DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(FINANCIAL MANAGEMENT AND COMPTROLLER)
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

JAN 1 5 2015

MEMORANDUM FOR DISTRIBUTION

Subj: DEPARTMENT OF THE NAVY PRACTICAL COMPTROLLERSHIP COURSE AND ADVANCED COMPTROLLER COURSE

Encl: (1) PCC Schedule, Nomination Windows and BSO Quotas
        (2) PCC Nomination Form (Revised December 2014)
        (3) ACC Schedule and Nomination Window
        (4) ACC Nomination Form
        (5) ACC Details
        (6) ACC Capstone Project Requirements Fact Sheet

        The Department of the Navy (DON) Practical Comptrollership Course (PCC) is sponsored by the Office of the Assistant Secretary of the Navy (Financial Management and Comptroller) (OASN (FM&C)) and delivered by the Naval Postgraduate School. The purpose of PCC is to provide quality, professional continuing financial management (FM) education to DON FM personnel. The FY 2015 class schedule is provided at enclosure (1). Note that nominations may be made only at specific times. Each PCC class will have a window in time during which nominations will be accepted. These windows are noted on the FY 2015 PCC schedule.

        To attend PCC, DON personnel (civilian and military) must meet the eligibility criteria, be nominated by their command and, subsequently, by their Budget Submitting Office (BSO). Eligibility criteria for both civilian and military personnel can be found on the nomination form at enclosure (2). The fillable PDF form will be made available on the ASN (FM&C) web site, under the "Human Capital/Professional Development" menu at: http://www.finance.hq.navy.mil/fmc/Pep_Training.asp. A nomination form is to be completed and submitted to the BSO point of contact for each nominee. BSO points of contact are responsible for screening nominees and for submitting BSO-approved nominations to FMH in accordance with BSO quotas for the course (provided at enclosure (1)).

        There are currently four on-line prerequisite courses that prospective PCC students must take not more than six months prior to attending the course (if taken more than six months prior to the PCC they must be repeated). These are listed on the nomination form. With completion of these prerequisites and PCC, individuals will be able to satisfy all FM technical competencies (individuals will still need to complete the Leadership and Other Requirements components of the Certification Program) for Level 2 of the Department of Defense (DoD) FM Certification Program. The nomination form also includes two statements that the nominee's Supervisor must affirm and certify. The first of these is that the student has met or will meet the requirement for taking the prerequisites. The second commits the Supervisor to sending the nominee to PCC if the nominee is accepted into the session, as class sizes are limited and there are many demands for seats.

Subj: DEPARTMENT OF THE NAVY PRACTICAL COMPTROLLERSHIP COURSE AND
        ADVANCED COMPTROLLER COURSE

OASN (FM&C) will also sponsor the Advanced Comptrollership Course (ACC) in FY 2015. ACC is an eight week course where nominees participate in a virtual classroom setting (at their desk once a week for up to eight weeks), do independent study and write and present a capstone project. The FY 2015 ACC class schedule is provided at enclosure (3). The nomination form can be found at enclosure (4) – all ACC nominations are due no later than 12 June 2015. ACC satisfies all FM technical competencies (individuals will still need to complete the Leadership, Other Requirements and rotational/experience components of the Certification Program) for Level 3 of the DoD FM Certification Program. The course attains 60 FM technical competency hours with limited "in person" classes. Therefore, significant independent study/writing time is required. Since this is a training course, ample time during the work day should be provided by supervisors to complete the non-classroom based portions of the course. Additional details on the course and capstone project can be found in enclosures (5) and (6) respectively.

DON FM personnel (civilian and military) must meet the eligibility criteria, be nominated by their command and, subsequently, by their BSO to attend ACC. Eligibility criteria for both civilian and military personnel can be found on the ACC Details enclosure (enclosure (5)). A nomination form is to be completed and submitted to the BSO point of contact for each nominee. BSO points of contact should screen all ACC course nominees, accordingly, and submit BSO-approved nominations.

As before, addressees should ensure widest dissemination of this memorandum, collect and screen all nominations associated with their BSO, and then forward approved nominations in prioritized order to: fm_development_courses@navy.mil. Nominations in excess of assigned PCC BSO quotas may be submitted for each class, but this must be clearly indicated on the nomination form. Submission of a SF-182 (Authorization, Agreement and Certification of Training) to FMH is not required, though this may be required locally. Incomplete nominations will not be considered and will be returned to the BSO. These courses are for the DON FM Community and priority will go to those in Level 2 and Level 3 DoD FM Certification positions for PCC and ACC respectively. Upon review of the submissions, successful nominees will be notified by OASN (FM&C) within one week of the nomination deadline. Additional questions on either course should be directed to: fm_development_courses@navy.mil.

Gaye L. Evans
Director
Budget Policy and Procedures Division
Office of Budget

Subj: DEPARTMENT OF THE NAVY PRACTICAL COMPTROLLERSHIP COURSE AND ADVANCED COMPTROLLER COURSE

Distribution:
Department of the Navy Assistant for Administration (DON/AA)
Commandant of the Marine Corps (HQMC)
Field Support Activity (FSA)
Office of Naval Research (ONR)
Naval Intelligence Activity (NIA)
Bureau of Medicine and Surgery (BUMED)
Naval Air Systems Command (NAVAIR)
Bureau of Naval Personnel (BUPERS)
Naval Supply Systems Command (NAVSUP)
Naval Sea Systems Command (NAVSEA)
Naval Facilities Engineering Command (NAVFAC)
Strategic Systems Programs (SSP)
Military Sealift Command (MSC)
Space and Naval Warfare Systems Command (SPAWAR)
Naval Systems Management Activity (NSMA)
Navy Installations Command (CNIC)
Fleet Forces Command (FLTFORCOM)
U.S. Pacific Fleet (PACFLT)
Navy Reserve Forces (NAVRESFOR)
Navy Special Operations Command (NAVSOC)

Course	Location	Starts	Ends	Nomination Deadline	See Notes
15A	Norfolk, VA	2 Mar 15	6 Mar 15	6 Feb 15	1
15B	San Diego, CA	16 Mar 15	20 Mar 15	20 Feb 15	1
15C	Washington, DC	30 Mar 15	3 Apr 15	6 Mar 15	1
15D	San Diego, CA	13 Apr 15	17 Apr 15	20 Mar 15	1
15E	Washington, DC	4 May15	8 May15	10 Apr 15	1
15F	Norfolk, VA	15 Jun 15	19 Jun 15	22 May 15	1

FY 2015 Practical Comptrollership Course – BSO Quota Assignments

BSO	15A – Norfolk	15B – San Diego	15C – Washington, DC	15D – San Diego	15E – Washington, DC	15F – Norfolk
BUMED	2	2	2	2	2	2
BUPERS	1	3	2	0	1	1
CMC	3	3	3	3	3	3
CNIC	2	2	2	2	2	2
DON AA	1	1	3	2	3	1
FFC	4	1	1	0	1	4
FSA	1	1	1	0	2	0
MSC	1	2	1	0	2	1
NAVAIR	1	2	4	2	4	1
NAVFAC	4	2	1	2	1	4
NAVRESFOR	2	1	0	0	0	2
NAVSEA	2	2	3	2	3	2
NAVSUP	1	1	2	1	2	1
NSMA	1	1	1	0	1	1
NIA	0	0	1	0	1	0
ONR	0	0	1	0	1	0
PACFLT	0	3	0	3	0	0
SPAWAR	2	1	1	5	0	2
SPECWARCOM	1	1	0	3	0	2
SSP	1	1	1	1	1	1

Notes:

1. As in the past, BSOs may submit nominations above their quota in case additional space is available

2. TDY/TAD should be limited.

3. Courses will be held at:
   - 15A Norfolk, VA- OCHR Norfolk Operations Center
   - 15B San Diego, CA- NAVSEA Regional Maintenance Centers Southwest
   - 15C Washington, DC- Pentagon Conference Center
   - 15D San Diego, CA- SSC Pacific San Diego
   - 15E Washington, DC- Naval Audit Auditorium, Washington Navy Yard
   - 15F Norfolk, VA- OCHR Norfolk Operations Center

Practical Comptrollership Course (PCC) Nomination Form
(Revised December 2014)

Requirements to be eligible to attend the PCC: *(If the nominee does not meet the eligibility criteria – other than the prerequisites – the nominating Command may request an exception by providing a strong justification in writing (below))*

- Financial Managers – 500 job series, or military in designated FM positions still requiring coursework to complete Level 2 DoD FM Certification Program requirements. Business Financial Managers in a non-500 series position (space available) only.

PCC Prerequisites: *(Nominees must have completed the following courses not more than six months prior to taking the PCC. In some cases, this may require taking the course again. No exceptions to this will be granted.)*

- Fiscal Law 201
  https://fmonline.ousdc.osd.mil/FMmyLearn/CourseDetails.aspx?id=3251
- DON Financial Management 101
  https://fmonline.ousdc.osd.mil/FMmyLearn/CourseDetails.aspx?id=2164
- DON Budget Execution
  https://fmonline.ousdc.osd.mil/FMmyLearn/CourseDetails.aspx?id=2166
- Navy Working Capital Fund 101
  https://fmonline.ousdc.osd.mil/FMmyLearn/CourseDetails.aspx?id=2162

Provide the following information about the nominee – Note: incomplete nominations, including the lack of justification for any exceptions requested, will be returned:

Name:	Email (official):
Command:	Phone (DSN/com'l):
Budget Submitting Office (BSO):	Job series/Grade:
PCC Session:	BSO Priority # of nomination:
Name on Completion Certificate:	Emergency Contact Information *(for housing purposes only)*
Years in Financial Management, overall:	Name/Relationship:
Years in DoD Financial Management:	Phone:

Supervisory Prerequisite Certification: *I hereby certify that the PCC Prerequisites have been taken by the nominee not more than six months prior to attending the PCC. I further certify that, if accepted into the PCC, the nominee will be permitted to attend the course.*

Supervisor: _____
(signature / date)

Justification *(to be completed only if requesting an exception to eligibility criteria, or when noting the military position that supports PCC attendance):*

FY 2015 Advanced Comptrollership Course Schedule

Course	Location	Starts	Ends	Nomination Deadline	See Notes
15A	Distance Learning	7 Jul 15	25 Aug 15	12 Jun 15	1,2
15B	Distance Learning	8 Jul 15	26 Aug 15	12 Jun 15	1,2

Notes:

1. More course details will be provided by the ACC instructor directly to students once students are notified by OASN (FM&C) of their selection.

2. Students will have class once a week (15A-Tuesdays; 15B-Wednesdays); additional time with the instructor will be needed to discuss the capstone project.

Advanced Comptroller Course Candidate Nomination Form (7 July-25 August 2015)

BSO Priority Number	Name	GS Job Series & Grade/Pay Band	Command	Budget Submitting Office (BSO)	Official Email Address	Official Phone Number	Years of DoD FM Experience	Time Zone from which candidate will attend (Pacific, Mountain, Central, Eastern)?	Name on Completion Certificate
1						XXX-XXX-XXXX			
2									
3									
4									
5									

This course is for FM managers in Level 3 positions of the DoD FM Certification Program.

Advanced Comptroller Course Candidate Nomination Form (8 July-26 August 2015)

BSO Priority Number	Name	GS Job Series & Grade/Pay Band	Command	Budget Submitting Office (BSO)	Official Email Address	Official Phone Number	Years of DoD FM Experience	Time Zone from which candidate will attend (Pacific, Mountain, Central, Eastern)?	Name on Completion Certificate
1						XXX-XXX-XXXX			
2									
3									
4									
5									

This course is for FM managers in Level 3 positions of the DoD FM Certification Program.

ADVANCED COMPTROLLER COURSE (ACC) 15A or 15B
(7 July - 25 August or 8 July 2015 - 26 August 2015)

DETAILS: ACC will be conducted with a live instructor via a 'virtual' classroom one day per week for 8 weeks. In between classes, students will have additional reading and exercises to complete in preparation for the next class. The program will culminate with a capstone project, to include a written paper and presentation (topics will be of the student's own choosing). Upon completion, students will receive appropriate credit for completion of the ACC, satisfying all Level 3 FM technical competencies of the DoD FM Certification Program (students will still need to complete the remaining experience, leadership, and other requirements to successfully attain Level 3 certification).

REQUIREMENTS

TECHNICAL: The virtual classroom will be held via Blackboard Collaborate. Speakers and a microphone (any kind) are required to interact in the classroom. Webcam is not required but can be used in the classroom if desired. Content will be delivered in a common workspace called SAKAI. Connectivity guidance for these tools will be provided in advance of the course. Software requirements include JAVA and a web browser. Internet Explorer is not recommended. Firefox or Google Chrome work well and have fewer compatibility issues.

CLASS TIME: Significant independent study/writing time is required. Since this is a training course, ample time during the work day should be provided by Supervisors to complete the non-classroom based portions of the course.

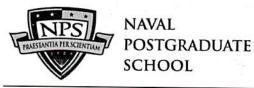**CANDIDATES:** We are looking for up to 20 candidates. Candidates should:
- Have a strong FM background;
- Must be in a or about to be in a DoD FM Level 3 Certification billet (For example: 05XX Series GS-13 Supervisory and Above, 05XX Series GS-15s and above, all 0505s, NMs 3-6, 06 and above for Naval Officers 05 and above for USMC Officers, and E7 and above for USMC Enlisted);
- Do not possess a Master degree (or higher) with a FM focus;
- Do not possess a DAWIA certification.

In addition, please review the ACC Capstone Project Requirements Fact Sheet (enclosure (6)), as a written paper submission and presentation are required. Students should begin the course with a topic of interest in mind. The instructor will work with each student (beginning Week 2) to ensure that all critical learning areas are properly identified and that the scope is sufficient.

ACC Capstone Project Requirements Fact Sheet:

1. Students will propose a topic or problem that is of interest to them. The instructor will review and ensure that all critical learning areas are properly identified and that scope is sufficient. Sources for topics include the students own work environment, their BSO, or any topics identified by FMB and the greater DON Comptroller community. Other sources may be considered but must be coordinated with the instructor in advance. Proposals will include:

   A. Topic and scope identified by the student and approved by the instructor

   B. A brief outline that identifies:

      - the title of the project

      - what question or problem is being answered or solved in the project

      - background of the topic (why is it a problem? How long has it been a problem?)

      - scope of the project (what the project will and will not look at)

      - what competencies the topic is anticipated to touch (see item 3.B. below)

      - potential stakeholders that will be impacted

      - who will work on the project (i.e., more students, more scope)

   C. Negotiate and seek common agreement with instructor on the above outline

2. Complete periodic progress checkpoints with the instructor throughout the course (see course schedule)

3. Project submission:

   A. Written submission will be 10-15 pages, double spaced, in Arial, 12-pt font. In the academic world, as in the working world, writing is an important skill and often one that is lacking. To address this challenge and to give students familiarity with grading criteria for the project, four rubrics are included on the "Core Documents" page in SAKAI. Each rubric (writing, presentation, critical thinking, sample grading) provides a structure or guideline for students to use when building their project. In general, grading will be based on the content of the project (two thirds) and on the flow/mechanics of the paper (one third).

   B. Projects must include at least 4 of the remaining 7 competency areas (exclude Advanced FM since that is the competency area that is being utilized in the project process). Of the four, two competencies must be

      1) Decision Support and

    2) Concepts, Policies, and Principles of Accounting or Budgeting (Budgeting or Accounting)

  C. The structure of the paper will not be specified but should include the following as a minimum:

    1) Student/s name and command

    2) Topic

    3) What question will be answered

    4) Background of the problem (very brief)

    3) Scope

    4) Stakeholders

    5) 4 required competencies (organized as appropriate to the problem being solved) with discussion and analysis

    6) Conclusion and recommendations

4. Project Presentation:

  A. On the last day of the course, students will present the project to the class and to the Comptroller whose problem is being addressed in the project. Students will invite the Comptroller to their office on the last day of class or connect them to the cyberspace classroom elsewhere. If the Comptroller is not available, their Deputy may attend.

    1) The presentation will include no more than 3 high level summary slides and be no more than 5 minutes in length. (This is also a skill required for senior leaders!) The brief high level summary will allow time for Q&A or discussion with other students, the instructor, and the Comptroller.

NOTE: NPS Honor Code applies to the Capstone Project. A copy of the honor code is provided on the course SAKAI site. Projects from prior students may be used but only in an effort to broaden or deepen the scope of the prior project. In other words, students may expand the scope of a prior project or use it to complement follow-on work. Students may not revise or reinvent scope that has already been addressed.