Navy Working Capital Fund Professional Managers Course (ProCAP)

Nomination Form

Name: _____

SSN: _____ Code: _____ GS or Equivalent Grade Level/Rank: _____

Series and Job Title: _____

Statement: I have had 1 + year of NWCF exprience: ____ Yes ____ No If "No," please briefly describe your financial management experience and your justification for a waiver of the one year experience requirement:

Activity: _____ PLAD/Short Title: _____

Street Address or PO Box: _____

City, State, & 10-digit Zip Code: _____

Office Phone (DSN & Commercial): _____

Office Fax (DSN & Commercial): _____

E-mail Address: _____

Home Phone (will only be used by the Course Coordinator for last minute changes and will not be retained in files after the class):

_____

Who completed this form?

____ Self

____ Other Name: _____ Code: _____ Job Title: _____

Office Phone (DSN & Commercial): _____

Office Fax (DSN & Commercial): _____

E-mail Address: _____

Please list any special accommodations needed (interpreter, reader, etc.): _____

You, or the person who nominated you will be notified when the ProCAP Course becomes available. At that time, you may withdraw the nomination, substitute another person, or accept space in the class. If you accept space in the class, a DD Form 1556 is required prior to the scheduled class date (there is no cost for the course).

Training Source: Naval Finacial Management Career Center
153 Ellyson Avenue, Suite A
Pensacola, FL 32508-5245

Send this form to: Bonnie F. Lewis, Course Coordinator
Fax: DNS 922-3909 or (805)452-3903

Questions? DSN 922-3962 or (850)452-3692

lewis.bonnie@nfmc.navy.mil or nfmc@nfmc.navy.mil

Privacy Act Statement: Under the authority of Title 5, USC 301, Departmental Regulations and E.O. 9397, personal information is requested to screen applicants for the NWCF Professional Managers Course. Social Security Numbers will be used for record identification only. Information is used to contact course attendees during and after regular work hours regarding administrative changes. Furnishing the information is voluntary, however, failure to so may prevent full consideration of the application.

SECNAV 12400/2 (Rev.5-00)