

# FY 04 CALENDAR (OCTOBER 2003 - SEPTEMBER 2004)

CONTINUOUS LEARNING (DAWIA)	COST	COURSE DATES											
		OCT 03	NOV 03	DEC 03	JAN 04	FEB 04	MAR 04	APR 04	MAY 04	JUN 04	JUL 04	AUG 04	SEP 04
Alternative Dispute Resolution	None					10-11		27-28					
An Introduction to Leading Organizational Change	None										20-22		
Award Term Contracts	None												
Best Value Basic	None					10-12						03-05	
Contracting Officer Representatives (Basic)	None		04-06				09-11					24-26	
CONFIGURATION Management in an Acquisition Environment	None			02-04						15-17	13-15		
COTS-Based Systems for Program Managers	None					10				15			
Earned Value	None					03-04				15-16		31 Aug –01 Sep	
Engineering Systems for Navy Interoperability	None						23-25		18-20		27-29		
Federal Appropriation Law	None			01-04		02-05						09-12	
Modeling and Simulation	None						23-25					10-12	
Network Centric Warfare	None			16-18	13-15			27-29					14-16
Performance Based Service Acquisition	None		04-06				09-11					31 Aug –02 Sep	
Procurement Process Training	None												
Project Management (Advanced)	None		18-20			03-05			04-06				
Project Management (Basic)	None			02-04			09-11			08-10			21-23
Seven Habits of Highly Effective People	None		04-06			10-12		20-22			13-15		
Value Chain Management	None												
Writing Better Performance Statements of Work	None						09-11	06-08					

<b>COURSE TITLE:</b>	<b>ALTERNATIVE DISPUTE RESOLUTION</b>
<b>VENDOR:</b>	Defense Acquisition University
<b>LOCATION:</b>	Employee Development Center
<b>DATE:</b>	10-11 FEB 2004 27-28 APR 2004
<b>DESCRIPTION:</b>	Issues of disagreement development and evolve during the life of a contract from pre-award through closeout. Issues that remain unresolved often end up in litigation before the Federal Courts and Administrative Boards. Litigation can be timely, costly and counterproductive to an organization's mission and often does not consider or promote the on-going, working relationship of the parties to a contract. Alternative dispute Resolution (ADR) can lead to mutual working relationships that continue beyond the life of the contract. This course covers interest-based negotiation, partnering, and third party assisted and ASBCA/GAO/Federal Court ADR procedures.
<b>OBJECTIVE:</b>	Knowledge and skills you will gain: -An understanding of the benefits of ADR. -Experience in ADR through "hand-on" exercise and case studies. -Ability to use ADR techniques for problem-solving in order to reach a collaborative agreement that is beneficial and long lasting.
<b>AUDIENCE:</b>	This workshop is geared toward the federal acquisition professional: contracting officers and specialists, negotiators, administrators, counsel, and other integrated product team members.
<b>PREREQUISITES:</b>	PRIORITY 1 – Navy Acquisition Workforce Members who are certified to the DAWIA level Required of their position. PRIORITY 2 – Navy Acquisition Workforce Members who are Not currently certified to the DAWIA level required of their position or those who are certified and have already met their 80-point requirement. PRIORITY 3 – Navy employees who are not part of the acquisition workforce. NOTE: CONTRACTORS PERSONNEL ARE NOT PERMITTED TO ATTEND THIS COURSE.
<b>NOMINATIONS:</b>	You are required to register on the Register-Now Web site under Continuous Learning: <a href="http://www.register-now.cms.navy.mil">http://www.register-now.cms.navy.mil</a>
<b>COST:</b>	None.
<b>POC:</b>	(301) 757-9103

<b>COURSE TITLE:</b>	<b>AN INTRODUCTION TO LEADING ORGANIZATIONAL CHANGE</b>
<b>VENDOR:</b>	ESI International, 4301 Fairfax Drive, Suite 800, Arlington, VA 22203-9858
<b>LOCATION:</b>	Employee Development Center, Building 2189
<b>DATE:</b>	20-22 JUL 2004
<b>DESCRIPTION:</b>	See how to put your fundamental project management skills in their proper organizational context. As a course participant, you'll master the vital communications and "people" skills critical to every project's success. During this three-day course, you'll have the opportunity to practice key problem-solving and decision-making skills. You'll learn how to empower yourself and other team members through more effective negotiation. You'll gain a clear understanding of why concise communication is so important-regardless of how a project is organized. Increase your communication skills; learn how to persuade, negotiate, and compromise; and master important team-building skills to get the most from your most valuable project management resource-your people!
<b>OBJECTIVE:</b>	Through a dynamic combination of informative instruction, revealing case studies, lively discussion, and practical exercises, you'll explore various leadership styles, learn how to win the confidence of your peers, and discover innovative ways to resolve conflicts so that a project stays on track.
<b>AUDIENCE:</b>	PRIORITY 1 – Navy Acquisition Workforce Members who are certified to the DAWIA level Required of their position. PRIORITY 2 – Navy Acquisition Workforce Members who are Not currently certified to the DAWIA level required of their position or those who are certified and have already met their 80-point requirement. PRIORITY 3 – Navy employees who are not part of the acquisition workforce. NOTE: CONTRACTORS PERSONNEL ARE NOT PERMITTED TO ATTEND THIS COURSE.
<b>PREREQUISITES:</b>	None.
<b>NOMINATIONS:</b>	You are required to register on the Register-Now Web site under Continuous Learning: <a href="http://www.register-now.cms.navy.mil">http://www.register-now.cms.navy.mil</a>
<b>COST:</b>	None.
<b>POC:</b>	(301) 757-9103

<b>COURSE TITLE:</b>	<b>AWARD TERM CONTRACT</b>
<b>VENDOR:</b>	TBD
<b>LOCATION:</b>	
<b>DATE:</b>	<b>NO CLASS SCHEDULED FOR FY04 AT PAX RIVER</b>
<b>DESCRIPTION:</b>	Topics to be covered in this seminar: introduction to incentives, contractual incentives in the FAR, analysis of contractual incentives, advantages and disadvantages of contractual incentives, what are award term incentives, and planning, designing, and administering award term incentives.
<b>OBJECTIVE:</b>	
<b>AUDIENCE:</b>	<p>PRIORITY 1 – Navy Acquisition Workforce Members who are certified to the DAWIA level Required of their position.</p> <p>PRIORITY 2 – Navy Acquisition Workforce Members who are Not currently certified to the DAWIA level required of their position or those who are certified and have already met their 80-point requirement.</p> <p>PRIORITY 3 – Navy employees who are not part of the acquisition workforce.</p>
<b>PREREQUISITES:</b>	None.
<b>NOMINATIONS:</b>	You are required to register on the Register-Now Web site under Continuous Learning: <a href="http://www.register-now.cms.navy.mil">http://www.register-now.cms.navy.mil</a>
<b>COST:</b>	None.
<b>POC:</b>	(301) 757-9103

<b>COURSE TITLE:</b>	<b>BASIC NEGOTIATION STRATEGIES</b>
<b>VENDOR:</b>	ESI International, 4301 Fairfax Drive, Suite 800, Arlington, VA 22203-9858
<b>LOCATION:</b>	Employee Development enter, Building 2189
<b>DATE:</b>	<b>NOTHING SCHEDULED FOR PAX RIVER FY 04</b>
<b>DESCRIPTION:</b>	A vital skill needed in procurement is the ability to negotiate effectively. Almost every level of contracting involves negotiations, in a wide range of settings, over small and large issues. This course provides you with a solid battery of strategies, tactics, and skills that are effective in contract formation and contract administration negotiations. Every key phase of the negotiation process, from start to finish, is covered in this dynamic course.
<b>OBJECTIVE:</b>	This course also recognizes that how you negotiate depends greatly on your personality and individual style. In-class exercises will provide you with insights into your negotiation style and personal techniques. Then, to enable you to learn by doing, you'll perform a series of increasingly challenging negotiations. These videotaped sessions will give you immediate feedback on your negotiation style and skills and invaluable experience in putting theory into practice. The new skills you gain from this course can be immediately applied to other contracting situations where formal and informal negotiations of all dimensions take place.
<b>AUDIENCE:</b>	THIS COURSE IS A DAWIA CONTINUOUS LEARNING ACTIVITY. Priorities 1 are acquisition workforce employees (civilian and military) who are certified to the level required by their position/billet. Priorities 2 are acquisition workforce employees (civilian and military) who have not met their position/billet certification requirements. NOTE: CONTRACTOR PERSONNEL ARE NOT PERMITTED TO ATTEND THIS COURSE
<b>PREREQUISITES:</b>	None
<b>NOMINATIONS:</b>	You are required to register on the Register-Now Web site under Continuous Learning: <a href="http://www.register-now.cms.navy.mil">http://www.register-now.cms.navy.mil</a>
<b>COST:</b>	None
<b>POC:</b>	(301) 757-9103

<b>COURSE TITLE:</b>	<b>Best Value Basics</b>
<b>VENDOR:</b>	ESI International, 4301 Fairfax Drive, Suite 800, Arlington, VA 22203-9858
<b>LOCATION:</b>	Employee Development Center
<b>DATE:</b>	10-12 FEB 2004 03-05 AUG 2004
<b>DESCRIPTION:</b>	This three-day course will focus on the “best value” process. Topics to be discussed regulatory, policy and law background, acquisition strategy and planning in applying the best value, preparing, scoring, evaluating, selecting and negotiating the best value proposal and notification, debriefings and protests.
<b>OBJECTIVE:</b>	After successful completion of this course, the student will be able to explain how to use best value in selecting an offeror for award, select the best value offer for award.
<b>AUDIENCE:</b>	PRIORITY 1 – Navy Acquisition Workforce Members who are certified to the DAWIA level Required of their position. PRIORITY 2 – Navy Acquisition Workforce Members who are Not currently certified to the DAWIA level required of their position or those who are certified and have already met their 80-point requirement. PRIORITY 3 – Navy employees who are not part of the acquisition workforce. NOTE: CONTRACTOR PERSONNEL ARE NOT PERMITTED TO ATTEND THIS COURSE.
<b>PREREQUISITES:</b>	None.
<b>NOMINATIONS:</b>	You are required to register on the Register-Now Web site under Continuous Learning: <a href="http://www.register-now.cms.navy.mil">http://www.register-now.cms.navy.mil</a>
<b>COST:</b>	None.
<b>POC:</b>	(301) 757-9103

<b>COURSE TITLE:</b>	<b>CONFIGURATION MANAGEMENT IN AN ACQUISITION ENVIRONMENT</b>
<b>VENDOR:</b>	TBD
<b>LOCATION:</b>	Employee Development Center
<b>DATE:</b>	02-04 DEC 2003 15-17 JUN 2004 13-15 JUL 2004
<b>DESCRIPTION:</b>	This three-day course provides the Acquisition Workforce members with an understanding of, and the methodology for, controlling the design, development, and production of highly complex weapons systems, the life cycle aspects of configuration management (CM) activities, and the necessary interrelationship of CM and integrated logistics support.
<b>OBJECTIVE:</b>	
<b>AUDIENCE:</b>	PRIORITY 1 – Navy Acquisition Workforce Members who are certified to the DAWIA level Required of their position. PRIORITY 2 – Navy Acquisition Workforce Members who are Not currently certified to the DAWIA level required of their position or those who are certified and have already met their 80-point requirement. PRIORITY 3 – Navy employees who are not part of the acquisition workforce. NOTE: CONTRACTOR PERSONNEL ARE NOT PERMITTED TO ATTEND THIS COURSE.
<b>PREREQUISITES:</b>	None.
<b>NOMINATIONS:</b>	You are required to register on the Register-Now Web site under Continuous Learning: <a href="http://www.register-now.cms.navy.mil">http://www.register-now.cms.navy.mil</a>
<b>COST:</b>	None.
<b>POC:</b>	(301) 757-9103

<b>COURSE TITLE:</b>	<b>Contracting Officer's Representative (Basic)</b>
<b>VENDOR:</b>	ESI International, 4301 Fairfax Drive, Suite 800, Arlington, VA 22203-9858
<b>LOCATION:</b>	Employee Development Center
<b>DATE:</b>	04-06 NOV 2003 09-11 MAR 2004 24-26 AUG 2004
<b>DESCRIPTION:</b>	As a designated representative acting on behalf of the government during the contracting process, the contracting officer's representative (COR) and the contracting officer's technical representative (COTR) are in positions of great responsibility and importance. Directly interfacing with contractors, CORs and COTRs are responsible for keeping contracting officers fully informed on a project's progress and must monitor, inspect, and accept work performed under the contract. Additionally, the COTR is responsible for the technical administration of the contract – and may advise contractors on the fully range of technical matters having an impact on contract performance.
<b>OBJECTIVE:</b>	The major topics that are covered in this course: <ul style="list-style-type: none"> <li>• Procurement Basics – the Rules of the Game</li> <li>• Competition Requirements</li> <li>• Procurement Methods</li> <li>• Contract types</li> <li>• Procurement Planning</li> <li>• Initiating a Procurement</li> <li>• Selecting a Qualified Contractor</li> <li>• Protests</li> <li>• Contract Administration</li> </ul>
<b>AUDIENCE:</b>	THIS COURSE IS A DAWIA CONTINUOUS LEARNING ACTIVITY. Priorities 1 are acquisition workforce employees (civilian and military) who are certified to the level required by their position/billet. Priorities 2 are acquisition workforce employees (civilian and military) who have not met their position/billet certification requirements. NOTE: CONTRACTOR PERSONNEL ARE NOT PERMITTED TO ATTEND THIS COURSE
<b>PREREQUISITES:</b>	None
<b>NOMINATIONS:</b>	You are required to register on the Register-Now Web site under Continuous Learning: <a href="http://www.register-now.cms.navy.mil">http://www.register-now.cms.navy.mil</a>
<b>COST:</b>	None
<b>POC:</b>	(301) 757-9103

<b>COURSE TITLE:</b>	<b>COTS-BASED SYSTEMS FOR PROGRAM MANAGERS</b>
<b>VENDOR:</b>	TBD
<b>LOCATION:</b>	Employee Development Center
<b>DATE:</b>	10 FEB 2004 15 JUN 2004
<b>DESCRIPTION:</b>	One of the significant challenges facing managers of our major acquisition programs is the use of commercial-off-the-shelf (COTS) products in our software intensive systems. There are also opportunities and benefits to be gained through the use of COTS. This course addresses many of these challenges and opportunities. This one-day offering is targeted to Program Managers/Deputy Program Managers of ACAT 1 and 2 programs.
<b>OBJECTIVE:</b>	Topics to be discussed include an overview of some of the acquisition activities affected by COTS-based systems, how COTS should be considered in formulating acquisition strategies, and the role of the PM in developing an action plan to deal with COTS.
<b>AUDIENCE:</b>	PRIORITY 1 – Navy Acquisition Workforce Members who are certified to the DAWIA level Required of their position. PRIORITY 2 – Navy Acquisition Workforce Members who are Not currently certified to the DAWIA level required of their position or those who are certified and have already met their 80-point requirement. PRIORITY 3 – Navy employees who are not part of the acquisition workforce. NOTE: CONTRACTOR PERSONNEL ARE NOT PERMITTED TO ATTEND THIS COURSE.
<b>PREREQUISITES:</b>	None.
<b>NOMINATIONS:</b>	You are required to register on the Register-Now Web site under Continuous Learning: <a href="http://www.register-now.cms.navy.mil">http://www.register-now.cms.navy.mil</a>
<b>COST:</b>	None.
<b>POC:</b>	(301) 757-9103

<b>COURSE TITLE:</b>	<b>Earned Value</b>
<b>VENDOR:</b>	AMCI
<b>LOCATION:</b>	Employee Development Center
<b>DATE:</b>	03-04 FEB 2004 15-16 JUN 2004 31 AUG – 1 SEP 2004
<b>DESCRIPTION:</b>	This course provides the fundamental principles of earned value, along with numerous practical exercises to reinforce application. It successfully integrates this technique into the broader context of cost management and performance-based contracts. Attendees will gain valuable insight into state-of-the-art performance measurement methods, how to use earned value for successful planning and management, and the key drivers for improving value in today's acquisition process.
<b>OBJECTIVE:</b>	You will be able to: <ul style="list-style-type: none"> <li>➤ Employ Earned Value terminology and formulas</li> <li>➤ Recognize the benefits of Earned Value over the traditional "budget versus actual" approach</li> <li>➤ Apply Earned Value techniques to quantify work progress</li> <li>➤ Use Earned Value for forecasting and decision making</li> </ul>
<b>AUDIENCE:</b>	PRIORITY 1 – Navy Acquisition Workforce Members who are certified to the DAWIA level Required of their position. PRIORITY 2 – Navy Acquisition Workforce Members who are Not currently certified to the DAWIA level required of their position or those who are certified and have already met their 80-point requirement. PRIORITY 3 – Navy employees who are not part of the acquisition workforce. NOTE: CONTRACTOR PERSONNEL ARE NOT PERMITTED TO ATTEND THIS COURSE.
<b>PREREQUISITES:</b>	None.
<b>NOMINATIONS:</b>	You are required to register on the Register-Now Web site under Continuous Learning: <a href="http://www.register-now.cms.navy.mil">http://www.register-now.cms.navy.mil</a>
<b>COST:</b>	None.
<b>POC:</b>	(301) 757-9103

<b>COURSE TITLE:</b>	<b>ENGINEERING OF SYSTEMS FOR NAVY INTEROPERABILITY</b>
<b>VENDOR:</b>	AMCI
<b>LOCATION:</b>	Employee Development Center
<b>DATE:</b>	23-25 MAR 2004 18-20 MAY 2004 27-29 JUL 2004
<b>DESCRIPTION:</b>	Engineering of Systems for Navy Interoperability provides a review of the systems engineering model for use in developing systems, equipment, etc. in the Department of the Navy. Consistent with the DOD 5000.2R definition of systems engineering (SE), the course shows how to apply the model in context of Navy and DOD requirements for interoperability. A participative Navy case study helps to reinforce the concept and process.
<b>OBJECTIVE:</b>	The course will cover the following topics: -What is engineering of systems? -Engineering of systems for interoperability. -System engineering model. -Where do requirements come from? -Where does a solution come from? -A case study application -System engineering management.
<b>AUDIENCE:</b>	This course is recommended for all system oriented (SPRDE) career field personnel by the DON Systems Engineering Functional Board and is of particular value to program managers, technical leaders, design engineers, support engineers, and project support personnel who must lead or work within a system development program.
<b>PREREQUISITES:</b>	PRIORITY 1 – Navy Acquisition Workforce Members who are certified to the DAWIA level Required of their position. PRIORITY 2 – Navy Acquisition Workforce Members who are Not currently certified to the DAWIA level required of their position or those who are certified and have already met their 80-point requirement. PRIORITY 3 – Navy employees who are not part of the acquisition workforce. NOTE: CONTRACTOR PERSONNEL ARE NOT PERMITTED TO ATTEND THIS COURSE.
<b>NOMINATIONS:</b>	You are required to register on the Register-Now Web site under Continuous Learning: <a href="http://www.register-now.cms.navy.mil">http://www.register-now.cms.navy.mil</a>
<b>COST:</b>	None.
<b>POC:</b>	(301) 757-9103

<b>COURSE TITLE:</b>	<b>Federal Appropriate Law</b>
<b>VENDOR:</b>	ESI International, 4301 Fairfax Drive, Suite 800, Arlington, VA 22203-9858
<b>LOCATION:</b>	Employee Development Center
<b>DATE:</b>	01-04 DEC 2003 02-05 FEB 2004 09-12 AUG 2004
<b>DESCRIPTION:</b>	Under the current administration and Congress, financial pressures are mounting and will continue to do so in the future. For those who handle Federal funds, finding ways to do more with less is essential. The subtle rule on the availability of appropriations can block an otherwise well-reasoned management plan. These rules are difficult to understand and not well known or publicized. Fortunately there are clear precedents that you can follow to avoid reaching an impasse and to avoid incurring personal financial liability for failure to comply.
<b>OBJECTIVE:</b>	The major topics that are covered in this course: <ul style="list-style-type: none"> <li>➤ Legal Framework</li> <li>➤ Life Cycle of an Appropriation</li> <li>➤ Interpreting Appropriation language</li> <li>➤ Availability of Appropriations as to purpose</li> <li>➤ Availability of Appropriation as to time</li> <li>➤ Availability of Appropriation as to amount</li> <li>➤ Obligation of Appropriation</li> <li>➤ Continuing Resolutions</li> <li>➤ Accountable Officers-Liability and Relief</li> </ul>
<b>AUDIENCE:</b>	PRIORITY 1 – Navy Acquisition Workforce Members who are certified to the DAWIA level Required of their position. PRIORITY 2 – Navy Acquisition Workforce Members who are Not currently certified to the DAWIA level required of their position or those who are certified and have already met their 80-point requirement. PRIORITY 3 – Navy employees who are not part of the acquisition workforce. NOTE: CONTRACTOR PERSONNEL ARE NOT PERMITTED TO ATTEND THIS COURSE.
<b>PREREQUISITES:</b>	None.
<b>NOMINATIONS:</b>	You are required to register on the Register-Now Web site under Continuous Learning: <a href="http://www.register-now.cms.navy.mil">http://www.register-now.cms.navy.mil</a>
<b>COST:</b>	None.
<b>POC:</b>	(301) 757-9103

<b>COURSE TITLE:</b>	<b>MODELING AND SIMULATION</b>
<b>VENDOR:</b>	IITRI AB Tech Group, 1901 N. Beauregard St., Suite 400, Alexandria, VA 22311
<b>LOCATION:</b>	Employee Development Center
<b>DATE:</b>	04-06 NOV 2003 23-25 MAR 2004 10-12 AUG 2004
<b>DESCRIPTION:</b>	Provide a broad understanding of DOD M&S terms, concepts, organizations, and issues, thus enhancing the students' ability to: -Function effectively and efficiently as M&S staff officers despite minimal M&S experience. -Better support staff actions that incorporate requirements for M&S experience. -Apply current and emerging policy, procedural and technology perspectives to organizational decisions regarding M&S -Locate M&S resources to assist in solving problems.
<b>OBJECTIVE:</b>	Instruction is organized around five major themes: <ul style="list-style-type: none"> <li>➤ Recognize and manage resistance and negativity.</li> <li>➤ Energize performance and productivity.</li> <li>➤ Effectively implement change in their organization.</li> <li>➤ Monitor the consequences of change.</li> </ul>
<b>AUDIENCE:</b>	THIS COURSE IS A DAWIA CONTINUOUS LEARNING ACTIVITY. Priorities 1 are acquisition workforce employees (civilian and military) who are certified to the level required by their position/billet. Priorities 2 are acquisition workforce employees (civilian and military) who have not met their position/billet certification requirements. NOTE: CONTRACTOR PERSONNEL ARE NOT PERMITTED TO ATTEND THIS COURSE
<b>PREREQUISITES:</b>	Acquisition Workforce employee.
<b>NOMINATIONS:</b>	You are required to register on the Register-Now Web site under Continuous Learning: <a href="http://www.register-now.cms.navy.mil">http://www.register-now.cms.navy.mil</a>
<b>COST:</b>	None
<b>POC:</b>	(301) 757-9103

<b>COURSE TITLE:</b>	<b>NETWORK CENTRIC WARFARE (NCW) OVERVIEW</b>
<b>VENDOR:</b>	TBD
<b>LOCATION:</b>	Employee Development Center
<b>DATE:</b>	16-18 DEC 2003 13-15 JAN 2004 27-29 APR 2004 14-16 SEP 2004
<b>DESCRIPTION:</b>	This three-day course present the Navy's new strategy for distributed war fighting in the 21 <sup>st</sup> Century by presenting a shift from platform-centered, attrition-style operations to a new model based on enhanced speed of command and dynamic, real-time reorganization of sensors and shooters to meet changing mission requirements. Discussion includes already developed concepts and building blocks, emerging challenges, and an array of new opportunities to make net-centric warfare a reality.
<b>OBJECTIVE:</b>	Gain an insight of the opportunities and challenges in moving from platform-centric to network-centric naval operations. Develop a comprehensive understanding of how net-centric warfare impacts Naval R&D investments. Understand what is the emerging operational architecture for net-centric warfare and what role new platforms will play. Address the insights to weapon systems requirements, information warfare issues and challenges and other related matters.
<b>AUDIENCE:</b>	THIS COURSE IS A DAWIA CONTINUOUS LEARNING ACTIVITY. Priorities 1 are acquisition workforce employees (civilian and military) who are certified to the level required by their position/billet. Priorities 2 are acquisition workforce employees (civilian and military) who have not met their position/billet certification requirements. NOTE: CONTRACTOR PERSONNEL ARE NOT PERMITTED TO ATTEND THIS COURSE
<b>PREREQUISITES:</b>	None
<b>NOMINATIONS:</b>	You are required to register on the Register-Now Web site under Continuous Learning: <a href="http://www.register-now.cms.navy.mil">http://www.register-now.cms.navy.mil</a>
<b>COST:</b>	None
<b>POC:</b>	(301) 757-9103

<b>COURSE TITLE:</b>	<b>PERFORMANCE BASED SERVICE ACQUISITION</b>
<b>VENDOR:</b>	Defense Acquisition University, Fort Belvoir, VA
<b>LOCATION:</b>	Employee Development Center
<b>DATE:</b>	04-06 NOV 2003 09-11 MAR 2004 31 AUG - 02 SEP 2004
<b>DESCRIPTION:</b>	This course is designed for personnel who must work with program officials to plan, award, and administer performance-based contracts. FAR Part 37 requires agencies to use performance-based methods to the maximum extent practicable when contracting for services. The Under Secretary of Defense Memo dated 5 April 2000 established at a minimum, that 50 percent of service acquisitions, measured both in dollars and actions, are to be performance-based by the year 2005. This means telling the contractor what to do; not how to do it. This course provides an overview of performance-based methods and how to determine when they are appropriate. Performance-based acquisition means focusing on results and assigning responsibility for performance to the contractor.
<b>OBJECTIVE:</b>	Knowledge and skills you will gain: <ul style="list-style-type: none"> <li>- a basic understanding of the laws and regulations that are specific to PBA,</li> <li>- blending elements of PBA methods into a coherent plan for each acquisition;</li> <li>- Methods of enhancing understanding of the requirement and enhancing competition;</li> <li>- Development of evaluation factors in a PBA environment.</li> </ul>
<b>AUDIENCE:</b>	THIS COURSE IS A DAWIA CONTINUOUS LEARNING ACTIVITY. Priorities 1 are acquisition workforce employees (civilian and military) who are certified to the level required by their position/billet. Priorities 2 are acquisition workforce employees (civilian and military) who have not met their position/billet certification requirements. NOTE: CONTRACTOR PERSONNEL ARE NOT PERMITTED TO ATTEND THIS COURSE
<b>PREREQUISITES:</b>	None
<b>NOMINATIONS:</b>	You are required to register on the Register-Now Web site under Continuous Learning: <a href="http://www.register-now.cms.navy.mil">http://www.register-now.cms.navy.mil</a>
<b>COST:</b>	None
<b>POC:</b>	(301) 757-9103

<b>COURSE TITLE:</b>	<b>Performance Based Service Acquisition</b>
<b>VENDOR:</b>	Management Concepts
<b>LOCATION:</b>	
<b>DATE:</b>	<b>SEE ABOVE</b>
<b>DESCRIPTION:</b>	Performance-based service acquisition is not a new type or method of government contracting. The basic principle of telling the contractor what we want rather than how to do the job has been an essential aspect of government contracting virtually since the government first contracted for supplies or services. However, with the budget cuts of the 1900s we have take a hard, critical assessment of the manner in which we contract. OFPP Policy Letter 91-2, "Service Contracting," April 9, 1991, stated that when preparing statements of work, agencies shall, to the maximum extent practicable, describe the work in terms of what is to be the required output rather than how the work is to be accomplished. The policy that has been established has three basic elements.
<b>OBJECTIVE:</b>	Students will learn: <ul style="list-style-type: none"> <li>➤ First, government acquisition personnel should use performance-based contracting methods to the maximum extent possible when acquiring services.</li> <li>➤ Second, the procurement team should use the appropriate acquisition and contract administration strategies, methods, and techniques to accommodate the requirements.</li> <li>➤ Finally, procurement officers shall justify the use of the PBSA methods and shall document the contract to file to support that decision. These three elements are the core of this course</li> </ul>
<b>AUDIENCE:</b>	THIS COURSE IS A DAWIA CONTINUOUS LEARNING ACTIVITY. Priorities 1 are acquisition workforce employees (civilian and military) who are certified to the level required by their position/billet. Priorities 2 are acquisition workforce employees (civilian and military) who have not met their position/billet certification requirements. NOTE: CONTRACTOR PERSONNEL ARE NOT PERMITTED TO ATTEND THIS COURSE
<b>PREREQUISITES:</b>	None
<b>NOMINATIONS:</b>	You are required to register on the Register-Now Web site under Continuous Learning: <a href="http://www.register-now.cms.navy.mil">http://www.register-now.cms.navy.mil</a>
<b>COST:</b>	None
<b>POC:</b>	(301) 757-9103

<b>COURSE TITLE:</b>	<b>Project Management (Advanced)</b>
<b>VENDOR:</b>	ESI International, 4301 Fairfax Drive, Suite 800, Arlington, VA 22203-9858
<b>LOCATION:</b>	Employee Development Center
<b>DATE:</b>	18-20 NOV 2003 03-05 FEB 2004 04-06 MAY 2004 13-15 JUL 2004
<b>DESCRIPTION:</b>	This three-day course is a project management "boot camp". It gives intensive instruction in project management fundamentals across the entire project life cycle, to include: <ul style="list-style-type: none"> <li>- Proven strategies and practical tools for planning, executing, and controlling a variety of projects.</li> <li>- Detailed and sophisticated instruction in the critical areas of scheduling key events, controlling costs, and managing risks.</li> <li>- Define the scope of a project and manage within that definition</li> <li>- Identify and sequence tasks, estimate duration of tasks, schedule events and activities, plan for delays, control variances, manage costs, and utilize resources.</li> </ul>
<b>OBJECTIVE:</b>	You will be able to: <ul style="list-style-type: none"> <li>➤ Organize for Project Management</li> <li>➤ Project Selection, Definition, and Requirements</li> <li>➤ Develop the Work Breakdown Structure</li> <li>➤ Risk Fundamentals</li> <li>➤ Resource Issues and Allocation</li> </ul>
<b>AUDIENCE:</b>	THIS COURSE IS A DAWIA CONTINUOUS LEARNING ACTIVITY. Priorities 1 are acquisition workforce employees (civilian and military) who are certified to the level required by their position/billet. Priorities 2 are acquisition workforce employees (civilian and military) who have not met their position/billet certification requirements. NOTE: CONTRACTOR PERSONNEL ARE NOT PERMITTED TO ATTEND THIS COURSE
<b>PREREQUISITES:</b>	None
<b>NOMINATIONS:</b>	You are required to register on the Register-Now Web site under Continuous Learning: <a href="http://www.register-now.cms.navy.mil">http://www.register-now.cms.navy.mil</a>
<b>COST:</b>	None
<b>POC:</b>	(301) 757-9103

<b>COURSE TITLE:</b>	<b>Project Management (Basic)</b>
<b>VENDOR:</b>	ESI International, 4301 Fairfax Drive, Suite 800, Arlington, VA 22203-9858
<b>LOCATION:</b>	Employee Development Center
<b>DATE:</b>	02-04 DEC 2003 09-11 MAR 2004 08-10 JUN 2004 21-23 SEP 2004
<b>DESCRIPTION:</b>	This three-day course covers project management fundamentals that are necessary for each phase of the project life cycle. The course includes topics such as; the project charter; project plan, types of project organizations, project responsibilities; work breakdown structure, scheduling methods, risk management, estimating, project reporting and reviews, using earned value, and project closeout.
<b>OBJECTIVE:</b>	You will learn how to: <ul style="list-style-type: none"> <li>➤ Develop project plans using proven techniques</li> <li>➤ Develop project Work Breakdown Structures</li> <li>➤ Employ scheduling techniques</li> <li>➤ Use different estimating methodologies for calculating required resources</li> <li>➤ Identify, assess, and mitigate project risks and develop a risk management plan</li> <li>➤ Establish baselines and handle changes in project scope through the project life cycle</li> <li>➤ Monitor progress and update the project plan using multiple techniques</li> <li>➤ Close a project and capture lessons learned.</li> </ul>
<b>AUDIENCE:</b>	THIS COURSE IS A DAWIA CONTINUOUS LEARNING ACTIVITY. Priorities 1 are acquisition workforce employees (civilian and military) who are certified to the level required by their position/billet. Priorities 2 are acquisition workforce employees (civilian and military) who have not met their position/billet certification requirements. NOTE: CONTRACTOR PERSONNEL ARE NOT PERMITTED TO ATTEND THIS COURSE
<b>PREREQUISITES:</b>	None
<b>NOMINATIONS:</b>	You are required to register on the Register-Now Web site under Continuous Learning: <a href="http://www.register-now.cms.navy.mil">http://www.register-now.cms.navy.mil</a>
<b>COST:</b>	None
<b>POC:</b>	(301) 757-9103

<b>COURSE TITLE:</b>	<b>Seven Habits of Highly Effective People</b>
<b>VENDOR:</b>	Covey Leadership Center
<b>LOCATION:</b>	Employee Development Center
<b>DATE:</b>	04-06 NOV 2003 10-12 FEB 2004 20-22 APR 2004 13-15 JUL 2004
<b>DESCRIPTION:</b>	Tackle Your Specific Organizational Challenges: Turbulent, unpredictable change. Difficulties associated with mergers, restructuring, and downsizing. Stagnant performance. Low trust of management. Poor communication and infighting among individuals, teams, and departments. All of these business challenges exacts a heavy price on the productivity, competitiveness, and profitability of an organization. This workshop helps in boosting the effectiveness of individual employees. A foundation of effective employees transforms and sustains the overall performance of organizations.
<b>OBJECTIVE:</b>	At the end of the workshop participants will be able to: <ul style="list-style-type: none"> <li>➤ Boost personal, team, and organizational performance;</li> <li>➤ Replace politics, turf wars, and ineffective behaviors with high levels of trust and teamwork;</li> <li>➤ Develop and clearly communicate its strategy, mission, values, and vision;</li> <li>➤ Reduce turnover rates, resolve conflicts, forge relationships, and improve morale;</li> <li>➤ Meet client needs more effectively and increase customer loyalty as employees become motivated to serve customers;</li> <li>➤ Increase productivity and quality as individuals and teams improve their effectiveness.</li> </ul>
<b>AUDIENCE:</b>	THIS COURSE IS A DAWIA CONTINUOUS LEARNING ACTIVITY. Priorities 1 are acquisition workforce employees (civilian and military) who are certified to the level required by their position/billet. Priorities 2 are acquisition workforce employees (civilian and military) who have not met their position/billet certification requirements. NOTE: CONTRACTOR PERSONNEL ARE NOT PERMITTED TO ATTEND THIS COURSE
<b>PREREQUISITES:</b>	None
<b>NOMINATIONS:</b>	You are required to register on the Register-Now Web site under Continuous Learning: <a href="http://www.register-now.cms.navy.mil">http://www.register-now.cms.navy.mil</a>
<b>COST:</b>	None
<b>POC:</b>	(301) 757-9103

<b>COURSE TITLE:</b>	<b>Strategic Issues in Major Systems Acquisition</b>
<b>VENDOR:</b>	AMCI
<b>LOCATION:</b>	
<b>DATE:</b>	<b>NOTHING SCHEDULED FOR PAX RIVER</b>
<b>DESCRIPTION:</b>	This seminar is an intensive review and integration of recent major Federal Acquisition changes/trends, as viewed from an executive level perspective. Presenters include senior process owners from all areas of acquisition, such as OSD, OMB/OFPP, ASN (RDA), and OPNAV. An excellent update in current policy and proposed events for attendees in engineering, contracting, financial and project management disciplines. Multiple guest presenters provide a high level of interaction and dialogue.
<b>OBJECTIVE:</b>	Participants will gain valuable insight for integrating recent policy changes into program operations; In addition, senior level presenters encourage questions, feedback and an "open forum."
<b>AUDIENCE:</b>	THIS COURSE IS A DAWIA CONTINUOUS LEARNING ACTIVITY. Priorities 1 are acquisition workforce employees (civilian and military) who are certified to the level required by their position/billet. Priorities 2 are acquisition workforce employees (civilian and military) who have not met their position/billet certification requirements. NOTE: CONTRACTOR PERSONNEL ARE NOT PERMITTED TO ATTEND THIS COURSE
<b>PREREQUISITES:</b>	None
<b>NOMINATIONS:</b>	You are required to register on the Register-Now Web site under Continuous Learning: <a href="http://www.register-now.cms.navy.mil">http://www.register-now.cms.navy.mil</a>
<b>COST:</b>	None
<b>POC:</b>	(301) 757-9103

<b>COURSE TITLE:</b>	<b>VALUE CHAIN MANAGEMENT</b>
<b>VENDOR:</b>	AMCI
<b>LOCATION:</b>	
<b>DATE:</b>	<b>NOTHING SCHEDULED FOR PAX RIVER</b>
<b>DESCRIPTION:</b>	Gain state-of-the-art business techniques for managing complex acquisitions. Value chain Management is an excellent framework to integrate diverse elements of acquisition innovation and synchronize all value-added program elements. Participants master both concepts and practical implementation, including introduction to necessary skills and competencies for today's innovation program managers.
<b>OBJECTIVE:</b>	Participant will cover the following topics: <ul style="list-style-type: none"> <li>➤ Before We Begin: Opening and Introduction</li> <li>➤ Recognizing and Defining a Value Chain</li> <li>➤ Value chain Competencies</li> <li>➤ Change Management.</li> </ul>
<b>AUDIENCE:</b>	THIS COURSE IS A DAWIA CONTINUOUS LEARNING ACTIVITY. Priorities 1 are acquisition workforce employees (civilian and military) who are certified to the level required by their position/billet. Priorities 2 are acquisition workforce employees (civilian and military) who have not met their position/billet certification requirements. NOTE: CONTRACTOR PERSONNEL ARE NOT PERMITTED TO ATTEND THIS COURSE
<b>PREREQUISITES:</b>	None
<b>NOMINATIONS:</b>	You are required to register on the Register-Now Web site under Continuous Learning: <a href="http://www.register-now.cms.navy.mil">http://www.register-now.cms.navy.mil</a>
<b>COST:</b>	None
<b>POC:</b>	(301) 757-9103

<b>COURSE TITLE:</b>	<b>WRITING BETTER PERFORMANCE STATEMENTS OF WORK</b>
<b>VENDOR:</b>	ESI International, 4301 Fairfax Drive, Suite 800, Arlington, VA 22203-9858
<b>LOCATION:</b>	Employee Development Center
<b>DATE:</b>	09-11 MAR 2004 06-08 APR 2004
<b>DESCRIPTION:</b>	This course demonstrates how to lay a solid foundation for any service contract by establishing a sound performance-based approach from the start. You'll learn the critical steps to take in procurement planning and request for proposal preparation to implement the performance-based approach. Emphasizing preparation of a performance-based statement of work, the course focuses on use of draft solicitations; team development of the work breakdown structure and task identifications; conversion of cost-plus requirements to fixed-price; use of incentives, deductions, and penalties in connection with performance goals; and application of specific cost and performance measurement techniques, quality assurance surveillance plans, and quality-related evaluation factors.
<b>OBJECTIVE:</b>	If you are responsible for obtaining, pricing or administering service contracts, this course will help you achieve results. The instructors have developed and managed service contracts for both the government and industry. Their ability to teach the procedures and techniques required for performance-driven contracting would give you the perspective and detailed guidance you need to make this approach work for you.
<b>AUDIENCE:</b>	THIS COURSE IS A DAWIA CONTINUOUS LEARNING ACTIVITY. Priorities 1 are acquisition workforce employees (civilian and military) who are certified to the level required by their position/billet. Priorities 2 are acquisition workforce employees (civilian and military) who have not met their position/billet certification requirements. NOTE: CONTRACTOR PERSONNEL ARE NOT PERMITTED TO ATTEND THIS COURSE
<b>PREREQUISITES:</b>	None
<b>NOMINATIONS:</b>	You are required to register on the Register-Now Web site under Continuous Learning: <a href="http://www.register-now.cms.navy.mil">http://www.register-now.cms.navy.mil</a>
<b>COST:</b>	None
<b>POC:</b>	(301) 757-9103