

Training for the Department of Defense



Curriculum Areas Include:



Real-World Training
For Real-World Challenges

www.graduateschool.edu/defense

- Leadership and Management
- Communication and Professional Skills
- Project Management
- Acquisition and Contracting
- Federal Human Resources Management
- Federal Financial Management
- Government Auditing
- DoD Financial Management Certification



Graduate School USA is an approved contract holder to provide training and consulting services under Professional Services Schedule, SIN C874. Visit graduateschool.edu/gsa for more information.



Explore these curriculum areas:

Federal Financial Management

This curriculum provides comprehensive training solutions that help you develop the broad range of knowledge and skills required to make sound decisions.

Government departments and agencies need to balance diminishing resources while maintaining and expanding existing programs. GSUSA's courses help students acquire the skills to achieve such a balance—through mastery of the tools and techniques of accounting, budgeting, appropriations law, and financial management. Courses in travel regulations for defense agencies are also available.

We offer training at the Basic, Introductory, Intermediate, and Advanced skill levels. Courses focus on terminology and principles, as well as on the laws, regulations, standards, policies, and procedures that underpin federal financial management. Taught by instructors with real-world experience in the field, courses emphasize practical application of the skills learned.

Beyond this robust financial management curriculum, we offer the following DoD-specific training:

- Army Manager's Internal Control Administrators Course
- Contracting Officer's Representative Course (COR222 and COR206 Equivalent)
- Defense Working Capital Funds
- DoD Fiscal Law
- Enhanced Defense Financial Management Training Course
- Planning, Programming, Budgeting and Execution (PPBE)
- Planning, Programming, Budgeting and Execution (PPBE), Army
- Shaping Smart Business Arrangements (CON100 Equivalent)
- Travel Regulations for Defense Agencies, JTR (TDY Only)
- Travel Regulations for Defense Agencies, JTR (PCS Only)
- Travel Regulations for Defense Agencies, JTR (TDY and PCS)

When achieving your career objectives is your mission, get the support to help you accomplish your goals at Graduate School USA (GSUSA).

You will receive practical, application-specific workforce solutions designed to help you:

- Do your job better;
- Meet your training objectives; and
- Advance your agency's mission.

As a long-standing training partner with the Department of Defense, we understand your unique challenges. Our courses cover critical DoD developmental areas, and prepare you and your organization to succeed.

If you are seeking DoD financial management certification, GSUSA has more than 100 courses mapped to DoD competencies, each of which is available for individual registration or on-site delivery. For those who are already certified, at any level, taking GSUSA classes can help you maintain your certification.

For more information, visit
www.graduate-school.edu/defense
or call **888.744.GRAD**.

Government Auditing

GSUSA courses are offered under the auspices of our Government Audit Training Institute (GATI), recognized as the premier provider of training in performance auditing. Since 1978, GATI has provided classes to meet the continuing professional education requirements of the diverse audit community. GATI emphasizes training for performance auditing, including operational and internal auditing.

Courses examine the traditional issues of economy, efficiency, performance measurement, effectiveness, internal control, and fraud.

They also address all aspects of performance auditing, from courses providing an overview of the process to those concentrating on specific types of audits and methodologies.

Federal Acquisition and Contracting

These courses help individuals develop the skills necessary to minimize risks, maximize competition, maintain integrity, and assure delivery of products and services according to contract terms and conditions. Courses are designed to strengthen the acquisition competencies of managers, supervisors, administrative personnel, and others who are responsible for acquisition or contract management.

We offer all the courses needed to meet training requirements for Federal Acquisition Certification for Contracting Officer's Representatives (FAC-COR) Level 1, 2, and 3 certifications.

This curriculum also includes several Defense Acquisition University (DAU) equivalent courses for those who need DAU equivalent training. We offer many courses to help those holding FAC-COR, Federal Acquisition Certification in Contracting (FAC-C), and Federal Acquisition Certification for Program and Project Management (FAC-P/PM) certifications to meet their continuous learning requirements.

Communication and Professional Skills

Well-developed communication and professional skills can help you be a key contributor in your organization. GSUSA offers a curriculum designed to help you develop and expand your abilities, with a focus on:

- Business and Administrative Skills
- Communication Skills
- English and Writing Skills

Federal Human Resources Management

Our Human Resources Management curriculum provides federal HR practitioners, managers, and supervisors with the opportunity to develop essential competencies in both general and specialized HR subject matter areas. Many of our courses are designed to help HR practitioners acquire expertise in their occupations, while others are specifically designed to help supervisors and managers understand and manage their HR responsibilities.

Leadership and Management

GSUSA offers Leadership and Management courses in the four functional areas that reflect leadership roles in organizations: Individual Performers, Supervisors, Managers, and Executives.

Many of our courses and programs are suitable for individuals at various levels. By providing practices, knowledge, principles, and skills that integrate a range of approaches, these courses and programs help both individuals and organizations to achieve a higher level of performance. Among the curriculum offerings are leadership seminars, competency-based learning applications, and a wide variety of programs that assist a spectrum of learners.

Project Management

GSUSA's Project Management curriculum encompasses core management and analytical skills that are recognized core competencies for federal advancement. Our courses align with today's project concerns and challenges, with content designed to prepare you for real-world project execution.

Our Certificate in Project Management includes a course of study based on the internationally recognized PMBOK® Guide, making it appropriate for those pursuing a certification from the Project Management Institute and those who are new to managing projects.



Graduate School USA (GSUSA) Courses

Aligned with the DoD Financial Management Competencies

DoD FM Competency	MyLearn Course Identifier	GSUSA Course Code	GSUSA Course Title
Advanced Financial Management	F2721	FINC9100D	Advanced Appropriations Law
Budget Execution	F2721 F7768 F6952 F7808 F6772 F3038	FINC9100D BUDG7100D FINC9000D BUDG8180D BUDG8000D BUDG8001D	Advanced Appropriations Law Budget Execution Defense Working Capital Funds Planning, Budgeting and Performance Measurement Planning, Programming, Budgeting and Execution (PPBE) Planning, Programming, Budgeting and Execution (PPBE) Army
Budget Formulation, Justification, & Presentation	F7806 F3049 F6952 F2554 F7808 F6772	BUDG7101D BUDG7102D FINC9000D BUDG7001D BUDG8180D BUDG8000D	Budget Formulation Budget Justification and Presentation Defense Working Capital Funds Introduction to Federal Budgeting Planning, Budgeting and Performance Measurement Planning, Programming, Budgeting and Execution (PPBE)
Concepts, Policies, and Principles of Accounting	F7767 F6696 F5218 F6952 F3728 F3048 F7803 F7142 F3029 F3031 F3044 F2547	FINC7207D AUDT7011G AUDT8801G FINC9000D ACCT7102D BUDG7000D BUDG8005D AUDT8029D ACCT8003D AUDT8046D AUDT8032G FINC8103D	Antideficiency Act Audit Evidence and Documentation Contract Auditing Defense Working Capital Funds Federal Accounting Standards Federal Budgeting for Non-Budgeting Personnel Federal Financial Systems & Policies Information Systems Auditing Intermediate Federal Accounting Intermediate Performance Auditing The Governmental Audit: From Planning to Reporting Understanding Federal Financial Statements
Concepts, Policies, and Principles of Audit	F7767 F4436 F4311 F6696 F3726 F5218 F4975 F7142 F7143 F3029 F6713 F3044	FINC7207D AUDT9015G AUDT8043G AUDT7011G AUDT7001G AUDT8001G AUDT7021G AUDT8029G AUDT8024G ACCT8003D ACCT8002G AUDT8032G	Antideficiency Act Army Managers' Internal Control Administrators' Course Assessing the Reliability of Computer-Processed Data Audit Evidence and Documentation Basic Governmental Auditing Contract Auditing Developing and Presenting Audit Findings Information Systems Auditing Information Technology for Auditors Intermediate Federal Accounting Prevention and Detection of Fraud The Governmental Audit: From Planning to Reporting

Graduate School USA (GSUSA) Courses

Aligned with the DoD Financial Management Competencies

DoD FM Competency	MyLearn Course Identifier	GSUSA Course Code	GSUSA Course Title
Concepts, Policies, and Principles of Budget	F2721	FINC9100D	Advanced Appropriations Law
	F7767	FINC7207D	Antideficiency Act
	F7768	BUDG7100D	Budget Execution
	F7806	BUDG7101D	Budget Formulation
	F3049	BUDG7102D	Budget Justification and Presentation
	F7782	BUDG8175D	Congressional Budget Process
	F6952	FINC9000D	Defense Working Capital Funds
	F3050	BUDG7103D	Federal Budget Process
	F3048	BUDG7000D	Federal Budgeting for Non-Budgeting Personnel
	F3029	ACCT8003D	Intermediate Federal Accounting
	F2554	BUDG7001D	Introduction to Federal Budgeting
	F7808	BUDG8180D	Planning, Budgeting, and Performance Measurement
	F6772	BUDG8000D	Planning, Programming, Budgeting, and Execution (PPBE)
	F3038	BUDG8001D	Planning, Programming, Budgeting, and Execution (PPBE) Army
Concepts, Policies, and Principles of Finance	F7811	FINC9115D	Appropriations Law for Reimbursements, Revolving Funds, and User Fees
	F6952	FINC9000D	Defense Working Capital Funds
	F7783	FINC8200D	DoD Fiscal Law Principles
	F3053	FINC7100D	Federal Appropriations Law
	F7784	FINC8147D	Federal Appropriations Law Refresher and Update
	F6690	FINC7213D	Travel Regulations for Defense Agencies, JTR (TDY Only)
	F7810	FINC8231D	Travel Regulations for Defense Agencies, JTR (TDY and PCS)
Concepts, Policies, and Principles of Payroll	F3064	PADM7001A	Pay Setting for FWS Positions
	F3063	PADM7002A	Pay Setting for GS Positions
	F7529	STAF9002D	Pay Setting: General Schedule
Decision Support	F6696	AUDT7011G	Audit Evidence and Documentation
	F5218	AUDT8801G	Contract Auditing
	F3727	PGMT8100D	Cost-Benefit Analysis Workshop
	F7802	FINC8120D	Decision Support Analytics
	F6952	FINC9000D	Defense Working Capital Funds
	F7786	BUDG8150D	Federal Budget Analysis Using Microsoft Excel
	F7802	FINC9150D	Intermediate Decision Support Analytics
	F4655	AUDT7012G	Interviewing Techniques for Auditors
	F2525	FINC7000D	Introduction to Financial Management
	L3366	PGMT7000D	Management Analysis: Overview
	F3732	PGMT7004D	Management Analysis: Planning

Graduate School USA (GSUSA) Courses Aligned with the DoD Financial Management Competencies

DoD FM Competency	MyLearn Course Identifier	GSUSA Course Code	GSUSA Course Title
Financial Management Analysis	F7786 F3732	FINC8150D PGMT7004D	Federal Budget Analysis Using Microsoft Excel Management Analysis: Planning
Financial Management Systems	F7803 F6478 F2525	BUDG8005D AUDT8029D FINC7000D	Federal Financial Systems & Policies Information Systems Auditing Introduction to Financial Management
Fundamentals and Operations of Accounting	F4296 F3728 F7787 F7803 F2518 F2553 F2525	ACQI7502D ACCT7102D FINC8300D BUDG8005D ACCT8100D ACCT7001D FINC7000D	Contracting Basics for Administrative Personnel Federal Accounting Standards Federal Budgeting, Execution, and Accounting: The Relationship Federal Financial Systems & Policies Government Standard General Ledger Introduction to Federal Accounting Introduction to Financial Management
Fundamentals and Operations of Budget	F7768 F7806 F7787 F3048 F2553 F2554 F2525	BUDG7100D BUDG7101D FINC8300D BUDG7000D ACCT7001D BUDG7001D FINC7000D	Budget Execution Budget Formulation Federal Budgeting, Execution, and Accounting: The Relationship Federal Budgeting for Non-Budgeting Personnel Introduction to Federal Accounting Introduction to Federal Budgeting Introduction to Financial Management
Fundamentals and Operations of Finance	F2525 F7810 F6690	FINC7000D FINC8231D FINC7213D	Introduction to Financial Management Travel Regulations for Defense Agencies, JTR (TDY and PCS) Travel Regulations for Defense Agencies, JTR (TDY Only)
Fundamentals and Operations of Military & Civilian Pay	F3064 F3063 F7529 F7809	PADM7001A PADM7002A STAF9002D FINC7215D	Pay Setting for FWS Positions Pay Setting for GS Positions Pay Setting: General Schedule Travel Regulations for Defense Agencies, JTR (PCS Only)
Audit Planning and Management	F4311 F3726 F6478 F3031 F3045 L1706 F3044	AUDT8043G AUDT7001G AUDT8092G AUDT8046G AUDT8451G AUDT9109G AUDT8032G	Assessing the Reliability of Computer-Processed Data Basic Governmental Auditing Information Systems Auditing Intermediate Performance Auditing Planning Audit Assignments Skills for Leading and Managing Audit Projects The Governmental Audit: From Planning to Reporting

DoD FM Competency	MyLearn Course Identifier	GSUSA Course Code	GSUSA Course Title
Audit Reporting	F4311	AUDT8043G	Assessing the Reliability of Computer-Processed Data
	F3726	AUDT7001G	Basic Governmental Auditing
	F4975	AUDT7021G	Developing and Presenting Audit Findings
	F3031	AUDT8046G	Intermediate Performance Auditing
	F3047	AUDT9502G	Reviewing Other People's Report Writing
	F3044	AUDT8032G	The Governmental Audit: From Planning to Reporting
	F3034	AUDT8511G	Writing Audit Reports by Objectives
	F3046	AUDT7021G	Written Communication for Auditors
Decision Support – Audit Execution	F6478	AUDT8029G	Information Systems Auditing
	F4655	AUDT7012G	Interviewing Techniques for Auditors
Financial Management Reporting and Analysis	L1735	MGMT9200D	Strategic Planning for Government Organizations
Financial Management Reporting and Analysis	L1735	MGMT9200D	Strategic Planning for Government Organizations
Financial Reporting	F2547	FINC8103D	Understanding Federal Financial Statements
Financial Stewardship	F3053	FINC7100D	Federal Appropriations Law

ON-SITE TRAINING

We Can Bring Our Courses To You!

Hundreds of classroom and online courses, in a wide range of subject areas, are available for contract and on-site training.

Graduate School USA holds the GSA Professional Services Schedule C874, Contract Number GS-10F-0228P for 874.1 — Consulting Services, and 874.4 — Training Services.

Benefits of On-Site Training

Cost Savings

By bringing Graduate School USA courses to your location, you can eliminate the cost of sending your staff to another site. Your organization will:

- Eliminate travel costs.
- Maximize employee training time.

Convenience

- Choose the best time to learn based on your employees' workloads and schedules.
- Select courses to fit your needs.

Relevance

- Tailor off-the-shelf training, and incorporate examples and content specific to your agency.

Specialized Client Services

- Get assistance with site selection, scheduling, marketing, and more.

**For more information, contact our
Business Development team at
onsite@graduateschool.edu or 800.787.9074.**

Graduate School USA (GSUSA) Courses Aligned with the DoD Leadership Competencies

DoD FM Competency	MyLearn Course Identifier	GSUSA Course Code	GSUSA Course Title
Lead Self	L1758	COMM7001D	Assertiveness Skills
	L2653	COMM7002D	Briefing Techniques
	L1737	WRIT7100D	Clear Writing through Critical Thinking
	L1775	MGMT9002D	Coaching Skills for Today's Leaders
	L1760	COMM7004D	Constructive Conflict Resolution
	F5218	AUDT8801G	Contract Auditing
	L1732	MGMT8102D	Decision Making and Problem Solving
	L1768	EDIT7100D	Editing for Impact
	L1766	COMM8000D	Effective Communication with Customers
	L1773	WRIT7007D	Effective Government Correspondence
	L1727	LEAD8007L	Emotionally Intelligent Leaders
	L1769	ENGL7000D	Essentials for English
	L1778	AUDT9030G	Ethical Decision Making for Auditors
	L1724	EXEC9911L	Executive Survival Skills
	L1740	WRIT9001D	Executive Writing
	L1779	MGMT7125D	From Peer to Leader: Successfully Navigating the Transition
	L1774	WRIT7010D	Fundamentals of Writing
	L1770	ENGL7005D	Grammar for Professionals
	L1764	COMM7027D	Increasing Personal Effectiveness
	L1761	COMM7006D	Interpersonal Communications
	F4655	AUDT7012G	Interviewing Techniques for Auditors
	L1730	MGMT7099D	Introduction to Management
	L1714	SUPV7001D	Introduction to Supervision
	L1728	LEAD8010L	Leadership Challenge
	L1729	MGMT7020D	Leadership Essentials
	L1300	ADMB7006D	Leadership Skills for Non-Supervisors
	L1731	MGMT7201D	Leading Change
	L1725	EXEC9912L	Leading People
	L1781	MGMT7006D	Mentoring Skills
	L1304	NLED7300L	New Leader Program
	L3124	MGMT9020D	Preparing to Lead in the 21st Century
	L1854	ADMB8129D	Problem Solving
	L1767	EDIT7001D	Proofreading
	L1736	WRIT7020D	Report Writing
	L1706	AUDT9109G	Skills for Leading and Managing Audit Projects
	L1765	COMM7033D	Speaking with Clarity

Graduate School USA (GSUSA) Courses Aligned with the DoD Leadership Competencies

DoD FM Competency	MyLearn Course Identifier	GSUSA Course Code	GSUSA Course Title
Lead Self	L1763	COMM7010D	Speaking with Confidence
	L1771	EXEC9904L	Washington Executive Seminar
	L1738	WRIT7110D	Writing for Results
	F3046	AUDT8611G	Written Communication for Auditors
Lead Organizations/ Programs	F5918	AUDT8012G	Creative Thinking for Auditors
	F7143	AUDT8024G	Information Technology for Auditors
Lead Teams/Projects	L1758	COMM7001D	Assertiveness Skills
	L1737	WRIT7100D	Clear Writing through Critical Thinking
	L1732	MGMT8102D	Decision Making and Problem Solving
	L1727	LEAD8007L	Emotionally Intelligent Leaders
	L1724	EXEC9911L	Executive Survival Skills
	L1761	COMM7006D	Interpersonal Communications
	L1730	MGMT7099D	Introduction to Management
	L2654	SUPV7001D	Introduction to Supervision
	F5056	TDEV7021D	Jump Starting High-Performing Teams: The Fundamentals
	L1728	LEAD8010L	Leadership Challenge
	L1729	MGMT7020D	Leadership Essentials
	L1731	MGMT7201D	Leading Change
	L1725	EXEC9912L	Leading People
	L3104	TDEV8200D	Leading Teams and Groups
	L1726	EXEC9913L	Managing for Results
	L1734	MGMT9104D	Negotiating Techniques
	L1304	NLED7300L	New Leader Program
	L3124	MGMT9020D	Preparing to Lead in the 21st Century
	F5055	ADMB7011D	Project Management for the Office Professional
	L1706	AUDT9109G	Skills for Leading and Managing Audit Projects
	L1735	MGMT9200D	Strategic Planning for Government Organizations
	L1801	MGMT9021A	Telework: A Managers Perspective
	L1783	MGMT7120D	The Power of Influence over Authority
	L1771	EXEC9104L	Washington Executive Seminar
	L1738	WRIT7110D	Writing for Results

Graduate School USA (GSUSA) Courses Aligned with the DoD Leadership Competencies

DoD FM Competency	MyLearn Course Identifier	GSUSA Course Code	GSUSA Course Title
Lead People	L1760	COMM7004D	Constructive Conflict Resolution
	L1724	EXEC9911L	Executive Survival Skills
	L4067	CDEV7007D	Federal Employee Development
	L1709	PGMT7102D	Federal Human Resources Management for Supervisors and Managers
	L1764	COMM7027D	Increasing Personal Effectiveness
	L1761	COMM7006D	Interpersonal Communications
	L1714	SUPV7001D	Introduction to Supervision
	F5056	TDEV7021D	Jump Starting High-Performing Teams: The Fundamentals
	L1728	LEAD8010L	Leadership Challenge
	L1729	MGMT7020D	Leadership Essentials
	L1300	ADMB7006D	Leadership Skills for Non-Supervisors
	L1731	MGMT7201D	Leading Change
	L1725	EXEC9912L	Leading People
	L1781	MGMT7006D	Mentoring Skills
	L1734	MGMT7104D	Negotiating Techniques
	L1762	COMM7009D	Positive Approaches to Difficult People
	L1706	AUDT9109D	Skills for Leading and Managing Audit Projects
	L1708	PGMT7015D	Strategic Human Capital
	L1735	MGMT9200D	Strategic Planning for Government Organizations
	L1801	MGMT9021A	Telework: A Manager's Perspective



Schedule
Contract GS-10F-0228P

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We can provide customized support to your agency to help you meet your annual training requirements. Visit www.graduateschool.edu/gsa.

Enhanced Defense Financial Management Training



The American Society of Military Comptrollers (ASMC) offers the Certified Defense Financial Manager (CDFM) program to those desiring to demonstrate proficiency in the core aspects of defense financial management.

The Enhanced Defense Financial Management Training Course (EDFMTC) is a five-day, 40-hour, intensive financial management review. There are no prerequisites for this course. The course is delivered in a classroom setting with two instructors and up to 32 students, and all course materials are provided. While presented in an “overview” format, the material covered in the course varies in intensity from the intermediate to advanced levels. The course is presented in three sections that correspond to the CDFM exam modules and knowledge areas:

Module 1 – Resource Management Environment

Module 2 – Budget & Cost Analysis

Module 3 – Accounting & Finance

The EDFMTC is aligned with the DoDFM Certification Program. Attendees who complete the course, which uses the 2018 edition of the EDFMTC textbook, are awarded 40 CPEs/CETs and earn two credits for Proficiency Level 5; 34 credits for Proficiency Level 2; and four credits for Proficiency Level 1 to apply toward initial certification in the DoDFM Certification Program. This training benefits DoD financial managers in a variety of ways:

- The course can improve the overall technical and managerial capabilities of the financial management workforce.
- The program is designed to broaden the perspective of financial managers by introducing them to areas of expertise outside their daily responsibilities.
- The course assists in preparation for the rigorous CDFM examinations. Many attendees pass the exams immediately after taking the course, while others opt for additional study before testing.

Graduate School USA is licensed by ASMC to deliver both open enrollment and on-site contract sessions of the EDFMT course. All Graduate School USA EDFMT instructors have DoD financial management experience, have passed the CDFM examination, and have been approved by ASMC.

Open Enrollment and On-site Sessions Available:

EDFMTC can be offered on-site for up to 32 students per class.

Who Should Attend?

- Civilian or military members of the Department of Defense, U.S. Coast Guard, or employees of defense contractors and suppliers. Most candidates have reported that this course was very helpful in preparing for the CDFM exams.
- Individuals interested in strengthening their professional qualifications by obtaining the CDFM may visit the ASMC website for more information.

Course Goals

- Improve the overall technical and managerial capabilities of the financial management workforce
- Broaden the student’s perspective by exposing them to areas of expertise outside of their daily responsibilities
- Define and provide instruction in the competencies covered in the Certified Defense Financial Manager (CDFM) Module 1, 2, and 3 examinations

For more information, visit

www.graduateschool.edu/fm or call 888.744.GRAD.





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Visit www.graduateschool.edu/defense
for more information.

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