DAU 2001

Defense Acquisition University Catalog

Key Phone Numbers and Internet Addresses

PHONE NUMBERS:

President ..... (703) 805-3360
DSN 655-3360
Fax ..... (703) 805-2639
Vice President ..... (703) 805-3360
Executive Officer ..... (703) 805-3360
Senior Enlisted Advisor ..... (703) 805-3169
Executive Institute ..... (703) 805-4857
Acquisition Education Training & Career Development ..... (703) 578-2772

Provost ..... (703) 805-2155
Administration and Services ..... (703) 805-2140
Strategic Planning Action Group ..... (703) 805-2289
Chief Information Officer ..... (703) 805-4594
Chief Financial Officer ..... (703) 805-4560
Campuses
DSMC, Fort Belvoir, VA
Commercial ..... (703) 805-5051
DSN 655-5051
Registrar ..... (703) 805-3003
Fort Lee, VA
Commercial ..... (804) 765-4253
DSN 539-4253
Registrar ..... (804) 765-4106
Wright Patterson Air Force Base, OH
Commercial ..... (937) 255-7777
DSN 785-7777
Registrar ..... (937) 255-7777, Ext. 3129
Norfolk, VA
Commercial ..... (757) 443-2347
DSN 646-2347
Registrar ..... (757) 443-2362
DAU Press ..... (703) 805-3056
DAU Home Page ..... http://www.dau.mil
DAU Registrar ..... (703) 805-3003
DSN 655-3003
(Toll-free number in U.S.) 1-888-284-4906
E-Mail Address ..... registrar@dau.mil

DEFENSE ACQUISITION UNIVERSITY 2001 CATALOG

Publisher: DAU Press
Director: Kelley Berta
Art Director: Greg Caruth
Editor: Kathryn Sondheimer
Assistant Editor: Debbie Gonzalez
Design: Greg Caruth, Paula Croisetiere,
and Kathryn Sondheimer
Cover: Paula Croisetiere
Desktop Publishing/Production: Kathryn Sondheimer
Lead Photographer: Richard Mattox
Digital Photographer: Eduard Boyd
Photographic Enhancement: Kathryn Sondheimer

Photos do not necessarily depict a specific course or region where they appear. Some photos are digitally improved.

The *Defense Acquisition University 2001 Catalog* is published by the Defense Acquisition University Press, Administration and Services, 9820 Belvoir Road, Fort Belvoir, VA 22060-5565.

This Catalog is available in digital format on the DAU Home Page at http://www.dau.mil.

Contents

Chapter 1 The Defense Acquisition University (DAU) 1

The Defense Acquisition University 3
DoD/DAU Leadership 4

Chapter 2 Administrative Information 9

Administrative Information 11
- Course Information 11
- Acquisition Workforce and Acquisition Corps Education Standards 12
- Student Information 13
- Course Registration and Quota Allocation 14

Chapter 3 Career Field Descriptions 17

Career Field Descriptions 19
- Acquisition Logistics 19
- Auditing 19
- Business, Cost Estimating, and Financial Management 19
- Contracting 19
- Industrial and/or Contract Property Management 20
- Information Technology 20
- Manufacturing and Production 20
- Program Management 21
- Purchasing 21
- Systems Planning, Research, Development and Engineering 21
- Test and Evaluation 21

DAU Program Directors Team 22

Chapter 4 Course Descriptions 23

Course Descriptions 25
- Mandatory Courses 25
- Assignment-specific Courses 25
- Some Acronyms Used in This Chapter 25
- ACQ 101 Fundamentals of Systems Acquisition Management 26
- ACQ 201 Intermediate Systems Acquisition 26
- ACQ 401 Senior Acquisition Course 27
- ACQ 402 Executive Management Course 27
- ACQ 403 Defense Acquisition Executive Overview Workshop 28
- ACQ 404 Systems Acquisition Management Course for General/Flag Officers 28
- ACQ 405 Executive Refresher Course 29

AUD 1130	Technical Indoctrination	29
AUD 1320	Intermediate Contract Auditing	30
AUD 4120	Statistical Sampling	30
AUD 4230	Graphic, Computational, and Improvement Curve Analysis Techniques	31
AUD 8560	Defense Contract Audit Agency Supervisory Skills Workshop	31
BCF 101	Fundamentals of Cost Analysis	32
BCF 102	Fundamentals of Earned Value Management	32
BCF 103	Fundamentals of Business Financial Management	33
BCF 203	Intermediate Earned Value Management	33
BCF 204	Intermediate Cost Analysis	34
BCF 205	Contractor Finance for Acquisition Managers	34
BCF 206	Cost Risk Analysis	35
BCF 207	Economic Analysis	35
BCF 208	Software Cost Estimating	36
BCF 209	Selected Acquisition Report	36
BCF 211	Acquisition Business Management	37
BCF 301	Business, Cost Estimating, and Financial Management Workshop	37
BCF 802	Selected Acquisition Report Review	38
CAR 805	Contemporary Approaches to Acquisition Reform	38
CON 101	Basics of Contracting	39
CON 104	Principles of Contract Pricing	39
CON 202	Intermediate Contracting	40
CON 204	Intermediate Contract Pricing	40
CON 210	Government Contract Law	41
CON 232	Overhead Management of Defense Contracts	41
CON 233	Cost Accounting Standards Workshop	42
CON 234	Contingency Contracting	42
CON 235	Advanced Contract Pricing	43
CON 236	Contractual Aspects of Value Engineering	43
CON 237	Simplified Acquisition Procedures	44
CON 243	Architect-Engineer Contracting	44
CON 244	Construction Contracting	45
CON 301	Executive Contracting	45
CON 333	Management for Contracting Supervisors	46
GRT 201	Grants and Agreements Management	46
IND 101	Contract Property Administration Fundamentals	47
IND 102	Contract Property Disposition	47
IND 103	Contract Property Systems Analysis	48
IND 201	Intermediate Contract Property Administration	48
IND 202	Contract Property Management Seminar	49
IRM 101	Basic Information Systems Acquisition	49
IRM 201	Intermediate Information Systems Acquisition	50
IRM 303	Advanced Information Systems Acquisition	50
LAW 801	Acquisition Law	51
LOG 101	Acquisition Logistics Fundamentals	51
LOG 201	Intermediate Acquisition Logistics	52
LOG 203	Reliability and Maintainability	52
LOG 204	Configuration Management	53
LOG 205	Provisioning	53

Chapter 4 Course Descriptions (continued)

LOG 304 Executive Acquisition Logistics Management 54
PMT 202 Multinational Program Management 54
PMT 203 International Security and Technology Transfer/Control 55
PMT 250 Program Management Tools 55
PMT 302 Advanced Program Management Course 56
PMT 303 Executive Program Manager's Course 56
PMT 304 Advanced International Management Workshop 57
PMT 305 Program Manager's Skills (ACAT III Programs) 57
PQM 101 Production, Quality and Manufacturing Fundamentals 58
PQM 103 Defense Specification Management 58
PQM 104 Specification Selection and Application 59
PQM 201 Intermediate Production, Quality and Manufacturing 59
PQM 202 Commercial and Nondevelopmental Item Acquisition 60
PQM 203 Preparation of Commercial Item Descriptions 60
PQM 212 Market Research 61
PQM 301 Advanced Production, Quality and Manufacturing 61
SAM 101 Basic Software Acquisition Management 62
SAM 201 Intermediate Software Acquisition Management 62
SAM 301 Advanced Software Acquisition Management 63
SYS 201 Intermediate Systems Planning, Research, Development and Engineering 63
SYS 301 Advanced Systems Planning, Research, Development and Engineering 64
TST 101 Introduction to Acquisition Workforce Test and Evaluation 64
TST 202 Intermediate Test and Evaluation 65
TST 301 Advanced Test and Evaluation 65
Course Predecessors 66

Appendices 69

Appendix A DAU Campuses 71

DAU – Defense Systems Management College (DSMC), Fort Belvoir, Virginia 72
DAU – Fort Lee, Virginia 73
DAU – Norfolk Naval Station, Virginia 74
DAU – Wright-Patterson Air Force Base, Ohio 75
DAU Organization Chart 76

Appendix B Certification Standards Checklists 77

Appendix C Assignment-specific Training 93

Appendix D DoD School Equivalencies 99

Appendix E College Program Equivalencies 101

Appendix F Continuing Education Units 103

Appendix G Meeting Acquisition Corps Education Standards 109

DEFENSE ACQUISITION UNIVERSITY
9820 BELVOIR ROAD
FORT BELVOIR, VIRGINIA 22060-5565

MESSAGE FROM THE PRESIDENT

The challenge to the faculty and staff of DAU is simple — prepare the Workforce to make smart business decisions. The products and services we provide the acquisition community are an investment, and the return must be visible and valuable to all our customers and stakeholders.

DAU must continue to produce a highly skilled and innovative Workforce by adapting our curriculum to meet new requirements. We must lead in producing strategies that help revolutionize the way we do business. During the past year, we have been very busy revamping our internal processes to improve our training and educational products and services.

The challenge for DAU is to smartly adapt to the changing and growing needs of the acquisition community. We must provide the energy and creativity necessary to turn education into practice using business skills that support Defense operational needs. We must provide effective and efficient acquisition education, training, research, and direct job performance support through consulting and just-in-time, targeted training. In the future, we must become an exemplary corporate university, recognized inside and outside DoD. We must lead in areas, such as knowledge management, e-learning, and problem-based learning. Our overarching goal is to facilitate the development of an Acquisition Workforce capable of responding to the most complex acquisition challenges.

As active participants in acquisition research, consultants for ongoing acquisition programs, and policy developers, we must help streamline DoD processes and incorporate new concepts and technologies. We must also partner with other academic activities that support the career development of DoD professionals. To this end, we have established a strategic alliance initiative with external partners — colleges, corporate universities, and industry. This initiative is expanding our ability to quickly incorporate best practices and ideas from the private sector and field acquisition organizations into our courses and educational products. Additionally, we have significantly expanded our use of e-learning to reduce the time acquisition students will spend away from their jobs and families.

We will build on our past successes and incorporate the advice and guidance of our many partners. We will:

- provide our stakeholders and customers what they need, when and where they need it;
- operate as a premier learning enterprise;
- advance excellence in acquisition business practices;
- employ knowledge management to enhance learning and productivity; and
- provide our stakeholders and customers with a preeminent faculty and staff.

DAU is committed to these endeavors; and we have established a planning system that will allow us to survey our present environment, both internal and external, and present scenarios concerning our future. This continuous feedback and tracking system will help us achieve our established goals.

Additionally, we are doing a better job of listening and responding to you. We solicit your feedback and constructive criticism. Your ideas and thoughts are important to us! To be successful, we must establish a collaborative implementation process that involves all of our stakeholders. With your help, we will successfully position the Defense Acquisition University community to provide the right training solutions when and where they are needed.

Sincerely,

Frank J. Anderson, Jr.
President
Defense Acquisition University

DAU Vision

The acquisition community's learning
resource of choice!

DAU Corporate Goals

Provide our stakeholders and customers with what they need,
when and where they need it

•

Operate a premier learning enterprise

•

Advance excellence in acquisition business practices

•

Employ knowledge management to enhance learning and productivity

•

Provide our stakeholders and customers with a preeminent faculty and staff

Chapter 1

The Defense Acquisition University (DAU)

The Defense Acquisition University

DoD/DAU Leadership

The Defense Acquisition University

The Defense Acquisition University (DAU) provides mandatory, assignment-specific, and continuing education courses for military and civilian acquisition personnel within the Department of Defense. Its mission is to provide the acquisition community with the right learning products and services to make smart business decisions. Authorized by 10 U.S.C. 1746 and chartered by DoD Directive 5000.57, the DAU was established on August 1, 1992.

The DAU coordinates acquisition education and training programs to meet the training requirements of more than 140,000 DoD acquisition personnel. As the DoD corporate university for acquisition education, the DAU sponsors 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.

Each DoD acquisition functional area is represented by a Functional Integrated Product Team (FIPT), comprised of senior-level acquisition officials of the DoD components and led by Functional Advisors. These teams advise the Under Secretary of Defense (Acquisition, Technology, and Logistics) (USD(AT&L)) on career development issues and recommend mandatory training, education, and experience required for their respective functional areas. DAU Program Directors work in conjunction with the FIPTs 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 Deputy Under Secretary of Defense for Acquisition Reform (DUSD(AR)). A Board of Visitors, individuals selected for their preeminence in academia, business, and industry, advises the President and the DUSD(AR) on matters such as organizational management, curricula, methods of instruction, and facilities. The Executive Institute consists of members from the Services and defense industry, an International Chair, and Visiting Professors, who provide advice and counsel to faculty, staff, and students in their respective areas of expertise. The Service Chairs also act as liaisons between the Services and the University.

The DAU Executive Board advises the USD(AT&L) on Defense Acquisition Workforce Improvement Act (DAWIA) implementation in the career development of the AT&L Workforce. The Director, Acquisition Education, Training and Career Development (AET&CD) develops policy for the implementation of the DAWIA through the DAU.

In addition to providing curriculum-based training, both in the classroom and via the Internet, the DAU fosters professional development through publications, symposia, research and consulting in areas related to the acquisition functions.

DoD/DAU Leadership

DAU Executive Board

Ms. Donna Richbourg,
Chairperson
Principal Assistant
DUSD(AR)

Vacant

Deputy Under Secretary
of Defense (Acquisition
Reform)

Mr. Frank J. Anderson, Jr.
President, Defense
Acquisition University

COL James R. Moran, USA
Vice President, Defense
Acquisition University,
and Commandant, DSMC

Mr. Ed Elgart
Acting Deputy Assistant
Secretary of the Army
(Procurement)

Mr. William Hauenstein
Director of Acquisition
Career Management
(Department of the Navy)

Ms. Darleen Druyun,
Principal Deputy Assistant
Secretary of the Air Force
(Acq. and Mgmt.)

RADM Raymond A.
Archer, USN
Vice Director, Defense
Logistics Agency

Dr. Diane Disney
Deputy Assistant Secretary
of Defense (Civilian
Personnel Policy)

Dr. Jerome Smith
DoD Chancellor for
Education and
Professional Development

Dr. J. Ronald Fox
Consultant
DAU Board of Visitors
Member

Mr. Eric M. Levi
Consultant
DAU Board of Visitors
Member

DAU Board of Visitors

Dr. J. Ronald Fox
Chairperson
Professor Emeritus,
Harvard Business School

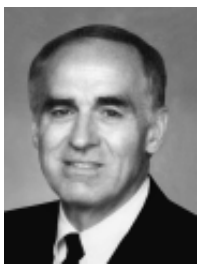
Mr. Charles E. Adolph
Senior VP, SAIC

Mr. R. Stephen Ayers
Senior VP for Contracts &
Procurement, SAIC

Dr. Lionel V. Baldwin
President, National
Technological University

Mr. Peter DeMayo
Consultant

Lt Gen Thomas R.
Ferguson, Jr., USAF (Ret)
Senior Partner, Dayton
Aerospace Associates, Inc.



Mr. James M. Gallagher
President, The Dayton
Group

Dr. Wendell M. Holloway
VP, Government Relations,
Suburban Hospital Health
Care System, Inc.

Mr. Eric M. Levi
Consultant

Mr. Robert J. Murray
President, Center for
Naval Analysis

Ms. Karen Wilson
VP, Government Business
and Finance, Honeywell
International

DAU Leadership Team

Mr. Frank J. Anderson, Jr.
President, Defense
Acquisition University

COL James R. Moran, USA
Vice President, Defense
Acquisition University,
and Commandant, DSMC

Headquarters Division Directors

Mr. Richard Reed
Provost

COL Joseph Johnson, USA
Director, Administration
and Services

Mr. Andrew A. Zaleski II
Director, Strategic
Planning Action Group

Dr. Craig Lush
Chief Information Officer

Mr. William Erie
Director, Commercial
Business Environment
Initiatives

Campus Deans

Photo
Not
Available

Mr. Joe Wargo
Chief Financial Officer

Mr. Tim Shannon
Dean
DSMC, Fort Belvoir, VA

Dr. John Matherne
Dean
Fort Lee, VA

Mr. Richard Graham
Dean
Norfolk, VA

Dr. Richard Murphy
Dean
WPAFB, OH

Regional Directors

Mr. Rich Stillman
Director
Boston, MA
Regional Training Site

Vacant

Director
Fort Monmouth, NJ
Regional Training Site

Mr. Joe Schmoll
Director
Huntsville, AL
Regional Training Site

Brig Gen Robert Tate,
USAF (Ret)
Director
Los Angeles, CA
Regional Training Site

Ms. Judy Ward
Director
Norfolk, VA
Education and Training
Center

Mr. Steve Gillespie
Director
Patuxent River, MD
Regional Training Site

Dr. Greg Kailian
Director
Port Hueneme, CA
Education and Training
Center

Mr. Bob Krush
Director
Rock Island, IL
Education and Training
Center

Mr. Walt Keays
Director
San Diego, CA
Regional Training Site

Executive Institute Chairpersons

Ms. Joann Langston
Army Chair

RADM Mike Sullivan,
USN (Ret)
Navy Chair

Mr. B. A. "Tony" Kausal
Air Force Chair

Mr. Frank Swofford
Industry Chair

Dr. Gertrud Humily
International Chair

AET&CD Director

Mr. Keith Charles
Director, Acquisition Education, Training & Career Development

Functional Advisors

LOGISTICS

Mr. Allen W. Beckett
Principal Assistant Deputy Under Secretary of Defense (Logistics and Readiness)

INFORMATION TECHNOLOGY

Mr. William A. Curtis
Director, Investment and Acquisition, Office of the Deputy Chief Information Officer, OASD(C3I)

SCIENCE & TECHNOLOGY

Dr. Delores M. Etter
Director, Defense Research and Engineering, ODUSD(S&T)

TECHNICAL MANAGEMENT

Dr. Vitalij Garber
Director, Interoperability, OUSD(AT&L)

PROCUREMENT & CONTRACTING

Ms. Deidre A. Lee
Director of Defense Procurement, OUSD(AT&L)

AUDITING

Mr. William H. Reed
Director, Defense Contract Audit Agency

BUSINESS, COST ESTIMATING, & FINANCIAL MANAGEMENT

Dr. Nancy L. Spruill
Director, Acquisition Resources and Analysis, OUSD(AT&L)

ACQUISITION MANAGEMENT

Ms. Christine E. Stelloh-Garner
DPEO, Air ASW Assault & Special Mission Programs, Asst SECNAV (RD&A)

Chapter 2

Administrative Information

Course Information

Acquisition Workforce and Acquisition Corps Education Standards

Student Information

Course Registration and Quota Allocation

Administrative Information

Course Information

DAU COURSES

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; 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. Using this Catalog, DoD Acquisition Workforce personnel can identify the 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, and for Level II, ACQ 201, Intermediate Systems Acquisition. 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
Information Technology
Manufacturing, Production, and Quality Assurance
Program Management
Systems Planning, Research, Development and Engineering
Test and Evaluation

Course Types

Certification courses are identified in Appendix B of this Catalog, which provides concise checklists of the education, experience, and training standards established for certification in 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, the focus is on 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 C 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 4. Details of course length, prerequisites, method of delivery, and Personnel Data System (PDS) codes are included in these course descriptions.

DAU-sponsored courses provide the opportunity for Acquisition Workforce members, 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 2-year

period. In addition, many professional organizations and associations have continuing education requirements for their members. Appendix F presents a listing of continuing education units (CEUs) associated with 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 campuses) 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 Internet.

Course offerings, schedules, and the location of courses are published separately in the DAU Course Schedule, which is posted on the DAU Website at http://www.dau.mil.

Online Courses

DAU currently offers several courses via the World Wide Web, at https://dau.fedworld.gov. Some of these courses are taught entirely and exclusively online and others involve an online portion followed by classroom instruction. To complete an online course, the student must have access to a computer with the following capabilities:

- World Wide Web connection;
- any web browser that supports Javascript; and
- a monitor that supports a resolution of at least 800x600.

Some online courses have further specific computer requirements, which are explained on the DAU Home Page at http://www.dau.mil. Students should ensure the computer they will use for instruction meets these requirements before enrolling in an online course.

COURSE EQUIVALENCIES AND ALTERNATIVES

Course Predecessors

Many DAU courses were developed from existing component courses, some of which are sufficiently similar to meet the requirement to attend the DAU course. Course predecessors for each DAU course are listed at the end of Chapter 4, Course Descriptions.

Equivalent Courses

Appendix D of this Catalog lists DoD schools that offer courses certified to be equivalent to DAU courses. Colleges listed in Appendix E also offer courses that meet DAU course requirements.

Fulfillment

Pursuant to Section 8147 of Public Law 105-262 (FY 1999 Defense Appropriations Act) of October 17, 1998, ADS 97-03-GD (January 1997), "Acquisition Career Management Mandatory Course Fulfillment and Competency Standards" were reinstated as ADS 99-03-GD. The fulfillment program enables members of the Acquisition Workforce to receive credit for mandatory DAU courses for which they are able to demonstrate competency through experience, education, and/or alternative training. Information on the program, including policy, procedures, DD Form 2518, and the course competencies, is available on the DAU Website at http://www.dau.mil.

ACQUISITION WORKFORCE AND ACQUISITION CORPS EDUCATION STANDARDS

The Defense Acquisition Workforce Improvement Act (Public Law 101-510, 1990), as amended, requires that DoD employees must meet certain educational standards. These standards apply to new employees in the GS-1102 occupational series and to those applying to the

Acquisition Corps or seeking a contracting officer's warrant above the small purchase threshold. See DoD 5000.52-M, "Acquisition Career Development Program," for additional information concerning these educational standards.

Employees may meet credit-hour standards by passing college course equivalency examinations, which 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 G of this Catalog. Employees also may apply certain DAU courses to meet the educational requirements.

Student Information

REPORTING AND REGISTRATION

Once a student has been accepted for admission into a DAU course, the campus registrar of the school sponsoring the course will provide the student with specific reporting instructions and information on housing, meals, campus facilities, and appropriate classroom attire.

TRAVEL, PER DIEM, AND REIMBURSEMENT

Each Service Acquisition Career Management Office or parent organization funds student travel expenses and per diem based on Service- or agency-specific policy. Funding of other entitlements, such as rental cars, varies. Students should consult their Acquisition Career Management Office for policy and guidance on student travel funding entitlements, funding eligibility, certification and accountability of funds, processing of travel orders, and reimbursement. Internet websites and contact information are provided later in this chapter. The student's local finance and accounting office can provide the student a determination of the amount of travel and per diem allowed and method of accounting for expenses; however, certification of travel orders may need to be submitted to a Service-designated central location for certification of funds.

It is very important that students arrive with a government credit card to pay for all legitimate travel-related expenses or, if needed, draw cash advances in lieu of receiving advance per diem payments. The University's campuses cannot process travel claims or provide advance per diem payments. If questions arise concerning use of the government credit card, students should arrive knowing the name and telephone number of the government credit card program coordinator for their Service or organization.

ATTENDANCE POLICY

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 manager, lead instructor, or designated representative. Cumulative absences that exceed 5 percent of contact time may be grounds for removal from the course and receipt of an "incomplete" grade. Remediation to make up any missed instruction is at the discretion of the course manager.

DAU follows established DoD and Office of Personnel Management (OPM) guidance for civilians and Service regulations for military personnel concerning various categories of leave.

CANCELLATIONS

If circumstances dictate cancelling course attendance after students receive notification of acceptance, they should follow the procedures set forth by their respective Service or agency as outlined in this chapter. Students should also report cancellations occurring within 5 working days prior to the class start date to the appropriate DAU Campus Registrar's Office. This will afford a substitute student the opportunity to attend the course.

HANDICAPPED ACCOMMODATIONS

Students with disabilities who are scheduled to attend DAU classes should notify their local training office and the DAU Registrar as soon as possible prior to the starting date of the class to ensure appropriate accommodations are made.

Course Registration and Quota Allocation

Acquisition Workforce employees and their supervisors may prepare career development training plans using the requirements provided in Appendices B and C and course descriptions in Chapter 4. Appendix B identifies courses that are required for certification by career field and certification level, and Appendix C lists courses necessary 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.

The DAU uses the Army Training Requirements and Resources System (ATRRS) to maintain course schedules, allocate quotas, manage class registration, 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 ATRRS is used by the DAU campus registrars to provide reporting instructions and general student information packets to registered students.

The student's command or organization will notify the student of registration for training. For resident classes, the appropriate DAU campus registrar will provide reporting instructions with class start and end dates and times, building and room numbers, etc. The student's organization should provide this information if it is an on-site class. In case of late entries or nonreceipt of reporting instructions, basic reporting instructions are provided in ATRRS for most schools. Once registered, students who have not received reporting instructions 15 days prior to the class start date should contact the appropriate DAU campus registrar for assistance.

ARMY PERSONNEL

COMM: (703) 604-7107
DSN: 664-7107
FAX: (703) 604-8178

24-hour information response system:
(800) 808-6467

DACM Website:
http://dacm.sarda.army.mil

IDP Website:
https://rda.rdaisa.army.mil/idp/idpprod/newidpstart.htm

AITAS Website:
https://www.atrrs.army.mil/channels/aitas

Army Acquisition Mandatory Training Website:
http://www.sarda.army.mil/rdaisa/atrrs/aaedau.htm

Army Acquisition Workforce (AAW) civilian and military personnel desiring DAU training (including online courses) must have those courses annotated and approved on their automated Individual Development Plan (IDP). Upon the supervisor's approval of a course, individuals may submit applications from the IDP or by accessing the ATRRS Internet Training Application System (AITAS). AAW personnel requiring assistance with the IDP/AITAS should contact one of the appropriate POCs listed at the DACM Website under "Contacts." The Research, Development, and Acquisition Information Systems Activity (RDAISA) is responsible for processing all applications, registering students for training, and issuing funding for travel and per diem.

Non-Acquisition Workforce personnel may submit applications for DAU training by going directly to AITAS.

Class schedule information can be found at the IDP, AITAS, or Army Acquisition Mandatory Training websites. Individuals/organizations should monitor closely the availability of on-site class offerings to minimize expenses associated with class attendance in resident mode. Student cancellations or substitutions should be limited to only extreme emergencies and must be submitted through the AITAS.

Military personnel enroute to a new duty station or an acquisition position should contact their assignment officer for assistance in obtaining DAU training. Assignment officer's contact information can be found at http://www.perscom.army.mil/OPfam51/ambmain.htm.

Workforce members can obtain a copy of the current training schedule and information on rental car authorization, travel advances, travel orders, lodging, training, and policies from the 24-hour-a-day telephone information response system at (800) 808-6467.

NAVY PERSONNEL

COMM: (717) 605-6485
DSN: 430-6485
FAX: (717) 605-2295

DACM Website:
http://dacm.secnav.navy.mil

Register-NOW Website:
http://www.register-now.cms.navy.mil

Department of the Navy (DON) civilian and military personnel (regardless of duty station) must submit applications for acquisition courses using Register-Now, the DON electronic registration system at http://www.register-now.cms.navy.mil.

Upon supervisory approval, applications are forwarded to the DON Registrar at the Career Management Site (CMS) in Mechanicsburg, PA. The CMS processes all approved applications based on student priority and seat availability. Students who cannot be registered in their requested offering will be notified by the registrar and may reapply for an alternate date. These actions are performed electronically, and the student is notified by e-mail as each step of the process is completed.

DON students who must travel to attend mandatory training may also request their funding via Register-Now. Travelers should log on approximately 30 days prior to the start date of their training and complete a Travel Requirements Worksheet. CMS will process the worksheet and forward student travel orders via e-mail not later than 2 weeks prior to the class start date.

Students who are unable to attend training as scheduled due to unforeseen circumstances must log onto Register-Now and follow the instructions to cancel their registration. The supervisor of record will be notified of the cancellation via e-mail. To reschedule training, students must reapply using the procedures above.

For additional information concerning course registration, DON students should contact their local acquisition training representative. Names and contact information are available by selecting "Acquisition Workforce POCs" on the "Help" menu on Register-Now. If further assistance is needed, phone and fax numbers and e-mail addresses for CMS personnel are available by selecting "Contact Navy Registrar" or "Contact Navy Travel Manager."

AIR FORCE PERSONNEL

COMM: (210) 652-6580
DSN: 487-6580
FAX: (210) 652-8842/-6560

E-mail:
afato@afpc.randolph.af.mil

DACM Website:
http://www.safaq.hq.af.mil/acq_workf

Air Force Acquisition Workforce personnel requiring 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.

Current class schedules, rosters, vacancies, a list of training representatives, and other useful information regarding acquisition career management is available at the Air Force DACM Website.

ACQUISITION PERSONNEL IN OTHER DoD COMPONENTS

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

E-mail:
ctaylor@doddacm.com

DACM Website:
http://www.doddacm.com/acmp

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 training. Supervisors of military members may need to coordinate with both the acquisition training officials in the Component and with the member's Military Department, which is responsible 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).

ALLIED PERSONNEL

COMM: (757) 788-3255
DSN: 680-3255
FAX: (757) 727-4142

E-mail:
arlene.anderson@monroe.army.mil

Allied personnel requesting DAU training must go through the Security Assistance Training Field Activity (SATFA) (Commander, U.S. Army Training and Doctrine Command, Security Assistance Training Field Activity, ATTN: ATFA-RQ (Arlene Anderson), 173 Bernard Road, Bldg. 143, Fort Monroe, VA 23651-1003). SATFA is the executive agency responsible for scheduling formal training for foreign students at all U.S. Government agencies. The SATFA will coordinate with DAU for quotas, determine the appropriate category for cost reimbursement (e.g., IMET, FMS, etc.), ensure that the student meets the course eligibility criteria, and determine that the student's English comprehension is adequate for effective participation.

INDUSTRY/ NON-DoD PERSONNEL

COMM: (703) 805-4498
DSN: 655-4498
FAX: (703) 805-3709/3983

E-mail:
mccormick_arthur@dau.mil

Defense industry and non-DoD Federal employees requesting DAU training may go to http://www.dsmc.dsm.mil/registrar/industry_applic.htm and complete the online application. Enrollment is on a "first come, first served" basis. Students may be added to a waiting list for courses in high demand. Travel and lodging costs are the responsibility of the requesting person or organization.

Chapter 3

Career Field Descriptions

Acquisition Logistics

Auditing

Business, Cost Estimating, and Financial Management

Contracting

Industrial and/or Contract Property Management

Information Technology

Manufacturing and Production

Program Management

Purchasing

Systems Planning, Research, Development and Engineering

Test and Evaluation

Program Directors Team

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
- Contracting
- Industrial and/or Contract Property Management
- Information Technology (formerly Communications-Computer Systems)
- Manufacturing and Production
- Program Management
- Purchasing
- Systems 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 Regulation 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, administrations, 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. Some reasons for audits include: 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 encompasses all aspects of business financial management. It includes cost analysis, financial planning, formulating financial programs and budgets, budget analysis and execution, and earned value management. As an advisor to commanders, PEOs, program managers, or other acquisition decision makers, individuals of this career field are responsible for business financial management of defense acquisition programs in direct support of the defense acquisition process.

Contracting

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; solicitation and selection of sources; preparation, negotiation, and award of contracts; all phases

of contract administration; and termination or close out of contracts. Employees are 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

This 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 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 Federal Acquisition Regulation (FAR) and Defense FAR Supplement (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 DFARS requirements.

Information Technology

This career field (formerly the "Communications-Computer Systems" career field) includes computer scientists, information technology management specialists, computer engineers, telecommunications managers, etc., who directly support the acquisition of information technology. This may include hardware, software, or firmware products used to create, record, produce, store, retrieve, process, transmit, disseminate, present, or display data or information. The employee identifies requirements; writes and/or reviews specifications; identifies costs; obtains resources (manpower, funding, and training); and tests, evaluates, plans, obtains, and manages life cycle development and support (operations, maintenance, and replacement).

Manufacturing and Production

Acquisition-related manufacturing and production duties vary greatly in managerial, administrative and technical content; but they usually involve program management or monitoring the manufacturing and production efforts of 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 and conformance and fitness for

use; integrates quality plans into the system engineering process; and develops policies, procedures, test provisions, and quality requirements in specifications, standards, and solicitations. Using design reviews, functional and configuration audits, production readiness reviews, and milestone reviews, the specialist evaluates quality assurance during acquisition.

Program Management

Acquisition professionals in the Program Management career field are concerned with all of the functions of a Program Management Office (PMO) or a Program Executive Office (PEO). Program management professionals are found serving in a wide range of PMO and PEO positions, from program integrators and analysts to program managers and PEOs, their deputies, and in a number of support and management positions throughout the Workforce. The fundamental responsibilities of the Program Management careerist are to balance the many factors that influence cost, schedule, and performance, to interpret and tailor the DoD 5000 series regulations, and to ensure that high quality, affordable, supportable, and effective defense systems are delivered to the warfighter as quickly as possible.

Purchasing

Individuals in the purchasing career field are typically purchasing agents or supervisory purchasing agents. This function requires the individuals 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.

Systems Planning, Research, Development and Engineering

Personnel in this field are usually engineers and scientists, performing systems planning, research and development, and/or other engineering tasks. These individuals, who directly support acquisition programs, projects, or activities, may include managers or technical

specialists in engineering, chemistry, physics, operations research, mathematics, and computer science fields. 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. The field includes managers and technical specialists in engineering, physics, operations research, mathematics, and computer science fields. They 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 the data; and write reports of the findings.

DAU Program Directors Team

Mr. Chuck Cochrane
Acquisition Management
(AM)

Maj Garry Shafovaloff, USAF
Contracting Business Management
(CBM)

Mr. Jim Childress
Systems Engineering/Test and Evaluation
(SE/TE)

Mr. Bill Burnham
Cost Estimating
(CE)

Mr. Steve Nelson
Production, Quality, and Manufacturing
(PQM)

Mr. Richard Reed
Provost
Team Leader

Mr. Joel Brown
Contracting
(CON)

Dr. Bob Burnes
Program Management
(PM)

Ms. Sharon Richardson
Financial Management
(FM)

Mr. John Cibula
Logistics
(LOG)

Mr. George Prosnik
Information Technology
(IT)

Dr. Douglas Goetz
Industrial Property
(IP)

Chapter 4

Course Descriptions

Mandatory Courses

Assignment-specific Courses

Some Acronyms Used In This Chapter

Course Descriptions

Course Predecessors

WILLEY

Course Descriptions

Mandatory Courses

The Defense Acquisition University (DAU) has designated certain courses as mandatory. They meet all or part of the training requirements for certification in various career fields within each Service's Acquisition Workforce at Levels I, II, or III. The primary authority for these courses is the Defense Acquisition Workforce Improvement Act, implemented by Department of Defense Directive (DoDD) 5000.52 and DoD 5000.52-M. Appendix B of this Catalog lists detailed mandatory requirements for certification in all career fields. The Directors of Acquisition Career Management (DACMs) for each Service and for DoD agencies manage attendance at these courses. Normally, the DACMs give priority to Acquisition, Technology, and Logistics Workforce members who are pursuing certification in an acquisition career field. It is also recommended that students meet appropriate certification-level requirements. For example, attendance at a Level III course presumes the student meets all requirements for, and is certified at, Level II in that career field.

Assignment-specific Courses

Assignment-specific courses are required to qualify for specific assignments or billets rather than for certification in a career field. Appendix C of this Catalog contains further details on assignment-specific courses. The Service or agency DACM can confirm whether the applicant's position justifies this type of training. DAU, working through the Service or agency, will fund TDY expenses if the Service or agency DACM validates the requirement for assignment-specific course attendance.

Other courses included in this chapter are designed to enhance the job skills of Acquisition Workforce members and to keep them current with the very latest legislation, policies, and procedures necessary to successfully perform their duties. These courses may also be used to meet the continuous learning requirements established for Defense Acquisition Workforce members.

This chapter provides a description of all mandatory, desired, assignment-specific, and continuing education courses. The description for each course includes the training objectives and prerequisites; the recommended experience/education levels for students; and the course length, method of delivery, and assigned Personnel Data System (PDS) code. For updates to these course descriptions during the training year, consult the online catalog at http://www.dau.mil.

Some Acronyms Used in This Chapter

AIS – Automated Information System
BCEFM – Business, Cost Estimating, and Financial Management
C3I – Command, Control, Communications, and Intelligence
CAIV – Cost As an Independent Variable
COTS – Commercial Off-The-Shelf
CPR – Cost Performance Report
DAR – Defense Acquisition Regulation
DAWIA – Defense Acquisition Workforce Improvement Act
DBOF – Defense Business Operations Fund
DCAA – Defense Contract Audit Agency
DCAI – Defense Contract Audit Institute
DODIG – DoD Inspector General
DWCF – Defense Working Capital Fund
EVM – Earned Value Management
GAO – General Accounting Office
IBR – Integrated Baseline Review
ICAF – Industrial College of the Armed Forces
IS/IT – Information Systems/Information Technology
IEEE/EIA – Institute of Electrical and Electronic Engineers/Electronic Industries Alliance
MCCR – Mission Critical Computer Resources
OFPP – Office of Federal Procurement Policy
OSCR – Operations and Support Cost Reduction
PPBS – Planning, Programming, and Budgeting System (DoD)
RFP – Request for Proposal
SBA – Small Business Administration
VE – Value Engineering
VECP – Value Engineering Change Proposal

ACQ 101

Fundamentals of Systems Acquisition Management

This course provides a broad overview of the DoD systems acquisition process, covering all phases of acquisition. It introduces the requirements generation and resource allocation processes, the DoD 5000 documents governing the defense acquisition process, and current issues in system acquisition management. Designed for individuals who have little or no experience in DoD acquisition management, ACQ 101 has proven very useful to personnel in headquarters, program management, and functional or support offices.

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

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

Who Should Attend: This course is for military officers, O-1 through O-3, and DoD civilians, GS-5 through GS-9.

Prerequisite: None

Length: This is a nonresident, self-paced course available on the Internet. Students must complete the course within 60 calendar days of the start date.

Method of Delivery: PC

PDS Code: BU5

ACQ 201

Intermediate Systems Acquisition

Providing a comprehensive and integrated view of the DoD systems acquisition management process, ACQ 201 covers the managerial, technical, and business aspects of defense acquisition.

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; and
- accept empowerment necessary to implement the concept of integrated product and process development.

Who Should Attend: This course is for military officers, O-3 and above; civilians, GS-9 and above; and industry equivalents who are Level I certified acquisition management journeymen with significant experience in a particular career field. The target student has 2 to 4 years of acquisition experience.

Prerequisite: ACQ 101

Note: For contracting personnel, the prerequisites are ACQ 101 (within 1 year of assignment to a major defense acquisition program) or contracting Level II certification. 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 for those who devote at least 50 percent of their time to a major acquisition program.

Length: 14 class days

Method of Delivery: Resident/On-site
(On April 1, 2001, this course is scheduled to be delivered as a combination of Internet and classroom instruction.)

PDS Code: JHA

ACQ 401
Senior Acquisition Course

A preeminent course for members of the Acquisition Corps, ACQ 401 is designed to prepare selected military officers and civilians for senior leadership and staff positions throughout the acquisition community.

Objectives: Students who successfully complete this course are awarded a masters of science degree in National Resource Strategy. The Senior Acquisition Course consists of the entire 10-month Industrial College of the Armed Forces (ICAF) curriculum. The curriculum is enhanced for designated acquisition students through four major elements:

- the core curriculum;
- mandatory acquisition policy advanced studies;
- advanced studies electives; and
- research.

Who Should Attend: Students are selected by their respective Services or agencies. Military officers are selected as part of the Senior Service School Selection Process and designated by the Directors of Acquisition Career Management.

Prerequisite: None

Length: 10 months

Method of Delivery: Resident

PDS Code: ABW

ACQ 402
Executive Management Course

For individuals who are not graduates of PMT 301 or PMT 302, this 3-week course serves senior managers who interface with, or otherwise need to understand, the defense systems acquisition process. Participants explore better ways to support, guide, and oversee acquisition programs through case studies and examples; faculty discussion; and guest speakers from the DoD community and the defense industry.

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

- recognize what issues are important in defense systems acquisition at the executive level; and
- understand why these particular issues are important from a macro perspective.

Who Should Attend: This course is open to military officers and civilians, O-6/GM-15, who are working in positions requiring an understanding and working knowledge of DoD systems acquisition. Additionally, participants of equivalent rank from the defense industry, other Federal agencies, and allied nations are admitted on a space-available basis.

Prerequisite: None

Length: 15 class days

Method of Delivery: Resident

PDS Code: AD2

ACQ 403

Defense Acquisition Executive Overview Workshop

This innovative course provides flag officers and SES civilians with an executive-level understanding of the defense systems acquisition process. The workshop curriculum is 100 percent tailored to the specific needs of the participant, conducted "on demand," and delivered in a one-on-one forum over a period of one-half day to 2 days.

Objectives: General/flag officers and SES civilians who successfully complete this course will:

- augment their knowledge of specific aspects of defense systems acquisition in a one-on-one forum;
- gain an appreciation of the entire spectrum of the defense acquisition process studied or specialized in one or two specific areas; and
- experience "just-in-time" learning and apply this tailored learning directly to real-time issues.

Who Should Attend: This workshop is available to all DoD general/flag officers, political appointees, and senior executive service civilian employees. Membership in an Acquisition Corps career program is not required.

Prerequisite: None

Length: Variable, depending upon the number of topics to be addressed; typically one-half to 2 workshop days

Method of Delivery: Resident

PDS Code: ADU

ACQ 404

Systems Acquisition Management Course for General/Flag Officers

This 1-week course for flag officers and SES civilians focuses on understanding the perspectives of key government and defense industry decision-makers. The course includes discussion of topics affecting the weapon system acquisition environment. Participants who are not graduates of PMT 301 or PMT 302 will develop an executive-level understanding of defense systems acquisition management.

Objectives: Students who successfully complete this course will:

- gain an executive-level understanding of defense systems acquisition in terms of what is important and why it is important;
- understand recent legislation and executive actions affecting acquisition;
- refresh their knowledge of current DoD acquisition policy and procedural initiatives;
- appreciate the perspectives of the Congress, defense industry, and executives of the Office of the Secretary of Defense; and
- apply available resources, issues, lessons learned, and hot topics to their current programs.

Who Should Attend: This course is for general/flag officers and senior executive service civilians who are working in positions requiring an understanding of DoD systems acquisition. Also, participants of equivalent rank from the defense industry, other Federal agencies, and allied nations are admitted on a space-available basis.

Prerequisite: None

Length: 5 class days

Method of Delivery: Resident

PDS Code: ADM

Note: For additional information on these courses, visit the DAU Website at http://www.dau.mil.

ACQ 405

Executive Refresher Course

The Executive Refresher Course provides an acquisition policy, process, and lessons learned update. The class members examine their role as acquisition leaders in our changing environment. Guest speakers lead discussions on contemporary management and leadership topics, such as reform initiatives, partnering with industry, contracting tools, resource allocations, downsizing, earned value oversight, logistics reengineering, and supply-chain management.

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

- understand acquisition management policies, processes, regulations, and statutes; and
- develop a leadership role in a changing acquisition management environment.

Who Should Attend: This course is open only to graduates of the Program Management Course or Advanced Program Management Course (PMT 302) who are, or have been selected for, rank/grade O-6 or GS-15 or the industry equivalent thereof. Non-PMC/PMT 302 graduates who meet the rank/grade requirement should attend the Executive Management Course (ACQ 402).

Prerequisite: PMT 302

Length: 10 class days

Method of Delivery: Resident

PDS Code: BB8

AUD 1130

Technical Indoctrination

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

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

- list the elements of a contract's life cycle and general types of negotiated contracts;
- contrast principal objectives of government contract cost accounting and financial cost accounting;
- explain the history of Federal Acquisition Regulation (FAR) Part 31 and discuss allocability, allowability, and financial cost accounting;
- explain Cost Accounting Standards;
- identify direct costs, indirect costs, General and Administrative (G&A) expenses, and 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 risk assessment;
- list common audit research material sources;
- state requirements of FAR Part 15 and Standard Forms 1411 and 1412;
- select, run, and evaluate the proper E-Z-Quant sample program;
- prepare required working papers; and
- draft an initial pricing audit report.

Who Should Attend: New contract auditing personnel should attend approximately 8 weeks after reporting date.

Prerequisites: AUD 1111*, Orientation to Contract Auditing (SS) and AUD 1124*, Audit Applications of FAR Part 31, Cost Principles (SS). (*For course description, contact DCAI at (901) 325-6383.)

Length: 10 class days

Method of Delivery: Resident

PDS Code: PC6

AUD 1320

Intermediate Contract Auditing

Intermediate Contract Auditing provides the staff auditor with information needed to adequately plan and conduct audits. Class discussions, practical exercises, and group case studies are used to highlight problem areas and evaluate alternative courses of action.

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; and
- discuss audit leads and observations.

Who Should Attend: Auditors with 1 to 5 years of contract audit experience

Prerequisites: AUD 1130(R) and AUD 1280*, Fraud Prevention and Detection (SS). (*For course description, contact DCAI at (901) 325-6383.)

Length: 5 class days

Method of Delivery: Resident

PDS Code: JR7

Note: For additional information on these courses, visit the DAU Website at http://www.dau.mil.

AUD 4120

Statistical Sampling

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

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; and
- 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(R)

Length: 5 class days

Method of Delivery: Resident

PDS Code: QP0

AUD 4230

Graphic, Computational, and Improvement Curve Analysis Techniques

This course provides students 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.

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 interpretation of the output;
- analyze improvement curve data and identify major irregularities or significant changes in trend data; and
- 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

Prerequisite: AUD 1130

Length: 5 class days

Method of Delivery: Resident

PDS Code: QPC

AUD 8560

Defense Contract Audit Agency Supervisory Skills Workshop

The Supervisory Skills Workshop addresses the new supervisor's adjustment to the demands and responsibilities of a supervisory auditor. 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 Defense Contract Audit Agency's (DCAA's) participative work-team environment.

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; and
- coach employees, conduct meetings, resolve team conflict, and facilitate employee relations.

Who Should Attend: Supervisors and managers

Prerequisite: None

Length: 10 class days

Method of Delivery: Resident

PDS Code: CBJ

BCF 101

Fundamentals of Cost Analysis

Policies and techniques are introduced for preparing weapon systems life cycle cost estimates, including DoD estimating requirements and guidance, estimate use and structure, analogy estimates, parametric estimating, learning curves, inflation, risk, economic analysis, software cost estimating, forecasting, and Cost As an Independent Variable (CAIV). These skills are applied in case studies.

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 cost estimating policies;
- define the economic analysis, analysis of alternatives, and CAIV programs; and
- perform a life cycle cost analysis.

Who Should Attend: BCF 101 is required for DoD employees responsible for the preparation of materiel system life cycle cost estimates. It is also beneficial for individuals who use 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 want to learn cost estimating basics.

Prerequisite: ACQ 101. Students need competence in algebra equal to a second-year high school algebra course, and they should have completed an introductory course in statistics as well. Students with questions about their math skills should contact the course manager. Students will also need familiarity with IBM-compatible computers and spreadsheet packages.

Length: 15 class days

Method of Delivery: Resident/On-site

PDS Code: Q1A

BCF 102

Fundamentals of Earned Value Management

This course builds on the Earned Value Management (EVM) concepts introduced in ACQ 101. Students will learn in a virtual classroom environment as part of a virtual learning team. The course begins with a key exercise to guide students through the thoughtful process of developing a baseline plan, or Performance Measurement Baseline (PMB). Students will distinguish between the Integrated Baseline Review (IBR) process and the EVM System Certification process. Finally, students will perform basic data analysis and develop Estimates at Completion (EAC). They will recognize the relationship between EVM data analysis and industry and government program decisions.

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

- describe how EVM is used to plan and integrate cost, schedule, and technical program aspects, and assess progress;
- correlate contractors' management systems characteristics to the guidelines in the EVM Systems Industry Standard EIA-748;
- recommend alternative EVM applications based on project risks;
- explain the IBR process;
- develop EACs based on project cost, schedule, and technical data; and
- identify relevant acquisition organizations, key players, and formal agreements.

Who Should Attend: This course is for military officers, O-1 and above; civilians, GS-9 and above; and equivalent industry personnel working in, or selected for, positions requiring knowledge and use of EVM.

Prerequisite: ACQ 101

Length: 28 days. This is a nonrolling-enrollment course, with specific start and end dates. Course begins the first week of each month and ends the last week of that month.

Method of Delivery: PC

PDS Code: Q1B

BCF 103

Fundamentals of Business Financial Management

The Fundamentals of Business Financial Management course develops skills necessary for formulating and executing a program office budget. Topics include cost analysis; funding policies; the DoD planning, programming, and budgeting system; the congressional enactment process; and the budget execution process. The course includes lectures, case studies, and student-led discussions.

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

- describe the overall DoD resource allocation process and identify the terminology and concepts used in analyzing the costs of defense acquisition programs;
- explain the appropriations, policies, and practices applicable to developing a program budget;
- examine the Planning, Programming and Budgeting System (PPBS) and the impact of programming and budgeting decisions on defense acquisition programs;
- summarize the congressional enactment process and the impact of congressional actions on defense acquisition programs; and
- identify the processes by which budget authority is apportioned, executed in accordance with public law, and reprogrammed.

Who Should Attend: BCF 103 is required 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 1 year of BCEFM acquisition experience

Length: 5 class days

Method of Delivery: Resident/On-site

PDS Code: PGC

BCF 203

Intermediate Earned Value Management

Intermediate Earned Value Management (EVM) students work through an EVM case study, including acquisition strategy, Request for Proposal (RFP) development, post-award activities, and analysis. During the case exercises, the students learn to apply EVM as a program management tool and incorporate EVM into the integrated management process.

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

- synthesize the relationship between EVM and defense acquisition management;
- prepare EVM requirements for the RFP;
- evaluate a contractor's management systems against the 32 EVM guidelines;
- synthesize the planning, organization, execution, and follow-up of an integrated baseline review;
- identify working relationships of stakeholders; and
- use EVM techniques and automated tools to analyze information from the Cost Performance Report and critical path scheduling tools to assess and report a contractor's cost and schedule performance.

Who Should Attend: This course is for military officers, O-3 and above; DoD civilians, GS-9 and above; and equivalent industry personnel needing knowledge of EVM principles.

Prerequisite: BCF 102

Precourse Materials: A self-assessment is available from the course manager to determine suitability for attendance.

Length: 10 class days

Method of Delivery: Resident

PDS Code: Q2G

Note: For additional information on these courses, visit the DAU Website at http://www.dau.mil.

BCF 204

Intermediate Cost Analysis

Intermediate Cost Analysis emphasizes development and application of cost analysis techniques and estimate interpretation. The course addresses estimate definition and planning, data collections, formulation, review and presentation, and documentation. Estimating techniques, such as parametrics, analogies, expert opinions, and learning curves, are addressed in more depth. Computations are done using ACEIT.

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

- understand the cost estimating process;
- normalize data for content, quantity, and economic year;
- develop cost estimates using various techniques;
- document cost models and estimates;
- apply time phasing techniques in development, production, and operation and support phases of the life cycle, including cost improvements curves; and
- understand and perform sensitivity and risk analysis of an estimate.

Who Should Attend: This course is required for Level II certification for the DoD acquisition cost analyst; it is suggested for anyone in the financial management or earned value area.

Prerequisite: BCF 101

Recommended: Two years of acquisition experience in cost estimating, financial management, or the earned value analysis job series is recommended. Competence with algebra is essential, and some familiarity with statistics is beneficial. Students should direct math skills questions to the course manager.

Length: 15 class days

Method of Delivery: Resident/On-site

PDS Code: Q2B

BCF 205

Contractor Finance for Acquisition Managers

The Contractor Finance for Acquisition Managers course provides students with a better understanding of the contractors and contractor data with which they deal directly. The course concentrates on the government contracting industry and includes the special financial regulations required by the Federal Acquisition Regulation and Cost Accounting Standards.

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

- recognize financial management issues; and
- use the vocabulary and concepts necessary to discuss these issues with the defense contractor community.

Who Should Attend: This course is for military officers, O-3 and above, and DoD civilians, GS-9 and above, who are involved in the systems acquisition process, interface with contractors, or deal with contractor financial data.

Prerequisite: None

Length: 5 class days

Method of Delivery: Resident/On-site

PDS Code: Q2A

BCF 206
Cost Risk Analysis

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 the techniques taught.

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; and
- judge the reasonableness of a cost risk analysis for a defense acquisition program.

Who Should Attend: This assignment-specific course is designed for Acquisition Workforce personnel whose duties include developing and/or evaluating cost estimates for such areas as procurement, software, research and development, weapon systems, etc.; planning and management of DoD systems acquisitions; evaluation and negotiation of contract proposals; and cost and performance tradeoff analysis. Participants typically include members from the Business, Cost Estimating, and Financial Management (BCEFM) community as well as program/project managers and personnel in contracting; systems planning, research, development and engineering; and information technology.

Prerequisite: BCF 101

Recommended: ACQ 201 and working familiarity with any spreadsheet package

Length: 5 class days

Method of Delivery: Resident/On-site

PDS Code: Q2C

BCF 207
Economic Analysis

Economic Analysis (EA) prepares students to conduct economic analyses within the DoD environment. Topics include decision analysis, cost analysis, present value, and sensitivity analysis. Practical exercises and a group workshop are used in class.

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

- determine the most cost-effective way of conducting DoD business;
- determine the alternative that will warrant the highest benefits;
- estimate the costs of competing alternatives in an EA in accordance with Office of Management and Budget Circular A-94 and Department of Defense Instruction (DoDI) 7041.3;
- assess the uncertainty that may exist, using sensitivity analysis and prior estimates of benefits and costs of competing alternatives in an EA; and
- provide a rationale for conclusions.

Who Should Attend: This assignment-specific course is for personnel who develop and/or evaluate costs and benefits of alternative courses of action (leave vs. buy, in-house vs. contractor, privatization or outsourcing, or repair or replace) or prepare funding proposals for such programs as OSCR or DWCF (DBOF). Participants typically include the BCEFM community. This course would also be appropriate for program/project managers and personnel in contracting; systems planning, research, development, and engineering; information technology; and non-DoD personnel who conduct economic analyses of materiel systems.

Prerequisite: ACQ 101

Recommended: Working familiarity with any spreadsheet package

Length: 4 class days

Method of Delivery: Resident/On-site

PDS Code: Q2D

BCF 208

Software Cost Estimating

Software Cost Estimating is designed for those who estimate and/or review the cost of software development and maintenance. Topics include: life cycle management, development paradigms, capability evaluations, risk analysis, reuse, Commercial Off-The-Shelf (COTS) items, function points, IEEE/EIA 12207, parametric models, and model calibration. Case studies allow students to apply the course materials.

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

- describe the software acquisition process;
- 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 software cost-estimating models; and
- discuss major influences on software cost estimating.

Who Should Attend: This assignment-specific course is for personnel whose duties impact embedded or automated information systems acquisitions. It includes developing and/or evaluating cost estimates for life cycle management, planning and managing DoD system acquisitions, evaluating and/or negotiating contract proposals, or analyzing cost and performance tradeoff.

Prerequisite: ACQ 201

Recommended: Completion of BCF 101 and familiarity with any word-processing package on an IBM-compatible personal computer is desirable.

Length: 9 class days

Method of Delivery: Resident/On-site

PDS Code: Q2E

BCF 209

Selected Acquisition Report

The Selected Acquisition Report (SAR) course prepares acquisition personnel to generate and review the SAR. Through lecture and computer-assisted case studies, the student learns step-by-step SAR preparation using the Consolidated Acquisition Reporting System (CARS) software. The Acquisition Program Baseline, Defense Acquisition Executive Summary, and Unit Cost Report are also discussed.

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

Who Should Attend: This assignment-specific course is for military officers, O-1 and above, and DoD civilians, GS-7 and above. It is generally limited to acquisition personnel whose assignment requires preparation or review of acquisition documentation or reporting using the CARS software. Civilians under contract to support a military program office with a SAR reporting requirement are eligible with the recommendation of the Program Manager.

Prerequisite: None

Length: 5 class days

Method of Delivery: Resident/On-site

PDS Code: Q2F

BCF 211

Acquisition Business Management

Hands-on experience dealing with common financial issues in acquisition is provided during BCF 211, including cost estimating; earned value analysis; Planning, Programming, and Budgeting System (PPBS); and budget preparation and execution. Students complete an Internet precourse (BCF 211A) to review basic concepts prior to applying these concepts in the classroom (BCF 211B).

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; and
- develop and defend business aspects of the acquisition and PPBS cycle.

Who Should Attend: This course is for intermediate-level 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 102 and BCF 103

Recommended: 2 years of acquisition experience and completion of ACQ 201

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

Length: BCF 211A – up to 45 calendar days; BCF 211B – 5 class days

Method of Delivery: PC and Resident

PDS Code: PGD

Note: For additional information on these courses, visit the DAU Website at **http://www.dau.mil**.

BCF 301

Business, Cost Estimating, and Financial Management Workshop

This capstone course teaches students how to apply BCF 301 concepts, techniques, and on-the-job experience to functional interrelationships and opportunities among the disciplines of cost estimating, earned value management, and financial management.

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

- explain the tasks and duties of Business, Cost Estimating, and Financial Management (BCEFM) functions;
- define current BCEFM-related laws, regulations, policies, and procedures;
- evaluate the interrelationships among the BCEFM functions; and
- point out the appropriate decision-making information based on the integrated nature of a BCEFM task.

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

Prerequisites: ACQ 201 and a minimum of two of the following: BCF 101, BCF 102, or BCF 103

Recommended: Four years of acquisition experience is recommended.

Precourse Materials: A self-assessment will be mailed to students before class begins and should be faxed back to the course manager prior to the class start date. Also, students should come to class prepared to research a work-related topic. They will either brief the class on their findings or prepare a paper at the end of the course.

Length: 9 class days

Method of Delivery: Resident

PDS Code: BZF

BCF 802

Selected Acquisition Report Review

The Selected Acquisition Report Review course provides acquisition personnel with a refresher of Selected Acquisition Report (SAR) preparation, including the latest policy changes and updates to the Consolidated Acquisition Reporting System (CARS) software. Lecture is supplemented by computer-based case studies using the latest version of CARS software.

Objective: Upon completing this course, the student will be able to apply the latest policy and software changes to prepare, generate, and review the SAR.

Who Should Attend: This continuing education course is for acquisition personnel with previous SAR/CARS experience and training. Civilians under contract to support a military program office with a SAR requirement are eligible with the recommendation of the Program Manager. Acquisition personnel with no previous SAR/CARS experience or training should take the Selected Acquisition Report Course, BCF 209. This course should be retaken whenever there is a major update to the CARS software, usually on an annual basis.

Prerequisite: BCF 209

Length: 3 class days

Method of Delivery: Resident

PDS Code: Q2J

CAR 805

Contemporary Approaches to Acquisition Reform

Contemporary Approaches to Acquisition Reform provides an integrated perspective of continuing Acquisition Reform and concurrent changes in the global political and economic environment resulting from advances in information technology. Emerging information technologies and best commercial management practices are discussed with a focus on improving acquisition service to the customer while assuring best value to the government.

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

- assess the impact of the latest legal and regulatory changes and advances in information technology on the acquisition process, and
- evaluate how emerging management practices and information technology promote improvements in the acquisition process.

Who Should Attend: This continuing education course is appropriate for acquisition professionals who are already Level III certified in an acquisition career field and in all types of defense programs, including those dealing with weapons; Mission Critical Computer Resources; Command, Control, Communications, and Intelligence; and Automated Information Systems.

Prerequisite: None

Length: 5 class days

Method of Delivery: Resident

PDS Code: JHG

Note: For additional information on these courses, visit the DAU Website at http://www.dau.mil.

CON 101

Basics of Contracting

Emphasizing commercial business practices, this survey course encompasses the entire contracting process from receipt of a purchase request through contract closeout. Students use the Federal Acquisition Regulation (FAR) and the DoD Supplement (DFARS) to make related business decisions. As business advisors to the customer, students conduct an integrated case study requiring critical thinking and analysis.

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

- analyze contracting requirements;
- plan competition and source selection;
- draft contract solicitations;
- evaluate quotes and offers;
- award contracts;
- plan contract administration;
- monitor contract quality and administer payments; and
- modify, terminate, and close out contracts.

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

Prerequisite: None

Length: 19 class days

Method of Delivery: Resident/On-site

PDS Code: BDQ

CON 104

Principles of Contract Pricing

Entry-level contracting personnel will develop a foundation in proposal, price, and cost analysis and the art of negotiations during this course. Students demonstrate their skills through practical team exercises that include using price analysis, cost analysis, and buyer/seller role playing. These exercises encourage effective win-win negotiations.

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; and
- apply the essential techniques, strategies, and tactics of the negotiation process.

Who Should Attend: This course is for civilians, GS-5 and above; military officers, O-1 and above; and enlisted, E-4 and above, working in base, post, camp, or station-level positions.

Prerequisite: CON 101

Recommended: A basic knowledge of algebra is strongly recommended. Students should bring a hand-held calculator.

Length: 14 class days

Method of Delivery: Resident/On-site

PDS Code: BDR

CON 202

Intermediate Contracting

Intermediate-level contracting personnel examine contracting, focusing on complex, noncommercial acquisitions. Through an integrated case study, students are challenged to accept their roles as business advisors and to apply ethical principles and sound judgment to resolve contracting issues.

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

- plan procurement (including acquisition planning with a formal source selection plan pursuant to the analysis of market research and requirements documents and consideration of recurring requirements, government property, competition, contract type, and contract financing);
- create a contract (including preparation of a Request for Proposal; evaluation of factors; competitive range determination, discussions and processing of a request for final proposal revisions); prepare an award decision, conduct debriefings, and take steps to mitigate and/or resolve protests; and
- administer a contract (including administration planning, conducting a post-award orientation, contract surveillance and quality assurance, financial management, terminations and disputes resolution).

Who Should Attend: This course is for intermediate-level contracting personnel with Level I contracting certification and 2 years of contracting experience.

Prerequisite: CON 104

Recommended: 2-1/2 years of contracting experience after completing CON 101

Precourse Materials: Integrated product team read-ahead assignment

Length: 15 class days

Method of Delivery: Resident/On-site

PDS Code: PGE

CON 204

Intermediate Contract Pricing

This course reinforces pricing skills taught in CON 104 and further develops skills in price and cost analysis. Through team case studies, students demonstrate their ability to recognize, resolve, and provide advice on pricing issues and appropriately use price and cost analysis in developing prenegotiation objectives.

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

- use pricing-related market research and know the benefits of its use;
- understand collaboration opportunities to streamline price/cost analysis efforts;
- recognize the appropriateness of the cost/price analysis as it relates to preferred acquisition approaches;
- realize when and how to perform various cost/price analysis techniques and how to use the results;
- consider cash flow and analysis from the supplier and customer perspectives; and
- understand how to use and advise on alternative contract incentives.

Who Should Attend: Level I certified personnel who are working on Level II certification should take this course.

Prerequisite: CON 104

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

Length: 10 class days

Method of Delivery: Resident/On-site

PDS Code: BU6

Note: For additional information on these courses, visit the DAU Website at http://www.dau.mil.

CON 210

Government Contract Law

Attendees will understand the impact of government contract law on acquisition. The course introduces basic principles and sources of law relevant to acquisition. Court cases and administrative decisions emphasize how law affects the government/contractor relationship, legal disputes, and the maintenance of ethical business.

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

- analyze how the law affects government contract formation;
- differentiate among types of inspection, warranties, acceptance, and changes;
- recognize situations requiring an equitable adjustment;
- articulate key issues and describe procedures available for dispute resolution;
- explain the application of different types of contract termination;
- contrast different forums available to hear protests relating to government contract formation and describe the basic issues;
- explain the allocation and enforcement of government rights to various types of property;
- identify and apply limitations on spending of government funds; and
- recognize procurement fraud and available remedies.

Who Should Attend: This course is for intermediate-level personnel who have some experience with government contracting and are responsible for contract formation or management.

Prerequisite: CON 104

Recommended: CON 202 is strongly recommended

Length: 10 class days

Method of Delivery: Resident/On-site

PDS Code: BDP

CON 232

Overhead Management of Defense Contracts

Overhead Management of Defense Contracts provides an understanding of industry overhead costs and their impact on seller pricing/business strategies under various acquisition environments with differing contract types. Attendees will understand the development and application of overhead rates used in contract formation, administration, and closeout. The course-integrating case provides hands-on application of the overhead rate process where students determine their own final overhead rates.

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

- develop, evaluate, and apply indirect rates;
- assess program impacts with the changing business base;
- interpret Defense Contract Audit Agency (DCAA) audit reports and evaluate recommendations; and
- make final decisions on cost issues.

Who Should Attend: This assignment-specific course is appropriate for contracting officers, buyers, price analysts, auditors, and contract administration personnel who are assigned to projects in which overhead situations are present and either in contract formation or administration.

Prerequisite: CON 104

Recommended: It is strongly recommended that all applicants have at least 1 year of contracting experience after Level I certification before attending this course.

Length: 10 class days

Method of Delivery: Resident/On-site

PDS Code: BKA

Note: For additional information on these courses, visit the DAU Website at http://www.dau.mil.

CON 233

Cost Accounting Standards Workshop

The Cost Accounting Standards Workshop provides detailed, hands-on instruction in the various aspects of Public Law 100-679 to include the rules and regulations of the Cost Accounting Standards Board, the Cost Accounting Standards (CAS), and disclosure statements for Federal contracts.

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

- ascertain if a given practice is compliant with the cost accounting standards;
- verify applicability of cost accounting standards and type of coverage;
- determine if and when disclosure of the contractor's practices is required;
- find out if a cost impact proposal is necessary; and
- determine appropriate contract adjustments if a cost impact proposal is necessary.

Who Should Attend: This assignment-specific course is designed for civilian (or equivalent military) personnel, GS-9 and above, with at least 2 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

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

Length: 10 class days

Method of Delivery: Resident/On-site

PDS Code: QMF

Note: For additional information on these courses, visit the DAU Website at http://www.dau.mil.

CON 234

Contingency Contracting

Contingency Contracting develops skills for contracting support provided to Joint Forces across the full spectrum of military operations. Exercises focus on unique aspects of contingency operations, critical thinking skills, and executing appropriate contractual instruments.

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

- identify and apply contracting laws, regulations, and procedures for contingencies;
- apply ethical principles in procurement decisions in foreign environments;
- identify key personnel and organizations in contingencies, explain their roles and responsibilities, and illustrate required coordination;
- summarize and discuss elements of contingency contracting support planning;
- assess customer requirements and execute appropriate procurement actions;
- prepare, assemble, administer, and close out contracts, documents, files, and reports; and
- recognize cross-cultural behavioral patterns and antiterrorism force protection measures and explain their impact on contingency contracting.

Who Should Attend: This assignment-specific course is 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.

Prerequisite: CON 101 or PUR 101

Recommended: 2 years of purchasing or contracting experience

Length: 9 class days

Method of Delivery: Resident/On-site

PDS Code: PAP

CON 235

Advanced Contract Pricing

From price-based acquisition to the traditional cost-based environment, this course is designed for buyers, price analysts, and contracting officers tasked with obtaining fair and reasonable prices. CON 235 addresses market forces, the market research process, commerciality issues, and cost/price analysis techniques such as interviewing experts, analogy, decision theory, earned value statistics, parametrics, learning curves, and risk analysis.

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

- use inferential statistics and hypotheses testing;
- analyze the relationship between two or more variables, describe that relationship using regression analysis, and defend the appropriateness of the model;
- perform cost-risk analysis to support prenegotiation objectives;
- integrate quantitative techniques in a cost/price estimate;
- conduct market research on a given procurement item; and
- conduct a price analysis of a commercial item as broadly defined by Federal Acquisition Regulation (FAR) criteria.

Who Should Attend: This assignment-specific course is for any Level II/III personnel wanting to advance in major acquisitions (systems, sustainment, or services), particularly in a price-based acquisition environment.

Prerequisite: CON 204

Recommended: Level II contracting certification

Length: 10 class days

Method of Delivery: Resident

PDS Code: PAQ

CON 236

Contractual Aspects of Value Engineering

This course provides an intensive review of the techniques and objectives of the DoD Value Engineering (VE) program. Students are exposed to basic VE concepts and definitions and the relationship of VE to other incentives contained in the contract and subcontracts.

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

- apply the appropriate VE clause by differentiating among the types of VE programs;
- validate, by assessment, VE Change Proposals (VECPs);
- calculate savings resulting from accepted VECPs; and
- modify the contract after formal processing and acceptance of the VECP.

Who Should Attend: This assignment-specific course is 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. Although the course is targeted for contracting personnel, individuals not assigned to contracting are encouraged to attend.

Prerequisite: None

Recommended: Level II certification in contracting or a field of expertise is desirable before attending this course. A working knowledge of contracting, program management, or a functional area of expertise, with 2 years of experience, is a satisfactory substitute.

Length: 5 class days

Method of Delivery: Resident

PDS Code: PAR

Note: For additional information on these courses, visit the DAU Website at http://www.dau.mil.

CON 237

Simplified Acquisition Procedures

The Simplified Acquisition Procedures (SAP) course is intended to support the training of the DoD Acquisition Workforce on the use of simplified acquisition procedures utilizing Federal Acquisition Regulation (FAR) Parts 12 and 13. This course combines interactive computer-based training with performance support resource access, which is provided via the Internet.

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;
- list sources of information regarding potential open-market suppliers;
- determine whether the small business set-aside requirement applies;
- decide whether data justifies a decision regarding the extent of competition;
- explain the importance of the requirement to maintain an open-market source list;
- plan a solicitation, evaluate quotes, and select a contractor for award; and
- solve post-award issues.

Who Should Attend: This assignment-specific course is designed as a continuing education tool for acquisition personnel who completed their basic contract training prior to the implementation of Federal Acquisition Streamlining Act (FASA) and the Clinger-Cohen Act. Individuals should have at least 1 year of experience in applying government contracting procedures.

Prerequisite: CON 101, PUR 101, or PUR 201

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

Method of Delivery: PC

PDS Code: PAS

CON 243

Architect-Engineer Contracting

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 Defense Acquisition Workforce Improvement Act (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, SF-254s/255s, slate and selection process, review of government estimates, liability, Title II services, modifications, and Contracting Officer Technical Representative (COTR) responsibilities.

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

- determine the necessity of using Brooks Act procedures;
- select an A-E firm;
- negotiate, award, manage, and administer a contract to satisfy the needs of the government; and
- understand critical pre- and post-award functions concerning A-E contracts.

Who Should Attend: This assignment-specific 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 CON 243 prior to assuming A-E contracting duties.

Prerequisite: CON 104

Length: 5 class days

Method of Delivery: Resident/On-site

PDS Code: PGF

CON 244

Construction Contracting

This course focuses on unique construction contracting issues such as acquisition planning, contract performance management, funding, environmental concerns, construction contract language, construction contracting in the commercial setting, Davis-Bacon, design/build, basic schedule delay analysis, constructive changes, acceleration, and construction contract quality management.

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

- conduct appropriate, successful, effective construction acquisition planning;
- properly solicit and award a construction contract;
- diagnose, troubleshoot, and determine better construction contract administration; and
- through critical analysis/thinking, select the best construction business decision given the contract situation.

Who Should Attend: This assignment-specific course is for military and civilian personnel in the Acquisition Workforce who are in the contracting career field or who are assigned 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.

Prerequisite: CON 104

Length: 5 class days

Method of Delivery: Resident/On-site

PDS Code: PGG

Note: For additional information on these courses, visit the DAU Website at http://www.dau.mil.

CON 301

Executive Contracting

Executive Contracting is a unique forum for senior personnel in the contracting career field to examine a wide range of acquisition issues. This course provides guest speaker lectures, discussions, workshops, and a visit to Capitol Hill to observe congressional activities. Topic areas cover contracting policy (DAR council, OFPP, changes, and changing technologies), external forces (SBA, GAO, DODIG, and legislative statutes), and work environment.

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

- identify and discuss the impact of recently established or proposed policies, regulations, directives, or studies on present acquisition and contracting practices;
- understand how legislation and procurement policy makers operate; and
- network with other contracting personnel on various approaches.

Who Should Attend: This course is required at Level III for all contracting personnel who represent their activities regarding policy implementation. This course is required as a refresher every 3 to 5 years to keep current in contracting policy. The senior contracting officer at a smaller activity, if certified at Level II, may also attend.

Prerequisite: 1 year of contracting experience after Level II certification

Precourse Materials: Prior to attending the course, participants must prepare a paper describing contracting issues of importance to their activity and a contracting-improvement paper to be shared in class. Students who have not received precourse materials 2 weeks prior to the course should contact the school.

Length: 5 class days

Method of Delivery: Resident

PDS Code: BB3

CON 333

Management for Contracting Supervisors

Designed for supervisors, managers, and team leaders assigned to acquisition/contracting positions within the Federal Government, CON 333 shows participants how to apply leadership, critical thinking, and decision-making principles to case studies in a contracting environment. Small group interaction, customer focus, communications, and the contracting professional's role as a business advisor are emphasized.

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

- understand the contracting professional's role as "business advisor" and develop processes to manage the business relationship with their customers;
- balance the competing interests of various agencies and principal players, i.e., requiring activities, industry, higher headquarters, and oversight agencies;
- identify processes that promote early and fair government-contractor interaction;
- develop procurement planning skills utilizing critical thinking;
- manage workload distribution effectively within the contracting office by emphasizing empowerment and risk management;
- balance the requirement for workload completion with the need for professional development;
- establish and justify effective procurement organizational structures; and
- maximize use of team members' expertise.

Who Should Attend: Supervisors, managers, team leaders, or those about to be assigned to such positions in the acquisition or contracting functions

Prerequisite: 1 year of contracting experience after Level II certification

Length: 5 class days

Method of Delivery: Resident/On-site

PDS Code: BU7

GRT 201

Grants and Agreements Management

Grants and Agreements Management presents the foundational knowledge required to begin service as a grants officer. The course provides the information needed to resolve relevant assistance issues by applying knowledge, discretion, and judgment.

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

- explain the qualitative differences among instruments available for obligating Federal dollars and choose the most appropriate instrument in various situations;
- identify the elements of the legal framework that apply to assistance; and
- perform the responsibilities of the grants officer in accordance with regulations and statutes.

Who Should Attend: This assignment-specific course is designed for personnel involved in pre-award and post-award assistance processes, e.g., grants specialists and DoD personnel in a career path to become grants officers. (This course is not intended for personnel in the National Guard Bureau (NGB). DAU is working on a variation of this course, customized for the NGB.) GRT 201 does not address Other Transactions (OTs) used for acquisition (Sec. 845 OTs). The course provides a brief overview only of OTs and Technology Investment Agreements used for research.

Prerequisite: None

Recommended: Level I (Contracting) courses

Length: 3-1/2 class days

Method of Delivery: Resident/On-site

PDS Code: BU4

Note: For additional information on these courses, visit the DAU Website at http://www.dau.mil.

IND 101

Contract Property Administration Fundamentals

This course provides contracting officers, property administrators, plant clearance officers, and personnel in related career fields a comprehensive understanding of the contractual regulatory and statutory requirements for government property administration.

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

- state government policies and exceptions on providing property to contractors;
- describe five major types of government property;
- explain the government property Federal Acquisition Regulation (FAR) clauses;
- describe the responsibilities of the property administrator;
- plan and initiate property management;
- evaluate a contractor's property control system;
- provide a property control system analysis, identify deficiencies, and recommend corrections;
- investigate and determine appropriate action for lost, damaged, or destroyed property; and
- describe 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 course may be required for contracting officers (GS-1102), program managers, auditors, and team leaders with significant property administration responsibilities. It is highly recommended for production and quality assurance personnel involved with property administration.

Prerequisite: None

Recommended: Some prior knowledge or experience with property management

Length: 10 class days

Method of Delivery: Resident/On-site

PDS Code: PDM

IND 102

Contract Property Disposition

This course is designed to enhance the skills of government personnel performing contract property disposition functions. Participants will analyze the contract property disposition process and the responsibilities of the contractor, plant clearance officer, property administrator, and contracting officer. Contract property disposition statutes, regulations, and policies are examined and discussed.

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

- understand the duties of the plant clearance officer;
- understand Federal Acquisition Regulation (FAR) 45.6, DoD FAR Supplement (DFARS) 245.6, and regulations on plant clearance;
- understand screening procedures for DoD excess/surplus property; and
- discuss current topics such as demilitarization procedures and disposition of information technology.

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 course may be required for contracting officers (GS-1102), program managers, auditors, and team leaders with significant property administration responsibilities. It is highly recommended for production and quality assurance personnel involved with property administration. This course is required as a refresher every 3 to 5 years to keep current in contract property policy.

Prerequisite: IND 101

Recommended: CON 101 and 104

Length: 5 class days

Method of Delivery: Resident/On-site

PDS Code: PDO

IND 103

Contract Property Systems Analysis

Contract Property Systems Analysis builds a solid foundation in auditing principles and process analysis techniques for entry-level property professionals. The instructional process underscores the importance of property control system requirements and provides the tools necessary for the property administrator to plan and perform a property control systems analysis.

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

- plan and schedule contract property control systems analysis;
- determine proper use of sampling;
- define the appropriate population for review for all processes;
- analyze the sample for deficiencies that fail to meet contractual requirements;
- determine the rating for the function, functional segment, and property control system; and
- recommend a course of corrective action.

Who Should Attend: This course is for all Level I industrial property management specialists and industrial plant clearance specialists, including property administrators and plant clearance officers in the GS-1103 series. It is recommended for contracting, production, and quality assurance personnel with property control systems analysis responsibilities.

Prerequisite: IND 101

Recommended: 1 year of property management experience after completing IND 101

Length: 5 class days

Method of Delivery: Resident/On-site

PDS Code: BRL

Note: For additional information on these courses, visit the DAU Website at http://www.dau.mil.

IND 201

Intermediate Contract Property Administration

This course is for experienced industrial property management specialists, property administrators, plant clearance officers, contracting officers, and their supervisors. Current contractual, regulatory, and statutory issues are analyzed using student case studies and plant tours.

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

- define types of property provided to contractors and the clauses used to do so;
- describe inventory management procedures and policies, consumption analysis, physical inventories, and adjustments;
- identify criteria for acquiring, using, and recording special tooling, test equipment, and agency-peculiar property;
- apply various risk-of-loss contract provisions; and
- differentiate policies and procedures for disposition and plant clearance of government property.

Who Should Attend: This course is for 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 may be required for contracting officers (GS-1102), program managers, auditors, and team leaders with significant property administration responsibilities. It is highly recommended for production and quality assurance personnel involved with property administration.

Prerequisite: IND 103

Recommended: 1 year of property management experience after completing IND 101

Length: 10 class days

Method of Delivery: Resident/On-site

PDS Code: PDN

IND 202

Contract Property Management Seminar

The Contract Property Management Seminar is designed for property professionals and related contracting professionals and builds upon the introductory and intermediate contract property courses. Participants analyze problems, policies, and initiatives that impact the property administration function. Participants discuss DoD property management initiatives and commercial practices, and they explore the challenges faced by property administration offices.

Objectives: Students who successfully complete this course will be able to perform the following functions in the property management environment:

- apply complex interactions of government property and related clauses in problem-solving situations;
- apply new DoD and departmental initiatives;
- analyze newly issued regulatory materials; and
- apply contemporary management techniques to address technical and managerial problems.

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, should attend. This course is also recommended for contracting, production, and quality-assurance personnel who are assigned to contracts with a significant amount of government property accountability and who have a substantial involvement with the management and control of government property. This course is required as a refresher every 3 to 5 years to keep current in contract property policy.

Prerequisite: IND 201

Recommended: At least 1 year of experience in the field after completing IND 201

Length: 5 class days

Method of Delivery: Resident/On-site

PDS Code: BRM

IRM 101

Basic Information Systems Acquisition

This course combines interactive computer-based training with performance-support resource access. Students in this course explore the introductory-level concepts involved in DoD information systems acquisition management.

Objectives: Students who successfully complete this course will not only gain a basic knowledge and comprehension of the following fundamental concepts of an information systems acquisition, but they will also be able to:

- apply laws and regulations;
- understand organizational and individual roles and responsibilities;
- interpret information technology terminology; and
- apply acquisition management practices, such as risk management, quality assurance, requirements management, architecture, and configuration management.

Who Should Attend: This course is for civilians, GS-5 to GS-9, or military officers, O-1 to O-3, who are members or prospective members of the Information Technology career field.

Prerequisite: ACQ 101

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

Method of Delivery: PC

PDS Code: JHD

IRM 201

Intermediate Information Systems Acquisition

Intermediate Information Systems Acquisition focuses on the application of policies, concepts, and practices that guide and control the management and acquisition of Information Systems/Information Technology (IS/IT) in DoD. Exercises, labs, lecture, and group discussion are used in covering such topics as IT policies, strategic planning, information assurance, architecture, advancing technologies, and more.

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 the DoD, other government entities, and industry that participate in and affect the acquisition of information technology;
- apply management skills needed to effectively and efficiently utilize people, money, facilities, information, and time to accomplish information systems acquisition objectives;
- identify internal and external factors that influence and constrain the information systems acquisition process; and
- summarize strategies on how to deal with these factors in light of risk, uncertainty, and change.

Who Should Attend: This course is for Level I certified mid-level managers with responsibilities in IS/IT acquisitions.

Prerequisites: ACQ 201 and IRM 101

Length: 10 class days

Method of Delivery: Resident/On-site

PDS Code: QN5

Note: For additional information on these courses, visit the DAU Website at http://www.dau.mil.

IRM 303

Advanced Information Systems Acquisition

Advanced Information Systems Acquisition is the capstone course in the DAU Information Resource Management sequence. It focuses on decision making and issues related to information technology (IT) leadership, capital investment management, and acquisition. Using case studies, the course integrates advanced topics in planning, designing, and implementing comprehensive programs to acquire effective information systems.

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

- evaluate IS/IT leadership, management, and acquisition issues to make strategic-level decisions in DoD; and
- effectively lead or participate in IS/IT integrated product teams that operationalize Acquisition Reform initiatives and manage IS/IT as a capital investment.

Who Should Attend: This course is for civilian senior managers, grades GS/GM-13 to GS/GM-15, and military officers, ranks O-4 to O-6, who have successfully completed the requirements for Level II in the Information Technology career field.

Prerequisite: IRM 201

Length: 14 class days

Method of Delivery: Resident/On-site

PDS Code: BZE

LAW 801

Acquisition Law

DoD policy now mandates that the acquisition process be conducted through Integrated Product Teams (IPTs). The employment of IPTs in the acquisition process has resulted in the involvement of many non-contracting government personnel. This course provides an overview of government contract law to students from the various acquisition disciplines. LAW 801 also provides useful knowledge of the laws and regulations specifically applicable to government contracts.

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

- apply various laws and regulations applicable to the government contracting process; and
- comprehend the legal significance of the contents of the contractual instrument and actions taken by those involved in the acquisition process.

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 5 years ago.

Prerequisite: None

Length: 4-1/2 class days

Method of Delivery: Resident

PDS Code: JHH

LOG 101

Acquisition Logistics Fundamentals

Acquisition Logistics Fundamentals provides a broad overview of the role of acquisition logistics in the system acquisition life cycle and system engineering processes. Modules cover the logistics-relevant aspects of subjects, such as operational requirements identification, life cycle costing, integrated product and process development, sustainment logistics, supportability analyses, contracting, and contractor support.

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

- understand how today's defense systems and equipment are conceived, developed, tested, acquired, and operated;
- understand the role of the commercial sector;
- comprehend the philosophy and objectives of logistics support and attendant management functions; and
- understand logistics-related disciplines and the policies, procedures, and management techniques used to establish a logistics support capability.

Who Should Attend: Individuals recently assigned responsibility to plan, establish, and maintain the logistics support infrastructure for DoD systems and equipment in each phase of the acquisition life cycle should attend.

Prerequisite: ACQ 101

Recommended: Students who take this course should have 6 to 12 months of experience in an acquisition organization.

Precourse Materials: Students are encouraged to read DoDD 5000.1 and DoD 5000.2-R.

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

Method of Delivery: PC

PDS Code: JR1

LOG 201

Intermediate Acquisition Logistics

Intermediate Acquisition Logistics provides a dynamic, real-time learning environment oriented toward developing managerial and technical logistics competencies in the areas of systems engineering, life cycle cost management, and risk analysis. It challenges the student to optimize the early integration of operational supportability into the system development process and refines these skills through facilitated student group exercises, presentations, and research activities on current acquisition initiatives.

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 DoD; and
- enhance their proficiency in performing the core knowledge areas of their jobs 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 and LOG 101

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

Length: 15 class days

Method of Delivery: Resident/On-site

PDS Code: JR3

Note: For additional information on these courses, visit the DAU Website at http://www.dau.mil.

LOG 203

Reliability and Maintainability

This course concentrates on Reliability and Maintainability (R&M) activities throughout the life cycle, enabling students to understand the relationship between R&M and acquisition logistics and to evaluate the impact of R&M decisions. Stressing a conceptual approach, the course presents basic R&M terminology and engineering practices.

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

- explain why successful R&M activity decreases logistics costs and increases combat capability;
- develop operational and contractual R&M requirements;
- discuss well-established R&M design/analysis activities;
- explain reliability growth testing and reliability qualification testing; and
- explain how to preclude latent defects from entering service.

Who Should Attend: Logisticians assigned to DoD acquisition programs

Prerequisite: ACQ 201

Length: 3 class days

Method of Delivery: Resident/On-site

PDS Code: AKA

LOG 204
CONFIGURATION MANAGEMENT

Configuration Management (CM) provides managers and functional staff with the knowledge of how to apply CM successfully. After an overview of CM concepts and practices, current CM practices in DoD and industry and future CM strategies in DoD are covered. Other key areas discussed are the impact of Acquisition Reform on CM, the integrated data environment, open systems, and commercial and nondevelopmental items. Continuing scenario exercises trace the technical development, production, and support issues of a system.

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 a CM program and techniques used to design, develop, implement, and operate it;
- understand how CM enables Acquisition Reform initiatives and open systems within an Integrated Data Environment; and
- effectively use CM as part of the Integrated Product and Process Development used to develop, produce, and support a system.

Who Should Attend: This course is for acquisition and sustainment logisticians and systems engineers involved in the development of systems and life cycle support.

Prerequisite: ACQ 201

Length: 5 class days

Method of Delivery: Resident/On-site

PDS Code: QMB

Note: For additional information on these courses, visit the DAU Website at http://www.dau.mil.

LOG 205
PROVISIONING

This course emphasizes management-level planning and oversight of logistics support development for a new system. It emphasizes the flow of the provisioning process to ensure a sound understanding of the normal sequence of events in the provisioning of a system. Instruction includes exercises and case studies.

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

- comprehend basic concepts and definitions germane to provisioning and be able to distinguish among various applications of similar terms and concepts;
- understand management considerations that affect provisioning planning and apply this understanding to sample situations;
- understand events in a typical provisioning process, from planning through cataloging and fielding of support, and develop a model of such a process under given criteria; and
- understand uses of technical codes and factors, which are assigned during provisioning, in defining the support structure for a system or an item.

Who Should Attend: This course is for individuals who are involved in the planning or execution of initial logistics support and require Level II certification in acquisition logistics. It is best taken as the final requirement for Level II certification.

Prerequisite: LOG 201

Recommended: At least 1 year of experience in acquisition logistics

Precourse Materials: A required text is mailed to all students 3 to 4 weeks prior to the course. Students who have not received the material 2 weeks prior to the course should contact the school.

Length: 5 class days

Method of Delivery: Resident/On-site

PDS Code: QM7

LOG 304

Executive Acquisition Logistics Management

Executive Acquisition Logistics Management prepares the acquisition logistician to function in executive-level logistics management and policy-making positions. The student will acquire an understanding of the complex relationships among 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.

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

- serve as proactive, credible, and influential acquisition logisticians;
- identify each phase of the acquisition process and its major events;
- distinguish the acquisition logistician's functions during each phase of the acquisition process;
- identify the basic elements of the systems engineering process; and
- distinguish major acquisition policy requirements from the logistics perspective.

Who Should Attend: This course is for military officers, O-3 and above, and DoD civilians, GS-11 and above, who are in, or soon will be assigned to, acquisition logistics positions and who are Level II certified in the Acquisition Logistics career field.

Prerequisites: LOG 201, LOG 203, and either LOG 204 or LOG 205

Precourse Material: Click on the icon for required precourse assignment information.

Length: 9 class days

Method of Delivery: Resident/On-site

PDS Code: AH1

PMT 202

Multinational Program Management

This course helps students develop an understanding of how to be effective in an international defense acquisition program. The Multinational Program Management course emphasizes the U.S. policy of encouraging armaments cooperation and enhancing interoperability with our allies. Key national, DoD, and Service policies on international cooperative development, production, and support are explored.

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

- understand key national, DoD, and Service policies on international cooperative development, production, and logistics; and
- comprehend the various international defense programs related to acquisition (Data Exchanges, Nunn Amendment Programs, Foreign Comparative Testing, Coalition Warfare Programs, Bilateral and Multilateral Projects and Programs, and Security Assistance – Foreign Military Sales).

Who Should Attend: This assignment-specific course is for military officers, O-3 and above, and DoD civilians, GS-11 and above, who hold, or have been selected for, the following positions impacting international defense acquisition programs: Program managers and program management staff, key government laboratory and center personnel, Defense and Service headquarters staff, and Office of Defense Cooperation personnel and attachés.

Prerequisite: None

Length: 5 class days

Method of Delivery: Resident

PDS Code: PAJ

Note: For additional information on these courses, visit the DAU Website at http://www.dau.mil.

PMT 203

International Security and Technology Transfer/Control

As a comprehensive review, the International Security and Technology Transfer/Control course examines the international transfer and control and export and import licensing of technology, hardware, software, data exchange, engineering liaison, and training. PMT 203 is designed for the acquisition professional, Defense and Service headquarters staff, and Defense Cooperation personnel and attachés associated with international acquisition. The course has five components: acquisition documentation; security and data transfer; export/import licensing; contractor operations; and laws, policies, and procedures.

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

- understand the basic classification systems, i.e., Top Secret, Secret, and Confidential;
- develop a technology assessment control plan; and
- differentiate intellectual property rights, military security, and technology transfer.

Who Should Attend: This assignment-specific course is for military officers, O-3 and above; DoD civilians, GS-11 and above; and acquisition professionals who require international acquisition training. The course is also appropriate for foreign liaison office personnel or DoD representatives who deal with other nations or international agencies.

Prerequisite: None

Precourse Materials: Students must complete a self-assessment prior to arrival at the course.

Security Clearance: A SECRET security clearance is required. Due to security restrictions, allied students may not attend under most circumstances.

Length: 5 class days

Method of Delivery: Resident

PDS Code: PAK

PMT 250

Program Management Tools

As a follow-on to ACQ 201, the Program Management Tools course provides application skills needed in a program office or as an Integrated Product Team (IPT) lead. Designed to enhance journeymen-level skills for members of the Defense Acquisition Workforce, PMT 250 also prepares students for later work in the Level III Program Management Course.

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

- apply leadership skills in an IPT environment;
- understand and develop work breakdown structures (WBS);
- build program schedules and apply risk management principles using state-of-the-industry software;
- determine cost estimates using parametric cost estimating processes;
- develop contract documentation as part of a simulated contracting activity; and
- demonstrate use of earned value for program planning and control.

Who Should Attend: This course is for personnel in the Program Management career field assigned to a program office or to a position in support of a program office or are prospective IPT leads. Target attendees are civilians, GS-12/13, and military officers, O-3 and O-4. Lower grades may apply if they have completed ACQ 201.

Prerequisite: ACQ 201

Length: This is a nonresident, distance learning course taken entirely via the Internet. Course length is 64 days. Students must complete modules 1–8 (consisting of about 56 hours of work) within 60 calendar days of the start date. Modules 9–10 are presented as a virtual IPT classroom exercise, requiring 26 hours over the last 4 days of the course.

Method of Delivery: PC

PDS Code: PGM

PMT 302

Advanced Program Management Course

The Advanced Program Management Course provides a comprehensive examination of the integrated processes of systems acquisition management. A key focus is to expose learners to current/emerging issues in the Acquisition Reform arena and other policy and legislative changes that make acquisition management an extremely dynamic environment. The primary learning methodology is faculty-assisted, student-led cases and exercises.

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; and
- use managerial abilities and functional-area knowledge to perform in acquisition-related positions.

Who Should Attend: This course is for Acquisition Workforce military officers, O-4/O-5, or civilians, GS-13/GS-14, who are qualified for the Acquisition Corps. Equivalent acquisition industry managers are also accepted.

Prerequisite: ACQ 201

Security Clearance: A SECRET security clearance is required.

Length: 14 weeks

Method of Delivery: Resident

PDS Code: BU1

PMT 303

Executive Program Manager's Course

This is an assignment-specific course designed to meet the learning and performance needs of newly selected Program Executive Officers (PEOs), Deputy PEOs (DPEOs), and Acquisition Category (ACAT) I (ID/IC and IAM/IAC) and II Program Managers (PMs)/Deputy Program Managers (DPMs). Skills and behaviors are developed through a concentrated 4-week period preceded by approximately 60 days of advance, part-time work.

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

- complete a comprehensive assessment of their programs, program offices, and of themselves;
- identify program and program office issues;
- fill knowledge needs and work issues; and
- develop a plan of action to better manage their programs, program offices, and professional development.

Who Should Attend: This assignment-specific course is statutorily required for newly selected PEOs, DPEOs, and ACAT I (ID/IC and IAM/IAC) and II PMs/DPMs prior to assuming the position. Allied and industry students are eligible to attend on a space-available basis.

Prerequisite: PMT 302

Length: 2-day mandatory precourse workshop (PMT 303A) and 20 class days (PMT 303B)

Method of Delivery: Resident

PDS Code: AH2

PMT 304

Advanced International Management Workshop

Reinforcing and advancing the principles of collective defense through armaments cooperation, the Advanced International Management Workshop explores issues associated with international negotiation of cooperative acquisition project agreements.

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

- understand the policies of the President; the Congress; Department of Defense; Departments of State, Commerce, and Treasury; and the Services on international cooperative defense acquisition agreements; and
- know how to negotiate an international acquisition agreement and how to negotiate the results according to U.S. policy.

Who Should Attend: This assignment-specific course is for personnel who work with international defense acquisition programs in any career field. The course is open to mid-level military officers, O-4 and above; DoD civilians, GS-13 and above; and industry equivalents. This is an advanced-level workshop, and attendees should understand U.S. domestic and international defense acquisition. This course targets positions of responsibility in international, or potentially international, programs ranging from simple Data Exchange Agreements to complex cooperative development, production, and support programs.

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

Prerequisite: None

Length: 5 class days

Method of Delivery: Resident

PDS Code: PAL

Note: For additional information on these courses, visit the DAU Website at http://www.dau.mil.

PMT 305

Program Manager's Skills (ACAT III Programs)

During the Program Manager's Skills course, students assess their program and personal skills, update their functional knowledge, and examine lessons learned from recent programs. PMT 305 focuses on the use of the survival skills necessary to manage a DoD acquisition program effectively.

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

- identify the top five issues they will face during their first 6 to 12 months as a program manager;
- create a plan, including resources and metrics, to address those issues; and
- understand how the current acquisition system operates and how to operate effectively within it.

Who Should Attend: This assignment-specific course is for Acquisition Category (ACAT) III program/project managers and their deputies. Allied and industry students are encouraged to attend on a space-available basis.

Prerequisite: PMT 302

Length: 10 class days

Method of Delivery: Resident

PDS Code: BU8

PQM 101

Production, Quality and Manufacturing Fundamentals

Production, Quality and Manufacturing Fundamentals 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 and to production surveillance activities.

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

- understand the multifunctional roles inherent in this career field; and
- describe manufacturing and quality processes, scheduling and control techniques, and various quality and production surveillance activities.

Who Should Attend: This course is for 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: This is a nonresident, self-paced course available through the Internet. Students must pass the final examination within 60 calendar days of the start date.

Method of Delivery: PC

PDS Code: BU2

PQM 103

Defense Specification Management

Defense Specification Management covers DoD policies and procedures for the development, management, and use of nongovernment standards, commercial item descriptions, specifications, and standards. Emphasis is placed on Acquisition Reform initiatives, including market research, use of commercial/nondevelopmental item alternatives, use of performance specifications, and the Single Process Initiative.

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 support acquisition by revising existing documents or by creating new documents;
- apply DoD policy in managing standardization documents; and
- develop and apply standardization documents to meet essential user needs as best value to the government.

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

Prerequisite: None

Recommended: ACQ 101

Length: 8-1/2 class days

Method of Delivery: Resident/On-site

PDS Code: BAP

Note: For additional information on these courses, visit the DAU Website at http://www.dau.mil.

PQM 104

Specification Selection and Application

The Specification Selection and Application course provides instruction on the appropriate selection and correct application of nongovernment standards, commercial item descriptions, specifications, standards, and related documents in the acquisition process. Emphasis is placed on current acquisition initiatives, such as the Single Process Initiative, for the proper use of documents.

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; and
- know the tools available, including market research, for making standardization decisions.

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

Prerequisite: None

Length: 2 class days

Method of Delivery: Resident/On-site

PDS Code: PGH

PQM 201

Intermediate Production, Quality and Manufacturing

This journeyman-level course exposes students to manufacturing and quality processes, production scheduling and control techniques, surveillance activities, and systems-level production and quality planning. Course content includes contracting aspects of the job, planning for manufacturing and quality, technology and quality assurance issues, material control, and continuous improvement techniques.

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

- apply production and quality requirements of the Federal Acquisition Regulation (FAR) and Defense FAR Supplement (DFARS);
- review integrated management plans for manufacturing and quality requirements;
- provide guidance to contracting officers on the technical aspects of cost estimating, activity-based costing, and physical progress reviews;
- assess the effectiveness of quality assurance and manufacturing systems; and
- apply various tools and techniques to solve quality and production issues and relate their output to process performance.

Who Should Attend: This course is required for Level II certification of production, quality, and manufacturing management personnel; it is also for production, quality, or engineering personnel providing pre- or post-award technical support.

Prerequisites: ACQ 201 and PQM 101

Recommended: At least 2 years of production or quality management experience after Level I certification

Length: Students have up to 60 days to complete the online portion of the course, which is followed by 5 days of classroom instruction.

Method of Delivery: PC and Resident/On-site

PDS Code: BU3

PQM 202

Commercial and Nondevelopmental Item Acquisition

The Commercial and Nondevelopmental Item Acquisition (C/NDI) course focuses on tools and techniques for identifying and evaluating C/NDI alternatives throughout the acquisition process. It provides instruction on requirements definition, acquisition strategy development, acquisition, support planning, and the use of multiple award schedules and market acceptability criteria for C/NDI acquisitions.

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

- employ market research to determine the appropriateness of commercial or nondevelopmental items for satisfying users' needs; and
- plan an acquisition strategy for the management of commercial and nondevelopmental items.

Who Should Attend: This assignment-specific course is designed for acquisition personnel involved in planning and managing the acquisition of commercial and nondevelopmental items.

Prerequisite: None

Recommended: ACQ 101

Length: 2 class days

Method of Delivery: On-site

PDS Code: PAM

PQM 203

Preparation of Commercial Item Descriptions

This course presents instruction on the preparation and review of commercial item descriptions, including characterization of commercial items, the development and use of market acceptability criteria, and the development of performance-based salient characteristics. Current policy on the use of commercial item descriptions and performance specifications is discussed.

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

- employ market research to determine the commerciality of an item in accordance with Federal Acquisition Regulation (FAR) Part 2;
- develop a performance requirements document for describing commercially available products suitable for meeting the users' needs; and
- implement DoD policy for the acquisition of commercial items.

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

Prerequisite: None

Length: 1 class day

Method of Delivery: On-site

PDS Code: PAN

PQM 212
MARKET RESEARCH

The Market Research course defines market research, explains its practical value, and discusses the government mandate to conduct market research. The course addresses the memberships and roles of a market research team, sources of market data, and techniques for the evaluation and documentation of market information.

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

- plan and conduct market surveillance within a commodity or technical area; and
- plan and conduct a market investigation for a specific acquisition requirement.

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

Prerequisite: None

Recommended: ACQ 101

Length: 2 class days

Method of Delivery: On-site

PDS Code: PGK

PQM 301
ADVANCED PRODUCTION, QUALITY AND MANUFACTURING

Structured around an integrated product development, concurrent engineering acquisition philosophy prescribed in DoD Directive 5000.1 and DoD 5000.2-R, the Advanced Production, Quality and Manufacturing course investigates decision-making issues relevant to successfully managing three core technical tasks in DoD acquisition: systems and process development, manufacturing, and product quality management.

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

- evaluate modern distributed manufacturing management practices;
- fully understand the use and application of best manufacturing practices, such as supply chain management, e-manufacturing, and lean manufacturing;
- use case studies, discussions, and class exercises to apply basic design of experiments, modeling and simulation, quality function deployment, statistical process control, six sigma, and design-build principles; and
- understand the use of DoD electronic commerce policy and information technology to leverage the integrated digital environment to support technical and business operations.

Who Should Attend: Civilians, GS-13 and above, and military officers, O-3 to O-6

Prerequisite: PQM 201

Length: 10 class days

Method of Delivery: Resident

PDS Code: HV2

Note: For additional information on these courses, visit the DAU Website at http://www.dau.mil.

SAM 101

Basic Software Acquisition Management

Basic Software Acquisition Management covers software acquisition/development risks; DoD regulatory and technical frameworks; software and system architectures; software development life cycle and integration processes; software standards, measurements, testing, security, quality issues, and process maturity; and "best practices" for the management of software-intensive systems.

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; and
- reference information sources of software acquisition management policies, standards, and best practices.

Who Should Attend: This assignment-specific course is open to all military officers, O-1 through O-3, and DoD civilians, GS-9 and below, working in, or selected for, software acquisition management positions. This course is mandatory for those serving in Level I acquisition positions whose duties include software acquisition management. Additionally, it is an excellent introductory course for personnel of any rank/grade or acquisition career field level who are involved in the management of a DoD software-intensive system.

Prerequisite: ACQ 101 (waived for Level II or Level III certified SAM 101 students)

Length: This is a nonresident, self-paced course available through the Internet. Students must pass the final examination within 45 calendar days of the start date.

Method of Delivery: PC

PDS Code: JHB

SAM 201

Intermediate Software Acquisition Management

Using in-depth integrated product team-based case studies, labs, and exercises, supplemented by lecture and group discussion, students learn how to manage DoD software-intensive systems. They also learn to apply a variety of real-world software acquisition management "best practices." Topics include requirements management, architectures, cost estimation, vendor qualification, metrics, process maturity, quality, testing, and more.

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

- apply acquisition strategies used for software and software-intensive systems;
- evaluate factors related to software architecture and systems architecture;
- perform domain analysis on a software-intensive system acquisition,
- assess program software life cycle planning and test program planning factors;
- apply requirements management and risk mitigation;
- illustrate the value of modeling and simulation in requirements analysis; and
- analyze software performance measures.

Who Should Attend: This assignment-specific course is open to all military officers, 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 who serve in Level II acquisition positions and whose duties include software acquisition management.

Prerequisites: ACQ 201 and SAM 101

Length: 10 class days

Method of Delivery: Resident/On-site

PDS Code: JHC

Note: For additional information on these courses, visit the DAU Website at http://www.dau.mil.

SAM 301

Advanced Software Acquisition Management

Advanced Software Acquisition Management is the capstone course in the DAU Software Acquisition Management sequence. This seminar-based course is for senior personnel who acquire, engineer, test, and evaluate DoD software-intensive systems or for those acquisition professionals interested in gaining a comprehensive insight into the risks and issues associated with developing and implementing complex DoD software systems.

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

- analyze the causes of cost, schedule, and performance problems in large software efforts;
- examine differences between commercial software acquisition efforts and DoD efforts;
- develop an ability to recognize and selectively adopt commercial practices;
- understand the organizational and cultural dynamics of program offices and software development teams;
- evaluate the suitability of alternative organization structures, including integrated product teams;
- evaluate and select software metrics that will provide insight into program status and facilitate early detection of potential problems; and
- assess Federal and DoD Acquisition Reform movements and incorporate new policies.

Who Should Attend: This assignment-specific course is required for software acquisition personnel who serve in the software acquisition field as Level III managers or technical experts. Civilians, GS/GM 13 to 15, and military officers, O-4 to O-6, are appropriate.

Prerequisite: SAM 201

Length: 10 class days

Method of Delivery: Resident

PDS Code: BU9

SYS 201

Intermediate Systems Planning, Research, Development and Engineering

Steps in the systems engineering process are covered during SYS 201. Specific techniques are introduced, including systems engineering management planning and tools. Special emphasis is placed on characteristics of a system. Practical exercises and case studies are used to reinforce comprehension, adaptation, and application of procedures.

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; and
- ensure the technical integrity of the operational system.

Who Should Attend: This course is required for intermediate-level personnel in the Systems Planning, Research, Development and Engineering career field.

Prerequisite: ACQ 201

Length: 10 class days

Method of Delivery: Resident/On-site

PDS Code: BE2

SYS 301

Advanced Systems Planning, Research, Development and Engineering

Designed for senior DoD acquisition personnel, this course emphasizes an understanding of science, technology, and the systems engineering processes throughout a system's life cycle by using relevant case studies and exercises involving all acquisition phases and milestones. Participants employ the proven principles and tools of systems engineering requirements analyses, risk management, technical performance measures, tradeoff analyses, configuration and data management, and technical reviews. Advanced tools, such as integrated product teams, modeling and simulation, and open systems architectures, further facilitate managing the developing system.

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

- analyze and solve senior-level technical problems;
- forecast cost, schedule, performance, and risk issues across the acquisition life cycle;
- integrate program office activities; and
- manage technology obsolescence, advanced technology tools, and Acquisition Reform implementation.

Who Should Attend: DoD civilians, GS-13 and above, and military officers, O-3 to O-6, who are Level II certified in the Systems Planning, Research, Development and Engineering (SPRD&E) career field. Equivalent industry acquisition managers are also eligible. The course is mandatory for Level III certification in the SPRD&E career field.

Prerequisite: SYS 201

Length: 10 class days

Method of Delivery: Resident/On-site

PDS Code: HV1

TST 101

Introduction to Acquisition Workforce Test and Evaluation

Emphasizing the basic test and evaluation principles, policies, and practices used by the DoD, TST 101 introduces students to the relationship of Test and Evaluation (T&E) to other systems acquisition disciplines and program management. The types of testing covered include developmental, operational, and live-fire.

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

- capably interact with program managers regarding T&E issues and will be better able to effectively function within the acquisition process;
- thoroughly understand T&E's role as a feedback mechanism and management tool for the design/engineering/development process; and
- understand the DoD's T&E process and the Test & Evaluation Master Plan (TEMP).

Who Should Attend: This course is designed for engineers and project management personnel who have had at least 1 year of acquisition experience, including civilians, GS-5 to GS-9, and their military equivalents.

Prerequisite: ACQ 101

Length: This is a nonresident, self-paced course that is available through the Internet. Students must pass the final examination within 60 calendar days of the start date.

Method of Delivery: PC

PDS Code: PC5

Note: For additional information on these courses, visit the DAU Website at http://www.dau.mil.

TST 202

Intermediate Test and Evaluation

Problem-solving situations are used to engage students in the use of Test and Evaluation (T&E) concepts, principles, and theories. Course topics include the role of T&E in systems acquisition, planning, and experimental design; elements of systems effectiveness and suitability; instrumentation; data collection and management; analysis/evaluation; live-fire software; modeling and simulation; and in alternative acquisitions.

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

- identify current laws, policy, and guidance for T&E and relate these topics to their own programs;
- identify source documents for system requirements;
- develop T&E objectives and issues;
- apply appropriate tools and techniques for conducting developmental and operational T&E in support of system development;
- identify techniques for designing simple experimental processes; and
- perform elementary analytical procedures on test data.

Who Should Attend: T&E engineers, scientists, operations researchers, computer scientists, other technical personnel, and project organization personnel who have 2 to 4 years of acquisition experience with at least half of their experience in T&E

Prerequisites: ACQ 201 and TST 101

Length: 7 class days

Method of Delivery: Resident/On-site

PDS Code: QMI

TST 301

Advanced Test and Evaluation

This course is comprised of limited instructor-based lectures to introduce significant current Test and Evaluation (T&E) events. Student-generated issues are used for a video teleconference with Office of the Secretary of Defense (OSD) officials. Group and classroom discussion and presentations include student-generated technology topics, personal wisdom gained, and unresolved challenges.

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

- generate OSD-level issues and discuss these issues with OSD officials;
- research, prepare, and present newly emerging T&E technology topics;
- use technology, such as the Internet, to easily obtain pertinent T&E information;
- assess the impact of the Press, General Accounting Office, the Congress, and OSD officials on ethics and integrity standards;
- review and analyze real-world, executive-level T&E challenges; and
- constructively apply T&E-related wisdom for use by other T&E executives.

Who Should Attend: This course is for T&E engineers, scientists, operations researchers, computer scientists, other technical personnel, and project organization personnel who have at least 4 to 8 years of acquisition experience, with at least half of that experience in T&E.

Prerequisite: TST 202

Precourse Materials: Students must complete a self-assessment and four short assignments online.

Length: 4 class days

Method of Delivery: Resident

PDS Code: QL9

Course Predecessors

Course	Predecessors
ACQ 101	PMT 101, Fundamentals of Systems Acquisition Management – DSMC-26 [BB1]
ACQ 201	PMT 201, Intermediate Systems Acquisition – DSMC-37 [BB6]
BCF 101	BCE 101, Fundamentals of Cost Analysis [Q1A]
BCF 102	BFM 102, Contract Performance Management Fundamentals [Q1B] BCF 202, Intermediate Contractor Performance Measurement [QMK] Contractor Performance Measurement Course – DSMC-6 [QMK]
BCF 103	BFM 201, Systems Acquisition Funds Management [PCW] BCF 201, Systems Acquisition Funds Management – DSMC-9 [PCW]
BCF 204	BCE 204, Intermediate Cost Analysis [Q2B]
BCF 206	BCE 206, Cost Risk Analysis [Q2C]
BCF 207	BCE 207, Economic Analysis [Q2D]
BCF 208	BCE 208, Software Cost Estimating [Q2E]
BCF 209	BFM 209, Selected Acquisition Report [Q2F]
BCF 802	BFM 210, Selected Acquisition Report Review [Q2J]
CON 101	CON 102, Operational Level Contracting Fundamentals [PEC] CON 103, Facilities Contracting Fundamentals [HEI] Management of Defense Acquisition Contracts (Basic) – 8D-4320 [BDQ] Management of Defense Acquisition Contracts (Basic) – CTC-142 [HEI] Central Systems Level Contracting – G30BR6532-010 [PD6] Defense Procurement Management (8D-4320) [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)
CON 104	CON 105, Operational Level Contract Pricing [QNU] CON 106, Facilities Contract Pricing [BDU] Principles of Contract Pricing – QMT-170 [BDR] Defense Cost and Price Analysis/Negotiation – PN [BDU] Base Level Pricing – G30ZR6534-009 [QNU]

Course Predecessors (cont.)

Course	Predecessors
CON 202	CON 211, Intermediate Contracting [BDN] CON 221, Intermediate Contract Administration [BDO] CON 222, Operational Level Contract Administration [PDQ] CON 222, Organizational Level Contract Administration [PDQ] CON 223, Intermediate Facilities Contracting [BE4] Management of Defense Acquisition Contracts (Adv) – 8D-F12 [BDN] Contract Administration (Adv) – PPM-304 [BDO] Base Contract Administration – G3ZAR65170-002 [PDQ] Advanced Contract Management (Construction) – CTC-542 [BE4]
CON 204	CON 231, Intermediate Contract Pricing [BU6] Intermediate Cost and Price Analysis – QMT-345 [BCC] Intermediate Pricing – QMT-340 [BCC]
CON 210	CON 201, Government Contract Law [BDP] CON 201(C), Government Contract Law (Construction) [BDP] Government Contract Law – PPM-302 [BDP] Government Contract Law Construction – CTC-302 [BDP] Base Contract Law – G30ZR6534-007 [PDT] AFIT Contract Law 166 [PDW] USAF ECI Correspondence Course 660
CON 232	Contract Overhead Management – PPM-355 [BKA]
CON 236	CON 212, Contractual Aspects of Value Engineering [PAR]
CON 301	Defense Acquisition Contracting Executive Seminar – ER [BB3]
CON 333	CON 311, Executive Pre-award Contracting [BCL] CON 321, Executive Contract Administration [BCM] Management of Defense Acquisition Contracts (Exec) – ALMC-B5 [BCL] Contract Administration, Executive – PPM-057 [BCM]
IND 101	Industrial Contract Property Administration – PPM-151 [PDM]
IND 102	Defense Contract Property Disposition – ALMC-TY [PDO]
IND 103	Defense Contract Property System Analysis – PPM-251 [BRL]
IND 201	Advanced Contract Property Administration – PPM-300 [PDN] Advanced Industrial Property Manager AFIT Contract Law 166 [PDW] USAF ECI Correspondence Course 660
IND 202	Executive Contract Property Management Seminar – PPM-077 [BRM]

Course Predecessors (cont.)

Course	Predecessors
IRM 303	IRM 301, Information Technology Procurement Strategies [Q07] IRM 302, Information Technology Advanced Management Program [BA0] AIS Procurement Strategies – PPS [Q07] Advanced Management Program – AMP [BA0]
LOG 201	Acquisition Logistics – AFIT – SYS-225 [JQH] ILS Advanced Course – ALMC-IT [JR3] Management of Acquisition Logistics – DSMC-24 [BCU]
LOG 203	Reliability and Maintainability Executive Overview – QMT-020 [AKA] Reliability and Maintainability Overview – 8A-F30 [QMC]
LOG 204	Introduction to Configuration Management – SYS-028 [QMB] Configuration Management – AMEC-12 [QNJ] Configuration Management – SUP-CM [QNI]
LOG 205	Provisioning Management – LOG 260 [QM7] Army Provisioning Process – ALMC-AH [QBQ]
PMT 302	PMT 301, Program Management Course [BBW] Program Management Course – DSMC-3 [BBW]
PQM 101	PRD 101, Production Management Fundamentals [JQX] QUA 101, Quality Assurance Fundamentals – AMEC-210 [BCS] DoD In-Plant – QA-S89 [QAN]
PQM 103	SPE 101, Defense Specification Management Course – ALMC 8D-F1 [BAP]
PQM 104	PQM 104, Defense Specification User's Course [PAH] SPE 102, Specifications in the Defense Acquisition Process – ALMC-DU [PAH]
PQM 201	PRD 201, Intermediate Production Management [JQY] QUA 201, Intermediate Quality Assurance – ALMC-QC [BCR] Defense Manufacturing Management Course – DSMC-13 [BD2] DoD Acquisition Quality Assurance [BCR] Production Management II – PPM-305 [JQY] Statistical Process Control – S81 [QCZ]
PQM 301	PRD 301, Defense Acquisition Engineering, Manufacturing, and Quality Assurance – DSMC-38 [BRK]
SYS 201	Systems Engineering Management Course – DMSC-28 [BE2] Systems Engineering – A-F7 [BE2]
TST 202	TST 201, Test and Evaluation Management – DSMC-11 [BE3] T&E Management Course – DSMC-11 [BE3]

Appendices

Appendix A
DAU Campuses
DAU Organization Chart

Appendix B
Certification Standards Checklists

Appendix C
Assignment-specific Training

Appendix D
DoD School Equivalencies

Appendix E
College Program Equivalencies

Appendix F
Continuing Education Units

Appendix G
Meeting Acquisition Corps Education Standard

UTLER

Appendix A

DAU Campuses

DAU classes may be offered at one of these four main campuses:

DAU Defense Systems Management College, Fort Belvoir, Virginia
DAU Wright-Patterson AFB, Ohio
DAU Fort Lee, Virginia
DAU Norfolk, Virginia

Each DAU campus is fully equipped to accommodate student needs. Housing, dining facilities, libraries, fitness facilities, and medical facilities are available to DAU students at each campus and regional location. Classrooms are furnished with state-of-the-art equipment to enhance the student's learning experience. Many sites also provide bookstores, post/base exchanges and commissaries, chapels, bus transportation, barber shops, dry cleaners, and ATM locations. Students will receive an information packet upon registration with details about these and other services.

Classes may also be scheduled at one of these regional training sites:

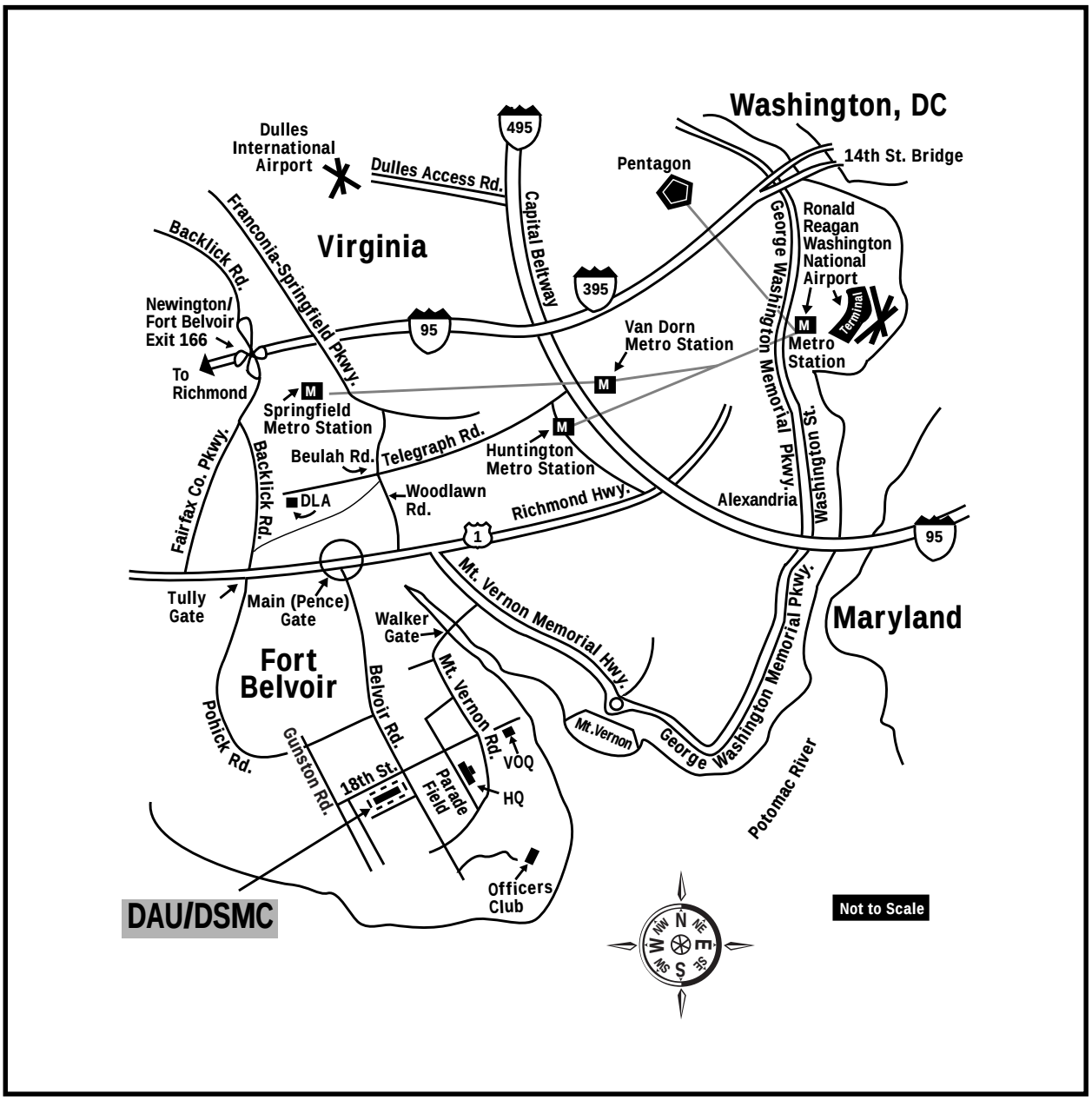
Boston, Massachusetts
Fort Monmouth, New Jersey
Huntsville, Alabama
Los Angeles, California
Norfolk, Virginia
Patuxent River NAS, Maryland
Port Hueneme, California
Rock Island, Illinois
San Diego, California

At each of these regional training sites, there is at least a DAU instructor and a DAU-dedicated classroom with state-of-the-art instructional technology. Since all of the regional training sites are located either on or near a military facility, a full range of support services is available.

Many classes are also offered on-site when the number of students in one location needing a given course warrants bringing the instruction to them. Usually this is determined by what proves to be the best value for the government. (See Chapter 4, Course Descriptions, for methods of delivery for each course.)

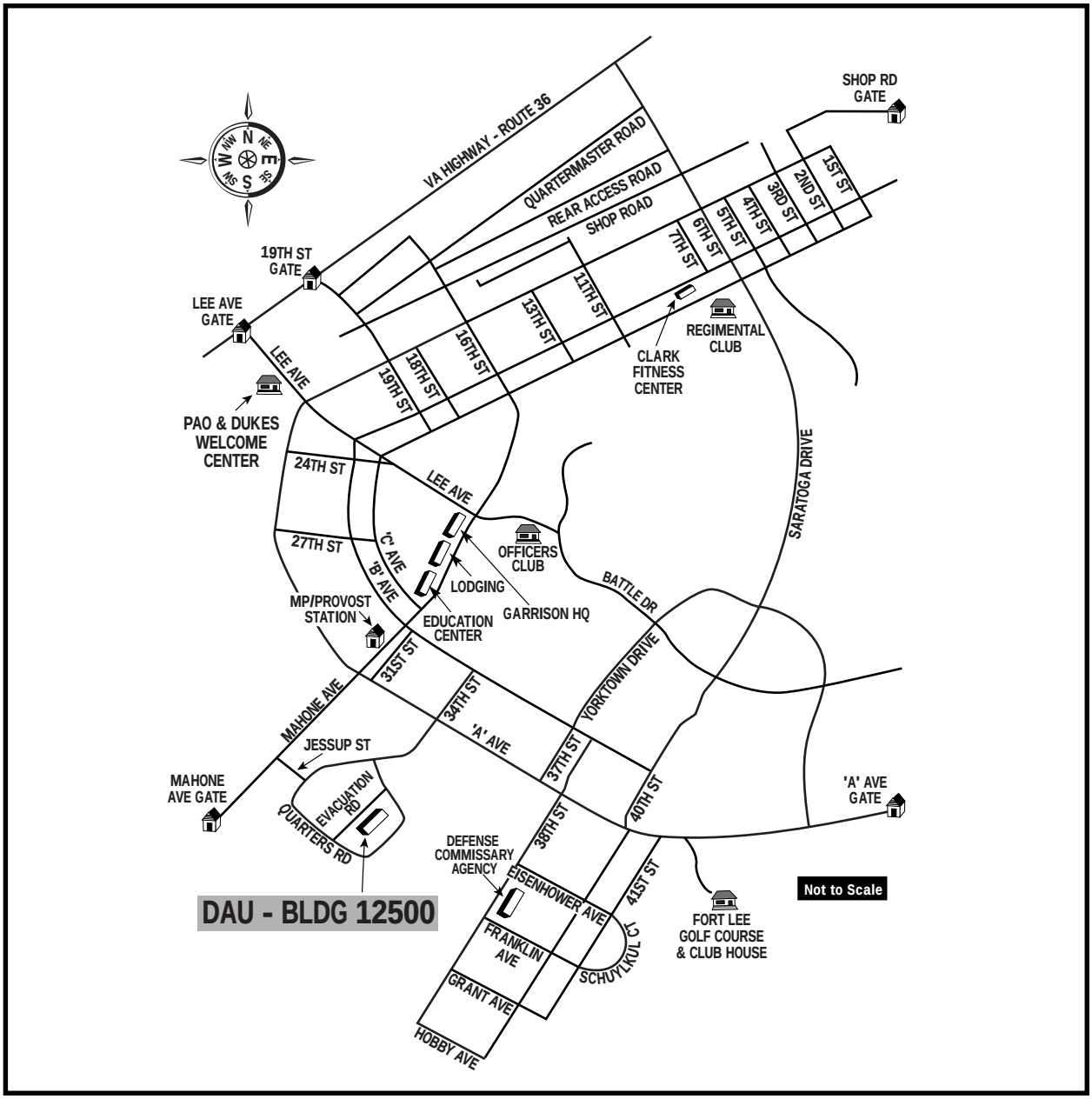
DAU
FORT BELVOIR, VIRGINIA

DEFENSE ACQUISITION UNIVERSITY
DEFENSE SYSTEMS MANAGEMENT COLLEGE
9820 BELVOIR ROAD
FORT BELVOIR, VA 22060-5565



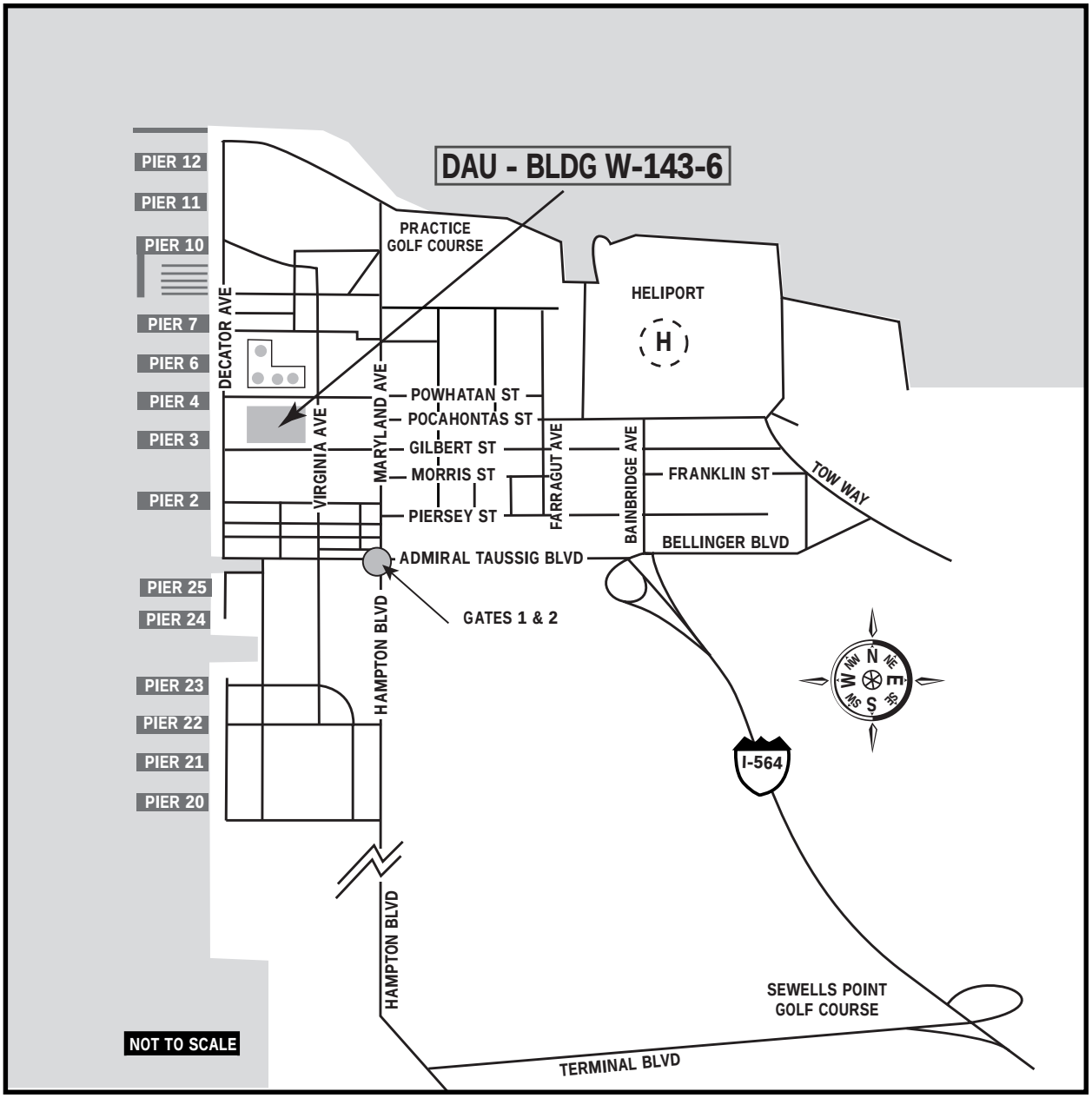
DAU
FORT LEE, VIRGINIA

DEFENSE ACQUISITION UNIVERSITY
FORT LEE CAMPUS
BUILDING 12500
2401 QUARTERS ROAD
FORT LEE, VA 23801-1705



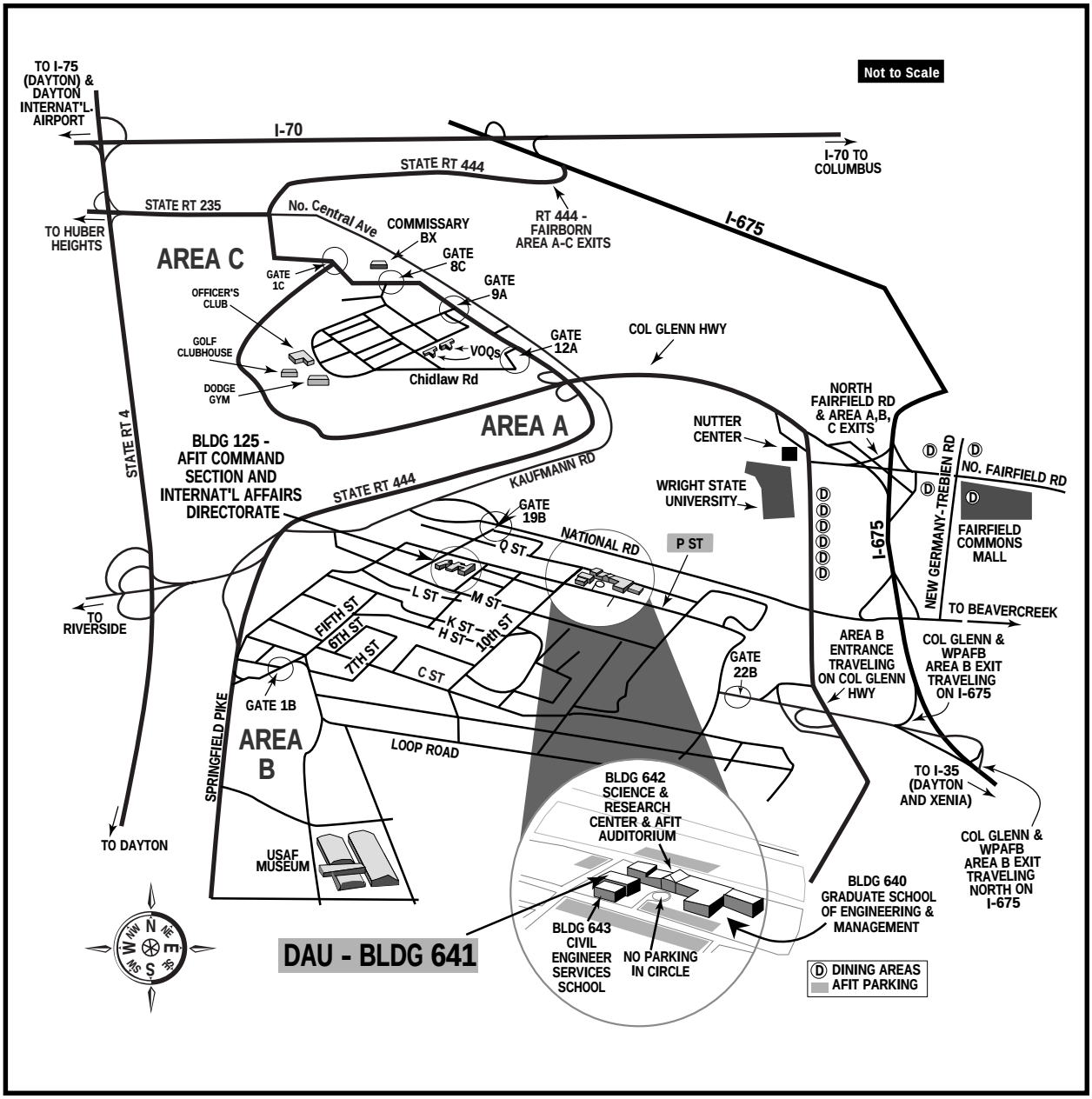
DAU
NORFOLK NAVAL STATION, VIRGINIA

DEFENSE ACQUISITION UNIVERSITY
NORFOLK CAMPUS HEADQUARTERS
1968 GILBERT STREET, SUITE 660
NORFOLK, VA 23511-3384

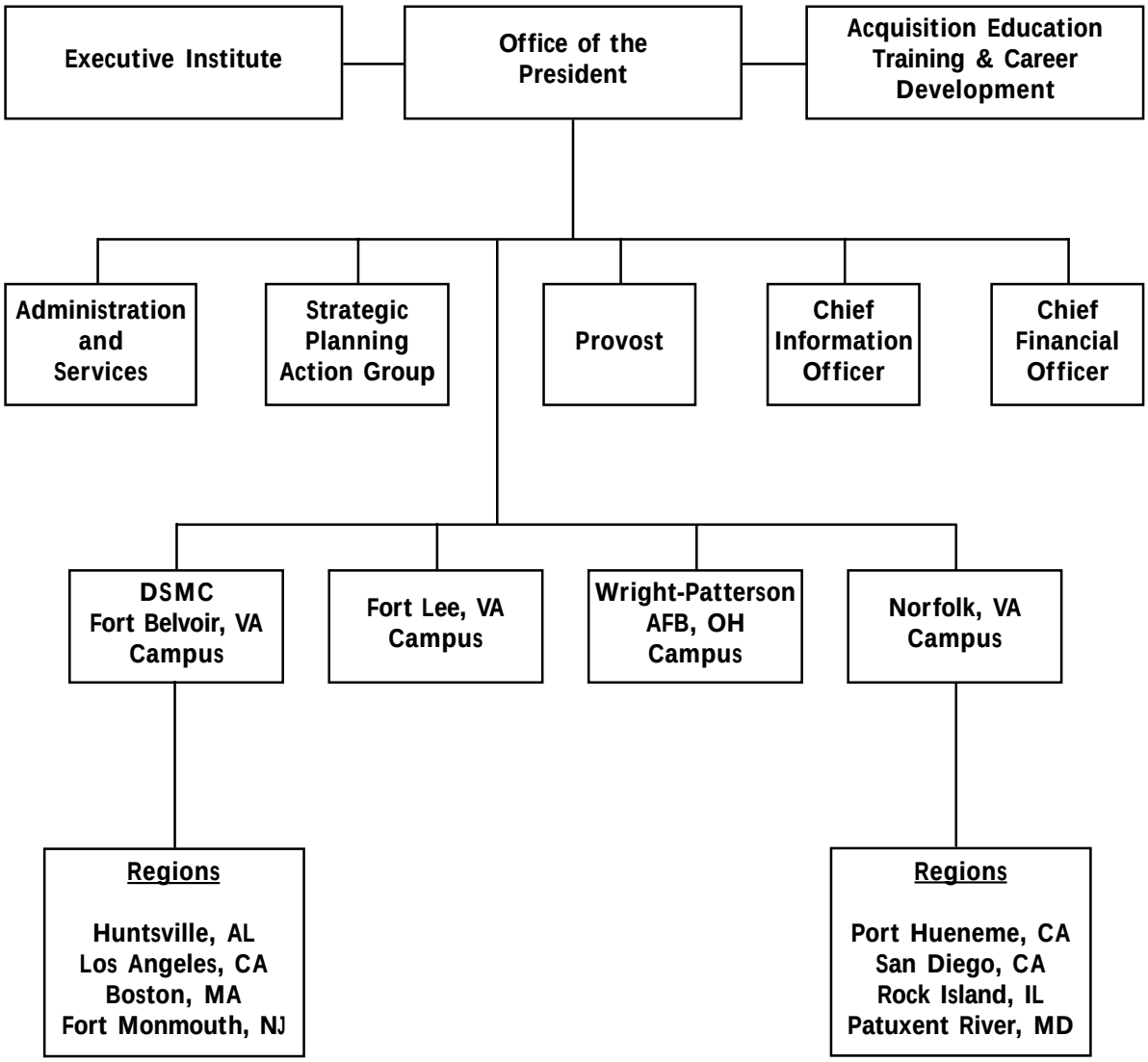


DAU
WRIGHT-PATTERSON
AIR FORCE BASE, OHIO

DEFENSE ACQUISITION UNIVERSITY
WRIGHT-PATTERSON CAMPUS
2950 P STREET, BLDG 641, RM 328
WPAFB, OH 45433-7765



DAU Organization Chart



As of 1 Nov 00

Appendix B

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, Technology and Logistics (USD(AT&L)) 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, 2000, through September 30, 2001. DoD components are responsible for ensuring that Workforce personnel are trained to qualify for their current assignments, prepared for more responsible jobs, and cross-trained for assignments in other acquisition fields. All courses that may be taken to meet Defense Acquisition Workforce Improvement Act (DAWIA) certification requirements for FY 2001 are included in this Appendix.

The USD(AT&L) has designated certain courses that provide knowledge required to perform particular acquisition duties. These assignment-specific courses are presented in Appendix C.

Each checklist explains 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 in an acquisition career level when all mandatory standards have been met. Some standards are designated "Desired" and are indicated by shaded boxes and circles. Where no standard exists for an element, the box is filled in black.

The checklists incorporate other information useful for determining how the standards may be met. 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, are provided at the end of Chapter 4. In some cases, equivalent courses are offered by DoD and private and public institutions of learning, as explained in Appendices D and E.

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.

Course descriptions are provided in Chapter 4 of this Catalog, and instructions for registering for classes are provided in Chapter 2. 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 available for downloading from the DAU Home Page (http://www.dau.mil).

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

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

Legend for certification standards checklists:

☐ Mandatory standard
▒ Desired standard
■ No standard has been set
○ Option for meeting mandatory standard
◍ Option for meeting desired standard

ACQUISITION LOGISTICS

□ LEVEL I

■ **EDUCATION**
(Desired) Baccalaureate degree in a technical, scientific, or managerial field

□ **EXPERIENCE**
1 year of acquisition experience

□ **TRAINING**
- □ ACQ 101 Fundamentals of Systems Acquisition Management [BU5]
- □ LOG 101 Acquisition Logistics Fundamentals [JR1]

□ LEVEL II

■ **EDUCATION**
(Desired) Baccalaureate degree in a technical, scientific, or managerial field

□ **EXPERIENCE**
- □ 2 years of acquisition logistics experience
- ■ (Desired) An additional 2 years of acquisition logistics experience

□ **TRAINING**
- □ ACQ 201 Intermediate Systems Acquisition [JHA]
- □ LOG 201 Intermediate Acquisition Logistics [JR3]
- □ LOG 203 Reliability and Maintainability [AKA]
- □ Complete ONE of these courses:
  - ○ LOG 204 Configuration Management [QMB]
  - ○ LOG 205 Provisioning [QM7]
- ■ (Desired) SYS 201 Intermediate Systems Planning, Research, Development and Engineering [BE2]

□ LEVEL III

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

□ **EXPERIENCE**
- □ 4 years of acquisition logistics experience
- ■ (Desired) An additional 4 years of acquisition logistics experience

□ **TRAINING**
- □ LOG 304 Executive Acquisition Logistics Management [AH1]

AUDITING

☐ LEVEL I

☐ **EDUCATION** – Meet one of the following criteria:
- ○ 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 4 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
- ○ A baccalaureate degree with 24 semester hours in accounting
- ● (Desired) Accounting/auditing work experience in industry or public accounting

☐ **TRAINING**
- ☐ AUD 1130 Technical Indoctrination [PC6]
- ■ (Desired) AUD 6115 Effective Report Writing [PAG]*

☐ LEVEL II

☐ **EDUCATION**
- ☐ Entry below GS-9: Complete Level I requirements
- ☐ Entry at GS-9: Complete Level I requirements and one of:
  - ○ All requirements for a master's degree or equivalent
  - ○ 2 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 the following courses:
  - ○ AUD 1320 Intermediate Contract Auditing [JR7]
  - ○ AUD 4120 Statistical Sampling [QPO]
  - ○ AUD 4230 Graphic, Computational, and Improvement Curve Analysis Techniques [QPC]
- ■ (Desired) Any of the following courses:*
  - ● 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 and Interpersonal Reactions
  - ● AUD 6240 Oral Presentation Workshop

(AUDITING is continued on the next page.)

□ LEVEL III

□ EDUCATION

- □ Complete Level II requirements
- ■ (Desired) Master's degree in accounting, business administration, management, or a related field

□ EXPERIENCE

- □ Meet all Level I and II requirement qualification standards from OPM Qualification Standards Handbook. Supervisory auditors also must 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 these courses:*
  - ● AUD 1275 Advanced Cost Management Systems
  - ● AUD 4030 Quantitative Methods for Managers
  - ● AUD 5640 Electronic Data Processing for Managers
  - ● CON 301 Executive Contracting [BB3]

*For information on Auditing courses not listed in Chapter 4 of this Catalog, contact the Defense Contract Auditing Institute at (901) 325-6383.

□ Mandatory standard ■ Desired standard ■ No standard set ○ Option for meeting mandatory standard ● Option for meeting desired standard

BUSINESS, COST ESTIMATING AND FINANCIAL MANAGEMENT

☐ LEVEL I

■ **EDUCATION**
(Desired) Baccalaureate degree

☐ **EXPERIENCE**
1 year of acquisition experience in business, cost estimating, or financial management

☐ **TRAINING**
- ☐ ACQ 101 Fundamentals of Systems Acquisition Management [BU5]
- ☐ Complete two of the following courses:
  - ○ BCF 101 Fundamentals of Cost Analysis [Q1A]
  - ○ BCF 102 Fundamentals of Earned Value Management [Q1B]
  - ○ BCF 103 Fundamentals of Business Financial Management [PGC]

☐ LEVEL II

■ **EDUCATION**
(Desired) Baccalaureate Degree

☐ **EXPERIENCE**
- ☐ 2 years of acquisition experience in business, cost estimating, or financial management
- ■ (Desired) An additional 2 years of experience in business, cost estimating, and financial management

☐ **TRAINING**
- ☐ ACQ 201 Intermediate Systems Acquisition [JHA]
- ☐ BCF 205 Contractor Finance for Acquisition Managers [Q2A]
- ☐ Complete ONE of the following courses (not previously taken at Level I):
  - ○ BCF 101 Fundamentals of Cost Analysis [Q1A]
  - ○ BCF 102 Fundamentals of Earned Value Management [Q1B]
  - ○ BCF 103 Fundamentals of Business Financial Management [PGC]
- ☐ Complete ONE of the following courses (related to specific job duties)
  - ○ BCF 203 Intermediate Earned Value Management [Q2G]
  - ○ BCF 204 Intermediate Cost Analysis [Q2B]
  - ○ BCF 211 Acquisition Business Management [PGD]

☐ LEVEL III

■ **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**
- ☐ 4 years of acquisition experience in business, cost estimating, or financial management
- ■ (Desired) An additional 4 years of acquisition experience in business, cost estimating, or financial management

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

CONTRACTING

□ LEVEL I

□ **EDUCATION**
- □ Baccalaureate degree
- □ At least 24 semester hours among accounting, law, business finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management

□ **EXPERIENCE**

1 year of contracting experience

□ **TRAINING**
- □ CON 101 Basics of Contracting [BDQ]
- □ CON 104 Principles of Contract Pricing [BDR]

□ LEVEL II

□ **EDUCATION**
- □ Baccalaureate degree
- □ At least 24 semester hours among accounting, law, business finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management
- ▒ (Desired) Graduate studies in business administration or procurement

□ **EXPERIENCE**
- □ 2 years of contracting experience
- ▒ (Desired) An additional 2 years of contracting experience

□ **TRAINING**
- □ CON 202 Intermediate Contracting [PGE]
- □ CON 204 Intermediate Contract Pricing [BU6]
- □ CON 210 Government Contract Law [BDP]

□ LEVEL III

□ **EDUCATION**
- □ Baccalaureate degree
- □ At least 24 semester hours among accounting, law, business finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management
- ▒ (Desired) Master's degree in business administration or procurement

□ **EXPERIENCE**
- □ 4 years of contracting experience
- ▒ (Desired) An additional 4 years of contracting experience

□ **TRAINING**
- □ CON 301 Executive Contracting [BB3]
  (This class is required every 3 to 5 years as a refresher, but it does not have to be repeated to maintain certification.)
- □ CON 333 Management for Contracting Supervisors [BU7]
- ▒ (Desired) 2 weeks of management and leadership training
  (Not currently provided by DAU. See your local training support office.)

□ Mandatory standard ▒ Desired standard ■ No standard set ○ Option for meeting mandatory standard ◍ Option for meeting desired standard

INDUSTRIAL/CONTRACT PROPERTY MANAGEMENT

☐ LEVEL I

■ **EDUCATION**
- ■ (Desired) Meet one of the following criteria:
  - ○ Baccalaureate degree
  - ○ At least 24 semester hours among accounting, law, business finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization, and management

☐ **EXPERIENCE**

1 year of experience in acquisition

☐ **TRAINING**
- ☐ IND 101 Contract Property Administration Fundamentals [PDM]
- ☐ IND 102 Contract Property Disposition [PDO]

  (This class is required every 3 to 5 years as a refresher, but it does not have to be repeated to maintain certification.)
- ☐ IND 103 Contract Property Systems Analysis [BRL]
- ☐ CON 101 Basics of Contracting [BDQ]

☐ LEVEL II

■ **EDUCATION**

(Desired) Meet one of the following criteria:
- ○ Baccalaureate degree
- ○ At least 24 semester hours among accounting, law, business finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization, and management

☐ **EXPERIENCE**
- ☐ 2 years of experience in an industrial property management acquisition position
- ■ (Desired) 2 years additional experience in industrial property management acquisition

☐ **TRAINING**
- ☐ IND 201 Intermediate Contract Property Administration [PDN]
- ☐ IND 202 Contract Property Management Seminar [BRM]

  (This class is required every 3 to 5 years as a refresher, but it does not have to be repeated to maintain certification.)
- ☐ CON 202 Intermediate Contracting [PGE]
- ☐ CON 210 Government Contract Law [BDP]

☐ LEVEL III

■ **EDUCATION**

(Desired) Meet both of the following criteria:
- ○ Baccalaureate degree
- ○ At least 24 semester hours among accounting, law, business finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization, and management

☐ **EXPERIENCE**
- ☐ 4 years of experience in industrial property management acquisition positions of increasing responsibility and complexity
- ■ (Desired) 4 additional years of experience in industrial property management acquisition

☐ **TRAINING**
- ☐ CON 301 Executive Contracting [BB3]

  (This class is required every 3 to 5 years as a refresher, but it does not have to be repeated to maintain certification.)
- ☐ CON 333 Management for Contracting Supervisors [BU7]
- ☐ IND 202 Contract Property Management Seminar [BRM]

  (This class is required every 3 to 5 years as a refresher, but it does not have to be repeated to maintain certification.)

INFORMATION TECHNOLOGY
(Formerly Communications-Computer Systems)

□ LEVEL I

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

□ **EXPERIENCE**
1 year of acquisition experience in communications/computer systems

□ **TRAINING**
- □ ACQ 101 Fundamentals of Systems Acquisition Management [BU5]
- □ IRM 101 Basic Information Systems Acquisition [JHD]

□ LEVEL II

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

□ **EXPERIENCE**
- □ 2 years of acquisition experience, at least 1 year of this experience must be in communications/computer systems
- ■ (Desired) An additional 2 years of communications/computer systems acquisition experience, preferably in a program office or similar organization

□ **TRAINING**
- □ ACQ 201 Intermediate Systems Acquisition [JHA]
- □ IRM 201 Intermediate Information Systems Acquisition [QN5]

□ LEVEL III

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

□ **EXPERIENCE**
- □ 4 years of communications/computer acquisition experience, of which at least 2 years must be in a program office or similar organization (dedicated matrix support to a PM or PEO, DCMA program integrator, or Supervisor of Shipbuilding)
- ■ (Desired) 4 additional years of communications and/or computer systems acquisition experience

□ **TRAINING**
- □ IRM 303 Advanced Information Systems Acquisition [BZE]
- ■ (Desired) PMT 302 Advanced Program Management [BU1]

□ Mandatory standard ■ Desired standard ■ No standard set ○ Option for meeting mandatory standard ● Option for meeting desired standard

MANUFACTURING, PRODUCTION, AND QUALITY ASSURANCE

(The Manufacturing and Production career field and the Quality Assurance career field were merged on January 1, 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 January 1, 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.)

☐ LEVEL I

■ **EDUCATION** - None mandatory

☐ **EXPERIENCE**
- ☐ 1 year of acquisition experience in engineering, manufacturing, production, or quality assurance
- ▒ (Desired) At least 4 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, Quality and Manufacturing Fundamentals [BU2]

☐ LEVEL II

▒ **EDUCATION**
- ▒ (Desired) Baccalaureate degree in engineering, chemistry, physical science, mathematics, statistics, manufacturing or production management, industrial technology or management, quality assurance, or a related field
- ▒ (Desired) Master's degree in business, production management, engineering, or a related field

☐ **EXPERIENCE**
- ☐ 2 years of acquisition experience in engineering, manufacturing, production, or quality assurance
- ▒ (Desired) At least 4 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 I)
- ▒ (Desired) 2 additional years of experience in manufacturing, production, or quality assurance

☐ **TRAINING**
- ☐ ACQ 201 Intermediate Systems Acquisition [JHA]
- ☐ PQM 201 Intermediate Production, Quality and Manufacturing [BU3]

(MANUFACTURING, PRODUCTION, AND QUALITY ASSURANCE is continued on the next page.)

MANUFACTURING, PRODUCTION, AND QUALITY ASSURANCE (Continued)

□ LEVEL III

▩ 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 4 years of acquisition experience in engineering, manufacturing, production, or quality assurance
- ▩ (Desired) 4 additional years of experience in manufacturing, production, or quality assurance

□ TRAINING

- □ PQM 301 Advanced Production, Quality and Manufacturing [HV2]
- ▩ (Desired) One advanced seminar in current acquisition management issues
  (Not currently provided by DAU. See your local training support office.)

□ Mandatory standard ▩ Desired standard ■ No standard set ○ Option for meeting mandatory standard ◍ Option for meeting desired standard

PROGRAM MANAGEMENT

☐ LEVEL I

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

☐ **EXPERIENCE**
1 year of program management experience

☐ **TRAINING**
- ☐ ACQ 101 Fundamentals of Systems Acquisition Management [BU5]
- ■ (Desired) ACQ 201 Intermediate Systems Acquisition [JHA]
- ■ (Desired) One DAU Level 100 course in another functional area

☐ LEVEL II

■ **EDUCATION**
(Desired) Master's degree, preferably with a major in engineering, systems management, business administration, or a related field

☐ **EXPERIENCE**
- ☐ 2 years of acquisition experience, with at least 1 year in program management
- ■ (Desired) An additional 2 years of acquisition experience, preferably in a systems program office or similar organization

☐ **TRAINING**
- ☐ ACQ 201 Intermediate Systems Acquisition [JHA]
- ■ (Desired) One DAU Level 200 course in another functional area
- ■ (Desired) Intermediate-level management and leadership training
  (Not currently provided by DAU. See your local training support office.)
  (NOTE: A requirement for PMT 250 is in coordination. The new requirement will be posted on the DAU Home Page when it becomes effective.)

☐ LEVEL III

■ **EDUCATION**
- ■ (Desired) Meet one of the following criteria:
  - ○ At least 24 semester hours (DANTES or CLEP equivalency exams may be substituted.) from among accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization, and management
  - ○ At least 24 semester hours in the individual's career field and 12 semester credit hours in the disciplines listed above
- ■ (Desired) Master's degree in engineering, systems acquisition management, business administration, or a related field

☐ **EXPERIENCE**
- ☐ 4 years of acquisition experience, of which at least 2 years must be in a program office or similar organization (dedicated matrix support to a PM or PEO, DCMA program integrator, or Supervisor of Shipbuilding)
- ■ (Desired) 2 additional years of acquisition experience

☐ **TRAINING**
PMT 302 Advanced Program Management Course [BU1]

PURCHASING

□ LEVEL I

■ **EDUCATION**
(Desired) 16 semester hours of undergraduate work, with emphasis in business

□ **EXPERIENCE**
1 year of experience in purchasing

□ **TRAINING**
CON 101 Basics of Contracting [BDG]

□ LEVEL II

■ **EDUCATION**
(Desired) 32 semester hours of undergraduate work, with emphasis in business

□ **EXPERIENCE**
2 years of experience in purchasing

□ **TRAINING**
CON 202 Intermediate Contracting [PGE]

□ LEVEL III

■ **EDUCATION**
(Desired) 64 semester hours of undergraduate work, with emphasis in business

□ **EXPERIENCE**
3 years of experience in purchasing

■ **TRAINING**
No additional requirements beyond Level II

SYSTEMS PLANNING, RESEARCH, DEVELOPMENT AND ENGINEERING

☐ LEVEL I

☐ EDUCATION

☐ Meet one of the following criteria:
- ○ Baccalaureate degree in engineering, physics, chemistry, mathematics, or a related field
- ○ At least 10 years of acquisition experience in Systems Planning, Research, Development and Engineering (as of October 1, 1991)

☐ EXPERIENCE

1 year of acquisition experience in science or engineering

☐ TRAINING

ACQ 101 Fundamentals of Systems Acquisition Management [BU5]

☐ LEVEL II

☐ EDUCATION

☐ Meet one of the following criteria:
- ○ Baccalaureate degree in engineering, physics, chemistry, mathematics, or a related field
- ○ At least 10 years of acquisition experience in Systems Planning, Research, Development and Engineering (as of October 1, 1991)

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

☐ (Desired) 9 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

☐ 2 years of acquisition experience in science or engineering

☐ (Desired) An additional 2 years of acquisition experience in science or engineering

TRAINING

☐ ACQ 201 Intermediate Systems Acquisition [JHA]

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

☐ (Desired) A DAU Level 200 or Level 100 course mandatory for acquisition logistics, program management, quality assurance, communications/computer systems, manufacturing and production, or test and evaluation

(SYSTEMS PLANNING, RESEARCH, DEVELOPMENT AND ENGINEERING is continued on the next page.)

SYSTEMS PLANNING, RESEARCH, DEVELOPMENT AND ENGINEERING (Continued)

□ LEVEL III

□ EDUCATION

- □ Meet one of the following criteria:
  - ○ Baccalaureate degree in engineering, physics, chemistry, mathematics, or a related field
  - ○ At least 10 years of acquisition experience in Systems Planning, Research, Development and Engineering (as of October 1, 1991)
- ▒ (Desired) Advanced degree in engineering, physics, chemistry, mathematics, operations research, management or a 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

- □ 4 years of acquisition experience in science or engineering
- ▒ (Desired) 4 additional years of experience in acquisition positions of increasing responsibility and complexity

□ TRAINING

- □ SYS 301 Advanced Systems Planning, Research, Development and Engineering [HV1]
- ▒ (Desired) Any mandatory DAU Level 200 or Level 300 course in acquisition logistics, program management, quality assurance, information technology, manufacturing and production, or test and evaluation

TEST AND EVALUATION

☐ LEVEL I

☐ **EDUCATION**

Have one of the following requirements:

- ○ Baccalaureate 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 October 1, 1991)

☐ **EXPERIENCE**

1 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]

☐ LEVEL II

☐ **EDUCATION**

- ☐ Meet one of the following criteria:
  - ○ Baccalaureate 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 October 1, 1991)
- ■ (Desired) Master's degree in one of the above fields
- ■ (Desired) Two 3-CEU technical courses in a test and evaluation specialty area
- ■ (Desired) Meet Acquisition Corps education requirements

☐ **EXPERIENCE**

- ☐ 2 years of acquisition experience, of which at least 1 year is test and evaluation experience
- ■ (Desired) An additional 2 years of acquisition experience, of which 1 year is test and evaluation experience

☐ **TRAINING**

- ☐ ACQ 201 Intermediate Systems Acquisition [JHA]
- ☐ TST 202 Intermediate Test and Evaluation [QMI]

(TEST AND EVALUATION is continued on the next page.)

□ LEVEL III

□ **EDUCATION**
- □ Meet one of the following criteria:
  - ○ Baccalaureate 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 October 1, 1991)
- ▒ (Desired) At least 12 semester hours from among accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, business, quantitative methods, or organization and management. (DANTES or CLEP exams may be substituted.)
- ▒ (Desired) Master's degree in physical science, mathematics, chemistry, engineering, physics, operations research, or a related field
- ▒ (Desired) One 3-CEU technical course (in addition to those required at Level II) in a test and evaluation specialty area

□ **EXPERIENCE**
- □ 4 years of acquisition experience, of which at least 2 years is test and evaluation experience
- ▒ (Desired) 4 additional years of acquisition experience, of which at least 2 years is test and evaluation experience

□ **TRAINING**

TST 301 Advanced Test and Evaluation [QL9]

□ Mandatory standard ▒ Desired standard ■ No standard set ○ Option for meeting mandatory standard ◍ Option for meeting desired standard

Appendix C

ASSIGNMENT-SPECIFIC TRAINING

Assignment-specific courses are identified by the Under Secretary of Defense for Acquisition, Technology and Logistics as integral to the education and training of Acquisition Workforce personnel. These courses are offered by 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 this training, enabling them to perform their work productively and effectively.

DAU maintains complete student records for courses taught since the University began offering instruction in 1993, 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 4 of this Catalog, and instructions for registering for classes are provided in Chapter 2. 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 Home Page: http://www.dau.mil.

ACQ 201
Intermediate Systems Acquisition

This course is assignment-specific only for contracting personnel. All contracting personnel who are assigned to a major program or who devote at least 50 percent of their time to a major acquisition program are required to take this course at Level III. ACQ 201 should be taken at Level II within 1 year of assignment to a major Defense acquisition program.

BCF 102
Fundamentals of Earned Value Management

Workforce analysts who are responsible for analyzing Earned Value Management (EVM) data or who need a basic understanding of EVM concepts to perform some aspects of their duties should take BCF 102. Attendees typically include employees of program/project management offices, the Defense Contract Management Agency, dedicated support matrix organizations, and Service headquarters support matrix organizations.

BCF 203
Intermediate Earned Value Management

Acquisition Workforce personnel should take BCF 203 if their duties include integrating earned value data to perform the following functions: (1) awarding/administering contracts, reviewing or performing surveillance on contractor's management control systems, or supporting Integrated Baseline Reviews, as outlined in DoD 5000.2-R, Part 3.3.4.3 (Cost Performance); or (2) evaluating, analyzing, or using earned value data. Attendees typically include employees of program/project management offices, the Defense Contract Management Agency, dedicated support matrix organizations, and Service headquarters support matrix organizations.

BCF 206
Cost Risk Analysis

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 and development, weapon systems, etc.; (2) planning and managing DoD systems acquisition; (3) evaluating and negotiating contract proposals; and (4) performing cost and performance tradeoff analyses. Participants typically include members from the Business, Cost Estimating, and Financial Management community as well as program/project managers and personnel in contracting; systems planning, research, development and engineering; and information technology.

BCF 207
Economic Analysis

Acquisition Workforce personnel should take BCF 207 if their duties include: (1) developing and/or evaluating costs and benefits of alternative courses of action involved in decisions (i.e., lease vs. buy, in-house vs. contractor, privatization or outsourcing, or repair or replace); and/or (2) preparing funding proposals for such programs as Operations and Support Cost Reduction or Defense Working Capital Fund (Defense Business Operations Fund). Participants typically include members from the Business, Cost Estimating, and Financial Management community, as well as program/project managers and personnel in contracting; systems planning, research, development and engineering; information technology; and non-DoD personnel who conduct economic analyses of materiel systems.

BCF 208
Software Cost Estimating

The Software Cost Estimating 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) for either embedded or stand-alone systems; (2) planning and managing DoD systems acquisitions; (3) evaluating and negotiating contract proposals; and (4) performing cost and performance tradeoff analyses. Participants typically include members from the Business, Cost Estimating, and Financial Management community, as well as program/project managers and personnel in contracting; systems planning, research, development and

engineering; information technology; and non-DoD personnel who conduct economic analyses of materiel systems.

BCF 209
Selected Acquisition Report

This course should be taken by Acquisition Category (ACAT) ID/IC Acquisition Workforce personnel who prepare, review, edit, or generate input to Selected Acquisition Reports (SARs) or who are responsible for ensuring that SARs are consistent with Cost Analysis Improvement Group procedures, SAR preparation guidelines, approved budgets, and approved acquisition program baselines. Attendees typically include employees of program/project management offices, dedicated support matrix organizations, Service headquarters support matrix organizations, and contract administration offices.

BCF 802
Selected Acquisition Report Review

Whenever there is a major update to the CARS software, usually on an annual basis, this course should be retaken by Acquisition Category (ACAT) ID/IC Acquisition Workforce personnel who have duties that include preparing, reviewing, editing, or generating input to Selected Acquisition Reports (SARs) or who are responsible for ensuring that SARs are consistent with Cost Analysis Improvement Group procedures, SAR preparation guidelines, approved budgets, and approved acquisition program baselines. Those who attend will most likely come from program/project management offices, dedicated support matrix organizations, Service headquarters support matrix organizations, and contract administration offices. Attendees can also include contractors.

CON 232
Overhead Management of Defense Contracts

All contracting officers, buyers, price analysts, auditors, and contract administration personnel should take CON 232 if they are assigned to program projects in which contractor overhead situations are present and are important elements of cost. Course participants typically include members who are involved with major acquisitions or assigned to the Defense Contract Management Agency.

CON 233
Cost Accounting Standards Workshop

The Cost Accounting Standards Workshop should be taken by contracting personnel who are assigned to the Defense Contract Management Agency or to the Army Ammunition Plant. Also, those who work as the Supervisor of Shipbuilding, Conversion, and Repair should attend this course.

CON 234
Contingency Contracting

This is intended for military personnel in the Contracting and Purchasing career fields and for 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

Level II and III personnel should take CON 235 if they are involved in major systems acquisition or in a commercial environment where knowledge or cost risk analysis, cost estimating relationships/parametric estimating, overhead estimating, and decision/risk analysis tools are required.

CON 236
Contractual Aspects of Value Engineering

Contracting, program management, and functional personnel should take CON 236 if they might be involved in Value Engineering (VE) applications or if they support major weapons 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 the contractual aspects of VE, the Integrated Product Team/Integrated Product and Process Development (IPT/IPPD) approach is emphasized regarding the utility of value methodology and the resulting VE change proposals.

CON 237
Simplified Acquisition Procedures

This course is intended for contract specialists, administrators, negotiators, procurement analysts, and purchasing agents with a working knowledge of basic government contracting practices (i.e., at least 1 year of experience). However, attendees do not necessarily have to be knowledgeable or experienced in using simplified acquisition procedures. This course should be taken by contracting personnel who received their basic training in contracting prior to the implementation of the Federal Acquisition Streamlining Act of 1994 (FASA) and the Clinger-Cohen Act. Those who have been assigned to a position requiring knowledge of simplified acquisition procedures should also take CON 237.

CON 243
Architect-Engineer Contracting

Military and civilian Acquisition Workforce members in the Contracting career field who are assigned contracting responsibilities for Architect-Engineer (A-E) contracts should take CON 243. Whenever practical, students should attend prior to assuming duties in A-E contracting.

CON 244
Construction Contracting

The Construction Contracting 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 this course prior to assuming duties in construction contracting.

GRT 201
Grants and Agreements Management

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

PMT 202
Multinational Program Management

All personnel involved in an international defense acquisition program should take PMT 202. Participants will typically include members of the following career fields: Acquisition Logistics, Program Management; Contracting; Test and Evaluation; Systems Planning, Research, Development and Engineering; and Business, Cost Estimating, and Financial Management.

PMT 203
International Security and Technology Transfer/Control

This course should be taken by all personnel involved in an international defense acquisition program in other than a managerial capacity. Participants will typically include members of the following career fields: Program Management; Contracting; Test and Evaluation; Systems Planning, Research, Development and Engineering; and Business, Cost Estimating, and Financial Management.

PMT 303
Executive Program Manager's Course

The Executive Program Manager's Course is statutorily required for personnel selected to a critical acquisition position as a program executive officer, program manager, or deputy program manager of a major defense acquisition program or a significant nonmajor defense acquisition program in Acquisition Category (ACAT) I or II.

PMT 304
Advanced International Management Workshop

All personnel involved in an international defense acquisition program should take PMT 304, especially if they are involved in international project agreements.

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

This course is designed to update newly designated Acquisition Category (ACAT) III program/product managers and their deputies on current acquisition policy, principles, and practices. PMT 305 includes lessons learned from recent experiences and instruction on how to operate as a program manager in the current environment.

PQM 103
Defense Specification Management

Personnel who are responsible for writing, reviewing, coordinating, applying, or using specifications and related documents should take PQM 103.

PQM 104
Specification Selection and Application

This course should be taken by personnel who are involved in setting requirements and making standardization decisions. Also, personnel who use specifications and standards but are not actively involved in the development or management of requirements documentation could benefit from PQM 104.

PQM 202
Commercial and Nondevelopmental Item Acquisition

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, select and prepare requirements documents, or manage item test evaluations and quality.

PQM 203
Preparation of Commercial Item Descriptions

Personnel who prepare or review commercial item descriptions and use market research techniques to identify commercial items should take PQM 203.

PQM 212
Market Research

The Market Research Course is intended for personnel who gather and use market information when conducting cost, schedule, and performance tradeoff analyses; determining whether items and services are commercial; or developing acquisition plans, requirements documents, support plans, test plans, and evaluation factors.

SAM 101
Basic Software Acquisition Management

Level I acquisition personnel who are involved in acquiring, developing, engineering, testing and evaluating, conducting research on, and procuring software-intensive systems should take SAM 101. Priority for this course will be given to personnel who manage software development and/or acquire software and who work in development programs in which $20 million or more is spent on software, procurement programs in which $30 million or more is spent on software, programs in which $1 million or more is spent on sustainment costs for software annually, or programs in which post-deployment software support is ongoing.

SAM 201
Intermediate Software Acquisition Management

The SAM 201 course is required for acquisition personnel who are involved in acquiring, developing, engineering, testing and evaluating, researching, and procuring software-intensive systems. Priority for this course will be given to personnel who manage software development

and/or acquire software and who work in development programs in which $20 million or more is spent on software, procurement programs in which $30 million or more is spent on software, programs in which $1 million or more is spent on sustainment costs for software annually, or programs in which post-deployment software support is ongoing.

SAM 301
Advanced Software Acquisition Management

This course is required for acquisition personnel serving in a Level III position, 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 manage software development and/or acquire software and who work in development programs in which $20 million or more is spent on software, procurement programs in which $30 million or more is spent on software, programs in which $1 million or more is spent on sustainment costs for software annually, or programs in which post-deployment software support is ongoing.

Appendix D

DoD School Equivalencies

Some DoD schools offer courses that have been certified equivalent to DAU curriculum courses. The following matrix provides a summary of those courses and the schools that offer them. Course equivalencies are renewed annually, and effective dates are posted on the DAU Home Page at http://www.dau.mil. If you want more information on these equivalencies, Ms. Cassandra Lancaster is DAU's point of contact. You can reach her at (757) 443-2349, DSN 646-2349, or by e-mail at lancasterc@daunorf.navy.mil.

Summary of Equivalent Courses at Consortium and Other DoD Schools

School	Course Equivalent	DAU Course(s)
AFIT	CMGT 545	CON 104 Principles of Contract Pricing
	LAWS 550	CON 210 Government Contract Law
	LOG 260	LOG 205 Provisioning
ALMC	Materiel Acquisition Management (MAM) Course	ACQ 101 Fundamentals of Systems Acquisition Management
AFCATC (LTF)	L3OQR63A1-001 (5 weeks)	ACQ 101 Fundamentals of Systems Acquisition Management
	L3ABR6C031-005	PUR 101 Simplified Acquisition Fundamentals
NPS	EO 4011	SYS 201 Intermediate SPRDE
	MN 3221	ACQ 101 Fundamentals of Systems Acquisition Management
	MN 3222	ACQ 201 Intermediate Systems Acquisition
	MN 3303	CON 101 Basics of Contracting
	MN 3304	CON 104 Fundamentals of Contract Pricing CON 204 Intermediate Contract Pricing
	MN 3309	SAM 201 Intermediate Software Acquisition Management
	MN 3312	CON 210 Government Contract Law
	MN 3315	CON 202 Intermediate Contracting
	MN 3384	PQM 101 Production, Quality and Manufacturing Fundamentals PQM 201 Intermediate Production, Quality and Manufacturing
	MN 4371	CON 333 Management for Contracting Supervisors
	MN 4470	LOG 304 Executive Acquisition Logistics Management

School	Course Equivalent	DAU Course(s)
NPS (continued)	OS 4601	TST 202 Intermediate Test and Evaluation TST 301 Advanced Test and Evaluation
	Acquisition & Contract Management (815) Degree Program	CON 101 Basics of Contracting CON 104 Fundamentals of Contract Pricing CON 202 Intermediate Contracting CON 204 Intermediate Contract Pricing CON 210 Government Contract Law CON 301 Executive Contracting CON 333 Management for Contracting Supervisors
	Systems Acquisition Management (816) Degree Program	ACQ 101 Fundamentals of Systems Acquisition Management ACQ 201 Intermediate Systems Acquisition CON 101 Basics of Contracting LOG 304 Executive Acquisition Logistics Management PMT 302 Advanced Program Management PQM 101 Production, Quality and Manufacturing Fundamentals PQM 201 Intermediate Production, Quality and Manufacturing SAM 201 Intermediate Software Acquisition Management SYS 201 Intermediate SPRDE TST 202 Intermediate Test and Evaluation TST 301 Advanced Test and Evaluation
US Army Command and General Staff College	A423	CON 101 Basics of Contracting
	A424	CON 104 Fundamentals of Contract Pricing
US Air Force Test Pilot School	Test Pilot School	TST 202 Intermediate Test and Evaluation
US Navy EDO	EDO Basic Course	ACQ 101 Fundamentals of Systems Acquisition Management ACQ 201 Intermediate Systems Acquisition
US Navy Test Pilot School	Test Pilot School	TST 101 Introduction to Acquisition Workforce Test and Evaluation TST 202 Intermediate Test and Evaluation

Appendix E

College Program Equivalencies

Several academic courses offered by private and public institutions of higher education have been certified as equivalent to mandatory acquisition courses provided by the Defense Acquisition University. In many cases, these courses can be used to satisfy education and training requirements for Defense Acquisition Workforce members.

This section provides contact information for schools that have been granted equivalency status for various courses. For complete information on what courses each school offers, the DAU course equivalent, and effective dates, visit the DAU Website at http://www.dau.mil or contact Ms. Cassandra Lancaster at (757) 443-2349, DSN 646-2349, or e-mail lancasterc@daunorf.navy.mil.

This section applies to classroom offerings only. Individuals seeking credit for equivalency courses should provide a copy of their college transcript(s) to their personnel office.

Athens College
300 N. Beaty Street
Athens, AL 35611
Mr. James E. Haynes
(205) 233-8116

Bowie State
14000 Jericho Road
Bowie, MD 20715-9465
(301) 464-3000

College of Southern Maryland
(formerly Charles County Community College)
P.O. Box 910
LaPlata, MD 20646-0910
Director, Mr. Rex Bishop
(301) 934-7518

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

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

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

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

Northern Virginia Community College
Business Division, Alexandria Campus
3001 N. Beauregard Street
Alexandria, VA 22311
Dr. Ron Wheeler
(703) 845-6313

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

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

San Diego City College
Business Division
1313 Twelfth Avenue
San Diego, CA 92101
Mr. Jim Conrad
(619) 532-3439

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

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

University of Central Florida
College of Business Administration
Department of Management
P.O. Box 25000
Orlando, FL 32816-0400
Dr. Raymond L. Martin
(407) 823-2446

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

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

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

The University of Phoenix
Academic Program Manager
4615 East Elwood Street
Phoenix, AZ 85040
Ms. Dorian Rivera
(602) 966-7577, Ext. 1270

The University of St. Thomas
2115 Summit Avenue
St. Paul, MN 55105
Mr. Joseph R. Clements
(651) 962-5192

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

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

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

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

Western New England College
Off-Campus Division

Devens Center
Army Education Center
Ft. Devens, MA 01433-5230
Mr. Douglas Kenyon, Adm. Director
(781) 933-1595

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

Appendix F

CONTINUING EDUCATION UNITS

Acquisition employees may meet professional association or organization continuing education requirements by taking DAU sponsored courses. DAU is a member of the International Association for Continuing Education and Training (IACET), a nonprofit membership organization of over 650 organizations and individuals involved in continuing education and training. As such, DAU is an authorized provider of continuing education units (CEUs), which measure continuing education participation for many professional associations and organizations.

The following table provides the CEU for each DAU sponsored course, which may be applied toward professional requirements. For updates, consult the online DAU Catalog at http://www.dau.mil.

CEUs are not measures of academic credit. See Appendix G for DAU courses eligible for academic credit.

CONTINUING EDUCATION UNITS (FOR COURSES TAKEN AFTER JANUARY 1, 1997)

Course		CEU
ACQ 101	Fundamentals of Systems Acquisition Management	
	through 6/1/97	5.4
	6/2/97-1/31/99	4.7
	beginning 2/1/99	2.5
ACQ 201	Intermediate Systems Acquisition	
	through 6/1/97	13.7
	6/2/97-10/24/99	9.9
	10/25/99-3/1/01	9.4
	3/2/01-4/12/01	9.05
	beginning 04/13/01	7.2
ACQ 401	Senior Acquisition Course	54.0
ACQ 402	Executive Management Course	9.6
ACQ 404	Systems Acquisition Management Course for General/Flag Officers	3.2
ACQ 405	Executive Refresher Course	
	through 3/1/01	6.4
	beginning 3/2/01	7.0
BCF 101	Fundamentals of Cost Analysis (formerly BCE 101)	
	through 3/1/01	9.9
	beginning 3/2/01	9.2
BCF 102	Fundamentals of Earned Value Management (formerly BFM 102)	
	through 2/28/00	6.4
	3/1/00-3/1/01	6.5
	beginning 3/2/01	4.8

Course		CEU
BCF 103	Fundamentals of Business Financial Management (formerly BFM 201)	
	through 3/1/01	3.0
	beginning 3/2/01	2.9
BCF 203	Intermediate Earned Value Management (formerly BFM 203)	
	through 3/1/01	8.0
	beginning 3/2/01	6.3
BCF 204	Intermediate Cost Analysis (formerly BCE 204)	
	through 3/1/01	8.9
	beginning 3/2/01	9.1
BCF 205	Contractor Finance for Acquisition Managers (formerly BFM 204)	
	through 3/1/01	3.0
	beginning 3/2/01	2.6
BCF 206	Cost Risk Analysis (formerly BCE 206)	
	through 3/1/01	2.8
	beginning 3/2/01	2.7
BCF 207	Economic Analysis (formerly BCE 207)	
	through 3/1/01	2.3
	beginning 3/2/01	2.0
BCF 208	Software Cost Estimating (formerly BCE 208)	
	through 3/1/01	6.7
	beginning 3/2/01	5.9
BCF 209	Selected Acquisition Report (formerly BFM 209)	3.0
BCF 211	Acquisition Business Management	
	through 9/30/99	4.6
	10/01/99-3/1/01	4.2
BCF 211A	Acquisition Business Management (Part A)	
	beginning 3/2/01	.7
BCF 211B	Acquisition Business Management (Part B)	
	beginning 3/2/01	3.5
BCF 301	Business, Cost Estimating, and Financial Management Workshop	
	through 3/1/01	5.4
	beginning 3/2/01	5.1
BCF 802	Selected Acquisition Report Review (formerly BFM 210)	
	through 3/1/01	1.8
	beginning 3/2/01	2.2
CAR 805	Contemporary Approaches to Acquisition Reform	
	through 9/23/99	4.0
	9/24/99-3/1/01	3.6
	beginning 3/2/01	3.2
CON 101	Basics of Contracting	
	through 9/30/97	15.7
	10/1/97-3/1/01	16.0
	beginning 3/2/01	13.55
CON 102	Operational Level Contracting Fundamentals	
	through 9/30/97	14.0

Course		CEU
CON 103	Facilities Contracting Fundamentals	
	through 9/30/97	15.7
CON 104	Principles of Contract Pricing	
	through 3/1/01	7.3
	beginning 3/2/01	9.25
CON 202	Intermediate Contracting	
	through 3/1/01	14.8
	beginning 3/2/01	9.95
CON 204	Intermediate Contract Pricing (formerly CON 231)	
	through 9/30/98	5.2
	10/1/98-3/1/01	5.7
	beginning 3/2/01	6.45
CON 210	Government Contract Law (formerly CON 201)	
	through 3/1/01	4.9
	beginning 3/2/01	6.45
CON 211	Intermediate Contracting	
	through 9/30/97	12.5
CON 221	Intermediate Contract Administration	
	through 9/30/97	5.4
CON 222	Operational Level Contract Administration	
	through 9/30/97	8.3
CON 223	Intermediate Facilities Contracting	
	through 9/30/97	8.5
CON 232	Overhead Management of Defense Contracts	
	through 3/1/01	5.8
	beginning 3/2/01	6.4
CON 233	Cost Accounting Standards Workshop	8.9
CON 234	Contingency Contracting	
	through 3/1/01	8.5
	beginning 3/2/01	7.5
CON 235	Advanced Contract Pricing	
	through 3/1/01	6.0
	beginning 3/2/01	6.85
CON 236	Contractual Aspects of Value Engineering (formerly CON 212)	2.8
CON 237	Simplified Acquisition Procedures	1.6
CON 241	Information Technology Contracting	
	through 9/30/97	5.4
CON 243	Architect-Engineer Contracting	
	through 11/2/99	2.8
	beginning 11/3/99	3.2
CON 244	Construction Contracting	
	through 11/2/99	2.4
	11/3/99-3/1/01	3.2
	beginning 3/2/01	3.0

Course		CEU
CON 301	Executive Contracting	
	through 3/1/01	3.6
	beginning 3/2/01	2.95
CON 333	Management for Contracting Supervisors	
	through 3/1/01	3.2
	beginning 3/2/01	2.8
GRT 201	Grants and Agreements Management	3.9
IND 101	Contract Property Administration Fundamentals	
	through 3/1/01	5.9
	beginning 3/2/01	6.4
IND 102	Contract Property Disposition	
	through 3/1/01	3.8
	beginning 3/2/01	3.0
IND 103	Contract Property Systems Analysis	
	through 3/1/01	2.7
	beginning 3/2/01	3.0
IND 201	Intermediate Contract Property Administration	
	through 3/1/01	6.7
	beginning 3/2/01	6.4
IND 202	Contract Property Management Seminar	
	through 3/1/01	2.7
	beginning 3/2/01	3.0
IRM 101	Basic Information Systems Acquisition	2.5
IRM 201	Intermediate Information Systems Acquisition	
	through 4/30/98	12.0
	5/1/98-9/23/99	7.0
	beginning 9/24/99	6.3
IRM 303	Advanced Information Systems Acquisition	
	through 12/31/96	12.8
	1/1/97-9/23/99	9.8
	9/24/99-3/1/01	9.1
	beginning 3/2/01	8.4
LAW 801	Acquisition Law	
	through 3/1/01	4.0
	beginning 3/2/01	2.6
LOG 101	Acquisition Logistics Fundamentals	
	through 9/30/99	4.5
	beginning 10/1/99	2.4
LOG 201	Intermediate Acquisition Logistics	
	through 10/19/00	11.4
	10/20/00-3/1/01	9.8
	beginning 3/2/01	9.2
LOG 203	Reliability and Maintainability	
	through 5/6/01	1.5
	beginning 5/7/01	1.7

Course		CEU
LOG 204	Configuration Management	
	through 3/1/01	4.0
	beginning 3/2/01	2.6
LOG 205	Provisioning	2.8
LOG 304	Executive Acquisition Logistics Management	
	through 3/1/01	4.9
	beginning 3/2/01	3.9
PMT 202	Multinational Program Management	3.0
PMT 203	International Security and Technology Transfer/Control	
	through 3/1/01	3.0
	beginning 3/2/01	3.2
PMT 250	Program Management Tools	8.0
PMT 302	Advanced Program Management Course	
	through 9/30/99	51.3
	10/1/99-12/14/00	49.3
	beginning 12/15/00	47.9
PMT 303	Executive Program Manager's Course	
	through 9/30/99	12.0
	10/1/99-3/1/01	15.6
	beginning 3/2/01	12.0
PMT 304	Advanced International Management Workshop	
	through 3/1/01	3.0
	beginning 3/2/01	4.0
PMT 305	Program Manager's Skills	
	through 9/30/99	6.0
	10/1/99-3/1/01	5.4
	beginning 3/2/01	4.0
PQM 101	Production, Quality, and Manufacturing Fundamentals	
	through 10/30/00	5.8
	10/31/00-3/1/01	2.0
	beginning 3/2/01	1.6
PQM 103	Defense Specification Management	5.4
PQM 104	Specification Selection and Application	3.2
PQM 201	Intermediate Production, Quality, and Manufacturing	
	through 11/30/00	9.0
	beginning 12/01/00	7.0
PQM 202	Commercial and Nondevelopmental Item Acquisition	1.2
PQM 203	Preparation of Commercial Item Descriptions	0.6
PQM 212	Market Research	1.2
PQM 301	Advanced Production, Quality, and Manufacturing	
	through 9/30/99	9.0
	10/1/99-1/28/01	6.8
	beginning 1/29/01	8.3
PUR 101	Simplified Acquisition Fundamentals	
	through 9/30/98	6.4

Course		CEU
PUR 201	Intermediate Simplified Acquisition Procedures	
	through 9/30/98	6.9
SAM 101	Basic Software Acquisition Management	2.7
SAM 201	Intermediate Software Acquisition Management	
	through 8/28/97	10.8
	9/1/97-9/30/99	7.0
	10/1/99-3/1/01	10.8
	beginning 3/2/01	6.4
SAM 301	Advanced Software Acquisition Management	
	through 9/30/99	10.8
	10/1/99-3/1/01	6.3
	beginning 3/2/01	5.85
SYS 201	Intermediate Systems Planning, Research, Development and Engineering	
	through 3/1/01	8.2
	beginning 3/2/01	7.1
SYS 301	Advanced Systems Planning, Research, Development and Engineering	
	through 9/30/99	6.0
	10/1/99-3/1/01	6.2
	beginning 3/2/01	7.2
TST 101	Introduction to Acquisition Workforce Test and Evaluation	
	through 9/30/99	3.2
	10/1/99-10/12/00	3.6
	beginning 10/13/00	3.0
TST 202	Intermediate Test and Evaluation	
	through 3/1/01	5.8
	beginning 3/2/01	4.7
TST 301	Advanced Test and Evaluation	
	through 9/30/99	2.9
	10/1/99-3/1/01	4.0
	beginning 3/2/01	4.2

Appendix G

MEETING ACQUISITION CORPS EDUCATION STANDARDS

STATUTORY EDUCATION REQUIREMENTS

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

- A baccalaureate degree and either:
  - 24 semester credit hours of study at an accredited institution from among the following disciplines: accounting, business finance, contracting law, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management; or
  - 24 semester credit hours of study at an accredited institution in the individual's acquisition career field and either 12 semester credit hours from among the above listed disciplines or training in the disciplines listed above equivalent to the 12 semester credit hours.

The option to substitute equivalent training for the 12 semester credit hours in the disciplines specified was provided by Sec. 812(e) of Public Law 102-484, "The National Defense Authorization Act for Fiscal Year 1993," October 23, 1992, which amended Section 1732(b)(2)(B) of Title 10, United States Code.

AMERICAN COUNCIL ON EDUCATION (ACE) RECOMMENDED CREDITS

The standard of 12 semester credit hours in the disciplines may be met by successful completion of comparable training courses which carry an American Council on Education (ACE) credit recommendation. ACE credit recommendations for DAU courses are listed in the first table of this Appendix.

ACE credit recommendations may only be used to meet the 24 semester hour requirement in business disciplines for contracting personnel and Acquisition Corps membership if those credit recommendations have been accepted by and appear on an official transcript (or comparable document) from an accredited institution of higher education. The American Council on Education evaluates formal education and training programs and courses sponsored by Service schools, other DoD organizations, other government agencies, business, and industry, and makes college credit recommendations. ACE itself does not grant academic credit. Rather, ACE evaluates courses offered by nonaccredited organizations and recommends the amount of credit it believes a course is worthy of being granted by an accredited institution.

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

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

College Credit Hours for DAU Courses

The following table shows the current ACE college credit hours recommended for DAU courses as semester hours and applicable date restrictions. For more information or for DAU courses taken prior to the dates listed below, please refer to the *Guide to the Evaluation of Educational Experiences in the Armed Services* at your education center or college. For updates to these recommendations, consult the online Catalog at http://www.dau.mil. The DAU point of contact for the University's ACE accreditation is Dr. Joel Zamkoff; he can be reached at (703) 805-4974, (410) 997-4616, or zamkoff_joel@dau.mil.

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

CURRENT DAU COURSES AND ACE RECOMMENDATIONS		
Course	**Course Title**	**ACE Identifier**
ACQ 101	Fundamentals of Systems Acquisition Management (Distance Learning)	DD-1408-0030 Version II
ACQ 201	Intermediate Systems Acquisition	DD-1408-0020
BCF 101	Fundamentals of Cost Analysis (formerly BCE 101, Fundamentals of Cost Analysis) (refer to 1998 ACE Guide)	DD-1115-0001
BCF 102	Fundamentals of Earned Value Management[2]	DD-1408-0027
BCF 203	Intermediate Earned Value Management	DD-1408-0028
BCF 208	Software Cost Estimating	DD-1402-0005 Version II
BCF 211	Acquisition Business Management	DD-1408-0034
BCF 301	Budget, Cost Estimating, and Financial Management Workshop	DD-1408-0017
CON 101	Basics of Contracting (formerly CON 101, Contracting Fundamentals)	DD-1408-0032
CON 104	Principles of Contract Pricing[5] (Formerly CON 104, Contract Pricing)	DD-1405-0004
CON 202	Intermediate Contracting	DD-1405-0007
CON 204	Intermediate Contract Pricing (Formerly CON 231, Intermediate Contract Pricing)	DD-1405-0006 Version II
CON 210	Government Contract Law[6]	DD-0326-0007
CON 233	Cost Accounting Standards Workshop	AR-1401-0021 Version II

Effective Dates	College Credit Hours for DAU Courses	Specialty Area
11/98–Present	2 semester hours, lower division baccalaureate/associate category	Acquisition Management[1]
6/96–Present	4 semester hours, upper division baccalaureate category	Acquisition Management
6/96–Present	3 semester hours, lower division baccalaureate/associate category	Introduction to Applied Statistics, Cost Estimating and Analysis
10/97–Present 12/97–Present	3 semester hours, lower division baccalaureate/associate category (Both courses must be completed.)	Management
5/97–Present	3 semester hours, lower division baccalaureate/associate category	Acquisition and Cost Estimating
4/98–Present	2 semester hours, lower division[3] baccalaureate/associate category	Contract Management
6/96–Present	2 semester hours, upper division baccalaureate category	Financial Management
10/97–Present	3 semester hours, lower division[4] baccalaureate/associate category	Contract Management
1/93–Present	3 semester hours, upper division baccalaureate category	Procurement/Supply Management
10/97–Present	4 semester hours, upper division baccalaureate category	Contract Management
4/99–Present	3 semester hours, upper division baccalaureate category	Quantitative Methods, Quantitative Analysis, Cost and Pricing Techniques; OR Contract Costing
1/97–Present	2 semester hours, upper division baccalaureate category	Public Sector Contract Law
10/93–Present	2 semester hours, upper division baccalaureate category	Cost Accounting Standards

CURRENT DAU COURSES AND ACE RECOMMENDATIONS (cont.)		
Course	**Course Title**	**ACE Identifier**
CON 234	Contingency Contracting	DD-1408-0033
IRM 101	Basic Information Systems Acquisition (Distance Learning)	DD-1408-0036
IRM 201	Intermediate Information Systems Acquisition	DD-0326-0006
IRM 303	Advanced Information Systems Acquisition	DD-0326-0005
LOG 201	Intermediate Acquisition Logistics	DD-0326-0009
LOG 205; ALMC-AH	Provisioning (Army Provisioning Process)	AR-1405-0221 Version II
LOG 304	Executive Acquisition Logistics Management	DD-0326-0004
PMT 302	Advanced Program Management	DD-1408-0018
PMT 303	Executive Program Manager's Course	DD-1408-0019
PMT 305	Program Manager's Skills Course[7] (Formerly PMT 305, Program Manager's Survival Course)	DD-1408-0021
PQM 103	Defense Specification Management	DD-1408-0029
PQM 201	Intermediate Production, Quality, and Manufacturing[8]	DD-1408-0024
PQM 301; PRD 301	Advanced Production, Quality, and Manufacturing (Formerly Defense Acquisition Engineering, Manufacturing, and Quality Control)	DD-1408-0010
SAM 101	Basic Software Acquisition Management (Distance Learning)	DD-1408-0037
SAM 201	Intermediate Software Acquisition Management	DD-1408-0013
SAM 301	Advanced Software Acquisition Management[9]	DD-1402-0004
SYS 201	Intermediate Systems Planning, Research, Development and Engineering	DD-1402-0011
SYS 301	Advanced Systems Planning, Research, Development and Engineering	DD-1408-0016
TST 202	Intermediate Test and Evaluation	DD-1408-0022

CURRENT DAU COURSES AND ACE RECOMMENDATIONS (cont.)		
Effective Dates	**College Credit Hours for DAU Courses**	**Specialty Area**
5/99–Present	3 semester hours graduate category	Contract Management and International Management
9/99–Present	2 semester hours, lower division baccalaureate/associate category	Acquisition Management; **or** Business Management
10/95–Present	3 semester hours, upper division baccalaureate category	Acquisition of Information Systems as an elective in a Management Information Systems Program
10/95–Present	3 semester hours graduate category	Management of Information Systems Acquisition as an elective in a Management Information Systems Program
3/99–Present	3 semester hours, upper division baccalaureate category	Procurement; **or** Logistics Management
1/93–Present	3 semester hours, lower division baccalaureate/associate category	Supply Management
8/96–Present	3 semester hours, upper division baccalaureate category	Channel Management and Logistics
3/95–Present	9 semester hours graduate category	3 in Financial Management; 3 in Operations Management; and 3 in Technical Management
8/94–Present	3 semester hours graduate category	Program Management
6/96–Present	1 semester hour graduate category	Program Management
4/98–Present	2 semester hours, lower division baccalaureate/associate category	Procurement
10/94–Present	3 semester hours, upper division baccalaureate category	Production and Operations Management; **or** Procurement (Supply) Management
10/93–Present	3 semester hours graduate category	Business Administration; **or** Technical Management
12/98–Present	2 semester hours, lower division baccalaureate/associate category	Software Systems Procurement Management
6/96–Present	3 semester hours, upper division baccalaureate category	Acquisition Management
11/95–Present	3 semester hours, upper division baccalaureate category	Management Information Systems
10/94–Present	3 semester hours, upper division baccalaureate category	Systems Engineering
6/96–Present	3 semester hours graduate category	Technical Management
8/96–Present	3 semester hours, upper division baccalaureate category	Data Analysis and Modeling

COURSES STILL VALID FOR CREDIT BUT NO LONGER OFFERED		
Course	**Course Title**	**ACE Identifier**
ACQ 101	Fundamentals of Systems Acquisition Management	DD-1408-0012
ACQ 101	Fundamentals of Systems Acquisition Management	DD-1408-0030 Version I
ACQ 201; PMT 201; DSMC-37	Intermediate Systems Acquisition (Acquisition Basics)	DD-1408-0011
BFM 102 BFM 203	Contract Performance Management Fundamentals Intermediate Contract Performance Management	DD-1408-0014 DD-1408-0015
CON 101	Contracting Fundamentals by Correspondence	AR-0326-0054 Version II
CON 101	Contracting Fundamentals (Management of Defense Acquisition Contracts Basic)	AR-0326-0053 Version II
CON 102	Operational Level Contracting Fundamentals	DD-1405-0003
CON 103	Facilities Contracting Fundamentals	DD-1402-0009
CON 105	Operational Level Contract Pricing	DD-1405-0001
CON 106	Facilities Contracts Pricing	DD-1402-0008
CON 211	Intermediate Contracting	AR-0326-0057
CON 211; 8D-F12	Intermediate Pre-Award Contracting (Management of Defense Acquisition Contracts Advanced) (Management of Acquisition Contracts Advanced)	AR-0326-0010
CON 221	Intermediate Contract Administration	DD-1405-0005
CON 223	Intermediate Facilities Contracting	DD-1402-0007
CON 231	Intermediate Contract Pricing	DD-1405-0006 Version I
CON 241	Automated Information Systems Contracting	DD-1402-0006
LOG 201	Intermediate Acquisition Logistics	AR-0326-0055 Version II

COURSES STILL VALID FOR CREDIT BUT NO LONGER OFFERED		
Effective Dates	**College Credit Hours for DAU Courses**	**Specialty Area**
9/94–5/97	3 semester hours, lower division baccalaureate/associate category	Acquisition Management
6/97–1/99[10]	3 semester hours, lower division baccalaureate/associate category	Acquisition Management
10/90–5/96	4 semester hours, upper division baccalaureate category	Systems Management
7/95–10/97 3/96–10/97	3 semester hours, upper division baccalaureate category (Both courses must be completed.)	Management
10/93–3/97	3 semester hours, upper division baccalaureate category	Logistics Management
10/93–3/97	3 semester hours, upper division baccalaureate category	Logistics Management
3/95–9/97	3 semester hours, upper division baccalaureate category	Procurement/Supply Management
10/96–9/97	3 semester hours, upper division baccalaureate category	Procurement/Supply Management
1/95–3/96	3 semester hours, upper division baccalaureate category	Procurement/Supply Management
10/96–9/97	3 semester hours, upper division baccalaureate category	Procurement/Supply Management
6/94–4/99	2 semester hours, upper division baccalaureate category **or** 1 semester hour, graduate category (Only one of the above can be granted.)	Contract Management
1/90–5/94	2 semester hours, upper division baccalaureate category **or** 1 semester hour, graduate category (Only one of the above can be granted.)	Acquisition Management Contract Management
6/96–9/97	2 semester hours, upper division baccalaureate category	Procurement/Supply Management
11/96–9/97	2 semester hours, upper division baccalaureate category	Procurement/Supply Management
4/95–1/99	3 semester hours, upper division baccalaureate category	Procurement/Supply Management
4/93–8/96	3 semester hours, upper division baccalaureate category	Management Information Systems
9/91–5/97	2 semester hours, upper division baccalaureate category **or** 1 semester hour graduate category	Procurement Advanced Logistics Management

COURSES STILL VALID FOR CREDIT BUT NO LONGER OFFERED (cont.)		
Course	**Course Title**	**ACE Identifier**
LOG 202; ALMC-LR	Logistics Support Analysis (Defense Basic Logistics Support Analysis)	AR-0326-0056
PMT 301	Program Management	DD-1408-0007
PMT 341	Systems Acquisition for Contracting Personnel (Executive)	DD-1408-0009
PQM 103; ALM-34-0235	Defense Specification Management	AR-1408-0035 Version II
PRD 301	Defense Acquisition Engineering, Manufacturing, and Quality Control	DD-1408-0010
PUR 101; ALMC-B3	Purchasing Fundamentals (Small Purchase Funds) (Defense Small Purchase Basics)	AR-1408-0187
PUR 101	Simplified Acquisition Fundamentals	DD-0326-0008
PUR 201; ALMC-B4	Executive Small Purchase (Defense Small Purchase Advanced)	AR-1408-0188
PUR 201	Intermediate Simplified Acquisition Fundamentals	DD-1408-0031

[1] *2000 ACE Guide* reflects specialty area as Procurement and Logistics Management; however, correct specialty should be Acquisition Management (pending correction).
[2] ACE recommended credits apply to resident version only. Online version pending review.
[3] *2000 ACE Guide* erroneously states 3 semester hours; however, the correct number should be 2 semester hours (pending correction).
[4] *2000 ACE Guide* erroneously states 2 semester hours; however, the correct number should be 3 semester hours. Also, specialty area should be Contract Management rather than Procurement and Logistics Management as stated in the Guide.
[5] *2000 ACE Guide* shows title as Contract Pricing; however, current course name is Principles of Contract Pricing. Predecessor course names were Fundamentals of Contract Pricing and Contract Pricing (pending correction).

COURSES STILL VALID FOR CREDIT BUT NO LONGER OFFERED (cont.)

Effective Dates	College Credit Hours for DAU Courses	Specialty Area
1/90–1/96	2 semester hours, upper division baccalaureate category **or** 1 semester hour graduate category (Only one of the above can be granted.)	Materiel Acquisition Process and Support Systems
2/90–6/95	2 semester hours, upper division baccalaureate category 9 semester hours graduate category	Financial Planning and Analysis 3 in Leadership and Group Decision Process; 3 in Systems Management; and 3 in Survey of Program/Operations/ Manufacturing Management
1/90–9/97	3 semester hours graduate category	Procurement Management
5/93–3/98	1 semester hour, lower division baccalaureate/associate category	Procurement
10/93–9/94	3 semester hours graduate category	Business Administration; **or** Technical Management
1/90–9/97	2 semester hours, upper division baccalaureate category	Basic Purchasing
10/97–9/98	3 semester hours, lower division baccalaureate/associate category	Basic Acquisition
9/90–11/97	2 semester hours, upper division baccalaureate category	Purchasing
10/97–9/98	3 semester hours, upper division baccalaureate category	Procurement

[6] *2000 ACE Guide* reflects old course number of CON 201 (pending correction).
[7] *2000 ACE Guide* shows old course name, Program Manager's Survival (pending correction).
[8] *2000 ACE Guide* shows course name as Intermediate Production and Quality Management Fundamentals (pending correction).
[9] *2000 ACE Guide* shows course name as Software Acquisition Management (pending correction).
[10] *2000 ACE Guide* shows end date of 10/98; however, Feb 1999 ACE evaluation documentation shows correct end date of 1/99 (pending correction).

College Credit through Examination

Employees who are required to have 24 semester credit hours in the business disciplines to qualify for the Acquisition Corps or for contracting positions or, if they had less than 10 years of acquisition experience as of October 1, 1991, may also be able to meet all or part of the credit hour requirement through successful completion of examinations administered by the Defense Activity for Non-Traditional Education Support (DANTES). Eligibility requirements and application procedures are described in the DAU Pamphlet, "Prepare for Advancement through Testing," available at civilian training offices or via the DAU Home Page at http://www.dau.mil.

Whenever semester credit hours are required for certification, DANTES examinations may be substituted.

DANTES sponsors the College Level Examination Program (CLEP) and DANTES Subject Standardized Tests (DSSTs) through the College Board and the Educational Testing Service (ETS). Seven tests are available, and a passing score on an examination qualifies for 3 semester credit hours toward the Acquisition Corps education standard.

Tests are administered to eligible personnel at military education offices that have DANTES Test Centers. A directory of military education offices is available on the DANTES World Wide Web Home Page (http://voled.doded.mil/dantes). The following table provides information on the tests and the credit hours that may be applied toward the Acquisition Corps education standards.

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

Acquisition Education Requirement	DSST or CLEP Examination	SEM Credit Hours
Accounting	DSST 525 - Principles of Financial Accounting	3
Business Finance	DSST 524 - Principles of Finance	3
Economics	CLEP 036 - Principles of Macroeconomics	3
	CLEP 037 - Principles of Microeconomics	3
Law	DSST 534 - Business Law II	3
Marketing	CLEP 023 - Principles of Marketing	3
Organization and Management	DSST 530 - Personnel/Human Resources Management	3
	DSST 531 - Organization Behavior	3
Quantitative Methods	DSST 450 - Principles of Statistics	3

DEFENSE ACQUISITION UNIVERSITY
TRANSCRIPT REQUEST FORM

PLEASE COMPLETE *ALL* AREAS

(PRINT LEGIBLY OR TYPE)

REQUESTER INFORMATION

REQUESTER/STUDENT NAME _____
(INCLUDE FORMER NAME IF APPLICABLE)

ADDRESS: _____ SSN: _____

_____ PHONE: _____
(COMMERCIAL)

_____ PHONE: _____
(DSN)

PLEASE COMPLETE THE FOLLOWING FOR *EACH* COURSE

(USE A CONTINUATION SHEET IF NECESSARY)

COURSE TITLE _____
COURSE NUMBER/OFFERING _____
SCHOOL/LOCATION TAKEN _____
DATES COURSE WAS TAKEN _____
ADDITIONAL INFORMATION _____

COURSE TITLE _____
COURSE NUMBER/OFFERING _____
SCHOOL/LOCATION TAKEN _____
DATES COURSE WAS TAKEN _____
ADDITIONAL INFORMATION _____

COURSE TITLE _____
COURSE NUMBER/OFFERING _____
SCHOOL/LOCATION TAKEN _____
DATES COURSE WAS TAKEN _____
ADDITIONAL INFORMATION _____

MAIL TRANSCRIPT TO: _____
_____
_____

FAX TRANSCRIPT TO: _____

STUDENT SIGNATURE: _____ DATE: _____

PRIVACY ACT STATEMENT: AUTHORITY: 10 USC 8012; E.O. 9397. PRINCIPAL PURPOSE: To request mailing of student's official DAU transcripts. ROUTINE USES: To authorize transmittal of official transcripts to agencies designated by student. Faculty and Staff of DAU and other Federal agencies having a need to know may refer to this record in the performance of their official duties. SSN is used to make positive identification of individual and record. DISCLOSURE: Voluntary; however, failure to provide the information will result in the designated agency not receiving transcripts as requested by the student.

Transcripts for resident courses taken at Defense Acquisition University (DAU) schools or affiliated course providers can be obtained for those courses taken since the establishment of DAU in FY 1993. If you took a resident course prior to the establishment of DAU in FY 1993, a transcript may not be available as the school/provider may no longer be in existence or may not be required to maintain student information. **DAU can only guarantee transcripts for resident courses taken since the University was established.**

In order to obtain a transcript or additional information regarding resident courses taken, **please contact the appropriate school or location in which the course was taken**. Attached is a listing of all the schools and their contact information.

To obtain a transcript for a Web-based course taken through DAU, visit the DAU Virtual Campus Website at https://dau.fedworld.gov. You must have a student account; once you have logged on and reached the Student Desktop, select "Request Transcript," then follow the directions provided. You also may contact the DAU-Fort Belvoir POC listed below for assistance:

POC: Lisa Johnson
Phone: 703-805-2146, DSN 655-2146
Fax: 703-805-3709/3983, DSN 655-3709/3983
E-mail: Johnson_Lisa@dau.mil

Mailing Address:
Defense Acquisition University
DSMC Fort Belvoir Campus
9820 Belvoir Road
ATTN: HQ-AS-REG
Fort Belvoir, VA 22060-5565

After completion, mail or Fax this completed form to the appropriate location (addresses and contact information are attached).

PLEASE ALLOW THREE (3) WEEKS FOR PROCESSING.

ANY QUESTIONS ABOUT THIS FORM SHOULD BE DIRECTED TO THE DAU REGISTRAR'S OFFICE AT: DSN 655-3003, COMMERCIAL (703) 805-3003, OR TOLL FREE 1-888-284-4906.

CAMPUS CONTACTS FOR DAU TRANSCRIPTS

Active Campuses

DEFENSE SYSTEMS MANAGEMENT COLLEGE, FORT BELVOIR, VA CAMPUS

Main Campus: Fort Belvoir, VA
Active Regions:
Los Angeles, CA
Huntsville, AL
Fort Monmouth, NJ
Boston, MA
Closed Region: St. Louis, MO
Direct transcript inquiries to: Lisa Johnson
Phone: 703-805-2146, DSN 655-2146
Fax: 703-805-3709/3983, DSN 655-3709/3983
E-mail: Johnson_Lisa@dau.mil
Request Form Website:
http://www.dsmc.dsm.mil/forms/transcript.htm
Mailing Address:
Defense Acquisition University
9820 Belvoir Road
ATTN: HQ-AS-REG
Fort Belvoir, VA 22060-5565

FORT LEE, VA CAMPUS

(Formerly part of the Army Logistics Management College (ALMC))
Direct transcript inquiries to: Donna Mason
Phone: 804-765-4106, DSN 539-4106
Fax: 804-765-0923, DSN 539-0923
E-mail: masond@lee.army.mil
Mailing Address:
DAU-Fort Lee Campus
ATTN: Donna Mason
Bldg 12500
2401 Quarters Road
Fort Lee, VA 23801-1705

WPAFB, OH CAMPUS

(Formerly part of the Air Force Institute of Technology (AFIT))
Direct transcript inquiries to: Clara Hagedorn
Phone: 937-255-7777, Ext. 3129, DSN 785-7777
Fax: 937-255-8458, DSN 785-8458
Request Form Website: http://dl.afit.af.mil
Mailing address:
DAU-WPAFB Campus (Clara Hagedorn)
2950 P Street
Building 641, Room 102
Wright-Patterson AFB, OH 45433-7765

NORFOLK, VA CAMPUS

(Formerly the Naval Center for Acquisition Training (NCAT) or Navy Acquisition Management Training Office (NAMTO))
Active Regional Sites:
Monterey, CA (previously part of the Naval Postgraduate School (NPS)); Rock Island, IL (previously called Army Management Engineering College (AMEC)); San Diego, CA (previously called Naval Warfare Assessment Division (NWAD)); Patuxent River, MD; Germany (previously affiliated with European Command Contracting Training Office (EUCOM CTO))
Direct transcript inquiries to: Karen Olszak
Phone: 757-443-2362, DSN 646-2362
Fax: 757-443-2343, DSN 646-2343
E-mail: olszakk@daunorf.navy.mil
Mailing Address:
DAU-Norfolk
ATTN: Karen Olszak
1968 Gilbert Street, Suite 660
Norfolk, VA 23511-3384

NORFOLK - PORT HUENEME, CA CAMPUS

(Formerly called the Naval Facilities Contracts Training Center (NFCTC))
Direct transcript inquiries to: Mike Gonzales
Phone: 805-982-2846, DSN 551-2846
Fax: 805-982-2279, DSN 551-2279
E-mail: gonzalesmc@nfctc.navy.mil
Mailing Address:
DAU-Norfolk Port Hueneme, CA Campus
ATTN: Mike Gonzales
3502 Goodspeed Street, Suite 5
Port Hueneme, CA 93043-4425

OFFICE OF THE ASSISTANT SECRETARY OF THE NAVY (RESEARCH, DEVELOPMENT, AND ACQUISITION)

(Transcripts are available for DAU courses taken after the establishment of DAU in FY 93.)
Direct transcript inquiries to: Lisa Johnson
Phone: 703-805-2146, DSN 655-2146
Fax: 703-805-3709/3983, DSN 655-3709/3983
E-mail: Johnson_Lisa@dau.mil
Request Form Website:
http://www.dsmc.dsm.mil/forms/transcript.htm
Mailing Address:
Defense Acquisition University
9820 Belvoir Road
ATTN: HQ-AS-REG,
Fort Belvoir, VA 22060-5565

CAMPUS CONTACTS FOR DAU TRANSCRIPTS (cont.)

DAU-affiliated Schools (Course Providers)

INFORMATION RESOURCES MANAGEMENT COLLEGE (IRMC)

Direct DAU transcript inquiries to: Lisa Johnson
Phone: 703-805-2146, DSN 655-2146
Fax: 703-805-3709/3983, DSN 655-3709/3983
E-mail: Johnson_Lisa@dau.mil
Request Form Website:
http://www.dsmc.dsm.mil/forms/transcript.htm
Mailing Address:
Defense Systems Management College
9820 Belvoir Road
ATTN: HQ-AS-REG
Fort Belvoir, VA 22060-5565

INDUSTRIAL COLLEGE OF THE ARMED FORCES (ICAF)

Direct DAU transcript inquiries to: Iris Boon
Phone: 202-685-2128, DSN 325-2128
Fax: 202-685-3935, DSN 325-3935
E-mail: booni@ndu.edu
Request Form Website: N/A
Mailing Address:
National Defense University
ATTN: Registrar, NDU/AA
Building 62, Rm 301
300 5th Avenue
Fort McNair, DC 20319-5066

Former DAU Course Providers

AF CONTRACTING/ACQUISITION TRAINING CENTER, LACKLAND AFB, TX

(No longer provides training for DAU)

Direct transcript inquiries for DAU courses taken prior to April 9, 1999 to: Ssgt Tondra Fry
Phone: 210-671-4937, DSN 473-4937
Fax: 210-671-3314, DSN 473-3314
E-mail: tondra.fry@lackland.af.mil
Mailing address:
Training Manager
345 TRS/DOR
1015 Femoyer Street
Building 10904
Lackland AFB, TX 78236-5444

DLA TRAINING CENTER, COLUMBUS, OH

(Previously known as DLA Civilian Personnel Support Office (DCPSO)) (No longer provides training for DAU)

Direct transcript inquiries for DAU courses taken prior to April 9, 1999 to: Evelyn Saunders
Phone: 614-692-6163, DSN 850-6163
Fax: 614-692-5974, DSN 850-5974
E-mail: evelyn.saunders@dtc.dla.mil
Mailing Address:
DLA Training Center
ATTN: DTC-D
380 Morrison Road
Columbus, OH 43213

DEFENSE CONTRACT AUDIT INSTITUTE (DCAI)

(No longer provides training for DAU)

Direct DAU transcript inquiries to:
Sandra Davidson
Phone: 901-325-6383, DSN not available
Fax: 901-325-6350
E-mail: sandra.davidson@dcaa.mil
Mailing Address:
DCAA-Defense Contract Audit Institute
4075 Park Avenue
Memphis, TN 38111-7492

Expand Your Knowledge and Skills!

EARN A JOINT MASTER'S CERTIFICATE THROUGH A NEW STRATEGIC PARTNERSHIP AMONG THREE ESTABLISHED INSTITUTIONS

Defense Acquisition University • The George Washington University • ESI International

Improve your job performance with career-building courses in:

- **Project Management**
- **Government Contracting**
- **Information Technology Project Management**
- **Commercial Contract Management**

Improving business performance

Call today or visit our Website! (888) 374-4682 • www.esi-intl.com/dau

Defense Acquisition University
9820 Belvoir Road
Fort Belvoir, Virginia 22060-5565