DAU 2005 Defense Acquisition University Catalog

Shaping a culture that promotes career-long learning

DEFENSE ACQUISITION UNIVERSITY CATALOG 2005

The DAU Experience

At the Defense Acquisition University (DAU), we are committed to providing our students and customers the "DAU Experience." By consistently offering quality, relevant, and valuable services, DAU has become a premier corporate university serving the Department of Defense Acquisition, Technology, and Logistics (AT&L) community.

The DAU Experience exemplifies our commitment to each and every student, customer, stakeholder, faculty member and staff employee. It means you will receive the same positive experience anywhere, anytime, no matter what part of DAU you encounter.

DAU is your university. We offer the courses and career-long learning assets you need, when and where you need them.

As DAU helps shape the future for the Acquisition, Technology, and Logistics Community, our values – customer focus, performance excellence, speed and agility, and teamwork – are at the core of all we do. We promise to deliver quality training and learning assets that are relevant in today's AT&L environment, to remain connected with our customers, and be responsive to your needs.

The Defense Acquisition University
2005 CATALOG

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DAU Vision

A premier corporate university enabling a motivated, agile AT&L workforce

DAU Strategic Goals

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

•

Operate a premier learning enterprise

•

Promote transformation through excellence in acquisition, technology, and logistics practices

•

Provide an environment valuing achievement, growth, and career-long learning

DAU Mission

Provide practitioner training, career management, and services to enable the Acquisition, Technology, and Logistics community to make smart business decisions and deliver timely and affordable capabilities to the warfighter

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

MESSAGE FROM THE PRESIDENT

In January 2004, at the direction of the Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)), the Acquisition Workforce and Career Management (AWCM) office became part of DAU. This restructuring serves to unify education, experience, and training into a career-wide construct and centralized management structure.

DAU has also evolved its learning and development activities and provides an end-to-end learning environment that balances training courses, knowledge sharing, continuous learning, and performance support with local learning resources via a learning network known as the AT&L Performance Learning Model, or PLM. AT&L workforce members should view the PLM as a platform that enhances job performance through seamless, just-in-time access to learning assets. With the PLM as a foundation, DAU is providing a more flexible, responsive, and agile learning environment with a continuous presence in the workplace.

Both the organizational restructuring and the implementation of the PLM serve to better achieve Goal #7—a Motivated, Agile Workforce—of the USD(AT&L) Seven Goals. Our mission and vision are now broader in scope. For 2005 and beyond, our mission is to provide practitioner training, career management, and services to enable the AT&L community to make smart business decisions and deliver timely and affordable capabilities to the warfighter. Our vision now is to be recognized as a premier corporate university enabling a motivated, agile AT&L workforce.

This Catalog represents an integrated approach to meet the full spectrum of your learning and career development needs. I know you will find it useful and informative.

Frank J. Anderson, Jr.
President
Defense Acquisition University

AT&L Performance Learning Model

In 2002, the Defense Acquisition University (DAU) developed the Acquisition, Technology, and Logistics (AT&L) Performance Learning Model (PLM) that lays the foundation for meeting the career-long training and professional development needs of the AT&L workforce.

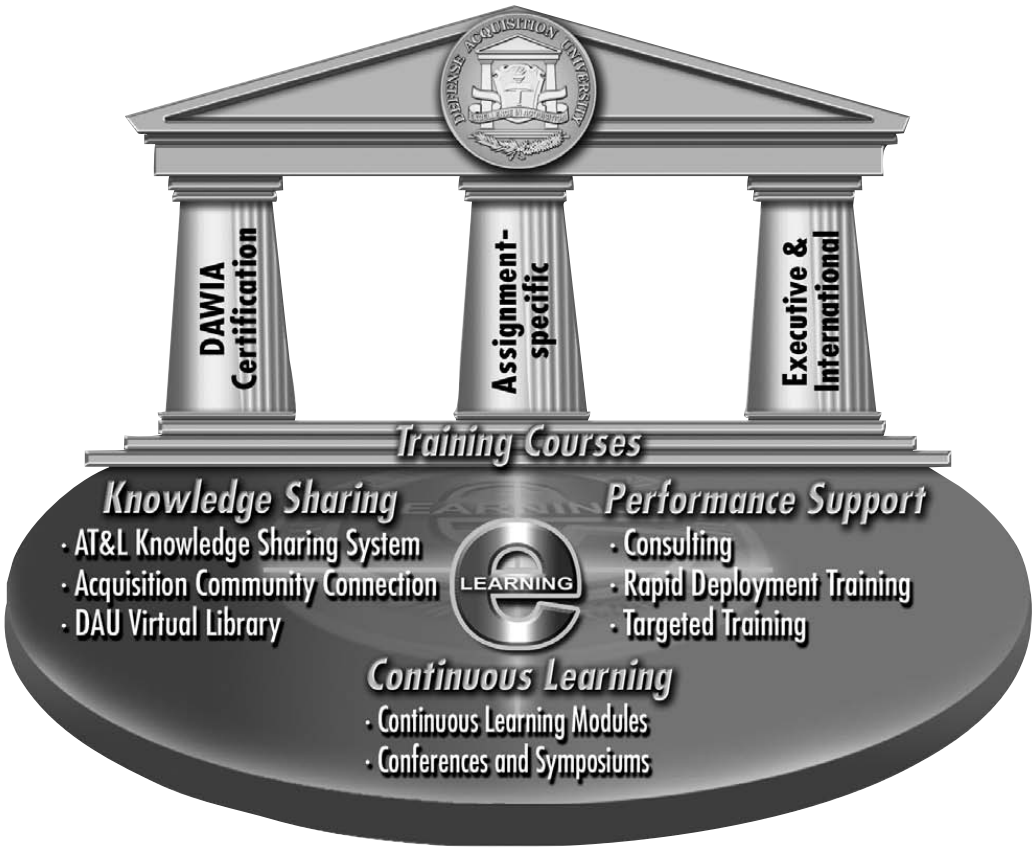
Training Courses offered at DAU were established as a result of the Defense Acquisition Workforce Improvement Act (DAWIA), which identifies education, training, and experience requirements for all AT&L workforce members by career field and certification level. In the ever-changing acquisition environment of the 21st century, however, it became clear that currency in any given career field required more than certification training alone. To complement the DAWIA requirements, DAU now offers a platform of learning assets that are accessible to all workforce members anytime, anywhere.

Performance Support is tailored to the customer's needs and may include consulting, coaching, mentoring, and facilitation. Rapid Deployment Training focuses attention on a limited number of emerging initiatives and delivers training within days of new policy implementation. Targeted training is tailored to the specific needs of an organization or integrated product team as required.

The DAU Continuous Learning Center offers continuous learning opportunities designed to maintain currency and help employees meet the DoD requirement to complete 80 hours of continuous learning every 2 years. DAU also hosts and participates in a variety of public forum events, such as conferences, symposia, and expos, that promote learning and offer continuous learning opportunities.

Knowledge Sharing is an inherent function of any educational institution. The AT&L Knowledge Sharing System provides online access to a variety of tools and reference materials that facilitate supporting the warfighter. The Acquisition Community Connection hosts online communities of practice that provide an electronic forum for sharing knowledge, information, lessons learned, and best practices. DAU's David D. Acker Library supports the University's curricula and its research in defense acquisitions.

Each of these elements of the PLM is addressed fully in Chapter 3 of this Catalog.



Chapter 1

The Defense Acquisition University

The Defense Acquisition University

DAU Leadership

Workforce Management

DAU Board of Visitors

What's New at DAU

9820

The Defense Acquisition University

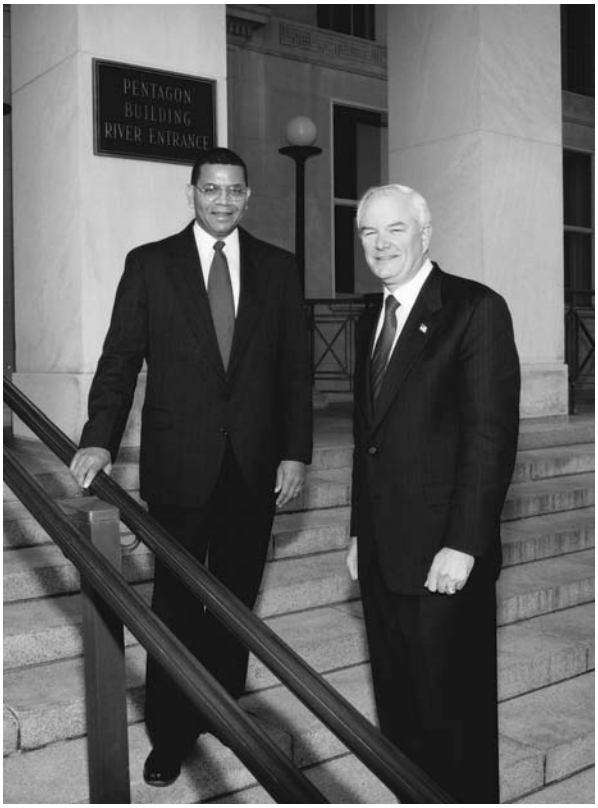
Authorized by Title 10, United States Code 1746 and chartered by DoD Directive 5000.57, the Defense Acquisition University (DAU) was established on 1 August 92. Its mission is to provide practitioner training, career management, and services to enable the DoD Acquisition, Technology, and Logistics (AT&L) community to make smart business decisions and deliver timely and affordable capabilities to the warfighter.

Using the AT&L Performance Learning Model (PLM) as a template, the University coordinates education and training programs to meet the career-long training requirements of more than 130,000 DoD AT&L personnel. DAU provides a full range of basic, intermediate, and advanced curriculum training, as well as assignment-specific and continuous learning courses to support the career goals and professional development of the DoD AT&L workforce. But DAU's role does not end when a student leaves the classroom. The University also fosters professional development through performance support, rapid deployment training on emerging acquisition initiatives, online knowledge sharing tools, and continuous learning modules. This Catalog provides information on all of these areas as well as DAU's other products and services, such as strategic partnerships, publications, and research in areas related to acquisition functions.

Each DoD AT&L functional area is represented by a Functional Integrated Product Team (FIPT), composed of senior-level 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 military services and Defense Agencies assist in managing the accession, training and education, and career development of their respective DoD AT&L workforce members.

The Chief Executive Officer of the University is the President, who reports to the Director, Defense Procurement and Acquisition Policy (DPAP). The President serves as the Chief Learning Officer for the USD(AT&L). A Board of Visitors—individuals selected for their preeminence in academia, business, and industry—advises the DAU President and the USD(AT&L) on matters such as organizational management, curricula, methods of instruction, and facilities. The Executive Institute (EI) includes Chairs representing the Services, DoD agencies, industry, and allies, who provide advice and counsel to faculty, staff, and students in their respective areas of expertise.

From left: Frank J. Anderson, Jr., DAU President, and Michael Wynne, Acting USD(AT&L), on the Pentagon steps.



Deidre Lee, Director, Defense Procurement and Acquisition Policy, OUSD(AT&L), meets with a DAU staff member at her Pentagon Office.

DAU Leadership

Mr. Frank J. Anderson, Jr.
President

Col. Mary Kringer, USAF
Commandant

Dr. James McMichael
VP, DAU & Exec. Dir., Learning Programs & Technology

Ms. Linda Neilson
Exec. Director, Acquisition Workforce & Career Mgmt.

Mr. Mark Whiteside
Director, Performance & Resource Management

Mr. Joseph Johnson
Director, Planning, Policy, & Leadership Support

Ms. Meg Hogan
Human Capital Management Advisor

COL Ronald Hayne, USA
Director, Operations Support Group

Mr. William Erie, Exec. Director, Curricula Development & Support Center

Dr. Robert Ainsley
Director, E-Learning & Technologies Center

New Person
Acting Director, Library & Knowledge Repository

Mr. Paul McMahon
Liaison to Defense Procurement and Acq. Policy

Mr. Garry Shafovaloff
Director, Defense Agency Career Management

Mr. Andy Zaleski
Dean, West Region

Mr. Gerald Emke
Dean, Midwest Region

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

Ms. Barbara Smith
Dean, Mid-Atlantic Region

Mr. Tim Shannon
Dean, Capital & Northeast Region

Mr. David Fitch
Dean, DSMC – School of Program Managers

EXECUTIVE INSTITUTE

Ms. Carlyn Diamond
Air Force Chair

Mr. Frank Swofford
Industry Chair

Mr. Gary Gustafson
DCMA Chair

Mr. Denis Eisenbise
International Chair

Workforce Management

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

FUNCTIONAL ADVISORS

ACQUISITION MANAGEMENT

Mr. Kevin Carroll
PEO, Enterprise Information Systems

AUDITING

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

BUSINESS, COST ESTIMATING, & FINANCIAL MANAGEMENT

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

FACILITIES ENGINEERING

Dr. Get W. Moy, P.E.
Director, Installation Requirements and Mgmt. ODUSD (Installations & Environment)

INFORMATION TECHNOLOGY

Mr. Ray Boyd
Acting Director, Commercial Policies and Oversight, Office of the Deputy CIO, OASD(NII)

LOGISTICS

Mr. Lou Kratz
Assistant Deputy Under Secretary of Defense (Logistics Plans & Programs)

PROCUREMENT & CONTRACTING/GOV'T. PROPERTY

Ms. Deidre A. Lee
Director, Defense Procurement and Acquisition Policy, OUSD(AT&L)

SCIENCE & TECHNOLOGY

Mr. Alan Shaffer
Director, Plans and Programs, DDR&E

TECHNICAL MANAGEMENT

Mr. Mark Schaeffer
Director, Systems Engineering, OUSD(AT&L)

DIRECTORS, ACQUISITION CAREER MANAGEMENT (DACMS)

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

LTG Joseph L. Yakovac, Jr., USA
Army DACM

Ms. Christine E. Stelloh-Garner
Navy DACM

Mr. Blaise Durante
Air Force DACM

Mr. Garry Shafovaloff
DoD DACM

DAU Board of Visitors

The DAU Board of Visitors— individuals selected for their preeminence in academia, business, and industry— advises the DAU President and the Under Secretary of Defense (Acquisition, Technology and Logistics) on matters such as organizational management, curricula, methods of instruction, and facilities.

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

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

Mr. David Berteau
Dir, Nat'l. Security Studies,
Syracuse University

Dr. Pricilla H. Douglas
President, PHDouglas &
Associates

Dr. Brandon Hall
Lead Researcher, CEO,
brandon-hall.com

Mr. Nicholas W. Kuzemka
VP, Program Management
Processes and Support,
Lockheed Martin

Ms. Sara B. Mills
Executive Coach

Mr. John F. Phillips
VP, Government Services,
Honeywell

Gen Bernard P. Randolph,
USAF (Ret)
Consultant

Mr. James L. Sanford
Corporate VP and Treasurer,
Northrop Grumman

GEN William G.T. Tuttle, Jr.,
USA (Ret)
Consultant

RADM Leonard Vincent,
USN (Ret)
Contracts Management
CACI International

What's New at DAU ...

LEARNING ORGANIZATIONS—THE RIGHT TRAINING TO THE RIGHT PERSON AT THE RIGHT TIME

Two principal tenets that underpin defense acquisition policy today are flexibility and innovation. Workforce members must be flexible in adapting to the program management situations they face daily and innovative in continuously developing and implementing initiatives to streamline and improve the defense acquisition process.

> *"We must think differently ... . We must transform not only the capabilities at our disposal, but also the way we think, the way we train ... . There will be no moment at which the Department is 'transformed.' Rather, we are building a culture of continual transformation." —Donald H. Rumsfeld, Secretary of Defense, Transformation Planning Guidance, April 2003*

In an effort to encourage flexibility and innovation and to ensure the continued development of a professional AT&L workforce, DAU is working with AT&L field organizations to support the establishment of learning organizations. The definition of a learning organization is any organization that has a culture and structure that promote learning at all levels to enhance its capabilities to produce, adapt, and shape its future. In a learning organization, each member of the team is a self-directed learner, and learning is part of everyone's daily activities. The PLM gives individuals and organizations control over their learning solutions through a balance of training courses, knowledge sharing, continuous learning, performance support, and rapid deployment training.

> Peter M. Senge, a principal architect of the learning organization concept, says, *"The organization that will truly excel in the future will be the organization that will truly tap people's commitment and capacity to learn at all levels of an organization."*

CONTRACTING CURRICULUM CHANGES

The Contracting career field is being transformed to meet the needs of the 21st century AT&L workforce. In FY04, DAU deployed CON 353, Advanced Business Solutions for Mission Support. CON 353 replaces CON 301, Executive Contracting, and CON 333, Management for Contracting Supervisors. We also established a requirement for electives in our certification programs during FY04 in Contracting, Industrial/Contract Property Management, and Purchasing to emphasize the criticality of continuous learning. The electives are chosen by the individual and supervisor and should be discussed during the IDP process so that they can select training (e.g., a course, seminar, online module, brown bag training session, etc.) to meet the needs of the AT&L employee and the organization s/he supports. We launched CON 100, Shaping Smart Business Arrangements, in which personnel new to contracting develop an understanding of the nature of their interrelationships with other functions, learn how to develop sound business arrangements, and gain a holistic perspective.

In FY05, we are deploying the online CON 110, Mission Support Planning; CON 111, Mission Strategy Execution; and CON 112, Mission Performance Assessment. Together, these three courses replace CON 101, Basics of Contracting. The 100-level courses will culminate in the resident CON 120, Mission Focused Contracting. We are creating new courses, such as CON 260, The Small Business Program, as well as continuous learning modules suggested by our customers and making them accessible around the clock to meet global strategic mission needs.

PERFORMANCE SUPPORT

DAU has developed a new Program Start-up Workshop to facilitate better government and industry teaming after contract award on defense acquisition programs. The first two offerings of the workshop were hugely successful. The first was conducted with Raytheon for the Army's Surface-Launched Advanced Medium Range Air-to-air Missile program and the second with Boeing and the Navy for the Multi-mission Maritime Aircraft program. More information on the Program Start-up Workshop is available on page 77 of this Catalog.

Members of the DAU faculty provided critical just-in-time support to the Project and Contracting Office in Baghdad. Contracting Officer's Representative (COR) Training and the Grants and Agreements Management Course were specifically requested by the Director of Programs and the Head of Contracting Activity. COR

training was critical as many of the Program Management and Ministerial staff were appointees from industry with little experience in government contracting. The Grants course was important since one of the principal sources of funding for the reconstruction effort–the Development Fund for Iraq–supports grants to regional and municipal projects.

CONTINUOUS LEARNING

Several new Continuous Learning modules have been launched in support of the career-long learning requirements of the AT&L workforce. In response to recent concerns regarding ethics governing the interaction between government personnel and contractors, the DAU Continuous Learning Center (CLC) now offers an interactive *Ethics Training for AT&L* module that addresses several areas of potential conflict.

The CLC is becoming an integral part of the more formal training environment as well. For example, several course modules have been added to support the contracting curriculum as electives: Simplified Acquisition Procedures, Source Selection, Market Research, Contract Terminations, and Sealed Bidding.

The *DoD Government Purchase Card Tutorial* provides initial training for the Government Purchase Cardholder and Billing Official nominees. A shorter refresher module is currently optional, but may become required later in 2005, after a review of the feedback received from users.

KNOWLEDGE SHARING

DAU's Knowledge Sharing strategy is to promote and cultivate knowledge sharing environments that allow for the context building and interaction essential to move beyond piles of data and into the realm of synthesis, action, and continuous learning. A clear objective is to leverage the collective intellect of the AT&L workforce to advance organizational learning and foster innovation within the DoD. DAU is taking advantage of both explicit (documented) and tacit (in our heads) knowledge so each individual in the AT&L community can quickly and easily draw on a body of knowledge. The Acquisition Community Connection (ACC) provides the knowledge sharing environment that supports the concept of evolving to a "learner practitioner–learn as you work, work as you learn."

The ACC functions as the primary site for hosting acquisition-related Communities of Practice across DoD. It was originally developed to specifically assist program managers and program management top-level teams to perform their jobs more effectively through knowledge sharing. Since its first release in October 2001, it has expanded significantly to become an umbrella system to support communities covering all AT&L career fields. The site experienced substantial growth in FY04 with the establishment of three new Communities of Practice:

- Data Management
- Information Technology
- DoD Wireless

and twelve new Special Interest Areas:

- Alternative Disputes Resolution
- Business, Cost Estimating & Financial Management
- Contingency Contracting
- Defense Operational Test & Evaluation
- Earned Value Management
- Performance-Based Service Acquisition
- Production, Quality & Manufacturing
- Reliability & Maintainability
- Science & Technology
- Software Acquisition Management
- Spectrum Compliance
- Test & Evaluation

Currently, the ACC houses 24 Communities and Special Interest Areas and continues to expand as new areas of interest emerge. The growth of the ACC also extends to membership, which more than doubled in FY04, and contributions, which more than tripled in FY04.

Chapter 2

Administrative Information

Course Information

Acquisition Workforce and Acquisition Corps Certification Standards

Student Information

Course Registration and Quota Allocation

Registration Procedures

Administrative Information

COURSE INFORMATION

The Defense Acquisition Workforce Improvement Act (DAWIA) was signed into law in November 1990. It requires the Secretary of Defense, acting through the Under Secretary of Defense (Acquisition, Technology, and Logistics), to establish education, experience, and training requirements for the civilian and military acquisition workforce. The requirements are based on the complexities of the job and are listed in DoD 5000.52-M, Career Development Program for Acquisition Personnel.

Education and experience requirements differ for each career field and are approved by your certifying agency. Both are outlined in the checklists provided at Appendix B of this Catalog. The training requirements may be met in several ways, to include the successful completion of DAU courses, the fulfillment program, or the equivalency program. Training requirements are also outlined in Appendix B.

DAU COURSES

Sequence of Courses

DAU provides a highly structured sequence of courses needed to meet the mandatory and desired training standards established in DoD 5000.52-M, "Career Development Program for Acquisition Personnel." In many cases, prerequisite courses are identified; students are expected to be competent in prerequisite knowledge and skills. Where specific prerequisites are not identified, students are strongly encouraged to attend mandatory courses in the sequence prescribed. Using this Catalog, DoD Acquisition, Technology, and Logistics (AT&L) workforce personnel can identify the training, education, and experience required for their career field and career level and the sequence of courses to meet those requirements.

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 experience 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 civilian grade levels or military grades/ranks that are define 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.

Most personnel must take a core acquisition course before taking other training at career Levels I and II. The core course for career Level I in many career fields 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:

- Business, Cost Estimating, and Financial Management
- Facilities Engineering
- Information Technology
- Life Cycle Logistics
- Production, Quality and Manufacturing Program Management
- Systems Planning, Research, Development and Engineering
- Test and Evaluation

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. A description of assignment-specific courses and the audiences for which they are developed are provided at the end of Chapter 3 of the Catalog.

Course descriptions for all DAU courses are listed alphanumerically in Chapter 3. Details of course length, prerequisites, method of delivery, and who should attend are included in these course descriptions.

DAU-sponsored courses also provide the opportunity for AT&L workforce members who have completed all education, experience, and training requirements for their position to meet standards for continuing education. In addition, many professional organizations and association have continuing education requirements for their members. Appendix D presents a listing of Continuing Education Units (CEUs) associated with DAU courses.

Course Offerings

DAU courses are offered in a variety of modes. The most frequently used are resident (where the student attends class at one of the DAU sites) and local (where the instructor teaches at locations having sufficient numbers of students to support a class). Some DAU courses are also offered entirely or in part via the internet.

Online Courses

DAU currently offers several courses via the World Wide Web. Some of these courses are taught entirely and exclusively online. Others (hybrid courses) involve an online portion followed by classroom instruction. To complete an online course, the student must have access to an IBM-compatible computer with the following capabilities:

- Microprocessor Speed: Pentium 400 MHz
- Hard Drive: 6 GB
- RAM: 64 MB
- Modem Speed: 56 kbps
- Audio: 16 bit and speakers
- CD-ROM Drive: 12X
- Minimum monitor display resolution supported: (15 inch) 800 X 600 to 1024 X 768
- Color Depth: 24 bit
- Browser that supports Java and Javascript (Internet Explorer 5.5 or later recommended)

Some online courses have additional hardware and/or software requirements that are explained at the beginning of each course.

When students register for a hybrid course, it is important to understand that completion of both parts is required to obtain full credit for career field certification. For example, ACQ 201 consists of ACQ 201A (via the Internet) and ACQ 201B (in the classroom). Continuing education units and a certificate of completion will be awarded for successful completion of ACQ 201A; however, students must also complete ACQ 201B to receive full credit for

completion of ACQ 201, which is required to meet selected career field certification standards. Part A is a prerequisite for Part B. The latest version of Part A is available at the DAU Virtual Campus for those students who may want a review before attending Part B. In most cases, students have up to 60 calendar days to complete online courses.

DAU fully supports the requirements of Section 508 of the Rehabilitation Act Amendments of 1998. Section 508 requires Federal agencies that develop, procure, maintain, or use electronic and information technology to ensure that Federal employees with disabilities have access to and use of that information and data. To that end, all new DAU courseware is developed to comply with the standards set forth in Section 508.

FULFILLMENT

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

EQUIVALENT COURSES

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

Acquisition Workforce and Acquisition Corps Certification Standards

The Defense Acquisition Workforce Improvement Act (Public Law 101-510, 1990) (Chapter 87, Title 10, United States Code), as amended, requires the Secretary of Defense to establish education, training, and career development standards for persons serving in acquisition positions in the Department of Defense. See DoD 5000.52-M, "Acquisition Career Development Program," and Appendix B of this Catalog for additional information concerning these 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. The DAU strategic partnership program (Appendix F) helps maximize opportunities to leverage DAU courses toward degrees.

Student Information

REPORTING INSTRUCTIONS

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

TRAVEL, PER DIEM, AND REIMBURSEMENT

Each Service Acquisition Career Management Office or parent organization funds travel expenses and per diem for eligible students based on Service- or Agency-specific policy. Students should consult their Acquisition Career Management Office for policy and guidance concerning their travel requirements. Contact information is provided in "Registration Procedures" at the end of 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 advance per diem payments. As questions may 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, satellite, and synchronous online 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 the student's record will be annotated accordingly. Remediation to make up any missed instruction is at the discretion of the course manager.

DAU follows established DoD and Office of Personnel Management 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 other students the opportunity to attend the course.

HANDICAPPED ACCOMMODATIONS

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

STUDENT ISSUES AND CONCERNS

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

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

TRANSCRIPTS

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

COURSE REGISTRATION AND QUOTA ALLOCATION

DoD AT&L workforce employees and their supervisors may prepare career development training plans using the requirements provided in Appendix B and the course descriptions in Chapter 3. Appendix B identifies courses that are required for certification by career field and certification level. Pages 74–78 of Chapter 3 list courses necessary for performing an assignment-specific function in acquisition.

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

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

After students apply for a course, they will receive an e-mail identifying their status as either waitlisted or as having a reservation. Students with reservations will receive an e-mail from DAU approximately 45 days before the class starts, providing reporting instructions, class start and end times, and location-specific information (e.g., points of contact, hotels, and directions). If the training is held at a local site, this information may be provided by mail vs. e-mail. Points of contact for all courses and locations are provided in the online course schedule. Once registered, students who have not received reporting instructions 15 days prior to the class start date should contact the DAU Registrar's Office for assistance at 1-888-284-4906 or 703-805-3003.

REGISTRATION PROCEDURES

*To apply for a DAU course, log onto **http://www.dau.mil** and select "Enroll Here." At this site you will find links to your Service-specific application program. While there are many ways to access your specific site, the DAU Home Page provides a single portal with current information and links for each of the categories of students listed below. Points of contact are also listed on the "Enroll Here" page.*

ARMY PERSONNEL

Army Acquisition, Logistics, and Technology (AL&T) workforce civilian and military personnel desiring DAU training (including online courses) must have those courses annotated and approved on their automated Individual Development Plan (IDP) at https://rda.rdaisa.army.mil/cappmis/idp/idpprod/login.cfm. Once approved on the IDP, a link is provided from the IDP to the ATRRS Internet Training Application System (AITAS), https://www.atrrs.army.mil/channels/aitas/. Training priorities are based on the individual's position certification requirements. AL&T personnel requiring assistance with the IDP/AITAS or updating records should contact their Acquisition Career Managers (ACMs) listed at the Acquisition Support Center (ASC) Web site at https://rda.rdaisa.army.mil/cappmis/acrb/contacts/ACMListing.htm. The Acquisition, Logistics, and Technology Enterprise Systems and Services (ALTESS) is responsible for processing all applications, registering students for training, and issuing travel funding and orders. Information on travel funding, orders, rental cars, etc., can be found at http://www.rdaisa.army.mil/rdaisa/atrrs/dau/tinfo.htm.

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

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

Non-AL&T Army personnel, both military and civilian, may submit applications for DAU training by going directly to AITAS. Those individuals are not required to have an Acquisition IDP and must apply as "non-acquisition workforce."

NAVY PERSONNEL

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

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

AIR FORCE PERSONNEL

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

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

REGISTRATION PROCEDURES (CONTINUED)

*To apply for a DAU course, log onto **http://www.dau.mil** and select "Enroll Here." At this site you will find links to your Service-specific application program. While there are many ways to access your specific site, the DAU Home Page provides a single portal with current information and links for each of the categories of students listed below. Points of contact are also listed on the "Enroll Here" page.*

AIR FORCE PERSONNEL (Continued)

DAU training is open to all Air Force personnel, but individuals occupying acquisition-coded positions are given priority in order to fulfill their DAWIA requirements. Supervisors and individuals should plan for and identify training needs through Individual Development Plans and the annual AFATO Data Call (Nov/Dec).

For additional information please contact your local APDP training manager. Names and information are available on the "POC Lookup" menu option in ACQ Now. You can also visit the DACM (http://www.safaq.hq.af.mil/acq_workf) and AFATO (http://www.safaq.hq.af.mil/acq_workf/training) Web sites. Other contacts include the Air Force Acquisition Training Office (AFATO), Randolph AFB, at DSN 487-6580 or Commercial 210-652-6580, FAX DSN 487-1348, Comm FAX 210-652-1348, or via e-mail at ACQ.NOW@randolph.af.mil.

ACQUISITION, TECHNOLOGY, AND LOGISTICS CIVILIAN PERSONNEL ASSIGNED TO THE DEFENSE AGENCIES

Federal civilians assigned to 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) shall submit applications for DAU courses in the Acquisition Training Application System (ACQTAS) at https://www.atrrs.army.mil/channels/acqtas. The ACQTAS serves as the single application system for DAU courses as well as being the single supervisory and training manager approval, reservation, and notification system for acceptance in the DAU courses.

INTERNATIONAL STUDENTS

International students may apply for most DAU courses. They will be placed in courses on a space-available basis. Applications will be evaluated on an individual basis in terms of meeting course prerequisites, previous training, job experience, and current job title.

Foreign military and civilian students who work for their government must apply for DAU courses through their country's training officer, who will then coordinate the training request through the U.S. Army Security Assistance Officer (SAO) in the Office of Defense Cooperation (ODC) or an appropriate official in the U.S. Embassy. The U.S. Army Security Assistance Training Field Activity (SATFA), which is the Executive Agent for foreign students attending DAU courses, will process the student's application through appropriate channels. The SATFA will coordinate all training requests with the DAU Registrar's Office. SAOs or U.S. Embassy officials sponsoring training requests from the host country should go to http://www.disam.dsca.mil/itm/ for information on training available through the Foreign Military Sales (FMS) training program.

Military and civilian employees of countries that are members of the North Atlantic Treaty Organization (NATO) should initiate their training requests through the SATFA by calling 757-788-3255. The SATFA desk officer for NATO affairs will put the student in contact with appropriate NATO training officials to process and coordinate the training request.

A non-U.S. citizen who is working for a U.S. defense industry corporation, a foreign corporation that has a contract with DoD or any of the Military Departments (MILDEPs), or who is assigned to a U.S. military agency or activity may be eligible to apply for DAU courses. For further information about applying for a course, contact the DAU Registrar's Office at industry.registrar@dau.mil or 703-805-4498.

DEFENSE INDUSTRY CERTIFICATION

At this time there is no organization or association that confers certification in a functional area for defense industry employees similar to the certification program administered by the DoD and the MILDEPs for their acquisition and contracting workforce. Industry employees may demonstrate comparable training to the members of the DoD acquisition workforce by successfully completing DAU courses.

Chapter 3

The AT&L Performance Learning Model

Training Courses

Distance Learning

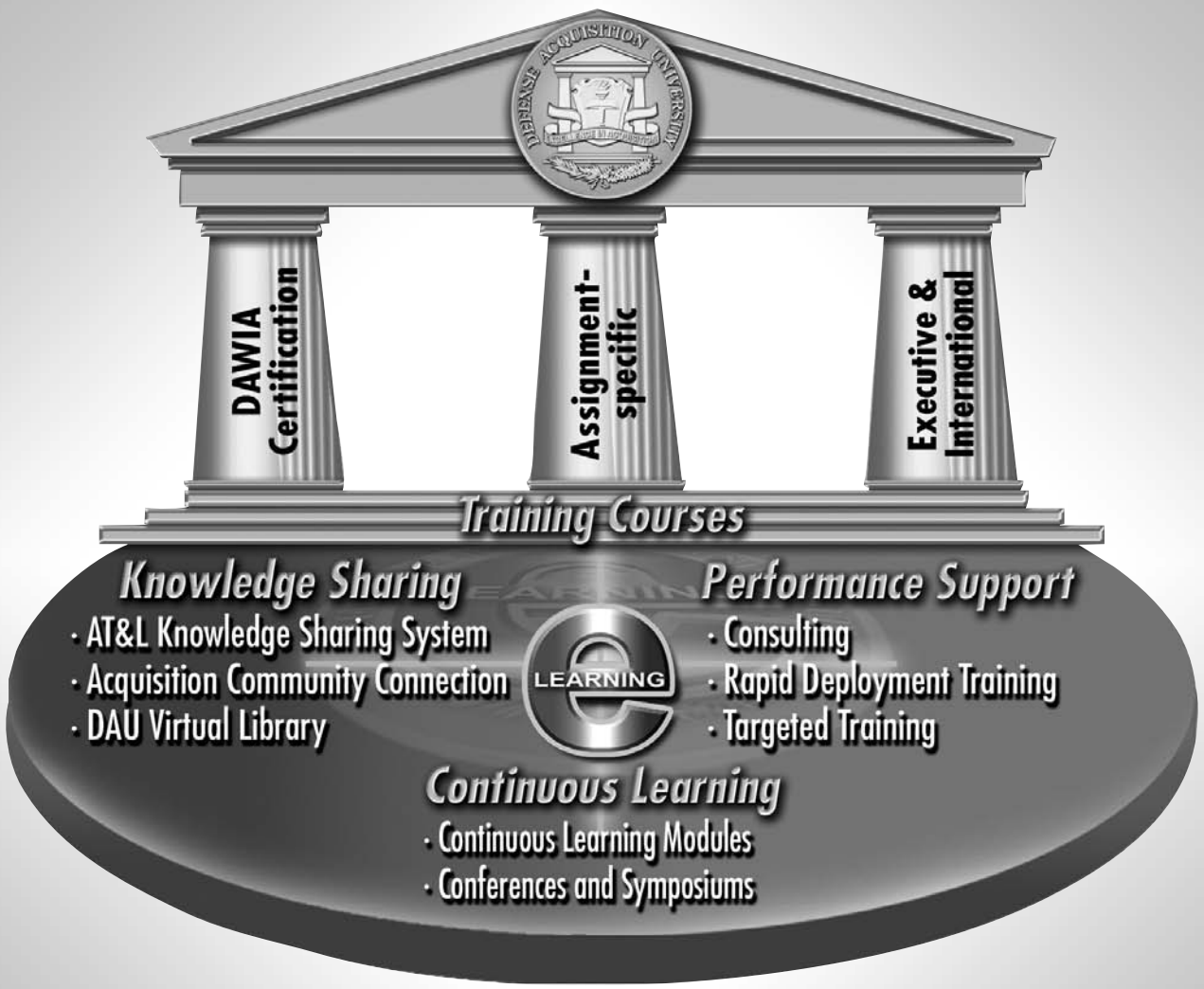
Predecessors

Assignment-specific Training

Performance Support

Continuous Learning

Knowledge Sharing


DEFENSE ACQUISITION UNIVERSITY
DAWIA Certification
Assignment-specific
Executive & International
Training Courses
Knowledge Sharing
· AT&L Knowledge Sharing System
· Acquisition Community Connection
· DAU Virtual Library
LEARNING
Performance Support
· Consulting
· Rapid Deployment Training
· Targeted Training
Continuous Learning
· Continuous Learning Modules
· Conferences and Symposiums

The AT&L Performance Learning Model

An entire platform of learning assets is offered by DAU to meet the career-long learning needs of the DoD Acquisition, Technology, and Logistics (AT&L) Workforce. The AT&L Performance Learning Model (PLM) lays the foundation for providing training courses, knowledge sharing venues, continuous learning opportunities, and performance support. This chapter provides detailed information about each element of the PLM.

Training Courses. First, course descriptions for each of the traditional certification and assignment-specific courses are listed alpha-numerically. Some of these courses are offered only in the classroom, some exclusively online, and others as a combination of resident and Web-based training. The method of delivery is identified with each course description.

Following the course descriptions is a summary of the courses available online.

Next you will find a list of "predecessor courses." When a course no longer offered still meets the requirements for credit, it becomes a predecessor course. Students who have completed these courses may use them to meet prerequisite requirements and/or receive credit for them toward DAWIA certification.

The final section related to training courses includes information about assignment-specific training. These courses provide unique acquisition knowledge required for a specific assignment or position, to maintain proficiency, and to remain current with legislation, regulations, and policy.

Performance Support is tailored to the customer's needs and includes and may include consulting, coaching, mentoring, and facilitation. Rapid Deployment Training focuses attention on a limited number of emerging initiatives and delivers training within days of new policy implementation. Targeted training is tailored to the specific needs of an organization or integrated product team as required.

Continuous Learning. The DAU Continuous Learning Center offers continuous learning opportunities designed to maintain currency and help employees meet the DoD requirement to complete 80 hours of continuous learning every 2 years. DAU hosts and participates in a variety of public forum events such as conferences, symposia, and expos that promote learning and offer continuous learning opportunities.

Knowledge Sharing is an inherent function of any educational institution. The AT&L Knowledge Sharing System provides online access to a variety of tools and reference materials that facilitate supporting the warfighter. The Acquisition Community Connection hosts online communities of practice that provide an electronic forum for sharing knowledge, information, lessons learned, and best practices.

The AT&L PLM . . .

TRAINING COURSES

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

For updates to these course descriptions during the training year, consult the online Catalog at **http://www.dau.mil/catalog**.

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 Joint Capabilities Integration and Development System (JCIDS) and resource allocation processes, the DoD 5000 Series 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 complete the course prior to the Enrollment Expire Date provided in the "Enrollment Notification – Course Welcome" message.

Method of Delivery: Distance Learning – See "Online Courses" on page 12.

PDS Code: BU5

ACQ 201A

INTERMEDIATE SYSTEMS ACQUISITION, PART A

Intermediate Systems Acquisition, Part A, uses computer-based training to prepare mid-level acquisition professionals to work in integrated product teams by understanding systems acquisition principles and processes. Both ACQ 201A and ACQ 201B are required for DAWIA certification.

Objectives: Students who successfully complete this course will:

- Enhance 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
- Using computer-based training, theoretically participate in simulated integrated product teams to develop plans and resolve problems.

Who Should Attend: ACQ 201A is for military officers, O-3 and above; civilians, GS-9 and above; and industry equivalents who are Level I certified in acquisition. Students should have 2 to 4 years of acquisition and/or logistics experience.

Prerequisite: ACQ 101

Note: ACQ 201A and ACQ 201B are assignment specific for Contrating personnel. Level III Contracting personnel who are assigned to an ACAT I program or who devote at least 50 percent of their time to an ACAT I program are required to take both courses. Level II Contracting personnel should take ACQ 201A and ACQ 201B within 1 year of assignment to an ACAT I program.

Length: This is a nonresident, self-paced course available through the Internet. Students must complete the course prior to the Enrollment Expire Date provided in the "Enrollment Notification – Course Welcome" message.

Method of Delivery: Distance Learning – See "Online Courses" on page 12.

PDS Code: JHJ

ACQ 201B

Intermediate Systems Acquisition, Part B

Intermediate Systems Acquisition, Part B, prepares mid-level acquisition professionals to work effectively in integrated product teams by understanding systems acquisition principles and processes. Both ACQ 201A and ACQ 201B are required for DAWIA certification.

Objectives: Students who successfully complete this course will:

- 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 and apply knowledge gained in ACQ 201A to develop plans and resolve problems.

Who Should Attend: ACQ 201B is for military officers, O-3 and above; civilians, GS-9 and above; and industry equivalents who are Level I certified in acquisition. Students should have 2 to 4 years of acquisition and/or logistics experience.

Prerequisite: ACQ 201A

Note: ACQ 201A and ACQ 201B are assignment specific for Contrating personnel. Level III Contracting personnel who are assigned to an ACAT I program or who devote at least 50 percent of their time to an ACAT I program are required to take both courses. Level II Contracting personnel should take ACQ 201A and ACQ 201B within 1 year of assignment to an ACAT I program.

Length: 5 class days

Method of Delivery: Resident/Local

PDS Code: JHK

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 Master's 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, Acquisition Career Management.

Prerequisite: None

Length: 10 months

Method of Delivery: Resident

PDS Code: ABW

ACQ 402

EXECUTIVE MANAGEMENT COURSE

The Executive Management Course is for individuals who are not graduates of PMT 301; PMT 302; or PMT 352, Parts A and B. 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 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 general/flag officers and Senior Executive Service (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 desk-side 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 or a limited number of specific areas within the process, 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, congressional staffers, and SES 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 general/flag officers and SES civilians focuses on understanding the perspectives of key government and defense industry decision makers. The course includes discussions of topics affecting the defense systems acquisition environment. Participants who are not graduates of PMT 301; PMT 302; PMT 352, Parts A and B; or PMT 401 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 lessons learned and hot topics to their current acquisition programs.

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

Prerequisite: None

Length: 5 class days

Method of Delivery: Resident

PDS Code: ADM

ACQ 405

Executive Refresher Course

The Executive Refresher Course provides an acquisition policy, process, and lessons-learned update. The class members examine their role as acquisition leaders in a changing environment. Guest speakers lead discussions on contemporary management and leadership topics, such as reform initiatives, partnering with industry, contracting tools, resource allocations, downsizing, earned value oversight, performance-based logistics, 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 to members of all career fields who are graduates of PMT 301, PMT 302, or PMT 352B; in addition, these graduates must have (or have been selected for) the rank/grade of O-6 or GS-15 or the industry equivalent thereof. Applicants who are not graduates of PMT 302 or PMT 352B but meet the rank/grade requirement should attend ACQ 402.

Prerequisite: PMT 352B

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; DCAA's organization structure; and audit guidance processes.

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

- List the elements of a contract's life cycle and the general types of negotiated contracts;
- Contrast principal objectives of government contract cost accounting and financial cost accounting;
- Explain the history of FAR, Part 31, and discuss allocability, allowability, reasonableness, and selected cost principles;
- Describe the background, purpose, and fundamental requirement of each Cost Accounting Standard;
- Identify direct costs, indirect costs, and G&A expenses;
- Identify costs allocated to final cost objectives from intermediate cost allocation pools;
- Calculate questioned overhead and G&A rates as a result of pool and/or base adjustments;
- Describe the importance and major considerations of risk assessment;
- Create working papers using the Audit Planning and Performance System (APPS);
- Write a structured note for an audit report; and
- Calculate questioned costs in a proposal audit.

Who Should Attend: New contract auditing personnel should attend within 4 to 6 weeks after reporting for duty.

Prerequisites: AUD 1113*, Orientation to DCAA (SS); AUD 1114*, Orientation to Federal Procurement Regulations (SS); AUD 1115*, Orientation to Contract Auditing Procedures (SS); and AUD 1116*, Orientation to DCAA Audits (SS)

Length: 10 class days

Method of Delivery: Resident

PDS Code: PC6

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

AUD 1320

Intermediate Contract Auditing

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

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

- Discuss internal control components;
- Utilize the Internal Control Review (ICR) system and Internal Control Audit Planning Summary (ICAPS) to assess audit risk;
- List DCAA's direct audit activity codes;
- Discuss forward pricing rates and complete case studies;
- Discuss integrated product teams;
- Explain why auditors need to attend negotiations;
- List negotiation techniques and concepts;
- List requirements of Form 2000, identify common fraud indicators, and state auditor responsibility to detect fraud;
- Discuss the purpose and requirements of the Cost Accounting Standards and complete case studies; and
- Discuss audit leads and observations.

Who Should Attend: Auditors should attend 6 months after completing AUD 1130. This class is 1 of 3 that may be taken by Level I personnel working toward Level II certification.

Prerequisite: AUD 1130

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: This class is 1 of 3 that may be taken by Level I personnel working toward Level II certification. All auditors are eligible.

Prerequisite: AUD 1130

Length: 5 class days

Method of Delivery: Resident

PDS Code: QP0

AUD 4230

Graphic, Computational, and Improvement Curve Analysis Techniques

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

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

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

Who Should Attend: This class is 1 of 3 that may be taken by Level I personnel working toward Level II certification. All auditors are eligible.

Prerequisite: AUD 1130

Length: 5 class days

Method of Delivery: Resident

PDS Code: QPC

AUD 8562

Defense Contract Audit Agency Personnel Management Policy

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

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

- Explain the relationship of merit system principles to the prohibited personnel practices;
- Describe a supervisor's responsibilities regarding probationary periods, the merit promotion program, the leave program, the grievance process, employee records, sexual harassment prevention, reasonable accommodation requests, discrimination complaints, and the use of the Employee Assistance Program;
- Identify the criteria for a termination decision;
- Apply timely and appropriate recognition of employee accomplishments;
- Promote the employee suggestion program;
- Establish and monitor a Performance Improvement Plan;
- Recognize and react to employee discipline situations;
- Explain when collective bargaining agreements supercede DCAAM 1400.1;
- Apply procedures to accomplish employee training and construct training plans;
- List the components of the EEO Program;
- Identify an approach to effectively manage a diverse workforce;
- Explain DCAA's drug testing program; and
- Use DCAA's emergency procedures and guidelines.

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

Prerequisite: None

Length: 5 class days

Method of Delivery: Resident

PDS Code: CBJ

BCF 101

Fundamentals of Cost Analysis

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

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

- define cost data and apply appropriate quantitative techniques to estimate costs for major defense acquisition programs,
- explain cost estimating policies, and
- perform a life cycle cost analysis.

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

Prerequisite: ACQ 101. Students need competence in algebra equal to a second-year high school algebra course. At http://northeast.dau.mil/pre_course/Algebra%20Tutorial.doc, an algebra tutorial is available. Students with questions about their math skills should contact the course manager. Students will also need a calculator and familiarity with IBM-compatible computers and spreadsheet packages.

Recommended: Introductory course in statistics

Length: 10 class days

Method of Delivery: Resident/Local

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 learn in a virtual classroom environment. The course summarizes the language, data reports, metrics, graphs, and management processes associated with EVM as they apply to DoD acquisition management. The course emphasizes the processes related to the Performance Measurement Baseline (PMB), the Integrated Baseline Review (IBR), and the American National Standards Institute (ANSI) for EVM Systems. Finally students evaluate and compute basic EVM metrics and EVM metric-based Estimates at Completion (EAC).

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

- describe, in plain language, the acronyms and meaning of EVM-associated vocabulary;
- identify the program management data elements and processes associated with PMB development;
- understand how the ANSI EVM Industry Standard is used to certify EVM-integrated management systems;
- explain the IBR process and purpose;
- compute and comprehend the meaning of selected EVM metrics and EVM EACs; and
- identify acquisition organizations, stakeholders, and formal agreements associated with EVM.

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: This is a nonresident, self-paced course available through the Internet. Students must pass the final examination within 20 work days of the start date.

Method of Delivery: Distance Learning – See "Online Courses" on page 12.

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, budgeting, and execution process; the congressional enactment process; and the budget execution process. These skills are developed through interactive computer-based training.

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

- describe the overall DoD resource allocation process and identify the terminology and concepts used in analyzing the costs of defense acquisition programs;
- explain the appropriations, policies, and practices applicable to developing a program budget;
- examine the Planning, Programming, Budgeting and Execution (PPBE) process 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, and reprogrammed in accordance with public law.

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

Method of Delivery: Distance Learning – See "Online Courses" on page 12.

PDS Code: PGC

BCF 203

INTERMEDIATE EARNED VALUE MANAGEMENT

Intermediate Earned Value Management (EVM) students work as members of an integrated product team for the system development and demonstration phase of a small ACAT I program. In the context of integrated program management, students review, develop, and experience the EVM-related processes associated with requirements generation, acquisition strategy development, Request for Proposal (RFP) development, source selection, risk management, Integrated Baseline Review (IBR), and analysis during program execution.

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

- Articulate the relationship between EVM and defense acquisition management;
- Develop EVM strategies consistent with EVM policy and appropriate for associated program risks;
- Prepare EVM requirements for the RFP;
- Evaluate integrated management systems with respect to the American National Standards Institute (ANSI) EVM Industry Standard;
- Plan, organize, participate in, and manage a typical IBR; and
- Evaluate EVM data as an element of integrated program management that includes warfighter requirements, contracts, risk management, critical path schedules, and internal and external reporting.

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 the student's suitability for attendance.

Length: 10 class days

Method of Delivery: Resident

PDS Code: Q2G

BCF 204

INTERMEDIATE COST ANALYSIS

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

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

- understand the cost estimating process;
- normalize data for content, quantity, and economic year;
- develop cost estimates using various techniques;
- document cost models and estimates;
- apply time-phasing techniques in development, production, and operating 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

Note: Students must provide, and be familiar with, a scientific calculator.

Recommended: Two years of acquisition experience in cost estimating, financial management, or the earned value analysis job series is recommended. Algebra competence 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/Local

PDS Code: Q2B

BCF 205

Contractor Business Strategies

(Formerly Contractor Finance for Acquisition Managers)

The Contractor Business Strategies course provides students a better understanding of a commercial environment. The primary emphasis is on the impact business decisions have on the customer and the company's financial position. The course is taught with a business perspective, emphasizing the marketplace defined by having the Federal Government as a primary customer. Throughout the course, this environment is compared and contrasted with commercial business practices and processes.

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

- Recognize and analyze business issues and the resulting impact on the financial condition of the company, and
- Understand 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 have 3 to 5 years of experience in financial management and are involved in the systems acquisition process, interface with contractors, or deal with contractor data. The course is also recommended for personnel in the Program Management career field.

Prerequisite: ACQ 201B

Length: 5 class days

Method of Delivery: Resident/Local

PDS Code: Q2A

BCF 206

Cost Risk Analysis

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

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

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

Who Should Attend: This assignment-specific course is designed for DoD Acquisition, Technology, and Logistics (AT&L) workforce personnel whose duties include developing and/or evaluating cost estimates for such areas as procurement, software, research and development, weapons 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 BCEFM community as well as personnel in Program Management; Contracting; Systems Planning, Research, Development, and Engineering; and Information Technology.

Prerequisite: BCF 101

Recommended: ACQ 201B and a working familiarity with any spreadsheet package

Length: 5 class days

Method of Delivery: Resident/Local

PDS Code: Q2C

BCF 207

ECONOMIC ANALYSIS

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

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

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

Who Should Attend: This assignment-specific course is for personnel who develop and/or evaluate costs and benefits of alternative courses of action (lease vs. buy, in-house vs. contractor, privatization or outsourcing, or repair or replace). Participants typically include the BCEFM community. This course would also be appropriate for personnel in Program Management; Contracting; Systems Planning, Research, Development, and Engineering; Information Technology; and non-DoD personnel who conduct economic analyses of materiel systems.

Prerequisite: None

Recommended: A working familiarity with any spreadsheet package

Length: 5 class days

Method of Delivery: Resident/Local

PDS Code: Q2D

BCF 208

SOFTWARE COST ESTIMATING

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

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

- describe the software acquisition process,
- determine an appropriate cost estimating methodology and the types of data required for a software cost estimate,
- use models for software life cycle cost estimating,
- compare and contrast alternative techniques for software cost estimating,
- apply software cost estimating techniques,
- discuss the strengths and weaknesses of software cost estimating models, and
- discuss major influences on software cost estimating.

Who Should Attend: This assignment-specific course is for personnel whose duties impact embedded or automated information systems acquisitions. It includes developing and/or evaluating cost estimates for life cycle management, planning and managing DoD system acquisitions, evaluating and/or negotiating contract proposals, or analyzing cost and performance tradeoffs. Participants typically include members of the BCEFM community as well as personnel in Program Management, Software Engineering, and Information Technology.

Prerequisite: None

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

Length: 9 class days

Method of Delivery: Resident/Local

PDS Code: Q2E

BCF 209A

Acquisition Reporting Course, Part A

(Formerly Selected Acquisition Report)

The Acquisition Reporting Course, Part A, provides basic terminology, concepts, and policy information regarding acquisition reports, such as the Acquisition Program Baseline (APB), Selected Acquisition Report (SAR), and Defense Acquisition Executive Summary (DAES) for Major Defense Acquisition Programs (MDAPs), and Major Automated Information Systems (MAIS).

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

- Apply acquisition reporting policy to report preparation requirements, and
- Integrate and apply concepts learned online to review Consolidated Acquisition Reporting System (CARS)-based acquisition reports.

Who Should Attend: This assignment-specific course is for military officers, O-1 and above, and DoD civilians, GS-7 and above. It is available to acquisition personnel whose assignment requires understanding, preparing, or reviewing of MDAPs/MAIS programs or reporting using the CARS software. Civilians under contract to support a military program office with a reporting requirement are eligible with the recommendation of the program manager.

Prerequisite: None

Recommended: ACQ 101 and BCF 103

Note: BCF 209 includes the content of the former BCF 802 and has been separated into three segments:

- Part A is designed for those who require knowledge of acquisition reports and those who prepare and review reports.
- Part B is required for *MAIS report preparers* ***only***. The resident curriculum addresses APB and DAES reports using CARS software.
- Part C is required for *MDAPs report preparers* ***only***. The resident curriculum addresses APB and DAES reports and SARs using CARS software.

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

Method of Delivery: Distance Learning – See "Online Courses" on page 12.

PDS Code: BE5

BCF 209B

Acquisition Reporting Course, Part B

(Formerly Selected Acquisition Report)

The Acquisition Reporting Course, Part B, prepares acquisition personnel to generate and review the Acquisition Program Baseline (APB) and Defense Acquisition Executive Summary (DAES) for Major Automated Information Systems (MAIS) programs. Students complete precourse material online prior to applying these concepts in the classroom. During the in-class lecture and computer-assisted case studies, the student learns step-by-step report preparation using the Consolidated Acquisition Reporting System (CARS) software.

Objective: Students who successfully complete this course will be able to prepare, generate, and review CARS-based acquisition reports. (Selected Acquisition Report (SAR) students should enroll in BCF 209C.)

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 who prepare or review MAIS programs or report using the CARS software. Civilians under contract to support a military program office with a reporting requirement are eligible with the recommendation of the program manager. Students may take this course as a refresher to obtain information updates.

Prerequisite: BCF 209A

Recommended: ACQ 101 and BCF 103

Note: This course is for MAIS personnel.

- Part A is designed for those who require knowledge of acquisition reports and those who prepare and review reports.
- Part B is required for *MAIS report preparers* ***only***. The resident curriculum addresses APB and DAES reports using CARS software.

Major Defense Acquisition Programs (MDAPs) personnel should enroll in BCF 209C.

Length: 2 class days.

Method of Delivery: Resident/Local

PDS Code: BE6

BCF 209C

ACQUISITION REPORTING COURSE, PART C

(Formerly Selected Acquisition Report)

The Acquisition Reporting Course, Part C, prepares acquisition personnel to generate and review the Acquisition Program Baseline (APB), the Defense Acquisition Executive Summary (DAES), and the Selected Acquisition Report (SAR) for Major Acquisition Defense Programs (MDAPs). Students complete precourse material online prior to applying these concepts in the classroom. During the in-class lecture and computer-assisted case studies, the student learns step-by-step report preparation using the Consolidated Acquisition Reporting System (CARS) software.

Objective: Students who successfully complete this course will be able to prepare, generate, and review CARS-based acquisition reports, including the SAR. MAIS students should enroll in BCF 209B.

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 who prepare or review MDAPs or report using the CARS software. Civilians under contract to support a military program office with a reporting requirement are eligible with the recommendation of the program manager. Students may take this course as a refresher to obtain information updates.

Prerequisite: BCF 209A (BCF 209B is not a prerequisite for BCF 209C.)

Recommended: ACQ 101 and BCF 103

Note: This course is for MDAPs personnel.

- Part A is designed for those who require knowledge of acquisition reports and those who prepare and review reports.
- Part C is required for *MDAP report preparers* ***only***. The resident curriculum addresses APB and DAES reports and SARs using CARS software.

Major Automated Information Systems (MAIS) personnel should enroll in BCF 209B.

Length: 4 class days.

Method of Delivery: Resident/Local

PDS Code: BE7

BCF 211A

ACQUISITION BUSINESS MANAGEMENT, PART A

Acquisition Business Management, Part A, is a Web-based review of material necessary to solve common financial issues in acquisition that will be presented in BCF 211B. The course includes topics on cost estimating; earned value analysis; Planning, Programming, Budgeting and Execution (PPBE); congressional enactment; and budget preparation and execution. This course must be completed prior to applying these concepts in the classroom in BCF 211B.

Objectives: Students who successfully complete this course should have familiarity with:

- Preparation, justification, and defense of budget exhibits and obligation/expenditure plans;
- Formulation of impact/reclama statements and reports; and
- Development and defense of business aspects of the acquisition and PPBE cycle.

Who Should Attend: Intermediate-level personnel in positions supporting DoD weapons systems and various aspects of business and financial management throughout the life cycle of a system should attend.

Prerequisites: BCF 102 and BCF 103

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

Length: This is a nonresident, self-paced course available through the Internet; it takes approximately 20 hours to complete. Students must pass the final examination within 60 calendar days of the start date.

Method of Delivery: Distance Learning – See "Online Courses" on page 12.

PDS Code: RG4

BCF 211B

Acquisition Business Management, Part B

Acquisition Business Management, Part B, offers hands-on experience in dealing with common financial issues in acquisition that include cost estimating; earned value analysis; Planning, Programming, Budgeting and Execution (PPBE); congressional enactment; and budget preparation and execution. To review basic concepts, students must complete an Internet precourse part (BCF 211A) prior to applying these concepts in the classroom (BCF 211B).

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

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

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

Prerequisite: BCF 211A

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

Length: 5 class days

Method of Delivery: Resident

PDS Code: RG5

BCF 215

Operating and Support Cost Analysis

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

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

- Recognize the full spectrum of costs included in O&S cost estimates,
- Plan and perform an O&S cost estimate that appropriately supports defense management decisions,
- Obtain and normalize O&S data,
- Apply appropriate cost estimating methods and models,
- Document estimates, and
- Apply economic analysis tools to evaluate alternative courses of action.

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

Prerequisite: None

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

Length: 5 class days

Method of Delivery: Resident/Local

PDS Code: Q2H

BCF 301

Business, Cost Estimating, and Financial Management Workshop

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

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

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

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

Prerequisite: Level II certification in BCEFM

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

CAR 805

Contemporary Approaches to Acquisition in the Information Age

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

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

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

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

Prerequisite: None

Length: 5 class days

Method of Delivery: Resident/Local

PDS Code: JHG

CON 100

Shaping Smart Business Arrangements

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

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

- Describe the acquisition/contracting mission and its impact on the American economic system,
- Select training and development opportunities for career progression,
- Describe the interdependence of functional team members,
- Describe the importance of the oversight roles of the GAO and the DoDIG,
- Explain the characteristics and responsibilities of the contracting professional in the role of a business advisor,
- Explain the distinctive interests of both the buyer and seller and the role those interests play,
- Determine the relationship between financial and acquisition communities and how fundamental financial principles and requirements are important,
- Describe commercial acquisition and government-unique requirements of market research in identifying the best arrangements to meet mission requirements, and
- Explain e-business and information technology in supporting business processes.

Who should attend: CON 100 is for personnel who are new to the contracting workforce. However, it is waived for those who are already certified at Level I in any DAWIA career field.

Prerequisite: None

Length: 5 class days

Method of Delivery: Resident/Local

PDS Code: JHE

CON 104A

Principles of Contract Pricing, Part A

Principles of Contract Pricing, Part A, is designed for entry-level contracting personnel. As an entry-level course, CON 104A will help the student understand some of the basic terminology and concepts of pricing as they relate to fair and reasonable pricing. Students will build upon the foundation provided in CON 101, Basics of Contracting.

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, and
- Understand the structured approach to profit analysis and requirements relative to cost of money.

Who Should Attend: This course is for civilians, GS-5 and above; military officers, O-1 and above; and enlisted personnel, E-4 and above, working in contracting positions. Members of related acquisition career fields are also strongly encouraged to attend.

Prerequisite: Either CON 101 or CON 110 and CON 111 and CON 112

Recommended: A knowledge of basic math skills is strongly recommended, such as:

- Knowing the mathematical order of operations (parentheses, multiplication, division, addition, and subtraction),
- Solving the formula for a straight line (Y=A+BX, given Y and X data), and
- Operating a basic functions calculator (*,/,+,-).

A math tutorial is provided in CON 104A and at the DAU Continuous Learning Center (http://clc.dau.mil) for those in need of a refresher.

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

Method of Delivery: Distance Learning – See "Online Courses" on page 12.

PDS Code: RG6

CON 104B

Principles of Contract Pricing, Part B

Principles of Contract Pricing, Part B, is designed for entry-level contracting personnel. As an entry-level course, CON 104B will help the student understand some of the basic terminology and concepts of pricing as they relate to fair and reasonable pricing. Students will build upon the foundation provided in CON 104A.

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

- 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 online 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 personnel, E-4 and above, working in contracting positions. Members of related acquisition career fields are also strongly encouraged to attend.

Prerequisite: CON 104A

Recommended: A knowledge of basic math skills is strongly recommended, such as:

- Knowing the mathematical order of operations (parentheses, multiplication, division, addition, and subtraction),
- Solving the formula for a straight line (Y=A+BX, given Y and X data), and
- Operating a basic functions calculator (*,/,+,-).

A math tutorial is provided in CON 104A and at the DAU Continuous Learning Center (http://clc.dau.mil) for those in need of a refresher.

Length: 5 class days

Method of Delivery: Resident

PDS Code: RGR

CON 110

Mission Support Planning

The CON 110 course will introduce personnel new to the contracting field to their role as a business advisor in the acquisition process. It focuses on the student's role in understanding their customer's mission and their ability to plan successful mission support strategies based upon their knowledge of the contracting environment and their customer needs. Student will learn how to use the FAR and DFARS, conduct effective market research, develop alternative acquisition strategies and understand how socio-economic programs support the acquisition planning process.

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

- identify key characteristics necessary to establish successful customer relationships,
- locate information in the FAR and DFARS,
- identify, select and analyze sources and types of market research information available for a specific acquisition,
- identify factors to consider when developing an acquisition strategy and requirements documents,
- differentiate between various socio-economic programs,
- differentiate between various methods of acquisition and contract types.

Who Should Attend: Personnel new to the contracting workforce or non-contracting personnel who play a role in the acquisition process.

Prerequisite: CON 100 (Note: CON 100 is not required for those who are already certified in any other career field.)

Length: This is a non-resident, self-paced course available through the internet. Students must pass the final examination within 60 calendar days of the start date. This course consists of eight lessons which could be completed in approximately 40 hours.

Method of Delivery: Distance Learning

PDS Code: BEO

CON 111

Mission Strategy Execution

Mission Strategy Execution is the second of three online Level 1 contracting courses. It focuses on executing the acquisition planning through soliciting industry and awarding a contract. It provides students with the knowledge necessary to execute an acquisition that optimizes customer mission performance. Students will learn the techniques and benefits of early industry involvement in shaping requirements. Students will learn basic procedures for acquisition of both commercial and non commercial requirements, effectively conduct price analysis and to determine when a price is fair and reasonable. Finally students will learn how to conduct basic competitive acquisitions, process awards and handle protests before and after contract award.

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

- evaluate and determine the adequacy of a purchase request package.
- identify the components of and procedures for preparing an oral or written solicitation.
- identify and select a technique for making a price reasonableness determination.
- recognize factors to be considered when evaluating and providing government financing.
- conduct price analysis to determine a fair and reasonable price.
- identify appropriate actions to resolve protests.

Who Should Attend: This course is designed for personnel new to the contracting workforce and non-contracting personnel who play a role in the acquisition process.

Prerequisite: CON 100 and CON 110 (Note: CON 100 is not required for those who are already certified in any other career field.)

Length: This is a non-resident, self-paced course available through the internet. Students must pass the final examination within 60 calendar days of the start date. This course consists of eight lessons which could be completed in approximately 40 hours.

Method of Delivery: Distance Learning

PDS Code: BE8

CON 112

Mission Performance Assessment

Mission Performance Assessment is the final of three online courses. This course builds on the foundation established in CON 110 and CON 111 and provides students with the knowledge necessary to identify and utilize appropriate performance metrics when evaluating contractor performance. Students will explore process for working with their customer to ensure contract performance is meeting mission requirements. Students will explore assessment strategies and performance remedies, how to make and price contract changes after award, handle disputes and finally how to close out completed contracts.

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

- evaluate a contractor's performance.
- identify and evaluate commercial and noncommercial financing arrangements.
- determine the appropriate actions necessary to ensure customer satisfaction.
- identify and select the appropriate course of action for resolving a contractor dispute.
- identify contract close-out procedures.

Who Should Attend: This course is designed for personnel new to the contracting workforce or non-contracting personnel who play a role in the acquisition process.

Prerequisite: CON 100, CON110, and CON 111 (Note: CON 100 is not required for those who are already certified in any other career field.)

Length: This is a non-resident, self-paced course available through the internet. Students must pass the final examination within 60 calendar days of the start date. This course consists of six lessons which could be completed in approximately 20 hours.

Method of Delivery: Distance Learning

PDS Code: BE9

CON 120

MISSION FOCUSED CONTRACTING

This is the capstone course for CON Level 1 students. This course engages the students in the entire acquisition process from meeting with the customer to completing the contract close-out process. Students will have an opportunity to learn and apply leadership, problem solving, and negotiation skills. Using an integrated case study approach, students will apply the knowledge and skills gained in the previous CON Level 1 courses.

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

- provide contracting advice based on market research;
- prepare a solicitation package;
- prepare, award, and debrief a contract requirement;
- evaluate price reasonableness and conduct price negotiations;
- plan and conduct a post-award conference; and
- modify a contract, exercise a contract option, and complete the contract close-out process.

Who Should Attend: This course is designed for personnel new to the contracting workforce or non-contracting personnel who play a role in the acquisition process.

Prerequisites: CON 100, CON 110, CON 111, and CON 112 (Note: CON 100 is not required for those who are already certified in any other career field.)

Length: 10 class days

Method of Delivery: Resident/Local

PDS Code: JHN

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, and terminations.

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

Prerequisite: CON 104B

Recommended: 2-1/2 years of contracting experience after completing CON 101 or the combination of CON 110, CON 111, and CON 112

Precourse Materials: Read-ahead assignment—Lessons 1—3

Length: 10 class days

Method of Delivery: Resident/Local

PDS Code: PGE

CON 204

Intermediate Contract Pricing

This course reinforces pricing skills taught in CON 104, Parts A and B, 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 104B

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

Length: 10 class days

Method of Delivery: Resident/Local

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;
- Articulate key issues and describe procedures available for dispute resolution;
- 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 are responsible for contract formation or management.

Note: Online precourse material is required for completion of this course, no walk-ins will be permitted.

Prerequisites: CON 104B and CON 202

Length: 5 class days

Method of Delivery: Resident/Local

PDS Code: BDP

CON 232

Overhead Management of Defense Contracts

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

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

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

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

Prerequisite: CON 104B

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/Local

PDS Code: BKA

CON 234

Contingency Contracting

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

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

- identify and apply contracting laws, regulations, and procedures for contingencies;
- apply ethical principles in procurement decisions in foreign environments;
- identify key personnel and organizations in contingencies, explain their roles and responsibilities, and illustrate required coordination;
- summarize and discuss elements of contingency contracting support planning;
- assess customer requirements and execute appropriate procurement actions;
- prepare, assemble, administer, and close out contracts, documents, files, and reports; and
- recognize cross-cultural behavior patterns and anti-terrorism 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: Either CON 101 or CON 110 and CON 111 and CON 112

Recommended: 2 years of purchasing or contracting experience and CON 237

Length: 9 class days

Method of Delivery: Resident/Local

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 weapons 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 (SAPs) course is intended to support the training of the DoD AT&L workforce on the use of SAPs 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 SAPs for acquisition;
- identify the purchases that can be made using SAPs;
- use requirements documents to list market research sources and determine whether to set aside requirement for small business;
- 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 SAPs.

Prerequisite: None

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

Method of Delivery: Distance Learning – See "Online Courses" on page 12.

PDS Code: PAS

CON 243

ARCHITECT-ENGINEER CONTRACTING

This course focuses on contracting for Achitect-Engineer (A-E) services. The course is designed for AT&L personnel in the Contracting career field who have achieved a solid baseline of contracting knowledge through 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-330, 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 AT&L 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 104B

Length: 5 class days

Method of Delivery: Resident/Local

PDS Code: PGF

CON 244

Construction Contracting

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

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

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

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

Prerequisite: CON 104B

Length: 5 class days

Method of Delivery: Resident/Local

PDS Code: PGG

CON 250

Fundamentals of Cost Accounting Standards – Part I

Fundamentals of Cost Accounting Standards — Part I, 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. Part I addresses only those standards applicable to modified CAS coverage.

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

- ascertain if a given practice is compliant with CAS 401, 402, 405, and 406 (modified CAS coverage);
- verify applicability of CAS and type of coverage;
- determine if and when disclosure of the contractor's practices is required;
- determine whether a cost impact proposal is necessary; and,
- if a cost impact proposal is necessary, determine appropriate contract adjustments.

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 be responsible for CAS administration for one or more contractors or have a current (or pending) assignment dealing with CAS issues.

Prerequisite: None

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

Length: 5 class days

Method of Delivery: Resident/Local

PDS Code: BZM

CON 251

FUNDAMENTALS OF COST ACCOUNTING STANDARDS – PART II

Fundamentals of Cost Accounting Standards — Part II, 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 and the Cost Accounting Standards (CAS). Whereas Part I addresses only those standards applicable to modified CAS coverage, Part II addresses additional standards for full CAS coverage situations.

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

- Ascertain if a given practice is compliant with CAS (full CAS coverage);
- Verify applicability and compliance with the numerous standards for fully covered contractors, including CAS 403–404, 407–411, 414–415, 417–418, and 420;
- Determine if and when disclosure of the contractor's practices is required;
- Determine whether a cost impact proposal is necessary; and,
- If a cost impact proposal is necessary, determine appropriate contract adjustments.

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 be responsible for CAS administration for one or more fully-covered contractors or have a current (or pending) assignment dealing with fully-covered contractor CAS issues on a regular basis.

Prerequisite: CON 250

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

Length: 5 class days

Method of Delivery: Resident/Local

PDS Code: BZN

CON 260A

THE SMALL BUSINESS PROGRAM, PART A

The Small Business Program, Part A, provides an overview of the fundamentals of the DoD Small Business Program and focuses particular attention on the small business specialist's role as a vital member of the acquisition team.

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

- recognize those factors that shape and govern the Small Business Program, and
- identify the duties and responsibilities of the small business specialist in implementing the Small Business Program.

Who Should Attend: All acquisition professionals who have small business concerns.

Prerequisite: None

Length: This is a nonresident, self-paced course available through the Internet; it takes approximately 12 hours to complete. Students must pass the final examination within 60 calendar days of the start date.

Method of Delivery: Distance Learning – See "Online Courses" on page 12.

PDS Code: J08

CON 260B

The Small Business Program, Part B

Part B of this course delves into the intricacies of the DoD Small Business Program. Also, associated programs and initiatives that support the Program and the Department's efforts to improve small business participation in both prime contracting and subcontracting will be reviewed, with particular attention to the small business specialist's role as a vital member of the acquisition team.

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

- describe how to provide assistance to small businesses in finding government prime contracting and subcontracting opportunities,
- determine if a business is small,
- conduct market research to maximize small business participation at the prime and subcontracting levels,
- participate as an active member of the acquisition team in developing an appropriate acquisition strategy that maximizes small business participation,
- describe the Small Business Administration's role in the acquisition process,
- implement subcontracting requirements, and
- identify other small business-related programs and initiatives.

Who Should Attend: This course is designed for acquisition professionals who have a Level II certification in Contracting and who perform small business specialist duties. This course is also recommended for other members of the acquisition workforce; however, to fully participate, these students should have 2 to 4 years of acquisition experience.

Prerequisite: Level II certification in Contracting

Length: 3 class days

Method of Delivery: Resident

PDS Code: J09

CON 353

Advanced Business Solutions for Mission Support

Advanced Business Solutions for Mission Support is the Level III Contracting certification course. Through realistic scenario-based learning, students work in teams to practice developing sound business solutions as a valued strategic and expert business advisor. Student course work is designed to contribute solutions to senior leadership and local supervisors and to provide resources for the Contracting career field via the course community of practice.

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

- Effectively team, exercise business leadership, and apply expertise (technical, business, and financial) resulting in business solutions that improve mission support;
- Innovate and use best practices in combination with critical thinking, problem solving, and dilemma resolution skills for improved planning, execution, and performance management outcomes;
- Develop business solutions that reflect consideration of risk and impacts on performance and synthesize policy as well as interests of functional team members and the marketplace; and
- Contribute to development and implementation of change through an improved understanding of the legislative, regulatory, and policy processes.

Who Should Attend: This course is designed for contracting professionals who work, or are projected to work, in a position requiring Level III DAWIA certification.

Prerequisite: At least 1 year of contracting experience after Level II certification

Precourse Assignments: Students must complete all online assignments prior to attending this course. These online assignments represent 25 percent of the student's grade. Details wll be provided by the Registrar 30 days prior to the class start date.

Length: 8-1/2 class days

Method of Delivery: Resident

PDS Code: JHI

FE 201

INTERMEDIATE FACILITIES ENGINEERING

Intermediate Facilities Engineering is the Level II certification course in the Facilities Engineering (FE) career field. It provides a broad understanding of the overall facilities engineering process and the roles/responsibilities of acquisition team members as they relate to the facility life cycle in support of military missions. The course is designed to teach the student when to seek the assistance of professionals in various specialty areas.

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

- Discuss program management components, contracting procedures, and design and construction processes relating to FE projects;
- Discuss and apply financial laws, regulations, and procedures;
- Identify when there is a real estate acquisition, management, or disposal component;
- Apply environmental requirements that arise during the DoD facility life cycle;
- Describe basic elements of the comprehensive planning and project planning processes;
- Describe elements used to manage sustainment, restoration, and modernization; and
- Relate the contingency engineering process to FE requirements.

Who Should Attend: This course is for intermediate-level facilities engineering personnel with Level I Facilities Engineering certification and 2 years' facilities engineering experience.

Prerequisite: ACQ 101

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

Method of Delivery: Distance Learning – See "Online Courses" on page 12.

PDS Code: JHM

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., DoD personnel in a career path to become grants officers or agreements officers. The course covers grants, cooperative agreements, and Technology Investment Agreements. It also provides a brief overview of other types of assistance transactions. GRT 201 does not address "other transactions" (OTs) used to carry out prototype projects—that type of OT is an acquisition instrument rather than an assistance instrument and, therefore, is outside the scope of the course.

Prerequisite: None

Recommended: Level I Contracting courses

Length: 3-1/2 class days

Method of Delivery: Resident/Local

PDS Code: BU4

IND 100

Contract Property Administration and Disposition Fundamentals

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

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

- state the government's policies and exceptions on providing government property to contractors;
- explain the Federal Acquisition Regulation (FAR) government property clauses;
- describe the duties and responsibilities of the property administrator and plant clearance officer;
- investigate and determine appropriate action for lost, damaged, or destroyed government property;
- understand the FAR and DFARS requirements for government property disposition; and
- describe the requirements for properly disposing of hazardous wastes, items requiring demilitarization, and computer components.

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: CON 100

Recommended: Some prior knowledge or experience with property management

Length: 10 class days

Method of Delivery: Resident/Local

PDS Code: BZP

IND 103

Contract Property Systems Analysis Fundamentals

Contract Property Systems Analysis Fundamentals builds a solid foundation in auditing principles and process analysis techniques for entry-level property professionals. The instructional process underscores the importance of property control system requirements and provides the tools necessary for the property administrator to plan and perform a property control systems analysis.

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

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

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

Prerequisites: IND 100 or IND 101 (no longer offered)

Recommended: 1 year of property management experience after completing IND 100 or IND 101

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

Method of Delivery: Distance Learning – See "Online Courses" on page 12.

PDS Code: BRL

IND 200

Intermediate Contract Property Administration and Disposition

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 103

Length: 10 class days

Method of Delivery: Resident/Local

PDS Code: BZQ

IRM 101

Basic Information Systems Acquisition

This course covers introductory level concepts in DoD information systems acquisition management. It covers software acquisition/development risks, DoD regulatory and technical frameworks, software and system architectures, and software development life cycle and integration processes. Software standards, measurements, testing, security, quality issues, process maturity, as well as "best practices" for the management of software-intensive systems are also reviewed.

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

- define software acquisition management specific terms and concepts;
- recognize software development models, paradigms, and strategies appropriate for use in software-intensive acquisitions;
- interpret information technology terminology;
- understand organizational and individual roles and responsibilities; and
- reference sources for software acquisition management policies, standards, and best practices.

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

Prerequisite: ACQ 101

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

Method of Delivery: Distance Learning – See "Online Courses" on page 12.

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, lectures, and group discussion are used to cover such topics as IS/IT policies, strategic planning, information assurance, architecture, advancing technologies, and more.

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

- explain the concepts and terminology that comprise the major and nonmajor IS 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 IT;
- apply management skills needed to effectively and efficiently utilize people, money, facilities, information, and time to accomplish IS acquisition objectives;
- identify internal and external factors that influence and constrain the IS 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 mid-level managers who are Level I IT certified and who have responsibilities in IS/IT acquisitions.

Prerequisites: ACQ 201B and IRM 101

Length: 10 class days

Method of Delivery: Resident/Local

PDS Code: QN5

IRM 303

Advanced Information Systems Acquisition

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

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

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

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

Prerequisites: IRM 201 and SAM 201

Length: 10 class days

Method of Delivery: Resident/Local

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 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/Local

PDS Code: JHH

LOG 101

ACQUISITION LOGISTICS FUNDAMENTALS

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

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

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

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

Prerequisite: ACQ 101

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

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

Method of Delivery: Distance Learning – See "Online Courses" on page 12.

PDS Code: JR1

LOG 102

Systems Sustainment Management Fundamentals

Systems Sustainment Management Fundamentals provides a broad overview of the role of the life cycle logistician during the sustainment phase of a weapons system's life cycle. Modules cover logistics/supply chain management concepts, maintenence processes, end-to-end distribution, best commercial practices as applied to weapons systems sustainment, performance metrics, partnering/alliance opportunities and experiences, performance-based support, enterprise business environment and opportunities, and reduction in life cycle/total ownership costs.

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

- recognize the role of the life cycle logistician during the sustainment phase of a weapons system's life cycle,
- identify the concepts, policies, and practices of logistics/supply chain management as they apply to new and legacy systems during the sustainment phase of their life cycle, and
- identify the best practices in developing and implementing performance-based support.

Who Should Attend: Individuals recently assigned responsibility to establish and maintain the life cycle logistics support for defense systems and equipment during the sustainment phase of their life cycle

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

Prerequisite: ACQ 101

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

Method of Delivery: Distance Learning – See "Online Courses" on page 12.

PDS Code: JHF

LOG 201A

Intermediate Acquisition Logistics, Part A

Intermediate Acquisition Logistics, Part A, 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 review current policy and guidance and demonstrate an understanding of how early integration of operational supportability into the system deployment process leads to achievement of DoD's strategic logistics goals. It is intended for the mid-level logistics professional needing the skills required to excel in today's demanding and dynamic product support environment.

Objectives: Students who successfully complete this course will be able to understand modeling and simulation, test and evaluation, market research and analysis, open systems design and interoperability, evolutionary acquisition, performance-based logistics, and support planning.

Who Should Attend: LOG 201A is for military officers, O-3 and above; civilians, GS-9 and above; and industry equivalents who are Level I certified in Life Cycle Logistics. Students should have 2 to 4 years of acquisition and/or logistics experience.

Prerequisites: ACQ 201B, LOG 101, and LOG 102 (Students who were previously Level I certified must take LOG 102. Also, it is recommended that students have acquisition logistics experience as outlined in DoD 5000.52M and be currently assigned, or expected to be assigned, to a life cycle logistics position.)

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

Method of Delivery: Distance Learning via correspondence. See "Online Courses" on page 12.

PDS Code: RGS

LOG 201B

INTERMEDIATE ACQUISITION LOGISTICS, PART B

Intermediate Acquisition Logistics, Part B, provides a dynamic group-based and facilitated learning environment oriented toward further development of logistics competencies in the areas of systems engineering, life cycle cost management, and risk analysis (introduced in LOG 201A). It challenges the student to critically think and differentiate support alternatives and provide solutions to ensure the early integration of operational supportability into the system development process. These skills are refined by instructor-facilitated student group exercise and discussion. It is intended for the mid-level logistics professional needing the skills required to excel in today's demanding and dynamic product support environment.

Objectives: Students who successfully complete this course will be able to understand life cycle cost, contracting, modeling and simulation, test and evaluation, market research and analysis, systems engineering, performance-based logistics, and support planning.

Who Should Attend: LOG 201B is for military officers, O-3 and above; civilians, GS-9 and above; and industry equivalents who are Level I certified in Life Cycle Logistics. Students should have 2 to 4 years of acquisition and/or logistics experience.

Prerequisite: LOG 201A (It is recommended that students have life cycle logistics experience as outlined in DoD 5000.52M and be currently assigned, or expected to be assigned, to a life cycle logistics position.)

Length: 5 class days

Method of Delivery: Resident

PDS Code: RGT

LOG 203

RELIABILITY AND MAINTAINABILITY

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

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

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

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

Prerequisite: ACQ 201

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

Method of Delivery: Distance Learning – See "Online Courses" on page 12.

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, status accounting, as well as data management. Impacts on CM by Acquisition Reform, the integrated data environment, open systems, and commercial/nondevelopmental 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 CM program are discussed.

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

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

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

Prerequisite: ACQ 201

Length: 5 class days

Method of Delivery: Resident/Local

PDS Code: QMB

LOG 235A

Performance Based Logistics, Part A

Performance Based Logistics, Part A, provides a dynamic, real time, learning environment oriented toward developing logistics competencies in the areas of performance-based product support; business case analysis; continuous modernization; supply chain management; configuration management; enterprise integration; commercial integration; support options; and reliability, maintainability, and supportability. It challenges the student to review current policy and demonstrate an understanding of how early integration of performance-based support concepts into the system development process leads to achievement of DoD's logistics goals. It is intended for mid-level logistics professionals needing skills required to excel in today's demanding and dynamic product support environment.

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

- Understand the knowledge areas of their job as members of the life cycle logistics workforce more proficiently. Areas of concentration include: performance-based product support, business case analysis, continuous modernization, supply chain management, configuration management, enterprise integration, commercial integration, support options, and reliability, maintainability, and supportability;
- Understand the specific relation and application of the functional areas in a performance-based logistics framework; and
- Develop a more in-depth knowledge of their current applications within the DoD.

Who Should Attend: LOG 235A is for military officers, O-3 and above; civilians, GS-9 and above; and industry equivalents who are Level I certified in Life Cycle Logistics. Students should have 2 to 4 years of acquisition and/or logistics experience.

Prerequisite: None. It is recommended that students have life cycle logistics experience and be currently assigned, or expected to be assigned, to a life cycle logistics position.

Length: LOG 235A is 60 calendar days in length.

Method of Delivery: Distance Learning – See "Online Courses" on page 12. Supplemental student readings and iterative knowledge assessments, which are integrated into the course, are required.

PDS Code: JHL

LOG 235B

Performance Based Logistics, Part B

Performance Based Logistics, Part B, provides a dynamic, group-based and facilitated learning environment where the student develops the logistics competencies introduced in LOG 235A. The student will acquire tools and techniques required to design, develop, and implement performance-based support at the system, subsystem, or commodity level in new acquisition and legacy systems. It challenges the student to critically think and differentiate among support alternatives and to provide solutions that ensure the early integration of performance-based product support in the system development process. These skills are refined by instructor-facilitated student group exercises and discussions.

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

- apply skills introduced in the LOG 235A distance learning phase through case-based learning in a small group environment;
- perform proficiently as members of the life cycle logistics workforce;
- apply their knowledge of the concepts, policies, and practices of performance-based logistics (PBL);
- identify the relationship between logistics functions and processes;
- understand the basic concepts of business case analysis and its application in assessing and determining potential performance-based support alternatives;
- understand the role and integration of PBLs in the future logistics enterprise environment; and
- successfully apply the knowledge and understanding in the context of a performance-based support strategy.

Who Should Attend: LOG 235B is for military officers, O-3 and above; civilians, GS-9 and above; and industry equivalents who are Level I certified in Life Cycle Logistics. Students should have 2 to 4 years of acquisition and/or logistics experience.

Prerequisites: LOG 201B and LOG 235A (It is recommended that students have life cycle logistics experience as outlined in DoD 5000.52M, and they should be currently assigned, or expected to be, assigned to a life cycle logistics position.)

Length: 5 class days

Method of Delivery: Resident

PDS Code: JHL

LOG 304

Executive Life Cycle Logistics Management

Executive Life Cycle Logistics Management prepares the acquisition and sustainment life cycle logistician to perform in executive-level logistics management and policy-making positions. Students are required to conduct research and perform critical thinking in a small group decision-making environment. Students engage in dynamic, fast-paced case study exercises addressing complex relationships in life cycle logistics support planning, acquisition policy, capabilities analysis, program management, performance-based logistics, and business case analysis.

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

- Serve as proactive, credible, and influential life cycle logisticians;
- Distinguish the life cycle logistician's functions during each phase of the life cycle;
- Evaluate the components of, and life cycle logistician's role in, the systems engineering process;
- Analyze and integrate major acquisition and sustainment policy requirements from the executive-level logistics perspective; and
- Understand the integration of life cycle logistics processes with the operational tenets of Defense transformation.

Who Should Attend: This course is for Level II certified Life Cycle Logisticians who are military officers, O-4 and above, or DoD civilians, GS-13 and above, and industry counterparts.

Prerequisite: LOG 235B

Precourse Material: Precourse assignment materials will be provided via the Internet prior to students attending the class. Students will receive instructions on how to access these materials. All students will submit and brief an executive-level, contemporary logistics topic during the course. It is strongly recommended that students complete the preparation of this assignment prior to attending class.

Length: 9 class days

Method of Delivery: Resident/Local

PDS Code: AH1

PMT 202

Multinational Program Management

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

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

- comprehend the requirements necessary to participate effectively in an acquisition program that involves participation by foreign governments and their industry;
- understand key national, DoD, and Service policies on international cooperative development, production, and logistics; and
- recognize 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 (FMS)); and
- prepare, formulate, and support an FMS/DCS/cooperative or hybrid international program.

Who Should Attend: This assignment-specific course is for all acquisition personnel who require international acquisition training at Level II for any career field, including program managers and program management staff, key government laboratory and center personnel, Defense and Service headquarters staff, and Office of Defense Cooperation personnel and attachés.

Prerequisite: None

Length: 5 class days

Method of Delivery: Resident

PDS Code: PAJ

PMT 203

International Security and Technology Transfer/Control

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

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

- Identify, analyze, and apply the laws, policies, and processes necessary to develop system and contractor classification guidance for the control of critical program information;
- Understand the national security policy issues and export/import licensing constraints, as defined by the Departments of State, Commerce, Treasury, and Customs, and evaluate their effects on domestic and international DoD programs;
- Recognize hostile and friendly foreign power elicitation and technology collection methods and techniques and develop methods of protecting information; and
- Describe the U.S. Government's ownership, usage, and transfer rights to foreign governments and contractors for intellectual property.

Who Should Attend: This assignment-specific course is for all acquisition personnel who require international acquisition training at Level III for any career field. The course is also appropriate for foreign liaison office personnel or DoD representatives who deal with other nations or international agencies.

Prerequisite: None

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

Length: 5 class days

Method of Delivery: Resident

PDS Code: PAK

PMT 250

PROGRAM MANAGEMENT TOOLS

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

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

- apply best practices for establishing effective IPTs,
- develop Work Breakdown Structures (WBSs),
- build program schedules and apply risk management principles using state-of-the-industry software,
- apply current cost estimating processes,
- perform contract planning and post-award activities, and
- use earned value tools and techniques for program planning and control.

Who Should Attend: Target attendees are civilians, GS-12/13, and military officers, O-3/O-4, in the PM career field. Lower grades may apply if they have completed ACQ 201B. Personnel who were certified Level II in PM prior to 1 October 2001, or are certified Level III in other career fields, who want to take PMT 352, Parts A and B, may obtain credit for PMT 250 by passing an equivalency exam. Students may apply for the exam by selecting the correct category at http://www.dau.mil/registrar/apply.asp and, once on the registration site, clicking on "Prepare Applications." The exam may be taken only one time.

Prerequisite: ACQ 201B

Length: This is a nonresident, distance learning course available through the Internet. The course length is 71 calendar days. Students must complete modules 1–8 (consisting of about 56 hours of work) within 60 calendar days of the start date. Module 9 is an exercise-based "virtual classroom" using a combination of teleconferences and the Internet and requiring 24 hours of work over the last 4 days of the course. There is a 7-day gap between the online portion (days 1 through 60) and the virtual classroom (days 68 through 71).

Method of Delivery: Distance Learning – See "Online Courses" on page 12.

PDS Code: PGM

PMT 304

ADVANCED INTERNATIONAL MANAGEMENT WORKSHOP

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

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

- synthesize and integrate key Presidential, congressional, and Service policies on international cooperative defense acquisition agreements as well as the policies of the Departments of Defense, State, Commerce, and Treasury; and
- formulate and negotiate a complete international acquisition agreement in accordance with U.S. policies.

Who Should Attend: This assignment-specific course is for all acquisition personnel who require international acquisition training at Level III for any career field. Because this is an advanced-level workshop, attendees should understand U.S. domestic and international defense acquisition. This course targets positions of responsibility in international, or potentially international, programs ranging from simple data exchange agreements to complex cooperative development, production, and support programs.

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

Prerequisite: None

Length: 5 class days

Method of Delivery: Resident

PDS Code: PAL

PMT 352A

Program Management Office Course, Part A

The Program Management Office Course (PMOC), Part A, is the first part of the Level III certification course in the Program Management (PM) career field. It is a follow-on to ACQ 201B and PMT 250 and is designed to train Level II qualified students to be effective PM Level III leaders in a program office by honing analysis, synthesis, and evaluative skills. PMT 352A focuses on key PMO knowledge and skills not covered in the prerequisite courses. This course must be completed prior to attending PMT 352B.

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

- Describe the role of science and technology in supporting the system acquisition process;
- Understand Information Technology (IT) policy, best practices, information assurance measures, and interoperability considerations;
- Describe current manufacturing and logistics concepts and best practices such as lean manufacturing and supply chain management; and
- Explain appropriate management and decision-making models to aid in addressing various acquisition program issues (business and financial; international; environmental, safety and health; etc.).

Who Should Attend: Target attendees are civilians, GS-13/14, and military officers, O-4/O-5, in the PM career field. Personnel certified at Level III in other career fields desiring to take PMOC for Level III PM certification must first complete PMT 250.

Prerequisite: PMT 250

Length: This is a nonresident, self-paced course available through the Internet that must be completed within 60 days of enrollment. Students will be notified of their enrollment expiration date in the "Enrollment Notification – Course Welcome" message.

Method of Delivery: Distance Learning – See "Online Courses" on page 12.

PDS Code: BZH

PMT 352B

Program Management Office Course, Part B

The Program Management Office Course (PMOC), Part B, is the second part of the Level III certification course in the Program Management (PM) career field. PMOC is a follow-on to ACQ 201 and PMT 250. The classroom component of PMOC, PMT 352B, follows PMT 352A, which is the prerequisite distance learning component of PMOC. These courses are designed to train Level II qualified students to be effective PM Level III leaders in a program office by honing analysis, synthesis, and evaluative skills. PMT 352B features scenario-based practical exercises with topical themes, such as interoperability, prototyping, and evolutionary acquisition.

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

- Lead and contribute to effective teams in a DoD PMO;
- Apply critical-thinking and problem-solving skills to system acquisition problems throughout a defense systems life cycle;
- Understand, analyze, and develop solutions to cost, schedule, and performance issues faced in defense program management; and
- Evaluate the tradeoffs in program decisions in compliance with DoD 5000 Series directives.

Who Should Attend: Target attendees are civilians, GS-13/14, and military officers, O-4/O-5, in the PM career field.

Prerequisite: PMT 352A

Length: 6 weeks

Method of Delivery: Resident

PDS Code: BZJ

PMT 401

The Program Manager's Course

This 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 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 workplaces.

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 common to Program Management Offices (PMOs) and PEOs, and
- identify and apply best business practices to achieve win-win relationships with industry partners.

Who Should Attend: This course is designed for specially selected Level III certified PM career field members who have demonstrated the potential to become managers or deputies of ACAT I or II programs or managers of major ACAT III programs. Other specially selected DoD AT&L workforce members who are motivated and capable of becoming managers of major integrated product teams, department or division heads in acquisition commands, or senior managers in laboratories and/or research and development centers also may attend. This assignment-specific course is statutorily required for newly selected PEOs, DPEOs, and PMs/DPMs of ACAT I, IA, and II programs. Participants must be O-5/GS-14 or above with extensive experience in acquisition, including 4 years in, or in direct support of, a PMO.

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

Security Clearance: A SECRET clearance is required.

Length: 10 Weeks

Method of Delivery: Resident

PDS Code: PGN

PMT 402

Executive Program Manager's Course

This is an assignment-specific course designed to meet the learning and performance needs of newly selected Program Executive Officers (PEOs), Deputy PEOs (DPEOs), and ACAT I (ID/IC and IAM/IAC) and II Program Managers (PMs)/Deputy Program Managers (DPMs). Skills and behaviors are developed through a concentrated 4-week resident 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, IA, and II PMs/DPMs prior to assuming the position. Allied personnel and industry students are eligible to attend on a space-available basis.

Prerequisites: Either PMT 302 or PMT 352B and PMT 401

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

Method of Delivery: Resident

PDS Code: AH2

PMT 403

Program Manager's Skills

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

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

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

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

Prerequisites: PMT 302 or PMT 352B

Length: 10 class days

Method of Delivery: Resident

PDS Code: BU8

PQM 101

Production, Quality and Manufacturing Fundamentals

Production, Quality and Manufacturing Fundamentals is an entry-level course that emphasizes basic production, manufacturing, and quality assurance principles, policies, processes, and practices.

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

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

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

Prerequisite: ACQ 101

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

Method of Delivery: Distance Learning – See "Online Courses" on page 12.

PDS Code: BU2

PQM 103

DEFENSE SPECIFICATION MANAGEMENT

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

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

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

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

Prerequisite: None

Recommended: ACQ 101

Length: 8-1/2 class days

Method of Delivery: Resident/Local

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 nongovernmental standards, commercial item descriptions, specifications, standards, and related documents in the acquisition process. Emphasis is placed on current acquisition initiatives, such as interoperability and the proper use of standardization documents.

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

- Apply DoD objectives, policies, and procedures for the proper use of standardization documents;
- Make well-informed standardization decisions using a variety of automated tools and decision-tree techniques; and
- Identify, locate, and obtain standardization documents.

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/Local

PDS Code: PGH

PQM 201A

Intermediate Production, Quality and Manufacturing, Part A

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; lean concepts; material control; and technical, ethical, and quality issues.

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

- Review integrated management plans for manufacturing and quality requirements;
- Understand the technical aspects of cost estimating, activity-based costing, and physical progress reviews;
- Identify the concepts that apply to lean manufacturing, the theory of constraints, and other production management and material control techniques; and
- Address issues related to quality audits, nonconforming material, and other quality topics.

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

Prerequisites: ACQ 201B and PQM 101

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

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

Method of Delivery: Distance Learning – See "Online Courses" on page 12.

PDS Code: BZK

PQM 201B

Intermediate Production, Quality and Manufacturing, Part B

This journeyman-level course requires students to apply the manufacturing and quality planning processes and techniques learned in PQM 201A. Students will work in integrated product teams to develop manufacturing and quality plans, apply lean techniques, apply cost estimating techniques, and make progress payment recommendations based on completion of a physical progress review. Course content includes the contracting aspects of the job; planning for manufacturing and quality; lean concepts; material control; and technical, ethical, and quality issues.

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

- Apply production and quality requirement of the Federal Acquisition Regulation (FAR) and Defense FAR Supplement (DFARS);
- Prepare and review integrated management plans for manufacturing and quality requirements;
- Audit a supplier's quality manual against a commercial quality standard; and
- Apply the concepts of lean manufacturing, theory of constraints, and other production management tools.

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

Prerequisite: PQM 201A

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

Length: 5 class days

Method of Delivery: Resident/Local

PDS Code: BZL

PQM 202

COMMERCIAL AND NONDEVELOPMENTAL ITEM ACQUISITION COURSE FOR TECHNICAL PERSONNEL

The Commercial and Nondevelopmental Item (C/NDI) Acquisition Course for Technical Personnel focuses on tools and techniques used by engineering, logistics, and related technical personnel for identifying and evaluating C/NDI alternatives throughout the acquisition process. It provides instruction on requirements definition, acquisition strategy development, support planning, and the use of 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 who are in the Program Management; Systems Planning, Research, Development and Engineering; Life Cycle Logistics; Test and Evaluation; Production, Quality and Manufacturing; and related career fields in planning and managing the acquisition of commercial and nondevelopmental items.

Prerequisite: None

Recommended: ACQ 101

Length: 2 class days

Method of Delivery: Local

PDS Code: PAM

PQM 203

PREPARATION OF COMMERCIAL ITEM DESCRIPTIONS FOR ENGINEERING AND TECHNICAL PERSONNEL

This course presents instruction on the preparation and use of Commercial Item Descriptions (CIDs), 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 CIDs and performance specifications is discussed.

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

- employ market research to develop a performance-based CID or other suitable performance-based document for describing commercially available products acceptable for meeting the users' needs, and
- implement appropriate DoD policies in this area.

Who Should Attend: This assignment-specific course is designed for personnel who are involved in gererating 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: Local

PDS Code: PAN

PQM 212

Market Research for Engineering and Technical Personnel

The Market Research for Engineering and Technical Personnel course describes market research from the perspective of technical personnel. It explains the practical value and discusses the government mandate to conduct market research. The course addresses market research team membership, sources for obtaining market data, and techniques for technical 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 who are in the Program Management; Systems Planning, Research, Development and Engineering; Life Cycle Logistics; Test and Evaluation; Production, Quality and Manufacturing; and related career fields and who are 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/Local

PDS Code: PGK

PQM 301

Advanced Production, Quality and Manufacturing

This course is structured around integrated product development and concurrent engineering acquisition approaches. 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 — are investigated.

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

- understand the role of manufacturing and quality assurance in the integrated systems engineering process;
- 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, design-build principles, and risk management; and
- understand the use of DoD e-commerce policy and information technology to leverage the integrated digital environment to support technical and business operations.

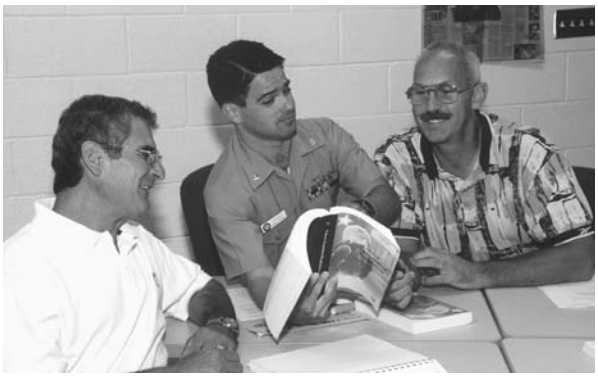
Who Should Attend: This class is for civilians, GS-13 and above, and military officers, O-3/O-6.

Prerequisite: PQM 201B

Length: 10 class days

Method of Delivery: Resident

PDS Code: HV2



SAM 101

BASIC SOFTWARE ACQUISITION MANAGEMENT

This course covers introductory level concepts in DoD information systems acquisition management. It covers software acquisition/development risks, DoD regulatory and technical frameworks, software and system architectures, and software development life cycle and integration processes. Software standards, measurements, testing, security, quality issues, process maturity, as well as "best practices" for the management of software-intensive systems are also reviewed.

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

- define software acquisition management specific terms and concepts;
- recognize software development models, paradigms, and strategies appropriate for use in software-intensive acquisitions;
- interpret information technology terminology;
- understand organizational and individual roles and responsibilities; and
- reference sources for 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 recommended for those serving in Level I acquisition positions whose duties include software acquisition management. Additionally, it is an excellent introductory course for personnel of any rank/grade or acquisition career field level who are involved in the management of a DoD software-intensive system.

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

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

Method of Delivery: Distance Learning – See "Online Courses" on page 12.

PDS Code: JHB

SAM 201

INTERMEDIATE SOFTWARE ACQUISITION MANAGEMENT

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

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

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

Who Should Attend: This assignment-specific course is open to all military officers, O-3 through O-5, and DoD civilians, GS-9 through GS-12, working in, or selected for, software acquisition management positions. This course is recommended for those who serve in Level II acquisition positions and who have duties that include software acquisition management. Additionally, this course is part of the Information Technology career certification Level II requirement.

Prerequisites: ACQ 201B and either SAM 101 or IRM 101

Length: 5 class days

Method of Delivery: Resident/Local

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 recommended for software acquisition personnel who serve in the software acquisition field as Level III managers or technical experts. Civilians, GS/GM-13 through GS/GM-15, and military officers, O-4 through O-6, are appropriate. Additionally, this course is part of the the Information Technology career certification Level III requirement.

Prerequisite: SAM 201

Length: 5 class days

Method of Delivery: Resident/Local

PDS Code: BU9

STM 201

Intermediate S&T Management

(Formerly STM 301—Systems Engineering for S&T Managers)

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

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

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

Who Should Attend: Personnel whose duties include developing overall program goals for S&T funds; acquiring the services of scientists, engineers, and technical support personnel to perform S&T research for DoD; providing funds and oversight of the S&T performers, including universities, industry, and Federal Government organizations; and interfacing with the technology customers to expedite the transition of technology to the user. This course is recommended for civilians, GS-11/GS-12, and military officers, O-2/O-3.

Prerequisite: ACQ 101

Length: 3 class days

Method of Delivery: Resident

PDS Code: JHZ

STM 302

ADVANCED S&T MANAGEMENT

This course provides an understanding of the procedures and mechanisms used to transition emerging technologies into warfighting systems. Attendees will be able to apply the critical skills of the Systems Engineering, Integrated Product and Process Development (IPPD), and software management processes. They will also learn how to apply effective technology transition practices.

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

- apply the principles of systems engineering management and its various tools such as:
  - systems engineering process
  - configuration management and technology readiness
  - risk management
  - trade studies
  - value engineering
  - six sigma
  - software management
  - test & evaluation planning
  - modeling & simulation
- assess the implications of various technology transition mechanisms using the IPPD process, including integrated product teams; and
- apply effective technology transition practices, such as transition exit criteria, transition plans, affordability analyses, and cost schedule reporting.

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

Prerequisite: STM 201

Length: 5 class days

Method of Delivery: Resident/Local

PDS Code: PGR

SYS 201A

INTERMEDIATE SYSTEMS PLANNING, RESEARCH, DEVELOPMENT AND ENGINEERING, PART A

This journeyman-level course exposes students to systems engineering and associated topics. Course content includes the systems engineering process; systems engineering planning; technology insertion; risk management; trade studies; configuration management; cost containment; technical reviews; and Environmental, Safety, and Occupational Health (ESOH).

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

- understand the systems engineering process,
- know the associated systems engineering technical activities,
- evaluate a Hazardous Material Management Plan and identify ESOH issues that need further clarification, and
- develop and defend a technical review checklist.

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

Prerequisite: ACQ 201B

Recommended: At least 2 years of Systems Planning, Research, Development and Engineering experience

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

Method of Delivery: Distance Learning – See "Online Courses" on page 12.

PDS Code: RGW

SYS 201B

Intermediate Systems Planning, Research, Development and Engineering, Part B

This journeyman-level course requires students to apply the Systems Planning, Research, Development and Engineering processes and techniques learned in SYS 201A. Students will work in integrated product teams to apply the systems engineering process and its associated technical activities.

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

- Conduct a requirements analysis for a given need,
- Prepare Functional Analysis and Allocation and Synthesis tools for a given scenario,
- Apply the acquisition risk management process,
- Propose trade study methodologies, and
- Develop technical performance measures.

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

Prerequisite: SYS 201A

Recommended: At least 2 years of Systems Planning, Research, Development and Engineering experience.

Length: 5 class days

Method of Delivery: Resident/Local

PDS Code: RGX

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 systems 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 through O-6, who are Level II certified in the Systems Planning, Research, Development and Engineering (SPRD&E) career field. Equivalent industry acquisition managers are also eligible. The course is mandatory for Level III certification in the SPRD&E – Systems Engineering career field.

Prerequisite: SYS 201

Length: 10 class days

Method of Delivery: Resident/Local

PDS Code: HV1

TST 101

INTRODUCTION TO ACQUISITION WORKFORCE TEST AND EVALUATION

Emphasizing the basic Test and Evaluation (T&E) principles, policies, and practices used by the DoD, TST 101 introduces students to the relationship of 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 more 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 and 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 through GS-9, and their military equivalents.

Prerequisite: ACQ 101

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

Method of Delivery: Distance Learning – See "Online Courses" on page 12.

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, T&E planning, experimental design, measurement of systems' effectiveness and suitability, instrumentation, and data collection and management. Reliability, maintainability, and availability of systems; analysis and evaluation; live fire; software; modeling and simulation; and T&E of alternative acquisitions are also covered in the course.

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 systems' requirements;
- Develop T&E objectives and issues;
- Apply appropriate tools and techniques for conducting developmental and operational T&E in support of systems' development;
- Identify techniques for designing simple experimental processes; and
- Perform elementary analytical procedures on test data.

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

Prerequisites: ACQ 201B and TST 101

Precourse Assignment: Students must satisfactorily complete a precourse assignment prior to admission to this course. The assignment consists of identifying a T&E-related issue, discussion of the issue, and a proposed solution.

Length: 5 class days

Method of Delivery: Resident/Local

PDS Code: QMI

TST 301

Advanced Test and Evaluation

This course is comprised of student-centered learning with limited instructor-based lectures that introduce significant current Test and Evaluation (T&E) events. Student-generated issues are used during a video teleconference discussion with Office of the Secretary of Defense (OSD) T&E officials. Work group and class discussion leads to development of presentations dealing with current T&E topics, such as new technologies, lessons learned, and current issues in DoD T&E.

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

- Generate OSD-level issues and discuss these issues with OSD officials;
- Use technology, including the Internet, to obtain pertinent T&E information and prepare assignments;
- Research, prepare, and present briefings on current T&E topics;
- Assess the impact of the Press, General Accounting Office, the Congress, and OSD officials on ethics and integrity standards relative to T&E and DoD acquisition; and
- Prepare test plans and analyze test results based on statistical methodologies.

Who Should Attend: This course is for T&E engineers, scientists, operations researchers, computer scientists, and 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 precourse assignments before being admitted into the resident portion of this course.

Length: 5 class days

Method of Delivery: Resident/Local

PDS Code: QL9

Distance Learning Courses

Eighteen exclusively online courses are currently provided by DAU. Nine 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 (Part A) that is followed by resident or on-site training (Part B). For hybrid courses, attendance in the classroom portion is dependent on successful completion of the distance learning portion, and completion of both parts is required to obtain full credit for career field certification. A list of the courses currently conducted via distance learning follows:

ACQ 101	Fundamentals of Systems Acquisition Management
ACQ 201A	Intermediate Systems Acquisition, Part A
BCF 102	Fundamentals of Earned Value Management
BCF 103	Fundamentals of Business Financial Management
BCF 209A	Acquisition Reporting Course, Part A
BCF 211A	Acquisition Business Management, Part A
CON 101	Basics of Contracting
CON 104A	Principles of Contract Pricing, Part A
CON 110	Mission Support Planning
CON 111	Mission Strategy Execution
CON 112	Mission Performance Assessment
CON 237	Simplified Acquisition Procedures
FE 201	Intermediate Facilities Engineering
IND 103	Contract Property Systems Analysis Fundamentals
IRM 101	Basic Information Systems Acquisition
LOG 101	Acquisition Logistics Fundamentals
LOG 102	Systems Sustainment Management Fundamentals
LOG 201A	Intermediate Acquisition Logistics, Part A
LOG 203	Reliability and Maintainability
LOG 235A	Performance Based Logistics, Part A
PMT 250	Program Management Tools
PMT 352A	Program Management Office Course, Part A
PQM 101	Production, Quality and Manufacturing Fundamentals
PQM 201A	Intermediate Production, Quality and Manufacturing, Part A
SAM 101	Basic Software Acquisition Management
SYS 201A	Intermediate Systems Planning, Research, Development and Engineering, Part A
TST 101	Introduction to Acquisition Workforce Test and Evaluation

Course Predecessors

As DAU courses are updated for currency, they may undergo name changes, number changes, or even be replaced by a new course with very similar content. Some courses no longer offered by DAU qualify as "Predecessor Courses."

Students who have completed these courses may use them to meet prerequisite requirements and/or receive credit for them toward DAWIA certification. The following is a list of Predecessor Courses:

Course Number			
Current DAU	Predecessor	Predecessor Course Title	Personnel Data System (PDS) Code
ACQ 101	PMT 101 DSMC-26	Fundamentals of Systems Acquisition Management Fundamentals of Systems Acquisition Management	BB1 BB1
ACQ 201B	ACQ 201 PMT 201 DSMC-37	Intermediate Systems Acquisition Intermediate Systems Acquisition Intermediate Systems Acquisition	JHA BB6 BB6
BCF 101	BCE 101	Fundamentals of Cost Analysis	Q1A
BCF 102	BFM 102 BCF 202 DSMC-6	Contract Performance Management Fundamentals Intermediate Contractor Performance Measurement Contractor Performance Measurement Course	Q1B QMK QMK
BCF 103	BFM 201 BCF 201 DSMC-9	Systems Acquisition Funds Management Systems Acquisition Funds Management Systems Acquisition Funds Management	PCW PCW PCW
BCF 204	BCE 204	Intermediate Cost Analysis	Q2B
BCF 206	BCE 206	Cost Risk Analysis	Q2C
BCF 207	BCE 207	Economic Analysis	Q2D
BCF 208	BCE 208	Software Cost Estimating	Q2E
BCF 209	BFM 209	Selected Acquisition Report	Q2F
BCF 211B	BCF 211	Acquisition Business Management	PGD
CON 104B	CON 104 CON 105 CON 106	Principles of Contract Pricing Operational Level Contract Pricing Facilities Contract Pricing	BDR QNU BDU
CON 110 CON 111 and CON 112	CON 101 CON 102 CON 103	Basics of Contracting Operational Level Contracting Fundamentals Facilities Contracting Fundamentals	BDQ PEC HEI
CON 120	CON 104 CON 105 CON 106	Principles of Contract Pricing Operational Level Contract Pricing Facilities Contract Pricing	BDR QNU BDU
CON 202	CON 211 CON 221 CON 222 CON 223	Intermediate Contracting Intermediate Contract Administration Organizational Level Contract Administration Intermediate Facilities Contracting	BDN BDO PDQ BE4

Course Number			
Current DAU	Predecessor	Predecessor Course Title	Personnel Data System (PDS) Code
CON 204	CON 231	Intermediate Contract Pricing	BU6
CON 210	CON 201 CON 201(C)	Government Contract Law Government Contract Law (Construction)	BDP BDP
CON 236	CON 212	Contractual Aspects of Value Engineering	PAR
CON 250	CON 233	Cost Accounting Standards Workshop	QMF
CON 251	CON 233	Cost Accounting Standards Workshop	QMF
CON 353	CON 333 CON 311 CON 321	Management for Contracting Supervisors Executive Pre-award Contracting Executive Contract Administration	BU7 BCL BCM
IND 100	IND 101 and IND 102	Contract Property Administration Fundamentals Contract Property Disposition	PDM PDO
IND 200	IND 201 and IND 202	Intermediate Contract Property Administration Contract Property Management Seminar	PDN BRM
IRM 303	IRM 301 IRM 302	Information Technology Procurement Strategies Information Technology Advanced Management Program	Q07 BA0
LOG 201B	LOG 201 DSMC-24	Intermediate Acquisition Logistics Management of Acquisition Logistics	JR3 BCU
LOG 235B	LOG 203 and LOG 204 or LOG 205	Reliability and Maintainability Configuration Management Provisioning	AKA QMB QM7
PMT 352B	PMT 352 PMT 302 PMT 301 DSMC-3	Program Management Office Advanced Program Management Course Program Management Course Program Management Course	BZG BU1 BBW BBW
PMT 402	PMT 303B PMT 303 Ph1	Executive Program Manager's Course Executive Program Manager's Course	AH2 AH
PMT 403	PMT 305	Program Manager's Skills (ACAT III Programs)	BU8
PQM 101	PRD 101 QUA 101	Production Management Fundamentals Quality Assurance Fundamentals	JQX BCS
PQM 103	SPE 101	Defense Specification Management Course	BAP

Course Predecessors (Continued)

Course Number			
Current DAU	Predecessor	Predecessor Course Title	Personnel Data System (PDS) Code
PQM 104	SPE 102	Specifications in the Defense Acquisition Process	PAH
PQM 201B	PQM 201 PRD 201 DSMC-13	Intermediate Production, Quality and Management Intermediate Production Management Defense Manufacturing Management Course	BU3 JQY BD2
PQM 301	PRD 301 DSMC-38	Defense Acquisition Engineering, Manufacturing, and Quality Assurance Defense Acquisition Engineering, Manufacturing, and Quality Assurance	BRK BRK
STM 201	STM 301	Program Management for S&T Managers	PGP
STM 301	STM 302	Systems Engineering for S&T Managers	PGR
SYS 201B	SYS 201 DSMC-28 4A-F7	Intermediate Systems Planning, Research, Development and Engineering Systems Engineering Management Course Systems Engineering	BE2 BE2 HGD
TST 202	TST 201 DSMC-11	Test and Evaluation Management T&E Management Course	BE3 BE3

Assignment-specific Training

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

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

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

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

ACQ 201, Parts A and B
Intermediate Systems Acquisition

This course is assignment-specific only for Contracting personnel. All Level III 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. Level II Contracting personnel should take ACQ 201 within 1 year of assignment to a major defense acquisition program.

BCF 102
Fundamentals of Earned Value Management

Workforce analysts who are responsible for analyzing Earned Value Management (EVM) data or who need a basic understanding of EVM concepts to perform some aspects of their duties should take BCF 102. Attendees typically include employees of program/project management offices, the Defense Contract Management Agency, dedicated support matrix organizations, and Service headquarters support matrix organizations.

BCF 203
Intermediate Earned Value Management

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

BCF 206
Cost Risk Analysis

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

BCF 207
Economic Analysis

DoD AT&L workforce personnel should take BCF 207 if their duties include: (1) developing and/or evaluating costs and benefits of alternative courses of action involved in decisions (i.e., lease vs. buy, in-house vs. contractor, privatization or outsourcing, or repair or replace) and/or (2) preparing funding proposals for such programs as Operations and Support Cost Reduction or Defense Working Capital Fund. Participants typically include members from the business, cost estimating, and financial management community as well as program/project managers and personnel in contracting; systems planning, research, development and engineering; information technology; and non-DoD personnel who conduct economic analyses of materiel systems.

BCF 208
Software Cost Estimating

The Software Cost Estimating course should be taken by DoD AT&L workforce personnel whose duties include: (1) developing and/or evaluating cost estimates

for life cycle management (i.e., research, development, procurement, deployment, operating and support, and disposal) for either embedded or standalone 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, Parts A, B, and C
Acquisition Reporting Course

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

BCF 215
Operating and Support Cost Analysis

Personnel involved in developing and/or evaluating operating and support 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.

CON 232
Overhead Management of Defense Contracts

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

CON 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 of cost risk analysis, cost estimating relationships/parametric estimating, overhead estimating, and decision/risk analysis tools is required.

CON 236
Contractual Aspects of Value Engineering

Contracting, program management, and functional personnel should take CON 236 if they might be involved in Value Engineering (VE) applications or if they support major weapons systems and can be expected to encounter specific VE activity. Note: Individuals not assigned to contracting are encouraged to attend. While the primary focus of the course is on the contractual aspects of VE, the Integrated Product Team/Integrated Product and Process Development (IPT/IPPD) approach is emphasized regarding the utility of value methodology and the resulting VE change proposals.

CON 237
Simplified Acquisition Procedures

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

CON 243
Architect-Engineer Contracting

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

CON 244
Construction Contracting

The Construction Contracting course is intended for military and civilian workforce personnel in the Contracting career field and others (e.g., professional engineers) who are assigned specific contract administration duties for construction contracts. Whenever practical, students should attend this course prior to assuming duties in construction contracting.

CON 250
Fundamentals of Cost Accounting Standards – Part I

Civilians, GS-9 and above, or equivalent military personnel with at least 2 years of experience in the Contracting career field should attend CON 250. Par-

ticipants should be in a position with responsibility for Cost Accounting Standards (CAS) administration for one or more contractors, or have a current or pending assignment dealing with CAS issues.

CON 251

Fundamentals of Cost Accounting Standards – Part II

Civilians, GS-9 and above, or equivalent military personnel with at least 2 years of experience in the Contracting career field should attend CON 250. Participants should be in a position with responsibility for Cost Accounting Standards (CAS) administration for one or more contractors and involving full CAS-covered contracts, or have a current or pending assignment dealing with CAS issues on a regular basis.

CON 260 (Parts A & B)

The Small Business Program

All Level II certified Contracting workforce members with Small and Disadvantaged Business Utilization Specialist responsibilities should complete this Small Business Program course. CON 260 delves into the intricacies of the Small Business Program and those associated programs and initiatives that support the Program and the Department's efforts to improve small business participation in both prime contracting and subcontracting. This course focuses particular attention on the small business specialist's role as a vital member of the acquisition team.

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.

LOG 203

Reliability and Maintainability

Members of the DoD AT&L workforce should take this online course if their duties include understanding and applying managerial and technical competencies involving systems design considerations for reliability, maintainability, and supportability. Emphasized topics include understanding the relationship between reliability and maintainability (R&M), reducing life cycle costs, developing operational and contractual R&M requirements, reviewing R&M design/analysis activities, and performing reliability testing. Participants typically include life cycle logisticians, systems engineers, and program managers.

LOG 204

Configuration Management

Members of the DoD AT&L workforce should attend this resident course if their duties include understanding and relating the interrelationship of Configuration Management (CM) to system life cycle design activities and product support. LOG 204 provides an overview of the basic concepts and practices of CM, including configuration identification, audits, control, status accounting, and data management. Attributes and requirements to design, implement, and operate a CM plan are discussed, including scenario-type exercises to enhance learning. Students typically include life cycle logisticians, systems engineers, configuration managers, program managers, and technical auditors.

PMT 202

Multinational Program Management

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

PMT 203

International Security and Technology Transfer/Control

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

PMT 304

Advanced International Management Workshop

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

PMT 401

The Program Manager's Course

This executive-level course is designed for specially selected Level III certified DoD AT&L workforce members who are potential leaders of major acquisition programs, integrated product teams, and Systems Command/Major Command divisions. Attendees must be GS-14/O-5 or above with extensive experience in acquisition, including 4 years in, or in direct support of, a PMO. Selected representatives from industry may attend. This assignment specific course is required for newly selected PEOs, DPEOs, and PMs/DPMs of ACAT I, IA, and II programs.

PMT 402
EXECUTIVE PROGRAM MANAGER'S COURSE

This assignment specific course is required for newly selected PEOs, DPEOs, and PMs/DPMs of ACAT I, IA, and II programs.

PMT 403
PROGRAM MANAGER'S SKILLS

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

PQM 103
DEFENSE SPECIFICATION MANAGEMENT

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

PQM 104
SPECIFICATION SELECTION AND APPLICATION

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

PQM 202
COMMERCIAL AND NONDEVELOPMENTAL ITEM ACQUISITION COURSE FOR TECHNICAL PERSONNEL

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 FOR ENGINEERING AND TECHNICAL PERSONNEL

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 FOR ENGINEERING AND TECHNICAL PERSONNEL

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

SAM 201
INTERMEDIATE SOFTWARE ACQUISITION MANAGEMENT

This course is recommended 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. Additionally, starting in FY05, this course will be required for Level II certification for the Information Technology career field.

SAM 301
ADVANCED SOFTWARE ACQUISITION MANAGEMENT

The SAM 301 course is recommended for acquisition personnel involved in any aspect of managing DoD software-intensive systems. Priority for this course will be given to personnel who manage software development and/or acquire software and who work in development programs in which $20 million or more is spent on software, procurement programs in which $30 million or more is spent on software, programs in which $1 million or more is spent on sustainment costs for software annually, or programs in which post-deployment software support is ongoing. Additionally, starting in FY05, this course will be required for Level III certification for the Information Technology career field.

The AT&L PLM . . .

Performance Support

The Defense Acquisition University provides performance support services to the acquisition, technology and logistics community to help resolve acquisition-related problems. Performance support services include consulting, coaching, mentoring, rapid deployment training, targeted training, analysis, facilitation, and team collaboration support.

CONSULTING

DAU offers *consulting* in the functional areas of Program Management, Contract Management, Systems Engineering, Funds Management, Logistics Management, Earned Value, Manufacturing Management, Software Management, and Test and Evaluation. Information on other topics such as dispute resolution, strategic planning, and problem solving is also offered through such media as magazines, books, guides, and other training materials.

Consulting services are provided by DAU's seasoned faculty. Our faculty has extensive acquisition program experience, education, and training to provide the right solutions at the right time to solve individual, project and agency acquisition problems. We utilize systems thinking and other problem solving methods to identify, evaluate and develop timely and appropriate solutions to your acquisition and organizational challenges.

As part of our strategic partnering with industry, DAU now offers a Program Startup Workshop to facilitate better government and industry teaming after contract award on defense acquisition programs. The 3-5 day workshop is tailored to match the specific needs of each program and is conducted jointly with government and industry teams. Ideally held 2-4 weeks after contract award, the workshop provides training on essential start-up activities and creates an environment of teamwork, communication, and trust. Because it is based on best practices of successful programs the Program Startup Workshop helps lead to successful program execution.

For team collaboration and complex problem solving, DAU offers a *Management Deliberation Center* (MDC), located at our Capital and Northeast Region Campus at Fort Belvoir, Virginia. The MDC is a state-of-the-art facility designed for group collaboration and complex problem solving and is available to DoD and civilian agencies for strategic planning, team building, brainstorming and other facilitated interventions. Trained facilitators help plan and implement your organization's performance support requirements. Reservations for the MDC and facilitation services should be made well in advance of your organization's planned offsite. A portable system can be utilized for similar facilitation services at your location or other DAU campuses.

RAPID DEPLOYMENT TRAINING

In response to the accelerated rate of change to acquisition policies, procedures, and best practices, DAU has established a *Rapid Deployment Training* (RDT) capability. By quickly focusing attention on high-value initiatives, DAU is able to develop and deliver targeted training to large numbers of the acquisition workforce soon after an initiative is implemented and in parallel with changes to core curricula courses. RDT is provided via all available media, including classroom training at the regional campuses, continuous learning modules, and on-site sessions.

With the RDT initiative, DAU has expanded its performance support commitment to include rapid development and deployment of targeted training for the AT&L workforce as key initiatives are matured. DAU helps ensure that the AT&L workforce employs the most current policies, procedures, and practices to develop, produce, and support products and systems for the warfighter.

A few notable examples of RDT include DAU's participation in organizing and rapidly deploying training for the AT&L workforce in response to significant changes to the Defense acquisition system documents DoDI 5000.1 and DoDD 5000.2; the ongoing effort to provide training on the new CJCSI 3170.01C (Joint Capabilities Integration and Development System); and training on the recent Unique Identifier program that will significantly improve efficiency in moving supplies to warfighters and facilitate item tracking.

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

TARGETED TRAINING

The following targeted training workshops and mini-courses are available to the AT&L Community. To find out more about these courses or to request a course for your organization, visit http://www.dau.mil/pss_main.asp.

Activity Based Costing Principles introduces the principles and techniques of this powerful management tool, which accurately relates the cost of products and services offered to customers with the consumption of organizational resources.

ACTD Execution (How to Run an Advanced Concept Technology Demonstration) provides the student the necessary programmatic, systems engineering, and technical management skills and know-how to become an effective, productive member of an ACTD execution team.

ACTD Transition Management Course introduces the management team of an Advanced Concept Technology Demonstration (ACTD) project to some of the realities of the procurement and acquisition environment into which most ACTDs expect to transition.

Alternative Dispute Resolution (ADR) covers topics such as interest-based negotiation, partnering, and third-party assisted ADR procedures which lead to mutual agreements that are equitable, cost effective, and time efficient while building positive working relationships that continue beyond the life of the contract.

Configuration Management (An Intro to MIL-HDBK-61A) provides an overview of the concepts and basic practices of Configuration Management, including Configuration Identification, audits, control, status accounting, and data management. The impact on CM by Acquisition Reform, the Integrated Data Environment (IDE), COTS and NDI application, and open systems architecture are also discussed.

Contracting Officer's Representative Course (COR) explains the duties, responsibilities, limitations, nature and scope of personal interactions and gives a full picture of what this position requires.

Cost Risk Analysis - A Monte Carlo Simulation Approach After a program's risks (performance, schedule, and cost estimating) have been identified, an approach is selected to estimate the cost impact to the program. This class uses a Monte Carlo simulation to analyze uncertainty, construct a total cost distribution, and make probability statements concerning program cost.

DISA Information Systems Engineering Seminar (ISES) introduces the software management team of any DISA project to some of the realities of procurement, acquisition, basic systems and software engineering.

Economic Analysis For Decision Making (EADM) explores the processes and techniques for making decisions among different economic alternatives and will enable the student to plan and conduct studies and recommend courses of action.

Economic Analysis For Managers (EAM) is a broad review of the techniques recognized by the DoD for making decisions among different economic courses of action.

Earned Value Management is an important Program Management tool for large acquisition programs. This class can be tailored to the beginning EVM analyst with basic definitions and analytical tools, or kept at the management level to address managing a program based on the EVM information that has been provided.

Earned Value Overview (EVO) provides a comprehensive understanding of the concepts, policies and procedures of earned value management as it is applies in systems acquisitions.

Evolutionary Acquisition Workshop covers the basics of implementing an Evolutionary Acquisition Strategy. Principles of sound technical management, risk management and mitigation, and cost estimation are among the topics addressed.

Fiscal Responsibilites For The DoD Technical Professional explains laws and regulations that have a large impact on the test and evaluation community, such as the National Defense Authorization Act, DoD 5000 documents, Requirements Generation System, and the Joint Capability and Development System (JCIDS). *Note:* This "short course" is updated frequently, to include the latest available information.

General Acquisition Principles and Fiscal Responsibilities provides the student an update on the DOD acquisition process and principles; the standards of conduct that govern and guide the acquisition workforce along with potential consequences; and the basics of fiscal (appropriations) law, rules, and practices that govern how we can spend appropriated funds.

Integrated Baseline Review Workshop is tailored to the participant's particular project, and provides instruction on how to best conduct an IBR to assess

the reasonableness, adequacy and accuracy of this baseline plan.

ISO 9000/2000 provides an understanding and a working knowledge of the application, interpretation, and evaluation of the International Organization of Standards (ISO) 9000 series standards for quality management systems as used in defense acquisition.

Lean Thinking And Value Stream Mapping Seminar focuses on creating value as determined by the customer emphasizing lean thinking principles and concepts.

Program Management Through The Looking Glass provides coaching and feedback to program managers and their teams using the Looking Glass management.

Logistics Test And Evaluation is an orientation for members of the logistics test and evaluation community who have been selected from operational units to do test and evaluation on weapons systems.

Management Seminar explores the principles, functions, and skills needed to be an effective manager and can be tailored to the customer's specific needs.

Myers Briggs Type Indicator (MBTI) Workshop provides participants with knowledge and awareness that are useful in improving self management and in working with others in organizational and team settings. Participants will complete the MBTI in the workshop.

Navy Systems Engineering Guide explains the Naval Air Systems Command approach to Systems Engineering (designed for NAVAIR technical managers).

New Program Startup Workshop is tailored to the specific needs of each program. DAU and Raytheon have jointly developed this workshop to facilitate better government and industry teaming after contract award on defense acquisition programs.

Performance Based Service Acquisition (PBSA) provides an overview of performance-based methods and how to determine when they are appropriate and is designed for personnel who must work with program officials to plan, award, and administer performance-based contracts.

Phone Negotiations Workshop emphasizes management-level planning and oversight of logistics support development for a new system.

Problem Solving Techniques for Quality Improvement (PSTQ) examines problem-solving methodology, statistical techniques, and a "tool kit" of ideas that may be used to achieve quality improvement goals.

Leading Project Teams Course illustrates the principles of team development and operation using practical examples and exercises. (The course can be tailored to meet the specific needs of the sponsoring organization.)

Property Administration/Management for Contracting Officers (PACO) explains the roles and responsibilities of the Contracting Officer in regard to Government property when provided to contractors.

Government Property in a Contingency Contracting Environment (GPCCE) covers the issues surrounding GPCCE, including special concerns for providing and controlling Government Property in a wartime environment.

Property Control Systems Analysis Workshop (PCSAW) examines worksheet design, data analysis, and case based problem solving as well as a number of advanced audit techniques available to the Property Administrator.

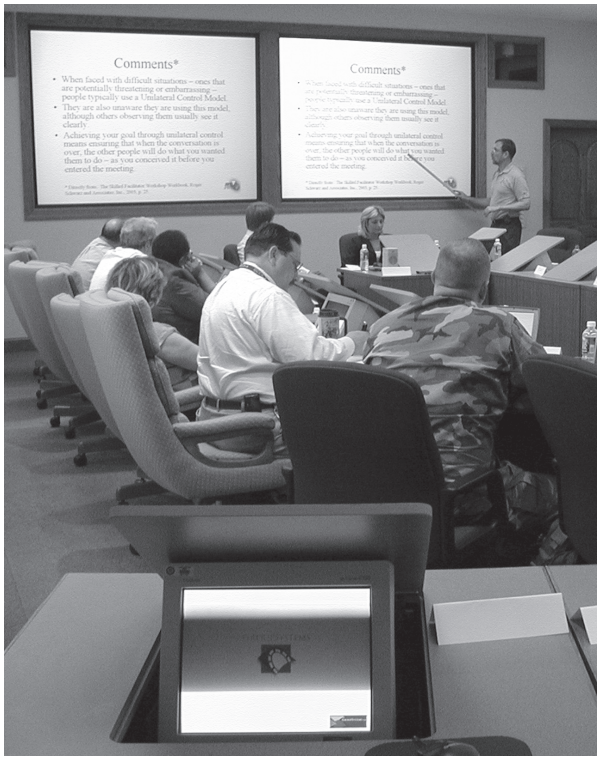
Government Property Disposition Seminar (GPDS) provides an overview for contracting offices covering the statutory and regulatory disposal requirements for Government property in the possession of contractors.

Technical Issues in Government Property Disposal (TIGPD) covers the technical issues surrounding the disposition of Government property in the possession of contractors including inventory verification, sampling requirements, hazardous wastes, demilitarization and IT resources.

Executive Seminar in Government Property (ESGP) employs case studies and exercises to demonstrate the value of good Government property management. The workshop is designed for managerial personnel with overall responsibility for Government property.

Government Property Forms (GPF) explains the numerous forms required for use in the management of Government property, including the Inventory Schedule, DD Form 1662, DD 1149, SF 1423, and Reports of Discrepancies.

Provisioning provides a fundamental management understanding of provisioning requirements



associated with the acquisition and sustainment of weapon systems and equipment in the DOD inventory.

Provisioning Management emphasizes management-level planning and oversight of logistics support development for a new system.

Quality Assurance For Commercial Activities (QACA) provides the requisite tools and knowledge to effectively design quality assurance surveillance plans for Commercial Activities.

Resources for The Test and Evaluation Professional introduces a wealth of information and resources available to the Test and Evaluation workforce, to include magazines and publications, handbooks and guidebooks, websites, classes, online courses, CD- ROMs, and software resources.

Risk Management Workshop provides an overview of risk management and a process to identify, evaluate and develop risk handling strategies.

Sole Source Commercial Item Pricing addresses potential problems associated with purchasing a commercial supply or service on a sole source basis. *Note:* Students must bring a basic calculator to class to accomplish the application exercises.

Source Selection provides an overview of Source Selection and Technical Evaluation Board documentation pertaining to competitive proposals using the Federal Acquisition Regulation (FAR) Subpart 15.3 Source Selection Process.

Sustainment Systems Technical Support (SSTS) provides a fundamental management understanding of SSTS requirements associated with the integrated logistics planning and sustainment support for weapon systems and equipment in the Army inventory. The course reviews, emphasizes, and discusses legal and regulatory guidance and direction, funding sources, and maintenance concepts and techniques.

System Acquisition Overview (SAO) provides members of the acquisition community a basic understanding of the terms, relationships, decisions and actions taken by a program management office during the life cycle of a major weapon system.

Statistical Process Control (SPC) offers a clear, effective way to learn basic statistical process control and techniques that can be applied immediately. *Note:* A basic understanding of algebra is recommended and participants should bring a scientific or statistical calculator to class.

Statistical Process Control For Short Runs (SPCR) provides the basic knowledge required for reaping the benefits of SPC with short production runs.

Technology Assessment And Transition Management prepares the student to conduct technology assessment using a variety of tools, and provides training on technology development strategies, technology transition agreements and other technology transition documentation.

For information on targeted training or to schedule consulting services, contact the performance support team at your regional DAU campus:

West Region ..... pswst@dau.mil
Midwest Region ..... psmwt@dau.mil
South Region ..... pssth@dau.mil
Mid-Atlantic Region ..... psmat@dau.mil
Capital & Northeast Region..... pscpne@dau.mil
DAU Headquarters ..... psdau@dau.mil

The AT&L PLM . . .

Continuous Learning

Currently, DAU offers more than 60 online, self-paced Continuous Learning (CL) modules with assessments and certificates as well as presentations intended for awareness only. Links to modules from the Air Force Institute of Technology (AFIT), the General Services Administration (GSA), the Section 508 Initiative, and the Navy are also offered. Information regarding these opportunities is available at the Continuous Learning Center (CLC) Web site at http://clc.dau.mil.

DAU continually develops and adds new offerings to the CLC site. Check this Web site frequently to see what's new. A list of currently available CL opportunities follows:

Self-Paced Modules

Activity-Based Costing (ABC) — AFIT FIN 160 introduces Activity Based Costing and discusses the AFMC strategic planning process. ..... 20 CLPs

Affirmative Procurement (AP) Training, 2002 — AFCEE (EPA/Green Procurement) describes AP program requirements and actions to meet them. ..... 3 CLPs

Analysis of Alternatives presents the process used to conduct an AoA in support of requirements development and systems acquisition. ..... 2 CLPs

Basic Math Tutorial for CON 104 and other DAU Courses summarizes incentives available to motivate both government program office personnel and contractor personnel to reduce acquisition response times. ..... 0 CLPs

Business Management Modernization Program (BMMP) introduces the DoD-wide initiative to transform business processes and to standardize and integrate information systems and standards. ..... 1 CLP

Buy American Act demystifies FAR Part 25 and DFARS 225 with materials and practical examples. ..... 3 CLPs

COTS Acquisitions for Program Managers summarizes fundamental challenges organizations face when integrating commercial items to form a system. ..... 3 CLPs

Commercial Item Determination explores the commercial item determination process as outlined in the *Commercial Item Determination Handbook*. ..... 3.5 CLPs

Commercial Item Determination, CD ROM Students Only provides a post-test and certificate for those students who have completed the CD ROM course. ..... 3.5 CLPs

Commercial Item Determination: Executive Overview reviews the process outlined in the Commercial Item Determination Handbook. ..... .5 CLP

Contractual Incentives focuses on the balance between government and industry goals and objectives in crafting an effective incentive strategy that delivers value to both parties. ..... 3 CLPs

Cost as an Independent Variable (CAIV) is designed to help develop a well-planned and informative CAIV plan. ..... 1 CLP

Current Topics in Financial Management — AFIT FIN 150 is intended for product center and logistics center personnel involved with financial processes. ..... 1 CLP

Defense Logistics Agency Support to the PM introduces the capabilities of DLA in delivering tailored support to the PM, Operational Unit, Service Inventory Control Points, etc. ..... 3 CLPs

Defense Subcontract Management addresses subcontracting activities from the perspective of the staff of a defense acquisition program office. ..... 4 CLPs

Depot Maintenance Partnering introduces ways in which DMP serves as a cost-effective technique for applying a Performance Based Logistics philosophy in the 'real world.' ..... 2 CLPs

DoD 5000 Tutorial explains the new policies captured in DoD Directive 5000.1 and DoD Instruction 5000.2, which give acquisition decision makers greater authority to tailor program strategies to fit the needs of their programs. ..... 1 CLP

DoD Government Purchase Card Tutorial presents the mandatory requirements and other guidelines to consider when using the Government Purchase Card. ..... 4 CLPs

DoD Government Purchase Card Tutorial, CD ROM Students Only provides a post-test and certificate for those who have completed the CD ROM course. ..... 4 CLPs

Earned Value Management System (AFIT FIN 250) explains the application of Earned Value Management (EVM) in evaluating contractor cost and schedule performance. ..... 15 CLPs

Enterprise Integration Overview introduces fundamental Enterprise Integration (EI) concepts, EI implementation strategies, and describes suggested EI "best practices." ..... 3 CLPs

Ethics Training for AT&L 2004 reinforces the most important legal ethics standards governing interaction between government personnel and our contractors. ..... 2 CLPs

Fiscal Law Tutorial provides training for personnel in legal, financial management, acquisition, and other fields who cannot attend a resident course but require a working knowledge of fiscal law. .... 4 CLPs

Force-centric Logistics Enterprise (FLE) examines DoD's ongoing efforts to modernize its logistics organization and capabilities. ..... 3 CLPs

GSA Federal Supply Schedules Training is an orientation on using the schedules for cost effective and streamlined purchases of commonly used supplies and services. ..... 16 CLPs

GSA SmartPay — Purchase Card Program provides an overview of incentives available to motivate both government program office personnel as well as contractor personnel to reduce acquisition response times. ..... 4 CLPs

GSA SmartPay Purchase Cards A/OPC Training explains the role and responsibilities of an agency/organization program coordinator. ..... 1 CLP

Incentives for Reducing Acquisition Response Time — AFIT SYS 352 summarizes incentives available to motivate both government program office personnel and contractor personnel to reduce acquisition response times. ..... 1 CLP

International Armaments Cooperation, Part 1, introduces the history and functioning of International Armaments Cooperation. ..... 2 CLPs

International Armaments Cooperation, Part 2, explains the International Agreement Process and the Defense Data Exchange Program. ..... 2 CLPs

International Armaments Cooperation, Part 3, discusses foreign participation in systems acquisition and production, cooperative logistics, and international environmental cooperation. ..... 1 CLP

Introduction to Knowledge Management (Part A) provides an overview of the basic concepts of Knowledge Management (KM), the KM value proposition, and awareness of the tools and skills needed to work effectively within a knowledge sharing environment. ..... 2 CLPs

Introduction to Knowledge Management (Part B) teaches the skills, tools, and methods essential for effective knowledge management. ..... 2 CLPs

Introduction to Lean Enterprise Concepts explains lean enterprise concepts and techniques, the key to success for many corporations around the world in the 21st century. ..... 3.5 CLPs

Introduction to Reducing Total Ownership Costs (RTOC) provides an orientation to the RTOC requirement, definitions of key RTOC concepts, and descriptions of best practices, emphasizing RTOC from a systems perspective. ..... 3 CLPs

ISO 9000/2000 teaches the basic elements of ISO 9000/2000 and lessons learned regarding its implementation and use. ..... 3 CLPs

Javits-Wagner-O'Day (JWOD) Tutorial provides a better understanding of the JWOD Program, which helps people with disabilities obtain or maintain employment. ..... 1 CLP

Joint Capabilities Integration and Development System (JCIDS) provides an overview of the new JCIDS that replaces the previous Requirements Generation System. ..... .5 CLPs

Lean – Six Sigma is a continuation of the 'Introduction to Lean Enterprise Concepts' and 'Six Sigma' modules. ..... 6 CLPs

Leveraging DCMA for Program Success details DCMA products and services that can be utilized to reduce program risk. ..... 2 CLPs

Market Research explains market research and its importance in acquiring weapon and combat system capabilities better, cheaper, and faster. ..... 3 CLPs

Market Research Training Modules offer an overview of market research for everyone; benefits of MR include reduced acquisition costs, reduced cycle times, and greater access to advanced technologies. ..... 1 CLP

Other Transactions Authority (OTA) for Prototype Projects: Comprehensive Coverage presents the mandatory requirements and other guidelines to consider when using OTA for Prototype Projects. ..... 3 CLPs

Other Transactions Authority (OTA) for Prototype Projects Overview summarizes the mandatory requirements and other guidelines to consider when using OTA for prototype projects. ..... .5 CLPs

P-Pro Evolutionary Acquisition: The What and Why of EA covers the definitions, objectives, and attributes of EA. ..... .5 CLPs

P-Pro New DoD Systems Acquisition Process describes the new DoD systems acquisition process and the DoD 5000 series documents. ..... .5 CLPs

P-Pro Performance Based Payments, C-17 Program describes how performance-based payments were used by the Air Force and Boeing in the manufacture of the C-17 transport aircraft. ..... .5 CLPs

P-Pro: Market Research describes the process of market research as it is used to collect, organize, analyze, present, and maintain data for the purpose of maximizing the capabilities, technology, and competitive forces of the marketplace. ..... .5 CLPs

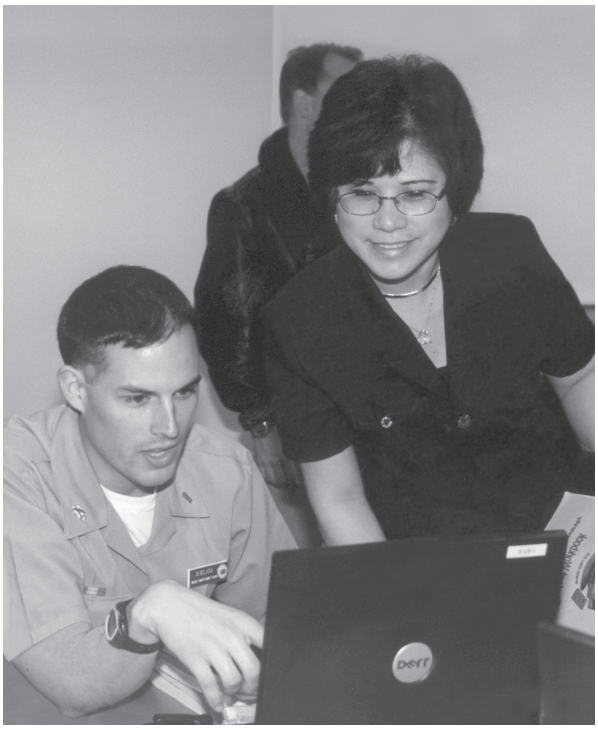
Past Performance Information addresses the rationale behind collecting past performance information, why it should be used, and how its use improves contractor performance. ..... 3 CLPs

Past Performance Information, CD ROM Students Only provides a post-test and certificate for those who have completed the CD ROM course. .... 3 CLPs

Performance Based Payments (PBPs): Executive Overview presents an overview of the fundamental concepts of PBPs and the guidance necessary for implementing a PBP financing structure as part of a fixed-price contract. ..... .5 CLPs

Performance Based Logistics (PBL) presents PBL as the strategy of choice for product support. .... 3 CLPs

Performance Based Services Acquisition (PBSA) explains how PBSA strategies adapt best commercial practices and maximize performance, innovation, and competition. ..... 6 CLPs



Price Analysis Methods — AFIT QMT 110 presents the hierarchy of Federal Acquisition Regulation price analysis methods and includes information on performance-based payments. ..... 1 CLP

Profit Policy Revisions addresses changes to DoD's profit policy as a result of DFARS Cases 2000-D300 and 2000-D018. ..... 1 CLPs

Provisional Award Fee Awareness explains the new DFARS guidance (effective 13 Jan 04) for the use of provisional award fee payments in cost-plus-award-fee contracts. ..... 1 CLPs

Reliability/Maintainability defines reliability, availability, and maintainability; explores the significant influence of R&M on key issues; and provides practical application techniques. ..... 4 CLPs

Reverse Auctioning introduces a new Internet-based contracting technique used by the DoD acquisition community to achieve significant cost savings through e-commerce capabilities. ..... 1 CLPs

Sealed Bidding provides the federal procurement professional a better understanding of contracting for supplies and services using the sealed bidding process. ..... 2 CLPs

Section 508 Awareness — Federal Information Technology (IT) Accessibility Training summarizes Section 508 and its effects and identifies resources for understanding and implementing the requirements of Section 508. ..... 1 CLPs

Section 803 Requirements Competition for Services addresses the new Section 803 Policy: Competition for Purchase of Services Pursuant to Multiple Award Contracts and is intended for all personnel involved with service contracts. ... 1 CLPs

Six Sigma: Concepts and Process introduces the foundations of the Six Sigma quality control methodology created by Motorola to increase

the productivity and quality of products and customer service processes. ..... 8 CLPs

Understanding and Utilizing Performance Based Payments (PBPs) presents the implementation of PBPs as a method of financing fixed-priced contracts following FAR guidelines. ..... 3 CLPs

Value Engineering (VE) is an overview for all personnel; it encompasses the uses of this technique to reduce cost, increase productivity, improve quality, and achieve the lowest life cycle cost. ..... 3 CLPs

Wide Area Workflow – Receipts and Acceptance (WAWF-RA) is a secure web-based system for electronic invoicing, receipt, and acceptance. The application enables electronic form submission of invoices and government inspection and acceptance documents in order to support DOD's goal of moving to a paperless acquisition process. ..... 3 CLPs

Briefings

Acquisition of Services introduces students to performance-based service contracting and the ways to communicate DoD service requirements. ..... 1 CLP

Commercial Acquisition reinforces the latest guidance for commercial acquisitions, outlining the major changes to the contracting process brought about by the Federal Acquisition Streamlining Act of 1994 and the Clinger-Cohen Act of 1996. ..... 1 CLP

Implementing Price-Based Acquisition examines how the contracting officer or contracting specialist can use price-based acquisition as a tool to streamline the source selection process. ..... 1 CLPs

Introduction to Interoperability provides an introduction to interoperability as it relates to requirements generation, including background, key definitions and concepts. ..... 1 CLPs

The AT&L PLM . . .

Knowledge Sharing

As a learning institution, DAU has been sharing knowledge in the classroom and through research and consulting activities for many years. By leveraging technology, sharing knowledge is no longer restricted to traditional classroom offerings. DAU expands its reach to the AT&L community through online resources and interactive venues that facilitate the sharing of experiences and lessons learned among individuals and organizations. DAU's three primary components of Knowledge Sharing are the AT&L Knowledge Sharing System (AKSS), the Acquisition Community Connection (ACC), and the David D. Acker Virtual Library.

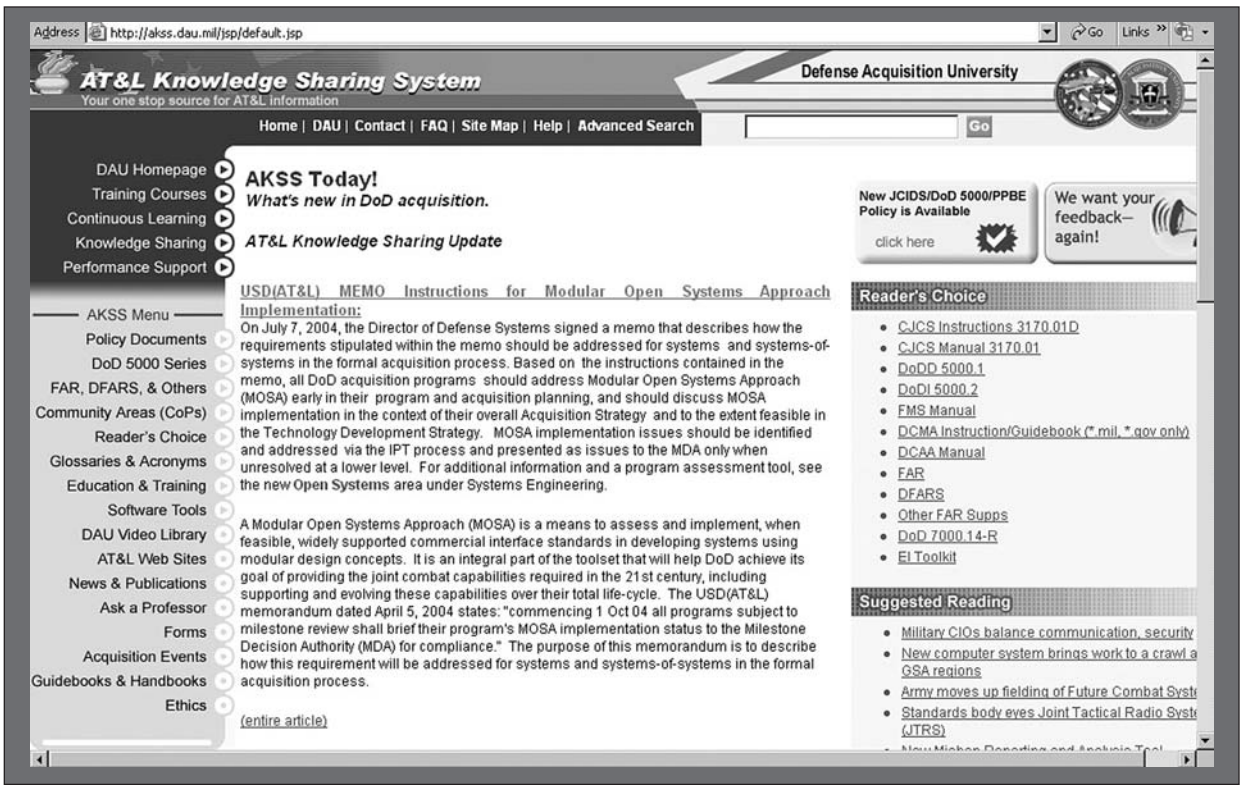
AT&L KNOWLEDGE SHARING SYSTEM

Knowledge sharing—the blending of people, processes and information technology—improves organizational performance through increased efficiency, effectiveness, and innovation.

DAU manages the AT&L Knowledge Sharing System (AKSS), which provides easy-to-access information to the workforce in an environment that encourages and rewards knowledge sharing: *the right information in the right place at the right time.*

The AKSS provides a comprehensive reference library, connection to online knowledge communities, and an *Ask-a-Professor* support function. Special focus areas include AT&L Web links, education and training, guidebooks and handbooks, glossaries and acronyms, news and publications, acquisition events, and software tools. *Community Central* organizes and provides access to online knowledge communities developed and used by OSD, the Services and Defense agencies.

Become a part of the AT&L Knowledge Sharing System at http://akss.dau.mil.



ACQUISITION COMMUNITY CONNECTION

The Acquisition Community Connection (ACC): *Where the AT&L Workforce Meets to Share Knowledge* is an online information exchange forum that includes Communities of Practice (CoP) and Special Interest Areas (SIA). Communities currently include Program Management, Systems Engineering, Contracting, Logistics, Facilities Engineering, Data Management, and Information Technology, just to name a few. These communities help members interact and share resources and experiences to support job performance, avoid duplication of effort, and advance the physical and virtual connection of people and ideas.

Acquisition Research, Total Ownership Cost, Science and Techology, and Earned Value Management are among the SIAs on the ACC. SIAs differ from CoPs in that the primary goal of SIAs is to distribute knowledge among the acquisition workforce, while CoPs also cultivate interaction within the community.

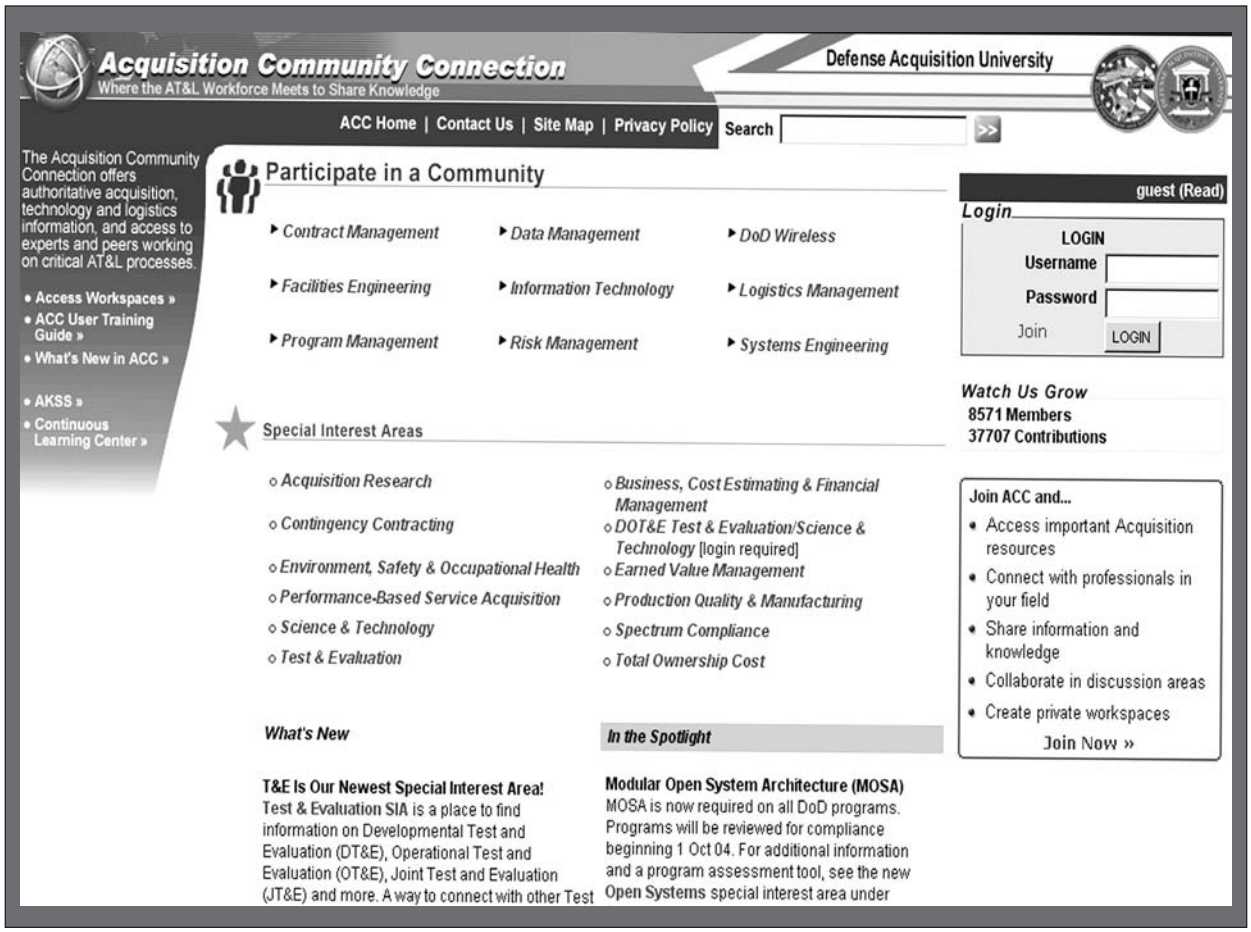
For current information and access to the valuable tools such as these, visit the Acquisition Community Connection Web site at http://acc.dau.mil.

DAU VIRTUAL LIBRARY

The David D. Acker Library supports the University's curricula and its defense acquisition research. Full borrowing privileges are available to current acquisition, technology, and logistics students; alumni may register for weekend borrowing privileges. The library participates in interlibrary loans through the Online Computer Library Center.

Acker Library maintains an online presence at http://library.dau.mil. A link to the catalog of collections provides easy searches by author, title, subject terms, keywords, date, and format. While all catalog entries are available in hard copy in the library collection, many of these publications are also available on the Web, in which case the catalog record includes a link to them.

Other links on the library Home Page lead to Web-based services providing access to full text documents, such as InsideDefense, ProQuest, Carroll's MilSearch, FirstSearch, eBooks, and BNA Federal Contracts Report.



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WEBSTER'S
SONY

Appendix A — DAU Regions

In order to better serve the AT&L workforce, DAU has regionalized its operations and established five regional campuses. Four of the regions maintain training sites in addition to their main campuses. The five regional campuses and their additional training sites are listed below:

DAU West Region, San Diego, CA
- Los Angeles, CA
- Port Hueneme, CA
- Rock Island, IL

DAU Midwest Region, Kettering, OH
- (near Wright Patterson Air Force Base)
- Columbus, OH
- Warren, MI

DAU South Region, Huntsville, AL
- Eglin AFB, FL

DAU Mid-Atlantic Region, California, MD
- (near Patuxent River Naval Air Station)
- Fort Lee, VA
- Kaiserslautern, Germany
- Norfolk, VA

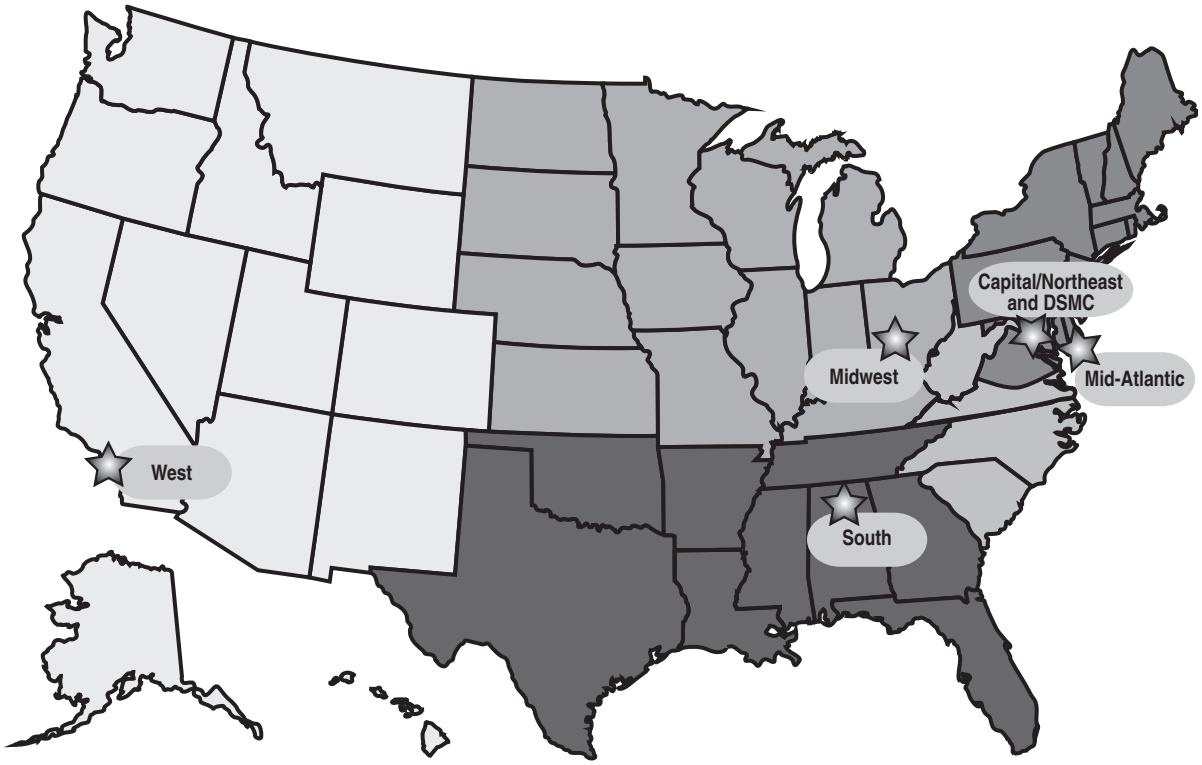
DAU Capital and Northeast Region, Fort Belvoir, VA
- Boston, MA
- Fort Monmouth, NJ

The DSMC – School of Program Managers is colocated with the Capital and Northeast Region at Fort Belvoir, VA.

Each DAU campus is fully equipped to accommodate student needs. Housing, dining facilities, libraries, fitness facilities, and medical facilities are available to DAU students at each campus. Each training site has a minimum of one DAU instructor and one DAU-dedicated classroom with state-of-the-art instructional technology. Since all of these sites are located either on or near a military facility, a full range of support services is available.

Main campus 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. Upon registration, students will receive information about these and other services.

In addition to resident and online training, many classes are offered on-site when the number of students in one location warrants bringing the instruction to them. Usually this is determined by what proves to be the best value for the government. (See Chapter 3, Course Descriptions, for the method of delivery for each course.)



DAU West Region
San Diego, California

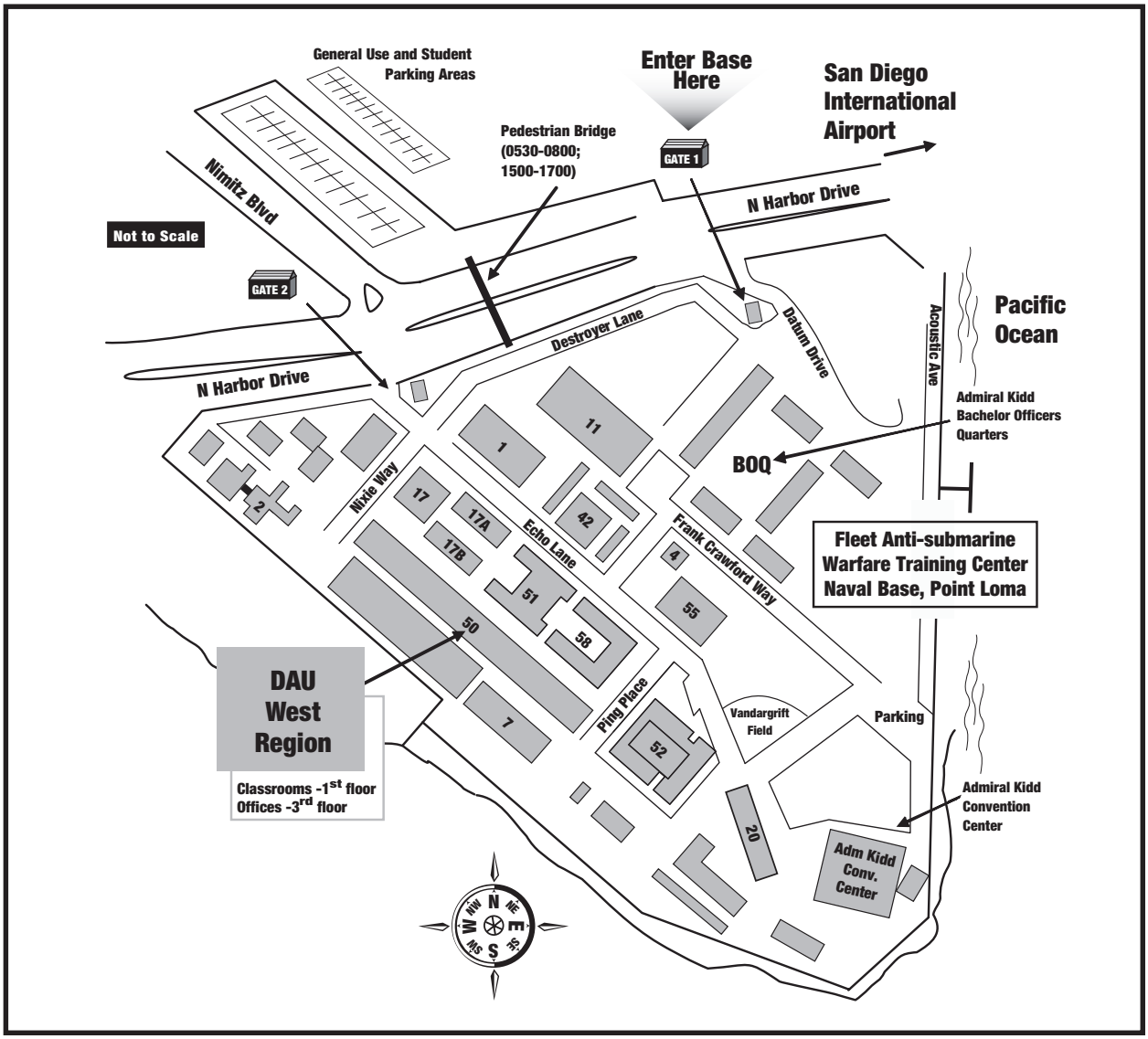
DAU West Region
33000 Nixie Way, Bldg. 50,
Suite 352
San Diego, CA 92147-5117
(619) 524-4800, DSN 524
Fax: (619) 524-4794

Training Centers:

Los Angeles, CA
2401 East El Segundo Boulevard
Suite 420
Los Angeles, CA 90245
(310) 356-1275
Fax: (310) 356-1280

Port Hueneme, CA
3502 Goodspeed Steet, Suite 2
Port Hueneme, CA 93043-4425
(805) 982-2835, DSN 551
Fax: (805) 551-2835

Rock Island, IL
Bldg 56, 2nd Floor, Rm 222
1 Rock Island Arsenal
Rock Island, IL 61299-7640
(309)782-0454, DSN 793
Fax: (309) 782-0518



DAU Midwest Region
Kettering, Ohio

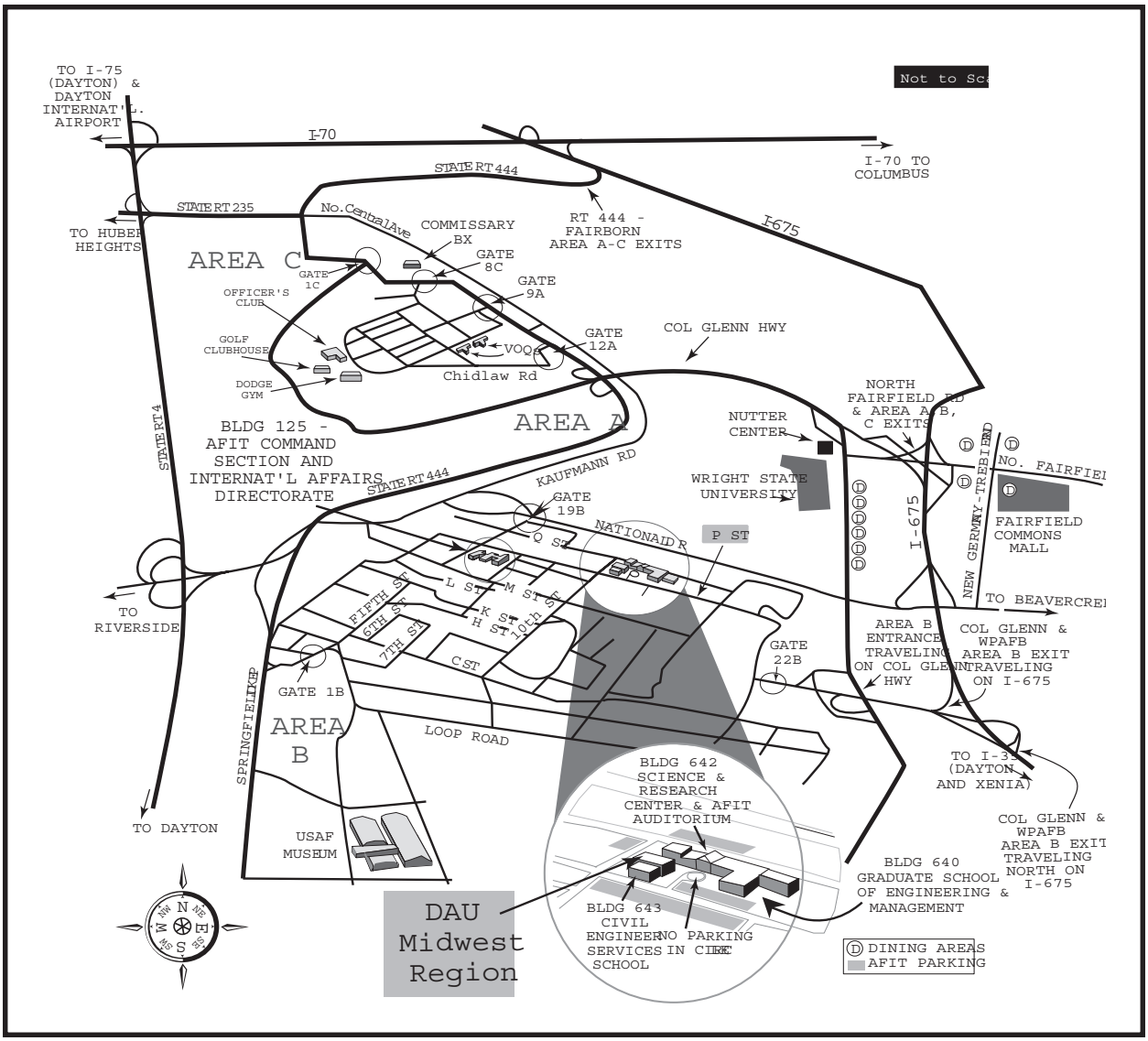
(Near Wright-Patterson Air Force Base)

DAU Midwest Region
3100 Research Blvd., Pod 3, 3rd Floor
Kettering, Ohio 45420
(937) 781-1025
Fax: (937) 781-1026

Training Centers:

Columbus, OH
Bldg 20, Pod A1S
3990 E. Broad Street
Columbus, OH 43216
(614) 692-1559, DSN 850
FAX: (614) 692-1552

Warren, MI
DAU-MW (TACOM)
Bldg 231, MS 335
6501 E. 11 Mile Road
Warren, MI 48387-5000
(586) 574-5924, DSN 786
FAX: (586) 574-7066

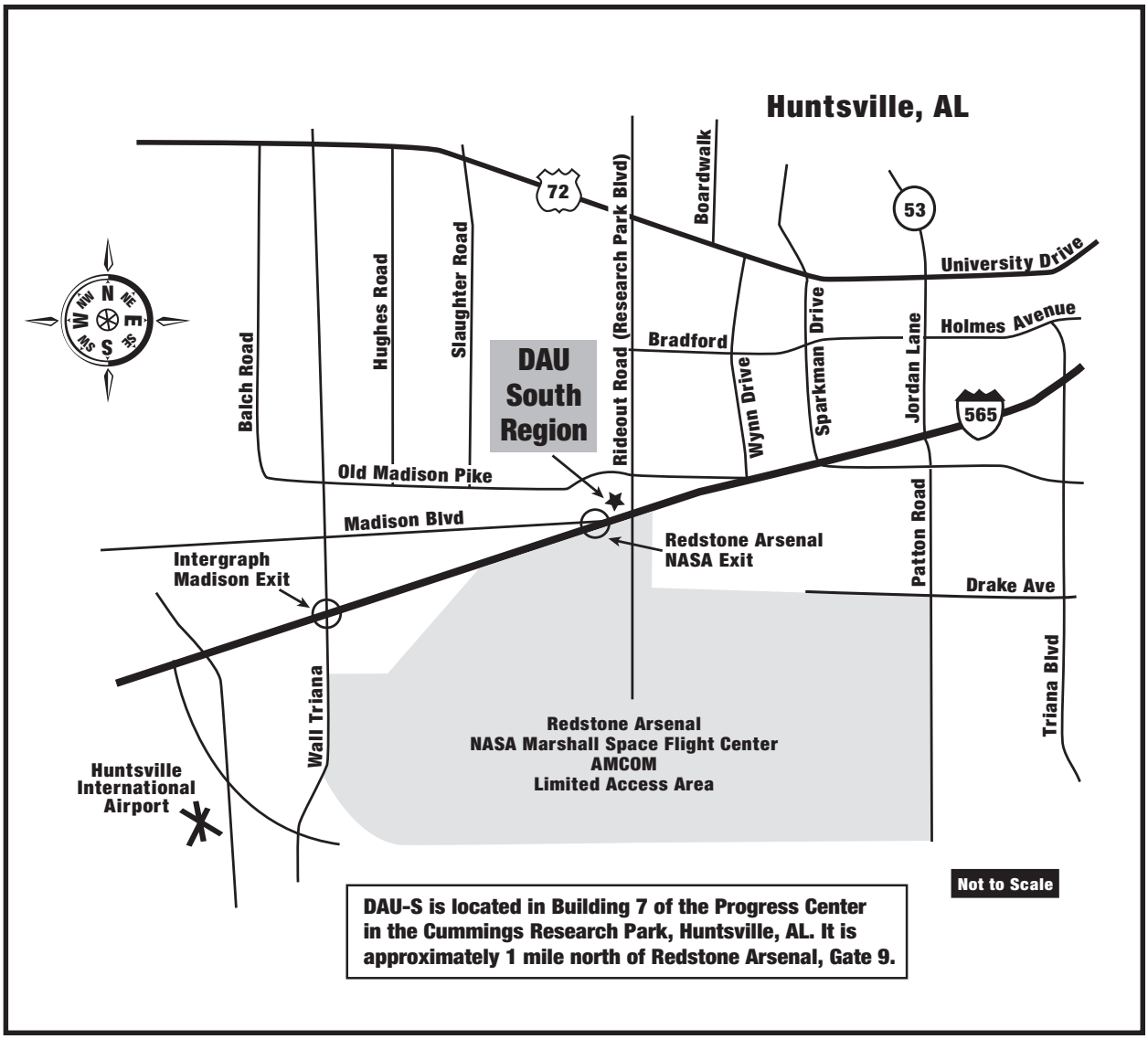


DAU South Region
Huntsville, Alabama

DAU South Region
6767 Old Madison Pike
Building 7
Huntsville, AL 35806
(256) 722-1100, DSN 788
Fax: (256) 722-1003

Training Centers:

DAU Eglin AFB Satellite Office
AAC/AX
102 West D Ave, 1st Floor
Eglin AFB, FL 32542-6807
(850) 882-8486, Ext: 3114



DAU-S is located in Building 7 of the Progress Center in the Cummings Research Park, Huntsville, AL. It is approximately 1 mile north of Redstone Arsenal, Gate 9.

DAU Mid-Atlantic Region
California, Maryland

(Near Patuxent River Naval Air Station)

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

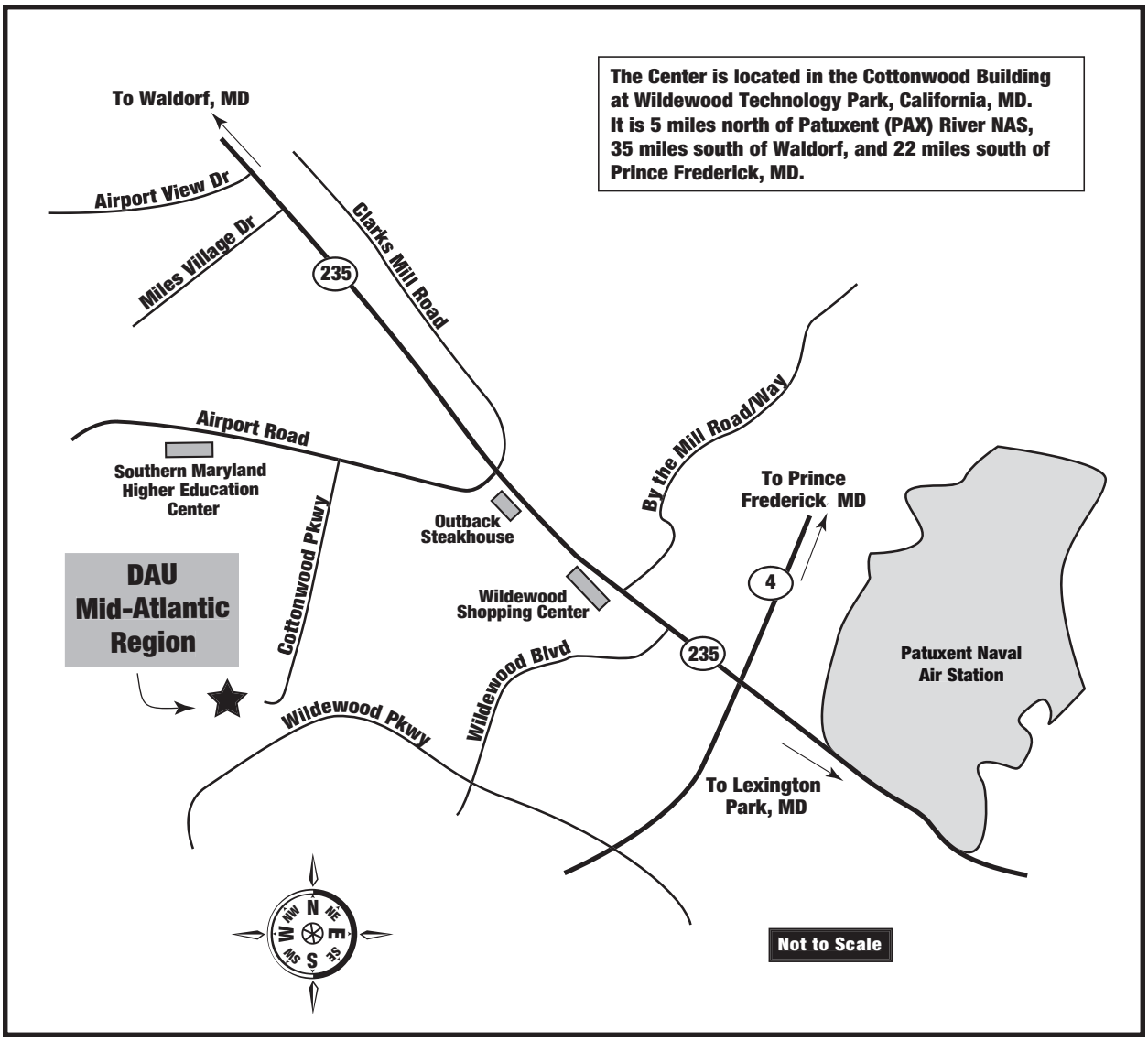
Training Centers:

Fort Lee, VA
2401 Quarters Road
Fort Lee, VA 23801-1705
Phone: (804) 765-4411
DSN 539-4411
FAX: (804) 765-4792

Norfolk, VA
1968 Gilbert Street
Suite 660
Norfolk, Virginia 23511
(757) 443-2350
DSN 564-2350
FAX: (757) 443-2343

Kaiserslautern, Germany
Office Location: Rhein Ordinance Barracks (ROB)
Building 164 Room 112

Street Address/German Address (for Fedex):
Beschaffungsstelle der US Luftwaffe
Am Opelkreisel, Rhein Ordinance Barracks
Gebaude 164
Kaiserslautern 67663
(49) 0631-536-6332; Fax: (49) 0631-536-8507



DAU CAPITAL & NORTHEAST REGION FORT BELVOIR, VA

9820 Belvoir Road, Fort Belvoir, VA 22060-5565
(703) 805-2764, DSN 655
Fax: (703) 805-2877

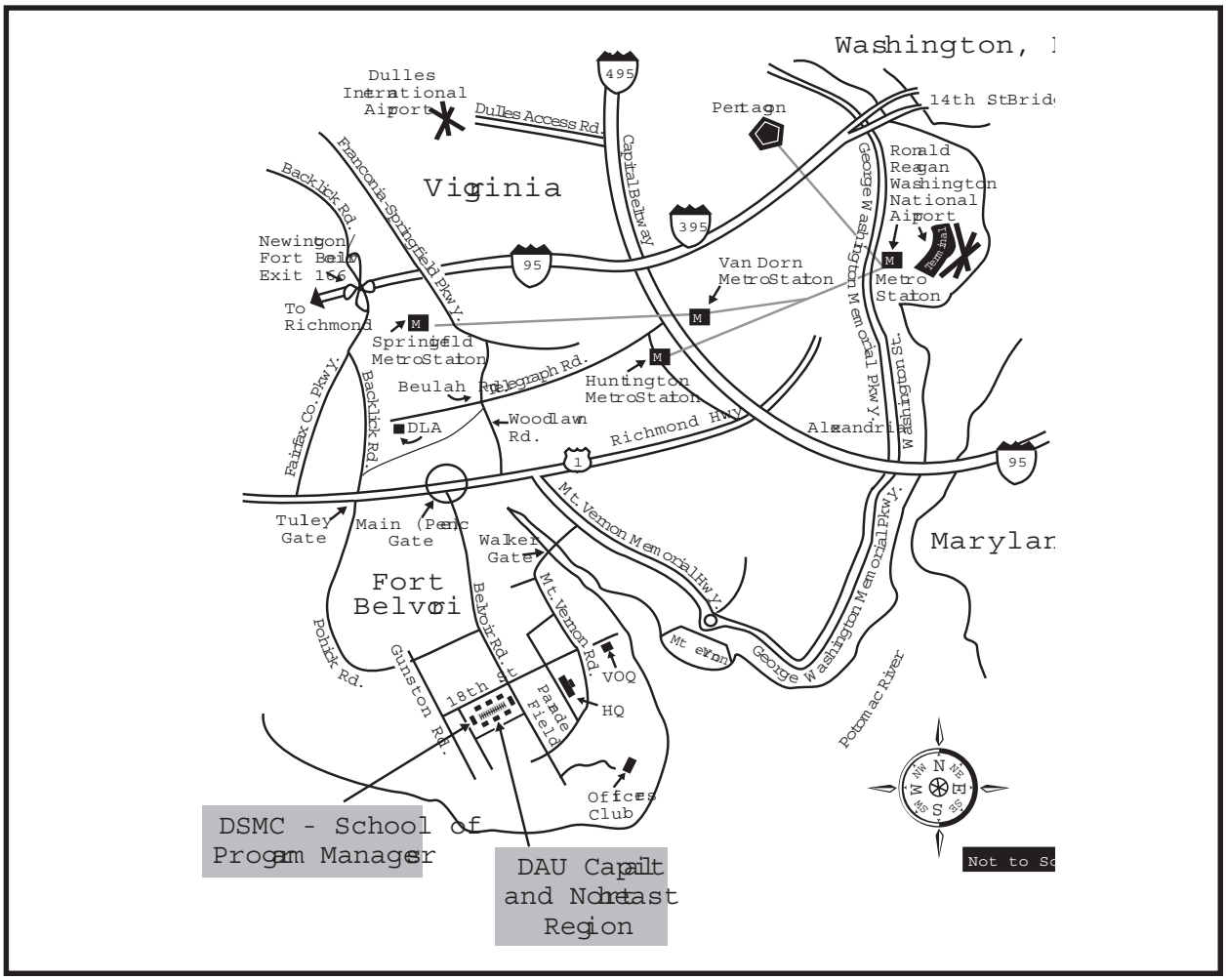
DSMC – SCHOOL OF PROGRAM MANAGERS FORT BELVOIR, VA

9820 Belvoir Road, Fort Belvoir, VA 22060-5565
(703) 805-2436, DSN 655
Fax: (703) 805-3201

Training Centers:

DAU-C/NE (Boston)
Building 1728
Hanscom AFB, MA 01731-1706
(781) 377-3593, DSN 478
FAX: (781) 377-9907

Fort Monmouth, NJ
Commander
HQ, US Army, CECOM
ATTN: AMSEL-PT-HRD, Malterer Avenue, Bldg 551
Fort Monmouth, NJ 07703
(732) 532-1039, DSN 992; FAX: (732) 532-2780



Appendix B — Career Field Certification Requirements

The certification standards published in this Catalog are effective October 1, 2004. Changes and updates to these standards are posted on the DAU Web site as they occur. Check the online Catalog at ***http://www.dau.mil/catalog*** *for current information on certification standards and courses.*

The following checklists provide a concise description of the education, experience, and training required to meet the standards for certification in acquisition, technology, and logistics career fields. The Under Secretary of Defense for Acquisition, Technology and Logistics (USD(AT&L)) has approved these checklists for the DoD AT&L workforce under the authority of DoD Directive 5000.52, "Defense Acquisition Education, Training and Career Development Program." DoD components are responsible for ensuring that workforce personnel are trained to qualify for their current assignments, prepared for more responsible jobs, and cross-trained for assignments in other AT&L fields. All courses that may be taken to meet Defense Acquisition Workforce Improvement Act (DAWIA) certification requirements are included in this Appendix.

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

Each checklist explains the flow and relational aspects of the standards. Mandatory standards are indicated by an open box or, when options are available, by an open circle. Individuals may be certified in an acquisition career level when all mandatory standards have been met. Some standards are designated "Desired" and are indicated by shaded boxes and circles. Where no standard exists for an element, the box is filled in black. (See legend at the end of this page.)

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

It is strongly recommended that the courses be attended in the order listed. These are progressive, sequential courses that build upon previously learned skills in an integrated curriculum. The components are responsible for determining that a prospective student possesses sufficient knowledge and/or background to attend a course.

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

Checklists are provided for each certification level in the following career paths:

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

Legend for certification standards checklists:

- □ Mandatory standard
- ▒ Desired standard
- ■ No standard has been set
- ○ Option for meeting mandatory standard
- ● Option for meeting desired standard

AUDITING

The certification standards published in this Catalog are effective October 1, 2004. Changes and updates to these standards are posted on the DAU Web site as they occur. Check the online Catalog at ***http://www.dau.mil/catalog*** *for current information on certification standards and courses.*

The mandatory education, experience, and training requirements for the Auditing career field apply to contract auditors. Persons in this career field perform contract auditing, accounting, and financial advisory services to DoD and other government agencies in negotiation, administration, and settlement of contracts and subcontracts. Duties include evaluating information about contractor economic assertions, comparing those assertions to established criteria, and reporting the results to interested third parties. Some reasons for audits include proposal submissions, incurred cost, compliance with the "Truth in Negotiations Act," compliance with Cost Accounting Standards, contract terminations, claims for abnormal conditions, contractor financial condition, and contractor systems and operations. (For information on Auditing courses not listed in Chapter 4 of this Catalog, contact the Defense Contract Auditing Institute at (901) 325-6100.)

☐ 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 the following:
    - ○ All requirements for a Master's degree or equivalent
    - ○ 2 full years of graduate education
  - ■ (Desired) Beginning graduate studies leading to a Master's degree in accounting, business administration, management, or a related field
  - ■ (Desired) Professional certification (CPA, CMA, CIA, CISA)
- ☐ EXPERIENCE
  - ☐ Auditing experience of increasing complexity and responsibility
  - ■ (Desired) Experience performing increasingly complex audits for normal progression and with increasing independence
- ☐ TRAINING
  - ☐ Complete one of the following courses:
    - ○ AUD 1320 Intermediate Contract Auditing [JR7]
    - ○ AUD 4120 Statistical Sampling [QP0]
    - ○ AUD 4230 Graphic, Computational, and Improvement Curve Analysis Techniques [QPC]
- ■ (Desired) Any of the following courses: *
  - ● AUD 6220 Auditor Interview and Interpersonal Reactions [PA3]
  - ● AUD 6240 Oral Presentation Workshop [PA4]
  - ● AUD 5653 Computer Assisted Audit Techniques
  - ● AUD 1541 Cost Accounting Standards
  - ● AUD 5614 Fundamentals of Auditing Information Systems

The certification standards published in this Catalog are effective October 1, 2004. Changes and updates to these standards are posted on the DAU Web site as they occur. Check the online Catalog at ***http://www.dau.mil/catalog*** *for current information on certification standards and courses.*

☐ Level III

☐ EDUCATION

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

☐ EXPERIENCE

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

☐ TRAINING

- ☐ AUD 8562 DCAA Personnel Management Policy [CBJ]
  (Mandatory for all supervisory personnel)
- ■ (Desired) Complete any of the following courses:*
  - ● AUD 4035 Quantitative Methods Refresher
  - ● AUD 8564 Administration and Management of Audits for Supervisors
  - ● ACQ 101 Fundamentals of Systems Acquisition Management [BU5]

☐ Mandatory standard ■ Desired standard ■ No standard set ○ Option for meeting mandatory standard ● Option for meeting desired standard

Business, Cost Estimating, and Financial Management

The certification standards published in this Catalog are effective October 1, 2004. Changes and updates to these standards are posted on the DAU Web site as they occur. Check the online Catalog at ***http://www.dau.mil/catalog*** *for current information on certification standards and courses.*

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 advisors to commanders, Program Executive Officers (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.

☐ 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 (Parts A & B) Intermediate Systems Acquisition [JHJ & JHK]
- ☐ BCF 205 Contractor Business Strategies [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 (Parts A & B) Acquisition Business Management [RG4 & RG5]

☐ 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

The certification standards published in this Catalog are effective October 1, 2004. Changes and updates to these standards are posted on the DAU Web site as they occur. Check the online Catalog at ***http://www.dau.mil/catalog*** *for current information on certification standards and courses.*

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.

As business advisors, contracting specialists create effective, efficient, and proper business arrangements, have a strategic focus on acquisition, and leverage DoD spending to use taxpayers' money prudently based upon customers' needs.

☐ Level I

☐ EDUCATION [1]

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

☐ EXPERIENCE

1 year of contracting experience

☐ TRAINING

- ☐ CON 100 Shaping Smart Business Arrangements [JHE] [2]
- ☐ CON 110 Mission Support Planning [BE0]
- ☐ CON 111 Mission Strategy Execution [BE8]
- ☐ CON 112 Mission Performance Assessment [BE9]
- ☐ CON 120 Mission Focused Contracting [JHN]
- ☐ 1 Elective [3]

Note: For students enrolled in CON 101 by September 1, 2004, CON 104A and CON 104B must be completed during FY05 for Level I certification (due to deployment of new curriculum).

("CONTRACTING" is continued on the next page.)

[1]See 10 U.S.C. 1724 (provides for limited exceptions and waivers).

[2]CON 100 is desired but not mandatory for employees who completed CON 101 and/or CON 104 before October 1, 2002, (date CON 100 was deployed).

[3]As agreed to by the supervisor, electives may be any training opportunities related to the employee's job or necessary for career development or for cross training. Electives may include no-cost distance learning or other training opportunities, assignment-specific courses funded by DAU/DACM, or other training opportunities funded by the student's organization.

☐ Mandatory standard ▒ Desired standard ■ No standard set ○ Option for meeting mandatory standard ● Option for meeting desired standard

The certification standards published in this Catalog are effective October 1, 2004. Changes and updates to these standards are posted on the DAU Web site as they occur. Check the online Catalog at ***http://www.dau.mil/catalog*** *for current information on certification standards and courses.*

☐ Level II

☐ EDUCATION [1]

- ☐ 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]
- ☐ 2 Electives [3]

☐ Level III

☐ EDUCATION [1]

- ☐ 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 353 Advanced Business Solutions for Mission Support [JHI]
- ☐ 2 Electives [3]
- ■ (Desired) 2 weeks of management and leadership training
  (Not currently provided by DAU. See your local training support office.)

[1] See 10 U.S.C. 1724 (provides for limited exceptions and waivers).

[3] As agreed to by the supervisor, electives may be any training opportunities related to the employee's job or necessary for career development or for cross training. Electives may include no-cost distance learning or other training opportunities, assignment-specific courses funded by DAU/DACM, or other training opportunities funded by the student's organization.

Facilities Engineering

The certification standards published in this Catalog are effective October 1, 2004. Changes and updates to these standards are posted on the DAU Web site as they occur. Check the online Catalog at ***http://www.dau.mil/catalog*** *for current information on certification standards and courses.*

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.

☐ Level I

■ EDUCATION

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

☐ EXPERIENCE

1 year of acquisition experience in facilities engineering

☐ TRAINING

ACQ 101 Fundamentals of Systems Acquisition Management [BU5]

☐ Level II

■ EDUCATION

- ■ (Desired) Baccalaureate degree in engineering, architecture, physics, chemistry, mathematics, community planning, business, or related fields
- ■ (Desired) 9 semester credit hours selected from accounting, business finance, law, economics, industrial management, quantitative methods, or organization and management

☐ EXPERIENCE

- ☐ 2 years of acquisition experience in facilities engineering
- ■ (Desired) An additional 2 years of acquisition experience in facilities engineering

☐ TRAINING

- ☐ ACQ 101 Fundamentals of Systems Acquisition Management [BU5] (if not completed at Level I)
- ☐ FE 201 Intermediate Facilities Engineering [JHM]

☐ Level III

Certification requirements for Level III will be established when the appropriate training becomes available. Courses are currently being developed and will be published in FY06.

☐ Mandatory standard ■ Desired standard ■ No standard set ○ Option for meeting mandatory standard ● Option for meeting desired standard

INDUSTRIAL/CONTRACT PROPERTY MANAGEMENT

The certification standards published in this Catalog are effective October 1, 2004. Changes and updates to these standards are posted on the DAU Web site as they occur. Check the online Catalog at ***http://www.dau.mil/catalog*** *for current information on certification standards and courses.*

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.

☐ Level I

■ EDUCATION

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

☐ EXPERIENCE

1 year of experience in acquisition

☐ TRAINING

- ☐ CON 100 Shaping Smart Business Arrangements [JHE] [1]
- ☐ CON 110 Mission Support Planning [BE0]
- ☐ CON 111 Mission Strategy Execution [BE8]
- ☐ CON 112 Mission Performance Assessment [BE9]
- ☐ CON 120 Mission Focused Contracting [JHN]
- ☐ IND 100 Contract Property Administration and Disposition Fundamentals [BZP]
- ☐ IND 103 Contract Property Systems Analysis Fundamentals [BRL]
- ☐ 1 Elective [2]

[1] CON 100 is desired but not mandatory for employees who completed CON 101 and/or CON 104 before October 1, 2002, (date CON 100 was deployed).

[2] As agreed to by the supervisor, electives may be any training opportunities related to the employee's job or necessary for career development or for cross training. Electives may include no-cost distance learning or other training opportunities, assignment-specific courses funded by DAU/DACM, or other training opportunities funded by the student's organization.

The certification standards published in this Catalog are effective October 1, 2004. Changes and updates to these standards are posted on the DAU Web site as they occur. Check the online Catalog at ***http://www.dau.mil/catalog*** *for current information on certification standards and courses.*

☐ Level II

■ EDUCATION

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

☐ EXPERIENCE

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

☐ TRAINING

- ☐ CON 202 Intermediate Contracting [PGE]
- ☐ CON 210 Government Contract Law [BDP]
- ☐ IND 200 Intermediate Contract Property Administration [BZQ]
- ☐ 2 Electives [2]

☐ Level III

■ EDUCATION

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

☐ EXPERIENCE

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

☐ TRAINING

- ☐ CON 353 Advanced Business Solutions for Mission Support [JHI]
- ☐ 2 Electives [2]

[2] As agreed to by the supervisor, electives may be any training opportunities related to the employee's job or necessary for career development or for cross training. Electives may include no-cost distance learning or other training opportunities, assignment-specific courses funded by DAU/DACM, or other training opportunities funded by the student's organization.

☐ Mandatory standard ■ Desired standard ■ No standard set ○ Option for meeting mandatory standard ● Option for meeting desired standard

INFORMATION TECHNOLOGY

The certification standards published in this Catalog are effective October 1, 2004. Changes and updates to these standards are posted on the DAU Web site as they occur. Check the online Catalog at ***http://www.dau.mil/catalog*** *for current information on certification standards and courses.*

This 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).

☐ Level I

■ EDUCATION

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

☐ EXPERIENCE

1 year of acquisition experience in information technology

☐ TRAINING

- ☐ ACQ 101 Fundamentals of Systems Acquisition Management [BU5]
- ☐ IRM 101 Basic Information Systems Acquisition [JHD]
- ☐ SAM 101 Basic Software Acquisition Management [JHB]

☐ Level II

■ EDUCATION

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

☐ EXPERIENCE

- ☐ 2 years of acquisition experience, at least 1 year of this experience must be in information technology
- ■ (Desired) An additional 2 years of information technology acquisition experience, preferably in a program office or similar organization

☐ TRAINING

- ☐ ACQ 201 (Parts A & B) Intermediate Systems Acquisition [JHJ & JHK]
- ☐ IRM 201 Intermediate Information Systems Acquisition [QN5]
- ☐ SAM 201 Intermediate Software Acquisition Management [JHC]

☐ Level III

■ EDUCATION

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

☐ EXPERIENCE

- ☐ 4 years of information technology or software-intensive systems 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 information technology acquisition experience

☐ TRAINING

- ☐ IRM 303 Advanced Information Systems Acquisition [BZE]
- ☐ SAM 301 Advanced Software Acquisition Management [BU9]
- ■ (Desired) PMT 352 (Parts A & B) Program Management Office Course [BZH & BZJ]

Life Cycle Logistics

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The Life Cycle Logistics career field includes professionals responsible for planning, development, implementation, and management of a comprehensive, affordable, and effective systems support strategy. Life cycle logisticians have principal roles during the acquisition and operational sustainment phases of the weapon or materiel systems life cycle to: (1) ensure product support strategies meet the program goals for operational effectiveness, optimize readiness, and facilitate iterative technology enhancements during the systems life cycle; (2) ensure supportability requirements are addressed consistently with cost, schedule, and performance; (3) perform an integral role in systems engineering to ensure supportability considerations are implemented during systems design; and (4) plan and develop performance-based logistics initiatives as the preferred approach to product support. Life cycle logistics is a core program management function that ensures the integration of all support elements to maximize deployability, supportability, and mobility of the system throughout the program life cycle. They can work directly in a Program Management Office (PMO), in support of the Program Manager (PM), or in other supporting logistics activity offices.

☐ 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]
- ☐ LOG 102 Systems Sustainment Management Fundamentals [JHF]

☐ Level II

■ EDUCATION

- ■ (Desired) Baccalaureate degree in a technical, scientific, or managerial field
- ■ (Desired) Completion of graduate-level classes in Systems Design and Operational Effectiveness (SDOE) or similar systems engineering/technical education as part of a certificate program
- ■ (Desired) Completion of graduate-level classes in Business Administration to include Supply Chain Management as part of a certificate program

☐ EXPERIENCE

- ☐ 2 years of life cycle logistics experience in support of DoD weapons/materiel systems
- ■ (Desired) An additional 2 years of life cycle logistics experience in support of DoD weapons/materiel systems

☐ TRAINING

- ☐ ACQ 201 (Parts A & B) Intermediate Systems Acquisition [JHJ & JHK]
- ☐ LOG 201 (Parts A & B) Intermediate Acquisition Logistics [RGS & RGT]
- ☐ LOG 235 (Parts A & B) Performance Based Logistics [JHL & RGY]
- ■ (Desired) One or more intermediate (Level II) DAU courses or fulfillment in Systems Engineering or Program Management

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☐ Level III

■ EDUCATION

- ■ (Desired) Master's degree in Systems Design and Operational Effectiveness (SDOE) or similar systems engineering/technical education or
- ■ (Desired) Master's degree in Business Administration to include Supply Chain Management

☐ EXPERIENCE

- ☐ 4 years of life cycle logistics experience in support of DoD weapons/materiel systems
- ■ (Desired) An additional 4 years of life cycle logistics experience in support of DoD weapons/materiel systems

☐ TRAINING

- ☐ LOG 304 Executive Life Cycle Logistics Management [AH1]
- ■ (Desired) One or more intermediate (Level III) DAU courses or fulfillment in Systems Engineering or Program Management

Production, Quality and Manufacturing

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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.

☐ Level I

■ EDUCATION

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

☐ EXPERIENCE

- ☐ 1 year of acquisition experience in 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, business, 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 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 (Parts A & B) Intermediate Systems Acquisition [JHJ & JHK]
- ☐ PQM 201 (Parts A & B) Intermediate Production, Quality and Manufacturing [BZK & BZL]

☐ Level III

■ EDUCATION

- ■ (Desired) Baccalaureate degree in engineering, chemistry, physical science, mathematics, statistics, manufacturing or production management, industrial technology or management, business, 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 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.)

☐ Mandatory standard ■ Desired standard ■ No standard set ○ Option for meeting mandatory standard ● Option for meeting desired standard

Program Management

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Acquisition professionals in the Program Management career field are concerned with all of the functions of a Program Management Office (PMO) or a Program Executive Office (PEO). Program management professionals serve in a wide range of PMO and PEO positions, including program integrators and analysts, program managers, program executive officers, and their deputies. They may also serve in a number of support and management positions throughout the workforce. The fundamental responsibilities of the program manager are to balance the many factors that influence cost, schedule, and performance; to interpret and tailor application of 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.

☐ Level I

■ EDUCATION

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

☐ EXPERIENCE

1 year of acquisition experience

☐ TRAINING

- ☐ ACQ 101 Fundamentals of Systems Acquisition Management [BU5]
- ■ (Desired) ACQ 201 (Parts A & B) Intermediate Systems Acquisition [JHJ & JHK]
- ■ (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 (Parts A & B) Intermediate Systems Acquisition [JHJ & JHK]
- ☐ 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.)

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☐ Level III

■ EDUCATION

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

☐ EXPERIENCE

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

☐ TRAINING

PMT 352 (Parts A & B) Program Management Office Course [BZH & BZJ]

☐ Mandatory standard ■ Desired standard ■ No standard set ○ Option for meeting mandatory standard ● Option for meeting desired standard

PURCHASING

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

☐ Level I

■ EDUCATION

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

☐ EXPERIENCE

1 year of experience in purchasing

☐ TRAINING

- ☐ CON 100 Shaping Smart Business Arrangements [JHE] [1]
- ☐ CON 110 Mission Support Planning [BE0]
- ☐ CON 111 Mission Strategy Execution [BE8]
- ☐ CON 112 Mission Performance Assessment [BE9]
- ☐ CON 120 Mission Focused Contracting [JHN]
- ☐ CON 237 Simplified Acquisition Procedures [PAS] (or students may elect to take the Simplified Acquisition Procedures continuous learning module available at http://clc.dau.mil).
- ☐ 1 Elective [2]

☐ 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]
- ☐ 2 Electives [2]

☐ Level III

■ EDUCATION

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

☐ EXPERIENCE

3 years of experience in purchasing

☐ TRAINING

2 Electives [2]

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[1] CON 100 is desired but not mandatory for employees who completed CON 101 and/or CON 104 before October 1, 2002, (date CON 100 was deployed).

[2] As agreed to by the supervisor, electives may be any training opportunities related to the employee's job or necessary for career development or for cross training. Electives may include no-cost distance learning or other training opportunities, assignment-specific courses funded by DAU/DACM, or other training opportunities funded by the student's organization.

Systems Planning, Research, Development and Engineering—Science and Technology Manager

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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.

☐ Level I

None

☐ Level II

☐ EDUCATION

Baccalaureate degree in engineering, physics, chemistry, biology, mathematics, or a related field

☐ EXPERIENCE

2 years of acquisition-related experience in science and technology

☐ TRAINING

- ☐ ACQ 101 Fundamentals of Systems Acquisition Management [BU5]
- ☐ STM 201 Program Management for S&T Managers [JHZ]

☐ Level III

☐ EDUCATION

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

☐ EXPERIENCE

2 years of acquisition-related experience in science and technology

☐ TRAINING

STM 302 Advanced S&T Managers [PGR]

☐ Mandatory standard ▒ Desired standard ■ No standard set ○ Option for meeting mandatory standard ● Option for meeting desired standard

Systems Planning, Research, Development and Engineering—Systems Engineering

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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.

☐ Level I

☐ EDUCATION

- ☐ Meet one of the following criteria:
  - ○ Baccalaureate degree in engineering, physics, chemistry, biology, 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, biology, 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, biology, 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 (Parts A & B) Intermediate Systems Acquisition [JHJ & JHK]
- ☐ SYS 201 (Parts A & B) Intermediate Systems Planning, Research, Development and Engineering [RGW & RGX]
- ■ (Desired) A DAU Level 200 or Level 100 course mandatory for Life Cycle Logistics; Program Management; Production, Quality and Manufacturing; Information Technology; or Test and Evaluation

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☐ Level III

☐ EDUCATION

- ☐ Meet one of the following criteria:
  - ○ Baccalaureate degree in engineering, physics, chemistry, biology, 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, biology, 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 Life Cycle Logistics; Program Management; Production, Quality and Manufacturing; Information Technology; or Test and Evaluation

Test and Evaluation

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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.

☐ Level I

☐ EDUCATION

☐ Meet one of the following criteria:
- ○ Baccalaureate degree with 24 semester hours or equivalent in physical science, mathematics, chemistry, engineering, physics, biology, 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, biology, 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) 4 years of acquisition experience, of which 2 years is test and evaluation experience

☐ TRAINING

☐ ACQ 201 (Parts A & B) Intermediate Systems Acquisition [JHJ & JHK]
☐ TST 202 Intermediate Test and Evaluation [QMI]

☐ Level III

☐ EDUCATION

☐ Meet one of the following criteria:
- ○ Baccalaureate degree with 24 semester hours or equivalent in physical science, mathematics, chemistry, engineering, physics, biology, 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, biology, 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) 8 years of acquisition experience, of which at least 4 years is test and evaluation experience

☐ TRAINING

TST 301 Advanced Test and Evaluation [QL9]

☐ Mandatory standard ■ Desired standard ■ No standard set ○ Option for meeting mandatory standard ● Option for meeting desired standard

Appendix C — Equivalencies

Several training providers offer courses that have been certified equivalent to DAU curriculum courses and can be used to meet the requirements of the Defense Acquisition Workforce Improvement Act (DAWIA). The following matrix provides a summary of these courses and the training providers that offer them. It is important to note that these courses must have been completed during the specified effective dates. For more information on these equivalencies, contact Mr. Michael Lambert at (703) 805-3343, DSN 655-3343, or by e-mail at michael.lambert@dau.mil. For updates go to http://www.dau.mil/learning/appg.aspx.

COLLEGE/UNIVERSITY EQUIVALENCIES

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, Dr. Shelton Rhodes, (301) 860-4000		
CON 101	CON 101 Fundamentals of Contracting	9/18/98—9/18/03
CON 104	CON 104 Fundamentals of Contract Pricing	9/18/98—9/18/03
CON 202	CON 202 Intermediate Contracting	9/18/98—9/18/03
CON 204	CON 204 Intermediate Contract Pricing	9/18/98—9/18/03
CON 210	CON 210 Government Contract Law	9/18/98—9/18/03
College of Southern Maryland, (formerly Charles County Community College), P.O. Box 910, LaPlata, MD 20646-0910, Mr. Rex Bishop, (301) 934-7518		
CON 101	BAD 1451 Fundamentals of Contracting I	9/18/98—9/18/05
	BAD 1461 Fundamentals of Contracting II	9/18/98—9/18/05
CON 104	BAD 1471 Fundamentals of Contract Pricing	9/18/98—9/18/06
	BAD 1481 Negotiations	9/18/98—9/18/06
CON 210	BAD 1465 Government Contract Law	9/18/98—9/18/03
CON 211	BAD 1485/1486 Intermediate Contracting	Taken Prior to 10/1/94
Florida Institute of Technology, 1501 Robert J. Conlan Blvd. NE, Suite 140, Palm Bay, FL 32905, (321) 729-9774		
CON 104	MGT 5214 Cost Principles, Effectiveness and Control	9/18/98—9/18/06
	MGT 5218 Negotiations and Incentive Contracts	9/18/98—9/18/06
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—9/18/06
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

Note: For current information on equivalencies, visit **http://www.dau.mil/learning/appg.aspx**.

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 Gov't Contracts Procurement/Contract Mgmt	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
	BU 1113 Contract Negotiation	Taken Prior to 12/31/97
CON 201	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, Mr. Ron Wheeler, (703) 845-6313		
CON 101	ACQ 121 Intro to Procurement and Contract Acquisition Management I	Taken Prior to 12/31/97 9/18/98—5/15/02
	ACQ 122 Intro to Procurement and Contract Acquisition Management II	Taken Prior to 12/31/97 9/18/98—5/15/02
CON 104	ACQ 216 Cost and Price Analysis	Taken Prior to 12/31/97 9/18/98—2/13/04
	ACQ 218 Negotiations of Contracts and Contract Modifications	Taken Prior to 12/31/97 9/18/98—2/13/07
CON 201	ACQ 215 Contract Law	Taken Prior to 12/31/97
CON 202	ACQ 221 Advanced Acquisition and Procurement Management I	9/18/98—2/13/07
	ACQ 222 Advanced Acquisition and Procurement Management II	9/18/98—2/13/07
CON 204	ACQ 295 Intermediate Cost and Price Analysis	9/18/98—2/13/07
CON 210	ACQ 215 Contract Law	5/24/99—2/13/07
CON 211	ACQ 221 Advanced Acquisition and Procurement Management I	Taken Prior to 10/1/94
	ACQ 222 Advanced Acquisition and Procurement Management II	Taken Prior to 10/1/94
CON 221	ACQ 235 Intermediate Post-Award Contracting	Taken Prior to 12/31/97

Note: For current information on equivalencies, visit **http://www.dau.mil/learning/appg.aspx**.

DAU Course	College/University Course	Effective Dates
Pensacola Junior College, Warrington Campus, 5555 West Highway 98, Pensacola, FL 32507, (850) 484-2347		
CON 101	PAD 1861 Acquisition and Procurement I	Taken Prior to 12/31/97
	PAD 1862 Acquisition and Procurement II	Taken Prior to 12/31/97
CON 104	PAD 2886 Contract Pricing and Negotiation I	Taken Prior to 12/31/97
	PAD 2867 Contract Pricing and Negotiation II	Taken Prior to 12/31/97
CON 201	PAD 1630 Government Contract Law	Taken Prior to 12/31/97
CON 211	PAD 1863 Acquisition and Procurement III	Taken Prior to 10/1/94
CON 221	PAD 1864 Acquisition and Procurement IV	Taken Prior to 12/31/97
Richard Bland College of the College of William and Mary, 11301 Johnson Road, Petersburg, VA 23805, Dr. Anne-Marie McCartan, (804) 862-6244		
CON 101	BUS 253A Acquisition Part I	9/18/98–9/18/03
	BUS 253B Acquisition Part II	9/18/98–9/18/03
CON 104	BUS 255A Principles of Contract Pricing I	9/18/98–9/18/03
	BUS 255B Principles of Contract Pricing II	9/18/98–9/18/03
CON 210	BUS 256 Contract Law	9/18/98–9/18/03
CON 201	BUS 256 Contract Law	Taken Prior to 12/31/97
St. Mary's College of Maryland, 18952 East Fisher Road, St. Mary's City, MD 20686-3001, Ms. Kathy Grimes, (240) 895-7323		
BCF 101	Basic Cost Estimating	3/16/04–3/16/07
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 9/18/98–9/18/01
	Business 162 MDACC Basic Part II	Taken Prior to 12/31/97 9/18/98–9/18/01
CON 104	Business 164 Principles of Contract Pricing and Negotiation I	Taken Prior to 12/31/97
	Business 166 Principles of Contract Pricing and Negotiation II	Taken Prior to 12/31/97
CON 201	Business 168 Government Contract Law	Taken Prior to 12/31/97
CON 202	Business 168 and 170 Intermediate Contracting	9/18/98–9/18/01
CON 211	Business 170 MDACC Advanced I	Taken Prior to 10/1/94
CON 221	Advanced Contract Administration	Taken Prior to 12/31/97
Santa Ana College (formerly Rancho Santiago College), Garden Grove Center, 11277 Garden Grove Blvd., Garden Grove, CA 92843-1337, Mr. Don Bargabus, (714) 564-5531		
CON 101	Management of Defense Acquisition Contracts I	Taken Prior to 12/31/97
CON 104	Principles of Contract Pricing	Taken Prior to 12/31/97
CON 201	Government Contract Law	Taken Prior to 12/31/97
CON 211	Management of Defense Acquisition Contracts II	Taken Prior to 10/1/94
CON 221	Advanced Contract Administration	Taken Prior to 12/31/97

DAU Course	College/University Course	Effective Dates
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
University of Dallas, Graduate School of Mgmt., Industrial Management Dept., 1845 East Northgate Drive, Irving, TX 75062, Dr. David Gordon, (972) 721-5354		
CON 101	MGT 6380 Pre-Award Procurement	Taken Prior to 12/31/97
CON 104	MGT 6348 Contract Pricing and Negotiation	Taken Prior to 12/31/97
CON 201	MGT 6381 Procurement Law	Taken Prior to 12/31/97
CON 221	MGT 6382 Post-Award Procurement	Taken Prior to 12/31/97
University of the District of Columbia, School of Business and Public Administration, 4200 Connecticut Avenue NW, Building 52, Suite 508, Washington, DC 20008, (202) 274-7000		
CON 101	0211-305 The Federal Acquisition Systems	Taken Prior to 12/31/97
CON 104	0211-406 Cost and Price Analysis	Taken Prior to 12/31/97
CON 201	0211-408 Procurement Law	Taken Prior to 12/31/97
CON 211	0211-306 Public Contracts	Taken Prior to 10/1/94
IND 101	0211-405 Government Property Management	Taken Prior to 12/31/97
University of Indianapolis, School of Business, 1400 East Hanna Avenue, Indianapolis, IN 46227-3697, Dr. James Conrad, (317) 788-3378		
CON 101	Principles of Procurement	Taken Prior to 9/30/97
CON 104	Cost and Price Principles and Contract Negotiations	Taken Prior to 9/30/97
CON 201	Government Contract Law	Taken Prior to 9/30/97
CON 221	Advanced Contract Administration	Taken Prior to 9/30/97

Note: For current information on equivalencies, visit **http://www.dau.mil/learning/appg.aspx**.

DAU Course	College/University Course	Effective Dates
University of Phoenix, Academic Program Manager, 4615 East Elwood Street, Phoenix, AZ 85040, (480) 966-5394		
CON 101	GCM 601 Principles of the Acquisition Process	Taken Prior to 12/31/97
CON 104	GCM 603 Principles of Contract Pricing, Estimating, and Analysis	Taken Prior to 12/31/97
	GCM 607 Government Contract Negotiation Techniques	Taken Prior to 12/31/97
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
University of St. Thomas, 2115 Summit Avenue, St. Paul, MN 55105, Mr. Joseph R. Clements, (651) 962-5192		
CON 101	MBGC 701 Principles of Procurement	Taken Prior to 12/31/97
CON 104	MBGC 702 Pricing and Negotiation	Taken Prior to 12/31/97
CON 221	MBGC 703 Advanced Contract Administration	Taken Prior to 12/31/97
University of Virginia, Div. of Continuing Education, 7054 Haycock Road, Falls Church, VA 22043, Ms. Carol Beechler, (703) 536-1136		
CON 101	PC 401 Procurement and Contracting	Taken Prior to 12/31/97
CON 101	PC 401 Procurement and Contract Management (Resident Version)	9/20/00—7/20/06
CON 101	PC 401W Procurement and Contracting (Internet Version)	6/1/03–7/21/06
CON 104	PC 403 Cost and Price Analysis	Taken Prior to 12/31/97 9/1/00—12/14/06
	PC 405 Negotiation of Contracts and Modifications	Taken Prior to 12/31/97 9/1/00—12/14/06
CON 104	PC 403W Cost and Price Analysis (Internet Version)	9/1/01—9/27/05
	PC 405 Negotiation of Contracts and Modifications	9/1/00—9/27/05
CON 201	PC 404 Principles of Law for Contract Formation	Taken Prior to 12/31/97
CON 202	PC 504 Advanced Contract Formation and Admin. (Resident Version)	3/24/03–10/3/06
CON 204	PC 502 Advanced Cost and Price Analysis	9/1/00—2/11/06
CON 210	PC 506 Federal Acquisition Case Studies	9/6/00—8/16/06
CON 210	PC 404 Government Contract Law (Resident Version)	6/1/03–7/23/06
CON 210	PC 404W Government Contract Law (Internet Version)	6/1/03–7/23/06
CON 221	PC 402 Contract Administration	Taken Prior to 12/31/97
University of West Florida, Div. of Administrative Studies, 11000 University Parkway, Pensacola, FL 32514-0102, Dr. Kato Keeton, (850) 474-2184		
CON 101	PAD 5855 Acquisition Management	Taken Prior to 12/31/97
CON 104	PAD 5857 Cost and Pricing	Taken Prior to 12/31/97
	PAD 5853 Contract Negotiation	Taken Prior to 12/31/97
CON 201	PAD 5854 Government Contract Law	Taken Prior to 12/31/97
CON 221	PAD 5852 Advanced Contract Administration	Taken Prior to 12/31/97

DAU Course	College/University Course	Effective Dates
Webster University, 470 East Lockwood Avenue, St. Louis, MO 63119-3194, Dr. Joseph F. Olszewski, (314) 968-6972		
CON 101	PROC 5000 Procurement and Acquisition Management	9/18/98—9/18/05
CON 104	PMG 583 Pricing	Taken Prior to 12/31/97
	PMG 584 Negotiations	Taken Prior to 12/31/97
CON 104	PROC 5830 Pricing	9/18/99—3/6/07
	PROC 5840 Negotiations	9/18/99—3/6/07
CON 201	PMG 589 Government Procurement Law	Taken Prior to 12/31/97
CON 210	PROC 5890 Government Contract Law	9/18/98—9/18/06
West Coast University, 4021 Rosewood Avenue, 3rd 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/FEDERAL AGENCY EQUIVALENCIES

DAU Course	DoD School/Agency	Effective Dates
Air Force Institute of Technology (AFIT), (937) 255-7777, DSN: 785-7777		
CON 104	CMGT 545 Cost and Price Theory	12/12/94—9/30/98
CON 210	LAWS 550 Legal Principles of Government Contracting	12/12/94—9/30/98
LOG 205	LOG 260 Provisioning Management	8/1/96—9/30/98
Army Logistics Management College (ALMC), (804) 765-4980/4737		
ACQ 101	ALMC-ML Materiel Acquisition Management (MAM) Course	11/1/96—8/23/02
ACQ 201	ALMC-ML Materiel Acquisition Management (MAM) Course	1/1/97—8/23/02
ACQ 101, ACQ 201, CON 100, CON 101, CON 104, IRM 101, LOG 101, PMT 250, SAM 101, TST 101	Army Acquisition Basic Course	1/1/03–9/11/06

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

DAU Course	DoD School/Agency	Effective Dates
Army Logistics Management College (ALMC), (804) 765-4980/4737 (CONTINUED)		
ACQ 101, ACQ 201, CON 100, LOG 101, LOG 201	Logistics Executive Development Course (full 17-week version)	5/1/01–6/11/06
Information Resources Management College (IRMC), (202) 685-6300		
IRM 303	Advanced Management Program (AMP)	9/1/96–9/30/98
National Reconnaissance Office (NRO), (703) 961-6964		
ACQ 101	FT-032 Acquisition Management Team Training	4/26/99–4/17/06
	FT-051 NRO Program Management Course	9/18/00–4/17/06
	FT-036 Leading the Acquisition Team	12/13/99–4/17/06
	FT-062 Business Financial Management	3/19/01–4/17/06
	FT-078 Fundamentals of Systems Acquisition Management Supplement	4/17/03–4/17/06
Naval Facilities Acquisition Center for Training (NFACT), (805) 982-2777		
CON 101	CTC CON 101 Basics of Contracting	6/23/03–6/23/06
Naval Postgraduate School (NPS), (831) 656-2441/2, DSN: 878-2441/2		
ACQ 101	MN 3221 Principles of Acquisition and Program Management I	3/1/96–9/30/01
ACQ 101	MN 3331 Principles of Acquisition and Program Management	4/1/00–9/30/05
ACQ 201	MN 3331 Principles of Acquisition and Program Management	4/1/00–9/30/05
PMT 250	MN 3331 Principles of Acquisition and Program Management	7/8/02–9/30/05
ACQ 101, ACQ 201, PMT 250	MN/GE 3221 & 3222 Principles of Acquisition and Program Mgmt I & II	9/30/02–9/30/05
ACQ 201	MN 3222 Principles of Acquisition and Program Management	3/1/96–9/30/01
CON 101	MN 3303 Principles of Acquisition and Contract Management	10/1/92–9/30/06
CON 104/204	MN 3304 Contract Pricing and Negotiations	10/1/92–9/30/06
CON 202	MN 3315 Acquisition Management and Contract Administration	10/1/92–9/30/06
CON 210	MN 3312 Contract Law	10/1/92–9/30/06
CON 301	MN 2302 Seminar for Acquisition and Contracting Students	10/1/92–9/30/03
CON 333	MN 4371 Acquisition and Contracting Policy	8/1/97–9/30/03
LOG 304	MN 4470 Strategic Planning & Policy for the Logistics Manager	8/1/97–9/30/06
PMT 302	Advanced Acquisition Program (AAP)	2/1/01–9/30/02
PMT 352	Advanced Acquisition Program (AAP)	10/1/02–10/1/05
PQM 101/201	MN 3384 Principles of Acquisition Production & Quality Management	3/1/97–9/30/06
SAM 201	MN 3309 Acquisition of Embedded Weapon Systems Software	11/1/97–9/30/06
SYS 201	EO 4011 Systems Engineering for Acquisition Managers	6/14/96–9/30/06
SYS 301	MN 4012 Management of Advanced Systems Engineering	8/4/00–9/30/06
TST 202/301	OS 4601 Test and Evaluation	10/1/94–9/30/06
TST 202	OS 4602 Test and Evaluation Management	3/1/96–9/30/01
<u>Acquisition and Contract Management (815/835) Degree Program</u>		
CON 101, 104, 202, 204, 210, 301, 333		10/1/92–9/30/06

DAU Course	DoD School/Agency	Effective Dates
Naval Postgraduate School (NPS), (831) 656-2441/2, DSN: 878-2441/2 (CONTINUED)		
Systems Acquisition Management (816/836) Degree Program		
ACQ 101		3/1/96–9/30/05
ACQ 201		3/1/96–9/30/05
CON 101		3/1/96–9/30/06
LOG 304		8/1/97–9/30/06
PMT 250		7/8/02–9/30/05
PMT 302		3/1/96–9/30/02
PMT 352		10/1/02–12/17/05
PQM 101		3/1/96–9/30/06
PQM 201		3/1/96–9/30/06
SAM 201		11/1/97–9/30/06
SYS 201		3/1/96–9/30/06
TST 202		3/1/96–9/30/06
TST 301		1/1/97–9/30/06
Naval Undersea Warfare Center University (NUWCU), (401) 832-6767		
ACQ 201	ACQ 201 Intermediate Acquisition	5/13/02–9/10/05
SYS 201	SYS 201 Intermediate Systems Planning, Research, Development and Engineering	10/1/02–5/5/06
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
345th 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)	10/1/00–6/6/06
CON 101	Contracting Apprentice (L3ABR6C031-005/006)	3/1/01–6/6/06
	Contracting Career Development (CDC6C051A/CDC6C051B)	3/1/01–6/6/06
PUR 101	Purchasing 101 (L3ABR6C031-005)	10/1/97–9/30/98
U.S. Air Force Test Pilot School, (661) 277-3131, DSN: 527-3131		
TST 202	Test Pilot, Navigator and Engineer Curriculum	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

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

DAU Course	DoD School/Agency	Effective Dates
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—8/27/06
U.S. Navy Engineering Duty Officer School, (805) 982-6157		
ACQ 101	EDO Basic Course	12/21/95—12/6/06
ACQ 201		1/1/97—4/21/06
U.S. Navy Test Pilot School, (301) 342-4131, DSN: 342-4131		
TST 101	Test Pilot School	6/1/97—9/30/06
TST 202		10/1/96—9/30/98
		5/1/99—9/30/06

CONTRACTOR EQUIVALENCIES

DAU Course	Contractor Course	Effective Dates
Atlantic Mgmt. Center, Inc., 6066 Leesburg Pike, Suite 700, Falls Church, VA 22041, (703) 256-0509		
CON 100	Providing Effective Business Leadership within the Federal Government	6/1/04—6/1/07
CON 301	Executive Contracting Seminar for Federal Civilian Agencies	10/26/98—7/31/03
BAE Systems, 76 Hammarlund Way, Tech Plaza 3, Middletown, RI 02842-5632, (401) 846-5500		
SYS 201	Intermediate Systems Planning, Research, Development and Engineering Course	6/5/02—6/5/04
SYS 301	Advanced Systems Planning, Research, Development and Engineering Course	11/15/02—11/15/05
Business Management Research Associates, Inc. (BMRA), Fair Oaks Plaza, Suite 440, 11350 Random Hills Road, Fairfax, VA 22030, (703) 691-0868		
CON 101	Acquisition Planning I	3/1/99—12/6/05
	Contract Formation I	3/1/99—12/6/05
	Contract Administration I	3/1/99—12/6/05
CON 104	Price Analysis	3/1/99—4/2/07
	Cost Analysis	3/1/99—4/2/07
	Federal Contract Negotiation Techniques	3/1/99—4/2/07
CON 202	Acquisition Planning II	5/1/01—4/2/07
	Contract Formation II	5/1/01—4/2/07
	Contract Administration II	5/1/01—4/2/07
CON 204	Intermediate Contract Pricing	3/1/99—4/2/07
CON 210	Government Contract Law	3/1/99—4/2/07

DAU Course	Contractor Course	Effective Dates
ESI International, 4301 Fairfax Drive, Suite 800, Arlington, VA 22203, (703) 558-3000		
CON 100	Shaping Smart Business Arrangements	1/1/04–1/8/07
CON 101	Federal Contract Basics	2/25/02–2/25/07
	Source Selection: The Best Value Process	2/25/02–2/25/07
	Operating Practices in Contract Administration	2/25/02–2/25/07
CON 104	Contract Pricing	3/28/02–3/28/07
	Source Selection: The Best Value Process	3/28/02–3/28/07
	Negotiation Strategies and Techniques	3/28/02–3/28/07
Management Concepts, Inc. (MCI), 8230 Leesburg Pike, Suite 800, Vienna, VA 22182, (703) 790-9595		
CON 101	1022 Contract Administration I	10/1/99–4/2/07
	1112 Contract Formation I	10/1/99–4/2/07
	1111 Acquisition/Procurement Planning I	10/1/99–4/2/07
CON 104	1166 Price Analysis	10/1/99–4/2/07
	1165 Cost Analysis	10/1/99–4/2/07
	1016 Federal Contract Negotiation Techniques	10/1/99–4/2/07
CON 202	1211 Acquisition/Procurement Planning II	10/1/99–6/15/04
	1212 Contract Formation II	10/1/99–6/15/07
	1213 Contract Administration II	10/1/99–6/15/07
CON 204	1204 Intermediate Contract Pricing	3/1/00–6/15/07
CON 210	1210 Government Contract Law	12/1/99–4/2/07
CON 243	1032 Architect-Engineer Services Contracting	11/1/99–6/15/07
CON 244	1021 Construction Contracting	3/1/99–6/15/07
Northwest Procurement Institute, Inc. (NPI), P.O. Box 1328, Edmonds, WA 98020, (425) 776-0414		
CON 101	Acquisition Planning I	12/1/01–1/22/07
	Contract Formation I	12/1/01–1/22/07
	Contract Administration I	12/1/01–1/22/07
CON 104	Price Analysis	1/1/00–11/28/06
	Cost Analysis	1/1/00–11/28/06
	Federal Contract Negotiation Techniques	1/1/00–11/28/06
CON 202	Acquisition Planning II	1/1/00–3/6/06
	Contract Formation II	1/1/00–3/6/06
	Contract Administration II	1/1/00–3/6/06
CON 204	Intermediate Contract Pricing	10/1/00–10/15/06
CON 210	Contract Law	1/1/00–12/14/06
CON 243	Architect and Engineering Services	1/1/00–12/21/06
CON 244	Construction Contracting	1/1/01–5/5/06
Resource Consultants, Inc. (RCI), 75 James Way, Suite 120, Southampton, PA 18966, (215) 942-0410		
LOG 235A	Supply Chain Management	4/28/04–4/28/07

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

Appendix D — Continuing Education Units

Acquisition, technology, and logistics employees may meet professional association continuing education requirements by taking DAU-sponsored courses. DAU is a member of the International Association for Continuing Education and Training (IACET), a nonprofit membership group of over 650 organizations and individuals involved in continuing education. As such, DAU is an authorized provider of Continuing Education Units (CEUs), a measure of continuing education participation for many professional associations and organizations. CEUs can also be converted to Continuous Learning Points (CLPs) to meet the DoD continuous learning requirements. Generally, 1 CEU equals 10 CLPs. (Please note that CEUs are not measures of academic credit. See Appendix F for DAU courses eligible for academic credit.)

The following table provides the CEUs for each DAU-sponsored course, which may be applied toward professional requirements. For more information on CEUs, contact Mr. Michael Lambert at (703) 805-3343, DSN 655-3343, or by e-mail at michael.lambert@dau.mil. For updates go to **http://www.dau.mil/learning/appg.aspx**.

Continuing Education Units (for courses taken after January 1, 1997)

	Course	CEUs
ACQ 101	Fundamentals of Systems Acquisition Management	
	through 6/1/97	5.4
	6/2/97—1/31/99	4.7
	beginning 2/1/99	2.5
ACQ 201	Intermediate Systems Acquisition	
	through 6/1/97	13.7
	6/2/97—9/30/99	9.9
	10/1/99—3/1/01	9.4
	3/2/01—4/12/01	9.05
	4/13/01–9/30/03	7.2
ACQ 201A	Intermediate Systems Acquisition, Part A	
	beginning 7/1/03	3.7
ACQ 201B	Intermediate Systems Acquisition, Part B	
	beginning 10/1/03	3.5
ACQ 401	Senior Acquisition Course	54.0
ACQ 402	Executive Management Course	9.6
ACQ 404	Systems Acquisition Management Course for General/Flag Officers	3.2
ACQ 405	Executive Refresher Course	
	through 3/1/01	6.4
	beginning 3/2/01	7.0
BCF 101	Fundamentals of Cost Analysis (formerly BCE 101)	
	through 3/1/01	9.9
	3/2/01—9/28/01	9.2
	beginning 9/29/01	6.4
BCF 102	Fundamentals of Earned Value Management (formerly BFM 102)	
	through 2/28/00	6.4
	3/1/00—3/1/01	6.5
	beginning 3/2/01	4.8
BCF 103	Fundamentals of Business Financial Management (formerly BFM 201)	
	through 3/1/01	3.0
	3/2/01–4/25/03 (Resident)	2.9
	beginning 3/3/03 (Online)	2.6

Changes and updates to these standards are posted on the DAU Web site as they occur. Go to http://www.dau.mil/learning/apph.aspx for the most current information on continuing education units.

Course		CEUs
BCF 203	Intermediate Earned Value Management (formerly BFM 203)	
	through 3/1/01	8.0
	beginning 3/2/01	6.3
BCF 204	Intermediate Cost Analysis (formerly BCE 204)	
	through 3/1/01	8.9
	beginning 3/2/01	9.1
BCF 205	Contractor Business Strategies (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	Acquisition Reporting Course (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
	10/1/99–9/30/03	4.2
BCF 211A	Acquisition Business Management, Part A	
	beginning 7/1/03	.7
BCF 211B	Acquisition Business Management, Part B	
	beginning 10/1/03	3.5
BCF 215	Operating and Support Cost Analysis	
	10/1/01–8/30/04	2.6
	beginning 9/1/04	2.8
BCF 301	Business, Cost Estimating, and Financial Management Workshop	
	through 3/1/01	5.4
	beginning 3/2/01	5.1
BCF 802	Selected Acquisition Report Review (formerly BFM 210)	
	through 3/1/01	1.8
	beginning 3/2/01	2.2
CAR 805	Contemporary Approaches to Acquisition in the Information Age	
	through 9/23/99	4.0
	9/24/99–3/1/01	3.6
	beginning 3/2/01	3.2
CON 100	Shaping Smart Business Arrangements	
	through 6/30/03	5.75
	beginning 7/1/03	3.70
CON 101	Basics of Contracting	
	through 9/30/97	15.7
	10/1/97–3/1/01	16.0
	3/2/01–8/16/02 (Resident)	13.55
	beginning 3/25/02 (Distance Learning)	14.00
CON 102	Operational Level Contracting Fundamentals	
	through 9/30/97	14.0
CON 103	Facilities Contracting Fundamentals	
	through 9/30/97	15.7

Course		CEUs
CON 104	Principles of Contract Pricing	
	through 3/1/01	7.3
	3/2/01—8/23/01	9.25
	8/24/01–9/30/03	10.89
CON 104A	Principles of Contract Pricing, Part A	
	beginning 7/1/03	8.27
CON 104B	Principles of Contract Pricing, Part B	
	beginning 10/1/03	2.62
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
CON 301	Executive Contracting	
	through 3/1/01	3.6
	3/2/01—6/22/01	2.95
	6/23/01–7/31/03	3.05

Changes and updates to these standards are posted on the DAU Web site as they occur. Go to http://www.dau.mil/learning/apph.aspx for the most current information on continuing education units.

Course		CEUs
CON 333	Management for Contracting Supervisors	
	through 3/1/01	3.2
	beginning 3/2/01	2.8
FE 201	Intermediate Facilities Engineering	2.4
GRT 201	Grants and Agreements Management	3.9
IND 101	Contract Property Administration Fundamentals	
	through 3/1/01	5.9
	3/2/01–9/30/03	6.4
IND 102	Contract Property Disposition	
	through 3/1/01	3.8
	3/2/01–9/30/03	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
	3/2/01–9/30/03	6.4
IND 202	Contract Property Management Seminar	
	through 3/1/01	2.7
	3/2/01–9/30/03	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 102	Systems Sustainment Management Fundamentals	
	beginning 8/20/04	2.3
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
	10/1/01–9/30/03	11.2
LOG 201A	Intermediate Acquisition Logistics, Part A	
	beginning 7/1/03	6.0
LOG 201B	Intermediate Acquisition Logistics, Part B	
	beginning 10/1/03	5.2
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
	3/2/01–8/26/04	2.6
	beginning 8/27/04	3.1
LOG 205	Provisioning	
	through 9/30/03	2.8
LOG 235A	Performance Based Logistics, Part A	

Course		CEUs
	beginning 10/1/03	5.0
LOG 235B	Performance Based Logistics, Part B	
	beginning 10/1/03	3.2
LOG 304	Executive Life Cycle Logistics Management	
	through 3/1/01	4.9
	beginning 3/2/01	3.9
PMT 202	Multinational Program Management	3.0
PMT 203	International Security and Technology Transfer/Control	
	through 3/1/01	3.0
	beginning 3/2/01	3.2
PMT 250	Program Management Tools	
	through 3/1/01	7.2
	beginning 3/2/01	8.0
PMT 302	Advanced Program Management Course	
	through 9/30/99	51.3
	10/1/99–12/14/00	49.3
	12/15/00–8/16/02	47.9
PMT 303	Executive Program Manager's Course	
	through 9/30/99	12.0
	10/1/99–3/1/01	15.6
	3/2/01–9/30/01	12.0
PMT 304	Advanced International Management Workshop	
	through 3/1/01	3.0
	beginning 3/2/01	4.0
PMT 305	(See PMT 403)	
PMT 352	Program Management Office Course	
	through 9/30/03	28.2
PMT 352A	Program Management Office Course, Part A	
	beginning 7/1/03	5.0
PMT 352B	Program Management Office Course, Part B	
	beginning 10/1/03	23.2
PMT 401	The Program Managers Course	31.5
PMT 402	Executive Program Manager's Course (formerly PMT 303)	12.0
PMT 403	Program Manager's Skills (formerly PMT 305)	
	through 9/30/99	6.0
	10/1/99–3/1/01	5.4
	beginning 3/2/01	4.0
PQM 101	Production, Quality, and Manufacturing Fundamentals	
	through 10/30/00	5.8
	10/31/00–3/1/01	2.0
	beginning 3/2/01	1.6
PQM 103	Defense Specification Management	5.4
PQM 104	Specification Selection and Application	1.2
PQM 201	Intermediate Production, Quality, and Manufacturing	
	through 11/30/00	9.0
	12/01/00–9/30/03	7.0
PQM 201A	Intermediate Production, Quality, and Manufacturing, Part A	
	beginning 7/1/03	3.5
PQM 201B	Intermediate Production, Quality, and Manufacturing, Part B	
	beginning 10/1/03	3.5
PQM 202	Commercial and Nondevelopmental Item Acquisition Course for	

Changes and updates to these standards are posted on the DAU Web site as they occur. Go to http://www.dau.mil/learning/apph.aspx for the most current information on continuing education units.

	Course	CEUs
	Technical Personnel	1.2
PQM 203	Preparation of Commercial Item Descriptions for Engineering and Technical Personnel	0.6
PQM 212	Market Research for Engineering and Technical Personnel	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
STM 301	Program Management for S&T Managers	
	beginning 10/1/03	2.1
STM 302	Systems Engineering for S&T Managers	
	beginning 10/1/03	2.5
SYS 201	Intermediate Systems Planning, Research, Development and Engineering	
	through 3/1/01	8.2
	3/2/01–9/7/01	7.1
	9/8/01–9/30/03	5.8
SYS 201A	Intermediate Systems Planning, Research, Development and Engineering, Part A	
	beginning 7/1/03	2.6
SYS 201B	Intermediate Systems Planning, Research, Development and Engineering, Part B	
	beginning 10/1/03	3.2
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

Changes and updates to these standards are posted on the DAU Web site as they occur. Go to http://www.dau.mil/learning/apph.aspx for the most current information on continuing education units.

Appendix F — Other Products and Services Provided by DAU

The University's mission is to provide practitioner training, career management, and services to enable the Acquisition, Technology, and Logistics (AT&L) community to make smart business decisions and deliver timely and affordable capabilities to the warfighter. Accordingly, in addition to classroom and online training, DAU offers other valuable products and services. This Appendix provides some information on those products and services, as well as Web addresses for more details on each.

STRATEGIC PARTNERSHIPS

DAU has established numerous strategic partnerships with academic institutions, corporate universities, other government agencies, professional organizations, and industry. While each partnership is unique in what it offers, the objective of all partnerships is to provide students with opportunities to maximize their academic accomplishments. In most cases, students may apply credit for DAU courses toward a graduate, undergraduate, or certificate program offered by a strategic partner. Similarly, credit for college classes can be applied toward DAWIA certification (see Appendix C) or DoD continuous learning requirements. DAU is working to ensure that opportunities are offered at both the undergraduate and graduate degree levels and in disciplines that are important to DAWIA certification for all career fields. For example, our partnership with the Florida Institute of Technology emphasizes business-related programs, such as Acquisition Management and Contract Management. Our partnership with Georgetown University can lead to an Executive Master's Degree in Public Policy Management or certificates in various programs. Also, DAU has an agreement with George Mason University, which focuses on logistics programs, and one with Stevens Institute of Technology, which concentrates on Systems Engineering.

A list of some of DAU's Strategic Partners and a general idea of the types of agreements we share with them appears on the following page.

For an updated list of DAU's partners and links to their respective Web sites, visit the DAU Home Page at http://www.dau.mil

DAU Strategic Partners

	Master's	Bachelor's	Associate	Certificate
American Graduate University	✔			✔
Bethune-Cookman College		✔		
Central Michigan University		✔		
Eastern Michigan University	✔	✔		✔
Embry-Riddle Aeronautical University		✔	✔	
ESI Intl., Inc. and George Washington University				✔
Florida Institute of Technology	✔			✔
George Mason University	✔			✔
Georgetown University	✔			✔
Grambling State University		✔		
Howard University	✔			✔
Mary Washington College	✔			✔
Northern Virginia Community College			✔	✔
Old Dominion University				✔
Stevens Institute of Technology	✔			✔
Strayer University	✔	✔	✔	
The Catholic University of America	✔			✔
The University of Alabama at Huntsville	✔	✔		✔
Touro University International	✔	✔		
Tuskegee University	✔	✔		
University of Alabama in Huntsville	✔			
University of Alaska at Anchorage	✔	✔	✔	
University of California at Irvine	✔			✔
University of California, Los Angeles				✔
University of Management and Technology	✔	✔		✔
University of Maryland University College	✔	✔		✔
University of Phoenix		✔		
University of Virginia				✔
Villanova University				✔
Wilberforce University		✔		

APPLIED RESEARCH

The fundamental purpose of DAU's research program is to improve the DoD acquisition process and its management. The scope of applied research topics encompasses policy, process, education, management, leadership, and functional area initiatives generated by the DoD AT&L community.

Research projects are conducted by the DAU faculty in partnership with acquisition practitioners, universities, nonprofit organizations, and private industry. Utility is determined by direct application of a viable product that supports DoD goals and priorities. Selected participants from within the Services, DAU strategic partners, and DAU faculty develop new and innovative concepts for systems acquisition.

For more information about the research program at DAU, visit our Web site at http://www.dau.mil/research_main.asp; join us in the Acquisition Research Community of Practice (http://pmcop.dau.mil/simplify/ev.php, special interest area: Acquisition Research); or contact Dr. Beryl Harman, Research Program Director, at beryl.harman@dau.mil.

PUBLICATIONS

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

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

To obtain a free subscription to the *Defense AT&L* magazine and/or *Defense Acquisition Review Journal*, go to http://www.dau.mil/pubs/pubs-main.asp and select "Subscribe" (a link listed under the periodicals). Complete the subscription and mail it as instructed. Requests made by e-mail and fax can no longer be accepted due to U.S. Postal Service regulations. If you are unable to access the form, call the DAU Press at (703) 805-3364 for assistance.

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GPO Orders — You may order some DAU and DSMC publications from the Government Printing Office (GPO). In the following publications list, items available through GPO include a GPO serial number. To order these publications send a check (in the appropriate amount) or provide 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 weekdays 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 at http://www.gpoaccess.gov/cgp/index.html.

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

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

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

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

- DoD or Military Service Organizations – Register by telephone or e-mail. If access to classified information is needed, complete DD Form 1540 *(Registration for Scientific and Technical Information Services)* and obtain the necessary signatures.
- Non-DoD U.S. Government Agencies – Register by telephone or e-mail. If access to unclassified/limited or classified information is desired, complete DD Form 1540 *(Registration for Scientific and Technical Information Services)* and obtain the necessary signatures.

- DoD or U.S. Government Contractors — Contact DTIC's Registration Branch to request the complete registration kit. Contractors must complete DD Form 1540 *(Registration for Scientific and Technical Information Services)* and obtain the necessary signatures. For export-controlled information, the contractor must complete DD Form 2345 *(Militarily Critical Technical Data Agreement)* in addition to DD Form 1540.
- DoD Potential Contractors – Register with only one agency or program to acquire DTIC services.

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

NTIS Registration – If you are NOT eligible to register with DTIC, you can view citations to many unclassified/unlimited technical reports included in DTIC's Public STINET service. In addition, DTIC's extensive full-text collection is currently available for downloading. For hard copies or an alternative format, order unclassified/unlimited documents from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, VA 22161. You can also call 1-800-553-NTIS (6847) or contact NTIS by e-mail at http://www.ntis.gov.

Publications — The following list includes the code "HP" if the document is available on the DAU Home Page at http://www.dau.mil/pubs/pubs-arqtoc.asp.

Periodicals

DAU Catalogs, order free through the DAU Registrar, 1-888-284-4906, (703) 805-3364, DSN 655-3364, HP

Defense Acquisition Review Journal (formerly Acquisition Review Quarterly), order free through the DAU Press, (703) 805-3364, HP

Defense AT&L magazine (formerly *Program Manager* magazine), order free through the DAU Press, (703) 805-3364, HP

Current Guidebooks

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

Acquisition Guide for Interactive Electronic Technical Manual (2000), GPO 008-020-01482-6, HP

Acquisition Strategy Guide (1999), GPO 008-020-01478-8

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

Comparison of the Defense Acquisition Systems of Australia, Japan, South Korea, Singapore and the United States (2000), ISBN 1-893833-01-1, HP

Comparison of the Defense Acquisition Systems of France, Great Britain, Germany and the United States (2000), ISBN 1-893833-01-1, HP

The Falcon and the Mirage: Managing for Combat Effectiveness (2001), ISBN 1-893833-04-7, HP

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

Glossary of Defense Acquisition Acronyms and Terms, 11th ed. (2003), GPO 008-020-01530-0, ISBN 0-16-067929-X, HP

Incentive Strategies for Defense Acquisitions (OSD, 2001), HP

Indirect Cost Management Guide: Navigating the Sea of Overhead (1999), 3d ed. (2001) available online only), HP

Introduction to Defense Acquisition Management, 6th ed. (2003), ISBN 0-16-048681-5, HP

Joint Program Management Handbook, 3d ed (2004), HP

Knowledge Management and Information Technology (2002), HP

(Guidebook for) *Performance-Based Services Acquisition (PBSA) in the Department of Defense* (OSD, 2001), GPO 008-020-01501-6, HP

(DAU) *Program Managers Tool Kit,* 13th ed. (2004), GPO 008-020-01535-1, HP

Risk Management Guide (2003), GPO 008-020-01526-1, HP

Scheduling Guide for Program Managers (2001), GPO 008-020-01503-2, HP

Systems Engineering Fundamentals (2001), HP

Test and Evaluation Management Guide (2001), GPO 008-020-01504-1, HP

Other Current Publications

Defense Acquisition Management Framework, DSMC Chart #3000R4, 2001 (obsolete), HP (replacement chart reflecting the new 5000 series expected by Oct 2004)

Defense Acquisition University Annual Report FY 2003, HP

Defense Acquisition University Strategic Plan FY 2004–2009, HP

Defense Acquisition University 2005 Catalog (on HP Oct 2004) (For printed copies, call the DAU Registrar at 1-888-284-4906 after Oct 2004.)

Military Research Fellows Report — From Chaos to Clarity: How Current Cost-Based Strategies Are Undermining the Department of Defense (Sept 2001), GPO 008-020-01500-8, ISBN 0-16-066434-9, HP

Military Research Fellows Report — Transatlantic Armaments Cooperation (1999–2000), GPO 008-020-01484-2, HP

Military Research Fellows Report — Program Management 2000: Know the Way – How Knowledge Management Can Improve DoD Acquisition (1998–1999), GPO 008-020-01479-6, HP

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