

FEDERAL FM Federal Financial Management



SCHEDULE OF CLASSES

October 2017 - December 2018

Real-World Training
For Real-World Challenges



graduateschool.edu/fm 888.744.GRAD

Curriculum

Federal Financial Management

Our Courses

Graduate School USA's Financial Management curriculum provides comprehensive training solutions that help you develop the broad range of knowledge and skills you need to make sound decisions.

Government departments and agencies need to balance diminishing resources while maintaining and expanding existing programs. Our courses respond to that need by helping students acquire the skills to achieve such a balance — though mastery of the tools and techniques of accounting, budgeting, appropriations law, and financial management. Courses in decision support and travel regulations for both defense and non-defense agencies are also available.

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

DoD Financial Management Certification

As a provider of more than 75 active courses aligned with DoD financial management and leadership competencies, we are a primary source of training and development for those who need to attain or maintain DoD Financial Management Certification.

Visit graduateschool/dodfm for more information.

Master Certificate in Federal Financial Management

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.

Visit graduateschool/mcffm for more information.





Federal Financial Management

Our federal financial management courses respond to 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 customers to tailor courses that meet the specific training needs of federal agencies and their employees.



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 cost associated with it. 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 turn-key delivery—pick the training, time, and place, and we handle the rest.

Relevance

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

Specialized Client Services

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

Delivery Format

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

Visit graduateschool.edu/onsite for more information.

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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.

Schedules, course content, pricing, instructors, and other terms and conditions of products and services offered by Graduate School USA are subject to change without prior notice. Graduate School USA is a private, not-for-profit educational institution, not affiliated with the federal government or any federal agency or department.

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
Federal Financial Systems and Policies	BUDG8005D	24 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.

Colorado State University Online Professional MBA

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

As part of an articulation agreement between Graduate School USA and Colorado State University (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 Professional 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.

How to Earn 12 Academic Credits Towards the CSU Online Professional 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/onlinemba or by calling (800) 491-4622.
2. Call Graduate School USA at (202) 314-3401 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.



Graduate School USA can help you achieve Financial Management Certification.

DoD has aligned more than 75 active Graduate School USA courses with its Financial Management and Leadership competencies. All of these courses are currently available for individual registrations or on-site delivery.

DoD Financial Management

Active Aligned Courses

Financial Management Courses

Advanced Appropriations Law	Introduction to Federal Accounting
Audit Evidence and Documentation	Introduction to Federal Budgeting
Budget Execution	Introduction to Financial Management
Budget Justification and Presentation	Pay Setting for FWS Positions
Congressional Budget Process	Planning Audit Assignments
Decision Support Analytics	Planning, Programming, Budgeting and Execution (PPBE) Army
Federal Appropriations Law	Public Sector Financial Systems & Policies
Federal Appropriations Law Update	Reviewing Other People's Report Writing
Federal Audit and Review	Skills for Leading and Managing Audit Projects
Federal Budget Process	The Governmental Audit: From Planning to Reporting
Federal Budgeting for Non-Budgeting Personnel	Travel Regulations for Defense Agencies, JTR (PCS Only)
Federal Pay Setting	Travel Regulations for Defense Agencies, JTR (TDY Only)
Government Standard General Ledger	Understanding Federal Financial Statements
Intermediate Decision Support Analytics	Writing Audit Reports by Objectives
Intermediate Federal Accounting	Written Communication for Auditors
Intermediate Performance Auditing	

DoD Financial Management

Active Aligned Courses

Leadership Courses

Aspiring Leader Program	Leading People
Assertiveness Skills	Managing for Results
Briefing Techniques	Mentoring Skills
Clear Writing through Critical Thinking	Negotiating Techniques
Coaching Skills for Today's Leaders	New Leader Program
Constructive Conflict Resolution	Positive Approaches to Difficult People
Decision Making and Problem Solving	Preparing to Lead in the 21st Century
Editing for Impact	Problem Solving
Effective Communication with Customers	Project Cost Management
Effective Government Correspondence	Project Management
Emotionally Intelligent Leaders	Project Management for IT: Application and Integration
Essentials of English	Project Quality Management
Executive Leadership Program	Project Time Management
Executive Survival Skills	Proofreading
Executive Writing	Report Writing
Federal Human Resources Management for Supervisors and Managers	Speaking with Clarity
Fundamentals of Writing	Speaking with Confidence
Grammar for Professionals	Strategic Planning for Government Organizations
Increasing Personal Effectiveness	Telework: A Manager's Perspective
Interpersonal Communications	The Power of Influence over Authority
Introduction to Management	Washington Executive Seminar
Introduction to Supervision	Writing for Results
Leadership Challenge	
Leadership Essentials	
Leadership Skills for Non-Supervisors	
Leading Change	

Visit graduateschool.edu/dodfm for more information on our DoD Financial Management Program.

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 is 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

LOCATION

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 aligns with the following DoD financial management competencies:

DoD FM Competency	Proficiency Level	Hours
Fundamentals and Operations of Accounting	1	16

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

LOCATION

Become a more valuable member of your financial management team.



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 4 for more information.

Introduction to Federal Accounting

ACCT7001D 4 Days 32 CPE \$1,199

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 aligns with the following DoD financial management competencies:

DoD FM Competency	Proficiency Level	Hours
Accounting Concepts, Policies, and Principles	3	8
Budget Concepts, Policies, and Principles	3	24

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

12/05/17 - 12/08/17	Washington, DC
2/06/18 - 2/09/18	Washington, DC
3/06/18 - 3/09/18	Washington, DC
4/03/18 - 4/06/18	Washington, DC
4/24/18 - 4/27/18	Jacksonville, FL
5/01/18 - 5/04/18	New Orleans, LA
5/15/18 - 5/18/18	Washington, DC
6/05/18 - 6/08/18	San Francisco, CA
6/12/18 - 6/15/18	Washington, DC
6/26/18 - 6/29/18	Atlanta, GA
7/10/18 - 7/13/18	Washington, DC
7/24/18 - 7/27/18	Seattle, WA
8/07/18 - 8/10/18	Dallas, TX
8/14/18 - 8/17/18	Washington, DC
9/11/18 - 9/14/18	Washington, DC
9/25/18 - 9/28/18	San Diego, CA
10/09/18 - 10/12/18	Denver, CO

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 aligns with the following DoD financial management competencies:

DoD FM Competency	Proficiency Level	Hours
Accounting Concepts, Policies, and Principles	3	8
Budget Concepts, Policies, and Principles	3	24

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

3/13/18 - 3/16/18.....	Washington, DC
7/17/18 - 7/20/18.....	Washington, DC
9/11/18 - 9/14/18.....	Washington, DC



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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 Anti-Deficiency 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).

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 Anti-deficiency 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

SESSION SCHEDULE

LOCATION

10/03/17 - 10/05/17	Washington, DC
12/05/17 - 12/07/17	Washington, DC
1/30/18 - 2/01/18.....	Washington, DC
2/27/18 - 3/01/18.....	Washington, DC
4/03/18 - 4/05/18.....	Washington, DC
5/01/18 - 5/03/18.....	Washington, DC
5/22/18 - 5/24/18.....	Denver, CO
6/05/18 - 6/07/18.....	Washington, DC
6/12/18 - 6/14/18.....	Kansas City, MO
6/19/18 - 6/21/18.....	San Diego, CA
7/10/18 - 7/12/18.....	Washington, DC
7/24/18 - 7/26/18.....	Virginia Beach, VA
8/07/18 - 8/09/18.....	Washington, DC
8/14/18 - 8/16/18.....	Dallas, TX
8/21/18 - 8/23/18.....	Atlanta, GA
9/11/18 - 9/13/18.....	Washington, DC
9/18/18 - 9/20/18.....	San Francisco, CA
9/25/18 - 9/27/18.....	Huntsville, AL
10/02/18 - 10/04/18.....	Washington, DC
12/04/18 - 12/06/18.....	San Antonio, TX

DoD

Financial Management Certification Training



Graduate School USA can help you achieve Financial Management Certification.

DoD has aligned more than 75 active Graduate School USA courses with its Financial Management and Leadership competencies. All of these courses are currently available for individual registrations or on-site delivery.

Visit graduateschool.edu/dodfm for more information.

Budget Formulation

BUDG7101D 3 Days 24 CPE \$1,049

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).

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

SESSION SCHEDULE	LOCATION
10/17/17 - 10/19 /17	Washington, DC
12/12 /17 - 12/14 /17	Washington, DC
12/13 /17 - Dec 15, 2017	Washington, DC
3/13/18 -3/15/18	Washington, DC
4/10/18 - 4/12/18	Washington, DC
4/24 /18 - 4/26/18	San Francisco, CA
5/08 /18 - 5/10/18	Washington, DC
5/22/18 - 5/24/18	Las Vegas, NV
6/12 /18 - 6/14/18	Washington, DC
6/19 /18 - 6/21/18	Atlanta, GA
6/26/18 - 6/28/18	San Diego, CA
7/10 /18 - 7/12/18	San Antonio, TX
7/17/18 - 7/19/18	Washington, DC
7/31/18 - 8/02/18	Virginia Beach, VA
8/14 /18 - 8/16/18	Washington, DC
8/28/18 - 8/30/18	Jacksonville, FL
9/11/18 - 9/13/18	Dallas, TX
9/18/18 - 9/20/18	Washington, DC
925/18 - 9/27/18	Denver, CO
10/09 /18 - 10/11/18	Washington, DC
11/13 /18 - 11/15/18	Washington, DC
12/11/18 - 12/13/18	Washington, DC

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 aligns with the following DoD financial management competencies:

DoD FM Competency	Proficiency Level	Hours
Budget Concepts, Policies, and Principles	3	4
Budget Formulation, Justification and Presentation	3	20

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
11/14/17 - 11/16/17	Washington, DC
2/06/18 - 2/08/18	Washington, DC
4/24/18 - 4/26/18	Washington, DC
6/26/18 - 6/28/18	Washington, DC
7/17/18 - 7/19/18	San Diego, CA
8/28/18 - 8/30/18	Washington, DC
9/25/18 - 9/27/18	Washington, DC
11/27/18 - 11/29/18	Washington, DC



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.

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 MasterCertificate in Federal Financial Management (MCFFM).

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
11/28/17 - 11/29/17	Washington, DC
1/17/18 - 1/18/18.....	Washington, DC
3/14/18 - 3/15/18.....	Washington, DC
4/04/18 - 4/05/18.....	Dallas, TX
5/15/18 - 5/16/18.....	San Diego, CA
6/12/18 - 6/13/18.....	Washington, DC
6/20/18 - 6/21/18.....	Las Vegas, NV
7/10/18 - 7/11/18.....	Washington, DC
7/25/18 - 7/26/18.....	San Francisco, CA
8/01/18 - 8/02/18.....	Atlanta, GA
9/05/18 - 9/06/18.....	Washington, DC
9/26/18 - 9/27/18.....	Virginia Beach, VA
10/03/18 - 10/04/18.....	Denver, CO
11/14/18 - 11/15/18.....	Washington, DC

Federal Audit and Review

BUDG8215D 2 Days 16 CPE \$679

Explore the processes used to ensure that programs are efficient, effective, and in compliance with the requirements of appropriations law and performance-based budgeting. Learn the differing roles and responsibilities of internal analysts, review staff, and auditors in analyzing program performance, financial integrity, and financial statements. Become familiar with the role and purpose of the Government Accountability Office (GAO), the respective agency offices of the Inspectors General, and other audit organizations. Learn the different types of audits conducted by audit organizations, as well as the purpose of those audits.

WHO SHOULD ATTEND?

Program analysts, administrative officers, auditors, financial analysts, interns/trainees, management analysts and other professionals who need an understanding of the audit and review phase of the federal budget process

Level: Intermediate

SESSION SCHEDULE	LOCATION
11/29/17 - 11/30/17	Washington, DC
3/13/18 - 3/14/18	Washington, DC
7/24/18 - 7/25/18	Washington, DC
11/27/18 - 11/28/18	Washington, DC

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 cost associated with it. 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.
- Save with pricing levels based on 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 turn-key delivery—pick the training, time, and place, and we handle the rest.

Relevance

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

Visit [graduateschoolusa/onsite](https://graduateschoolusa.com/onsite) for more information.

Federal Budgeting for Non-Budgeting Personnel

BUDG7000D 3 Days 1.8 CPE \$899

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 aligns with the following DoD financial management competencies:

DoD FM Competency	Proficiency Level	Hours
Accounting Concepts, Policies, and Principles	1	2
Budget Concepts, Policies and Principles	1	8
Fundamentals and Operations of Budget	1	8

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
12/05/17 - 12/07/17	Washington, DC
2/06/18 - 2/08/18	Washington, DC
2/27/18 - 3/01/18	Denver, CO
4/10/18 - 4/12/18	Washington, DC
4/24/18 - 4/26/18	San Francisco, CA
5/01/18 - 5/03/18	Las Vegas, NV
6/12/18 - 6/14/18	Washington, DC
6/19/18 - 6/21/18	Dallas, TX
7/17/18 - 7/19/18	Washington, DC
8/07/18 - 8/09/18	Washington, DC
9/25/18 - 9/27/18	Washington, DC
10/16/18 - 10/18/18	Washington, DC
12/04/18 - 12/06/18	Washington, DC

DoD

Financial Management Certification Training

Graduate School USA can help you achieve Financial Management Certification.



DoD has aligned more than 75 active Graduate School USA courses with its Financial Management and Leadership competencies. All of these courses are currently available for individual registrations or on-site delivery.

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 aligns with the following DoD financial management competencies:

DoD FM Competency	Proficiency Level	Hours
Budget Concepts, Policies, and Principles	1	16

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
12/12/17 - 12/13/17	Washington, DC
2/06/18 - 2/07/18	Washington, DC
4/17/18 - 4/18/18	Washington, DC
5/30/18 - 5/31/18	Atlanta, GA
6/12/18 - 6/13/18	Washington, DC
7/11/18 - 7/12/18	San Diego, CA
8/28/18 - 8/29/18	Washington, DC
9/05/18 - 9/06/18	Seattle, WA
12/11/18 - 12/12/18	Washington, DC

**Become a more
valuable member
of your financial
management team.**



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 4 for more information.

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
10/31/17 - 11/02/17	Washington, DC
2/13/18 - 2/15/18	Washington, DC
4/10/18 - 4/12/18	Washington, DC
6/12/18 - 6/14/18	Washington, DC
7/17/18 - 7/19/18	Washington, DC
8/07/18 - 8/09/18	Washington, DC
9/18/18 - 9/20/18	Washington, DC
10/30/18 - 11/01/18	Washington, DC

Federal Financial Systems & Policies

BUDG8005D 3 Days 24 CPE \$899

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

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
12/12/17 - 12/14/17	Washington, DC
3/06/18 - 3/08/18	Washington, DC
6/19/18 - 6/21/18	Washington, DC
7/17/18 - 7/19/18	San Diego, CA
8/21/18 - 8/23/18	Washington, DC
12/04/18 - 12/06/18	Washington, DC



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Introduction to Federal Budgeting

BUDG7001D 3 Days 24 CPE \$1049

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 midyear 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 aligns with the following DoD financial management competencies:

DoD FM Competency	Proficiency Level	Hours
Budget Concepts, Policies, and Principles	3	4
Budget Formulation, Justification, and Presentations	3	8
Fundamentals and Operations of Budget	1	12

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
10/03/17 - 10/05/17	Washington, DC
10/31/17 - 11/02/17	Washington, DC
12/12/17 - 12/14/17	Washington, DC
1/23/18 - 1/25/18	Washington, DC
2/20/18 - 2/22/18	Washington, DC
3/13/18 - 3/15/18	Washington, DC
3/27/18 - 3/29/18	San Diego, CA
4/10/18 - 4/12/18	Albuquerque, NM
4/17/18 - 4/19/18	Las Vegas, NV
4/24/18 - 4/26/18	Washington, DC
5/01/18 - 5/03/18	Atlanta, GA
5/08/18 - 5/10/18	Washington, DC
5/15/18 - 5/17/18	San Francisco, CA
5/22/18 - 5/24/18	Washington, DC
6/05/18 - 6/07/18	Seattle, WA
6/05/18 - 6/07/18	Washington, DC
6/12/18 - 6/14/18	Virginia Beach, VA
6/19/18 - 6/21/18	Chicago, IL
6/26/18 - 6/28/18	Washington, DC
7/10/18 - 7/12/18	Washington, DC
7/24/18 - 7/26/18	Washington, DC
7/31/18 - 8/02/18	Denver, CO
8/14/18 - 8/16/18	Washington, DC
8/21/18 - 8/23/18	Philadelphia/PA
9/11/18 - 9/13/18	Dallas, TX
9/18/18 - 9/20/18	Denver, CO
9/18/18 - 9/20/18	Washington, DC
9/25/18 - 9/27/18	San Antonio, TX
10/16/18 - 10/18/18	Washington, DC
11/13/18 - 11/15/18	Washington, DC
12/11/18 - 12/13/18	Washington, DC

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 (MCFM) and it may be taken as an alternative to Planning, Budgeting and Performance Measurement BUDG8180D.

This course aligns with the following DoD financial management competencies:

DoD FM Competency	Proficiency Level	Hours
Budget Concepts, Policies, and Principles	3	16
Budget Execution	3	8

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

SESSION SCHEDULE	LOCATION
11/14/17 - 11/16/17	Washington, DC
2/13/18 - 2/15/18	Washington, DC
4/03/18 - 4/05/18	Washington, DC
6/05/18 - 6/07/18	Washington, DC
6/26/18 - 6/28/18	Virginia Beach, VA
7/17/18 - 7/19/18	San Diego, CA
7/31/18 - 8/02/18	Washington, DC
8/21/18 - 8/23/18	San Antonio, TX
9/25/18 - 9/27/18	Washington, DC
11/06/18 - 11/08/18	Washington, DC

DoD Financial Management Certification Training

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On-site Training

What's in it for you:



Cost Savings

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- Save with pricing levels based on 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 turn-key delivery—pick the training, time, and place, and we handle the rest.

Relevance

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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

SESSION SCHEDULE

LOCATION

10/24/17 - 10/26/17	Washington, DC
1/30/18 - 2/01/18	Washington, DC
3/27/18 - 3/29/18	San Francisco, CA
4/17/18 - 4/19/18	Washington, DC
5/22/18 - 5/24/18	New Orleans, LA
6/05/18 - 6/07/18	Washington, DC
6/26/18 - 6/28/18	Dallas, TX
7/10/18 - 7/12/18	Washington, DC
8/14/18 - 8/16/18	Washington, DC
8/21/18 - 8/23/18	San Diego, CA
9/11/18 - 9/13/18	Seattle, WA
9/25/18 - 9/27/18	Washington, DC
11/06/18 - 11/08/18	Washington, DC

Planning, Programming, Budgeting and Execution (PPBE) Army

BUDG8001D 5 Days 40 CPE \$1,119

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 aligns with the following DoD financial management competencies:

DoD FM Competency	Proficiency Level	Hours
Budget Concepts, Policies and Principles	3	8
Budget Execution	3	15
Budget Formulation, Justification, and Presentation	3	17

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
10/02/17 - 10/06/17	Washington, DC
3/05/18 - 3/09/18	Washington, DC
6/11/18 - 6/15/18	San Antonio, TX
7/16/18 - 7/20/18	Virginia Beach, VA
8/13/18 - 8/17/18	Washington, DC
9/24/18 - 9/28/18	Huntsville, AL
10/01/18 - 10/05/18	Washington, DC



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General Financial Management



graduateschool.edu/fm

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 aligns with the following DoD financial management competencies:

DoD FM Competency	Proficiency Level	Hours
Decision Support	1	24

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

SESSION SCHEDULE	LOCATION
12/12/17-12/14/2017	Washington, DC
2/13/18-2/15/18	Washington, DC
4/3/18-4/5/18	Washington, DC
6/12/18-6/14/18	Washington, DC
7/10/18-7/12/18	Washington, DC
8/7/18-8/9/18	San Francisco, CA
8/14/18 - 8/16/18	Washington, DC
8/28/18 - 8/30/18	Virginia Beach, VA
9/11/18-9/13/18	Denver, CO
9/25/18 - 9/27/18	Washington, DC
11/6/18-11/8/18	Washington, DC

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.

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
3/13/18 - 3/15/18	Washington, DC
9/25/18 - 9/27/18	Washington, DC

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 to have not only developed the EDFMTC for ASMC in 1999, but also 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 Al Tyree at (202) 314-3639, or our Customer Support Center at 888-744-GRAD (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, etc.
- 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, 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.

SESSION SCHEDULE	LOCATION
1/22/18 - 1/26/18.....	Washington, DC
3/12/18 - 3/16/18.....	Washington, DC
4/23/18 - 4/27/18.....	Honolulu, HI
5/14/18 - 5/18/18.....	San Antonio, TX
6/04/18 - 6/08/18.....	San Diego, CA
7/16/18 - 7/20/18.....	Virginia Beach, VA
8/27/18 - 8/31/18.....	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.

Related Certificate Programs: This course is part of:

- the Certificate of Accomplishment in Personal Property Management
- the Master Certificate in Federal Financial Management (MCFM).

This course aligns with the following DoD financial management competencies:

DoD FM Competency	Proficiency Level	Hours
Decision Support	1	6
Financial Management Systems	1	4
Fundamentals and Operations of Accounting	1	2.5
Fundamentals and Operations of Budget	1	2.5
Fundamentals and Operations of Finance	1	7

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

10/24/17 - 10/26/17	Washington, DC
12/12/17 - 12/14/17	Washington, DC
2/06/18 - 2/08/18.....	Washington, DC
4/03/18 - 4/05/18.....	Washington, DC
4/17/18 - 4/19/18.....	Dallas, TX
5/08/18 - 5/10/18.....	Huntsville, AL
5/22/18 - 5/24/18.....	Washington, DC
6/05/18 - 6/07/18.....	Kansas City, MO
6/12/18 - 6/14/18.....	San Antonio, TX
6/12/18 - 6/14/18.....	San Francisco, CA
6/12/18 - 6/14/18.....	Philadelphia/PA
6/19/18 - 6/21/18.....	Washington, DC
6/26/18 - 6/28/18.....	Seattle, WA
7/7/18 - 7/9/18.....	Virginia Beach, VA.
7/10/18 - 7/12/18.....	Washington, DC
7/17/18 - 7/19/18.....	Denver, CO
7/24/18 - 7/26/18.....	Jacksonville, FL
7/31/18 - 8/02/18.....	San Diego, CA
8/07/18 - 8/09/18.....	Virginia Beach, VA
8/21/18 - 8/23/18.....	Washington, DC
9/11/18 - 9/13/18.....	Las Vegas, NV
9/11/18 - 9/13/18.....	Atlanta, GA
9/18/18 - 9/20/18.....	New Orleans, LA
9/25/18 - 9/27/18.....	Washington, DC
10/23/18 - 10/25/18.....	Washington, DC
12/11/18 - 12/13/18.....	Washington, DC



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

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 aligns with the following DoD financial management competencies:

DoD FM Competency	Proficiency Level	Hours
Decision Support	3	24

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 analyst 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
2/06/18 - 2/08/18.....	Washington, DC
5/08/18 - 5/10/18.....	Washington, DC
7/17/18 - 7/19/18.....	San Diego, CA
8/28/18 - 8/30/18.....	Washington, DC
9/11/18 - 9/13/18.....	Denver, CO

Managing Under Budgetary Constraints

FINC8141D 1 Day 8 CPE \$439

This course explains advanced budget concepts and introduces program management strategies to respond to budget reductions in a downsizing environment. Checklists will be provided and “how to” guidelines for budget and program managers to build a defensible budget compliant with the new requirements for appropriations requests. Learn about the importance of performance measurement and strategic planning as the keys to support a mission-driven funding request. Receive tools to enable you to develop a narrative justification in support of your programs and maintain your funding level consistent with the financial policies of the President, Office of Management and Budget, Congress, and senior management within your agency.

LEARNING OUTCOMES

- Successfully plan and justify funding requests in the new budget environment
- Develop and implement cost-cutting strategies for managing effectively in a downsized environment
- Use the performance improvement process to enhance program outcomes

WHO SHOULD ATTEND?

Comptrollers; Administrative Officers; Auditors; Budget Analysts; Financial Analysts; Management Analysts; Program Managers; Senior Management; comparable officials in state and local governments

Participants should be familiar with budget formulation and execution principles, as taught in: Introduction to Federal Budgeting (BUDG7001D); Budget Formulation (BUDG7101D); and Budget Execution (BUDG7100D).

Level: Intermediate

SESSION SCHEDULE	LOCATION
2/08/18 - 2/08/18.....	Washington, DC
6/14/18 - 6/14/18.....	Washington, DC
8/30/18 - 8/30/18.....	Washington, DC
12/11/18 - 12/11/18.....	Washington, DC

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

Level: Intermediate

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

SESSION SCHEDULE	LOCATION
12/12/17 - 12/14/17	Washington, DC
3/27/18 - 3/29/18	Washington, DC
7/24/18 - 7/26/18	Washington, DC
8/21/18 - 8/23/18	Denver, CO
11/06/18 - 11/08/18	Washington, DC

Understanding Federal Financial Statements

FINC8103D 3 Days 24 CPE

Available by Contract Only

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 aligns with the following DoD financial management competencies:

DoD FM Competency	Proficiency Level	Hours
Accounting Concepts, Policies, and Principles	3	20
Financial Reporting	3	4

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
Available By Contract Only	

Federal Appropriations Law



graduateschool.edu/fm

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 smart phones are encouraged to aid in this research.

This course aligns with the following DoD financial management competencies:

DoD FM Competency	Proficiency Level	Hours
Advanced Financial Management	5	12
Budget Concepts, Policies, and Principles	5	6
Budget Execution	5	6

LEARNING OUTCOMES

- Provide authoritative guidance to decision makers on the legality of proposed actions
- Use federal appropriations only for the purposes intended
- Observe & 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
10/31/17 - 11/02/17	Washington, DC
1/30/18 - 2/01/18	Washington, DC
3/27/18 - 3/29/18	Washington, DC
5/01/18 - 5/03/18	Washington, DC
7/24/18 - 7/26/18	Washington, DC
9/18/18 - 9/20/18	Washington, DC
11/27/18 - 11/29/18	Washington, DC

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
10/05/17 - 10/05/17	Washington, DC
3/08/18 - 3/08/18	Washington, DC
5/10/18 - 5/10/18	Washington, DC
6/07/18 - 6/07/18	San Diego, CA
7/12/18 - 7/12/18	San Antonio, TX
8/09/18 - 8/09/18	Washington, DC
9/20/18 - 9/20/18	Denver, CO
11/08/18 - 11/08/18	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 address 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
10/03/17 - 10/04/17	Washington, DC
1/10/18 - 1/11/18.....	Washington, DC
3/06/18 - 3/07/18.....	Washington, DC
5/08/18 - 5/09/18.....	Washington, DC
6/05/18 - 6/06/18.....	San Diego, CA
7/10/18 - 7/11/18.....	San Antonio, TX
8/07/18 - 8/08/18.....	Washington, DC
9/18/18 - 9/19/18.....	Denver, CO
11/06/18 - 11/07/18.....	Washington, DC

DoD

Financial Management Certification Training

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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 7 inches of reference books associated with this course. You may want to consider some means to ship these documents back to your office.

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

This course aligns with the following DoD financial management competencies:

DoD FM Competency	Proficiency Level	Hours
Financial Concepts, Policies, and Principles	3	24
Financial Stewardship	3	8

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, and 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
10/17/17 - 10/20/17	Washington, DC
10/31/17 - 11/03/17	San Diego, CA
11/14/17 - 11/17/17	Washington, DC
12/12/17 - 12/15/17	Washington, DC
1/23/18 - 1/26/18	Washington, DC
2/06/18 - 2/09/18	Phoenix, AZ
2/13/18 - 2/16/18	Washington, DC
3/06/18 - 3/09/18	Washington, DC
3/20/18 - 3/23/18	Huntsville, AL
3/27/18 - 3/30/18	San Diego, CA
4/03/18 - 4/06/18	Washington, DC
4/10/18 - 4/13/18	Las Vegas, NV
4/24/18 - 4/27/18	Washington, DC
5/08/18 - 5/11/18	Washington, DC
5/15/18 - 5/18/18	San Francisco, CA
5/22/18 - 5/25/18	Austin, TX
5/29/18 - 6/01/18	Washington, DC
6/05/18 - 6/08/18	Albuquerque, NM
6/12/18 - 6/15/18	Washington, DC
6/19/18 - 6/22/18	Philadelphia, PA
6/26/18 - 6/29/18	Washington, DC
6/26/18 - 6/29/18	New Orleans, LA
7/10/18 - 7/13/18	San Francisco, CA
7/10/18 - 7/13/18	Washington, DC
7/17/18 - 7/20/18	Seattle, WA
7/24/18 - 7/27/18	San Antonio, TX
7/24/18 - 7/27/18	Washington, DC
7/31/18 - 8/03/18	San Diego, CA
8/07/18 - 8/10/18	Washington, DC
8/07/18 - 8/10/18	Chicago, IL
8/14/18 - 8/17/18	Kansas City, MO
8/14/18 - 8/17/18	Atlanta, GA
8/14/18 - 8/17/18	Denver, CO
8/21/18 - 8/24/18	Washington, DC
8/28/18 - 8/31/18	Virginia Beach, VA
8/28/18 - 8/31/18	Dallas, TX
9/11/18 - 9/14/18	Washington, DC
9/18/18 - 9/21/18	Jacksonville, FL
9/25/18 - 9/28/18	Washington, DC
10/16/18 - 10/19/18	Washington, DC
11/06/18 - 11/09/18	Washington, DC
12/11/18 - 12/14/18	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; 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 Anti-Deficiency 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 taking the 4-day course.

Level: Intermediate

SESSION SCHEDULE	LOCATION
2/21/18 - 2/22/18.....	Washington, DC
5/30/18 - 5/31/18.....	Washington, DC
6/27/18 - 6/28/18.....	Washington, DC
9/05/18 - 9/06/18.....	Washington, DC

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See page 4 for more information.



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Federal Travel Regulations



graduateschool.edu/fm

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

FINC7104D

3 Days

24 CPE

\$829

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?

All 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

LOCATION

11/07/17 - 11/09/17 Washington, DC

2/27/18 - 3/01/18 Washington, DC

5/22/18 - 5/24/18 Washington, DC

9/11/18 - 9/13/18 Virginia Beach, VA

11/27/18 - 11/29/18 Washington, DC

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

FINC7213D 3 Days 24 CPE \$829

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 fares, 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?

All 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

10/31/17 - 11/02/17	Washington, DC
1/09/18 - 1/11/18.....	Washington, DC
3/06/18 - 3/08/18.....	Washington, DC
5/15/18 - 5/17/18.....	Washington, DC
6/05/18 - 6/07/18.....	Seattle, WA
7/17/18 - 7/19/18.....	Washington, DC
8/07/18 - 8/09/18.....	San Francisco, CA
9/18/18 - 9/20/18.....	Washington, DC
9/25/18 - 9/27/18.....	Virginia Beach, VA



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Travel Regulations for Defense Agencies, JTR (TDY Only)

FINC7215D 3 Days 24 CPE \$829

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 aligns with the following DoD financial management competencies:

DoD FM Competency	Proficiency Level	Hours
Financial Concepts, Policies, and Principles	1	8
Financial Concepts, Policies, and Principles	3	8
Fundamentals and Operations of Finance	1	8

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
11/07/17 - 11/09/17	Washington, DC
2/06/18 - 2/08/18	San Francisco, CA
2/27/18 - 3/01/18	Washington, DC
3/19/18 - 3/21/18	Washington, DC
3/27/18 - 3/29/18	San Antonio, TX
4/10/18 - 4/12/18	Washington, DC
5/22/18 - 5/24/18	Washington, DC
6/05/18 - 6/07/18	Virginia Beach, VA
6/06/18 - 6/08/18	Honolulu, HI
7/10/18 - 7/12/18	Jacksonville, FL
7/24/18 - 7/26/18	Washington, DC
9/18/18 - 9/20/18	Washington, DC
9/25/18 - 9/27/18	San Diego, CA
11/27/18 - 11/29/18	Washington, DC

Travel Regulations for Defense Agencies, JTR (PCS Only)

FINC8230D 3 Days 24 CPE \$829

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.

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?

All 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
11/28/17 - 11/30/17	Washington, DC
2/13/18 - 2/15/18	Washington, DC
3/13/18 -3/15/18	San Antonio, TX
4/03/18 - 4/05/18	Washington, DC
6/11/18 - 6/13/18	Honolulu, HI
6/12/18 - 6/14/18	Virginia Beach, VA
7/10/18 - 7/12/18	Washington, DC
7/17/18 - 7/19/18	Jacksonville, FL
8/28/18 - 8/30/18	Washington, DC
9/11/18 - 9/13/18	San Diego, CA
9/25/18 - 9/27/18	Washington, DC
10/30/18 - 11/01/18	Washington, DC



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

FINC8231D 5 Days 40 CPE \$1119

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 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 household goods movement, shipment of privately owned vehicles (POVs), residential transactions, miscellaneous expense allowance, relocation income tax allowance, and more.

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?

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. It is highly recommended for approving officers, reviewing officials, and supervisors.

Level: Intermediate

SESSION SCHEDULE	LOCATION
12/11/17 - 12/15/17	Washington, DC
3/05/18 - 3/09/18	Washington, DC
4/23/18 - 4/27/18	Honolulu, HI
5/07/18 - 5/11/18	San Antonio, TX
5/14/18 - 5/18/18	Washington, DC
6/18/18 - 6/22/18	Virginia Beach, VA
7/23/18 - 7/27/18	Jacksonville, FL
7/30/18 - 8/03/18	Washington, DC
8/06/18 - 8/10/18	Denver, CO
8/20/18 - 8/24/18	Honolulu, HI
10/01/18 - 10/05/18	San Diego, CA
12/10/18 - 12/14/18	Washington, DC

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

FINC8232D 5 Days 40 CPE \$1,119

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
1/22/18 - 1/26/18.....	Washington, DC
4/09/18 - 4/13/18.....	Washington, DC
8/20/18 - 8/24/18.....	Washington, DC
12/03/18 - 12/07/18.....	Washington, DC



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