

# 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):*

