

## FY 05 CALENDAR (OCT 2004 - SEP 2005)

BUDGET AND FINANCE	COST	COURSE DATES AND COURSE CODES											
		OCT 04	NOV 04	DEC 04	JAN 05	FEB 05	MAR 05	APR 05	MAY 05	JUN 05	JUL 05	AUG 05	SEP 05
Analyzing Funds Usage Documents	None							06-07		07-08			
APN Budget Formulation	None						09-10			14-15			
Budget Analysis Using Excel	\$350												
Budget Estimating Techniques	TBD							11-13				22-24	
Civilian Manpower Budget Formulation	None							12					
Enhanced Defense Management Course (NFMC)	None									11-15			
Federal Appropriations Law	\$575							19-22				09-12	
Federal Appropriations Law Update	\$195							18				08	
Federal Budget Process	\$250						21-22					15-16	
Introduction to Navy Working Capital Fund	None		16					14					
Navy Budget Policies and Procedures	None	26-28				15-17		26-28					
O&M,N Budget Formulation	None						22				20		
RDT&E,N Budget Formulation/Execution	None					15-16		26-27					
SYSCOM PPBS	None						07						
WPN/OPN/PAN &MC Budget Formulation	None							06-07					12-13
Writing Effective Budget Justifications	TBD						28-29				18-19		

<b>COURSE TITLE:</b>	<b>ANALYZING FUNDS USAGE DOCUMENTS</b>	
<b>VENDOR:</b>	Naval Air Systems Command AIR 10.3 Competency Patuxent River, MD	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
	<b>DATE:</b> 06-07 Apr 05 07-08 Jun 05	<b>NOMINATION DEADLINE:</b> 07 Mar 05 06 May 05
<b>TIME:</b>	8:00a.m.-3:30 p.m. (Day 1) and 8:00a.m.-12:00 p.m. (Day 2)	
<b>DESCRIPTION:</b>	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.	
<b>OBJECTIVE:</b>	<p>Upon completion of the training, students should be able to:</p> <ul style="list-style-type: none"> <li>❖ Discuss the relationship between budget execution and fund usage documents.</li> <li>❖ Differentiate between the purpose of fund usage documents, and when given sample data, select the correct one to prepare.</li> <li>❖ Describe the criteria and perform a 31 USC 1301(a) and 31 USC 1517 review of fund documents.</li> </ul> <p>Prepare the following fund usage documents:</p> <ul style="list-style-type: none"> <li>❖ Order for Work and Services.</li> <li>❖ Military Interdepartmental Purchase Request.</li> <li>❖ Interdepartmental Purchase Request.</li> <li>❖ Request for Contractual Procurement.</li> <li>❖ Order for Work and Services/direct Citation.</li> <li>❖ Contracts.</li> </ul>	
<b>AUDIENCE:</b>	Budget, accounting and financial personnel (GS-5 through GS-12) who prepare, review and approve fund usage documents.	
<b>NOMINATIONS:</b>	<p><b>NAVAIR TEAM</b> employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at : <a href="#">Career Development</a></p> <p><b>NOTE:</b> Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator.</p>	
<b>LENGTH:</b>	1 ½ Days	
<b>COST:</b>	None	
<b>POC:</b>	(301) 757-4123	

<b>COURSE TITLE:</b>	<b>APN BUDGET FORMULATION</b>	
<b>VENDOR:</b>	Naval Air Systems Command AIR 10.3 Competency Patuxent River, MD	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
	<b>DATE:</b> 09-10 Mar 05 14-15 Jun 05	<b>NOMINATION DEADLINE:</b> 09 Feb 05 16 May 05
<b>TIME:</b>	8:00a.m.-3:30 p.m. (Day 1) and 8:00a.m.-12:00 p.m. (Day 2)	
<b>DESCRIPTION:</b>	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.	
<b>OBJECTIVES:</b>	<p>Upon completion of the training, students should be able to:</p> <ul style="list-style-type: none"> <li>❖ Describe the purpose of the APN appropriation.</li> <li>❖ Discuss the major policies and procedures impacting APN budget development.</li> <li>❖ 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.</li> <li>❖ 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.</li> </ul>	
<b>AUDIENCE:</b>	Budget Analysts (GS-5 through GS-12) and personnel in related fields new to the APN appropriation. A basic understanding of PPBS is assumed.	
<b>NOMINATIONS:</b>	<p><b>NAVAIR TEAM</b> employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at : <a href="#">Career Development</a></p> <p><b>NOTE:</b> Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator.</p>	
<b>LENGTH:</b>	1 ½ Days	
<b>COST:</b>	None	
<b>POC:</b>	(301) 757-4123	

<b>COURSE TITLE:</b>	<b>BUDGET ANALYSIS USING EXCEL</b>	
<b>VENDOR:</b>	Kais Esystems, Inc. 6036 Burnside Landing Drive Burke, VA 22015	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
	<b>DATE:</b> 11-13 Apr 05 22-24 Aug 05	<b>NOMINATION DEADLINE:</b> 11 Mar 05 22 Jun 05
<b>TIME:</b>	8:00 a.m.-4:00 p.m.	
<b>DESCRIPTION:</b>	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.	
<b>OBJECTIVES:</b>	<p>Upon completion of the course, students should be able to:</p> <ul style="list-style-type: none"> <li>❖ Describe the federal budget process.</li> <li>❖ Define budget concepts and terminology.</li> <li>❖ Create a spreadsheet using Excel.</li> <li>❖ Discuss concepts of the A-11.</li> <li>❖ Conduct an FTE Analysis.</li> <li>❖ Chart data in Excel.</li> <li>❖ Complete a cost-based operating budget using Excel.</li> <li>❖ Use various Excel functions.</li> </ul>	
<b>PREREQUISITE:</b>	<b>Must have an NMCI account to attend.</b>	
<b>NOMINATIONS:</b>	<p><b>NAVAIR TEAM</b> employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at : <a href="#">Career Development</a></p> <p><b>NOTE:</b> 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.</p>	
<b>LENGTH:</b>	3 Days	
<b>COST:</b>	TBD	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).	
<b>POC:</b>	(301) 757-4123	

<b>COURSE TITLE:</b>	<b>BUDGET ESTIMATING TECHNIQUES</b>	
<b>VENDOR:</b>	The Learning Curve Training Group 2019 Dutchess Road Lithia Springs, GA 30122	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
	<b>DATE:</b> 23-25 Mar 05 17-19 Aug 05	<b>NOMINATION DEADLINE:</b> 23 Feb 05 18 Jul 05
<b>TIME:</b>	8:00 a.m.-3:30 p.m.	
<b>DESCRIPTION:</b>	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.	
<b>OBJECTIVES:</b>	Upon completion of the course, attendees should be able to: ❖ 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.	
<b>AUDIENCE:</b>	Individuals requiring the necessary skills to prepare a government budget.	
<b>NOMINATIONS:</b>	<b>NAVAIR TEAM</b> employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at : <a href="#">Career Development</a> <b>NOTE:</b> 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.	
<b>LENGTH:</b>	3 Days	
<b>COST:</b>	\$375	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).	
<b>POC:</b>	(301) 757-4123	

<b>COURSE TITLE:</b>	<b>CIVILIAN MANPOWER BUDGET FORMULATION</b>	
<b>VENDOR:</b>	Naval Air Systems Command AIR 10.3 Competency Patuxent River, MD	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
	<b>DATE:</b> 12 Apr 05	<b>NOMINATION DEADLINE:</b> 14 Mar 05
<b>TIME:</b>	8:00 a.m.-3:30 p.m.	
<b>DESCRIPTION:</b>	This course is designed to familiarize participants with the basic concepts and exhibits used by NAVAIR to develop civilian manpower budgets.	
<b>OBJECTIVE:</b>	<p>Upon completion of the training, students should be able to:</p> <ul style="list-style-type: none"> <li>❖ Describe the purpose of the manpower account.</li> <li>❖ Understand and discuss the major concepts/terms used in developing manpower budgets, specifically: workyears, end strength, direct and reimbursable funded personnel, and object classes.</li> <li>❖ Identify and explain the purpose for the major manpower exhibits, including the CP-2 and CP-3.</li> <li>❖ Prepare portions of the CP-2 and CP-3.</li> <li>❖ Critique justification strategies for the CP-2 and CP-3.</li> <li>❖ Discuss how the manpower budget fits into the O&amp;M budget.</li> </ul>	
<b>AUDIENCE:</b>	Budget Analysts (GS-5 through GS-12) and personnel in related fields new to civilian manpower budgeting. A basic understanding of PPBS is assumed.	
<b>NOMINATIONS:</b>	<p><b>NAVAIR TEAM</b> employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at :  <a href="#">Career Development</a></p> <p><b>NOTE:</b> Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator.</p>	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	None	
<b>POC:</b>	(301) 757-4123	

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

<b>COURSE TITLE:</b>	<b>FEDERAL APPROPRIATIONS LAW</b>	
<b>VENDOR:</b>	The Learning Curve Training Group 2019 Dutchess Road Lithia Springs, GA 30122	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
	<b>DATE:</b> 19-22 Apr 05 09-12 Aug 05	<b>NOMINATION DEADLINE:</b> 18 Mar 05 08 Jul 05
<b>TIME:</b>	8:00 a.m.-3:30 p.m.	
<b>DESCRIPTION:</b>	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).	
<b>OBJECTIVE:</b>	<p>Upon completion of the course, attendees should be able to:</p> <ul style="list-style-type: none"> <li>❖ Analyze availability of funds.</li> <li>❖ Understand the impact of the various types of funds available.</li> <li>❖ Operate under continuing resolutions.</li> <li>❖ Know the ground rules for “reprogramming” funds.</li> <li>❖ Identify legal and valid obligations.</li> <li>❖ Apply the “necessary expense” rule for expenditures.</li> <li>❖ Comprehend the difference between “liability” and “relief”.</li> </ul>	
<b>AUDIENCE:</b>	Individuals requiring an understanding of the legal aspects of federal spending and who must approve/disapprove expenditure of funds.	
<b>NOMINATIONS:</b>	<p><b>NAVAIR TEAM</b> employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at : <a href="#">Career Development</a></p> <p><b>NOTE:</b> 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.</p>	
<b>LENGTH:</b>	4 Days	
<b>COST:</b>	\$575	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).	
<b>POC:</b>	(301) 757-4123	

<b>COURSE TITLE:</b>	<b>FEDERAL APPROPRIATIONS LAW UPDATE</b>	
<b>VENDOR:</b>	The Learning Curve Training Group 2019 Dutchess Road Lithia Springs, GA 30122	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
	<b>DATE:</b> 18 Apr 05 08 Aug 05	<b>NOMINATION DEADLINE:</b> 18 Mar 05 08 Jul 05
<b>TIME:</b>	8:00 a.m.-3:30 p.m.	
<b>DESCRIPTION:</b>	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.	
<b>OBJECTIVE:</b>	<p>Upon completion of the course, attendees should be able to discuss:</p> <ul style="list-style-type: none"> <li>❖ Nature of changes to Appropriations Law</li> <li>❖ Legal basis of Appropriations</li> <li>❖ Administrative Discretion</li> <li>❖ Availability of Appropriations as to Purpose, Time and Amount</li> <li>❖ Obligations</li> <li>❖ Current policy of submitting Claims against the Government</li> <li>❖ Current sources of help</li> <li>❖ Volume IV discussion of Acquisition and Provision of Goods and Services, Real Property, and Miscellaneous to include Non-Appropriated Funds</li> </ul>	
<b>AUDIENCE:</b>	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.	
<b>NOMINATIONS:</b>	<p><b>NAVAIR TEAM</b> employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at : <a href="#">Career Development</a></p> <p><b>NOTE:</b> 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.</p>	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	\$195	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).	
<b>POC:</b>	(301) 757-4123	

<b>COURSE TITLE:</b>	<b>FEDERAL BUDGET PROCESS</b>	
<b>VENDOR:</b>	The Learning Curve Training Group 2019 Dutchess Road Lithia Springs, GA 30122	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
	<b>DATE:</b> 21-22 Mar 05 15-16 Aug 05	<b>NOMINATION DEADLINE:</b> 21 Feb 05 15 Jul 05
<b>TIME:</b>	8:00 a.m.-3:30 p.m.	
<b>DESCRIPTION:</b>	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.	
<b>OBJECTIVE:</b>	Upon completion of training, participants should have a clear understanding of the budget process.	
<b>AUDIENCE:</b>	This course is particularly useful to employees new to government or new to budgeting.	
<b>NOMINATIONS:</b>	<p><b>NAVAIR TEAM</b> employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at : <a href="#">Career Development</a></p> <p><b>NOTE:</b> 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..</p>	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$250	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).	
<b>POC:</b>	(301) 757-4123	

<b>COURSE TITLE:</b>	<b>NAVY WORKING CAPITAL FUND (INTRO TO)</b>	
<b>VENDOR:</b>	Naval Air Systems Command AIR 10.3 Competency Patuxent River, MD	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
	<b>DATE:</b> 16 Nov 04 14 Mar 05	<b>NOMINATION DEADLINE:</b> 18 Oct 04 14 Feb 05
<b>TIME:</b>	8:00 a.m.-3:30 p.m.	
<b>DESCRIPTION:</b>	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).	
<b>AUDIENCE:</b>	Budget Analysts and Accountants (GS-11 through GS-13) who need to become familiar with terms and concepts of the Working Capital Fund.	
<b>NOMINATIONS:</b>	<b>NAVAIR TEAM</b> employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at : <a href="#">Career Development</a> <b>NOTE:</b> Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator.	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	None	
<b>POC:</b>	(301) 757-4123	

<b>COURSE TITLE:</b>	<b>NAVY BUDGET POLICIES AND PROCEDURES</b>	
<b>VENDOR:</b>	Naval Air Systems Command AIR 10.3 Competency Patuxent River, MD	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
	<b>DATE:</b> 26-28 Oct 04 15-17 Feb 05 26-28 Apr 05	<b>NOMINATION DEADLINE:</b> 27 Sep 04 17 Jan 05 28 Mar 05
<b>TIME:</b>	8:00 a.m.-3:30 p.m.	
<b>DESCRIPTION:</b>	This course is designed to familiarize participants with policies and procedures used by NAVAIR to formulate and execute the budgets.	
<b>OBJECTIVE:</b>	<p>Upon completion of the training, students should be able to:</p> <ul style="list-style-type: none"> <li>❖ Explain the difference between statutes, regulations, and policies.</li> <li>❖ Name and describe the differences between the following types of funds: procurement; research, development, test and evaluation (RDT&amp;E); operations and maintenance (O&amp;M); military construction (MILCON); non-appropriated; Navy Working Capital Fund (NWCF); and Foreign Military Sales (FMS).</li> <li>❖ Identify the correct funding sources.</li> <li>❖ Name and briefly describe the reference material used for budget policy.</li> <li>❖ Locate the answer to typical budget policy questions in reference materials.</li> <li>❖ Describe 31 USC 1301(a) and 31 USC 1517 responsibilities and how they affect budget formulation and execution.</li> <li>❖ Describe how a 31 USC 1301(a) violation can create a 31 USC 1517 violation.</li> </ul>	
<b>AUDIENCE:</b>	Budget Analysts (GS-5 through GS-12) positions and personnel in related fields. A basic understanding of PPBS is assumed.	
<b>NOMINATIONS:</b>	<p><b>NAVAIR TEAM</b> employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at : <a href="#">Career Development</a></p> <p><b>NOTE:</b> Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator.</p>	
<b>LENGTH:</b>	3 Days	
<b>COST:</b>	None	
<b>POC:</b>	(301) 757-4123	

<b>COURSE TITLE:</b>	<b>O&amp;M,N BUDGET FORMULATION</b>	
<b>VENDOR:</b>	Naval Air Systems Command AIR 10.3 Competency Patuxent River, MD	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
	<b>DATE:</b> 22 Mar 05 20 Jul 05	<b>NOMINATION DEADLINE:</b> 22 Jan 05 20 Jun 05
<b>TIME:</b>	8:00 a.m.-3:30 p.m.	
<b>DESCRIPTION:</b>	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.	
<b>OBJECTIVES:</b>	<p>Upon completion of the training, students should be able to:</p> <ul style="list-style-type: none"> <li>❖ Describe the purpose of the O&amp;M,N appropriation.</li> <li>❖ Understand and discuss the major policies and procedures impacting O&amp;M,N budget development.</li> <li>❖ Identify and explain the purpose for the major exhibits within O&amp;M,N, including the OP-32, OP-5, OP-3, OM-1, OM-1Q and PB-27.</li> <li>❖ Prepare portions of the OP-32 and OP-5.</li> <li>❖ Critique justification strategies for the OP-32 and OP-5.</li> </ul>	
<b>AUDIENCE:</b>	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.	
<b>NOMINATIONS:</b>	<p><b>NAVAIR TEAM</b> employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at : <a href="#">Career Development</a></p> <p><b>NOTE:</b> Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator.</p>	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	None	
<b>POC:</b>	(301) 757-4123	

<b>COURSE TITLE:</b>	<b>RDT&amp;E,N BUDGET FORMULATION/EXECUTION</b>	
<b>VENDOR:</b>	Naval Air Systems Command AIR 10.3 Competency Patuxent River, MD	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
	<b>DATE:</b> 15-16 Feb 05 26-27 Apr 05	<b>NOMINATION DEADLINE:</b> 17 Jan 05 25 Feb 05
<b>TIME:</b>	8:00 a.m.-3:30 p.m. (Day 1); 8:00 a.m.-12:00 p.m. (Day 2)	
<b>DESCRIPTION:</b>	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. <b><i>Students should bring a hand held calculator.</i></b>	
<b>OBJECTIVES:</b>	<p>Upon completion of the training, students should be able to:</p> <ul style="list-style-type: none"> <li>❖ Discern between tasks and activities that should and should not be purchased with RDT&amp;E,N funds.</li> <li>❖ Describe the incremental funding policy and cite examples of its use.</li> <li>❖ Identify the attributes of a well-written R-2.</li> <li>❖ Determine the correct format to use for developing a R-2.</li> <li>❖ Describe and indicate the relationship between the R-2 and the R-3.</li> <li>❖ Describe the roles and responsibilities of the budget analyst assigned to the RDT&amp;E,N appropriation during budget development and execution.</li> </ul>	
<b>AUDIENCE:</b>	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.	
<b>NOMINATIONS:</b>	<p><b>NAVAIR TEAM</b> employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at : <a href="#">Career Development</a></p> <p><b>NOTE:</b> Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator.</p>	
<b>LENGTH:</b>	1 ½ Days	
<b>COST:</b>	None	
<b>POC:</b>	(301) 757-4123	

<b>COURSE TITLE:</b>	<b>SYSCOM PPBS</b>	
<b>VENDOR:</b>	Naval Air Systems Command AIR 10.3 Competency Patuxent River, MD	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
	<b>DATE:</b> 07 Mar 05	<b>NOMINATION DEADLINE:</b> 07 Feb 05
<b>TIME:</b>	8:00 a.m.-12:00 p.m.	
<b>DESCRIPTION:</b>	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.	
<b>OBJECTIVES:</b>	<p>Upon completion of the training, students should be able to:</p> <ul style="list-style-type: none"> <li>❖ Describe the goals of each phase of PPBS and the functions of the key players.</li> <li>❖ Describe the role of the SYSCOM and the role of the budget analyst in formulating the budget.</li> <li>❖ Understand the various concepts used in budget formulation.</li> </ul>	
<b>AUDIENCE:</b>	Budget Analysts (GS-5 through GS-12) and personnel in related fields new to the roles of a budget analyst.	
<b>NOMINATIONS:</b>	<p><b>NAVAIR TEAM</b> employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at : <a href="#">Career Development</a></p> <p><b>NOTE:</b> Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator.</p>	
<b>LENGTH:</b>	1/2 Day	
<b>COST:</b>	None	
<b>POC:</b>	(301) 757-4123	

<b>COURSE TITLE:</b>	<b>WPN/OPN/PAN&amp;MC BUDGET FORMULATION</b>	
<b>VENDOR:</b>	Naval Air Systems Command AIR 10.3 Competency Patuxent River, MD	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
	<b>DATE:</b> 06-07 Apr 05 12-13 Sep 05	<b>NOMINATION DEADLINE:</b> 07 Mar 05 12 Aug 05
<b>TIME:</b>	8:00 a.m.-3:30 p.m. (Day 1); 8:00 a.m.-12:00 p.m. (Day 2)	
<b>DESCRIPTION:</b>	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.	
<b>OBJECTIVES:</b>	<p>Upon completion of the training, students should be able to:</p> <ul style="list-style-type: none"> <li>❖ Distinguish between tasks and activities that should and should not be purchased with WPN/OPN/PAN&amp;MC funds.</li> <li>❖ Identify the major exhibits used for WPN/OPN/PAN&amp;MC appropriations and their relationship to each other.</li> <li>❖ Recognize other exhibits important to the WPN/OPN/PAN&amp;MC appropriations.</li> <li>❖ Identify resources for completing WPN/OPN/PAN&amp;MC budget exhibits.</li> <li>❖ Develop WPN/OPN/PAN&amp;MC exhibits including P-40, P-5, P-5A, P-3A, P-21 and P-20 using case studies.</li> </ul>	
<b>AUDIENCE:</b>	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.	
<b>NOMINATIONS:</b>	<p><b>NAVAIR TEAM</b> employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at : <a href="#">Career Development</a></p> <p><b>NOTE:</b> Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator.</p>	
<b>LENGTH:</b>	1 ½ Days	
<b>COST:</b>	None	
<b>POC:</b>	(301) 757-4123	

<b>COURSE TITLE:</b>	<b>WRITING EFFECTIVE BUDGET JUSTIFICATIONS</b>	
<b>VENDOR:</b>	Kais Esystems, Inc. 6036 Burnside Landing Drive Burke, VA 22015	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
	<b>DATE:</b> 28-29 Mar 05 18-19 Jul 05	<b>NOMINATION DEADLINE:</b> 28 Feb 05 17 Jun 05
<b>TIME:</b>	8:00 a.m.-4:00 p.m.	
<b>DESCRIPTION:</b>	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.	
<b>OBJECTIVES:</b>	<p>Upon completion of the course, students should be able to:</p> <ul style="list-style-type: none"> <li>❖ Write budget justification in accordance with GPRA.</li> <li>❖ Organize your thoughts before writing.</li> <li>❖ Structure your justification.</li> <li>❖ Make OMB circular A-11 your guide.</li> </ul>	
<b>NOMINATIONS:</b>	<p><b>NAVAIR TEAM</b> employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at : <a href="#">Career Development</a></p> <p><b>NOTE:</b> 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.</p>	
<b>PREREQUISITE:</b>	<b>Must have an NMCI account to attend.</b>	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	TBD	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).	
<b>POC:</b>	(301) 757-4123	