



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(FINANCIAL MANAGEMENT AND COMPTROLLER)
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

AUG 23 2011

MEMORANDUM FOR DISTRIBUTION

Subj: DEPARTMENT OF THE NAVY PRACTICAL COMPTROLLERSHIP COURSE

Encl: (1) PCC Schedule, Nomination Windows, and BSO Quotas
(2) PCC Nomination Form (Revised June 2011)

The Department of the Navy (DON) Practical Comptrollership Course (PCC) is sponsored by the Office of the Assistant Secretary of the Navy (Financial Management and Comptroller) (OASN (FM&C)), and delivered by the Naval Postgraduate School. The purpose of the PCC is to provide quality, professional continuing financial management education to DON Financial Management personnel. More information about the course can be found at: <http://www.nps.edu/Academics/Schools/GSBPP/NonDegreeProg/PractComptroller/PCC.html> The FY 2012 class schedule is at enclosure (1). Note that nominations may be made only at specific times. Each class of the PCC will have a window in time during which nominations will be accepted. These windows are noted on the FY 2012 PCC schedule.

To attend the PCC, DON personnel (civilian and military) must meet the eligibility criteria, be nominated by their command and, subsequently, by their Budget Submitting Office (BSO). Eligibility criteria for both military and civilian personnel can be found on the nomination form at enclosure (2). The form is also available as a fill-able form on the ASN (FM&C) web site, under the "Human Capital/Professional Development" menu (http://www.finance.hq.navy.mil/fmc/Pep_Training.asp). A nomination form is to be completed and submitted to the BSO point of contact for each nominee. BSO points of contact are responsible for screening nominees, and for submitting BSO-approved nominations to FMH, in accordance with BSO quotas for the course (provided at enclosure (1)). Submission of an authorization for training (SF-182) to FMH is not required, though this may be required locally. Incomplete nominations will not be considered and will be returned to the BSO.

There are currently four on-line prerequisites that prospective PCC students must take not more than six months prior to attending the course (if taken more than six months prior to the PCC they must be repeated). These are listed on the nomination form. The nomination form also includes two statements that the nominee's Supervisor must affirm and certify. The first of these is that the student has met or will meet the requirement for taking the prerequisites. The second commits the Supervisor to sending the nominee to the PCC if the nominee is accepted into the session for which they have been nominated.

As before, addressees should ensure widest dissemination of this memorandum, collect and screen all nominations associated with their BSO, and then forward approved nominations to: fm_development_courses@navy.mil. Alternate nominations may be submitted for each class, but this must be clearly indicated on the nomination form. Upon review of the submissions,

submissions, successful nominees will be notified by OASN (FM&C) within one week of the nomination deadline.

The point of contact within OASN (FM&C) is Ms. Mary Ann Gerono, at 703-692-4826, or through the above email address.



Gaye L. Evans
Special Assistant for Human Capital

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BSO Points of Contact

FY 2012 Practical Comptrollership Course Schedule

Course	Location	Starts	Ends	Nomination Window	(see notes)
12A	Monterey, CA	5 Dec 11	9 Dec 11	24 Oct – 10 Nov	1
12B	Orlando, FL	30 Jan 12	3 Feb 12	19 Dec – 6 Jan	2
12C	Camp Pendleton, CA	5 Mar 12	9 Mar 12	23 Jan – 10 Feb	3
12D	Washington, DC	16 Apr 12	20 Apr 12	5 – 23 Mar	4
12E	Yokosuka, JA	14 May 12	18 May 12	2 – 20 Apr	5
12F	Norfolk, VA	11 Jun 12	15 Jun 12	30 Apr – 18 May	6

Quotas for Classes other than 12C and 12E are as shown below:

Practical Comptrollership Course – FY 2012 Quota Assignments

BSO	12A – Monterey	12B – Orlando	12D – Washington, DC	12F – Norfolk
BUMED	2	2	2	2
BUPERS	2	1	2	2
CMC	0	1	2	1
CNIC	3	3	4	3
DON AA	1	1	3	1
FFC	1	2	1	3
FSA	1	2	2	1
MSC	1	1	1	3
NAVAIR	2	6	2	1
NAVFAC	2	2	2	2
NAVRESFOR	2	1	1	2
NAVSEA	1	1	2	1
NAVSUP	1	1	1	2
NSMA	1	1	1	1
ONI	1	1	1	1
ONR	1	1	1	1
PACFLT	3	0	0	0
SPAWAR	2	1	1	1
SPECWARCOM	2	1	0	1
SSP	1	1	1	1

For all PCC Classes, whether held in Monterey or off-site at another location, FMH will have final approval authority for the roster of students.

Additional information and POCs for all PCC Classes can be found at:

<http://www.nps.edu/Academics/Schools/GSBPP/Academics/ProfDev/PCC/pcclocations.html>

Enclosure (1)

Notes:

1. Course 12-A: Government lodging is available and reserved for all Monterey students. For planning purposes, lodging rates are \$60 per night based on room assignment. All students will stay in government lodging. Facilities are located within a three minute walk to the classroom. Reservations will be made by NPS and a confirmation number will be provided to students prior to the course start date. Once the confirmation number is provided, students will be directed to call the VQ and provide their credit card number to confirm the reservation. Dining is available in the lodging facility at the student's expense. Rental cars are not required by all students. If planning permits, sharing vehicles is preferred, cost effective, and will help mitigate parking issues on campus as parking is extremely limited.

2. Course 12-B: Todd Barreca (Comptroller POC) todd.barreca@navy.mil and Debra Duke (training POC) debra.duke@navy.mil are the POCs for the Orlando, FL course. They will provide local guidance to the area commands and screen applications for nomination to the course. FMH will review the nominations and approve the final class roster. This class is prioritized to candidates from the local Orlando area, then to NAVAIR personnel, and then to all Department of the Navy FM personnel, with quotas as shown.

3. Course 12-C: Classroom location is TBD. Priority will be given to USMC West Coast FM employees and then to other DON FM employees on the West Coast. POC for nominations will be Maj Lina Downing lina.downing@usmc.mil. FMH will review the proposed class roster and provide final approval.

4. Course 12-D: Location of the course is TBD but will be in the Pentagon City/Crystal City area.

5. Course 12-E: This session is open to Asia Pacific area candidates only. POC for applications will be Ms. Ursula Mayer Ursula.mayer@srf.navy.mil. Ms. Mayer will provide guidance to area commands and screen nominations to the course. FMH will provide final approval of the class roster.

6. Course 12-F: Norfolk class will be held at the Human Resources Service Center (HRSC) located at:

5301 Robin Hood Road, Suite 130
Norfolk, Virginia 23513

Priority will be given to local Norfolk FM personnel, and then to all Department of the Navy FM personnel, with quotas as shown. FMH will provide final approval of the class roster.

Practical Comptrollership Course (PCC) Nomination Form

(Revised June 2011)

Requirements to be eligible to attend the PCC: *(If the nominee does not meet the eligibility criteria – other than the prerequisites – the nominating Command may request an exception by providing a strong justification in writing (below))*

Civilian Criteria:

- Financial Managers – 500 job series or Business Financial Managers (space available) only.
- At least three (3) years of Financial Management (FM) experience, two (2) years of which must be Department of Defense (DoD) FM experience.
- No more than ten (10) years of FM experience within DoD.

Military Criteria:

- Attendance should be related to the position currently held or already ordered into; please note the position that supports PCC attendance in the justification section (below).

PCC Prerequisites: *(Nominees must have completed the following courses not more than six months prior to taking the PCC. In some cases, this may require taking the course again. No exceptions to this will be granted.)*

- Principles of Appropriations Law (online or classroom)
- FM 101
- Budget Execution
- NWCF 101 (modules 1, 3 and 6)

Provide the following information about the nominee – Note: incomplete nominations, including the lack of justification for any exceptions requested, will be returned:

Name:	Email (official):
Command:	Phone (DSN/com'l):
Budget Submitting Office (BSO):	Job series/Grade:
PCC Session:	BSO Priority # of nomination:
Name on Completion Certificate:	Emergency Contact Information <i>(for housing purposes only)</i>
Years in Financial Management, overall:	Name/Relationship:
Years in DoD Financial Management:	Phone:

Supervisory Prerequisite Certification: *I hereby certify that the PCC Prerequisites have been taken by the nominee not more than six months prior to attending the PCC. I further certify that, if accepted into the PCC, the nominee will be permitted to attend the course.*

Supervisor: _____

(signature / date)

Justification *(to be completed only if requesting an exception to eligibility criteria, or when noting the military position that supports PCC attendance):*

Enclosure (2)