Defense Acquisition University

Catalog
For Fiscal Year
1997

Office of the
Under Secretary of Defense
(Acquisition and Technology)

DEFENSE ACQUISITION UNIVERSITY

2001 NORTH BEAUREGARD STREET
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FOREWORD

As the Department of Defense and the Federal Government move toward the 21st century, new legislation, Department initiatives, and rapidly changing technologies continue to make the acquisition process increasingly fluid and dynamic. The acquisition workforce is the key to implementing the above changes. The workforce is increasingly challenged to embrace and keep pace with these changes, and a well-trained and educated workforce is the way to meet that challence.

The faculty and staff of the Defense Acquisition University (DAU) consortium of schools, the Directors of Acquisition Career Management (DACMs), and the DoD career functional boards are dedicated to providing the members of the acquisition workforce with the latest and best instruction and information for every course in every career field. The faculty and functional boards have reviewed or are reviewing each course and module to ensure that they are current and accurate. In addition, the latest educational technologies are being incorporated into as many courses as possible to permit maximum access and most efficient use by you, the members of the workforce. The result is a more easily accessible, high quality program of instruction which will help you acquire the skills and information necessary to keep pace with today's changing world.

This catalog is designed to be a useful tool for planning a program of education to help you meet the challenges which confront you, and to advance your career. It will tell you the courses you need, what information is taught in them, where and when they are taught, and how to register for them. It also shows the prerequisite requirements for attendance at each course. Courses are designed with the understanding that the student meets the prerequisites. If you have any questions, please call the staff of your DACM, the DAU staff, or the school point of contact.

Good luck and I look forward to seeing you in the classroom.

Thomas M. Crean
President
Defense Acquisition University

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The Defense Acquisition University (DAU)

Chapter 1

The Defense Acquisition University (DAU)

The Defense Acquisition University (DAU) is a consortium of Department of Defense (DoD) education and training institutions and organizations that provides mandatory and assignment specific courses for military and civilian personnel serving in 11 acquisition career fields. Its mission is to educate and train professionals for effective service in the defense acquisition system. Authorized by 10 U.S.C. 1746, and chartered by DoD Directive 5000.57, the DAU began operating on August 1, 1992.

The DAU coordinates the DoD acquisition education and training program to meet the training requirements of more than 106,000 personnel serving in acquisition positions. Through its consortium members, the DAU sponsors acquisition curriculum and instructor training to provide a full range of basic, intermediate, advanced, and assignment-specific courses to support the career goals and professional development of 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.

DoD Functional Boards encompass all acquisition functional areas. DoD Functional Board Members are senior level acquisition officials of the DoD components. They 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 DAU works in conjunction with these functional boards to identify competencies that are required to perform at various career levels and incorporates them into DAU courses.

The President of the DAU, who reports to the USD(A&T), serves as the Chief Executive Officer of the University. A Board of Visitors, individuals selected for their pre-eminence in academia, business, and industry, advises the President of the University and the USD(A&T) on matters related to organizational management, curricula, methods of instruction, facilities, and other matters of interest to the University.

Under the DAU structure, consortium members remain a part of their existing commands. The relationship between the DAU and its participating members is defined by Memoranda of Agreement (MOA). In addition to DoD mandatory acquisition 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)
- Defense Contract Audit Institute (DCAI)
- Defense Logistics Agency Civilian Personnel Support Office (DCPSO)
- Defense Systems Management College (DSMC)
- Industrial College of the Armed Forces (ICAF)
- Information Resources Management College (IRMC)
- Lackland Training Facility (LTF)
- Naval Center for Acquisition Training (NCAT)
- Naval Facilities Contracts Training Center (NFCTC)
- Naval Postgraduate School (NPS)
- Naval Warfare Assessment Division (NWAD)
- Office of the Assistant Secretary of the Navy (OASN), Research, Development and Acquisition (RD&A/APIA-PP)

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Administrative Information

Chapter 2

Administrative Information

A. General Statement

The DAU provides a highly structured sequence of courses needed to meet the mandatory and desired training standards established in DoD 5000.52-M, "Career Development Program for Acquisition Personnel." Where specific prerequisites are not identified, students are strongly encouraged to attend mandatory courses in the sequence prescribed because one course builds on the other and competence in prior course material is assumed, e.g., IND 201, IND 202, etc. Using this catalog, DoD acquisition workforce personnel can determine the mandatory training and education required for their career field and career level.

Most personnel must take a core acquisition course before taking other mandatory training at career levels I and II. The core course for Career Level I is ACQ 101, Fundamentals of Systems Acquisition Management. For Career Level II, it is ACQ 201, Intermediate Systems Acquisition Management. ACQ 101 is a prerequisite for ACQ 201. The core courses are

required for all workforce members in the following 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
Test and Evaluation

Students may use the fulfillment process described in Section D of this chapter (see p.15) to fulfill required courses until the end of fiscal year 1997.

Appendix G of this catalog provides concise checklists of the education, experience and training standards established for certification into each career field. They also provide the recommended sequence of courses for training within each career level.

Level I courses are designed to provide fundamental knowledge and establish primary qualification and expertise in the individual's career field, job series, or functional area.

At Level II, functional specialization is emphasized. Courses at this level are designed to enhance the employee's capabilities in a primary specialty or functional area.

At Level III, acquisition training emphasizes managing the acquisition process and learning the latest methods being implemented in the career field or functional area.

Each of these levels typically corresponds to particular GS levels or military grades/ranks that are defined by a military department or agency. Grade, however, is not generally a requirement for course enrollment.

Assignment-specific courses provide the training needed to perform specific acquisition functions. These may be functions performed by a subset of individuals in a career field. Assignment-specific training is also required when individuals in one career field must understand some of the processes of other career fields. Appendix H provides a description of DAU assignment-specific courses and the audiences for which they are developed.

Course descriptions for all DAU mandatory and assignment specific courses are listed alphanumerically in Chapter 5. Details of course length, prerequisites, equivalent DoD courses, course sponsor, allowable predecessor courses, modes of delivery, and Personnel Data System (PDS) codes are included in Appendix A.

DAU courses are offered in a variety of modes. The most frequently used are resident, where the student attends class at one of the DAU consortium schools, and on-site, where the instructor teaches at locations having sufficient numbers of students to support a class. Some DAU courses are also offered by CD-ROM, enhanced seminar, satellite, and correspondence. Several offer equivalency examinations (credit by examination) in lieu of classroom attendance.

Appendix A displays the DAU course delivery modes and available DAU equivalency examinations. Information on course offerings, schedules, and location of courses is published separately in the DAU Course Schedule, which is disseminated electronically by e-mail, the World Wide Web, and DAU's computer bulletin board. See Section F of this chapter for instructions for getting the course schedules.

B. Course Registration and Quota Allocation

Employees and their supervisors may plan training requirements for career development purposes using the requirements provided in Appendices G and H, and course descriptions and data in Chapter 5 and Appendix A. Appendices G and H identify courses that are required for certification in the career field and career level, or for performing an assignment-specific function in acquisition.

For DoD acquisition workforce members, all costs of tuition, travel and per diem for DAU training, including correspondence courses and equivalency examinations, will be funded by DAU via the student's component. Procedures to enroll in any mode in which the course is available are listed below, by component. Course delivery modes and course prerequisites are listed in Appendix A.

The DAU uses the Army Training Requirements and Resources System (ATRRS) to maintain course schedules, allocate quotas, manage class registration, enroll students in correspondence courses and equivalency examinations, and provide data for reporting require-

ments. Agencies with quota allocations 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.

The student's command or organization will notify the student of registration for training. The school will provide reporting instructions with class start/end dates, building/room number, etc. if it is a resident class. The student's organization will provide this information if it is an on-site class. Basic reporting instructions are provided in ATRRS on the SH display for most consortium schools in case of late entries or non-receipt of handbooks.

For some classes, the school forwards pre-course materials to the student (see course descriptions in Chaper 5). Once registered, students who have not received reporting instructions 30 days before the class start date should contact the school registrar (see Appendix B for contact information for each school).

After students are registered in a class, they may contact the school for administrative details regarding attendance and lodging.

Army Personnel

Army Acquisition Workforce (AAW) civilian and military personnel who require DAU courses 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), 540-731-9557/3587 or DSN 931-9557/3587, e-mail higginbl@radford-emh1.army.mil, will approve and register students for training, and issue funding for travel and per diem. The requesting organization will obtain specifics on the scheduled training through ATRRS. RDAISA operates a World Wide Web Homepage for access to the Army Acquisition Mandatory Training Schedule (www.sarda.army.mil/rdaisa/atrrs/aaedau.htm), Army Acquisition Education and Training Catalog, (www.sarda.army.mil/rdaisa/carolyn/catalog.htm), Acquisition Career Managment information, and other documents. The Army Acquisition Homepage address is http://www.sarda.army.mil.

Organizations should monitor closely the availability of on-site class offerings to minimize expenses associated with class attendance in resident mode. On-site course offerings are filled by students locally to keep travel and per diem expenses to a minimum.

Student cancellation or substitution should be limited to only extreme emergencies. To cancel or substitute a confirmed class registration supervisors should contact their training (ATRRS) support office for procedures.

Military personnel enroute to a new duty station or to an acquisition position should contact their assignment officer to obtain a quota in a mandatory course. Assignment officers' contacts are:

Cpt: DSN 221-2800/(703) 325-2800
Maj: DSN 221-3128/(703) 325-3128
Ltc: DSN 221-3129/(703) 325-3129

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. All funding associated with mandatory acquisition training 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.

The current class schedule, DON registration sheet, training representative listing and other useful information is available on the Navy DACM Bulletin Board (BBS) by dialing 703-602-3991/3992 or via the World Wide Web at address http://dacm.secnav.navy.mil.

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.

Acquisition Personnel in Other DoD Components

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).

Other Personnel

Non-DoD and DoD personnel for whom DAU courses are not mandatory may register on a space-available basis. To register, submit a completed DD Form 1556 (see sample in Appendix I) "Request, Authorization, Agreement, Certification of Training and Reimbursement" or SF 182 "Request, Authorization, Agreement, Certification of Training" or other organizational training form to DAU up to 45 days before a class starts. Tuition and travel costs are the responsibility of the requesting person or organization. Mail the request to:

Defense Acquisition University
(Attn: Registrar)
2001 N. Beauregard Street
Suite 750
Alexandria, VA 22311-1772

Questions

For additional information concerning course registration, please call:

Army	703-805-5368
Air Force	703-614-9446
Navy	703-602-9937
DoD	703-602-8668
Other	703-845-6794

C. Course Attendance

Students are expected to attend all sessions of classroom and satellite courses and complete all course work. Absences for medical or family emergencies must be approved by the course director, lead instructor, or designated representatives. Cumulative absences that exceed five percent of contact time may be grounds for removal from the course and receipt of an "incomplete" grade.

Consortium schools follow established DoD and Office of Personnel Management guidance for civilians and service regulations for military personnel concerning various categories of leave.

D. Course Equivalencies and Alternatives

1. Predecessor Courses. Many DAU courses were developed from existing component courses, some of which are sufficiently similar to meet the requirement to attend the DAU course. Predecessor courses for each DAU course are listed in Appendix A.

2. Other Schools' Equivalent Courses. The college courses listed in Appendix C meet DAU course requirements. Appendix D lists other DoD schools that offer DAU equivalent courses.

3. Fulfillment. Individuals who believe they have fulfilled the training requirements through experience, education, or alternative training programs, may obtain credit for mandatory training courses by completing "Fulfillment of DoD Mandatory Training Requirements" (DD Form 2518)(see sample in Appendix I), which may be processed until September 30, 1997. The 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 guide from their respective career program functional representatives.

4. DAU Equivalency Test Program (Course Credit by Examination). The DAU Equivalency Test Program provides an opportunity for employees to take a comprehensive test in lieu of attending a DAU course. Acquisition workforce employees may apply for the examinations using the same procedures required by their servicing organization for enrolling into any DAU mandatory course. The school providing the examination will contact the student to schedule dates and times. Students who do not hear within 30 days after notification of registration should contact the school directly.

Appendix A provides a listing of courses that may be satisfied by examination. Appendix B provides school addresses and phone numbers.

5. Correspondence Courses. Members of the DoD acquisition workforce may complete DAU courses through correspondence courses in lieu of attending classes. Employees may enroll in correspondence courses by using the same procedure established by the component to enroll in a DAU course. Appendix A shows which courses are available in correspondence mode.

6. DAU Enhanced Seminar Program. The DAU Enhanced Seminar Program is an alternative instructional delivery mode that enables students to receive manda-tory 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 CON 201: 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.

E. Workforce and Acquisition Corps Education Standards

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 the educational standards below. The educational standards are applicable to new employees and those promoted in the GS-1102 occupational series; to obtain a contracting officer's warrant above the small purchase threshold; or to qualify for the Acquisition Corps.

The standard requires a baccalaureate degree and either 24 semester credit hours in any combination from among the following disciplines, or 24 semester credit hours

in the person's acquisition career field, and 12 semester credit hours from the following disciplines:

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

Employees can meet this standard by passing college course equivalency examinations considered to demonstrate knowledge comparable to accredited courses of study in these subjects. For more information on using equivalency exams to meet mandatory education qualifications, refer to Appendix F and the DANTES brochure, "Prepare for Education through Testing," available through local training offices or the DAU World Wide Web Homepage (see paragraph F below). A list of available examinations is provided in Appendix F.

Employees also can apply certain DAU courses to meeting the educational requirements. See Appendix E for more information.

F. Electronic Access to the DAU

1. Internet Access. The DAU operates a World Wide Web Homepage for access to its catalog, schedule, other documents, and other educational sites. DAU plans to make increasing use of the Internet for supporting its educational and training activities, and encourages all DoD acquisition workforce personnel to get connected and familiarized with Internet tools and techniques.

DAU's homepage 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.**

Periodic updates to DAU's class schedules are available for automatic distribution through electronic mail. To subscribe, send an e-mail to **majordomo@acq.osd.mil**, and type **subscribe dau-sked** into the body of the message.

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

workforce. It is used to dissemi-
nate electronic copies of catalogs,
schedules, and other documents
to those without internet access
but with modem capabilities.

The DAU BBS telephone number
is (703) 820-9527. The DAU BBS
operates at 9600 BPS baud or
lower, with communications set-
tings of eight data bits, no parity,
and one stop bit.

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

Chapter 3

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

The Senior Acquisition 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. All students successfully completing the Senior Acquisition Course are awarded a Masters of Science degree in National Resource Strategy.

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 Director, 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, His-

tory, 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, Future Directions in Software Management, 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.

Career Field Descriptions

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 planning, 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 computers 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), tests, 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; 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 the Industrial Property Management Specialist, Property Administrator 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 government property. 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 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.

Manufacturing, Production, and Quality Assurance

Acquisition-related manufacturing and production personnel, and production career field duties, vary greatly in managerial, administrative, 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) and Deputy Program Executive Officer 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, and DoD 5000.2-R.

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 engineers, scientists, operations researchers, computer scientists and other degree-holding technical personnel who perform test and evaluation tasks 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.

Course
Descriptions

Chapter 5
Course Descriptions

This chapter provides a description of all mandatory, desired, and assignment-specific acquisition training courses, prerequisites, 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.

ACQ 101
Fundamentals of Systems Acquisition Management

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 using 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. Discussions are conducted on mission area analysis, directives, procedures, documentation, and current issues. The course concludes with an acquisition strategy workshop that integrates all the course material. 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.

Prerequisites: None.

Length: 9 Class Days

ACQ 201
Intermediate Systems Acquisition

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 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.

Prerequisites: ACQ 101.

Length: 20 Class Days

ACQ 401
Senior Acquisition Course

The Senior Acquisition Course is described in detail in Chapter 3.

Prerequisites: None.

Length: 40 weeks

AUD 1130
Technical Indoctrination

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 ad-dresses 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. Students 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.

Prerequisites: AUD 1111, AUD 1124 (contact school for registration/course descriptions).

Length: 10 Class Days

AUD 1320
Intermediate
Contract Auditing

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.

Prerequisites: AUD 1130, AUD 1280 (contact school for registration/course description).

Length: 5 Class Days

AUD 4120
Statistical Sampling

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.

Prerequisites: AUD 1130.

Length: 5 Class Days

AUD 4230
Graphic, Computational, and Improvement Curve Analysis Techniques

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."

Prerequisites: AUD 1130; successful completion of pre-course self study materials.

Length: 5 Class Days

AUD 8560
Defense Contract Audit Agency Supervisory Skills Workshop

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.

Prerequisites: None.

Length: 10 Class Days

BCE 101
Fundamentals of Cost Analysis

Fundamentals of Cost Analysis enables entry-level DoD personnel to prepare weapon system life cycle cost estimates. The course covers DoD policies governing these estimates and the techniques used in their preparation. Topics include a statistics 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.

Prerequisites: ACQ 101.

Recommended: One year acquisition experience. Competence in algebra is essential; familiarity with IBM compatible personal computers and a course in statistics are recommended.

Length: 15 Class Days

BCE 204
Intermediate Cost Analysis

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 Tools (ACEIT) software as introduced in BCE 101.

Prerequisites: BCE 101.

Recommended: Two years of acquisition experience, or currently assigned to a cost analysis position, and successful completion of ACQ 201. Competence with algebra and statistics is essential.

Length: 15 Class Days

BCE 206
Cost /Risk Analysis

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.

Prerequisites: BCE 101.

Recommended: ACQ 201.

Length: 4 1/2 Class Days

BCE 207
Economic Analysis

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.

Prerequisites: BCE 101.
Recommended: ACQ 201.

Length: 3 1/2 Class Days

BCE 208
Software Cost Estimating

Software Cost Estimating is primarily for practitioners of software cost estimating. The course is designed for 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. Topics include software life cycle management, architecture, interoperability, paradigms, design approaches, metrics, capability evaluations, risk analysis, reuse, and open systems. A software cost estimating case study allows students to apply the course material.

Prerequisites: BCE 101.
Recommended: ACQ 201.

Length: 7 1/2 Class Days

BCF 301
Business Cost Estimating and Financial Management (BCEFM) Workshop

BCEFM workshop is a capstone course which provides students with an integrated view of contract

performance management, cost estimating, and financial management disciplines and responsibilities as they relate to program management. This course centers around integrated exercises and simulations and enables students to interact by preparing and defending program cost estimates, using cost performance reporting to evaluate program status and funding requirements, and responding to externally imposed budget reductions. Current BCEFM initiatives affecting the PMO will also be provided. To enable students to work in other disciplines outside of their area of expertise, one hour electives in funds management, contract performance management, cost estimating, and PPBS will be provided. Guest speakers will be represented from Program Executive Offices (PEO), Program Management Offices (PMO), and OSD.

Prerequisites: ACQ 201, or combination of BCE 101. BFM 102 and BFM 201.

Recommended: Four years of acquisition experience

Length: 9 Class Days

BFM 102
Contract Performance Management Fundamentals Course

The Contract Performance Management Fundamentals Course (CPMFC) provides instruction on the application of earned value management (EVM) in the defense systems acquisition process through integration with other management functional areas. The course applies a basic management theory approach to understanding the concepts of EVM and its role in a successful program management process. The course examines basic EVM concepts relative to current DoD guidance, core concepts of the Cost/Schedule Control Systems Criteria (C/SCSC), the implementation and surveillance process, and the role of participating organizations.

The student gains knowledge on the EVM process through insight to both the contractor and government actions in all phases of a contract. The instruction begins with the Request for Proposal and traces the life of the contract through development and review of the Performance Measurement

Baseline (PMB), program and system reviews, and the on-going analysis and surveillance processes. The instruction emphasizes the importance of the PMB as the integrated cost, schedule, and technical plan necessary for program success. The analysis emphasis, highlighted by a presentation by OUSD(A&T)API/PM, emphasizes the usefulness of earned value information in evaluating the status of a program. Each subject includes an examination of the roles of the various participants including the program office, DCMC, DCAA, buying commands, resource management organizations, and OSD.

Prerequisites: ACQ 101.

Recommended: One year of acquisition experience

Length: 10 Class Days

BFM 201
Systems Acquisition
Funds Management

Systems Acquisition Funds Management concentrates on developing skills necessary for formulating and executing a program office budget. The course is designed for civilian GS-11 and above, and military O3 and above who are assigned to positions affecting decisions on a DoD weapon system. 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.

Prerequisites: ACQ 201.

Length: 5 Class Days

BFM 203
Intermediate Contract Performance Management Course

The Intermediate Contract Performance Management Course (ICPMC) immerses students in earned value management (EVM) through a multi-media simulation of a typical program. The simulation approach allows developing application level skills for EVM through performing typical responsibilities requiring knowledge of current DoD guidance, core concepts of the Cost/Schedule Control Systems Criteria (C/SCSC), the implementation and surveillance process, and the role of participating organizations.

The student practices typical government program activities related to the EVM process on a contract. The exercises begin with reviewing inputs to a Request for Proposal, moves to the analysis of a baseline typical of an Integrated Baseline Review (IBR), requires performing activities associated with program and system reviews, and simulates conducting on-going analysis and surveillance processes. The instructional methods encourage the students to perform tasks and evaluate results and alternatives in a controlled environment. The integrated struc-ture of the exercises forces student consideration of the impact of their actions on various elements of the program. The process also assures examination of the perspectives of the various organizations in the acquisition process such as the program office, DCMC, DCAA, buying commands, resource management organizations, and OSD.

Prerequisites: ACQ 201, BFM 102

Recommended: Familiarity with Microsoft Windows software.

Length: 10 Class Days

BFM 204
Contractor Finance for Acquisition Managers

Contractor Finance for Acquisition Managers is designed for those working in, or selected for, positions requiring interface with contractors or dealing with contractor financial data, 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.

Prerequisites: ACQ 201.

Length: 5 Class Days

BFM 209
Selected Acquisition
Report

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-R, "Mandatory Procedures for Major Defense Acquisition Programs (MDAPs) and Major Automated Information System (MAIS) Acquisition Programs."

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 an assignment-specific course. See Appendix H.

Prerequisites: ACQ 201.

Length: 5 Class Days

BFM 210
Selected Acquisition
Report (Review)

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-R, "Mandatory Procedures for Major Defense Acquisition Programs (MDAPs) and Major Automated Information System (MAIS) Acquisition Programs."

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 an assignment-specific course. See Appendix H.

Prerequisites: BFM 209.

Recommended: 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

CON 101 Contracting Fundamentals

Contracting Fundamentals is a 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 who are new to the contracting workforce, either 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. Application of the information is reinforced through a series of practical exercises that include preparing a solicitation, conducting a bid opening, conducting negotiations, writing a Price Negotiation Memorandum, and post award problems based on a contract in force.

Prerequisites: None.

Length: 20 Class Days

CON 102
Operational Level Contracting Fundamentals

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 course is equivalent to CON 101. Students who have already taken CON 101 or CON 103 should not take this course.

Prerequisites: None.

Length: 20 Class Days

CON 103
Facilities Contracting Fundamentals

Facilities Contracting Fundamentals covers a broad range of complex and detailed topics for entry level personnel in the facilities/construction contracting arena. The course 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 who are or will be assigned as contract negotiators, contract specialists, procurement analysts, price analysts, or contract administrators in facilities-related contracting.

Note: This course is equivalent to CON 101 and focuses on construction and facilities contracts. Students who have already taken CON 101 or CON 102 should not take this course.

Prerequisites: None.

Length: 20 Class Days

CON 104
Contract Pricing

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. An actual cost analysis is used to illustrate and integrate the various concepts, methods and techniques covered in the course. Estimating techniques will be demonstrated via computer modes; a diskette will be provided. Individual and group negotiation workshops address the fundamentals of the negotiation process, including essential techniques, strategies, and tactics. Basic algebra skills are required for successful completion of the course.

Prerequisites: CON 101, 102 or 103.

Length: 14 Class Days

CON 105
Operational Level Contract Pricing

Operational Level Contract Pricing 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 course is equivalent to CON 104. Students who have already taken CON 104 or CON 106 should not take this course.

Prerequisites: CON 101 or 102.

Length: 14 Class Days

CON 106
Facilities Contracts Pricing

Facilities Contracts 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 facility support service contracts are used to demonstrate and integrate the various methods and concepts taught in the course. Mock negotiations based on construction, architect-engineer, and facility support service contract cases are 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 course is equivalent to CON 104. Students who have already taken CON 104 or CON 105 should not take this course.

Prerequisites: CON 101 or 103.

Length: 14 Class Days

CON 201
Government Contract Law

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.

Note: CON 201(C) is equivalent to CON 201, with a focus on contract law issues pertinent to construction and facilities contracting.

Prerequisites: Level I (Contracting) certification courses.

Recommended: CON 211, 221, 222 or 223 strongly recommended.

Length: 10 Class Days

CON 211
Intermediate Contracting

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.

Prerequisites: One of CON 104, 105 or 106.

Length: 15 Class Days

CON 221
Intermediate Contract Administration

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.

Prerequisites: CON 104, 105 or 106.

Length: 10 Class Days

CON 222
Operational Level Contract Administration

Operational Level Contract Administration is designed to assist intermediate level personnel in the area of post-award contract management. Emphasis is placed on ethi-

cal 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 course is equivalent to CON 221. Students who have already taken CON 221 should not take this course.

Prerequisites: CON 104 or 105.

Length: 10 Class Days

CON 223
Intermediate Facilities Contracting

Intermediate Facilities Contracting 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 remedies. 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 "challenges".

Prerequisites: CON 104 or 106.

Length: 10 Class Days

CON 231
Intermediate Contract Pricing

Intermediate Contract Pricing both reinforces pricing skills taught in CON 104 and develops skills in price analysis, advanced pre-award pricing decisions, post-award pricing decisions, and general contract pricing issues. The first week of the course is primarily quantitative in nature, focusing on statistical and economic analysis tools. Students are expected to bring to class and be capable of

using a calculator with an exponential and reciprocal function. Public domain software is used in applying quantitative theory and in pricing situations. The second week focuses primarily on application of quantitative techniques and advanced contracting concepts. Students will focus on developing prenegotiation positions on proposed indirect cost rates. Students will also develop skills in estimating cost-to-complete, pricing equitable adjustments (with exercises related to claims and contract modifications), defective pricing, cost realism analysis, contract types, and contract financial analysis with emphasis on contract financing considerations. Students are encouraged to call on their unique experiences to provide a basis for discussion and analyses of relevant contact pricing topics, the application of appropriate pricing principles and development of workable solutions.

Prerequisites: CON 104, 105 or 106.

Recommended: Personnel who have taken a basic pricing course other than CON 104 should either complete CON 104 or a basic statistics course prior to attending CON 231.

Length: 10 Class Days

CON 232
Overhead Management
of Defense Contracts

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. This course is designed for personnel being assigned to program projects in which contractor overhead situations are present and are important elements of cost. This is an assignment-specific course. See Appendix H.

Precourse Material: Students should review "Indirect Cost" chapter of the Armed Services Pricing Manual before attending the course.

Prerequisites: One of CON 104, 105 or 106.

Length: 10 Class Days

CON 233
Cost Accounting Standards Workshop

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 H.

Prerequisites: CON 231.

Length: 10 Class Days

CON 234
Contingency Contracting

Contingency Contracting is a course designed to develop the skills necessary to provide direct contracting support to joint tactical and operational forces participating in the full spectrum of armed conflict and military operations other than war (MOOTW), both domestic and overseas. The course is hands-on, skills-based, and extensively uses common automation tools. Practical exercises are used throughout to reinforce working in a joint, multi-cultural environment. Topics include: identifying and applying laws and regulations unique to contingency operations; the roles and responsibilities of the Contingency Contracting Officer in joint military operations; deliberate and crisis action planning to include contingency contracting kits and support plans; unique financial and appropriations issues; establishing a contracting office in an austere and/or high threat environment; selecting, justifying and executing the appropriate contractual instrument to meet common contingency requirements; administration, termination and close out of contingency contracts to include the role of the Defense Contract Management Command, Army Logistics Augmentation Program (LOGCAP), and Navy Emergency Construction Capability (CONCAP). This course is intended for contracting and purchasing career field non-commissioned officers, officers, and emergency essential civilians of all services who are in deployable positions. Whenever practical, students should attend the course prior to assuming duties as a deployable contracting officer or purchasing agent. This is an assignment-specific course. See Appendix H.

Prerequisites: One of CON 101, 102 or 103 or PUR 101.

Recommended: Two years of purchasing or contracting experience is highly recommended.

Length: 9 Class Days

CON 241
Information Technology Contracting

Information Technology Contracting is designed to increase the knowledge and skills of intermediate contracting personnel who are involved in the acquisition of Information Technology (IT) resources. Through case studies and practical exercises students will be exposed to and perform all contracting functions concerning the acquisition of IT resources. Students will use statutes, OMB circulars, DoD instructions, and make ethical decisions applicable to make an IT acquisition. They will examine the roles of all government personnel involved in the IT acquisition process. Students will review data used in the development of an acquisition plan for IT resource acquisition. They will learn to distinguish among the types of IT resource acquisitions and select the appropriate method of acquisition for each type. They will learn the function of integrated product teams (IPT) and how they affect the devel-opment of the solicitation for each type of IT resource acquisition. They will learn the process for source selection and the use of performance based contracting. The will learn how to evaluate and select a proposal for award. In addition, they will learn how to apply contract performance monitoring necessary for the resultant contract. This is an assignment-specific course. See Appendix H.

Prerequisites: CON 104, 105 or 106.

Length: 10 class days

CON 301
Executive Contracting

Executive Contracting is a unique forum for senior personnel in the contracting career field to examine a wide range of acquisition issues. Through guest speaker lectures, discussions, workshops, and a Capitol Hill visit to observe Congressional activities, this course provides 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 describing: (a) contracting issues of importance to their activity and (b) a contracting success story to be shared in the class.

Prerequisites: Level II (Contracting) courses.

Length: 5 Class Days

CON 333
Management for
Contracting Supervisors

The Management for Contracting Supervisors Course is designed for first line supervisors assigned to acquisition/contracting positions within the Federal government. The course concentrates on numerous Department of Defense management issues formulated within a variety of preaward and postaward risk management scenarios that challenge acquisition professionals. Participants utilize the Harvard case study method, critical incidents, small group interaction and other teaching methods to assess and interpret the variables that affect contract performance and successful mission accomplishment in DoD procurement. Case scenarios are supplemented and reinforced by other techniques such as guest lecturers, panel discussions, management and leadership self-assessments, and other issues that may be raised during the class by students. Participants are encouraged to apply their experience and expertise to the course, and to share/expand their knowledge of acquisition, procurement and management techniques. Participants are also encouraged to exchange visionary ideas on ways to countinuously improve mission accomplishment.

Prerequisites: One year of contracting experience after Level II certification.

Length: 5 Class days

GRT 201
Grants Management

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 H.

Prerequisites: None.

Recommended: Level I (Contracting) courses.

Length: 5 Class Days

IND 101
Contract Property Administration Fundamentals

Contract Property Administration Fundamentals is designed for industrial property management specialists, property administrators, plant clearance officers, and other Government personnel who manage Government property. 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 sysytems 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 Government property; ethics; and quality.

Prerequisites: None.

Length: 10 Class Days

IND 102
Contract Property Disposition

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. Topics include contract property disposition, regu-

lations and guidance contained in the FAR and implementing DoD regulations, and ethical principles.

Prerequisites: None.

Length: 5 Class Days

IND 103
Contract Property
Systems Analysis

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 and 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.

Prerequisites: IND 101.

Length: 5 Class Days

IND 201
Intermediate Contract
Property Administration

Intermediate Contract Property Administration is designed for experienced property administrators, plant 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, imple-

menting advanced management techniques, and identifying and analyzing current problem areas. Participants analyze and discuss current issues in property administration including property management, 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.

Prerequisites: IND 103.

Length: 10 Class Days

IND 202
Contract Property Management Seminar

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

Property administrators collaborate in developing management and problem-solving strategies, and examine priorities and goals within the property administration office. Leadership, communication, professionalism, ethics, and team building are emphasized. Participants discuss DoD property management initiatives, new ideas developed in their own organizations, and explore the challenges and problems faced by 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.

Prerequisites: IND 201.

Length: 5 Class Days

IRM 101
Basic Information Systems Acquisition

Students in this course explore introductory level concepts in information systems acquisition management in DoD including: using the Functional Process Improvement Program, identifying applicable laws and regulations, developing information systems life cycle management and acquisition strategies, defining information systems Statements of Work and specifica-

tions, describing telecommunications and network requirements, and planning a source selection. The focus of this course is basic knowledge and comprehension of these fundamental concepts.

Note: IRM 101 is a non-resident course using distance education technology.

Prerequisites: ACQ 101.

Length: Variable

IRM 201
Intermediate Information Systems Acquisition

Intermediate Information Systems 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.

Prerequisites: IRM 101, ACQ 201.

Length: 14 Class Days

IRM 303
Advanced Information Systems Acquisition

Students in this course develop high level skills in Information Systems (IS) acquisition management through an integrated program of readings, seminars, case studies, and a simulated IS acquisition that includes extensive hands-on use of current automated tools. Areas of study include analysis and planning, the IS procurement process, oversight, and the unique characteristics of information technology. As a part of mastering the competencies of this career field, students develop the teamwork and critical thinking skills needed in today's acquisition workforce.

Prerequisites: IRM 201.

Length: 20 Class Days

LOG 101
Acquisition Logistics Fundamentals

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 system 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 of 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, supportability 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.

Prerequisites: ACQ 101.

Length: 15 Class Days

LOG 201
Intermediate Acquisition Logistics

The Intermediate Acquisition Logistics course is designed for acquisition logistics managers and their supervisors. The course provides a hands-on approach for building acquisition logistics skills with minimal lectures. The major emphasis is on practical exercises and case study. Major areas of study include: emerging acquisition logistics concepts, policies, constraints, and other considerations; integrated product and process development; logistics interface with systems engineering; market investigations; supportability analysis; logistics test and evaluation; maintenance planning and other supportability element requirements; configuration management interface; life cycle costing; overall program supportability planning; and contracting for acquisition logistics. Students gain skills by using applicable automed job performance aids. They develop theoretical and pragmatic solutions to individual and group exercises/ case studies. Students develop and present acquisition logistics briefings, and do research work on current acquisition logistics topics. Students receive a pass or fail grade based on these efforts as well as individual knowledge assessments. The overall goal of the course is to ensure the students have attained the course learning objectives and can function as Level-2 acquisition logisticians in the Department of Defense.

Prerequisites: ACQ101, LOG101.

Length: 15 Class Days

LOG 203
Reliability and Maintainability

Reliability and Maintainability (R&M) is an overview course which will enable acquisition logisitics managers to understand the relationships between R&M (engineering disciplines) and acquisition logistics and more effectively evaluate the potential impact of R&M decisions on the logistics aspects of a systems acquisition program. The course stresses a conceptual rather than a statistical approach. Students do not require a background in engineering or statistics, and will be presented with basic R&M terminology and engineering practices. This course should provide a good foundation for further training in the detailed aspects of R&M engineering. It is designed for personnel with management or technical responsibilities in integrated logistics support, logistics support analysis, reliability and maintainability, safety, or maintenance engineering experience.

Prerequisites: ACQ 201.

Length: 3 Class Days

LOG 204
Configuration Management

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.

Prerequisites: ACQ 201.

Length: 5 Class Days

LOG 205
Provisioning

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 and focuses on the management aspects of provisioning a system or end item. Students discuss new concepts and techniques and the application of ethical principles. 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 and case studies will allow students to engage in significant activities in the provisioning process.

Prerequisites: ACQ 201.

Length: 5 Class Days

LOG 304
Executive Acquisition
Logistics Management

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 becoming 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.

Precourse Material: Students must complete a lessons learned project for sharing with the class prior to arrival at the course.

Prerequisites: Level II (Logistics) courses.

Length: 9 Class Days

PMT 202
Multinational Program Management Course

Multinational Program Management is designed to develop the skills necessary 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 allies. Key national, DoD and service policies on international codevelopment, coproduction, and logistics will be explored. This is an assignment-specific course. See Appendix H.

Prerequisites: None.

Length: 5 Class Days

PMT 203
International Security and Technology Transfer/ Control Course

International Security and Technology Transfer/Control is designed to develop the skills necessary 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 H.

Prerequisites: None.

Length: 5 Class Days

PMT 302
Advanced Program Management Course

The primary objectives of PMT 302 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 students in developing managerial abilities and functional area knowl-

edge 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.

Prerequisites: ACQ 201.

Security Clearance: A SECRET security clearance is required.

Length: 67 Class Days

PMT 303
Executive Program Managers' Course

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 in PMT 302, Advanced Program Management Course and subsequent on-the-job experience, PMT 303 provides the most recent policies and issues in system acquisition. This is an assignment-specific course. See Appendix H.

Prerequisites: PMT 302.

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

PMT 304
Advanced International Management Workshop

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. See Appendix H.

Prerequisites: None.

Length: 5 Class Days

PMT 305
Program Manager's Survival Course (ACAT III)

The Program Manager's Survival Course 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. See Appendix H.

Prerequisites: PMT 302.

Length: 10 Class Days

PMT 341
Systems Acquisition for Contracting Personnel

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; perfor-

mance measurement; manufacturing; and supportability. These are examined as interrelated pieces that interact dynamically. This is an assignment-specific course. See Appendix H.

Prerequisites: None.

Length: 10 Class Days

PQM 101
Production and
Quality Management
Fundamentals

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.

Prerequisites: ACQ 101.

Length: 10 Class Days

PQM 103
Defense Specification
Management Course

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 research, use of commercial/ non-developmental item alternatives, use of performance specifications, and current defense policies for application of requirements. The course includes exercises on acquisition reform-related topics. This is an assignment specific course. See Appendix H.

Prerequisites: None.

Length: 9 Class Days

PQM 104
Defense Specification Users Course

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 the appropriate selection of requirements documents and their correct application. The course focuses on the roles of document users in Acquisition Reform for Specifications and Standards. This is an assignment specific course. See Appendix H.

Prerequisites: None.

Length: 5 Class Days

PQM 201
Intermediate Production and Quality Management

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 cen-

tered 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) engineering, production readiness validation, and performance measurement.

The course covers DoD policies and concepts related to material review and corrective action; 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; and defect control through statistical processes.

Prerequisites: ACQ 201, PQM 101.
Length: 15 Class Days

PQM 202
Commercial and Nondevelopmental Item Acquisition

Commercial and Nondevelopmental Item (NDI) Acquisition focuses on tools and techniques for identifying and evaluating commercial and NDI alternatives throughout the ac-

quisition process. The course provides instruction on 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 commercial and NDI acquisition. Instructional methods used include videotapes, lecture, class discussion, and case studies of actual acquisitions. This is an assignment-specific course. See Appendix H.

Prerequisites: None.

Length: 2 Class Days

PQM 203
Market Research and Commercial Item Descriptions

Market Research and Commercial Item Descriptions presents instruction on the preparation and review of commercial item descriptions, including market research 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, market research, and performance-based specifications. This is an assignment-specific course. See Appendix H.

Prerequisites: None.

Length: 1 Class Day

PQM 301
Advanced Production and Quality Management

Advanced Production and Quality Management is structured around an integrated product development, concurrent engineering acquisition philosophy prescribed in DoD Directive 5000.1 and DoD 5000.2-R. 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 management, 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.

Prerequisites: PQM 201.

Length: 10 Class Days

PUR 101
Simplified Acquisition Fundamentals

The Simplified Acquisition Fundamentals teaches acquisition personnel to use simplified acquisition procedures (SAP) to accomplish acquisitions below the simplified acquisition threshold (SAT). Participants will learn to locate and apply policies, procedures, and guidance contained in the Federal Acquisiton Regulation (FAR) and the Department of Defense Federal Acquisition Regulation Supplement (DFARS). The course emphasizes the importance of customer satisfaction, market research, performance based specifications, buying commercial items, best value source selection, and administration of commercial items when acquired using SAP.

Prerequisites: None.

Length: 10 Class Days

PUR 102
Operational Level Simplified Acquisition Fundamentals

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 compe-

tencies and applying ethical principles in performing basic base, post, camp or station level simplified acquisition tasks.

Note: This course, which focuses on operational level contracting, is equivalent to PUR 101. Students who have already taken PUR 101 should not take this course.

Prerequisites: None.

Length: 10 Class Days

PUR 201
Intermediate Simplified Acquisition Procedures

The Intermediate Simplified Acquisition Procedures course provides current or potential simplified acquisition contracting officers with the skills necessary to provide guidance and direction about the more complex actions under the simplified acquisition threshold (SAT). Participants use an integrated case study to assess and make decisions on a complicated simplified acquisition. The course provides practical experience in procurement planning, customer satisfaction, market research, performance based specifications, buying commercial items, best value source selection, and innovative problem solving skills.

Prerequisites: PUR 101 or PUR 102

Recommended: Participants should have at least one year experience in simplified acquisition.

Length: 10 Class Days

SAM 101
Basic Software Acquisition Management

Basic Software Acquisition Management introduces software 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 management across all types of software acquisition to include C4I, AIS and MCCR systems. This is an assignment-specific course. See Appendix H.

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

Prerequisites: ACQ 101.

Length: Variable

SAM 201
Intermediate Software Acquisition Management

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 by 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 H.

Prerequisites: ACQ 201, SAM 101.

Length: 14 Class Days

SAM 301
Advanced Software Acquisition Management

Advanced Software Acquisition Management focuses on all key skills for senior 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, and software acquisition critical success factors and best practices, including management of a program management office. This is an assignment-specific course. See Appendix H.

Prerequisites: SAM 201.

Length: 14 Class Days

SYS 201
Intermediate Systems Planning, Research, Development, and Engineering

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.

Prerequisites: ACQ 201.

Length: 10 Class Days

SYS 301
Advanced Systems Planning, Research, Development and Engineering

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.

Prerequisites: SYS 201.

Length: 10 Class Days

TST 101
Introduction to
Acquisition Workforce
Test and Evaluation

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 mechanism 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 and quality assurance. 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.

Prerequisites: ACQ 101.

Length: 5 Class Days

TST 202
Intermediate Test
and Evaluation

Intermediate Test and Evaluation is designed for T&E engineers, scientists, operations researchers, computer scientists, other technical personnel, and project organization personnel who have two to four years of acquisition experience with at least half in T&E. 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.

Prerequisites: ACQ 201, TST 101.

Length: 9 Class Days

TST 301
Advanced Test
and Evaluation

Advanced Test and Evaluation is designed for T&E engineers, scientists, operations researchers, computer scientists, other technical personnel, and project organization personnel who have four to eight years of acquisition experience, with at least half in T&E. The course focus is on policy and management issues as well as the technical aspects of T&E. Incoming students are expected to 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.

After completing 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.

Prerequisites: TST 202.

Length: 5 Class Days

DAU Course Index

Appendix A

DAU Course Index

This appendix provides DAU Course Number and Titles along with information on the course length, prerequisites, Personnel Data System (PDS) codes for entering course completion into official personnel records, modes of delivery (R=Resident; O=Onsite; C=Correspondence; S=Satellite; E=Equivalency Exam; and P=PC/CD-ROM), and the course sponsor (the DAU school responsible for developing and maintaining the course. For more information on equivalent courses, see Appendices C and D.

Length	Prerequisites	PDS Code	Mode	Sponsor

ACQ 101 Fundamentals of Systems Acquisition Management

Equivalents: Navy Engineering Duty Officer Basic Course
     Systems Acquisition Management Degree Program - NPS-816
     Acquisition Fundamentals - LTFL30QR6A1-000
     Principles of Program Management I [MN3221]
Predecessors: PMT 101 Fundamentals of System Acquisition Management-DSMC-26 [BB1]
     PMT 301 Program Management Course

Length	Prerequisites	PDS Code	Mode	Sponsor
9 Days	None	BU5	R/O	DSMC

ACQ 201 Intermediate Systems Acquisition

Equivalent: Principles of Program Management II [MN3222]
     Systems Acquisition Management Degree Program - NPS-816
Predecessor: PMT 201 Intermediate Systems Acquisition-DSMC-37 [BD6]
     PMT 301 Program Management Course

Length	Prerequisites	PDS Code	Mode	Sponsor
20 Days	ACQ 101	JHA	R/O/E	DSMC

ACQ 401 Senior Acquisition Course

Length	Prerequisites	PDS Code	Mode	Sponsor
40 Wks	None	ABW	R	ICAF

AUD 1130 Technical Indoctrination

Length	Prerequisites	PDS Code	Mode	Sponsor
10 Days	AUD 1111, AUD 1124	PC6	R	DCAA

AUD 1320 Intermediate Contract Auditing

Length	Prerequisites	PDS Code	Mode	Sponsor
5 Days	AUD 1130, AUD 1280	JR7	R	DCAA

Length	Prerequisites	PDS Code	Mode	Sponsor

AUD 4120 Statistical Sampling

5 Days	AUD 1130	QP0	R	DCAA

AUD 4230 Graphic, Computational, & Improvement Curve Analysis Techniques

5 Days	AUD 1130	QPC	R	DCAA

AUD 8560 DCAA Supervisory Skills Workshop

10 Days	None	CBJ	R	DCAA

BCE 101 Fundamentals of Cost Analysis

15 Days	ACQ 101	Q1A	R/O	ALMC

BCE 204 Intermediate Cost Analysis

15 Days	BCE 101	Q2B	R/O	AFIT

BCE 206 Cost/Risk Analysis

4 1/2 Days	BCE 101	Q2C	R/O	ALMC

BCE 207 Economic Analysis

3 1/2 Days	BCE 101	Q2D	R/O	ALMC

BCE 208 Software Cost Estimating

7 1/2 Days	BCE 101	Q2E	R/O	ALMC

BCF 301 Business Cost Estimating Financial Management Workshop

9 Days	ACQ 201 (or BFM102+BCE101+BFM201)	BZF	R	DSMC

BFM 102 Contract Performance Management Fundamentals

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

10 Days	ACQ 101	Q1B	R/O/C	DSMC

Length	Prerequisites	PDS Code	Mode	Sponsor

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

5 Days	ACQ 101	PCW	R/O/C	DSMC

BFM 203 Intermediate Contract Performance Management

10 Days	ACQ 201, or BFM102+BCF202	Q2G	R	DSMC

BFM 204 Contractor Finance for Acquisition Managers

5 Days	ACQ 201	Q2A	R/O	DSMC

BFM 209 Selected Acquisition Report

5 Days	ACQ 201	Q2	R/O	DSMC

BFM 210 Selected Acquisition Report Review

3 Days	BFM 209	Q2J	R	DSMC

CON 101 Contracting Fundamentals
Predecessors: Management of Defense Acquisition Contracts (Basic)-8D-4320
Acquisition and Contract Management Degree Program - NPS 815
Principles of Acquisition and Contracting - NPS MN3303
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)

20 Days	None	BDQ	R/O/E	ALMC

CON 102 Operational Level Contracting Fundamentals
Predecessor: Organizational Level Contracting
Base Procurement Officer (G30BR6531-002)
Base Level Contracting (G30BR6531-002)

20 Days	None	PEC	R/O	LTF

Length	Prerequisites	PDS Code	Mode	Sponsor

CON 103 Facilities Contracting Fundamentals

Predecessor: Management of Defense Acquisition Contracts (Basic)-CTC-142

20 Days	None	HEI	R/O	NFCTC

CON 104 Contract Pricing

Equivalent: Cost and Price Theory [CMGT545]
Contract Pricing and Negotiation - NPS MN3304
Acquisition and Contract Management Degree Program - NPS-815
Predecessors: Principles of Contract Pricing-QMT-170
Defense Cost and Price Analysis/Negotiation-PN [BDS] [BAH]

14 Days	CON 101 or 102 or 103	BDR	R/O	AFIT

CON 105 Operational Level Contract Pricing

Predecessor: Base Level Pricing - G30ZR6534-009

14 Days	CON 101 or 102	QNU	R/O	LTF

CON 106 Facilities Contracts Pricing

Predecessor: Defense Cost and Price Analysis/Negotiation-PN [BDS] [BAH]

14 Days	CON 101 or 103	BDU	R/O	NFCTC

CON 201 Government Contract Law

Equivalent: Legal Principles of Government Contracting - LAWS550
Acquisition and Contract Management Degree Program - NPS-815
Contract Law NPS-MN3312
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

10 Days	Level I Contracting Courses	BDP	R/O	AFIT

CON 211 Intermediate Contracting

Equivalent: Acquisition and Contract Management Degree Program - NPS-815
Predecessor: Management of Defense Acquisition Contracts (Advanced)-8D-F12

15 Days	CON 104 or 105 or 106	BDN	R/O	ALMC

Length	Prerequisites	PDS Code	Mode	Sponsor

CON 221 Intermediate Contract Administration

Equivalent: Acquisition and Contract Management Degree Program - NPS-815
Contract Administration - NPS-MN3305
Predecessor: Contract Administration (Advanced)-PPM-304

10 Days	CON 104 or 105 or 106	BDO	R/O/E	AFIT

CON 222 Operational Level Contract Administration

Predecessors: Organization Level Contract Administration
Base Contract Administration-G3ZAR65170-002

10 Days	CON 104 or 105	PDQ	R/O	LTF

CON 223 Intermediate Facilities Contracting

Predecessor: Advanced Contract Management (Construction)-CTC-542

10 Days	CON 104 or 106	BE4	R/O	NFCTC

CON 231 Intermediate Contract Pricing

Equivalent: Contract Pricing and Negotiation - NPS MN3304
Acquisition and Contract Management Degree Program - NPS-815
Predecessors: Intermediate Cost & Price Analysis
Intermediate Pricing-QMT-340

10 Days	CON 104 or 105 or 106	BU6	R/O	AFIT

CON 232 Overhead Management for Defense Contracts

Predecessor: Contract Overhead Management - PPM-355

10 Days	CON 104 or 105 or 106	BKA	R/O	AFIT

CON 233 Cost Accounting Standards Workshop

10 Days	CON 231	QMF	R/O	ALMC

CON 234 Contingency Contracting Course

9 Days	CON 101,102,103 or PUR101	PAP	R	LTF

CON 241 Information Technology Contracting

Predecessor: Contracting for Information Resources - ALMC-ZX

10 Days	CON 104 or 105 or 106	PDY	R/O	ALMC

Length	Prerequisites	PDS Code	Mode	Sponsor

CON 301 Executive Contracting
Equivalent: Contract Pricing and Negotiation - NPS-MN3304
                    Acquisition and Contract Management Degree Program - NPS-815
Predecessor: Defense Acquisition Contracting Executive Seminar-ER

| 5 Days | Level II Contracting courses | BB3 | R | ASN(RDA) |

CON 333 Management for Contracting Supervisors
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

| 5 Days | 1yr exp after Level II | BU7 | R/O | AFIT |

GRT 201 Grants Management
Predecessor: GRT 101 Grants Management

| 5 Days | None | BU4 | R/O | ALMC |

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

| 10 Days | None | PDM | R/O | AFIT |

IND 102 Contract Property Disposition
Predecessor: Defense Contract Property Disposition-ALMC-TY

| 5 Days | None | PDO | R/O | ALMC |

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

| 5 Days | IND 101 | BRL | R/O | AFIT |

IND 201 Intermediate Contract Property Administration
Predecessors: Advanced Contract Property Administration-PPM-300
                  Advanced Industrial Property Manager
                  AFIT Contract Law 166
                  USAF ECI Correspondence Course 660

| 10 Days | IND 103 | PDN | R/O | AFIT |

Length	Prerequisites	PDS Code	Mode	Sponsor

IND 202 Contract Property Management Seminar

Predecessor: Executive Contract Property Management Seminar-PPM-077

5 Days	IND 201	BRM	R/O	AFIT

IRM 101 Basic Information Systems Acquisition

Variable	ACQ 101	JHD	P	IRMC

IRM 201 Intermediate Information Systems Acquisition

14 Days	IRM 101, ACQ 201	QN5	R/O	IRMC

IRM 303 Advanced Information Systems Acquisition

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

20 Days	IRM 201	BZE	R	IRMC

LOG 101 Acquisition Logistics Fundamentals ILS

10 Days	ACQ 101	JR1	R/S	AFIT

LOG 201 Intermediate Acquisition Logistics

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]

15 Days	ACQ 201, LOG 101	JR3	R/O	ALMC

LOG 203 Reliability and Maintainability

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

3 Days	ACQ 201, LOG 201	AKA	R/O	AFIT

LOG 204 Configuration Management

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

5 Days	ACQ 201	QMB	R/O	NCAT

Length	Prerequisites	PDS Code	Mode	Sponsor

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

| 5 Days | ACQ 201, LOG 201 | QM7 | R/O | AFIT |

LOG 304 Executive Acquisition Logistics Management

| 9 Days | Level II AcqLog courses | AH1 | R/O | NPS |

PMT 202 Multinational Program Management

| 5 Days | None | PAJ | R | DSMC |

PMT 203 International Security and Technology Transfer/Control

| 5 Days | None | PAK | R | DSMC |

PMT 302 Advanced Program Management
Equivalent: Systems Acquisition Management Degree Program - NPS-816
Predecessors: Program Management Course-DSMC-3
PMT 301 Program Management Course [BBW]

| 67 Days | ACQ 201 | BU1 | R | DSMC |

PMT 303 Executive Program Manager's Course

| 22 Days | PMT 302 | AH2 | R | DSMC |

PMT 304 Advanced International Management Workshop

| 5 Days | None | DAL | R | DSMC |

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

| 10 Days | PMT 302 | BU8 | R | DSMC |

PMT 341 Systems Acquisition for Contracting Personnel
Equivalent: Systems Acquisition Management Degree Program - NPS-816
Acquisition and Contract Management Degree Program - NPS-815
Predecessor: PMT 301 Program Management Course

| 10 Days | Level II Contracting | BCN | R | DSMC |

Length	Prerequisites	PDS Code	Mode	Sponsor

PQM 101 Production/Quality Management Fundamentals

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

| 10 Days | ACQ 101 | BU2 | R/O | AFIT |

PQM 103 Defense Specification Management Course

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

| 9 Days | None | BAP | R/O | ALMC |

PQM 104 Defense Specification Users Course

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

| 5 Days | None | PAH | R/O | ALMC |

PQM 201 Intermediate Production/Quality Management\

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 - S81 [QCZ]

| 15 Days | PQM 101, ACQ 201 | BU3 | R/O | AFIT |

PQM 202 Commercial and Nondevelopmental Item Acquisition

| 2 Days | None | PAM | O | ALMC |

PQM 203 Market Research and Commercial Items Descriptions

| 1 Day | None | PAN | O | ALMC |

PQM 301 Advanced Production and Quality Management

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

| 10 Days | PQM 201 | HV2 | R | DSMC |

PUR 101 Simplified Acquisition Fundamentals

Predecessor: Small Purchase Fundamentals
Defense Small Purchase (Basic)-ALMC-B3
PUR 101 Purchasing Fundamentals

| 10 Days | None | BCQ | R/O/E | ALMC |

Length	Prerequisites	PDS Code	Mode	Sponsor

PUR 102 Operational Level Simplified Acquisition Fundamentals

Predecessors: Organizational Level Small Purchase
Apprentice Contracting Specialist-G3AZR65130-004
PUR 102 Intermediate Purchasing

Length	Prerequisites	PDS Code	Mode	Sponsor
10 Days	None	PDZ	R/O	LTF

PUR 201 Intermediate Simplified Acquisition Procedures

Length	Prerequisites	PDS Code	Mode	Sponsor
10 Days	PUR 101 or PUR 102	BCO	R/O	ALMC

SAM 101 Basic Software Acquisition Management

Length	Prerequisites	PDS Code	Mode	Sponsor
Variable	ACQ 101	JHB	P	DSMC

SAM 201 Intermediate Software Acquisition Management

Length	Prerequisites	PDS Code	Mode	Sponsor
14 Days	SAM 101, ACQ 201	JHC	R	DSMC

SAM 301 Advanced Software Acquisition Management

Length	Prerequisites	PDS Code	Mode	Sponsor
14 Days	SAM 201	BU9	R	IRMC

SYS 201 Intermediate Systems Planning, Research, Development and Engineering

Equivalent: Systems Engineering for Acquisition Managers [EO-4011]
Predecessors: Systems Engineering Management Course-DSMC-28
Systems Engineering-AMEC-4A-F7

Length	Prerequisites	PDS Code	Mode	Sponsor
10 Days	ACQ 201	BE2	R/O	NCAT

Length	Prerequisites	PDS Code	Mode	Sponsor

SYS 301 Advanced Systems Planning, Research, Development, and Engineering

10Days	SYS 201	HV1	R/O	DSMC

TST 101 Introduction to Acquisition Workforce Test and Evaluation

5 Days	ACQ 101	PC5	R/O	DSMC

TST 202 Intermediate Test and Evaluation

Equivalent: US Air Force Test Pilot School Test & Evaluation [OS-4601]
Predecessor: T&E Management Course-DSMC-11 [BE3]
TST 201 Test & Evaluation Management-DSMC-11 [BE3]

9 Days	TST 101, ACQ 201	QMI	R/O	NPS

TST 301 Advanced Test and Evaluation

5 Days	TST 202	QL9	R/O	NPS

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
2401 Quarters Road
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

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.

Direct inquiries concerning contracting and pricing courses to:
DLA Civilian Personnel Support Office
ATTN: DCPSO-U
P.O. Box 3990
Columbus, Ohio 43216-5000

Phone: DSN 850-5708   COMM   (614) 692-5708
FAX: DSN 850-1949   COMM   (614) 692-1949

ATRRS MAIL ID: CASTOD   Alternate: CANNOND

Direct inquiries concerning quality assurance and manufacturing/ production courses to:

DLA Civilian Personnel Support Office
ATTN: DCPSO-P
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 acqui-

sition 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-R (Mrs. Karla Reed)
Fort Belvoir, VA   22060-5656

Phone: DSN 655-2227/2521/3704
           COMM 703-805-2149/2146/3556

Fax: 703-805-3709/3983

Internet: registrar@dsmc.dsm.mil

ATRRS Mail ID: REEDK

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

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
408 4th Avenue
Fort McNair, DC 20319-5062

Phone: DSN 325-4374   COMM (202) 685-4374

FAX: DSN 335-0717   COMM (202) 475-0717

ATRRS School Code: 705

Information Resources Management College

The Information Resources Management (IRM) College prepares leaders to direct the information component of national power by leveraging information and information technology for strategic advantage. Primary areas of concentration include business process reengineering, information technology, and acquisition reform. Students represent multiple communities including functional managers planning for 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 Advanced Management Program (AMP), is a senior-level course covering contemporary IRM policy, technology, and acquisition issues. This program is supplemented by a number of advanced studies couses whih are also available to students in the National War College (NWC) and the Industrial College of the Armed Forces (ICAF). The second program consists of mandatory acquisition courses which fall under the auspices of the Defense Acquisition University. The courses are for members of the Defense Acquisiiton Workforce and address communications-computer and software competecies. A third program of the College consists of a series of intensive courses related to specific problematic 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:
Information Resources Management College
ATTN: Registrar, IRMC-O
Building 62
300 5th Avenue
Fort McNair, DC 20319-5060

Phone: DSN 325-3893   COMM (202) 685-3893
FAX: DSN 325-3975COMM (202) 685-3975

ATRRS Mail ID: DENNISP
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
345 TRS/TTC
1421 Meivoher Drive, Suite 2
Lackland AFB, TX 78236-5418

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

FAX: DSN 473-1811   COMM 210-671-1811

Enlisted Reservations: Gateway Inn, DSN 473-3781 or COMM (210)671-3781
Officer/Civilian Reservations: Gateway Villa, DSN 473-3622 or COMM (210)671-3622

ATRRS School Code: 884

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. In this spirit, during 1996, NCAT expended its resource base and diversity through the assumption of EUCOM (now NCAT European Office) and the Defense Acquisition University mission of the Army Management Engineering College (AMEC). This combination of talents, experience and locations allows NCAT to continue to ensure that the educational needs of the Department of Defense and the other government agencies are met with the quality education necessary for the professional growth of all members of the acquisition field.

All inquiries concerning NCAT Offices should be directed to:
Director
Naval Center for Acquisition Training
1968 Gilbert Street, Suite 660
Norfolk, VA 23511-3384

Phone: DSN 565-2558/2700 Ext. 110 COMM (757) 445-2558/2700 Ext. 110
E-mail: Richard_Graham@fmso.navy.mil
FAX:DSN 564-4796   COMM (757) 444-4796

NCAT European Office address:
Division Director - NCAT European Office
1968 Gilbert Street, Suite 660
Norfolk, VA 23511-3384

Phone: DSN 565-2558/2700 Ext. 167   COMM (757) 445-2558/2700 Ext. 167
FAX: DSN 564-4796   COMM (757) 444-4796

NCAT Rock Island Office address:
Site Manager - NCAT Rock Island Office
Bldg. 56, Room 214
Rock Island Arsenal
Rock Island, IL 61299-7640

Phone: DSN 793-0454 COMM (309) 782-0454
FAX:DSN 793-0483   COMM (309) 782-0483

ATRRS MAIL ID: NCAT
ATRRS School Code: 904, 904A, 904C

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 for construction-related contracting.

NFCTC teaches six of the Level I and II DAU courses and nine specialty courses including architect-engineer contracting, 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 60 miles north of Los Angeles International Airport.

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

Operations Issues (Registration, Student Services):
Phone: DSN 551-2844   COMM (805) 982-2844
Internet: dschultzel@cbcph.navy.mil

Academic Issues:
Phone: DSN 982-2834   COMM (805) 982-2834
Internet: cscott@cbcph.navy.mil

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

ATRRS Mail ID: MCALLISTER

ATRRS School Code: 895

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 concerning DAU courses should be directed to:
CAETR Support Staff
Systems Management Department
Naval Postgraduate School (Code SM/Hk)
555 Dyer Road, Rm. 229
Monterey, CA 93943-5103

Phone: DSN 878-3578/3579/3580 COMM (408) 656-3578/3579/3580/3613
FAX:DSN 878-3409   COMM (408) 656-3409

ATRRS Mail ID: HICKSE

Web site: http://vislab-www.nps.mil/~caetr/caetr.html

All other inquiries should be directed to:
Dennis Allion, Lecturer
Systems Management Department
Naval Postgraduate School (Code SM/Al)
555 Dyer Road, Rm. 229
Monterey, CA 93943-5103

E-Mail: dallion@nps.navy.mil

Dr. David Lamm, Professor
Systems Management Department
Naval Postgraduate School (Code SM/AI)
555 Dyer Road, Rm. 229
Monterey, CA 93943-5103

E-Mail: dlamm@nps.navy.mil

ATRRS School Code: 770

Naval Warfare Assessment Division

Located at the Naval Warfare Assessment Division, outside of Corona, California, the Naval Quality Engineering Training Office develops and provides quality assurance and engineering education and training to civilian and military acquisition personnel throughout the world.

With the increasing need for quality assurance and engineering, and now the mandatory requirement for training within these fields, 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 and engineering necessary to ensure the proper support of the military.

Inquiries should be directed to:
Commanding Officer
Naval Warfare Assessment Division
Naval Quality Engineering Training Office
ATTN: Don Dickinson/R. Bennett
Code: QA20
Corona, California 91718-5000

Phone: DSN 933-5116/4625   COMM (909) 273-5116/4625

FAX: COMM (909) 273-5315

ATRRS School Code: 235

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
ATRRS Mail ID: DEROSER

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. This section applies to classroom courses only, no provision for computer-based technologies such as computer conferencing or internet delivery has been identified. Individuals seeking credit for equivalency courses should provide a copy of their college transcript to their personnel office.

School and Course(s)   *DoD Equivalency*

Charles County Community College
P.O. Box 910, La Plata, MD 20646-0910
Director, Mr. Rex Bishop (301) 934-7698

School and Course(s)	DoD Equivalency
Management of Defense Acquisition Contracts (Basic) I (BAD 1450) and II (BAD 1460) Acquisition Contracts (8D-4320)	CON 101
Principles of Pricing (BAD 1470) and Negotiations (BAD 1480)	CON 104
Intermediate Contracting (BAD 1485) and (BAD 1486), (Taken prior to 10/1/94)	CON 211

School and Course(s)   DoD Equivalency

College of William and Mary Richard Bland College
Petersburg, VA 23805
Dr. Gracie M. Bailey (804) 862-6244

Acquisition Part I (253-1) and Part II (253-2)	CON 101
Principles of Contract Pricing and Negotiation (255)	CON 104
Contract Law (256)	CON 201

Florida Institute of Technology
150 West University Boulevard, Melbourne, FL 32901
Director, Robert K. Dwyer (407) 729-9774

Procurement and Contract Management (BUS 5211)	CON 101
Procurement and Contract Management Pre-Award (MAN 5211) (Taken prior to 10/1/94)	CON 211
Advanced Procurement and Contract Management (MAN 5212)	CON 221
Cost Principles, Effectiveness and Control I (BUS 5214) and Contract Negotiation Incentive Contracts (BUS 5218)	CON 104
Government Contract Law (MAN 5231)	CON 201

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

Procurement and Contracting	CON 104
Pricing and Negotiations	CON 101
Government Contract Administration	CON 221

School and Course(s)   *DoD Equivalency*

Georgia College Logistics Education Center
Robbins Air Base, GA 31098-2232
Mr. Bobby Graham (912) 926-6544

Government Contract Law	CON 201

Massachusetts Bay Community College
50 Oakland Street, Wellesley Hills, MA 12181
Dean George M. Luoto (617) 237-1100, EXT. 402

Introduction to Government Contracts Procurement/Contract Management (GPC 101)	CON 101
Government Contract Law (GPC 205)	CON 201
Government Contract Cost and Price Analysis (GPC 201)	CON 104

Middlesex Community College
33 Kearney Square, Lowell, MA 01852
Ms. Judith Burke, Program Coordinator (508) 656-3143

Management of Defense Acquisition Contracts (BU 1112)	CON 101
Principles of Contract Pricing (BU 8140) and Contract Negotiation (BU1113)	CON 104
Government Contract Law (BU 1106)	CON 201

School and Course(s)　　　　*DoD Equivalency*

Northern Virginia Community College Business Division
Alexandria Campus 3001 N. Beauregard Street, Alexandria, VA 22311
Dr. Fay Avery (703) 845-6213

Introduction to Procurement and Contract Acquisition Management I (ACQ 121) and II (ACQ 122)	CON 101
Cost and Price Analysis (ACQ 216) and Negotiations of Contracts and Contract Modifications (ACQ 218)	CON 104
Contract Law (ACQ 215)	CON 201
Advanced Procurement and Contracting Acquisition Management I (ACQ 221) and II (ACQ 222) (Taken prior to 10/1/94)	CON 211
Intermediate Post-Award Contracting (ACQ 235)	CON 221

Pensacola Junior College Warrington Campus
5555 West Highway 98, Pensacola, FL 32507
Mr. Aaron James (904) 457-2346

Acquisition and Procurement I (PAD 1861) and II (PAD 1862)	CON 101
Acquisition and Procurement III (PAD 1863) (Taken prior to 10/1/94)	CON 211
Acquisition and Procurement IV (PAD 1864)	CON 221
Government Contract Law (PAD 1630)	CON 201
Contract Pricing and Negotiation I (PAD 2886) and II (PAD 2867)	CON 104

School and Course(s)   *DoD Equivalency*

Rancho Santiago College
901 E. Santa Anna Blvd.,Santa Anna, CA 92701
Director, Don Bargabus (714) 564-4530

Principles of Contract Pricing	CON 104
Advanced Contract Administration	CON 221
Government Contract Law	CON 201
Management of Defense Acquisition Contracts I	CON 101
Management of Defense Acquisition Contracts II (Taken prior to 10/1/94)	CON 211

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

MDACC Basic Part I (Business 160) and MDACC Basic Part II (Business 162)	CON 101
Principles of Contract Pricing and Negotiation I (Business 164) and II (Business 166)	CON 104
Government Contract Law (Business 168)	CON 201
MDACC Advanced I (Business 170) (Taken prior to 10/1/94)	CON 211
Advanced Contract Administration	CON 221

School and Course(s)   *DoD Equivalency*

The University of Dallas Graduate School of Management
Industrial Management Department, Irving, TX 75061
Dr. David Gordon (214) 721-5354

Pre-Award Procurement (Mgt 6380)	CON 101
Contract Pricing and Negotiation (Mgt 6348)	CON 104
Procurement Law (Mgt 6381)	CON 201
Post-Award Procurement (Mgt 6382)	CON 221

The University of Phoenix
Corporate Education Department
4605 East Elwood Street, Phoenix, AZ 85040
Ms. Pamela Roe (602) 966-7400, Ext. 264

Principles of the Acquisition Process (GCM 601)	CON 101
Principles of Contract Pricing, Estimating, and Analysis (GCM 603) and Government Contract Negotiation Techniques (GCM 607)	CON 104
Management of Government Contracts (GCM 604)	CON 221
Government Contract Law (CGM 606)	CON 201

The University of St. Thomas
2115 Summit Avenue, St. Paul, MN 55105
Mr. Joseph R. Clements (612) 962-5192

Principles of Procurement (MBGC 701)	CON 101
Pricing and Negotiation (MBGC 702)	CON 104
Advanced Contract Administration (MBGC 703)	CON 221

School and Course(s)   *DoD Equivalency*

Tidewater Community College
Portsmouth Campus, Portsmouth, VA 23703
Ms. Betty Hill (804) 484-2121

Introduction to Procurement and Acquisition Mgt I (ACQ 121) and II (ACQ 122)	CON 101
Principles of Pricing and Negotiations I (ACQ 231) and II (ACQ 232)	CON 104
Contract Law (ACQ 215)	CON 201
Advanced Procurement and Acquisition Management I (ACQ 221) (Taken prior to 10/1/94)	CON 211

University of California, Irvine
University Extension, P.O. Box 6050, Irvine, CA 92716
Ms. Angela Jeantet (714) 856-5736

Financial Aspects of Contract Management and Contract Acquisition and Negotiation	CON 104
Principles of Contract Formation and Contract Law: Performances and Remedies	CON 201

University of the District of Columbia
College of Business and Public Management
4340 Connecticut Avenue, N.W., Washington, DC 20008
Dr. William Platzer (202) 282-3737

The Federal Acquisition Systems (0211-305)	CON 101
Public Contracts (0211-306) (Taken prior to 10/1/94)	CON 211
Government Property Management (0211-405)	IND 101
Cost and Price Analysis (0211-406)	CON 104
Procurement Law (0211-408)	CON 201

School and Course(s)   *DoD Equivalency*

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

Introduction to Federal Acquisition	CON 101
Government Contract Law	CON 201
Cost and Price Analysis and Contract Negotiations	CON 104
Contract Administration (Post-Award)	CON 221

University of West Florida
Public Administration Program, Pensacola, FL 32514-0102
Mr. Alfred Cuzan (904) 474-2336

Acquisition Management (PAD 5855)	CON 101
Government Contract Law (PAD 5854)	CON 201
Advanced Contract Administration (PAD 5852)	CON 221
Cost and Pricing (PAD 5857) and Contract Negotiation (PAD 5853)	CON 104

University of Indianapolis School of Business
1400 East Hanna Avenue, Indianapolis, ID 46227-3697
Dr. Robin Livesay (317) 788-3378

Principles of Procurement	CON 101
Government Contract Law	CON 201
Cost and Price Principles and Contract Negotiations	CON 104
Advanced Contract Administration	CON 221

School and Course(s)   *DoD Equivalency*

University of Virginia
Division of Continuing Education
2990 Telestar Court, Falls Church, VA 22042-1279
Ms. Carol Beechler (703) 876-6936

Procurement and Contracting (PC 401)	CON 101
Contract Administration (PC 402)	CON 221
Cost and Price Analysis (PC 403) and Negotiation of Contracts and Modifications (PC 405)	CON 104
Principles of Law for Contract Formation (PC 404)	CON 201

Webster University
470 East Lockwood, St. Louis, MO 63119-3194
Dr. Joseph F. Olszewski (314) 968-7463

Procurement and Acquisitions Management (PMG 500)	CON 101
Pricing (PMG 583) and Negotiations(PMG 584)	CON 104
Government Procurement Law (PMG 589)	CON 201

West Coast University
400 Mobile Avenue, Camarillo, CA 93010-6313
POC: Mr. Fred Spiegl Phone: (805)987-5199

Contract Administration (BMGT 574)	CON 211
Systems Acquisition and Program Management (BMGT 577)	CON 211
Legal Issues in Acquisition (BMGT 575)	CON 201

School and Course(s)   *DoD Equivalency*

Western New England College Off-Campus Division
Douglas Kenyon, Adm. Director (617) 933-1595
Devens Center Hanscom Center
Army Education Center ABG/DPE, Bldg. 1728
Ft. Devens, MA 01433-5230   Hanscom AFB, MA 01731-5000

Principles of Acquisition Contracting (MAN 202)	CON 101
Principles of Contract Pricing (MAN 302)	CON 104
Government Contract Law (LS 403)	CON 201
Principles of Government Contracting (LS 692) (Taken prior to 10/1/94)	CON 211
Principles of Cost and Price Analysis (AC 640) and Contract Negotiations (MAN 401)	CON 104
Administration of Government Contracts (LS 693)	CON 221

DoD School
Equivalencies

Appendix D

DoD School Equivalencies

The following matrix provides a summary of equivalent credit authorization for DAU courses. See Appendix A for full course titles.

School	Course Equivalent	DAU Course
NPS	Systems Acquisition Management (816) Degree Program (after March 96 for PMT 302)	ACQ 101, ACQ 201, PMT 302, 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	EO 4011 (after June 1996) MN 3221 (after Mar 1996) MN 3222 (after Mar 1996) MN 3303 MN 3304 MN 3305 MN 3312 OS 4601 (after Oct 1994)	SYS 201 ACQ 101 ACQ 201 CON 101 CON 104, CON 231 CON 221 CON 201 TST 202, TST 301
AFIT	LAWS 550 CMGT 545	CON 201 CON 104
LTF	L3OQR63A1000	ACQ 101
Navy EDO	EDO Basic Course (after Dec 1995)	ACQ 101
USAF TPS	Test Pilot School (after June 1996)	TST 202

American Council on Education (ACE) Recommended College Credit Hours

Appendix E

American Council on Education (ACE) Recommended 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.

Courses offered at the Air Force Institute of Technology (AFIT) and the Naval Postgraduate School (NPS) are not reviewed by ACE because these schools are regionally accredited degree granting institutions. For more information, see ADS-93-01-DIR, "Satisfying Acquisition Corps Education Standards."

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 at an accredited institution 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 at an accredited institution 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*

Provider(s)	ACE/PONSI Identifier	Recommended Credits
ACQ 201 Intermediate Systems Acquisition		
DSMC	DD-1408-0011	4
CON 101 Contracting Fundamentals		
ALMC/DCPSO	AR-0326-0053	3
CON 101 Contracting Fundamentals		
NCAT	AQ 301	3
CON 103 Facilities Contracting Fundamentals		
NFCTC	CON 103	3
CON 104 Contract Pricing		
NCAT	AQ 302	3
CON 106 Facilities Contracts Pricing		
NFCTC	CON 106	4
CON 201 Government Contract Law		
NFCTC	CON 201(C)	3
CON 211 Management of Defense Acquisition Contracts (Advanced)		
ALMC	AR-0326-0010	2
NCAT	AQ 401	3
CON 211 Intermediate Contracting		
ALMC/DCPSO	AR-0326-0057	2
CON 221 Advanced Contract Administration		
NCAT	AQ 502	3

American Council on Education (ACE) Recommended College Credit Hours for DAU Courses* (Cont.)

CON 223 Intermediate Facilities Contracting
NFCTC   CON 223   3

CON 233 Cost Accounting Standards Workshop
ALMC   AR-1401-0021   2

CON 241 Information Technology Contracting
ALMC   AR-1408-0120   2

IRM 302 Information Technology Advanced Management Program
IRMC   DD-1408-0006   19

LOG 201 Intermediate Acquisition Logistics
ALMC/DSMC   AR-0326-0055   2

LOG 202 Logistics Support Analysis
ALMC   AR-0326-0056   2

LOG 204 Configuration Management
NCAT (RI Office)   AMEC-12   3

PMT 301 Program Management Course
DSMC   PMC   9

PMT 341 Systems Acquisition for Contracting Personnel (Executive)

American Council on Education (ACE) Recommended College Credit Hours for DAU Courses* (Cont.)

Provider(s)	ACE/PONSI Identifier	Recommended Credits
DSMC	DD-1408-0009	3 (Graduate)
PQM 301 Defense Acquisition Engineering, Manufacturing & Quality		
Control	DSMC	DD-1408-0010
3 (Graduate)		

PQM 103 Defense Specification Management		
ALMC	AR-1408-0035	1

PUR 101 Small Purchase Fundamentals		
NCAT(E Office)	AR-1408-0187	2

PUR 201 Executive Small Purchase		
ALMC	AR-1408-0188	2

QUA 101 Defense Acquisition Quality Assurance Fundamentals		
NCAT (RI Office)	AMEC-210	2

SYS 201 Systems Engineering		
NCAT (RI Office)	4A-F7	4

*   Check the ACE Guides (*The Guide to the Evaluation of Educational Experiences in the Armed Services* (4 volumes) and *The National Guide to Educational Credit for Training Programs)* for graduate credit recommendations and for restrictions on attendance dates. Except where noted, credit recommendations listed here are for baccalaureate (undergraduate) categories only.

College Credit through Examination

Appendix F

College Credit
through Examination

Acquisition employees may meet the Acquisition Corps education standards (see Appendix E) 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. A directory of military education offices is available on the DANTES World Wide Web homepage (http://voled.doded.mil)

The following table provides information on the tests and the credit hours that may be applied toward the Acquisition Corps education standards. For additional infomation, consult the DANTES brochure, "Prepare for Advancement through Testing," available at civilian training offices and on the DAU World Wide Web Homepage (http://acq.osd.mil/dau).

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** - Principles of Macroeconomics	3
	CLEP 037 - Principles of 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

Certification Standards – Checklists

Appendix G

Certification Standards – Checklists

The following 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, "Defense Acquisition Education, Training and Career Development Program." They are for use from October 1, 1996, through September 30, 1997. 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 1997 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 H.

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, i.e. discontinued courses that satisfy the current training requirements, and equivalent courses for certification purposes are provided in Appendix A.

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. The Components are responsible for determining that a prospective student posesses sufficient knowledge and/or background to attend a course. Where knowledge and skills provided in one course are considered essential for participation in another, the prior class is listed as a prerequisite.

Course descriptions are provided in Chapter 5 of this catalog, and instructions for registering for classes are provided in Chapter 2, section B. 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 World Wide Web home page (www.acq.osd.mil/dau) or the DAU computer bulletin board (see Chapter 2, section F).

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

Legend for checksheet standards:

☐ Mandatory standard

■ No standard has been set

▨ Desired standard

◯ Option for meeting mandatory standard

◉ Option for meeting desired standard

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]

LOG 101 Acquisition Logistics Fundamentals [JR1]
Prerequisite: ACQ 101 Fundamentals of Systems Acquisition Management [BU5]

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]**
Prerequisite: ACQ 101 Fundamentals of Systems Acquisition Mgmt [BU5]

LOG 201 Intermediate Acquisition Logistics   **[JR3]**
Prerequisites: LOG 101 Acquisition Logistics Fundamentals [JR1]
              ACQ 201 Intermediate Systems Acquisition [JHA]

LOG 203 Reliability and Maintainability   **[AKA]**
Prerequisites: ACQ 201 Intermediate Systems Acquisition [JHA]

Complete ONE of:
  ○ **LOG 204 Configuration Management**   **[QMB]**
     Prerequisites: ACQ 201 Intermediate Systems Acquisition [JHA]

  ○ **LOG 205 Provisioning**   **[QM7]**
     Prerequisites: ACQ 201 Intermediate Systems Acquisition [JHA]

(Desired) SYS 201 Intermediate Systems Planning, Research, Development and Engineering   **[BE2]**

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]
Prerequisites: ACQ 201 Intermediate Systems Acquisition [JHA]
LOG 201 Intermediate Acquisition Logistics [JR3]
LOG 203 Reliability and Maintainability [AKA]
ONE of: LOG 204 Configuration Management [QMB] or
LOG 205 Provisioning [QM7]

AUDITING - LEVEL 1

EDUCATION - Have ONE of:

O   A Baccalaureate degree in accounting

O   A Baccalaureate degree in a related field, such as business administration or finance, which included or was supplemented by 24 semester hours in accounting

O   At least four years of experience in accounting

O   An equivalent combination of accounting experience, college education and training

EXPERIENCE - Either:

O   Meet OPM Qualification Standards for entry into the series

O   Baccalaureate Degree with 24 semester hours in accounting

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

TRAINING:

AUD 1130 Technical Indoctrination   **[PC6]**
Prerequisites: AUD 1111 Orientation to Contract Auditing
                  AUD 1124 Audit Applications of FAR Part 31

(Desired)
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:

O   All requirements for a Master's degree or equivalent

O   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:

O   **AUD 1320 Intermediate Contract Auditing**   **[JR7]**
PrerequisiteS: AUD 1130 Technical Indoctrination [PC6]
AUD 1280 Fraud Prevention and Detection

O   **AUD 4120 Statistical Sampling**   **[QPO]**
Prerequisite: AUD 1130 Technical Indoctrination [PC6]

O   **AUD 4230 Graphic, Computational, and**   **[QPC]**
               Improvement Curve Analysis Techniques
Prerequisite: AUD 1130 Technical Indoctrination [PC6]

(Desired) Any courses among:
AUD 1430   Accounting and Auditing Update
AUD 1560   Emerging Cost Accounting Issues
AUD 5632   Computer Billing Algorithms
AUD 5650   Basic Data Retrieval - DATATRAK
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:

O **AUD 1275 Advanced Cost Management Systems**

O **AUD 4030 Quantitative Methods for Managers**

O **AUD 5640 Electronic Data Processing for Managers**

O **CON 301 Executive Contracting**   **[BB3]**
     Prerequisites: Level II courses mandatory for Contracting Career Field

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]

BCE 101 Fundamentals of Cost Analysis [Q1A]
Prerequisite: ACQ 101 Fundamentals of Systems Acquisition Mgmt [BU5]

OR

TRAINING: (Business, Financial Management Track)

ACQ 101 Fundamentals of Systems Acquisition Management [BU5]

Complete ONE of:

O **BCE 101 Fundamentals of Cost Analysis** [Q1A]
Prerequisite: ACQ 101 Fundamentals of Systems Acquisition Mgmt [BU5]

O **BFM 102 Contract Performance Management Fundamentals** [QMK]
Prerequisite: ACQ 101 Fundamentals of Systems Acquisition Mgmt [BU5]

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]
Prerequisite: ACQ 101 Fundamentals of Systems Acquisition Mgmt [BU5]

BFM 201 Systems Acquisition Funds Management [PCW]
Prerequisite: ACQ 101 Fundamentals of Systems Acquisition Mgmt [BU5]

Cost Estimating Track:

BCE 204 Intermediate Cost Analysis [Q2B]
Prerequisite: BCE 101 Fundamentals of Cost Analysis [Q1A]
Complete at least TWO other course options below

Business, Financial Management Track:

Complete at least THREE course options below

COURSE OPTIONS:

O **BCE 101 Fundamentals of Cost Analysis** [Q1A]
(An option only if not previously taken to satisfy Level I requirements)
Prerequisite: ACQ 101 Fundamentals of Systems Acquisition Mgmt [BU5]

O **BCE 204 Intermediate Cost Analysis** [Q2B]
Prerequisite: BCE 101 Fundamentals of Cost Analysis [Q1A]

O **BCE 206 Cost/Risk Analysis** [Q2C]
Prerequisite: BCE 101 Fundamentals of Cost Analysis [Q1A]

O **BCE 207 Economic Analysis** [Q2D]
Prerequisite: BCE 101 Fundamentals of Cost Analysis [Q1A]

O **BCE 208 Software Cost Estimating** [Q2E]
Prerequisites BCE 101 Fundamentals of Cost Analysis [Q1A]

O **BFM 102 Contract Performance Management Fundamentals** [QMK]
(An option only if not previously taken to sastisfy Level I requirements)
Prerequisite: ACQ 101 Fundamentals of Systems Acquisition Mgmt [BU5]

O **BFM 203 Intermediate Contract Performance Management** [PAQ]
Prerequisite: ACQ 201 Intermediate Systems Acquisition [JHA]
or both BFM 102 Contract Performance Management Fundamentals [QMK] and
BCF 202 Intermediate Contractor Performance Management [QMK]

O **BFM 204 Contractor Finance for Acquisition Managers** [Q2A]
Prerequisite: ACQ 201 Intermediate Systems Acquisition [JHA]

O **BFM 209 Selected Acquisition Report** [Q2F]
Prerequisite: ACQ 201 Intermediate Systems Acquisition [JHA]

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:

BCF 301 Business, Cost Estimating and Financial Management Workshop **[BZF]**

Prerequisite: ACQ 201 Intermediate Systems Acquisition [JHA]
Or Combination of: BFM 102 Contract Performance Management Fundamentals [QMK]
BFM 201 Systems Acquisition Funds Management [PCW] and
BCE 101 Fundamentals of Cost Analysis [Q1A]

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

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

Prerequisite: ACQ 101 Fundamentals of Systems Acquisition Mgmt [BU5]

○ **BCE 204 Intermediate Cost Analysis** **[Q2B]**

Prerequisite: BCE 101 Fundamentals of Cost Analysis [Q1A]

○ **BFM 102 Contract Performance Management Fundamentals** **[Q1B]**

Prerequisite: ACQ 101 Fundamentals of Systems Acquisition Mgmt [BU5]

○ **BFM 203 Intermediate Contract Performance Management** **[Q2G]**

Prerequisites: BFM 102 Contract Performance Management Fundamentals [QMK]
ACQ 201 Intermediate Systems Acquisition [JHA]

○ **BFM 204 Contractor Finance for Acquisition Managers[Q2A]**

Prerequisite: ACQ 201 Intermediate Systems Acquisition [JHA]

(Desired) PMT 302 Advanced Program Management **[BU1]**

Prerequisite: ACQ 201 Intermediate Systems Acquisition [JHA]

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]**

NOTE: The following course will become mandatory beginning in FY 1998. It will become available in the 2nd of FY 1997 for student attendance.

IRM 101 Basic Information Systems Acquisition   [JHD]
Prerequisite: ACQ 101 Fundamentals of System Acquisition Management [BU5]

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 program office or similar organization

TRAINING:

ACQ 201 Intermediate Systems Acquisition   **[JHA]**
Prerequisite: ACQ 101 Fundamentals of Systems Acquisition Mgmt [BU5]

IRM 201 Intermediate Information Systems Acquisition   **[QN5]**
Prerequisites: IRM 101 Basic Information Systems Acquisition [JHD]
ACQ 201 Intermediate Systems Acquisition [JHA]

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

(Desired) Four additional years of communications and/or computer systems acquisition experience

TRAINING:

IRM 303   Advanced Information Systems Acquisition[BZE]
Prerequisite: IRM 201 Intermediate Information Systems Acquisition [QN5]

(Desired) PMT 302 Advanced Program Management   [BU1]
Prerequisite: ACQ 201 Intermediate Systems Acquisition [JHA]

CONTRACTING - LEVEL 1

EDUCATION - Have ONE of:

O Baccalaureate degree

O 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

O At least 10 years of acquisition experience (as of 1 Oct 91)

EXPERIENCE - One year of contracting experience

TRAINING:

Contracting Principles - Complete ONE of:

O **CON 101 Contracting Fundamentals** **[BDQ]**

O **CON 102 Operational Level Contracting Fundamentals[PEC]**
(For contracting positions at the post, camp, or station level)

O **CON 103 Facilities Contracting Fundamentals** **[HEI]**
(For construction and facilities contracting personnel)

Contract Pricing Principles - Complete ONE of:

O **CON 104 Contract Pricing** **[BDR]**
Prerequisite: CON 101 Contracting Fundamentals [BDQ]
or CON 102 Operational Level Contracting Fundamentals [PEC]
or CON 103 Facilities Contracting Fundamentals [HEI]

O **CON 105 Operational Level Contract Pricing Fundamentals** **[QNU]**
(For contracting positions at the post, camp or station level)
Prerequisite: CON 101 Contracting Fundamentals [BDQ]
or CON 102 Operational Level Contracting Fundamentals [PEC]

O **CON 106 Facilities Contracts Pricing** **[BDU]**
(For construction and facilities contracting personnel)
Prerequisite: CON 101 Contracting Fundamentals [BDQ]
or CON 103 Facilities Contracting Fundamentals [HEI]

CONTRACTING - LEVEL 2

EDUCATION

Have ONE of:

o Baccalaureate degree

o 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

o 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:

According to primary assignment, complete at least ONE of:

O **CON 211 Intermediate Contracting**   **[BDN]**
(For pre-award personnel)
Prerequisites: CON 104, Contract Pricing [BDR],
or CON 105, Operational Level Contract Pricing Fundamentals [QNU],
or CON 106, Facilities Contract Pricing [BDU]

O **CON 221 Intermediate Contract Administration**   **[BDO]**
(For post-award personnel)
Prerequisite: CON 104, Contract Pricing [BDR],
or CON 105, Operational Level Contract Pricing Fundamentals [QNU],
or CON 106, Facilities Contract Pricing [BDU]

O **CON 222 Operational Level Contract Administration** **[PDQ]**
For contracting positions at the post, camp or station level)
Prerequisite: CON 104, Contract Pricing [BDR],
or CON 105, Operational Level Contract Pricing Fundamentals [QNU]

O **CON 223 Intermediate Facilities Contracting**   **[BE4]**
(For construction and facilities contracting personnel)
Prerequisite: CON 104, Contract Pricing [BDR],
or CON 106, Facilities Contracts Pricing [BDU]

CON 231 Intermediate Contract Pricing   **[BCC]**
Prerequisites: CON 104, Contract Pricing [BDR],
or CON 105, Operational Level Contract Pricing Fundamentals [QNU],
or CON 106, Facilities Contracts Pricing [BDU]

CON 201 Government Contract Law   **[BDP]**
Prerequisites: Level I courses mandatory for Contracting Career Field

CONTRACTING - LEVEL 3

EDUCATION

Have ONE of:

o Baccalaureate degree

o 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

o At least 10 years acquisition experience (as of 1 Oct 91)

(Desired) Master's 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]
Prerequisite: Level II courses mandatory for Contracting Career Field
(Should be taken every 3-5 years as a refresher, but does not have to be repeated to maintain certification)

CON 333 Management for Contracting Supervisors   [BU7]
(For pre- and post-award personnel)
Prerequisite: At least one year experience in a contracting position after receiving Contracting Level II certification

(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:

O Baccalaureate degree

O 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]**

IND 102   Contract Property Disposition   **[PDO]**

IND 103   Contract Property Systems Analysis   **[BRL]**
Prerequisite: IND 101 Contract Property Administration Fundamentals [PDM]

Complete ONE of:

O **CON 101 Contracting Fundamentals**   **[BDQ]**

O **CON 102 Operational Level Contracting Fundamentals[PEC]**

O **CON 103 Facilities Contracting Fundamentals**   **[HEI]**

INDUSTRIAL/CONTRACT PROPERTY MANAGEMENT - LEVEL 2

EDUCATION:
(Desired) Have one of:

O Baccalaureate degree

O 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:

O Two years of experience in an industrial property management acquisition position

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

TRAINING:

IND 201 Intermediate Contract Property Administration [PDN]
Prerequisite: IND 103 Contract Property Systems Analysis [BRL]

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)
Prerequisite: IND 201 Intermediate Contract Property Adminisration [PDN]

CON 201 Government Contract Law [BDP]
Prerequisites: Level I courses mandatory for Contracting Career Field

Complete ONE of:

O **CON 221 Intermediate Contract Administration [BDO]**
Prerequisite: CON 101 Contracting Fundamentals [BDQ]
or CON 102 Operational Level Contracting Fundamentals [PEC]
or CON 103 Facilities Contracting Fundamentals [HEI]

O **CON 222 Operational Level Contract Administration [PDQ]**
Prerequisite: CON 101 Contracting Fundamentals [BDQ]
or CON 102 Operational Level Contracting Fundamentals [PEC]
or CON 103 Facilities Contracting Fundamentals [HEI]

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]**
Prerequisite: ACQ 101 Fundamentals of Systems Acquisition Mgmt [BU5]

PQM 201 Intermediate Production and Quality   **[BU3]**
            Management
Prerequisites: PQM 101 Production and Quality Management Fundamentals [BU2]
                  ACQ 201 Intermediate Systems Acquisition [JHA]

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   **[HV2]**
       Management
Prerequisite: PQM 201 Intermediate Production and Quality Management [BU3]

(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]

(Desired)
ACQ 201 Intermediate Systems Acquisition [JHA]
Prerequisite: ACQ 101 Fundamentals of Systems Acquisition Mgmt [BU5]

(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]**
Prerequisite: ACQ 101 Fundamentals of Systems Acquisition Mgmt [BU5]

(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:

O   At least 24 semester credit hours from among: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization, and management

O   At least 24 semester credit hours in the individual's career field and 12 semester credit hours in the disciplines listed above

O   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]**
Prerequisite: ACQ 201 Intermediate Systems Acquisition [JHA]

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]

O   **PUR 102   Operational Level Simplified Acquisition
                Fundamentals**   [PDZ]

PURCHASING - LEVEL 2

EDUCATION

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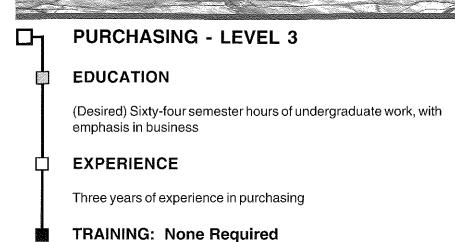
EXPERIENCE:

Two years of experience in purchasing

TRAINING:

PUR 201 Intermediate Simplified Acquisition Procedures [BCO]

Prerequisite: PUR 101 Simplified Acquisition Fundamentals [BCQ],
        Or: PUR 102 Operational Level Simplified Acquisition Fundamentals [PDZ]

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:

O Baccaulaureate degree from an accredited institution of higher learning in engineering, physics, chemistry, mathematics, or related field

O 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]**

SYSTEMS PLANNING, RESEARCH, DEVELOPMENT & ENGINEERING - LEVEL 2

EDUCATION:

Have ONE of:

O Baccaulaureate degree from an accredited institution of higher learning in engineering, physics, chemistry, mathematics, or related field

O 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 acquisition experience in science or engineering

TRAINING:

ACQ 201 Intermediate Systems Acquisition   [JHA]
Prerequisite: ACQ 101 Fundamentals of Systems Acquisition Mgmt [BU5]

SYS 201 Intermediate Systems Planning, Research, Development, and Engineering   [BE2]
Prerequisite: ACQ 201 Intermediate Systems Acquisition [JHA]

(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:

O Baccaulaureate degree from an accredited institution of higher learning in engineering, physics, chemistry, mathematics, or related field

O 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, 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]**

Prerequisite: SYS 201 Intermediate Systems Planning, Research, Development and Engineering

(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:

O   Baccaulaureate degree with 24 semester hours, or equivalent, in physical science, mathematics, chemistry, engineering, physics, operations research, or a related field

O   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]**

TST 101 Introduction to Acquisition Workforce Test and Evaluation   **[PC5]**
Prerequisite: ACQ 101 Fundamentals of Systems Acquisition Mgmt [BU5]

TEST AND EVALUATION - LEVEL 2

EDUCATION:

Have ONE of:

O Baccaulaureate degree with 24 semester hours, or equivalent, in physical science, mathematics, chemistry, engineering, physics, operations research, or a related field

O 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]**
Prerequisite: ACQ 101 Fundamentals of Systems Acquisition Mgmt [BU5]

TST 202   Intermediate Test and Evaluation   **[QMI]**
Prerequisites: TST 101 Introduction to Acquisition Workforce Test and Evaluation [PC5]
ACQ 201 Intermediate Systems Acquisition [JHA]

TEST AND EVALUATION - LEVEL 3

EDUCATION:

Have ONE of:

O Baccaulaureate degree with 24 semester hours, or equivalent, in physical science, mathematics, chemistry, engineering, physics, operations research, or a related field

O 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]

Prerequisite: TST 202 Intermediate Test and Evaluation [QMI]

Assignment-Specific DAU Training

Appendix H

Assignment-Specific DAU Training

Assignment-specific courses are 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 to provide unique acquisition knowledge required for 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 support work distribution decisions of local management officials. Subject to component guidance, these officials are responsible for ensuring employees 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 are 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 C. 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 F).

BUSINESS, COST ESTIMATING AND FINANCIAL MANAGEMENT

BFM 102   Contract Performance Management Fundamentals
Prerequisite: ACQ 101

BFM 203   Intermediate Contract Performance Management
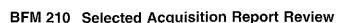Prerequisites:ACQ 201, BFM 102

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.

BFM 209   Selected Acquisition Report   [Q2F]
Prerequisite: ACQ 201

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]
Prerequisite: BFM 209

This course is a shortened Selected Acquisition Report (SAR) course designed as a follow-on review 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 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]
Prerequisite: CON 104, CON 105, or CON 106

CON 233 Cost Accounting Standards Workshop [QMF]
Prerequisite: CON 231

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 234 Contingency Contracting [PAP]
Prerequisite: one of PUR 101 or CON 101 or 102 or 103

CON 234 is intended for military personnel in the contracting and purchasing career field, and emergency essential civilians of all Services who are in deployable positions. Whenever practical, students should attend CON 234 prior to assuming duties as a deployable contracting officer or purchasing agent.

CON 241 Information Technology Contracting [PDY]
Prerequisite: CON 104 or 105 or 106

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

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]

This course is REQUIRED at Level III for all contracting personnel 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 Course [BAP]

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]

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 Commercial and 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 Market Research and 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 [PAJ]

PMT 203 International Security & Technology Transfer/Control [PAK]

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's Course [AH2]
Prerequisite: PMT 302

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]

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]
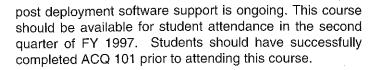Prerequisite: PMT 302, or its predecessor PMT 301

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]
Prerequisite: ACQ 101

This course is required for acquisition personnel who are serving in civilian grades GS-9 and below, and military grades O-1 through O-3, involved in acquiring, developing, engineering, testing and evaluating, conducting research on, and procuring software intensive systems. Priority for this course will be given to personnel who are routinely given duties managing software development and/or acquiring software and work in: development programs which spend $20 million or more of total program costs on software, procurement programs which spend $30 million of the total program costs on software, programs that spend $1 million or more in sustainment costs on software annually, or programs where

post deployment software support is ongoing. This course should be available for student attendance in the second quarter of FY 1997. Students should have successfully completed ACQ 101 prior to attending this course.

SAM 201 Intermediate Software Acquisition Managment [JHC]
Prerequisite: SAM 101, ACQ 201

This course is required for acquisition personnel who are serving in civilian grades GS-9 through GS-12 and military grades O-3 through O-4, involved in acquiring, developing, engineering, testing and evaluating, conducting research on, or procuring software intensive systems. Priority for this course will be given to personnel who are routinely given duties managing software development and/or acquiring software and work in: development programs which spend $20 million or more of total program costs on software, procurement programs which spend $30 million of the total program costs on software, programs that spend $1 million or more in sustainment costs on software annually, or programs where post deployment software support is ongoing. Students must have successfully completed SAM 101 and ACQ 201 prior to attending this course.

SAM 301 Advanced Software Acquisition Management [BU9]
Prerequisite: SAM 201

This course is required for acquisition personnel, civilian and military, who are serving in a level III position, involved in acquiring, developing, engineering, testing and evaluating, conducting research on, or procuring software intensive systems. Priority for this course will be given to personnel who are routinely given duties managing software development and/or acquiring software an work in: development programs which spend $20 million or more of total program costs on software, procurement programs which spend $30 million of the total program costs on software, programs that spend $1 million or more in sustainment costs on software annually, or programs where post deployment software support is ongoing. Students must have successfully completed SAM 201 before attending this course.