DCAA

DEFENSE CONTRACT AUDIT AGENCY

Course Catalog 2024

DCAI

Published - August, 2023

About the Defense Contract Audit Institute (DCAI)

Mission Statement

"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:

- eLearning Courses – Includes interactive self- study courses and integrated multimedia courseware. See Note # 1
- 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.
- Virtual – Internet-based courses, instructor-led interactive.

Credit Hour (Carnegie unit) (IAW 34 CFR Parts 600, 602 and 668) a period of time consisting of -

(1) A 50 to 60-minute class, lecture, or recitation in a 60-minute period.
(2) A 50-minute class, lecture, or recitation (with a 10-minute break) equals a one credit hour in a 60-minute period.
(3) Sixty minutes of preparation in a correspondence course.

- A credit hour is based on an actual hour of attendance, though each hour may include a 10-minute break.
- May not schedule several hours of instruction without breaks and then count clock hours in 50-minute increments.
- Example - cannot consider seven consecutive hours of instruction to be 8.4 hours by dividing 50 minutes into 420 minutes.
- Example - Seven 60-minute periods of instruction may not count for more than seven credit hours.

Note 1: Access to DCAI e-learning courses, which operate on an internal Learning Management System/SCORM Player, is limited to those with a valid DCAA CAC Card due to cyber-security constraints.

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. Registry ID: 100622 Approved Delivery Method: Group Internet Based, Group Live and QAS Self Study.
Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: https://www.nasbaregistry.org/sponsor-list.

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: https://www.nasbaregistry.org/preparing-to-apply/qas-self-study.

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.

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.

General Office Skills , Administrative, and Professional Support Staff

Training Sponsor	Available Courses
USA Learning	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 Courses

Training Sponsor	Available Courses
The Graduate School	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
Defense Acquisition University 888.284.4906	ACQ 101, Fundamentals of Systems Acquisition Management EVM 101, Fundamentals of Earned Value Management

Information Technology Courses

Training Sponsor	Available Courses
USA Learning	USA Learning has an extensive list of IT courses, including the entire SkillSoft IT Library, with courses in networking, security, etc. Many courses for IT certifications are available through USALearning.
The Graduate School	Information Technology Online Network and Operating Systems Online Security Internet Courses
Computer Technology Industry Associations (CompTIA)* Certification	A+ Certification Security+ Network+ Certification
International Information Systems Security Certification Consortium ((ISC)2)*	Certified Information Systems Security Professional (CISSP) System Security Certified Practitioner (SSCP)
Information System Audit and Control Association (ISACA)*	Certified Information Security Manager (CISM) Certified Information Systems Auditor (CISA)
SANS Institute*	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)

Management Training

Training Sponsor	Available Courses
OPM Management Development Centers 304.870.8008	Seminar for New Managers Management Development Seminar
The Graduate School	Coaching Skills for Today's Leaders (MGMT9002) Critical Thinking (ADMB8146) Decision Making and Problem Solving (MGMT8102) Facilitator Workshop (TDEV8120) Introduction to Management (MGMT7099) Introduction to Supervision (SUPV7001) Writing ECQ Statements (EXEC9110) Leading Change (MGMT7201) Leading Teams and Groups (TDEV8200) Managing a Virtual/Hybrid Workforce (MGMT9013) Mentoring Skills (MGMT7006D) Negotiating Techniques (MGMT9104 & MGMT9105) Preparing to Lead in the 21st Century (MGMT9020) Problem Solving (ADMB8129)

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

Other DoD Training

iCompass	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/.

DCAI Course Listing

(Click course for full description)

AUD100 | New Hire Onboarding Week 1 (Live)
AUD100V | Virtual New Hire Onboarding Week 1 (Virtual)
AUD101 | Basic Contract Auditing Skills (Live)
AUD101A | Basic Contract Auditing Skills for Interns Week 1 (Live)
AUD101B | Basic Contract Auditing Skills for Interns Week 2 (Live)
AUD101V | Basic Contract Auditing Skills (Virtual)
AUD102 | Audit Applications (Live)
AUD102V | Audit Applications (Virtual)
AUD103E | Effective Grammar and Audit Report Formatting (e-learning)
AUD104 | Developing an Effective Audit Report (Live)
AUD104V | Developing an Effective Audit Report (Virtual)
AUD105 | Audit Intern Development Program Supervisor Workshop (Live)
AUD106E | CaseWare Refresher (e-learning)
AUD107E | Permanent Files (e-learning)
AUD109 | Data Management Organization & Visualization (Live)
AUD109V | Data Management Organization & Visualization (Virtual)
AUD10A | New Hire Onboarding Week 2 (Live)
AUD10AV | Virtual New Hire Onboarding Week 2 (Virtual)
AUD110 | Data Analytics Application & Modeling Part 1 (Live)
AUD110E | Introduction to Data Analytics (e-learning)
AUD110V | Data Analytics Application & Modeling Part 1 (Virtual)
AUD111V | Data Analytics Application & Modeling - Parts 2 & 3 (Virtual)
AUD112E | Materiality in Audits of Incurred Cost (e-learning)
AUD113E | Risk-Based Sampling of Incurred Cost Proposals (e-learning)
AUD114E | GAGAS 2018 (e-learning)
AUD115E | Progress Payments (e-learning)
AUD126 | Mandatory Annual Audit Requirements (Live)
AUD126E | Briefing Contracts (e-learning)
AUD126V | Mandatory Annual Audit Requirements (Virtual)
AUD140E | IHS Markit Cost Analyzer Basics (e-learning)
AUD141E | IHS Markit Cost Analyzer Advanced (e-learning)
AUD165E | Judgmental Selections (e-learning)
AUD190E | Orientation to DCAA (e-learning)
AUD191E | Orientation to DCAA Contract Audits (e-learning)
AUD193E | FAR Part 31-Specifically Allowable and Unallowable Costs (e-learning)
AUD194E | FAR 31 – Allowable Costs with Restrictions (Non-Employee Related) (e-learning)
AUD195E | FAR 31 – Allowable Costs with Restrictions (Employee Related) (e-learning)
AUD196E | Handling Contractor Proprietary Data (e-learning)
AUD198E | CAS for the New Hire (e-learning)
AUD200E | Peer Review Awareness and Application (e-learning)
AUD210 | Incurred Cost (Live)
AUD210V | Incurred Cost (Virtual)
AUD230 | Cost Accounting Standards I (Live)
AUD230V | Cost Accounting Standards I (Virtual)
AUD235 | Cost Accounting Standards II (Live)
AUD235V | Cost Accounting Standards II (Virtual)
AUD236E | CAS Administration and Coverage (e-learning)
AUD237E | CAS 401, 402, and 405 (e-learning)

AUD238E | CAS 403, 410, 418, and 420 (e-learning)
AUD239E | CAS 406 - Cost Accounting Period (e-learning)
AUD240E | CASB Disclosure Statements (e-learning)
AUD241E | CAS 404 & 409 Capitalization & Depreciation (e-learning)
AUD242E | CAS 414 and 417 – Cost of Money (e-learning)
AUD243E | CAS 408 and 415 (e-learning)
AUD244E | CAS 407 - Standard Costs for Direct Matl. & Labor (e-learning)
AUD245E | CAS 416 Accounting for Insurance Costs (e-learning)
AUD246E | CAS 411 Accounting for Acquisition Cost of Material (e-learning)
AUD247E | CAS 412 and 413 (e-learning)
AUD250 | Forward Pricing - 21000 Assignments (Live)
AUD250V | Forward Pricing - 21000 Assignments (Virtual)
AUD251E | Truth in Negotiation Audits (e-learning)
AUD255 | Forward Pricing Rate Proposals (Live)
AUD255V | Forward Pricing Rate Proposals (Virtual)
AUD260V | Statistical Sampling (Virtual)
AUD275 | Improvement Curves (Live)
AUD294E | Business Systems - Accounting (e-learning)
AUD322E | Fixed-Price Terminations on the Inventory Basis – SF 1435 (e-learning)
AUD323E | Fixed-Price Terminations on the Total Cost Basis - SF1436 (e-learning)
AUD324E | Audit of Cost-Reimbursement Terminations – SF 1437 (e-learning)
AUD335 | Cost Impact Proposals (Live)
AUD335V | Cost Impact Proposals (Virtual)
AUD351 | Truth in Negotiation Compliance Audits (Live)
AUD351V | Truth in Negotiation Compliance Audits (Virtual)
AUD395 | Accounting Systems Audits (Live)
AUD395V | Accounting Systems Audits (Virtual)
AUD396 | Estimating Systems Audits (Live)
AUD396V | Estimating Systems Audits (Virtual)
AUD397 | Material Management and Accounting System Audits (Live)
AUD397V | Material Management and Accounting System Audits (Virtual)
AUD460 | Statistical Sampling for Supervisors and Managers (Live)
AUD470 | Regression Analysis for Supervisors and Managers (Live)
CMP100E | Coaching Program Overview (e-learning)
CMP110E | Mentoring Program Overview (e-learning)
CMP200 | Coaching Essentials (Live)
CMP200V | Coaching Essentials (Virtual)
CMP210 | Mentoring Essentials (Live)
CMP210V | Mentoring Essentials (Virtual)
COM102E | Managing Your Manager (e-learning)
COM111 | Fundamentals of Oral Presentations (Live)
COM122E | Foundations of Plain Language (e-learning)
COM310E | Communicating Effectively (e-learning)
COM311 | Staff Briefing Techniques (Live)
COM311E | Staff Briefing Techniques (e-learning)
COM311V | Staff Briefing Techniques (Virtual)
COM313V | Professional Business Writing (Virtual)
DIS101V | The DISC Assessment Course (Virtual)
DIS201V | DISC for Supervisors (Virtual)
LDR100E | What it Takes to Lead (e-learning)
LDR101E | Agile Leadership (e-learning)
LDR102E | Public Service Motivation (e-learning)
LDR104E | DoD Mission and Culture (e-learning)
LDR120 | Conflict Management Through Difficult Conversations (Live)
LDR130 | Trust Building for High-Performance Teams (Live)

LDR130V | Trust Building for High-Performance Teams (Virtual)
LDR150 | Building Interpersonal Relationships in the Workplace (Live)
LDR200 | Leading Self and Teams (Live)
LDR200V | Leading Self and Teams (Virtual)
LDR202 | Operational Planning for Leaders (Live)
LDR202V | Operational Planning for Leaders (Virtual)
LDR205 | Leadership and Team Productivity (Live)
LDR205E | Leadership and Team Productivity E-Learning Module (e-learning)
LDR205V | Leadership and Team Productivity (Virtual) (Virtual)
LDR206 | Negotiation and Collaboration for Leaders (Live)
LDR206V | Negotiation and Collaboration for Leaders (Virtual)
LDR209 | Problem Solving Leadership (Live)
LDR209V | Problem Solving Leadership (Virtual)
LDR250V | Concepts of Leadership (Virtual)
LDR250V | Concepts of Leadership (Virtual)
LDR300 | Leading People and Organizations (Live)
LDR300V | Leading People and Organizations (Virtual)
LDR302 | Emotional Intelligence (Live)
LDR302V | Emotional Intelligence (Virtual)
LDR309 | Situational Leadership (Live)
LDR309V | Situational Leadership (Virtual)
LDR316 | Developing Self and Others (Live)
LDR316V | Developing Self and Others (Virtual)
LDR409 | The Business of Strategy (Live)
LDR409V | The Business of Strategy (Virtual) (Virtual)
LDR500 | Leading in a Hybrid Work Environment (Live)
MGT110V | Time Management (Virtual)
MGT160E | Performance Management (e-learning)
MGT200 | Supervisor Cornerstone Course (Live)
MGT200E | Supervisor Cornerstone (e-learning)
MGT205E | Leading Change (e-learning)
MGT210 | Super-Auditor to Super-Visor (Live)
MGT210V | Super-Auditor to Super-Visor (Virtual)
MGT220 | Work and Project Management (Live)
MGT230 | Customer Service Workshop - A Total Approach to Service (Live)
MGT230V | Customer Service Workshop – From the Customer’s Perspective (Virtual)
MGT240 | Supervisory Working Paper Review Workshop (Live)
MGT270 | FAQ Cornerstone Course (Live)
MGT270V | FAQ Cornerstone Course (Virtual)
MGT300 | Manager Cornerstone Course (Live)
MGT300V | Manager Cornerstone Course (Virtual)
MGT350 | DCAA Management Information Systems (DMIS) Workshop (Live)
MGT350V | DCAA Management Information Systems (DMIS) Workshop (Virtual)
MGT399 | Supervisors Refresher Course (Live)
MGT399E | Supervisors Refresher Course (e-learning)
MGT399V | Supervisors Refresher Course (Virtual)
MGT401E | Succession Planning: 9-Box Talent Grid (e-learning)
MGT416E | Creating a Positive Work Environment (e-learning)
OTS100E | ERP Familiarization (e-learning)
POL197E | Independence (e-learning)
WEB101V | WebEx Efficiency Course (Virtual)

Back to top

AUD100, New Hire Onboarding Week 1

CPE: 3.5 Hours | **Type:** Group-Live | **Course Level:** Basic

Course Description: The purpose of this course is to introduce the new hire to DCAA, provide administrative resource information, and provide an overview of DCAI, available professional development, timesheet, and union participation. This is Week One of the two-week New Hire Onboarding Course. All new hires will attend this course on their first day of employment with the agency. Students will receive their laptops and CAC cards during this week of New Hire Onboarding. In addition, students will complete all human resource and mandatory online training requirements for receiving government property (i.e. computers). Administrative employees will be dismissed at 11:00am on Friday and auditor employees will not be dismissed until 3:50pm Friday. The New Hire Onboarding course will continue for auditor employees the following Monday. See course description for AUD100A – New Hire Onboarding Week 2 for second week information.

Prerequisite Course(s): None

Other: None

Target Audience: All DCAA Employees

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

Back to top

AUD100V, Virtual New Hire Onboarding Week 1

CPE: 3.5 Hours | **Type:** Group-Internet Based | **Course Level:** Basic

Course Description: The purpose of this course is to introduce the new hire to DCAA, provide administrative resource information, and provide an overview of DCAI, available professional development, timesheet, and union participation. This is Week One of the two-week New Hire Onboarding Course. All new hires will attend this course on their first day of employment with the agency. Students will receive their laptops and CAC cards during this week of New Hire Onboarding. In addition, students will complete all human resource and mandatory online training requirements for receiving government property (i.e. computers). Administrative employees will be dismissed at 11:00am on Friday and auditor employees will not be dismissed until 3:50pm Friday. The New Hire Onboarding course will continue for auditor employees the following Monday. See course description for AUD10A - New Hire Onboarding Week 2 for second week information.

Prerequisite Course(s): None

Other: None

Target Audience: All DCAA Employees

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

Back to top

AUD101, Basic Contract Auditing Skills

CPE: 69.5 Hours **Type:** Group Live **Course Level:** Basic

Course Description: The purpose of the Basic Contract Audit Skills (BCAS) course is to prepare new hire auditors to perform basic audit tasks which are fundamental to contract auditing. BCAS is the second course a new hire 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 training course of basic concepts, techniques, and procedures of DCAA contract auditing. BCAS introduces the new hire auditors to Generally Accepted Government Auditing Standards (GAGAS), provides insight and promotes awareness of audit criteria requirements, concentrates on the need for effective communication with our stakeholders, and walks the new hires through the audit process beginning with the rules of engagement through issuance of the final audit report. The BCAS course teaches the new hire auditors the essence of critical thinking and auditor skepticism by engaging them in hands-on application exercises (many of which are group exercises, while others are individual research and writing exercises). The applications they learn in this class readily prepare them for the next class in the New Hire Continuum, Audit Applications. The Agency expects new auditors to attend this course approximately 6-8 weeks after completion of AUD100A-New Hire Onboarding.

Prerequisite Course(s):
AUD100A, Onboarding Week 2
AUD196E, Handling Contractor Proprietary Data
COM122E, Foundations of Plain Language
DLE100E, Initial Ethics Training
EEO101, No FEAR Act
ITA101, Insider Threat Awareness
MTNEPA, New Employee Privacy Act
POL197E, Independence
SEC101, Security Orientation
SKS01, Microsoft Excel 2016 Essentials - Creating Editing and Saving Workbooks
SKS02, Microsoft Excel 2016 Essentials: Formatting Data
SKS03, Microsoft Excel 2016 Essentials: Formulas and Functions
UDC101, Unauthorized Disclosure of Classified Information for DoD and Industry

Other: None

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	69.5 Hours
DAWIA: Basic Contract Auditing Skills (L1)	0.0 Hours

Back to top

AUD101A, Basic Contract Auditing Skills for Interns Week 1

CPE: 32 Hours **Type:** Group Live **Course Level:** Basic

Course Description:	The purpose of the Basic Contract Audit Skills (BCAS) course is to prepare audit interns to perform basic audit tasks which are fundamental to contract auditing. This is week 1 of a 2 week training course of basic concepts, techniques, and procedures of DCAA contract auditing. BCAS provides insight and promotes awareness of audit criteria requirements, concentrates on the need for effective communication with our stakeholders, and walks the new hires through the audit process beginning with the rules of engagement through issuance of the final audit report. The BCAS course teaches the auditors interns the essence of critical thinking and auditor skepticism by engaging them in hands-on application exercises (many of which are group exercises, while others are individual research and writing exercises). The Agency expects audit interns to attend this course approximately 6 months after completion of AUD10B-New Hire Onboarding for Interns, Week 2.
Prerequisite Course(s):	AUD100, New Hire Onboarding Week 1
Other:	AUD100, AUD10B
Target Audience:	Audit Interns

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	32.0 Hours

Back to top

AUD101B, Basic Contract Auditing Skills for Interns Week 2

CPE: 32 Hours **Type:** Group Live **Course Level:** Basic

Course Description: The purpose of the Basic Contract Audit Skills (BCAS) course is to prepare audit interns to perform basic audit tasks which are fundamental to contract auditing. This is week 2 of a 2 week training course of basic concepts, techniques, and procedures of DCAA contract auditing. BCAS provides insight and promotes awareness of audit criteria requirements, concentrates on the need for effective communication with our stakeholders, and walks the new hires through the audit process beginning with the rules of engagement through issuance of the final audit report. The BCAS course teaches the audit interns the essence of critical thinking and auditor skepticism by engaging them in hands-on application exercises (many of which are group exercises, while others are individual research and writing exercises). The Agency expects audit interns to attend this course approximately 6 months after completion of AUD101A-Basic Contract Auditing Skills for Interns, Week 1.

Prerequisite Course(s): AUD101A, Basic Contract Auditing Skills for Interns Week 1

Other:

Target Audience: Audit Interns

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	32.0 Hours

Back to top

AUD101V, Basic Contract Auditing Skills

CPE: 69.5 Hours **Type:** Group Internet-Based **Course Level:** Basic

Course Description: The purpose of the Basic Contract Audit Skills (BCAS) course is to prepare new hire auditors to perform basic audit tasks which are fundamental to contract auditing. BCAS is the second course a new hire 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 training course of basic concepts, techniques, and procedures of DCAA contract auditing. BCAS introduces the new hire auditors to Generally Accepted Government Auditing Standards (GAGAS), provides insight and promotes awareness of audit criteria requirements, concentrates on the need for effective communication with our stakeholders, and walks the new hires through the audit process beginning with the rules of engagement through issuance of the final audit report. The BCAS course teaches the new hire auditors the essence of critical thinking and auditor skepticism by engaging them in hands-on application exercises (many of which are group exercises, while others are individual research and writing exercises). The applications they learn in this class readily prepare them for the next class in the New Hire Continuum, Audit Applications. The Agency expects new auditors to attend this course approximately 6-8 weeks after completion of AUD100A-New Hire Onboarding.

Prerequisite Course(s):
AUD10A, New Hire Onboarding Week 2
AUD196E, Handling Contractor Proprietary Data
COM122E, Foundations of Plain Language
DLE100E, Initial Ethics Training
EEO101, No FEAR Act
ITA101, Insider Threat Awareness
MTNEPA, New Employee Privacy Act
POL197E, Independence
SEC101, Security Orientation
SKS01, Microsoft Excel 2016 Essentials - Creating Editing and Saving Workbooks
SKS02, Microsoft Excel 2016 Essentials: Formatting Data
SKS03, Microsoft Excel 2016 Essentials: Formulas and Functions
UDC101, Unauthorized Disclosure of Classified Information for DoD and Industry

Other: None

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	69.5 Hours
DAWIA: Basic Contract Auditing Skills (L1)	0.0 Hours

Back to top

AUD102, Audit Applications

CPE: 69.5 Hours | **Type:** Group-Live | **Course Level:** Basic

Course Description: The purpose of this course is to have new hire auditors apply basic contract audit skills and methods to plan and conduct an incurred cost and a forward pricing audit. This course is the third course a new hire 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 60 days after completion of Basic Contract Audit Skills.

Prerequisite Course(s):
AUD100, New Hire Onboarding Week 1
AUD101, Basic Contract Auditing Skills
AUD112E, Materiality in Audits of Incurred Cost
AUD113E, Risk-Based Sampling of Incurred Cost Proposals

Other: Basic EXCEL Skills

Target Audience:

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	69.5 Hours
DAWIA: Basic Contract Auditing Skills (L1)	0.0 Hours
DAWIA: Audit Applications (L1)	0.0 Hours

Back to top

AUD102V, Audit Applications

CPE: 69.5 Hours | **Type:** Group-Internet Based | **Course Level:** Basic

Course Description:	The purpose of this course is to provide 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 60 days after completion of Basic Contract Audit Skills.
Prerequisite Course(s):	AUD101, Basic Contract Auditing Skills AUD112E, Materiality in Audits of Incurred Cost AUD113E, Risk-Based Sampling of Incurred Cost Proposals
Other:	None
Target Audience:	New Hire Auditors

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	69.5 Hours
DAWIA: Audit Applications (L1)	0.0 Hours

Back to top

AUD103E, Effective Grammar and Audit Report Formatting

CPE: 2 Hours **Type:** Interactive Self-Study **Course Level:** Basic

Course Description: The Effective Grammar and Audit Report Formatting course provides examples of practical applications in punctuation use, sentence structure, paragraph structure and DCAA's audit report formatting procedures.

Prerequisite Course(s): None

Other:

Target Audience: All DCAA employees

Subject Matter Area(s)	Hours
GAGAS: Communications & Marketing	2.0 Hours

Back to top

AUD104, Developing an Effective Audit Report

CPE: 64 Hours **Type:** Group-Live **Course Level:** Basic

Course Description: The purpose of this course is to provide students with the tools to develop 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 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. Developing an Effective Audit Report is a hands-on course that focuses on the organization and structure of audit reports, and includes case study activities for practicing the techniques learned throughout the course.

Prerequisite Course(s): AUD103E, Effective Grammar and Audit Report Formatting

Other: None

Target Audience: All DCAA employees

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	28.0 Hours
GAGAS: Communications & Marketing	4.0 Hours
DAWIA Practitioner - Complete AUD104	32.0 Hours

Back to top

AUD104V, Developing an Effective Audit Report

CPE: 64 Hours | **Type:** Group - Internet Based | **Course Level:** Basic

Course Description: The purpose of this course is to provide students with the tools to develop 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 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. Developing an Effective Audit Report is a hands-on course that focuses on the organization and structure of audit reports, and includes case study activities for practicing the techniques learned throughout the course.

Prerequisite Course(s): AUD103E, Effective Grammar and Audit Report Formatting

Other: None

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	28.0 Hours
GAGAS: Communications & Marketing	4.0 Hours
DAWIA Practitioner - Complete AUD104	32.0 Hours
DAWIA: Audit Elective (L2)	0.0 Hours

Back to top

AUD105, Audit Intern Development Program Supervisor Workshop

CPE: 2 Hours **Type:** Group-Internet Based (Virtual) **Course Level:** Basic

Course Description: This four-hour virtual workshop will introduce supervisors of audit interns to the Audit Intern Development Program. The workshop will explore the differences between full time auditors and audit interns, including differences in the performance standards for each. It will also provide the supervisors with a checklist of tasks for the audit interns to complete, and discuss the schedule of courses the interns will take at DCAI and how that schedule differs from the normal New Hire Onboarding continuum.

Prerequisite Course(s): None

Other:

Target Audience:

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

Back to top

AUD106E, CaseWare Refresher

CPE: 1.5 Hours **Type:** Interactive Self-Study **Course Level:** Basic

Course Description: The course is to provide information on common CaseWare issues to improve user performance.

Prerequisite Course(s): None

Other: None

Target Audience: Mandatory course for GS-15 and below in the GS-511 series
Voluntary course for Administrative support staff

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	1.5 Hours

Back to top

AUD107E, Permanent Files

CPE: 4 Hours | **Type:** Interactive Self-Study | **Course Level:** Basic

Course Description: The purpose of this course is to recognize the methods and procedures used to develop and maintain a well-documented and organized electronic Permanent File (ECPF) System. The course discusses the purpose and uses for the permanent file, and methods for maintaining and updating the permanent file.

Prerequisite Course(s): None

Other: None

Target Audience: All DCAA Employees

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

Back to top

AUD109, Data Management Organization & Visualization

CPE: 32 Hours | **Type:** Group - Live | **Course Level:** Intermediate

Course Description: This course will give the student the skills needed to manage, organize, and visualize data using Excel, Power Pivot, Power Query, and Power BI. It will enhance data management skills to improve productivity and the usefulness of work output. This is the prerequisite course for AUD110, and enrollment in this class will also enroll the student in the associated instances of the AUD110/111 courses (see link for dates of follow-on classes) approximately 30 days after completion of this course. Attendance at the subsequent AUD110/111 courses is mandatory for all 0511-series students; non-audit students will be excused from the AUD110/111 courses. Please notify the course manager if you are non-audit and do not need the AUD110 class. If you cannot make BOTH the AUD109 and associated AUD110 weeks, please enroll in a different instance of AUD109. The schedule for the corresponding AUD110V and AUD111V classes can be found here.

Prerequisite Course(s): None

Other: Completion of AUD102 or AUD102V Audit Applications

Target Audience: All DCAA personnel

Subject Matter Area(s)	Hours
GAGAS: Auditing-Technical	32.0 Hours
DAWIA Practitioner - Complete AUD109	32.0 Hours

Back to top

AUD109V, Data Management Organization & Visualization

CPE: 32 Hours | **Type:** Group-Internet Based | **Course Level:** Intermediate

Course Description:

This is the prerequisite course for AUD110V, and enrollment in this class will also enroll the student in the associated instances of the AUD110V/111 courses (see link for dates of follow-on classes) approximately 30 days after completion of this course. Attendance at the subsequent AUD110V/111 courses is mandatory for all 0511-series students; non-audit students will be excused from the AUD110V/111 courses. Please notify the course manager if you are non-audit and do not need the AUD110V class. If you cannot make BOTH the AUD109V and associated AUD110V weeks, please enroll in a different instance of AUD109V.
The schedule for the corresponding AUD110V and AUD111V classes can be found here.

This course will give the student the skills needed to manage, organize, and visualize data using Excel, Power Pivot, Power Query, and Power BI. It will enhance data management skills to improve productivity and the usefulness of work output. This is a one week (36 hour) virtual classroom session utilizing teleconferencing and online meeting software allowing the student to interact with the instructor and other students while remaining at his/her post of duty.

Prerequisite Course(s): None

Other: None

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Auditing-Technical	32.0 Hours
DAWIA Practitioner - Complete AUD109	32.0 Hours

Back to top

AUD10A, New Hire Onboarding Week 2

CPE: 32 Hours **Type:** Group-Live **Course Level:** Basic

Course Description: The purpose of this course is to introduce the new hire to DCAA contract audit process and deliver a basic understanding of contract auditing and the acquisition process. This is Week Two of the two-week New Hire Onboarding Course. This portion of the 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: None

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	32.0 Hours
DAWIA: Onboarding Week 2 (L1)	0.0 Hours

Back to top

AUD10AV, Virtual New Hire Onboarding Week 2

CPE: 35.5 Hours **Type:** Group-Internet Based **Course Level:** Basic

Course Description: The purpose of this course is to introduce the new hire to DCAA contract audit process and deliver a basic understanding of contract auditing and the acquisition process. This is Week Two of the two-week New Hire Onboarding Course. This portion of the 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: None

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	35.5 Hours
DAWIA: Onboarding Week 2 (L1)	0.0 Hours

Back to top

AUD110, Data Analytics Application & Modeling Part 1

CPE: 0 Hours | **Type:** Group-Live | **Course Level:** Intermediate

Course Description: This course focuses on the application of data analytics. It combines live classroom instruction and virtual classroom instruction with performing a real-life data analytics application, as follows: Part 1 Classroom Session (36 Duty Hours) - A five day live classroom format designed to provide auditors with the knowledge and skills necessary to apply Data Analytics as part of effective and efficient DCAA audits. Part 2 Distance Learning Session (8 Duty Hours) - A one day virtual distance learning 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 completed a plan for the data analytics application (Step 1 of the Framework) and the appropriate data available for use. 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 data analytics 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 data analytics application completion. Supervisor certification must occur within 120 days of Part 1 completion or CPE will not be awarded. GS-13s and above who take this course are not required to complete an application, however they are required to attend Part 2 and participate by adding input as needed.

Prerequisite Course(s): AUD109, Data Management, Organization, & Visualization
AUD110E, Introduction to Data Analytics

Other: AUD109V is an acceptable substitute for AUD109.

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	0.0 Hours

Back to top

AUD110E, Introduction to Data Analytics

CPE: 1.5 Hours | **Type:** Interactive Self-Study | **Course Level:** Basic

Course Description: This course is a prerequisite to AUD110 and must be completed at least 2 weeks before attending the AUD110 live course. This course focuses on the basic theory and application of data analytics in DCAA audits in accordance with the Data Analytics Guidebook. The course provides examples of data analytics as Risk Assessment, Tests of Details and Substantive Analytical Procedures, using the Data Analytics Framework.

Prerequisite Course(s): None

Other: None

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	1.5 Hours

Back to top

AUD110V, Data Analytics Application & Modeling Part 1

CPE: 0 Hours | **Type:** Group-Internet Based | **Course Level:** Intermediate

Course Description: This course focuses on the application of data analytics. It combines live classroom instruction and virtual classroom instruction with performing a real-life data analytics application, as follows: Part 1 Classroom Session (36 Duty Hours) - A five day live classroom format designed to provide auditors with the knowledge and skills necessary to apply Data Analytics as part of effective and efficient DCAA audits. Part 2 Distance Learning Session (8 Duty Hours) - A one day virtual distance learning 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 completed a plan for the data analytics application (Step 1 of the Framework) and the appropriate data available for use. 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 data analytics 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 data analytics application completion. Supervisor certification must occur within 120 days of Part 1 completion or CPE will not be awarded.

Prerequisite Course(s): AUD109, Data Management, Organization, & Visualization
AUD110E, Introduction to Data Analytics

Other: AUD109V is an acceptable substitute for AUD109.

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	0.0 Hours

Back to top

AUD111V, Data Analytics Application & Modeling - Parts 2 & 3

CPE: 78 Hours | **Type:** Group-Internet Based | **Course Level:** Intermediate

Course Description:

This course focuses on the application of data analytics. It combines live classroom instruction and virtual classroom instruction with performing a real-life data analytics application, as follows:
Part 2 Distance Learning Session (8 Duty Hours) - A one day virtual distance learning 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 completed a plan for the data analytics application (Step 1 of the Framework) and the appropriate data available for use. 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 data analytics 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 data analytics application completion. Supervisor certification must occur within 120 days of Part 1 completion or CPE will not be awarded.
GS-13s and above who take this course are not required to complete an application, however they are required to attend Part 2 and participate by adding input as needed.

Prerequisite Course(s): None

Other: AUD110V is an acceptable substitute for AUD110.

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	39.0 Hours
FM: Decision Support (L2)	0.0 Hours
DAWIA: Audit Elective (L3)	0.0 Hours
DAWIA Practitioner - Complete AUD110/AUD111	39.0 Hours

Back to top

AUD112E, Materiality in Audits of Incurred Cost

CPE: 2 Hours | **Type:** Interactive Self-Study | **Course Level:** Basic

Course Description: This course covers the DCAA policy and guidance related to Materiality in Incurred Cost Audits that DCAA has implemented via MRD 19-PAS-003 and CAM 6-107. This course is based on auditing standards and the January 2019 version of the Department of Defense (DoD) Professional Practice Guide, Chapter 2

Prerequisite Course(s): None

Other: None

Target Audience: All Auditors

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

Back to top

AUD113E, Risk-Based Sampling of Incurred Cost Proposals

CPE: 1.5 Hours **Type:** Interactive Self-Study **Course Level:** Basic

Course Description: This course provides the DCAA policy and guidance related to Risk-Based Sampling of Incurred Cost Proposals as described in CAM 6-104.

Prerequisite Course(s): None

Other: None

Target Audience: All DCAA Auditors

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	1.5 Hours

Back to top

AUD114E, GAGAS 2018

CPE: 2.5 Hours **Type:** Interactive Self-Study **Course Level:** Basic

Course Description: This course will provide auditors with a fundamental knowledge of Generally Accepted Government Auditing Standards (GAGAS) 2018 and their applicability to DCAA. The course focuses on the requirements and guidance in GAGAS Chapters 1 through 5 (which are applicable to all types of engagements performed by DCAA) and GAGAS Chapter 7 (which is applicable to attestation engagements).

Prerequisite Course(s): None

Other: None

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Accounting-Governmental	2.5 Hours

Back to top

AUD115E, Progress Payments

CPE: 4 Hours | **Type:** Interactive Self-Study | **Course Level:** Basic

Course Description: Provide the knowledge and the skills for auditors to understand the basis of Progress Payment Audits.

Prerequisite Course(s): None

Other: None

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Auditing	4.0 Hours

Back to top

AUD126, Mandatory Annual Audit Requirements

CPE: 32 Hours **Type:** Group-Live **Course Level:** Basic

Course Description: The purpose of this course is to provide auditors with the fundamentals and audit objectives of the MAARs through the use of practical exercises. It is a four and a half day course which includes exercises to assist an auditor in completing audit procedures to perform MAARs, including MAAR 6 and 13. In addition, it demonstrates relationship between MAARs and Incurred Cost and other audits.

Prerequisite Course(s): AUD102, Audit Applications

Other: Completion of AUD102 Audit Applications (virtual or live) is a mandatory prerequisite for this class.

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	32.0 Hours
DAWIA: Audit Elective Alternate Track (L2)	0.0 Hours
DAWIA: Audit Elective Alternate Track (L3)	0.0 Hours
DAWIA: Audit Elective (L2)	0.0 Hours
DAWIA: Audit Elective (L3)	0.0 Hours

Back to top

AUD126E, Briefing Contracts

CPE: 2 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. Recognize the sections of a contract Award document, SF 26
2. Explain the fundamentals of a contract brief
3. Prepare a contract brief

Prerequisite Course(s): None

Other: None

Target Audience: All DCAA Employees

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

Back to top

AUD126V, Mandatory Annual Audit Requirements

CPE: 32 Hours **Type:** Group-Internet Based **Course Level:** Basic

Course Description: The purpose of this course is to provide auditors with the fundamentals and audit objectives of the MAARs through the use of practical exercises. It is a five day course which includes exercises to assist an auditor in completing audit procedures to perform MAARs, including MAAR 6 and 13. In addition, it demonstrates the relationship between MAARs, Incurred Cost and other audits.

Prerequisite Course(s): AUD102V, Audit Applications

Other: Completion of AUD102 Audit Applications (virtual or live) is a mandatory prerequisite for this class.

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	32.0 Hours
DAWIA: Audit Elective Alternate Track (L2)	0.0 Hours
DAWIA: Audit Elective Alternate Track (L3)	0.0 Hours
DAWIA: Audit Elective (L2)	0.0 Hours
DAWIA: Audit Elective (L3)	0.0 Hours

Back to top

AUD140E, IHS Markit Cost Analyzer Basics

CPE: 2 Hours | **Type:** Interactive Self-Study | **Course Level:** Basic

Course Description: This a Interactive Self-Study (eLearning) course. This is IHS Markit Cost Analyzer basic course to highlight the registration process needed to access the platform as well as the basics functions for the software platform. The IHS Markit Cost Analyzer platform allows users to perform customized cost analysis with access to over 3,000 global prices and wages. Users can construct and save composite reports that track product and input cost escalation. These reports are automatically updated with each new forecast. With the use of the IHS software the US DoD save the US taxpayers over $520.6 million! This course supports the Defense Acquisition Workforce Improvement Act (DAWIA), Department of Defense (DoD) Financial Management (FM) Strategy FY 22-26, DCAA Strategic Plan for FY 2021– FY 2025. Specifically, Goal 3: Recruit, Cultivate, and Retain a Highly Skilled, Flexible, and Empowered Workforce, and Objective 3.2: Enhance our workforce skills and knowledge.

Prerequisite Course(s): None

Other:

Target Audience:

Subject Matter Area(s)	Hours
GAGAS: Auditing	1.0 Hours
FM: Accounting Analysis OR Financial Mgmt Analysis (L2)	1.0 Hours

Back to top

AUD141E, IHS Markit Cost Analyzer Advanced

CPE: 1 Hours

Type: Interactive Self-Study

Course Level: Basic

Course Description: This a Interactive Self-Study (eLearning) course. This is the follow on to the IHS Markit Cost Analyzer basic course to highlight the advanced functions for the software platform. The IHS Markit Cost Analyzer platform allows users to perform customized cost analysis with access to over 3,000 global prices and wages. Users can construct and save composite reports that track product and input cost escalation. These reports are automatically updated with each new forecast. With the use of the IHS software the US DoD save the US taxpayers over $520.6 million! This course supports the Defense Acquisition Workforce Improvement Act (DAWIA), Department of Defense (DoD) Financial Management (FM) Strategy FY 22-26, DCAA Strategic Plan for FY 2021– FY 2025. Specifically, Goal 3: Recruit, Cultivate, and Retain a Highly Skilled, Flexible, and Empowered Workforce, and Objective 3.2: Enhance our workforce skills and knowledge.

Prerequisite Course(s): AUD140E, IHS Markit Cost Analyzer Basics

Other:

Target Audience: All DCAA employees

Subject Matter Area(s)	Hours
GAGAS: Accounting	1.0 Hours

Back to top

AUD165E, Judgmental Selections

CPE: 1 Hours

Type: Interactive Self-Study

Course Level: Basic

Course Description:

This workshop covers working paper documentation requirements for judgmental testing selections in compliance with auditing standards and Agency guidance. The learning objectives include:

1. Identify Agency guidance and applicable auditing standards related to judgmental selections
2. Distinguish between sampling and non-sampling audit procedures
3. Identify who should be involved in the design and evaluation of audit testing plans
4. Identify appropriate steps to perform before designing a testing plan for testing of the audit subject matter
5. Describe factors that influence the testing approach
6. Identify the components of a well-documented judgmental selection plan
7. Identify requirements for evaluating the results of testing on judgmental selections
8. Describe documentation requirements when a testing plan changes from the originally approved plan

Prerequisite Course(s): None

Other: None

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Accounting-Governmental	1.0 Hours

Back to top

AUD190E, Orientation to DCAA

CPE: 1 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: None

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Specialized Knowledge	1.0 Hours

Back to top

AUD191E, Orientation to DCAA Contract Audits

CPE: 1 Hours | **Type:** Interactive Self-Study | **Course Level:** Basic

Course Description:	The Orientation to DCAA AUD191E Orientation to Contract Audits course is designed to introduce new auditors to government contracting audits, and the federal procurement laws and regulations that govern them.
Prerequisite Course(s):	AUD190E, Orientation to DCAA
Other:	None
Target Audience:	All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Specialized Knowledge	1.0 Hours
DAWIA: Alternate Track Requirement (L1)	0.0 Hours

Back to top

AUD193E, FAR Part 31-Specifically Allowable and Unallowable Costs

CPE: 2 Hours | **Type:** Interactive Self-Study | **Course Level:** Basic

Course Description: The purpose of this course is to provide students with information about allowability, allocability, reasonableness, total cost and the types of contracts covered under FAR PART 31.2. AUD 193E-FAR Part 31 – Specifically Allowable and Unallowable Costs is based on the current FAR and is updated as changes occur. Since FAR periodically changes, some contracts you audit may not be subject to the rules covered in this course. You must determine which FAR version covers the contract you are auditing.

Prerequisite Course(s): None

Other: None

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	2.0 Hours
DAWIA: Alternate Track Requirement (L1)	0.0 Hours

Back to top

AUD194E, FAR 31 – Allowable Costs with Restrictions (Non-Employee Related)

CPE: 3 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 31.205. 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: None

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	3.0 Hours
DAWIA: Alternate Track Requirement (L1)	0.0 Hours

Back to top

AUD195E, FAR 31 – Allowable Costs with Restrictions (Employee Related)

CPE: 3 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 compensation, pensions, and relocation costs. You will learn about selected cost principles in FAR 31.205. In this course, you will learn which costs are allowable with restrictions that apply to employee 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 compensation, including bonuses, severance pay, back pay, and executive compensation; post-retirement benefits; stock options and deferred compensation; special compensation; pensions; and travel and relocation costs.

Prerequisite Course(s): None

Other: None

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	3.0 Hours
DAWIA: Alternate Track Requirement (L1)	0.0 Hours

Back to top

AUD196E, Handling 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: None

Target Audience: Mandatory for all DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Business Law	1.0 Hours

Back to top

AUD198E, CAS for the New Hire

CPE: 1.5 Hours **Type:** Interactive Self-Study **Course Level:** Basic

Course Description: This course provides students with a high level overview of the Cost Accounting Standards (CAS) and Cost Accounting Standards Board (CASB) rules and regulations. Topics included in the course are as follows: History of the CASB and CAS, location of CASB rules and CAS, relationship of CAS, FAR, and GAAP, basic CAS applicability, and functions of CAS 401 and 402.

Prerequisite Course(s): None

Other: None

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	1.5 Hours

Back to top

AUD200E, Peer Review Awareness and Application

CPE: 7 Hours | **Type:** Interactive Self-Study | **Course Level:** Intermediate

Course Description:

This course covers the results of the recent 2019 peer review findings and provides a refresher on auditing in accordance with auditing standards and agency guidance. The course includes the following lessons:

1. Introduction and Auditing Standards: Introduce the peer review results, the overarching auditing standards, and discuss supervision and professional judgments in audits.
2. Audit Planning: Discuss the requirements for audit planning including scenario-based examples of planning for contract terms and fraud risk.
3. Fieldwork/Evidence: Discuss the requirements for performing audit fieldwork and obtaining sufficient, appropriate audit evidence. This unit includes scenario-based examples of evidence for: reliability of contractor provided information, cost reasonableness, compliance with contract terms, and performing audit procedures to support audit conclusions.
4. Documenting: Discuss the requirements for documenting the audit work including scenario-based examples of documenting procedures planned and procedures performed.
5. Reporting: Discuss the requirements for audit reporting. This unit includes scenario-based examples for reporting scope limitations, reporting FAR/CAS noncompliances and documenting the materiality of those noncompliances, distributing the audit report, ensuring findings are reported consistently within exhibits and report notes, and 11090 system deficiency reporting impact on other audits.

Prerequisite Course(s): None

Other: None

Target Audience: All auditors

Subject Matter Area(s)	Hours
GAGAS: Auditing	7.0 Hours
FM: Concepts, Policies Principles of Primary Track (L2)	0.0 Hours

Back to top

AUD210, Incurred Cost

CPE: 32 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): AUD102, Audit Applications
AUD112E, Materiality in Audits of Incurred Cost

Other: All prerequisites MUST BE COMPLETE/MET prior to class enrollment.
A Minimum of 1 Year of DCAA Experience.

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Auditing	32.0 Hours
DAWIA: Audit Elective Alternate Track (L2)	0.0 Hours
DAWIA: Audit Elective (L2)	0.0 Hours

Back to top

AUD210V, Incurred Cost

CPE: 32 Hours | **Type:** Group-Internet Based | **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): AUD102, Audit Applications
AUD112E, Materiality in Audits of Incurred Cost

Other: All prerequisites MUST BE COMPLETE/MET prior to class enrollment.
A Minimum of 1 Year of DCAA Experience.

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Auditing	32.0 Hours
DAWIA: Audit Elective Alternate Track (L2)	0.0 Hours
DAWIA: Audit Elective (L2)	0.0 Hours

Back to top

AUD230, Cost Accounting Standards I

CPE: 32 Hours | **Type:** Group-Live | **Course Level:** Intermediate

Course Description: This course is designed to provide the field auditor the ability to apply the Cost Accounting Standards Board (CASB) rules, regulations, and selected standards. The course will address fundamental standards (401, 402, 405, 406) and allocation standards (403, 410, 418, and 420). Additionally, the course will address CAS-coverage, direct and indirect cost allocation, cost accounting practice changes, disclosure statements, and cost impacts.

Prerequisite Course(s):
AUD102, Audit Applications
AUD198E, CAS for the New Hire
AUD236E, CAS Administration and Coverage

Other:
All prerequisites MUST BE COMPLETE/MET prior to class enrollment.
A minimum of one year of DCAA auditing experience; generally GS-9 and above.

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	32.0 Hours
DAWIA: Cost Acct Standards/Statistical Sampling (L2)	0.0 Hours

Back to top

AUD230V, Cost Accounting Standards I

CPE: 32 Hours | **Type:** Group Internet-Based | **Course Level:** Intermediate

Course Description: This course is designed to provide the field auditor the ability to apply the Cost Accounting Standards Board (CASB) rules, regulations, and selected standards. The course will address fundamental standards (401, 402, 405, 406) and allocation standards (403, 410, 418, and 420). Additionally, the course will address CAS-coverage, direct and indirect cost allocation, cost accounting practice changes, disclosure statements, and cost impacts.

Prerequisite Course(s):
AUD102, Audit Applications
AUD198E, CAS for the New Hire
AUD236E, CAS Administration and Coverage

Other:
All prerequisites MUST BE COMPLETE/MET prior to class enrollment.
A minimum of one year of DCAA auditing experience; generally GS-9 and above.

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	32.0 Hours
DAWIA: Cost Acct Standards/Statistical Sampling (L2)	0.0 Hours
DAWIA: Cost Acct Standards (L3)	0.0 Hours

Back to top

AUD235, Cost Accounting Standards II

CPE: 32 Hours | **Type:** Group Live | **Course Level:** Intermediate

Course Description: This course is designed to provide the auditor with the ability to apply the Cost Accounting Standards Board (CASB) rules, regulations, and standards criteria in assessing compliance with disclosed practices. The class will provide a brief recap of the cost allocation standards (CAS 403, 410, 418, and 420), and further in-depth analysis of Cost Accounting Standards beyond CAS 401, 402, 405, and 406 (covered in CAS I). An emphasis is made on capitalization and depreciation (CAS 404 and 409); compensation (CAS 408 and 415); material (CAS 411); cost of money (CAS 414 and 417); and insurance (CAS 416) allocations within 48 CFR Part 9904. The class will also cover material regarding contractor disclosure statements (CASB DS-1).
Exercises will primarily test actual practices against criteria in the Cost Accounting Standards. The course will conclude with a case study using a revised mock disclosure statement. Students will review the mock disclosure statement and classify administrative and cost accounting practice changes then examine the cost accounting practice changes for compliance in accordance with 48 CFR Part 9904.

Prerequisite Course(s): AUD230, Cost Accounting Standards
AUD240E, CASB Disclosure Statements

Other:
All prerequisites MUST BE COMPLETE/MET prior to class enrollment.
Completion of all four of the following courses may be used as a substitute for AUD230 CAS I:

AUD236E - CAS Administration and Coverage

AUD237E - CAS 401, 402, & 405

AUD238E - CAS 403, 410, 418 and 420

AUD239E - CAS 406

Target Audience: DCAA Employees with two years experience, preferably at a major contractor.

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	32.0 Hours

Back to top

AUD235V, Cost Accounting Standards II

CPE: 32 Hours | **Type:** Group Internet Based | **Course Level:** Intermediate

Course Description: This course is designed to provide the auditor with the ability to apply the Cost Accounting Standards Board (CASB) rules, regulations, and standards criteria in assessing compliance with disclosed practices. The class will provide a brief recap of the cost allocation standards (CAS 403, 410, 418, and 420), and further in-depth analysis of Cost Accounting Standards beyond CAS 401, 402, 405, and 406 (covered in CAS I). An emphasis is made on capitalization and depreciation (CAS 404 and 409); compensation (CAS 408 and 415); material (CAS 411); cost of money (CAS 414 and 417); and insurance (CAS 416) allocations within 48 CFR Part 9904. The class will also cover material regarding contractor disclosure statements (CASB DS-1).
Exercises will primarily test actual practices against criteria in the Cost Accounting Standards. The course will conclude with a case study using a revised mock disclosure statement. Students will review the mock disclosure statement and classify administrative and cost accounting practice changes then examine the cost accounting practice changes for compliance in accordance with 48 CFR Part 9904.

Prerequisite Course(s): AUD230, Cost Accounting Standards
AUD240E, CASB Disclosure Statements

Other:
All prerequisites MUST BE COMPLETE/MET prior to class enrollment.
Completion of all four of the following courses may be used as a substitute for AUD230 CAS I:

AUD236E - CAS Administration and Coverage

AUD237E - CAS 401, 402, & 405

AUD238E - CAS 403, 410, 418 and 420

AUD239E - CAS 406

Target Audience: DCAA Employees with two years experience, preferably at a major contractor.

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	32.0 Hours

Back to top

AUD236E, CAS Administration and Coverage

CPE: 3.5 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 100-679. 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:	None
Target Audience:	All DCAA Employees

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

Back to top

AUD237E, CAS 401, 402, and 405

CPE: 3 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): AUD198E, CAS for the New Hire

Other: None

Target Audience: All DCAA employees

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

Back to top

AUD238E, CAS 403, 410, 418, and 420

CPE: 6 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): AUD198E, CAS for the New Hire

Other: None

Target Audience: All DCAA Employees

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

Back to top

AUD239E, CAS 406 - Cost Accounting Period

CPE: 3 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): AUD198E, CAS for the New Hire

Other: None

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Accounting-Governmental	3.0 Hours
FM: Audit Readiness (L1)	0.0 Hours

Back to top

AUD240E, CASB Disclosure Statements

CPE: 4.5 Hours **Type:** Interactive Self-Study **Course Level:** Basic

Course Description: This course provides a basic foundation for working with Cost Accounting Standards Board (CASB) Disclosure Statement, Form CASB DS-1 (REV 2/96). The CASB DS-1 is designed for commercial organizations. The course does not cover the CASB Disclosure Statement, Form CASB DS-2, for educational institutions.

Prerequisite Course(s): AUD102, Audit Applications
AUD198E, CAS for the New Hire

Other: None

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	4.5 Hours

Back to top

AUD241E, CAS 404 & 409 Capitalization & Depreciation

CPE: 4 Hours | **Type:** Interactive Self-Study | **Course Level:** Basic

Course Description:

You will learn to identify the criteria contained in the following Cost Accounting Standards (CAS):

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

This course provides information to determine whether a contractor's policies, procedures, and cost accounting 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: None

Target Audience: All DCAA Employees

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

Back to top

AUD242E, CAS 414 and 417 – Cost of Money

CPE: 4 Hours | **Type:** Interactive Self-Study | **Course Level:** Basic

Course Description: This course provides information necessary to determine whether a contractor's policies, procedures and practices are in compliance with these CAS 414 – Cost of Money as an Element of the Cost of Facilities Capital Cost and CAS 417 – Cost of Money as an Element of the Cost of Capital of Assets Under Construction.

Prerequisite Course(s): AUD198E, CAS for the New Hire

Other: None

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Accounting-Governmental	4.0 Hours

Back to top

AUD243E, CAS 408 and 415

CPE: 3 Hours | **Type:** Interactive Self-Study | **Course Level:** Basic

Course Description: This course is designed to provide auditors with the skills 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: None

Target Audience: All DCAA Employees

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

Back to top

AUD244E, CAS 407 - Standard Costs for Direct Matl. & Labor

CPE: 2 Hours | **Type:** Interactive Self-Study | **Course Level:** Basic

Course Description: You will learn to identify the criteria 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: None

Target Audience: All DCAA Employees

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

Back to top

AUD245E, CAS 416 Accounting for Insurance Costs

CPE: 2 Hours | **Type:** Interactive Self-Study | **Course Level:** Basic

Course Description: You will learn to identify the criteria contained in CAS 416 - Accounting for Insurance Costs. This course provides information necessary to determine whether a contractor's policies, procedures, and cost accounting 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: None

Target Audience: All DCAA Employees

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

Back to top

AUD246E, CAS 411 Accounting for Acquisition Cost of Material

CPE: 2.5 Hours **Type:** Interactive Self-Study **Course Level:** Basic

Course Description: You will learn to identify the criteria contained in CAS 411, Accounting for Acquisition Cost of Material. This course will assist the student in determining whether a contractor's policies, procedures, and practices are in compliance with this standard. Exercises, examples, and review questions are presented throughout the course to help reinforce key points.

Prerequisite Course(s): None

Other: None

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Accounting-Governmental	2.5 Hours

Back to top

AUD247E, CAS 412 and 413

CPE: 6.5 Hours | **Type:** Interactive Self-Study | **Course Level:** Intermediate

Course Description: You will learn to identify the criteria contained in CAS 412, Composition and Measurement of Pension Costs, and CAS 413, Adjustment and Allocation of Pension Cost. This course will assist the student in determining whether a contractor's policies, procedures, and practices are in compliance with these standards. Exercises, examples, and review questions are presented throughout the course to help reinforce key points.

Prerequisite Course(s): None

Other: None

Target Audience: All auditors

Subject Matter Area(s)	Hours
GAGAS: Accounting-Governmental	6.5 Hours

Back to top

AUD250, Forward Pricing - 21000 Assignments

CPE: 32 Hours | **Type:** Group-Live | **Course Level:** Intermediate

Course Description: 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): AUD230, Cost Accounting Standards I

Other:

All prerequisites MUST BE COMPLETE/MET prior to class enrollment.
A minimum of 1 year of DCAA experience.

Completion of all four of the following courses may be used as a substitute for AUD230 CAS I:

AUD236E - CAS Administration and Coverage

AUD237E - CAS 401, 402, & 405

AUD238E - CAS 403, 410, 418 and 420

AUD239E - CAS 406

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	32.0 Hours
DAWIA: Audit Elective (L2)	0.0 Hours
DAWIA: Audit Elective (L3)	0.0 Hours

Back to top

AUD250V, Forward Pricing - 21000 Assignments

CPE: 32 Hours | **Type:** Group-Internet Based | **Course Level:** Intermediate

Course Description: 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): AUD230, Cost Accounting Standards I

Other:

All prerequisites MUST BE COMPLETE/MET prior to class enrollment.
A minimum of 1 year of DCAA experience.

Completion of all four of the following courses may be used as a substitute for AUD230 CAS I:

AUD236E - CAS Administration and Coverage

AUD237E - CAS 401, 402, & 405

AUD238E - CAS 403, 410, 418 and 420

AUD239E - CAS 406

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	32.0 Hours
DAWIA: Audit Elective (L2)	0.0 Hours
DAWIA: Audit Elective (L3)	0.0 Hours

Back to top

AUD251E, Truth in Negotiation Audits

CPE: 2 Hours

Type: Interactive Self-Study

Course Level: Intermediate

Course Description: This course is designed to provide auditors with a foundation necessary to plan and perform Truth in Negotiations Compliance audits (42000 activity code) in accordance with current Agency guidance.

Prerequisite Course(s): AUD102, Audit Applications

Other:
- Two years of DCAA audit experience recommended.
- Forward pricing audit experience recommended.

Target Audience: All DCAA Employees

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

Back to top

AUD255, Forward Pricing Rate Proposals

CPE: 32 Hours | **Type:** Group-Live | **Course Level:** Intermediate

Course Description:

This course is designed to provide auditors with the knowledge and skills necessary to perform a forward pricing rate proposal audit - 23000 assignment. Upon completion of this course, the student will be able to:

1. explain the forward pricing rate proposal (FPRP) process;
2. differentiate between a Forward Pricing Rate Agreement (FPRA) and a Forward Pricing Rate Recommendation (FPRR);
3. plan for pre-submission audit procedures and coordinate with DCMA on the Cost Monitoring Plan;
4. perform a proposal adequacy review using the Proposal Adequacy Checklist;
5. evaluate proposed direct labor rates and indirect rates for compliance with FAR/DFARS and CAS criteria;
6. assess the corporate, intermediate home office, and shared services allocations and determine the need for assist audits; and
7. prepare documentation to report findings based on Agency guidance.

Prerequisite Course(s): AUD230, Cost Accounting Standards I

Other:

All prerequisites MUST BE COMPLETE/MET prior to class enrollment.
Completion of all four of the following courses may be used as a substitute for AUD230 CAS I:

AUD236E - CAS Administration and Coverage

AUD237E - CAS 401, 402, & 405

AUD238E - CAS 403, 410, 418 and 420

AUD239E - CAS 406

Target Audience: All auditors

Subject Matter Area(s)	Hours
GAGAS: Accounting-Governmental	32.0 Hours
DAWIA: Audit Elective (L2)	0.0 Hours
DAWIA: Audit Elective (L3)	0.0 Hours

Back to top

AUD255V, Forward Pricing Rate Proposals

CPE: 32 Hours | **Type:** Group Internet Based | **Course Level:** Intermediate

Course Description:

This course is designed to provide auditors with the knowledge and skills necessary to perform a forward pricing rate proposal audit - 23000 assignment. Upon completion of this course, the student will be able to:

1. explain the forward pricing rate proposal (FPRP) process;
2. differentiate between a Forward Pricing Rate Agreement (FPRA) and a Forward Pricing Rate Recommendation (FPRR);
3. plan for pre-submission audit procedures and coordinate with DCMA on the Cost Monitoring Plan;
4. perform a proposal adequacy review using the Proposal Adequacy Checklist;
5. evaluate proposed direct labor rates and indirect rates for compliance with FAR/DFARS and CAS criteria;
6. assess the corporate, intermediate home office, and shared services allocations and determine the need for assist audits; and
7. prepare documentation to report findings based on Agency guidance.

Prerequisite Course(s): AUD230, Cost Accounting Standards I

Other:

All prerequisites MUST BE COMPLETE/MET prior to class enrollment.
Completion of all four of the following courses may be used as a substitute for AUD230 CAS I:

AUD236E - CAS Administration and Coverage

AUD237E - CAS 401, 402, & 405

AUD238E - CAS 403, 410, 418 and 420

AUD239E - CAS 406

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	32.0 Hours
DAWIA: Audit Elective (L2)	0.0 Hours
DAWIA: Audit Elective (L3)	0.0 Hours

Back to top

AUD260V, Statistical Sampling

CPE: 35 Hours **Type:** Group-Internet Based **Course Level:** Basic

Course Description:	This 5-day course focuses on the application of statistical sampling computer assisted audit techniques. In addition, this course focuses on the fundamental statistical sampling principles and hands-on use of EZ-Quant's Statistical Sampling Module for data input and results interpretation and evaluation. **This course will be instructed virtually via Webex. Students can take the class on their personal computers or their DCAA computer. DCAA laptops are required to access EZ-Quant.** Please ensure you have the most current version of EZ-Quant. If necessary, contact the help desk to have the current version installed on your computer.
Prerequisite Course(s):	AUD102V, Audit Applications
Other:	A minimum of 1 year of DCAA experience Read the Variable Sampling Guidebook in VIPER Complete AUD102 OR AUD102V
Target Audience:	DCAA Auditors

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	35.0 Hours
DAWIA: Statistical Sampling (L3)	0.0 Hours

Back to top

AUD275, Improvement Curves

CPE: 24.5 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): AUD102, Audit Applications

Other: All prerequisites MUST BE COMPLETE/MET prior to class enrollment.
A minimum of one year of DCAA auditing experience; generally GS-9 and above.

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	24.5 Hours
DAWIA: Audit Elective (L2)	0.0 Hours

Back to top

AUD294E, Business Systems - Accounting

CPE: 1.5 Hours | **Type:** Interactive Self-Study | **Course Level:** Intermediate

Course Description: The course is designed for students to obtain fundamental knowledge pertaining to an adequate accounting system as defined within DFARS 252.242-7006(c) – System Criteria. The course will focus on terminology, accounting system applicability, audit finding determination, and the 18 criteria prescribed in DFARS.

Prerequisite Course(s): None

Other: None

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	1.5 Hours

Back to top

AUD322E, Fixed-Price Terminations on the Inventory Basis – SF 1435

CPE: 2 Hours **Type:** Interactive Self-Study **Course Level:** Basic

Course Description: The course is to provide information on auditing Fixed-Price Terminations on the Inventory Basis using the SF 1435.

Prerequisite Course(s): AUD321E, Termination Settlement Proposals-General Information

Other: None

Target Audience: Optional course for GS-15 and below in the GS-0511 series

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	2.0 Hours
FM: Audit Readiness (L1)	0.0 Hours
FM: Audit Readiness (L2)	0.0 Hours

Back to top

AUD323E, Fixed-Price Terminations on the Total Cost Basis - SF1436

CPE: 2 Hours **Type:** Interactive Self-Study **Course Level:** Basic

Course Description: The course is to provide information on auditing Fixed-Price Terminations on the Total Cost Basis using the SF 1436.

Prerequisite Course(s): AUD321E, Termination Settlement Proposals - General Information

Other: None

Target Audience: Optional course for GS-15 and below in the GS-511 series.

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	2.0 Hours
FM: Audit Readiness (L1)	0.0 Hours
FM: Audit Readiness (L2)	0.0 Hours

Back to top

AUD324E, Audit of Cost-Reimbursement Terminations – SF 1437

CPE: 2 Hours **Type:** Interactive Self-Study **Course Level:** Basic

Course Description: The course is to provide information on auditing Cost-Reimbursement Terminations using the SF 1437.

Prerequisite Course(s): AUD321E, Termination Settlement Proposals - General Information

Other: None

Target Audience: Optional course for GS-15 and below in the GS-0511 series

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	2.0 Hours
FM: Audit Readiness (L1)	0.0 Hours
FM: Audit Readiness (L2)	0.0 Hours

Back to top

AUD335, Cost Impact Proposals

CPE: 20 Hours | **Type:** Group-Live | **Course Level:** Intermediate

Course Description: This 3 day course 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): AUD230, Cost Accounting Standards I

Other:

All prerequisites MUST BE COMPLETE/MET prior to class enrollment.
A minimum of 2 years of DCAA auditing experience.

Completion of all four of the following courses may be used as a substitute for AUD230 CAS I:

AUD236E - CAS Administration and Coverage

AUD237E - CAS 401, 402, & 405

AUD238E - CAS 403, 410, 418 and 420

AUD239E - CAS 406

Target Audience: All DCAA Auditors

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	20.0 Hours
DAWIA: Audit Elective (L2)	0.0 Hours
DAWIA: Audit Elective (L3)	0.0 Hours

Back to top

AUD335V, Cost Impact Proposals

CPE: 20 Hours | **Type:** Group Internet Based | **Course Level:** Intermediate

Course Description: This 3 day course 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): AUD230, Cost Accounting Standards I

Other:

All prerequisites MUST BE COMPLETE/MET prior to class enrollment.
A minimum of 2 years of DCAA auditing experience.

Completion of all four of the following courses may be used as a substitute for AUD230 CAS I:

AUD236E - CAS Administration and Coverage

AUD237E - CAS 401, 402, & 405

AUD238E - CAS 403, 410, 418 and 420

AUD239E - CAS 406

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	20.0 Hours
DAWIA: Audit Elective (L2)	0.0 Hours
DAWIA: Audit Elective (L3)	0.0 Hours

Back to top

AUD351, Truth in Negotiation Compliance Audits

CPE: 32 Hours | **Type:** Group-Live | **Course Level:** Intermediate

Course Description: The course is designed to cover the following topics related to TIN compliance audits: (1) TIN Overview & Communication; (2) Audit Planning; (3) Direct Labor; (4) Direct Materials; (5) Subcontracts; (6) Interorganizational Transfers & Other Direct Costs; (7) Indirect Rates; (8) Offsets; and (9) Reporting. This course provides information and techniques to perform TIN compliance audits.

Prerequisite Course(s): AUD102, Audit Applications
AUD251E, Truth in Negotiation Audits

Other: All prerequisites MUST BE COMPLETE/MET prior to class enrollment.
Completion of AUD250 is recommended, not required. Review the current 42000 audit program, TIN Guidebook, and CAM 14-100. Read the requirements of 10 US Code 2306(a).

AUD355E is an acceptable prerequisite in lieu of AUD251E.

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	32.0 Hours

Back to top

AUD351V, Truth in Negotiation Compliance Audits

CPE: 32 Hours | **Type:** Group-Internet Based | **Course Level:** Intermediate

Course Description: The course is designed to cover the following topics related to TIN compliance audits: (1) TIN Overview & Communication; (2) Audit Planning; (3) Direct Labor; (4) Direct Materials; (5) Subcontracts; (6) Interorganizational Transfers & Other Direct Costs; (7) Indirect Rates; (8) Offsets; and (9) Reporting. This course provides information and techniques to perform TIN compliance audits.

Prerequisite Course(s): AUD102, Audit Applications
AUD251E, Truth in Negotiation Audits

Other: All prerequisites MUST BE COMPLETE/MET prior to class enrollment.
Completion of AUD250 is recommended, not required. Review the current 42000 audit program, TIN Guidebook, and CAM 14-100. Read the requirements of 10 US Code 2306(a).

AUD355E is an acceptable prerequisite in lieu of AUD251E.

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	32.0 Hours

Back to top

AUD395, Accounting Systems Audits

CPE: 32 Hours | **Type:** Group-Live | **Course Level:** Advanced

Course Description: The course is designed to cover the following topics related to DFARS Accounting System compliance audits: Introduction & Communication; Audit Planning and Risk; IT Controls, Control Environment, General Accounting, Labor Accounting; Direct Contract Cost Accounting; Indirect Cost Accounting, Billing System, and Reporting. This course provides information and techniques to test accounting system compliance with DFARS 252.242-7006.

Prerequisite Course(s): AUD102, Audit Applications

Other:
All prerequisites MUST BE COMPLETE/MET prior to class enrollment.
Recommended for those who have accounting system audit (11070) assigned for the coming year at a large contractor and are involved in auditing, planning, supporting, advising, reporting, and/or reviewing such audit.

Review the current 11070 audit program and CAM chapter 5-300.

Read the Accounting System Administration requirements of DFARS 252.242-7006.

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	32.0 Hours

Back to top

AUD395V, Accounting Systems Audits

CPE: 32 Hours | **Type:** Group-Internet Based | **Course Level:** Intermediate

Course Description: The course is designed to cover the following topics related to DFARS Accounting System compliance audits: Introduction & Communication; Audit Planning and Risk; IT Controls, Control Environment, General Accounting, Labor Accounting; Direct Contract Cost Accounting; Indirect Cost Accounting, Billing System, and Reporting. This course provides information and techniques to test accounting system compliance with DFARS 252.242-7006.

Prerequisite Course(s): AUD102, Audit Applications

Other:
All prerequisites MUST BE COMPLETE/MET prior to class enrollment.
Recommended for those who have accounting system audit (11070) assigned for the coming year at a large contractor and are involved in auditing, planning, supporting, advising, reporting, and/or reviewing such audit.

Review the current 11070 audit program and CAM chapter 5-300.

Read the Accounting System Administration requirements of DFARS 252.242-7006.

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	32.0 Hours

Back to top

AUD396, Estimating Systems Audits

CPE: 32 Hours | **Type:** Group-Live | **Course Level:** Intermediate

Course Description: The course is designed to cover the following topics related to estimating system audits: (1) Overview of DFARS 252.215-7002 Cost Estimating System Requirements clause and applicability; (2) Planning and Risk Assessment process; (3) General Expectations for Compliance with DFARS requirements; (4) Discussion on common contractor estimating techniques by major cost element including CER/parametric estimating and proposal updates; and (5) Reportable findings.

Prerequisite Course(s): AUD102, Audit Applications

Other: All prerequisites MUST BE COMPLETE/MET prior to class enrollment.
Recommended for those who have an estimating system audit (24010) assigned for the coming year at a large contractor and are involved in the auditing, planning, supporting, advising, reporting, and/or reviewing of the audit.

1. Review the current 24010 audit program and CAM chapter 5-500.
2. Read the Cost Estimating System requirements at DFARS 252.215-7002.

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	32.0 Hours

Back to top

AUD396V, Estimating Systems Audits

CPE: 32 Hours | **Type:** Group-Internet Based | **Course Level:** Intermediate

Course Description: The course is designed to cover the following topics related to estimating system audits: (1) Overview of DFARS 252.215-7002 Cost Estimating System Requirements clause and applicability; (2) Planning and Risk Assessment process; (3) General Expectations for Compliance with DFARS requirements; (4) Discussion on common contractor estimating techniques by major cost element including CER/parametric estimating and proposal updates; and (5) Reportable findings.

Prerequisite Course(s): AUD102, Audit Applications

Other: All prerequisites MUST BE COMPLETE/MET prior to class enrollment.
Recommended for those who have an estimating system audit (24010) assigned for the coming year at a large contractor and are involved in the auditing, planning, supporting, advising, reporting, and/or reviewing of the audit.

1. Review the current 24010 audit program and CAM chapter 5-500.
2. Read the Cost Estimating System requirements at DFARS 252.215-7002.

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	32.0 Hours

Back to top

AUD397, Material Management and Accounting System Audits

CPE: 32 Hours | **Type:** Group-Live | **Course Level:** Intermediate

Course Description: This course is designed to provide auditors with a foundation necessary to plan and perform MMAS audits in accordance with current Agency guidance (12500 activity code). The course covers: (1) MMAS Overview; (2) Planning and Control Environment; (3) Bill of Material Accuracy; (4) Master Production Schedule Accuracy; (5) Inventory Accuracy and Commingled Inventory; (6) Material Transfers and Costing; (7) Material Allocations; and (8) MMAS Reporting and MMAS compliance with DFARS 252.242-7004.

Prerequisite Course(s): AUD102, Audit Applications

Other: All prerequisites MUST BE COMPLETE/MET prior to class enrollment.
Read the current 12500 audit program and CAM chapter 5.400.

Review the Material Management and Accounting System requirements in DFARS 252.242-7004.

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	32.0 Hours

Back to top

AUD397V, Material Management and Accounting System Audits

CPE: 32 Hours | **Type:** Group-Internet Based | **Course Level:** Intermediate

Course Description: This course is designed to provide auditors with a foundation necessary to plan and perform MMAS audits in accordance with current Agency guidance (12500 activity code). The course covers: (1) MMAS Overview; (2) Planning and Control Environment; (3) Bill of Material Accuracy; (4) Master Production Schedule Accuracy; (5) Inventory Accuracy and Commingled Inventory; (6) Material Transfers and Costing; (7) Material Allocations; and (8) MMAS Reporting and MMAS compliance with DFARS 252.242-7004.

Prerequisite Course(s): AUD102, Audit Applications

Other: All prerequisites MUST BE COMPLETE/MET prior to class enrollment.
Read the current 12500 audit program and CAM chapter 5.400.

Review the Material Management and Accounting System requirements in DFARS 252.242-7004.

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	32.0 Hours

Back to top

AUD460, Statistical Sampling for Supervisors and Managers

CPE: 32 Hours **Type:** Group-Live **Course Level:** Basic

Course Description:	This 4.5 day course is designed to provide supervisors and managers with the skills necessary to lead their auditors in the effective and efficient performance of a statistical sample application in the contract audit environment. This course focuses on the fundamental statistical sampling principles and hands-on use of EZ-Quant's Statistical Sampling Module for data input and results evaluation.
Prerequisite Course(s):	None
Other:	None
Target Audience:	All GS-13 and above, including supervisory and non-supervisory positions

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	32.0 Hours

Back to top

AUD470, Regression Analysis for Supervisors and Managers

CPE: 32 Hours | **Type:** Group-Live | **Course Level:** Intermediate

Course Description: This course is designed to provide supervisors and managers with the skills necessary to lead their auditors in the effective and efficient performance of a statistical sample application in the contract audit environment. This course focuses on the application of simple linear regression and multiple regression computer assisted audit techniques using EZ-Quant's Modules. Students will be able to apply regression 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.

Prerequisite Course(s): None

Other: None

Target Audience: DCAA Employees GS-13 and Above

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	32.0 Hours

Back to top

CMP100E, Coaching Program Overview

CPE: 1 Hours | **Type:** 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. Other employees may request a coach and supervisors may suggest coaching as coaching situations arise. 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. CMP100E replaces CMP100, 101 and 102.

Prerequisite Course(s): None

Other: None

Target Audience: All DCAA employees

Subject Matter Area(s)	Hours
GAGAS: Personal Development	1.0 Hours

Back to top

CMP110E, Mentoring Program Overview

CPE: 1 Hours | **Type:** Interactive Self-Study | **Course Level:** Basic

Course Description: A relationship with a mentor can be a valuable resource for individuals as they seek guidance during critical moments in their career. The goal of DCAA's Mentor Program is to support career development by providing encouragement, support and guidance to employees looking to advance their career. This course is designed to introduce DCAA employees to the Mentoring Program. This learning activity will cover the benefits of the program, stakeholder roles and responsibilities, and administrative tasks associated with the program. This program supports the DoD Acquisition Workforce Development for DoD acquisition personnel, and DCAA's Strategic Plan for FY 2021– FY 2025.

Prerequisite Course(s): None

Other: None

Target Audience: All DCAA employees

Subject Matter Area(s)	Hours
GAGAS: Personnel/HR	1.0 Hours

Back to top

CMP200, Coaching Essentials

CPE: 21 Hours | **Type:** Group-Live | **Course Level:** Basic

Course Description: Coaching program is a crucial component of DCAA work environment. Whether your role is a coach, coachee, supervisor or manager, this course is for you. It has been carefully constructed to highlight the most salient elements coaching techniques, enabling you to become a stronger, more successful employee or leader. The course uses instructional strategies such as small group activities, case study reviews, and role-play actively engage participants in the learning process. The coaching program is an innovative approach to providing job-embedded professional development all levels. This course teaches the students how to identify the coachees specific skill gap, choose a communication style and collaborate to accelerate the learning process. This course provides employees with the tools needed to be successful in their role as coaches. This three-day Live course. Upon completion of this course the students eligible up to 21 CPE credits in GAGAS: 7 CPE credits Management Services, 14 CPE credits in Communications & Marketing. FM Certification: Leadership 21 hours. DoD Competencies: Interpersonal Skills Problem Solving Influencing/Negotiating Oral Communications Mission Orientation Flexibility Integrity/Honesty Accountability. This workshop supports the DoD Acquisition Workforce Development for DoD acquisition personnel, and DCAA's Strategic Plan for FY 2021– FY 2025.

Prerequisite Course(s): CMP100E, Coaching Program Overview

Other: 1. Complete CMP100E (ELearning) in TRAINext prior to the start date of live/virtual training. Within the CMP100E, there is a downloadable version of DCAA Instruction 1430.5, dated May 2021 that governs the entire Coaching Program. Please take the time to read the DCAAI 1430.5. 2. Take the DiSC Assessment and Motivators. A link will be provided at least 5 working days prior to the start date of the course. This link will be provided by the CMP200 Course Instructor. The "Motivators" section of the assessment has been stalling/failing on our USG Computers, feel free to forward the link to a private device to complete. If you forward the link to a personal device, the assessment will start where you left off, as long as you use the same login. Do not share the link, DCAI is under contract with the vendor to pay for each assessment link. Reason for the 5-day window: the class roster is subject to change at a moment's notice. 3. Participate in a Question and Answer (Q and A) session of commonly asked questions with the DCAA HR Coaching Program Manager prior to the start date of the class. The sessions usually last 30 minutes. The DCAA Course Instructor will provide a roster to the DCAA HR Program Manager approximately ten (10) working days prior to the start date of the course (subject to change). The DCAA HR Coaching Program Manager will contact every participant to establish the method of delivery (phone or skype), time, date and length of the session.

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Communications & Marketing	7.0 Hours
GAGAS: Management Services	14.0 Hours
FM: Lead Self Competencies (L1)	0.0 Hours
FM: Lead Projects/Teams Competencies (L2)	0.0 Hours
FM: Lead People Competencies (L3)	0.0 Hours

Back to top

CMP200V, Coaching Essentials

CPE: 21 Hours | **Type:** Group-Internet Based | **Course Level:** Basic

Course Description: Coaching program is a crucial component of DCAA work environment. Whether your role is a coach, coachee, supervisor or manager, this course is for you. It has been carefully constructed to highlight the most salient elements coaching techniques, enabling you to become a stronger, more successful employee or leader. The course uses instructional strategies such as small group activities, case study reviews, and role-play actively engage participants in the learning process. The coaching program is an innovative approach to providing job-embedded professional development all levels. This course teaches the students how to identify the coachees specific skill gap, choose a communication style and collaborate to accelerate the learning process. This course provides employees with the tools needed to be successful in their role as coaches. This four-day virtual course. Upon completion of this course the students eligible up to 21 CPE credits in GAGAS: 7 CPE credits Management Services, 14 CPE credits in Communications & Marketing. FM Certification: Leadership 21 hours. DoD Competencies: Interpersonal Skills Problem Solving Influencing/Negotiating Oral Communications Mission Orientation Flexibility Integrity/Honesty Accountability. This workshop supports the DoD Acquisition Workforce Development for DoD acquisition personnel, and DCAA's Strategic Plan for FY 2021– FY 2025.

Prerequisite Course(s): CMP100E, Coaching Program Overview

Other: 1. Complete CMP100E (ELearning) in TRAINext prior to the start date of live/virtual training. Within the CMP100E, there is a downloadable version of DCAA Instruction 1430.5, dated May 2021 that governs the entire Coaching Program. Please take the time to read the DCAAI 1430.5. 2. Take the DiSC Assessment and Motivators. A link will be provided at least 5 working days prior to the start date of the course. This link will be provided by the CMP200 Course Instructor. The "Motivators" section of the assessment has been stalling/failing on our USG Computers, feel free to forward the link to a private device to complete. If you forward the link to a personal device, the assessment will start where you left off, as long as you use the same login. Do not share the link, DCAI is under contract with the vendor to pay for each assessment link. Reason for the 5-day window: the class roster is subject to change at a moment's notice. 3. Participate in a Question and Answer (Q and A) session of commonly asked questions with the DCAA HR Coaching Program Manager prior to the start date of the class. The sessions usually last 30 minutes. The DCAA Course Instructor will provide a roster to the DCAA HR Program Manager approximately ten (10) working days prior to the start date of the course (subject to change). The DCAA HR Coaching Program Manager will contact every participant to establish the method of delivery (phone or skype), time, date and length of the session.

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Communications & Marketing	7.0 Hours
GAGAS: Management Services	14.0 Hours
FM: Lead Self Competencies (L1)	0.0 Hours
FM: Lead Projects/Teams Competencies (L2)	0.0 Hours
FM: Lead People Competencies (L3)	0.0 Hours

Back to top

CMP210, Mentoring Essentials

CPE: 14 Hours | **Type:** Group Live | **Course Level:** Intermediate

Course Description: The 2- 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: Building strong mentoring relationships, Clarifying roles and responsibilities, Understanding the 5 keys to mentoring success, Building mentoring agreements and plans, Reviewing commitment, and sustaining momentum.

Prerequisite Course(s): CMP100E, Coaching Program Overview

Other: Participants must take DiSC assessment at least 1 week prior to start date of the course. Read DCAA Instruction 1430.4; Participate in Program Orientation or view recording (contact Program Manager for a link to the recording)

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Business Management and Organization	2.0 Hours
GAGAS: Personal Development	5.0 Hours
GAGAS: Personnel/HR	3.0 Hours
GAGAS: Communications & Marketing	4.0 Hours
FM: Lead Self Competencies (L1)	0.0 Hours
FM: Lead Projects/Teams Competencies (L2)	0.0 Hours

Back to top

CMP210V, Mentoring Essentials

CPE: 14 Hours | **Type:** Group-Internet Based | **Course Level:** Intermediate

Course Description: The 4- 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: Building strong mentoring relationships, Clarifying roles and responsibilities, Understanding the 5 keys to mentoring success, Building mentoring agreements and plans, Reviewing commitment, and sustaining momentum.

Prerequisite Course(s): CMP110E, Mentoring Program Overview

Other: Read DCAA Instruction 1430.4; Participate in Program Orientation or view recording (contact Program Manager for a link to the recording)

Participants must take DiSC assessment at least 1 week prior to start date of the course.

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Business Management and Organization	2.0 Hours
GAGAS: Personal Development	5.0 Hours
GAGAS: Personnel/HR	3.0 Hours
GAGAS: Communications & Marketing	4.0 Hours
FM: Lead Projects/Teams Competencies (L2)	0.0 Hours
FM: Lead Self Competencies (L1)	0.0 Hours

Back to top

COM102E, Managing Your Manager

CPE: 2 Hours | **Type:** Interactive Self-Study | **Course Level:** Basic

Course Description: This course provides employees with tips as to how they can improve communication with their manager including; how to better understand their manager's expectations; how to practice proactive career management; how to deal with difficult manager behaviors; and how to clearly and concisely write accomplishments that accurately describe performance and its impact on work unit and organizational-level goals.

Prerequisite Course(s): None

Other: None

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Management Services	2.0 Hours

Back to top

COM111, Fundamentals of Oral Presentations

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

Course Description: Provides the skills necessary to develop and present effective and persuasive information and decision briefings/presentations to contracting officers, contractor personnel, and Agency personnel on a variety of subject matters using a problem-solving model that incorporates identifying the problem, course of action.

Prerequisite Course(s): None

Other: None

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Personal Development	34.0 Hours

Back to top

COM122E, Foundations of Plain Language

CPE: 0 Hours | **Type:** Interactive Self-Study | **Course Level:** Basic

Course Description:	The course is a thirty minute Foundations of Plain Language, which meets the requirements and initial implementation of Public Law 111-74, "Plain Writing Act of 2010," (the Act) in the Department of Defense (DoD)" and the DoD Plain Language Implementation Plan, DoDI 5025.13.
Prerequisite Course(s):	None
Other:	None
Target Audience:	All DCAA employees

Subject Matter Area(s)	Hours
GAGAS: Personal Development	0.0 Hours

Back to top

COM310E, Communicating Effectively

CPE: 4 Hours | **Type:** Interactive Self-Study | **Course Level:** Basic

Course Description: Organizational leaders must express themselves clearly and concisely in oral, written, and digital communications. They must believe in two-way communication, share as much information as possible, value constructive input, and actively seek and give feedback. 1. Transform upper level guidance into a message that is clear, concise, and, most of all, understood by their employees so that they are engaged in the mission. 2. Know their individual roles and tasks. 3. Are able to make informed decisions. 4. Become advocates who are committed to the organization. The course Lesson are: 1. Patterns of Communication, 2. Influential Communication 3. Feedback and "I" Messages 4. Briefing Techniques 5. Effective Writing 6. Practical Exercise

Prerequisite Course(s): None

Other: None

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Communications & Marketing	2.0 Hours
GAGAS: Regulatory Ethics	2.0 Hours
FM: Lead Self Competencies (L1)	0.0 Hours

Back to top

COM311, Staff Briefing Techniques

CPE: 0 Hours | **Type:** Group-Live | **Course Level:** Basic

Course Description:	Briefings are not confined to our Audit world of Contract Briefings. We ourselves give Briefings all the time when we deliver information or ask for decisions. Some of our Briefings are formal and some informal. Learning how to get to the heart of a matter and bringing the bottom line up front will be the focus of this class. The students will choose from a pool of topics provided, research those topics and prepare a briefing on each of the 4 chosen types of briefings. Each Brief delivery will receive a written Peer/Instructor feedback sheet based on criteria listed on the Briefing feedback template.
Prerequisite Course(s):	COM111, Briefing Techniques
Other:	None
Target Audience:	All DCAA Employees (all pay grades and occupational series)

Subject Matter Area(s)	Hours
GAGAS: Personal Development	0.0 Hours

Back to top

COM311E, Staff Briefing Techniques

CPE: 1 Hours | **Type:** Interactive Self-Study | **Course Level:** Basic

Course Description:
The purpose of this class is to provide an overview of the delivery and techniques necessary to:
- Plan a clear and impactful briefing
- Prepare different types of focused briefings
- Execute the basic elements of the speech communication process
- Assess the process of delivering a briefing

Prerequisite Course(s): None

Other: None

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Communications & Marketing	1.0 Hours

Back to top

COM311V, Staff Briefing Techniques

CPE: 19 Hours | **Type:** Group-Internet Based | **Course Level:** Basic

Course Description: Learn to make your point with clarity and brevity, handle tough questions, maintain composure. The course provides timely, relevant information and is designed to improve skills immediately for long-term results. We use interactive discussions and practical exercises to bring the training to life. New skills are practiced and everyone discovers how to apply them in various situations. The training materials include valuable tips and checklists to equip participants with the tools to present highly professional briefings and presentations of all types. Each student will prepare and deliver a brief based on pre work and then deliver three types of briefings to the class. Each Brief delivery will receive Peer/Instructor feedback sheet based on criteria listed on the Briefing feedback template. This workshop supports the DoD Acquisition Workforce Development for DoD acquisition personnel, and DCAA's Strategic Plan for FY 2021– FY 2025.

Prerequisite Course(s): COM311E, Staff Briefing Techniques

Other: None

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	13.0 Hours
GAGAS: Management Services	2.0 Hours
GAGAS: Specialized Knowledge	4.0 Hours
FM: Budget Formulation, Justification, Presentation (L3)	0.0 Hours
FM: Budget Formulation, Justification, Presentation OR Budget Execution (L2)	0.0 Hours
FM: Budget Formulation, Justification, Presentation OR Budget Execution (L3)	0.0 Hours
FM: Lead People Competencies (L3)	0.0 Hours
FM: Lead Projects/Teams Competencies (L2)	0.0 Hours
FM: Lead Self Competencies (L1)	0.0 Hours
DAWIA: Fundamentals of Systems Acquisition Management (L2)	0.0 Hours
DAWIA: Audit Elective (L2)	0.0 Hours

Back to top

COM313V, Professional Business Writing

CPE: 14 Hours | **Type:** Group-Internet Based | **Course Level:** Intermediate

Course Description: The purpose of COM313V – Professional Business Writing is to provide written communication instruction to DCAA employees (through GS-13). The course outcome is to apply effective writing principles, correct grammar, and English language rules to produce business writing that is well-organized, has minimal grammatical errors, and uses plain language. This course is ideal for employees who want to hone their business writing skills and enhance their professional image through effective written communication. While the course is focused on audit-related writing, personnel in all occupational series may enroll.

Prerequisite Course(s): AUD104, Developing an Effective Audit Report
COM122E, Foundations of Plain Language

Other: None

Target Audience: All DCAA Employees, through GS-13

Subject Matter Area(s)	Hours
GAGAS: Auditing	11.0 Hours
GAGAS: Communications & Marketing	3.0 Hours
FM: Lead Self Competencies (L1)	0.0 Hours
FM: Lead Projects/Teams Competencies (L2)	0.0 Hours
FM: Lead People Competencies (L3)	0.0 Hours

Back to top

DIS101V, The DISC Assessment Course

CPE: 5 Hours | **Type:** Group-Internet Based | **Course Level:** Basic

Course Description: This 6-hour virtual course allows each participant to take the DISC Assessment, the hallmark of the course, during class. This is a personal assessment tool used by many agencies, businesses, and organizations to help improve teamwork, communication, and productivity in the workplace. DISC centers on four different behavioral styles which are Dominance (D), Influence (I), Steadiness (S), and Compliance/Conscientious (C). Additionally, this course focuses on several motivators that influence our behavior. Explanation of this assessment is the bulk of the class. This course is an extension of several existing DCAI Courses, but is designed to reach those who may have missed taking the DISC Assessment in the past.

Prerequisite Course(s): None

Other: None

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Regulatory Ethics	2.0 Hours
GAGAS: Behavioral Ethics	3.0 Hours

Back to top

DIS201V, DISC for Supervisors

CPE: 6 Hours | **Type:** Group-Internet Based | **Course Level:** Intermediate

Course Description: DISC for Supervisors is a 6-hour virtual course that explains how leaders can apply DISC to their team thus increasing the team's performance. It covers the necessary skills to identify the four primary behavioral drivers: Dominance (Direct and guarded), influence (Direct and open), Steadiness (Indirect and open) and Conscientiousness (Indirect and guarded) within their team. Then cultivate and leverage each member's primary behavioral drivers enhance their skills and talents to improve to each member's performance. The goal is to increase individual and team competencies such as: Flexibility, Integrity/Honesty, Interpersonal Skills, and individual's ability to lead projects through flexibility, influencing and negotiating. NASBA - Management Services – Technical: Performance Management (6) DoD - Lead Self Competencies (6); Integrity/Honesty (1); Interpersonal Skills (5) FM: Leadership Competencies (6) (Integrity/Honesty, Interpersonal Skills, Flexibility)

Prerequisite Course(s): None

Other: None

Target Audience: All DCAA Supervisors and Managers

Subject Matter Area(s)	Hours
GAGAS: Management Services	6.0 Hours

Back to top

LDR100E, What it Takes to Lead

CPE: 1 Hours | **Type:** Interactive Self-Study | **Course Level:** Basic

Course Description: 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:

Target Audience: New hires; DCAA employees

Subject Matter Area(s)	Hours
GAGAS: Personal Development	1.0 Hours

Back to top

LDR101E, Agile Leadership

CPE: 1 Hours

Type: Interactive Self-Study

Course Level: Basic

Course Description: This E-Learning course introduces non-supervisors to the leadership qualities of adaptability and agility. This course will address the need for leaders to get out of their comfort zone as a way of adapting to change and being flexible under the influence of rapidly changing external conditions. Lessons will address the need for self-awareness, openness to new ideas, adaptation to situations, evaluating alternative perspectives and the ability to anticipate and respond to rapidly changing strategies.

Prerequisite Course(s): None

Other:

Target Audience: New hires; DCAA employees

Subject Matter Area(s)	Hours
GAGAS: Personal Development	1.0 Hours

Back to top

LDR102E, Public Service Motivation

CPE: 0.5 Hours **Type:** Interactive Self-Study **Course Level:** Basic

Course Description: 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: None

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Behavioral Ethics	0.5 Hours

Back to top

LDR104E, DoD Mission and Culture

CPE: 0 Hours | **Type:** Interactive Self-Study | **Course Level:** Basic

Course Description:	Students will gain a comprehension of the Defense Department's mission and the roles, missions and command structure of the Military Services and Defense Agencies. Student will be able to identify similarities and differences in Service mission and culture. Student will be able to identify members of the Total Force and articulate an understanding of how the Services work together to accomplish the DoD mission.
Prerequisite Course(s):	None
Other:	None
Target Audience:	All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Personal Development	0.0 Hours

Back to top

LDR120, Conflict Management Through Difficult Conversations

CPE: 15 Hours | **Type:** Group-Live | **Course Level:** Basic

Course Description: Learn how to deal with conflict and achieve a good outcome. Conflicts are a fact of life since we all have different values, needs, interests and goals. As our world becomes increasingly interdependent, organizations require professionals to deal with different economic, cultural, legal and political environments. Nobody is a successful problem solver by nature. The good thing is that you can improve your skills by training with proven methods and techniques. Provides the skills necessary to navigate intense and emotionally charged conversations to help resolve conflict and foster employee engagement and retention. Note: This course may be taken in conjunction with Building Trust in Teams (LDR130) which is scheduled in conjunction with LDR120. LDR120 is the first two days and LDR130 is the next two days. This course supports the DoD Acquisition Workforce Development for DoD acquisition personnel, and DCAA's Strategic Plan for FY 2021– FY 2025.

Prerequisite Course(s): None

Other: None

Target Audience: All DCAA employees

Subject Matter Area(s)	Hours
GAGAS: Management Services	15.0 Hours
FM: Lead Self Competencies (L1)	0.0 Hours
FM: Lead Projects/Teams Competencies (L2)	0.0 Hours
FM: Lead People Competencies (L3)	0.0 Hours
DAWIA: Fundamentals of Systems Acquisition Management (L2)	0.0 Hours
DAWIA: Audit Elective (L2)	0.0 Hours

Back to top

LDR130, Trust Building for High-Performance Teams

CPE: 15 Hours **Type:** Group-Live **Course Level:** Basic

Course Description: Your success depends on you and your team. This is why the building and sustaining of a high performing team is necessary in any type of organization. This course will provide a learning experience using your current and past team challenges to build the appropriate set of behaviors, tools, and measures for future success. Through the exploration of team formation, role and goal clarity, stakeholder management, and virtual teams with cross cultural diversity, we will develop specific plans of action for your team. Note: This course may be taken in conjunction with Conflict Management Through Difficult Conversations (LDR120), which is scheduled in conjunction with LDR130. LDR120 is the first two days and LDR130 is the next two days. This course supports the DoD Acquisition Workforce Development for DoD acquisition personnel, and DCAA's Strategic Plan for FY 2021– FY 2025.

Prerequisite Course(s): None

Other: None

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Management Services	15.0 Hours
FM: Lead Self Competencies (L1)	0.0 Hours
FM: Lead Projects/Teams Competencies (L2)	0.0 Hours
FM: Lead People Competencies (L3)	0.0 Hours
DAWIA: Fundamentals of Systems Acquisition Management (L2)	0.0 Hours
DAWIA: Audit Elective (L2)	0.0 Hours

Back to top

LDR130V, Trust Building for High-Performance Teams

CPE: 15 Hours **Type:** Group-Internet Based **Course Level:** Basic

Course Description: LDR130V is a virtual version of LDR130 resident. Your success depends on you and your team. This is why the building and sustaining of a high performing team is necessary in any type of organization. This course will provide a learning experience using your current and past team challenges to build the appropriate set of behaviors, tools, and measures for future success. Through the exploration of team formation, role and goal clarity, stakeholder management, and virtual teams with cross cultural diversity, we will develop specific plans of action for your team. Note: This course may be taken in conjunction with Conflict Management Through Difficult Conversations (LDR120V), which is scheduled in conjunction with the LDR130V. LDR120V is the first two days and LDR130V is the next two days. This course supports the DoD Acquisition Workforce Development for DoD acquisition personnel, and DCAA's Strategic Plan for FY 2021– FY 2025.

Prerequisite Course(s): None

Other: None

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Management Services	15.0 Hours
FM: Lead Self Competencies (L1)	0.0 Hours
FM: Lead Projects/Teams Competencies (L2)	0.0 Hours
FM: Lead People Competencies (L3)	0.0 Hours
DAWIA: Fundamentals of Systems Acquisition Management (L2)	0.0 Hours
DAWIA: Audit Elective (L2)	0.0 Hours

Back to top

LDR150, Building Interpersonal Relationships in the Workplace

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

Course Description: The interpersonal relationships that you form at work – with managers, co-workers, your clients, your customers, or any of your vendors – are a critical piece of the overall workplace puzzle, and can directly impact your work success and career progress. The concept of interpersonal relationship involves social associations, connections, or affiliations between two or more people. Interpersonal relationships vary in their degree of self-disclosure, but also in their duration, in their reciprocity and in their power distribution, to name only a few dimensions. In this lesson, you will learn: Tips for managing interpersonal relationships. Different managerial/leadership styles, and how to succeed with each of them. How to recognize various types of challenging co-workers, and how to interact with them. This workshop supports the DoD Acquisition Workforce Development for DoD acquisition personnel, and DCAA's Strategic Plan for FY 2021– FY 2025.

Prerequisite Course(s): None

Other: None

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Personnel/HR	14.0 Hours
GAGAS: Management Services	20.0 Hours
FM: Lead Self Competencies (L1)	0.0 Hours
FM: Lead Projects/Teams Competencies (L2)	0.0 Hours
FM: Lead People Competencies (L3)	0.0 Hours
DAWIA: Fundamentals of Systems Acquisition Management (L2)	0.0 Hours
DAWIA: Audit Elective (L2)	0.0 Hours

Back to top

LDR200, Leading Self and Teams

CPE: 32 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: None

Target Audience: All DCAA non-supervisory employees

Subject Matter Area(s)	Hours
GAGAS: Personal Development	32.0 Hours

Back to top

LDR200V, Leading Self and Teams

CPE: 15 Hours | **Type:** Group-Internet Based | **Course Level:** Basic

Course Description: This course is designed for mid–level non-supervisors that have not been in a leadership position. The agency expects new auditors to attend this course within six months after reporting to DCAA. In a virtual environment student 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: None

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Personal Development	15.0 Hours

Back to top

LDR202, Operational Planning for Leaders

CPE: 15 Hours | **Type:** Group Live | **Course Level:** Basic

Course Description: 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: None

Target Audience: All DCAA employees

Subject Matter Area(s)	Hours
GAGAS: Personal Development	15.0 Hours

Back to top

LDR202V, Operational Planning for Leaders

CPE: 8 Hours | **Type:** Group-Internet Based | **Course Level:** Basic

Course Description: Welcome to Operational Planning for Leaders: This course is a condensed virtual version of LDR202 resident course. It is designed to develop the fundamental concepts of operational planning that drive day-to-day and month-by-month results and performance as the means to build DCAA's capabilities. Learners will understand their role in the planning activities; comprehend linking operational plans to the DCAA's Strategic Plan, and to integrate the operational plan contents to the organization's objectives. This is an all virtual class which consist of pre class reading and 4 two hours live virtual classes.

Prerequisite Course(s): None

Other: None

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Personal Development	4.0 Hours
GAGAS: Production	2.0 Hours
GAGAS: Management Services	2.0 Hours
FM: Lead Self Competencies (L1)	0.0 Hours
FM: Lead Projects/Teams Competencies (L2)	0.0 Hours
FM: Lead People Competencies (L3)	0.0 Hours

Back to top

LDR205, Leadership and Team Productivity

CPE: 13 Hours

Type: Group Live

Course Level: Intermediate

Course Description: Leadership and Team Productivity Workshop: 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 learn how to establish goals and create roles and responsibilities to optimize and motivate performance. Examines effective leadership messaging and how to become an effective team member. (Blended learning course combining 8 e-learning modules and 2 days of live training)

Prerequisite Course(s): LDR205E, Leadership and Team Productivity E-Learning Module

Other: None

Target Audience: All DCAA employees

Subject Matter Area(s)	Hours
GAGAS: Personal Development	13.0 Hours
FM: Lead People Competencies (L3)	0.0 Hours
FM: Lead Projects/Teams Competencies (L2)	0.0 Hours
FM: Lead Self Competencies (L1)	0.0 Hours

Back to top

LDR205E, Leadership and Team Productivity E-Learning Module

CPE: 0 Hours | **Type:** Interactive Self Study | **Course Level:** Basic

IMPORTANT!
You MUST use the Chrome browser to view this course.
You can install Chrome in the Software Center on your computer or via a Help Desk request.

Course Description: These modules are the e-learning portion of the Leadership and Team Productivity Workshop: This course provides leaders with an understanding of the importance of building authentic relationships and displaying the elements of a cohesive team (trust, commitment, integrity, ethics, etc.). Learners study how to establish goals and create roles and responsibilities to optimize and motivate performance. Students will examines effective leadership messaging and how to become an effective team member. This course combines 8 e-learning modules and two days of live training culminating in a dynamic practical exercise.

Prerequisite Course(s): None

Other: None

Target Audience: All DCAA Employees

Back to top

LDR205V, Leadership and Team Productivity (Virtual)

CPE: 6 Hours

Type: Group-Internet Based

Course Level: Intermediate

Course Description: Leadership and Team Productivity (Virtual) provides leaders with an understanding of the importance of building authentic relationships and displaying the elements of a cohesive team (trust, commitment, integrity, ethics, etc.). Students 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. This virtual class consists of three 2-hour sessions presented over three days for a total of 6 hours of instructions.

Prerequisite Course(s): LDR205E, Leadership and Team Productivity E-Learning Module

Other: None

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Personal Development	6.0 Hours
FM: Lead Self Competencies (L1)	0.0 Hours
FM: Lead Projects/Teams Competencies (L2)	0.0 Hours

Back to top

LDR206, Negotiation and Collaboration for Leaders

CPE: 23 Hours

Type: Group-Live

Course Level: Intermediate

Course Description: This course covers the principles, preparation, and practice of negotiating and collaborating skills. Students will learn the importance of integrating collaboration strategies and negotiation techniques with time to practice both. Practical exercises help students learn to identify opportunities for negotiation and collaboration, as well as develop their own influencing behaviors. Conflict resolution, including an in-depth examination of conflict resolution strategy based on the Thomas-Kilmann Instrument (TKI), will be part of each topic. Each student will complete the TKI and receive their personalized TKI report. This class will empower students to develop personal bargaining techniques and practice applying them to a variety of situations. Strong negotiating and collaborating skills allow managers to keep employees satisfied, get the job done, and meet the overall needs and goals of people inside and outside of the organization. When leadership can effectively combine negotiation, collaboration, and conflict resolution, productivity climbs, motivation increases, employee buy-in grows, and organizational objectives are achieved.

Prerequisite Course(s): None

Other: None

Target Audience: All Employees

Subject Matter Area(s)	Hours
GAGAS: Behavioral Ethics	3.0 Hours
GAGAS: Personal Development	15.0 Hours
GAGAS: Personnel/HR	5.0 Hours
FM: Lead Self Competencies (L1)	0.0 Hours
FM: Lead Projects/Teams Competencies (L2)	0.0 Hours
FM: Lead People Competencies (L3)	0.0 Hours
FM: Ethics (L1)	0.0 Hours

Back to top

LDR206V, Negotiation and Collaboration for Leaders

CPE: 13 Hours **Type:** Group-Internet Based **Course Level:** Basic

Course Description: This course is the virtual version of LDR206. It covers the principles, preparation, and practice of negotiating and collaborating. Students will learn the importance of integrating collaboration and negotiation techniques. Practical exercises help students learn to identify opportunities for negotiation and collaboration, as well as develop their own influencing behaviors. This course includes the basics of conflict resolution and will develop a student's ability to reduce conflict, negotiate, and collaborate in a variety of situations.

Prerequisite Course(s): None

Other: None

Target Audience: All Employees

Subject Matter Area(s)	Hours
GAGAS: Behavioral Ethics	2.0 Hours
GAGAS: Personal Development	6.0 Hours
GAGAS: Personnel/HR	5.0 Hours
FM: Lead Self Competencies (L1)	0.0 Hours
FM: Lead Projects/Teams Competencies (L2)	0.0 Hours
FM: Lead People Competencies (L3)	0.0 Hours
FM: Ethics (L1)	0.0 Hours

Back to top

LDR209, Problem Solving Leadership

CPE: 13 Hours | **Type:** Group Live | **Course Level:** Basic

Course Description:

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. The second day of this course is at Georgia Tech University. It involves negotiating the Leadership Challenge Course (LCC). The Leadership Challenge Course is a powerful learning experience that takes participants outside of their comfort zones using customized workshop topics created to maximize learning outcomes while providing a unique adventure. The Challenge Course will teach participants the skills needed in a rapidly changing global society, including group leadership, team productivity, effective communication, adaptability, and analytical problem solving. The LCC is challenging and will require the use of strength in some areas. However, remember, you're part of a Team and part of the problem solving process is to work through issues together.

- Each participant must be physically able to fit into the safety harness (waist less than 54 inches)
- Each participant must be able to physically ascend a rope ladder up to 40 feet in the air
- Each participant must be physically able to travel under their own power on a small diameter cable (approx. 1 inch wide). This could be thought of as "walking a tight rope" but with aids for balance. You'll need to be able to shift your weight around often.
- Each participant must be physically able to reach unassisted to a minimum height of 6 ft. to access safety tether lines with their hands.
- Each participant must be physically able to see (corrected or uncorrected vision) their surroundings and have a depth perception of at least 5 feet.
- Each participant must be able to understand safety information given verbally by our staff in English.

* If you don't meet the requirements above or uncomfortable with the physical challenges, don't feel discouraged from enrolling. There are plenty of opportunities to participate and support your Team.

Prerequisite Course(s): None

Other: None

Target Audience: All DCAA employees

Subject Matter Area(s)	Hours
GAGAS: Personal Development	13.0 Hours

Back to top

LDR209V, Problem Solving Leadership

CPE: 8 Hours | **Type:** Group-Internet Based | **Course Level:** Basic

Course Description: This is a virtual 8 hours course conducted over a four day period. Each day consist of one two hours session of instructions for a total of 8 hours for the course. It is designed to enhance problem solving and decision making by introducing different methods for identifying, analyzing, determining solutions, implementing and monitoring progress. It uses case studies to allow the students to use different methods to identify and implement solutions.

Prerequisite Course(s): None

Other: None

Target Audience: All DCAA employees

Subject Matter Area(s)	Hours
GAGAS: Personal Development	8.0 Hours
FM: Lead Self Competencies (L1)	0.0 Hours
FM: Lead Projects/Teams Competencies (L2)	0.0 Hours

Back to top

LDR250V, Concepts of Leadership

CPE: 20 Hours **Type:** Group-Internet Based **Course Level:** Basic

Course Description: Leadership is an art and science. Every day, leaders calculate workflow, provide balance and guidance to employees, and of course, counsel and challenge an increasingly intelligent workforce. LDR 250V provides you an opportunity to begin understanding leadership at its core. Your future as a leader requires planning and experience. This course offers you an introduction to the concepts of leadership and how to manage your leadership career at DCAA. Each career is unique. The concepts and exercises in LDR250V will help you map your career, education, and development. You will leave with a personal strategy, prepared to discuss your future with DCAA or any government organization. This course is a compilation of several models from our Leadership Curriculum; our "Greatest Hits" which inspire, motivate, and challenge DCAA employees to seek out more detailed training at our Leadership Academy.

Prerequisite Course(s): None

Other: None

Target Audience: All DCAA Employees GS-12 and below

Subject Matter Area(s)	Hours
GAGAS: Personal Development	6.0 Hours
GAGAS: Personnel/HR	2.0 Hours
GAGAS: Production	2.0 Hours
GAGAS: Information Technology	2.0 Hours
GAGAS: Management Services	8.0 Hours
FM: Lead Self Competencies (L1)	0.0 Hours
FM: Lead Projects/Teams Competencies (L2)	0.0 Hours
FM: Lead People Competencies (L3)	0.0 Hours

Back to top

LDR250V, Concepts of Leadership

CPE: 32 Hours | **Type:** Group-Internet Based | **Course Level:** Basic

Course Description: Leadership is an art and a science. Every day, leaders calculate workflow, provide balance and guidance to employees, and of course, counsel and challenge an increasingly intelligent workforce of generational diversity. LDR 250V is an integral part of an employee IDP process, in that it provides an opportunity to begin a conversation in becoming a leader at DCAA; helping you map your career, educate yourself on courses available, and ultimately the first step in self-development. The course offers an introduction to the 'concepts of leadership;' with each career being unique, it will assist you in beginning your planning and acting upon your inspirations. Students leave this course with a partially completed, self-developed, personal career strategy to use when discussing their IDP with their supervisors and managers. The course is a compilation of several models from our Leadership Curriculum, our "Greatest Hits" which inspire, motivate, and challenge DCAA employees to seek more detailed training at our Leadership Academy. This course supports the DoD Acquisition Workforce Development for DoD acquisition personnel, and DCAA's Strategic Plan for FY 2021 FY 2025.

Prerequisite Course(s): None

Other: This is a virtual course and requires access to an internet connection and Microsoft Teams. This course is designed to meet for ten sessions.

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Business Management and Organization	5.0 Hours
GAGAS: Behavioral Ethics	5.0 Hours
GAGAS: Behavioral Ethics	3.0 Hours
GAGAS: Personnel/HR	4.0 Hours
GAGAS: Computer Software & Applications	2.0 Hours
GAGAS: Information Technology	1.0 Hours
FM: Lead Self Competencies (L1)	12.0 Hours

Back to top

LDR300, Leading People and Organizations

CPE: 34 Hours

Type: Group Live

Course Level: Intermediate

Course Description: This course is designed for Supervisors/Managers; GS-12s selected for a supervisory position. The terminal learning objective addresses 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; key leadership principles; leadership traits and characteristics; conflict resolution techniques; the importance of employee engagement; and effective delegation skills. Attendees will also discuss emotional intelligence and critical thinking factors in order to lead rationally, reasonably, and empathetically while creating a positive work environment under challenging conditions.

Prerequisite Course(s): None

Other: None

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

Subject Matter Area(s)	Hours
GAGAS: Personal Development	34.0 Hours

Back to top

LDR300V, Leading People and Organizations

CPE: 18 Hours | **Type:** Group-Internet Based | **Course Level:** Intermediate

Course Description: This a virtual 18 hours class that consist of 9 sessions, that are 2 hours in length. It prepares students for the live LDR300 course that is designed for supervisors and managers. The terminal learning objective addresses 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; key leadership principles; leadership traits and characteristics; conflict resolution techniques; the importance of employee engagement; and effective delegation skills. Attendees will also discuss emotional intelligence and critical thinking factors in order to lead rationally, reasonably, and empathetically while creating a positive work environment under challenging conditions.

Prerequisite Course(s): None

Other: None

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

Subject Matter Area(s)	Hours
GAGAS: Personal Development	18.0 Hours
FM: Lead Self Competencies (L1)	0.0 Hours
FM: Lead Projects/Teams Competencies (L2)	0.0 Hours
FM: Lead People Competencies (L3)	0.0 Hours

Back to top

LDR302, Emotional Intelligence

CPE: 15 Hours | **Type:** Group Live | **Course Level:** Intermediate

Course Description: LDR302 Emotional Intelligence course introduces learners to the concept of Emotional Intelligence and the aspects of the EQ-i model. This blended learning course identifies the five core elements of the emotional intelligence model and, through discussion, addresses how each element plays a role in the overall EQ-i of a person. These core elements and how they are developed are particularly important to becoming tuned in with others and forming more conducive and efficient work teams. Prior to attending the course, an Emotional Intelligence assessment will be conducted for each student with the course culminating in a review of each students' Emotional Intelligence assessment report.

Prerequisite Course(s): None

Other: None

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Personal Development	15.0 Hours

Back to top

LDR302V, Emotional Intelligence

CPE: 13 Hours | **Type:** Group-Internet Based | **Course Level:** Basic

Course Description: This course is the Virtual version of LDR302. Our Emotional Intelligence course introduces learners to the concept of Emotional Intelligence and the aspects of the EQ-i model. This blended learning course identifies the five core elements of the emotional intelligence model and, through discussion, addresses how each element plays a role in the overall EQ-i of a person. These core elements and how they are developed are particularly important to becoming tuned in with others and forming more conducive and efficient work teams. Prior to attending the course, an Emotional Intelligence assessment will be conducted for each student with the course culminating in a review of each students' Emotional Intelligence assessment report.

Prerequisite Course(s): None

Other: None

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Personal Development	10.0 Hours
GAGAS: Personnel/HR	1.0 Hours
GAGAS: Information Technology	1.0 Hours
GAGAS: Management Services	1.0 Hours
FM: Lead People Competencies (L3)	0.0 Hours
FM: Lead Projects/Teams Competencies (L2)	0.0 Hours
FM: Lead Self Competencies (L1)	0.0 Hours

Back to top

LDR309, Situational Leadership

CPE: 15 Hours | **Type:** Group Live | **Course Level:** Intermediate

Course Description:	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:	None
Target Audience:	All DCAA employees

Subject Matter Area(s)	Hours
GAGAS: Personal Development	15.0 Hours

Back to top

LDR309V, Situational Leadership

CPE: 13 Hours | **Type:** Group-Internet Based | **Course Level:** Basic

Course Description: This course is the Virtual version of LDR309. It describes, to seeking leadership positions and current 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: None

Target Audience: All DCAA employees

Subject Matter Area(s)	Hours
GAGAS: Personal Development	1.0 Hours
GAGAS: Personnel/HR	1.0 Hours
GAGAS: Information Technology	1.0 Hours
GAGAS: Management Services	10.0 Hours

Back to top

LDR316, Developing Self and Others

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

Course Description: For Leaders, the ability to develop themselves and others is critical to attracting and retaining talent, driving employee engagement, preparing future leaders, and ultimately ensuring the success of DCAA's mission. This course introduces students to processes that guide their own and direct reports' development-planning efforts. Practical tools such as the DISC Assessment, Myers-Briggs Type Indicator (MBTI), Emotional Intelligence Assessment, and the Thomas-Kilmann Conflict Mode Instrument (TKI) are explored to equip emerging leaders with the tools to produce meaningful individual development plans that support DCAA's current and future strategic goals. Successful leaders share an important characteristic: their ability to develop themselves and their team. Being aware of personal strengths and areas for development is important for any leader, but truly successful leaders go a step further and take responsibility for the development of others. This course breaks down the Individual Development Plan (IDP) into simple steps that help leaders improve weaknesses and capitalize on strengths.

Prerequisite Course(s): None

Other: None

Target Audience: All Supervisors

Subject Matter Area(s)	Hours
GAGAS: Personal Development	34.0 Hours
FM: Lead Self Competencies (L1)	0.0 Hours
FM: Lead People Competencies (L3)	0.0 Hours

Back to top

LDR316V, Developing Self and Others

CPE: 12 Hours | **Type:** Group-Internet Based | **Course Level:** Intermediate

Course Description: This a virtual offering of LDR316 live course. It introduces students to a processes to guide their own and direct reports' development-planning efforts. Practical tools such as the DISC Assessment, Myers-Briggs Type Indicator (MBTI), Emotional Intelligence Assessment, and the Thomas-Kilmann Conflict Mode Instrument (TKI) are explored to equip emerging leaders with the tools to produce meaningful individual development plans that support DCAA's current and future strategic goals. This virtual class consists of two 2-hour sessions presented over 6 days for a total of 12 hours of instructions.

Prerequisite Course(s): None

Other: None

Target Audience: GS13 and above

Subject Matter Area(s)	Hours
GAGAS: Personal Development	8.0 Hours
GAGAS: Personnel/HR	4.0 Hours

Back to top

LDR409, The Business of Strategy

CPE: 23 Hours | **Type:** Group-Live | **Course Level:** Advanced

Course Description: The most effective leaders are able to develop, articulate and execute a compelling vision that energizes and inspires others. You will objectively assess where your organization is in the grand DCAA strategy using a nesting concept. Then, design your strategy through lines of effort and critical tasks to build indicators of performance and effectiveness using the balanced scorecard. Leaders will leave with a partial product, prepared to transition their business unit into a more deliberately performing organization.

Prerequisite Course(s): None

Other: None

Target Audience: All DOD Employee Supervisors GS-14 or higher

Subject Matter Area(s)	Hours
GAGAS: Personal Development	16.0 Hours
GAGAS: Statistics	2.0 Hours
GAGAS: Management Services	3.0 Hours
GAGAS: Specialized Knowledge	2.0 Hours
FM: Lead Projects/Teams Competencies (L2)	0.0 Hours
FM: Lead People Competencies (L3)	0.0 Hours
FM: Budget Execution (L3)	0.0 Hours
DAWIA: Statistical Sampling (L3)	0.0 Hours
DAWIA: Quantitative Methods (L3)	0.0 Hours

Back to top

LDR409V, The Business of Strategy (Virtual)

CPE: 15 Hours | **Type:** Group-Internet Based | **Course Level:** Advanced

Course Description: Strategic thinking and planning is the lifeblood of an organization. It's the process of formulating objectives and priorities, and implements plans consistent with the long-term interests of the organization in a global environment by evaluating conditions, resources, capabilities, constraints, and organizational goals and values. Strategic planning requires a serious dose of critical thinking. Critical Thinking is the analysis of available facts, evidence, observations, and arguments to form a judgment. Critical Thinking is required, especially when the subject, and or situation is complex; which requires rational, skeptical, and unbiased analysis or evaluation of factual evidence. The most effective leaders are able to develop, articulate and execute a compelling vision that energizes and inspires others. You will objectively assess where your organization is in the grand DCAA strategy using a nesting concept. Then, design your strategy through lines of effort and critical tasks to build indicators of performance and effectiveness using the balanced scorecard. Leaders will leave with a partial product, prepared to transition their business unit into a more deliberately performing organization. This senior level course is a shortened version of our live LDR409 course. It is recommended that two to four strategic minded employees from the same CAD, Region or Directorate attend together to obtain the maximum benefit from this course. The goal is to increase individual and team competencies such as: GAGAS/NASBA - Management Services – Technical: Project Management (15). Level III FM Certification: Leadership – 15 hours (Lead the Institution). DoD Competencies: Lead People / Lead the Institution

Prerequisite Course(s): None

Other: None

Target Audience: All DoD and DCAA Employees GS-13 (exceptional) or higher with supervisor approval

Subject Matter Area(s)	Hours
GAGAS: Management Services	15.0 Hours
FM: Lead Projects/Teams Competencies (L2)	0.0 Hours
FM: Lead People Competencies (L3)	0.0 Hours

Back to top

LDR500, Leading in a Hybrid Work Environment

CPE: 14 Hours | **Type:** Group-Live | **Course Level:** Advanced

Course Description: You have everything you need in this course to help you succeed in a hybrid work environment! This course lays the groundwork for hybrid work and provides everyone with some background in the field with a wealth of useful tips or reassurance that what they are already doing is the right thing! Everybody talks about remote work, hybrid teams, and hybrid work. What distinguishes remote work from hybrid work? How can a hybrid team leader maintain everyone's alignment and productivity? When some team members are at the office and some are working from home offices, how can the team feel like a team and function as a team? This course provides team leaders and employees with the approaches, tactics, real-world examples, templates, rules & checklists, and the tools they need to succeed. Upon completion of this course the students eligible 7 CPE credits in GAGAS; or NASBA 7 CPE credits Management Services; FM Certification: Level III - 7 hours Leadership Competencies: Lead People, Lead Organizations/Programs, Lead the Institution. DoD Competencies: 7 hours- Interpersonal Skills, Problem Solving, Influencing/Negotiating Oral Communications Mission Orientation Flexibility Integrity/Honesty Accountability. This workshop supports the DoD Acquisition Workforce Development for DoD acquisition personnel, and DCAA's Strategic Plan for FY 2021– FY 2025.

Prerequisite Course(s): None

Other:

Target Audience: SES

Subject Matter Area(s)	Hours
GAGAS: Management Services	7.0 Hours
FM: Lead People Competencies (L3)	7.0 Hours

Back to top

MGT110V, Time Management

CPE: 13 Hours | **Type:** Group-Internet Based | **Course Level:** Basic

Course Description: Provides the DCAA workforce with a framework and prioritizing theory to consciously discern the important from less important tasks. Empowering the individual with efficient planning and project management methods to maximize productivity and enhance individual time management by using Outlook tools for increased effectiveness. The course will be conducted over 3 days. Class hours will be Day 1 is 0930 to 1600; Day 2 is 1000-1600; and Day 3 is 1000-1230. Daily practicum (hands on activity) with formative assessment will be conduct the last 30 minutes every class. Hands on activity will allow for students to prepare and submit evidence of daily content mastery.

Prerequisite Course(s): None

Other: Taking the Franklin Covey 5 Choices Pre class Benchmark assessment.

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Business Management and Organization	7.0 Hours
GAGAS: Information Technology	6.0 Hours
FM: Lead Self Competencies (L1)	0.0 Hours
FM: Lead Projects/Teams Competencies (L2)	0.0 Hours
DAWIA: Audit Elective (L2)	0.0 Hours

Back to top

MGT160E, Performance Management

CPE: 5 Hours | **Type:** Interactive Self-Study | **Course Level:** Basic

Course Description: This course is designed to create a comprehendible foundation of the performance management system between a supervisor and their employee(s). The performance management system is part of a continuously evolving process of planning and monitoring to ensure mission accomplishment. Supervisors are responsible for developing performance expectations with employee participation; communicating throughout the performance management cycle about employees' goals, performance, and development; recognizing successful performance and coaching for improved performance; and ensuring that employees have the tools, training, and resources needed to perform their duties successfully. Employees at all levels are responsible for actively communicating with their supervisors about their performance; taking an active role in planning their development; being accountable for their actions; and continually striving for excellence in their performance in support of the DCAA's mission.

Prerequisite Course(s): None

Other: None

Target Audience: Mandatory for all new DCAA Employees and must be completed in their first 30 days of employment. Additionally, open to all DCAA employees.

Subject Matter Area(s)	Hours
GAGAS: Management Services	5.0 Hours

Back to top

MGT200, Supervisor Cornerstone Course

CPE: 35 Hours | **Type:** Group-Live | **Course Level:** Basic

Course Description: 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 and MGT205E - Leading Change 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. 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. This course also satisfies the DoD FM Certification Requirements for Level Two and Three, the Initial Certification Requirement of 12 hours in the Leadership Competencies category. This phase allows you to network with other DCAA supervisors as you work in a collaborative setting to solve problems through active learning. Its focus is on the Critical Transition to Supervisor, Ethics, Employee Development, Performance Management, Audit Management and introductions to key staff organizations that support the Agency (EEO, Inspector General, and Human Resources).

Prerequisite Course(s): MGT200E, Supervisor Cornerstone
MGT205E, Leading Change

Other: None

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

Subject Matter Area(s)	Hours
GAGAS: Business Law	1.0 Hours
GAGAS: Business Management and Organization	4.0 Hours
GAGAS: Behavioral Ethics	2.0 Hours
GAGAS: Personnel/HR	6.0 Hours
GAGAS: Communications & Marketing	4.0 Hours
GAGAS: Management Services	12.0 Hours
GAGAS: Specialized Knowledge	6.0 Hours
FM: Lead People Competencies (L3)	0.0 Hours
FM: Lead Projects/Teams Competencies (L2)	0.0 Hours
FM: Lead Self Competencies (L1)	0.0 Hours

Back to top

MGT200E, Supervisor Cornerstone

CPE: 16 Hours | **Type:** Interactive Self-Study | **Course Level:** Intermediate

Course Description: 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. This course also satisfies the DoD FM Certification Requirements for Level Two and Three, the Initial Certification Requirement of 12 hours in the Leadership Competencies category. Its focus is on the Critical Transition to Supervisor, Ethics, Employee Development, Performance Management, Audit Management and introductions to key staff organizations that support the Agency (EEO, Inspector General, and Human Resources).

Prerequisite Course(s): None

Other: None

Target Audience: All DCAA Employees, All auditors, All Supervisors

Subject Matter Area(s)	Hours
GAGAS: Business Law	1.0 Hours
GAGAS: Business Management and Organization	1.0 Hours
GAGAS: Behavioral Ethics	1.0 Hours
GAGAS: Personnel/HR	2.0 Hours
GAGAS: Management Services	8.0 Hours
GAGAS: Specialized Knowledge	2.0 Hours
GAGAS: Communications & Marketing	1.0 Hours
FM: Lead Self Competencies (L1)	0.0 Hours
FM: Lead Projects/Teams Competencies (L2)	0.0 Hours
FM: Lead People Competencies (L3)	0.0 Hours

Back to top

MGT205E, Leading Change

CPE: 1.5 Hours **Type:** Interactive Self-Study **Course Level:** Basic

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:

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

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

Back to top

MGT210, Super-Auditor to Super-Visor

CPE: 15 Hours | **Type:** Group-Live | **Course Level:** Basic

Course Description: 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. Auditor supervisor is a leader who oversees an accounting staff as they conduct quality and financial audits. These individuals analyze management practices, oversee audit planning, implementation, and prepares reports for clients and upper management. The auditor supervisor ensures that audit staff follows appropriate audit guidelines and procedures and that all reviews adhere to organizational and federal standards. This course supports the DoD Acquisition Workforce Development for DoD acquisition personnel, and DCAA's Strategic Plan for FY 2021– FY 2025.

Prerequisite Course(s): None

Other: Thomas Kilman Instrument (TKI)

Target Audience: DCAA GS-12s and Non-Supervisory GS-13 employees

Subject Matter Area(s)	Hours
GAGAS: Management Services	15.0 Hours
FM: Lead Self Competencies (L1)	0.0 Hours
FM: Lead Projects/Teams Competencies (L2)	0.0 Hours
FM: Lead People Competencies (L3)	0.0 Hours
DAWIA: Fundamentals of Systems Acquisition Management (L2)	0.0 Hours
DAWIA: Audit Elective (L2)	0.0 Hours

Back to top

MGT210V, Super-Auditor to Super-Visor

CPE: 7 Hours | **Type:** Group-Internet Based | **Course Level:** Basic

Course Description: MGT210V is a condensed virtual version of MGT210 resident. 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. Auditor supervisor is a leader who oversees an accounting staff as they conduct quality and financial audits. These individuals analyze management practices, oversee audit planning, implementation, and prepares reports for clients and upper management. The auditor supervisor ensures that audit staff follows appropriate audit guidelines and procedures and that all reviews adhere to organizational and federal standards. This course supports the DoD Acquisition Workforce Development for DoD acquisition personnel, and DCAA's Strategic Plan for FY 2021– FY 2025.

Prerequisite Course(s): None

Other: Thomas Kilman Instrument (TKI)

Target Audience: DCAA GS-12s and Non-Supervisory GS-13 employees

Subject Matter Area(s)	Hours
GAGAS: Management Services	7.0 Hours
FM: Lead Self Competencies (L1)	0.0 Hours
FM: Lead Projects/Teams Competencies (L2)	0.0 Hours
FM: Lead People Competencies (L3)	0.0 Hours
DAWIA: Fundamentals of Systems Acquisition Management (L2)	0.0 Hours
DAWIA: Audit Elective (L2)	0.0 Hours

Back to top

MGT220 , Work and Project Management

CPE: 14 Hours **Type:** Group-Live **Course Level:** Basic

Course Description: Provides supervisors with the skills necessary to manage work and projects through determining scope, scheduling and sequencing milestones and assigning resources to accomplish mission requirements.

Prerequisite Course(s): None

Other: None

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Personal Development	14.0 Hours

Back to top

MGT230, Customer Service Workshop - A Total Approach to Service

CPE: 30 Hours **Type:** Group Live **Course Level:** Basic

Course Description: In today’s customer-oriented business environment, "people skills" are critical for personal and organizational success. How well you handle your customers can directly affect performance management on a team and individual level. This workshop focuses on developing skills needed to communicate professionalism, gain respect, enhance customer relationships, and keep your customers satisfied.

Prerequisite Course(s): None

Other: None

Target Audience: All DCAA Employees (all pay grades and occupational series)

Subject Matter Area(s)	Hours
GAGAS: Management Services	30.0 Hours
FM: Lead Self Competencies (L1)	0.0 Hours

Back to top

MGT230V, Customer Service Workshop – From the Customer's Perspective

CPE: 12 Hours | **Type:** Group-Internet Based | **Course Level:** Intermediate

Course Description:

This workshop covers service behaviors, strategies, and systems, as well as communication skills that support a positive customer service experience. The concepts covered are applicable to any industry, to any employee, whether delivering service to external customers or to internal ones (think co-workers). The course is designed to:

- Provide practice in communication skills that support positive interactions
- Distinguish service behaviors from service strategies and service systems
- Assess your service environment to target improvement opportunities
- Follow the four-step HELP process for efficient customer interactions
- Improve existing service strategies from the customer's perspective
- Examine the organization's service systems for breakdowns from the customer's perspective
- Create implementation plans with a peer support component

Prerequisite Course(s): WEB101V, WebEx Efficiency Course

Other: None

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Communications & Marketing	12.0 Hours

Back to top

MGT240, Supervisory Working Paper Review Workshop

CPE: 14 Hours | **Type:** Group Live | **Course Level:** Intermediate

Course Description: Supervisory Auditors! Do you struggle with completing those supervisory reviews of audit packages? If so, join us in MGT240 where you will collaborate with other Supervisory Auditors to share tools and techniques for performing effective supervisory reviews of audits in accordance with GAGAS and DCAA requirements. This workshop supports the Defense Acquisition Workforce Improvement Act (DAWIA), Department of Defense's (DoD) Financial Management (FM) Strategy for FY 22-26 (These credits can be used to maintain your FM certification), and DCAA 's Strategic Plan for FY 2021– FY 2025. Specifically, Goal 3: Recruit, Cultivate, and Retain a Highly Skilled, Flexible, and Empowered Workforce, and Objective 3.2: Enhance our workforce skills and knowledge. 14 Technical CPE hours will be awarded for this workshop.

Prerequisite Course(s): None

Other: Must be an 0511 Supervisory Auditor

Target Audience:

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	14.0 Hours

Back to top

MGT270, FAQ Cornerstone Course

CPE: 33 Hours

Type: Group-Live

Course Level: Intermediate

Course Description: You were recently selected for an FAQ position. Now what?! This course will help you acclimate to your new position easily. You will receive the knowledge you need to identify recurring quality deficiencies at the Agency-wide level, in addition to the skills you need to identify, monitor and correct quality deficiencies in your own office. FAQs should take this course within ninety (90) days of promotion or transfer into an FAQ position. The course fulfills DAWIA Level 2 and FM Certification Level 2 training requirements and provides 33 GAGAS CPEs. This workshop supports the DoD Acquisition Workforce Development for DoD acquisition personnel, and DCAA's Strategic Plan for FY 2021– FY 2025.

Prerequisite Course(s): None

Other: None

Target Audience: All FAO Assistants for Quality (FAQs)

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	24.0 Hours
GAGAS: Management Services	9.0 Hours

Back to top

MGT270V, FAQ Cornerstone Course

CPE: 27 Hours

Type: Group-Internet Based

Course Level: Intermediate

Course Description: You were recently selected for an FAQ position. Now what?! This course will help you acclimate to your new position easily. You will receive the knowledge you need to identify recurring quality deficiencies at the Agency-wide level, in addition to the skills you need to identify, monitor and correct quality deficiencies in your own office. FAQs should take this course within ninety (90) days of promotion or transfer into an FAQ position. The course fulfills DAWIA Level 2 and FM Certification Level 2 training requirements and provides 27 GAGAS CPEs. This workshop supports the DoD Acquisition Workforce Development for DoD acquisition personnel, and DCAA's Strategic Plan for FY 2021 – FY 2025.

Prerequisite Course(s): None

Other: None

Target Audience: All FAO Assistants for Quality (FAQs)

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	18.0 Hours
GAGAS: Management Services	9.0 Hours
FM: Concepts, Policies Principles of Primary Track (L2)	0.0 Hours
FM: Lead Projects/Teams Competencies (L2)	0.0 Hours

Back to top

MGT300, Manager Cornerstone Course

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

Course Description: MGT300 resident course. Great Leaders talk openly with their employees. They're honest and follow words with actions. They comprehend and discharge their responsibilities with confidence and adapt to the situation. When frictions arise, don't panic, stress out, or blame others. Instead, lead planning, respect team members, and earn trust. This course provides timely, and relevant information designed to refresh and update your managerial skills. We use interactive discussions, with scenario based practical exercises to bring the training to life. Focus is on organizational level management of DCAA leadership. Provides new managers the skills and knowledge to perform their duties at a high level in a diverse organization. This this course is for current GS 14s and above that serve as a BM or RA. This course includes DiSC for Managers, HR, IG, EEO, Legal updates, problem solving, organizational culture, innovative solutions, influencing others, and a coaching overview. This course includes a comprehensive exam. This course is designed to update supervisors and managers to meet mandatory supervisor training IAW NDAA 2010 & 5 CFR 412.

Prerequisite Course(s): None

Other: DiSC Assessment Successfully Completed MGT200 or equivalent course.

Target Audience: All DCAA Supervisors and Managers (restricted to GS-14 and above)

Subject Matter Area(s)	Hours
GAGAS: Personnel/HR	8.0 Hours
GAGAS: Communications & Marketing	7.0 Hours
GAGAS: Management Services	16.0 Hours
GAGAS: Specialized Knowledge	3.0 Hours

Back to top

MGT300V, Manager Cornerstone Course

CPE: 34 Hours **Type:** Group-Internet Based **Course Level:** Basic

Course Description: MGT300V is a virtual version of MGT300 resident. Great Leaders talk openly with their employees. They're honest and follow words with actions. They comprehend and discharge their responsibilities with confidence and adapt to the situation. When frictions arise, don't panic, stress out, or blame others. Instead, lead planning, respect team members, and earn trust. This course provides timely, and relevant information designed to refresh and update your managerial skills. We use interactive discussions, with scenario based practical exercises to bring the training to life. Focus is on organizational level management of DCAA leadership. Provides new managers the skills and knowledge to perform their duties at a high level in a diverse organization. This this course is for current GS 14s and above that serve as a BM or RA. This course includes DiSC for Managers, HR, IG, EEO, Legal updates, problem solving, organizational culture, innovative solutions, influencing others, and a coaching overview. This course includes a comprehensive exam. This course is designed to update supervisors and managers to meet mandatory supervisor training IAW NDAA 2010 & 5 CFR 412.

Prerequisite Course(s): None

Other: DiSC Assessment
Successfully Completed MGT200 or equivalent course.

Target Audience: All DCAA Supervisors and Managers (restricted to GS-14 and above)

Subject Matter Area(s)	Hours
GAGAS: Personnel/HR	8.0 Hours
GAGAS: Communications & Marketing	7.0 Hours
GAGAS: Management Services	16.0 Hours
GAGAS: Specialized Knowledge	3.0 Hours
FM: Decision Support (L2)	0.0 Hours
FM: Decision Support (L1)	0.0 Hours
FM: Concepts, Policies Principles of Alternate Track (L3)	0.0 Hours
FM: Decision Support (L3)	0.0 Hours
FM: Lead People Competencies (L3)	0.0 Hours
FM: Lead Projects/Teams Competencies (L2)	0.0 Hours
FM: Lead Self Competencies (L1)	0.0 Hours
DAWIA: Audit Elective (L2)	0.0 Hours

Back to top

MGT350, DCAA Management Information Systems (DMIS) Workshop

CPE: 17 Hours | **Type:** Group-Live | **Course Level:** Basic

Course Description: This workshop is designed for new users of the Defense Contract Audit Agency Management Information System (DMIS) in three key areas DMIS Data Entry, SWRI Planning, and Estimates at Completion. DCAA is committed to using strategic planning to achieve the most effective outcomes and provide greater accountability to its primary stakeholders and the American people. Robust, coordinated strategic planning processes are essential to make informed decisions; develop innovative ways to cope with tight budgets; prioritize resources; ensure alignment with key policies and improve the way we do business. It also creates a framework for monitoring progress and measuring results; shaping resource decisions; and ensuring accountability. After completing the course students through analysis and discourse (DMIS) Administration, and (SWRI) Planning students will be able to setup and disposition assignments, populate SWRI planning workload data, and adjust Estimates at Completion (EACs). This workshop supports the DoD Acquisition Workforce Development for DoD acquisition personnel, and DCAA's Strategic Plan for FY 2021– FY 2025.

Prerequisite Course(s): None

Other: None

Target Audience: All FAO Supervisors within first year of promotion/assignment (all others interested in attending will be accepted on a case by case basis at discretion of course mgr).

Subject Matter Area(s)	Hours
GAGAS: Accounting-Governmental	17.0 Hours

Back to top

MGT350V, DCAA Management Information Systems (DMIS) Workshop

CPE: 10 Hours | **Type:** Group-Internet Based | **Course Level:** Basic

Course Description: This workshop is designed for new users of the Defense Contract Audit Agency Management Information System (DMIS) in three key areas DMIS Data Entry, SWRI Planning, and Estimates at Completion. DCAA is committed to using strategic planning to achieve the most effective outcomes and provide greater accountability to its primary stakeholders and the American people. Robust, coordinated strategic planning processes are essential to make informed decisions; develop innovative ways to cope with tight budgets; prioritize resources; ensure alignment with key policies and improve the way we do business. It also creates a framework for monitoring progress and measuring results; shaping resource decisions; and ensuring accountability. After completing the course students through analysis and discourse (DMIS) Administration, and (SWRI) Planning students will be able to setup and disposition assignments, process Price Negotiation Memorandum (PNM), and populate SWRI planning workload data, and adjust Estimates at Completion (EACs). This workshop supports the DoD Acquisition Workforce Development for DoD acquisition personnel, and DCAA's Strategic Plan for FY 2021– FY 2025.

Prerequisite Course(s): None

Other: Attend WebEx orientation prior to attending this course.

Target Audience: All FAO Supervisors within first year of promotion/assignment (all others interested in attending will be accepted on a case by case basis at discretion of course mgr).

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	10.0 Hours
FM: Lead Projects/Teams Competencies (L2)	0.0 Hours

Back to top

MGT399, Supervisors Refresher Course

CPE: 52 Hours | **Type:** Group Live (In Person) | **Course Level:** Advanced

Course Description: This live instructor-led course is designed for Supervisors and Managers who have completed their initial training. The course content is based on and serves as the three-year re-certification as required in the National Defense Authorization Act of 2018 and Code of Federal Regulations, Title 5, Chapter 1, Sub-chapter B, part 412. This live instructor led course is designed for anyone who has Supervisory authority (SES, Managers and Supervisors) over another employee. The course content provides the student with the most up to date materials, policies and legal changes concerning Workforce Management, Performance Management, Labor and Employee Relations, and Supervising a Diverse Workforce. Upon completion of this course, students will be eligible for 26 CPE credits in GAGAS or NASBA CPE credits: 18 - CPEs Management Services; 4 - CPEs Business Law & 4 - CPEs Regulatory Ethics. This live instructor-led course meets the DoD FM Certification Level 2 & 3 requirements, Lead People (Level 2), Lead Organizations/Programs, or Lead the Institution Level (Level 3). FM Certification CET: Level II: 10 CETs Leadership Competencies: Lead People & 2 CETs Decision Support Level III: 12 CET Lead Organizations/Programs, Lead the Institution & 2 CET Decision Support. DoD Competencies: 27 hours - Interpersonal Skills, Problem Solving, Influencing/Negotiating Oral Communications Mission Orientation Flexibility Integrity/Honesty Accountability. This course supports the DoD Acquisition Workforce Development for DoD acquisition personnel, and DCAA s Strategic Plan for FY 2021 FY 2025.

Prerequisite Course(s): None

Other:

Target Audience: Manager/Supervisor

Subject Matter Area(s)	Hours
GAGAS: Regulatory Ethics	4.0 Hours
GAGAS: Business Law	4.0 Hours
GAGAS: Management Services	18.0 Hours
FM: Lead Projects/Teams Competencies (L2)	10.0 Hours
FM: Lead People Competencies (L3)	12.0 Hours
FM: Decision Support (L2)	2.0 Hours
FM: Concepts, Policies Principles of Alternate Track (L3)	2.0 Hours

Back to top

MGT399E, Supervisors Refresher Course

CPE: 12 Hours | **Type:** Interactive Self-Study | **Course Level:** Intermediate

Course Description: This eLearning course is designed for Supervisors and Managers whom have completed their initial training. The course consists of five modules. The course content is based on and serves as the three-year re-certification as required in the National Defense Authorization Act of 2018 and Code of Federal Regulations, Title 5, Chapter 1, Subchapter B, part 412. This eLearning course is designed for anyone who has Supervisory authority (Managers and Supervisors) over another employee. This is a 12 -hour computer based instruction designed to provide the student with updated materials, policies and legal changes concerning Workforce Management, Performance Management, Labor and Employee Relations, Supervising a Diverse Workforce. This eLearning course meets the DoD FM Certification Level 2 & 3 Requirements Lead People, Lead Organizations/Programs, or Lead the Institution Level. Students may "Test-Out" of each of the 5 modules by scoring an 70% or higher on the pre-module tests. However, if the grade is lower than 70% then the corresponding module must be accomplished.

Prerequisite Course(s): None

Other: All DCAA Supervisors, Managers, and Executives whom have completed their initial Supervisor, Manager, and Executive training in the last three years.

Target Audience: All DCAA Supervisors, Managers, and Executives whom have completed their initial Supervisor, Manager, and Executive training in the last three years.

Subject Matter Area(s)	Hours
GAGAS: Regulatory Ethics	4.0 Hours
GAGAS: Business Law	4.0 Hours
GAGAS: Management Services	4.0 Hours
FM: Lead Self Competencies (L1)	0.0 Hours
FM: Lead Projects/Teams Competencies (L2)	0.0 Hours
FM: Lead People Competencies (L3)	0.0 Hours

Back to top

MGT399V, Supervisors Refresher Course

CPE: 50 Hours

Type: Group Live (In Person)

Course Level: Advanced

Course Description: This virtual instructor led course is designed for Supervisors and Managers whom have completed their initial training. The course content is based on and serves as the three-year re-certification as required in the National Defense Authorization Act of 2018 and Code of Federal Regulations, Title 5, Chapter 1, Sub-chapter B, part 412. This live instructor led course is designed for anyone who has Supervisory authority (SES, Managers and Supervisors) over another employee. The course content provides the student with most up to date materials, policies and legal changes concerning Workforce Management, Performance Management, Labor and Employee Relations, Supervising a Diverse Workforce. Upon completion of this course the students eligible 26 CPE credits in GAGAS; or NASBA CPE credits: 18 CPE Management Services; 4 CPE Business Law & 4 CPE Regulatory Ethics. This virtual instructor led course meets the DoD FM Certification Level 2 & 3 Requirements Lead People, Lead Organizations/Programs, or Lead the Institution Level. FM Certification CET: Level II: 10 CET Leadership Competencies: Lead People & 2 CET Decision Support Level III: 12 CET Lead Organizations/Programs, Lead the Institution & 2 CET Decision Support. DoD Competencies: 27 hours- Interpersonal Skills, Problem Solving, Influencing/Negotiating Oral Communications Mission Orientation Flexibility Integrity/Honesty Accountability. This course supports the DoD Acquisition Workforce Development for DoD acquisition personnel, and DCAA s Strategic Plan for FY 2021 FY 2025.

Prerequisite Course(s): None

Other:

Target Audience: Managers\Supervisors

Subject Matter Area(s)	Hours
GAGAS: Regulatory Ethics	4.0 Hours
GAGAS: Business Law	4.0 Hours
GAGAS: Management Services	18.0 Hours
FM: Lead Projects/Teams Competencies (L2)	10.0 Hours
FM: Lead People Competencies (L3)	12.0 Hours
FM: Decision Support (L2)	2.0 Hours

Back to top

MGT401E, Succession Planning: 9-Box Talent Grid

CPE: 0 Hours | **Type:** Interactive Self-Study | **Course Level:** Basic

Course Description: This course provides an overview of the 9-Box Talent Grid, a tool that is commonly used in succession planning efforts as a method of evaluating an organization's current talent and identifying leaders. When leadership performance and potential are assessed, the grid assists executives in identifying where investment needs to be made to develop future leaders.

Prerequisite Course(s): None

Other: None

Target Audience: DCAA Employees - GS13 and above

Subject Matter Area(s)	Hours
GAGAS: Personnel/HR	0.0 Hours

Back to top

MGT416E, Creating a Positive Work Environment

CPE: 1 Hours | **Type:** Interactive Self-Study | **Course Level:** Basic

Course Description: This course covers some of the most important things anyone in a leadership/manager role can do for their employees by demonstrating and setting general and professional standards by creating the right tone at work by a positive work climate and culture. This course supports the DoD FM Certification Program and the DCAA's Strategic Plan for FY 2021– FY 2025.

Prerequisite Course(s): None

Other: None

Target Audience: For all DCAA future leaders, supervisors, managers and executives.

Subject Matter Area(s)	Hours
GAGAS: Regulatory Ethics	1.0 Hours
FM: Lead People Competencies (L3)	0.0 Hours
FM: Lead Projects/Teams Competencies (L2)	0.0 Hours
FM: Lead Self Competencies (L1)	0.0 Hours

Back to top

OTS100E, ERP Familiarization

CPE: 1 Hours **Type:** Interactive Self-Study **Course Level:** Basic

Course Description: This course is designed to provide auditors with basic knowledge on the ERP systems required to identify and document the source of the contractor's data pertaining to government contracts.

Prerequisite Course(s): None

Other:

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	1.0 Hours

Back to top

POL197E, Independence

CPE: 0 Hours | **Type:** Interactive Self-Study | **Course Level:** Basic

Course Description:	This course provides the required annual Yellow Book independence training for FY 2022.
Prerequisite Course(s):	None
Other:	None
Target Audience:	All GS 511 Auditors and others who work with DCAA audits

Back to top

WEB101V, WebEx Efficiency Course

CPE: 1 Hours | **Type:** Group-Internet Based | **Course Level:** Basic

Course Description: This 1-hour virtual course allows each participant the opportunity to become more proficient using the WebEx classroom platform. It focuses on logging on, improving familiarity within the WebEx environment (chating, polling, breakout rooms, etc), and communicating with each other. By the end of this class, students should feel more comfortable using WebEx for all DCAA's needs (courses, All-Hands Calls, meetings, etc).

Prerequisite Course(s): None

Other: In order to attend this virtual course, students must accomplish WebEx pre-training, either by attending a WebEx training session from a previous class or by watching the video called, "DCAI Orientation Video" already uploaded on the student's Desktop Screen. If the video has not yet been pushed to the student's Desktop, you can find it at: https://sharepoint.dcaaintra.mil/headquarters/resources/CT/Pages/Webex Tutorials.aspx

Target Audience: All DCAA employees

Subject Matter Area(s)	Hours
GAGAS: Computer Software & Applications	1.0 Hours