

FY 12 CALENDAR (OCTOBER 2011 - SEPTEMBER 2012)

ENGINEERING & SCIENCES AND ESDP	COST	COURSE DATES											
		OCT 11	NOV 11	DEC 11	JAN 12	FEB 12	MAR 12	APR 12	MAY 12	JUN 12	JUL 12	AUG 12	SEP 12
Airworthiness	None			01			14			13			12
Analytic Fundamentals	\$580											06-08	
Class Desk & APML Orientation	None				09-12			30 Apr-03 May				06-09	
Data Analysis using Excel	\$675							23-26			23-26		
ECPS for Engineers	None		15				13			19			11
ESDP Fundamentals of Contracting & Classification MGMT for Tech Personnel	None	Please call (301)757-9103 to Request Brief											
Intellectual Property and Tech Transfer	None	18		13		17			15		10	17	
Management Analysis, Introduction	\$655							16-19					
Presenting Analysis Results	\$390									12-13			
Project Management, Advanced	\$825												18-20
Project Management, Basic	\$825								08-10				
Risk Management	None		15				14			20			12
Systems Engineering Technical Review (SETR) Process	None		17				15			21			13
Working Capital Fund Budget Process, Overview	\$125		29			07			22			28	

COURSE TITLE:	<i>AIRWORTHINESS</i>
VENDOR:	Airworthiness/Flight Clearance AIR – 4.0P Patuxent River MD 20670
LOCATION:	WYLE LABS 22300 Exploration Drive, Exploration III Conf Ctr 1-A/B Lexington Park MD
DATE:	01 December 11 14 March 12 13 June 12 12 September 12
TIME:	8:00 a.m. - 3:30 p.m.
DESCRIPTION:	This course provides training on the Department of the Navy's airworthiness/flight clearance process as executed by COMNAVAIRSYSCOM. The basis of airworthiness is founded in Material Management, Maintenance, Configuration Management, Training (pilot and maintainer), Technical Risk Assessments, Flight Test Peculiar items such as Continuation Criteria, Envelope Expansion Plans, etc., all rooted in an Independent Engineering Review leading to a flight clearance release. Included are discussions and "how to" on Interim Flight Clearances, NATOPS and NATIP Permanent Flight Clearances, Technical Area Expert Certification, Commercial Derivatives, FAA, U.S. Army and Air Force Airworthiness processes and International/FMS relationships to DoN.
OBJECTIVE:	At the completion of this course, participants should be able to: <ul style="list-style-type: none"> ❖ Understand DoN/CNO/NAVAIR policy and procedures pertaining to Airworthiness. Especially the "Bubble Chart" which depicts the relationships between key airworthiness tenets such as Maintenance and Configuration Management. ❖ Know what flight clearances are, when you need one, how to get one, and how to execute the process efficiently. ❖ Know the content of the NATIP and NATOPS and how they relate to interim flight clearances. ❖ Be familiar with the NATIP and NATOPS updates and change processes. ❖ Know how to interface with other agencies regarding airworthiness. ❖ Know how to become certified to support the Airworthiness Process. ❖ Understand the relationships between Civil and Public aircraft, the FAA and the DoD. ❖ Understand the meaning and relationships of airworthiness, safety of flight and hazard risk analyses.
AUDIENCE:	System Engineers, IPT Leads, Class Desks, Facilitators, Technical Area Expert, Flight Test Engineers and members of the NAVAIR RDT&E Community.
PREREQUISITES:	None
NOMINATIONS:	NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFSMD/training/index.htm
COST:	None
POC:	(301) 757-9103

COURSE TITLE:	<i>ANALYTICS FUNDAMENTALS</i>
VENDOR:	Kais E Systems, Inc. 1840 E. Valencia Building 8, Suite 209 Tucson, AZ 85706
LOCATION:	Employee Development Center, Building #2189
DATE: 06-08 August 12	NOMINATION DEADLINE: 06 July 12
TIME:	8:00 a.m. - 3:30 p.m.
DESCRIPTION:	<p>Analytics is the process of obtaining a realistic decision based on existing data. These decisions drive the systems, structures, and processes of organizations. Analytic Fundamentals provides the knowledge needed to perform key analysis within the organization. Using a core analysis framework as well as participation in this interactive workshop, you will improve your analytical competencies and basic Excel skills.</p> <p>Hands-on exercises provide you with practical experience using the analytics model and Excel 2007. Exercises include:</p> <ul style="list-style-type: none"> ❖ Creating a Milestone Chart and Gantt Chart ❖ Preparing an Interview Guide and Questionnaire ❖ Designing spreadsheets for data entry ❖ Analyzing data using descriptive statistics ❖ Summarizing data into charts, graphs, and tables ❖ Providing a team briefing of the results
OBJECTIVES:	<p>Upon completion of the course, students will have learned how to:</p> <ul style="list-style-type: none"> ❖ Write a problem statement ❖ Create a study plan ❖ Identify the most effective data collection strategy ❖ Write interview questions and survey questions ❖ Develop Excel spreadsheets of data collected ❖ Analyze data using descriptive statistics ❖ Summarize data into a presentation template ❖ Brief the results of the analysis
AUDIENCE:	Analysts and business and technical professionals using operational data to drive decisions within the organization, or anyone interested in improving their analytic competencies and skills will benefit in this course. The strategic thinking and operational results using Excel basics provide immediate skills for the workplace. Experience with Excel basics is assumed.
PREREQUISITE:	Must have an NMCI account to attend
NOMINATIONS:	<p>PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil (<i>course is located under Business Management Analysis</i>)</p> <p>NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFSMD/training/indextraining.html</p>
LENGTH:	3 Days
COST:	\$580
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).
POC:	(301) 757-4123

COURSE TITLE:	<i>CLASS DESK – APML ORIENTATION</i>
VENDOR:	AIR 4.1 Naval Air Systems Command Patuxent River MD
LOCATION:	Employee Development Center, Building #2189
DATE:	09-12 January 12 30 April-03 May 12 06-09 August 12
TIME:	8:00 a.m. - 4:00 p.m.
DESCRIPTION:	This four-day course provides a description of the roles and responsibilities for personnel assigned as Assistant Program Manager for Systems Engineering (Class Desk) or Assistant Program Manager for Logistics (APML) within a competency aligned organization, and the role of systems engineering and logistics in acquisition. Additional modules covering associated processes are presented including team capabilities, new acquisition model, systems engineering, logistics support, technical reviews, reliability and maintainability, engineering investigations and hazard material reports, grounding bulletins and red stripes, technical directives and bulletins, system safety & risk assessment, business and finance, software, design interface/maintenance planning, configuration management, initial operational capability supportability review (IOCSR), cost analysis, total ownership cost, earned value management, airworthiness, and test and evaluation.
OBJECTIVE:	To provide basic skills and knowledge to enhance the performance of personnel newly assigned as assistant program manager for systems engineering (Class Desk) or assistant program manager for logistics.
AUDIENCE:	Personnel newly assigned as class desks or APML's and supporting government and contract personnel. Other employees are welcome subject to space availability.
PREREQUISITES:	None
NOMINATIONS:	NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFSMD/training/index.htm
COST:	None
POC:	(301) 757-9103

COURSE TITLE:	<i>DATA ANALYSIS WITH MS EXCEL</i>
VENDOR:	Kais E Systems, Inc. 1840 E. Valencia Building 8, Suite 209 Tucson, AZ 85706
LOCATION:	Employee Development Center, Building #2189
DATE: 23-26 April 12 23-26 July 12	NOMINATION DEADLINE: 23 March 12 23 June 12
TIME:	8:00 a.m. – 3:30 p.m.
DESCRIPTION:	This course allows the participant to combine data, mathematical formulas, text and graphics together in a single report or workbook. Participants learn statistics by analyzing data from real world problems-from surveys of hotel prices to physiological studies on NASA astronauts. Participants use both the text and the accompanying web-based software to practice new skills using Microsoft Excel updated for Office 2007. Course topics include single variable graphs and statistics, scatterplots, probability distributions, tables, correlation and simple regression, multiple regression, time series, and statistical quality control.
OBJECTIVE:	Upon completion of the course, the student will be able to: <ul style="list-style-type: none"> ❖ Work with data in Excel 2007. ❖ Work with charts in Excel. ❖ Describe Data. ❖ Create Pivot Tables. ❖ Perform Regression Analysis. ❖ Correlation. ❖ Perform Multiple Regression. ❖ Analyze data over time. ❖ Develop Quality Control Charts.
AUDIENCE:	Students should have a basic understanding of Excel.
PREREQUISITE:	Must have an NMCI account to attend
NOMINATIONS:	PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil (course is located under Business Management Analysis) NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFMSMD/training/indextraining.html
LENGTH:	4 Days
CPE:	32 CPEs
COST:	\$675
METHOD OF PAYMENT:	Vendor accepts GCPC (Government-wide Commercial Purchase Card).
POC:	(301) 757-4123

COURSE TITLE:	<i>ECPS FOR ENGINEERS</i>
VENDOR:	NAVAIR 4.1G Naval Air Systems Command Patuxent River MD 20670
LOCATION:	Employee Development Center, Building #2189
DATE:	15 November 11 13 March 12 19 June 12 11 September 12
TIME:	8:00 a.m. - 4:00 p.m.
DESCRIPTION:	A high level overview of Configuration Management (CM) and the Engineering Change Proposal (ECP) Process.
OBJECTIVE:	Students will learn how ECPs fit within the DoD acquisition policy framework. The NAVAIR policy for ECPs and the classes and types of ECPs as well as the process for requesting, approving/disapproving and implementing ECPs.
AUDIENCE:	The Systems Engineering Community
PREREQUISITES:	None
NOMINATIONS:	NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFSMD/training/index.htm
COST:	None
POC:	(301) 757-9103

COURSE TITLE:	<i>ESDP FUNDAMENTALS OF CONTRACTING AND CLASSIFICATION MANAGEMENT FOR TECHNICAL PERSONNEL</i>
VENDOR:	4.0 & 5.0 NAVAIR Patuxent River, MD 20670
DATE:	REQUEST BRIEF FROM POC
DESCRIPTION:	This half day course is designed for new project engineer team members who may use the acquisition process in the performance of their job. It also covers the responsibilities of the professional to ensure protection of classified material. Topics covered include: an overview of the acquisition process and various acquisition methods available, public policies which impact the acquisition process, the application of classification management principles, and recognition of security violations/compromises.
OBJECTIVE:	At the conclusion of this course, participants should be able to: <ul style="list-style-type: none"> ❖ Describe the acquisition process including time constraints, paperwork required, approval levels and procurement authority. ❖ Differentiate between acquisition methods. ❖ Define proper contractor/civil service relations. ❖ Possess a working knowledge of their security duties and responsibilities. ❖ Be familiar with OPNAVINST 5510.1 and NAVAIRWARCENACDIV 55101.1.
AUDIENCE:	This course is designed for entry-level scientists and engineers. Other employees are welcome to attend based on space availability.
PREREQUISITES:	None
COST:	None
POC:	(301) 757-9103

COURSE TITLE:	<i>INTELLECTUAL PROPERTY AND TECHNOLOGY TRANSFER</i>
VENDOR:	Office of Counsel & Office of Research and Tech. Applications Naval Air Warfare Center Aircraft Division Patuxent River MD
LOCATION:	Employee Development Center, Building #2189
DATE:	18 October 11 13 December 11 07 February 12 15 May 12 10 July 12 14 August 12
TIME:	8:00 a.m. - 4:00 p.m.
DESCRIPTION:	<p>Students will develop an understanding of technology transfer, the process in which technology or knowledge developed in one place or for one purpose is applied and exploited in another place for some other purpose. Within DoD, this involves transfers occurring between federal laboratories and any nonfederal organization, including private industry, academia, and state and local governments, but can occur between federal agencies. A major long-term goal of the federal government is sustained economic growth: one way to achieve this is development and commercialization of new technologies. Federal labs try to foster and maintain advanced technical capabilities by partnering with private industry and academia.</p> <p>Students will learn about the specific mechanisms used for technology transfer, the legal issues associated with each, how an employee's innovation may be an invention that could be patented, and how and why intellectual property must be protected. They will also become acquainted with the NAWCAD Patuxent River Office of Research and Technology Applications (ORTA) and its role in implementing technology transfer at the command, and with the Office of Counsel and its responsibilities in protecting intellectual property.</p>
OBJECTIVE:	<p>At the completion of the course, participants will understand:</p> <ul style="list-style-type: none"> ❖ Inventions and patents. ❖ Methods to accomplish technology transfer ❖ Patent Licensing ❖ Cooperative research and development agreement ❖ Commercial service agreement ❖ Memorandum of Agreement ❖ Command processes and offices involved in technology transfer ❖ Major technology transfer legislation
AUDIENCE:	RDT&E scientists and engineers
PREREQUISITES:	None
NOMINATIONS:	<p>NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil</p> <p>NOTE: Contractor personnel are not eligible to attend.</p>
COST:	None
POC:	(301) 757-9103

COURSE TITLE:	<i>MANAGEMENT ANALYSIS, INTRODUCTION</i>
VENDOR:	Kais E Systems, Inc. 1840 E. Valencia Building 8, Suite 209 Tucson, AZ 85706
LOCATION:	Employee Development Center, Building #2189
DATE: 16-19 April 12	NOMINATION DEADLINE: 26 March 12
TIME:	8:00 a.m.-3:30 p.m.
DESCRIPTION:	Credible analysis is the foundation for decision-making in today's organizations. Defining the organization's objectives for analysis and developing the basics of designing and conducting the study are important for valid and reliable findings. We focus on identifying the problem and the research questions necessary for the analysis as the beginning of the analytic process. Developing an effective study proposal frames our planning phase of the analysis. During this hands- on training, we work through an analysis project to provide the framework for your at-work requirements of analyzing organizational issues. Engage in critical thinking; collaborate and share through teamwork activities; innovate with creative solutions, and present your study findings with confidence and clarity.
OBJECTIVE:	Upon completion of the course, you will be able to: <ul style="list-style-type: none"> ❖ Identify organizational problems ❖ Formulate research questions ❖ Develop a study proposal with milestones and timelines ❖ Collect data to answer research questions ❖ Develop alternative solutions ❖ Define criteria for solutions selection ❖ Present findings and solutions
AUDIENCE:	This course is designed for management analysts, managers, and other professionals.
NOMINATIONS:	PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil (course is located under Business Management Analysis) NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFSMD/training/indextraining.html
LENGTH:	4 Days
CPE:	32 CPEs
COST:	\$655
METHOD OF PAYMENT:	Vendor accepts GCPC (Government-wide Commercial Purchase Card).
POC:	(301) 757-4123

COURSE TITLE:	<i>PRESENTING ANALYSIS RESULTS</i>
VENDOR:	Kais E Systems, Inc. 1840 E. Valencia Building 8, Suite 209 Tucson, AZ 85706
LOCATION:	Employee Development Center, Building #2189
DATE: 12-13 June 12	NOMINATION DEADLINE: 12 May 12
TIME:	8:00 a.m. – 3:30 p.m.
DESCRIPTION:	<p>The ability to convey facts and information in a clear, concise and engaging manner is a crucial part of delivering the analysis results. Presenting Analysis Results is designed to provide the knowledge of presentation skills and the techniques to use Excel and PowerPoint to create a technical presentation. Whether you present to the senior leadership of your organization or convey information at a staff meeting, this course provides you with the skills to convey your message while focusing on your audience needs and presentation objectives.</p> <p>Hands-on exercises provide you with practical experience using Excel 2007 and PowerPoint 2007. Exercises include:</p> <ul style="list-style-type: none"> ❖ Summarizing large sets of data into charts, graphs, and tables ❖ Creating Line, Bar, Column, and Pie charts ❖ Developing Radar charts and Bubble charts ❖ Writing descriptive TAG lines ❖ Making it meaningful; telling the story
OBJECTIVES:	<p>Upon completion of the course, students will have learned how to:</p> <ul style="list-style-type: none"> ❖ Set up data for charting ❖ Select the appropriate chart for the data presented ❖ Create a chart, graph, or table ❖ Customize the chart type ❖ Display three variables with a Bubble Chart ❖ Use SmartArt, Shapes, WordArt, and Text Boxes to tell the story
AUDIENCE:	Anyone who needs to develop or improve their charting competency and their presentation skills to confidently deliver impactful presentations using charts, graphs, and tables will benefit from Presenting Analysis Results. Some previous experience in Excel and PowerPoint is helpful.
PREREQUISITE:	Must have an NMCI account to attend
NOMINATIONS:	<p>PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil (course is located under Business Management Analysis)</p> <p>NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFSMD/training/indextraining.html</p>
LENGTH:	4 Days
COST:	\$390
METHOD OF PAYMENT:	Vendor accepts GCPC (Government-wide Commercial Purchase Card).
POC:	(301) 757-4123

COURSE TITLE:	<i>PROJECT MANAGEMENT, ADVANCED</i>
VENDOR:	Stanley E. Portny & Associates 20 Helene Drive Randolph, NJ 07869
LOCATION:	Employee Development Center, Building #2189
DATE: 18-20 September 12	NOMINATION DEADLINE: 18 August 12
TIME:	8:00 a.m. - 3:30 p.m.
DESCRIPTION:	<p>Stan Portny, author of the acclaimed Project Management For Dummies, introduces you to advanced skills and techniques for effective project planning, organizing and control. Topics include:</p> <ul style="list-style-type: none"> ❖ Keys for successful matrix management ❖ Conflict management ❖ Difference between management and leadership ❖ Keys to successful interpersonal relations ❖ Techniques to facilitate effective communication ❖ How to develop and use power and influence ❖ Overview of the elements of a high performance project team ❖ How to create and sustain motivation and enthusiasm ❖ Benefit cost analysis as a decision support tool ❖ How to develop the project budget ❖ Project risk management ❖ Project management information systems: schedule, labor and funds ❖ Earned Value Analysis and progress reporting ❖ The Post Project Evaluation
AUDIENCE:	Managers and team members of small, medium and large projects, as well as others who support projects.
NOMINATIONS:	<p>PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil (course is located under Business Management Analysis)</p> <p>NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFSMD/training/indextraining.html</p>
LENGTH:	3 Days
COST:	\$825
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).
POC:	(301) 757-4123

COURSE TITLE:	<i>PROJECT MANAGEMENT, BASIC</i>
VENDOR:	Stanley E. Portny & Associates 20 Helene Drive Randolph, NJ 07869
LOCATION:	Employee Development Center, Building #2189
DATES: 08-10 May 12	NOMINATION DEADLINE: 08 April 12
TIME:	8:00 a.m. - 3:30 p.m.
DESCRIPTION:	<p>Stan Portny, author of the acclaimed Project Management For Dummies, introduces you to key techniques and approaches for effective project planning, organizing and control. Topics include:</p> <ul style="list-style-type: none"> ❖ Defining project purpose, desired outcomes, constraints and assumptions (the Statement of Work) ❖ Determining key project participants (the Audience List) ❖ Identifying project activities (the Work Breakdown Structure) ❖ Specifying project roles and responsibilities (the Linear Responsibility Chart) ❖ Developing and displaying a realistic and achievable project schedule (the Network Diagram, Key Events and Activities Lists and Gantt Chart) ❖ Estimating required personnel resources (the Skills Roster, Human Resources Matrix, Person Loading Chart and Person Loading Graph) ❖ Controlling project schedule performance and resource expenditures ❖ How to hold people accountable over whom you have no direct authority ❖ Keys for creating and keeping a motivated project team
AUDIENCE:	Managers and team members of small, medium and large projects, as well as others who support projects.
NOMINATIONS:	<p>PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil (course is located under Business Management Analysis)</p> <p>NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFMSMD/training/indextraining.html</p>
LENGTH:	3 Days
COST:	\$825
METHOD OF PAYMENT:	Vendor accepts GCPC (Government-wide Commercial Purchase Card).
POC:	(301) 757-4123

COURSE TITLE:	<i>RISK MANAGEMENT</i>
VENDOR:	NAVAIR 4.0
LOCATION:	Employee Development Center, Building #2189
DATE:	16 November 11 14 March 12 20 June 12 12 September 12
TIME:	8:00 a.m. - 4:00 p.m.
DESCRIPTION:	At the completion of this one day course, a student will know the fundamentals of the Naval SYSCOMs policy for risk management, understand the risk management process steps, be able to define and identify risks, be able to prioritize risks and develop effective mitigation strategies and lastly understand the role of the NAVAIR and Aviation PEO organizations in conducting a Risk Management Program.
AUDIENCE:	Competencies 4.0; 6.0; 5.0; PEO (1.0)
PREREQUISITES:	None
NOMINATIONS:	NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFMSMD/training/index.htm
COST:	None
POC:	(301) 757-9103

COURSE TITLE:	<i>SYSTEMS ENGINEERING TECHNICAL REVIEW (SETR) PROCESS</i>
VENDOR:	NAVAIR 4.1g Naval Air Systems Command Patuxent River MD 20670
LOCATION:	Employee Development Center, Building #2189
DATE:	17 November 11 15 March 12 21 June 12 13 September 12
TIME:	8:00 a.m. - 4:00 p.m.
DESCRIPTION:	Using the SETR process in accordance with NAVAIRINST 4355.19B.
OBJECTIVE:	Students will learn how to implement the Systems Engineering Technical Review Process, and use the execution modules and risk assessment checklists that it contains.
AUDIENCE:	The Systems Engineering Community
PREREQUISITES:	<i>It is recommended for students to have taken the Risk Management course prior to the SETR Course, if possible.</i>
NOMINATIONS:	NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFSMD/training/index.htm
COST:	None
POC:	(301) 757-9103

COURSE TITLE	<i>WORKING CAPITAL FUND BUDGET PROCESS, OVERVIEW</i>
VENDOR:	The Siena Group LLC P.O. Box 355 Avenue, MD 20609
LOCATION:	Employee Development Center, Building # 2189
DATE: 29 November 11 07 February 12 22 May 12 28 August 12	NOMINATION DEADLINE: 29 October 11 07 January 12 22 April 12 28 July 12
TIME:	8:00 a.m.-12:00 p.m.
DESCRIPTION:	The A-11 budget process course is designed to familiarize participants with the Working Capital Fund concept and terms. This is an overview course and does not provide the participant with a detailed understanding of Navy Working Capital Fund.
OBJECTIVE:	Upon completion of this course, attendees should be able to: <ul style="list-style-type: none"> ❖ Understand the Navy Working Capital Fund concept. ❖ Understand the terms associated with the Navy Working Capital fund. ❖ Understand the subsidiary budgets associated with the Navy Working Capital Fund. ❖ Understand how billing rates are established.
AUDIENCE:	Technical and administrative personnel looking to understand the basics of the Navy Working Capital Fund concept.
LENGTH:	½ Day
NOMINATIONS:	PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil (<i>course is located under Budget/Financial listed as Working Capital Fund Bdgt Process Overview</i>) NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFSMD/training/indextraining.html
COST:	\$125
METHOD OF PAYMENT:	Vendor accepts GCPC (Government-wide Commercial Purchase Card).
POC:	(301)757-4123