



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

JAN 12 2013

MEMORANDUM FOR DISTRIBUTION

Subj: DEPARTMENT OF THE NAVY SPONSORED DEFENSE DECISION
SUPPORT COURSE (DDSC)

Encl: (1) DDSC Student Nomination Form
(2) DDSC Budget Submitting Office Quotas

The Department of the Navy is sponsoring the Defense Decision Support Course (DDSC) at the Pentagon Conference Center 26 February- 1 March 2013. This four-day course, taught by the Defense Financial Management School at Maxwell, Alabama, is designed to help students understand and use a decision support methodology to advise senior leaders. There is no tuition required to attend and participants should be from the Washington DC metropolitan area to avoid travel costs. The course provides a great opportunity to meet decision support training requirements, one of the key competencies for all 500 series positions and a future requirement of the pending Financial Management Certification Program. Specifically, the course fulfills all the decision support hours needed for DoD Financial Management Certification Level 1 and 2, most of the Level 3 hours, and provides some hours in the Financial Management Analysis Competency. Therefore, addressees should ensure widest dissemination of this memorandum.

During the course, students will experience decision support first-hand by using the Defense Financial Management and Comptroller School decision making model in interactive lessons, case studies and practical exercises. Students should be ready and willing to broaden their perspectives on critical thinking and communicating results as this will be tested throughout the course. The instructors will present a process that combines quantitative and qualitative factors into feasible alternatives, recommendations and, ultimately, informed leadership decisions. The course will culminate with each seminar demonstrating how to identify the issue, perform analysis, build alternatives and provide recommendations to "the commander" in a clear and concise manner. The target audience includes GS-12 and above, O-4 and above and E-8/9; however all grades/ranks may apply. For more detailed information, please visit <http://www.au.af.mil/au/cpd/dfmcs/DDSC.html>.

To attend this Department of the Navy sponsored session, a nomination form is to be completed and submitted to the Budget Submitting Office (BSO) point of contact for each nominee. The fillable PDF form is also available on the ASN (FM&C) web site,

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under the "Human Capital/Professional Development" menu
http://www.finance.hq.navy.mil/fmc/Pep_Training.asp. BSO points of contact are responsible for screening nominees, and for submitting BSO-approved nominations to the Special Assistant for Human Capital (FMH) Division, in accordance with BSO quotas for the course provided in (enclosure 2). 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.

BSOs are to forward approved nominations, in priority order, to:
Brittany.m.Smith@navy.mil no later than 25 January 2013. Nominations in excess of assigned BSO quotas (enclosure 2) may be submitted for each class, as FMH will maintain a waiting list. Upon review of the submissions, successful nominees will be notified by Office of the Assistant Secretary of the Navy (OASN (FM&C)) by 1 February 2013. After the class has been finalized, each student will receive additional logistics information regarding attendance.

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

Distribution:
(See next page)

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DEFENSE DECISION SUPPORT COURSE (DDSC) NOMINATION PACKET

PART I: PERSONAL INFORMATION

1. NAME (<i>Last, First, Middle Initial</i>)	2. SSN (<i>Last 4</i>)
3. RANK/GRADE & DATE OF RANK/GRADE	4. SERVICE, MAJCOM & LOCATION
5. ORGANIZATION	6. SYMBOL/DEPARTMENT
7. E-MAIL ADDRESS	9. MAILING ADDRESS
8. PHONE (<i>DSN or Commercial</i>)	

PART II: SERVICE HISTORY

10. AFSC/MOS/JOB SERIES NUMBER	11. TOTAL YEARS OF MILITARY SERVICE
12. TOTAL YEARS OF FEDERAL SERVICE	13. ANTICIPATED RETIREMENT YEAR
14. Have you attended FMSOC? Graduation Date? <input type="checkbox"/> : Yes <input type="checkbox"/> : No	15. Have you attended PMCS or DFMC? Grad date? <input type="checkbox"/> : Yes <input type="checkbox"/> : No
16. If accepted to attend DDSC, I am committed to full participation in educational activities, assignments and class preparation as required.	
16a. EMPLOYEE SIGNATURE	16b. DATE

PART III: SUPERVISOR INFORMATION

17. NAME (<i>Last, First, Middle Initial</i>)	18. RANK/GRADE
19. E-MAIL ADDRESS	20. PHONE NUMBER (<i>DSN or Commercial</i>)
21. I understand that the student's time will be fully dedicated to DDSC coursework, and will not require the individual to accomplish any work from this office for the duration of the course.	
21a. SUPERVISOR SIGNATURE	21b. DATE

**DEFENSE DECISION SUPPORT COURSE (DDSC)
BSO QUOTAS**

<u>BSO</u>	<u>DDSC Quota</u>
BUMED	2
BUPERS	2
CMC	5
CNIC	5
DON AA	5
FSA	2
MSC	2
NAVFAC	5
NAVSEA	5
NSMA	1
ONI	1
ONR	3
SSP	<u>2</u>
Total	40