



# DCAA

DEFENSE CONTRACT AUDIT AGENCY

## COURSE CATALOG 2021



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

## **About DCAI**

## **E-learning Courses**

## **Resident Courses**

## **Non-DCAA Courses**

# About DCAI

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

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

**e-Learning Courses** – Includes interactive self-study courses and integrated multimedia courseware.

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

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

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



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



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



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

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

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

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

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

**Note To Users Printing This Catalog:**

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

# **Non-DCAA Courses**

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

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

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

## **Administrative and General Office Skills**

### **Training Sponsor**

### **Available Courses**

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

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

[The Graduate School](#)

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

# Auditing

## Training Sponsor

[The Graduate School](#)

[Defense Acquisition University](#)  
888.284.4906

## Available Courses

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

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

# Information Technology

## Training Sponsor

[USA Learning](#)

[The Graduate School](#)

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

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

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

[SANS Institute](#)\*

\* For more information contact  
Mark Frank at 703.767.1720

## Available Courses

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

Information Technology Online  
Network and Operating Systems  
Online Security  
Internet Courses

A+ Certification  
Security+ Certification  
Network+ Certification

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

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

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

# Executive Education and Leadership Development Programs

## Training Sponsor

## Available Courses

|                                                                      |                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Defense Senior Leader Development Program                            | This program is a competitive, limited opportunity (GS14/GS15) program designed to develop senior leaders for DoD. Applications are submitted in the summer for entry to the program early in the following calendar year. The two-year program includes attendance at one of the DoD senior professional military education schools. |
| Executive Leader Development Program                                 | DoD program which provides exposure to the roles and missions of DoD. DCAA sends one person to this program annually, and applications are solicited in the Spring. Available to GS12 through GS14.                                                                                                                                   |
| Defense Civilian Emerging Leader Program                             | This DoD program is for GS7 through GS12 auditors and human resources staff. Attendance is by application, and is limited each year. Applications are solicited in the Spring.                                                                                                                                                        |
| <a href="#">Center for Creative Leadership</a>                       | Leadership at the Peak                                                                                                                                                                                                                                                                                                                |
| <a href="#">OPM Management Development Centers</a><br>304.870.8008   | Executive Development Seminar: Leading Change                                                                                                                                                                                                                                                                                         |
| <a href="#">OPM Federal Executive Institute</a><br>804.980.6200      | Executive Communication Skills: Leading the Process of Change<br>Leadership for a Democratic Society (Limited attendance by Agency nomination only)                                                                                                                                                                                   |
| <a href="#">Darden School of Business University of Virginia</a>     | Executive Education Leadership for Extraordinary Performance                                                                                                                                                                                                                                                                          |
| <a href="#">Kellogg School of Management Northwestern University</a> | Energizing People for Performance Reinventing Leadership: A Breakthrough Approach                                                                                                                                                                                                                                                     |
| <a href="#">Brookings Institute</a>                                  | Emerging Issues in Public Management Executive Leadership in a Changing Environment Problem Solving and Critical Thinking                                                                                                                                                                                                             |

## Management Training

## Training Sponsor

## Available Courses

|                                                                    |                                                         |
|--------------------------------------------------------------------|---------------------------------------------------------|
| <a href="#">OPM Management Development Centers</a><br>304.870.8008 | Seminar for New Managers Management Development Seminar |
|--------------------------------------------------------------------|---------------------------------------------------------|

## Other DOD Training

### Training Sponsor

[FM LMS iCompass](#)

### Available Courses

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

[FM MyLearn](#)

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

## Special Educational Opportunities

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

# DCAI Course Listing

(Click course for full description)

AUD100 | [New Hire Onboarding Week 1](#) (Live)  
AUD100A | [New Hire Onboarding Week 2](#) (Live)  
AUD101 | [Basic Contract Auditing Skills](#) (Live)  
AUD102 | [Audit Applications](#) (Live)  
AUD104 | [Developing an Effective Audit Report](#) (Live)  
AUD110 | [Data Analytics Application & Modeling - Part 1](#) (Live)  
AUD111 | [Data Analytics Application & Modeling - Parts 2 & 3](#) (Live)  
AUD126 | [Mandatory Annual Audit Requirements](#) (Live)  
AUD210 | [Incurred Cost](#) (Live)  
AUD230 | [Cost Accounting Standards I](#) (Live)  
AUD235 | [Cost Accounting Standards II](#) (Live)  
AUD250 | [Forward Pricing - 21000 Assignments](#) (Live)  
AUD255 | [Forward Pricing Rate Proposals](#) (Live)  
AUD260 | [Statistical Sampling Part 1](#) (Live)  
AUD261 | [Statistical Sampling - Parts 2 & 3](#) (Live)  
AUD270 | [Regression Analysis - Part 1](#) (Live)  
AUD271 | [Regression Analysis - Parts 2 & 3](#) (Live)  
AUD275 | [Improvement Curves](#) (Live)  
AUD320 | [Audit of Terminated Contracts](#) (Live)  
AUD335 | [Cost Impact Proposals](#) (Live)  
AUD351 | [Truth in Negotiation Compliance Audits](#) (Live)  
AUD395 | [Accounting Systems Audits](#) (Live)  
AUD396 | [Estimating Systems Audits](#) (Live)  
AUD397 | [Material Management and Accounting System Audits](#) (Live)  
AUD460 | [Statistical Sampling for Supervisors and Managers](#) (Live)  
AUD470 | [Regression Analysis for Supervisors and Managers](#) (Live)  
CMP200 | [Coaching Essentials](#) (Live)  
CMP210 | [Mentoring Essentials](#) (Live)  
COM111 | [Fundamentals of Oral Presentations](#) (Live)  
COM120 | [Conflict Management Through Difficult Conversations](#) (Live)  
COM130 | [Developing Trust for High Performing Teams](#) (Live)  
COM150 | [Interpersonal Relations](#) (Live)  
COM311 | [Staff Briefing Techniques](#) (Live)  
COM313 | [Professional Business Writing](#) (Live)  
LDR200 | [Leading Self and Teams](#) (Live)  
LDR202 | [Operational Planning for Leaders](#) (Live)  
LDR205 | [Leadership and Team Productivity](#) (Live)  
LDR206 | [Negotiation and Collaboration for Leaders](#) (Live)  
LDR209 | [Problem Solving Leadership](#) (Live)  
LDR210 | [Super-Auditor to Super-Visor](#) (Live)  
LDR300 | [Leading People and Organizations](#) (Live)  
LDR302 | [Emotional Intelligence](#) (Live)  
LDR309 | [Situational Leadership](#) (Live)  
LDR316 | [Developing Self and Others](#) (Live)  
LDR404 | [Creative and Innovative Leadership](#) (Live)  
LDR409 | [The Business of Strategy](#) (Live)  
MGT110 | [Time Management](#) (Live)  
MGT200 | [Supervisor Cornerstone Course](#) (Live)  
MGT214 | [COGNOS/Impromptu Reports](#) (Live)



MGT220 | Work and Project Management (Live)  
MGT230 | Customer Service (Live)  
MGT270 | FAQ Cornerstone Course (Live)  
MGT300 | Managers Cornerstone Course (Live)  
MGT350 | DMIS/CaseWare Administration for Supervisors (Live)  
1572 | CAS 403, 410, 418 and 420 (e-learning)  
1574 | CAS 414 and 417 (e-learning)  
1575 | CAS 406 - Cost Accounting Period (e-learning)  
1577 | CAS 407 - Standard Costs for Direct Matl. & Labor (e-learning)  
1581 | CAS 412 and 413 (e-learning)  
2213 | Terminations: Criteria, Intro. & Gen. Audit Steps (e-learning)  
2214 | Terminations: Term. Proposals & Term. Inventory (e-learning)  
2215 | Terminations: Audit of Terminations Proposals (e-learning)  
2421 | Equitable Adjustments and the Audit Approach (e-learning)  
2422 | Equitable Adj. Costs and the Eichleay Formula (e-learning)  
9005 | Comp Time Off for Travel (e-learning)  
9310 | Auditor Testimony in BCA Proceedings (e-learning)  
AUD103E | Effective Grammar and Audit Report Formatting (e-learning)  
AUD106E | CaseWare Refresher (e-learning)  
AUD107E | Permanent Files (e-learning)  
AUD110E | Introduction to Data Analytics (e-learning)  
AUD112E | Materiality in Audits of Incurred Cost (e-learning)  
AUD113E | Risk-Based Sampling of Incurred Cost Proposals (e-learning)  
AUD115E | Progress Payments (e-learning)  
AUD126E | Briefing Contracts (e-learning)  
AUD190E | Orientation to DCAA (e-learning)  
AUD191E | Orientation to DCAA Contract Audits (e-learning)  
AUD192E | GAGAS (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)  
AUD236E | CAS Administration and Coverage (e-learning)  
AUD237E | CAS 401, 402, and 405 (e-learning)  
AUD239E | CAS 406 - Cost Accounting Period (e-learning)  
AUD240E | CASB Disclosure Statements (e-learning)  
AUD241E | CAS 404 & 409 Capitalization & Depreciation (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)  
AUD251E | Truth in Negotiation Audits (e-learning)  
AUD294E | Business Systems - Accounting (e-learning)  
CMP100E | Coaching Program Overview (e-learning)  
CMP110E | Mentoring Program Overview (e-learning)  
COM102E | Managing Your Manager (e-learning)  
COM310E | Communicating Effectively (e-learning)  
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)  
LDR205E | Leadership and Team Productivity E-Learning Module (e-learning)  
LDR408E | Forming a Strategic Vision (e-learning)  
MGT200E | Supervisor Cornerstone (e-learning)

MGT205E | [Leading Change](#) (e-learning)  
MGT401E | [Succession Planning: 9-Box Talent Grid](#) (e-learning)  
OTS100E | [ERP Familiarization](#) (e-learning)  
POL197E | [Independence](#) (e-learning)

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# No. AUD100, New Hire Onboarding Week 1

**CPE:** 3.5 Hours

**Type:** Group-Live

**Course Level:** Basic

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**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.

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**Prerequisite Course(s):** None

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**Other Prerequisites:** None

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**Target Audience:** All DCAA Employees

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

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## No. AUD100A, New Hire Onboarding Week 2

**CPE:** 32 Hours

**Type:** Group-Live

**Course Level:** Basic

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**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.

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**Prerequisite Course(s):** None

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**Other Prerequisites:** None

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**Target Audience:** All DCAA Employees

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

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# No. 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):

No. 9201, New Employee Ethics  
No. AUD100A, Onboarding Week 2  
No. AUD196E, Handling Contractor Proprietary Data  
No. COM122E, Foundations of Plain Language  
No. EEO101, No FEAR Act  
No. ITA101, Insider Threat Awareness  
No. MTAPAR, Annual Privacy Act Refresher  
No. MTNEPA, New Employee Privacy Act  
No. POL197E, Independence  
No. SEC101, Security Orientation  
No. SKS01, Microsoft Excel 2016 Essentials - Creating Editing and Saving Workbooks  
No. SKS02, Microsoft Excel 2016 Essentials: Formatting Data  
No. SKS03, Microsoft Excel 2016 Essentials: Formulas and Functions  
No. UDC101, Unauthorized Disclosure of Classified Information for DoD and Industry

## Other Prerequisites:

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  |

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# No. AUD102, Audit Applications

**CPE:** 69.5 Hours

**Type:** Group-Live

**Course Level:** Basic

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**Course Description:**

The purpose of this course is to prepare the new hire auditor the skills to apply basic audit methods to plan and conduct an incurred cost audit and a forward pricing audit. This course is the third course an auditor will take in the New Hire Continuum of courses (New Hire Onboarding, Basic Contract Audit Skills, Audit Applications, and focused training events). It is a 2-week contract auditing course which prepares the auditor to apply basic audit methods to plan and conduct an incurred cost audit and a forward pricing audit. Class discussions, practical exercises, and case studies are used to highlight problem areas and evaluate alternative courses of action. The Agency expects new auditors to attend this course approximately 60 days after completion of Basic Contract Audit Skills.

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**Prerequisite Course(s):**

No. AUD101, Basic Contract Auditing Skills  
No. AUD112E, Materiality in Audits of Incurred Cost  
No. AUD113E, Risk-Based Sampling of Incurred Cost Proposals

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**Other Prerequisites:**

None

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**Target Audience:**

New Hire Auditors

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| Subject Matter Area(s)       | Hours      |
|------------------------------|------------|
| GAGAS: Auditing-Governmental | 69.5 Hours |

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# No. AUD104, Developing an Effective Audit Report

**CPE:** 32 Hours

**Type:** Group-Live

**Course Level:** Basic

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**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.

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**Prerequisite Course(s):** No. AUD103E, Effective Grammar and Audit Report Formatting

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**Other Prerequisites:** None

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**Target Audience:** All DCAA employees

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| Subject Matter Area(s)                  | Hours      |
|-----------------------------------------|------------|
| GAGAS: Auditing-Governmental            | 28.0 Hours |
| GAGAS: Communications & Marketing       | 4.0 Hours  |
| DAWIA: Alternate Track Requirement (L2) | 0.0 Hours  |
| DAWIA: Audit Elective (L2)              | 0.0 Hours  |

# No. 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):

No. AUD110E, Introduction to Data Analytics  
No. SKS01, Microsoft Excel 2016 Essentials - Creating Editing and Saving Workbooks  
No. SKS03, Microsoft Excel 2016 Essentials: Formulas and Functions  
No. SKS05, Data Presentation Strategies Using Excel 2016  
No. SKS07, 2016 Intermediate Excel: PivotTables and Advanced Charts  
No. SKS08, Verifying Excel 2010 Data and Formulas  
No. SKS12, Excel 2016 Charts, Tables and Images  
No. SKS13, Organizing Data and Objects in Excel 2010  
No. SKS14, Microsoft Office 2016 Intermediate Excel: Working with Data

## Other Prerequisites:

Students will receive a Skillsoft login and be enrolled in the Skillsoft prerequisite courses no earlier than 90 days prior to the AUD110 start date. All prerequisites, including the AUD110E Introduction to Data Analytics, must be completed 2 weeks prior to AUD110 class start date or the student will be removed from the AUD110 class.

Adequate course completion of these Skillsoft course requires verification that the employee either passed the pretest of each course or successfully completed the entire course.

## Target Audience:

All DCAA Employees

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



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# No. AUD111, Data Analytics Application & Modeling - Parts 2 & 3

**CPE:** 39 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):** No. AUD110, Data Analytics Application & Modeling - Part 1

**Other Prerequisites:**

**Target Audience:** All DCAA Employees

| Subject Matter Area(s)       | Hours      |
|------------------------------|------------|
| GAGAS: Auditing-Governmental | 39.0 Hours |

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# No. AUD126, Mandatory Annual Audit Requirements

**CPE:** 32 Hours

**Type:** Group-Live

**Course Level:** Basic

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**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. This course is replacing AUD125 – MAARs which will be retired in FY 20. 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.

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**Prerequisite Course(s):** None

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**Other Prerequisites:** None

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**Target Audience:** All DCAA Employees

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| 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  |
| DAWIA: Audit Elective Alternate Track (L2) | 0.0 Hours  |
| DAWIA: Audit Elective Alternate Track (L3) | 0.0 Hours  |

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# No. AUD210, Incurred Cost

**CPE:** 32 Hours

**Type:** Group-Live

**Course Level:** Intermediate

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**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):**

No. AUD102, Audit Applications  
No. AUD112E, Materiality in Audits of Incurred Cost

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**Other Prerequisites:**

A Minimum of 1 Year of DCAA Experience

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**Target Audience:**

All DCAA Employees

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

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# No. AUD230, Cost Accounting Standards I

**CPE:** 32 Hours

**Type:** Group-Live

**Course Level:** Intermediate

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**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.

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**Prerequisite Course(s):**

No. AUD102, Audit Applications  
No. AUD198E, CAS for the New Hire  
No. AUD236E, CAS Administration and Coverage

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**Other Prerequisites:**

A minimum of one year of DCAA auditing experience; generally GS-9 and above.

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**Target Audience:**

All DCAA Employees

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

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# No. AUD235, Cost Accounting Standards II

**CPE:** 32 Hours

**Type:** Group Live

**Course Level:** Intermediate

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**Course Description:**

This course is designed to provide the auditor the ability to apply the Cost Accounting Standards Board (CASB) rules, regulations, and standards criteria in assessing compliance with disclosed practices. The class will cover material regarding contractor disclosure statements (CASB DS-1). The class will also provide an in-depth analysis of Cost Accounting Standards beyond the Fundamental/Modified Standards, with an emphasis on the allocation (403, 410, 418, 420 – brief recap), capitalization & depreciation (404 & 409), compensation (408 & 415), cost of money (414 & 417), material (411), and insurance (416) standards within 48 CFR Part 9904. 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.

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**Prerequisite Course(s):**

No. AUD230, Cost Accounting Standards  
No. AUD240E, CASB Disclosure Statements

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**Other Prerequisites:**

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**Target Audience:**

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

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

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# No. AUD250, Forward Pricing - 21000 Assignments

**CPE:** 32 Hours

**Type:** Group-Live

**Course Level:** Intermediate

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**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):** No. AUD102, Audit Applications

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**Other Prerequisites:** A minimum of 1 year of DCAA experience

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**Target Audience:** All DCAA Employees

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| 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  |

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# No. AUD255, Forward Pricing Rate Proposals

**CPE:** 32 Hours

**Type:** Group-Live

**Course Level:** Intermediate

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**Course Description:**

The course will begin with an introduction to the FPRA process and an overview of the current environment and background. Auditors will learn how to plan for pre-submission work as well as how to coordinate with DCMA on the Cost Monitoring Plan. The course will provide guidance and exercises to prepare the auditor to evaluate proposed direct labor rates and indirect rates for compliance with FAR and CAS (if applicable). The course will also present guidance and exercises to enable the auditor to effectively evaluate proposed corporate, intermediate home office, and shared services allocations from other divisions. The course will conclude with guidance and exercises for evaluating contractor proposals for adequacy in accordance with the DFARS criteria and reporting audit results to meet the needs of the requester.

---

**Prerequisite Course(s):** No. AUD102, Audit Applications

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**Other Prerequisites:** None

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**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  |

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# No. AUD260, Statistical Sampling Part 1

**CPE:** 0 Hours

**Type:** Group-Live

**Course Level:** Basic

## Course Description:

This 4.5 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 evaluation. It blends live classroom instruction and virtual classroom instruction with performing a real-life statistical sample as follows:

Part 1 Classroom Session (36 Duty Hours) - A four and a half day live course focusing on the fundamentals of a statistical sample using EZ-Quant's Modules, data input and results interpretation and evaluation.

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

Part 3 Field Application (8 Duty Hours) - The student's supervisor will monitor performance, review the application, and certify (within 120 days of Part 1 completion) that the application was completed by the student and complied with Agency policy. DCAI will provide an automated certification process.

**Prerequisite Course(s):** No. AUD102, Audit Applications

**Other Prerequisites:** A minimum of 1 year of DCAA Experience

**Target Audience:** DCAA auditors

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



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## No. AUD261, Statistical Sampling - Parts 2 & 3

**CPE:** 36.5 Hours

**Type:** Group-Internet Based

**Course Level:** Basic

**Course Description:**

This is a 6 hour virtual (online meeting) classroom session scheduled approximately 30 days after Statistical Sampling Part 1 (live course). This session utilizes teleconferencing and online meeting software allowing the students to interact with the instructor and other students while remaining at his/her post of duty. This session requires the student to have a real-life statistical sampling application to use as a class case problem - - focusing on the planning, and if applicable, evaluation of the real-life application. The student will receive constructive feedback from the other students and the instructor to consider in finalizing the sampling application.

Part 3 Field Application (8 Duty Hours). The student's supervisor will monitor performance, review the application, and certify (within 120 days of Part 1 completion) that the application was completed by the student and complied with Agency policy. DCAI will provide an automated certification process.

**Prerequisite Course(s):** No. AUD260, Statistical Sampling Part 1

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

**Target Audience:** DCAA auditors

| Subject Matter Area(s)                               | Hours      |
|------------------------------------------------------|------------|
| GAGAS: Auditing-Governmental                         | 36.5 Hours |
| DAWIA: Cost Acct Standards/Statistical Sampling (L2) | 0.0 Hours  |

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# No. AUD270, Regression Analysis - Part 1

**CPE:** 0 Hours

**Type:** Group-Live

**Course Level:** Intermediate

## Course Description:

This course focuses on the application of simple linear regression and multiple regression computer assisted audit techniques using EZ-Quant's Regression Analysis program. Students will be able to apply regression analysis techniques in conducting forward pricing, incurred cost, CAS, provisional billing rates, and other assignments. The class blends live and virtual classroom instruction with performing a real-life regression analysis application.

Part 1 Classroom Session (36 Duty Hours) – a four and a half day live course focusing on fundamentals of regression analysis using EZ-Quant's modules, data input and evaluation of results.

Part 2 Group Internet Session (6 Duty Hours) – a one day virtual classroom distance learning session scheduled approximately 30 days after Part 1. It is conducted via Skype, allowing the student to interact with the instructor and other students while remaining at his/her post of duty. This session requires the student to have a real-life regression application to use as a class case problem, focusing on planning and, if applicable, evaluation of the real-life application. The student will receive constructive feedback from the other students and the instructor to consider in finalizing the application. Part 3 Field Application – is completed when the student's supervisor monitors and reviews the performance of the regression application, and certifies that the application was completed by the student in compliance with Agency policy.

**Prerequisite Course(s):** No. AUD102, Audit Applications

**Other Prerequisites:** A Minimum of 1 Year of DCAA Experience

**Target Audience:** All DCAA Employees

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

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## No. AUD271, Regression Analysis - Parts 2 & 3

**CPE:** 36.5 Hours

**Type:** Group-Internet Based

**Course Level:** Intermediate

### Course Description:

This course is the application portion and continuation of the live course AUD270 – Regression Analysis – Part 1. Parts 2 and 3 include performing a real-life regression analysis, as follows:

Part 2 Group Internet Session (6 Duty Hours) – a one day virtual classroom distance learning session scheduled approximately 30 days after Part 1. It is conducted via Skype, allowing the student to interact with the instructor and other students while remaining at his/her post of duty. This session requires the student to have a real-life regression application to use as a class case problem, focusing on planning and, if applicable, evaluation of the real-life application. The student will receive constructive feedback from the other students and the instructor to consider in finalizing the application.

Part 3 Field Application – is completed when the student's supervisor monitors and reviews the performance of the regression application, and certifies that the application was completed by the student in compliance with Agency policy. Please note that credit will be given for Part 1 (AUD270) and Parts 2 and 3 (AUD271) in the total of 36.5 hours only if the field application is completed and certified within 120 days of Part 1 completion.

**Prerequisite Course(s):** No. AUD270, Regression Analysis - Part 1

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

**Target Audience:** All DCAA Employees

| Subject Matter Area(s)       | Hours      |
|------------------------------|------------|
| GAGAS: Auditing-Governmental | 36.5 Hours |
| DAWIA: Audit Elective (L2)   | 0.0 Hours  |

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# No. AUD275, Improvement Curves

**CPE:** 24.5 Hours

**Type:** Group-Live

**Course Level:** Intermediate

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**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):** No. AUD102, Audit Applications

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**Other Prerequisites:** A minimum of one year of DCAA auditing experience; generally GS-9 and above.

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**Target Audience:** All DCAA Employees

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

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# No. AUD320, Audit of Terminated Contracts

**CPE:** 32 Hours

**Type:** Group-Live

**Course Level:** Intermediate

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**Course Description:**

The Audit of Terminated Contracts course is designed for auditors that have taken the four Termination CMTL Courses AUD321E, AUD322E, AUD323E, and AUD324E as prerequisites within sixty days prior to attending this live course. (It is suggested that if you completed the prerequisites more than sixty days ago, a review of the CMTL contents will be beneficial as you prepare for the live course) Students will review the basic concepts, techniques, and procedures of performing DCAA termination audits. Class discussions, practical exercises, and group case studies are used for the student to develop techniques related to performing termination audits.

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**Prerequisite Course(s):** None

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**Other Prerequisites:** A minimum of 2 years of DCAA experience

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**Target Audience:** All DCAA Employees

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

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# No. AUD335, Cost Impact Proposals

**CPE:** 24.5 Hours

**Type:** Group-Live

**Course Level:** Intermediate

---

**Course Description:**

This 3.5 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.

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**Prerequisite Course(s):** No. AUD230, Cost Accounting Standards I

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**Other Prerequisites:** A minimum of 2 years of DCAA auditing experience.

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**Target Audience:** All DCAA Employees

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| Subject Matter Area(s)       | Hours      |
|------------------------------|------------|
| GAGAS: Auditing-Governmental | 24.5 Hours |
| DAWIA: Audit Elective (L2)   | 0.0 Hours  |
| DAWIA: Audit Elective (L3)   | 0.0 Hours  |

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# No. 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.

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**Prerequisite Course(s):** None

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**Other Prerequisites:**

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).

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**Target Audience:** All DCAA Employees

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

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# No. AUD395, Accounting Systems Audits

**CPE:** 32 Hours

**Type:** Group-Live

**Course Level:** Advanced

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**Course Description:**

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

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**Prerequisite Course(s):**

No. AUD102, Audit Applications  
No. AUD294E, Business Systems - Accounting

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**Other Prerequisites:**

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

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**Target Audience:**

All DCAA Employees

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



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# No. AUD396, Estimating Systems Audits

**CPE:** 32 Hours

**Type:** Group-Live

**Course Level:** Intermediate

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**Course Description:**

The course is designed to cover the following topics related to estimating system audits: (1) Overview of the estimating system clause at DFARS 252.215-7002 and the audit approach; (2) Audit Planning and Risk Assessment; (3) General Expectations for Compliance; (4) Direct Labor Estimating (5) Materials and Subcontracts Estimating; (6) Parametric Estimating; (7) Other Direct Costs Estimating; (8) Indirect Cost Estimating; (9) Proposal Updates and (10) Reporting.

---

**Prerequisite Course(s):**

No. AUD102, Audit Applications

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**Other Prerequisites:**

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.

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**Target Audience:**

All DCAA Employees

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

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# No. 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) Material Transfers and Costing; (6) Material Allocations; (7) MMAS Reporting and MMAS compliance with DFARS 252.242-7004.

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**Prerequisite Course(s):** None

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**Other Prerequisites:** None

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**Target Audience:** All DCAA Employees

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

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# No. AUD460, Statistical Sampling for Supervisors and Managers

**CPE:** 32 Hours

**Type:** Group-Live

**Course Level:** Basic

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**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.

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**Prerequisite Course(s):** None

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**Other Prerequisites:** None

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**Target Audience:** All GS-13 and above, including supervisory and non-supervisory positions

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

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# No. AUD470, Regression Analysis for Supervisors and Managers

**CPE:** 32 Hours

**Type:** Group-Live

**Course Level:** Intermediate

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**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.

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**Prerequisite Course(s):** None

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**Other Prerequisites:** None

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**Target Audience:** DCAA Employees GS-13 and Above

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

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# No. CMP200, Coaching Essentials

**CPE:** 21 Hours

**Type:** Group-Live

**Course Level:** Intermediate

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**Course Description:**

The 3-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 Coaching Learning Theories, Building Trust, Emotional Intelligence, Critical Thinking, Active Listening, and Transformational Leadership.

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**Prerequisite Course(s):** No. CMP100E, Coaching Program Overview

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**Other Prerequisites:**

Participants must take the DiSC assessment 1 week prior to start date of the course. Read DCAA Instruction 1430.5; Participate in a Coaching Q&A Skype Meeting (contact Program Manager to register).

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**Target Audience:** All DCAA Employees

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| Subject Matter Area(s)                      | Hours     |
|---------------------------------------------|-----------|
| GAGAS: Personal Development                 | 6.0 Hours |
| GAGAS: Business Management and Organization | 4.0 Hours |
| GAGAS: Communications & Marketing           | 6.0 Hours |
| GAGAS: Personnel/HR                         | 5.0 Hours |
| FM: Lead Projects/Teams Competencies (L2)   | 0.0 Hours |
| FM: Lead Self Competencies (L1)             | 0.0 Hours |

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# No. CMP210, Mentoring Essentials

**CPE:** 14 Hours

**Type:** Group-Live

**Course Level:** Intermediate

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**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 and supporting effective personal and professional relationships, Providing objective guidance and feedback, facilitating reflective thinking, Setting goals for personal growth and learning, Taking ownership of personal growth and learning, Asking for and receiving feedback, and Reflecting on experiences and lessons learned for future application.

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**Prerequisite Course(s):** No. CMP110E, Mentoring Program Overview

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**Other Prerequisites:** Read DCAAI 1430.4 and attend Orientation Session via Skype.

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**Target Audience:** GS-12 and above

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| 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 |

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# No. COM111, Fundamentals of Oral Presentations

**CPE:** 34 Hours

**Type:** Group-Live

**Course Level:** Basic

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**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.

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**Prerequisite Course(s):** None

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**Other Prerequisites:** None

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**Target Audience:** All DCAA Employees

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

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# No. COM120, Conflict Management Through Difficult Conversations

**CPE:** 14 Hours

**Type:** Group Live

**Course Level:** Basic

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|                            |                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Description:</b> | 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 (COM 130) which is scheduled in conjunction with the COM 120. COM 120 is the first two days and COM 130 is the next two days. |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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|                                |      |
|--------------------------------|------|
| <b>Prerequisite Course(s):</b> | None |
|--------------------------------|------|

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|                             |      |
|-----------------------------|------|
| <b>Other Prerequisites:</b> | None |
|-----------------------------|------|

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|                         |                    |
|-------------------------|--------------------|
| <b>Target Audience:</b> | All DCAA employees |
|-------------------------|--------------------|

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| Subject Matter Area(s)            | Hours      |
|-----------------------------------|------------|
| GAGAS: Communications & Marketing | 14.0 Hours |



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# No. COM130, Developing Trust for High Performing Teams

**CPE:** 14 Hours

**Type:** Group-Live

**Course Level:** Basic

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**Course Description:**

Provides the skills necessary to build trust within a team and leverage the skills and talents of that team to achieve high performance. Note: This course may be taken in conjunction with Conflict Management Through Difficult Conversations (COM 120), which is scheduled in conjunction with the COM 130. COM 120 is the first two days and COM 130 is the next two days.

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**Prerequisite Course(s):** None

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**Other Prerequisites:** None

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**Target Audience:** All DCAA Employees

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

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# No. COM150, Interpersonal Relations

**CPE:** 34 Hours

**Type:** Group-Live

**Course Level:** Basic

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**Course Description:**

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

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**Prerequisite Course(s):** None

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**Other Prerequisites:**

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**Target Audience:** All DCAA employees

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| Subject Matter Area(s)            | Hours      |
|-----------------------------------|------------|
| GAGAS: Communications & Marketing | 34.0 Hours |

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# No. COM311, Staff Briefing Techniques

**CPE:** 0 Hours

**Type:** Group-Live

**Course Level:** Basic

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**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.

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**Prerequisite Course(s):** No. COM111, Briefing Techniques

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**Other Prerequisites:** None

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

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

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# No. COM313, Professional Business Writing

**CPE:** 23 Hours

**Type:** Group-Live

**Course Level:** Intermediate

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**Course Description:**

Learn how to improve your writing organization, logic, and style to get your point across eloquently and quickly. You will delve into the details of the writing process and learn how to identify an audience, choose the best structure, and revise and edit early drafts of your work. It focuses on effective business writing for emails, letters, memos, performance appraisals, short reports and more. For any communication to be successful, the audience must not only get the message, but must interpret the message in the way the sender intended.

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**Prerequisite Course(s):** None

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**Other Prerequisites:** None

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**Target Audience:** DCAA All Occupational Series

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| Subject Matter Area(s)                    | Hours      |
|-------------------------------------------|------------|
| GAGAS: Personal Development               | 23.0 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  |

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# No. 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

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**Other Prerequisites:** None

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**Target Audience:** All DCAA non-supervisory employees

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

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# No. 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 Prerequisites:** None

---

**Target Audience:** All DCAA employees

---

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

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# No. 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):** No. LDR205E, Leadership and Team Productivity E-Learning Module

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**Other Prerequisites:** None

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**Target Audience:** All DCAA employees

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| 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  |

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# No. 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):** No. LDR206E, Negotiation and Collaboration for Leaders

**Other Prerequisites:** None

**Target Audience:** All Employees

| Subject Matter Area(s)                    | Hours      |
|-------------------------------------------|------------|
| GAGAS: Personal Development               | 15.0 Hours |
| GAGAS: Personnel/HR                       | 5.0 Hours  |
| GAGAS: Behavioral Ethics                  | 3.0 Hours  |
| FM: Ethics (L1)                           | 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  |



# No. 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 Prerequisites:** None

**Target Audience:** All DCAA employees

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

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# No. LDR210, 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.

---

**Prerequisite Course(s):** None

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**Other Prerequisites:** None

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

---

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

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# No. LDR300, Leading People and Organizations

**CPE:** 34 Hours

**Type:** Group Live

**Course Level:** Intermediate

---

**Course Description:**

This blended course 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. The course builds on knowledge level information delivered through computer based training (CBT) by further discussing the factors, theories, and information during in-class guided discussions to further develop knowledge and understanding of the course topics. \*\*\*Completion of all eight CBT modules is required prior to attending live training\*\*\* \*\*\*30 days prior to training, all who have not completed CBT modules will be dis-enrolled\*\*\* \*\*\*Link to the student guides is attached to the CBTs\*\*\*

---

**Prerequisite Course(s):**

No. LDR300\_1, Supervisor Roles and Responsibilities  
No. LDR300\_2, Emotional Intelligence  
No. LDR300\_3, Principles of Leadership  
No. LDR300\_4, Leading Teams  
No. LDR300\_5, Critical Thinking and Decision Making  
No. LDR300\_6, Prioritization and Delegation  
No. LDR300\_7, Employee Interaction in a Diverse Generation  
No. LDR300\_8, Conflict Management

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**Other Prerequisites:**

None

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**Target Audience:**

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

---

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

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# No. 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.

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**Prerequisite Course(s):** None

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**Other Prerequisites:** None

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**Target Audience:** All DCAA Employees

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

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# No. LDR309, Situational Leadership

**CPE:** 15 Hours

**Type:** Group Live

**Course Level:** Intermediate

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**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

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**Other Prerequisites:** None

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**Target Audience:** All DCAA employees

---

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

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# No. 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.

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**Prerequisite Course(s):** None

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**Other Prerequisites:** None

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**Target Audience:** All Supervisors

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

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# No. LDR404, Creative and Innovative Leadership

**CPE:** 15 Hours

**Type:** Group-Live

**Course Level:** Advanced

---

**Course Description:**

This course explores "outside the box" ideas toward innovation and creative leadership. It examines the practical application of creative ideas to drive organizational results and how innovation can benefit the organization. Individuals can harness creative energy and when placed on teams who practice psychological safety, the innovative results are boundless. Leaders will identify strategies for encouraging divergent thinking and examine methods of fostering a culture of innovation.

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**Prerequisite Course(s):** None

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**Other Prerequisites:** None

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**Target Audience:** All DoD Employee Supervisors GS-12s and higher

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| Subject Matter Area(s)                    | Hours      |
|-------------------------------------------|------------|
| GAGAS: Personal Development               | 15.0 Hours |
| FM: Lead People Competencies (L3)         | 0.0 Hours  |
| FM: Lead Projects/Teams Competencies (L2) | 0.0 Hours  |

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# No. 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.

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**Prerequisite Course(s):** None

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**Other Prerequisites:** None

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

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



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# No. MGT110, Time Management

**CPE:** 15 Hours

**Type:** Group-Live

**Course Level:** Basic

---

**Course Description:** Provides employees the skills and knowledge to prioritize requirements to maximize productivity and configure Outlook to support work goals and objectives.

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**Prerequisite Course(s):** None

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**Other Prerequisites:** None

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**Target Audience:** All DCAA Employees

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

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# No. MGT200, Supervisor Cornerstone Course

**CPE:** 34 Hours

**Type:** Group-Live

**Course Level:** Basic

---

**Course Description:**

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.

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

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**Other Prerequisites:**

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.

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

---

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

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# No. MGT214, COGNOS/Impromptu Reports

**CPE:** 15 Hours

**Type:** Group Live

**Course Level:** Basic

---

**Course Description:**

This course is designed for the new Cognos user (Supervisors, Professional Staff Workforce, and/or other employees with a Cognos License). After completing the course students will understand the basic Impromptu and PowerPlay reporting concepts, such as the relationship between a catalog, report, and database. During the course, students will learn the difference between real-time and point-in-time source data. The students will also have the ability to organize, customize, and format data in existing or custom reports.

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**Prerequisite Course(s):** None

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**Other Prerequisites:** COGNOS license is required

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**Target Audience:** DCAA auditors

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| Subject Matter Area(s)       | Hours      |
|------------------------------|------------|
| GAGAS: Specialized Knowledge | 15.0 Hours |

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# No. MGT220 , Work and Project Management

**CPE:** 14 Hours

**Type:** Group-Live

**Course Level:** Basic

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**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.

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**Prerequisite Course(s):** None

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**Other Prerequisites:** None

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**Target Audience:** All DCAA Employees

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

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# No. MGT230, Customer 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.

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**Prerequisite Course(s):** None

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**Other Prerequisites:** None

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

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

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# No. MGT270, FAQ Cornerstone Course

**CPE:** 32 Hours

**Type:** Group-Live

**Course Level:** Intermediate

---

**Course Description:**

Provides FAQ's (Field Audit Office (FAO) Assistant for Quality) with the knowledge necessary to successfully acclimate to their new leadership role within an FAO or Branch Office environment. The student will learn essential skills pertaining to communication with a diverse audience, proper presentation techniques through classroom instruction and three live recorded presentations, as well as quality resources needed daily in this role. The target audience of this course are those promoted to FAQ; this live course to be taken within (90) days of promotion. COM310E (Effective communication) is a prerequisite to taking this live course. AUD165 (Judgmental Selection) and COM120 (Conflict Management) are required to be taken within six months of MGT270.

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**Prerequisite Course(s):** No. COM310E, Communicating Effectively

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**Other Prerequisites:** None

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**Target Audience:** Newly promoted FAQ's (mandatory within 90 days of promotion)

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| Subject Matter Area(s)                     | Hours      |
|--------------------------------------------|------------|
| GAGAS: Auditing-Governmental               | 12.0 Hours |
| GAGAS: Personal Development                | 20.0 Hours |
| FM: Audit Readiness (L1)                   | 0.0 Hours  |
| FM: Audit Readiness (L2)                   | 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 Applications (L1)             | 0.0 Hours  |
| DAWIA: Audit Elective Alternate Track (L3) | 0.0 Hours  |

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# No. MGT300, Managers Cornerstone Course

**CPE:** 34 Hours

**Type:** Group Live

**Course Level:** Intermediate

---

**Course Description:**

Focus is on organizational level management (managing through subordinate supervisors) and leadership. Provides new managers the skills and knowledge to perform their duties at a high level in a diverse organization. This course is for current GS 14s that serve as a BM or RA

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**Prerequisite Course(s):** None

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**Other Prerequisites:** None

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**Target Audience:** DCAA Managers; Supervisors selected for Manager positions

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| Subject Matter Area(s) | Hours      |
|------------------------|------------|
| GAGAS: Personnel/HR    | 34.0 Hours |

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# No. MGT350, DMIS/CaseWare Administration for Supervisors

**CPE:** 34 Hours

**Type:** Group-Live

**Course Level:** Intermediate

---

**Course Description:**

This course is designed for new supervisors to be taken within the first year from promotion and/or assignment. After completing the course students will obtain an understanding through analysis and discourse (i) supervising audits using CaseWare, (ii) DMIS Administration, and (iii) SWRI Planning. Defense Management Information Systems (DMIS) Administration, and Strategic Workload and Resources Initiative (SWRI) Planning. Students will be able to setup and disposition assignments, process Price Negotiation Memorandum (PNM), and populate SWRI planning data, including adjust Estimating at Completions (EACs) and estimate staffing forecast. This course also provides the skills necessary to navigate DMIS and the tools to ensure DMIS data accuracy.

---

**Prerequisite Course(s):** None

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**Other Prerequisites:**

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**Target Audience:** All Supervisors within first year of promotion/assignment

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| Subject Matter Area(s)     | Hours      |
|----------------------------|------------|
| GAGAS: Management Services | 34.0 Hours |



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

**CPE:** 12 Hours

**Type:** Interactive Self-Study

**Course Level:** Basic

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**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.

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**Prerequisite Course(s):** None

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**Other Prerequisites:** None

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**Target Audience:** All auditors

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| Subject Matter Area(s)       | Hours      |
|------------------------------|------------|
| GAGAS: Auditing-Governmental | 12.0 Hours |

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# No. 1574, CAS 414 and 417

**CPE:** 8 Hours

**Type:** Interactive Self-Study

**Course Level:** Basic

---

**Course Description:**

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

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

**Prerequisite Course(s):** None

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**Other Prerequisites:** None

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**Target Audience:** All auditors

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| Subject Matter Area(s)       | Hours     |
|------------------------------|-----------|
| GAGAS: Auditing-Governmental | 8.0 Hours |

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# No. 1575, CAS 406 - Cost Accounting Period

**CPE:** 8 Hours

**Type:** Interactive Self-Study

**Course Level:** Basic

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**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.

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**Prerequisite Course(s):** None

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**Other Prerequisites:** None

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**Target Audience:** All auditors

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| Subject Matter Area(s)       | Hours     |
|------------------------------|-----------|
| GAGAS: Auditing-Governmental | 8.0 Hours |

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

**CPE:** 3.5 Hours

**Type:** Interactive Self-Study

**Course Level:** Basic

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

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|                                |      |
|--------------------------------|------|
| <b>Prerequisite Course(s):</b> | None |
|--------------------------------|------|

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|                             |      |
|-----------------------------|------|
| <b>Other Prerequisites:</b> | None |
|-----------------------------|------|

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|                         |              |
|-------------------------|--------------|
| <b>Target Audience:</b> | All auditors |
|-------------------------|--------------|

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

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# No. 1581, CAS 412 and 413

**CPE:** 8 Hours

**Type:** Interactive Self-Study

**Course Level:** Basic

---

**Course Description:**

You will learn to identify the fundamental requirements of:

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

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

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**Prerequisite Course(s):** None

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**Other Prerequisites:** None

---

**Target Audience:** All auditors

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| Subject Matter Area(s)       | Hours     |
|------------------------------|-----------|
| GAGAS: Auditing-Governmental | 8.0 Hours |

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

**CPE:** 2.5 Hours

**Type:** Interactive Self-Study

**Course Level:** Basic

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**Course Description:**

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

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**Prerequisite Course(s):** None

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**Other Prerequisites:** None

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**Target Audience:** All auditors

---

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

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

**CPE:** 6 Hours

**Type:** Interactive Self-Study

**Course Level:** Basic

---

**Course Description:**

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

---

**Prerequisite Course(s):** None

---

**Other Prerequisites:** None

---

**Target Audience:** All auditors

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

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# No. 2215, Terminations: Audit of Terminations Proposals

**CPE:** 7 Hours

**Type:** Interactive Self-Study

**Course Level:** Basic

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**Course Description:**

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

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

---

**Prerequisite Course(s):**

No. 2213, Terminations: Criteria, Intro. & Gen. Audit Steps  
No. 2214, Terminations: Term. Proposals & Term. Inventory

---

**Other Prerequisites:**

None

---

**Target Audience:**

All auditors

---

| Subject Matter Area(s)       | Hours     |
|------------------------------|-----------|
| GAGAS: Auditing-Governmental | 7.0 Hours |



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# No. 2421, Equitable Adjustments and the Audit Approach

**CPE:** 6 Hours

**Type:** Interactive Self-Study

**Course Level:** Basic

---

**Course Description:**

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

---

**Prerequisite Course(s):** None

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**Other Prerequisites:** None

---

**Target Audience:** All auditors

---

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

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

**CPE:** 8 Hours

**Type:** Interactive Self-Study

**Course Level:** Basic

---

**Course Description:**

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

---

**Prerequisite Course(s):** None

---

**Other Prerequisites:** None

---

**Target Audience:** All auditors

---

| Subject Matter Area(s)       | Hours     |
|------------------------------|-----------|
| GAGAS: Auditing-Governmental | 8.0 Hours |

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# No. 9005, Comp Time Off for Travel

**CPE:** 0 Hours

**Type:** Interactive Self-Study

**Course Level:** Basic

---

**Course Description:**

Upon successful completion of this course, the student will be able to understand and comply with policies and regulations related to time spent in travel status when such time is not otherwise compensable (also known as comp time off for travel).

---

**Prerequisite Course(s):**

None

---

**Other Prerequisites:**

None

---

**Target Audience:**

All DCAA Employees

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# No. 9310, Auditor Testimony in BCA Proceedings

**CPE:** 7.5 Hours

**Type:** Interactive Self-Study

**Course Level:** Basic

---

**Course Description:**

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

---

**Prerequisite Course(s):** None

---

**Other Prerequisites:** None

---

**Target Audience:** All auditors

---

| Subject Matter Area(s)       | Hours     |
|------------------------------|-----------|
| GAGAS: Auditing-Governmental | 7.5 Hours |

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# No. AUD103E, Effective Grammar and Audit Report Formatting

**CPE:** 2 Hours

**Type:** Interactive Self-Study

**Course Level:** Basic

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**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

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**Other Prerequisites:** None

---

**Target Audience:** All DCAA Employees

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

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# No. 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

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**Other Prerequisites:** None

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

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

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# No. 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 Prerequisites:** None

---

**Target Audience:** All DCAA Employees

---

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

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# No. 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 Prerequisites:** None

---

**Target Audience:** All DCAA Employees

---

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



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# No. 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 Costs Audits that DCAA has implemented via MRD 19-PAS-003 and CAM 6-107. This course is based on the auditing standards and the January 2019 version of the Department of Defense (DoD) Professional Practice Guide Chapter 2.

---

**Prerequisite Course(s):** None

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**Other Prerequisites:** None

---

**Target Audience:** All Auditors

---

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

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# No. 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 that DCAA implemented in accordance with MRD 20-PIC-001(R), CAM 6 104, and DCAA Policy and Procedures for Risk-Based Sampling of Incurred Cost Proposals (Version 1.0).

---

**Prerequisite Course(s):** None

---

**Other Prerequisites:** None

---

**Target Audience:** All DCAA Auditors

---

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

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# No. 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

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**Other Prerequisites:** None

---

**Target Audience:** All DCAA Employees

---

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

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# No. AUD126E, Briefing Contracts

**CPE:** 2 Hours

**Type:** Interactive Self-Study

**Course Level:** Basic

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.

**Course Description:**

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 Prerequisites:** None

**Target Audience:** All DCAA Employees

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

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# No. 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 Prerequisites:** None

---

**Target Audience:** Any DCAA employee who did not complete –AUD100 New Hire Onboarding

---

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

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# No. 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, the federal procurement laws and regulations that govern them.

---

**Prerequisite Course(s):** No. AUD190E, Orientation to DCAA

---

**Other Prerequisites:** 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 |

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# No. AUD192E, GAGAS

**CPE:** 2 Hours

**Type:** Interactive Self-Study

**Course Level:** Basic

---

**Course Description:**

This course is designed to provide auditors with a fundamental knowledge of GAGAS and their applicability to the auditing profession. In this course, students will learn the GAGAS foundation and ethical principles, the types of audits organizations may perform in accordance with GAGAS, the GAGAS general standards, and finally we will look at attestation engagements focusing on examination types.

---

**Prerequisite Course(s):** None

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**Other Prerequisites:** None

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**Target Audience:** All DCAA Employees

---

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

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# No. 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 are 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 Prerequisites:** None

---

**Target Audience:** All Federal Employees

---

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



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# No. 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 Prerequisites:** 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 |

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# No. 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 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 Prerequisites:** 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 |

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# No. 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 Prerequisites:** None

---

**Target Audience:** Mandatory for all DCAA Employees

---

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

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# No. 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 Prerequisites:** None

---

**Target Audience:** All DCAA Employees

---

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

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# No. 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):**

No. AUD102, Audit Applications  
No. AUD198E, CAS for the New Hire

---

**Other Prerequisites:**

None

---

**Target Audience:**

All DCAA Employees

---

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

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# No. 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):** No. AUD198E, CAS for the New Hire

---

**Other Prerequisites:** None

---

**Target Audience:** All DCAA employees

---

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

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# No. 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):** No. AUD198E, CAS for the New Hire

---

**Other Prerequisites:** None

---

**Target Audience:** All DCAA Employees

---

| Subject Matter Area(s)          | Hours     |
|---------------------------------|-----------|
| GAGAS: Accounting-Governmental  | 3.0 Hours |
| FM: Audit Readiness (L1)        | 0.0 Hours |
| DAWIA: Audit Applications (L1)  | 0.0 Hours |
| DAWIA: Cost Acct Standards (L3) | 0.0 Hours |

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# No. 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):**

No. AUD102, Audit Applications  
No. AUD198E, CAS for the New Hire

---

**Other Prerequisites:**

None

---

**Target Audience:**

All DCAA Employees

---

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



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# No. 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 Prerequisites:** None

---

**Target Audience:** All DCAA Employees

---

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

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# No. 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 Prerequisites:** None

---

**Target Audience:** All DCAA Employees

---

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

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# No. 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 Prerequisites:** None

---

**Target Audience:** All DCAA Employees

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

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# No. 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 Prerequisites:** None

---

**Target Audience:** All DCAA Employees

---

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

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# No. 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 Prerequisites:** None

---

**Target Audience:** All DCAA Employees

---

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

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# No. 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.

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**Prerequisite Course(s):**

No. AUD102, Audit Applications

---

**Other Prerequisites:**

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

**Target Audience:**

All DCAA Employees

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

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# No. 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

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**Other Prerequisites:** None

---

**Target Audience:** All DCAA Employees

---

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

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# No. 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 Prerequisites:** None

---

**Target Audience:** All DCAA employees

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



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# No. CMP110E, Mentoring Program Overview

**CPE:** 0 Hours

**Type:** Interactive Self-Study

**Course Level:** Basic

---

**Course Description:**

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.

---

**Prerequisite Course(s):** None

---

**Other Prerequisites:** Read DCAAI 1430.4

---

**Target Audience:** All DCAA Employees

---

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

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# No. 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 Prerequisites:** None

---

**Target Audience:** All DCAA employees

---

| Subject Matter Area(s)            | Hours     |
|-----------------------------------|-----------|
| GAGAS: Communications & Marketing | 1.0 Hours |
| GAGAS: Personnel/HR               | 1.0 Hours |
| FM: Lead Self Competencies (L1)   | 0.0 Hours |

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# No. COM310E, Communicating Effectively

**CPE:** 4 Hours

**Type:** Interactive Self-Study

**Course Level:** Basic

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**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

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**Prerequisite Course(s):** None

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**Other Prerequisites:** None

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**Target Audience:** All DCAA Employees

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| 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 |

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# No. LDR100E, What it Takes to Lead

**CPE:** 1 Hours

**Type:** Interactive Self-Study

**Course Level:** Basic

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**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.

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**Prerequisite Course(s):** None

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**Other Prerequisites:**

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**Target Audience:** New hires; DCAA employees

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

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# No. LDR101E, Agile Leadership

**CPE:** 1 Hours

**Type:** Interactive Self-Study

**Course Level:** Basic

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**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.

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**Prerequisite Course(s):** None

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**Other Prerequisites:**

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**Target Audience:** New hires; DCAA employees

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

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# No. LDR102E, Public Service Motivation

**CPE:** 0.5 Hours

**Type:** Interactive Self-Study

**Course Level:** Basic

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**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.

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**Prerequisite Course(s):** None

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**Other Prerequisites:** None

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**Target Audience:** All DCAA Employees

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

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# No. LDR104E, DoD Mission and Culture

**CPE:** 0 Hours

**Type:** Interactive Self-Study

**Course Level:** Basic

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**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.

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**Prerequisite Course(s):** None

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**Other Prerequisites:** None

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**Target Audience:** All DCAA Employees

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

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# No. LDR205E, Leadership and Team Productivity E-Learning Module

**CPE:** 0 Hours

**Type:** Interactive Self Study

**Course Level:** Basic

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**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 examine 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.

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**Prerequisite Course(s):** None

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**Other Prerequisites:** None

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**Target Audience:** All DCAA Employees



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# No. LDR408E, Forming a Strategic Vision

**CPE:** 0 Hours

**Type:** Interactive Self-Study

**Course Level:** Advanced

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**Course Description:**

The purpose of this course is to provide you with the background knowledge necessary to understand and apply a strategic mindset to form a strategic vision as part of a broader leadership philosophy. In this course, students will gain knowledge to successfully explain an organization's strategic vision and implementation plan.

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**Prerequisite Course(s):** None

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**Other Prerequisites:**

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**Target Audience:** GS-14 and GS-15 DCAA Employees

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

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# No. MGT200E, Supervisor Cornerstone

**CPE:** 16 Hours

**Type:** Interactive Self-Study

**Course Level:** Intermediate

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**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.

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**Prerequisite Course(s):** None

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**Other Prerequisites:**

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**Target Audience:**

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| Subject Matter Area(s)                      | Hours     |
|---------------------------------------------|-----------|
| GAGAS: Behavioral Ethics                    | 3.0 Hours |
| GAGAS: Business Law                         | 1.0 Hours |
| GAGAS: Business Management and Organization | 8.0 Hours |
| GAGAS: Communications & Marketing           | 1.0 Hours |
| GAGAS: Personnel/HR                         | 3.0 Hours |

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# No. MGT205E, Leading Change

**CPE:** 1.5 Hours

**Type:** Interactive Self-Study

**Course Level:** Basic

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**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.

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**Prerequisite Course(s):** None

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**Other Prerequisites:**

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

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

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# No. MGT401E, Succession Planning: 9-Box Talent Grid

**CPE:** 0 Hours

**Type:** Interactive Self-Study

**Course Level:** Basic

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**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.

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**Prerequisite Course(s):** None

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**Other Prerequisites:** None

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**Target Audience:** DCAA Employees - GS13 and above

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

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# No. OTS100E, ERP Familiarization

**CPE:** 1 Hours

**Type:** Interactive Self-Study

**Course Level:** Basic

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**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.

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**Prerequisite Course(s):** None

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**Other Prerequisites:**

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**Target Audience:** All DCAA Employees

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

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# No. POL197E, Independence

**CPE:** 0 Hours

**Type:** Interactive Self-Study

**Course Level:** Basic

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**Course Description:** The purpose of the POL 197E course is to provide the required annual Yellow Book independence training for FY 2020.

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**Prerequisite Course(s):** None

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**Other Prerequisites:**

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**Target Audience:** All auditors

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