DAU Defense Acquisition University

Catalog
1993-1994

Office of the
Under Secretary of Defense
(Acquisition)

THE UNDER SECRETARY OF DEFENSE

WASHINGTON, DC 20301-3000

ACQUISITION

FOREWORD

This edition of the catalog marks the beginning of the second year of operation for the Defense Acquisition University (DAU). The DAU's first year was highly successful and provided a solid foundation for future support of the education and training needs of the acquisition workforce.

Initial efforts have concentrated on defining and developing the training courses for the 12 acquisition career fields and providing the required training to the acquisition workforce. In Fiscal Year 1993, over 25,000 students received mandatory acquisition training at the 16 organizations that comprise the DAU consortium. This reflected the cooperative efforts of the DAU, its member schools and organizations, the Directors of Acquisition Career Management, and the acquisition functional boards.

In Fiscal Year 1994, the DAU will train over 33,000 students, and will strengthen its role in education, research, and publications. I look forward to the DAU continuing to fulfill its mission as the center for acquisition excellence and the professional development of the acquisition community.

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The Defense Acquisition University (DAU)

Chapter 1

The Defense Acquisition University (DAU)

The Defense Acquisition University (DAU) is a consortium of Department of Defense (DoD) education and training institutions and organizations which provide mandatory acquisition courses for military and civilian personnel serving in 12 acquisition career fields. Authorized by 10 U.S.C. 1746 and, chartered by DoD Directive 5000.57, the DAU began operating on August 1, 1992. Its mission is to educate and train professionals for effective service in the defense acquisition system.

The DAU coordinates the DoD acquisition education and training program to meet the training requirements of more than 120,000 acquisition workforce members. Through its consortium members, the DAU provides a full range of basic, intermediate and advanced courses to support the career goals and professional development of persons in the acquisition workforce. In addition, the DAU through its member institutions, fosters research, publications, symposia and consulting in areas related to the acquisition functional areas;

acquisition curriculum development; and training of instructors for acquisition education and training.

DAU works in conjunction with DoD functional boards to identify competencies required to perform at various career levels and incorporate them into DAU courses. Functional boards have been established to encompass all acquisition functional areas. Members of these boards are senior level acquisition officials of the DoD components who advise the Under Secretary of Defense (Acquisition) (USD(A)) on issues of career development and recommend mandatory training, education, and experience for their functional areas.

The President of the DAU reports to the Under Secretary of Defense (Acquisition) (USD(A)) and serves as the chief executive officer of the university. A Board of Visitors composed of individuals selected for their preeminence in academia, business, and industry advises the President of the University and the USD(A) concerning matters

The Defense Acquisition University (DAU)

related to organizational management, curricula, methods of instruction, facilities, and other matters of interest to the university.

Under the DAU structure, consortium members remain a part of their existing commands. The relationship between the DAU and its participating members is defined by Memoranda of Agreement (MOA). In addition to DoD mandatory acquisition courses described in this catalog, the consortium members continue to offer non-DAU education and training unique to their Service or Agency missions.

Consortium members include:

- Air Force Institute of Technology (AFIT)
- Army Logistics Management College (ALMC)
- Army Management Engineering College (AMEC)
- Defense Contract Audit Institute (DCAI)

- Defense Logistics Agency Civilian Personnel Support Office (DCPSO)
- Defense Systems Management College (DSMC)
- European Command (EUCOM) Contracting Training Office (CTO)
- Industrial College of the Armed Forces (ICAF)
- Information Resources Management College (IRMC)
- Lowry Training Center (LTC)
- Naval Facilities Contracts Training Center (NFCTC)
- Naval Postgraduate School (NPS)
- Naval Warfare Assessment Center (NWAC)
- Navy Acquisition Management Training Office (NAMTO)
- Office of the Assistant Secretary of the Navy Research, Development and Acquisition OASN(RD&A)/APIA-PP

Chapter

2

Administrative Information

Chapter 2

Administrative Information

A. General Statement

This catalog is organized to provide a recommended sequence of courses so that the students may successfully complete those courses prescribed as mandatory and desired in DoD 5000. 52-M, "Career Development Program for Acquisition Personnel". By using the information and procedures in this catalog, one can determine the manda-tory training and education required for a particular acquisition career field and career level.

Courses are grouped in Chapter 4 by career field, the three career levels, and the recommended sequence of completion. While generally associated with a specific career field and career level, some courses are multi-functionally related and required at various career levels. The basic level, *Level I*, courses are

designed to provide fundamental knowledge and establish primary qualification and expertise in the individual's career field, job series or functional area. At the intermediate level, *Level II*, specialization is emphasized. The courses at this level are designed to enhance the employee's capabilities in a primary specialty or functional area. At the senior level, *Level III*, acquisition training emphasizes management of the acquisition process and the latest methods being implemented in the career field or functional area. Each of these levels typically corresponds to particular GS/GM levels or military grades/ranks which have been defined by the individual military department or agency; however, grade is not generally a requirement for course enrollment. Course descriptions are listed alphabetically by career field in Chapter 5 with recommended experience/education and course length, as applicable.

B. Course Delivery

DAU acquisition education and training courses are offered in a variety of forms. The most frequently used are **resident**—the student attends the course at one of the DAU consortium schools; and **on-site**—the classes are taught at geographic locations where there are sufficient acquisition workforce students to support a class. DAU courses are also offered by satellite and correspondence. Appendix E provides a matrix which displays the DAU course delivery modes and available DAU equivalency examinations. Information on course offerings, schedules, and location of courses are published separately in the Defense Acquisition University Course Schedule.

C. Army Training Requirements and Resources System (ATRRS)

The DAU uses the Army Training Requirements and Resources System (ATRRS) as the vehicle for maintaining course schedules, quota scheduling and monitoring, and managing and reviewing reporting requirements. Agencies using the allocated quotas are required to register students into the system no later than 45 calendar days prior to the class start date to ensure that the student has sufficient time to make necessary arrangements for attending class.

D. Course Attendance Procedures

Using Chapters 4 and 5, the employee and supervisor may plan training requirements for career development purposes. The procedures to follow to attend these courses are:

1. Identify the course requirements for a career field at each level.

2. Depending upon an individual's component, follow the procedures listed below to obtain a seat in a class.

Army Personnel

To obtain a seat in a mandatory course, prospective civilian personnel must submit a completed DD Form 1556, signed by their supervisor, to the Civilian Personnel Office (CPO) training branch. The CPO will input the necessary information into the Army Training Requirements and Resources System (ATRRS). When a class space is available, the CPO will inform the prospective student and provide him/her with the class convening date, funding information, and any other pertinent information.

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Military personnel must contact the Officer Personnel Management Directorate, Army Acquisition Corps (OPMD AAC) Management Office, DSN 221-2758 or Commercial (703) 325-2758 to obtain a seat in a mandatory course.

Navy Personnel

Department of the Navy personnel may request quotas for mandatory acquisition courses by contacting the local Acquisition Training Representative. The Acquisition Training Representative in each command will be responsible for all nominations for Navy/Marine Corps students within their claimancy.

The Acquisition Training Representative will forward all nominations for both on-site and resident course offerings to the Navy Career Management Center (NCMC) in Mechanicsburg, PA. The NCMC will enter the nominations into the ATRRS and notify the individual student when class space is available. All funding associated with mandatory acquisition education will be managed by the NCMC and lines of accounting will be issued to those mandatory students who require travel and per diem for course attendance.

Air Force Personnel

Air Force acquisition workforce personnel who require mandatory acquisition education and training should contact the base level training monitor or the designated Employee Development Manager. Individuals desiring space available enrollment should complete a DD Form 1556 and forward it to Air Force Civilian Personnel Management Center, Acquisition (AFCPMC/DPCMQ) at Randolph AFB, Texas.

Other DOD Component Personnel

In the DoD components outside the Military Departments (including the Office of the Secretary of Defense, the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Inspector General, the Defense Agencies, the Defense "Field Activities", the Joint Service Schools, and the Defense Support Activities), the supervisors of persons who require mandatory training are responsible for ensuring that the training is properly requested and authorized, and that travel, if any, in connection with the training is properly requested.

Supervisors of civilian employees in the components should consult with acquisition training officials (most often, such an official will be located in the civilian personnel training office)

to determine the detailed procedures for requesting and authorizing mandatory training. The supervisor of a military member may need to coordinate with both the acquisition training officials in the component and with the member's Military Department which is responsible for obtaining quotas and funds for the member.

The procedures specified for the Military Department which provides host and supporting services may be followed by civilian personnel assigned to the Unified and Specified Commands, consistent with individual command requirements (other than the U.S. Special Operations Command, which has established unique procedures).

E. Courses Previously Taken

This catalog uses a DAU course numbering system, e.g., CON 101 for a Level I course in contracting fundamentals. Appendix A correlates the DAU course titles and numbering with the titles and numbering previously used by the consortium schools. By using this appendix, individuals may determine if they have met the DAU course requirements through previous courses. College courses listed in Appendix C also meet the DAU course requirements.

F. Alternatives to Course Attendance

1. **Fulfillment.** If individuals believe they have fulfilled the training requirements through experience, education or alternative training programs, a "Fulfillment of DoD Mandatory Training Requirements" (DD Form 2518) may be processed. DoD Acquisition Career Management Mandatory Course Fulfillment Program and Competency Standards Guide (ADS-93-01-GD) provides the required forms and procedures. Students may obtain the guides from their respective career program functional representatives.

2. **DoD Civilian Career Knowledge Test Program (DAU Equivalency Test).** The DoD Civilian Career Knowledge Test Program provides an opportunity for employees to take a comprehensive test, in lieu of attending a mandatory course. Appendix E provides a listing of courses that have the appropriate examination.

   Requests for Air Force Institute of Technology equivalency examinations may be addressed to:

Air Force Institute of Technology/School of Systems and Logistics
ATTN: AFIT/LSA-EE
2950 P Street
Wright-Patterson Air Force Base, OH 45433-7765

Point of Contact:
Joyce Branham
DSN 785-7777, Ext. 3127, or Commercial (513) 255-7777, Ext. 3127.

Requests for U.S. Army Logistics Management College equivalency examinations should be addressed to:

Commandant
U. S. Army Logistics Management College
ATTN: ATSZ-AMD-E
Fort Lee, VA 23801-6048

Point of Contact:
Ms. Beulah Williams
DSN 539-4411 or
Commercial (804) 765-4411; or
Ms. Phyllis Humphrey
DSN 539-0268 or
Commercial (804) 765-0268.

3. **Correspondence Courses.** Members of the acquisition workforce may complete DAU mandatory courses through correspondence courses in lieu of attending classes.

Appendix E provides a matrix that shows which courses are available and from which DAU institution. Enrollment procedures differ according to each academic institution and are as follows:

Army Logistics Management College

Submit one copy of DA Form 145, Army Correspondence Course Enrollment and DAU Mandatory Student Certification. If DA Form 145 is not available, use DD Form 1556, Request, Authorization, Agreement, Certification of Training and Reimbursement. Social security numbers must be legible on the copy mailed to ALMC. Complete one copy of the appropriate form and certificate. Have them both signed by supervisor, and forward to: Commandant, U.S. Army Logistics Management College, ATTN: ATSZ-ATD, Fort Lee, VA 23801-6042.

Inquiries concerning these courses may be sent to: Commandant, U.S. Army Logistics Management College, ATTN: ATSZ-ATD, Fort Lee, VA 23801-6042. The student's social security number should be on all correspondence. Inquiries also may be made by telephone (Tuesday-Friday,

0900-1100 and 1300-1500), Commercial (804) 765-4037 or DSN 539-4037.

Air Force Institute of Technology

The Air Force Institute of Technology Correspondence Courses are administered through the United States Air Force Extension Course Institute (ECI), Maxwell Air Force Base, Gunter Annex, Alabama. To enroll in ECI courses contact Ms. Barbara J. Bisard, DSN 596-4331 or Commercial 205-416-4331 or submit ECI Form 23 to Barbara J. Bisard, USAF ECI/EDOR, Building 832, 50 South Turner Boulevard, Maxwell Air Force Base, Gunter Annex, AL 36118-5643.

Defense Systems Management College

Applications for the Defense Systems Management College correspondence courses are available as follows:

BCF 202 (Intermediate Contract Performance Measurement) - Contact Ms. Francis Valore, DSN 655-2968 or Commercial (703) 805-2968 or submit CMP-ISP Form 1 Defense Systems Management College Individual Self-Paced Course Registration

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Form. The necessary course materials and instructions will be forwarded by mail.

BCF 201 (Systems Acquisition Funds Management) - Contact DSMC Registrar Office, or Commercial (703) 805-2227. The Registrar will make the necessary arrangements.

G. College Course Equivalency Examinations

The Defense Acquisition Work-force Improvement Act (P.L. 101-510, 1990) requires that beginning October 1, 1993, Department of Defense (DoD) employees with less than 10 years of acquisition experience (as of October 1, 1991) must meet a new educational standard. These standards are applicable in order to enter the GS-1102 occupational series; be promoted in the GS-1102 series; obtain a contracting officer's warrant above the small purchase threshold; or qualify (in addition to a baccalaureate degree) for the Acquisition Corps.

The new standard requires a baccalaureate degree or 24 semester credit hours in any combination of the following disciplines:

Accounting
Business Finance

Law
Contracting
Purchasing
Economics
Marketing
Industrial Management
Quantitative Methods
Organization & Management

DoD Instruction 5000.58, "Defense Acquisition Workforce," establishes policy which allows employees to meet this standard by passing college course equivalency examinations considered to demonstrate knowledge comparable to accredited courses of study in these subjects.

The Defense Activity for Non-Traditional Education Support (DANTES) sponsors the college credit equivalency examination program. DANTES is a DoD activity which sponsors many types of testing programs and provides other voluntary education support services throughout the DoD. The tests are administered at military installation education centers and other Federal Government installation education offices.

Anyone in the acquisition work-force desiring to use equivalency exams to meet mandatory education qualifications is eligible to participate in this program. Additional information may be obtained by contacting the individual

responsible for acquisition work-force personnel issues at your activity. A list of available examinations is provided at Appendix H.

H. Consortium Schools

Appendix B provides a brief description and point of contact for each of the schools in the consortium. After students have been assigned seats in scheduled courses, they may wish to contact the school for administrative details regarding attendance and lodging.

I. Defense Acquisition University Computer Bulletin Board System

The DAU Bulletin Board System (DAU BBS) has been set up to facilitate communications among the DAU community. Access is open to anyone in the DoD acquisition workforce. Features of the BBS include:

Announcements, Newsletter, Bulletins - Keep up with changes that affect the acquisition workforce or DAU operations.

Message Areas - Public and private conferences with both public and private messages. Messages may be directed to all DAU BBS users, everyone in a message conference, or to specific users. Also supports ".QWK" off-line mail readers.

File Areas - Text and binary files can be exchanged over the BBS in most common protocols. Shareware and freeware programs are available for downloading. DAU's course schedule (in both database and spreadsheet format) and catalog are available for downloading, as is a manual for using the DAU BBS.

The DAU BBS telephone number is (703) 820-9527. To call the BBS, a computer, communications software, and a modem are needed. The DAU BBS operates at 9600 BPS baud or lower, with communications settings of 8 data bits, no parity, and 1 stop bit.

To access the DAU BBS, go to the telecommunications program, set communications parameters at N81, and call 703-820-9527, and dial up. Once connected, follow the step-by-step instructions.

The bulletin board offers significant additional communications

opportunities for the DAU community. As with most communications systems, the benefits increase with usage. The DAU BBS should be used on a regular basis. Recommendations and support for the BBS are solicited.

Senior Acquisition Education Program and The Senior Acquisition Course (ACQ 401)

Chapter 3

Senior Acquisition Education Program and The Senior Acquisition Course (ACQ 401)

The Senior Acquisition Education Program, comprised of a variety of course offerings which cover the broad spectrum of disciplines that are represented in the acquisition workforce, is currently under development. The DoD components will select and slate candidates for the Senior Program and determine equivalency of offerings based on Components' needs and the career development needs of individuals serving in critical positions.

The Senior Acquisition Course is one of these offerings and is the preeminent course for members of the Acquisition Corps. The course is designed to prepare selected military officers and civilians for senior leadership and staff positions throughout the acquisition community.

The Industrial College of the Armed Forces (ICAF) has been designated by the Under Secretary of Defense (Acquisition) (USD(A)) to present the Senior Acquisition Course for selected students as part of the Defense Acquisition University (DAU). ICAF has expanded the acquisi-

tion portion of its curriculum for Senior Acquisition Course students. They will be offered a wide choice of research and elective opportunities, as well as a common core curriculum and a separate acquisition course. Students will be fully integrated into the ICAF student body for most of their studies. Separate attention will be provided in acquisition course work, while retaining the benefits of intermingling with operational and other functional communities.

The Senior Acquisition Course consists of the *entire 10-month ICAF curriculum*, enhanced for designated acquisition students through 4 major elements:

1. **Core Curriculum.** The multidisciplinary core curriculum includes major acquisition management issues distributed throughout studies in such courses as Decision Making, Political Science, History, Military Strategy, Economics, National Infrastructure, Joint Military Logistics, Mobilization, and Defense Industry Studies. Students designated for the

Senior Acquisition Education Program

Senior Acquisition Course participate in the core curriculum with all other ICAF students.

2. **Advanced Acquisition Management Studies.** A concentrated course in senior-level acquisition management is conducted in the Spring in conjunction with other core curriculum studies. Seminars, lectures, and case studies have been designed to challenge the students to assess current acquisition policy and practices in the context of National Security Strategy, with an emphasis on acquisition management in a changing world.

3. **Advanced Studies (Electives).** A wide array of elective courses covering all aspects of acquisition management is available. Students select one regional advanced study and three other advanced studies (electives) courses during the 10-month program. Acquisition-related courses include some 20 different offerings in such subjects as: Government-Industry Relations; Professional Ethics for Public Officials; Senior Leadership-Power and Politics; AIS Procurement Strategies; Planning, Programming, and Budgeting Systems; Defense Contracting; Advanced Seminar in Selected Acquisition Topics; Business Ethics; etc.

4. **Research.** All students will undertake a major research project and produce a fully documented, scholarly paper. Acquisition students are afforded the opportunity to work on a project which has current critical interest in the defense community. Each project will be overseen by a faculty research advisor, will be selected by the student, and may be sponsored by a faculty member, military service, or federal executive agency. Topics of timely interest are solicited from throughout the acquisition community and the national security community at large for student research. Students may also propose topics for research.

Senior acquisition students will each have a Primary Faculty Advisor (PFA) who is a member of the Acquisition Faculty. Students are required to coordinate their advanced study choices and research topics with their PFA who will approve the selections, ensuring that the selections will complement the students' individual goals and acquisition career needs.

Students completing the Senior Acquisition Course are considered graduates of both the Senior Acquisition Course and the Industrial College of the

Armed Forces. Completion of the course fulfills the Office of Personnel Management (OPM) educational requirement for Senior Executive Service Status.
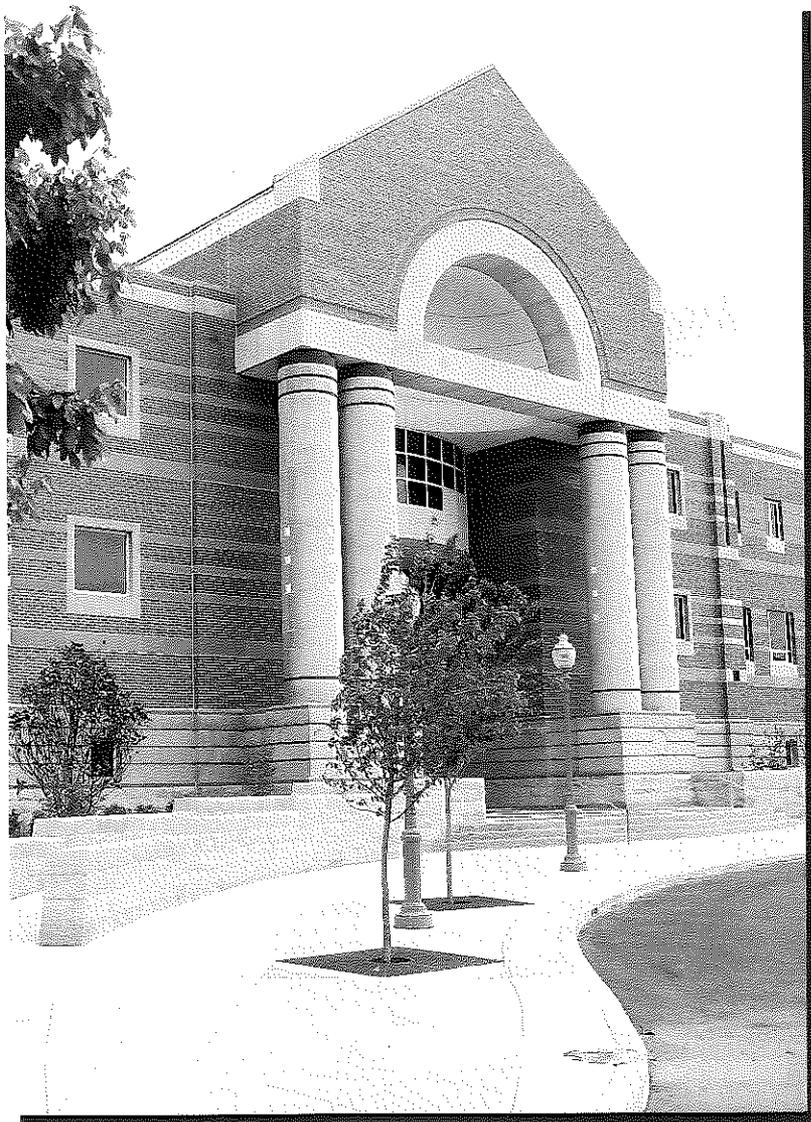
Course Requirements by Career Field

Chapter 4

Course Requirements by Career Field

The following pages summarize the mandatory and desired course requirements in each career field by level as outlined in DoD 5000.52M. Chapter 5 provides a description of each course. Acquisition workforce members interested in taking a particular course should follow the procedures outlined in Chapter 2. The acquisition career fields are:

Auditing
Business, Cost Estimating and Financial Management
Communications-Computer Systems
Contracting
Industrial Property Management
Logistics (Acquisition)
Manufacturing and Production
Program Management
Purchasing (Includes Procurement Assistant)
Quality Assurance
System Planning, Research, Development and Engineering
Test and Evaluation

Course Requirements by Career Field

Auditing

The mandatory education and training requirements for the auditing career field apply to contract auditors within the DoD who are involved with the audit of defense funded contracts. Contract auditors may be involved in the performance and supervision of audits, in technical specialty areas related to audits, in the development of audit policies and procedures, or in the overall management and control of an audit organization.

Training Requirements:

Level I

• Mandatory

Complete the following course:

AUD 1130
Technical Indoctrination

• Desired

Complete the following DCAI Courses:

AUD 1124
Audit Applications of the FAR (Part 31)

AUD 1111
Orientation to Contract Auditing

AUD 6115
Effective Report Writing

Level II

• Mandatory

Complete one of the following courses:

AUD 4120
Statistical Sampling

AUD 4230
Graphic, Computational and Improvement Curve Analysis Techniques

AUD 1320
Intermediate Contract Auditing

• Desired

Complete the following DCAI courses:

AUD 1430
Accounting and Auditing Update

AUD 1560
Emerging Cost Accounting Issues

AUD 5631
Computer Performance Evaluation

AUD 5632
Computer Billing Algorithms

AUD 5633
EDP Lease/Purchase Evaluation

AUD 5650
Data Retrieval

AUD 5720
EDP Internal Control Reviews and Job Control Language (JCL)

Chapter 4

AUD 6220
Auditor Interview and Interpersonal Reactions

AUD 6240
Oral Presentation Workshop

Level III

- **Mandatory** for supervisory positions

Complete the following course:

AUD 8560
DCAA Supervisory Skills Workshop

- **Desired**

Complete one of the following DCAI courses:

AUD 1275
Advanced Cost Management Systems

AUD 4030
Quantitative Methods for Managers

AUD 5640
Electronic Data Processing for Managers

CON 301
Executive Contracting
(Applicable for GM-15 Managers)

Business, Cost Estimating, and Financial Management

This career field includes individuals responsible for financial planning, formulating financial programs and administering budgets. They are also responsible for accountability of funds, performance management of contractors, and cost estimating. Additional duties include advising or assisting commanders, program managers and other officials in discharging all aspects of their responsibilities for financial management in direct support of the defense acquisition process.

Training Requirements:

Level I

- **Mandatory**
Cost Estimating Career Path:

PMT 101
Fundamentals of Systems Acquisition Management
(Formerly Systems Acquisition Fundamentals)

BCE 101
Fundamentals of Cost Analysis
(To be developed and piloted in FY 94; mandatory effective October 1, 1994)

Course Requirements by Career Field

Contract Performance Management Career Path:

PMT 101
Fundamentals of Systems
Acquisition Management

BCF 102
Contractor Performance Measurement Fundamentals
(To be developed and piloted in
FY 94; mandatory effective
October 1, 1994)

Financial Management Career Path:

PMT 101
Fundamentals of Systems
Acquisition Management

Level II

• **Mandatory**

Cost Estimating Career Path:

BCF 201
Systems Acquisition Funds
Management
(Formerly Financial Management
Course)

BCF 202
Intermediate Contractor Performance Measurement

BCE 203
Contractor Finance For Acquisition Managers
(To be developed and piloted
FY 94; mandatory effective
October 1, 1994)

BCE 204
Intermediate Cost Estimating
Course
(To be developed and piloted
FY 94; mandatory effective
October 1, 1994)

At least 2 of the following courses:

BCE 206
Cost/Risk Analysis
(To be developed and piloted
FY 94; mandatory effective
October 1, 1994)

BCE 207
Economic Analysis
(To be developed and piloted
FY 94; mandatory effective
October 1, 1994)

BCE 208
Software Cost Estimating
(To be developed and piloted
FY 94; mandatory effective
October 1, 1994)

BCE 209
Selected Acquisition Report
(To be piloted FY 94; mandatory
effective October 1, 1994)

BCF 102
Contractor Performance Measurement Fundamentals
(To be developed and piloted in
FY 94; mandatory effective
October 1, 1994)

Contract Performance Management Career Path:

BCF 201
Systems Acquisition Funds
Management

BCF 202
Intermediate Contractor Performance Measurement

BCF 203
Intermediate Contractor Performance Measurement
(To be developed and piloted in FY 94; mandatory effective October 1, 1994 will replace BCF 202)

BCF 205
Intermediate Analysis Course
(To be developed and piloted FY 94; mandatory effective October 1, 1994)

Financial Management Career Path:

BCF 201
Systems Acquisition Funds
Management

BCF 202
Intermediate Contractor Performance Measurement

Level III

• **Mandatory**

Cost Estimating Career Path:

BCE 301
Advanced Systems Acquisition
Management
(To Be Developed, FY95)

Contract Performance Management Career Path:

BCF 302
Contractor Performance Measurement (Advanced)
(To Be Developed, FY95)

BCE 301
Advanced Systems Acquisition
Management
(To Be Developed, FY 95)

Financial Management Career Path:

BCE 301
Advanced Systems Acquisition
Management
(To Be Developed, FY 95)

Communications- Computer Systems

This field includes Computer, Information Systems, Telecommunications Managers and Specialists, as well as Program Analysts directly supporting the acquisition of communications-computer systems. Individuals in this field are responsible for directly supporting the acquisition of automated information systems and interconnecting components to include computers, ancillary equipment, software, telecommunications, and other related services. They are involved in identifying require-

Course Requirements by Career Field

ments; writing and/or reviewing specifications; identifying costs; obtaining resources (manpower, funding and training); and testing, evaluating, planning, obtaining, and managing life cycle support.

Training Requirements:

Level I

• Mandatory

Complete the following course:

PMT 101
Fundamentals of Systems Acquisition Management
(Formerly Systems Acquisition Fundamentals)

LEVEL II

• Mandatory

Complete the following courses:

PMT 201
Intermediate Systems Acquisition

IRM 201
Intermediate Automated Information Systems (AIS)
(To be developed and piloted, FY 94; mandatory effective October 1, 1994)

• Desired

One advanced (Level III) DAU course in automated information systems acquisition management.

LEVEL III

• Mandatory

Complete one of the following courses:

IRM 301
Automated Information Systems Procurement Strategies

or

IRM 302
AIS Advanced Management Program
(IRM 301 usually included as an elective)

• Desired

PMT 301*
Program Management Course

CON 351
System Contract Management for Noncontracting Personnel
(Formerly Contract Management)

Contracting

The contracting career field includes the positions of Contract Negotiator, Contract Specialist, Contract Termination Specialist, Contract Administrator, Procure-

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*Program Management Course (PMT 301): Only mandatory for individuals in this career field selected for PM or DPM critical acquisition position in Acquisition Category (ACAT) I or II programs. If PMT 301 has been taken, IRM 302 is not required.

ment Analyst, Administrative Contracting Officer, Contract Price and/or Cost Analyst, Contracting Officer, and Termination Contracting Officer. Individuals in this career field develop, manage, or supervise policies and procedures involving contracts. They also may perform and manage any of the following: the procurement of supplies and services; construction, research, and development; acquisition planning; cost and price analysis; selection and solicitation of sources; preparation, negotiation, and award of contracts through sealed bid or negotiation procedures; all phases of contract administration; termination, and close out of contracts.

Training Requirements:

Level I

• Mandatory

Complete two basic courses in contracting. One course in contracting principles and one in contract pricing principles.

Select one course from the following list depending upon job assignment requirements:

CON 101
Contracting Fundamentals
(For all contracting positions except those personnel who perform construction and facilities contracting)

CON 102
Operational Level Contracting (Formerly Organizational Level Contracting) (For contracting positions at the base, post, camp, or station level)

CON 103
Construction Contracting Fundamentals
(For construction and facilities contracting personnel)

Plus one course from the following list depending upon position requirements:

CON 104
Contract Pricing
(For price/cost personnel)

CON 105
Operational Level Contract Pricing (Formerly Organizational Level Contract Pricing) (For contracting positions at the base, post, camp, or station level)

CON 106
Construction Contract Pricing
(For facilities construction personnel)

Level II

• Mandatory

Complete the following courses:

CON 201
Government Contract Law

Course Requirements by Career Field

CON 231
Intermediate Contract Pricing
(Mandatory according to primary
assignment for FY 94; mandatory
for all 1102's effective
October 1, 1994) (Formerly Inter-
mediate Cost and Price Analysis)

Plus, according to your primary
assignment, complete one or
more of the following courses:

CON 211
Intermediate Contracting
(Formerly Intermediate Pre-Award
Contracting) (For pre-award
personnel)

CON 221
Intermediate Contract Administra-
tion
(Formerly Post-Award Contract
Administration) (For post-award
personnel)

CON 222
Operational Level Contract
Administration
(Formerly Organizational Level
Contract Administration) (For
contracting positions at the base,
post, camp, or station level of
Defense Contracts)

CON 223
Construction Contract Manage-
ment

CON 232
Overhead Management of
Defense Contracts
(For personnel assigned to a
Defense Contract Management
Command, Army Ammunition
Plant, or Supervisor of Shipbuild-
ing, Conversion, and Repair)

CON 233
Cost Accounting Standards
Workshop
(For those personnel assigned to
a Defense Contract Management
Command, Army Ammunition
Plant, or Supervisor of Shipbuild-
ing, Conversion, and Repair.

CON 241
Automated Information Systems
(AIS) Contracting
(For personnel involved in auto-
mated information systems (AIS)
contracting)

• **Desired**
PMT 341
Systems Acquisition Contracting
(For Contracting Officers within
one year of assignment to a major
defense acquisition program)

Level III

• **Mandatory**
Complete the following course:

CON 301*
Executive Contracting

Plus, according to your primary
assignment, complete one of the
following courses:

_____
*This course should be attended every
3-5 years.

Chapter 4

CON 311
Executive Pre-Award Contracting
(For personnel involved in pre-award contracting)

CON 321
Executive Contract Administration
(Formerly Executive Post-Award
Contract Administration) (For
personnel involved in post-award
contracting)

CON 331
Executive Cost and Price Analysis
(For cost and price specialists)

Plus, if assigned to a major program, or if at least 50% of time is
dedicated to a major acquisition
program, complete the following
course:

PMT 341
Systems Acquisition for Contracting Personnel (Formerly Systems
Acquisition Contracting)

Industrial Contract Property Management

The industrial contract property
management career field includes
those personnel who perform,
manage, supervise, or develop
policies and procedures for professional work involving the
acquisition, control, management,
use, and disposition of Government-owned property used by
contractors or in storage to support future contractual requirements. Responsibilities include:
providing guidance, counsel, and
direction to Government and
contractor managers and technicians relating to regulatory and
contractual requirements for
managing Government property;
participating in pre-award surveys and post-award reviews;
reviewing contracts assigned for
property administration; evaluating a contractor's property management system and approving
the system or recommending
disapproval; developing and
applying property systems analysis programs to assess the effectiveness of contractor's Government property management
systems. Plant Clearance Offices
are responsible for performing
the duties necessary to dispose
of excess and surplus contractor
inventory.

Training Requirements:

Level I

- **Mandatory**

Complete one of the following
courses:

CON 101
Contracting Fundamentals

CON 102
Operational Level Contracting
(Formerly Organizational Level
Contracting)

Course Requirements by Career Field

CON 103
Construction Contracting Fundamentals

Plus all of the following courses:

IND 101
Contract Property Administration Fundamentals

IND 102
Contract Property Disposition

IND 103
Contract Property Systems Analysis

Level II

• **Mandatory**

Complete the following courses:

CON 201
Government Contract Law

IND 201
Intermediate Contract Property Administration
(Formerly Intermediate Post-Award Contract Property Administration)

IND 202*
Contract Property Management Seminar

Plus one of the following courses:

CON 221
Intermediate Contract Administration
(Formerly Intermediate Post-Award Contract Administration)

or

CON 222
Operational Level Contract Administration

Level III

• **Mandatory**

Complete the following courses:

CON 301*
Executive Contracting

CON 321
Executive Contracting Administration
(Formerly Executive Post-Award Contracting Administration)

IND 202*
Contract Property Management Seminar

Logistics (Acquisition)

Acquisition logistics personnel include individuals who are involved in Integrated Logistics Support (ILS) activities or who manage logistics activities associated with the procurement, integration, and fielding of the support systems/environment for weapons systems/equipment or for system modifications.

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*These courses should be attended every 3-5 years as a refresher.

Training Requirements:

Level I

• **Mandatory**

Complete the following courses:

PMT 101
Fundamentals of Systems
Acquisition Management
(Formerly Systems Acquisition
Fundamentals)

LOG 101
Acquisition Logistics Fundamentals
(Formerly Basic Integrated
Logistic Support)

• **Desired**

Complete the following course:

LOG 202
Logistics Support Analysis

Level II

• **Mandatory**

Complete the following courses:

LOG 201
Intermediate Acquisition Logistics
Management
(Formerly Integrated Logistics
Support Management)

LOG 202
Logistics Support Analysis

LOG 203
Reliability and Maintainability
(Formerly LOG 301, Reliability
and Maintainability)

and either

LOG 204
Configuration Management
(Formerly LOG 302, Configuration Management)

or

LOG 205
Provisioning

• **Desired**

SYS 201
Systems Engineering Management Course

Level III

• **Mandatory**

Complete the following course:

LOG 304
Executive Acquisition Logistics
Management
(To be developed and piloted in
FY 94; mandatory effective
October 1, 1994)

PMT 201
Intermediate Systems Acquisition

Manufacturing and Production

Acquisition-related manufacturing
and production duties vary greatly
in managerial, administrative,
and technical content. Some
duties require professional scientific or engineering knowledge,

Course Requirements by Career Field

while others require narrowly defined technical duties in the scope of nonprofessional specialist series. Acquisition-related contractor manufacturing and production duties usually involve program management or monitoring the manufacturing and production efforts of private sector contractors. Manufacturing and production personnel functions include, but are not limited to, reviewing manufacturing facilities, organizations, policies, procedures, practices, processes, and methods to ensure their efficiency and responsiveness in satisfying program and contractural requirements.

Training Requirements:

Level I

• **Mandatory**

Complete the following course:

PRD 101
Production Management Fundamentals

Level II

• **Mandatory**

Complete the following courses:

PRD 201
Intermediate Production Management

PRD 202
Defense Manufacturing Management

Level III

• **Mandatory**

PRD 301
Defense Acquisition Engineering, Manufacturing, and Quality Assurance
(To be piloted in FY 94; mandatory effective October 1, 1994)

Program Management

Program Management involves the synthesis of the various acquisition disciplines. It is not limited to Program Manager (PM), Deputy PM, or Program Executive Officer (PEO) positions. Program management also involves staff positions that are cross-functional and are designed to provide an integrated system perspective. Entry into program management may be made from any of the disciplines, but progress in program management requires experience and training in more than one discipline and at more than one level.

Training Requirements:

Level I

• Mandatory

Complete the following course:

PMT 101
Fundamentals of Systems
Acquisition Management
(Formerly Systems Acquisition
Fundamentals)

• Desired

PMT 201
Intermediate Systems Acquisition
One basic (Level I) DAU course
in another functional area.

Level II

• Mandatory

Complete the following course:

PMT 201
Intermediate Systems Acquisition

• Desired

Complete the following courses:

One Level II DAU course in
another functional area.

One intermediate level management and leadership training
course.

One advanced Level III DAU
course in systems acquisition
program management (To be
determined).

Level III

• Mandatory

One advanced (Level III) DAU
course in systems acquisition
program management (To be
determined).

PMT 301*
Program Management
A person must have completed
the Program Management
Course at DSMC or a comparable
advanced management program
at an accredited educational
institution before being assigned
to a critical acquisition position as
a PEO, PM or a Deputy PM of a
Major Defense Acquisition Program (MDAP) or a significant
non-major defense acquisition
program in acquisition category
(ACAT) I or II.

• Desired

Complete PMT 301, Program
Management Course, or a comparable advanced management
program at an accredited educational institution and one additional advanced level management and leadership training
course.

Note: Naval Postgraduate
School's Systems Acquisition
Management (816) curriculum
has been approved as an equivalent to the Program Management
Course (PMT 301).

Course Requirements by Career Field

Purchasing

The purchasing career field involves purchasing, rental, or lease of supplies, services, and equipment through either informal open-market methods or formal competitive bid procedures for construction, with the primary objective of the work being the rapid delivery of goods and services in direct support of operational requirements. Individuals in this field require knowledge of commercial supply sources and of common business practices for prices, discounts, deliveries, stocks, and shipments.

Training Requirements:

Level I

• **Mandatory**

Complete one of the following courses:

PUR 101
Purchasing Fundamentals
(Formerly Small Purchase Fundamentals)

PUR 102
Operational Level Purchasing
(Formerly Organizational Level Small Purchase)

Level II

• **Mandatory**

There are no mandatory training courses for this level.

• **Desired**

For personnel who are employed in Level II positions at a post, camp, station, and/or base installation, complete:

PUR 101
Purchasing Fundamentals

or

PUR 102
Operational Level Purchasing

Level III

• **Mandatory**

PUR 201
Intermediate Purchasing
(Formerly PUR 301, Executive Small Purchase)

Procurement Assistant

Training Requirements

There are no mandatory training requirements established for this career field.

Quality Assurance

Quality Assurance is a multi-faceted career field that includes a variety of acquisition areas, e.g., contracting, development/production, contract administration, and storage. These functions require knowledge of regulations and methods used in contracting; business and industry practices, and technical practices applicable to specific commodities. Personnel in the Quality Assurance (QA) function generally evaluate a DoD contractor's compliance with the technical and quality requirements of acquisition contracts. They also collect and perform analyses of contractor process data, examine the adequacy of contractor processes, audit production floor level and support processes, issue corrective action requests, perform quality engineering functions, review the requirements of QA related areas in acquisition plans and accompanying plans and documents. They develop contract QA provisions for solicitations. They also operate laboratories and test facilities to evaluate material acquisitions.

Training Requirements:

Level I

• Mandatory

Complete the following courses:

QUA 101
Quality Assurance Fundamentals

Level II

• Mandatory

Complete the following courses:

QUA 201
Intermediate Quality Assurance

Level III

• Mandatory

Complete the following courses:

QUA 301
Executive Quality Assurance

PRD 301
Defense Acquisition Engineering, Manufacturing, and Quality Assurance
(Formerly Manufacturing and Quality Assurance) (Piloted in FY 94; mandatory effective October 1, 1994)

• Desired

Complete an additional intermediate course in Systems Acquisition Management.

Course Requirements by Career Field

Systems Planning, Research, Development, and Engineering

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

Training Requirements:

Level I

• Mandatory

Complete the following course:

PMT 101
Fundamentals of Systems Acquisition Management
(Formerly Systems Acquisition Fundamentals)

• Desired

Complete an intermediate level course in systems engineering management, such as:

SYS 201
Systems Engineering Management

Level II

• Mandatory

Complete the following course:

SYS 201
Systems Engineering Management

Level III

• Mandatory

SYS 301
Advanced Systems Acquisition Management
(To be developed and piloted FY 94; mandatory effective October 1, 1994)

Test and Evaluation Engineering

Individuals who work in this field are usually degreed engineers

and scientists performing test and evaluation in support of acquisition. They include managers and technical specialists in engineering, physics, operations research, mathematics, and computer science fields who are responsible for planning, monitoring, conducting, and evaluating tests of equipment, material, and systems; assessing or evaluating test data and results; preparing assessments of test data and test results; and writing reports of findings.

Training Requirements:

Level I

• **Mandatory**

Complete the following courses:

PMT 101
Fundamentals of Systems Acquisition Management (Formerly Systems Acquisition Fundamentals)

TST 101
Introduction to Acquisition Workforce Test and Evaluation (To be developed and piloted in FY 94; mandatory effective October 1, 1994)

• **Desired**

Complete a basic or intermediate course in Test and Evaluation, such as:

TST 201
Test and Evaluation Management

Level II

• **Mandatory**

Complete the following courses:

TST 201
Test and Evaluation Management

TST 202
Intermediate Test and Evaluation (To be developed and piloted in FY 94; mandatory effective October 1, 1994)

Level III

• **Mandatory**

Complete the following courses:

TST 201
Test and Evaluation Management

TST 301
Executive Test and Evaluation Management (To be developed and piloted in FY 94; mandatory effective October 1, 1994)

Course Descriptions

Chapter 5

Course Descriptions

This chapter provides a description of all mandatory and desired acquisition training courses, recommended experience/education levels, and course lengths.

Technical Indoctrination

AUD 1130

Technical Indoctrination provides the newly-hired auditor with the basic concepts, techniques, and procedures of contract auditing. The student learns the fundamental requirements of auditing in the Government contracting environment by participating in lectures, case studies, and group discussions. Content addresses the elements of a contract's life cycle; types of negotiated contracts; objectives of Government contract cost accounting and financial cost accounting; the history of FAR Part 31 and the concepts of allocability, allowa-

bility, reasonableness, and selected cost principles; the background, purpose, and fundamental requirement of each Cost Accounting Standard; the formulation of questioned overhead and G&A rates as a result of pool and/or base adjustments; and ethics in the auditing environment. The student will be able to identify relationships between "generally accepted auditing standards" and "generally accepted Government auditing standards;" describe importance, pitfalls, and major considerations of risk assessment; list common sources of audit research material; state requirements of FAR Part 15 and Standard Forms 1411 and 1412; select, run, and evaluate the proper E-Z Quant sample program; list the importance and elements of working papers and prepare working papers required by an audit program step; and identify major components and requirements of audit reports and draft an initial pricing audit report.

Recommended experience/ education: None

Length: 10 Class Days

Intermediate Contract Auditing

AUD 1320

Intermediate Contract Auditing is designed to assist the staff auditor

to plan, accomplish, and conduct audits or segments of audits which may be assigned after one year of contract audit experience.

Topics include defining audit objectives; planning the audit; factors influencing risk assessment; high and low audit risk areas; generally accepted Government auditing standards; attending negotiations; and negotiation techniques and concepts; the requirements of Form 2000, auditor responsibility to detect fraud, and common fraud indicators; Cost Accounting Standards (CAS) and CAS 401 and accounting changes; post-award review concepts and price adjustments; audit leads and observations; and ethics in auditing.

The student participates in discussions, practical exercises, and group case studies to highlight problem areas and evaluate alternative courses of action.

Recommended experience/ education: None

Length: 5 Class Days

Statistical Sampling

AUD 4120

Statistical Sampling concentrates on the knowledge and skills necessary for auditors to perform statistical sampling in the contract audit environment. Basic

statistical concepts, including the elements of a good sample plan and use of E-Z Quant sampling programs, are reviewed. The participants analyze the criteria for a valid statistical sample; differentiate between variable and attribute sampling; differentiate between dollar unit and physical unit sampling; exercise judgment in sampling; choose the proper sample selection method, appropriate sample sizes, and stratification methods; set sampling objectives; use the E-Z Quant sampling programs; and analyze the usefulness of sample results; and discuss ethics on the job.

Recommended experience/ education: None

Length: 5 Class Days

Graphic, Computational, and Improvement Curve Analysis Techniques

AUD 4230

Graphic, Computational, and Improvement Curve Analysis Techniques covers regression analysis and improvement curves as applicable to the auditing field. The subject matter concentrates on simple linear, curvilinear, and multiple regression analysis. The participant is given hands-on experience in the use of the E-Z

Quant programs. Graphic presentation of trend and improvement curve data for identification of possible irregularities and report presentation is stressed through case study applications. Students identify audit situations where regression analysis or improvement curves could be applied; utilize the correct E-Z Quant program for a given situation; correctly interpret the E-Z Quant program output including graphs and statistical measures; determine if reliance can be placed upon the analysis and ways to improve the analysis; analyze improvement curve data, identify major irregularities of significant changes in trend data, and adjust the data to establish estimates of the contractor's future production cost; and discuss ethics on the job.

Recommended experience/ education: None

Length: 5 Class Days

DCAA Supervisory Skills Workshop

AUD 8560

The Supervisory Skills Workshop addresses the new supervisor's adjustment to the demands and responsibilities of a supervisory auditor. Participants focus on issues which they face on the

job. Topics include personnel management and administration, Dimensional Management Training (DMT), situational leadership, and ethics.

The participant builds administrative and people skills through classroom instruction and activities. Emphasis is placed on developing the supervisor's ability to use key personnel management programs (staffing, training and development, performance appraisal, promotions, and employee relations) in carrying out personnel management functions. Supervisory actions which improve audit quality while developing auditor competence and commitment are presented. Participants learn the DMT approach to seek solutions to audit issues, performance deficiencies, and behavioral problems. Upon completion of the workshop, the participant should be able to incorporate personnel management requirements into the personnel actions they take; examine the manner in which they assign and monitor audit assignments to maintain consistency with the tenets of situational leadership; and use the DMT approach to resolve people problems.

Recommended experience/ education: None

Length: 10 Class Days

Fundamentals of Cost Analysis

BCE 101

To be developed and piloted in FY 94; mandatory effective October 1, 1994.

Contractor Finance for Acquisition Managers

BCE 203

To be developed and piloted in FY 94; mandatory effective October 1, 1994.

Intermediate Cost Estimating Course

BCE 204

To be developed and piloted in FY 94; mandatory effective October 1, 1994.

Cost/Risk Analysis

BCE 206

To be developed and piloted in FY 94; mandatory effective October 1, 1994.

Economic Analysis

BCE 207

To be developed and piloted in FY 94; mandatory effective October 1, 1994.

Software Cost Estimating

BCE 208

To be developed and piloted in FY 94; mandatory effective October 1, 1994.

Selected Acquisition Report

BCE 209

To be developed and piloted in FY 94; mandatory effective October 1, 1994.

Advanced Systems Acquisition Management

BCE 301

To be developed in FY 95.

Contractor Performance Measurement Fundamentals

BCF 102

To be developed and piloted in FY 94; mandatory effective October 1, 1994.

Systems Acquisition Funds Management

(Formerly Financial Management)

BCF 201

A key objective of Systems Acquisition Funds Management is learning to formulate, defend, and execute a DoD weapon system acquisition budget. The course concentrates on developing skills necessary for formulating and executing a program office budget. Emphasis is placed on techniques the program manager and functional manager may use to identify, analyze, evaluate, and resolve budget-related tasks, problems, and issues. The course simulates the total budget process from the viewpoint of the program manager, as well as from the perspective of OSD, and includes analysis of the fiscal cycle and the roles of DoD offices, the Office of Management and

Budget, and the Congress. Content covers cost analysis; budget concepts; the DoD planning/ programming/budgeting system; the Congressional authorization/ appropriation process; the budget execution process, and ethics. Specific topics include the development of the program office POM and budget submissions; the review and analysis of program budgets at higher levels within the Federal Government; the release/control of funds supporting the systems acquisition process; and program office accountability in budget execution. A portion of the course is taught in Service-unique groups, but the dominant approach is Joint-Service. Methods of instruction include lecture/discussions, case studies, and student-led discussions. Guest speakers, drawing upon their own expertise and experience, augment the resident instruction.

Recommended experience/ education: Civilian GS-11 and above and military 03 and above who are assigned to positions affecting decisions on a DoD weapon system. Successful completion of all Level I courses.

Length: 5 Class Days
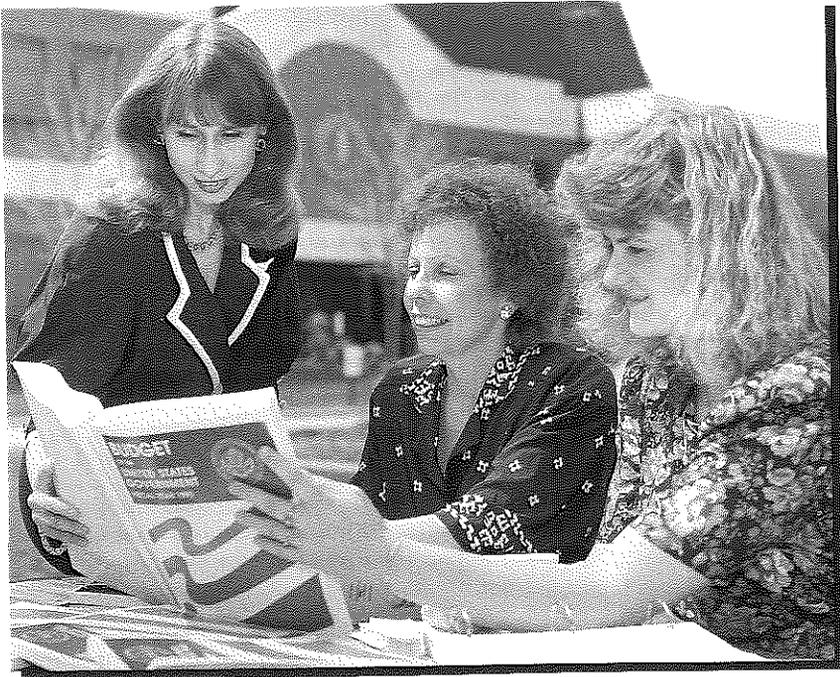
Intermediate Contractor Performance Measurement

BCF 202

Contractor Performance Measurement focuses on Cost/Schedule Control Systems Criteria (C/SCSC) from a management perspective. Participants examine the techniques and results of applying C/SCSC to defense system programs as a primary management tool in program management. The course covers use of contractor cost performance data in measuring contract performance relevant to major weapons systems acquisition programs in DoD. It relates DoD standards and their use in evaluating the contractor's Management Control System (MCS), and the contractual implementation of the C/SCSC and respective financial reports such as the Cost Performance Report (CPR). Participants apply analytical techniques to determine current status, forecast performance trends, and estimate contract cost at completion. Students cover ethical considerations in measuring contractor's performance. The emphasis on financial reporting and baseline management assists students in relating performance measurement data to DoD resource management. Participants also receive an introduction to contract performance measurement on less-than-major programs through the application and contractual implementation of the Cost/Schedule Systems Review (C/SSR). Application of performance measurement is covered through case studies, "hands-on" exercises, and guest speakers from industry and Government. Representation from the Performance Measurement Joint Executive Group (PMJEG) provides participants with an opportunity for a direct dialogue on policy and implementation, and an opportunity to obtain responses to questions relative to their particular responsibilities.

Recommended experience/ education: Civilian GS-9 and above and military 01 and above working in or selected for positions requiring knowledge or use of C/SCSC. Successful completion of all Level I courses.

Length: 5 Class Days

Intermediate Contractor Performance Measurement

BCF 203

To be developed and piloted in FY 94; mandatory effective October 1, 1994 will replace BCF 202.

Intermediate Analysis Course

BCF 205

To be developed and piloted in FY 94; mandatory effective October 1, 1994.

Contractor Performance Measurement (Advanced)

BCF 302

To be developed in FY 95.

Contracting Fundamentals

CON 101

Contracting Fundamentals is a general survey course in contracting basics for personnel just entering, or with one to three years of practical experience, in the field of contracting. Its broad scope covers contracting procedures as prescribed by the Federal Acquisition Regulations (FAR), statutes, ethics policies, and other pertinent authorities that govern DoD contracting operations.

Recommended experience/ education: Civilian GS 5-7 and military 01-03 and E4-E7 whose primary duties are contracting, property management, manufacturing and/or production, including engineers (electrical, mechanical, chemical, aeronautical, or industrial), and industrial specialists.

Length: 20 Class Days

Operational Level Contracting

(Formerly Organizational Level Contracting)

CON 102

This course is designed for entry level contracting personnel with special emphasis on central/ systems contracting. Scope of training includes fundamentals of contract policy, publications, standards of conduct, contract law, types of contracts, concepts, and functions such as major systems acquisition process, acquisition planning, statements of work, request for evaluation of proposals, negotiation, source selection, contract review and award, quality assurance, modifications, terminations, and contract closeout. Students must bring a hand-held calculator.

Recommended experience/ education: Civilian GS-5 and above and Commissioned and Noncommissioned Officers E4 and above in the contracting career field.

Length: 20 class days

Construction Contracting Fundamentals

CON 103

The course covers a broad range of complex and detailed topics at a rapid pace. It is a general survey course which provides a detailed study of contracting procedure as prescribed by the FAR, DFARS, basic statutes, ethics policies, and other pertinent authorities that govern DoD contracting operations. This course is specifically tailored to address facilities related contracting. The target audience for this course consists of entry level personnel in the contracting series.

Recommended experience/ education: Civilian GS-5 and above and Enlisted E4 and above who are or will be assigned as contract negotiators, contract specialists, procurement analysis, price analysts, or contract administrators in facilities-related contracting.

Length: 20 Class Days

Contract Pricing

CON 104

Designed for entry-level contracting personnel, Contract Pricing lays the foundation for the study and practice of cost and price analysis. Topics include a review of the contracting environment's sources of data for cost and price analysis; methods for analyzing direct and indirect costs; methods for performing profit analysis; ethics in contract pricing; and a selection of current pricing topics. Individual and group negotiation workshops address the fundamentals of the negotiation process, including essential techniques, strategies and tactics. An actual cost analysis is used to illustrate and integrate the various concepts and methods covered in the course.

Note: Basic Algebra skills are required for successful completion of the course. Personnel accepted for this course will receive a math review book and are encouraged to complete the review before attending the course.

Recommended experience/ education: Civilian GS-5 and above, Commissioned and Noncommissioned Officer, and Enlisted E4 and above in the contracting career field. Successful completion of CON 101.

Length: 14 Class Days

Operational Level Contract Pricing

[Formerly Organizational Level Contract Pricing]

CON 105

This course is designed for entry level contracting personnel with special emphasis on the operational (base/post) contracting environment. Training is directed toward contract price and cost analysis, and proposal evaluation. Training includes pricing theory, analysis techniques of price, cost, and profit, and ethics, as well as evaluation of contractor proposals, competitive and noncompetitive negotiation, and developing performance work statements. Application of contracting techniques and skills are employed throughout the course through case studies and problem-solving techniques. Basic algebra skills are required. Students must bring a hand-held calculator.

Recommended experience/ education: Civilian GS-7 and above, Commissioned and Noncommissioned Officers 03 and above, and Enlisted E5 and above in the contracting career field. Successful completion of CON 101 or CON 102.

Length: 10 Class Days

Construction Contract Pricing

CON 106

This course provides an introduction to the principles, tools and techniques of cost and price analysis. Emphasis is placed on methods for analyzing direct and indirect costs, performing profit analysis by use of weighted guidelines, projection techniques, sources of data for cost and price analysis, ethics, and selected current topics. Practical problems involving Construction, Architect-Engineer, and Support Service Contracts will be used to demonstrate and integrate the various methods and concepts taught in the course. Mock negotiations based on construction, Architect-Engineer, and Support Service Contract cases will be used extensively in the third week of the course. The preparation and function of the Business Clearance is incorporated in the course. A background in mathematics through basic Algebra is essential. Extensive problem solving is involved.

Recommended experience/ education: Civilian GS-5 and above, Commissioned and Noncommissioned Officers, and Enlisted E4 and above in the

contracting career field. Successful completion of CON 101.

Length: 14 Class Days

Government Contract Law

CON 201

This course provides an understanding of the impact of Government contract law on daily decision making in acquisition. It introduces basic legal principles and sources of contract law as they apply to the Government's acquisition of supplies and services, as well as construction. Court cases and administrative decisions (Government Accounting Office, Boards of Contract Appeals) are discussed with emphasis on how the law affects the Government/contractor interface and how to avoid legal disputes and ethics. The target audience for this course is intermediate level personnel who have some experience with Government contracting and are responsible for contract formation or management.

Recommended experience education: Civilian GS-7 or above with contracting responsibilities and successful completion of all Level I mandatory courses.

Length: 10 Class Days

Intermediate Contracting

[Formerly Intermediate Pre-Award Contracting]

CON 211

Designed for intermediate level personnel, pre-award contracting concentrates on management functions in the pre-award phase of contracting, and contracting problem analysis and resolution. This course is specifically designed for personnel in the contracting series and for personnel in the manufacturing/ production series whose jobs are primarily pre-award oriented. Case studies and classroom activities expose students to contracting problems and management functions in the pre-award phase to help students utilize ethical principles and develop decision-making skills relevant to the management of a wide variety of Government acquisitions.

Recommended experience/ education: Civilians pending assignment to a GS 9-12 position in contracting series 1102 or comparable military position, or a position in manufacturing/ production. Successful completion of CON 101 and CON 104.

Length: 15 Class Days

Intermediate Contract Administration

(Formerly Intermediate Post-Award Contract Administration)

CON 221

Intermediate Contract Administration is designed for intermediate-level personnel. It presents an intensive examination of important areas in contract management. Topics include cost accounting principles, financial management, contract administration organizations, terminations, disputes, quality assurance, labor relations, subcontractor controls, and environmental contract manage-

ment. Participants improve their ability to identify and evaluate relevant facts, apply ethical principles, and analyze alternative solutions. Students are required to develop a case study of a contract administration prob-em from their contract administration experience. These problems provide a basis for classroom presentations and situational analysis corresponding to relevant contract management topics.

Recommended experience/education: Civilian GS-9 and above, military 03 and above, and enlisted E5 and above with one year experience in contracting. Successful completion of all mandatory Level I courses at least one year prior to attendance.
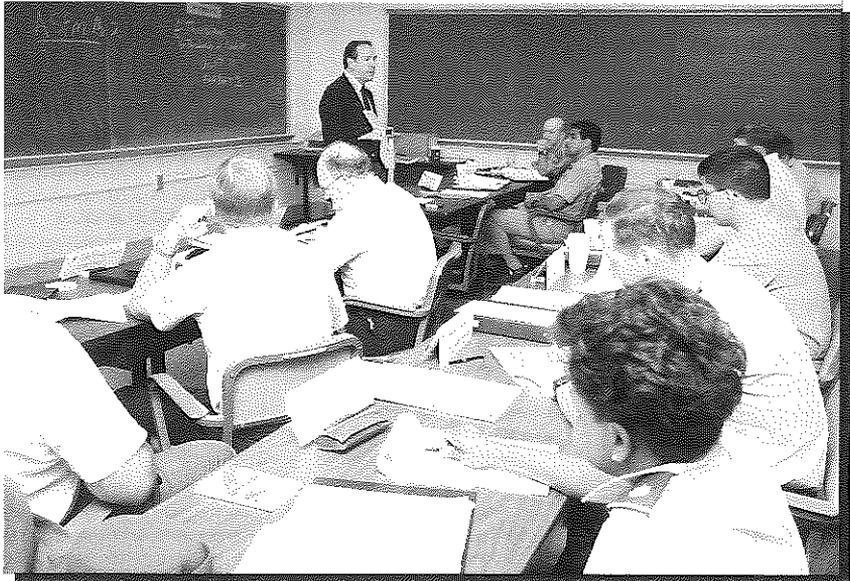
Length: 10 Class Days

Operational Level Contract Administration

(Formerly Organizational Level Contract Administration)

CON 222

Operational Level Contract Administration is designed to assist intermediate level personnel to improve the skills and techniques applied to base/post-level contract administration. Emphasis is placed on ethical decision making and problem solving techniques. Specific attention is given to price and cost analysis; work statements; the role of the QAE Inspector; services, supply, and construction contracts; negotiation; modifications; liquidated damages; termination and contract closeout techniques.

Recommended experience/ education: Civilian GS-9 and above, military 03 and above, and enlisted E5 and above with one year experience in contracting. Successful completion of all mandatory Level I courses.

Length: 15 Class Days

Construction Contract Management

CON 223

This course is designed to provide an intensive review for intermediate level personnel with responsibilities for the full range of the acquisition cycle related to Architect-Engineer, Construction, and Facilities contracting. To accomplish this objective, a student should already have some skills in pre-award and post-award, including acquisition planning, source selection, the award process, day-to-day administration, modifications, acceptance, and the remedies contained in the contract. The case study method will be used to enhance the ability to identify and evaluate relevant factors and apply ethical principles, while analyzing recommended viable alternatives/solutions for contracting problems with special emphasis placed on Architect-Engineer, Construction, and Facilities Contracts.

Recommended experience/ education: Civilian GS-9 and above, military 03 and above, and enlisted E5 and above with one year experience in contracting. Successful completion of all mandatory Level I courses.

Length: 13 Class Days

Intermediate Contract Pricing

(Formerly Intermediate Cost and Price Analysis)

CON 231

Intermediate Contract Pricing both reinforces pricing skills taught in CON 104 and develops skills at performing more advanced pricing duties. There are four areas of concentration within the course: quantitative methods for cost and price analysis; advanced pre-award pricing decisions; post-award pricing decisions; and general contract pricing issues. Students are provided MS DOS, public domain software, to be used in the quantitative methods section of instruction. Students will develop skills at pricing leases; developing pre-negotiation positions on proposed indirect rates with emphasis on depreciation; general and administrative costs; individual research and development costs; bid and proposal costs; fringe benefits; environmental pools; and uncompensated overtime; and analyzing the cost realism of Best and Final Offers. Students will also develop skills at estimating cost-to-complete; pricing equitable adjustments (with exercises related to claims and contract modifications); adjusting and applying indirect cost rates which features an exercise in "quick closeout;" and defective pricing. Students will be required to develop a case study on a contract pricing problem, based on their prior contracting experience. These problems will provide a basis for classroom presentations and situational analysis corresponding to relevant contract pricing topics, as well as applying ethical principles and developing appropriate solutions.

Recommended experience/ education: Civilian GS-9 and above, military 03 and above, and enlisted E5 and above in contracting series 1102 or performing cost estimating and analysis. Successful completion of CON 104.

Length: 10 Class Days

Overhead Management of Defense Contracts

CON 232

This course includes coverage of both introductory and advanced overhead management concepts. It provides a sequence of instruction that is appropriate for contracting officers, buyers, price analysts, auditors, and contract administration personnel. Emphasis is placed on the overhead process, rate development, final

rate determination, pricing applications, cost accounting standards, cost principles, cost monitoring, contract administration, and ethical principles. The use of "Decisions" (ASBCA, Court of Claims, and others), is an important part of this course; the complex accounting issues make coverage of these cases beyond the scope of those integrated into applicable cost accounting standards, cost principles, and in a few cases, generally accepted accounting principles.

Recommended experience/ education: Personnel being assigned to program projects in which contractor overhead situations are present and are important elements of cost. Review Indirect Cost Chapter of the Armed Services Pricing Manual. Completion of all Level I courses.

Length: 10 Class Days

Cost Accounting Standards Workshop

CON 233

This workshop provides detailed, hands-on instruction in the various aspects of Public Law (PL) 100-679 to include the rules and regulations of the Cost Accounting Standards Board, the Cost Accounting Standards (CAS), and

the disclosure statement. In a workshop environment, students solve problems and gain a working familiarity with DoD policy relative to the implementation of CAS requirements, administration and contract adjustments for new standards; noncompliances and interest assessments; and voluntary changes; and ethics.

Recommended experience/ education: Civilians GS-9 or above assigned to a CAS team. Contracting personnel should successfully complete the CON 101 and CON 104 courses.

Length: 10 Class Days

Automated Information Systems (AIS) Contracting

CON 241

This course is designed to increase the knowledge and skills of intermediate contracting personnel who are involved in the acquisition of Federal Information Processing (FIP) resources. Through case studies and classroom exercises students will be exposed to and perform all contracting functions concerning the acquisition of FIP resources. Students will use statutes, OMB circulars, DoD Instructions, and make ethical decisions applicable to a FIP

resource acquisition. They will examine the roles of all government personnel involved in the FIP acquisition process. Students will gather data and develop an acquisition plan for FIP resource acquisition. They will learn to distinguish among the types of FIP resource acquisitions and select the appropriate method of acquisition for each type. As a result, they will develop a solicitation for each type of FIP resource and recommend a winning FIP proposal. In addition, they will apply contract performance monitoring necessary for the resultant contract.

Recommended experience education: Civilian GS-9/12 and military officers 03-04, and enlisted E7 and above. Successful completion of CON 101 and 1 to 2 years experience in FIP resource acquisition.

Length: 8 class days

Executive Contracting

CON 301

Executive Contracting is a unique forum for senior personnel in the contracting career field to examine a wide range of acquisition issues. This one-week course provides through guest speaker lectures, discussions, workshops, and a Capitol Hill visit to observe Con-

gressional activities, an intensive executive level view of current issues and events in acquisition and in particular, contracting. Topic areas cover: mission, organization/policy (issues, strategies, etc.) workforce, external influences (GAO/GSBCA, OFPP, etc.), and behavior (integrity, ethics, military-industrial relations).

Participants will be able to: discuss the current, relevant, and projected DoD acquisition and management issues as they relate to contracting; and identify and discuss the impact on present acquisition and contracting practices of recently established or proposed policies, regulations, statistics, or studies. They also gain an awareness of how legislation and procurement policy makers operate and work with issues, problems, and the community at large, including where to obtain information and advice. They will network with other contracting personnel on various approaches as a means of understanding and, if necessary, implementing the ideas presented in the course.

Participants must prepare a paper stating: (a) contracting issues of importance to their activity and (b) a contracting success story to be shared in the class.

Recommended experience/ education: Civilian GS/GM-13

and above and military 04 and above Contracting and Industrial Property Management personnel. Successful completion of all Level II mandatory courses.

Length: 5 Class Days

Executive Pre-Award Contracting

CON 311

The Executive Pre-Award Contracting course for senior level Department of Defense personnel spans material ranging from complex procurement scenarios and detailed management issues, to the legal and ethical analysis of current DoD acquisition practices. Participants utilize an integrated case study to assess and interpret the variables that affect contract performance and successful mission accomplishment within the procurement organization and acquisition environment. Participants apply their expertise to complex case scenarios to expand their knowledge of procurement, management techniques, and approaches to meeting mission requirements.

Recommended experience/ education: Civilian GS/GM-13 and above and military 04 and above. Successful completion of all Level II mandatory courses.

Length: 5 Class Days

Executive Contract Administration

(Formerly Executive Post-Award Contract Administration)

CON 321

Executive Contract Administration allows senior-level contracting personnel to concentrate on executive leadership, team building, and new management concepts within the Contract Administration Office (CAO). Participants address executive management and problem solving; leadership, new CAO initiatives, professionalism, ethics, and team building strategies. Senior level managers are provided the opportunity to examine CAO priorities and goals.

Recommended experience/ education: Civilian GS/GM-13 and above and military 04 and above with 4 years contracting experience. Successful completion of mandatory Level II courses.

Length: 5 Class Days

Executive Cost and Price Analysis

CON 331

Participants in Executive Cost and Price Analysis receive instruction in advanced pricing techniques

used in estimating and analyzing cost in large procurement actions. The course specifically emphasizes the statistical and accounting tools necessary to analyze costs, establish cost estimating relationships, and develop reasonable cost estimates in large systems procurement. Among subjects covered are statistical and regression analysis, ethics, and computer applications, cost-risk analysis, and indirect cost analysis.

Recommended experience/ education: Civilian GS/GM-13 and military 04 and above from contracting or engaged in procurement of large systems; or in a position which is cost- and price-oriented with 4 years of contracting experience.

Length: 10 Class days

Systems Contract Management for Noncontracting Personnel

[Formerly Contract Management]

CON 351

Systems Contract Management is designed for technical and other non-contracting personnel and provides a thorough overview of the systems acquisition contracting process. Participants are exposed to all phases of the contracting process from acquisition planning through contract closeout, with emphasis on those interactions that directly impact the program manager. Concentration is on key activities required to award and administer a Government contract.

Topics include program manager/ contracting officer relationships; acquisition planning; contract types and methods; socioeconomic considerations; competition requirements; requests for proposal, source selection, protests; contract modification; data rights; disputes procedures; system contract clauses; terminations; and ethics. Case studies augment the lectures and discussions to reinforce student learning.

Recommended experience/ education: Civilian GS-9 and above and military 0-2 and above. Personnel working a program office or office supporting a program manager, others who have direct contact with contractors.

Length: 5 class days

Contract Property Administration Fundamentals

IND 101

Contract Property Administration Fundamentals is designed for

entry-level Industrial Property Management Specialists, Property Administrators, and other Government personnel who manage Government property in the possession of contractors. Participants gain a strong foundation in the management, control and contractual specifications required for Government property. Course content covers policy, programs, organization, and procedures relating to administration of Government property. The course focuses on objectives and methods of monitoring contractors with Government-owned material, special tooling, special test equipment, facilities and agency peculiar property, and the application of system analysis programs. Participants review the concepts underpinning property management contract clauses; the legal aspects of risk of loss, damage, and destruction of Government property; the property administrator's authority; property control systems; system analysis; disposal of contractor-held Government property; and ethics.

Recommended experience/ education: Civilian GS 5-7, officer 01-04, and enlisted E4-E7 assigned as property administration and industrial property management specialists, as well as other specialties involved with the control of government property.

Length: 10 Class Days

Contract Property Disposition

IND 102

Contract Property Disposition is designed to enhance the skills of Government personnel performing contract property disposition functions. Participants analyze the responsibilities of plant clearance and property administration officers and their relationships with contractors and contractor employees engaged in the disposition of Government furnished property in support of defense contracts. Contract property disposition, regulations and guidance contained in the FAR and implementing DoD regulations and ethical principles are explained and discussed.

Recommended experience/ education: Civilian GS 5-7, military 01-04, and enlisted E4-E7 primarily within the property management series.

Length: 5 Class Days

Contract Property Systems Analysis

IND 103

Contract Property Systems Analysis builds a solid foundation in audit principles and techniques for entry-level property adminis

trators and industrial property management specialists.

The course covers contractual and regulatory requirements for establishing and maintaining a system to control all Government property for which the contractor is responsible and accountable. The instructional process underscores the importance of property control system requirements, and provides the tools necessary for the property administrator to plan and perform a property control systems analysis.

Course content examines the functions, functional segments, and criteria specified in the Department of Defense "Manual for the Performance of Contract Property Administration", DoD 4161.2M. Students are exposed to basic theories of inferential statistics and applications; the use and effective implementation of statistical sampling of selected populations; and data analysis of both transactions and attributes and ethical principles; analyzing data collected from an audit, assessing a contractor's system for compliance, and audit strategies for performance before, during and as follow-up to the systems analysis, are also covered, along with techniques for reporting and resolving system deficiencies.

Recommended experience/ education: Civilian GS 5-7, officer 01-04, and enlisted E4-E7 assigned as property administration and industrial property management specialists. Successful completion of IND 101 at least one year prior to attendance.

Length: 5 Class Days

Intermediate Contract Property Administration

IND 201

Intermediate-level DoD property administrators and other personnel managing Government furnished property are exposed to appropriate property administration procedures in Intermediate Contract Property Administration. Emphasis is placed on the complexity and importance of the property administration function as an element of contracting and contract administration and ethics considerations. Participants analyze current management policy and practice at the DoD level, Service and Defense Logistics Agency field activity level, and at the contractor level. Major concerns are objectives and methods of DoD monitoring of contractor management of Government-owned facilities,

special tooling, and special test equipment and material. The complexity of property control systems used in highly diversified industrial operations is reviewed. Emphasis is placed on the analysis of contract clauses relating to property management and systems deficiencies and the investigation of contractor liability. Participants study selected problems, provide written analyses, and orally present findings individually and in groups.

Recommended experience/ education: Civilian GS-9 and above, military 03 and above, and enlisted E6 and above in the property management series. Successful completion of IND 101 at least one year prior to attendance and other mandatory Level I courses.

Length: 10 Class Days

Contract Property Management Seminar

IND 202

The Contract Property Management Seminar is designed for property administrators, industrial property management specialists, and plant clearance officers at both field level and staff locations. The seminar builds upon the introductory and intermediate contract property courses; participants analyze problems, solutions, policies, and programs that impact on the property administration function.

Property administrators collaborate in developing management and problem-solving strategies, and examine priorities and goals within the property administration office. Leadership, communication, professionalism, ethics, and team building are emphasized. Participants discuss DoD property management initiatives, new ideas developed in their own organizations, and explore the challenges and problems faced by the property administration offices. Methods of instruction include case studies, simulations, guided discussion, and group projects. Guest lectures, teaching interviews, and round-table discussions expose participants to new ideas and trends.

Recommended experience/ education: Civilian GS 9-14, officer 03-05, and enlisted E4-E7 assigned as property administration and industrial property management specialists. Successful completion of IND 201 at least one year prior to attendance.

Length: 5 Class Days

Intermediate Automated Information (AIS) Systems

IRM 201

To be developed and piloted FY 94; mandatory effective October 1, 1994.

AIS Procurement Strategies

IRM 301

The course investigates the management of the automated information systems (AIS) acquisition process. It focuses on understanding the government AIS acquisition environment; developing strategies to accomplish acquisition tasks; evaluating these strategies in terms of potential effectiveness, defensibility, and risk; planning for implementation of acquisition plans; and discussing ethics in the AIS acquisition environment. The course uses case studies extensively to provide students with examples of government AIS acquisitions and to develop skill in analysis and evaluation.

Recommended experience/ education: Civilian GS/GM 12-15 and military 04-06. Attendees should have a basic understanding of the procurement process and direct involvement in the procurement of automated information systems of significant size or major program oversight responsibilities. Functional, technical, and program managers who are or will soon become involved in an AIS procurement action will benefit from this course.

Individuals who do not meet the grade/rank requirements must submit a request for waiver with their enrollment application.

Length: 5 Class Days

AIS Advanced Management Program

IRM 302

The Advanced Management Program (AMP) prepares selected individuals responsible for Information Resources Management (IRM) decisions for senior leadership and staff positions. It stresses senior-level management requirements given current IRM policies and contemporary issues. The curriculum consists of a graduate-level, semester-long course of study. The course emphasis is on making and influencing critical IRM decisions. The course concentrates on the necessary integration of tasks to ensure effective allocation and applica-

tion of information resources to national requirements in compliance with regulatory, policy, and ethical standards.

The AMP core provides a comprehensive picture of elements of IRM required by managers. Lessons on Information Resources Policy Management allow students to develop an understanding of the concepts, responsibilities, and application of information resources management in the DoD. IRM is examined as a nationally mandated program and as a pragmatic construct for strategically managing the information and information technology assets of complex organizations. Lessons on Executive Competencies center on strategies for implementing cultural and organizational change in the IRM environment. Functional Information Management lessons cover the process of developing information requirements and applying information technology for improved mission effectiveness. The lessons on Information Technology focus on new and emerging technologies associated with information systems development, integration, and evaluation. Program Management lessons are oriented to factors critical to the success of major information system development and acquisition efforts. Additionally, an Advanced

Studies Program allows each AMP student to specialize in an area of particular professional interest in addition to the core curriculum. Advanced Studies options include such courses as AIS Procurement Strategies (IRM 301) and a course in AIS Oversight and Control.

Recommended experience/education: Civilian GM/GS 14-15 and military 05-06. The minimum educational requirement is a Bachelor's Degree. Individuals who do not meet the recommended experience/education requirements must submit a request for waiver with their enrollment application.

Length: 80 Class Days

Acquisition Logistics Fundamentals

(Formerly Basic Integrated Logistics Support)

LOG 101

Acquisition Logistics Fundamentals covers the fundamental concepts of the DoD acquisition process, acquisition contracting and testing, and the purpose and scope of Integrated Logistics Support (ILS). It is designed to provide a general overview of ILS in equipment acquisition for engi-

neers, scientists, entry-level managers and other acquisition managers who need basic ILS knowledge. ILS elements and technical tools, how ILS should affect item/system design, and an overview of equipment fielding are covered. Subject matter includes the DoD Planning, Programming, and Budgeting System and the acquisition process; ILS organizations, roles, and purposes; an explanation of ILS actions in equipment acquisition; and basic interfaces between ILS and other equipment acquisition functions, such as contracting; and ethics.

Recommended experience/ education: Civilian GS-5 and above, all officers and enlisted (E-4 and above).

Length: LOG 101 courses are provided by two consortium member schools. The lengths of courses vary from 5 to 10 days.
    ALMC - 10 Class Days
    NAMTO -   5 Class days

Intermediate Acquisition Logistics

[Formerly Integrated Logistics Support Management]

LOG 201

Intermediate Acquisition Logistics is a forum for the mid-level DoD student assigned to acquisition logistics functions. It is designed for acquisition logistics managers (Integrated Logistics Support (ILS) Managers) and/or the supervisors of acquisition logisticians, and all intermediate and senior level deputy/assistant program managers for logistics. Participants gain an ability to integrate logistics support policy, support performance requirements and practices applicable to acquisition programs during the defense system life cycle. The course provides an analysis of the life-cycle process, the system engineering process, and the role ILS plans and products plays in these two processes. Presentations cover ILS-related subjects such as life-cycle costing; reliability maintainability-availability; material acquisition processes; logistics support analysis processes; logistics-relevant tests and evaluations; and technical information management. Guest lecturers from Government and industry discuss real-world examples of developing and executing support for DoD programs and policies. Special experience-based case studies offer the student an opportunity to address weapons-system logistics problems and apply ethical principles and devise theoretical and pragmatic solutions, and the dynamics involved in the development of sound acquisition strategy.

**Recommended experience/
education:** Civilian GS-9 through
GS-12 and military 03 and above
who possess acquisition logistics
experience or have been assigned
to acquisition logistics positions.

Length: LOG 201 courses are
provided by three consortium
member schools.   The lengths of
courses vary from 5 to 15 days:
     DSMC -   5 Class Days
     AFIT   - 12 Class Days
     ALMC - 15 Class Days

Logistics Support Analysis

LOG 202

The purposes and objectives of
Logistics Support Analysis (LSA)
and the concepts and techniques
employed by systems engineers
and logisticians to ensure develop-
ment of a supportable system
within the overall acquisition
process are covered in the Logis-
tics Support Analysis curriculum.

The course content includes an
introduction to MIL-STD-1388-
1A/2A/2B, techniques used to
derive supportability goals and
support concepts, and the develop-
ment of a logical framework for
making decisions concerning
design characteristics as they
relate to logistics support, life-cycle
cost, and trade-offs.   Course
topics include an overview of the
acquisition process; an introduc-
tion to ILS and its relationship to
LSA/LSAR; requirements gen-
eration; trade-offs; supportability
testing; developing comparative
analyses; identification of man-
power, support, cost and readi-
ness drivers; life-cycle costing; a
discussion of terms needed to
describe maintenance tasks;
detailed review and explanation
of the LSAR data organization
and output summaries; a discus-
sion of use of LSAR data; con-
tracting for LSA/LSAR; and review
and validation of LSA processes
and data; and ethics. Partici-
pants should bring a statistical
calculator.

**Recommended experience/
education:** Civilian GS-7 or
above, military officers, or senior
enlisted who have an actual or
scheduled assignment to a
Government or Contractor organi-
zation with Integrated Logistics
Support, and are performing
LSA/LSAR activities.

Length: 10 Class Days

Reliability and Maintainability

LOG 203

This course provides an overview
of the Reliability and Maintain-
ability (R&M) activities associated
with each of the life cycle phases
for systems and equipment. It is

a non-technical course based on the policies contained in DoD Instruction 5000.2 "Defense Acquisition Management Policies and Procedures". DoD concepts, definitions, and the engineering, accounting, and management activities necessary for sound ethical decision-making are discussed along with the relationship of reliability, availability, and maintainability to factors such as cost and logistics support. Interrelationships among reliability and maintainability and disciplines such as configuration management, systems engineering, logistics, and procurement are portrayed. Present DoD and service reliability and maintainability initiatives, lessons learned, and risk reduction measures such as those contained in DoD 4245.7M, "Transition From Development to Production," and NAVSOP-6071, "Best Practices," are discussed in this course.

Recommended experience/ education: DoD civilian and military personnel with management or technical responsibilities in integrated logistics support, logistics support analysis, reliability and maintainability, safety, or maintenance engineering experience.

Length: 2 1/2 Class Days

Configuration Management

LOG 204

The course provides an overview of the basic philosophy and practices of configuration management, life cycle aspects of configuration management, related configuration management activities, and the interrelationships of configuration management and integrated logistics support. It covers the basic policy and procedures of configuration management in DoD directives, regulations and pamphlets, and military standards and specifications. The course material provides a general overview of configuration management and primary documents describing its practice. Other key areas such as identification, audits, change control, ethics, and status accounting are also discussed.

Recommended experience/ education: Successful completion of all mandatory Acquisition Logistics Level I courses.

Length: 5 Class Days

Provisioning

(Formerly LOG 303)

LOG 205

The Provisioning Course curriculum covers the total provisioning process including requirements generation, systems acquisition, and functional level provisioning requirements. Reviews provisioning policies, procedures, and management techniques for different acquisition strategies, and functional training in provisioning activities from the commencement of the data call notification through the conclusion of the demand development period, are also reviewed. The course emphasizes the inter-relationships and inter-dependencies of logistics functions. Students discuss new concepts and techniques and the application of ethical principles. It also focuses on the management aspects of provisioning a system or end item. Emphasis is placed on the flow of the provisioning process to ensure a sound understanding of the normal sequence of events which occur in the provisioning of a system or end item of equipment. Participants will develop competencies in planning, executing, managing, and assessing the provisioning of DoD weapon systems and equipment. A computer assisted exercise allows students to play the role of staff personnel participating in major segments of the provisioning process.

Recommended experience/education: Civilian GS-5 and above, military officers, warrant officers, and enlisted assigned to or anticipating assignment to a position requiring general knowledge of the provisioning process.

Length: 10 Class Days

Executive Acquisition Logistics Management

LOG 304

To be developed and piloted in FY 94; mandatory effective October 1, 1994.

Production Management Fundamentals

PRD 101

Production Management Fundamentals affords participants the opportunity to examine industrial organizations and operations, management of raw materials and finished products, and quality control and inspection processes. Participants study production principles and methods during

pre-award and post-award activities. Subjects covered include pre-award surveys, technical support of negotiations, progress payments, operations evaluations, value engineering, and manufacturing technology. Emphasis is placed upon government-contractor relationships, accepted behavior in these relations, ethics, and reporting responsibility. Participants spend one and a half weeks working in teams at selected industrial facilities throughout the United States where they observe and analyze industrial management of business and manufacturing activities.

Recommended experience/ education: Civilian GS 5-7 and military 01-04 in actual or pending assignment to manufacturing/ production.

Length: 20 Class Days

Intermediate Production Management

PRD 201

Intermediate Production Management participants are given broad exposure to management systems and quantitative measurement techniques. Two production-related simulations are included to enhance the student's analysis and problem-solving techniques.

Each participant is required to present a case study on a production problem. Subjects include system acquisition, transition from development to production, pre-award survey, production surveillance, Total Quality Management (TQM), technical support of negotiations, ethics, and physical progress reviews.

Recommended experience/ education: Civilian GS 9-12 and military 03-05 with at least two years experience in production management. Successful completion of PRD 101.

Length: 10 Class Days

Defense Manufacturing Management

PRD 202

The Defense Manufacturing Management course thoroughly explores the concepts and actions essential to the successful, risk-controlled transition from development to production for a DoD acquisition program. The instruction encompasses basic management principles within the context of a total quality philosophy for planning, organizing, integrating, and measuring resources necessary for effective and efficient manufacturing. Problem prevention, versus "damage control" is emphasized. Participants follow

a curriculum which engages in a life-cycle approach centered on establishing a "predictable factory" capable of on-time delivery of uniform, defect-free hardware at affordable costs.

The course presents pertinent technical and business management issues, ethical considerations, assumptions, and requirements from both theoretical and practical standpoints. Major areas of study include: basic manufacturing management principles; industrial base issues; producability; theory of variability; process control; concurrent (integrated product development) engineering; production readiness validation; performance measurement; and the use of continuous improvement tools and techniques. Associated acquisition management issues affecting successful execution of production programs such as systems engineering, contracting and contract administration, budgeting and pricing, test and evaluation, and logistics supportability are also explored. Guest lecturers, senior managers from both government and industry, bring "real world" application examples to the classroom to enhance the overall learning experience.

Recommended experience/ education: Civilian GS-12 and above and military 03 and above in manufacturing and production.

Successful completion of mandatory Level I and II courses.

Length: 5 Class Days

Defense Acquisition Engineering, Manufacturing, and Quality Assurance

(Formerly Manufacturing and Production)

PRD 301
Piloted in FY 94; mandatory effective October 1, 1994.

The Defense Acquisition Engineering, Manufacturing, and Quality Assurance Course is structured around an integrated product development, concurrent engineering acquisition philosophy prescribed in DoD 5000.1 and 2 Defense Acquisition Directives. The course investigates day-to-day strategic policy development and decision making issues relevant to successfully managing three core technical tasks in DoD acquisition: systems and process development, manufacturing, and product quality verification. It stresses strategic planning, the logical thinking process, and an ability to identify and effectively work within policy, regulatory, technical, or physical constraints to management effectiveness. The course promotes a balance among technical management

activities, horizontal integration, and applied knowledge and leadership skills.

The entire course centers on "quality" in its broadest connotation. Students begin by deriving suitable operational definitions and measures. Significant portions of the course concentrate on the principle themes of its title: systems engineering, manufacturing, and quality assurance, with special attention to specific statistical tools and techniques, software management, and industrial base topics. Other major supplementary topics are: acquisition policy review, contracts management and administration, contractor finance, funds management, cost/schedule management, ethics, and professionalism. Prominent guest lecturers and panel members, executive leaders from government and industry, present pertinent and timely examples or conduct open panel discussions appropriate to the course objective and emphasis. An analytical discussion of a "real-life" case study completes the course.

Recommended experience/ education: Successful completion of Level II courses.

Length: 10 Class Days

Fundamentals of Systems Acquisition Management

(Formerly Systems Acquisition Fundamentals)

PMT 101

Fundamentals of Systems Acquisition Management provides an overview of the DoD systems acquisition process including the basics of system acquisition program management and the developmental life cycle of a weapons systems from inception to retirement. The course covers weapons systems concept exploration, development, production, and deployment. Examples and case studies of DoD acquisition organizations, DoD resource allocation process, ethics, contemporary issues in acquisition strategy, and details of the phases of weapons systems development are used. Discussions are conducted on mission area analysis acronyms, terms, directives, procedures, documentation, and current issues. The course is designed for individuals who have limited experience in DoD Program Management and will be useful to personnel in headquarters, program management, and functional or support offices.

Recommended experience/ education: Civilian GS-7 and above and all military officers.

Length: 5 Class Days

Intermediate Systems Acquisition

PMT 201

Intermediate Systems Acquisition focuses on acquisition processes, the role of the major acquisition players, and their interactions. The course covers the systems life cycle management process, technical and business processes, and program integration. Subject areas include: life cycle acquisition management policy and integration; technical management including systems engineering, software management, integrated logistics support, test and evaluation, and production management; and business management covering contract management, Government funds management, contractor financial management, and cost and schedule control. A comprehensive exercise integrates the subject matter. Total Quality Management and ethics are stressed throughout the course.

Recommended experience education: Intermediate level acquisition professionals. Successful completion of Level I courses.

Length: 20 Class Days

Program Management Course

PMT 301

The twenty-week Program Management Course for selected mid-career military officers and civilian personnel explores the wide range of acquisition policies, tasks, problems, and issues confronting the program manager. It provides an in-depth examination of defense systems acquisition management and the roles, interrelationships, and impact of Government and industry participants in the acquisition process. The course covers interpersonal relations and communications skills in developing an effective acquisition team and the interface between functional managers and technical specialists in program management. Subject areas include the integration of technical disciplines of systems engineering, software, manufacturing, and logistics management in the systems life cycle. It also covers funds, contract, and cost/schedule management; and business and technical practices of defense contractors and their impact on a successful systems acquisition. Cases and simulations serve to integrate acquisition subject matter with an understanding of the roles of leadership, ethics, and the acquisition management

environment. Interaction with current program managers, as well as with senior officials of the Office of Secretary of Defense, the Military Departments, and defense industry provides an executive level educational forum. Student activities include an industry field trip, Congressional Workshop, and electives.

Recommended experience/ education: This course is targeted at acquisition experienced mid-career acquisition managers in civilian grades GS/GM 12-15 and military 03-06.

Security Clearance: A Secret security clearance is required.

Length: 138 Class Days

Note: Naval Postgraduate School's Systems Acquisition Management (816) curriculum has been approved as an equivalent to the Program Management Course (PMT 301).

Systems Acquisition for Contracting Personnel

(Formerly Systems Acquisition Contracting)

PMT 341

This course provides contracting personnel with fundamental knowledge and understanding of acquisition management disciplines from requirements definition to field deployment of major systems. The curriculum examines systems acquisition functions emphasizing their inter-relationships, interactions, and ethical implications. The result is that the participants will be able to apply the concepts in specific contracting situations as well as enhance their skill in providing support to program management organizations. The curriculum includes the totality of the system acquisition process: requirements generation; acquisition life cycle; planning, programming and budgeting; engineering management; test and evaluation; computer resources; performance measurement; manufacturing; and supportability. These are examined as interrelated pieces that interact dynamically. Instructional methodologies of the course include lecture/discussion, case studies, practical exercises, and simulation. These methods are used in various combinations throughout the course to enable participants to obtain a greater level of knowledge in the acquisition functional areas, and understand how those functional areas mold together into an integrated acquisition management discipline.

Recommended experience/ education: Civilian GS/GM 13-15 and military 03-06 who have

completed Level II contracting and pricing courses.

Length: 10 Class Days

Purchasing Fundamentals

[Formerly Small Purchase Fundamentals]

PUR 101

Purchasing Fundamentals introduces participants to the techniques and procedures used in accomplishing small purchase actions. Participants complete a detailed study of small purchase procedures and regulations as outlined in the Federal Acquisition Regulation (FAR), and the Department of Defense Federal Acquisition Regulation Supplement (DFARS). Emphasis is placed on developing competencies and applying ethical principles in performing basic small purchase tasks.

Recommended experience/education: Civilian GS-5 or above and enlisted E3-E5 who work as procurement agents or equivalent military assigned to a small purchase division.

Length: 10 Class Days

Operational Level Purchasing

[Formerly Organizational Level Small Purchase]

PUR 102

The curriculum of Operational Level Purchasing is group-paced and provides participants with the necessary skills and knowledge to perform a broad range of base/installation-level small purchase responsibilities.

Besides instruction in general policies, students are exposed to the DoD acquisition policies and procedures; use of publications; acquisition source selection; ratification; contracting authority and responsibility; processing of purchase requests; circumstances permitting negotiation; selection of contracting methods; and ethical principles. Course content also includes negotiated contracts; non-appropriated fund purchase procedures; solicitation of bids; analysis of bids; award of contract; small purchase follow-up; contract administration; maintenance and disposition of contract files; DCAS terms and definition; and Quality Assurance Evaluation.

Recommended experience/education: Civilian GS-5 or above and enlisted E4-E5 who work as procurement agents or

equivalent military assigned to a small purchase division.

Length: 19 Class Days

Intermediate Purchasing

(Formerly PUR 301, Executive Small Purchase)

PUR 201

Intermediate Purchasing, for experienced personnel performing purchasing agent duties, presents instruction in advanced techniques and procedures used to accomplish small purchase actions. Designed to provide small purchase contracting officers with the technical competence and ethical decision-making necessary to manage and increase productivity within a small purchase division, this course builds on the foundation established in the Purchasing Fundamentals Course. The course contains instruction on complex small purchase acquisitions to prepare the contracting officer for making these determinations. Development of internal controls to prevent fraud, waste, and abuse is also covered.

Recommended experience/ education: Civilian GS-6 and above and enlisted E6 and above with actual or pending assignment to an intermediate level small purchase position.

Length: 8 Class Days

Quality Assurance Fundamentals

QUA 101

The Quality Assurance Fundamentals course is an entry-level course emphasizing basic quality assurance principles, policies, methods and practices used in the Department of Defense. It introduces and discusses in varying degrees of detail, contract types and contractual quality requirements. Subject matter covered includes: Defense Acquisition Quality Policies and Procedures; Ethics; Contracting Process; Technical Data Packages; Contract Quality Requirements; Specifications; Configuration Management; Reliability and Maintainability; Test and Evaluation; Measurement; Inspection Principles; Quality Costs; In-Plant Quality Assurance; and Process Improvement Principles.

Length: 10 Class Days

Intermediate Quality Assurance

QUA 201

Intermediate Quality Assurance places particular emphasis on DoD materiel acquisition, and is designed for the intermediate-

level participant. The course provides students with a working knowledge of the application, development, interpretation, evaluation, and implementation of Statistical Process Control. Topics include: DoD quality assurance policies and concepts related to materiel review and corrective action; engineering change proposals evaluation; technical data package review and evaluation; test monitoring and analysis; configuration management reviews; pre-award surveys and post-award conferences; quality system reviews; product surveys; reliability/maintainability audits; process capability surveys; ethics in Government; International Standards and American National Standards Institute/Society of Quality Control (ISO/ANSI-ASQC) and MIL-Q-9858A; and defect control through statistical process. Faculty and guest lecturers present specifically tailored "real world" workshops and discussion topics on DoD programs enabling students to analyze and resolve quality assurance problems. Participants cover current developments and provide feedback to OASD(P&L) PS-QM on specific problem areas relevant to the DoD mission of providing quality hardware to the Services.

Recommended experience/ education: Civilian GS 9-12 or military 03-05 in quality assurance positions.

Length: 5 Class Days

Executive Quality Assurance

QUA 301

Executive Quality Assurance, for acquisition quality assurance personnel at the senior level, covers a variety of facets of the quality assurance management environment. Subject matter includes current DoD quality assurance management policies and philosophies; industry initiatives; management principles and techniques; ethics, and current problems. Government and industry guest speakers are utilized as required to cover relevant subject areas.

Participants provide feedback to OASD(P&L) on specific problem areas relevant to the DoD mission of providing quality hardware for the Services.

Recommended experience/ education: Civilian GS-13 and above and military 04 and above assigned to a functional or supervisory quality assurance position.

Length: 4 Class Days

Systems Engineering Management

SYS 201

Systems Engineering Management reviews the disciplined engineering approach that must be followed during each phase of a system's life cycle. The curriculum enhances the ability of the staff or functional manager to initiate and monitor program office technical management activities; forecast staffing/budget requirements; assist in the integration of technical activities performed by multiple agencies; evaluate the technical development activities proposed by industry sources; and ensure the technical integrity of the operational system; and make decisions based on ethical principles.

Common tools used in systems engineering which are introduced include the systems engineering management plan; tradeoff studies; functional flow diagrams; requirements allocation sheets; design reviews and audits; design-to-cost influence; technical performance measurement programs; specification tailoring; configuration management; developmental baselines; work breakdown structures; and risk identification and management.

Special emphasis is placed on characteristics such as life cycle cost/affordability; readiness/supportability; reliability; testability; producability; capability; and other "design for" characteristics of a system. Practical exercises and case studies are used to reinforce comprehension, adaptation, and application of procedures.

The role of systems engineering in controlling program technical risk levels is explored, as is the scheduling and conduct of reviews of progress in the translation of mission requirements into technical specifications for equipment, software, facilities, data, and training of personnel. Also covered is the implementation of the system engineering process in planning and controlling the technical performance of a system/project from receipt of a requirements document for a system to its entry into the operational inventory and eventual obsolescence.

Recommended experience/ education: Civilian GS 09-13 and military 03-05 with less than 3 years experience in systems engineering. May be assigned to any of the S&E career fields. Successful completion of Level I experience and education requirements.

Length: SYS 201 courses are provided by two consortium member schools. The lengths of courses will vary from 5 to 10 days. They are as follows:

DSMC - 5 Class Days
AMEC - 10 Class Days

Advanced Systems Acquisition Management

SYS 301

To be developed and piloted in FY 94; mandatory effective October 1, 1994.

Introduction to Acquisition Workforce Test and Evaluation

TST 101

To be developed and piloted in FY 94; mandatory effective October 1, 1994.

Test and Evaluation Management

TST 201

Test and Evaluation Management introduces the concepts, scope, and application of test and evaluation as a management tool for system acquisition executives. Subjects covered include test and evaluation as the feedback mechanism for systems engineering; the relationship of test and evaluation to all the phases of the system life cycle; and the special relationship of test and evaluation to interfacing disciplines of hardware, software, production, affordability, and logistics support. Participants are exposed to current policy, practice, ethics, and procedures applicable to the management of test and evaluation in a defense system acquisition. The course enhances the ability of staff and functional managers to interface with program managers. Participants will gain an understanding of the test and evaluation process and develop a stronger comprehension of the activities and integration of systems engineering and the test and evaluation disciplines necessary in the system life cycle. They will also develop an understanding of the roles of Government and industry organizations in test and evaluation management. Guest lecturers and faculty present specifically tailored "real world" examples of DoD programs enabling students to analyze defense systems test and evaluation problems and devise both theoretical and pragmatic solutions.

Recommended experience/ education: Civilian GS 9-14 and Military 02-04 selected to or occupy positions such as techni-

cal manager, systems engineering, test and evaluation manager.

Length: 5 Class Days

Intermediate Test and Evaluation

TST 202

To be developed and piloted in FY 94; mandatory effective October 1, 1994.

Executive Test and Evalution

TST 301

To be developed and piloted in FY 94; mandatory effective October 1, 1994.
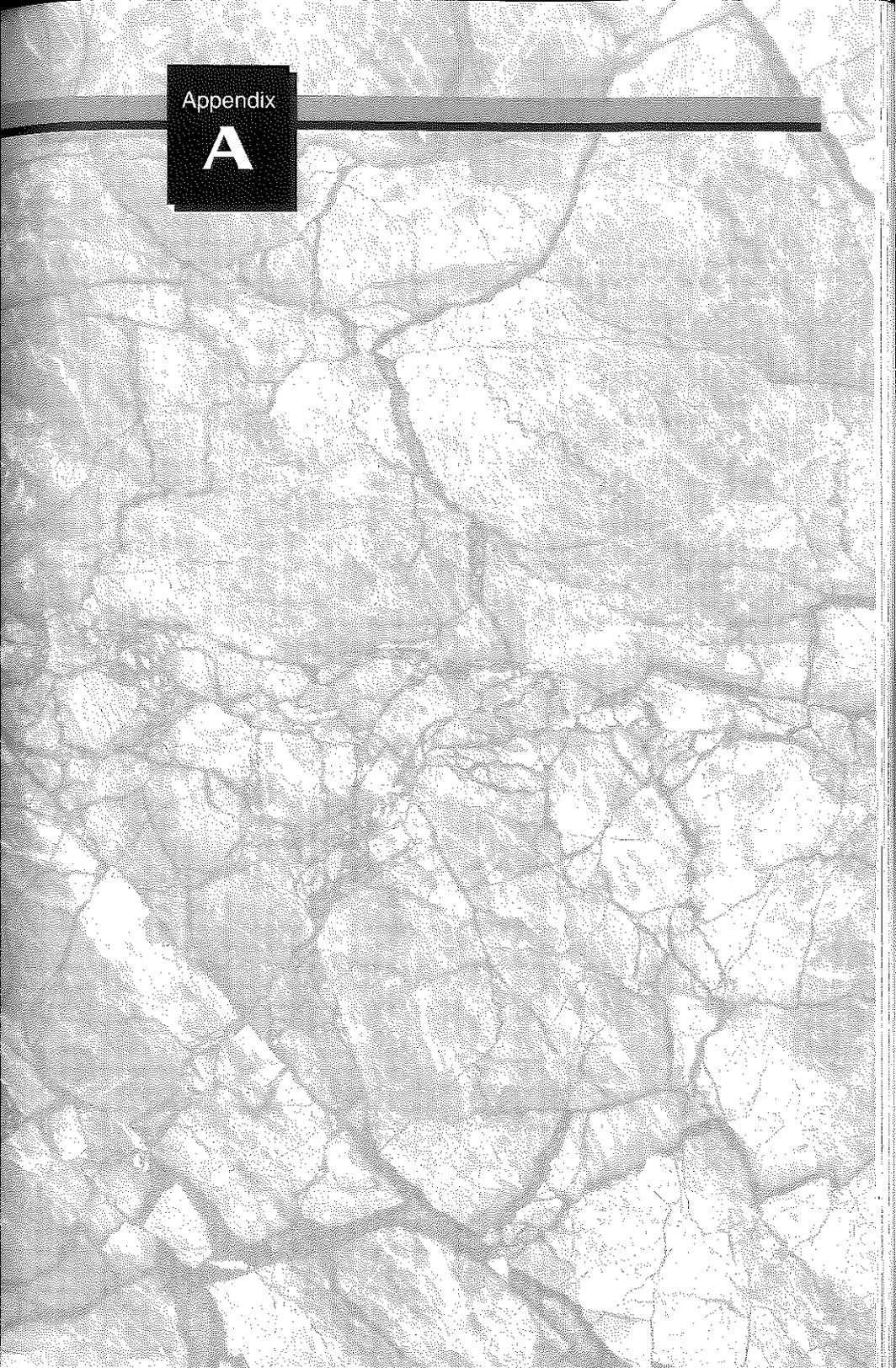
Appendix A

This appendix correlates DAU course numbers and titles with the local course numbers and titles previously used by the schools offering these DAU courses. This correlation is intended to assist members of the acquisition workforce in determining if courses they have already taken fulfill the mandatory training requirements listed in Chapter 4. Students should request courses by using the DAU course number only.

Cross Reference Guide to DAU and Consortium Member Courses

DAU Course Number/Title Local Course Title/Number	Provider	Course Length	PDS Codes	
			MIL	CIV
ACQ 401 **Senior Acquisition Course** Senior Acquisition Course-SAC	ICAF	40 Wks	None	ABW
AUD 1130 **Technical Indoctrination** Technical Indoctrination-DCAI-1130	DCAI	10 Days	None	PC6
AUD 1320 **Intermediate Contract Auditing** Intermediate Contract Auditing-DCAI-1320	DCAI	5 Days	None	JR7
AUD 4120 **Statistical Sampling** Statistical Sampling-DCAI-4120	DCAI	5 Days	None	QPO
AUD 4230 **Graphic, Computational, & Improvement Curve Analysis Techniques** Graphic, Computational, & Improvement Curve Analysis Techniques-DCAI-4230	DCAI	5 Days	None	QPC
AUD 8560 **DCAA Supervisory Skills Workshop** DCAA Supervisory Skills Workshop-DCAI-8560	DCAI	10 Days	None	CBJ
BCF 201 **Systems Acquisition Funds Management** Systems Acquisition Funds Management-DSMC-9	DSMC	5 Days	0HZ	PCW
BCF 202 **Intermediate Contractor Performance Measurement Fundamentals** Contractor Performance Measurement Course-DSMC-6	DSMC	5 Days	QTT	QMK

Cross Reference Guide to DAU and Consortium Member Courses

DAU Course Number/Title Local Course Title/Number	Provider	Course Length	PDS Codes	
			MIL	CIV
CON 101 **Contracting Fundamentals** Management of Defense Acquisition Contracts (Basic)-8D-4320	ALMC	20 Days	MMW	BDQ
CON 101 **Contracting Fundamentals** Management of Defense Acquisition Contracts (Basic)-8D-4320	DCPSO	20 Days	MMW	BDQ
CON 101 **Contracting Fundamentals** Management of Defense Acquisition Contracts (Basic)-8D-4320	EUCOM	20 Days	MMW	BDQ
CON 101 **Contracting Fundamentals** Management of Defense Acquisition Contracts (Basic)-8D-4320	NAMTO	20 Days	MMW	BDQ
CON 101 **Contracting Fundamentals** Central Systems Level Contracting-G30BR6531-010	LOWRY	20 Days	WHS	PD6
CON 102 **Operational Level Contracting**	LOWRY	20 Days	None	PEC
CON 103 **Construction Contracting Fundamentals** Management of Defense Acquisition Contracts (Basic)-CTC-142	NFCTC	20 Days	None	HEI
CON 104 **Contract Pricing** Principles of Contract Pricing-QMT-170	AFIT	14 Days	PBC	BDR
CON 104 **Contract Pricing** Principles of Contract Pricing-QMT-170	DCPSO	14 Days	PBC	BDR

Cross Reference Guide to DAU and Consortium Member Courses

DAU Course Number/Title Local Course Title/Number	Provider	Course Length	PDS Codes	
			MIL	CIV
CON 104 **Contract Pricing** Principles of Contract Pricing- QMT-170	EUCOM	14 Days	PBC	BDR
CON 104 **Contract Pricing** Principles of Contract Pricing- QMT-170	NAMTO	14 Days	PBC	BDR
CON 105 **Operational Level Contract Pricing** Base Level Pricing-G30ZR6534-009	LOWRY	10 Days	8BH	QNU
CON 106 **Construction Contract Pricing** Defense Cost & Price Analysis/ Negotiation-PN	NFCTC	14 Days	MWB	BDU
CON 201 **Government Contract Law** Government Contract Law-PPM-302	AFIT	10 Days	D99	BDP
CON 201 **Government Contract Law** Government Contract Law-PPM-302	EUCOM	10 Days	D99	BDP
CON 201 **Government Contract Law** Government Contract Law-PPM-302	NAMTO	10 Days	D99	BDP
CON 201 **Government Contract Law** Government Contract Law (Construction)-CTC-302	NFCTC	10 Days	D99	BDP
CON 201 **Government Contract Law** Base Contract Law-G30ZR6534-007	LOWRY	10 Days	None	PDT
CON 211 *Intermediate Contracting* Management of Defense Acquisition Contracts (Advanced)-8D-F12	ALMC	15 Days	MMX	BDN

Cross Reference Guide to DAU and Consortium Member Courses

DAU Course Number/Title Local Course Title/Number	Provider	Course Length	PDS Codes	
			MIL	CIV
CON 211 **Intermediate Contracting** Management of Defense Acquisition Contracts (Advanced)-8D-F12	DCPSO	14 Days	MMX	BDN
CON 211 **Intermediate Contracting** Management of Defense Acquisition Contracts (Advanced)-8D-F12	EUCOM	14 Days	MMX	BDN
CON 211 **Intermediate Contracting** Management of Defense Acquisition Contracts (Advanced)-8D-F12	NAMTO	14 Days	MMX	BDN
CON 221 **Intermediate Contract Administration** Contract Administration (Advanced)-PPM-304	AFIT	10 Days	AAS	BDO
CON 221 **Intermediate Contract Administration** Contract Administration (Advanced)-PPM-304	NAMTO	10 Days	AAS	BDO
CON 222 **Operational Level Contract Administration** Base Contract Administration-G3ZAR65170-002	LOWRY	15 Days	LY2	PDQ
CON 223 **Construction Contract Management** Advanced Contract Management (Construction)-CTC-542	NFCTC	13 Days	None	BE4
CON 231 **Intermediate Contract Pricing** Intermediate Pricing-QMT-340	AFIT	14 Days	None	BCC

Cross Reference Guide to DAU and
Consortium Member Courses

DAU Course Number/Title Local Course Title/Number	Provider	Course Length	PDS Codes	
			MIL	CIV
CON 232 **Overhead Management for Defense Contracts** Contract Overhead Management-PPM-355	AFIT	10 Days	None	BKA
CON 233 **Cost Accounting Standards Workshop** Cost Accounting Standards Workshop-ALMC-CE	ALMC	10 Days	None	QMF
CON 241 **Automated Information Systems (AIS) Contracting** Defense Contracting for Information Resources-ALMC-ZX	ALMC	8 Days	8DH	PDY
CON 241 **Automated Information Systems (AIS) Contracting** Defense Contracting for Information Resources-NAMTO	NAMTO	8 Days	8DH	PDY
CON 301 **Executive Contracting** Defense Acquisition Contracting Executive Seminar-ER	ASN(RDA)	5 Days	MV9	BB3
CON 311 **Executive Pre-Award Contracting** Management of Defense Acquisition Contracts (Executive)-ALMC-B5	ALMC	5 Days	L32	BCL
CON 321 **Executive Contract Administration** Contract Administration (Executive)-PPM-057	AFIT	5 Days	JBK	BCM
CON 331 **Executive Cost and Price Analysis** Cost & Price Analysis-QMT-540	AFIT	10 Days	PBE	BAD

Cross Reference Guide to DAU and
Consortium Member Courses

DAU Course Number/Title Local Course Title/Number	Provider	Course Length	PDS Codes	
			MIL	CIV
IND 101 **Contract Property Administration Fundamentals** Industrial Contract Property Administration-PPM-151	AFIT	10 Days	AAW	PDM
IND 102 **Contract Property Disposition** Defense Contract Property Disposition-ALMC-TY	ALMC	5 Days	6B8	PDO
IND 103 **Contract Property Systems Analysis** Defense Contract Property "System Analysis"-PPM-251	AFIT	5 Days	None	BRL
IND 201 **Intermediate Contract Property Administration** Advanced Contract Property Administration-PPM-300	AFIT	10 Days	QNN	PDN
IND 202 **Contract Property Management Seminar** Executive Contract Property Management Seminar-PPM-077	AFIT	5 Days	None	BRM
IRM 301 **AIS Procurement Strategies** AIS Procurement Strategies-PPS	IRMC	5 Days	None	Q07
IRM 302 **AIS Advanced Management Program** Advanced Management Program-AMP	IRMC	80 Days	None	BA0
LOG 101 **Acquisition Logistics Fundamentals** ILS (Basic)-ALMC-IU	ALMC	10 Days	None	JR1

Appendix A

Cross Reference Guide to DAU and Consortium Member Courses

DAU Course Number/Title Local Course Title/Number	Provider	Course Length	PDS Codes MIL	PDS Codes CIV
LOG 101 **Acquisition Logistics Fundamentals** Navy ILS Overview-NAMTO	NAMTO	5 Days	None	QM3
LOG 201 **Intermediate Acquisition Logistics** Acquisition Logistics-AFIT-SYS-225	AFIT	12 Days	WYF	JQH
LOG 201 **Intermediate Acquisition Logistics** ILS Advanced Course-ALMC-IT	ALMC	15 Days	None	JR3
LOG 201 **Intermediate Acquisition Logistics** Management of Acquisition Logistics-DSMC-24	DSMC	5 Days	4X1	BCU
LOG 202 **Logistics Support Analysis** Defense Basic Logistics Support Analysis-ALMC-LR	ALMC	10 Days	5EE	JR2
LOG 203 **Reliability and Maintainability** R&M Executive Overview-QMT-020	AFIT	2 1/2 Days	54H	AKA
LOG 203 **Reliability and Maintainability** R&M Overview-AMEC-8A-F30	AMEC	2 1/2 Days	None	QMC
LOG 204 **Configuration Management** Introduction to Configuration Management-AFIT-SYS-028	AFIT	5 Days	3EL	QMB
LOG 204 **Configuration Management** Configuration Management-AMEC-12	AMEC	5 Days	None	QNJ
LOG 204 **Configuration Management** Configuration Management-NAMTO	NAMTO	5 Days	None	QNI

Appendix A

Cross Reference Guide to DAU and
Consortium Member Courses

DAU Course Number/Title Local Course Title/Number	Provider	Course Length	PDS Codes MIL	CIV
LOG 205 **Provisioning** Provisioning Management-LOG-260	AFIT	10 Days	EMT	QM7
LOG 205 **Provisioning** Army Provisioning Process-ALMC-AH	ALMC	10 Days	None	QBQ
PRD 101 **Production Management Fundamentals** Base Level Pricing-G30ZR6534-009	AFIT	20 Days	EBP	JQX
PRD 201 **Intermediate Production Management** Production Management II-PPM-305	AFIT	10 Days	EAJ	JQY
PRD 202 **Defense Manufacturing Management** Defense Manufacturing Management Course-DSMC-13	DSMC	5 Days	28N	BD2
PMT 101 **Fundamentals of Systems Acquisition Management** Fundamentals of Systems Acquisition Management-DSMC-26	DSMC	5 Days	9A8	BB1
PMT 201 **Intermediate Systems Acquisition** Intermediate Systems Acquisition-DSMC-37	DSMC	20 Days	None	BD6
PMT 301 **Program Management** Program Management Course-DSMC-3	DSMC	138 Days	ANL	BBW
PMT 341 **Systems Acquisition for Contracting Personnel** Systems Acquisition for Contracting Personnel-DSMC-34	AFIT	10 Days	LRB	BCN

Cross Reference Guide to DAU and Consortium Member Courses

DAU Course Number/Title Local Course Title/Number	Provider	Course Length	PDS Codes	
			MIL	CIV
PUR 101 **Purchasing Fundamentals** Defense Small Purchase (Basic)-ALMC-B3	ALMC	10 Days	K13	BCQ
PUR 101 **Purchasing Fundamentals** Defense Small Purchase (Basic)-ALMC-B3	DCPSO	10 Days	K13	BCQ
PUR 101 **Purchasing Fundamentals** Defense Small Purchase (Basic)-ALMC-B3	EUCOM	10 Days	K13	BCQ
PUR 102 **Operational Level Small Purchase** Apprentice Contracting Specialist-G3AZR65130-004	LOWRY	19 Days	None	PDZ
PUR 201 **Intermediate Purchasing** Defense Small Purchase (Advanced)-ALMC-B4	ALMC	8 Days	K11	BCO
QUA 101 **Quality Assurance Fundamentals** DoD Acquisition QA Fundamentals-AMEC-210	AMEC	10 Days	6PN	BCS
QUA 101 **Quality Assurance Fundamentals** DoD In-Plant QA-S89	DCPSO	10 Days	OTQ	QAN
QUA 201 **Intermediate Quality Assurance** DoD Acquisition Quality Assurance-ALMC-QC	ALMC	5 Days	1H5	BCR
QUA 201 **Intermediate Quality Assurance** DoD Acquisition Quality Assurance-ALMC-QC	NWAC	5 Days	1H5	BCR

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Cross Reference Guide to DAU and
Consortium Member Courses

DAU Course Number/Title Local Course Title/Number	Provider	Course Length	PDS Codes	
			MIL	CIV
QUA 201 **Intermediate Quality Assurance** Statistical Process Control-S81	DCPSO	5 Days	None	QCZ
QUA 301 **Executive Quality Assurance** DoD Acquisition QA Management- ALMC-QD	ALMC	4 Days	N3G	BCT
SYS 201 **Systems Engineering Management** Systems Engineering Management Course-DSMC-28	DSMC	5 Days	HVF	BE2
SYS 201 **Systems Engineering Management** Systems Engineering-AMEC-4A-F7	AMEC	10 Days	HVF	BE2
TST 201 **Test & Evaluation Management** T&E Management Course-DSMC-11	DSMC	5 Days	3CN	BE3

Consortium Members and Points of Contact

Appendix B

Consortium Members and Points of Contact

Air Force Institute of Technology

The mission of the Air Force Institute of Technology (AFIT) is to support national defense through graduate and professional education and research programs. AFIT, located at Wright-Patterson Air Force Base in Dayton, Ohio, is one of three campuses that comprise the Air University (AU). It provides education and training courses designed to give carefully selected military and civilian personnel the broad educational background that will equip them both to understand their technological and cultural environment and to analyze and solve the problems present in today's dynamic environment. The professional education programs are designed to satisfy the DoD needs for special and advanced knowledge of immediate applicability in the acquisition world.

With technology changing almost daily, the need to keep education current while anticipating future needs is a demanding role for AFIT. The Air Force supports AFIT in its expanded role as a provider of quality courses for the DoD acquisition community and a cooperating member of the Defense Acquisition University.

Inquiries should be directed to:
Chief, Student Operations
AFIT/School of Systems and Logistics
Department of the Air Force
AFIT/LSA
2950 P Street
Wright-Patterson AFB, OH 45433-7765

Phone: DSN 785-7777, Ext. 3117
         COMM (513) 255-7777, Ext. 3117 (Student Services)
FAX: DSN 785-8458   COMM (513) 255-8458

ATRRS MAIL ID: AFITLSA - AFIT Student Operations

U.S. Army Logistics Management College

The U.S. Army Logistics Management College (ALMC) is one of three colleges of the U.S. Army Training and Doctrine Command. ALMC has four schools as its major operating elements. The School of Acquisition Management (SACM), the School of Materiel Readiness (SMAR) and the School of Logistics Science (SLS) at Fort Lee, VA, and the School of Military Packaging Technology (SMPT) at Aberdeen Proving Ground, MD, offer a curriculum of 94 courses, 13 of which are Defense Acquisition University courses.

ALMC's primary mission is to conduct resident and off-campus education programs, conduct research, formulate doctrine, provide consulting, and disseminate information in the areas of acquisition and logistics management.

Over 60,000 students graduate from ALMC courses annually. Modes of instruction, used either singly or in combination, are: resident, on-site, correspondence, accredited off-campus instruction, live TV via satellite, student self-paced instruction involving the use of Learning Centers (LCs) and computer-based instruction, DoD Civilian Career Knowledge Test (DoDCCKT) Program and contract augmentation.

The five continuing thrusts of ALMC are to:

- Focus on support to the soldier.
- Achieve and maintain curriculum relevance.
- Meet student requirements.
- Maximize productivity while maintaining high-quality educational standards.
- Advance educational technologies to provide learning opportunities to students at their work sites.

Inquiries should be directed to:
Commandant
U.S. Army Logistics Management College
ATTN: ATSZ-ATR
Fort Lee, VA 23801-6041

Phone: DSN 539-4965   COMM (804) 765-4965
Fax: DSN 539-4663   COMM (804) 765-4663

ATRRS MAIL ID: ALMC

Army Management Engineering College

As the year 2000 approaches, the Army Management Engineering College (AMEC) staff and faculty share the common goal of having a well-trained, highly productive Federal workforce. In this climate of tight training budgets and shrinking workforces, AMEC can provide an effective approach in realizing this goal.

AMEC, in the true spirit of Total Quality, realigned itself into expert, self-directed work teams. The elimination of the typical hierarchial structure has created a new, ever-changing, ever-growing organization able to respond to any and all customer needs.

AMEC graduates over 20,000 students through resident, on-site, regional training centers, live satellite television, accredited off-campus instruction, correspondence, and learning center modes.

Whether you attend a short 1-1/2 day course, an intense technical course, or one of our executive development courses, you will encounter a dedicated faculty, a challenging curriculum, and fellow students from every part of the United States and overseas.

It is AMEC's goal to provide educational services that are relevant, meet the needs of our customers, maintain high standards and apply the latest educational methods and technologies. AMEC's commitment to educational excellence is the foundation of our approach.

Inquiries should be directed to:
President
Army Management Engineering College
ATTN: AMXOM-AA
Rock Island, IL 61299-7040

Phone: DSN 793-0403   COMM (309) 782-0403
Fax: DSN 793-0437   COMM (309) 782-0437

ATRRS MAIL ID: AMEC

Defense Contract Audit Institute

Auditors receive most of their formal Agency training at the Defense Contract Audit Institute (DCAI) in Memphis, Tennessee. DCAI provides audit and management training in 21 courses annually to about 3,700 students. The curriculum includes core technical subjects, such as

advanced cost management systems at defense contractors, as well as courses which stress interpersonal skills, such as supervision and management in the contract audit environment.

DCAI course managers conduct resident and on-site classes for all of the mandatory courses in the DoD contract audit career field. Course managers are recruited solely from experienced senior or supervisory contract auditor positions to assure instructors have the experience to effectively respond to questions related to their ongoing contract audit activities. A five year rotation requirement is in place to maintain the instructor's level of technical competence and the currency of experience in contract audit matters. The DCAI staff also includes course developers, a registrar, and other training support personnel.

After completing the Technical Indoctrination course for new hires, auditors attend classes which allow them to progress according to a prescribed career path and gain the necessary knowledge, skills, and abilities for specific job tasks. The nature and timing of auditor training is based on individual developmental needs in accordance with generally accepted government auditing standards.

Inquiries should be directed to:
Sandra Davidson, Registrar
Defense Contract Audit Agency
Defense Contract Audit Institute
4075 Park Avenue
Memphis, TN 38111-7492

Phone: COMM (901) 325-6383
FAX: COMM (901) 325-6350

Defense Logistics Agency
Civilian Personnel Support Office

The Defense Logistics Agency Civilian Personnel Support Office (DCPSO) offers a wide variety of human resources development services, including the design of curricula for various career fields, course development, and instructional delivery. With locations in Columbus, OH; Philadelphia, PA; Atlanta, GA; Battle Creek, MI; St. Louis, MO; and Ogden, UT, DCPSO presents instruction in career fields as diverse as acquisition, supply operations, quality assurance, depot/distribution management, environmental protection, and financial management.

Experienced course designers develop instruction in many different modes: Classroom (on-site or resident), computer-assisted instruction, video-based instruction, self-paced instruction, job aids, and on-line help systems. DCPSO's dedicated staff of instructors present training both within the United States and at locations throughout the world.

As a consortium member of the Defense Acquisition University, DCPSO instructors deliver courses in contracting, contract administration, and quality assurance. DCPSO's goal is to provide accomplishment-based training, focused on performance enhancement and delivered in the most cost-effective way possible.

Inquiries concerning contracting and contract management courses should be directed to:
DLA Civilian Personnel Support Office
ATTN: DCPSO-T
P.O. Box 3990
Columbus, Ohio 43216-5000

Phone: DSN 850-5988   COMM (614) 692-5988
FAX: DSN 850-5974   COMM (614) 692-5974

ATRRS MAIL ID: DCPSO-H

Inquiries concerning quality assurance courses should be directed to:
DLA Civilian Personnel Support Office
ATTN: DCPSO-T
805 Walker Street
Marietta, GA 30060-2789

Phone: DSN 697-6648/6690   COMM (404) 590-6648/6690
FAX: (404) 590-6449

Defense Systems Management College

The Defense Systems Management College (DSMC) has recently expanded its scope and mission to offer courses encompassing all essential elements of defense acquisition management. Through the Defense Acquisition University, DSMC offers a variety of mandatory courses in acquisition management, acquisition logistics, contract management, funds management, program management, systems engineering, manufacturing and production, and test and evaluation management.

DSMC, at Fort Belvoir, Virginia, was founded in 1971 by the Deputy Secretary of Defense David Packard. It has earned a worldwide reputation within government and industry for the excellence of its education, research, consulting, and information dissemination programs. This reputation was gained by a disciplined adherence to a basic mission to promote and support the adoption and practice of sound systems management principles by the acquisition workforce. Throughout its growth, the College has retained its capability to rapidly adapt and expand its existing programs to address changes in the acquisition process which result from legislative and executive branch initiatives.

The College is committed to ensuring that civilian and military acquisition personnel have the necessary expertise to effectively manage the acquisition of defense systems. This will best ensure that soldiers, sailors, airmen, and marines are equipped with highly reliable, supportable, and effective weapons systems. The DSMC motto "Doctus, Doctrina, Dominator" — Leadership, Scholarship, Management — sums up the contributions of the College to the defense acquisition community. DSMC is proud of its ability to effectively perform its educational mission for the Department of Defense and, ultimately, for the citizens of the United States.

Inquiries should be directed as follows:
For PMT 301 contact:
Program Management Division
Defense Systems Management College
DSMC-PMD
Fort Belvoir, VA 22060-5426

Phone: DSN 655-5173   COMM 703-805-5173
Fax: 703-805-3201

For all other courses contact:
Executive and Short Courses Division
Defense Systems Management College
DSMC-ENC
Fort Belvoir, VA 22060-5426

Phone: DSN 655-2902   COMM 703-805-5173
Fax: 703-805-3187

For ATRRS contact:
Office of the Registrar
Defense Systems Management College
DSMC-OS-PS-ST (Mrs. Linda Stiltner)
Fort Belvoir, VA 22060-5426

Phone: DSN 655-2227   COMM 703-805-2227
Fax: 703-780-1785

ATRRS Mail ID: STILTNER Registrar, OS-PS-ST

United States European Command Contracting Training Office

The United States European Command (USEUCOM) Contracting
Training Office (CTO), located at Rhine Ordnance Barracks in
Kaiserslautern, Germany, is certified to provide five mandatory courses
to DoD personnel in Europe. These five courses are: Contracting
Fundamentals (CON 101), Contract Pricing (CON 104), Government
Contract Law (CON 201), Intermediate Contracting (CON 211), and
Purchasing Fundamentals (PUR 101). The courses are offered
throughout the European theater.

Inquiries should be directed to:
Director
USEUCOM
Contracting Training Office
DET 2, 7000 Contracting Squadron/LGCT
Unit 3115
APO AE 09094-5320

Phone: DSN 489-6332   COMM 011-49-631-536-6332
FAX: 011-49-631-535-9145

Industrial College of the Armed Forces

The mission of the Industrial College of the Armed Forces (ICAF) is to
prepare selected military officers and civilians for senior leadership and
staff positions by conducting postgraduate, executive-level courses of
study and associated research dealing with the resource component of
national power. Special emphasis is placed on materiel acquisition
and joint logistics and their integration into national security strategy for

peace and war. ICAF is one of four colleges of the National Defense University (NDU) located at Fort McNair in Washington, D.C.

The College is the premier DoD educational institution for management of resources for national security. However, the curriculum provides a broad education in national security strategy as well as the more specific coverage of resources management. The student body is composed of a balance of operators (30 percent), resource managers and technical personnel (50 percent), and civilians (20 percent). They receive full coverage of the joint professional military education requirements and are fully qualified as Joint Staff Officers upon graduation. Thus, the College's graduates are unique among senior officials in that they are knowledgeable of both strategic planning and resources management.

On July 1, 1991, the Under Secretary of Defense (Acquisition) (USD(A)) announced his choice of ICAF to take on an enhanced educational mission for senior members of the Department of Defense acquisition workforce. Beginning in 1992-1993 academic year, ICAF is providing the senior course for the acquisition workforce. As the provider of the Senior Acquisition Course, ICAF is also a cooperating college in the DAU while remaining a part of NDU. The USD(A) maintains oversight of the acquisition content of the ICAF curriculum to ensure its relevance to senior DoD acquisition personnel.

ICAF's Senior Acquisition Education Program is a 10-month curriculum in an academic year, running from August to June. Students are competitively selected for this senior-level Professional Military Education (PME) by their respective Services and agencies.

Inquiries should be directed to:
Senior Acquisition Education Program Director
Industrial College of the Armed Forces
National Defense University
Fort McNair
Washington, DC 20319-6000

Phone: DSN 335-1902   COMM (202) 415-1902
FAX: DSN 335-0717   COMM (202) 475-0717

Information Resources Management College

The Information Resources Management College (IRMC), National Defense University, is the capstone institution for Defense IRM education. As such, it provides graduate level courses in information resources management. The College prepares senior Department of Defense (DoD) officials for joint management of the information resource component of national power and its integration with, and support to, national strategy. Students represent multiple communities including military planners studying the importance of information management to warfighting, functional managers planning for the use of information within their organizations, and information managers performing systems integration functions.

The IRM College curriculum is designed to provide a dynamic forum where senior Defense professionals, interacting with the faculty, not only gain knowledge, qualifications, and competencies for Defense IRM leadership, but contribute to the growth and excellence of the field itself. The premier offering of the College is the 16-week Advanced Management Program (AMP). This program satisfies part of Level III training requirements for the Communications-Computer career field of the Acquisition Corps. Additionally, the College offers a series of intensive courses related to specific problematic areas and emerging concepts of IRM and special symposia, seminars, and workshops focusing on critical IRM issues and directions.

Inquiries should be addressed to:
National Defense University
Information Resources Management College
ATTN: Registrar, IRMC-O
Fort McNair
Washington, DC 20319-6000

Phone: DSN 667-9321   COMM (202) 287-9321
FAX: DSN 667-9477   COMM (202) 287-9477

Lowry Training Center

Lowry Training Center, located at Lowry Air Force Base in Colorado, provides education and training to the acquisition workforce in cooperation with the Defense Acquisition University. More than 20,000 students from all services and 35 foreign nations attend Lowry. Courses provided at the training center are competency-based with emphasis on the operational mission. Lowry's commitment to the Defense Acquisition University is to provide wartime operational and systems acquisition training to all DoD agencies.

Inquiries should be directed to:
Commander
3440 TCHTS/TTMXP
725 Yosemite Street
Lowry AFB, CO 80230-3614

Phone: DSN 926-3342   COMM (303) 676-3342/5132
FAX: DSN 926-3214   COMM (303) 676-3214

Alternate Point of Contact
3440 TCHTS/TTO-TM

Phone: DSN 926-4811   COMM (303) 676-4811

Naval Facilities Contracts Training Center

The Naval Facilities Contracts Training Center (NFCTC), located in Port Hueneme, California was established by the Naval Facility Engineering Command (NAVFAC) to provide training in support of the NAVFAC contracting career and warrant program requirements. With the establishment of the USD(A)'s Acquisition, Education, Training, and Career Development Program NFCTC supports DoD mandatory acquisition requirements education via the Defense Acquisition University. Today NFCTC provides courses of instruction in support of military and civilian procurement professionals responsible for executing contract authority for the acquisition of facility design, construction, and support services. These courses are designed to enhance the professional knowledge and capabilities of facilities acquisition personnel in planning and executing contract actions that support the military's operating forces.

Inquiries should be directed to:
Director
NAVFACCONTRACEN
3502 Goodspeed Street, Suite 2
ATTN: Code 31A
Port Hueneme, CA 93043-4337

Phone: DSN 551-4415   COMM (805) 982-4415
FAX: DSN 551-1414   COMM (805) 982-1414

Naval Warfare Assessment Center

Located at the Naval Warfare Assessment Center, outside of Corona, California, the Naval Quality Assurance Training Office develops and provides Quality Assurance education and training to civilian and military acquisition personnel throughout the world.

With the increasing need for quality assurance and now the mandatory requirement for training within this field, the training office, as a cooperating member of the Defense Acquisition University, develops and provides courses necessary for those in the acquisition field who face the challenge of meeting the levels of quality necessary to ensure the proper support of our military.

Inquiries should be directed to:
Commanding Officer
Naval Warfare Assessment Center
Naval Quality Assurance Training Office
ATTN: Don Dickinson/R. Bennett
Code: QA24
Corona, California 91718-5000

Phone: DSN 933-5116/5117   COMM (909) 273-5116/5117
FAX: COMM (909) 273-5175

Navy Acquisition Management Training Office

Since 1985, the Navy Acquisition Management Training Office (NAMTO) has provided quality, cost effective education and training courses to the acquisition community world-wide.   As a cooperating course offeror under the Defense Acquisition University, NAMTO works to meet the

expanding educational needs of personnel in the diverse fields relating to acquisition.

NAMTO's mission is to ensure the proper expenditure of public funds, provide quality training, and ensure the availability of acquisition training to the Department of Defense and other Government agencies, now requiring our courses.

Located in Norfolk, Virginia, NAMTO instructors provide on-site training world-wide to ensure that procurement personnel possess the knowledge, skills and abilities needed to carry out their professional responsibilities.

Inquiries should be directed to:
Director
Navy Acquisition Management Training Office
P.O. Box 15129
Fitting Out and Supply Support Assistance Center
Norfolk, VA 23511-0129

Phone: DSN 565-2558/2700   COMM (804) 445-2558/2700
FAX: DSN 565-1906   COMM (804) 445-1906

ATRRS MAIL ID: NAMTO, Registrar

Naval Postgraduate School

The mission of the Naval Postgraduate School (NPS) is to provide advanced professional studies for military officers and defense officials from all Services and other nations. The focus of the NPS is to increase the combat effectiveness of our Nation's Armed Services by providing quality education which supports the unique needs and interests of the Defense establishment and usually leads to fully accredited graduate degrees. NPS is located in Monterey, California and provides curricula in both technical and management fields leading to Master's, Engineer's, and Doctor's degrees. NPS is accredited by the Western Association of Schools and Colleges; the Management curricula are accredited by the National Association of Schools of Public Affairs and Administration.

Related to the Defense acquisition workforce, NPS offers the Master of Science in Management degree in the following areas: Acquisition and Contract Management (815) and Systems Acquisition Management (816). The 815 curriculum satisfies the requirement for a variety of mandatory DAU contracting training courses while the 816 curriculum

is comparable to PMT 301 for Program Management professionals. Related to each of these curricula are acquisition research efforts, both as part of individual courses and the master's thesis.

Inquiries should be directed to:
Director of Admissions
Code 62
Naval Postgraduate School
Monterey, CA 93943-5000

Phone: DSN 878-3093   COMM (408) 656-3093

Office of the Assistant Secretary of the Navy (Research, Development, and Acquisition)

The Office of the Assistant Secretary of the Navy (Research, Development and Acquisition) (OASN/RDA) sponsors the Defense Acquisition University's Contracting Executive Seminar, the capstone course for the contracting career fields, and several other specialized courses for the contracting community. Due to the unique requirements of this executive level course, the Executive Seminar is conducted primarily within the Washington, D.C. area in order to permit participants to interact with senior and executive level officials who serve as guest lecturers for this course. This enables the student to gain an insight of Congress' impact on their careers and activities.

In cooperation with the Defense Acquisition University, the combination of OASN/RDA and the Navy's Acquisition Professional Development Center ensures that a high level of education, including the most current and relevant issues pertaining to the acquisition community will be presented to the executive level participants of this seminar.

Inquiries should be directed to:
Department of the Navy
Human Resource Office, CC 061
Acquisition Professional Development Center
ATTN: Mr. Russell DeRose
1921 Crystal Mall, Bldg. #2
Washington, DC 20376-5363

Phone: DSN 327-1681/1683   COMM (703) 607-1680
FAX: DSN 327-2810   COMM (703) 607-2810

College Programs Which Currently Offer Courses Equivalent to the Mandatory DoD Acquisition Courses

Appendix C

College Programs Which Currently Offer Courses Equivalent to the Mandatory DoD Acquisition Courses

The following academic courses offered by private and public institutions of higher education have been certified as equivalent to mandatory acquisition courses provided by the Defense Acquisition University. Questions and/or comments may be directed to the Interagency Academic Program Committee (IAPC), Dr. Alma B. Davis, Federal Acquisition Institute, General Services Administration, 18th and F Streets, NW, Washington, DC 20405. Telephone: (202) 501-4994.

Charles County Community College
P.O. Box 910
La Plata, MD 20646-0910

Director, Mr. Rex Bishop
(301) 934-5255

Course Title	DOD Equivalency
Management of Defense Acquisition Contracts (Basic) I (BAD 1450) and II (BAD 1460) Acquisition Contracts	*CON 101* - Contracting Fundamentals • Management of Defense (Basic) (8D-4320)
Principles of Pricing (BAD 1470) and Negotiations (BAD 1480)	*CON 104* - Contract Pricing • Principles of Contract Pricing (QMT 170)

Florida Institute of Technology
150 West University Boulevard
Melbourne, FL 32901

Director, Robert K. Dwyer
Off-Campus Programs: (407) 729-9774

Master of Science Contract and Acquisition Management

Course Title	DOD Equivalency
Fundamentals of Contract and Acquisition Management (MAN 5200)	*CON 101* - **Contracting Fundamentals** • Management of Defense Acquisition Contracts (Basic) (8D-4320)
Procurement and Contract Management Pre-Award (MAN 5211)	*CON 211* - **Intermediate Contracting** • Management of Defense Acquisition Contracts (Advanced) (8D-F12)
Advanced Procurement and Contract Management (MAN 5212)	*CON 221* - **Intermediate Contract Administration** • Advanced Contract Management (PPM 304)
Cost Principles, Effectiveness and Control I (BUS 5214) and Principles of Contract Negotiation (MAN 5241)	*CON 104* - **Contract Pricing** • Principles of Contract Pricing (QMT 170)
Government Contract Law (MAN 5231)	*CON 201* - **Government Contract Law** • Government Contract Law (PPM 302)

George Washington University
The School of Business and Public Management
Department of Marketing, Logistics, and
Operations Management
Washington, DC 20052

Dr. Stanley Sherman
(202) 994-7462

Master of Business Administration Procurement
and Contracting

Course Title	DOD Equivalency
Procurement and Contracting	*CON 104* - **Contracting Fundamentals** • Management of Defense Acquisition Contracts (Basic) (8D-4320)
Pricing and Negotiations	*CON 101* - **Contract Pricing** • Principles of Contract Pricing (QMT 170)
Government Contract Administration	*CON 221* - **Intermediate Contract Administration** • Advanced Contract Management (PPM 304)

Massachusetts Bay Community College
50 Oakland Street
Wellesley Hills, MA 12181

Dean George M. Luoto
(617) 237-1100, EXT. 402

Government Procurement and Contract Management
Certificate Program

Course Title	DOD Equivalency
Introduction to Government Contracts Procurement/Contract Management (GPC 101)	*CON 101* - Contracting **Fundamentals** • Management of Defense Acquisition Contracts (Basic) (8D-4320)
Government Contract Law (GPC 205)	*CON 201* - Government Contract **Law** • Government Contract Law (PPM 304)
Government Contract Cost and Price Analysis (GPC 201)	*CON 104* - Contract Pricing • Principles of Contract Pricing (QMT 170)

Middlesex Community College
Division of Continuing Education and Community Services
Springs Road
Bedford, MA 01730

Ms. Judith Burke, Program Coordinator
(508) 937-5454, Ext. 6543 or Ext. 6504

Undergraduate Certificate in Government Contracting

Course Title	DOD Equivalency
Management of Defense Acquisition Contracts (BU 1112)	**CON 101 - Contracting Fundamentals** • Management of Defense Acquisition Contracts (Basic) (8D-4320)
Principles of Contract Pricing (BU 8140) and Contract Negotiations (BU 1113)	**CON 104 - Contract Pricing** • Principles of Contract Pricing (QMT 170)
Government Contract Law (BU 1106)	**CON 201 - Government Contract Law** • Government Contract Law (PPM 302)

Northern Virginia Community College
Business Division
Alexandria Campus
3001 N. Beauregard Street
Alexandria, VA 22311

Dr. Fay Avery
(703) 845-6213

Associate in Applied Science in Business Management

Course Title	DOD Equivalency
Introduction to Procurement and Contract Acquisition Management I (ACQ 121) and II (ACQ 122)	*CON 101* - **Contracting Fundamentals** • Management of Defense Acquisition Contracts (Basic) (8D-4320)
Cost and Price Analysis (ACQ 216) and Negotiations of Contracts and Contract Modifications (ACQ 218)	*CON 104* - **Contract Pricing** • Principles of Contract Pricing (QMT 170)
Contract Law (ACQ 215)	*CON 201* - **Government Contract Law** • Government Contract Law (PPM 302)
Advanced Procurement and Contracting Acquisition Management I (ACQ 221) and II (ACQ 222)	*CON 211* - **Intermediate Contracting** • Management of Defense Acquisition Contracts (Advanced) (8D-F12)
Intermediate Post-Award Contracting (ACQ 224)	*CON 221* - **Intermediate Contract Administration** • Advanced Contract Administration (PPM 304)

Pensacola Junior College
Business and Computer Science Department
Warrington Campus
5555 West Highway 98
Pensacola, FL 32507

Mr. Aaron James
(904) 457-2346

Business Administration and Management
Associate Degree: Acquisition and Procurement

Course Title	DOD Equivalency
Acquisition and Procurement I (PAD 1861) and II (PAD 1862)	*CON 101* - **Contracting Fundamentals** • Management of Defense Acquisition Contracts (Basic) (8D-4320)
Acquisition and Procurement III (PAD 1863)	*CON 211* - **Intermediate Contracting** • Management of Defense Acquisition Contracts (Advanced) (8D-F12)
Acquisition and Procurement IV (PAD 1864)	*CON 221* - **Intermediate Contract Administration** • Advanced Contract Administration (PPM 304)
Government Contract Law (PAD 1630)	*CON 201* - **Government Contract Law** • Government Contract Law (PPM 302)
Contract Pricing and Negotiation I (PAD 2886) and II (PAD 2867)	*CON 104* - **Contract Pricing** • Principles of Contract Pricing (QMT 170)

Rancho Santiago College
8045 E. Chapman Avenue
Orange, CA 92669

Director, Jo Parra
(714) 564-4000

Government Contracts Certificate Program

Course Title	DOD Equivalency
Industrial Property Administration	***IND 101* - Contract Property Administration Fundamentals** • Industrial Property Administration (PPM 151)
Principles of Contract Pricing	***CON 104* - Contract Pricing** • Principles of Contract Pricing (QMT 170)
Advanced Contract Administration	***CON 221* - Intermediate Contract Administration** • Advanced Contract Administration (PPM 304)
Government Contract Law	***CON 201* - Government Contract Law** • Government Contract Law (PPM 302)
Production Management II	***PRD 201* - Intermediate Production Management** • Production Management II (PPM 305)
Management of Defense Acquisition Contracts I	***CON 101* - Contracting Fundamentals** • Management of Defense Acquisition Contracts (Basic) (8D-4320)
Management of Defense Acquisition Contracts II	***CON 211* - Intermediate Contracting** • Management of Defense Acquisition Contracts (Advanced) (8D-F12)

Richard Bland College
of William and Mary College
Petersburg, VA 23805

Dr. Gracie M. Bailey
(804) 862-6244

Associate of Science Acquisition

Course Title	DOD Equivalency
Acquisition Part I (253-1) and Part II (253-2)	**CON 101 - Contracting Fundamentals** • Management of Defense Acquisition Contracts (Basic) (8D-4320)
Principles of Contract Pricing and Negotiation (255)	**CON 104 - Contract Pricing** • Principles of Contract Pricing (QMT 170)
Contract Law (256)	**CON 201 - Government Contract Law** • Government Contract Law (PPM 302)

San Diego City College
Business Division
1313 Twelfth Avenue
San Diego, CA 92101

Mr. Bobby Wilson
(619) 633-8173

Course Title	DOD Equivalency
MDACC Basic Part I (Business 160) and MDACC Basic Part II (Business 162)	*CON 101* - **Contracting Fundamentals** • Management of Defense Acquisition Contracts (Basic) (8D-4320)
Principles of Contract Pricing and Negotiation I (Business 164) and II (Business 166)	*CON 104* - **Contract Pricing** • Principles of Contract Pricing (QMT 170)
Government Contract Law (Business 168)	*CON 201* - **Government Contract Law** • Government Contract Law (PPM 302)
MDACC Advanced I (Business 170)	*CON 211* - **Intermediate Contracting** • Management of Defense Acquisition Contracts PPM 302)

St. Ambrose University
518 West Locust Street
Davenport, IA 52803

Dr. James O. Jensen
(319) 383-8759 or 8750

Bachelor of Arts in Business Administration
Purchasing and Contracting

Course Title	DOD Equivalency
Contract Administration (ECBA 364)	*CON 101* - **Contracting Fundamentals** • Management of Defense Acquisition Contracts (Basic) (8D-4320)
Contract Law (ECBA 362)	*CON 201* - **Government Contract Law** • Government Contract Law (PPM 302)
Cost and Price Analysis (ECBA 366)	*CON 104* - **Contract Pricing** • Principles of Contract Pricing (QMT 170)

The University of Dallas
Graduate School of Management
Irving, TX 75061

Dean Anne Hughes
(214) 721-5276

MBA Program
Purchasing and Contract Management

Course Title	DOD Equivalency
Pre-Award Procurement (Mgt 6380)	**CON 101 - Contracting Fundamentals** • Management of Defense Acquisition Contracts (Basic) (8D-4320)
Contract Pricing and Negotiation (Mgt 6348)	**CON 104 - Contract Pricing** • Principles of Contract Pricing (QMT 170)
Procurement Law (Mgt 6381)	**CON 201 - Government Contract Law** • Government Contract Law (PPM 302)
Post-Award Procurement (Mgt 6382)	**CON 221 - Intermediate Contract Administration** • Advanced Contract Management (PPM 304)

The University of Phoenix
Center for Professional Education
4615 East Elwood Street
Phoenix, AZ 85040

Ms. Linda Jacobs
(602) 966-9577

Master of Arts
Certificate Program in Government Contract Management

Course Title	DOD Equivalency
Principles of the Acquisition Process (GCM 601)	*CON 101* - **Contracting Fundamentals** • Management of Defense Acquisition Contracts (Basic) (8D-4320)
Principles of Contract Pricing, Estimating, and Analysis (GCM 603) and Government Contract Negotiation Techniques (GCM 607)	*CON 104* - **Contract Pricing** • Principles of Contract Pricing (QMT 170)
Management of Government Contracts (GCM 604)	*CON 221* - **Intermediate Contract Administration** • Advanced Contract Administration (PPM 304)
Government Contract Law (GCM 606)	*CON 201* - **Government Contract Law** • Government Contract Law (PPM 302)

College Programs Equivalent to DoD Acquisition Courses

The University of Dallas
Graduate School of Management
Irving, TX 75061

Dean Anne Hughes
(214) 721-5276

MBA Program
Purchasing and Contract Management

Course Title	DOD Equivalency
Pre-Award Procurement (Mgt 6380)	*CON 101* - **Contracting Fundamentals** • Management of Defense Acquisition Contracts (Basic) (8D-4320)
Contract Pricing and Negotiation (Mgt 6348)	*CON 104* - **Contract Pricing** • Principles of Contract Pricing (QMT 170)
Procurement Law (Mgt 6381)	*CON 201* - **Government Contract Law** • Government Contract Law (PPM 302)
Post-Award Procurement (Mgt 6382)	*CON 221* - **Intermediate Contract Administration** • Advanced Contract Management (PPM 304)

The University of Phoenix
Center for Professional Education
4615 East Elwood Street
Phoenix, AZ 85040

Ms. Linda Jacobs
(602) 966-9577

Master of Arts
Certificate Program in Government Contract Management

Course Title	DOD Equivalency
Principles of the Acquisition Process (GCM 601)	*CON 101* - **Contracting Fundamentals** • Management of Defense Acquisition Contracts (Basic) (8D-4320)
Principles of Contract Pricing, Estimating, and Analysis (GCM 603) and Government Contract Negotiation Techniques (GCM 607)	*CON 104* - **Contract Pricing** • Principles of Contract Pricing (QMT 170)
Management of Government Contracts (GCM 604)	*CON 221* - **Intermediate Contract Administration** • Advanced Contract Administration (PPM 304)
Government Contract Law (GCM 606)	*CON 201* - **Government Contract Law** • Government Contract Law (PPM 302)

The University of St. Thomas
2115 Summit Avenue
St. Paul, MN 55105

Mr. Joseph R. Clements
(612) 962-5192

Master of Business Administration
Government Contracts

Course Title	DOD Equivalency
Principles of Procurement (MBGC 701)	*CON 101* - **Contracting Fundamentals** • Management of Defense Acquisition Contracts (Basic) (8D-4320)
Pricing and Negotiation (MBGC 702)	*CON 104* - **Contract Pricing** • Principles of Contract Pricing (QMT 170)
Advanced Contract Administration (MBGC 703)	*CON 221* - **Intermediate Contract Administration** • Advanced Contract Management (PPM 304)
Government Contract Law (MBGC 700)	**CON 201 - Government Contract Law** • Government Contract Law (PPM 302)

Tidewater Community College
Portsmouth Campus
Portsmouth, VA 23703

Ms. Betty Hill
(804) 484-2121

Associate in Applied Science in Business Management

Course Title	DOD Equivalency
Introduction to Procurement and Acquisition Mgt I (ACQ 121) and II (ACQ 122)	**CON 101 - Contracting Fundamentals** • Management of Defense Acquisition Contracts (Basic) (8D-4320)
Principles of Pricing and Negotiations I (ACQ 231) and II (ACQ 232)	**CON 104 - Contract Pricing** • Principles of Contract Pricing (QMT 170)
Contract Law (ACQ 215)	**CON 201 - Government Contract Law** • Government Contract Law (PPM 302)
Advanced Procurement and Acquisition Management I (ACQ 221)	**CON 211 - Intermediate Contracting** • Management of Defense Acquisition Contracts (Advanced) (8D-F12)

College Programs Equivalent to DoD Acquisition Courses

University of California, Irvine
University Extension
P.O. Box AZ
Irvine, CA 92716

Ms. Ann F. Ridley
(714) 856-7148

Basic and Advanced Certificate Awards
Contract Management

Course Title	DOD Equivalency
Financial Aspects of Contract Management and Contract Acquisition and Negotiation	*CON 104* - Contract Pricing • Principles of Contract Pricing (QMT 170)
Principles of Contract Formation and Contract Law: Performances and Remedies	*CON 201* - Government Contract Law • Government Contract Law (PPM 302)

University of the District of Columbia
College of Business and Public Management
Department of Marketing, Logistics, and Public Contracting
4340 Connecticut Avenue, N.W.
Washington, DC 20008

Dr. William Platzer
(202) 282-3737

Bachelor of Business Administration Procurement
and Public Contracting

Course Title	DOD Equivalency
The Federal Acquisition Systems (0211-305)	*CON 101* - **Contracting Fundamentals** • Management of Defense Acquisition Contracts (Basic) (8D-4320)
Public Contracts (0211-306)	*CON 211* - **Intermediate Contracting** • Management of Defense Acquisition Contracts (Advanced) (8D-F12)
Government Property Management (0211-405)	*IND 101* - **Contract Property Administration Fundamentals** • Industrial Property Administration (PPM 151)
Cost and Price Analysis (0211-406)	*CON 104* - **Contract Pricing** • Principles of Contract Pricing (QMT 170)
Procurement Law (0211-408)	*CON 201* - **Government Contract Law** • Government Contract Law (PPM 302)

**University of Central Florida
College of Business Administration
Department of Management
P.O. Box 25000
Orlando, FL 32816-0400**

**Dr. Raymond L. Martin
(407) 823-2446**

Acquisition Management Series

Course Title	DOD Equivalency
Introduction to Federal Acquisition	*CON 101* - **Contracting Fundamentals** • Management of Defense Acquisition Contracts (Basic) (8D-4320)
Government Contract Law	*CON 201* - **Government Contract Law** • Government Contract Law (PPM 302)
Cost and Price Analysis and Contract Negotiations	*CON 104* - **Contract Pricing** • Principles of Contract Pricing (QMT 170)
Contract Administration (Post-Award)	*CON 221* - **Intermediate Contract Administration** • Advanced Contract Administration (PPM 304)

University of West Florida
Public Administration Program
Pensacola, FL 32514-0102

Mr. Alfred Cuzan
(904) 474-2337

MPA Degree
Contract Administration and Acquisition Management

Course Title	DOD Equivalency
Acquisition Management (PAD 5855)	*CON 101* - **Contracting Fundamentals** • Management of Defense Acquisition Contracts (Basic) (8D-4320)
Government Contract Law (PAD 5854)	**CON 201 - Government Contract Law** • Government Contract Law (PPM 302)
Advanced Contract Administration (PAD 5852)	*CON 221* - **Intermediate Contract Administration** • Advanced Contract Administration (PPM 304)
Cost and Pricing (PAD 5857) and Contract Negotiation (PAD 5853)	*CON 104* - **Contract Pricing** • Principles of Contract Pricing (QMT 170)

University of Indianapolis
School of Business
1400 East Hanna Avenue
Indianapolis, ID 46227-3697

Dr. Donna K. Dial
(317) 274-8130

Associate Degree Program
Procurement Management Courses

Course Title	DOD Equivalency
Principles of Procurement	*CON 101* - **Contracting Fundamentals** • Management of Defense Acquisition Contracts (Basic) (8D-4320)
Government Contract Law	*CON 201* - **Government Contract Law** • Government Contract Law (PPM 302)
Cost and Price Principles and Contract Negotiations	*CON 104* - **Contract Pricing** • Principles of Contract Pricing (QMT 170)
Advanced Contract Administration	*CON 221* - **Intermediate Contract Administration** • Advanced Contract Administration (PPM 304)

University of Virginia
Division of Continuing Education
2990 Telestar Court
Falls Church, VA 22042-1279

Ms. Carol Beechler
(703) 876-6939

Certificate Program Procurement and
Contracts Management

Course Title	DOD Equivalency
Procurement and Contracting	***CON 101* - Contracting Fundamentals** • Management of Defense Acquisition Contracts (Basic) (8D-4320)
Contract Administration	***CON 221* - Intermediate Contract Administration** • Advanced Contract Administration (PPM 304)
Cost and Price Analysis and Negotiation of Contracts and Modifications	***CON 104* - Contract Pricing** • Principles of Contract Pricing (QMT 170)
Principles of Law for Contract Performance	***CON 201* - Government Contract Law** • Government Contract Law (PPM 302)

Webster University
470 East Lockwood
St. Louis, MO 63119-3194

Dr. Joseph F. Olszewski
(314) 968-7463

Procurement and Acquisitions

Course Title	DOD Equivalency
Procurement and Acquisitions Management (PMG 500)	*CON 101* - **Contracting Fundamentals** • Management of Defense Acquisition Contracts (Basic) (8D-4320)
Pricing (PMG 583) and Negotiations (PMG 584)	*CON 104* - **Contract Pricing** • Principles of Contract Pricing (QMT 170)
Government Procurement Law (PMG 589)	*CON 201* - **Government Contract Law** • Government Contract Law (PPM 302)

Western New England College
Off-Campus Division

Dr. Mary Sweeney
(617) 933-1595

397 Main Street
Woburn, MA 01801

Devens Center
Army Education Center
Ft. Devens, MA 01433-5230

Hanscom Center
3245 ABG/DPE, Bldg. 1728
Hanscom AFB, MA 01731-5000

Undergraduate Certificate Program
Acquisition and Contracting

Course Title	DOD Equivalency
Principles of Acquisition Contracting (MAN 202)	*CON 101* - **Contracting Fundamentals** • Management of Defense Acquisition Contracts (Basic) (8D-4320)
Principles of Contract Pricing (MAN 203)	*CON 104* - **Contract Pricing** • Principles of Contract Pricing (QMT 170)
Government Contract Law (BL 403)	*CON 201* - **Government Contract Law** • Government Contract Law (PPM 302)

and

Master of Business Administration
Acquisition and Contracting

Course Title	DOD Equivalency
Principles of Government Contracting (BL 692)	*CON 211* - **Intermediate Contracting** • Management of Defense Acquisition Contracts (Advanced) (8D-F12)
Principles of Cost and Price Analysis (AC 640)	*CON 104* - **Contract Pricing** • Principles of Contract Pricing (QMT 170)
Administration of Government Contracts (BL 693)	*CON 221* - **Intermediate Contract Administration** • Advanced Contract Administration (PPM 304)

DoD Schools Which Currently Offer Courses Equivalent to the Mandatory DAU Acquisition Courses

Appendix D

DoD Schools Equivalent DAU Course Credit Authorization

1. The following matrix provides a summary of equivalent credit authorization for DAU courses dependent upon the level of the Program Management Course completed.

Short Courses	PMC 20 wk	PMC Part I (6 wks)	PMC Part II (14 wks)
BCF 201	Yes	Yes	No
BCF 202	Yes	No	No
CON 351	Yes	No	Yes
LOG 201	Yes	No	No
PRD 202	Yes*	No	Yes
PMT 101	Yes	Yes	Yes
PMT 201**	Yes	Yes	Yes
PMT 341	Yes	Yes	Yes
SYS 201	Yes	No	Yes
TST 201	Yes*	No	Yes

* Must have graduated from PMC in 1987 or later to get credit.
** Graduates of PMT 201 are granted credit authorization for PMT 101.

2. Upon completion of the Naval Postgraduate School's Acquisition and Contract Management (815) Degree Program graduates will be authorized equivalent credit for the following DAU courses:

CON 101   Contracting Fundamentals
CON 104   Contract Pricing

CON 201	Government Contract Law
CON 211	Intermediate Contracting
CON 221	Intermediate Contract Administration
CON 231	Intermediate Contract Pricing
CON 301	Executive Contracting
PMT 341	Systems Acquisition for Contracting Personnel

3. Course equivalent credit for courses shown below, will be given to graduates of the Naval Postgraduate School from programs other than the above (815) course.

NPS Course	DAU Equivalent Credit Course
MN 3303	CON 101: Contracting Fundamentals
MN 3304	CON 104: Contract Pricing and CON 231: Intermediate Cost & Price Analysis
MN 3305	CON 221: Intermediate Contract Administration
MN 3307	CON 241: Automated Information Systems (AIS) Contracting
MN 3312	CON 201: Government Contract Law

Note:
(1) Must have graduated from PMC in 1988 or later and must successfully complete a practical exercise on data analysis and submit to course director to get credit. Contact Director, DSMC-PO-CS, Fort Belvoir, VA to make arrangements.

(2) Must have graduated from PMC in 1988 or later to get credit.

DAU Delivery Modes and Equivalency Examinations

Appendix E

DAU Delivery Modes and Equivalent Examinations

This Appendix lists the modes of instruction in which DAU courses are presented, and those courses for which an equivalency exam may be taken in lieu of attending the course. The delivery modes available are resident, on-site, correspondence, and satellite-TV.

DAU Delivery Modes and Equivalency Examinations

Course	Providers	Available Modes of Delivery				Equiv. Exam
		Resident	On-Site	Corres	Satellite	
ACQ 401 **Senior Acquisition Course** Senior Acquisition Course - SAC	ICAF	X				
BCF 202 **Intermediate Contractor Performance Measurement** Contractor Performance Measurement Course - DSMC-6	DSMC	X		X		
BCF 201 **Systems Acquisition Funds Management** Systems Acquisition Funds Management - DSMC-9	DSMC	X		X		
CON 101 **Contracting Fundamentals** MDACC Basic - 8D-4320	ALMC	X	X	X		X
	DCPSO		X			
	EUCOM		X			
	LOWRY	X				
	NAMTO		X			

DAU Delivery Modes and Equivalency Examinations

Course	Providers	Available Modes of Delivery				Equiv. Exam
		Resident	On-Site	Corres	Satellite	
CON 102 **Operational Level Contracting**	LOWRY	X				
CON 103 **Construction Contracting Fundamentals** Mgmt of Defense Acq Contracts (Basic) (Construction) - CTC-142	NFCTC	X	X			
CON 104 **Contract Pricing** Principles of Contract Pricing - QMT-170	AFIT	X	X	X		X
	DCPSO		X			
	EUCOM		X			
	NAMTO		X			
CON 105 **Operational Level Contract Pricing** Base Level Pricing G30ZR6534-009	LOWRY	X	X			
CON 106 **Construction Contract Pricing** Defense Cost and Price Analysis/Negotiation - PN	NFCTC	X	X			
CON 201 **Government Contract Law** Government Contract Law - PPM-302 Government Contract Law (Construction) - CTC-302 Base Contract Law - G30ZR6534-007	AFIT	X	X			X
	EUCOM	X	X			
	LOWRY	X	X			
	NFCTC		X			
	NAMTO		X			

DAU Delivery Modes and Equivalency Examinations

Course	Providers	Available Modes of Delivery				Equiv. Exam
		Resident	On-Site	Corres	Satellite	
CON 211 **Intermediate Contracting** MDACC Advanced - 8D-F12	ALMC	X	X			X
	DCPSO		X			
	EUCOM		X			
	NFCTC	X	X			
	NAMTO		X			
CON 221 **Intermediate Contract Administration** Contract Administration (Advanced) - PPM-304	AFIT	X	X			X
	NAMTO		X			
CON 222 **Operational Level Contract Administration** Base Contract Admininstration - G3AZR/65170-002	LOWRY	X				
CON 223 **Construction Contract Management**	NFCTC	X	X			
CON 231 **Intermediate Contract Pricing** Quantitative Techniques for Cost & Price Analysis - QMT-345	AFIT	X	X			
CON 232 **Overhead Management of Defense Contracts** Contractor Overhead Management - PPM-355	AFIT	X				

DAU Delivery Modes and Equivalency Examinations

Course	Providers	Available Modes of Delivery				Equiv. Exam
		Resident	On-Site	Corres	Satellite	
CON 233 **Cost Accounting Standards Workshop** Cost Accounting Standards Workshop - ALMC-CE	ALMC	X				
CON 241 **Automated Information SYS (AIS) Contracting** Defense Contracting for Information Resources - ALMC-ZX	ALMC	X	X			
Defense Contracting for Information Resources - NAMTO	NAMTO		X			
CON 301 **Executive Contracting** Defense Acquisition and Contracting Executive Seminar - ER	ASN(RDA)	X				
CON 311 **Executive Pre-Award Contracting** MDACC Executive - ALMC-B5	ALMC	X	X			
CON 321 **Executive Contracting Administration** Contract Administration Executive - PPM-057	AFIT	X				
CON 331 **Executive Cost and Price Analysis** Advanced Contract Pricing - QMT-540	AFIT	X	X			

DAU Delivery Modes and
Equivalency Examinations

| Course | Providers | Available Modes of Delivery | | | | Equiv. Exam |
		Resident	On-Site	Corres	Satellite	
IND 101 **Contract Property Administration Fundamentals** Industrial Contract Property Administration - PPM-151	AFIT	X	X			
IND 102 **Contract Property Disposition** Defense Contract Property Disposal - ALMC-TY	ALMC	X	X			
IND 103 **Contract Property Systems Analysis** Defense Contract Property "Systems Analysis" - PPM-251	AFIT	X				
IND 201 **Intermediate Contract Property Administration** Advanced Property Administration - PPM-300	AFIT	X	X			
IND 202 **Contract Property Management Seminar** Executive Contract Property Management Seminar - PPM-077	AFIT	X				
IRM 301 **AIS Procurement Strategies** AIS Procurement Strategies - PPS	IRMC	X	X			

DAU Delivery Modes and Equivalency Examinations

Course	Providers	Available Modes of Delivery				Equiv. Exam
		Resident	On-Site	Corres	Satellite	
IRM 302 **AIS Advanced Management Program** AIS Program Management - AMP	IRMC	X				
LOG 101 **Acquisition Logistics Fundamentals** Integrated Logistics Support (Basic) - ALMC-IU Navy Integrated Logistics Support Overview - NAMTO	ALMC	X	X		X	
	NAMTO	X				
LOG 201 **Intermediate Acquisition Logistics** Acquisition Logistics - AFIT SYS-225 ILS Advanced Course - ALMC-IT Management of Acquisition Logistics Course - DSMC-24	AFIT	X	X			
	ALMC	X	X			
	DSMC	X	X			
LOG 202 **Logistics Support Analysis** Defense Basic Logistics Support Analysis - ALMC-LR	ALMC	X				
LOG 203 **Reliability and Maintainability** Reliability and Maintainability Overview - QMT-020 Reliability and Maintainability Overview - AMEC 8A-F30	AFIT	X	X			
	AMEC	X	X			

DAU Delivery Modes and Equivalency Examinations

Course	Providers	Available Modes of Delivery				Equiv. Exam
		Resident	On-Site	Corres	Satellite	
LOG 204 **Configuration Management** Configuration Management - SYS-028 Configuration Management - AMEC-12 Configuration Management - NAMTO	AFIT	X				
	AMEC	X	X			
	NAMTO		X			
LOG 205 **Provisioning** Provisioning Management - LOG 260 Army Provisioning Process Course - ALMC-AH	AFIT			X		
	ALMC	X	X			
PMT 101 **Fundamentals of Systems Acquisition Management** Fundamentals of Systems Acquisition Management - DSMC-26	DSMC	X			X	
PMT 201 **Intermediate Systems Acquisition** Intermediate Systems Acquisition - DSMC-37	DSMC	X				X
PMT 301 **Program Management Course** Program Management Course - DSMC-3	DSMC	X				

DAU Delivery Modes and
Equivalency Examinations

| Course | Providers | Available Modes of Delivery | | | | Equiv. Exam |
		Resident	On-Site	Corres	Satellite	
PMT 341 **Systems Acquisition for Contracting Personnel** Systems Acquisition for Contracting Personnel - DSMC-34	DSMC	X				
PRD 101 **Production Management Fundamentals** Production Management I - PPM-153	AFIT	X	X			X
PRD 201 **Intermediate Production Management** Production Management II - PPM-305	AFIT	X	X			
PRD 202 **Defense Manufacturing Management** Defense Manufacturing Management Course - DSMC-13	DSMC	X				X
PUR 101 **Purchasing Fundamentals** Defense Small Purchase (Basic) - ALMC-B3	ALMC	X	X	X		X
	DCPSO		X			
	EUCOM	X	X			
	NAMTO	X				
PUR 102 **Operational Level Purchasing**	LOWRY	X				

DAU Delivery Modes and Equivalency Examinations

Course	Providers	Available Modes of Delivery				Equiv. Exam
		Resident	On-Site	Corres	Satellite	
PUR 201 **Intermediate Small Purchasing** Defense Small Purchase Advanced - ALMC-B4	ALMC	X	X			
QUA 101 **Quality Assurance Fundamentals** DoD In-Plant Quality Assurance - S89 DoD Acquisition Quality Assurance Fundamentals I - AMEC-210	DCPSO	X	X			
	AMEC	X	X			
QUA 201 **Intermediate Quality Assurance** DoD Acquisition Quality Assurance II - ALMC-QC Statistical Process Control - SPC - S81 DoD Acquisition Quality Assurance - ALMC-QC	ALMC	X	X			
	DCSP		X			
	NWAC		X			
QUA 301 **Executive Quality Assurance** DoD Acquisition Quality Assurance Management III - ALMC-QD	ALMC	X	X			

DAU Delivery Modes and Equivalency Examinations

Course	Providers	Available Modes of Delivery				Equiv. Exam
		Resident	On-Site	Corres	Satellite	
SYS 201 **Systems Engineering Management** Systems Engineering AMEC 4A-F7 Systems Engineering Management Course - DSMC-28	AMEC	X				
	DSMC	X				
TST 201 **Test and Evaluation Management** Test and Evaluation Management Course - DSMC-11	DSMC	X	X			

Mandatory Courses by Career Field

Appendix F

Mandatory Courses by Career Field

This appendix provides a matrix of the mandatorycourses by career field according to the career levels I, II, or III.

FY 94
Mandatory Courses by Career Field

	Auditing	Business, Cost Estimating & Financial Mgmt.	Communications & Computer Systems	Contracting	Acquisition Logistics	Industrial/Contract Propert yManagement	Manufacturing & Production	Program Management	Purchasing	Quality Assurance	System Planning, RD&E	Test & Evaluation Engineering
AUD 1130	L1											
AUD 4120	L2											
AUD 4230	L2											
AUD 1320	L2											
AUD 8560	L3											
BCF 201		L2										
BCF 202		L2										
CON 101				L1[3]		L1[8]						
CON 102				L1[3]		L1[8]						
CON 103				L1[3]		L1[8]						
CON 104				L1[3]								
CON 105				L1[3]								
CON 106				L1[3]								
CON 201				L2[4]		L2						
CON 211				L2[4]								
CON 221				L2[4]		L2[9]						
CON 222				L2[4]		L2[9]						
CON 223				L2[4]								
CON 231				L2[4]								

FY 94
Mandatory Courses by Career Field

	Auditing	Business, Cost Estimating & Financial Mgmt.	Communications & Computer Systems	Contracting	Acquisition Logistics	Industrial/Contract Property Management	Manufacturing & Production	Program Management	Purchasing	Quality Assurance	System Planning, RD&E	Test & Evaluation Engineering
CON 232				L2(4)								
CON 233				L2(4)								
CON 241				L2(4)								
CON 301				L3(5)		L3(5)						
CON 311				L3(6)								
CON 321				L3(6)		L3						
CON 331				L3(6)								
IND 101						L1						
IND 102						L1						
IND 103						L1						
IND 201						L2						
IND 202						L2						
IRM 301			L3									
IRM 302			L3(1)									
LOG 101					L1							
LOG 201					L2							
LOG 202					L2							
LOG 203					L2							
LOG 204					L2(7)							
LOG 205					L2(7)							
PMT 101	L1		L1		L1			L1			L1	L1
PMT 201			L2		L3			L2				
PMT 301			L3(2)					L3(10)				
PMT 341				L3(6)								
PRD 101							L1					
PRD 201							L2					

FY 94
Mandatory Courses by Career Field

	Auditing	Business, Cost Estimating & Financial Mgmt.	Communications & Computer Systems	Contracting	Acquisition Logistics	Industrial/Contract Property Management	Manufacturing & Production	Program Management	Purchasing	Quality Assurance	System Planning, RD&E	Test & Evaluation Engineering
PRD 202							L2					
PUR 101									L1			
PUR 102									L1			
PUR 201									L3			
QUA 101										L1		
QUA 201										L2		
QUA 301										L3		
SYS 201											L2	
TST 201												L2/L3

(1) **COMM & COMPUTER SYSTEMS** - Not required for graduates of PMT 301. Level III requires IRM 301 or IRM 302.

(2) **PMT 301** mandatory for personnel selected for Acquisition Category I or II, PM or DPM critical acquisition positions.

(3) **CONTRACTING** - Contracting Level I requires TWO basic contracting courses:
    a. **CON 101 or CON 102,** for all contracting positions except construction and facilities or **CON 103** for assignments involving emphasis on construction and facilities contracting.   PLUS
    b. **CON 104, or CON 105** for positions involving emphasis on contract pricing. or **CON 106** for positions involving emphasis on construction and facilities contracting.

(4) **CONTRACTING** - Level II certification requires CON 201 and CON 231 plus ONE of the following courses based on primary assignment: CON 211, CON 221, CON 222, CON 223, CON 232, CON 233, CON 241.

(5) **CON 301** should be attended every 3 - 5 years.

(6) **CONTRACTING** - Level III requires CON 301 plus ONE of the following based on primary assignment: CON 311, CON 321, CON 331, PMT 341.

(7) **LOGISTICS (ACQUISITION)** - Level II requires ONE of LOG 204 or LOG 205.

(8) **INDUSTRIAL CONTRACT PROPERTY MANAGEMENT** - Level I requires ONE of CON 101, CON 102, CON 103.

(9) **INDUSTRIAL CONTRACT PROPERTY MANAGEMENT** - Level II requires ONE of CON 221 or CON 222. IND 202 should be attended every 3 - 5 years.

(10) **PROGRAM MANAGEMENT** - PMT 301 is mandatory for personnel assigned to or selected for PEO, PM, or deputy PM of a Major Defense Acquisition Program.

American Council on Education (ACE) College Credit Hours

Appendix G

American Council on Education (ACE) College Credit Hours

The American Council on Education (ACE) evaluates formal education and training programs and courses sponsored by Service Schools, other DoD organizations, other government agencies, business, and industry, and makes college credit recommendations. ACE itself does not grant academic credit. Rather, ACE evaluates courses offered by non-accredited organizations and "recommends" the amount of credit it believes a course is worthy of being granted by an accredited institution.

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

The following charts show the ACE college credit hours assigned to DAU courses as semester hours, along with the provider of the course and local titles. These courses may be used to meet the Acquisition Corps Education Standard.

American Council on Education (ACE)
College Credit Hours for DAU Courses

DAU Course Number	Provider Course Number and Name	ACE Recommended Credit Hours
CON 101	**ALMC - 8D-4320 -** Management of Defense Acquisition Contracts (Basic)	3
CON 101	**AQ 301 -** Management of Defense Acquisition Contracts (Basic)	3
CON 103	**NFCTC - CTC 142 -** Management of Defense Acquisition Contracts (Basic)	3
CON 106	**NFCTC - PN -** Contract Pricing and Negotiation	4
CON 201	**NFCTC - CTC 302 -** Government Contract Law	3
CON 201	**NAMTO AQ 503 -** Government Contract Law	3
CON 211	**8D-F12 -** Management of Defense Acquisition Contracts (Advanced)	2
CON 211	**NAMTO - AQ 401 -** Management of Defense Acquisition Contracts (Advanced)	3
CON 221	**NAMTO AQ 502 -** Advanced Contract Administration	3
CON 223	**NFCTC - CTC 542 -** Advanced Contract Management (Construction)	3
CON 233	**ALMC-CE -** Defense Cost Accounting Standards Workshop	2
CON 241	**ALMC-ZX -** Defense Contracting for Information Resources	2
IRM 302	(AIS) Advanced Management Program	19

American Council on Education (ACE)
College Credit Hours for DAU Courses

DAU Course Number	Provider Course Number and Name	ACE Recommended Credit Hours
LOG 201	**ALMC-IT -** Integrated Logistics Support Advanced	2
LOG 202	**ALMC-LR -** Defense Basic Logistic Support Analysis	2
LOG 204	**AMEC-12 -** Configuration Management	3
LOG 205	**ALMC-AH -** Army Provisioning Process	3
PMT 301	**PMC -** Program Management Course	9
PUR 101	**ALMC-B3 -** Defense Small Purchase (Basic)	2
PUR 201	**ALMC-B4 -** Defense Small Purchase (Advanced)	2
QUA 101	**AMEC 210 -** Defense Acquisition Quality Assurance Fundamentals	2
SYS 201	**AMEC-4A-F7 -** Systems Engineering	4

College Credit Through Examination

Appendix H

College Credit Through Examination

Acquisition employees may meet the Acquisition Corps education standards by passing examinations offered through the Defense Activity for Non-Traditional Education Support (DANTES).

The Defense Activity for Non-Traditional Education Support (DANTES) sponsors the College Level Examination Program (CLEP) and DANTES Subject Standardized Tests (DSSTs) through the College Board and the Educational Testing Service (ETS). Nine tests are available and a passing score on an examination qualifies for three credit hours toward the Acquisition Corps Education Standard. Passing scores on DANTES exams do not have to be listed on a college transcript in order to be applied to Acquisition Corps Education Standards.

Tests are administered to eligible personnel at military education offices that have DANTES Test Centers.

The following table provides information on the tests and the credit hours which may be used to meet the Acquisition Corps Education Standards.

College Level Examination Program (CLEP)
DANTES Subject Standardized Tests (DSST)

Acquisition Education Requirement	DSST or CLEP Examination	SEM Credit Hours
Accounting	**DSST 525 -** Principles of Financial Accounting	3
Business Finance	**DSST 524 -** Principles of Finance	3
Economics	**CLEP 036 -** Introduction to Macroeconomics	3
	CLEP 037 - Introduction to Microeconomics	3
Law	**DSST 534 -** Business Law II	3
Marketing	**DSST 549 -** Basic Marketing	3
Organization and Management	**DSST 530 -** Personnel/Human Resources Management	3
	DSST 531 - Organization Behavior	3
Quantative Methods	**DSST 450 -** Principles of Statistics	3

Sample Forms

Appendix I

Sample Forms

ECI ENROLLMENT APPLICATION

(TYPE or PRINT clearly. Fill out in accordance with instructions in the ECI Catalog.)

PRIVACY ACT STATEMENT

1. AUTHORITY: 44 USC 3101; 3101; 10 USC 8012; EO 9397. 2. PRINCIPAL PURPOSE: Used for individuals to provide information to ECI for enrollment in a specific correspondence study course. 3. ROUTINE USE: To provide ECI course enrollment. 4. DISCLOSURE: Voluntary. However, if information is not provided, enrollment cannot be accomplished.

1. ECI COURSE NUMBER	2. SOCIAL SECURITY ACCOUNT NUMBER	3. IDENTITY CODE/CATEGORY

4. NAME *(First Initial, Second Initial, Last Name)*

5. REASON FOR ENROLLMENT – CODES

L ☐   MANDATORY

N ☐   VOLUNTARY

6. PAY GRADE

7. TCO PHONE *(Autovon)*

8. ADDRESS *(OJT enrollee use address of Unit Training Office)*

10. COURSE TITLE

11. SIGNATURE AND TITLE OF APPROVING OFFICIAL

The applicant has been briefed on the enrollment policy and is eligible for enrollment in this course.

SIGNATURE

ZIP CODE

9. ZIP CODE/SHRED OF TEST CONTROL OFFICE

TITLE

☆ U.S.G.P.O.: 1986-636-518/40005

ECI FORM SEP 82 23   PREVIOUS EDITION WILL BE USED

APPLY POSTAGE HERE

EXTENSION COURSE INSTITUTE
Air Force Center for Continuing Education
Gunter AFS AL 36118–5643

Sample Forms

DEFENSE SYSTEMS MANAGEMENT COLLEGE
CONTRACTOR PERFORMANCE MEASUREMENT
INDIVIDUAL SELF-PACED COURSE
REGISTRATION FORM
Data Required by Privacy Act

* **OFFICE USE ONLY:**
*
* **Date Rcvd:** _____
*
* **Student #:** _____ / _____

****

NAME: Last, First, Middle Initial _____ | Social Security # _____ | Rank/Grade & Series _____

****

EMPLOYER INFORMATION

Service   Status

___ Air Force   ___ Navy   ___ Active Duty   ___ Gov't Civilian

___ Marine Corps   ___ Army   ___ Reserve   ___ National Guard

___ DoD   ___ DLA   ___ Other _____

___ DCAA   ___ Industry

___ Other _____   Job Title: _____

_____
Name of Company/Employer

_____
Street Address

_____   _____   _____
City   State   Zip/Postal Code

_____   _____
Duty Phone (Commercial)   Duty Phone (DSN)

****

BACKGROUND

Education Level

___ High School   Major Field of Study: _____

___ Some College

___ Bachelors Degree   Years of Acquisition Experience: _____

___ Masters Degree

___ Doctorate Degree

_____
Street Address (Home Preferred)

_____   _____   _____
City   State   Zip/Postal Code

****

PLEASE TURN OVER AND COMPLETE REVERSE SIDE

****

INDUSTRY STUDENTS

Please include $95.00 registration fee. Make checks payable to TREASURER OF THE UNITED STATES.

****

I realize I must complete this instruction within twelve months.

_____   _____
Signature (in ink)   Date

MAIL COMPLETED FORM TO:

Defense Systems Management College
Attn: FD-CS (CPM-ISP)
Fort Belvoir, VA 22060-5426

****

CERTIFICATION OF LEVEL II
ACQUISITION CORPS MANDATORY STUDENTS

Contractor Performance Measurement
Individual Self-Paced Course
(DAU BCF 202)

I hereby certify that _____ is a student in the following
                              (Student's Name)

career field: ____ Acquisition Logistics   ____ Manufacturing/Production
              ____ Auditing   ____ Program Management
              ____ Business, Financial, Cost Mgt   ____ Purchasing
              ____ Computers-Communication   ____ Quality
              ____ Contracting   ____ Systems Planning, RD&E
              ____ Industrial Property Mgt   ____ T & E Engineering
              ____ Other _____

and requests to enroll in the Level II Acquisition Corps mandatory Contractor Performance
Measurement Course.

_____   _____
Supervisor's Signature (in ink)   Date

****

Sample Forms

ARMY CORRESPONDENCE COURSE ENROLLMENT APPLICATION	DATE
For use of this form, see AR 351-20; the proponent agency is TRADOC.	

DATA REQUIRED BY THE PRIVACY ACT

AUTHORITY: 10 USC 3012 (B) and (G)

PRINCIPAL PURPOSE: To obtain information necessary by Army schools to administer student participation in the Army correspondence course program.

ROUTINE USES: Used by Army schools to obtain basic data needed to determine eligibility for enrollment, process applications, maintain student records, and perform all other administrative functions inherent in student administration.

DISCLOSURE: Mandatory. Failure to provide this information could result in the applicant not being able to participate in the program.

SUBMIT ONE COPY. SEE INSTRUCTIONS ON REVERSE

1. THRU *(Unit to which assigned)*

TITLE OF APPROVING OFFICIAL

SEQ NO | TRANS CODE
4 |
15 | 16

21 / 40

UNIT ADDRESS LINE 1 UNIT DESIGNATION *(May not be left blank)*

41 / 60

UNIT ADDRESS LINE 2 P.O. BOX OR STREET *(May be left blank)*

SEQ NO | TRANS CODE
5 | .
15 | 16

61 / 80

UNIT ADDRESS LINE 3 CITY, POST OR APO   STATE   ZIP CODE

21 / 33 34 35 36 / 40

2. TO: *(School address, including ZIP Code)*

3. FROM: *(Mailing address to which subcourses are to be sent)*

LAST NAME – FIRST NAME – MIDDLE INITIAL

SEQ NO | TRANS CODE
2 |
15 | 16

21 / 40

STUDENT ADDRESS LINE 1 UNIT DESIGNATION OR PO BOX OR STREET *(May not be left blank)*

41 / 60

STUDENT ADDRESS LINE 2 P.O. BOX OR STREET *(If not given on Student Address, Line 1)*

SEQ NO | TRANS CODE
3 |
15 | 16

61 / 80

STUDENT ADDRESS LINE 3 CITY, POST OR APO   STATE   ZIP CODE

21 / 33 34 35 36 / 40

4. I REQUEST ENROLLMENT IN: *(Course title, MOS if applicable, or subcourses desired) (NOT FOR USE BY CGSC COURSE APPLICANTS)*

NOTE: If you were previously enrolled in this course, indicate date of termination of enrollment....

If enrollment is for purpose of branch qualification, check here *(Reserve Component officers only)* ☐ YES

5. *FILL IN ALL BLOCKS EXCEPT SHADED BLOCKS – SHADED BLOCKS ARE FOR SCHOOL USE ONLY.*

SCHOOL CODE	RECORD CODE	STUDENT'S SSN	SEQ NO	TRANS CODE	ENG CODE	PHASE
1 / 3	4	5 / 13	1 / 15	16	17	19

COURSE NUMBER	SUBCOURSE NUMBER	SUBCOURSE SEQ CODE	NUMERIC GRADE	ENR VAR	GROUP NUMBER OR ID
20 / 22	23 / 28	29 / 31	32 / 34	35	36 / 38

PERS CLASS	COMP CODE	BRANCH	RANK	BULK S/C REQD	REP QTY	
50 / 51	52	53 / 54	56 / 58	59 / 61	62 / 63	

RYE DATE			EYE DATE			CREDIT HOURS ACCUMULATED	
DAY	MONTH	YEAR	DAY	MONTH	YEAR	EYE	RYE
64 / 65	66 / 67	68 / 69	70 / 71	72 / 73	74 / 75	76 / 78	79 / 80

DA FORM 1 DEC 75 **145**   REPLACES EDITION OF 1 JAN 69, WHICH IS OBSOLETE.

Appendix I

6.	ARMY SCHOOL COURSES AND CORRESPONDENCE COURSES COMPLETED		
SCHOOL	TITLE OF - RESIDENT OR NONRESIDENT COURSE AND/OR INDIVIDUAL SUBCOURSES	CLASS NO. OR SUBCOURSE NO.	DATE COMPLETED

The following will be completed by the commander subject to examination of applicant's personnel records. Completion of individual subcourses may be verified from completion certificates in possession of applicant if copies are not in personnel files.

7. I REALIZE I MUST COMPLETE THIS INSTRUCTION WITHIN THE TIME LIMITS ESTABLISHED BY THE SCHOOL COMMANDANT, AND I INTEND TO MEET THE REQUIREMENTS.

(Primary MOS Including Skill Level)   *(Grade)*   *(Signature of Applicant) (Sign in ink)*

8. a. RECOMMEND APPROVAL ☐ YES ☐ NO

  b. UNDER THE PROVISIONS OF AR 351-20 AND DA PAMPHLET 351 THE APPLICANT IS ELIGIBLE FOR ENROLLMENT IN COURSE(S) REQUESTED. ☐ YES ☐ NO

  c. INFORMATION ENTERED ON APPLICATION IS COMPLETE, ACCURATE AND LEGIBLE.

  d. I HAVE COUNSELED THE APPLICANT THAT IT IS THE STUDENT'S RESPONSIBILITY TO COMPLETE WORK FOR WHICH ENROLLED WITHIN TIME LIMITS ESTABLISHED BY THE SCHOOL COMMANDANT.

9. NAME AND GRADE OF UNIT COMMANDER OR OTHER APPROVING OFFICIAL *(Item 1)*	SIGNATURE	DATE

Information pertaining to enrollment qualifications, submission of applications and courses available are contained in AR 351-20, DA Pamphlet 351-20, and individual school catalogs.

INSTRUCTIONS TO APPLICANTS

Complete by legibly block printing only in areas not shaded. If additional space is required, attach separate sheets.

DO NOT fill in shaded areas. Areas/blocks which contain hash marks may be used to keypunch data for use in automated systems; enter only one character per hashmark, e.g., ~~0,7,4,3,1,2,1,4,2~~ SSN   ~~S,S,G~~ RANK

ITEM 1. On the first line enter title of approving official; for example the word "Commander" if in military unit. Skip a block between the words; for example, ~~4,T,H, ,P,S,Y,O,P, ,C,O~~

State and Zip Code may be left blank if unit address line 3 contains an APO number. State is a two-letter abbreviation; for example, Virginia is VA, New York is NY.

ITEM 2. Applications will be addressed to appropriate school and, after verification, forward through channels prescribed in para 4, DA Pam 351-20.

ITEM 3. Skip a block between words as shown in example, Item 1 above. State and ZIP may be left blank if unit address line 3 contains an APO number. State is a two-letter abbreviation; for example, Virginia is VA, New York is NY.

ITEM 4. Enter title of course. On career development courses, include correct MOS and skill level with title. If selected sub-courses are required, enter subcourse number(s) and title(s). Enrollment in CGSO Course is made by letter request to Comdt, USACGSC, ATTN: Registrar NRI, Ft Leavenworth, KS 66027.

ITEM 5. Student's SSN. SSN without dashes. Foreign students leave blank.

Pers Class. Civilian—C, General Officer—G, Commissioned officer=O, Warrant officer=W, Enlisted—E, Cadets=D and Foreign students = F.

Comp Code. Enter one of the following, for example, if RA Enl, enter 03.

01-RA/AUS GO	08-NGUS OFF/WO	16-USAF
02-RA/AUS OFF/WO	09-USAR Enl	17-USN
03-RA/AUS Enl	10-NGUS Enl	18-USCG
04-NGUS GO	12-NDCC/ROTC/JR	19-USMC
05-USAR GO	13-FGN Mil	20-CADET
06-RET GO	14-US CIV	
07-USAR OFF/WO	15-FGN CIV	

Branch. Officers/WO enter branch. All others leave blank.

Rank. RA warrant officers and enlisted personnel who hold a Reserve commission enrolling in career development courses must enroll in their Reserve capacity. Enter grade (rank), for example, PFC, SSG, SGM, MAJ.

RYE Date. USAR applicants not on extended active duty will enter the anniversary date of their retirement year, for example, 2 June=0206. If unsure of this date see your company clerk.

ITEM 6. List all resident and nonresident courses and subcourses completed. If course completion certificate has not been issued, list individual subcourse(s) completed if administered in course for which application is submitted.

ITEMS 7, 8 and 9. Self-explanatory.

Sample Forms

Defense Acquisition University
Room 460
2001 N. Beauregard Street
Alexandria, VA 22311

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, $300