

**Defense Acquisition University
Targeted Training Courses and Workshops - Catalog**



March 2009

ACTIVITY BASED COSTING PRINCIPLES (ABC)

INTRODUCTION:

Activity Base Costing Principles is an analysis of this management tool that accurately relates the cost of products and services offered to customers with the consumption of organizational resources. This course provides a working knowledge of the principles and techniques of this powerful tool.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- Understanding the use of Activity Based Costing to analyze business processes
- Ability to build Activity Based Costing Models
- Developing applications for specific organizational situations
- Participating as a member of an Activity Based Costing team

TOPICS YOU WILL COVER:

- The relationship between business activities, resource consumption, and cost
- How traditional costing approaches and Activity Based Costing Differ
- Techniques for data collection for the Activity Based Costing model

WHO SHOULD ATTEND?

All acquisition personnel involved in the costing of goods and services

CLASS LENGTH: 3.5 Days

NOTE: Attendees should bring a calculator to class

DAU Contact Information: ABC@dau.mil

ALTERNATIVE DISPUTE RESOLUTION (ADR)

INTRODUCTION:

Issues of disagreement develop and evolve during the life of a contract from preaward through closeout. Issues that remain unresolved often end up in litigation before the Federal Courts and Administrative Boards. Litigation can be timely, costly and counterproductive to an organization's mission and often does not consider or promote the on going, working relationship of the parties to a contract. The Administrative Disputes Resolution Act, Executive Orders, Federal regulations, policies and directives provide alternative means of resolving contentious issues. Alternative Dispute Resolution (ADR) can 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.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- An understanding of the benefits of ADR
- Experience in ADR through "hands-on" exercises and case studies
- Ability to use ADR techniques for problem-solving in order to reach a collaborative agreement that is beneficial and long-lasting

TOPICS YOU WILL COVER:

- Interest-based negotiation
- Partnering
- Third-party assisted ADR procedures
- ASBCA/GAO/Federal Court ADR procedures

WHO SHOULD ATTEND?

This workshop is geared to the federal acquisition professional: contracting officers and specialists, negotiators, administrators, counsel, and other integrated product team members.

CLASS LENGTH: 2 Days

DAU Contact Information: AlterDisputeResol@dau.mil

BUDGET EXECUTION

INTRODUCTION:

Budget execution – spending the funds appropriated by the Congress – can be a challenge for any program office. Unless there is teamwork and prior planning, obligations and expenditures will not meet established goals and funds may be taken from the program for higher priorities. This workshop illuminates the key processes that enable budget execution so that the program office staff can engage in these processes and effectively utilize all of their budget authority.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- The apportionment process, by which budget authority passes down to the program office, and the commitment to outlay process by which it is spent
- Federal statutes pertaining to the use of appropriated funds and awareness of fiscal laws and how to avoid violating those laws
- Awareness of how and when appropriated funds might be reprogrammed

TOPICS YOU WILL COVER:

- **Apportionment Process** (how budget authority from Congress gets to the program office and the impacts of withholds, recessions, and “taxes”)
- **Monetary Concepts** (how budget authority is committed, obligated, expended, and outlaid by the Treasury in support of the program)
- **Life of an Appropriation & Fiscal Laws** (rules governing the use of current, expired, and canceled funds; typical violations pertaining to the purpose, time, and amount statutes)
- **Spending Plans** (preparing obligation & expenditure plans; how execution is assessed at Service/OSD levels; variance reports; and, reclama tips)
- **Reprogramming** (how limited amounts of budget authority can be used for purposes other than originally appropriated by the Congress)

WHO SHOULD ATTEND?

All program management office personnel, especially project leaders and support contractors. Budget and program analysts from the supporting R&D command who provide matrix support to the program office are also encouraged to attend.

CLASS LENGTH: 1 day (tailored to specific needs of customer)

DAU Contact Information: budgetexec@dau.mil

Business Case Analysis for System Support Decisions

INTRODUCTION:

This workshop will provide you with a decision making support tool and process that prepares you to make the best case with the intent of determining a best value solution for product support. The BCA process will provide you with an independent method for evaluating support alternatives in determining the optimum support performance within given constraints. An overview will be presented on what belongs in a business case analysis followed by a step-by-step walkthrough of the business case design and building process. After a lecture/discussion, the workgroup will accomplish a short BCA case study.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- Understanding the use of a BCA to arrive at an optimum product support approach
- What belongs in a BCA and why
- Structure and format of a BCA – how to prepare a BCA
- Qualities of a good BCA – what to look for
- Your role as a member on a BCA integrated product team (IPT)

TOPICS YOU WILL COVER:

- Purpose of a BCA and why create it
- BCA IPT process
- BCA model content and structure
- Methods and assumptions – decision support planning
- Business impacts – analysis performance
- Financial analysis – fundamentals of cost estimating
- Assessing objectives and subjective criteria - selection and weighting of criteria
- Sensitivity and risk analysis – evaluation and assessment
- Conclusion and implementation plan
- References

WHO SHOULD ATTEND?

This workshop is geared to DOD logisticians who will be involved in determining which product support strategy alternative allows an organization to achieve the optimum sustainment approach.

CLASS LENGTH: 1 day

DAU Contact Information: bcassd@dau.mil

Business Financial Management Integration into Programs

INTRODUCTION:

Behind any successful Program Manager (PM) one usually finds a competent Business Financial Manager (BFM). This BFM has expertly integrated the business and financial aspects of the program both horizontally, across the life cycle of the program, and vertically, up the program/budget review chain and through the Congressional Enactment process. The objective of this workshop is to discover how the BFM integrates cost estimating, budget development and defense, and ensures timely budget execution to enable the PM to succeed.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- Recognition of what makes a program cost estimate realistic & defensible
- Budgeting policies and practices applicable to acquisition programs
- How to defend the program budget during Program/Budget Reviews and throughout the Congressional Enactment process
- How to keep the program budget aligned with the program office estimate

TOPICS YOU WILL COVER:

- *Realistic Cost Estimates* (Cost estimates that are realistic from the outset of the program have a better chance of not growing over time)
- *Full Funding of the Program* (If the program is fully funded in the Future Years Defense Program, it is considered as necessary and affordable to the Service/DoD and has more predictable cost and schedule outcomes)
- *Garnering Appropriated Funds* (Budgets that are properly priced, comply with budgeting policies, and are phased over time to support planned contracts stand a better chance of getting appropriated)
- *Proper and Timely Obligation and Expenditure of Funds* (Once appropriated, funds must be spent the way Congress intended they be spent, at rates equal to or better than established Service and DoD goals)

WHO SHOULD ATTEND?

All program management office personnel, especially project leaders and support contractors. Budget and program analysts from the supporting R&D command who provide matrix support to the program office are also encouraged to attend.

CLASS LENGTH: 1 day (tailored to specific needs of customer)

DAU Contact Information: BFMintegration@dau.mil

CONTRACTING OFFICER'S REPRESENTATIVE COURSE (COR)

INTRODUCTION:

This course is designed for anyone who will be delegated contracting authority in writing from a contracting officer. It will provide a detailed explanation of the various pre and post award duties and responsibilities that may be delegated to a COR. By its very nature serving as a COR means protecting the Government's interest. Taking this course will ensure that a COR will prepare and be comfortable accepting this challenge. More than just an overview, numerous scenario based cases are used to provide the COR with a hands-on learning experience.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- Understanding the role of the COR
- Understanding what constitutes an effective COR
- Learning to read, and understand, your contract

TOPICS YOU WILL COVER:

- COR Delegation and Responsibilities
- Distinguish between the Program Manager, Contracting Officer Representative, and Contractor Officer's Technical Representative
- Ethics in Standards of Conduct
- Overview of the Acquisition Process
- Procurement Planning
- Statement of Work and Its Effect on Contract Administration
- Soliciting Offers for Commercial and Noncommercial Acquisitions
- Contract Types, Technical Evaluation and Source Selection
- Post award Actions and Contract Administration Planning
- Monitoring Contractor Performance
- Dealing with Unsatisfactory Performance
- Modifications and Options
- Inspection and Acceptance
- Payment
- Protests
- Contract Fraud
- Disputes and Appeals
- Contract Termination
- Closeout Actions

WHO SHOULD ATTEND?

This course is designed for anyone currently serving as or training to become a Contracting Officer's Representative

CLASS LENGTH: 4.5 Days

DAU Contact Information: CORCTT@dau.mil, CORCMA@dau.mil, CORCNE@dau.mil, CORCW@dau.mil, CORCMW@dau.mil, CORCS@dau.mil

COST RISK ANALYSIS A MONTE CARLO SIMULATION APPROACH

INTRODUCTION:

The Cost Risk Analysis is very important in determining the potential cost of a program and is a part of the program's Risk Management Plan. After risks (performance, schedule, and cost estimating) have been identified, an approach is selected to estimate the cost impact to the program. This class will use a Monte Carlo simulation to analyze uncertainty, construct a total cost distribution, and make probability statements concerning program cost.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- Understand the types of risk faced by defense acquisition programs
- Describe techniques to assess subjective probabilities
- Understand goodness-of-fit testing in a cost risk analysis
- Develop a Monte Carlo simulation model to analyze cost risk
- Interpret simulation output to describe the variability in expected program cost

TOPICS YOU WILL COVER:

- Basic probability concepts
- Subjective probability assessments
- Goodness-of-fit testing in cost risk analysis
- Monte Carlo simulation based cost risk analysis

WHO SHOULD ATTEND?

All acquisition personnel involved in managing, developing, reviewing and presenting cost risk analyses. Note: Attendees should bring a calculator to class.

CLASS LENGTH: 2 Days

DAU Contact Information: CostRiskAnal@dau.mil

CRUCIAL CONFRONTATIONS®

INTRODUCTION:

Crucial Confrontations Training equips participants with a straightforward step-by-step process for identifying and resolving performance gaps—those unpleasant realities standing in the way of organizational success. Crucial Confrontations Training teaches managers and process owners of all types how to enhance accountability, improve performance, and ensure execution. Whether you're preventing problems or managing a crisis, move your team or organization to the next level with this revolutionary yet simple approach. Crucial Confrontations Training infuses fourteen hours of classroom time with more than 120 original video clips to provide a straightforward step-by-step process for identifying and resolving performance gaps, strengthening accountability, eliminating inconsistency, and reducing resentment. Discover how Crucial Confrontations training will enact change for good throughout your organization.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- With this hands-on problem-solving approach, participants learn to:
- Step up to poor performance and pick the right problem to work on by addressing underlying motivation and ability issues.
- Hold anyone accountable—no matter the other person's power, position, or temperament—and get positive results.
- Motivate without using power by clearly and concisely explaining natural consequences and permanently resolving problems.
- Enable without taking over by creatively helping others avoid excuses and work-arounds, stay on track, and resolve performance barriers.

TOPICS YOU WILL COVER:

- Recognizing Confrontations
- Master My Stories
- Describe the Gap
- Motivating
- Exploring Consequences
- Stay Focused and Flexible

WHO SHOULD ATTEND?

Crucial Confrontations training is ideal for all acquisition personnel who manage people or processes as well as those who have supervisory or cross-functional management responsibilities. For true change to be achieved, involving teams and even entire organizations is essential. Class size - minimum 6 to maximum 24.

CLASS LENGTH: 2 Days

NOTE: DAU will purchase and use copyright training materials

DAU Contact Information: CrucialConf@dau.mil

CRUCIAL CONVERSATIONS®

INTRODUCTION:

Crucial Conversations Training provides high-leverage skills for individuals, teams, and organizations that under communicate, withhold information, or fail to act with unity and conviction. This award-winning course is an indispensable component of many corporate universities and a driving force behind culture-change initiatives worldwide. Crucial Conversations Training outpaces traditional communications and interpersonal skills courses in getting you to sustainable results.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- Catch problems early and resolve disagreements candidly and respectfully even in the face of arguments and misunderstandings.
- Maximize input from people closest to the work (even those who have difficulty sharing information).
- Express the best ideas in a way that builds acceptance rather than resistance—including challenging the way things are currently being done.
- Make better decisions and then take more committed action.

TOPICS YOU WILL COVER:

- Getting Unstuck
- Start with the Heart
- Learn to Look
- Make it Safe
- Master My Stories
- STATE My Path
- Explore Other's Path
- Move to Action

WHO SHOULD ATTEND?

Crucial Conversations training is ideal for all acquisition personnel who manage people or processes as well as those who have supervisory or cross-functional management responsibilities. For true change to be achieved, involving teams and even entire organizations is essential. Class size-minimum 6 to maximum 24.

CLASS LENGTH: 2 Days

NOTE: DAU will purchase and use copyright training materials

DAU Contact Information: CrucialConv@dau.mil

DESIGN OF EXPERIMENTS – INDUSTRIAL STRENGTH (DOE-IS)

INTRODUCTION:

DOE is an iterative product/process improvement methodology. It is a capstone component of a practitioner's complete lean, six-sigma, or quality improvement toolkit. The course is designed for those looking for a genuine understanding of both the design of an experiment and the analysis of the data that emanates from the experiment(s). The course requires statistical thinking but is not heavily oriented in mathematics; it does provide the necessary tools for application. The course is built around the work of Donald J. Wheeler, Ph.D., who assisted Dr. W. Edwards Deming, at numerous seminars.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- How to determine which independent variables to include in an experiment or study.
- How to select a screening design.
- How to perform an Analysis of Variance (ANOVA), interpret the results and recognize when further study is warranted.
- How to perform an Analysis of Means (ANOM), graph and interpret the results (main effects and interaction effects) in combination with the results of ANOVA - for presentation to management.
- How to determine which independent variables are most critical; and what settings are optimal.
- The knowledge of a cost-saving strategy to determine the settings for those independent variables which are not critical.
- How to make pair-wise comparisons of treatments.

TOPICS YOU WILL COVER:

- Working with variation.
- The Analysis of Means.
- The Analysis of Variance.
- Contrasts.
- Multifactor ANOVA.
- Fractional Factorial Designs.
- Plackett-Burmann Screening Designs.
- The Problem of Product Variation.
- The Taguchi Approach.
- Software demonstration.

WHO SHOULD ATTEND?

Scientists, engineers, program managers, testers or others who plan, execute, or oversee industrial experiments.

NOTE: A basic understanding of SPC (statistical process control) is strongly recommended and participants should bring a scientific or statistical calculator to class.

CLASS LENGTH: Recommended: 10 class days; Accelerated: 5 day's class

DAU Contact Information: DOEIS@dau.mil

DISA INFORMATION SYSTEMS ENGINEERING SEMINAR (ISES)

INTRODUCTION:

This course is under the guidance and direction of the DISA Chief Technology Officer (CTO), the organization in DISA that manages systems engineering training. The course is intended to introduce the software management team of any DISA project to some of the realities of procurement, acquisition, basic systems and software engineering. While DAU organizes and presents the course, entry into the course is managed and controlled by DISA. The specific objectives of this course are to:

- Learn the expectations and requirements associated with the acquisition environment Learn how the basic Systems Engineering Process works and how software engineering and management relates.
- Gets some hands-on experience with understanding how to manage a software engineering project using the latest software management best practices?

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- How the DoD Acquisition Community is Organized
- Where DISA fits into the DoD Acquisition Community
- The operation of the Joint Capabilities Integration and Development System
- The basic Systems Engineering Process
- The basic Software Engineering Process
- How to create output products of the Engineering Process
- The experiences of successful software project managers

TOPICS YOU WILL COVER:

- Latest DOD Policy
- Overview DoD Acquisition Process
- Joint Capability Integration and Development System (JCIDS)
- Interoperability and Architecture
- Systems Engineering Process
- Software Engineering Process
- Software Management Best Practices
- Systems Analysis and Controls (e.g., Risk Management, Configuration Control)
- Practical Application of Best Practices on a DISA-related Project

WHO SHOULD ATTEND?

Members from the DISA Project Management teams who need additional knowledge on the demands of the acquisition environment and how systems and software engineering best practices need to be utilized to ensure project success should attend.

CLASS LENGTH: 3 Days

DAU Contact Information: DISA.ISES@dau.mil

DISA Systems Engineering Plan Course

INTRODUCTION:

This course was developed for and is under the direction of the DISA Systems Engineering Center. It is designed exclusively for Defense Information Systems Agency (DISA) acquisition program and technology project management staff. While DAU developed and teaches this course, entry is under the management and control of DISA. This course will provide students with the knowledge, material, and internal program documentation sources to develop an executable Systems Engineering Plan (SEP) for their programs as recommended by DoD guidance. The course consists of lecture, group exercises, student briefs and course assessment.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- How to collect inputs for developing a SEP
- How to tailor the SEP for your program specific needs
- How to update a SEP through the acquisition lifecycle
- How to use the SEP as effective technical management tool
- How to prepare for the SEP approval process

TOPICS YOU WILL COVER:

- Technology Maturation
- Introduction of a SEP
- Program Requirements
- Technical Staffing and Organization Planning
- Technical Baseline Management
- Technical Review Planning
- Integration with Overall Program Management
- DISA SEP Assessment Standard Operating Procedure
- DISA SEP Approval Process

WHO SHOULD ATTEND?

The target audience is DISA systems engineers who have some familiarity with:
DoD Directive 5000.1. Defense Acquisition System
DoD Instruction 5000.2. Operation of the Defense Acquisition System
Defense Acquisition Guidebook (DAG) chapters 4 and 9
DoD Integrated Defense Acquisition, Technology, & Logistics Life Cycle Management Framework

CLASS LENGTH: 4-days.

DAU Contact Information: DISASEP@dau.mil

DIVERSITY GAMES WORKSHOP

INTRODUCTION:

Based on the sophisticated methodology of the Whole Brain Technology developed by Ned Herrmann, the Diversity workshop enables a group or team to effectively understand their individual styles of thinking preference and those of their group. It clearly shows how the diversity is not a liability but can become one of a team's best assets as it encompasses the best there is to offer in a group.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- Recognition of individual thinking style preferences
- Recognition of major and minor group styles
- Descriptions of the HBDI preferences and types
- Descriptions of the four quadrants
- Awareness of the impact of individual and group strengths on job interactions

TOPICS YOU WILL COVER:

- The HBDI Diversity Game
- The Chat about Game
- Application of preferences on communications and team building in organizational settings
- LDRSHP - Diversity Games Workshop - U
- LDRSHP - Leading Project Teams - U

WHO SHOULD ATTEND?

A diverse integrated team(s) working on a program or some aspect of a program should attend. (Keep each team at 6-8 people. There may be multiple teams from a program office attending the workshop. Max 24 people in max of 4 teams)

CLASS LENGTH: ½-1 Day

DAU Contact Information: DiverGamesWkshp@dau.mil

DOD BUDGET “PRIMER”

INTRODUCTION:

The DoD Budget “Primer” unlocks the mystery of how funds are programmed, budgeted, enacted, and executed to enable a successful acquisition program.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- How to stabilize budgets over the program’s life cycle
- How to prepare clear, concise, and accurate budget exhibits
- How to work with Congress through the budget enactment process
- Understand the importance of on-time obligations and expenditures

TOPICS YOU WILL COVER:

- ***Planning, Programming, Budgeting, and Execution (PPBE)*** (Topics include: an in-depth look at PPBE processes, players, and outcomes; the Future Years Defense Program (FYDP); proper program pricing, phasing, and compliance with funding policies; how to fully fund the program in the FYDP; and, how to defend budgets and stabilize programmed and budgeted funds over the program life cycle)
- ***Congressional Enactment*** (Topics include: Constitutional and statutory basis for the budget enactment process; Congressional participants and committees; budget resolution, Defense authorization, and appropriation processes and timelines; continuing resolutions; techniques for keeping Congressional staffers informed; how to prepare senior leaders for testimony; and, how to appeal Congressional marks)
- ***Budget Execution*** (Topics include: monetary concepts used in DoD’s obligation accounting systems; the apportionment process; fiscal laws to include the purpose, time, and amount statutes; life of an appropriation; how to develop realistic obligation and expenditure plans; and, how to reprogram budget authority)

WHO SHOULD ATTEND?

All program management office personnel, especially project leaders and support contractors. Budget and program analysts from the supporting R&D command who provide matrix support to the program office are also encouraged to attend.

CLASS LENGTH: 1 day (tailored to specific needs of customer)

DAU Contact Information: DODBUDPRIM@DAU.MIL

EARNED VALUE MANAGEMENT

INTRODUCTION:

Earned Value Management (EVM) is an important Program Management tool for managing large acquisition programs. It is also one of the tools in the Systems Engineering process for Systems Control and Analysis. EVM is a key process for establishing a realistic baseline for accomplishing a contracted effort and then reporting progress against that baseline. It can help identify program trends for technical, cost, or schedule performance. This class can be tailored to the beginning EVM analyst with basic definitions and analytical tools, or kept at the management level to answer the question “how do we manage the program based on the EVM information that’s reported?”

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- Understand the purpose and benefits of EVM management
- Understand when EVM reporting is required
- Ability to identify the basic elements of EVM data and be able to calculate key performance metrics
- Ability to identify trends in performance data
- Ability to forecast the estimate at completion, and therefore projected budget needs

TOPICS YOU WILL COVER:

- Contract reporting requirements
- Basic EVM concepts
- Performance measures such as variances and estimates at completion
- Management actions needed based on EVM analysis
- Available EVM resources
- EVM Reporting requirements in the DoD Chain of Command

WHO SHOULD ATTEND?

All acquisition personnel involved in managing large programs requiring EVM reporting information. Note: Attendees should bring a calculator to class.

CLASS LENGTH: 3 Days

DAU Contact Information: EarnedValMgmt@dau.mil

ECONOMIC ANALYSIS FOR DECISION MAKING (EADM)

INTRODUCTION:

This course prepares students to conduct economic analyses within the DOD environment. Topics include the EA process steps of formulating an objective, assumptions and constraints, alternatives, identifying costs and benefits, comparison of costs and benefits, sensitivity analysis, and documentation. Practical exercises and a group workshop are used in class. The course will use Excel® and ECONPACK for financial calculations.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- Formulate objectives including selection criteria
- Compute various cost comparison criteria including net present value, uniform annual cost, rate-of-return, payback period (amortization).
- Identify and Quantify benefits
- Risk assessment
- Improved decision-making abilities

TOPICS YOU WILL COVER:

- Economic analysis process
- Time value of money concepts
- Cost comparison techniques
- Benefit quantification
- Risk assessment
- Regulatory guidance

WHO SHOULD ATTEND?

All personnel engaged in studies or decisions involving choices among different economic courses of action this course is for personnel who develop and/or evaluate costs and benefits of alternative courses of action. Participants typically include the Financial Management career field, functional communities, and DAWIA BCEFM personnel. This course would also be appropriate for program/project managers and personnel in contracting; systems planning, research, development, and engineering; information technology; and non-DoD personnel who conduct economic analyses of materiel systems.

CLASS LENGTH: 5 Days

DAU Contact Information: EADM@dau.mil

ECONOMIC ANALYSIS FOR MANAGERS (EAM)

INTRODUCTION:

This course is a broad review of the techniques recognized by the Department of Defense for making decisions among different economic courses of action. Among the topics covered is time value of money, and cost comparison techniques including net present value, uniform annual cost, and savings-to investment ratio, internal rate-of-return, and capitalized cost. Additionally, benefit quantification, risk assessment and regulatory guidance is discussed. Several economic analysis studies are reviewed during the course.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- Formulate objectives including selection criteria
- Compute various cost comparison criteria including net present value, uniform annual cost, rate-of-return, capitalized cost, payback period (amortization), and net yield
- Quantify benefits
- Risk assessment
- Improved decision-making abilities

TOPICS YOU WILL COVER:

- Economic analysis process
- Time value of money concepts
- Cost comparison techniques
- Benefit quantification
- Risk assessment
- Regulatory guidance

WHO SHOULD ATTEND?

All personnel engaged in decisions involving choices among different economic alternatives

CLASS LENGTH: 5 Days

DAU Contact Information: EAM@dau.mil

Engineering Management Workshop (EMW)

The EMW course addresses the defense acquisition lifecycle from a systems and software engineering perspective. Students get hands-on engineering experience while learning how to manage software intensive projects. Students build an operating robot while using a Simulation Based Acquisition (SBA) model to monitor their designs and executing requirements management, contract management, configuration control management, and test management. The course covers from initial requirements definition through preliminary design, virtual prototyping and final fabrication of a tested, working prototype. Course concludes with a source selection using best-value techniques. This course is great for a new intern looking for hands-on program experience.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- Organization of the DoD Acquisition Organization
- Operation of the Joint Capabilities Integration and Development System
- Basic Systems Engineering Process
- Basic Software Engineering Process
- How to create output products of these processes

TOPICS YOU WILL COVER:

- DoD Acquisition Process Overview
- Joint Capability Integration and Development System (JCIDS)
- Interoperability and Architecture
- Systems Engineering Process
- Software Engineering Process
- Software Management Best Practices
- Systems Analysis and Controls (e.g., Risk Management, Configuration Control)

WHO SHOULD ATTEND?

Individuals needing additional experience on systems engineering in software programs from the applied exercises and how systems and software engineering best practices need to be utilized to ensure project success should attend.

CLASS LENGTH: 5 Days

DAU Contact Information: EMW@dau.mil

INTEGRATED BASELINE REVIEW WORKSHOP

INTRODUCTION:

Earned Value Management (EVM) is an integrated project planning and management tool required on most DoD acquisition contracts, and endorsed in industry's ANSI Standard 748. One of the foundations for effectively utilizing this process is the development of a time-phased, budgeted, baseline plan for performing all of the work. The Integrated Baseline Review process was developed to assess the reasonableness, adequacy and accuracy of this baseline plan. This workshop will be tailored to the participants' particular project, and instruct them on how to best conduct their IBR.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- Understand how the development and maintenance of the baseline plan contributes to effective EVM.
- Ability to plan and conduct an Integrated Baseline Review
- Contribute as a member of an IBR team

TOPICS YOU WILL COVER:

- The overall Earned Value Management process
- How to effectively construct an executable baseline plan
- Selection and review of EVM measurement techniques
- How to plan for an IBR
- How to execute an IBR and apply the lessons learned to the program

WHO SHOULD ATTEND?

All acquisition personnel who are overseeing or participating as members of an IBR team should attend.

CLASS LENGTH: 2 Days

DAU Contact Information: IntegBaselineRevWkshp@dau.mil

ISO 9000 – 2000

INTRODUCTION

ISO 9000 has become one of the most important quality standards in the world. Companies in over 100 countries have adopted and are using the standard. ISO 9001 can help DoD and suppliers control the quality of products and services, save money, save time, and makes good business sense. The standards apply to all sizes and types of organizations. Following the standards to develop the quality management system can help both product and service organizations achieve levels of quality recognized and respected worldwide. This course is designed to provide 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.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- Basic knowledge of the ISO 9000 series standards
- Understand the reasons for DoD adopting and using Q9000 standards
- Requirements of the Q9001-2000 standard
- How the application of the standard leads to improved product and services for DoD. Significance of contractor certification/registration
- Application of the standard through simulated government and contractor reviews

TOPICS YOU WILL COVER:

- ISO 9001 Quality Management System
- ISO Documentation Requirements
- Contractor Registration Process
- Standards Application and Interpretation
- Contractor Evaluation and Assessment.

WHO SHOULD ATTEND?

The course is designed for personnel involved in the management, review, evaluation, or assessment of quality management systems.

CLASS LENGTH: 2 Days

I DAU Contact Information: SO9000-2000DefAcq@dau.mil

JCTD EXECUTIONS (How to run a JCTD)

INTRODUCTION:

Advanced Concept Technology Demonstrations (JCTD) have become a key enabling strategy and mechanism of acquisition reform for accelerating the transition advanced technology systems into the hands of Users. JCTDs focus on technology assessments and systems integration rather than technology development by exploit mature/maturing technologies to provide prototype capabilities to the war-fighter who evaluates their military utility in meaningful demonstrations under realistic military conditions. JCTDs constitute reacquisition initiatives that provide the means to enter the acquisition process based on the utility and value of the new capability. As such, JCTDs are not “business as usual” for either the S&T or the PM communities. This class will provide the student the necessary programmatic, systems engineering, and technical management skills and know-how to become an effective, productive member of a JCTD execution team.

KNOWLEDGE AND SKILLS YOU WILL GAIN: Understanding of what a JCTD is

- Understanding of the “life cycle” of an JCTD
- Understanding of the unique programmatic/technical management challenges of JCTDs
- Capability to plan, program, and budget for an JCTD
- Identifying and implementing experiments and demonstrations for an JCTD
- Identifying documentation requirements for an JCTD

TOPICS YOU WILL COVER:

- Expected and allowed outcomes of an JCTD
- Limitations / Constraints on an JCTD
- Characteristics & critical roles/positions for an JCTD organization
- Technology Development Strategies
- Contracting Strategies for an JCTD
- Development philosophy/approaches for an JCTD
- Role of systems engineering, models & simulation, and T&E in an JCTD
- Planning & executing demonstrations in an JCTD
- Logistical considerations for an JCTD

WHO SHOULD ATTEND?

Senior DoD acquisition personnel and supporting contractors who are, or may be, involved in the planning, managing, executing, &/or supporting of an JCTD, or a Warfighter Rapid Acquisition Program (WRAP)

CLASS LENGTH: 5 Days

DAU Contact Information: JCTDExec@dau.mil

JCTD TRANSITION MANAGEMENT COURSE

INTRODUCTION:

This course is under the guidance and direction of DDR&E/ASC, the organization in DoD that manages Joint Capability Technology Demonstration (JCTD), formerly known as Advanced Concept Technology Demonstrations JCTD. The course is intended to introduce the management team of a JCTD project to some of the realities of the procurement and acquisition environment into which most JCTDs expect to transition. While DAU organizes and presents the course, entry into the course is managed and controlled by DDR&E.

The specific objectives of this course are to:

- Learn the expectations and requirements associated with the acquisition environment
- Learn how JCTD projects can begin to address topical areas that will be key to their ability to integrate into the larger acquisition programs
- Expose JCTD management teams to the ideas and expectations of the OSD staff that will oversee their JCTD programs.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- How the JCTD oversight process functions
- How joint service JCTDs are managed by JFCOM
- The operation of the Joint Capabilities Integration and Development System
- The role of systems engineering, PPBE, and logistics in JCTD management
- DoD Risk Management requirements
- How to structure JCTD Implementation and Transition Plans
- The experiences of successful transition managers

TOPICS YOU WILL COVER:

- DDR&E JCTD Management
- The joint staff and JCIDS
- JCTD Management in JFCOM
- Systems Engineering
- Interoperability
- Risk Management
- Program Planning, Budgeting, and Execution
- Earned Value Management Systems
- Transition Plans

WHO SHOULD ATTEND?

Members of JCTD teams (technical, operational and transition managers) who need additional knowledge on the demands of the acquisition environment and who want more information on DDR&E expectations regarding transition management.

CLASS LENGTH: 5 Days

DAU Contact Information: ISO9000-2000DefAcq@dau.mil

Joint Capabilities Technology Demonstration (JCTD) Practical Operating Guidelines (POG)

INTRODUCTION:

The JCTS POG course provides students the lessons learned and proven JCTD management practices, as documented in the 2008 DDR&E JCTD Practical Operating Guidelines.

KNOWLEDGE & SKILLS YOU WILL GAIN:

- Learn practical guidelines for the full life cycle of a JCTD.
- Assist the JCTD management process thru the POG approach
- Expeditiously seek the 70-80% technology solutions with fiscal accountability, while accelerating the transition of a relevant and affordable capability to follow-on acquisition, fielding and operational use.

TOPICS YOU WILL COVER

- JCTD Formulation & Proposal
- Candidate Review & USD(AT&L) Approval
- Congressional Notification
- Implementation Direction, Rate and Rank
- Demonstration, Operational Assessment and Transition
- Joint Requirements Oversight Council Needs Validation & Final Report

WHO SHOULD ATTEND?

The broad user community includes Congressional staffers, DoD and interagency leadership, Combatant Commands and Service field JCTD leadership, existing JCTD managers and teams, as well as JCTD proposal teams.

CLASS LENGTH: 5 days

DAU Contact Information: JCTDPOG@dau.mil

LEADING PROJECT TEAMS COURSE

INTRODUCTION:

This course is designed to teach best practices of building and maintaining high performing teams in the DoD acquisition environment. Effective team building and team performance are critical to every DoD acquisition program. This course illustrates the principles of team development and operation using practical examples and exercises. The course can also be tailored to meet the needs of the sponsoring organization. The specific objectives of this course are to:

- Learn and apply team building processes to develop and maintain effective teams
- Learn the roles of the project team leader and the skills needed to successfully perform these roles
- Evaluate individual leadership and team building strengths and development needs using a variety of feedback instruments

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- What makes an effective team
- The process of building a new team from scratch
- Team dynamics and how to use them to improve your team
- Team execution and metrics
- Team leader skills assessment
- Sharing of best practices
- How to lead your team in an environment of change

TOPICS YOU WILL COVER:

- Team Leadership
- Team Building
- Team Problem Solving
- Team Decision Making
- Team Conflict Resolution
- Setting Team Goals
- Empowerment and Coaching
- Leading Change

WHO SHOULD ATTEND?

Acquisition workforce members with functional expertise but little team building or leadership experience

CLASS LENGTH: 3-5 Days

DAU Contact Information: LeadProjTeam@dau.mil

LEAN THINKING AND VALUE STREAM MAPPING SEMINAR

INTRODUCTION:

The Lean Thinking and Value Stream Mapping Seminar focuses on creating value as determined by the customer. It emphasizes lean thinking principles and concepts in a classroom setting, and then applying these principles to the customer's work processes. In the morning classroom sessions, the students will learn the theory and concepts of lean thinking, and the techniques of value stream mapping. The afternoon sessions involve the students applying the techniques to their work environment, drawing current and future state maps, using value stream mapping techniques. The output of the seminar is the development of a plan of action for adding value, as determined by the customer, and the elimination of waste.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- How to create value in the eyes of the customer.
- How to embed lean thinking and principles into work processes
- How to perform value-stream mapping
- How to develop a plan of action

TOPICS YOU WILL COVER:

- Theory and concepts of lean thinking.
- Techniques of value stream mapping

WHO SHOULD ATTEND?

Open to all members of the program office especially those interested in process improvement and change management.

CLASS LENGTH: 2.5 Days

DAU Contact Information: LeanThinkValStrmMap@dau.mil

LOGISTICS TEST AND EVALUATION

INTRODUCTION:

This course is designed to give an orientation to members of the logistics test and evaluation community who have been selected from operational units to do test and evaluation on weapons systems. It gives an overview of DoDD 5000.1 and DoDI 5000.2 along with Systems Engineering, Test and Evaluation, Acquisition Logistics (including reliability, maintainability and availability.) Lastly, the participants cover Contractor Operations and Test Reporting. The participants have a number of hands on exercises including filling out a Yellow (deficiency) Sheet of a test observation. The last two blocks of instruction are tailor able to the service and the local procedures.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- Describe how the Defense Acquisition System enables DoD to make choices concerning weapons development and procurement.
- Explain the interface between Logistics and Systems Engineering
- Distinguish the characteristics and describe the role of reliability, maintainability, availability and supportability on the future logistics support of a system.
- Identify the role of Test and Evaluation and Logistics Test and Evaluation in the Systems Engineering process.
- Describe the roles of the contractor and government representatives according to service instructions.
- Identify the various types of test reports used as a result of test and evaluation activities.

TOPICS YOU WILL COVER:

- Portions of DoDD 5000.1
- Portions of DoDD 5000.2
- The Systems Engineering process.
- The Test and Evaluation process
- Acquisition Logistics
- Ethics
- Contractor operations
- Test Reporting

WHO SHOULD ATTEND?

Personnel participating in Logistics Test and Evaluation for the first time and are unfamiliar with the DoD Acquisition processes.

CLASS LENGTH: 2 Days

DAU Contact Information: LogTest&Eval@dau.mil

MYERS BRIGGS TYPE INDICATOR (MBTI) WORKSHOP

INTRODUCTION:

The Myers Briggs Type Indicator (MBTI) is a self-report personality inventory based on the theory of psychological type developed by Swiss psychiatrist Carl Jung. It is the most widely used instrument for understanding normal personality differences, with over two million being administered annually in the U.S., as well as being used internationally and having been translated into more than 30 languages.¹ This workshop allows participants to complete the instrument and receive individual feedback on their results. The workshop provides participants with knowledge and awareness that are useful in improving self management and in working with others in organizational and team settings.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- Recognition of what information the MBTI provides
- Descriptions of the MBTI preferences and types
- Descriptions of the four temperaments
- Validation of your MBTI type
- Awareness of type dynamics and type development
- Uses and misuses of MBTI

TOPICS YOU WILL COVER:

- The MBTI personality inventory
- Psychological type theory
- The four MBTI scales and eight preferences
- The 16 four-letter types
- The four temperaments
- Type dynamics and type development theory
- Application of type in organizational settings

WHO SHOULD ATTEND?

People interested in gaining an awareness of themselves, their in-born preferences, their natural strengths, their potential areas of growth, and an appreciation of others who have different preferences. Workshops are designed for 25-60 participants; larger groups should consider dividing into more than one workshop).

CLASS LENGTH: 4-6 Hours (tailor able to specific needs of customer)

¹ Myers, I. B. *Introduction to Type (Sixth Edition)*, Consulting Psychologists Press, Palo Alto, CA. 1998

DAU Contact Information: MBTIWkshp@dau.mil

NAVY SYSTEMS ENGINEERING GUIDE

INTRODUCTION:

This course covers the Naval Air Systems Command approach to Systems Engineering. Using EIA-632 as a standard framework, NAVAIR has added their own internal policies and procedures to create a corporate approach to Systems Engineering within their organization. NAVAIR is currently working with the Navy's other systems commands in order to make this a Navy-wide approach to Systems Engineering. This training is targeted at NAVAIR technical managers and is focused the NAVAIR SE Guide and how to tailor this approach to specific programs or projects. Note: This course was specifically created for those organizations within the Navy who have adopted this approach or contractors who do business with these organizations. Any other organization interested in this approach would have to incorporate their-own processes, policies and procedures into EIA-632. A modified version of the course would have to be created to then teach this specific approach.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- Understand what is contained in the Navy SE Guide
- Understand the 32 sub processes described in the guide
- Understand which sub processes are applicable to which types of programs and projects
- Capability to develop a tailored Systems Engineering Plan for use by a government program office

TOPICS YOU WILL COVER:

- Recent Updates to DoD Acquisition Policies
- Systems Engineering Standards Evolution
- Systems Engineering Guide Organization and Content
- The 32 Sub processes contained in the Guide
- How each sub process applies to Systems Engineering
- Exercises using different parts of the SE guide
- Exercises carrying out SE tasks which are government responsibilities
- Tailoring of the sub processes and outputs to create an SE Plan outline for a specific program application

WHO SHOULD ATTEND?

This training is specifically designed for government technical managers in Navy Systems Commands who have adopted the Navy SE Guide created by NAVAIR. The training may also be of value to contractors doing work for these organizations.

CLASS LENGTH: 5 Days

DAU Contact Information: NavSysEngGuide@dau.mil

NEW PROGRAM STARTUP WORKSHOP

INTRODUCTION:

As part of our strategic partnering with industry, DAU and Raytheon have jointly developed a New Program Startup Workshop to facilitate better government and industry teaming after contract award on defense acquisition programs. The workshop design is tailored to match the specific needs of the each program. The specific objectives of this workshop are to:

- Educate government and industry program teams on effective program startup actions and facilitate them through the key steps in the program startup process.
- Build an environment of trust, collaboration, teamwork and communication between key government and industry program stakeholders to establish the foundation for executing a successful program.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- shared perspectives on program goals, business processes and intended outcomes
- Positive environment of trust, collaboration, teamwork and openness
- Solid plan for moving forward on the program
- Consistency of program execution
- Reduced program risk
- Sharing of best practices
- Increased probability of program success

TOPICS YOU WILL COVER:

- Program Startup
- Program Vision, Values, Mission, and Goals
- Program Strategy and Metrics
- Program Risk and Opportunity
- Contract Baseline and Status
- Contract Change Management
- Program Team Structuring
- Program Team Processes and Enablers
- Program Team Handbook

WHO SHOULD ATTEND?

Key member of government and industry program teams shortly after contract award

CLASS LENGTH: 3-5 Days

DAU Contact Information: NewProgStartupWkshp@dau.mil

PERFORMANCE BASED LOGISTICS

Summary

This course is based on the DAU curriculum that provides a dynamic, group-based, instructor-facilitated, learning environment to cultivate tools and techniques required to develop, document and implement performance-based support at the system, subsystem, or commodity level for new acquisition and legacy systems. It challenges teams to think critically and differentiate among support alternatives, and provide solutions that ensure the early integration of performance-based product support in the system development process.

Knowledge and Skills you will gain

- What are the roles and responsibilities as members of an Integrated Product Team (IPT) responsible for developing a life cycle sustainment strategy;
- How to apply the relationship between logistics functions and processes;
- More fully understand the knowledge areas as members of a life cycle logistics development team (concentrating on performance-based product support; business case analysis; continuous modernization; supply chain management);
- Understand the specific relation and application of the functional areas in a performance-based logistics framework;
- How to apply the concepts, policies, and practices of Performance Based Logistics (PBL);
- What are 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 PBL in the logistics transformation environment;
- How to successfully apply the knowledge and understanding in the context of a performance-based support strategy.

Topics you will cover

- Integrating Requirements and Forming the PBL Team;
- Baseline the System and Developing Performance Outcomes;
- Selecting a Product Support Integrator and Establishing Performance Based Agreements;
- Identifying Workload Allocation and Supply Chain Management Strategies;
- Conducting a Business Case Analysis;
- Identifying Funding and Contract options and developing Enablers;

Who should attend?

This training is for teams or individual members of organizations that are involved in or will support the planning of a weapon system life cycle sustainment strategy.

Class length: 2.5 Days; length targeted to the requestor's requirements

DAU Contact Information: PBLtt@dau.mil

PERFORMANCE BASED SERVICE ACQUISITION (PBSA)

INTRODUCTION:

This course is designed for personnel who must work with program officials to plan, award, and administer performance-based contracts. FAR Part 37 requires agencies to use performance-based methods to the maximum extent practicable when contracting for services. Office of Management and Budget Memorandum dated September 7, 2004 states that "Agencies should apply PBSA methods on 40 percent of eligible service actions over \$25,000, to include contracts, task orders, modifications, and options, awarded in fiscal year (FY) 2005, as measured in dollars. This means telling the contractor what to do, not how to do it. This course provides an overview of performance-based methods and how to determine when they are appropriate. Performance-based acquisition means focusing on results and assigning responsibility for performance to the contractor.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

A basic understanding of the laws and regulations those are specific to PBA
Blending elements of PBA methods into a coherent plan for each acquisition
Methods of enhancing understanding of the requirement and enhancing competition
Development of evaluation factors in a PBA environment

TOPICS YOU WILL COVER:

- Planning for Performance-Based Acquisitions
- Developing a Performance-Based Requirements Document
- Solicitation, Evaluation, and Award
- Preparing the Quality Assurance Surveillance Plan
- Labor Standards in Service Contracts
- Administration of Performance-Based Contracts

WHO SHOULD ATTEND?

Multi-functional personnel, acting as the PBSA team, involved in the writing, and administration, of service acquisition specifications. This is not a contracting course, but a workshop on developing formal, measurable performance standards and surveillance plans to facilitate assessment of contractor performance.

CLASS LENGTH: 3 Days

DAU Contact Information: PBSATT@dau.mil; PBSAMA@dau.mil; PBSACNE@dau.mil; PBSAW@dau.mil; PBSAMW@dau.mil; PBSAS@dau.mil

PHONE NEGOTIATIONS WORKSHOP

INTRODUCTION:

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

KNOWLEDGE AND SKILLS YOU WILL GAIN:

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

TOPICS YOU WILL COVER:

- Provisioning Planning Overview
- Provisioning Process and Considerations
- Data Acquisition
- Provisioning Methods and Techniques
- Contractor Support
- Supply Support Requests
- Source, Maintenance, Recoverability Coding
- Cataloging and Standardization

WHO SHOULD ATTEND?

This course is for individuals who are involved in the planning or execution of initial logistics support

CLASS LENGTH: 1 Day

DAU Contact Information: PhoneNegotiationWkshp@dau.mil

POM DEVELOPMENT PROCESS - AN ARMY PERSPECTIVE

INTRODUCTION:

During many years of war in Afghanistan and Iraq, numerous acquisition programs were rapidly started to meet the needs of deployed soldiers and units. Many of these programs now face the challenge of getting resources for the long term – they need to get into the Army's Program Objective Memorandum (POM). This workshop provides an overview of how the Army develops its POM and describes exactly how the Program Management Office can influence the action.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- Timelines and events associated with development of the Army's POM
- What happens to the budget request after it leaves the program office
- How to influence approval of the budget and get it into the Army's POM

TOPICS YOU WILL COVER:

- **Capabilities Based Planning Framework** (an overview of the interactions among the Joint Capabilities Integration & Development System (JCIDS), the Defense Acquisition System, and the Planning, Programming, Budgeting and Execution (PPBE) process)
- **Key Army PPBE Organizations and PPBE Decision Committees** (how the Army Secretariat, G-Staff, Planning Program and Budget Committee (PPBC), and Program Evaluation Groups (PEG) are structured and interrelate during POM development)
- **POM Building Blocks, Cycles, and Timelines** (Management Decision Packages (MDEP), the Future Years Defense Program (FYDP), and how the phases of various PPBE (POM) cycles overlap throughout the year)
- **Key Processes and Documents and Where You Can Enter to Influence the Action** (The Army Plan; Requirements Validation; Technical Guidance Memorandum; Stalking Guidance; and, Prioritization)

WHO SHOULD ATTEND?

All program management office personnel, especially project leaders and support contractors. Budget and program analysts from the supporting R&D command who provide matrix support to the program office are also encouraged to attend.

CLASS LENGTH: 1 day (tailored to specific needs of customer)

DAU Contact Information: POMDevelopment@dau.mil

PROBLEM SOLVING TECHNIQUES FOR QUALITY IMPROVEMENT (PSTQ)

INTRODUCTION:

How can you achieve continuous quality improvement of work processes? A very tough assignment! This course examines problem-solving methodology, statistical techniques and offers a “tool kit” of ideas that may be used to achieve quality improvement goals.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- Ability to identify and apply problem solving methodologies for quality improvement
- Effecting continuous quality improvement of work processes

TOPICS YOU WILL COVER:

- The need for continuous quality improvement of work processes
- Problem solving methodology
- Problem solving tools: brainstorming, cause and effect analysis, pare to analysis, process flow analysis, frequency distributions, run charts, scatter diagrams, and control charts

WHO SHOULD ATTEND?

Personnel interested in quality improvement through the use of specific techniques

CLASS LENGTH: 3 Days

DAU Contact Information: PSTQ@dau.mil

PROGRAM ATTORNEY'S ACQUISITION OVERVIEW COURSE

INTRODUCTION:

The DoD Attorneys play a vital role in support of the Defense Acquisition System. The Program Attorneys Course provides program attorneys with the insights to the Program Management Office functions, challenges, and processes involved in fielding needed capabilities to their customers within budget and schedule constraints. With these insights, program attorneys can better support the program management team providing legal reviews of acquisition and contractual documents more effectively and efficiently.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- How the three major decision support systems (JCIDS, Acquisition, PPBE) work together
- How various functional roles of the PMO team are integrated
- How the various functional processes are applied to manage cost, schedule and performance goals

TOPICS YOU WILL COVER:

- Joint Capabilities Development and Integration System (JCIDS)
- Acquisition management framework, functional interrelationships
- Regulatory and statutory requirements and implications
- Practical application of theory through interactive scenarios
- Current events and issues specific to the role of the program attorney

WHO SHOULD ATTEND?

This course is designed for DoD/OSD attorneys who are seeking a working knowledge of the Defense Acquisition System. The audience members who may benefit from this course include attorneys within the Department of Defense, and Service Acquisition Commands whose responsibilities include Program Support, representatives of the defense industry, interested commercial partners, as well as individuals needing an introduction to the role of the Program Attorney in the acquisition process.

CLASS LENGTH: 5 Days with approximately 10 hours of pre-work (CD mailed to students about 30 days in advance).

DAU Contact Information: ProgAttorneyAcqCrse@dau.mil

PROGRAM MANAGEMENT THROUGH THE LOOKING GLASS

INTRODUCTION:

This course is designed to provide coaching and feedback to program managers and their teams in order to dramatically improve their effectiveness. The course is built around the Looking Glass management simulation which DAU licenses from the Center for Creative Leadership. Looking Glass is an interactive behavioral simulation that highlights the organizational dynamics that occur as participants address a spectrum of realistic management and leadership issues. The learning process is experiential (“learning by doing”). Looking Glass allows participants to share an experience and then step aside and become students of their own behavior. Through follow-up discussions and feedback sessions, each participant can then reflect on their personal leadership and management style and its impact on both their individual and team effectiveness. The specific objectives of this course are to:

- Assess your ability to perform as a leader or manager
- Better understand the nature of team-based work in acquisition organizations
- Create a safe environment to test new management and leadership behaviors

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- planning, organizing and decision making in ambiguous situations □ Effective problem solving strategies
- Team dynamics and how to use them to improve your team
- Personal communication skills
- Strategies for networking and influencing others
- How to give and receive constructive feedback
- Sharing of best practices in management and leadership
- How to lead your team in an environment of change

TOPICS YOU WILL COVER:

- Team Leadership
- Team Building
- Problem Solving
- Decision Making
- Conflict Resolution
- Setting Team Goals
- Empowerment and Coaching
- Leading Change

WHO SHOULD ATTEND?

Acquisition program offices and integrated product teams willing to invest time to significantly improve their performance

CLASS LENGTH: 3 Days

DAU Contact Information: ProgMgmtLookingGlass@dau.mil

PROPERTY ADMINISTRATION/MANAGEMENT FOR CONTRACTING OFFICERS (PACO)

INTRODUCTION:

This course covers the roles and responsibilities of the Contracting Officer (PCO and ACO) in regard to Government property when provided to contractors, including its acquisition, furnishing, management and disposition.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- Application of the proper Government Property clauses in a variety of situations
- Understand and manage the risk associated with the furnishing of Government property to contractors
- Understand the requirements imposed upon contractors when the Government furnishes Government property to contractors.
- Understand the Government's contractual obligations regarding the replacement of lost, damaged or destroyed and the proper disposition of Government property in the possession of contractors.

TOPICS YOU WILL COVER:

- Government's Policy on Providing Government Property
- The Critical Government Property Clauses
- Government Property Control Systems
- Loss, damage or destruction Government Property

WHO SHOULD ATTEND?

Procuring contracting officers and administrative contracting officers involved with the providing of Government property to contractors.

CLASS LENGTH: 3 Days

DAU Contact Information: PACO@dau.mil

PROPERTY IN A CONTINGENCY CONTRACTING ENVIRONMENT (GPCCE)

INTRODUCTION:

This course covers the issues surrounding Government Property in a contingency contracting environment including special concerns for providing and controlling Government Property in a wartime environment.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- Comprehend the different concepts related to Government property furnished to contractor performing in a wartime environment.
- Understand the Property Control and Management requirements in a contingency contracting environment
- Understand the Liability and Risk of Loss provisions applicable to contractors performing in a contingency contracting environment
- Understand the Government property disposal requirements established by statute and the SOFA agreements.

TOPICS YOU WILL COVER:

- Policy on providing Government property
- Cost reimbursement and title vesting provisions
- FAR 45.5 Property Management Requirements
- Government Property Disposal Requirements
- Liability for Loss, Damage or Destruction Provisions

WHO SHOULD ATTEND?

Contracting Officers, both procuring and administering, quality assurance representatives, contracting officer technical representatives who are involved with the application of Government property in a contingency contracting environment

CLASS LENGTH: 2 Days

DAU Contact Information: PCCENV@dau.mil

PROPERTY CONTROL SYSTEMS ANALYSIS WORKSHOP (PCSAW)

INTRODUCTION:

Performing a property control system analysis has a number of inherent risks. This workshop covers the areas of worksheet design, data analysis and case based problem solving as well as a number of advanced audit techniques available to the Property Administrator.

• KNOWLEDGE AND SKILLS YOU WILL GAIN:

- Understand the design of research populations for systems analysis purposes
- Understand the application of proper sampling techniques
- Understand the criteria set forth in the DoD Property Manual, 4161.2-M
- Apply the criteria through the design and development of property data collection worksheets to support audit findings
- Understand the application of qualitative evaluations within a quantitative audit.

TOPICS YOU WILL COVER:

- Statistical Sampling
- Worksheet Design
- Qualitative methodologies
- Data Analysis

WHO SHOULD ATTEND?

Property administrators and Contract administrators who require greater depth and detail in their compliance audit protocols and techniques.

CLASS LENGTH: 3 Days

DAU Contact Information: PCSAW@dau.mil

PROPERTY DISPOSAL - TECHNICAL ISSUES

INTRODUCTION:

This workshop 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.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- Understand the Inventory Verification Process and the tools available to accomplish this action
- Understand the statutorily driven requirements for the proper disposition of Hazardous waste including RCRA, CERCLA and the Federal Facilities Compliance Act.
- Understand the requirements of the EAR and the ITAR as they apply to the demilitarization of Government property in the possession of contractors.
- Understand the disposal requirements for Hard Drive and Computers

TOPICS YOU WILL COVER:

- Inventory Schedules
- Inventory Verification
- Sampling
- Physical Reviews
- Hazardous Materials/Hazardous Wastes
- Identification
- Disposal Requirements
- Demilitarization
- Computer Sanitization

WHO SHOULD ATTEND?

The following should attend: Plant Clearance Officers, Property Administrators, Quality Assurance Representatives who require greater technical depth and detail in the disposal of Government Property in the possession of Contractors.

CLASS LENGTH: 2 Day

DAU Contact Information: PCDISTI@dau.mil

PROPERTY DISPOSITION SEMINAR

INTRODUCTION:

The GPDS provides an overview workshop for contracting offices covering the statutory and regulatory disposal requirements for Government property in the possession of contractors.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- Increased depth and breadth in the area of Government Property disposal
- Knowledge of the laws and statutes covering disposal of Government Property
- Application of the sales processes – formal and informal
- Application of the Approved Scrap Procedures
- Understand the disposal requirements for Hazardous Wastes, Precious Metals, Nuclear materials and Computers.
- Understand the requirements for Demilitarization

TOPICS YOU WILL COVER:

- FAR 45.6 – Disposition of Government Property
- Disposal Priorities
- Screening requirements for excess Government Property
- Disposal and Funding requirements for Hazardous Wastes
- Disposal and Funding for items requiring demilitarization
- Approved Scrap Procedures

WHO SHOULD ATTEND?

This workshop is for Contracting Officers responsible for contracts with large amounts of Government property accountable under their contracts.

CLASS LENGTH: 2 Days

DAU Contact Information: PCDISSEM@dau.mil

PROPERTY - EXECUTIVE SEMINAR

INTRODUCTION:

This workshop geared towards the Managerial personnel who have overall responsibility for Government property. This workshop uses case studies and application oriented exercises displaying the value added aspects of proper Government property management.

• KNOWLEDGE AND SKILLS YOU WILL GAIN:

- Understand the fundamental requirements for providing, managing, using, and maintaining Government Property
- Understand the title vesting provisions of the Government Property clauses.
- Understand the Liability requirements for the various types of contracts.
- Understand the disposal requirements for Government property in the possession of contractors.
- Understand the potential economic and programmatic impacts of Government property.

TOPICS YOU WILL COVER:

- The Government property clauses
- Property Management of Government Property
- Liability for Loss, Damage or Destruction of Government Property
- Disposal of Government Property

WHO SHOULD ATTEND?

Managerial personnel desiring an overview of the field of Government Property in the possession of Government contractors are encouraged to attend.

CLASS LENGTH: 3 Days

DAU Contact Information: PCEXECSEM@dau.mil

PROPERTY FORMS

INTRODUCTION:

Have you ever wondered how to fill out all of those Government forms that are used in the world of Government property? This one day workshop covers the actual completion of numerous forms required for use in the management of Government property, including Inventory schedules, DD Form 1662, DD 1149, SF 1423, and Reports of Discrepancies.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- Understand the preparation and the fields of the Inventory Schedules
- Understand the preparation and fields of the Report of Government Property, DD form 1662
- Understand the fields and requirements of the Inventory Verification Form, SF 1423
- Understand the use of the Report of Discrepancies (ROD), SF 364 and 368

TOPICS YOU WILL COVER:

- Contractual requirements for the Inventory Schedules
- Instructions for the completion of Inventory Schedules
- Contractual requirements for the Report of Government Property (DD Form 1662)
- Instructions for the completion of the Report of Government Property
- Instructions for the completion of Inventory Verification
- Instructions for the completion of Reports of Discrepancies

WHO SHOULD ATTEND?

All individuals involved either with the actual completion of the forms or the acceptance of the forms.

CLASS LENGTH: 1 Day

DAU Contact Information: PCFRM@dau.mil

PROVISIONING MANAGEMENT

INTRODUCTION:

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

KNOWLEDGE AND SKILLS YOU WILL GAIN:

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

TOPICS YOU WILL COVER:

- Provisioning Planning Overview
- Provisioning Process and Considerations
- Data Acquisition
- Provisioning Methods and Techniques
- Contractor Support
- Supply Support Requests
- Source, Maintenance, Recoverability Coding
- Cataloging and Standardization

WHO SHOULD ATTEND?

This course is for individuals who are involved in the planning or execution of initial logistics support

CLASS LENGTH: 3 Days

DAU Contact Information: Provisioning@dau.mil

QUALITY ASSURANCE FOR COMMERCIAL ACTIVITIES (QACA)

INTRODUCTION:

The purpose of this course is to provide the enrollees with the requisite tools and knowledge to effectively design quality assurance surveillance plans and perform surveillance of Commercial Activities (CA). It addresses the essential tools and techniques used in the development and implementation of quality assurance surveillance plans for application to commercial activities.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- Developing a Quality Assurance Surveillance Plan
- Utilizing the Sources of Surveillance Information
- Utilizing Mil-Std-105 Sampling Tables
- Developing Sampling Guides
- Developing Surveillance Schedules

TOPICS YOU WILL COVER:

- Commercial Activities Job Analysis
- Performance Work Statement Preparation
- Design of Surveillance Plans
- Sampling Inspection Techniques
- Conducting Surveillance
- Corrective Action
- Surveillance Documentation
- Pre-Award Survey

WHO SHOULD ATTEND?

Quality Assurance Evaluators and other personnel responsible for the development and implementation of quality assurance surveillance plans for commercial activities

CLASS LENGTH: 4 Days

DAU Contact Information: QACA@dau.mil

Reliability and Maintainability (R&M) for Engineers

INTRODUCTION:

This course teaches how to apply R&M models commonly used by DoD weapons system contractors. The course allows for questions, discussions, in-class examples and exercises to maximize the students' overall learning experience.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- You will be able to distinguish discrete distributions from continuous distributions; and when to use them.
- You will understand and be able to distinguish reliability allocation from reliability prediction.
- You will understand the distinction between a reliability growth program and reliability qualification testing.
- You will learn a Test-Analyze-and-Fix process for planning and tracking a reliability growth program.
- You will recognize the concept of decision risk and the value of a statistical test plan in reliability qualification testing (RQT).
- You will understand the development of O.C. (operating characteristic) curves.
- You will understand the use of relevant Military Handbooks for reliability testing.

TOPICS YOU WILL COVER:

- Binomial distribution applications
- Poisson distribution applications
- Normal distribution applications
- Exponential distribution applications
- Weibull distribution applications
- Reliability allocation techniques
- Reliability prediction applications
- Reliability development/growth
- Reliability testing – exponential
- Reliability testing - binomial
- Statistical Process Control basics

WHO SHOULD ATTEND: This course is suitable for serious beginners and will bring students to an intermediate or advanced state. The teaching technique is informal lecture utilizing a Socratic approach to learning. Students should bring a calculator.

CLASS LENGTH: 3 days class

A more detailed course could be provided, upon request.

DAU Contact Information: RMforEngineers@dau.mil

Reliability and Maintainability (R&M) for Logisticians

INTRODUCTION:

This course is the “in-class” version of the DAU LOG 203 Reliability and Maintainability on-line course. It presents a practical review of reliability and maintainability for Department of Defense (DoD) weapon systems logisticians by presenting an overview of DoD acquisition policy and its application to the design and development of equipment and systems. Topics covered include:

- Impacts of R&M on Logistics
- Impacts of R&M on Missions
- Operational and Contractual R&M Requirements
- Providing Insight into Designing for Reliability
- Providing Insight into Designing for Maintainability
- R&M and Risk Reduction
- Impacts of Manufacturing on R&M

This course allows for questions, discussions, in-class examples and exercises to maximize the students' overall learning experience.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- You will be able to explain how a product's R&M characteristics will affect the measures of logistics support and ultimately the cost of support.
- You will be able to explain how a product's R&M will affect the measures of combat capability, including operational availability.
- You will be able to convert operational R&M requirements into contractual/design R&M requirements.
- You will know which design activities are crucial to assuring a highly reliable product.
- You will be able to distinguish between maintenance and maintainability; explain two types of diagnostics errors and their associated effects; explain the benefit of vertical testability; distinguish among mean downtime, mean active maintenance time, and mean time to repair; and recognize why the maintainability of a system depends on the reliability and maintainability of its subsystems.
- You will be able to explain the Test-Analyze-and-Fix process and the Duane Model for planning and tracking a reliability growth program; recognize the concept of decision risk, and the value of a statistical test plan in reliability qualification testing (RQT).
- You will be able to explain how to keep manufacturing from adversely impacting a product's reliability; identify the effects that latent defects have on missions and logistics support; distinguish among the three lines of defense aimed at keeping latent defects from reaching the field.

TOPICS YOU WILL COVER:

- DoD R&M Policy
- Logistics reliability parameters
- Mission profiles and mission reliability parameters
- Translating operational requirements into contractual requirements
- System level RM&A allocations and predictions

- FMECAs and other R&M design activities
- R&M verification and risk reduction
- How manufacturing can make reliability worse!
- Data collection and analysis
- Commercial off-the-shelf R&M considerations
- More

WHO SHOULD ATTEND?

Logisticians, program managers and others who need to understand how R&M affect logistics support costs and readiness/availability.

CLASS LENGTH: 3 Days

DAU Contact Information: RMforLogisticians@dau.mil

RESOURCES FOR THE TEST AND EVALUATION PROFESSIONAL

INTRODUCTION:

A wealth of information and resources are available to assist the Test and Evaluation workforce. Much of this information is free or low cost, and is easily accessible and available.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- Knowledge and descriptions of free and low cost resources, of benefit to the Test and Evaluation community.
- Exhibit of free resources (magazines, publications, handbooks, etc.)

TOPICS YOU WILL COVER:

- Dozens of free magazines and publications of benefit to the T&E and acquisition communities (websites provided, to obtain subscriptions)
- Handbooks and guidebooks available on-line (web-links provided)
- Websites of particular value to the T&E professional – and hundreds of other websites that may be of use (website addresses provided)
- T&E and acquisition classes and training - free CD-ROMs, on-line classes, classes needed for DAWIA certification, civilian university and government T&E programs
- Software resources, including software support centers and software operational assessment templates
- Modeling and simulation resources – support centers, M&S repositories, VV&A references, M&S awards, M&S funding
- Other T&E resources, including the Central T&E Investment Program (CTEIP), and T&E Science and Technology Program

WHO SHOULD ATTEND?

Test and Evaluation personnel

CLASS LENGTH: .5 Day

DAU Contact Information: Resources.T&EProf@dau.mil

RISK MANAGEMENT WORKSHOP

INTRODUCTION:

Risk Management is a vital part of successful program management. The risk management workshop provides an overview of risk management and walks the participants through an easy step-by-step process to identify, evaluate and develop risk handling strategies. This is one of many methods to do risk planning and has been proven to work. The ultimate benefit of the workshop is not only to effectively and efficiently perform risk planning, but also to communicate and level-set the program team on risk issues and their handling within the program. At the end of this workshop, the team will have all an extensive amount of risk information to enter into a risk plan and strategies to improve their program.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- Define program risk
- Describe the characteristics of risk
- Describe the benefits of using risk management techniques
- Describe the role of program managers
- Illustrate the risk management process
- Use group techniques to identify project risks
- Analyze and Classify risks
- Evaluate/prioritize risks
- Develop risk mitigation strategies
- Describe risk tracking/monitoring methods used to document and update risk and program plans.

TOPICS YOU WILL COVER:

- Risk management definitions
- Risk management techniques
- Risk management process

WHO SHOULD ATTEND?

A diverse integrated team(s) working on a program or some aspect of a program should attend. (Ideal size of each team is 5-6 people, but can accommodate each team at 8-10 key people. There may be multiple teams from a program office attending the workshop. (Max 40 people)

CLASS LENGTH: 1 Day

DAU Contact Information: RiskMgmtWkshp@dau.mil

SERVICE ACQUISITION WORKSHOP (SAW)

INTRODUCTION:

Getting a large dollar service requirement on contract involves many separate functional areas, the SAW workshop is designed to orchestrate these functional areas into a cohesive team to develop and execute your service requirement. SAW requires the committed participation of all primary elements involved in the acquisition process, program manager, contracting officer, technical personnel, contracting officer representatives (COR), finance, legal, customer representatives and higher headquarters representatives. The workshop covers the complete acquisition process from team formation thru requirements and business strategy development to contract award and performance assessment. The workshop is intended to be the first step in getting a service acquisition off on the right foot with the goal of reducing the acquisition time and producing superior customer results during the performance period. The SAW will be focused, to the maximum extent possible, around the specific nature of the acquisition team's requirement.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- Recognition that the sourcing process requires the participation of all elements of the acquisition team.
- Improved understanding of how all elements of the acquisition process integrate to produce customer focused performance outcomes.
- Application of a proven process for developing performance based service requirements.

TOPICS YOU WILL COVER:

- Seven Step Sourcing Process (Team formation, Review Current Strategy, Market Research, Requirements Development, Sourcing Strategy, Execute Strategy, Performance Management)
- Performance Based Requirements Development using the Requirements Roadmap worksheet process
- Performance Assessment Strategies with supporting performance metrics
- Business strategy development and a plan for the acquisition

WHO SHOULD ATTEND?

The core members of the acquisition team as outlined above. It should be noted that **without the active participation of these key members the workshop will not be presented.**

WORKSHOP LENGTH: 4 Days

DAU Contact Information: SAW@dau.mil

SOLE SOURCE COMMERCIAL ITEM PRICING

INTRODUCTION:

With the passage of the Federal Acquisition Reform Act (FASA) in 1994, the methods used for describing Government requirements changed significantly. We were directed to purchase commercial items whenever possible. This change was necessary to increase competition, improve delivery timeframes, improve product quality, and increase access to new technologies. In 2003 DOD spent \$40 billion dollars on commercial supplies and services. Of that amount, \$3.5 billion, over 7,000 actions, was spent on a sole source basis. Another key feature of FASA was the restriction on getting cost or pricing data from the contractor for commercial supplies and services. This restriction is generally not a problem, unless you are purchasing a commercial supply or service on a sole source basis. This workshop addresses that problem.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- Determine if a supply/service requirement is commercial.
- Identify DoD source documents related to commercial items.
- Identify DoD source documents related to commercial items.
- Identify various methods used to determine price reasonableness.
- Determine if a sole source contractor price for a commercial item is fair and reasonable.

TOPICS YOU WILL COVER:

- Methods used in determining if price for sole source commercial supply or service is reasonable.

WHO SHOULD ATTEND?

This workshop is designed for contracting and purchasing personnel who have been challenged when trying to make the fair and reasonable price determination for these purchases.

CLASS LENGTH: 1 Day

Note: Students must bring a basic calculator to class to accomplish the application exercises.

DAU Contact Information: SoleSourceCommItemPrice@dau.mil

SOURCE SELECTION

INTRODUCTION:

The Department of Defense (DoD) has embraced acquisition streamlining as implemented by the Federal Acquisition Streamlining Act of 1994 and the Federal Acquisition Reform Act (Clinger-Cohen Act) of 1996. In so doing, the contracting community has moved away from using only Sealed Bidding as its primary method for awarding contracts. More and more defense acquisitions are requesting Competitive Proposals using the Federal Acquisition Regulation (FAR) Subpart 15.3 Source Selection Process to acquire goods and services to meet its mission. This course provides an overview of Source Selection and Technical Evaluation Board documentation.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- Understanding of the Source Selection process.
- How to design more effective Source Selection Plans.
- More effective evaluation of contractor proposals.
- Increased efficiency in the Source Selection process.

TOPICS YOU WILL COVER:

- Selecting the Appropriate Contracting Method
- The Source Selection Plan
- Creating the List of Evaluation Factors/Adjectival Rating System
- Source Selection Organization – Roles & Responsibilities/Security
- Finalizing the Source Selection Strategy
- Evaluating Proposals
- Exchanges with Offerors After Receipt of Proposals
- Award without Discussions/The Competitive Range
- Meaningful Discussions/Final Revised Proposals
- Price Negotiation Memorandum
- Award/Notifications/Debriefings and Protests

WHO SHOULD ATTEND?

All DOD acquisition personnel who are, or may be, involved in the source selection process as the Source Selection Authority, a member of the Source Selection Board or a member of the Technical Evaluation Board.

CLASS LENGTH: 1-2 Days (tailor able to specific needs of customer)

DAU Contact Information: SourceSelect@dau.mil

SUSTAINMENT SYSTEMS TECHNICAL SUPPORT (SSTS)

INTRODUCTION:

The Sustainment Systems Technical Support (SSTS) training course is designed to provide 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 training course reviews, emphasizes, and discusses legal and regulatory guidance and direction, funding sources, and maintenance concepts and techniques. Instructional methods include group or Team participation as well as lectures and discussions.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- Understand current SSTS policies and management procedures
- Demonstrate a sound understanding of the SSTS funding processes which occur in the sustainment support of a system or systems.
- Demonstrate the interrelationships and interdependencies of SSTS funding with engineering and maintenance related activities
- Describe the positive and possible negative SSTS impacts on systems support functions or activities.

TOPICS YOU WILL COVER:

- Program Management Responsibilities
- SSTS Elements
- Funding and Basic Fiscal Controls
- Legal and Regulatory Requirements
-

WHO SHOULD ATTEND?

All Program Management, Budget Financial Management, and Life-Cycle Logistics personnel involved in planning, developing, managing, and monitoring SSTS activities.

CLASS LENGTH: 1 Day

DAU Contact Information: SSTS@dau.mil

SYSTEM ACQUISITION OVERVIEW (SAO)

INTRODUCTION:

This course is designed for members of the acquisition community to gain 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. It is designed for those who have no formal background in acquisition management yet have worked in the field or have been chosen to work in the acquisition world. It does not meet the certification requirements, but can be used as a preparation course for those who may need a little additional attention in a low stress-learning environment.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- A basic understanding of the types of contracts used in program management
- A basic understanding of the impact and reasons to use Earned Value as a program management tool
- Basic decisions and actions to be taken by the program manager in each of the phases of life cycle management

TOPICS YOU WILL COVER:

- System Engineering
- Earned Value
- Phases in the Life Cycle Management Method
- Contract Types and Contract Management Methods
- Test and Evaluation terms and methods
- Risk Management Issues
- Trends in the program management field

WHO SHOULD ATTEND?

Those who have no formal background in acquisition management yet have been selected to work in the field, and those who would benefit from a preparatory course prior to taking ACQ 101 or ACQ 201

CLASS LENGTH: 3 Days

DAU Contact Information: SAO@dau.mil

STATISTICAL PROCESS CONTROL (SPC)

INTRODUCTION:

This course is designed for those looking for a class that provides a clear, effective way to learn basic “statistical process control.” This is an overview of statistical techniques, which can be applied immediately.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- Recognizing and preparing various types of control charts
- Understanding the appropriate application of each type of control chart
- Analyzing control charts to determine if corrective action is necessary
- Briefing the results and clarifying suggested management actions

TOPICS YOU WILL COVER:

- The need for and means of effecting process control
- The role of SPC in a process control system
- The impact on continuous improvement through the use of control charts
- Construction of control charts for attributes (P, NP, C, U) and variables (X BAR and R)
- Interpretation, revision, analysis, and methods of determining the adequacy of the process

WHO SHOULD ATTEND?

Personnel who review and evaluate contractors' SPC programs and personnel developing a SPC program

NOTE: A basic understanding of algebra is recommended and participants should bring a scientific or statistical calculator to class.

CLASS LENGTH: 5 Days

DAU Contact Information: SPC@dau.mil

STATISTICAL PROCESS CONTROL FOR SHORT RUNS (SPCR)

INTRODUCTION:

How do you use SPC in job shops? How do you use SPC in low volume production situations? This course provides the basic knowledge required for reaping the benefits of SPC with “short production runs.”

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- Understanding the application of SPC to short run production operations
- Ability to improve the quality and increase the productivity of your processes
- Utilizing some specialized SPC techniques when dealing with multiple fixture operations
- Ability to monitor roundness and concentricity characteristics as an additional source of variation

TOPICS YOU WILL COVER:

- Introduction to low volume processes
- Attribute and variable control chart techniques for use in short run production
- Process capability studies for short production runs
- Group and 3-D control charts for use in specialized situations

WHO SHOULD ATTEND?

Personnel implementing and reviewing in-house SPC programs and Personnel reviewing/evaluating Contractors' SPC programs

NOTE: Statistical Process Control (SPC) is recommended and participants should bring a scientific or statistical calculator to class.

CLASS LENGTH: 3 Days

DAU Contact Information: SPCR@dau.mil

TECHNICAL PROJECT MANAGEMENT USING INTERMEDIATE PRODUCT BREAKDOWN STRUCTURES (IPBS)

INTRODUCTION:

The NAVAIR Commander's Guidance focuses on the professional development of people, recruiting, retention, and the optimization of how programs are staffed. Fundamental to these relationships is the understanding that program management and competency authority are indeed complementary and effective in delivering their products successfully. Therefore NAVAIR is implementing an approach to staffing that brings the functional organization and the program office together to discuss staffing requirements in terms of the work that is needed to be done, rather than focusing solely on headcount. This course provides training for NAVAIR Systems Engineers/Class Desk Officers on how to plan/organize/manage engineering staffing efforts on any applicable program

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- Understanding of the purpose and use of a Work Breakdown Structure (WBS).
- Understanding of the definition of an Intermediate Product and how to use it.
- Learn how to plan the work needed for the Engineering Organization.
- Learn how to respond to Tasking from Program Systems Engineer.
- Be able to conduct negotiations for resources needed for the work packages.
- Be able to develop alternative plans to deal with the new developments.

TOPICS YOU WILL COVER:

- WBS / IPBS basic concepts
- Demand Side planning for staffing to requirements.
- Supply Side responses to staffing requests.
- Work effort agreement to differences between Demand requests and Supply availabilities.
- Re-planning due to unforeseen occurrences.

WHO SHOULD ATTEND?

NAVAIR Systems Engineers/Class Desk Officers

CLASS LENGTH: 2.5 Days

DAU Contact Information: IPBS@dau.mil

TECHNOLOGY ASSESSMENT AND TRANSITION MANAGEMENT

INTRODUCTION:

Technology assessment to include technology maturity, criticality and development risk are critical to the successful development of new capabilities and to transitioning these capabilities into existing or new systems. This class will prepare the student to conduct technology assessment using a variety of tools, will provide an overview of the mechanism available to support transition and will provide training on technology development strategies, technology transition agreements and other technology transition documentation.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- Understand the issues associated with technology assessment and transition
- Ability to conduct technology assessments using available tools
- Understanding of the mechanisms/programs available to assist in technology transition
- Understanding of Technology Development Strategies and their application
- Ability to develop Technology Transition Agreements

TOPICS YOU WILL COVER:

- Interface between the technology development process and the acquisition process
- Technology Readiness Levels
- Criticality Assessments
- Technology Maturation Plan Risk Assessments
- Technology Development Strategies
- Technology Transition Agreements

WHO SHOULD ATTEND?

All acquisition personnel involved in the managing, developing, acquiring, transitioning, fielding or sustaining new technologies.

CLASS LENGTH: 2 Days

DAU Contact Information: TechAssessTransMgmt@dau.mil

WHOLE BRAIN DOMINANCE WORKSHOP

INTRODUCTION:

The Herrmann Brain Dominance Instrument (HBDI) is a validated 120-question survey, the answers to which indicate a person's thinking style preferences- the degree to which they prefer a particular way of thinking. Based on over 20 years of research, the HBDI has been the subject of several independent validations, over 50 dissertations and numerous scientific papers. It is one of the most widely used instruments for understanding implications of thinking style preferences on communications, problem solving and team building. This workshop allows participants to complete the instrument and receive individual feedback on their results. The workshop provides participants with knowledge and awareness that are useful in improving self management and in working with others in organizational and team settings.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- Recognition of what information the HBDI provides
- Descriptions of the HBDI preferences and types
- Descriptions of the four quadrants
- Validation of your HBDI type(s)
- Awareness of type dynamics and type development
- Uses and misuses of HBDI

TOPICS YOU WILL COVER:

- The HBDI thinking style preference survey
- Herrmann Whole Brain Dominance theory
- Right brain versus left brain research
- The four HBDI quadrants
- Application of types in organizational settings

WHO SHOULD ATTEND?

Personnel interested in gaining an awareness of themselves, their motivations, their natural strengths, their potential areas of growth, and an appreciation of people who have different thinking preferences from themselves.

CLASS LENGTH:

2-4 Hours (tailored to specific needs of customer) by or HBDI certified instructor.

DAU Contact Information: WholeBrainDominanceWkshp@dau.mil