DCAA

DEFENSE CONTRACT AUDIT AGENCY

COURSE CATALOG
2021

SKILLS

KNOWLEDGE

COMPETENCE

TRAINING

LEARNING

PERFORMANCE

PROFESSIONAL DEVELOPMENT

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

About DCAI

Courses

Non-DCAA Courses

DCAAP 1421.3

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.
Virtual – Internet-based courses, instructor-led interactive.

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

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

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

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

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

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

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

Note To Users Printing This Catalog:
The catalog is organized by type of training. Within each type, the course descriptions are provided in numerical order.

Non-DCAA Courses

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

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

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

Administrative and General Office Skills

Training Sponsor	Available Courses
USA Learning (Formerly golearn.gov)	Administrative Assistance Skills
	Punctuating with Skill
	Writing Effective business Documents
	Developing Fundamental
	Critical Thinking Skills
	Basics of Learning
	USA Learning also has numerous courses in using desktop computers (e.g. Windows, MS Word, MS Excel, etc.)
The Graduate School	Administrative Officers Seminar
	Creative Problem Solving
	Office Management
	Managing Multiple Priorities
	Basic Communication Skills
	Fundamentals of Writing
	Proofreading

Auditing

Training Sponsor	Available Courses
The Graduate School	Auditing and general government service courses such as:
	Auditing Computer Networks
	Auditing in a Paperless Environment
	Contract and Procurement Fraud
	Prevention and Detection of Fraud
Defense Acquisition University 888.284.4906	ACQ 101, Fundamentals of Systems Acquisition Management EVM 101, Fundamentals of Earned Value Management

Information Technology

Training Sponsor	Available Courses
USA Learning	USA Learning has an extensive list of IT courses, including the entire SkillSoft IT Library, with courses in networking, security, etc. Many courses for IT certifications are available through USA Learning.
The Graduate School	Information Technology Online Network and Operating Systems Online Security Internet Courses
Computer Technology Industry Associations (CompTIA)*	A+ Certification Security+ Certification Network+ Certification

International Information Systems Security Certification Consortium ((ISC)2)*

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

Information System Audit and Control Association (ISACA)*

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

| SANS Institute*
* For more information contact
Mark Frank at 703.767.1720 | GIAC Security Essentials Certification (GSEC)
GIAC Security Leadership Certification (GSLC)
GIAC Security Expert (GSE)
GIAC Information Security Fundamentals (GISF)
GIAC Security Essentials Certification (GSEC)
GIAC Security Leadership Certification (GSLC)
GIAC Security Expert (GSE)
GIAC Information Security Fundamentals (GISF) |

Executive Education and Leadership Development Programs

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

Management Training

Training Sponsor	Available Courses
OPM Management Development Centers 304.870.8008	Seminar for New Managers Management Development Seminar

Other DOD Training

Training Sponsor	Available Courses
FM LMS iCompass	DoD LMS iCompass is the main site for obtaining the DoD FM Certification. The courses developed specifically for the FM certification program should be launched from this site. The site is used to establish the curriculum for the assigned certification level; record and document completion of the requirements; record supervisory approval; and obtain the approval for certification when all requirements are complete.
FM MyLearn	DoD myLearn is the gateway to professional opportunities. It contains a comprehensive DoD FM Learning catalog, with courses offered by the military departments, defense agencies, other federal sources, and some commercial entities. Employees may use this site to find courses to satisfy competencies for their certification levels. This site will be useful especially for non-511 employees to determine whether past training courses have been aligned with FM competencies.

Special Educational Opportunities

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

DCAI Course Listing

(Click course for full description)

AUD100 | New Hire Onboarding Week 1   (Live)
AUD100V | Virtual New Hire Onboarding Week 1   (Virtual)
AUD101 | Basic Contract Auditing Skills   (Live)
AUD101V | Basic Contract Auditing Skills   (Virtual)
AUD102 | Audit Applications   (Live)
AUD102V | Audit Applications   (Virtual)
AUD103E | Effective Grammar and Audit Report Formatting   (e-learning)
AUD104 | Developing an Effective Audit Report   (Live)
AUD106E | CaseWare Refresher   (e-learning)
AUD107E | Permanent Files   (e-learning)
AUD109V | Data Management, Organization, & Visualization   (Virtual)
AUD10A | New Hire Onboarding Week 2   (Live)
AUD10AV | Virtual New Hire Onboarding Week 2   (Virtual)
AUD110 | Data Analytics Application & Modeling, Part 1   (Live)
AUD110E | Introduction to Data Analytics   (e-learning)
AUD110V | Data Analytics Application & Modeling, Part 1   (Live)
AUD111V | Data Analytics Application & Modeling - Parts 2 & 3   (Virtual)
AUD112E | Materiality in Audits of Incurred Cost   (e-learning)
AUD113E | Risk-Based Sampling of Incurred Cost Proposals   (e-learning)
AUD114E | GAGAS 2018   (e-learning)
AUD115E | Progress Payments   (e-learning)
AUD126 | Mandatory Annual Audit Requirements   (Live)
AUD126E | Briefing Contracts   (e-learning)
AUD126V | Mandatory Annual Audit Requirements   (Virtual)
AUD190E | Orientation to DCAA   (e-learning)
AUD191E | Orientation to DCAA Contract Audits   (e-learning)
AUD193E | FAR Part 31-Specifically Allowable and Unallowable Costs   (e-learning)
AUD194E | FAR 31 – Allowable Costs with Restrictions (Non-Employee Related)   (e-learning)
AUD195E | FAR 31 – Allowable Costs with Restrictions (Employee Related)   (e-learning)
AUD196E | Handling Contractor Proprietary Data   (e-learning)
AUD198E | CAS for the New Hire   (e-learning)
AUD210 | Incurred Cost   (Live)
AUD210V | Incurred Cost   (Virtual)
AUD230 | Cost Accounting Standards I   (Live)
AUD230V | Cost Accounting Standards I   (Virtual)
AUD235 | Cost Accounting Standards II   (Live)
AUD235V | Cost Accounting Standards II   (Virtual)
AUD236E | CAS Administration and Coverage   (e-learning)
AUD237E | CAS 401, 402, and 405   (e-learning)
AUD238E | CAS 403, 410, 418, and 420   (e-learning)
AUD239E | CAS 406 - Cost Accounting Period   (e-learning)
AUD241E | CAS 404 & 409 Capitalization & Depreciation   (e-learning)
AUD242E | CAS 414 and 417 – Cost of Money   (e-learning)
AUD243E | CAS 408 and 415   (e-learning)
AUD244E | CAS 407 - Standard Costs for Direct Matl. & Labor   (e-learning)
AUD245E | CAS 416 Accounting for Insurance Costs   (e-learning)
AUD246E | CAS 411 Accounting for Acquisition Cost of Material   (e-learning)
AUD250 | Forward Pricing - 21000 Assignments   (Live)
AUD250V | Forward Pricing - 21000 Assignments   (Virtual)

AUD251E | Truth in Negotiation Audits   (e-learning)
AUD255 | Forward Pricing Rate Proposals   (Live)
AUD255V | Forward Pricing Rate Proposals   (Virtual)
AUD260 | Statistical Sampling Part 1   (Live)
AUD261 | Statistical Sampling - Parts 2 & 3   (Virtual)
AUD270 | Regression Analysis - Part 1   (Live)
AUD271 | Regression Analysis - Parts 2 & 3   (Virtual)
AUD275 | Improvement Curves   (Live)
AUD294E | Business Systems - Accounting   (e-learning)
AUD335 | Cost Impact Proposals   (Live)
AUD335V | Cost Impact Proposals   (Virtual)
AUD351 | Truth in Negotiation Compliance Audits   (Live)
AUD351V | Truth in Negotiation Compliance Audits   (Virtual)
AUD395 | Accounting Systems Audits   (Live)
AUD395V | Accounting Systems Audits   (Virtual)
AUD396 | Estimating Systems Audits   (Live)
AUD396V | Estimating Systems Audits   (Virtual)
AUD397 | Material Management and Accounting System Audits   (Live)
AUD397V | Material Management and Accounting System Audits   (Virtual)
AUD460 | Statistical Sampling for Supervisors and Managers   (Live)
AUD470 | Regression Analysis for Supervisors and Managers   (Live)
CMP100E | Coaching Program Overview   (e-learning)
CMP110E | Mentoring Program Overview   (e-learning)
CMP200 | Coaching Essentials   (Live)
CMP200V | Coaching Essentials   (Virtual)
CMP210 | Mentoring Essentials   (Live)
CMP210V | Mentoring Essentials   (Virtual)
COM102E | Managing Your Manager   (e-learning)
COM111 | Fundamentals of Oral Presentations   (Live)
COM120 | Conflict Management Through Difficult Conversations   (Live)
COM120V | Conflict Management Through Difficult Conversations   (Virtual)
COM122E | Foundations of Plain Language   (e-learning)
COM130 | Developing Trust for High Performing Teams   (Live)
COM150 | Interpersonal Relations   (Live)
COM310E | Communicating Effectively   (e-learning)
COM311 | Staff Briefing Techniques   (Live)
COM313 | Professional Business Writing   (Live)
DIS101V | The DISC Assessment Course   (Virtual)
LDR100E | What it Takes to Lead   (e-learning)
LDR101E | Agile Leadership   (e-learning)
LDR102E | Public Service Motivation   (e-learning)
LDR104E | DoD Mission and Culture   (e-learning)
LDR200 | Leading Self and Teams   (Live)
LDR202 | Operational Planning for Leaders   (Live)
LDR202V | Operational Planning for Leaders   (Virtual)
LDR205 | Leadership and Team Productivity   (Live)
LDR205E | Leadership and Team Productivity E-Learning Module   (e-learning)
LDR205V | Leadership and Team Productivity (Virtual)   (Virtual)
LDR206 | Negotiation and Collaboration for Leaders   (Live)
LDR206V | Negotiation and Collaboration for Leaders   (Virtual)
LDR209 | Problem Solving Leadership   (Live)
LDR209V | Problem Solving   (Virtual)
LDR210 | Super-Auditor to Super-Visor   (Live)
LDR210V | Super-Auditor to Super-Visor   (Virtual)
LDR250V | Concepts of Leadership   (Virtual)

LDR300 | Leading People and Organizations   (Live)

LDR300V | Leading People and Organizations   (Virtual)

LDR302 | Emotional Intelligence   (Live)

LDR302V | Emotional Intelligence   (Virtual)

LDR309 | Situational Leadership   (Live)

LDR309V | Situational Leadership   (Virtual)

LDR316 | Developing Self and Others   (Live)

LDR316V | Developing Self and Others   (Virtual)

LDR409 | The Business of Strategy   (Live)

MGT110 | Time Management   (Live)

MGT110V | Time Management   (Virtual)

MGT200 | Supervisor Cornerstone Course   (Live)

MGT200E | Supervisor Cornerstone   (e-learning)

MGT200V | Supervisor Cornerstone Course   (Virtual)

MGT205E | Leading Change   (e-learning)

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)

MGT399E | Supervisors Refresher Course   (e-learning)

MGT401E | Succession Planning: 9-Box Talent Grid   (e-learning)

MGT416E | Creating a Positive Work Environment   (e-learning)

OTS100E | ERP Familiarization   (e-learning)

POL197E | Independence   (e-learning)

WEB101V | WebEx Efficiency Course   (Virtual)

No. AUD100, New Hire Onboarding Week 1

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

Course Description:	The purpose of this course is to introduce the new hire to DCAA, provide administrative resource information, and provide an overview of DCAI, available professional development, timesheet, and union participation. This is Week One of the two-week New Hire Onboarding Course. All new hires will attend this course on their first day of employment with the agency. Students will receive their laptops and CAC cards during this week of New Hire Onboarding. In addition, students will complete all human resource and mandatory online training requirements for receiving government property (i.e. computers). Administrative employees will be dismissed at 11:00am on Friday and auditor employees will not be dismissed until 3:50pm Friday. The New Hire Onboarding course will continue for auditor employees the following Monday. See course description for AUD100A – New Hire Onboarding Week 2 for second week information.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	All DCAA Employees

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

No. AUD100V, Virtual New Hire Onboarding Week 1

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

Course Description:	The purpose of this course is to introduce the new hire to DCAA, provide administrative resource information, and provide an overview of DCAI, available professional development, timesheet, and union participation. This is Week One of the two-week New Hire Onboarding Course. All new hires will attend this course on their first day of employment with the agency. Students will receive their laptops and CAC cards during this week of New Hire Onboarding. In addition, students will complete all human resource and mandatory online training requirements for receiving government property (i.e. computers). Administrative employees will be dismissed at 11:00am on Friday and auditor employees will not be dismissed until 3:50pm Friday. The New Hire Onboarding course will continue for auditor employees the following Monday. See course description for AUD100A - New Hire Onboarding Week 2 for second week information.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	All DCAA Employees

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

No. AUD101V, Basic Contract Auditing Skills

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

Course Description:	The purpose of the Basic Contract Audit Skills (BCAS) course is to prepare new hire auditors to perform basic audit tasks which are fundamental to contract auditing. BCAS is the second course a new hire will take in the New Hire Continuum of courses (New Hire Onboarding, Basic Contract Audit Skills, Audit Applications, and focused training events). It is a 2-week training course of basic concepts, techniques, and procedures of DCAA contract auditing. BCAS introduces the new hire auditors to Generally Accepted Government Auditing Standards (GAGAS), provides insight and promotes awareness of audit criteria requirements, concentrates on the need for effective communication with our stakeholders, and walks the new hires through the audit process beginning with the rules of engagement through issuance of the final audit report. The BCAS course teaches the new hire auditors the essence of critical thinking and auditor skepticism by engaging them in hands-on application exercises (many of which are group exercises, while others are individual research and writing exercises). The applications they learn in this class readily prepare them for the next class in the New Hire Continuum, Audit Applications. The Agency expects new auditors to attend this course approximately 6-8 weeks after completion of AUD100A-New Hire Onboarding.
Prerequisite Course(s):	No. 9201, New Employee Ethics No. AUD10A, New Hire 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

No. AUD102, Audit Applications

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

Course Description:	The purpose of this course is to prepare the new hire auditor the skills to apply basic audit methods to plan and conduct an incurred cost audit and a forward pricing audit. This course is the third course an auditor will take in the New Hire Continuum of courses (New Hire Onboarding, Basic Contract Audit Skills, Audit Applications, and focused training events). It is a 2-week contract auditing course which prepares the auditor to apply basic audit methods to plan and conduct an incurred cost audit and a forward pricing audit. Class discussions, practical exercises, and case studies are used to highlight problem areas and evaluate alternative courses of action. The Agency expects new auditors to attend this course approximately 60 days after completion of Basic Contract Audit Skills.
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
Other Prerequisites:	None
Target Audience:	New Hire Auditors

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

No. AUD102V, Audit Applications

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

Course Description:	The purpose of this course is to prepare the new hire auditor the skills to apply basic audit methods to plan and conduct an incurred cost audit and a forward pricing audit. This course is the third course an auditor will take in the New Hire Continuum of courses (New Hire Onboarding, Basic Contract Audit Skills, Audit Applications, and focused training events). It is a 2-week contract auditing course which prepares the auditor to apply basic audit methods to plan and conduct an incurred cost audit and a forward pricing audit. Class discussions, practical exercises, and case studies are used to highlight problem areas and evaluate alternative courses of action. The Agency expects new auditors to attend this course approximately 60 days after completion of Basic Contract Audit Skills.
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
Other Prerequisites:	None
Target Audience:	New Hire Auditors

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

No. AUD103E, Effective Grammar and Audit Report Formatting

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

Course Description:	The Effective Grammar and Audit Report Formatting course provides examples of practical applications in punctuation use, sentence structure, paragraph structure and DCAA's audit report formatting procedures.
Prerequisite Course(s):	None
Other Prerequisites:	
Target Audience:	All DCAA employees

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

No. AUD104, Developing an Effective Audit Report

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

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

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

Other Prerequisites: None

Target Audience: All DCAA employees

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. AUD106E, CaseWare Refresher

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

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

Prerequisite Course(s): None

Other Prerequisites: None

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

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

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

No. AUD109V, Data Management, Organization, & Visualization

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

Course Description:	This course will provide the skills needed to manage, organize, and visualize your data using Excel, Power Pivot, Power Query, and Power BI. It will enhance data management skills to improve productivity and the usefulness of work output.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Statistics	32.0 Hours

No. AUD10A, New Hire Onboarding Week 2

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

Course Description:	The purpose of this course is to introduce the new hire to DCAA contract audit process and deliver a basic understanding of contract auditing and the acquisition process. This is Week Two of the two-week New Hire Onboarding Course. This portion of the New Hire Onboarding Course contains audit specific content. It will include a comprehensive introduction to the government contracting process. The course is designed to provide students with a detailed description of the life cycle/phases of the government contract and governing requirements supporting DCAA audits. Descriptive information spanning topics from audit process phases, audit research requirements to contract briefs and audit close-out will be discussed.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All DCAA Employees

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

No. AUD10AV, Virtual New Hire Onboarding Week 2

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

Course Description: The purpose of this course is to introduce the new hire to DCAA contract audit process and deliver a basic understanding of contract auditing and the acquisition process. This is Week Two of the two-week New Hire Onboarding Course. This portion of the New Hire Onboarding Course contains audit specific content. It will include a comprehensive introduction to the government contracting process. The course is designed to provide students with a detailed description of the life cycle/phases of the government contract and governing requirements supporting DCAA audits. Descriptive information spanning topics from audit process phases, audit research requirements to contract briefs and audit close-out will be discussed.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All DCAA Employees

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

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. AUD109V, Data Management, Organization, & Visualization No. AUD110E, Introduction to Data Analytics
Other Prerequisites:	None
Target Audience:	All DCAA Employees

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

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

No. AUD110V, Data Analytics Application & Modeling, Part 1

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

Course Description:	This course focuses on the application of data analytics. It combines live classroom instruction and virtual classroom instruction with performing a real-life data analytics application, as follows: Part 1 Classroom Session (36 Duty Hours) - A five day live classroom format designed to provide auditors with the knowledge and skills necessary to apply Data Analytics as part of effective and efficient DCAA audits. Part 2 Distance Learning Session (8 Duty Hours) - A one day virtual distance learning session scheduled approximately 30 days after Part 1. It utilizes teleconferencing and online meeting software allowing the student to interact with the instructor and other students while remaining at his/her post of duty. This session requires the student to have completed a plan for the data analytics application (Step 1 of the Framework) and the appropriate data available for use. The student will receive constructive feedback from the other students and the instructor to consider in finalizing the application. Part 3 Field Application (8 Duty Hours) - The student's supervisor will monitor performance, review the data analytics application, and certify (within 120 days of Part 1 completion) that the application was completed by the student and complied with Agency policy. DCAI will provide an automated certification process. Course credit requires satisfactory completion of all three parts. Failure to attend the scheduled Part 2 session negates the Part 1 completion. Course credit is awarded only upon the supervisor's certification of the data analytics application completion. Supervisor certification must occur within 120 days of Part 1 completion or CPE will not be awarded.

Prerequisite Course(s):	No. AUD109, Data Management, Organization, & Visualization No. AUD110E, Introduction to Data Analytics

Other Prerequisites:	None

Target Audience:	All DCAA Employees

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

No. AUD111V, 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
FM: Decision Support (L2)	0.0 Hours
DAWIA: Audit Elective (L2)	0.0 Hours
DAWIA: Audit Elective (L3)	0.0 Hours

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 Cost Audits that DCAA has implemented via MRD 19-PAS-003 and CAM 6-107. This course is based on auditing standards and the January 2019 version of the Department of Defense (DoD) Professional Practice Guide, Chapter 2

Prerequisite Course(s):	None

Other Prerequisites:	None

Target Audience:	All Auditors

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

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 as described in CAM 6-104.

Prerequisite Course(s):	None

Other Prerequisites:	None

Target Audience:	All DCAA Auditors

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

No. AUD114E, GAGAS 2018

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

Course Description:	This course will provide auditors with a fundamental knowledge of Generally Accepted Government Auditing Standards (GAGAS) 2018 and their applicability to DCAA. The course focuses on the requirements and guidance in GAGAS Chapters 1 through 5 (which are applicable to all types of engagements performed by DCAA) and GAGAS Chapter 7 (which is applicable to attestation engagements).
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	All DCAA Employees

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

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
Other Prerequisites:	None
Target Audience:	All DCAA Employees

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

No. AUD126, Mandatory Annual Audit Requirements

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

Course Description: The purpose of this course is to provide auditors with the fundamentals and audit objectives of the MAARs through the use of practical exercises. 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.

Prerequisite Course(s): None

Other Prerequisites: None

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

No. AUD126E, Briefing Contracts

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

Course Description:	The purpose of this course is to provide auditors with the basic skills necessary to brief routine government contracts in the contract audit environment. The student will learn to apply the basic skills required to brief routine government contracts. The student will be able to: 1. Recognize the sections of a contract Award document, SF 26 2. Explain the fundamentals of a contract brief 3. Prepare a contract brief
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	All DCAA Employees

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

No. AUD126V, Mandatory Annual Audit Requirements

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

Course Description: The purpose of this course is to provide auditors with the fundamentals and audit objectives of the MAARs through the use of practical exercises. This course replaced AUD125 – MAARs. It is a five day course which includes exercises to assist an auditor in completing audit procedures to perform MAARs, including MAAR 6 and 13. In addition, it demonstrates the relationship between MAARs, Incurred Cost and other audits.

Prerequisite Course(s): None

Other Prerequisites: None

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

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:	All DCAA Employees

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

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, and 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

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 is updated as changes occur. Since FAR periodically changes, some contracts you audit may not be subject to the rules covered in this course. You must determine which FAR version covers the contract you are auditing.

Prerequisite Course(s):   None

Other Prerequisites: None

Target Audience: All DCAA Employees

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

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

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 are compensation, including bonuses, severance pay, back pay, and executive compensation; post-retirement benefits; stock options and deferred compensation; special compensation; pensions; and travel and relocation costs.
Prerequisite Course(s):	None
Other 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

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

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

No. AUD210, Incurred Cost

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

Course Description:	This course is focused on the incurred cost audit. The course covers: • The overarching concepts related to performing an incurred cost assignment • The risk assessment when planning an incurred cost audit • The detailed working paper sections of an incurred cost audit • Specific areas of costs • Reporting the results
Prerequisite Course(s):	No. AUD102, Audit Applications No. AUD112E, Materiality in Audits of Incurred Cost
Other Prerequisites:	A Minimum of 1 Year of DCAA Experience
Target Audience:	All DCAA Employees

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

No. AUD210V, Incurred Cost

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

Course Description:	This course is focused on the incurred cost audit. The course covers: • The overarching concepts related to performing an incurred cost assignment • The risk assessment when planning an incurred cost audit • The detailed working paper sections of an incurred cost audit • Specific areas of costs • Reporting the results
Prerequisite Course(s):	No. AUD102, Audit Applications No. AUD112E, Materiality in Audits of Incurred Cost
Other Prerequisites:	A Minimum of 1 Year of DCAA Experience
Target Audience:	All DCAA Employees

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

No. AUD230, Cost Accounting Standards I

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

Course Description:	This course is designed to provide the field auditor the ability to apply the Cost Accounting Standards Board (CASB) rules, regulations, and selected standards. The course will address fundamental standards (401, 402, 405, 406) and allocation standards (403, 410, 418, and 420). Additionally, the course will address CAS-coverage, direct and indirect cost allocation, cost accounting practice changes, disclosure statements, and cost impacts.
Prerequisite Course(s):	No. AUD102, Audit Applications No. AUD198E, CAS for the New Hire No. AUD236E, CAS Administration and Coverage
Other Prerequisites:	A minimum of one year of DCAA auditing experience; generally GS-9 and above.
Target Audience:	All DCAA Employees

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

No. AUD230V, Cost Accounting Standards I

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

Course Description:	This course is designed to provide the field auditor the ability to apply the Cost Accounting Standards Board (CASB) rules, regulations, and selected standards. The course will address fundamental standards (401, 402, 405, 406) and allocation standards (403, 410, 418, and 420). Additionally, the course will address CAS-coverage, direct and indirect cost allocation, cost accounting practice changes, disclosure statements, and cost impacts.
Prerequisite Course(s):	No. AUD102, Audit Applications No. AUD198E, CAS for the New Hire No. AUD236E, CAS Administration and Coverage
Other Prerequisites:	A minimum of one year of DCAA auditing experience; generally GS-9 and above.
Target Audience:	All DCAA Employees

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

No. AUD235, Cost Accounting Standards II

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

Course Description:	This course is designed to provide the auditor with the ability to apply the Cost Accounting Standards Board (CASB) rules, regulations, and standards criteria in assessing compliance with disclosed practices. The class will provide a brief recap of the cost allocation standards (CAS 403, 410, 418, and 420), and further in-depth analysis of Cost Accounting Standards beyond CAS 401, 402, 405, and 406 (covered in CAS I). An emphasis is made on capitalization and depreciation (CAS 404 and 409); compensation (CAS 408 and 415); material (CAS 411); cost of money (CAS 414 and 417); and insurance (CAS 416) allocations within 48 CFR Part 9904. The class will also cover material regarding contractor disclosure statements (CASB DS-1).
	Exercises will primarily test actual practices against criteria in the Cost Accounting Standards. The course will conclude with a case study using a revised mock disclosure statement. Students will review the mock disclosure statement and classify administrative and cost accounting practice changes then examine the cost accounting practice changes for compliance in accordance with 48 CFR Part 9904.
Prerequisite Course(s):	No. AUD230, Cost Accounting Standards No. AUD240E, CASB Disclosure Statements
Other Prerequisites:	
Target Audience:	DCAA Employees with two years experience, preferably at a major contractor.

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

No. AUD235V, Cost Accounting Standards II

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

Course Description:	This course is designed to provide the auditor with the ability to apply the Cost Accounting Standards Board (CASB) rules, regulations, and standards criteria in assessing compliance with disclosed practices. The class will provide a brief recap of the cost allocation standards (CAS 403, 410, 418, and 420), and further in-depth analysis of Cost Accounting Standards beyond CAS 401, 402, 405, and 406 (covered in CAS I). An emphasis is made on capitalization and depreciation (CAS 404 and 409); compensation (CAS 408 and 415); material (CAS 411); cost of money (CAS 414 and 417); and insurance (CAS 416) allocations within 48 CFR Part 9904. The class will also cover material regarding contractor disclosure statements (CASB DS-1).
	Exercises will primarily test actual practices against criteria in the Cost Accounting Standards. The course will conclude with a case study using a revised mock disclosure statement. Students will review the mock disclosure statement and classify administrative and cost accounting practice changes then examine the cost accounting practice changes for compliance in accordance with 48 CFR Part 9904.
Prerequisite Course(s):	No. AUD230, Cost Accounting Standards No. AUD240E, CASB Disclosure Statements
Other Prerequisites:	None
Target Audience:	DCAA Employees with two years experience, preferably at a major contractor.

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

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):   None

Other Prerequisites: None

Target Audience: All DCAA Employees

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

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

No. AUD238E, CAS 403, 410, 418, and 420

CPE: 6 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description:	You will learn to identify the fundamental requirements of: CAS 403 - Allocation of Home Office Expenses to Segments. CAS 410 - Allocation of Business Unit General and Administrative Expenses to Final Cost Objectives. CAS 418 - Allocation of Direct and Indirect Costs. CAS 420 - Accounting for Independent Research and Development and Bid and Proposal Costs. This course provides information necessary to determine whether a contractor's policies, procedures, and practices are in compliance with these standards. Exercises, examples, and review questions are used to help reinforce the key points throughout each lesson.

Prerequisite Course(s):	No. AUD198E, CAS for the New Hire

Other Prerequisites:	None

Target Audience:	All DCAA Employees

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

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

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

No. AUD242E, CAS 414 and 417 – Cost of Money

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

Course Description:	This course provides information necessary to determine whether a contractor's policies, procedures and practices are in compliance with these CAS 414 – Cost of Money as an Element of the Cost of Facilities Capital Cost and CAS 417 – Cost of Money as an Element of the Cost of Capital of Assets Under Construction.
Prerequisite Course(s):	No. AUD198E, CAS for the New Hire
Other Prerequisites:	None
Target Audience:	All DCAA Employees

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

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

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

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

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

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

No. AUD250, Forward Pricing - 21000 Assignments

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

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

Prerequisite Course(s):   None

Other Prerequisites: A minimum of 1 year of DCAA experience

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

No. AUD250V, Forward Pricing - 21000 Assignments

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

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

Prerequisite Course(s):   None

Other Prerequisites: A minimum of 1 year of DCAA experience

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

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.
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

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

No. AUD255, Forward Pricing Rate Proposals

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

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):   None

Other Prerequisites: None

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

No. AUD255V, Forward Pricing Rate Proposals

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

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):   None

Other Prerequisites: None

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

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

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

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 online meeting software, allowing the student to interact with the instructor and other students while remaining at his/her post of duty. This session requires the student to have a real-life regression application to use as a class case problem, focusing on planning and, if applicable, evaluation of the real-life application. The student will receive constructive feedback from the other students and the instructor to consider in finalizing the application. Part 3 Field Application – 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

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 online meeting software, allowing the student to interact with the instructor and other students while remaining at his/her post of duty. This session requires the student to have a real-life regression application to use as a class case problem, focusing on planning and, if applicable, evaluation of the real-life application. The student will receive constructive feedback from the other students and the instructor to consider in finalizing the application. Part 3 Field Application – 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

No. AUD275, Improvement Curves

CPE: 24.5 Hours   **Type:** Group-Live   **Course Level:** Intermediate

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

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

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

Target Audience:	All DCAA Employees

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

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

Other Prerequisites: None

Target Audience: All DCAA Employees

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

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.
Prerequisite Course(s):	No. AUD230, Cost Accounting Standards I
Other Prerequisites:	A minimum of 2 years of DCAA auditing experience.
Target Audience:	All DCAA Employees

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

No. AUD335V, Cost Impact Proposals

CPE: 24.5 Hours **Type:** Group Internet Based **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.
Prerequisite Course(s):	No. AUD230, Cost Accounting Standards I
Other Prerequisites:	A minimum of 2 years of DCAA auditing experience.
Target Audience:	All DCAA Employees

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

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.
Prerequisite Course(s):	No. AUD102, Audit Applications No. AUD251E, Truth in Negotiation Audits
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). AUD355E is an acceptable prerequisite in lieu of AUD251E.
Target Audience:	All DCAA Employees

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

No. AUD351V, Truth in Negotiation Compliance Audits

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

Course Description:	The course is designed to cover the following topics related to TIN compliance audits: (1) TIN Overview & Communication; (2) Audit Planning; (3) Direct Labor; (4) Direct Materials; (5) Subcontracts; (6) Interorganizational Transfers & Other Direct Costs; (7) Indirect Rates; (8) Offsets; and (9) Reporting. This course provides information and techniques to perform TIN compliance audits.
Prerequisite Course(s):	No. AUD102, Audit Applications No. AUD251E, Truth in Negotiation Audits
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). AUD355E is an acceptable prerequisite in lieu of AUD251E.
Target Audience:	All DCAA Employees

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

No. AUD395, Accounting Systems Audits

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

Course Description:	The course is designed to cover the following topics related to DFARS Accounting System compliance audits: Introduction & Communication; Audit Planning and Risk; IT Controls, Control Environment, General Accounting, Labor Accounting; Direct Contract Cost Accounting; Indirect Cost Accounting, Billing System, and Reporting. This course provides information and techniques to test accounting system compliance with DFARS 252.242-7006.
Prerequisite Course(s):	No. AUD102, Audit Applications
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 5-300. Read the Accounting System Administration requirements of DFARS 252.242-7006.
Target Audience:	All DCAA Employees

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

No. AUD395V, Accounting Systems Audits

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

Course Description:	The course is designed to cover the following topics related to DFARS Accounting System compliance audits: Introduction & Communication; Audit Planning and Risk; IT Controls, Control Environment, General Accounting, Labor Accounting; Direct Contract Cost Accounting; Indirect Cost Accounting, Billing System, and Reporting. This course provides information and techniques to test accounting system compliance with DFARS 252.242-7006.
Prerequisite Course(s):	No. AUD102, Audit Applications
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 5-300. Read the Accounting System Administration requirements of DFARS 252.242-7006.
Target Audience:	All DCAA Employees

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

No. AUD396, Estimating Systems Audits

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

Course Description:	The course is designed to cover the following topics related to estimating system audits: (1) Overview of DFARS 252.215-7002 Cost Estimating System Requirements clause and applicability; (2) Planning and Risk Assessment process; (3) General Expectations for Compliance with DFARS requirements; (4) Discussion on common contractor estimating techniques by major cost element including CER/parametric estimating and proposal updates; and (5) Reportable findings.
Prerequisite Course(s):	No. AUD102, Audit Applications
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.
Target Audience:	All DCAA Employees

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

No. AUD396V, Estimating Systems Audits

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

Course Description:	The course is designed to cover the following topics related to estimating system audits: (1) Overview of DFARS 252.215-7002 Cost Estimating System Requirements clause and applicability; (2) Planning and Risk Assessment process; (3) General Expectations for Compliance with DFARS requirements; (4) Discussion on common contractor estimating techniques by major cost element including CER/parametric estimating and proposal updates; and (5) Reportable findings.
Prerequisite Course(s):	No. AUD102, Audit Applications
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.
Target Audience:	All DCAA Employees

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

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) Inventory Accuracy and Commingled Inventory; (6) Material Transfers and Costing; (7) Material Allocations; and (8) MMAS Reporting and MMAS compliance with DFARS 252.242-7004.
Prerequisite Course(s):	None
Other Prerequisites:	Read the current 12500 audit program and CAM chapter 5.400 Review the Material Management and Accounting System requirements in DFARS 252.242-7004.
Target Audience:	All DCAA Employees

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

No. AUD397V, Material Management and Accounting System Audits

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

Course Description:	This course is designed to provide auditors with a foundation necessary to plan and perform MMAS audits in accordance with current Agency guidance (12500 activity code). The course covers: (1) MMAS Overview; (2) Planning and Control Environment; (3) Bill of Material Accuracy; (4) Master Production Schedule Accuracy; (5) Inventory Accuracy and Commingled Inventory; (6) Material Transfers and Costing; (7) Material Allocations; and (8) MMAS Reporting and MMAS compliance with DFARS 252.242-7004.
Prerequisite Course(s):	None
Other Prerequisites:	Read the current 12500 audit program and CAM chapter 5.400 Review the Material Management and Accounting System requirements in DFARS 252.242-7004.
Target Audience:	All DCAA Employees

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

No. AUD460, Statistical Sampling for Supervisors and Managers

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

Course Description:	This 4.5 day course is designed to provide supervisors and managers with the skills necessary to lead their auditors in the effective and efficient performance of a statistical sample application in the contract audit environment. This course focuses on the fundamental statistical sampling principles and hands-on use of EZ-Quant's Statistical Sampling Module for data input and results evaluation.

Prerequisite Course(s):   None

Other Prerequisites: None

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

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

No. AUD470, Regression Analysis for Supervisors and Managers

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

Course Description:	This course is designed to provide supervisors and managers with the skills necessary to lead their auditors in the effective and efficient performance of a statistical sample application in the contract audit environment. This course focuses on the application of simple linear regression and multiple regression computer assisted audit techniques using EZ-Quant's Modules. Students will be able to apply regression techniques in evaluating contractor forecasted and incurred indirect rate submissions. They will be able to identify common problems which occur in the field when regression analysis techniques are applied, understand the basic concepts of regression analysis and proper application of regression analysis.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	DCAA Employees GS-13 and Above

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

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

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

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

No. CMP200, Coaching Essentials

CPE: 21 Hours   **Type:** Group-Live   **Course Level:** Intermediate

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.
Prerequisite Course(s):	No. CMP100E, Coaching Program Overview
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).
Target Audience:	All DCAA Employees

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

No. CMP200V, Coaching Essentials

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

Course Description:	The 5- 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.
Prerequisite Course(s):	No. CMP100E, Coaching Program Overview
Other Prerequisites:	Read DCAA Instruction 1430.5; Participate in a Coaching Q&A Skype Meeting (contact Program Manager to register). Participants must take DiSC assessment 1 week prior to start date of the course. Course Schedule: Monday 1030-1130; Tuesday- Friday 1030-1300 and 1400-1630
Target Audience:	All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Business Management and Organization	4.0 Hours
GAGAS: Personal Development	9.0 Hours
GAGAS: Personnel/HR	8.0 Hours

No. CMP210, Mentoring Essentials

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

Course Description:	The 2-day course was designed using principles of adult learning. Instructional strategies such as small group activities, case study reviews, and role-play actively engage participants in the learning process. Topics for the training include Building 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.
Prerequisite Course(s):	No. CMP110E, Mentoring Program Overview
Other Prerequisites:	Read DCAAI 1430.4 and attend Orientation Session via Skype.
Target Audience:	GS-12 and above

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

No. CMP210V, Mentoring Essentials

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

Course Description:	The 4- day course was designed using principles of adult learning. Instructional strategies such as small group activities, case study reviews, and role-play actively engage participants in the learning process. Topics for the training include: Building strong mentoring relationships, Clarifying roles and responsibilities, Understanding the 5 keys to mentoring success, Building mentoring agreements and plans, Reviewing commitment, and sustaining momentum.
Prerequisite Course(s):	No. CMP110E, Mentoring Program Overview
Other Prerequisites:	Read DCAA Instruction 1430.4; Participate in Program Orientation or view recording (contact Program Manager for a link to the recording) Participants must take DiSC assessment at least 1 week prior to start date of the course.
Target Audience:	All DCAA Employees

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

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

No. COM111, Fundamentals of Oral Presentations

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

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

Prerequisite Course(s):   None

Other Prerequisites: None

Target Audience: All DCAA Employees

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

No. COM120, Conflict Management Through Difficult Conversations

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

Course Description:	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.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	All DCAA employees

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

No. COM120V, Conflict Management Through Difficult Conversations

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

Course Description:	Provides the skills necessary to navigate intense and emotionally charged conversations to help resolve conflict and foster employee engagement and retention. Investing in conflict management training can help you gain insight into your own response to conflict as a leader. One key objective of conflict resolution training is learning how to detect existing and potential disparities. In recognizing conflict, you are better prepared to develop an approach to remedy the conflict before it infects other areas of your organization.
Prerequisite Course(s):	None
Other Prerequisites:	Thomas Kilman Instrument (TKI)
Target Audience:	All DCAA Employees

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

No. COM122E, Foundations of Plain Language

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

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

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

No. COM130, Developing Trust for High Performing Teams

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

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.

Prerequisite Course(s):   None

Other Prerequisites: None

Target Audience: All DCAA Employees

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

No. COM150, Interpersonal Relations

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

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.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	All DCAA employees

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

No. COM310E, Communicating Effectively

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

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

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All DCAA Employees

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

No. COM311, Staff Briefing Techniques

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

Course Description:	Briefings are not confined to our Audit world of Contract Briefings. We ourselves give Briefings all the time when we deliver information or ask for decisions. Some of our Briefings are formal and some informal. Learning how to get to the heart of a matter and bringing the bottom line up front will be the focus of this class. The students will choose from a pool of topics provided, research those topics and prepare a briefing on each of the 4 chosen types of briefings. Each Brief delivery will receive a written Peer/Instructor feedback sheet based on criteria listed on the Briefing feedback template.
Prerequisite Course(s):	No. COM111, Briefing Techniques
Other Prerequisites:	None
Target Audience:	All DCAA Employees (all pay grades and occupational series)

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

No. COM313, Professional Business Writing

CPE: 23 Hours   **Type:** Group-Live   **Course Level:** Intermediate

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.

Prerequisite Course(s):   None

Other Prerequisites: None

Target Audience: DCAA All Occupational Series

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

No. DIS101V, The DISC Assessment Course

CPE: 4 Hours | **Type:** Group-Internet Based | **Course Level:** Basic

Course Description: This 5-hour virtual course allows each participant to take the DISC Assessment, the hallmark of the course, during class. This is a personal assessment tool used by many agencies, businesses, and organizations to help improve teamwork, communication, and productivity in the workplace. DISC centers on four different behavioral styles which are Dominance (D), Influence (I), Steadiness (S), and Compliance/Conscientious (C). Additionally, this course focuses on several motivators that influence our behavior. Explanation of this assessment is the bulk of the class. This course is an extension of several existing DCAI Courses, but is designed to reach those who may have missed taking the DISC Assessment in the past.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All DCAA Employees

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

No. LDR100E, What it Takes to Lead

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

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

Prerequisite Course(s):   None

Other Prerequisites:

Target Audience: New hires; DCAA employees

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

No. LDR101E, Agile Leadership

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

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

Prerequisite Course(s):   None

Other Prerequisites:

Target Audience: New hires; DCAA employees

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

No. LDR102E, Public Service Motivation

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

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

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All DCAA Employees

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

No. LDR104E, DoD Mission and Culture

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

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

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

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

Other Prerequisites: None

Target Audience: All DCAA non-supervisory employees

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

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

No. LDR202V, Operational Planning for Leaders

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

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

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Personal Development	4.0 Hours
GAGAS: Management Services	2.0 Hours
GAGAS: Production	2.0 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. 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

Other Prerequisites:	None

Target Audience:	All DCAA employees

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

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

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

Course Description:	**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.** These modules are the e-learning portion of the Leadership and Team Productivity Workshop: This course provides leaders with an understanding of the importance of building authentic relationships and displaying the elements of a cohesive team (trust, commitment, integrity, ethics, etc.). Learners study how to establish goals and create roles and responsibilities to optimize and motivate performance. Students will examines effective leadership messaging and how to become an effective team member. This course combines 8 e-learning modules and two days of live training culminating in a dynamic practical exercise.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	All DCAA Employees

No. LDR205V, Leadership and Team Productivity (Virtual)

CPE: 4 Hours   **Type:** Group-Internet Based   **Course Level:** Intermediate

Course Description:	Leadership and Team Productivity (Virtual) provides leaders with an understanding of the importance of building authentic relationships and displaying the elements of a cohesive team (trust, commitment, integrity, ethics, etc.). Students learn how to establish goals and create roles and responsibilities to optimize and motivate performance. The course examines effective leadership messaging and how to become an effective team member. This virtual class consists of two 2-hour sessions presented over two days for a total of 4 hours of instructions.

Prerequisite Course(s):   No. LDR205E, Leadership and Team Productivity E-Learning Module

Other Prerequisites: None

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Personal Development	4.0 Hours
FM: Lead Projects/Teams Competencies (L2)	0.0 Hours
FM: Lead Self Competencies (L1)	0.0 Hours

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. LDR206V, Negotiation and Collaboration for Leaders

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

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

Prerequisite Course(s):   None

Other Prerequisites: None

Target Audience: All Employees

Subject Matter Area(s)	Hours
GAGAS: Behavioral Ethics	2.0 Hours
GAGAS: Personal Development	6.0 Hours
GAGAS: Personnel/HR	5.0 Hours
FM: 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

No. LDR209V, Problem Solving

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

Course Description:	This course introduces the essence of what leaders exist to do – solve problems. 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. 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 - Learn how to monitor and seek feedback. This virtual course is conducted three days a week over a 2-week period. Each training day consists of one 2-hour session for a total 12-hours.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All DCAA employees

Subject Matter Area(s)	Hours
GAGAS: Personal Development	12.0 Hours
FM: Lead Projects/Teams Competencies (L2)	0.0 Hours
FM: Lead Self Competencies (L1)	0.0 Hours

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

Other Prerequisites: None

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

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

No. LDR210V, Super-Auditor to Super-Visor

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

Course Description:	LDR210V is a condensed virtual version of LDR210 resident. This course 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. LDR210V is an all virtual class.

Prerequisite Course(s):   None

Other Prerequisites: None

Target Audience: DCAA Employees GS-12 and GS-13 Non Supervisor

Subject Matter Area(s)	Hours
GAGAS: Personal Development	4.0 Hours
GAGAS: Management Services	2.0 Hours
GAGAS: Production	2.0 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. LDR250V, Concepts of Leadership

CPE: 17 Hours   **Type:** Group-Internet Based   **Course Level:** Basic

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

Prerequisite Course(s):   None

Other Prerequisites: None

Target Audience: All DCAA Employees GS-12 and below

Subject Matter Area(s)	Hours
GAGAS: Information Technology	1.0 Hours
GAGAS: Management Services	6.0 Hours
GAGAS: Personal Development	6.0 Hours
GAGAS: Personnel/HR	2.0 Hours
GAGAS: Production	2.0 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. 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.

Prerequisite Course(s): None

Other Prerequisites: None

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

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

No. LDR300V, Leading People and Organizations

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

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

Prerequisite Course(s):   None

Other Prerequisites: None

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

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

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.

Prerequisite Course(s):   None

Other Prerequisites: None

Target Audience: All DCAA Employees

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

No. LDR302V, Emotional Intelligence

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

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

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All DCAA Employees

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

No. LDR309, Situational Leadership

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

Course Description:	Describes to supervisors and managers the fundamental underpinning of situational leadership theory and examines why there is no single "best" leadership style. Attendees will learn that effective leadership is task-relevant and that the most successful leaders are those who adapt their leadership style across a broad range of varying maturity levels readily present within the average organization. The course teaches leaders to do more than just respond to predictable situations through memorized skill applications; it teaches leaders how to analyze, diagnose, think and apply leadership concepts effectively in any situation.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	All DCAA employees

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

No. LDR309V, Situational Leadership

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

Course Description: This course is the Virtual version of LDR309. It describes, to seeking leadership positions and current supervisors and managers, the fundamental underpinning of situational leadership theory and examines why there is no single "best" leadership style. Attendees will learn that effective leadership is task-relevant and that the most successful leaders are those who adapt their leadership style across a broad range of varying maturity levels readily present within the average organization. The course teaches leaders to do more than just respond to predictable situations through memorized skill applications; it teaches leaders how to analyze, diagnose, think and apply leadership concepts effectively in any situation.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All DCAA employees

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

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.

Prerequisite Course(s):　　None

Other Prerequisites:　　None

Target Audience:　　All Supervisors

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

No. LDR316V, Developing Self and Others

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

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

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: GS13 and above

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

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.

Prerequisite Course(s):   None

Other Prerequisites: None

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

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

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.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	All DCAA Employees

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

No. MGT110V, Time Management

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

Course Description:	Provides the DCAA workforce with a framework and prioritizing theory to consciously discern the important from less important. Empowering the individual with efficient planning and project management methods to maximize productivity and enhance individual time management by using Outlook tools for increased effectiveness.
Prerequisite Course(s):	None
Other Prerequisites:	Taking the Franklin Covey 5 Choices Pre class Benchmark assessment
Target Audience:	All DCAA Employees, All auditors, All Supervisors

Subject Matter Area(s)	Hours
GAGAS: Business Management and Organization	6.0 Hours
GAGAS: Computer Software & Applications	4.0 Hours
FM: Lead Projects/Teams Competencies (L2)	0.0 Hours
FM: Lead Self Competencies (L1)	0.0 Hours
DAWIA: Audit Elective Alternate Track (L2)	0.0 Hours

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.
Prerequisite Course(s):	No. MGT200E, Supervisor Cornerstone
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.
Target Audience:	DCAA Supervisors; GS-12s selected for a supervisory position

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

No. MGT200E, Supervisor Cornerstone

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

Course Description:	Provides supervisors with the knowledge necessary to successfully manage work processes and lead in the DCAA Environment. It is a web-based course with lessons that focus on supervising employees and is required for all supervisors. It along with MGT200, Supervisor Cornerstone Course (Resident) must be completed within the first year of placement in a supervisory position in accordance with the one-year supervisory probationary period. Supervisors are required to complete this course as refresher training every three years. It is available to all DCAA employees as a self-development tool. Applicants have 120 days from the date of enrollment to complete. There are five examinations (one at the end of each module). An applicant has to pass with a 70% or above. This course also satisfies the DoD FM Certification Requirements for Level Two, the Initial Certification Requirement of 10 hour in the Leadership Competencies category.

Prerequisite Course(s):   None

Other Prerequisites: None

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

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

No. MGT200V, Supervisor Cornerstone Course

CPE: 28 Hours   **Type:** Group-Internet Based   **Course Level:** Basic

Course Description:	Provides supervisors with the knowledge necessary to successfully manage work processes and lead in the DCAA Environment. It is a Virtual Class course with lessons that focus on supervising employees and is required for all supervisors. It must be completed within the first year of placement in a supervisory position in accordance with the one-year supervisory probationary period.

Prerequisite Course(s):	None

Other Prerequisites:	None

Target Audience:	Open to all DCAA supervisors, however, All Current Supervisors have priority fill and all DCAA other employees are will be space available only.

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	6.0 Hours
GAGAS: Regulatory Ethics	15.0 Hours
GAGAS: Personal Development	0.5 Hours
GAGAS: Management Services	2.0 Hours
GAGAS: Personnel/HR	4.5 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. MGT205E, Leading Change

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

Course Description:	MGT205E, Leading Change serves to introduce the student to the important elements of change to meet organizational goals and adapt to a continuously changing environment. Change is no longer an option; unrelenting change is the status quo. When we transform the way we operate, we also change the business processes and functions to better support our stakeholders- improving both effectiveness and efficiency. This course introduces supervisors, managers, and leaders to basic change concepts and tools helpful when leading any organizational change initiative. The student will learn fundamental change management concepts, the basic process for managing change, and how to overcome challenges in dealing with resistance to change.

Prerequisite Course(s):   None

Other Prerequisites:

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

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

No. MGT220 , Work and Project Management

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

Course Description:	Provides supervisors with the skills necessary to manage work and projects through determining scope, scheduling and sequencing milestones and assigning resources to accomplish mission requirements.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	All DCAA Employees

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

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.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	All DCAA Employees (all pay grades and occupational series)

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

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.

Prerequisite Course(s):   None

Other Prerequisites: None

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

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

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
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	DCAA Managers; Supervisors selected for Manager positions

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

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

Other Prerequisites:

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

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

No. MGT399E, Supervisors Refresher Course

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

Course Description:	This eLearning course is designed for Supervisors and Managers whom have completed their initial training. The course consists of five modules. The course content is based on and serves as the three-year re-certification as required in the National Defense Authorization Act of 2018 and Code of Federal Regulations, Title 5, Chapter 1, Subchapter B, part 412. This eLearning course is designed for anyone who has Supervisory authority (Managers and Supervisors) over another employee. This is a 12 -hour computer based instruction designed to provide the student with updated materials, policies and legal changes concerning Workforce Management, Performance Management, Labor and Employee Relations, Supervising a Diverse Workforce. This eLearning course meets the DoD FM Certification Level 2 & 3 Requirements Lead People, Lead Organizations/Programs, or Lead the Institution Level.
Prerequisite Course(s):	None
Other Prerequisites:	All DCAA Supervisors, Managers, and Executives whom have completed their initial Supervisor, Manager, and Executive in the last three years training.
Target Audience:	All DCAA Supervisors, Managers, and Executives

Subject Matter Area(s)	Hours
GAGAS: Business Law	4.0 Hours
GAGAS: Management Services	4.0 Hours
GAGAS: Regulatory Ethics	4.0 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. MGT401E, Succession Planning: 9-Box Talent Grid

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

Course Description:	This course provides an overview of the 9-Box Talent Grid, a tool that is commonly used in succession planning efforts as a method of evaluating an organization's current talent and identifying leaders. When leadership performance and potential are assessed, the grid assists executives in identifying where investment needs to be made to develop future leaders.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	DCAA Employees - GS13 and above

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

No. MGT416E, Creating a Positive Work Environment

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

Course Description:	This course covers some of the most important things anyone in a leadership/manager role can do for their employees by demonstrating and setting general and professional standards by creating the right tone at work by a positive work climate and culture.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	For all DCAA future leaders, supervisors, managers and executives.

Subject Matter Area(s)	Hours
GAGAS: Regulatory Ethics	1.0 Hours

No. OTS100E, ERP Familiarization

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

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

Prerequisite Course(s):   None

Other Prerequisites:

Target Audience: All DCAA Employees

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

No. POL197E, Independence

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

Course Description:	This course provides the required annual Yellow Book independence training for FY 2021.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	All GS 511 Auditors and others who work with DCAA audits

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

No. WEB101V, WebEx Efficiency Course

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

Course Description:	This 1-hour virtual course allows each participant the opportunity to become more proficient using the WebEx classroom platform. It focuses on logging on, improving familiarity within the WebEx environment (chating, polling, breakout rooms, etc), and communicating with each other. By the end of this class, students should feel more comfortable using WebEx for all DCAA's needs (courses, All-Hands Calls, meetings, etc).
Prerequisite Course(s):	None
Other Prerequisites:	In order to attend this virtual course, students must accomplish WebEx pre-training, either by attending a WebEx training session from a previous class or by watching the video called, "DCAI Orientation Video" already uploaded on the student's Desktop Screen. If the video has not yet been pushed to the student's Desktop, you can find it at: https://sharepoint.dcaaintra.mil/headquarters/resources/CT/Pages/Webex Tutorials.aspx
Target Audience:	All DCAA employees

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

No. WEB101V, WebEx Efficiency Course

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

Course Description:	This 1-hour virtual course allows each participant the opportunity to become more proficient using the WebEx classroom platform. It focuses on logging on, improving familiarity within the WebEx environment (chating, polling, breakout rooms, etc), and communicating with each other. By the end of this class, students should feel more comfortable using WebEx for all DCAA's needs (courses, All-Hands Calls, meetings, etc).
Prerequisite Course(s):	None
Other Prerequisites:	In order to attend this virtual course, students must accomplish WebEx pre-training, either by attending a WebEx training session from a previous class or by watching the video called, "DCAI Orientation Video" already uploaded on the student's Desktop Screen. If the video has not yet been pushed to the student's Desktop, you can find it at: https://sharepoint.dcaaintra.mil/headquarters/resources/CT/Pages/Webex Tutorials.aspx
Target Audience:	All DCAA employees

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