

FY 04 CALENDAR (OCT 03 - SEP 04)

PROCUREMENT AND CONTRACTING	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
AF SYS & LOG CON COURSE (AFSLCC) - TELESEMINAR	None											17-20	
Con Mgmt for Con Officers Reqs (Formerly: Con Admin for Con Officers and Con Officers Reqs)	\$295		12 -13								CANCELLED		
Gov't Con for Tech. / Admin. Personnel Explain in Plain English	\$395			02 - 04		CANCELLED		20 - 22			27 - 29		28 -30
Gov't-Wide Comm Purchase Card	\$215	20								21			13
Performance-Based Con Boot-camp (New Course)	\$295		04 - 05		CANCELLED			27 - 28				CANCELLED	
Managing Performance of Service Contracts	\$295			09 - 10			CANCELLED				13 - 14		
Con Officers Reqs (Refresher)	None	20		08		17		20		28		23	
Con Officers Reqs (Basic)	\$896		18 - 20		CANCELLED		01 - 03		11-13		06 - 08		07 - 09
Con Changes/Claims Boot-camp (Formerly: Changes and Claims in Gov't Con)	\$395				CANCELLED							24 - 26	
Writing Perf - Based Contracts (Formerly: Writing Perf-Based Statement of Work)	\$295					CANCELLED							07 - 08
Quality Assurance for Aircraft Maintenance Contracting	\$295	28 - 29					02 - 03						21 - 22
GSA - 101	None										20		
READINESS BASED SPARING (RBS)	\$134									01-02		02-03	

COURSE TITLE:	AIR FORCE SYSTEMS & LOGISTICS CONTRACTING COURSE (AFSLCC) - TELESEMINAR	
VENDOR:	AFMCLO/JANS Directorate of Contract Law 1864 4 th Street, Bldg 15, Room 113 WPAFB, OH 45433-7130	
LOCATION:	Employee Development Center, Building # 1489	
	DATE: 17 – 20 August 2004	NOMINATION DEADLINE: June 25, 2004
TIME:	10:00 a.m. – 15:00 p.m.	
DESCRIPTION:	The Air Force Systems & Logistics Contracting Course (AFSLCC) is a joint effort of the Air Force JAG School (AFJAGS) and the Air Force Material Command (AFMC). The course is designed to train attorneys new to the systems acquisition and to provide continuing legal education for experienced attorneys throughout DoD. This course provides instruction in government contract law, and focusing on the major systems depot acquisition perspective	
OBJECTIVE:	At the end of the course, students should know: <ul style="list-style-type: none"> • Basic systems engineering and logistics, Agile acquisition concepts, and the new DoD 5000 Series instructions. • Core instruction such as contract types, negotiated procurement, source selection, and fiscal law. • Contract litigation, such as protest, disputes, and bankruptcy and other judicial and administrative actions. • Specialized topics, such as ethics, technical data, and technology transfer. • Acquisition Reform, Export Control, Defense Production Act and Foreign Military Sales (FMS) 	
AUDIENCE:	The course is open to all Department of Defense (including reserve and guard) and other federal government personnel who meet the following prerequisites: (1) military and civilian attorneys (a basic government contract law course and six month experience in major systems acquisition is recommended) and (2) other personnel in the procurement, program management, financial management, and related fields with at least (6) months experience in major systems acquisition.	
NOMINATIONS:	NAVAIR TEAM employees should request training via Employee Self Service at http://ess.navair1.navy.mil . : Contractor personnel may attend on a space-available basis. Nominations must be made on a company letterhead addressed and fax to the Program Coordinator at 301-342-4523.	
LENGTH:	3.5 day	
COST:	None	
POC	(301) 757-4126	

COURSE TITLE:	CONTRACT MANAGEMENT FOR CONTRACTING OFFICERS REPRESENTATIVES (Formerly: Contract Admin for Con Officers and Con Officers Representatives)	
VENDOR:	Caldwell Consulting Associates, LLC PO Box 29143 RICHMOND, VA 23242-0143 804 – 740 - 2469	
LOCATION:	Employee Development Center, Building # 2189	
SCHEDULE:	DATE: 12 – 13 NOV 03 CANCELLED	NOMINATION DEADLINE: 13 OCT 03 28 MAY 04
TIME:	8:00 – 3:30 p.m.	
DESCRIPTION:	Enhance the skills needed for anticipating, identifying, understanding and resolving contracting problems. The role of the Contracting Officers and the assigned duties to the Contracting Officer's representative (COR) is frequently misunderstood in contracting. COR duties flow from the delegation of authority made by the Contracting Officer. But, the Contracting Officers can never delegate his/her responsibilities. Topics covered will include: legal principles of government contract law, methods of solicitation, contract types, key contract clauses, interpreting statements of works and other contractual obligations, contract modifications, claims preparation, defense strategies and disputes resolution, inspection, warranty and acceptance and termination of contracts. A portion of this course is explained from the contractor's perspective, so that Government personnel will have a better understanding of where the contractor is coming from. All attendees receive a special course manual and a "Government Contracts Dictionary".	
AUDIENCE:	Procurement analysts, CORs, secretaries, administrative assistant, and all personnel working in support of functions such as the development of solicitations, award of purchase orders, contracts and basic agreements, and administration of contracts. Note – For those pursuing professional certification or re-certification (i.e. NCMA, NAPM), satisfactory completion of this course includes continuing education hours from the National Association of Purchasing Management)	
NOMINATIONS:	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. 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:	\$ 295	
METHOD OF PAYMENTS:	Vendor accepts GCPC (Government wide Commercial Purchase Card).	
POC:	(301) 757-4126	

COURSE TITLE:	GOVERNMENT CONTRACTING FOR TECH. and ADMIN. PERSONNEL EXPLAINED IN PLAIN ENGLISH	
VENDOR:	Caldwell Consulting Associates, LLC PO Box 29143 RICHMOND, VA 23242-0143 804 – 740 - 2469	
LOCATION:	Employee Development Center, Building # 2189	
SCHEDULE:	DATE: 02 – 04 DEC 03 03 – 05 FEB 04 Cancelled 20 – 22 APR 04 27 – 29 JUL 04 28 – 30 SEP 04	NOMINATION DEADLINE: 03 NOV 03 03 DEC 03 20 FEB 04 27 MAY 04 28 JUL 04
TIME:	8:00 – 3:30 p.m.	
DESCRIPTION:	Government contracting is actually very interesting once you understand what it is all about. This course covers the entirety of the acquisition cycle, from pre-solicitation through award and administration. It covers the twelve basic steps involved and has been designed to provide a survey of the basics of the subject areas. The course explains rules of contract management, roles of key contract players, contracting officer authority, procurement law, methods of procurement, types of contracts, resolution of contract administration problems during performance and the essentials of the termination. It also includes instructions on the use of the FAR and coverage of these requirements of Federal Acquisition Streamlining Act (FASA) and its impact on contracting, including the new commercial contracting preference. All explained in plain language so that you understand the rules and why they make sense. <u>Each attendee will receive a complete copy of the deskbook FAR, a “Course Manual” and a copy of the “Government Contract Dictionary”.</u> <u>Materials used represent the current rules under which contracting personnel must operate.</u>	
AUDIENCE:	This course is applicable for those assigned as Contracting Officers, CORs, engineers, project and program managers, contractor personnel and anyone else responsible for the management of contract performance.	
NOMINATIONS:	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. 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:	\$ 395	
METHOD OF PAYMENTS:	Vendor accepts GCPC (Government wide Commercial Purchase Card).	
POC:	(301) 757-4126	

COURSE TITLE:	GOVERNMENT WIDE COMMERCIAL PURCHASE CARD	
VENDOR:	Caldwell Consulting Associates, LLC PO Box 29143 RICHMOND, VA 23242-0143 804 – 740 - 2469	
LOCATION:	Employee Development Center, Building # 2189	
SCHEDULE:	Dates: 20 OCT 03 03 MAY 04 13 SEP 04	NOMINATION DEADLINE: 19 SEP 03 03 MAY 04 13 AUG 04
TIME:	8:00 – 3:30 p.m.	
DESCRIPTION:	This is a one-day course that provide the educational skills in the principles, procedures, and practices needed to make Government Purchase Card (GPC) purchases in accordance with applicable laws and regulations.	
OBJECTIVES:	<p>Upon completion of the course, the participants will be able to:</p> <ul style="list-style-type: none"> • Overview – Purpose and Guiding Principles of the Government Purchase Card Program. • The GPC Players and their roles. • Purchase Card Terms. • Controls and Procedures, including micro-purchase limits, UNICOR purchase guidelines, mandatory Federal Supply Schedules and “GSA Advantage”. • Unauthorized Use – What you can’t do. • Disputes and Discrepancies. • Purchase Card Audit Procedures. • Documenting Purchases. • Ethics and Standards of Conduct. 	
AUDIENCE:	Current and future personnel who are potential candidates as cardholders/billing officials; current cardholders who are interested in refreshing their skills in conformance with the latest regulatory information; anyone who is interested in learning more about the purchase card program.	
NOMINATIONS:	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. 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:	1 Day	
COST:	\$ 215	
METHOD OF PAYMENTS:	Vendor accepts GCPC (Government wide Commercial Purchase Card).	
POC:	(301) 757-4126	

COURSE TITLE:	PERFORMANCE – BASED CONTRACTING BOOTCAMP	
VENDOR:	Caldwell Consulting Associates, LLC PO Box 29143 RICHMOND, VA 23242-0143 804 – 740 - 2469	
LOCATION:	Employee Development Center, Building # 2189	
SCHEDULE:	DATES: 04 – 05 NOV 03 27 – 28 JAN 04 Cancelled 27 – 28 APR 04 03 – 04 AUG 04 Cancelled	NOMINATION DEADLINE: 03 OCT 03 26 DEC 03 26 MAR 04 02 JUL 04
TIME:	8:00 – 3:30 p.m.	
DESCRIPTION:	More and more procurement dollars are planned for performance-based contracts. This is a crash course providing the essential skills in all aspects of performance-based contracting, one of the hottest topics in federal government contracting. The course explores the myths, best practices and innovations, detailing not only what benefits the government intends to gain from the expanded use of performance-based contracting, but also about the pitfalls everyone should be aware of. Using actual examples of performance-based contracts, attendees will leave this boot-camp better prepared for the future, with knowledge of business techniques specifically designed for use with the performance-based approach. This seminar incorporates Office of Federal Procurement policy, Office of Management and Budget and Defense Acquisition University materials in the program. All attendees receive a special course manual and a CD ROM containing information to guide you when you are back in the office.	
OBJECTIVES:	Upon completion of the course, the participants will be able to: <ul style="list-style-type: none"> • Be familiar with the latest requirements in performance measurement. • Understand areas of performance-based logistics, payment and what is being done under the new approach to “performance-based incentives”. • Be able to identify and describe the important factors in performance measurement. 	
AUDIENCE:	All technical and administrative personnel. This course is open to contractors and subcontractors.	
NOMINATIONS:	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. 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:	\$ 295	
METHOD OF PAYMENTS:	Vendor accepts GCPC (Government wide Commercial Purchase Card).	
POC:	(301) 757-4126	

COURSE TITLE:	MANAGING PERFORMANCE OF SERVICE CONTRACTS	
VENDOR:	Caldwell Consulting Associates, LLC PO Box 29143 RICHMOND, VA 23242-0143 804 – 740 - 2469	
LOCATION:	Employee Development Center, Building # 2189	
SCHEDULE:	DATES: 09 – 10 DEC 03 CANCELLED MAR 04 13 – 14 JUL 04	NOMINATION DEADLINE: 10 NOV 03 23 FEB 04 11 JUN 04
TIME:	8:00 – 3:30 p.m.	
DESCRIPTION:	There is more to managing a service contract than verifying the labor records! Service contracts impose duties and responsibilities upon the government and the contractor, including responsibility for phase-in, maintenance of labor levels, deduction of payment, absorption of costs due to inflation and record keeping. This course provide an understanding of the following: knowing the latest government rules regarding performance measurement, understanding the different methods of contracting and contract measurement, understanding and utilizing work breakdown structures for planning, communicating and monitoring performance and how to create performance indicators that enable project and contract managers to determine performance results, regardless as to the adequacy of the work statement definition. Participants will receive a manual which includes forms and action plans and a section of the program will be devoted to identification of causes and costs of project growth. (This section is particularly valuable to anyone responsible for claims preparation or claims defense)	
OBJECTIVES:	Upon completion of the course, the participants will be able to: <ul style="list-style-type: none"> • Complete projects on schedule and within budget. • Increase and enhance levels of productivity. • Implement a contract management audit program which will reveal potential problems long before they might become known. • Provide tighter control over all aspects of service contract projects. 	
AUDIENCE:	Personnel directly responsible or in support of the procurement and management of service contracts. Note – For those pursuing professional certification (i.e. NCMA, NAPM), satisfactory completion of this course includes continuing education hours from the National Association of Purchasing management.	
NOMINATIONS:	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. 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:	\$ 295	
METHOD OF PAYMENTS:	Vendor accepts GCPC (Government wide Commercial Purchase Card).	
POC:	(301) 757-4126	

COURSE TITLE:	CONTRACTING OFFICERS REPRESENTATIVE COURSE - REFRESHER	
VENDOR:	Naval Air Warfare Center Aircraft Division	
LOCATION:	Employee Development Center, Building # 2189	
SCHEDULE:	DATES: 20 OCT 03 08 DEC 03 17 FEB 04 20 APR 04 28 JUN 04 23 AUG 04	NOMINATION DEADLINE: 22 SEP 03 02 DEC 03 16 JAN 04 19 MAR 04 28 MAY 04 23 JUL 04
TIME:	8:00 –1:00 p.m.	
DESCRIPTION:	The Contracting Officer's Representative training is mandatory for government employees nominated to monitor contractor support services, including hardware requirements, those requiring unusual monitoring and surveillance, or technical discussions to clarify the statement of work. Once certified as a COR, refresher training must be completed every three years prior to being re-appointed as a COR. Topics addressed will include: COR authority, general responsibilities in particular practices relative to service contracts, and update information regarding acquisition policies.	
OBJECTIVES:	Upon completion of the course, the participants will be: <ul style="list-style-type: none"> • Knowledge for re-appointment as COR. 	
AUDIENCE:	Current COR requiring refresher training for re-certification.	
NOMINATIONS:	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. 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:	5 Hours	
COST:	None	
METHOD OF PAYMENTS:	Vendor accepts GCPC (Government wide Commercial Purchase Card).	
POC:	(301) 757-4126	

COURSE TITLE:	CONTRACTING OFFICER'S REPRESENTATIVE (BASIC)	
VENDOR:	ESI International 4301 Fairfax Drive, Suite 600 Arlington, VA 22203-9858	
LOCATION:	Employee Development Center, Building # 2189	
SCHEDULE:	DATES: 18 - 20 NOV 03 CANCELLED 01 – 03 MAR 04 11-13 MAY 04 NEW 06 – 08 JUL 04 07 – 09 SEP 04	NOMINATION DEADLINE: 17 OCT 03 05 DEC 03 02 FEB 04 07 JUN 04 06 AUG 04
TIME:	8:00 – 3:30 p.m.	
DESCRIPTION:	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. The objective of this course is to provide comprehensive, tailored training on managing the contract award and performance situations facing CORs and COTRs. The emphasis throughout is on viewing the contracting process from their unique perspectives, and on providing attendees with guidance on actions that can be taken to ensure that a contract's goals are successfully met. This course will certify you as CORs and COTRs.	
OBJECTIVES:	Upon completion of the course, the participants will be: <ul style="list-style-type: none"> • Ensure that you fully understand applicable FAR and regulatory requirements. • Provide the information necessary to identify your role in the process. • Manage your responsibilities at every phase of a contract. • Establish a dependable project control and monitoring system. • Spot and remedy problems. • Plan the actions you can take to ensure that a contract's goals are positively reached. 	
AUDIENCE:	New CORs, COTRs currently working on a contract and COTRs who have proposed solicitations.	
NOMINATIONS:	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. 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:	\$896 / 25 Student Maximum	
METHOD OF PAYMENTS:	Vendor accepts GCPC (Government wide Commercial Purchase Card).	
POC:	(301) 757-4126	

COURSE TITLE:	CONTRACT CHANGES AND CLAIMS BOOTCAMP (Formerly Changes and Claims in Government Contracts)	
VENDOR:	Caldwell Consulting Associates, LLC PO Box 29143 RICHMOND, VA 23242-0143 804 – 740 - 2469	
LOCATION:	Employee Development Center, Building # 2189	
SCHEDULE:	DATES: 13–15 JAN 04 Cancelled 24 –26 AUG 04	NOMINATION DEADLINE: 12 DEC 03 23 JUL 04
TIME:	8:00 – 3:30 p.m.	
DESCRIPTION:	<p>The statutory and regulatory constraints which govern contracting, as well as the nature of the contracting process, makes it necessary for the agencies to have flexibility to deal with such things as changes in technology, changes in requirements, errors in plan specifications, delays, suspension of work and more. Resolution of these areas often means reaching agreement with the contractor, particularly when there is a dispute about the interpretation of contract requirements. This three day workshop covers the following subject areas:</p> <ul style="list-style-type: none"> • Changes in the Work. • Claims Presentation and Defense. 	
OBJECTIVES:	<p>Upon completion of the course, the participants will be able to:</p> <ul style="list-style-type: none"> • Understand the nature of contract changes. • Understand how government contract claims are asserted, perfected, presented, certified, defended and resolved if disputed. • Understand the major government remedies, including audit and investigative powers, suspensions and debarment powers and procurement fraud actions. 	
AUDIENCE:	Anyone participating in a contract which may result in changes or disputes, in order to understand the remedies and how they are invoked.	
NOMINATIONS:	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. 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:	\$ 395	
METHOD OF PAYMENTS:	Vendor accepts GCPC (Government wide Commercial Purchase Card).	
POC:	(301) 757-4126	

COURSE TITLE:	WRITING PERFORMANCE BASED CONTRACTS (Formerly Writing Performance-Based Statements of Work))	
VENDOR:	Caldwell Consulting Associates, LLC PO Box 29143 RICHMOND, VA 23242-0143 804 – 740 - 2469	
LOCATION:	Employee Development Center, Building # 2189	
SCHEDULE:	DATES: FEB 04 Cancelled 07 – 08 SEP 04	NOMINATION DEADLINE: 09 JAN 04 06 AUG 04
TIME:	8:00 – 3:30 p.m.	
DESCRIPTION:	<ul style="list-style-type: none"> • Tell them what – not how! • Creating a performance based SOW is a challenge which grows even more complicated when considering the special nature of professional services. This workshop examines writing techniques along with the types of problems which have arisen during performance when the performance based SOW did not contain the measurements needed to determine satisfactory performance. The program defines the elements of the PBSOW and Surveillance Plans, as well as incorporating OFPP, OMB and DAU materials. All attendees receive a special course manual. The program includes case exercises designed to improve writing skills. 	
OBJECTIVES:	<p>Upon completion of the course, the participants will be able to:</p> <ul style="list-style-type: none"> • Be familiar with the latest requirements in performance measurement. • Be able to prepare performance based work breakdown structures. • Be able to identify and describe the important factors in performance measurement. 	
AUDIENCE:	Planners, Technical writers, and those involved in development and administration of contracts and subcontracts.	
NOMINATIONS:	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. 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:	\$ 295	
METHOD OF PAYMENTS:	Vendor accepts GCPC (Government wide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	
POC:	(301) 757-4126	

COURSE TITLE:	QUALITY ASSURANCE FOR AIRCRAFT MAINTENANCE CONTRACTING	
VENDOR:	Caldwell Consulting Associates, LLC PO Box 29143 RICHMOND, VA 23242-0143 804 – 740 - 2469	
LOCATION:	Employee Development Center, Building # 2189	
SCHEDULE	DATES: 28 – 29 OCT 03 02 – 03 MAR 04 21 – 22 SEP 04	NOMINATION DEADLINE: 29 SEP 03 02 FEB 04 20 AUG 04
TIME:	8:00 – 3:30 p.m.	
DESCRIPTION:	This course covers: why and how the government buys from industry, how the government assures quality in its own, and in contractor operations; what the aircraft maintenance contract and delivery order call for in terms of work quality assurance; how the government and contractor are organized and work together to assure quality; duties of government quality assurance personnel; supply and safety implications of contract maintenance upon government quality assurance and the government quality assurance task in perspective.	
OBJECTIVES:	Upon completion of the course, the participants will be able to: <ul style="list-style-type: none"> • Improve the effectiveness of government quality assurance for aircraft maintenance provided by contractors. • Increase the knowledge, understanding, and skills of government operating personnel and their supervisors. 	
AUDIENCE:	Maintenance officers, project officers, quality assurance evaluators, aircraft maintenance personnel and inspection personnel.	
NOMINATIONS:	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. 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:	\$ 295	
METHOD OF PAYMENTS:	Vendor accepts GCPC (Government wide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	
POC:	(301) 757-4126	

COURSE TITLE:	GSA – 101	
VENDOR:	GSA / FSS /-B 14000 Jericho Park Road Bowie, MD 20715	
LOCATION:	Employee Development Center, Building # 2189	
SCHEDULE:	DATES: 20 JUL 04	NOMINATION DATE 18 JUN 04
TIME:	8:00 – 3:30 p.m.	
DESCRIPTION:	GSA – 101 features presentations on products and services offered by GSA Federal Supply Services.	
OBJECTIVES:	<p>Upon completion of this course, participants should know:</p> <ul style="list-style-type: none"> • Catalog Products: Thousands of your most frequently used office supplies, cleaning products, paint and tools available on demand. • GSA Schedules: Hundreds of thousands of commercial products and services available directly from GSA vendors / contractors. Also, learn about the Schedule E – Library, which provides contract award information, basic schedules ordering guidelines, complete listing of all schedules, and a powerful search engine. • Property Management: Your key to obtaining and transferring your agency’s excess Federal property. Learn about utilization, donation, and sales! Remember, utilization is your FIRST source of supply! • Travel and Transportation: Access to commercial travel agents offering reduced rates on tickets, lodging and rental cars. Learn about the Government purchase card, household and office relocations, and more. • GSA Advantage: An on-line ordering system that allows agencies to search all GSA sources of supply and select the items that are best value for their requirements. GSA Advantage! Offers over 740,000 items available for purchase using your GSA Smart-pay government purchase card. <p>JWOD/NIB/NISH: Information about the Javits Wagner O’Day (JWOD) Act which makes the purchase of products and services offered by the National Industries for the Blind and National Industries for the Severely Disabled (NIB/NISH) mandatory when they meet your agency needs. Also a display of the quality products provided by this important organization.</p>	
AUDIENCE:	Procurement analysts, COR’s, secretaries, administrative assistants, and all personnel working in support of functions such as purchasing, contracts, purchase card holders, and property management personnel.	
NOMINATIONS:	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. 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:	1 Days	
COST:	NONE	
POC:	(301) 757-4126	

COURSE TITLE:	READINESS BASED SPARING (RBS)	
VENDOR:	CACI International. Inc. 1100 North Glebe Road Arlington, VA 22201	
LOCATION:	Employee Development Center, Building 2189	
TIME:	8:00 a.m. - 3:30 p.m.	
	COURSE DATES: 01 – 02 June 2004 02 - 03 August 2004	NOMINATION DEADLINES: 03 May 2004 02 July 2004
DESCRIPTION:	This two day course provides the basic knowledge and capabilities to develop, execute and analyze sparing computations to achieve various performance objectives including readiness and cost for assigned projects. This course provides both the theory and hands on mechanics for operating the Multi-echelon Readiness Based Sparing Workstation and its various options.	
OBJECTIVE:	Upon completion of the course, the participants will be able to: <ul style="list-style-type: none"> • Marginal analysis and demand based spares selection concepts. • Implementation of these concepts embodied in the Readiness Based Sparing (RBS) ARROWS and RIMAIR (demand based) model. • Inputs required for executing ARROWS in the RBS Workstation. • How to operate the ARROWS model in the RBS Workstation. • How to read the results of ARROWS runs in the RBS Workstation. 	
AUDIENCE:	This course is targeted at technical and project management personnel responsible for conducting engineering and readiness analysis, retail and / or wholesale sparing computation and analysis, and spares budget development	
PREREQUISITE:	Student must bring a laptop computer to class.	
NOMINATIONS:	NAVAIR TEAM employees should request training via Employee Self Service at http://ess.navair1.navy.mil NOTE: Contractor personnel MAY attend 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:	\$ 134.00	
POC:	(301) 757-4126	