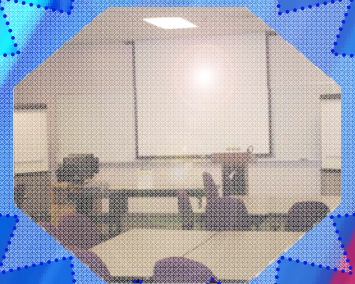**Fiscal Year 2009 Catalog**

Treasury Acquisition Institute

Established 1993

Excellence in all ways.

Excellence in all ways

Fiscal Year 2009 Course Catalog

**Treasury Acquisition Institute
6009 Oxon Hill Road
Oxon Hill, Maryland 20745
Located on the 1st and 7th Floors**

TAI Staff Directory

Business Operations Specialists

Jerome Ellis .... (202) 283-7036
Donald Guy .... (202) 283-1292
Shonda Yates .... (202) 283-1372

Contract Specialist

Rhonda Stewart .... (202) 283-1138

Management & Program Analyst

Willie Mincey .... (202) 283-1422

Program Managers

Robbi Gregg .... (202) 283-1650
Jodi Stark .... (202) 283-6970

Chief Learning Officer

Sylvia Ball .... (202) 283-1675

Dear Treasury Acquisition Institute (TAI) Customer:

The TAI is pleased to announce the arrival of our Fiscal Year 2009 Course Catalog. As our valued customer, we continue to listen to your needs, provide you with excellent service and deliver high quality training solutions. The courses you'll find in the pages of our new catalog are, in large part, in response to your suggestions and comments.

Our schedule of offerings is top class and includes courses in, contracting, program/project management, business skills, specialized acquisition (i.e., Applied Earned Value Management, Bootcamp for GSA Contracting and Incentive Contracts) and professional development. We are also offering all mandatory CON courses in FY09 including all new 200 Level courses.

We are proud of everything we offer, but we're especially excited about our dedicated Performance-Based Course Curriculum which you'll find on pages 24 and 25 of our catalog.

One thing that remains the same is our commitment to excellence in our service, customer support, and products.

Thank you for your continued support. We look forward to working with you and continuing our partnership in helping you achieve your professional success.

Sincerely,

Jerome Ellis, Business Operations Specialist
Donald Guy, Business Operations Specialist
Shonda Yates, Business Operations Specialist
Rhonda Stewart, Contract Specialist
Willie Mincey, Management & Program Analyst
Robbi Gregg, Program Manager
Jodi Stark, Program Manager
M. Sylvia Ball, Chief Learning Officer

Table of Contents

SECTION 1: PROGRAM OVERVIEW

The Institute's History

The Treasury Acquisition Institute (TAI) was established by the Department of the Treasury and the Internal Revenue Service in partnership with the other Treasury Bureaus on September 14, 1993. TAI was created to coordinate and lead Departmental and Bureau efforts to obtain the best training possible for their acquisition professionals. Since commencement, many other federal agencies and organizations have participated in the TAI training program.

Mission Statement

The mission of TAI is to provide ongoing training and development for the Department of the Treasury procurement and acquisition professionals.

Our Principles of Excellence

1. We maintain an environment of mutual trust, respect and cooperation.
2. Everyone is responsible and accountable for themselves and takes pride in their appearance, work area, and work.
3. We provide a timely and accurate response to all internal and external inquiries and requests.
4. We strive to provide courseware, resource tools, and learning experiences that are unique, effective and valuable.
5. We are committed to the growth and development of the TAI staff and acquisition workforce and the continual   improvement of TAI resources.
6. We provide high quality facilities and tools that support effective learning in an enjoyable and engaging manner.
7. We are professionals committed to excellence and continuous improvement in all aspects of our services to our customers.

About This Catalog

TAI offers a wide variety of curricula to meet your needs. This year we've included a new policy on our course cancellations - please refer to page 6 for guidance. Our Fiscal Year 2009 Training Catalog contains descriptions of courses in federal mandatory contracting, specialized contracting, performance-based, business skills, computer skills, program/project management and professional development training. We offer results-oriented courses and a professional training environment. Please examine our calendar and register today to attend a TAI training course. We look forward to seeing you here in the TAI!

The Treasury Acquisition Institute services several government agencies and bureaus such as: Department of Homeland Security, Environmental Protection Agency, Department of the Navy, Customs and Border Protection, U.S. Secret Service and Bureau of Engraving and Printing to name a few. If your agency is interested in attending one of our courses, please contact Rhonda Stewart at (202) 283-1138. Rhonda Stewart manages the Interagency Agreement program and can instruct you on the proper procedures for submitting an Interagency Agreement with TAI.

SECTION 2: GENERAL INFORMATION

How to Register

Complete all information on the course registration form (see page 53 for TAI course registration form).

Are you an IRS employee?

Your completed course registration form can be submitted to TAI via one of three methods:

1. Form can be completed in Adobe PDF or Microsoft Word and emailed to your supervisor who can then forward the form, indicating their approval, to **Willie.D.Mincey@irs.gov**

2. Signed form can be faxed to Willie Mincey at 202-283-1517.

3. Signed form can be scanned as an Adobe PDF document and emailed to **Willie.D.Mincey@irs.gov**

   Questions about your registration should be directed to Willie Mincey at 202-283-1422.

Are you an employee of a Treasury Bureau or other participating government agency?

Your completed course registration form can be submitted to TAI via one of three methods:

1. Form can be completed in Adobe PDF or Microsoft Word and emailed to your supervisor who can then forward the form, indicating their approval, to **Donald.I.Guy@irs.gov**

2. Signed form can be faxed to Donald Guy at 202-283-1130.

3. Signed form can be scanned as an Adobe PDF document and emailed to **Donald.I.Guy@irs.gov**

   Questions about your registration should be directed to Donald Guy at 202-283-1292.

If you have questions or need additional information, please call a member of the TAI staff for assistance.

Registration Confirmation

You will receive a confirmation via email or fax within five business days of receipt of your request. If you do not receive a fax or e-mail confirmation within five business days, please call Donald Guy at 202-283-1292 or Willie Mincey at 202-283-1422 of the TAI staff for assistance. Individuals are responsible for making their own travel arrangements. However, no travel arrangements should be made until you receive your fax or e-mail confirmation of registration.

Attendance Policy

You are expected to attend all sessions of the course. If you have to be absent from any portion of the course, notify your supervisor, instructor, and a TAI staff member. Significant absences from the classroom may be reported to your supervisor and may result in your not receiving a certificate of completion. Cumulative absences of instructional time may be grounds for failing the class. Students who miss extended periods of time may be required to make-up class work before receiving a graduation certificate.

Withdrawal/Substitution/Cancellation Policies

1. If you are unable to attend a class for which you are confirmed, please send us an email routed through your supervisor *two weeks* before the class start date (30 days for classes with pre-course work such as CON 120 and CON 353). Two or more unexcused cancellations from the same course could result in failure to re-register for that course for a period of 6 months.

2.   Your office may substitute a participant, but the substitute participant must complete a registration form, and may be enrolled in the class only if there is not a waiting list. Send the registration form indicating for whom the participant is substituting. Substitutions are allowed up to the class start date. Supervisors are required to approve any change requests.

3.   If TAI cancels a course for administrative reasons, we will make every effort to notify all confirmed participants. When we contact you, we will be happy to discuss enrolling you in a future session.

Waiting List

Because of the popularity of our program, many of our courses do fill quickly. When we notify you that the session you requested is full, please let us know if you are interested in being placed on the waiting list. If space becomes available we will contact you.

Dress Policy

The dress policy is casual business attire. Shorts, tank tops, and athletic sweat suits are inappropriate. For your comfort we suggest you bring a jacket or sweater.

Reasonable Accommodations

It is the responsibility of the individual's office to arrange reasonable accommodations (i.e., interpreter for hearing impaired) for the individual. Once accommodations have been made, please contact either Donald Guy @ (202) 283-1292 or Willie Mincey @ (202) 283-1422 so the instructors can be notified. If you have a special request, please notify TAI at least 30 days prior to the class start date.

Receiving Messages During Class

Messages for students attending class may be left with any member of the TAI staff. Students should check for messages during breaks on the bulletin board in the phone rooms (either on the 1st or 7th floors.)

Course Hours

All courses held at TAI in Oxon Hill start at 8:30 am and end at 4:00 pm unless otherwise noted on the registration confirmation.

Weather Related Problems

The Treasury Acquisition Institute's operating status is the same as the operating status for Federal Employees in the Washington, DC Area. To check this status, please check the Washington, DC Area Operating Status at the OPM website: [1]http://www.opm.gov/Operating_Status_Schedules/. If the Federal Government is closed, TAI will be closed. If weather conditions prevent you from attending, we will be happy to reschedule you in a later session or make other arrangements.

When weather-related absences affect significant segments of the course, the instructor determines if the missed material will be rescheduled. If a student does not complete the prescribed make-up, no credit will be issued for any part of the course.

Hotel Accommodations, Transportation and Parking

Hotel Accommodations: The local area around the training facility has modest accommodations and limited eating facilities. The nearby Harbor, Crystal City and Alexandria, VA have more choices of hotels and restaurants.

Please visit the website below for additional resources:
² http://www.hotels.com

Transportation:

Metro Rail Service: There is no metro rail service to the building. The nearest metro rail station is Branch Avenue Metro Station.

Metro Bus Service: The metro bus stops in front of the Constellation Centre Building. Information on the metro rail and metro bus systems are available at ² http://www.wmata.com.

Shuttle Bus Service: There is no shuttle bus service to the building.

Taxi Cab Service: The following is a list of taxi cab services that serve the Washington Metropolitan Area.

- Yellow Cab Company of D.C., Inc.
  Phone (202) 544-1212

- Maryland Taxi Service
  Phone: (301) 277-6000 or (301) 864-7700

Parking: Free Parking is available in the front of the building.

Directions to TAI:

The Treasury Acquisition Institute is located on 6009 Oxon Hill Road – Oxon Hill, MD 20745. A driving link has been provided for your convenience.

²Driving Directions to TAI

How to Reach Us On the Web

INTERNET: http://www.irs.gov/opportunities/procurement/
INTRANET: http://awss.procurement.irs.gov/tai/index.htm

Smoking Policy

Smoking is prohibited in the building. Smokers are asked to use the space provided in the rear courtyard.

SECTION 3: TREASURY TRAINING INFORMATION

Treasury Training Course Curriculum for GS-1102 Series & Federal Acquisition Certification in Contracting (FAC-C) Program
[1]http://www.whitehouse.gov/omb/procurement/acq_wk/fac_contracting_program.pdf

Level	Prior to FY04	Training Requirements FY05 – FY08	Training Requirements FY09
	Note: Treasury GS-1102 training requirements are the same as the mandatory training requirements for the FAC-C.		
1	CON 101 – Basics of Contracting	*CON 100 - Shaping Smart Business Arrangements	*CON 100 - Shaping Smart Business Arrangements
		CON 110 - Mission Support Planning	CON 110 - Mission Support Planning
		CON 111 - Mission Strategy Execution	CON 111 - Mission Strategy Execution
		CON 112 - Mission Performance Assessment	CON 112 - Mission Performance Assessment
	CON 104 – Principles of Contract Pricing	CON 120 - Mission Focused Contracting	CON 120 - Mission Focused Contracting
	1 Elective –minimum of 16 hours per course		
2	CON 202 – Intermediate Contracting	CON 202 - Intermediate Contracting	CON 214 - Business Decisions for Contracting
			CON 215 - Intermediate Contracting for Mission Support
			CON 216 - Legal Considerations in Contracting
	CON 204 – Intermediate Contract Pricing	CON 204 - Intermediate Contract Pricing	CON 217 - Cost Analysis & Negotiation Techniques
	CON 210 – Government Contract Law	CON 210 - Government Contract Law	CON 218 - Advanced Contracting for Mission Support
	2 Electives – minimum 16 hours per course		
3	CON 301 - Executive Contracting	CON 353 – Advanced Business Solutions for Mission Support	CON 353 – Advanced Business Solutions for Mission Support
	CON 333 - Management for Contracting Supervisors		
	2 Electives – minimum 16 hours per course		

*CON 100 should be taken by those just entering the acquisition workforce or those new to the government. Employees who are beginning a level I certification program must take CON 100. Employees pursuing Level II or Level III certifications may consider taking CON 100 as an elective.

Continuous Learning Requirements – All Treasury GS-1102s, regardless of FAC-C status must earn 80 continuous learning points (CLPs) every two years beginning October 1, 2007. To maintain a FAC-C, acquisition professionals are required to earn 80 CLPs of skills currency training every two years beginning October 1, 2007. Appendix B to the OMB FAC-C Memo provides guidance on earning CLPs.

Additional Resources

Department of the Treasury Acquisition Career Management Handbook
http://intranet.treas.gov/procurement/Career-Mgmt-Handbook.pdf

Office of Personnel Management (OPM) GS-1102 Qualification Standards
[1]http://www.opm.gov/qualifications/sec-iv/b/gs1100/1102.htm

Federal Acquisition Institute – FAC-C
[1]http://www.fai.gov/certification/specialist.asp

Treasury Training Information for
Contracting Officer's Technical Representatives (COTRs)

Federal Acquisition Certification for COTRs (FAC-COTR)

The Office of Federal Procurement Policy (OFPP) issued a memorandum on November 26, 2007 entitled **Federal Acquisition Certification for COTRs (FAC-COTR)**. The memorandum established a structured training program for COTRs and other individuals performing these functions that standardize competencies and training across civilian agencies.

FAC-COTR Training and Continuous Learning Requirements

Training - COTRs must have a minimum of 40 hours of training**.** Twenty-two of the required 40 hours of training must cover the essential COTR competencies listed in the FAC-COTR memorandum. Previous training can be used to meet these certification requirements. Please see below, **Courses/Credentials Meeting FAC-COTR Training Requirements**.

Continuous Learning - To maintain a FAC-COTR, COTRs are required to earn 40 CLPs (continuous learning points: 1 CLP = 1 hour of training) of skills currency training every two years. Additional guidance on determining CLPs is included in Appendix A of the OFPP FAC-COTR memorandum. It is the individual's responsibility to ensure the continuous learning requirements are met.

Courses/Credentials Meeting FAC-COTR Training Requirement

COURSE/CREDENTIAL	FAC-COTR REQUIREMENTS MET
1. The Treasury Acquisition Institute's (TAI) *Contracting for COTRs* (Vendors: David Houseman and Associates or Jerry Francis and Associates)	Completed after March 2008 **meets all FAC-COTR training requirements (40 hrs & competencies.)**
2. The Treasury Acquisition Institute's (TAI) *Contracting for COTRs* (Vendor: David Houseman)	**Completed before March 2008 = 32.5 hrs & covers all essential FAC-COTR core competencies.** Employees who completed this course must provide evidence of an **additional 7.5 hrs** of job-related training to meet the total 40 hrs required.
3. Defense Acquisition University (DAU) Online Training Courses (see Chapter 6 of the Treasury Career Management Handbook)	**Covers 22 hrs & all essential FAC-COTR core competencies.** Employees who complete these courses must provide evidence of an additional 18 hours of job-related training to meet the total 40 hrs required.
4. Federal Acquisition Institute's online "COR Mentor Program" course – Meridian KSI Knowledge Center (no longer available)	**Covered 22 hrs & all essential FAC-COTR core competencies.** Employees who completed these courses must provide evidence of an additional 18 hours of job-related training to meet the total 40 hrs required.
5. Federal Acquisition Certification in Contracting (FAC-C) Level I	(FAC-C Level 1 & FAC-P/PM Mid-Level) **Meet all FAC-COTR training requirements.** Individuals may submit FAC-C or FAC-P/PM certificates in lieu of documentation supporting completion of FAC-COTR training requirements when applying for FAC-COTR.
6. Federal Acquisition Certification for Program and Project Managers (FAC-P/PM) Mid-Level/Journeyman	
Other **IRS Approved Training Resources** are located on the TAI COTR web page: http://awss.procurement.irs.gov/tai/cotrs.htm	

FAC-COTR Policy, Guidance, Application Instructions & Application Documents **for IRS Employees** are located on the Treasury Acquisition Institute (TAI) COTR web page:
http://awss.procurement.irs.gov/tai/cotrs.htm

Training Information for Treasury
Program and Project Managers

Federal Acquisition Certification for Program and Project Managers (FAC-P/PM)
The Office of Federal Procurement Policy (OFPP) [1]OFPP FAC-P/PM Policy dated April 25, 2007 announced the establishment of a structured development program for program and project managers identified as the Federal Acquisition Certification for Program and Project Managers (FAC-P/PM).

Basic Training Requirements

Level	Minimum Training Requirements	Suggested Training
Entry	112 hours training that cover the competencies contained in Appendix A of the [1]OFPP FAC-P/PM Policy to include: -24 hours in basic acquisition -24 hours in basic project management -16 hours in effective leadership and interpersonal skills -24 hours in government-specific areas -24 hours earned value management	➤ CON 111: Mission Strategy Execution ➤ Contracting for COTRs ➤ COTR Management of IT Service Contracts ➤ How to Gather and Document User Requirements ➤ Managing Projects ➤ Project Leadership, Management and Communications ➤ Risk Management ➤ Scheduling and Cost Control
Mid	88 hours training that cover the competencies contained in Appendix A of the [1]OFPP FAC-P/PM Policy to include: -24 hours in intermediate project management -16 hours in correct and effective leadership and interpersonal skills -24 hours in government-specific areas -24 hours Earned Value Management (EVM) and Cost Estimates	➤ Financial Considerations for Business Decision Making ➤ High Impact Communication ➤ Applied Earned Value Management ➤ Cost Estimating ➤ Leading Project Managers ➤ Establishing a Business Mindset
Senior	112 hours training that cover the competencies contained in Appendix A of the [1]OFPP FAC-P/PM Policy to include: -24 hours in advanced acquisition -24 hours in advanced project management -16 hours in correct and effective leadership and interpersonal skills -24 hours in government-specific areas -24 hours EVM and Cost Estimates	➤ Program Management

Continuous Learning Points
Individuals certified with FAC-P/PM must accumulate 80 CLPs every two years to maintain their certification. Refer to the [1]OFPP FAC-P/PM Policy to see what activities and training will fulfill the CLP requirements for FAC-P/PM.

SECTION 4: FY 2009 SUBJECT LISTING OF COURSE OFFERINGS

Mandatory Contracting Courses
for 1102 Series Treasury Procurement Personnel

Specialized Contracting Courses
for Treasury Procurement Personnel

Performance-Based Courses for Treasury Procurement Personnel

Contracting Officer's Technical Representative (COTR)

Program/Project Management Courses
for Treasury Procurement Personnel

Business Skills Courses
for Treasury Procurement Personnel

Professional Development Courses
for Treasury Procurement Personnel

Mandatory Contracting Courses
for
1102 Series
Treasury Procurement Personnel

CON 100: Shaping Smart Business Arrangements

Course Description:

Those new to contracting will gain a broad, comprehensive understanding of the environment in which they serve. You will develop professional skills for making business decisions and advising other acquisition team members toward success in meeting customers' needs. Before delving into technical knowledge and contracting procedures, you will first learn about different mission areas along with the types of business alternatives that may be selected for each area. Knowledge management and information systems, as well as recent acquisition initiatives, will be introduced.

For additional information visit: ²www.esi-intl.com

DATES: October 6–9, 2008
January 5–8, 2009

AUDIENCE: Treasury Procurement Personnel

CREDIT: 26 CLPs

CON 110: Mission Support Planning

Course Description:

This course is an intensive, five day introduction to government contracting, giving you the information you need to understand procurement from start to finish—from contract formation to contract completion. You'll analyze key issues fully and receive a clear understanding of their practical application to your everyday job responsibilities. You'll learn how federal contracting really works, how to find solutions to common problems, how to understand the content of key contract documents and how the Federal Acquisition Regulation (FAR) works.

For additional information visit: ²www.esi-intl.com

DATES: November 3–7, 2008
February 2-6, 2009

AUDIENCE: Treasury Procurement Personnel

CREDIT: 32.5 CLPs

CON 111: Mission Strategy Execution

Course Description:

Through lectures and comprehensive case studies, this hands-on course will provide you with a number of major benefits, including a solid understanding of what the rules mean and skill training on the principles and processes of sound business decision analysis and decision making.

For additional information visit: ²www.esi-intl.com

DATES: December 1-5, 2008
March 9–13, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITE: CON 110

CREDIT: 32.5 CLPs

CON 112: Mission Performance Assessment

Course Description:

In this highly practical course, you'll address all aspects of effective contract administration—from initial award to final closeout. You'll learn proven practices for getting contracts off to a solid start, keeping them on track and handling every problem that arises. To obtain maximum benefit from the course, you should have a basic knowledge of the procurement process. This course builds on the foundation established in CON 110 and CON 111 and provides students with the knowledge necessary to identify and utilize appropriate performance metrics when evaluating contractor performance.

For additional information visit: ²www.esi-intl.com

DATES: January 5–9, 2009
April 6–10, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITES: CON 110 and CON 111

CREDIT: 32.5 CLPs

CON 120: Mission Focused Contracting

Course Description:

In this course you will learn and apply leadership, problem solving and negotiation skills, applying the knowledge and skills gained from your experience and prior classes. A complex series of coordinated exercises guides you through every phase of the acquisition process, giving you the opportunity to discuss and decide how to resolve issues relating to everything from market research/product description to source selection, award, contract administration and closeout.

For additional information visit: [2]www.esi-intl.com

DATES: February 2–13, 2009
May 4–15, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITES: All other CON 100 level courses (CON 100-112)

CREDIT: 65 CLPs

CON 215: Interm. Contracting for Mission Support

Course Description:

In this course you will learn and apply leadership, problem solving and negotiation skills, applying the knowledge and skills gained from your experience and prior classes. A complex series of coordinated exercises guides you through every phase of the acquisition process, giving you the opportunity to discuss and decide how to resolve issues relating to everything from market research/product description to source selection, award, contract administration and closeout.

For additional information visit: [2]www.esi-intl.com

DATES: May 4–13, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITES: All other CON 100 level courses (CON 100-112)

CREDIT: 65 CLPs

CON 214: Business Decisions for Contracting

Course Description:

The emphasis of this course is on planning successful mission support strategies and executing an acquisition that optimizes customer mission performance. Students will learn the techniques for building successful business relationships, the benefits of strategic sourcing, and the intricacies of contract financing. Students will also develop an in-depth knowledge of subcontracting, source selection, and contractor responsibility.

For additional information visit:
[2]http://www.managementconcepts.com

DATES: January 12-16, 2009
March 2–6, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITES: All CON 100 level courses

CREDIT: 32.5 CLPs

CON 216: Legal Consideration in Contracting

Course Description:

The emphasis of this course is on planning successful mission support strategies and executing an acquisition that optimizes customer mission performance. Students will learn the techniques for building successful business relationships, the benefits of strategic sourcing, and the intricacies of contract financing. Students will also develop an in-depth knowledge of subcontracting, source selection, and contractor responsibility.

For additional information visit:
[2]http://www.managementconcepts.com

DATES: March 16-20, 2009
June 1–5, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITES: All CON 100 level courses

CREDIT: 32.5 CLPs

CON 217: Cost Analysis & Negotiation Techniques

Course Description:

This course builds on the basic pricing skills covered in the Level I contracting curriculum. Students will learn and apply more advanced pricing methods and techniques in order to analyze a contractor's proposal and develop government negotiation objectives. This course also introduces the concepts necessary for successful negotiations.

For additional information visit:
[2]http://www.managementconcepts.com

DATES: June 1-5, 2009
July 13 – 17, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITES: CON 120: Mission Focused Contracting for individuals in the contracting career field.

CREDIT: 32.5 CLPs

CON 218: Advanced Contracting for Mission Support

Course Description:

This capstone course completes the mandatory training for FAC-C Level II certification. Through a realistic case study based on a government acquisition, students will demonstrate their ability to negotiate fair and reasonable prices, resolve legal issues, and respond to changing customer requirements during contract performance. This highly interactive course gives students the opportunity to tackle complex contracting issues in a team environment that encourages open discussion and exchange of ideas.

For additional information visit:
[2]www.managementconcepts.com

DATES: June 15-26, 2009
August 3 – 14, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITES: CON 214, CON 215, CON 216 and CON 217.

CREDIT: 65 CLPs

CON 353: Advanced Business Solutions for Mission Support

Course Description:

Through realistic scenario-based learning, students work in teams to practice developing sound business solutions as a valued strategic and expert business advisor. Student course work is designed to contribute solutions to senior leadership and local supervisors and to provide resources for the Contracting career field via the course community of practice.

This is a 9-1/2 day classroom course with a **mandatory pre-course assignment** that comprises 25% of each student's final grade. Students will not be allowed to attend unless they complete all on-line assignments. The course requires students to use critical thinking skills and problem solving tools to analyze and make recommendations on issues they bring from their office (local challenge) and an assigned senior leadership challenge.

For additional information visit: [2]www.npi-training.com

DATES: February 2-13, 2009
September 14-25, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITES: At least 1 year of contracting experience after completing all CON 100 & 200 level courses.

CREDIT: 65 CLPs

Specialized Contracting Courses
for
Treasury Procurement Personnel

Specialized Contracting Courses for
Treasury Procurement Personnel

Applied Earned Value Management

Course Description:

In this course you'll learn to use tools for managing data associated with EVM as they apply to federal acquisition management in the cost contract environment. You'll also learn EVM skills through hands-on exercises and a multi-part case study that takes you from EVM project baseline formation at the beginning of the project through the challenges of ongoing assessments and reassessments of cost, schedule and performance to the project changes. You'll end the course with an understanding of project surveillance.

For additional information visit: [2]www.esi-intl.com

DATES: April 14-16, 2009
July 14-16, 2009

AUDIENCE Treasury Acquisition Personnel

PREREQUISITES: None

CREDIT: 19.5 CLPs

Bootcamp for GSA Contracting

Course Description:

Learn how to tap into the expansive federal market. This intensive two-day course will provide the skills you need to understand and negotiate your own Schedule or modification. We will explain why Schedules are the most preferred contract vehicle for federal government procuring officials. Learn how best value is determined under task orders and why basis of award is important. Gain a thorough understanding of the cutting-edge issues in the dynamic Schedules market. You'll also learn about current developments and hot topics in GSA Federal Supply Schedule, MAC and IDIQ Contracting.

For additional information visit: [2]www.centreconsult.com

DATE: March 3-4, 2009

AUDIENCE Treasury Procurement Personnel

PREREQUISITES: None

CREDIT: 13 CLPs

Cost Estimating

Course Description:

Technical personnel and others who are responsible for developing the independent government cost estimate (IGCE), whether for a new procurement of supplies or services or for a contract modification, will benefit from this training course. Students will learn step-by-step procedures for accomplishing this challenging and often frustrating task.

For additional information visit:
[2]www.managementconcepts.com

DATE: November 12-13, 2008
March 4-5, 2009

AUDIENCE Treasury Procurement Personnel

PREREQUISITES: None

CREDIT: 13 CLPs

Earned Value Management Fundamentals

Course Description:

This course will introduce you to the fundamental concepts of earned value management (EVM). You'll get a hands-on overview of the process of EVM, from project development to execution. You will learn the language associated with EVM as it applies to federal acquisition management and dealing with OMB in the budget process. The course emphasizes the processes related to the Performance Management Baseline (PMB), the Integrated Baseline Review (IBR), and the American National Standards Institute (ANSI) for EVM systems. You'll also learn about evaluating and computing basic EVM metrics and EVM metrics-based Estimates at Completion (EAC).

For additional information visit:
[2]www.managementconcepts.com

DATES: January 26 – 30, 2009
March 23 –27, 2009

AUDIENCE: Treasury Acquisition Personnel

PREREQUISITE: None

CREDIT: 32.5 CLPs

FAR Bootcamp

Course Description:

This course is a hands-on, learn-by-doing, four and one-half day total immersion in the Federal Acquisition Regulation (FAR) for both novices and seasoned professionals. Attendees learn how to research, read, interpret and apply the FAR by working through a series of problems of gradually increasing complexity. Attendees work through progressively more complex research and problem-solving exercises and drills, learning how to find, read, interpret, and apply the rules of Government contracting. They learn to use hardcopy and online versions of the FAR and to use public and commercial research tools.

For additional information visit:
[2]www.thefarbootcamp.com

DATES: December 8-12, 2008
March 9-13, 2009
June 1-5, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 32.5 CLPs

Federal Appropriations Law

Course Description:

This course takes you through every facet of the budgeting and spending processes. You will get a thorough analysis of all funding activities, as seen through the eyes of the contracting, certifying, and disbursing officers. And you will participate in sessions that explore controlling decisions by the General Accounting Office (GAO).

For additional information visit:
[2]http://members.cox.net/acqtrainer/serv01.htm

DATE: February 17-19, 2009

AUDIENCE: Treasury Acquisition Personnel

PREREQUISITE: None

CREDIT: 19.5 CLPs

ID/IQ Contracting

Course Description:

This two-day course teaches students everything they need to know to effectively set-up and use Indefinite Delivery/Indefinite Quantity (ID/IQ) contracts. Students will learn when and how to use ID/IQ contracts, how to develop and implement the acquisition strategy, how to get the most out of oral presentations and sample tasks, how to issue task and delivery orders and how to provide vendors a "fair opportunity" to be considered. Topics will also include pricing task and delivery orders and procedures for terminating orders.

For additional information visit:
[2]http://members.cox.net/acqtrainer/serv01.htm

DATES: March 24-25, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 13 CLPs

Incentive Contracts

Course Description:

The focus of this course is to provide a comprehensive understanding of the decisions to be made when using incentive contracts and the likely consequences associated with those decisions. It also shows how best to optimize performance, minimize costs and motivate delivery. Take advantage of this opportunity to get a firm grasp of the key issues critical to selecting, structuring and administering incentive contracts.

For additional information visit:
[2]www.managementconcepts.com

DATE: June 16-17, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 13 CLPs

Overview of Government Contracting

Course Description:

This concentrated two-day course covers all of the most critical aspects of the federal contracting process. The course is intended for those who are new to federal contracting and want to gain an understanding of the basic concepts. It is also intended for non-contracting personnel who are indirectly or occasionally involved in contracting and want to better understand this complex subject, including senior agency personnel, financial managers, technical and quality assurance personnel, evaluators, attorneys, logisticians and private sector personnel seeking to do business with the federal government.

For additional information visit:
[2]www.housemanandassociates.com

DATES: October 15–16, 2008

AUDIENCE: Treasury Acquisition Personnel

PREREQUISITE: None

CREDIT: 13 CLPs

Simplified Acquisition

Course Description:

This course provides in-depth, up-to-the-minute coverage on the full range of small purchase policies and procedures, including the revised Federal Acquisition Regulation (FAR) language. In addition to explaining the many changes that have occurred in the simplified acquisition area, the course also emphasizes the well-established rules that have not changed with Federal Acquisition Streamlining Act (FASA), such as compliance with FAR Part 8, required source of supply, the regulatory prohibition against splitting orders, and contract reporting.

For additional information visit:
[2]www.housemanandassociates.com

DATE: March 30–April 1, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 19.5 CLPs

Task Order Contracting

Course Description:

This two-day course focuses on the key issues in the formation and administration of task order contracts. It also addresses central controversies, such as competitive practices and pricing and accounting for uncompensated overtime by professional employees. This course will help you understand these flexible arrangements and avoid problems that can arise when they are used.

For additional information visit:
[2]www.housemanandassociates.com

DATES: April 21-22, 2009

AUDIENCE: Treasury Acquisition Personnel

PREREQUISITE: None

CREDIT: 13 CLPs

The Federal Budget Process

Course Description:

Government employees new to budgeting responsibilities or not directly involved in them who want an introduction to the appropriations process will benefit from this course. This course uses current events to demonstrate the process of raising, allocating, and spending billions of federal dollars annually. Special emphasis is placed on the roles of the President and Congress.

For additional information visit:
[2]www.managementconcepts.com

DATES: January 21-22, 2009

AUDIENCE: Treasury Acquisition Personnel

PREREQUISITE: None

CREDIT: 13 CLPs

Performance-Based Courses
for
Treasury Procurement Personnel

Conducting Effective Market Research

Course Description:

Learn how to leverage the experience of similarly situated organizations to make market research most effective. This one-day course will teach participants the tools and techniques necessary to perform effective market research. This interactive hands-on training provides participants with the skills to develop and execute a comprehensive market research plan.

For additional information visit:
[2]www.acquisitionsolutions.com

DATES: October 15, 2008
January 28, 2009

AUDIENCE: Treasury Acquisition Personnel

PREREQUISITE: None

CREDIT: 6.5 CLPs

Incentives for Performance-Based Contracts

Course Description:

Students will learn when and how the various incentive contracts may be used to influence contractor behavior and achieve better performance. Course highlights include conditions for use of incentive contracts, limitations on their use, and problems with negotiating and making changes to incentive contracts. This training course will benefit those involved in structuring incentive contracts, including those for performance-based services.

For additional information visit:
[2]www.managementconcepts.com

DATES: April 20-21, 2009

AUDIENCE: Treasury Acquisition Personnel

PREREQUISITE: None

CREDIT: 13 CLPs

Performance-Based Acquisition: Preparing Statements of Work

Course Description:

Emphasizing preparation of a performance-based work statement, the course focuses on the use of draft solicitations, team development of the work breakdown structure and task identifications, conversion of cost-plus requirements to fixed-price, use of incentives, deductions and penalties in connection with performance goals and application of specific cost and performance measurement techniques, quality assurance surveillance plans and quality-related evaluation factors.

For additional information visit:
[2]www.houseandassociates.com

DATES: February 17-19, 2009
May 18-20, 2009

AUDIENCE: Treasury Acquisition Personnel

PREREQUISITE: None

CREDIT: 19.5 CLPs

Performance-Based Services Acquisition Advanced Workshop

Course Description:

In this course attendees will learn how to identify performance standards and develop cost-effective metrics, allocate responsibility for quality control and quality assurance between the Government and the contractor, develop incentive plans that work and effectively administer a performance-based contract.

For additional information visit:
[2]www.fedpubseminars.com

DATES: October 28-30, 2008
January 21-23, 2009
July 21-23, 2009

AUDIENCE: Treasury Acquisition Personnel

PREREQUISITE: None

CREDIT: 19.5 CLPs

Seven Steps to Performance-Based Acquisition

Course Description:

Seven Steps to Performance-Based Acquisition is a three-day course that gives acquisition professionals the knowledge and tools needed to plan and award contracts using the Statement of Objectives approach.

This course teaches a seven step process to develop a performance-based acquisition structured around the desired outcome. By working through the seven steps, students develop performance-based competencies that can be immediately applied to acquisition requirements.

For additional information visit:
[2]www.acquisitionsolutions.com

DATES: February 23-25, 2009
April 13-15, 2009
July 13-15, 2009

AUDIENCE: Treasury Acquisition Personnel

PREREQUISITE: None

CREDIT: 19.5 CLPs

Six Disciplines of Performance-Based Project Management

Course Description:

This course focuses on the seventh step, Deliver Results through Partnership, of the Seven Steps to Performance-Based Acquisition course. Participants will learn how to manage performance while staying focused on outcomes. This course carries acquisition teaming into the 6 key disciplines of the post-award phase.

For additional information visit:
[2]www.acquisitionsolutions.com

DATES: February 26-27, 2009
April 16-17, 2009
July 16-17, 2009

AUDIENCE: Treasury Acquisition Personnel

PREREQUISITE: None

CREDIT: 13 CLPs

Strategic Business Advisor

Course Description:

This two-day course focuses on the need to and the "how to" transition contracting professionals from a transaction-based, compliance-oriented role to a highly valued strategic asset for the organizations they serve. Students will develop an understanding of the importance of the strategic business advisor role and responsibilities, learn techniques for the development of business acumen and interpersonal skills, and gain industry insights on how to achieve greater mission results.

For additional information visit:
[2]www.acquisitionsolutions.com

DATES: TBD

AUDIENCE: Treasury Acquisition Personnel

PREREQUISITE: None

CREDIT: 13 CLPs

World Class Contracting

Course Description:

This highly interactive two-day course discusses the entire contract management life-cycle from both the buyer's and seller's perspectives. It contains numerous case studies, forms, tools, and more than 200 proven best practices from both government and industry. The course focuses on the leading contracting practices of high-performing commercial and international organizations, which can be effectively applied by government agencies or industry to improve business results and achieve mission success.

For additional information visit:
[2]www.acquisitionsolutions.com

DATES: December 9-10, 2008
July 7–8, 2009

AUDIENCE: Treasury Acquisition Personnel

PREREQUISITE: None

CREDIT: 13 CLPs

Contracting Officer's Technical Representative
(COTR)

Contracting Officer's Technical Representative
(COTR)

Treasury Contracting Officer's Representative (COTR) Training

Course Description:

The complexity of Federal contracting continues to increase every year. Contracting Officer's Technical Representatives (COTRs) are technical employees who perform contract-related duties and play a vital role in acquiring goods and services for the Government. In addition, COTRs play a critical role in ensuring that contracting is conducted in an effective and efficient manner that meets the public's interest. COTRs have many responsibilities including, but not limited to, participating in acquisition planning and market research; developing specifications and work statements; evaluating offers and assisting in source selection; and monitoring and evaluating contractor performance.

For additional information visit: [2]www.housemanandassociates.com

DATES:
October 20-24, 2008	April 27 – May 1, 2009
November 3-7, 2008	May 4-8, 2009
November 17–21, 2008	May 11-15, 2009
December 1–5, 2008	June 8-12, 2009
January 5-9, 2009	June 22-26, 2009
January 26-30, 2009	July 6-10, 2009
February 9-13, 2009	July 20-24, 2009
February 23-27, 2009	August 3-7, 2009
March 9-13, 2009	August 17-21, 2009
March 23-27, 2009	September 14-18, 2009
April 6-10, 2009	September 21-25, 2009

AUDIENCE: Treasury Acquisition Personnel

PREREQUISITE: None

CREDIT: 32.5 CLPs

COTR Management of IT Service Contracts

Course Description:

In this course, you'll learn the essential techniques for being an effective COTR on IT contracts. The course addresses the COTR's role throughout the IT contract life cycle—from defining initial requirements to effective post-award performance management. It will help you understand the importance of early IT risk assessment and how risk mitigation and control influences the entire IT contracting process. Through classroom exercises and case study analysis, you will receive an assortment of practical IT COTR management tools and techniques that can be immediately applied back on the job.

For additional information visit: [2]www.esi-intl.com

DATE: January 21-23, 2009
April 27-29, 2009

AUDIENCE: Treasury Acquisition Personnel

PREREQUISITE: None

CREDIT: 19.5 CLPs

Program/Project Management Courses for Treasury Procurement Personnel

Program/Project Management Courses for Treasury Procurement Personnel

How to Gather and Document User Requirements

Course Description:

This "how-to" course introduces the roles of the business analyst as they relate to the analysis and documentation of requirements. It familiarizes participants with core knowledge and skills required to analyze and document user requirements. It also identifies how these requirements are defined and managed throughout the life cycle.

For additional information visit: [2]www.esi-intl.com

DATE: March 16–19, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 26 CLPs

Information Technology Risk Management

Course Description:

In this course, you'll learn to look at risk management as a way to seize opportunities, minimize threats and achieve optimum results. You'll work through the proactive approach to threat and opportunity—based on a clear understanding of the powerful nature of both qualitative and quantitative approaches to risk management. You'll leave this course prepared to face the challenges and opportunities of risk management with new practices to apply in your environment and new insights on the implications and advantages of applying risk management well.

For additional information visit: [2]www.esi-intl.com

DATE: March 30 – April 1, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 19.5 CLPs

Leading Project Managers

Course Description:

In this highly facilitated course, you will learn soft and hard skills and approaches that lead to organizational success in the "management by projects" environment. You also will get expert perspectives and review best practices on issues critical to those who lead project managers. You'll enjoy lively debate and stimulating conversation that reinforces what you know and what you've learned. This course provides you with a new way of thinking about the best way to lead people in an organization that uses a project management approach.

For additional information visit: [2]www.esi-intl.com

DATE: November 19-20, 2008
May 27-28, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 13 CLPs

Managing Projects

Course Description:

Get a solid understanding of project management methods with this comprehensive introductory course. Gain practical experience in proven project management techniques and discover a wealth of valuable, flexible tools that you can use immediately to ensure the success of any project in any type of organization. *Managing Projects* gives you the foundation, techniques and tools to manage each stage of the project life cycle, work within organizational and cost constraints, set goals tied directly to stakeholder needs, get the most from your project management team, and utilize state-of-the-art project management tools to get the work done on time and within budget.

For additional information visit: [2]www.esi-intl.com

DATE: December 2-4, 2008
April 28-30, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 19.5 CLPs

Negotiation Skills for Project Managers

Course Description:

This three-day highly interactive experience covers the dynamics, processes, techniques of internal and external negotiation situations faced by project managers, and provides participants the opportunity to experience one-on-one negotiations. You will learn how to analyze your own and the other party's negotiation style, diffuse conflict and turn it into an advantage, and negotiate more effectively. You will also learn how to negotiate for efficient cost and schedule performance and achieve successful results on time. Participants will receive coaching and feedback from the instructor and the other participants.

For additional information visit: [2]www.esi-intl.com

DATE: May 19-21, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 19.5 CLPs

Project Leadership, Management and Communications

Course Description:

You'll learn how to empower yourself and other team members through more effective negotiation based on an understanding of the differences between competitive and collaborative negotiation approaches – and you'll gain an appreciation of the importance of a collaborative "win/win" negotiation process. You'll gain a clear understanding of why communication is so important, discover how business and personal ethics can influence your leadership style and personality, and how your individual leadership style and personality can influence the course a project will take.

For additional information visit: [2]www.esi-intl.com

DATE: December 9-11, 2008
         May 19-21, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 19.5 CLPs

Program Management

Course Description:

This course includes an integrated case study that will provide you with the opportunity to walk through the entire life cycle of a program while facing the types of realistic challenges you will surely encounter. You'll learn tools and techniques for program governance, effectively managing stakeholders and ensuring that your program realizes its benefits and strategic objectives. You will learn "real-life" best practices presented and facilitated by instructors who have "been there, done that".

For additional information visit: [2]www.esi-intl.com

DATE: November 18-20, 2008
         June 9-11, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 19.5 CLPs

Risk Management

Course Description:

This course examines threat and opportunity from both a top-down and bottom-up perspective using a proven eight-step risk management process. Using effective tools, including a highly regarded risk assessment model, you'll learn how to evaluate and respond to risk at the project and task levels. Included in the course is a multi-part case study that takes you from a risk overview at the beginning of a project through the challenges of ongoing assessment and reassessment of threats and opportunities throughout the project.

For additional information visit: [2]www.esi-intl.com

DATE: May 26-28, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 19.5 CLPs

Scheduling and Cost Control

Course Description:

From the opening morning, you'll get hands-on experience, practicing your skills in building project requirements and the work breakdown structure. You'll learn a sound, logical framework for scheduling and controlling project activities. Master techniques for estimating, forecasting, budgeting, monitoring, controlling, analyzing, and reporting costs and interpreting the meaning of earned-value data. Individual and small-group exercises feature scenarios that help hone these skills, and a comprehensive toolkit provides practical field guidance. **Recommendation:** Please bring a calculator to class.

For additional information visit: [2]www.esi-intl.com

DATE: March 16-20, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 26 CLPs

Business Skills Courses
for
Treasury Procurement Personnel

Critical Thinking for Problem Solving

Course Description:

This course presents a structured approach for handling problems, opportunities and decisions that ultimately will help you save time, maximize expertise and more effectively select and implement potential solutions. The course addresses the five types of critical thinking needed in business environments: strategic thinking, tactical thinking, analytical thinking, innovative thinking and implicative thinking. It also teaches a proven five-step process for responding to business problems and opportunities. Through exercises, you'll practice using these different thinking approaches to achieve maximum results.

For additional information visit: ² www.esi-intl.com

DATE: October 27-29, 2008
July 7-9, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 19.5 CLPs

Establishing a Business Mindset

Course Description:

In this course, you'll learn to apply a practical Mindset Model for interpreting different business situations, identifying goals, communicating effectively, and leveraging a variety of business "influencers." You'll be introduced to typical financial measures used to measure business success. You'll walk away with a firm grasp of what you must be aware of to be successful in business, as well as a plan for personal development.

For additional information visit: ²www.esi-intl.com

DATE: July 28-30, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 19.5 CLPs

Financial Considerations for Business Decision Making

Course Description:

This course covers how to effectively use standard financial tools to assess financial status; how to make sound business decisions; and explores the use of budgeting and estimating methods. Specifically, you'll review and discuss commonly used financial metrics to not only understand the numbers, but also to explore the not-so-obvious financial impacts of typical operating decisions and actions. This course will also examine global business trends that are affecting the business environment and how they should be considered when developing effective business strategies. You will come away from this course understanding how to identify and use standard financial tools, become familiar with financial reports, participate effectively in corporate decision making, and communicate financial outcomes.

For additional information visit: ²www.esi-intl.com

DATE: August 11-13, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 19.5 CLPs

High Impact Communication

Course Description:

This course will teach techniques for creating high-impact, meaningful communication with coworkers, clients and stakeholders. Through practical exercises, group discussions and case studies, you will learn how to determine your own communication style, identify the communication styles of your audience and adapt your delivery accordingly. This course will provide hands-on practice in crafting persuasive messages, facilitating dialogue and making powerful communications.

For additional information visit: ²www.esi-intl.com

DATE: December 15–17, 2008
August 25-27, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 19.5 CLPs

Taking Charge of Organizational Change

Course Description:

This extremely interactive course provides an overarching approach for making change happen in organizations and helps participants embrace a mindset that welcomes organizational change. This course addresses how to assess whether change is necessary, as well as what needs to be changed and how to build a business case for a change. Based on that, you will explore how to develop and articulate a compelling vision and strategy for change. The course will teach you how to engage support for change from stakeholders, as well as how to develop a successful communication plan that is key to any successful change initiative. Particular emphasis is place on the emotional reactions to change and how to help people support change. During class, you will work through real-life change scenarios and have the opportunity to plan for change and understand the impact of change from multiple perspectives. You will gain a better understanding of how you personally handle change and use strategies and tips to help others cope with change. You will come away from the course able to apply the framework, tools and approaches for leveraging the inevitable change that occurs every day in today's business environment.

For additional information visit: [2]www.esi-intl.com

DATE: September 8-10, 2008

AUDIENCE: Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 19.5 CLPs

Professional Development Courses
for
Treasury Procurement Personnel

Briefing & Presentation Skills

Course Description:

Formal and informal teams are required to leverage the greatest possible productivity from the limited human capital with which many organizations are equipped. Training on how to build effective teams for projects, initiatives and special assignments is imperative, but the training should not stop at the creation of the team. To further the agenda, organizations must be instructed on how to manage and maintain the teams that they build. Unlike other programs, this course meets the full spectrum of needs that teams have if they want to succeed and thrive in today's competitive landscape.

For additional information visit:
[2]www.managementconcepts.com

DATE: June 9-11, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 19.5 CLPs

Building and Managing Effective Teams

Course Description:

Formal and informal teams are required to leverage the greatest possible productivity from the limited human capital with which many organizations are equipped. Training on how to build effective teams for projects, initiatives and special assignments is imperative, but the training should not stop at the creation of the team. To further the agenda, organizations must be instructed on how to manage and maintain the teams that they build. Unlike many other similar programs available in the marketplace, this course meets the full spectrum of needs that teams have if they want to succeed and thrive in today's competitive landscape.

For additional information visit:
[2]www.benchmarktraining.com

DATES: October 14, 2008
              April 20, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 6.5 CLPs

Coaching Skills to Improve Employee Performance

Course Description:

This course is for supervisors, managers, team leaders, and other professionals who want to improve performance through coaching.

For additional information visit:
[2]www.managementconcepts.com

DATE: October 21-22, 2008

AUDIENCE: Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 13 CLPs

Creativity and Innovation

Course Description:

This course is for individuals who want to increase effectiveness, approach problems from unique perspectives, realize new opportunities, and develop creative solutions.

For additional information visit:
[2]www.managementconcepts.com

DATE: April 2-3, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 13 CLPs

Customer Service – Service Beyond Delivery

Course Description:

This dynamic and interactive workshop challenges leaders and frontline ambassadors to develop the "little bit more" mentality that moves service from ordinary to legendary. Participants will not only learn to leave customers with a product and/or a service, but a memory.

For additional information visit:
[2]www.engageinstitute.com

DATES: November 17, 2008
          June 18, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 6.5 CLPs

Developing Policies, Procedures and Documentation

Course Description:

This course is designed to guide participants into designing and developing complex content that is user-focused, task-oriented, accessible, and easy to revise.

For additional information visit:
[2]www.informationmapping.com

DATES: January 13-15, 2009
          April 14-16, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 19.5 CLPs

DNA Leadership – Laser Clear Goals

Course Description:

In this course you will learn how to set and achieve your personal and business goals by using the GoalXpress™ Goal Planner to organize, prioritize, and select your goals; create visual reminders to keep your goals top of mind and to maintain your focus on important goals; and evaluate goals and goal statements so you can improve them and the results they produce.

For additional information visit: [2]www.goalpower.com

DATES: January 9, 2008
          July 1, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 6.5 CLPs

Facilitating Groups: The Active Facilitation Approach

Course Description:

This session is useful for a wide range of group process settings, including business meetings, retreats, work sessions, or other group meetings in which the goal is to make decisions and take action. This course will help you to build and/or strengthen your facilitation skills with techniques that are widely accepted by the professional facilitation field and proven to help ensure a successful group process.

For additional information visit:
[2]www.benchmarktraining.com

DATES: March 26, 2009
          June 30, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 6.5 CLPs

Influencing Skills

Course Description:

This course is for professionals who want to expand their personal influence within their organization, develop skills, learn to overcome obstacles, and discover influencing strategies to help build relationships. Course topics include: assessing a situation; influencing skills; planning for and executing influencing strategies; overcoming obstacles; and acquiring and maintaining influence.

For additional information visit:
[2]www.managementconcepts.com

DATE: April 2–3, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 13 CLPs

Interpersonal Skills: Developing Effective Relationships

Course Description:

This course is for individuals who want to increase productivity and become more successful on the job by improving the quality of working relationships with peers, employees, supervisors, customers, and others.

For additional information visit:
[2]www.managementconcepts.com

DATES: October 7-9, 2008
June 16-18, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 19.5 CLPs

Managing Stress at Work

Course Description:

This course is for individuals who want to increase productivity and become more successful on the job by improving the quality of working relationships with peers, employees, supervisors, customers, and others.

For additional information visit:
[2]www.managementconcepts.com

DATES: April 30 – May 1, 2009
June 23-24, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 13 CLPs

Process Improvement Techniques

Course Description:

This course is designed for professionals who want to develop or refine appropriate techniques for process analysis and improvement in support of performance improvement initiatives. Course topics include: what process improvement is and why it's necessary, phases of process improvement, simple and complex process improvement problems, streamlining process improvement efforts, selecting the most appropriate process techniques, creating a convincing process improvement plan and generating ideas and reaching consensus. Participants will receive the field-tested workbook "The Memory Jogger II: A Pocket Guide of Tools for Continuous Improvement and Effective Planning" by Michael Brassard and Diane Ritter!

For additional information visit:
[2]www.managementconcepts.com

DATE: July 29-30, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 13 CLPs

Resolving Conflict

Course Description:

This course is designed for team leaders, managers, supervisors and anyone interested in learning how to effectively resolve conflict. **PREWORK**: Identify a conflict that you face in your current position or that you may face in the future.

For additional information visit:
[2]www.managementconcepts.com

DATE: August 17-18, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 13 CLPs

Respect – The Source of Our Strength

Course Description:

Respect: The Source of Our Strength (SOS) is one of the most powerful processes available for fostering long-term, positive behavior change in individuals across diverse organizations. SOS is a unique process that applies the foundational principles of Increasing Human Effectiveness to the specific workplace issues that arise from diversity in opinions, thoughts, lifestyles, values or cultures. This dynamic process integrates four major themes: **Awareness, Behavior, Respect and Change**, into a coherent and thought-provoking experience where participants explore the benefits of respectful behaviors in their personal and professional lives.

For additional information visit: [2]www.edgelearning.com

DATES: December 16-17, 2008
            April 2-3, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 13 CLPs

Seven Habits of Highly Effective People

Course Description:

This course reveals a step-by-step pathway for living with fairness, integrity, service and human dignity --- principles that gives us the security to adapt to change and the wisdom and power to take advantage of the opportunities that change creates.

For additional information visit: [2]www.franklincovey.com

DATES: October 28-30, 2008

AUDIENCE: Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 19.5 CLPs

What Got You Here Won't Get You There

Course Description:

This course will help you identify and overcome twenty of the most interpersonal challenges often found in leadership behavior, and you may be surprised to learn about the 21st habit, a paradoxical trait that's a driver of success. You'll learn a 7-step method to get ride of bad habits, or make adjustments to habits you want to change.

For additional information visit: [2]www.dalecarnegie.com

DATES: August 26-27, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 13 CLPs

Writing Really Effective Resumes

Course Description:

Résumés are often the basis for the first cut of applicants applying for a job. Be sure your résumé wins you the attention you deserve and gets you the interview you desire!

Writing Really Effective Résumés prepares participants to present themselves successfully on paper, in a manner that responds to the requirements of the job at hand and produces the most favorable effect on the reader.

Participants in *Writing Really Effective Résumés* will:
- Identify and avoid common mistakes in composing résumés
- Learn elements of layout suitable to attractive, reader-friendly résumés
- Learn rules of composition that make résumés easy to read, understand, and appreciate
- Learn a template for writing cover letters
- Prepare to present their qualifications in an interview
- Learn a simple and reliable approach to writing KSAs

For additional information visit: [2]www.swenholt.com

DATES: October 22, 2008
January 23, 2009
May 18, 2009

August 25, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 6.5 CLPs

Computer Skills Training
for
Treasury Procurement Personnel

Microsoft Excel Level I – An Introduction

Course Description:

Microsoft Excel is a very powerful and useful tool for managing data via spreadsheets, databases, and graphs. It is also a powerful tool for calculating budgets, finances, or any other task involving numbers. In this course, you will learn the best methods for harnessing all of the features and functions that this software has to offer. As a result, you will work more effectively and efficiently in your day-to-day duties and become a more valuable member of your organization.

For additional information visit:
²www.federaltraining.com

DATE: March 2-3, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 13 CLPs

Microsoft Excel Level II

Course Description:

This course was designed to help you take your Microsoft Excel skills to a higher level. Building upon the lessons learned in the Introduction class, this Level Two class fully covers the advanced management features of the Microsoft Excel database. In this class, you will learn advanced features, formulas, functions, charts, graphs, conditional relationships, and much more. These advanced concepts will allow you to perform and display sophisticated data analysis quickly and easily.

For additional information visit:
²www.federaltraining.com

DATE: March 4-5, 2009
July 7-8, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 13 CLPs

Microsoft Outlook

Course Description:

This course is designed for users who are new to Microsoft Outlook or are self-taught. You should possess knowledge of Microsoft Windows. This class covers composing and sending e-mails, using the address book, contact list and calendar and MUCH MORE.

For additional information visit:
²www.federaltraining.com

DATES: November 13, 2008
March 10, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 6.5 CLPs

Microsoft PowerPoint – An Introduction

Course Description:

Microsoft PowerPoint allows users to develop effective presentations and deliver them professionally. Working with this application, participants explore the functions of the software and the communications principles that lead to dynamic slide shows. Participants learn all the fundamentals necessary to create and edit their own presentations. With the skills you acquire, you can make your presentations appear as though you hired a professional graphic design company to create them.

For additional information visit:
²www.federaltraining.com

DATE: January 7-8, 2009
March 31 – April 1, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 13 CLPs

Microsoft PowerPoint II

Course Description:

Have fun while learning to create exciting presentations. In this class, you will take your Microsoft PowerPoint skills to a new level. You will receive hands-on training that will help you become quite proficient and skillful with Microsoft PowerPoint. This class provides you the chance to explore the many advanced and "unknown" features that this award-winning program has to offer. At the conclusion of this class, you will feel like a pro.

For additional information visit: ²www.federaltraining.com

DATES: April 2, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 6.5 CLPs

Microsoft Project

Course Description:

Microsoft Project has emerged as one of the premier project management software tools. Microsoft Project is a powerful tool that will help you break a project down into smaller, more manageable parts, manage complex task schedules, identify potential workflow problems, better manage resources, and keep your project on track. In this course, you will learn how to solve typical project and business problems using the planning, controlling, and reporting features of this software. In addition, you will receive a professional, comprehensive course book – a great reference guide for your office.

For additional information visit: ²www.federaltraining.com

DATES: November 4-5, 2008
March 11-12, 2009
July 21-22, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 13 CLPs

Microsoft Word – Mastering the Basics

Course Description:

Knowing how to use Microsoft Word is an important fundamental and necessary for career advancement. This in-depth, hands-on course will enable you to perform basic word processing operations in Microsoft Word and help you take your career to the next level. The class is perfect for anyone new to Word, switching from WordPerfect, or looking to master the fundamentals. You learn how to get more done with LESS WORK.

For additional information visit:
²www.federaltraining.com

DATE: March 24, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 6.5 CLPs

Microsoft Word II

Course Description:

Many people use Microsoft Word but are not familiar with the numerous, available features. This hands-on course is designed to show you how to use the advanced features of Microsoft Word and increase your productivity and value to your agency. After this course, you will possess the kind of advanced skills necessary to maximize the many features and benefits of Microsoft Word. You will discover the little "secrets" that the experts know about and take advantage of.

For additional information visit:
²www.federaltraining.com

DATE: March 25, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 6.5 CLPs

Microsoft Access – An Introduction

Course Description:

Microsoft Access is a sophisticated database management system. It can be used to organize, gather, and link information within the Microsoft Windows operating system. Microsoft Access is designed so that users can work with databases on their desktops and/or on computer networks. This hands-on course is designed to teach basic database management concepts, such as components, tables, queries, filters, and much more.

For additional information visit: [2]www.federaltraining.com

DATES: March 18-19, 2009

AUDIENCE: Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 13 CLPs

SECTION 5: MISCELLANEOUS

FY 2009 Alphabetical Listing of Course Offerings   Page

[1]Another Federal Agency:

Please note that by clicking on this link, you will leave the IRS Procurement web site and enter another government web site created, operated, and maintained by that agency. The information that another government agency/bureau/office collects and maintains as a result of your visit to its web site may differ from the information that the IRS collects and maintains (please see the IRS web site privacy and security notice for privacy protections IRS provides to web site visitors). We recommend you review the other agency's information collection policy or terms and conditions to fully understand what information is collected.

[2]Private Site:

Please note that by clicking on this link, you will leave the IRS Procurement web site and enter a privately owned web site created, operated, and maintained by a private business. The information that this private business collects and maintains as a result of your visit to its web site may differ from the information that the IRS collects and maintains (please see the IRS web site privacy and security notice for privacy protections IRS provides to web site visitors). By linking to this private business, the IRS is not endorsing its products, services, or privacy or security policies. We recommend you review the business's information collection policy or terms and conditions to fully understand what information is collected by this private business.

TAI FY 2009 Schedule of Course Offerings

Start Date	End Date	Course Title
October 2008		
10/06/08	10/09/08	CON 100: Shaping Smart Business Arrangements
10/07/08	10/09/08	Interpersonal Skills: Developing Effective Relationships
10/14/08	10/14/08	Building and Managing Effective Teams
10/15/08	10/15/08	Conducting Effective Market Research
10/15/08	10/16/08	Overview of Government Contracting
10/20/08	10/24/08	Contracting for COTRs
10/21/08	10/22/08	Coaching Skills to Improve Employee Performance
10/22/08	10/22/08	Writing Really Effective Resumes
10/27/08	10/29/08	Critical Thinking and Problem Solving
10/28/08	10/30/08	Performance-Based Services Acquisition Advanced Workshop
10/28/08	10/30/08	The Seven Habits of Highly Effective People
November 2008		
11/03/08	11/07/08	CON 110: Mission Support Planning
11/03/08	11/07/08	Contracting for COTRs
11/04/08	11/05/08	Microsoft Project
11/12/08	11/13/08	Cost Estimating
11/13/08	11/13/08	Microsoft Outlook
11/17/08	11/17/08	Customer Service – Service Beyond Delivery
11/17/08	11/21/08	Contracting for COTRs
11/18/08	11/20/08	Program Management
11/19/08	11/20/08	Leading Project Managers
December 2008		
12/01/08	12/05/08	CON 111: Mission Strategy Execution
12/01/08	12/05/08	Contracting for COTRs
12/02/08	12/04/08	Managing Projects
12/08/08	12/12/08	FAR Bootcamp
12/09/08	12/11/08	Project Leadership, Management and Communications
12/09/08	12/10/08	World Class Contracting
12/15/08	12/17/08	High Impact Communication
12/16/08	12/17/08	Cost Estimating
12/16/08	12/17/08	Respect - The Source of our Strength

TAI FY 2009 Schedule of Course Offerings

Start Date	End Date	Course Title
January 2009		
01/05/09	01/08/09	CON 100: Shaping Smart Business Arrangements
01/05/09	01/09/09	CON 112: Mission Performance Assessment
01/05/09	01/09/09	Contracting for COTRs
01/07/09	01/08/09	Microsoft PowerPoint - An Introduction
01/09/09	01/09/09	DNA Leadership - Laser Clear Goals
01/12/09	01/16/09	CON 214 - Business Decisions for Contracting
01/13/09	01/15/09	Developing Policies, Procedures and Documentation
01/21/09	01/23/09	COTR Management of IT Service Contracts
01/21/09	01/23/09	Performance-Based Services Acquisition Advanced Workshop
01/21/09	01/22/09	The Federal Budget Process
01/23/09	01/23/09	Writing Really Effective Resumes
01/26/09	01/30/09	Contracting for COTRs
01/26/09	01/30/09	Earned Value Management Fundamentals
01/28/09	01/28/09	Conducting Effective Market Research
February 2009		
02/02/09	02/06/09	CON 110: Mission Support Planning
02/02/09	02/13/09	CON 120: Mission Focused Contracting
02/02/09	02/13/09	CON 353: Advanced Business Solutions for Mission Support
02/09/09	02/13/09	Contracting for COTRs
02/17/09	02/19/09	Federal Appropriations Law
02/17/09	02/19/09	Performance-Based Acquisition: Preparing Statements of Work
02/23/09	02/27/09	Contracting for COTRs
02/23/09	02/25/09	Seven Steps to Performance-Based Acquisition
02/26/09	02/27/09	Six Disciplines of Performance-Based Project Management

TAI FY 2009 Schedule of Course Offerings

Start Date	End Date	Course Title
March 2009		
03/02/09	03/06/09	CON 214 - Business Decisions for Contracting
03/02/09	03/03/09	Microsoft Excel Level I - An Introduction
03/03/09	03/04/09	Bootcamp for GSA Contracting
03/04/09	03/05/09	Cost Estimating
03/04/09	03/05/09	Microsoft Excel Level II
03/09/09	03/13/09	CON 111: Mission Strategy Execution
03/09/09	03/13/09	Contracting for COTRs
03/09/09	03/13/09	FAR Bootcamp
03/10/09	03/10/09	Microsoft Outlook
03/11/09	03/12/09	Microsoft Project
03/16/09	03/20/09	CON 216 - Legal Considerations in Contracting
03/16/09	03/19/09	How to Gather and Document User Requirements
03/16/09	03/19/09	Scheduling and Cost Control
03/18/09	03/19/09	Microsoft Access - An Introduction
03/23/09	03/27/09	Contracting for COTRs
03/23/09	03/27/09	Earned Value Management Fundamentals
03/24/09	03/25/09	ID/IQ Contracting
03/24/09	03/24/09	Microsoft Word - Mastering the Basics
03/25/09	03/25/09	Microsoft Word II
03/26/09	03/26/09	Facilitating Groups: The Active Facilitation Approach
03/30/09	04/01/09	Information Technology Risk Management
03/30/09	04/01/09	Simplified Acquisition
03/31/09	04/01/09	Microsoft PowerPoint - An Introduction
April 2009		
04/02/09	04/03/09	Creativity and Innovation
04/02/09	04/03/09	Influencing Skills
04/02/09	04/02/09	Microsoft PowerPoint II
04/02/09	04/03/09	Respect - The Source of our Strength
04/06/09	04/10/09	CON 112: Mission Performance Assessment
04/06/09	04/10/09	Contracting for COTRs
04/13/09	04/15/09	Seven Steps to Performance-Based Acquisition
04/14/09	04/16/09	Applied Earned Value Management

TAI FY 2009 Schedule of Course Offerings

Start Date	End Date	Course Title
April 2009 continued		
04/14/09	04/16/09	Developing Policies, Procedures and Documentation
04/16/09	04/17/09	Six Disciplines of Performance-Based Project Management
04/20/09	04/20/09	Building and Managing Effective Teams
04/20/09	04/21/09	Incentives for Performance-Based Contracts
04/21/09	04/22/09	Task Order Contracting
04/27/09	05/01/09	Contracting for COTRs
04/27/09	04/29/09	COTR Management of IT Service Contracts
04/28/09	04/30/09	Managing Projects
04/30/09	05/01/09	Managing Stress at Work
May 2009		
05/04/09	05/15/09	CON 120: Mission Focused Contracting
05/04/09	05/13/09	CON 215 - Intermediate Contracting for Mission Support
05/04/09	05/08/09	Contracting for COTRs
05/11/09	05/15/09	Contracting for COTRs
05/18/09	05/20/09	Performance-Based Acquisition: Preparing SOWs
05/18/09	05/18/09	Writing Really Effective Resumes
05/19/09	05/21/09	Negotiation Skills for Project Managers
05/19/09	05/21/09	Project Leadership, Management and Communications
05/26/09	05/28/09	Risk Management
05/27/09	05/28/09	Leading Project Managers
June 2009		
06/01/09	06/05/09	CON 216 - Legal Considerations in Contracting
06/01/09	06/05/09	CON 217 - Cost Analysis & Negotiation Techniques
06/01/09	06/05/09	FAR Bootcamp
06/08/09	06/12/09	Contracting for COTRs
06/09/09	06/11/09	Briefing & Presentation Skills
06/09/09	06/11/09	Program Management
06/15/09	06/26/09	CON 218 - Advanced Contracting for Mission Support
06/16/09	06/17/09	Incentive Contracts
06/16/09	06/18/09	Interpersonal Skills: Developing Effective Relationships
06/18/09	06/18/09	Customer Service - Service Beyond Delivery
06/22/09	06/26/09	Contracting for COTRs
06/23/09	06/24/09	Managing Stress at Work
06/30/09	06/30/09	Facilitating Groups: The Active Facilitation Approach

TAI FY 2009 Schedule of Course Offerings

Start Date	End Date	Course Title
July 2009		
07/01/09	07/01/09	DNA Leadership - Laser Clear Goals
07/06/09	07/10/09	Contracting for COTRs
07/07/09	07/09/09	Critical Thinking and Problem Solving
07/07/09	07/08/09	Microsoft Excel Level II
07/07/09	07/08/09	World Class Contracting
07/13/08	07/15/08	Seven Steps to Performance-Based Acquisition
07/13/09	07/17/09	CON 217 - Cost Analysis & Negotiation Techniques
07/14/09	07/16/09	Applied Earned Value Management
07/16/08	07/17/08	Six Disciplines to Performance-Based Management
07/20/09	07/24/09	Contracting for COTRs
07/21/09	07/22/09	Microsoft Project
07/21/09	07/23/09	Performance-Based Services Acquisition Advanced Workshop
07/28/09	07/30/09	Establishing a Business Mindset
07/28/09	07/30/09	Process Improvement Techniques
August 2009		
08/03/09	08/14/09	CON 218 - Advanced Contracting for Mission Support
08/03/09	08/07/09	Contracting for COTRs
08/11/09	08/13/09	Financial Considerations for Business Decision Making
08/17/09	08/21/09	Contracting for COTRs
08/17/09	08/18/09	Resolving Conflict
08/25/09	08/27/09	High Impact Communication
08/25/09	08/25/09	Writing Really Effective Resumes
08/26/09	08/27/09	What Got You Here Won't Get You There
September 2009		
09/08/09	09/10/09	Taking Charge of Organizational Change
09/14/09	09/25/09	CON 353: Advanced Business Solutions for Mission Support
09/14/09	09/18/09	Contracting for COTRs
09/21/09	09/25/09	Contracting for COTRs

Treasury Acquisition Institute
Course Registration Form
(Please Complete All)

NAME: _____   TITLE: _____

SERIES/GRADE: _____   DEPARTMENT: _____

AGENCY: _____   OFFICE SYMBOLS: _____

WORK MAILING ADDRESS: _____

WORK PHONE #: _____   FAX NUMBER: _____

EMAIL ADDRESS: _____   CELL PHONE NUMBER: _____

EMERGENCY CONTACT: _____(Name/Number)

Reasonable Accommodations: If you have special needs (i.e. interpreter), please list them here:

_____

COURSE TITLE: _____

DATE OF COURSE: _____   ALTERNATE DATE IF CLASS IS FULL: _____

SUPERVISOR'S NAME: _____   SUPERVISOR'S PHONE #: _____

SUPERVISOR'S SIGNATURE: _____

Are you an IRS employee? Complete all information and have your supervisor sign the form. Completed form should be faxed to Willie Mincey at 202-283-1517 or scanned as an Adobe PDF document and emailed to Willie.D.Mincey@irs.gov. Questions about your registration should be directed to Willie Mincey at 202-283-1422.

Are you an employee of a Treasury Bureau or other government agency? Complete all information and have your supervisor sign the form. Completed form should be faxed to Donald Guy at 202-283-1130 or scanned as an Adobe PDF document and emailed to Donald.I.Guy@irs.gov. Questions about your registration should be directed to Donald Guy at 202-283-1292.

TAI Staff

M. Sylvia Ball, Chief Learning Officer (202) 283-1675	Jodi Stark, Program Manager (202) 283-6970	Robbi Gregg, Program Manager (202) 283-1650
Shonda Yates, Business Operations Specialist (202) 283-1372	Jerome Ellis, Business Operations Specialist (202) 283-7036	Willie Mincey, Management & Program Analyst (202) 283-1422
Donald Guy, Business Operations Specialist (202) 283-1292	Rhonda Stewart, Contract Specialist (202) 283-1138	

CONFIRMATION INFORMATION (For TAI Staff Use Only)

Course Time: 8:30 am to 4:00 pm
Course Location: Treasury Acquisition Institute, Constellation Centre, 6009 Oxon Hill Road, Oxon Hill, MD 20745
1st Floor ☐ Room 103 ☐ Room 104 ☐ Room 110   **7th Floor** ☐ Room 725B ☐ Room 726A