

Course Announcement – General Information

NOMINATIONS

In most cases, nomination is accomplished by submitting a copy of the approved and properly executed SF-182 so as to reach the designated Registrar (shown on the front of this announcement) by the close of business on the nomination closing date. In some cases, nomination may be by memorandum. Consult the particular course announcement to determine the correct nomination procedure.

The number of training spaces is limited. Selection preference will be given to nominees who most fully meet the eligibility criteria. If a sufficient number of eligible nominees exceed the available spaces, consideration will be given to scheduling additional sessions.

Full-time attendance is mandatory. Nominees selected for attendance will be in a training status for the duration of the training and are to be released from all duty assignments for the entire training period. Individuals who cannot be released from their work assignments should not be nominated.

Every practical effort is made to ensure accessibility of our training programs to the disabled. Nominating officials should contact the Registrar well in advance to discuss any special arrangements, which may be necessary.

NOTIFICATION OF SELECTION/NONSELECTION

The Registrar/Vendor will notify the nominee's organization of selection or nonselection by e-mail, mail or phone. Each activity is responsible for notifying nominee(s) of their selection or nonselection.

PAYMENT OF TRAINING EXPENSES

Receipt of approved and properly executed SF-182 by the Registrar represents the nominating activity's obligation to pay all approved training costs for its nominee(s) selected for training.

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 Section C, Block 6 of the SF-182 the statement, ***"Payment by government purchase card," the cardholder's name, card number, expiration date, and phone number of the cardholder.*** *Purchase Card issues should be discussed with the vendor.* 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 in Section C, Block 6 of the SF-182.

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

CANCELLATIONS/SUBSTITUTIONS

The Registrar is to be notified as soon as possible of any selectee who will not attend and/or the nominating organization's intent to nominate a substitute. Substitutions must be approved by the Course Manager prior to the convening date. SF-182's for substitutions may be submitted for review up to the convening date.

REGISTRATION

Selectees should report to the training site early on the first day of the course to sign in and complete the registration process. Persons reporting who were not selected will not be admitted to the class.

FOLLOW LOCAL INSTRUCTIONS FOR PROCESSING SF-182