants officers. (This course is not intended for personnel in the National Guard Bureau (NGB). DAU is working on a variation of this course that is customized for the NGB.) GRT 201 does not address Other Transactions (OTs) used for acquisition (Sec. 845 OTs). The course provides a brief overview only of OTs and Technology Investment Agreements used for research.

Prerequisite: None

Recommended: Level I Contracting courses

Length: 3-1/2 class days

Method of Delivery: Resident/On-site

PDS Code: BU4



IND 101

CONTRACT PROPERTY ADMINISTRATION FUNDAMENTALS

This course provides contracting officers, property administrators, plant clearance officers, and personnel in related career fields a comprehensive understanding of the contractual regulatory and statutory requirements for Government property administration.

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

- state Government policies and exceptions on providing property to contractors;
- describe five major types of Government property;
- explain the Government property Federal Acquisition Regulation (FAR) clauses;
- describe the responsibilities of the property administrator;
- plan and initiate property management;
- evaluate a contractor's property control system;
- provide a property control system analysis, identify deficiencies, and recommend corrections;
- investigate and determine appropriate action for lost, damaged, or destroyed property; and
- describe 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 (GS-1102), program managers, auditors, and team leaders with significant property administration responsibilities. It is highly recommended for production and quality assurance personnel involved with property administration.

Prerequisite: None

Recommended: Some prior knowledge or experience with property management

Length: 10 class days

Method of Delivery: Resident/On-site



PDS Code: PDM

IND 102

CONTRACT PROPERTY DISPOSITION

This course is designed to enhance the skills of Government personnel performing contract property disposition functions. Participants will analyze the contract property disposition process and the responsibilities of the contractor, plant clearance officer, property administrator, and contracting officer. Contract property disposition statutes, regulations, and policies are examined and discussed.

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

- understand the duties of the plant clearance officer;
- understand Federal Acquisition Regulation (FAR) 45.6, DoD FAR Supplement (DFARS) 245.6, and regulations on plant clearance;
- understand screening procedures for DoD excess/surplus property; and
- discuss current topics such as demilitarization procedures and disposition of information technology.

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 (GS-1102), program managers, auditors, and team leaders with significant property administration responsibilities. It is highly recommended for production and quality assurance personnel involved with property administration.

Prerequisite: IND 101

Recommended: CON 101 and 104

Length: 5 class days

Method of Delivery: Resident/On-site



PDS Code: PDO

IND 103

CONTRACT PROPERTY SYSTEMS ANALYSIS

Contract Property Systems Analysis builds a solid foundation in auditing principles and process analysis techniques for entry-level property professionals. 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.

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

- plan and schedule a contract property control systems analysis;
- determine proper use of sampling;
- define the appropriate population for review for all processes;
- analyze the sample for deficiencies that fail to meet contractual requirements;
- determine the rating for the function, functional segment, and property control system; and
- recommend a course of corrective action.

Who Should Attend: This course is for all Level I industrial property management specialists and industrial plant clearance specialists, including property administrators and plant clearance officers in the GS-1103 series. It is recommended for contracting, production, and quality assurance personnel with property control systems analysis responsibilities.

Prerequisite: IND 101

Recommended: 1 year of property management experience after completing IND 101

Length: 5 class days

Method of Delivery: Resident/On-site



PDS Code: BRL



IND 201

INTERMEDIATE CONTRACT PROPERTY ADMINISTRATION

This course is for experienced industrial property management specialists, property administrators, plant clearance officers, contracting officers, and their supervisors. Current contractual, regulatory, and statutory issues are analyzed using student case studies and plant tours.

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

- define types of property provided to contractors and the clauses used to do so;
- describe inventory management procedures and policies, consumption analysis, physical inventories, and adjustments;
- identify criteria for acquiring, using, and recording special tooling, test equipment, and agency-peculiar property;
- apply various risk-of-loss contract provisions; and
- differentiate policies and procedures for disposition and plant clearance of Government property.

Who Should Attend: This course is for 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 may be required for contracting officers (GS-1102), program managers, auditors, and team leaders with significant property administration responsibilities. It is highly recommended for production and quality assurance personnel involved with property administration.

Prerequisite: IND 103

Recommended: 1 year of property management experience after completing IND 101

Length: 10 class days

Method of Delivery: Resident/On-site



PDS Code: PDN

IND 202

CONTRACT PROPERTY MANAGEMENT SEMINAR

The Contract Property Management Seminar is designed for property professionals and related contracting professionals and builds upon the introductory and intermediate contract property courses. Participants analyze problems, policies, and initiatives that impact the property administration function; discuss DoD property management initiatives and commercial practices; and explore the challenges faced by property administration offices.

Objectives: Students who successfully complete this course will be able to perform the following functions in the property management environment:

- apply complex interactions of Government property and related clauses in problem-solving situations,
- apply new DoD and departmental initiatives,
- analyze newly issued regulatory materials, and
- apply contemporary management techniques to address technical and managerial problems.

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, should attend. This course is also recommended for contracting, production, and quality-assurance personnel who are assigned to contracts with a significant amount of Government property accountability and who have a substantial involvement with the management and control of Government property.

Prerequisite: IND 201

Recommended: At least 1 year of experience in the field after completing IND 201

Length: 5 class days

Method of Delivery: Resident/On-site

PDS Code: BRM



IRM 101

BASIC INFORMATION SYSTEMS ACQUISITION

This course combines interactive computer-based training with performance-support resource access. Students in this course explore the introductory-level concepts involved in DoD information systems acquisition management.

Objectives: Students who successfully complete this course will not only gain a basic knowledge and comprehension of the following fundamental concepts of an information systems acquisition but also will be able to:

- apply laws and regulations;
- understand organizational and individual roles and responsibilities;
- interpret information technology terminology; and
- apply acquisition management practices such as risk management, quality assurance, requirements management, architecture, and configuration management.

Who Should Attend: This course is for civilians, GS-5 to GS-9, or military officers, O-1 to O-3, who are members or prospective members of the Information Technology career field.

Prerequisite: ACQ 101

Length: This is a nonresident, self-paced course available through the Internet. Students must pass the final examination within 60 calendar days of the start date.

Method of Delivery: Distance Learning



PDS Code: JHD



IRM 201

INTERMEDIATE INFORMATION SYSTEMS ACQUISITION

Intermediate Information Systems Acquisition focuses on the application of policies, concepts, and practices that guide and control the management and acquisition of Information Systems/Information Technology (IS/IT) in DoD. Exercises, labs, lecture, and group discussion are used in covering such topics as IS/IT policies, strategic planning, information assurance, architecture, advancing technologies, and more.

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

- explain the concepts and terminology that comprise the major and nonmajor information systems acquisition management processes and how the processes interact;
- define the roles, activities, and relationships of the DoD, other Government entities, and industry that participate in and affect the acquisition of information technology;
- apply management skills needed to effectively and efficiently utilize people, money, facilities, information, and time to accomplish information systems acquisition objectives;
- identify internal and external factors that influence and constrain the information systems acquisition process; and
- summarize strategies on how to deal with these factors in light of risk, uncertainty, and change.

Who Should Attend: This course is for Level I certified mid-level managers with responsibilities in IS/IT acquisitions.

Prerequisites: ACQ 201 and IRM 101

Length: 10 class days

Method of Delivery: Resident/On-site

PDS Code: QN5



IRM 303

ADVANCED INFORMATION SYSTEMS ACQUISITION

Advanced Information Systems Acquisition is the capstone course in the DAU Information Resource Management sequence. It focuses on decision making and issues related to Information Systems/Information Technology (IS/IT) leadership, capital investment management, and acquisition. Using case studies, the course integrates advanced topics in planning, designing, and implementing comprehensive programs to acquire effective information systems.

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

- evaluate IS/IT leadership, management, and acquisition issues to make strategic-level decisions in DoD, and
- effectively lead or participate in IS/IT integrated product teams that operationalize Acquisition Reform initiatives and manage IS/IT as a capital investment.

Who Should Attend: This course is for civilian senior managers, grades GS/GM-13 to GS/GM-15, and military officers, ranks O-4 to O-6, who have successfully completed the requirements for Level II in the Information Technology career field.

Prerequisite: IRM 201

Length: 15 class days

Method of Delivery: Resident/On-site

PDS Code: BZE



LAW 801

ACQUISITION LAW

DoD policy now mandates that the acquisition process be conducted through Integrated Product Teams (IPTs). The employment of IPTs in the acquisition process has resulted in the involvement of many noncontracting Government personnel. This course provides an overview of Government contract law to students from the various acquisition disciplines. LAW 801 also provides useful knowledge of the laws and regulations specifically applicable to Government contracts.

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

- apply various laws and regulations applicable to the Government contracting process, and
- comprehend the legal significance of the contents of the contractual instrument and actions taken by those involved in the acquisition process.

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 5 years ago.

Prerequisite: None

Length: 4-1/2 class days

Method of Delivery: Resident/On-site

PDS Code: JHH



LOG 101

ACQUISITION LOGISTICS FUNDAMENTALS

Acquisition Logistics Fundamentals provides a broad overview of the role of acquisition logistics in the system acquisition life cycle and system engineering processes. Modules cover the logistics-relevant aspects of requirements identification, life-cycle costing, integrated product and process development, sustainment logistics, supportability analysis, product support, contracting, and contractor support.

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

- understand how today's defense systems and equipment are conceived, developed, tested, acquired, and operated;
- understand the role of the commercial sector;
- comprehend the philosophy and objectives of logistics support and attendant management functions; and
- understand logistics-related disciplines and the policies, procedures, and management techniques used to establish a logistics support capability.

Who Should Attend: Individuals recently assigned responsibility to plan, establish, and maintain the logistics support infrastructure for DoD systems and equipment in each phase of the acquisition life cycle should attend.

Prerequisite: ACQ 101

Recommended: Students who take this course should have 6 to 12 months of experience in an acquisition organization.

Precourse Materials: Students are encouraged to read DoDD 5000.1 and DoD 5000.2-R.

Length: This is a nonresident, self-paced course available through the Internet. Students must pass the final examination within 60 calendar days of the start date.

Method of Delivery: Distance Learning

PDS Code: JR1



LOG 201

INTERMEDIATE ACQUISITION LOGISTICS

Intermediate Acquisition Logistics provides a dynamic, real-time learning environment oriented toward developing managerial and technical logistics competencies in the areas of systems engineering, life-cycle cost management, and risk analysis. It challenges the student to optimize the early integration of operational supportability into the system development process and refines these skills through facilitated student group exercises, presentations, and research activities on current acquisition initiatives.

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

- apply logistics concepts, policies, constraints, and other considerations to the development and execution of acquisition logistics within the DoD; and
- enhance their proficiency in performing core knowledge areas of their jobs as determined by the Acquisition Logistics Functional Integrated Process Team (FIPT).

Who Should Attend: This course is for Level I certified acquisition logistics managers and their supervisors.

Prerequisites: ACQ 201 and LOG 101

Recommended: Students should have acquisition logistics experience as outlined in DoD 5000.52M; and they should currently be assigned, or expect to be assigned, to an acquisition logistics position.

Length: LOG 201A – 60 calendar days; LOG 201B – 5 class days

Method of Delivery: Hybrid of Distance Learning and Resident/On-site – See “Online Courses,” page 12.

PDS Code: JR3



LOG 203*

RELIABILITY AND MAINTAINABILITY

This course concentrates on Reliability and Maintainability (R&M) activities, enabling students to understand the relationship between R&M and acquisition logistics and to evaluate the impact of R&M decisions. Stressing a conceptual approach, the course presents basic R&M terminology and engineering practices.

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

- explain why successful R&M activity decreases logistics costs and increases combat capability;
- develop operational and contractual R&M requirements;
- discuss well-established R&M design/analysis activities;
- explain reliability growth testing and reliability qualification testing; and
- explain how to preclude latent defects from entering service.

Who Should Attend: This course is for logisticians assigned to DoD acquisition programs.

Prerequisite: ACQ 201

Length: This is a nonresident, self-paced course available through the Internet. Students must pass the end-of-module and end-of-course tests within 60 calendar days of the start date.

Method of Delivery: Distance Learning



PDS Code: AKA



***Note:** LOG 203 will be replaced by LOG 235 when it becomes available for enrollment. At that time LOG 203 will qualify as a predecessor course.



LOG 204*

CONFIGURATION MANAGEMENT

This course provides managers and functional staff with the knowledge of how to apply Configuration Management (CM) successfully. It includes the interrelationship of CM to life-cycle design activities and logistics support. LOG 204 provides an overview of the concepts and basic practices of CM, including configuration identification, audits, control, and status accounting as well as data management. Impacts on CM by Acquisition Reform, the integrated data environment, open systems, and commercial/nondevelopment items are discussed. Continuing scenario exercises trace CM in the technical development, production, and support of a system. Requirements to design, develop, implement, and operate a Configuration Management Program are discussed.

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

- apply CM oversight as a tool in the Integrated Process and Product Development (IPPD) effort for system management; and,
- when given a scenario, utilize the IPPD approach to manage the configuration for a system during its life cycle.

Who Should Attend: This course is for logisticians and systems engineers involved in the development of systems and life-cycle support.

Prerequisite: ACQ 201

Length: 5 class days

Method of Delivery: Resident/On-site

PDS Code: QMB



LOG 205*

PROVISIONING

This course emphasizes management-level planning and oversight of logistics support development for a new system. It emphasizes the flow of the provisioning process to ensure a sound understanding of the normal sequence of events in the provisioning of a system. Instruction includes exercises and case studies.

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

- comprehend basic concepts and definitions germane to provisioning and be able to distinguish among various applications of similar terms and concepts,
- understand management considerations that affect provisioning planning and apply this understanding to sample situations,
- understand events in a typical provisioning process (from planning through cataloging and fielding of support) and develop a model of such a process under given criteria, and
- understand uses of technical codes and factors that are assigned during provisioning in defining the support structure for a system or an item.

Who Should Attend: This course is for individuals who are involved in the planning or execution of initial logistics support and require Level II certification in Acquisition Logistics.

Prerequisite: LOG 201

Recommended: At least 1 year of experience in acquisition logistics

Precourse Materials: A required text is mailed to all students 3 to 4 weeks prior to the course. Students who have not received the material 2 weeks prior to the course should contact the school.

Length: 5 class days

Method of Delivery: Resident/On-site

PDS Code: QM7



***Note:** LOG 204 and LOG 205 will be replaced by LOG 235 when it becomes available for enrollment. At that time LOG 204 and LOG 205 will qualify as predecessor courses.

LOG 235

PERFORMANCE-BASED LOGISTICS

This course, which will be offered in FY 2003, is designed for acquisition logistics and sustainment personnel. The course provides the tools and techniques required to participate in and manage performance-based logistics through application of the product support process.

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

- apply, evaluate, and analyze the concepts, policies, and practices of performance-based logistics;
- understand the use of business case analysis in developing product support strategies;
- identify the logistics support impacts of reliability and maintainability, configuration management, supply-chain management, flexible sustainment, prime vendor concepts, support options, continuous modernization, and commercial integration on reengineering product support; and
- understand the integration of the components of the Future Logistics Enterprise.

Who Should Attend: Level I certified acquisition and sustainment logisticians involved in the development of systems and life-cycle support.

Prerequisites: ACQ 201 and LOG 201

Length: LOG 235A – 60 calendar days; LOG 235B – 5 class days

Method of Delivery: Hybrid of Distance Learning and Resident – See “Online Courses,” page 12.

PDS Code: JHL



LOG 304

EXECUTIVE ACQUISITION LOGISTICS MANAGEMENT

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 among logistics support planning, acquisition policy, requirements determination, program management, contracting, and Government funds management. Case-study issues will be explored as they pertain to acquisition logistics.

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

- serve as proactive, credible, and influential acquisition logisticians;
- distinguish the acquisition logistician’s functions during each phase of the acquisition process;
- identify the basic elements of the systems engineering process;
- distinguish major acquisition policy requirements from the logistics perspective; and
- understand the integration of the components of the Future Logistics Enterprise.

Who Should Attend: This course is for military officers, O-3 and above, and DoD civilians, GS-11 and above, who are in, or soon will be assigned to, acquisition logistics positions and who are Level II certified in the Acquisition Logistics career field.

Prerequisites: LOG 201 and LOG 235

Precourse Material: Precourse material will be provided via the Web prior to students attending the class. Students will receive instructions on how to access these materials. These materials will also be provided in class, so there is no need for the student to print these materials prior to attending. Students must prepare and present 5 to 10 minute briefings along with writing requirements during the course. All students will present a briefing and point paper on “Logistics Lessons Learned” during the second week of the course. It is strongly recommended that students complete this assignment prior to attending class; however, the Lessons Learned topic will be collected on Monday of the second week.

Length: 9 class days

Method of Delivery: Resident/On-site

PDS Code: AH1



PMT 202

MULTINATIONAL PROGRAM MANAGEMENT

This course prepares students to be effective in an international defense acquisition program. The Multinational Program Management course emphasizes the U.S. policy of encouraging armaments cooperation and enhancing interoperability with our allies. Key national, DoD, and Service policies on international cooperative development, production, and support are explored.

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

- understand key national, DoD, and Service policies on international cooperative development, production, and logistics; and
- comprehend the various international defense programs related to acquisition (Data Exchanges, Nunn Amendment Programs, Foreign Comparative Testing, Coalition Warfare Programs, Bilateral and Multilateral Projects and Programs, and Security Assistance – Foreign Military Sales).

Who Should Attend: This assignment-specific course is for military officers, O-3 and above, and DoD civilians, GS-11 and above, who hold, or have been selected for, the following positions impacting international defense acquisition programs: Program managers and program management staff, key Government laboratory and center personnel, Defense and Service headquarters staff, and Office of Defense Cooperation personnel and attachés.

Prerequisite: None

Length: 5 class days

Method of Delivery: Resident

PDS Code: PAJ



PMT 203

INTERNATIONAL SECURITY AND TECHNOLOGY TRANSFER/CONTROL

This course provides the student with a comprehensive overview of U.S. law, policy, and regulations that govern International Security and Technology Transfer/Control (IS&TT/C). The student will learn the procedures for the export and import of defense and dual use equipment and services; for handling classified and controlled unclassified program information; and for controlling foreign visitors. PMT 203 is designed for the acquisition professional, including program office personnel, Defense and Service headquarters staff, and Defense Cooperation personnel and attachés associated with international acquisition. The course has five components: acquisition documentation; security and data transfer; export/import licensing; contractor operations; and laws, policies, and procedures.

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

- describe the roles and missions of the U.S Government departments and agencies involved in international security, technology transfer, security assistance, and cooperative programs;
- describe program office responsibilities relative to IS&TT/C, including preparation of the Technology Assessment/Control Plan; and
- differentiate intellectual property rights, military security, and technology transfer.

Who Should Attend: This assignment-specific course is for military officers, O-3 and above; DoD civilians, GS-11 and above; and acquisition professionals who require international acquisition training. The course is also appropriate for foreign liaison office personnel or DoD representatives who deal with other nations or international agencies.

Prerequisite: None

Precourse Materials: Students must complete a self-assessment prior to arrival at the course.

Security Clearance: A SECRET security clearance is required. Due to security restrictions, allied students may not attend under most circumstances.

Length: 5 class days

Method of Delivery: Resident

PDS Code: PAK



PMT 250

PROGRAM MANAGEMENT TOOLS

The Program Management Tools course provides application skills needed in a program office or as an Integrated Product Team (IPT) lead. It is a follow-on to ACQ 201 and is designed to enhance journeyman-level skills. It is required, along with ACQ 201, for Level II certification in Program Management (PM) and also prepares students for later work in the Level III Program Management Office Course, PMT 352.

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

- apply leadership skills in an IPT environment;
- understand and develop Work Breakdown Structures (WBSs);
- build program schedules and apply risk management principles using state-of-the-industry software;
- determine cost estimates using current cost estimating processes;
- develop contract documentation as part of a simulated contracting activity; and
- demonstrate use of earned value for program planning and control.

Who Should Attend: Target attendees are civilians, GS-12/13, and military officers, O-3 and O-4 in the PM career field. Lower grades may apply if they have completed ACQ 201. Level III personnel in other career fields desiring to take PMT 352 for Level III PM certification must either take PMT 250 first or obtain credit for that course by passing an equivalency exam. Personnel who were certified Level II in PM prior to 1 October 2001 and who want to take PMT 352 must meet the same criteria. Students may apply for an exam by selecting the correct category at <http://www.dau.mil/registrar/apply.asp>. Once you reach the registration site, click on "Prepare Applications."

Prerequisite: ACQ 201

Length: This is a nonresident, distance learning course available through the Internet. The course length is 64 calendar days. Students must complete modules 1–8 (consisting of about 56 hours of work) within 60 calendar days of the start date. Modules 9–10 are presented as a virtual classroom IPT exercise, requiring 24 hours of work over the last 4 days of the course.

Method of Delivery: Distance Learning

PDS Code: PGM



PMT 304

ADVANCED INTERNATIONAL MANAGEMENT WORKSHOP

Reinforcing and advancing the principles of collective defense through armaments cooperation, the Advanced International Management Workshop explores issues associated with international negotiation of cooperative acquisition project agreements.

Objectives: Students who successfully complete this course will understand:

- the policies of the President; the Congress; Department of Defense; Departments of State, Commerce, and Treasury; and the Services on international cooperative defense acquisition agreements; and
- how to draft an international acquisition agreement and negotiate the results according to U.S. policy.

Who Should Attend: This assignment-specific course is for personnel who work with international defense acquisition programs in any career field. PMT 304 is open to mid-level military officers, O-4 and above; DoD civilians, GS-13 and above; and industry equivalents. Because this is an advanced-level workshop, attendees should understand U.S. domestic and international defense acquisition. This course targets positions of responsibility in international, or potentially international, programs ranging from simple data exchange agreements to complex cooperative development, production, and support programs.

Note: Due to security restrictions, allied students are ineligible to attend under most circumstances.

Prerequisite: None

Length: 5 class days

Method of Delivery: Resident

PDS Code: PAL



PMT 352

PROGRAM MANAGEMENT OFFICE COURSE

The Program Management Office Course is the Level III certification course in the Program Management (PM) career field. It is a follow-on to ACQ 201 and PMT 250 and is designed to train Level II qualified students to be effective PM Level III leaders in a program office by honing analysis, synthesis, and evaluative skills. PMT 352A focuses on key Program Management Office (PMO) knowledge and skills not covered in the prerequisite courses; PMT 352B features scenario-based practical exercises with topical themes such as interoperability, prototyping, and evolutionary acquisition/block upgrades.

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

- lead and contribute to effective teams in a DoD PMO;
- apply critical-thinking and problem-solving skills to system acquisition problems throughout a defense system's life cycle;
- understand, analyze, and develop solutions to cost, schedule, and performance issues faced in defense program management; and
- evaluate the tradeoffs in program decisions in compliance with DoD 5000 Series directives.

Who Should Attend: Target attendees are civilians, GS-13/14, and military officers, O-4/O-5, in the PM career field. Level III personnel in other career fields desiring to take PMT 352 for Level III PM certification must either take PMT 250 first or obtain credit for that course by passing an equivalency exam. Personnel who were certified Level II in PM prior to 1 October 2001 and who want to take PMT 352 must meet the same criteria. Students may apply for a PMT 250 equivalency exam by selecting the correct category at <http://www.dau.mil/registrar/apply.asp>. Once you reach the registrar's site, click on "Prepare Applications."

Prerequisites: ACQ 201 and PMT 250

Length: PMT 352A – 60 calendar days via distance learning; PMT 352B – 6 weeks in the classroom

Method of Delivery: Hybrid of Distance Learning and Resident – See "Online Courses," page 12.

PDS Code: BZG



PMT 401

THE PROGRAM MANAGER'S COURSE

The Program Manager's Course is an intense, highly integrated 10-week case-study-based learning experience. Group discussions, distinguished guest practitioners, team projects, exercises, simulations, study groups, and an elective program enable the learner to customize a portion of the course. Time will be available to internalize the material through independent study and informal work and interaction with peers. Course content will rely upon challenges, problems, and dilemmas derived from extensive current interviews with Program Managers (PMs), Program Executive Officers (PEOs) and other stakeholders. The dilemmas will be those that course graduates can expect to confront when they return to their workplace. This course is required for ACAT I, II, and IA PMs and Deputy PMs.

Objectives: Learners who successfully complete this course will be able to:

- apply critical thinking when confronted by problems and dilemmas on a day-to-day basis;
- lead and integrate disparate functional groups and develop a cohesive team capable of coping with the complex problems that are common to PM offices and PEOs; and
- identify and apply best business practices to achieve win-win relationships with industry partners.

Who Should Attend: This course is designed for specially selected Level III certified members of the PM career field, who have demonstrated the potential to become managers or deputies of ACAT I or II programs or managers of major ACAT III programs. Other specially selected members of the DoD AT&L workforce who have the motivation and capability to become managers of major integrated product teams, department or division heads in the acquisition commands, or members of senior management in laboratories and/or R&D centers also might attend. Participants must be O-5/GS-14 or above with extensive experience in acquisition, including 4 years in, or in direct support of, a PMO.

Prerequisite: PMT 352 for PM career field; recommended for other career fields

Security Clearance: A SECRET clearance is required.

Length: 10 Weeks

Method of Delivery: Resident

PDS Code: PGN



PMT 402

EXECUTIVE PROGRAM MANAGER'S COURSE (FORMERLY PMT 303)

This is an assignment-specific course designed to meet the learning and performance needs of newly selected Program Executive Officers (PEOs), Deputy PEOs (DPEOs), and ACAT I (ID/IC and IAM/IAC) and II Program Managers (PMs)/Deputy Program Managers (DPMs). Skills and behaviors are developed through a concentrated 4-week period preceded by approximately 60 days of self-assessment and assessment of your program and program office.

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

- complete a comprehensive assessment of their programs, program offices, and of themselves;
- identify program and program office issues;
- fill knowledge needs and work issues; and
- develop a plan of action to better manage their programs, program offices, and professional development.

Who Should Attend: This assignment-specific course is statutorily required for newly selected PEOs, DPEOs, and ACAT I (ID/IC and IAM/IAC) and II PMs/DPMs prior to assuming the position. Allied and industry students are eligible to attend on a space-available basis.

Prerequisites: PMT 302 or 352 and PMT 401

Length: PMT 402A – 2-day resident workshop;
PMT 402B – 20 class days

Method of Delivery: Resident



PDS Code: AH2



PMT 403

PROGRAM MANAGER'S SKILLS (ACAT III PROGRAMS) (FORMERLY PMT 305)

During the Program Manager's Skills course, students assess their program and personal skills, update their functional knowledge, and examine lessons learned from recent programs. PMT 403 focuses on the use of the survival skills necessary to manage a DoD acquisition program effectively.

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

- identify and prioritize the top issues they will face during their first 6 to 12 months as a program manager;
- create a plan, including resources and metrics, to address those issues; and
- understand how the current acquisition system operates and know how to operate effectively within it.

Who Should Attend: This assignment-specific course is for ACAT III program/project managers and their deputies. Allied and industry students are encouraged to attend on a space-available basis.

Prerequisite: PMT 302 or PMT 352

Length: 10 class days

Method of Delivery: Resident



PDS Code: BU8



PQM 101

PRODUCTION, QUALITY AND MANUFACTURING FUNDAMENTALS

Production, Quality and Manufacturing Fundamentals 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 and to production surveillance activities.

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

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

Who Should Attend: This course is for 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: This is a nonresident, self-paced course available through the Internet. Students must pass the final examination within 60 calendar days of the start date.

Method of Delivery: Distance Learning



PDS Code: BU2



PQM 103

DEFENSE SPECIFICATION MANAGEMENT

Defense Specification Management covers DoD policies and procedures for the development, management, and use of nonGovernment standards, commercial item descriptions, specifications, and standards. Emphasis is placed on interoperability, market research, use of commercial/nondevelopmental item alternatives, use of performance specifications, International Standardization Agreements, and the Single Process Initiative.

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

- use DoD policy for stating performance-based requirements;
- develop requirements documents that promote the use of commercial products and practices;
- use market research in creating new documents and revising existing documents that support acquisitions;
- apply DoD policy in managing standardization documents; and
- develop and apply standardization documents to meet essential user needs as best value to the Government.

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

Prerequisite: None

Recommended: ACQ 101

Length: 8-1/2 class days

Method of Delivery: Resident/On-site



PDS Code: BAP



PQM 104

SPECIFICATION SELECTION AND APPLICATION

The Specification Selection and Application course provides instruction on the appropriate selection and correct application of nonGovernment standards, commercial item descriptions, specifications, standards, and related documents in the acquisition process. Emphasis is placed on current acquisition initiatives, such as interoperability and the proper use of documents.

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

- support DoD objectives, policies, and procedures for the proper use of standardization documents;
- implement the criteria for selection of the type of acquisition document; and
- know the tools available, including market research, for making standardization decisions.

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

Prerequisite: None

Length: 2 class days

Method of Delivery: Resident/On-site

PDS Code: PGH



PQM 201

INTERMEDIATE PRODUCTION, QUALITY AND MANUFACTURING

This journeyman-level course exposes students to manufacturing and quality processes, production scheduling and control techniques, surveillance activities, and systems-level production and quality planning. Course content includes the contracting aspects of the job, planning for manufacturing and quality, technology and quality assurance issues, material control, and continuous improvement techniques.

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

- apply production and quality requirements of the Federal Acquisition Regulation (FAR) and Defense FAR Supplement (DFARS);
- review integrated management plans for manufacturing and quality requirements;
- provide guidance to contracting officers on the technical aspects of cost estimating, activity-based costing, and physical progress reviews;
- assess the effectiveness of quality assurance and manufacturing systems; and
- apply various tools and techniques to solve quality and production issues and relate their output to process performance.

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

Prerequisites: ACQ 201 and PQM 101

Recommended: At least 2 years of production or quality management experience after Level I certification

Length: PQM 201A – 60 calendar days; PQM 201B – 5 class days

Method of Delivery: Hybrid of Distance Learning and Resident/On-site – See “Online Courses,” page 12.

PDS Code: BU3



PQM 202

COMMERCIAL AND NONDEVELOPMENTAL ITEM ACQUISITION

The Commercial and Nondevelopmental Item (C/NDI) Acquisition course focuses on tools and techniques for identifying and evaluating C/NDI alternatives throughout the acquisition process. It provides instruction on requirements definition, acquisition strategy development, acquisition, support planning, and the use of multiple award schedules and market acceptability criteria for C/NDI acquisitions.

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

- employ market research to determine the appropriateness of commercial or nondevelopmental items for satisfying users' needs, and
- plan an acquisition strategy for the management of commercial and nondevelopmental items.

Who Should Attend: This assignment-specific course is designed for acquisition personnel involved in planning and managing the acquisition of commercial and nondevelopmental items.

Prerequisite: None

Recommended: ACQ 101

Length: 2 class days

Method of Delivery: Resident/On-site

PDS Code: PAM



PQM 203

PREPARATION OF COMMERCIAL ITEM DESCRIPTIONS

This course presents instruction on the preparation and review of commercial item descriptions, including characterization of commercial items, the development and use of market acceptability criteria, and the development of performance-based salient characteristics. Current policy on the use of commercial item descriptions and performance specifications is discussed.

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

- employ market research to determine the commerciality of an item in accordance with Federal Acquisition Regulation (FAR) Part 2,
- develop a performance requirements document for describing commercially available products suitable for meeting the users' needs, and
- implement DoD policy for the acquisition of commercial items.

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

Prerequisite: None

Length: 1 class day

Method of Delivery: Resident/On-site

PDS Code: PAN



PQM 212

MARKET RESEARCH

The Market Research course defines market research, explains its practical value, and discusses the Government mandate to conduct market research. The course addresses the memberships and roles of a market research team, sources of market data, and techniques for the evaluation and documentation of market information.

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

- plan and conduct market surveillance within a commodity or technical area, and
- plan and conduct a market investigation for a specific acquisition requirement.

Who Should Attend: This assignment-specific course is designed for acquisition personnel involved in developing acquisition requirements, conducting trade-off evaluations with users, or determining the commerciality of supplies or services.

Prerequisite: None

Recommended: ACQ 101

Length: 2 class days

Method of Delivery: Resident/On-site

PDS Code: PGK



PQM 301

ADVANCED PRODUCTION, QUALITY AND MANUFACTURING

This course is structured around an integrated product development, concurrent engineering acquisition philosophy prescribed in DoD Directive 5000.1 and DoD 5000.2-R. During PQM 301, decision-making issues relevant to successfully managing three core technical tasks in DoD acquisition – systems and process development, manufacturing, and product quality management – will be investigated.

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

- evaluate modern distributed manufacturing management practices;
- fully understand the use and application of best manufacturing practices, such as supply-chain management, e-manufacturing, and lean manufacturing;
- use case studies, discussions, and class exercises to apply basic design of experiments, modeling and simulation, quality function deployment, statistical process control, six sigma, and design-build principles; and
- understand the use of DoD electronic commerce policy and information technology to leverage the integrated digital environment to support technical and business operations.

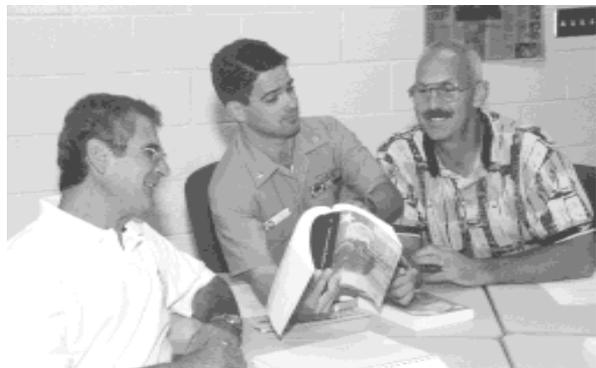
Who Should Attend: This class is for civilians, GS-13 and above, and military officers, O-3 to O-6.

Prerequisite: PQM 201

Length: 10 class days

Method of Delivery: Resident

PDS Code: HV2



SAM 101

BASIC SOFTWARE ACQUISITION MANAGEMENT

Basic Software Acquisition Management covers software acquisition/development risks, DoD regulatory and technical frameworks, software and system architectures, and software development life-cycle and integration processes. Software standards, measurements, testing, security, quality issues, process maturity, as well as “best practices” for the management of software-intensive systems are also reviewed.

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; and
- reference information sources of software acquisition management policies, standards, and best practices.

Who Should Attend: This assignment-specific course is open to all military officers, O-1 through O-3, and DoD civilians, GS-9 and below, working in, or selected for, software acquisition management positions. This course is mandatory for those serving in Level I acquisition positions whose duties include software acquisition management. Additionally, it is an excellent introductory course for personnel of any rank/grade or acquisition career field level who are involved in the management of a DoD software-intensive system.

Prerequisite: ACQ 101 (waived for Level II or Level III certified personnel)

Length: This is a nonresident, self-paced course available through the Internet. Students must pass the final examination within 60 calendar days of the start date.

Method of Delivery: Distance Learning



PDS Code: JHB

SAM 201

INTERMEDIATE SOFTWARE ACQUISITION MANAGEMENT

Using in-depth integrated product team case studies, labs, and exercises supplemented by lecture and group discussion, students learn how to manage DoD software-intensive systems. They also learn to apply a variety of real-world software acquisition management “best practices.” Topics include requirements management, architectures, cost estimation, vendor qualification, metrics, process maturity, quality, testing, and more.

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

- apply acquisition strategies used for software and software-intensive systems,
- evaluate factors related to software architecture and systems architecture,
- perform domain analysis on a software-intensive system acquisition,
- assess program software life-cycle planning and test program planning factors,
- apply requirements management and risk mitigation,
- illustrate the value of modeling and simulation in requirements analysis, and
- analyze software performance measures.

Who Should Attend: This assignment-specific course is open to all military officers, 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 who serve in Level II acquisition positions and who have duties that include software acquisition management.

Prerequisites: ACQ 201 and SAM 101

Length: 10 class days

Method of Delivery: Resident/On-site

PDS Code: JHC



SAM 301

ADVANCED SOFTWARE ACQUISITION MANAGEMENT

Advanced Software Acquisition Management is the capstone course in the DAU Software Acquisition Management sequence. This seminar-based course is for senior personnel who acquire, engineer, test, and evaluate DoD software-intensive systems. SAM 301 is also for acquisition professionals interested in gaining a comprehensive insight into the risks and issues associated with developing and implementing complex DoD software systems.

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

- analyze the causes of cost, schedule, and performance problems in large software efforts;
- examine differences between commercial software acquisition efforts and DoD efforts;
- develop an ability to recognize and selectively adopt commercial practices;
- understand the organizational and cultural dynamics of program offices and software development teams;
- evaluate the suitability of alternative organization structures, including integrated product teams;
- evaluate and select software metrics that will provide insight into program status and facilitate early detection of potential problems; and
- assess Federal and DoD Acquisition Reform movements and incorporate new policies.

Who Should Attend: This assignment-specific course is required for software acquisition personnel who serve in the software acquisition field as Level III managers or technical experts. Civilians, GS/GM 13 to 15, and military officers, O-4 to O-6, are appropriate.

Prerequisite: SAM 201

Length: 10 class days

Method of Delivery: Resident/On-site

PDS Code: BU9



STM 301

PROGRAM MANAGEMENT FOR S&T MANAGERS

This course provides an understanding of the procedures and mechanisms used to transition advanced technologies into war-fighting systems. Personnel associated with Science and Technology (S&T) program management will be able to understand the challenges presented in the weapons systems acquisition process, assess the implications of various technology transition mechanisms, and apply effective technology transition practices.

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

- understand the challenge presented in the weapon systems acquisition process,
- assess the implications of various technology transition mechanisms, and
- apply effective technology transition practices.

Who Should Attend: Personnel whose duties include developing overall program goals for S&T funds; acquiring the services of scientists, engineers, and technical support personnel to perform science and technology research for DoD; providing funds and oversight of the S&T performers, including universities, industry, and Federal Government organizations; and interfacing with the technology customers to expedite the transition of technology to the user.

Prerequisites: None

Recommended: ACQ 101 is highly recommended

Length: 3 class days

Method of Delivery: Resident

PDS Code: PGP



STM 302

SYSTEMS ENGINEERING FOR S&T MANAGERS

Systems Engineering for S&T Managers, which will be offered starting in FY03, provides an understanding of the procedures and mechanisms used to transition advanced technologies into war-fighting systems. Personnel associated with Science and Technology (S&T) program management will be able to apply the critical skills of the Systems Engineering and Integrated Product & Process Development (IPPD) processes. They will also assess the implications of various technology transition mechanisms and apply effective technology transition practices.

Objectives: Students who successfully complete the course will be able to:

- apply the principles of Systems Engineering Management and its various tools such as:
 - Systems Engineering Process
 - Configuration Management and Technology Readiness
 - Risk Management
 - Trade Studies
 - Value Analysis
 - Six Sigma
 - Quality Function Deployment
 - Design of Experiments
- assess the implications of various technology transition mechanisms using the IPPD process, including Integrated Product Teams; and
- apply effective technology transition practices such as transition exit criteria, transition plans, affordability analyses, and cost schedule reporting

Who Should Attend: This course should be taken by personnel desiring certification at Level III and whose duties include: (1) developing overall program goals for S&T funds; (2) acquiring the services of scientists, engineers, and technical support personnel to perform science and technology research for DoD; (3) providing funds and oversight of the S&T performers, including universities, industry, and federal Government organizations; and (4) interfacing with the technology customers to expedite the technology transition to the user.

Prerequisite: STM 301

Length: 3 class days

Method of Delivery: Resident and On-site

PDS Code: PGR



SYS 201

INTERMEDIATE SYSTEMS PLANNING, RESEARCH, DEVELOPMENT AND ENGINEERING

This course covers the steps in the systems engineering process. Specific techniques are introduced, including systems engineering management planning and tools. Special emphasis is placed on the characteristics of a system. Practical exercises and case studies reinforce comprehension, adaptation, and application of procedures.

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

- initiate, execute, and monitor science and engineering acquisition activities;
- assist in the integration of technical activities performed by multiple agencies to ensure the technical integrity of the operational system;
- execute and evaluate the technical development activities proposed by industry sources; and
- cooperate in a multifunctional, synergistic environment.

Who Should Attend: This course is required for Level II certification in the Systems Planning, Research, Development and Engineering – Systems Engineering career field.

Prerequisite: ACQ 201

Length: SYS 201A – 60 calendar days; SYS 201B – 5 class days

Method of Delivery: Hybrid of Distance Learning and Resident/On-site – See “Online Courses,” page 12.

PDS Code: BE2



SYS 301

ADVANCED SYSTEMS PLANNING, RESEARCH, DEVELOPMENT AND ENGINEERING

Designed for senior DoD acquisition personnel, this course emphasizes an understanding of science, technology, and the systems engineering processes throughout a system's life cycle by using relevant case studies and exercises involving all acquisition phases and milestones. Participants employ the proven principles and tools of systems engineering requirements analyses, risk management, technical performance measures, tradeoff analyses, configuration and data management, and technical reviews. Advanced tools, such as integrated product teams, modeling and simulation, and open systems architectures, further facilitate managing the developing system.

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

- analyze and solve senior-level technical problems;
- forecast cost, schedule, performance, and risk issues across the acquisition life cycle;
- integrate program office activities; and
- manage technology obsolescence, advanced technology tools, and Acquisition Reform implementation.

Who Should Attend: This course is for DoD civilians, GS-13 and above, and military officers, O-3 to O-6, who are Level II certified in the Systems Planning, Research, Development and Engineering (SPRD&E) career field. Equivalent industry acquisition managers are also eligible. The course is mandatory for Level III certification in the SPRD&E – Systems Engineering career field.

Prerequisite: SYS 201

Length: 10 class days

Method of Delivery: Resident/On-site



PDS Code: HV1



TST 101

INTRODUCTION TO ACQUISITION WORKFORCE TEST AND EVALUATION

Emphasizing the basic test and evaluation principles, policies, and practices used by the DoD, TST 101 introduces students to the relationship of Test and Evaluation (T&E) to other systems acquisition disciplines and program management. The types of testing covered include developmental, operational, and live-fire.

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

- capably interact with program managers regarding T&E issues and will be better able to effectively function within the acquisition process;
- thoroughly understand T&E's role as a feedback mechanism and management tool for the design/engineering/development process; and
- understand the DoD's T&E process and the Test & Evaluation Master Plan (TEMP).

Who Should Attend: This course is designed for engineers and project management personnel who have had at least 1 year of acquisition experience, including civilians, GS-5 to GS-9, and their military equivalents.

Prerequisite: ACQ 101

Length: This is a nonresident, self-paced course that is available through the Internet. Students must complete the course within 60 calendar days of the start date.

Method of Delivery: Distance Learning



PDS Code: PC5



TST 202

INTERMEDIATE TEST AND EVALUATION

Problem-solving situations are used to engage students in the use of Test and Evaluation (T&E) concepts, principles, and theories. Course topics include the role of T&E in systems acquisition, planning, experimental design, measurement of systems' effectiveness and suitability, instrumentation, data collection and management, analysis and evaluation, live fire, software, modeling and simulation, and T&E of alternative acquisitions.

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

- identify current laws, policy, and guidance for T&E and relate these topics to their own programs;
- identify source documents for system requirements;
- develop T&E objectives and issues;
- apply appropriate tools and techniques for conducting developmental and operational T&E in support of system development;
- identify techniques for designing simple experimental processes; and
- perform elementary analytical procedures on test data.

Who Should Attend: T&E engineers, scientists, operations researchers, computer scientists, other technical personnel, and project organization personnel who have 2 to 4 years of acquisition experience with at least half of their experience in T&E should attend.

Prerequisites: ACQ 201 and TST 101

Length: 7 class days

Method of Delivery: Resident/On-site

PDS Code: QMI



TST 301

ADVANCED TEST AND EVALUATION

This course is comprised of student-centered learning with limited instructor-based lectures that introduce significant current Test and Evaluation (T&E) events. Student-generated issues are used during a video teleconference discussion with Office of the Secretary of Defense (OSD) T&E officials. Workgroup and class discussion leads to development of presentations dealing with T&E technology topics, personal wisdom lessons learned, and unresolved T&E process challenges.

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

- generate OSD-level issues and discuss these issues with OSD officials;
- research, prepare, and present newly emerging T&E technology topics;
- use technology, such as the Internet, to easily obtain pertinent T&E information;
- assess the impact of the Press, General Accounting Office, the Congress, and OSD officials on ethics and integrity standards;
- review and analyze real-world, executive-level T&E challenges; and
- constructively apply T&E-related wisdom for use by other T&E executives.

Who Should Attend: This course is for T&E engineers, scientists, operations researchers, computer scientists, other technical personnel, and project organization personnel who have at least 4 to 8 years of acquisition experience, with at least half of that experience in T&E.

Prerequisite: TST 202

Precourse Assignments: Students must satisfactorily complete five prework assignments before being admitted into the resident portion of this course.

Length: 5 class days

Method of Delivery: Resident/On-site

PDS Code: QL9



Course Predecessors

As DAU courses are updated for currency, they may undergo name changes or number changes, or even be replaced by a new course with very similar content. Some courses no longer offered by DAU qualify as "Predecessor Courses." Students who have completed these courses may use them to meet prerequisite requirements and/or receive credit for them toward DAWIA certification. The following is a list of Predecessor Courses:

Course Number		Predecessor	Personnel Data System (PDS) Code
Current DAU	Predecessor		
ACQ 101	PMT 101 DSMC-26	Fundamentals of Systems Acquisition Management Fundamentals of Systems Acquisition Management	BB1 BB1
ACQ 201	PMT 201 DSMC-37	Intermediate Systems Acquisition Intermediate Systems Acquisition	BB6 BB6
BCF 101	BCE 101	Fundamentals of Cost Analysis	Q1A
BCF 102	BFM 102 BCF 202 DSMC-6	Contract Performance Management Fundamentals Intermediate Contractor Performance Measurement Contractor Performance Measurement Course	Q1B QMK QMK
BCF 103	BFM 201 BCF 201 DSMC-9	Systems Acquisition Fundamentals Management Systems Acquisition Fundamentals Management Systems Acquisition Fundamentals Management	PCW PCW PCW
BCF 204	BCE 204	Intermediate Cost Analysis	Q2B
BCF 206	BCE 206	Cost Risk Analysis	Q2C
BCF 207	BCE 207	Economic Analysis	Q2D
BCF 208	BCE 208	Software Cost Estimating	Q2E
BCF 209	BFM 209	Selected Acquisition Report	Q2F
BCF 802	BFM 210	Selected Acquisition Report Review	Q2J
CON 101	CON 102 CON 103 8D-4320 CTC-142 G30BR6532-010 G30BR6531-003 G30BR6531-004 G30BR6531-005 G30BR6531-006 G30BR6531-007 G30BR6531-002 G30BR6531-002	Operational Level Contracting Fundamentals Facilities Contracting Fundamentals Management of Defense Acquisition Contracts (Basic) Construction Contracting Fundamentals Central Systems Level Contracting Central Procurement Officer Contract Management Officer Systems/R&D Procurement Officer R&D Procurement Officer Contract Management, Systems R&D Officer Base Procurement Officer Base Level Contracting	PEC HEI BDQ HEI PD6 PD6 PD6 PD6 PD6 PD6 PD6 PD6

Course Predecessors (Continued)

Course Number		Predecessor	Personnel Data System (PDS) Code
Current DAU	Predecessor		
CON 104	CON 105 CON 106 QMT-170 PN G30ZR6534-009	Operational Level Contract Pricing Facilities Contract Pricing Principles of Contract Pricing Defense Cost and Price Analysis/Negotiation Base Level Pricing	QNU BDU BDR BDU QNU
CON 202	CON 211 CON 221 CON 222 CON 223 8D-F12 PPM-304 G3ZAR65170-002 CTC-542	Intermediate Contracting Intermediate Contract Administration Organizational Level Contract Administration Intermediate Facilities Contracting Management of Defense Acquisition Contracts (Advanced) Contract Administration (Advanced) Base Contract Administration Advanced Contract Management (Construction)	BDN BDO PDQ BE4 BDN BDO PDQ BE4
CON 204	CON 231 QMT-345 QMT-340	Intermediate Contract Pricing Intermediate Cost and Price Analysis Intermediate Pricing	BU6 BCC BCC
CON 210	CON 201 CON 201(C) PPM-302 CTC-302 G30ZR6534-007 166 660	Government Contract Law Government Contract Law (Construction) Government Contract Law Government Contract Law Construction Base Contract Law AFIT Contract Law USAF ECI Correspondence Course	BDP BDP BDP BDP PDT PDW
CON 232	PPM-355	Contract Overhead Management	BKA
CON 236	CON 212	Contractual Aspects of Value Engineering	PAR
CON 301	ER	Defense Acquisition Contracting Executive Seminar	BB3
CON 333	CON 311 CON 321 ALMC-B5 PPM-057	Executive Pre-award Contracting Executive Contract Administration Management of Defense Acquisition Contracts (Executive) Contract Administration (Executive)	BCL BCM BCL BCM
IND 101	PPM-151	Industrial Contract Property Administration	PDM
IND 102	ALMC-TY	Defense Contract Property Disposition	PDO
IND 103	PPM-251	Defense Contract Property System Analysis	BRL
IND 201	PPM-300 166 660	Advanced Contract Property Administration Advanced Industrial Property Manager AFIT Contract Law USAF ECI Correspondence Course	PDN PDW

Course Predecessors (Continued)

Course Number		Predecessor	Personnel Data System (PDS) Code
Current DAU	Predecessor		
IND 202	PPM-077	Executive Contract Property Management Seminar	BRM
IRM 303	IRM 301 IRM 302	Information Technology Procurement Strategies Information Technology Advanced Management Program	Q07 BA0
LOG 201	DSMC-24	Management of Acquisition Logistics	BCU
PMT 302	PMT 301 DSMC-3	Program Management Course Program Management Course	BBW BBW
PMT 403	PMT 305	Program Manager's Skills (ACAT III Programs)	BU8
PQM 101	PRD 101 QUA 101	Production Management Fundamentals Quality Assurance Fundamentals	JQX BCS
PQM 103	SPE 101	Defense Specification Management Course	BAP
PQM 104	SPE 102	Specifications in the Defense Acquisition Process	PAH
PQM 201	PRD 201 DSMC-13	Intermediate Production Management Defense Manufacturing Management Course	JQY BD2
PQM 301	PRD 301 DSMC-38	Defense Acquisition Engineering, Manufacturing, and Quality Assurance Defense Acquisition Engineering, Manufacturing, and Quality Assurance	BRK BRK
SYS 201	DSMC-28 4A-F7	Systems Engineering Management Course Systems Engineering	BE2 HGD
TST 202	TST 201 DSMC-11	Test and Evaluation Management T&E Management Course	BE3 BE3



Distance Learning Courses and Continuous Learning Opportunities



DISTANCE LEARNING COURSES

Twelve exclusively online courses are currently provided by DAU. Seven more courses, which are a combination of distance learning and resident training, are also offered. These “hybrid courses” usually consist of online or correspondence work that is followed by resident or on-site training. For hybrid courses, attendance in the classroom portion is dependent on successful completion of the distance learning portion. A list of the courses currently conducted in part or entirely via distance learning follows:

- ACQ 101 Fundamentals of Systems Acquisition Management
- ACQ 201 Intermediate Systems Acquisition
- BCF 102 Fundamentals of Earned Value Management
- BCF 103 Fundamentals of Business Financial Management

- BCF 211 Acquisition Business Management
- CON 101 Basics of Contracting
- CON 104 Principles of Contract Pricing
- CON 237 Simplified Acquisition Procedures
- IRM 101 Basic Information Systems Acquisition
- LOG 101 Acquisition Logistics Fundamentals
- LOG 201 Intermediate Acquisition Logistics
- LOG 203 Reliability and Maintainability
- PMT 250 Program Management Tools
- PMT 352 Program Management Office Course
- PQM 101 Production, Quality and Manufacturing Fundamentals
- PQM 201 Intermediate Production, Quality and Manufacturing
- SAM 101 Basic Software Acquisition Management
- SYS 201 Intermediate Systems Planning, Research, Development and Engineering
- TST 101 Introduction to Acquisition Workforce Test and Evaluation

CONTINUOUS LEARNING OPPORTUNITIES

Currently DAU offers 29 Continuous Learning (CL) opportunities. These include online self-paced modules with assessments and certificates as well as presentations intended for awareness only. Information regarding these opportunities is available at the Continuous Learning Center (CLC) Web site at <http://clc.dau.mil>. DAU continually develops and adds new offerings to the CLC site. Check this Web site frequently to see what’s new. A list of currently available CL opportunities and projected additions follow:

Self-Paced Course Modules:

- COTS Acquisitions for Program Managers
- Contracting Overview
- Contractual Incentives
- Cost Estimating Overview
- DoD 5000 Tutorial
- Earned Value Management System
- Fiscal Law Tutorial
- Fundamentals of the Integrated Product Teams
- DSA SmartPay WBT – Purchase Card Program
- International Armaments Cooperation, Part 1
- International Armaments Cooperation, Part 2
- International Armaments Cooperation, Part 3
- Knowledge Management: Building Your Community of Practice

- Market Research Training Modules
- Other Transactions Authority (OTA) for Prototype Projects: Comprehensive Coverage
- Other Transactions Authority for Prototype Projects Overview
- Past Performance Information
- Past Performance Information, CD ROM Students Only
- Performance-Based Logistics
- Performance-Based Payments Executive Overview
- Purchase Card Training
- Requirements Generation
- Risk Management
- Scheduling
- Simplified Acquisition Procedures
- Six Sigma: Concepts and Process
- Understanding and Utilizing Performance-Based Payments
- Work Breakdown Structure (WBS) Overview

Modules Coming Soon:

- Cost As an Independent Variable (CAIV)
- Lean Manufacturing Overview
- Reliability Centered Maintenance
- Technology Readiness Levels
- ... and various contracting-related modules



Appendices

Appendix A

DAU Regions

Appendix B

Certification Standards Checklists

Appendix C

Assignment-specific Training

Appendix D

Equivalencies

Appendix E

Continuing Education Units

Appendix F

*Meeting Acquisition Corps
Education Standards*

Appendix G

*Other Products and Services
Provided by DAU*

Appendix A — DAU Regions

Each DAU location is fully equipped to accommodate student needs. Housing, dining facilities, libraries, fitness facilities, and medical facilities are available to DAU students at each location. DAU classes may be offered at one of these five sites:

- DAU Capital and Northeast Region
(Fort Belvoir, Virginia)
- DAU Mid-Atlantic Region
(Patuxent River, Maryland)
- DAU Midwest Region
(Wright-Patterson AFB, Ohio)
- DAU South Region
(Huntsville, Alabama)
- DAU West Region
(San Diego, California)

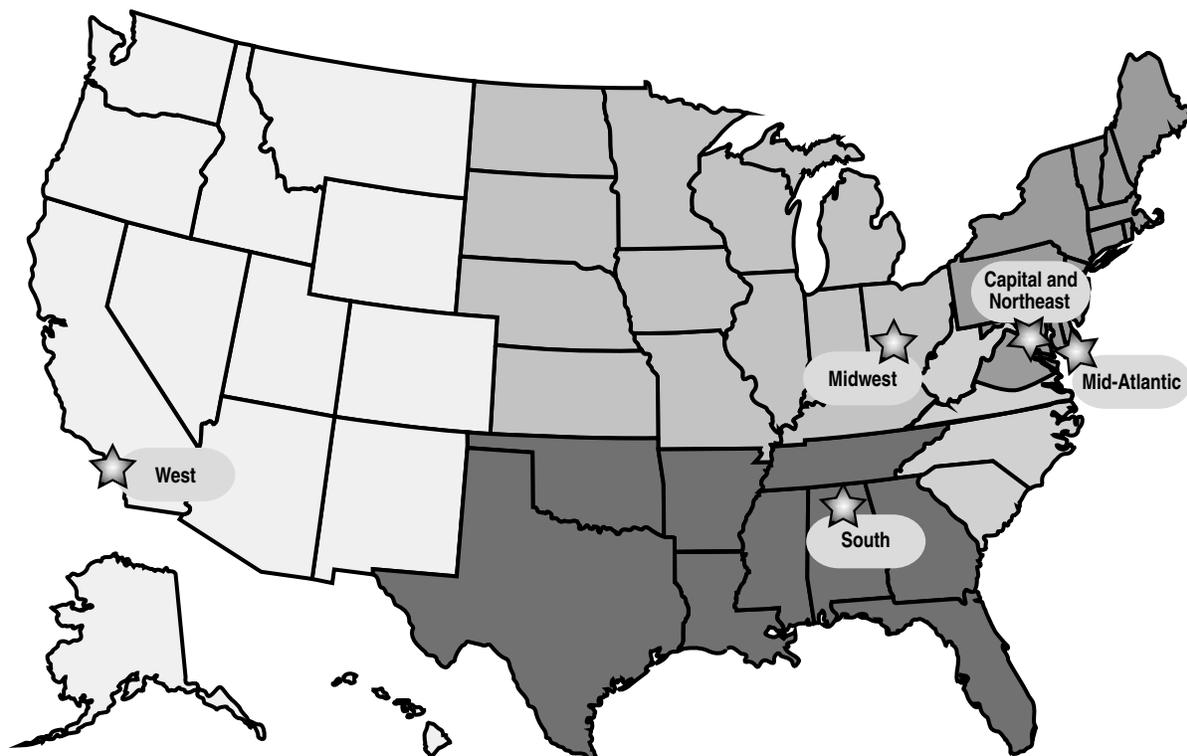
Classrooms are furnished with state-of-the-art equipment to enhance the student's learning experience. Many sites also provide bookstores, post/base exchanges and commissaries, chapels, bus transportation, barber shops, dry cleaners, and ATM locations. Students will receive an information packet upon registration with details about these and other services.

Classes may also be scheduled at one of these regional training sites:

- Boston, Massachusetts
- Fort Lee, Virginia
- Los Angeles, California
- Norfolk, Virginia
- Port Hueneme, California
- Rock Island, Illinois

Each training site has a minimum of one DAU instructor and one DAU-dedicated classroom with state-of-the-art instructional technology. Since all of these sites are located either on or near a military facility, a full range of support services is available.

Many classes are also offered on-site when the number of students in one location needing a given course warrants bringing the instruction to them. Usually this is determined by what proves to be the best value for the Government. (See Chapter 4, Course Descriptions, for the method of delivery for each course.)

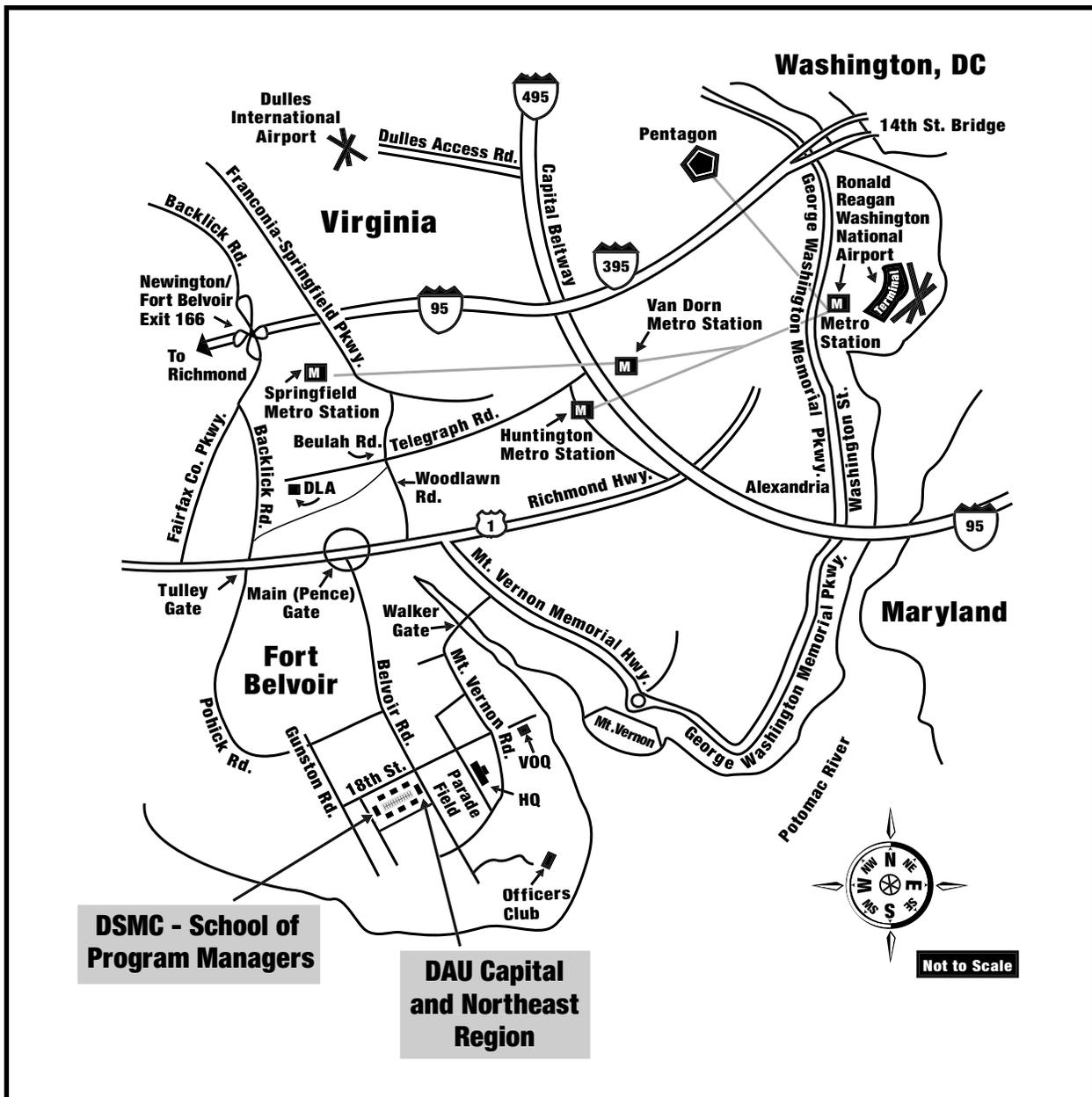


DAU CAPITAL AND NORTHEAST REGION Fort Belvoir, VA

9820 Belvoir Road, Fort Belvoir, VA 22060
 (703) 805-2764, DSN 655
 Fax: (703) 805-2877

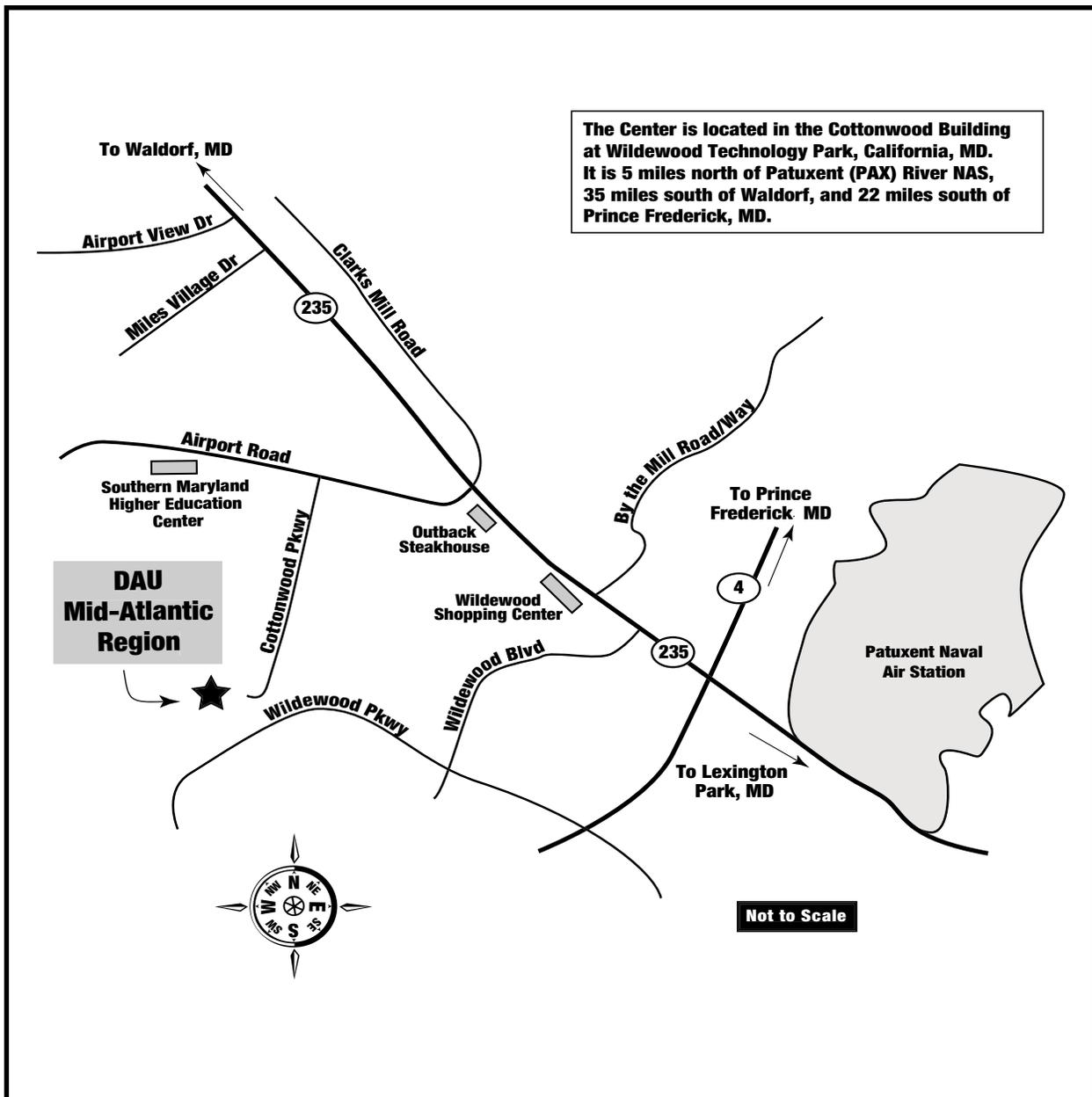
DSMC – SCHOOL OF PROGRAM MANAGERS Fort Belvoir, VA

9820 Belvoir Road, Fort Belvoir, VA 22060
 (703) 805-2436, DSN 655
 Fax: (703) 805-3201



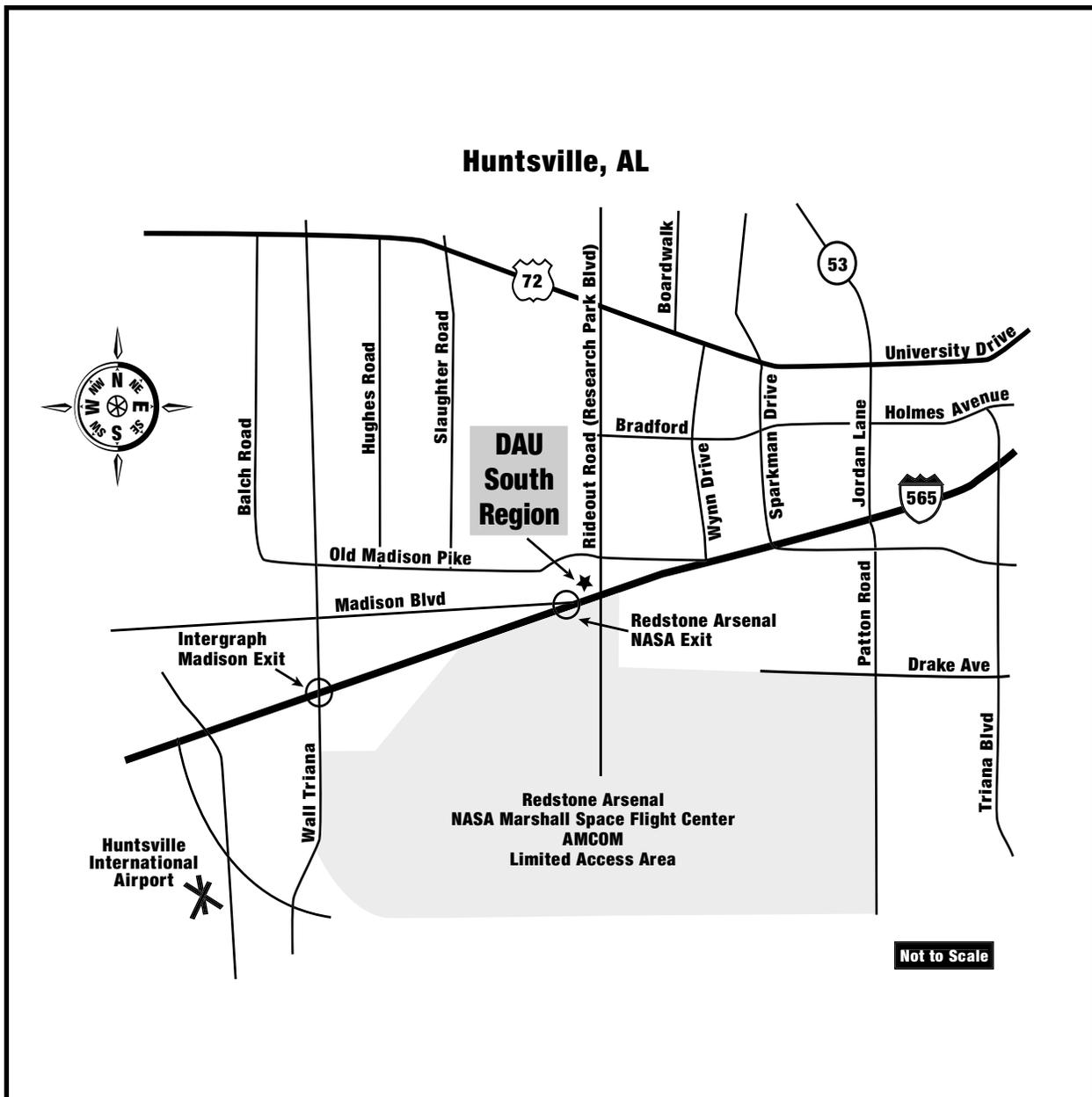
DAU MID-ATLANTIC REGION Patuxent River, Maryland

DAU Mid-Atlantic Region
23330 Cottonwood Pkwy.
Suite 200
California, MD 20619
(240) 895-7344
Fax: (240) 895-7333



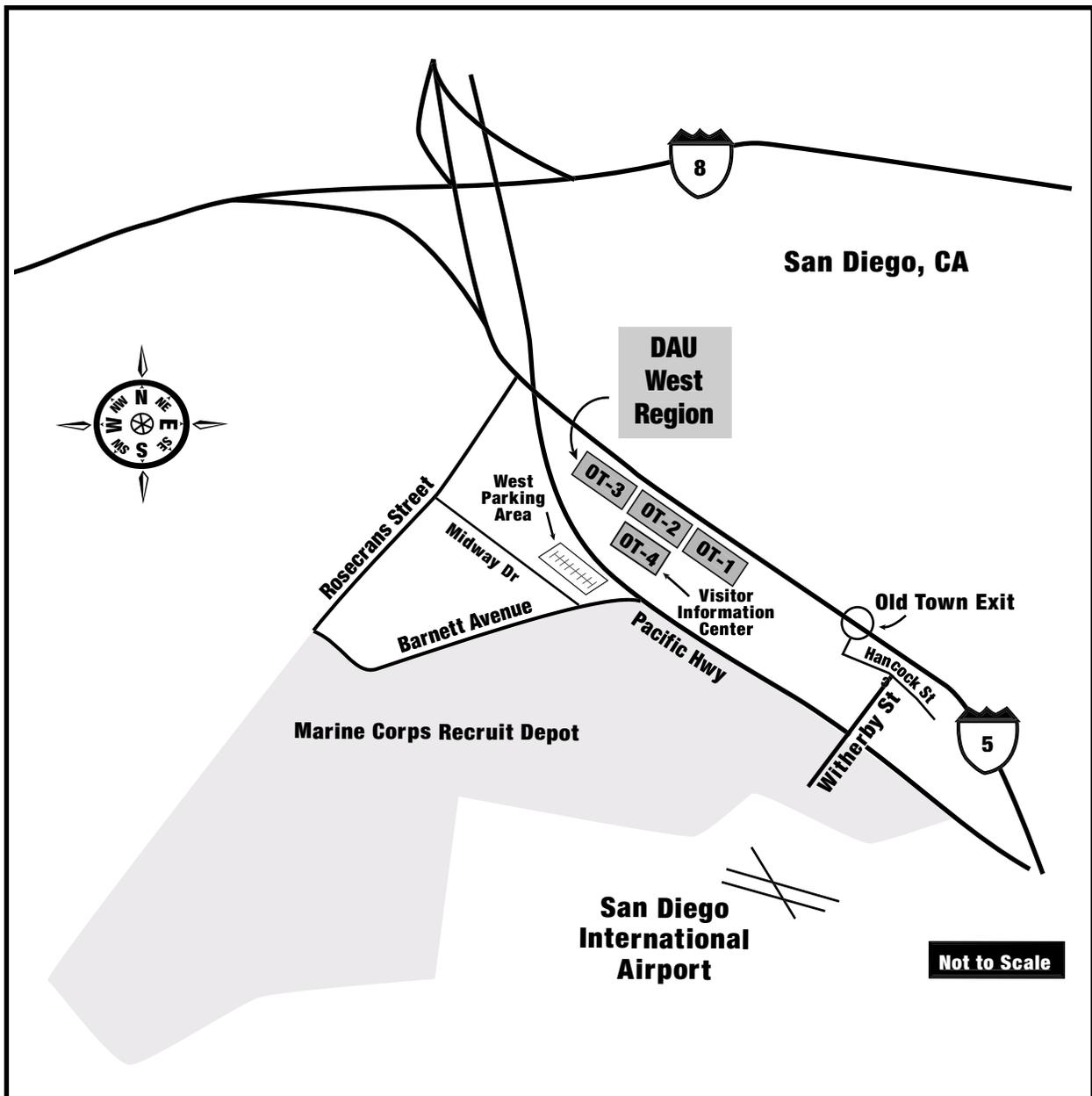
DAU SOUTH REGION Huntsville, Alabama

DAU South Region
Progress Center, Building 7
6767 Old Madison Pike
Huntsville, AL 35806
(256) 722-1100, DSN 788
Fax: (256) 722-1002



DAU WEST REGION San Diego, California

DAU West Region
33000 Nixie Way, Bldg. 50, Suite 352
San Diego, CA 92147-5117
(619) 524-2995, DSN 524
Fax: (619) 524-2996



Appendix B — 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, technology and logistics career fields. The Under Secretary of Defense for Acquisition, Technology and Logistics (USD(AT&L)) has approved these checklists for the DoD AT&L workforce under the authority of DoD Directive 5000.52, "Defense Acquisition Education, Training and Career Development Program." They are for use from October 1, 2002, through September 30, 2003. DoD components are responsible for ensuring that workforce personnel are trained to qualify for their current assignments, prepared for more responsible jobs, and cross-trained for assignments in other AT&L fields. All courses that may be taken to meet Defense Acquisition Workforce Improvement Act (DAWIA) certification requirements for FY 2003 are included in this Appendix.

The USD(AT&L) has designated certain courses that provide knowledge required to perform particular acquisition duties. These assignment-specific courses are presented in Appendix C.

Each checklist explains 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 in an acquisition career level when all mandatory standards have been met. Some standards are designated "Desired" and are indicated by shaded boxes and circles. Where no standard exists for an element, the box is filled in black. (See legend at the end of this page.)

The checklists incorporate other information useful for determining how the standards may be met. Personnel Data System (PDS) codes used to track training in automated personnel systems are included for each of the courses. They are shown in brackets "[]" after the course title. Predecessor courses, i.e., discontinued courses that satisfy the current training requirements, are provided at the end of Chapter 4. In some cases, equivalent courses are offered by DoD and private and public institutions of learning as explained in Appendix D.

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.

Course descriptions are provided in Chapter 4 of this Catalog, and instructions for registering for classes are provided in Chapter 2. DAU uses the Army Training Requirements and Resources System (ATRRS) for enrollment application in all of its classes. Class schedules are maintained in ATRRS, and up-to-date class schedules are available for downloading at the DAU Home Page, <http://www.dau.mil>.

Checklists are provided for each of three certification levels in the following career paths:

- Acquisition Logistics
- Auditing
- Business, Cost Estimating, and Financial Management
- Contracting
- Facilities Engineering
- Industrial/Contract Property Management
- Information Technology
- Production, Quality and Manufacturing
- Program Management
- Purchasing and Procurement Technician
- Systems Planning, Research, Development and Engineering – Science and Technology Manager
- Systems Planning, Research, Development and Engineering – Systems Engineering
- Test and Evaluation

Legend for certification standards checklists:

- Mandatory standard
- Desired standard
- No standard has been set
- Option for meeting mandatory standard
- Option for meeting desired standard

ACQUISITION LOGISTICS

LEVEL I

EDUCATION

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

EXPERIENCE

1 year of acquisition experience

TRAINING

ACQ 101 Fundamentals of Systems Acquisition Management [BU5]

LOG 101 Acquisition Logistics Fundamentals [JR1]

LEVEL II

EDUCATION

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

EXPERIENCE

2 years of acquisition logistics experience

(Desired) An additional 2 years of acquisition logistics experience

TRAINING*

ACQ 201 Intermediate Systems Acquisition [JHA]

LOG 201 Intermediate Acquisition Logistics [JR3]

LOG 203 Reliability and Maintainability [AKA]

Complete one of these courses:

LOG 204 Configuration Management [QMB]

LOG 205 Provisioning [QM7]

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

LEVEL III

EDUCATION

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

EXPERIENCE

4 years of acquisition logistics experience

(Desired) An additional 4 years of acquisition logistics experience

TRAINING

LOG 304 Executive Acquisition Logistics Management [AH1]

*In FY 2004 training requirements for Level II certification will change. ACQ 201, LOG 201, and LOG 235 will be required for Level II certification. LOG 235 will replace LOG 203, LOG 204, and LOG 205; these three courses will then qualify as predecessor courses for certification purposes.

Mandatory standard Desired standard No standard set Option for meeting mandatory standard Option for meeting desired standard

AUDITING

LEVEL I

EDUCATION – Meet one of the following criteria:

- 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 4 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
- A baccalaureate degree with 24 semester hours in accounting
- (Desired) Accounting/auditing work experience in industry or public accounting

TRAINING

- AUD 1130 Technical Indoctrination [PC6]
- (Desired) AUD 6115 Effective Report Writing [PAG]*

LEVEL II

EDUCATION

- Entry below GS-9: Complete Level I requirements
- Entry at GS-9: Complete Level I requirements and one of:
 - All requirements for a master's degree or equivalent
 - 2 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 the following courses:
 - AUD 1320 Intermediate Contract Auditing [JR7]
 - AUD 4120 Statistical Sampling [QP0]
 - AUD 4230 Graphic, Computational, and Improvement Curve Analysis Techniques [QPC]
- (Desired) Either of the following courses: *
 - AUD 6220 Auditor Interview and Interpersonal Reactions [PA3]
 - AUD 6240 Oral Presentation Workshop [PA4]
 - AUD 5653 Computer Assisted Audit Techniques
 - AUD 1541 Cost Accounting Standards
 - AUD 5614 Fundamentals of Auditing Information Systems

*For information on Auditing courses not listed in Chapter 4 of this Catalog, contact the Defense Contract Auditing Institute at (901) 325-6383.

AUDITING (Continued)

LEVEL III

EDUCATION

- Complete Level II requirements
- (Desired) Master's degree in accounting, business administration, management, or a related field

EXPERIENCE

- Meet all Level I and II requirement qualification standards from OPM Qualification Standards Handbook. Supervisory auditors also must meet additional OPM qualifications.
- (Desired) Assignments in a variety of organizational settings

TRAINING

- AUD 8562 DCAA Personnel Management Policy [CBJ]
(Mandatory for all supervisory personnel)
- (Desired) Complete any of the following courses:*
- AUD 4305 Quantitative Methods Refresher
- AUD 8564 Administration and Management of Audits for Supervisors
- ACQ 101 Fundamentals of Systems Acquisition Management [BU5]

*For information on Auditing courses not listed in Chapter 4 of this Catalog, contact the Defense Contract Auditing Institute at (901) 325-6383.

Mandatory standard Desired standard No standard set Option for meeting mandatory standard Option for meeting desired standard

BUSINESS, COST ESTIMATING, AND FINANCIAL MANAGEMENT

LEVEL I

EDUCATION

(Desired) Baccalaureate degree

EXPERIENCE

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

TRAINING

ACQ 101 Fundamentals of Systems Acquisition Management [BU5]

Complete two of the following courses:

BCF 101 Fundamentals of Cost Analysis [Q1A]

BCF 102 Fundamentals of Earned Value Management [Q1B]

BCF 103 Fundamentals of Business Financial Management [PGC]

LEVEL II

EDUCATION

(Desired) Baccalaureate Degree

EXPERIENCE

2 years of acquisition experience in business, cost estimating, or financial management

(Desired) An additional 2 years of experience in business, cost estimating, and financial management

TRAINING

ACQ 201 Intermediate Systems Acquisition [JHA]

BCF 205 Contractor Finance for Acquisition Managers [Q2A]

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

BCF 101 Fundamentals of Cost Analysis [Q1A]

BCF 102 Fundamentals of Earned Value Management [Q1B]

BCF 103 Fundamentals of Business Financial Management [PGC]

Complete ONE of the following courses (related to specific job duties):

BCF 203 Intermediate Earned Value Management [Q2G]

BCF 204 Intermediate Cost Analysis [Q2B]

BCF 211 Acquisition Business Management [PGD]

LEVEL III

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

4 years of acquisition experience in business, cost estimating, or financial management

(Desired) An additional 4 years of acquisition experience in business, cost estimating, or financial management

TRAINING

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

CONTRACTING

LEVEL I

EDUCATION

- Baccalaureate degree
- At least 24 semester hours among accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management

EXPERIENCE

- 1 year of contracting experience

TRAINING

- CON 100 Shaping Smart Business Arrangements [JHE]
- CON 101 Basics of Contracting [BDQ]
- CON 104 Principles of Contract Pricing [BDR]
- (Desired) CON 237 Simplified Acquisition Procedures [PAS]

LEVEL II

EDUCATION

- Baccalaureate degree
- At least 24 semester hours among accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management
- (Desired) Graduate studies in business administration or procurement

EXPERIENCE

- 2 years of contracting experience
- (Desired) An additional 2 years of contracting experience

TRAINING

- CON 202 Intermediate Contracting [PGE]
- CON 204 Intermediate Contract Pricing [BU6]
- CON 210 Government Contract Law [BDP]

LEVEL III

EDUCATION

- Baccalaureate degree*
- At least 24 semester hours among accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management
- (Desired) Master's degree in business administration or procurement

EXPERIENCE

- 4 years of contracting experience
- (Desired) An additional 4 years of contracting experience

TRAINING

- CON 301 Executive Contracting [BB3]
- CON 333 Management for Contracting Supervisors [BU7]
- (Desired) 2 weeks of management and leadership training
(Not currently provided by DAU. See your local training support office.)

*See 10 U.S.C. 1724 (provides for limited exceptions and waivers).

Mandatory standard Desired standard No standard set Option for meeting mandatory standard Option for meeting desired standard

FACILITIES ENGINEERING

LEVEL I

EDUCATION

(Desired) Baccalaureate degree in engineering, architecture, physics, chemistry, mathematics, community planning, business, or related fields.

EXPERIENCE

1 year of acquisition experience in facilities engineering

TRAINING

ACQ 101 Fundamentals of Systems Acquisition Management [BU5]

Note: Certification standards for Levels II and III will be established when the appropriate training becomes available. Courses are currently being developed for Levels II and III, and certification standards will be published when those courses are available.

INDUSTRIAL/CONTRACT PROPERTY MANAGEMENT

LEVEL I

EDUCATION

(Desired) Baccalaureate degree or at least 24 semester hours among accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management

EXPERIENCE

1 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]
- CON 100 Shaping Smart Business Arrangements [JHE]
- CON 101 Basics of Contracting [BDQ]

LEVEL II

EDUCATION

(Desired) Baccalaureate degree or at least 24 semester hours among accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management

EXPERIENCE

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

TRAINING

- IND 201 Intermediate Contract Property Administration [PDN]
- IND 202 Contract Property Management Seminar [BRM]
- CON 202 Intermediate Contracting [PGE]
- CON 210 Government Contract Law [BDP]

LEVEL III

EDUCATION

(Desired) Baccalaureate degree and at least 24 semester hours among accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management

EXPERIENCE

- 4 years of experience in industrial property management acquisition positions of increasing responsibility and complexity
- (Desired) 4 additional years of experience in industrial property management acquisition

TRAINING

- CON 301 Executive Contracting [BB3]
- CON 333 Management for Contracting Supervisors [BU7]
- IND 202 Contract Property Management Seminar [BRM]

INFORMATION TECHNOLOGY

(formerly Communications-Computer Systems)

LEVEL I

EDUCATION

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

EXPERIENCE

1 year of acquisition experience in communications/computer systems

TRAINING

ACQ 101 Fundamentals of Systems Acquisition Management [BU5]

IRM 101 Basic Information Systems Acquisition [JHD]

LEVEL II

EDUCATION

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

EXPERIENCE

2 years of acquisition experience, at least 1 year of this experience must be in communications/computer systems

(Desired) An additional 2 years of communications/computer systems acquisition experience, preferably in a program office or similar organization

TRAINING

ACQ 201 Intermediate Systems Acquisition [JHA]

IRM 201 Intermediate Information Systems Acquisition [QN5]

LEVEL III

EDUCATION

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

EXPERIENCE

4 years of communications/computer acquisition experience of which at least 2 years must be in a program office or similar organization (dedicated matrix support to a PM or PEO, DCMA Program Integrator, or Supervisor of Shipbuilding)

(Desired) 4 additional years of communications and/or computer systems acquisition experience

TRAINING

IRM 303 Advanced Information Systems Acquisition [BZE]

(Desired) PMT 352 Program Management Office Course [BZG]

PRODUCTION, QUALITY AND MANUFACTURING*

(formerly Manufacturing, Production, and Quality Assurance)

LEVEL I

EDUCATION

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

EXPERIENCE

- 1 year of acquisition experience in engineering, manufacturing, production, or quality assurance
- (Desired) At least 4 weeks (cumulative) rotational assignments at a contractor and/or Government industrial facility that includes experience in quality, manufacturing, engineering, and contracting

TRAINING

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

LEVEL II

EDUCATION

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

EXPERIENCE

- 2 years of acquisition experience in engineering, manufacturing, production, or quality assurance
- (Desired) At least 4 weeks (cumulative) rotational assignments at a contractor and/or Government industrial facility that includes experience in quality, manufacturing, engineering, and contracting (if not completed at Level I)
- (Desired) 2 additional years of experience in manufacturing, production, or quality assurance

TRAINING

- ACQ 201 Intermediate Systems Acquisition [JHA]
- PQM 201 Intermediate Production, Quality and Manufacturing [BU3]

LEVEL III

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 4 years of acquisition experience in engineering, manufacturing, production, or quality assurance
- (Desired) 4 additional years of experience in manufacturing, production, or quality assurance

TRAINING

PQM 301 Advanced Production, Quality and Manufacturing [HV2]

*(The Manufacturing and Production career field and the Quality Assurance career field were merged on January 1, 1995. The new career field was designated Manufacturing, Production, and Quality Assurance; and certification requirements became identical for personnel from both former career fields. Level I, II, and III certifications, granted under the requirements established by DoD 5000.52-M for the former career fields (i.e., before January 1, 1995), remain valid and are fully equivalent to the corresponding Level I, II, or III Manufacturing, Production, and Quality Assurance certifications granted under the new program. In 2002, the Manufacturing, Production, and Quality Assurance career field was revised to the Production, Quality and Manufacturing career field.)

Mandatory standard Desired standard No standard set Option for meeting mandatory standard Option for meeting desired standard

PROGRAM MANAGEMENT

LEVEL I

EDUCATION

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

EXPERIENCE

1 year of acquisition experience

TRAINING

ACQ 101 Fundamentals of Systems Acquisition Management [BU5]

(Desired) ACQ 201 Intermediate Systems Acquisition [JHA]

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

LEVEL II

EDUCATION

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

EXPERIENCE

2 years of acquisition experience; at least 1 year of this experience must be in program management

(Desired) An additional 2 years of acquisition experience, preferably in a systems program office or similar organization

TRAINING

ACQ 201 Intermediate Systems Acquisition [JHA]

PMT 250 Program Management Tools [PGM]

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

(Desired) Intermediate-level management and leadership training

(Not currently provided by DAU. See your local training support office.)

LEVEL III

EDUCATION

(Desired) Meet one of the following criteria:

At least 24 semester hours from among accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management (DANTES or CLEP equivalency exams may be substituted.)

At least 24 semester hours in the individual's career field and 12 semester credit hours in the disciplines listed above

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

EXPERIENCE

4 years of acquisition experience:

At least 2 years of this experience must be in a program office or similar organization (dedicated matrix support to a PM or PEO, DCMA Program Integrator, or Supervisor of Shipbuilding)

At least 1 year of this experience must be in a program management position with cost, schedule, and performance responsibilities

(Desired) 2 additional years of acquisition experience

TRAINING

PMT 352 Program Management Office Course [BZG]

PURCHASING AND PROCUREMENT TECHNICIAN

LEVEL I

EDUCATION

(Desired) 16 semester hours of undergraduate work with emphasis in business

EXPERIENCE

1 year of experience in purchasing

TRAINING

CON 100 Shaping Smart Business Arrangements [JHE]

CON 101 Basics of Contracting [BDQ]

LEVEL II

EDUCATION

(Desired) 32 semester hours of undergraduate work with emphasis in business

EXPERIENCE

2 years of experience in purchasing

TRAINING

CON 202 Intermediate Contracting [PGE]

(Desired) CON 237 Simplified Acquisition Procedures [PAS]

LEVEL III

EDUCATION

(Desired) 64 semester hours of undergraduate work with emphasis in business

EXPERIENCE

3 years of experience in purchasing

TRAINING

No additional requirements beyond Level II

SYSTEMS PLANNING, RESEARCH, DEVELOPMENT AND ENGINEERING — SCIENCE AND TECHNOLOGY MANAGER

LEVEL I

None

LEVEL II

EDUCATION

- Baccalaureate degree in engineering, physics, chemistry, mathematics, or a related field
- (Desired) Master's degree in engineering, physics, chemistry, mathematics, operations research, management, or a related field

EXPERIENCE

2 years of acquisition or acquisition-related experience

TRAINING

ACQ 101 Fundamentals of Systems Acquisition Management [BU5]

LEVEL III

EDUCATION

- Baccalaureate degree in engineering, physics, chemistry, mathematics, or a related field
- (Desired) Advanced degree in engineering, physics, chemistry, mathematics, operations research, management, or a related field

EXPERIENCE

2 years of acquisition experience in science or engineering

TRAINING

- STM 301 Program Management for S&T Managers [PGP]
- STM 302 Systems Engineering for S&T Managers [PGR]

SYSTEMS PLANNING, RESEARCH, DEVELOPMENT AND ENGINEERING – SYSTEMS ENGINEERING

LEVEL I

EDUCATION

- Meet one of the following criteria:
 - Baccalaureate degree in engineering, physics, chemistry, mathematics, or a related field
 - At least 10 years of acquisition experience in Systems Planning, Research, Development and Engineering (as of October 1, 1991)

EXPERIENCE

- 1 year of acquisition experience in science or engineering

TRAINING

- ACQ 101 Fundamentals of Systems Acquisition Management [BU5]

LEVEL II

EDUCATION

- Meet one of the following criteria:
 - Baccalaureate degree in engineering, physics, chemistry, mathematics, or a related field
 - At least 10 years of acquisition experience in Systems Planning, Research, Development and Engineering (as of October 1, 1991)
- (Desired) Master's degree in engineering, physics, chemistry, mathematics, operations research, management, or a related field
- (Desired) 9 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

- 2 years of acquisition experience in science or engineering
- (Desired) An additional 2 years of acquisition experience in science or engineering

TRAINING

- ACQ 201 Intermediate Systems Acquisition [JHA]
- SYS 201 Intermediate Systems Planning, Research, Development and Engineering [BE2]
- (Desired) A DAU Level 200 or Level 100 course mandatory for Acquisition Logistics; Program Management; Production, Quality and Manufacturing; Information Technology; or Test and Evaluation

SYSTEMS PLANNING, RESEARCH, DEVELOPMENT AND ENGINEERING — SYSTEMS ENGINEERING (Continued)

LEVEL III

EDUCATION

- Meet one of the following criteria:
 - Baccalaureate degree in engineering, physics, chemistry, mathematics, or a related field
 - At least 10 years of acquisition experience in Systems Planning, Research, Development and Engineering (as of October 1, 1991)
- (Desired) Advanced degree in engineering, physics, chemistry, mathematics, operations research, management, or a 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

- 4 years of acquisition experience in science or engineering
- (Desired) 4 additional years of experience in acquisition positions of increasing responsibility and complexity

TRAINING

- SYS 301 Advanced Systems Planning, Research, Development and Engineering [HV1]
- (Desired) Any mandatory DAU Level 200 or Level 300 course in Acquisition Logistics; Program Management; Production, Quality and Manufacturing; Information Technology; or Test and Evaluation

TEST AND EVALUATION

LEVEL I

EDUCATION

Baccalaureate degree in engineering, physics, chemistry, mathematics, or a related field; or at least 10 years of acquisition experience in Systems Planning, Research, Development and Engineering (as of October 1, 1991)

EXPERIENCE

1 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]

LEVEL II

EDUCATION

- Baccalaureate degree in engineering, physics, chemistry, mathematics, or a related field; or at least 10 years of acquisition experience in Systems Planning, Research, Development and Engineering (as of October 1, 1991)
- (Desired) Master's degree in one of the above fields
- (Desired) Two 3-CEU technical courses in a test and evaluation specialty area
- (Desired) Meet Acquisition Corps education requirements

EXPERIENCE

- 2 years of acquisition experience, of which at least 1 year is test and evaluation experience
- (Desired) An additional 2 years of acquisition experience, of which 1 year is test and evaluation experience

TRAINING

- ACQ 201 Intermediate Systems Acquisition [JHA]
- TST 202 Intermediate Test and Evaluation [QMI]

LEVEL III

EDUCATION

- Baccalaureate degree in engineering, physics, chemistry, mathematics, or a related field; or at least 10 years of acquisition experience in Systems Planning, Research, Development and Engineering (as of October 1, 1991)
- (Desired) At least 12 semester hours from among accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, business, quantitative methods, or organization and management (DANTES or CLEP exams may be substituted.)
- (Desired) Master's degree in physical science, mathematics, chemistry, engineering, physics, operations research, or a related field
- (Desired) One 3-CEU technical course (in addition to those required at Level II) in a test and evaluation specialty area

EXPERIENCE

- 4 years of acquisition experience, of which at least 2 years is test and evaluation experience
- (Desired) 4 additional years of acquisition experience, of which at least 2 years is test and evaluation experience

TRAINING

- TST 301 Advanced Test and Evaluation [QL9]

Mandatory standard Desired standard No standard set Option for meeting mandatory standard Option for meeting desired standard

Appendix C — Assignment-specific Training

Assignment-specific courses are identified by the Under Secretary of Defense for Acquisition, Technology and Logistics as integral to the education and training of Department of Defense (DoD) Acquisition, Technology, and Logistics (AT&L) workforce personnel. These courses are offered by 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 it does for other courses.

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

DAU maintains complete student records for courses taught since the University began offering instruction in 1993, but tracking student requirements and recording completion of these courses in employee personnel records are Component responsibilities.

Course descriptions are provided in Chapter 4 of this Catalog, and instructions for registering for classes are provided in Chapter 2. 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 Web site at <http://www.dau.mil>.

ACQ 201

INTERMEDIATE SYSTEMS ACQUISITION

This course is assignment-specific only for contracting personnel. All contracting personnel who are assigned to a major program or who devote at least 50 percent of their time to a major acquisition program are required to take this course at Level III. ACQ 201 should be taken at Level II within 1 year of assignment to a major Defense acquisition program.

BCF 102

FUNDAMENTALS OF EARNED VALUE MANAGEMENT

Workforce analysts who are responsible for analyzing Earned Value Management (EVM) data or

who need a basic understanding of EVM concepts to perform some aspects of their duties should take BCF 102. Attendees typically include employees of program/project management offices, the Defense Contract Management Agency, dedicated support matrix organizations, and Service headquarters support matrix organizations.

BCF 203

INTERMEDIATE EARNED VALUE MANAGEMENT

DoD AT&L workforce personnel should take BCF 203 if their duties include integrating earned value data to perform the following functions: (1) awarding/administering contracts, reviewing or performing surveillance on contractor's management control systems, or supporting Integrated Baseline Reviews as outlined in DoD 5000.2-R, Part 3.3.4.3 (Cost Performance); or (2) evaluating, analyzing, or using earned value data. Attendees typically include employees of program/project management offices, the Defense Contract Management Agency, dedicated support matrix organizations, and Service headquarters support matrix organizations.

BCF 206

COST RISK ANALYSIS

This course should be taken by DoD AT&L workforce personnel whose duties include: (1) developing and/or evaluating cost estimates for such areas as procurement, software, research and development, weapon systems, etc.; (2) planning and managing DoD systems acquisition; (3) evaluating and negotiating contract proposals; and (4) performing cost and performance tradeoff analyses. Participants typically include members from the Business, Cost Estimating, and Financial Management community as well as program/project managers and personnel in contracting; systems planning, research, development, and engineering; and information technology.

BCF 207

ECONOMIC ANALYSIS

DoD AT&L workforce personnel should take BCF 207 if their duties include: (1) developing and/or evaluating costs and benefits of alternative courses of action involved in decisions (i.e., lease vs. buy, in-house vs. contractor, privatization or outsourcing, or repair or replace) and/or (2) preparing funding proposals for such programs as Operations and Support Cost

Reduction or Defense Working Capital Fund (Defense Business Operations Fund). Participants typically include members from the Business, Cost Estimating, and Financial Management community as well as program/project managers and personnel in contracting; systems planning, research, development and engineering; information technology; and non-DoD personnel who conduct economic analyses of materiel systems.

BCF 208

SOFTWARE COST ESTIMATING

The Software Cost Estimating course should be taken by DoD AT&L 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) for either embedded or stand-alone systems; (2) planning and managing DoD systems acquisitions; (3) evaluating and negotiating contract proposals; and (4) performing cost and performance tradeoff analyses. Participants typically include members from the Business, Cost Estimating, and Financial Management community, as well as program/project managers and personnel in contracting; systems planning, research, development and engineering; information technology; and non-DoD personnel who are involved in developing, testing, and/or costing software.

BCF 209

SELECTED ACQUISITION REPORT

This course should be taken by Acquisition Category (ACAT) ID/IC personnel who prepare, review, edit, or generate input to Selected Acquisition Reports (SARs) or who are responsible for ensuring that SARs are consistent with Cost Analysis Improvement Group procedures, SAR preparation guidelines, approved budgets, and approved acquisition program baselines. Attendees typically include employees of program/project management offices, dedicated support matrix organizations, Service headquarters support matrix organizations, and contract administration offices.

BCF 215

OPERATING AND SUPPORT COST ANALYSIS

Personnel involved in developing and/or evaluating Operating and Support (O&S) cost estimates, cost/performance tradeoffs, or total ownership cost reduction efforts should take BCF 215. The course is also appropriate as continuous learning for other personnel involved in defense acquisition.

BCF 802

SELECTED ACQUISITION REPORT REVIEW

Whenever there is a major update to the CARS software, usually on an annual basis, this course should be retaken by Acquisition Category (ACAT) ID/IC personnel who have duties that include preparing, reviewing, editing, or generating input to Selected Acquisition Reports (SARs) or who are responsible for ensuring that SARs are consistent with Cost Analysis Improvement Group procedures, SAR preparation guidelines, approved budgets, and approved acquisition program baselines. Those who attend will most likely come from program/project management offices, dedicated support matrix organizations, Service headquarters support matrix organizations, and contract administration offices. Attendees can also include contractors.

CON 232

OVERHEAD MANAGEMENT OF DEFENSE CONTRACTS

All contracting officers, buyers, price analysts, auditors, and contract administration personnel should take CON 232 if they are assigned to projects in which overhead situations are present and are important elements of cost. Course participants typically include members who are involved with major acquisitions or assigned to the Defense Contract Management Agency.

CON 233

COST ACCOUNTING STANDARDS WORKSHOP

The Cost Accounting Standards Workshop should be taken by contracting personnel, auditors, and attorneys involved in issues relating to Cost Accounting Standards (CAS). Procurement contracting officers as well as administrative contracting officers (Cognizant Federal Agency Officials (CFAOs)) benefit from instruction on applicability of CAS to contracts and on administrative issues. Auditors benefit from receiving Agency-neutral instruction and interfacing with the CFAOs. Attorneys that litigate CAS issues should also receive training in the area.

CON 234

CONTINGENCY CONTRACTING

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

CON 235

ADVANCED CONTRACT PRICING

Level II and III personnel should take CON 235 if they are 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 is required.

CON 236

CONTRACTUAL ASPECTS OF VALUE ENGINEERING

Contracting, program management, and functional personnel should take CON 236 if they might be involved in Value Engineering (VE) applications or if they support major weapons 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 the contractual aspects of VE, the Integrated Product Team/Integrated Product and Process Development (IPT/IPPD) approach is emphasized regarding the utility of value methodology and the resulting VE change proposals.

CON 237

SIMPLIFIED ACQUISITION PROCEDURES

This self-paced, Web-based course is designed as a continuing education tool for all personnel requiring knowledge of simplified acquisition procedures.

CON 243

ARCHITECT-ENGINEER CONTRACTING

Military and civilian workforce members in the Contracting career field who are assigned contracting responsibilities for Architect-Engineer (A-E) contracts should take CON 243. Whenever practical, students should attend prior to assuming duties in A-E contracting.

CON 244

CONSTRUCTION CONTRACTING

The Construction Contracting course is intended for military and civilian 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 this course prior to assuming duties in construction contracting.

GRT 201

GRANTS AND AGREEMENTS MANAGEMENT

This course should be taken by all contracting personnel with grants management responsibilities and by all acquisition personnel who have been assigned the responsibilities of a contracting officer's representative or contracting officer's technical representative for a DoD grant.

PMT 202

MULTINATIONAL PROGRAM MANAGEMENT

All personnel involved in an international defense cooperative research, development, and acquisition program should take PMT 202.

PMT 203

INTERNATIONAL SECURITY AND TECHNOLOGY TRANSFER/CONTROL

This course should be taken by all personnel involved in an international defense acquisition program in other than a managerial capacity. Participants will typically include members of the following career fields: Program Management; Contracting; Test and Evaluation; Systems Planning, Research, Development and Engineering; and Business, Cost Estimating, and Financial Management.

PMT 304

ADVANCED INTERNATIONAL MANAGEMENT WORKSHOP

All personnel involved in an international defense acquisition program should take PMT 304, especially if they are involved in international project agreements.

PMT 401

PROGRAM MANAGER'S COURSE

This executive-level course is designed for specially selected, Level III certified DoD AT&L workforce members who are potential leaders of major acquisition programs, integrated product teams, and SYSCOM/MAJCOM divisions. Attendees must be GS-14/O-5 or above with extensive experience in acquisition, to include 4 years in, or in direct support of, a PMO. Selected representatives from industry may attend.

PMT 402

EXECUTIVE PROGRAM MANAGER'S COURSE

The Executive Program Manager's Course is statutorily required for personnel selected to a critical

acquisition position as a program executive officer, program manager, or deputy program manager of a major defense acquisition program or a significant nonmajor defense acquisition program in Acquisition Category (ACAT) I or II.

PMT 403 (Formerly PMT 305) **PROGRAM MANAGER'S SKILLS (ACAT III PROGRAMS)**

This course is designed to update newly designated Acquisition Category (ACAT) III program/product managers and their deputies on current acquisition policy, principles, and practices. PMT 403 includes lessons learned from recent experiences and instruction on how to operate as a program manager in the current environment.

PQM 103 **DEFENSE SPECIFICATION MANAGEMENT**

Personnel who are responsible for writing, reviewing, coordinating, applying, or using specifications and related documents should take PQM 103.

PQM 104 **SPECIFICATION SELECTION AND APPLICATION**

This course should be taken by personnel who are involved in setting requirements and making standardization decisions. Also, personnel who use specifications and standards but are not actively involved in the development or management of requirements documentation could benefit from PQM 104.

PQM 202 **COMMERCIAL AND NONDEVELOPMENTAL ITEM ACQUISITION**

This course is intended for personnel who are involved in the acquisition of commercial and nondevelopmental items. This includes personnel who locate and evaluate potential items, plan for support of items, select and prepare requirements documents, or manage item test evaluations and quality.

PQM 203 **PREPARATION OF COMMERCIAL ITEM DESCRIPTIONS**

Personnel who prepare or review commercial item descriptions and use market research techniques to identify commercial items should take PQM 203.

PQM 212 **MARKET RESEARCH**

The Market Research Course is intended for personnel who gather and use market information when conducting cost, schedule, and performance tradeoff analyses; determining whether items and services are commercial; or developing acquisition plans, requirements documents, support plans, test plans, and evaluation factors.

SAM 101 **BASIC SOFTWARE ACQUISITION MANAGEMENT**

SAM 101 is required for those in acquisition positions who have duties that include software acquisition management or who work in development programs in which \$20 million or more is spent on software, procurement programs in which \$30 million or more is spent on software, programs in which \$1 million or more is spent on sustainment costs for software annually, or programs in which post-deployment software support is ongoing. SAM 101 is an excellent introductory course for personnel of any rank/grade or acquisition career level involved in management of DoD software-intensive systems.

SAM 201 **INTERMEDIATE SOFTWARE ACQUISITION MANAGEMENT**

This course is required for acquisition personnel who are involved in any aspect of managing DoD software-intensive systems. Priority for this course will be given to personnel who manage software development and/or acquire software and who work in development programs in which \$20 million or more is spent on software, procurement programs in which \$30 million or more is spent on software, programs in which \$1 million or more is spent on sustainment costs for software annually, or programs in which post-deployment software support is ongoing.

SAM 301 **ADVANCED SOFTWARE ACQUISITION MANAGEMENT**

The SAM 301 course is required for acquisition personnel involved in any aspect of managing DoD software-intensive systems. Priority for this course will be given to personnel who manage software development and/or acquire software and who work in development programs in which \$20 million or more is spent on software, procurement programs in which \$30 million or more is spent on software, programs in which \$1 million or more is spent on sustainment costs for software annually, or programs in which post-deployment software support is ongoing.

Appendix D — Equivalencies

Several training providers offer courses that have been certified equivalent to DAU curriculum courses and can be used to meet the requirements of the Defense Acquisition Workforce Improvement Act (DAWIA). The following matrix provides a summary of these courses and the training providers that offer them. It is important to note

that these courses must be completed during the specified effective dates. For more information on these equivalencies, contact Ms. Lisa Johnson at (703) 805-3503, DSN 655-3503, or by e-mail at lisa.johnson@dau.mil. For updates go to <http://www.dau.mil/learning/appg.asp>.

CONTRACTOR EQUIVALENCIES

Contractor	DAU Course	Contractor Course	Effective Dates
Atlantic Mgmt. Center, Inc. 6066 Leesburg Pike, Suite 700 Falls Church, VA 22041 (703) 256-0509	CON 301	Executive Contracting Seminar for Federal Civilian Agencies	10/26/98–10/15/03
BAE Systems 76 Hammarlund Way Tech Plaza 3 Middletown, RI 02842-5632 (401) 846-5500	SYS 201	Intermediate Systems Planning, Research, Development and Engineering Course	6/5/02–6/5/04
Business Mgmt. Research Associates, Inc. (BMRA) Fair Oaks Plaza, Suite 440 11350 Random Hills Road Fairfax, VA 22030 (703) 691-0868	CON 101	Acquisition Planning I	3/1/99–12/6/02
		Contract Formation I	3/1/99–12/6/02
		Contract Administration I	3/1/99–12/6/02
	CON 104	Price Analysis	3/1/99–4/2/04
		Cost Analysis	3/1/99–4/2/04
	CON 202	Federal Contract Negotiation	3/1/99–4/2/04
		Acquisition Planning II	5/1/01–6/4/04
Contract Formation II		5/1/01–6/4/04	
CON 204	Contract Administration II	5/1/01–6/4/04	
CON 204	Intermediate Contract Pricing	3/1/99–4/2/04	
CON 210	Government Contract Law	3/1/99–4/2/04	
ESI International 4301 Fairfax Drive, Suite 800 Arlington, VA 22203 (703) 558-3000	CON 101	Federal Contract Basics	2/25/02–2/25/04
		Source Selection: The Best Value Process	2/25/02–2/25/04
		Operating Practices in Contract Administration	2/25/02–2/25/04
	CON 104	Contract Pricing	3/28/02–3/28/04
		Source Selection: The Best Value Process Negotiation Strategies and Techniques	3/28/02–3/28/04
Management Concepts, Inc. (MCI) 8230 Leesburg Pike Suite 800 Vienna, VA 22182 (703) 790-9595	CON 101	1022 Contract Administration I	10/1/99–4/2/04
		1112 Contract Formation I	10/1/99–4/2/04
		1111 Acquisition/Procurement Planning I	10/1/99–4/2/04
	CON 104	1166 Price Analysis	10/1/99–4/2/04
		1165 Cost Analysis	10/1/99–4/2/04
		1016 Federal Contract Negotiation Techniques	10/1/99–4/2/04
		1211 Acquisition/Procurement Planning II	10/1/99–6/15/04
	CON 202	1212 Contract Formation II	10/1/99–6/15/04
		1213 Contract Administration II	10/1/99–6/15/04

Contractor	DAU Course	Contractor Course	Effective Dates
Management Concepts, Inc. (MCI) (Cont.)	CON 204	1204 Intermediate Contract Pricing	3/1/00–4/2/04
	CON 210	1210 Government Contract Law	12/1/99–4/2/04
	CON 243	1032 Architect-Engineer Services Contracting	11/1/99–6/15/04
	CON 244	1021 Construction Contracting	3/1/99–6/15/04
Northwest Procurement Institute, Inc. (NPI) P.O. Box 1328 Edmonds, WA 98020 (425) 776-0414	CON 101	Acquisition Planning I	12/1/01–1/22/04
		Contract Formation I	12/1/01–1/22/04
		Contract Administration I	12/1/01–1/22/04
	CON 104	Price Analysis	1/1/00–11/28/03
		Cost Analysis	1/1/00–11/28/03
		Federal Contract Negotiation Techniques	1/1/00–11/28/03
	CON 202	Acquisition Planning II	1/1/00–4/15/02
		Contract Formation II	1/1/00–4/15/02
		Contract Administration II	1/1/00–4/15/02
	CON 204	Intermediate Contract Pricing	10/1/00–10/15/03
	CON 210	Contract Law	1/1/00–12/14/03
	CON 243	Architect and Engineering Services	1/1/00–12/21/03

COLLEGE/UNIVERSITY EQUIVALENCIES

College/University	DAU Course	College/University Course	Effective Dates
Athens State University (formerly Athens College) 300 N. Beaty Street Athens, AL 35611 Dr. Robert Gulbro (256) 233-8116	CON 101	PR 394 Introduction to Procurement	9/18/98–9/18/01
Bowie State University 14000 Jericho Road Bowie, MD 20715-9465 Ms. Dora Harper Thomas (301) 860-4000	CON 101	CON 101 Fundamentals of Contracting	9/18/98–9/18/03
	CON 104	CON 104 Fundamentals of Contract Pricing	9/18/98–9/18/03
	CON 202	CON 202 Intermediate Contracting	9/18/98–9/18/03
	CON 204	CON 204 Intermediate Contract Pricing	9/18/98–9/18/03
	CON 210	CON 210 Government Contract Law	9/18/98–9/18/03
College of Southern Maryland (formerly Charles County Community College) P.O. Box 910 LaPlata, MD 20646-0910 Mr. Rex Bishop (301) 934-7518	CON 101	BAD 1451 Fundamentals of Contracting I	9/18/98–9/18/05
		BAD 1461 Fundamentals of Contracting II	9/18/98–9/18/05
	CON 104	BAD 1471 Fundamentals of Contract Pricing	9/18/98–9/18/03
		BAD 1481 Negotiations	9/18/98–9/18/03
	CON 210	BAD 1465 Government Contract Law	9/18/98–9/18/03
	CON 211	BAD 1485/1486 Intermediate Contracting	Taken Prior to 10/1/94
Florida Institute of Technology 1501 Robert J. Conlan Blvd. NE Suite 140 Palm Bay, FL 32905 (321) 729-9774	CON 104	MGT 5214 Cost Principles, Effectiveness and Control	9/18/98–9/18/03
		MGT 5218 Negotiations and Incentive Contracts	9/18/98–9/18/03
	CON 104	BUS 5214 Advanced Procurement and Contract Management	Taken Prior to 12/31/97
		BUS 5218 Contract Negotiation Incentive Contracts	Taken Prior to 12/31/97

College/University	DAU Course	College/University Course	Effective Dates
Florida Institute of Technology (Cont.)	CON 201	MAN 5231 Government Contract Law	Taken Prior to 12/31/97 7/23/98–9/18/03
	CON 210	MGT 5231 Government Contract Law	
	CON 211	MAN 5211 Procurement and Contract Management Pre-Award	Taken Prior to 10/1/94
	CON 221	MAN 5212 Advanced Procurement and Contract Management	Taken Prior to 12/31/97
George Washington University The School of Business and Public Management Department of Marketing, Logistics, and Operations Management 2121 I Street NW Washington, DC 20052 (202) 994-6380	CON 101	Pricing and Negotiation	Taken Prior to 12/31/97
	CON 104	Procurement and Contracting	Taken Prior to 12/31/97
	CON 221	Government Contract Administration	Taken Prior to 12/31/97
Georgia College and State University Logistics Education Center 620 Ninth Street Robbins Air Force Base, GA 31098-2232 Mr. Bobby Graham	CON 201	Government Contract Law	Taken Prior to 12/31/97
	CON 101	GPC 101 Intro to Government Contracts Procurement/Contract Management	Taken Prior to 12/31/97
	CON 104	GPC 201 Government Contract Cost and Price Analysis	Taken Prior to 12/31/97
Massachusetts Bay Community College 50 Oakland Street Wellesley Hills, MA 02481 (781) 239-3000	CON 201	GPC 205 Government Contract Law	Taken Prior to 12/31/97
	CON 101	BU 1112 Management of Defense Acquisition Contracts	Taken Prior to 12/31/97
	CON 104	BU 8140 Principles of Contract Pricing	Taken Prior to 12/31/97
Middlesex Community College 33 Kearney Square Lowell, MA 01852-1987 Ms. Judith Burke (978) 656-3143	CON 104	BU 1113 Contract Negotiation	Taken Prior to 12/31/97
	CON 201	BU 1106 Government Contract Law	Taken Prior to 12/31/97
	CON 101	ACQ 121 Intro to Procurement and Contract Acquisition Management I	9/18/98–5/15/02
Northern Virginia Community College Business Division Alexandria Campus 3001 N. Beauregard Street Alexandria, VA 22311 Dr. Ron Wheeler (703) 845-6313	CON 104	ACQ 122 Intro to Procurement and Contract Acquisition Management II	9/18/98–5/15/02
	CON 104	ACQ 216 Cost and Price Analysis	9/18/98–2/13/04
	CON 104	ACQ 218 Negotiations of Contracts and Contract Modifications	9/18/98–2/13/04
	CON 202	ACQ 221 Advanced Acquisition and Procurement Management I	9/18/98–2/13/04
	CON 202	ACQ 222 Advanced Acquisition and Procurement Management II	9/18/98–2/13/04
	CON 204	ACQ 295 Intermediate Cost and Price Analysis	9/18/98–2/13/04
	CON 210	ACQ 215 Contract Law	5/24/99–2/13/04
	CON 221	ACQ 235 Intermediate Post-Award Contracting	Taken Prior to 12/31/97

Note: For current information on equivalencies, visit <http://www.dau.mil/learning/appg.asp>.

College/University	DAU Course	College/University Course	Effective Dates
Pensacola Junior College Warrington Campus 5555 West Highway 98 Pensacola, FL 32507 (850) 484-2347	CON 101	PAD 1861 Acquisition and Procurement I	Taken Prior to 12/31/97
		PAD 1862 Acquisition and Procurement II	Taken Prior to 12/31/97
	CON 104	PAD 2886 Contract Pricing and Negotiation I	Taken Prior to 12/31/97
		PAD 2867 Contract Pricing and Negotiation II	Taken Prior to 12/31/97
	CON 201	PAD 1630 Government Contract Law	Taken Prior to 12/31/97
	CON 211	PAD 1863 Acquisition and Procurement III	Taken Prior to 10/1/94
	CON 221	PAD 1864 Acquisition and Procurement IV	Taken Prior to 12/31/97
Richard Bland College of the College of William and Mary 11301 Johnson Road Petersburg, VA 23805 Dr. Anne-Marie McCartan (804) 862-6244	CON 101	BUS 253A Acquisition Part I	9/18/98–9/18/03
		BUS 253B Acquisition Part II	9/18/98–9/18/03
	CON 104	BUS 255A Principles of Contract Pricing I	9/18/98–9/18/03
		BUS 255B Principles of Contract Pricing II	9/18/98–9/18/03
	CON 210	BUS 256 Contract Law	9/18/98–9/18/03
	CON 201	BUS 256 Contract Law	Taken Prior to 12/31/97
San Diego City College Business Division 1313 Twelfth Avenue San Diego, CA 92101 Mr. Jim Conrad (619) 532-3439	CON 101	Business 160 MDACC Basic Part I	Taken Prior to 12/31/97
		Business 162 MDACC Basic Part II	9/18/98–9/18/01
	CON 104	Business 164 Principles of Contract Pricing and Negotiation I	Taken Prior to 12/31/97
		Business 166 Principles of Contract Pricing and Negotiation II	Taken Prior to 12/31/97
	CON 201	Business 168 Government Contract Law	Taken Prior to 12/31/97
	CON 202	Business 168 and 170 Intermediate Contracting	9/18/98–9/18/01
	CON 211	Business 170 MDACC Advanced I	Taken Prior to 10/1/94
	CON 221	Advanced Contract Administration	Taken Prior to 12/31/97
Santa Ana College (formerly Rancho Santiago College) Garden Grove Center 11277 Garden Grove Blvd. Garden Grove, CA 92843-1337 Mr. Don Bargabus (714) 564-5531	CON 101	Management of Defense Acquisition Contracts I	Taken Prior to 12/31/97
	CON 104	Principles of Contract Pricing	Taken Prior to 12/31/97
	CON 201	Government Contract Law	Taken Prior to 12/31/97
	CON 211	Management of Defense Acquisition Contracts II	Taken Prior to 12/31/97
	CON 221	Advanced Contract Administration	Taken Prior to 10/1/94
Tidewater Community College Portsmouth Campus 7000 College Drive Portsmouth, VA 23703 Ms. Betty Hill (757) 822-2301	CON 101	ACQ 121 Intro to Procurement and Acquisition Management I	Taken Prior to 12/31/97
		ACQ 122 Intro to Procurement and Acquisition Management II	Taken Prior to 12/31/97
	CON 104	ACQ 231 Principles of Pricing and Negotiations I	Taken Prior to 12/31/97
		ACQ 232 Principles of Pricing and Negotiations II	Taken Prior to 12/31/97
	CON 201	ACQ 215 Contract Law	Taken Prior to 12/31/97
	CON 211	ACQ 221 Advanced Procurement and Acquisition Management I	Taken Prior to 10/1/94

Note: For current information on equivalencies, visit <http://www.dau.mil/learning/appg.asp>.

College/University	DAU Course	College/University Course	Effective Dates
University of California, Irvine University Extension P.O. Box 6050 Irvine, CA 92697 Ms. Angela Jeantet (949) 824-4661	CON 104	Financial Aspects of Contract Management and Contract Acquisition and Negotiation	Taken Prior to 12/31/97
	CON 201	Principles of Contract Formation & Contract Law: Performances & Remedies	Taken Prior to 12/31/97
University of Central Florida College of Business Admin. Department of Management 4000 Central Florida Blvd. Building 45 Orlando, FL 32816-1400 (407) 823-5569	CON 101	Introduction to Federal Acquisition	Taken Prior to 12/31/97
	CON 104	Cost and Price Analysis and Contract Negotiations	Taken Prior to 12/31/97
	CON 201	Government Contract Law	Taken Prior to 12/31/97
	CON 221	Contract Administration (Post-Award)	Taken Prior to 12/31/97
University of Dallas Graduate School of Mgmt. Industrial Management Dept. 1845 East Northgate Drive Irving, TX 75062 Dr. David Gordon (972) 721-5354	CON 101	MGT 6380 Pre-Award Procurement	Taken Prior to 12/31/97
	CON 104	MGT 6348 Contract Pricing and Negotiation	Taken Prior to 12/31/97
	CON 201	MGT 6381 Procurement Law	Taken Prior to 12/31/97
	CON 221	MGT 6382 Post-Award Procurement	Taken Prior to 12/31/97
University of the District of Columbia School of Business and Public Administration 4200 Connecticut Avenue NW Building 52, Suite 508 Washington, DC 20008 (202) 274-7000	CON 101	0211-305 The Federal Acquisition Systems	Taken Prior to 12/31/97
	CON 104	0211-406 Cost and Price Analysis	Taken Prior to 12/31/97
	CON 201	0211-408 Procurement Law	Taken Prior to 12/31/97
	CON 211	0211-306 Public Contracts	Taken Prior to 10/1/94
	IND 101	0211-405 Government Property Management	Taken Prior to 12/31/97
University of Indianapolis School of Business 1400 East Hanna Avenue Indianapolis, IN 46227-3697 Dr. James Conrad (317) 788-3378	CON 101	Principles of Procurement	Taken Prior to 9/30/97
	CON 104	Cost and Price Principles and Contract Negotiations	Taken Prior to 9/30/97
	CON 201	Government Contract Law	Taken Prior to 9/30/97
	CON 221	Advanced Contract Administration	Taken Prior to 9/30/97
University of Phoenix Academic Program Manager 4615 East Elwood Street Phoenix, AZ 85040 (480) 966-5394	CON 101	GCM 601 Principles of the Acquisition Process	Taken Prior to 12/31/97
	CON 104	GCM 603 Principles of Contract Pricing, Estimating, and Analysis GCM 607 Government Contract Negotiation Techniques	Taken Prior to 12/31/97
	CON 201		GCM 606 Government Contract Law
	CON 221	GCM 604 Management of Government Acquisition Contracts	Taken Prior to 12/31/97
	University of St. Thomas 2115 Summit Avenue St. Paul, MN 55105 Mr. Joseph R. Clements (651) 962-5192	CON 101	MBGC 701 Principles of Procurement
CON 104		MBGC 702 Pricing and Negotiation	Taken Prior to 12/31/97
CON 221		MBGC 703 Advanced Contract Administration	Taken Prior to 12/31/97

College/University	DAU Course	College/University Course	Effective Dates
University of Virginia Div. of Continuing Education 7054 Haycock Road Falls Church, VA 22043 Ms. Carol Beechler (703) 536-1136	CON 101	PC 401 Procurement and Contracting	Taken Prior to 12/31/97
	CON 101	PC 401 Procurement and Contract Management (Resident Version)	9/20/00–7/20/03
	CON 104	PC 403 Cost and Price Analysis	Taken Prior to 12/31/97 9/1/00–12/14/03
		PC 405 Negotiation of Contracts and Modifications	Taken Prior to 12/31/97 9/1/00–12/14/03
	CON 201	PC 404 Principles of Law for Contract Formation	Taken Prior to 12/31/97
	CON 204	PC 502 Advanced Cost and Price Analysis	9/1/00–2/11/04
	CON 210	PC 506 Federal Acquisition Case Studies	9/6/00–8/16/03
CON 221	PC 402 Contract Administration	Taken Prior to 12/31/97	
University of West Florida Div. of Administrative Studies 11000 University Parkway Pensacola, FL 32514-0102 Dr. Kato Keeton (850) 474-2184	CON 101	PAD 5855 Acquisition Management	Taken Prior to 12/31/97
	CON 104	PAD 5857 Cost and Pricing	Taken Prior to 12/31/97
		PAD 5853 Contract Negotiation	Taken Prior to 12/31/97
	CON 201	PAD 5854 Government Contract Law	Taken Prior to 12/31/97
	CON 221	PAD 5852 Advanced Contract Administration	Taken Prior to 12/31/97
Webster University 470 East Lockwood Avenue St. Louis, MO 63119-3194 Dr. Joseph F. Olszewski (314) 968-6972	CON 101	PROC 5000 Procurement and Acquisition Management	9/18/98–9/18/05
	CON 104	PMG 583 Pricing	Taken Prior to 12/31/97
		PMG 584 Negotiations	Taken Prior to 12/31/97
	CON 104	PROC 5830 Pricing	9/18/99–3/6/04
		PROC 5840 Negotiations	9/18/99–3/6/04
	CON 201	PMG 589 Government Procurement Law	Taken Prior to 12/31/97
CON 210	PROC 5890 Government Contract Law	9/18/98–9/18/03	
West Coast University 4021 Rosewood Avenue 3 rd Floor Los Angeles, CA 90004 (877) 505-4928	CON 211	BMGT 574 Contract Administration	Taken Prior to 12/31/97
	CON 211	BMGT 577 Systems Acquisition and Program Management	Taken Prior to 12/31/97
	CON 201	BMGT 575 Legal Issues in Acquisition	Taken Prior to 12/31/97
Western New England College Off-Campus Division Devens Center Sherman Square Technology Park 94 Jackson Road Suite 211 Devens, MA 01432 Hanscom Center ABG/DPE, Building 1728 Hanscom Air Force Base, MA 01731-5000	CON 101	MAN 202 Principles of Acquisition Contracting	Taken Prior to 12/31/97
	CON 104	MAN 203 Principles of Contract Pricing	Taken Prior to 12/31/97
	CON 201	LS 403 Government Contract Law	Taken Prior to 12/31/97
	CON 211	LS 692 Principles of Government Contracting	Taken Prior to 10/1/94
	CON 104	AC 640 Principles of Cost and Price Analysis	Taken Prior to 12/31/97
		MAN 401 Contract Negotiations	Taken Prior to 12/31/97
	CON 221	LS 693 Administration of Government Contracts	Taken Prior to 12/31/97

Note: For current information on equivalencies, visit <http://www.dau.mil/learning/appg.asp>.

DoD SCHOOL EQUIVALENCIES

DoD School	DAU Course	DoD Course	Effective Dates	
Air Force Institute of Technology (AFIT) (937) 255-7777 DSN: 785-7777	CON 104	CMGT 545 Cost and Price Theory	12/12/94–9/30/98	
	CON 210	LAWS 550 Legal Principles of Government Contracting	12/12/94–9/30/98	
	LOG 205	LOG 260 Provisioning Management	8/1/96–9/30/98	
Army Logistics Management College (ALMC) (804) 765-4980/4737	ACQ 101	ALMC-ML Materiel Acquisition Management (MAM) Course	11/1/96–8/23/02	
	ACQ 201	ALMC-ML Materiel Acquisition Management (MAM) Course	1/1/97–8/23/02	
Information Resources Management College (IRMC) (202) 685-6300	IRM 303	Advanced Management Program (AMP)	9/1/96–9/30/98	
Naval Postgraduate School (831) 656-2441/2 DSN: 878-2441/2	ACQ 101	MN 3221 Principles of Acquisition and Program Management I	3/1/96–9/30/01	
	ACQ 101	MN 3331 Principles of Systems Acquisition and Program Management	4/1/00–9/30/05	
	ACQ 201	MN 3331 Principles of Systems Acquisition and Program Management	4/1/00–9/30/05	
	ACQ 201	MN 3222 Principles of Acquisition and Program Management II	3/1/96–9/30/01	
	CON 101	MN 3303 Principles of Acquisition and Contract Management	10/1/92–9/30/03	
	CON 104/204	MN 3304 Contract Pricing and Negotiations	10/1/92–9/30/03	
	CON 202	MN 3315 Acquisition Management and Contract Administration	10/1/92–9/30/03	
	CON 210	MN 3312 Contract Law	10/1/92–9/30/03	
	CON 301	MN 2302 Seminar for Acquisition and Contracting Students	10/1/92–9/30/03	
	CON 333	MN 4371 Acquisition and Contracting Policy	8/1/97–9/30/03	
	LOG 304	MN 4470 Strategic Planning & Policy for the Logistics Manager	8/1/97–9/30/03	
	PMT 250	Principles of Systems Acquisition and Program Management	7/8/02–9/30/05	
	PMT 302	Advanced Acquisition Program (AAP)	2/1/01–9/30/02	
	PQM 101/201	MN 3384 Principles of Acquisition Production & Quality Management	3/1/97–9/30/03	
	SAM 201	MN 3309 Acquisition of Embedded Weapon Systems Software	11/1/97–9/30/03	
	SYS 201	EO 4011 Systems Engineering for Acquisition Managers	6/14/96–9/30/03	
	SYS 301	MN 4012 Management of Advanced Systems Engineering	8/4/00–9/30/03	
	TST 202/301	OS 4601 Test and Evaluation	10/1/94–9/30/03	
	TST 202	OS 4602 Test and Evaluation Management	3/1/96–9/30/01	
	<u>Acquisition and Contract Management (815/835) Degree Program</u>			
	CON 101, 104, 202, 204, 210, 301, 333			10/1/92–9/30/03

DoD School	DAU Course	DoD Course	Effective Dates
Naval Postgraduate School (Cont.)	<u>Systems Acquisition Management (816/836) Degree Program</u>		
	ACQ 101		3/1/96–9/30/03
	ACQ 201		3/1/96–9/30/02
	CON 101		3/1/96–9/30/03
	LOG 304		8/1/97–9/30/03
	PMT 302		3/1/96–9/30/02
	PQM 101		3/1/96–9/30/03
	PQM 201		3/1/96–9/30/03
	SAM 201		11/1/97–9/30/03
	SYS 201		3/1/96–9/30/03
TST 202		3/1/96–9/30/03	
TST 301		1/1/97–9/30/03	
Naval War College (401) 841-2015 DSN: 948-2015	ACQ 201	FE 574 Principles of Acquisition and Program Management	10/1/97–9/30/02
	SYS 201	WE 548 DoD Weapons Systems Development and Deployment	1/11/95–9/30/01
345 th Training Squadron DSN: 472-4936	ACQ 101	Acquisition Fundamentals (5 Weeks) (L3OQR63A1-001)	1/11/95–9/30/00
	CON 101	Contracting Fundamentals (L3OBR64P1-000)	10/1/00–6/6/03
	CON 101	Contracting Apprenticeship (L3ABR6C031-005)	3/1/01–6/6/03
	PUR 101	Contracting Career Development (CDC6C051A/CDC6C051B) Purchasing 101 (L3ABR6C031-005)	3/1/01–6/6/03 10/1/97–9/30/98
U.S. Air Force Test Pilot School (661) 277-3131 DSN: 527-3131	TST 202	Test Pilot School	6/1/96–9/30/98 5/1/99–9/30/03
U.S. Army Command and General Staff College (913) 684-5329	ACQ 201	A425 Intermediate Systems Acquisition	6/1/99–9/30/02
	CON 101	A423 Contract Fundamentals	1/1/97–9/30/02
	CON 104	A424 Contract Pricing	1/1/97–9/30/02
	CON 204	A427 Intermediate Contract Pricing	6/1/99–9/30/02
	CON 210	U254 Government Contract Law	6/1/99–9/30/02
	IRM 201	A426 Intermediate Information Systems Acquisition	6/1/99–9/30/02
U.S. Army Test and Evaluation Command (ATEC) (703) 695-7389 DSN: 225-7389	TST 202	Army Test and Evaluation Basic Course (TEBC)	3/27/00–8/27/03
U.S. Navy Engineering Duty Officer School (805) 982-6157	ACQ 101	EDO Basic Course	12/21/95–12/6/03
	ACQ 201		1/1/97–3/31/03
U.S. Navy Test Pilot School (301) 342-4131 DSN: 342-4131	TST 101	Test Pilot School	6/1/97–9/30/03
	TST 202		10/1/96–9/30/98
			5/1/99–9/30/03

Note: For current information on equivalencies, visit <http://www.dau.mil/learning/appg.asp>.

Appendix E — Continuing Education Units

Acquisition, technology, and logistics employees may meet professional association continuing education requirements by taking DAU-sponsored courses. DAU is a member of the International Association for Continuing Education and Training (IACET), a nonprofit membership group of over 650 organizations and individuals involved in continuing education. As such, DAU is an authorized provider of Continuing Education Units (CEUs), a measure of continuing education participation for many professional associations and organizations. CEUs can also be converted to Continuous Learning Points (CLPs) to meet the DoD

continuous learning requirements. Generally, 1 CEU equals 10 CLPs. (Please note that CEUs are not measures of academic credit. See Appendix F for DAU courses eligible for academic credit.)

The following table provides the CEUs for each DAU-sponsored course, which may be applied toward professional requirements. For more information on CEUs, contact Ms. Lisa Johnson at (703) 805-3503, DSN 655-3503, or lisa.johnson@dau.mil. For updates, consult the online DAU Catalog at <http://www.dau.mil>.

CONTINUING EDUCATION UNITS (FOR COURSES TAKEN AFTER JANUARY 1, 1997)

Course		CEUs
ACQ 101	Fundamentals of Systems Acquisition Management	
	through 6/1/97	5.4
	6/2/97–1/31/99	4.7
	beginning 2/1/99	2.5
ACQ 201	Intermediate Systems Acquisition	
	through 6/1/97	13.7
	6/2/97–9/30/99	9.9
	10/1/99–3/1/01	9.4
	3/2/01–4/12/01	9.05
	beginning 04/13/01	7.2
ACQ 401	Senior Acquisition Course	54.0
ACQ 402	Executive Management Course	9.6
ACQ 404	Systems Acquisition Management Course for General/Flag Officers	3.2
ACQ 405	Executive Refresher Course	
	through 3/1/01	6.4
	beginning 3/2/01	7.0
BCF 101	Fundamentals of Cost Analysis (formerly BCE 101)	
	through 3/1/01	9.9
	3/2/01–9/28/01	9.2
	beginning 9/29/01	6.4
BCF 102	Fundamentals of Earned Value Management (formerly BFM 102)	
	through 2/28/00	6.4
	3/1/00–3/1/01	6.5
	beginning 3/2/01	4.8
BCF 103	Fundamentals of Business Financial Management (formerly BFM 201)	
	through 3/1/01	3.0
	beginning 3/2/01	2.9

Course		CEUs
BCF 203	Intermediate Earned Value Management (formerly BFM 203)	
	through 3/1/01	8.0
	beginning 3/2/01	6.3
BCF 204	Intermediate Cost Analysis (formerly BCE 204)	
	through 3/1/01	8.9
	beginning 3/2/01	9.1
BCF 205	Contractor Finance for Acquisition Managers (formerly BFM 204)	
	through 3/1/01	3.0
	beginning 3/2/01	2.6
BCF 206	Cost Risk Analysis (formerly BCE 206)	
	through 3/1/01	2.8
	beginning 3/2/01	2.7
BCF 207	Economic Analysis (formerly BCE 207)	
	through 3/1/01	2.3
	beginning 3/2/01	2.0
BCF 208	Software Cost Estimating (formerly BCE 208)	
	through 3/1/01	6.7
	beginning 3/2/01	5.9
BCF 209	Selected Acquisition Report (formerly BFM 209)	
	through 3/1/01	3.0
	beginning 3/2/01	3.2
BCF 211	Acquisition Business Management	
	through 9/30/99	4.6
	beginning 10/01/99	4.2
BCF 215	Operating and Support Cost Analysis	2.6
BCF 301	Business, Cost Estimating, and Financial Management Workshop	
	through 3/1/01	5.4
	beginning 3/2/01	5.1
BCF 802	Selected Acquisition Report Review (formerly BFM 210)	
	through 3/1/01	1.8
	beginning 3/2/01	2.2
CAR 805	Contemporary Approaches to Acquisition in the Information Age	
	through 9/23/99	4.0
	9/24/99–3/1/01	3.6
	beginning 3/2/01	3.2
CON 100	Shaping Smart Business Arrangements	5.75
CON 101	Basics of Contracting	
	through 9/30/97	15.7
	10/1/97–3/1/01	16.0
	3/2/01–8/16/02 (Resident)	13.55
	beginning 3/25/02 (Distance Learning)	14.00
CON 102	Operational Level Contracting Fundamentals	
	through 9/30/97	14.0

Course		CEUs
CON 103	Facilities Contracting Fundamentals through 9/30/97	15.7
CON 104	Principles of Contract Pricing through 3/1/01	7.3
	3/2/01–8/23/01	9.25
	beginning 8/24/01	10.89
CON 202	Intermediate Contracting through 3/1/01	14.8
	beginning 3/2/01	9.95
CON 204	Intermediate Contract Pricing (formerly CON 231) through 9/30/98	5.2
	10/1/98–3/1/01	5.7
	beginning 3/2/01	6.45
CON 210	Government Contract Law (formerly CON 201) through 3/1/01	4.9
	beginning 3/2/01	6.45
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 through 3/1/01	5.8
	beginning 3/2/01	6.4
CON 233	Cost Accounting Standards Workshop	8.9
CON 234	Contingency Contracting through 3/1/01	8.5
	beginning 3/2/01	7.5
CON 235	Advanced Contract Pricing through 3/1/01	6.0
	beginning 3/2/01	6.85
CON 236	Contractual Aspects of Value Engineering (formerly CON 212)	2.8
CON 237	Simplified Acquisition Procedures	1.6
CON 241	Information Technology Contracting through 9/30/97	5.4
CON 243	Architect-Engineer Contracting through 11/2/99	2.8
	beginning 11/3/99	3.2
CON 244	Construction Contracting through 11/2/99	2.4
	11/3/99–3/1/01	3.2
	beginning 3/2/01	3.0

Course		CEUs
CON 301	Executive Contracting	
	through 3/1/01	3.6
	3/2/01–6/22/01	2.95
	beginning 6/23/01	3.05
CON 333	Management for Contracting Supervisors	
	through 3/1/01	3.2
	beginning 3/2/01	2.8
GRT 201	Grants and Agreements Management	3.9
IND 101	Contract Property Administration Fundamentals	
	through 3/1/01	5.9
	beginning 3/2/01	6.4
IND 102	Contract Property Disposition	
	through 3/1/01	3.8
	beginning 3/2/01	3.0
IND 103	Contract Property Systems Analysis	
	through 3/1/01	2.7
	beginning 3/2/01	3.0
IND 201	Intermediate Contract Property Administration	
	through 3/1/01	6.7
	beginning 3/2/01	6.4
IND 202	Contract Property Management Seminar	
	through 3/1/01	2.7
	beginning 3/2/01	3.0
IRM 101	Basic Information Systems Acquisition	2.5
IRM 201	Intermediate Information Systems Acquisition	
	through 4/30/98	12.0
	5/1/98–9/23/99	7.0
	beginning 9/24/99	6.3
IRM 303	Advanced Information Systems Acquisition	
	1/1/97–9/23/99	9.8
	9/24/99–3/1/01	9.1
	beginning 3/2/01	8.4
LAW 801	Acquisition Law	
	through 3/1/01	4.0
	beginning 3/2/01	2.6
LOG 101	Acquisition Logistics Fundamentals	
	through 9/30/99	4.5
	beginning 10/1/99	2.4
LOG 201	Intermediate Acquisition Logistics	
	through 10/19/00	11.4
	10/20/00–3/1/01	9.8
	3/2/01–9/28/01	9.2
	beginning 10/1/01	11.2

Course		CEUs
LOG 203	Reliability and Maintainability	
	through 5/6/01	1.5
	beginning 5/7/01	1.7
LOG 204	Configuration Management	
	through 3/1/01	4.0
	beginning 3/2/01	2.6
LOG 205	Provisioning	2.8
LOG 304	Executive Acquisition Logistics Management	
	through 3/1/01	4.9
	beginning 3/2/01	3.9
PMT 202	Multinational Program Management	3.0
PMT 203	International Security and Technology Transfer/Control	
	through 3/1/01	3.0
	beginning 3/2/01	3.2
PMT 250	Program Management Tools	
	through 3/1/01	7.2
	beginning 3/2/01	8.0
PMT 302	Advanced Program Management Course	
	through 9/30/99	51.3
	10/1/99–12/14/00	49.3
	12/15/00–8/16/02	47.9
PMT 303	Executive Program Manager's Course	
	through 9/30/99	12.0
	10/1/99–3/1/01	15.6
	3/2/01–9/30/01	12.0
PMT 304	Advanced International Management Workshop	
	through 3/1/01	3.0
	beginning 3/2/01	4.0
PMT 305	(See PMT 403)	
PMT 352	Program Management Office Course	28.2
PMT 402	Executive Program Manager's Course (formerly PMT 303)	12.0
PMT 403	Program Manager's Skills (formerly PMT 305)	
	through 9/30/99	6.0
	10/1/99–3/1/01	5.4
	beginning 3/2/01	4.0
PQM 101	Production, Quality, and Manufacturing Fundamentals	
	through 10/30/00	5.8
	10/31/00–3/1/01	2.0
	beginning 3/2/01	1.6
PQM 103	Defense Specification Management	5.4
PQM 104	Specification Selection and Application	1.2
PQM 201	Intermediate Production, Quality, and Manufacturing	
	through 11/30/00	9.0
	beginning 12/01/00	7.0

Course		CEUs
PQM 202	Commercial and Nondevelopmental Item Acquisition	1.2
PQM 203	Preparation of Commercial Item Descriptions	0.6
PQM 212	Market Research	1.2
PQM 301	Advanced Production, Quality, and Manufacturing	
	through 9/30/99	9.0
	10/1/99–1/28/01	6.8
	beginning 1/29/01	8.3
PUR 101	Simplified Acquisition Fundamentals	
	through 9/30/98	6.4
PUR 201	Intermediate Simplified Acquisition Procedures	
	through 9/30/98	6.9
SAM 101	Basic Software Acquisition Management	2.7
SAM 201	Intermediate Software Acquisition Management	
	through 8/28/97	10.8
	9/1/97–9/30/99	7.0
	10/1/99–3/1/01	10.8
	beginning 3/2/01	6.4
SAM 301	Advanced Software Acquisition Management	
	through 9/30/99	10.8
	10/1/99–3/1/01	6.3
	beginning 3/2/01	5.85
SYS 201	Intermediate Systems Planning, Research, Development and Engineering	
	through 3/1/01	8.2
	3/2/01–9/7/01	7.1
	beginning 9/8/01	5.8
SYS 301	Advanced Systems Planning, Research, Development and Engineering	
	through 9/30/99	6.0
	10/1/99–3/1/01	6.2
	beginning 3/2/01	7.2
TST 101	Introduction to Acquisition Workforce Test and Evaluation	
	through 9/30/99	3.2
	10/1/99–10/12/00	3.6
	beginning 10/13/00	3.0
TST 202	Intermediate Test and Evaluation	
	through 3/1/01	5.8
	beginning 3/2/01	4.7
TST 301	Advanced Test and Evaluation	
	through 9/30/99	2.9
	10/1/99–3/1/01	4.0
	beginning 3/2/01	4.2

Appendix F — Meeting Acquisition Corps Education 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:
 - 24 semester credit hours of study at an accredited institution from among the following disciplines: accounting, business finance, contracting law, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management; or
 - 24 semester credit hours of study at an accredited institution in the individual's acquisition career field and either 12 semester credit hours from among the above-listed disciplines or training in the disciplines listed above equivalent to the 12 semester credit hours.

The option to substitute equivalent training for the 12 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.

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. ACE credit recommendations for DAU courses are listed in the first table of this Appendix.

ACE credit recommendations may only be used to meet the 24 semester hour requirement in business disciplines for contracting personnel and Acquisition Corps membership if 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 evaluates formal education and training programs and courses sponsored by Service schools, other DoD organizations, other Government agencies, business, and industry; and it makes college credit recommendations. The ACE itself does not grant academic credit; rather, the ACE evaluates courses offered by nonaccredited 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, and through commercially sponsored programs. Descriptions of these courses, along with their corresponding credit hour recommendations and subject area designations, are contained in four volumes published by the ACE: *The Guide to the Evaluation of Educational Experiences in the Armed Services* (three volumes) and *The National Guide to Educational Credit for Training Programs* (one volume), which contain 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.

COLLEGE CREDIT HOURS FOR DAU COURSES

The following table shows the current ACE college credit hours recommended for DAU courses as semester hours and applicable date restrictions. For more information or for DAU courses taken prior to the dates listed in this chart, please refer to the *Guide to the Evaluation of Educational Experiences in the Armed Services* at your education center, college, or online at <http://www.acenet.edu>. For updates to these recommendations, consult the online DAU Catalog at <http://www.dau.mil>. The DAU point of contact for the University's ACE accreditation is Ms. Lisa Johnson; she can be reached at (703) 805-3503 or lisa.johnson@dau.mil.



**AMERICAN COUNCIL ON EDUCATION (ACE) RECOMMENDED
COLLEGE CREDIT HOURS FOR DAU COURSES**

CURRENT DAU COURSES AND ACE RECOMMENDATIONS		
Course	Course Title	ACE Identifier
ACQ 101	Fundamentals of Systems Acquisition Management (Distance Learning)	DD-1408-0030 Version II
BCF 101	Fundamentals of Cost Analysis (formerly BCE 101, Fundamentals of Cost Analysis) (refer to 1998 ACE Guide)	DD-1115-0001
{ BCF 102 BCF 203	Fundamentals of Earned Value Management ²	DD-1408-0027
	Intermediate Earned Value Management	DD-1408-0028
BCF 208	Software Cost Estimating	DD-1402-0005 Version II
BCF 211	Acquisition Business Management	DD-1408-0034
BCF 301	Business, Cost Estimating, and Financial Management Workshop	DD-1408-0017
CON 104	Principles of Contract Pricing ⁴ (Resident Version) (Formerly CON 104, Contract Pricing)	DD-1405-0004
CON 202	Intermediate Contracting	DD-1405-0007
CON 204	Intermediate Contract Pricing (Formerly CON 231, Intermediate Contract Pricing)	DD-1405-0006 Version II
CON 210 ⁵	Government Contract Law	DD-0326-0007
CON 233	Cost Accounting Standards Workshop	AR-1401-0021 Version II
CON 234	Contingency Contracting	DD-1408-0033



CURRENT DAU COURSES AND ACE RECOMMENDATIONS

Effective Dates	College Credit Hours for DAU Courses	Specialty Area
11/98–Present	2 semester hours, lower division baccalaureate/associate category	Acquisition Management ¹
6/96–Present	3 semester hours, lower division baccalaureate/associate category	Introduction to Applied Statistics, Cost Estimating and Analysis
10/97–Present 12/97–Present	3 semester hours, lower division baccalaureate/associate category (Both courses must be completed.)	Management
5/97–Present	3 semester hours, lower division baccalaureate/associate category	Acquisition and Cost Estimating
4/98–Present	2 semester hours, lower division ³ baccalaureate/associate category	Contract Management
6/96–Present	2 semester hours, upper division baccalaureate category	Financial Management
1/93–Present	3 semester hours, upper division baccalaureate category	Procurement/Supply Management
10/97–Present	4 semester hours, upper division baccalaureate category	Contract Management
4/99–Present	3 semester hours, upper division baccalaureate category	Quantitative Methods, Quantitative Analysis, Cost and Pricing Techniques or Contract Costing
1/97–Present	2 semester hours, upper division baccalaureate category	Public Sector Contract Law
10/93–Present	2 semester hours, upper division baccalaureate category	Cost Accounting Standards
5/99–Present	3 semester hours graduate category	Contract Management and International Management

CURRENT DAU COURSES AND ACE RECOMMENDATIONS (Continued)

Course	Course Title	ACE Identifier
IRM 101	Basic Information Systems Acquisition (Distance Learning)	DD-1408-0036
IRM 201	Intermediate Information Systems Acquisition	DD-0326-0006
IRM 303	Advanced Information Systems Acquisition	DD-0326-0005
LOG 205; ALMC-AH	Provisioning (Army Provisioning Process)	AR-1405-0221 Version II
LOG 304	Executive Acquisition Logistics Management	DD-0326-0004
PMT 303 ; PMT 402 ⁶	Executive Program Manager's Course	DD-1408-0019
PMT 305; PMT 403 ⁸	Program Manager's Skills Course ⁷ (Formerly PMT 305, Program Manager's Survival Course)	DD-1408-0021
PQM 103	Defense Specification Management	DD-1408-0029
PQM 301; PRD 301	Advanced Production, Quality and Manufacturing (Formerly Defense Acquisition Engineering, Manufacturing, and Quality Control)	DD-1408-0010
SAM 101	Basic Software Acquisition Management (Distance Learning)	DD-1408-0037
SAM 201	Intermediate Software Acquisition Management	DD-1408-0013
SAM 301	Advanced Software Acquisition Management ⁹	DD-1402-0004
SYS 301	Advanced Systems Planning, Research, Development and Engineering	DD-1408-0016
TST 202	Intermediate Test and Evaluation	DD-1408-0022



CURRENT DAU COURSES AND ACE RECOMMENDATIONS (Continued)

Effective Dates	College Credit Hours for DAU Courses	Specialty Area
9/99–Present	2 semester hours, lower division baccalaureate/associate category	Acquisition Management <u>or</u> Business Management
10/95–Present	3 semester hours, upper division baccalaureate category	Acquisition of Information Systems as an elective in a Management Information Systems Program
10/95–Present	3 semester hours graduate category	Management of Information Systems Acquisition as an elective in a Management Information Systems Program
1/93–Present	3 semester hours, lower division baccalaureate/associate category	Supply Management
8/96–Present	3 semester hours, upper division baccalaureate category	Channel Management and Logistics
8/94–Present	3 semester hours graduate category	Program Management
6/96–Present	1 semester hour graduate category	Program Management
4/98–Present	2 semester hours, lower division baccalaureate/associate category	Procurement
10/93–Present	3 semester hours graduate category	Business Administration <u>or</u> Technical Management
12/98–Present	2 semester hours, lower division baccalaureate/associate category	Software Systems Procurement Management
6/96–Present	3 semester hours, upper division baccalaureate category	Acquisition Management
11/95–Present	3 semester hours, upper division baccalaureate category	Management Information Systems
6/96–Present	3 semester hours graduate category	Technical Management
8/96–Present	3 semester hours, upper division baccalaureate category	Data Analysis and Modeling



COURSES STILL VALID FOR CREDIT BUT NO LONGER OFFERED

Course	Course Title	ACE Identifier
ACQ 101	Fundamentals of Systems Acquisition Management	DD-1408-0012
ACQ 101	Fundamentals of Systems Acquisition Management	DD-1408-0030 Version I
ACQ 201	Intermediate Systems Acquisition	DD-1408-0020
ACQ 201 ; PMT 201 ; DSMC-37	Intermediate Systems Acquisition (Acquisition Basics)	DD-1408-0011
BFM 102	Contract Performance Management Fundamentals	DD-1408-0014
BFM 203	Intermediate Contract Performance Management	DD-1408-0015
CON 101	Basics of Contracting (Resident Version) (formerly CON 101, Contracting Fundamentals)	DD-1408-0032
CON 101	Contracting Fundamentals by Correspondence	AR-0326-0054 Version II
CON 101	Contracting Fundamentals (Management of Defense Acquisition Contracts Basic)	AR-0326-0053 Version II
CON 102	Operational Level Contracting Fundamentals	DD-1405-0003
CON 103	Facilities Contracting Fundamentals	DD-1402-0009
CON 105	Operational Level Contract Pricing	DD-1405-0001
CON 106	Facilities Contracts Pricing	DD-1402-0008
CON 211	Intermediate Contracting	AR-0326-0057
CON 211 ; 8D-F12	Intermediate Pre-Award Contracting (Management of Defense Acquisition Contracts Advanced) (Management of Acquisition Contracts Advanced)	AR-0326-0010
CON 221	Intermediate Contract Administration	DD-1405-0005
CON 223	Intermediate Facilities Contracting	DD-1402-0007
CON 231	Intermediate Contract Pricing	DD-1405-0006 Version I
CON 241	Automated Information Systems Contracting	DD-1402-0006
LOG 201	Intermediate Acquisition Logistics	DD-0326-0009

COURSES STILL VALID FOR CREDIT BUT NO LONGER OFFERED

Effective Dates	College Credit Hours for DAU Courses	Specialty Area
9/94–5/97	3 semester hours, lower division baccalaureate/associate category	Acquisition Management
6/97–1/99 ¹⁰	3 semester hours, lower division baccalaureate/associate category	Acquisition Management
6/96–4/01	4 semester hours, upper division baccalaureate category	Acquisition Management
10/90–5/96	4 semester hours, upper division baccalaureate category	Systems Management
7/95–10/97 3/96–10/97	3 semester hours, upper division baccalaureate category (Both courses must be completed.)	Management
10/97–8/02	3 semester hours, lower division ¹¹ baccalaureate/associate category	Contract Management
10/93–3/97	3 semester hours, upper division baccalaureate category	Logistics Management
10/93–3/97	3 semester hours, upper division baccalaureate category	Logistics Management
3/95–9/97	3 semester hours, upper division baccalaureate category	Procurement/Supply Management
10/96–9/97	3 semester hours, upper division baccalaureate category	Procurement/Supply Management
1/95–3/96	3 semester hours, upper division baccalaureate category	Procurement/Supply Management
10/96–9/97	3 semester hours, upper division baccalaureate category	Procurement/Supply Management
6/94–4/99	2 semester hours, upper division baccalaureate category <u>or</u> 1 semester hour, graduate category (Only one of the above can be granted.)	Contract Management
1/90–5/94	2 semester hours, upper division baccalaureate category <u>or</u> 1 semester hour, graduate category (Only one of the above can be granted.)	Acquisition Management Contract Management
6/96–9/97	2 semester hours, upper division baccalaureate category	Procurement/Supply Management
11/96–9/97	2 semester hours, upper division baccalaureate category	Procurement/Supply Management
4/95–1/99	3 semester hours, upper division baccalaureate category	Procurement/Supply Management
4/93–8/96	3 semester hours, upper division baccalaureate category	Management Information Systems
3/99–9/01	3 semester hours, upper division baccalaureate category	Procurement <u>or</u> Logistics Management

COURSES STILL VALID FOR CREDIT BUT NO LONGER OFFERED (Continued)

Course	Course Title	ACE Identifier
LOG 201	Intermediate Acquisition Logistics	AR-0326-0055 Version II
LOG 202; ALMC-LR	Logistics Support Analysis (Defense Basic Logistics Support Analysis)	AR-0326-0056
PMT 301	Program Management	DD-1408-0007
PMT 302	Advanced Program Management	DD-1408-0018
PMT 341	Systems Acquisition for Contracting Personnel (Executive)	DD-1408-0009
PQM 103; ALM-34-0235	Defense Specification Management	AR-1408-0035 Version II
PQM 201	Intermediate Production, Quality and Manufacturing	DD-1408-0024
PRD 301	Defense Acquisition Engineering, Manufacturing, and Quality Control	DD-1408-0010
PUR 101; ALMC-B3	Purchasing Fundamentals (Small Purchase Funds) (Defense Small Purchase Basics)	AR-1408-0187
PUR 101	Simplified Acquisition Fundamentals	DD-0326-0008
PUR 201; ALMC-B4	Executive Small Purchase (Defense Small Purchase Advanced)	AR-1408-0188
PUR 201	Intermediate Simplified Acquisition Fundamentals	DD-1408-0031
SYS 201	Intermediate Systems Planning, Research, Development and Engineering	DD-1402-0011

¹2000 ACE Guide reflects specialty area as Procurement and Logistics Management; however, correct specialty should be Acquisition Management (pending correction).

²2000 ACE Guide recommended credits apply to resident version only. Online version pending review.

³2000 ACE Guide erroneously states 3 semester hours; however, the correct number should be 2 semester hours (pending correction).

⁴2000 ACE Guide shows title as Contract Pricing; however, current course name is Principles of Contract Pricing. Predecessor course names were Fundamentals of Contract Pricing and Contract Pricing (pending correction).

⁵2000 ACE Guide reflects old course number of CON 201 (pending correction).

⁶2000 ACE Guide shows old course number only. ACE has been notified of new course number.

COURSES STILL VALID FOR CREDIT BUT NO LONGER OFFERED (Continued)

Effective Dates	College Credit Hours for DAU Courses	Specialty Area
9/91–5/97	2 semester hours, upper division baccalaureate category <u>or</u> 1 semester hour graduate category	Procurement Advanced Logistics Management
1/90–1/96	2 semester hours, upper division baccalaureate category <u>or</u> 1 semester hour graduate category (Only one of the above can be granted.)	Materiel Acquisition Process and Support Systems
2/90–6/95	2 semester hours, upper division baccalaureate category 9 semester hours graduate category	Financial Planning and Analysis 3 in Leadership and Group Decision Process; 3 in Systems Management; and 3 in Survey of Program/Operations/ Manufacturing Management
3/95–8/02	9 semester hours graduate category	3 in Financial Management; 3 in Operations Management; and 3 in Technical Management
1/90–9/97	3 semester hours graduate category	Procurement Management
5/93–3/98	1 semester hour, lower division baccalaureate/associate category	Procurement
10/94–11/00	3 semester hours, upper division baccalaureate category	Production and Operations Management <u>or</u> Procurement (Supply) Management
10/93–9/94	3 semester hours graduate category	Business Administration <u>or</u> Technical Management
1/90–9/97	2 semester hours, upper division baccalaureate category	Basic Purchasing
10/97–9/98	3 semester hours, lower division baccalaureate/associate category	Basic Acquisition
9/90–11/97	2 semester hours, upper division baccalaureate category	Purchasing
10/97–9/98	3 semester hours, upper division baccalaureate category	Procurement
10/94–9/01	3 semester hours, upper division baccalaureate category	Systems Engineering

⁷2000 ACE Guide shows old course name, Program Manager's Survival (pending correction).

⁸2000 ACE Guide shows old course number only. ACE to be notified of new course number.

⁹2000 ACE Guide shows course name as Software Acquisition Management (pending correction).

¹⁰2000 ACE Guide shows end date of 10/98; however, Feb 1999 ACE evaluation documentation shows correct end date of 1/99 (pending correction).

¹¹2000 ACE Guide erroneously states 2 semester hours; however, the correct number should be 3 semester hours. Also, specialty area should be Contract Management rather than Procurement and Logistics Management as stated in the Guide.

COLLEGE CREDIT THROUGH EXAMINATION

Employees who are required to have 24 semester credit hours in the business disciplines to qualify for the Acquisition Corps or for contracting positions may 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).

Whenever 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). Seven tests are available, and a passing score on an examination qualifies for 3 semester credit hours toward the Acquisition Corps education standard.

Tests are administered to eligible personnel at military education offices that have DANTES Test Centers. A directory of military education offices is available on the DANTES World Wide Web Home Page (<http://voled.doded.mil/dantes>). The following table provides information on the tests and the credit hours that may be applied toward the Acquisition Corps education standards.

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

Appendix G — Other Products and Services Provided by DAU

The University's mission is to provide practitioner training and services to enable the acquisition, technology, and logistics community to make smart business decisions and deliver timely and affordable capabilities to the warfighter. Accordingly, DAU offers other valuable products and services in addition to classroom and online training. Some of these services follow:

PERFORMANCE SUPPORT

DAU's seasoned faculty, who possess extensive program experience, education, and training, offer the DoD Acquisition, Technology, and Logistics (AT&L) community assistance in planning, organizing, staffing, controlling, and leading their organizations.

DAU offers performance support in the functional areas of Program Management, Contract Management, Systems Engineering, Funds Management, Logistics Management, Earned Value, Manufacturing Management, Software Management, and Test and Evaluation. Performance support includes consulting, coaching, mentoring, facilitation, and team collaboration support. Dispute resolution, strategic planning, analysis, problem solving, targeted training, and information dissemination, through such media as magazines, books, guides, and training materials, are also offered.

DAU's performance support offers the right people the right products and services at the right time.

For more information, visit the Performance Support Services Web page at http://www.dau.mil/pss_main.asp.



APPLIED RESEARCH

The fundamental purpose of DAU's research program is to improve the DoD acquisition process and its management through research and analysis of defense acquisition policy issues from an academic perspective. These issues include policy, education, management, leadership, and functional areas within the DoD AT&L community.

High quality research projects, of value to DoD and the entire AT&L workforce, are provided by faculty members who join in cooperative ventures with other acquisition practitioners from the Government, universities, functional organizations, and private industry partnerships.

The DAU Research Fellows Program consists of selected participants from within the Services and DAU faculty who develop new and innovative concepts for systems acquisition. This program enhances DAU's research capability and supports professional development for military and civilian personnel in the AT&L workforce.

The research topic chosen by the Fellows for Fiscal Year 2003 is "Lean Enterprise." Supported by instruction from both Harvard and MIT, the Fellows will investigate various aspects of a "lean enterprise" and prepare a research document that will provide insight and guidance for future activities within DoD.

For more information about the research program at DAU, visit our Web site at http://www.dau.mil/research_main.asp or contact Dr. Beryl Harman, DAU, Director of Research, at beryl.harman@dau.mil.





MANAGEMENT DELIBERATION CENTER

The Management Deliberation Center (MDC) is a state-of-the-art facility designed to support team collaboration and synergy and to efficiently get the best possible business product. The facility provides a variety of technologically advanced tools for team decision making and deliberation of complex program management issues.

The MDC contains modular workstations that can be configured to meet any group facilitation need. Networked computers are unobtrusively incorporated into the modular workstations and are ready for immediate use when appropriate. Additional features of the MDC include multimedia capabilities, dual rear-screen video projection, audio and video recording capabilities, video teleconferencing, and many roll-away writing boards.

Trained group deliberation software facilitators help groups deal with complex issues and with the selection of appropriate facilitation tools and software systems from the wide variety available in the MDC. The MDC is ideal for team document reviews, corporate/strategic planning sessions, and meetings requiring team decision making and consensus building.

More information on the MDC is available on the Web at <http://mdc.dau.mil>.



DOD DESKBOOK

In March 2002, the Under Secretary of Defense (Acquisition, Technology and Logistics) (USD(AT&L)) authorized DAU to facilitate the transformation of the legacy Deskbook to a new AT&L Knowledge Sharing System – a new generation Deskbook that will provide a more robust and capable tool for the DoD AT&L workforce.

By January 2003 a new DoD AT&L Knowledge Sharing System will bring together, under one portal, the best resources and experts available from the Office of the Secretary of Defense, the Services, and agencies. These workforce members will be linked by desktops, laptops, and digital assistants to share experiences, good ideas, success stories, and lessons learned.

The system will take advantage of the power of information sharing and networking and introduce new knowledge management systems with online collaboration tools. It will bring together emerging online communities of practice and other “golden sources” of knowledge resident in various digital repositories. These improvements in knowledge management and communications promise to significantly improve how we do business.

The legacy Deskbook will remain online until further notice but will not be updated. New or updated documents will be housed in a transition Web site until the new Deskbook 2002 is online for mandatory policy documents.

For more details, visit the Deskbook Transition Information Center at <http://deskbooktransition.dau.mil>.



COMMUNITIES OF PRACTICE

Communities of Practice (CoPs) are established by and for people who have a common interest in a topic or domain and who share ideas, information, and lessons learned. They learn together; evolve the knowledge of the domain; and create and manage the tools, techniques, and the process of the domain. CoPs are a vital method of providing context information and process knowledge contained within organizations to gain or improve productivity, creativity, teaming, collaboration, practical use of lessons learned, and corporate knowledge.

The Program Management (PM) CoP portal and focus communities are helping the program manager, the program management team, and their industry partners perform their jobs more effectively through knowledge sharing. The PM CoP is available anywhere, anytime, and is populated with links to Internet materials, lessons learned, questions, best practices, and yellow pages. It also offers chat capabilities, knowledge capture and retrieval, collaboration, solution development, new idea generation, and online mentoring to DoD AT&L workforce personnel.

Other CoPs funded for development in Fiscal Year 2003 include Earned Value Management, Software Acquisition Management, and International Management.

Visit the PM CoP Web site at <http://www.pmcop.dau.mil>.



CONTINUOUS LEARNING CENTER

In December 1998, the USD(AT&L) issued a policy for the continuing education professional development of the Department's civilian and military AT&L professionals. This policy is currently being updated. The intent is to help acquisition personnel stay current in the rapidly evolving work environment while furthering their long-term professional development.

To assist the DoD AT&L workforce in meeting the requirements of this continuous learning policy, DAU launched an updated, improved Continuous Learning Center (CLC) to facilitate continuous learning and enable easy access to courses and learning modules. The CLC provides a single portal for easy access to a multitude of continuous learning opportunities, performance support, and information.

New features include the ability to browse learning modules, access conference listings, and use library resources without a log-in. New learning modules and more collaborative functions for registered users are available as well.

The CLC is designed around a metaphor of a campus map that links to buildings housing functions that are typically found on a campus. Visit the CLC Web site at <http://clc.dau.mil>.



PUBLICATIONS

The DAU Press offers a wide range of publications to the AT&L community. DAU students and Government employees can obtain a free single copy from the DAU Publications Distribution Center in Bldg. 231, Room 9, at the DAU Capital/Northeast Region. (Enter through the door facing the student parking lot.) A written request on Government letterhead is preferred for these free Government single copies. Please send requests to DAU, ATTN: PDC, 9820 Belvoir Road, Suite 3, Fort Belvoir, VA 22060-5565. Call (703) 805-2743 or fax requests to (703) 805-3726.

Anyone requesting multiple copies of these publications (including Government employees and private contractors) must order them through the Government Printing Office (GPO) or arrange payment through the DAU Press using a Government transfer of funds or check to the U.S. Treasury.



To subscribe to the *Program Manager* magazine or *Acquisition Review Quarterly* journal, go to <http://www.dau.mil/pubs/pubs-main.asp>. Home addresses are preferred.

Orders and Prices – If you do not qualify for a free single copy from the DAU Press or if you need multiple copies, you have several options. You can buy copies directly from DAU at the address above using an inter-Agency MIPR or by writing a check to the U.S. Treasury, reimbursable to DAU. Other options follow:

GPO Orders – You may order DAU and DSMC publications from the Government Printing Office (reference the title and GPO stock number) by sending a check in the appropriate amount or by providing a VISA or Master Card number and expiration date to: Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250-7954. You may order using a credit card by calling (202) 512-1800 from 8 a.m. to 4 p.m. eastern time. Orders may also be faxed 24 hours a day to (202) 512-2250, or visit their Web site (http://www.access.gpo.gov/su_docs/index.html).

DTIC and NTIS Orders – The Defense Technical Information Center (DTIC) provides copies to the

Government, and the National Technical Information Service (NTIS) provides copies to private industry. Paper or microfiche versions can be requested from NTIS. Many out-of-print DSMC publications are available only from these organizations. Information on ordering documents from DTIC and NTIS follows:

DTIC Registration – Who is eligible? Any employee of a DoD organization, DoD contractor or potential DoD contractor; any employee of a U.S. Federal Government agency or U.S. Federal Government contractor; and any university or college funded by DoD or a U.S. Federal Government agency for research throughout the U.S. are eligible.

If you are not eligible, view citations to unclassified/unlimited technical reports included in DTIC's collection since late December 1974 through DTIC's Public STINET service. Place orders through the NTIS.

All eligible registrants may request a DTIC Registration Packet by contacting DTIC Registration as indicated below:

- **DoD or Military Service Organizations** – Register by telephone or e-mail. If access to classified information is needed, complete DD Form 1540 (*Registration for Scientific and Technical Information Services*) and obtain the necessary signatures.
- **Non-DoD U.S. Government Agencies** – Register by telephone or e-mail. If access to unclassified/limited or classified information is desired, complete DD Form 1540 (*Registration for Scientific and Technical Information Services*) and obtain the necessary signatures.
- **DoD or U.S. Government Contractors** – Contact DTIC's Registration Branch to request the complete registration kit. Contractors must complete DD Form 1540 (*Registration for Scientific and Technical Information Services*) and obtain the necessary signatures. For export-controlled information, the contractor must complete Form 2345 (*Militarily Critical Technical Data Agreement*) in addition to Form 1540.
- **DoD Potential Contractors** – Register with only one agency or program to acquire DTIC services.

The mailing address for DTIC Registration follows: ATTN: DTIC-BC (Registration), Defense Technical Information Center, 8725 John J. Kingman Road, Fort Belvoir, VA 22060-6218. Call (703) 767-8273/DSN 427-8273 or the toll free number, 1-800-CAL-DTIC (225-3842) (menu selection 2 for Registration Product Information). DTIC Registration can also be contacted by fax at (703) 767-9459/DSN 427-9459 or by e-mail at reghelp@dtic.mil.

NTIS Registration – If you are NOT eligible to register with DTIC, you can view citations to many unclassified/unlimited technical reports included in DTIC's Public STINET service. In addition, DTIC's extensive full-text collection is currently available for downloading. For hard copies or an alternative format, order unclassified/unlimited documents from the National Technical Information Service (NTIS),

5285 Port Royal Road, Springfield, VA 22161. You can also call 1-800-553-NTIS (6847) or contact NTIS by e-mail at <http://www.ntis.gov>.

Publications – The following list includes the code “HP” if the document is available on the DAU Home Page (<http://www.dau.mil>).



Periodicals

Acquisition Review Quarterly journal, order free through the DAU Press, (703) 805-3056, HP

DAU Catalogs, order free through the DAU Registrar, 1-888-284-4906, (703) 805-3003, DSN 655-3003, HP

Program Manager magazine, order free through the DAU Press, (703) 805-3056, HP

Current Guidebooks

If there is a GPO code mentioned below, call GPO for current pricing.

Acquisition Guide for Interactive Electronic Technical Manuals (2000), (revised on HP August 2001), GPO 008-020-01482-6, HP

Acquisition Strategy Guide (1999), GPO 008-020-01440-1, HP

Commercial Item Acquisition: Considerations and Lessons Learned (OSD, 2000), GPO 008-020-01485-1

Comparison of the Defense Acquisition Systems of France, Great Britain, Germany and the United States (1999), HP

Comparison of the Defense Acquisition Systems of Australia, Japan, South Korea, Singapore and the United States (2000), HP

DSMC Program Managers Tool Kit (2001), GPO 008-020-01498-2, ISBN 0-16-061787-1, HP

The Falcon and the Mirage: Managing for Combat Effectiveness (2001), HP

The Fourth Estate: The Impact of Mass Communications on Defense Systems Acquisition Decision Making (2002), HP

Glossary of Defense Acquisition Acronyms and Terms (2001) (Tenth Edition), GPO 008-020-01489-3, HP

Incentive Strategies for Defense Acquisitions (OSD, 2001), HP

Indirect Cost Management Guide: Navigating the Sea of Overhead (2001), GPO 008-020-01472-9, HP

Introduction to Defense Acquisition Management (Fifth Edition, 2001), GPO 008-020-01490-7, HP

Performance-Based Service Acquisition in the Department of Defense (OSD, 2001), HP

Program Manager's Tool Kit (2001), HP, GPO 008-020-01510-5

Risk Management Guide (2001), GPO 008-020-01491-5, HP

Scheduling Guide for Program Managers (2000), (updated on HP 2001) (to be revised and in print by late 2001), GPO 008-020-01480-0, HP

Systems Engineering Fundamentals (2001), GPO 008-020-01475-3, HP

Test and Evaluation Management Guide (2001), HP, GPO 008-020-01445-1

Other Current Publications

Acquisition Guide for Interactive Electronic Training Manual (1999), GPO 008-020-01482-6, HP

DAU Road Map for e-Learning and Online Performance Support (2002), HP

Defense Acquisition Management Framework, DSMC Chart #3000R4-2001, GPO 008-020-01492-3, HP

Defense Acquisition University Annual Report, HP

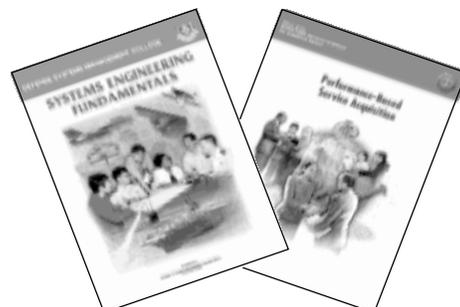
Defense Acquisition University Corporate Plan: Smart Business 20/20, HP

Defense Acquisition University 2003 Catalog (on the HP, Oct 2002) (on paper after Nov 2002; call the DAU Registrar at 1-888-284-4906)

Military Research Fellows Report – From Chaos to Clarity: A Framework for Transforming DoD Business Strategy to Meet the Challenges of the New Millennium (2001), GPO 008-020-01500-8, ISBN 0-16-066434-9, HP

Military Research Fellows Report – Transatlantic Armaments Cooperation (2000), HP

Military Research Fellows Report – Program Management 2000: Know the Way – How Knowledge Management Can Improve DoD Acquisition (1999), GPO 008-020-01479-6, HP



STRATEGIC PARTNERSHIPS

DAU has established several strategic partnerships with other academic institutions, corporate universities, and professional organizations. While each partnership is unique in what it offers, the objective of all partnerships is to provide students with opportunities to maximize their academic accomplishments. In most cases, students may apply credit for DAU courses toward a graduate, undergraduate, or certificate program offered by a strategic partner. Similarly, credit for college classes can be applied toward DAWIA certification (see Appendix D of this catalog) or DoD continuous learning requirements. DAU is working to ensure that opportunities are offered at both the undergraduate and graduate degree levels and in disciplines that are important to DAWIA certification for all career fields. For example, our partnerships with The University of Phoenix and the Florida Institute of

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A list of some of DAU's Strategic Partners and a general idea of the types of agreements we share with them appears on the facing page.

For an updated list of DAU's partners and links to their respective Web sites, visit the DAU Home Page at <http://www.dau.mil>. For more information on DAU Strategic Partnerships, contact Mr. Wayne Glass, Director for Strategic Partnerships, at wayne.glass@dau.mil.





	Master's	Bachelor's	Associate	Certificate
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ESI Intl., Inc. and George Washington University				✓
Florida Institute of Technology	✓			✓
George Mason University	✓			✓
Georgetown University	✓			✓
Howard University	✓			✓
Mary Washington College	✓			✓
Northern Virginia Community College (NVCC)			✓	✓
Old Dominion University	✓			
Stevens Institute of Technology	✓			✓
Strayer University	✓	✓	✓	
The Catholic University of America	✓			✓
The University of Alabama at Huntsville	✓	✓		✓
University of Alaska at Anchorage	✓	✓		
University of California at Irvine				✓
University of California, Los Angeles (UCLA)				✓
University of Phoenix		✓		
University of Virginia				✓
Wilberforce University		✓		
Central Florida-Joint Academic Co-Lab	Information Sharing and Research			
Johns Hopkins University	Information Sharing and Research			
Massachusetts Institute of Technology (MIT)	Research, Lean Enterprise			
Project Management Institute	Defense Extension, PMBOK Guide			
University of Kentucky	Research, Lean Enterprise			
Wisconsin-Academic Co-Lab	Information Sharing and Research			

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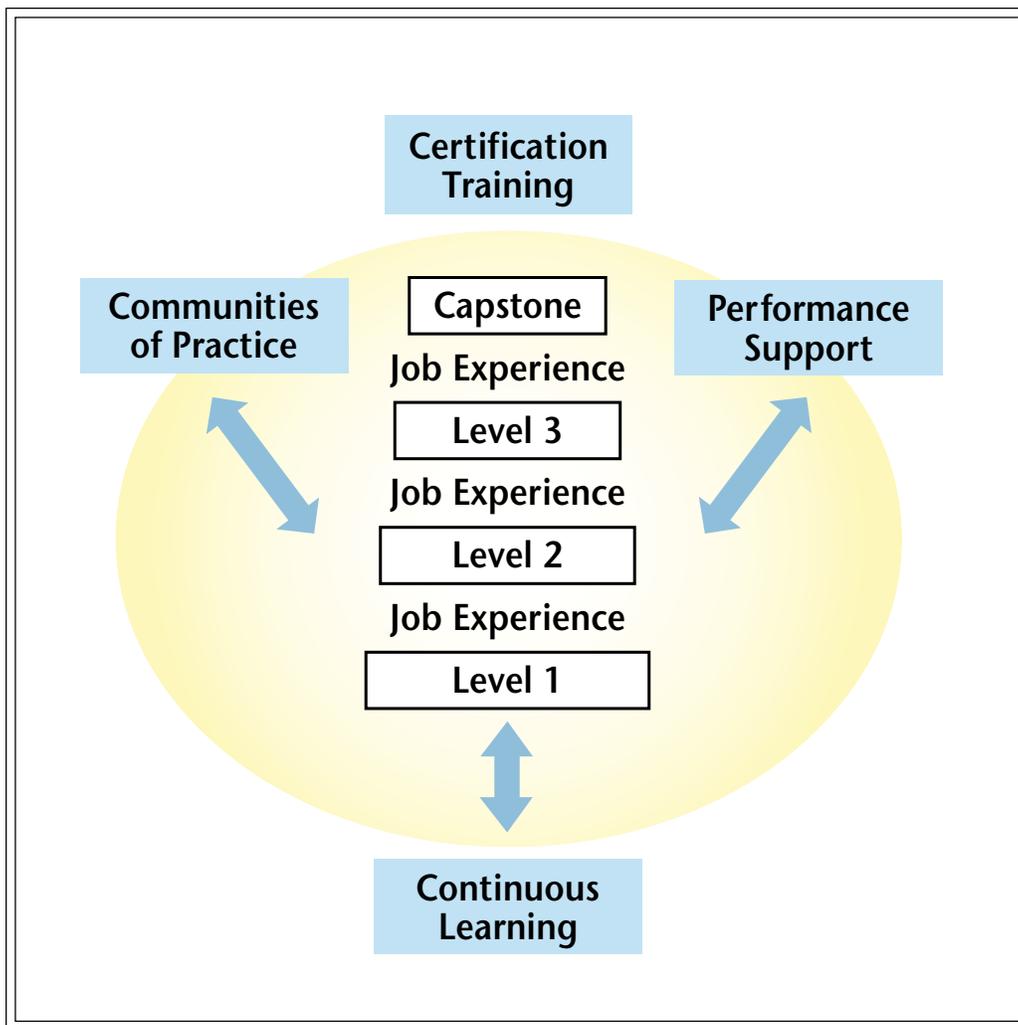
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The centerpiece of DAU's new learning construct is its "Performance Learning Model." The model includes four main thrusts, commensurate with the DAU mission: Certification training, continuous learning, knowledge sharing/communities of practice, and performance support. DAU is building a new learning environment that will provide lifetime performance support and empower DoD acquisition, technology, and logistics workforce members to identify and achieve their learning requirements.

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(240) 895-7344

South Region
Huntsville, Alabama
(256) 722-1100

Midwest Region
Wright-Patterson Air Force Base, Ohio
(937) 255-4915, Ext. 3300

West Region
San Diego, California
(619) 524-2995

DSMC - School of Program Managers
Fort Belvoir, Virginia
(703) 805-2436

DAU Registrar
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