

Course Registration Websites and Contacts

- Army: <https://www.atrrs.army.mil/channels/aitas>
- Navy: <https://www.atrrs.army.mil/channels/navyedacm/Public/DODConsentForm.htm>
- Air Force: <https://www.atrrs.army.mil/channels/acqnow>
- Civilian DoD employees outside the military departments: <https://www.atrrs.army.mil/channels/acqtas>
- Civilians working for non-DoD federal agencies, e.g., DOE, IRS, FAA, etc.: <https://www.atrrs.army.mil/channels/nondod>
- Industry Contractors working on DoD projects: <https://www.atrrs.army.mil/channels/nondod>
- General Course Information: <http://www.icatalog.dau.mil>

Continuous Learning Websites

- Continuous Learning Policy and Procedures: <http://www.acq.osd.mil/dpap>
- Continuous Learning Center: <http://www.dau.mil/clc>
- AT&L Knowledge Sharing System: <https://dap.dau.mil>
- Acquisition Community Connection: <https://acc.dau.mil>
- Business—Financial Management <https://acc.dau.mil/fm>
- Business—Cost Estimating <https://acc.dau.mil/costestimating>
- Earned Value Management <https://acc.dau.mil/evm>



Defense Acquisition University
9820 Belvoir Road
Fort Belvoir, Virginia 22060-5565

www.dau.mil
1-888-284-4906



West Region
San Diego, California
619-524-4814



Midwest Region
Kettering, Ohio
937-781-1025



South Region
Huntsville, Alabama
256-922-8020



Mid-Atlantic Region
California, Maryland
240-895-7344



Capital and Northeast Region
Fort Belvoir, Virginia
703-805-2764



DSMC - Defense Systems Management College
Fort Belvoir, Virginia
703-805-2436



Business—Financial Management Career Track

The Acquisition Community's Learning Resource of Choice!



FINANCIAL MANAGEMENT CERTIFICATION STANDARD

"R" following a course title indicates a resident course.

LEVEL I CERTIFICATION 2 years of acquisition experience in budgeting, financial, and/or earned value management
ACQ 101 (Self-paced, online) Fundamentals of Systems Acquisition Management
BCF 102 (Self-paced, online) Fundamentals of Earned Value Management
BCF 103 (Self-paced, online) Fundamentals of Business Financial Management
BCF 106 (Self-paced, online) Fundamentals of Cost Analysis

Formal education not required for certification.

LEVEL II CERTIFICATION 4 years of acquisition experience in budgeting, financial, and/or earned value management.
ACQ 201A (Self-paced, online) Intermediate Systems Acquisition, Part A
ACQ 201B (5 days classroom) Intermediate Systems Acquisition, Part B (R)
BCF 106 (Self-paced, online) Fundamentals of Cost Analysis*
BCF 203 (8.5 days classroom) Intermediate Earned Value Management (R)
BCF 205 (4 days classroom) Contractor Business Strategies (R)
BCF 211 (Self-paced, online) (Classroom, 5 days) Acquisition Business Management (R)**
CLM 017 (8 hour continuous learning module) Risk Management
CLM 024 (8 hour continuous learning module) Contracting Overview

Formal education not required for certification.

*If not already completed at level I

** Effective Since Oct. 1, 2009 BCF 102 Fundamentals of Earned Value Management, BCF 103 Fundamentals of Business Financial Management, and BCF 106 Fundamentals of Cost Analysis are prerequisites for BCF 211.

LEVEL III CERTIFICATION 6 years of acquisition experience in budgeting, financial, and/or earned value management.
Functional Training identified at level II must have been completed
BFC 301 (9 days classroom) Business, Cost Estimating, and Financial Management Workshop (R)***
CLM 013 (6 hour continuous learning module) Work-Breakdown Structure
CLM 031 (4 hour continuous learning module) Improved Statement of Work

Formal education not required for certification.

***Effective Since Oct. 1, 2009 BCF 211 Acquisition Business Management is a prerequisite for BCF 301

PLAN YOUR TRAINING WITH CORE PLUS

Core Plus represents an enhanced career field certification and development framework that is best illustrated as three concentric circles.



The **inner ring**, Core Acquisition Certification, represents the broad range of competencies that are common across the Defense Acquisition Workforce.

The **middle ring**, Core Functional Certification, represents those specialized competencies that relate to an acquisition function (i.e., career field) such as contracting, program management, test and evaluation, or any one of the 12 acquisition career fields.

Finally, the **outer ring**, Core Plus, represents those acquisition or functional competencies that target tasks directly related to specific types of job assignments in a particular acquisition career field.

For each career field/path, the combination of the inner and middle rings for each level (I, II, and III) will represent the minimum career field certification standards associated with the position requirements.

ACQ 101

Fundamentals of System Acquisition

- Concepts/knowledge-based.
- Introduction to policy, business, and technical areas of system acquisition.
- Target Audience: Civilian GS-5/9, Military O-1/3.
- 25 hours of Internet lessons.
- Prerequisite: None.

BCF 102

Fundamentals of Earned Value Management

- Concepts/comprehension/application.
- Comprehension of the baseline plan (Performance Measurement Baseline) development process, distinguished between Integrated Baseline Review process and Earned Value Management (EVM) System Certification process, and performance of basic data analysis and Estimates at Completion.
- Target Audience: Civilian GS-9 and above, Military O-1 and above.
- 20 hours of Internet lessons.
- Prerequisite: ACQ 101.

BCF 103

Fundamentals of Business Financial Management

- Concepts/comprehension/application.
- Introduction to formulating and executing a program office budget.
- Target Audience: Civilians and military officers working in or selected for positions requiring knowledge or use of funds management principles.
- 26 hours of Internet lessons.
- Prerequisite: ACQ 101.

BCF 106

Fundamentals of Cost Analysis

- Concepts/comprehension/application.
- Introduction to policies and techniques for preparing weapons systems life cycle cost estimates.
- Target Audience: DoD civilians and military officers responsible for preparing materiel systems and cost estimates.
- 40 hours of Internet lessons.
- Prerequisite: ACQ 101, competence in algebra equal to a second year high school algebra course.

ACQ 201 Parts A&B

Intermediate System Acquisition

- Concepts/comprehension/application.
- Scenario-based through Joint Services Unmanned Aerial Vehicle acquisition.
- Target Audience: Civilian GS-9 and above, Military O-3 and above.
- 35 hours of Internet lessons and 5 days classroom.
- Prerequisite: ACQ 101.

BCF 203

Intermediate Earned Value Management

- Comprehension/application/analysis.
- Case exercises apply EVM as a program management tool and incorporate EVM into the integrated management process.
- Target Audience: Civilian GS-9 and above, Military O-3 and above.
- 8.5 days classroom.
- Prerequisite: BCF 102.

BCF 205

Contractor Business Strategies

- Concepts/comprehension/application/analysis.
- Improves understanding of the commercial environment, emphasizing the impact business decisions have on the customer and the company's financial position.
- Target Audience: Civilian GS-9 and above, Military O-3 and above.
- 4 days classroom.
- Prerequisite: ACQ 201B.

BCF 211

Acquisition Business Management

- Application/analysis.
- Hands-on experience dealing with common financial issues in acquisition.
- Target Audience: Intermediate-level personnel in positions supporting DoD weapons systems and various aspects of business and financial management throughout the life cycle of a system.
- 65 calendar days to complete online pre-course work; 5 days classroom.
- Prerequisites: BCF 102, BCF 103 and BCF 106.

CLM 017

Risk Management

- Focuses on tools and processes that can be used to manage risk on a defense acquisition project

CLM 024

Contracting Overview

- Introduces the market research process, the process for developing criteria or factors that teams will use to evaluate contractors during source selection, and the use of the uniform contract format.

BCF 301

Business, Cost Estimating, and Financial Management Workshop

- Application/integration/analysis.
- BCEFM capstone course applies concepts, techniques, and on-the-job experience to functional interrelationships among the disciplines of cost estimating, EVM, and financial management in the context of acquisition program management throughout the life cycle of a system.
- Target Audience: Journeyman-level personnel in positions supporting DoD weapons systems and the various aspects of business and financial management.
- 9 days classroom.
- Prerequisite: BCF 211.

CLM 013

Work-Breakdown Structure

- Addresses two fundamental and interrelated types of work-breakdown structures: The program work-breakdown structure developed by the performance management office and the contract work-breakdown structure developed by the contractor.

CLM 031

Improved Statement of Work

- Will help professionals improve statements of objectives, statements of work, and performance work statements developed and evaluated by all acquisition career fields.

BCF 209 (Recommended for individuals in MDAP and MAIS programs.)

Acquisition Reporting Course for MDAPs and MAIS

- Concepts/application.
- Students learn step-by-step report preparation for the Acquisition Program Baseline (APB), a Defense Acquisition Executive Summary (DAES), and a Selected Acquisition Report (SAR) using the Defense Acquisition Management Information Retrieval application.
- Target Audience includes Acquisition Category (ACAT) ID/IC personnel who prepare, review, edit, or generate on APB, a DAES, and/or SARs using the DAMIR application. Civilians under contract to support a DoD program office with an APB, DAES, or SAR reporting requirement are eligible with recommendation of the program manager.
- Students may take this course as a refresher to obtain information updates on acquisition reporting policy and the DAMIR application
- 4 days classroom.
- Prerequisite: None.



"No changes to the acquisition system itself can substitute for good sense, good discipline, alignment of what we buy with what our strategy requires and, above all, good people performing the acquisition function."

Ashton B. Carter
Under Secretary of Defense
for Acquisition, Technology & Logistics