



U.S. Department of Justice
Justice Management Division
Management and Planning Staff

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MEMORANDUM FOR BUREAU PROCUREMENT CHIEFS

FROM: H.B. Myers
Assistant Director
Procurement and Policy Review Group

SUBJECT: New FBI Sponsored Education and Training Program

The purpose of this memorandum is to inform you that the Federal Bureau of Investigation (FBI) has begun an innovative education and training program for their procurement personnel. The first phase of this program is already in process and they are preparing for the second phase of course offerings, commencing by approximately January or February of 1999. The FBI has agreed to take the lead on offering these classes on a Departmentwide basis. This is an excellent way for us to identify and consolidate training and educational needs and thereby maximize our limited budgets. A contract is in place with the University of Virginia (UVA) to offer classes on-site at the FBI immediately after work from 5:00 through 8:00 p.m. Classes usually are dismissed by 7:30 p.m. to allow commuters ample time to make their appropriate connections on public transportation to return home.

These classes earn three semester hours of college credit and can be used to meet both the training and education requirements of the 1102 series. Attached are course descriptions of potential classes being ordered. Please consider them in light of the procurement career management needs of your organization and your employees. Based on the demand for particular courses, a schedule of class offerings will be negotiated with UVA by the FBI to accommodate the education and training needs of procurement employees to the fullest extent possible. Please note that in addition to the procurement courses, accounting courses will also be made available, depending on the current demand.

Bureaus will be able to transfer funds to the FBI for this training either by use of a credit card or via a reimbursable agreement. The tuition rate, per employee, per class, is approximately \$500. This is a special group rate for both in-state and out-of-state residents and books may be purchased separately. The FBI has performed all of the administration for the startup of this program. At this time the only limitation they have in accommodating other bureau needs is training space. Once we have selected the appropriate classes to accommodate bureau needs, we

will coordinate the sharing of space and class schedules with you. We plan to make this program on-going to eventually meet required training and education requirements for all procurement personnel. Please keep in mind that this is only a beginning and enhancements will be made later as needs require.

Please assist your designated Acquisition Career Management Council Representatives in making the identification of training and education needs for the coming Spring semester a high priority. Help us ensure that all procurement employees have an equal opportunity to obtain the required education and training they need to meet the requirements of the new GS-1102 qualification standards. We look forward to working with you on this important initiative and appreciate your support of this effort. Please submit your course requests to Dr. Deborah M. Patrick, Procurement Career Development Program Manager, by November 13, 1998. She may be reached on 202/616-3681 or by fax at 202/514-6145. Thank you for your cooperation.

Attachment



Certificate in Accounting

Orientation and Information Night Wed, Aug 26, 6:30pm

Please call Sarah Seat at (703) 536-1139, sds3e@virginia.edu to reserve a space.

This ten course certificate program prepares individuals to assume greater responsibility for the accounting function. Students must complete six required courses and four electives to receive the certificate.

In addition to training in the skills of accounting, the accounting certificate includes courses both required and recommended as preparation to sit for the Certified Public Accounting examination.

The Virginia State Board of Accountancy currently requires applicants to have a bachelor's degree. Either as part of that degree or in addition to it, applicants must have completed 24 credits in accounting courses (MUST include auditing COMM 421, taxation COMM 445 or 446, financial accounting COMM 201, 311, 312, and managerial accounting COMM 314, AND 18 credits in business courses other than accounting.)

A one time non-refundable certificate fee of \$25 is required to declare certificate status. Anyone may enroll in individual courses in this program without paying the certificate fee.

Required Courses (6)

- COMM 201: Introductory Accounting I
- COMM 202: Introductory Accounting II
- COMM 311: Intermediate Accounting I
- COMM 312: Intermediate Accounting II
- COMM 314: Cost Accounting
- COMM 421: Elementary Auditing

Electives (4)

- COMM 320: Introduction to Business Information Processing
- COMM 341: Commercial Law I
- COMM 342: Commercial Law II
- COMM 351: Fundamentals of Marketing
- COMM 371: Managerial Finance
- COMM 431: Selected Topics in Advanced Accounting
- COMM 432: Accounting Theory
- COMM 445: Federal Taxation I
- COMM 446: Federal Taxation II
- COMM 533: Accounting for Non-Business Organizations

COMM 201: Introductory Accounting I

Sched #96700

Provides an introduction to the language of business. Covers the role of financial data; the accounting model for capturing financial data; and problems of measuring and reporting income, assets, liabilities, and equities.

Instructor: James Rinaldi

3 credits, Wed, Sep 9-Dec 16, 6:30-9:30pm, in-state \$504, out-of-state \$735

COMM 202: Introductory Accounting II

Sched #96701

Prerequisite: COMM 201. Covers financial accounting topics with an emphasis on managerial considerations and financial analysis, cost accumulation, allocation, and product cost methods. Also included are attention-directing and problem-solving contributions of accounting to managerial planning and control and evaluation of performance, planning, cost behavior, and special decisions.

Instructor: Peter Cirafici

3 credits, Thu, Sep 15-Dec 15, 6:30-9:30pm, in-state \$504, out-of-state \$735

COMM 311: Intermediate Accounting I

Sched #96702

Prerequisite: COMM 202. Provides an intensive study of generally accepted accounting principles for asset valuation, income measurement, and financial statement presentation for business organizations.

Instructor: TBA

3 credits, Wed, Sep 9-Dec 16 (no class Nov 25), 6:30-9:30pm, in-state \$504, out-of-state \$735

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ronment. In lieu of a textbook, the course materials are available on the World Wide Web. For your convenience, we will download a copy and have it reproduced for students interested in purchasing a copy from us. Orders for this handout must be received along with a non-refundable deposit of \$10 (cash or check only, payable to UVa) no later than Sept. 1. Your book will be available in the registration office on the first night of class. Balance is due at that time. Please call Sarah Seat at 536-1139 to make arrangements for your handout.

Instructor: Jack Handrahan
3 credits, Tue, Sep 15-Dec 15, 6:30-9:30pm, in-state \$504, out-of-state \$735

PC 404: Principles of Law for Contract Formation

Sched #96729

Prerequisite: PC 401. Provides an introduction to contract law, contract clauses and provisions, legal aspects associated with contracting, and the administration of contracts.

Instructor: Paul Williams
3 credits, Mon, Sep 14-Dec 14, 6:30-9:30pm, in-state \$504, out-of-state \$735

PC 405: Negotiation of Contracts and Modifications

Sched #96730

Prerequisite: PC 403. Covers the techniques of negotiations; organization and operation of the procurement team; preparation and conduct of contract negotiations; and contract modification by the team concept.

Instructor: Wayne Christen
3 credits, Thu, Sep 10-Dec 17 (no class Nov 26), 6:30-9:30pm, in-state \$504, out-of-state \$735

PC 406: Management Principles for Procurement and Contracting

Sched #96731

This course is a review of management theory. Various management theories will be discussed and recent developments in management practices will be reviewed.

Instructor: Stan Crognale
3 credits, Thu, Sep 10-Dec 17 (no class Nov 26), 6:30-9:30pm, in-state \$504, out-of-state \$735

PC 407: Seminar in Procurement and Contracts Management

Sched #96732

Prerequisite: PC 401, 402, 403, 404, 405. This capstone course for advanced students includes current research and advances. Offers opportunity to develop skill in critical evaluation of theories and their application in solving problems.

NOTE: This course is open to students in their final semester of study. Anyone enrolling in this course who is not in their final semester may have to relinquish their place in class to students completing their certificates this semester. The textbook for this course is available in the registration office on the first night of class, cash or check only.

Instructor: Mike Giboney
3 credits, Sat, Sep 12-Dec 19 (no class Nov 28), 9am-noon, in-state \$504, out-of-state \$735

PC 408: Principles of Law for Contract Performance

Sched #96733

Prerequisite: PC 404. This course emphasizes post-award issues including contract interpretations, equitable adjustments, terminations, and claims under the Contracts Disputes Act.

Instructor: Scott Hommer
3 credits, Tue, Sep 15-Dec 15, 6:30-9:30pm, in-state \$504, out-of-state \$735

PC 409: Contracting for Information Resources

Sched #96734

Prerequisite: PC 402. This course illustrates how to structure and negotiate hardware and software contracts and clearly underlines the responsibilities of both the buyer and seller. Key contracting problems emphasized are reliability standards, acceptance testing, performance and measurement, quality control, maintenance, progress reports, and payments. Tuition includes a materials fee. Textbook is separate and must be ordered no later than Sept. 1. It will be available the first night of class in the registration office (cash or check only, payable to U.Va.). Please call Sarah Seat at 536-1139 to make arrangements for your textbook.

Instructor: Joe Harrison
3 credits, Wed, Sep 9-Dec 16 (no class Nov 25), 6:30-9:30pm, in-state \$516, out-of-state \$747

PC 410: Procurement of Major Systems

Sched #96735

Prerequisite: PC 402. This course covers procurement planning, development, and contracting for major systems. Instruction will consist of studying a major weapon system and construction project from concept formulation through contract definition, development, and manufacture or construction.

Instructor: Scott Cook
3 credits, Thu, Sep 10-Dec 17 (no class Nov 26), 6:30-9:30pm, in-state \$504, out-of-state \$735

PC 412: International Purchasing and Business Transactions

Sched #96736

Prerequisite: PC 402. Emphasis is on the basic regulations and principles of international procurement, organizational structure, financing, cooperative programs, supply-support arrangements, co-production agreements, consortiums, research and development agreements, distribution systems, and analysis of current problems and trends.

Instructor: Andy Jernell
3 credits, Mon, Sep 14-Dec 14, 6:30-9:30pm, in-state \$504, out-of-state \$735

PC 415: Grants: Federal, State, and Local

Sched #96737

Provides the student with a foundation upon which an understanding of the administration of grants may be built. Emphasizes grants awarded by the federal government. The textbook for this course is available for purchase from the instructor on the first night of class.

Instructor: John Edmiston
3 credits, Sat, Sep 12-Dec 19 (no class Nov 28), 9am-noon, in-state \$504, out-of-state \$735

Students may satisfy one of the elective courses by completing six points of noncredit courses in the procurement offerings. Those courses are listed following the credit courses and have their corresponding point value listed.

Certificate in

Procurement and Contracts Management

See graduate procurement courses on page 8 for additional electives.

Books sold in the registration office are non-refundable.

Orientation and Information Night Tue, Aug 25, 6:30pm

Please call Sarah Seat at (703) 536-1139 to reserve a space.

This ten course certificate program addresses the expanding needs of private industry and local, state, and federal agencies for professionally trained procurement/contracting officers, contracts administrators, and negotiators. To be eligible for the certificate, students must complete six required courses and four electives.

A one time non-refundable certificate fee of \$25 is required for formal admission to the program and to take advantage of special "certificate student" non-credit course tuitions. Anyone may enroll in individual courses in this program without paying the certificate fee.

Required Courses (6)

- PC 401: Procurement and Contracting
- PC 402: Contract Administration
- PC 403: Cost and Price Analysis
- PC 404: Principles of Law for Contract Formation
- PC 405: Negotiation of Contracts and Modifications
- PC 407: Seminar in Procurement and Contracts Management

Electives (4)

- PC 406: Management Principles for Procurement and Contracting
- PC 408: Principles of Law for Contract Performance
- PC 409: Contracting for Information Systems
- PC 410: Procurement of Major Systems
- PC 411: Cost Analysis for Decision-Making
- PC 412: International Purchasing and Business Transactions
- PC 413: Purchasing and Materials Management
- PC 415: Grants: Federal, State, and Local
- PC 416: Application for and Management of Federal Grants
- PC 417: International Business Negotiations
- PC 418: Seminar in International Procurement
- PC 419: Government Computer Law
- PC 420: Advanced Major ADP Systems Acquisition
- PC 422: Federal Government Contracting: A Contractor's Perspective
- PC 423: Project Team Management for Contracts Managers
- PC 424: Subcontract Management

PC 401: Procurement and Contracting

Sched #96726

Introduces the procurement and contracting processes and treats fundamental principles and techniques in detail. Emphasizes government procurement and covers the FAR in depth. Please note that two books are required for this course: Government Contract Guidebook may be purchased in the registration office (cash or check only), and the FAR is available in the bookstore.

Instructor: Diane Whitmoyer

3 credits, Mon, Sep 14-Dec 14, 6:30-9:30pm, in-state \$504, out-of-state \$735

PC 402: Contract Administration

Sched #96727

Prerequisite: PC 401. Covers enforcement of contract terms; early recognition of cost overruns; claims, delays, etc.; change orders; disputes and appeals; financial analysis; terminations; production surveillance; quality assurance; and audit.

Instructor: Corey Rininger

3 credits, Mon, Sep 14-Dec 14, 6:30-9:30pm, in-state \$504, out-of-state \$735

PC 403: Cost and Price Analysis

Sched #96728

Prerequisite: PC 401 and basic proficiency in accounting, algebra, or business math. Covers basic concepts in the analysis of contract price by cost-price analysis techniques, learning curve, weighted guidelines, profit objectives, and analysis of the ADP systems envi-