



## Commander Navy Region Hawaii Human Resources Office Course Announcement

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<b>Course:</b>	<b>INTRODUCTION TO FEDERAL BUDGETING</b>
<b>Target Audience:</b>	Federal Budget Analysts, Technicians, Interns, and Financial Management Analysts will find the knowledge of the budget process helpful in executing their duties.
<b>Length:</b>	<b>2 Days</b> 8:00 a.m. to 4:00 p.m.
<b>Date(s):</b>	<b>23-24 January 2013</b>
<b>Location:</b>	To Be Determined (TBD) <i>(Insert in SF-182, Section B, Block 1b)</i>
<b>Cost:</b>	<b>\$170 per person</b>
<b>Course Description:</b>	This class will cover an overview of the federal budget process, players in the federal budget process, budget formulation and congressional action, budget execution, review and audit, program assessment and rating tool.
<b>Nomination Process:</b>	FAX or scan and e-mail a copy of the approved and properly executed SF-182 to the Brian Nye & Associates REGISTRAR by the nomination deadline. <i>Questions should be addressed directly to the Brian Nye &amp; Associates REGISTRAR.</i> Include student's fax number when completing the application. <u>Confirmation letters will be sent by e-mail. <b>Please provide Point of Contact's name, phone number and e-mail address.</b></u> <i>(Insert in SF-182, Section B, Block 18)</i>
<b>Nomination Deadline:</b>	<b>20 December 2012</b>
<b>Vendor:</b>	Brian Nye & Associates, 6603 Thackwell Way Suite J, Alexandria, VA 22315 <i>(Insert in SF-182, Section B, Block 1a)</i>
<b>Payment Method:</b>	<p>DOD activities are required to use the government purchase card to pay the vendor. The cardholder is responsible for providing the necessary purchase card information to the vendor. DOD activities are to include in <i>Section B, Block 19, of the SF-182</i> the statement <b>"Payment by government purchase card," the cardholder's name, card number, expiration date, and phone number of the cardholder.</b> Purchase card issues should be discussed with the vendor at (703) 296-4070. Registrations will not be accepted without the purchase card payment information. Questions should be addressed directly to the Brian Nye &amp; Associates REGISTRAR. Include student's fax number when completing the application.</p> <p>A non-DOD organization/agency, in accordance with agency policy and procedures, may pay by credit card or by another arrangement as discussed with the vendor. If by credit card, the cardholder must include the same cardholder information. <i>(Insert in SF-182, Section B, Block 19)</i></p>

**CANCELLATIONS WITHOUT FULL CHARGE TO THE NOMINATING ORGANIZATION WILL BE ACCEPTED ONLY UP TO 30 DAYS BEFORE THE COURSE START DATE.**

**For Further Information:**

Brian Nye & Associates  
Telephone: (703) 296-4070, FAX (703) 339-6175  
E-mail Address: bnye@bnatraining.net

Course Coordinator: Judy Aranaydo, HRO CNRH  
Telephone: (808) 471-1723

**SAID Code:**

**42400** *(Insert in SF-182, Section B, Block 19)*

For further information concerning selection, payments, and cancellation procedures, see [https://www.cnic.navy.mil/navycni/groups/public/documents/document/cnicp\\_a129357.pdf](https://www.cnic.navy.mil/navycni/groups/public/documents/document/cnicp_a129357.pdf)