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University

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DEFENSE ACQUISITION UNIVERSITY
2001 NORTH BEAUREGARD STREET
ALEXANDRIA, VIRGINIA 22311-1772

FOREWORD

Acquisition reform in the Department of Defense and the entire Federal government is advancing at the speed of light. New legislation and initiatives within the DoD will revolutionize the way the government buys goods and services and will change dramatically functions performed in the acquisition process. It is clearly recognized that the key to achieving these reforms is a well trained and educated acquisition work force.

The training and education of the acquisition work force is a shared mission of the DAU consortium of schools, the Directors of Acquisition Career Management, and the DoD career functional boards. It is a team effort to provide the members of the acquisition work force with the latest and best instruction and information for every course and career field. The DAU schools and faculty are a dedicated, knowledgeable, and professional resource for the acquisition work force. When attending a DAU sponsored course, you will be provided the education you need to understand the new acquisition process, the reasons for the changes, and your new functional responsibilities. New teaching technologies are being developed so that you learn the latest using the newest methods. In DAU courses, you will acquire the skills needed to perform your job now and in the future.

This catalog is your best tool to learn what is available for your acquisition education. Use it to understand what you need to learn, what organization teaches it, where and when it is taught, and how to register for the courses. If you have any questions, please call the staff of your Director of Career Management, the DAU staff, or the point of contact at the schools. All are pledged to help you gain the best education and training possible.

Good luck and I hope to see you in the classroom.

Thomas M. Crean
President
Defense Acquisition University

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Chapter 1

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 that provides mandatory and assignment specific acquisition courses for military and civilian personnel serving in 11 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 106,000 career personnel serving in DoD acquisition positions. Through its consortium members, the DAU provides a full range of basic, intermediate, advanced, and qualification 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 and Technology) (USD(A&T)) on issues of career development and recommend mandatory training, education, and experience required for their functional areas.

The President of the DAU reports to the (USD(A&T)) 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&T) concerning matters related to organizational manage-

ment, 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 and assignment specific 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)
- Lackland Training Facility (LTF)
- Naval Facilities Contracts Training Center (NFCTC)
- Naval Postgraduate School (NPS)
- Naval Warfare Assessment Division (NWAD)
- Naval Center for Acquisition Training (NCAT)
- Office of the Assistant Secretary of the Navy (OASN), Research, Development and Acquisition (RD&A/APIA-PP)

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Chapter 2

Administrative Information

Chapter 2

Administrative Information

A. General Statement

This catalog is organized to provide a highly **recommended sequence of courses** that is needed for students to successfully complete those courses prescribed as mandatory and desired in DoD 5000.52-M, "Career Development Program for Acquisition Personnel." It is strongly recommended that students attend mandatory courses in the sequence prescribed because one course builds on the other and competence in prior course material is assumed, i.e., IND 201, IND 202, etc. By using the information and procedures in this catalog, one can determine the mandatory training and education required for a particular acquisition career field and career level.

Students assigned to career fields **Acquisition Logistics; Business, Cost, Estimating, and Financial Management; Communication-Computer Systems; Manufacturing, Production, and Quality Assurance; Program Management; Systems Planning, Research, Development and Engineering; and Test and Evaluation** take the core course at the career level assigned before taking other mandatory training requirements. This is a multidisciplinary course that includes the general systems acquisition subjects used as a baseline for follow-on career field specific courses. The core course for Career Level I is **ACQ101 Fundamentals of Systems Acquisition Management** and for Career Level II is **ACQ201 Intermediate Systems Acquisition Management**. The **ACQ101** is a prerequisite for **ACQ201** and **ACQ201** is a prerequisite for **PMT302 Advanced Program Management**. Students may use the fulfillment process described in Section H to fulfill required courses.

Courses are grouped in Appendix I by career field, in certification checklists by the three career levels, and the recommended sequence of completion. Although generally associated with a specific career field and career level,

ome courses are multi-functionlly related and required at various areer levels. The basic level, ***Level I***, courses are designed to rovide fundamental knowledge nd establish primary qualification nd expertise in the individual's areer field, job series, or functional area. At the intermediate evel, ***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 a particular GS level or to military grades/ranks that have been defined by the individual military department or agency. Grade, however, is not generally a requirement for course enrollment. Course descriptions and assignment specific course descriptions are listed alphanumerically in Chapter 5 with a list of highly recommended course(s) students should have successfully completed prior to enrolling.

The catalog provides a listing of assignment-specific courses in addition to DAU-mandatory courses required for certification. Assignment-specific courses are courses that must be completed successfully in order for an individual to perform a specific set of duties, or a specific assignment within a position or the duties of the position itself. These duties, or this assignment, are not keyed to a single career field. They are not mandatory for certification unless otherwise stated.

B. DAU Course Implementation Process

The Defense Acquisition Workforce Improvement Act (DAWIA) mandates that the Department of Defense provide education and training for its acquisition workforce. The President of DAU, is responsible for **coordinating** the establishment and maintenance of the mandatory training and education program **recommended** by the Office of the Secretary of Defense (OSD) Functional Boards and **approved** by the USD(A&T). The required courses are developed, delivered, and maintained by DAU consortium member schools and organizations.

The University program is based on identification of acquisition education and training workforce requirements by OSD Functional Boards. These requirements are translated into competency state-

ments, which are the basis for the DAU courses.

Suggestions for course improvement may be made directly to the sponsoring school—**if** the competency is not affected. The school will review the request and make appropriate changes. Changes to course competencies should be sent to the cognizant Functional Board.

Questions may be directed to, DAU, Office of the President, 2001 North Beauregard Street, Alexandria, VA 22311.

C. 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 enhanced seminar, satellite, and correspondence. Appendix E provides a matrix that displays the DAU course delivery modes and available DAU equivalency examinations (credit by examination). Information on course offerings, schedules, and location of courses is published separately in the DAU Course Schedule. It is also available online via the DAU Bulletin Board System and over the Internet. See Section K of this chapter for instructions.

D. 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, monitoring, managing, enrolling students in correspondence courses and equivalency examinations, 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 students have sufficient time to make necessary arrangements for attending class. Information entered into the system is used by the schools to send the students their materials.

E. Course Registration Procedures

Using Appendices I and J in conjunction with Chapters 4 and 5, the employee and supervisor may plan training requirements for career development purposes. Travel and per diem for mandatory training, including correspondence courses and equivalency examinations, for acquisition workforce members will be funded by DAU via the student's component. Procedures to attend these courses are:

1. Use Appendices I and J to identify courses that are required for certification in the career field and career level, or for performing an assignment-specific function in acquisition.
2. Follow the procedures listed below by component to enroll in any mode in which the course is available. Course delivery modes are listed in Appendix E.

After the student receives notification of registration for training, reporting instructions with class start/end dates, building/room number, etc. will be provided by the school if it is a **resident** class. This information will be provided to the component in which the student is assigned if it is an **onsite** class. There may be instances when precourse materials are forwarded by the school to the student (see the applicable course description). If you have not received reporting instructions within 30 days before the class start date, contact the school registrar, at the number listed in Appendix B.

Army Personnel

Army Acquisition Workforce (AAW) civilian and military personnel who require mandatory training will follow locally established procedures for nominating personnel for training. Supervisors of AAW personnel are responsible for identifying and nominating AAW personnel for mandatory training in the sequence prescribed for the acquisition career field. Organizations nominating personnel for mandatory training will use ATRRS to enter applications under Quota Source H4 (plus local quota source) at least 90 days prior to the class start date for all training modes. Applications, especially those for on-site courses, should be entered in ATRRS as soon as the on-site approval is received.

Research, Development, and Acquisition Information Systems Activity (RDAISA), 703-731-9557/3587 or DSN 931-9557/3587, e-mail aacts@radford-emh1.army.mil will register students approved for

training, and issue funding for travel and per diem. The requesting organization will obtain specifics on the scheduled training through ATRRS. Organizations are encouraged to monitor closely the availability of on-site class offerings to minimize expenses associated with class attendance in resident mode.

Student course cancellation and substitution should be limited to only extreme emergencies. To cancel a confirmed class registration, contact the local civilian personnel office point of contact. For rescheduling training, follow the procedures outlined above.

Military personnel enroute to a new duty station or to an acquisition position must contact PERSCOM, Functional Area Management and Development Division, DSN 221-2801 or (703) 325-2801 to obtain a quota in a mandatory course.

On-site course offerings shall be filled by students locally and travel and per diem expenses kept to a minimum.

Navy Personnel

Department of the Navy (DON) personnel may request quotas for mandatory acquisition courses by completing a DON Acquisition Training Registration sheet (DACM1) and submitting it to their 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 as well as correspondence courses and equivalency exams to the Naval Acquisition Career Management Center (NACMC) in Mechanicsburg, PA. The NACMC will enter the nominations into the ATRRS and notify the individual student when class space is available. If reporting instructions are not received for on-site offerings, DON students should contact the central registrar at the NACMC. All funding associated with mandatory acquisition education will be managed by the NACMC and lines of accounting will be issued to those mandatory students who require travel and per diem for course attendance.

In the event a student is unable to attend training as scheduled, a DON Acquisition Training Program Request for Cancellation (DACM 2) should be completed and forwarded to NACMC. The local training representative will be able to

assist in determining the availability of a substitute. To reschedule training, students must reapply through their local training representative using the procedures cited above.

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. Air Force personnel desiring space available seats should use the same process as that for regular students.

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).

Non-DoD Personnel

Non-DoD personnel may attend DAU courses on a space-available basis. In FY96, non-DoD personnel may be registered 45 days before a class starts. Registration may be done by submitting a com-

pleted DD Form 1556 "Request, Authorization, Agreement, Certification of Training and Reimbursement" or SF 182 "Request, Authorization, Agreement, Certification of Training" or other organizational training form to DAU. Tuition and travel costs are the responsibility of the requesting organization.

For additional information concerning certification standards, DAWIA, etc., please call:

Army 703-805-4162

Air Force 703-614-9446

Navy 703-602-9937

DoD 703-617-0185

F. Missed Student Contact Hours

1. Students are expected to attend all sessions of classroom and satellite courses and complete all course work.

2. Absences for medical or family emergencies must be approved by the course director, lead instructor, or designated representatives.

3. Cumulative absences that exceed 5 percent of contact time may be grounds for dis-enrollment (removal from course and receipt of an "incomplete").

4. Established DoD and Office of Personnel Management guidance for civilians and Service regulations for military personnel concerning various categories of leave shall be followed.

G. 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 provides a listing of course length, the DAU course, number, sponsor, and Personnel Data System (PDS) codes. Predecessor courses are listed in Appendix I. 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. Appendix D lists other DoD schools that offer DAU equivalent courses.

H. 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 until October 1, 1997. DoD Acquisition Career Management Mandatory Course Fulfillment Program and Competency Standards Guide (ADS-95-03-GD) provides the required forms and procedures. Students may obtain the guides from their respective career program functional representatives. A sample DD Form 2518 is provided in Appendix K.

2. **DAU Equivalency Test Program (Course Credit by Examination).** The DAU Equivalency Test Program (Course Credit by Examination) provides an opportunity for employees to take a comprehensive test, in lieu of attending a mandatory course. Acquisition workforce employees may apply to take the examinations using the same procedures as required by their servicing organization for enrolling into any DAU mandatory course. The school providing the examination will contact the student to schedule dates/times. If students do not hear from the school within 30 days after application, contact the person listed below.

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

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

Commandant
U.S. Army Logistics Management College
Attn: ATSZ-ASOR
12500 Logistics Circle
Fort Lee, VA 23801-6041

Point of Contact:
Ms. Beulah Williams
DSN 539-4748 or
Commercial (804) 765-4748

Appendix E provides a listing of courses that may be satisfied by examination.

3. **Correspondence Courses.** Members of the acquisition workforce may complete DAU mandatory courses through correspondence courses in lieu of attending classes. Employees may enroll in correspondence courses by using the same procedure established by the Ser-

vice to enroll in any mandatory DAU course. Course materials will be forwarded by the Army Institute for Professional Development (804-878-4701) for PUR 101 correspondence course. Course materials for other correspondence courses will be forwarded by the Air Force Extension Course Institute (ECI) and the Defense Systems Management College (DSMC). Appendix E provides a matrix that shows which courses are available.

4. **DAU Enhanced Seminar Program.** The DAU Enhanced Seminar Program is an alternative instructional delivery mode that enables students to receive mandatory courses at remote sites through the use of certified facilitators. Currently the Air Force Institute of Technology is the only consortium member that offers courses in this mode. The DAU course offered is: **CON201** Government Contract Law. Interested organizations should contact: Ms. Sandi Ramroth, AFIT/LSEM, DSN 785-1167, Comm 513-255-1167; Fax DSN 986-7622, Comm 513-476-7622.

I. College Course Equivalency Examinations

The Defense Acquisition Workforce Improvement Act (P.L. 101-510, 1990) requires that beginning October 1, 1993, DoD employees with less than 10 years of acquisition experience (as of October 1, 1991) must meet a new educational standard. This standard is 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 at least 24 semester credit hours in any combination from among the following disciplines:

Accounting
Business Finance
Law
Contracting
Purchasing
Economics
Marketing
Industrial Management
Quantitative Methods
Organization and Management

DoD Instruction 5000.58, "Defense Acquisition Workforce," establishes policy that 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 that sponsors many types of testing programs and provides other voluntary educational support services throughout the DoD. The tests are administered at military installation education centers and other Federal Government installation education offices.

Employees in the acquisition workforce desiring to use equivalency exams to meet mandatory education qualifications is eligible to participate in this program. Examinations can be administered to *eligible* personnel at military education offices that have DANTES test centers. A list of available examinations is provided in Appendix H.

J. Consortium Schools

Appendix B provides a brief description and point of contact for each school 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.

K. Electronic Access to the DAU

1. DAU Computer Bulletin Board System. *The DAU Bulletin Board System (DAU BBS) is open to anyone in the DoD acquisition workforce.*

Features of the BBS include:

Announcements, Newsletters, and Bulletins - keep up with changes that affect the acquisition workforce or DAU operations.

Message Areas - offer public and private conferences with public and private messages. Messages may be directed to all DAU BBS users, everyone in a message conference, or to

specific users. This also supports ".QWK" off-line mail readers.

File Areas - are text and binary files that can be exchanged over the BBS in most common protocols. Shareware and freeware programs are available for downloading. DAU's course schedule, fulfillment guide, 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 eight data bits, no parity, and one stop bit.

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

2. Internet Acess to DAU. The DAU operates a World Wide Web Homepage for access to its cata log, schedule, other documents, and other educational sites. Its Internet address is http://www.acq.osd.mil/dau/. Ftp access to some DAU documents is also available through ftp://ftp.dtic.dla.mil/pub/acqed.

Chapter 3

Senior Acquisition Education Program and the Senior Acquisition Course (ACQ401)

Chapter 3

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

The Senior Acquisition course 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 & Technology) (USD(A&T)) to present the Senior Acquisition Course for selected students as part of the Defense Acquisition University (DAU). Students are selected for attendance by the respective services or agencies. Military officers are selected as part of the senior service school selection process and designation by the Defense Acquisition Career Manager (DACM). Civilians normally apply through and are selected by the Service or agency DACM.

ICAF has expanded the acquisition portion of its curriculum for Senior Acquisition Course students. Students will be offered a wide choice of research and elective opportunities, as well as a common core curriculum and two mandatory Advanced Studies in Acquisition Policy courses. Students will be fully integrated into the ICAF student body for most studies. Separate attention will be provided in acquisition course work, while retaining the benefits of intermingling with students from the operational and other functional communities.

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

1. **Core Curriculum.** The multidisciplinary core curriculum includes major acquisition management issues distributed throughout studies in such courses as Strategic Decision Making, Political Science, History, Military Strategy, Economics, Elements of National Industrial Power, Joint Military Logistics, Mobilization, and Industry Studies. A concentrated course in acquisition management is conducted in the spring in conjunction with the 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. Students in the Senior Acquisition Course participate in the core curriculum with all other ICAF students.

2. **Mandatory Acquisition Policy Advanced Studies.** Two mandatory Acquisition Policy Advanced Studies for Senior Acquisition Students provide the students with focused, in-depth lectures, seminars, and field trips on key acquisition topics and policy issues. Students meet in small group settings with senior-level policy makers from DoD, industry, and Government, to discuss issues on a non-attribution basis. Each of the two advanced studies requires a short research paper on an acquisition topic.

3. **Advanced Studies.** A wide array of elective courses covering all aspects of acquisition management is available. Students select one regional study, one industry study, and two other advanced studies (electives) courses during the 10-month ICAF program. Acquisition-related electives include 20 different offerings in such subjects as: Government-Industry Relations; Professional Ethics for Public Officials, Senior Leadership-Power and Politics, Automated Information System (AIS) Procurement Strategies, etc.

4. **Research.** All students are given the opportunity to undertake a major research project and produce a fully documented, scholarly paper. Acquisition students are encouraged to work on projects that have current critical interest in the Defense community. Each project is monitored by a faculty research advisor. Topics of timely interest are solicited from throughout the acquisition community and the National Security community for student research. Acquisition students completing particularly exceptional research compete for research awards—both honorary and monetary—to include an award sponsored and presented by the DAU.

Senior Acquisition course students will each have a Primary Faculty Advisor (PFA) who is a member of the Acquisition Faculty. Students are required to coordinate advance study choices and research topics with the PFA to get approval of 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. All students successfully completing the Senior Acquisition Course are awarded a Masters of Science degree in National Resource Strategy.

Chapter 4

Career Field Descriptions

Chapter 4

Career Field Descriptions

This chapter provides position category descriptions that are defined in terms of acquisition-related duties. The acquisition career fields described are:

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

Acquisition Logistics

The acquisition logistics career field includes individuals who are involved in Integrated Logistics Support (ILS) activities as defined in DoD Directive 5000.1, and DoD Instruction 5000.2. They manage logistics activities associated with the procurement, integration, and fielding support systems/environment, weapons systems/equipment, or system modifications.

Auditing

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

Business, Cost Estimating, and Financial Management

This career field includes individuals responsible for financial plan-

ning, formulating financial programs, and administering budgets. They are also responsible for the expenditure, obligations, and accountability of funds; cost and schedule 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 business management in direct support of the Defense acquisition process. This position category includes various disciplines which are divided into two tracks for career planning purposes: Business Financial Management (BFM) and Cost Estimating (CE).

Communications-Computer Systems

This field includes Computer Systems Analysts, Information Management Specialists, Telecommunications Managers and Software/Automation Specialists, Computer Engineers, etc., directly supporting the acquisition of automated information systems and interconnecting components (to include hardware, software, firmware products) used to create, record, produce, store, retrieve, process, transmit, disseminate, present, or display data or information. This includes computer ancillary equipment, software, telecommunications, and other related services. The employee identifies requirements; writes and/or reviews specifications, identifies costs, obtains resources (manpower, funding, and training), and tests and , evaluates, plans, obtains, and manages life cycle support (operations, maintenance, and replacement).

Contracting

The contracting career field includes the positions of Contract Negotiator, Contract Specialist, Contract Termination Specialist, Contract Administrator, Procurement Analyst, Administrative Contracting Officer, Contract Price and/or Cost Analyst, Contracting Officer, and Termination Contracting Officer. Individuals in this career field develop, manage, supervise, or perform policies and procedures involving 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 bidding or negotiation procedures; all phases of contract administration; and termination, or close out of contracts. The employee is required to have knowledge of the legislation, policies, regulations, and methods used in contracting, as well as

knowledge of business and industry practices, sources of supply, cost factors, cost and price analysis techniques, and general requirements characteristics.

Industrial Contract/ Property Management

The industrial contract/property management career field includes that of the Industrial Property Management Specialist, Property Administration Industrial Plant Clearance Specialist, Plant Clearance Officer, and Contract and Industrial Specialist (if assigned property management responsibilities). Individuals in this career field include personnel who perform, manage, supervise, or develop policies and procedures for professional work. It may involve the acquisition, control, management, use, and disposition of Government-owned property used by contractors or 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; and developing and applying property systems analysis programs to assess the effectiveness of contractors' Government property management systems. These functions are normally performed by property administrators, as part of the contract administration office team, and as required by Parts 42.3, 45 and 245 of the FAR and DFARS. Plant Clearance Officers are responsible for performing the duties necessary to dispose of excess and surplus contractor inventory in accordance with Part 45.6 of the FAR and Part 245.6 of the DFAR requirements. Civilian occupational series 1103 ("Property Administration and Plant Clearance") is also included in the "Industrial Property Management" career field, regardless of organization.

Manufacturing, Production, and Quality Assurance

Acquisition-related manufacturing and production personnel, and production career field duties, vary greatly in managerial,administinistrative, and technical content. Acquisition-related contractor,

manufacturing, and production duties, usually involve program management or monitoring the manufacturing and production efforts of private sector contractors.

The Quality Assurance Specialist manages quality assurance activities to establish essential quality standards and controls. He or she also develops and executes plans that focus on quality of design, quality of conformance, and fitness for use; integrates quality plans into the system engineering process; and develops policies, procedures and test provisions and quality requirements in specifications, standards, and solicitations. The Specialist evaluates quality assurance during acquisition such as design reviews, functional and configuration audits, production readiness reviews, and milestone reviews.

Procurement/ Purchasing Technician

Individuals in the procurement/purchasing career field are typically purchasing agents or supervisory purchasing agents. This function requires the individual to purchase, rent or lease supplies, services and equipment through either formal open-market methods or formal competitive bid procedures with the primary objective of the work being the rapid delivery of goods and services in direct support of operational requirements. It requires knowledge of commercial supply sources and of common business practices for roles, prices, discounts, deliveries, stocks, and shipments.

Program Management

The program management career field includes, but is not limited to, Program Managers (PM), Deputy Program Managers (DPM), or Program Executive Officer (PEO) positions. Other examples include staff positions such as Program Analyst or Program Integrator. Responsibilities may be broad or focused and may be line or staff in nature. Defense Acquisition programs are managed in accordance with DoD Directive 5000.1, DoD Instruction 5000.2, and DoD 5000.2-M. This category does not cover positions associated with other programs such as the communications-computer category and basic research programs.

Systems Planning, Research, Development, and Engineering

Personnel who work in this field are usually engineers and scientists with degrees 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 establishment of specifications.

Test and Evaluation

Individuals who work in this field are usually aeronautical, astronautical, aerospace, and chemistry engineers and scientists perform tests and evaluations in support of acquisition. It includes 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 prototype, new, or modified weapon systems equipment or materiel. Individuals also analyze, assess, and evaluate test data and results; prepare assessments of test data and results; and write reports of findings.

Chapter 5

Course Descriptions

Chapter 5

Course Descriptions

This chapter provides a description of all mandatory, desired, and assignment-specific acquisition training courses, recommended experience/education levels, and course lengths. All courses beginning with number 1, are Level I courses, with number 2, Level II, and with number 3, Level III.

Fundamentals of Systems Acquisition Management

ACQ 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 system from inception to retirement. The course covers system concept exploration, development, production, and deployment. Examples and case studies of DoD acquisition organizations, DoD resource allocation processes, ethics, contemporary issues in acquisition strategy, and details of the phases of system development are used. Discussions are conducted on mission area analysis, directives, procedures, documentation, and current issues. The course is designed for individuals who have limited experience in DoD acquisition management and will be useful to personnel in headquarters, program management, and functional or support offices.

Recommend: None.

Length: 9 Class Days

Intermediate Systems Acquisition

ACQ 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.

Prerequisite: ACQ 101 must be successfully completed prior to taking ACQ 201.

Recommend: None

Length: 20 Class Days

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 problems, and group discussions. The course content addresses the elements of a contract's life cycle; general 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, allowability, reasonableness, and selected cost principles; background, purpose, and fundamental requirement of each Cost Accounting Standard; 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; and state requirements of FAR Part 15 and Standard Forms 1411 and 1412. They will also be able to 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.

Recommend: None

Length: 10 Class Days

Intermediate Contract Auditing

AUD 1320

Intermediate Contract Auditing is designed to provide the staff auditor with information needed to adequately 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, listing factors influencing risk assessment, assessing high and low audit risk areas, stating the importance of generally accepted Government auditing standards, and attending negotiations. Topics also include negotiation techniques and concepts; the requirements of Form 2000; auditor responsibility to detect fraud; and identify common fraud indicators; Cost Accounting Standards (CAS), and complete case studies on 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.

Recommend: 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 students 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, analyze the usefulness of sample results, and discuss ethics on the job.

Recommend: Successful completion of AUD 1130.

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 student 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; adjust the data to establish estimates of the contractor's future production cost; and discuss "ethics on the job."

Recommend: Successful completion of pre-course self study materials.

Length: 5 Class Days

Defense Contract Audit Agency Supervisory Skills Workshop

AUD 8560

The Supervisory Skills Workshop addresses the new supervisor's adjustment to the demands and responsibilities of a supervisory auditor. Students focus on issues that supervisors face on the job. Topics include personnel management and administration, Dimensional Management Training (DMT), situational leadership, and ethics.

The student 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, development, performance appraisal, promotions, and employee relations) in carrying out personnel management functions. Supervisory actions that improve audit quality while developing auditor competence and commitment are presented. Students learn the DMT

approach to seek solutions to audit issues, performance deficiencies, and behavioral problems. Upon completion of the workshop, students 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 within the tenets of situational leadership; and use the DMT approach to resolve "people" problems.

Recommend: None

Length: 10 Class Days

Fundamentals of Cost Analysis

BCE 101

Fundamentals of Cost Analysis enables entry-level DoD personnel to prepare weapon system life cycle cost estimates. DoD policies governing these estimates and the techniques used in their preparation are covered. Topics include a statistical review, regression analysis, learning curves, risk analysis, software cost estimating, exploratory data analysis, validation, inflation, design-to-cost, cost and operational effectiveness analysis, and economic analysis. Techniques presented in class are applied to case studies. The Automated Cost Estimating Integrated Tools (ACEIT) software is introduced.

Recommend: Entry level civilian or military personnel with an assignment to a cost analysis position. Competence with algebra is essential; familiarity with IBM compatible personal computers and a course in statistics are recommended. Successful completion of ACQ 101.

Length: 15 Class Days

Intermediate Cost Analysis

BCE 204

Intermediate Cost Analysis is designed for the DoD acquisition cost analyst, although the techniques instructed have much broader application. The course emphasizes the application and analysis of cost analysis techniques used to predict the future resources required for the acquisition and support of DoD weapon systems. Topics are divided into the disciplines of cost modeling and cost estimating. Topics covered include: cost modeling process, data sources, data normalization, regression analysis and diagnostics, nonparametric

estimating, advanced cost improvement curves, fiscal spreading, and risk analysis. Practical exercises and case computational aspects of these exercises and studies will be performed primarily on the Automated Cost Estimating Integrated Tool as introduced in BCE 101.

Recommend: Two years of acquisition experience, or currently assigned to a cost analysis position. Competence with algebra is essential. Successful completion of BCE 101 and ACQ 201.

Length: 15 Class Days

Cost Risk Analysis

BCE 206

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

Recommend: Successful completion of BCE 101, and ACQ 201.

Length: 4 1/2 Class Days

Economic Analysis

BCE 207

Economic Analysis prepares students to conduct economic analyses of materiel systems. Topics include multiple-attribute decision analysis, cost analysis, present-value analysis, and sensitivity analysis. Students apply their expertise in practical exercises and a case study.

Recommend: Successful completion of ACQ 201.

Length: 3 1/2 Class Days

Software Cost Estimating

BCE 208

Software Cost Estimating is primarily for practitioners of software cost estimating. Software life cycle management, architecture, interoperability, paradigms, design approaches, metrics, capability evaluations, risk analysis, reuse, open systems, and various models are covered. A software cost estimating case study allows students to apply topics taught.

Recommend: Cost Analysts, civilian GS-9 and above, military O3 and above, whose duties include estimating the cost of software development efforts or reviewing such estimates. Successful completion of BCE 101 and ACQ 201.

Length: 7 1/2 Class Days

Business Cost Estimating and Financial Management Workshop (BCEFM)

BCF 301

New course under development, available FY96, mandatory FY97.

The BCEFM workshop will provide training for individuals in the following organizations or programs: Business/Financial Management (BFM), Program Control for major acquisition programs (ACAT I/II); financial management organizations supporting matrix/basket Program Management Offices (PMOs), Systems Project Offices (SPOs) for ACAT III/IV programs; financial management organizations in laboratories, and test and logistics centers; matrix and major commands, and/or systems command BCEFM offices responsible for leadership, policy, development/interpretations, etc. The workshop will allow these individuals to apply BCEFM concepts, techniques, and/or on-the-job experience as it relates to functional interrelationships and opportunities among the disciplines of cost estimating, contract performance management, and financial management.

Recommend: Civilian GS/M-13 and above, military O-4 and above. Level II certified in the BCEFM Acquisition Specialty Career Field

Length: 9 Class Days

Contract Performance Management Fundamentals

BFM 102

Contract Performance Management (CPM) provides instruction on the use of CPM in the Defense systems acquisition management process. The course applies a basic management theory approach to integrate CPM instruction into other acquisition systems management functional areas such as Managerial Development (MD), Acquisition Policy (AP), Funds Management (FM), Contractor Finance (CF), Cost Estimating (CE), Con-

tract Management (CM), Systems Engineering (SE), and Program Management (PM). Basic cost/schedule management concepts are identified in relationship to current DoD guidance. The course examines core concepts of the Cost/Schedule Control System Criteria (C/SCSC) and earned value, and explores implementation procedures used for C/SCSC on the contract and surveillance role of the contract administration office and the Defense Contract Audit Agency (DCAA).

The student gains knowledge of how contractors develop and manage time phased budget plans. Emphasis is placed on the primary financial reports used by the program management office with concentration on the Cost Performance Report and the Cost/Schedule Status Report. The instruction in Performance Measurement Baseline (PMB) management and financial reporting helps the student relate performance measurement data with DoD resource management. Cost/Schedule principles are highlighted in a capstone presentation by the Performance Management Directorate, Office of the Under Secretary of Defense (Acquisition and Technology), on the analysis and use of performance data at the Office of the Secretary of Defense (OSD) level. **This is also an assignment specific course. See Appendix J.**

Recommend: Successful completion of ACQ 101.

Length: 8 Class Days

Systems Acquisition Funds Management

BFM 201

Systems Acquisition Funds Management 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 analyses 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 Objective Memorandum (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.

Recommend: 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 and ACQ 201.

Length: 5 Class Days

Intermediate Contract Performance Management

BFM 203

Intermediate Contract Performance Management concentrates on applications of the use of Contract Performance Management (CPM) in the Defense systems acquisition management process. The course integrates CPM activities into other acquisition functional areas such as Managerial Development (MD), Acquisition Policy (AP), Funds Management (FM), Contractor Finance (CF), Cost Estimating (CE), Contract Management (CM), Systems Engineering (SE), and Program Management (PM). This course progresses through a program life cycle and allows the student to apply a variety of techniques employed in the management of DoD contracts and programs. Students perform program analysis, formulate recommendations, and make decisions affecting the overall status of a program under the Cost/Schedule Control Systems Criteria (C/SCSC) and earned value concepts. The course uses current DoD guidance and procedures to simulate implementation of the C/SCSC on a contract and to emulate surveillance activities within the roles of the contract administration office and the Defense Contract Audit Agency (DCAA).

Students apply Performance Measurement Baseline (PMB) management concepts and financial reporting to relate performance measurement data with DoD resource management and the Program Planning Budgeting System (PPBS). Students further analyze performance data from financial reports to obtain useful contract status and trend information, and to forecast total contract estimated costs at completion.

The course uses a major continuing case study that places the students at various points in the acquisition process and requires them to use their knowledge to perform program tasks. **This is an assignment-specific course. See Appendix J.**

Recommend: Successful completion of BFM 102 and ACQ 201.

Length: 10 Class Days

Contractor Finance for Acquisition Managers

BFM 204

Contract Finance for Acquisition Managers is designed to provide an overall understanding of Defense contractor financial motivations and constraints, and an appreciation for how they affect management of Defense systems acquisitions programs. The curricula includes discussion of the interrelationships among the contractors' costing procedures, financial and managerial accounting systems, analysis of cost principles and indirect cost management in DoD contracts, and the contractor's perspective on planning and control in business management. Students discuss the environments in which industry prepares, and DoD personnel evaluate, cost proposals. Students learn to recognize financial management issues and learn the vocabulary and concepts necessary to discuss these issues with the Defense contractor community. The course concentrates on the Defense industry and includes the special financial regulations the Government requires in the Federal Acquisition Regulations and the Cost Accounting Standards.

Recommend: Civilian GS-9 and above, and military 01 and above working in or selected for positions requiring interface with contractors or dealing with contractor financial data. Successful completion of ACQ 101 and ACQ 201.

Length: 5 Class Days

Selected Acquisition Report

BFM 209

Selected Acquisition Report is designed to enable the student to prepare, generate, and review the Selected Acquisition Report (SAR). The SARs provide a summary to Congress of the costs, schedule, and performance status of Major Defense Acquisition Programs (MDAPs). The Consolidated Acquisition Reporting System (CARS), which is the automated system for MDAP reporting, has been fully integrated into the course with in-depth, hands-on training exercises. Exercises are supplemented with detailed, ready references for completing each section of the SAR in accordance with DoD 5000.2-M, "Defense Acquisition Management Documentation and Reports."

Lecture and discussion cover the key concepts of the SAR and each of its sections, with special concentration on the SAR cost variance analyses and categorizations supplemented by computer assisted case studies in a fully automated classroom. **This is also an assignment-specific course. See Appendix J.**

Recommend: This course is generally limited to acquisition personnel with no previous SAR/CARS experience, with the exception of SAR preparers who have some SAR/CARS experience but no formal SAR/CARS training. Other personnel with prior SAR/CARS experience and training should take BFM 210. Successful completion of ACQ 101 and ACQ 201.

Length: 5 Class Days

Selected Acquisition Report (Review)

BFM 210

The three-day Selected Acquisition Report (SAR) is a shortened course designed as a follow-on course for personnel with some previous SAR experience. It has the same objectives as the five-day course, i.e., to enable acquisition personnel to prepare, generate, and review the SAR. The SARs provide a summary to Congress of the cost, schedule, and performance status of MDAPs. The Consolidated Acquisition Reporting System (CARS), which is the automated system for MDAP reporting, has been fully integrated into the course with in-depth, hands-on training exercises. Exercises are supplemented with detailed, ready references for completing each section of the SAR in accordance with DoD 5000.2-M, "Defense Acquisition Management Documentation and Reports."

Lecture and discussion cover the key concepts of the SAR and each of its sections, with special concentration on the SAR cost variance analyses and categorizations supplemented by a limited number of computer assisted case studies in a fully automated classroom. **This is also an assignment-specific course. See Appendix J.**

Recommend: This course is appropriate for acquisition personnel with some previous SAR/CARS experience and training. Acquisition personnel with no previous SAR/CARS experience and SAR preparers with some SAR/CARS experience, but no formal SAR/CARS training, should take the SAR basic course, BFM 209.

Length: 3 Class Days

Contracting Fundamentals

CON 101

Contracting Fundamentals is a basic survey course encompassing the entire contracting process from receipt of a purchase request through contract completion and contract closeout. The course is designed for students new to the contracting workforce either as entry-level or crossovers from other career fields. Students are introduced to the organization and utilization of the Federal Acquisition Regulation (FAR) and the DoD Supplement to the FAR (DFARS), as well as ethics and basic contract law concepts. Application of the information is reinforced through a series of practical exercises that include preparing a solicitation, conducting a bid opening, conducting negotiations, as well as writing a Price Negotiation Memorandum, and post award problems based on the negotiated contract.

Recommend: Civilian GS 5-7, and military 01-03 and E4-E7 whose primary duties are contracting, property management, manufacturing and/or production, and industrial specialists.

Length: 20 Class Days

Operational Level Contracting Fundamentals

CON 102

Operational Level Contracting Fundamentals is designed for entry level contracting personnel with special emphasis on the operational (base/post/camp/station) contracting environment. Students are instructed in those basic contracting functions to include: purchase request review, requirements analysis, source selection planning, selecting terms and conditions for solicitations, solicitation of offers, bid and proposal evaluation, negotiations, contract award, and execution, responding to protests, ethics, contract managing, quality assurance, contract modifications, exercising options, termination and closeout, as well as performance of administrative functions. Students must bring a hand-held calculator.

Note: This is an equivalent to CON 101. It focuses on operational level contracting. Students should not take this course if they have already taken CON 101.

Recommend: Entry level civilian or military personnel working in base, post, camp, or station level contracting positions.

Length: 20 Class Days

Facilities Contracting Fundamentals

CON 103

Facilities Contracting Fundamentals 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.

Note: This is an equivalent to CON 101. It focuses on construction and facilities contracts. Students should not take this course if they have already taken CON 101.

Recommend: Civilian GS-5 and above, and enlisted E4 and above who are or will be assigned as contract negotiators, contract specialists, procurement analysts, price analysts, or contract administrators in facilities-related contracting.

Length: 20 Class Days

Contract Pricing

CON 104

Contract Pricing is designed for entry-level contracting personnel. It 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.

Recommend: Civilians GS-5 and above, officers O1 and above, and enlisted E4 and above, working in base, post, camp, or station level positions. Successful completion of CON 101.

Length: 14 Class Days

Operational Level Contract Pricing Fundamentals

CON 105

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

Note: This is an equivalent to CON 104. It focuses on operational level contracting. Students should not take this course if they have already taken CON 104.

Recommend: Civilian GS-5 and above, commissioned and noncommissioned officers 01 and above, and enlisted E4 and above, working in a base, post, camp, or station level contracting position.

Length: 14 Class Days

Facilities Contract Pricing

CON 106

Facilities Contract Pricing 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, 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 into the course. A background in mathematics through basic algebra is essential. Extensive problem solving is involved.

Note: This is an equivalent to CON 104. It focuses on construction and facilities contracts. Students should not take this course if they have already taken CON 104.

Recommend: Civilian GS-5 and above, officers 01-02, and enlisted E4 and above in the contracting career field. Successful completion of CON 101.

Length: 14 Class Days

Government Contract Law

CON 201

Government Contract Law 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 services. Court cases and administrative decisions (General 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 maintain ethical business relationships. 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.

Recommend: Civilian GS-7 or above, commissioned and non-commissioned officers 03 and above, and enlisted E4 and above with contracting responsibilities. Successful completion of all Level I mandatory courses.

Length: 10 Class Days

Intermediate Contracting

CON 211

Intermediate Contracting is designed for intermediate level personnel. It 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.

Recommend: Civilians pending assignment to a GS 9-12 position in contracting series 1102, or comparable military position (officers or enlisted), or to a position in manufacturing/production contracting.

Successful completion of CON 101, CON 104, CON 201, and CON 231.

Length: 15 Class Days

Intermediate Contract Administration

CON 221

Intermediate Contract Administration presents intermediate-level personnel with an intensive examination of important areas in contract management. Topics include cost and profit/fee adjustments, cost accounting, contract administration organizations, contract surveillance and quality assurance. Additional subject areas covered includes financial management, terminations, disputes, labor relations, subcontractor controls, environmental management, and current Government regulations and directives related to contract administration and closeout. Emphasis is placed on providing students with an opportunity to identify and evaluate relevant facts and analyze alternative solutions in the management of Government contracts. Students are required to develop a written case study relating to contract administration based upon their work experience. Student cases provide a basis for classroom presentations and situational analysis corresponding to relevant contract administration topics.

Recommend: Civilian GS-9 and above, military 03 and above, and enlisted E5 and above. Successful completion of all mandatory Level I courses at least one year prior to attendance.

Length: 10 Class Days

Operational Level Contract Administration

CON 222

Operational Level Contract Administration is designed to assist intermediate level personnel in the area of post-award contract management. Emphasis is placed on ethical decision-making and problem solving techniques applicable to base, post, camp, or station level contracting functions. Core curriculum consists of contract administration's nature and purpose; ethical standards of conduct; limit of authorities; contract interpretation, modifications, administrative requirements associated with commodities, services and construction contracts, other administrative requirements such as 8(a), contract types, disputes and

appeals, and liquidated damages, negotiation strategies and techniques, and terminations.

Precourse Material: A local contract administration case study must be brought to class to be used as part of course completion requirements.

Note: This is an equivalent to CON 221. It focuses on operational level contracting. Students should not take this course if they have already taken CON 221.

Recommend: Civilian GS-9 and above, military 0-3 and above, and enlisted E-5 and above with one year's experience in contracting. Successful completion of all mandatory Level I courses.

Length: 10 Class Days

Intermediate Facilities Contract Management

CON 223

Intermediate Facilities Contract Management 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 skills in pre-award and post-award functions, including acquisition planning, source selection, the award process, day-to-day administration, modifications, acceptance, and the remedies contract. The case study method will be used to enhance the student's ability to identify and evaluate relevant factors and apply ethical principles, while analyzing recommended viable alternatives/solutions for contracting "problems".

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

Length: 13 Class Days

Intermediate Contract Pricing

CON 231

Intermediate Contract Pricing both reinforces pricing skills taught in CON 104 and develops skills in 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 in pricing leases and developing pre-negotiation positions on proposed indirect rates with emphasis on depreciation. The course includes general and administrative costs, individual research and development costs, bid and proposal costs, fringe benefits, environmental pools, uncompensated overtime, and analyzing the cost realism of initial offers, best, and final offers. Students will also develop skills in 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". Students are encouraged to call on their unique experiences to provide a basis for discussion and analyses of relevant contract pricing topics, the application of ethical principles, and development of appropriate solutions.

Recommend: Civilian GS-9 and above, military 03 and above, and enlisted E5 and above who are 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

Overhead Management of Defense Contracts 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 Government Contract Law Courses. **This is an assignment-specific course. See Appendix J.**

Recommend: 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

Cost Accounting Standards 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 disclosure statements. 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, voluntary changes, and ethics. **This is an assignment-specific course. See Appendix J.**

Recommend: Civilians GS-9 or above assigned to a CAS team. Contracting personnel should successfully complete the CON 101, CON 104, CON 231, and CON 232 courses.

Length: 10 Class Days

Information Technology Contracting

CON 241

Information Technology Contracting 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 practical 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 review data used in the development of 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 learn how to properly develop solicitations for each type of FIP resource, evaluate, and recommend a winning FIP proposal. In addition, they will learn how to apply contract performance monitoring necessary for the re-

sultant contract. **This is an assignment-specific course. See Appendix J.**

Recommend: 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: 10 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 Congressional activities, an intensive executive level view of current issues and events in acquisition and in particular, contracting. Topic areas cover: contracting policy (DAR Council, Office of Procurement Policy (OFPP), current, actual and proposed changes, and changing technologies), External Forces (SBA, GAO, DODIG, and legislative statutes), and Work Environment (contracting innovations, change, ethics, etc). Participants will be able to discuss the current, relevant, and projected DoD contracting 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, directives, or studies. They also gain an awareness of how legislation and procurement policy makers operate and will work with issues, problems, and the community at large. Participants will network with other contracting personnel on various approaches as a means of understanding and, if appropriate, implement ideas presented in the course.

Precourse Material: 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.

Recommend: Civilian GS-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 Cost and Price Analysis

CON 331

Participants in Executive Cost and Price Analysis receive instruction in advanced pricing techniques used in estimating and analyzing costs 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.

Recommend: Civilian GS-13 and military 04 and above who are in contracting or engaged in procurement of large systems; or in a position which is cost and price oriented with four years of contracting experience.

Length: 10 Class days

Management for Contracting Executives

CON 333

Management for Contracting Executive for senior level DoD personnel spans material ranging from complex pre- and post-award 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. The case scenarios are supplemented and reinforced by other materials including: guest lecturers, panel discussions, management/leadership self-assessments, and issues brought to class by the students. Participants apply their expertise within the case scenarios and other material to expand their knowledge of acquisition, management techniques, and approaches to meeting mission requirements.

Recommend: Civilian GS-12-13 and above (and military equivalents) entering or in Level III executive positions. Successful

completion of all Level II mandatory courses and experience requirements.

Length: 9 Class days

Grants Management

GRT 201

Grants Management provides training to Level II DoD personnel involved in the award, administration, and management of grants, cooperative agreements, and other similar Federal financial assistance in the DoD. **This is an assignment-specific course. See Appendix J.**

Recommend: Civilian GS-09 and above, and military 03 and above. Successful completion of Level I contracting courses and appointment as a grant award approving authority, a grant project officer, or a grant management officer.

Length: 5 Class Days

Contract Property Administration Fundamentals

IND 101

Contract Property Administration Fundamentals is designed for industrial property management specialists, property administrators, plan clearance officers, and other Government personnel who manage Government property in the possession of contractors. Participants gain a strong foundation in the management and control of Government property in accordance with contract and regulatory requirements. Course content covers policy, programs, organization, and procedures relating to the administration of Government property. The course focuses on objectives and methods of monitoring contractors involved with Government material, special tooling, special test equipment, facilities, and agency-peculiar property, and the application of system analysis programs. Participants are introduced to the fundamental concepts of Government property administration; 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; ethics; and quality.

Recommend: 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, property administration officers and their relationships with contractors, and contractor employees engaged in the disposition of Government property furnished 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.

Recommend: Civilian GS 5-7, military 01-04, and enlisted E4-E7 working 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 administrators 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 DoD "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, attributes, and ethical principles; analyzing data collected from an audit; and assessing a contractor's system for compliance. 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.

Recommend: Civilian GS 5-7, officer 01-04, and enlisted E4-E7 assigned as property administra-

tion 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 Contract Property Administration is designed for experienced property administrators, plan clearance officers, their supervisors and other Government personnel whose duties and responsibilities are related to the management of Government property controlled by contractors. The course is concerned with the planning, organization, and conduct of the overall functions of property administration. Emphasis is placed upon critical analysis of current management policy and practice at three levels: top management, management of field activities, and contractor management. Primary consideration is given to setting and attaining objectives, implementing advanced management techniques, and identifying and analyzing current problem areas. Participants will analyze and discuss current issues in property administration including the property clauses, acquisition, receiving, records, storage and movement, maintenance, subcontract control, liability for loss, damage or destruction of Government property, and disposition. Current property administration problems and issues are analyzed and discussed. Participants are required to prepare a case presentation on a relevant property administration topic and present it in class.

Recommend: 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 ana-

lyze 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 property administration offices. Methods of instruction include case studies, simulations, guided discussions, and group projects. Guest lecturers, teaching interviews, and roundtable discussions expose participants to new ideas and trends.

Recommend: 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. IND 202 should be taken as a refresher every 2 to 3 years.

Length: 5 Class Days

Basic Information Systems Acquisition

IRM 101

New course under development, available FY96, mandatory FY97.

Basic Information Systems Acquisition (BISA) is a non-resident course using distance education technology. This course allows students to explore introductory level concepts in information technology acquisition management in DoD including: using the Functional Process Improvement Program, identifying applicable laws and regulations, developing Information Technology Life Cycle Management and acquisition strategies, defining information systems Statements of Work and specifications, analyzing telecommunications and network requirements, and planning a source selection. The focus of this course is basic knowledge and comprehension of these fundamental concepts.

Recommend: Successful completion of ACQ 101.

Length: Variable

Intermediate Information Systems Acquisition

IRM 201

New course under development, available FY96, mandatory FY97.

Intermediate Information System Acquisition provides a comprehensive overview of the DoD systems acquisition, technical and business processes related to information systems. It also presents the acquisition management integration process that ties the various functional elements of information systems acquisition together. The course goal is to develop knowledgeable, competent mid-level managers capable of actively participating in the planning, organizing, directing, and controlling of Defense information systems acquisition programs.

Recommend: Successful completion of ACQ 201 and IRM 101.

Length: 14 Class Days

Advanced Information Systems Acquisition

IRM 303

Advanced Information Systems Acquisition develops high level skills in Information Technology (IT) acquisition management through an integrated program of readings, seminars, case studies, and a simulated IT acquisition. This includes extensive hands-on use of current project management tools. Areas of study include analysis and planning, the IT procurement process, oversight, and the unique characteristics of information technology. During a one day field study, students assess the process and impact of DoD information technology acquisition activities at a selected organization. In addition to mastering the competencies of this career field, graduates of this course develop the team work and critical thinking skills needed in today's acquisition workforce.

Recommend: Successful completion of ACQ 101, IRM 101, and IRM 301.

Length: 20 Class Days

Acquisition Logistics Fundamentals

LOG 101

Acquisition Logistics Fundamentals gives students the opportunity to integrate logistics support policy, support performance requirements and practices applicable to acquisition programs during the various Defense systems life cycles.

The course provides a broad overview of the role of acquisition logistics in the life cycle process, the system engineering process, and the role Integrated Logistics Support (ILS) plans and products play in these two processes. Presentations cover ILS related subjects such as life cycle costing, reliability, availability, maintainability, materiel acquisition processes, logistics support analysis processes, logistics relevant test and evaluation, and technical information management. Guest lecturers will discuss real world examples of developing and executing support for DoD programs and policies.

Recommend: Successful completion of ACQ 101.

Length: 10 Class Days

Intermediate Acquisition Logistics

LOG 201

Intermediate Acquisition Logistics is designed for journeyman-level acquisition logisticians and their supervisors. The course design provides the opportunity to master the competencies necessary to effectively plan and manage the acquisition logistics portions of systems acquisition programs. The course consists of student- centered learning modules involving realistic acquisition logistic problems in the form of practical exercises and case studies for which attendees, working in small groups, must formulate problem resolutions and defend their positions to faculty members serving as PMs and DPMLs. The course focuses on understanding acquisition logistics planning and management concepts, including the impacts of selecting various alternatives rather than a single "school solution". The major areas of study include: market analyses/ investigations, maintenance planning, supply and support equipment planning, logistics supportability testing, logistics support cost estimating, program logistics documentation, integrated logistics support contracting, and technical

information management. The students also gain an appreciation for the utility of the many automated tools available to assist in planning and managing an effective acquisition logistics program. Senior guest lecturers from key DoD acquisition logistics positions discuss current issues and future trends. The wide range of student- centered exercises/case studies offer opportunities to address complex weapon systems logistics problems, apply logical problem- solving techniques, and devise workable solutions while gaining, sound understanding of the dynamics involved in the highly complex business of acquisition logistics planning and management. This course builds upon those competencies mastered from Level I courses as well as the experiences gained while working as an entry level acquisition logistician.

Recommend: Civilian GS-9 through GS-12, and Military 03 and above who possess acquisition logistics experience or have been assigned to acquisition logistics positions. Successful completion of LOG 101 and ACQ 201.

Length: 15 Class Days

Logistics Support Analysis

LOG 202

Logistics Support Analysis (LSA) teaches the concepts and techniques employed by systems engineers and acquisition logisticians to ensure development of a supportable system within the overall materiel acquisition process. The course content includes an introduction to techniques used to derive supportability goals and support concepts, and the development 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 relationship of LSA/Logistics Support Analysis Record (LSAR); requirements generation; trade-offs; supportability testing; development of comparative analyses; identification of manpower, support, cost and readiness 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 discussion of use of LSAR data, contracting for LSA/LSAR, review and validation of LSA processes and data, and ethics. Participants should bring a calculator.

Recommend: Successful completion of ACQ 201 and LOG 201.

Length: 10 Class Days

Reliability and Maintainability

LOG 203

Reliability and Maintainability provides an overview of reliability and maintainability (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 Manual 4245.7M, "Transition From Development to Production," and NAVSOP-6071, "Best Practices," are discussed in this course.

Recommend: Successful completion of ACQ 201 and LOG 201.

Length: 2 1/2 Class Days

Configuration Management

LOG 204

Configuration Management 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 discussed.

Recommend: Successful completion of ACQ 201, LOG 201, LOG 202, and LOG 203.

Length: 5 Class Days

Provisioning

LOG 205

Provisioning covers the total provisioning process including requirements generation, system acquisition, and functional level provisioning requirements. The course reviews provisioning policies, procedures, and management techniques for different acquisition strategies, and provides functional training in selecting provisioning activities. The course emphasizes the interrelationships and interdependencies of logistic 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. Practical exercises will allow students to engage in significant technical activities in the provisioning process.

Recommend: Successful completion of ACQ 201, LOG 201, and LOG 202.

Length: 5 Class Days

Executive Acquisition Logistics Management

LOG 304

Executive Acquisition Logistics Management prepares the acquisition logistician to function in executive-level logistics management and policy-making positions. The student will acquire an understanding of the complex relationships between logistics support planning, acquisition policy, requirements determination, program management, contracting, and Government funds management. The strengths and weakness of the policies and decision making procedures in these areas will be explored as they pertain to acquisition logistics. The course also assists the student to improve skills in finding logistics solutions that will improve weapon system availability and reduce life cycle cost. It will aid the student in be-

coming a valuable member of the program management team and ensure that logistics considerations are integrated into the design process throughout the life cycle of the weapon system. The topic areas covered in the course include Logistic Support Analysis (LSA), determination of logistics requirements, program management, contracting for logistics, configuration and change management, test and evaluation, budget planning, logistics for Foreign Military Sales and Integrated Logistics Support (ILS) organization and procedures. Evaluation, analysis, forecasting and decision making will be emphasized so that the ultimate design of the overall weapon system and its logistics support is sound from a business perspective.

Recommend: Successful completion of all Level II courses.

Length: 10 Class Days

Multinational Program Management Course

PMT 202

Multinational Program Management is designed to develop an understanding of the competencies one must possess to participate effectively in an international defense acquisition program. Emphasis is placed on the U.S. Policy of encouraging armaments cooperation and enhancing rationalization, standardization, and interoperability (RSI) with our allies. Key national, DoD and service policies on international codevelopment, coproduction, and logistics will be explored. **This is an assignment-specific course. See Appendix J.**

Recommend: Civilian GS-11 and above, military 03 and above identified to require international acquisition qualification training at Career Level II in the following career fields: program management, contracting, system planning, research, development and engineering, test and evaluation, acquisition logistics, and business, cost estimating and financial management.

Length: 5 Class Days

International Security and Technology Transfer/Control Course

PMT 203

International Security and Technology Transfer/Control is designed to develop an understanding of the competencies one must possess to participate effectively in an

international defense acquisition program. Emphasis is placed on foreign disclosure, technology transfer/control, and information control and security implications within international defense acquisition programs. **This is an assignment-specific course. See Appendix J.**

Recommend: Civilian GS-11 and above, and military 03 and above identified to require international acquisition qualification training at Career Level II in the following career fields: program management, contracting; systems planning, research, development & engineering; test and evaluation; acquisition logistics; and business, cost estimating & financial management.

Length: 5 Class Days

Advanced Program Management Course

PMT 302

Advanced Program Management replaces and supersedes the 20-week PMT 301 Program Management Course. The primary objectives of the course are to (1) demonstrate, from the Program Management perspective, the integration of the dynamic processes used in systems acquisition management, (2) provide a learning environment that encourages student inquiry and (3) assist the student in developing managerial abilities and functional area knowledge that will enhance their performance in future acquisition related positions. The primary learning methodology is faculty assisted, student led, small group cases and exercises. Through these cases and exercises, the dynamic interaction among the acquisition functional disciplines is explored in detail and the importance of developing and managing effective Integrated Product and Process Teams is emphasized. Subject areas include the integration of technical and business disciplines in the management of a system; the business motivations and technical practices of private industry and the impact they have on successful acquisition management; the development and importance of acquisition policy; the use of quality tools, interpersonal relations and communications skills in the development of an effective acquisition management team; and the evolving defense acquisition environment and the forces driving changes to how the acquisition of a system must be managed. Electives provide an opportunity for students to pursue further inquiry. Interaction with current program managers, as well as with senior officials of the Office of the Secretary of Defense,

the Military Departments and the defense industry provides an executive level educational forum.

Prerequisite: Completion of ACQ 101 and ACQ 201 or the equivalent.

Recommend: Civilian GS-13 and above, and military 04 and above who are acquisition corps qualified.

Security Clearance: A SECRET security clearance is required.

Length: 67 Class Days

Executive Program Managers' Course

PMT 303

The Executive Program Managers' course is designed to meet the learning and performance needs of newly selected Program Executive Officers and ACAT I & II Program Managers/Deputy Program Managers. Building on the general program management competencies acquired during the previously attended PMT 302, Advanced Program Management Course and subsequent on-the-job experience, the EPMC provides the most recent policies and issues in system acquisition. **This is an assignment-specific course. See Appendix J.**

Prerequisite: Successful completion of PMT 301 or PMT 302.

Recommend: Newly assigned PEOs and ACAT I and II PMs/DPMs.

Length: 22 Class Days (Includes a 2-day mandatory pre-course workshop)

Advanced International Management Workshop

PMT 304

Advanced International Management Workshop reinforces and advances the principles of collective defense through armament cooperation and presents a balanced view of attendant topics. Students will develop basic skills in, and gain an appreciation of, the problems and issues associated with international negotiation of cooperative defense agreements. Specific topics will include preparation for negotiation, authority to negotiate and conclude, DoD policies and experiences, and negotiation issues. The role of Congress and the Department of Commerce will be explored. **This is an assignment-specific course.**

Recommend: Civilian GS-13 and above, and military 04 and above identified to require international acquisition qualification training at Career Level III in the following career fields: program management, contracting, systems planning, research, development and engineering; test and evaluation; acquisition logistics; and business, cost estimating and financial management.

Length: 5 Class Days

Program Manager's Survival Course (ACAT III)

(New course under development, available FY 96, mandatory FY 97)

PMT 305

Program Manager's Survival (PMSC) is designed to update the newly designated ACAT III program/product manager on current acquisition policy, principles and practices. The course includes lessons learned from recent experiences and how to operate as a Program Manager (PM) in the current environment. The course provides the new PM with the tools necessary to accurately assess the program and the program office personnel. Participants then examine their personal leadership style, assess personal strengths and weaknesses and prepare a plan to become a more effective manager. **This is an assignment-specific course.**

Prerequisite: Successful completion of PMT 301 or PMT 302.

Recommend: Newly assigned ACAT III program/product managers or deputies.

Length: 10 Class Days

Systems Acquisition for Contracting Personnel

PMT 341

Systems Acquisition for Contracting Personnel 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 interrelationships, interactions, and ethical implications. The result is that the participants will be able to apply the concepts in specific contracting situations as well as to 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 methods 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 meld together into an integrated acquisition management discipline.

Recommend: Civilian GS 13-15 and military 03-06 who have completed Level II contracting and pricing courses.

Length: 10 Class Days

Production and Quality Management Fundamentals

PQM 101

Production and Quality Management Fundamentals is an entry-level course that emphasizes basic production/manufacturing and quality assurance principles, policies, processes and practices used in the DoD. This course addresses topics such as automation tools, industrial base, materiel control, technical support to negotiations, pre-award and post-award activities, producibility, technical surveillance, process evaluation, statistical tools, quality assurance planning, and engineering.

Recommend: Civilians GS 5-7 and Military 01-03 assigned to a production, manufacturing, or quality assurance position. Successful completion of ACQ 101.

Length: 10 Class Days

Defense Specification Management Course

PQM 103

Defense Specification Management covers DoD management policies and procedures for development, preparation, and use of non-Government standards, commercial item descriptions, specifications, standards, and related documents in the acquisition process. The course evolves from identification of the requirement through development, application, feedback, and maintenance of a document. Emphasis is placed on acquisition reform for specifications and standards to include: market analysis, use of commercial/ non-developmental item alternatives, use of

performance specifications, and current defense policies for application of requirements. Course includes exercises on acquisition reform-related topics. **This is an assignment specific course. See Appendix J.**

Recommend: Commissioned officers, warrant officers, and senior noncommissioned officers or civilians (GS-7 or above), who have an actual or scheduled job assignment which requires implementing Acquisition Reform for Specifications and Standards.

Length: 9 Class Days

Defense Specification Users Course

PQM 104

The Defense Specification Users course provides instruction for personnel who use or review non-Government standards, commercial item descriptions, specifications, standards, and related documents in the acquisition process but are not involved full time in document writing (development) functions. The course assists students in identifying and locating different types of documents; understanding the document preparation process, and the application and tailoring of specifications and standards. The course focuses on the roles of document users in Acquisition Reform for Specifications and Standards. **This is an assignment specific course. See Appendix J.**

Recommend: Commissioned officers, warrant officers, and senior noncommissioned officers or civilians (GS-7 or above), who have an actual or scheduled job assignment which requires implementing Acquisition Reform for Specifications and Standards.

Length: 5 Class Days

Intermediate Production and Quality Management

PQM 201

The Intermediate Production and Quality Management course explores the concepts and actions in manufacturing and quality management of DoD acquisition programs. Students follow a curriculum which uses the life-cycle approach centered on establishing a "predictable factory" capable of on-time delivery of uniform, defect-free hardware at affordable costs. Major areas of study include: industrial base issues, producibility, theory of variability, process control, concurrent (integrated product development) en-

gineering, production readiness validation, and performance measurement.

DoD policies and concepts related to material review and corrective action are covered, as well as engineering change proposal evaluation; technical data package review and evaluation; test monitoring and analysis; configuration management reviews; pre-award surveys and post-award conferences; quality system reviews; International Standards and American National Standards Institute; Society of Quality Control (ISO/ANSI-ASQC) and MIL-Q-9858A; and defect control through statistical processes.

Recommend: Civilian GS-12 and above, and military 03 and above in manufacturing, production or quality assurance. Successful completion of ACQ 101, ACQ 201 and PQM 101.

Length: 15 Class Days

Nondevelopmental Item Acquisition

PQM 202

Nondevelopmental Item (NDI) Acquisition focuses on tools and techniques for identifying and evaluating NDI alternatives throughout the acquisition process. The course provides instruction on addressing NDI during requirements definition, acquisition strategy development, acquisition, and support planning. It also introduces tools and techniques for selecting and preparing the appropriate technical requirements documents, commercial item descriptions, using multiple award schedules, and using market acceptability criteria, and lessons learned in NDI acquisition. Instructional methods used include videotapes, lecture, class discussion, and case studies of actual acquisitions. **This is an assignment-specific course. See Appendix J.**

Recommend: Civilians GS-7-12 and military O2-O5 who are or will become involved in commodity or system acquisition.

Length: 2 Class Days

Commercial Item Descriptions

PQM 203

Commercial Item Descriptions presents instruction on the preparation and review of commercial item descriptions, including market analysis techniques to identify and characterize commercial items, the development and use of market acceptability criteria, and the development of performance-based salient characteristics. The course also provides current DoD policy on the use of commercial items and performance-based specifications. **This is an assignment-specific course. See Appendix J.**

Recommend: Civilian GS-7-12 and military 02-05 who prepare or review commercial item descriptions.

Length: 1 Class Day

Advanced Production and Quality Management

PQM 301

Advanced Production and Quality Management is structured around an integrated product development, concurrent engineering acquisition philosophy prescribed in DoD 5000.1 and DoDI 5000.2. 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. Students are taught appropriate operational definitions and quality measures. Significant portions of the course concentrate on the principal themes of: systems engineering, manufacturing, and quality assurance, with special attention to specific statistical tools and techniques, software management, and the industrial base. Other major supplementary topics are: acquisition policy review, contracts management and administration, contractor finance, funds manage-

ment, cost/schedule management, ethics, and professionalism. Prominent guest lecturers and panel members, and 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.

Recommend: Successful completion of ACQ 201 and all Level II courses.

Length: 10 Class Days

Simplified Acquisition Fundamentals

PUR 101

Simplified Acquisition Fundamentals introduces participants to the techniques and procedures used in accomplishing simplified acquisition actions. Participants complete a detailed study of simplified acquisition 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 simplified acquisition tasks.

Recommend: Civilian GS-5 or above, and enlisted personnel who are assigned to perform simplified acquisition actions.

Length: 10 Class Days

Operational Level Simplified Acquisition Fundamentals

PUR 102

The curriculum of Operational Level simplified acquisition fundamentals is group-paced and provides students with the necessary skills and knowledge to perform a broad range of base, post, camp or station level simplified acquisition responsibilities.

Students are introduced to the techniques and procedures used in accomplishing simplified acquisition actions. Students complete a detailed study of simplified acquisition procedures and regulations as outlined in the Federal Acquisition Regulation (FAR), and the DoD Federal Acquisition Regulation Supplement (DFARS). Emphasis is placed on developing competencies and applying ethical principles in performing basic base, post, camp or station level simplified acquisition tasks.

Note: This is an equivalent to PUR 101. It focuses on operational level contracting. Students should not take this course if they have already taken PUR 101.

Recommend: Civilian GS-5 or above, and enlisted E4-E5 who work as purchasing agents assigned to perform simplified acquisition actions.

Length: 10 Class Days

Intermediate Simplified Acquisition Procedures

PUR 201

Intermediate simplified acquisition procedures presents instruction in advanced techniques and procedures used to accomplish simplified acquisition actions. The course is 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 Simplified Acquisition Fundamentals. The course contains instruction on more difficult simplified acquisitions to prepare the contracting officer for making these determinations. Development of internal controls to prevent fraud, waste, and abuse is also covered.

Recommend: Personnel with actual or pending assignment to perform simplified acquisition position. Successful completion of PUR 101.

Length: 8 Class Days

Basic Software Acquisition Management

SAM 101

Basic Software Acquisition Management introduces the soft acquisition professional to the software acquisition field through distance learning coverage of the key competencies of the field. Students learn the types and impacts of risks in software acquisition and development, the DoD regulatory and technical frameworks that apply to software acquisition, the software development life cycle and integration processes, and procurement regulatory requirements. Additional topics include basic tools for planning and measuring in a software acquisition environment, and best practices for software acquisition and man-

agement across all types of software acquisition to include C4I, AIS and MCCR systems. This is an assignment-specific course. See Appendix J.

Recommend: Successful completion of ACQ 101.

Note: This is a nonresident individually self-paced course using a CD.

Length: Variable

Intermediate Software Acquisition Management

SAM 201

Intermediate Software Acquisition Management extends the career education of the software acquisition professional through applied learning using in-depth study of real and hypothetical software acquisition cases from within DoD to include C4I, AIS and MCCR. The students extend their knowledge of current best practices and critical success factors for software acquisition be actively applying concepts and tools of risk management and project management, to include plans for defining procurement requirements, vendor qualification, evaluation of proposal evaluation criteria, and creation and evaluation of documentation relevant to software acquisition. Learning processes focus on all key competencies established for Level II software acquisition professionals. **This is an assignment-specific course. See Appendix J.**

Recommend: Successful completion of ACQ 101 and SAM 101.

Length: 14 Class Days

Advanced Software Acquisition Management

SAM 301

Advanced Software Acquisition Management focuses on all key competencies established for Level III software acquisition professionals and uses in-depth study of real and hypothetical software acquisition cases from within the DoD to include C4I, AIS and MCCR. Students extend their knowledge, appropriate to Level III positions, about program planning and management for software acquisition, risk identification and mitigation, software acquisition critical success factors and best practices,

including management of a program management office. **This is an assignment-specific course. See Appendix J.**

Recommend: Successful completion of ACQ 101, SAM 101, and SAM 201.

Length: 14 Class Days

Intermediate Systems Planning, Research, Development, and Engineering

SYS 201

Intermediate Systems Planning, Research, Development and Engineering enhances the ability of the student to initiate, execute, and monitor science and engineering acquisition activities; forecast staffing budget requirements; assist in the integration of technical activities performed by multiple agencies; execute and evaluate the technical development activities proposed by industry sources; and ensure the technical integrity of the operational system. Topics covered include steps in the system engineering process, requirements analysis, functional analysis and allocation, synthesis, and systems analysis/control. Specific techniques introduced include the systems engineering management plan, the functional flow diagram, requirements allocation sheet, work breakdown structure, design reviews and audits, design to cost influence, technical performance measurement programs, configuration management, developmental baseline, risk identification, and management. Special emphasis is placed on characteristics of a system such as life cycle cost affordability; readiness/supportability; reliability; testability and producibility. Practical exercises and case studies are used to reinforce comprehension, adaptation, and application of procedures.

Recommend: Students who attend SYS 201 are expected to have satisfactorily completed ACQ 201. Sucessful achievement of these competencies are used as the baseline for SYS 201and will not be addressed in this course.

Length: 13 Class Days

Advanced Systems Planning Research, Development and Engineering

SYS 301

Advanced Systems Planning Research, Development and Engineering uses a facilitated case study to help students become more effective in the use of the science, technology and systems engineering processes and procedures that must be followed during each phase of a system's life cycle. The curriculum enhances the ability of technical staffs of functional managers to analyze and solve technical problems; evaluate and forecast cost, schedule, performance and risk issues across the systems engineering life cycle; synthesize and integrate program management office activities; and ensure the integrity and productivity of research, development and engineering activities.

The common tools of systems planning research, development and engineering are used within the framework of an integrated case study that starts with a need, progresses through the acquisition milestones and phases, and ends with a demonstration of system effectiveness. The students will employ requirements analyses, risk management, technical performance measures, trade-off analyses, configuration and data management, technical reviews, forecasting, design of experiments, work breakdown structures, and specification and statement of work tailoring to control and evaluate the evolutionary design of a target system.

Special emphasis is placed on exploring the relationships between science and technology, systems engineering, and acquisition management.

Recommend: Successful completion of ACQ 201 and SYS 201. All Level II courses.

Length: 10 Class Days

Introduction to Acquisition Workforce Test and Evaluation

TST 101

Introduction to Acquisition Workforce Test and Evaluation emphasizes the basic test and evaluation management and engineering principles, policies, and practices used by the DoD. The course emphasizes the unique role of test and evaluation as a feedback mecha-

nism for systems engineering during all phases of the system life cycle. Students are introduced to the special relationship of test and evaluation to the interfacing disciplines of systems engineering, program management, logistics support, and production/manufacturing. Faculty and guest speakers will present lectures, case studies, and class exercises that examine the roles of Government and industry organizations in test and evaluation management. Common tools used in test and evaluation which are introduced include: detailed test plan, Test and Evaluation Master Plan (TEMP), test reports, and test plan working groups. The many types of tests covered include: developmental testing, operational testing, live fire testing, qualification testing, and production acceptance testing. A primary objective of this course is to enhance the ability of junior test and evaluation professionals to interact with program managers and to function effectively within the acquisition process.

Recommend: Successful completion of ACQ 101.

Length: 5 Class Days

Intermediate Test and Evaluation

TST 202

Intermediate Test and Evaluation Management is designed for T&E engineers and project organization personnel who have T&E experience generally ranging from 2-4 years. The course focuses on the role of T&E as a weapons system advances through the acquisition cycle. The course engages the students in problem solving situations to generate an ability to use ideas, concepts, principles, and theories relative to T&E planning and operations. Course topics include: test planning, design, conduct, instrumentation, analysis/evaluation, reporting, software, and modeling and simulation. The student will be required to apply his/her knowledge as a team member in a detailed integrative exercise which addresses the major issues in developing a complete test plan for a major weapons system. Students will be learning the latest in T&E policies and tools in addition to developing methods to avoid the pitfalls of the past.

Recommend: Successful completion of ACQ 201 and TST 101.

Length: 9 Class Days

Advanced Test and Evaluation

TST 301

Advanced Test and Evaluation management is designed for T&E engineers and project organization personnel who generally have four or more years of T&E experience at a test facility, laboratory, or program office. As a result, the course will focus on policy and management issues in addition to the technical aspects of T&E. Incoming students should have the fundamental and practical knowledge of T&E concepts presented in the TST 101 and TST 202 courses. The TST 301 course engages the students in problem solving situations to generate an ability to use ideas, concepts, principles, and theories relative to T&E planning, conduct, and management. Topic areas include requirement analysis, test and evaluation planning, conducting analysis and evaluation, reporting and new testing methods. The student will be required to apply knowledge through participation in several mini-cases and exercises that address current issues in T&E. In addition, the course will conclude with a detailed integrative exercise that will address the major topics and issues presented in the course. As a result of this course, the student will be prepared to manage new and unique T&E projects by applying his/her knowledge of appropriate T&E DoD policies, procedures and proven concepts.

Recommend: Successful completion of ACQ 201 and TST 202.

Length: 5 Class Days

Appendix

A

DAU Course Index

Appendix A

DAU Course Index

This appendix provides the DAU Course Number and Titles along with the sponsor and PDS Code.

DAU COURSE NUMBER/TITLE	COURSE LENGTH	SPONSOR	PDS CODES
ACQ 101 FUNDAMENTALS OF SYSTEMS ACQUISITION MANAGEMENT	9 Days	DSMC	BU5
ACQ 201 INTERMEDIATE SYSTEMS ACQUISITION	20 Days	DSMC	JHA
ACQ 401 SENIOR ACQUISITION COURSE	40 Wks	ICAF	ABW
AUD 1130 TECHNICAL INDOCTRINATION	10 Days	DCAA	PC6
AUD 1320 INTERMEDIATE CONTRACT AUDITING	5 Days	DCAA	JR7
AUD 4120 STATISTICAL SAMPLING	5 Days	DCAA	QP0
AUD 4230 GRAPHIC, COMPUTATIONAL, & IMPROVEMENT CURVE ANALYSIS TECHNIQUES	5 Days	DCAA	QPC
AUD 8560 DCAA SUPERVISORY SKILLS WORKSHOP	10 Days	DCAA	CBJ

DAU COURSE NUMBER/TITLE	COURSE LENGTH	SPONSOR	PDS CODES
BCE 101 FUNDAMENTALS OF COST ANALYSIS	5 Days	ALMC	Q1A
BCE 204 INTERMEDIATE COST ANALYSIS	15 Days	AFIT	Q2B
BCE 206 COST RISK ANALYSIS	4 1/2 Days	ALMC	Q2C
BCE 207 ECONOMIC ANALYSIS	3 1/2 Days	ALMC	Q2D
BCE 208 SOFTWARE COST ESTIMATING	7 1/2 Days	ALMC	Q2E
BCF 301 BUSINESS COST ESTIMATING FINANCIAL MANAGEMENT WORKSHOP	9 Days	DSMC	BZF
BFM 102 CONTRACT PERFORMANCE MANAGEMENT FUNDAMENTALS	8 Days	DSMC	Q1B
BFM 201 SYSTEMS ACQUISITION FUNDS MANAGEMENT	5 Days	DSMC	PCW
BFM 203 INTERMEDIATE CONTRACT PERFORMANCE MANAGEMENT	10 Days	DSMC	Q2G
BFM 204 CONTRACTOR FINANCE FOR ACQUISITION MANAGERS	5 Days	DSMC	Q2A
BFM 209 SELECTED ACQUISITION REPORT	5 Days	DSMC	Q2F
BFM 210 SELECTED ACQUISITION REPORT REVIEW	3 Days	DSMC	Q2J

DAU COURSE NUMBER/TITLE	COURSE LENGTH	SPONSOR	PDS CODES
CON 101 CONTRACTING FUNDAMENTALS	20 Days	ALMC	BDQ
CON 102 OPERATIONAL LEVEL CONTRACTING FUNDAMENTALS	20 Days	LTF	PEC
CON 103 FACILITIES CONTRACTING FUNDAMENTALS	20 Days	NFCTC	HEI
CON 104 CONTRACT PRICING	14 Days	AFIT	BDR
CON 105 OPERATIONAL LEVEL CONTRACT PRICING FUNDAMENTALS	14 Days	LTF	QNU
CON 106 FACILITIES CONTRACT PRICING	14 Days	NFCTC	BDU
CON 201 GOVERNMENT CONTRACT LAW	10 Days	AFIT	BDP
CON 211 INTERMEDIATE CONTRACTING	14 Days	ALMC	BDN
CON 221 INTERMEDIATE CONTRACT ADMINISTRATION	10 Days	AFIT	BDO
CON 222 OPERATIONAL LEVEL CONTRACT ADMINISTRATION	10 Days	LTF	PDQ
CON 223 INTERMEDIATE FACILITIES CONTRACT MANAGEMENT	13 Days	NFCTC	BE4

DAU COURSE NUMBER/TITLE	COURSE LENGTH	SPONSOR	PDS CODES
CON 231 INTERMEDIATE CONTRACT PRICING	10 Days	AFIT	BU6
CON 232 OVERHEAD MANAGEMENT FOR DEFENSE CONTRACTS	10 Days	AFIT	BKA
CON 233 COST ACCOUNTING STANDARDS WORKSHOP	10 Days	ALMC	QMF
CON 241 INFORMATION TECHNOLOGY CONTRACTING	8 Days	ALMC	PDY
CON 301 EXECUTIVE CONTRACTING	5 Days	ASN(RDA)	BB3
CON 331 EXECUTIVE COST AND PRICE ANALYSIS	10 Days	AFIT	BAD
CON 333 MANAGEMENT FOR CONTRACTING EXECUTIVES	9 Days	ALMC	BU7
GRT 201 GRANTS MANAGEMENT	5 Days	ALMC	BU4
IND 101 CONTRACT PROPERTY ADMINISTRATION FUNDAMENTALS	10 Days	AFIT	PDM
IND 102 CONTRACT PROPERTY DISPOSITION	5 Days	ALMC	PDO
IND 103 CONTRACT PROPERTY SYSTEMS ANALYSIS	5 Days	AFIT	BRL

DAU COURSE NUMBER/TITLE	COURSE LENGTH	SPONSOR	PDS CODES
IND 201 INTERMEDIATE CONTRACT PROPERTY ADMINISTRATION	10 Days	AFIT	PDN
IND 202 CONTRACT PROPERTY MANAGEMENT SEMINAR	5 Days	AFIT	BRM
IRM 101 FUNDAMENTALS OF INFORMATION SYSTEMS ACQUISITION	Variable	IRMC	JHD
IRM 201 INTERMEDIATE INFORMATION SYSTEMS ACQUISITION	14 Days	IRMC	QN5
IRM 303 ADVANCED INFORMATION SYSTEMS ACQUISITION	20 Days	IRMC	BZE
LOG 101 ACQUISITION LOGISTICS FUNDAMENTALS ILS	10 Days	AFIT	JR1
LOG 201 INTERMEDIATE ACQUISITION LOGISTICS	15 Days	ALMC	JR3
LOG 202 LOGISTICS SUPPORT ANALYSIS	10 Days	ALMC	JR2
LOG 203 RELIABILITY AND MAINTAINABILITY	2.5 Days	AFIT	AKA
LOG 204 CONFIGURATION MANAGEMENT	5 Days	AMEX	QMB
LOG 205 PROVISIONING	5 Days	AFIT	QM7
LOG 304 EXECUTIVE ACQUISITION LOGISTICS MANAGEMENT	9 Days	NPS	AH1

DAU COURSE NUMBER/TITLE	COURSE LENGTH	SPONSOR	PDS CODES
PMT 202 MULTINATIONAL PROGRAM MANAGEMENT COURSE	5 Days	DSMC	PAJ
PMT 203 INTERNATIONAL SECURITY AND TECHNOLOGY TRANSFER/CONTROL	5 Days	DSMC	PAK
PMT 302 ADVANCED PROGRAM MANAGEMENT	67 Days	DSMC	BU1
PMT 303 EXECUTIVE PROGRAM MANAGER'S COURSE	22 Days	DSMC	AH2
PMT 304 ADVANCED INTERNATIONAL MANAGEMENT WORKSHOP	5 Days	DSMC	DAL
PMT 305 PROGRAM MANAGER'S SURVIVAL COURSE (ACAT III PROGRAMS)	10 Days	DSMC	BU8
PMT 341 SYSTEMS ACQUISITION FOR CONTRACTING PERSONNEL	10 Days	DSMC	BCN
PQM 101 PRODUCTION/QUALITY MANAGEMENT FUNDAMENTALS	10 Days	AFIT	BU2
PQM 103 DEFENSE SPECIFICATION MANAGEMENT COURSE	10 Days	ALMC	BAP
PQM 104 DEFENSE SPECIFICATION USERS COURSE	5 Days	ALMC	PAH
PQM 201 INTERMEDIATE PRODUCTION/ QUALITY MANAGEMENT	15 Days	AFIT	BU3

DAU COURSE NUMBER/TITLE	COURSE LENGTH	SPONSOR	PDS CODES
PQM 202 NONDEVELOPMENTAL ITEM ACQUISITION	2 Days	ALMC	PAM
PQM 203 COMMERCIAL ITEMS DESCRIPTIONS	1 Day	ALMC	PAN
PQM 301 ADVANCED PRODUCTION AND QUALITY MANAGEMENT	10 Days	DSMC	HV2
PUR 101 SIMPLIFIED ACQUISITION FUNDAMENTALS	10 Days	ALMC	BCQ
PUR 102 OPERATIONAL LEVEL SIMPLIFIED ACQUISITION FUNDAMENTALS	10 Days	LTF	PDZ
PUR 201 INTERMEDIATE SIMPLIFIED ACQUISITION PROCEDURES	8 Days	ALMC	BCO
SAM 101 BASIC SOFTWARE ACQUISITION MANAGEMENT	Variable	DSMC	JHB
SAM 201 INTERMEDIATE SOFTWARE ACQUISITION MANAGEMENT	14 Days IRMC	DSMC/	JHC
SAM 301 ADVANCED SOFTWARE ACQUISITION MANAGEMENT	14 Days IRMC	DSMC/	BU9
SYS 201 INTERMEDIATE SYSTEMS PLANNING RESEARCH, DEVELOPMENT AND, ENGINEERING	13 Days	ALMC	BE2

DAU COURSE NUMBER/TITLE	COURSE LENGTH	SPONSOR	PDS CODES
SYS 301 ADVANCED SYSTEMS PLANNING RESEARCH, DEVELOPMENT, AND ENGINEERING	10 Days	DSMC	HV1
TST 101 INTRODUCTION TO ACQUISITION WORKFORCE TEST AND EVALUATION	5 Days	DSMC	PC5
TST 202 INTERMEDIATE TEST AND EVALUATION	9 Days	NPS	QMI
TST 301 ADVANCED TEST AND EVALUATION	5 Days	NPS	QL9

Appendix

B

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 as a cooperating member of the Defense Acquisition University.

Inquiries should be directed to:

Chief, Student Operations
AFIT/School of Systems and Logistics
Building 641
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: HEATHERK - AFIT Student Operations

ATRRS School Code: 771

U.S. Army Logistics Management College

The U.S. Army Logistics Management College (ALMC) has four schools as its major operating elements, each offering specialized instruction in different functional areas. The School of Acquisition Management (SACM), the School of Management Sciences (SMS), 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, 19 of which are Defense Acquisition University courses.

In addition to conducting resident and off-campus education programs, ALMC conducts research, formulates doctrine, provides consulting, and disseminates information in the areas of acquisition and logistics management.

Over 50,000 students graduate from ALMC courses annually. The college meets the demand for its courses by using eight modes of instruction. These modes, 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 course credit by examination. The Department of Defense satellite education network located at ALMC broadcasts programmed instruction to DoD agencies located throughout the United States.

ALMC is the home of the bimonthly Army Logistics Professional Bulletin and the Defense Logistics Studies Information Exchange. The official Logistics Library of the Army is also operated by ALMC.

Inquiries should be directed to:

Commandant
US Army Logistics Management College
ATTN: ATSZ-ASO-R
12500 Logistics Circle
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

ATRRS School Code: 907

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 attaining total quality, has been realigned into expert, self-directed work teams. The elimination of the typical hierarchal structure has created a new, ever-changing, ever-growing organization able to respond to any and all customer needs. Students encounter a dedicated faculty, a challenging curriculum, and fellow students from every part of the United States and overseas.

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

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

Inquiries should be directed to:
President
Army Management Engineering College
ATTN: AMXOM-RS
Rock Island, IL 6l299-7040

Phone:	DSN 793-0487, 88, 89	COMM (309) 782-0487, 88, 89
Fax:	DSN 793-0437	COMM (309) 782-0437

ATRRS MAIL ID: AMEC

ATRRS School Code:	AMEC, Rock Island, IL:	909
	AMEC, St. Louis, MO:	909A
	AMEC, Huntsville, AL:	909B
	School of Engineering and Logistics (SEL), Texarkana, TX:	909C

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 the interpersonal skills of 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 that 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 instructors' level of technical competence and 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 personnel, auditors attend classes that 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; 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, environmental protection, and financial management.

Experienced course designers develop instruction in many different modes: classroom (on-site or resident) instruction, 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, pricing, production, and quality, management. 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 pricing courses should be directed to:

DLA Civilian Personnel Support Office
ATTN: DCPSO-TC
P.O. Box 3990
Columbus, Ohio 43216-5000

Phone:	DSN 850-1784	COMM (614) 692-1784
FAX:	DSN 850-1949	COMM (614) 692-1949

ATRRS MAIL ID: CASTOD Alternate: CANNOND

Inquiries concerning quality assurance and manufacturing/ production courses should be directed to:

DLA Civilian Personnel Support Office
ATTN: DCPSO-TQ
805 Walker Street
Marietta, GA 30060-2789

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

ATRRS Mail ID: PICKRELLB

ATRRS School Code:	DCPSO, Columbus, OH:	240
	DCPSO, Marietta, GA:	240A

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, Va, 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 that result from legislative and executive branch initiatives.

DSMC provides its students with a unique educational experience in its on-campus, regional center, and on-site courses. Gathered from all services and industry, the military and civilian DSMC faculty are senior experts in DoD acquisition processes. They have collectively experienced what is being taught in the classroom. In addition, most DSMC courses feature distinguished guest speakers, drawn from the executive levels of industry and Government. Together, these individuals provide the insight needed to survive and succeed in the current turbulent defense acquisition arena. They provide true competency based education firmly grounded in the "real" world.

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 DoD and, ultimately, for the citizens of the United States.

Inquiries should be directed as follows:

Office of the Registrar
Defense Systems Management College
DSMC-APD-AA-R (Mrs. Karla Reed)
Fort Belvoir, VA 22060-5426
Phone: DSN 655-2227
COMM 703-805-2149
Fax: 703-805-3709

ATRRS School Code:	DSMC, Ft. Belvoir, VA:	231
	DSMC, St. Louis, MO:	231A
	DSMC, Huntsville, AL:	231B
	DSMC, Boston, MA:	231C
	DSMC, Los Angeles, CA:	231D

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 six 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), Simplified Acquisition Fundamentals (PUR 101), Intermediate Contract Administration (CON 221). The courses are offered throughout the European theater.

Inquiries should be directed to:
Director
USEUCOM Contracting Training Office
USAFE Contracting Squadron/LGCT
Unit 3115
APO AE 09094-3220

Phone: DSN 489-6332/7597 COMM 011-49-631-536-6332/7597

FAX: 011-49-631-535-9145

ATRRS School Code: 236

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 & Technology) (USD(A&T)) announced his choice of ICAF to take on an enhanced educational mission for senior members of the DoD acquisition workforce. As the provider of the Senior Acquisition Course, ICAF is also a cooperating college in the Defense Acquisition University while remaining a part of NDU. The USD(A&T) 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

ATRRS School Code: 705

Information Resources Management College

The Information Resources Management (IRM) College, National Defense University, prepares leaders to direct the information component of public policy and to leverage information for strategic advantage in joint, combined, and coalition warfare. Primary areas of concentration include information-based warfare, business process re-engineering, information technology, and acquisition reform. Students represent multiple commu-

nities including military planners studying the importance of information to warfighting, functional managers planning the use of information within their organizations, and information managers performing systems integration functions.

IRM College programs are 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 College has four major programs. The first, the Information Warfare and Strategy Program, a senior service college course of study in the information component of national power, is a 10-month pilot offering for academic years 1994-95. Second, the College teaches the Advanced Management Program (AMP), a 14-week course covering contemporary IRM policy, technology, and acquisition issues. A third program of the College consists of a series of intensive courses related to specific problem areas and emerging concepts of IRM. Finally, the College offers special symposia, seminars, and workshops focusing on IRM issues, lessons learned and future 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

ATRRS School Code: 706

Lackland Training Facility

The Contracting/Acquisition Training Facility at Lackland Air Force Base in Texas provides acquisition professional development programs, Level I and Level II contracting and acquisition education and training to the DoD acquisition workforce in cooperation with the Defense Acquisition University. Contracting courses provided at Lackland Air Force Base are competency based with emphasis on operational level contracting performed at a base, post, camp or station.

Inquiries should be directed to:
Flight Commander
345TRS/TTC
1421 Meivoher Drive, Suite 2
Lackland AFB, TX 78236-5418

Phone: DSN 473-1807 COMM 210-671-1807

FAX: DSN473-1811 COMM210-671-1811

Course Attendance: Call your local training office
Enlisted Reservations: Gateway Inn, DSN 473-3781 or COMM (210)671-3781
Office/Civilian Reservations: Gateway Villa, DSN 473-3622 or COMM (210)671-3622

ATRRS School Code: 884

Naval Facilities Contracts Training Center

The mission of the Naval Facilities Contracts Training Center (NFCTC) is to provide specialized training and education in facilities-related contracting. This includes architect-engineer, construction, facility support, and environmental services contracts. The school's mission is accomplished by offering DoD-wide courses as a consortium member of the Defense Acquisition University and by offering NFCTC specialty courses. NFCTC was established in 1984 by the Naval Facilities Engineering Command to provide specific training in construction and facilities contracts. In 1990, Defense Management Review Decision 982 endorsed NFCTC as the provider of all mandatory procurement courses.

NFCTC teaches five of the Levels I and II DAU courses and nine specialty courses including architect-engineering contract management, facilities support contracts, cost reimbursement contracting for environmental services, contracting officers' technical representatives, claims, construction modifications, and source selection. NFCTC is also able to tailor its courses for non-DoD agencies.

NFCTC is located in a modern and fully equipped training facility in Port Hueneme, California. Port Hueneme is located approximately 30 miles south of Santa Barbara and 50 miles north of Los Angeles.

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

Phone: DSN 551-2844 COMM (805) 982-2844

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

Internet: sdurand@cbcph.navy.mil

ATRRS ID: NFCTC

ATRRS School Code: 895

Naval Warfare Assessment Division

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

ATRRS School Code: 235

Naval Center for Acquisition Training

Since 1985, the Naval Center for Acquisition Training (NCAT) 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, NCAT works to meet the expanding educational needs of personnel in the diverse fields relating to acquisition. NCAT's mission is to ensure the proper expenditure of public funds, provide quality training, and ensure the availability of acquisition training to the DoD and other Government agencies, now requiring courses. Based in Norfolk, Virginia, NCAT instructors provide on-site training world wide to ensure that procurement personnel possess the knowledge, skills, and abilities needed to carry out professional responsibilities.

Inquiries should be directed to:
Director
Naval Center for Acquisition Training
1968 Gilbert Street, Suite 600
Norfolk, VA 23511-3392

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

FAX: DSN 565-1906 COMM (804) 445-1906

ATRRS MAIL ID: NAMTO, Registrar

ATRRS School Code: 904

Naval Postgraduate School

The Naval Postgraduate School is an academic institution with emphasis on study and research programs relevant to the Navy's interests and those of other DoD components. The programs are designed to accommodate the unique requirements of the military.

The mission of the Naval Postgraduate School (NPS) is to provide advanced professional studies for military officers and defense officials from all U.S. 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, CA and provides curricula in both technical and management fields leading to Master's, Engineer's, and Doctoral 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. Nearly 2,000 students attend NPS annually. The student body consists of officers from the five U.S. uniformed services, officers from more than 40 allied countries, and Federal Government employees. Selection for attendance for fully funded graduate education is based upon outstanding professional performance, promotion potential, and a strong academic background.

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:

Dr. David Lamm, Professor
Code SM/Lt
Naval Postgraduate School
Monterey, CA 93943-5103

Phone: DSN 878-3618 COMM (408)656-2775

Fax: (408)656-3409 or DSN 878-3409

E-Mail: DLAMM@NPS.NAVY.MIL

Dennis Allion, Lecturer
Code SM/Al
Naval Postgraduate School
Monterey, CA 93943-5000

Phone: DSN 878-3618 COMM (408) 656-3618

Fax: (408)656-3409 or DSN 878-3409
E-Mail: DALLION@NPS.NAVY.MIL

Acquisition Support Staff

Phone: DSN 878-3578/3579/3580/3613

COMM (408) 656-3578/3579/3580/3613

Fax: (408) 656-3409 or DSN 878-3409

ATRRS School Code: 770

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. Because of the unique requirements of this executive-level course, the Contracting 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 the course. This experience enables the student to gain an insight into Congress' impact on their careers and activities.

In cooperation with the Defense Acquisition University, the combination of OASN/RDA and the Human Resources Center (HRC), Arlington, Virginia 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 Center, NSSC
Acquisition Professional Development Center
ATTN: Mr. Russell DeRose (Room 509)
1921 Jefferson Davis Highway
Arlington, VA 22241-5363

Phone: DSN 327-1681/1683

COMM (703) 607-1680

FAX: DSN 327-2810
COMM (703) 607-2810

ATRRS School Code: 237

Appendix

C

College Programs Offering Courses Equivalent to Mandatory DoD Acquisition Courses

Appendix C

College Programs Offering Courses Equivalent to 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. Additionally, individual consortium member schools have had various courses evaluated to receive a particular educational institution course credit. These courses and the schools providing the credit are published in the consortium members' course catalog.

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)
Intermediate Contracting (BAD 1485) and (BAD 1486)	****CON 211* - Intermediate Contracting** • Management of Defense Acquisition Contracts (Advanced) (8D-F12)

* Equivalent if taken prior to October 1, 1994

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
Procurement and Contract Management (BUS 5211)	***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 Contract Negotiation Incentive Contracts (BUS 5218)	***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)

* Equivalent if taken prior to October 1, 1994

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)

Georgia College
Logistics Education Center
Robbins Air Force Base, GA 31098-2232

Mr. Bobby Graham
(912) 926-6544

Graduate Program in Logistics Systems or in Logistics Management

Course Title	DOD Equivalency
Government Contract Law	*CON 201* - Government Contract Law

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
33 Kearney Square
Lowell, MA 01852

Ms. Judith Burke, Program Coordinator
(508) 656-3143

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 235)	***CON 221*** **- Intermediate Contract Administration** • Advanced Contract Administration (PPM 304)

* Equivalent if taken prior to October 1, 1994

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)

* Equivalent if taken prior to October 1, 1994

Rancho Santiago College
901 E. Santa Anna Blvd.
Santa Anna, CA 92701

Director, Don Bargabus
(714) 564-4530

Government Contracts Certificate Program

Course Title	DOD Equivalency
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)
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)

* Equivalent if taken prior to October 1, 1994

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

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

Associate of Science Business

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 Twelth Avenue
San Diego, CA 92101

Mr. Bobby Wilson
(619) 230-2488
and
Mr. Jim Conrad
(619) 532-3439

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)
Advanced Contract Administration	***CON 221*** **- Intermediate Contracting** • Advanced Contract administration (PPM 304)

* Equivalent if taken prior to October 1, 1994

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

Dr. David Gordon
(214) 721-5354

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
Corporate Education Department
4605 East Elwood Street
Phoenix, AZ 85040

Ms. Pamela Roe
(602) 966-7400, Ext. 264

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)

* Equivalent if taken prior to October 1, 1994

University of California, Irvine
University Extension
P.O. Box 6050
Irvine, CA 92716

Ms. Angela Jeantet
(714) 856-5736

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)

* Equivalent if taken prior to October 1, 1994

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) 474-2336

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. Robin Livesay
(317) 788-3378

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)

West Coast University
400 Mobile Avenue
Camarillo, CA 93010-6313

POC: Mr. Fred Spiegl
Phone: (805)987-5199

Procurement and Acquisition

Course Title	DOD Equivalency
Contract Administration (BMGT 574)	*CON 211* - Intermediate Contract Administration
Systems Acquisition and Program Management (BMGT 577)	*CON 211* - Intermediate Contracting
Legal Issues in Acquisition (BMGT 575)	*CON 201* - Contract Law

Western New England College
Off-Campus Division

Douglas Kenyon, Adm. Director
(617) 933-1595

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

Hanscom Center
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 302)	***CON 104*** **- Contract Pricing** • Principles of Contract Pricing (QMT 170)
Government Contract Law (LS 403)	***CON 201*** **- Government Contract Law** • Government Contract Law (PPM 302)

* Equivalent if taken prior to October 1, 1994

Western New England College
Off-Campus Division

Douglas Kenyon, Adm. Director
(617) 933-1595

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

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

Masters of Business Administration
Acquisition and Contracting

Course Title	DOD Equivalency
Principles of Government Contracting (LS 692)	***CON 211* - Intermediate Contracting** • Management of Defense Acquisition Contracts (Advanced) (8D-F12)
Principles of Cost and Price Analysis (AC 640) and Contract Negotiations (MAN 401)	***CON 104* - Contract Pricing** • Principles of Contract Pricing (QMT 170)
Administration of Government Contracts (LS 693)	***CON 221* - Intermediate Contract Administration** • Advanced Contract Administration (PPM 304)

Appendix

D

DoD Schools Offering Equivalent DAU Courses

Appendix D

DoD Schools Offering Equivalent DAU Courses

The following matrix provides a summary of equivalent credit authorization for DAU courses.

School	Course	DAU Equivalent
DSMC	PMT 301*	ACQ 101, ACQ 201, PMT 341
NPS	Systems Acquisition Management (816) Degree Program	*PMT 301,ACQ 101, ACQ 201, PMT 341
NPS	Acquisition and Contract Management (815) Degree Program	CON 101, CON 104, CON 201 CON 211, CON 221, CON 231 CON 301, PMT 341
NPS	MN 3303 MN 3304 MN 3305 MN 3312	CON 101 CON 104, CON 231 CON 221 CON 201
AFIT	LAWS 550 LAWS 545	CON 201 CON 104
LTTC	L3OQR63A1	ACQ 101

Note: PMT 301 ended June 9, 1995, and is no longer offered.

Appendix

E

DAU Delivery Modes and Equivalency Examinations

Appendix E

DAU Delivery Modes and Equivalency Examinations

Course		Available Modes of Delivery					
		Resident	On-Site	Corres	Satellite	Equiv Exam	Computer Based
ACQ 101	Fundamentals of Systems Acquisition Management	X	X				
ACQ 201	Intermediate Systems Acquisition	X	X			X	
BCE 101	Fundamentals of Cost Analysis	X	X				
BCE 204	Intermediate Cost Analysis	X	X				
BCE 206	Cost Risk Analysis	X	X				
BCE 207	Economic Analysis	X	X				
BCE 208	Software Cost Estimating	X	X				
BFM 102	Contract Performance Management Fundamentals	X	X	X			
BFM 201	Systems Acquisition Funds Management	X	X	X			
BFM 203	Intermediate Contract Performance Management	X					
BFM 204	Contractor Finance for Acquisition Managers	X	X				

Course		Available Modes of Delivery					
		Resident	On-Site	Corres	Satellite	Equiv Exam	Computer Based
BFM 209	Selected Acquisition Report	X	X				
BFM 210	Selected Acquisition Report Review	X					
CON 101	Contracting Fundamentals	X	X			X	
CON 102	Operational Level Contracting Fundamentals	X	X				
CON 103	Facilities Contracting Fundamentals	X	X				
CON 104	Contract Pricing	X	X	X		X	
CON 105	Operational Level Contract Pricing	X	X				
CON 106	Facilities Contract Pricing	X	X				
CON 201	*Government Contract Law	X	X			X	
CON 211	Intermediate Contracting	X	X			X	
CON 221	Intermediate Contract Administration	X	X			X	
CON 222	Operational Level Contract Administration	X	X				
CON 223	Intermediate Facilities Contract Management	X	X				
CON 231	Intermediate Contract Pricing	X	X				

* CON 201 is also available in Seminar Mode.

Course		Available Modes of Delivery					
		Resident	On-Site	Corres	Satellite	Equiv Exam	Computer Based
CON 232	Overhead Management for Defense	X	X				
CON 233	Cost Accounting Standards Workshop	X	X				
CON 241	Information Technology Contracting	X	X				
CON 301	Executive Contracting	X					
CON 331	Executive Cost and Price Analysis	X					
CON 333	Management for Contracting Executives	X	X				
GRT 201	Grants Management	X	X				
IND 101	Contract Property Administration	X					
IND 102	Contract Property Disposition	X	X				
IND 103	Contract Property Systems Analysis	X	X				
IND 201	Intermediate Contract Property Administration	X					
IND 202	Contract Property Management Seminar	X	X				
IRM 101	Basic Information Systems Acquisition						X
IRM 201	Intermediate Information Systems Acquisition	X					

Course		Available Modes of Delivery					
		Resident	On-Site	Corres	Satellite	Equiv Exam	Computer Based
IRM 303	Advanced Information Systems Acquisition	X					
LOG 101	Acquisition Logistics Fundamentals	X	X		X		
LOG 201	Intermediate Acquisition Logistics	X	X				
LOG 202	Logistics Support Analysis	X	X				
LOG 203	Reliability and Maintainability	X	X				
LOG 204	Configuration Management	X	X				
LOG 205	Provisioning	X	X				
LOG 304	Executive Acquisition Logistics Management	X	X				
PMT 202	Multinational Program Management Course	X					
PMT 203	International Security and Technology Transfer/ Control Course	X					
PMT 302	Advanced Program Management	X					
PMT 303	Executive Program Manager's Course	X					
PMT 304	Advanced International Management Workshop	X					
PMT 305	Program Manager's Survival Course	X					

Course	Available Modes of Delivery					
	Resident	On-Site	Corres	Satellite	Equiv Exam	Computer Based
PMT 341 Systems Acquisition Contracting for Contracting Personnel	X					
PQM 101 Production and Quality Management Fundamentals	X	X				
PQM 103 Defense Specification Management Course	X	X				
PQM 104 Defense Specification Users Course	X	X				
PQM 201 Intermediate Production and Quality Management	X	X				
PQM 202 Nondevelopmental Item Acquisition		X				
PQM 203 Commercial Item Descriptions		X				
PQM 301 Advanced Production and Quality Management	X					
PUR 101 Simplified Acquisition Fundamentals	X	X	X		X	
PUR 102 Operations Level Simplified Acquisition Fundamentals	X	X				
PUR 201 Intermediate Simplified Acquisition Procedures	X	X				
SAM 101 Basic Software Acquisition Management (Non-resident)						X
SAM 201 Intermediate Software Acquisition Management	X					

Course		Available Modes of Delivery					
		Resident	On-Site	Corres	Satellite	Equiv Exam	Computer Based
SAM 301	Advanced Software Acquisition Management	X					
SYS 201	Intermediate Systems Planning, Research, Development, and Engineering	X	X				
SYS 301	Advanced Systems Planning, Research, Development, and Engineering	X	X				
TST 101	Introduction to Acquisition Workforce Test and Evaluation	X	X				
TST 202	Intermediate Test and Evaluation	X	X				
TST 301	Advanced Test and Evaluation	X	X				

Appendix

F

Mandatory Courses by Career Field

Appendix F

Mandatory Courses by Career Field

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

Mandatory Courses by Career Field

	Acquisition Logistics	Auditing	Business, Cost Estimating & Financial Mgmt.	Communications & Computer Systems	Contracting	Industrial /Contract Property Management	Manufacturing Production, & Quality Assurance	Program Management	Purchasing	System Planning, RD&E	Test and Evaluation
ACQ 101	L1		L1(10)	L1			L1	L1		L1	L1
ACQ 201	L2		L2(10)	L2			L2	L2		L2	L2
AUD 1130		L1									
AUD 4120 AUD 4230 AUD 1320		L2 L2 L2									
AUD 8560		L3									
BCE 101			L1(10)								
BCE 204 BCE 206 BCE 207 BCE 208 BFM 102 BFM 201 BFM 203			L2(10) L2(10) L2(10) L2(10) L1(10) L2(10) L2(10)								

Mandatory Courses by Career Field

	Acquisition Logistics	Auditing	Business, Cost Estimating & Financial Mgmt.	Communications & Computer Systems	Contracting	Industrial /Contract Property Management	Manufacturing Production, & Quality Assurance	Program Management	Purchasing	System Planning, RD&E	Test and Evaluation
BFM 204 BFM 209			L2[10] L2[10]								
CON 101 CON 102 CON 103 CON 104 CON 105 CON 106					L1 [2] L1 [2] L1 [2] L1 [2] L1 [2] L1 [2]	L1 [7] L1 [7] L1 [7]					
CON 201 CON 211					L2 [3] L2 [3]	L2					
CON 221 CON 222 CON 223 CON 231					L2 [3] L2 [3] L2 [3] L2 [3]	L2 [8] L2 [8]					
CON 301 CON 331 CON 333					L3 [4] L3 [5] L3	L3 [4]					
IND 101 IND 102 IND 103						L1 L1 L1					
IND 201 IND 202						L2 L2 [8]					
IRM 101				L1							
IRM 201				L2							
IRM 303				L3[1]							
LOG 101	L1										
LOG 201 LOG 202 LOG 203	L2 L2 L2										

Mandatory Courses by Career Field

	Acquisition Logistics	Auditing	Business, Cost Estimating & Financial Mgmt.	Communications & Computer Systems	Contracting	Industrial /Contract Property Management	Manufacturing Production, & Quality Assurance	Program Management	Purchasing	System Planning, RD&E	Test and Evaluation
LOG 204 LOG 205	L2 [6] L2 [6]										
LOG 304	L3										
PMT 302				L3				L3[9]			
PQM 101							L1				
PQM 201							L2				
PQM 301							L3				
PUR 101									L1[11]		
PUR 102									L1[11]		
PUR 201									L2		
SYS 201										L2	
SYS 301										L3	
TST 101											L1
TST 202											L2

(1) **COMM & COMPUTER SYSTEMS** – IRM 303 replaced IRM 301 and 302.

(2) **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
   CON 104, or CON 105, or CON 106 for positions involving emphasis on construction and facilities contracting.

(3) **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.

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

(5) **CONTRACTING** – Level III requires CON 301 plus ONE of the following based on primary assignment: CON 331OR CON 333-.
(6) **ACQUISITION LOGISTICS** – Level II requires ONE of LOG 204 or LOG 205.
(7) **INDUSTRIAL CONTRACT PROPERTY MANAGEMENT** – Level I requires ONE of CON 101, CON 102, OR CON 103.
(8) **INDUSTRIAL CONTRACT PROPERTY MANAGEMENT** – Level II requires ONE of CON 221 or CON 222. IND 202 should be attended every 3-5 years at Levels II and III.
(9) **PROGRAM MANAGEMENT** – PMT 302 is mandatory for personnel assigned to or selected for PEO, PM, or deputy PM of a Major Defense Acquisition Program (ACAT I and II), or designated staff positions such as Program Analyst, Program Integrator.
(10) **BCEFM** –
   a. Level I Business, Financial Management Track requires ACQ 101 plus ONE of BCE 101 or BFM 102. Level I Cost Estimating Track requires ACQ 101 and BCE 101.
   b. Level II mandatory courses are ACQ 201 and BFM 201 for both the Cost Estimating and Business, Financial Management Tracks. Additionally, BCE 204 is mandatory for the Cost Estimating Track.
   c. The Cost Estimating Track Level II requires at least TWO of BCE 206, BCE 207, BCE 208, BFM 204, BFM 209, or BCF 202.
   d. The Business, Financial Management Track Level II requires at least THREE of BCE 204, BCE 206, BCE 207, BCE 208, BFM 204, BFM 209, BCF 202, or BCE 101.
   e. The Business, Cost Estimating, and Financial Management Track Level III requires the completion of these courses if they were not previously taken: BCE 101, BCE 204, BFM 102, BFM 203, and BFM 204.
(11) **PURCHASING** – Level I complete one of PUR 101 or PUR 102.

Appendix

G

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.

Statutory Education Requirements

Statutory standards for membership in the Acquisition Corps are specified in 10 U.S.C. 1732, and implemented in DoD Instruction 5000.58, "Defense Acquisition Workforce," and DoD 5000.52-M, "Career Development Program for Acquisition Personnel." The following is an abbreviated summary of Acquisition Corps education standards prescribed in 10 U.S.C. 1732(b)(2):

- A baccalaureate degree AND EITHER
- Twenty-four semester credit hours of study from among the following disciplines: accounting, business finance, law, contacts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management, OR
- Twenty-four semester credit hours in the person's acquisition career field, AND EITHER twelve semester credit hours from among the above listed disciplines, OR training in the disciplines listed above equivalent to the twelve semester credit hours.

Substitution of Training Equivalencies

The option to substitute equivalent training for the twelve semester credit hours in the disciplines specified was provided by Sec. 812(e) of Pub. L. No. 102-484, "The National Defense Authorization Act for Fiscal Year 1993," October 23, 1992, which amended Section 1732(b)(2)(B) of title 10, United States Code. An addition to section F.4.a(2)(b) of DoD Instruction 5000.58, "Defense Acquisition Workforce," implemented this amendment and established DoD's policy that "Training equivalencies shall be based on credit-hour and discipline recommendations published by the American Council of Education." The standard of 12 semester credit hours in the disciplines specified by the statute may, therefore, be met by successful completion of comparable training courses which carry an American Council on Education (ACE) credit recommendation.

Courses bearing ACE credit recommendations are offered at DoD schools, other Federal agencies, or through business and industry-sponsored programs. Descriptions of these courses, along with their corresponding credit hour recommendations and subject area designations, are contained in five volumes published by ACE: The Guide to the Evaluation of Educational Experiences in the Armed Services (four volumes); and The National Guide to Educational Credit for Training Programs (one volume), which contains courses offered by other Federal agencies and the private sector. ACE guides are typically available in civilian personnel training offices and in DoD's education centers.

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. This information is applicable to the Acquisition Corps Education Standard.

American Council on Education (ACE) Recommended 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	**NCAT - AQ 301 -** Management of Defense Acquisition Contracts (Basic)	3
CON 103	**NFCTC - CTC 142 -** Management of Defense Acquisition Contracts (Basic)	3
CON 104	**NCAT - AQ 302 -** Contract Pricing	3
CON 106	**NFCTC - PN -** Contract Pricing and Negotiation	4
CON 201	**NFCTC - CTC 302 -** Government Contract Law	3
CON 201	**NCAT AQ 503 -** Government Contract Law	3
**CON 211*	**ALMC 8D-F12 -** Management of Defense Acquisition Contracts (Advanced)	2
**CON 211*	**NCAT - AQ 401 -** Management of Defense Acquisition Contracts (Advanced)	3
CON 221	**NCAT 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	**IRMC** Information Technology Advanced Management Program	19

*Credit received if taken prior to Oct. 1, 1994.

American Council on Education (ACE) Recommended 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
***PMT 301*	**PMC** - Program Management Course	9
**PQM 103*	**Defense Specification Management Course**	1
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*	**A-F7** - Systems Engineering	4

*Credit received if taken prior to Oct. 1, 1994.

**Credit received if taken prior to June 9, 1995.

Appendix

H

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).

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 that may be applied toward 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	**CLEP 023** - Principles of Marketing	3
Organization and Management	**DSST 530** - Personnel/Human Resources Management	3
	DSST 531 - Organization Behavior	3
Quantitative Methods	**DSST 450** - Principles of Statistics	3

Appendix

I

Certification Standards – Checklists

Appendix I

Certification Standards – Checklists

The following tear-out checklists provide a concise description of the education, experience, and training required to meet the standards for certification in acquisition career fields. The Under Secretary of Defense for Acquisition and Technology (USD(A&T)) has approved these checklists for the acquisition workforce under the authority of DoD Directive 5000.52-M, "Defense Acquisition Education, Training and Career Development Program." They are for use from October 1, 1995, through September 30, 1996. DoD components are responsible for ensuring that workforce personnel are trained to qualify for their current assignments, to prepare them for more responsible jobs, and to cross-train them for assignments in other acquisition fields. All courses that may be taken to meet Defense Acquisition Workforce Improvement Act (DAWIA) certification requirements for FY 1996 are included in this appendix.

The USD(A&T) also has designated certain courses that provide knowledge required to perform certain acquisition duties. These assignment-specific courses are presented in Appendix J.

Each checksheet includes a logic diagram indicating the flow and relational aspects of the standards. Mandatory standards are indicated by an open box, or, when options are available, by an open circle. Individuals may be certified into an acquisition career level when all mandatory standards have been met. Some standards are designated as "Desired," and are indicated by shaded boxes and circles. Where no standard exists for an element, the box is filled in black.

The checksheets incorporate other information useful for determining how the standards may be met, and which courses, if taken in the past, may be used to satisfy current standards. Personnel Data System (PDS) codes used to track training in automated personnel systems are included for each of the courses. They are shown in square brackets "[ ]" after the course title. Predecessor courses that satisfy the training requirements also are provided for each course. DAU has attempted to make the list of predecessor courses as complete as possible, but it is not exhaustive in all cases.

It is strongly recommended that the courses be attended in the order listed. These are progressive, sequential courses that build upon previously learned skills in an integrated curriculum.

Course descriptions are provided in Chapter 5 of this catalog, and instructions for registering for classes are provided in Chapter 2, section D. DAU uses the Army Training Requirements and Resources System (ATRRS) for centralized registration in all of its classes. Class schedules are maintained in ATRRS and should be available through your local training office. Up-to-date class schedules are also made available for downloading from the DAU computer bulletin board or the DAU World Wide Web home page (see Chapter 2, section I).

Checksheets are provided for each of three career levels in the following career fields:

Acquisition Logistics
Auditing
Business, Cost Estimating and Financial Management
Communications - Computer Systems
Contracting
Industrial/Contract Property Management
Manufacturing, Production and Quality Assurance
Program Management
Purchasing
Systems Planning, Research, Development and Engineering
Test and Evaluation

ACQUISITION LOGISTICS - Level 1

EDUCATION:

(Desired) Baccalaureate degree in technical, scientific, or managerial field

EXPERIENCE:

One year of acquisition experience

TRAINING:

ACQ 101 Fundamentals of Systems Acquisition Mgmt[BU5]
Predecessors: Fundamentals of Systems Acquisition Management-DSMC-26
PMT 101 Fundamentals of Systems Acquisition Management [BB1]
Materiel Acquisition Management-ALMC [MAM]

LOG 101 Acquisition Logistics Fundamentals [JR1]
Predecessors: Basic Integrated Logistic Support
ILS (Basic)-ALMC-IU
Navy ILS Overview [QM3]

(Desired) LOG 202 Logistics Support Analysis [JR2]
Predecessor: Defense Basic Logistics Support Analysis-ALMC-LR

Mandatory standard

No standard has been set

Desired standard

Option for meeting mandatory standard

Option for meeting desired standard

ACQUISITION LOGISTICS - LEVEL 2

EDUCATION

(Desired) Baccalaureate Degree in a technical, scientific or managerial field

EXPERIENCE:

Two years of acquisition logistics experience

(Desired) An additional two years of acquisition logistics experience

TRAINING:

ACQ 201 Intermediate Systems Acquisition **[JHA]**
Predecessor: PMT 201 Intermediate Systems Acquisition-DSMC-37 [BD6]

LOG 201 Intermediate Acquisition Logistics **[JR3]**
Predecessors: Integrated Logistics Support Management
Acquisition Logistics-AFIT-SYS-225 [WYF,JQH]
ILS Advanced Course-ALMC-IT [JR3]
Management of Acquisition Logistics-DSMC-24 [4X1,BCU]

LOG 202 Logistics Support Analysis **[JR2]**
Predecessor: Defense Basic Logistics Support Analysis-ALMC-LR

LOG 203 Reliability and Maintainability **[AKA]**
Predecessors: LOG 301 Reliability and Maintainability
Reliability & Maintainability Executive Overview-QMT-020
Reliability & Maintainability Overview-AMEC-8A-F30 [QMC]

Complete ONE of:

- **LOG 204 Configuration Management** **[QMB]**
  Predecessors: LOG 302 Configuration Management
  Introduction to Configuration Management-AFIT-SYS-028
  Configuration Management-AMEC-12 [QNJ]
  Configuration Management [QNI]

- **LOG 205 Provisioning** **[QM7]**
  Predecessors: Provisioning Management-LOG-260
  Army Provisioning Process-ALMC-AH [QBQ]

(Desired) SYS 201 Intermediate Systems Planning, Research, Development and Engineering **[BE2]**
Predecessors: Systems Engineering Management Course-DSMC-28
Systems Engineering-AMEC-4A-F7

ACQUISITION LOGISTICS - LEVEL 3

EDUCATION

(Desired) Master's degree in a technical, scientific, or managerial field

EXPERIENCE

Four years of acquisition logistics experience.

(Desired) An additional four years of acquisition logistics experience

TRAINING

LOG 304 Executive Acquisition Logistics Management[AH1]

AUDITING - LEVEL 1

EDUCATION - Have ONE of:

- A Baccalaureate degree in accounting
- A Baccalaureate degree in a related field, such as business administration or finance, which included or was supplemented by 24 semester hours in accounting
- At least four years of experience in accounting
- An equivalent combination of accounting experience, college education and training

EXPERIENCE - Either:

- Meet OPM Qualification Standards for entry into the series
- Baccalaureate Degree with 24 semester hours in accounting

(Desired) Accounting/auditing work experience in industry or public accounting

TRAINING:

AUD 1130 Technical Indoctrination [PC6]

(Desired)

- **AUD 1124 Audit Applications of FAR Part 31**
- **AUD 1111 Orientation to Contract Auditing**
- **AUD 6115 Effective Report Writing**

AUDITING - LEVEL 2

EDUCATION

- Entry below GS-9 - Complete Level 1 requirements
- Entry at GS-9 - Complete Level 1 requirements and ONE of:
  - All requirements for a Master's degree or equivalent
  - Two full years of graduate education
- (Desired) Beginning graduate studies leading to a Master's degree in accounting, business administration, management, or a related field
- (Desired) Professional certification (CPA, CMA, CIA, CISA)

EXPERIENCE

Auditing experience of increasing complexity and responsibility

(Desired) Experience performing increasingly complex audits for normal progression and with increasing independence

TRAINING

Complete ONE of:

- **AUD 1320 Intermediate Contract Auditing [JR7]**
- **AUD 4120 Statistical Sampling [QPO]**
- **AUD 4230 Graphic, Computational, and Improvement Curve Analysis Techniques [QPC]**

(Desired) Any courses among:

AUD 1430 Accounting and Auditing Update
AUD 1560 Emerging Cost Accounting Issues
AUD 5632 Computer Billing Algorithms
AUD 5633 EDP Lease/Purchase Evaluation
AUD 5650 Basic Data Retrieval - Data Trak
AUD 5720 EDP Internal Control Reviews and JCL
AUD 6220 Auditor Interview & Interpersonal Reactions
AUD 6240 Oral Presentation Workshop

AUDITING - LEVEL 3

EDUCATION

Complete Level 2 requirements

(Desired) Master's degree in accounting, business administration, management, or a related field

EXPERIENCE

Meet all Level 1 and 2 requirement qualification standards from OPM Qualification Standards Handbook. Supervisory auditors must also meet additional OPM qualifications.

(Desired) Assignments in a variety of organizational settings

TRAINING

AUD 8560 DCAA Supervisory Skills Workshop **[CBJ]**
(Mandatory for all supervisory personnel)

(Desired) Complete ONE of:

- **AUD 1275 Advanced Cost Management Systems**
- **AUD 4030 Quantitative Methods for Managers**
- **AUD 5640 Electronic Data Processing for Managers**
- **CON 301 Executive Contracting** **[BB3]**
  Predecessor: Defense Acquisition Contracting Executive Seminar-ER

BUSINESS, COST ESTIMATING AND FINANCIAL MANAGEMENT - LEVEL 1

EDUCATION:

(Desired) Baccaulaureate degree

EXPERIENCE:

One year of acquisition experience in business, cost estimating, or financial management

TRAINING: (Cost Estimating Track)

ACQ 101 Fundamentals of System Acquisition Management **[BU5]**

Predecessors: PMT 101 Fundamentals of System Acquisition Management-DSMC-26 [BB1]

BCE 101 Fundamentals of Cost Analysis **[Q1A]**

OR

TRAINING: (Business, Financial Management Track)

ACQ 101 Fundamentals of Systems Acquisition Management **[BU5]**

Predecessors: PMT 101 Fundamentals of Systems Acquisition Management-DSMC-26

Complete ONE of:

- **BCE 101 Fundamentals of Cost Analysis** **[Q1A]**
- **BFM 102 Contract Performance Management Fundamentals** **[QMK]**

  Predecessors: Contractor Performance Measurement Course-DSMC-6
  BCF 202 Intermediate Contractor Performance Measurement

BUSINESS, COST ESTIMATING AND FINANCIAL MANAGEMENT - LEVEL 2

EDUCATION:

(Desired) Baccalaureate degree

EXPERIENCE:

Two years of acquisition experience in business, cost estimating, or financial management

(Desired) An additional two years in business, cost estimating, or financial management

TRAINING:

ACQ 201 Intermediate Systems Acquisition [JHA]
Predecessor: PMT 201 Intermediate Systems Acquisition-DSMC-37 [BD6]

BFM 201 Systems Acquisition Funds Management [PCW]
Predecessor: BCF 201 Systems Acquisition Funds Management-DSMC-9

Cost Estimating Track:

BCE 204 Intermediate Cost Analysis [Q2B]

Complete at least TWO other course options below

Business, Financial Management Track:

Complete at least THREE course options below

COURSE OPTIONS:

- ○ **BCE 101 Fundamentals of Cost Analysis** [Q1A]
  (An option only if not previously taken to satisfy Level I requirements)
- ○ **BCE 204 Intermediate Cost Analysis** [Q2B]
- ○ **BCE 206 Cost Risk Analysis** [Q2C]
- ○ **BCE 207 Economic Analysis** [Q2D]
- ○ **BCE 208 Software Cost Estimating** [Q2E]
- ○ **BFM 102 Contract Performance Management Fundamentals** [QMK]
  (An option only if not previously taken to sastisfy Level I requirements)
  Predecessor: BCF 202 Intermediate Contractor Performance Measurement Contractor Performance Management Course - DSMC-6
- ○ **BFM 203 Intermediate Contract Performance Management** [PAQ]
- ○ **BFM 204 Contractor Finance for Acquisition Managers** [Q2A]
- ○ **BFM 209 Selected Acquisition Report** [Q2F]

BUSINESS, COST ESTIMATING AND FINANCIAL MANAGEMENT - LEVEL 3

EDUCATION:

(Desired) Baccalaureate degree with 24 semester hours in accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods or organization and management

(Desired) Master's degree

EXPERIENCE:

Four years of acquisition experience in business, cost estimating, or financial management

(Desired) An additional four years of acquisition experience in business, cost estimating, or financial management

TRAINING:

Complete at least ONE of the following courses that have not been previously taken:

- ○ **BCE 101 Fundamentals of Cost Analysis [Q1A]**
- ○ **BCE 204 Intermediate Cost Analysis [Q2B]**
- ○ **BFM 102 Contract Performance Management Fundamentals [Q1B]**
  Predecessor: BCF 202 Intermediate Contractor Performance Measurement
  Contractor Performance Management Course - DSMC-6
- ○ **BFM 203 Intermediate Contract Performance Management [Q2G]**
- ○ **BFM 204 Contractor Finance for Acquisition Managers [Q2A]**

(Desired) PMT 302 Advanced Program Management [BU1]
Predecessors: Program Management Course-DSMC-3
PMT 301 Program Management Course [BBW]

(NOTE: BCF 301 "Business, Cost Estimating and Financial Management Workshop, which will become available during FY 1996, is expected to become mandatory for certification at Level III beginning in FY 1997)

COMMUNICATIONS - COMPUTER SYSTEMS - LEVEL 1

EDUCATION:

(Desired) Baccalaureate degree, preferably with a major in computer science, management of automated information systems, business administration, or a related field

EXPERIENCE:

One year of acquisition experience in communications/computer systems

TRAINING:

ACQ 101 Fundamentals of Systems Acquisition Management **[BU5]**

Predecessors: Systems Acquisition Fundamentals
PMT 101 Fundamentals of Systems Acquisition Management-DSMC-26 [BB1]

(NOTE: IRM 101, "Basic Information Systems Acquisition" [JHD], which will become available during FY 1996, is expected to become mandatory for certification at Level 1 beginning in FY 1997)

COMMUNICATIONS - COMPUTER SYSTEMS - LEVEL 2

EDUCATION:

(Desired) Master's degree, preferably with a major in computer science, management of automated information systems, business administration, or a related field

EXPERIENCE:

Two years of acquisition experience, at least one year of this experience must be in communications/computer systems

(Desired) An additional two years of communication/computer systems acquisition experience, preferably in a systems program office or similar organization

TRAINING:

ACQ 201 Intermediate Systems Acquisition **[JHA]**

Predecessors: Intermediate Systems Acquisition-DSMC-37
PMT 201 Intermediate Systems Acquisition [BD6]

(NOTE: IRM 201 "Intermediate Information Systems Acquisition" [QN5], which will become available during FY 1996, is expected to become mandatory for certification at Level 2 beginning in FY 1997)

Expected IRM 201 Predecessors:
AIS Procurement Strategies-PPS
IRM 301 Information Technology Procurement Strategies [Q07]
IRM 302 Information Technology Advanced Management Program [BA0]
Advanced Management Program-AMP

COMMUNICATIONS - COMPUTER SYSTEMS - LEVEL 3

EDUCATION:

(Desired) Master's degree, preferably with a major in computer science, management of automated information systems, business administration, or a related field

EXPERIENCE:

Four years of communications/computer systems acquisition experience, of which at least two years must be in a program management office or similar organization (Dedicated matrix support to a PM or PEO, DCMC program integrator, or Supervisor of Shipbuilding)

(Desired) An additional four years of communications/computer systems acquisition experience

TRAINING:

IRM 303 Advanced Information Systems Acquisition [BZE]

Predecessors: IRM 301 Information Technology Procurement Strategies [Q07]
AIS Procurement Strategies-PPS
IRM 302 Information Technology Advanced Management Program [BA0]
Advanced Management Program-AMP

(Desired) PMT 302 Advanced Program Management [BU1]

Predecessor: PMT 301 Program Management Course-DSMC-3 [BBW]

CONTRACTING - LEVEL 1

EDUCATION - Have ONE of:

- Baccalaureate degree
- At least 24 semester hours (DANTES or CLEP equivalency exams may be included) among: accounting, law, business finance, contracts, purchasing; economics, industrial management, marketing, quantitative methods, organization and management
- At least 10 years of acquisition experience (as of 1 Oct 91)

EXPERIENCE - One year of contracting experience

TRAINING:

Contracting Principles - Complete ONE of:

- **CON 101 Contracting Fundamentals** **[BDQ]**
  Predecessors: Management of Defense Acquisition Contracts (Basic)-8D-4320
  Central Systems Level Contracting - G30BR6532-010 [WHS,PD6]
  Defense Procurement Management (8D-4320)
  Central Procurement Officer (G30BR6531-003)
  Contract Management Officer (G30BR6531-004)
  Systems/R&D Procurement Officer (G30BR6531-005)
  R&D Procurement Officer (G30BR6531-006)
  Contract Management, Systems R&D Officer (G30BR6531-007)

- **CON 102 Operational Level Contracting Fundamentals** **[PEC]**
  (For contracting positions at the post, camp, or station level)
  Predecessor: Organizational Level Contracting
  Base Procurement Officer (G30BR6531-002)
  Base Level Contracting (G30BR6531-002)

- **CON 103 Facilities Contracting Fundamentals** **[HEI]**
  (For construction and facilities contracting personnel)
  Predecessor: Management of Defense Acquisition Contracts (Basic)-CTC-142

Contract Pricing Principles - Complete ONE of:

- **CON 104 Contract Pricing** **[BDR]**
  Predecessors: Principles of Contract Pricing-QMT-170
  Defense Cost and Price Analysis/Negotiation-PN [BDS] [BAH]

- **CON 105 Operational Level Contract Pricing Fundamentals** **[QNU]**
  (For contracting positions at the post, camp or station level)
  Predecessor: Base Level Pricing - G30ZR6534-009

- **CON 106 Facilities Contract Pricing** **[BDU]**
  (For construction and facilities contracting personnel)
  Predecessor: Defense Cost and Price Analysis/Negotiation-PN [BDS] [BAH]

CONTRACTING - LEVEL 2

EDUCATION

Have ONE of:

- Baccalaureate degree
- At least 24 semester hours (DANTES or CLEP equivalency exams may be included) among: accounting, law, business finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management
- At least 10 years acquisition experience (as of 1 Oct 91)

(Desired) Graduate studies in business administration or procurement

EXPERIENCE:

Two years contracting experience

(Desired) An additional two years of contracting experience

TRAINING:

CON 201 Government Contract Law [BDP]

Predecessors: Government Contract Law-PPM-302
Government Contract Law Construction-CTC-302
Base Contract Law-G30ZR6534-007 [PDT]
AFIT Contract Law 166
USAF ECI Correspondence Course 660

CON 231 Intermediate Contract Pricing [BCC]

Predecessors: Intermediate Cost & Price Analysis
Intermediate Pricing-QMT-340

According to primary assignment, complete at least ONE of:

- **CON 211 Intermediate Contracting [BDN]**
  (For pre-award personnel)
  Predecessor: Management of Defense Acquisition Contracts (Advanced)-8D-F12
- **CON 221 Intermediate Contract Administration [BDO]**
  (For post-award personnel)
  Predecessor: Contract Administration (Advanced)-PPM-304
- **CON 222 Operational Level Contract Administration [PDQ]**
  (For contracting positions at the post, camp or station level)
  Predecessors: Organization Level Contract Administration
  Base Contract Administration-G3ZAR65170-002
- **CON 223 Intermediate Facilities Contract Management [BE4]**
  (For construction and facilities contracting personnel)
  Predecessor: Advanced Contract Management (Construction)-CTC-542

CONTRACTING - LEVEL 3

EDUCATION

Have ONE of:

- Baccalaureate degree
- At least 24 semester hours (DANTES or CLEP equivalency exams may be included) among: accounting, law, business finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management
- At least 10 years acquisition experience (as of 1 Oct 91)

(Desired) Masters degree in Business Administration or Procurement

EXPERIENCE:

Four years contracting experience

(Desired) An additional four years of contracting experience

TRAINING:

CON 301 Executive Contracting [BB3]
(Should be taken every 3-5 years as a refresher, but does not have to be repeated to maintain certification)
Predecessor: Defense Acquisition Contracting Executive Seminar - ER

According to primary assignment, complete ONE of:

- **CON 333 Management for Contracting Executives [BU7]**
  (For pre- and post-award personnel)
  Predecessors: Management of Defense Acquisition Contracts (Executive)-ALMC-B5
  CON 311 Executive Pre-Award Contracting [BCL]
  CON 321 Executive Contract Administration [BCM]
  Contract Administration-Executive-PPM-057
- **CON 331 Executive Cost and Price Analysis [BAD]**
  (For cost and price specialists)
  Predecessor: Cost and Price Analysis-QMT-540

(Desired) 2 weeks Management and Leadership Training (Not currently provided by DAU - See local training support office)

INDUSTRIAL/CONTRACT PROPERTY MANAGEMENT - LEVEL 1

EDUCATION:

(Desired) Have one of:

- Baccalaureate degree
- At least 24 semester hours (DANTES or CLEP equivalency exams may be included) among: accounting; law, business finance; contracts; purchasing; economics; industrial management; marketing; quantitative methods; organization and management

EXPERIENCE:

One year of experience in acquisition

TRAINING:

IND 101 Contract Property Administration Fundamentals [PDM]
Predecessor: Industrial Contract Property Administration-PPM-151

IND 102 Contract Property Disposition [PDO]
Predecessor: Defense Contract Property Disposition-ALMC-TY

IND 103 Contract Property Systems Analysis [BRL]
Predecessor: Defense Contract Property System Analysis-PPM-251

Complete ONE of:

- **CON 101 Contracting Fundamentals [BDQ]**
  Predecessors: Management of Defense Acquisition Contracts (Basic) -8D-4320
  Central Systems Level Contracting-G30BR6531-010
  Defense Procurement Management (8D-4320)
  Central Procurement Officer (G30BR6531-003)
  Contract Management Officer (G30BR6531-004)
  Systems/R&D Procurement Officer (G30BR6531-005)
  R&D Procurement Officer (G30BR6531-006)
  Contract Management, Systems R&D Officer (G30BR6531-007)
- **CON 102 Operational Level Contracting Fundamentals [PEC]**
  Predecessors: Organizational Level Contracting
  Base Procurement Officer (G30BR6531-002)
  Base Level Contracting (G30BR6531-002)
- **CON 103 Construction Contracting Fundamentals [HEI]**
  Predecessor: Management of Defense Acquisition Contracts (Basic)-CTC-142

INDUSTRIAL/CONTRACT PROPERTY MANAGEMENT - LEVEL 2

EDUCATION:
(Desired) Have one of:

- Baccalaureate degree
- At least 24 semester hours (DANTES or CLEP equivalency exams may be included) among: accounting; law, business finance; contracts; purchasing; economics; industrial management; marketing; quantitative methods; organization and management

EXPERIENCE:

- Two years of experience in an industrial property management acquisition position
- (Desired) An additional 2 years of experience in an industrial property management acquisition position

TRAINING:

IND 201 Intermediate Contract Property Administration [PDN]

Predecessors: Advanced Contract Property Administration-PPM-300
Advanced Industrial Property Manager
AFIT Contract Law 166
USAF ECI Correspondence Course 660

IND 202 Contract Property Management Seminar [BRM]

(Should be taken every 3-5 years as a refresher, but does not have to be repeated to maintain certification)

Predecessor: Executive Contract Property Management Seminar-PPM-077

CON 201 Government Contract Law [BDP]

Predecessors: Government Contract Law-PPM-302
Government Contract Law(Construction)-CTC-302
Base Contract Law-G30ZR6534-007 [PDT]
AFIT Contract Law 166
USAF ECI Correspondence Course 660

Complete ONE of:

- **CON 221 Intermediate Contract Administration [BDO]**
  Predecessor: Contract Administration-PPM-304
- **CON 222 Operational Level Contract Administration [PDQ]**
  Predecessor: Base Contract Administration-G3ZAR65170-002
  Organizational Level Contract Administration

INDUSTRIAL/CONTRACT PROPERTY MANAGEMENT - LEVEL 3

EDUCATION:

- (Desired) Baccalaureate degree
- AND at least 24 semester hours (DANTES or CLEP equivalency exams may be included) among: accounting; law, business finance; contracts; purchasing; economics; industrial management; marketing; quantitative methods; organization and management

EXPERIENCE:

- Four years of experience in industrial property management acquisition positions of increasing responsibility and complexity
- (Desired) Four additional years of experience in industrial property management acquisition positions

TRAINING:

CON 301 Executive Contracting **[BB3]**
(Should be taken every 3-5 years as a refresher, but does not have to be repeated to maintain certification)
Predecessor: Defense Acquisition Contracting Executive Seminar-ER

CON 333 Management for Contracting Executives **[BU7]**
Predecessors: Contract Administration (Executive)-PPM-057
CON 321 Executive Contract Administration [BCM]

IND 202 Contract Property Management Seminar **[BRM]**
(Should be taken every 3-5 years as a refresher, but does not have to be repeated to maintain certification)
Predecessor: Executive Contract Property Management Seminar-PPM-077

MANUFACTURING, PRODUCTION, & QUALITY ASSURANCE - LEVEL 1

EDUCATION: None mandatory

EXPERIENCE:

One year of acquisition experience in engineering, manufacturing, production, or quality assurance

(Desired) At least four weeks (cumulative) rotational assignments at a contractor and/or Government industrial facility to include experience in quality, manufacturing, engineering, and contracting

TRAINING:

ACQ 101 Fundamentals of Systems Acquisition Management **[BU5]**

Predecessor: PMT 101 Fundamentals of System Acquisition Management [BB1]
Fundamentals of System Acquisition Management-DSMC-26

PQM 101 Production and Quality Management Fundamentals **[BU2]**

Predecessor: DoD In-Plant QA-S89 [OTQ,QAN]
PRD 101 Production Management Fundamentals [EBP, JQX]
QUA 101 Quality Assurance Fundamentals-AMEC-210 [6PN,BCS]

MANUFACTURING, PRODUCTION, & QUALITY ASSURANCE - LEVEL 2

EDUCATION:

(Desired) Baccalaureate degree in engineering, chemistry, physical science, mathematics, statistics, manufacturing or production management, industrial technology or management, quality assurance, or related field

(Desired) Master's degree in business, production management, engineering, or a related field

EXPERIENCE:

Two years of acquisition experience in engineering, manufacturing, production or quality assurance

(Desired) At least four weeks (cumulative) rotational assignments at a contractor and/or Government industrial facility to include experience in quality, manufacturing, engineering and contracting (if not completed at Level 1)

(Desired) Two additional years of experience in manufacturing, production, or quality assurance

TRAINING:

ACQ 201 Intermediate Systems Acquisition [JHA]

Predecessors: PMT 201 Intermediate Systems Acquisition [BB1]
Intermediate Systems Acqusition-DSMC-37

PQM 201 Intermediate Production and Quality Management [BU3]

Predecessors: Defense Manufacturing Management Course-DSMC-13 [28N, BD2]
DoD Acquisition Quality Assurance [1H5, BCR]
Production Management II-PPM-305 [JQY]
PRD 201 Intermediate Production Management [EAJ, JQY]
QUA 201 Intermediate Quality Assurance [BCR]
Statistical Process Control - 581 [QCZ]

MANUFACTURING, PRODUCTION, & QUALITY ASSURANCE - LEVEL 3

EDUCATION:

(Desired) Baccalaureate degree in engineering, chemistry, physical science, mathematics, statistics, manufacturing or production management, industrial technology or management, quality assurance, or related field

(Desired) Master's degree in business, production management, engineering, or a related field

EXPERIENCE:

At least four years of acquisition experience in engineering, manufacturing, production, or quality assurance

(Desired) Four additional years of experience in manufacturing, production, or quality assurance

TRAINING:

PQM 301 Advanced Production and Quality Management **[HV2]**

Predecessor: PRD 301 Defense Acquisition Engineering, Manufacturing, and Quality Assurance-DSMC-38

(Desired) One advanced seminar in current acquisition management issues
(Not currently provided by DAU. See local training support office.)

PROGRAM MANAGEMENT - LEVEL 1

EDUCATION:

(Desired) Baccalaureate degree preferably with a major in engineering, systems management, or business administration

EXPERIENCE:

One year of program management experience

TRAINING:

ACQ 101 Fundamentals of Systems Acquisition Management **[BU5]**

Predecessors: PMT 101 Fundamentals of Systems Acquisition Management [BB1]
Fundamentals of System Acquisition Management-DSMC-26

(Desired)
ACQ 201 Intermediate Systems Acquisition **[JHA]**

Predecessors: PMT 201 Intermediate Systems Acquisition [BD6]
Intermediate Systems Acquisition-DSMC-37

(Desired) One DAU level 100 course in another functional area

PROGRAM MANAGEMENT - LEVEL 2

EDUCATION: (Desired)

Master's degree preferably with a major in engineering, systems management, business administration, or a related field

EXPERIENCE:

Two years of acquisition experience, at least one year of which must be in program management

(Desired) An additional two years of acquisition experience, preferably in a systems program office or similar organization

TRAINING:

ACQ 201 Intermediate Systems Acquisition [JHA]
Predecessor: PMT 201 Intermediate Systems Acquisition [BD6]
Intermediate Systems Acqusition-DSMC-37

(Desired) One DAU level 200 course in another functional area

(Desired) Intermediate level management and leadership training (Not currently provided by DAU. See local training support office.)

PROGRAM MANAGEMENT - LEVEL 3

EDUCATION:

(Desired) Have ONE of:

- At least 24 semester credit hours from among: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization, and management
- At least 24 semester credit hours in the individual's career field and 12 semester credit hours in the disciplines listed above
- Pass DANTES or CLEP equivalency exams for the above

(Desired) Master's degree in engineering, systems acquisition management, business administration, or a related field

EXPERIENCE:

Four years of acquisition experience, of which at least two years must have been in a program office or similar organization (dedicated matrix support to a PM or PEO, DCMC program integrator, or Supervisor of Shipbuilding)

(Desired) Two additional years of acquisition experience

TRAINING: (see note below)

PMT 302 Advanced Program Management **[BU1]**

Predecessors: Program Management Course-DSMC-3
PMT 301 Program Management Course [BBW]

Note: Individuals not currently certified Level 3 have until Oct. 1, 1998 or 18 months after assignment to a new or different Level III position (whichever is later) to meet this standard for certification.

PURCHASING - LEVEL 1

EDUCATION

(Desired) Sixteen semester hours of undergraduate work, with emphasis in business

EXPERIENCE

One year of experience in purchasing

TRAINING:

Complete ONE of:

- O **PUR 101 Simplified Acquisition Fundamentals [BCQ]**
  Predecessor: Small Purchase Fundamentals
  Defense Small Purchase (Basic)-ALMC-B3
  PUR 101 Purchasing Fundamentals

- O **PUR 102 Operational Level Simplified Acquisition Fundamentals [PDZ]**
  Predecessors: Organizational Level Small Purchase
  Apprentice Contracting Specialist-G3AZR65130-004
  PUR 102 Intermediate Purchasing

PURCHASING - LEVEL 2

EDUCATION

(Desired) Thirty-two semester hours of undergraduate work, with an emphasis in business

EXPERIENCE:

Two years of experience in purchasing

TRAINING:

PUR 201 Intermediate Simplified Acquisition Procedures[BCO]
Predecessors: Defense Small Purchase (Advanced) - ALMC-B4
PUR 301 Executive Small Purchase
PUR 201 Intermediate Purchasing

PURCHASING - LEVEL 3

EDUCATION

(Desired) Sixty-four semester hours of undergraduate work, with emphasis in business

EXPERIENCE

Three years of experience in purchasing

TRAINING: None Required

SYSTEMS PLANNING, RESEARCH, DEVELOPMENT & ENGINEERING - LEVEL 1

EDUCATION:
Have ONE of:

- Baccaulaureate degree from an accredited institution of higher learning in engineering, physics, chemistry, mathematics, or related field
- At least 10 years of acquisition experience in Systems Planning, Research, Development & Engineering (as of 1 Oct 91)

EXPERIENCE:

One year of acquisition experience in science or engineering

TRAINING:

ACQ 101 Fundamentals of System Acquisition Management **[BU5]**

Predecessor: PMT 101 Fundamentals of System Acquisition Management -DSMC-26 [BB1]

SYSTEMS PLANNING, RESEARCH, DEVELOPMENT & ENGINEERING - LEVEL 2

EDUCATION:

Have ONE of:

- Baccaulaureate degree from an accredited institution of higher learning in engineering, physics, chemistry, mathematics, or related field
- At least 10 years of acquisition experience in Systems Planning, Research, Development and Engineering (as of 1 Oct 91)

(Desired) Master's degree from an accredited institution of higher learning in engineering, physics, chemistry, mathematics, operations research, management or related field

(Desired) Nine semester credit hours from among: accounting, business finance, law, economics, industrial management, quantitative methods, or organization and management. DANTES or CLEP exams may be substituted.

EXPERIENCE:

Two years of acquisition experience in science or engineering

(Desired) An additional two years of experience in science or engineering in an acquisition position

TRAINING:

ACQ 201 Intermediate Systems Acquisition [JHA]

Predecessors: Intermediate Systems Acquisition-DSMC-37
PMT 201 Intermediate Systems Acquisition [BD6

SYS 201 Intermediate Systems Planning, Research, Development, and Engineering [BE2]

Predecessors: Systems Engineering Management Course-DSMC-28
Systems Engineering-4A-F7

(Desired) A DAU level 200 or level 100 course mandatory for acquisition logistics, program management, quality assurance, communications-computer systems, manufacturing and production, test and evaluation, or systems planning, research, development and engineering

SYSTEMS PLANNING, RESEARCH DEVELOPMENT & ENGINEERING - LEVEL 3

EDUCATION:

Have ONE of:

- Baccaulaureate degree from an accredited institution of higher learning in engineering, physics, chemistry, mathematics, or related field
- At least 10 years of acquisition experience in Systems Planning, Research, Development and Engineering (as of 1 Oct 91)

(Desired) Advanced degree from an accredited institution of higher learning in engineering, physics, chemistry, operations research, mathematics, operations research, management or related field

(Desired) 12 semester hours from among: accounting, business finance, law, economics, industrial management, quantitative methods, or organization and management. DANTES or CLEP exams may be substituted

EXPERIENCE:

Four years of acquisition experience in science or engineering

(Desired) Four additional years of experience in acquisition positions of increasing responsibility and complexity

TRAINING:

SYS 301 Advanced Systems Planning, Research, Development and Engineering [HV1]

(Desired) Any mandatory DAU level 200 or level 300 course in acquisition logistics; program management; quality assurance; communications-computer systems; manufacturing and production; test and evaluation; or systems planning, research, development and engineering

TEST AND EVALUATION - LEVEL 1

EDUCATION:

Have ONE of:

- Baccaulaureate degree with 24 semester hours, or equivalent, in physical science, mathematics, chemistry, engineering, physics, operations research, or a related field
- At least 10 years of acquisition experience (as of 1 Oct 91)

EXPERIENCE:

One year of acquisition experience

TRAINING:

ACQ 101 Fundamentals of System Acquisition Management **[BU5]**

Predecessor: PMT 101 Fundamentals of System Acquisition Management -DSMC-26 [BB1]

TST 101 Introduction to Acquisition Workforce Test and Evaluation **[PC5]**

TEST AND EVALUATION - LEVEL 2

EDUCATION:

Have ONE of:

- Baccaulaureate degree with 24 semester hours, or equivalent, in physical science, mathematics, chemistry, engineering, physics, operations research, or a related field
- At least 10 years of acquisition experience (as of 1 Oct 91)

(Desired) Master's degree in one of the above fields

(Desired) Two 3 Continuing Education Unit (CEU) technical courses in a test and evaluation specialty area

EXPERIENCE:

Two years of acquisition experience, of which at least one year is test and evaluation experience

(Desired) An additional two years of acquisition experience, of which one year is test and evaluation experience

TRAINING:

ACQ 201 Intermediate Systems Acquisition **[JHA]**

Predecessors: Intermediate Systems Acquisition-DSMC-37
PMT 201 Intermediate Systems Acquisition [BD6]

TST 202 Intermediate Test and Evaluation **[QMI]**

Predecessor: T&E Management Course-DSMC-11 [BE3]
TST 201 Test & Evaluation Management-DSMC-11 [BE3]

TEST AND EVALUATION - LEVEL 3

EDUCATION:

Have ONE of:

- Baccaulaureate degree with 24 semester hours, or equivalent, in physical science, mathematics, chemistry, engineering, physics, operations research, or a related field
- At least 10 years of acquisition experience (as of 1 Oct 91)

(Desired) At least 12 semester credit hours from among: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, business quantitative methods, organization and management. Equivalency exams may be substituted.

(Desired) Master's degree in physical science, mathematics, chemistry, engineering, physics, operations research, or a related field

(Desired) One 3 Continuing Education Unit (CEU) technical course (in addition to those required at Level II) in a test and evaluation specialty area

EXPERIENCE:

Four years of acquisition experience, of which at least two years is test and evaluation experience

(Desired) Four additional years of acquisition experience, of which at least two years are test and evaluation experience

TRAINING:

TST 301 Advanced Test and Evaluation **[QL9]**

Appendix

J

Assignment-Specific DAU Courses

Appendix J

Assignment-Specific DAU Training

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

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

The DAU maintains complete student records for its courses, but tracking student requirements and recording completion of these courses in employee personnel records is a component responsibility. Registration will be accomplished through the Army Training Requirements and Resources System (ATRRS).

Course descriptions are provided in Chapter 5 of this catalog, and instructions for registering for classes are provided in Chapter 2, section D. Class schedules are maintained in ATRRS and should be available through your local training office. Up-to-date class schedules are also made available for downloading from the DAU computer bulletin board or the DAU World Wide Web homepage (see Chapter 2, section I).

USINESS, COST ESTIMATING AND NANCIAL MANAGEMENT

M 102 Contract Performance Management Fundamentals
M 203 Intermediate Contract Performance Management

These courses should be taken by all acquisition workforce personnel whose duties include either 1) planning program/ contract requirements, awarding/administering contracts, or reviewing or performing surveillance on contractor's management control systems as outlined in DoDI 5000.2-M, Part 11, Section B (Contract Performance Measurement; 2) evaluating or analyzing contractor's contract performance management data; or 3) managing programs using contractor's contract performance management data. Attendees most likely will come from Program/Project Managment Offices, Defense Plant Representative Offices (DPRO), dedicated support matrix organizations, and Service Headquarters support matrix organizations.

M 209 Selected Acquisition Report [Q2F]

This course should be taken by all acquisition workforce personnel outside the Business, Cost Estimating and Financial Management career field whose duties include preparing, reviewing, editing, or generating cost input to Selected Acquisition Reports (SARs), or who are responsible for ensuring that SARs are consistent with CAIG procedures, SAR preparation guidelines, approved budgets, and approved Acquisition Program Baselines. Attendees will most likely come from Program/Project Management Offices, dedicated support matrix organizations, Service Headquarters support matrix organizations, and Contract Administration Offices.

BFM 210 Selected Acquisition Report Review [Q2J]

This course is a shortened SAR course designed as a follow-on course for personnel with previous SAR experience. It should be taken by all acquisition workforce personnel outside the Business, Cost Estimating and Financial Management career field whose duties include preparing, reviewing, editing, generating cost input to Selected Acquisition Reports (SARs), or who are responsible for ensuring that SARs are consistent with CAIG procedures, SAR preparation guidelines, approved budgets, and approved acquisition program baselines. Attendees will most likely come from Program/Project Management Offices, dedicated support matrix organizations, Service Headquarters support matrix organizations, and Contract Administration Offices.

CONTRACTING

CON 232 Overhead Management of Defense Contracts [BKA]

Predecessor: Contract Overhead Management-PPM-355

CON 233 Cost Accounting Standards Workshop [QMF]

Predecessor: Cost Accounting Standards Workshop-ALMC-CE

CON 232 and CON 233 should be taken by contracting personnel who are assigned to a Defense Contract Management Command, Army Ammunition Plant, or Supervisor of Shipbuilding, Conversion, and Repair.

CON 241 Information Technology Contracting [PDY]

This course is intended for contracting personnel involved in automated information system (AIS) contracting.

Predecessor: Contracting for Information Resources-ALMC-ZX

GRT 201 Grants Management [BU4]

This course should be taken by all contracting personnel with grants management responsibility and by all acquisition personnel who have been assigned responsibility as contracting officer representative or contracting officer's technical representative for a DoD grant.

PMT 341 Systems Acquisition for Contracting Personnel [BCN]

Predecessor: Systems Acquisition for Contracting Personnel-DSMC-34

This course is REQUIRED at Level III for all contracting officers assigned to a major program, or who devote at least 50% of their time to a major acquisition program. It should be taken within one year of assignment to a major defense acquisition program. This course should be taken at Level 2, if possible. However, it must have been taken by Level 3.

MANUFACTURING, PRODUCTION, AND QUALITY ASSURANCE

PQM 103 Defense Specification Management [BAP]

Predecessor: SPE 101 Defense Specification Management Course, ALMC 8D-F1

This course should be taken by personnel assigned responsibility for writing, reviewing, coordinating, applying, or using specifications and related documents.

PQM 104 Defense Specification Users Course [PAH]

Predecessor: SPE 102 Specifications in the Defense Acquisition Process, ALMC-DU

This course should be taken by personnel who use or review non-Government standards, commercial item descriptions, specifications, standards, and related documents in the acquisition process but are not involved full time in document writing (development) functions.

PQM 202 Nondevelopmental Item Acquisition [PAM]

This course should be taken by personnel associated with procuring nondevelopmental items to include: locating and evaluating potential products, planning for integrated logistics support, and selecting and preparing requirements documents, test and evaluations, and reliability and maintainability.

PQM 203 Commercial Item Descriptions [PAN]

This course should be taken by personnel who prepare or review commercial item descriptions and have taken the PQM 103 course. It is a follow-on course to PQM 103 and will be available in onsite mode only.

PROGRAM MANAGEMENT

PMT 202 Multinational Program Management Course

Predecessor: Multinational Program Management Course - DSMC-8

PMT 203 International Security & Technology Transfer/Control

Predecessor: International Security & Technology Transfer/Control Course - DSMC-39

PMT 202 and PMT 203 should be taken by all personnel who participate in an international defense acquisition program in other than a managerial capacity. Participants will typically include members of the program management; contracting; systems planning, research, development and engineering; test and evaluation; and business, cost estimating and financial management career fields.

PMT 303 Executive Program Manager Course [AH2]

Predecessor: PMT 301 Program Management Course-DSMC-3 [BBW]

This course is statutorily required for personnel selected to a critical acquisition position as a Program Executive Officer (PEO), program manager or deputy program manager of a Major Defense Acquisition Program (MDAP) or a significant non-major defense acquisition program in acquisition category (ACAT) I or II.

PMT 304 Advanced International Management Workshop [PAL]

Predecessor: Advanced International Management Workshop - DSMC-33

This course should be taken by all managerial personnel who participate in an international defense acquisition program. Participants will typically include members of the program management; contracting; systems planning, research, development and engineering; test and evaluation; and business, cost estimating and financial management career fields.

PMT 305 Program Manager's Survival Course (ACAT III Programs) [BU8]

This course is designed to update newly designated ACAT III program/product managers and their deputies on current acquisition policy, principles and practices. It includes lessons learned from recent experiences and how to operate as a PM in the current environment. Attendees must have successfully completed either PMT 301 or PMT 302.

SOFTWARE ACQUISITION MANAGEMENT

SAM 101 Basic Software Acquisition Management [JHB]

This course is mandatory for acquisition personnel whose duties include software acquisition, and who are serving in civilian grades 9 and below and military grades 0-1 through 0-3. Students should have successfully cmpleted ACQ 101 prior to attending this course.

SAM 201 Intermediate Software Acquisition Managment [PDZ]

This course is mandatory for acquisition personnel include software acquisition, and who are serving in civilian grades 9 through 12 and military grades O-3 through O-5. Students should have successfully completed SAM 101 and ACQ 201 prior to attending this course.

SAM 301 Advanced Software Acquisition Management [BU9]

This course is mandatory for managers and technical experts serving in Level III acquisition positions whose duties include software acquisition. Students should have successfully completed SAM 201 before attending this course.