

MEMORANDUM FOR All A-Coded Activities in the U.S. (Regional centers should assure that all subordinate A-coded activities receive a copy of this message)

SUBJECT: Department of Defense (DoD) Priority Placement Program (PPP)
Training Course – Southbridge, Massachusetts

1. A DoD PPP Training Course will be conducted October 30 – November 2, 2012, at the DoD Executive Training & Conference Center, 14 Mechanic Street, Southbridge, MA 01550. Course hours will be 0800-1630 Tuesday through Thursday, October 30 – November 1, and 0800-1200 on Friday, November 2. Due to space limitations, the number of participants from any individual activity may be limited to allow more activities to participate.
2. **BASIC COURSE**: This course is a fast-paced comprehensive review of the policies and procedures governing the PPP. Each module includes a lecture and slide presentation as well as ample time for students to ask questions. Also included are workshops that require the students to apply the information imparted in the lectures to complete practical exercises in registration, requisitioning, etc. Since the course is targeted to human resources (HR) assistants and specialists with a working knowledge of the staffing process, students without staffing experience will likely find the course difficult.
3. **ADVANCED SEMINAR**: On Wednesday, October 31, the second day of the basic course, a breakout session will be offered for specialists with *significant* PPP experience. This advanced seminar consists of an in-depth discussion of current issues of interest, and attendees will be asked to provide pertinent discussion topics. Experienced specialists also have the option of attending this 1-day seminar without participating in the basic course. Those who enroll in both classes will separate from the basic course on Wednesday to attend the advanced seminar and rejoin the basic course on Thursday. Enrollment in the advanced seminar is by self-nomination, provided a supervisor concurs with the attendee's participation. However, nominees cannot attend unless they have already completed the basic course.
4. **ATTENDEES**: This course is open to all HR representatives, particularly staffing and/or recruitment specialists and assistants who work with the PPP on a regular basis. It is also appropriate for DoD Component and Regional Coordinators and their staffs. A limited number of other management and union officials may be accommodated on a space-available basis through special arrangements with the CTP Office. As a reminder, Civilian Personnel/Human Resource Offices are required to maintain a sufficient number of trained staff members to effectively administer all aspects of the PPP.
5. Participants should be aware of the following:
 - Lodging is provided by the Government at no cost to the student. Accompaniment of children is not permitted, however; accompaniment of spouse is permitted. Additional meal charges will apply to all personnel accompanied by a spouse.
 - The student's employing activity is responsible for the arrangement/cost of TDY and car rental or ground transportation.
 - A full breakfast and lunch will be provided at a cost of \$25.84 per day (includes tax).

Breakfast meal on Friday will be prorated to \$11.40 for those departing facility before the lunch meal. This will be charged to your hotel bill each day you are registered at the facility, and is reimbursable as part of the daily allowance for meals and incidental expenses. The meal charge is mandatory for all hotel guests and will be charged regardless of your personal preference or your attendance at meals. Refusal of meal service will render you ineligible to use the complimentary lodging space.

- Each guest must present a government (or personal) credit card when checking-in. Guests without a valid government or personal credit card should make alternate arrangements.

6. **NOMINATION INSTRUCTIONS:** To register, go to the on-line registration link at <http://www.cpms.osd.mil/forms/care/training/CourseAnnouncement.aspx> and follow the instructions on the screen. Upon completing the registration, the nominations will in turn be forwarded to Gwen Folsom, CTP Office, Robins AFB, GA, via an automated process. During the registration process, each nominee must indicate whether he or she will attend the Basic only (Tuesday-Friday) session, the Basic and Advanced (Tuesday-Friday) session, or the Advanced only (Wednesday) session.

7. **ACKNOWLEDGEMENT:** After you have registered for the course via the on-line process, you will receive an automated acknowledgement e-mail advising that your nomination has been received. This e-mail will identify the course name, location, and dates of training on the subject line, and will include an individually-assigned CTP number in the event you later need to cancel your nomination. If you indeed need to cancel, go to <http://www.cpms.osd.mil/forms/care/training/CancelNomination.aspx> and follow the instructions on the screen.

8. **DEADLINE:** The deadline for submitting nominations is **October 5, 2012**. Nominations received after the deadline date will be considered on a space-available basis only.

9. **CONFIRMATION OF ATTENDANCE AND LODGING:** Confirmation notices will be sent out by e-mail after the deadline date. Following receipt of a confirmation notice, lodging will be assigned to each participant and paid for by the government.

10. **SF-182:** The CTP Office does not require a Training Form, SF-182. If your activity requires the form, you should bring it to the course and it will be signed by an instructor upon completion of the training.

11. **TRAVEL AND PER DIEM:** Expenses for travel and per diem will be paid by the nominating activity. Since lodging will be provided by the government at no cost to the students, per diem reimbursement will be limited to meals and authorized incidental expenses. In accordance with Chapter 2, page 1-14 of the Joint Travel Regulations, Volume 2, DoD has determined utilization of Government quarters would adversely affect the mission.

12. If you are not traveling by POV or rental car and need transportation after class hours, the hotel also offers a local shuttle van service daily from 4:00-10:00 pm. Shuttle van is parked outside the main entrance door and is available on a first-come, first-serve basis.

13. Space may be limited for this course so nominations should be submitted early. Questions concerning this training should be addressed via e-mail to gwen.folsom@cpms.osd.mil .