

The following are proposed 3rd and 4th quarter onsite courses.

Please review the list, and if you or your employees have any interest in the proposed courses respond by forwarding a Provisional Training Form to Code 734 B120-H or fax to X5224 no later than 25 May 1999.

Course: **BASIC SYSTEMS ACQUISITION MANAGEMENT.**

This course provides the student with a comprehensive overview of the DOD systems acquisition process. Course materials are targeted to meet the needs of all personnel working on acquisition programs from entry – through mid-level management.

Dates: 10 and 11 August 1999 (2 days)

Vendor: DSMC

Cost: **Approximately \$100.00 per person**

Course: **LOG 304 – EXECUTIVE ACQUISITION LOGISTICS MANAGEMENT**

This is a level III DAWIA requirement for employees in the Logistics Career field. This class is targeted for 3.0 employees or other Acquisition Workforce personnel.

Date: 2 – 12 August 1999 (9 days)

Vendor: Naval Post Graduate School

Cost: **NO COST**

Note: To register for this course use the **REGISTER NOW Web site** (www.register-now.cms.navy.mil).

Course: **RESUME WRITING**

Employees will be instructed on how to write an effective resume that will meet the requirements of private industry, as well as OPM. Prior to this workshop employees will receive forms to complete that will provide needed information to allow them to outline their resume during class.

Date: To be determined (3 hr session)

Vendor: Ocean County Community College

Cost: **Approximately \$40.00**

Course: **NAVAIR TEAM LEADER DEVELOPMENT WORKSHOP**

Identify and develop needed non-technical competencies and skills of Team leaders.

Dates: To be determined (3 day course)

Vendor: NAEI

Cost **NO COST**

Course: **NAVAIR TEAM LEADER DEVELOPMENT WORKSHOP**

Identify and develop needed non-technical competencies and skills of IPT leaders

Dates: To be determined (2 days)

Vendor: NAEI

Cost: **NO COST**

Course: **SIMPLIFIED ACQUISITION PROCEDURES (SAP)**

For all non-1105's performing the small purchase function 50 percent or less of their time, or 1105 personnel requiring Navy specific refresher training. The course examines the acquisition process from requisition to award, discusses the various SAP methods including the Government wide Purchase Card, reviews special procurements including UPS, FIP and Commercial item Acquisition issues.

Dates: 13 – 16 July 1999 (4 days)

Vendor: FISC

Cost: **\$115.00 per student**