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MESSAGE FROM THE PRESIDENT

The challenge to the faculty and staff of DAU is simple — prepare the Workforce to make smart business decisions. The products and services we provide the acquisition community are an investment, and the return must be visible and valuable to all our customers and stakeholders.

DAU must continue to produce a highly skilled and innovative Workforce by adapting our curriculum to meet new requirements. We must lead in producing strategies that help revolutionize the way we do business. During the past year, we have been very busy revamping our internal processes to improve our training and educational products and services.

The challenge for DAU is to smartly adapt to the changing and growing needs of the acquisition community. We must provide the energy and creativity necessary to turn education into practice using business skills that support Defense operational needs. We must provide effective and efficient acquisition education, training, research, and direct job performance support through consulting and just-in-time, targeted training. In the future, we must become an exemplary corporate university, recognized inside and outside DoD. We must lead in areas, such as knowledge management, e-learning, and problem-based learning. Our overarching goal is to facilitate the development of an Acquisition Workforce capable of responding to the most complex acquisition challenges.

As active participants in acquisition research, consultants for ongoing acquisition programs, and policy developers, we must help streamline DoD processes and incorporate new concepts and technologies. We must also partner with other academic activities that support the career development of DoD professionals. To this end, we have established a strategic alliance initiative with external partners — colleges, corporate universities, and industry. This initiative is expanding our ability to quickly incorporate best practices and ideas from the private sector and field acquisition organizations into our courses and educational products. Additionally, we have significantly expanded our use of e-learning to reduce the time acquisition students will spend away from their jobs and families.
We will build on our past successes and incorporate the advice and guidance of our many partners. We will:

• provide our stakeholders and customers what they need, when and where they need it;
• operate as a premier learning enterprise;
• advance excellence in acquisition business practices;
• employ knowledge management to enhance learning and productivity; and
• provide our stakeholders and customers with a preeminent faculty and staff.

DAU is committed to these endeavors; and we have established a planning system that will allow us to survey our present environment, both internal and external, and present scenarios concerning our future. This continuous feedback and tracking system will help us achieve our established goals.

Additionally, we are doing a better job of listening and responding to you. We solicit your feedback and constructive criticism. Your ideas and thoughts are important to us! To be successful, we must establish a collaborative implementation process that involves all of our stakeholders. With your help, we will successfully position the Defense Acquisition University community to provide the right training solutions when and where they are needed.

Sincerely,

Frank J. Anderson, Jr.
President
Defense Acquisition University
DAU Vision

The acquisition community’s learning resource of choice!

DAU Corporate Goals

Provide our stakeholders and customers with what they need, when and where they need it

• Operate a premier learning enterprise

• Advance excellence in acquisition business practices

• Employ knowledge management to enhance learning and productivity

• Provide our stakeholders and customers with a preeminent faculty and staff
Chapter 1

The Defense Acquisition University (DAU)

The Defense Acquisition University

DoD/DAU Leadership
The Defense Acquisition University (DAU) provides mandatory, assignment-specific, and continuing education courses for military and civilian acquisition personnel within the Department of Defense. Its mission is to provide the acquisition community with the right learning products and services to make smart business decisions. Authorized by 10 U.S.C. 1746 and chartered by DoD Directive 5000.57, the DAU was established on August 1, 1992.

The DAU coordinates acquisition education and training programs to meet the training requirements of more than 140,000 DoD acquisition personnel. As the DoD corporate university for acquisition education, the DAU sponsors curriculum and instructor training to provide a full range of basic, intermediate, advanced, and assignment-specific courses to support the career goals and professional development of the Acquisition Workforce.

Each DoD acquisition functional area is represented by a Functional Integrated Product Team (FIPT), comprised of senior-level acquisition officials of the DoD components and led by Functional Advisors. These teams advise the Under Secretary of Defense (Acquisition, Technology, and 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.

The Chief Executive Officer of the University is the President, who reports to the Deputy Under Secretary of Defense for Acquisition Reform (DUSD(AR)). A Board of Visitors, individuals selected for their preeminence in academia, business, and industry, advises the President and the DUSD(AR) on matters such as organizational management, curricula, methods of instruction, and facilities. The Executive Institute consists of members from the Services and defense industry, an International Chair, and Visiting Professors, 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 AT&L Workforce. The Director, Acquisition Education, Training and Career Development (AET&CD) develops policy for the implementation of the DAWIA through the DAU.

In addition to providing curriculum-based training, both in the classroom and via the Internet, the DAU fosters professional development through publications, symposia, research and consulting in areas related to the acquisition functions.
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Principal Assistant
DUSD(AR)

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Acting Deputy Assistant Secretary of the Army (Procurement)

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President, Defense Acquisition University

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.)

RADM Raymond A. Archer, USN
Vice Director, Defense Logistics Agency

Dr. Diane Disney
Deputy Assistant Secretary of Defense (Civilian Personnel Policy)

COL James R. Moran, USA
Vice President, Defense Acquisition University, and Commandant, DSMC

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Consultant
DAU Board of Visitors Member

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Director, Acquisition Education, Training & Career Development

Functional Advisors

Logistics

Mr. Allen W. Beckett
Principal Assistant Deputy Under Secretary of Defense (Logistics and Readiness)

Information Technology

Mr. William A. Curtis
Director, Investment and Acquisition, Office of the Deputy Chief Information Officer, OASD(C3I)

Science & Technology

Dr. Delores M. Etter
Director, Defense Research and Engineering, OUSD(S&T)

Technical Management

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

Procurement & Contracting

Ms. Deidre A. Lee
Director of Defense Procurement, OUSD(AT&L)

Auditing

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


Dr. Nancy L. Spruill
Director, Acquisition Resources and Analysis, OUSD(AT&L)

Acquisition Management

Ms. Christine E. Stelloh-Garner
DPEO, Air ASW Assault & Special Mission Programs, Asst SECNAV (RD&A)
Chapter 2

Administrative Information

Course Information

Acquisition Workforce and Acquisition Corps Education Standards

Student Information

Course Registration and Quota Allocation
Administrative Information

Course Information

DAU COURSES

Sequence of Courses

The DAU provides a highly structured sequence of courses needed to meet the mandatory and desired training standards established in DoD 5000.52-M, “Career Development Program for Acquisition Personnel.” In many cases, prerequisite courses are identified; 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 Workforce personnel can identify the training and education required for their career field and career level and the sequence of courses to meet those requirements.

Core Courses

Most personnel must take a core acquisition course before taking other mandatory training at Career Levels I and II. The core course for Career Level I is ACQ 101, Fundamentals of Systems Acquisition Management, 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
- Information Technology
- Manufacturing, Production, and Quality Assurance
- 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. Grade, however, is not generally a requirement for course enrollment.

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

Course descriptions for all DAU certification and assignment-specific courses are listed alphanumerically in Chapter 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 Acquisition Workforce members, who have completed all training and education requirements for their position, to meet standards for obtaining 80 contact hours of continuing education and training over a 2-year
period. In addition, many professional organizations and associations have continuing education requirements for their members. Appendix F 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 campuses) and on-site (where the instructor teaches at locations having sufficient numbers of students to support a class). Some DAU courses are also offered 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 Website at [http://www.dau.mil](http://www.dau.mil).

**Online Courses**

DAU currently offers several courses via the World Wide Web, at [https://dau.fedworld.gov](https://dau.fedworld.gov). Some of these courses are taught entirely and exclusively online and others involve an online portion followed by classroom instruction. To complete an online course, the student must have access to a computer with the following capabilities:

- World Wide Web connection;
- any web browser that supports Javascript; and
- a monitor that supports a resolution of at least 800x600.

Some online courses have further specific computer requirements, which are explained on the DAU Home Page at [http://www.dau.mil](http://www.dau.mil). Students should ensure the computer they will use for instruction meets these requirements before enrolling in an online course.

**COURSE EQUIVALENCIES AND ALTERNATIVES**

**Course Predecessors**

Many DAU courses were developed from existing component courses, some of which are sufficiently similar to meet the requirement to attend the DAU course. Course predecessors for each DAU course are listed at the end of Chapter 4, Course Descriptions.

**Equivalent Courses**

Appendix D of this Catalog lists DoD schools that offer courses certified to be equivalent to DAU courses. Colleges listed in Appendix E also offer courses that meet DAU course requirements.

**Fulfillment**

Pursuant to Section 8147 of Public Law 105-262 (FY 1999 Defense Appropriations Act) of October 17, 1998, ADS 97-03-GD (January 1997), “Acquisition Career Management Mandatory Course Fulfillment and Competency Standards” were reinstated as ADS 99-03-GD. The fulfillment program enables members of the Acquisition 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 the program, including policy, procedures, DD Form 2518, and the course competencies, is available on the DAU Website at [http://www.dau.mil](http://www.dau.mil).

**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 G of this Catalog. Employees also may apply certain DAU courses to meet the educational requirements.

**STUDENT INFORMATION**

**REPORTING AND REGISTRATION**

Once a student has been accepted for admission into a DAU course, the campus registrar of the school sponsoring the course will provide the student with specific reporting instructions and information on housing, meals, campus facilities, and appropriate classroom attire.

**TRAVEL, PER DIEM, AND REIMBURSEMENT**

Each Service Acquisition Career Management Office or parent organization funds student travel expenses and per diem based on Service- or agency-specific policy. Funding of other entitlements, such as rental cars, varies. Students should consult their Acquisition Career Management Office for policy and guidance on student travel funding entitlements, funding eligibility, certification and accountability of funds, processing of travel orders, and reimbursement. Internet websites and contact information are provided later in this chapter. The student’s local finance and accounting office can provide the student a determination of the amount of travel and per diem allowed and method of accounting for expenses; however, certification of travel orders may need to be submitted to a Service-designated central location for certification of funds.

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. The University’s campuses 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. Students should also report cancellations occurring within 5 working days prior to the class start date to the appropriate DAU Campus Registrar’s Office. This will afford a substitute 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 appropriate accommodations are made.
COURSE REGISTRATION
AND QUOTA ALLOCATION

Acquisition Workforce employees and their supervisors may prepare career development training plans using the requirements provided in Appendices B and C and 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 Acquisition Workforce members attending certification or assignment-specific courses, all costs of tuition, travel, and per diem for DAU training, including equivalency examinations, will be funded by DAU via the student’s component. DAU does not fund travel and per diem costs for Acquisition Workforce members to attend continuous learning (800 series) courses.

The 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 into the system no later than 45 calendar days prior to the class start date to ensure that students have sufficient time to make necessary arrangements for attending class. Information entered into ATRRS is used by the DAU campus registrars to provide reporting instructions and general student information packets to registered students.

The student’s command or organization will notify the student of registration for training. For resident classes, the appropriate DAU campus registrar will provide reporting instructions with class start and end dates and times, building and room numbers, etc. The student’s organization should provide this information if it is an on-site class. In case of late entries or nonreceipt of reporting instructions, basic reporting instructions are provided in ATRRS for most schools. Once registered, students who have not received reporting instructions 15 days prior to the class start date should contact the appropriate DAU campus registrar for assistance.
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). Upon the supervisor’s approval of a course, individuals may submit applications from the IDP or by accessing the ATRRS Internet Training Application System (AITAS). AAW personnel requiring assistance with the IDP/AITAS should contact one of the appropriate POCs listed at the DACM Website under “Contacts.” The Research, Development, and Acquisition Information Systems Activity (RDAISA) is responsible for processing all applications, registering students for training, and issuing funding for travel and per diem.

Non-Acquisition Workforce personnel may submit applications for DAU training by going directly to AITAS.

Department of the Navy (DON) civilian and military personnel (regardless of duty station) must submit applications for acquisition courses using Register-Now, the DON electronic registration system at http://www.register-now.cms.navy.mil.

Upon supervisory approval, applications are forwarded to the DON Registrar at the Career Management Site (CMS) in Mechanicsburg, PA. The CMS processes all approved applications based on student priority and seat availability. Students who cannot be registered in their requested offering will be notified by the registrar and may reapply for an alternate date. These actions are performed electronically, and the student is notified by e-mail as each step of the process is completed.

DON students who must travel to attend mandatory training may also request their funding via Register-Now. Travelers should log on approximately 30 days prior to the start date of their training and complete a Travel Requirements Worksheet. CMS will process the worksheet and forward student travel orders via e-mail not later than 2 weeks prior to the class start date.

Students who are unable to attend training as scheduled due to unforeseen circumstances must log onto Register-Now and follow the instructions to cancel their registration. The supervisor of record will be notified of the cancellation via e-mail. To reschedule training, students must reapply using the procedures above.

For additional information concerning course registration, DON students should contact their local acquisition training representative. Names and contact information are available by selecting “Acquisition Workforce POCs” on the “Help” menu on Register-Now. If further assistance is needed, phone and fax numbers and e-mail addresses for CMS personnel are available by selecting “Contact Navy Registrar” or “Contact Navy Travel Manager.”
Air Force Acquisition Workforce personnel requiring mandatory acquisition education and training should contact the base-level training monitor or the designated Employee Development Manager.

Air Force personnel desiring space available seats should use the same process as that for regular students.

Current class schedules, rosters, vacancies, a list of training representatives, and other useful information regarding acquisition career management is available at the Air Force DACM Website.

In the DoD Components outside the Military Departments (including the Office of the Secretary of Defense, the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Inspector General, the Defense agencies, the Defense field activities, the Joint Service schools, and the Defense support activities), the supervisors of persons who require mandatory training are responsible for ensuring that the training is properly requested and authorized and that travel, if any in connection with the training, is properly requested.

Supervisors of civilian employees in the Components should consult with acquisition training officials (most often, such an official will be located in the civilian personnel training office) to determine the detailed procedures for requesting and authorizing 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, which is responsible for the member. The procedures specified for the Military Department, which provides host and supporting services, may be followed by civilian personnel assigned to the Unified and Specified Commands, consistent with individual command requirements (other than the U.S. Special Operations Command, which has established unique procedures).

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: ATFA-RQ (Arlene Anderson), 173 Bernard Road, Bldg. 143, Fort Monroe, VA 23651-1003). SATFA is the executive agency responsible for scheduling formal training for foreign 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.

Defense industry and non-DoD Federal employees requesting DAU training may go to http://www.dsmc.dsm.mil/registrar/industry_applic.htm and complete the online application. 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 person or organization.
Chapter 3

Career Field Descriptions

Acquisition Logistics
Auditing
Contracting
Industrial and/or Contract Property Management
Information Technology
Manufacturing and Production
Program Management
Purchasing
Systems Planning, Research, Development and Engineering
Test and Evaluation

Program Directors Team
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
- Contracting
- Industrial and/or Contract Property Management
- Information Technology (formerly Communications-Computer Systems)
- Manufacturing and Production
- Program Management
- Purchasing
- Systems Planning, Research, Development and Engineering
- Test and Evaluation

**Acquisition Logistics**

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

**Auditing**

The mandatory education, experience, and training requirements for the auditing career field apply to contract auditors. Persons in this career field perform contract auditing, accounting, and financial advisory services to DoD and other government agencies in negotiations, administrations, 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, 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 close out 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.

**INDUSTRIAL AND/OR 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 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).

**MANUFACTURING AND PRODUCTION**

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

The quality assurance specialist manages quality assurance activities to establish essential quality standards and controls. He or she also develops and executes plans that focus on quality of design 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 are found serving in a wide range of PMO and PEO positions, from program integrators and analysts to program managers and PEOs, their deputies, and in a number of support and management positions throughout the Workforce. The fundamental responsibilities of the Program Management careerist 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**

Individuals in the purchasing 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 with the primary objective of the work being the rapid delivery of goods and services in direct support of operational requirements. It requires knowledge of commercial supply sources and of common business practices for roles, prices, discounts, deliveries, stocks, and shipments.

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

Personnel in this field are usually engineers and scientists, performing 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.
DAU Program Directors Team

Mr. Chuck Cochrane
Acquisition Management (AM)

Mr. Jim Childress
Systems Engineering/Test and Evaluation (SE/TE)

Mr. Steve Nelson
Production, Quality, and Manufacturing (PQM)

Mr. John Cibula
Logistics (LOG)

Mr. Joe Reed
Provost Team Leader

Mr. Richard Reed
Program Management (PM)

Dr. Bob Burnes
Program Management (PM)

Dr. Douglas Goetz
Industrial Property (IP)

Ms. Sharon Richardson
Financial Management (FM)

Mr. Bill Burnham
Cost Estimating (CE)

Mr. Joel Brown
Contracting (CON)

Maj Garry Shafovaloff, USAF
Contracting Business Management (CBM)

Mr. Chuck Cochrane
Acquisition Management (AM)

Mr. Chuck Cochrane
Acquisition Management (AM)
Chapter 4

Course Descriptions

Mandatory Courses

Assignment-specific Courses

Some Acronyms Used In This Chapter

Course Descriptions

Course Predecessors
Course Descriptions

Mandatory Courses

The Defense Acquisition University (DAU) has designated certain courses as mandatory. They meet all or part of the training requirements for certification in various career fields within each Service’s Acquisition 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 mandatory requirements for certification in all career fields. The Directors of Acquisition Career Management (DACMs) for each Service and for DoD agencies manage attendance at these courses. Normally, the DACMs give priority to Acquisition, Technology, and Logistics 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 Acquisition 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 Defense Acquisition 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

AIS – Automated Information System
C3I – Command, Control, Communications, and Intelligence
CAIV – Cost As an Independent Variable
COTS – Commercial Off-The-Shelf
CPR – Cost Performance Report
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
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
MCCR – Mission Critical Computer Resources
OFPP – Office of Federal Procurement Policy
OSCR – Operations and Support Cost Reduction
PPBS – Planning, Programming, and Budgeting System (DoD)
RFP – Request for Proposal
SBA – Small Business Administration
VE – Value Engineering
VECP – Value Engineering Change Proposal
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 for military officers, O-1 through O-3, and DoD civilians, GS-5 through GS-9.

Prerequisite: None

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

Method of Delivery: PC

PDS Code: BU5

ACQ 201
INTERMEDIATE SYSTEMS ACQUISITION

Providing a comprehensive and integrated view of the DoD systems acquisition management process, ACQ 201 covers the managerial, technical, and business aspects of defense acquisition.

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

• understand the specialized terminology, concerns, policies, and roles of the primary acquisition participants;
• cooperate in a multifunctional, synergistic environment; and
• accept empowerment necessary to implement the concept of integrated product and process development.

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 acquisition management journeyman with significant experience in a particular career field. The target student has 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 only contracting personnel. This course 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: 14 class days

Method of Delivery: Resident/On-site

(On April 1, 2001, this course is scheduled to be delivered as a combination of Internet and classroom instruction.)

PDS Code: JHA
ACQ 401
Senior Acquisition Course

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

For individuals who are not graduates of PMT 301 or PMT 302, this 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**

**Defese 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 over a period of one-half day to 2 days.

**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 in 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 workshop days

**Method of Delivery:** Resident

**PDS Code:** ADU

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**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 discussion of topics affecting the weapon system acquisition environment. Participants who are not graduates of PMT 301 or PMT 302 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

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*Note:* For additional information on these courses, visit the DAU Website at http://www.dau.mil.
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 our 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 graduates of the Program Management Course or Advanced Program Management Course (PMT 302) who are, or have been selected for, rank/grade O-6 or GS-15 or the industry equivalent thereof. Non-PMC/PMT 302 graduates who meet the rank/grade requirement should attend the Executive Management Course (ACQ 402).

**Prerequisite:** PMT 302

**Length:** 10 class days

**Method of Delivery:** Resident

**PDS Code:** BB8

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

**Length:** 10 class days

**Method of Delivery:** Resident

**PDS Code:** PC6
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:

• identify the importance of defining audit objectives and planning the audit;
• list factors influencing risk assessment and assess high and low audit risk areas;
• state the importance of Generally Accepted Government Auditing Standards;
• explain why auditors need to attend negotiations;
• list negotiation techniques and concepts;
• list requirements of Form 2000, State Auditor Responsibility to Detect Fraud, and Identify Common Fraud Indicators;
• discuss the purpose and requirements of the cost accounting standards and complete case studies on CAS-401 and accounting changes;
• describe post-award review concepts and complete a price adjustment case study; and
• discuss audit leads and observations.

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

Prerequisites: AUD 1130(R) and AUD 1280*, Fraud Prevention and Detection (SS). (*For course description, contact DCAI at (901) 325-6383.)

Length: 5 class days

Method of Delivery: Resident

PDS Code: JR7

Note: For additional information on these courses, visit the DAU Website at http://www.dau.mil.

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: 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: 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 8560
DEFENSE CONTRACT AUDIT AGENCY SUPERVISORY SKILLS WORKSHOP

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

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

• incorporate DCAA’s personnel management requirements and interactive leadership skills into the personnel actions taken as a supervisor; and
• coach employees, conduct meetings, resolve team conflict, and facilitate employee relations.

Who Should Attend: Supervisors and managers
Prerequisite: None
Length: 10 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, learning curves, inflation, risk, economic analysis, software cost estimating, forecasting, and Cost As an Independent Variable (CAIV). These skills are applied in case studies.

**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;
- define the economic analysis, analysis of alternatives, and CAIV programs; 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:** 15 class days

**Method of Delivery:** Resident/On-site

**PDS Code:** Q1A

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**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 begins with a key exercise to guide students through the thoughtful 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 days. This is a nonrolling-enrollment course, with specific start and end dates. Course begins the first week of each month and ends the last week of that month.

**Method of Delivery:** PC

**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. The course includes lectures, case studies, and student-led discussions.

**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 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:** 5 class days

**Method of Delivery:** Resident/On-site

**PDS Code:** PGC

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**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

**Note:** For additional information on these courses, visit the DAU Website at [http://www.dau.mil](http://www.dau.mil).
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 learning curves, are addressed in more depth. Computations are done using ACEIT.

**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

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**Contractor Finance for Acquisition Managers**

The Contractor Finance for Acquisition Managers course provides students with a better understanding of the contractors and contractor data with which they deal directly. The course concentrates on the government contracting industry and includes the special financial regulations required by the Federal Acquisition Regulation and Cost Accounting Standards.

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

- recognize financial management 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, interface with contractors, or deal with contractor financial data.

**Prerequisite:** None

**Length:** 5 class days

**Method of Delivery:** Resident/On-site

**PDS Code:** Q2A
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 Acquisition 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 analysis. 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: BCF 101

Recommended: ACQ 201 and working familiarity with any spreadsheet package

Length: 5 class days

Method of Delivery: Resident/On-site

PDS Code: Q2C

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 and Department of Defense Instruction (DoDI) 7041.3;
• 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 (leave vs. buy, in-house vs. contractor, privatization or outsourcing, or repair or replace) or 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: ACQ 101

Recommended: 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 tradeoff.

Prerequisite: ACQ 201

Recommended: Completion of BCF 101 and familiarity with any word-processing package on an IBM-compatible personal computer is desirable.

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 301**

**BUSINESS, COST ESTIMATING, AND FINANCIAL MANAGEMENT WORKSHOP**

This capstone course teaches students how to apply BCF 301 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 Business, Cost Estimating, and Financial Management (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

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**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. Students complete an Internet precourse (BCF 211A) to review basic concepts 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 the 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

**Note:** There are two required components to this course — BCF 211A (online) and BCF 211B (resident). Both must be completed for certification.

**Length:** BCF 211A – up to 45 calendar days; BCF 211B – 5 class days

**Method of Delivery:** PC and Resident

**PDS Code:** PGD

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For additional information on these courses, visit the DAU Website at [http://www.dau.mil](http://www.dau.mil).
**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:** Upon 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. This course 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

**PDS Code:** Q2J

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**CAR 805**

**Contemporary Approaches to Acquisition Reform**

Contemporary Approaches to Acquisition Reform provides an integrated perspective of continuing Acquisition Reform and concurrent changes in the global political and economic environment resulting from advances in information technology. Emerging information technologies and best commercial management practices 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

**PDS Code:** JHG

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**Note:** For additional information on these courses, visit the DAU Website at [http://www.dau.mil](http://www.dau.mil).
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 close-out. Students use the Federal Acquisition Regulation (FAR) and the DoD Supplement (DFARS) to make related business decisions. As business advisors to the customer, students conduct an integrated case study requiring critical thinking and analysis.

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

- analyze contracting requirements;
- plan competition and source selection;
- draft contract 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 crossovers from other career fields.

Prerequisite: None
Length: 19 class days
Method of Delivery: Resident/On-site
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: 14 class days
Method of Delivery: Resident/On-site
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 mailed 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

Note: For additional information on these courses, visit the DAU Website at http://www.dau.mil.
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

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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 closeout. 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 and either in 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

**Note:** For additional information on these courses, visit the DAU Website at [http://www.dau.mil](http://www.dau.mil).
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 to include 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 on a regular basis with CAS issues.

Prerequisite: CON 204

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

Note: For additional information on these courses, visit the DAU Website at http://www.dau.mil.

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 executing 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 behavioral 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 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 VECPs; 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

Note: For additional information on these courses, visit the DAU Website at http://www.dau.mil.
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 assignment-specific course is designed as a continuing education tool for acquisition personnel who completed their basic contract training prior to the implementation of Federal Acquisition Streamlining Act (FASA) and the Clinger-Cohen Act. Individuals should have at least 1 year of experience in applying government contracting procedures.

Prerequisite: CON 101, PUR 101, or PUR 201

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: PC

PDS Code: PAS

CON 243
ARCHITECT-ENGINEER CONTRACTING

Achitect-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, Davis-Bacon, 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 Acquisition Workforce who are in the contracting career field or who are assigned specific contract administration duties for construction contracts, e.g., professional engineers. Whenever practical, students should attend the course prior to assuming duties related to construction contracting.

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. This course is required as a refresher every 3 to 5 years to keep current in contracting policy. 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. Students who have not received precourse materials 2 weeks prior to the course should contact the school.

Length:  5 class days

Method of Delivery:  Resident

PDS Code:  BB3

Note:  For additional information on these courses, visit the DAU Website at http://www.dau.mil.
CON 333
MANAGEMENT FOR CONTRACTING SUPERVISORS

Designed for supervisors, managers, and team leaders assigned to acquisition/contracting positions within the Federal Government, CON 333 shows participants how 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:

• understand the contracting professional’s role as “business advisor” and develop processes to manage the business relationship with their customers;
• balance the competing interests of various agencies and principal players, i.e., requiring activities, industry, higher headquarters, and oversight agencies;
• 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: 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, 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

Note: For additional information on these courses, visit the DAU Website at http://www.dau.mil.
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

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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. This course is required as a refresher every 3 to 5 years to keep current in contract property policy.

**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 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

Note: For additional information on these courses, visit the DAU Website at http://www.dau.mil.

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. Participants discuss DoD property management initiatives and commercial practices, and they 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. This course is required as a refresher every 3 to 5 years to keep current in contract property policy.

**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

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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 they will also 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

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

**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:** PC

**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 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

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**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 technology (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:** 14 class days

**Method of Delivery:** Resident/On-site

**PDS Code:** BZE

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Note: For additional information on these courses, visit the DAU Website at [http://www.dau.mil](http://www.dau.mil).
A
cquisition 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 subjects,
such as operational requirements identifica-
tion, life cycle costing, integrated product and
process development, sustainment logistics,
supportability analyses, contracting, and con-
tactor support.

Objectives: Students who successfully com-
plete 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 manage-
ment functions; and
• understand logistics-related disciplines and
the policies, procedures, and management
techniques used to establish a logistics sup-
port capability.

Who Should Attend: Individuals recently as-
signed 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 DoD 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 cal-
endar days of the start date.

Method of Delivery: PC

PDS Code: JR1
LOG 203
RELIABILITY AND MAINTAINABILITY

This course concentrates on Reliability and Maintainability (R&M) activities throughout the life cycle, 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: Logisticians assigned to DoD acquisition programs

Prerequisite: ACQ 201

Length: 3 class days

Method of Delivery: Resident/On-site

PDS Code: AKA

Note: For additional information on these courses, visit the DAU Website at http://www.dau.mil.
LOG 204
CONFIGURATION MANAGEMENT

Configuration Management (CM) provides managers and functional staff with the knowledge of how to apply CM successfully. After an overview of CM concepts and practices, current CM practices in DoD and industry and future CM strategies in DoD are covered. Other key areas discussed are the impact of Acquisition Reform on CM, the integrated data environment, open systems, and commercial and nondevelopmental items. Continuing scenario exercises trace the technical development, production, and support issues of a system.

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

• explain and relate the elements of CM (planning/management, configuration identification, control, status accounting, audits, and data management) to system engineering and the life cycle model;
• understand the requirements for a CM program and techniques used to design, develop, implement, and operate it;
• understand how CM enables Acquisition Reform initiatives and open systems within an Integrated Data Environment; and
• effectively use CM as part of the Integrated Product and Process Development used to develop, produce, and support a system.

Who Should Attend: This course is for acquisition and sustainment 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, which 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. It is best taken as the final requirement for Level II certification.

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: For additional information on these courses, visit the DAU Website at http://www.dau.mil.
Executive Acquisition Logistics Management

For additional information on these courses, visit the DAU Website at http://www.dau.mil.

Executive Acquisition Logistics Management prepares the acquisition logisticians 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. Acquisition Reform 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;
• identify each phase of the acquisition process and its major events;
• distinguish the acquisition logistician’s functions during each phase of the acquisition process;
• identify the basic elements of the systems engineering process; and
• distinguish major acquisition policy requirements from the logistics perspective.

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, LOG 203, and either LOG 204 or LOG 205

Precourse Material: Click on the icon for required precourse assignment information.

Length: 9 class days

Method of Delivery: Resident/On-site

PDS Code: AH1

Multinational Program Management

This course helps students develop an understanding of how 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

Note: For additional information on these courses, visit the DAU Website at http://www.dau.mil.
PMT 203
INTERNATIONAL SECURITY AND TECHNOLOGY TRANSFER/CONTROL

As a comprehensive review, the International Security and Technology Transfer/Control course examines the international transfer and control and export and import licensing of technology, hardware, software, data exchange, engineering liaison, and training. PMT 203 is designed for the acquisition professional, 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:

- understand the basic classification systems, i.e., Top Secret, Secret, and Confidential;
- develop a 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

As a follow-on to ACQ 201, the Program Management Tools course provides application skills needed in a program office or as an Integrated Product Team (IPT) lead. Designed to enhance journeyman-level skills for members of the Defense Acquisition Workforce, PMT 250 also prepares students for later work in the Level III Program Management Course.

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

- apply leadership skills in an IPT environment;
- understand and develop work breakdown structures (WBS);
- build program schedules and apply risk management principles using state-of-the-industry software;
- determine cost estimates using parametric 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: This course is for personnel in the Program Management career field assigned to a program office or to a position in support of a program office or are prospective IPT leads. Target attendees are civilians, GS-12/13, and military officers, O-3 and O-4. Lower grades may apply if they have completed ACQ 201.

Prerequisite: ACQ 201

Length: This is a nonresident, distance learning course taken entirely via the Internet. Course length is 64 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 IPT classroom exercise, requiring 26 hours over the last 4 days of the course.

Method of Delivery: PC

PDS Code: PGM
PMT 302
ADVANCED PROGRAM MANAGEMENT COURSE

The Advanced Program Management Course provides a comprehensive examination of the integrated processes of systems acquisition management. A key focus is to expose learners to current/emerging issues in the Acquisition Reform arena and other policy and legislative changes that make acquisition management an extremely dynamic environment. The primary learning methodology is faculty-assisted, student-led cases and exercises.

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

• demonstrate, from the program management perspective, the ability to integrate the dynamic processes used in systems acquisition management; and
• use managerial abilities and functional-area knowledge to perform in acquisition-related positions.

Who Should Attend: This course is for Acquisition Workforce military officers, O-4/O-5, or civilians, GS-13/GS-14, who are qualified for the Acquisition Corps. Equivalent acquisition industry managers are also accepted.

Prerequisite: ACQ 201

Security Clearance: A SECRET security clearance is required.

Length: 14 weeks

Method of Delivery: Resident

PDS Code: BU1

PMT 303
EXECUTIVE PROGRAM MANAGER’S COURSE

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 Acquisition Category (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 advance, part-time work.

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.

Prerequisite: PMT 302

Security Clearance: A SECRET security clearance is required.

Length: 2-day mandatory precourse workshop (PMT 303A) and 20 class days (PMT 303B)

Method of Delivery: Resident

PDS Code: AH2
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 be able to:

• 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
• know how to negotiate an international acquisition agreement and how to 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. The course is open to mid-level military officers, O-4 and above; DoD civilians, GS-13 and above; and industry equivalents. This is an advanced-level workshop, and 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

Note: For additional information on these courses, visit the DAU Website at http://www.dau.mil.

PMT 305
Program Manager’s Skills (ACAT III Programs)

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 305 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 the top five 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 how to operate effectively within it.

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

Prerequisite: PMT 302
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:** PC

**PDS Code:** BU2

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**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 Acquisition Reform initiatives, including market research, use of commercial/nondevelopmental item alternatives, use of performance specifications, and the Single Process Initiative.

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

- use DoD policy for stating performance-based requirements;
- apply techniques that promote the use of commercial products and practices;
- use market research to support acquisition by revising existing documents or by creating new documents;
- 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

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**Note:** For additional information on these courses, visit the DAU Website at [http://www.dau.mil](http://www.dau.mil).
**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 the Single Process Initiative, for the proper use of documents.

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

- support military specification reform objectives, policies, and procedures;
- implement the criteria for selection of the type of acquisition document; 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

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**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 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:** Students have up to 60 days to complete the online portion of the course, which is followed by 5 days of classroom instruction.

**Method of Delivery:** PC and Resident/On-site

**PDS Code:** BU3
PQM 202
COMMERCIAL AND NONDEVELOPMENTAL ITEM ACQUISITION

The Commercial and Nondevelopmental Item Acquisition (C/NDI) 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 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: 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: 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 tradeoff evaluations with users, or determining the commerciality of supplies or services.

Prerequisite: None

Recommended: ACQ 101

Length: 2 class days

Method of Delivery: On-site

PDS Code: PGK

PQM 301
ADVANCED PRODUCTION, QUALITY AND MANUFACTURING

Structured around an integrated product development, concurrent engineering acquisition philosophy prescribed in DoD Directive 5000.1 and DoD 5000.2-R, the Advanced Production, Quality and Manufacturing course investigates decision-making issues relevant to successfully managing three core technical tasks in DoD acquisition: systems and process development, manufacturing, and product quality management.

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: 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

Note: For additional information on these courses, visit the DAU Website at http://www.dau.mil.
Using in-depth integrated product team-based 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 whose duties include software acquisition management.

Prerequisites: ACQ 201 and SAM 101

Length: 10 class days

Method of Delivery: Resident/On-site

PDS Code: JHC

Note: For additional information on these courses, visit the DAU Website at http://www.dau.mil.
SYS 201
Intermediate Systems Planning, Research, Development and Engineering

Steps in the systems engineering process are covered during SYS 201. Specific techniques are introduced, including systems engineering management planning and tools. Special emphasis is placed on characteristics of a system. Practical exercises and case studies are used to 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;
• forecast staffing budget requirements;
• assist in the integration of technical activities performed by multiple agencies;
• execute and evaluate the technical development activities proposed by industry sources; and
• ensure the technical integrity of the operational system.

Who Should Attend: This course is required for intermediate-level personnel in the Systems Planning, Research, Development and Engineering career field.

Prerequisite: ACQ 201
Length: 10 class days
Method of Delivery: Resident/On-site
PDS Code: BE2

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 or for those 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
PDS Code: BU9
**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:** 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 career field.

**Prerequisite:** SYS 201

**Length:** 10 class days

**Method of Delivery:** Resident/On-site

**PDS Code:** HV1

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**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 pass the final examination within 60 calendar days of the start date.

**Method of Delivery:** PC

**PDS Code:** PC5

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**Note:** For additional information on these courses, visit the DAU Website at [http://www.dau.mil](http://www.dau.mil).
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, and experimental design; elements of systems effectiveness and suitability; instrumentation; data collection and management; analysis/evaluation; live-fire software; modeling and simulation; and in 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.

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 limited instructor-based lectures to introduce significant current Test and Evaluation (T&E) events. Student-generated issues are used for a video teleconference with Office of the Secretary of Defense (OSD) officials. Group and classroom discussion and presentations include student-generated technology topics, personal wisdom gained, and unresolved 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 Materials: Students must complete a self-assessment and four short assignments online.
Length: 4 class days
Method of Delivery: Resident
PDS Code: QL9
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DAU Campuses

DAU classes may be offered at one of these four main campuses:

DAU Defense Systems Management College, Fort Belvoir, Virginia
DAU Wright-Patterson AFB, Ohio
DAU Fort Lee, Virginia
DAU Norfolk, Virginia

Each DAU campus is fully equipped to accommodate student needs. Housing, dining facilities, libraries, fitness facilities, and medical facilities are available to DAU students at each campus and regional location. 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 Monmouth, New Jersey
Huntsville, Alabama
Los Angeles, California
Norfolk, Virginia
Patuxent River NAS, Maryland
Port Hueneme, California
Rock Island, Illinois
San Diego, California

At each of these regional training sites, there is at least a DAU instructor and a DAU-dedicated classroom with state-of-the-art instructional technology. Since all of the regional training 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 methods of delivery for each course.)
DEFENSE ACQUISITION UNIVERSITY
DEFENSE SYSTEMS MANAGEMENT COLLEGE
9820 BELVOIR ROAD
FORT BELVOIR, VA  22060-5565
DAU
NORFOLK NAVAL STATION, VIRGINIA

DEFENSE ACQUISITION UNIVERSITY
NORFOLK CAMPUS HEADQUARTERS
1968 GILBERT STREET, SUITE 660
NORFOLK, VA 23511-3384
DAU
WRIGHT-PATTERSON
AIR FORCE BASE, OHIO

DEFENSE ACQUISITION UNIVERSITY
WRIGHT-PATTERSON CAMPUS
2950 P STREET, BLDG 641, RM 328
WPAFB, OH 45433-7765
DAU Organization Chart

As of 1 Nov 00

Executive Institute

Office of the President

Acquisition Education Training & Career Development

Administration and Services

Strategic Planning Action Group

Provost

Chief Information Officer

Chief Financial Officer

DSMC
Fort Belvoir, VA Campus

Fort Lee, VA Campus

Wright-Patterson AFB, OH Campus

Norfolk, VA Campus

Regions
Huntsville, AL
Los Angeles, CA
Boston, MA
Fort Monmouth, NJ

Regions
Port Hueneme, CA
San Diego, CA
Rock Island, IL
Patuxent River, MD
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 career fields. The Under Secretary of Defense for Acquisition, Technology and Logistics (USD(AT&L)) has approved these checklists for the Acquisition Workforce under the authority of DoD Directive 5000.52, "Defense Acquisition Education, Training and Career Development Program." They are for use from October 1, 2000, through September 30, 2001. 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 acquisition fields. All courses that may be taken to meet Defense Acquisition Workforce Improvement Act (DAWIA) certification requirements for FY 2001 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.

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 square 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 Appendices D and E.

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 centralized registration in all of its classes. Class schedules are maintained in ATRRS and should be available through your local training office. Up-to-date class schedules are also available for downloading from the DAU Home Page (http://www.dau.mil).

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

- Acquisition Logistics
- Auditing
- Contracting
- Industrial/Contract Property Management
- Information Technology (formerly Communications-Computer Systems)
- Manufacturing, Production and Quality Assurance
- Program Management
- Purchasing
- Systems Planning, Research, Development and 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
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]
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 [QPO]
  - AUD 4230 Graphic, Computational, and Improvement Curve Analysis Techniques [QPC]
- (Desired) Any of the following courses:*
  - AUD 1430 Accounting and Auditing Update
  - AUD 1560 Emerging Cost Accounting Issues
  - AUD 5632 Computer Billing Algorithms
  - AUD 5650 Basic Data Retrieval - DATATRAK
  - AUD 5720 EDP Internal Control Reviews and JCL
  - AUD 6220 Auditor Interview and Interpersonal Reactions
  - AUD 6240 Oral Presentation Workshop

(AUDITING is continued on the next page.)
**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 8560 DCAA Supervisory Skills Workshop [CBJ] (Mandatory for all supervisory personnel)
- (Desired) Complete one of these courses:*
  - AUD 1275 Advanced Cost Management Systems
  - AUD 4030 Quantitative Methods for Managers
  - AUD 5640 Electronic Data Processing for Managers
  - CON 301 Executive Contracting [BB3]

*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**
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 101 Basics of Contracting [BDQ]
 CON 104 Principles of Contract Pricing [BDR]

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]
 (This class is required every 3 to 5 years as a refresher, but it does not have to be repeated to maintain certification.)
 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.)

Mandatory standard  Desired standard  No standard set  Option for meeting mandatory standard  Option for meeting desired standard
INDUSTRIAL/CONTRACT PROPERTY MANAGEMENT

☐ LEVEL I

☐ EDUCATION
  (Desired) Meet one of the following criteria:
  ☑ Baccalaureate degree
  ☑ At least 24 semester hours among accounting, law, business finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization, and management

☐ EXPERIENCE
  1 year of experience in acquisition

☐ TRAINING
  ☐ IND 101 Contract Property Administration Fundamentals [PDM]
  ☐ IND 102 Contract Property Disposition [PDO]
  (This class is required every 3 to 5 years as a refresher, but it does not have to be repeated to maintain certification.)
  ☐ IND 103 Contract Property Systems Analysis [BRL]
  ☐ CON 101 Basics of Contracting [BDQ]

☐ LEVEL II

☐ EDUCATION
  (Desired) Meet one of the following criteria:
  ☑ Baccalaureate degree
  ☑ At least 24 semester hours among accounting, law, business finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, 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]
  (This class is required every 3 to 5 years as a refresher, but it does not have to be repeated to maintain certification.)
  ☐ CON 202 Intermediate Contracting [PGE]
  ☐ CON 210 Government Contract Law [BDP]

☐ LEVEL III

☐ EDUCATION
  (Desired) Meet both of the following criteria:
  ☑ Baccalaureate degree
  ☑ At least 24 semester hours among accounting, law, business finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, 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]
  (This class is required every 3 to 5 years as a refresher, but it does not have to be repeated to maintain certification.)
  ☐ CON 333 Management for Contracting Supervisors [BU7]
  ☐ IND 202 Contract Property Management Seminar [BRM]
  (This class is required every 3 to 5 years as a refresher, but it does not have to be repeated to maintain certification.)
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 302 Advanced Program Management [BU1]
MANUFACTURING, PRODUCTION, AND QUALITY ASSURANCE

(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.)

- Level I
  - **Education** - None mandatory
  - **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 to include 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 to include 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]
MANUFACTURING, PRODUCTION, AND QUALITY ASSURANCE (Continued)

☐ 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]
☐ (Desired) One advanced seminar in current acquisition management issues

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

☐ **Level I**

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

☐ **Experience**
   1 year of program management 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, with at least 1 year 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]
   - (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.)
     (NOTE: A requirement for PMT 250 is in coordination. The new requirement will be posted on the DAU Home Page when it becomes effective.)

☐ **Level III**

☐ **Education**
   - (Desired) Meet one of the following criteria:
     - At least 24 semester hours (DANTES or CLEP equivalency exams may be substituted.) from among accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization, and management
     - 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, 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) 2 additional years of acquisition experience

☐ **Training**
   PMT 302 Advanced Program Management Course [BU1]
Purchasing

- **Level I**
  - **Education**
    (Desired) 16 semester hours of undergraduate work, with emphasis in business
  - **Experience**
    1 year of experience in purchasing
  - **Training**
    CON 101 Basics of Contracting [BDG]

- **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]

- **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

**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, quality assurance, communications/computer systems, manufacturing and production, or test and evaluation

(SYSTEMS PLANNING, RESEARCH, DEVELOPMENT AND ENGINEERING is continued on the next page.)
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, quality assurance, information technology, manufacturing and production, or test and evaluation
LEVEL I

EDUCATION
Have one of the following requirements:
  ○ Baccalaureate degree with 24 semester hours or equivalent in physical science, mathematics, chemistry, engineering, physics, operations research, or a related field
  ○ At least 10 years of experience in acquisition positions (as of 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
- Meet one of the following criteria:
  ○ Baccalaureate degree with 24 semester hours or equivalent in physical science, mathematics, chemistry, engineering, physics, operations research, or a related field
  ○ At least 10 years of experience in acquisition positions (as of 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
- Meet one of the following criteria:
  - Baccalaureate degree with 24 semester hours or equivalent in physical science, mathematics, chemistry, engineering, physics, operations research, or a related field
  - At least 10 years of experience in acquisition positions (as of 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]
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 Acquisition 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 its other courses.

Assignment-specific courses support work distribution decisions of local management officials. Subject to component guidance, these officials are responsible for ensuring employees given these duties receive this training, enabling 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. Registration is currently accomplished through the Army Training Requirements and Resources System (ATRRS).

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 World Wide Web Home Page: [http://www.dau.mil](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

Acquisition 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 Acquisition 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

Acquisition 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 Acquisition Workforce personnel whose duties include: (1) developing and/or evaluating cost estimates for life cycle management (i.e., research, development, procurement, deployment, operating and support, and disposal) 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; and information technology.
engineering; information technology; and non-DoD personnel who conduct economic analyses of materiel systems.

**BCF 209**  
**Selected Acquisition Report**

This course should be taken by Acquisition Category (ACAT) ID/IC Acquisition Workforce 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 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 Acquisition Workforce 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. Attendees typically include employees of 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 program projects in which contractor 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 who are assigned to the Defense Contract Management Agency or to the Army Ammunition Plant. Also, those who work as the Supervisor of Shipbuilding, Conversion, and Repair should attend this course.

**CON 234**  
**Contingency Contracting**

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

**CON 235**  
**Advanced Contract Pricing**

Level II and III personnel should take CON 235 if they are involved in major systems acquisition or in a commercial environment where knowledge or cost risk analysis, cost estimating relationships/parametric estimating, overhead estimating, and decision/risk analysis tools are 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 course is intended for contract specialists, administrators, negotiators, procurement analysts, and purchasing agents with a working knowledge of basic government contracting practices (i.e., at least 1 year of experience). However, attendees do not necessarily have to be knowledgeable or experienced in using simplified acquisition procedures. This course should be taken by contracting personnel who received their basic training in contracting prior to the implementation of the Federal Acquisition Streamlining Act of 1994 (FASA) and the Clinger-Cohen Act. Those who have been assigned to a position requiring knowledge of simplified acquisition procedures should also take CON 237.

**CON 243**

**Architect-Engineer Contracting**

Military and civilian Acquisition 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 Acquisition Workforce personnel in the Contracting career field and others (e.g., professional engineers) who are assigned specific contract administration duties for construction contracts. Whenever practical, students should attend 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 acquisition program should take PMT 202. Participants will typically include members of the following career fields: Acquisition Logistics, Program Management; Contracting; Test and Evaluation; Systems Planning, Research, Development and Engineering; and Business, Cost Estimating, and Financial Management.
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 303
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 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 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 305 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

Level I acquisition personnel who are involved in acquiring, developing, engineering, testing and evaluating, conducting research on, and procuring software-intensive systems should take SAM 101. 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 201
Intermediate Software Acquisition Management

The SAM 201 course is required for acquisition personnel who are involved in acquiring, developing, engineering, testing and evaluating, researching, and procuring 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

This course is required for acquisition personnel serving in a Level III position, involved in acquiring, developing, engineering, testing and evaluating, conducting research on, and procuring software-intensive systems. Priority for this course will be given to personnel who 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
DoD School Equivalencies

Some DoD schools offer courses that have been certified equivalent to DAU curriculum courses. The following matrix provides a summary of those courses and the schools that offer them. Course equivalencies are renewed annually, and effective dates are posted on the DAU Home Page at [http://www.dau.mil](http://www.dau.mil). If you want more information on these equivalencies, Ms. Cassandra Lancaster is DAU’s point of contact. You can reach her at (757) 443-2349, DSN 646-2349, or by e-mail at lancasterc@daunorf.navy.mil.

### Summary of Equivalent Courses
**At Consortium and Other DoD Schools**

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<tr>
<th>School</th>
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<tr>
<td>AFIT</td>
<td>CMGT 545</td>
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<td>L3ABR6C031-005</td>
<td>PUR 101 Simplified Acquisition Fundamentals</td>
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<td>EO 4011</td>
<td>SYS 201 Intermediate SPRDE</td>
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<td>MN 3221</td>
<td>ACQ 101 Fundamentals of Systems Acquisition Management</td>
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<td>MN 3222</td>
<td>ACQ 201 Intermediate Systems Acquisition</td>
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<td>MN 3303</td>
<td>CON 101 Basics of Contracting</td>
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<td>MN 3304</td>
<td>CON 104 Fundamentals of Contract Pricing</td>
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<td>MN 3309</td>
<td>SAM 201 Intermediate Software Acquisition Management</td>
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<td>MN 3312</td>
<td>CON 210 Government Contract Law</td>
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<td>MN 3384</td>
<td>PQM 101 Production, Quality and Manufacturing Fundamentals</td>
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<td>MN 4371</td>
<td>CON 333 Management for Contracting Supervisors</td>
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<td>MN 4470</td>
<td>LOG 304 Executive Acquisition Logistics Management</td>
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<td>TST 301 Advanced Test and Evaluation</td>
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<td>Acquisition &amp; Contract Management (815)</td>
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<td>CON 104 Fundamentals of Contract Pricing</td>
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<td>US Navy EDO</td>
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<td>US Navy Test Pilot School</td>
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<td>TST 101 Introduction to Acquisition Workforce Test and Evaluation</td>
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<td></td>
<td>TST 202 Intermediate Test and Evaluation</td>
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</table>
Several academic courses offered by private and public institutions of higher education have been certified as equivalent to mandatory acquisition courses provided by the Defense Acquisition University. In many cases, these courses can be used to satisfy education and training requirements for Defense Acquisition Workforce members.

This section provides contact information for schools that have been granted equivalency status for various courses. For complete information on what courses each school offers, the DAU course equivalent, and effective dates, visit the DAU Website at http://www.dau.mil or contact Ms. Cassandra Lancaster at (757) 443-2349, DSN 646-2349, or e-mail lancasterc@daunorf.navy.mil.

This section applies to classroom offerings only. Individuals seeking credit for equivalency courses should provide a copy of their college transcript(s) to their personnel office.

**Athens College**
300 N. Beaty Street
Athens, AL 35611
Mr. James E. Haynes
(205) 233-8116

**Bowie State**
14000 Jericho Road
Bowie, MD 20715-9465
(301) 464-3000

**College of Southern Maryland**
(formerly Charles County Community College)
P.O. Box 910
LaPlata, MD 20646-0910
Director, Mr. Rex Bishop
(301) 934-7518

**College of William and Mary**
Richard Bland College
Petersburg, VA 23805
Dr. Gracie M. Bailey
(804) 862-6244

**Florida Institute of Technology**
150 West University Boulevard
Melbourne, FL 32901
Director, Mr. Robert K. Dwyer
(407) 729-9774

**Georgia College Logistics Education Center**
Robbins Air Base, GA 31098-2232
Mr. Bobby Graham
(912) 926-6544

**Massachusetts Bay Community College**
50 Oakland Street
Wellesley Hills, MA 12181
Dean George M. Luoto
(617) 237-1100, Ext. 402

**Northern Virginia Community College**
Business Division, Alexandria Campus
3001 N. Beauregard Street
Alexandria, VA 22311
Dr. Ron Wheeler
(703) 845-6313

**Pensacola Junior College**
Warrington Campus
5555 West Highway 98
Pensacola, FL 32507
Mr. Aaron James
(904) 457-2346

**Rancho Santiago College**
901 E. Santa Anna Boulevard
Santa Anna, CA 92701
Director, Mr. Don Bargabus
(714) 564-4530
San Diego City College
Business Division
1313 Twelfth Avenue
San Diego, CA 92101
Mr. Jim Conrad
(619) 532-3439

Tidewater Community College
Portsmouth Campus
Portsmouth, VA 23703
Ms. Betty Hill
(804) 484-2121

University of California, Irvine
University Extension
P.O. Box 6050
Irvine, CA 92716
Ms. Angela Jeantet
(714) 856-5736

University of Central Florida
College of Business Administration
Department of Management
P.O. Box 25000
Orlando, FL 32816-0400
Dr. Raymond L. Martin
(407) 823-2446

The University of Dallas
Graduate School of Management
Industrial Management Department
Irving, TX 75061
Dr. David Gordon
(214) 721-5354

University of the District of Columbia
College of Business and Public Management
4340 Connecticut Avenue, NW
Washington, DC 20008
Dr. William Platzer
(202) 282-3737

University of Indianapolis
School of Business
1400 East Hanna Avenue
Indianapolis, IN 46227-3697
Dr. Robin Livesay
(317) 788-3378

The University of Phoenix
Academic Program Manager
4615 East Elwood Street
Phoenix, AZ 85040
Ms. Dorian Rivera
(602) 966-7577, Ext. 1270

The University of St. Thomas
2115 Summit Avenue
St. Paul, MN 55105
Mr. Joseph R. Clements
(651) 962-5192

University of Virginia
Division of Continuing Education
2990 Telestar Court
Falls Church, VA 22042-1279
Ms. Carol Beechler
(703) 876-6936

University of West Florida
Public Administration Program
Pensacola, FL 32514-0102
Mr. Alfred Cuzan
(904) 474-2336

Webster University
470 East Lockwood
St. Louis, MO 63119-3194
Dr. Joseph F. Olszewski
(314) 968-7463

West Coast University
400 Mobile Avenue
Camarillo, CA 93010-6313
Mr. Fred Spiegl
(805) 987-5199

Western New England College
Off-Campus Division
Devens Center
Army Education Center
Ft. Devens, MA 01433-5230
Mr. Douglas Kenyon, Adm. Director
(781) 933-1595

Hanscom Center
ABG/DPE, Bldg. 1728
Hanscom AFB, MA 01731-5000
Appendix F

Continuing Education Units

Acquisition employees may meet professional association or organization continuing education requirements by taking DAU sponsored courses. DAU is a member of the International Association for Continuing Education and Training (IACET), a nonprofit membership organization of over 650 organizations and individuals involved in continuing education and training. As such, DAU is an authorized provider of continuing education units (CEUs), which measure continuing education participation for many professional associations and organizations.

The following table provides the CEU for each DAU sponsored course, which may be applied toward professional requirements. For updates, consult the online DAU Catalog at [http://www.dau.mil](http://www.dau.mil).

CEUs are not measures of academic credit. See Appendix G for DAU courses eligible for academic credit.

### Continuing Education Units (For Courses Taken After January 1, 1997)

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<tr>
<th>Course</th>
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<tr>
<td>ACQ 101 Fundamentals of Systems Acquisition Management</td>
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<td>through 6/1/97</td>
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<td>through 6/1/97</td>
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<td>6/2/97-10/24/99</td>
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<td>beginning 3/2/01</td>
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<td>BCF 204 Intermediate Cost Analysis (formerly BCE 204)</td>
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Appendix G

Meeting Acquisition Corps Education Standards

Statutory Education Requirements


• 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 makes college credit recommendations. ACE itself does not grant academic credit. Rather, 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 business and industry-sponsored programs. Descriptions of these courses, along with their corresponding credit hour recommendations and subject area designations, are contained in four volumes published by 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 contains courses offered by other Federal agencies and the private sector. ACE guides are typically available in civilian personnel training offices and in DoD education centers.
## American Council on Education (ACE) Recommended 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 below, please refer to the Guide to the Evaluation of Educational Experiences in the Armed Services at your education center or college. For updates to these recommendations, consult the online Catalog at [http://www.dau.mil](http://www.dau.mil). The DAU point of contact for the University’s ACE accreditation is Dr. Joel Zamkoff; he can be reached at (703) 805-4974, (410) 997-4616, or zamkoff_joel@dau.mil.

### Current DAU Courses and ACE Recommendations

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<td>BCF 211</td>
<td>Acquisition Business Management</td>
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<td>Basics of Contracting (formerly CON 101, Contracting Fundamentals)</td>
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<td>CON 210</td>
<td>Government Contract Law</td>
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<td>CON 233</td>
<td>Cost Accounting Standards Workshop</td>
<td>AR-1401-0021 Version II</td>
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<td>Introduction to Applied Statistics, Cost Estimating and Analysis</td>
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<td>Acquisition and Cost Estimating</td>
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<td>Intermediate Acquisition Logistics</td>
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<td>Provisioning (Army Provisioning Process)</td>
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<td>Program Manager’s Skills Course (Formerly PMT 305, Program Manager’s Survival Course)</td>
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<td>SYS 301</td>
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<td>Intermediate Test and Evaluation</td>
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<td>5/99–Present</td>
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<td>3 semester hours graduate category</td>
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<td>3 semester hours, upper division baccalaureate category</td>
<td>Production and Operations Management; or Procurement (Supply) Management</td>
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<td>10/93–Present</td>
<td>3 semester hours graduate category</td>
<td>Business Administration; or Technical Management</td>
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<td>Software Systems Procurement Management</td>
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<td>10/94–Present</td>
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<td>Systems Engineering</td>
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<td>8/96–Present</td>
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<td>Facilities Contracting Fundamentals</td>
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<td>Procurement/Supply Management</td>
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<td>Management Information Systems</td>
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<td>Procurement or Advanced Logistics Management</td>
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### COURSES STILL VALID FOR CREDIT BUT NO LONGER OFFERED (cont.)

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<th>Course Title</th>
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<tbody>
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<td>Logistics Support Analysis (Defense Basic Logistics Support Analysis)</td>
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<td>PMT 301</td>
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<td>PMT 341</td>
<td>Systems Acquisition for Contracting Personnel (Executive)</td>
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<td>PQM 103; ALM-34-0235</td>
<td>Defense Specification Management</td>
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<td>Defense Acquisition Engineering, Manufacturing, and Quality Control</td>
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<td>Simplified Acquisition Fundamentals</td>
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<td>Executive Small Purchase (Defense Small Purchase Advanced)</td>
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<td>PUR 201</td>
<td>Intermediate Simplified Acquisition Fundamentals</td>
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1. **2000 ACE Guide** reflects specialty area as Procurement and Logistics Management; however, correct specialty should be Acquisition Management (pending correction).
2. **ACE recommended credits** apply to resident version only. Online version pending review.
3. **2000 ACE Guide** erroneously states 3 semester hours; however, the correct number should be 2 semester hours (pending correction).
4. **2000 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.
5. **2000 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).
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<thead>
<tr>
<th>Effective Dates</th>
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<td>Materiel Acquisition Process and Support Systems</td>
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*2000 ACE Guide reflects old course number of CON 201 (pending correction).*
*2000 ACE Guide shows old course name, Program Manager's Survival (pending correction).*
*2000 ACE Guide shows course name as Intermediate Production and Quality Management Fundamentals (pending correction).*
*2000 ACE Guide shows course name as Software Acquisition Management (pending correction).*
*2000 ACE Guide shows end date of 10/98; however, Feb 1999 ACE evaluation documentation shows correct end date of 1/99 (pending correction).*
**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 or, if they had less than 10 years of acquisition experience as of October 1, 1991, may also be able to meet all or part of the credit hour requirement through successful completion of examinations administered by the Defense Activity for Non-Traditional Education Support (DANTES). Eligibility requirements and application procedures are described in the DAU Pamphlet, “Prepare for Advancement through Testing,” available at civilian training offices or via the DAU Home Page at [http://www.dau.mil](http://www.dau.mil).

Whenever semester credit hours are required for certification, DANTES examinations may be substituted.

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**College Level Examination Program (CLEP)**

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](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.

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<td>Business Finance</td>
<td>DSST 524 - Principles of Finance</td>
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<td>Economics</td>
<td>CLEP 036 - Principles of Macroeconomics</td>
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<td>CLEP 037 - Principles of Microeconomics</td>
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<td>Law</td>
<td>DSST 534 - Business Law II</td>
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<td>CLEP 023 - Principles of Marketing</td>
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<td>Organization and Management</td>
<td>DSST 530 - Personnel/Human Resources Management</td>
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<td>DSST 531 - Organization Behavior</td>
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<td>Quantitative Methods</td>
<td>DSST 450 - Principles of Statistics</td>
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DEFENSE ACQUISITION UNIVERSITY
TRANSCRIPT REQUEST FORM
PLEASE COMPLETE ALL AREAS
(PRINT LEGIBLY OR TYPE)

REQUESTER INFORMATION

REQUESTER/STUDENT NAME ____________________________________________

ADDRESS: ___________________________________________________________

____________________________________________________ PHONE: ___________

____________________________________________________ PHONE: ___________

PLEASE COMPLETE THE FOLLOWING FOR EACH COURSE
(USE A CONTINUATION SHEET IF NECESSARY)

<table>
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<tr>
<th>COURSE TITLE</th>
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<th>ADDITIONAL INFORMATION</th>
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MAIL TRANSCRIPT TO: ____________________________________________

FAX TRANSCRIPT TO: ____________________________________________

STUDENT SIGNATURE: ____________________________________________ DATE: ___________

PRIVACY ACT STATEMENT: AUTHORITY: 10 USC 8012; E.O. 9397. PRINCIPAL PURPOSE: To request mailing of student’s official DAU transcripts. ROUTINE USES: To authorize transmittal of official transcripts to agencies designated by student. Faculty and Staff of DAU and other Federal agencies having a need to know may refer to this record in the performance of their official duties. SSN is used to make positive identification of individual and record. DISCLOSURE: Voluntary; however, failure to provide the information will result in the designated agency not receiving transcripts as requested by the student.

CAMPUS CONTACTS FOR DAU TRANSCRIPTS (cont.)

DAU-AFFILIATED SCHOOLS (COURSE PROVIDERS)

INFORMATION RESOURCES MANAGEMENT COLLEGE (IRMC)

Direct DAU transcript inquiries to: Lisa Johnson
Phone: 703-805-2146, DSN 655-2146
Fax: 703-805-3709/3983, DSN 655-3709/3983
E-mail: Johnson_Lisa@dau.mil
Request Form Website: http://www.dsmc.dsm.mil/forms/transcript.htm
Mailing Address: Defense Systems Management College
9820 Belvoir Road
ATTN: HQ-AS-REG
Fort Belvoir, VA  22060-5565

INDUSTRIAL COLLEGE OF THE ARMED FORCES (ICAF)

Direct DAU transcript inquiries to: Iris Boon
Phone: 202-685-2128, DSN 325-2128
Fax: 202-685-3935, DSN 325-3935
E-mail: booni@ndu.edu
Mailing Address: National Defense University
ATTN: Registrar, NDU/AABuilding 62, Rm 301
300 5th Avenue
Fort McNair, DC  20319-5066

DEFENSE CONTRACT AUDIT INSTITUTE (DCAI)

Direct DAU transcript inquiries to: Sandra Davidson
Phone: 901-325-6383, DSN not available
Fax: 901-325-6350
E-mail: sandra.davidson@dcaa.mil
Mailing Address: DCAA-Defense Contract Audit Institute
4075 Park Avenue
Memphis, TN 38111-7492

FORMER DAU COURSE PROVIDERS

AF CONTRACTING/AcQUISITION TRAINING CENTER, LACKLAND AFB, TX

(No longer provides training for DAU)

Direct transcript inquiries for DAU courses taken prior to April 9, 1999 to: Ssgt Tondra Fry
Phone: 210-671-4937, DSN 473-4937
Fax: 210-671-3314, DSN 473-3314
E-mail: tondra.fry@lackland.af.mil
Mailing address:
Training Manager
345 TRS/DOR
1015 Femoyer Street
Lackland AFB, TX  78236-5444

DIA TRAINING CENTER, COLUMBUS, OH

(Previously known as DLA Civilian Personnel Support Office (DCPSO) (No longer provides training for DAU)

Direct transcript inquiries for DAU courses taken prior to April 9, 1999 to: Evelyn Saunders
Phone: 614-692-6163, DSN 850-6163
Fax: 614-692-5974, DSN 850-5974
E-mail: evelyn.saunders@dca.dla.mil
Mailing Address:
DLA Training Center
ATTN: DTC-D
380 Morrison Road
Columbus, OH  43213

DEFENSE ACQUISITION UNIVERSITY TRANSCRIPT REQUEST FORM
PLEASE COMPLETE ALL AREAS
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Transcripts for resident courses taken at Defense Acquisition University (DAU) schools or affiliated course providers can be obtained for those courses taken since the establishment of DAU in FY 1993. If you took a resident course prior to the establishment of DAU in FY 1993, a transcript may not be available as the school/provider may no longer be in existence or may not be required to maintain student information. DAU can only guarantee transcripts for resident courses taken since the University was established.

In order to obtain a transcript or additional information regarding resident courses taken, please contact the appropriate school or location in which the course was taken. Attached is a listing of all the schools and their contact information.

To obtain a transcript for a Web-based course taken through DAU, visit the DAU Virtual Campus Website at https://dau.fedworld.gov. You must have a student account; once you have logged on and reached the Student Desktop, select “Request Transcript,” then follow the directions provided. You also may contact the DAU-Fort Belvoir POC listed below for assistance:

POC: Lisa Johnson
Phone: 703-805-2146, DSN 655-2146
Fax: 703-805-3709/3983, DSN 655-3709/3983
E-mail: Johnson_Lisa@dau.mil
Mailing Address: Defense Acquisition University DSMC Fort Belvoir Campus 9820 Belvoir Road ATTN: HQ-AS-REG Fort Belvoir, VA 22060-5565

After completion, mail or Fax this completed form to the appropriate location (addresses and contact information are attached).

PLEASE ALLOW THREE (3) WEEKS FOR PROCESSING.

ANY QUESTIONS ABOUT THIS FORM SHOULD BE DIRECTED TO THE DAU REGISTRAR’S OFFICE AT: DSN 655-3003, COMMERCIAL (703) 805-3003, OR TOLL FREE 1-888-284-4906.
CAMPUS CONTACTS FOR DAU TRANSCRIPTS

ACTIVE CAMPUSES

DEFENSE SYSTEMS MANAGEMENT COLLEGE, FORT BELVOIR, VA CAMPUS

Main Campus: Fort Belvoir, VA
Active Regions: Los Angeles, CA
Huntsville, AL
Fort Monmouth, NJ
Boston, MA
Closed Region: St. Louis, MO
Direct transcript inquiries to: Lisa Johnson
Phone: 703-805-2146, DSN 655-2146
Fax: 703-805-3709/3983, DSN 655-3709/3983
Email: Johnson_Lisa@dau.mil
Request Form Website: http://www.dsmc.dsm.mil/forms/transcript.htm

Mailing Address: Defense Acquisition University
9820 Belvoir Road
ATTN: HQ-AS-REG
Fort Belvoir, VA 22060-5565

FORT LEE, VA CAMPUS
(Formerly part of the Army Logistics Management College (ALMC))

Direct transcript inquiries to: Donna Mason
Phone: 804-765-4106, DSN 539-4106
Fax: 804-765-0923, DSN 539-0923
Email: masond@lee.army.mil

Mailing Address: DAU-Fort Lee Campus
ATTN: Donna Mason
Bldg 12500
2401 Quarters Road
Fort Lee, VA 23801-1705

WPAFB, OH CAMPUS
(Formerly part of the Air Force Institute of Technology (AFIT))

Direct transcript inquiries to: Clara Hagedorn
Phone: 937-255-7777, Ext. 3129, DSN 785-7777
Fax: 937-255-8458, DSN 785-8458
Email: hagedornc@afit.af.mil
Request Form Website: http://dla.afit.af.mil

Mailing Address: DAU-WPAFB Campus (Clara Hagedorn)
2950 P Street
Building 641, Room 102
Wright-Patterson AFB, OH 45433-7765

NORFOLK, VA CAMPUS
(Formerly the Naval Center for Acquisition Training (NCAT) or Navy Acquisition Management Training Office (NAMTO))

Active Regional Sites:
Monterey, CA (previously part of the Naval Postgraduate School (NPS)); Rock Island, IL (previously called Army Management Engineering College (AMEC)); San Diego, CA (previously called Naval Warfare Assessment Division (NWAD)); Patuxent River, MD, Germany (previously affiliated with European Command Contracting Training Office (EUCOM CTIO))

Direct transcript inquiries to: Karen Olszak
Phone: 757-443-2362, DSN 646-2362
Fax: 757-443-2343, DSN 646-2343
Email: olszakk@daunorf.navy.mil

Mailing Address: DAU-Norfolk
ATTN: Karen Olszak
1968 Gilbert Street, Suite 660
Norfolk, VA 23511-3384

NORFOLK - PORT HUENEME, CA CAMPUS
(Formerly called the Naval Facilities Contracts Training Center (NFCTC))

Direct transcript inquiries to: Mike Gonzales
Phone: 805-982-2846, DSN 551-2846
Fax: 805-982-2279, DSN 551-2279
Email: gonzalesmc@nfctc.navy.mil

Mailing Address: DAU-Norfolk Port Hueneme, CA Campus
ATTN: Mike Gonzales
3502 Goodspeed Street, Suite 5
Port Hueneme, CA 93043-4425

OFFICE OF THE ASSISTANT SECRETARY OF THE NAVY (RESEARCH, DEVELOPMENT, AND ACQUISITION)

(Transcripts are available for DAU courses taken after the establishment of DAU in FY 93.)

Direct transcript inquiries to: Lisa Johnson
Phone: 703-805-2146, DSN 655-2146
Fax: 703-805-3709/3983, DSN 655-3709/3983
Email: Johnson_Lisa@dau.mil
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REQUESTER INFORMATION

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(INCLUDE FORMER NAME IF APPLICABLE)

ADDRESS: __________________________________________

SSN: _______________________________________________

PHONE: ____________________________________________
(COMMERCIAL)

PHONE: ____________________________________________
(DSN)

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(USE A CONTINUATION SHEET IF NECESSARY)

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SCHOOL/LOCATION TAKEN ______________________________

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E-mail: booni@ndu.edu

Request Form Website: N/A

Mailing Address:
National Defense University
ATTN: Registrar, NDU/AA
Building 62, Room 301
300 5th Avenue
Fort McNair, DC 20319-5066

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Fax: 901-325-6350
E-mail: sandra.davidson@dcaai.mil

Mailing Address:
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E-mail: tondra.fry@lackland.af.mil

Mailing address:
Training Manager
345 TRS/DOR
1015 Fenmoyer Street
Building 10904
Lackland AFB, TX 78236-5444

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Fax: 614-692-5974, DSN 850-5974
E-mail: evelyn.saunders@dte.dla.mil

Mailing Address:
DLA Training Center
ATTN: DTC-D
380 Morrison Road
Columbus, OH 43213

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E-mail: sandra.davidson@dcaai.mil

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Memphis, TN 38117-7492
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