

FY 04 CALENDAR (OCTOBER 2003 - SEPTEMBER 2004)

BUDGET AND FINANCE	COST	COURSE DATES AND COURSE CODES											
		OCT 03	NOV 03	DEC 03	JAN 04	FEB 04	MAR 04	APR 04	MAY 04	JUN 04	JUL 04	AUG 04	SEP 04
Analyzing Funds Usage Documents	None	TBA											
APN Budget Formulation	None						09-10			23-24			
Budget Analysis Using Excel	\$350						29-31					02-04	
Budget Estimating Techniques	\$375						10-12					11-13	
Civilian Manpower Budget Formulation	None							13					
Enhanced Defense Management Course (NFMC)	None									12-16			
Federal Appropriations Law	\$575					03-06		27-30					14-17
Federal Appropriations Law Update	\$195					02		26					13
Federal Budget Process	\$250						08-09					09-10	
Introduction to Navy Working Capital Fund	None				15		01						
Navy Budget Policies and Procedures	None	27-29					24-26		27-29				
O&M,N Budget Formulation	None							24					16
RDT&E,N Budget Formulation/Execution	None						01-02	13-14					
SYSCOM PPBS	None						CANCELLED						
WPN/OPN/PAN &MC Budget Formulation	None							05-06					14-15
Writing Effective Budget Justifications	\$240					11-12				07-08			

COURSE TITLE:	ANALYZING FUNDS USAGE DOCUMENTS
VENDOR:	Naval Air Systems Command AIR 10.3 Competency Patuxent River, MD
LOCATION:	Employee Development Center, Building #2189
DATE:	TBA
TIME:	8:00a.m.-3:30 p.m. (Day 1) and 8:00a.m.-12:00 p.m. (Day 2)
DESCRIPTION:	This course is designed to familiarize participants with the basic concepts and documents used by NAVAIR. This course focuses on the major fund usage documents and the responsibilities of program office, budget, accounting, and financial personnel in analyzing these documents.
OBJECTIVE:	<p>Upon completion of the training, students should be able to:</p> <ul style="list-style-type: none"> ❖ Discuss the relationship between budget execution and fund usage documents. ❖ Differentiate between the purpose of fund usage documents, and when given sample data, select the correct one to prepare. ❖ Describe the criteria and perform a 31 USC 1301(a) and 31 USC 1517 review of fund documents. <p>Prepare the following fund usage documents:</p> <ul style="list-style-type: none"> ❖ Order for Work and Services. ❖ Military Interdepartmental Purchase Request. ❖ Interdepartmental Purchase Request. ❖ Request for Contractual Procurement. ❖ Order for Work and Services/direct Citation. ❖ Contracts.
AUDIENCE:	Budget, accounting and financial personnel (GS-5 through GS-12) who prepare, review and approve fund usage documents.
NOMINATIONS:	<p>Effective immediately (with the sun-setting of TIPS), the Initial Training Request (ITR) form is no longer in use. NAVAIR TEAM employees should request training via Employee Self Service at https://ess.navair1.navy.mil</p> <p>NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) on company letterhead the following information: contractor's name, job title, and government sponsor; course title, number and date; 2-3 statements describing the benefits to the government. The letter must be signed by the company supervisor.</p>
LENGTH:	1 ½ Days
COST:	None
POC:	(301) 757-4123

COURSE TITLE:	APN BUDGET FORMULATION
VENDOR:	Naval Air Systems Command AIR 10.3 Competency Patuxent River, MD
LOCATION:	Employee Development Center, Building #2189
DATE: 09-10 March 04 23-24 June 04	NOMINATION DEADLINE: 09 February 04 24 May 04
TIME:	8:00a.m.-3:30 p.m. (Day 1) and 8:00a.m.-12:00 p.m. (Day 2)
DESCRIPTION:	This course is designed to familiarize participants with the basic concepts and exhibits used by NAVAIR to develop APN budgets. This course focuses on the major exhibits and the responsibilities of the budget analyst in developing these exhibits.
OBJECTIVES:	Upon completion of the training, students should be able to: <ul style="list-style-type: none"> ❖ Describe the purpose of the APN appropriation. ❖ Discuss the major policies and procedures impacting APN budget development. ❖ Identify and explain the purpose for the major exhibits within the APN appropriation, including the P-5, P-5A and P-21 for APN 1-4; and for APN-5, P-40, P-3a and Basis for Cost Estimate. ❖ Prepare the P-5, P-5A and P-21 for APN 1-4; and for APN-5 P-40, P-3a and Basis for Cost Estimate.
AUDIENCE:	Budget Analysts (GS-5 through GS-12) and personnel in related fields new to the APN appropriation. A basic understanding of PPBS is assumed.
NOMINATIONS:	Effective immediately (with the sun-setting of TIPS), the Initial Training Request (ITR) form is no longer in use. NAVAIR TEAM employees should request training via Employee Self Service at https://ess.navair1.navy.mil NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) on company letterhead the following information: contractor's name, job title, and government sponsor; course title, number and date; 2-3 statements describing the benefits to the government. The letter must be signed by the company supervisor.
LENGTH:	1 ½ Days
COST:	None
POC:	(301) 757-4123

COURSE TITLE:	BUDGET ANALYSIS USING EXCEL
VENDOR:	Kais Esystems, Inc. 6036 Burnside Landing Drive Burke, VA 22015
LOCATION:	Employee Development Center, Building #2189
DATE: 29-31 March 04 02-04 August 04	NOMINATION DEADLINE: 27 February 04 02 July 04
TIME:	8:00 a.m.-4:00 p.m.
DESCRIPTION:	In this course, participants practice various costing exercises for planning and budgeting future resources. They learn how to forecast costs, transform a standard budget into an Excel spreadsheet, create charts for effective presentation, and monitor budget performance. Topics include such tools as regression analysis, variance analysis, Pivot Table Wizard, and Chart Wizard.
OBJECTIVES:	Upon completion of the course, students should be able to: <ul style="list-style-type: none"> ❖ Describe the federal budget process. ❖ Define budget concepts and terminology. ❖ Create a spreadsheet using Excel. ❖ Discuss concepts of the A-11. ❖ Conduct an FTE Analysis. ❖ Chart data in Excel. ❖ Complete a cost-based operating budget using Excel. ❖ Use various Excel functions.
PREREQUISITE:	Must have an NMCI account to attend.
NOMINATIONS:	Effective immediately (with the sun-setting of TIPS), the Initial Training Request (ITR) form is no longer in use. NAVAIR TEAM employees should request training via Employee Self Service at https://ess.navair1.navy.mil NOTE: Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.
LENGTH:	3 Days
COST:	\$350
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).
POC:	(301) 757-4123

COURSE TITLE:	BUDGET ESTIMATING TECHNIQUES
VENDOR:	The Learning Curve Training Group 2019 Dutchess Road Lithia Springs, GA 30122
LOCATION:	Employee Development Center, Building #2189
DATE: 10-12 March 04 11-13 August 04	NOMINATION DEADLINE: 10 February 04 12 July 04
TIME:	8:00 a.m.-3:30 p.m.
DESCRIPTION:	This course uses lectures, class readings, and practical exercises to forecast a budget for various organizations. The Object Codes presented in Circular A-11 are explained and are the basis for various estimating exercises. Standard estimating techniques are presented, explained, and used in practical exercises. Attendees will explore and estimate Full Time Equivalent (FTE) requirements, Lapse Rates and personnel cost.
OBJECTIVES:	Upon completion of the course, attendees should be able to: <ul style="list-style-type: none"> ❖ Define and use common budget terms. ❖ Estimate both dollar and the FTE requirements for personnel. ❖ Estimate a budget for an organization using the most appropriate method for the Object Class identified.
AUDIENCE:	Individuals requiring the necessary skills to prepare a government budget.
NOMINATIONS:	Effective immediately (with the sun-setting of TIPS), the Initial Training Request (ITR) form is no longer in use. NAVAIR TEAM employees should request training via Employee Self Service at https://ess.navair1.navy.mil NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) on company letterhead the following information: contractor's name, job title, and government sponsor; course title, number and date; 2-3 statements describing the benefits to the government. The letter must be signed by the company supervisor. Upon confirmation and prior to the start of the class, the contractor must send and the Course Coordinator must receive a check made payable to the vendor.
LENGTH:	3 Days
COST:	\$375
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).
POC:	(301) 757-4123

COURSE TITLE:	CIVILIAN MANPOWER BUDGET FORMULATION
VENDOR:	Naval Air Systems Command AIR 10.3 Competency Patuxent River, MD
LOCATION:	Employee Development Center, Building #2189
DATE: 13 April 04	NOMINATION DEADLINE: 12 March 04
TIME:	8:00 a.m.-3:30 p.m.
DESCRIPTION:	This course is designed to familiarize participants with the basic concepts and exhibits used by NAVAIR to develop civilian manpower budgets.
OBJECTIVE:	Upon completion of the training, students should be able to: <ul style="list-style-type: none"> ❖ Describe the purpose of the manpower account. ❖ Understand and discuss the major concepts/terms used in developing manpower budgets, specifically: workyears, end strength, direct and reimbursable funded personnel, and object classes. ❖ Identify and explain the purpose for the major manpower exhibits, including the CP-2 and CP-3. ❖ Prepare portions of the CP-2 and CP-3. ❖ Critique justification strategies for the CP-2 and CP-3. ❖ Discuss how the manpower budget fits into the O&M budget.
AUDIENCE:	Budget Analysts (GS-5 through GS-12) and personnel in related fields new to civilian manpower budgeting. A basic understanding of PPBS is assumed.
NOMINATIONS:	Effective immediately (with the sun-setting of TIPS), the Initial Training Request (ITR) form is no longer in use. NAVAIR TEAM employees should request training via Employee Self Service at https://ess.navair1.navy.mil NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) on company letterhead the following information: contractor's name, job title, and government sponsor; course title, number and date; 2-3 statements describing the benefits to the government. The letter must be signed by the company supervisor.
LENGTH:	1 Day
COST:	None
POC:	(301) 757-4123

COURSE TITLE:	ENHANCED DEFENSE FINANCIAL MANAGEMENT TRAINING COURSE
VENDOR:	Naval Financial Management Career Center 153 Ellyson Avenue, Suite F Pensacola, FL 32508-5114
LOCATION:	Employee Development Center, Building #2189
DATE:	12-16 July 04
TIME:	0800-1600
DESCRIPTION:	In cooperation with the American Society of Military Comptrollers (ASMC), the Department of Defense is sponsoring a week-long course taught by instructors from the Graduate School, U. S. Department of Agriculture. The course will focus on twelve financial management competencies necessary for mid-level and senior-level financial managers in the DoD and will assist in preparation for the Certified defense Financial Manager (CDFM) examination. For further information about the CDFM Certification process, click on http://www.asmconline.org . Please note that Government regulations prohibit the government from paying for this or any other examination that provides professional certification to an individual.
OBJECTIVE:	Upon completion of the course, students should be able to display proficiency in the following twelve core competencies: <ul style="list-style-type: none"> ❖ Resource Management Environment – Government Resource Management Environment; Defense Resource Management Environment; Manpower Management; Personnel Management; Management Internal Controls; and, Fiscal Law. ❖ Budget and Cost Analysis – Planning, Programming and Budgeting; Cost and Economic Analysis; and, Business Management Process Improvement. ❖ Accounting and Finance – Accounting, Finance, and Auditing.
AUDIENCE:	Civilian and military members of the Department of Defense and US Coast Guard who possess either: 1) a high school diploma or GED and three year of defense-related financial management experience; or 2) an Associate, Bachelor or higher degree and two years of defense-related financial management experience.
NOMINATIONS:	Demand is projected to be extremely high, apply immediately by completing the EDFMC Navy/Marine Corps Nominations Form which can be found on the Naval Financial Management Career Center's (NFMC) webpage www.nfmc.navy.mil . Completed forms must be submitted directly to NFMC. <i>NOTE: Contractor personnel are not eligible to attend.</i>
LENGTH:	5 Days
COST:	None

COURSE TITLE:	FEDERAL APPROPRIATIONS LAW
VENDOR:	The Learning Curve Training Group 2019 Dutchess Road Lithia Springs, GA 30122
LOCATION:	Employee Development Center, Building #2189
DATE: 03-06 February 04 27-30 April 04 14-17 September 04	NOMINATION DEADLINE: 05 January 04 29 April 04 13 August 04
TIME:	8:00 a.m.-3:30 p.m.
DESCRIPTION:	The course consists of lectures, workshops, and team efforts with heavy emphasis on case studies designed to illustrate appropriation process and procedures. Topics include: nature of appropriation law, life cycle of an appropriation, interpretation of an appropriation, authorization versus appropriation and apportionment, continuing resolutions, obligations and liability and relief. Materials will include Vol. 1, 2 and 3 of Principles of Appropriations Law manual (red book).
OBJECTIVE:	Upon completion of the course, attendees should be able to: <ul style="list-style-type: none"> ❖ Analyze availability of funds. ❖ Understand the impact of the various types of funds available. ❖ Operate under continuing resolutions. ❖ Know the ground rules for “reprogramming” funds. ❖ Identify legal and valid obligations. ❖ Apply the “necessary expense” rule for expenditures. ❖ Comprehend the difference between “liability” and “relief”.
AUDIENCE:	Individuals requiring an understanding of the legal aspects of federal spending and who must approve/disapprove expenditure of funds.
NOMINATIONS:	Effective immediately (with the sun-setting of TIPS), the Initial Training Request (ITR) form is no longer in use. NAVAIR TEAM employees should request training via Employee Self Service at https://ess.navair1.navy.mil NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) on company letterhead the following information: contractor's name, job title, and government sponsor; course title, number and date; 2-3 statements describing the benefits to the government. The letter must be signed by the company supervisor. Upon confirmation and prior to the start of the class, the contractor must send and the Course Coordinator must receive a check made payable to the vendor.
LENGTH:	4 Days
COST:	\$575
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).
POC:	(301) 757-4123

COURSE TITLE:	FEDERAL APPROPRIATIONS LAW UPDATE
VENDOR:	The Learning Curve Training Group 2019 Dutchess Road Lithia Springs, GA 30122
LOCATION:	Employee Development Center, Building #2189
DATE: 02 February 04 26 April 04 13 September 04	NOMINATION DEADLINE: 05 January 04 26 March 04 13 August 04
TIME:	8:00 a.m.-3:30 p.m.
DESCRIPTION:	The course is designed to bring the attendees up-to-date with changes in Appropriations Law brought about by new laws and new decisions of the Comptroller General. Changes to Volumes I, II, and III of the manuals will be presented and given to attendees. Over 60 pages of updates to the manuals will be provided. Technological changes and current sources of help will be discussed.
OBJECTIVE:	Upon completion of the course, attendees should be able to discuss: <ul style="list-style-type: none"> ❖ Nature of changes to Appropriations Law ❖ Legal basis of Appropriations ❖ Administrative Discretion ❖ Availability of Appropriations as to Purpose, Time and Amount ❖ Obligations ❖ Current policy of submitting Claims against the Government ❖ Current sources of help ❖ Volume IV discussion of Acquisition and Provision of Goods and Services, Real Property, and Miscellaneous to include Non-Appropriated Funds
AUDIENCE:	This course is for individuals who have attended an Appropriations Law course one or more years ago and have worked with Volumes I, II and III of the manuals (Red Book). This course builds on existing knowledge of the law and should NOT be the first course taken in Appropriations Law.
NOMINATIONS:	Effective immediately (with the sun-setting of TIPS), the Initial Training Request (ITR) form is no longer in use. NAVAIR TEAM employees should request training via Employee Self Service at https://ess.navair1.navy.mil . NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) on company letterhead the following information: contractor's name, job title, and government sponsor; course title, number and date; 2-3 statements describing the benefits to the government. The letter must be signed by the company supervisor. Upon confirmation and prior to the start of the class, the contractor must send and the Course Coordinator must receive a check made payable to the vendor.
LENGTH:	1 Day
COST:	\$195
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).
POC:	(301) 757-4123

COURSE TITLE:	FEDERAL BUDGET PROCESS
VENDOR:	The Learning Curve Training Group 2019 Dutchess Road Lithia Springs, GA 30122
LOCATION:	Employee Development Center, Building #2189
DATE: 08-09 March 04 09-10 August 04	NOMINATION DEADLINE: 09 February 04 09 July 04
TIME:	8:00 a.m.-3:30 p.m.
DESCRIPTION:	This course provides attendees with an introduction to the Federal budgeting process. It covers budgeting terms, responsibilities, schedules, processes, decision points, work measurement, standard object classes, evolution of the budget process, role of various agencies and department, the Anti-deficiency Act and accounting concepts. Using a group exercise, each participant will "assume" different roles in the budgeting process.
OBJECTIVE:	Upon completion of training, participants should have a clear understanding of the budget process.
AUDIENCE:	This course is particularly useful to employees new to government or new to budgeting.
NOMINATIONS:	Effective immediately (with the sun-setting of TIPS), the Initial Training Request (ITR) form is no longer in use. NAVAIR TEAM employees should request training via Employee Self Service at https://ess.navair1.navy.mil NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) on company letterhead the following information: contractor's name, job title, and government sponsor; course title, number and date; 2-3 statements describing the benefits to the government. The letter must be signed by the company supervisor. Upon confirmation and prior to the start of the class, the contractor must send and the Course Coordinator must receive a check made payable to the vendor.
LENGTH:	2 Days
COST:	\$250
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).
POC:	(301) 757-4123

COURSE TITLE:	NAVY WORKING CAPITAL FUND (INTRO TO)
VENDOR:	Naval Air Systems Command AIR 10.3 Competency Patuxent River, MD
LOCATION:	Employee Development Center, Building #2189
DATE: 15 January 04 01 March 04	NOMINATION DEADLINE: 15 December 03 02 February 04
TIME:	8:00 a.m.-3:30 p.m.
DESCRIPTION:	This course is designed to provide participants a general understanding of the Working Capital Fund concept and terms. This is an overview course and does not provide the participant with a detailed understanding of Navy Working Capital Fund (NWCF).
AUDIENCE:	Budget Analysts and Accountants (GS-11 through GS-13) who need to become familiar with terms and concepts of the Working Capital Fund.
NOMINATIONS:	Effective immediately (with the sun-setting of TIPS), the Initial Training Request (ITR) form is no longer in use. NAVAIR TEAM employees should request training via Employee Self Service at https://ess.navair1.navy.mil NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) on company letterhead the following information: contractor's name, job title, and government sponsor; course title, number and date; 2-3 statements describing the benefits to the government. The letter must be signed by the company supervisor.
LENGTH:	1 Day
COST:	None
POC:	(301) 757-4123

COURSE TITLE:	NAVY BUDGET POLICIES AND PROCEDURES
VENDOR:	Naval Air Systems Command AIR 10.3 Competency Patuxent River, MD
LOCATION:	Employee Development Center, Building #2189
DATE: 27-29 October 03 24-26 February 04 27-29 April 04	NOMINATION DEADLINE: 29 September 03 23 January 04 26 March 04
TIME:	8:00 a.m.-3:30 p.m.
DESCRIPTION:	This course is designed to familiarize participants with policies and procedures used by NAVAIR to formulate and execute the budgets.
OBJECTIVE:	Upon completion of the training, students should be able to: <ul style="list-style-type: none"> ❖ Explain the difference between statutes, regulations, and policies. ❖ Name and describe the differences between the following types of funds: procurement; research, development, test and evaluation (RDT&E); operations and maintenance (O&M); military construction (MILCON); non-appropriated; Navy Working Capital Fund (NWCF); and Foreign Military Sales (FMS). ❖ Identify the correct funding sources. ❖ Name and briefly describe the reference material used for budget policy. ❖ Locate the answer to typical budget policy questions in reference materials. ❖ Describe 31 USC 1301(a) and 31 USC 1517 responsibilities and how they affect budget formulation and execution. ❖ Describe how a 31 USC 1301(a) violation can create a 31 USC 1517 violation.
AUDIENCE:	Budget Analysts (GS-5 through GS-12) positions and personnel in related fields. A basic understanding of PPBS is assumed.
NOMINATIONS:	Effective immediately (with the sun-setting of TIPS), the Initial Training Request (ITR) form is no longer in use. NAVAIR TEAM employees should request training via Employee Self Service at https://ess.navair1.navy.mil NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) on company letterhead the following information: contractor's name, job title, and government sponsor; course title, number and date; 2-3 statements describing the benefits to the government. The letter must be signed by the company supervisor.
LENGTH:	3 Days
COST:	None
POC:	(301) 757-4123

COURSE TITLE:	O&M,N BUDGET FORMULATION
VENDOR:	Naval Air Systems Command AIR 10.3 Competency Patuxent River, MD
LOCATION:	Employee Development Center, Building #2189
DATE: 24 March 04 16 Sep 04	NOMINATION DEADLINE: 24 February 04 16 Aug 04
TIME:	8:00 a.m.-3:30 p.m.
DESCRIPTION:	This course is designed to familiarize participants with the basic concepts and exhibits used by NAVAIR to develop O&M,N budgets. This course focuses on the major exhibits and the responsibilities of the budget analyst in developing these exhibits.
OBJECTIVES:	Upon completion of the training, students should be able to: <ul style="list-style-type: none"> ❖ Describe the purpose of the O&M,N appropriation. ❖ Understand and discuss the major policies and procedures impacting O&M,N budget development. ❖ Identify and explain the purpose for the major exhibits within O&M,N, including the OP-32, OP-5, OP-3, OM-1, OM-1Q and PB-27. ❖ Prepare portions of the OP-32 and OP-5. ❖ Critique justification strategies for the OP-32 and OP-5.
AUDIENCE:	Budget Analysts (GS-5 through GS-12) and personnel in related fields new to the O&M,N account. A basic understanding of PPBS is assumed.
NOMINATIONS:	Effective immediately (with the sun-setting of TIPS), the Initial Training Request (ITR) form is no longer in use. NAVAIR TEAM employees should request training via Employee Self Service at https://ess.navair1.navy.mil NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) on company letterhead the following information: contractor's name, job title, and government sponsor; course title, number and date; 2-3 statements describing the benefits to the government. The letter must be signed by the company supervisor.
LENGTH:	1 Day
COST:	None
POC:	(301) 757-4123

COURSE TITLE:	RDT&E,N BUDGET FORMULATION/EXECUTION
VENDOR:	Naval Air Systems Command AIR 10.3 Competency Patuxent River, MD
LOCATION:	Employee Development Center, Building #2189
DATE: 01-02 March 04 13-14 April 04	NOMINATION DEADLINE: 02 February 04 12 March 04
TIME:	8:00 a.m.-3:30 p.m. (Day 1); 8:00 a.m.-12:00 p.m. (Day 2)
DESCRIPTION:	This course is designed to familiarize participants with the basic concepts and exhibits used by NAVAIR to develop RDT&E,N budgets. This course focuses on the major exhibits and the procedures to develop these exhibits. <i>Students should bring a hand held calculator.</i>
OBJECTIVES:	Upon completion of the training, students should be able to: <ul style="list-style-type: none"> ❖ Discern between tasks and activities that should and should not be purchased with RDT&E,N funds. ❖ Describe the incremental funding policy and cite examples of its use. ❖ Identify the attributes of a well-written R-2. ❖ Determine the correct format to use for developing a R-2. ❖ Describe and indicate the relationship between the R-2 and the R-3. ❖ Describe the roles and responsibilities of the budget analyst assigned to the RDT&E,N appropriation during budget development and execution.
AUDIENCE:	Budget Analysts (GS-5 through GS-12) and personnel in related fields new to the RDT&E,N appropriation. A basic understanding of PPBS is assumed. The course is directed at the potential student who has worked with the RDT&E, N appropriation for at least six (6) months and has become familiar with the RDT&E, N jargon. Students without this experience may take the course but must realize they may have a harder time understanding the course material.
NOMINATIONS:	Effective immediately (with the sun-setting of TIPS), the Initial Training Request (ITR) form is no longer in use. NAVAIR TEAM employees should request training via Employee Self Service at https://ess.navair1.navy.mil NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) on company letterhead the following information: contractor's name, job title, and government sponsor; course title, number and date; 2-3 statements describing the benefits to the government. The letter must be signed by the company supervisor.
LENGTH:	1 ½ Days
COST:	None
POC:	(301) 757-4123

COURSE TITLE:	SYSCOM PPBS
VENDOR:	Naval Air Systems Command AIR 10.3 Competency Patuxent River, MD
LOCATION:	Employee Development Center, Building #2189
DATE: Cancelled	NOMINATION DEADLINE: 03 February 04
TIME:	8:00 a.m.-12:00 p.m.
DESCRIPTION:	This course is designed to familiarize participants with the systems employed by NAVAIR to develop budgets. The course focuses on the Planning, Programming, and Budgeting System (PPBS) and the responsibilities of the budget analyst within this system.
OBJECTIVES:	Upon completion of the training, students should be able to: <ul style="list-style-type: none"> ❖ Describe the goals of each phase of PPBS and the functions of the key players. ❖ Describe the role of the SYSCOM and the role of the budget analyst in formulating the budget. ❖ Understand the various concepts used in budget formulation.
AUDIENCE:	Budget Analysts (GS-5 through GS-12) and personnel in related fields new to the roles of a budget analyst.
NOMINATIONS:	Effective immediately (with the sun-setting of TIPS), the Initial Training Request (ITR) form is no longer in use. NAVAIR TEAM employees should request training via Employee Self Service at https://ess.navair1.navy.mil NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) on company letterhead the following information: contractor's name, job title, and government sponsor; course title, number and date; 2-3 statements describing the benefits to the government. The letter must be signed by the company supervisor.
LENGTH:	1/2 Day
COST:	None
POC:	(301) 757-4123

COURSE TITLE:	WPN/OPN/PAN&MC BUDGET FORMULATION
VENDOR:	Naval Air Systems Command AIR 10.3 Competency Patuxent River, MD
LOCATION:	Employee Development Center, Building #2189
DATE: 05-06 April 04 14-15 September 04	NOMINATION DEADLINE: 05 March 04 13 August 04
TIME:	8:00 a.m.-3:30 p.m. (Day 1); 8:00 a.m.-12:00 p.m. (Day 2)
DESCRIPTION:	This course is designed to familiarize participants with the basic concepts and exhibits used by NAVAIR to develop WPN/OPN/PAN&MC budgets. This course focuses on the major exhibits and the procedures to develop these exhibits.
OBJECTIVES:	Upon completion of the training, students should be able to: <ul style="list-style-type: none"> ❖ Distinguish between tasks and activities that should and should not be purchased with WPN/OPN/PAN&MC funds. ❖ Identify the major exhibits used for WPN/OPN/PAN&MC appropriations and their relationship to each other. ❖ Recognize other exhibits important to the WPN/OPN/PAN&MC appropriations. ❖ Identify resources for completing WPN/OPN/PAN&MC budget exhibits. ❖ Develop WPN/OPN/PAN&MC exhibits including P-40, P-5, P-5A, P-3A, P-21 and P-20 using case studies.
AUDIENCE:	Budget Analysts (GS-5 through GS-12) and personnel in related fields new to the WPN/OPN/PAN&MC appropriations. A basic understanding of PPBS is assumed.
NOMINATIONS:	Effective immediately (with the sun-setting of TIPS), the Initial Training Request (ITR) form is no longer in use. NAVAIR TEAM employees should request training via Employee Self Service at https://ess.navair1.navy.mil NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) on company letterhead the following information: contractor's name, job title, and government sponsor; course title, number and date; 2-3 statements describing the benefits to the government. The letter must be signed by the company supervisor.
LENGTH:	1 ½ Days
COST:	None
POC:	(301) 757-4123

COURSE TITLE:	WRITING EFFECTIVE BUDGET JUSTIFICATIONS
VENDOR:	Kais Esystems, Inc. 6036 Burnside Landing Drive Burke, VA 22015
LOCATION:	Employee Development Center, Building #2189
DATE: 11-12 FEB 04 07-08 JUN 04	NOMINATION DEADLINE: 10 JAN 04 07 MAY 04
TIME:	8:00 a.m.-4:00 p.m.
DESCRIPTION:	In today's budget world, resources are tight and competition is fierce. Writing the justification that not only conveys your message in a clear, concise, and consistent manner while making sure that the funding you need...you get...is the foundation of this course. Organizing your thoughts, structuring your justification, writing, and editing will budget justifications winners every time.
OBJECTIVES:	Upon completion of the course, students should be able to: <ul style="list-style-type: none"> ❖ Write budget justification in accordance with GPRA. ❖ Organize your thoughts before writing. ❖ Structure your justification. ❖ Make OMB circular A-11 your guide.
NOMINATIONS:	Effective immediately (with the sun-setting of TIPS), the Initial Training Request (ITR) form is no longer in use. NAVAIR TEAM employees should request training via Employee Self Service at https://ess.navair1.navy.mil NOTE: Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.
LENGTH:	2 Days
COST:	\$240
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).
POC:	(301) 757-4123