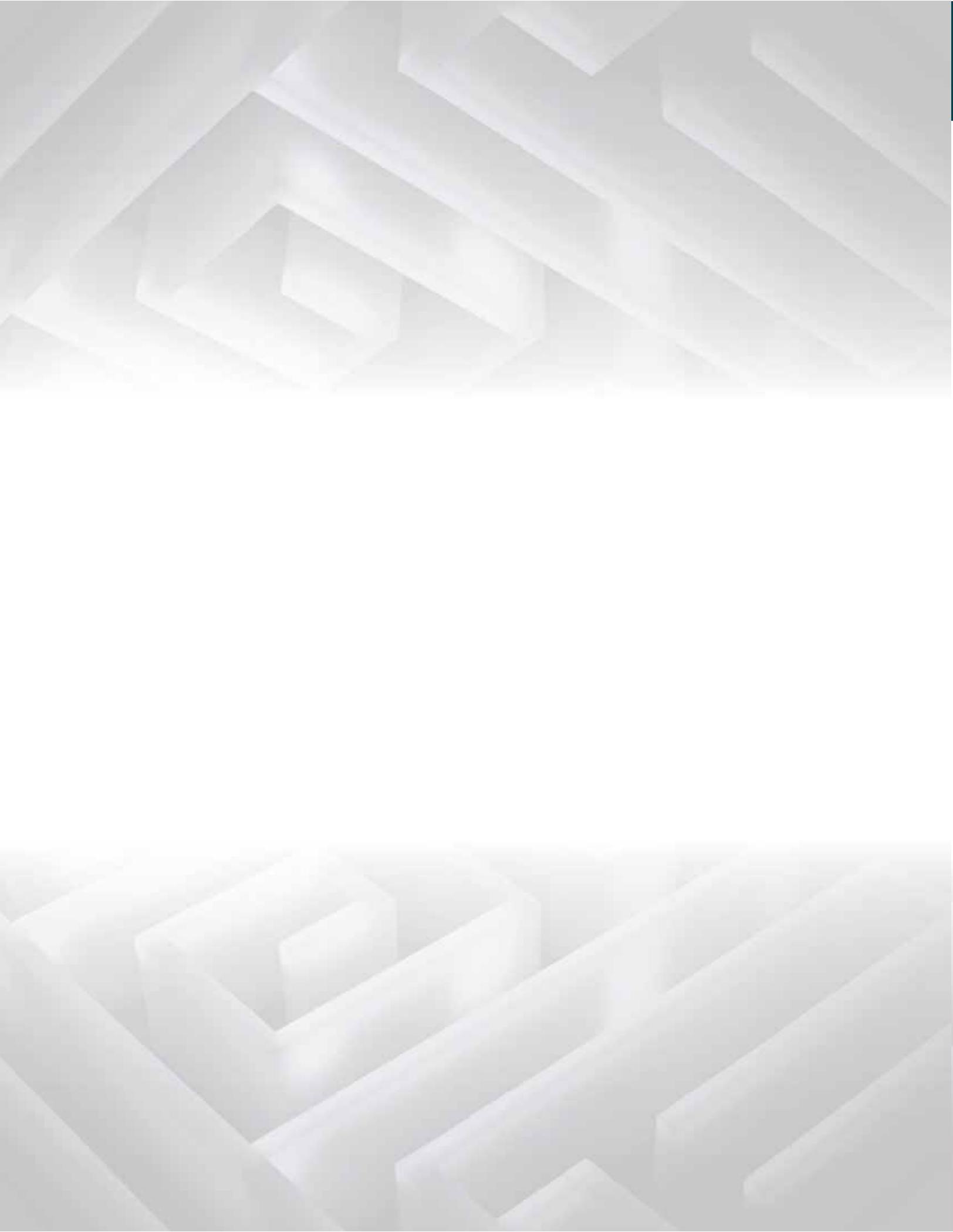


ANNEX F: COURSE DESCRIPTIONS  
NON-RESIDENT,  
CORRESPONDANCE  
AND DISTANCE  
LEARNING



## **ANNEX F**

### **COURSE DESCRIPTIONS – NON-RESIDENT, CORRESPONDENCE AND DISTANCE LEARNING**

This annex covers non-resident courses and sub-courses available from the US Army Finance School, US Army Logistics Management College, the Army Management Staff College, the Defense Acquisition University, and the Graduate School as well as other online courses.

The Army Institute for Professional Development (AIPD) will only accept electronic enrollments for Army correspondence courses. Careerists can enroll through the AIPD Web site or through the Army Training Requirements and Resources System (ATRRS). Courses can be taken online or a traditional hard copy of the course can be requested. Additional information is available in DA Pamphlet 351-20, Army Correspondence Course Program Catalogs.

#### **1. Mandatory Correspondence Courses - Army Institute for Professional Development (AIPD)**

##### **A. ACTION OFFICER DEVELOPMENT COURSE (AODC) – <http://www.train.army.mil>**

1. DCPDS COURSE CODE: 12AOC  
ARMY CORRESPONDENCE COURSE NUMBER: 131 P00 (ST7000)
  
2. COMPETENCY GROUP/CPE/CEU: Leadership and Organizational Management
  
3. EXECUTIVE CORE QUALIFICATION(S) (Associated OPM Leadership Competencies):
  - Leading Change (Continual Learning, Creativity and Innovation, External Awareness)
  - Leading People (Cultural Awareness, Integrity/Honesty, Team Building)
  - Business Acumen (Financial Management, Human Resources Management)
  - Building Coalitions/Communication (Interpersonal Skills, Oral Communication, Written Communication)
  
4. DESCRIPTION: Action Officer Development Overview, Organization and manager, staff work, problem solving and decision making, coordinating, military briefings, professional ethics, managing time and priorities, communicating effectively, selling and negotiating, meetings and interviews, writing and clarity.

**B. MANAGER DEVELOPMENT COURSE (MDC)**

1. DCPDS COURSE CODE: 12MDC  
ARMY CORRESPONDENCE COURSE NUMBER: 131 F31 (ST 6000)
2. COMPETENCY GROUP/CPE/CEU: Leadership and Organizational Management
3. EXECUTIVE CORE QUALIFICATION(S) (Associated OPM Leadership Competencies):
  - Leading Change (Continual Learning, Creativity and Innovation, External Awareness)
  - Leading People (Cultural Awareness, Integrity/Honesty, Team Building)
  - Business Acumen (Financial Management, Human Resources Management)
  - Building Coalitions/Communication (Interpersonal Skills, Oral Communication, Written Communication)
4. DESCRIPTION: To introduce new managers to the skills necessary to perform managerial duties at a high level in a diverse organization. COURSE TOPICS INCLUDE: TRADOC important testing information, Manager development overview, organizational culture, Army family team building, managing change, manager development final examination part I, Equal Employment Opportunity, Ethics, Manager Development, Strategic planning, management controls, PPBES, Army environment program, manager development.

**C. SUPERVISOR DEVELOPMENT COURSE (SDC)**

1. DCPDS COURSE CODE: 12BSD  
ARMY CORRESPONDENCE COURSE NUMBER: 131 F21 (ST5001, ST 5002)
2. COMPETENCY GROUP/CPE/CEU: Leadership and Organizational Management
3. EXECUTIVE CORE QUALIFICATION(S) (Associated OPM Leadership Competencies): Leading People (Conflict Management, Cultural Awareness, Integrity/Honesty, Team Building)
4. DESCRIPTION: To provide training in basic supervisory and human resources skills to newly appointed (first time) supervisors. Course Topics include: TRADOC important testing information, supervisor development overview, introduction to management, planning, organizing, coordinating, directing, controlling, management principles and techniques examination, delegating, overcoming barriers and delegating, delegation examination, problem solving and making decisions, managing meetings and creating ideas, listening and observing, ethics, personal effectiveness examination, civilian personnel office, position classification, staffing, human resource development, human resource development examination, performance management, incentive awards, managing discipline and poor performance, managing discipline and poor performance exam, labor relations, complaints grievances and appeals, hours of work and leave, Army programs, Army programs examination.

5. Eligibility: Per AR 690-400, Chapter 410, newly appointed DA civilian or military supervisors who supervise DA civilians must complete this course.

## 2. Description of Non-Resident Courses:

- A. **SPONSOR: Air Force Institute of Technology, Wright-Patterson AFB, Ohio**  
– <http://afit.edu/ls/>

### **PRICING ANALYSIS METHODS (PAM)**

1. COMPETENCY GROUP/CPE/CEU: Financial Decision Support
2. EXECUTIVE CORE QUALIFICATION(S) (Associated OPM Leadership Competencies): Business Acumen (Financial Management)
3. DESCRIPTION: A concentrated course on price analysis methods. The course presents the hierarchy of Federal Acquisition Regulation (FAR) price analysis methods and includes information on performance based payments. The material is reinforced by real-world examples.

- B. **SPONSOR: US Army Soldier Support Institute, US Army Finance School, Ft Jackson, SC** – <http://usassi-www.army.mil>

### **DISBURSING OPERATIONS MANAGEMENT COURSE**

1. CURRICULUM: 3 Sub-courses
2. COMPETENCY GROUP/CPE/CEU: Financial Stewardship
3. EXECUTIVE CORE QUALIFICATION(S) (Associated OPM Leadership Competencies): Business Acumen (Financial Management)

#### SUBCOURSES:

#### **FI0842 - Disbursing Operations: Part I**

DESCRIPTION: Presents technical information and cash and check control procedures of each functional area within the disbursing division.

#### **FI0843 - Disbursing Operations: Part II**

DESCRIPTION: Presents information on the cash management procedures of Class A Agents and Class B Agents; procedures relating to usage, control, and preparation of Treasury checks in check branch operations; and the types of losses in an FAO account, reporting, and processing requirements, and how to preclude such losses.

**FI0844 - Disbursing Operations: Part III**

DESCRIPTION: Presents information on the accounts branch operations such as cash book transactions, concept of Total Accountability and the cash control officer's processing of documents.

**PLANNING, PROGRAMMING, BUDGETING, AND EXECUTION COURSE –**  
**www.train.army.mil**

1. CURRICULUM: 17 Sub-courses
2. COMPETENCY GROUP/CPE/CEU: Financial Stewardship
3. EXECUTIVE CORE QUALIFICATION(S) (Associated OPM Leadership Competencies): Business Acumen (Financial Management)

SUBCOURSES:

**FI0752 - Army Fiscal Code**

DESCRIPTION: Covers procedures for using the Army Fiscal Code and the Army Management Structure in conjunction with expenditure and collection classifications.

**FI0758 - General Fund Accounting: Part I**

DESCRIPTION: Deals with financial management organization and policies, general accounting principles and rules, as well as General Fund Accounting concepts needed by Department of the Army accounting personnel at the installation level.

**FI0759 - General Fund Accounting: Part II**

DESCRIPTION: Presents obligation principles and rules in expenditure accounting at the Army installation level.

**FI0934 - Review and Analysis**

DESCRIPTION: Covers Department of the Army review and analysis process, the comptroller's and major activity director's staff responsibility for program review and analysis. Includes basic procedures for progress and statistical reporting and analysis, and determining and applying the various kinds of analytical processes.

**FI2026 - Comptrollership in the Army**

DESCRIPTION: Highlights the evolution of comptrollership and its organization within the DoD, DA, and Standard Installation Organization.

**FI2028 - Planning, Programming, Budgeting, and Execution (PPBE)**

DESCRIPTION: Examines phases of the Army's PPBES from the standpoint of purpose, personnel involved, stages within phases, and the different documents which flow from each phase. Also discusses the program budget cycles, that is, the "mechanics" of PPBES.

**FI2030 - Manpower Management**

DESCRIPTION: Analytical methods used to address manpower funding problems, manpower management, PPBES, and use of the manpower staffing standard system (MS-3).

**FI2032 - Activity and Major Activity Budgeting**

DESCRIPTION: Identifies the roles of key individuals involved with budgeting and discusses budget manpower guidance and the command operating budget.

**FI2034 - Internal Control Systems**

DESCRIPTION: Presents basic requirements of the Federal Managers' Financial Integrity Act of 1982 and the Army's Internal Control programs. Describes the Internal Control Review Checklist and the 12 standards essential to the maintenance of good management control standards.

**FI3020 - Research, Development, and Acquisition (RDA)**

DESCRIPTION: Identifies the principles and techniques associated with the RDA Management System and describes that system's application and impact on the resource management budgetary process.

**FI3022 - Army Industrial Fund**

DESCRIPTION: Identifies the Army Industrial Fund and describes its policies, procedures, and uses within the resource management arena.

**FI3024 - Operation and Maintenance, USAR (OMAR)**

DESCRIPTION: Identifies and describes the policies and procedures for funding the USAR and the procedures for financial management, budgeting, and fund control of the OMAR appropriation.

**FI3026 - Military Construction Appropriation (MCA)**

DESCRIPTION: Describes the MCA program, its uses, program policies, and sources of MCA funding.

**FI3028 - Commercial Activities and Organizational Efficiency Reviews**

DESCRIPTION: Teaches the concepts, policies, and procedures associated with management of the Army's organizational efficiency review and commercial activities programs.

**FI3030 - Cost and Economic Analysis**

DESCRIPTION: Identifies the organizational structure responsible for developing cost and economic analysis policies and procedures.

**FI3032 - Installation Management Program**

DESCRIPTION: Describes the concept, background, and workings of installation management programs to include standard installation organization and model installation program.

**FI3034 - Army Productivity Programs**

DESCRIPTION: Describes the Army's Productivity Improvement Programs and their procedures and relationships to resource management.

**COURSE: RESOURCE MANAGEMENT BUDGET COURSE (RMBC) –  
www.train.army.mil**

1. CURRICULUM: 22 Sub-courses
2. COMPETENCY GROUP/CPE/CEU: Financial Stewardship
3. EXECUTIVE CORE QUALIFICATION(S) (Associated OPM Leadership Competencies): Business Acumen (Financial Management)

SUBCOURSES:

**FI0177 - Army Stock Fund Accounting: Part I**

DESCRIPTION: Provides instruction on the purpose of the Army stock fund and its revolving fund concept, and on the concepts of unit cost resourcing and how they affect the stock fund. Also describes the procedures used to develop the stock fund equation and post financial transactions to it.

**FI0178 - Army Stock Fund Accounting: Part II**

DESCRIPTION: Presents the Standard Army Intermediate-Level Supply System (SAILS), the Standard Army financial Inventory Accounting and Reporting System (STARFIARS), the Standard Financial System (STANFINS), and the Military Standard Requisitioning and Issue Procedures (MILSTRIP). Identifies the major files found in SAILS and STARFIARS. Identifies the documents and the concept behind MILSTRIP, including those procedures that deal with inter-fund transactions.

**FI0752 - Army Fiscal Code**

DESCRIPTION: Covers procedures for using the Army Fiscal Code and the Army Management Structure in conjunction with expenditure and collection accounting classifications.

**FI0758 - General Fund Accounting: Part I**

DESCRIPTION: Teaches the fundamentals of general fund accounting; deals with topics in governmental accounting.

**FI0759 - General Fund Accounting: Part II**

DESCRIPTION: Presents obligation principles and rules in expenditure accounting at the Army installation level.

**FI0790 - Accounting for Resource Managers: Part I**

DESCRIPTION: Provides basic procedures involving reimbursement and stock fund principles and concepts with which resource management personnel at an installation or activity should be familiar.

**FI0791 - Accounting for Resource Managers: Part II**

DESCRIPTION: Provides basic procedures involving decentralized fund control.

**FI0921 - Basic Statistics**

DESCRIPTION: Covers percentages, index numbers, measures of central tendency and dispersion, and the properties of the normal curve.

**FI0950 - Management Survey**

DESCRIPTION: Covers the general concept of a management survey, plus certain management information systems and automatic data processing considerations.

**FI2026 - Comptrollership in the Army**

DESCRIPTION: Highlights the evolution of comptrollership and its organization within the DoD, DA, and Standard Installation Organization

**FI2028 - Planning, Programming, Budgeting, and Execution System (PPBES)**

DESCRIPTION: Examines phases of the Army's PPBES from the standpoint of purpose, personnel involved, stages within phases, and the different documents which flow from each phase.

**FI2032 - Activity and Major Activity Budgeting**

DESCRIPTION: Identifies the roles of key individuals involved with budgeting and discusses budget manpower guidance and the command operating budget.

**FI2038 - Budget Adjustments/Review and Analysis**

DESCRIPTION: Describes basic procedures involved with budget adjustments and budget analysis.

**FI3000 - Resource Management: Comparative and Descriptive Measures**

DESCRIPTION: Teaches basic mathematical tools needed by resource managers.

**FI3040 - Federal Budget Process**

DESCRIPTION: Teaches the major public laws involving the financial management of the federal government and their impact on the federal budgetary process, Army budget formulation and process, and congressional budget actions.

**FI3042 - Activity Budgeting**

DESCRIPTION: Teaches the budget organization at the installation level, the relationships among the elements of the budget organization, and how to prepare an activity budget.

**FI3044 - Developing a Unit-Level Command Budget Estimate**

DESCRIPTION: Covers how to identify and describe the procedures used to develop and submit a unit's tactical budget, and the methods used to determine the costs of unit training events. Also, how to validate the Program 2 exercise portion of a division's command budget estimate and prepare a commander's impact statement for unfinanced exercise requirements.

**FI3046 - Program and Budget Advisory Committee**

DESCRIPTION: Identifies and describes the purpose and responsibilities of the Program and Budget Advisory Committee (PBAC) at the installation level; the responsibilities of the PBAC members and major activity directors in preparing for and conducting PBAC function; and the relationship of PBAC to resource management.

**FI3048 - Budget Administration**

DESCRIPTION: Covers how to identify and describe the procedures used to effectively administer an activity's budget using an unfinanced requirements list, year-end procedures, obligation reports, Standard Army Finance reports, commitment ledgers, and other data.

**FI3050 - Resource Management: Year-End Procedures and Recoveries**

DESCRIPTION: Covers resource management functions and procedures associated with year-end closeout, de-obligation of funds, and prior year recoveries.

**FI3084 - The Unit Supply Funding Process**

DESCRIPTION: Teaches the fundamentals of the Army supply system and how the supply and financial system interface. Describes the classes of supply, the flow of requisitions, funding process, and the role of the resource manager in this process.

**FI3086 - Budgeting for a JCS Level Exercise**

DESCRIPTION: Covers how to identify and describes the elements and procedures used to prepare a Joint Chiefs of Staff (JCS) exercise budget estimate.

**C. SPONSOR: Defense Acquisition University****CONTRACTING FUNDAMENTALS – [ww.icatalog.dau.mil/icatalog\\_home.aspx](http://ww.icatalog.dau.mil/icatalog_home.aspx)**

1. COMPETENCY GROUP/CPE/CEU: **Financial Decision Support**
2. EXECUTIVE CORE QUALIFICATION(S) (Associated OPM Leadership Competencies): Results Driven (Accountability, Technical Credibility), Business Acumen (Financial Management)
3. DESCRIPTION: Provides an understanding of the evaluation and surveillance techniques of contractor initiated performance measurement systems. Course content includes in depth analysis of the C/SCSC criteria and their interrelationships, effect on contractor performance measurement, and the discipline, visibility, and integrity effects they have on contractor management control systems.

**3. Description of Correspondence and Online Courses sponsored by The Graduate School - <http://www.grad.usda.gov>**

**COST ACCOUNTING I: JOB ORDER COST ACCOUNTING**

1. COMPETENCY GROUP/CPE/CEU: Financial Stewardship
2. EXECUTIVE CORE QUALIFICATION(S) (Associated OPM Leadership Competencies): Business Acumen (Financial Management)
3. DESCRIPTION: Learn the accounting concepts for materials, timekeeping, payroll, and the allocations of overheads. Part of Accounting and Federal Government Accounting Procedures Certificates.

**COST ACCOUNTING II: PROCESS COST ACCOUNTING**

1. COMPETENCY GROUP/CPE/CEU: Financial Stewardship
2. EXECUTIVE CORE QUALIFICATION(S) (Associated OPM Leadership Competencies): Business Acumen (Financial Management)

DESCRIPTION: Learn the process cost system, used for mass production of identical goods. Part of the Accounting and Federal Government Accounting Procedures Certificates.

**COST ACCOUNTING III: A MANAGEMENT TOOL**

1. COMPETENCY GROUP/CPE/CEU: Financial Stewardship & Financial Decision Support
2. EXECUTIVE CORE QUALIFICATION(S) (Associated OPM Leadership Competencies): Business Acumen (Financial Management)
3. DESCRIPTION: Become a specialist in the use of tools or techniques to aid management. Learn methods of decision making, planning and controlling. Part of the Accounting and Federal Government Accounting Procedures Certificates.

**FEDERAL GOVERNMENT ACCOUNTING I**

1. COMPETENCY GROUP/CPE/CEU: Financial Stewardship & Financial Decision Support
2. EXECUTIVE CORE QUALIFICATION(S) (Associated OPM Leadership Competencies): Business Acumen (Financial Management)
3. DESCRIPTION: Learn the key concepts of federal government accounting, including accrual concepts, maintaining accurate journals and journal vouchers, managing accounts and ledgers, running trial balances and adjusting entries, and reading financial statements.

**INTERMEDIATE ACCOUNTING I**

1. COMPETENCY GROUP/CPE/CEU: Financial Stewardship
2. EXECUTIVE CORE QUALIFICATION(S) (Associated OPM Leadership Competencies): Business Acumen (Financial Management)
3. DESCRIPTION: Learn the concepts of financial reporting, financial statements, asset measurement, and income determination. Part of the Accounting and Federal Government Accounting Procedures Certificates.

**INTERMEDIATE ACCOUNTING II**

1. COMPETENCY GROUP/CPE/CEU: Financial Stewardship
2. EXECUTIVE CORE QUALIFICATION(S) (Associated OPM Leadership Competencies): Business Acumen (Financial Management)
3. DESCRIPTION: Explore accounting further by investigating balance sheets, income statements and cash flow statements. The course includes detailed analysis of balance sheet items (e.g., cash, inventory, accounts receivable and other current assets), with an emphasis on the concepts of present and future values. Current pronouncements of the FASB are discussed and applied.

**INTERNAL AUDITING I:**

1. COMPETENCY GROUP/CPE/CEU: Financial Stewardship & Financial Decision Support
2. EXECUTIVE CORE QUALIFICATION(S) (Associated OPM Leadership Competencies): Business Acumen Business Acumen, Results Driven
3. DESCRIPTION: Learn the theory and practical application of modern, management-oriented internal auditing. Become familiar with the basic theory of internal auditing and then utilize that theory in various case-study applications. Part of the Accounting Certificate.

**INTERNAL AUDITING II:**

1. COMPETENCY GROUP/CPE/CEU: Financial Stewardship & Financial Decision Support
2. EXECUTIVE CORE QUALIFICATION(S) (Associated OPM Leadership Competencies): Business Acumen (Financial Management)
3. DESCRIPTION: Internal Auditing II deals with those areas normally handled by more experienced senior and supervisory auditors, audit program managers, and directors of auditing functions: advanced aspects of internal auditing and administration of the internal audit function. Case study applications are utilized for experience in applying subject matter. Part of the Accounting Certificate.

**PAY OPTIONS FOR RECRUITMENT AND RETENTION**

1. COMPETENCY GROUP/CPE/CEU: Financial Stewardship
2. EXECUTIVE CORE QUALIFICATION(S) (Associated OPM Leadership Competencies): Business Acumen (Financial Management)
3. DESCRIPTION: Use pay flexibilities to recruit and retain high quality employees. Practice using each pay flexibility in a real-life situation. This course is both a learning tool and a job tool. Equivalent to 40 classroom hours.

**PAY SETTING FOR FWS POSITIONS**

1. COMPETENCY GROUP/CPE/CEU: Financial Stewardship
2. EXECUTIVE CORE QUALIFICATION(S) (Associated OPM Leadership Competencies): Business Acumen (Financial Management)
3. DESCRIPTION: Learn how to set pay for employees under the Federal Wage System (FWS) in this extensive technical course. The course will serve as a basic reference and resource. Equivalent to 24 classroom hours.

**PAY SETTING FOR GS POSITIONS**

1. COMPETENCY GROUP/CPE/CEU: Financial Stewardship
2. EXECUTIVE CORE QUALIFICATION(S) (Associated OPM Leadership Competencies): Business Acumen (Financial Management)
3. DESCRIPTION: Learn how to set pay for employees under the General Schedule (GS) in this extensive technical course. Equivalent to 40 classroom hours.

**PRINCIPLES OF ACCOUNTING I: BASIC PRINCIPLES**

1. COMPETENCY GROUP/CPE/CEU: Financial Stewardship
2. EXECUTIVE CORE QUALIFICATION(S) (Associated OPM Leadership Competencies): Business Acumen (Financial Management)
3. DESCRIPTION: Learn the elementary principles of accounting, from a sole proprietorship through problems and practices in journalizing, preparing general and subsidiary ledgers, payroll records and procedures, closing entries, and financial statements. Part of the Accounting and Federal Government Accounting Procedures Certificates.

**PRINCIPLES OF ACCOUNTING II: FINANCIAL ACCOUNTING**

1. COMPETENCY GROUP/CPE/CEU: Financial Stewardship
2. EXECUTIVE CORE QUALIFICATION(S) (Associated OPM Leadership Competencies): Business Acumen (Financial Management)
3. DESCRIPTION: Learn more advanced accounting principles such as the accrual basis of accounting, including notes payable and interest, notes receivable, accounts receivable, bad debts, inventory valuation, property, plant and equipment, and business taxes. This course also includes partnership accounting and corporation accounting. Part of the Accounting and Federal Government Accounting Procedures Certificates.

**PRINCIPLES OF ACCOUNTING III: MANAGERIAL ACCOUNTING**

1. COMPETENCY GROUP/CPE/CEU: Financial Stewardship
2. EXECUTIVE CORE QUALIFICATION(S) (Associated OPM Leadership Competencies): Business Acumen (Financial Management)
3. DESCRIPTION: Cover advanced accounting principles, such as departmental accounting, branch and home office accounting, manufacturing and cost accounting, financial budgeting, internal reports for management, financial statement analysis and basic concepts of data processing systems for accounting. Part of the Accounting and Federal Government Accounting Procedures Certificates.

**PROGRAM AND MANAGEMENT ANALYSIS PROGRAM (CERTIFICATE OF ACCOMPLISHMENT)**

1. COMPETENCY GROUP/CPE/CEU: Financial Decision Support
2. EXECUTIVE CORE QUALIFICATION(S) (Associated OPM Leadership Competencies): Business Acumen (Technology Management)
3. DESCRIPTION: Covers key concepts and skills required by the successful management/program analyst. The courses are government-oriented, job-related, practical and hands-on; they are taught by instructors with many years of high-level government experience. The program provides a framework for the development of a full and well-rounded mastery of analytic skills for the complete management (or program) analyst, and the Certificate of Accomplishment identifies you as a competent and fully trained professional in the field.