



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH, DEVELOPMENT AND ACQUISITION
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

11 Jul 1997

MEMORANDUM FOR NAVY CONTRACTING CAREER MANAGEMENT BOARD

Subj: MANDATORY ACQUISITION TRAINING COURSES - FY98

Encl: (1) Navy DACM memorandum of June 16, 1997

In FY98, certification requirements will be revised to reflect *new* courses requirements. The basic course, CON 101, is undergoing extensive revision to incorporate recent acquisition reform initiatives. CON 211 and CON 221/222/223 are being replaced by a new course, CON 202, which is designed to incorporate pre-award and post-award aspects of contracting rather than 'tracking' through each.

Under the Contracting Master Development Plan, DoN contracting interns are required to complete both pre-award and post-award contract training. In other words, they must complete CON 211 (pre-award track -- 3 weeks) and CON 221 or CON 222 (post-award track -- 2 weeks). or CON 223 (pre and post-award -- 2 weeks). Interns who have not completed this training will be required to complete CON 202 (4 weeks) to meet this requirement.

The Defense Acquisition University has on-line training on Simplified Acquisition Procedures to supplement the new CON 101 and CON 202. This offering is also recommended to your contracting personnel which have completed mandatory training and met certification requirements. The course is not mandatory or assignment specific, but is available to better train or contracting workforce. DAU will issue a course completion certificate upon successful course completion. The registration address is <http://www.humtech.inter.net/welcome.html>. DAU is also offering on-line refreshers in math and statistics/probability refresher. These tutorials can be accessed at <http://www.cne.gmu.edu/modules/dau>. If you desire additional information on this on-line training, please contact Bob Johnson at (703) 602-2805.

Enclosure (1), which identifies DoN FY98 mandatory course allocations, is provided for your information.

Elliott B. Branch

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Executive Director
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JUN 26 1997

MEMORANDUM FOR DISTRIBUTION

Subj : FY98 QUOTAS FOR MANDATORY ACQUISITION TRAINING COURSES

Ref: (a) DON Acquisition Training Representatives meeting held 03 June 1997

Encl: (1) DON FY98 Quarterly Schedule
(2) FY98 Acquisition Training Quota Allocations
(3) FY98 Quarterly Submission Due Dates

The FY98 course schedule and quota allocations have been released in the Army Training Requirements and Resources System (ATRRS). The Navy has been allocated over 11,600 quotas and will host 124 onsite offerings. Enclosure (1) is an extract from the ATRRS schedule which displays class number, class dates, location, school and number of quotas for each class offering in which the DON has been allocated seats. This is provided for dissemination to your acquisition workforce personnel to assist them in planning their FY98 training. The schedule will also be posted on the DACM BBS to ensure maximum availability to the workforce.

Enclosure (2) provides your FY98 quarterly training quota allocations. Allocations were initially developed based on training deficiency data contained in the DACM MIS and have been adjusted in accordance with feedback you provided on the preliminary allocations distributed during reference (a). All excess quotas identified at the meeting have been deleted and redistributed, and any remaining quota shortfalls will be addressed with the requester and DAU as required. Please note that enclosure (2) also provides information regarding onsite offerings that have been planned for and coordinated with your field activities. As in previous years, the DACM will allocate the quotas for these offerings directly to the onsite hosts who will identify the appropriate candidates for the classes and forward the nominations directly to NCAT-CMS.

When reviewing your quota allocations, please note the following:

- The certification requirements in the BCEFM career field will change in FY98. As briefed during reference (a), many of the courses have been redesignated as assignment specific and will no longer count toward certification.

- Contracting certification requirements will also change in FY98. As discussed during reference (a), the "tracks" will be eliminated and all workforce members will be trained in both pre and post award. This change is most significant at Level II and those who are not certified prior to the end of FY97 may be required to complete a new course, CON 202.

- Quota allocations for BFM 211, CON 235, CON 243, and CON 244 are not included in enclosure (2). DAU will allocate quotas and publish the schedule for these new courses once course development is complete.

- Similarly, allocations for CON 241 are not included in this package. A decision is pending on whether or not this course will continue to be offered.

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- All CON 237, IRM 101 and SAM 101 courses will be delivered in a distance learning format. DAU will make a determination regarding the need for quota allocation once course development is complete. If necessary, quotas will be allocated at that time.

- DAU is planning to meet some of our FY 1998 quota requirements for ACQ 101, ACQ 201 and TST 101 with distance learning. The allocations cited in enclosure (2) represent classroom offerings only. Additional quotas for these courses will become available as soon as the distance learning versions of these courses are completed.

- The ACQ 201 course length is under review. Enclosure (1) dates reflect a 20-day course and will be modified once a final decision on course length is made. A wholesale revision to the schedule is not anticipated; we expect course start and end dates to be adjusted by just a day or two.

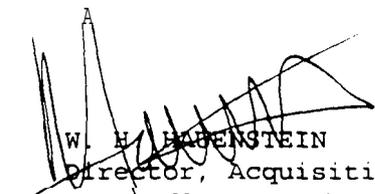
- Quotas for LOG 101 are not included in enclosure (2). We are still working with DAU to convert the satellite broadcasts scheduled for the Navy to classroom offerings. Once this is resolved, we will modify the schedule and allocate quotas for this course. As currently scheduled, there are no LOG 101 offerings in the first quarter, so this delay will not impact the 1 August registration deadline.

- FY98 is the last year that the Purchasing Courses (PUR 101/201) will be offered. Please screen your nominations carefully to ensure that only those individuals who require the course for certification are given quotas. Students who want training in Simplified Acquisition Procedures should take CON 237.

- The course number for "Selected Acquisition Report Review" has been changed from BCF 210 to BCF 802. The 800 series indicates that it is a continuing education course.

Due dates for quarterly submission of registration sheets to NCAT-CMS are provided in enclosure (3) Please note that the DACM and NCAT-CMS will continue to centrally prioritize nominations during the quarterly registration process. All mandatory students will be seated first (those who require the training for certification or prerequisite knowledge), regardless of their quota status. Desired training (career development and cross training) will only be permitted on a space available basis. FY97 experience has shown that, with the exception of a few courses, central prioritization allows us to seat most mandatory students. Accordingly, standby nominees in either of the mandatory categories are strongly encouraged.

Questions may be referred to Debbie Epps, Training Requirements Manager, at (703) 602-2764 or fax(703)602-8725.


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