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**CMS Training Program Core Courses**

**CON 100: Shaping Smart Business Arrangements**

Personnel new to the Contracting career field will gain a broad understanding of the environment in which they will serve. Students will develop professional skills for making business decisions and for advising acquisition team members in successfully meeting customers’ needs. Before beginning their study of technical knowledge and contracting procedures, students will learn about the various Department of Defense (DoD) mission areas and the types of business arrangements and procurement alternatives commonly used to support each area. Information systems and knowledge management, as well as recent DoD acquisition initiatives, will be also be introduced in the course. Additionally, interactive exercises will prepare you for contracting support within the DoD. We will also address the overarching business relationships of government and industry, and the role of politics and customer relationships.

*Approximately 20 hours to complete this course*

**CON 121: Contract Planning**

Contract Planning will introduce personnel new to the contracting field to their role as a business advisor in the acquisition process. It focuses on the students’ role in understanding their customers’ mission and their ability to plan successful mission support strategies based upon their knowledge of the contracting environment and their customer needs. Students will learn how to use the Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS), conduct effective market research, develop alternative acquisition strategies and understand how socioeconomic programs support the acquisition planning process.

*Approximately 12 hours to complete*

**CON 124: Contract Execution**

Contract Execution is the second of three online Level I contracting courses. It focuses on executing the acquisition planning through soliciting industry and awarding a contract. It provides students with the knowledge necessary to execute an acquisition that optimizes customer mission performance. Students will learn the techniques and benefits of early industry involvement in shaping requirements. Students will learn basic procedures for acquisition of both commercial and noncommercial requirements, effectively conduct analysis of market data, and determine when a price is fair and reasonable. Finally, students will learn how to conduct basic competitive acquisitions, process awards, and handle protests before and after contract award.

*Approximately 13 hours to complete*

**CON 127: Contract Management**

Contract Management is the final of three online courses. This course builds on the foundation established in CON 121 and CON 124 and provides students with the knowledge necessary to identify and utilize appropriate performance metrics when evaluating contractor performance. Students will explore processes for working with their customer to ensure contract performance is meeting mission requirements. Students will explore performance assessment strategies and remedies for contractual non-compliance, how to make and price contract changes after award, handle disputes and, finally, how to close out completed contracts. Additionally, students will gain a fundamental knowledge of the characteristics and principles of the contract termination process.

*Approximately 10 hours to complete*

**CON 237: Simplified Acquisition Procedures**

Professionals participating in this course will gain training on Part 13 of the Federal Acquisition Regulation and Part 213 of the Defense Federal Acquisition Regulation Supplement, which cover simplified acquisition procedures (SAP).

*Approximately 6 hours to complete this course*