

# N75 DIVISION COURSES

FACILITIES ACQUISITION & MANAGEMENT / CEC CAREER DEVELOPMENT / ENERGY MANAGEMENT

## **ADV PUBLIC WORKS DEPT & FACILITIES ENGINEERING COMMAND OPERATIONS**

CIN: A-4A-0065; CDP: 05V3

**COURSE DESCRIPTION:** This course is designed to bring military and civilian public works managers up-to-date on current policy and programs that support the public works mission. Students will learn about current facility engineering initiatives at the Chief of Naval Operations, Naval Facilities Engineering Command, Supported Commands, regional and activity levels. Course topics will focus on the core competencies of the shore establishment that fall under the purview of facility managers at an intermediate level.

**PREREQUISITES:** Target Audience is Military and civilian personnel assigned as Public Works Officers, Staff Civil Engineers, Production Officers or any Facility Manager with significant facility engineering responsibilities at either a Public Works Department, Public Works Center or Staff Civil Engineer Office. **PAYGRADE:** O3-toO5 with NOBC of 5100 or 5105; **PAYGRADE:** GS9/WG11 to GS/M13. Prerequisite courses are A-4A-0102-Intro to FEC Ops Core and either A-4A-0101, Intro to FEC Ops (FMP).

## **CEC CDR(S) LEADERSHIP SEMINAR**

CIN: A-4A-0038; CDP: 9783

**COURSE DESCRIPTION:** To provide officers recently selected or promoted to Commander (05) in the Civil Engineer Corps (CEC) with recent updates within the Naval Facility Engineering Command (NAVFACENGCOC), Navy Expeditionary Combat Command (NECC), 1st Naval Construction Division (1NCD); and updates of the most recent leadership philosophies, mission strategies, and program management development within the NAVFACENGCOC. This will allow them to effectively meet operational readiness, world wide contingency, and expeditionary operations.

The curriculum consists of 40 hours of classroom lectures and in-class exercises given primarily by guest lecturers from other services, the Naval Facilities Engineering Command, OPNAV staff, various Engineering Field Divisions, and Fleet and TYVOM Perspectives. The course also includes practical instruction in joint operations planning and execution leadership and management with emphasis on command responsibilities, media relations, and further career planning.

**PREREQUISITES:** Only Active and Reserve CEC Officers recently selected to Commander are eligible to attend and selection of the rank of Commander (05), be invited to attend by the Chief of Civil Engineers. Recommended: Completion of CEC Lieutenant Commander Leadership Seminar A-4A-0021.

## **CEC LCDR(S) LEADERSHIP SEMINAR**

CIN: A-4A-0021; CDP: 9141

**COURSE DESCRIPTION:** The purpose of this course is to provide officers recently selected or promoted to Lieutenant Commander (04) in the Civil Engineer Corps (CEC) with recent updates within the Naval Facility Engineering Command (NAVFACENGCOC), Navy Expeditionary Combat Command (NECC), 1st Naval Construction Division (1NCD); and updates of the most recent leadership philosophies, mission strategies, and program management development within the NAVFACENGCOC. This will allow them to effectively meet operational readiness, world wide contingency, and expeditionary operations.

The curriculum consists of forty hours of classroom lecture and exercises given primarily by guest lecturers from the Naval Facilities Engineering Command, OPNAV staff, various Engineering Field Divisions, and Fleet and TYCOM Perspectives.

**PREREQUISITES:** Selection to the rank of Lieutenant Commander (04); be invited to attend by the Chief of Civil Engineers.

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### **ECONOMIC ANALYSIS**

CIN: A-4A-0020; CDP: 9140

**COURSE DESCRIPTION:** The purpose of this course is to provide the student with information necessary for the preparation of Economic Analyses used in the Naval facilities business decision-making process.

The course covers fundamental principles used in the economic analysis process. It takes direction from OMB A-94 (Guidelines and Discount Rates for Benefits-Cost Analysis of Federal Programs) DODINST 7042.3 (Economic Analysis for Decision making) and NAVFAC P-442 (Economic Analysis Handbook). The focus is documentation criteria supporting Navy MILCON and Special Projects programming. Delivery is via lectures, individual and group workshops with student presentations. Hands-on computer time with the PC ECONPACK program is part of the course. The Life Cycle Cost Program used to rank Navy Energy/Utility projects is also covered.

**PREREQUISITES:** Personnel eligible are regular and reserve active duty officers and civilian employees engaged in facilities engineering and planning decisions. The Commanding Officer, Naval Civil Engineer Corps Officers School, may also grant waivers for attendance by other personnel.

### **FACILITIES ENERGY MANAGEMENT**

CIN: A-4A-0037; CDP: 9555

**COURSE DESCRIPTION:** This five-day course is designed to provide the student with fundamental energy management guidance. The course provides the entry level energy manager a strong foundation in a non-technical approach and affords those with experience, fresh ideas to take back into the field. This course offers an excellent networking opportunity and is a first step towards meeting the goals of the Energy Policy Act.

**PREREQUISITES:** Personnel Eligible are Energy Managers, Assistant/Public Works Officers, Utilities Engineers, Utility Division Directors/Supervisors, and other facility personnel who help support Utility Systems and the Energy Program.

### **FACILITIES PLANNER**

CIN: A-4A-0016; CDP: 04U6/0344

**COURSE DESCRIPTION:** This course is designed to provide current information to military and civilian personnel of the DoN, including the Marine Corps, who have responsibilities in shore facilities planning and programming. The course includes instruction on the philosophy and general principles of the Shore Facilities Planning System; recognition of their implications at the various levels of command; and knowledge of the many sources of information. The student is provided the opportunity to develop the professional ability necessary to develop with reasonable skill and efficiency, the elements comprising the planning system, i.e., determining facility requirements; assisting in evaluating existing assets; comparing requirements with usable assets; and determining the optimum means of correcting deficiencies and disposing of excesses.

The development of the military construction program and documentation necessary for MCON projects is discussed. The organization of the Department of Defense and the Navy is reviewed with special attention given to the planning services provided by the Naval Facilities Engineering Command. Instruction is provided on the various alternatives for financing facility projects. Policies, concepts, criteria, restraints, and other unusual circumstances, which influence the philosophy and goal of the shore facilities planning process, are also discussed.

**PREREQUISITES:** Personnel eligible are active and inactive, Regular and Reserve officers, and civilian personnel of the Naval Shore Establishment and Marine Corps at the LT/CAPT/GS-11 and above, with or being assigned responsibilities in Shore Facilities Planning and Programming. No prior experience or training in planning is required. Upon request, and when supported with sufficient justification, the Commanding Officer, Naval Civil Engineer Corps Officers School, may also grant waivers for attendance by other personnel.

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## **FACILITIES PROJECTS SEMINAR**

CIN: A-4A-0048; CDP: 04UA/049W

**COURSE DESCRIPTION:** This course is designed to provide training in policies and procedures for the development, review, and execution of facilities projects for improvement and upgrading of the Navy's facilities. The student is introduced to the concept of the Facilities Projects Program and how it helps allocate scarce project funds throughout the Navy. Important terms and definitions are described as they relate to work on facilities, with emphasis on the proper use of funds to accomplish different types of work.

The proper procedures and formats to be used in submitting special projects are described in detail. Students are given an insight into the philosophies which guide development of policy for facilities projects. Significant and chronic problem areas are discussed, with guidance on how to deal with or avoid them. Reinforcement of important principals is accomplished through extensive workshop problems and review.

**PREREQUISITES:** Military and Civilian - (GS-7 and above) (01-05 and E7-E9) and other members of the Department of Defense who have responsibility for facilities projects for Navy and Marine Corps activities.

## **INTRO TO FACILITIES ENGINEERING & ACQUISITION / ROICC**

CIN: A-4A-0101; CDP: 04UE/03M6

**COURSE DESCRIPTION:** This course is designed to provide Civil Engineer Corps Officers, senior enlisted personnel assigned to construction management positions, and appropriate civil service personnel with the basic knowledge to perform as Project Engineers and other billets associated with construction, design, and service contract administration and management. Responsibilities of Project Engineers and related billets include using current knowledge management, information technology, communication, and other management tools to determine the proper processes for construction and services requirements; determining effective contract acquisition and design strategies; and complying with current statutory and regulatory guidelines for construction and services work, funding limitations and environmental issues.

Course addresses the functions that are now combined in the Facility Engineering and Acquisition Department including design, construction and services management.

**PREREQUISITES:** New Officer accessions must be enrolled in or have completed CEC Basic Qualifications, A-4A-0010. Course also open to Active duty Navy and Marine Corps Officers, senior enlisted personnel assigned to Facilities Management positions, and civilian personnel of the Navy Shore establishment and Marine Corps involved in Facility Management. Also open to: Paygrade: Civilians GS07-GS13; Paygrade: E6-E9; Paygrade: O1-O4 with designator 5100/5105

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## **INTRO TO FACILITIES MANAGEMENT & PRODUCTION DIVISION OPERATIONS**

CIN: A-4A-0102; CDP: 04UF/03M9

**COURSE DESCRIPTION:** This course is designed to provide Civil Engineer Corps Officers, senior enlisted personnel assigned to facilities management positions, and appropriate civil service personnel with the basic knowledge to perform in facility management and production positions within a Public Works Department. Responsibilities for facility management and production positions include using current knowledge management, information technology, communications, and other management tools to accomplish required facility management and production tasks; managing real property inventories and planning facility projects; budgeting for facilities management and operations; and executing public works functions.

Course addresses the functions of facility management and production divisions that have been reorganized within the Navy Public Works Department model according to the NAVFAC Concept of Operations.

**PREREQUISITES:** New Officer accessions must be enrolled in or have completed CEC Basic Qualifications, A-4A-0010. Course also open to Active duty Navy and Marine Corps Officers, senior enlisted personnel assigned to facilities management positions, and civilian personnel of the Navy Shore establishment and Marine Corps involved in Facility Management. Also open to Paygrade: Civilians GS07-GS13; Paygrade: E6-E9; Paygrade: O1-O4 with designator 5100/5105

## **INTRO TO PUBLIC WORKS DEPT & FACILITIES ENGINEERING COMMAND OPERATIONS**

CIN: A-4A-0103; CDP: 04UG/03MB

**COURSE DESCRIPTION:** This course is designed to provide basic knowledge of facilities engineering, facilities planning and programming, key issues and initiatives, roles and responsibilities, and Navy public works department functions and organization for military and civilian personnel assigned to facilities or construction management positions at a Navy or NAVFAC-serviced installation. The course addresses the functions of PWDs that have been reorganized according to the NAVFAC Concept of Operations.

**PREREQUISITES:** New Officer accessions must be enrolled in or have completed CEC Basic Qualifications, A-4A-0010. Course also open to Active duty Navy and Marine Corps Officers, senior enlisted personnel assigned to facilities management positions, and civilian personnel of the Navy Shore establishment and Marine Corps involved in Facility Management. Also open to Paygrade: Civilian GS07-GS13; Paygrade: E6-E9; Paygrade: O1-O4 with designator 5100/5105

## **MILITARY CONSTRUCTION PROGRAMMING & BUDGETING (MCON 101)**

CIN: A-4A-0022; CDP: 974L

**COURSE DESCRIPTION:** This course is designed to instruct Navy and Marine Corps installation planners or Military Construction Managers in the development and implementation of the Programming and Budgeting process used in the Navy MCON Program. Students will learn how to develop effective MCON project documentation.

Upon completion of the course students will be able to summarize the MCON Planning, Programming, and Budgeting System processes and schedules; perform project evaluation and scoring methodologies used in MCON program development; define their role in being part of an integrated MCON project development team; complete a DD1391 (project justification package); recognize the need for and be able to develop an economic analysis that determine the best alternative for satisfying facility needs at the lowest total cost of ownership; recognize end-user requirements for economic analyses; apply force protection, sustainable design, bachelor quarters, demolition, and Regional Shore Infrastructure Planning initiatives and guidance; understand DOD, DON, and CNO programmatic goals and objectives and how these objectives help frame the final MCON program.

**PREREQUISITES:** None

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## **REAL ESTATE SEMINAR**

CIN: A-4A-0040; CDP: 04U9

**COURSE DESCRIPTION:** This course is designed to prepare civilian and military personnel who are assigned real estate and real estate related duties at shore activities to meet command responsibilities for defining and resolving real estate issues in accordance with established departmental legal, policy and procedural guidelines.

The course will provide instruction on two broad areas: Navy Real Estate - Complete coverage of acquisition, management and disposal, including the philosophy and players of real estate acquisition considerations, in-leasing, out-leasing, management and conservation as well as disposal considerations; Community interface - Strategies for harmoniously working with community needs as well as evolve land uses within the community compatible with the mission and functions of Navy installations.

**PREREQUISITES:** Target Audience is personnel currently assigned to a shore installation billet which is directly involved with shore facilities planning.

## **USMC FACILITIES MANAGEMENT**

CIN: A-4A-0066; CDP: 3001

**COURSE DESCRIPTION:** This course is designed to establish a training program in Facilities Management for the Marine Corps, Navy and civilian personnel tasked with providing Facilities Management and consulting services to Marine Corps field activities. The manager will learn how to effectively and efficiently accomplish the entire spectrum of Facilities Management at Marine Corps Installations.

Topics covered include Facilities Overview; Facilities Organizations; NAVFAC Technical Support; Formal Agreements; Condition Assessment; Utilities and Energy Management Material Support; Safety Civilian Personnel Management; Facility Planning Overview; Facility Projects overview; Environmental Management; Hazardous Waste Management; Acquisition & Contract Management.

**PREREQUISITES:** Target Audience is Active duty and Reserve Marine Corps and Navy Officers, DoD Civilian employees in paygrades GS-9/WG-10 and above. Upon request and when sufficiently justified, the Commanding Officer, NAVSCOLCECOFF may also grant waivers for attendance by other personnel.