

SECURITY ENGINEERING CLASS - REGISTRATION INFORMATION

(Please read this entire sheet carefully. Failure to follow registration instructions may result in a registration delay. Contact the class registrar if you have questions.)

Course title: Security Engineering (there is no course number)

Date: February 1-5, 2016

Registration Dates: November 1 - filled

Location: Humphreys Engineer Center (Kingman Building), which is adjacent to Fort Belvoir, VA. The center's mailing address is 7701 Telegraph Rd, Alexandria, VA 22315-3860.

Presented by: U.S. Army Engineer District, Omaha, Protective Design Center (PDC)

Cost: \$1,200 For information on class payment requirements, refer to the notes below.

Payment deadline: 18 DEC 2015. Waitlisted students who may get added later will have a different due date.

If payment is not received by the due date, applicants will be removed from the course roster and added to the waitlist.

Schedule: 8:00 a.m. to approximately 5:00 p.m. Monday – Thursday
8:00 a.m. to approximately 2:00 p.m. Friday

Please forward the application form to: Katherine Barnett
katherine.d.barnett@usace.army.mil
402-995-2393
402-995-2388 (FAX)

Notes:

1. To register, please fill out the attached application form. Group registrations, up to eight names (one name per form), are also accepted. If any of the fields in the form are not complete, there will be a delay in registration until that information is confirmed. If there's a reason a field will not be completed, please state a reason in that field.

2. Our office will notify the student via e-mail when registration is accepted. Students are registered based on the following: **a)** date a **complete** (please see No. 1 above) application is received by the registrar (note: applying through the PDC Website may delay submittal by three to five business days [not including federal holidays]); and **b)** if student has notified this office he/she will be deployed. Acceptance **does not** equal confirmation. The slot is confirmed once payment has been received. **Unless a confirmation e-mail has been received, Do Not Assume That A Class Slot Has Been Reserved. Please do not send payment until registration is acknowledged.**

Requestors who do not get into the class of their choice are (at their option) placed on a one-time wait list. All wait-listed students receive the next announcement. Please Note: This office receives late-notice cancellations. A student on the wait list may be notified at the last moment. If a student cannot receive last minute notifications, please check that box on the application form. Open-enrollment courses are also listed on our website: <https://onecorps.usace.army.mil/sites/pdc/>

3. [For DoD contractors](#) –A government/military point of contact (poc) must e-mail the class registrar (katherine.d.barnett@usace.army.mil) and provide a current DoD/Federal contract number, permission for the non-government student to attend, as well as their (poc's) full name, address, and phone number *before* the student registers. Without this information, the student **cannot** register for this course.

4. Once registration is acknowledged, please send payment via **DD-Form 448 (MIPR), SF-182 (SF-182 will be accepted from non-DoD agencies only), VISA GOVERNMENT PURCHASING CARD (GPC) or IMPAC (convenience) check**. Cashiers checks or money orders are allowed. These are the only acceptable forms of payment for this course. **It is the student's responsibility to follow up on payment status.** After payment is received, a confirmation letter will be e-mailed to the student. Our office will process the MIPR, or any other payment, after the class has been presented.

Please note: If you are paying by MIPR, there is a separate payment (“To:”) address that will be provided once registration is acknowledged. **Payment extensions *will only be granted to students pulled from the waitlist.***

Please note 2: When paying by GPC – a bill is established by this office and the card holder will then pay through pay.gov. The bill set up can take up to five business days.

5. This is not a Corps of Engineers PROSPECT class. Either the student or the training coordinator must contact the Protective Design Center, as indicated above, to secure a slot for the Security Engineering course.

6. This course is exportable in a Mobile Training Team (MTT) format. Contact the following persons for more information as well as a cost estimate to bring the class directly to your facility:

Ann Mittelsdorf, ann.m.mittelsdorf@usace.army.mil, 402-995-2930

Katherine Barnett, katherine.d.barnett@usace.army.mil, 402-995-2393