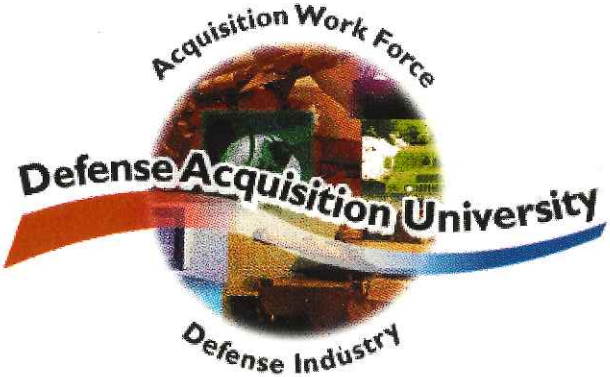
Catalog for Fiscal Year 1999



"A Corporate University for the Defense Acquisition Community"

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

Volume VII

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

FOREWORD

As we approach the 21st Century, information technology is paving the way for educators and students to erase boundaries and move toward a more open academic environment. The potential and opportunity now exist to provide high quality education, free of time and place, to individuals throughout the Acquisition Community.

This has been the vision of the Department of Defense (DoD) and the Defense Acquisition University (DAU), and now it is becoming a reality. The DAU's commitment to providing timely, high quality education to the members of the DoD Acquisition Community has not changed. But the means by which we do so are changing. Effective learning experiences are delivered today utilizing many technologies, including interactive video networking, audio conferencing, satellite television, and increasingly, digital networks such as the World Wide Web. These technologies increase accessibility and simplify meeting education requirements, without sacrificing quality of instruction, while decreasing training costs to the government. Technology based courses now available from DAU include Simplified Acquisition Procedures, Fundamentals of Systems Acquisition Management, Basic Information Systems Acquisition, and Basic Software Acquisition Management.

The DAU views information technology as an tool, helping to promote workforce participation in learning experiences that significantly enhance each member's ability to perform his assigned duties effectively and efficiently in today's rapidly changing, increasingly complex, acquisition environment.

This catalog will help you plan your education program to meet the challenges that confront you, and to advance your career. It identifies the courses you need, what information is taught in each course, when and where courses are taught, and how to register for them. It also lists the prerequisite requirements for attendance at each course. If you have any questions, please call the staff of your component Director, Acquisition Career Management (DACM), the DAU staff, or the school point of contact.

I invite you to join me on-line at the DAU website to explore your opportunities (http://www.acq.osd.mil/dau).

Thomas M. Crean

Thomas M. Crean
President

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1

The Defense Acquisition University (DAU)

Chapter 1

The Defense Acquisition University (DAU)

The Defense Acquisition University (DAU) is a consortium of Department of Defense (DoD) education and training institutions and organizations that provides mandatory, assignment-specific, and continuing education 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 performance outcomes for various career levels and incorporate them into DAU courses.

The Chief Executive Officer of the University is the President, who reports to the USD(A&T). A Board of Visitors, individuals selected for their preeminence in academia, business, and industry, advises the President 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 Contracting/Acquisition Training Center (AFCATC) (*Lackland Training Facility*)
- 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)
- 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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Chapter

2

Administrative Information

Chapter 2

Administrative Information

A. Course Information

Sequence of Courses

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." In many cases, prerequisite courses are identified, which must be completed prior to taking the course for which they are required. Students are expected to be competent in prerequisite knowledge and skills. 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, and the sequence of courses to meet those requirements.

Core Courses

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

Course Types

Certification courses are identified in Appendix C of this catalog, which provides concise checklists of the education, experience and

training standards established for certification into each career field. The checklists 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 D provides a description of DAU assignment-specific courses and the audiences for which they are developed.

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

DAU sponsored courses provide the opportunity for members of the acquisition workforce who have completed all training and education requirements for their position to meet standards for obtaining 80 contact hours of continuing education and training over a two year period. In addition, many professional organizations and associations have continuing education requirements for their members. Appendix H provides a listing of continuing education units (CEU) for DAU courses.

Course Offerings

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 via the World Wide Web, and satellite. Several offer equivalency examinations (credit by examination) in lieu of classroom attendance.

Appendix A displays 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 and the World Wide Web (http://www.acq.osd.mil/dau. See Section F of this chapter for instructions on 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 C and D, and course descriptions and data in Chapter 5 and Appendix A. Appendices C and D 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 attending certification or assignment-specific courses, all costs of tuition, travel and per diem for DAU training, including equivalency examinations, will be funded by DAU via the student's component. DAU does not fund travel and per diem costs for acquisition workforce members to attend continuous learning (800 series) courses. 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 equivalency examinations, and provide data for reporting requirements. 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 reporting instructions.

For some classes, the school forwards pre-course materials to the student (see course descriptions in Chapter 5). Pre-course materials for selected courses (CON 101, CON 202, CON 301) are available on the DAU homepage. 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 approval is received.

Research, Development, and Acquisition Information Systems Activity (RDAISA), COMM (540) 731-3557 or DSN 931-3557, 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/training/catalog), other documents, and acquisition career management information. 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:DSN221-2800/(703)325-2800
MAJ:DSN221-3128/(703)325-3128
LTC: DSN221-3129/(703) 325-3129

RDAISA has developed a telephone information response system, which is available 24 hours a day, seven days a week, by dialing (800) 808-6476, workforce members can obtain a copy of the current training schedule (by fax) and can obtain information on rental car authorization, travel advances, training, policies, and travel orders.

For additional information concerning course registration for Army personnel, please call:

COMM (540) 731-3557
DSN 931-3557/3587
FAX (540) 731-3547

Department of the Navy Personnel

Department of the Navy (DON) personnel may request quotas for mandatory acquisition courses by completing a DON Acquisition Training Registration sheet (DACM2) 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 Career Management Site (CMS) in Mechanicsburg, PA. The CMS will enter the nominations into ATRRS and notify the individual student when class space is available. All funding associated with mandatory acquisition training will be managed by the CMS and lines of accounting will be issued to those mandatory students who require travel and per diem for course attendance. DON students may also request acquisition courses, obtain required approvals, check their registration status, and obtain travel and per diem funding electronically. For more information on "Register-Now", The Department of Navy's electronic registration system, visit "DACM On-Line: at http://dacm.secnav.navy.mil."

In the event a student is unable to attend training as scheduled, a DON Acquisition Training Program Request for Cancellation (DACM 3) should be completed and forwarded to CMS. 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 Director of Acquisition Career Management (DACM) Bulletin Board (BBS) by dialing 703-602-3991/3992 or via the World Wide Web at address http://dacm.secnav.navy.mil.

For additional information concerning course registration for DON personnel, please call your major claimant training representative. Names and telephone numbers for designated training representatives are available in "DACM On-Line" and in the "Points of Contact" area of the Navy DACM Bulletin Board.

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.

The current class schedule, list of training representatives, and other useful information regarding acquisition career management is available through the Air Force Director of Acquisition Career Management/(DACM) World Wide Web site at address: http://www.safaq.hq.af.mil/acq_workf/training or the Acquisition Training Office address at http://www.afpc.af.mil/civ_car/afato.

For additional information concerning course registration for Air Force personnel, please call:

COMM (210) 652-6584
DSN 487-6584
FAX (210) 652-6560

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).

For additional information concerning course registration for DoD personnel, please call:

COMM (703) 602-9160
DSN 332-9160
FAX (703) 602-9161

Other Personnel

DoD non-acquisition members must contact their appropriate DACM for registration. Non-DoD personnel may contact the DAU Registrar. To register, submit a completed DD Form 1556 (see sample in Appendix E) "Request, Authorization, Agreement, Certification of Training and Reimbursement" or SF 182 "Request, Authorization, Agreement, Certification of Training" or other organizational training form to DAU. Non-DoD employees are placed on a waiting list until 45 days from the course start date. At that time, registrations will be processed in the order they were received until all seats are filled. 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

For additional information concerning course registration, please call:

COMM (703) 845-6794
DSN 761-6829, Ext. 6794
FAX (703) 820-9753

C. Course Attendance

Students are expected to attend all scheduled course sessions (including teleconferencing and satellite sessions) and complete all course work. Absences for medical or family emergencies must be approved by the course director, lead instructor, or designated representative. 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 (OPM) guidance for civilians and service regulations for military personnel concerning various categories of leave.

D. Course Equivalencies and Alternatives

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.

Equivalent Courses

Appendix F lists DoD schools that offer courses certified to be equivalent to DAU courses. In addition, the college courses listed in Appendix G meet DAU course requirements.

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 identifies courses that may be satisfied by examination. Appendix B provides school addresses and phone numbers.

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 certain educational standards. The educational standards are applicable to new employees and those promoted in the GS-1102 occupational series; to qualify for the Acquisition Corps; or to obtain a contracting officer's warrant above the small purchase threshold. See DoD 5000.52-M, "Acquisition Career Development Program," for additional information concerning educational standards.

Employees may meet credit hour standards 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, see Appendix I.

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

F. Electronic Access to the DAU

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.

Chapter

3

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 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 Directors of Acquisition Career Management (DACMs). Civilians normally apply through and are selected by the Service or agency DACM.

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

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

1. **Core Curriculum.** The multidisciplinary core curriculum includes major acquisition management issues distributed throughout studies in such courses as Strategic Decision Making, Political Science, History,

Military Strategy, Economics, Elements of National Industrial Power, Joint Military Logistics, Mobilization, and Industry Studies. A concentrated course in acquisition management is conducted in the spring in conjunction with the other core curriculum studies. Seminars, lectures and case studies have been designed to challenge the students to assess current acquisition policy and practices in the context of National Security Strategy, with an emphasis on acquisition management in a changing world. Students in the Senior Acquisition Course participate in the core curriculum with all other ICAF students.

2. **Mandatory Acquisition Policy Advanced Studies.** Two mandatory Acquisition Policy Advanced Studies provide 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 advanced 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 ICAF. Completion of the course fulfills the OPM educational requirement for Senior Executive Service Status.

Chapter

4

Career Field Descriptions

Chapter 4

Career Field Descriptions

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

Acquisition Logistics

Auditing

Business, Cost Estimating, and Financial Management

Communications-Computer Systems

Contracting (Including Construction)

Industrial and/or Contract Property Management

Manufacturing and Production (Includes Quality Assurance)

Program Management

Purchasing

System Planning, Research, Development, and Engineering

Test and Evaluation

Acquisition Logistics

The acquisition logistics career field includes individuals who are involved in Support activities as defined in DoD Directive 5000.1, and DoD Instruction 5000.2-R. 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. Persons in this career field perform contract auditing, accounting, and financial advisory services to DoD and other Government agencies in negotiations, administration, and settlement of contracts and subcontracts. Duties include evaluating information about contractor economic assertions, comparing those assertions to established criteria and reporting the results to interested third parties. Audits are made on proposal submissions,

incurred cost, compliance with the "Truth in Negotiations Act," compliance with cost accounting standards, contract terminations, claims for abnormal conditions, contractor financial condition, and contractor systems and operations.

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.

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 (Including Construction)

The contracting career field includes the positions of contract negotiator, contract specialist, contract termination specialist, contract administrator, procurement analyst, administrative contracting officer, procuring contracting officer, contract price

and/or cost analyst, contracting officer, and termination contracting officer. Individuals in this career field develop, manage, supervise, or perform 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 and/or 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 and Production (Including 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.

Purchasing

Individuals in the 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 manager (PM), deputy program manager (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 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.

Chapter

5

Course Descriptions

Chapter 5

Course Descriptions

This chapter provides a description of all mandatory, desired, assignment-specific, and continuing education 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. Courses beginning with number 8 are continuing education courses. Assignment-specific courses are usually Level I or II.

ACQ 101
Fundamentals of Systems Acquisition Management

Description
This course provides an overview of the DoD systems acquisition process including the basics of systems acquisition program management and the developmental life cycle of a system from inception to disposal. The course covers and integrates system concept exploration, development, production, and fielding/deployment using examples and case studies from DoD acquisition organizations, DoD resource allocation processes, contemporary issues in acquisition, and details of the phases of system development. Discussions are conducted on requirements generation, DoD 5000 Series, procedures, documentation, and current issues. The course concludes with an acquisition strategy workshop that integrates all the course material.

Course Objectives. Students who successfully complete this course will be able to:

- Explain the fundamental precepts and bases of Defense systems acquisition management.
- Explain the diverse, interrelated and changing nature in the different disciplines of Defense systems acquisition management.
- Explain the regulations and governing structures of Defense systems acquisition management.

Who Should Attend
ACQ 101 is a core course for many of the acquisition career fields and is designed for individuals who have little or no experience in DoD acquisition management. It has proved very useful to personnel in headquarters, program management, functional or support offices, and industry partners.

Prerequisites: None.

Length: Thru January 1999, the eight-day classroom course will be offered. After January 1999, ACQ 101 will be delivered via the Internet. Students will have 60 calendar days from the date of registration to complete the course.

ACQ 201
Intermediate Systems Acquisition

This course provides journeymen students from the DAWIA functional career paths a comprehensive and integrated view of the DoD systems acquisition management, technical, and business processes. They become acquainted with the specialized terminology, concerns, policies, and roles of the primary acquisition participants. Students develop into practitioners, better prepared to cooperate in a multifunctional, synergistic environment. They are ready to accept the empowerment necessary to implement the concepts of integrated product and process development while working in program integrated product teams.

Course Objectives. Students who successfully complete this course will be able to:

- Understand the specialized terminology, concerns, policies, and roles of the primary acquisition participants.
- Cooperate in a multifunctional, synergistic environment.
- Accept empowerment necessary to implement the concept of integrated product and process development.

Who Should Attend

The target student is a Level I certified journeyman in acquisition management with significant experience in a particular career field. Eighty percent of the students who attend have less than 10 years of experience. The notional target student has between two and four years of experience. Course attendees are civilian employees and active duty service people from almost all of the DAWIA career paths.

Prerequisites: ACQ 101. For contracting personnel, the prerequisites are ACQ 101, or a combination of CON 202, CON 204 and CON 210.

Length: 14 class days.

Note: In FY 99, this course will be offered as a combination of computer-based instruction and in-class seminar.

Eqivalency Examination: Equivalency examinations for ACQ 201 will be offered in FY 99. Applicants must satisfy all DoD 5000.52-M Level II requirements for their career field excluding ACQ 201. Contact the local training office for examination dates, locations, and application information.

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

Description
Technical Indoctrination provides the newly hired auditor with the basic concepts, techniques, and procedures of contract auditing.

Course Objectives. Students who successfully complete this course will be able to:

- List the elements of a contract's life cycle and the general types of negotiated contracts.
- Contrast principal objectives of government contract cost accounting and financial cost accounting.
- Explain the history of FAR Part 31 and discuss allocability, allowability, reasonableness, and selected cost principles.
- Describe the background, purpose, and fundamental requirement of each Cost Accounting Standard.
- Identify direct costs, indirect costs, and G&A expenses.
- Identify costs allocated to final cost objectives from intermediate cost allocation pools.
- Calculate questioned overhead and G&A rates as a result of pool and/or base adjustments.
- Identify relationships between Generally Accepted Auditing Standards and Generally Accepted Government Auditing Standards.
- Describe importance, pitfalls, and major considerations of risk assessment.
- List common sources of audit research material.
- State Requirements of FAR Part 15 and Standard Forms 1411 and 1412.
- Select, run, and evaluate the proper E-Z-Quant sample program.
- List the elements of working papers and prepare working papers required by an audit program step.
- Identify major components and requirements of audit reports and draft an initial pricing audit report.

Who Should Attend
Personnel with no contract audit experience approximately eight weeks after reporting date.

Prerequisites
AUD 1111, Orientation to Contract Auditing (SS), and
AUD 1124, Audit Applications of FAR Part 31 Cost Principles (SS).

Length: 10 class days.

AUD 1320
Intermediate Contract Auditing

Description
Intermediate Contract Auditing is designed to provide the staff auditor with information needed to adequately plan and conduct audits, or segments of audits, which auditors may encounter after one year of contract audit experience. Class discussions, practical exercises, and group case studies are used to highlight problem areas and evaluate alternative courses of action.

Course Objectives. Students who successfully complete this course will be able to:

- Identify the importance of defining audit objectives and planning the audit.
- List factors influencing risk assessment and assess high and low audit risk areas.
- State the importance of Generally Accepted Government Auditing Standards.
- Explain why auditors need to attend negotiations.
- List negotiation techniques and concepts.
- List requirements of Form 2000, state auditor responsibility to detect fraud, and identify common fraud indicators.
- Discuss the purpose and requirements of the cost accounting standards and complete case studies on CAS 401 and accounting changes.
- Describe post award review concepts and complete a price adjustment case study.
- Discuss audit leads and observations.

Who Should Attend
Auditors with one to five years contract audit experience.

Prerequisites
AUD 1130, Technical Indoctrination (R)
AUD 1280, Fraud Prevention and Detection (SS)

Length: 5 class days.

AUD 4120
Statistical Sampling

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

Course Objectives. Students who successfully complete this course will be able to:

- Discuss statistical sampling basic concepts.
- Explain the criteria for a valid statistical sample.
- Differentiate between variable and attribute sampling.
- Discuss the difference between dollar unit and physical unit sampling.
- Determine the proper sample selection method and stratification method to use on an audit.
- Select a statistical sample using the E-Z Quant programs.
- Evaluate the results of a statistical sample using the E-Z-Quant programs.

Who Should Attend
Level I personnel working on their Level II certification requirements.

Prerequisite
AUD 1130, Technical Indoctrination (R).

Length: 5 class days.

AUD 4230
Graphic, Computational, and Improvement Curve Analysis Techniques

Description
Graphic, Computational, and Improvement Curve Analysis Techniques provides the skills necessary to perform a regression analysis and a simple improvement curve in the contract audit environment. The course stresses graphic presentation of trend and improvement curve data, identification of possible irregularities in the contractor's history, and the reporting of audit findings.

Course Objectives. Students who successfully complete this course will be able to:

- Identify audit situations for regression analysis or improvement curves.
- Properly utilize the correct E-Z-Quant program for a given audit situation.
- Correctly interpret the E-Z-Quant program output.
- Determine if reliance can be placed upon your interpretation of the output.
- Analyze improvement curve data and identify major irregularities or significant changes in trend data.
- Research the more complex issues associated with regression analysis and improvement curves.

Who Should Attend
Level I personnel working on their Level II certification requirements.

Prerequisites
AUD 1130, Technical Indoctrination.

Length: 5 class days.

AUD 8560
Defense Contract Audit Agency Supervisory Skills Workshop

Description
The Supervisory Skills Workshop addresses the new supervisor's adjustment to the demands and responsibilities of a supervisory auditor. Emphasis is placed on developing the supervisor's ability to use key personnel management programs (staffing, training and development, performance appraisal, promotions, and employee relations) and interactive leadership skills necessary in DCAA's participative work team environment.

Course Objectives. Students who successfully complete this course will be able to:

- Incorporate DCAA's personnel management requirements and interactive leadership skills into the personnel actions taken as a supervisor.
- Coach employees, conduct meetings, resolve team conflicts, and facilitate employee relations.

Who Should Attend
Supervisors and managers.

Prerequisites: None.

Length: 10 class days.

BCF 101
Fundamentals of Cost Analysis

(Formerly BCE 101, Fundamentals of Cost Analysis)

Description

Fundamentals of Cost Analysis enables DoD personnel new to the cost estimating field to prepare materiel 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, inflation adjustments, cost as an independent variable (CAIV), analysis of alternatives (AOA), contract cost structure, earned value, cost estimation for budget preparation, and economic analysis. Students apply the techniques they learn in a series of case studies.

Course Objectives. Students who successfully complete this course will be able to:

- Define cost data and apply appropriate quantitative techniques to estimate costs for major defense acquisition programs.
- Explain policies governing cost estimating.
- Define the economic analysis (EA), analysis of alternatives (AOA), and cost as an independent variable (CAIV) programs.
- Perform a life cycle cost analysis.

Who Should Attend

This course is required for DoD employees who are responsible for the preparation of materiel system life cycle cost estimates and who have not had previous experience in that area. It will also be beneficial for individuals who utilize information from life cycle cost estimates, supervise cost estimators, prepare budgets based on life cycle cost estimates, manage acquisition programs, evaluate and negotiate contract proposals, or desire a grounding in the basic techniques of cost estimating.

Prerequisite: ACQ 101. Students will find that the degree of competence in algebra that would be attained by the end of a second year high school algebra course is required immediately upon arrival. Participants should have completed an introductory course in statistics as well. Students with questions about their math background should contact the course director at DSN 539-4294 or commercial 804-765-4294. Students will also need familiarity with IBM compatible personal computers and any spreadsheet package.

Length: 15 class days.

BCF 102
Fundamentals of Earned Value Management

(Formerly BFM 102, Contract Performance Management Fundamentals)

Description
This course provides instruction on the application of earned value management (EVM) in the defense systems acquisition process. The course applies a basic management theory approach to understanding the concepts of EVM and its role in a successful program management process. It examines basic EV concepts relative to current DoD guidance, core concepts of the EVM systems criteria, the implementation and surveillance process, and the role of participating organizations. 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 the OSD Acquisition Program Integration Directorate, 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, contractor, DCMC, buying commands, resource management organizations, and OSD.

Course Objectives. Students who successfully complete this course will be able to:
- Describe how EVM, as a program management tool, is used to plan and integrate cost, schedule, and technical aspects of a program.
- Describe the program management responsibilities in planning for and implementing an effective earned value management system.
- Define basic scheduling principles and characteristics of an effective planning process.
- Use basic analysis techniques to evaluate cost performance and cost/schedule status reports.
- Describe the key inputs and considerations required to develop contract estimates at completion.

Who Should Attend
This is required course for military officers and DoD civilians working in, or selected for, positions requiring knowledge or use of EVM (formerly cost/schedule control) principles. Equivalent industry personnel are encouraged to attend.

Prerequisite: ACQ 101.

Recommended: One year of acquisition experience.

Length: 8 class days.

BCF 103

Fundamentals of Business Financial Management

(Formerly BFM 201, Systems Acquisition Funds Management)

Description

This course concentrates on developing skills necessary for formulating and executing a program office budget. Emphasis is placed on introducing students to the techniques the program manager and business financial manager may use to identify, evaluate and resolve budget related tasks, problems, and issues. The course simulates the total budget process from the viewpoint of a business financial manager in the acquisition community, as well as from the perspective of OSD. Specifically, it includes the fiscal cycle, the roles of DoD offices, the Office of Management and Budget and the Congress. Content includes cost analysis, funding policies, budget concepts, the DoD planning, programming and budgeting system, the Congressional authorization and appropriation process, and the budget execution process.

Course Objectives. Students who successfully complete this course will be able to:

- Relate acquisition management system policies to the DoD resource allocation process.
- Identify the laws, policies and practices applicable to developing a program budget.
- Describe the planning, programming and budgeting system process and its relationship to the development of program budget submissions.
- Describe the congressional review process that leads to budget resolution, authorization and appropriation of the DoD budget.
- Summarize the process by which budget authority is apportioned, executed and reprogrammed.
- Explain major provisions of fiscal law that governs the use of budget authority.
- Describe the funding and budgeting issues involved with each type of contract used in systems acquisitions.

Who Should Attend

This is a required course for military officers and DoD civilians working in, or selected for, positions requiring knowledge or use of funds management principles. Equivalent industry personnel are encouraged to attend.

Prerequisite: ACQ 101.

Recommended: Baccalaureate degree and one year of BCEFM acquisition experience.

Length: 5 class days.

BCF 203
Intermediate Earned Value Management
(Formerly BFM 203, Intermediate Contract Performance Management)

Description
This course immerses students in earned value management (EVM) through a multimedia simulation of a typical program. The simulation approach develops application level EVM skills through performance of tasks requiring knowledge of current DOD guidance, core concepts of the EVM system criteria, the implementation and surveillance process, and the role of participating organizations. The simulation begins with preparing inputs for a request for proposal (RFP), moves to the analysis and review of the contract baseline via the integrated baseline review (IBR), and requires ongoing analysis of cost reports and surveillance of the contractor's management processes. The instructional methods encourage the students to perform tasks and evaluate results and alternatives in a controlled environment. The integrated structure of the exercises forces student consideration of the impact of their actions on various elements of the program. The process also ensures examination of the perspectives of the various organizations in the acquisition process such as the program office, Defense Contract Management Command, Defense Contract Audit Agency, buying commands, resource management organizations, and the Office of the Secretary of Defense.

Course Objectives. Students who successfully complete this course will be able to:
- Synthesize the relationship between EVM and the defense acquisition management process.
- Prepare EVM requirements to include in the RFP.
- Evaluate a contractor's management system against the 32 EVM criteria.
- Synthesize the planning, organization, execution, and follow-up of an integrated baseline review.
- Identify the surveillance processes, procedures, and working relationships of the various stakeholders.
- Use EVM techniques and automated tools to combine and analyze information from the CPR and critical path scheduling tools.
- Use CPR data to assess and report a contractor's cost and schedule performance.

BCF 203
Intermediate Earned Value Management (Cont.)

Who Should Attend
This is one of the required courses for military officers and DoD civilians working in, or selected for, positions requiring knowledge or use of EVM (formerly cost/schedule control) principles. Equivalent industry personnel are encouraged to attend.

Prerequisite: BCF 102.

Recommended: Familiarity with Microsoft Windows software.

Precourse Materials: A self-assessment is available from the course director to assess suitability prior to attending this course. Students take a multiple choice pretest on the first day of the course to help determine probability of successful completion of the course and to identify improvement opportunities.

Note: A Pass/Fail essay exam is given mid-course. The student must pass in order to continue the course work. A second pass/fail essay exam is given at the end of the course. The student must pass in order to receive a completion certificate.

Length: 10 class days.

BCF 204
Intermediate Cost Analysis
(Formerly BCE 204, Intermediate Cost Analysis)

Description
The course emphasizes the development and application of cost analysis techniques and interpretation of the results. The course structure is based on the five primary steps in the cost estimating process:

1) Definition and Planning - purpose, definition, ground rules and assumptions, approach, and putting the team together.

2) Data Collection - sources, normalization, and earned value.

3) Estimate Formation - para-metrics (linear regression, multivariate and multiplicative modeling), analogy, expert opinion, catalog/non-development items, engineering standards, factors, and time phasing techniques for development, production (advanced unit and cumulative average learning curve theories) and operating and support.

4) Review and Presentation - risk analysis, cross-checks, and presentation format.

5) Final Documentation - content and structure.

Each step is discussed in detail with the primary emphasis on estimate formulation. Practical exercises and case studies allow the student to apply and analyze concepts taught in class. The computational aspects of these exercises will be performed primarily on the automated cost estimating integrated tool (ACEIT).

Course Objectives. Students who successfully complete this course will be able to:

- Understand the cost estimating process to include the various types of estimating tasks performed.
- Normalize data for content, quantity, and economic year.
- Develop cost estimates using various techniques such as parametrics, analogy, expert opinion, cost factors, wrap rates, and estimates-at-completion.
- Document cost models and cost estimates.
- Apply time phasing techniques in development, production, and operating and support phases of the life cycle to include the use of cost improvement curves.
- Understand and perform sensitivity and risk analysis of an estimate.

BCF 204
Intermediate Cost Analysis (Cont.)

Who Should Attend
This course is required for Level II certification for the DoD acquisition cost analyst, although the techniques instructed have much broader application. It is an ideal course for anyone in the financial management or earned value arena to gain an appreciation of the cost analyst responsibilities, especially given the advent of integrated product teams and the requirement for multifaceted analysts. It will also be beneficial for individuals who utilize information from life cycle cost estimates, supervise cost estimators, prepare budgets based on life cycle cost estimates, manage acquisition programs, evaluate and negotiate contract proposals, or desire an understanding of interpretation and application of various cost estimating tools.

Prerequisite: BCF 101.

Recommended
Two years of acquisition experience in the cost estimating, financial management, or earned value analysis job series. Competence with algebra is essential, and some familiarity with statistics is beneficial. Any questions about the math requirements should be addressed to the course director at DSN 785-7777, Ext. 3269.

Length: 15 class days.

BCF 205
Contractor Finance for Acquisition Managers

(Formerly BFM 204, Contractor Finance for Acquisition Managers)

Description

This course is designed for those working in, or selected for, positions requiring interface with contractors or dealing with contractor financial data. It provides an overall understanding of Defense contractor financial motivations and constraints, and an appreciation for how they affect management of Defense systems acquisition programs. The curriculum includes discussion of the interrelationships among the contractor's costing procedures, financial and managerial accounting systems, analysis of cost principles and indirect cost management of DoD contracts, as well as 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. 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.

Course Objectives. Students who successfully complete this course will be able to:

- Recognize financial management issues
- Learn the vocabulary and concepts necessary to discuss these issues with the Defense contractor community.

Who Should Attend:

This is an assignment-specific course. It is recommended for systems acquisition personnel in career paths which require an understanding of the operations of private industry. This would include acquisition logistics, auditing, business, communications/computer systems, contracting, industrial/contract property management, manufacturing, production and quality assurance, procurement/purchasing, program management, systems planning, research, development and engineering, and test & evaluation.

Prerequisite: ACQ 201.

Length: 5 class days.

BCF 206
Cost Risk Analysis

(Formerly BCE 206, Cost Risk Analysis)

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

Course Objectives. Students who successfully complete this course will be able to:

- Assess subjective probabilities to represent uncertain cost elements in a Defense acquisition program.
- Model the cost risk associated with a Defense acquisition program.
- Judge the reasonableness of a cost risk analysis for a Defense acquisition program.

Who Should Attend
This is an assignment-specific course. It should be taken by acquisition workforce personnel whose duties include 1) developing and/or evaluating cost estimates for such areas as procurement, software, research & development, weapon systems, etc.; 2) planning and management of DoD system acquisitions; 3) evaluation and negotiation of contract proposals; and 4) cost and performance tradeoff analysis. Participants will typically include members from the BCEFM community. This course would also be appropriate for program/project managers and personnel in contracting; systems planning, research, development, and engineering; and communication-computer systems.

Prerequisite: BCF 101.

Recommended
ACQ 201 and working familiarity with any spreadsheet package.

Length: 4 1/2 class days

BCF 207
Economic Analysis
(Formerly BCE 207, Economic Analysis)

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

Course Objectives. Students who successfully complete this course will be able to:
- Given a situation with specific variables, determine the most cost effective way of conducting DOD business.
- Given a variety of situations (e.g., lease versus purchase), determine the alternative that will warrant the highest benefits.
- Provided complex situations, estimate the costs of competing alternatives in an Economic Analysis (EA) in accordance with the provisions of OMB Circular A-94 and DODI 7041.3.
- Using prior estimates of benefits and costs of competing alternatives in an EA, assess the uncertainty, using sensitivity analysis, that may exist within both estimates. Be able to provide a rationale for conclusion reached.

Who Should Attend
This is an assignment-specific course. It should be taken by acquisition workforce personnel whose duties include 1) developing and/or evaluating costs and benefits of alternative courses of action involved in decisions, such as lease vs. buy, in-house vs. contractor, privatization or outsourcing, or repair or replace; 2) preparation of funding proposals for such programs as OSCR or DWCF (DBOF). Participants will typically include members from the BCEFM community. This course would also be appropriate for program/project managers and personnel in contracting; systems planning, research, development, and engineering; communication-computer systems; and non-DoD personnel who conduct economic analyses of materiel systems.

Prerequisite: ACQ 101.

Recommended
Working familiarity with any spreadsheet package.

Length: 3 1/2 class days.

BCF 208
Software Cost Estimating
(Formerly BCE 208, Software Cost Estimating)

Description
Software Cost Estimating is primarily for practitioners of software cost estimating. The course is designed for cost analysts and others whose duties should include estimating the cost of software development and maintenance efforts or reviewing such estimates. Topics in the course include software life cycle management, architecture, interoperability, software development paradigms, software design approaches, metrics, capability evaluations, risk analysis, software reuse, open systems, function points, IEEE/EIA 12207, J-STD-016-1955, and software cost estimating models. Two software cost estimating case studies allow students to apply the course material.

Course Objectives. Students who successfully complete this course will be able to:
- Describe the software acquisition process in general terms.
- Determine an appropriate cost estimating methodology and the types of data required for a software cost estimate.
- Use models for software life cycle cost estimating.
- Compare and contrast alternative techniques for software cost estimating.
- Apply software cost estimating techniques.
- Discuss the strengths and weaknesses of a variety of software cost estimating models.
- Discuss the major influences on the software cost estimating process (key players, decision points, concurrent activities).

Who Should Attend
This is an assignment-specific course. It should be taken by acquisition workforce personnel whose duties impact embedded or stand-alone software acquisitions. Duties should include 1) developing and/or evaluating cost estimates for life cycle management (i.e., research, development, procurement, deployment, operating and support, and disposal); 2) planning and management of DoD system acquisitions; 3) evaluation and/or negotiation of contract proposals; or 4) cost and performance tradeoff analysis. Participants will typically include members from the BCEFM community. This course would also be appropriate for program/project managers and personnel in contracting; systems planning, research,

BCF 208
Software Cost Estimating (Cont.)

development, and engineering; and communication-computer systems, as well as industry-wide software developers and cost estimators.

Prerequisite: ACQ 201.

Recommended
Completion of BCF 101 is desirable, as well as working familiarity with any word-processing package on IBM-compatible personal computers.

Length: 8½ class days.

BCF 209
Selected Acquisition Report
(Formerly BFM 209, Selected Acquisition Report)

Description
This course 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.

Course Objective: Students who successfully complete this course will be able to prepare, generate, and review the SAR.

Who Should Attend
This is an assignment-specific course, appropriate for acquisition personnel who are tasked to prepare SARs and use CARS who have no previous SAR and CARS experience and some acquisition experience.

Prerequisite: ACQ 101.

Length: 5 class days

BCF 211
Acquisition Business Management

Description
Acquisition Business Management presents intermediate level personnel with an intensive examination of important areas in acquisition business management. The course emphasizes acquisition business planning, PPBS preparation, budget and contract funds execution, management of program information, and special topics.

Course Objectives. Students who successfully complete this course will be able to:
- Prepare, justify and defend budget exhibits and obligation/expenditure plans.
- Formulate impact/reclama statements and reports.
- Develop decision documents.
- Develop and defend business aspects of the acquisition and PPBS cycle.

Who Should Attend
The course is designed for civilian personnel in positions supporting DoD weapons systems and the various aspects of business and financial management throughout the life-cycle of a system.

Prerequisites: BCF 101, BCF 102, and BCF 103.

Recommended: ACQ 201 is highly recommended.

Note: There are two required components to this course. Both BCF 211A and BCF 211B must be completed for certification.

Length:
BCF 211A (Internet Pre-Course) - 60 Calendar Days
BCF 211B (Classroom) - 5 Class Days

(Consult DAU Website for updates in course length.)

BCF 301
Business, Cost Estimating, and Financial Management Workshop

Description
This workshop is a capstone course which provides students with an integrated view of earned value management, cost estimating, and financial management disciplines and responsibilities as they relate to program management. This course centers around integrated exercise and simulations. It enables students to interact by preparing and defending program cost estimates, using earned value management reporting to evaluate program status and funding requirements and responding to externally imposed budget reductions. Current BCEFM initiatives affecting the program management officer will also be provided. To enable students to work in other disciplines outside of their area of expertise, one hour electives in funds management, earned value management, cost estimating and PPBS will be provided. Guest speakers will represent program executive offices (PEOs), program management offices (PMOs), and OSD.

Course Objective. Students who successfully complete this course will be able to predict appropriate responses to various situations typically encountered by the business financial manager.

Who Should Attend
This course is designed for personnel in positions supporting DoD weapons systems and the various aspects of business and financial management throughout the life-cycle of a system.

Prerequisites
ACQ 201, BCF 101, BCF 102, and BCF 103.

Recommended
Four years of acquisition experience is recommended.

Precourse Materials
A self-assessment will be mailed to the students before class begins. Students should fax it back to the course director prior to coming to class. Also, students should come to class prepared to research a work-related topic. They will brief the class on their findings at the end of the course.

Length: 9 class days.

BCF 802
Selected Acquisition Report Review

(Formerly BFM 210, Selected Acquisition Report Review)

Description

This is a continuing education course, designed as a follow-on for personnel with previous selected acquisition report (SAR) experience. 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.

Objective:

Upon completing this course, the student will be able to prepare, generate, and review the SAR.

Who Should Attend:

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/CAR training, should take the SAR basic course, BFM 209.

Prerequisite: BCF 209.

Length: 3 class days.

CAR 805
Contemporary Approaches to Acquisition Reform

Description
Contemporary Approaches to Acquisition Reform provides an update of continuing acquisition reform and concurrent changes in the global political and economic environment. The course presents an integrated perspective of the latest acquisition reform initiatives. In addition, best commercial management practices and emerging information technologies are discussed with a focus on improving acquisition service to the customer while assuring best value to the Government. The challenges of an increasingly complex and dynamic environment provide the context for examining acquisition as a partnership which includes not only representatives of the acquisition community, but also the customers they serve and the contractors who provide the products and services. Contemporary issues create a backdrop for introducing new business practices and information technologies capable of meeting demands.

Course Objectives. Students who successfully complete this course will be able to:

- Assess the impact of the latest legal and regulatory changes to the acquisition process.
- Promote improvements in the acquisition process through an enhanced understanding and awareness of emerging management practices.
- Promote improvements in making sound business decisions about acquisition and use of emerging technologies.

Who Should Attend:
This course is appropriate for acquisition professionals who are already certified at Level III of an acquisition career field, in all types of defense programs, including those dealing with weapons, MCCR, C3I and AIS.

Prerequisites: None.

Length: 5 class days.

CON 101
Basics of Contracting

Description
Fundamentals of Contracting is a survey course encompassing the entire contracting process from receipt of a purchase request through contract completion including close-out in Commercial Contracting. 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 emphasize commercial practices including simplified acquisition procedures.

Course Objectives. Students who successfully complete this course will be able to:

- Determine contracting need and analyze contracting requirements.
- Plan competition and source selection.
- Draft contract solicitations.
- Evaluate offers.
- Award contracts.
- Plan contract administration.
- Monitor quality of and administer payment for contracts.
- Modify, terminate and close out contracts.

Who Should Attend:
The course is designed for students new to the contracting workforce, either entry-level personnel or crossovers from other career fields.

Prerequisites: None.

Length: 19 class days.

CON 104
Principles of Contract Pricing

Description
Contract Pricing is designed to provide entry-level contracting personnel with a solid foundation for the practice of price analysis, cost analysis, and negotiation techniques. It is required for Level I certification. This course provides essential fundamentals for the study and practice of price, cost and proposal analysis. It also provides a discussion and demonstration of applicable estimating techniques used to support these analyses. Topics include a review of the contracting environment, use and importance of market research, sources of data for cost and price analysis, application of price-related factors in the determination of reasonableness, methods for analyzing direct and indirect costs, methods for performing profit analysis, ethics in contract pricing, and a selection of current pricing topics. Various case scenarios and an actual cost analysis are used to illustrate and integrate the various concepts and techniques covered in the course. Individual and group negotiation workshops address the fundamentals of the negotiation process, including essential techniques, strategies, and tactics.

Course Objectives. Students who successfully complete this course will be able to:

- Understand the general environment of contract pricing.
- Determine the sources and means of acquiring data for cost and price analysis.
- Analyze direct and indirect costs.
- Perform a profit analysis, including the appropriate use and application of requirements relative to cost of money.
- Integrate and apply the various concepts and methods learned to a real-time cost analysis in the form of an integrating exercise. Apply selected techniques of cost of money and profit analysis.
- Apply the essential techniques, strategies, and tactics of the negotiation process, individually, and in small groups.

Who Should Attend
Civilians, GS-5 and above, officers, 01 and above and enlisted, E4 and above, working in base, post, camp or station level positions.

Prerequisite: CON 101.

Recommended
It is strongly recommended that students have a basic knowledge of algebra. Students should also bring a hand-held calculator.

Length: 14 class days.

CON 202
Intermediate Contracting

Description
Intermediate Contracting presents experienced, intermediate-level contracting personnel with an intensive examination of the life cycle phases of contracting, including the pre-award phase of contracting (acquisition planning, solicitation, evaluation and award), and post award contract administration, plus contracting problem analysis and resolution. Case studies, along with group and individual exercises, expose students to contracting problems, and challenge students to apply ethical principles, statutes, regulations, and sound business judgment toward the resolution of contracting problems. Major course topics include acquisition planning, contracting methods with an emphasis on formal source selection and noncommercial acquisitions, and contract administration including contract surveillance and quality assurance, financial management, terminations, and disputes resolution.

Course Objectives. Students who successfully complete this course will be able to:

- Perform acquisition planning to include the analysis of market research and requirements documents and consideration of recurring requirements, Government property, competition, contract type, and contract financing.
- Develop a formal source selection plan.
- Prepare a written formal source selection Request for Proposal for a noncommercial acquisition to include instructions for oral presentations.
- Analyze and evaluate price related and non-price related factors to include performance risk assessment.
- Determine the necessity for discussions, and where necessary, establish competitive range, conduct discussions and process a request for final proposal revisions.
- Prepare an award decision for a competitive negotiated acquisition, conduct debriefings, and take steps to mitigate and/or resolve protests.
- Construct an administration plan and conduct a post-award orientation.
- Implement contract changes via contract modification, and perform Government Property administration.
- Perform contract price or fee adjustments and process various contract payments.
- Perform contract surveillance and quality assurance functions prescribed by the contract to include problem resolution through the application of contract remedies.

CON 202
Intermediate Contracting (Cont.)

Course Objectives (Cont.)

- Determine when termination actions are appropriate.
- Analyze and apply the various procedures for resolving disputes and claims.

Prerequisite: CON 104.

Recommended
Two and one half years of contracting experience after completing CON 101 is strongly recommended.

Precourse Materials
Each student is required to prepare an in-depth written case study on some aspect of contracting (pre-award or post-award) prior to attending the course. Potential students will be provided with general information and grading criteria for the required case study. The written report, with support documentation, is collected on the first day of class. Students may be required to present their case studies to the class and to field questions from fellow students.

Length: 19 class days.

CON 204
Intermediate Contract Pricing
(Formerly CON 231, Intermediate Contract Pricing)

Description
Intermediate Contract Pricing both reinforces pricing skills taught in CON 104 and develops skills in price analysis, advanced pre-award pricing decisions (modifications) and general contract pricing issues. The Course Terminal Objective is for students to recognize pricing issues and develop pre-negotiation objectives so that a fair and reasonable price position is supported in contract actions. The course is designed as a Group work focused, interactive student-to-student learning environment. Application of course material is developed through four scenarios covering supplies, services, systems and construction. Quantitative skills are interwoven with contracting topics and applied in these typical acquisition situations. Each group develops a portion of a scenario and leads the class in discussing the relevant pricing issues. Students are encouraged to share their experience and expertise in their group effort, and to help others develop these skills.

Course Objectives. Students who successfully complete this course will be able to:
- Understand and apply regression analysis techniques in contract pricing situations.
- Develop pre-negotiation positions on proposed indirect cost rates.
- Develop skills in estimating cost-to-complete.
- Estimate work difference using Improvement Curve Analysis.
- Apply work measurement factors to establish labor hour estimates.
- Using net Present Value Analysis, determine the best procurement alternative.
- Describe how a price index number is determined and apply to project a new rate.
- Identify the elements of and calculate values required to use incentive type contracts.
- Given a statement of work change, determine the contract price adjustment.
- Using Market Research and the Contracting Officer's commerciality decision, determine the required cost data.
- Recognize issues and factors to consider in making a Lease versus Purchase decision.
- Understand defective pricing, cost realism analysis, contract types and pricing terminations for convenience and default.

CON 204
Intermediate Contract Pricing (Cont.)

Who Should Attend
This course is designed for personnel who already possess their Level I contracting certification and are working on their Level II certification.

Prerequisite: CON 104.

Precourse Materials
A welcome packet mailed approximately 30 days prior to attendance outlines course objectives, purpose, and competencies, as well as introductory reading material and sample problems relevant to the course.

Length: 10 class days.

CON 210
Government Contract Law

(Formerly CON 201, Government Contract Law)

Description

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.

Course Objectives. Students who successfully complete this course will be able to:

- Discriminate between statutory, regulatory, and ethical restrictions applicable to government contracts.
- Analyze and determine the manner in which the various pieces of federal legislation and judicial and administrative decisions impact the formation of government contracts.
- Compare and contrast the different procedures and remedies available to an adversely affected bidder or offeror in the forums available in which to protest a government acquisition.
- Given different types and forms of property, summarize the government's rights in such property and the remedies available to both the government and the contractor resulting from the improper use of such property.
- Distinguish those situations in which the government has properly and improperly obligated federal monies.
- Identify actionable fraud and summarize possible options for remedying such conduct.
- Given different types of contracts, identify and select the government's rights with respect to delivery, and/or any express or implied warranties, and make a determination about when acceptance takes place.

CON 210
Government Contract Law (Cont.)

Course Objectives (Cont.)

- Given various situations in which a contractor has performed additional work not required by the original contract, (1) differentiate those situations in which the contractor is entitled to an equitable adjustment from those in which the contractor is not, and (2) if so entitled, determine the elements of the equitable adjustment.
- Provided the facts underlying a pending dispute, propose the probable course of the litigation, to include the nature of government employees' participation in such litigation.
- Determine the availability of and the circumstances necessary to terminate a government contract, given different factual situations.

Who Should Attend

Intermediate level personnel who have some experience with Government contracting and are responsible for contract formation or management.

Prerequisites: Level I Contracting Courses.

Recommended

CON 202 is strongly recommended.

Length: 10 class days.

CON 232
Overhead Management of Defense Contracts

Description
Overhead Management of Defense Contracts includes coverage of both introductory and advanced overhead concepts. It provides a sequence of instruction with emphasis placed on the overhead process, rate development, final rate determination, pricing applications, cost accounting standards, cost principles, cost monitoring, contract administration and ethical principles.

Course Objectives. Students who successfully complete this course will be able to:

- Evaluate the reasonableness of indirect rate submissions.
- Properly interpret DCAA audit reports and to properly apply indirect rates to base elements in price proposals.
- Make final decisions on issues involving cost accounting standards and cost principles.
- Understand and distinguish between the two distinct concepts of allocability and allowability.

Who Should Attend
This is an assignment-specific course, which is appropriate for contracting officers, buyers, price analysts, auditors and contract administration personnel assigned to program projects in which contractor overhead situations are present and are important elements of cost.

Prerequisites: CON 104.

Recommended
It is strongly recommended that all applicants have at least one year of contracting experience after Level I certification before attending this course. One year of college accounting and exposure to overhead is recommended, but not required.

Length: 10 class days.

CON 233
Cost Accounting Standards Workshop

Description
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, noncompliance and interest assessments, voluntary changes, and ethics.

Course Objectives. Students who successfully complete this course will be able to:
- Determine if a given practice is compliant with the cost accounting standards.
- Determine applicability of cost accounting standards and type of coverage.
- Determine if and when disclosure of the contractor's practices is required.
- Determine if a cost impact proposal is necessary.
- Determine appropriate contract adjustments if a cost impact proposal is necessary.

Who Should Attend
This is an assignment-specific course, designed for civilian (or equivalent military) personnel GS-9 and above with at least two years of experience in the contracting career field. Personnel should also have a current (or pending) assignment dealing on a regular basis with CAS issues.

Prerequisite: CON 204 (formerly CON 231).

Recommended
Completion of a first year college accounting course or equivalent and completion of CON 232.

Length: 10 class days.

CON 234
Contingency Contracting

Description
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 military operations and armed conflict, 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, multicultural environment. Topics include: laws and regulations unique to contingency operations; the roles and responsibilities of the Contingency Contracting Officer in joint operations; deliberate and crisis action planning; unique financial and appropriations issues; establishing a contracting office in an austere/high threat environment; selecting, justifying, and executing the appropriate contractual instrument to meet common contingency requirements; and the administration, termination and close out of contingency contracts.

Course Objectives. Students who successfully complete this course will be able to:

- Summarize and discuss the elements of contingency contracting planning.
- Identify the key personnel and organizations in a contingency, explain their roles and responsibilities, and illustrate the coordination between them.
- Identify and apply the contracting laws, regulations, and procedures unique to various types of contingencies.
- Identify the key physical characteristics of a deployed contracting office.
- Assess customer requirements and select, justify, and execute the appropriate procurement action.
- Perform contract administration required in a contingency.
- Apply automated and manual procedures to assemble, prepare, and close out contract documents, files, and reports.
- Recognize cross-cultural behavior patterns and anti-terrorism vulnerabilities and explain their impact on contingency contracting.
- Apply ethical principles in performing the duties of a contingency contracting officer.

CON 234
Contingency Contracting (Cont.)

Who Should Attend
This is an assignment-specific course intended for contracting and purchasing career field personnel who are in deployable positions. Whenever practical, students should attend the course prior to assuming duties as a deployable contracting officer or purchasing agent. It is highly recommended students successfully complete CON 237,Simplified Acquisition Procedures if they took CON 101, PUR 101, or PUR 201 prior to October 1, 1997.

Prerequisite: CON 101 or PUR 101*.
*See Appendix C, page C-29.

Recommended
Two years of purchasing or contracting experience.

Length: 9 class days.

CON 235
Advanced Contract Pricing

Course Description
The advanced pricing course is designed for buyers, price analysts, and contracting officers tasked with obtaining fair and reasonable prices in today's Defense acquisition environment. The course addresses understanding market forces and the market research process critical to deciding if an acquisition should be commercial. Application of quantitative tools used in price analysis for commercial items and cost/price analysis for non-commercial items are explored in the course. Statistical analyses and parametric methods are examined with exercises and applications in R&D, Systems and Operations acquisition envirnonments. Computer applications in statistics, regression, learning curves, and decision risk analysis are utilized throughout the course. Proper use and application is taught with an emphasis on how to effectively communicate the results of the analysis to decision makers. The following topics will be embodied in the discussions, exercises and cases within the course: Market Research, Earned Value, Developing an Estimating Tool, Analogy Technique, Parametric Estimating, Computer Software Applications, Best Value, Integrated Product Team Pricing, Getting Expert Opinions, Commercial Item Pricing, Estimates at Completion, Communicating the Price Analysis, Risk Management and Probabilities.

Course Objectives. Students who successfully complete this course will be able to:

- Utilize basic and advanced concepts of descriptive and inferential statistics, test hypotheses, and apply them in cost and pricing situations.
- Analyze the relationship between two (or more) variables, describe that relationship using regression analysis, and defend the appropriateness of the model.
- Perform a cost-risk analysis in development of a pre-negotiation objective.
- Describe commercial parametric estimating models, and determine appropriateness of a model given a specific situation.
- Integrate and apply quantitative techniques in a cost/price estimate.
- List the procedures to conduct an independent market segment research on a given procurement item.
- Conduct price analysis of a commercial item, as broadly defined by FAR criteria.

CON 235
Advanced Contract Pricing (Cont.)

Who Should Attend:
This is an assignment-specific course for any Level II/III personnel involved in major systems acquisition, or in a commercial environment where knowledge of cost risk analysis, cost estimating relationships/ parametric estimating, overhead estimating, and decision/risk analysis tools are required.

Prerequisite: CON 204 (formerly CON 231).

Recommended: Level II Contracting Certification.

Length: 10 class days.

CON 236
Contractual Aspects of Value Engineering
(Formerly CON 212)

Description
Contractual Aspects of Value Engineering provides students with an intensive review of the techniques and objectives of the Department of Defense (DoD) Value Engineering program. Value Engineering is a systematic effort directed at analyzing the functional requirements of a system, equipment, facility, procedure, service, or supply item to achieve essential functions at the lowest overall cost. DoD contracting personnel and others involved in VE are exposed to basic concepts and definitions, Value Engineering Change Proposal (VECP) preparation and evaluation processes, VE contract clauses, types of savings, techniques for calculating savings, and the relationship of VE to other incentives contained in the contract and subcontracts.

Course Objectives. Students who successfully complete this course will be able to:

- Apply the appropriate VE clause by:
  - Differentiating among the types of VE programs,
  - Determining applicability of VE clauses,
  - Inserting the appropriate clause in solicitations/contracts, and
  - Notifying the contractor of VE opportunities.
- Validate VE change proposals by assessing the VE proposals including receipt, evaluation team establishment and application of evaluation criteria and concluding with acceptance or rejection of the contractor's proposal.
- Calculate savings resulting from accepted VE change proposals including the savings category, actual computation of VE savings shares for the contractor and government and establishment of the appropriate payment process.
- Modify the contract as appropriate after formal processing and acceptance of the VECP.

Who Should Attend
This is an assignment-specific course. It is designed for contracting, program management and functional personnel who may be involved in VE applications or who support major weapon systems and can be expected to encounter specific VE activity. Note: individuals not assigned to contracting are encouraged to attend, although the course is targeted for Contracting Personnel.

CON 236
Contractual Aspects of Value Engineering (Cont.)

Prerequisites: None

Recommended
It is desirable all applicants have Level II certification in either contracting or their field of expertise before attending this course. A working knowledge of contracting, program management or a functional area of expertise with two years of experience is a satisfactory substitute.

Length: 5 class days.

CON 237
Simplified Acquisition Procedures

Description
The Simplified Acquisition Procedures (SAP) Course is intended to support the training of the DoD acquisition workforce on the significant changes created by the Federal Acquisition Streamlining Act of 1994, the Clinger-Cohen Act of 1996, and the revised FAR Part 13 procedures on simplified acquisition. This course is one of the first of a new generation of web-based training environments, combining interactive computer-based training with performance support resource access, provided by the world-wide web.

Course Objectives. Students who successfully complete this course will be able to:

- Recognize and explain the advantages of using SAP for acquisition.
- Identify the purchases that can be made using SAP.
- Using requirements documents, list sources of information regarding potential open-market suppliers.
- Given a requirements document and market research data, determine whether the small business set aside requirement applies.
- Decide whether enough data has been collected to justify a decision regarding the extent of competition.
- Explain the importance of the requirement to maintain an open-market source list.
- Recognize that if an open-market qualified source list is used, each solicitation should go to at least two sources.
- Plan a solicitation, evaluate quotes, and select a contractor for award.
- Solve post award issues.

Who Should Attend
This course is designed as a continuing education tool and assignment-specific course for acquisition personnel who completed their basic contract training prior to the implementation of FASA and Clinger-Cohen. Individuals should have at least one year of experience in applying government contracting procedures.

Prerequisites: CON 101, PUR 101, or PUR 201*.
*See Appendix C, page C-29.

CON 237
Simplified Acquisition Procedures (Cont.)

Length: Variable.
This is a nonresident individually self-paced course available through the Internet. Participants must pass the final examination within 60 calendar days of registration.

Registration Procedures:
Register by filling out and submitting the forms that are provided on the course web site, accessible through the DAU home page (http://www.acq.osd.mil/dau). Only registered users with a user name and password are allowed access to the final examination.

CON 241
Information Technology Contracting

Description
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.

Course Objectives. Students who successfully complete this course will be able to:

- Perform all contracting functions concerning the acquisition of IT resources.
- Use statutes, OMB circulars, DoD instructions and make ethical decisions applicable to an IT acquisition.
- Review data used in the development of an acquisition plan for IT resource acquisition.
- Select the appropriate method of acquisition for each type of IT resource acquisition.
- Describe the function of integrated product teams (IPTs) and how they affect the development of the solicitation for each type of IT resource acquisition.
- Use the processes for source selection and performance based contracting.
- Evaluate and select a program for award.
- Apply contract performance monitoring necessary for the resultant contract.

Who Should Attend
This is an assignment-specific course for Level II contracting personnel involved in the acquisition of IT resources.

Prerequisites: CON 104.

Length: 10 class days.

CON 243
Architect-Engineer Contracting

Description
Architect-Engineer (A-E) Contracting focuses on the unique aspects of contracting for professional A-E services. The course is designed for acquisition workforce personnel in the contracting career field who have achieved a solid baseline of contracting knowledge through a combination of actual experience and completion of all DAWIA Level I courses. Students will cover issues across the contracting spectrum, including acquisition planning, source selection, proposal analysis, contract award, and work and contract management. Specific topics and practical exercises also include the Brooks Act, SF254s/255s, slate and selection process, reviews of government estimates, liability, Title II services, modifications, and contracting officer technical representatives (COTR) responsibilities.

Course Objective. Students who successfully complete this course will be able to perform the critical pre- and post-award contracting functions for A-E contracts.

Who Should Attend
This is an assignment-specific course. It is intended for military and civilian acquisition workforce members in the contracting career field who are assigned contracting responsibilities for A-E contracts. Whenever practical, students should attend CON 243 prior to assuming A-E contracting duties.

Prerequisites: CON 104.

Length: 5 class days.

CON 244
Construction Contracting

Description
Construction Contracting focuses on the unique aspects of construction contracting. The course is designed for individuals who have achieved a solid baseline of contracting knowledge through a combination of actual experience and completion of all DAWIA Level I courses. Students will cover contracting issues in acquisition planning, solicitation, source selection, and contract performance management. Specific topics and practical exercises also include project planning, funding, environmental concerns, reviews of government estimates, overhead calculations, Construction Specification Institute format, contractability reviews, labor laws, bonds, partnering, design/build, turn-key, job order and other task order construction contracts, pre-construction meetings, quality control and assurance, modifications, time and delay analyses to determine equitable adjustments, constructive changes and remedies, acceleration determination, and liquidated damages.

Course Objective. Students who successfully complete this course will be able to perform the critical pre- and post-award contracting functions for construction contracts.

Who Should Attend
This is an assignment-specific course. It is intended for military and civilian personnel in the acquisition workforce who are in the contracting career field or who are assigned with specific contract administration duties for construction contracts (e.g., professional engineers). Whenever practical, students should attend the course prior to assuming duties related to construction contracting.

Prerequisites: CON 104.

Length: 5 class days.

CON 301
Executive Contracting

Description
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.).

Course Objectives: Students who successfully complete this course will be able to:

- Discuss the current, relevant, and projected DoD contracting and management issues as they relate to contracting.
- Identify and discuss the impact on present acquisition and contracting practices of recently established or proposed policies, regulations, directives, or studies.
- Understand how legislation and procurement policy makers operate and work with issues, problems, and the community at large.
- Network with other contracting personnel on various approaches as a means of understanding and, if appropriate, implement ideas presented in the course.

Who Should Attend: This course is REQUIRED at Level III for all contracting personnel who represent their activities and commands in discussing and seeking information regarding policy implementation. This course is required as a refresher every three to five years to keep current in contracting policy. The senior contracting officer at a smaller activity, if certified at Level II, may also attend.

Prerequisites: Level II Contracting courses.

Precourse Material
Prior to attending the course, participants must prepare a paper describing: (a) contracting issues of importance to their activity and (b) a contracting improvement paper to be shared in the class. If you have not received your precourse material two weeks prior to the course start date, contact the school.

Length: 5 class days.

CON 333
Management for Contracting Supervisors

Description
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 pre-award and post-award risk management scenarios that challenge acquisition professionals. Participants utilize the integrated 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 and 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 continuously improve mission accomplishment.

Course Objectives. Students who successfully complete this course will be able to:

- Understand the entire acquisition process from the acquisition planning cycle, through the various steps such as budgeting, lead times, acceptance, payment and close-out. Develop and maintain better communications between all multifunctional team members.
- Develop a process for managing external interactions between contracting personnel and their customers. Processes such as empowerment, value-added time management, and Integrated Product Teaming will be discussed and utilized.
- Understand the competing interests of the various agencies and principal players such as customer requirements, requiring activities, higher headquarters, oversight activities, the contractor, and the general public. Encourage early interaction without giving an advantage to any particular contractor.
- Develop procurement planning skills which will help identify major problems, analyze facts/data, synthesize this information in terms of contracting and management disciplines, develop risk management techniques, create alternate managerial solutions, and justify the appropriate course of action.

CON 333
Management for Contracting Supervisors (Cont.)

Who Should Attend
First line supervisors or those about to be first line supervisors assigned to acquisition and/or contracting functions.

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

Length: 5 class days.

GRT 201
Grants Management

Description
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.

Course Objectives. Students who successfully complete this course will be able to:
- Determine if the appropriate authority has been delegated to sign assistance instruments.
- Select an appropriate assistance instrument or contract.
- Determine the statutory authority for the assistance instrument.
- Understand the laws and regulations affecting assistance in DoD.

Who Should Attend
This is an assignment-specific course for Contracting personnel (1102) who will also have "grants/assistance" responsibilities and grants officers, specialists and analysts (1101) who have similar responsibilities, but no contracting authority.

Prerequisites: None.

Recommended
Level I (Contracting) courses.

Length: 5 class days.

IND 101
Contract Property Administration Fundamentals

Description
Contract Property Administration Fundamentals is a mandatory course for industrial property management specialists, property administrators, and plant clearance officers. It is also designed to provide contracting officers, program managers, team leaders, and others with a comprehensive understanding of contract, regulatory, and statutory requirements for the management and administration of government property. The focus of this course is property administration and the management of government property, which includes material, facilities, special tooling, special test equipment, and agency peculiar property. Instruction includes material from the Department of Defense Federal Acquisition Regulation (D-FAR) and the DoD Manual for the Performance of Contract Property Administration (DoD 4161.2-M). Pertinent topical areas include the government's policy on providing property to contractors, exceptions to the policy, acquisition, classification, control, protection, maintenance, and disposition.

Course Objectives. Students who successfully complete this course will be able to:
- State the government's policy and exceptions on providing property to contractors.
- Describe and define the five major types of government property.
- Identify and explain the government property clauses cited in the FAR.
- Describe the duties and responsibilities of the property administrator.
- Plan and initiate property management prescribed by the contract.
- Evaluate a contractor's property control system.
- Plan and conduct property control system analysis.
- Identify property control system deficiencies, and recommend corrections.
- Investigate and determine appropriate action when property is lost, damaged, or destroyed.
- Describe the methods used to properly dispose of government property.

Who Should Attend
This course is required at Level I for all industrial property management specialists and industrial plant clearance specialists including property administrators and plant clearance officers in the GS-1103 series. This

IND 101
Contract Property Administration Fundamentals (Cont.)

Who Should Attend (Cont.)
course MAY be required for contracting officers (1102), program managers, auditors, and team leaders who have significant property administration responsibilities. It is highly recommended for production (GS-1150) and quality assurance (GS-1910) personnel who are involved with property administration.

Prerequisites: None

Recommended
It is recommended that applicants have some knowledge or experience with property management and administration.

Length: 10 class days

IND 102
Contract Property Disposition

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

Course Objectives. Students who successfully complete this course will be able to:
- Understand the duties of the plant clearance officer.
- Understand FAR 45.6 and DFARS 245.6; regulations on plant clearance.
- Understand screening procedures for DoD excess/surplus property.
- Discuss current topics such as demilitarization procedures and disposition of IT.

Who Should Attend
Personnel assigned to plant clearance functions in the Department of Defense.

Prerequisites: None.

Recommended
CON 101 and 104.

Length: 5 class days

IND 103
Contract Property Systems Analysis

Description
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 systems analysis. Course content examines the functions, functional segments, and criteria specified in the "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; data analysis of both transactions and attributes; 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.

Course Objectives. Students who successfully complete this course will be able to:

- Plan and schedule the annual contract property control systems analysis.
- Differentiate the proper use of random versus judgment sampling.
- Properly define the appropriate population for review for each selected function or functional segment.
- Critically analyze the sample and sample items for defects and deficiencies which fail to meet the contractual requirements for Government property.
- Determine the rating for the function, functional segment and the property control system.
- Determine a course of corrective action for recommendation to the contractor.
- Determine the impact of property control system analysis rating has on the contractor's overall property control system.

IND 103
Contract Property Systems Analysis (Cont.)

Who Should Attend
All Level I industrial property management specialists and industrial plant clearance specialists including property administrators and plant clearance officers, in the GS-1103 Series. This course is also recommended for contracting, production, and quality assurance personnel assigned to contracts where they have the collateral responsibility of performing property control systems analysis as the designated property administrator.

Prerequisite: IND 101.

Recommended
One year of property management experience after completing IND 101 is strongly recommended.

Length: 5 class days.

IND 201
Intermediate Contract Property Administration

Description
This course is designed for experienced industrial property management specialists, property administrators, plant clearance officers, contracting officers, their supervisors and other government personnel with duties and responsibilities related to the management of government property controlled by contractors. Major course topics include the planning and organization of the overall functions of property administration including the property control system, liability, and disposition. 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, implementation of advanced management techniques, and identifying and analyzing current problem areas. Students who have not had IND 101 will have a difficult time understanding the advanced nature of material presented in this course.

Course Objectives. Students who successfully complete this course will be able to:

- Identify the requirements for government property management and explain the conditions that influence it.
- Define the types of property provided to contractors and identify the various clauses used when property is provided to contractors.
- Describe inventory management procedures and policies, consumption analysis, physical inventories and inventory adjustments.
- Identify the policies and procedures for acquiring, using and recording special tooling, special test equipment and agency peculiar property.
- Apply the policies and procedures for acquisition, control, maintenance, and use of facilities.
- Apply the various risk-of-loss contract provisions so that the interests of the Government will be protected.
- Perform property control system analysis within the appropriate range of application.
- Differentiate the policies and procedures governing the disposition and plant clearance of government property.

IND 201
Intermediate Contract Property Administration (Cont.)

Who Should Attend
All Level II industrial property management specialists and industrial plant clearance specialists including property administrators and plant clearance officers, in the GS-1103 series. This course is highly recommended for contracting officers, production, auditors, program managers, team leaders, and quality assurance personnel assigned to contracts which have a significant amount of government property accountable to those contracts.

Prerequisites: IND 103.

Recommended
One year of property management experience after completing IND 101 is strongly recommended.

Precourse Materials
Each student is required to prepare an in-depth case study on some aspect of property administration prior to attending the course. The written report, with support documentation, is collected on the first day of class. Students are required to present their case studies to the class and to field questions from fellow students.

Length: 10 class days.

IND 202
Contract Property Management Seminar

Description
The Contract Property Management Seminar is designed for property administrators, plant clearance officers, industrial property management specialists and industrial plant clearance specialists at both the field and staff levels. This 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 professionals 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 and critical incidents, simulations, guided discussions, and small group projects. Guest lecturers, teaching interviews, and round table discussions expose participants to new ideas and trends.

Course Objectives. Students who successfully complete this course will be able to:

- Apply complex interactions of the Government property and related clauses in problem solving situations including:
  - Acquisition approval requirements
  - Property classifications and typologies
  - Property control systems analysis
  - Liability actions regarding the loss, damage or destruction of Government property
  - Government property disposal priorities.
- Apply new DoD and departmental initiatives to the property management environment.
- Analyze newly issued regulatory materials for application in the property management environment.
- Apply contemporary management techniques to address technical and managerial problems that exist within the property management environment including:
  - Staffing, workload, and performance requirements issues.
  - Contractual compliance, non-compliance and resolution or correction issues.

IND 202
Contract Property Management Seminar (Cont.)

Who Should Attend
All Level II and III industrial property management specialists and industrial plant clearance specialists, including property administrators and plant clearance officers, in the GS-1103 Series. This course is also recommended for contracting, production, and quality assurance personnel assigned to contracts which have a significant amount of Government property accountable to those contracts and where they have a substantial involvement with the management and control of Government property. This course may be repeated every three to five years.

Prerequisite: IND 201.

Recommended
At least one year experience in the field after completing IND 201.

Length: 5 class days.

IRM 101
Basic Information Systems Acquisition

Description
This course is a part of a new generation of web-enabled training environments, combining interactive computer-based training with performance support resource access, delivered through the world-wide web. Students in this course explore the introductory level concepts involved in DoD information systems acquisition management.

Course Objectives. Students who successfully complete this course will gain a basic knowledge and comprehension of the following fundamental concepts of an information systems acquisition:

- Applicable laws and regulations.
- Organizational and individual roles and responsibilities.
- Information technology terminology.
- Acquisition management practices, such as:
  - Risk Managment
  - Quality Assurance
  - Requirements Management
  - Architectures, and
  - Configuration Management

Who Should Attend
Civilian GS-5 to GS-9 or military O-1 to O-3 who are members or prospective members of the communications-computer system career field.

Prerequisite: ACQ 101.

Length: This is a non-resident, self-paced course available through the Internet. Students must pass the final examination within 60 calendar days of registration.

IRM 201
Intermediate Information Systems Acquisition

Description
Intermediate Information Systems Acquisition is a computer-based course for mid-level managers with responsibilities in information systems (IS)/ information technology (IT) acquisitions. Students develop competence in applying IS/IT management skills in IS/IT planning, organizing, directing, and controlling information systems acquisition programs. Areas of application include: the unique aspects of IS/IT (including software) acquisition management, information technology as a capital investment, DoD IS/IT strategic planning and architectural principles related to IS/IT acquisitions, interoperability techniques and methods, emerging IT as potential solutions in satisfying DoD IT requirements, systems and software design and analysis techniques, IS/IT requirements and configuration management, business process reengineering, IS/IT quality assurance, IS/IT deployment, and the contracting process in concert with the program management and budgetary process in IS/IT acquisitions. Team-oriented exercises allow students to apply the IS/IT management concepts to current IS/IT acquisition management scenarios. Students are required to use notebook computers to accomplish class preparation, exercises, and course tests.

Course Objectives. Students who successfully complete this course will be able to:

- Explain the concepts and terminology that comprise the major and nonmajor information systems acquisition management processes and how the processes interact.
- Define the roles, activities, and relationships of Department of Defense, other government entities, and industry that participate in and affect the acquisition process.
- Develop the management skills needed to effectively and efficiently use people, money, facilities, information, and time in the accomplishment of information systems acquisition objectives.
- Recognize internal and external factors which influence and constrain the information systems acquisition process and understand how to deal with these factors in light of risk, uncertainty, and change.

Who Should Attend
Level I certified mid-level managers with responsibilities in information systems (IS)/information technology (IT) acquisitions.

Prerequisites: ACQ 201, IRM 101 (effective January 1, 1999).

Length: 10 class days.

IRM 303
Advanced Information Systems Acquisition

Description

Advanced Information Systems Acquisition is a computer-based course for senior managers with responsibilities in information systems (IS)/ information technology (IT) acquisitions. Students develop mastery level skills in evaluating and recommending strategies, evaluating plans, and making decisions in IS/IT acquisition management by using current technology to perform authentic tasks in a realistic, team oriented environment. Areas of mastery include: the unique aspects of information systems acquisition management, evaluating IT as a capital investment, tailoring the DoD program management system to an IS/IT acquisition, evaluating and recommending DoD IS/IT strategic plans and architectures for IS/IT acquisitions, assessing and recommending techniques used to ensure DoD IS/IT interoperability, evaluating and recommending emerging IT for IS/IT acquisition strategies, evaluating and recommending systems and software engineering methods and models, using business process reengineering to determine IS/IT requirements, evaluating an IS/IT program for adequate quality assurance, recommending performance measures/metrics for IS/IT (including software) acquisition performance, and using the contracting process in concert with the program management and budgetary process in IS/IT acquisitions. Team-oriented cases allow students to evaluate realistic and current IS/ IT acquisition management scenarios. Students are required to use notebook computers to accomplish class preparation, team exercises, and individual assignments. Through study, reflection, research, and individual and team activities, students develop the skills and professionalism required in today's acquisition workforce.

Course Objectives. Students who successfully complete this course will be able to:

- Evaluate issues and make strategic level decisions in: Department of Defense (DoD) IS/IT acquisition program management, DoD IT management, and DoD IT procurement process management.
- Effectively lead or participate in IT Integrated Product Teams that operationalize acquisition reform initiatives and manage IT as a capital investment.

IRM 303
Advanced Information Systems Acquisition (Cont.)

Who Should Attend
Senior managers in civilian grades GS/GM 13 to15 and military ranks O-4 to O-6 who have successfully completed the requirements for Level II in the communications-computer career field.

Prerequisite: IRM 201.

Length: 14 class days.

LAW 801
Acquisition Law

Description
A major change in the way Government personnel implement acquisition law has been underway for several years, with substantial changes to statutes and regulations which structure the process. DoD policy now mandates that the acquisition process be conducted through Integrated Product Teams (IPTs). This course provides an overview of IPTs and their contribution to a successful acquisition conclusion through a presentation of recent developments in key acquisition subject areas. It investigates the legal ramifications of this major change and the impact of "commercial contracting" on decisions made by various members of the IPT.

Course Objectives. Students who successfully complete this course will be able to:

- Understand the composition of IPTs.
- Understand the contribution that integrating skills has on successful acquisitions.
- Recognize the legal ramifications of current changes in the acquisition arena.
- Apply the results of recent decisions to your work processes.

Who Should Attend
This is a continuing education course for Level I certified acquisition personnel who are either not required to take CON 210 or who completed CON 210 more than two years ago.

Prerequisite: None.

Length: 4½ class days.

LOG 101
Acquisition Logistics Fundamentals

Description
Acquisition Logistics Fundamentals gives students the opportunity to integrate logistics support policy, support performance requirements and practices applicable to acquisition programs during the system acquisition life cycle. The course provides a broad overview of the role of acquisition logistics in the system acquisition life cycle and system engineering processes. Presentations cover the logistics relevant aspects of subjects such as operational requirements identification, life cycle costing, environmental safety and health, integrated product and process development, ethics, sustainment logistics, supportability analyses, contracting, and contractor support. Discussion will also focus on the traditional elements of logistics support, to include support equipment, technical data, facilities, computer resources support, supply support, maintenance planning, and others. The instructor and guest speakers will provide real world examples of developing and executing support for DoD programs.

Course Objectives. Students who successfully complete this course will be able to:

- Understand the environment in which today's Defense systems and equipment are conceived, developed, tested, acquired and operated and to understand the part that the commercial sector will play in that environment now and in the future.
- Comprehend the philosophy and objectives of logistics support and the attendant management functions necessary to achieve those objectives.
- Gain an understanding of logistics related and logistics impacting disciplines and the policies, procedures and management techniques they employ to aid in the establishment of a logistics support capability.

Who Should Attend
Individuals recently assigned responsibility to assist in planning, establishing, and maintaining the logistics support infrastructure for DoD systems and equipment during the design, development, production, deployment and sustainment phases of the acquisition life cycle.

Prerequisite: ACQ 101.

LOG 101
Acquisition Logistics Fundamentals (Cont.)

Recommended:
Six-twelve months of previous experience in an acquisition organization to gain a fundamental knowledge of general acquisition procedures and a familiarity with acquisition terminology.

Precourse Materials:
Students are encouraged to read DODD 5000.1 and DoD 5000.2-R prior to attending the course to gain an understanding of their overall content with specific attention to those areas concerning logistics and related subject areas (i.e., requirements determination, systems engineering, acquisition strategies, etc.).

Length: 9 Days

(Beginning Second Quarter FY99, LOG 101 will be delivered via the Internet. Students will have 60 calendar days from the date of registration to complete the Internet course.)

LOG 201
Intermediate Acquisition Logistics

Description
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 automated job performance aids. They develop theoretical and pragmatic solutions to individual and group exercises/case studies. Students develop and present an acquisition logistics briefing, 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 II acquisition logisticians in the Department of Defense.

Course Objectives. Students who successfully complete this course will be able to:
- Apply leading edge logistics concepts, policies, constraints, and other considerations to the development and execution of acquisition logistics within the Department of Defense.
- Enhance their proficiency in performing the (CORE) knowledge areas of their job as determined by the Defense Acquisition Logistics Career Management Board (DALCMB).

Who Should Attend
Level I certified acquisition logistics managers and their supervisors.

Prerequisites: ACQ 201, LOG 101.

Recommended
Students should have acquisition logistics experience as outlined in DoD 5000.52M and be currently assigned or expected to be assigned to an acquisition logistics position.

Length: 15 class days.

LOG 203
Reliability and Maintainability

Description
Reliability and Maintainability (R&M) is an overview course designed for logisticians assigned to acquisition positions within the Department of Defense (DoD). The course concentrates on R&M-related activities throughout the acquisition life-cycle. The aim is to enable logistics managers to understand the relationships between R&M (engineering disciplines) and acquisition logistics; and to 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. Participants 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 acquisition logistics, reliability and maintainability, safety, or maintenance engineering. Participants are encouraged to share their knowledge of R&M aspects of logistics engineering and contribute to course improvement.

Course Objectives. Students who successfully complete this course will be able to

- Communicate in the language of R&M.
- Acquire reliable and maintainable products (including commercial and nondevelopmental items) in accordance with acquisition reform.
- Develop operational and contractual R&M requirements.
- Accomplish a basic system level reliability or maintainability allocation.
- Ensure R&M in the initial systems engineering and logistics engineering processes.
- Provide insight for the design of reliable and maintainable electronics and software.
- Ensure that diagnostics and human factors features are incorporated into a weapon system design.
- Provide insight for reliability prediction techniques.
- Determine whether a reliability growth program is appropriate.
- Assess decision risk in a reliability qualification test.
- Ensure that techniques are applied to assure manufacturing doesn't deliver latent defects to the field.

LOG 203
Reliability and Maintainability (Cont.)

Who Should Attend
Logisticians assigned to DoD acquisition programs.

Prerequisite: ACQ 201.

Length: 3 class days.

LOG 204
Configuration Management

Description
This course will provide managers and functional staff with the knowledge of how to apply Configuration Management (CM) successfully. An overview of the concepts and practices of CM are discussed. The course covers current practices in DOD and industry for CM and future strategies for CM in DOD. Other key areas such as the impact of acquisition reform on CM, the integrated data environment, open systems, and commercial and non-developmental items are discussed. Continuing scenario exercises trace the technical development, production, and support issues of a system.

Course Objectives. Students who successfully complete this course will be able to:

- Explain and relate the elements of CM (Planning/Management, Configuration Identification, Control, Status Accounting, Audits, and Data Management) to system engineering and the life cycle model.
- Understand the requirements for and techniques used to design, develop, implement, and operate a CM program.
- Understand how CM enables acquisition reform iniitiatives and open systems within an Integrated Data Environment.
- Effectively use CM as part of the IPPD to develop, produce, and support a system.

Prerequisite: ACQ 201.

Length: 5 class days.

LOG 205
Provisioning

Description

This course reviews current provisioning policies and management procedures, emphasizes the interrelationships and interdependencies of logistics functions, and discusses new concepts and techniques. It focuses on the management aspects of provisioning and its impact on systems support as opposed to a detailed coverage of operating procedures. The course emphasizes 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. Instructional methods include exercises and case studies as well as lectures and discussions.

Course Objectives. Students who successfully complete this course will be able to:

- Comprehend the basic concepts and definitions germane to the provisioning process, understand how related terms are used in the discipline, and be able to distinguish between various applications of similar terms and concepts.
- Understand the various management considerations which affect the provisioning planning process and apply this understanding to sample situations.
- Understand the process by which provisioning data is obtained and identify the range and quantity of data typically required to support the provisioning process.
- Understand the advantages and disadvantages of various provisioning methods and techniques and their applicability in sample situations.
- Understand various contractor support options available and how they influence the provisioning requirements for a program.
- Understand the sequencing and relationships of the events in a typical provisioning process.
- Understand the use of various technical codes and factors assigned during provisioning.
- Comprehend how requirements are computed for different types of support items.
- Comprehend the importance of parts cataloging and standardization and the procedures and policies affecting them.

LOG 205
Provisioning (Cont.)

Who Should Attend
This course should be taken by individuals requiring certification in Acquisition Logistics at Level II whose duties involve either the planning for or execution of initial logistics support for new systems or end items. This course is best taken as the final course for Level II certification after all other certification requirements have been satisfied.

Prerequisites: ACQ 201, LOG 201.

Recommended
At least one year of actual experience in acquisition logistics is highly recommended.

Precourse Materials
A required text is mailed to all students three to four weeks prior to the start of the course. Students who have not received the material two weeks prior to the start of class should contact the school or download the text from http://www.afit.af.mil/Schools/LS/LSM/log205.htm.

Length: 5 class days.

LOG 304
Executive Acquisition Logistics Management

Description
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. Acquisition reform issues 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 systems engineering process throughout the life cycle of the weapon system. The topic areas covered in the course include acquisition reform, integrated product and process development, sustainment, determination of logistics requirements, program management, contracting for logistics, reliability, maintainability, availability, test and evaluation, PPBS, and logistics for foreign military sales. 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 cost as an independent variable and total system perspectives.

Prerequisites: Level II (Acquisition Logistics) courses.

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

Length: 9 class days.

PMT 202
Multinational Program Management

Description
This course 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 cooperative development, production, and support will be explored.

Course Objective. Students who successfully complete this course will be competent to participate effectively in an international Defense acquisition program.

Who Should Attend:
This is an assignment-specific course. It should be taken by all 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; acquisition logistics; and business, cost estimating and financial management career fields.

Prerequisites: None.

Length: 5 class days.

PMT 203
International Security and Technology Transfer/Control

Description
This course is designed to develop the skills necessary to participate effectively in an international Defense acquisition program. Emphasis is placed on non-acquisition agency concerns with foreign disclosure, technology transfer, information control and security implications within international Defense acquisition programs.

Course Objectives. Students who successfully complete this course will understand international security and technology transfer/control policies, controls and documentation.

Who Should Attend
This is an assignment-specific course. It should be taken by all 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; acquisition logistics; and business, cost estimating and financial management career fields.

Prerequisites: None.

Precourse Materials
Students must complete and return a self assessment prior to arrival at the course.

Length: 5 class days.

PMT 302
Advanced Program Management Course

Description
The Advanced Program Management Course's primary learning methodology is faculty assisted, student led, small group cases and exercises. Through the 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; 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 in 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.

Course Objectives. Students who successfully complete this course will be able to:

- Demonstrate, from the program management perspective, the ability to integrate the dynamic processes used in systems acquisition management.
- Use managerial abilities and functional area knowledge to perform in acquisition related positions.

Who Should Attend:
Acquisition Corps Level II certified personnel. DoD industries are encouraged to send equivalent candidates.

Prerequisite: ACQ 201.

Security Clearance: A SECRET security clearance is required.

Length: 14 weeks

PMT 303
Executive Program Manager's Course

Description
The Executive Program Manager's Course is an assignment-specific program designed to meet the learning and performance needs of newly selected Program Executive Officers (PEOs), Deputy PEOs and Acquisition Category (ACAT) I (ID/IC & IAM/IAC) & II Program Managers(PMs)/ Deputy Program Managers (DPMs). Building on the general program management competencies acquired during the previously attended Program Management Course or Advanced Program Management Course, and subsequent on-the-job experience, this course provides the selected participants an opportunity to enhance their skills through a concentrated four week period preceded by approximately 60 days of advance, part-time work wherein they assess: (a) the status of their assigned programs; (b) personal strengths and weakness in relation to problems, issues and concerns of their programs; and (c) impacts which may result from recent policy changes in systems acquisition. The course begins with a two-day orientation workshop, focusing on program assessment and learning. The workshop is conducted 60 days prior to the four-week on-campus phase and results in a plan for assessing each participant's program and a draft learning plan. Program assessments enable new PEOs/DPEOs/ PMs/DPMs to ascertain and prioritize their learning efforts based on their program's phase, critical activities and/or immediate issues. The PEO/ DPEO and PM/DPM should meet with the future chain-of-command for guidance on areas of specific interest. Additionally, visits to matrix organizations, DPROs, labs, contractors, and Service and OSD officials are encouraged. The outcome of this activity will be a personally tailored learning plan or contract that is based on identified program issues and related program management competency needs. The learning plan provides a "roadmap" which allows students to focus their energy and maximize their time during the learning day. In preparation for the four week period, the participant is assigned a senior faculty member as the Learning Team Manager (LTM). The LTM supports the participant's program assessment and learning needs during the initial assessment phase, the four weeks on campus, and after the course.

Course Objective. Students who successfully complete this course will develop and implement a comprehensive personalized learning plan that will assist in determining program turnover status through the continuous use of a systems approach to assess and improve the program's products.

PMT 303
Executive Program Manager's Course (Cont.)

Who Should Attend
This is an assignment-specific course. It is intended for newly selected Program Executive Officers (PEO), Deputy PEOs (DPEO) and Acquisition Category (ACAT) I (ID/IC & IAM/IAC) & II Program Managers/Deputy Program Managers (DPM). Effective October 1, 1996, all PEOs and DPEOs, ACAT I & II PMs and ACAT I & II DPMs must attend PMT 303 prior to assuming a new assignment to one of these positions. Attendance at this course should be no sooner than six months prior to assuming the new position. PMT 303 will be tailored, in course length and/or content, to meet the specific needs identified by the newly assigned PEO/DPEO. The completion of PMT 303 constitutes fulfillment of the statutory requirements for PEOs/DPEOs and major acquisition systems PMs/DPMs as outlined in the DAWIA.

Prerequisite: PMT 302.

Length: 20 class days, plus a 2 day mandatory pre-course workshop.

PMT 304
Advanced International Management Workshop

Description
This workshop reinforces and advances the principles of collective Defense through armament cooperation and presents a balanced view of attendant topics. Students will develop skills in, and gain an appreciation of, the problems and issues associated with international negotiation of cooperative acquisition project agreements. Specific topics will include preparation for negotiation, authority to negotiate and conclude, DoD policies and experiences, and negotiation issues. The role of other Executive Departments and Congress will be explored.

Course Objective. Students who successfully complete this course will be able to prepare and negotiate an international acquisition project agreement.

Who Should Attend:
This is an assignment-specific course which 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; acquisition logistics; and business, cost estimating and financial management career fields.

Note: Due to security restrictions, allied students are ineligible to attend under most circumstances.

Prerequisites: None.

Length: 5 class days.

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

Description
This 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 styles, assess personal strengths and weaknesses and prepare a plan to become more effective managers.

Course Objective. Students who successfully complete this course will be provided an update on current acquisition policy, principles and practices.

Who Should Attend
This is an assignment-specific course for newly designated ACAT III program/product managers and their deputies.

Prerequisite: PMT 302.

Length: 10 class days.

PQM 101
Production and Quality Management Fundamentals

Description
Production and Quality Management Fundamentals (PQM 101) is an entry level course that emphasizes basic production, manufacturing and quality assurance principles, policies, processes and practices used in DoD. It exposes participants to manufacturing and quality scheduling, and control techniques as well as production surveillance activities. Course content includes systems engineering, initiatives and trends, performance specifications, material control, source selection, quality assurance, technical support, and analytical tools.

Course Objectives. Students who successfully complete this course will be able to:
- Understand the multifunctional roles inherent in this career field.
- Describe manufacturing and quality processes, scheduling and control techniques, and various quality and production surveillance activities.

Who Should Attend
Industrial specialists, industrial engineers, quality assurance specialists, production officers, production specialists, contract administrators, and others involved with and responsible for production and quality.

Prerequisite: ACQ 101.

Length: 10 class days.

PQM 103
Defense Specification Management

Description
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/nondevelopmental item alternatives, use of performance specifications and current defense policies for application of requirements. The course includes exercises on acquisition reform-related topics.

Course Objectives. Students who successfully complete this course will be able to:
- Use DoD policy for stating performance based requirements.
- Apply techniques that promote the use of commercial products and practices.
- Use market research to revise existing or create new documents to support acquisition.
- Apply DoD standardization policy in managing standardization documents.
- Develop and apply standardization documents to meet essential user needs at best value to the Government.

Who Should Attend
This is an assignment-specific course. It is designed for DoD acquisition personnel actively involved in the development or management of specifications, standards, handbooks, commercial item descriptions, or non-Government standards.

Prerequisites: None.

Recommended: ACQ 101.

Length: 8 1/2 class days.

PQM 104
Specification Selection and Application

Description
The Specification Selection and Application course provides an overview of the role of standardization in the Defense acquisition process. This course focuses on acquisition reform objectives, policies, procedures and implementation within the Defense Standardization Program, the criteria that should be used in selecting requirements documents for procurement; and the standardization tools and references available to the DoD acquisition workforce. (NOTE: This is a streamlined and refocused version of the previous PQM 104, Defense Specification Users Course.)

Course Objectives. Students who successfully complete this course will be able to:

- Support military specification reform objectives, policies and procedures.
- Implement the criteria for selection of the type of acquisition document.
- Know the tools available, including market research, for making standardization decisions.

Who Should Attend
This is an assignment-specific course. This course is designed for personnel who are involved in the setting of requirements and making standardization decisions, or who use specifications and standards, but are not actively involved in the development or management of requirements documentation.

Prerequisites: None

Length: 2 class days

PQM 201
Intermediate Production and Quality Management

Description
The Intermediate Production and Quality Management course emphasizes journeyman level production, manufacturing, and quality assurance principles, policies, processes and practices used in DoD. Students follow a curriculum which exposes students to manufacturing and quality processes, scheduling and control techniques, surveillance activities, and systems level production and quality planning. Course content includes systems engineering, source selection, Federal Acquisition Regulation, environmental management, performance specifications, material control, quality assurance, and analytical tools.

Course Objectives. Students who successfully complete this course will be able to:

- Chart the current systems acquisition life cycle phases as well as major activities to be accomplished in each phase in accordance with DoD 5000 series documents. Apply the principles of integrated product and process development (IPPD) process via the use of integrated product teams (IPTs) and apply the systems engineering process.
- Develop performance specifications and provide production and quality surveillance of performance based contracts, from source selection through system disposal. Apply the production and quality requirements of the Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS), and be able to defend the need for these requirements.
- Review integrated management plans for adequacy of details in the manufacturing and quality aspects. Provide support to the contracting officer via the pre-award survey, technical support to negotiations, and progress payments processes. Provide guidance to contracting officers on the technical aspects of warranties, incentives contracts, and value engineering change proposals.
- Use the elements of the ISO 9000 model, DoD 5000 series documents, and various environmental laws to determine their impact on production and quality management processes and systems.
- Assess the effectiveness of quality assurance and manufacturing systems and processes IAW DoDD 5000.1, DoD 5000.2-R, FAR, DFARS, and non-government quality standards. Analyze a sampling plan for risk and determine its effectiveness, recognize the concepts of design of experiments (DOE) and quality function deployment (QFD),

PQM 201
Intermediate Production and Quality Management (Cont.)

Course Objectives (Cont.)

identify the impact of DOE and QFD on the IPPD process, and perform a process capability study and relate its output to process performance utilizing the quality loss function.

Who Should Attend

This course is required for Level II certification of production and quality management personnel, and is intended for production, quality, or engineering personnel providing pre- or post- contract award technical support.

Prerequisites: ACQ 201, PQM 101.

Recommended

It is strongly recommended that all applicants have at least two years of production or quality management experience after Level I certification prior to attending this course.

Length: 15 class days.

PQM 202
Commercial and Nondevelopmental Item Acquisition

Description
Commercial and Nondevelopmental Item (NDI) Acquisition focuses on tools and techniques for identifying and evaluating commercial and NDI alternatives throughout the acquisition 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 acquisition.

Course Objectives. Students who successfully complete this course will be able to:
- Use market research to determine the appropriateness of commercial or non-developmental items for satisfying user's needs.
- Plan an acquisition strategy for the management of commercial and non-developmental Items.

Who Should Attend
This is an assignment-specific course. It is designed for acquisition personnel involved in planning and managing the acquisition of commercial and non developmental items.

Prerequisites: None.

Recommended
ACQ 101.

Length: 2 class days.

PQM 203
Preparation of Commercial Item Descriptions

Description
Preparation of 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.

Course Objectives. Students who successfully complete this course will be able to:
- Use market research to determine the commerciality of an item in accordance with FAR Part 2.
- Develop a performance requirements document for describing commercially available products suitable for meeting the user's needs.
- Implement DoD policy for the acquisition of commercial items.

Who Should Attend
This is an assignment-specific course. It is designed for personnel involved in generating product descriptions for commercial and non-developmental items, or who are involved in determining the commerciality of an item.

Prerequisites: None.

Length: 1 class day.

PQM 212
Market Research

Description
The Market Research course provides a definition of market research, explains its practical value, and discusses the government mandate to conduct market research. The course also addresses the differences between market surveillance and market investigation, and provides guidance on how to determine the membership of a market research team and what the general role of each member should be. Sources of market data and the development of survey questionnaires are explored. Techniques for the evaluation and documentation of market information are discussed.

The course addresses the spectrum of acquisitions from items to systems (paper clips to battleships), including services. Instructional methods used include videotapes, lecture, class discussion, and class exercises using case studies of recent market investigations.

Course Objectives. Students who successfully complete this course will be able to:
- Plan and conduct market surveillance within a commodity or technical area.
- Plan and conduct a market investigation for a specific acquisition requirement.

Who Should Attend
This is an assignment-specific course. It is designed for acquisition personnel involved in: developing acquisition requirements; conducting trade-off evaluations with users; or determining the commerciality of supplies or services.

Prerequisites: None.

Recommended: ACQ 101

Length: 2 class days

PQM 301
Advanced Production and Quality Management

Description
This course 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 decision making issues relevant to successfully managing three core technical tasks in DoD acquisition: systems and process development, manufacturing, and product quality management. It stresses the logical thinking process and the 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 tools and techniques used successfully in the commercial environment to improve customer satisfaction. Other major supplementary topics are: acquisition policy review, contracts management and administration, contractor finance, ethics, and professionalism. Guest lecturers from government and industry present pertinent and timely examples of best practices or conduct open panel discussions appropriate to the course objective and emphasis. Analytical discussions of "real-life" case studies are integrated into the course.

Course Objective. Students who successfully complete this course will be able to effectively provide manufacturing and quality management related counsel in an integrated product/process team environment based on latest, up-to-date information.

Who Should Attend
Civilians in grades GS-13 and above and military officers in ranks O-3 to O-6.

Prerequisite: PQM 201.

Length: 10 class days.

SAM 101
Basic Software Acquisition Management

Description
This course introduces software acquisition professionals 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 C^3I, AIS and embedded systems.

Course Objectives. Students who successfully complete this course will be able to:
- Define software acquisition management specific terms and concepts.
- Recognize software development models, paradigms, and strategies appropriate for use in software-intensive acquisitions.
- Reference information sources of software acquisition management policies, standards, and best practices.

Who Should Attend
This is an assignment-specific course. It is mandatory for acquisition personnel in civilian grades GS-9 and below and military ranks O-1 through O-3 whose duties include software acquisition.

Prerequisite: ACQ 101.

Length: This is a non-resident, self-paced course available over the Internet. Students must pass the final examination within 60 calendar days of registration.

SAM 201
Intermediate Software Acquisition Management

Description:
This course 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 C^4I, 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.

Course Objectives. Students who successfully complete this course will be able to:

- Apply acquisition strategies used for software and software-intensive systems.
- Define the concepts of software architecture and systems architecture.
- Describe program software life cycle planning and test program planning factors.
- Apply requirements management and risk mitigation.
- Define software acquisition.
- Explain the roles of Domain Analysis and modeling in requirements analysis.

Who Should Attend
This is an assignment-specific course. It is open to all military officers of rank O-3 through O-5 and DoD civilians GS-9 through GS-12, working in, or selected for, software acquisition management positions. This course is mandatory for those serving in Level II acquisition positions whose duties include software acquisition management.

Prerequisites: ACQ 201, SAM 101 (effective January 1, 1999).

Length: 14 class days.

SAM 301
Advanced Software Acquisition Management

Description
Advanced Software Acquisition Management is designed for senior managers with responsibility for programs in which software is a critical component. Readings, cases, and guest speakers extend across the domains of weapon systems, command and control systems, and management information systems; providing students a comprehensive framework for comparison and critical reflection. The course focuses on key software acquisition competencies established for Level III acquisition professionals, while concentrating on software-specific considerations such as reuse, COTS, open systems standards, and software metrics. The course challenges students to critically evaluate alternative models, methods, and tools applicable to software acquisition through the use of real and hypothetical DoD software acquisition cases. Software acquisition planning and management, software risk identification and mitigation, and software acquisition critical success factors and best practices are also considered.

Course Objectives. Students who successfully complete this course will be able to:

- Analyze the causes of cost, schedule, and performance problems in large software efforts and explore strategies for avoiding or correcting such problems.
- Examine salient differences in strategy, methods, and tools between commercial software acquisition efforts and DoD efforts. Develop an ability to recognize and selectively adopt commercial practices for use in a DoD software program.
- Understand the organizational and cultural dynamics of program offices and software development teams. Be able to evaluate the suitability of alternative organizational structures, including integrated product teams.
- Evaluate and select software metrics that will provide insight into program status and facilitate early detection of potential problems.
- Assess the current state of the Federal and DoD acquisition reform movements and incorporate new policies into current and future software acquisition programs.

Who Should Attend
This is an assignment-specific course. It is required of software acquisition personnel who serve in the software acquisition field as Level III managers or technical experts. Civilian grades GS/GM 13 to15 and military ranks O-4 to O-6 are appropriate.

Prerequisite: SAM 201. **Length:** 10 class days.

SYS 201
Intermediate Systems Planning, Research, Development and Engineering

Description
Intermediate Systems Planning, Research, Development and Engineering covers steps in the systems engineering process, (requirements analysis, functional analysis and allocation, synthesis, and systems analysis/control). Specific techniques introduced include Systems Engineering Planning, functional flow block diagram, requirements allocation sheet, work breakdown structure, design reviews and audits, design to cost influence, technical performance measurement programs, configuration management, developmental baseline, and risk identification. 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.

Course Objectives. Students who successfully complete this course will be able 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.
- Ensure the technical integrity of the operational system.

Who Should Attend
This course is required for intermediate level personnel.

Prerequisite: ACQ 201.

Length: 10 class days.

SYS 211
Integrated Product and Process Development

Description
This course is intended to support the implementation of Integrated Product and Process Development (IPPD) as directed by the DoD 5000 series. Emphasis is placed on helping students understand that IPPD is a management approach for integrating all life cycle activities. Using case-study examples, the course demonstrates that IPPD supports DoD's goal of providing users with affordable systems that are responsive to customer needs, and that are delivered on schedule. It covers typical analytical tools and management controls used to support IPPD. The course combines the use of web-based instruction, computer-based training, and video teletraining/classroom instruction. Students begin the course by completing a 6-hour self-study awareness module delivered via web-based and computer-based training technologies. Following the awareness module, students will attend a 3-day session conducted in a classroom or via video teletraining.

Course Objectives. Students who successfully complete this course will be able to:

- Describe the key IPPD policies, advantages, and disadvantages.
- Define the terms and tenets associated with IPPD.
- Define the roles and responsibilities of the Integrated Product Team (IPT).
- Assess the use of different analytical tools (e.g., QFD, CAD/CAM/CAE, Virtual Prototyping, DOE, Variability Reduction) in an IPPD environment.
- Assess the use of different management controls (e.g., WBS, Risk Management, Cost Performance Management, Configuration Management, Tradeoff Analysis, Technical Performance Measures, Earned Value Management) in an IPPD environment.
- Describe contracting strategies that can be employed to encourage use of an IPPD approach (e.g., in a performance-based acquisition environment).
- Assess the relationships between the Government and contractors in an IPPD environment during acquisition planning, solicitation, and post-award phases.

SYS 211
Integrated Product and Process Development (Cont.)

Who Should Attend
This course is designed as a continuing education tool and assignment-specific course for acquisition personnel. The primary target audience for this course is personnel in the following career fields: Acquisition Logistics; Manufacturing, Production, and Quality Assurance; Systems Planning, Research, Development, and Engineering; and Test and Evaluation.

Prerequisites: ACQ 201 and One Additional Level II Technical Course

Length: 4 days
Awareness Web-Based/Computer-Based Module—Approx. 6 hours (This is a nonresident, individually self-paced course available through the Internet and computer-based technologies.)
Application Modules—3 days in a classroom session or at a video teletraining site.

SYS 301
Advanced Systems Planning, Research, Development and Engineering

Description
This course 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 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.

Course Objectives. Students who successfully complete this course will be able 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.
- Ensure the integrity and productivity of research, development and engineering activities.

Who Should Attend
Civilians GS-13 and above and military ranks O-3 to O-6.

Prerequisite: SYS 201.

Length: 10 class days.

TST 101
Introduction to Acquisition Workforce Test and Evaluation

Description
This course 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.

Who Should Attend
This course is designed for engineers and project management personnel, GS-5 to GS-9 and military equivalents, who have had at least one year of acquisition experience.

Prerequisite: ACQ 101.

Length: 5 class days.

TST 202
Intermediate Test and Evaluation

Description
Intermediate Test and Evaluation engages the student 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: the role of T&E in systems acquisition, test and evaluation planning, experimental design, elements of systems effectiveness and suitability, instrumentation, data collection and management, analysis/evaluation, live fire software, modeling and simulation and T&E in alternative acquisitions. 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 weapon 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.

Course Objectives. Students who successfully complete this course will be able to:

- Identify current laws and OSD policy and guidance for test and evaluation and relate them to T&E programs in their area of responsibility.
- Identify source documents for system requirements and from them, develop appropriate test and evaluation objectives and test issues.
- Identify and apply appropriate tools and techniques for the conduct of developmental test and evaluation in support of system development.
- Identify and apply appropriate tools and techniques for the conduct of operational test and evaluation in support of system development.
- Identify appropriate analytical techniques for the design of simple experimental processes and perform elementary descriptive and inferential analytical procedures on test data.
- The student will apply the above material to an integrated exercise incorporating the full gamut of test and evaluation activities in the systems development process.

Who Should Attend
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.

Prerequisites: ACQ 201, TST 101.

Length: 9 class days.

TST 301
Advanced Test and Evaluation

Description
The Advanced Test and Evaluation 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. 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.

Course Objectives. Students who successfully complete this course will be able to:

- Identify issues resulting from current laws and OSD policy and guidance for test and evaluation and recommend procedures for compliance within current limited T&E resources.
- Identify issues and recommended mitigations associated with the planning and conduct of developmental test and evaluation in support of system development.
- Identify issues and recommended mitigations associated with the planning and conduct of operational test and evaluation in support of system development.
- Identify appropriate analytical techniques for the design of simple experimental processes and perform elementary descriptive and inferential analytical procedures on test data.
- Develop current issues facing T&E professionals for presentation to senior OSD T&E representatives for discussion in either a live or video teleconference format.

TST 301
Advanced Test and Evaluation (Cont.)

Who Should Attend
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.

Prerequisite: TST 202.

Length: 5 class days.

Appendix

A

DAU Course Index

Appendix A

DAU Course Index

This appendix provides DAU Course Numbers and Titles along with information on equivalent and predecessor courses, course length (in working days), prerequisites, Personnel Data System (PDS) codes for entering course completion into official personnel records, modes of delivery (R=Resident; O=Onsite; S=Satellite; E=Equivalency Exam; and P=PC/CD-ROM), and the course sponsor (the DAU school or schools responsible for developing and/or maintaining the course). Predecessor courses are defined in Chapter 2, section D. For other equivalent courses, see Appendix G. **NOTE**: Equivalency may be dependent on the date the course was completed. For specific date restrictions, see Appendices F and G.

Length	Prerequisites	PDS Code	Mode	Sponsor

ACQ 101 Fundamentals of Systems Acquisition Management

Equivalents*: Materiel Acquisition Management (MAM) Course
Navy Engineering Duty Officer Basic Course
Systems Acquisition Management Degree Program - NPS-816
Acquisition Fundamentals - AFCATC L30QR6A1-000
Principles of Program Management I -NPS-MN3221

Predecessors: PMT 101 Fundamentals of System Acquisition Mgmt-DSMC-26 [9A8, BB1]
PMT 301 Program Management Course [ANL, BBW]

Length	Prerequisites	PDS Code	Mode	Sponsor
Variable	None	BU5	R/O/S/P	DSMC

* See Appendix F for date restrictions.

ACQ 201 Intermediate Systems Acquisition

Equivalents*: Materiel Acquisition Mangement (MAM) Course
Navy Engineering Duty Officer Basic Course
Principles of Program Management II - NPSMN3222
Systems Acquisition Management Degree Program - NPS-816

Predecessor: PMT 201 Intermediate Systems Acquisition-DSMC-37 [BD6]
PMT 301 Program Management Course [ANL, BBW]

Length	Prerequisites	PDS Code	Mode	Sponsor
Variable	ACQ 101**	JHA	R/O/E/P	DSMC

* See Appendix F for date restrictions.
** For contracting personnel - ACQ 101, or combination of CON 202, CON 204 and CON 210.

ACQ 401 Senior Acquisition Course

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

Length	Prerequisites	PDS Code	Mode	Sponsor
AUD 1130 Technical Indoctrination				
10 Days	AUD 1111, AUD 1124	PC6	R	DCAA
AUD 1320 Intermediate Contract Auditing				
5 Days	AUD 1130, AUD 1280	JR7	R	DCAA
AUD 4120 Statistical Sampling				
5 Days	AUD 1130	QP0	R	DCAA
AUD 4230 Graphics, Computational, & Improvement Curve Analysis Techniques				
5 Days	AUD 1130	QPC	R	DCAA
AUD 8560 DCAA Supervisory Skills Workshop				
10 Days	None	CBJ	R	DCAA
BCF 101 Fundamentals of Cost Analysis				
Predecessor: ACQ 101 Fundamentals of Systems Acquisition Management [BU5] Recommended: Algebra II, Introductory Statistics				
15 Days	ACQ 101	Q1A	R/O	ALMC
BCF 102 Fundamentals of Earned Value Management				
Predecessors: BFM 102 Contract Performance Management Fundamentals[Q1B] BCF 202 Intermediate Contractor Performance Measurement [QTT, QMK] Contractor Performance Measurement Course-DSMC-6 [QMK]				
8 Days	ACQ 101	Q1B	R/O	DSMC
BCF 103 Fundamentals of Business Financial Management				
Predecessors: BFM 201 Systems Acquisition Funds Management [PCW] BCF 201 Systems Acquisition Funds Management-DSMC-9 [0HZ, PCW]				
5 Days	ACQ 101	PGC	R/O	DSMC
BCF 203 Intermediate Earned Value Management				
Predecessor: BFM 203 Intermediate Contract Performance Management [Q2G]				
10 Days	BCF 102	Q2G	R	DSMC
BCF 204 Intermediate Cost Analysis				
Predecessor: BCE 204 Intermediate Cost Analysis[Q2B]				
15 Days	BCF 101	Q2B	R/O	AFIT

Length	Prerequisites	PDS Code	Mode	Sponsor
BCF 205 Contractor Finance for Acquisition Managers				
Predecessor: BFM 204 Contractor Finance for Acquisition Managers[Q2A]				
5 Days	ACQ 201	Q2A	R/O	DSMC
BCF 206 Cost Risk Analysis				
Predecessor: BCE 206 Cost Risk Analysis[Q2C]				
4 1/2 Days	BCF 101	Q2C	R/O/P	ALMC
BCF 207 Economic Analysis				
Predecessor: BCE 207 Economic Analysis[Q2D]				
3 1/2 Days	ACQ 101	Q2D	R/O/P	ALMC
BCF 208 Software Cost Estimating				
Predecessor: BCE 208 Software Cost Estimating [Q2E]				
8½ Days	ACQ 201	Q2E	R/O	ALMC
BCF 209 Selected Acquisition Report				
Predecessor: BFM 209 Selected Acquisition Report [Q2F]				
5 Days	ACQ 101	Q2F	R/O	DSMC
BCF 211 Acquisition Business Management				
5+ Days	BCF 101, BCF 102, & BCF 103	PGD	P & R	DSMC
BCF 301 Business Cost Estimating and Financial Management Workshop				
9 Days	ACQ 201, BCF101, BCF 102, & BCF 103	BZF	R	DSMC
BCF 802 Selected Acquisition Report Review				
Predecessor: BFM 210 Selected Acquisition Report Review				
3 Days	BCF 209	N/A	R	DSMC

Length	Prerequisites	PDS Code	Mode	Sponsor

CAR 805 Contemporary Approaches to Acquisition Reform

Length	Prerequisites	PDS Code	Mode	Sponsor
5 Days	None	N/A	R	IRMC

CON 101 Fundamentals of Contracting

Equivalents*: Army Command & General Staff College - A423
Acquisition and Contract Management Degree Program - NPS 815
Principles of Acquisition and Contracting - NPS MN3303

Predecessors: CON 101 Contracting Fundamentals [BDQ]
CON 102 Operational Level Contracting Fundamentals [PEC]
CON 103 Facilities Contracting Fundamentals [HEI]
Management of Defense Acquisition Contracts (Basic)-8D-4320 [MMW, BDQ]
Management of Defense Acquisition Contracts (Basic)-CTC-142 [HEI]
Central Systems Level Contracting - G30BR6532-010 [WHS,PD6]
Defense Procurement Management (8D-4320) [MMW, BDQ]
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)
Organizational Level Contracting [PEC]
Base Procurement Officer (G30BR6531-002)
Base Level Contracting (G30BR6531-002)

Length	Prerequisites	PDS Code	Mode	Sponsor
19 Days	None	BDQ	R/O	Team**

* See Appendix F for date restrictions.
** The sponsoring team for CON 101 and 202 is AFCATC, AFIT, ALMC, DCPSO, NCAT, and NFCTC. For information, contact any of the offering schools.

CON 104 Fundamentals of Contract Pricing

Equivalents*: Army Command & General Staff College - A424
Cost and Price Theory - CMGT545
Contract Pricing and Negotiation - NPS MN3304
Acquisition and Contract Management Degree Program - NPS-815

Predecessors: CON 104 Contract Pricing [BDR]
CON 105 Operational Level Contract Pricing [8BH, QNU]
CON 106 Facilities Contracts Pricing [MWB, BDU]
Principles of Contract Pricing-QMT-170 [PBC, BDR]
Defense Cost and Price Analysis/Negotiation-PN [MWB, BDU]
Base Level Pricing - G30ZR6534-009 [8BH, QNU]

Length	Prerequisites	PDS Code	Mode	Sponsor
14 Days	CON 101	BDR	R/O	AFIT

* See Appendix F for date restrictions.

CON 202 Intermediate Contracting

Equivalent*: Acquisition and Contract Management Degree Program - NPS-815

Predecessors: CON 211 Intermediate Contracting [BDN]
CON 221 Intermediate Contract Administration [BDO]
CON 222 Operational Level Contract Administration [PDQ]
CON 223 Intermediate Facilities Contracting [BE4]
Management of Defense Acquisition Contracts (Adv) -8D-F12 [MMX, BDN]
Contract Administration (Advanced) - PPM-304 [AAS, BDO]
CON 222 Organizational Level Contract Administration [PDQ]

Length	Prerequisites	PDS Code	Mode	Sponsor
	Base Contract Administration - G3ZAR65170-002 [LY2, PDQ] Advanced Contract Management (Construction) - CTC-542 [BE4]			
19 Days	CON 104	PGE	R/O	Team**

* See Appendix F for date restrictions.
** The sponsoring team for CON 101 and 202 is AFCATC, AFIT, ALMC, DCPSO, NCAT, and NFCTC. For information, contact any of the offering schools.

CON 204 Intermediate Contract Pricing

Equivalents*: Contract Pricing and Negotiation - NPS MN3304
Acquisition and Contract Management Degree Program - NPS-815
Predecessors: CON 231 Intermediate Contract Pricing [BU6]
Intermediate Cost & Price Analysis - QMT-345 [UGH, BCC]
Intermediate Pricing - QMT-340 [BCC]

Length	Prerequisites	PDS Code	Mode	Sponsor
10 Days	CON 104	BU6	R/O	AFIT

* See Appendix F for date restrictions.

CON 210 Government Contract Law

Equivalents*: Legal Principles of Government Contracting - LAWS550
Acquisition and Contract Management Degree Program - NPS-815
Contract Law - NPS-MN3312
Predecessors: CON 201 Government Contract Law [BDP]
CON 201(C) Government Contract Law (Construction) [BDP]
Government Contract Law-PPM-302 [D99, BDP]
Government Contract Law Construction-CTC-302 [D99, BDP]
Base Contract Law-G30ZR6534-007 [PDT]
AFIT Contract Law 166
USAF ECI Correspondence Course 6607

Length	Prerequisites	PDS Code	Mode	Sponsor
10 Days	Level I Contracting Courses	BDP	R/O	AFIT

* See Appendix F for date restrictions.

CON 232 Overhead Management of Defense Contracts

Predecessor: Contract Overhead Management - PPM-355 [BKA]

Length	Prerequisites	PDS Code	Mode	Sponsor
10 Days	CON 104	BKA	R/O	AFIT

CON 233 Cost Accounting Standards Workshop

Length	Prerequisites	PDS Code	Mode	Sponsor
10 Days	CON 204	QMF	R/O	ALMC

CON 234 Contingency Contracting

Length	Prerequisites	PDS Code	Mode	Sponsor
9 Days	CON 101 or PUR101	PAP	R	AFCATC

Length	Prerequisites	PDS Code	Mode	Sponsor

CON 235 Advanced Contract Pricing

10 Days	CON 204	PAQ	R	AFIT

CON 236 Contractual Aspects of Value Engineering

Predecessor: CON 212 Contractual Aspects of Value Engineering [PAR]

5 Days	None	PAR	R	AFIT

CON 237 Simplified Acquisition Procedures

Variable	CON 101 or PUR 101 or PUR 201	PAS	P	ALMC

CON 241 Information Technology Contracting

Predecessor: Contracting for Information Resources - ALMC-ZX [8DH, PDY]

10 Days	CON 104	PDY	R/O	ALMC

CON 243 Architect-Engineer Contracting

5 Days	CON 104	PGF	R/O/S	NFCTC

CON 244 Construction Contracting

5 Days	CON 104	PGG	R/O/S	NFCTC

CON 301 Executive Contracting

Equivalents*: Contract Pricing and Negotiation - NPS-MN3304
Acquisition and Contract Management Degree Program - NPS-815

Predecessor: Defense Acquisition Contracting Executive Seminar-ER [MV9, BB3]

5 Days	Level II Contracting Courses	BB3	R	ASN(RDA)

* See Appendix F for date restrictions.

CON 333 Management for Contracting Supervisors

Equivalent: Acquisition and Contracting Policy - NPS - MN4371

Predecessors: CON 311 Executive Pre-Award Contracting [L32, BCL]
CON 321 Executive Contract Administration [JBK, BCM]
Mgmt of Defense Acquisition Contracts (Exec)-ALMC-B5 [L32, BCL]
Contract Administration-Executive-PPM-057 [JBK, BCM]

5 Days	One Year Contracting Experience after Level II Certification	BU7	R/O	AFIT/ALMC

Length	Prerequisites	PDS Code	Mode	Sponsor

GRT 201 Grants Management

Predecessor: GRT 101 Grants Management [BU4]

Length	Prerequisites	PDS Code	Mode	Sponsor
5 Days	None	BU4	R/O	TBD

IND 101 Contract Property Administration Fundamentals

Predecessor: Industrial Contract Property Administration-PPM-151 [AAW, PDM]

Length	Prerequisites	PDS Code	Mode	Sponsor
10 Days	None	PDM	R/O	AFIT

IND 102 Contract Property Disposition

Predecessor: Defense Contract Property Disposition-ALMC-TY [688, PDQ]

Length	Prerequisites	PDS Code	Mode	Sponsor
5 Days	None	PDO	R/O	AFIT

IND 103 Contract Property Systems Analysis

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

Length	Prerequisites	PDS Code	Mode	Sponsor
5 Days	IND 101	BRL	R/O	AFIT

IND 201 Intermediate Contract Property Administration

Predecessors: Advanced Contract Property Administration-PPM-300 [QNN, PDN]
Advanced Industrial Property Manager
AFIT Contract Law 166
USAF ECI Correspondence Course 660

Length	Prerequisites	PDS Code	Mode	Sponsor
10 Days	IND 103	PDN	R/O	AFIT

IND 202 Contract Property Management Seminar

Predecessor: Executive Contract Property Management Seminar-PPM-077 [BRM]

Length	Prerequisites	PDS Code	Mode	Sponsor
5 Days	IND 201	BRM	R/O	AFIT

IRM 101 Basic Information Systems Acquisition

Length	Prerequisites	PDS Code	Mode	Sponsor
Variable	ACQ 101	JHD	P	ALMC

IRM 201 Intermediate Information Systems Acquisition

Length	Prerequisites	PDS Code	Mode	Sponsor
10 Days	ACQ 201, IRM 101(after Jan 1, 1999)	QN5	R/O	IRMC

Length	Prerequisites	PDS Code	Mode	Sponsor

IRM 303 Advanced Information Systems Acquisition

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

Length	Prerequisites	PDS Code	Mode	Sponsor
14 Days	IRM 201	BZE	R	IRMC

LAW 801 Acquisition Law

Length	Prerequisites	PDS Code	Mode	Sponsor
4½ Days	None	N/A	R/S	NCAT

LOG 101 Acquisition Logistics Fundamentals

Length	Prerequisites	PDS Code	Mode	Sponsor
Variable	ACQ 101	JR1	R/S/P	AFIT

LOG 201 Intermediate Acquisition Logistics

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

Length	Prerequisites	PDS Code	Mode	Sponsor
15 Days	ACQ 201, LOG 101	JR3	R/O	ALMC

LOG 203 Reliability and Maintainability

Predecessors: LOG 301 Reliability and Maintainability [QA0, QA9]
Reliability & Maintainability Executive Overview-QMT-020 [54H, AKA]
Reliability & Maintainability Overview-AMEC-8A-F30 [QMC]

Length	Prerequisites	PDS Code	Mode	Sponsor
3 Days	ACQ 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]

Length	Prerequisites	PDS Code	Mode	Sponsor
5 Days	ACQ 201	QMB	R/O	NCAT

LOG 205 Provisioning

Predecessors: Provisioning Management-LOG-260 [EMT, QM7]
Army Provisioning Process-ALMC-AH [QBQ]

Length	Prerequisites	PDS Code	Mode	Sponsor
5 Days	ACQ 201, LOG 201	QM7	R/O	AFIT

LOG 304 Executive Acquisition Logistics Management

Equivalent: Strategic Planning and Policy for the Logistics Manager -NPS-MN4470

Length	Prerequisites	PDS Code	Mode	Sponsor
9 Days	Level II Acq Log courses	AH1	R/O	NCAT

Length	Prerequisites	PDS Code	Mode	Sponsor

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 Course

Equivalent*: Systems Acquisition Management Degree Program - NPS-816
Predecessors: Program Management Course-DSMC-3 [N83, BBW]
PMT 301 Program Management Course [ANL, BBW]

14 Weeks	ACQ 201	BU1	R	DSMC

* See Appendix F for date restrictions.

PMT 303 Executive Program Manager's Course

22 Days	PMT 302	AH2	R	DSMC

PMT 304 Advanced International Management Workshop

5 Days	None	PAL	R	DSMC

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

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

10 Days	PMT 302	BU8	R	DSMC

PQM 101 Production and Quality Management Fundamentals

Equivalent*: Principles of Acquisition Production and Quality Management - NPS-3384
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

* See Appendix F for date restrictions.

PQM 103 Defense Specification Management

Predecessor: SPE 101 Defense Specification Mgmt Course - ALMC 8D-F1 [BAP]

8 1/2 Days	None	BAP	R/O	ALMC

Length	Prerequisites	PDS Code	Mode	Sponsor

PQM 104 Specification Selection and Application

Predecessor: PQM 104 Defense Specification User's Course [PAH]
SPE 102 Specifications in the Defense Acquisition Process - ALMC-DU

Length	Prerequisites	PDS Code	Mode	Sponsor
2 Days	None	PGH	R/O	ALMC

PQM 201 Intermediate Production and Quality Management

Equivalent*: Principles of Acquisition Production and Quality Management-NPS-3384

Predecessors: Defense Manufacturing Management Course-DSMC-13 [28
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]

Length	Prerequisites	PDS Code	Mode	Sponsor
15 Days	ACQ 201, PQM 101	BU3	R/O	AFIT

* See Appendix F for date restrictions.

PQM 202 Commercial and Nondevelopmental Item Acquisition

Length	Prerequisites	PDS Code	Mode	Sponsor
2 Days	None	PAM	O	ALMC

PQM 203 Preparation of Commercial Item Descriptions

Predecessor: PQM 203 Market Research and Commercial Item Descriptions [PAN]

Length	Prerequisites	PDS Code	Mode	Sponsor
1 Day	None	PAN	O	ALMC

PQM 212 Market Research

Length	Prerequisites	PDS Code	Mode	Sponsor
2 Days	None	PGK	O	ALMC

PQM 301 Advanced Production and Quality Management

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

Length	Prerequisites	PDS Code	Mode	Sponsor
10 Days	PQM 201	HV2	R	DSMC

SAM 101 Basic Software Acquisition Management

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

Length	Prerequisites	PDS Code	Mode	Sponsor

SAM 201 Intermediate Software Acquisition Management

Equivalent: Acquisition of Embedded Weapon Systems Software-NPS-MN3309

14 Days	ACQ 201, SAM 101 (after Jan 1, 1999)	JHC	R	DSMC

SAM 301 Advanced Software Acquisition Management

10 Days	SAM 201	BU9	R	IRMC

SYS 201 Intermediate Systems Planning, Research, Development and Engineering

Equivalent*: Systems Engineering for Acquisition Managers -NPS-EO-4011
Predecessors: Systems Engineering Management Course-DSMC-28 [HVF, BE2]
Systems Engineering-AMEC-4A-F7 [HVF, BE2]

10 Days	ACQ 201	BE2	R/O	NCAT

* See Appendix F for date restrictions.

SYS 211 Business Cost Estimating and Financial

4 Days	ACQ 201, and one additional Level II technical course	N/A	P	DSMC

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

10 Days	SYS 201	HV1	R/O	DSMC

TST 101 Introduction to Acquisition Workforce Test and Evaluation

Equivalent*: US Navy Test Pilot School

5 Days	ACQ 101	PC5	R/O	DSMC

* See Appendix F for date restrictions.

Length	Prerequisites	PDS Code	Mode	Sponsor

TST 202 Intermediate Test and Evaluation

Equivalents*: Test & Evaluation-NPS- [OS-4601]
US Air Force Test Pilot School
US Navy Test Pilot School

Predecessor: T&E Management Course-DSMC-11 [3CN, BE3]
TST 201 Test & Evaluation Management-DSMC-11 [3CN, BE3]

Length	Prerequisites	PDS Code	Mode	Sponsor
9 Days	ACQ 201, TST 101	QMI	R/O	NCAT

* See Appendix F for date restrictions.

TST 301 Advanced Test and Evaluation

Equivalent*: Test & Evaluation -NPS-[OS-4601]

Length	Prerequisites	PDS Code	Mode	Sponsor
5 Days	TST 202	QL9	R/O	NCAT

* See Appendix F for date restrictions.

Appendix

B

Consortium Members and Points of Contact

Appendix C

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, 1998, through September 30, 1999. 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 1998 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 D.

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 possesses 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).

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 a 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]
  LOG 201 Intermediate Acquisition Logistics [JR3]

(Desired) SYS 201 Intermediate Systems Planning, Research, Development and Engineering **[BE2]**
Prerequisites: ACQ 201 Intermediate Systems Acquisition [JHA]

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:

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

EXPERIENCE - Either:

- Meet OPM Qualification Standards for entry into the series
- Baccalaureate Degree with 24 semester hours in accounting
- (Desired) Accounting/auditing work experience in industry or public accounting

TRAINING:

AUD 1130 Technical Indoctrination **[PC6]**

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:

- All requirements for a Master's degree or equivalent
- Two full years of graduate education

(Desired) Beginning graduate studies leading to a Master's degree in accounting, business administration, management, or a related field

(Desired) Professional certification (CPA, CMA, CIA, CISA)

EXPERIENCE

Auditing experience of increasing complexity and responsibility

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

TRAINING

Complete ONE of:

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

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

- **AUD 4230 Graphic, Computational, and Improvement Curve Analysis Techniques** **[QPC]**
  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:

- **AUD 1275 Advanced Cost Management Systems**
- **AUD 4030 Quantitative Methods for Managers**
- **AUD 5640 Electronic Data Processing for Managers**
- **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:

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

Complete TWO of:

- ○ **BCF 101 Fundamentals of Cost Analysis** **[Q1A]**
  (Previously BCE 101, Fundamentals of Cost Analysis)
  Prerequisite: ACQ 101 Fundamentals of Systems Acquisition Mgmt [BU5]

- ○ **BCF 102 Fundamentals of Earned Value Management** **[Q1B]**
  (Previously BFM 102, Contract Performance Management Fundamentals)
  Prerequisite: ACQ 101 Fundamentals of Systems Acquisition Mgmt [BU5]

- ○ **BCF 103 Fundamentals of Business Financial Management** **[PGC]**
  (Previously BFM 201, Systems Acquisition Funds Management)
  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 of experience in business, cost estimating, and financial management.

TRAINING:

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

BCF 205 Contractor Finance for Acquisition Managers **[Q2A]**
(Previously BFM 204, Contractor Finance for Acquisition Managers [Q2A]
Prerequisite: ACQ 201 Intermediate Systems Acquisition Mgmt [JHA]

Complete ONE (not previously taken at Level I) of:

- **BCF 101 Fundamentals of Cost Analysis** **[Q1A]**
  (Previously BCE 101, Fundamentals of Cost Analysis)
  Prerequisite: ACQ 101 Fundamentals of Systems Acquisition Mgmt [BU5]
- **BCF 102 Fundamentals of Earned Value Management** **[Q1B]**
  (Previously BFM 102, Contract Performance Management Fundamentals)
  Prerequisite: ACQ 101 Fundamentals of Systems Acquisition Mgmt [BU5]
- **BCF 103 Fundamentals of Business Financial Management** **[PGC]**
  (Previously BFM 201, Systems Acquisition Funds Mgmt [PCW])
  Prerequisite: ACQ 101 Fundamentals of Systems Acquisition Mgmt [BU5]

Complete ONE (related to specific job duties) of:

- **BCF 203 Intermediate Earned Value Management** **[Q2G]**
  (Previously BFM 203, Intermediate Contract Performance Mgmt)
  Prerequisite: BCF 102 Fundamentals of Earned Value Mgmt [Q1B]
- **BCF 204 Intermediate Cost Analysis** **[Q2B]**
  (Previously BCE 204, Intermediate Cost Analysis)
  Prerequisite: BCF 101 Fundamentals of Cost Analysis [Q1A]
- **BCF 211 Acquisition Business Management** **[PGD]**
  Prerequisites: BCF 101 Fundamentals of Cost Analysis [Q1A],
  BCF 102 Fundamentals of Earned Value Mgmt [Q1B],
  BCF 103 Fundamentals of Business Management [PGC]

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]**

  Prerequisites: ACQ 201 Intermediate Systems Acquisition [JHA],
  BCF 101 Fundamentals of Cost Analysis [Q1A],
  BCF 102 Fundamentals of Earned Value Mgmt [Q1B],
  BCF 103 Fundamentals of Business Financial Mgmt [PGC]

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]**

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] (after April 1, 1998)
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:

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

EXPERIENCE:

One year of contracting experience.

TRAINING:

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

CON 104 Fundamentals of Contract Pricing **[BDR]**

Prerequisite: CON 101 Fundamentals of Contracting [BDQ]

CONTRACTING - LEVEL 2

EDUCATION

Have ONE of:

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

(Desired) Graduate studies in business administration or procurement

EXPERIENCE:

Two years contracting experience

(Desired) An additional two years of contracting experience

TRAINING:

CON 202 Intermediate Contracting **[PGE]**
Prerequisite: CON 104 Fundamentals of Contract Pricing [BDR]

CON 204 Intermediate Contract Pricing **[BU6]**
(Previously CON 231, Intermediate Contract Pricing)
Prerequisite: CON 104 Fundamentals of Contract Pricing [BDR]

CON 210 Government Contract Law **[BDP]**
(Previously CON 201, Government Contract Law)
Prerequisites: Level I courses mandatory for Contracting career field

CONTRACTING - LEVEL 3

EDUCATION

Have ONE of:

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

(Desired) 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]**
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:

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

EXPERIENCE:

One year of experience in acquisition

TRAINING:

IND 101 Contract Property Administration Fundamentals **[PDM]**

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

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

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

INDUSTRIAL/CONTRACT PROPERTY MANAGEMENT - LEVEL 2

EDUCATION:
(Desired) Have one of:

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

EXPERIENCE:

Two years of experience in an industrial property management acquisition position

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

TRAINING:

IND 201 Intermediate Contract Property Administration **[PDN]**
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 Administration [PDN]

CON 210 Government Contract Law **[BDP]**
(Previously CON 201 Government Contract Law [BDP])
Prerequisite: Level I courses mandatory for Contracting career field

CON 202 Intermediate Contracting **[PGE]**
Prerequisite: CON 104 Fundamentals of Contract Pricing [BDR]

INDUSTRIAL/CONTRACT PROPERTY MANAGEMENT - LEVEL 1

EDUCATION:

(Desired) Have one of:

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

EXPERIENCE:

One year of experience in acquisition

TRAINING:

IND 101 Contract Property Administration Fundamentals **[PDM]**

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

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

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

INDUSTRIAL/CONTRACT PROPERTY MANAGEMENT - LEVEL 2

EDUCATION:
(Desired) Have one of:

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

EXPERIENCE:

Two years of experience in an industrial property management acquisition position

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

TRAINING:

IND 201 Intermediate Contract Property Administration **[PDN]**
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 Administration [PDN]

CON 210 Government Contract Law **[BDP]**
(Previously CON 201 Government Contract Law [BDP])
Prerequisite: Level I courses mandatory for Contracting career field

CON 202 Intermediate Contracting **[PGE]**
Prerequisite: CON 104 Fundamentals of Contract Pricing [BDR]

INDUSTRIAL/CONTRACT PROPERTY MANAGEMENT - LEVEL 3

EDUCATION:
(Desired) Have both of:

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

EXPERIENCE:

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

TRAINING:

CON 301 Executive Contracting **[BB3]**
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]**
Prerequisite: At least one year experience in industrial property management after receiving Industrial Property Management Level II certification

IND 202 Contract Property Management Seminar **[BRM]**
Prerequisite: IND 201 Intermediate Contract Property Administration [PDN]
(Should be taken every 3-5 years as a refresher, but does not have to be repeated to maintain certification)

MANUFACTURING, PRODUCTION, & QUALITY ASSURANCE - LEVEL 1

EDUCATION: None mandatory

EXPERIENCE:

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

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

TRAINING:

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

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

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

"The Manufacturing and Production Career field and the Quality Assurance career field were merged effective 1 January 1995. The new career field was designated Manufacturing, Production and Quality Assurance and certification requirements became identical for personnel from both former career fields. Level I, II and III certifications granted under the requirements established by DoD 5000.52-M for the former career fields (i.e., before 1 January 1995) remain valid and are fully equivalent to the corresponding Level I, Ii or III Manufacturing, Production and Quality Assurance certifications granted under the new program."

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

"The Manufacturing and Production Career field and the Quality Assurance career field were merged effective 1 January 1995. The new career field was designated Manufacturing, Production and Quality Assurance and certification requirements became identical for personnel from both former career fields. Level I, II and III certifications granted under the requirements established by DoD 5000.52-M for the former career fields (i.e., before 1 January 1995) remain valid and are fully equivalent to the corresponding Level I, II or III Manufacturing, Production and Quality Assurance certifications granted under the new program."

MANUFACTURING, PRODUCTION, & QUALITY ASSURANCE - LEVEL 3

EDUCATION:

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

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

EXPERIENCE:

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

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

TRAINING:

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

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.)

"The Manufacturing and Production Career field and the Quality Assurance career field were merged effective 1 January 1995. The new career field was designated Manufacturing, Production and Quality Assurance and certification requirements became identical for personnel from both former career fields. Level I, II and III certifications granted under the requirements established by DoD 5000.52-M for the former career fields (i.e., before 1 January 1995) remain valid and are fully equivalent to the corresponding Level I, II or III Manufacturing, Production and Quality Assurance certifications granted under the new program."

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:

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

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

EXPERIENCE:

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

(Desired) Two additional years of acquisition experience

TRAINING: (see note below)

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

Note: Individuals not currently certified Level III have until 18 months after assignment to a new or different Level III position 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:

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

Note: Effective October 1, 1998, CON 101 will replace PUR 101, due to changes in the Procurement career field. Sufficient PUR 101 training quotas will be provided during FY 99 to meet the training needs of all individuals in the Procurement career path (OCC's 1105).

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:

CON 202 Intermediate Contracting **[PGE]**

Prerequisite: CON 101 Fundamentals of Contracting[BDQ]

Note: Effective October 1, 1998, CON 201 will replace PUR 201, due to changes in the Procurement career field. Sufficient PUR 201 training quotas will be provided during FY 99 to meet the training needs of all individuals in the Procurement career path (OCC's 1105).

PURCHASING - LEVEL 3

EDUCATION:

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

EXPERIENCE:

Three years of experience in purchasing

TRAINING:

None required

SYSTEMS PLANNING, RESEARCH, DEVELOPMENT & ENGINEERING - LEVEL 1

EDUCATION:
Have ONE of:

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

EXPERIENCE:

One year of acquisition experience in science or engineering

TRAINING:

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

SYSTEMS PLANNING, RESEARCH, DEVELOPMENT & ENGINEERING - LEVEL 2

EDUCATION:

Have ONE of:

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

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

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

EXPERIENCE:

Two years of acquisition experience in science or engineering

(Desired) An additional two years of 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 [BE2]

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

TEST AND EVALUATION - LEVEL 1

EDUCATION:
Have ONE of:

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

EXPERIENCE:

One year of acquisition experience (T&E experience, or experience with a technical orientation in an acquisition position is preferred)

TRAINING:

ACQ 101 Fundamentals of Systems 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 experience in acquisition positions (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

(Desired) Meet Acquisition Corps education requirements

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 experience in acquisition positions (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]

Appendix

D

Assignment-Specific DAU Training

Appendix D

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 component responsibilities. Registration is currently 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. Schedules for classroom based courses 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 homepage: http://www.acq.osd.mil/dau.

ACQ 201 Intermediate Systems Acquisition [JHA]

Prerequisite for Contracting Personnel: ACQ 101, or combination of CON 202, CON 204 and CON 210

This course is assignment-specific for only contracting personnel. 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 at Level II, within one year of assignment to a major defense acquisition program.

BCF 102 Fundamentals of Earned Value Management [Q1B]

(Previously BFM 102, Contract Performance Management Fundamentals)
Prerequisite: ACQ 101

This course should be taken by workforce analysts responsible for analyzing Earned Value Management (EVM) data, or those individuals who need a basic understanding of EVM concepts to perform some aspects of their duties. Attendees most likely will come from Program/Project Management Offices, Defense Contract Management Commands, dedicated support matrix organizations, and Service Headquarters support matrix organizations.

BCF 203 Intermediate Earned Value Management [Q2G]

(Previously BFM 203, Intermediate Contract Performance Management)
Prerequisites: ACQ 201 or BCF 102

This course should be taken by acquisition workforce personnel whose duties include integrating earned value data to perform the following: 1) awarding/administering contracts, reviewing or performing surveillance on contractor's management control systems, or supporting Integrated Baseline Reviews as outlined in DoDI 5000.2-R, Part 3.3.4.3 (Cost Performance); or 2) evaluating, analyzing or managing using earned value data. Attendees most likely will come from Program/Project Management Offices, Defense Contract Management Commands, dedicated support matrix organizations, and Service Headquarters support matrix organizations.

BCF 206 Cost Risk Analysis [Q2C]

(Previously BCE 206, Cost Risk Analysis)
Prerequisite: BCF 101

This course should be taken by acquisition workforce personnel whose duties include 1) developing and/or evaluating cost estimates for such areas as procurement, software, research & development, weapon systems, etc.; 2) planning and management of DoD systems acquisitions; 3) evaluation and negotiation of contract proposals; and 4) cost and performance tradeoff analysis. Participants typically include members from the BCEFM community. This course would also be appropriate for program/project managers and personnel in contracting; systems planning, research, development, and engineering; and communications-computer systems.

BCF 207 Economic Analysis [Q2D]

(Previously BCE 207, Economic Analysis)
Prerequisite: ACQ 101

This course should be taken by acquisition workforce personnel whose duties include 1) developing and/or evaluating costs and benefits of alternative courses of action involved in decisions, such as lease vs. buy, in-house vs. contractor, privatization or outsourcing, or repair or replace; 2) preparation of funding proposals for such programs as OSCR or DWCF (DBOF). Participants will typically include members from the BCEFM community. This course would also be appropriate for program/project managers and personnel in contracting; systems planning, research, development, and engineering; communication-computer systems; and non-DoD personnel who conduct economic analyses of materiel systems.

BCF 208 Software Cost Estimating [Q2E]

(Previously BCE 208, Software Cost Estimating)
Prerequisite: ACQ 201

This course should be taken by acquisition workforce personnel whose duties include 1) developing and/or evaluating cost estimates for life cycle management (i.e., research, development, procurement, deployment, operating and support, and disposal) whether for embedded or stand-alone

systems; 2) planning and management of DoD systems acquisitions; 3) evaluation and negotiation of contract proposals; and 4) cost and performance tradeoff analysis. Participants will typically include members from the BCEFM community. This course would also be appropriate for program/project managers and personnel in contracting; systems planning, research, development, and engineering; and communication-computer systems; as well as industry-wide software developers.

BCF 209 Selected Acquisition Report [Q2F]
(Previously BFM 209, Selected Acquisition Report)
Prerequisite: ACQ 101

This course should be taken by ACAT ID/IC acquisition workforce personnel whose duties include preparing, reviewing, editing, or generating 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.

CON 232 Overhead Management of Defense Contracts [BKA]
Prerequisite: CON 104

This course should be taken by all contracting officers, buyers, price analysts, auditors, and contract administration personnel who are assigned to program projects in which contractor overhead situations are present and are important elements of cost. Participants will typically include members involved with major systems acquisition or assigned to the Defense Contract Management Command.

CON 233 Cost Accounting Standards Workshop [QMF]
Prerequisite: CON 204

This course should be taken by contracting personnel who are assigned to a Defense Contract Management Command, an Army Ammunition Plant, or the Supervisor of Shipbuilding, Conversion, and Repair.

CON 234 Contingency Contracting [PAP]

Prerequisite: PUR 101 or CON 101

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 235 Advanced Contract Pricing [PAQ]

Prerequisite: CON 204

This course should be taken by Level II and III personnel involved in major systems acquisition, or in a commercial environment where knowledge of cost risk analysis, cost estimating relationships/parametric estimating, overhead estimating, and decision/risk analysis tools are required.

CON 236 Contractual Aspects of Value Engineering [PAR]

(Previously CON 212, Contractual Aspects of Value Engineering [PAR])

This course should be taken by contracting, program management and functional personnel who may be involved in value engineering (VE) applications or who support major weapon systems and can be expected to encounter specific VE activity. Note: individuals not assigned to contracting are encouraged to attend. While the primary focus of the course is on contractual aspects of VE, the IPT/IPPD approach is emphasized regarding the utility of value methodology and resulting value engineering change proposals.

CON 237 Simplified Acquisition Procedures [PAS]

This course is intended for contract specialists, administrators, negotiators, procurement analysts, and purchasing agents with a working knowledge of basic Government contracting practices (at least one year of experience), but not necessarily knowledgeable or experienced in using the SAP. This course should be taken by contracting personnel who received their basic training in contracting prior to the implementation of FASA and Clinger-Cohen and who have been assigned to a position requiring knowledge of simplified acquisition procedures.

CON 241 Information Technology Contracting [PDY]
Prerequisite: CON 104

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

CON 243 Architect-Engineer (A-E) Contracting [PGF]

This course is intended for military and civilian acquisition workforce members in the contracting career field who are assigned contracting responsibilities for A-E contracts. Whenever practical, students should attend prior to assuming duties in A-E contracting.

CON 244 Construction Contracting [PGG]

This course is intended for military and civilian acquisition workforce personnel in the contracting career field and others (e.g., professional engineers) who are assigned specific contract administration duties for construction contracts. Whenever practical, students should attend prior to assuming duties in construction 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 202 Multinational Program Management [PAJ]

This course 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 203 International Security and Technology Transfer/Control [PAK]

This course 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 Skills Course (ACAT III Programs) [BU8]

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

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 Specification Selection and Application [PGH]
(Previously PQM 104, Defense Specification User's Course [PAH])

This course should be taken by personnel who are involved in the setting of requirements and making standardization decisions, or those who use specifications and standards but are not actively involved in the development or management of requirements documentation.

PQM 202 Commercial and Nondevelopmental Item Acquisition [PAM]

This course is intended for personnel who are involved in the acquisition of commercial and nondevelopmental items. This includes personnel who locate and evaluate potential items, plan for support of items, who select and prepare requirements documents, and, who manage item test evaluations, and quality.

PQM 203 Preparation of Commercial Item Descriptions [PAN]

This course should be taken by personnel who prepare or review commercial item descriptions, and use market research techniques to identify commercial items.

PQM 212 Market Research [PGK]

This course is intended for personnel who gather and use market information to: conduct cost, schedule, performance trade-off analyses; to determine whether items and services are commercial; and to develop acquisition plans, requirements; and requirement documents, support plans, test plans, and evaluation factors.

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.

SAM 201 Intermediate Software Acquisition Management [JHC]

Prerequisite: SAM 101 (after April 1, 1998), 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.

SAM 301 Advanced Software Acquisition Management [BU9]

Prerequisite: SAM 201

This course is required for acquisition personnel 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 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.