

FY 00 CALENDAR (OCTOBER 1999 - SEPTEMBER 2000)

DEBRA DENT, COORDINATOR 757-9103 / COURSE POINT OF CONTACT, SUSAN UGLOW 757-4107

BUDGET AND FINANCE	COST	COURSE DATES AND COURSE CODES											
		OCT 99	NOV 99	DEC 99	JAN 00	FEB 00	MAR 00	APR 00	MAY 00	JUN 00	JUL 00	AUG 00	SEP 00
Analyzing Funds Usage Documents (1 ½ Days)	None		01-02 477085			01-02 477086				05-06 477087		16-17 477088	
APN Budget Formulation	None						07-08 477073		17-18 477074				
Budget Estimating Techniques	\$375.0 0		15-17 476224				08-10 476225					16-18 476226	
Civilian Manpower Budget Formulation	None		02 477083					05 477084					
Federal Appropriations Law	\$475.0 0				10-13 476404			10-13 476405		26-29 476406		28-31 476407	
Federal Budget Process	\$250.0 0		18-19 476401				06-07 476402					14-15 476403	
Introduction to for the Navy Working Capital Fund	None					15-17 476412			23-25 476413				
Introduction to Navy Financial Management and Accounting	None											29-31 484581	
Introduction to Navy Working Capital Fund (1/2 Day)	None		03 477089				13 477090						
Navy Budget Policies and Procedures	None		01-02 477091					12-13 477092	01-02 477093				
O&M,N Budget Formulation	None		18 477081					18 477082					
Principles of Navy Budget	None			07-09 476414							18-20 476416		
RDT&E,N Budget Formulation/Execution (1 ½ Days)	None			06-07 477078			14-15 477079		15-16 477080				
Systems Command PPBS (1/2 Day)	None		04 477094				09 477095						
WPN/OPN/PAN &MC Budget Formulation	None		08-09 477075				15-16 477076		09-10 477077				

COURSE TITLE:	ANALYZING FUNDS USAGE DOCUMENTS	
VENDOR:	Naval Air Systems Command 7.6 Competency Patuxent River, MD	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 477085 477086 477087 477088	DATE: 01-02 November 99 01-02 February 00 05-06 June 00 16-17 August 00	NOMINATION DEADLINE: 12 October 99 26 January 00 16 May 00 26 July 00
TIME:	8:00 a.m. - 3:30 p.m. (Day 1) and 8:00 a.m. - 12:00 p.m. (Day 2)	
DESCRIPTION:	This course is designed to familiarize participants with the basic concepts and documents used by NAVAIR. This course focuses on the major fund usage documents and the responsibilities of program office, budget, accounting, and financial personnel in analyzing these documents.	
OBJECTIVE:	<p>Upon completion of the training, students should be able to:</p> <ul style="list-style-type: none"> * Discuss the relationship between budget execution and fund usage documents. * Differentiate between the purpose of fund usage documents, and when given sample data, select the correct one to be prepared. * Prepare selected fund usage documents. Fund usage documents include: <ul style="list-style-type: none"> Order for Work and Services. Military Interdepartmental Purchase Request. Interdepartmental Purchase Request. Request for Contractual Procurement. Order for Work and Services/direct Citation. Contracts. * Describe the criteria and perform a 31USC 1301(a) and 31 USC 1517 review of fund documents. 	
AUDIENCE:	Budget, accounting and financial personnel (GS-5 through GS-12) who prepare, review and approve fund usage documents.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). NOTE: Contractor personnel may attend on a space-available basis. However, they must be nominated by and attend along with the government person they support.	
LENGTH:	1 ½ Days	
COST:	None.	

COURSE TITLE:	APN BUDGET FORMULATION (will include ½ day for APN-5)	
VENDOR:	Naval Air Systems Command 7.6 Competency Patuxent River, MD	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	DATE:	NOMINATION DEADLINE:
477073 477074	07-08 March 00 17-18 May 00	15 February 00 26 April 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course is designed to familiarize participants with the basic concepts and exhibits used by NAVAIR to develop APN budgets. This course focuses on the major exhibits and the responsibilities of the budget analyst in developing these exhibits.	
OBJECTIVES:	Upon completion of the training, students should be able to: * Describe the purpose of the APN appropriation. * Discuss the major policies and procedures impacting APN budget development. * Identify and explain the purpose for the major exhibits within the APN appropriation, including the P-5, P-5A and P-21 for APN 1-4; and for APN-5, P-40, P-3a and Basis for Cost Estimate. * Prepare the P-5, P-5A and P-21 for APN 1-4; and for APN-5 P-40, P-3a and Basis for Cost Estimate.	
AUDIENCE:	Budget Analysts (GS-5 through GS-12) and personnel in related fields new to the APN appropriation. A basic understanding of PPBS is assumed.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). NOTE: Contractor personnel may attend on a space-available basis. However, they must be nominated by and attend along with the government person they support.	
LENGTH:	2 Days	
COST:	None.	

COURSE TITLE:	BUDGET ESTIMATING TECHNIQUES	
VENDOR:	The Learning Curve Training Group 2019 Dutchess Road Lithia Springs, GA 30122	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODES: 476224 476225 476226	DATE: 15-17 November 99 08-10 March 00 16-18 August 00	NOMINATION DEADLINE: 29 October 99 19 February 00 29 July 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course is designed for individuals having budget responsibility for their organization. It uses lectures, class readings, and practical exercises to actually forecast a budget for various organizations. The Object Codes presented in Circular A-11 are explained and are the basis for various estimating exercises. The 8 standard estimating techniques are presented, explained, and are used in practical exercises. The logic behind the Full Time Equivalent concept is explored. Attendees will estimate FTE requirements, Lapse Rates and personnel cost.	
OBJECTIVES:	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 Object Class identified	
AUDIENCE:	This course is appropriate for anyone who requires the skills necessary to prepare a government budget.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). NOTE: Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
LENGTH:	3 Days	
COST:	\$375.00	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

COURSE TITLE:	CIVILIAN MANPOWER BUDGET FORMULATION	
VENDOR:	Naval Air Systems Command 7.6 Competency Patuxent River, MD	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 477083 477084	DATE: 02 November 99 05 April 00	NOMINATION DEADLINE: 12 October 99 15 March 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course is designed to familiarize participants with the basic concepts and exhibits used by NAVAIR to develop civilian manpower budgets.	
OBJECTIVE:	<p>Upon completion of the training, students should be able to:</p> <ul style="list-style-type: none"> * Describe the purpose of the manpower account. * Understand and discuss the major concepts/terms used in developing manpower budgets, specific workyears, end strength, direct and reimbursable funded personnel, and object classes. * Identify and explain the purpose for the major manpower exhibits, including the CP-2 and CP-3. * Prepare portions of the CP-2 and CP-3. * Critique justification strategies for the CP-2 and CP-3. * Discuss how the manpower budget fits into the O&M budget. 	
AUDIENCE:	Budget Analysts (GS-5 through GS-12) and personnel in related fields new to civilian manpower budgeting. A basic understanding of PPBS is assumed.	
NOMINATIONS:	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS).</p> <p>NOTE: Contractor personnel may attend on a space-available basis. However, they must be nominated by and attend along with the government person they support.</p>	
LENGTH:	1 Day	
COST:	None.	

COURSE TITLE:	FEDERAL APPROPRIATIONS LAW	
VENDOR:	The Learning Curve Training Group 2019 Dutchess Road Lithia Springs, GA 30122	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 476404 476405 476406 476407	DATE: 10-13 January 00 10-13 April 00 26-29 June 00 28-31 August 00	NOMINATION DEADLINE: 13 December 99 21 March 00 16 May 00 04 August 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	Appropriations Law is constantly changing as decisions of the Comptroller General are issued on a daily basis; there is no "absolutely correct answer for today and always". Emphasis is placed on teaching participants where to find the answers to common questions. The course consists of lectures, workshops, and team efforts with heavy emphasis on case studies designed to illustrate the process and procedures. Topics include: nature of appropriation law, life cycle of an appropriation, interpretation of an appropriation, authorization versus appropriation, appropriation versus apportionment, continuing resolutions, obligations and liability and relief. Materials will include Vol. 1, 2 and 3 of Principles of Appropriations Law manual (red book).	
OBJECTIVE:	Upon completion of the course, attendees should be able to: * Analyze availability of funds * Understand the impact of the various types of funds available * Operate under continuing resolutions * Know the ground rules for "reprogramming" funds * Identify legal and valid obligations * Apply the "necessary expense" rule for expenditures * Comprehend the difference between "liability" and "relief"	
AUDIENCE:	This course is appropriate for anyone who must understand the legal aspects of federal spending and who must approve/disapprove expenditure of funds.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). NOTE: Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
LENGTH:	4 days	
COST:	\$475.00	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

COURSE TITLE:	FEDERAL BUDGET PROCESS	
VENDOR:	The Learning Curve Training Group 2019 Dutchess Road Lithia Springs, GA 30122	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODES: 476401 476402 476403	DATE: 18-19 November 99 06-07 March 00 14-15 August 00	NOMINATION DEADLINE: 02 November 99 14 February 00 24 July 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course provides attendees with an introduction to the Federal budgeting process. It covers budgeting terms, responsibilities, schedules, processes, and decision points. Participants will be given a scenario and will generate a budget request to form a new department. Their request will flow through the entire approval process and the first year of operation. There will be no "school solution" or required answer. Each attendee will "assume" several different roles in the process and will be required to make hard decisions. The course will include: overview of the entire budget process, limitations and controls of the process, the budget cycle, work measurement, standard object classes, evolution of the budget process, role of various agencies and department, the Antideficiency Act and accounting concepts.	
OBJECTIVE:	Upon completion of training, participants should have a clear understanding of the budget process.	
AUDIENCE:	This course is particularly useful to employees new to government or new to budgeting.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). NOTE: Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
LENGTH:	2 Days	
COST:	\$250.00	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

COURSE TITLE:	INTRODUCTION TO NAVY WORKING CAPITAL FUND	
VENDOR:	Naval Financial Management Career Center 153 Ellyson Avenue, Suite F Pensacola, FL 32508-5114	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 476412 476413	DATE: 15-17 February 00 23-25 May 00	NOMINATION DEADLINE: 25 January 00 01 May 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course discusses the major concepts and processes involved in the Navy Working Capital Fund (NWCF) and introduces the financial operations of Navy and Marine Corps activities. It is divided into six units which includes: Introduction of NWCF concepts, policies and operations; provides an introduction to general accounting principles and the applicability to the NWCF; describes basic cost accounting concepts including elements of cost and expense, and overhead expense; details cost accounting and billing procedures and processes; defines budgeting for a working capital fund activity; and describes methods of cost control and analysis of financial statements.	
OBJECTIVE:	Upon completion of the training, students should be able to: understand the NWCF, its criteria, processes and role in the budgeting process, and policies that influence the NWCF process.	
AUDIENCE:	Financial management employees, GS-500 series who are grades GS-05 through GS-11, junior military officers and civilian employees who are working under a Navy Working Capital Fund and entry level and intermediate employees in other occupational series working in financial management.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). NOTE: Contractor personnel are not eligible to attend this course.	
LENGTH:	3 Days	
COST:	None.	

COURSE TITLE:	INTRODUCTION TO FINANCIAL AND MANAGERIAL ACCOUNTING	
VENDOR:	Naval Financial Management Career Center 153 Ellyson Avenue, Suite F Pensacola, FL 32508-5114	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 484581	DATE: 29-31 August 00	NOMINATION DEADLINE: 04 August 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course provides an overview of managing appropriated funds in the Department of Navy. It is divided into four units, including: functions of management, organizational characteristics and process, legislation, comptroller and managerial relationships; managerial and allotment accounting, policies; accounting issues, processes and types of appropriation accounting, expenditures and reports; and the Fleet accounting system.	
OBJECTIVE:	Upon completion of the course, students should understand the type of monetary data required to advance organizational goals within an uncertain environment of increased competition, exploding technology, and turbulent social and political conditions.	
AUDIENCE:	Entry level financial management employees, GS-500 series, who are grades GS-5 through GS-11; junior military officers working in financial management; and entry-level and intermediate employees in other occupational series who are working in financial management.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). NOTE: Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by the government supervisor or Program Manager and forwarded to the Program Coordinator at the Employee Development Center.	
LENGTH:	3 Days	
COST:	None	

COURSE TITLE:	INTRODUCTION TO NAVY WORKING CAPITAL FUND	
VENDOR:	Naval Air Systems Command 7.6 Competency Patuxent River, MD	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 477089 477090	DATE: 03 November 99 13 March 00	NOMINATION DEADLINE: 13 October 99 22 February 00
TIME:	8:00 a.m. - 12:00 p.m.	
DESCRIPTION:	This course is designed to familiarize participants with the Working Capital Fund concept and its basic operating policies. The course will also review the process of allocating costs in a NWCF environment and billing for customer work.	
AUDIENCE:	Budget Analysts (GS-5 through GS-12) and personnel in related fields.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). NOTE: Contractor personnel may attend on a space-available basis. However, they must be nominated by and attend along with the government person they support.	
LENGTH:	1/2 Day	
COST:	None.	

COURSE TITLE:	NAVY BUDGET POLICIES AND PROCEDURES	
VENDOR:	Naval Air Systems Command 7.6 Competency Patuxent River, MD	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 477091 477092 477093	DATE: 01-02 November 99 12-13 April 00 01-02 May 00	NOMINATION DEADLINE: 12 October 99 22 March 00 11 April 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course is designed to familiarize participants with policies and procedures used by NAVAIR to formulate and execute the budgets.	
OBJECTIVE:	<p>Upon completion of the training, students should be able to:</p> <ul style="list-style-type: none"> * Explain the difference between statutes, regulations, and policies. * Name and describe the differences between the following types of funds: procurement; research, development, test and evaluation (RDT&E); operations and maintenance (O&M); military construction (MILCON); non-appropriated; Navy Working Capital Fund (NWCF); and Foreign Military Sales (FMS). * Identify the correct funding sources when given a request for review. * Name and briefly describe the reference material used for budget policy. * Locate the answer to typical questions about budget policy in reference materials used for budget policy guidance. * Describe 31 USC 1301(a) and 31 USC 1517 responsibilities and how they affect budget formulation and execution. * Describe how a 31 USC 1301(a) violation can create a 31 USC 1517 violation. 	
AUDIENCE:	Budget Analysts (GS-5 through GS-12) positions and personnel in related fields. A basic understanding of PPBS is assumed.	
NOMINATIONS:	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS).</p> <p>NOTE: Contractor personnel may attend on a space-available basis. However, they must be nominated by and attend along with the government person they support.</p>	
LENGTH:	2 Days	
COST:	None.	

COURSE TITLE:	O&M,N BUDGET FORMULATION	
VENDOR:	Naval Air Systems Command 7.6 Competency Patuxent River, MD	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 477081 477082	DATE: 18 November 99 18 April 00	NOMINATION DEADLINE: 01 November 99 30 March 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course is designed to familiarize participants with the basic concepts and exhibits used by NAVAIR to develop O&M,N budgets. This course focuses on the major exhibits and the responsibilities of the budget analyst in developing these exhibits.	
OBJECTIVES:	<p>Upon completion of the training, students should be able to:</p> <ul style="list-style-type: none"> * Describe the purpose of the O&M,N appropriation. * Understand and discuss the major policies and procedures impacting O&M,N budget development. * Identify and explain the purpose for the major exhibits within O&M,N, including the OP-32, OP-5, OP-3, OM-1, OM-1Q and PB-27. * Prepare portions of the OP-32 and OP-5. * Critique justification strategies for the OP-32 and OP-5. 	
AUDIENCE:	Budget Analysts (GS-5 through GS-12) and personnel in related fields new to the O&M,N account. A basic understanding of PPBS is assumed.	
NOMINATIONS:	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS).</p> <p>NOTE: Contractor personnel may attend on a space-available basis. However, they must be nominated by and attend along with the government person they support.</p>	
LENGTH:	1 Day	
COST:	None.	

COURSE TITLE:	PRINCIPLES OF NAVY BUDGET	
VENDOR:	Naval Financial Management Career Center 153 Ellyson Avenue, Suite F Pensacola, FL 32508-5114	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 476414 476416	DATE: 07-09 December 99 18-20 July 00	NOMINATION DEADLINE: 16 November 99 29 June 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course provides an overview of the policies and procedures used to develop budgets in the Department of the Navy (DoN) as it relates to the Planning, Programming, Budget System (PPBS) cycle. It is divided into seven units including: an introduction to the PPBS cycle and terms; identification of key budget players; history, goals and policies of the PPBS, legislation, major programs unit identification codes, timeline; planning strategies and forces structure; Program Objectives Memorandum (POM), Future Years Defense Program (FYDP), Resources Allocation Display (RAD), three phases of the programming stage; budget formulation and review process; and budget execution.	
OBJECTIVE:	Upon completion of the course, students should understand Navy budget procedures.	
AUDIENCE:	Entry-level financial management employees, GS-500 series who are grades GS-05 through GS-11, junior military officers working in financial management, and entry level and intermediate employees in other occupational series who are working in financial management.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). NOTE: Contractor personnel are not eligible to attend this course.	
LENGTH:	3 Days	
COST:	None.	

COURSE TITLE:	RDT&E,N BUDGET FORMULATION/EXECUTION	
VENDOR:	Naval Air Systems Command 7.6 Competency Patuxent River, MD	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 477078 477079 477080	DATE: 06-07 December 99 14-15 March 00 15-16 May 00	NOMINATION DEADLINE: 16 November 99 28 February 00 25 April 00
TIME:	8:00 a.m. - 3:30 p.m. (Day 1) 8:00 a.m. - 12:00 p.m. (Day 2)	
DESCRIPTION:	This course is designed to familiarize participants with the basic concepts and exhibits used by NAVAIR to develop RDT&E, N budgets. This course focuses on the major exhibits and the procedures to develop these exhibits. <i>Students should bring a hand held calculator.</i>	
OBJECTIVES:	Upon completion of the training, students should be able to: * Discern between tasks and activities that should and should not be purchased with RDT&E,N funds. * Describe the incremental funding policy and cite examples of its use. * Identify the attributes of a well-written R-2. * Determine the correct format to use for developing a R-2. * Describe and indicate the relationship between the R-2 and the R-3. * Describe the roles and responsibilities of the budget analyst assigned to the RDT&E,N appropriation during budget development.	
AUDIENCE:	Budget Analysts (GS-5 through GS-12) and personnel in related fields new to the RDT&E,N appropriation. A basic understanding of PPBS is assumed.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). NOTE: Contractor personnel may attend on a space-available basis. However, they must be nominated by and attend along with the government person they support.	
LENGTH:	1 ½ Days	
COST:	None.	

COURSE TITLE:	SYSCOM PPBS	
VENDOR:	Naval Air Systems Command 7.6 Competency Patuxent River, MD	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 477094 477095	DATE: 04 November 99 09 March 00	NOMINATION DEADLINE: 14 October 99 17 February 00
TIME:	8:00 a.m. - 12:00 p.m.	
DESCRIPTION:	This course is designed to familiarize participants with the systems employed by NAVAIR to develop budgets. The course focuses on the Planning, Programming, and Budgeting System (PPBS) and the responsibilities of the budget analyst within this system.	
OBJECTIVES:	Upon completion of the training, students should be able to: * Describe the goals of each phase of PPBS and the functions of the key players. * Describe the role of the SYSCOM and the role of the budget analyst in formulating the budget. * Understand the various concepts used in budget formulation.	
AUDIENCE:	Budget Analysts (GS-5 through GS-12) and personnel in related fields new to the roles of a budget analyst.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). NOTE: Contractor personnel may attend on a space-available basis. However, they must be nominated by and attend along with the government person they support.	
LENGTH:	1/2 Day	
COST:	None.	

COURSE TITLE:	WPN/OPN/PAN&MC BUDGET FORMULATION	
VENDOR:	Naval Air Systems Command 7.6 Competency Patuxent River, MD	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 477075 477076 477077	DATE: 08-09 November 99 15-16 March 00 09-10 May 00	NOMINATION DEADLINE: 18 October 99 22 February 00 18 April 00
TIME:	8:00 a.m. - 3:30 p.m. (Day 1) 8:00 a.m. - 12:00 p.m. (Day 2)	
DESCRIPTION:	This course is designed to familiarize participants with the basic concepts and exhibits used by NAVAIR to develop WPN/OPN/PAN&MC budgets. This course focuses on the major exhibits and the procedures to develop these exhibits.	
OBJECTIVES:	Upon completion of the training, students should be able to: * Distinguish between tasks and activities that should and should not be purchased with WPN/OPN/PAN&MC funds. * Identify the major exhibits used for WPN/OPN/PAN&MC appropriations and their relationship to each other. * Recognize other exhibits important to the WPN/OPN/PAN&MC appropriations.. * Identify resources for completing WPN/OPN/PAN&MC budget exhibits. * Develop WPN/OPN/PAN&MC exhibits including P-40, P-5, P-5A, P-3A, P-21 and P-20 using case studies.	
AUDIENCE:	Budget Analysts (GS-5 through GS-12) and personnel in related fields new to the WPN/OPN/PAN&MC appropriations. A basic understanding of PPBS is assumed.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). NOTE: Contractor personnel may attend on a space-available basis. However, they must be nominated by and attend along with the government person they support.	
LENGTH:	1 ½ Days	
COST:	None.	

