



Commander Navy Region Hawaii Human Resources Office Course Announcement

Course:	BUDGET FORMULATION
Target Audience:	Federal Budget Analysts, Technicians, Interns, and Financial Management Analysts will find the knowledge of the budget process helpful in executing their duties.
Length:	3 Days 8:00 a.m. to 4:00 p.m.
Date(s):	5-7 February 2013
Location:	To Be Determined (TBD) <i>(Insert in SF-182, Section B, Block 1b)</i>
Cost:	\$240 per person
Course Description:	The terminology, the exposure to the A-11 and the case studies will provide you with the foundation to develop budgets. This class introduces many techniques for formulating a budget from the object class item through the development of performance budgets and performance measures. Topics covered: How a Federal Agency develops its budget submission and budget justification; Use the budget vernacular correctly; Calculate from raw data, the numbers you need for a budget submission; How to complete budget schedules in tune with OMB Circular A-11; Rework budget schedules to keep current with Presidential directives.
Nomination Process:	FAX or scan and e-mail or 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 & Associates REGISTRAR.</i> Include student's fax number when completing the application. <u>Confirmation letters will be sent by e-mail.</u> <u>Please provide Point of Contact's name, phone number and e-mail address.</u> <i>(Insert in SF-182, Section B, Block 18)</i>
Nomination Deadline:	4 January 2013
Vendor:	Brian Nye & Associates, 6603 Thackwell Way Suite J, Alexandria, VA 22315 <i>(Insert in SF-182, Section B, Block 1a)</i>
Payment Method:	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 <i>"Payment by government purchase card," the cardholder's name, card number, expiration date, and phone number of the cardholder.</i> 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 & Associates REGISTRAR. Include student's fax number when completing the application.

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.cnic.navy.mil/navycni/groups/public/documents/document/cnicp_a129357.pdf