

Federal Acquisition, Contracting, and Financial Management

2019 SCHEDULE OF CLASSES



Programs Include:



Real-World Training
For Real-World Challenges
graduateschool.edu

Federal Appropriations Law
Federal Accounting
Federal Acquisition and Contracting
Federal Budgeting
General Financial Management
Federal Travel Regulations



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.



Federal Acquisition, Contracting, and Financial Management

Graduate School USA's federal financial management courses address the need for government agencies to balance diminishing resources, while maintaining and expanding existing programs. As you acquire the skills you need to achieve that balance, you will master the tools and techniques of accounting, budgeting, appropriations law, and financial management. You will become familiar with terminology and principles, as well as the laws, regulations, standards, policies, and procedures that underpin federal financial management.

Graduate School USA's Acquisition curriculum helps individuals develop the skills necessary to minimize risks, maximize competition, and maintain integrity. Courses are designed to strengthen the acquisition competencies of managers, supervisors, administrative personnel, and others who are responsible for acquisition or contract management. You will learn real-life, practical applications for the real-life challenges you face every day.

On-site Training



What's in it for you:

Cost Savings

As your organization's training needs increase, so does the need to minimize the costs associated with them. By bringing Graduate School USA's courses to your location, you can eliminate the cost of sending your staff to another site. Choosing on-site training means your organization will:

- Eliminate travel costs, such as employee airfare, transportation, per diem, parking, and rental cars.
- Maximize employee training time with no need for travel, overtime, or compensatory pay.
- Reduce costs with discounted pricing levels based on the number of participants.

Convenience

- Choose the best time to learn, based on your employees' workloads and schedules.
- Benefit from courses scheduled to fit your needs.
- Experience turnkey delivery—pick the training, time, and place, and we handle the rest.

Relevance

- Our courses contain federal-specific content, allowing for direct transfer of knowledge and skills to the job.

Delivery Format

- Select from a variety of formats, including instructor-led classroom sessions or distance education options.

For more information, visit graduateschool.edu/onsite or call 800.787.9074.

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Leadership Makes **the Difference.**

The Center for Leadership and Management (CLM) is focused on **developing current and future federal executives, managers, and leaders** through courses that are designed to strengthen both individual and organizational performance.



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Strengthen Your Workforce. Advance Your Career.

Graduate School USA (GSUSA) provides professional development opportunities that can lead to career advancement and mission success.

With over 100 active courses aligned with Department of Defense financial management and leadership competencies, GSUSA can help you achieve your Financial Management Certification.

We offer a robust curriculum in federal accounting, budgeting, appropriations law, travel regulations and general financial management.

If you are already certified, GSUSA is your one-stop resource for maintaining your certification. And, if travel is an issue, all of our courses are currently available for on-site delivery.

Visit graduateschool.edu/dodfm for more information.



Government Audit Training Institute (GATI)

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The government auditing environment is complex. Get the tools that can help you **enhance your performance.**

Learn the skills for success
at **Graduate School USA!**



Visit graduateschool.edu/gati for more information.

FEDERAL ACQUISITION AND CONTRACTING



Graduate School USA's Acquisition and Contracting curriculum helps individuals develop the skills necessary to minimize risks, maximize competition, and maintain integrity. Courses are designed to strengthen the acquisition and contracting competencies of managers, supervisors, administrative personnel, and others who are responsible for acquisition or contract management.

We offer the courses needed to meet training requirements for:

- Federal Acquisition Certification for Contracting Officer's Representatives (FAC-COR) Level 1, 2, and 3 certifications.
- Defense Acquisition University (DAU) Equivalent courses for those who need DAU equivalent training.
- Those holding FAC-COR, Federal Acquisition Certification in Contracting (FAC-C), and Federal Acquisition Certification for Program and Project Management (FAC-P/PM) certifications.
- Meeting Continual Learning Points (CLPs) necessary to satisfy FAC: C, FAC: COR and FAC: P/PM requirements.



Federal Acquisition Certification

graduateschool.edu/acquisition

Meeting Requirements for Continuous Learning

Professional learning can help acquisition workforce members improve the outcome of federal procurements and benefits the public interest. Regular participation in continuous learning activities enhances your skills, affords you opportunities for professional growth, and improves the quality of services rendered.

You should refer to Office of Federal Procurement Policy (OFPP) certification policies to determine how many continuous learning points (CLPs) you must earn in order to maintain your FAC: C, FAC: COR, and FAC: P/PM certification.

The Federal Acquisition Institute (FAI) has identified six business competencies for acquisition professionals — FAC: C, FAC: COR, and FAC: P/PM. They are:

- Ability to Influence
- Critical Thinking
- Customer Service
- Oral Communication
- Problem Solving
- Written Communication
- Meeting Continual Learning Points (CLPs) necessary to satisfy FAC: C, FAC: COR and FAC: P/PM requirements.

Graduate School USA offers a wide range of learning opportunities designed to help you enhance your business competency skills, which are critical to supporting sound acquisition practices.

Many course offerings support more than one business competency.

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Business Competency: Ability to Influence		
Course Title	Course Number	Duration
Communicating for Results	COMM7003	2 days
Communication Skills	COMM7005	5 days
Constructive Conflict Resolution	COMM7004	3 days
Effective Meetings	ADMB8006	2 days
Briefing Techniques	COMM7002	3 days
Negotiating Techniques	MGMT9104	2 days
Leadership Skills for Non-Supervisors	ADMB7006	1 day
Mentoring Skills	MGMT7020	Onsite
The Power of Influence over Authority	MGMT7099	1 day
Leading Change	MGMT7201	5 days
Telework: A Manager's Perspective	MGMT9021	Onsite
Interpersonal Communications	COMM7006	2 days
Managing for Results	EXEC9913	3 days
Leading People	EXEC9912	3 days
Emotionally Intelligent Leaders	LEAD8007	2 days
Business Competency: Critical Thinking		
Critical Thinking	ADMB7000	2 days
Constructive Conflict Resolution	COMM7004	3 days
Jump Starting High Performing Teams	TDEV7021	2 days
Clear Writing through Critical Thinking	WRIT7100	2 days
Fundamentals of Writing	WRIT7010	3 days
Business Analysis: Overview	PGMT8321	3 days
Data Collection and Analysis	PGMT7001	5 days
Management Analysis: Overview	PGMT7000	4 days
Project Management	PGMT7005	4 days
Business Competency: Oral Communication		
Communicating for Results	COMM7003	2 days
Communications Skills	COMM7005	5 days
Constructive Conflict Resolution	COMM7004	3 days
Effective Meetings	ADMB9104	2 days
Briefing Techniques	COMM 7002	3 days
Negotiating Techniques	MGMT9104	1 day
Effective Communications with Customers	COMM8000	2 days
Speaking with Clarity	COMM7033	5 days
Speaking with Confidence	COMM7010	3 days
Listening and Memory Development	COMM7007	2 days
Positive Approaches with Difficult People	COMM7009	2 days
Assertiveness Skills	COMM7001	1 day
Interpersonal Communications	COMM7006	2 days
Business Competency: Customer Service		
Communicating for Results	COMM7003	2 days
Customer Service Excellence	ADMB7003	2 days
Constructive Conflict Resolution	COMM7004	5 days
Effective Communications with Customers	COMM8000D	2 days
Positive Approaches with Difficult People	COMM7009	2 days
Speaking with Clarity	COMM7033	5 days
Speaking with Confidence	COMM7010	3 days
Clear Writing through Critical Thinking	WRIT7100	3 days
Interpersonal Communications	COMM7006	2 days
Negotiating Techniques	MGMT9104	1 day

Business Competency: Problem Solving		
Course Title	Course Number	Duration
Communicating for Results	COMM7003	2 days
Communication Skills	COMM7003	2 days
Constructive Conflict Resolution	COMM7004	3 days
Effective Meetings	ADMB8006	2 days
Negotiating Techniques	MGMT9104	1 day
Business Analysis: Overview	PGMT7400	3 days
Business Analysis Planning Workshop	PGMT8321	2 days
Eliciting and Communicating Business Requirements	PGMT8322	2 days
Project Management	PGMT7005	4 days
Managing a Project with Your Team	PROJ8202	2 days
Management Analysis: Overview	PGMT7000	4 days
Managing for Results	EXEC9913	3 days
Leading People	EXEC9912	3 days
Emotionally Intelligent Leaders	LEAD8007	1 day
Business Competency: Written Communication		
Communicating for Results	COMM7003	2 days
Communication Skills	COMM7005	5 days
Constructive Conflict Resolution	COMM7004	3 days
Effective Meetings	ADMB8006	2 days
Briefing Techniques	COMM7002	2 days
Negotiating Techniques	MGMT9104	1 day
Clear Writing through Critical Thinking	WRIT7100	3 days
Editing for Impact	EDIT7100	2 days
Effective Government Correspondence	WRIT7007	2 days
Essentials of English	ENGL7000	5 days
Fundamentals of Writing	WRIT7010	3 days
Government Email Writing	WRIT7041	1 day
Grammar for Professionals	ENGL7005	3 days
Writing for Results	WRIT7110	2 days
Proofreading	EDIT7001	2 days
Report Writing	WRIT7020	2 days
In addition to the above courses designed to enhance an acquisition professional's business skills, Graduate School USA offers the following technical courses to build upon an acquisition professional's technical knowledge:		
Introduction to Federal Accounting	ACCT7001	4 days
Congressional Budget Process	BUDG8180	2 days
Federal Budget Process	BUDG7103	2 days
Introduction to Federal Budgeting	BUDG70001	3 days
Antideficiency Act	FINC7207	1 day
Federal Appropriations Law	FINC7100	4 days
Federal Appropriations Law Refresher and Update	FINC8147	1 day
Management's Responsibility for Internal Controls	AUDT8003G	2 days
Budget Justification and Presentation	BUDG7102	3 days
Planning, Budgeting and Performance Management	BUDG8108	3 days
Budget Formulation	BUDG7101	3 days
Basic Government Auditing	AUDT7001	5 days
Contract Auditing	AUDT8801	5 days
Using Metrics to Measure Performance	AUDT8027	3 days
Contract and Procurement Fraud	AUDT8036	2 days

Where Government Contractors Go For Training

Did you know that the same training we provide to the federal government is also available to government contractors?

As a leading provider of training and professional development for the federal government, our purpose is to help support organizational missions. If that mission includes the support of government contractors, we are here to help.

A well-trained and knowledgeable staff is important. We can work with you and your contractors to help ensure they are trained in various functions of government. From complete knowledge of federal mandated laws and guidelines to knowing how to work in a government office environment, we can provide the tools to help your contractors succeed.

For more information on training opportunities for government contractors, please contact our Business Development team at 800.787.9074.



Advanced COR Workshop

ACQI9008D 5 Days 40 CPE \$1,249

Contracting officer’s representatives (CORs) play a critical role in ensuring that acquisitions are planned, executed and monitored to support their organization’s mission critical functions. Learn how to apply key technical and general business competencies, and aligned skills identified by the Federal Acquisition Institute (FAI) to successfully perform your assignments. Apply key project management tools and techniques necessary to track acquisition progress and help ensure successful acquisition outcomes.

LEARNING OUTCOMES

- Plan acquisitions
- Conduct market research
- Define the government’s needs
- Conduct pre-and post-award communications
- Evaluate technical proposals and participate in negotiations
- Effectively manage contracts and measure performance
- Describe the federal procurement standards of conduct

WHO SHOULD ATTEND?

Level II and III CORs who need to maintain and enhance their proficiencies and satisfy the FAC-COR requirement of 40 hours of training every two years, and others involved in the acquisition process including project and program managers

SESSION SCHEDULE	LOCATION
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1/14/19 - 1/18/19	Washington, DC
4/15/19 - 4/19/19	Washington, DC
5/6/19 - 5/10/19	Washington, DC
6/3/19 - 6/7/19	Atlanta, GA
6/10/19 - 6/14/19	Washington, DC
7/15/19 - 7/19/19	Washington, DC
7/15/19 - 7/19/19	San Francisco, CA
8/5/19 - 8/9/19	Washington, DC
8/19/19 - 8/23/19	Washington, DC
9/9/19 - 9/13/19	Washington, DC
11/18/19 - 11/22/19	Washington, DC

Basic Contract Administration

ACQI7500D 5 Days 40 CPE \$1,249

You have just signed a contract, but the process does not end there. In fact, it is really just beginning. This course, which complies with the Contract Specialist (CS) Training Blueprint published by the Federal Acquisition Institute, provides guidance needed to ensure that the contract is managed correctly. You identify issues that require action by contracting personnel to ensure that the government receives what it pays for.

LEARNING OUTCOMES

- Plan the administration of a contract
- Conduct a post-award orientation
- Monitor a contractor’s performance
- Resolve problems that may arise
- Apply remedies under the contract
- Prepare contract modifications
- Process a dispute, claim or termination
- Authorize payments under a contract
- Close out a completed contract

WHO SHOULD ATTEND?

Recommended for individuals with full-time contract management duties

Others may want to take Comprehensive COR Workshop (ACQI7523D) or Contracting Basics for CORs (ACQI7503D).
Auditors may want to take Auditing Outsourced Government Services (AUDT8235G).

SESSION SCHEDULE	LOCATION
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5/6/19 - 5/10/19	Washington, DC
6/10/19 - 6/14/19	Washington, DC
7/15/19 - 7/19/19	Washington, DC
8/12/19 - 8/16/19	Washington, DC
8/19/19 - 8/23/19	Denver, CO
9/16/19 - 9/20/19	Washington, DC
12/2/19 - 12/6/19	Washington, DC

Comprehensive COR Workshop

ACQI7523D 5 Days 40 CPE \$1,349

This comprehensive course provides the competencies needed to serve as an effective representative of the contracting officer. It covers the federal acquisition process from requirements determination through contract closeout. The course meets the FAC-COR Program training requirements for Level II certification.

Note: This course includes a Post-Test. Participants must attain a score of 80 percent or higher on the Post-Test to receive a course completion certificate.

This course is part of the Certificate of Accomplishment in Project Management and the Certificate of Accomplishment in Personal Property Management.

LEARNING OUTCOMES

- Explain the role of the COR and the limits on the COR's responsibility and authority
- Prepare a COR work plan
- Monitor and track contractor performance
- Recommend remedies for inadequate contractor performance
- Provide technical support for contract modifications
- Perform contract closeout duties
- Apply key aspects of the standards of conduct, ethics, and integrity

WHO SHOULD ATTEND?

Individuals who need to meet the FAC-COR Level II certification training requirements

Those seeking Level I certification should consider taking Contracting Basics for CORs (ACQI7503D) or COR Essentials (ACQI7028D).

Individuals who need to satisfy their FAC-COR continuing education requirements (40 hours of training every two years) may want to take Advanced COR Workshop (ACQI9008D).

Note: This course includes a Post-Test. Participants must attain a score of 80 percent or higher on the Post-Test to receive a course completion certificate.

SESSION SCHEDULE	LOCATION
1/14/19 - 1/18/19	Washington, DC
3/18/19 - 3/22/19	Washington, DC
4/8/19 - 4/12/19	Washington, DC
4/22/19 - 4/26/19	Washington, DC
5/6/19 - 5/10/19	Washington, DC
6/3/19 - 6/7/19	Washington, DC
6/17/19 - 6/21/19	Washington, DC
7/8/19 - 7/12/19	Washington, DC
7/22/19 - 7/26/19	Washington, DC
7/29/19 - 8/2/19	Washington, DC
8/5/19 - 8/9/19	Washington, DC
8/19/19 - 8/23/19	Washington, DC
9/23/19 - 9/27/19	Washington, DC
11/18/19 - 11/22/19	Washington, DC

Consulting Skills for Contracting Professionals

ACQI8210D 3 Days 24 CPE \$1,049

This course gives contracting professionals tried and true tools and techniques that, when effectively applied, will greatly enhance their performance. This course enhances the partnership of contracting professionals and program managers by giving contracting professionals the ability to help program managers define acquisition problems that need solving; provide guidance to help program managers conduct market research; assist in the development of a statement of work, including developing a quality set of requirements that include meaningful performance measures and technical evaluation criteria; and, after award, ensure that the contractor is successfully meeting the terms of the contract to satisfy the agency's mission.

While this course focuses on the acquisitions environment, it is not a course about the technical aspects of contracting. Instead, it is a course that adds consulting skills to the technical skills that contracting professionals have acquired through technical training and experience.

LEARNING OUTCOMES

- Define the roles and skills needed by Contract Specialists performing as internal consultants
- Describe the principles of planning, conducting, and evaluating feedback meetings with program managers
- Explain the most effective methods of obtaining information and conducting market research
- Use consulting skills to work with a program manager to develop clear, precise, and complete descriptions of need
- Explain the causes of program manager resistance and how to deal effectively with resistance
- Identify strategies for administering the contract and evaluating the acquisition

WHO SHOULD ATTEND?

Contract Specialists and other acquisition personnel who need to work with managers and program managers to manage acquisitions so that their agencies can both save money and meet the agency's mission

SESSION SCHEDULE	LOCATION
4/16/19 - 4/18/19.....	Washington, DC
5/14/19 - 5/16/19.....	Washington, DC
7/15/19 - 7/17/19.....	Washington, DC
8/19/19 - 8/21/19.....	Washington, DC
9/9/19 - 9/11/19.....	Washington, DC
10/21/19 - 10/23/19.....	Washington, DC

Contracting Basics for Administrative Personnel

ACQI7502D 3 Days 24 CPE \$879

Contribute to your organization's contracting success by learning the fundamentals of government contracting, from translating complex terminology and defining the acquisition process to recognizing potential conflicts of interest and interpreting key provisions of the Federal Acquisition Regulation (FAR).

LEARNING OUTCOMES

- Describe the purpose of the Federal Acquisition System
- Identify the three phases of the acquisition process
- Accurately use common acquisition terms and concepts

WHO SHOULD ATTEND?

Program and technical staff, administrative assistants, office managers, or anyone who needs to learn the fundamentals of government contracting

SESSION SCHEDULE	LOCATION
2/12/19 - 2/14/19.....	Washington, DC
4/9/19 - 4/11/19.....	Washington, DC
4/23/19 - 4/25/19.....	Washington, DC
5/14/19 - 5/16/19.....	Washington, DC
6/17/19 - 6/19/19.....	Washington, DC
6/17/19 - 6/19/19.....	San Diego, CA
7/8/19 - 7/10/19.....	Washington, DC
8/13/19 - 8/15/19.....	Washington, DC
9/9/19 - 9/11/19.....	Washington, DC



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 graduateschool.edu/gsa.

Contracting Basics for CORs

ACQI7503D 3 Days 24 CPE \$879

Federal managers have become increasingly aware of the importance of proper contract administration in ensuring the maximum return on their contract dollars. The contracting officer’s representative (COR) plays a critical role in affecting the outcome of the contract administration process. This course provides the training required for FAC-COR Level I certification.

Note: This course includes a Post-Test. Participants must attain a score of 80 percent or higher on the Post-Test to receive a course completion certificate.

This course is part of the Certificate of Accomplishment in Personal Property Management.

LEARNING OUTCOMES

- Explain the role of the COR, including limits on the COR’s responsibility and authority
- Monitor contractor performance and recommend corrective action for inadequate performance
- Recommend changes and provide technical support to the contracting officer for contract modifications
- Process contractor invoices
- Perform contract closeout
- Understand the standards of conduct and the ethics and integrity restrictions that apply to contracting personnel

WHO SHOULD ATTEND?

This course is designed for newly assigned or about-to-be assigned Level I CORs who desire more in-depth training than is provided in COR Essentials (ACQI7028D). Others who are involved in government acquisitions, especially project officers and task managers, would also benefit. Personnel involved with contracts of moderate or high complexity and needing FAC-COR Level II certification should take Contracting Officer’s Representative Course (ACQI7222D) or Comprehensive COR Workshop (ACQI7523D).

Note: This course includes a Post-Test. Participants must attain a score of 80 percent or higher on the Post-Test to receive a course completion certificate.

SESSION SCHEDULE	LOCATION
1/14/19 - 1/16/19.....	Washington, DC
3/4/19 - 3/6/19.....	Washington, DC
4/15/19 - 4/17/19.....	Washington, DC
5/7/19 - 5/9/19.....	Washington, DC
6/10/19 - 6/12/19.....	Washington, DC
7/30/19 - 8/1/19.....	Washington, DC
8/13/19 - 8/15/19.....	Washington, DC
9/17/19 - 9/19/19.....	Washington, DC
10/28/19 - 10/30/19.....	Washington, DC

Contracting Officer's Representative Course

ACQI7222D 5 Days 40 CPE \$1,279

This course is specifically designed for Contracting Officer Representatives (CORs) who are responsible for assuring that contractors are performing the technical portion of the contract. Acquire the breadth of knowledge required to perform the COR role, including knowledge related to roles and responsibilities, as well as fundamentals of contracting regulations; types, phases, and other elements of contracts; awareness of ethical, legal, and cultural factors that impact COR responsibilities; and information necessary to effectively evaluate situations, apply knowledge gained, and make correct decisions to carry out COR responsibilities.

This course is equivalent to the Defense Acquisition University (DAU) course COR222 from which materials are adapted. This course is recommended by Federal Acquisition Institute (FAI) as one of the certification requirements for the Contracting Officer's Representative certification (FAC-COR).

Note: This course includes a Post-Test. Participants must attain a score of 80 percent or higher on the Post-Test to receive a course completion certificate.

LEARNING OUTCOMES

- Recognize the duties, limitations, and authority of the COR
- Identify key laws and regulations that address fraud, waste, and abuse and ethical considerations in federal contracting
- Recognize COR responsibilities in acquisition mission support planning
- Recognize the COR's responsibilities in the contract award process
- Recognize the COR's role in tracking contract expenditures
- Recognize the COR's role in tracking the contract schedule
- Identify when proposed changes under the contract are needed so that the best interests of the government are protected
- Recognize the importance of the COR as a representative of the Contracting Officer during performance of the contract
- Identify the COR's participation in contract closeout
- Describe the COR's role in inspecting and accepting goods and services
- Identify major requirements for timely invoice review and payments
- Describe the administrative duties of the COR as outlined in the delegation letter
- Pinpoint the unique characteristics of a construction contract
- Know the unique characteristics of contracts in major systems and R&D acquisitions

- Identify control and disposition requirements for government furnished or leased assets
- Recognize ethical, cultural, and contractual issues faced by the COR in a contingency environment
- Given a contract action, identify the delegated technical functions for which the COR is responsible

WHO SHOULD ATTEND?

All individuals who want to learn practical skills to manage their time and increase their professional and personal effectiveness

SESSION SCHEDULE	LOCATION
1/28/19 - 2/1/19	Washington, DC
3/11/19 - 3/15/19	Washington, DC
3/25/19 - 3/29/19	Washington, DC
4/8/19 - 4/12/19	Washington, DC
4/15/19 - 4/19/19	Virginia Beach, VA
4/22/19 - 4/26/19	Washington, DC
5/6/19 - 5/10/19	Washington, DC
5/6/19 - 5/10/19	Las Vegas, NV
5/20/19 - 5/24/19	Washington, DC
6/3/19 - 6/7/19	Washington, DC
6/17/19 - 6/21/19	Washington, DC
7/8/19 - 7/12/19	Washington, DC
7/22/19 - 7/26/19	Washington, DC
7/29/19 - 8/2/19	Washington, DC
8/5/19 - 8/9/19	Washington, DC
8/19/19 - 8/23/19	Washington, DC
9/23/19 - 9/27/19	Washington, DC
11/18/19 - 11/22/19	Washington, DC



Schedule

Contract GS-10F-0228P

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COR Essentials

ACQI7028D 1 Day 8 CPE \$549

This course is designed to provide the training required for FAC-COR Level 1 certification. You will gain the knowledge and skills needed to perform as a newly appointed COR. Understand COR roles and responsibilities as well as fundamental contract rules and regulations. Emphasis is placed on functions where the COR plays a key role, including monitoring contractor performance, performing inspections, and contract closeout. To reinforce learning, group and individual exercises are used along with a post-test.

Note: This course includes a Post-Test. Participants must attain a score of 80% or higher on the Post-Test to receive a course completion certificate.

LEARNING OUTCOMES

- Explain the roles, responsibilities, and authorities of a COR in each phase of the acquisition process
- Understand the key laws and regulations that govern the acquisition process
- Use appropriate methods to monitor contractor performance
- Understand the steps involved in contract closeout
- Describe the standards of conduct and personal conflicts of interest

WHO SHOULD ATTEND?

Newly assigned or about-to-be-assigned Level 1 CORs
New CORs seeking more in-depth training should consider taking Contracting Basics for CORs (ACQI7503D).
Personnel involved with contracts of moderate or high complexity who need FAC-COR Level II certification should take Contracting Officer's Representative Course (ACQI7222D) or Comprehensive COR Workshop (ACQI7523D).

Note: This course includes a Post-Test. Participants must attain a score of 80 percent or higher on the Post-Test to receive a course completion certificate.

SESSION SCHEDULE	LOCATION
3/19/19 - 3/19/19.....	Washington, DC
5/15/19 - 5/15/19.....	Washington, DC
7/16/19 - 7/16/19.....	Washington, DC
8/28/19 - 8/28/19.....	Washington, DC
9/12/19 - 9/12/19.....	Washington, DC
11/13/19 - 11/13/19.....	Washington, DC

COR Refresher

ACQI7513D 1 Day 8 CPE \$549

Refresh your knowledge of the post-award phase of the federal acquisition process in this one-day course. Review key information needed by the contracting officer's representative (COR), project officer, or task manager to ensure successful contract administration. Update your knowledge by learning about regulatory changes to the acquisition process.

LEARNING OUTCOMES

- Monitor contractor performance
- Assist the contracting officer in interpreting contracts
- Identify conflicts of interest and more
- Perform inspections
- Identify unauthorized commitments
- Close out a contract

WHO SHOULD ATTEND?

CORs, especially those at level I, who need to refresh their knowledge and meet continuous learning requirements

Those needing additional training to satisfy FAC-COR requirements should consider Comprehensive COR Workshop (ACQI7523D) or Advanced COR Workshop (ACQI9008D).

SESSION SCHEDULE	LOCATION
1/15/19 - 1/15/19.....	Washington, DC
2/6/19 - 2/6/19.....	Washington, DC
3/19/19 - 3/19/19.....	Washington, DC
4/2/19 - 4/2/19.....	Denver, CO
5/14/19 - 5/14/19.....	Washington, DC
6/12/19 - 6/12/19.....	Washington, DC
7/17/19 - 7/17/19.....	Washington, DC
8/6/19 - 8/6/19.....	Washington, DC
8/26/19 - 8/26/19.....	Washington, DC
9/9/19 - 9/9/19.....	Washington, DC
12/9/19 - 12/9/19.....	Washington, DC
12/11/19 - 12/11/19.....	Washington, DC

Federal Contracting: Ethics Compliance and Enforcement

ACQI7023D 2 Days 16 CPE \$699

Procurement fraud scandals have prompted a tightening as well as an expansion of the regulatory requirements concerning ethics and standards of conduct. Both government contracting personnel and industry personnel need to understand what is expected of them with respect to procurement integrity and conflicts of interest, including the FAR provisions on contractor ethics. This course explains the key procurement ethics laws and regulations, as well as the role of key government entities involved in overseeing and enforcing those laws and regulations. It includes the text of selected regulations and guidance as well as references to public and private sector sources of information.

LEARNING OUTCOMES

- Recognize and apply the principles of ethical behavior in federal procurement
- Describe administrative debarment and suspension procedures and the administrative tools available to the Contracting Officer for ensuring contractor responsibility
- Differentiate between a personal and an organizational conflict of interest
- Identify and explain the requirements of the Procurement Integrity Act
- Explain the whistleblower “qui tam” provisions of the civil False Claims Act
- Describe the FAR rule regarding the contractor business ethics compliance program and mandatory disclosure requirements
- Explain the roles of the Office of Government Ethics, inspectors general, ethics officials, and corporate compliance and ethics officers

WHO SHOULD ATTEND?

Individuals who want to learn practical skills to manage and gain control over their workloads, increase their efficiency, set goals, prioritize tasks and overcome procrastination

SESSION SCHEDULE	LOCATION
4/9/19 - 4/10/19	Washington, DC
6/18/19 - 6/19/19	Washington, DC
7/16/19 - 7/17/19	Washington, DC
9/10/19 - 9/11/19	Washington, DC
12/3/19 - 12/4/19	Washington, DC

Government Contract Law

ACQI8505D 5 Days 40 CPE \$1,249

Discover the unique laws of federal contracts that are derived from statutes, regulations and the decisions of administrative and judicial forums. Learn the sources of the current laws and, more importantly, how contract laws can be expected to be applied to common contracting situations. Become informed about contracting issues and know when to call on legal counsel to avoid or mitigate potentially serious risks in acquisition and contracting activities.

LEARNING OUTCOMES

- Explain laws and regulations which are the framework of government contracting
- Identify the legal requirements of sealed bidding and negotiation in the contract award process
- Define from a legal perspective: types of contracts, subcontracting, contract administration and performance
- Explain legal remedies for bidders and contractors and the role of the Government Accountability Office (GAO) and the U.S. Court of Federal Claims

WHO SHOULD ATTEND?

Acquisition personnel as well as program and project personnel involved with government contracts

SESSION SCHEDULE	LOCATION
1/28/19 - 2/1/19	Washington, DC
3/18/19 - 3/22/19	Washington, DC
4/15/19 - 4/19/19	Washington, DC
5/13/19 - 5/17/19	Washington, DC
6/17/19 - 6/21/19	Washington, DC
7/15/19 - 7/19/19	Washington, DC
8/12/19 - 8/16/19	Washington, DC
12/2/19 - 12/6/19	Washington, DC

Governmentwide Commercial Purchase Card

ACQI7504D 1 Day 8 CPE Contract Only

Government Accountability Office (GAO and other audit organizations frequently cite lack of user training in the improper use of the governmentwide commercial purchase card. Learn the rules and regulations of the purchase card program and avoid losing this convenient and efficient micro-purchasing method. Explore spending limits and authorized transactions, and become more secure in knowing how to apply the principles of integrity and ethics to protect yourself from personal liability.

LEARNING OUTCOMES

- Use the purchase card properly when making agency purchases
- Recognize the pitfalls involved in making purchase card purchases
- Answer frequently asked questions concerning the use of the purchase card
- Follow appropriate procedures and regulations when using the purchase card
- Recognize improper use of the purchase card

WHO SHOULD ATTEND?

Federal employees who need to make purchases using the governmentwide commercial purchase card

SESSION SCHEDULE

Available by Contract Only

FAR Fundamentals

ACQI7100D 3 Days 24 CPE \$1,049

Receive a basic understanding of the Federal Acquisition Regulation (FAR) and agency supplements as a complete regulatory system. A framework of the design of the FAR is developed throughout the course to emphasize how to use the regulation in ordinary daily contracting and program functions.

Receive a copy of the FAR and learn how to use it as well as how to keep up-to-date on all FAR changes. Complexity is made understandable in this course. The FAR is used for hands-on problem-solving exercises which emphasize critical analytical thinking to achieve the best business decisions based on the correct regulatory application.

LEARNING OUTCOMES

- Gain a basic understanding of the FAR and its agency supplements as a body of knowledge system
- Learn the structure and interrelationships of the FAR Parts and how to use this understanding to solve acquisition problems
- Learn the salient points of all 53 Parts of the FAR
- Use the FAR for critical analysis

WHO SHOULD ATTEND?

Personnel of any organization that utilizes the FAR, including: contracting officers, contract specialists, contracting officer's representatives (CORs), general counsel, agency program officials, federal contractors and subcontractors, program managers, and technical and logistical personnel

SESSION SCHEDULE	LOCATION
1/15/19 - 1/17/19.....	Washington, DC
3/12/19 - 3/14/19.....	Washington, DC
5/14/19 - 5/16/19.....	Washington, DC
7/15/19 - 7/17/19.....	Dallas, TX
7/16/19 - 7/18/19.....	Washington, DC
8/6/19 - 8/8/19.....	San Diego, CA
8/12/19 - 8/14/19.....	Washington, DC
11/4/19 - 11/6/19.....	Washington, DC

Performance-Based Acquisition

ACQI8002D 2 Days 16 CPE Contract Only

Performance-based acquisition (PBA) is a proven method for obtaining better contractor performance, improved mission achievement, greater customer satisfaction and cost savings. Gain a broad overview of the essential concepts and tasks associated with conducting a successful performance-based acquisition to become a more valuable member of the acquisition team.

LEARNING OUTCOMES

- Explain the legal and regulatory framework for performance-based acquisition
- Describe the current performance-based acquisition environment
- Describe the Seven Steps to Performance-Based Service Acquisition process
- Identify essential elements associated with each of the seven steps to ensure effective application of performance-based methods
- Apply the performance-based acquisition process to acquisitions
- Identify challenges and opportunities for agencies in effectively implementing performance-based methods

WHO SHOULD ATTEND?

Members of multi-functional, performance-based acquisition teams, including but not limited to the contracting officer/contract specialist, program/project manager, contracting officer’s representative (COR), and any other personnel involved in, or who might be called on to participate in, an agency PBA team

SESSION SCHEDULE

Available by Contract Only

Performance-Based Statements of Work

ACQI8517D 3 Days 24 CPE \$879

Avoid project failures, substandard services, delays in delivery and contract disputes by writing performance-based statements of work with effective quality assurance surveillance plans. A must for program and project personnel as well as contractors and auditors who need training in identifying inadequacies in statements of work. Learn a step-by-step method for writing effective task descriptions, performance standards, quality assurance surveillance plans, and more.

LEARNING OUTCOMES

- Discuss performance-based acquisition for services
- Explain how to manage risks
- Summarize the Seven Steps to Service Acquisition Process
- Conduct a requirements analysis
- Develop a performance requirements summary
- Complete and critique a performance work statement
- Explain the importance of quality assurance

WHO SHOULD ATTEND?

Anyone responsible for writing or reviewing statements of work or quality assurance surveillance plans for service contracts

SESSION SCHEDULE

LOCATION

2/11/19 - 2/13/19	Washington, DC
3/18/19 - 3/20/19	Washington, DC
4/9/19 - 4/11/19	Washington, DC
6/10/19 - 6/12/19	Washington, DC
7/15/19 - 7/17/19	Washington, DC
8/26/19 - 8/28/19	Washington, DC
9/16/19 - 9/18/19	Washington, DC
10/28/19 - 10/30/19	Washington, DC

Shaping Smart Business Arrangements

(Formerly titled: Introduction to Government Contracting)

ACQI7501D 5 Days 40 CPE \$1,249

Explore the highly complex federal acquisition process, including the functions of pre-solicitation, solicitation and award, and post-award administration; the roles of the legislative, executive and judicial branches in federal acquisition; and standards of conduct for members of the acquisition team. Learn to minimize risks, maximize competition, maintain integrity, and assure delivery according to the contract terms and conditions.

This course is equivalent to Defense Acquisition University (DAU) course CON100, Shaping Smart Business Arrangements.

Note: This course includes a Post-Test. Participants must attain a score of 80 percent or higher on the Post-Test to receive a course completion certificate.

This course is part of the Certificate of Accomplishment in Personal Property Management.

LEARNING OUTCOMES

- Identify both the past and present acquisition environment to be able to understand the evolution of contracting so that smart business decisions can be made by an informed workforce
- Identify the various mission areas of the military departments and defense agencies and the contracting support that these mission areas require so that you will be able to support the development of business strategies
- Identify the benefits and principles of building and sustaining successful teams so that you will be able to use business knowledge, analysis, and strategies efficiently as an active participant on the Acquisition Team
- Identify a business solution based upon application of the six-step problem solving model and four other decision making tools
- Describe the eleven principles of leadership and the leadership actions necessary to implement sound business decisions for contracting
- Correctly identify information contained in the Federal Acquisition Regulations (FAR) and the Defense Federal Acquisition Regulation Supplement (DFARS)
- Identify the critical need for all parties involved in procurement business to reflect the highest standards of integrity and ethical behavior

- Determine the relationship between the financial and acquisition communities and how fundamental financial principles and requirements are important factors to consider so that you will be able to develop a smart business arrangement
- Identify basic laws and legal processes that govern federal contracting so that smart business decisions can be made by an informed workforce
- Recognize how e-business initiatives facilitate the efficiency of the acquisition process
- Understand the requirements of market research in identifying the best business arrangement to meet mission requirements
- Determine the appropriate business alternative so the customer's need is met considering the customer's definition of value
- Know the best business advice to provide to the Acquisition Team to best address the customers' concerns and mission needs when considering the contracting process
- Recognize the interaction and interdependence of the contractor, the government, and the taxpayer while efficiently managing taxpayers' dollars and developing smart business arrangements
- Know the various career opportunities available for contracting professionals

WHO SHOULD ATTEND?

Anyone working in acquisition-related fields

Note: This course includes a Post-Test. Participants must attain a score of 80 percent or higher on the Post-Test to receive a course completion certificate.

SESSION SCHEDULE

LOCATION

1/14/19 - 1/18/19	Washington, DC
2/11/19 - 2/15/19	Washington, DC
3/11/19 - 3/15/19	Washington, DC
4/15/19 - 4/19/19	Washington, DC
5/6/19 - 5/10/19	Washington, DC
6/10/19 - 6/14/19	Washington, DC
7/29/19 - 8/2/19	Washington, DC
8/5/19 - 8/9/19	Washington, DC
8/5/19 - 8/9/19	Seattle, WA
8/19/19 - 8/23/19	Washington, DC
10/21/19 - 10/25/19	Washington, DC

Simplified Acquisition Procedures

ACQI7506D 5 Days 40 CPE \$1,249

Learn the basics of simplified acquisition procedures, necessary for those involved in making some of the millions of purchases of essential products and services required by federal agencies. Learn how to perform better by using the latest electronic enhancements in the acquisition process. Learn about GSA schedules and other sources of supply that will make your job easier.

This course is part of the Certificate of Accomplishment in Personal Property Management.

LEARNING OUTCOMES

- Clearly state customer requirements
- Locate sources of supply
- Solicit for competition
- Receive and evaluate quotations
- Prepare appropriate documents
- Use appropriate purchasing methods
- Make contract awards
- Ensure contract performance complies with requirements

WHO SHOULD ATTEND?

Federal employees making purchases of products and services within the simplified acquisition thresholds as well as other purchases from required sources of supply and existing contracts, such as GSA schedules

SESSION SCHEDULE	LOCATION
1/14/19 - 1/18/19.....	Washington, DC
1/28/19 - 2/1/19.....	San Diego, CA
3/18/19 - 3/22/19.....	Washington, DC
4/8/19 - 4/12/19.....	Washington, DC
4/22/19 - 4/26/19.....	Atlanta, GA
5/6/19 - 5/10/19.....	Washington, DC
5/13/19 - 5/17/19.....	Washington, DC
6/10/19 - 6/14/19.....	Washington, DC
6/24/19 - 6/28/19.....	Washington, DC
7/8/19 - 7/12/19.....	Washington, DC
7/22/19 - 7/26/19.....	Washington, DC
8/12/19 - 8/16/19.....	Washington, DC
8/26/19 - 8/30/19.....	Washington, DC
9/9/19 - 9/13/19.....	Washington, DC
9/23/19 - 9/27/19.....	Virginia Beach, VA
10/28/19 - 11/1/19.....	Washington, DC



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FEDERAL FINANCIAL MANAGEMENT



Our federal financial management courses address the need for government agencies to balance diminishing resources, while maintaining and expanding existing programs. As you acquire the skills you need to achieve that balance, you will master the tools and techniques of accounting, budgeting, appropriations law, and financial management. You will become familiar with terminology and principles, as well as the laws, regulations, standards, policies, and procedures that underpin federal financial management.

Our courses emphasize practical application, and our instructors bring real-world experience to the classroom.

Graduate School USA's curriculum designers can also work with you to tailor courses that meet your specific training needs.



Graduate School USA is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education of the National Registry of CPE sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to:

National Registry of CPE Sponsors - 150 Fourth Avenue, Suite 700, Nashville, TN 37219-2417 - www.nasba.org

CPE credits are for instructor-led/group-live courses only.

Master Certificate in Federal Financial Management

graduateschool.edu/fm

Graduate School USA offers a competency-based Master Certificate in Federal Financial Management (MCFFM). Courses in this program align with the competencies that practitioners at all levels of the federal government must demonstrate to excel professionally. They are developed and taught by practicing financial management professionals and are offered nationwide. You must complete the certificate within three years of finishing the first course in the program.

As you progress through the MCFFM program, you build the skills that can help you be a more effective member of your financial management team. In addition to developing solid financial management skills, participants are also better able to handle developmental assignments; demonstrate a personal commitment to self-improvement; and make the transition to higher-level positions.

Most of the program courses are aligned with DoD financial management competencies.

As a value added, those individuals completing the MCFFM are eligible to receive 12 academic credit hours toward an Online MBA from Colorado State University. See the next page for details.

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Master Certificate in Federal Financial Management

The 10 required courses in the MCFFM program are divided into two groups: Foundation and Subject-Specific. We recommend completing all of the Foundation courses prior to registering for the remaining courses.

Foundation Courses:

Course Title	Course Code	CPE
Federal Appropriations Law*	FINC7100D	32 CPE
Introduction to Federal Accounting*	ACCT7001D	32 CPE
Introduction to Federal Budgeting*	BUDG7001D	24 CPE
Introduction to Financial Management*	FINC7000D	24 CPE
Congressional Budget Process*	BUDG8175D	16 CPE

Subject-Specific Courses:

Course Title	Course Code	CPE
Budget Formulation*	BUDG7101D	24 CPE
Budget Execution*	BUDG7100D	24 CPE
Manager's and Auditor's Roles in Assessing Internal Control*	AUDT8003G	16 CPE
Decision Support Analytics*	FINC8120D	24 CPE
Planning, Programming, Budgeting, & Execution (PPBE)* OR Planning, Budgeting, and Performance Measurement	BUDG8000D BUDG8180D	24 CPE 24 CPE

*The Department of Defense has aligned these courses with the DoD Financial Management Certification competencies.

How to Earn the MCFFM:

1. Contact the certificate counselor at (202) 314-3314, or visit graduateschool.edu/mcffm if you have questions.
2. Apply online at graduateschool.edu/apply.
3. Complete the 10 courses required for the MCFFM certificate within three years after taking the first course.

Value Added: Colorado State University Online MBA (optional)

Once you have completed Graduate School USA's MCFFM you may decide to pursue the Colorado State University (CSU) Online MBA program, but there is no obligation to do so.

As part of an articulation agreement between Graduate School USA and CSU, participants who successfully complete the MCFFM program are eligible to receive 12 academic credit hours toward the 42 credits required for the **CSU Online MBA degree with an emphasis in Federal Financial Management**. To receive the 12 academic credits, participants must earn a "B" or better in each of the 10 courses required for successful completion of the MCFFM certificate.

Online MBA with an Emphasis in Federal Financial Management:

1. Apply for admittance to the CSU MBA program by visiting the Colorado State University College of Business website at biz.colostate.edu/academics/graduate-programs/mba/online-mba or by calling (800) 491-4622.
2. Call Graduate School USA at (202) 314-3406 after completing each course in the MCFFM program to request the test.
3. Earn a "B" or better in each of the 10 course tests.
4. Complete the remaining requirements for the CSU Online Professional MBA.

How to Earn 12 Academic Credits Towards the CSU

Federal Accounting



graduateschool.edu/fm

Federal Accounting Standards

ACCT7102D

3 Days

24 CPE

Available by Contract Only

The Federal Accounting Standards developed by the Federal Accounting Standards Board (FASB) help fulfill the U.S. Government's constitutional requirement to appropriately record and report all revenues and expenditures. Learn these standards, including the latest changes from the FASB, as you also explore the related statutory requirements of the Chief Financial Officers (CFO) Act, the Government Management Reform Act, and related legislation.

LEARNING OUTCOMES

- Describe how and why federal accounting policies are developed
- Apply basic, detailed federal government accounting procedures
- Apply accepted approaches to record keeping and accounting
- State how results of operations are reflected in the public record
- Explain the standards for managerial, cost, and supplementary stewardship reporting
- Illustrate how handling selected assets and liabilities; direct and guaranteed loans; and property, plant and equipment are critical to the accountability of federal government accounting
- Identify references and resources to help you resolve issues facing your agency regarding federal accounting

WHO SHOULD ATTEND?

Accounting professionals and financial management personnel who need a working knowledge of current federal accounting standards

Level: Intermediate.

SESSION SCHEDULE

Available By Contract Only.

Follow Graduate School USA on



Government Standard General Ledger

ACCT8100D 2 Days 16 CPE

Available by Contract Only

Update your knowledge with the latest information on the U.S. Government Standard General Ledger (SGL). Learn how the SGL provides the framework for publishing the financial statements required by the Chief Financial Officers Act, Federal Financial Management Improvement Act (FFMIA), and Accountability of Tax Dollars Act (ATDA).

This course applies towards completion of the DoD Financial Management Certification Program.

LEARNING OUTCOMES

- State the basic budgetary and basic proprietary accounting equation
- List basic criteria for federal budgetary and proprietary accounting
- State the nature, frequency of reporting and means of transmitting information for the SF-133 agency financial statements
- Prepare pre- and post-closing trial balances
- Prepare budgetary and proprietary financial statements from trial balances
- Explain the composition of the reports required under Bulletin 01-09, Form and Content of Agency Financial Statements, as incorporated in OMB Circular A-136, issued by the Office of Management and Budget (OMB)
- State the organization of the U.S. Government Standard General Ledger (SGL)
- State the organization of the SGL chart of accounts
- Journalize budget and proprietary entries for basic transactions with one-year operating appropriations and those accounts with spending authority from offsetting receipts and collections (i.e., revolving funds)

WHO SHOULD ATTEND?

Federal budgeting and accounting professionals who need to use the Government's SGL and understand its impact on typical accounting and reporting processes will benefit by attending this course. Participants should be familiar with accounting principles as taught in Introduction to Federal Accounting (ACCT7001D).

Level: Intermediate.

SESSION SCHEDULE

Available By Contract Only.

Master Certificate in Federal Financial Management (MCFFM)



Graduate School USA offers a competency-based Master Certificate in Federal Financial Management (MCFFM). Courses in this program align with the competencies that practitioners at all levels of the federal government must demonstrate to excel professionally. They are developed and taught by practicing financial management professionals and are offered nationwide. You must complete the certificate within three years of finishing the first course in the program.

See page 25 for more information.

Introduction to Federal Accounting

ACCT7001D 4 Days 32 CPE \$1,039

Gain a solid foundation upon which to build your career in federal accounting. Learn the key concepts of federal government accounting, including accrual concepts, maintaining accurate journals and journal vouchers, managing accounts and ledgers, running trial balances and adjusting entries, and reading financial statements.

This course is part of the Master Certificate in Federal Financial Management (MCFFM).

This course applies towards completion of the DoD Financial Management Certification Program.

LEARNING OUTCOMES

- Apply federal accounting and financial management funds control concepts, standards, procedures and practices
- Recognize and record budgetary and proprietary accounting transactions in the financial system for the individual financial events resulting from the budget execution of appropriations
- Use the debit/credit journal entry and “T” account posting concepts tools to simplify and facilitate the accuracy of posting accounting transactions to the United States Standard General Ledger (USSGL) accounts
- Prepare adjusting entries to properly record financial events in the period incurred (accrual accounting)
- Prepare closing entries to close out nominal/temporary account balances
- Prepare working, adjusted, and post-closing trial balances and use them to generate external financial reports
- Prepare a Balance Sheet using the post-closing trail balance
- Understand the form and content of agency and governmentwide external financial reports

WHO SHOULD ATTEND?

Federal employees who are engaged in financial management, budgeting and accounting functions, and operations and who desire to refresh or expand their understanding of federal funds control, accounting requirements, and practices

Level: Foundation

SESSION SCHEDULE

LOCATION

1/15/19 - 1/18/19	Washington, DC
2/12/19 - 2/15/19	Washington, DC
3/12/19 - 3/15/19	Washington, DC
4/9/19 - 4/12/19	Washington, DC
5/14/19 - 5/17/19	Washington, DC
6/11/19 - 6/14/19	Washington, DC
7/9/19 - 7/12/19	Washington, DC
7/30/19 - 8/2/19	Washington, DC
8/13/19 - 8/16/19	Washington, DC
12/3/19 - 12/6/19	Washington, DC

Intermediate Federal Accounting

ACCT8003D 4 Days 32 CPE \$1,019

Through extensive illustrations and discussions, gain a solid understanding of the legal, administrative funds control and financial reporting requirements that apply to federal agencies. This course provides in-depth coverage of selected federal budget, accounting, and financial management requirements for controlling and proper reporting of the status of federal funds. Attention is given to the recording, reporting, and use of budget and accounting information for both proper financial disclosure and as the basis for decision-making by federal managers.

This course applies towards completion of the DoD Financial Management Certification Program.

LEARNING OUTCOMES

- Understand the components of federal budget and accounting fund controls, proper accountability, and reporting of authorized interagency reimbursement transactions
- Apply the required budgetary and proprietary accounting standards and procedures for proper funds control, accountability, and disclosure of non-appropriated fund types of activities and/or operations
- Prepare accrual, adjusting, and closing entries to produce the required status of fund reports and other financial reports
- Discuss the budget planning and funds control aspects of payroll accounting and financial reporting
- State some of the essential budget and accounting information needs of the managers of federal agencies, entities, and other non-federal organizations
- Explain the interactions of the roles and responsibilities of the Department of Treasury and other federal agencies regarding the perpetual accountability of funds and/or cash of the Federal Government
- Understand the basic fund control components of financial data sources and how they are used to prepare the required period-end external financial reports

WHO SHOULD ATTEND?

Federal financial management, budgeting, and accounting personnel who desire to refresh or expand their understanding of federal funds control, accounting requirements, and practices. Participants enrolling for this course should be familiar with accounting principles as taught in Introduction to Federal Accounting (ACCT7001D).

Level: Intermediate

SESSION SCHEDULE	LOCATION
1/29/19 - 2/1/19	Washington, DC
5/21/19 - 5/24/19	Washington, DC
8/20/19 - 8/23/19	Washington, DC



Schedule

Contract GS-10F-0228P

Graduate School USA is an approved contract holder to provide training and consulting services under Professional Services Schedule, SIN C874.

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

Federal Budgeting



graduateschool.edu/fm

Budget Execution

BUDG7100D

3 Days

24 CPE

\$829

Experience has shown that agency personnel spend more time on budget execution than on any other phase of the budget process. In this course you will learn to develop and manage an operating plan, monitor and track performance, respond to unanticipated events, and avoid Antideficiency Act (ADA) violations. You will also understand the apportionment process, be able to manage reimbursable work, and prepare for year-end closeout including the preparation of the SF-133.

This course is part of the Master Certificate in Federal Financial Management (MCFM).

This course applies towards completion of the DoD Financial Management Certification Program.

LEARNING OUTCOMES

- Modify a financial plan using practical tools and techniques
- Explain how the budget execution process is affected in terms of legal availability of funds with respect to purpose, time, and amount
- Describe budget terms related to budget execution as contained in OMB Circular A-11
- Develop annual performance plans, reports, and measurement
- Avoid potential Antideficiency Act violations
- Prepare allotment and sub-allotment advice
- Analyze productivity and evaluate year-to-date performance; manage year-end closeout and reporting requirements for your agency
- Manage reimbursable work and contractual agreements
- Identify key financial management legislation that shapes the budget execution process

WHO SHOULD ATTEND?

Anyone who contributes to the budget execution process and needs to be aware of the principles, laws, and procedures associated with proper budget execution. Participants should be familiar with budget principles as taught in Introduction to Federal Budgeting (BUDG7001D) and Budget Formulation (BUDG7101D).

Level: Intermediate

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SESSION SCHEDULE

LOCATION

1/29/19 - 1/31/19.....	Washington, DC
2/26/19 - 2/28/19.....	Washington, DC
3/26/19 - 3/28/19.....	Washington, DC
4/23/19 - 4/25/19.....	Washington, DC
4/23/19 - 4/25/19.....	Seattle, WA
5/21/19 - 5/23/19.....	Washington, DC
6/25/19 - 6/27/19.....	Washington, DC
7/30/19 - 8/1/19.....	Washington, DC
8/27/19 - 8/29/19.....	Washington, DC
9/24/19 - 9/26/19.....	Washington, DC
10/29/19 - 10/31/19.....	Washington, DC
12/17/19 - 12/19/19.....	Washington, DC

Where Government Contractors Go For Training

Did you know that the same training we provide to the federal government is also available to government contractors?

As a leading provider of training and professional development for the federal government, our purpose is to help support organizational missions. If that mission includes the support of government contractors, we are here to help.

A well-trained and knowledgeable staff is important. We can work with you and your contractors to help ensure they are trained in various functions of government. From a complete knowledge of federally mandated laws and guidelines to knowing how to work in a government office environment, we can provide the tools to help your contractors be successful.

For more information on training opportunities for government contractors, please contact our Business Development team at 1.800.787.9074.



Budget Formulation

BUDG7101D 3 Days 24 CPE \$829

Master the skills necessary to build an accurate and defensible budget compliant with the strict standards of the Office of Management and Budget (OMB). Explore the many challenges facing our nation as we seek to improve accountability, productivity, and meaningful reporting, to name just a few.

This course is part of the Master Certificate in Federal Financial Management (MCFFM).

This course applies towards completion of the DoD Financial Management Certification Program.

SESSION SCHEDULE	LOCATION
2/5/19 - 2/7/19	Washington, DC
3/5/19 - 3/7/19	Washington, DC
4/2/19 - 4/4/19	Washington, DC
5/7/19 - 5/9/19	Washington, DC
5/7/19 - 5/9/19	San Antonio, TX
6/4/19 - 6/6/19	Washington, DC
7/23/19 - 7/25/19	Washington, DC
7/23/19 - 7/25/19	Virginia Beach, VA
8/6/19 - 8/8/19	Washington, DC
9/24/19 - 9/26/19	Washington, DC
11/5/19 - 11/7/19	Washington, DC

LEARNING OUTCOMES

- Effectively use essential budget concepts and terminology effectively
- Implement effective tools and techniques in documenting, presenting and justifying a budget
- Explain the relationship between the current and prior year budgets and the budget year strategic plan
- Use effective techniques for formulating a budget that adhere to the requirements set forth in the Office of Management and Budget (OMB) Circular A-11
- Describe the presidential and congressional directed performance evaluation process
- Describe the steps for building a budget and effectively determine budget requirements that reflect the mission and strategic plan of your program
- Develop a performance budget in accordance with the requirements of the Government Performance and Results Act of 1993 (GPRA) and the GPRA Modernization Act of 2010

WHO SHOULD ATTEND?

Budget analysts and financial management specialists who assist in the preparation of their organization’s budget submission and compile cost data and other information to contribute to decisions about future program activities, funding, and budget strategies. Participants should be familiar with budget principles as taught in Introduction to Federal Budgeting (BUDG7001D).

Level: Intermediate

Budget Justification and Presentation

BUDG7102D 3 Days 24 CPE \$829

Build a strong foundation in the principles of effective budget justification and presentation, focusing on analysis of budget submissions and preparation of narrative descriptions. Become prepared to use results-based budgeting to justify a program consistent with the requirements of the Government Performance and Results Act (GPRA) and the 2010 GPRA Modernization Act (GPRAMA). Learn many presentation tips that help you stay focused and will contribute to positive outcomes.

This course applies towards completion of the DoD Financial Management Certification Program.

LEARNING OUTCOMES

- Explain federal budget justification events and their relationship to the budget process
- Describe and justify programs in terms of inputs, outputs, outcomes, costs, and benefits
- Explain the effects of the economy and politics on budgetary changes
- Develop program goals, outcomes, performance measures, and budget justifications
- Use performance-based budgeting to justify a program, consistent with the requirements of the Government Performance and Results Act and the 2010 GPRA Modernization Act (GPRAMA)
- Prepare and deliver oral briefings/testimony

WHO SHOULD ATTEND?

Anyone who is involved in justifying or defending requests for budgetary authority. Participants should be familiar with budget principles as taught in Federal Budget Process (BUDG7103D), Introduction to Federal Budgeting (BUDG7001D), Budget Formulation (BUDG7101D), and Budget Execution (BUDG7100D).

Level: Intermediate

SESSION SCHEDULE	LOCATION
2/12/19 - 2/14/19	Washington, DC
4/30/19 - 5/2/19	Washington, DC
5/21/19 - 5/23/19	Atlanta, GA
6/11/19 - 6/13/19	Washington, DC
6/18/19 - 6/20/19	Denver, CO
7/9/19 - 7/11/19	Washington, DC
8/13/19 - 8/15/19	Washington, DC
8/27/19 - 8/29/19	Washington, DC
11/19/19 - 11/21/19	Washington, DC



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Congressional Budget Process

BUDG8175D 2 Days 16 CPE \$679

This course focuses on the phase of the budgetary process that impacts every federal employee and agency – the congressional budget process. This is the phase of the budget process when Congress reviews and considers the agency’s budget submission and then decides what types and how much funding to provide to the agency. The course covers topics such as: the House and Senate Budget Committees; the congressional budget resolution process; congressional actions on authorizations and appropriations; and the budget reconciliation process.

This course is part of the Master Certificate in Federal Financial Management (MCFFM).

This course applies towards completion of the DoD Financial Management Certification Program.

LEARNING OUTCOMES

- Describe the federal budget and the three phases of the federal budget process
- Identify the key legislation influencing the budget process and the control of spending
- Discuss the budget review and enactment activities of the Congress
- Identify the key documents used and produced during the congressional process and the purposes of each document
- Explain the differences between a budget resolution, an authorization, and an appropriation
- Explain how a bill becomes law
- Explain the influence of the Congressional Budget and Impoundment Control Act of 1974 on the congressional process
- Explain purpose of the reconciliation and sequestration processes

WHO SHOULD ATTEND?

Anyone who needs an overview of the congressional budget process or who needs to understand the concepts and terminology that underpin congressional budgetary actions

Level: Intermediate

SESSION SCHEDULE

LOCATION

2/20/19 - 2/21/19	Washington, DC
4/3/19 - 4/4/19	Washington, DC
6/4/19 - 6/5/19	Virginia Beach, VA
6/6/19 - 6/7/19	Washington, DC
7/31/19 - 8/1/19	Washington, DC
8/22/19 - 8/23/19	Washington, DC
9/19/19 - 9/20/19	Washington, DC
11/13/19 - 11/14/19	Washington, DC

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Federal Budgeting for Non-Budgeting Personnel

BUDG7000D 3 Days 1.8 CEU \$849

Receive a strong introduction to the federal budget process. Gain a firm understanding of what a budget is, how a budget is prepared, the composition of the federal budget, and the role of federal financial management professionals. Learn how key legislation is changing, how the federal budget is developed and executed, and the resulting impact on the nation’s financial and program resources.

This course is part of the Certificate of Accomplishment in Program and Management Analysis.

This course applies towards completion of the DoD Financial Management Certification Program.

LEARNING OUTCOMES

- Demonstrate that you are ready for increased budget responsibilities
- State common budget terms and use them appropriately
- Identify key characteristics of object class budgets and program budgets
- Provide valuable assistance to your supervisors in constructing an operating budget
- Use valuable techniques for estimating costs
- Estimate staff salaries, travel, and contract costs with confidence

WHO SHOULD ATTEND?

Federal personnel who would benefit from an overview of the federal budget process and the procedures for formulating, justifying and executing their organizations’ budgets

Level: Foundation

SESSION SCHEDULE	LOCATION
1/8/19 - 1/10/19	Washington, DC
2/5/19 - 2/7/19	Washington, DC
3/5/19 - 3/7/19	Washington, DC
4/2/19 - 4/4/19	Washington, DC
4/30/19 - 5/2/19	Washington, DC
6/4/19 - 6/6/19	Washington, DC
7/9/19 - 7/11/19	Washington, DC
8/6/19 - 8/8/19	Washington, DC
9/10/19 - 9/12/19	Washington, DC
12/10/19 - 12/12/19	Washington, DC

Federal Budget Process

BUDG7103D 2 Days 16 CPE \$679

The federal budget process is a highly structured system carried out in four distinct phases. In this brief but comprehensive course, explore the major phases and timing of the federal budget process; principal participants and their roles; current issues affecting congressional actions; and how the budget is reviewed and audited.

This course applies towards completion of the DoD Financial Management Certification Program.

LEARNING OUTCOMES

- Recognize the impact of the Government Performance and Results Act on the budget process
- Describe the roles of the Office of Management and Budget, Government Accountability Office, the Congressional Budget Office, and the Inspector General of the Executive Branch in the budget process
- Identify current issues that affect the congressional phase of the federal budget process

WHO SHOULD ATTEND?

Anyone who needs an overview of the federal budget process

Level: Foundation

SESSION SCHEDULE	LOCATION
2/20/19 - 2/21/19	Washington, DC
4/16/19 - 4/17/19	Washington, DC
6/18/19 - 6/19/19	Washington, DC
8/6/19 - 8/7/19	Washington, DC
9/4/19 - 9/5/19	Washington, DC
11/13/19 - 11/14/19	Washington, DC

Federal Budget Analysis Using Microsoft Excel

BUDG8150D 3 Days 24 CPE \$829

Analysis plays an increasingly important role in today’s performance-based, outcome-oriented federal budgeting environment. Key statutes and regulations require the presentation of analytical results in agency budget requests, in the execution of approved program plans and budgets, and in performance accountability reporting.

This course covers methods of analysis frequently used to clearly define and answer budgetary questions. You will learn when and how to use selected Microsoft Office products (mainly Excel but also PowerPoint and Word) to improve analysis and job performance. Lessons are structured around the requirements for analysis contained in financial management laws and implementing OMB circulars.

This course is conducted in a computer lab using Microsoft Excel, Microsoft PowerPoint, and Microsoft Word.

LEARNING OUTCOMES

- Describe a structured, five-step approach for conducting performance analysis to support evidence-driven budget decisions
- Apply Excel functions including calculations of future obligations and costs, benefits, net present value (NPV), and sensitivity analysis to evaluate competing alternatives when developing agency budget requests
- Use Excel functions including descriptive and normative techniques to assess variances and trends when executing performance budgets
- Prepare Excel data tables and charts with linkages between worksheets and to PowerPoint and Word documents for use in reporting performance results
- Develop a summary-level narrative for new budget authority incorporating Excel-based analytical results

WHO SHOULD ATTEND?

Federal employees who need to strengthen their budget analysis skills. Participants should have experience in preparing budget estimates and executing an approved budget or have completed Budget Formulation (BUDG7101D) and Budget Execution (BUDG7100D).

A basic knowledge of Excel such as that attained by completing an Introduction to Excel course is required. You should be able to create, open, save, format, and print a file. The ability to copy, move, and delete values is also required.

Level: Intermediate

SESSION SCHEDULE	LOCATION
2/5/19 - 2/7/19	Washington, DC
4/23/19 - 4/25/19	Washington, DC
6/18/19 - 6/20/19	Washington, DC
8/20/19 - 8/22/19	Washington, DC
10/29/19 - 10/31/19	Washington, DC
12/3/19 - 12/5/19	Washington, DC

Introduction to Federal Budgeting

BUDG7001D 3 Days 24 CPE \$899

Gain a solid foundation in the principles and concepts of the federal budget process. In this first of six core budget courses, become familiar with the basic concepts of federal budgeting. Learn the fundamentals of preparing and modifying a budget; the key players and their roles; appropriation types and their distinctive characteristics; the four phases of budgeting; and the purpose of mid-year reviews.

This course is part of the Certificate of Accomplishment in Program and Management Analysis and the Master Certificate in Federal Financial Management (MCFFM).

This course applies towards completion of the DoD Financial Management Certification Program.

LEARNING OUTCOMES

- Describe the federal budget process
- Use budget terminology correctly
- Apply budget concepts and techniques to your programs
- Identify the key elements of a performance budget
- Track and analyze costs to ensure budget compliance

WHO SHOULD ATTEND?

Budget, program and administrative technicians, analysts, officers and managers; accountants and accounting technicians; and auditors, financial analysts, interns/trainees, and management analysts who would like to better understand the federal budget process

Level: Foundation

SESSION SCHEDULE	LOCATION
1/22/19 - 1/24/19.....	Washington, DC
2/26/19 - 2/28/19.....	Washington, DC
3/19/19 - 3/21/19.....	Washington, DC
3/26/19 - 3/28/19.....	San Diego, CA
4/16/19 - 4/18/19.....	Washington, DC
5/21/19 - 5/23/19.....	Washington, DC
6/18/19 - 6/20/19.....	Washington, DC
7/9/19 - 7/11/19.....	Chicago, IL
7/23/19 - 7/25/19.....	Washington, DC
8/6/19 - 8/8/19.....	Washington, DC
8/13/19 - 8/15/19.....	Dallas, TX
8/19/19 - 8/21/19.....	Washington, DC
9/17/19 - 9/19/19.....	Washington, DC
9/24/19 - 9/26/19.....	Seattle, WA
10/22/19 - 10/24/19.....	Washington, DC
11/19/19 - 11/21/19.....	Washington, DC
11/19/19 - 11/21/19.....	Chicago, IL
12/10/19 - 12/12/19.....	Washington, DC



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Planning, Programming, Budgeting and Execution (PPBE)

BUDG8000D 3 Days 24 CPE \$829

Explore the interrelationships of the budget cycle, the acquisition process, and the mission planning of the Department of Defense (DoD). Gain an understanding of the documents generated during the PPBE process, the flow and sequencing of these documents, and their various interfaces. Learn about the information and requirements of the Office of the Secretary of Defense, the Military Services, the Joint Chiefs of Staff, and the Commanders of the Combatant Commands.

This course is part of the Master Certificate in Federal Financial Management (MCFFM). It may be taken as an alternative to Planning, Budgeting, and Performance Measurement BUDG8180D.

This course applies towards completion of the DoD Financial Management Certification Program.

LEARNING OUTCOMES

- Describe the relationship between strategic planning, needs determination, PPBE, and the acquisition processes
- Summarize the purpose of PPBE
- Distinguish between the planning, programming, budgeting, and execution phases of the PPBE process
- Explain the roles of key officials and organizations involved in the PPBE process
- List the key products and documents generated and used within the PPBE process
- Participate more effectively in the PPBE and budget development processes

WHO SHOULD ATTEND?

DoD civilian and military budget analysts, financial managers, and operating officials who will benefit from a greater knowledge of how the PPBE process works and how organizational budget development and execution are affected by this process

Level: Intermediate

SESSION SCHEDULE	LOCATION
1/29/19 - 1/31/19.....	Washington, DC
4/9/19 - 4/11/19.....	Washington, DC
6/25/19 - 6/27/19.....	Virginia Beach, VA
7/9/19 - 7/11/19.....	Washington, DC
7/16/19 - 7/19/19.....	Dallas, TX
8/6/19 - 8/8/19.....	Washington, DC
8/20/19 - 8/22/19.....	San Antonio, TX
9/10/19 - 9/12/19.....	Washington, DC
9/10/19 - 9/12/19.....	San Diego, CA
12/3/19 - 12/5/19.....	Washington, DC

Planning, Budgeting, and Performance Measurement

BUDG8180D 3 Days 24 CPE \$829

Examine the relationship between performance measurement, strategic and annual planning, performance budgeting, and performance reviews. Understand how performance measurement can improve planning and decision-making, resulting in government services that are more responsive, efficient, and effective. Learn how to comply with the requirements of the Government Performance and Results Act (GPRA), the GPRA Modernization Act, and Part 6 of OMB Circular No. A-11. Become familiar with the concepts and terminology used in performance measurement.

This course is part of the Master Certificate in Federal Financial Management (MCFFM). It may be taken as an alternative to Planning, Programming, Budgeting, And Execution (PPBE) BUDG8000D.

LEARNING OUTCOMES

- Differentiate between mission, goals, objectives, outcomes, outputs, inputs, performance indicators, and performance targets
- Develop appropriate indicators and targets for measuring program performance
- Describe the requirements for strategic plans, annual performance plans, performance reviews, and annual program performance reports
- Describe the process involved in the development of a performance-based budgeting and measurement system

WHO SHOULD ATTEND?

Budget and program analysts, accountants, and operating officials involved in performance measurement, strategic planning, or financial measurements

Level: Intermediate

SESSION SCHEDULE	LOCATION
2/12/19 - 2/14/19	Washington, DC
2/26/19 - 2/28/19	San Francisco, CA
4/30/19 - 5/2/19	Washington, DC
5/21/19 - 5/23/19	Washington, DC
7/16/19 - 7/19/19	Dallas, TX
7/30/19 - 8/1/19	Washington, DC
11/5/19 - 11/7/19	Washington, DC

Planning, Programming, Budgeting, and Execution (PPBE) Army

BUDG8001D 5 Days 40 CPE \$1,199

Gain a greater knowledge of how the Department of Defense (DoD) and the Department of Army (DA) PPBE systems work in acquiring, allocating, and managing resources. Explore the relationships among the DA budget cycle, acquisition process, and mission planning. Gain an understanding of the documents generated during the entire PPBE process, the flow and sequencing of these documents, and the interface of the PPBE documents and requirements among the DA, Office of the Secretary of Defense, Military Services, Joint Chiefs of Staff (JCS), and Commanders of the Combatant Commands.

This five-day course is designed to satisfy the Army Civilian Training, Education and Development System (ACTEDS) CP 11 training requirements established for all financial management positions within the Department of Army.

This course applies towards completion of the DoD Financial Management Certification Program.

LEARNING OUTCOMES

- Explain the relationships among the components of the Planning, Programming, Budgeting, and Execution (PPBE) process
- Identify the key officials and organizations, as well as the purpose, content, and timing of key PPBE events
- Explain the relationship among strategy, war plans, PPBE, and acquisition
- Describe how DA program and budget submissions are derived and the relationship to the overall Defense budget and the President's Budget
- Review the congressional enactment process and explain its influence on PPBE
- Discuss the basic elements of DA budget performance and execution

WHO SHOULD ATTEND?

Department of Army budget analysts, financial managers, accountants, management analysts, and operating officials who want a greater knowledge of how the PPBE process works and how their organizational budget development and execution are affected by this process

Level: Intermediate

SESSION SCHEDULE	LOCATION
3/18/19 - 3/22/19	San Antonio, TX
3/25/19 - 3/29/19	Washington, DC
6/24/19 - 6/28/19	Washington, DC
10/28/19 - 11/1/19	Washington, DC



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General Financial Management



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Army Managers' Internal Control Administrators' Course

AUDT9015G

2 Days

16 CPE

\$649

This two-day seminar provides the detailed guidance you need to carry out your roles and responsibilities as an Army Internal Control Administrator. It covers the statutory and regulatory requirements of the Army's Internal Control Program as well as other pertinent guidance. You will fully grasp the underlying Army philosophy on internal controls, the major elements of the Army Manager's Internal Control Program, and the basic responsibilities of key players in the process. By completing practical exercises, you will gain experience in conducting internal control evaluations and identifying control weaknesses.

LEARNING OUTCOMES

- Identify assessable units
- Develop an internal control evaluation plan
- Conduct effective internal control evaluations
- Identify and document control weaknesses
- Establish corrective action plans
- Prepare annual statements of assurance.

WHO SHOULD ATTEND?

Internal Control Administrators and staff working for the Department of the Army, Army Reserve, and Army National Guard

Level: All

SESSION SCHEDULE

LOCATION

2/26/19 - 2/27/19	Washington, DC
3/27/19 - 3/28/19	San Antonio, TX
4/16/19 - 4/17/19	Washington, DC
6/4/19 - 6/5/19	Huntsville, AL
6/12/19 - 6/13/19	Washington, DC
8/20/19 - 8/21/19	Washington, DC
10/23/19 - 10/24/19	San Antonio, TX
10/23/19 - 10/24/19	Washington, DC

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Defense Working Capital Funds

FINC9000D **3 Days** **24 CPE** **\$829**

Learn the goals, roles, and activities of the Defense Working Capital Funds (DWCF) and how they function in the Federal Government. Utilize a revolving fund concept in designing a business-like enterprise to operate within the Department of Defense (DoD) environment.

This course applies towards completion of the DoD Financial Management Certification Program.

LEARNING OUTCOMES

- Describe the legislative history and authority for Defense Working Capital Funds (DWCF)
- Distinguish between a DWCF and an appropriated fund program
- Apply effective DWCF business principles and concepts
- Employ effective working relationships with customers and suppliers
- Apply the basics of DWCF accounting, budgeting, cost recovery, financial reporting, and analysis

WHO SHOULD ATTEND?

DoD financial managers, program managers, and other DoD civilian or military personnel who need a comprehensive understanding of working capital funds, including policies, procedures, concepts, and terms

Level: Intermediate

SESSION SCHEDULE	LOCATION
4/16/19 - 4/18/19.....	Washington, DC
6/18/19 - 6/20/19.....	Washington, DC
7/16/19 - 7/18/19.....	Washington, DC
7/16/19 - 7/18/19.....	San Diego, CA
9/17/19 - 9/19/19.....	Virginia Beach, VA
9/24/19 - 9/26/19.....	Washington, DC



Federal Budgeting, Execution and Accounting: The Relationship

FINC8300D **2 Days** **16 CPE** **\$679**

Federal budgeting, execution, and accounting are interrelated functions that work together to support effective financial management in agencies. This course provides an overview of each function and shows the relationship between the three functions. Budget personnel will gain an understanding of the work required to produce accurate accounting information, while accountants will appreciate how budget personnel use accounting data to develop budget estimates and control the use of funds.

LEARNING OUTCOMES

- Describe the relationship between federal budgeting, execution, and accounting
- Explain how accounting data is used in preparing budgets
- Distinguish between budgetary and proprietary accounting
- Use accounting data to control the obligation of funds during budget execution
- Use budget & accounting terminology correctly

WHO SHOULD ATTEND?

Anyone who needs a better understanding of the relationship between the federal budget, execution and accounting functions, including budget personnel, accountants, accounting technicians, program managers, auditors, and interns

Level: Introductory

SESSION SCHEDULE	LOCATION
3/27/19 - 3/28/19.....	Washington, DC
5/14/19 - 5/15/19.....	Atlanta, GA
6/26/19 - 6/27/19.....	Washington, DC
9/25/19 - 9/26/19.....	Washington, DC
11/25/19 - 11/26/19.....	Washington, DC
12/3/19 - 12/4/19.....	Washington, DC

Decision Support Analytics

FINC8120D 3 Days 24 CPE \$829

Develop your skills and capabilities for improved financial and performance management and decision making, especially in today’s environment of declining budgets and increased performance expectations. Enhance your business intelligence to help you effectively manage and make informed decisions affecting your programs and service to the American public.

Learn techniques from the Office of Management and Budget (OMB) for evaluating agency and program performance to provide financial and performance information in useful form, anticipate OMB actions, effectively manage your program responsibilities, and truly support the business of government.

This course is part of the Certificate of Accomplishment in Program and Management Analysis and also part of the Master Certificate in Federal Financial Management (MCFFM).

This course applies towards completion of the DoD Financial Management Certification Program.

LEARNING OUTCOMES

- Follow a comprehensive, structured approach for conducting analysis
- Formulate specific, answerable questions to guide and control the analysis
- Determine where and in what form data exist to answer the questions
- Identify and select data collection methods
- Identify and select data analysis methods
- Present the results of the analysis structured to responds fully to the identified questions
- Apply the 5-step structured analytical approach to a case

WHO SHOULD ATTEND?

Financial, budget, program analyst, and management analyst professionals in supervisory and senior level positions, especially staff responsible for evaluating and justifying new and existing programs. Participants should be familiar with management analysis skills as taught in Management Analysis: Data Gathering (PGMT8000D).
Level: Intermediate.

Level: Foundation

SESSION SCHEDULE

LOCATION

2/12/19 - 2/14/19.....	Washington, DC
4/9/19 - 4/11/19.....	Washington, DC
6/3/19 - 6/5/19.....	Washington, DC
6/18/19 - 6/20/19.....	San Diego, CA
8/6/19 - 8/8/19.....	Washington, DC
8/27/19 - 8/29/19.....	Virginia Beach, VA
9/17/19 - 9/19/19.....	San Francisco, CA
10/1/19 - 10/3/19.....	Washington, DC
12/3/19 - 12/5/19.....	Washington, DC

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Enhanced Defense Financial Management Training Course (EDFMTC)

FINC7060D 5 Days 40 CPE \$1,050

The American Society of Military Comptrollers (ASMC) offers the Certified Defense Financial Manager (CDFM) program to those persons desiring to demonstrate proficiency in the core aspects of defense financial management. The CDFM is regarded as the premier certification for DoD financial managers. The Enhanced Defense Financial Management Course (EDFMTC) is excellent preparation for the CDFM Exam. Graduate School USA is very proud and honored not only to have developed the EDFMTC for ASMC in 1999, but also to have delivered over 700 sessions of the EDFMTC since 1999.

On-site Sessions: Graduate School USA is licensed by ASMC to deliver the EDFMTC at a location of your choice for up to 32 participants per class. Please contact Amanda Alter at (202) 314-3346, or our Customer Support Center at 888.744.4723 for more information.

LEARNING OUTCOMES

- State the checks and balances inherent in the three branches of government
- Describe the interactions between internal and external resource management elements of the DoD
- Explore the financial manager’s role as it relates to the audit process; review DoD policies and procedures, documentation and reporting requirements; review criteria
- Summarize the laws pertaining to appropriations and the limits on purpose, time, and amount; review significant comptroller general decisions
- Describe the structure of the federal budget
- Identify the standards and environments under which federal financial managers perform the planning, programming, and budgeting cycle
- Explain the roles of the Department of Defense in the federal government
- Describe how accounting and finance in DoD can aid financial managers in meeting objectives for reliable financial management and reporting
- Examine manpower management from an overall DoD perspective
- Articulate the uses and importance of auditing
- Develop an overall knowledge of the planning, programming, and budgeting process
- Comply with specific DoD legal requirements

- Explain the mathematical and statistical methods relating to cost and economic analysis
- Summarize the concepts, special authorities, directives, and regulations directed at business management improvement
- Explain a variety of accounting topics important in DoD financial management systems
- State the basic rules covering financial management topics such as pay, travel entitlements, contract pay, debt management, and other areas

WHO SHOULD ATTEND?

Civilian and military members of the Department of Defense and U.S. Coast Guard, or employees of defense contractors and suppliers. Individuals interested in strengthening their professional qualifications by obtaining the CDFM may visit the ASMC website for more information.

Level: Advanced

SESSION SCHEDULE	LOCATION
3/18/19 - 3/22/19	Washington, DC
6/10/19 - 6/14/19	San Diego, CA
7/15/19 - 7/19/19	Virginia Beach, VA
8/26/19 - 8/30/19	Washington, DC

Federal Financial Systems & Policies

BUDG8005D 3 Days 24 CPE \$849

This course covers the various financial systems used by the federal government to manage public funds and the legislation, regulations, and policies associated with these systems. You will become familiar with the characteristics of financial systems and the factors that distinguish financial systems from other systems used by the federal government. You will learn the basics of federal accounting, Activity- Based Costing, and Earned Value Management.

This course applies towards completion of the DoD Financial Management Certification Program.

LEARNING OUTCOMES

- Identify key legislation impacting federal financial systems
- Describe the nature and functions of a federal financial system
- Explain the value of Earned Value Management (EVM) to financial management
- Analyze Activity-Based Costs (ABC)
- Identify the basic concepts of accounting
- Define the differences between proprietary and budgetary accounting

WHO SHOULD ATTEND?

Budget, accounting, auditing, financial, and administrative personnel

Level: Intermediate

SESSION SCHEDULE	LOCATION
2/26/19 - 2/28/19	Washington, DC
4/9/19 - 4/11/19	Washington, DC
6/18/19 - 6/20/19	Washington, DC
8/13/19 - 8/15/19	Washington, DC
10/22/19 - 10/24/19	Washington, DC

Intermediate Decision Support Analytics

FINC9150D 3 Days 24 CPE \$829

Enhance your skills for improving financial and performance decision making. Learn more detailed methods of collecting and analyzing information in decision support work. Ensure that information used as evidence is strong, defensible, and of high quality.

Gain insight on how to think about your work, and use a conceptual overview to guide you in making decisions about conducting that work. Receive specific suggestions and examples of how to utilize analytical techniques more effectively.

This course is part of the Certificate of Accomplishment in Program and Management Analysis.

This course applies towards completion of the DoD Financial Management Certification Program.

LEARNING OUTCOMES

- Explain the various purposes of analyses in decision support work
- Describe specific analytic methodologies in the context of the five-step analytical process
- Recommend alternatives and interventions, based on analysis, to better utilize resources and improve mission effectiveness
- Apply various types of analytical methods to specific decision support issues
- Identify key pitfalls and limitations for the selected methods, and understand how to avoid them or minimize their effects
- Select appropriate types of methodology, given specific problems and issues drawn from current situations in the federal program, budget, and financial management world

WHO SHOULD ATTEND?

Financial, budget, program and management analyst professionals in intermediate to senior level positions, especially supervisors or staff responsible for developing and executing budgets, and/or evaluating and justifying new and existing programs. Participants should be familiar with decision support principles, as taught in Decision Support: Building New Analytical Skills (FINC8120D).

Level: Intermediate

SESSION SCHEDULE	LOCATION
2/5/19 - 2/7/19	Washington, DC
4/30/19 - 5/2/19	Washington, DC
7/16/19 - 7/18/19	Washington, DC
9/10/19 - 9/12/19	Washington, DC
11/19/19 - 11/21/19	Washington, DC

Introduction to Financial Management

FINC7000D 3 Days 24 CPE \$829

Obtain a comprehensive overview of the significant aspects of financial management. Gain an understanding of the fundamentals of the laws, critical concepts, procedures, and policies involved with sound financial management. Learn to link management, budgeting and auditing to performance measurement; recognize the primary requirements of financial systems; and adhere to governmentwide policies.

This course is part of the Certificate of Accomplishment in Personal Property Management and the Master Certificate in Federal Financial Management (MCFFM).

This course applies towards completion of the DoD Financial Management Certification Program.

LEARNING OUTCOMES

- Describe financial management in the federal government
- Identify key roles played by various financial management personnel
- Identify the phases of the federal budget process
- Describe the role of financial information in performance management
- Explain basic principles of federal accounting
- Distinguish federal financial systems from other types of systems
- Explain the purpose of internal controls and control systems
- Adhere to governmentwide policies pertaining to cash and debt management

WHO SHOULD ATTEND?

Anyone who will benefit from a comprehensive overview of financial management in the federal government, but especially program analysts, administrative officers, auditors, financial analysts, management analysts, and interns/trainees in financial management career fields

Level: Foundation

SESSION SCHEDULE	LOCATION
2/19/19 - 2/21/19	Washington, DC
3/5/19 - 3/7/19	Las Vegas, NV
3/19/19 - 3/21/19	Washington, DC
4/16/19 - 4/18/19	Washington, DC
4/23/19 - 4/25/19	Seattle, WA
5/14/19 - 5/16/19	Washington, DC
6/18/19 - 6/20/19	Washington, DC
7/9/19 - 7/11/19	Denver, CO
7/16/19 - 7/18/19	Washington, DC
8/13/19 - 8/15/19	Virginia Beach, VA
8/20/19 - 8/22/19	Washington, DC
9/16/19 - 9/18/19	Washington, DC
9/24/19 - 9/26/19	Dallas, TX
10/22/19 - 10/24/19	Washington, DC
12/10/19 - 12/12/19	Washington, DC
12/10/19 - 12/12/19	Atlanta, GA

Non-Defense Working Capital Funds

FINC9250D 3 Days 24 CPE \$829

Learn the goals, roles and activities of Working Capital Funds (WCF) and how they function in the federal government, including policies, procedures, concepts and terms. Utilize a revolving fund concept in designing a business-like enterprise to operate within civilian federal agencies.

LEARNING OUTCOMES

- Analyze revolving fund financial statements and how they relate to your agency's fiscal condition
- Distinguish between direct and indirect costs and various other cost categories
- Prepare a well-documented cost center budget for your organization
- Understand the various types of customer orders
- Implement the objectives of the Rate Stabilization Program and develop rates
- Manage direct and indirect costs effectively for your organization
- Learn the goals and financial objectives of Working Capital Funds within your agency
- Discover how capital investment programs function successfully
- Understand the cycle of operations within revolving funds
- Utilize the methods of cost accounting in a Working Capital Fund
- Know the budget process for revolving funds in your agency

WHO SHOULD ATTEND?

Financial Managers, Program Managers, and other personnel who need a comprehensive understanding of Working Capital Funds managed within civilian federal agencies, including policies, procedures, concepts, and terms

Participants should be familiar with budget principles as taught in Introduction to Federal Budgeting (BUDG7001D) or Federal Budgeting for Non-Budgeting Personnel (BUDG7000D).

Level: Intermediate

SESSION SCHEDULE	LOCATION
2/26/19 - 2/28/19	Washington, DC
6/4/19 - 6/6/19	Washington, DC
6/4/19 - 6/6/19	Seattle, WA
6/5/19 - 6/7/19	Dallas, TX
8/6/19 - 8/8/19	Washington, DC
12/10/19 - 12/12/19	Washington, DC

Understanding Federal Financial Statements

FINC8103D 3 Days 24 CPE \$829

Learn how to prepare federal financial statements that meet the Office of Management and Budget (OMB) guidelines. Discover the importance of stewardship reporting. Learn to apply various techniques used to examine financial statements. Identify the impact of the Government Performance and Results Act (GPRA) on financial reporting.

This course applies towards completion of the DoD Financial Management Certification Program.

LEARNING OUTCOMES

- Explain the financial statement requirements of OMB Bulletin 97-01
- Describe the preparation and analysis of the "basic financial statement"
- Describe the form and content of annual financial statements as prescribed in OMB guidance
- Distinguish between budgetary and proprietary reporting
- Demonstrate program and financial performance analysis
- Recognize the importance of stewardship reporting
- Identify the impact of the Government Performance and Results Act (GPRA) on financial reporting
- Identify new costs of operations and financial flexibility

WHO SHOULD ATTEND?

Accountants, financial managers, budget analysts, program managers, auditors, and other professionals who are responsible for preparing, analyzing and interpreting federal financial statements will benefit from this course

Level: Intermediate

SESSION SCHEDULE	LOCATION
2/26/19 - 2/28/19	Washington, DC
5/7/19 - 5/9/19	Washington, DC

Manager’s and Auditor’s Roles in Assessing Internal Control (OMB Circular A-123, GAO Green Book)

AUDT8003G 2 Days 16 CPE \$699

Federal government agency heads must follow the requirements of the Federal Manager’s Financial Integrity Act and OMB’s Circular A-123 to assess and report on the agency’s system of internal control. Learn how the required compliance assessment can be structured and carried out, including basic techniques and approaches for conducting evaluations and documenting their results. Understand the intent and content of OMB’s 2016 revision to Circular A-123 and GAO’s 2014 revision to the Internal Control Standards (the Green Book).

Formerly called Management’s Responsibility for Internal Control (OMB Circular A-123, GAO Green Book)

This course is part of the Certificate of Accomplishment in Program and Management Analysis.

LEARNING OUTCOMES

- Explain why management assessment of controls is important to accomplish operations and program objectives
- Explain GAO and COSO standards on controls and apply them to government operations and programs
- Describe the key components of assessing controls
- Practice applying risk assessment and describe requirements and guidance for evaluating controls
- Evaluate and report on an agency’s system of management controls
- Recognize significant deficiencies and material weaknesses and be familiar with the type of issues that are reported
- List items for reporting in the annual Integrity Act Assurance Statements

WHO SHOULD ATTEND?

Program managers and other non-auditors, as well as auditors who conduct control assessments and auditors who review agencies, implementation of Circular A-123

Level: All

SESSION SCHEDULE	LOCATION
1/23/19 - 1/24/19.....	Washington, DC
3/19/19 - 3/20/19.....	Atlanta, GA
3/20/19 - 3/21/19.....	Washington, DC
4/2/19 - 4/3/19.....	Seattle, WA
5/1/19 - 5/2/19.....	Washington, DC
6/5/19 - 6/6/19.....	San Antonio, TX
7/23/19 - 7/24/19.....	Washington, DC
8/20/19 - 8/21/19.....	Washington, DC
9/11/19 - 9/12/19.....	Philadelphia, PA
9/17/19 - 9/18/19.....	Washington, DC
11/19/19 - 11/20/19.....	Washington, DC

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Federal Appropriations Law



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Antideficiency Act

FINC7207D

1 Day

8 CPE

\$439

This one-day course explores the Antideficiency Act (ADA) in depth. It uses the Government Accountability Office (GAO) Principles of Federal Appropriations Law (Red Book), Chapter 6, as the textbook, along with case studies based on actual ADA violation reports. OMB Circular A-11, Section 145 (reporting requirements), is also provided. Participants learn the history of the ADA, applicable sections of the U.S. Code, and how they apply to agency operations. The relationship between purpose or time violations, and ADA violations, is thoroughly discussed. Investigation and reporting requirements are presented as well as penalties that may be imposed on violators. Several methods for violations of the ADA are suggested. An analysis of all ADA violations reported from 2005 through 2016 is presented that summarizes violations by agency, type of violation, and discipline taken against responsible individuals.

LEARNING OUTCOMES

- Assess and evaluate propriety of administrative decisions
- Understand the appropriations process and terms associated with the ADA
- Know exceptions to the ADA
- Understand reporting and investigation requirements
- Assess agency vulnerability to ADA violations
- Avoid ADA violations

WHO SHOULD ATTEND?

Those federal government employees most vulnerable to committing an ADA violation: budget analysts; supervisors and managers; contracting officers; purchase card holders and approvers; program managers; and certifying officers. The course would also benefit auditors, who should be able to recognize ADA violations that have occurred, plus anyone who might be tasked to perform duties as an investigating official.

Level: Intermediate

SESSION SCHEDULE

LOCATION

2/14/19 - 2/14/19	Washington, DC
4/10/19 - 4/10/19	Washington, DC
4/23/19 - 4/23/19	San Diego, CA
5/16/19 - 5/16/19	Washington, DC
7/10/19 - 7/10/19	Washington, DC
8/15/19 - 8/15/19	Washington, DC
11/21/19 - 11/21/19	Washington, DC
12/16/19 - 12/16/19	Washington, DC

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Appropriations Law for Reimbursements, Revolving Funds, and User Fees

FINC9115D 2 Days 16 CPE \$679

Learn the rules relating to reimbursable transactions (including Economy Act orders, non-Economy Act orders, mandatory sources, project orders), revolving funds, and user fees. Some of the most complicated and perplexing appropriated funds issues involve procuring and paying for products and services produced and consumed between government agencies. The rules concerning reimbursable orders are so complex that the Government Accountability Office (GAO) devotes the entire Chapter 12 of Volume III, Third Edition, Principles of Federal Appropriations Law, to addressing them. Achieve an understanding of, and learn to practically apply, these complex rules. A significant portion of the class involves analyzing cases to determine the proper course of action.

LEARNING OUTCOMES

- Describe and discuss critical issues related to interagency transactions and reimbursable agreements
- Correctly interpret appropriations law relating to interagency transactions and reimbursable agreements
- Comply with current laws as they apply to interagency agreements, Economy Act orders, non-Economy Act orders, mandatory sources, revolving funds, and user fees
- Recognize and adhere to the critical time frames of federal appropriations
- Use federal appropriations only for the purpose intended
- Apply Antideficiency Act requirements to interagency transactions, Economy Act orders, non-Economy Act orders, mandatory sources, revolving funds, and user fees

WHO SHOULD ATTEND?

Financial managers, budget/program analysts, and accountants who are involved with or need to know how federal appropriations law applies to interagency (and intra-agency) orders for goods and services. Participants should be familiar with federal appropriations law principles as taught in Federal Appropriations Law (FINC7100D).

Level: Advanced

SESSION SCHEDULE	LOCATION
3/6/19 - 3/7/19	Washington, DC
4/24/19 - 4/25/19	Las Vegas, NV
6/5/19 - 6/6/19	San Francisco, CA
7/10/19 - 7/11/19	Washington, DC
8/21/19 - 8/22/19	San Diego, CA
9/10/19 - 9/11/19	Washington, DC
11/6/19 - 11/7/19	Washington, DC

Master Certificate in Federal Financial Management (MCFFM)



Graduate School USA offers a competency-based Master Certificate in Federal Financial Management (MCFFM). Courses in this program align with the competencies that practitioners at all levels of the federal government must demonstrate to excel professionally. They are developed and taught by practicing financial management professionals and are offered nationwide. You must complete the certificate within three years of finishing the first course in the program.

See page 25 for more information.

Federal Appropriations Law

FINC7100D 4 Days 32 CPE \$1,019

In this comprehensive course, you will learn how to correctly interpret and apply federal appropriations law to the use of appropriated funds. You will gain a solid foundation in federal government appropriations law using the Government Accountability Office (GAO) Principles of Federal Appropriations Law (Red Book), Chapters 1 through 9 as the text. At the completion of the course, you will be able to determine the availability of appropriations as to purpose, time, and amount and to avoid Antideficiency Act errors. The course also explores the relationship of agency budgets to appropriations, and the propriety, timing, and legality of certain types of expenditures. Working in teams, you will gain practical experience by completing case studies that are based on actual Comptroller General Decisions.

NOTE: There are roughly seven inches of reference books associated with this course. You may want to consider shipping these documents back to your office.

This course is part of the Master Certificate in Federal Financial Management (MCFFM).

This course applies towards completion of the DoD Financial Management Certification Program.

LEARNING OUTCOMES

- Authoritatively provide guidance to decision makers on the legality of proposed actions
- Assess propriety of administrative decisions
- Assist in a review of proposed in-house regulations
- Support your agency in the legal use of annual, multi-year, and no-year appropriations
- Apply Comptroller General Decisions to organizational activities

WHO SHOULD ATTEND?

Anyone who deals with appropriations in the federal government, including budget analysts, accountants, auditors, contracting officers, purchase card holders and approving managers, certifying officers, program managers, attorneys, and others who make decisions or provide advice based on an understanding of GAO's Principles of Federal Appropriations Law (Red Book)

Level: Intermediate

SESSION SCHEDULE	LOCATION
1/15/19 - 1/18/19.....	Washington, DC
1/29/19 - 2/1/19.....	San Diego, CA
2/26/19 - 3/1/19.....	Washington, DC
2/26/19 - 3/1/19.....	Atlanta, GA
3/26/19 - 3/29/19.....	Washington, DC
3/26/19 - 3/29/19.....	San Francisco, CA
4/23/19 - 4/26/19.....	Washington, DC
4/23/19 - 4/26/19.....	Virginia Beach, VA
5/21/19 - 5/24/19.....	Washington, DC
5/21/19 - 5/24/19.....	Denver, CO
6/11/19 - 6/14/19.....	Washington, DC
6/18/19 - 6/21/19.....	Albuquerque/NM
6/25/19 - 6/28/19.....	Washington, DC
6/25/19 - 6/28/19.....	San Antonio, TX
7/9/19 - 7/12/19.....	Washington, DC
7/16/19 - 7/19/19.....	Jacksonville, FL
7/16/19 - 7/19/19.....	Chicago, IL
7/23/19 - 7/26/19.....	Washington, DC
7/23/19 - 7/26/19.....	Las Vegas, NV
8/6/19 - 8/9/19.....	Washington, DC
8/20/19 - 8/23/19.....	Washington, DC
8/20/19 - 8/23/19.....	Seattle, WA
9/10/19 - 9/13/19.....	Washington, DC
9/24/19 - 9/27/19.....	Washington, DC
9/24/19 - 9/27/19.....	Dallas, TX
10/22/19 - 10/25/19.....	Washington, DC
10/29/19 - 11/1/19.....	Chicago, IL
11/19/19 - 11/22/19.....	Washington, DC
11/19/19 - 11/22/19.....	San Diego, CA
12/3/19 - 12/6/19.....	Atlanta, GA
12/10/19 - 12/13/19.....	Washington, DC

Advanced Appropriations Law

FINC9100D 3 Days 24 CPE \$829

This course builds on the concepts learned in Federal Appropriations Law (FINC7100D). It will provide you with practice in researching questions on the proper use of government funds and applying your research results to several comprehensive case studies. You will gain confidence in your ability to analyze a situation, perform the necessary research, and correctly apply appropriations law concepts to determine the proper course of action.

The course will be conducted with a combination of brief instructor lectures on the principles pertinent to the cases, followed by team review and analysis of the cases. The teams will then report their findings to the entire class for discussion and debate. Participants will be allowed to use any research tools at hand, including GAO’s Red Book, GAO’s website, and other search engine capabilities. Personal tablets, laptops, or smartphones are encouraged to aid in this research.

This course applies towards completion of the DoD Financial Management Certification Program.

LEARNING OUTCOMES

- Provide authoritative guidance to decision makers on the legality of proposed actions
- Use federal appropriations only for the purposes intended
- Observe and adhere to critical time frames of federal appropriations
- Avoid violations of the Antideficiency Act
- Apply appropriations language to a specific situation
- Use a reliable process for researching and making recommendations on the proper use of federal funds

WHO SHOULD ATTEND?

Anyone who has completed the Federal Appropriations Law course but needs additional guidance and practice in solving complex appropriations law questions. This includes budget analysts, accountants, auditors, contracting officers, purchase card holders and approving managers, certifying officers, and program managers.

Level: Advanced

SESSION SCHEDULE	LOCATION
1/29/19 - 1/31/19.....	Washington, DC
3/26/19 - 3/28/19.....	Washington, DC
6/25/19 - 6/27/19.....	Washington, DC
8/27/19 - 8/29/19.....	Washington, DC
11/5/19 - 11/7/19.....	Washington, DC
12/16/19 - 12/18/19.....	Washington, DC

Federal Appropriations Law Refresher and Update

FINC8147D 2 Days 16 CPE \$679

This course provides a periodic refresher and update on federal appropriations law that is needed for the following reasons: 1) Congress passes new laws from time to time; 2) federal courts issue new decisions that set precedent; and 3) the Comptroller General occasionally renders new decisions or modifies existing decisions. This course brings you up-to-date on all of these changes to federal appropriations law.

Participants will learn to apply appropriations law concepts by completing case studies based on Comptroller General decisions.

LEARNING OUTCOMES

- Evaluate propriety of administrative decisions
- Apply Comptroller General decisions
- Assist in the legal obligation of funds
- Avoid Antideficiency Act violations
- Record obligations properly

WHO SHOULD ATTEND?

This course is designed for federal government employees and contractors who have already taken Federal Appropriations Law (FINC7100D). In general, an employee should take this refresher and update course if 18 months or more have elapsed since they have taken the four-day course.

Level: Intermediate

SESSION SCHEDULE	LOCATION
2/12/19 - 2/13/19.....	Washington, DC
5/8/19 - 5/9/19.....	San Diego, CA
5/14/19 - 5/15/19.....	Washington, DC
7/17/19 - 7/18/19.....	Washington, DC
8/13/19 - 8/14/19.....	Washington, DC
11/19/19 - 11/20/19.....	Washington, DC

Federal Travel Regulations



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Travel Regulations for Non-Defense Agencies, FTR (PCS Only)

FINC7104D

3 Days

24 CPE

\$929

Learn the current rules and regulations for permanent change of station (PCS) travel for civilian employees in non-DoD agencies from expert instructors. Participants will learn the rules for PCS Service Agreements; travel authorizations; use of Government Travel Charge Card (GTCC); per diem allowances; transportation allowances; international travel; en route travel; house-hunting trips; temporary quarters subsistence expense; household goods movement; shipment of privately owned vehicle (POV); residential transactions; miscellaneous expense allowance, relocation income tax allowance; temporary change of station, and more.

LEARNING OUTCOMES

- Comply with current Federal Travel Regulations (FTR) as contained in Title 41 of the Code of Federal Regulations (CFR) chapters 300 through 304
- Define and describe the requirements for Service Agreements, travel orders, and requirements for civilian personnel performing PCS moves for non-DoD agencies
- Identify and compute allowances and entitlements for civilian personnel who are performing PCS moves
- Calculate per diem entitlements, reimbursable expenses, allowances for PCS moves, and total PCS reimbursements in all situations
- Describe and utilize the FTR for the movement of household goods, house-hunting trips, temporary quarters subsistence allowance, transporting and storing POVs, residential transactions, miscellaneous expense allowance, and more
- Assist civilian employees in order to resolve complex travel problems

WHO SHOULD ATTEND?

Individuals who are involved with processing or certifying PCS orders, claims for per diem travel, transportation allowances, and certain other allowances and entitlements for civilian employees in non-DoD agencies. It is highly recommended for all approving officers, reviewing officials, supervisors and anyone who will be making a PCS move. If you need to learn about TDY allowances for civilian employees in Non-DoD agencies, please see Travel Regulations for Non-Defense Agencies, FTR (TDY Only) (FINC7213D).

Level: Intermediate

SESSION SCHEDULE

4/30/19 - 5/2/19 Washington, DC
9/17/19 - 9/19/19 Washington, DC

LOCATION

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Travel Regulations for Non-Defense Agencies, FTR (TDY Only)

FINC7213D 3 Days 24 CPE \$929

Learn the current rules and regulations for temporary duty (TDY) travel for civilian employees in non-DoD agencies from expert instructors.

Participants will learn the rules for travel authorizations, use of Government Travel Charge Card (GTCC); per diem allowances; transportation allowances; reimbursable allowances; contract (city-pair) discounted airfares; deductible meals; government lodging and mess availability and non-availability; international travel; actual expense allowances for high-cost areas, and more.

LEARNING OUTCOMES

- Comply with current Federal Travel Regulations (FTR) as contained in Title 41 of the Code of Federal Regulations (CFR) - chapters 300 through 304
- Define and describe the requirements for travel orders and settlement vouchers while performing TDY for non-DoD agencies
- Identify and calculate allowances and entitlements for civilian personnel who are performing TDY
- Decide when per diem allowance is authorized and under what circumstances allowance is not authorized
- Calculate per diem entitlements, reimbursable expenses and allowances for TDY reimbursements for both domestic and worldwide
- Determine subsistence entitlement with leave conjointly
- Pinpoint and compute allowances using special rules for mixed travel (per diem and actual expense)
- Provide assistance to civilian personnel in Non-DoD agencies to resolve complex travel problems

WHO SHOULD ATTEND?

Individuals who are involved with processing or certifying TDY travel orders, claims for per diem travel, transportation allowances, and certain other allowances for civilian employees in non-DoD agencies. It is highly recommended for all approving officers, reviewing officials, supervisors and anyone who travels two or more times on TDY in one year.

If you need to learn about permanent change of station (PCS) allowances for non-DoD civilian employees, please see Travel Regulations for Non-Defense Agencies, FTR (PCS Only) (FINC7104D).

Level: Intermediate

SESSION SCHEDULE

LOCATION

2/26/19 - 2/28/19	Washington, DC
5/7/19 - 5/9/19	Washington, DC
8/13/19 - 8/15/19	Washington, DC
8/20/19 - 8/22/19	Seattle, WA
10/22/19 - 10/24/19	San Francisco, CA
10/29/19 - 10/31/19	Washington, DC

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Travel Regulations for Defense Agencies, JTR (TDY Only)

FINC7215D 3 Days 24 CPE \$929

Learn the current rules and regulations for temporary duty (TDY) travel for uniformed members, civilian employees and other personnel in the Department of Defense (DoD) from expert instructors.

Participants will learn the rules for travel authorizations; use of Government Travel Charge Card (GTCC); per diem allowances; transportation allowances; reimbursable allowances; contract (city-pair) discounted fares; deductible meals; government lodging and mess availability and non-availability; international travel; actual expense allowances for high-cost areas, and more.

This course applies towards completion of the DoD Financial Management Certification Program.

LEARNING OUTCOMES

- Comply with current Joint Federal Travel Regulations (JFTR) and Joint Travel Regulations (JTR)
- Define and describe the requirements for travel orders and settlement vouchers while performing TDY for DoD agencies
- Identify and compute allowances and entitlements for uniformed and civilian personnel in DoD who are performing TDY
- Determine when per diem allowance is authorized as well as under what circumstances allowance is not authorized
- Calculate per diem entitlements, reimbursable expenses, and allowances for TDY reimbursements domestic and worldwide
- Decide subsistence entitlement in conjunction with leave
- Identify and calculate allowances using special rules for mixed travel (per diem and actual expense)
- Provide assistance to uniformed and civilian personnel in DoD to resolve complex travel problems

WHO SHOULD ATTEND?

All individuals who are involved with processing or certifying TDY travel orders, claims for per diem travel, transportation allowances, and certain other allowances of DoD uniformed service members (including regular and reserve components), and all DoD civilian employees. It is highly recommended for all approving officers, reviewing officials, supervisors, and anyone who travels two or more times on TDY in one year.

If you need to learn about permanent change of station (PCS) allowances for civilian employees of DoD, see Travel Regulations for Defense Agencies, JTR (PCS Only) (FINC8230D). To learn about TDY allowances for Non-DoD civilian employees, please see Travel Regulations for Non-Defense Agencies, FTR (TDY Only) (FINC7213D).

Level: Intermediate

SESSION SCHEDULE

LOCATION

3/12/19 - 3/14/19	Washington, DC
3/26/19 - 3/28/19	San Francisco, CA
4/16/19 - 4/18/19	San Antonio, TX
5/7/19 - 5/9/19	Las Vegas, NV
6/11/19 - 6/13/19	Virginia Beach, VA
7/9/19 - 7/11/19	Atlanta, GA
7/23/19 - 7/25/19	Washington, DC
7/31/19 - 8/2/19	Honolulu, HI
8/27/19 - 8/29/19	Washington, DC
8/13/19 - 8/15/19	San Diego, CA
9/10/19 - 9/12/19	Washington, DC
9/24/19 - 9/26/19	Seattle, WA
11/12/19 - 11/14/19	Washington, DC

Travel Regulations for Defense Agencies, JTR (PCS Only)

FINC8230D 3 Days 24 CPE \$929

Learn the current rules and regulations for permanent change of station (PCS) travel for civilian employees in the Department of Defense (DoD) from expert instructors. Civilian employees are covered by the Joint Travel Regulations (JTR). Students will learn the rules for PCS Service Agreements; travel authorizations; use of Government Travel Charge Card (GTCC); per diem allowances; transportation allowances; international travel; en route travel; house-hunting trips; temporary quarters subsistence expense; household goods movement; shipment of privately owned vehicles (POVs); residential transactions; miscellaneous expense allowance; relocation income tax allowance, and more.

This course applies towards completion of the DoD Financial Management Certification Program.

LEARNING OUTCOMES

- Comply with current Joint Travel Regulations (JTR)
- Define and describe the requirements for Service Agreements, travel orders, and requirements for civilian personnel performing PCS moves for DoD agencies
- Identify and compute allowances and entitlements for civilian personnel who are performing PCS moves for DoD agencies
- Calculate per diem entitlements, reimbursable expenses, allowances for PCS moves, and total PCS reimbursements in all situations
- Describe and utilize the JTR for the movement of household goods, house-hunting trips, temporary quarters subsistence allowance, transporting and storing POVs, residential transactions, miscellaneous expense allowance, and more
- Provide assistance to civilian employees in order to resolve complex travel issues

WHO SHOULD ATTEND?

Individuals who are involved with processing or certifying PCS orders, claims for per diem travel, transportation allowances, and certain other allowances and entitlements of DoD civilian employees. It is highly recommended for all approving officers, reviewing officials, supervisors, and anyone who will be making a PCS move.

If you need to learn temporary duty (TDY) travel allowances for DoD uniformed members and/or civilian employees, see Travel Regulations for Defense Agencies, JTR (TDY Only) (FINC7215D).

Level: Intermediate

SESSION SCHEDULE	LOCATION
3/11/19 - 3/13/19	San Antonio, TX
4/9/19 - 4/11/19	Washington, DC
7/23/19 - 7/25/19	San Diego, CA
8/5/19 - 8/7/19	Honolulu, HI
8/6/19 - 8/8/19	Washington, DC
10/8/19 - 10/10/19	Denver, CO
12/3/19 - 12/5/19	Washington, DC



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Travel Regulations for Defense Agencies, JTR (TDY and PCS)

FINC8231D 5 Days 40 CPE \$1,299

This course covers the rules and regulations for both temporary duty (TDY) travel and permanent change of station (PCS) travel in the Department of Defense (DoD).

Regarding TDY travel, participants will learn the rules for travel authorizations, use of Government Travel Charge Card (GTCC); per diem allowances; transportation allowances; reimbursable allowances; contract (city-pair) discounted fares; deductible meals; government lodging and mess availability and non-availability; international travel; actual expense allowances for high cost areas and more.

Regarding PCS travel; participants will learn the rules for PCS Service Agreements; travel authorizations; use of Government Travel Charge Card (CTCC); per diem allowances; transportation allowances; international household goods movement; shipment of privately owned vehicles (POVs); residential transactions; miscellaneous expense allowance; relocation income tax allowance, and more.

This course applies towards completion of the DoD Financial Management Certification Program.

LEARNING OUTCOMES

- Comply with current (JTR) Joint Travel Regulations
- Describe and define the requirements for travel orders and settlement vouchers while performing TDY for DoD agencies
- Describe and define the requirements for Service Agreements, travel orders, and requirements for civilian personnel performing PCS moves for DoD agencies
- Identify and calculate allowances and entitlements for uniformed and civilian personnel who are performing TDY and for civilian personnel who are performing PCS moves for DoD agencies
- Discern when per diem allowance is authorized and under what circumstances allowance is not authorized
- Compute per diem entitlements, reimbursable expenses, and allowances for both TDY and PCS reimbursements
- Assist uniformed and civilian personnel in DoD to resolve complex travel problems

WHO SHOULD ATTEND?

Individuals who are involved with processing or certifying TDY and PCS travel orders, claims for per diem travel, transportation allowances, and certain other allowances and entitlements. It is highly recommended for approving officers, reviewing officials, and supervisors.

Level: Intermediate

SESSION SCHEDULE	LOCATION
3/25/19 - 3/29/19	Honolulu, HI
4/8/19 - 4/12/19	San Antonio, TX
5/13/19 - 5/17/19	Washington, DC
5/20/19 - 5/24/19	San Diego, CA
6/3/19 - 6/7/19	Denver, CO
6/10/19 - 6/14/19	Las Vegas, NV
6/24/19 - 6/28/19	Honolulu, HI
7/8/19 - 7/12/19	Washington, DC
7/15/19 - 7/19/19	Virginia Beach, VA
7/22/19 - 7/26/19	Dallas, TX
8/5/19 - 8/9/19	Atlanta, GA
8/19/19 - 8/23/19	Washington, DC
8/19/19 - 8/23/19	Honolulu, HI
9/9/19 - 9/13/19	San Francisco, CA
9/16/19 - 9/20/19	Huntsville, AL
11/18/19 - 11/22/19	Washington, DC
12/9/19 - 12/13/19	Seattle, WA

Travel Regulations for Non-Defense Agencies, FTR (TDY and PCS)

FINC8232D 5 Days 40 CPE \$1,299

This course covers the rules and regulations for both temporary duty (TDY) travel and permanent change of station (PCS) travel in non-DoD agencies.

Regarding TDY travel, participants will learn the rules for travel authorizations; use of Government Travel Charge Card (GTCC); per diem allowances, transportation allowances, reimbursable allowances, contract (city-pair) discounted airfares, deductible meals, Government lodging and mess availability and non-availability, international travel, actual expense allowances for high-cost areas, and more.

Regarding PCS travel, participants will learn the rules for PCS Service Agreements; travel authorizations; use of Government Travel Charge Card (CTCC), per diem allowances; transportation allowances; international travel; en route travel; house-hunting trips; temporary quarters subsistence expense, household goods movement; shipment of privately owned vehicles (POVs), residential transactions; miscellaneous expense allowance; relocation income tax allowance, temporary change of station, and more.

LEARNING OUTCOMES

- Comply with current (FTR) Federal Travel Regulations as contained in Title 41 of the Code of Federal Regulations (CFR), chapters 300 through 304
- Describe and define the requirements for travel orders and settlement vouchers while performing TDY for non-DoD agencies
- Describe and define the requirements for Service Agreements, travel orders and requirements for civilian personnel performing PCS moves for non-DoD agencies
- Identify and calculate allowances and entitlements for personnel who are performing TDY and PCS moves
- Find out when per diem allowance is authorized and under what circumstances allowance is not authorized
- Compute per diem entitlements, reimbursable expenses, and allowances for both TDY & PCS reimbursements
- Assist personnel in non-DoD in resolving complex travel problems

WHO SHOULD ATTEND?

All individuals who are involved with processing or certifying TDY and PCS travel orders, claims for per diem travel, transportation allowances, and certain other allowances and entitlements for civilian employees in non-DoD agencies. It is highly recommended for approving officers, reviewing officials, and supervisors.

Level: Intermediate

SESSION SCHEDULE

LOCATION

5/20/19 - 5/24/19	Washington, DC
10/21/19 - 10/25/19	Washington, DC



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