

FY 00 CALENDAR (OCTOBER 1999 - SEPTEMBER 2000)

KIM EARNSHAW, COORDINATOR 301-757-4107

ENGINEER & SCIENTIST DEVELOPMENT PROGRAM	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
ESDP Fundamentals of Contracting & Classification Management for Technical Personnel	None					09 475840					12 475841		
ESDP NAWCAD Patuxent River Familiarization tour	None		30 Nov-01 Dec 480515		18-19 480516	08-09 480517		04-05 480518		20-21 480520	18-19 480519	22-23 480521	26-27 480522
Naval Aviation Mission Seminar	None				19-20 475842						19-20 475843		
Technical Writing in T & E	\$156		15-18 475500					03-06 475501					18-21 475502

COURSE TITLE:	ENGINEER & SCIENCE DEVELOPMENT PROGRAM (ESDP) FUNDAMENTALS OF CONTRACTING AND CLASSIFICATION MANAGEMENT FOR TECHNICAL PERSONNEL	
VENDOR:	Human Resources Department Naval Air Warfare Center Aircraft Division Patuxent River, Maryland 20670	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 475840 475841	DATE: 09 February 00 12 July 00	NOMINATION DEADLINE: 10 January 00 11 August 00
TIME:	8:00 a.m. - 4:00 p.m.	
DESCRIPTION:	This course is designed for new project engineer team members who may use the acquisition process in the performance of their job. It also covers the responsibilities of the professional to ensure protection of classified material. Topics covered include: an overview of the acquisition process and various acquisition methods available, public policies which impact the acquisition process, the application of classification management principles, and recognition of security violations/compromises.	
OBJECTIVE:	At the conclusion of this course, participants should be able to: * Describe the acquisition process including time constraints, paperwork required, approval levels and procurement authority. * Differentiate between acquisition methods. * Define proper contractor/civil service relations. * Possess a working knowledge of their security duties and responsibilities. * Be familiar with OPNAVINST 5510.1 and NAVAIRWARCENACDIV 55101.1.	
AUDIENCE:	This course is designed for entry level scientists and engineers. Other employees are welcome upon space availability.	
PREREQUISITE:	None	
LENGTH:	1 Day	
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).	
COST:	None	

COURSE TITLE:	ENGINEERING & SCIENCE DEVELOPMENT PROGRAM (ESDP) NAWCAD PATUXENT RIVER FAMILIARIZATION TOUR	
VENDOR:	Human Resources Department Naval Air Warfare Center Aircraft Division Patuxent River, MD 20670	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	DATE:	NOMINATION DEADLINE:
480515	30 November-01 December 99	29 October 99
480516	18-19 January 00	17 December 99
480517	08-09 February 00	07 January 00
480518	04-05 April 00	10 March 00
480520	20-21 June 00	19 May 00
480519	18-19 July 00	16 June 00
480521	22-23 August 00	21 July 00
480522	26-27 September 00	25 August 00
TIME:	8:00 a.m. - 4:00 p.m.	
DESCRIPTION:	This course is designed to provide the entry level engineer/ scientist with a broad overview of facilities and tenants at NAWCAD Patuxent River. A description of the Competency Aligned Organization and the IPT team concept will precede a tour to include: CTR/Telemetry, Anechoic Chamber, Steam Catapult, Test Pilot School, the Hazelrigg Hangar, St. Inigoes and more. This overview will enable the new professional to gain a better understanding of how their work supports the mission of the Naval Air Systems Team.	
OBJECTIVE:	At the conclusion of this course, participants should be able to: * Describe NAWCAD operation and organization. * Describe the purpose, and identify the location of all the technical competencies. * Identify professional personnel and areas of responsibility across NAWCAD.	
AUDIENCE:	This course is designed for entry level scientists and engineers. Other employees are welcome upon space availability.	
PREREQUISITE:	None	
LENGTH:	1 ½ Days	
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).	
COST:	None	

COURSE TITLE:	NAVAL AVIATION MISSION SEMINAR	
VENDOR:	Naval Air Warfare Center Aircraft Division Human Resources Department Patuxent River, Maryland	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 475842 475843	DATE: 19-20 January 00 19-20 July 00	NOMINATION DEADLINE: 19 December 99 16 June 00
TIME:	8:00 a.m. - 4:00 p.m.	
DESCRIPTION:	This course addresses Naval Aviation Missions. Experienced aviators and expert technical specialists from NAWCAD, Patuxent River explain what, when, and how their platform is used to do the Navy's job.	
OBJECTIVE:	At the completion of the course, participants should be able to describe the following missions: <ul style="list-style-type: none"> * US Naval Aviation. * Foreign Military Threat. * Carrier Operations. * Electronic Warfare. * Anti-Submarine Warfare. * Air to Ground Warfare. * Air to Air Warfare. * Air to Surface Warfare. * Special Warfare Support. 	
AUDIENCE:	This is an unclassified course designed for entry level engineers and scientists at the GS-05 to GS-12 level.	
PREREQUISITE:	None	
LENGTH:	2 Days	
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).	
COST:	None	

COURSE TITLE:	TECHNICAL WRITING IN T&E	
VENDOR:	Veridian Lexington Park, MD	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	DATE:	NOMINATION DEADLINE:
475500	15-18 November 99	15 October 99
475501	03-06 April 00	03 March 00
475502	18-21 September 00	17 July 00
TIME:	8:00 a.m. - 4:00 p.m.	
DESCRIPTION:	<p>During the one week training program, the students will learn how to prepare Weapon Systems Acquisition RDT&E documents through classroom briefings and hands on writing exercises. <i>They will obtain a comprehensive understanding of the NAVAIR Plan of Action and Milestone Process (POAM) and the material in NAVAIR draft instruction 13000.13 on Work Breakdown Structure (WBS) and Team Work Plans (TWP).</i> Applicable Science & Technology reports and the thirteen most common RDT&E test report documents will be covered. The students will be provided knowledge and awareness of the RDT&E environment in which they work and the audience for whom their technical documents are written. While working in writing teams, the students will be exposed to a typical team makeup and their role in the project. Each student will be presented a student notebook that will contain a copy of the course handouts, NAVAIR and NAWCAD expertise points-of-contacts, a current copy of the Report Writing Guide (FTEG-TID-94-1-RWG) and the Manuscript Preparation Guide (FTEG-TID-94-2-MPG).</p>	
OBJECTIVE:	<p>At the completion of the course, the attendees will have an understanding of the overall Navy Weapon Systems development process and the knowledge to write a properly formatted RDT&E document that clearly delineates the description and effectiveness of a vehicle/system/component. Specifically, each student will be able to:</p> <ul style="list-style-type: none"> * Draft a sample Program POAM. * Describe the elements of a TWP and the Level I through Level IV WBS products. * Use an ORD, PID and TEMP. * Reduce test data; understand equipment descriptions, test conditions, equipment specifications; and specify level of degradation. * Write a Test Report according to current NAWCAD report writing instructions. 	
AUDIENCE:	The primary focus on the course will be recently hired engineers and scientists or newly assigned military personnel. Certain journey level professionals who need to further develop technical writing skills will also benefit from this course.	
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).	
PREREQUISITE:	None	
COST:	\$156 per person	
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.	