

# Resident Courses

DCAA resident courses are DCAI's traditional one-week, instructor-led classes. Classes are normally conducted at DCAI in Memphis, Tennessee. Occasionally, classes are also conducted at locations within the regions. For additional information, consult TRAIN on DCAI's Intranet site.

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# DCAI Defense Contract Audit Institute

## No.1130, Technical Indoctrination

**CPE: 72**

**Type: Group-Live**

**Course Level: Basic**

**Duty Hours: 80**

**Objectives  
Program  
Content:**

This course is designed for new auditors. The Agency expects new auditors to attend this course within four to six weeks after reporting for duty. You will learn the basic concepts, techniques, and procedures of DCAA contract auditing. You will also learn DCAA's organization structure and audit guidance processes. Upon completion of this course, you will be able to: (1) List the elements of a contract's life cycle and the general types of negotiated contracts; (2) Contrast principal objectives of government contract cost accounting and financial cost accounting; (3) Explain the history of FAR Part 31 and discuss allocability, allowability, reasonableness, and selected cost principles; (4) Describe the background, purpose, and fundamental requirement of each Cost Accounting Standard; (5) Identify direct costs, indirect costs, and G&A expenses; (6) Identify costs allocated to final cost objectives from intermediate cost allocation pools; (7) Calculate questioned overhead and G&A rates as a result of pool and/or base adjustments; (8) Describe the importance and major considerations of risk assessment; (9) Create working papers using the Audit Planning and Performance System (APPS) ; (10) Write a structured note for an audit report; (11) Calculate questioned costs in a proposal audit.

**Prerequisite  
Courses:**

- 1113.00.00 Orientation to DCAA
- 1114.00.00 Orientation to Federal Procurement Regulations
- 1115.00.00 Orientation to Contract Auditing Procedures
- 1116.00.01 Orientation to DCAA Audits
- 1261.00.00 Scanning Guidance
- 1265.00.00 APPS Performance Support Module
- 1601.00.00 FAR 31, Allowable and Unallowable Costs
- 1602.00.00 Allowable Costs with Restrictions (Nonemployee)
- 1603.00.00 Allowable Costs with Restrictions (Employee)
- 8445.00.00 PWT Basics

**Other  
Prerequisites:**

**(1) Attendees need a basic proficiency in Microsoft's Windows and Office applications.**

**Eligibility: All new auditors**

<b>Hours by Field of Study:</b>	
Accounting and Auditing	72
Spec. Knowledge & Applications	0
Management	0
Personal Development	0
Tax	0
Ethics	0
Consulting Services	0



## No.1232, Internal Control Assessment

**CPE: 34**      Type: Group-Live      Course Level: Intermediate      Duty Hours: 40

**Objectives Program Content:** You will learn to review, evaluate, and report on internal controls; assess control risk; and use internal control assessments to plan and accomplish other related audits. Upon completion of this course, you will be able to: (1) Identify the requirements of SAS-55 and DoD IG Audit Policy Memorandum No. 5; (2) Recognize the purpose of internal control matrices and their relationship to audit programs and Agency guidance; (3) Know the definition and limitations of an internal control system; (4) Know procedures to assess and document control risk; (5) Review a system flowchart and identify critical internal control points; (6) Test manual and automated internal control procedures; (7) Summarize the results of test of controls and determine the impact on the number and scope of future audits; (8) Prepare an opinion as to the adequacy of the system of internal controls; (9) Document your internal control assessment for future planning purposes.

**Prerequisite Courses:** 1320 Intermediate Contract Auditing

**Other Prerequisites:** None

**Eligibility:** All Auditors

Hours by Field of Study:	
Accounting and Auditing	34
Spec. Knowledge & Applications	0
Management	0
Personal Development	0
Tax	0
Ethics	0
Consulting Services	0



# DCAI Defense Contract Audit Institute

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## **No.1320, Intermediate Contract Auditing**

**CPE: 34**

**Type: Group-Live**

**Course Level: Basic**

**Duty Hours: 40**

**Objectives  
Program  
Content:**

You will learn to adequately plan and conduct audits, or segments of audits, which auditors may encounter after one year of contract audit experience. Class discussions, practical exercises, and group case studies are used to highlight problem areas and evaluate alternative courses of action. Upon completion of this course, you will be able to: (1) Discuss internal control components; (2) Utilize the ICR system and ICAPS to assess audit risk; (3) List DCAA's direct audit activity codes; (4) Discuss forward pricing rates and complete case studies; (5) Discuss IPTs; (6) Explain why auditors need to attend negotiations; (7) List negotiation techniques and concepts; (8) List requirements of Form 2000, state auditor responsibility to detect fraud, and identify common fraud indicators; (9) Discuss the purpose and requirements of the Cost Accounting Standards and complete case studies; (10) Discuss audit leads and observations.

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**Prerequisite  
Courses:**

**1130 Technical Indoctrination**

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**Other  
Prerequisites: None**

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**Eligibility: All new auditors**

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<b>Hours by Field of Study:</b>	
<b>Accounting and Auditing</b>	<b>34</b>
<b>Spec. Knowledge &amp; Applications</b>	<b>0</b>
<b>Management</b>	<b>0</b>
<b>Personal Development</b>	<b>0</b>
<b>Tax</b>	<b>0</b>
<b>Ethics</b>	<b>0</b>
<b>Consulting Services</b>	<b>0</b>



## No.1431, Accounting and Auditing Refresher

**CPE: 34**      Type: Group-Live      Course Level: Intermediate      Duty Hours: 40

**Objectives Program Content:**      This course will cover the affect of current accounting and auditing issues on contract auditing. Upon completion of this course, you will be able to:  
(1) Identify and research various auditing tools; (2) Identify the most recent issues affecting the field auditors and know how to apply it to your current auditing efforts; (3) Identify Acquisition Initiatives and learn how they apply to the work in the field offices; (4) Identify denial of access to records issues and know when and how to elevate access to records issues, including the denial of access to electronic records; (5) Identify recent changes to the attestation standards and the effect on audit assignments and reporting requirements; (6) Perform a better, more informed risk assessment and know how to properly document w/p B for each type of assignment; and (7) Identify various fraud indicators.

**Prerequisite Courses:**      None

**Other Prerequisites:**      None

**Eligibility:**      All Auditors

<b>Hours by Field of Study:</b>	
Accounting and Auditing	34
Spec. Knowledge & Applications	0
Management	0
Personal Development	0
Tax	0
Ethics	0
Consulting Services	0



# DCAI Defense Contract Audit Institute

## No.1541, Cost Accounting Standards

**CPE: 34**      Type: Group-Live      Course Level: Advanced      Duty Hours: 40

**Objectives Program Content:** You will learn the skills necessary to apply the allocation concepts of the cost accounting standards and FAR Part 31 in the contract auditing environment. Upon completion of this course, you will be able to: (1) Understand which contracts are exempt from including the CAS Clause (FAR 52.230-2); (2) Understand the requirements of the CAS clause and the related FAR cost principles; (3) Practice the procedures and techniques necessary for an adequate review of contractor data to determine compliance with CAS and the FAR Part 31 allocation principles; (4) Determine DCAA's responsibility for planning and conducting CAS compliance audits and for reporting noncompliances to the Cognizant Federal Agency Official; (5) Evaluate whether or not a contractor has made a change to its cost accounting practices based on the definitions and guidelines provided by the Cost Accounting Standards Board (CASB); (6) Understand how to calculate the effect on government contract costs from a change in cost accounting practice or from a noncompliance; (7) Understand the procedures for dispositioning the effects of changes based on the origin of the action.

**Prerequisite Courses:** 1130 Technical Indoctrination  
1320 Intermediate Contract Auditing  
4120 Statistical Sampling  
6115 Effective Report Writing -- The Audit Process

**Other Prerequisites:** All attendees should have demonstrated some knowledge relating to cost allocation concepts, CAS administration, cost impacts, and disclosure statements, equivalent to that gained through DCAI Seminars S1501 and S1502, and CMTL Courses 1570, 1571, 1572, 1575, and 1580.

**Eligibility:** GS-11 and above auditors with at least two years of DCAA service

Hours by Field of Study:	
Accounting and Auditing	34
Spec. Knowledge & Applications	0
Management	0
Personal Development	0
Tax	0
Ethics	0
Consulting Services	0



# DCAI Defense Contract Audit Institute

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## **No.4035, Quantitative Methods Refresher**

**CPE: 34**      Type: Group-Live      Course Level: Intermediate      Duty Hours: 40

**Objectives Program Content:** You will learn to use the current quantitative methods (statistical sampling, regression analysis, and improvement curves) in contract audits. Upon completion of this course, you will be able to: (1) Discuss statistical and analytical terms and concepts; (2) Identify proper audit applications for statistical sampling, regression analysis, and improvement curve techniques; (3) Understand and use the Windows-based EZ-Quant applications for statistical sampling, regression analysis, and improvement curves; (4) Evaluate key QM measures and graphs associated with EZ-Quant output; (5) Suggest methods of improving EZ-Quant statistical results; (6) Explain how QM results and graphs should be incorporated into the overall audit package and report.

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**Prerequisite Courses:**      4120 Statistical Sampling  
                                 4230 Graphic,Computational & Improvement Curve Analysis

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**Other Prerequisites:** None

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**Eligibility:**      All Auditors

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<b>Hours by Field of Study:</b>	
Accounting and Auditing	34
Spec. Knowledge & Applications	0
Management	0
Personal Development	0
Tax	0
Ethics	0
Consulting Services	0



# DCAI Defense Contract Audit Institute

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## No.4120, Statistical Sampling

**CPE: 34**

**Type: Group-Live**

**Course Level: Basic**

**Duty Hours: 40**

**Objectives  
Program  
Content:**

You will learn the knowledge and skills necessary to perform statistical sampling in the contract audit environment. Upon completion of this course, you will be able to: (1) Discuss statistical sampling basic concepts; (2) Explain the criteria for a valid statistical sample; (3) Differentiate between variable and attribute sampling; (4) Discuss the difference between dollar unit and physical unit sampling; (5) Determine the proper sample selection method and stratification method to use on an audit; (6) Select a statistical sample using the EZ-Quant programs; (7) Evaluate the results of a statistical sample using the EZ-Quant programs.

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**Prerequisite  
Courses:**

**1320 Intermediate Contract Auditing**

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**Other  
Prerequisites: None**

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**Eligibility: All Auditors**

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<b>Hours by Field of Study:</b>	
<b>Accounting and Auditing</b>	<b>34</b>
<b>Spec. Knowledge &amp; Applications</b>	<b>0</b>
<b>Management</b>	<b>0</b>
<b>Personal Development</b>	<b>0</b>
<b>Tax</b>	<b>0</b>
<b>Ethics</b>	<b>0</b>
<b>Consulting Services</b>	<b>0</b>



## **No.4230, Graphic, Computational & Improvement Curve Analysis**

**CPE: 34**      **Type: Group-Live**      **Course Level: Basic**      **Duty Hours: 40**

**Objectives Program Content:** You will learn the skills necessary to perform a regression analysis and a simple improvement curve in the contract audit environment. This course will stress graphic presentation of trend and improvement curve data, identification of possible irregularities in the contractor's history, and the reporting of audit findings. Upon completion of this course, you will be able to: (1) Identify audit situations for regression analysis or improvement curves; (2) Properly utilize the correct EZ-Quant program for a given audit situation; (3) Correctly interpret the EZ-Quant program output; (4) Determine if reliance can be placed upon your interpretation of the output; (5) Analyze improvement curve data and identify major irregularities or significant changes in trend data; (6) Research the more complex issues associated with regression analysis and improvement curves.

**Prerequisite Courses:** 1320 Intermediate Contract Auditing

**Other Prerequisites:** None

**Eligibility:** All Auditors

<b>Hours by Field of Study:</b>	
Accounting and Auditing	34
Spec. Knowledge & Applications	0
Management	0
Personal Development	0
Tax	0
Ethics	0
Consulting Services	0



# DCAI Defense Contract Audit Institute

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## No.5614, Fundamentals of Auditing Information Systems

**CPE: 34**      **Type: Group-Live**      **Course Level: Intermediate**      **Duty Hours: 40**

**Objectives Program Content:**      You will learn the standards and tools involved in performing the computerized aspects of internal control reviews and to identify information technology cost allocation methodologies. Upon completion of this course, you will be able to: (1) Identify information systems auditing standards; (2) Identify current information technology trends; (3) Identify terms and concepts peculiar to information systems; (4) Understand information technology cost allocations; (5) Define and identify information systems general internal controls; (6) Define and identify information systems application controls; (7) Identify appropriate CAATs applications.

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**Prerequisite Courses:**      **None**

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**Other Prerequisites:**      **None**

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**Eligibility:**      **All Auditors**

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<b>Hours by Field of Study:</b>	
<b>Accounting and Auditing</b>	<b>34</b>
<b>Spec. Knowledge &amp; Applications</b>	<b>0</b>
<b>Management</b>	<b>0</b>
<b>Personal Development</b>	<b>0</b>
<b>Tax</b>	<b>0</b>
<b>Ethics</b>	<b>0</b>
<b>Consulting Services</b>	<b>0</b>



## No.5651, Retrieving and Analyzing Electronic Data Using SAS

**CPE: 34**      **Type: Group-Live**      **Course Level: Advanced**      **Duty Hours: 40**

**Objectives Program Content:** You will learn to retrieve and analyze electronic contractor data using SAS for Windows. Upon completion of this course, you will be able to: Develop and understand a SAS Data Step. The Data Statement SAS Input Statement (s) The Cards Statement The Infile Statement The Set Statement The Input Statement The IF Statement The Assignment Statement The Run Statement Develop and understand selected SAS Procedure(s) and related statements. Proc Sort Proc Means Proc Summary Proc Print Who should take: Auditors GS-9 and above Field of Study: Accounting and Auditing Prerequisites: Have a demonstrable SAS requirement and Microsoft Office and Windows Explorer skills.

**Prerequisite Courses:** None

**Other Prerequisites:** (1) Have an audit scheduled within six months after completing this course that will use electronic files and have access to these electronic files. (2) Be able to operate a PC and use Windows Explorer.

**Eligibility:** Auditors GS-9 and above

Hours by Field of Study:	
Accounting and Auditing	34
Spec. Knowledge & Applications	0
Management	0
Personal Development	0
Tax	0
Ethics	0
Consulting Services	0



## No.5652, Retrieving & Analyzing Electronic Data Using FOCUS

**CPE: 34**      **Type: Group-Live**      **Course Level: Advanced**      **Duty Hours: 40**

**Objectives Program Content:** You will learn to apply techniques to retrieve and analyze electronic contractor data using FOCUS for Windows. Upon completion of this course, you will be able to: (1) Use and create a record layout of data stored in an electronic file; (2) Use an editor to view, identify, and verify various field/data storage formats within an electronic file; (3) Use FOCUS to read data stored in a variety of data formats; (4) Use FOCUS to summarize numeric data contained in files; (5) Use FOCUS to select specific types of transactions; (6) Use FOCUS to print reports; (7) Use FOCUS to perform date/time calculations, such as aging assets per CAS 409; (8) Use FOCUS to create new output/external data files and for use with E-Z-Quant; (9) Use FOCUS to sort data; (10) Use FOCUS to read data stored in multiple files and match-merge selected transactions into one combined file; (11) Use FOCUS to compare files to determine when transactions are missing or data have been changed.

**Prerequisite Courses:** None

**Other Prerequisites:** (1) Have an audit scheduled within six months after completing this course that will use electronic files and have access to these electronic files. (2) Be able to operate a PC and use Windows Explorer.

**Eligibility:** Auditors GS-9 and above

<b>Hours by Field of Study:</b>	
Accounting and Auditing	34
Spec. Knowledge & Applications	0
Management	0
Personal Development	0
Tax	0
Ethics	0
Consulting Services	0



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## **No.5653, Computer Assisted Audit Techniques**

**CPE: 34**      Type: Group-Live      Course Level: Intermediate      Duty Hours: 40

**Objectives Program Content:**      You will learn to apply various computer assisted audit techniques to more effectively perform audits. Upon completion of this course, you will be able to: (1) Describe the various file formats; (2) Import and export files to and from Excel, Access, and Word; (3) Use advanced Excel and Access techniques; (4) Use Outlook more effectively; (5) Use basic Access to import and query contractor provided files; (6) Use NetMeeting; (7) Customize the audit program steps in APPS and use the features of the latest APPS toolbar.

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**Prerequisite Courses:**      None

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**Other Prerequisites:**      A basic knowledge of a Windows operating system, Windows Explorer, and the Microsoft Office applications.

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**Eligibility:**      All auditors at locations with access to contractor data in electronic format

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<b>Hours by Field of Study:</b>	
Accounting and Auditing	34
Spec. Knowledge & Applications	0
Management	0
Personal Development	0
Tax	0
Ethics	0
Consulting Services	0



### **No.6115, Effective Report Writing -- The Audit Process**

**CPE: 34**      **Type: Group-Live**      **Course Level: Basic**      **Duty Hours: 40**

**Objectives Program Content:** You will learn to write quality audit reports and explain the audit process by which they are generated. This course examines the audit process and then relates the audit report to this process. The audit process includes communication (writing techniques), planning (audit program), working papers (conclusion/note), the audit report (purpose, attributes), and follow-up. Upon completion of this course, you will be able to: (1) Describe the relationship of the audit process to the audit report; (2) Apply DCAA preferred writing techniques to explanatory notes; (3) Analyze audit requests and tailor audit programs; (4) Critique working papers for compliance with GAGAS and Agency policy; (5) List the mandatory sections of audit reports; (6) Explain follow-up procedures on audit reports.

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**Prerequisite Courses:**      **None**

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**Other Prerequisites:**      **None**

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**Eligibility:**      **All Auditors**

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<b>Hours by Field of Study:</b>	
<b>Accounting and Auditing</b>	<b>20</b>
<b>Spec. Knowledge &amp; Applications</b>	<b>0</b>
<b>Management</b>	<b>0</b>
<b>Personal Development</b>	<b>14</b>
<b>Tax</b>	<b>0</b>
<b>Ethics</b>	<b>0</b>
<b>Consulting Services</b>	<b>0</b>



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## No.6220, Auditor Interview and Interpersonal Reactions

**CPE: 34**      **Type: Group-Live**      **Course Level: Basic**      **Duty Hours: 40**

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

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**Prerequisite Courses:**      **None**

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**Other Prerequisites:**      **None**

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**Eligibility:**      **All Auditors**

<b>Hours by Field of Study:</b>	
Accounting and Auditing	0
Spec. Knowledge & Applications	0
Management	0
Personal Development	34
Tax	0
Ethics	0
Consulting Services	0



# DCAI Defense Contract Audit Institute

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## No.6240, Oral Presentation Workshop

**CPE: 34**

**Type: Group-Live**

**Course Level: Basic**

**Duty Hours: 40**

**Objectives  
Program  
Content:**

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, you will be able to: (1) Present informative and persuasive presentations; (2) Describe to your audience the assertions in your audit reports; (3) Use effective 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.

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**Prerequisite  
Courses:**

**None**

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**Other  
Prerequisites:** **None**

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**Eligibility:** **All Auditors**

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<b>Hours by Field of Study:</b>	
Accounting and Auditing	0
Spec. Knowledge & Applications	0
Management	0
Personal Development	34
Tax	0
Ethics	0
Consulting Services	0



# DCAI Defense Contract Audit Institute

## No.6510, Instructor Workshop

**CPE: 34**      Type: Group-Live      Course Level: Intermediate      Duty Hours: 40

**Objectives Program Content:** 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 instructing three lessons. Upon completion of this course, you will be able to: (1) Write and edit instructional objectives on a work-related topic; (2) Select an appropriate instructional method consistent with the lesson objective and adult learning principles; (3) Conduct a participatory lesson in which effective questions are asked, appropriate visual aids are used, and checks for attainment of objectives are planned.

**Prerequisite Courses:** None

**Other Prerequisites:** None

**Eligibility:** All Auditors; however GIDP receive priority placement

<b>Hours by Field of Study:</b>	
Accounting and Auditing	0
Spec. Knowledge & Applications	0
Management	0
Personal Development	34
Tax	0
Ethics	0
Consulting Services	0



## No.8414, DDI Leadership Skills

**CPE: 34**

**Type: Group-Live**

**Course Level: Basic**

**Duty Hours: 40**

**Objectives  
Program  
Content:**

All GS-13 and above Supervisors, Managers and Administrative Supervisors are eligible for this course. You will learn to: (1) Enhance communication to build commitment; (2) Identify performance expectations and encourage involvement; (3) Coaching individuals and teams toward achieving successful results; (4) Encourage and support individuals to acknowledge and take responsibility for performance gaps or poor work habits; (5) Use reinforcement to motivate others to continually improve; (6) Acheive a trusting work organization; (7) Use a decision guide to solve problems and make decisions.

**Prerequisite  
Courses:**

**None**

**Other  
Prerequisites:** Required in first year after promotion for GS-13 and above supervisors.

**Eligibility:** GS-13 supervisors and above, admin supervisors, and SDP participants

<b>Hours by Field of Study:</b>	
Accounting and Auditing	0
Spec. Knowledge & Applications	0
Management	0
Personal Development	34
Tax	0
Ethics	0
Consulting Services	0



### No.8562, DCAA Personnel Management Policy

**CPE: 34**      **Type: Group-Live**      **Course Level: Intermediate**      **Duty Hours: 40**

**Objectives Program Content:** All new GS-13 and above supervisors must complete this course. The Agency recommends that new supervisors attend within three months of promotion. You will learn to apply critical DCAA personnel procedures that are essential to the success of a DCAA supervisor. Upon completion, you will be able to: (1) Explain the relationship of merit system principles to the prohibited personnel practices; (2) Describe a supervisor's probationary period responsibilities; (3) Identify the criteria for a termination decision; (4) Define the supervisor's merit promotion program responsibilities; (5) Identify the supervisor's leave program responsibilities; (6) Apply the DCAA Performance Management System principles and objectives; (7) Apply timely and appropriate recognition of employee accomplishments; (8) Promote the employee suggestion program; (9) Establish and monitor a Performance Improvement Plan; (10) Recognize and react to employee discipline situations; (11) Describe the supervisor's role in the grievance process; (12) Identify the supervisor's employee records responsibilities; (13) Explain when collective bargaining agreements supercede DCAAM 1400.1; (14) Apply procedures to accomplish employee training and construct training plans; (15) List the components of the EEO Program; (16) Identify an approach to effectively manage a diverse workforce; (17) Describe the supervisor's sexual harassment prevention, reasonable accommodation requests, and discrimination complaint; (18) Explain DCAA's drug testing program; (19) Use the Employee Assistance Program; (20) Use DCAA's emergency procedures and guidelines.

**Prerequisite Courses:** None

**Other Prerequisites:** None

**Eligibility:** GS-13 supervisors and above, admin supervisors, and SDP participants

Hours by Field of Study:	
Accounting and Auditing	0
Spec. Knowledge & Applications	0
Management	34
Personal Development	0
Tax	0
Ethics	0
Consulting Services	0



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

**CPE: 34**      Type: Group-Live      Course Level: Intermediate      Duty Hours: 40

**Objectives Program Content:** You will learn proper administration and management techniques for the entire audit cycle. Upon completion of this course, you will be able to: (1) Prepare a program plan; (2) Prepare and manage an operating plan; (3) Prepare reimbursable billings; (4) Use DMIS to setup an assignment. Review risk assessments and incorporate the results into the program plan; (5) Document supervisory review including initial and interim guidance and final review comments; (6) Use DMIS to disposition assignments including incurred cost and forward pricing; (7) Calculate audit statistics for incurred cost and forward pricing (i.e., questioned cost, dollars, examined, ADV, net savings, etc.); (8) Describe the PNM follow-up process; (9) Identify critical Cognos reports available for managing the life cycle of audits.

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**Prerequisite Courses:**      None

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**Other Prerequisites:** None

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**Eligibility:**      GS-13 supervisors and above, admin supervisors, and SDP participants

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<b>Hours by Field of Study:</b>	
Accounting and Auditing	0
Spec. Knowledge & Applications	0
Management	34
Personal Development	0
Tax	0
Ethics	0
Consulting Services	0