Federal Acquisition and Contracting, Grants Management, and Financial Management

2020 SCHEDULE OF CLASSES

Curriculum Areas Include:

Federal Acquisition and Contracting
Federal Appropriations Law
Federal Accounting
Federal Budgeting
General Financial Management
Federal Travel Regulations

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Federal Acquisition and Contracting

Financial Management

Grants Management

Acquisition and Contracting
Graduate School USA’s Acquisition and Contracting curriculum helps individuals develop the skills necessary to minimize risks, maximize competition, and maintain integrity. Courses are designed to strengthen the acquisition competencies of managers, supervisors, administrative personnel, and others who are responsible for acquisition or contract management. You will learn real-life, practical applications for the real-life challenges you face every day.

Financial Management
Graduate School USA’s (GSUSA) federal financial management courses address the need for government agencies to balance diminishing resources, while maintaining and expanding existing programs. As you acquire the skills you need to achieve that balance, you will master the tools and techniques of accounting, budgeting, appropriations law, and financial management. You will become familiar with terminology and principles, and with the laws, regulations, standards, policies, and procedures that underpin federal financial management.

Grants Management
According to the U.S. Government Accountability Office, the federal government has awarded approximately $675 billion in grants to state and local governments. GSUSA’s Grants Management curriculum focuses on both technical and professional competencies identified by the Office of Personnel Management to understand the grants process life cycle, from pre-award to audit and close-out to audit, and to develop and implement strategies to effectively monitor federal grant recipients.
Federal Acquisition and Contracting
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- Meet your training objectives; and
- Advance your agency’s mission.

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GSUSA’s courses cover critical DoD developmental areas and prepare you and your organization to succeed.

If you are seeking DoD financial management certification GSUSA has more than 100 courses that are mapped to DoD competencies, each of which is available for individual registration or on-site delivery.

For those who are already certified at any level, taking GSUSA classes can help you maintain your certification.

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<td>COMM7027D</td>
<td>Increasing Personal Effectiveness</td>
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<td>L1801</td>
<td>MGMT9021A</td>
<td>Telework: A Managers Perspective</td>
</tr>
</tbody>
</table>

For more information, visit [www.graduateschool.edu/defense](http://www.graduateschool.edu/defense) or call 888.744.GRAD.
The American Society of Military Comptrollers (ASMC) offers the Certified Defense Financial Manager (CDFM) program to those desiring to demonstrate proficiency in the core aspects of defense financial management.

The Enhanced Defense Financial Management Training Course (EDFMTC) is a five-day, 40-hour, intensive financial management review. There are no prerequisites for this course. The course is delivered in a classroom setting with two instructors and up to 32 students, and all course materials are provided. While presented in an “overview” format, the material covered in the course varies in intensity from the intermediate to advanced levels. The course is presented in three sections that correspond to the CDFM exam modules and knowledge areas:

- Module 1 – Resource Management Environment
- Module 2 – Budget & Cost Analysis
- Module 3 – Accounting & Finance

The EDFMTC is aligned with the DoDFM Certification Program. Attendees who complete the course, which uses the 2018 edition of the EDFMTC textbook, are awarded 40 CPEs/CETs and earn two credits for Proficiency Level 5; 34 credits for Proficiency Level 2; and four credits for Proficiency Level 1 to apply toward initial certification in the DoDFM Certification Program.

Graduate School USA is licensed by ASMC to deliver both open enrollment and on-site contract sessions of the EDFMT course. All Graduate School USA EDFMT instructors have DoD financial management experience, have passed the CDFM examination, and have been approved by ASMC.

Open Enrollment and On-site Sessions Available: EDFMTC can be offered on-site for up to 32 students per class.

Who Should Attend?

- Civilian or military members of the Department of Defense, U.S. Coast Guard, or employees of defense contractors and suppliers. Most candidates have reported that this course was very helpful in preparing for the CDFM exams.
- Individuals interested in strengthening their professional qualification by obtaining the CDFM may visit the ASMC website for more information.

For more information, visit www.graduateschool.edu/fm or call 888.744.GRAD.

Learning Outcomes

- Improve the overall technical and managerial capabilities of the financial management workforce
- Broaden the student’s perspective by exposing them to areas of expertise outside of their daily responsibilities
- Define and provide instruction in the competencies covered in the Certified Defense Financial Manager (CDFM) Module 1, 2, and 3 examinations
Graduate School USA’s Acquisition and Contracting curriculum helps individuals develop the skills necessary to minimize risks, maximize competition, and maintain integrity. Courses are designed to strengthen the acquisition and contracting competencies of managers, supervisors, administrative personnel, and others who are responsible for acquisition or contract management.

**We offer the courses needed to meet training requirements for:**

- Federal Acquisition Certification for Contracting Officers’ Representatives (FAC-COR) Level 1, 2, and 3 certifications.
- Defense Acquisition University (DAU) Equivalent courses for those who need DAU equivalent training.
- Those holding FAC-COR, Federal Acquisition Certification in Contracting (AC-C), and Federal Acquisition Certification for Program and Project Management (FAC-P/PM) certifications
- Meeting Continual Learning Points (CLPs) necessary to satisfy FAC: C, FAC: COR, and FAC: P/PM requirements.
Federal Acquisition Certification (FAC)

Meeting Requirements for Continuous Learning

Professional learning can help acquisition workforce members improve the outcome of federal procurements and benefit the public interest. Regular participation in continuous learning activities enhances your skills, affords you opportunities for professional growth, and improves the quality of services rendered.

Continuous Learning Points (CLPs)

GSUSA offers a wide array of learning opportunities which can meet the Federal Acquisition Institute’s continual learning requirements for FAC: C, FAC: COR and FAC: P/PM.

The Federal Acquisition Institute (FAI) has identified six business competencies for acquisition professionals:

- Ability to Influence
- Customer Service
- Critical Thinking
- Oral Communication
- Problem Solving
- Written Communication

Graduate School USA offers a wide range of learning opportunities designed to help you enhance your business competency skills, which are critical to supporting sound acquisition practices, and which satisfy FAI continuous learning requirements.

The following table identifies many of the GSUSA courses which support FAI’s continual learning requirements. Please note that many of our course offerings support more than one FAI business competency.
### Business Competency: Ability to Influence

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Duration</th>
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<tbody>
<tr>
<td>Communicating for Results</td>
<td>COMM7003</td>
<td>2 days</td>
</tr>
<tr>
<td>Communication Skills</td>
<td>COMM7005</td>
<td>5 days</td>
</tr>
<tr>
<td>Constructive Conflict Resolution</td>
<td>COMM7004</td>
<td>3 days</td>
</tr>
<tr>
<td>Effective Meetings</td>
<td>ADMB8006</td>
<td>2 days</td>
</tr>
<tr>
<td>Briefing Techniques</td>
<td>COMM7002</td>
<td>3 days</td>
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<td>Negotiating Techniques</td>
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<tr>
<td>Leadership Skills for Non-Supervisors</td>
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<tr>
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<td>Leading Change</td>
<td>MGMT7201</td>
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<td>Telework: A Manager's Perspective</td>
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<td>Interpersonal Communications</td>
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<tr>
<td>Managing for Results</td>
<td>EXEC9913</td>
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<td>EXEC9912</td>
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<tr>
<td>Emotionally Intelligent Leaders</td>
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### Business Competency: Critical Thinking

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<td>Jump Starting High Performing Teams</td>
<td>TDEV7021</td>
<td>2 days</td>
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<tr>
<td>Clear Writing through Critical Thinking</td>
<td>WRIT7100</td>
<td>2 days</td>
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<tr>
<td>Fundamentals of Writing</td>
<td>WRIT7010</td>
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<td>Business Analysis: Overview</td>
<td>PGMT8321</td>
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<td>Data Collection and Storytelling</td>
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<td>Management Analysis: Overview</td>
<td>PGMT7000</td>
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<td>Project Management Essentials</td>
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### Business Competency: Oral Communication

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<td>Communications Skills</td>
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<td>Constructive Conflict Resolution</td>
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<td>Effective Meetings</td>
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<td>Briefing Techniques</td>
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<td>Effective Communications with Customers</td>
<td>COMM8000</td>
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<td>Speaking with Clarity</td>
<td>COMM7033</td>
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<td>Speaking with Confidence</td>
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<td>Listening and Memory Development</td>
<td>COMM7007</td>
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<td>Positive Approaches with Difficult People</td>
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<td>Assertiveness Skills</td>
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### Business Competency: Customer Service

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<td>Constructive Conflict Resolution</td>
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<td>Effective Communications with Customers</td>
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<td>Speaking with Confidence</td>
<td>COMM7010</td>
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<td>Clear Writing through Critical Thinking</td>
<td>WRIT7100</td>
<td>3 days</td>
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<td>Interpersonal Communications</td>
<td>COMM7006</td>
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<td>Communication Skills</td>
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<td>Constructive Conflict Resolution</td>
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<td>Effective Meetings</td>
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<tr>
<td>Clear Writing through Critical Thinking</td>
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<td>Editing for Impact</td>
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<td>Government Email Writing</td>
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<td>Grammar for Professionals</td>
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In addition to the above courses designed to enhance an acquisition professional’s business skills, Graduate School USA offers the following technical courses to build upon an acquisition professional’s technical knowledge:

- **Introduction to Federal Accounting**: ACCT7001 4 days
- **Congressional Budget Process**: BUDG7175 2 days
- **Federal Budget Process**: BUDG7103 2 days
- **Introduction to Federal Budgeting**: BUDG70001 3 days
- **Antideficiency Act**: FINC7207 1 day
- **Federal Appropriations Law**: FINC7100 4 days
- **Federal Appropriations Law Refresher and Update**: FINC8147 1 day
- **Managers and Auditors Roles in Assessing Internal Controls**: AUDT8003G 2 days
- **Budget Justification and Presentation**: BUDG7102 3 days
- **Planning, Budgeting and Performance Management**: BUDG8108 3 days
- **Budget Formulation**: BUDG7101 3 days
- **Basic Government Auditing**: AUDT7001 5 days
- **Contract Auditing**: AUDT8801 5 days
- **Using Metrics to Measure Performance**: AUDT8027 3 days
- **Contract and Procurement Fraud**: AUDT8036 2 days
- **Zeroing in on Bribes and Kickbacks**: AUDT8950G 2 days
- **Assessing Financially Related Activities and Controls**: AUDT8811G 4 days
Advanced COR Workshop
ACQI9008D  5 Days  40 CPE (equivalent to 40 CLP )  $1,249

Contracting officer’s representatives (CORs) play a critical role in ensuring that acquisitions are planned, executed, and monitored to support their organization’s mission-critical functions. Learn how to apply key technical and general business competencies, and aligned skills identified by the Federal Acquisition Institute (FAI), to successfully perform your assignments. Apply key project management tools and techniques necessary to track acquisition progress and help ensure successful acquisition outcomes.

LEARNING OUTCOMES
• Plan acquisitions
• Conduct market research
• Define the government’s needs
• Conduct pre- and post-award communications
• Evaluate technical proposals and participate in negotiations
• Effectively manage contracts and measure performance
• Describe the federal procurement standards of conduct

WHO SHOULD ATTEND?
Level II and III CORs who need to maintain and enhance their proficiency and satisfy the FAC-COR requirement of 40 hours of training every two years, and others involved in the acquisition process including project and program managers

SESSION SCHEDULE  LOCATION
2/24/20 – 2/28/20 ...........................Washington, DC
3/16/20 – 3/20/20 ........................................Washington, DC
4/13/20 – 4/17/20 ........................................Washington, DC
6/15/20 – 6/19/20 ........................................Washington, DC
7/13/20 – 7/17/20 ........................................Washington, DC
8/17/20 – 8/21/20 ........................................Washington, DC
9/14/20 – 9/18/20 ........................................Washington, DC
10/19/20 – 10/23/20 ........................................Washington, DC
12/07/20 – 12/11/20 ........................................Washington, DC

This course applies towards completion of the DoD Financial Management Certification Program.

Basic Contract Administration
ACQI7500D  5 Days  40 CPE (equivalent to 40 CLP )  $1,249

You have just signed a contract, but the process does not end there. In fact, it is really just beginning. This course, which complies with the Contract Specialist (CS) Training Blueprint published by the Federal Acquisition Institute, provides guidance needed to ensure that the contract is managed correctly. You identify issues that require action by contracting personnel to ensure that the government receives what it pays for.

LEARNING OUTCOMES
• Plan the administration of a contract
• Conduct a post-award orientation
• Monitor a contractor’s performance
• Resolve problems that may arise
• Apply remedies under the contract
• Prepare contract modification
• Process a dispute, claim or termination
• Authorize payments under a contract
• Close out a completed contract

WHO SHOULD ATTEND?
Recommended for individuals with full-time contract management duties

Others may want to take Contracting Basics for CORs (ACQI7503D). Auditors may want to take Auditing Outsourced Government Services (AUDT8235G).

SESSION SCHEDULE  LOCATION
2/24/20 – 2/28/20 ...........................Virginia Beach, VA
2/24/20 – 2/28/20 ...........................Washington, DC
4/20/20 – 4/24/20 ...........................Washington, DC
6/15/20 – 6/19/20 ...........................Washington, DC
8/24/20 – 8/28/20 ...........................Washington, DC
9/14/20 – 9/18/20 ...........................San Diego, CA
9/14/20 – 9/18/20 ...........................Washington, DC
11/16/20 – 11/20/20 ...........................San Diego, CA
11/16/20 – 11/20/20 ...........................Washington, DC
12/14/20 – 12/18/20 ...........................Washington, DC

This course applies towards completion of the DoD Financial Management Certification Program.
Consulting Skills for Contracting Professionals

ACQI8210D  3 Days  24 CPE (equivalent to 24 CLP)  $1,049

This course gives contracting professionals tried-and-true tools and techniques that, when effectively applied, will greatly enhance their performance. This course enhances the partnership of contracting professionals and program managers by giving contracting professionals the ability to help program managers define acquisition problems that need solving; provide guidance to help program managers conduct market research; assist in the development of a statement of work, including developing a quality set of requirements that include meaningful performance measures and technical evaluation criteria; and, after award, ensure that the contractor is successfully meeting the terms of the contract to satisfy the agency’s mission.

While this course focuses on the acquisitions environment, it is not a course about the technical aspects of contracting. Instead, it is a course that adds consulting skills to the technical skills that contracting professionals have acquired through technical training and experience.

LEARNING OUTCOMES

- Define the roles and skills needed by Contract Specialists performing as internal consultants
- Describe the principles of planning, conducting, and evaluating feedback meetings with program managers
- Explain the most effective methods of obtaining information and conducting market research
- Use consulting skills to work with a program manager to develop clear, precise, and complete descriptions of need
- Explain the causes of program manager resistance and how to deal effectively with resistance
- Identify strategies for administering the contract and evaluating the acquisition

WHO SHOULD ATTEND?

Contract Specialists and other acquisition personnel who need to work with managers and program managers to manage acquisitions so that their agencies can both save money and meet the agency’s mission.

ON-SITE TRAINING

Let Us Bring the Training to You!

- Eliminate travel costs, such as employee airfare, transportation, per diem, parking, and rental cars.
- Choose the best time to learn based on employee workloads.
- Customize the training so that it is specific to your agency.

Visit www.graduateschool.edu/onsite or call 800.787.9074 for more information.

SESSION SCHEDULE  LOCATION
2/19/20 – 02/21/20 ..................................Washington, DC
6/17/20 – 6/19/20 ..................................Washington, DC
7/14/20 – 7/16/20 ..................................Washington, DC
7/21/20 – 7/23/20 ..................................Virginia Beach, VA
8/11/20 – 8/13/20 ..................................Washington, DC
8/26/20 – 8/28/20 ..................................San Diego, CA
9/2/20 – 9/4/20 ....................................Washington, DC
10/20/20 – 10/22/20 ..............................Atlanta, GA
11/4/20 – 11/6/20 ..................................Washington, DC
12/9/20 – 12/11/20 ...............................Washington, DC

This course applies towards completion of the DoD Financial Management Certification Program.

<table>
<thead>
<tr>
<th>DoD FM Competency</th>
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<tbody>
<tr>
<td>Lead Organizations/Programs</td>
<td>L4851</td>
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</table>
Contracting Basics for Administrative Personnel

**ACQI7502D**  3 Days  24 CPE (equivalent to 24 CLP)  $879

Contribute to your organization’s contracting success by learning the fundamentals of government contracting, from translating complex terminology and defining the acquisition process to recognizing potential conflict of interest and interpreting key provisions of the Federal Acquisition Regulation (FAR).

**LEARNING OUTCOMES**
- Describe the purpose of the Federal Acquisition System
- Identify the three phases of the acquisition process
- Accurately use common acquisition terms and concepts

**WHO SHOULD ATTEND?**
Program and technical staff, administrative assistants, office managers, or anyone who needs to learn the fundamentals of government contracting

**SESSION SCHEDULE**  **LOCATION**
2/19/20 – 2/21/20  ........................................... Washington, DC
4/22/20 – 4/24/20  ........................................... Washington, DC
5/13/20 – 5/15/20  ........................................... Washington, DC
6/24/20 – 6/26/20  ........................................... Washington, DC
7/8/20 – 7/10/20  ........................................... Washington, DC
7/14/20 – 7/16/20  ........................................... San Diego, CA
8/25/20 – 8/27/20  ........................................... Washington, DC
9/9/20 – 9/11/20  ........................................... Washington, DC
9/15/20 – 9/17/20  .......................................... Virginia Beach, VA
9/22/20 – 9/24/20  ........................................... Washington, DC
11/17/20 – 11/19/20  ...................................... Washington, DC

This course applies towards completion of the DoD Financial Management Certification Program.

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Contracting Basics for CORs

**ACQI7503D**  3 Days  24 CPE (equivalent to 24 CLP)  $879

Federal managers have become increasingly aware of the importance of proper contract administration in ensuring the maximum return on their contract dollars. The contracting officer’s representative (COR) plays a critical role in affecting the outcome of the contract administration process. This course provides the training required for FAC-COR Level I certification.

Note: This course includes a post-test. Participants must attain a score of 80 percent or higher on the post-test to receive a course completion certificat.

**LEARNING OUTCOMES**
- Explain the role of the COR, including limits on the COR’s responsibility and authority
- Monitor contractor performance and recommend corrective action for inadequate performance
- Recommend changes and provide technical support to the contracting office for contract modification
- Process contractor invoices
- Perform contract closeout
- Understand the standards of conduct and the ethics and integrity restrictions that apply to contracting personnel

**WHO SHOULD ATTEND?**
This course is designed for newly assigned or about-to-be-assigned Level I CORs who desire more in-depth training than is provided in COR Essentials (ACQI7028D). Others who are involved in government acquisitions, especially project officer and task managers, would also benefit. Personnel involved with contracts of moderate or high complexity and needing FAC-COR Level II certification should take Contracting Officer’s Representative Course (ACQI7222D).
SESSION SCHEDULE

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<td>4/1/20 – 4/3/20</td>
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<td>4/28/20 – 4/30/20</td>
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This course is part of the Certificate Program in Personal Property Management.

This course applies towards completion of the DoD Financial Management Certification Program.

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Fundamentals of Project and Program Management
(ACQI7110D)

Becoming a skilled, competent, and professional program and project manager (P/PM) is essential to the success of critical agency missions. P/PMs ensure that requirements are appropriately written, performance standards are established, and contractors deliver what they promise. P/PMs develop requirements, lead integrated project teams (IPTs), and oversee budgeting and governance processes, all of which are critical to ensuring that agency mission needs are filled and expected outcomes achieved.

After having completed FPM 120-A and FPM 120-B, completing this 5-day, instructor-led, classroom course allows you to meet your training requirements for the Federal Acquisition Institute’s Federal Acquisition Certification (FAC: P/PM Level I).

Go to www.graduateschool.edu or call 888.744.GRAD for 2020 course information and dates.
Contracting Officers Representative Course

ACQI7222D  5 Days  40 CPE (equivalent to 40 CLP )  $1,279

This course is specifically designed for Contracting Office Representatives (CORs) who are responsible for assuring that contractors are performing the technical portion of the contract. Acquire the breadth of knowledge required to perform the COR role, including knowledge related to roles and responsibilities, as well as fundamentals of contracting regulations; types, phases, and other elements of contracts; awareness of ethical, legal, and cultural factors that impact COR responsibilities; and information necessary to effectively evaluate situations, apply knowledge gained, and make correct decisions to carry out COR responsibilities.

This course is equivalent to the Defense Acquisition University (DAU) course COR222 from which materials are adapted. This course is recommended by Federal Acquisition Institute (FAI) as one of the certification requirements for the Contracting Officer’s Representative certification (AC-COR).

Note: This course includes a post-test. Participants must attain a score of 80 percent or higher on the post-test to receive a course completion certificate.

LEARNING OUTCOMES
• Recognize the duties, limitations, and authority of the COR
• Identify key laws and regulations that address fraud, waste, and abuse and ethical considerations in federal contracting
• Recognize COR responsibilities in acquisition mission support planning
• Recognize the COR’s responsibilities in the contract award process
• Recognize the COR’s role in tracking contract expenditures
• Recognize the COR’s role in tracking the contract schedule
• Identify when proposed changes under the contract are needed so that the best interests of the government are protected
• Recognize the importance of the COR as a representative of the Contracting Officer during performance of the contract
• Identify the COR’s participation in contract closeout
• Describe the COR’s role in inspecting and accepting goods and services
• Identify major requirements for timely invoice review and payments
• Describe the administrative duties of the COR as outlined in the delegation letter
• Pinpoint the unique characteristics of a construction contract
• Know the unique characteristics of contracts in major systems and R&D acquisitions
• Identify control and disposition requirements for government furnished or leased assets
• Recognize ethical, cultural, and contractual issues faced by the COR in a contingency environment
• Given a contract action, identify the delegated technical functions for which the COR is responsible

WHO SHOULD ATTEND?
All individuals who want to learn practical skills to manage their time and increase their professional and personal effectiveness

SESSION SCHEDULE  LOCATION
1/27/20 – 1/31/20 ...............................San Diego, CA
1/27/20 – 1/31/20 ...............................Washington, DC
2/10/20 – 2/14/20 ...............................Washington, DC
4/13/20 – 4/17/20 ...............................Virginia Beach, VA
4/27/20 – 5/1/20 .................................Washington, DC
5/18/20 – 5/21/20 ...............................Washington, DC
6/8/20 – 6/12/20 .................................San Diego, CA
6/8/20 – 6/12/20 .................................Washington, DC
7/6/20 – 7/10/20 .................................Washington, DC
7/6/20 – 7/10/20 .................................Virginia Beach, VA
7/20/20 – 7/24/20 ...............................Atlanta, GA
8/24/20 – 8/28/20 ...............................Washington, DC
9/21/20 – 9/25/20 ...............................Washington, DC
10/19/20 – 10/23/20 ............................Washington, DC
11/16/20 – 11/20/20 ............................Washington, DC
12/7/20 – 12/11/20 .............................Atlanta, GA
12/7/20 – 12/11/20 .............................San Diego, CA
12/14/20 – 12/18/20 ...........................Washington, DC
COR Essentials

ACQI7028D  1 Day  8 CPE (equivalent to 8 CLP )  $609

This course is designed to provide the training required for FAC-COR Level 1 certification. You will gain the knowledge and skills needed to perform as a newly appointed COR. Understand COR roles and responsibilities as well as fundamental contract rules and regulations. Emphasis is placed on functions where the COR plays a key role, including monitoring contractor performance, performing inspections, and contract closeout. To reinforce learning, group and individual exercises are used along with a post-test.

Note: This course includes a post-test. Participants must attain a score of 80 percent or higher on the post-test to receive a course completion certificate.

LEARNING OUTCOMES
• Explain the roles, responsibilities, and authorities of a COR in each phase of the acquisition process
• Understand the key laws and regulations that govern the acquisition process
• Use appropriate methods to monitor contractor performance
• Understand the steps involved in contract closeout
• Describe the standards of conduct and personal conflict of interest

WHO SHOULD ATTEND?
Newly assigned or about-to-be-assigned Level 1 CORs
New CORs seeking more in-depth training should consider taking Contracting Basics for CORs (ACQI7503D).
Personnel involved with contracts of moderate or high complexity who need FAC-COR Level II certification should take Contracting Officer’s Representative Course (ACQI7222D).

SESSION SCHEDULE  LOCATION
1/9/20 – 1/9/20  Atlanta, GA
2/19/20 – 2/19/20  Washington, DC
4/15/20 – 4/15/20  Washington, DC
4/15/20 – 4/15/20  Atlanta, GA
6/30/20 – 6/30/20  Washington, DC
7/23/20 – 7/23/20  Chicago, IL
9/3/20 – 9/3/20  Washington, DC
11/10/20 – 11/10/20  Washington, DC
12/9/20 – 12/9/20  Washington, DC

COR Refresher

ACQI7513D  1 Day  8 CPE (equivalent to 8 CLP )  $609

Refresh your knowledge of the post-award phase of the federal acquisition process in this one-day course. Review key information needed by the contracting officer’s representative (COR), project office, or task manager to ensure successful contract administration. Update your knowledge by learning about regulatory changes to the acquisition process.

LEARNING OUTCOMES
• Monitor contractor performance
• Assist the contracting office in interpreting contracts
• Identify conflict of interest and more
• Perform inspections
• Identify unauthorized commitments
• Close out a contract

WHO SHOULD ATTEND?
CORs, especially those at level I, who need to refresh their knowledge and meet continuous learning requirements

Those needing additional training to satisfy FAC-COR requirements should consider or Advanced COR Workshop (ACQI9008D).

SESSION SCHEDULE  LOCATION
1/21/20 – 1/21/20  Washington, DC
2/20/20 – 2/20/20  Washington, DC
3/24/20 – 3/24/20  Washington, DC
4/21/20 – 4/21/20  Washington, DC
5/20/20 – 5/20/20  Washington, DC
8/14/20 – 8/14/20  Washington, DC
8/28/20 – 8/28/20  Washington, DC
8/18/20 – 8/18/20  Atlanta, GA
9/2/20 – 9/2/20  Washington, DC
9/18/20 – 9/18/20  San Diego, CA
10/19/20 – 10/19/20  Washington, DC
11/5/20 – 11/5/20  Denver, CO
12/2/20 – 12/2/20  Washington, DC

This course applies towards completion of the DoD Financial Management Certification Program.
Federal Contracting: Ethics Compliance and Enforcement
ACQI7023D  2 Days  16 CPE (equivalent to 16 CLP)  $699

Procurement fraud scandals have prompted a tightening as well as an expansion of the regulatory requirements concerning ethics and standards of conduct. Both government contracting personnel and industry personnel need to understand what is expected of them with respect to procurement integrity and conflict of interest, including the FAR provisions on contractor ethics. This course explains the key procurement ethics laws and regulations, and the role of government entities involved in overseeing and enforcing those laws and regulations. It includes the text of selected regulations and guidance as well as references to public and private sector sources of information.

LEARNING OUTCOMES
• Recognize and apply the principles of ethical behavior in federal procurement
• Describe administrative debarment and suspension procedures and the administrative tools available to the Contracting Office for ensuring contractor responsibility
• Differentiate between a personal and an organizational conflict of interest
• Identify and explain the requirements of the Procurement Integrity Act
• Explain the whistleblower “qui tam” provisions of the civil False Claims Act
• Describe the FAR rule regarding the contractor business ethics compliance program and mandatory disclosure requirements
• Explain the roles of the Office of Government Ethics, inspectors general, ethics official, and corporate compliance and ethics officer

WHO SHOULD ATTEND?
Individuals who want to learn practical skills to manage and gain control over their workloads, increase their efficiency, set goals, prioritize tasks, and overcome procrastination

SESSION SCHEDULE
1/22/20 – 1/23/20 ........................................ Washington, DC
5/21/20 – 5/22/20 ........................................ Washington, DC
10/22/20 – 10/23/20 ....................................... Washington, DC
12/10/20 – 12/11/20 ..................................... Washington, DC

Government Contract Law
ACQI8505D  5 Days  40 CPE (equivalent to 40 CLP)  $1,209

Discover the unique laws of federal contracts that are derived from statutes, regulations and the decisions of administrative and judicial forums. Learn the sources of the current laws and, more importantly, how contract laws can be expected to be applied to common contracting situations. Become informed about contracting issues and know when to call on legal counsel to avoid or mitigate potentially serious risks in acquisition and contracting activities.

LEARNING OUTCOMES
• Explain laws and regulations which are the framework of government contracting
• Identify the legal requirements of sealed bidding and negotiation in the contract award process
• Define from a legal perspective: types of contracts, subcontracting, contract administration and performance
• Explain legal remedies for bidders and contractors and the role of the Government Accountability Office (GAO) and the U.S. Court of Federal Claims

WHO SHOULD ATTEND?
Acquisition personnel as well as program and project personnel involved with government contracts

SESSION SCHEDULE
2/24/20 – 2/28/20 ........................................ Washington, DC
5/18/20 – 5/22/20 ........................................ Washington, DC
7/13/20 – 7/17/20 ........................................ Washington, DC
9/21/20 – 9/25/20 ....................................... Washington, DC
11/16/20 – 11/20/20 .................................... Washington, DC

This course applies towards completion of the DoD Financial Management Certification Program.

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FAR Basics
ACQI7100D   3 Days  24 CPE (equivalent to 24 CLP )
$1,049

Receive a basic understanding of the Federal Acquisition Regulation (FAR) and agency supplements as a complete regulatory system. A framework of the design of the FAR is developed throughout the course to emphasize how to use the regulation in ordinary daily contracting and program functions.

Receive a copy of the FAR and learn how to use it as well as how to keep up-to-date on all FAR changes. Complexity is made understandable in this course. The FAR is used for hands-on problem-solving exercises that emphasize critical analytical thinking to achieve the best business decisions based on the correct regulatory application.

LEARNING OUTCOMES
• Gain a basic understanding of the FAR and its agency supplements as a body of knowledge system
• Learn the structure and interrelationships of the FAR Parts and how to use this understanding to solve acquisition problems
• Learn the salient points of all 53 Parts of the FAR
• Use the FAR for critical analysis

WHO SHOULD ATTEND?
Personnel of any organization that utilizes the FAR, including: contracting officer, contract specialists, contracting officer’s representatives (CORs), general counsel, agency program official, federal contractors and subcontractors, program managers, and technical and logistical personnel

SESSION SCHEDULE LOCATION
2/18/20 – 2/20/20 ...................................Washington, DC
4/8/20 – 4/10/20 ...................................Washington, DC
4/27/20 – 4/29/20 ...................................San Diego, CA
7/14/20 – 7/16/20 ...................................Washington, DC
8/11/20 – 8/13/20 ...................................Virginia Beach, VA
10/6/20 – 10/8/20 ...................................Washington, DC

Performance-Based Statements of Work
ACQI8517D  3 Days  24 CPE (equivalent to 24 CLP )
$919

Avoid project failures, substandard services, delays in delivery and contract disputes by writing performance-based statements of work with effective quality assurance surveillance plans. A must for program and project personnel as well as contractors and auditors who need training in identifying inadequacies in statements of work. Learn a step-by-step method for writing effective task descriptions, performance standards, quality assurance surveillance plans, and more.

LEARNING OUTCOMES
• Discuss performance-based acquisition for services
• Explain how to manage risks
• Summarize the Seven Steps to Service Acquisition Process
• Conduct a requirements analysis
• Develop a performance requirements summary
• Complete and critique a performance work statement
• Explain the importance of quality assurance

WHO SHOULD ATTEND?
Anyone responsible for writing or reviewing statements of work or quality assurance surveillance plans for service contracts

SESSION SCHEDULE LOCATION
1/21/20 – 1/23/20 .................. Atlanta, GA
4/14/20 – 4/16/20 .................. Washington, DC
5/12/20 – 5/14/20 .................. San Diego, CA
5/12/20 – 5/14/20 .................. Washington, DC
7/7/20 – 7/9/20 ................ Virginia Beach, VA
7/14/20 – 7/16/20 .................. Washington, DC
8/1/20 – 8/3/20 ................ Washington, DC
8/26/20 – 8/28/20 .................. San Diego, CA
9/16/20 – 9/18/20 .................. Washington, DC
9/21/20 – 9/23/20 ................ Virginia Beach, VA
11/2/20 – 11/4/20 .................. Washington, DC
12/8/20 – 12/10/20 .................. Washington, DC

DoD FM Competency MyLearn Course Identifie
Fundamentals and Operations of Finance F7957

This course applies towards completion of the DoD Financial Management Certificate Program.
Shaping Smart Business Arrangements

ACQI7501D  5 Days  40 CPE (equivalent to 40 CLP )  $1,049

Explore the highly complex federal acquisition process, including the functions of pre-solicitation, solicitation and award, and post-award administration; the roles of the legislative, executive and judicial branches in federal acquisition; and standards of conduct for members of the acquisition team. Learn to minimize risks, maximize competition, maintain integrity, and assure delivery according to the contract terms and conditions.

This course is equivalent to Defense Acquisition University (DAU) course CON100, Shaping Smart Business Arrangements.

Note: This course includes a post-test. Participants must attain a score of 80 percent or higher on the post-test to receive a course completion certificat.

LEARNING OUTCOMES

• Identify both the past and present acquisition environment to understand the evolution of contracting so that smart business decisions can be made by an informed workforce
• Identify the various mission areas of the military departments and defense agencies and the contracting support that these mission areas require so that you will be able to support the development of business strategies
• Identify the benefit and principles of building and sustaining successful teams so that you will be able to use business knowledge, analysis, and strategies efficiently as an active participant on the Acquisition Team
• Identify a business solution based upon application of the six-step problem-solving model and four other decision-making tools
• Describe the eleven principles of leadership and the leadership actions necessary to implement sound business decisions for contracting
• Correctly identify information contained in the Federal Acquisition Regulations (FAR) and the Defense Federal Acquisition Regulation Supplement (DFARS)
• Identify the critical need for all parties involved in procurement business to reflect the highest standards of integrity and ethical behavior
• Determine the relationship between the financial and acquisition communities and how fundamental financial principles and requirements are important factors to consider so that you will be able to develop a smart business arrangement
• Identify basic laws and legal processes that govern federal contracting so that smart business decisions can be made by an informed workforce
• Recognize how e-business initiatives facilitate the efficiency of the acquisition process
• Understand the requirements of market research in identifying the best business arrangement to meet mission requirements
• Determine the appropriate business alternative so the customer’s need is met considering the customer’s definition of value
• Know the best business advice to provide to the Acquisition Team to best address the customers’ concerns and mission needs when considering the contracting process
• Recognize the interaction and interdependence of the contractor, the government, and the taxpayer while efficiently managing taxpayers’ dollars and developing smart business arrangements
• Know the various career opportunities available for contracting professionals

WHO SHOULD ATTEND?

Anyone working in acquisition-related field

SESSION SCHEDULE  LOCATION
5/18/20 – 5/22/20 ......................... Virginia Beach, VA
7/20/20 – 7/24/20 ......................... San Diego, CA
8/17/20 – 8/21/20 ......................... Washington, DC
9/14/20 – 9/18/20 ......................... Washington, DC
11/16/20 – 11/20/20 ..................... Washington, DC

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Gain the knowledge and skills necessary to develop a forward-pricing proposal addressing how to evaluate a contractor’s estimate of costs to perform a government contract. Using two case studies, learn how to audit the various elements of the proposal: direct labor, direct material, and indirect costs. Also learn how to incorporate quantitative audit techniques — statistical sampling, correlation analysis, and improvement curve — in performing the audit.

Develop a historical cost audit to determine whether the contractor is entitled to be reimbursed for costs claimed on contracts. Learn how to use the Federal Acquisition Regulations (FAR) and the Cost Accounting Standards to determine the allowability, allocability, and reasonableness of costs. Learn how to calculate indirect allocation rates and how they are applied to contracts. Applicable sections of the FAR are included as part of your materials for this course.

LEARNING OUTCOMES

• Describe the types of contract audits and the specific purposes of price proposal and historical cost audits
• Determine the allowability of costs using acquisition regulations and cost accounting standards
• Select and apply the methodology and quantitative audit techniques applicable to price proposal and historical cost audits
• Perform price proposal and historical cost audits

WHO SHOULD ATTEND?
Auditors and others involved in auditing forward pricing and historical contracts

Level: Intermediate

SESSION SCHEDULE LOCATION
1/27/20 – 1/31/20 ...........................................Washington, DC
4/6/20 – 4/10/20 ...........................................Washington, DC
7/20/20 – 7/24/20 ...........................................Washington, DC
10/19/20 – 10/23/20 .........................................Washington, DC

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Contract Number
GS-10F-0228P

Graduate School USA is an approved contract holder to provide training and consulting services under Professional Services Schedule, SIN C874.

We can provide customized support to your agency to help you meet your annual training requirements.

For more information, visit www.graduateschool.edu/gsa or call 800.787.9074.
Contract and Procurement Fraud

AUDT8036G  2 Days  16 CPE  $739

The possibility of fraud in government procurement presents a constant risk. Learn to recognize the indicators of procurement fraud in different government contracts and to develop audit strategies to identify and quantify the extent of fraud in specific government contracting programs. Using actual examples from past procurement fraud cases, learn about traditional fraud schemes involving false statements, false claims, product substitution, accounting frauds, and minority and woman-owned small business front operations. Focus on identifying the indicators of fraud, as well as criminal, civil, administrative, and contractual actions in response to fraud. Explore fraud issues related to the growing government involvement in e-commerce.

LEARNING OUTCOMES

• Identify the auditor’s responsibilities for the detection and investigation of contract fraud
• Explain primary federal criminal and civil laws that address contract fraud
• Identify federal laws, rules, and regulations that govern the contracting process
• Describe the role that auditors perform in the contracting process
• Identify major contract fraud schemes that take place in contracting including false claims, corruption, and small and minority fronts
• Examine auditor interface with investigators, prosecutors, contracting officials and whistleblowers
• Describe criminal, civil, and administrative and contractual remedies for contract fraud
• Discuss challenges to auditor independence that arise in conducting audits related to contracts and procurement
• Identify methods to obtain information from agencies, contractors, and third parties needed to audit and investigate contract fraud

WHO SHOULD ATTEND?
Auditors looking to enhance their skills to detect fraud in government contracting programs
Level: Intermediate

SESSION SCHEDULE

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<td>6/16/20 – 6/17/20</td>
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Simplifie Acquisition Procedures

ACQI7506D  5 Days  40 CPE (equivalent to 40 CLP)  $1,149

Learn the basics of simplifie acquisition procedures, necessary for those involved in making some of the millions of purchases of essential products and services required by federal agencies. Learn how to perform better by using the latest electronic enhancements in the acquisition process. Learn about GSA schedules and other sources of supply that will make your job easier.

LEARNING OUTCOMES
• Clearly state customer requirements
• Locate sources of supply
• Solicit for competition
• Receive and evaluate quotations
• Prepare appropriate documents
• Use appropriate purchasing methods
• Make contract awards
• Ensure contract performance complies with requirements

WHO SHOULD ATTEND?
Federal employees making purchases of products and services within the simplifie acquisition thresholds as well as other purchases from required sources of supply and existing contracts, such as GSA schedules

SESSION SCHEDULE  LOCATION
1/27/20 – 1/31/20 ......................Atlanta, GA
2/24/20 – 2/28/20 ......................Washington, DC
4/13/20 – 4/17/20 ......................Washington, DC
5/18/20 – 5/22/20 ......................Washington, DC
6/8/20 – 6/12/20 ......................Washington, DC
6/22/20 – 6/26/20 ......................Washington, DC
7/20/20 – 7/24/20 ......................Washington, DC
8/17/20 – 8/21/20 ......................Denver, CO
8/24/20 – 8/28/20 ......................Washington, DC
9/21/20 – 9/25/20 ......................Washington, DC
11/16/20 – 11/20/20 ..................Las Vegas, NV
11/30/20 – 12/4/20 ...................Washington, DC
12/14/20 – 12/18/20 ..................Washington, DC
According to the U.S. Government Accountability Office, the federal government has awarded over $700 billion in grants to state and local governments. Despite steps taken by the Office of Personnel Management (OPM), the Office of Management and Budget, and the Chief Financial Officers Council, providing quality training to the grants workforce remains a challenge.

Graduate School USA’s Grants Management curriculum focuses on both technical and professional competencies identified by OPM to

- Understand the grants process life cycle from pre-award to audit and close-out to audit;
- Develop and implement strategies to effectively monitor federal grant recipients; and
- Learn and relate federal cost principles to effectively develop and oversee federal grants.

Our courses are taught by instructors with real-world government experience, who deliver up-to-date course content that you can immediately apply on the job. Let GSUSA help you gain new skills to meet your grants management goals!
Our Certificate in Grants Management is focused on the training needs of federal assistance grantees, pass-through entities, grant managers, grant specialists, federal program and project staff (including individuals in the GS-1109 classification series), monitoring officials and auditors whose duties include compliance testing and internal control certifications. In addition, attorneys with suspension/debarment responsibilities and grant auditors will also benefit from our courses.

**Required Courses:** (4 required courses)

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Grants Management</td>
<td>GRNT7015D</td>
<td>24 CEU</td>
</tr>
<tr>
<td>Grants Performance Management and Monitoring</td>
<td>GRNT7035D</td>
<td>24 CEU</td>
</tr>
<tr>
<td>Effective Grants Manager</td>
<td>GRNT7025D</td>
<td>24 CEU</td>
</tr>
<tr>
<td>Auditing Grants</td>
<td>AUDT7407A</td>
<td>24 CEU</td>
</tr>
</tbody>
</table>

**Elective Courses:** (complete 3 courses)

Program and Management Analysis Courses: (Complete one course.)

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management Analysis: Overview</td>
<td>PGMT7000D</td>
<td>2.4 CEU</td>
</tr>
<tr>
<td>Cost Benefit Analysis Workshop</td>
<td>PGMT8100D</td>
<td>2.4 CEU</td>
</tr>
<tr>
<td>Project Management Essentials</td>
<td>PGMT7007D</td>
<td>2.4 CEU</td>
</tr>
</tbody>
</table>

Communication and Professional Skills Courses: (Complete one course.)

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear Writing Through Critical Thinking</td>
<td>WRIT7100D</td>
<td>1.8 CEU</td>
</tr>
<tr>
<td>Communicating for Results</td>
<td>COMM7003D</td>
<td>1.2 CEU</td>
</tr>
<tr>
<td>Briefing Techniques</td>
<td>COMM7002D</td>
<td>1.8 CEU</td>
</tr>
<tr>
<td>Writing for Results</td>
<td>WRIT7110D</td>
<td>1.2 CEU</td>
</tr>
</tbody>
</table>

Leadership and Management Courses: (Complete one course.)

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decision Making and Problem Solving</td>
<td>MGMT8102D</td>
<td>1.2 CEU</td>
</tr>
<tr>
<td>Emotionally Intelligent Leaders</td>
<td>LEAD8007D</td>
<td>1.2 CEU</td>
</tr>
<tr>
<td>Leading Teams and Groups</td>
<td>TDEV8200D</td>
<td>1.8 CEU</td>
</tr>
<tr>
<td>The Power of Influencing over Authority</td>
<td>MGMT7120D</td>
<td>0.6 CEU</td>
</tr>
</tbody>
</table>
NEW Auditing Grants

AUDT7407G  3 Days  24 CPE  $939

Understand the full grants management process, the current regulatory requirements governing grants, and the role of auditors in developing strategies for assessing compliance and performance. Learn to develop audit objectives and procedures to identify issues and recommendations for constructive feedback, corrective action and accountability. Learn the stages of effective grants management including award, monitoring, audit, and close-out. Become skillful at implementing strategies for auditing, application of cost principles, performance measurement and reporting through each of the grant stages by applying those strategies in case studies. This class is part of the Graduate School USA Grants Management Certification Program.

LEARNING OUTCOMES

• Understand the full grants management process and current regulatory requirements governing grants
• Identify the role of auditors in providing guidance and feedback to grants managers
• Describe the role of auditors in providing audit recommendations, assistance, and other constructive feedback to grants managers
• Identify options for audit objectives and procedures that are achievable and will provide timely, useful information
• Identify issues beyond compliance that need to be audited

WHO SHOULD ATTEND?

Auditors and others involved in the grants process.

Level: Foundation.

SESSION SCHEDULE  LOCATION

2/25/20 – 2/27/20 ...........................Washington, DC
4/28/20 – 4/30/20 ...........................Washington, DC
5/4/20 – 5/6/20 ............................Chicago, IL
7/7/20 – 7/9/20 ............................Washington, DC
9/28/20 – 9/30/20 ...........................Washington, DC
11/17/20 – 11/19/20 ......................Las Vegas, NV
12/08/20 – 12/10/20 .....................Washington, DC

This course is part of the Certification Program in Grants Management.
Effective Grants Manager

GRNT7025D  3 Days  1.8 CEU  $899

This course explores the critical steps toward increasing economy, efficiency and effectiveness of grants and grant-funded programs. As a participant in this class, you will explore current issues and events in grants management along with how to successfully prepare for a grant audit. You will find this course to be informative in guiding your approach to managing your organization's grant portfolio, whether you are a federal employee or a private sector grant administrator with financial performance, or compliance responsibilities. Participants will also learn and apply the general and technical competencies identified by the Office of Personnel Management (OPM) to help ensure successful grants management outcomes.

LEARNING OUTCOMES

• Identify current issues and trends in grants management
• Identify new and unique options for dealing with special challenges in grants, such as volunteer recruitment, training and retention, advertising of services, communication between the "numbers crunchers" and program managers, and related topics
• Become familiar with the grant audit process
• Review correct close-out procedures when grants expire
• Apply OPM's general and professional competencies to grants management

WHO SHOULD ATTEND?

This course is intended for recipients of federal assistance awards, pass-through entities, grant managers at all levels of the organization, federal program and financial staff (particularly individuals in the GS-1109 classification series), and audit staff whose duties include compliance testing and program evaluation. Participants are encouraged to complete Introduction to Grants Management, and Grants Performance Measurement and Monitoring offered at Graduate School USA.

SESSION SCHEDULE  LOCATION

1/27/20 – 1/29/20 ............................Atlanta, GA
2/3/20 – 2/5/20 ..............................Washington, DC
2/3/20 – 2/5/20 ..............................Austin, TX
3/23/20 – 3/25/20 ..........................Chicago, IL
4/13/20 – 04/15/20 ........................Washington, DC
6/10/20 – 6/12/20 ..........................Washington, DC
6/22/20 – 6/24/20 ..........................Atlanta, GA
7/6/20 – 7/8/20 .............................Washington, DC
8/19/20 – 8/21/20 ..........................Philadelphia, PA
8/24/20 – 8/26/20 ..........................Washington, DC
10/19/20 – 10/21/20 .........................Denver, CO
10/19/20 – 10/21/20 .........................Washington, DC
12/07/20 – 12/09/20 .......................San Francisco, CA
12/07/20 – 12/09/20 .......................Washington, DC

This course is part of the Certificate Program in Grants Management.

This course applies towards completion of the DoD Financial Management Certification Program.

<table>
<thead>
<tr>
<th>DoD FM Competency</th>
<th>MyLearn Course Identifi</th>
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<tbody>
<tr>
<td>Lead Self</td>
<td>L4873</td>
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</table>

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- Customize the training so that it is specific to your agency.

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www.graduateschool.edu  •  888.744.GRAD
Grants Performance Management and Monitoring

GRNT7035D  3 Days  1.8 CEU  $899

You will focus on the unique performance management, measurement, and monitoring issues for grants and grant-funded programs. You will enhance your awareness of performance issues relating to both achievement of program goals and effective and efficient management of program resources. You will learn a step-by-step, hands-on process to develop and implement a formalized monitoring function for grants that will apply to monitoring of recipients and sub-recipients. This process also includes self-monitoring within your agency or organization, a function mandated by 2 CFR 200, the Uniform Administrative Requirements.

To increase the effectiveness of your new monitoring function, you will learn to identify monitoring issues and tools applicable to both grantors and recipients.

Participants will also learn and apply the general and technical competencies identified by the Office of Personnel Management (OPM) to help ensure successful grants management outcomes.

LEARNING OUTCOMES

• Establish realistic and realizable performance targets
• Provide performance data in support of performance reports that are clear, concise, accurate, and verifiable
• Define and prioritize key monitoring processes and procedures
• Establish a formal monitoring plan for your agency that complies with federal requirements
• Apply OPM’s general and professional competencies to grants management

WHO SHOULD ATTEND?

This course is intended for recipients of federal assistance awards, pass-through entities, grant managers, grant specialists, Federal program and project staff (particularly individuals in the GS-1109 classification series), monitoring officials, and auditors whose duties include compliance testing and internal control certification. Attorneys with suspension/debarment and other enforcement responsibilities will also benefit from this content. An understanding of the concepts in this course will be enhanced for participants with grant-related experience.

SESSION SCHEDULE  LOCATION
1/28/20 – 1/30/20 ...........................................Washington, DC
2/24/20 – 2/26/20 ...........................................Chicago, IL
4/13/20 – 4/15/20 ...........................................Atlanta, GA
6/8/20 – 6/10/20 ...........................................Denver, CO
6/22/20 – 6/24/20 ...........................................Washington, DC
7/20/20 – 7/22/20 ...........................................Washington, DC
8/17/20 – 8/19/20 ...........................................Washington, DC
8/24/20 – 8/26/20 ...........................................Seattle, WA
10/26/20 – 10/28/20 ...........................................Kansas City, MO
11/16/20 – 11/18/20 ...........................................Washington, DC
12/7/20 – 12/9/20 ...........................................San Diego, CA

This course is part of the Certificate Program in Grants Management.

This course applies towards completion of the DoD Financial Management Certification Program.

DoD FM Competency  MyLearn Course Identify
Lead Organizations/Programs  L4868
NEW

Introduction to Grants Management

GRNT7015D  3 Days  1.8 CEU  $899

During this course, you will have the opportunity to gain an overview of Federal grants topics and terminology, roles and responsibilities, and rules and regulations — including the new Uniform Administrative Requirements at 2 CFR 200, commonly called the Super Circular. You will discuss and practice applying administrative requirements and basic cost principles within a team environment for a variety of scenarios and one comprehensive case study. Throughout the course, we will discuss common compliance problem areas with covered regulations, and potential solutions that are applicable to many agencies and private entities. Participants will also learn and apply the general and technical competencies identified by the Office of Personnel Management (OPM) to help ensure successful grants management outcomes.

LEARNING OUTCOMES

• Define common types of grants and grant-related terminology
• Interpret common administrative and cost requirements within the new uniform grants management requirements
• Distinguish between the phases of the budget process and how grant budgets are developed
• Develop procedures for assessing risk relating to your program
• Address high-risk issues through developing, implementing, and evaluating agency/programmatic internal controls
• Understand and apply various sanctions and other remedies for instances of non-compliance
• Apply OPM’s general and professional competencies to grants management

WHO SHOULD ATTEND?

This course is intended for recipients of federal assistance awards, pass-through entities, grant managers, grant specialists, Federal program and project staff (particularly individuals in the GS-1109 classification series), monitoring officials, and auditors whose duties include compliance testing and internal control certification. Attorneys with suspension/debarment and other enforcement responsibilities will also benefit from this content. An understanding of the concepts in this course will be enhanced for participants with grant-related experience.

SESSION SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>1/7/20 – 1/9/20</td>
<td>Washington, DC</td>
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<tr>
<td>2/3/20 – 2/5/20</td>
<td>Atlanta, GA</td>
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<tr>
<td>4/20/20 – 4/22/20</td>
<td>Washington, DC</td>
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<tr>
<td>4/21/20 – 4/23/20</td>
<td>Seattle, WA</td>
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<tr>
<td>6/1/20 – 6/3/20</td>
<td>Washington, DC</td>
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<tr>
<td>6/1/20 – 6/3/20</td>
<td>Philadelphia, PA</td>
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<td>7/29/20 – 7/31/20</td>
<td>Washington, DC</td>
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<td>8/17/20 – 8/19/20</td>
<td>Chicago, IL</td>
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<td>8/19/20 – 8/21/20</td>
<td>Washington, DC</td>
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<td>9/21/20 – 9/23/20</td>
<td>Washington, DC</td>
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<tr>
<td>10/5/20 – 10/7/20</td>
<td>Seattle, WA</td>
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<td>11/17/20 – 11/19/20</td>
<td>Washington, DC</td>
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<tr>
<td>12/7/20 – 12/9/20</td>
<td>San Diego, CA</td>
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This course is part of the Certificate Program in Grants Management.

This course applies towards completion of the DoD Financial Management Certification Program.

<table>
<thead>
<tr>
<th>DoD FM Competency</th>
<th>MyLearn Course Identif</th>
<th>L4878</th>
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</thead>
<tbody>
<tr>
<td>Lead Organizations/Programs</td>
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<td>L4878</td>
</tr>
<tr>
<td>Lead the Institution</td>
<td></td>
<td>L4878</td>
</tr>
</tbody>
</table>

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Our federal financial management courses address the need for government agencies to balance diminishing resources, while maintaining and expanding existing programs. As you acquire the skills you need to achieve that balance, you will master the tools and techniques of accounting, budgeting, appropriations law, and financial management. You will become familiar with terminology and principles, as well as the laws, regulations, standards, policies, and procedures that underpin federal financial management.

Our courses emphasize practical application, and our instructors bring real-world experience to the classroom.

Graduate School USA’s curriculum designers can also work with you to tailor courses that meet your specific training needs.
Master Certificate in Federal Financial Management

Graduate School USA offers a competency-based Master Certificate in Federal Financial Management (MCFFM). Courses in this program align with the competencies that practitioners at all levels of the federal government must demonstrate to excel professionally. They are developed and taught by practicing financial management professionals and are offered nationwide. You must complete the certificate within three years of finishing the first course in the program.

The 10 required courses in the MCFFM program are divided into two groups: Foundation and Subject-Specific. We recommend completing all of the Foundation courses prior to registering for the remaining courses.

### Foundation Courses:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>CPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Appropriations Law</td>
<td>FINC7100D</td>
<td>32 CPE</td>
</tr>
<tr>
<td>Introduction to Federal Accounting</td>
<td>ACCT7001D</td>
<td>32 CPE</td>
</tr>
<tr>
<td>Introduction to Federal Budgeting</td>
<td>BUDG7001D</td>
<td>24 CPE</td>
</tr>
<tr>
<td>Introduction to Financial Management</td>
<td>FINC7000D</td>
<td>24 CPE</td>
</tr>
<tr>
<td>Congressional Budget Process</td>
<td>BUDG8175D</td>
<td>16 CPE</td>
</tr>
</tbody>
</table>

### Subject-Specific Courses:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>CPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Formulation</td>
<td>BUDG7101D</td>
<td>24 CPE</td>
</tr>
<tr>
<td>Budget Execution</td>
<td>BUDG7100D</td>
<td>24 CPE</td>
</tr>
<tr>
<td>Manager's and Auditor's Roles in Assessing Internal Control</td>
<td>AUDT8003G</td>
<td>16 CPE</td>
</tr>
<tr>
<td>Decision Support Analytics</td>
<td>FINC8120D</td>
<td>24 CPE</td>
</tr>
<tr>
<td>Planning, Programming, Budgeting, and Execution (PPBE) OR Planning, Budgeting, and Performance Measurement</td>
<td>BUDG8000D</td>
<td>24 CPE</td>
</tr>
<tr>
<td></td>
<td>BUDG8180D</td>
<td>24 CPE</td>
</tr>
</tbody>
</table>

How to Earn the MCFFM:
1. Contact the certificate counselor at 202.314.3314, or visit www.graduateschool.edu/mcffm.
2. Apply online at www.graduateschool.edu/apply.
3. Complete the 10 courses required for the MCFFM certificate within three years after taking the first course.

Value Added: Colorado State University Online MBA (optional)

Once you have completed Graduate School USA's MCFFM you may decide to pursue the Colorado State University (CSU) Online MBA program, but there is no obligation to do so.

As part of an articulation agreement between Graduate School USA and CSU, participants who successfully complete the MCFFM program are eligible to receive 12 academic credit hours toward the 42 credits required for the CSU Online MBA degree with an emphasis in Federal Financial Management. To receive the 12 academic credits, participants must earn a "B" or better in each of the 10 courses required for successful completion of the MCFFM certificate.

How to Earn 12 Academic Credits Towards the CSU Online MBA with an Emphasis in Federal Financial Management:
1. Apply for admittance to the CSU MBA program by visiting the Colorado State University College of Business website at biz.colostate.edu/academics/graduate-programs/mba/online-mba or by calling 800.491.4622.
2. Call Graduate School USA at 202.314.3406 after completing each course in the MCFFM program to request the test.
3. Earn a “B” or better in each of the 10 course tests.
4. Complete the remaining requirements for the CSU Online Professional MBA.
Federal Financial Management

COMPETENCY AREAS AND LEVELS

Federal Financial Management Competency Areas and Levels

Graduate School USA wants to help you select the appropriate courses to enable you to achieve your professional development goals.

We have identified government auditing, financial management, leadership and management, and analysis courses that can enhance the skill sets of analysts, evaluators, and financial managers.

Courses are identified by the following skill levels:

- **Foundation**
  Suggested for those in the areas of financial management, budgeting, and accounting with up to three years of experience, and for more experienced financial managers with limited exposure to the subject matter.

- **Intermediate**
  Suggested for those in the areas of financial management, budgeting, and accounting with two to five years of experience, and for more experienced financial managers with limited exposure to the subject matter.

- **Advanced**
  Suggested for those in the areas of financial management, budgeting, and accounting with over five years of experience at mid- or upper-level, or for those preparing for review or management responsibilities.

- **All Levels**
  Appropriate for those at all levels.
<table>
<thead>
<tr>
<th>Competency Area</th>
<th>Federal Financial Management Courses by Competency Area and Level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>All Levels</td>
</tr>
</tbody>
</table>

**Master Certificate in Federal Financial Management**
- Federal Appropriations Law (FINC7100D)
- Introduction to Federal Accounting (ACCT7001D)
- Introduction to Financial Budgeting (BUDG7001D)
- Introduction to Financial Management (FINC87000D)
- Congressional Budget Process (BUDG8175D)
- Budget Formulation (BUDG7101G)
- Budget Execution (BUDG7100G)
- Manager’s and Auditor’s Roles in Assessing Internal Control (AUDT8003D)
- Decision Support Analytics (FINC8120D)
- Planning, Programming, Budgeting, & Execution (PPBE) (BUDG8000D)

**Writing and Communication**
- Clear Writing Through Critical Thinking (WRIT7100D)
- Introduction to Federal Accounting (ACCT7001D)
- Introduction to Financial Budgeting (BUDG7001D)
- Introduction to Financial Management (FINC7000D)
- Federal Financial Systems and Policies (BUDG80005D)
- Understanding Federal Financial Management Statements (FINC8103D)

**Internal Controls and Cyber Security**
- Manager’s and Auditor’s Roles in Assessing Internal Control (AUDT8003G)
- Counterintelligence for Information Security Assessment (SRTY7200G)
- Army Manager’s Internal Control Administrators Course (AUDT9015G)
- Microsoft Excel 2013 Introduction (SPRD7155T)
- Microsoft Excel 2013 Intermediate (SPRD8155T)

**Analysis and Analytics**
- Decision Support Analytics (FINC8120D)
- Intermediate Decision Support Analytics (FINC9150D)
- Microsoft Excel 2013 Introduction (SPRD7155T)
- Microsoft Excel 2013 Intermediate (SPRD8155T)

**Management and Leadership**
- Executive Survival Skills (EXEC9911L)
- Leading Teams and Groups (TDEV8200D)
- Managing for Results (EXEC9913L)

**Financial Accounting and Financial Management**
- Federal Accounting Standards (ACCT7102D)
- Government Standard General Ledger (ACCT8100D)
- Introduction to Federal Accounting (ACCT8003D)
- Intermediate Federal Accounting (ACCT8003D)
- Federal Appropriations Law (FINC7100D)
- Federal Appropriations Law Refresher & Update (FINC8147D)
- Antideficiency Act (FINC7207D)
- Appropriation Law for Reimbursements, Revolving Funds and User Fees (FINC9115D)

**Financial Accounting Courses – Specific Topics**
- Defense Working Capital Funds (FINC9000D)
- Non-Defense Working Capital Funds (FINC9250D)
- Federal Budgeting, Execution, and Accounting: The Relationship (FINC8300D)
- Enhanced Defense Financial Management Training Course (FINC8060D)
- Understanding Federal Financial Management Statements (FINC8103D)
- Travel Regulations for Non-Defense Agencies, FTR (TDR and PCS only) (FINC7104D)

**Financial Accounting Courses – Travel**
- Travel Regulations for Non-Defense Agencies, FTR (TDR only) (FINC7101D)
- Travel Regulations for Non-Defense Agencies, JTR (TDR only) (FINC7213D)
- Travel Regulations for Defense Agencies, JTR (TDR and PCS) (FINC8231D)
- Travel Regulations for Defense Agencies, JTR (TDR only) (FINC7215D)

**Budget**
- Budget Execution (BUDG7100D)
- Budget Formulation (BUDG7101D)
- Budget Justification and Presentation (BUDG7102D)
- Congressional Budget Process (BUDG8175D)
- Federal Budgeting for Non-Budgeting Personnel (BUDG8000D)
- Federal Budget Process (BUDG7103D)
- Federal Budget Analysis Using Microsoft Excel (BUDG8150D)

**Planning, Programming, Budgeting, and Execution (PPBE)**
- Planning, Programing, Budgeting, & Execution (BUDG8000D)
- Planning, Budgeting, and Performance Measurement (BUDG7100D)
- Planning, Programing, Budgeting, and Execution (BUDG81800D)
- Management Analysis: Advanced Applications (PGMT900D)
- Understanding Federal Financial Management Statements (FINC8103D)
Federal Accounting

Federal Accounting Standards
ACCT7102D  3 Days  24 CPE  $889

The Federal Accounting Standards developed by the Federal Accounting Standards Board (FASB) help fulfill the U.S. government’s constitutional requirement to appropriately record and report all revenues and expenditures. Learn these standards, including the latest changes from the FASB, as you also explore the related statutory requirements of the Chief Financial Officer (CFO) Act, the Government Management Reform Act, and related legislation.

LEARNING OUTCOMES
• Describe how and why federal accounting policies are developed
• Apply basic, detailed federal government accounting procedures
• Apply accepted approaches to record keeping and accounting
• State how results of operations are reflected in the public record
• Explain the standards for managerial, cost, and supplementary stewardship reporting
• Illustrate how handling selected assets and liabilities; direct and guaranteed loans; and property, plant, and equipment are critical to the accountability of federal government accounting
• Identify references and resources to help you resolve issues facing your agency regarding federal accounting

WHO SHOULD ATTEND?
Accounting professionals and financial management personnel who need a working knowledge of current federal accounting standards

Level: Intermediate.

SESSION SCHEDULE
9/8/20 – 9/10/20 .......................... Washington, DC

This course applies towards completion of the DoD Financial Management Certification Program.

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<td>Fundamentals and Operations of Accounting</td>
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www.graduateschool.edu/fm
Government Standard General Ledger

ACCT8100D  2 Days  16 CPE  $729

Available by Contract Only

Update your knowledge with the latest information on the U.S. Government Standard General Ledger (SGL). Learn how the SGL provides the framework for publishing the financial statements required by the Chief Financial Officer Act, Federal Financial Management Improvement Act (FFMIA), and Accountability of Tax Dollars Act (ATDA).

LEARNING OUTCOMES
• State the basic budgetary and basic proprietary accounting equation
• List basic criteria for federal budgetary and proprietary accounting
• State the nature, frequency of reporting and means of transmitting information for the SF-133 agency financial statements
• Prepare pre- and post-closing trial balances
• Prepare budgetary and proprietary financial statements from trial balances
• Explain the composition of the reports required under Bulletin 01-09, Form and Content of Agency Financial Statements, as incorporated in OMB Circular A-136, issued by the Office of Management and Budget (OMB)
• State the organization of the U.S. Government Standard General Ledger (SGL)
• State the organization of the SGL chart of accounts
• Journalize budget and proprietary entries for basic transactions with one-year operating appropriations and those accounts with spending authority from offsetting receipts and collections (i.e., revolving funds)

WHO SHOULD ATTEND?
Federal budgeting and accounting professionals who need to use the Government’s SGL and understand its impact on typical accounting and reporting processes will benefit from attending this course. Participants should be familiar with accounting principles as taught in Introduction to Federal Accounting (ACCT7001D).

Level: Intermediate.

SESSION SCHEDULE
8/5/20 – 8/6/20 ..................................................Washington, DC

This course applies towards completion of the DoD Financial Management Certification Program.

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Build the Skills for MISSION SUCCESS!

Training for the Department of Defense

GSUSA’s courses cover critical DoD developmental areas and prepare you and your organization to succeed.

If you are seeking DoD financial management certification GSUSA has more than 100 courses that are mapped to DoD competencies, each of which is available for individual registration or on-site delivery.

For more information, visit www.graduateschool.edu/defense or call 888.744.GRAD.
Introduction to Federal Accounting

ACCT7001D 4 Days 32 CPE $1,089

Gain a solid foundation upon which to build your career in federal accounting. Learn the key concepts of federal government accounting, including accrual concepts, maintaining accurate journals and journal vouchers, managing accounts and ledgers, running trial balances and adjusting entries, and reading financial statements.

LEARNING OUTCOMES

• Apply federal accounting and financial management funds control concepts, standards, procedures, and practices
• Recognize and record budgetary and proprietary accounting transactions in the financial system for the individual financial events resulting from the budget execution of appropriations
• Use the debit/credit journal entry and “T” account posting concepts tools to simplify and facilitate the accuracy of posting accounting transactions to the United States Standard General Ledger (USSGL) accounts
• Prepare adjusting entries to properly record financial events in the period incurred (accrual accounting)
• Prepare closing entries to close out nominal/temporary account balances
• Prepare working, adjusted, and post-closing trial balances and use them to generate external financial reports
• Prepare a Balance Sheet using the post-closing trial balance
• Understand the form and content of agency and governmentwide external financial reports

WHO SHOULD ATTEND?

Federal employees who are engaged in financial management, budgeting and accounting functions, and operations, and who desire to refresh or expand their understanding of federal funds control, accounting requirements, and practices

Level: Foundation

SESSION SCHEDULE

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This course applies towards completion of the DoD Financial Management Certification Program.
Intermediate Federal Accounting

ACCT8003D  4 Days  32 CPE  $1,069

Through extensive illustrations and discussions, gain a solid understanding of the legal, administrative funds control, and financial reporting requirements that apply to federal agencies. This course provides in-depth coverage of selected federal budget, accounting, and financial management requirements for controlling and proper reporting of the status of federal funds. Attention is given to the recording, reporting, and use of budget and accounting information for proper financial disclosure and as the basis for decision making by federal managers.

LEARNING OUTCOMES

• Understand the components of federal budget and accounting fund controls, proper accountability, and reporting of authorized interagency reimbursement transactions
• Apply the required budgetary and proprietary accounting standards and procedures for proper funds control, accountability, and disclosure of non-appropriated fund types of activities and/or operations
• Prepare accrual, adjusting, and closing entries to produce the required status of fund reports and other financial reports
• Discuss the budget planning and funds control aspects of payroll accounting and financial reporting
• State some of the essential budget and accounting information needs of the managers of federal agencies, entities, and other non-federal organizations
• Explain the interactions of the roles and responsibilities of the Department of Treasury and other federal agencies regarding the perpetual accountability of funds and/or cash of the federal government
• Understand the basic fund control components of financial data sources and how they are used to prepare the required period-end external financial reports

WHO SHOULD ATTEND?

Federal financial management, budgeting, and accounting personnel who desire to refresh or expand their understanding of federal funds control, accounting requirements, and practices. Participants enrolling for this course should be familiar with accounting principles as taught in Introduction to Federal Accounting (ACCT7001D).

Level: Intermediate

SESSION SCHEDULE

2/18/20 – 2/21/20 .................................. Washington, DC
5/19/20 – 5/22/20 .................................. Washington, DC
8/18/20 – 8/21/20 .................................. Washington, DC
11/17/20 – 11/20/20 .................................. Washington, DC

This course applies towards completion of the DoD Financial Management Certification Program.

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<td>Concepts, Policies, and Principles of Auditing</td>
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Understanding Federal Financial Statements
FINC8103D  3 Days  24 CPE  $889

Learn how to prepare federal financial statements that meet the Office of Management and Budget (OMB) guidelines. Discover the importance of stewardship reporting. Learn to apply various techniques used to examine financial statements. Identify the impact of the Government Performance and Results Act (GPRA) on financial reporting.

LEARNING OUTCOMES
• Explain the financial statement requirements of OMB Circular No. A-136
• Describe the preparation and analysis of the “basic financial statement”
• Describe the form and content of annual financial statements as prescribed in OMB guidance
• Distinguish between budgetary and proprietary reporting
• Demonstrate program and financial performance analysis
• Recognize the importance of stewardship reporting
• Identify the impact of the Government Performance and Results Act (GPRA) on financial reporting
• Identify new costs of operations and financial flexibility

WHO SHOULD ATTEND?
Accountants, financial managers, budget analysts, program managers, auditors and other professionals who are responsible for preparing, analyzing and interpreting federal financial statements will benefit from this course.

Level: Intermediate

SESSION SCHEDULE  LOCATION
9/1/20 – 9/3/20  Washington, DC

This course applies towards completion of the DoD Financial Management Certification Program.

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Budget Execution

BUDG7100D  3 Days  24 CPE  $889

Experience has shown that agency personnel spend more time on budget execution than on any other phase of the budget process. In this course you will learn to develop and manage an operating plan, monitor and track performance, respond to unanticipated events, and avoid Antideficiency Act (ADA) violations. You will also understand the apportionment process, be able to manage reimbursable work, and prepare for year-end closeout including the preparation of the SF-133.

LEARNING OUTCOMES

• Modify a financial plan using practical tools and technique
• Explain how the budget execution process is affected in terms of legal availability of funds with respect to purpose, time, and amount
• Describe budget terms related to budget execution as contained in OMB Circular A-11
• Develop annual performance plans, reports, and measurement
• Avoid potential Antideficiency Act violations
• Prepare allotment and sub-allotment advice
• Analyze productivity and evaluate year-to-date performance; manage year-end closeout and reporting requirements for your agency
• Manage reimbursable work and contractual agreements
• Identify key financial management legislation that shapes the budget execution process

WHO SHOULD ATTEND?

Anyone who contributes to the budget execution process and needs to be aware of the principles, laws, and procedures associated with proper budget execution. Participants should be familiar with budget principles as taught in Introduction to Federal Budgeting (BUDG7001D) and Budget Formulation (BUDG7101D).

Level: Intermediate
SESSION SCHEDULE

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Budget Formulation
BUDG7101D  3 Days  24 CPE  $889

Master the skills necessary to build an accurate and defensible budget compliant with the strict standards of the Office of Management and Budget (OMB). Explore the many challenges facing our nation as we seek to improve accountability, productivity, and meaningful reporting, to name just a few.

LEARNING OUTCOMES
• Effectively use essential budget concepts and terminology effectively
• Implement effective tools and techniques in documenting, presenting, and justifying a budget
• Explain the relationship between the current and prior year budgets and the budget year strategic plan
• Use effective techniques for formulating a budget that adhere to the requirements set forth in the Office of Management and Budget (OMB) Circular A-11
• Describe the presidential and congressional directed performance evaluation process
• Describe the steps for building a budget and effectively determine budget requirements that reflect the mission and strategic plan of your program
• Develop a performance budget in accordance with the requirements of the Government Performance and Results Act of 1993 (GPRA) and the GPRA Modernization Act of 2010

WHO SHOULD ATTEND?
Budget analysts and financial management specialists who assist in the preparation of their organization’s budget submission and compile cost data and other information to contribute to decisions about future program activities, funding, and budget strategies. Participants should be familiar with budget principles as taught in Introduction to Federal Budgeting (BUDG7001D).

Level: Intermediate

SESSION SCHEDULE    LOCATION
1/7/20 – 1/9/20 ................................Washington, DC
2/4/20 – 2/6/20 ................................Washington, DC
3/31/20 – 4/2/20 ................................Washington, DC
5/5/20 – 5/7/20 ................................Washington, DC
5/5/20 – 5/7/20 ................................Virginia Beach, VA
6/2/20 – 6/4/20 ................................Denver, CO
6/2/20 – 6/4/20 ................................Washington, DC
7/7/20 – 7/9/20 ................................Washington, DC
8/4/20 – 8/6/20 ................................San Diego, CA
8/4/20 – 8/6/20 ................................Washington, DC
9/1/20 – 9/3/20 ................................Washington, DC
9/22/20 – 9/24/20 .................................Atlanta, GA
10/6/20 – 10/8/20 .................................Washington, DC
11/3/20 – 11/5/20 .................................Washington, DC
12/1/20 – 12/3/20 .................................Washington, DC

This course is part of the Master Certificate in Federal Financial Management.

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Budget Justification and Presentation

BUDG7102D  3 Days  24 CPE  $889

Build a strong foundation in the principles of effective budget justification and presentation, focusing on analysis of budget submissions and preparation of narrative descriptions. Become prepared to use results-based budgeting to justify a program consistent with the requirements of the Government Performance and Results Act (GPRA) and the 2010 GPRA Modernization Act (GPRAMA). Learn many presentation tips that help you stay focused and will contribute to positive outcomes.

LEARNING OUTCOMES

• Explain federal budget justification events and their relationship to the budget process
• Describe and justify programs in terms of inputs, outputs, outcomes, costs, and benefit
• Explain the effects of the economy and politics on budgetary changes
• Develop program goals, outcomes, performance measures, and budget justification
• Use performance-based budgeting to justify a program, consistent with the requirements of the Government Performance and Results Act and the 2010 GPRA Modernization Act (GPRAMA)
• Prepare and deliver oral briefings/testimonies

WHO SHOULD ATTEND?

Anyone who is involved in justifying or defending requests for budgetary authority. Participants should be familiar with budget principles as taught in Federal Budget Process (BUDG7103D), Introduction to Federal Budgeting (BUDG7001D), Budget Formulation (BUDG7101D), and Budget Execution (BUDG7100D).

Level: Intermediate

SESSION SCHEDULE  LOCATION
3/10/20 – 3/12/20  Washington, DC
6/30/20 – 7/3/20  Washington, DC
9/14/20 – 9/16/20  Washington, DC
11/17/20 – 11/19/20  Washington, DC

This course applies towards completion of the DoD Financial Management Certification Program.

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Congressional Budget Process

BUDG8175D  2 Days  16 CPE  $709

This course focuses on the phase of the budgetary process that impacts every federal employee and agency – the congressional budget process. This is the phase of the budget process when Congress reviews and considers the agency’s budget submission and then decides what types and how much funding to provide to the agency. The course covers topics such as: the House and Senate Budget Committees; the congressional budget resolution process; congressional actions on authorizations and appropriations; and the budget reconciliation process.

LEARNING OUTCOMES

• Describe the federal budget and the three phases of the federal budget process
• Identify the key legislation influencing the budget process and the control of spending
• Discuss the budget review and enactment activities of the Congress
• Identify the key documents used and produced during the congressional process and the purposes of each document
• Explain the differences between a budget resolution, an authorization, and an appropriation
• Explain how a bill becomes law
• Explain the influence of the Congressional Budget and Impoundment Control Act of 1974 on the congressional process
• Explain the purpose of the reconciliation and sequestration processes

WHO SHOULD ATTEND?

Anyone who needs an overview of the congressional budget process or who needs to understand the concepts and terminology that underpin congressional budgetary actions

Level: Intermediate
Congressional Budget Process
– Online

BUDG8175D  2 Days  16 CPE  $709

This course focuses on the phase of the budgetary process that impacts every federal employee and agency – the congressional budget process. This is the phase of the budget process when Congress reviews and considers the agency’s budget submission and then decides what types and how much funding to provide to the agency. The course covers topics such as: the House and Senate Budget Committees; the congressional budget resolution process; congressional actions on authorizations and appropriations; and the budget reconciliation process.

Sessions will be run through Adobe Connect with live instructor-led interaction, and individual and group with exercises emphasis on peer learning.

LEARNING OUTCOMES
• Describe the federal budget and the three phases of the federal budget process
• Identify the key legislation influencing the budget process and the control of spending
• Discuss the budget review and enactment activities of the Congress
• Identify the key documents used and produced during the congressional process and the purposes of each document
• Explain the differences between a budget resolution, an authorization, and an appropriation
• Explain how a bill becomes law
• Explain the influence of the Congressional Budget and Impoundment Control Act of 1974 on the congressional process
• Explain the purpose of the reconciliation and sequestration processes

WHO SHOULD ATTEND?
Anyone who needs an overview of the congressional budget process or who needs to understand the concepts and terminology that underpin congressional budgetary actions

Level: Intermediate

SESSION SCHEDULE

LOCATION
10/20/20 – 10/22/20 ............................Online

This course is part of the Master Certificate in Federal Financial Management.

This course applies towards completion of the DoD Financial Management Certification Program.

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Contract Number
GS-10F-0228P

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For more information, visit www.graduateschool.edu/gsa or call 800.787.9074.
Department of Homeland Security PPBE System

BUDG8103D  3 Days  24.0 CEU  $949

This course provides students with an enhanced working knowledge of the Department of Homeland Security (DHS) process to plan and program for its future activities, and then to develop, justify, and execute the Department’s portion of the U.S. government’s budget. The course introduces, explains, and demonstrates the PPBE System’s (1) framework fundamentals, (2) resource allocation management operations, (3) budget implementation and execution processes, and (4) progress monitoring and accountability through comprehensive reporting. Learning outcomes and classroom activities focus on (1) setting strategic planning goals and priorities, (2) engaging in programming analyses to appropriately resource those priorities, (3) defining near-term budget requests in terms of programming decisions, (4) executing funding plans and operations, and (5) measuring effectiveness to provide feedback to the each PPBE System phase.

LEARNING OUTCOMES
• Discuss the size and composition of the federal budget and how DHS fits within it
• Explain and interpret the purpose and functions of each phase of the DHS PPBE System
• Identify key decision-makers, decision-products, and supporting documentation generated within the DHS PPBE System
• Describe the roles of the DHS organizational elements supporting decision-makers in the DHS PPBE System
• Discuss the importance of the Congressional Action process and the Review, Report and Audit processes, and how each relates to the DHS PPBE System
• Demonstrate an understanding of the fundamental elements of PPBE by applying key concepts at each stage of the PPBE System in a comprehensive exercise

WHO SHOULD ATTEND?
Analysts, operators, program/project managers, and policy/acquisition/requirements management personnel engaging in, contributing to, or affected by activities that inform and integrate key resource allocation functions and senior leadership decisions

Level: Intermediate

SESSION SCHEDULE  LOCATION
3/3/20 – 3/5/20 ................................... Washington, DC
6/2/20 – 6/4/20 ................................... San Diego, CA
6/9/20 – 6/11/20 ................................... Virginia Beach, VA
7/7/20 – 7/9/20 ................................... Denver, CO
8/18/20 – 8/20/20 ................................... Washington, DC
9/22/20 – 9/24/20 ................................... Atlanta, GA
11/17/20 – 11/19/20 ................................... Washington, DC

This course applies towards completion of the DoD Financial Management Certification Program.

Federal Budgeting for Non-Budgeting Personnel

BUDG7000D  3 Days  1.8 CEU  $889

Receive a strong introduction to the federal budget process. Gain a firm understanding of what a budget is, how a budget is prepared, the composition of the federal budget, and the role of federal financial management professionals. Learn how key legislation is changing, how the federal budget is developed and executed, and the resulting impact on the nation’s financial and program resources.

LEARNING OUTCOMES
• Demonstrate that you are ready for increased budget responsibilities
• State common budget terms and use them appropriately
• Identify key characteristics of object class budgets and program budgets
• Provide valuable assistance to your supervisors in constructing an operating budget
• Use valuable techniques for estimating costs
• Estimate staff salaries, travel, and contract costs with confidence

WHO SHOULD ATTEND?
Federal personnel who would benefit from an overview of the federal budget process and the procedures for formulating, justifying and executing their organizations’ budgets

Level: Foundation

SESSION SCHEDULE  LOCATION
2/4/20 – 2/6/20 ................................... Washington, DC
3/3/20 – 4/2/20 ................................... Washington, DC
4/8/20 – 4/10/20 ................................... Washington, DC
6/9/20 – 6/11/20 ................................... Washington, DC
7/14/20 – 7/16/20 ................................... Washington, DC
8/11/20 – 8/13/20 ................................... Washington, DC
9/22/20 – 9/24/20 ................................... Washington, DC
12/1/20 – 12/3/20 ................................... Washington, DC

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Effective Audit Resolution, Follow-up and Implementation

AUDT8034G  2 Days  16 CPE  $739

Audit resolution, follow-up, implementation, and reporting is a responsibility shared by the audit organization, the auditee organization follow-up coordinator and action official. This responsibility is described in a variety of laws and OMB Circulars to provide a basis for accountability of the audited entities in responding to audit recommendations, reaching resolution, and implementing the agreed-upon corrective actions to reduce the risk of loss, and improve operational performance and financial integrity in all levels of government. This course will explore the statutes, guidance, and standards for audit recommendations, resolution, follow-up progress, monitoring, and reporting. It will also define the roles and responsibilities of the audit organization and those designated to perform follow-up, implementation, and congressional reporting and budget submissions functions.

LEARNING OUTCOMES

• Understand the importance and requirements of audit resolution and follow-up
• Describe the authority, roles, and responsibilities of managers and auditors involved with audit resolution, follow-up, monitoring, and reporting
• Develop timely, meaningful, and actionable recommendations that can be agreeably resolved for appropriate action
• Address disputed recommendations and reach an equitable resolution
• Develop processes for achieving resolution, monitoring, and reporting on the status of corrective action
• Verify, measure, and score the value of audit results

WHO SHOULD ATTEND?

Auditors, analysts, and managers responsible for reporting, resolving, following-up, monitoring, tracking, and reporting on the progress and status of resolution and implementation of audit recommendations. Members of the organization responsible for representing the organization in the resolution process, including disputes, coordination of corrective actions and annual progress reporting and budget submission on open, closed, and unimplemented audits should also attend.

Level: Advanced
Federal Budget Process

BUDG7103D  2 Days  16 CPE  $709

The federal budget process is a highly structured system carried out in three distinct phases. In this brief but comprehensive course, explore the major phases and timing of the federal budget process; principal participants and their roles; current issues affecting congressional actions; and how the budget is reviewed and audited.

LEARNING OUTCOMES

• Recognize the impact of the Government Performance and Results Act on the budget process
• Describe the roles of the Office of Management and Budget, Government Accountability Office, the Congressional Budget Office, and the Inspector General of the Executive Branch in the budget process
• Identify current issues that affect the congressional phase of the federal budget process

WHO SHOULD ATTEND?

Anyone who needs an overview of the federal budget process

Level: Foundation

SESSION SCHEDULE  LOCATION
4/15/20 – 4/16/20...........................Washington, DC
6/17/20 – 6/18/20............................Washington, DC
8/19/20 – 8/20/20............................Washington, DC
9/23/20 – 9/24/20............................Washington, DC
12/16/20 – 12/17/20...........................Washington, DC

This course applies towards completion of the DoD Financial Management Certification Program.

Federal Budget Analysis Using Microsoft Excel

BUDG8150D  3 Days  24 CPE  $889

Analysis plays an increasingly important role in today’s performance-based, outcome-oriented federal budgeting environment. Key statues and regulations require the presentation of analytical results in agency budget requests, in the execution of approved program plans and budgets, and in performance accountability reporting.

This course covers methods of analysis frequently used to clearly define and answer budgetary questions. You will learn when and how to use selected Microsoft Office products (mainly Excel but also PowerPoint and Word) to improve analysis and job performance. Lessons are structured around the requirements for analysis contained in financial management laws and implementing OMB circulars.

This course is conducted in a computer lab using Microsoft Excel, Microsoft PowerPoint, and Microsoft Word.

LEARNING OUTCOMES

• Describe a structured, five-step approach for conducting performance analysis to support evidence-driven budget decisions
• Apply Excel functions including calculations of future obligations and costs, benefit, net present value (NPV), and sensitivity analysis to evaluate competing alternatives when developing agency budget requests
• Use Excel functions including descriptive and normative techniques to assess variances and trends when executing performance budgets
• Prepare Excel data tables and charts with linkages between worksheets and to PowerPoint and Word documents for use in reporting performance results
• Develop a summary-level narrative for new budget authority incorporating Excel-based analytical results

WHO SHOULD ATTEND?

Federal employees who need to strengthen their budget analysis skills. Participants should have experience in preparing budget estimates and executing an approved budget or have completed Budget Formulation (BUDG7101D) and Budget Execution (BUDG7100D).

A basic knowledge of Excel such as that attained by completing an Introduction to Excel course is required. You should be able to create, open, save, format, and print a file. The ability to copy, move, and delete values is also required.

Level: Intermediate
Graduate School USA offers a competency-based Master Certificate in Federal Financial Management (MCFFM).

Courses in this program align with the competencies that practitioners at all levels of the federal government must demonstrate to excel professionally.

As part of an articulation agreement between Graduate School USA and Colorado State University, participants who successfully complete the MCFFM program are eligible to receive 12 academic credit hours toward the 42 credits required for the Colorado State University Online MBA degree with an emphasis in Federal Financial Management.

Visit www.graduateschool.edu/mcffm for more information.
Introduction to Federal Budgeting

BUDG7001D 3 Days 24 CPE  $899

Gain a solid foundation in the principles and concepts of the federal budget process. In this first of six core budget courses, become familiar with the basic concepts of federal budgeting. Learn the fundamentals of preparing and modifying a budget; the key players and their roles; appropriation types and their distinctive characteristics; the four phases of budgeting; and the purpose of mid-year reviews.

LEARNING OUTCOMES

• Describe the federal budget process
• Use budget terminology correctly
• Apply budget concepts and techniques to your programs
• Identify the key elements of a performance budget
• Track and analyze costs to ensure budget compliance

WHO SHOULD ATTEND?

Budget, program and administrative technicians, analysts, officer and managers; accountants and accounting technicians; and auditors, financial analysts, interns/trainees, and management analysts who would like to better understand the federal budget process

Level: Foundation

SESSION SCHEDULE

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This course is part of the Master Certificate in Federal Financial Management.

This course applies towards completion of the DoD Financial Management Certification Program.

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Planning, Programming, Budgeting and Execution (PPBE)

BUDG8000D  3 Days  24 CPE  $869

Explore the interrelationships of the budget cycle, the acquisition process, and the mission planning of the Department of Defense (DoD). Gain an understanding of the documents generated during the PPBE process, the flow and sequencing of these documents, and their various interfaces. Learn about the information and requirements of the Office of the Secretary of Defense, the Military Services, the Joint Chiefs of Staff, and the Commanders of the Combatant Commands.

LEARNING OUTCOMES

• Describe the relationship between strategic planning, needs determination, PPBE, and the acquisition processes
• Summarize the purpose of PPBE
• Distinguish between the planning, programming, budgeting, and execution phases of the PPBE process
• Explain the roles of key officials and organizations involved in the PPBE process
• List the key products and documents generated and used within the PPBE process
• Participate more effectively in the PPBE and budget development processes

WHO SHOULD ATTEND?

DoD civilian and military budget analysts, financial managers, and operating officials who will benefit from a greater knowledge of how the PPBE process works and how organizational budget development and execution are affected by this process.

Level: Intermediate

SESSION SCHEDULE  LOCATION
2/25/20 – 2/27/20 ...............................Washington, DC
4/28/20 – 4/30/20 ...............................Washington, DC
6/9/20 – 6/11/20 ...............................Washington, DC
7/7/20 – 7/9/20 .................................San Diego, CA
7/7/20 – 7/9/20 ...............................Washington, DC
8/11/20 – 8/13/20 ...............................Washington, DC
8/18/20 – 8/20/20 ...............................San Antonio, TX
9/14/20 – 9/16/20 ...............................Washington, DC
9/15/20 – 9/17/20 ...............................Virginia Beach, VA
11/3/20 – 11/5/20 ...............................Washington, DC

This course is part of the Master Certificate in Federal Financial Management. It may be taken as an alternative to Planning, Budgeting, and Performance Measurement BUDG8180D.

This course applies towards completion of the DoD Financial Management Certification Program.

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Graduate School USA is an approved contract holder to provide training and consulting services under Professional Services Schedule, SIN C874.

We can provide customized support to your agency to help you meet your annual training requirements. Visit www.graduateschool.edu/gsa.
Planning, Budgeting, and Performance Measurement

BUDG8180D 3 Days 24 CPE $869

Examine the relationship between performance measurement, strategic and annual planning, performance budgeting, and performance reviews. Understand how performance measurement can improve planning and decision-making, resulting in government services that are more responsive, efficient, and effective. Learn how to comply with the requirements of the Government Performance and Results Act (GPRA), the GPRA Modernization Act, and Part 6 of OMB Circular No. A-11. Become familiar with the concepts and terminology used in performance measurement.

LEARNING OUTCOMES

• Differentiate between mission, goals, objectives, outcomes, outputs, inputs, performance indicators, and performance targets
• Develop appropriate indicators and targets for measuring program performance
• Describe the requirements for strategic plans, annual performance plans, performance reviews, and annual program performance reports
• Describe the process involved in the development of a performance-based budgeting and measurement system

WHO SHOULD ATTEND?

Budget and program analysts, accountants, and operating official involved in performance measurement, strategic planning, or financial measurements

Level: Intermediate

SESSION SCHEDULE

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This course is part of the Master Certification in Federal Financial Management. It may be taken as an alternative to Planning, Programming, Budgeting, And Execution (PPBE) BUDG8000D.

This course applies towards completion of the DoD Financial Management Certification Program.

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Planning, Programming, Budgeting, and Execution (PPBE) Army

BUDG8001D  5 Days  40 CPE  $1,189

Gain a greater knowledge of how the Department of Defense (DoD) and the Department of Army (DA) PPBE systems work in acquiring, allocating, and managing resources. Explore the relationships among the DA budget cycle, acquisition process, and mission planning. Gain an understanding of the documents generated during the entire PPBE process, the flow and sequencing of these documents, and the interface of the PPBE documents and requirements among the DA, Office of the Secretary of Defense, Military Services, Joint Chiefs of Staff (JCS), and Commanders of the Combatant Commands.

This five-day course is designed to satisfy the Army Civilian Training, Education and Development System (ACTEDS) CP 11 training requirements established for all financial management positions within the Department of Army.

LEARNING OUTCOMES

- Explain the relationships among the components of the Planning, Programming, Budgeting, and Execution (PPBE) process
- Identify the key officials and organizations, as well as the purpose, content, and timing of key PPBE events
- Explain the relationship among strategy, war plans, PPBE, and acquisition
- Describe how DA program and budget submissions are derived and the relationship to the overall Defense budget and the President’s Budget
- Review the congressional enactment process and explain its influence on PPBE
- Discuss the basic elements of DA budget performance and execution

WHO SHOULD ATTEND?

Department of Army budget analysts, financial managers, accountants, management analysts, and operating officials who want a greater knowledge of how the PPBE process works and how their organizational budget development and execution are affected by this process

Level: Intermediate

SESSION SCHEDULE

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www.graduateschool.edu  888.744.GRAD
Army Managers’ Internal Control Administrators’ Course

AUDT9015G  2 Days  16 CPE  $739

This two-day seminar provides the detailed guidance you need to carry out your roles and responsibilities as an Army Internal Control Administrator. It covers the statutory and regulatory requirements of the Army’s Internal Control Program as well as other pertinent guidance. You will fully grasp the underlying Army philosophy on internal controls, the major elements of the Army Manager’s Internal Control Program, and the basic responsibilities of key players in the process. By completing practical exercises, you will gain experience in conducting internal control evaluations and identifying control weaknesses.

LEARNING OUTCOMES

• Identify assessable units
• Develop an internal control evaluation plan
• Conduct effective internal control evaluations
• Identify and document control weaknesses
• Establish corrective action plans
• Prepare annual statements of assurance.

WHO SHOULD ATTEND?

Internal Control Administrators and staff working for the Department of the Army, Army Reserve, and Army National Guard

Level: All

SESSION SCHEDULE  LOCATION

1/8/20 – 1/9/20 ................................. Washington, DC
2/19/20 – 2/20/20 ......................... San Antonio, TX
3/12/20 – 3/13/20 ................................. Washington, DC
5/20/20 – 5/21/20 ................................. Huntsville, AL
7/29/20 – 7/30/20 ................................. Washington, DC
9/28/20 – 9/29/20 ................................. Washington, DC
12/3/20 – 12/4/20 ................................. Washington, DC

This course applies towards completion of the DoD Financial Management Certification Program.

DoD FM Competency  MyLearn Course Identifie

Concepts, Policies and Principles of Auditing  F4436

www.graduateschool.edu/fm
Defense Working Capital Funds
FINC9000D  3 Days  24 CPE  $859
Learn the goals, roles, and activities of the Defense Working Capital Funds (DWCF) and how they function in the federal government. Utilize a revolving fund concept in designing a business-like enterprise to operate within the Department of Defense (DoD) environment.

LEARNING OUTCOMES
• Describe the legislative history and authority for Defense Working Capital Funds (DWCF)
• Distinguish between a DWCF and an appropriated fund program
• Apply effective DWCF business principles and concepts
• Employ effective working relationships with customers and suppliers
• Apply the basics of DWCF accounting, budgeting, cost recovery, financial reporting, and analysis

WHO SHOULD ATTEND?
DoD financial managers, program managers, and other DoD civilian or military personnel who need a comprehensive understanding of working capital funds, including policies, procedures, concepts, and terms

Level: Intermediate

SESSION SCHEDULE  LOCATION
4/14/20 – 4/16/20 ....................... Washington, DC
7/21/20 – 7/23/20 ....................... Washington, DC
9/15/20 – 9/17/20 ....................... Washington, DC

This course applies towards completion of the DoD Financial Management Certification Program.

Federal Budgeting, Execution and Accounting: The Relationship
FINC8300D  2 Days  16 CPE  $729
Federal budgeting, execution, and accounting are interrelated functions that work together to support effective financial management in agencies. This course provides an overview of each function and shows the relationship between the three functions. Budget personnel will gain an understanding of the work required to produce accurate accounting information, while accountants will appreciate how budget personnel use accounting data to develop budget estimates and control the use of funds.

LEARNING OUTCOMES
• Describe the relationship between federal budgeting, execution, and accounting
• Explain how accounting data is used in preparing budgets
• Distinguish between budgetary and proprietary accounting
• Use accounting data to control the obligation of funds during budget execution
• Use budget and accounting terminology correctly

WHO SHOULD ATTEND?
Anyone who needs a better understanding of the relationship between the federal budget, execution and accounting functions, including budget personnel, accountants, accounting technicians, program managers, auditors, and interns

Level: Introductory

SESSION SCHEDULE  LOCATION
4/1/20 – 4/2/20 ......................... Washington, DC
4/29/20 – 4/30/20 ......................... Atlanta, GA
6/30/20 – 7/1/20 ......................... Virginia Beach, VA
7/1/20 – 7/2/20 ......................... Washington, DC
8/5/20 – 8/6/20 ......................... Washington, DC
8/26/20 – 8/27/20 .................... Denver, CO
9/2/20 – 9/3/20 ......................... Washington, DC
9/23/20 – 9/24/20 .................... San Diego, CA
11/4/20 – 11/5/20 ....................... Washington, DC

This course applies towards completion of the DoD Financial Management Certification Program.

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Decision Support Analytics
FINC8120D  3 Days  24 CPE  $889

Develop your skills and capabilities for improved financial and performance management and decision making, especially in today's environment of declining budgets and increased performance expectations. Enhance your business intelligence to help you effectively manage and make informed decisions affecting your programs and service to the American public.

Learn techniques from the Office of Management and Budget (OMB) for evaluating agency and program performance to provide financial and performance information in useful form, anticipate OMB actions, effectively manage your program responsibilities, and truly support the business of government.

LEARNING OUTCOMES
• Follow a comprehensive, structured approach for conducting analysis
• Formulate specific answerable questions to guide and control the analysis
• Determine where and in what form data exist to answer the questions
• Identify and select data collection methods
• Identify and select data analysis methods
• Present the results of the analysis structured to respond fully to the identify questions
• Apply the 5-step structured analytical approach to a case

WHO SHOULD ATTEND?
Financial, budget, program analyst, and management analyst professionals in supervisory and senior level positions, especially staff responsible for evaluating and justifying new and existing programs. Participants should be familiar with management analysis skills as taught in Management Analysis: Data Gathering (PGMT8000D).

Level: Intermediate

SESSION SCHEDULE  LOCATION
2/11/20 – 2/13/20 .......................Washington, DC
3/31/20 – 4/2/20 ..........................Washington, DC
4/21/20 – 4/23/20 .......................San Diego, CA
6/9/20 – 6/11/20 ..........................Washington, DC
6/16/20 – 6/18/20 .......................Virginia Beach, VA
7/14/20 – 7/16/20 ........................Washington, DC
7/21/20 – 7/23/20 .......................Denver, CO
8/4/20 – 8/6/20 ...........................San Francisco, CA
8/25/20 – 8/27/20 .......................Washington, DC
9/15/20 – 9/17/20 .......................Atlanta, GA
9/29/20 – 10/1/20 ......................Washington, DC
12/8/20 – 12/10/20 .....................Washington, DC

This course is part of the Master Certificate in Federal Financial Management and Certificate in Program and Management Analysis.

This course applies towards completion of the DoD Financial Management Certification Program.

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Accredited by the Accrediting Council for Continuing Education & Training
Enhanced Defense Financial Management Training Course (EDFMTC)

FINC7060D  5 Days  40 CPE  $1,350

The American Society of Military Comptrollers (ASMC) offers the Certified Defense Financial Manager (CDFM) program to those desiring to demonstrate proficiency in the core aspects of defense financial management.

The Enhanced Defense Financial Management Training Course (EDFMTC) is a five-day, 40-hour, intensive financial management review. There are no prerequisites for this course. The course is delivered in a classroom setting with two instructors and up to 32 students, and all course materials are provided. While presented in an “overview” format, the material covered in the course varies in intensity from the intermediate to advanced levels. The course is presented in three sections that correspond to the CDFM exam modules and knowledge areas:

Module 1 – Resource Management Environment
Module 2 – Budget & Cost Analysis
Module 3 – Accounting & Finance

The EDFMTC is aligned with the DoDFM Certification Program. Attendees who complete the course, which uses the 2018 edition of the EDFMTC textbook, are awarded 40 CPEs/CETs and earn two credits for Proficiency Level 5; 34 credits for Proficiency Level 2; and four credits for Proficiency Level 1 to apply toward initial certification in the DoDFM Certification Program.

LEARNING OUTCOMES

• Improve the overall technical and managerial capabilities of the financial management workforce
• Broaden the student’s perspective by exposing them to areas of expertise outside of their daily responsibilities
• Define and provide instruction in the competencies covered in the Certified Defense Financial Manager (CDFM) Module 1, 2, and 3 examinations

Graduate School USA is licensed by ASMC to deliver both open enrollment and on-site contract sessions of the EDFMTC course. All Graduate School USA EDFMTC instructors have DoD financial management experience, have passed the CDFM examination, and have been approved by ASMC.

Open Enrollment and On-site Sessions Available:
EDFMTC can be offered on-site for up to 32 students per class.

WHO SHOULD ATTEND?

• Civilian or military members of the Department of Defense, U.S. Coast Guard, or employees of defense contractors and suppliers. Most candidates have reported that this course was very helpful in preparing for the CDFM exams.
• Individuals interested in strengthening their professional qualifications by obtaining the CDFM may visit the ASMC website for more information.

SESSION SCHEDULE  LOCATION
3/16/20 – 3/20/20 .................................... Washington, DC
6/8/20 – 6/12/20 ..................................... San Diego, CA
7/13/20 – 7/17/20 .................................... Virginia Beach, VA
8/24/20 – 8/28/20 .................................... Washington, DC
12/9/20 – 12/13/20 ................................. Washington, DC
Federal Financial Systems & Policies

BUDG8005D  3 Days  24 CPE  $889

This course covers the various financial systems used by the federal government to manage public funds and the legislation, regulations, and policies associated with these systems. You will become familiar with the characteristics of financial systems and the factors that distinguish financial systems from other systems used by the federal government. You will learn the basics of federal accounting, Activity-Based Costing, and Earned Value Management.

LEARNING OUTCOMES
- Identify key legislation impacting federal financial systems
- Describe the nature and functions of a federal financial system
- Explain the value of Earned Value Management (EVM) to financial management
- Analyze Activity-Based Costs (ABC)
- Define the basic concepts of accounting
- Identify the differences between proprietary and budgetary accounting

WHO SHOULD ATTEND?
Budget, accounting, auditing, financial and administrative personnel

Level: Intermediate

SESSION SCHEDULE
LOCATION
4/7/20 – 4/9/20 ..............................................Washington, DC
7/14/20 – 7/16/20 ..............................................Washington, DC
9/14/20 – 9/16/20 ..............................................Washington, DC

Intermediate Decision Support Analytics

FINC9150D  3 Days  24 CPE  $889

Enhance your skills for improving financial and performance decision making. Learn more detailed methods of collecting and analyzing information in decision support work. Ensure that information used as evidence is strong, defensible, and of high quality.

Gain insight on how to think about your work, and use a conceptual overview to guide you in making decisions about conducting that work. Receive specific suggestions and examples of how to utilize analytical techniques more effectively.

LEARNING OUTCOMES
- Explain the various purposes of analyses in decision support work
- Describe specific analytic methodologies in the context of the five step analytical process
- Recommend alternatives and interventions, based on analysis, to better utilize resources and improve mission effectiveness
- Apply various types of analytical methods to specific decision support issues
- Identify key pitfalls and limitations for the selected methods, and understand how to avoid them or minimize their effects
- Select appropriate types of methodology, given specific problems and issues drawn from current situations in the federal program, budget, and financial management world

WHO SHOULD ATTEND?
Financial, budget, program, and management analyst professionals in intermediate to senior level positions, especially supervisors or staff responsible for developing and executing budgets, and/or evaluating and justifying new and existing programs. Participants should be familiar with decision support principles, as taught in Decision Support: Building New Analytical Skills (FINC8120D).

Level: Intermediate
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<td>8/18/20 – 8/20/20</td>
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<td>10/20/20 – 10/22/20</td>
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This course applies towards completion of the DoD Financial Management Certification Program.

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<th>DoD FM Competency</th>
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<tr>
<td>Decision Support</td>
<td>F7802</td>
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Graduate School USA offers a competency-based Master Certificate in Federal Financial Management (MCFFM).

Courses in this program align with the competencies that practitioners at all levels of the federal government must demonstrate to excel professionally.

As part of an articulation agreement between Graduate School USA and Colorado State University, participants who successfully complete the MCFFM program are eligible to receive 12 academic credit hours toward the 42 credits required for the Colorado State University Online MBA degree with an emphasis in Federal Financial Management.

Visit www.graduateschool.edu/mcffm for more information.
Introduction to Financial Management

FINC7000D  3 Days  24 CPE  $869

Obtain a comprehensive overview of the significant aspects of financial management. Gain an understanding of the fundamentals of the laws, critical concepts, procedures, and policies involved with sound financial management. Learn to link management, budgeting and auditing to performance measurement; recognize the primary requirements of financial systems; and adhere to governmentwide policies.

LEARNING OUTCOMES

• Describe financial management in the federal government
• Identify key roles played by various financial management personnel
• Identify the phases of the federal budget process
• Describe the role of financial information in performance management
• Explain basic principles of federal accounting
• Distinguish federal financial systems from other types of systems
• Explain the purpose of internal controls and control systems
• Adhere to governmentwide policies pertaining to cash and debt management

WHO SHOULD ATTEND?

Anyone who will benefit from a comprehensive overview of financial management in the federal government, but especially program analysts, administrative officer, auditors, financial analysts, management analysts, and interns/trainees in financial management career field

Level: Foundation

<table>
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<tr>
<th>SESSION SCHEDULE</th>
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<tr>
<td>1/14/20 – 1/16/20</td>
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<td>2/11/20 – 2/13/20</td>
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This course is part of the Master Certificate in Federal Financial Management.

This course applies towards completion of the DoD Financial Management Certification Program.

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<td>Financial Management Systems</td>
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<td>Fundamentals and Operations of Accounting</td>
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<tr>
<td>Fundamentals and Operations of Budget</td>
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<td>Fundamentals and Operations of Finance</td>
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Non-Defense Working Capital Funds

FINC9250D  3 Days  24 CPE  $869

Learn the goals, roles and activities of Working Capital Funds (WCF) and how they function in the federal government, including policies, procedures, concepts, and terms. Utilize a revolving fund concept in designing a business-like enterprise to operate within civilian federal agencies.

LEARNING OUTCOMES

• Analyze revolving fund financial statements and how they relate to your agency’s fiscal condition
• Distinguish between direct and indirect costs and various other cost categories
• Prepare a well-documented cost center budget for your organization
• Understand the various types of customer orders
• Implement the objectives of the Rate Stabilization Program and develop rates
• Manage direct and indirect costs effectively for your organization
• Learn the goals and financial objectives of Working Capital Funds within your agency
• Discover how capital investment programs function successfully
• Understand the cycle of operations within revolving funds
• Utilize the methods of cost accounting in a Working Capital Fund
• Know the budget process for revolving funds in your agency

WHO SHOULD ATTEND?

Financial Managers, Program Managers, and other personnel who need a comprehensive understanding of Working Capital Funds managed within civilian federal agencies, including policies, procedures, concepts, and terms

Participants should be familiar with budget principles as taught in Introduction to Federal Budgeting (BUDG7001D) or Federal Budgeting for Non-Budgeting Personnel (BUDG7000D).

Level: Intermediate

Available By Contract Only

Build the Skills for MISSION SUCCESS!

Training for the Department of Defense

GSUSA’s courses cover critical DoD developmental areas and prepare you and your organization to succeed.

If you are seeking DoD financial management certification GSUSA has more than 100 courses that are mapped to DoD competencies, each of which is available for individual registration or on-site delivery.

For more information, visit www.graduateschool.edu/defense or call 888.744.GRAD.
Manager’s and Auditor’s Roles in Assessing Internal Control

AUDT8003G   2 Days   16 CPE   $739

Federal government agency heads must follow the requirements of the Federal Manager’s Financial Integrity Act and OMB’s Circular A-123 to assess and report on the agency’s system of internal control. Learn how the required compliance assessment can be structured and carried out, including basic techniques and approaches for conducting evaluations and documenting their results. Understand the intent and content of OMB’s 2016 revision to Circular A-123 and GAO’s 2014 revision to the Internal Control Standards (the Green Book).

Formerly called Management’s Responsibility for Internal Control (OMB Circular A-123, GAO Green Book)

LEARNING OUTCOMES

• Explain why internal control is important for helping managers accomplish organizational, operational, and program objectives for which they are responsible
• Identify the objectives and requirements of the Integrity Act
• Define management control and internal control and their basic concepts and objectives
• Identify and apply GAO standards and OMB guidance for establishing and assessing controls
• Identify and apply key components of a control program
• Identify and apply key components in assessing controls
• Identify approaches for evaluating controls
• Recognize and report deficiencies and material weaknesses
• Understand reporting requirements under the Integrity Act
• Identify auditors’ roles in applying auditing standards for assessing and reporting on the quality of internal controls in financial attestation, and performance audits

WHO SHOULD ATTEND?
Program managers and other non-auditors, as well as auditors who conduct control assessments and auditors who review agencies, implementation of Circular A-123

WHO SHOULD ATTEND?

This course applies towards completion of the DoD Financial Management Certification Program.

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<td>Fundamentals and Operations of Audit</td>
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This course is part of the Master Certification in Federal Financial Management and Program and Management Analysis
Government Audit Training Institute (GATI)

Success Starts Now!

The government auditing environment is complex. Get the tools that can help you enhance your performance.

Learn the skills for success at Graduate School USA!

Visit www.graduateschool.edu/gati for more information.
Antideficiency Act
FINC7207D 1 Day 8 CPE $449

This one-day course explores the Antideficiency Act (ADA) in depth. It uses the Government Accountability Office (GAO) Principles of Federal Appropriations Law (Red Book), Chapter 6, as the textbook, along with case studies based on actual ADA violation reports. OMB Circular A-11, Section 145 (reporting requirements), is also provided. Participants learn the history of the ADA, applicable sections of the U.S. Code, and how they apply to agency operations. The relationship between purpose or time violations, and ADA violations, is thoroughly discussed. Investigation and reporting requirements are presented as well as penalties that may be imposed on violators. Several methods for handling violations of the ADA are suggested. An analysis of all ADA violations reported from 2005 through 2016 is presented that summarizes violations by agency, type of violation, and discipline taken against responsible individuals.

LEARNING OUTCOMES
• Assess and evaluate the propriety of administrative decisions
• Understand the appropriations process and terms associated with the ADA
• Know exceptions to the ADA
• Understand reporting and investigation requirements
• Assess agency vulnerability to ADA violations
• Avoid ADA violations

WHO SHOULD ATTEND?
Those federal government employees most vulnerable to committing an ADA violation: budget analysts; supervisors and managers; contracting officers; purchase card holders and approvers; program managers; and certifying officer. The course would also benefit auditors, who should be able to recognize ADA violations that have occurred, plus anyone who might be tasked to perform duties as an investigating official

Level: Intermediate

www.graduateschool.edu/fm
SESSION SCHEDULE  LOCATION
2/25/20 – 2/25/20 ...................... Washington, DC
4/14/20 – 4/14/20 ...................... Washington, DC
8/25/20 - 8/25/20 ...................... Washington, DC

This course applies towards completion of the DoD Financial Management Certification Program.

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<tr>
<td>Concepts, Policies, and Principles of Budget</td>
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Contract Number
GS-10F-0228P

Graduate School USA is an approved contract holder to provide training and consulting services under Professional Services Schedule, SIN C874.

We can provide customized support to your agency to help you meet your annual training requirements.

For more information, visit www.graduateschool.edu/gsa or call 800.787.9074.
Appropriations Law for Reimbursements, Revolving Funds, and User Fees

FINC9115D  2 Days  16 CPE  $729

Learn the rules relating to reimbursable transactions (including Economy Act orders, non-Economy Act orders, mandatory sources, project orders), revolving funds, and user fees. Some of the most complicated and perplexing appropriated funds issues involve procuring and paying for products and services produced and consumed between government agencies. The rules concerning reimbursable orders are so complex that the Government Accountability Office (GAO) devotes the entire Chapter 12 of Volume III, Third Edition, Principles of Federal Appropriations Law, to address them. Achieve an understanding of, and learn to practically apply, these complex rules. A significant portion of the class involves analyzing cases to determine the proper course of action.

LEARNING OUTCOMES

• Describe and discuss critical issues related to interagency transactions and reimbursable agreements
• Correctly interpret appropriations law relating to interagency transactions and reimbursable agreements
• Comply with current laws as they apply to interagency agreements, Economy Act orders, non-Economy Act orders, mandatory sources, revolving funds, and user fees
• Recognize and adhere to the critical time frames of federal appropriations
• Use federal appropriations only for the purpose intended

WHO SHOULD ATTEND?

Financial managers, budget/program analysts and accountants who are involved with or need to know how federal appropriations law applies to interagency (and intra-agency) orders for goods and services. Participants should be familiar with federal appropriations law principles as taught in Federal Appropriations Law (FINC7100D).

Level: Advanced
DoD Fiscal Law Principles
FINC8200D  2 Days  16 CPE  $729

This two-day course is designed to provide you with DoD-specific authorities or prohibitions relating to fiscal law (also called “federal appropriations law”). DoD, like all federal agencies, is bound by the basic fiscal law rules. However, DoD has considerably more flexibility in many areas because Congress has given specific statutory authority to DoD. Additionally, DoD has several activities that make it different from other agencies (e.g., Military Construction). Basic federal appropriations law courses may not address these DoD-specific topics.

This course covers the major fiscal law exceptions and authorities that apply to DoD.

This course also serves another purpose. It will fulfill the requirement for DoD financial management personnel to receive recurring fiscal law training. It covers changes that have been made to the Principles of Federal Appropriations Law (the “Red Book”) since you last studied the material in the four-day Federal Appropriations Law course. Thus, you will not only learn about DoD specific, but also be brought up to date on generic fiscal law developments.

LEARNING OUTCOMES
• Understand and apply DoD-specific fiscal law rules
• Assess propriety of administrative decisions
• Apply Comptroller General decisions
• Assist in the legal obligation of funds
• Avoid Antideficiency Act violations
• Record obligations properly

WHO SHOULD ATTEND?
This course is for DoD military members, civilian employees, and Defense contractors who have already taken a Federal Appropriations Law course and need to know more about DoD-specific authorities in fiscal law or need an update on the latest developments in fiscal law.

Level: Advanced

SESSION SCHEDULE
LOCATION
2/19/20 – 2/20/20 ...........................................Washington, DC
5/27/20 – 5/28/20 ...........................................San Diego, CA
6/30/20 – 7/1/20 ...........................................Washington, DC
7/22/20 – 7/23/20 ...........................................Virginia Beach, VA
9/9/20 – 9/10/20 ...........................................Washington, DC
9/9/20 – 9/10/20 ...........................................San Antonio, TX
11/9/20 – 11/10/20 ...........................................Washington, DC

DoD FM Competency  MyLearn Course Identifie
Concepts, Policies, and Principles of Finance  F7783

This course applies towards completion of the DoD Financial Management Certificate Program.
Federal Appropriations Law
FINC7100D  4 Days  32 CPE  $1,069

In this comprehensive course, you will learn how to correctly interpret and apply federal appropriations law to the use of appropriated funds. You will gain a solid foundation in federal government appropriations law using the Government Accountability Office (GAO) Principles of Federal Appropriations Law (Red Book), Chapters 1 through 9 as the text. At the completion of the course, you will be able to determine the availability of appropriations as to purpose, time, and amount and to avoid Antideficiency Act errors. The course also explores the relationship of agency budgets to appropriations, and the propriety, timing, and legality of certain types of expenditures. Working in teams, you will gain practical experience by completing case studies that are based on actual Comptroller General Decisions.

NOTE: There are roughly seven inches of reference books associated with this course. You may want to consider shipping these documents back to your office.

LEARNING OUTCOMES
• Authoritatively provide guidance to decision makers on the legality of proposed actions
• Assess propriety of administrative decisions
• Assist in a review of proposed in-house regulations
• Support your agency in the legal use of annual, multi-year, and no-year appropriations
• Apply Comptroller General Decisions to organizational activities

WHO SHOULD ATTEND?
Anyone who deals with appropriations in the federal government, including budget analysts, accountants, auditors, contracting officer, purchase card holders and approving managers, certifying officer, program managers, attorneys, and others who make decisions or provide advice based on an understanding of GAO’s Principles of Federal Appropriations Law (Red Book)

Level: Intermediate

This course is part of the Master Certificate in Federal Financial Management.

This course applies towards completion of the DoD Financial Management Certification Program.

DoD FM Competency  MyLearn Course Identification
Financial Stewardship  F3053
Concepts, Policies, and Principles of Finance  F3053

SESSION SCHEDULE  LOCATION
1/14/20 – 1/17/20  Washington, DC
1/18/20 – 1/31/20  San Diego, CA
1/21/20 – 1/24/20  Phoenix, AZ
1/25/20 – 1/29/20  Washington, DC
3/3/20 – 3/6/20  New Orleans, LA
3/17/20 – 3/20/20  Huntsville, AL
3/24/20 – 3/27/20  Las Vegas, NV
3/24/20 – 3/27/20  Washington, DC
4/7/20 – 4/10/20  Washington, DC
4/7/20 – 4/10/20  Austin, TX
4/21/20 – 4/24/20  Washington, DC
4/21/20 – 4/24/20  Austin, TX
5/12/20 – 5/15/20  San Francisco, CA
5/19/20 – 5/22/20  Washington, DC
6/2/20 – 6/5/20  Virginia Beach, VA
6/9/20 – 6/12/20  Washington, DC
6/9/20 – 6/12/20  Seattle, WA
6/16/20 – 6/19/20  Albuquerque, NM
6/23/20 – 6/26/20  Atlanta, GA
6/23/20 – 6/26/20  Washington, DC
7/7/20 – 7/10/20  Washington, DC
7/14/20 – 7/17/20  San Francisco, CA
7/21/20 – 7/24/20  San Diego, CA
7/21/20 – 7/24/20  Washington, DC
7/28/20 – 7/31/20  San Antonio, TX
8/4/20 – 8/7/20  Chicago, IL
8/11/20 – 8/14/20  Washington, DC
8/11/20 – 8/14/20  Dallas, TX
8/18/20 – 8/21/20  Denver, CO
8/25/20 – 8/28/20  Washington, DC
8/25/20 – 8/28/20  Virginia Beach, VA
9/1/20 – 9/4/20  Philadelphia, PA
9/8/20 – 9/11/20  Washington, DC
9/22/20 – 9/25/20  Washington, DC
10/20/20 – 10/23/20  Washington, DC
11/17/20 – 11/20/20  Denver, CO
11/17/20 – 11/20/20  Washington, DC
12/8/20 – 12/11/20  Washington, DC
Advanced Appropriations Law  
FINC9100D  3 Days  24 CPE  $889
This course builds on the concepts learned in Federal Appropriations Law (FINC7100D). It will provide you with practice in researching questions on the proper use of government funds and applying your research results to several comprehensive case studies. Gain confidence in your ability to analyze a situation, perform the necessary research, and apply concepts to determine the proper course of action.

The course will be conducted with a combination of brief instructor lectures on the principles pertinent to the cases, followed by team review and analysis of the cases. The teams will then report their findings to the entire class for discussion and debate. Participants will be allowed to use any research tools at hand, including GAO’s Red Book, GAO’s website, and other search engine capabilities. Personal tablets, laptops, or smartphones are encouraged to aid in this research.

LEARNING OUTCOMES
• Provide authoritative guidance to decision makers on the legality of proposed actions
• Use federal appropriations only for the purposes intended
• Observe and adhere to critical time frames of federal appropriations
• Avoid violations of the Antideficiency Act
• Apply appropriations language to a specific situation
• Use a reliable process for researching and making recommendations on the proper use of federal funds

WHO SHOULD ATTEND?
Anyone who has completed the Federal Appropriations Law course but needs additional guidance and practice in solving complex appropriations law questions. This includes budget analysts, accountants, auditors, contracting officer, purchase card holders and approving managers, certifying officer, and program managers.

Level: Advanced

SESSION SCHEDULE  LOCATION
3/24/20 – 3/26/20.......................... Washington, DC
5/5/20 – 5/7/20............................. Washington, DC
7/21/20 – 7/23/20.......................... Washington, DC
9/17/20 – 9/19/20.......................... Washington, DC
12/8/20 – 12/10/20.......................... Washington, DC

Federal Appropriations Law Refresher and Update  
FINC8147D  2 Days  16 CPE  $729
This course provides a periodic refresher and update on federal appropriations law that is needed for the following reasons: 1) Congress passes new laws from time to time; 2) federal courts issue new decisions that set precedent; and 3) the Comptroller General occasionally renders new decisions or modifies existing decisions. This course brings you up-to-date on all of these changes to federal appropriations law.

Participants will learn to apply appropriations law concepts by completing case studies based on Comptroller General decisions.

LEARNING OUTCOMES
• Evaluate propriety of administrative decisions
• Apply Comptroller General decisions
• Assist in the legal obligation of funds
• Avoid Antideficiency Act violations
• Record obligations properly

WHO SHOULD ATTEND?
This course is designed for federal government employees and contractors who have already taken Federal Appropriations Law (FINC7100D). In general, an employee should take this refresher and update course if 18 months or more have elapsed since they have taken the four-day course.

Level: Intermediate

SESSION SCHEDULE  LOCATION
2/4/20 – 2/5/20.............................. Washington, DC
3/31/20 – 4/1/20............................ Washington, DC
6/2/20 – 6/3/20............................. Washington, DC
8/4/20 – 8/5/20............................. Washington, DC
8/5/20 – 8/6/20............................. Denver, CO
9/16/20 – 9/17/20........................... San Diego, CA
11/3/20 – 11/4/20........................... Washington, DC

This course applies towards completion of the DoD Financial Management Certification Program.

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Federal Appropriations Law Refresher and Update – Online

FINC8147A  2 Days  16 CPE  $729

This course provides a periodic refresher and update on federal appropriations law that is needed for the following reasons: 1) Congress passes new laws from time to time; 2) federal courts issue new decisions that set precedent; and 3) the Comptroller General occasionally renders new decisions or modifies existing decisions. This course brings you up-to-date on all of these changes to federal appropriations law.

Participants will learn to apply appropriations law concepts by completing case studies based on Comptroller General decisions.

Sessions will be run through Adobe Connect with live instructor-led interaction and individual and group exercises emphasizing peer learning.

LEARNING OUTCOMES

• Evaluate propriety of administrative decisions
• Apply Comptroller General decisions
• Assist in the legal obligation of funds
• Avoid Antideficiency Act violations
• Record obligations properly

WHO SHOULD ATTEND?

This course is designed for federal government employees and contractors who have already taken Federal Appropriations Law (FINC7100D). In general, an employee should take this refresher and update course if 18 months or more have elapsed since they have taken the four-day course.

Level: Intermediate

SESSION SCHEDULE  LOCATION
5/4/20 – 5/6/20 ............................Online
10/19/20 – 10/21/20 ........................Online

For more information, visit www.graduateschool.edu/defense or call 888.744.GRAD.
Travel Regulations for Non-Defense Agencies, FTR (PCS Only)

FINC7104D 3 Days 24 CPE $929

Learn the current rules and regulations for permanent change of station (PCS) travel for civilian employees in non-DoD agencies from expert instructors. Participants will learn the rules for PCS Service Agreements; travel authorizations; use of Government Travel Charge Card (GTCC); per diem allowances; transportation allowances; international travel; en route travel; house-hunting trips; temporary quarters subsistence expense; household goods movement; shipment of privately owned vehicle (POV); residential transactions; miscellaneous expense allowance; relocation income tax allowance; temporary change of station; and more.

LEARNING OUTCOMES

• Comply with current Federal Travel Regulations (FTR) as contained in Title 41 of the Code of Federal Regulations (CFR) chapters 300 through 304
• Define and describe the requirements for Service Agreements, travel orders, and requirements for civilian personnel performing PCS moves for non-DoD agencies
• Identify and compute allowances and entitlements for civilian personnel who are performing PCS moves
• Calculate per diem entitlements, reimbursable expenses, allowances for PCS moves, and total PCS reimbursements in all situations
• Describe and utilize the FTR for the movement of household goods, house-hunting trips, temporary quarters subsistence allowance, transporting and storing POVs, residential transactions, miscellaneous expense allowance, and more
• Assist civilian employees in order to resolve complex travel problems

WHO SHOULD ATTEND?

Individuals who are involved with processing or certifying PCS orders, claims for per diem travel, transportation allowances, and certain other allowances and entitlements for civilian employees in non-DoD agencies. It is highly recommended for all approving officer, reviewing official, supervisors and anyone who will be making a PCS move. If you need to learn about TDY allowances for civilian employees in Non-DoD agencies, please see Travel Regulations for Non-Defense Agencies, FTR (TDY Only) (FINC7213D).

Level: Intermediate

SESSION SCHEDULE  LOCATION
4/14/20 – 4/16/20 ......................... Washington, DC
9/14/20 – 9/16/20 ............................ Washington, DC
12/1/20 – 12/3/20 ............................... Washington, DC
Travel Regulations for Non-Defense Agencies, FTR (TDY Only)
FINC7213D  3 Days  24 CPE  $929

Learn the current rules and regulations for temporary duty (TDY) travel for civilian employees in non-DoD agencies from expert instructors.

Participants will learn the rules for travel authorizations; use of Government Travel Charge Card (GTCC); per diem allowances; transportation allowances; reimbursable allowances; contract (city-pair) discounted airfares; deductible meals; government lodging and mess availability and non-availability; international travel; actual expense allowances for high-cost areas, and more.

LEARNING OUTCOMES
• Comply with current Federal Travel Regulations (FTR) as contained in Title 41 of the Code of Federal Regulations (CFR) - chapters 300 through 304
• Define and describe the requirements for travel orders and settlement vouchers while performing TDY for non-DoD agencies
• Identify and calculate allowances and entitlements for civilian personnel who are performing TDY
• Decide when per diem allowance is authorized and under what circumstances allowance is not authorized
• Calculate per diem entitlements, reimbursable expenses, and allowances for TDY reimbursements for both domestic and worldwide
• Determine subsistence entitlement with leave conjointly
• Pinpoint and compute allowances using special rules for mixed travel (per diem and actual expense)
• Provide assistance to civilian personnel in Non-DoD agencies to resolve complex travel problems

WHO SHOULD ATTEND?
Individuals who are involved with processing or certifying TDY travel orders, claims for per diem travel, transportation allowances, and certain other allowances for civilian employees in non-DoD agencies. It is highly recommended for all approving officer, reviewing official, supervisors and anyone who travels two or more times on TDY in one year.

If you need to learn about permanent change of station (PCS) allowances for non-DoD civilian employees, please see Travel Regulations for Non-Defense Agencies, FTR (PCS Only) (FINC7104D).

Level: Intermediate
Travel Regulations for Defense Agencies, JTR (TDY Only)
FINC7215D  3 Days  24 CPE  $929

Learn the current rules and regulations for temporary duty (TDY) travel for uniformed members, civilian employees, and other personnel in the Department of Defense (DoD) from expert instructors.

Participants will learn the rules for travel authorizations; use of Government Travel Charge Card (GTCC); per diem allowances; transportation allowances; reimbursable allowances; contract (city-pair) discounted airfares; deductible meals; government lodging and mess availability and non-availability; international travel; actual expense allowances for high-cost areas; and more.

LEARNING OUTCOMES
• Comply with current Joint Federal Travel Regulations (JFTR) and Joint Travel Regulations (JTR)
• Define and describe the requirements for travel orders and settlement vouchers while performing TDY for DoD agencies
• Identify and compute allowances and entitlements for uniformed and civilian personnel in DoD who are performing TDY
• Determine when per diem allowance is authorized as well as under what circumstances allowance is not authorized
• Calculate per diem entitlements, reimbursable expenses, and allowances for TDY reimbursements domestic and worldwide
• Decide subsistence entitlement in conjunction with leave
• Identify and calculate allowances using special rules for mixed travel (per diem and actual expense)
• Provide assistance to uniformed and civilian personnel in DoD to resolve complex travel problems

WHO SHOULD ATTEND?
All individuals who are involved with processing or certifying TDY travel orders, claims for per diem travel, transportation allowances, and certain other allowances of DoD uniformed service members (including regular and reserve components), and all DoD civilian employees. It is highly recommended for all approving officer, reviewing official, supervisors, and anyone who travels two or more times on TDY in one year.

If you need to learn about permanent change of station (PCS) allowances for civilian employees of DoD, see Travel Regulations for Defense Agencies, JTR (PCS Only) (FINC8230D). To learn about TDY allowances for Non-DoD civilian employees, please see Travel Regulations for Non-Defense Agencies, FTR (TDY Only) (FINC7213D).

Level: Intermediate

SESSION SCHEDULE  LOCATION
1/28/20 – 1/30/20 ...............................Washington, DC
3/17/20 – 3/19/20 ...............................Washington, DC
3/24/20 – 3/26/20 ...............................San Francisco, CA
4/28/20 – 4/30/20 ...............................San Antonio, TX
5/5/20 – 5/7/20 ...............................Las Vegas, NV
5/19/20 – 5/21/20 ...............................Washington, DC
6/9/20 – 6/11/20 ...............................Virginia Beach, VA
7/14/20 – 7/16/20 ...............................Washington, DC
7/29/20 – 7/31/20 ...............................Honolulu, HI
9/15/20 – 9/17/20 ...............................Washington, DC
09/22/20 – 9/24/20 ...............................San Diego, CA
11/17/20 – 11/19/20 ...............................Washington, DC

This course applies towards completion of the DoD Financial Management Certification Program.

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<tr>
<th>DoD FM Competency</th>
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<tr>
<td>Fundamentals and Operations of Finance</td>
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<tr>
<td>Concepts, Policies, and Principles of Finance</td>
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Travel Regulations for Defense Agencies, JTR (PCS Only)
FINC8230D  3 Days  24 CPE  $929

Learn the current rules and regulations for permanent change of station (PCS) travel for civilian employees in the Department of Defense (DoD) from expert instructors. Civilian employees are covered by the Joint Travel Regulations (JTR). Students will learn the rules for PCS Service Agreements; travel authorizations; use of Government Travel Charge Card (GTCC); per diem allowances; transportation allowances; international travel; en route travel; house-hunting trips; temporary quarters subsistence expense; household goods movement; shipment of privately owned vehicles (POVs); residential transactions; miscellaneous expense allowance; relocation income tax allowance; and more.

LEARNING OUTCOMES
• Comply with current Joint Travel Regulations (JTR)
• Define and describe the requirements for Service Agreements, travel orders, and requirements for civilian personnel performing PCS moves for DoD agencies
• Identify and compute allowances and entitlements for civilian personnel who are performing PCS moves for DoD agencies
• Calculate per diem entitlements, reimbursable expenses, allowances for PCS moves, and total PCS reimbursements in all situations
• Describe and utilize the JTR for the movement of household goods, house-hunting trips, temporary quarters subsistence allowance, transporting and storing POVs, residential transactions, miscellaneous expense allowance, and more
• Provide assistance to civilian employees in order to resolve complex travel issues

WHO SHOULD ATTEND?
Individuals who are involved with processing or certifying PCS orders, claims for per diem travel, transportation allowances, and certain other allowances and entitlements of DoD civilian employees. It is highly recommended for all approving officer, reviewing official, supervisors, and anyone who will be making a PCS move.

If you need to learn temporary duty (TDY) travel allowances for DoD uniformed members and/or civilian employees, see Travel Regulations for Defense Agencies, JTR (TDY Only) (FINC7215D).

Level: Intermediate

SESSION SCHEDULE
LOCATION
3/3/20 – 3/5/20 .................................. San Antonio, TX
3/10/20 – 3/12/20 .................................. Washington, DC
5/12/20 – 5/14/20 ................................. Washington, DC
5/19/20 – 5/21/20 ................................. San Diego, CA
7/21/20 – 7/23/20 ................................. Washington, DC
8/3/20 – 8/5/20 ................................. Honolulu, HI
9/1/20 – 9/3/20 ................................. Washington, DC
12/1/20 – 12/3/20 ................................. Washington, DC

This course applies towards completion of the DoD Financial Management Certification Program.

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www.graduateschool.edu  888.744.GRAD
Travel Regulations for Defense Agencies, JTR (TDY and PCS)
FINC8231D  5 Days  40 CPE  $1,299

This course covers the rules and regulations for both temporary duty (TDY) travel and permanent change of station (PCS) travel in the Department of Defense (DoD).

Regarding TDY travel, participants will learn the rules for travel authorizations, use of Government Travel Charge Card (GTCC); per diem allowances; transportation allowances; reimbursable allowances; contract (city-pair) discounted airfares; deductible meals; government lodging and mess availability and non-availability; international travel; actual expense allowances for high cost areas; and more.

Regarding PCS travel, participants will learn the rules for PCS Service Agreements; travel authorizations; use of Government Travel Charge Card (CTCC); per diem allowances; transportation allowances; international household goods movement; shipment of privately owned vehicles (POVs); residential transactions; miscellaneous expense allowance; relocation income tax allowance; and more.

LEARNING OUTCOMES
• Comply with current (JTR) Joint Travel Regulations
• Describe and define the requirements for travel orders and settlement vouchers while performing TDY for DoD agencies
• Describe and define the requirements for Service Agreements, travel orders, and requirements for civilian personnel performing PCS moves for DoD agencies
• Identify and calculate allowances and entitlements for uniformed and civilian personnel who are performing TDY and for civilian personnel who are performing PCS moves for DoD agencies
• Discern when per diem allowance is authorized and under what circumstances allowance is not authorized
• Compute per diem entitlements, reimbursable expenses, and allowances for both TDY and PCS reimbursements
• Assist uniformed and civilian personnel in DoD to resolve complex travel problems

WHO SHOULD ATTEND?
Individuals who are involved with processing or certifying TDY and PCS travel orders, claims for per diem travel, transportation allowances, and certain other allowances and entitlements. It is highly recommended for approving officer, reviewing official, and supervisors.

Level: Intermediate

SESSION SCHEDULE    LOCATION
2/10/20 – 2/14/20    Washington, DC
3/23/20 – 3/27/20    Denver, CO
3/23/20 – 3/27/20    Honolulu, HI
4/6/20 – 4/10/20     Washington, DC
5/11/20 – 5/15/20    San Antonio, TX
6/15/20 – 6/19/20    Honolulu, HI
6/22/20 – 6/26/20    Washington, DC
8/10/20 – 8/14/20    San Diego, CA
8/17/20 – 8/21/20    Jacksonville, FL
8/24/20 – 8/28/20    Washington, DC
8/24/20 – 8/28/20    Honolulu, HI
9/14/20 – 9/18/20    Virginia Beach, VA
10/26/20 – 10/30/20  Washington, DC
11/2/20 – 11/6/20    San Francisco, CA

This course applies towards completion of the DoD Financial Management Certification Program.

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Travel Regulations for Non-Defense Agencies, FTR (TDY and PCS)

This course covers the rules and regulations for both temporary duty (TDY) travel and permanent change of station (PCS) travel in non-DoD agencies.

Regarding TDY travel, participants will learn the rules for travel authorizations; use of Government Travel Charge Card (GTCC); per diem allowances, transportation allowances, reimbursable allowances, contract (city-pair) discounted airfares, deductible meals, government lodging and mess availability and non-availability, international travel, actual expense allowances for high-cost areas, and more.

Regarding PCS travel, participants will learn the rules for PCS Service Agreements; travel authorizations; use of Government Travel Charge Card (CTCC), per diem allowances; transportation allowances; international travel; en route travel; house-hunting trips; temporary quarters subsistence expense, household goods movement; shipment of privately owned vehicles (POVs), residential transactions; miscellaneous expense allowance; relocation income tax allowance, temporary change of station, and more.

LEARNING OUTCOMES

- Comply with current (FTR) Federal Travel Regulations as contained in Title 41 of the Code of Federal Regulations (CFR), chapters 300 through 304
- Describe and define the requirements for travel orders and settlement vouchers while performing TDY for non-DoD agencies
- Describe and define the requirements for Service Agreements, travel orders and requirements for civilian personnel performing PCS moves for non-DoD agencies
- Identify and calculate allowances and entitlements for personnel who are performing TDY and PCS moves
- Find out when per diem allowance is authorized and under what circumstances allowance is not authorized
- Compute per diem entitlements, reimbursable expenses, and allowances for both TDY & PCS reimbursements
- Assist personnel in non-DoD in resolving complex travel problems

WHO SHOULD ATTEND?

All individuals who are involved with processing or certifying TDY and PCS travel orders, claims for per diem travel, transportation allowances, and certain other allowances and entitlements for civilian employees in non-DoD agencies. It is highly recommended for approving officer, reviewing official, and supervisors.

Level: Intermediate

SESSION SCHEDULE LOCATIONS

3/2/20 – 3/6/2020...............................Washington, DC
7/20/20 – 7/24/20...............................Washington, DC
12/7/20 – 12/11/20.............................Washington, DC