

DAU 2002

DEFENSE ACQUISITION UNIVERSITY CATALOG



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2002 CATALOG**

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DEFENSE ACQUISITION UNIVERSITY
9820 BELVOIR ROAD
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MESSAGE FROM THE PRESIDENT

The Defense Acquisition University (DAU) provides the Acquisition, Technology, and Logistics (AT&L) Workforce with quality education, training, research, and associated learning products. As we improve our mission-support capability, we are moving toward becoming one of the best corporate universities, recognized inside and outside the Department of Defense (DoD) for excellence in acquisition education. We will continue to actively participate in acquisition initiatives to help streamline DoD processes and incorporate new concepts and technologies. To develop critical thinkers capable of responding to the most complex acquisition challenges, we will lead in areas such as knowledge management and problem-based learning. We are also expanding the learning envelope by partnering with other academic institutions and private sector organizations to enhance the career development of the DoD AT&L Workforce.

To rapidly transform the DoD acquisition learning environment and improve the efficiency of the DAU organizational structure and processes, we are moving our campus locations to major buying centers. These moves will better serve our stakeholders and customers – you, the AT&L Workforce. We are implementing major internal process improvements so we can provide you the right training anyplace and at the right cost and quality.

DAU has established an e-Learning Roadmap that encompasses the use of knowledge management, just-in-time Web-based instruction, and online performance-support tools. “Communities of Practice” will showcase functional content, best practices, and lessons learned. We are working with the DoD Change Management Center to become an agent of change, able to recognize user needs quickly and provide rapid support accordingly.

We are realigning our main campus locations to Huntsville, AL; San Diego, CA; Wright-Patterson AFB, OH; Patuxent River Naval Air Station, MD; and Fort Belvoir, VA. This realignment will improve our consulting and performance-support services and provide tailored assistance to AT&L users in their respective missions. We have also established new equivalency processes with other DoD schools, professional organizations, and academic institutions to offer more avenues by which AT&L Workforce members can receive credit for their academic accomplishments.

DAU is focused on new learning products and services that we believe will help you develop better acquisition strategies and shape smart business deals as acquisition professionals. We look forward to working with you during your next DAU learning experience.

A handwritten signature in black ink that reads "Frank J. Anderson, Jr." in a cursive script.

Frank J. Anderson, Jr.
President
Defense Acquisition University



DAU Vision

The acquisition community's learning
resource of choice!

DAU Mission

To provide the acquisition community with the right learning products and services to
make smart business decisions

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

What's New at DAU



The Defense Acquisition University

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.

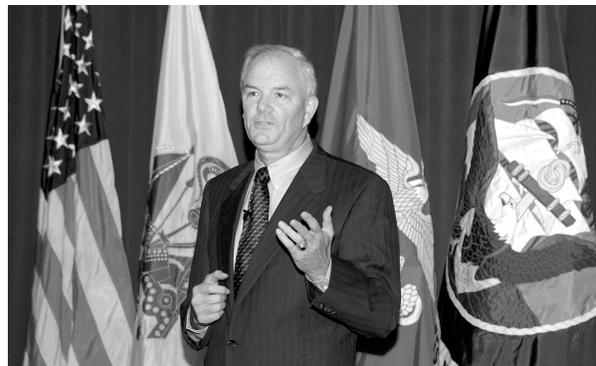
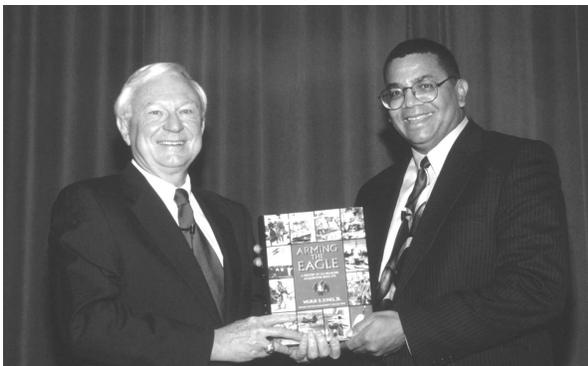
Each DoD acquisition functional area is represented by a Functional Integrated Product Team (FIPT), comprised of senior-level acquisition officials of the DoD components and led by Functional Advisors. These teams advise the Under Secretary of Defense (Acquisition, Technology, and Logistics) (USD(AT&L)) 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 Director, Acquisition Initiatives (D,AI). A Board of Visitors – individuals selected for their preeminence in academia, business, and industry – advises the President and the D,AI on matters such as organizational management, curricula, methods of instruction, and facilities. The Executive Institute consists of members from the Services, defense industry, and an International Chair, 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.



DoD/DAU Leadership

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What's New at DAU....

CONTINUOUS LEARNING CENTER

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

To assist the Acquisition Workforce in meeting the requirements of this continuous learning policy, DAU has created an online Continuous Learning Center (CLC). The CLC, through a single point of access, offers continuous learning modules; regulation, policy, and guidance resources; and collaboration tools that provide expertise from peers and other professionals. It is designed around the metaphor of a campus map, which links to buildings that house functions one would typically find on a campus. Visit the new DAU CLC at <http://clc.dau.mil>.

STRATEGIC ALLIANCES

DAU is establishing strategic alliances with other colleges, universities, and commercial learning institutions. The objective in doing so is to create an effective synergy and to leverage capabilities that, with little or no capital investment, greatly increase the value of past and existing DAU courses. The opportunities availed by these partnerships will enhance the skills, knowledge, and abilities of Acquisition Workforce members and afford them a broader range of choices in meeting their continuous learning and career development goals.

The revolution of business affairs has driven DAU's approximate 140,000 customers to demand more than quality certification training. The University is responding by generating robust continuous learning opportunities that support core training and provide job performance tools for use between defined certification courses. Our partnering with other learning institutions opens new avenues to long-term professional growth. For more specific information on achieving your career enhancement goals through education, visit the DAU Home Page at <http://www.dau.mil>.

COMMUNITIES OF PRACTICE

Communities of Practice (CoPs) are groups of professionals in the same discipline who come together to share in informal learning, ad hoc problem-solving, professional networking, and mutual support. CoPs are a vital method of providing context to the information and process knowledge contained within an organization. Experts and peers communicate in person and online to leverage one another's knowledge.

The Defense Acquisition University and the Navy Acquisition Reform Office have formed a partnership to develop a CoP network for Program Managers (PMs). This is anywhere, anytime program management support through a single Web portal, providing job performance support, knowledge sharing and retrieval, team collaboration, new ideas and aides to increase productivity. This Program Management CoP will be joined in the near future by three others: Systems Engineering Management, Contract Management, and Risk Management. Visit the PM CoP at <http://www.pmcop.dau.mil>.



Chapter 2

Administrative Information

Course Information

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

Student Information

***Course Registration and
Quota Allocation***

Registration Procedures



Administrative Information

COURSE INFORMATION

DAU COURSES

Sequence of Courses

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
Business, Cost Estimating, and Financial Management
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 in accordance with guidelines established in DoD 5000.52M. Grade or rank is not generally a requirement for course enrollment; however, it may be used to determine registration priority.

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

Course descriptions for all DAU 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 onsite (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 Web site at <http://www.dau.mil>.

Online Courses

DAU currently offers several courses via the World Wide Web, at <https://dau.fedworld.gov>. Some of these courses are taught entirely and exclusively online and others involve an online portion followed by classroom instruction. 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>. Students should ensure the computer they will use for instruction meets these requirements before enrolling in an online course.

When students register for a “hybrid” course (i.e., a course delivered in part via distance learning and in part in the classroom), it is important to understand the registration process. A student registering for ACQ 201, for example, is actually registering for Section B, the classroom portion of the course. This automatically enrolls the student in Section A, the online portion of the course. Successful completion of Section A is necessary to attend Section B. Students are given 60 calendar days to complete Section A and must begin Section B within 45 calendar days after that. Students who do not successfully complete Section A will not be eligible to attend Section B as scheduled.

COURSE EQUIVALENCIES AND ALTERNATIVES

Equivalent Courses

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

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 man-

datory 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 Web site at <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 F of this Catalog. Employees also may apply certain DAU courses to meet the educational requirements.

STUDENT INFORMATION

REPORTING INSTRUCTIONS

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 travel expenses and per diem for eligible students based on Service- or agency-specific policy. Students should consult their Acquisition Career Management Office for policy and guidance concerning their travel requirements. Internet Web sites and contact information are provided later in this chapter.

It is very important that students arrive with a government credit card to pay for all legitimate travel-related expenses or, if needed, draw cash advances in lieu of receiving advance per diem payments. DAU cannot process travel claims or provide ad-

vance per diem payments. If questions arise concerning use of the government credit card, students should arrive knowing the name and telephone number of the government credit card program coordinator for their Service or organization.

ATTENDANCE POLICY

Students are expected to attend all scheduled course sessions (including teleconferencing and satellite sessions) and complete all course work. Absences for medical or family emergencies must be approved by the course manager, lead instructor, or designated representative. Cumulative absences that exceed 5 percent of contact time may be grounds for removal from the course and receipt of an “incomplete” grade. Remediation to make up any missed instruction is at the discretion of the course manager.

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

CANCELLATIONS

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

STUDENT ISSUES AND CONCERNS

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

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

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 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 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 onsite class. In the event 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.



REGISTRATION PROCEDURES

ARMY PERSONNEL

COMM: (703) 604-7107

DSN: 664-7107

FAX: (703) 604-8178

24-hour information response system:
(800) 808-6467

DACM Web site:

<http://dacm.rdaisa.army.mil>

IDP Web site:

<https://rda.rdaisa.army.mil/cappmis/idp/idpprod/login.cfm>

AITAS Web site:

<https://www.atrrs.army.mil/channels/aitas>

Army Acquisition Mandatory Training Web site:

<http://www.saalt.army.mil/rdaisa/atrrs/aaedau.htm>

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 Acquisition Career Managers (ACMs) listed at the DACM Web site under "Your Acquisition Management Team." The Research, Development, and Acquisition Information Systems Activity (RDAISA) is responsible for processing all applications, registering students for training, and issuing funding for travel and per diem.

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

Class schedule information can be found at the IDP, AITAS, or Army Acquisition Mandatory Training Web sites. Individuals/organizations should monitor closely the availability of onsite class offerings to minimize expenses associated with class attendance in resident mode. Student cancellations or substitutions should be limited to only extreme emergencies and must be submitted through the AITAS.

Military personnel en route to a new duty station or an acquisition position should contact their assignment officer for assistance in obtaining DAU training. Assignment officer's contact information can be found at <http://dacm.rdaisa.army.mil/Contacts/amb.asp>.

Workforce members can obtain a copy of the current training schedule and information on rental car authorization, travel advances, travel orders, lodging, training, and policies from the 24-hour-a-day telephone information response system at (800) 808-6467.

NAVY PERSONNEL

COMM: (717) 605-6485

DSN: 430-6485

FAX: (717) 605-2295

E-mail:

help-now@hropensacola.navy.mil

Register-NOW Web site:

<http://www.register-now.cms.navy.mil>

DACM Web site:

<http://dacm.secnv.navy.mil>

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

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

REGISTRATION PROCEDURES (CONTINUED)

AIR FORCE PERSONNEL

COMM: (210) 652-6580

DSN: 487-6580

FAX: (210) 652-6560

E-mail:

afato@afpc.randolph.af.mil

DACM Web site:

http://www.safaq.hq.af.mil/acq_workf

AFATO Web site:

http://www.safaq.hq.af.mil/acq_workf/training

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

The Air Force uses a new Web-based DAU reservation system, ACQ Now. This system streamlines the reservation process and allows prospective students to initiate their own training requests via the Internet.

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

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

AFATO may centrally fund the TDY costs of DAU attendance for individuals occupying acquisition-coded positions (subject to DAU and AFATO policy). TDY orders for DAU funded individuals are centrally approved at Randolph AFB TX. Individuals must obtain supervisor approval before initiating a DAU training request. Cancellations should be limited. Penalties are assessed for unexcused reasons. For additional information and phone numbers, please visit the DACM and AFATO Web sites.

ACQUISITION PERSONNEL IN OTHER DoD COMPONENTS

COMM: (703) 578-2765

DSN: 761-6829, Ext. 2765

FAX: (703) 845-6966

E-mail:

ctaylor@doddacm.com

DACM Web site:

<http://www.doddacm.com/acmp>

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).

REGISTRATION PROCEDURES (CONTINUED)

INTERNATIONAL PERSONNEL

COMM: (757) 788-3255
DSN: 680-3255
FAX: (757) 788-4142

E-mail:

arlene.anderson@monroe.army.mil

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. 139, Fort Monroe, VA 23651-1003). SATFA is the executive agency responsible for scheduling formal training for international students at all U.S. Government agencies. The SATFA will coordinate with DAU for quotas, determine the appropriate category for cost reimbursement (e.g., IMET, FMS, etc.), ensure that the student meets the course eligibility criteria, and determine that the student's English comprehension is adequate for effective participation.

INDUSTRY/ NON-DoD PERSONNEL

COMM: (703) 805-4498
DSN: 655-4498
FAX: (703) 805-3709/3983

E-mail:

arthur.mccormick@dau.mil

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

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

Contracting

Facilities Engineering

Industrial and/or Contract Property Management

Information Technology

Manufacturing, Production, and Quality Assurance

Program Management

Purchasing

Science and Technology

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

Test and Evaluation



Career Field Descriptions

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

- Acquisition Logistics
- Auditing
- Business, Cost Estimating, and Financial Management
- Contracting
- Facilities Engineering
- Industrial and/or Contract Property Management
- Information Technology (formerly Communications-Computer Systems)
- Manufacturing and Production
- Program Management
- Purchasing
- Science and Technology
- 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 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, Program Executive Offices (PEOs), program managers, or other acquisition decision makers, individuals of this career field are responsible for business financial management of defense acquisition programs in direct support of the defense acquisition process.

CONTRACTING

The Contracting career field includes the positions of contract negotiator, contract specialist, contract termination specialist, contract administrator, procurement analyst, administrative contracting officer, procuring contracting officer, contract price and/or cost analyst, contracting officer, and termination contracting officer.

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

FACILITIES ENGINEERING

The Facilities Engineering career field encompasses a variety of professional individuals with diverse skills focused on the design, construction, and life-cycle maintenance of military installations, facilities, civil works projects, airfields, roadways, and ocean facilities. It involves all facets of life-cycle management from planning through disposal, including design, construction, environmental protection, base



operations and support, housing, real estate, and real property maintenance. Additional duties include advising or assisting Commanders, and acting as or advising program managers and other officials as necessary in executing all aspects of their responsibilities for facility management and the mitigation/elimination of environmental impact in direct support of the defense acquisition process. Certification standards for this new career field are still in coordination and will be published when they are finalized.

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 for storage to support future contractual requirements.



Responsibilities include providing guidance, counsel, and direction to government and contractor managers and technicians relating to regulatory and contractual requirements for managing government property; participating in pre-award surveys and post-award reviews; reviewing contracts assigned for property administration; evaluating a contractor's property management system; and developing and applying property systems analysis programs to assess the effectiveness of contractors' government property management systems.

These functions are normally performed by property administrators as part of the contract administration team and as required by Parts 42.3, 45, and 245 of the Federal Acquisition Regulation (FAR) and Defense FAR Supplement (DFARS). Plant Clearance Officers are responsible for performing the duties necessary to dispose of excess and surplus contractor inventory in accordance with Part 45.6 of the FAR and Part 245.6 of the DFARS requirements.

INFORMATION TECHNOLOGY

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

MANUFACTURING, PRODUCTION, AND QUALITY ASSURANCE

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

The quality assurance specialist manages quality assurance activities to establish essential quality standards and controls. This person also develops and executes plans that focus on quality of design and conformance and fitness for use; integrates quality

plans into the system engineering process; and develops policies, procedures, test provisions, and quality requirements in specifications, standards, and solicitations. Using design reviews, functional and configuration audits, production readiness reviews, and milestone reviews, the specialist evaluates quality assurance during acquisition.

PROGRAM MANAGEMENT

Acquisition professionals in the Program Management career field are concerned with all of the functions of a Program Management Office (PMO) or a Program Executive Office (PEO). Program management professionals serve in a wide range of PMO and PEO positions, 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 Manager are to balance the many factors that influence cost, schedule, and performance; to interpret and tailor the DoD 5000 series regulations; and to ensure that high quality, affordable, supportable, and effective defense systems are delivered to the warfighter as quickly as possible.

PURCHASING

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.

SCIENCE AND TECHNOLOGY

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

performers including universities, industry, and Federal Government organizations; and interfacing with the technology customer to expedite the transition of technology to the user. Certification standards for this new career field are still in coordination and will be published when they are finalized.

SYSTEMS PLANNING, RESEARCH, DEVELOPMENT AND ENGINEERING

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

TEST AND EVALUATION

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





Chapter 4

Course Descriptions

Certification Courses

Assignment-specific Courses

Some Acronyms Used In This Chapter

Course Descriptions

*Distance Learning Courses and
Continuous Learning Opportunities*

Course Predecessors



Course Descriptions

CERTIFICATION COURSES

The Defense Acquisition University (DAU) has designated certain courses as mandatory 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 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

BCEFM – Business, Cost Estimating, and Financial Management
COTS – Commercial Off-The-Shelf
DAR – Defense Acquisition Regulation
DAWIA – Defense Acquisition Workforce Improvement Act
DBOF – Defense Business Operations Fund
DCAA – Defense Contract Audit Agency
DCAI – Defense Contract Audit Institute
DODIG – DoD Inspector General
DWCF – Defense Working Capital Fund
EVM – Earned Value Management
GAO – General Accounting Office
IBR – Integrated Baseline Review
ICAF – Industrial College of the Armed Forces
IS/IT – Information Systems/Information Technology
IEEE/EIA – Institute of Electrical and Electronic Engineers/Electronic Industries Alliance
OFPP – Office of Federal Procurement Policy
OSCR – Operations and Support Cost Reduction
PBBS – Planning, Programming, and Budgeting System (DoD)
PDS – Personnel Data System
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 designed for military officers, O-1 through O-3, and DoD civilians, GS-5 through GS-9. However, the course is open to all ranks and grades.

Prerequisite: None

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

Method of Delivery: PC

PDS Code: BU5



ACQ 201

INTERMEDIATE SYSTEMS ACQUISITION

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

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

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

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

Prerequisite: ACQ 101

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

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

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

PDS Code: JHA



ACQ 401

SENIOR ACQUISITION COURSE

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

Objectives: Students who successfully complete this course are awarded a masters of science degree in National Resource Strategy.

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

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

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

Prerequisite: None

Length: 10 months

Method of Delivery: Resident

PDS Code: ABW



ACQ 402

EXECUTIVE MANAGEMENT COURSE

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

DEFENSE ACQUISITION EXECUTIVE OVERVIEW WORKSHOP

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

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

- augment their knowledge of specific aspects of defense systems acquisition in a one-on-one forum;
- gain an appreciation of the entire spectrum of the defense acquisition process studied or specialized 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 days

Method of Delivery: Resident

PDS Code: ADU



ACQ 404

SYSTEMS ACQUISITION MANAGEMENT COURSE FOR GENERAL/FLAG OFFICERS

This 1-week course for flag officers and SES civilians focuses on understanding the perspectives of key government and defense industry decision makers. The course includes 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



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



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 (5S). (*For course description, contact DCAI at (901) 325-6383.)

Length: 5 class days

Method of Delivery: Resident

PDS Code: JR7



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.

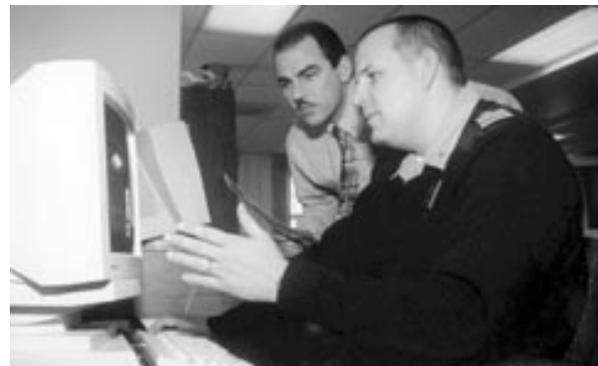
Who Should Attend: Level I personnel working on their Level II certification requirements

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 appraisals, 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, and software cost estimating. 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; and
- perform a life-cycle cost analysis.

Who Should Attend: BCF 101 is required for DoD employees responsible for the preparation of materiel system life-cycle cost estimates. It is also beneficial for individuals who use information from life-cycle cost estimates, supervise cost estimators, prepare budgets based on life-cycle cost estimates, manage acquisition programs, evaluate and negotiate contract proposals, or want to learn cost estimating basics.

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

Length: 10 class days

Method of Delivery: Resident/Onsite

PDS Code: Q1A



BCF 102

FUNDAMENTALS OF EARNED VALUE MANAGEMENT

This course builds on the Earned Value Management (EVM) concepts introduced in ACQ 101. Students will learn in a virtual classroom environment as part of a virtual learning team. The course 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 nonresident course available through the Internet. It is a nonrolling-enrollment course with specific start and end dates. The course begins the first week of each month and ends the last week of that month.

Method of Delivery: 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/Onsite

PDS Code: PGC

BCF 203

INTERMEDIATE EARNED VALUE MANAGEMENT

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

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

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

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

Prerequisite: BCF 102

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

Length: 10 class days

Method of Delivery: Resident

PDS Code: Q2G



BCF 204

INTERMEDIATE COST ANALYSIS

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

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

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

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

Prerequisite: BCF 101

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

Length: 15 class days

Method of Delivery: Resident/Onsite

PDS Code: Q2B

BCF 205

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/Onsite

PDS Code: Q2A



BCF 206

COST RISK ANALYSIS

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

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

- assess subjective probabilities to represent uncertain cost elements in a defense acquisition program;
- model the cost risk associated with a defense acquisition program; and
- judge the reasonableness of a cost risk analysis for a defense acquisition program.

Who Should Attend: This assignment-specific course is designed for 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 analyses. Participants typically include members from the Business, Cost Estimating, and Financial Management (BCEFM) community as well as program/project managers and personnel in contracting; systems planning, research, development and engineering; and information technology.

Prerequisite: None

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

Length: 5 class days

Method of Delivery: Resident/Onsite

PDS Code: Q2C

BCF 207

ECONOMIC ANALYSIS

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

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

- determine the most cost-effective way of conducting DoD business;
- determine the alternative that will warrant the highest benefits;
- estimate the costs of competing alternatives in an EA in accordance with Office of Management and Budget Circular A-94 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 (lease vs. buy, in-house vs. contractor, privatization or outsourcing, or repair or replace). BCF 207 is also for those who prepare funding proposals for such programs as OSCR or DWCF (DBOF). Participants typically include the BCEFM community. This course would also be appropriate for program/project managers and personnel in contracting; systems planning, research, development, and engineering; information technology; and non-DoD personnel who conduct economic analyses of materiel systems.

Prerequisite: None

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

Length: 4 class days

Method of Delivery: Resident/Onsite

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: None

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

Length: 9 class days

Method of Delivery: Resident/Onsite

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/Onsite

PDS Code: Q2F



BCF 211

ACQUISITION BUSINESS MANAGEMENT

Hands-on experience dealing with common financial issues in acquisition is provided during BCF 211, including cost estimating; earned value analysis; Planning, Programming, and Budgeting System (PPBS); and budget preparation and execution. 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 (classroom). Both must be completed for certification.

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

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

PDS Code: PGD



BCF 215

OPERATING AND SUPPORT COST ANALYSIS

This course explores techniques and data sources for estimating Operating and Support (O&S) costs to support defense acquisition management decisions for weapon systems. It also presents an overview of basic economic analysis techniques to support tradeoff analyses, such as net present value and return on investment. Practical exercises and case studies allow the student to apply concepts learned in class and analyze new situations.

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

- plan and perform an O&S cost estimate;
- recognize the full spectrum of costs included in O&S cost estimates;
- obtain and normalize O&S cost data;
- apply appropriate cost estimating methods and models;
- document cost models and cost estimates;
- perform sensitivity and basic risk analysis of an estimate; and
- apply economic analysis tools to evaluate alternatives.

Who Should Attend: This is an assignment-specific course for personnel involved in developing and/or evaluating O&S cost estimates, cost/performance tradeoffs, or total ownership cost reduction efforts. This course is also appropriate as continuous learning for other personnel involved in defense acquisition.

Prerequisite: None

Recommended: Two years of experience in defense acquisition cost estimating, financial management, logistics, engineering, or program management. BCF 101 and ACQ 201 are highly recommended. Competence in algebra is required.

Precourse Materials: Advance reading materials will be available on the Internet.

Length: 5 class days

Method of Delivery: Resident

PDS Code: Q2H

BCF 301

BUSINESS, COST ESTIMATING, AND FINANCIAL MANAGEMENT WORKSHOP

This capstone course teaches students how to apply 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

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/Onsite

PDS Code: Q2J



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/Onsite

PDS Code: JHG



CON 101

BASICS OF CONTRACTING

Emphasizing commercial business practices, this survey course encompasses the entire contracting process from receipt of a purchase request through contract closeout. Students use the Federal Acquisition Regulation (FAR) and the DoD FAR Supplement (DFARS) to make related business decisions. As business advisors to the customer, students conduct an integrated case study requiring critical thinking and analysis.

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/Onsite

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/Onsite

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/Onsite

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/Onsite

PDS Code: BU6

CON 210

GOVERNMENT CONTRACT LAW

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

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

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

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

Prerequisite: CON 104

Recommended: CON 202 is strongly recommended.

Length: 10 class days

Method of Delivery: Resident/Onsite

PDS Code: BDP

CON 232

OVERHEAD MANAGEMENT OF DEFENSE CONTRACTS

Overhead Management of Defense Contracts provides an understanding of industry overhead costs and their impact on seller pricing/business strategies under various acquisition environments with differing contract types. Attendees will understand the development and application of overhead rates used in contract formation, administration, and 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 or who are involved in either contract formation or administration.

Prerequisite: CON 104

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

Length: 10 class days

Method of Delivery: Resident/Onsite

PDS Code: BKA



CON 233

COST ACCOUNTING STANDARDS WORKSHOP

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

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

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

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

Prerequisite: CON 204 (prerequisite waived for attorneys)

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

Length: 10 class days

Method of Delivery: Resident/Onsite

PDS Code: QMF



CON 234

CONTINGENCY CONTRACTING

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

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



CON 237

SIMPLIFIED ACQUISITION PROCEDURES

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

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

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

Who Should Attend: This course is designed as a continuing education tool for personnel requiring knowledge in using Simplified Acquisition Procedures.

Prerequisite: None

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

Method of Delivery: PC

PDS Code: PAS

CON 243

ARCHITECT-ENGINEER CONTRACTING

Architect-Engineer (A-E) Contracting focuses on the unique aspects of contracting for professional A-E services. The course is designed for Acquisition Workforce personnel in the Contracting career field who have achieved a solid baseline of contracting knowledge through a combination of actual experience and completion of all Defense Acquisition Workforce Improvement Act (DAWIA) Level I courses. Students will cover issues across the contracting spectrum, including acquisition planning, source selection, proposal analysis, contract award and work, and contract management. Specific topics and practical exercises also include the Brooks Act, SF-254s/255s, slate and selection process, review of government estimates, liability, Title II services, modifications, and Contracting Officer Technical Representative (COTR) responsibilities.

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

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

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

Prerequisite: CON 104

Length: 5 class days

Method of Delivery: Resident/Onsite

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, quality assurance personnel, and legal counsel personnel. Whenever practical, students should attend the course prior to assuming duties related to construction contracting.

Prerequisite: CON 104

Length: 5 class days

Method of Delivery: Resident/Onsite

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 University.

Length: 5 class days

Method of Delivery: Resident

PDS Code: BB3

CON 333

MANAGEMENT FOR CONTRACTING SUPERVISORS

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

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

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

Who Should Attend: 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/Onsite

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/Onsite

PDS Code: BU4



IND 101

CONTRACT PROPERTY ADMINISTRATION FUNDAMENTALS

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

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

- state government policies and exceptions on providing property to contractors;
- describe five major types of government property;
- explain the government property Federal Acquisition Regulation (FAR) clauses;
- describe the responsibilities of the property administrator;
- plan and initiate property management;
- evaluate a contractor's property control system;
- provide a property control system analysis, identify deficiencies, and recommend corrections;
- investigate and determine appropriate action for lost, damaged, or destroyed property; and
- describe methods used to properly dispose of government property.

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

Prerequisite: None

Recommended: Some prior knowledge or experience with property management

Length: 10 class days

Method of Delivery: Resident/Onsite

PDS Code: PDM

IND 102

CONTRACT PROPERTY DISPOSITION

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

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

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

Who Should Attend: This course is required at Level I for all industrial property management specialists and industrial plant clearance specialists, including property administrators and plant clearance officers in the GS-1103 series. This course may be required for contracting officers (GS-1102), program managers, auditors, and team leaders with significant property administration responsibilities. It is highly recommended for production and quality assurance personnel involved with property administration. 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/Onsite

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/Onsite

PDS Code: BRL



IND 201

INTERMEDIATE CONTRACT PROPERTY ADMINISTRATION

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

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

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

Who Should Attend: This course is for all Level II industrial property management specialists and industrial plant clearance specialists, including property administrators and plant clearance officers in the GS-1103 series. This course may be required for contracting officers (GS-1102), program managers, auditors, and team leaders with significant property administration responsibilities. It is highly recommended for production and quality assurance personnel involved with property administration.

Prerequisite: IND 103

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

Length: 10 class days

Method of Delivery: Resident/Onsite

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/Onsite

PDS Code: BRM

IRM 101

BASIC INFORMATION SYSTEMS ACQUISITION

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

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

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/Onsite

PDS Code: QN5

IRM 303

ADVANCED INFORMATION SYSTEMS ACQUISITION

Advanced Information Systems Acquisition is the capstone course in the DAU Information Resource Management sequence. It focuses on decision making and issues related to Information 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: 15 class days

Method of Delivery: Resident/Onsite

PDS Code: BZE



LAW 801

ACQUISITION LAW

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

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

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

Who Should Attend: This is a continuing education course for Level I certified acquisition personnel who are either not required to take CON 210 or who completed CON 210 more than 5 years ago.

Prerequisite: None

Length: 4-1/2 class days

Method of Delivery: Resident/Onsite

PDS Code: JHH



LOG 101

ACQUISITION LOGISTICS FUNDAMENTALS

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

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

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

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

Prerequisite: ACQ 101

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

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

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

Method of Delivery: PC

PDS Code: JR1

LOG 201

INTERMEDIATE ACQUISITION LOGISTICS

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

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

- apply leading-edge logistics concepts, policies, constraints, and other considerations to the development and execution of acquisition logistics within the DoD; and
- enhance their proficiency in performing the core knowledge areas of their jobs as determined by the Defense Acquisition Logistics Career Management Board (DALCMB).

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

Prerequisites: ACQ 201 and LOG 101

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

Length: LOG 201A – 26 calendar days; LOG 201B – 8 class days

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

PDS Code: JR3



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

Method of Delivery: PC

PDS Code: AKA



LOG 204

CONFIGURATION MANAGEMENT

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

Objectives: The objective of this course is to provide the requisite training for Level II acquisition personnel. The specific objectives of this course are for each student to:

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

Who Should Attend: 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/Onsite

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.

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/Onsite

PDS Code: QM7

LOG 235

REENGINEERING THE PRODUCT SUPPORT PROCESS

This course, which will be offered late in FY 2002, is designed for acquisition logistics personnel. The course provides the tools and techniques required to participate in and manage the reengineering of product support processes supporting Department of Defense acquisition programs.

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

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

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

Prerequisites: ACQ 201 and LOG 201

Length: Students will complete a 5-week Distance Learning course via readings, online and other media research, and e-mail. This is followed by a 3-day resident classroom session dedicated to group activities (e.g., exercises and case analyses) in which they will demonstrate the successful application of the tools and techniques learned in the Distance Learning portion.

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

PDS Code: JHL



LOG 304

EXECUTIVE ACQUISITION LOGISTICS MANAGEMENT

Executive Acquisition Logistics Management prepares the acquisition logistician to function in executive-level logistics management and policy-making positions. The student will acquire an understanding of the complex relationships among logistics support planning, acquisition policy, requirements determination, program management, contracting, and government funds management. 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: Skim precourse material provided at http://norfolkcampus.dau.mil/log304/adv_read.pdf prior to attending the class. It is not necessary to do an in-depth review prior to class; course materials and readings will be provided, so you need not print this file. As a requirement of the course, you must prepare and present a 5-10 minute "Logistics Lessons Learned" briefing to the class during the second week of the course. This briefing is to include a short-point paper and a presentation of 1 or 2 slides. It is strongly recommended that you complete this assignment prior to the class; however, the "Lessons Learned" will be collected on Monday of the second week. Visit the Web site above for further information.

Length: 9 class days

Method of Delivery: Resident/Onsite

PDS Code: AH1

PMT 202

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



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 journeymen-level skills, it is required, along with ACQ 201, for Level II certification in Program Management (PM). PMT 250 also prepares students for later work in the Level III program management certification course, PMT 352.

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

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

Who Should Attend: Target attendees are civilians, GS-12/13, and military officers, O-3 and O-4 in the PM career field. Lower grades may apply if they have completed ACQ 201. Level III personnel in other career fields desiring to take PMT 352 must either take this course or obtain credit for the course by passing an equivalency test. "Test out" procedures for PMT 250 can be found on the DAU Web site: <http://www.dau.mil>.

Prerequisite: ACQ 201

Length: This is a nonresident, Distance Learning course available through 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 304

ADVANCED INTERNATIONAL MANAGEMENT WORKSHOP

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

Objectives: Students who successfully complete this course will understand:

- the policies of the President; the Congress; Department of Defense; Departments of State, Commerce, and Treasury; and the Services on international cooperative defense acquisition agreements; and
- how to 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

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



PMT 352

PROGRAM MANAGEMENT OFFICE COURSE

As a follow-on to ACQ 201 and PMT 250, the Program Management Office Course is the Level III certification course in the Program Management (PM) career field. It is designed to train Level II qualified students to be effective PM Level III leaders by providing analysis, synthesis, and evaluative skills needed in a program office. This hybrid course consists of 50 hours of Distance Learning taken over 60 calendar days, followed by 6 weeks of classroom work. PMT 352A focuses on key PMO knowledge and skills not covered in the prerequisite courses; 352B features scenario-based practical exercises.

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

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

Who Should Attend: Target attendees are civilians, GS-13/14, and military officers, O-4/O-5, in the PM career field. Level III personnel in other career fields desiring to take PMT 352 must either take PMT 250 first or obtain credit for that course by passing an equivalency test. "Test out" procedures for PMT 250 are on the DAU Web site at <http://www.dau.mil>.

Prerequisites: ACQ 201 and PMT 250

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

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

PDS Code: BZG

PMT 401

THE PROGRAM MANAGER'S COURSE

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

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

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

Who Should Attend: This course is designed expressly for specially selected, Level III certified members of the Acquisition Workforce motivated to and capable of becoming leaders of major acquisition programs, integrated product teams and SYSCOM/MAJCOM divisions. Attendees must be O-5/GS-14 or above with extensive experience in acquisition, including 4 years in, or in direct support of, a PMO.

Prerequisite: Prerequisites being determined.

Security Clearance: A SECRET security clearance is required.

Length: 10 Weeks

Method of Delivery: Resident

PDS Code: PGN

Note: This course will be piloted in FY 2002 and offered in FY 2003.

PMT 402

EXECUTIVE PROGRAM MANAGER'S COURSE (FORMERLY PMT 303)

This is an assignment-specific course designed to meet the learning and performance needs of newly selected Program Executive Officers (PEOs), Deputy PEOs (DPEOs), and 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 self-assessment and assessment of your program and program office.

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

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

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

Prerequisite: PMT 302 or 352 and PMT 401

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

Method of Delivery: Resident

PDS Code: AH2



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



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 the use of interoperability, market research, commercial/nondevelopmental item alternatives, performance specifications, International Standardization Agreements, and the Single Process Initiative.

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

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

PDS Code: BAP



PQM 104

SPECIFICATION SELECTION AND APPLICATION

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

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

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

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

Prerequisite: None

Length: 2 class days

Method of Delivery: Resident/Onsite

PDS Code: PGH



PQM 201

INTERMEDIATE PRODUCTION, QUALITY AND MANUFACTURING

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

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

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

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

Prerequisites: ACQ 201 and PQM 101

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

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

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

PDS Code: BU3

PQM 202

COMMERCIAL AND NONDEVELOPMENTAL ITEM ACQUISITION

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

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

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

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

Prerequisite: None

Recommended: ACQ 101

Length: 2 class days

Method of Delivery: Resident/Onsite

PDS Code: PAM



PQM 203

PREPARATION OF COMMERCIAL ITEM DESCRIPTIONS

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

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

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

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

Prerequisite: None

Length: 1 class day

Method of Delivery: Resident/Onsite

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: Resident/Onsite

PDS Code: PGK



PQM 301

ADVANCED PRODUCTION, QUALITY AND MANUFACTURING

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

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

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

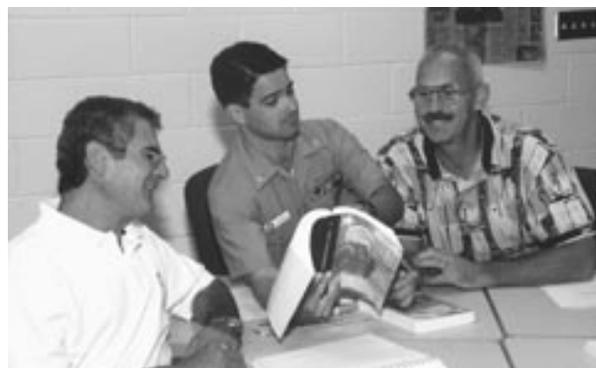
Who Should Attend: Civilians, GS-13 and above, and military officers, O-3 to O-6

Prerequisite: PQM 201

Length: 10 class days

Method of Delivery: Resident

PDS Code: HV2



SAM 101

BASIC SOFTWARE ACQUISITION MANAGEMENT

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

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

- define software acquisition management specific terms and concepts;
- recognize software development models, paradigms, and strategies appropriate for use in software-intensive acquisitions; and
- reference information sources of software acquisition management policies, standards, and best practices.

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

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

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

Method of Delivery: PC

PDS Code: JHB

SAM 201

INTERMEDIATE SOFTWARE ACQUISITION MANAGEMENT

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 who have duties that include software acquisition management.

Prerequisites: ACQ 201 and SAM 101

Length: 10 class days

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

PDS Code: JHC

SAM 301

ADVANCED SOFTWARE ACQUISITION MANAGEMENT

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

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

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

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

Prerequisite: SAM 201

Length: 10 class days

Method of Delivery: Resident/Onsite

PDS Code: BU9

SYS 201

INTERMEDIATE SYSTEMS PLANNING, RESEARCH, DEVELOPMENT AND ENGINEERING

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

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

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

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

Prerequisite: ACQ 201

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

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

PDS Code: BE2



SYS 301

ADVANCED SYSTEMS PLANNING, RESEARCH, DEVELOPMENT AND ENGINEERING

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

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

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

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

Prerequisite: SYS 201

Length: 10 class days

Method of Delivery: Resident/Onsite

PDS Code: HV1



TST 101

INTRODUCTION TO ACQUISITION WORKFORCE TEST AND EVALUATION

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

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

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

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

Prerequisite: ACQ 101

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

Method of Delivery: PC

PDS Code: PC5



TST 202

INTERMEDIATE TEST AND EVALUATION

Problem-solving situations are used to engage students in the use of Test and Evaluation (T&E) concepts, principles, and theories. Course topics include the role of T&E in systems acquisition, planning, 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/Onsite

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

Length: 5 class days

Method of Delivery: Resident/Onsite

PDS Code: QL9

Distance Learning Courses and Continuous Learning Opportunities

DISTANCE LEARNING COURSES

Then exclusively online courses are currently provided by DAU. Seven more courses that are a combination of distance learning and resident training are also offered. These "Hybrid Courses" usually consist of online or correspondence work that is followed by resident or onsite

training. Attendance in the classroom portion is dependent on successful completion of the distance learning portion.

A list of the courses currently conducted in part or entirely via distance learning follows:

ACQ 101 Fundamentals of Systems Acquisition Management
ACQ 201 Intermediate Systems Acquisition
BCF 102 Fundamentals of Earned Value Management
BCF 211 Acquisition Business Management
CON 237 Simplified Acquisition Procedures
IRM 101 Basic Information Systems Acquisition
LOG 101 Acquisition Logistics Fundamentals
LOG 201 Intermediate Acquisition Logistics
LOG 203 Reliability and Maintainability
LOG 235 Reengineering the Product Support Process

PMT 250 Program Management Tools
PMT 352 Program Management Office Course
PQM 101 Production, Quality, and Manufacturing Fundamentals
PQM 201 Intermediate Production, Quality, and Manufacturing
SAM 101 Basic Software Acquisition Management
SYS 201 Intermediate Systems Planning, Research, Development and Engineering
TST 101 Introduction to Acquisition Workforce Test and Evaluation

CONTINUOUS LEARNING OPPORTUNITIES

Currently DAU offers 24 continuous learning opportunities. These include classroom courses and online modules. Information regarding these opportunities can be accessed at the Continuous Learning Center (CLC) Web site, <http://clc.dau.mil>.

Due to the ongoing development of new offerings, check this Web site frequently to see what's new. A list of CL opportunities that are currently available follows:

Acquisition Reform Training for Contract Specialists
Activity Based Costing (ABC)
Administering Contracts for Commercial Items
Army Managerial Costing Training Material
COTS Acquisitions for Program Managers
DoD 5000 Tutorial
Earned Value Management System
EEO Block Training
Ethics Block Training
Financial Management
Fiscal Law Tutorial
Fundamentals of the Integrated Product Teams
GSA SmartPay – Purchase Card Program

Information Assurance Block Training
Integrating Commercial Practices through Government Business Practices
Long-Term Contracting
Market Research Training Modules
Performance-Based Service Acquisition
Requirements Generation
Risk Management
Scheduling
Security Block Training
Simplified Acquisition Procedures
Systems Design & Operational Effectiveness (SDOE)

Course Predecessors

Course	Predecessor
ACQ 101	PMT 101, Fundamentals of Systems Acquisition Management – DSMC-26 [BB1]
ACQ 201	PMT 201, Intermediate Systems Acquisition – DSMC-37 [BB6]
BCF 101	BCE 101, Fundamentals of Cost Analysis [Q1A]
BCF 102	BFM 102, Contract Performance Management Fundamentals [Q1B] BCF 202, Intermediate Contractor Performance Measurement [QMK] Contractor Performance Measurement Course – DSMC-6 [QMK]
BCF 103	BFM 201, Systems Acquisition Funds Management [PCW] BCF 201, Systems Acquisition Funds Management – DSMC-9 [PCW]
BCF 204	BCE 204, Intermediate Cost Analysis [Q2B]
BCF 206	BCE 206, Cost Risk Analysis [Q2C]
BCF 207	BCE 207, Economic Analysis [Q2D]
BCF 208	BCE 208, Software Cost Estimating [Q2E]
BCF 209	BFM 209, Selected Acquisition Report [Q2F]
BCF 802	BFM 210, Selected Acquisition Report Review [Q2J]
CON 101	CON 102, Operational Level Contracting Fundamentals [PEC] CON 103, Facilities Contracting Fundamentals [HEI] Management of Defense Acquisition Contracts (Basic) – 8D-4320 [BDQ] Management of Defense Acquisition Contracts (Basic) – CTC-142 [HEI] Central Systems Level Contracting – G30BR6532-010 [PD6] Defense Procurement Management (8D-4320) [BDQ] Central Procurement Officer (G30BR6531-003) Contract Management Officer (G30BR6531-004) Systems/R&D Procurement Officer (G30BR6531-005) R&D Procurement Officer (G30BR6531-006) Contract Management, Systems R&D Officer (G30BR6531-007) Organizational Level Contracting [PEC] Base Procurement Officer (G30BR6531-002) Base Level Contracting (G30BR6531-002)
CON 104	CON 105, Operational Level Contract Pricing [QNU] CON 106, Facilities Contract Pricing [BDU] Principles of Contract Pricing – QMT-170 [BDR] Defense Cost and Price Analysis/Negotiation – PN [BDU] Base Level Pricing – G30ZR6534-009 [QNU]

Course Predecessors (Continued)

Course	Predecessor
CON 202	CON 211, Intermediate Contracting [BDN] CON 221, Intermediate Contract Administration [BDO] CON 222, Operational Level Contract Administration [PDQ] CON 222, Organizational Level Contract Administration [PDQ] CON 223, Intermediate Facilities Contracting [BE4] Management of Defense Acquisition Contracts (Adv) – 8D-F12 [BDN] Contract Administration (Adv) – PPM-304 [BDO] Base Contract Administration – G3ZAR65170-002 [PDQ] Advanced Contract Management (Construction) – CTC-542 [BE4]
CON 204	CON 231, Intermediate Contract Pricing [BU6] Intermediate Cost and Price Analysis – QMT-345 [BCC] Intermediate Pricing – QMT-340 [BCC]
CON 210	CON 201, Government Contract Law [BDP] CON 201(C), Government Contract Law (Construction) [BDP] Government Contract Law – PPM-302 [BDP] Government Contract Law Construction – CTC-302 [BDP] Base Contract Law – G30ZR6534-007 [PDT] AFIT Contract Law 166 [PDW] USAF ECI Correspondence Course 660
CON 232	Contract Overhead Management – PPM-355 [BKA]
CON 236	CON 212, Contractual Aspects of Value Engineering [PAR]
CON 301	Defense Acquisition Contracting Executive Seminar – ER [BB3]
CON 333	CON 311, Executive Pre-award Contracting [BCL] CON 321, Executive Contract Administration [BCM] Management of Defense Acquisition Contracts (Exec) – ALMC-B5 [BCL] Contract Administration, Executive – PPM-057 [BCM]
IND 101	Industrial Contract Property Administration – PPM-151 [PDM]
IND 102	Defense Contract Property Disposition – ALMC-TY [PDO]
IND 103	Defense Contract Property System Analysis – PPM-251 [BRL]
IND 201	Advanced Contract Property Administration – PPM-300 [PDN] Advanced Industrial Property Manager AFIT Contract Law 166 [PDW] USAF ECI Correspondence Course 660
IND 202	Executive Contract Property Management Seminar – PPM-077 [BRM]

Course Predecessors (Continued)

Course	Predecessor
IRM 303	IRM 301, Information Technology Procurement Strategies [Q07] IRM 302, Information Technology Advanced Management Program [BA0] AIS Procurement Strategies – PPS [Q07] Advanced Management Program – AMP [BA0]
LOG 201	Acquisition Logistics – AFIT – SYS-225 [JQH] ILS Advanced Course – ALMC-IT [JR3] Management of Acquisition Logistics – DSMC-24 [BCU]
LOG 203	Reliability and Maintainability Executive Overview – QMT-020 [AKA] Reliability and Maintainability Overview – 8A-F30 [QMC]
LOG 204	Introduction to Configuration Management – SYS-028 [QMB] Configuration Management – AMEC-12 [QNJ] Configuration Management – SUP-CM [QNI]
LOG 205	Provisioning Management – LOG 260 [QM7] Army Provisioning Process – ALMC-AH [QBQ]
PMT 302	PMT 301, Program Management Course [BBW] Program Management Course – DSMC-3 [BBW]
PQM 101	PRD 101, Production Management Fundamentals [JQX] QUA 101, Quality Assurance Fundamentals – AMEC-210 [BCS] DoD In-Plant – QA-S89 [QAN]
PQM 103	SPE 101, Defense Specification Management Course – ALMC 8D-F1 [BAP]
PQM 104	PQM 104, Defense Specification User’s Course [PAH] SPE 102, Specifications in the Defense Acquisition Process – ALMC-DU [PAH]
PQM 201	PRD 201, Intermediate Production Management [JQY] QUA 201, Intermediate Quality Assurance – ALMC-QC [BCR] Defense Manufacturing Management Course – DSMC-13 [BD2] DoD Acquisition Quality Assurance [BCR] Production Management II – PPM-305 [JQY] Statistical Process Control – S81 [QCZ]
PQM 301	PRD 301, Defense Acquisition Engineering, Manufacturing, and Quality Assurance – DSMC-38 [BRK]
SYS 201	Systems Engineering Management Course – DMSC-28 [BE2] Systems Engineering – A-F7 [BE2]
TST 202	TST 201, Test and Evaluation Management – DSMC-11 [BE3] T&E Management Course – DSMC-11 [BE3]



Appendices

Appendix A
DAU Regions

Appendix B
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Appendix C
Assignment-specific Training

Appendix D
Equivalencies

Appendix E
Continuing Education Units

Appendix F
*Meeting Acquisition Corps
Education Standards*

Appendix G
DAU Publications

BLUE (1)	GREEN (2)	YELLOW (3)	RED (4)
2500	250-300	>225- <250	<225
> 95%	90%	>85%- <90%	<85%
EX CEP	10MCEP	15MCEP	20MCEP
25FT	30FT	35FT	40FT
200	150W	125	100
25W	3W	35W	40W
30			75

RATING	SCORE	RATING	SCORE
Yellow	3	BLUE	6
Blue	6	RED	1.5
Green	4.5	Green	5
Green	3		
Green	3		
Yellow			



Appendix A — DAU Regions

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

DAU Capital and Northeast Region (Fort Belvoir, Virginia)

DAU Mid-Atlantic Region (Patuxent River NAS, Maryland)

DAU South Region (Huntsville, Alabama)

DAU Midwest Region (Wright-Patterson AFB, Ohio)

DAU West Region (San Diego, California)

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



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

Boston, Massachusetts

Fort Lee, Virginia

Fort Monmouth, New Jersey

Los Angeles, California

Norfolk, Virginia

Port Hueneme, California

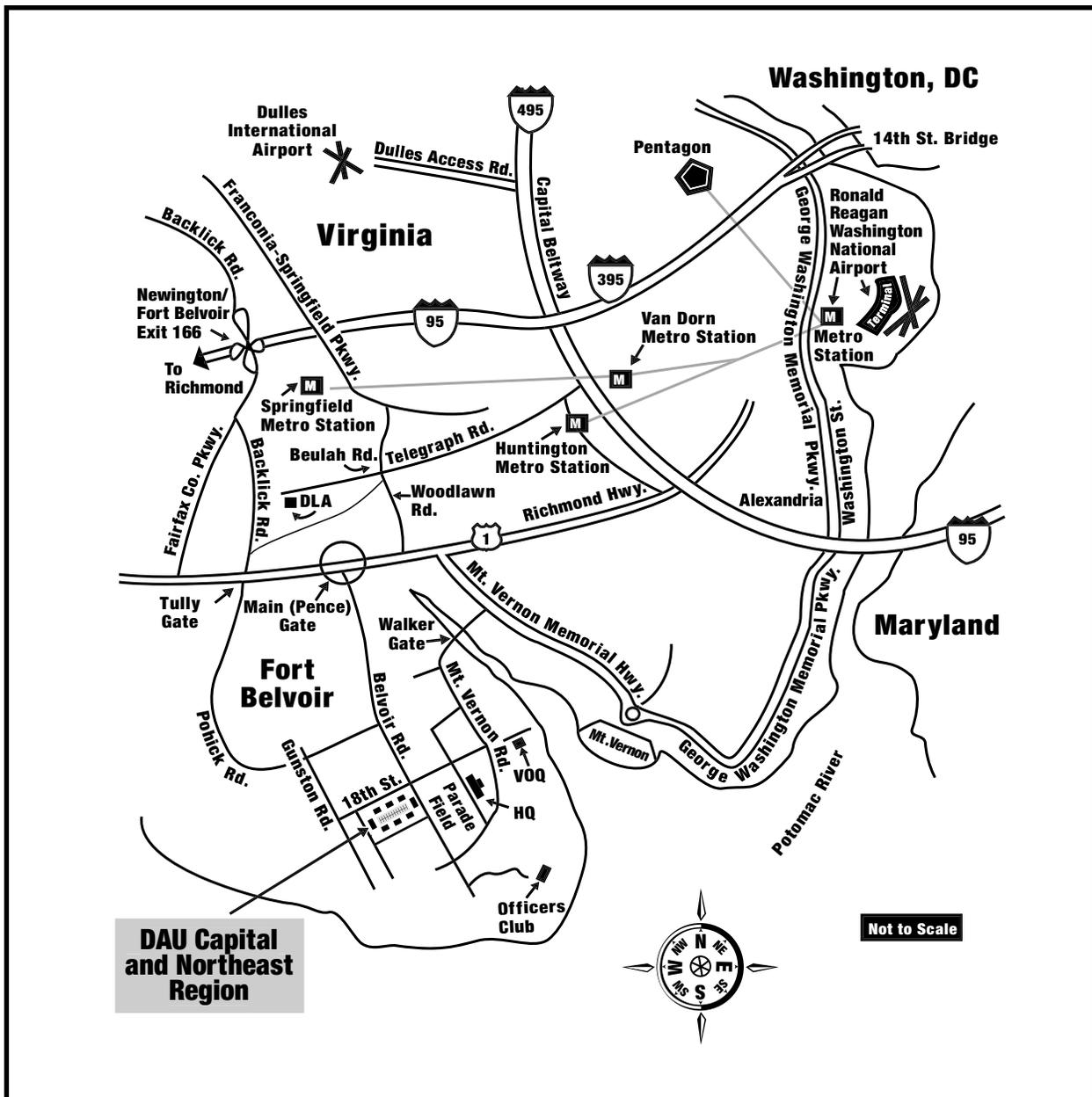
Rock Island, Illinois

At each of these training sites, there are at least a DAU instructor and a DAU-dedicated classroom with state-of-the-art instructional technology. Since all of these sites are located either on or near a military facility, a full range of support services is available.

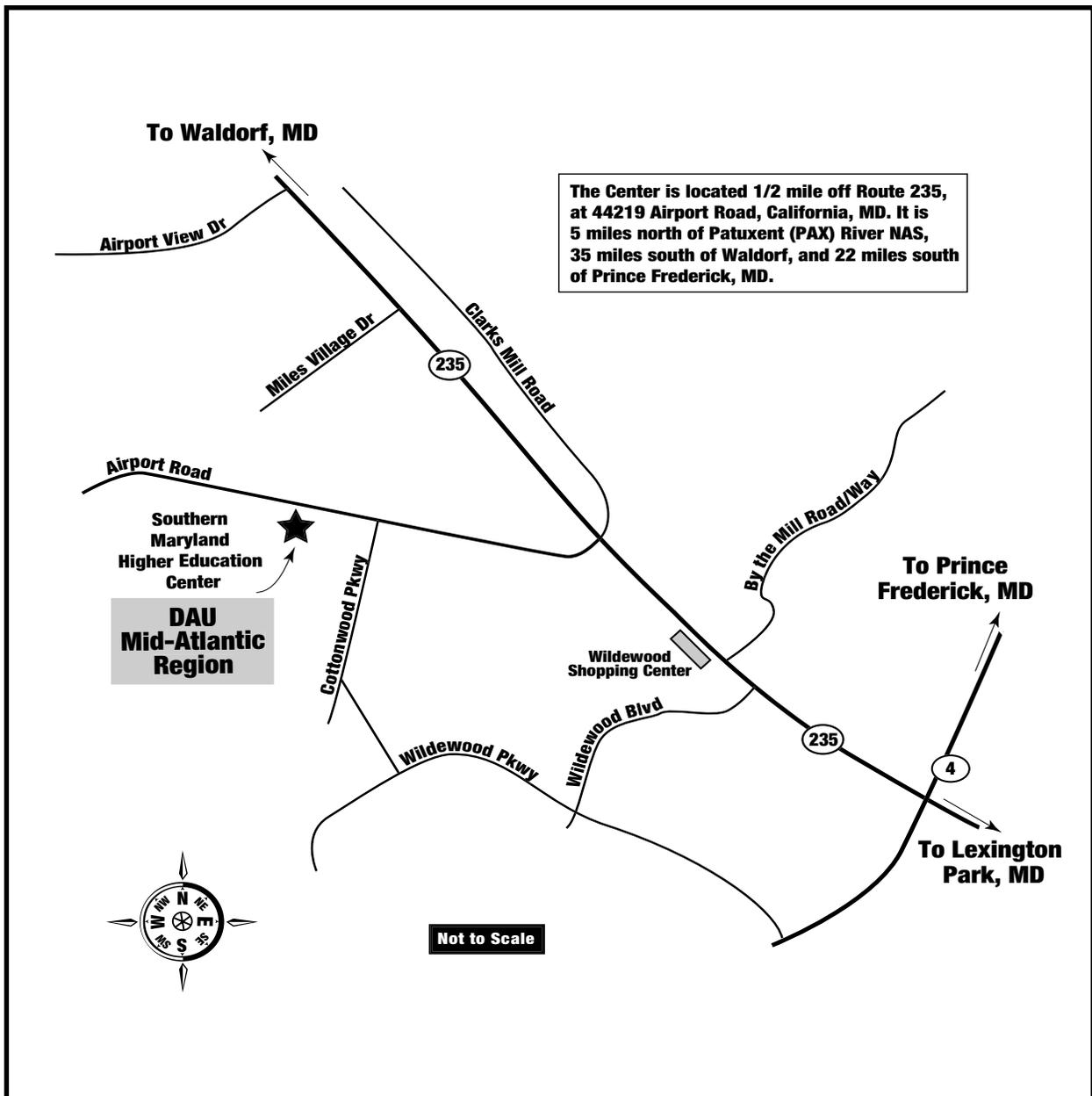
Many classes are also offered onsite when the number of students in one location needing a given course warrants bringing the instruction to them. Usually this is determined by what proves to be the best value for the government. (See Chapter 4, Course Descriptions, for methods of delivery for each course.)



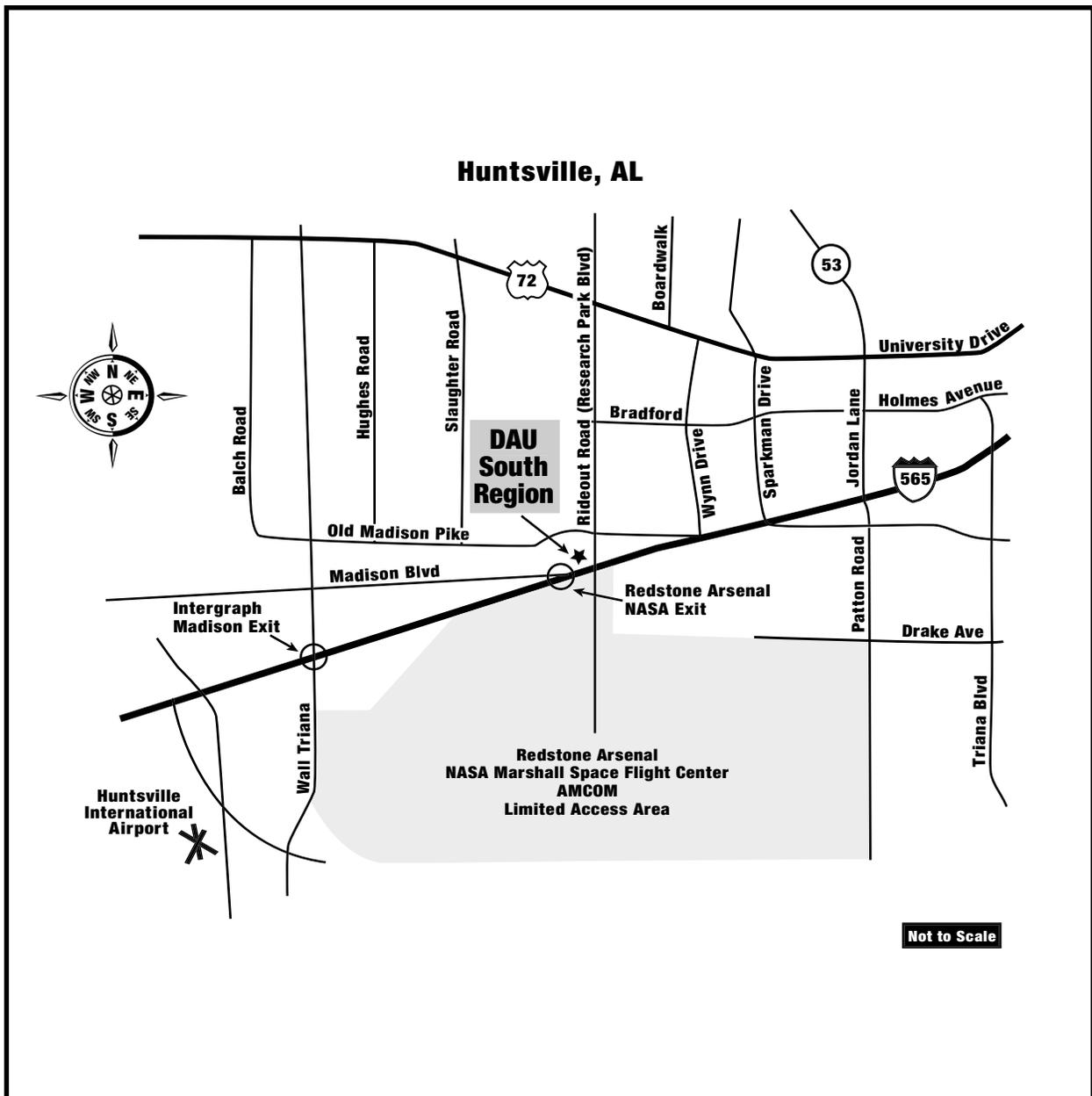
DAU CAPITAL AND NORTHEAST REGION Fort Belvoir, Virginia



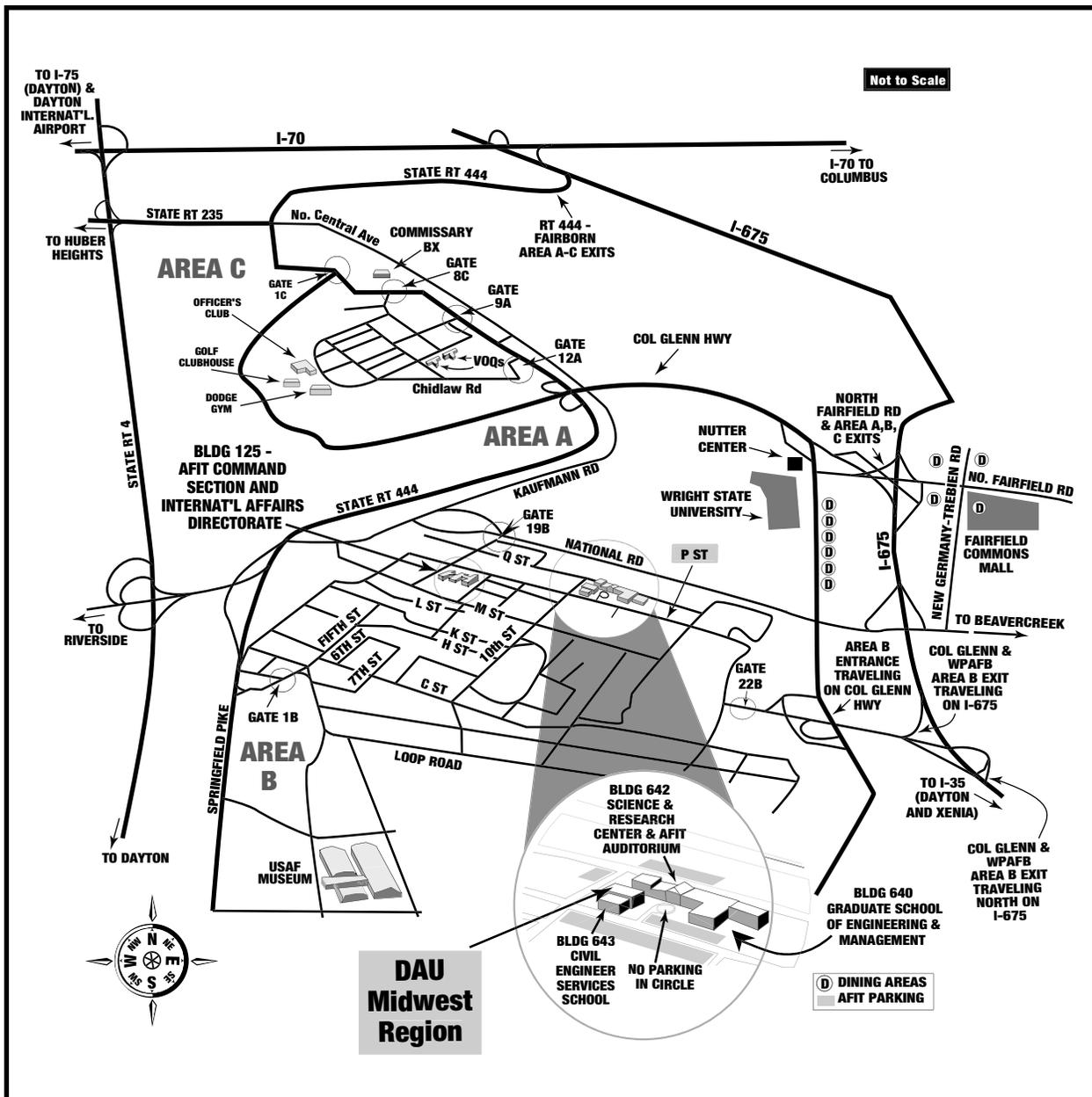
DAU MID-ATLANTIC REGION Patuxent River NAS, Maryland



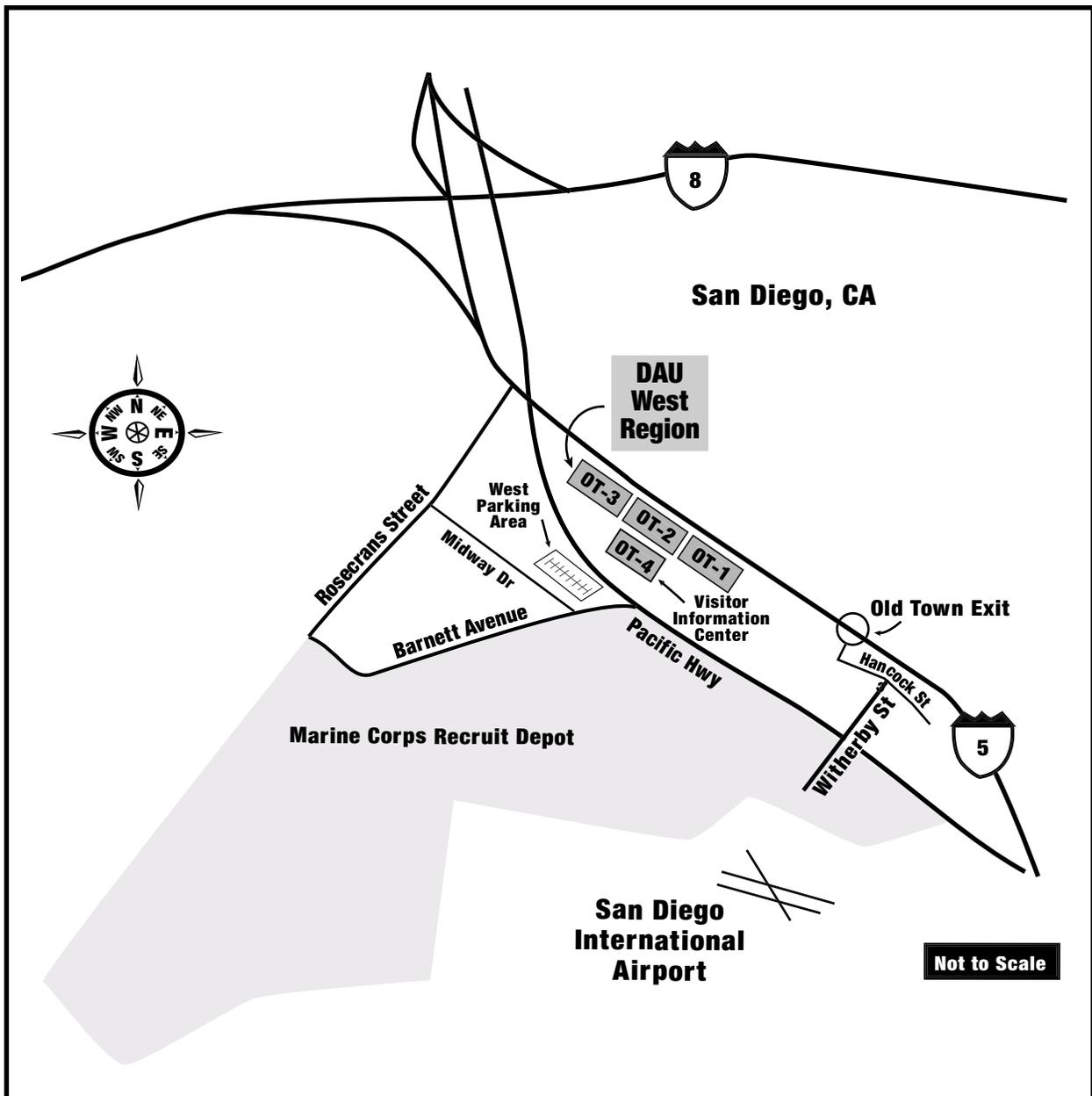
DAU SOUTH REGION Huntsville, Alabama



DAU MIDWEST REGION Wright-Patterson Air Force Base, Ohio



DAU WEST REGION San Diego, California



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, 2001, through September 30, 2002. 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 2002 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 Appendix D.

It is strongly recommended that the courses be attended in the order listed. These are progressive, sequential courses that build upon previously learned

skills in an integrated curriculum. The components are responsible for determining that a prospective student possesses sufficient knowledge and/or background to attend a course.

Course descriptions are provided in Chapter 4 of this Catalog, and instructions for registering for classes are provided in Chapter 2. DAU uses the Army Training Requirements and Resources System (ATRRS) for 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
- Business, Cost Estimating and Financial Management
- Contracting
- Industrial and/or 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

ACQUISITION LOGISTICS

LEVEL I

EDUCATION

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

EXPERIENCE

1 year of acquisition experience

TRAINING

ACQ 101 Fundamentals of Systems Acquisition Management [BU5]

LOG 101 Acquisition Logistics Fundamentals [JR1]

LEVEL II

EDUCATION

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

EXPERIENCE

2 years of acquisition logistics experience

(Desired) An additional 2 years of acquisition logistics experience

TRAINING

ACQ 201 Intermediate Systems Acquisition [JHA]

LOG 201 Intermediate Acquisition Logistics [JR3]

LOG 203 Reliability and Maintainability [AKA]

Complete one of these courses:

LOG 204 Configuration Management [QMB]

LOG 205 Provisioning [QM7]

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

LEVEL III

EDUCATION

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

EXPERIENCE

4 years of acquisition logistics experience

(Desired) An additional 4 years of acquisition logistics experience

AUDITING

LEVEL I

EDUCATION – Meet one of the following criteria:

- A baccalaureate degree in accounting
- A baccalaureate degree in a related field, such as business administration or finance, which included or was supplemented by 24 semester hours in accounting
- At least 4 years of experience in accounting
- An equivalent combination of accounting experience, college education, and training

EXPERIENCE – Either:

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

TRAINING

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

LEVEL II

EDUCATION

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

EXPERIENCE

- Auditing experience of increasing complexity and responsibility
- (Desired) Experience performing increasingly complex audits for normal progression and with increasing independence

TRAINING

- Complete one of the following courses:
 - AUD 1320 Intermediate Contract Auditing [JR7]
 - AUD 4120 Statistical Sampling [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.)

AUDITING (Continued)

LEVEL III

EDUCATION

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

EXPERIENCE

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

TRAINING

- AUD 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

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

CONTRACTING

LEVEL I

EDUCATION

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

EXPERIENCE

- 1 year of contracting experience

TRAINING

- CON 101 Basics of Contracting [BDQ]
- CON 104 Principles of Contract Pricing [BDR]
- CON 237 Simplified Acquisition Procedures [PAS]

LEVEL II

EDUCATION

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

EXPERIENCE

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

TRAINING

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

LEVEL III

EDUCATION

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

EXPERIENCE

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

TRAINING

- CON 301 Executive Contracting [BB3]
(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 AND/OR 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 that includes experience in quality, manufacturing, engineering, and contracting

TRAINING

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

LEVEL II

EDUCATION

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

EXPERIENCE

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

TRAINING

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

("MANUFACTURING, PRODUCTION, AND QUALITY ASSURANCE" is continued on the next page.)

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; at least 1 year of this experience must be in program management
- (Desired) An additional 2 years of acquisition experience, preferably in a systems program office or similar organization

TRAINING

- ACQ 201 Intermediate Systems Acquisition [JHA]
- PMT 250 Program Management Tools [PGM]
- (Desired) One DAU Level 200 course in another functional area
- (Desired) Intermediate-level management and leadership training
(Not currently provided by DAU. See your local training support office.)

LEVEL III

EDUCATION

- (Desired) Meet one of the following criteria:
 - At least 24 semester hours from among accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization, and management (DANTES or CLEP equivalency exams may be substituted.)
 - At least 24 semester hours in the individual's career field and 12 semester credit hours in the disciplines listed above
- (Desired) Master's degree in engineering, systems acquisition management, business administration, or a related field

EXPERIENCE

- 4 years of acquisition experience:
 - At least 2 years of this experience must be in a program office or similar organization (dedicated matrix support to a PM or PEO, DCMA program integrator, or Supervisor of Shipbuilding)
 - At least 1 year of this experience must be in a program management position with cost, schedule, and performance responsibilities
- (Desired) 2 additional years of acquisition experience

("PROGRAM MANAGEMENT" is continued on the next page.)

PROGRAM MANAGEMENT (Continued)

TRAINING

Complete one of the following courses:

- PMT 302 Program Managers Course [BU1]
- PMT 352 Program Management Office Course [BZG]
(PMT 352 will be offered late in FY 02.)

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 [BDQ]

LEVEL II

EDUCATION

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

EXPERIENCE

2 years of experience in purchasing

TRAINING

CON 202 Intermediate Contracting [PGE]

CON 237 Simplified Acquisition Procedures [PAS]

LEVEL III

EDUCATION

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

EXPERIENCE

3 years of experience in purchasing

TRAINING

No additional requirements beyond Level II

SYSTEMS PLANNING, RESEARCH, DEVELOPMENT AND ENGINEERING

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.)

SYSTEMS PLANNING, RESEARCH, DEVELOPMENT AND ENGINEERING

(Continued)

LEVEL III

EDUCATION

- Meet one of the following criteria:
 - Baccalaureate degree in engineering, physics, chemistry, mathematics, or a related field
 - At least 10 years of acquisition experience in Systems Planning, Research, Development and Engineering (as of October 1, 1991)
- (Desired) Advanced degree in engineering, physics, chemistry, mathematics, operations research, management or a related field
- (Desired) 12 semester hours from among accounting, business finance, law, economics, industrial management, quantitative methods, or organization and management. (DANTES or CLEP exams may be substituted.)

EXPERIENCE

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

TRAINING

- SYS 301 Advanced Systems Planning, Research, Development and Engineering [HV1]
- (Desired) Any mandatory DAU Level 200 or Level 300 course in acquisition logistics, program management, quality assurance, information technology, manufacturing and production, or test and evaluation

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]

("TEST AND EVALUATION" is continued on the next page.)

TEST AND EVALUATION (Continued)

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 it does for other courses.

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

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

Course descriptions are provided in Chapter 4 of this Catalog, and instructions for registering for classes are provided in Chapter 2. Schedules for classroom-based courses are maintained in ATRRS and should be available through your local training office. Up-to-date class schedules are also made available for downloading from the DAU Web site at <http://www.dau.mil>.

ACQ 201

Intermediate Systems Acquisition

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

BCF 102

Fundamentals of Earned Value Management

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

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

BCF 203

Intermediate Earned Value Management

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; information technology; and non-DoD personnel who are involved in developing, testing, and/or costing software.

BCF 209

Selected Acquisition Report

This course should be taken by Acquisition Category (ACAT) ID/IC 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 215

Operating and Support Cost Analysis

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

BCF 802

Selected Acquisition Report Review

Whenever there is a major update to the CARS software, usually on an annual basis, this course should be retaken by Acquisition Category (ACAT) ID/IC 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. Those who attend will most likely come from program/project management offices, dedicated support matrix organizations, Service headquarters support matrix organizations, and contract administration offices. Attendees can also include contractors.

CON 232

Overhead Management of Defense Contracts

All contracting officers, buyers, price analysts, auditors, and contract administration personnel should take CON 232 if they are assigned to 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, auditors, and attorneys involved in issues relating to Cost Accounting Standards (CAS). Procurement contracting officers as well as administrative contracting officers (cognizant Federal agency officials (CFAO)) benefit from instruction on applicability of CAS to contracts and on administrative issues. Auditors benefit from receiving agency neutral instruction and interfacing with the CFAOs. Attorneys that litigate CAS issues should also receive training in the area.

CON 234

Contingency Contracting

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

CON 235

Advanced Contract Pricing

Level II and III personnel should take CON 235 if they are involved in major systems acquisition or in a commercial environment where knowledge 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 self-paced, Web-based course is designed as a continuing education tool for all personnel requiring knowledge of simplified acquisition procedures.

CON 243

Architect-Engineer Contracting

Military and civilian 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 cooperative research, development, and acquisition program should take PMT 202.

PMT 203

International Security and Technology Transfer/Control

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

PMT 304

Advanced International Management Workshop

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

PMT 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.

PMT 401

Program Manager's Course

This executive level course is designed for specially selected, Level III certified Acquisition Workforce members who are potential leaders of major

acquisition programs, integrated product teams and SYSCOM/MAJCOM divisions. Attendees must be GS-14/0-5 or above with extensive experience in acquisition, to include four years in or in direct support of a PMO. Selected representatives from industry may attend.

PMT 402

Executive Program Manager's Course

The Executive Program Manager's Course is statutorily required for personnel selected to a critical acquisition position as a program executive officer, program manager, or deputy program manager of a major defense acquisition program or a significant nonmajor defense acquisition program in Acquisition Category (ACAT) I or II.

PQM 103

Defense Specification Management

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

PQM 104

Specification Selection and Application

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

PQM 202

Commercial and Nondevelopmental Item Acquisition

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

PQM 203

Preparation of Commercial Item Descriptions

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

PQM 212

Market Research

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

SAM 101

Basic Software Acquisition Management

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

SAM 201

Intermediate Software Acquisition Management

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

SAM 301

Advanced Software Acquisition Management

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

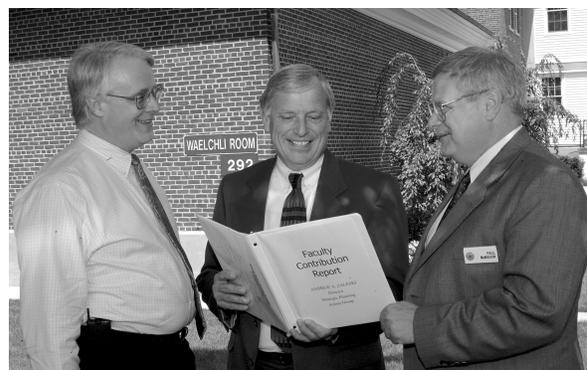
Appendix D — Equivalencies

Several training providers offer courses that have been certified equivalent to DAU curriculum courses. The following matrix provides a summary of those courses and the training providers that

offer them. If you would like more information on these equivalencies, Ms. Lisa Johnson is DAU's point of contact. You can reach her at (703) 805-3503, DSN 655-3503, or by e-mail at lisa.johnson@dau.mil.

CONTRACTOR EQUIVALENCIES

Contractor	DAU Course	Contractor Course	Effective Dates
Atlantic Management Center, Inc. 6066 Leesburg Pike, Suite 700 Falls Church, VA 22041 (703) 256-0509	CON 301	Executive Contracting Seminar for Federal Civilian Agencies	10/26/98-10/15/03
Business Mgmt. Resources Associates, Inc. (BMRA) Fair Oaks Plaza, Suite 440 11350 Random Hills Road Fairfax, VA 22030 (703) 691-0868	CON 101	Acquisition Planning I	3/1/99-5/2/02
		Contract Formation I	3/1/99-5/2/02
		Contract Administration I	3/1/99-5/2/02
	CON 104	Price Analysis	3/1/99-4/2/02
		Cost Analysis	3/1/99-4/2/02
		Federal Contract Negotiation	3/1/99-4/2/02
	CON 202	Acquisition Planning II	5/1/01-6/4/02
Contract Formation II		5/1/01-6/4/02	
Contract Administration II		5/1/01-6/4/02	
CON 204	Intermediate Contract Pricing	3/1/99-4/2/02	
CON 210	Government Contract Law	3/1/99-4/2/02	
Management Concepts, Inc. (MCI) 8230 Leesburg Pike Suite 800 Vienna, VA 22182 (703) 790-9595	CON 101	1022 Contract Administration I	10/1/99-4/2/02
		1112 Contract Formation I	10/1/99-4/2/02
		1111 Acquisition/Procurement Planning I	10/1/99-4/2/02
	CON 104	1166 Price Analysis	10/1/99-4/2/02
		1165 Cost Analysis	10/1/99-4/2/02
		1016 Federal Contract Negotiation Techniques	10/1/99-4/2/02
		CON 202	1211 Acquisition/Procurement Planning II
	1212 Contract Formation II	10/1/99-6/15/02	
	1213 Contract Administration II	10/1/99-6/15/02	



College/University	DAU Course	College/University Course	Effective Dates
Management Concepts, Inc. (MC) (Cont.)	CON 204	1204 Intermediate Contract Pricing	3/1/00-4/2/02
	CON 210	1210 Government Contract Law	12/1/99-4/2/02
	CON 243	1032 Architect-Engineer Services Contracting	11/1/99-6/15/02
	CON 244	1021 Construction Contracting	3/1/99-6/15/02
Northwest Procurement Institute, Inc. P.O. Box 1328 Edmonds, WA 98020 (425) 776-0414	CON 204	Intermediate Contract Pricing	10/1/00-10/15/03

COLLEGE/UNIVERSITY EQUIVALENCIES

College/University	DAU Course	College/University Course	Effective Dates
Athens State University (formerly Athens College) 300 N. Beaty Street Athens, AL 35611 Dr. Robert Gulbro (256) 233-8116	CON 101	PR 394 Introduction to Procurement	9/18/98-9/18/01
Bowie State University 14000 Jericho Road Bowie, MD 20715-9465 Ms. Dora Harper Thomas (301) 860-4000	CON 101	CON 101 Fundamentals of Contracting	9/18/98-9/18/03
	CON 104	CON 104 Fundamentals of Contract Pricing	9/18/98-9/18/03
	CON 202	CON 202 Intermediate Contracting	9/18/98-9/18/03
	CON 204	CON 204 Intermediate Contract Pricing	9/18/98-9/18/03
	CON 210	CON 210 Government Contract Law	9/18/98-9/18/03
College of Southern Maryland (formerly Charles County Community College) P.O. Box 910 LaPlata, MD 20646-0910 Mr. Rex Bishop (301) 934-7518	CON 101	BAD 1451 Fundamentals of Contracting I	9/18/98-9/18/02
	CON 104	BAD 1461 Fundamentals of Contracting II	9/18/98-9/18/02
		BAD 1471 Fundamentals of Contract Pricing	9/18/98-9/18/02
	CON 210	BAD 1481 Negotiations	9/18/98-9/18/02
		BAD 1465 Government Contract Law	9/18/98-9/18/02
	CON 211	BAD 1485/1486 Intermediate Contracting	Taken Prior to 10/1/94
Florida Institute of Technology 1501 Robert J. Conlan Blvd. NE Suite 140 Palm Bay, FL 32905 (321) 729-9774	CON 104	MGT 5214 Cost Principles, Effectiveness and Control	9/18/98-9/18/03
		MGT 5218 Negotiations and Incentive Contracts	9/18/98-9/18/03
	CON 104	BUS 5214 Advanced Procurement and Contract Management	Taken Prior to 12/31/97
		BUS 5218 Contract Negotiation Incentive Contracts	Taken Prior to 12/31/97
	CON 201	MAN 5231 Government Contract Law	Taken Prior to 12/31/97
	CON 210	MGT 5231 Government Contract Law	7/23/98-9/18/03
	CON 211	MAN 5211 Procurement and Contract Management Pre-Award	Taken Prior to 10/1/94
	CON 221	MAN 5212 Advanced Procurement and Contract Management	Taken Prior to 12/31/97

College/University	DAU Course	College/University Course	Effective Dates
George Washington University The School of Business and Public Management Department of Marketing, Logistics, and Operations Management 2121 I Street NW Washington, DC 20052 (202) 994-6380	CON 101	Pricing and Negotiation	Taken Prior to 12/31/97
	CON 104	Procurement and Contracting	Taken Prior to 12/31/97
	CON 221	Government Contract Administration	Taken Prior to 12/31/97
Georgia College and State University Logistics Education Center 620 Ninth Street Robbins Air Force Base, GA 31098-2232 Mr. Bobby Graham	CON 201	Government Contract Law	Taken Prior to 12/31/97
Massachusetts Bay Community College 50 Oakland Street Wellesley Hills, MA 02481 (781) 239-3000	CON 101	GPC 101 Intro to Government Contracts Procurement/Contract Management	Taken Prior to 12/31/97
	CON 104	GPC 201 Government Contract Cost and Price Analysis	Taken Prior to 12/31/97
	CON 201	GPC 205 Government Contract Law	Taken Prior to 12/31/97
Middlesex Community College 33 Kearney Square Lowell, MA 01852-1987 Ms. Judith Burke (978) 656-3143	CON 101	BU 1112 Management of Defense Acquisition Contracts	Taken Prior to 12/31/97
	CON 104	BU 8140 Principles of Contract Pricing	Taken Prior to 12/31/97
	CON 201	BU 1113 Contract Negotiation BU 1106 Government Contract Law	Taken Prior to 12/31/97
Northern Virginia Community College Business Division Alexandria Campus 3001 N. Beauregard Street Alexandria, VA 22311 Dr. Ron Wheeler (703) 845-6313	CON 101	ACQ 121 Intro to Procurement and Contract Acquisition Management I	9/18/98-9/18/01
	CON 104	ACQ 122 Intro to Procurement and Contract Acquisition Management II	9/18/98-9/18/01
		ACQ 216 Cost and Price Analysis	9/18/98-9/18/01
	CON 202	ACQ 218 Negotiations of Contracts and Contract Modifications	9/18/98-9/18/01
		ACQ 221 Advanced Acquisition and Procurement Management I	9/18/98-9/18/01
	CON 204	ACQ 222 Advanced Acquisition and Procurement Management II	9/18/98-9/18/01
		ACQ 295 Intermediate Cost and Price Analysis	9/18/98-9/18/01
	CON 210	ACQ 215 Contract Law	5/24/99-9/18/01
CON 221	ACQ 235 Intermediate Post-Award Contracting	Taken Prior to 12/31/97	
Pensacola Junior College Warrington Campus 5555 West Highway 98 Pensacola, FL 32507 (850) 484-2347	CON 101	PAD 1861 Acquisition and Procurement I	Taken Prior to 12/31/97
	CON 104	PAD 1862 Acquisition and Procurement II	Taken Prior to 12/31/97
		PAD 2886 Contract Pricing and Negotiation I	Taken Prior to 12/31/97
	CON 201	PAD 2867 Contract Pricing and Negotiation II	Taken Prior to 12/31/97
		PAD 1630 Government Contract Law	Taken Prior to 12/31/97
	CON 211	PAD 1863 Acquisition and Procurement III	Taken Prior to 10/1/94
CON 221	PAD 1864 Acquisition and Procurement IV	Taken Prior to 12/31/97	

College/University	DAU Course	College/University Course	Effective Dates
Richard Bland College of the College of William and Mary 11301 Johnson Road Petersburg, VA 23805 Dr. Anne-Marie McCartan (804) 862-6244	CON 101	BUS 253A Acquisition Part I	9/18/98-9/18/03
		BUS 253B Acquisition Part II	9/18/98-9/18/03
	CON 104	BUS 255A Principles of Contract Pricing I	9/18/98-9/18/03
		BUS 255B Principles of Contract Pricing II	9/18/98-9/18/03
	CON 210	BUS 256 Contract Law	9/18/98-9/18/03
	CON 201	BUS 256 Contract Law	Taken Prior to 12/31/97
San Diego City College Business Division 1313 Twelfth Avenue San Diego, CA 92101 Mr. Jim Conrad (619) 532-3439	CON 101	Business 160 MDACC Basic Part I	Taken Prior to 12/31/97
		Business 162 MDACC Basic Part II	9/18/98-9/18/01
		Business 164 Principles of Contract Pricing and Negotiation I	Taken Prior to 12/31/97
	CON 104	Business 166 Principles of Contract Pricing and Negotiation II	Taken Prior to 12/31/97
	CON 201	Business 168 Government Contract Law	Taken Prior to 12/31/97
San Diego City College (Cont.)	CON 202	Business 168 and 170 Intermediate Contracting	9/18/98-9/18/01
	CON 211	Business 170 MDACC Advanced I	Taken Prior to 10/1/94
	CON 221	Advanced Contract Administration	Taken Prior to 12/31/97
Santa Ana College (formerly Rancho Santiago College) Garden Grove Center 11277 Garden Grove Blvd Garden Grove, CA 92843-1337 Mr. Don Bargabus (714) 564-5531	CON 101	Management of Defense Acquisition Contracts I	Taken Prior to 12/31/97
	CON 104	Principles of Contract Pricing	Taken Prior to 12/31/97
	CON 201	Government Contract Law	Taken Prior to 12/31/97
	CON 211	Management of Defense Acquisition Contracts II	Taken Prior to 12/31/97
	CON 221	Advanced Contract Administration	Taken Prior to 10/1/94
Tidewater Community College Portsmouth Campus 7000 College Drive Portsmouth, VA 23703 Ms. Betty Hill (757) 822-2301	CON 101	ACQ 121 Intro to Procurement and Acquisition Management I	Taken Prior to 12/31/97
		ACQ 122 Intro to Procurement and Acquisition Management II	Taken Prior to 12/31/97
	CON 104	ACQ 231 Principles of Pricing and Negotiations I	Taken Prior to 12/31/97
		ACQ 232 Principles of Pricing and Negotiations II	Taken Prior to 12/31/97
	CON 201	ACQ 215 Contract Law	Taken Prior to 12/31/97
CON 211	ACQ 221 Advanced Procurement and Acquisition Management I	Taken Prior to 10/1/94	
University of California, Irvine University Extension P.O. Box 6050 Irvine, CA 92697 Ms. Angela Jeantet (949) 824-4661	CON 104	Financial Aspects of Contract Management and Contract Acquisition and Negotiation	Taken Prior to 12/31/97
	CON 201	Principles of Contract Formation & Contract Law: Performances & Remedies	Taken Prior to 12/31/97
University of Central Florida College of Business Admin. Department of Management 4000 Central Florida Blvd. Building 45 Orlando, FL 32816-1400 (407) 823-5569	CON 101	Introduction to Federal Acquisition	Taken Prior to 12/31/97
	CON 104	Cost and Price Analysis and Contract Negotiations	Taken Prior to 12/31/97
	CON 201	Government Contract Law	Taken Prior to 12/31/97
	CON 221	Contract Administration (Post-Award)	Taken Prior to 12/31/97

College/University	DAU Course	College/University Course	Effective Dates
University of Dallas Graduate School of Mgmt. Industrial Management Dept. 1845 East Northgate Drive Irving, TX 75062 Dr. David Gordon (972) 721-5354	CON 101	MGT 6380 Pre-Award Procurement	Taken Prior to 12/31/97
	CON 104	MGT 6348 Contract Pricing and Negotiation	Taken Prior to 12/31/97
	CON 201	MGT 6381 Procurement Law	Taken Prior to 12/31/97
	CON 221	MGT 6382 Post-Award Procurement	Taken Prior to 12/31/97
University of the District of Columbia School of Business and Public Administration 4200 Connecticut Avenue, NW Building 52, Suite 508 Washington, DC 20008 (202) 274-7000	CON 101	0211-305 The Federal Acquisition Systems	Taken Prior to 12/31/97
	CON 104	0211-406 Cost and Price Analysis	Taken Prior to 12/31/97
	CON 201	0211-408 Procurement Law	Taken Prior to 12/31/97
	CON 211	0211-306 Public Contracts	Taken Prior to 10/1/94
University of Indianapolis School of Business 1400 East Hanna Avenue Indianapolis, IN 46227-3697 Dr. James Conrad (317) 788-3378	IND 101	0211-405 Government Property Management	Taken Prior to 12/31/97
	CON 101	Principles of Procurement	Taken Prior to 9/30/97
	CON 104	Cost and Price Principles and Contract Negotiations	Taken Prior to 9/30/97
	CON 201	Government Contract Law	Taken Prior to 9/30/97
University of Phoenix Academic Program Manager 4615 East Elwood Street Phoenix, AZ 85040 (480) 966-5394	CON 221	Advanced Contract Administration	Taken Prior to 9/30/97
	CON 101	GCM 601 Principles of the Acquisition Process	Taken Prior to 12/31/97
	CON 104	GCM 603 Principles of Contract Pricing, Estimating, and Analysis	Taken Prior to 12/31/97
	CON 201	GCM 607 Government Contract Negotiation Techniques	Taken Prior to 12/31/97
University of St. Thomas 2115 Summit Avenue St. Paul, MN 55105 Mr. Joseph R. Clements (651) 962-5192	CON 201	GCM 606 Government Contract Law	Taken Prior to 12/31/97
	CON 221	GCM 604 Management of Government Acquisition Contracts	Taken Prior to 12/31/97
	CON 101	MBGC 701 Principles of Procurement	Taken Prior to 12/31/97
	CON 104	MBGC 702 Pricing and Negotiation	Taken Prior to 12/31/97
University of Virginia Div. of Continuing Education 7054 Haycock Road Falls Church, VA 22043 Ms. Carol Beechler (703) 536-1136	CON 221	MBGC 703 Advanced Contract Administration	Taken Prior to 12/31/97
	CON 101	PC 401 Procurement and Contracting	Taken Prior to 12/31/97
	CON 101	PC 401 Procurement and Contract Management (Resident Version)	9/20/00-7/20/03
	CON 104	PC 403 Cost and Price Analysis	Pending Review
	CON 104	PC 403 Cost and Price Analysis	Taken Prior to 12/31/97
	CON 201	PC 405 Negotiation of Contracts and Modifications	Taken Prior to 12/31/97
		PC 404 Principles of Law for Contract Formation	Taken Prior to 12/31/97
	CON 202	PC 402 Contract Administration	Pending Review
	CON 204	PC 404 Principles of Law for Contract Formation	Pending Review
		PC 502 Advanced Cost and Price Analysis	Pending Review
CON 210	PC 506 Federal Acquisition Case Studies	9/6/00-8/16/03	
CON 221	PC 402 Contract Administration	Taken Prior to 12/31/97	

College/University	DAU Course	College/University Course	Effective Dates
University of West Florida Div. of Administrative Studies 11000 University Parkway Pensacola, FL 32514-0102 Dr. Kato Keeton (850) 474-2184	CON 101	PAD 5855 Acquisition Management	Taken Prior to 12/31/97
	CON 104	PAD 5857 Cost and Pricing	Taken Prior to 12/31/97
		PAD 5853 Contract Negotiation	Taken Prior to 12/31/97
	CON 201	PAD 5854 Government Contract Law	Taken Prior to 12/31/97
	CON 221	PAD 5852 Advanced Contract Administration	Taken Prior to 12/31/97
Webster University 470 East Lockwood Avenue St. Louis, MO 63119-3194 Dr. Joseph F. Olszewski (314) 968-6972	CON 101	PROC 5000 Procurement and Acquisition Management	9/18/98-9/18/02
	CON 104	PMG 583 Pricing	Taken Prior to 12/31/97
		PMG 584 Negotiations	Taken Prior to 12/31/97
	CON 104	PROC 5830 Pricing	9/18/99-3/6/02
		PROC 5840 Negotiations	9/18/99-3/6/02
	CON 201	PMG 589 Government Procurement Law	Taken Prior to 12/31/97
	CON 210	PROC 5890 Government Contract Law	9/18/98-9/18/02
West Coast University 4021 Rosewood Avenue 3 rd Floor Los Angeles, CA 90004 (877) 505-4928	CON 211	BMGT 574 Contract Administration	Taken Prior to 12/31/97
	CON 211	BMGT 577 Systems Acquisition and Program Management	Taken Prior to 12/31/97
	CON 201	BMGT 575 Legal Issues in Acquisition	Taken Prior to 12/31/97
Western New England College Off-Campus Division Devens Center Sherman Square Technology Park 94 Jackson Road Suite 211 Devens, MA 01432 Hanscom Center ABG/DPE, Building 1728 Hanscom Air Force Base, MA 01731-5000	CON 101	MAN 202 Principles of Acquisition Contracting	Taken Prior to 12/31/97
	CON 104	MAN 203 Principles of Contract Pricing	Taken Prior to 12/31/97
	CON 201	LS 403 Government Contract Law	Taken Prior to 12/31/97
	CON 211	LS 692 Principles of Government Contracting	Taken Prior to 10/1/94
	CON 104	AC 640 Principles of Cost and Price Analysis	Taken Prior to 12/31/97
		MAN 401 Contract Negotiations	Taken Prior to 12/31/97
	CON 221	LS 693 Administration of Government Contracts	Taken Prior to 12/31/97

DoD SCHOOL EQUIVALENCIES

College/University	DAU Course	College/University Course	Effective Dates
Air Force Institute of Technology (AFIT) (937) 255-7777 DSN: 785-7777	CON 104	CMGT 545 Cost and Price Theory	12/12/94-9/30/98
	CON 210	LAWS 550 Legal Principles of Government Contracting	12/12/94-9/30/98
	LOG 205	LOG 260 Provisioning Management	8/1/96-9/30/98
Army Logistics Management College (ALMC) (804) 765-4980/4737	ACQ 101	Materiel Acquisition Management (MAM) Course	11/1/96-9/30/01
	ACQ 201	Materiel Acquisition Management (MAM) Course	1/1/97-9/30/01
Information Resources Management College (IRMC) (202) 685-6300	IRM 303	Advanced Management Program (AMP)	9/1/96-9/30/98

College/University	DAU Course	College/University Course	Effective Dates	
Naval Postgraduate School (831) 656-2441/2 DSN: 878-2441/2	ACQ 101	MN 3221 Principles of Acquisition and Program Management I	3/1/96-9/30/01	
	ACQ 101/ 201	MN 3331 Principles of Systems Acquisition and Program Management	4/1/00-9/30/01	
	ACQ 201	MN 3222 Principles of Acquisition and Program Management II	3/1/96-9/30/01	
	CON 101	MN 3303 Principles of Acquisition and Contract Management	10/1/92-9/30/01	
	CON 104/ 204	MN 3304 Contract Pricing and Negotiations	10/1/92-9/30/01	
	CON 202	MN 3315 Acquisition Management and Contract Administration	10/1/92-9/30/01	
	CON 210	MN 3312 Contract Law	10/1/92-9/30/01	
	CON 301	MN 2302 Seminar for Acquisition and Contracting Students	10/1/92-9/30/01	
Naval Postgraduate School (Continued)	CON 333	MN 4371 Acquisition and Contracting Policy	8/1/97-9/30/01	
	LOG 304	MN 4470 Strategic Planning & Policy for the Logistics Manager	8/1/97-9/30/01	
	PMT 302	Advanced Acquisition Program (AAP)	2/1/01-5/08/03	
	PQM 101/ 201	MN 3384 Principles of Acquisition Production & Quality Management	3/1/97-9/30/01	
	SAM 201	MN 3309 Acquisition of Embedded Weapon Systems Software	11/1/97-9/30/01	
	SYS 201	EO 4011 Systems Engineering for Acquisition Managers	6/14/96-9/30/01	
	SYS 301	MN 4012 Management of Advanced Systems Engineering	8/4/00-9/30/01	
	TST 202/ 301	OS 4601 Test and Evaluation	10/1/94-9/30/01	
	TST 202	OS 4602 Test and Evaluation Management	3/1/96-9/30/01	
	<u>Acquisition and Contract Management (815/835) Degree Program</u>			
	CON 104, 202, 204, 210, 301, 333			10/1/92-9/30/01
	<u>Systems Acquisition Management (816/836) Degree Program</u>			
	ACQ 101			3/1/96-9/30/01
ACQ 201			3/1/96-9/30/01	
CON 101			3/1/96-9/30/01	
LOG 304			8/1/97-9/30/01	
PMT 302			3/1/96-9/30/01	
PQM 101			3/1/96-9/30/01	
PQM 201			3/1/96-9/30/01	
SAM 201			11/1/97-9/30/01	
SYS 201			3/1/96-9/30/01	
TST 202			3/1/96-9/30/01	
TST 301			1/1/97-9/30/01	
Naval War College (401) 841-2015 DSN: 948-2015	ACQ 201	FE 574 Principles of Acquisition and Program Management	10/1/97-9/30/02	
	SYS 201	WE 548 DoD Weapons Systems Development and Deployment	1/11/95-9/30/01	

College/University	DAU Course	College/University Course	Effective Dates
345 th Training Squadron DSN: 472-4936	ACQ 101	Acquisition Fundamentals (5 Weeks) (L3OQR63A1-001)	1/11/95-9/30/00
	CON 101	Contracting Fundamentals (L3OBR64P1-000)	10/1/00-6/6/03
	CON 101	Contracting Apprentice (L3ABR6C031-005)	3/1/01-6/6/03
	PUR 101	Contracting Career Development (CDC6C051A/CDC6C051B) Purchasing 101 (L3ABR6C031-005)	3/1/01-6/6/03 10/1/97-9/30/98
U.S. Air Force Test Pilot School (661) 277-3131 DSN: 527-3131	TST 202	Test Pilot School	6/1/96-9/30/98 5/1/99-9/30/03
U.S. Army Command and General Staff College (913) 684-5329	ACQ 201	A425 Intermediate Systems Acquisition	6/1/99-9/30/02
	CON 101	A423 Contract Fundamentals	1/1/97-9/30/02
	CON 104	A424 Contract Pricing	1/1/97-9/30/02
	CON 204	A427 Intermediate Contract Pricing	6/1/99-9/30/02
	CON 210	U254 Government Contract Law	6/1/99-9/30/02
IRM 201	A426 Intermediate Information Systems Acquisition	6/1/99-9/30/02	
U.S. Army Test and Evaluation Command (ATEC) (703) 695-7389 DSN: 225-7389	TST 202	Army Test and Evaluation Basic Course (TEBC)	3/27/00-8/27/03
U.S. Navy Engineering Duty Officer School (805) 982-6157	ACQ 101	EDO Basic Course	12/21/95-9/30/98
	ACQ 201		1/1/97-9/30/02
U.S. Navy Test Pilot School (301) 342-4131 DSN: 342-4131	TST 101	Test Pilot School	6/1/97-9/30/03
	TST 202		10/1/96-9/30/98 5/1/99-9/30/03

Appendix E — 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. 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>.

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

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

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

Course		CEU
BCF 203	Intermediate Earned Value Management (formerly BFM 203)	
	through 3/1/01	8.0
	beginning 3/2/01	6.3
BCF 204	Intermediate Cost Analysis (formerly BCE 204)	
	through 3/1/01	8.9
	beginning 3/2/01	9.1
BCF 205	Contractor Finance for Acquisition Managers (formerly BFM 204)	
	through 3/1/01	3.0
	beginning 3/2/01	2.6
BCF 206	Cost Risk Analysis (formerly BCE 206)	
	through 3/1/01	2.8
	beginning 3/2/01	2.7
BCF 207	Economic Analysis (formerly BCE 207)	
	through 3/1/01	2.3
	beginning 3/2/01	2.0
BCF 208	Software Cost Estimating (formerly BCE 208)	
	through 3/1/01	6.7
	beginning 3/2/01	5.9
BCF 209	Selected Acquisition Report (formerly BFM 209)	
	through 3/1/01	3.0
	beginning 3/2/01	3.2
BCF 211	Acquisition Business Management	
	through 9/30/99	4.6
	beginning 10/01/99	4.2
BCF 301	Business, Cost Estimating, and Financial Management Workshop	
	through 3/1/01	5.4
	beginning 3/2/01	5.1
BCF 802	Selected Acquisition Report Review (formerly BFM 210)	
	through 3/1/01	1.8
	beginning 3/2/01	2.2
CAR 805	Contemporary Approaches to Acquisition Reform	
	through 9/23/99	4.0
	9/24/99-3/1/01	3.6
	beginning 3/2/01	3.2
CON 101	Basics of Contracting	
	through 9/30/97	15.7
	10/1/97-3/1/01	16.0
	beginning 3/2/01	13.55
CON 102	Operational Level Contracting Fundamentals	
	through 9/30/97	14.0
CON 103	Facilities Contracting Fundamentals	
	through 9/30/97	15.7

Course		CEU
CON 104	Principles of Contract Pricing through 3/1/01 7.3 beginning 3/2/01 9.25	
CON 202	Intermediate Contracting through 3/1/01 14.8 beginning 3/2/01 9.95	
CON 204	Intermediate Contract Pricing (formerly CON 231) through 9/30/98 5.2 10/1/98-3/1/01 5.7 beginning 3/2/01 6.45	
CON 210	Government Contract Law (formerly CON 201) through 3/1/01 4.9 beginning 3/2/01 6.45	
CON 211	Intermediate Contracting through 9/30/97 12.5	
CON 221	Intermediate Contract Administration through 9/30/97 5.4	
CON 222	Operational Level Contract Administration through 9/30/97 8.3	
CON 223	Intermediate Facilities Contracting through 9/30/97 8.5	
CON 232	Overhead Management of Defense Contracts through 3/1/01 5.8 beginning 3/2/01 6.4	
CON 233	Cost Accounting Standards Workshop 8.9	
CON 234	Contingency Contracting through 3/1/01 8.5 beginning 3/2/01 7.5	
CON 235	Advanced Contract Pricing through 3/1/01 6.0 beginning 3/2/01 6.85	
CON 236	Contractual Aspects of Value Engineering (formerly CON 212) 2.8	
CON 237	Simplified Acquisition Procedures 1.6	
CON 241	Information Technology Contracting through 9/30/97 5.4	
CON 243	Architect-Engineer Contracting through 11/2/99 2.8 beginning 11/3/99 3.2	
CON 244	Construction Contracting through 11/2/99 2.4 11/3/99-3/1/01 3.2 beginning 3/2/01 3.0	

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

Course		CEU
LOG 203	Reliability and Maintainability	
	through 5/6/01	1.5
	beginning 5/7/01	1.7
LOG 204	Configuration Management	
	through 3/1/01	4.0
	beginning 3/2/01	2.6
LOG 205	Provisioning	2.8
LOG 304	Executive Acquisition Logistics Management	
	through 3/1/01	4.9
	beginning 3/2/01	3.9
PMT 202	Multinational Program Management	3.0
PMT 203	International Security and Technology Transfer/Control	
	through 3/1/01	3.0
	beginning 3/2/01	3.2
PMT 250	Program Management Tools	
	through 3/1/01	7.2
	beginning 3/2/01	8.0
PMT 302	Advanced Program Management Course	
	through 9/30/99	51.3
	10/1/99-12/14/00	49.3
	beginning 12/15/00	47.9
PMT 303	Executive Program Manager's Course	
	through 9/30/99	12.0
	10/1/99-3/1/01	15.6
	beginning 3/2/01	12.0
PMT 304	Advanced International Management Workshop	
	through 3/1/01	3.0
	beginning 3/2/01	4.0
PMT 305	Program Manager's Skills	
	through 9/30/99	6.0
	10/1/99-3/1/01	5.4
	beginning 3/2/01	4.0
PQM 101	Production, Quality, and Manufacturing Fundamentals	
	through 10/30/00	5.8
	10/31/00-3/1/01	2.0
	beginning 3/2/01	1.6
PQM 103	Defense Specification Management	5.4
PQM 104	Specification Selection and Application	1.2
PQM 201	Intermediate Production, Quality, and Manufacturing	
	through 11/30/00	9.0
	beginning 12/01/00	7.0
PQM 202	Commercial and Nondevelopmental Item Acquisition	1.2
PQM 203	Preparation of Commercial Item Descriptions	0.6

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

Appendix F — Meeting Acquisition Corps Education Standards

STATUTORY EDUCATION REQUIREMENTS

Statutory standards for membership in the Acquisition Corps are specified in 10 U.S.C. 1732 and implemented in DoD Instruction 5000.58, "Defense Acquisition Workforce," and DoD 5000.52-M, "Acquisition Career Development Program." The following is an abbreviated summary of Acquisition Corps education standards prescribed in 10 U.S.C. 1732(b)(2):

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

The option to substitute equivalent training for the 12 semester credit hours in the disciplines specified was provided by Sec. 812(e) of Public Law 102-484, "The National Defense Authorization Act for Fiscal Year 1993," October 23, 1992, which amended Section 1732(b)(2)(B) of Title 10, United States Code.

AMERICAN COUNCIL ON EDUCATION (ACE) RECOMMENDED CREDITS

The standard of 12 semester credit hours in the disciplines may be met by successful completion of comparable training courses which carry an American Council on Education (ACE) credit recommendation. ACE credit recommendations for DAU courses are listed in the first table of this Appendix.

ACE credit recommendations may only be used to meet the 24 semester hour requirement in business disciplines for contracting personnel and Acquisition Corps membership if those credit recommendations have been accepted by, and appear on, an official tran-

script (or comparable document) from an accredited institution of higher education. The American Council on Education evaluates formal education and training programs and courses sponsored by Service schools, other DoD organizations, other government agencies, business, and industry; and it makes college credit recommendations. The ACE itself does not grant academic credit; rather, the ACE evaluates courses offered by nonaccredited organizations and recommends the amount of credit it believes a course is worthy of being granted by an accredited institution.

Acquisition members planning to use ACE credit recommendations for college or university degree programs must have their education and training experiences reviewed by their institution's admissions officer.

Courses bearing ACE credit recommendations are offered at DoD schools, other Federal agencies, and through 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 the ACE: *The Guide to the Evaluation of Educational Experiences in the Armed Services* (three volumes) and *The National Guide to Educational Credit for Training Programs* (one volume), which contain courses offered by other Federal agencies and the private sector. ACE guides are typically available in civilian personnel training offices and in DoD education centers.

COLLEGE CREDIT HOURS FOR DAU COURSES

The following table shows the current ACE college credit hours recommended for DAU courses as semester hours and applicable date restrictions. For more information or for DAU courses taken prior to the dates listed 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>. The DAU point of contact for the University's ACE accreditation is Ms. Lisa Johnson; she can be reached at (703) 805-3503 or lisa.johnson@dau.mil.



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

CURRENT DAU COURSES AND ACE RECOMMENDATIONS		
Course	Course Title	ACE Identifier
ACQ 101	Fundamentals of Systems Acquisition Management (Distance Learning)	DD-1408-0030 Version II
BCF 101	Fundamentals of Cost Analysis (formerly BCE 101, Fundamentals of Cost Analysis) (refer to 1998 ACE Guide)	DD-1115-0001
BCF 102	Fundamentals of Earned Value Management ²	DD-1408-0027
BCF 203	Intermediate Earned Value Management	DD-1408-0028
BCF 208	Software Cost Estimating	DD-1402-0005 Version II
BCF 211	Acquisition Business Management	DD-1408-0034
BCF 301	Business, Cost Estimating, and Financial Management Workshop	DD-1408-0017
CON 101	Basics of Contracting (formerly CON 101, Contracting Fundamentals)	DD-1408-0032
CON 104	Principles of Contract Pricing ⁵ (Formerly CON 104, Contract Pricing)	DD-1405-0004
CON 202	Intermediate Contracting	DD-1405-0007
CON 204	Intermediate Contract Pricing (Formerly CON 231, Intermediate Contract Pricing)	DD-1405-0006 Version II
CON 210	Government Contract Law ⁶	DD-0326-0007



CURRENT DAU COURSES AND ACE RECOMMENDATIONS

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

CURRENT DAU COURSES AND ACE RECOMMENDATIONS

Course	Course Title	ACE Identifier
CON 233	Cost Accounting Standards Workshop	AR-1401-0021 Version II
CON 234	Contingency Contracting	DD-1408-0033
IRM 101	Basic Information Systems Acquisition (Distance Learning)	DD-1408-0036
IRM 201	Intermediate Information Systems Acquisition	DD-0326-0006
IRM 303	Advanced Information Systems Acquisition	DD-0326-0005
LOG 205; ALMC-AH	Provisioning (Army Provisioning Process)	AR-1405-0221 Version II
LOG 304	Executive Acquisition Logistics Management	DD-0326-0004
PMT 302	Advanced Program Management	DD-1408-0018
PMT 303 ; PMT 402 ⁸	Executive Program Manager's Course	DD-1408-0019
PMT 305	Program Manager's Skills Course ⁷ (Formerly PMT 305, Program Manager's Survival Course)	DD-1408-0021
PQM 103	Defense Specification Management	DD-1408-0029
PQM 301 ; PRD 301	Advanced Production, Quality, and Manufacturing (Formerly Defense Acquisition Engineering, Manufacturing, and Quality Control)	DD-1408-0010
SAM 101	Basic Software Acquisition Management (Distance Learning)	DD-1408-0037
SAM 201	Intermediate Software Acquisition Management	DD-1408-0013
SAM 301	Advanced Software Acquisition Management ⁹	DD-1402-0004
SYS 201	Intermediate Systems Planning, Research, Development and Engineering	DD-1402-0011
SYS 301	Advanced Systems Planning, Research, Development and Engineering	DD-1408-0016
TST 202	Intermediate Test and Evaluation	DD-1408-0022

CURRENT DAU COURSES AND ACE RECOMMENDATIONS

Effective Dates	College Credit Hours for DAU Courses	Specialty Area
10/93–Present	2 semester hours, upper division baccalaureate category	Cost Accounting Standards
5/99–Present	3 semester hours graduate category	Contract Management and International Management
9/99–Present	2 semester hours, lower division baccalaureate/associate category	Acquisition Management; or Business Management
10/95–Present	3 semester hours, upper division baccalaureate category	Acquisition of Information Systems as an elective in a Management Information Systems Program
10/95–Present	3 semester hours graduate category	Management of Information Systems Acquisition as an elective in a Management Information Systems Program
1/93–Present	3 semester hours, lower division baccalaureate/associate category	Supply Management
8/96–Present	3 semester hours, upper division baccalaureate category	Channel Management and Logistics
3/95–Present	9 semester hours graduate category	3 in Financial Management; 3 in Operations Management; and 3 in Technical Management
8/94–Present	3 semester hours graduate category	Program Management
6/96–Present	1 semester hour graduate category	Program Management
4/98–Present	2 semester hours, lower division baccalaureate/associate category	Procurement
10/93–Present	3 semester hours graduate category	Business Administration; or Technical Management
12/98–Present	2 semester hours, lower division baccalaureate/associate category	Software Systems Procurement Management
6/96–Present	3 semester hours, upper division baccalaureate category	Acquisition Management
11/95–Present	3 semester hours, upper division baccalaureate category	Management Information Systems
10/94–9/01	3 semester hours, upper division baccalaureate category	Systems Engineering
6/96–Present	3 semester hours graduate category	Technical Management
8/96–Present	3 semester hours, upper division baccalaureate category	Data Analysis and Modeling

COURSES STILL VALID FOR CREDIT BUT NO LONGER OFFERED

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

COURSES STILL VALID FOR CREDIT BUT NO LONGER OFFERED

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

COURSES STILL VALID FOR CREDIT BUT NO LONGER OFFERED (cont.)		
Course	Course Title	ACE Identifier
LOG 201	Intermediate Acquisition Logistics	AR-0326-0055 Version II
LOG 202; ALMC-LR	Logistics Support Analysis (Defense Basic Logistics Support Analysis)	AR-0326-0056
PMT 301	Program Management	DD-1408-0007
PMT 341	Systems Acquisition for Contracting Personnel (Executive)	DD-1408-0009
PQM 103; ALM-34-0235	Defense Specification Management	AR-1408-0035 Version II
PQM 201	Intermediate Production, Quality, and Manufacturing	DD-1408-0024
PRD 301	Defense Acquisition Engineering, Manufacturing, and Quality Control	DD-1408-0010
PUR 101; ALMC-B3	Purchasing Fundamentals (Small Purchase Funds) (Defense Small Purchase Basics)	AR-1408-0187
PUR 101	Simplified Acquisition Fundamentals	DD-0326-0008
PUR 201; ALMC-B4	Executive Small Purchase (Defense Small Purchase Advanced)	AR-1408-0188
PUR 201	Intermediate Simplified Acquisition Fundamentals	DD-1408-0031

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

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

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

⁴2000 ACE Guide 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.

⁵2000 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).

COURSES STILL VALID FOR CREDIT BUT NO LONGER OFFERED (cont.)

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

⁶2000 ACE Guide reflects old course number of CON 201 (pending correction).

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

⁸2000 ACE Guide shows old course number only. ACE has been notified of new course number.

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

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

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>.

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

DANTES sponsors the College Level Examination Program (CLEP) and DANTES Subject Standardized Tests (DSSTs) through the College Board and the Educational Testing Service (ETS). Seven tests are available, and a passing score on an examination qualifies for 3 semester credit hours toward the Acquisition Corps education standard.

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

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) DANTES SUBJECT STANDARDIZED TESTS (DSST)

Acquisition Education Requirement	DSST or CLEP Examination	SEM Credit Hours
Accounting	DSST 525 - Principles of Financial Accounting	3
Business Finance	DSST 524 - Principles of Finance	3
Economics	CLEP 036 - Principles of Macroeconomics	3
	CLEP 037 - Principles of Microeconomics	3
Law	DSST 534 - Business Law II	3
Marketing	CLEP 023 - Principles of Marketing	3
Organization and Management	DSST 530 - Personnel/Human Resources Management	3
	DSST 531 - Organization Behavior	3
Quantitative Methods	DSST 450 - Principles of Statistics	3

Appendix G — DAU Publications



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

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

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

GPO ORDERS

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

DTIC AND NTIS ORDERS

The Defense Technical Information Center (DTIC) provides copies for the government, and the National Technical Information Service (NTIS) provides copies for private industry. You may request paper or microfiche versions from NTIS. Many out-of-print DSMC publications are available only from them. To order documents from DTIC, call (703) 767-9070, DSN 427-8274, or visit their Web site (<http://www.dtic.mil>). To order from NTIS, call 1-800-553-6847, or visit their Web site (<http://www.ntis.gov>). Prices shown are GPO prices; DTIC and NTIS prices are quoted when you order.

PUBLICATIONS

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

PERIODICALS

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

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

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





CURRENT GUIDEBOOKS

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

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

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

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

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

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

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

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

Incentive Strategies for Defense Acquisitions (OSD, 2001)

Indirect Cost Management Guide (1999), HP

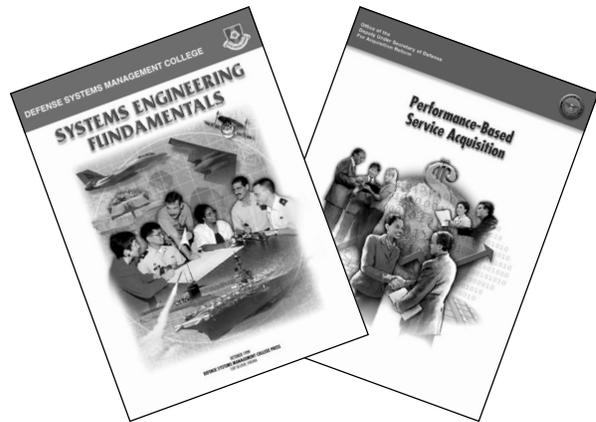
Introduction to Defense Acquisition Management (Fifth Edition, 2001), GPO 008-020-01490-7, HP

Performance-Based Service Acquisition in the Department of Defense (OSD, 2001), HP

Risk Management Guide (2001), GPO 008-020-01491-5, HP

Scheduling Guide for Program Managers (2000), (updated on HP 2001) (to be revised in print late 2001), GPO 008-020-01480-0, HP

Systems Engineering Fundamentals (2001), GPO 008-020-01475-3, HP



OTHER CURRENT PUBLICATIONS

Defense Acquisition Management Framework, DSMC

Chart #3000R4-2001, GPO 008-020-01492-3, HP

Defense Acquisition University Annual Report, HP

Defense Acquisition University Corporate Plan: Smart Business 20/20, HP

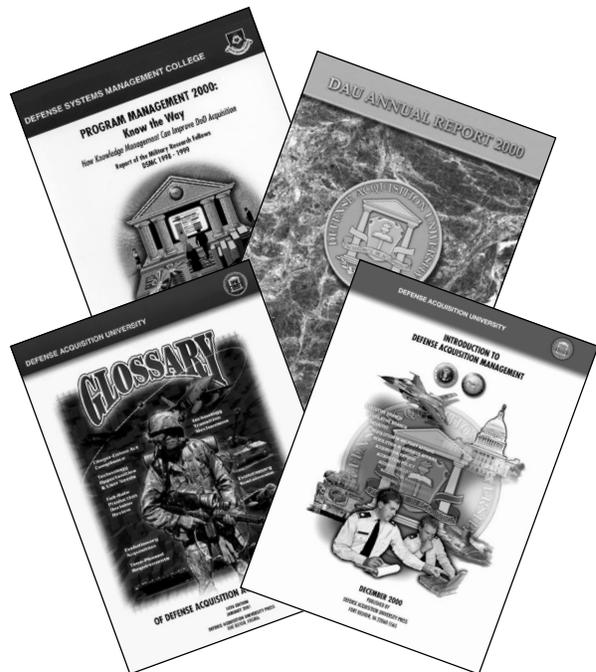
Defense Acquisition University 2002 Catalog (on the HP, Oct 2001) (on paper after Jan 2002; call the DAU Registrar at 1-888-284-4906)

Military Research Fellows Report – From Chaos to Clarity: A Framework for Transforming DoD Business Strategy to Meet the Challenges of the New Millennium (2001),

GPO 008-020-01500-8, ISBN 0-16-066434-9, HP

Military Research Fellows Report – Transatlantic Armaments Cooperation (2000), HP

Military Research Fellows Report – Program Management 2000: Know the Way – How Knowledge Management Can Improve DoD Acquisition (1999), GPO 008-020-01479-6, HP



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