

1997



How to Use this Compendium

JFMIP first issued a compendium of training courses in 1991. The publication lists training courses appropriate for the continuing professional education of financial management personnel.

Compendium entries provide the following details:

- course title
- abbreviated content description (please refer to source information for full details)
- source and telephone number
- length of course
- cost of registration
- credit provided
- location(s) and month(s) for current year offerings.

The publication includes courses directed to accounting, financial management, auditing, and related topics.

Appendix 1 lists conferences and training events held by professional associations and other groups. Appendix 2 lists the names and addresses of providers of continuing professional education related to financial management. The *Compendium* also provides Internet addresses for training providers.

Table of Contents

<i>Part 1: Updates and Overviews</i>	2
<i>Part 2: Federal Financial Management</i>	3
Financial Management	3
Federal Government Accounting Standards	3
Accounting	4
Cost Accounting	5
Appropriations Law	5
Budget	6
Budget Execution	7
Cash and Asset Management	8
U.S. Government Standard General Ledger	8
Revolving, Industrial, and Stock Funds	8
Financial Reporting	9
Auditing	9
Management Controls/Internal Auditing	10
Financial Management Systems	11
<i>Part 3: Other Appropriate Education</i>	13
Program Management	13
Performance Measurement/Reengineering	14
Cost/Price Principles and Analysis	15
Commercial Activity (A-76)	16
Federal Acquisition Process	16
Small Purchases	17
Contracts	18
Contract Administration	19
Grants	19
Property Management	20
Inventory Management	20
Supply Management	20
Travel	20
Payroll Administration	20
Certifying Officers	21
Imprest Funds	21
Data Handling	21
Voucher Examination	21
Congressional Operations	21
Ethics	21
Statistics	22
<i>Appendices:</i>	
1. Conferences and Programs Schedule	23
2. Organizations List	25

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Part 1: Updates and Overviews

Implementation of latest accounting principles and auditing standards.

Source: Totaltape, (800) 874-7877. 9 CPE hours. Audio: 6 cassettes, textbook, and quizzer, \$129; Software: disk, textbook, and quizzer, \$129; CD-ROM: CD, textbook and quizzer, \$129; extra workbooks and quizzers, \$50 or \$60.

Accounting Trends and Techniques

Reporting practices, trends, citations. Source: AICPA, (800) 862-4272. Text, members \$75; nonmembers \$82.50.

Government Auditing and Accounting Update

Developments in government and non-profit accounting, financial reporting, and auditing. Source: AICPA, (800) 862-4272. 10 hours. Audio-cassettes and workbook, \$129. Additional workbook \$84.

Government Auditing and Accounting Videocourse

Developments in government and non-profit accounting, financial reporting, and auditing. Source: AICPA, (800) 862-4272. 8 hours. 2 videotapes and manual, \$129. Additional manual, \$40.

Accounting and Auditing Report (monthly)

Monthly subscription series of cassettes, written highlights, and transcript of topics. Source: Totaltape, (800) 874-7877. 12 CPE hours/year. Audio: 1 year: 12 cassettes, monthly transcripts, yearly album, index, and quizzers, \$225; 2 years: 24 cassettes, monthly transcripts, albums, indexes, and quizzers, \$395. Extra quizzers: 1 year, \$80; 2 years, \$155. On-line: 1 year: 24 disks with index, quizzers, and reference issues, \$225; 2 years: 48 disks with index, quizzers, and reference issues, \$395.

Extra quizzers: 1 year, \$80; 2 years, \$155.

Accounting and Auditing Report (CPE Network)

Issues, pronouncements, standards, reports on exposure drafts, discussion memorandums. Source: Totaltape, (800) 874-7877. 22 CPE hours. Subscription series, videotape, monthly except April, with participant guides, \$799.

Auditing Update

Recent Statements on Auditing Standards (through SAS #71). Source: MicroMash, (800) 272-7277, ext. 4141. 8 hours. Computer diskettes, \$120.

Governmental Accounting Report (CPE Network)

GASB information, state and local government news, relevant SASS, Yellow Book, exposure drafts. Source: Totaltape, (800) 874-7877. 8 CPE hours. Subscription series, videotape; quarterly, with participant guides, \$399.

Audio Governmental Accounting Report

Standards, auditing, state and local government changes, and other developments. Source: Totaltape, (800) 874-7877. 12 CPE hours/year. Audio: 1 year: 12 cassettes, monthly transcripts, yearly album, index, and quizzers, \$225; 2 years: 24 cassettes, monthly transcripts, albums, indexes, and quizzers, \$395. Extra quizzers: 1 year, \$80; 2 years, \$155. On-line: 1 year: 24 disks with index, quizzers, and reference issues, \$225; 2 years: 48 disks with index, quizzers, and reference issues, \$395. Extra quizzers: 1 year, \$80; 2 years, \$155.

Government A&A

Government accounting and auditing coverage. Source: The CPA Report, (800) 622-1140. Subscription series, 16 annual CPE hours, \$780. Includes quarterly videotape cassettes, Handbook, guides, and self-exams.

FASB Update

Recent Financial Accounting Standards Board statements and interpretations. Source: MicroMash, (800) 272-7277, ext. 4141. 8 hours. Computer diskettes, \$120.

GAAP

Source: Western Schools, (800) 438-8888. 20 hours. Text, lesson plan, objectives, exercises, and exam, \$119.95.

Bisk GAAS Guide

Overview of GAAS. Source: Totaltape, (800) 874-7877. 12 hours. 12 cassettes (or computer diskette), workbook, and quizzer, \$199; extra workbook and quizzer, \$90. Software disks, textbook, and quizzer (specify Windows/DOS), \$199; 3-hour video, textbook and quizzer, \$249; software: disks, textbook, and quizzer; CD-ROM: CD, textbook, and quizzer, \$249; extra disks and quizzers \$80-\$90.

Bisk GAAP Guide

Current, comprehensive overview of GAAP. Source: Totaltape, (800) 874-7877. 12 hours. 12 cassettes (or computer diskette), workbook, and quizzer, \$159; extra workbook and quizzer, \$90. Software disks, textbook, and quizzer (specify Windows/DOS), \$159. CD-ROM: CD, textbook, and quizzer, \$159; extra disks and quizzers \$60-\$70.

GAAS Overview

Overview of GAAS. Source: Western Schools, (800) 438-8888. 20 hours. Text, lesson plan, objectives, exercises, and exam, \$119.95.

Part 2: Federal Financial Management

Financial Management

Current Issues in Financial Management for Managers and Supervisors

Update content on status of the federal budget, GPRA, CFO Act, federal acquisition reform, and internal management controls.

Source: USDA Graduate School's Training Centers. 1 day, 0.6 CEU, \$165. In 1997: National Capital Training Center: DC (Jan, May), Southeast Training Center: GA (May).

Federal Financial Management Overview

Understanding budget process, agency accounting reports, performance measurement, new developments in financial management.

Source: Management Concepts, Incorporated, (703) 790-9595. 3 days, \$465. In 1997: DC area (Jan, May, Aug).

Financial Management Training Seminars

Mid-level curriculums in Budgeting Concentration (10 sessions of 5 hours) or Accounting Concentration (10 sessions of 5 hours), \$1,150; Advanced-level curriculum (10 sessions, each day-long), \$1,250.

Source: The Center for Public Financial Management, The George Washington University, (202) 994-4181.

In 1997: Mid-level seminars: Budgeting or Accounting: DC (begin Apr). Advanced-level seminars: DC (begin Feb, Apr).

Introduction to Financial Management

Budget process; functions of financial management; internal controls; and financial terminology, concepts, and techniques.

Source: USDA Graduate School's Training Centers: 3 days, Washington \$475, Others \$415.

In 1997: National Capital Training Center: DC (Mar, May, Aug), Midwest Training Center: IL (Jun), MO (Jan), Northeast Training Center: NY (Sep), PA (Mar), Southwest Training Center: CO (Feb), OK (Jul), TX (Apr), Western Training Center: CA (Apr), WA (Jul).

Federal Government Accounting Standards

Survey of Federal Accounting Concepts and Standards

Introduction to federal accounting standards and concept issuances by Federal Accounting Standards Advisory Board and the Office of Management and Budget. Covers standards 1-8 and Concept statements on Objectives of Reporting and Entity and Display.

Source: The Center for Applied Financial Management/FMS/Treasury, (202) 874-9560. 2 days, 16 CPE hours, \$355. In 1997: DC (Jan, Apr, Jun).

Federal Accounting Standards

FASAB standards; OMB and GAO implementations; accounting transactions and reporting requirements for financial and managerial accounting.

Source: USDA Graduate School's Training Centers. 3 days, 24 hours CPE, \$425. In 1997: National Capital Training Center: DC (Mar, Jun, Sep), Midwest Training Center: IL (Jan), MO (Apr, Jul), Northeast Training Center: MA (Mar), Southeast Training Center: GA (Apr), Southwest Training Center: CO (Sep), Western Training Center: CA (Jun).

Cost and Managerial Accounting

Overview of uses, costing methods, reporting.

Source: Totaltape, (800) 874-7877. 16 CPE hours. Audio: 6 cassettes, textbook, and quizzer, \$129.

Video: 4-hour video, textbook and quizzer, \$249. Software: disk, textbook, and quizzer, \$199. Extra quizzers, \$80-\$90.

Advanced Cost Accounting

Standards issues, indirect costs, pricing, DCAA initiatives.

Source: Center for Public Management, (301) 340-1610. 2 days, \$325. In 1997: CA (Apr), MD (Jun).

Managerial Cost Accounting

Definition and characteristics of responsibility segments, definition and recording of full cost, treatment of inter-entity costs, and cost assignment methods. Also covers costing methodologies such as activity-based costing, job order, process costing, and standard costs.

Source: The Center for Applied Financial Management/FMS/Treasury, (202) 874-9560. 2 days, 16 CPE hours, \$355. In 1997: DC (Feb, Apr, Jun).

Accounting for Revenue and Other Financing Sources

Statement of Federal Financial Accounting Standard #7 and implementation. Includes reporting formats required by OMB Form and Content bulletin and Standard General Ledger entries for implementation.

Source: The Center for Applied Financial Management/FMS/Treasury, (202) 874-9560. 2 days, 16 CPE hours, \$355. In 1997: DC (Mar, Apr, Jul).

Property, Plant, and Equipment/Stewardship Reporting

Statements of Federal Financial Accounting Standards #6 and #8. Characteristics, recording, reporting, and disclosure of property, plant, and equipment (#6) and stewardship reporting (#8), with the latter including new required supplementary stewardship reports.

Source: The Center for Applied Financial Management/FMS/Treasury, (202) 874-9560. 2 days, 16 CPE hours, \$355. In 1997: DC (Mar, Apr, Jul).

Federal Asset and Liability Standards

Statements of Federal Financial Accounting Standards #1 (Selected Assets and Liabilities), #3 (Inventory and Related Property), and #5 (Accounting for Liabilities) are covered from perspectives of proper accounting and reporting. Includes accounting for pensions and inventory for sale.

Source: The Center for Applied Financial Management/FMS/Treasury, (202) 874-9560. 2 days, 16 CPE hours, \$355. In 1997: DC (Jan, Mar).

Direct Loans and Loan Guarantees

Statement of Federal Financial Accounting Standard #2; discussion of provisions of Credit Reform Act, with illustrations of accounting for direct loan receivables, guaranteed loan liabilities, subsidy cost allowances, and subsidy amortization and reestimation.

Source: The Center for Applied Financial Management/FMS/Treasury, (202) 874-9560. 2 days, 16 CPE hours, \$355. In 1997: DC (Mar, May).

SFFAS #2: Accounting for Direct Loans and Loan Guarantees

Recognition and measurement of direct loans, liabilities associated with loan guarantees, and costs.

Source: Management Concepts, Incorporated, (703) 790-9595. 2 days, \$355. In 1997: DC area (Feb, Jul).

SFFAS #4: Managerial Cost Accounting Standards

Cost tools: management framework; responsibility segments; finding full costs of programs.

Source: Management Concepts, Incorporated, (703) 790-9595. 2 days, \$355. In 1997: DC area (Mar, Aug).

Implementing the New Accounting Standards

Adopted standards and recommendations of Federal Accounting Standards Advisory Board.

Source: Management Concepts, Incorporated, (703) 790-9595. 3 days, \$465. In 1997: DC area (Mar, Jun, Aug).

Accounting

Budgeting and Accounting Making the Connection

Budgeting and accounting processes; terminology; budgeting as the basis for accounting; measuring financial performance.

Source: Management Concepts, Incorporated, (703) 790-9595. 2 days, \$325.

In 1997: GA (Feb), DC area (Feb, Apr, Jun, Aug), FL (Feb), IL (Apr), OH (May), TX (May, Jun), CA (Jul, Aug), WA (Aug).

Introductory Accounting

Fundamental accounting principles; identifying and recording transactions; techniques of double-entry accounting.

Source: USDA Graduate School, (202) 690-4280. 2 credits, \$167. In 1997: DC area (evening quarter, Winter, Spring, Summer, Fall).

Government Accounting Principles

Basic level course.

Source: MicroMash, (800) 272-7277, ext. 4141. 8 hours. Computer diskettes, \$120.

Basic Accounting Concepts

Governmental Accounting; processes; standard financial reports.

Source: The Center for Applied Financial Management/FMS/Treasury, (202) 874-9560. 1 day, 8 CPE hours, \$180. In 1997: DC (Mar, Jun).

Basic Federal Accounting Principles

Federal accounting cycle; double-entry accounting techniques; original entries; fund accounting concepts; standard general ledger; journal entries.

Source: Management Concepts, Incorporated, (703) 790-9595. 5 days, \$575. In 1997: CA (Jul), DC area (Jan, Mar, Jun, Sep), IN (Jun), OH (Apr), TX (Feb).

Introduction to Government Accounting

GASB pronouncements, financial reporting, compliance auditing, and GAAP hierarchy.

Source: AICPA, (800) 862-4272. Text format, 16 hours, \$179.

Principles of Accounting (I, II, and III)

Accounting cycle and statements, transactions, periodic reporting, accounts receivable and payable, inventories, deferrals and accruals, Assets, systems and controls, payrolls, data processing, legal forms of organization: Business operations, cost systems, managerial accounting, and tax reporting.

Source: USDA Graduate School, evening school, (202) 690-4280.

2 credits each course (I, II, III). \$199 each. In 1997: I and II, DC (evening quarter Winter, Spring, Summer, Fall); III, DC (evening quarter Winter, Spring, Fall).

Principles of Accounting

I, basic principles. II, financial accounting. III, managerial accounting.

Source: USDA Graduate School Correspondence Programs, (202) 720-7123.

2 semester hours each. I, \$323 (11 lessons); II, \$294 (12 lessons); III, \$276 (8 lessons).

Intermediate Accounting (I, II)

Reporting; accounting concepts, topics, and problems.

Source: USDA Graduate School, evening school, (202) 690-4280.

2 credits each course (I, II). \$199 each. In 1997: (II evening quarter Winter; I evening quarter Fall).

Intermediate Accounting I and II

Source: USDA Graduate School, (202) 720-7123. 3 semester credits each. I: \$323; II: \$312. Correspondence, 11 lessons each.

Government Bookkeeping and Accounting

Effect of financial transactions on specific categories of assets, liabilities, equity, income, cost, and expenses; journal vouchers (general journals); general ledger; trial balances; financial statements; compliance with General Accounting Office guidelines.

Source: USDA Graduate School's National Independent Study Center, (303) 969-5800. 4.0 CEUs, 40 hours of training within 6 months time, \$200. Open enrollment.

Government Bookkeeping and Accounting

Basic concepts and principles of accounting; fund accounting procedures; accounting cycle; financial reports.

Source: USDA Graduate School's Training Centers, 4 days, \$485. In 1997: National Capital Training Center: DC (Jan, Apr, Jul, Sep). Midwest Training Center: IL (Jan), MO (Jun, Jul). Northeast Training Center: PA (Mar). Southeast Training Center: GA (May, Sep), VA (Jul). Southwest Training Center: CO (May), TX (Mar). Western Training Center: CA (Mar, Jul).

Accounting Procedures in Federal Agencies

Government accounting principles, appropriations, accounting problems, use of standard general ledger.

Source: Management Concepts, Incorporated, (703) 790-9595. 3 days, \$465.

In 1997: CA (Aug), CO (Mar), DC area (Jan, Apr, Jun, Aug), GA (Feb), OH (Jun), TX (Mar).

Federal Government Accounting I

Basic principles and practices of accounting and concepts and methods of fund control systems in federal agencies; accounting for funding, processes (appropriation, apportionment, allotment, obligation, disbursement, and

reimbursement); transfer appropriation, and working fund advances.
Source: USDA Graduate School, (202) 720-7123.
2 semester credits, \$186.
Correspondence, 14 lessons.

Federal Government Accounting II

Inventory and property accounting, reimbursable operations, financed revolving funds, advanced principles of accrual accounting, reporting of accrued expenditures and accrued revenues, preparation of financial reports, accounting in decentralized operations, consolidation of cost accounting for area of program responsibility, relationship to cost-based budgeting and year-end closing, accounting for lapsed appropriations, and transfers.
Source: USDA Graduate School, (202) 720-7123. 2 semester credits, \$186.
Correspondence, 8 lessons.

Accounting for Reimbursable Authority (Interagency Agreements)

Conceptual framework for reimbursable work; basic transactions; reporting requirements.
Source: Management Concepts, Incorporated, (703) 790-9595.
2 days, \$355.
In 1997: CA (Aug), CO (Mar), DC area (Jan, Apr, Jun, Aug), GA (Feb), IN (Nov), OH (Jun), TX (Apr).

GASB Statement 14: The Financial Reporting Entity

Explains defining of a government reporting entity; GASB Statement 14.
Source: MicroMash, (800) 272-7277, ext. 4141. 8 hours. Computer diskettes. \$120.

Cost Accounting

Cost Accounting Concepts

Cash vs. accrual-based costing, unit cost determination, fixed and variable costs, standard costs, variance analysis, incremental costs, replacement costs.
Source: USDA Graduate School's Training Centers.
3 days, Washington \$395.
In 1997: National Capital Center: DC (Feb, Jun, Sep), Northeast Training Center: DE (Apr), Southeast Training Center: GA (Mar), Midwest Training Center: MO (Mar, Jul), Southwest

Training Center: TX (Mar), Western Training Center (CA (Sep), WA (May).

Cost Accounting I and II

Aspects of job order cost accounting systems and procedures, uses in decision making, analyses, and control.
Source: USDA Graduate School, evening school, (202) 690-4280.
2 credits each course (I, II). \$199.
In 1997: DC (I evening quarter Winter; II evening quarter Spring).

Cost Accounting I, II, III

I, Job order cost accounting; II, Process cost accounting, and III, Cost accounting a management tool.
Source: USDA Graduate School Correspondence Programs, (202) 720-7123. 1 semester credit each. I, \$169 (8 lessons); II, \$168 (6 lessons); III, \$168 (6 lessons).

Managing Costs for Performance

Associating costs with activities/cost objectives; linking to performance; measurement; reporting.
Source: Management Concepts, Incorporated, (703) 790-9595.
2 days, \$355.
In 1997: DC area (Feb, May, Aug).

Cost Accounting Standards

For contracts auditing: federal Cost Accounting Standard clauses applications to contracts and grants with local and state governments, education institutions, and nonprofit organizations.
Source: USDA Graduate School Audit Training Institute, (202) 401-9401 or (800) 326-7813. 3 days, 24 hours CPE, \$390.
In 1997: CA (May), DC (Feb, Jul).

Activity-Based Costing

Elements of ABC system, steps in establishment.
Source: USDA Graduate School, National Capital Training Center, (202) 401-9194. 2 days, 3.0 16 hours CPE, \$295.
In 1997: DC (Mar, May, Aug).

Activity-Based Costing

ABC background, model, implementation, linkages to performance management.

Source: EDI International and The George Washington University, (703) 578-3001. 2 days, \$775.
In 1997: CA (May, Jul), CO (Aug), DC (Mar, Jun, Sep, Dec), LA (Apr), MO (Feb), NV (Oct).

Activity-Based Costing (ABC)

Traditional costing; ABC methods.
Source: MicroMash, (800) 272-7277, ext. 4141. 8 hours. Computer diskettes. \$120.

Activity Based Costing

ABC use; cost flows; spreadsheet model blueprint with data flows.
Source: Western Schools, (1-800) 438-8888. 20 Self-Study hours, \$119.95.

Activity Based Cost Management: Methods and Techniques

Use of Activity Based Costing (ABC) to determine unit costs and to find ways to improve the timeliness, quality, and cost of program delivery.
Source: Management Concepts, Incorporated, (703) 790-9595.
3 days, \$465.
In 1997: CO (Sep), DC area (Feb, Apr, Jun, Sep), GA (Jan), TX (Mar).

Activity Based Costing: Applications for Auditors

Basics of activity based costing; cost pools, activity drivers, and unit costs; applications of ABC for decisions in budgeting, pricing, consolidation, outsourcing, and monitoring efficiency and quality costs.
Source: USDA Graduate School Audit Training Institute, (202) 401-9401 or (800) 326-7813. 2 days, 16 CPE hours, \$315.
In 1997: DC (Jan, Aug), TX (Sep).

Appropriations Law

Federal Appropriation Law

Federal appropriations; appropriations law; statutes and regulations; significant decisions; congressional sequence.
Source: USDA Graduate School's Training Centers. 3 days, Washington \$575, Others \$495.
In 1997: National Capital Training Center: DC (Feb, May, Aug), Midwest Training Center: IL (Jun), MO (Feb, Aug), Northeast Training Center: MA (Jun), PA (Apr), Southeast Training

Center: AL (Mar), GA (May), VA (Jul). Southwest Training Center: CO (Feb), LA (Mar), NM (Apr), OK (Jun), TX (Jan, Mar, Aug), UT (Jul). Western Training Center: CA (Feb, May, Sep), OR (Apr), WA (Aug).

Federal Appropriations Law Update

Review of principles (purpose, time, amount), update on new opinions and laws.

Source: USDA Graduate School's Training Centers. 1 day, \$165.

In 1997: National Capital Training Center: DC (Feb, May, Aug).

Midwest Training Center: IL (Jun), MO (Feb, Aug). Northeast Training Center: MA (Jun), PA (Apr). Southeast Training Center: GA (Jun), VA (Jul). Southwest Training Center: CO (Feb), NM (Apr), TX (Jan, Mar, Aug), UT (Jul). Western Training Center: CA (Feb, May, Sep), OR (Apr), WA (Aug).

Implications of Federal Appropriation Law

Theory of appropriations law; implications for financial decisions. Anti-Deficiency Act, discretion in spending, procurement requirements, and appropriation availabilities.

Source: The Center for Applied Financial Management/FMS/Treasury. (202) 874-9560. 2 days, 16 CPE hours, \$355, with GAO's Principles of Federal Appropriations Law, volumes I and II). In 1997: DC (Feb, Apr, Jul).

The Anti-Deficiency Act

Provisions; preventing violations; remedying actions.

Source: Management Concepts, Incorporated. (703) 790-9595. 2 days, \$410.

In 1997: DC area (Jan), CO (Jul), DC area (Feb, Apr, Jul, Sep), OH (Mar), TX (Jan).

Appropriations Law for Accountable Officers

Laws applying to certifying officers, disbursing officers, cashiers and collection agents, and other personnel.

Source: Management Concepts, Incorporated. (703) 790-9595. 1 day, \$22.

In 1997: CA (Apr), DC area (Feb, Apr, Jun, Aug), GA (May), TX (Apr).

Appropriations Law Update

Appropriation law revisions; GAO interpretations; recent issues.

Source: Management Concepts, Incorporated. (703) 790-9595. 1 day, \$220.

In 1997: CA (Jul), CO (Jul), DC area (Jan, Apr, Jul), IN (Sep), NM (Feb), OH (Mar).

Advanced Appropriations Law

Grants and cooperative agreement; loan programs; claims against U.S.; debt collection; payment of judgments.

Source: Management Concepts, Incorporated. (703) 790-9595. 1 day, \$220.

In 1997: CO (Jan), DC area (Mar, Jun, Sep), IN (May), OH (Mar), TX (Jul, Oct).

Appropriations Law Seminar

Interpreting appropriations; determining appropriation availability as to purpose; establishing appropriation availability time and amount; obligating appropriations; responding to continuing resolutions.

Source: Management Concepts, Incorporated. (703) 790-9595. 4 days, \$735.

In 1997: CA (Apr), CO (Jan), DC area (Jan, Feb, Apr, May, Jun, Jul, Aug, Sep), IN (May), OH (Mar), TX (Jul, Oct).

Budget

Executing Budgets within the Law

Key elements of budget execution; purposes for which funds can be used; amounts that can be used; when funds can be used.

Source: Management Concepts, Incorporated. (703) 790-9595. 2 days, \$410.

In 1997: DC area (Jan, Mar, May, Aug), GA (May), IN (Sep), MO (Jun), NM (Feb), TX (Apr, Dec).

Developing a Budget for a Unit

Terms used in budgeting; steps in the federal budget process; techniques for estimating costs; preparation of a unit budget.

Source: USDA Graduate School's National Independent Study Center. (303) 969-5800.

2.4 CEU, 24 hours in 6 months time; \$150. Open enrollment.

Controlling a Unit Budget

Budget control process; legal and administrative limitations that need to be controlled; when a budget is out of control; actions to bring the budget back into control; reporting budget progress.

Source: USDA Graduate School's National Independent Study Center. (303) 969-5800. 2.4 CEUs; 24 hours in 6 months time, \$150. Open enrollment.

Federal Budget Process

Federal budget process; budget formulation, execution, and review; roles played by departments and agencies, the Office of Management and Budget, the President, the Executive Committees on Budget, and Congress.

Source: USDA Graduate School's Training Centers. 4 days, \$295.

In 1997: National Capital Training Center: DC (Jan, Feb, Mar, Apr, May, Jun, Aug, Sep). Midwest Training Center: MO (Mar, Jul). Northeast Training Center: PA (Jun, Aug). Southeast Training Center: GA (Mar, May), VA (Jul). Southwest Training Center: CO (Mar), OK (Jun).

Budget Analysts Workshop: Budget Justification, Presentation, and Execution

Agency budget justification to OMB; congressional workings; oral and written justifications to Congress; the congressional review committee perspective; budget presentations; and tips for appropriation hearings.

Source: Management Concepts, Incorporated. (703) 790-9595. 4 days, \$575.

In 1997: DC area (Feb, Apr, Jul, Sep).

Reporting Budget Execution: The SF-133

Reporting budgetary resources and status; relation of obligations to outlays, SGL crosswalk use to generate the SF-133.

Source: Management Concepts, Incorporated. (703) 790-9595. 1 day, \$185.

In 1997: CA (Jan), CO (May), DC area (Feb, Apr, Jul), IN (Aug), OH (Jun).

The Federal Budget Process

Budget phases and timetables; roles; budget formulation, justification, and presentation; congressional budget actions, including authorizations and appropriations; committees, subcommittees, and lobbying groups.

Potential problems with the system and their effects and budget execution. Source: Management Concepts, Incorporated, (703) 790-9595. 1 day. \$185. In 1997: CA (May), CO (Apr), DC area (Feb, Apr, Jun, Aug), GA (Mar), IN (Mar), OH (Jul), TX (Dec).

Introduction to Federal Budgeting

Budget terms, object class budget, program budget, funding sources for government programs, budget projections. Source: USDA Graduate School's Training Centers. 4 days, Washington \$485. In 1997: National Capital Training Center: DC (Mar, Jun, Aug), Midwest Training Center: MO (Jan, Feb), Northeast Training Center: PA (Jul), Southeast Training Center: AL (Jun), GA (Apr), Southwest Training Center: CO (Feb), LA (Mar), NM (Jan), TX (Apr, Aug).

Budget Analysis Workshop

Workload, efficiency, and effectiveness measures for a typical Federal program; budget justifications; mid-fiscal year financial review; financial implications of audit findings. Source: USDA Graduate School's Training Centers. 4 days, Washington \$475, Others \$415. In 1997: National Capital Training Center: DC (Feb, Apr, Jul), Midwest Training Center: IL (Jul), MO (Sep), Northeast Training Center: PA (Mar), NY (Jul), Southeast Training Center: GA (Feb, Jun), VA (Jul), Southwest Training Center: LA (Sep), OK (Jul), TX (May), Western Training Center: CA (Apr), WA (Sep).

Budget Formulation

Process of and requirements for budget formulation; laws and directives; budgets; concepts and terminology. Source: USDA Graduate School's Training Centers. 4 days, Washington \$485. In 1997: National Capital Training Center: DC (Jan, Mar, Apr, Jun, Jul, Sep), Midwest Training Center: IL (Mar), MO (May, Aug), Northeast Training Center: MA (Aug), PA (Aug), Southeast Training Center: AL (Mar), GA (Jan, May), VA (Aug), Southwest Training Center: AZ (Jan), CO (Mar, Jul), LA (Apr), TX (May, Jun), Western Training Center: CA (Jan, Jun, Aug), WA (Apr).

Budget Formulation

Annual OMB budget submission for a fictitious agency; federal budget process; budget formulation: OMB Circular A-11; budget justification requirements; object class estimates; and federal accounting concepts. Source: Management Concepts, Incorporated, (703) 790-9595. 5 days. \$575. In 1997: CO (Feb), DC area (Mar, May, Jun), GA (Apr), IN (Aug), TX (Mar).

Budget Planning, Development, and Presentation

Process of budget preparation and approval. Source: USDA Graduate School, evening school, (202) 690-4280. 2 credits. \$234. In 1997: DC (evening quarter, Fall).

Budget Justification and Presentation

Justifications, technical support for budget submissions, fielding questions. Source: USDA Graduate School's Training Centers. days, Washington \$495; Others \$415. In 1997: National Capital Training Center: DC (Feb, May, Jul, Sep), Midwest Training Center: IL (May), MO (Jul, Sep), Northeast Training Center: MA (Apr), PA (Jul), Southeast Training Center: GA (Feb), Southwest Training Center: CO (Jul), TX (May), Western Training Center: CA (Mar, May), WA (Jul).

Writing Effective Budget Justifications

Organization of budget information with goals, objectives, and performance measures. Source: Management Concepts, Incorporated, (703) 790-9595. 2 days. \$355. In 1997: DC area (Jan, Mar, Jul).

Budget Execution

Budget Execution

Budget execution; financial plans and administrative requirements for reprogramming and realigning of available funds; monitoring and controlling use of funds. Source: USDA Graduate School's Training Centers. 4 days, \$485.

In 1997: National Capital Training Center: DC (Jan, Mar, Apr, Jun, Sep), Midwest Training Center: IL (Apr), MO (Jun, Jul), Northeast Training Center: MA (May), PA (Jan), Southeast Training Center: AL (May, Sep), GA (Mar, Jun), VA (Jul), Southwest Training Center: AZ (Mar), CO (Sep), LA (May), TX (Feb, Jun), Western Training Center: CA (Jun, Aug), WA (Mar).

Budget Execution

Budget execution concepts; operating budget for the fiscal year; revisions to the operating budget; reports required by OMB Circular A-34; Anti-Deficiency Act violations; forfeiture (lapse) in budget authority; and rescissions, deferrals, and sequestration. Source: Management Concepts, Incorporated, (703) 790-9595. 5 days. \$575. In 1997: CO (Feb), DC area (Feb, Mar, Jun, Aug), IN (Aug), TX (Mar).

Budget Execution Game

Source: The Center for Applied Financial Management/FMS/Treasury. 2 days, 16 CPE. \$310. In 1997: DC (Apr, Jun).

Defense Budget Process

PPBS: The Defense Budget Planning, Programming, and Budgeting System Concept, operating principles, policies, unit cost resourcing, financial reports. Source: Management Concepts, Incorporated, (703) 790-9595. 2 days. \$355. In 1997: CA (Jul), CO (Jul), DC area (Jan, Mar, May, Jul, Sep), GA (May), IN (Sep), NM (Feb), TX (Jan, Apr).

Defense Business Operations Fund

Revolving fund use, concepts, and operations. Source: USDA Graduate Schools. 3 days, 1.8 CEU, Washington, \$475; Others, \$415. In 1997: National Capital Training Center: DC (Feb, Aug), Midwest Training Center: IL (May), MO (Feb, Apr, Jul), Northeast Training Center: PA (Feb), Southeast Training center: AL (Mar), GA (Jun), Southwest Training center: CO (May), TX (Sep), Western Training Center: CA (Feb, Jul), WA (May).

DBOF: Fundamentals of Defense Business Operations

DBOF concept: operating practices: unit costing principles.

Source: Management Concepts, Incorporated, (703) 790-9595. 2 days, \$355.

In 1997: CA (Jul), CO (Mar), DC area (Jan, Mar, Jun, Aug, Sep), OH (May).

DBOF Accounting and Financial Reporting

Defense Business Operations Fund: background, accounting guidance, required financial reports.

Source: Management Concepts, Incorporated, (703) 790-9595. 3 days, \$465.

In 1997: DC area (Jan, May, Sep), IN (Apr), MO (Feb).

Cash and Asset Management

Credit Reform: Accounting and Reporting Requirements

Accounting and reporting requirements of the act.

Source: Management Concepts, Incorporated, (703) 790-9595. 3 days, \$465.

In 1997: DC area (Feb, Jul).

Fundamentals of Cash Management

Overview of entire cash management cycle: collection, disbursement, deposit mechanisms.

Source: The Center for Applied Financial Management/FMS/Treasury. 1 day, 8 CPE hours, \$180.

In 1997: DC (Feb, May, Jul, Sep).

Administering the Prompt Payment Act

Basic concepts of the act; how to properly apply its requirements and comply with the act.

Source: Management Concepts, Incorporated, (703) 790-9595. 2 days, \$355.

In 1997: CA (Jan), CO (May), DC area (Mar, Jun, Aug), IN (Aug), OH (Jun).

FASB 95: Statement of Cash Flows

Reporting cash inflows and outflows, assessing problems, preparing statements. (Includes FASB 102 and

104 amendments.

Source: Totaltape, (800) 874-7877. 12 CPE hours/year. 6 cassettes, textbook, and quizzer, \$159. Video tape, textbook, and quizzer, \$199. Software (Windows), \$159; extra disks and quizzes, \$60. CD-ROM (Windows), textbook, and quizzer, \$199; Extra CDs and quizzes, \$60-\$70.

U.S. Government Standard General Ledger

DOLLARS and SENSE, Making Sense of Treasury's Central Accounting Requirements

Federal budget process; historical perspective; central accounting requirements; application of appropriations process; financial documents.

Source: The Center for Applied Financial Management/FMS/Treasury. (202) 874-9560.

2 days, 16 CPE hours, \$310.

In 1997: DC (Jan, Mar, May, Jul).

Basic Standard General Ledger

SGL document components; objectives and policies of the SGL; financial systems requirements.

Source: The Center for Applied Financial Management/FMS/Treasury. (202) 874-9560.

2 days, 16 CPE hours, \$310.

In 1997: DC (Feb, May, Aug).

Advanced Standard General Ledger

Transactions in accounting for revolving funds, using the Standard General Ledger accounts. Also accounting for miscellaneous receipt transactions (fines, nonreimbursable fees, interest, and penalties). Preparation of financial statements for entities with revolving funds or miscellaneous receipts.

Source: The Center for Applied Financial Management/FMS/Treasury. (202) 874-9560.

2 days, 16 CPE hours, \$310.

In 1997: DC (Feb, May, Sep).

U.S. Government Standard General Ledger

Federal agency accounting and external reports; how to record transactions; U.S. Government Standard General

Ledger Chart of Accounts (SGL) structure; data elements and subaccounts; use of SGL to prepare external reports.

Source: Management Concepts, Incorporated, (703) 790-9595. 2 days, \$355.

In 1997: CA (Jan), CO (May), DC area (Feb, Apr, Jul, Sep), IN (Aug), NM (Oct), OH (Jun).

Accrual World

Introductory accrual-basis accounting; U.S. Government Federal accounting fundamentals and accrual accounting.

Source: The Center for Applied Financial Management/FMS/Treasury. (202) 874-9560. 2 days, 16 CPE hours, \$310.

In 1997: DC (Feb, May, Sep).

Revolving, Industrial, and Stock Funds

Financial Management of Revolving Funds

Fiscal operations of revolving funds; operation; appropriate prices for products or services.

Source: Management Concepts, Incorporated, (703) 790-9595. 3 days, \$465.

In 1997: DC area (Jan, Apr, Jul).

Accounting for Revolving Funds

Description, accounting, requirements, and reports.

Source: Management Concepts, Incorporated, (703) 790-9595. 2 days, \$355.

In 1997: DC area (Mar, Jul).

Budgeting and Accounting for Revolving Funds

Revolving funds from both the budgeting and accounting perspectives; how revolving funds operate; terminology and techniques.

Source: USDA Graduate School's Training Centers. 3 days, Washington, \$475; Others, \$415.

In 1997: National Capital Training Center: DC (Mar, Jul, Sep). Midwest Training Center: IL (Jun), MO (Jan, Aug). Northeast Training Center: MD (Feb). Southeast Training Center: GA (Apr, Jun). Southwest Training Center: CA (Aug).

Financial Reporting

CFO Reporting: Presentation and Disclosure

Accounting and financial reporting; statements of financial position; operations and changes in net position; analysis of financial statements. Source: Management Concepts, Incorporated, (703) 790-9595. 3 days, \$465. In 1997: DC area (Feb, May, Jul, Sep).

Unlocking Key Reports

Introduction to federal financial reports; ways Treasury and OMB use information. Covers SF 224/SF 1220, SF 133, FMS Form 2108, SF 220-9, FACTS, and principal form and contents statements. Source: The Center for Applied Financial Management/FMS/Treasury, (202) 874-9560. 2 days, 16 CPE hours, \$310. In 1997: DC (May, Jun, Sep).

SF 224: Statement of Transactions

Purpose and preparation of SF 224; reporting by agency location code and appropriation account fund or symbol. Source: The Center for Applied Financial Management/FMS/Treasury, (202) 874-9560. 2 days, 16 CPE hours, \$310. In 1997: (Mar, Apr, Jun, Jul).

The SF 1219/SF 1220 Course

SF 1219 Statement of Accountability and SF 1220 Statement of Transactions used by Non-Treasury Disbursing Offices (NTDOs). Includes source documents SF 1219, SF 215, SF 5515, and OPAC transactions. Source: The Center for Applied Financial Management/FMS/Treasury, (202) 874-9560. 2 days, 16 CPE hours, \$310. In 1997: DC (Jan, Jun).

Reconciling Differences

Agency's SF 224 Statement of Transactions and SF 6652 Statement of Difference; matching of control totals of agency reports vs. deposit and Treasury's disbursement totals. Source: The Center for Applied Financial Management/FMS/Treasury, (202) 874-9560.

1 day, 8 CPE hours, \$310. In 1997: DC (Jan, Mar, Jun, Jul).

Federal Financial Statement Analysis

Statements, overview, performance measures, and analytical techniques. Source: Management Concepts, Incorporated, (703) 790-9595. 3 days, \$465. In 1997: DC area (Apr, Aug).

Financial Accounting: Income Statement and Financial Analysis

GAAP applications; accounting, recording, and financial statement presentation of financial accounting transactions. Source: Totaltape, (800) 874-7877. 10 CPE hours. Audio: 3 cassettes, textbook, and quizzer, \$129. Software: disk, textbook, and quizzer, \$129. Extra workbooks and quizzers, \$50.

Government Auditing Standards: 1994 Yellow Book

Revisions, major changes, existing standards, and use in auditing environment. Source: Totaltape, (800) 874-7877. 12 hours. 3 audio cassettes, textbook, and quizzer, \$199. Software, \$199. Extra quizzer, \$80.

Standards for Financial Audits

Requirements for each type of government audit; impact of the 1988 Government Auditing Standards (Yellow Book) revisions and the new AICPA standards; adherence to standards; substandard audits; and high quality government audits. Source: USDA Graduate School Audit Training Institute, (202) 401-9401 or (800) 326-7813. 2 days, 16 CPE hours, \$315. In 1997: CA (Jan), DC (Mar, Aug), GA (Jun).

Working with the Revised Yellow Book on Government Auditing Standards

Discussion of standards. Government organizations; government funds received by nongovernment organizations. Relationships of government auditing standards and AICPA auditing standards. Source: AICPA, (800) 862-4272. 8 hours. Text, \$99.

GAO Standards: Revised Yellow Book on Government

Auditing Standards Overview, significance, and examination of GAO standards. Source: MicroMash, (800) 272-7277, ext. 4141. 8 hours. Computer diskettes, \$120.

Auditing

The Audit Process: An Introduction for Non-Auditors

Steps in audit process, those involved, and deliverables from the audit efforts. Source: The Inspectors General Auditor Training Institute, (703) 805-4501. 5 days, 40 CPEs, \$600. In 1997: DC area (July-Aug).

Introductory Auditor Training

Introduces entry-level auditors to concepts of auditing in the Office of Inspector General community. Stresses team concept; Government Auditing Standards. Content presentation follows sequencing present in a typical audit. Source: The Inspectors General Auditor Training Institute, (703) 805-4501. 3 weeks, 100 CPE hours, \$1,100. In 1997: DC area (Feb-Mar, Aug).

Intermediate Auditing

Targets full-performance level auditors; includes auditor skills and topics beyond scope of introductory course. Source: The Inspectors General Auditor Training Institute, (703) 805-4501. 5 days, 40 CPE, \$600. In 1997: DC area (Mar, Jun).

Financial Auditing

Overview of auditing and accounting standards; phases of audit. Source: The Inspectors General Auditor Training Institute, (703) 805-4501. 4 days, 32 CPE hours, \$500. In 1997: DC area (Jan, Jun).

Financial Statements Auditing

Inspector General Act professional education requirements; performance and review of audits of federal programs or operations. Source: Inspectors General Auditor Training Institute, (703) 805-4501. 4 days, 32 CPEs, \$500. In 1997: DC area (Feb, Jul).

Use of Independent Public Accountants for Auditing

Contracting out for audit services.
Source: Inspectors General Auditor Training Institute. (703) 805-4501.
3 days, 24 CPEs, \$400.
In 1997: DC area (Jul).

Compliance Auditing and Questioned Costs

Audits covering compliance with laws and regulations affecting grant and contract programs; focus on allowability of costs in government agreements, non-compliance findings, resolutions, and followups.
Source: USDA Graduate School Audit Training Institute, (202) 401-9401 or (800) 326-7813. 2 days, 16 credits CPE hours. \$315.
In 1997: MO (Jan), NJ (Jun), OH (Apr).

Communicating Material Noncompliance and Internal Control Weaknesses

OMB Circular A-133; case studies.
Source: AICPA, (800) 862-4272.
8 hours, 2 videotapes and workbook, \$129. Additional workbook, \$84.

Internal Control Reviews in Financial Audits

Requirements of CFO Act; control environment; safeguarding assets; and compliance with laws and regulations.
Source: USDA Graduate School, Government Audit Training Institute, (202) 401-9401 or (800) 326-7813. 2 days, 16 CPE hours. \$315.
In 1997: CA (Jan), DC (Mar, Aug), GA (Jun).

Evaluating and Reporting on Management Control Systems

Internal controls; accountabilities; case study.
Source: USDA Graduate School, correspondence. (202) 720-7123. 6 lessons, 1 semester credit. \$200.

Internal Auditing I: Elementary Aspects of Internal

Auditing Internal auditing; systems of internal controls; performing preliminary audit surveys, audit programs, field work, and deficiency reviews; auditor's working papers, statistical sampling, audits of computer

systems, and employee and management fraud.

Source: USDA Graduate School, (202) 720-7123. Correspondence, 13 lessons, 3 credits. \$303.

Internal Auditing II: Advanced Aspects of Internal

Auditing and Administration of the Internal Audit Function Computer assisted auditing and operations research, audit reports, audit summaries, and activity reports, establishing the internal audit function, preparing long-range audit schedules and controlling audit projects, quality control, relationships with external auditors and audit oversight committees, and Standards for the Professional Practice of Internal Auditing.
Source: USDA Graduate School, (202) 720-7123. Correspondence, 15 lessons, 3 credits. \$303 or \$243 if following Internal Auditing I.

Audits of State and Local Governments

Current rules on performing audits.
Source: Totaltape, (800) 874-7877. 6 hours.
3 audio cassettes, workbook, and quizzer, \$129. Software disks (Windows), textbook, and quizzer, \$129. Extra quizzers, \$50.

Audits of State and Local Governmental Units

Introduction to AICPA's guide; single audit concept; potential areas of concern.
Source: MicroMash, (800) 272-7277, ext. 4141. 8 hours. Computer diskettes. \$120.

Auditing the Federal Contracting Process

Solicitation, award, and administration phases of contract activities.
Source: The Inspectors General Auditor Training Institute, (703) 805-4501. 2 days, 16 CPEs, \$330.
In 1997: DC area (Jan, Jul).

Contract Auditing

Role of the contract auditor in the federal procurement process; acquisition regulations, cost accounting standards; and contract cost accounting principles and theory.
Source: USDA Graduate School Audit Training Institute, (202) 401-9401 or

(800) 326-7813. 5 days, 40 CPE hours. \$505.

In 1997: CA (Mar), DC (Feb, Apr, Jun, Sep), HI (Jul), MO (Aug), NJ (Jan), OH (May).

Single Audit (OMB Circulars A-133 and A-128)

Single Audit Act requirements and auditing standards for conducting single audits; statutes; internal controls and compliance; working papers and reporting.
Source: USDA Graduate School Audit Training Institute, (202) 401-9401 or (800) 326-7813. 2 days, 16 CPE hours. \$315.
In 1997: DC (Jan, Jul, Sep).

Audit Follow-Up

Federal government policies that require agencies to follow up on audit reports; follow-ups and resolution; how to conduct an audit; how to appeal procedures affecting final audit determinations.
Source: USDA Graduate School Audit Training Institute, (202) 401-9401 or (800) 326-7813. 2 days, 16 CPE hours. \$315.
In 1997: DC (Aug).

Management Controls/Internal Auditing

Management Control Reviews/GPRA, GAO, and OMB Processes

Integrating GPRA, GAO, and OMB requirements; using reviews toward achieving organization goals and objectives; selecting, using, and evaluating controls.
Source: USDA Graduate School, National Capital Training Center, (202) 401-9194. 3 days, 1.8 CEU, \$495.
In 1997: DC (Feb, May, Aug).

Management Accountability and Control (OMB Circular A-123) Implementation of new or improved management control evaluations; review of FMFIA and OMB Circular A-123; assessing management controls in complex government systems.
Source: USDA Graduate School Audit Training Institute, (202) 401-9401 or (800) 326-7813. 2 days, 16 CPE hours. \$315.

In 1997: CA (Feb, Jul), DC (Jan, Apr, Jun, Jul, Aug, Sep), FL (Jun), GA (Aug), IL (May), MO (Mar), TX (Sep), WA (May).

The Integrity Act: Conducting Management

Control Reviews Requirements, risk assessments, conduct of reviews, reports, and prevention of adverse practices.

Source: Management Concepts, Incorporated, (703) 790-9595. 3 days. \$465.

In 1997: CA (Jun), CO (Apr), DC area (Feb, Apr, Jul, Sep), IN (Mar), NM (Apr), OH (Aug), TX (Jan, Nov).

Understanding Private Sector Financial Statements

Interpreting private sector financial operations statements submitted as required by regulation, taxation, purchases, loan requests, contracts, and sales transactions.

Source: Management Concepts, Incorporated, (703) 790-9595. 3 days. \$465.

In 1997: DC area (Apr, Jul).

Internal Controls for Auditors and Managers: Evaluation

Questionnaires, flow charts, matrix analysis; manual and automated methods.

Source: MicroMash, (800) 272-7277, ext. 4141.

8 hours. Computer diskettes. \$120.

Internal Controls for Auditors and Managers: Theory

Principles of internal controls, design methodologies, classification of controls, and the interactive nature of control systems.

Source: MicroMash, (800) 272-7277, ext. 4141. 8 hours. Computer diskettes. \$120.

Prevention and Detection of Fraud

Errors, irregularities, and illegal acts; elements and types of fraud; standards for audit work; detection techniques; auditors/investigators.

Source: USDA Graduate School Audit Training Institute, (202) 401-9401 or (800) 326-7813. 3 days, 24 CPE hours. \$390.

In 1997: CA (Jul), DC (Jan, Apr, Jun, Sep), FL (Jun), GA (Aug), IL (May), MO (Mar), TX (Sep).

Fraud Auditing: Theory and Application

Auditor responsibilities; roles in financial and contract fraud investigations; U.S. statutes that impact on fraud.

Source: The Inspectors General Auditor Training Institute, (703) 805-4501. 5 days, 40 CPE hours. \$600.

In 1997: DC area (Feb, May, Sep).

Fraud Prevention and Detection

Fraud laws; prevention; detection; computer fraud.

Source: Totaltape, (800) 874-7877. 8 hours. Disk, workbook, and quizzer (specify DOS/Windows), \$99. Extra workbook and quizzer, \$50.

Computer Fraud: Prevention and Detection

Audit techniques; fraud prevention methods; insider and outsider threats; investigating and documenting.

Source: USDA Graduate School Audit Training Institute, (202) 401-9401 or (800) 326-7813. 2 days, 16 CPE hours. \$315.

In 1997: CA (Jun), DC (Jan, Apr, Jul, Sep), HI (Sep).

Contract and Procurement Fraud

Legal elements of contract fraud; fraud in the pre-solicitation, solicitation, and contract performance/administration phases; materials and labor cost mischarging, defective pricing, product substitution, and corruption.

Source: The Inspectors General Auditor Training Institute, (703) 805-4501. 2 days, \$330.

In 1997: DC area (Jan, May, Sep).

Financial Management Systems

Evaluating Automated Financial Systems

Establishment of financial system goals, evaluation of system solutions, systems issues.

Source: Management Concepts, Incorporated, (703) 790-9595. 3, \$465. In 1997: DC area (May, Aug).

Auditing the Information Systems Development Process

Source: USDA Graduate School Audit Training Institute, (202) 401-9401 or (800) 326-7813. 3 days, 24 CPE hours. \$390.

In 1997: DC (Mar).

Introduction to Information Systems Auditing

Approach to auditing systems development, individual applications, and data center operations.

Source: USDA Graduate School Audit Training Institute, (202) 401-9401 or (800) 326-7813. 3 days, \$390.

In 1997: CA (Jun), DC (Mar, Aug), GA (Jul), HI (Sep), MO (May), NJ (Apr), OH (Jan).

Information Resources Management: Executive Orientation

Tenets of information management; how they apply to federal organizations; latest directions and trends; OMB Circular A-130.

Source: USDA Graduate School, National Capital Training Center, (202) 401-9194. 1 day, 0.6 CEU hours, \$195. In 1997: DC (May).

Strategic Information Resources Management Planning

Planning paradigm that integrates strategic, IRM, technical, and operational planning; review of OMB, GAO, and GSA initiatives for IRM.

Source: USDA Graduate School, National Capital Training Center, (202) 401-9194. 3 days, 1.8 CEU hours, \$395.

In 1997: DC (Jan, Apr, Aug).

Emerging Information Technology Empowering Decision Makers

Decision-making process, tools and assistive processes, applications.

Source: USDA Graduate School, National Capital Training Center, (202) 401-9194. 3 days, 1.8 CEU hours, \$395.

In 1997: DC (Apr, Aug).

Assessing the Reliability of Computer-Processed Data

Reliability of data tests, basic controls. Source: USDA Graduate School

Government Audit Training Institute.
(202) 401-9401 or 1-800) 326-7813. 3
days, 24 hours CPE. \$390.
In 1997: CO (Jan), DC (Feb, May, Jul),
GA (Mar), MO (Apr), NJ (Sep).

Auditing in a Client Server Environment

Networked systems auditing; computer
and communications technology; audit
approaches.

Source: USDA Graduate School
Government Audit Training Institute,
(202) 401-9401 or 1-800) 326-7813.
2 days, 16 hours CPE, \$315.
In 1997: CO (Jan), DC (Feb, May, Jul),
MO (Apr), NJ (Sep).

National Finance Center (USDA) Courses

The NFC manages the federal
government's Thrift Savings Plan
System. It also services departments
and agencies with payroll/personnel;
financial information; administrative
(travel, purchasing); and property
management information systems.

Courses are conducted at NFC, New
Orleans, LA: at a shared access office in
Washington, DC; and as arranged at
user sites. Contact USDA, National
Finance Center, P.O. Box 60000, New
Orleans, LA 70160. Telephone (504)
255-5230.

Records Management

Federal Information Management
Regulations and other guidelines.
Source: USDA Graduate School,
National Capital Training Center, (202)
401-9194. 2 days, 1.2 CEU hours,
\$325.
In 1997: DC (Mar, Aug).

Electronic Records

Issues related to electronic
recordkeeping.

Source: USDA Graduate School,
National Capital Training Center, (202)
401-9194. 2 days, 1.2 CEU hours,
\$325.
In 1997: DC (Jan, May).

Courses in Electronic Records Management

Courses conducted by the National
Archives and Records Administration
(NARA) include Disposition of
Electronic Records (2--day, \$280, Nov
95; Mar, Jun, Aug 96) and Electronic
Records Issues (1--day, \$140, Nov 95;
Mar, Jun, Aug 96); each has as
prerequisite either NARA's "Federal
Records Management, or Records
Disposition course, NARA also offers
other Records Management courses.
(301) 713-6677.

Part 3: Other Appropriate Education

On--Line Information

Introduction to On--Line Communication On--line education format requires access to computer with modem and commware. Covers basics of on--line uses; exchanging ASCII messages; accessing of Bulletin Board Systems.
Source: USDA Graduate School, (202) 720--7123. 2 semester credits. \$160. Correspondence; 10 lessons.

The Internet Made Simple

How use can aid work and learning. Conducted on--line.
Source: USDA Graduate School, (202) 720--7123. Contact Internet grad.usda.gov or <http://grad.usda.gov/corres/corpro.html>
3 semester credits. \$250.

The Internet and the Financial Professional

Access; locating financial information; performance measurement; other data.
Source: Management Concepts, Incorporated, (703) 790--9595.
1 day, \$195.
In 1997: DC area (Feb, May, Aug).

Online Information—Getting Wired on the InfoBahn

Availability; scope; use for needs; major online suppliers; how to create a search strategy and evaluate the success of online research efforts.
Source: USDA Graduate School, National Capital Training Center, (202) 401-9194 or (703) 312-7300. 2 days, 1.2 CEU, \$325.
In 1997: DC (Jan, Jun).

Program Management

Competitive Approaches in Government

High-quality and cost-effective government; competition, how it can improve the performance of government and its agencies, how programs can be implemented; financial concepts; markets; services to the public.
Source: Management Concepts, Incorporated, (703) 790--9595.
3 days, \$895.

In 1997: DC area (Jan, Mar, Jun, Aug).

Financial Management for Program Managers

Obtaining best value from public resources; financial and operational data; cost-effective controls; accountability roles in financial management.

Source: Management Concepts, Incorporated, (703) 790--9595.
3 days, \$895.

In 1997: CO (Mar), DC area (Feb, Apr, Jul, Sep), GA (Jun), TX (May).

Strategic Quality Planning

Strategic planning related to Presidential Award for Quality, Government Performance and Results Act of 1993, and related development of a quality culture within an organization.

Source: General Services Administration, DC and federal offices (703) 603--3216; (800) 489--7824.
3 days. Available as an on-site course.

Strategic Planning: GPRA and NPR Based

Mission statements, goals, priorities, resource allocation, action plans, mission-effectiveness analysis, milestones and evaluation.
Source: USDA Graduate School, National Capital Training Center, (202) 401-9194 or (703) 312-7300. 3 days, 1.8 CEU, \$495.
In 1997: DC (Feb, Apr, Jul, Sep).

Introduction to Program Design and Evaluation

Evaluation elements, research design, data gathering, data interpretation, costs and benefits.
Source: USDA Graduate School's Training Centers, 5 days, 3.0 CEU, Washington, \$675; Other, \$545.
In 1997: National Capital Center: DC (Mar, Jun, Sep). Southeast Training Center: GA (Aug).

Program Planning and Analysis

Government programs; steps of program planning and analysis; analysis of alternatives to meet program goals considering cost, effectiveness, and other factors; implementation of program decisions.
Source: USDA Graduate School's National Independent Study Center,

(303) 969--5800. 40 hours in six months time, 3.2 CEUs, \$200. Open enrollment.

The Integrity Act: Overview for Program

Managers Basic requirements and intent of the Act; identifying risks and control techniques; control systems; reporting and followup.

Source: Management Concepts, Incorporated, (703) 790--9595.
1 day, \$185.

In 1997: CA (Jun), CO (Apr), DC area (Feb, Apr, Jul), IN (Mar), NM (Apr), OH (Aug), TX (Jan).

Financial and Program Analysis

Modeling, interpretation of results, computer--assisted modeling techniques, presenting results.

Source: Management Concepts, Inc., (703) 790--9595. 3 days, \$510.
In 1997: DC area (Jan, Feb, Apr, Jun, Jul, Aug, Sep).

Fees for Services

Market analysis for services, estimating revenue, costing techniques.
Source: Management Concepts, Incorporated, (703) 790--9595.
2 days, \$355.
In 1997: (DC area (Mar, Jul)).

Auditing Performance and Results

Legislative requirements, organization mission, performance aspects to measure, criteria and methods, benchmarks, improvements.
Source: USDA Graduate School Audit Training Institute, (202) 401--9401 or (800) 326--7813. Available by contract.

Conducting Performance Audits

How to conduct a performance audit in accordance with the government auditing standards.
Source: USDA Graduate School Audit Training Institute, (202) 401--9401 or (800) 326--7813. Available by contract.

Federal Budgeting for Non--Budget Personnel

Basic budget--estimating knowledge and skills for preparing appropriated or revolving fund budgets.

Source: USDA Graduate School's Training Centers. 3 days. Washington. \$475; Others \$415.

In 1997: National Capital Center: DC (Jan. Apr. Jul. Sep). Northeast Training Center: MA (Sep). PA (Jan). Southeast Training Center: AL (Apr). GA (Apr. Jun). Midwest Training Center: IL (Jan). MO (Mar. May). Southwest Training Center: CO (Mar). LA (Aug). NM (Apr). TX (Jul). Western Training Center: CA (Feb. Sep). WA (Jul).

Program Results Evaluation Methods

Audit methods for conducting impact evaluations of program and project results; concepts and terminology.

Source: USDA Graduate School Government Audit Training Institute. (202) 401-9401 or 1-800 326-7813. 2 days, 16 CPE hours. \$315. In 1997: DC Feb. Jun. Jul).

Strategic Planning: GPRA and NPR Based

Goals, objectives, allocation of resources, action plans, priorities, and mission effectiveness analyses.

Source: USDA Graduate School. National Capital Training Center. (202) 401-9194. 3 days, 1.8 CEU. \$495. In 1997: DC (Feb. Apr. Jul. Sep).

Performance Measures: Financial and Program Evaluation

Measurement framework, measures, analysis of financial performance, evaluation of program performance.

Source: Management Concepts, Incorporated. (703) 790-9595. 2 days. \$355.

In 1997: CA (May). CO (Apr). DC area (Jan. Mar. Apr. Jul. Sep). GA (Mar). IN (Mar). OH (Jul).

Managing Costs for Performance

Cost concepts; activity approach for cost determination; linking costs to outputs and results.

Source: Management Concepts, Incorporated. (703) 790-9595. 2 days. \$355.

In 1997: DC area (Feb. May. Aug).

Accounting for Non-Accountants

Terms, concepts, principles, and standards; accounting process; basic accounting cycle.

Source: USDA Graduate School's Training Centers. 2 days, 1.2 CEU. \$295. In 1997: National Capital Center: DC (Jan. Apr. Jul). Northeast Training Center: PA (Jun. Aug). Southeast Training Center: GA (May). VA (Feb). Midwest Training Center: IL (Mar). MO (May. Aug). Southwest Training Center: CO (Jun). Western Training Center: CA (Jun). WA (Mar).

Accounting for Administrative Personnel

Understanding accounting concepts, agency financing, budget execution process, and report analysis.

Source: Management Concepts, Incorporated. (703) 790-9595. 2 days. \$355.

In 1997: DC area (Mar. Jun. Aug).

Assessing Financial Related Activities

Governmental requirements for control of financial and related support activities; review of these activities, including compliance testing of administrative and accounting controls; application of control techniques with respect to objectives sought; and formulating recommendations for needed improvements.

Source: USDA Graduate School Audit Training Institute. (202) 401-9401 or (800) 326-7813. 4 days, 32 CPE hours. \$450.

In 1997: CA (Mar). DC (May. Sep). TX (Aug).

Operational Auditing

Consideration of Internal Control in a Financial Statement Audit COSO report guide.

Source: AICPA. (800) 862-4272. Text: \$29.50 members; \$33 nonmembers.

Performance Auditing: An Introduction

Audit assignments; technical capabilities needed for successful completion of performance audits.

Source: USDA Graduate School. Audit Training Institute. (202) 401-9401 or (800) 326-7813. 2 days, 16 CPE hours. \$315.

In 1997: CA (Apr). DC (Feb. Jun). GA (Sep). HI (May). NJ (Jul). TX (Mar).

Fundamentals of Conducting Performance Audits

Conduct of program survey, field work, and preparation of findings; GAO standards; other requirements.

Source: Management Concepts, Incorporated. (703) 790-9595. 3 days. \$465.

In 1997: DC area (Mar. Jul).

Performance Auditing: An Economy and Efficiency Case Study

Case study based on GAO standards (Yellow Book); simulates audit experience. Audit phases; effectiveness of ongoing operations; aspects with maximum potential for improvement; recommendations for improvements.

Source: USDA Graduate School Audit Training Institute. (202) 401-9401 or (800) 326-7813. 3 days, 24 CPE hours. \$390.

In 1997: DC (Jan. Jun. Aug). FL (Mar). MO (May). WA (Sep).

Performance Auditing: A Benchmarking Approach

Aspects of performance subject to measurement, benchmark comparisons, best practices.

Source: USDA Graduate School Audit Training Institute. (202) 401-9401 or (800) 326-7813. 2 days, 16 CPE hours. \$315.

In 1997: DC (Aug). TX (Feb).

Assessing Controls in Performance Audits

Conduct of performance audits using knowledge of internal controls. Relationships of control weaknesses to findings.

Source: USDA Graduate School Audit Training Institute. (202) 401-9401 or (800) 326-7813. 2 days, 16 CPE hours. \$315.

In 1997: CA (Apr). DC (Jan. Mar. Jun. Aug). MO (May).

Performance Measurement/ Reengineering

Process Improvement Using Statistical Techniques

Determining whether or not a process needs improvement through a quantitative approach; practical statistical and analytical tools.

Source: USDA Graduate School Audit Training Institute. (202) 401-9401 or (800) 326-7813. 3 days. 24 CPE hours. \$390.
In 1997: DC (Feb), TX (Jul).

An Overview of Results-Based Performance Measurement

Reinventing government; performance measurement systems and the purposes they serve; steps in developing; audit objectives; general audit steps to take; develop appropriate findings and recommendations.

Source: USDA Graduate School, National Capital Training Center. (202) 401-9194. 1 days. 0.6 CEU hours, \$195.
In 1997: DC (Feb, May, Aug).

Performance Measurement: Goals, Objectives and Programs

Performance measurement process as related to goals and mission; prioritizing; tracking; clarification of organizational effectiveness.

Source: USDA Graduate School, National Capital Training Center. (202) 401-9194. 2 days, 1.2 CEU hours, \$395.
In 1997: DC (Feb, Apr, Jul).

Performance Management: Efficiency, Quality, Timeliness

Measures relevant to programs and services; efficiency using unit costs; productivity indice methodology; costs of quality.

Source: USDA Graduate School Audit Training Institute. (202) 401-9401 or (800) 326-7813. 3 days. 24 CPE hours. \$390.
In 1997: CA (Jul), DC (Feb, Jun, Sep), FL (Jan), TX (May).

Performance Measurement for Auditors

Performance measurement purposes and systems; steps in developing measures.

Source: USDA Graduate School Audit Training Institute. (202) 401-9401 or (800) 326-7813. 2 days, 16 CPE hours. \$315.
In 1997: DC (Feb, Jun, Sep), IL (Sep), TX (Aug), WA (Mar).

GPRA Implementation

Service system design, wait time minimization, cost management for quality, services demand, operations requirements, system improvements.

Source: Management Concepts, Inc., (703) 790-9595. 2 days, \$365.
In 1997: DC area (Jan, May, Aug).

Performance Budgeting

Financial plans; requirements, measurement of financial performance, financial evaluation techniques.

Source: Management Concepts, Inc., (703) 790-9595. 3 days, \$465.
In 1997: DC area (Jan, May, Aug).

Process Reengineering for Auditors

Process reengineering principles; auditor's possible roles.

Source: USDA Graduate School Audit Training Institute. (202) 401-9401 or (800) 326-7813. 2 days, 16 CPE hours. \$315.
In 1997: CA (Jun), DC (Aug), TX (Apr).

Reengineering in the Public Sector

Requirements, relationships, workplace assessments, strategies, barriers, additional assistance to carry out a reengineering effort.

Source: USDA Graduate School's Training Centers. 2 days; 1.2 CEU, \$325.
In 1997: National Capital Training Center: DC (Feb, May, Jul, Sep). Northeast Training Center: PA (Feb, Jun). Southeast Training Center: GA (Apr), VA (Jul). Southwest Training Center: AZ (Jun), CO (May), LA (Jul), NM (Jun), TX (Aug). Western Training Center: CA (Mar, Jul).

Pragmatic Business Process Reengineering

BPR in the federal government; information technology; lessons learned and guidelines for planning and initiating a reengineering effort.

Source: USDA Graduate School, National Capital Training Center. (202) 401-9194 or (703) 312-7300. 3 days, 1.8 CEU, \$395.
In 1997: DC (Mar, Jun).

Cost/Price Principles and Analyses

Cost Analysis

Cost and pricing data; estimating and analysis techniques to analyze costs, direct and indirect; negotiations.

Source: USDA Graduate School, National Capital Training Center. (202) 401-9194. 5 days, 3 CEU, \$395.
In 1997: DC (Feb, Aug).

Price Analysis

Price analysis; price-related decisions; price analysis when acquiring supplies or services through sealed bidding or negotiated procedures.

Source: USDA Graduate School, National Capital Training Center. (202) 401-9194. 5 days, 3 CEU, \$395.
In 1997: DC (Mar, Sep).

Cost Benefit Analysts Workshop

Using quantitative evaluation for economic decisions to obtain the best return on resources invested.

Source: USDA Graduate School's Training Centers. 3 days, 1.8 CEU, \$415.
In 1997: Northeast Training Center: PA (Jun). Southeast Training Center: GA (May). Southwest Training Center: CO (Jun), NM (Aug), TX (Apr).

Cost Principles Applicable to Contracts and Grants with

State and Local Governments (OMB Circular A-87) OMB Circular A-87; local and state-wide cost allocation plans, departmental indirect cost and proposals, and cost allocation plans; OMB Circular A-128.

Source: USDA Graduate School Audit Training Institute. (202) 401-9401 or (800) 326-7813. 2 days, 16 CPE hours. \$315.
In 1997: CA (Jan), DC (Jul), GA (May), MO (Sep), OH (Mar).

Cost Analysis

Cost and pricing data, allowability of cost data collection, quantitative techniques, direct/indirect costs, facilities cost of capital, cost reviews, and best-and-final offers.

Source: General Services Administration, DC and federal offices (703) 603-3216; (800) 489-7824. 5 days, \$410.
In 1997: CA (Mar, Sep), CO (Jun), DC (Feb, Apr, Jun, Aug), GA (Mar, Sep), IL (May), MA (Mar, Aug), MO (Jul), NY (Apr, Aug), PA (Mar), TX (Mar).

Cost Analysis

Contracting analysis of proposed costs and fee or profit. Cost and pricing data, technical evaluation, audits, cost analysis.

Source: Management Concepts, Incorporated. (703) 790-9595. 5 days. \$375.
In 1997: CA (Feb), CO (Apr, Aug), DC area (Mar, May, Jul, Sep), TX (Jun), WA (Jul).

Price Analysis

Scaled bid/negotiations price analysis (Parts 14 and 15 of FAR). Preparing for, conducting price analyses, making price-related decisions.

Source: General Services Administration, DC and federal offices (703) 603-3216; (800) 489-7824. 5 days. \$410.
In 1997: CA (Mar, Sep), CO (Jun), DC (Jan, Apr, Jun, Aug), GA (Mar, Sep), IL (May), MA (Mar, Aug), MO (Jul), NY (Apr, Aug), PA (Mar), TX (Mar), WA (Mar).

Price Analysis

Determination of fair and reasonable pricing. Price factors, offers and bids, price objectives, data, terms and conditions, competitive range, and fact-finding.

Source: Management Concepts, Incorporated. (703) 790-9595. 5 days. \$375.
In 1997: CA (Feb), CO (Apr, Aug), DC area (Mar, May), TX (Jun), WA (Jul).

Cost and Price Analysis

Contract cost estimating; contractor price, cost, and profit analyses; contract pricing negotiations; pricing problems after contract award.

Source: Management Concepts, Incorporated. (703) 790-9595. 5 days. \$375.
In 1997: CO (May), DC area (Jan, Apr, Aug), FL (Feb), TX (Jun), UT (Apr).

Cost and Price Analysis

Concepts; techniques; price analysis; analysis of direct costs; evaluation of profit/fee.

Source: USDA Graduate School, National Capital Training Center, (202) 401-9194. 5 days, 3.0 CEU. \$395.
In 1997: DC (Feb, Jun, Sep).

Intermediate Contract Pricing

Cost estimate, forward pricing, closeout, and other cost analyses. Computer-based applications. Contractor financial position analyses.

Source: General Services Administration, DC and federal offices (703) 603-3216; (800) 489-7824.
Cost: \$670; 10 days
In 1997: DC (Jan, Apr, Jul, Sep), GA (Jul).

Advanced Cost and Price Analysis

Troublesome areas of cost and price analysis.

Source: Management Concepts, Incorporated. (703) 790-9595. 5 days. \$465.
In 1997: CO (Feb, May), DC area (Mar, Aug), GA (Jan), OR (Jun), TX (Jul), WA (Mar).

Contracting Officer's Technical Representative

Contracting Officer's Representative Course (CORs, COTRs, TOs, Pos) Roles and authority; description of requirement, selecting the contractor, providing technical direction, administering the contract, and monitoring performance.

Source: Management Concepts, Incorporated. (703) 790-9595. 5 days. \$465.
In 1997: CA (Jan, Sep), CO (Apr, Jul), DC area (Feb, Mar, Apr, May, Jun, Jul, Aug, Sep), GA (May), NM (May), OR (Sep), TX (Mar), VA (Apr), WA (Mar, Jul).

Contracting Basics for COTRs

Elements and features of a contract; types of contracts; process used to develop, award, and administer contracts; government contract law, and COTR's role.

Source: USDA Graduate School Training Centers. 3 days, 1.8 CEU, Washington, \$325; Others, \$415.
In 1997: National Capital Training Center: DC (Mar, Jun, Sep). Northeast Training Center: PA (May). Midwest Training Center: MO (Apr, Jul). Southwest Training Center: CO (May), TX (Jun). Western Training Center: CA (Apr, Jul).

Contracting for Contracting Officer's Representative

Source selection; evaluation, scoring, and documenting technical proposals; acquisition process; methods of

acquisition planning; types of contracts; and contract administration.

Source: General Services Administration, DC and federal offices (703) 603-3216; (800) 489-7824. 5 days. \$380.

In 1997: CA (Mar, May, Jun), CO (Apr, Aug), DC (Jan, Feb, Mar, May, Jun, Aug, Sep), GA (Feb, May, Sep), IL (Mar, Jun, Sep), MO (Mar, Jun, Jun), NM (May), NY (Jun, Sep), PA (Feb, Aug), TX (Jan, Aug), VA (Feb), WA (Apr).

Commercial Activity (A--76)

Implementing A--76: A managerial overview

OMB Circular A--76 policies, requirements, conduct of cost studies, contracting procedures, quality assurance, and management studies.
Source: USDA Graduate School, National Capital Training Center, (202) 401-9194. 2 days. 1.2 CEU. Provided on a contract-only basis.

Implementing A--76: An overview for staff

Statements of work, cost estimates of government staffed activities and cost studies; OMB Circular A--76 contracting process and requirements for quality assurance.
Source: USDA Graduate School, National Capital Training Center, (202) 401-9194. 5 days, 3 CEU. Provided on a contract-only basis.

Implementing A--76: How to Operate a Successful Source

Selection Evaluation Board Evaluations; major SSEB responsibilities.
Source: USDA Graduate School, National Capital Training Center, (202) 401-9194. 5 days, 3 CEU. Provided on a contract-only basis.

Federal Acquisition Process

Basic Procurement

Acquisition topics of planning, small purchases, sealed bidding, negotiation, contract administration, and roles of technical and contracting personnel.
Source: General Services Administration, DC and federal offices (703) 603-3216; (800) 489-7824. 5 days, \$380.
In 1997: AK (Aug), CA (Jan), CO (Mar), DC (Feb, Apr, Jul, Sep), GA (May), IL

(Mar. Aug). MA (Mar). MO (May. Aug).
NM (Aug). PA (Feb). TX (Jan. Apr. Sep).
VA (Feb). WA (Mar).

Federal Acquisition Streamlining Act Seminar

Act of 1994 creates two simplified
acquisition thresholds and establishes
Federal Acquisition Computer Network
by 2000. Some changes effective
immediately; others to be implemented
by changes to the FAR.

Source: USDA Graduate School, National
Capital Training Center, (202) 401-9194.
1 day seminar, .6 CEU hours, \$195.
In 1997: DC (Feb. May, Aug).

Fundamentals of the Federal Procurement Process

Introduction to federal procurement.
Source: USDA Graduate School, (202)
690-6280. 2 credits, \$174.
In 1997: DC (evening quarter, Fall).

Federal Acquisition Process

Acquisition laws and regulations,
procurement organization and
acquisition team, contract procedures,
sealed bidding vs. negotiation, types of
contracts, and contracting officer's role.
Source: General Services Administration,
DC and federal offices (703) 603-3216;
(800) 489-7824. 2 days, \$270.
In 1997: CA (Jan, May, Jul), CO (May),
DC (Feb, Apr, Jul, Sep), GA (Aug), IL
(Apr), MA (Feb), MO (Mar, May), NY
(Mar), PA (Apr, Jul), TX (Jan, Jul),
WA (Apr).

Funds Management of Defense Acquisition Programs

DOD acquisition and DOD planning
programming, and budgeting systems.
Source: Management Concepts,
Incorporated, (703) 790-9595. 4 days,
\$575.
In 1997: DC area (Feb, Apr, Jun, Aug).

Contracting for Services

Characteristics of commercial,
nonpersonal, and consulting service
contracts and regulatory requirements
governing them; Service Contract Act,
other key labor laws, government
policies, and how laws and policies
affect service contract administration.
Source: General Services Administration,
DC and federal offices (703) 603-3216;
(800) 489-7824. 5 days, \$380.

In 1997: CA (May, Jul), CO (Apr), DC
(Feb, May, Aug), GA (Apr), IL (Mar), MA
(Mar), MO (Jul), NY (May), PA (Apr), TX
(Apr), WA (Apr).

Contracting for Services

Service contracting: OMB Circular A-76
and Service Contract Act.
Source: USDA Graduate School, National
Capital Training Center, (202) 401-9194.
2 days, 1.2 CEU, \$265.
In 1997: DC (Jan, Apr, Jul).

Introduction to Federal Acquisition

Concepts and principles underlying the
Federal Acquisition Regulation (FAR);
organization of federal procurement
system; responsibilities of federal
agencies working with the procurement
regulations.
Source: USDA Graduate School Training
Centers. 5 days, 3.0 CEU, \$395.
In 1997: National Capital Training
Center: DC (Feb, May, Aug), Midwest
Training Center: MO (Feb, Jun),
Northeast Training Center: MA (Mar),
Southeast Training Center: GA (Apr), VA
(Feb), Southwest Training Center: CO
(May), NM (Jun), Western Training
Center: CA (Aug), WA (Feb).

Federal Acquisition Regulation (FAR) Overview

Federal Acquisition Regulation (FAR),
including origins, application to Federal
procurements, and how to use and
understand it.
Source: Management Concepts,
Incorporated, (703) 790-9595. 2 days,
\$375.
In 1997: CA (Mar, Aug), CO (Feb, Jun),
DC area (Feb, Mar, Apr, May, Jun, Jul,
Aug, Sep), NM (Jan), OR (Sep), TX
(Feb), UT (Feb).

Small Purchases

Governmentwide Commercial Purchase Card

Purchases under Federal Acquisition
Regulation; purchase card program
establishment and administration.
Source: General Services Administration,
DC and federal offices (703) 603-3216;
(800) 489-7824. 1 day, \$200.
In 1997: CA (Apr, Apr, Jul, Aug), CO
(Mar, May), DC (Jan, Feb, Apr, May, Jul,
Sep, Sep), FL (Feb), GA (Jan, Jun), IL
(Feb, Jul, Jul), LA (May), MA (Apr, Sep),
MO (Feb, Feb, Sep, Sep), NY (Feb, Jul),

NM (Jun), OR (Feb), PA (Mar, Aug), TX
(Jan, Mar, Aug), UT (Apr), VA (Apr), WA
(Feb, Sep).

The Government Purchase Card

Use of Government-wide Commercial
Credit Card Service for supplies and
services.
Source: USDA Graduate School Training
Centers, Washington: 1 day, 0.6 CEU,
\$195. Other Centers: 1.5 days, 0.9 CEU,
\$245.
In 1997: National Capital Training
Center: DC (Feb, Jun, Aug), Southeast
Training Center: GA (Jun, Jul), Midwest
Training Center: CO (Aug), TX (Jul,
Sep), Western Training Center: CA
(Mar), WA (Jun).

Governmentwide Commercial Purchase Card

Program, card issuance and use,
transactions, security.
Source: Management Concepts,
Incorporated, (703) 790-9595. 1 day,
\$250.
In 1997: AZ (Feb), CA (Apr), CO (Jan,
Apr), DC area (Jan, Feb, Apr, Jun, Jun,
Aug, Oct), IL (Mar), MT (Apr), NM
(Jan, May), TX (Jan, Apr), WA (Jan,
May).

How to Order from the GSA Federal Supply Schedules

Ordering from the Schedules,
differentiating between mandatory and
operational schedules, requesting
waivers, subscribing for FSS
publications, and using GSA Advantage
electronic ordering system.
1 day, \$200.
In 1997: CA (AK (Jul), CA (Apr, Apr,
Jul, Aug), CO (Mar), DC (Feb, Apr, Jul,
Sep), FL (Feb), GA (Jan, Jun), IL (Feb,
Jul, Jul), LA (May), MA (May, Sep), MO
(Feb, Feb, Sep, Sep), NY (Feb, Jul), OR
(Feb), PA (Mar, Aug), TX (Jan, May), UT
(Apr), VA (Apr), WA (Feb, Apr, Sep).

Simplified Acquisition Procedures

Purchase request, source of supply,
acquisitions from established sources,
acquisition through open market.
Source: Management Concepts,
Incorporated, (703) 790-9595, 5 days,
\$375.
In 1997: CA (Jan, Feb, Apr, Jun, Sep),
CO (May, Jul), DC area (Jan, Feb, Mar,
Apr, May, Jun, Jul, Aug, Sep), GA (Apr),
MA (Mar), MO (Mar), MT (May), NM

(Mar). OK (Aug). TX (Jan. Sep). VA (Jun). WA (Mar. Jun).

Simplified Acquisition Refresher

Purchase request, source of supply, acquisitions from established sources, acquisition through open market. Source: Management Concepts, Incorporated, (703) 790-9595, 5 days, \$350.

In 1997: AZ (Feb), DC area (Feb, Apr, Jul, Sep), GA (May), MT (Sep), NM (May), OR (Jun), WA (Mar, Jul).

Simplified Acquisitions

Purchase of supplies and services up to Simplified Acquisition dollar limit; maximum order limitation on Federal Supply Service Schedules.

Source: General Services Administration, DC and federal offices (703) 603-3216; (800) 489-7824. 5 days, \$380.

In 1997: AK (Jul), CA (Apr), DC (Feb, May, Aug), GA (Jan, Jun), MA (Apr, Sep), MO (Jan, Jun), NM (Jun), NY (May), PA (Jun), TX (Jun), WA (Jun).

Federal Supply Schedule and Simplified Acquisition Procedures

Federal Supply Schedule (FSS) acquisitions and open market simplified acquisitions; competition, solicitations, evaluations, and awards; reserving small purchases for small businesses; sole source adequacy.

Source: USDA Graduate School Training Centers, 5 days, 3 CEU, Washington, \$395; Others, \$545.

In 1997: National Capital Training Center: DC (Jan, Apr, Jul). Southeast Training Center: GA (Jun, Jul). Midwest Training Center: IL (Mar), MO (Jun). Southwest Training Center: CO (Aug), TX (Jul, Sep). Western Training Center: CA (Mar), WA (Jun).

Contracts

(For the Department of Defense's Defense Acquisition University (DAU), Room 460, 2001 Beauregard Street, Alexandria, VA 22311, (703) 845-6733/6763, see Appendix 2.)

Executive Seminar in Acquisition

Federal procurement process, historical environment, current acquisition environment and issues.

Source: General Services Administration, DC and federal offices (703) 603-3216; (800) 489-7824. 3 days, \$290.

In 1997: CA (Sep), DC (May, Aug), GA (Mar), IL (Sep), MA (Aug), NY (Aug), PA (Aug), TX (May), WA (Aug).

Formation of Government Contracts

Legal principals and concepts that govern the contract formation process; current review decisions, concepts of responsibility and responsiveness.

Source: USDA Graduate School, National Capital Training Center, (202) 401-9194. 3 days, 1.8 CEU, \$325.

In 1997: DC (Mar, Jul).

Introduction to Contracting

Goals of acquisition in terms of quality, timeliness, and cost; risk minimization, deliveries, contract actions.

Source: USDA Graduate School, National Capital Training Center, (202) 401-9194.

5 days, 3.0 CEU, \$395.

In 1997: DC (Feb, Aug).

Procurement Planning

Pre-solicitation planning.

Source: USDA Graduate School, National Capital Training Center, (202) 401-9194.

5 days, 3.0 CEU, \$395.

In 1997: DC (Mar, Sep).

Introduction to Contracting

Acquisition process and goals; steps in procurement process; elements of contracts; roles and responsibilities of contracting process.

Source: General Services Administration, DC and federal offices (703) 603-3216; (800) 489-7824. 5 days, \$410.

In 1997: CA (Feb, Jun, Jun), CO (Jan), DC (Jan, Apr, May, Jun, Jul, Aug, Sep), FL (Apr), GA (Jan, Jun), IL (Jan, Feb, Jun), LA (Jul), MA (Jan, May), MN (Aug), MO (Mar, Jun, Jul), NM (Jul), NY (Apr, Aug), OR (Mar), PA (Jan, May); TX (Jan, Jun, Jul), UT (Jan), VA (May), WA (Jan, May).

Contracting Basics for Support and Administrative Personnel

Government procurement language, Federal Acquisition Regulation, procurement methods, requests for proposal, contracts, administration.

Source: USDA Graduate School's Training Centers, 3 days, 1.8 CEU hours, Washington, \$325; Others, 415.

In 1997: National Capital Training Center: DC (Mar, Jun, Sep). Northeast Training Center: PA (May). Midwest Training Center: MO (Apr, Jul).

Southwest Training Center: CO (May), TX (Jun). Western Training Center: CA (Apr, Jul).

Types of Contracts

Characteristics, advantages, and disadvantages of different types of contracts.

Source: USDA Graduate School, National Capital Training Center, (202) 401-9194. 3 days, 1.8 CEU hours, \$325.

In 1997: DC (Apr, Aug).

Introduction to Federal Contracting

Goals of acquisition process, basic statutes and regulations, acquisition process phases, standards of conduct.

Source: Management Concepts, Incorporated, (703) 790-9595. 5 days, \$375.

In 1997: CA (Feb, Jul), CO (Mar, Jul, Sep), DC area (Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep), FL (Jan), GA (Jan, Apr), MO (Aug), MT (Mar), OR (Jul), UT (May), WA (May).

Types of Government Contracts

Overview of two major classifications of government contracts, fixed price and cost reimbursement. Locating sources.

Legal concepts, governing statutes, regulations, and contracting power, authority, and claims.

Source: General Services Administration, DC and federal offices (703) 603-3216; (800) 489-7824. 3 days, \$290.

In 1997: CA (Apr), DC (Feb, May, Aug), GA (Mar, Jun), IL (Apr, Jul), MA (Apr, Jul), MO (Jan, Jun), NY (May), PA (Jun), TX (Jun), WA (Apr).

Contract Law

Contract formation, clauses, modifications, disputes, and termination; distinctions between civil and criminal law; applicability of common and statutory law; contract financing approaches.

Source: General Services Administration, DC and federal offices (703) 603-3216; (800) 489-7824. 10 days, \$670.

In 1997: CA (May), DC (Mar, Jun, Aug), GA (Apr), IL (Aug), MA (Aug), MO (May), PA (Jun), TX (May), WA (Jun).

Government Contract Law

Contracting, federal appropriation laws, and limited authority of government agents. Sealed bidding and negotiation. Types of contracts, socio-economic considerations. Appeals, protests, and remedies.

Source: USDA Graduate School, National Capital Training Center, (202) 401-9194. 5 days, 3 CEU, \$395.

In 1997: DC (Mar, Aug).

Federal Contract Law

Legal issues in Federal contracting; regulations and legal precedents.

Source: Management Concepts, Incorporated, (703) 790-9595. 5 days, \$375.

In 1997: CA (Jan, Jun), CO (Apr, Jun), DC area (Jan, Feb, Mar, May, Jun, Jul, Sep), FL (Mar), OK (Aug), TX (Jul), WA (Mar).

Advanced Federal Contract Law

Federal contracts environment, issues of authority, contracts, protests, administration, and claims.

Source: Management Concepts, Incorporated, (703) 790-9595. 5 days, \$465.

In 1997: CO (Feb, Jun), DC area (Mar, May, Aug), WA (Apr).

Writing Better Statements of Work

Specification, delivery schedule, and description of data required from contractor. Background, objective, scope of work, reference documents, government furnished items, tasks, requirements, procuring activity approvals, deliverables, delivery schedule, acceptance, packing and shipping.

Source: USDA Graduate School, National Capital Training Center, (202) 401-9194. 3 days, 1.8 CEU hours, \$325.

In 1997: DC (Jan, May, Sep).

Changes Under Government Contracts

Changes, orders, equitable adjustments, and claims.

Source: Management Concepts, Incorporated, (703) 790-9595. 3 days, \$350.

In 1997: CA (May), CO (Feb, Aug), DC area (Feb, Jun), TX (Jan).

Contract Administration

Basic Contract Administration

Administration of supplies and services contracts from planning through closeout. Contract administration plan, post-award orientation, delivery orders, monitoring of performance, resolution of problems, contract remedies, processing of invoices, and closeout.

Source: General Services Administration, DC and federal offices (703) 603-3216; (800) 489-7824. 5 days, \$410.

In 1997: CA (Feb), CO (Jun), GA (Feb, Aug), IL (Apr), MA (Feb, May), MO (Apr, Aug), NY (Feb, Jun), PA (Jan, Apr), TX (Jan, Apr), WA (Apr, Sep).

Contract Administration

Planing; post-award orientations; performance problems and remedies; modifications; exercising options; terminations; closeout.

Source: USDA Graduate School, (202) 401-9194. 5 days, 3.0 CEU hours, \$395.

In 1997: DC (Jan, May, Sep).

Basic Contract Administration

Contract process from beginning to end. Source: USDA Graduate School, National Capital Training Center, (202) 401-9194. 5 days, 3 CEU, \$395.

In 1997: DC (Jan, Jul).

Basic Contract Administration

Contract administration from post-award conference through contract closeout.

Source: Management Concepts, Incorporated, (703) 790-9595. 5 days, \$375.

In 1997: AZ (Mar), CO (Feb, May, Aug), DC area (Jan, Feb, Mar, Apr, May, Jun, Jul, Sep), FL (Feb), IL (Sep), MA (Apr), MO (Aug), MT (Jun), OR (Jul), TX (Aug), WA (Jan, May).

Advanced Contract Administration

Complex contract administration problems uncovered during inspections or resulting from contract delays, modifications, and terminations.

Source: General Services Administration, DC and federal offices (703) 603-3216; (800) 489-7824. 10 days, \$670.

In 1997: CA (Apr), CO (Aug), DC (Mar, Jun, Sep), GA (Mar, Jun), IL (Sep), MA

(Jul), MO (Jul), NY (Jun, Sep), PA (Sep), TX (May, Sep), WA (May).

Administration of Cost-Reimbursement Contracts

Cost-reimbursement contracts for services, supplies, and R&D.

Source: Management Concepts, Incorporated, (703) 790-9595.

5 days, \$465.

In 1997: CA (Mar, Apr), CO (Jan, Aug), VA (Mar, Jul), WA (Feb).

Grants

Overview of Federal Grants Federal grant process; program development; grant review, technical and financial; terminology; grant administration and close-out.

Source: USDA Graduate School, National Capital Training Center, (202) 401-9194. 2 days, 1.2 CEU, \$265.

In 1997: DC (Mar, Jul).

Indirect Costs Under Federal Grants

Indirect cost process from submission of data by grantees through the review process to the negotiation of the agreement.

Source: USDA Graduate School, National Capital Training Center, (202) 401-9194. 2 days; 1.2 CEU, \$265.

In 1997: DC (Jan, May, Sep).

Uniform Administrative Requirements for Federal

Assistance (OMB Circular A-102) OMB Circular A-102, Uniform Requirements for Grants and Cooperative Agreements with State and Local Governments;

federal assistance program requirements; and applications.

Source: USDA Graduate School Audit Training Institute, (202) 401-9401 or (800) 326-7813. 2 days, 16 CPE hours, \$315.

In 1997: DC (Jul), GA (May), MO (Sep).

Grants Management

Financial aspects of federal grant process; stages of grant and administrative constraints; appropriate OMB circulars; letters of credit, budget reviews, H-1 reports, cost allowability, grant close-outs, block grants.

Source: USDA Graduate School, National Capital Training Center, (202) 401-9194. 3 days, 1.8 CEU, \$325.

In 1997: DC (Apr, Aug).

Property Management

Basic Property Management Techniques (revised course)

Property management life cycle of justification of need, acquisition, accounting for, and disposition. Source: General Services Administration, DC and federal offices (703) 603--3216; (800) 489--7824. 4 days, \$410. In 1997: CA (Mar, Jun), CO (Jan, Jul), DC (Feb, Jun, Aug), NY (May), OR (Apr), TX (Feb, Jul).

Introduction to Property Management

Federal Property Management Regulations (FPMR) and Federal Acquisition Regulation (FAR); agency management of inventory, equipment, and supply services; GSA and agency functions; management of federal property. Source: USDA Graduate School, National Capital Training Center, (202) 401-9194. 3 days, 1.8 CEU, \$325. In 1997: DC (Apr, Aug).

Personal Property: Utilization and Disposal

Inventories; assignment of personal property within agency; excess and surplus; abandonment/destruction; ADP property special processing; seized and forfeited property; vehicles; safes; hazardous materials. Source: General Services Administration, DC and federal offices (703) 603--3216; (800) 489--7824. 4 days, \$385. In 1997: CA (Jan), CO (Jul), DC (Mar, Jun, Aug), GA (Jan), IL (Aug), MO (Jan), NY (May), OR (Apr), PA (Sep), TX (Feb, Aug), WA (Sep).

Personal Property Sales

Sale methods; types of contracts; IFBs; marketing; sales; claims; disputes. Source: General Services Administration, DC and federal offices (703) 603--3216; (800) 489--7824. 10 days, \$715. In 1997: CO (Jul), DC (Jan, Sep), MO (Apr), TX (Feb), WA (Mar).

Utilization and Disposal of Real Property

Laws and regulations; excess and surplus property; best-use determinations for real property; physical inspection requirements; disposal plans; market,

income, and cost approaches to value; marketing and sales. Source: General Services Administration, DC and federal offices (703) 603--3216; (800) 489--7824. 4 days, \$455. In 1997: CA (Jul), DC (Feb, Sep), WA (Apr).

Inventory Management

Inventory Management

Federal Property Management Regulation and procedures. Source: USDA Graduate School, National Capital Training Center, (202) 401-9194. 2 days, 1.2 CEU, \$265. In 1997: DC (Feb, Jun).

Supply Management

Federal Supply Management: Policies and Procedures

Methods of supply, interagency purchase assignments; use and replacement standards; procuring from Government-owned inventories; Federal catalog system. Source: General Services Administration, DC and federal offices (703) 603--3216; (800) 489--7824. 5 days, \$380. In 1997: CA (Feb, Sep), CO (Aug), DC (Jan, Mar, May, Jul, Aug, Sep), GA (Apr), MO (Jun).

Travel

The Government Travel Card

Use of government sponsored travel card. Source: USDA Graduate School, (202) 447--4419. .5 days, .3 CEU hours. Course available by contract.

Civilian Travel Regulations (PCS/TDY)

Temporary duty travel and transportation allowances; Joint Travel Regulations. Source: USDA Graduate School's Training Centers 4 days, 2.4 CEU, \$485. In 1997: National Capital Training Center: DC (Feb, Aug). Northeast Training Center: PA (Feb). Southeast Training Center: AL (Mar), GA (Jun). Midwest Training Center: IL (May), MO (Feb, Apr, Jul). Southwest Training Center: CO (May), TX (Sep). Western Training Center: CA (Feb, Jul), WA (May).

Temporary Duty Travel: FTR

(Note: A DOD JTR course also is available.) Federal Travel Regulations, commercial transportation, privately-owned conveyances, per diem, actual subsistence, miscellaneous expenses, overseas travel, emergency travel, travel authorizations, and travel vouchers. Source: General Services Administration, DC and federal offices (703) 603--3216; (800) 489--7824. 4 days, \$375. In 1997: CA (Jul, Sep), CO (Mar, May, Jul, Aug), DC (Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep), GA (Jun, Aug), MA (May), MO (Apr, Aug), OR (Apr, Aug), PA (Feb, Jul), TX (Apr), WA (May, Aug).

Relocation Allowances: FTR and JTR, Vol. II Eligibility for allowances on permanent change of station.

Source: General Services Administration, DC and federal offices (703) 603--3216; (800) 489--7824. 4 days, \$465. In 1997: CA (May, Jul), CO (Feb, Jul, Sep), DC (Jan, Feb, Apr, May, Jun, Jul, Aug, Sep), FL (May), GA (Jun, Aug), MO (Apr, Aug), WA (Feb, Jul, Sep).

Preparation of Travel Vouchers: Federal Travel

Regulation (FTR) (Note: A DOD JTR course also is available.) Travel vouchers, use of Federal Government charge cards, and travel authorizations. Source: General Services Administration, DC and federal offices (703) 603--3216; (800) 489--7824. 2 days, \$350. In 1997: CA (Jan, Aug), CO (Jun), DC (Feb, May, Jun, Aug), TX (Apr).

Payroll Administration

National Finance Center (USDA) Courses

The NFC manages the federal government's Thrift Savings Plan System. It also services departments and agencies with payroll/personnel; financial information; administrative (travel, purchasing); and property management information systems. Courses are conducted at NFC, New Orleans, LA; at a shared access office in Washington, DC; and as arranged at user sites. Contact USDA, OFM, National Finance Center, P.O. Box 60000, New Orleans, LA 70160. Telephone (504) 255--5230.

Certifying Officers

Certifying Officers: Your Roles and Responsibilities

Responsibilities and obligations; regulations; certifying and approving vouchers.

Source: The Center for Applied Financial Management/FMS/Treasury, (202) 874-9560. 1 day, 8 CPE hours, \$180.
In 1997: DC (Apr, Jul).

Certifying Officers Workshop

Responsibilities; disbursement requirements, processes of certifying and approving vouchers; regulations.
Source: USDA Graduate School's Training Centers. 1 day, 0.6 CEU, \$135.
In 1997: Southeast Training Center: VA (Feb). Midwest Training Center: MO (Apr, Aug). Southwest Training Center: TX (May).

Imprest Funds

Imprest Fund Cashiers

Responsibilities of an imprest fund cashier; accountable forms; collection process; use of transmittals.
Source: General Services Administration. DC and federal offices (703) 603-3216; (800) 489-7824. 2 days, \$350.
In 1997: CO (Apr), DC (Jan, Mar, May, Jul, Sep), GA (Mar).

Data Handling

Problem-Solving and Decision-Making

Steps to isolate problem; alternatives; ongoing investigation, feedback.
Source: USDA Graduate School National Capital Training Center, (703) 312-7300 or (202) 401-9194.
2 days, 1.2 CEU, \$350.
In 1997: DC (Jan, Mar, May, Jul).

Data Collection and Analysis

Use of data collection and analysis in management studies or audits.
Source: USDA Graduate School's Training Centers. Washington, 5 days, \$650; Others, 3 days, \$415.
In 1997: National Capital Training Center: DC (Mar, Jun, Aug). Midwest Training Center: IL (Aug), MO (Mar). Northeast Training Center: PA (Mar, Sep). Southeast Training Center: GA (Apr).

Voucher Examination

Introduction to Voucher Examination

Procurement process; blanket purchase orders and vouchers; reimbursements for expenditures; specialized vouchers.

Source: Management Concepts, Incorporated, (703) 790-9595.
1 day, \$185.
In 1997: DC area (Mar, Jun, Aug).

Congressional Operations

Advanced Budget and Appropriations Process

Initial request through appropriations conference; OMB/agency budget formulation; OMB budget review, hearings, and passback; President's budget; congressional action.
Source: The Government Affairs Institute at The Brookings Institution, (202) 797-6316.
2 days, \$595.
In 1997: DC (Apr, Jun).

Congress and Money

Mechanics of the Congressional Budget process; the roles of the authorizers and appropriators; the politics of tax policy; the roles of OMB and the CBO; and, economics, fiscal, and monetary issues.
Source: The Government Affairs Institute at The Brookings Institution, (202) 797-6316. 2 days, \$565.
In 1997: DC (Apr, Jul).

Congressional Operations Seminar

Overview of Congressional operations; the authorization, appropriation, and budget processes; the roles of Members and personal staff; committee staff; media; special interest groups; congressional liaison offices.
Source: The Government Affairs Institute at The Brookings Institution, (202) 797-6316. 5 days, \$960.
In 1997: DC (Feb, Mar, Apr, May, Jun, Jul).

Preparing and Delivering Congressional Testimony

Congressional hearings authorization, appropriation, oversight, and investigative and the purpose and dynamics of each; practical advice on

how to prepare and deliver testimony; a simulated hearing.

Source: The Government Affairs Institute at The Brookings Institution, (202) 797-6316.
2 days, \$695.
In 1997: DC (Feb, May).

Seminar for Executives on Legislative Operations

Identification of Congressional party, leadership, and committee structure; purpose and practices of Congressional committee actions, including the hearing process; legislative guidelines governing the current authorization, appropriation and budget processes; rules and practices governing House and Senate floor procedure.

Source: The Government Affairs Institute at The Brookings Institution, (202) 797-6316. 5 days, \$960.
In 1997: DC (Mar, Jun).

Ethics

Personal Liability of the Federal Official

Elements of personal liability; range of circumstances that have led to suits, court cases that have dealt with individual liability of Federal managers; how to respond; legislation that limits liability.
Source: The Government Affairs Institute at The Brookings Institution, (202) 797-6316. 1 day, \$245.
In 1997: DC (Jun).

Ethics for Senior Executives and Policy Makers

For SES, executive level, and policy-making officers. Includes workshops to consider ethical problems.
Source: USDA Graduate School, National Capital Training Center, (202) 401-9194 or (703) 312-7300. 1 day, 0.6 CEU, \$195.
In 1997: DC (May Sep).

Ethics: Standards of Conduct Overview

Code of Federal Regulations statement on Employee Responsibilities and Conduct; ethical principles and decision-making.
Source: USDA Graduate School, National Capital Training Center, (202) 401-9194 or (703) 312-7300.
Half-day, 0.3 CEU, \$150.
In 1997: DC (Apr, Jun, Aug).

Ethics for Federal Decision Makers

Laws, regulations, principles, and applications of rules and guidelines to practical situations in the government work place. Standards of conduct; ethical principles.

Source: USDA Graduate School, National Capital Training Center, (202) 401-9194 or (703) 312-7300. 2 days, 1.2 CEU. Workshop, \$350. In 1997: DC (Mar, May, Jul).

Ethics in Procurement

Laws and regulations; potential ethical problems, conflicts of interest, and violations; Procurement Integrity Act. Source: General Services Administration, DC and federal offices (703) 603-3216; (800) 489-7824. 2 days, \$270.

In 1997: CA (Jan, Apr, Jun), CO (Apr), DC (Feb, Apr, Jul, Sep), GA (Aug), IL (Apr), MA (Feb), MO (Mar, May), NY (Mar), PA (Apr, Jul), TX (Jan, Jul), WA (Apr).

Ethics in Federal Contracting

Ethical values, guidance for federal employees and procurement officials, fraud in government.

Source: Management Concepts, Incorporated, (703) 790-9595. 1 day, \$250.

In 1997: DC area (Jan, Jan, Apr, Jul, Sep).

Ethics and Integrity in Government Acquisition

Legislation, regulations, and contracting situations.

Source: USDA Graduate School, National Capital Training Center, (202) 401-9194 or (703) 312-7300. 1 day, 0.6 CEU, \$195. In 1997: DC (Apr, Aug).

Statistics

Math Refresher

Set up, solve, and check various problems with whole numbers, fractions, decimals, and negative numbers using addition, subtraction, multiplication, and division; set up and solve problems in percents, ratios, and proportions; set up and solve practical problems involving basic units of measurement using the English system (U.S. units) and the metric system; identify and evaluate algebraic expressions; and solve simple equations and inequalities.

Source: USDA Graduate School's National Independent Study Center, (303) 969-5800. 32 hours in 6 months time; \$150. Open enrollment.

Practical Statistical Sampling for Auditors

Guidance for selecting the most appropriate kind of sampling; emphasis on sample size determination and how to interpret the audit results.

Source: USDA Graduate School Audit Training Institute, (202) 401-9401 or (800) 326-7813. 5 days, 40 CPE hours. \$505.

In 1997: CA (Sep), DC (Apr, Aug), GA (Feb), MO (Jun).

Practical Statistics

Nature and characteristics of statistics; vocabulary; frequency distribution, measures of central tendency, arithmetic deviation, standard deviation; what is meant by the normal curve.

Source: USDA Graduate School's National Independent Study Center, (303) 969-5800. 40 hours in six months time; \$150. Open enrollment.

Statistical Sampling Using Computer Applications

Specialized sampling techniques such as stratified sampling, ratio estimation, and techniques sampling.

Source: USDA Graduate School Audit Training Institute, (202) 401-9401 or (800) 326-7813. 4 days, 32 CPE hours. \$505.

In 1997: DC (Feb, Apr, Jul).

Sampling Applications in Financial Statement Audits

Sampling use for different segments of financial statement audit reports—opinion, compliance, internal controls.

Source: USDA Graduate School Audit Training Institute, (202) 401-9401 or (800) 326-7813. 3 days, 24 CPE hours. \$390.

In 1997: CA (May), DC (Feb, Sep), TX (Jul).

Sampling Plans for Performance Audits

Approaches: random, stratified, and cluster random sampling; choices, interpretation, and evaluation.

Source: USDA Graduate School Audit Training Institute,

(202) 401-9401 or (800) 326-7813. 2 days, 16 CPE hours. \$315.

In 1997: DC (Feb, Jun), MO (Apr), TX (Aug).

Analytical Techniques

Sources of data, statistical techniques, forecasting, decision-making.

Source: Management Concepts, Incorporated, (703) 790-9595. 3 days, \$510.

In 1997: DC area (Jan, Mar, May, Jul, Sep).

Appendix 1

Conferences and Programs Schedule

Continuing professional education includes attendance and participation in conferences, symposia, meetings, and events sponsored or conducted by government and professional organizations. This appendix lists events and their sponsors; the events are sequenced (approximately) by time of year. The events indicated are national in scope. For region and chapter events, contact the national organization or, for Federal Government organizations (such as the President's Council on Integrity and Efficiency, Federal Financial Managers Council, and others), consult the current *JFMIP Directory for Financial Managers*.

IIA Ethics & Fraud Conference

3 days, in 1997: February 24-26, Orlando Marriott Downtown.
The Institute of Internal Auditors
249 Maitland Avenue
Altamonte Springs, FL 32701-4201
(407) 830-7600, ext. 282

SF 224 Update Seminar

2 days, in 1997: March 6-7,
Hyatt Regency Bethesda, One Bethesda Metro Center,
The Center for Applied Financial Management
Financial Management Service
Department of the Treasury
1411 K Street NW, Suite 1100
Washington, DC 20227
(202) 874-9560

IAA General Audit Management Conference

3 days, in 1997: March 10-12,
The Institute of Internal Auditors
249 Maitland Avenue
Altamonte Springs, FL 32701-4201
(407) 830-7600, ext. 282

JFMIP Annual Financial Management Conference

1 day, in 1997: March 18.
"Shaping Financial Management for the 21st Century."
Joint Financial Management Improvement Program
Room 3111
441 G Street NW, Washington, DC 20548
Program information: (202) 512-9201
Registration information: (202) 401-9139;
or fax (202) 401-7304.

AICPA Financial Management Symposium

1 day, March 19, Sheraton Hotel & Towers, NYC.
AICPA, 1 (800) 862-4272

FEIAA Annual Executive Forum

3 days, in 1997: March 26-28, Sheraton-Reston Hotel,
Federal Executive Institute Alumni Association
P.O. Box 1001
Great Falls, VA 22066-1001
(703) 476-6646

AABPA Spring Symposium

1 day, in 1997: April 17,
American Association for Budget and Program Analysis
Box 1157
Falls Church, VA 22041
(703) 941-4300

IAA Best Practices Conference

3 days, in 1997: April 21-23,
Hilton Riverside, New Orleans, LA.
The Institute of Internal Auditors
249 Maitland Avenue
Altamonte Springs, FL 32701-4201
(407) 830-7600, ext. 282

NASACT Annual Conference on Cash Management

2 days, in 1997: May 8-9, Washington, DC.
National Association of State Auditors, Comptrollers,
and Treasurers
2401 Regency Road, Suite 302
Lexington, KY 40503
(606) 276-1147

AGA 46th Annual Professional Development Conference

4 days, in 1997: June 22-25, The Pointe at South
Mountain, Phoenix, AZ.
Association of Government Accountants
2200 Mount Vernon Avenue, Unit No. 6
Alexandria, VA 22301
(703) 684-6931 or 1 (800) AGA-7211.

AICPA National Accounting and Auditing Advanced Technical Symposium

2 days, in 1997: July 21-22, New Orleans Marriott.
AICPA, 1 (800) 862-4272

ASPA National Conference

5 days, in 1997: July 26-30, Philadelphia.
American Society for Public Administration
1120 G Street NW, Suite 500
Washington, DC 20005
(202) 393-7878

Private Sector Council's Annual Financial Officer as a Financial Leader Executive Program

8th annual, Summer 1997.
Wendy Koncen
School of Public Affairs
University of Maryland
Room 2113 Van Munching Hall
College Park, MD 20742--1821
(301) 405--6226

Regional Government Financial Management Conference

2 days, midyear, location to be announced.
The Center for Applied Financial Management
Financial Management Service, Department of the Treasury
1411 K Street NW, Suite 1100
Washington, DC 20227
(202) 874--9560

Year--End Closing Seminar

1 day. In 1997: August 19, Hyatt Regency Bethesda, One Bethesda Metro Center.
The Center for Applied Financial Management
Financial Management Service
Department of the Treasury
1411 K Street NW, Suite 1100
Washington, DC 20227
(202) 874--9560

7th Annual Government Financial Management Conference

3 days, in 1997, Aug 20-22.
The Center for Applied Financial Management
Financial Management Service,
Department of the Treasury
1411 K Street NW, Suite 1100
Washington, DC 20227
(202) 874--9560

AABPA Fall Symposium

1 day.
American Association for Budget and Program Analysis
Box 1157
Falls Church, VA 22041
(703) 941--4300

AICPA Annual Members Meeting

3 days. In 1997: Fall.
American Institute of Certified Public Accountants
104 Wilnot Road
P.O. Box 825
Deerfield, IL 60015--0825
(800) 862--4272

IAA Audit Solutions for Information Technology and Expo

4 days. In 1997: August 18-21, Orlando.
The Institute of Internal Auditors
249 Maitland Avenue
Altamonte Springs, FL 32701--4201
(407) 830--7600, ext. 282

AICPA National Governmental Training Program

3 days, Fall 1997.
AICPA; for brochure mailing list, call
(800) 862--4272

Appendix 2

Organizations List

American Institute of Certified Public Accountants

Order Department
P.O. Box 1003
New York, NY 10108--1003
(800) 862--4272

Publications:

AICPA Self-Study & Video Courses for Government/Nonprofit Accounting and Auditing
AICPA Update

Center for Applied Financial Management Financial Management Service

Department of the Treasury
401 14th Street SW, Room 1100
Washington, DC 20227
(202) 874--9560

Publication:

Federal Financial Management Training Catalog

Center for Public Management

12713 Steeple Chase Way
Potomac, MD 20854--2340
(301) 340--1610

Publication:

1997 Seminar Schedule and Accounting Policies/Accounting Procedures Software

The Center for Public Financial Management

The George Washington University
710 21st Street NW
Government Hsall 401
Washington, DC 20052
(202) 994-4181

The CPA Report

1303 Marsh Lane
Carrollton, TX 75006
(800) 622--1140

U.S. Department of Agriculture

National Finance Center
P.O. Box 60000
New Orleans, LA 70160
(504) 255--5230

Publication:

Training

Department of Defense

Defense Acquisition University
Room 460
2001 Beauregard Street
Alexandria, VA 22311
(703) 845--6733/6763

Internet:

<http://www.acq.osd.mil/dau/dau.html>

Department of State
Foreign Service Institute
U.S. Department of State
4000 Arlington Boulevard
Arlington, VA 22204--1500.
(703) 302--7144

Publication:

National Foreign Affairs Training Center, FY 1996--97.

ESI International

4301 North Fairfax Drive, Suite 800
Arlington, VA 22203

(Co-sponsor with The George Washington University)
(703) 558-3010

Federal Credit Management Training Institute

(202) 874--6670

General Services Administration

Interagency Training Center
P.O. Box 15608

Arlington, VA 22215--0608

(703) 603--3216 from federal offices and Washington, DC;
or 1--800 489--7824.

Publication:

Nationwide Training Opportunities, Fiscal Year 1997

Internet:

<http://www.gsa.gov/itc>

The Government Affairs Institute at The Brookings Institution

1775 Massachusetts Avenue NW
Washington, DC 20036--2188
(202) 797--6316.

Publication:

The Government Affairs Institute, FY 96/97

The Inspectors General Auditors Training Institute

P.O. Box 518
Fort Belvoir, VA 22060--0518
(703) 805--4501

Publication:

Program Catalog, 1997

Email:

igati@erols.com

The Institute of Internal Auditors

249 Maitland Avenue
Altamonte Springs, FL 32701--4201
(407) 830--7600, ext. 1

Publication:

Upcoming Conferences

Management Concepts Incorporated

8230 Leesburg Pike, Suite 800
Vienna, VA 22182

(703) 790--9595

Publications:

Financial Management Training

Acquisition Training

Grants & Assistance Training

Management Training

Internet:

<http://www.MgmtConcepts.com>

MicroMash
6402 South Troy Circle
Englewood, CO 80111-6424
(800) 272-7277, ext. 4306

MIS Training Institute
498 Concord Street
Framingham, MA 01701-2357
(508) 879-7999
Internet:
<http://www.misti.com>

National Archives and Records
Administration
Office of Records Administration
Agency Services Division
8601 Adelphi Road
College Park, MD 20740-6001
(301) 713-6677

U.S. Office of Personnel Management
Eastern Management Development Center
P.O. Box 1579
Lancaster, PA 17608-1579
(717) 399-0112
Western Management Development Center
3151 South Vaughn Way, Suite 300
Aurora, CO 80014
(303) 671-1010
Federal Executive Institute
1301 Emmet Street
Charlottesville, VA 22901
(804) 980-6221

The Potomac Forum, Ltd.
P.O. Box 1639
Alexandria, VA 22313
(703) 360-1700

Private Sector Council
Annual Financial Officer as a Financial Leader
Executive Program
8th annual, Summer 1997.
Wendy Koncen
School of Public Affairs
University of Maryland
Room 2113 Van Munching Hall
College Park, MD 20742-1821
(301) 405-6226
Internet address:
<http://cville-srv.wam.umd.edu>

Totallape
9417 Princess Palm Avenue, Dept. 400
Tampa, FL 33619
(800) 874-7877
Publication:
CPEasy Interactive Multimedia CPE Programs
Internet addresses:
<http://www.bisk.com>

USDA Graduate School
600 Maryland Avenue SW
Washington, DC 22024
(202) 447-4419

Publications:

Training and Planning Guide for Financial Management Personnel

Financial Management Training Courses, Fiscal Year 1997

Course catalogs of programs and training centers

Internet:

<http://grad.usda.gov>

Telephone numbers:

USDA Graduate School, (202) 447-7124

USDA Graduate School Government Audit Training Institute, (202) 401-9401 or 800-326-7813

USDA Graduate School Correspondence Programs, (202) 401-9446

USDA Graduate School Procurement, Grants and Property Management, (202) 401-9194

National Independent Study Center, (303) 969-5800

USDA Graduate School Training Centers:

Southeast Training Center, (404) 331-3488

Midwest Training Center, (312) 353-2919

Southwest Training Center, (214) 767-8245

Northeast Training Center, (215) 597-2527

Western Training Center, (415) 281-7025

National Capital Training Center, (703) 312-7300

Western Schools

P.O. Box 1930
Brockton, MA 02403-1930

1 (800) 618-1670

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or by using fax number 258-4066, or TDD (301) 413-0006.

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