

# FY 13 CALENDAR (OCTOBER 2012-SEPTEMBER 2013)

PROCUREMENT & CONTRACTING	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
Contracting Officer Representative (COR), Basic	\$995			03-06			11-14		06-09				16-19
Contracting Officer Representative (COR) NAVAIR Specific Training (Refresher)	None		<del>07</del> FULL			06			08			07	
Local Purchase Card Procedures	None	18	15	13	17	19	19	18	16	18	16	20	19
Market Research Tools for Acquisition	None	30			10			18			18		

<b>COURSE TITLE:</b>	<b>CONTRACTING OFFICER REPRESENTATIVE (COR), BASIC</b>
<b>VENDOR:</b>	The Siena Group LLC P.O. Box 355 Avenue, MD 20609
<b>LOCATION:</b>	Employee Development Center, Building # 2189
<b>DATES:</b> 03-06 December 12 11-14 March 13 06-09 May 13 16-19 September 13	<b>NOMINATION DEADLINE:</b> 03 November 12 11 February 13 06 April 13 16 August 13
<b>TIME:</b>	8:00 a.m.-3:30 p.m.
<b>DESCRIPTION:</b>	One of the most pivotal roles on every contract is that of the Contracting Officer's Representative (COR). The COR plays an essential part in affecting the outcome of the contract administration process. This course prepares CORs to handle critical pre and post-award responsibilities. <b>Note: This course has been certified by the DAU as equivalent to COR 222 and therefore <u>will allow</u> a student to meet the certification requirements to be appointed as a COR. See the DOD Standard for Certification of COR, dated 29 March 2010.</b>
<b>OBJECTIVE:</b>	The primary topics/objectives of this course are: <ul style="list-style-type: none"> <li>❖ COR Delegation and Responsibilities</li> <li>❖ Ethics in Government Contracting</li> <li>❖ The COR's Role in Acquisition Planning</li> <li>❖ Contract Award</li> <li>❖ What's in a Contract?</li> <li>❖ Communication and Documentation</li> <li>❖ Monitoring Contract Performance</li> <li>❖ Inspection, Acceptance, and Payment</li> <li>❖ Contract Modifications</li> <li>❖ Improper Contract Changes</li> <li>❖ Dealing with Unsatisfactory Performance</li> <li>❖ Closeout Actions</li> <li>❖ Special Considerations for Service Contracts</li> <li>❖ Special Considerations for Construction Contracts</li> <li>❖ Special Considerations for R&amp;D and Major Systems Contracts</li> </ul>
<b>AUDIENCE:</b>	Current CORs and other technical personnel that have been or will likely be appointed as a COR.
<b>LENGTH:</b>	4 Days
<b>NOMINATIONS:</b>	PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: <a href="https://ep.erp.navy.mil">https://ep.erp.navy.mil</a> . Select NAVAIR Course Catalog then Contracting and Procurement.  <b>Please note that Contractors are not eligible to attend.</b>
<b>COST:</b>	\$995.00
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Government wide Commercial Purchase Card).
<b>POC:</b>	(301)757-4123

<b>COURSE TITLE</b>	<b>CONTRACTING OFFICER REPRESENTATIVE (COR) NAVAIR SPECIFIC TRAINING (REFRESHER)</b>
<b>VENDOR:</b>	Naval Air Warfare Center Aircraft Division
<b>LOCATION:</b>	Employee Development Center, Building # 2189
<b>DATE:</b> <del>07 November 12</del> 06 February 13 08 May 13 07 August 13	<b>NOMINATION DEADLINE:</b> <b>FULL</b> 06 January 13 08 April 13 07 July 13
<b>TIME:</b>	8:00 a.m.-12:00 p.m.
<b>DESCRIPTION:</b>	The Contracting Officer's Representative training is mandatory for government employees nominated/appointed as COR to monitor contractor support services, including hardware requirements, those requiring unusual monitoring and surveillance, or technical discussions to clarify the statement of work. This course fulfills the NAVAIR requirement for local training. Topics addressed will include: COR authority, general responsibilities in particular practices relative to service contracts, and update information regarding acquisition policies. (Ref: NAVAIRINST 4200.28D-currently in process of being updated to reflect the new DOD and NAVAIR COR certification standards)
<b>OBJECTIVE:</b>	Upon completion of the course, the participants will be: ❖ Knowledgeable of NAVAIR specific information relating to COR duties. This course will meet the local training requirement for both initial COR certification and refresher certification.
<b>AUDIENCE:</b>	New CORs and current CORs requiring refresher training.
<b>LENGTH:</b>	½ Day
<b>NOMINATIONS:</b>	PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: <a href="https://ep.erp.navy.mil">https://ep.erp.navy.mil</a> . Select NAVAIR Course Catalog then Contracting and Procurement.  <b><i>Please note contractors are not eligible to attend.</i></b>
<b>COST:</b>	None
<b>POC:</b>	(301)757-4123

<b>COURSE TITLE</b>	<b><i>LOCAL PURCHASE CARD PROCEDURES (INCLUDES N-ERP BUYER P-CARD)</i></b>
<b>VENDOR:</b>	NAVAIR 2.5
<b>LOCATION:</b>	Employee Development Center, Building # 2189
<b>DATES:</b>	18 October 12 15 November 12 13 December 12 17 January 13 19 February 13 19 March 13 18 April 13 16 May 13 18 June 13 16 July 13 20 August 13 19 September 13
<b>TIME:</b>	8:00 a.m.-3:30 p.m.
<b>DESCRIPTION:</b>	This course is designed to teach concepts, methods and procedures to be used when making purchases with dollar values less than or equal to \$3,000.00 using the purchase card as a procurement method and method of payment including Navy ERP processes.
<b>OBJECTIVE:</b>	Upon completion of the course, the participants should be able to: <ul style="list-style-type: none"> <li>• Analyze the requirements of a micro-purchase and to effectively follow the rules relative to the purchase card.</li> <li>• Apply approved techniques employed in effective micro-purchase actions.</li> <li>• Apply laws and regulations governing Department of Defense micro-purchase procedures.</li> </ul>
<b>AUDIENCE:</b>	Anyone required to use a government purchase card to make purchases as described above. This course is not for contracting personnel but more so for technical personnel who will most likely be the card user.
<b>LENGTH:</b>	1 Day
<b>NOMINATIONS:</b>	<b>Please call (301)757-9753 to register</b>
<b>COST:</b>	None
<b>POC:</b>	(301)757-4123

<b>COURSE TITLE:</b>	<b><i>MARKET RESEARCH TOOLS FOR ACQUISITION</i></b>
<b>VENDOR:</b>	NAVAIR Office of Small Business Programs (OSBP)
<b>LOCATION:</b>	River's Edge Catering and Conference Center NAS Patuxent River, MD
<b>DATE:</b> 30 October 12 10 January 13 18 April 13 18 July 13	<b>NOMINATION DEADLINE:</b> 19 October 12 10 December 12 18 March 13 18 June 13
<b>TIME:</b>	8:00 a.m. to 12:00 p.m.
<b>DESCRIPTION:</b>	This course provides an overview of market research and the tools and techniques available for program teams to conduct market research and analysis prior to selecting an acquisition strategy.
<b>OBJECTIVE:</b>	<p>This course provides an overview of market research which will allow NAVAIR acquisition teams to arrive at the most suitable approach to acquiring supplies and services.</p> <p>Upon completion of the course, students will understand:</p> <ul style="list-style-type: none"> <li>❖ their role in market research;</li> <li>❖ the benefits of and requirements for market research;</li> <li>❖ when to conduct strategic (ongoing) and tactical (requirement-focused) market research;</li> <li>❖ how to tailor market research to be appropriate for the circumstances;</li> <li>❖ the most common techniques and resources available to conduct market research; and</li> <li>❖ how to adequately document market research</li> </ul> <p>Market research is required and must be documented for all procurements over \$150,000, per FAR Part 10. Personnel in the requiring office have the primary responsibility for having insight into the industrial base, identifying potential sources of supply, and evaluating suppliers' capabilities. Market research results will support the recommended acquisition strategy for the requirement. For example: sole source vs. full and open competition vs. small business set-aside.</p>
<b>AUDIENCE:</b>	NAVAIR acquisition workforce: acquisition managers, IPT leads, engineers, logisticians, contract specialists and contracting officers.
<b>NOMINATIONS:</b>	<p>PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: <a href="https://ep.erp.navy.mil">https://ep.erp.navy.mil</a>. Select NAVAIR Course Catalog then Business Management Analysis.</p> <p><b><i>NAVAIR CIVILIAN/MILITARY EMPLOYEES ONLY</i></b></p> <p><b><i>NOTE: Contractor personnel are not eligible to attend.</i></b></p>
<b>LENGTH:</b>	½ Day
<b>COST:</b>	None
<b>POC:</b>	TFMSMD (301) 757-4123 or NAVAIR OSBP (301) 757-9083