



Catalog of Courses

Office of Logistics

~~Administrative—Internal Use Only~~

OFFICE OF LOGISTICS

CATALOG OF COURSES

Table of Contents

Introduction	i
Training for Clerical Employees	1
Training for Wage Board Employees	2
Logistics Orientation	3
Logistics Services Training	5
Printing and Photography Training	15
Procurement Training	39
Real Estate and Construction Training	57
Supply Training	93

OFFICE OF LOGISTICS

CATALOG OF COURSES

Introduction

In selecting training from this catalog, you must seek advice and guidance from your supervisor or members of your career panel or the Office of Logistics (OL) Training Officer.

The OL training goal is to develop the total professional talents of all Logistics careerists. The general expectation is that Logistics careerists are interested in adding to their own personal achievements, thereby enhancing the overall effectiveness of the Career Subgroup. This can best be accomplished by each employee's being aware of the normal level of training that the Subgroup expects at the various stages of a career in OL.

This catalog provides a broad overview of the external training available for professionals and should serve as a guideline to careerists in formulating a personalized training program. To use this catalog, turn to the section for your career specialty. Listed are internal courses offered through the Office of Training and Education that are considered to be general professional development. Descriptions of these internal courses can be found in the Office of Training and Education Catalog of Courses available in your Division or Staff. The dates for external courses listed in this catalog are available from your Division or Staff or the OL Training Officer.

In formulating a training program from this catalog in conjunction with advice and guidance from Logistics management, employees should schedule courses so there is an orderly progression throughout all levels of their anticipated career. The courses should be selected in accordance with personal requirements, considering both current job requirements and future development.

May 1983

Daniel C. King

Training for Clerical Employees

(The orientation courses are required; the other internal training listed is not required but should be selected to meet the individual's or office's needs as appropriate.)

GS-03 to GS-05

- Logistics Orientation
- Administrative Procedures
- Agency Off-Campus Program
- Data Processing Courses
- Effective Written English
- Fundamentals of Word Processing
- Proofreading
- Records for Agency Personnel

GS-06 and GS-07

- Agency Off-Campus Program
- CIA Today and Tomorrow
- Data Processing Courses
- Domestic TDY Travel Workshop
- Effective Employee Course
- Introduction to Micrographics
- Secretarial Administration

GS-08 and GS-09

- Administration Directorate Trends and Highlights
- Agency Off-Campus Program
- Basic Safety and Health Course
- Data Processing Courses
- Leadership Styles and Behavior
- Management Development Course, Parts I and II (if supervisor)
- Office Management Seminar
- Performance Appraisal Workshop (if supervisor)
- Reading Improvement
- Writing for CIA

Training for Wage Board Employees

(The orientation courses are required; the other internal training listed is not required but should be selected to meet the individual's or office's needs as appropriate.)

Wage Grade (WG)

- Logistics Orientation
- Basic Safety and Health Course
- Effective Employee Course

Wage Leader (WL)

- Administration Directorate Trends and Highlights
- Data Processing Courses
- Effective Written English
- Leadership Styles and Behavior
- Reading Improvement

Wage Supervisor (WS)

- CIA Today and Tomorrow
- Counseling Course (especially for panel members)
- Data Processing Courses
- EEO courses, as available
- Management Development Course, Parts I and II
- Performance Appraisal Workshop

COURSE TITLE: Logistics Orientation

LOCATION: Office of Logistics/Training Officer

LENGTH: 2 ½ days

This course gives participants an overview of the Office of Logistics. Presentations will be given by the Chiefs of OL's Divisions and major Staffs. OL top management—Executive Officer, Deputy Director of Logistics, and Director of Logistics—will meet with participants to discuss where OL has been, where OL is, and where OL is going. To familiarize themselves with major OL activities, participants will be taken on tours of the Printing and Photography Building (P&P).

The course is designed for all new OL employees, those returning from overseas after an extended period of absence, and those in other parts of the Agency (principally the Directorate of Administration) whose jobs interface with logistics activities.

Participants may enroll by submitting a Request for Internal Training, Form 73, to the Office of Logistics Training Officer. The Training Officer will notify participants when dates have been established for the course.

LOGISTICS SERVICES DIVISION (LSD) TRAINING

Courses for Logistics Services Division (LSD) professional employees are listed under the functional speciality; for example, supply training and real estate and construction training. Courses for LSD Wage Board employees are listed on the Wage Board training sheet.

Table of Contents

At-Scene Accident Investigation	6
Effective Space Management and Utilization (GSA) (See Real Estate and Construction Training)	67
Fleet Management (GSA)	8
Introduction to Federal Space Management (GSA)	9
Inventory Control and Accounting: Economic Order Quantity Techniques (GSA) (See Supply Training)	100
Logistics Orientation (See p.3)	
Mail Management (GSA)	10
Mail Operations (GSA)	11
Motor Pool Training	12
Ongoing Facility Management (GSA)	13
Storage and Materials Handling (GSA) (See Supply Training)	102
The Space Process: Programming and Layout (GSA)	14

COURSE TITLE: At-Scene Accident Investigation

LOCATION: The Traffic Institute, Northwestern University, Evanston, IL**LENGTH: 2 weeks**

This course develops the student's ability to understand and apply the principles and techniques of at-scene accident investigation, increases his knowledge of traffic laws relating thereto, and enables him to gather accident data necessary to plan an effective police accident prevention program.

Orientation Unit:

This segment enables the student to know and understand his responsibilities and obligations, the manner of conducting the course, the community facilities available, the nature of The Traffic Institute, the necessity for proper study habits, and the purpose and character of the Student Reference Manual.

Process of Accident Unit:

This part increases the officer's knowledge and understanding of the principles underlying the investigation of traffic accidents, the value of gathering factual information through investigation of traffic accidents, and reporting the purposes and objective of traffic accident investigation. The student will become knowledgeable in the multiple factors concept of accident causes. The student will be able to gather on-the-scene accident information that will better serve the total needs of police administrators and other users of accident information.

Factors and Events in Traffic Accident Unit:

This unit develops an understanding of what accidents are and how they occur. It discusses the multiple factors concept and terminology in describing factors and events. It emphasizes the need for: (1) uniform terminology in describing factors and events, (2) skill in the use of such terminology, and (3) proper classification of accidents according to accepted standards. It examines the relationships of the major contributors (driver, pedestrian, vehicle, road, weather) to the accident situation, and identifies the significant role the police must assume if accident prevention programs are to be effective.

Interviewing Principals and Witnesses Unit:

The objective of this unit is to increase the student's knowledge of techniques for careful questioning of principals and witnesses. It will improve his knowledge of the necessity for comparing verbal descriptions with physical facts obtained to better determine how the accident occurred.

Information from the Vehicle Unit:

This unit will improve the student's awareness of the importance and use of information found on the vehicle to help determine how and why the accident happened.

Information from the Trafficway Unit:

The purpose of this unit is to improve the officer's awareness of the importance and use of information found on the trafficway to help determine how an accident happened.

At-Scene Accident Investigation Photography Unit:

The student will recognize when photographs should be taken and what to take pictures of; he will be aware of the problems created by photography, but at the same time realize the values of photography as a data gatherer and recorder in accident investigation.

Traffic Template - Features & Use Unit:

This unit will develop an understanding of the features and components of the traffic template. It will develop skill in the use of the traffic template as an aid to recording facts gathered through investigation.

Measurements & Diagrams Unit:

This unit will develop an understanding of the necessity for accurately recording the facts gathered through accident investigation. It will develop skill in accurately recording the position of things observed as a result of the accident, such as tire marks, debris, and final position of the vehicles for use in realistic accident prevention programs. It will increase ability through practical experience in measuring, preparing field sketches, and drawing after-accident situation maps.

Speed Estimates from Marks on the Road Unit:

This unit will increase the student's ability to use the proper methods when estimating speed from marks on the road. It will develop skill in determining what happened from skidmarks and scuff marks obtained as a result of the traffic accident investigation.

Legal Aspects Unit:

The purpose of this unit is to provide the student with an understanding of his legal responsibilities as an accident investigator—to create an awareness of how rules of evidence, court decisions, court procedures, etc., affect the manner in which he goes about gathering accident information and the uses that can be made of the information once collected. A brief review of civil law principles identifies for the student how the information gathered is used as a basis for adjudication of claims in accident cases. The student will be able to apply these legal aspects to his fact-gathering role at an accident scene. The student will be better able to prepare cases for prosecution and adjudication following completion of this unit.

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COURSE TITLE: Fleet Management

LOCATION: General Services Administration (GSA), Arlington, VA**LENGTH: 5 days**

During fiscal year 1980, Federal employees traveled in excess of 3.4 billion miles in Government-owned or -leased vehicles. It is evident then that the implementation of fleet management techniques that save only a few cents a mile can be translated into savings of millions of dollars per year for the Federal Government. This course is designed to train participants in the basic principles of fleet management with the primary objective of minimizing costs. It focuses on everyday problems of vehicle operations including maintenance and utilization. It addresses long-range planning for the acquisition of additional and replacement vehicles. In addition, all vehicle acquisition sources are addressed, including use of the General Services Administration's Interagency Motor Pool System.

Specific topics include:

- Determining Vehicle Needs
- Acquisition of Vehicles
- Fleet Operations
- Maintenance
- Fuel Conservation and Driver Training
- Safety • Recordkeeping and Cost Control Systems
- Vehicle Disposal

Upon completion of this course, participants will be able to:

- Develop, implement, and manage programs that will effectively and economically meet the motor vehicle requirements of the Federal Government;
- Comply with established Federal Fleet policies and regulations;
- Acquire principles in vehicle selection, fleet downsizing, standardization of equipment, vehicle reconditioning, and cyclical disposal. The method of instruction includes lecture, discussion, and case study.

This course is designed for personnel whose responsibilities include management of fleet operations. This would also include those individuals involved in property management and administrative services whose duties and responsibilities include vehicle acquisition, disposal, and/or fleet management. Nominations of other personnel who need a working knowledge of fleet management will be accepted.

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COURSE TITLE: Introduction to Federal Space Management

LOCATION: General Services Administration (GSA), Arlington, VA**LENGTH:** 5 days

In this time of continuing budgetary restraints, it is imperative that GSA and client agencies work together to optimize space utilization management while reducing time necessary for developing and processing space requests. This course provides an overview of the space and facility management function while addressing major concerns and possible solutions to space management problems. Effective space planning and utilization of office space is addressed in particular.

Specific topics include:

- Management context
Legal basis for space management and challenges to the manager
- How the System Operates
- Agency and GSA Space Management responsibilities and the assignment and utilization process
- Interrelationship between agency facility managers and GSA counterparts
- Making the space assignment process work more efficiently
- Building relationships between assignment and utilization specialist and agencies
- Establishing and improving facility management programs
- Basic elements for successful office layout and design

Upon completion of this course, participants will be able to:

- determine solutions to space management challenges
- evaluate facility performance in a typical agency
- establish and expand facility management program
- understand current trends in space management and how they impact on ongoing programs
- explain the legal basis for space management
- outline space management functions
- explain relationships between agencies and GSA
- identify GSA personnel who can expedite space requests

Methods of instruction include lecture, demonstrations, slide presentations, guided group discussions, and group exercises.

Personnel in or having interest in facility management should attend. Interns or personnel new to the space management discipline and those already at the journeyman level can benefit from attendance.

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COURSE TITLE: Mail Management

LOCATION: General Services Administration (GSA) Arlington, VA**LENGTH: 2 days**

What do budget cuts and postal rate increases have in common? Together they make life miserable for managers in all agencies because Government mail is *not* free. In FY 1980, Federal agencies paid over \$744 million to the United States Postal Service and more money to other carriers. And the postage bill is only *a portion* of the total cost of handling mail in Government agencies! No one really knows how much it costs to receive mail from carriers, sort it, deliver it within an agency and, at the same time, collect outgoing mail, prepare it, and dispatch it. There are ways agencies can keep these costs in line. This workshop shows how to study an agency's total mail system, how to sort incoming mail more economically, how to design a mail room with an efficient workflow, how to decide what equipment is cost effective, how to organize an efficient messenger system, and how to choose from among mail classes, services, and carriers the one that will get the job done at the least cost. During the workshop, each student draws up an action plan, pinpointing specific ways to cut costs in his/her agency's mail system. Ninety days later, all students return to discuss the progress they have made. In previous courses, reported savings were as high as \$500,000. And savings like that make managers' lives a little less miserable.

Specific topics include:

- Management Analysis Techniques
- Incoming Mail Procedures
- Internal Mail Operations
- Outgoing Mail Economy

After completing the course, students can:

- Develop mail survey techniques
- Design mail systems
- Identify needed improvements in all mail operations
- Speed the flow of incoming, internal, and outgoing mail
- Implement an action plan to improve mail management programs for their agencies.

Methods of instruction include lecture, slides, films, discussion, practical exercises, and publications for later use.

This course is designed for management and administrative personnel who manage or evaluate agency mail programs. This course is not intended for mailroom clerks or supervisors.

Administrative—Internal Use Only

COURSE TITLE: Mail Operations

LOCATION: General Services Administration (GSA) Arlington, VA**LENGTH:** 1 day

Federal mail is big business. The Government generates over three billion pieces of mail each year and Government mail is *not* free. In FY 1980, Federal agencies paid over \$744 million to the United States Postal Service and more money to other carriers. And the postage bill is only *a portion* of the total cost of handling mail in Government agencies! No one really knows how much it costs to receive mail from carriers, sort it, deliver it within an agency and, at the same time, collect outgoing mail, prepare it, and dispatch it. An agency's first line of defense against rising mail costs is a well-equipped, properly laid-out mailroom staffed with well-trained people. Cost-effective equipment can reduce labor costs and speed the sorting and internal delivery of mail. A thoughtful look at the mailroom's arrangement can lead to small changes in layout that can mean big improvements in work flow. Staffers who know the latest rates and regulations of USPS and alternate carriers can make decisions on how to mail individual items that can substantially reduce the agency's postage bill. This Mail Operations course is designed to help mailroom supervisors solve day-to-day problems with space, equipment, supplies, personnel, and postage effectively and economically.

Content includes:

- Proper mailroom and messenger route layout
- USPS and alternate carrier packaging and mailing requirements
- Correct selection of mail classes, services, and carriers
- Available mail processing equipment

After completing the course, students can:

- Design facilities to improve work flow and productivity
- Plan messenger routes to improve service
- Prepare outgoing mail to reduce postage
- Choose the most economical mail classes, services, and carriers
- Select cost effective equipment to speed mail processing

The methods of instruction include lectures, slides, films, discussions, and publications for later use.

This course is designed for mailroom supervisors and those responsible for preparing, printing, and distributing mail. Management and systems analysts who do mail management improvement surveys will also benefit from this course.

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11

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MOTOR POOL TRAINING

Various courses are available for motor pool mechanics through such organizations as General Motors, Delco, etc. The Chief, Motor Pool Branch has descriptions and dates for these courses. Contact the Chief, Motor Pool Branch for details.

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COURSE TITLE: Ongoing Facility Management

LOCATION: General Services Administration (GSA) Arlington, VA

LENGTH: 3 days

The ongoing management of the work environment is rapidly becoming a matter of great concern. This subject consumes increasing amounts of managerial time and seems to have little relation to how the environment was planned originally.

Participants examine, through exchange of personal experiences, seven major topics:

- coping with and planning for the rate of change
- recognizing an unresponsive facility
- identifying how office space helps or hurts the work process
- using existing furniture and equipment standards effectively
- consolidating of proliferating space assignments
- managing a facility program
- supporting both management objectives and employee needs

This course is designed for managers and technicians responsible for internal space management planning and operation of facilities.

Administrative—Internal Use Only

COURSE TITLE: The Space Process: Programming and Layout

LOCATION: General Services Administration (GSA) Arlington, VA**LENGTH: 5 days**

The General Services Administration (GSA) and Federal agencies share responsibility to assure assigned space is sufficient, appropriate, and beneficial to the accomplishment of the program mission. This course is designed to provide a practical focus on space requirements programming and subsequent space layout development through the use of professionally based, "hands-on" workshops that will give the student concentrated experience. The course is oriented to the uniqueness of the Federal space management process with direct reference to GSA, policy and procedure, and standards and allocations. The newly revised GSA Form 1476, Space Requirements Worksheet, will be introduced and used in this course.

Specific topics include:

- The Federal Property Management Regulation (FPMR) directly applicable to the space process
- The space assignment process
- Interviewing and data collection
- Revised GSA Space Requirements Worksheet (GSA Form 1476)
- Preparation of the space requirements package
- Types of drawings, information contained, block allocation plans, adjacency diagrams, and furniture plans
- Exercises in drawings: use of grids, scales, templates overlay, preparation of block plans, workstation design, and floor plan layout.

Upon completion of this course, participants will be able to:

- Select, organize, and present space requirement packages.
- Analyze space requirement packages qualitatively and quantitatively
- Properly use revised GSA Form 1476
- Accurately identify, read, and interpret the different types of drawings
- Demonstrate basic skills in drawing plans, using templates scales and grids
- Identify potential problem areas in the translation of layouts into real-world office space

Methods of instruction include hands-on workshop, group exercises, and guided group discussions.

Personnel desiring technical competence in the basic skills necessary to produce space requirements programs and layouts should attend. The course is also for managers desiring an overview of the programming and layout process. Prior experience in drafting or design is NOT a requirement.

PRINTING AND PHOTOGRAPHY TRAINING

Table of Contents

Internal Training for Printers and Photographers	17
Airbrush Techniques	18
Audiovisual Communication: Principles and Techniques	18
Audiovisual Workshop	19
Basic Halftone Photography	19
Basic Offset Presswork	20
Bookbinding	20
Color Photography and Printing I	21
Color Photography and Printing II	21
Color Photography and Printing III	22
Color Process Photography	22
Commercial Photography I (Basic)	23
Commercial Photography II (Advanced)	23
Computer Concepts for Managers	24
Design Studio Skills for the Graphic Arts	24
Editorial Planning for Printing Production	25

Front Projection in Portraiture	28
Fundamentals of Photography	28
Illustrative Photography	29
Introduction to Audiovisual Production	29
Introduction to Minicomputers	30
Introduction to Production Color Printing	30
Introduction to Professional Photography	31
Introduction to the Graphic Arts	31
Layout and Pasteup Design	32
Location Portraiture	32
Negative Retouching	32
Offset Stripping and Negative Work	33
Photographic Department Management and Control	33
Photography for Publication	34
Portrait Photography I (Basic)	34
Portrait Photography II (Advanced)	35
Practice of Photography I	35
Practice of Photography II	36
Practice of Photography III	36
Quality Control for Photographic Processing	37

INTERNAL TRAINING FOR PRINTERS AND PHOTOGRAPHERS

Presupervisory Training*

- Introduction to CIA (Professional EODs only)
- Logistics Orientation
- Administration Directorate Trends and Highlights
- Basic Safety and Health Course
- Data Processing Courses
- Effective Employee Course

Supervisory Training

- CIA Today and Tomorrow
- Counseling Course
- EEO Courses (as available)
- Effective Written English
- Leadership Styles and Behavior
- Management Development Course, Parts I and II
- Performance Appraisal Workshop

Managerial Training (generally GS-13 and above)

A—Optional

- Briefing Techniques Course
- CIA Financial Systems
- Information Management for Managers
- Writing for CIA

B—Requires approval by Logistics Training Panel

- Advanced Intelligence Seminar
- Management Seminar
- Midcareer Course (GS-12 through GS-14)
- Program on Creative Management
- Senior Officer Development Course (GS-15 only)

*The orientation courses are required; the other internal training listed is not required but can be selected through supervisor and adviser counseling to meet the individual's or office's needs as appropriate.

COURSE TITLE: Airbrush Techniques

LOCATION: Winona School of Professional Photography, Winona Lake, IN

LENGTH: 6 days

This is a full week devoted to the use of the airbrush in corrective work on black and white and color photographs. This course applies to both the individual without previous airbrush experience and those who wish to improve their techniques.

This valuable tool applies to all phases of photography, although it is most often used in commercial or industrial applications. Learn how to remove undesirable backgrounds, clean up subject material, add highlights, and make color corrections. The school provides the airbrush equipment or the student may bring his own.

**COURSE TITLE: Audiovisual Communication:
Principles and Techniques**

LOCATION: US Department of Agriculture Graduate School, Washington, DC

LENGTH: 10 class sessions

This course familiarizes participants with audiovisual equipment commonly used in educational, commercial, and industrial settings. It includes:

- Techniques of presentation to an audience
- Design, functions, and operations for various types of projection equipment (overhead, opaque, slide, and motion picture projectors)
- Preventative care and maintenance are discussed as part of projection techniques

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COURSE TITLE: Audiovisual Workshop

LOCATION: Winona School of Professional Photography, Winona Lake, IN**LENGTH: 6 days**

AV—from script to screen. In this workshop you will have an opportunity to produce a slide/sound program designed to communicate your message to the audience that you specify. Although we will deal with concepts of multi-image presentation (up to six projectors), the emphasis will be on basic communication technique and media production. Students are asked to bring a large selection of 35mm slides dealing with the subject of their presentation, together with any special audio effects needed.

Winona's faculty will help you to specify your audience and objective, prepare a working script and storyboard, and make title and graphic slides and duplicates to supplement the slides you bring. You will also record, edit, and mix the soundtrack and finally program your show for presentation. If you bring enough appropriate slides to the workshop, you should be able to take home a completed sound/slide program that will promote your studio or organization, inform your customers or clients, or sell your product.

COURSE TITLE: Basic Halftone Photography

LOCATION: Metropolitan Washington School of Printing, Rockville, MD**LENGTH: 14 class sessions**

This course offers the student the opportunity to produce halftones. Through lectures and laboratory work, students learn the use of the process camera, photographic chemistry, and filters. The course will also include darkroom training and film developing. Halftone work is necessary for the lithographic printing process.

Administrative—Internal Use Only

19

Administrative—Internal Use Only

COURSE TITLE: Basic Offset Presswork

LOCATION: Metropolitan Washington School of Printing, Rockville, MD**LENGTH: 14 class days**

This course includes basic instruction concerned with the operation of large offset lithographic presses: functions of the printing unit, inking and dampening systems, clearances, pressures, feeder and delivery operations, and the recognition of problems. Emphasis is placed on proper make-ready and starting the press. A 19"x 10" Harris, a 19"x 25" ATF Chief, and a 23"x 30" Harris Press are used in the course. Prerequisite is one of the following:

1. Not more than one year of experience on a 17"x 22" or larger lithographic press as operator.
2. All offset duplicating press operators.
3. Letterpress pressmen with little or no experience.
4. Introduction to Graphic Arts course.

COURSE TITLE: Bookbinding

LOCATION: Metropolitan Washington School of Printing, Rockville, MD**LENGTH: 10 class sessions**

This course is designed to prepare the participant to perform the various bindery operations. Students will learn how to cut paper, start and set machines for binding different jobs, and to run punching and folding equipment. Lectures will deal with paper and its properties, and how to order in a cost-efficient manner. By completion of this course, the student should be able to perform all bookbinding procedures.

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COURSE TITLE: Color Photography and Printing I

LOCATION: US Department of Agriculture Graduate School, Washington, DC**LENGTH: 10 class sessions**

This course covers basic theory and practice using color negative materials. It includes nature of color and light, three-color theory, formation of colors, additive and subtractive processes, color temperatures, and transmission and absorption of filters. Laboratory work includes selection of equipment, evaluation of transparencies and color negatives, proper exposure controls, mixing of chemical solutions, and color processing controls.

The prerequisite is a background in black and white photography or instructor's consent. Students must have 4x5-inch color negatives for practical application in laboratory.

COURSE TITLE: Color Photography and Printing II

LOCATION: US Department of Agriculture Graduate School, Washington, DC**LENGTH: 10 class sessions**

This course utilizes a variety of color materials, equipment, and techniques to show their capabilities and limitations. It reviews electronic color analyzing meters. Students work with color negatives, color positives, and other materials. Also covered are masking, flashing techniques, and other photographic and printing methods.

The prerequisite is Color Photography and Printing I.

Administrative—Internal Use Only

21

COURSE TITLE: Color Photography and Printing III

LOCATION: US Department of Agriculture Graduate School, Washington, DC

LENGTH: 10 class sessions

This course teaches how to maintain quality control in most color processes, to work with densitometry and sensitometry, to plot and analyze graphs, and to make corrections and adjustments to maintain the utmost in quality control.

The prerequisite is Color Photography and Printing II or equivalent course.

COURSE TITLE: Color Process Photography

LOCATION: Metropolitan Washington School of Printing, Rockville, MD

LENGTH: 14 class sessions

This course will cover the theory and principles of color separation as it relates to photolithography. Both classroom and laboratory training will be given. Emphasis will be on hands-on experience in the making of direct screen color separations. The principles of basic quality control as it relates to photography, plate, and press will be reviewed and explained in relation to color separation. There will be a review of line and halftone photography as it relates to color separation. Students will be instructed in how to predict the final appearance of the printed color subject from the following: (1) paper and ink, (2) press and plate calibrations, (3) photographic materials featuring halftone and continuous tone capabilities.

In addition, an in-depth review of the various controls will enable the student to perform each step of the direct color separation process.

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COURSE TITLE: Commercial Photography I (Basic)

LOCATION: Winona School of Professional Photography, Winona Lake, IN**LENGTH: 6 days**

This is a one-week course of instruction for the individual required to produce simple commercial photographs of objects, products, building interior and exterior views, etc. This course provides an introduction to the commercial view camera and its application, simple studio lighting, black and white lab techniques, and general commercial studio operations. Photography will be done in both black and white and color, with black and white predominating. Laboratory sessions will involve black and white materials only.

Instructors will demonstrate technique and provide guidance while the student photographs a variety of subject matter with a view camera. This course will cover application of sensitized materials, commercial camera formats, studio operation, business management, composition and color harmony, with the student photography critiqued by the faculty.

Required equipment is provided by the school; however, students should bring an exposure meter.

COURSE TITLE: Commercial Photography II (Advanced)

LOCATION: Winona School of Professional Photography, Winona Lake, IN**LENGTH: 6 days**

This course is for the commercial photographer who desires to refine his work or update his technique.

Students will utilize both view camera and small format camera with incandescent and electronic flash equipment. Participants will perform a number of photographic assignments, using both black and white and color material, with color predominating. Lectures and demonstrations by the faculty will provide a well-rounded program of creative but practical techniques. All student photography will be critiqued by the faculty during the week.

Students should bring an exposure meter and 120 roll film camera with supplemental lenses. The prerequisite is Commercial Photography I (Basic) course or the equivalent.

Administrative—Internal Use Only

23

Administrative—Internal Use Only

COURSE TITLE: Computer Concepts for Managers

LOCATION: Digital Equipment Corporation, Lanham, MD**LENGTH: 3 days**

This course is intended for the person who has general management responsibility and a need to communicate with data processing personnel. It will provide basic information about computer technology, minicomputer descriptions and considerations, programming concepts, operating system characteristics, and minicomputer selection processes.

COURSE TITLE: Design Studio Skills for the Graphic Arts

LOCATION: Metropolitan Washington School of Printing, Rockville, MD**LENGTH: 12 class sessions**

This course is for the intermediate or advanced graphic arts students. It is designed for those who are seeking layout and pasteup production skills to supplement or improve job status, to add to current knowledge of the graphic arts, and to meet special project requirements in producing occasional promotion items or newsletters. This course is more advanced than the course entitled "Layout and Pasteup Design," and is geared primarily to beginning professionals who need quick and clear hands-on training to aid in their professional growth.

The course will focus on a variety of hand skills, techniques, terms, and materials used in producing layouts, comprehensives, mechanical camera-ready art, pasteup and other related procedures used in the production of graphic design and editorial publications. The course will consist of lectures, demonstrations, reading, projects, and field trips.

COURSE TITLE: Editorial Planning for Printing Production

LOCATION: US Government Printing Office, Washington, DC

LENGTH: 5 days

This course is provided to help Government writers and editors, or administrators associated with these fields, and those who prepare specifications for use in requisitioning from the Government Printing Office, or who are required to work with the Government Printing Office as department or agency procurement offices.

The course covers:

- GPO services and responsibilities
- Joint Committee on Printing
- Terminology
- The editor's role in public affairs
 - What should be printed
 - What form should it take
 - What other opportunities are there for professionalism
 - What does the future hold
- Printing Specifications & Standard Form 1
 - Appropriate papers
 - Type specifications
 - Margins
 - Reproducibles and storage
 - Standard trim sizes
 - Binding
- Scheduling
 - Factors considered in scheduling work
 - Importance of levels in production
 - Sequence of production operations and its scheduling
 - Added cost as an alternative to longer schedules
 - Special handling
 - Editor's responsibility to maintain established schedules
 - Special paper
- Selection and preparation of material for offset printing
 - Camera copy
 - (1) Repros
 - (2) Reprint (includes reprint with mends and reprints with bleed pages)
 - (3) Typewritten
 - (4) Department-furnished copy
 - (5) Photocomposition

Administrative—Internal Use Only

The course covers:

Photographs for reproduction

- (1) Line
- (2) Halftone
- (3) Contrast and detail
- (4) Use of "A" numbers
- (5) Crop marks
- (6) Sizing illustrations

Proofs

- (1) Dylux, xerox, and 3m color keys
- (2) Mark all corrections on department's set
- (3) Return all necessary material
- (4) Make dummy

- Printing Processes: Format & type selection

Editor's interest in writing for good design

- (1) Organization of text
- (2) Arrangement of preliminary pages
- (3) Selection of heading value

Selecting the size and shape of a publication

Printer's measurement—points and picas

Selection of text and display faces—type identification

Design for Government—services available

Binding style in relation to design

Preparation of camera-ready copy

- Tour of the Government Printing Office

Typesetting and printing production divisions

- Design, Art, & Visual Communication

Art services in the Government Printing Office

Design and illustration in relation to production

Use of halftones and color; color planning

Editor's role in design

Functional considerations in printing design

- GPO Style Manual

Department's contributions to Style Manual

Background, content, and uses of Style Manual

Proofreading (use of GPO marks)

- GPO's High-Speed Electronic Composing System

Brief history and mini-tour of the GPO high speed electronic phototypesetting system

What the agencies must do to utilize the system

- (1) Type of work more practical for this method
- (2) Advantages of computer photocomposition

- Procurement of printing and binding

Assignment of work for commercial procurement

Methods of Procurement

Administrative—Internal Use Only

The course covers:

Quality Assurance through Attributes Program
Services available in the GPO Regional Printing Procurement Offices

- The Documents Story
Distribution of publications for Congress
Depository Library System
Catalogs
Sale of publications
- General Summary of Entire Program
Discussion will be based on written questions submitted in advance and questions from the audience.

Administrative—Internal Use Only

COURSE TITLE: Front Projection in Portraiture

LOCATION: Winona School of Professional Photography, Winona Lake, IN

LENGTH: 6 days

What can front projection systems do for you? Is this the coming thing in portraiture, only a flash in the pan, or is it a profitable tool?

This course at Winona will enable the student to explore the field and its applications and determine for himself its value.

Learn about lighting problems and their solution, projection screen materials, the selection of background material and props, and where front projection is advisable.

Students will produce photographs under the direction of instructors who use front projection in their own operation and will have an opportunity for the exchange of first-hand knowledge.

The prerequisite is Portrait Photography I (Basic) or equivalent.

COURSE TITLE: Fundamentals of Photography

LOCATION: US Department of Agriculture Graduate School, Washington, DC

LENGTH: 10 class sessions

This course covers basic theories relating to both general and specialized photography. It includes the following: techniques of planning, taking and presenting photographic representations properly and consistently; discussion of light and its physical properties and application of theories including practical usage; and slide presentations. Participants should have access to photographic equipment and supplies.

Administrative—Internal Use Only

COURSE TITLE: Illustrative Photography

LOCATION: Winona School of Professional Photography, Winona Lake, IN

LENGTH: 6 days

This course provides a week's exposure to the work, philosophy, and technique of some of the country's best-known illustrative photographers.

This course will provide an exciting and stimulating insight to creative photography.

Lectures and presentations will expose the student to the instructor's intellectual approach, and photographic assignments during the week will challenge the student's imagination and technical skills as he produces photographs with a purpose—the motivation of the viewer.

COURSE TITLE: Introduction to Audiovisual Production

LOCATION: US Department of Agriculture Graduate School, Washington, DC

LENGTH: 10 class sessions

This course provides a basic understanding of the audiovisual production process, both motion picture and television. It includes segments on budgeting, contracting, scripting, direction, location, camera techniques, editing, lab processing, printing, and other services.

The course is designed for managers or supervisors involved with media acquisition.

Administrative—Internal Use Only

COURSE TITLE: Introduction to Minicomputers

LOCATION: Digital Equipment Corporation, Lanham, MD

LENGTH: 5 days

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This course is designed for the individual with no computer experience or the programmer with compiler-level background only. It covers computer concepts and the fundamentals of assembly language programming and provides background for further hardware or software training on any of our systems. It is also useful as a stand-alone overview course.

COURSE TITLE: Introduction to Production Color Printing

LOCATION: Winona School of Professional Photography, Winona Lake, IN

LENGTH: 6 days

Students will be introduced to simple production lab equipment suitable for the small color lab operation. Mini printers, cluster lenses, roll head printers, and roll processors in addition to sheet-fed processors will be utilized.

Package printing, quality control, process monitoring, and production methods will be covered as experienced instructors share the knowledge gained from years in business with the students.

The prerequisite is Fundamentals of Color Printing Course or equivalent.

Administrative—Internal Use Only

COURSE TITLE: Introduction to Professional Photography

LOCATION: Winona School of Professional Photography, Winona Lake, IN**LENGTH: 2 weeks**

This is a two-week basic course for the inexperienced individual considering photography as a career. The program covers basic photographic theory, simple composition and design principles, the view camera, basic lighting techniques, negative exposure and processing, black and white printing, and basic color theory and its application. Students' work will be critiqued by the faculty. An overview of professional photography in its many fields will help the student select the area of most interest to him. This course should provide the base for formal photographic education and give the student an understanding of photography as applied by the professional.

Students should bring a 35mm or 120 roll film camera and exposure meter. Materials and other equipment are furnished by the school.

COURSE TITLE: Introduction to the Graphic Arts

LOCATION: Metropolitan Washington School of Printing, Rockville, MD**LENGTH: 14 class sessions**

This course is a recommended prerequisite for all other Metropolitan Washington School of Printing courses. It is a survey course covering all the various printing processes including the artwork, composition and proofing, copy preparation for the process camera, stripping and platemaking, the operation of the offset press, finishing, shop organization, estimating, packaging, and mailing. The course is divided between classroom lectures and several field trips to printing plants, binderies, and ink manufacturing establishments. The course will provide the student with a broad understanding of the printing process and its various functions and is a vital prerequisite for those wishing to enter the graphic arts.

Administrative—Internal Use Only

COURSE TITLE: Layout and Pasteup Design

LOCATION: Metropolitan Washington School of Printing, Rockville, MD**LENGTH: 14 class sessions**

This course covers layout and pasteup techniques in the graphic arts. Students will learn to make layouts, roughs, and comprehensives and to use white spaces effectively. The course, in addition, provides instruction in center and off-center layouts, use of illustrations, typography—point size and legibility, measuring copy, choosing types, proofreaders marks, pasteup procedures and tools, reproducing line and halftone art, estimating screen tints, use of second color in printing, overlays for color separation, register marks, scaling and cropping photographs, inking simple forms, and cutting in corrections.

COURSE TITLE: Location Portraiture

LOCATION: Winona School of Professional Photography, Winona Lake, IN**LENGTH: 6 days**

There is a growing market for family group photographs in the home and executive portraits taken in the office.

This course provides you an opportunity to work with successful instructors who will demonstrate their lighting and grouping techniques under actual field conditions. The prerequisite is Portrait Photography I (Basic) or equivalent.

COURSE TITLE: Negative Retouching

LOCATION: Eastman Kodak Company, Rochester, NY**LENGTH: 1 day**

This workshop demonstrates successful techniques for retouching black and white and color film emulsions.

COURSE TITLE: Offset Stripping and Negative Work

LOCATION: Metropolitan Washington School of Printing, Rockville, MD**LENGTH: 14 class sessions**

This course is geared toward the entry-level student, covering film assembly and stripping procedures and techniques as applied to black and white and simple color register work in photolithography. Offset Stripping and Negative Work is the interim step in the photolithographic process between the various forms of composition and preparation of negatives, and the final platemaking process. During this step the student will learn to establish registrations for individual and multiple overlays including color.

COURSE TITLE: Photographic Department Management and Control

LOCATION: Winona School of Professional Photography, Winona Lake, IN**LENGTH: 6 days**

This course is designed for the individual responsible for the performance of a photographic or reproduction service activity in industry or government.

This is not an "f-stop" course. The only reference to technical photographic subjects will be after hours or during free time.

The objective of this course is to determine the best application of the photographic process, to improve communications, cost savings, profitability, or visual information recording, storage, and retrieval, while improving the student's management skills.

Subjects covered include management and communication skills, cost analysis, productivity improvement, personnel motivation, equipment justification, management reporting, inventory control, charge-back systems, practical automation, forecasting and budgeting, work flow, job classification and training, as well as other subjects related to the management of a photographic service activity.

COURSE TITLE: Photography for Publication

LOCATION: Winona School of Professional Photography, Winona Lake, IN**LENGTH: 6 days**

Today's publications, particularly those produced by industry, utilize photography in many forms. This course will expose the student to photographic application in publications of all types. It includes sessions on the techniques, philosophy, and communications requirements for successful photojournalism.

Students will learn a variety of photographic styles, what the editor looks for when picking a photograph, the ingredients of the picture story, and what is involved in researching a photographic assignment.

This course presents an outstanding opportunity for the industrial photographer, the freelancer, or the commercial photographer who has occasion to handle assignments for the local paper, a magazine, or the industrial publication.

COURSE TITLE: Portrait Photography I (Basic)

LOCATION: Winona School of Professional Photography, Winona Lake, IN**LENGTH: 6 days**

This course is ideally suited to the beginning portrait photographer or the established individual who recognizes the need to revise and improve his professional technique. Consistently one of the most popular courses offered by the school, this program covers basic portrait lighting, corrective camera work, and the photography of men, women, and brides in the studio. Students will expose color negative material with electronic flash illumination. Student negatives will be printed and prints critiqued by the instructors. Lectures on composition, color, quality, studio operations, and business management will broaden the student's horizon.

The school provides studio cameras; however, it is suggested that the student bring a 120 roll film camera, with 150-180mm lens, electronic flash connecting cord, and tripod.

Administrative—Internal Use Only

COURSE TITLE: Portrait Photography II (Advanced)

LOCATION: Winona School of Professional Photography, Winona Lake, IN**LENGTH: 6 days**

Building on the knowledge gained in Portrait Photography I (Basic), this course provides the individual with an opportunity to update his present skills and refine his techniques.

Staffed by outstanding professional portrait photographers, the course deals with advanced posing and lighting techniques, the use of props, and environmental portraiture.

All student photography will be executed on color negative materials. Color proofs will be critiqued by the faculty. Lectures on studio operation, promotion, maintaining quality output, color harmony, and establishing communication with the color lab will supplement photographic assignments and demonstrations.

Students are expected to bring a 120 roll film camera with 150-180mm lens, tripod, and flash tripper cord. The prerequisite is Portrait Photography I (Basic) or equivalent.

COURSE TITLE: Practice of Photography I

LOCATION: US Department of Agriculture Graduate School, Washington, DC**LENGTH: 10 class sessions**

This course includes the following:

- shooting assignments to study techniques of shooting, exposure control, and lighting
- darkroom work to study print processing and enlarging
- printing and processing facilities used
- evaluation of negatives, lighting, and enlarging

Participants begin to develop a portfolio of finished prints of professional quality.

The prerequisite is Introduction to Photography or Fundamentals of Photography or equivalent course.

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35

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COURSE TITLE: Practice of Photography II

LOCATION: US Department of Agriculture Graduate School, Washington, DC**LENGTH: 10 class sessions**

This class covers lighting techniques, advanced camera techniques, introduction to the zone system, and special processes. It also covers push film processing, special techniques such as print toning and solarization, and advanced print finishing techniques. Shooting assignments are given. Processing and printing facilities are used. Participants are encouraged to use darkroom facilities for extra practice and to develop techniques for producing finished, salon quality prints for presentation.

The prerequisite is Practice of Photography I or equivalent course.

COURSE TITLE: Practice of Photography III

LOCATION: US Department of Agriculture Graduate School, Washington, DC**LENGTH: 10 class sessions**

This course covers advanced lighting techniques, special photographic problems, and assignments. It includes:

- densitometric applications, negative masking, copy techniques, B&W internegative and slidemaking and posterization and tone-line technique
- transition from black and white to color

Processing and printing facilities are used. Access to outside darkroom facilities for practice is encouraged. Shooting assignments are given. The objective is to complete a portfolio for presentation.

The prerequisite is Practice of Photography II or equivalent course.

Administrative—Internal Use Only

COURSE TITLE: Quality Control for Photographic Processing

LOCATION: Graphic Arts Research Center, Rochester, NY

LENGTH: 5 days

This course provides specialized information in statistical, chemical, and sensitometric methods of control of black and white and color photographic processes. It is for individuals involved in processing of photographic materials.

PROCUREMENT DIVISION (PD) TRAINING

Table of Contents

Training for Procurement/Contracting Officers	41
ADP Procurement for Procurement and Contracting Officers and Specialists (USDA Graduate School)	43
Advanced Contract Administration (AFITSL)	45
Advanced Procurement Pricing (AFITSL)	46
Basic Procurement (GSA)	47
Contract Administration (AFITSL)	48
Defense Acquisition and Contracting Executive Seminar (USN)	49
Defense Contract Negotiations Workshop (USN)	50
Defense Cost and Price Analysis (USN)	50
Defense Fundamentals of Incentive Contracting (USN)	51
Defense Termination Settlement (USN)	51
Defense Two-Step Formal Advertising and Multi-Year Contracting Seminar (USN)	52

Government Contract Law (AFITSL)	52
Government Contract Law (GSA)	53
Logistics Orientation (see p.3)	
Management of Defense Acquisition Contracts (Advanced) (ALMC)	54
Management of Defense Acquisition Contracts (Basic)	54
Modern Analytical Techniques for DOD Managers (AFITSL)	55
Research and Development Contracting (GSA)	55
Small Purchases/Federal Supply Schedules (GSA)	56

Training for Procurement/Contracting Officers

(The external training listed is considered to be essential; except for the orientation courses, the other internal training listed is not required but should be selected to meet the individuals's or office's needs as appropriate.)

GS-07 to GS-10

EXTERNAL:

- ADP Procurement for Procurement and Contracting Officers and Specialists (USDA Graduate School)
- Basic Procurement (GSA)
- Contract Administration (AFITSL)
- Defense Contract Negotiations Workshop (USN)
- Defense Cost and Price Analysis (USN)
- Government Contract Law (AFITSL) (GS-09 or above)
- Management of Defense Acquisition Contracts (Basic) (ALMC)
- Small Purchases/Federal Supply Schedules (GSA)

INTERNAL:

- Introduction to CIA
- Logistics Orientation
- Administration Directorate Trends and Highlights
- CIA Today and Tomorrow
- Effective Employee Course
- Effective Written English
- Leadership Styles and Behavior
- Management Development Course, Parts I and II (if supervisor)
- Performance Appraisal Workshop (if supervisor)

GS-11 to GS-14

EXTERNAL:

- Advanced Contract Administration (AFITSL)
- Contract Administration (AFITSL)
- Defense Acquisition and Contracting Executive Seminar (USN) (GS-13 and GS-14 only)
- Defense Contract Negotiations Workshop (USN)
- Defense Cost and Price Analysis (USN)

Administrative—Internal Use Only

- Defense Fundamentals of Incentive Contracting (USN)
- Defense Termination Settlement (USN)
- Government Contract Law (AFITSL)
- Management of Defense Acquisition Contracts (Advanced) (ALMC)
- Modern Analytical Techniques for DOD Managers (AFITSL) (GS-14 only)

INTERNAL:

- Acquisition Management for CIA Technical Personnel
- *• Advanced Intelligence Seminar (GS-13 or GS-14)
- Briefing Techniques Course
- CIA Today and Tomorrow
- *• Counseling Course (if supervisor or panel member)
- EEO courses, as available
- Information Science for Managers
- *• Management Seminar (GS-13 or GS-14)
- *• Midcareer Course (GS-12 to GS-14)
- Writing for CIA

GS-15

EXTERNAL:

- Modern Analytical Techniques for DOD Managers (AFITSL)
- *• Executive Development Programs (Penn State, Cornell, etc.)

INTERNAL:

- *• Senior Officer Development Course

* Enrollment in these courses is controlled by the Logistics Training Panel. Your Division/Staff Deputy Chief can provide details.

Administrative—Internal Use Only

COURSE TITLE: ADP Procurement for Procurement and Contracting Officers and Specialists

LOCATION: US Department of Agriculture Graduate School, Washington, DC**LENGTH:** 1 week

The procurement of data processing equipment presents very different problems than the acquisition of most other articles. This course is designed to identify and present solutions to the problems that arise in the acquisitions process.

This course covers the responsibilities of the General Services Administration (GSA) and of the agency in need of ADP equipment. It follows the procurement process from the identification of need for equipment to the award of a contract.

As GSA has the procurement authority for data processing equipment under the Brooks Law, the course will cover in-depth the role that GSA plays in acquisitions. The procurement of data processing services, as distinguished from data processing equipment, is covered as well.

OUTLINE

- Brooks Law (PL89-306): background and interpretation
- Paperwork Reduction Act of 1980 (PL96-511)
- GSA operations: organization and division of responsibility
- the initiation of acquisition: requirements, and the role of technical and contracting staff
- acquisition without procurement: sharing, excess hardware, requirements contracts
- procurement authority: delegations of procurement authority (DPA)—GSA, FEDSIM, FCSC
- Competition in ADP procurements
- procurement from schedule: kinds of contracts—advantages, conditions—solicitation document: specifications, terms and evaluation criteria
- pre-proposal
- selection plan
- receipt of proposals
- preliminary review
- benchmark—live test demonstration
- negotiations
- best and final offers
- cost and pricing computations
- excess equipment

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- award
- special situations: major system acquisition-A-109, turn-key, TSP procurements, ADP fund

Upon completion of this course, participants will have an understanding of the role of GSA in the procurement process as defined by the Brooks Law (PL89-306); will have reviewed, in-depth, the standard GSA solicitation document; and will have an understanding of the acquisition of entire systems, of components, of time-sharing, and how to procure programming, analyst, and teleprocessing services.

Administrative—Internal Use Only

Administrative—Internal Use Only

COURSE TITLE: Advanced Contract Administration

LOCATION: Air Force Institute of Technology
School of Systems and Logistics (AFITSL),
Wright-Patterson Air Force Base, Ohio

LENGTH: 13 days

This course is designed to provide the student the opportunity for an intensive review of areas of importance in contract management. Additionally, through the use of school and student case problems, it provides the environment for the students to improve their ability to identify and evaluate relevant facts and analyze alternative solutions. Emphasis is placed in providing students with an opportunity to develop an attitude, a point of view, an outlook, or frame of mind so that they may become more responsive and responsible in the management of Government contracts.

It emphasizes the participative methods of instruction. Lectures will be used sparingly for information and updating purposes. It is expected that students will be prepared to participate in class discussions. Students are also expected to relate and share with one another, in the classroom environment, their practical experiences. Each student will prepare and submit a written contract management workshop problem. The problem should be selected from firsthand contract administration experiences of the student and may involve any aspect of contract management. The problem will be submitted for review on the first day of class. Students will then present their cases on the appropriate class day. The course reviews such subject areas as accounting principles, contractor controls, contract administration organizations, terminations, disputes, subcontractor controls and relationships, etc.

Personnel nominated should be grade GS-11 or higher. Applicants must have (a) at least three years' experience in contracts or contract administration and (b) have satisfactorily completed Contract Administration, Course PPM 152 (JT), or Management of Defense Acquisition Contracts 4320, at least 1 year prior to proposed attendance. Personnel not meeting the above requirements may submit an application for a waiver and each case will be evaluated on its individual merits.

COURSE TITLE: Advanced Procurement Pricing

LOCATION: Air Force Institute of Technology
School of Systems and Logistics (AFITSL),
Wright-Patterson Air Force Base, Ohio

LENGTH: 20 days

Develops capability in advanced pricing techniques used in the estimating and analyzing of costs in large procurements. Final course for pricing and procurement personnel in the DOD cost and price analysis curriculum. It provides the experienced procurement analyst with the statistical and accounting tools necessary to analyze costs, establish cost estimating relationships, and develop reasonable cost estimates in large system procurements. The course examines the acquisition environment, regression analysis, system cost estimating, sources and uses of data, performance measurement systems, financial analysis, various cost models, cost growth, learning curves, risk analysis, and selected special topics. Time-sharing computer is used extensively to support student work.

Prerequisites:

Successful completion of QMT 345, Quantitative Techniques for Cost and Price Analysis. Nominees must be GS-09 and above engaged in the procurement of large systems.

COURSE TITLE: Basic Procurement

LOCATION: General Services Administration (GSA), Arlington, VA

LENGTH: 5 days

The Basic Procurement course is designed to provide personnel with an overview of the basic policies that govern Federal procurement.

Upon completion of this course, participants will have a basic knowledge of:

- The preliminary purchase considerations
- The basic regulatory requirements for small purchases, formal advertising, and negotiations
- The more common problems that occur during the administration phase of the procurement cycle

Specific topics include an introduction to:

- The Regulatory System
- Established Sources of Supply
- Small Purchases
- Contracting by Formal Advertising
- Socio-Economic Policies—Small Business, Labor Surplus Area, the Buy American Act
- Contract Negotiations
- Contract Administration

COURSE TITLE: Contract Administration

LOCATION: Air Force Institute of Technology
School of Systems and Logistics (AFITSL),
Wright-Patterson Air Force Base, Ohio

LENGTH: 15 days

Furthers the basic knowledge and skills of DOD personnel whose primary responsibilities involve management of Government contracts. Course is oriented toward contract administration within the central procurement environment as distinguished from local procurement. It provides a basic overall survey of contract administration functions and responsibilities while developing a knowledge of skills and techniques used in solving operational problems. Course emphasizes the major functions in contract administration by in-depth treatment of subject areas involving the authority and responsibilities of the contract administrator, types of contracts, contract pricing, modifications and changes, production problems, quality assurance, contractor evaluation, Government furnished property, sub-contract relationships, disputes and remedies, patents and data, and other related functions. Throughout the course students discuss fundamental principles and practices in each subject area. The main instructional technique is the lecture discussion. However, case studies, student presentations, panels, simulations, and group problem-solving techniques are also used.

Minimum grade is GS-05, currently assigned to a professional position in the contracts and acquisition field. This course is not designed for persons in clerical or secretarial positions. Course is available in seminar mode by arrangement with AFIT/LSA and in correspondence mode through ECI.

This course is not required for graduates of the Management of Defense Acquisition Contracts course (8D-4320) or equivalent courses.

Administrative—Internal Use Only

COURSE TITLE: Defense Acquisition and Contracting Executive Seminar

LOCATION: Naval Material Command, Arlington, VA**LENGTH:** 1 week

The primary objectives of this course are to : (a) acquaint attendees with current and projected DOD management systems and techniques as they relate to procurement; (b) discuss the impact on present procurement practices of recently established or proposed policies, regulations, statutes, or studies; and (c) consider new developments which may have broad and important implications for procurement managers.

The seminar outline is broad in nature and sufficiently flexible to permit discussing issues of interest to attendees. Major topics trace the impact on procurement managers of various DOD programs. From time to time, personnel at the DOD procurement policymaking level are guest speakers. The dynamic nature of procurement is reflected in the seminar; therefore, the seminar should be attended no less frequently than every five years.

Noiminees should be civilian personnel (GS-13 and above) registered in the DOD Civilian Career Program for Procurement Personnel at the senior level and military personnel with a procurement specialty designator or assigned to a procurement billet.

COURSE TITLE: Defense Contract Negotiations Workshop

LOCATION: Naval Material Command, Arlington, VA**LENGTH: 1 week**

The purpose of this course is to provide professional development for all DOD procurement careerists in negotiating procurement actions estimated to exceed \$2,500.

This course includes principles and practicalities necessary to negotiating prime contracts, contract modifications, and contract terminations. Although included in the DOD-wide Civilian Career Program for Procurement Personnel as "mandatory" or "mandatory, if required by mission" (GS-1102 and GS-1101 series, respectively) for promotion to the intermediate level, this course is of value to all DOD personnel involved in the procurement and contract administration function.

Nominees should be personnel in grade GS-07 or above with at least one year of procurement or contract administration experience; with a minimum of three years' work expectancy on course completion who have completed Defense Cost and Price Analysis and either: (a) Defense Procurement Management, or (b) Defense Contract Administration or, (c) the equivalent of either (a) or (b) above.

COURSE TITLE: Defense Cost and Price Analysis

LOCATION: Naval Material Command, Arlington, VA**LENGTH: 2 weeks**

The purpose of this course is to train military and civilian procurement personnel in cost and price analysis techniques.

This is a basic course of 2-weeks' duration which deals with DOD pricing policies and concepts; price analysis techniques and procedures including cost estimating; cost analysis and elements of cost; projection techniques; factors affecting profit or fee; and the weighted guidelines technique of profit analysis.

Nominees should be personnel who have completed the Defense Procurement Management Course, or the Defense Contract Administration Course or its equivalent, or have equivalent experience; and GS-05 and GS-07 procurement trainees and other civilian personnel engaged in the evaluation of procurement actions in excess of \$2,500.

Administrative—Internal Use Only

COURSE TITLE: Defense Fundamentals of Incentive Contracting

LOCATION: Naval Material Command, Arlington, VA**LENGTH: 1 week**

The purpose of this course is to provide training in the use, design, and administration of multiple incentive contracts.

The course is designed to provide a thorough grounding in the fundamentals of incentive contracts, with special emphasis on techniques for successful structuring of multiple incentive contracts. Use of workshop sessions provides practical experience in structuring, negotiation, trade-off analysis, and contract management problems.

Nominees should be familiar with incentive contracting terminology, and basic algebraic principles form the basis of the course. A ratio of one to one of technical and procurement personnel is desirable to maximize the team-effort concept used in this workshop.

Civilian personnel should be GS-11 or higher who have at least three years of potential Federal employment subsequent to completion of the course. Personnel in grades GS-09 and GS-10 may request waivers to attend the course. Each application will be approved or disapproved contingent upon the merit of each individual case.

COURSE TITLE: Defense Termination Settlement

LOCATION: Naval Material Command, Arlington, VA**LENGTH: 1 week**

The purpose of this course is to train personnel involved with contract termination and contract termination settlement.

This course includes the background and purpose of termination clauses, considerations and steps in initiating terminations, procedures for insuring contractor compliance with the termination notice, methods of handling inventory schedules, processing and approval of subcontractor and prime contractor settlement proposals, processing partial payments, analysis of requirements, and procedures for presenting review board cases.

Nominees should be defense personnel whose duties require knowledge of contract termination policies and procedures.

Administrative—Internal Use Only

51

Administrative—Internal Use Only

COURSE TITLE: Defense Two-Step Formal Advertising and Multi-Year Contracting Seminar

LOCATION: Naval Material Command, Arlington, VA**LENGTH:** 2 days

The purpose of this course is to encourage greater use of two-step formal advertising and multi-year procurement and to train defense procurement personnel in the techniques of applying two-step formal advertising and multi-year procurement procedures.

This is an intensive two-day seminar which discusses pertinent DOD policies and regulations, illustrates the techniques, and describes procurement situations in which these procurement techniques may be appropriately used. The lecture-discussion method of instruction is supplemented with case studies and practical exercises. Students are requested to study ASPR Section II, Part 5, prior to the first class day.

Nominees must have at least two years of procurement experience.

COURSE TITLE: Government Contract Law

LOCATION: Air Force Institute of Technology
School of Systems and Logistics (AFITSL),
Wright-Patterson Air Force Base, Ohio**LENGTH:** 10 days

Provides experienced contracting personnel with the impact of government contract law on their decision-making. Reviews basic legal principles and sources of contract law, modifications, terminations, remedies, interpretation of contract language, award law, and law involving the flow of contract monies. Courts and board rulings are studied, stressing the contractor and government interface and preventive techniques. Instruction is lecture-discussion and case study.

Prerequisites: GS-09 and above who have had contracting responsibilities for one year or more.

Course is available in seminar mode by arrangement with AFIT/LSA and in correspondence mode through ECI.

Administrative—Internal Use Only

COURSE TITLE: Government Contract Law

LOCATION: General Services Administration, Arlington, VA**LENGTH: 2 weeks**

This course will provide instruction on the application of legal principles governing government contracts as evolved from common law, statutes, regulations, courts, and board decisions.

Specific topics include:

- Organization of the Federal Government and the responsibility of the Legislative, Executive, and Judiciary
- Applicability of legal principles to Government contracts
- Legal implications in contract selection, contract clauses, modifications, disputes, and termination
- Distinction between civil law and criminal law and the applicability of common law and statutory law

Upon completion of this course, participants will:

- have a comprehensive knowledge of basic legal principles, and implications thereof with respect to Government contracting
- understand direct application of these principles to the legal aspects of contracting
- acquire an awareness of courts and board decisions that will be beneficial in contract decisions

Administrative—Internal Use Only

**COURSE TITLE: Management of Defense Acquisition Contracts
(Advanced)**

LOCATION: US Army Logistics Management Center (ALMC), Fort Lee, VA 23801**LENGTH: 3 weeks**

The Management of Defense Acquisition Contracts Course (Advanced) is oriented to the intermediate-level acquisition careerist. It treats and considers the general acquisition contracting mission of DOD. Emphasis is placed on the nature and use of contract management tools and techniques, the management considerations relevant to incentive contracts, and the analysis of representative current contract/acquisition problem case studies and decision making.

Nominees must show successful completion of the prescribed entry-level course for their career program. Nominees should be GS-09 or higher. (GS-07 trainees who have completed entry-level training are also eligible.)

**COURSE TITLE: Management of Defense Acquisition Contracts
(Basic)**

LOCATION: US Army Logistics Management Center (ALMC), Fort Lee, VA 23801**LENGTH: 4 weeks**

The Management of Defense Acquisition Contracts (Basic) Course is a general survey course. It provides a detailed study of contract procedures as prescribed by statutes, the DAR, and other directives that govern DOD acquisition operations. This course is designed for personnel entering the field of DOD acquisition or for those with one to three years of acquisition experience.

Nominees should be GS-07 or above. (GS-05 trainees may be accepted on a case-by-case basis.)

COURSE TITLE: Modern Analytical Techniques for DOD Managers

LOCATION: Air Force Institute of Technology
School of Systems and Logistics (AFITSL),
Wright-Patterson Air Force Base, Ohio

LENGTH: 3 days

An executive-level course that provides managers an overview of modern pricing techniques as related to cost, price, and risk analysis. Techniques such as applied probability theory, statistical analysis, model building, and computer usage are explained and related to various pricing problems. Develops awareness of, and confidence in, applications of quantitative analysis and computer technology to the pricing function.

Prerequisites: GS-14 and higher who manage or expect to manage a procurement activity that includes or depends upon a price analysis function.

COURSE TITLE: Research and Development Contracting

LOCATION: General Services Administration (GSA), Arlington, VA

LENGTH: 5 days

Research and Development Contracting represents a substantial portion of the Federal procurement expenditures. This course will introduce the entire cycle of research and development procurement from initiation of the requirement to completion or termination of the project. Problem areas unique to research and development projects will be emphasized.

Specific topics include:

- Contract specifications
- Solicitation of proposals
- Evaluating proposals
- Contract award
- Progress evaluation
- Post-award administration

Upon completion of this course, participants will be able to:

- Apply the basic principles of Government contracting to the specialized requirements of research and development contracting.

COURSE TITLE: Small Purchases/Federal Supply Schedules

LOCATION: General Services Administration (GSA), Arlington, VA

LENGTH: 5 days

The Federal Property Management Regulations list the Federal Supply Schedules as an established source of supply that must be checked prior to initiating an open-market purchase. These Federal Supply Schedules, representing contracts for reasonably priced quality products and services to meet normal day-to-day requirements of Government offices, are discussed in-depth during the first portion of the week.

The course continues by taking a look at the rules and regulations effected by Public Law 93-356 that extended the use of the simplified small purchase techniques for purchases up to \$10,000, and portions of Public Law 95-507 that deal with the use of small businesses in making small purchases.

Combined, these two topics introduce both GSA's Federal Supply Schedules program and small purchasing techniques.

Specific topics include:

- Established Sources of Supply
- Federal Supply Schedule Program Guide
- Centralized Mailing List Service
- Types of Schedules
- Contract Administration Responsibilities
- Small Purchase Solicitation Requirements
- Seven Small Purchase Techniques
- Small Business Considerations

Upon completion of this course, participants will be able to:

- Review the established sources of supply and make a determination as to material availability.
- Utilize the Federal Supply Schedule Program Guide to determine material available through the Federal Supply Schedule program.
- Obtain Schedules and other important publications from the Centralized Mailing List Service.
- Effectively review and order from the New Item Introductory Schedule, Single Award Schedules, and Multiple Award Schedules.
- Monitor progress on orders and effectively apply contract administration factors when warranted.
- Choose the most cost effective method of making small purchases.
- Utilize small purchase participation wherever possible in making small purchases.

REAL ESTATE AND CONSTRUCTION DIVISION (RECD) TRAINING

Table of Contents

Training for Architects and Engineers	59
Advanced Air Conditioning Engineering	61
Air Conditioning Shop-Lab	62
Air Conditioning Technician	62
Basic Air Conditioning Engineering	63
Building Systems Course (AFIT)	64
Construction Contracting (GSA)	65
Contract Management Course (AFIT)	66
Contract Preparation Course (AFIT)	66
Effective Space Management and Utilization (OPM)	67
Electrical Engineering (AFIT)	68
Electrical Engineering for Supervisors (AFIT)	69
Elementary Structural Design	69
Facility Energy Systems (AFIT)	70
Government Construction Contracting	71

Heating, Ventilating, and Air Conditioning (HVAC) Course (AFIT)	74
Mechanical Engineering for Supervisors Course (AFIT)	75
National Electrical Code (Latest)	76
Pavement Engineering Course (AFIT)	77
Reinforced Concrete Construction	77
Training for Real Property Officers	78
Art & Techniques of Negotiation	80
Basic Valuation Procedures	81
Capitalization Theory and Techniques, Parts 1, 2, and 3	82
Case Studies in Real Estate Valuation	84
Cost and Price Analysis of Lease Proposals	85
Federal Real Property Lease Law	86
Federal Real Property Leasing	87
Lease Contracting, Lease Law (GSA)	88
Principles of Real Estate Course	88
Real Estate Appraisal Principles	89
Residential Valuation	90
Salesmen's Regular License Preparation Course	91
Standards of Professional Practice	91
Valuation Analysis and Report Writing	92

Training for Architects and Engineers

Except for the orientation courses, the internal training listed is not required but should be selected to meet the individual's or office's needs as appropriate.

GS-07 to GS-09

Internal:

- Introduction to CIA
- Logistics Orientation
- Countering Terrorist Tactics (if going overseas on temporary or permanent duty)
- Effective Employee
- Effective Written English
- Leadership Styles and Behavior
- Overseas Orientation Course (if going overseas on temporary or permanent duty)
- Reading Improvement
- Risk of Capture Course (if going overseas on temporary or permanent duty)

GS-10 and GS-11

Internal:

- Administration Directorate Trends and Highlights
- CIA Financial Systems
- CIA Today and Tomorrow
- EEO Courses, as available
- Field Administration (if going overseas)
- Management Development Course, Parts I & II (if supervisor)
- Performance Appraisal Workshop (if supervisor)
- Writing for CIA

External:

- Construction Contracting

Administrative—Internal Use Only

**GS-12 and GS-13
(Journeyman Level)**

Internal:

- Briefing Techniques Course
- *• Counseling Course (if supervisor)
- EEO Courses, as available
- Information Science for Managers
- *• Management Seminar (GS-13)
- *• Midcareer Course

GS-14 and GS-15

Internal:

- *• Advanced Intelligence Seminar
- *• Management Seminar
- *• Program on Creative Management
- *• Senior Officer Development Course (GS-15)

* Enrollment in these courses is controlled by the Logistics Training Panel. Your Division/Staff Deputy Chief can provide details.

COURSE TITLE: Advanced Air Conditioning Engineering

LOCATION: Columbia Technical Institute, School of Technology, Arlington, VA**LENGTH: 1 year, evenings**

This course is designed to expand the Air Conditioning Course coverage to meet the area demand for graduate students at the highest professional level in the heating, ventilating, and air conditioning field.

It provides the necessary technical engineering background for positions with architectural and engineering firms, consultants, commercial and contracting companies, manufacturers' representatives, sales engineers, and with the plant management divisions of government and commercial buildings and installations.

Course includes: Review of cooling and heating load calculations, psychrometric problems, air mixtures, humidifying and dehumidifying processes, calculations for air conditioning systems design, air moving and air distribution components, refrigeration sources, and equipment selection.

Conventional, medium- and large-scale air conditioning systems

Advanced techniques for system analysis

Water supply requirements for air conditioning

Air distribution

Air conditioning system components and their selection

Heating for winter air conditioning operation

Air conditioning controls and instrumentation

Refrigeration and cold storage applications

Advanced mathematical and physical problems

This is an advanced course and a prerequisite is satisfactory completion of the Basic Air Conditioning Engineering Course or the equivalent in technical experience.

Administrative—Internal Use Only

COURSE TITLE: Air Conditioning Shop-Lab

LOCATION: Columbia Technical Institute, School of Technology, Arlington, VA**LENGTH: 9 months, evenings**

This course meets the need for shop-lab instruction in the fast-growing industry of air conditioning.

The course is modern, practical, and covers planning, installation, operation and maintenance, as well as basic theory of air conditioning-refrigeration, ultra-low temperature refrigeration, heating, and related subjects.

Course also includes basic electricity, electric motors, control circuits, and trouble shooting on all aspects of the trade.

This course will cover the basics of pneumatic controls.

This is a first course and no previous knowledge of the subject is required.

Official manuals of leading air conditioning manufacturers are used with the course.

COURSE TITLE: Air Conditioning Technician

LOCATION: Columbia Technical Institute, School of Technology, Arlington, VA**LENGTH: 1 year, evenings**

This course combines the school's 9-month Air Conditioning Shop-Lab Course with the 9-month Basic Air Conditioning Engineering Course to round out a well-balanced Technician's Course.

In addition to the practical shop-lab training on air conditioning, refrigeration, and other equipment, it will give the student groundwork in basic mathematics, physics and mechanics, basic drafting, and blueprint reading, as well as the engineering theory covered by the Basic Air Conditioning Engineering Course.

Each instructor of the course has had thorough training and experience, and is now or has recently been working in the field of the subject he teaches—this insures the student of modern, up-to-date instruction.

Administrative—Internal Use Only

COURSE TITLE: Basic Air Conditioning Engineering

LOCATION: Columbia Technical Institute, School of Technology, Arlington, VA

LENGTH: 9 months, evenings

This course gives basic instruction on the theory of air conditioning and related subjects from an engineering angle.

In addition to principal subjects of the course, it includes foundation instruction in mathematics, physics and mechanics, and drafting.

The course includes instruction on refrigeration, heating, and air distribution.

It trains you to measure up and select proper equipment for each job.

Each instructor of the course has had thorough training and experience and is now or has been recently working in the field of the subject he teaches—this insures the student of modern, up-to-date instruction.

Administrative—Internal Use Only

COURSE TITLE: Building Systems Course

LOCATION: School of Civil Engineering,
Air Force Institute of Technology (AFIT),
Wright-Patterson Air Force Base, Ohio**LENGTH:** 3 weeks

This course updates and broadens the professional capabilities of architects and engineers in the application of current technology and techniques to building systems. The emphasis is placed on the reduction of building systems maintenance expenditures through proper design, construction, and maintenance techniques. Facilities are considered as an assembly of interdependent systems with complex relationships. Decisions related to maintenance, repair, modification, etc., are evaluated by analyzing their impact on fundamental criteria common to all systems. The fundamental criteria covered in the course are heat transfer, energy conservation, moisture diffusion, ventilation, acoustics, life safety, fire protection, engineering, life cycle cost, corrosion, and the design process in identifying use needs. The following components of building systems are covered: flooring, carpets, wall finish, ceilings, partitions, doors, windows, glass, hardware, lighting, plumbing, plus considerations for mechanical and electrical systems. In addition, protective coatings, sealants, corrosion protective systems, and built-up roofs, the systems with high maintenance costs, are extensively analyzed.

Prerequisites:

Job: designed for officers and civilians assigned as architects or design engineers, or construction management engineers in functional account code 442X or 173X. Education: degree in engineering, building construction, architecture, or state registration as a professional engineer mandatory.

Grade: GS-09 – GS-12.

Other: Former graduates eligible after 4 years minimum interval to update professional skills.

Administrative—Internal Use Only

COURSE TITLE: Construction Contracting

LOCATION: General Services Administration (GSA), Arlington, VA**LENGTH:** 5 days

This course is designed to assist Federal personnel in an understanding of the total spectrum of Government construction contracting with emphasis on the identification, analysis, and elimination of problems that could be encountered by operating units.

Specific topics include:

Contract Specifications

Work Statements

Inspection

Acceptance

Correction of Defects

Modifications

Labor Laws

Changes and Differing Site Conditions

Disputes

Terminations

Upon completion of this course, participants will be able to:

Understand the source of Governmental construction contracting authorities and regulations.

Understand the source and solution of operational problems through case studies that focus on the contracting phase of negotiations.

Apply practical solutions to questions raised by the political and procedural ramifications of the construction process.

The methods of instruction consist of lectures, class discussions, practical exercises, and visual aids.

This course is designed primarily for project managers, procurement officers, contracting officers and administrators, project engineers, quality assurance specialists, and persons who oversee or review the operations of construction contracting.

COURSE TITLE: Contract Management Course

LOCATION: School of Civil Engineering,
Air Force Institute of Technology (AFIT),
Wright-Patterson Air Force Base, Ohio

LENGTH: 2 weeks

This course increases the capabilities of the base level contract management section chiefs to manage service and construction contracts. The fundamentals of government contracting, such as the Defense Acquisition Regulation, contract law and acquisition coordination, are stressed. The basics of managing service and construction contracts, including inspection, progress payments, documentation, constructibility reviews, Quality Assurance Evaluators and warranties, are presented. Design, procurement, and contract management functions are treated as an interrelated process.

Prerequisites: Designed for the civilian assigned to the Contract Management Section of the Engineering and Environmental Planning Branch. GS-9 minimum.

COURSE TITLE: Contract Preparation Course

LOCATION: School of Civil Engineering,
Air Force Institute of Technology (AFIT),
Wright-Patterson Air Force Base, Ohio

LENGTH: 2 weeks

This course increases the capabilities of architects and engineers to write service and construction contract specifications. The fundamentals of Government contracting, such as contract law and acquisition coordination, are stressed. The basics of specification writing, including proper language, methods, coordination, and production, are presented and worked within practical exercises. Design, procurement, and contract management functions are treated as an *intermediate* process.

Prerequisites: Designed for engineers and environmental planning design engineers in the Design Section of the Branch. Degree in architecture or engineering or state registration as a professional engineer or registered architect is required. GS-09 minimum.

COURSE TITLE: Effective Space Management and Utilization

LOCATION: Office of Personnel Management (OPM), Washington, DC**LENGTH:** 3 days

Inefficient office layout and space utilization waste public funds and detract from employee morale and productivity. The importance of efficient and attractive Federal office design has been recognized by GSA in its Office Excellence Program. It is the responsibility of each agency to constantly study and survey space occupied under assignment by GSA and other space which is not controlled by GSA to ensure efficient and economical space utilization. Effective space management and utilization require the combined efforts of GSA, agency planners, and office supervisors.

The course will combine lecture, discussion, and class exercises. The class exercises will enable the participant to work in a simulated but realistic work environment. Upon completion of the course, participants will be able to:

- a. Conduct a study of office space utilization.
- b. Apply criteria for establishing space requirements.
- c. Cite the advantages of open integrated offices compared to conventional compartmented offices.
- d. Prepare a block layout for a large organization.
- e. Prepare a template layout for a typical Government office.
- f. Plan a layout strategy to gain management acceptance of a proposed space plan.
- g. Explain the services provided in space utilization by GSA.
- h. Utilize a total space management concept to help achieve organizational goals.

COURSE TITLE: Electrical Engineering

LOCATION: School of Civil Engineering,
Air Force Institute of Technology (AFIT),
Wright-Patterson Air Force Base, Ohio

LENGTH: 4 weeks

This course is intended to increase the professional skills of electrical engineers who do not have education or extensive practical experience in electric power or to broaden the professional skills of other engineers. Presents principles and procedures involved in the design of electrical power systems. Includes instruction in motor selection and use, interior and exterior system design, indoor and outdoor lighting design, power factor correction, protective device selection and coordination, and utility conservation and management. A comprehensive student design problem will apply areas of instruction to an actual engineering situation.

Prerequisites:

Job: Officers and civilians assigned as design engineers in functional account code 442X or 173X or officers assigned as design engineers to PRIME BEEF teams or Red Horse Units.

Grade: GS-09 or Lt. minimum.

Education: Degree in electrical engineering or engineering and previous completion of Electrical Engineering for Supervisors Course. Degree must be from an accredited US institution.

Other: Officers must have at least one year remaining on current active duty tour. Graduates of Applied Engineering Course are not eligible.

COURSE TITLE: Electrical Engineering for Supervisors

LOCATION: School of Civil Engineering,
Air Force Institute of Technology (AFIT),
Wright-Patterson Air Force Base, Ohio

LENGTH: 2 weeks

This course broadens and increases the professional skills of supervisors in the electrical engineering technology as applied to real property facilities. Emphasis is placed upon electric power distribution, indoor and outdoor lighting systems, equipment selection and application, utility conservation, and cathodic protection.

Prerequisites:

Job: Primarily for officers or civilians assigned as EEP and Operations Branch Chiefs and EEP Section Chiefs in the civil engineering organization. Nonsupervisory personnel in functional account code 442X or 173X may attend.

Grade: Lt. or GS-09 minimum.

Education: Degree in engineering or architecture or state registration as a professional engineer.

Other: Graduates of the Electrical Engineering Course are not eligible.

COURSE TITLE: Elementary Structural Design

LOCATION: Columbia Technical Institute, School of Technology, Arlington VA.

LENGTH: 4 ½ or 9 months, depending upon number of hours of class weekly

This course gives a study of materials and methods of construction. Covered are: mechanics of materials; design of beams, columns, and slabs of concrete and steel; design of reinforced concrete floors; steel and wood roof trusses and bearing walls, special building design project; manufacture and use of cement and concrete mixes. It offers an ideal opportunity for those already engaged in the building trades, such as journeymen, draftsmen, salesmen, foremen, and superintendents, to acquire technical and practical knowledge for advancement and promotion.

The course includes mathematics, drafting, and other foundation subjects.

NOTE: To advance further, it is highly recommended to continue with the Reinforced Concrete Construction Course.

Administrative—Internal Use Only

COURSE TITLE: Facility Energy Systems

LOCATION: School of Civil Engineering,
Air Force Institute of Technology (AFIT),
Wright-Patterson Air Force Base, Ohio

LENGTH: 3 weeks

This course broadens and updates the professional abilities of the systems engineer or mechanical engineer to apply environmental controls to minimize the use of energy. The course considers methods of control for existing and new energy consuming systems with emphasis on retrofit options. Course content includes advanced thermodynamics, system component analysis and selection, control theory and applications, all-water, and all-air systems, utility rate considerations, Energy Monitoring Control System interface, and state-of-the-art techniques. Students will identify, select, and describe the best heating, ventilating, and air conditioning systems for selected applications.

The course is designed for major command or base level mechanical engineers. *Grade:* GS-11 minimum. *Education:* Degree in mechanical engineering and successful completion of AFIT's Heating, Ventilating, and Air Conditioning Course.

Administrative—Internal Use Only

COURSE TITLE: Government Construction Contracting

LOCATION: University of Denver College of Law/Federal Publications, Inc.,
Washington, DC

LENGTH: 5 days

The course covers the following:

Preparing and Analyzing Specifications

Preparation of drawings and specifications for prime contracts and sub-contracts. Insuring quality of materials and workmanship, compliance with statutes and regulations, subcontract conformity with terms of the prime contract, clarity and consistency in contract documents. The specifications "tree." Techniques of analysis and interpretation of specifications, including detailed consideration of ambiguities, construction terms, performance requirements, "substantial completion" and "beneficial occupancy." Effect of defects in specifications. How to prepare and defend against claims involving specification interpretation.

Inspection and Warranties

Analysis and interpretation of construction inspection clauses, regulations, and cases. Requirements for contractor inspection systems. Extent of inspectors' authority. Raising level of inspection and standards of performance. Express and implied acceptance of work. Latent defects liability. Inspection of subcontractors' work. Construction warranty clauses: features and pitfalls. Implied warranties.

Bidding

Bid preparation: direct and indirect cost concepts, plant and equipment ownership, mobilization and demobilization costs, home office overhead, G&A, listing of subcontracts, unbalanced bids, etc. Bid submission. Bidder's responsibility and responsiveness. Mistakes in bids and Contracting Officer's duty to detect errors. How to protest a competitor's bid, and how to defend against a protest.

Changes & Differing Site Conditions

Rights and obligations arising from changes in construction contract work and unanticipated conditions at the work site. Detailed consideration of the contract clauses. Changes within the contract scope, recovery for unchanged work, "constructive" changes. Types of differing site conditions justifying relief, investigation of worksite. How to prepare, and defend against, changes and site conditions claims; required notification of claims.

Administrative—Internal Use Only

71

Time: Delay, Suspension, Acceleration

Delays caused by the Government and by other circumstances, excusable clauses, actual and “constructive” suspension of work, concept of “unreasonable” delays. Elements, practicalities, and protective measures in acceleration of performance situations. Available relief for delays-suspension-acceleration under applicable contract clauses and in the courts. How to prepare, and defend against, claims for delay, suspension, and acceleration.

Subcontracts

Bid shopping: ethical, practical, and legal considerations. Subcontract formation problems: telephone bids, oral negotiations, detrimental reliance. Types of clauses to include in subcontracts. Suppliers: distinguished from subs, problems. Payment and performance bonds: sureties, form of bonds, third-party beneficiaries, Miller Act suits. Prime-sub disputes: negotiation v. arbitration v. State court suits. Prime's, sub's, supplier's, and surety's rights to recover from each other and the Government—the “privity” problem. Administering subcontracts and policing subs: duty to coordinate and cooperate, practical approaches to smooth working relationships. Speciality contractors as parallel primes and subs.

Terminations & Damages

Contractor's Default: Bases for default termination. Excusable causes in construction situations. Waiver of default. Contractor's liability for excess reproduction costs, actual damages, and liquidated damages. Payment bonds, the surety's options, and surety take-overs.

Convenience Terminations: Special problems involved in construction contract convenience terminations. Procedures. Subcontractor settlements. Pricing contractor's recovery, recoverable costs, loss adjustment. Termination v. change order deletion of work.

Determining Dollar Recovery

Theories and methods of determining the amount of “equitable adjustment” due on claims against the Government: allowable and unallowable cost elements, overhead, profit, “reasonableness,” and “allocability.” The basic problems and techniques of proof. Truth in negotiations, applicability of cost and pricing data clauses to construction contracts, the pricing of change orders, Government recovery in defective pricing cases.

Remedies and Special Problems

Where and how to present claims, the Contract Disputes Act; Agency boards, Comptroller General, the Courts, special relief; rules and procedures; jurisdiction problems; presentation methods; settlements. Significant miscellaneous clauses: "Material & Workmanship," "Permits & Responsibilities," "Conditions Affecting the Work," "Government-Furnished Property." Prime's liability to the public.

Construction Contract Management

Managing construction contracts and subcontracts. Project organization. How to implement terms and conditions, laws and regulations. Practical performance techniques, forms and checklists. Purchasing procedures. Accounting, audit and payment considerations. How to negotiate critical claims. Guides for working relationships between the contractor, the Government, legal agencies, the A-E, subcontractors, and the surety. A-E contracts—design responsibilities and claims.

**COURSE TITLE: Heating, Ventilating, and Air Conditioning
(HVAC) Course**

LOCATION: School of Civil Engineering,
Air Force Institute of Technology (AFIT),
Wright-Patterson Air Force Base, Ohio

LENGTH: 4 weeks

This comprehensive course develops the professional skills of engineers in the application of current technology to environmental air circulation, temperature, humidity, and control systems. Instruction includes psychrometrics, load estimating, equipment selection, duct design, piping design, energy conservation, control system, and HVAC maintenance techniques. The students will develop and solve an integrated design project. Before arrival, students should review fundamental physics related to heat transfer, fluid mechanics, and thermodynamics.

The course is designed for civilians assigned as design engineers. Grade: GS-09 minimum. Education: Graduate of the Mechanical Engineering for Supervisors Course with a degree in engineering or architecture from an accredited US institution, or graduate from an accredited US institution with a degree in mechanical engineering.

COURSE TITLE: Mechanical Engineering for Supervisors

LOCATION: School of Civil Engineering,
Air Force Institute of Technology (AFIT),
Wright-Patterson Air Force Base, Ohio

LENGTH: 2 weeks

This course broadens and increases the professional skills of supervisors in mechanical engineering technology as applied to real property facilities. Emphasis is placed upon heating, ventilating, and air conditioning systems, air distribution systems, air cleaning devices, controls for mechanical systems, heat load estimating, central heating plants, chilled water plants, fluid distribution systems (hot and cold), fans and pumps, corrosion control, fire protection systems, and noise/vibration control. Energy conservation methods and maintenance techniques relating to the above systems and equipment are identified throughout the course; special emphasis is given to identifying the overall operating efficiencies of various mechanical systems/conversion losses, and the availability of existing (depletable and nondepletable) energy sources.

This course and the Electrical Engineering for Supervisors Course may be attended consecutively or separately, depending on the individual's needs and availability. Supervisors with a mechanical engineering degree and/or background will NOT attend this course. Waivers will be granted on an individual basis by AFIT/DES.

Prerequisites:

Primarily for civilians assigned as Engineering and Environmental Planning (EEP) and Operations Branch Chiefs and section chiefs in the civil engineering organization. Nonsupervisory personnel in functional account codes 442X or 173X may attend.

Grade: GS-09 minimum.

Education: Degree in engineering or architecture, or state registration as a professional engineer.

Graduates of the Heating, Ventilating, and Air Conditioning (HVAC) Design and Applications Course are not eligible. Supervisors whose CURRENT duties do not directly involve working with the mechanical systems described above should NOT attend. Supervisors with a mechanical engineering degree and/or background should not attend this course.

COURSE TITLE: National Electrical Code (Latest)

LOCATION: Columbia Technical Institute, School of Technology, Arlington, VA

LENGTH: 4 ½ months, evenings

The instruction to be covered will be of tremendous help to all those connected with electrical work and will be taught by well-qualified instructors with years of experience and working at the present time with the latest National Electrical Code.

The main purpose of this course is to increase your knowledge and understanding of the National Electrical Code. The code sets minimum standards for the installation of wiring for heat, light and power, electrical equipment, etc., to protect people, buildings, and their contents from hazards arising from the use of electricity.

Electrical contractors and engineers, master electricians, journeymen, appliance service men, and many others can benefit greatly from this course by learning the proper use of the new National Electrical Code.

The course uses the latest NEC book and continues from beginning to end covering the code thoroughly.

In addition, the course covers the type of problems encountered in the examination for Master Electrician or Journeyman licenses. Course includes instruction in load calculations, electrical formulae, visual aids, and distribution of special lesson material to each student.

Administrative—Internal Use Only

COURSE TITLE: Pavement Engineering Course

LOCATION: School of Civil Engineering,
Air Force Institute of Technology (AFIT),
Wright-Patterson Air Force Base, Ohio**LENGTH:** 3 weeks

Instruction includes theory, principles, and techniques for design, construction, and maintenance of flexible and rigid pavement systems. Specific areas covered include identification of pavement distress and causes, calculation of the Pavement Condition Index, evaluation of pavement for load carrying capacity, selection and formulation of appropriate maintenance programs, and design of airfield and street pavements for normal and frost conditions. State-of-the-art information on materials, design, construction, and maintenance techniques is stressed.

Prerequisites: Pavement engineer, civil engineer, or the construction management engineer having responsibility for pavements. Degree in engineering or state registration as a professional engineer. GS-09 minimum. Former graduates eligible to update professional skills after a four-year minimum interval.

COURSE TITLE: Reinforced Concrete Construction

LOCATION: Columbia Technical Institute, School of Technology, Arlington, VA**LENGTH:** 4 ½ or 9 months, depending upon number of hours of class weekly

This course involves a study of the materials, properties, methods of construction, and design of concrete structures. The course will cover the design of beams and slabs, columns, continuous beams and frames, footings, retaining walls, arches, and other reinforced and plain concrete structures. Design and construction will be in accordance with the latest revision of the American Concrete Institute's Building Code.

Prerequisites: Strength of Materials, Elementary Structural Design, and a course in Algebra/Trigonometry.

Administrative—Internal Use Only

77

Training for Real Property Officers

External:

Art & Techniques of Negotiation
 Basic Valuation Procedures
 Capitalization Theory and Techniques, Parts 1, 2, and 3
 Case Studies in Real Estate Valuation
 Cost and Price Analysis of Lease Proposals
 Federal Real Property Lease Law
 Federal Real Property Leasing
 Lease Contracting, Lease Law
 Principles of Real Estate Course
 Real Estate Appraisal Principles
 Residential Valuation
 Salesmen's Regular License Preparation Course
 Standards of Professional Practice
 Valuation Analysis and Report Writing

Except for the orientation courses, the internal training listed is not required but should be selected to meet the individual's or office's needs as appropriate.

GS-07 to GS-09**Internal:**

- Introduction to CIA
- Logistics Orientation
- Countering Terrorist Tactics (if going overseas on temporary or permanent duty)
- Effective Employee
- Effective Written English
- Leadership Styles and Behavior
- Overseas Orientation Course (if going overseas on permanent duty)
- Reading Improvement
- Risk of Capture Course (if going overseas on temporary or permanent duty)

Administrative—Internal Use Only

GS-10 and GS-11

Internal:

- Administration Directorate Trends and Highlights
- CIA Financial Systems
- CIA Today and Tomorrow
- EEO Courses, as available
- Field Administration (if going overseas)
- Management Development Course, Parts I & II (if supervisor)
- Performance Appraisal Workshop (if supervisor)
- Writing for CIA

**GS-12 and GS-13
(Journeyman Level)**

Internal:

- Briefing Techniques Course
- *• Counseling Course (if supervisor)
- EEO Courses, as available
- Information Science for Managers
- *• Management Seminar (GS-13)
- *• Midcareer Course

GS-14 and GS-15

Internal:

- *• Advanced Intelligence Seminar
- *• Management Seminar
- *• Program on Creative Management
- *• Senior Officer Development Course (GS-15)

* Enrollment in these courses is controlled by the Logistics Training Panel. Your Division/Staff Deputy Chief can provide details.

Administrative—Internal Use Only

COURSE TITLE: Art & Techniques of Negotiation

LOCATION: Management Concepts Incorporated, Falls Church, VA

LENGTH: 5 days

This is a practical course designed to provide the skills needed to negotiate Government contracts.

Major topical areas include:

- Negotiation and Its Multiple Meanings
- Objective of Negotiation
- Characteristics of Good Negotiations
- Preparation for Negotiations
- Fact Finding
- Clarifications
- Communications
- Formulating an Opening Position
- Analyzing the Negotiations Environment
- Deciding on Specific Strategy and Tactics
- Team vs. Individual Negotiations
- Opening Offers and Counteroffers
- Changing Strategies
- Use of Tactics and Countertactics
- Deadlocks
- Documenting the Negotiations
- Handling Unique Negotiations
- Changes, Terminations, Disputes, Claims, Sole Source Requirements, and Orders Under Indefinite Delivery Type Contracts

The course format includes discussion, practical exercise, mock negotiation, and lecture.

Administrative—Internal Use Only

COURSE TITLE: Basic Valuation Procedures

LOCATION: American Institute of Real Estate Appraisers
Courses are conducted throughout the year at colleges, universities,
and conference centers across the US.

LENGTH: 6 days

“Basic Valuation Procedures” covers the valuation process and is an intensive lecture and case-study course that deals with value as indicated by direct comparison and/or reproduction costs studies. Students will have maximum opportunities to explore fundamental valuation techniques and procedures.

Students may take “Real Estate Appraisal Principles” and “Basic Valuation Procedures” in sequence or separately at more convenient times during the calendar year.

Course topics include:

- Land/Site Valuation
- Cost Approach
- Market Data Approach

To be eligible, students must have attended “Real Estate Appraisal Principles” or successfully completed the examination for old course 1A.

Administrative—Internal Use Only

**COURSE TITLE: Capitalization Theory and Techniques,
Parts 1, 2, and 3**

LOCATION: American Institute of Real Estate Appraisers
Courses are conducted throughout the year at colleges, universities,
and conference centers across the US.

LENGTH: 7 days

Part 1 is a lecture course designed to provide a comprehensive study of the principles and concepts underlying the income approach to value. In addition, market comparative methods and techniques of income capitalization are identified and explored to give the entry level appraiser a practical, working knowledge of the capitalization process.

Students may take the "Capitalization" courses in sequence or separately at more convenient times during the calendar year.

Course topics include:

- Rationale of the Income Approach
- Income and Expense Analysis
- Income/Value Relationships
- Abstraction of Market Capitalization Rates and Factors
- Residual Techniques
- Market Comparison Adjustment Considerations (Introduction to Mortgage Case Equivalents)

Part 2 is a lecture course covering the mathematics of yield capitalization wherein the fundamentals of the discounting processes are applied to various patterns of income and to future values. It is designed for the appraiser involved in the valuation of income properties and is an introduction to investment value concepts.

Course topics include:

- Compound Interest
- Reversionary Factors
- Discounted Cash Flow Calculations
- Income Stream Patterns
- Level Annuities
- Increasing/Decreasing Annuities Straight Line Patterns, Exponential Curve Patterns
- Related Income/Value Projections and Valuations
- Residential Techniques
- Sources of Yield Rates
- Appraisal of Lease Interests

To be eligible, students must have attended "Capitalization Theory and Techniques," Part 1, or successfully completed the examination for old course 1B.

Part 3 is a lecture course covering the mathematical measurements and concepts of investment analysis. The course is designed for the practicing appraiser and others involved in investment valuation.

Course topics include:

Ellwood Mortgage/Equity Concepts
Net Present Value
Profitability Index
Payback Periods
After Tax Cash Flow Schedules
Internal Rate of Return
Financial Management Rate of Return

To be eligible, students must have attended "Capitalization Theory and Techniques," Part 2, or successfully completed the examination for old course 1B.

COURSE TITLE: Case Studies in Real Estate Valuation

LOCATION: American Institute of Real Estate Appraisers
Courses are conducted throughout the year at colleges, universities,
and conference centers across the US.

LENGTH: 6 days

This course is designed to apply all principles, theories, and techniques presented in "Principles," "Procedures," and "Capitalization" courses in problem and case-study situations. Classes utilize group-study methods to analyze and solve the case studies.

Students may take "Case Studies in Real Estate Valuation" and "Valuation Analysis and Report Writing" in sequence or separately at more convenient times during the calendar year.

Course topics include drill problems and case studies dealing with all facets of the three approaches to value.

For the case study, field notes are provided for a variety of property types.

To be eligible, students must have successfully completed "Capitalization Theory and Techniques, Parts 1, 2, and 3," or the examination for old course 1B.

Students should consider attending the "Optional Review Session" on Sunday. The "Review" is designed for students who do not work with capitalization on a daily basis and students who have for some time been away from the "Capitalization" course materials.

Administrative—Internal Use Only

COURSE TITLE: Cost and Price Analysis of Lease Proposals

LOCATION: Management Concepts Incorporated, Falls Church, VA**LENGTH:** 5 days

This is an advanced level course designed for those who are involved in lease contracting. The course focuses on analysis techniques needed to establish a realistic negotiation objective.

Major topical areas include:

- Purposes of Cost and Price Analysis
- An Overview of Cost Structure
- Cost Behavior
- Accounting for Costs
- Accounting Systems
- Establishing a Baseline—Market Conditions
- Critical Evaluation of the Offer
- Analyzing and Evaluating Specific Elements
- Profit
- Evaluating Variations in Rates Caused by Federal “Net Usable” Method of Measurement
- Establishing the Negotiation Position
- Use of Government Estimates
- Use of Indices vs. Actual Cost as Escalation Measurement Method
- Negotiating Alterations
- Negotiating Liquidated Damages
- Overtime for Services
- “Intangible” Costs
- Approaches to Post-Negotiation Value Analysis/Appraisal
- Equitable Adjustments
- Pricing “Constructive” Changes
- Establishing Amounts for Withholding for Deficient Performance
- Documentation Requirements
- Lease vs. Purchase
- The Present Value Analysis

The course format includes lecture, case studies, and discussion.

Administrative—Internal Use Only

COURSE TITLE: Federal Real Property Lease Law

LOCATION: Management Concepts Incorporated, Falls Church, VA**LENGTH: 5 days**

This is an advanced level course that involves the participant in analyzing the legal implications of actions, problems, and disputes encountered throughout the lease cycle.

Major topical areas include:

- Origin of Federal Lease Law and the Application of Federal Procurement Law to Leases
- Overview of Federal Judicial Structure and Procedure
- Administrative Remedies—GAO and the Board of Contract Appeals
- Rules of Procedure for BCAs, Court of Claims, GAO, and Federal Courts
- Contract Disputes Act of 1978
- Application of Evidentiary Rules and Requirements For Preparation of the "Rule Four" in Contract Disputes
- Rules for Interpretation
- Application of Specific Federal and Common Law Principles—
 - Solicitation and Award of Federal Leases
 - Payment of Rent
 - Lease Term
 - Alterations
 - Repairs
 - Improvements
 - Changes and Modifications
 - Third Party Relationships
 - Damage to Leased Property
 - Remedies for Nonperformance (Withholding Rent, Constructive Evictions, Reprocurement and Deduction from Rental, Liquidated Damages, Consequential Damages, Anticipatory Breach)
- Applicability, Significance, and Principles of Socioeconomic Laws
- Application of Federal Criminal Law to Leases

The course format includes lecture, case study, and discussion.

Administrative—Internal Use Only

COURSE TITLE: Federal Real Property Leasing

LOCATION: Management Concepts Incorporated, Falls Church, VA

LENGTH: 5 days

This course covers both GSA procedure and the procedures of other Departments that have been delegated leasing authority. Every aspect of the process is covered—from space planning to moving out. The course is designed for both the space manager and the realty specialist/contracting officer.

Major topical areas include:

- Authority to Lease, Personnel in the Lease Process
- Generating the Requirement
- Working with GSA/PBS—Assignment and Utilization
- Preparing the Solicitation for Offers
- Surveying the Market
- Soliciting, Evaluating, and Negotiating Offers
- Limitations on Rental Rate
- Final Evaluation and Award
- Preparation of Lease Documents
- Administration of Leases
- Alteration and Repairs
- Standard Level User Charges
- Documentation, Closeout Settlements; and Records

The course format includes lecture, discussion, cases, practical exercises, and mock negotiation.

Administrative—Internal Use Only

COURSE TITLE: Lease Contracting, Lease Law

LOCATION: General Services Administration (GSA), Arlington, VA**LENGTH: 10 days**

This course spells out the peculiarities of leasing space from commercial concerns. Contracting for space may properly be called a specialized area in Government procurement. Participants learn the regulations, procedures, laws, and restrictions that apply to the administration and management of lease contracting. The unique legal standing in acquiring real property, because of its contrast to that of contracting for supplies and services, is given in-depth coverage.

Other topics include:

- Lease Cycle
- Basic Elements of a Valid Lease
- Socio-economic Requirements
- Lease Award Factors
- Lease Renewals, Disputes, and Remedies
- Legal Means to Ensure the Landlord's Compliance with Terms of the Lease

The course is designed for procurement officers, contracting officers, contract administrators, realty specialists, project managers, and personnel with oversight responsibility for the lease contracting function.

COURSE TITLE: Principles of Real Estate Course

LOCATION: National Institute of Real Estate (NIRE) Schools of Real Estate, Vienna, VA**LENGTH: 60 classroom hours**

This course is taught by real estate professionals who are approved to teach it by the Virginia Real Estate Commission. Each instructor has a background in teaching; each also is a licensed and practicing Real Estate Broker. This course is required by the Virginia Real Estate Commission before one may apply for the State Examination and licensure. The course requirement became effective 1 July 1975.

Students must attend 60 hours of classroom instruction and pass the final examination before receiving a Certificate of Completion. The course text is REAL ESTATE PRINCIPLES by Dr. Bruce Harwood.

Administrative—Internal Use Only

COURSE TITLE: Real Estate Appraisal Principles

LOCATION: American Institute of Real Estate Appraisers
 Courses are conducted throughout the year at colleges, universities,
 and conference centers across the US.

LENGTH: 6 days

“Real Estate Appraisal Principles” is a comprehensive overview of the valuation process and is the fundamental course dealing with the principles involved in the gathering and analysis of data to be used in the three approaches to value. The course coordinates valuation theory and practice with emphasis placed upon professionalism.

This one week of intensive lecture and case-study instruction plus continuous association with others interested in appraising offers a maximum opportunity to explore fundamental appraisal principles and practical methods to gather, interpret, and analyze market data to be utilized in the valuation process. The course deals with the types of market data investigated, how to obtain this data, current methods of analysis, and the relation of basic economics to the valuation process.

This course is necessary for all students entering the field of real estate appraisal and working with residential and/or commercial properties.

Course topics include:

- The Professional Appraiser
- Code of Ethics
- Appraisal Report Writing
- Nature and Purpose of Appraisals
- History of the Development of Valuation Theory
- Nature of Real Property & Value
- The Valuation Process
- Basic Principles of Real Property Market Value
- The Money Market & Real Estate Value
- Real Estate Market Analysis
- National, Regional, and Community Influences
- Economic Base Analysis
- Statistics
- Neighborhood & District Analysis
- Site Analysis
- Highest & Best Use—Site
- Building Inspection Analysis
- Analysis of Improvements
- Three Approaches to Value
- Reconciliation to Value Indications

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COURSE TITLE: Residential Valuation

LOCATION: American Institute of Real Estate Appraisers
Courses are conducted throughout the year at colleges, universities,
and conference centers across the US.

LENGTH: 6 days

This course is designed for the practitioner who is primarily engaging in appraising 1-4 family residences. The course material is presented on a lecture basis supplemented with classroom case studies including current secondary mortgage market forms.

Students may take "Real Estate Appraisal Principles" and "Residential Valuation" in sequence or separately at more convenient times or at different locations.

Course topics include:

- The Residential Appraisal Process
- Site Data & Analysis
- Highest & Best Use Analysis:
 - Improvements, Inspection, & Description
- Cost, Income, & Sales Comparison Approaches
- Special Purpose Properties Including Condominium & Cooperatives, 2-4 Family Residences, Recreational, Solar, and other Special Energy-Saving Residences, and Short Form Narrative Reports and Form Reports.

For the case study, field notes are provided for an actual property, and students complete an appraisal during the course.

To be eligible, students must have attended "Real Estate Appraisal Principles" or passed the examination for old Course VIII or 1A.

COURSE TITLE: Salesmen's Regular License Preparation Course

LOCATION: National Institute of Real Estate (NIRE) Schools of Real Estate, Vienna, VA

LENGTH: 24 classroom hours

This course prepares students for the state licensing examination to qualify them as real estate salesmen. The content covers the state real estate laws (terms and definitions), rules and regulations of the state Real Estate Commission, arithmetic review, review of real estate fundamentals, preparation of listings, and contract sales. Student must file their application with Educational Testing Service by the first business day of the month in which they intend to sit for the State Licensing Examination.

COURSE TITLE: Standards of Professional Practice

LOCATION: American Institute of Real Estate Appraisers
Courses are conducted throughout the year at colleges, universities,
and conference centers across the US.

LENGTH: 4 days

This course is designed especially for Institute members and candidates. The course covers the conduct of a professional appraisal practice and the Bylaws and Regulations of the Appraisal Institute. Topics will be covered through the use of lectures and case studies of Ethics situations.

COURSE TITLE: Valuation Analysis and Report Writing

LOCATION: American Institute of Real Estate Appraisers
Courses are conducted throughout the year at colleges, universities,
and conference centers across the US.

LENGTH: 6 days

This course is designed to assist advanced students and practicing appraisers in analyzing valuation situations and developing an appraisal report. A comprehensive case study will be utilized as the format for the course.

Students may take the "Case Studies in Real Estate Valuation" and "Valuation Analysis and Report Writing" courses in sequence or separately at more convenient times during the calendar year.

As a feature of the course, students will be given factual data relating to a large apartment complex. Emphasis will be placed on the organization and analysis of this material and students will complete an appraisal during the course.

To be eligible, students must have attended "Case Studies in Real Estate Valuation" or successfully completed the examination for old Course II.

SUPPLY DIVISION (SD) TRAINING

Table of Contents

Training for Supply/Logistics Officers	95
General Supply Courses	
Basic Procurement (GSA) (see Procurement Training)	47
Defense Inventory Management Course (ALMC)	97
Depot Operations Management Course (ALMC)	97
Federal Standard Requisitioning and Issue Procedures System (FEDSTRIP) (GSA)	98
Federal Supply Management, Policies, and Procedures (GSA)	99
Introduction to the Inventory Control System (ICS) for Users	99
Inventory Control and Accounting:	
Economic Order Quantity Techniques (GSA)	100
Logistics Management (AFITSL)	101
Logistics Orientation (see p.3)	
Small Purchases/Federal Supply Schedules (GSA) (see Procurement Training)	56
Storage and Materials Handling (GSA)	102
Ordnance Courses	
Ammunition Maintenance Course (DARCOM)	103

Administrative—Internal Use Only

Ammunition Quality Evaluation Course (DARCOM)	103
Basic Ammunition Surveillance	104
Conventional Ammunition Surveillance Course (DARCOM)	105
Technical Ammunition Course (DARCOM)	106
Packing Courses	
Defense Advanced Preservation and Packing (JMPTC)	107
Defense Basic Preservation and Packing (JMPTC)	108
Defense Foam-in-Place Packaging (JMPTC)	109
Defense Packaging of Hazardous Materials for Transportation (JMPTC)	110
Defense Packing and Unitization (JMPTC)	111
Defense Preservation and Intermediate Protection (JMPTC)	112
Property Courses	
Basic Elements of Property Management (GSA)	113
Government Property Recordkeeping and Procedures (GSA)	114
Headquarters Property Accounting	115
Personal Property Utilization and Disposal (GSA)	115
Transportation Courses	
Defense Advanced Traffic Management	116
General Transportation of Hazardous Materials (DARCOM)	116
Installation Traffic Management	117
Introduction to Transportation Management (GSA)	117
Technical Transportation of Hazardous Materials Course	118

Training for Supply/Logistics Officers

(Except for the orientation courses, the other internal training listed is not required but should be selected to meet the individual's or office's needs as appropriate.)

GS-07 to GS-09

Junior Supply Officer

- Introduction to CIA
- Logistics Orientation
- Basic Safety and Health Course
- Countering Terrorist Tactics (if going overseas)
- Data Processing Courses
- Effective Written English
- Field Administration (if going overseas)
- Headquarters Property Accounting
- Leadership Styles and Behavior
- Overseas Orientation Course (if going overseas)
- Reading Improvement
- Risk of Capture Course (if going overseas)

GS-10 and GS-11

Supply Officer

- Administration Directorate Trends and Highlights
- CIA Financial Systems
- CIA Today and Tomorrow
- Data Processing Courses
- EEO Courses, as available
- Management Development Course, Parts I and II (if supervisor)
- Performance Appraisal Workshop (if supervisor)
- Writing for CIA

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**GS-12 and GS-13
Logistics Officer**

- *• Advanced Intelligence Seminar (GS-13 only)
- Briefing Techniques Course
- Data Processing Courses
- EEO Courses, as available
- Information Science for Managers
- *• Management Seminar (GS-13 only)
- *• Midcareer Course

**GS-14 and GS-15
Senior Logistics Officer**

- *• Advanced Intelligence Seminar
- *• Management Seminar
- *• Program on Creative Management
- *• Senior Officer Development Course

* Enrollment in these courses is controlled by the Logistics Training Panel. Your Division/Staff Deputy Chief can provide details.

Administrative—Internal Use Only

COURSE TITLE: Defense Inventory Management Course

LOCATION: US Army Logistics Management Center (ALMC), Fort Lee, VA**LENGTH:** 24 days

This course concentrates on materiel management functions. The subjects covered range through the entire life cycle of materiel from the entry of new items into the Department of Defense inventory to ultimate disposal of surplus materiel. Special emphasis is placed on requirements planning and computation for the various categories of items through such tools as financial management, standardization, modernization, economic inventory principles, and automated data systems. Some mathematics, scientific techniques, and logistical terminology are presented to provide a common basis for understanding the requirements computation and inventory management problems. The application of management skills and practices, as well as problem-solving and decisionmaking techniques, appear throughout the course.

Civilians in inventory management positions may attend. Course level is for civilians GS-07 to GS-11. GS-05 interns, members of special training programs, and those with exceptional ability may also attend. Knowledge of basic algebra is absolutely necessary. Testing material and a remedial course are available from ALMC upon request.

COURSE TITLE: Depot Operations Management Course

LOCATION: US Army Logistics Management Center (ALMC), Fort Lee, VA**LENGTH:** 4 weeks

The management and operational aspects of the Army supply and distribution systems are studied, with particular emphasis on the major depot functions of receipts, storage, care, distribution, and control of materiel and resource management. The relationship of these functions to other logistical functions is considered for application to, and association with, the integrated logistics system.

Civilian nominees may be either GS or wage grade personnel assigned in or anticipating assignment within the logistics management field requiring a knowledge of wholesale supply and distribution management and having supervisory responsibility.

Administrative—Internal Use Only

97

Administrative—Internal Use Only

COURSE TITLE: Federal Standard Requisitioning and Issue Procedures System (FEDSTRIP)

LOCATION: General Services Administration (GSA), Arlington, VA

LENGTH: 5 days

The Federal Property Management Regulations state: "All executive agencies within the United States shall requisition from GSA their requirements of stock items available from GSA supply distribution facilities. . . ." The FEDSTRIP system provides the basis for the processing of civil agency requisitions for stock material by the use of automatic data processing equipment. This is an introductory course for Federal personnel and other authorized users who wish to become more knowledgeable of the FEDSTRIP system.

Specific topics include:

- Programs utilizing the FEDSTRIP format
- Requisition, follow-up, modification, and cancellation formats
- Stock return programs
- Discrepancies/deficiencies in shipments, materials, or billings

Upon completion of this course, participants will be able to:

- Complete any standard, single- and multi-line manually prepared requisitions, follow-ups, and cancellations using the FEDSTRIP Operating Guide.
- Modify a previously submitted requisition in accordance with the FEDSTRIP system.
- Interpret the coded information provided by the supply source as status.
- Return incorrect material or material in long supply for credit, utilizing the appropriate Stock Return Programs.
- Document discrepancies and deficiencies in GSA/DOD shipments through proper classification and initiation of the correct forms.

The methods of instruction consist of lecture, class discussions, practical exercises, and visual aids.

This course is designed for personnel, regardless of grade, who are involved in procurement and related operations who desire to become more knowledgeable and efficient in carrying out their functions. Personnel who are in training in this area are also eligible to attend this course.

COURSE TITLE: Federal Supply Management, Policies, and Procedures

LOCATION: General Services Administration (GSA), Arlington, VA

LENGTH: 3 days

This course provides an understanding of the policies and guidelines for supply management in the Federal Government. Major areas of instruction include criteria governing the selection of the appropriate methods of supply; interagency purchase assignments; use and replacement standards; procurement from Government-owned inventories; management of Government-owned inventories of personal property; storage, distribution and interagency cross-servicing; the Federal catalog system; and inspection and quality control of supplies and services.

This course is designed for general supply specialists, supply program management specialists, distribution facilities and storage management specialists, supply cataloging specialists, supply technicians, and others with related job duties.

COURSE TITLE: Introduction to the Inventory Control System (ICS) for Users

LOCATION: Office of Logistics/Supply Division/Data Control Branch,

LENGTH: 2 days

This course is designed to instruct the students in the use of the Inventory Control System (ICS). The material covered includes file structure, data processing, and data extraction. The method of instruction is standard classroom instruction supplemented by user's guide, visuals, and hands-on terminal experience.

Participants may enroll by submitting a Request for Internal Training, Form 73, to the Supply Division Training Officer, Room 3G10, . The Supply Division Training Officer will notify participants when dates have been established for the course. The Supply Division Training Officer can be reached on extension .

**COURSE TITLE: Inventory Control and Accounting: Economic Order
Quantity Techniques**

LOCATION: General Services Administration (GSA), Arlington, VA

LENGTH: 5 days

This course is designed to assist Federal agencies in making inventory management decisions which will result in the best balance of operating costs, inventory investments, and customer service.

Specific topics include:

- Forecasting demand
- Stockage criteria
- Stock levels
- When to order
- Reviewing for excess
- Measures of supply effectiveness
- Balancing holding costs and ordering costs
- Construction of EOQ tables
- Basic EOQ mathematical formulas
- Economic purchase quantity
- Safety stock

**Upon completion of this
course, participants will be
able to:**

- Establish stockage eligibility criteria
- Project future demand for stock with recurring usage
- Calculate leadtime and safety stock levels
- Apply economic order quantity techniques

The methods of instruction consist of lectures, class discussion, practical exercise, and visual aids. It is helpful, although not mandatory, for the participants to bring a hand-held calculator to class.

This course is primarily designed for operating Federal personnel responsible for inventories of supplies and materials. Supervisors and managers interested in reviewing the basic elements of inventory management and the related principles of EOQ may also benefit from attending.

COURSE TITLE: Logistics Management 580

LOCATION: Air Force Institute of Technology
School of Systems and Logistics (AFITSL),
Wright-Patterson Air Force Base, Ohio

LENGTH: 20 days

The course is designed to broaden and enhance the understanding of logistics management at various levels throughout the Air Force. It is directed to the critical examination of the interrelationships and interdependencies that prevail in strategic, support, and operational logistics. In these contexts, strategic logistics entails the interrelationships of strategy and logistics and the influence that they exert upon each other at the national level; support logistics is concerned largely with the acquisition of systems and their contingent supply, equipment, and allied support functions; and, operational logistics relates to the direct functional support of the Air Force in the operational environment.

The course enables the student to comprehend the rationale behind the logistics decisions that they may be called upon to make. Heavy emphasis is placed on the applied management techniques used in acquisition, distribution, and support of weapon systems. Specific attention is given to line/staff management and the forces that drive the logistics systems at all levels. A major share of the course is devoted to direct student involvement in practical exercises, e.g., cases, workshops, and simulations. These exercises enable the students to apply the theory given during the lecture/seminar sessions. Management tools and techniques, including ADP, simulation, and forecasting, are used by the student in achieving the goals and objective of the exercises.

Nominees should be personnel in logistics career field specialities, grades GS-11 and above, and have three years' experience in logistics or be fully qualified in related logistics field. Recent graduates of Air Command and Staff College and AFIT Graduate Logistics Management Course are not encouraged to attend. Waivers may be granted (three years' experience/grade criteria may be waived on an individual basis for PACE).

COURSE TITLE: Storage and Materials Handling

LOCATION: General Services Administration (GSA), Arlington, VA**LENGTH: 5 days**

This course is designed to assist Federal employees by developing and improving their skills in the management and operation of storage and materials handling. Instruction will focus attention on a variety of warehousing principles, methods, and techniques, and relate their application to the maintenance and/or improvement of operations.

Specific topics include:

- Planning space layouts and storage plans
- Materials handling equipment
- Storage locations and locator systems
- Safety and protection of personnel
- Basic storage procedures
- Fire prevention
- Receiving and shipping operations

Upon completion of this course, participants will be able to:

- Improve utilization of storage facilities by better planning and layout of space to accommodate materials essential to mission
- Achieve optimum use of manpower, equipment, and facilities involved in storage operations
- Establish and/or improve their safety program
- Maintain an adequate fire prevention program

The methods of instruction consist of lecture, class discussion, practical exercises, and visual aids.

This course is intended for Federal employees at the operating and first level of supervision. Personnel in training for positions relating to receipt, storage, and issue of supplies are eligible. Management personnel who seek a review of basic principles, methods, and techniques as they relate to storage and materials handling are eligible to attend.

Administrative—Internal Use Only

COURSE TITLE: Ammunition Maintenance Course

LOCATION: US Army Defense Ammunition Center and School (DARCOM),
Savanna, Illinois**LENGTH:** 4 weeks

This course provides training in Ammunition Maintenance to include a review of publications and ammunition drawings; safety requirements, equipment, and facilities; programming, planning, and reporting; methods, procedures, and techniques involved in the maintenance of ammunition and ammunition components. Students will set up and operate an inert ammunition maintenance line using procedures and equipment presented during the course.

The prerequisite is successful completion of the Technical Ammunition Course or its full equivalent in depot experience.

COURSE TITLE: Ammunition Quality Evaluation Course

LOCATION: US Army Defense Ammunition Center and School (DARCOM),
Savanna, Illinois**LENGTH:** 3 weeks

This course provides training to ammunition personnel in the theories and practical applications of evaluating the quality of ammunition through the use of process control techniques and acceptance sampling procedures necessary for effective management of an ammunition quality program. Course content includes instruction in probability theory, descriptive and inductive statistics, control charting theory and techniques, mathematical basis of acceptable sampling practical application of MIL-STD's 105D, 414, 1235A.

Nominees should be working in the ammunition field, have a technical knowledge of ammunition, and have a working knowledge of high school math to include manipulating positive and negative numbers, common and decimal fractions, and exponents.

Administrative—Internal Use Only

103

Administrative—Internal Use Only

COURSE TITLE: Basic Ammunition Surveillance Course

**LOCATION: US Army Defense Ammunition Center and School (DARCOM),
Savanna, Illinois****LENGTH: 5 weeks**

To provide the initial introduction to Ammunition Surveillance Training for those entering the Quality Assurance Specialist (Ammunition Surveillance) Career Intern Training Program. This training includes the fundamental principles, procedures, and techniques involved in surveillance, inspection, and an introduction to Department of Defense and Department of Army organizations responsible for ammunition logistics. In-depth study in sources of information, ammunition drawings, explosives, solid propellants, and chemical agents is provided. Study in military correspondence procedures, proper report writing techniques, and the essentials and procedures used in the preparation of standard operating procedures is presented. Interns demonstrate proficiency through oral, written, and practical examinations.

Normally, those attending are enrolled in the Quality Assurance Specialist (Ammunition Surveillance) Civilian Career Program, as defined in CPR 950-20.

Special students may be approved for attendance based on space availability. Those attending on this basis understand that it is "solely for the benefit of their present position."

Administrative—Internal Use Only

COURSE TITLE: Conventional Ammunition Surveillance Course

**LOCATION: US Army Defense Ammunition Center and School (DARCOM),
Savanna, Illinois****LENGTH: 13 weeks**

To provide the Quality Assurance Specialist (Ammunition Surveillance) Career Intern with technical information on ammunition items necessary to enable the intern to understand the rationale for regulations and procedures necessary to handle, store, transport, maintain, and dispose of ammunition in a safe and effective manner. Study in each type of conventional ammunition, such as: mines, and firing devices, as well as pyrotechnics, and Navy gun ammunition, are offered. In-depth study in packaging and packing components, Speedex, malfunction reporting, demolition material, ammunition disposal, storage, and transportation is provided. Explosive safety, in addition to industrial safety, is presented as an integral part of the commodity knowledge learned in the aforementioned topics. Training with live and inert ammunition in trace test and inspection of small caliber ammunition, inspection of artillery ammunition, rocket inspection and continuity testing, inspection and function testing of military pyrotechnic ammunition, and demolition of explosives is offered. Interns demonstrate proficiency through oral, written, practical examinations and by demonstrating an ability to perform operations in a safe and effective manner.

The prerequisite is successful completion of the Basic Ammunition Surveillance Course.

Administrative—Internal Use Only

COURSE TITLE: Technical Ammunition Course

**LOCATION: US Army Defense Ammunition Center and School (DARCOM),
Savanna, Illinois**

LENGTH: 8 weeks

This course provides training in the technical aspects of ammunition and explosives to those personnel at Army depots and similar DOD agencies. It serves as a basic course for personnel in ammunition related positions, including military personnel. It provides basic training for advanced study in the areas of Basic Ammunition Preservation and Ammunition Maintenance/Demilitarization.

This course is designed to aid and supplement the technical ammunition knowledge of ammunition personnel in their present or future positions. Enrollees should be those who require initial training in ammunition or who are presently associated with ammunition assignments and attend this course to broaden their knowledge. This course is particularly valuable to operational personnel.

Normally those selected for attendance are working in the ammunition field or are closely related thereto. Candidates will have successfully completed high school, or the Commander or his designated representative will certify that in his opinion the nominee, by virtue of training, experience, and/or assignment, has demonstrated that the lack of this qualification will not impede his assimilation of the information included in the course.

COURSE TITLE: Defense Advanced Preservation and Packing

LOCATION: Joint Military Packaging Training Center (JMPTC),
Aberdeen Proving Ground, Maryland 21005

LENGTH: 1 week

This course provides military and civilian personnel with advanced training in the currently approved DOD methods and techniques for preservation and packing of military supplies and equipment, emphasizing the latest changes, trends, and developments.

The program includes DOD packaging policy, trends and developments in preservation and intermediate protection, systems approach to packaging documentation, trends and developments in shipping containers, case study in quality control in packaging, disposability of packaging materials, case study in packaging and handling deficiencies, applications of shrink film and other plastic films, case study in generation of packaging data, foamed-in-place materials equipment and applications, cargo unitization, changes in marking and labeling (MIL-STD-129), new horizons in military packaging, and guest speakers.

Nominees for this course must have successfully completed the Defense Preservation and Intermediate Protection and Defense Packing and Unitization courses at least two years prior to starting date of this course or have had practical experience equivalent to the scope of instruction contained in those courses. All nominees must possess the ability to read and comprehend military and federal specifications and standards.

Waivers for military and Civil Service personnel should be requested from their reviewing agencies as appropriate.

Administrative—Internal Use Only

COURSE TITLE: Defense Basic Preservation and Packing

**LOCATION: Joint Military Packaging Training Center (JMPTC),
Aberdeen Proving Ground, Maryland 21005****LENGTH: 2 weeks**

The purpose of this course is to train enlisted personnel and civilian employees of the military services and the Defense Supply Agency in basic preservation and packing principles and procedures in preparing new and repairable material for storage and shipment.

This course consists of introduction to military and commercial preservation; corrosion control; cleaning and drying; preservatives; preservation materials and equipment; preservation methods; introduction to military and commercial packing; fiberboard boxes; triple-wall corrugated fiberboard boxes; wooden boxes; crates; special purpose shipping containers; cushioning, blocking, and bracing; weatherproofing the pack; cargo unitization; marking and labeling; packing for parcel post processing of repairable and field expedients; and preservation and packing for shipment. Thirty-five percent of the course is devoted to conference time and sixty-five percent to demonstrations and student practice in the areas of preservation and packing.

This course is designed for civilian personnel who have assignments in preservation and packing operations, transportation, parcel post, pre-pack, pre-issue, storage, maintenance, and supply. All nominees must possess the ability to read and comprehend the contents of DA PAM 740-1/NAVSUP PUB 442 AFP 71-14/MCO P4030.23C/DLAH 4145.1.

COURSE TITLE: Defense Foam-In-Place Packaging

LOCATION: Joint Military Packaging Training Center (JMPTC),
Aberdeen Proving Ground, Maryland 21005

LENGTH: 3 days

This course provides training to operating, supervisory, quality assurance personnel, and packaging specialists in the applications of polyurethane foam-in-place packaging.

The three-day course of instruction includes properties of semi-rigid and flexible foams, current techniques and methods in the application of various urethane foams, the calibration, operation, and maintenance of the different foam dispensing equipment; and safety, environmental, and ventilation systems when dispensing. Fifty percent of the course is devoted to conference time and fifty percent to demonstrations and practical exercise.

Personnel nominated should have technical or supervisory responsibility in the following categories: preservation and packing operations, quality control, packaging instruction, and packaging specialists. Civilians must have attended Defense Basic Preservation and Packing Course and must have one year of field experience.

Administrative—Internal Use Only

COURSE TITLE: Defense Packaging of Hazardous Material for Transportation

**LOCATION: Joint Military Packaging Training Center (JMPTC),
Aberdeen Proving Ground, Maryland 21005**

LENGTH: 7 days

This course trains civilian government employees in the current requirements and procedures in the preparation of freight for shipment, with emphasis on packaging, packing, including consolidation, palletization, marking, certification, handling, and storage of hazardous materials through the application of DOD-approved methods and techniques.

The course covers use of DOD and DOT publications; International Air Transport Association (IATA) and Inter-governmental Maritime Consultative Organization (IMCO) publications; currently approved processes, procedures and materials used for packing hazardous materials; comparison of DOT, IATA, IMCO, and Federal-military specification containers; regulatory documents for the transportation of hazardous materials by rail, commercial aircraft, public highway, and vessel.

This course is designed for civilian employees who are assigned in one of the following or similar categories: personnel in charge of packaging hazardous military supplies and equipment, for procurement and military packed hazardous material for shipment, personnel responsible for preparing specifications or technical instructions in the field, and related duties. All nominees must possess the ability to read and comprehend regulatory documents and Federal-military specifications and standards governing the transportation of hazardous materials.

COURSE TITLE: Defense Packing and Unitization

**LOCATION: Joint Military Packaging Training Center (JMPTC),
Aberdeen Proving Ground, Maryland 21005**

LENGTH: 2 weeks

The course describes Department of Defense packing policies, container construction and use requirements, container reinforcement, weatherproofing, cushioning, blocking and bracing, use of the "Fast Pac" program, marking for shipment and storage, containerization, palletization, carloading, resources conservation, and use of freight regulations.

This course is designed for civilian employees who have actual or anticipated technical or supervisory responsibility in the following categories: packing or loading operations at a military or industrial installation, design and fabrication of containers, loading equipment and materials handling systems, operators of box and crate shops, storage and supply operations, inspection programs, research and development programs, packing and loading consultant service, packaging/packing aspects of procurement, and contract administration. Personnel having actual or anticipated assignment to conduct local training in military packing, marking, and containerization may also qualify. All nominees must possess the ability to read and comprehend military and federal specifications and standards.

Administrative—Internal Use Only

COURSE TITLE: Defense Preservation and Intermediate Protection

LOCATION: Joint Military Packaging Training Center (JMPTC),
Aberdeen Proving Ground, Maryland 21005

LENGTH: 2 weeks

The purpose of this course is to train civilian personnel in the latest and most effective concepts and techniques of DOD concerning policies and procedures for cleaning, drying, preserving, and packaging of military supplies and equipment, with emphasis on packaging costs and applications to current items of supplies.

This course is oriented toward DOD packaging policies, packaging specifications, cleaning and drying, preservatives and their applications, methods of preservations, marking, economy in packing, packing codes, "Fast Pack" containers, packing inspection, and resources conservation. Sixty percent of the course is devoted to conference time and forty percent to demonstrations and student practice in the construction and inspection of military packs.

This course is designed for civilian employees who have current or anticipated assignments involving preservation and packing operations, procurement, contract administration, quality control, technical writing, packing instruction, packing testing and evaluation, or other related fields. All nominees must possess the ability to read and comprehend military and federal specifications and standards.

COURSE TITLE: Basic Elements of Property Management

LOCATION: General Services Administration (GSA), Arlington, VA

LENGTH: 5 days

Congressional reports indicate that reform is necessary to remedy the general mismanagement of the many billions of dollars invested in personal property by Federal agencies. This course trains participants in property management, policies, procedures, and regulations. It has a practical orientation with major focus on problems encountered in the real world environment of property management rather than on general concepts.

Specific topics include:

- Statutory Requirements
- Authorities and Responsibilities of Personnel involved in Property Management: Property manager, Accountable Officer, and Property Custodian
- Needs Determination and Acquisition
- Equipment Management
- Accounting for Personal Property
- Disposal
- Accounting for Property with Contractors and Grantees
- Reports

Upon completion of this course, participants will be able to:

- Identify and explain the regulations and policies governing property management.
- Receive, identify, and account for equipment and make use of vouchers, forms, records, general ledgers, inventory and related adjustments and reconciliations.
- Dispose of Government property through excess, surplus, abandonment, exchange, or trade-ins, or sale accompanied by the necessary documentation.
- Discuss the major difference between the role of custodial officer and an accountable officer.
- Explain the basic policies and procedures for contractor-held discussions.

Methods of instruction include practical exercises, lectures, and discussions.

This course is designed for personnel newly entering the following fields: property management, inventory management, supply, procurement, and administration. It is also appropriate for those already working in these fields who need a refresher course. Nominations of other personnel who need a working knowledge of property management will be accepted.

Administrative—Internal Use Only

COURSE TITLE: Government Property Recordkeeping and Procedures

LOCATION: General Services Administration (GSA), Arlington, VA**LENGTH: 5 days**

The importance of adequate property accounting by federal agencies has long been a prime concern of Congress. In 1949, Congress enacted into law the Federal Property and Administrative Services Act which requires that executive agencies maintain adequate inventory control and accountability systems for property under their control. This course addresses the entire cycle of government property recordkeeping from requirement initiation to property disposal. Also included are recordkeeping procedures, inventory techniques, basic accounting practices, and lease-versus-purchase methods.

Specific topics include:

- Statutory Requirements and General Accounting Office Guidelines
- Basic Functions of Property Management
- Recordkeeping and Procedures
- Valuation of Government Property
- Inventory Management
- Utilization – Disposition – Replacement

Upon completion of this course, participants will be able to:

- Use the Federal Property Management Regulations and the General Accounting Office guidelines to develop or refine and maintain an efficient property recordkeeping system;
- Utilize the mechanics of subsidiary records, physical inventory, and depreciation methods to accurately forecast requirements and reorder levels; and
- Establish and maintain an effective property surveillance system.

The method of instruction includes lectures, group discussions, and case studies.

This course will benefit employees engaged in the maintenance of actual property records, determination of lease-versus-purchase transactions or any area related to government property control. It is also beneficial to administrative assistant and management personnel desiring an orientation to recordkeeping systems.

COURSE TITLE: Headquarters Property Accounting Course

LOCATION: Office of Logistics/Supply Division

LENGTH: 3 days

This course is a program of practical instruction dealing with control of Agency property and establishing and maintaining property accounting records. Topics include accepting accountability, forms used within the Logistics system to order materiel and supplies, inventories, and Annual Dollar Value Report. Participants use the Headquarters Handbook and Headquarters regulations.

Participants may enroll by submitting a Request for Internal Training, Form 73, to the Supply Division Training Officer, Room 3G10, The Supply Division Training Officer will notify participants when dates have been established for the course. The Supply Division Training Officer can be reached on extension

COURSE TITLE: Personal Property Utilization and Disposal

LOCATION: General Services Administration (GSA), Arlington, VA

LENGTH: 5 days

This concise curriculum teaches participants to determine when personal property is not needed, to apply standard measurement for its use, and to redistribute usable property. Specific areas of instruction include maintenance concepts, excess property methodology for property transfer, disposal techniques, the relationship of disposal actions to accounting and control, and the use of vouchers to adjust records.

The following should attend: all personnel working in a property management activity and employees who need a working knowledge of personal property utilization and disposal, such as property utilization specialists and technicians peripherally—or directly—involved with repair, rehabilitation, donation, or sales.

COURSE TITLE: Defense Advanced Traffic Management

LOCATION: US Army Transportation School, Fort Eustis, VA 23604

LENGTH: 3 weeks

This course provides further career development for senior staff and supervisory traffic management personnel. It includes an understanding of the organization, structure, characteristics, mission, function, services, and problem areas of DOD single managers in transportation, military traffic management, regulatory agencies, transportation economics, carriers and carrier associations, small shipment services, and subjects of current and general interest.

Nominees should be Government civilian employees in a grade equivalent to GS-11 and above in traffic management positions.

COURSE TITLE: General Transportation of Hazardous Materials

**LOCATION: US Army Defense Ammunition Center and School (DARCOM),
Savanna, Illinois**

LENGTH: 1 week

This course provides personnel from all services general information pertaining to the transportation of hazardous items. Course content includes emphasis on regulations, planning, packaging, marking, labeling, loading, blocking, placarding, and documentation of hazardous material shipments by all modes of transportation. Radioactive waste is given special attention relative to packaging, labeling, placarding, shipping papers, and monitoring requirements.

Candidates selected for attendance should be performing work in some phase of transportation of hazardous materials. These phases include any functions performed in shipment planning, equipment selection and inspection, loading-blocking-bracing, shipment receiving or release, documentation, and any aspect of traffic management. Personnel should be familiar with the Hazardous Material Regulations of the Department of Transportation as published in appropriate titles of the Code of Federal Regulations or in tariffs issued by the transportation industry, and have a basic knowledge of military regulations and programs pertaining to transportation of hazardous materials. Personnel successfully completing this course will be certified to accomplish the DD Form 1387-2.

NOTE: This course is normally offered once a year in-house at the Central Depot for OL.

COURSE TITLE: Installation Traffic Management

LOCATION: US Army Transportation School, Fort Eustis, VA 23604

LENGTH: 4 weeks

This course provides Government civilian employees with a working knowledge of the economical and efficient performance of commercial and military traffic functions and to provide a general knowledge of the military transportation functions of an installation transportation officer.

The course content includes unit movements, DOD traffic management, travel allowances, movement of dependents, Government bill of lading, transportation requests and meal ticket, baggage allowance, storage selection, claims, documentation of HHG shipments, cargo security, unitization, MILSTAMP, freight classification rules, loading, blocking, and bracing.

COURSE TITLE: Introduction to Transportation Management

LOCATION: General Services Administration (GSA), Arlington, VA

LENGTH: 5 days

This course explains the regulatory role of GSA in freight traffic and provides basic information on carrier selection, shipping documentation, household goods, loss and damage claims, and general traffic management techniques.

The following should attend: all personnel having direct—or indirect—association with Agency transportation programs including administrative officers, traffic managers, warehouse managers, shipping clerks, and Government Bill of Lading (GBL) issuing officers.

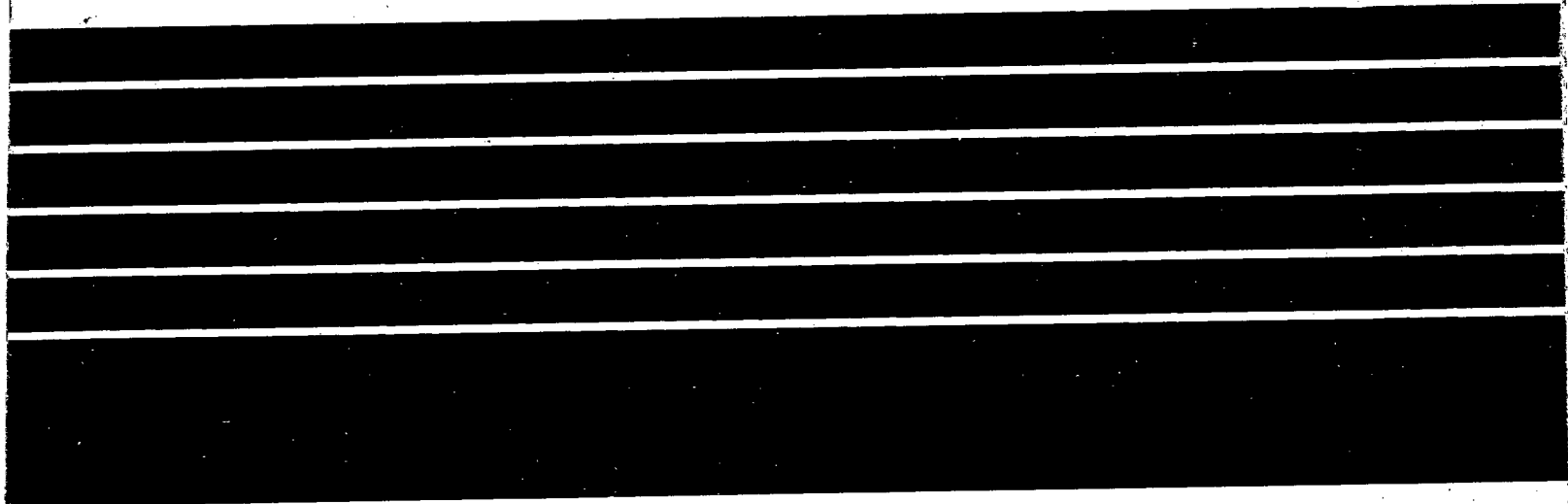
COURSE TITLE: Technical Transportation of Hazardous Materials Course

LOCATION: US Army Defense Center and School (DARCOM),
Savanna, Illinois

LENGTH: 2 weeks

This course provides personnel from all services detailed technical information pertaining to all phases of transportation of hazardous materials by all modes of transportation. Course content includes emphasis on related organizations, regulations, procedures for shipment by all modes, individual modal studies and exercises, and special considerations of safety and hazardous materials handling. Radioactive waste is given special attention relative to packaging, labeling, placarding, shipping papers and monitoring requirements.

Candidates selected for attendance should be performing work in some phase of transportation of hazardous materials. These phases include any functions or operational duties performed in shipment planning, equipment selection and inspection, loading-blocking-bracing, shipment receiving or release, documentation, and any aspect of traffic management. Personnel should have some basic familiarity with one or more aspects of any of the federal or military regulations pertaining to the transportation of hazardous materials. Personnel successfully completing this course will be certified to accomplish the DD Form 1387-2.



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