

FY 00 CALENDAR (OCTOBER 1999 - SEPTEMBER 2000)

JOSE LENG, PROGRAM COORDINATOR 757-4126

PROCUREMENT AND CONTRACTING	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
Alternative Dispute Resolution (ADR)	\$300.00				10-11 480163					02-03 480168			
Contract Administration for Contracting Officers and Contracting Officers Representatives	\$275.00					01-02 475915							
Contracting Officers Representative Course – Refresher	None		03 475976				14 475977		17 475978	26 485098	19 475979		
Government Contracting for Technical/Administrative Personnel Explained in Plain English	\$325.00				11-13 475916	29 Feb-02 Mar 483040		24-26 483476					
GSA 101	None										27 484397		
Intermediate Contracting	\$325.00								30 May-01 Jun 475925				
Managing Performance of Service Contracts	\$275.00				19-20 475926								
NAVAIR Procurement Process	None	25-28 475706					20-23 475712			19-22 475713			
NAVSUP Commercial Purchase Card Course	\$50.00		18 478603		25 478604				11 478606				14 478607
NAVSUP Contracting Officers Representative Course (COR)	\$110.00		16-17 478618		26-27 478620				09-10 478621				12-13 478622
NAVSUP Simplified Acquisition Course	\$170.00						27-31 478600				24-28 478601		
Performance Based Statements of Work	\$275.00						07-08 476475			21-22 485038			
Quality Assurance for Aircraft Maintenance Contracting	\$215.00		16-17 475812					18-19 476033					
Understanding the Federal Acquisition Regulation (FAR)	\$275.00		03-04 475929										
Understanding the ISO 9000 and ISO 14000	\$195.00					22 475930							
Understanding the Uniform Commercial Code	\$195.00					03 475931							

COURSE TITLE:	ALTERNATIVE DISPUTE RESOLUTION (ADR)	
VENDOR:	Naval Center for Acquisition Training (NCAT) 1968 Gilbert Street, Suite 600 Norfolk, VA 23511-3384	
LOCATION:	Southern Maryland Higher Education Center (SMHEC)	
COURSE CODE:	DATE:	NOMINATION DEADLINE:
480163 480168	10-11 January 00 02-03 May 00	20 December 99 10 April 00
DESCRIPTION:	The Administrative Disputes Resolution Act, Executive Order, Federal Regulation, policies and directives provide alternative means of resolving contentious issues. Alternative Dispute Resolution (ADR) can lead to mutual agreements that are equitable, cost effective, and time efficient while building positive working relationships that continue beyond the life of the contract. This 2-day workshop is presented in a "hands-on" exercise and case study environment. The participants will be introduced to the benefits of ADR and given opportunities to practice problem solving techniques in reaching a collaborative agreement that is beneficial and long lasting.	
OBJECTIVE:	At the completion of the course participants should be able to: <ul style="list-style-type: none"> • Understand the value of partnering. • Participate in interest-based negotiations. • Understand third-party assisted ADR procedures. • Identify ADR procedures most often used in Government contracting. 	
AUDIENCE:	Federal acquisition workforce: Contracting Officers/Specialist, Engineers, Program Managers/Specialist, Legal Counsel and all other Integrated Product Team members.	
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).	
LENGTH:	2 Days	
COST:	\$300.00	

COURSE TITLE:	CONTRACT ADMINISTRATION FOR CONTRACTING OFFICERS AND CONTRACTING OFFICERS REPRESENTATIVES	
VENDOR:	Caldwell Consulting Associates P.O. Box 29143 Richmond, VA 23242-0143	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	DATE:	NOMINATION DEADLINE:
475915	01-02 February 00	10 January 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	<p>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 work and other contractual obligations, contract modifications, claims preparation, defense strategies and disputes resolution, inspection, warranty and acceptance and termination of contracts.</p> <p>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."</p>	
OBJECTIVE:	<p>Upon completion of this course, which is designed around actual contracting problems brought before the Boards of Contract Appeals, participants should have strengthened their ability to successfully manage contract performance.</p> <p>Note - For those pursuing professional certification or recertification (i.e. NCMA, NAPM), satisfactory completion of this course includes continuing education hours from the National Association of Purchasing Management.</p>	
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:	<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 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.</p>	
LENGTH:	2 Days	
COST:	\$275.00	
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:	CONTRACTING OFFICERS REPRESENTATIVE COURSE - REFRESHER	
VENDOR:	Naval Air Warfare Center Aircraft Division	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	DATE:	NOMINATION DEADLINE:
475976	03 November 99	23 October 99
475977	14 March 00	11 February 00
475978	17 May 00	24 April 00
485098	26 June 00	26 May 00
475979	19 July 00	26 June 00
TIME:	8:00 a.m. - 11:00 a.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 updated information regarding acquisition policies.	
OBJECTIVE:	Upon completion of this course, participants should be more knowledgeable in the current information regarding COR obligations and be eligible for re-appointment as a COR.	
AUDIENCE:	Current CORs requiring refresher training for re-certification.	
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).	
LENGTH:	1 Day	
COST:	None	

COURSE TITLE:	GOVERNMENT CONTRACTING FOR TECHNICAL AND ADMINISTRATIVE PERSONNEL EXPLAINED IN PLAIN ENGLISH!	
VENDOR:	Caldwell Consulting Associates P.O. Box 29143 Richmond, VA 23242-0143	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 475916 483040 483746	DATES: 11-13 January 00 29 February-02 March 00 24-26 April 00	NOMINATION DEADLINES: 13 December 99 28 January 00 24 March 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course covers the entirety of the acquisition cycle, from presolicitation 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 the 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 Contracts Dictionary".</u> Materials used represent the current rules under which contracting personnel must operate.	
OBJECTIVE:	Upon completion of the training, participants should: <ul style="list-style-type: none"> • Understand the key essential steps on government contracting • Acquire basic contracting skills • Acquire reinforcement of basics for experienced personnel 	
AUDIENCE:	Procurement analysts, COR's, secretaries, administrative assistants, 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 recertification (i.e. NCMA, NAPM), satisfactory completion of this course includes continuing education hours from the National Association of Purchasing 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 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.	
LENGTH:	3 Days	
COST:	\$325.00	
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:	GSA 101	
VENDOR:	GSA/FSS/3FM-B 14000 Jericho Park road Bowie, MD 20715	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	DATE:	NOMINATION DEADLINE:
484397	27 July 00	27 June 00
TIME:	9:00 a.m. - 3:00 p.m.	
DESCRIPTION:	GSA 101 features presentations on products and services offered by GSA Federal Supply Service.	
OBJECTIVE:	<p>Upon completion of the training, 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. • JWOD/NIB/NISH: Information about the Javits Wagner O'Day (JWOD) Act which makes the purchase 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. 	
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:	<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 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.</p>	
LENGTH:	1 Day	
COST:	None	

COURSE TITLE:	INTERMEDIATE CONTRACTING	
VENDOR:	Caldwell Consulting Associates P.O. Box 29143 Richmond, VA 23242-0143	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	DATE:	NOMINATION DEADLINE:
475925	30 May-01 June 00	28 April 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	<p>After the basics!</p> <p>This course is a follow-on to the "Basic Contract Administration" course and will provide in-depth training in the essentials of contract and project administration. Areas covered will include understanding essential steps in planning and solicitation that ultimately impact upon contract administration, an explanation of the Government's emphasis on performance specifications and commercial procurement in DoD applications, strategies for effective management of projects during performance, recognition of key performance problems and issues, understanding and dealing with claims and disputes and the termination process and other contractual remedies. (NOTE: Attendees should bring a copy of a current contract to the class for the purpose of discussion).</p>	
OBJECTIVE:	<p>Upon completion of the training, participants should:</p> <ul style="list-style-type: none"> • Have a more in-depth understanding of the essentials of contract and project administration. • Understand why they are often required to take actions which may seem to be unnecessary for project performance. 	
AUDIENCE:	<p>Project and support personnel, administrative and technical, who have some understanding of the basis of Federal contracting.</p> <p>Note - For those pursuing professional certification or recertification (i.e. NCMA, NAPM), satisfactory completion of this course includes continuing education hours from the National Association of Purchasing Management.</p>	
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). 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.</p>	
LENGTH:	3 Days	
COST:	\$325.00	
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:	MANAGING PERFORMANCE OF SERVICE CONTRACTS	
VENDOR:	Caldwell Consulting Associates P.O. Box 29143 Richmond, VA 23242-0143	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	DATE:	NOMINATION DEADLINE:
475926	19-20 January 00	20 December 99
TIME:	8:00 a.m. - 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 will provide an understanding of the following: knowing the latest government rules regarding performance measurement, understanding the different methods of contracting and contract reimbursement, 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.)	
OBJECTIVE:	Upon completion of this training, participants should 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 or recertification (i.e. NCMA, NAPM), satisfactory completion of this course includes continuing education hours from the National Association of Purchasing 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 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.	
LENGTH:	2 Days	
COST:	\$275.00	
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:	NAVAIR PROCUREMENT PROCESS	
VENDOR:	NAVAIR	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	DATES:	NOMINATION DEADLINE:
475706 475712 475713	25-28 October 99 20-23 March 00 19-22 June 00	28 September 99 21 February 00 18 May 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This four day course focuses on methods and procedures required in the preparation of procurement initiation documents (PIDs) for materials and services.	
OBJECTIVE:	<p>At the completion of this course, participants should be able to:</p> <ul style="list-style-type: none"> • Understand the procurement process, including acquisition planning and defining and integrating requirements into a quality procurement package. • Understand the importance that teamwork and individual responsibility play in developing quality procurement initiation documents and contracts. • Apply practical application training in the preparation and/or processing of procurement initiation documents and the process of integrating supporting requirements. 	
AUDIENCE:	NAVAIR acquisition personnel Level I and Level II, who are or will be directly involved in reviewing, preparing or integrating technical requirements, attachments, etc., into procurement documentation.	
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 pending space availability. Contractor personnel must have the endorsement of the COR to validate that the course is consistent with contract requirements.	
LENGTH:	4 Days	
COST:	None	

COURSE TITLE:	NAVY SUPPLY COMMERCIAL PURCHASE CARD COURSE	
VENDOR:	Fleet and Industrial Supply Center PMR Detachment Norfolk 1968 Gilbert Street, Suite 600 Norfolk, VA 23511-3392	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	DATE:	NOMINATION DEADLINE:
478603	18 November 99	21 October 99
478604	25 January 00	29 December 99
478606	11 May 00	17 April 00
478607	14 September 00	21 August 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course is designed to teach concepts, methods and procedures to be used when making purchases with dollar values less than or equal to \$2,500.00 using the credit card as a method of payment. There will be an examination at the end of the course consisting of fifty true/false questions.	
OBJECTIVE:	Upon completion of the course, participants should be able to: <ul style="list-style-type: none"> Analyze the requirements of a small purchase and to effectively follow the rules relative to the credit card. Apply approved techniques employed in effective small purchase actions. Apply laws and regulations governing Department of Defense small purchase procedures. 	
AUDIENCE:	Anyone required to use a government credit card to make purchases as described above. This course is not necessarily for contracting personnel but more so for technical personnel who will most likely be the card user.	
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.	
LENGTH:	1 Day	
COST:	\$50.00	

COURSE TITLE:	NAVSUP CONTRACTING OFFICER'S REPRESENTATIVE COURSE (COR)	
VENDOR:	Fleet and Industrial Supply Center PMR Detachment Norfolk 1968 Gilbert Street, Suite 600 Norfolk, VA 23511-3386	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	DATE:	NOMINATION DEADLINE:
478618	16-17 November 99	21 October 99
478620	26-27 January 00	29 December 99
478621	09-10 May 00	17 April 00
478622	12-13 September 00	17 August 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	The COR Course explains the duties and responsibilities inherent in the COR delegation. Attention will be directed to situations that will require additional attention in order to protect the government's interest. This course will explain from whom the COR gets authority and direction; to whom he answers and who answers to him; training a COR is required to have and how the COR documents his authority. A score of 80% is required on the 40-question test in order to be certified as a NAVSUP approved COR.	
OBJECTIVE:	<p>Upon completion of the course, the participants will be able to:</p> <ul style="list-style-type: none"> • Explain "constructive change" and identify COR responsibility to avoid any situation considered constructive change. • Explain a contractor's relationship to the government when using government work space. • Identify the technical qualifications called for in the contract. • Identify the source of the Independent Government Estimate, and the supporting documentation used. • Evaluate the contractor's programs on a delivery order and compare it to what is billed and certified. 	
AUDIENCE:	New CORs, CORs currently working on a contract and CORs who have proposed solicitations.	
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.	
LENGTH:	2 Days	
COST:	\$110.00	

COURSE TITLE:	NAVSUP SIMPLIFIED ACQUISITION COURSE	
VENDOR:	Fleet and Industrial Supply Center PMR Detachment - Hampton Roads 1968 Gilbert Street, Suite 600 Norfolk, VA 23511-3386	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	DATE:	NOMINATION DEADLINE:
478600	27-31 March 00	20 February 00
478601	24-28 July 00	26 June 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course is designed to teach concepts, methods, and procedures to be used when making purchases with dollar values less than or equal to \$50,000.00	
OBJECTIVE:	<p>Upon completion of the course, participants should be able to:</p> <ul style="list-style-type: none"> Analyze the requirements of a small purchase and select the best method to accomplish the action. Understand the approved techniques employed in effective small purchase actions. Understand laws and regulations governing Department of Defense (DoD) small purchase procedures and standards of conduct for all DoD personnel. 	
AUDIENCE:	Non-1105 series personnel who purchase less than 50 percent of the time, such as ordering officers, supply clerks, supply officers, etc.	
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.	
LENGTH:	5 Days	
COST:	\$170.00	

COURSE TITLE:	PERFORMANCE BASED STATEMENTS OF WORK	
VENDOR:	Caldwell Consulting Associates P.O. Box 29143 Richmond, VA 23242-0143	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODES:	DATES:	NOMINATION DEADLINE:
476475 485038	07-08 March 00 21-22 June 00	10 February 00 21 May 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	<p>Tell them how - not what!</p> <p>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.</p> <p>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.</p>	
OBJECTIVE:	<p>Upon completion of the training, participants should:</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:	<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). 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.</p>	
LENGTH:	2 Days	
COST:	\$275.00	
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:	QUALITY ASSURANCE FOR AIRCRAFT MAINTENANCE CONTRACTING	
VENDOR:	Lumiere Institute, Inc. 6549 Grange Lane, Unit 201 Kingstowne, VA 22315	
LOCATION:	Employee Development Center, Building 2189	
COURSE CODE:	DATE:	NOMINATION DEADLINE:
475812 476033	16-17 November 99 18-19 April 00	18 October 99 20 March 00
TIME:	8:00 a.m. - 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 and 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.	
OBJECTIVE:	This course is intended to improve the effectiveness of government quality assurance for aircraft maintenance provided by contractors. It is designed to 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:	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).	
LENGTH:	2 Days	
COST:	\$215.00	

COURSE TITLE:	UNDERSTANDING THE FEDERAL ACQUISITION REGULATION (FAR)	
VENDOR:	Caldwell Consulting Associates P.O. Box 29143 Richmond, VA 23242-0143	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODES:	DATES:	NOMINATION DEADLINE:
475929	03-04 November 99	20 October 99
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	WE AREN'T GOING TO GO OVER EVERY PAGE, BUT... by the time you leave this course, you will have learned about the substance of each of the 53 parts of the FAR and, most importantly, how they interface with daily contracting activities.	
OBJECTIVE:	<p>Upon completion of the training, participants should:</p> <ul style="list-style-type: none"> • Be familiar with the key provisions and clauses in contracting. • Be able to rapidly locate the applicable parts of the FAR as they relate to contracting matters. • Understand the applicability of the FAR to the regulatory supplements. • More fully appreciate the rights and remedies of the contracting parties. <p>All attendees will receive a course manual and complete deskbook-size FAR, so that this valuable reference can easily be brought to meetings, regardless of location.</p>	
AUDIENCE:	All personnel who are required to perform their functions consistent with the rules and regulations. This is truly a "universal" Government training program. Note - For those pursuing professional certification or recertification (i.e. NCMA, NAPM), satisfactory completion of this course includes continuing education hours from the National Association of Purchasing 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 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.	
LENGTH:	2 Days	
COST:	\$275.00	
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:	UNDERSTANDING THE ISO 9000 AND ISO 14000	
VENDOR:	Caldwell Consulting Associates P.O. Box 29143 Richmond, VA 23242-0143	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	DATE:	NOMINATION DEADLINE:
475930	22 February 00	28 January 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	UNDERSTANDING THE QUALITY MANAGEMENT STANDARDS! The ISO 9000 and 14000 Series has now replaced some of the more traditional quality standards. What are these all about? What must a contractor do in order to be ISO qualified? What is the impact upon the DoD and other agencies and are these relatively new approach to quality going to solve or create more problems? These issues and your questions make up the core of this one-day workshop.	
OBJECTIVE:	Upon completion of the training, participants should: <ul style="list-style-type: none"> • Have a clear understanding of ISO 9000 and ISO 14000. • Be able to determine what and how this will impact contracting, including rights which may no longer exist prior to delivery and even afterwards. 	
AUDIENCE:	Project and support personnel, administrative and technical, who are involved in quality matters regarding acceptance and warranty.	
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.	
LENGTH:	1 Day	
COST:	\$195.00	
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:	UNDERSTANDING THE UNIFORM COMMERCIAL CODE	
VENDOR:	Caldwell Consulting Associates P.O. Box 29143 Richmond, VA 23242-0143	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	DATE:	NOMINATION DEADLINE:
475931	03 February 00	06 January 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	<p>With the government's new emphasis on acquisition of commercial contracts can you afford not to know what the U.C.C. is all about?</p> <p>One of the essential areas of contracting management is interpreting the rights and responsibilities that each party to the contract is obligated to perform. And, one of the methods used in interpretation of the contract is through the language contained in the Uniform Commercial Code (U.C.C.). This training is designed to provide basic training in the language and application of the Uniform Commercial Code. Attendees will receive actual U.C.C. materials.</p>	
OBJECTIVE:	Upon completion of this training, attendees should have gained an insight into the rights and remedies prescribed by the U.C.C. when contracting for goods.	
AUDIENCE:	<p>This course is designed for Contracting Officers, CORs and other project and support personnel (administrative and technical) who are responsible for contract interpretation and management, as well as procurement personnel, who are now required to understand commercial contracting as mandated by the Federal Acquisition Streamlining Act and implemented through FAR Part 12.</p> <p>Note - For those pursuing professional certification or recertification (i.e. NCMA, NAPM), satisfactory completion of this course includes continuing education hours from the National Association of Purchasing Management.</p>	
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). 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.</p>	
LENGTH:	1 Day	
COST:	\$195.00	
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.	

