

Course Catalog FY 2016



This catalog has seven sections. The "About DCAI" section provides basic information about the Defense Contract Audit Institute (DCAI). The remaining sections provide listings and descriptions of each DCAA course. Non-DCAA courses include a list of recommended non-DCAA training.

About DCAI

E-learning Courses

Resident Courses

Seminars

Blended Courses

Distance Learning

Non-DCAA Courses

About DCAI

The mission of the Defense Contract Audit Institute (DCAI) is to support the Agency's Strategic Plan by providing the knowledge and skills required to achieve the highest quality audits at each career milestone of every DCAA auditor, from entry to expert.

DCAI develops and delivers training for DCAA personnel from its location in Atlanta, Georgia. DCAI currently offers the following types of training:

CBT Courses – Computer Based Training includes interactive self- study courses and integrated multimedia courseware.

Resident Courses – Formal instructor-led courses conducted at DCAI.

Blended Courses -- Training combines methods (self-study, classroom and/or on-line parts) into a single credit event. CPE is only awarded upon completion of all parts.

Seminars – Formal instructor-led one and two day courses conducted at various DCAA locations.

Distance Learning – Intranet-based courses, instructor-led interactive.



DCAI is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on 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 submitted to the National Registry of CPE Sponsors through its website: www.learningmarket.org.



DCAI is registered with the National Association of State Boards of Accountancy (NASBA) as a Quality Assurance Service (QAS) sponsor of continuing professional education. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding QAS program sponsors may be submitted to NASBA through its website: www.learningmarket.org.



DCAI is accredited by the Commission of the Council on Occupational Education. Students who register for or complete training courses at DCAI and have a grievance should discuss the issue with the Course Manager, Training Support Branch, Administrative Officer, and Chief Learning Officer. Grievances not settled by DCAI should be forwarded to Council on Occupational Education; 7840 Roswell Road, Building 300, Suite 325; Atlanta, GA 30350; 800.917.2081 or fax 770.396.3790. (COE ID# 270400) Website: www.council.org.

Sponsored learning activities are measured by program length, with one 50-minute period equal to one CPE credit. One-half CPE credit increments (equal to 25 minutes) are also permitted however can only be earned after the first full credit in a given learning activity in resident courses. Please note that not all state boards have adopted this rule. Some participants may not be able to use one-half credit increments.

DCAI continually updates course material to ensure that content remains current, accurate and complete in regard to DCAA policy, CAM, FAR, DFARS, CAS, GAGAS, and any other changes promulgated by an authoritative body.

DCAA employees and other DoD employees attend courses free of tuition charges. Employees of other federal agencies may attend resident courses for a tuition rate set annually by DCAA and paid by the sending agency. Tuition refunds to agencies outside of DoD will be made in cases of course cancellation or other circumstances beyond the control of the individual. Tuition refunds will be made to the paying agency, not to the individual in the event that a refund is required. Inquiries or complaints involving these DCAI sponsored training programs should be directed to the Chief Learning Officer, DCAI at:

10 Glenlake Parkway
South Tower, Suite 200
Atlanta, GA 30328
Phone: (571) 448-2009
E-mail: DCAI-Registrar@dcaa.mil

Note To Users Printing This Catalog:

The catalog is organized by type of training. Within each type, the course descriptions are provided in numerical order.

Non-DCAA Courses

DCAI coordinates with other government and non-government agencies for training not generally available to the DCAA regions or that must be centrally managed. This includes training at government facilities that use “shared facility agreements” such as the Office of Personnel Management.

Most non-DCAA education and training courses for supervisors, managers, and executives are coordinated by DCAI. This includes OPM Management Development Centers, OPM Federal Executive Institute, and the Director’s Developmental Program in Leadership (DDPL). Training courses offered by the Defense Acquisition University (DAU) are also coordinated by DCAI for registration. Local training courses offered by non-DCAA activities, such as the Graduate School (formerly USDA) and the Government Online Learning Center (GoLearn) are not centrally managed by DCAI. When taking courses not conducted or managed by DCAI, individuals should submit an SF182, Authorization, Agreement, and Certification of Training, through their normal approving authority.

Following is a partial list of non-DCAA courses previously used by DCAA. This list is not all- inclusive of sponsors or courses. Inclusion in this list does not imply Agency or government endorsement of the course, institution, or company providing training. DCAA employees should consult DCAI’s Intranet site or contact DCAI or the training sponsor directly for additional information. The courses are listed in general categories, and are available to any employee requiring the training except as noted.

Administrative and General Office Skills

Training Sponsor

Available Courses

[USA Learning](#) (Formerly golearn.gov)

Administrative Assistance Skills
Punctuating with Skill
Writing Effective business Documents
Developing Fundamental
Critical Thinking Skills
Basics of Learning
USA Learning also has numerous courses in using desktop computers (e.g. Windows, MS Word, MS Excel, etc.)

[The Graduate School](#)

Administrative Officers Seminar
Creative Problem Solving
Office Management
Managing Multiple Priorities
Basic Communication Skills
Fundamentals of Writing
Proofreading

Auditing

Training Sponsor

[The Graduate School](#)

[Defense Acquisition University](#)
888.284.4906

Available Courses

Auditing and general government service courses such as:
Auditing Computer Networks
Auditing in a Paperless Environment
Contract and Procurement Fraud
Prevention and Detection of Fraud

ACQ 101, Fundamentals of Systems Acquisition Management
EVM 101, Fundamentals of Earned Value Management

Information Technology

Training Sponsor

[USA Learning](#)

[The Graduate School](#)

[Computer Technology Industry Associations](#)
(CompTIA)*

[International Information Systems Security Certification Consortium \(\(ISC\)2\)*](#)

[Information System Audit and Control Association \(ISACA\)*](#)

[SANS Institute*](#)

* For more information contact
Mark Frank at 703.767.1720

Available Courses

USA Learning has an extensive list of IT courses, including the entire SkillsSoft IT Library, with courses in networking, security, etc. Many courses for IT certifications are available through USA Learning.

Information Technology Online
Network and Operating Systems
Online Security
Internet Courses

A+ Certification
Security+ Certification
Network+ Certification

Certified Information Systems Security Professional (CISSP)
System Security Certified Practitioner (SSCP)

Certified Information Security Manager (CISM)
Certified Information Systems Auditor (CISA)

GIAC Security Essentials Certification (GSEC)
GIAC Security Leadership Certification (GSLC)
GIAC Security Expert (GSE)
GIAC Information Security Fundamentals (GISF)
GIAC Security Essentials Certification (GSEC)
GIAC Security Leadership Certification (GSLC)
GIAC Security Expert (GSE)
GIAC Information Security Fundamentals (GISF)

Executive Education and Leadership Development Programs

Training Sponsor

Available Courses

Defense Senior Leader Development Program This program is a competitive, limited opportunity (GS14/GS15) program designed to develop senior leaders for DoD. Applications are submitted in the summer for entry to the program early in the following calendar year. The two-year program includes attendance at one of the DoD senior professional military education schools.

Executive Leader Development Program DoD program which provides exposure to the roles and missions of DoD. DCAA sends one person to this program annually, and applications are solicited in the Spring. Available to GS12 through GS14.

Defense Civilian Emerging Leader Program This DoD program is for GS7 through GS12 auditors and human resources staff. Attendance is by application, and is limited each year. Applications are solicited in the Spring.

[Center for Creative Leadership](#)

Leadership at the Peak

[OPM Management Development Centers](#) 304.870.8008

Executive Development Seminar: Leading Change

[OPM Federal Executive Institute](#) 804.980.6200

Executive Communication Skills: Leading the Process of Change
Leadership for a Democratic Society (Limited attendance by Agency nomination only)

[Darden School of Business University of Virginia](#)

Executive Education Leadership for Extraordinary Performance

[Kellogg School of Management Northwestern University](#)

Energizing People for Performance Reinventing Leadership: A
Breakthrough Approach

[Brookings Institute](#)

Emerging Issues in Public Management Executive Leadership in a
Changing Environment Problem Solving and Critical Thinking

Management Training

Training Sponsor

Available Courses

[OPM Management Development Centers](#) 304.870.8008

Seminar for New Managers Management Development Seminar

Other DOD Training

Training Sponsor

[FM LMS iCompass](#)

Available Courses

DoD LMS iCompass is the main site for obtaining the DoD FM Certification. The courses developed specifically for the FM certification program should be launched from this site. The site is used to establish the curriculum for the assigned certification level; record and document completion of the requirements; record supervisory approval; and obtain the approval for certification when all requirements are complete.

[FM MyLearn](#)

DoD myLearn is the gateway to professional opportunities. It contains a comprehensive DoD FM Learning catalog, with courses offered by the military departments, defense agencies, other federal sources, and some commercial entities. Employees may use this site to find courses to satisfy competencies for their certification levels. This site will be useful especially for non-511 employees to determine whether past training courses have been aligned with FM competencies.

Special Educational Opportunities

OPM has recently entered into agreements with the University of Maryland University College and Champlain College to provide discounted out-of-state tuition rates to federal employees and their dependents. Additional information about the program and links to register for courses can be found at <http://www.opm.gov/blogs/Director/2015/4/20/A-New-Educational-Alliance/>.

Human Resources

Human Resources University (HRU) is designed to address competency and skill gaps within the HR community and provides supervisors, managers, and executives with critical leadership competencies and HR technical knowledge to succeed. A user must register with the site to access the free online courses. To access, go to: <https://hru.gov>.

DCAI Course Listing

(Click course for full description)

1050 | Onboarding Week 1 (Live)
1050A | Onboarding Week 2 (Live)
1101 | Basic Contract Auditing Skills (Live)
1145 | Incurred Cost (Live)
1201 | Audit Applications (Live)
1231 | Intermediate Contract Auditing (Live)
1412 | Forward Pricing - 21000 Assignments (Live)
1415 | Advanced Contract Auditing for the New Hire (Live)
1541 | Cost Accounting Standards (Live)
2211 | Audit Of Terminated Contracts (Live)
4035 | Quantitative Methods Refresher (Live)
4225 | Improvement Curves (Live)
5656 | Data Analysis for Audit Using MS Excel (Live)
5657 | Mining Relational Databases with MS Access/SQL (Live)
6116 | Effective Report Writing (Live)
6220 | Auditor Interview and Interpersonal Reactions (Live)
6240 | Oral Presentation Workshop (Live)
6510 | Instructor Workshop (Live)
8416 | Interpersonal Relations (Live)
8435 | Quantitative Methods for Supervisors/Managers (Live)
8564 | Administration & Mgmt. of Audits for Supervisors (Live)
8565 | Supervision (Live)
8566 | Supervision for Managers (Live)
CMP200 | Coaching Essentials (Live)
COM111 | Briefing Techniques (Live)
COM113 | Effective Writing for Supervisors (Live)
COM120 | Conflict Resolution Techniques (Live)
COM150 | Interpersonal Relations (Live)
LDR200 | Leading Self and Teams (Live)
LDR201 | Decision Making for Leaders (Live)
LDR202 | Operational Planning for Leaders (Live)
LDR205 | Leadership and Team Productivity (Live)
LDR209 | Problem Solving Leadership (Live)
LDR210 | Super-Auditor to Super-Visor (Live)
LDR300 | Leading People and Organizations (Live)
LDR308 | Forming a Strategic Vision (Live)
LDR309 | Situational Leadership (Live)
MGT200 | Supervisor Cornerstone Course (Live)
MGT214 | COGNOS/Impromptu for Auditors (Live)
MGT230 | Diversity & Conflict Management (Live)
MGT233 | DMIS for Audit Supervisors (Live)
MGT280 | Critical Thinking for Auditors (Live)
MGT300 | Managers Cornerstone Course (Live)
S1133 | Mandatory Annual Audit Requirements (MAARs) (Seminar)
S1404 | Forward Pricing (23000 audits) (Seminar)
S1503 | Cost Impact Proposals (Seminar)
S4100 | Statistical Sampling Refresher (Seminar)
S5706 | Cognos/Impromptu Reports (Seminar)
B4121 | Statistical Sampling - Part 1 (Blended)

B4260 | Regression Analysis - Part 1 (Blended)
D4121 | Statistical Sampling - Parts 2 & 3 (Distance Learning)
D4260 | Regression Analysis - Parts 2 & 3 (Distance Learning)
D7050 | Document Conversion and Formatting (Distance Learning)
1113 | Orientation to DCAA (e-learning)
1117 | Orientation to DCAA Contract Audits (e-learning)
1121 | Briefing Contracts (e-learning)
1221 | Basic Flowcharting (e-learning)
1228 | Introduction to Database Query Tools (e-learning)
1271 | Permanent Files (e-learning)
1405 | Introduction to Forward Pricing Audits (e-learning)
1505 | CAS for the New Hire (e-learning)
1570 | CAS - Administration and Coverage (e-learning)
1571 | CAS 401, 402, and 405 (e-learning)
1572 | CAS 403, 410, 418 and 420 (e-learning)
1573 | CAS 404 and 409 (e-learning)
1574 | CAS 414 and 417 (e-learning)
1575 | CAS 406 - Cost Accounting Period (e-learning)
1576 | CAS 408 and 415 (e-learning)
1577 | CAS 407 - Standard Costs for Direct Matl. & Labor (e-learning)
1578 | CAS 416 - Accounting for Insurance Costs (e-learning)
1579 | CAS 411 - Acct. for Acquisition Cost of Material (e-learning)
1580 | CASB Disclosure Statements (e-learning)
1581 | CAS 412 and 413 (e-learning)
1601 | FAR Part 31, Specifically Allowable and Unallowable Costs (e-learning)
1602 | FAR Part 31 - Allowable Costs with Restrictions (Nonemployee Related) (e-learning)
1603 | FAR Part 31 - Allowable Costs with Restrictions (Employee) (e-learning)
1650 | Leases (e-learning)
2213 | Terminations: Criteria, Intro. & Gen. Audit Steps (e-learning)
2214 | Terminations: Term. Proposals & Term. Inventory (e-learning)
2215 | Terminations: Audit of Terminations Proposals (e-learning)
2311 | Postaward Audit (e-learning)
2421 | Equitable Adjustments and the Audit Approach (e-learning)
2422 | Equitable Adj. Costs and the Eichley Formula (e-learning)
3140 | Contract Closeout Procedures (e-learning)
6111 | Effective Grammar and Audit Report Formatting (e-learning)
7051 | APPS for Professional Support Workforce (e-learning)
7310 | Handling of Contractor Proprietary Data (e-learning)
8611 | EEO for Supervisors (e-learning)
8655 | Human Resources for Supervisors (e-learning)
8675 | Basic Labor Relations Training for Supervisors (e-learning)
9005 | Comp Time Off for Travel (e-learning)
9022 | Independence Training (e-learning)
9310 | Auditor Testimony in BCA Proceedings (e-learning)
CMP100 | Introduction to Coaching (e-learning)
CMP101 | DCAA's Coaching Program: Coachee's Role (e-learning)
CMP102 | DCAA's Coaching Program: The Supervisor's Role (e-learning)
COM112E | Plain Language (Live)
LDR100E | What it Takes to Lead (e-learning)
LDR102E | Service Motivation (e-learning)
MGT200E | Supervisor Cornerstone Course (e-learning)
MGT205E | Leading Change (e-learning)

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No. 1050, Onboarding Week 1

CPE: 4 Hours

Type: Group-Live

Course Level: Basic

Course Description:

This is Week One of the two-week 1050-New Hire Onboarding Course. It is an instructor led course designed for all newly hired auditors and non-auditors. All new hires will attend this course on their first day of employment with the Agency. Students will receive their CAC cards during this week of 1050-New Hire Onboarding. In addition, students will complete all human resource and mandatory online training requirements. Administrative employees will be dismissed at 11:00 am on Friday. Auditor employees will not be dismissed until 4:20 on Friday. The 1050-New Hire Onboarding course will commence for auditor employees on Monday. See course description for 1050A-Week Two for second week course information.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: New Hires

Subject Matter Area(s)	Hours
Auditing-Governmental	4.0 Hours

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No. 1050A, Onboarding Week 2

CPE: 36 Hours

Type: Group-Live

Course Level: Basic

Course Description:

This is Week Two of the two-week 1050-New Hire Onboarding Course. It is an instructor led course designed for all newly hired auditors. This portion of the 1050-New Hire Onboarding course contains audit specific content. It will include a comprehensive introduction to the government contracting process. The course is designed to provide students with a detailed description of the life cycle/phases of the government contract and governing requirements supporting DCAA audits. Descriptive information spanning topics from audit process phases, audit research requirements to contract briefs and audit close-out will be discussed.

Prerequisite Course(s): None

Other Prerequisites: Attendees need a basic proficiency in Microsoft Windows and Office applications.

Target Audience: New Hire Auditors

Subject Matter Area(s)	Hours
Auditing-Governmental	36.0 Hours

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No. 1101, Basic Contract Auditing Skills

CPE: 72 Hours

Type: Group Live

Course Level: Basic

Course Description:

The purpose of this course is to prepare new hires to perform basic audit tasks which are fundamental to contract auditing. This course is the second course an auditor will take in the New Hire Continuum of courses (New Hire Onboarding, Basic Contract Audit Skills, Audit Applications, and focused training events). It is a 2-week basic contract auditing course which introduces the new auditor to the basic concepts, techniques, and procedures of DCAA contract auditing. The Agency expects new auditors to attend this course approximately 30 days after completion of 1050-New Hire Onboarding.

Prerequisite Course(s):

No. CLA-ANL, Civil Liberties Awareness
No. 6111, Effective Grammar and Audit Report Formatting
No. 7310, Handling of Contractor Proprietary Data
No. 9022, Independence Training
No. ITA101, Insider Threat Awareness
No. 9201, New Employee Ethics
No. PA101, New Employee Privacy Act
No. 1050A, Onboarding Week 2
No. SEC101, Security Orientation

Other Prerequisites:

Attendees need a basic proficiency in Microsoft Windows and Office applications.

Target Audience:

New auditors

Subject Matter Area(s)	Hours
Auditing-Governmental	72.0 Hours

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No. 1145, Incurred Cost

CPE: 31 Hours

Type: Group-Live

Course Level: Intermediate

Course Description: This course is focused on the incurred cost audit. The course covers:

- The overarching concepts related to performing an incurred cost assignment
- The risk assessment when planning an incurred cost audit
- The detailed working paper sections of an incurred cost audit
- Specific areas of costs
- Reporting the results

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: DCAA auditors

Subject Matter Area(s)	Hours
Auditing-Governmental	31.0 Hours

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No. 1201, Audit Applications

CPE: 72 Hours

Type: Group-Live

Course Level: Basic

Course Description:

The purpose of this course is to prepare the new hire auditor the skills to apply basic audit methods to plan and conduct an Incurred Cost audit and a Forward Pricing audit. This course is the third course an auditor will take in the New Hire Continuum of courses (New Hire Onboarding, Basic Contract Audit Skills, Audit Applications, and focused training events). It is a 2-week contract auditing course which prepares the auditor to apply basic audit methods to plan and conduct an Incurred Cost audit and a Forward Pricing audit. Class discussions, practical exercises, and case studies are used to highlight problem areas and evaluate alternative courses of action. The Agency expects new auditors to attend this course approximately 30 days after completion of Basic Contract Audit Skills.

Prerequisite Course(s): No. 1101, Basic Contract Auditing Skills

Other Prerequisites: None

Target Audience: New hire auditors

Subject Matter Area(s)	Hours
Auditing-Governmental	72.0 Hours

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No. 1231, Intermediate Contract Auditing

CPE: 34 Hours

Type: Group-Live

Course Level: Intermediate

Course Description:

Effective 9/30/16, this course will be deactivated and will no longer be offered. You will learn to adequately plan and conduct a forward pricing proposal audit in order to determine the reasonableness of proposed costs in a contractor's price proposal. Class discussions, practical exercises, and case studies are used to highlight problem areas and evaluate alternative courses of action.

Prerequisite Course(s):

No. 1405, Introduction to Forward Pricing Audits
No. 1505, CAS for the New Hire
No. 1602, FAR Part 31 - Allowable Costs with Restrictions (Nonemployee Related)
No. 1603, FAR Part 31 - Allowable Costs with Restrictions (Employee)

Other Prerequisites:

1150 Technical Indoctrination (no longer offered)

Target Audience:

All new auditors

Subject Matter Area(s)	Hours
Auditing-Governmental	34.0 Hours

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No. 1412, Forward Pricing - 21000 Assignments

CPE: 34 Hours

Type: Group-Live

Course Level: Intermediate

Course Description:

Live course (5 days)

This is a course designed to cover the following topics related to forward pricing proposal audits: (1) communication with contracting officers and contractors, (2) planning considerations completed during the risk assessment, (3) select topics related to auditing direct labor and direct materials, (4) issues to consider when auditing indirect rates as part of a 21000 audit, (5) details on auditing subcontracts including contractor requirements and audit tests performed, and (6) audit opinions and the effect reservations have on audit opinions. Overall, this course helps to clarify Agency expectations in various sections of a forward pricing proposal audit.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All auditors

Subject Matter Area(s)	Hours
Auditing-Governmental	34.0 Hours

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No. 1415, Advanced Contract Auditing for the New Hire

CPE: 34 Hours

Type: Group-Live

Course Level: Basic

Course Description:

Effective 9/30/16, this course will be deactivated and will no longer be offered. This course is designed for new auditors who have been with DCAA approximately eight to nine months, to build on the information and techniques provided by Technical Indoctrination, Intermediate Contract Auditing, and the required CMTL courses. Class discussions, practical exercises, and case studies are used to explore postaward (defective pricing) audits, public voucher evaluations, and Cost Accounting Standards (CAS). Upon completion of this course, the student will be able to:

1. Determine individual contract compliance with the Truth in Negotiations Act (TINA) and calculate recommended contract price adjustments, when appropriate;
2. Perform DCAA evaluations of pre-payment interim, post-payment interim, and final cost vouchers; and
3. Identify CAS requirements for Government contracting and assess contractor compliance with those standards.

Prerequisite Course(s): None

Other Prerequisites: 1150 Technical Indoctrination (no longer offered)

Target Audience: New auditors

Subject Matter Area(s)	Hours
Auditing-Governmental	34.0 Hours

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No. 1541, Cost Accounting Standards

CPE: 34 Hours

Type: Group-Live

Course Level: Advanced

Course Description:

Live course (5 days)

This course is designed to provide the field auditor the ability to apply the Cost Accounting Standards Board (CASB) rules, regulations, and standards most often encountered, including CAS-coverage, direct and indirect cost allocation, cost accounting practice changes, and cost impacts.

Prerequisite Course(s): No. 1231, Intermediate Contract Auditing

Other Prerequisites: None

Target Audience: GS-11 and above auditors with at least two years of DCAA service.

Subject Matter Area(s)	Hours
Auditing-Governmental	34.0 Hours

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No. 2211, Audit Of Terminated Contracts

CPE: 34 Hours

Type: Group-Live

Course Level: Basic

Course Description: Live course (5 days)
The Audit of Terminated Contracts course is designed for auditors that have taken the three Termination CMTL Courses 2213, 2214 and 2215 as prerequisites within sixty days prior to attending this live course. (It is suggested that if you completed the prerequisites more than sixty days ago, a review of the CMTL contents will be beneficial as you prepare for the live course) Students will review the basic concepts, techniques, and procedures of performing DCAA termination audits. Class discussions, practical exercises, and group case studies are used for the student to develop techniques related to performing termination audits.

Prerequisite Course(s): No. 2213, Terminations: Criteria, Intro. & Gen. Audit Steps
No. 2214, Terminations: Term. Proposals & Term. Inventory
No. 2215, Terminations: Audit of Terminations Proposals

Other Prerequisites: None

Target Audience: Open to all auditors who have completed the prerequisites.

Subject Matter Area(s)	Hours
Auditing-Governmental	34.0 Hours

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No. 4035, Quantitative Methods Refresher

CPE: 34 Hours

Type: Group-Live

Course Level: Intermediate

Live course (5 days)

Course Description:

This course is a refresher. If you completed the prerequisite courses more than four years ago, we do not recommend this course. Instead, you should repeat the current statistical sampling, regression analysis, and/or improvement curve courses as applicable.

Prerequisite Course(s):

No. B4121, Statistical Sampling - Part 1
No. D4121, Statistical Sampling - Parts 2 & 3
No. B4260, Regression Analysis - Part 1
No. D4260, Regression Analysis - Parts 2 & 3
No. 4225, Improvement Curves

Other Prerequisites:

Acceptable substitutes:
S4100 for B4121 B4201 for B4260S4300 for 4225

Target Audience:

All auditors

Subject Matter Area(s)	Hours
Statistics	34.0 Hours

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No. 4225, Improvement Curves

CPE: 27.5 Hours

Type: Group-Live

Course Level: Intermediate

Course Description:

The course will focus on identifying situations and applying improvement curve techniques as an audit tool to evaluate cost/hours associated with repetitive tasks performed by contractors in producing supplies and/or services. The course will discuss improvement curve theory, data requirements, potential applications, and evaluation of results.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All auditors

Subject Matter Area(s)	Hours
Statistics	27.5 Hours

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No. 5656, Data Analysis for Audit Using MS Excel

CPE: 34 Hours

Type: Group-Live

Course Level: Basic

Live course (5 days)

Course Description:

Excel is the analysis tool commonly used by auditors to accomplish a multitude of data analysis tasks from designing the audit approach to accomplishing the audit objectives. Understanding and using the right Excel tool can significantly reduce time and effort required for analyzing data and producing meaningful information and audit results. Beyond the common Excel tools familiar to and used by many auditors, Excel includes powerful tools to summarize, analyze, explore, visualize, and present data to easily see comparisons, patterns, and trends to enable the auditor to identify potential issues and make informed decisions about critical data.

This hands-on, instructor-lead course will teach the auditor various Excel tools and techniques for everyday Excel tasks as well as advanced techniques that every auditor should know to efficiently and effectively use Excel for data analysis. The course will focus on using the powerful built-in Excel commands and the DCAA Power Tools to quickly and easily perform operations on voluminous records.

Skills will be taught through hands-on demonstrations, practical exercises, and case studies using realistic datasets to accomplish select audit steps specified in Agency standard audit programs.

Prerequisite Course(s): None

Other Prerequisites:

A working knowledge of the Windows operating system and Microsoft Office applications. For Excel, a familiarity with ribbons and ribbon navigation, an understanding of cell referencing, formula and function structure and basic formula construction, and a familiarity with common Excel commands, including; formatting, copy and paste, sorting and filtering.

Target Audience: All auditors

Subject Matter Area(s)	Hours
Specialized Knowledge and Applications	34.0 Hours

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No. 5657, Mining Relational Databases with MS Access/SQL

CPE: 34 Hours

Type: Group-Live

Course Level: Intermediate

Course Description: Live course (5 days)
Data mining relational databases using MS Access/SQL is taught in this hands-on, instructor-lead seminar. The auditor will learn basic relational database concepts, how to extract data from databases, and how to query relational databases. Auditors will learn how to read and document basic SQL queries. Auditors will also learn how to profile data, perform data analytics, and use advanced analysis techniques using MS Access/SQL on practice databases. Practical exercises focus on using MS Access/SQL to accomplish specific audit steps. Supervisors are encouraged to attend. If requested by Regional management, this course can be taught on-site.

Prerequisite Course(s): No. 1228, Introduction to Database Query Tools

Other Prerequisites: Based on permanent file information or inquiries, the student will bring the name of the contractor's business information system, the name of the relational database management system, and an overview of the contractor's IT architecture.

Target Audience: All auditors and Supervisory Auditors

Subject Matter Area(s)	Hours
Specialized Knowledge and Applications	34.0 Hours

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No. 6116, Effective Report Writing

CPE: 34 Hours

Type: Group-Live

Course Level: Basic

Course Description:

The purpose of this course is to provide students with the tools to create a clear and concise audit report that supports the audit opinion and allows the contracting officer to understand the findings and make an informed decision. Effectively communicating audit findings in an efficient manner is a critical skill for auditors at all levels and high-quality audit reports are an essential communication tool. By participating in this course, auditors in all regions and at all levels will learn the components of an effective audit report and how to organize reports that meet professional standards, elicit management action, and communicate crucial messages to peers, supervisors, contracting officers, the contractor, executives and policy-level readers. Effective Report Writing is a hands-on course that focuses on the organization and structure of audit reports, and includes case study activities for practicing the basics of effective report writing.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All Auditors

Subject Matter Area(s)	Hours
Auditing-Governmental	34.0 Hours

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No. 6220, Auditor Interview and Interpersonal Reactions

CPE: 34 Hours

Type: Group-Live

Course Level: Basic

Live course (5 days)

Course Description:

You will learn to improve your ability to communicate with contractor, procurement, and DCAA personnel. Upon completion of this course, student will be able to: (1) Identify interpersonal challenges in the audit environment; (2) Develop a model of communication and discuss the various components; (3) Describe effective listening guidelines and barriers; (4) Recognize the difference between positive and negative manipulation; (5) Identify the four communication styles and discuss the characteristics of each style; (6) Identify a systematic approach for effective interviews; (7) Identify expressed and wanted behavior with respect to inclusion, control, and affection; (8) Explain and use the "cone system" of questioning; (9) Identify five types for managing conflict and develop a personal conflict management profile; (10) Discuss the importance of non-verbal behavior and identify non-verbal channels of communication; (11) Describe the purpose and process of constructive confrontation; (12) Identify negotiation techniques and common mistakes made in negotiations; and (13) Demonstrate understanding of course concepts through role-plays.

Prerequisite Course(s): None

Other Prerequisites:

TKI (Thomas-Kilmann Conflict Mode Instrument) online and FIRO-B Profile instrument online (Complete 2 weeks prior to class start date)

Target Audience:

All 511 series employees. Individuals should not enroll in this course during the same year they are enrolled in S6003 Why Can't We Get Along, or 8416 Interpersonal Relations.

Subject Matter Area(s)	Hours
Communications	34.0 Hours

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No. 6240, Oral Presentation Workshop

CPE: 34 Hours

Type: Group-Live

Course Level: Basic

Course Description:

Live course (5 days)

You will learn to provide effective, informative, and persuasive presentations to contracting officers, contractor personnel, and auditors on a variety of complex audit matters. Upon completion of this course, student will be able to: (1) Present informative and persuasive presentations; (2) Describe to their audience the assertions in their audit reports; (3) Effectively use common visual aids; (4) Employ bridging techniques when answering tough discussion questions; (5) Use techniques to decrease stage fright; (6) Explain and apply professional nonverbal modes of communication.

Prerequisite Course(s): No. 1231, Intermediate Contract Auditing

Other Prerequisites: None

Target Audience: All auditors

Subject Matter Area(s)	Hours
Communications	34.0 Hours

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No. 6510, Instructor Workshop

CPE: 34 Hours

Type: Group-Live

Course Level: Intermediate

Course Description:

Live course (5 days)

You will learn to present participatory instructional lessons. Course content is applicable to a wide range of instructional settings including one-on-one instruction, staff conferences, and other formal classroom situations. This course covers adult learning principles, participation techniques, and presentation skills. Participants are involved in a number of activities including four presentations. Upon completion of this course, student will be able to: (1) Prepare and deliver instructional and participatory presentations; (2) Recognize and demonstrate different instructional and delivery methods, incorporating adult learning principles; (3) Incorporate appropriate verbal and nonverbal messages into instructional presentations; (4) Conduct two participatory presentations in which effective questions are asked, appropriate visual aids are used, and checks for attainment of objectives are planned.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All auditors; however GIDP receive priority placement.

Subject Matter Area(s)	Hours
Communications	34.0 Hours

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No. 8416, Interpersonal Relations

CPE: 34 Hours

Type: Group-Live

Course Level: Basic

Course Description:

Live course (5 days)
Students will learn about communication tools and techniques that facilitate improved interactions with individuals and groups both on and off the job. This course is designed to provide students with: (1) an increased awareness of the role of communication, (2) the importance of context, (3) an understanding of the communication process, and (4) improved interpersonal skills.

Prerequisite Course(s):

None

Other Prerequisites:

Meyers-Briggs Type Indicator (MBTI) and Thomas-Kilmann Conflict Mode Instrument (TKI)

Target Audience:

All DCAA employees. Individuals should not enroll in this course during the same year they are enrolled in 6220 Auditor Interview and Interpersonal Reactions.

Subject Matter Area(s)	Hours
Personal Development	34.0 Hours

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No. 8435, Quantitative Methods for Supervisors/Managers

CPE: 34 Hours

Type: Group-Live

Course Level: Intermediate

Course Description:

This course is designed for Supervisors/Managers who have an understanding of the concepts of quantitative methods. The course will focus on key concepts involving current quantitative methods (statistical sampling, regression analysis, and improvement curves) used in contract audits. The course will not focus on using EZ-Quant, but rather on how supervisors can help auditors make sound decisions regarding the planning process, the application of quantitative methods, and the evaluation of the auditor's results. Supervisors/managers who have not had basic courses in Quantitative Methods (QM), should take either the basic QM courses or a refresher course.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All auditors

Subject Matter Area(s)	Hours
Accounting-Governmental	34.0 Hours

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No. 8564, Administration & Mgmt. of Audits for Supervisors

CPE: 34 Hours

Type: Group-Live

Course Level: Intermediate

Course Description:

Live course (5 days)

Note: This course is part of the first-year Supervisory Development Training Curriculum. This course was not offered for a period of time while it was being significantly revised. Therefore, supervisors must register for this course if they have not taken it.

You will learn proper administration and management techniques for the entire audit cycle.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: GS-13 supervisors and above, admin supervisors, and SDP participants

Subject Matter Area(s)	Hours
Business Management and Organization	29.5 Hours
Auditing-Governmental	4.5 Hours

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No. 8565, Supervision

CPE: 34 Hours

Type: Group-Live

Course Level: Basic

Course Description:

Live course (5 days)

All audit supervisors and Supervisory Development Program (SDP) participants are required to take this course. Required in first year after promotion to a supervisory position. The 8565 Supervision course is designed to stress the importance of employee development and active supervisory involvement in achieving DCAA's goal to deliver quality audits, and to discuss a broad range of Human Resource topics.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience:

GS-13 supervisors and above, admin supervisors, and SDP participants. Existing supervisors are encouraged to enroll in this course. Supervisors may repeat this course periodically throughout their career.

Subject Matter Area(s)	Hours
Auditing-Governmental	4.0 Hours
Personal Development	30.0 Hours

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No. 8566, Supervision for Managers

CPE: 34 Hours

Type: Group-Live

Course Level: Basic

Course Description:

Live course (5 days)
All FAO managers, RAMs, and GS-14/15 managers in other series are required to take this course. This course is designed to stress the importance of employee development and active management involvement in achieving DCAA's goal to deliver quality audits, and to discuss a broad range of human resource topics. It covers the same material as 8565 Supervision, however, it is oriented towards the role of the higher level manager and focused on their responsibilities within the Agency.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: GS-14 and GS-15 managers. All series.

Subject Matter Area(s)	Hours
Auditing-Governmental	3.0 Hours
Personal Development	31.0 Hours

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No. CMP200, Coaching Essentials

CPE: 16 Hours

Type: Group-Blended

Course Level: Basic

Course Description:

The two-day course was designed using principles of adult learning. Instructional strategies such as small group activities, case study reviews, and role-play actively engage participants in the learning process. Topics for the training include feedback from a coaching practices inventory, a coaching skills practice, and avoiding coaching de-railers.

Prerequisite Course(s): No. CMP100, Introduction to Coaching

Other Prerequisites:

Read DCAA Instruction 1430.5
Participate in Coaching Q&A Teleconference
Complete Leader Behavior Analysis

Target Audience: All DCAA designated Coaches/Supervisors/Managers

Subject Matter Area(s)	Hours
Personal Development	16.0 Hours

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No. COM111, Briefing Techniques

CPE: 15 Hours

Type: Group Live

Course Level: Basic

Course Description: This is the former 6240 course. Provides the skills necessary to develop and present effective and persuasive information and decision briefings using a problem-solving model that incorporates identifying the problem, course of action development, and recommendations.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All DCAA employees

Subject Matter Area(s)	Hours
Personal Development	15.0 Hours

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No. COM113, Effective Writing for Supervisors

CPE: 15 Hours

Type: Group Live

Course Level: Basic

Course Description:

This course is scheduled to be available in June 2016. Provides tips on how to write effective, meaningful products intended to direct, inform, persuade or inspire. It covers the three parts of communication: the sender, the message and the audience. For any communication to be successful, the audience must not only get the message, but must interpret the message in the way the sender intended.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: DCAA Supervisors/Managers

Subject Matter Area(s)	Hours
Personal Development	15.0 Hours

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No. COM120, Conflict Resolution Techniques

CPE: 15 Hours

Type: Group Live

Course Level: Basic

Course Description:

This course is scheduled to be available in October 2016. Provides the skills necessary to navigate intense and emotionally charged conversations to help resolve conflict and foster employee engagement and retention.

Prerequisite Course(s):

None

Other Prerequisites:

None

Target Audience:

All DCAA employees

Subject Matter Area(s)	Hours
Personal Development	15.0 Hours

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No. COM150, Interpersonal Relations

CPE: 34 Hours

Type: Group Live

Course Level: Basic

Course Description:

This is the former 8416 course. Develops communication tools and techniques that facilitate improved interactions with individuals and groups both on and off the job. This course is designed to provide students with: (1) an increased awareness of the role of communication, (2) the importance of context, (3) an understanding of the communication process, and (4) improved interpersonal skills.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All DCAA employees

Subject Matter Area(s)	Hours
Personal Development	34.0 Hours

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No. LDR200, Leading Self and Teams

CPE: 36 Hours

Type: Group Live

Course Level: Basic

Course Description:

This course is designed for non-supervisors that have not been in a leadership position. The terminal learning objectives address leadership competencies at the Lead Self and Lead Teams/Projects level in accordance with the DoD Civilian Leadership Development Continuum and Framework. Attendees will learn the basic concepts, techniques, and procedures of leadership, employee motivation, communication, problem solving, team building, creating a positive work environment, personal development and related tasks in being properly prepared to function as a dependable member of the team.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All DCAA non-supervisory employees

Subject Matter Area(s)	Hours
Personal Development	36.0 Hours

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No. LDR201, Decision Making for Leaders

CPE: 15 Hours

Type: Group Live

Course Level: Basic

Course Description:

This course is scheduled to be available in December 2016. This course is designed to prepare future leaders to be able to make decisions in a systematic way by following best practice models and frameworks to minimize risk and uncertainty. At the end of the course, participants will have a sound understanding of the problem solving steps and tools, be able to distinguish root causes from symptoms to identify the right solution for the right problem, and think creatively and work towards creative solutions to problems.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All DCAA employees

Subject Matter Area(s)	Hours
Personal Development	15.0 Hours

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No. LDR202, Operational Planning for Leaders

CPE: 15 Hours

Type: Group Live

Course Level: Basic

Course Description:

This course is scheduled to be available in November 2016. Develops the fundamental concepts of operational planning to drive day-by-day and month-by-month results and performance as the means to build Agency capabilities. Learners will understand their role in the planning activities, comprehend linking operational plans to the Agency's Strategic Plan, and integrate the operational plan contents (objectives, activities to be delivered, tasks, quality standards, desired outcomes, resource requirements, implementation timelines, and the process for monitoring progress), as required.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All DCAA employees

Subject Matter Area(s)	Hours
Personal Development	15.0 Hours

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No. LDR205, Leadership and Team Productivity

CPE: 15 Hours

Type: Group Live

Course Level: Basic

Course Description:

This course is scheduled to be available in September 2016. Provides leaders an understanding of the importance of building authentic relationships and displaying the elements of a cohesive team (trust, commitment, integrity, ethics, etc.). Learners will learn how to establish goals and create roles and responsibilities to optimize and motivate performance. The course examines effective leadership messaging and how to become an effective team member.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All DCAA employees

Subject Matter Area(s)	Hours
Personal Development	15.0 Hours

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No. LDR209, Problem Solving Leadership

CPE: 15 Hours

Type: Group Live

Course Level: Basic

Course Description:

This course is scheduled to be available in July 2016. This course introduces the essence of what leaders exist to do – solve problems. Course topics will address finding solutions to problems through problem solving techniques. Participants will learn how to define a problem; examine the problem solving process; generate, evaluate and select alternative courses of action; discuss decision making tools; define a plan to implement solutions; and how to monitor and seek feedback. Problem solving leadership focuses on providing an organized approach to problem solving and decision making, regardless of the environment, where everyone is empowered to contribute creatively to solving the problem.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All DCAA employees

Subject Matter Area(s)	Hours
Personal Development	15.0 Hours

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No. LDR210, Super-Auditor to Super-Visor

CPE: 15 Hours

Type: Group Live

Course Level: Basic

Course Description:

This course is scheduled to be available in September 2016. Provides non-supervisory personnel insight as to the duties and responsibilities, supervisory transition process, supervisory tasks (administrative, technical and personnel) performed; enablers for success, and misunderstandings (myths) associated with the Supervisory Auditor position in order to encourage greater applicant participation. Knowledge will be shared through guided discussions, exercises, and panel conversations.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: DCAA GS-12s and non-supervisory GS-13 employees

Subject Matter Area(s)	Hours
Personal Development	15.0 Hours

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No. LDR300, Leading People and Organizations

CPE: 34 Hours

Type: Group Live

Course Level: Intermediate

Course Description:

This course is scheduled to be available in August 2016. This course is designed for supervisors and managers. The terminal learning objectives address the leadership competencies at the Lead People level in accordance with the DoD Civilian Leadership Development Continuum and Framework. Attendees will gain an understanding of supervisory roles and responsibilities; the key leadership principles each leader should know; leadership traits and characteristics; conflict resolution techniques, the importance of employee engagement, and effective delegation skills to effectively lead people and organizations. Individuals will also gain an understanding of emotional intelligence and critical thinking factors in order to lead rationally, reasonably, and empathically while creating a positive work environment under diverse conditions.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: DCAA Supervisors/Managers; GS-12s selected for a supervisory position

Subject Matter Area(s)	Hours
Personal Development	34.0 Hours

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No. LDR308, Forming a Strategic Vision

CPE: 15 Hours

Type: Group Live

Course Level: Intermediate

Course Description:

This course is scheduled to be available in November 2016. Designed to equip leaders with the necessary steps in the strategic planning process in order to create an agency vision, articulate the vision, and understand the link between vision and performance. Learners will understand how to objectively determine where changes are needed, when opportunities present themselves, how to establish operational milestones, understand methods to measure progress, establish processes to assess the external environment, and how to initiate positive organizational change.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All DCAA employees

Subject Matter Area(s)	Hours
Personal Development	15.0 Hours

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No. LDR309, Situational Leadership

CPE: 15 Hours

Type: Group Live

Course Level: Intermediate

Course Description:

This course is scheduled to be available in July 2016. Describes to supervisors and managers the fundamental underpinning of situational leadership theory and examines why there is no single "best" leadership style. Attendees will learn that effective leadership is task-relevant and that the most successful leaders are those who adapt their leadership style across a broad range of varying maturity levels readily present within the average organization. The course teaches leaders to do more than just respond to predictable situations through memorized skill applications, it teaches leaders how to analyze, diagnose, think and apply leadership concepts effectively in any situation.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All DCAA employees

Subject Matter Area(s)	Hours
Personal Development	15.0 Hours

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No. MGT200, Supervisor Cornerstone Course

CPE: 34 Hours

Type: Group Live

Course Level: Basic

Course Description:

This course is scheduled to be available in August 2016. Provides supervisors with knowledge necessary to successfully manage work processes and lead in the DCAA environment. It is targeted for first-line supervisors with direct employee supervision and contact. It along with MGT200E – Supervisor Cornerstone Course (E-Learning) must be completed within the first year of placement in a supervisory position in accordance with the one-year supervisory probationary period.

Prerequisite Course(s): No. MGT200E, Supervisor Cornerstone Course

Other Prerequisites: None

Target Audience: DCAA Supervisors; GS-12s selected for a supervisory position

Subject Matter Area(s)	Hours
Personal Development	34.0 Hours

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No. MGT214, COGNOS/Impromptu for Auditors

CPE: 15 Hours

Type: Group Live

Course Level: Basic

Course Description:

This is the former S5706 course. Designed for new supervisors and personnel with the COGNOS license to develop the skills necessary to utilize COGNOS Impromptu software.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: DCAA auditors

Subject Matter Area(s)	Hours
Specialized Knowledge and Applications	15.0 Hours

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No. MGT230, Diversity & Conflict Management

CPE: 15 Hours

Type: Group Live

Course Level: Basic

Course Description:

This course is scheduled to be available in January 2017. Provides the skills necessary to lead workforces of the future that will be increasingly diverse as an effect of globalization; and multi-generational personnel with different communication styles, values and motivators.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All DCAA personnel

Subject Matter Area(s)	Hours
Personal Development	15.0 Hours

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No. MGT233, DMIS for Audit Supervisors

CPE: 34 Hours

Type: Group Live

Course Level: Basic

Course Description:

This course is scheduled to be available in 3rd Quarter 2017. Develops the skills needed to select and generate reports in the DMIS system essential to effectively manage audits.

Prerequisite Course(s):

None

Other Prerequisites:

None

Target Audience:

DCAA Supervisors

Subject Matter Area(s)	Hours
Specialized Knowledge and Applications	34.0 Hours

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No. MGT280, Critical Thinking for Auditors

CPE: 15 Hours

Type: Group Live

Course Level: Basic

Course Description:

This course is scheduled to be available in September 2016. Provides auditors with a seven-step problem solving model and the skills to create, evaluate and recommend courses of action in the decision making process.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All DCAA employees

Subject Matter Area(s)	Hours
Personal Development	15.0 Hours

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No. MGT300, Managers Cornerstone Course

CPE: 34 Hours

Type: Group Live

Course Level: Intermediate

Course Description: This course is scheduled to be available in September 2016. Focus is on organizational level management (managing through subordinate supervisors) and leadership. Provides new managers the skills and knowledge to perform their duties at a high level in a diverse organization.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: DCAA Managers; Supervisors selected for Manager positions

Subject Matter Area(s)	Hours
Personal Development	34.0 Hours

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No. S1133, Mandatory Annual Audit Requirements (MAARs)

CPE: 15 Hours

Type: Group-Live

Course Level: Basic

Course Description: The purpose of this course is to provide auditors with basic knowledge of the Mandatory Annual Audit Requirements (MAARs). Course information includes the purpose and fundamentals of each MAAR, and guidance on proper audit techniques to perform and successfully complete the MAARs.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: Auditors with less than 3 years of Incurred Cost audit experience

Subject Matter Area(s)	Hours
Auditing-Governmental	15.0 Hours

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No. S1404, Forward Pricing (23000 audits)

CPE: 15 Hours

Type: Group-Live

Course Level: Basic

Course Description:

This course is a two-day seminar designed to take experienced auditors through the most current Forward Pricing Rate Proposal (Activity code 23000) Agency audit program. At the completion of this course, students will have an enhanced understanding of the significant current approaches related to forward pricing rate proposal audits. Students will be able to use the audit program and adequacy checklist to more effectively perform these audits.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: Experienced auditors

Subject Matter Area(s)	Hours
Auditing-Governmental	15.0 Hours

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No. S1503, Cost Impact Proposals

CPE: 15 Hours

Type: Group-Live

Course Level: Intermediate

Course Description:

Live course (2 day seminar)
This seminar addresses the audit evaluation of cost impact proposals (DMIS Code 19500) resulting from changes in cost accounting practice or CAS noncompliances. Upon completion, the student will be able to evaluate a general dollar magnitude or detailed cost impact proposal using applicable regulations and Agency guidance.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All auditors

Subject Matter Area(s)	Hours
Auditing-Governmental	15.0 Hours

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No. S4100, Statistical Sampling Refresher

CPE: 15 Hours

Type: Group-Live

Course Level: Intermediate

Course Description:

Live course (2 day seminar)
This course is designed as a refresher for auditors that need to update their statistical sampling skills. Students who have no practical statistical sampling experience and/or who have not completed the one-week statistical sampling course (4120/B4121) within two years, should re-attend Course 4120 or B4121 rather than this refresher.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience:

Auditors needing only a refresher in statistical sampling. Auditors needing more than an update on statistical sampling should attend the week long statistical sampling course.

Subject Matter Area(s)	Hours
Statistics	15.0 Hours

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No. S5706, Cognos/Impromptu Reports

CPE: 15 Hours

Type: Group-Live

Course Level: Basic

Course Description:

This is a 2 day course designed for new supervisors and other personnel with a COGNOS license. You will learn how to select and generate DMIS reports essential to effectively manage audits.

Prerequisite Course(s):

None

Other Prerequisites:

Attendees must have the Cognos license/software approved and on their computer.

Target Audience:

Personnel with a COGNOS license; new supervisors

Subject Matter Area(s)	Hours
Business Management and Organization	15.0 Hours

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No. B4121, Statistical Sampling - Part 1

CPE: 0 Hours

Type: Group-Live

Course Level: Basic

Live course (5 days) This course focuses on the application of statistical sampling computer assisted audit techniques. It blends live classroom instruction and virtual classroom instruction with performing a real-life statistical sample, as follows:

Part 1 Classroom Session (40 Duty Hours) - A five day live classroom format focusing on fundamental statistical sampling principles and hands-on use of EZ-Quant's Statistical Sampling Module for data input and results evaluation.

Part 2 Distance Learning Session (6 Duty Hours) - A one day virtual classroom session scheduled approximately 30 days after Part 1. It utilizes teleconferencing and online meeting software allowing the student to interact with the instructor and other students while remaining at his/her post of duty. This session requires the student to have a real-life statistical sampling application to use as a class case problem -- focusing on planning and, if applicable, selection or evaluation of the real-life statistical sampling application. The student will receive constructive feedback from the other students and the instructor to consider in finalizing the application.

Course Description:

Part 3 Field Application - The student's supervisor will monitor performance, review the statistical sampling application, and certify (within 120 days of Part 1 completion) that the application was completed by the student and complied with Agency policy. DCAI will provide an automated certification process.

Course credit requires satisfactory completion of all three parts. Failure to attend the scheduled Part 2 session negates the Part 1 completion. Course credit is awarded only upon the supervisor's certification of the statistical sampling application completion. Supervisor certification must occur within 120 days of Part 1 completion or CPE will not be awarded.

Prerequisite Course(s): None

Other Prerequisites:

Completion of Part 1 is required for Part 2 attendance.
Completion of the scheduled Part 2 is required or the student must repeat Part 1. For Parts 2 and 3, the student must have a real-life statistical sampling application for use as the course case study.
For Part 2, as a minimum, the student should complete the assignment's risk analysis and planning steps -- other than the finalizing the statistical sampling analysis plan itself -- and have this planning information available for use during this session.

Target Audience:

All auditors after their first 12 months as an auditor. (Supervisors and senior auditors are encouraged to take this course if they have not taken Statistical Sampling within the past 5 years.)

No. B4260, Regression Analysis - Part 1

CPE: 0 Hours

Type: Group-Live

Course Level: Basic

Live course (5 days)

This course focuses on the application of simple linear regression and multiple regression computer assisted audit techniques. Students will be able to apply both simple and multiple regression analysis techniques in evaluating contractor forecasted and incurred indirect rate submissions. They will be able to identify common problems which occur in the field when regression analysis techniques are applied, understand the basic concepts of regression analysis and proper application of regression analysis. It blends live classroom instruction and virtual classroom instruction with performing a real-life regression analysis, as follows:

- Part 1 Classroom Session (40 Duty Hours) - A five day live course focusing on fundamentals of regression using EZ-Quant's Modules, data input and results interpretation and evaluation.

Course Description:

- Part 2 Distance Learning Session (6 Duty Hours) - A one day virtual classroom session scheduled approximately 30 days after Part 1. It utilizes teleconferencing and online meeting software allowing the student to interact with the instructor and other students while remaining at his/her post of duty. This session requires the student to have a real-life regression application to use as a class case problem -- focusing on planning and, if applicable, evaluation of the real-life application. The student will receive constructive feedback from the other students and the instructor to consider in finalizing the application.
- Part 3 Field Application (8 Duty Hours) - The student's supervisor will monitor performance, review the application, and certify (within 120 days of Part 1 completion) that the application was completed by the student and complied with Agency policy. DCAI will provide an automated certification process.

Prerequisite Course(s): No. 1231, Intermediate Contract Auditing

Other Prerequisites:

Completion of Part 1 is required for Part 2 attendance.
Completion of the scheduled Part 2 is required or the student must repeat Part 1.
For Parts 2 and 3, the student must have a real-life regression application for use as the course case study.
For Part 2, as a minimum, the student should complete the assignment's risk analysis and planning steps -- other than the finalizing the regression analysis plan itself -- and have this planning information available for use during this session.

Target Audience: DCAA auditors

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No. D4121, Statistical Sampling - Parts 2 & 3

CPE: 44 Hours

Type: Group-Internet Based

Course Level: Intermediate

Course Description:

Part 2 Distance Learning Session (6 Duty Hours) -- A one day virtual classroom session scheduled approximately 30 days after Part 1. It utilizes teleconferencing and online meeting software allowing the student to interact with the instructor and other students while remaining at his/her post of duty. This session requires the student to have a real-life statistical sampling to use as a class case problem -- focusing on planning and, if applicable, evaluation of the real-life application. The student will receive constructive feedback from the other students and the instructor to consider in finalizing the application. Part 3 -- Part 3 Field Application (8 Duty Hours) - The student's supervisor will monitor performance, review the application, and certify (within 120 days of Part 1 completion) that the application was completed by the student and complied with Agency policy. DCAI will provide an automated certification process.

Prerequisite Course(s): No. B4121, Statistical Sampling - Part 1

Other Prerequisites: For Part 2, as a minimum, the student should complete the assignment's risk analysis and planning steps.

Target Audience: DCAA auditors

Subject Matter Area(s)	Hours
Statistics	44.0 Hours

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No. D4260, Regression Analysis - Parts 2 & 3

CPE: 44 Hours

Type: Group-Internet Based

Course Level: Basic

Course Description:

Part 2 Distance Learning Session (6 Duty Hours) -- A one day virtual classroom session scheduled approximately 30 days after Part 1. It utilizes teleconferencing and online meeting software allowing the student to interact with the instructor and other students while remaining at his/her post of duty. This session requires the student to have a real-life regression application to use as a class case problem -- focusing on planning and, if applicable, evaluation of the real-life application. The student will receive constructive feedback from the other students and the instructor to consider in finalizing the application. Part 3 -- Part 3 Field Application (8 Duty Hours) - The student's supervisor will monitor performance, review the application, and certify (within 120 days of Part 1 completion) that the application was completed by the student and complied with Agency policy. DCAI will provide an automated certification process.

Prerequisite Course(s): No. B4260, Regression Analysis - Part 1

Other Prerequisites: For Part 2, as a minimum, the student should complete the assignment's risk analysis and planning steps

Target Audience: DCAA auditors

Subject Matter Area(s)	Hours
Statistics	44.0 Hours

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No. D7050, Document Conversion and Formatting

CPE: 2 Hours

Type: Group-Internet Based

Course Level: Basic

Course Description:

This course will focus on conversion of final report to PDF; preparation of reports for management review; getting final PDF signed; along with security and signature settings for reports.

Prerequisite Course(s):

No. 7051, APPS for Professional Support Workforce

Other Prerequisites:

None

Target Audience:

Professional Support Workforce

Subject Matter Area(s)	Hours
Personal Development	2.0 Hours

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No. 1113, Orientation to DCAA

CPE: 5 Hours

Type: Interactive Self-Study

Course Level: Basic

Course Description:

The purpose of this course is to provide new auditors with an overview of DCAA and DCAA's role in the federal procurement process. Upon completion, the student will be able to

1. describe DCAA's purpose, organization, and information resources,
2. describe and locate topics in DCAA's Contract Audit Manual; and
3. describe DCAA's role in the Federal procurement community.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: Any DCAA employee who did not complete 1050 - New Hire Onboarding

Subject Matter Area(s)	Hours
Specialized Knowledge and Applications	5.0 Hours

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No. 1117, Orientation to DCAA Contract Audits

CPE: 4 Hours

Type: Interactive Self-Study

Course Level: Basic

Course Description:

The purpose of this course is to introduce new auditors to Government contracting audits and the federal procurement laws and regulations that cover Government contracts. This course provides an overview of DCAA auditing concepts. Upon completion, the student will be able to

1. Identify common types of audits performed by DCAA;
2. Identify the basic elements of DCAA audit planning;
3. Describe DCAA's audit sampling requirements; and
4. Identify DCAA audit reporting requirements.

Prerequisite Course(s): No. 1113, Orientation to DCAA

Other Prerequisites: None

Target Audience: Any DCAA employee who did not complete 1050 - New Hire Onboarding

Subject Matter Area(s)	Hours
Auditing-Governmental	4.0 Hours

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No. 1121, Briefing Contracts

CPE: 3 Hours

Type: Interactive Self-Study

Course Level: Basic

Course Description:

The purpose of this course is to provide auditors with the basic skills necessary to brief routine government contracts in the contract audit environment. The student will learn to apply the basic skills required to brief routine government contracts. The student will be able to

1. Identify and interpret the various parts of the standard form 26 used to award contracts;
2. Understand the timing of contract briefings;
3. Identify and understand the parts of a contract; and
4. Be aware of the significance of special provisions included in the contract.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All auditors

Subject Matter Area(s)	Hours
Auditing-Governmental	3.0 Hours

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No. 1221, Basic Flowcharting

CPE: 4 Hours

Type: Interactive Self-Study

Course Level: Basic

Course Description: The purpose of this course is to provide auditors with the basic principles of flowcharting techniques as they relate to systems and program flowcharts.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: Any auditor working with system's and program flowcharts

Subject Matter Area(s)	Hours
Auditing-Governmental	4.0 Hours

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No. 1228, Introduction to Database Query Tools

CPE: 14 Hours

Type: Interactive Self-Study

Course Level: Basic

Course Description:

Contractor's accounting information systems rely upon database technologies to record, store and report contract costs. The ability to retrieve and query contract costs is a basic auditor skill. This course is a self-paced workbook approach to gaining an understanding of relational database theory and learning potential audit applications of MS Access. While learning how to write MS Access queries, the auditor will learn to read and interpret the SQL (Structured Query Language) syntax used to query contractor's databases. The course includes practice datasets for each lesson. This is a prerequisite to attending Course 5657, Mining Relational Databases with MS Access/SQL.

Applications: Students should have access to contractor's data and have future applicability for MS Access and SQL. We encourage immediate application in audit assignments. The rule "Use it or lose it" applies.

Prerequisite Course(s): None

Other Prerequisites: It is recommended that you have a basic understanding of relational databases and have used MS Access or a similar database tool.

Target Audience: Beginner to Intermediate Level, Anyone who wants to learn MS Access and SQL (auditors, technical specialists, managers, administrative professionals).

Subject Matter Area(s)	Hours
Specialized Knowledge and Applications	14.0 Hours

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No. 1271, Permanent Files

CPE: 4 Hours

Type: Interactive Self-Study

Course Level: Basic

Course Description:

The purpose of this course is to identify the basic skills needed in order to create or upgrade permanent files. The course discusses the purpose and uses for the permanent file, methods for working with contractors to access records, the difference between a permanent file and a current file, and the electronic Permanent File (ECPF) System.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: New auditors or those needing a refresher

Subject Matter Area(s)	Hours
Auditing-Governmental	4.0 Hours

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No. 1405, Introduction to Forward Pricing Audits

CPE: 3.5 Hours

Type: Interactive Self-Study

Course Level: Basic

Course Description:

Effective 9/30/16, this course will be deactivated and will no longer be offered. Students should complete this course to partially satisfy the prerequisites for Course 1231, Intermediate Contract Auditing. This course gives an introduction to Forward Pricing Audits performed by DCAA.

Prerequisite Course(s): None

Other Prerequisites: 1150 Technical Indoctrination (no longer offered)

Target Audience: DCAA auditors

Subject Matter Area(s)	Hours
Auditing-Governmental	3.5 Hours

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No. 1505, CAS for the New Hire

CPE: 2 Hours

Type: Interactive Self-Study

Course Level: Basic

Course Description:

Students should complete this course to partially satisfy the prerequisites for Course 1231, Intermediate Contract Auditing. This course gives an introduction to Cost Accounting Standards (CAS).

Prerequisite Course(s): None

Other Prerequisites: 1150 Technical Indoctrination (no longer offered)

Target Audience: New hires

Subject Matter Area(s)	Hours
Auditing-Governmental	2.0 Hours

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No. 1570, CAS - Administration and Coverage

CPE: 7 Hours

Type: Interactive Self-Study

Course Level: Basic

Course Description:

You will learn to recognize the provisions for administration of CAS and the general requirements for CAS coverage. CAS administration topics include: Basic CAS definitions; comparisons of CAS with FAR and GAAP; format of the standards; and contractor's responsibilities under Public Law 91-379. CAS coverage topics include: primary CAS exemption criteria; dollar thresholds for full and modified coverage; and effective and applicable dates.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All auditors

Subject Matter Area(s)	Hours
Auditing-Governmental	7.0 Hours

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No. 1571, CAS 401, 402, and 405

CPE: 5.5 Hours

Type: Interactive Self-Study

Course Level: Basic

Course Description:

You will learn to identify the fundamental requirements of

- CAS 401 - Consistency in Estimating, Accumulating, and Reporting Costs.
- CAS 402 - Consistency in Allocating Costs Incurred for the Same Purpose.
- CAS 405 - Accounting for Unallowable Costs.

This course provides information necessary to determine whether a contractor's policies, procedures, and practices are in compliance with these standards. Exercises, examples, and review questions are used to help reinforce the key points throughout each lesson.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All auditors

Subject Matter Area(s)	Hours
Auditing-Governmental	5.5 Hours

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No. 1572, CAS 403, 410, 418 and 420

CPE: 12 Hours

Type: Interactive Self-Study

Course Level: Basic

Course Description:

You will learn to identify the fundamental requirements of:

- CAS 403 - Allocation of Home Office Expenses to Segments.
- CAS 410 - Allocation of Business Unit General and Administrative Expenses to Final Cost Objectives.
- CAS 418 - Allocation of Direct and Indirect Costs.
- CAS 420 - Accounting for Independent Research and Development and Bid and Proposal Costs.

This course provides information necessary to determine whether a contractor's policies, procedures, and practices are in compliance with these standards. Exercises, examples, and review questions are used to help reinforce the key points throughout each lesson.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All auditors

Subject Matter Area(s)	Hours
Auditing-Governmental	12.0 Hours

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No. 1573, CAS 404 and 409

CPE: 8 Hours

Type: Interactive Self-Study

Course Level: Basic

Course Description:

You will learn to identify the fundamental requirements of:

- CAS 404 - Capitalization of Tangible Assets.
- CAS 409 - Depreciation of Tangible Capital Assets.

This course provides information necessary to determine whether a contractor's policies, procedures, and practices are in compliance with these standards. Exercises, examples, and review questions are used to help reinforce the key points throughout each lesson.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All auditors

Subject Matter Area(s)	Hours
Auditing-Governmental	8.0 Hours

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No. 1574, CAS 414 and 417

CPE: 8 Hours

Type: Interactive Self-Study

Course Level: Basic

Course Description:

You will learn to apply the concepts of CAS 414 and CAS 417, and understand the CASB-CMF. This course provides information necessary to determine whether a contractor's policies, procedures, and practices are in compliance with these standards. Exercises, examples, and review questions are used to help reinforce the key points throughout each lesson.

- CAS 414 - Cost of Money as an Element of the Cost of Facilities Capital.
- CAS 417 - Cost of Money as an Element of the Cost of Capital Assets Under Construction.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All auditors

Subject Matter Area(s)	Hours
Auditing-Governmental	8.0 Hours

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No. 1575, CAS 406 - Cost Accounting Period

CPE: 6 Hours

Type: Interactive Self-Study

Course Level: Basic

Course Description:

You will learn to identify the fundamental requirements of CAS 406, Cost Accounting Period. This course provides information necessary to determine whether a contractor's policies, procedures, and practices are in compliance with this standard. Exercises, examples, and review questions are used to help reinforce the key points throughout each lesson.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All auditors

Subject Matter Area(s)	Hours
Auditing-Governmental	6.0 Hours

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No. 1576, CAS 408 and 415

CPE: 8 Hours

Type: Interactive Self-Study

Course Level: Basic

Course Description:

You will learn to identify the fundamental requirements of CAS 408, Accounting for Compensated Personal Absence, and CAS 415, Accounting for Deferred Compensation Costs. This course provides information necessary to determine whether a contractor's policies, procedures, and practices are in compliance with these standards. Exercises, examples, and review questions are used to help reinforce the key points throughout each lesson.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All auditors

Subject Matter Area(s)	Hours
Auditing-Governmental	8.0 Hours

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No. 1577, CAS 407 - Standard Costs for Direct Matl. & Labor

CPE: 3.5 Hours

Type: Interactive Self-Study

Course Level: Basic

Course Description: You will learn to identify the fundamental requirements of CAS 407, Use of Standard Costs for Direct Material and Direct Labor. This course provides information necessary to determine whether a contractor's policies, procedures, and practices are in compliance with this standard. Exercises, examples, and review questions are used to help reinforce the key points throughout each lesson.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All auditors

Subject Matter Area(s)	Hours
Auditing-Governmental	3.5 Hours

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No. 1578, CAS 416 - Accounting for Insurance Costs

CPE: 5 Hours

Type: Interactive Self-Study

Course Level: Basic

Course Description:

You will learn to identify the fundamental requirements of CAS 416 - Accounting for Insurance Costs. This course provides information necessary to determine whether a contractor's policies, procedures, and practices are in compliance with this standard. Exercises, examples, and review questions are used to help reinforce the key points throughout each lesson.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All auditors

Subject Matter Area(s)	Hours
Auditing-Governmental	5.0 Hours

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No. 1579, CAS 411 - Acct. for Acquisition Cost of Material

CPE: 6 Hours

Type: Interactive Self-Study

Course Level: Basic

Course Description:

You will learn to identify the fundamental requirements of CAS 411, Accounting for the Acquisition Cost of Material. This course provides information necessary to determine whether a contractor's policies, procedures, and practices are in compliance with this standard. Exercises, examples, and review questions are used to help reinforce the key points throughout each lesson.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All auditors

Subject Matter Area(s)	Hours
Auditing-Governmental	6.0 Hours

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No. 1580, CASB Disclosure Statements

CPE: 10 Hours

Type: Interactive Self-Study

Course Level: Basic

Course Description:

You will learn the basic knowledge and skills to audit Disclosure Statements and to fulfill the auditor's continuous Disclosure Statement responsibilities. This course provides a basic foundation for working with contractor CASB Disclosure Statements, Form CASB DS-1.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All auditors

Subject Matter Area(s)	Hours
Auditing-Governmental	10.0 Hours

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No. 1581, CAS 412 and 413

CPE: 8 Hours

Type: Interactive Self-Study

Course Level: Basic

Course Description:

You will learn to identify the fundamental requirements of:

- CAS 412 - Cost Accounting Standard for Composition and Measurement of Pension Cost;
- CAS 413 - Adjustment and Allocation of Pension Cost.

This course provides information necessary to determine whether a contractor's policies, procedures, and practices are compliant with these standards. Exercises, examples, and review questions are used to help reinforce the key points throughout each lesson.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All auditors

Subject Matter Area(s)	Hours
Auditing-Governmental	8.0 Hours

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No. 1601, FAR Part 31, Specifically Allowable and Unallowable Costs

CPE: 8 Hours

Type: Interactive Self-Study

Course Level: Basic

Course Description: The purpose of this course is to provide students with a fundamental knowledge of allowability, allocability, reasonableness, total cost and the types of contracts covered under FAR PART 31.2.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: New auditors or those needing a refresher

Subject Matter Area(s)	Hours
Auditing-Governmental	8.0 Hours

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No. 1602, FAR Part 31 - Allowable Costs with Restrictions (Nonemployee Related)

CPE: 8 Hours

Type: Interactive Self-Study

Course Level: Basic

Course Description:

The purpose of this course is to provide auditors with information on allowable and unallowable cost related to public relations, professional services, insurance and facilities. You will learn to about selected cost principles in FAR 31.2. In this course, you will learn which costs are allowable with restrictions that apply to nonemployee related costs and when those costs are allowable and unallowable. You will also learn how to apply the applicable cost principles in audits of commercial activities. Specific costs covered in the course are public relations, advertising, lobbying, political activity, consultant, professional activity, insurance, legal, cost of money, depreciation, gains and losses related to the sale of buildings and equipment, idle facilities, plant reconversion, special tooling and equipment, business combinations rental, IR&D, B&P, M&PE, patent, selling, economic planning, and taxes.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: New auditors or those needing a refresher

Subject Matter Area(s)	Hours
Auditing-Governmental	8.0 Hours

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No. 1603, FAR Part 31 - Allowable Costs with Restrictions (Employee)

CPE: 8 Hours

Type: Interactive Self-Study

Course Level: Basic

Course Description:

The purpose of this course is to provide auditors with information on allowable costs with restrictions for employees related to FAR Part 31. You will learn to about selected cost principles in FAR 31.2. In this course, you will learn which costs are allowable with restrictions that apply to labor costs and when those costs are allowable and unallowable. You will also learn how to apply the applicable cost principles in audits of commercial activities. Specific costs covered in the course are compensation for personal services; employee morale, health, welfare, food service, and dormitory costs and credits; recruitment costs; training and educational costs; pensions; travel; and relocation.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: New auditors or those needing a refresher

Subject Matter Area(s)	Hours
Auditing-Governmental	8.0 Hours

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No. 1650, Leases

CPE: 6.5 Hours

Type: Interactive Self-Study

Course Level: Basic

Course Description: Course 1650, Leases, provides an overview of lease accounting GAAP and FAR requirements.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All auditors

Subject Matter Area(s)	Hours
Auditing-Governmental	6.5 Hours

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No. 2213, Terminations: Criteria, Intro. & Gen. Audit Steps

CPE: 2.5 Hours

Type: Interactive Self-Study

Course Level: Basic

Course Description:

This course discusses FAR Part 49, definitions applicable to Terminations, an overall introduction to terminations and types of terminations as well as audit planning efforts necessary to perform an adequate review of a termination proposal.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All auditors

Subject Matter Area(s)	Hours
Auditing-Governmental	2.5 Hours

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No. 2214, Terminations: Term. Proposals & Term. Inventory

CPE: 6 Hours

Type: Interactive Self-Study

Course Level: Basic

Course Description:

This course provides the types of termination settlement proposals and the methods used to submit termination settlement proposals. It also covers the methods of evaluating termination inventory, regardless of the basis of the termination settlement proposal.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All auditors

Subject Matter Area(s)	Hours
Auditing-Governmental	6.0 Hours

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No. 2215, Terminations: Audit of Terminations Proposals

CPE: 7 Hours

Type: Interactive Self-Study

Course Level: Basic

Course Description:

This course discusses cost items in a termination proposal and audit procedures related to your audit for termination proposals submitted in three ways:

- Fixed-price contracts using the inventory basis;
- Fixed-price contracts using the total cost basis;
- Cost-reimbursement contracts.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All auditors

Subject Matter Area(s)	Hours
Auditing-Governmental	7.0 Hours

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No. 2311, Postaward Audit

CPE: 11.5 Hours

Type: Interactive Self-Study

Course Level: Basic

Course Description:

You will learn to develop and reinforce skills for planning and performing a postaward audit. This course provides a description and explanation of the law and leads the student through a postaward audit using integrated video clips.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All auditors

Subject Matter Area(s)	Hours
Auditing-Governmental	11.5 Hours

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No. 2421, Equitable Adjustments and the Audit Approach

CPE: 6 Hours

Type: Interactive Self-Study

Course Level: Basic

Course Description:

You will learn what equitable adjustments and claims are, and how to audit them. You will learn the difference between an equitable adjustment proposal and a delay claim; the four approaches to equitable adjustments; the differences between entitlement and quantum; the criteria for determining if a request is a claim; and the auditor's responsibilities in planning, performing, and documenting an audit of equitable adjustments. In addition, you will learn how to identify who is responsible for determining if a request is an equitable adjustment proposal or claim.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All auditors

Subject Matter Area(s)	Hours
Auditing-Governmental	6.0 Hours

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No. 2422, Equitable Adj. Costs and the Eichleay Formula

CPE: 8 Hours

Type: Interactive Self-Study

Course Level: Basic

Course Description:

In this course, you will be able to: 1. Determine the impact contract modifications have on various costs including unabsorbed/extended overhead. 2. Describe the audit concerns and determine the acceptability of claimed/proposed equitable adjustment amounts for labor costs, material costs, bonding costs and profit and fee. 3. Define normal overhead expenses and unabsorbed overhead and the Eichleay formula. 4. Describe the Eichleay formula assumptions and compute adjustments as necessary. 5. Describe the audit approach to the Eichleay formula

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All auditors

Subject Matter Area(s)	Hours
Auditing-Governmental	8.0 Hours

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No. 3140, Contract Closeout Procedures

CPE: 3 Hours

Type: Interactive Self-Study

Course Level: Basic

Course Description:

This course provides the Agency's policy for contract closeouts, the three methods for closing completed contracts, the applicable method for a given situation and understanding/applying the appropriate closeout procedures to DoD Commercial Time-and-Materials (T&M) and Labor Hour (LH) Contracts. You will also learn about (i) the purpose of the cumulative allowable cost worksheet (CACWS), (ii) the evaluation of the final voucher and (iii) the use of Quick Closeout rates.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All auditors

Subject Matter Area(s)	Hours
Auditing-Governmental	3.0 Hours

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No. 6111, Effective Grammar and Audit Report Formatting

CPE: 2.5 Hours

Type: Interactive Self-Study

Course Level: Basic

Course Description:

The purpose of this course is to meet the requirement of the PLAIN (Plain Language Action and Information Network) Language Act of 20150. The course provides examples of written communication from the audit environment which meet the requirements of the Act. It also provides information concerning the Agency's preference in the formatting of the audit report and lead work papers.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: Mandatory for all new DCAA employees

Subject Matter Area(s)	Hours
Communications	2.5 Hours

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No. 7051, APPS for Professional Support Workforce

CPE: 1.5 Hours

Type: Interactive Self-Study

Course Level: Basic

Course Description:

APPS for Professional Support Workforce will provide information on APPS working papers management, report editing and formatting, and electronic distribution. This course is specifically targeted for DCAA Professional Support Workforce.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: DCAA Professional Support Workforce

Subject Matter Area(s)	Hours
Specialized Knowledge and Applications	1.5 Hours

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No. 7310, Handling of Contractor Proprietary Data

CPE: 1 Hours

Type: Interactive Self-Study

Course Level: Basic

Course Description:

The purpose of this course is to describe DCAA employee responsibilities for handling, safeguarding, and following appropriate reporting procedures related to contractor proprietary data. As DCAA employees, we are held by criminal statute to protect contractor proprietary data. The protection of contractor information is of vital importance to DCAA and the contractors. A public release of this information could seriously harm the contractor. Moreover, such a release could interfere with DCAA's ability to perform its mission. This course will provide you with information about contractor proprietary data and proper handling of that information.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: Mandatory for all new DCAA employees

Subject Matter Area(s)	Hours
Business Law	1.0 Hours

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No. 8611, EEO for Supervisors

CPE: 2 Hours

Type: Interactive Self-Study

Course Level: Basic

Course Description:

Upon successful completion of this course, the student will be able to understand Equal Employment Opportunity related issues commonly faced by supervisors, EEO laws and the complaints process. The student will be able to define sexual harassment and understand the supervisor's role in prevention. The student will be able to understand procedures and resources for providing reasonable accommodations.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: DCAA Supervisors/Managers

Subject Matter Area(s)	Hours
Personnel/HR	2.0 Hours

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No. 8655, Human Resources for Supervisors

CPE: 5 Hours

Type: Interactive Self-Study

Course Level: Basic

Course Description:

Upon successful completion of this course, the student will be able to understand and comply with human resource policies and regulations. The course provides the supervisor with an understanding of the Merit System Principles, prohibited personnel practices, position classification, staffing and recruiting, employee development, performance management, disciplinary actions, leave, grievances, labor relations, employee records, emergencies and quality of work life programs.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: DCAA Supervisors/Managers

Subject Matter Area(s)	Hours
Personnel/HR	5.0 Hours

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No. 8675, Basic Labor Relations Training for Supervisors

CPE: 2 Hours

Type: Interactive Self-Study

Course Level: Basic

Course Description:

This course provides an overview of The Federal Service Labor-Management Relations Statute, 5 U.S.C. Chapter 71, which governs the labor-management relations program in the Federal government. The American Federation of Government Employees Council 162 is the union which represents bargaining unit employees at DCAA. Council 162 and DCAA completed negotiation of the first agency-wide collective bargaining agreement in 2013. The purpose of this course is to give supervisors and human resources professionals an understanding of labor relations as it relates to unions and collective bargaining. This training will give supervisors and human resources professionals an overview of labor relations including the parties various obligations, how to handle grievances, and when to involve union stewards.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: DCAA Supervisors/Managers

Subject Matter Area(s)	Hours
Personnel/HR	2.0 Hours

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No. 9005, Comp Time Off for Travel

CPE: 0 Hours

Type: Interactive Self-Study

Course Level: Basic

Course Description:	Upon successful completion of this course, the student will be able to understand and comply with policies and regulations related to time spent in travel status when such time is not otherwise compensable (also known as comp time off for travel).
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	All DCAA Employees

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No. 9022, Independence Training

CPE: 0 Hours

Type: Interactive self-study

Course Level: Basic

Course Description: The training provides

1. a general overview of the Government Auditing Standards (GAS) Independence Standards;
2. clarification on the auditor's responsibility as it relates to external technical specialists (e.g. industrial engineers), nonaudit services, family employment issues, and financial interests; and
3. a clear understanding of the process that auditors should follow when questions arise about auditor independence or on signing the independence form. Examples are used throughout the training to help reinforce the key points.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All auditors

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No. 9310, Auditor Testimony in BCA Proceedings

CPE: 7.5 Hours

Type: Interactive Self-Study

Course Level: Basic

Course Description:

The student will learn to identify the skills needed to provide clear and concise testimony in legal proceedings and to prepare for pre-hearing conferences with the Contract Disputes Coordinator and Government attorneys. This course outlines fundamental requirements and responsibilities for auditors who will provide testimony before the ASBCA or other legal proceedings.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All auditors

Subject Matter Area(s)	Hours
Auditing-Governmental	7.5 Hours

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No. CMP100, Introduction to Coaching

CPE: 0 Hours

Type: Non-Interactive Self-Study

Course Level: Basic

Course Description:

The Coaching Program has been approved for all employees. Employees hired since September 1, 2014, as well as employees moving into new positions, will be assigned a coach by their first-line supervisor (after coordination with the second line supervisor). See DCAAI 1430.5 for more information.

This course is designed to introduce supervisors, coaches, and coachees to the DCAA Coaching Program. This learning activity will cover the benefits of the program, stakeholder roles and responsibilities, and administrative tasks associated with the program.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All DCAA employees

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No. CMP101, DCAA's Coaching Program: Coachee's Role

CPE: 0 Hours

Type: Non-Interactive Self-Study

Course Level: Basic

The Coaching Program has been approved for all employees. Employees hired since September 1, 2014, as well as employees moving into new positions, will be assigned a coach by their first-line supervisor (after coordination with the second line supervisor). See DCAAI 1430.5 for more information.

Course Description:

This course is designed to provide an overview of the coachee's role in the coaching program. Upon completion of the course, participants will be able to explain the value of coaching, distinguish between the roles of the coach and supervisor in employee development, identify characteristics of an effective coachee, and outline administrative tasks of coachees for the coaching program.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All DCAA employees

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No. CMP102, DCAA's Coaching Program: The Supervisor's Role

CPE: 0 Hours

Type: Non-Interactive Self-Study

Course Level: Basic

The Coaching Program has been approved for all employees. Employees hired since September 1, 2014, as well as employees moving into new positions, will be assigned a coach by their first-line supervisor (after coordination with the second line supervisor). See DCAAI 1430.5 for more information.

Course Description:

This course is designed to provide an overview of the supervisor's role in the coaching program. The purpose of this course is to help supervisors distinguish between the roles of the coach and the supervisor in employee development and identify characteristics of an effective coach. The value of coaching is explained and administrative tasks of supervisors for the program are outlined.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: DCAA Supervisors

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No. COM112E, Plain Language

CPE: 1 Hours

Type: Interactive Self-Study

Course Level: Basic

Course Description:

This course is scheduled to be available in June 2016. Provides employees the tools to communicate efficiently and effectively with others via: common, everyday words except for necessary technical terms; personal pronouns; active voice; logical organization; and an easy-to-read format, including bullets, tables and free use of white space.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All DCAA employees

Subject Matter Area(s)	Hours
Personal Development	1.0 Hours

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No. LDR100E, What it Takes to Lead

CPE: 1 Hours

Type: Interactive Self-Study

Course Level: Basic

Course Description:

This course is scheduled to be available in July 2016. This E-Learning course is designed to help non-supervisors (leaders-to-be) get ready for new leadership challenges and responsibilities. This course will explore the key attributes that leaders are expected to demonstrate in their roles and explain why leadership is more than leading. Individuals will be introduced to the importance of goal setting, how to adapt to changing situations, identifying and analyzing problems, and how to motivate and develop subordinates.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: New hires; DCAA employees

Subject Matter Area(s)	Hours
Personal Development	1.0 Hours

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No. LDR102E, Service Motivation

CPE: 1 Hours

Type: Interactive Self-Study

Course Level: Basic

Course Description:

This course is scheduled to be available in July 2016. This E-Learning course introduces non-supervisors to the attributes of public service. It will explain why individuals have a desire to serve the public and link their personal actions with the overall public interest. Topics will address how to harness the positive effects of public service motivation to enhance employee and organizational performance, the attraction to public policy making, commitment to the public interest, and the strategies leaders should adopt to incorporate public service values across all levels of the organization's management system.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: New hires; DCAA employees

Subject Matter Area(s)	Hours
Personal Development	1.0 Hours

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No. MGT200E, Supervisor Cornerstone Course

CPE: 34.5 Hours

Type: Interactive self-study

Course Level: Basic

Course Description:

This course is scheduled to be available in June 2016. Provides supervisors with the knowledge necessary to successfully manage work processes and lead in the DCAA Environment. It is a web-based course with lessons that focus on supervising employees and is required for all supervisors. It along with MGT200, Supervisor Cornerstone Course (Resident) must be completed within the first year of placement in a supervisory position in accordance with the one-year supervisory probationary period. Supervisors are required to complete this course as refresher training every three years. It is available to all DCAA employees as a self-development tool. Applicants have 120 days from the date of enrollment to complete. There are five examinations (one at the end of each module). An applicant has to pass with a 70% or above.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: DCAA Supervisors; GS-12s selected for a supervisory position

Subject Matter Area(s)	Hours
Business Management and Organization	15.0 Hours
Personnel/HR	10.5 Hours
Regulatory Ethics	3.0 Hours
Specialized Knowledge and Applications	3.0 Hours
Communications	2.0 Hours
Behavioral Ethics	1.0 Hours

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No. MGT205E, Leading Change

CPE: 1.5 Hours

Type: Interactive Self-Study

Course Level: Basic

This course is scheduled to be available in June 2016.

Course Description:

MGT205E, Leading Change serves to introduce the student to the important elements of change to meet organizational goals and adapt to a continuously changing environment. Change is no longer an option; unrelenting change is the status quo. When we transform the way we operate, we also change the business processes and functions to better support our stakeholders- improving both effectiveness and efficiency.

This course introduces supervisors, managers, and leaders to basic change concepts and tools helpful when leading any organizational change initiative. The student will learn fundamental change management concepts, the basic process for managing change, and how to overcome challenges in dealing with resistance to change.

Prerequisite Course(s): None

Other Prerequisites:

Target Audience: DCAA Supervisors; GS-12s selected for a supervisory position

Subject Matter Area(s)	Hours
Personnel/HR	1.5 Hours