



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

SEP 20 2012

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. The FY 2013 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 2013 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 fillable PDF form is also available 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 as class sizes are limited and there are many demands for seats.

As before, addressees should ensure widest dissemination of this memorandum, collect and screen all nominations associated with their BSO, and then forward approved nominations, identify the priority order of the nominations to: fm_development_courses@navy.mil. Nominations in excess of assigned BSO quotas may be submitted for each class, but this must be clearly indicated on the nomination form. Upon review of the submissions, successful nominees will be notified by OASN (FM&C) within one week of the nomination deadline.

Subj: DEPARTMENT OF THE NAVY PRACTICAL COMPTROLLERSHIP COURSE

The point of contact within OASN (FM&C) is Ms. Brittany Smith, at 703-692-1671, or through the above email address.



Gaye L. Evans
Special Assistant for Human Capital

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BSO Points of Contact

FY 2013 Practical Comptrollership Course Schedule

Course	Location	Starts	Ends	Nomination Deadline	See Notes
13A	Monterey, CA	25 Mar 13	29 Mar 13	4 Mar 13	1
13B	Washington, DC	22 Apr 13	26 Apr 13	1 Apr 13	2
13C	Naples, Italy	13 May 13	17 May 13	22 Apr 13	2, 3
13D	Pensacola, FL	10 Jun 13	14 Jun 13	20 May 13	2
13E	San Diego, CA	22 Jul 13	26 Jul 13	1 Jul 13	2
13F	Pearl Harbor, HI	19 Aug 13	23 Aug 13	29 Jul 13	2, 4

Quotas for Classes other than 13C and 13F are as shown below:

Practical Comptrollership Course – FY 2013 Quota Assignments

BSO	13A – Monterey	13B – Washington	13D – Pensacola	13E – San Diego
BUMED	2	2	2	2
BUPERS	1	3	2	0
CMC	1	2	0	3
CNIC	1	3	3	3
DON AA	1	3	1	0
FFC	1	1	2	0
FSA	1	2	1	0
MSC	1	1	1	1
NAVAIR	2	2	5	2
NAVFAC	2	2	2	2
NAVRESFOR	2	1	3	0
NAVSEA	3	3	2	4
NAVSUP	1	1	1	1
NSMA	1	1	1	0
ONI	1	1	1	0
ONR	1	1	1	0
PACFLT	5	0	0	3
SPAWAR	1	0	0	5
SPECWARCOM	1	0	1	3
SSP	1	1	1	1

FY 2013 Practical Comptrollership Course Schedule

Notes:

1. Government lodging is available and reserved for all Monterey students. For planning purposes, lodging rates are \$70 per night based on room assignment. All students will stay in government lodging. Facilities are located within a 3 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 should call the VQ (831-656-2060) 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.

Quotas and scheduling for Monterey sessions should be done through the BSO.

2. Classroom locations are TBD at this time. Details will be forthcoming.

3. This session open to all BSO candidates located in Europe only. NAVEUR POC will coordinate a list of nominees with pertinent information and provide to FMH for final approval.

4. This session open to all BSO candidates located in the Asia Pacific area only. PACFLT POC will coordinate a list of nominees with pertinent information and provide to FMH for final approval.

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)