

FY 13 CALENDAR (OCTOBER 2012 - SEPTEMBER 2013)

BUDGET AND FINANCE	COST	COURSE DATES											
		OCT 12	NOV 12	DEC 12	JAN 13	FEB 13	MAR 13	APR 13	MAY 13	JUN 13	JUL 13	AUG 13	SEP 13
Analytic Fundamentals	\$580											27-29	
Antideficiency Act	\$250						18-19						09-10
APN Budget Formulation	None						26-27				23-24		
Budget Analysis Using Excel	\$540								21-23			20-22	
Enhanced Defense Management Course (NFMC)	None										08-12 Tentative		
Federal Appropriations Law	\$575							22-25				12-15	
Federal Budget Process	\$250						20-21						11-12
Navy Budget Policies and Procedures	None		27-29				05-07		14-16				
O&M,N Budget Formulation	None							16-17				06-07	
Presenting Analysis Results	\$390									18-19			
RDT&E,N Budget Formulation/Execution	None		06-07			26-27							
Working Capital Fund Budget Process, Overview	\$175		27			12			21			27	
WPN/OPN/PAN &MC Budget Formulation	None			04-05				16-17					

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: 27-29 August 13	NOMINATION DEADLINE: 27 July 13
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>ANTIDEFICIENCY ACT</i>
VENDOR:	The Learning Curve Training Group 5322 Timber Wild Lane Buford, GA 30518-9030
LOCATION:	Employee Development Center, Building #2189
DATE: 18-19 March 13 09-10 September 13	NOMINATION DEADLINE: 18 February 13 09 August 13
TIME:	8:00 a.m.-3:30 p.m.
DESCRIPTION:	The Antideficiency Act is one of the major laws influencing federal spending. This course will address the law's four major restrictions, as they will apply to an agency's day-to-day operations. It is not intended to address ethics issues for spending by individuals on such things as travel. The course uses materials from three major sources to present a complete picture; United States Code, OMB Circular A-11 and Appropriations Law Manuals. Additional sources of information and help, such as the internet, will be discussed.
OBJECTIVES:	Upon completion of the course, attendees should be able to address: <ul style="list-style-type: none"> ❖ Legal requirements for the control of spending. ❖ Application of the requirement to actual events. ❖ Reporting responsibilities. ❖ Technological changes and current sources of help
AUDIENCE:	Individuals who make decisions about spending that could lead to an agency violation of the Antideficiency Act.
NOMINATIONS:	PAX RIVER 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/indextraining.html
LENGTH:	2 Days
COST:	\$250
METHOD OF PAYMENT:	Vendor accepts GCPC (Government-wide Commercial Purchase Card).
POC:	(301) 757-4123

COURSE TITLE:	<i>APN BUDGET FORMULATION</i>
VENDOR:	Naval Air Systems Command AIR 10.3 Competency Patuxent River, MD
LOCATION:	Employee Development Center, Building #2189
DATE: 26-27 March 13 23-24 July 13	NOMINATION DEADLINE: 26 February 13 23 June 13
TIME:	8:00 a.m.-3:30 p.m. (Day 1) and 8:00 a.m.-12:00 p.m. (Day 2)
DESCRIPTION:	This course is designed to familiarize participants with the basic concepts and exhibits used by NAVAIR to develop APN budgets. This course focuses on the major exhibits and the responsibilities of the budget analyst in developing these exhibits.
OBJECTIVES:	Upon completion of the training, students should be able to: <ul style="list-style-type: none"> ❖ Describe the purpose of the APN appropriation. ❖ Discuss the major policies and procedures impacting APN budget development. ❖ Identify and explain the purpose for the major exhibits within the APN appropriation, including the P-5, P-5A and P-21 for APN 1-4; and for APN-5, P-40, P-3a and Basis for Cost Estimate. ❖ Prepare the P-5, P-5A and P-21 for APN 1-4; and for APN-5 P-40, P-3a and Basis for Cost Estimate.
AUDIENCE:	Budget Analysts (GS-5 through GS-12) and personnel in related fields new to the APN appropriation. A basic understanding of PPBS is assumed.
NOMINATIONS:	PAX RIVER 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/indextraining.html
LENGTH:	1 ½ Days
COST:	None
POC:	(301) 757-4123

COURSE TITLE:	<i>BUDGET ANALYSIS USING EXCEL</i>
VENDOR:	Kais Esystems, Inc. 1840 E. Valencia Building 8, Suite 209 Tucson, AZ 85706
LOCATION:	Employee Development Center, Building #2189
DATE: 21-23 May 13 20-22 August 13	NOMINATION DEADLINE: 21 April 13 20 July 13
TIME:	8:00 a.m.-3:30 p.m.
DESCRIPTION:	In this course, participants practice various costing exercises for planning and budgeting future resources. They learn how to forecast costs, transform a standard budget into an Excel spreadsheet, create charts for effective presentation, and monitor budget performance. Topics include such tools as regression analysis, variance analysis, Pivot Table Wizard, and Chart Wizard.
OBJECTIVES:	Upon completion of the course, students should be able to: <ul style="list-style-type: none"> ❖ Describe the federal budget process. ❖ Define budget concepts and terminology. ❖ Create a spreadsheet using Excel. ❖ Discuss concepts of the A-11. ❖ Conduct an FTE Analysis. ❖ Chart data in Excel. ❖ Complete a cost-based operating budget using Excel. ❖ Use various Excel functions.
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 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:	3 Days
COST:	\$540
METHOD OF PAYMENT:	Vendor accepts GCPC (Government-wide Commercial Purchase Card).
POC:	(301) 757-4123

COURSE TITLE:	<i>ENHANCED DEFENSE FINANCIAL MANAGEMENT TRAINING COURSE</i>
VENDOR:	Naval Financial Management Career Center 153 Ellyson Avenue, Suite F Pensacola, FL 32508-5114
LOCATION:	Employee Development Center, Building #2189
DATE:	08-12 July 13 (Tentative)
TIME:	8:00 a.m.-4:00 p.m.
DESCRIPTION:	In cooperation with the American Society of Military Comptrollers (ASMC), the Department of Defense is sponsoring a week-long course taught by instructors from the Graduate School, U. S. Department of Agriculture. The course will focus on twelve financial management competencies necessary for mid-level and senior-level financial managers in the DoD and will assist in preparation for the Certified defense Financial Manager (CDFM) examination. For further information about the CDFM Certification process, click on http://www.asmconline.org . Please note that Government regulations prohibit the government from paying for this or any other examination that provides professional certification to an individual.
OBJECTIVE:	Upon completion of the course, students should be able to display proficiency in the following twelve core competencies: <ul style="list-style-type: none"> ❖ Resource Management Environment – Government Resource Management Environment; Defense Resource Management Environment; Manpower Management; Personnel Management; Management Internal Controls; and, Fiscal Law. ❖ Budget and Cost Analysis – Planning, Programming and Budgeting; Cost and Economic Analysis; and, Business Management Process Improvement. ❖ Accounting and Finance – Accounting, Finance, and Auditing.
AUDIENCE:	Civilian and military members of the Department of Defense and US Coast Guard who possess either: 1) a high school diploma or GED and three year of defense-related financial management experience; or 2) an Associate, Bachelor or higher degree and two years of defense-related financial management experience.
NOMINATIONS:	Demand is projected to be extremely high, apply on-line by going to the Enhanced Defense Financial Management Training webpage https:// www.atrrs.army.mil/edfmt . NOTE: Contractor personnel are not eligible to attend.
LENGTH:	5 Days
COST:	None

COURSE TITLE:	<i>FEDERAL APPROPRIATIONS LAW</i>
VENDOR:	The Learning Curve Training Group 5322 Timber Wild Lane Buford, GA 30518-9030
LOCATION:	Employee Development Center, Building #2189
DATE: 22-25 April 13 12-15 August 13	NOMINATION DEADLINE: 22 March 13 12 July 13
TIME:	8:00 a.m.-3:30 p.m.
DESCRIPTION:	The course consists of lectures, workshops, and team efforts with heavy emphasis on case studies designed to illustrate appropriation process and procedures. Topics include: nature of appropriation law, life cycle of an appropriation, interpretation of an appropriation, authorization versus appropriation and apportionment, continuing resolutions, obligations and liability and relief. Materials will include Vol. 1, 2 and 3 of Principles of Appropriations Law manual (red book).
OBJECTIVE:	Upon completion of the course, attendees should be able to: <ul style="list-style-type: none"> ❖ Analyze availability of funds. ❖ Understand the impact of the various types of funds available. ❖ Operate under continuing resolutions. ❖ Know the ground rules for “reprogramming” funds. ❖ Identify legal and valid obligations. ❖ Apply the “necessary expense” rule for expenditures. ❖ Comprehend the difference between “liability” and “relief”.
AUDIENCE:	Individuals requiring an understanding of the legal aspects of federal spending and who must approve/disapprove expenditure of funds.
NOMINATIONS:	PAX RIVER 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/indextraining.html
LENGTH:	4 Days
COST:	\$575
METHOD OF PAYMENT:	Vendor accepts GCPC (Government-wide Commercial Purchase Card).
POC:	(301) 757-4123

COURSE TITLE:	<i>FEDERAL BUDGET PROCESS</i>
VENDOR:	The Learning Curve Training Group 5322 Timber Wild Lane Buford, GA 30518-9030
LOCATION:	Employee Development Center, Building #2189
DATE: 20-21 March 13 11-12 September 13	NOMINATION DEADLINE: 20 February 13 11 August 13
TIME:	8:00 a.m.-3:30 p.m.
DESCRIPTION:	This course provides attendees with an introduction to the Federal budgeting process. It covers budgeting terms, responsibilities, schedules, processes, decision points, work measurement, standard object classes, evolution of the budget process, role of various agencies and departments, the Anti-deficiency Act and accounting concepts. Using a group exercise, each participant will "assume" different roles in the budgeting process.
OBJECTIVE:	Upon completion of training, participants should have a clear understanding of the budget process.
AUDIENCE:	This course is particularly useful to employees new to government or new to budgeting.
NOMINATIONS:	PAX RIVER 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/indextraining.html
LENGTH:	2 Days
COST:	\$250
METHOD OF PAYMENT:	Vendor accepts GCPC (Government-wide Commercial Purchase Card).
POC:	(301) 757-4123

COURSE TITLE:	<i>NAVY BUDGET POLICIES AND PROCEDURES</i>
VENDOR:	Naval Air Systems Command AIR 10.3 Competency Patuxent River, MD
LOCATION:	Employee Development Center, Building #2189
DATE: 27-29 November 12 05-07 March 13 14-16 May 13	NOMINATION DEADLINE: 27 October 12 05 February 13 14 April 13
TIME:	8:00 a.m.-3:30 p.m.
DESCRIPTION:	This course is designed to familiarize participants with policies and procedures used by NAVAIR to formulate and execute the budgets.
OBJECTIVE:	Upon completion of the training, students should be able to: <ul style="list-style-type: none"> ❖ Explain the difference between statutes, regulations, and policies. ❖ Name and describe the differences between the following types of funds: procurement; research, development, test and evaluation (RDT&E); operations and maintenance (O&M); military construction (MILCON); non-appropriated; Navy Working Capital Fund (NWCF); and Foreign Military Sales (FMS). ❖ Identify the correct funding sources. ❖ Name and briefly describe the reference material used for budget policy. ❖ Locate the answer to typical budget policy questions in reference materials. ❖ Describe 31 USC 1301(a) and 31 USC 1517 responsibilities and how they affect budget formulation and execution. ❖ Describe how a 31 USC 1301(a) violation can create a 31 USC 1517 violation.
AUDIENCE:	Budget Analysts (GS-5 through GS-12) positions and personnel in related fields. A basic understanding of PPBS is assumed.
NOMINATIONS:	PAX RIVER 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/indextraining.html
LENGTH:	3 Days
COST:	None
POC:	(301) 757-4123

COURSE TITLE:	<i>O&M,N BUDGET FORMULATION</i>
VENDOR:	Naval Air Systems Command AIR 10.3 Competency Patuxent River, MD
LOCATION:	Employee Development Center, Building #2189
DATE: 16-17 April 13 06-07 August 13	NOMINATION DEADLINE: 16 March 13 06 July 13
TIME:	8:00 a.m.-3:30 p.m. (Day 1) and 8:00 a.m.-12:00 p.m. (Day 2)
DESCRIPTION:	This course is designed to familiarize participants with the basic concepts and exhibits used by NAVAIR to develop O&M,N budgets. This course focuses on the major exhibits and the responsibilities of the budget analyst in developing these exhibits.
OBJECTIVES:	Upon completion of the training, students should be able to: <ul style="list-style-type: none"> ❖ Describe the purpose of the O&M,N appropriation. ❖ Understand and discuss the major policies and procedures impacting O&M,N budget development. ❖ Identify and explain the purpose for the major exhibits within O&M,N, including the OP-32, OP-5, OP-3, OM-1, OM-1Q and PB-27. ❖ Prepare portions of the OP-32 and OP-5. ❖ Critique justification strategies for the OP-32 and OP-5.
AUDIENCE:	Budget Analysts (GS-5 through GS-12) and personnel in related fields new to the O&M,N account. A basic understanding of PPBS is assumed.
NOMINATIONS:	PAX RIVER 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/indextraining.html
LENGTH:	1 ½ Days
COST:	None
POC:	(301) 757-4123

COURSE TITLE:	PRESENTING ANALYSIS RESULTS
VENDOR:	Kais E Systems, Inc. 1840 E. Valencia Building 8, Suite 209 Tucson, AZ 85706
LOCATION:	Employee Development Center, Building #2189
DATE: 18-19 June 13	NOMINATION DEADLINE: 18 May 13
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>RDT&E,N BUDGET FORMULATION/EXECUTION</i>
VENDOR:	Naval Air Systems Command AIR 10.3 Competency Patuxent River, MD
LOCATION:	Employee Development Center, Building #2189
DATE: 06-07 November 12 26-27 February 13	NOMINATION DEADLINE: 06 October 12 26 January 13
TIME:	8:00 a.m.-3:30 p.m. (Day 1) and 8:00 a.m.-12:00 p.m. (Day 2)
DESCRIPTION:	This course is designed to familiarize participants with the basic concepts and exhibits used by NAVAIR to develop RDT&E,N budgets. This course focuses on the major exhibits and the procedures to develop these exhibits.
OBJECTIVES:	Upon completion of the training, students should be able to: <ul style="list-style-type: none"> ❖ Discern between tasks and activities that should and should not be purchased with RDT&E,N funds. ❖ Describe the incremental funding policy and cite examples of its use. ❖ Identify the attributes of a well-written R-2. ❖ Determine the correct format to use for developing a R-2. ❖ Describe and indicate the relationship between the R-2 and the R-3. ❖ Describe the roles and responsibilities of the budget analyst assigned to the RDT&E,N appropriation during budget development and execution.
AUDIENCE:	Budget Analysts (GS-5 through GS-12) and personnel in related fields new to the RDT&E,N appropriation. A basic understanding of PPBS is assumed. The course is directed at the potential student who has worked with the RDT&E, N appropriation for at least six (6) months and has become familiar with the RDT&E, N jargon. Students without this experience may take the course but must realize they may have a harder time understanding the course material.
MATERIALS NEEDED:	Students are asked to bring a calculator to class.
NOMINATIONS:	PAX RIVER 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/indextraining.html
LENGTH:	1 ½ Days
COST:	None
POC:	(301) 757-4123

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: 27 November 12 12 February 13 21 May 13 27 August 13	NOMINATION DEADLINE: 27 October 12 12 January 13 21 April 13 27 July 13
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 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:	\$175
METHOD OF PAYMENT:	Vendor accepts GCPC (Government-wide Commercial Purchase Card).
POC:	(301)757-4123

COURSE TITLE:	WPN/OPN/PAN&MC BUDGET FORMULATION
VENDOR:	Naval Air Systems Command AIR 10.3 Competency Patuxent River, MD
LOCATION:	Employee Development Center, Building #2189
DATE: 04-05 December 12 16-17 April 13	NOMINATION DEADLINE: 04 November 12 16 March 13
TIME:	8:00 a.m.-3:30 p.m. (Day 1) and 8:00 a.m.-12:00 p.m. (Day 2)
DESCRIPTION:	This course is designed to familiarize participants with the basic concepts and exhibits used by NAVAIR to develop WPN/OPN/PAN&MC budgets. This course focuses on the major exhibits and the procedures to develop these exhibits.
OBJECTIVES:	Upon completion of the training, students should be able to: <ul style="list-style-type: none"> ❖ Distinguish between tasks and activities that should and should not be purchased with WPN/OPN/PAN&MC funds. ❖ Identify the major exhibits used for WPN/OPN/PAN&MC appropriations and their relationship to each other. ❖ Recognize other exhibits important to the WPN/OPN/PAN&MC appropriations. ❖ Identify resources for completing WPN/OPN/PAN&MC budget exhibits. ❖ Develop WPN/OPN/PAN&MC exhibits including P-40, P-5, P-5A, P-3A, P-21 and P-20 using case studies.
AUDIENCE:	Budget Analysts (GS-5 through GS-12) and personnel in related fields new to the WPN/OPN/PAN&MC appropriations. A basic understanding of PPBS is assumed.
MATERIALS NEEDED:	Students are asked to bring a calculator to class.
NOMINATIONS:	PAX RIVER 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/indextraining.html
LENGTH:	2 Days
COST:	None
POC:	(301) 757-4123