

## 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 coordinator if you have questions.)

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

**Date:** January 28-February 1, 2013

**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:** \$800 [For information on class payment requirements, refer to the notes below.](#)

**Payment deadline:** **GPC: Thursday, January 10, 2013**  
**MIPR, ETC. Thursday, January 17, 2013**  
Non-responsive registrants will be dropped from the course and we will fill the seat from our waitlist. Payment extensions may be granted on a case-by-case situation

**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 registration form to:** U.S. Army Corps of Engineers, Omaha District  
ATTN: CENWO-ED-ST (Katherine Barnett)  
1616 Capitol Avenue  
Omaha, NE 68102-9000

E-mail: [katherine.d.barnett@usace.army.mil](mailto:katherine.d.barnett@usace.army.mil) ([recommended method](#))  
FAX: (402) 995-2388 Telephone: (402) 995-2393

### Notes:

1. To register, please fill out the attached application form. Group registrations, up to eight names, 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 isn't complete, please state a reason in that field.

2. Our office will notify the student via e-mail when registration is accepted. 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. Open-enrollment courses are also listed on our website:  
<https://onecorps.usace.army.mil/sites/pdc/>

3. For DoD contractors – Please note – payment for DoD contractors must now be paid by a Federal agency. A government/military point of contact (poc) must e-mail Katherine ([katherine.d.barnett@usace.army.mil](mailto: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 as long as the student provides proof that funds will be reimbursed by their agency. An "in-house" form is available and must be requested before class date. These are the only acceptable forms of payment for this course. **Tuition for DoD Contractors must be paid by their federal customer. It is the student's responsibility to follow up on payment status. If not paying by MIPR, check or money order, the finance office **must** complete a finance information form and send it with payment. That form will be sent once the student is notified they've been accepted. If that form is not included with payment, registration will not be confirmed.** 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 *may* be granted on a case-by-case situation.**

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](mailto:ann.m.mittelsdorf@usace.army.mil), 402-995-2930

Katherine Barnett, [katherine.d.barnett@usace.army.mil](mailto:katherine.d.barnett@usace.army.mil), 402-995-2393