



## Commander Navy Region Hawaii Human Resources Office Course Announcement

---

<b>Course:</b>	<b>WRITING EFFECTIVE BUDGET JUSTIFICATIONS</b>
<b>Target Audience:</b>	Budget and Financial Staff, Managers, and Administrative Personnel.
<b>Length:</b>	<b>Three Days</b> (8:00 a.m. To 4:00 p.m.)
<b>Date(s):</b>	<b>12-14 March 2013</b>
<b>Location:</b>	To Be Determined ( <i>Insert in SF-182, Section B, Block 1b</i> )
<b>Cost:</b>	<b>\$240 Per Person</b> ( <i>Based on 25 Attendees</i> )
<b>Course Description:</b>	<p>This course introduces participants to principles of effective budget justification and presentation in the Federal budget process. The focus is on analysis of budget submissions, preparation of narrative description, and describing programs showing benefits and output. Participants will be required to prepare justifications.</p> <p>Upon completion of the course, participants will be able to Define the role of the budget in accomplishing the organization's mission; Comply with OMB and agency guidance on budget justification submissions; Integrate program performance goals into resource requests; Identify the characteristics of effective budget justifications and incorporate them into program's justifications; Organize thoughts into a key message and supporting ideas; Structure a justification by keeping the needs of the audience in mind; Perform substantive and line editing on a justification; Develop written program goals, objectives and budget justifications; Use techniques to support budget estimates and program increase justifications; and Present with quantitative data and clear writing.</p>
<b>Nomination Process:</b>	To Register, 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.</u> <b><u>Please provide Point of Contact's name, phone number and e-mail address.</u></b> ( <i>Insert in SF-182, Section B, Block 18</i> )
<b>Nomination Deadline:</b>	<b>12 February 2013</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>	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,</b>

**expiration date, and phone number of the cardholder.** Purchase card issues should be discussed with the vendor at (703) 296-4070. *Registrations will not be accepted without the purchase card payment information.*

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

**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 Manager: 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.cnmc.navy.mil/navycni/groups/public/documents/document/cnmc\\_a129357.pdf](https://www.cnmc.navy.mil/navycni/groups/public/documents/document/cnmc_a129357.pdf)