

**SENSITIVE COMPARTMENTED INFORMATION FACILITY;
PLANNING, DESIGN, AND CONSTRUCTION (SCIF-PDC) CLASS
REGISTRATION & PAYMENT INFORMATION**

Please read the registration information provided below carefully. Failure to follow these instructions may result in a registration delay. Contact the class coordinator if you have any questions.

Course title: SENSITIVE COMPARTMENTED INFORMATION FACILITY; PLANNING, DESIGN, AND CONSTRUCTION (SCIF-PDC) (there is no course number)

Date: December 5 - 8, 2017

Location: Humphreys Engineer Center (Casey Building, Room 143) which is close to Fort Belvoir, VA. The Center's mailing address is 7701 Telegraph Road, Alexandria, VA 22315-3860.

Presented by: U.S. Army Corps of Engineers (USACE) Protective Design Center (PDC)

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

Payment deadline:

Thursday, November 2, 2017

Non-responsive registrants will be dropped from the course and we will fill the seat from our waitlist.

Schedule: 8:00 a.m. to approximately 5:00 p.m. Tuesday-Friday

Please forward the application form to: Katherine Barnett
katherine.d.barnett@usace.army.mil
402-995-2930 (Office) 402-995-2388 (FAX)

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 the information is provided.
2. Our office will notify the student via email when a completed registration form has been received. **AFTER** you receive an email notification that your completed registration form has been received, please submit your payment. **DO NOT SEND PAYMENT** until you receive an email that your completed application has been received.
3. Acceptable forms of payment include **DD-Form 448 (MIPR), SF-182** (SF-182 will be accepted from non-DoD agencies only), **VISA GOVERNMENT PURCHASING CARD (GPC) or GOVERNMENT TRAINING CARD (GTC)**, or **IMPAC (convenience) check**. Cashier's checks or money orders are also allowed. After the student submits a completed application form, a registration-acceptance email will be sent that will include additional payment information. Also note, when paying by GPC/GTC – an invoice/bill will be initiated by this office and the card holder will then remit payment through the pay.gov website. The invoice process can take up to five (5) business days, so please plan accordingly.

4. These are the only acceptable forms of payment for this course. Outside of the GPC/GTC, all other forms of payment will be processed after the class ends.

5. **IT IS THE STUDENT'S RESPONSIBILITY TO FOLLOW UP ON PAYMENT STATUS.**

6. Once payment has been received, you will receive an email that you have a **CONFIRMED SEAT IN THE CLASS.**

7. **For DoD contractors:** A government/military point of contact (POC) must email 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.

8. This is not a Corps of Engineers PROSPECT class. Either the student or the student's training coordinator must follow the registration instructions above, to secure a slot for the SCIF-PDC course.

9. This course is exportable in a Mobile Training Team (MTT) format. Contact the following persons for more information or for 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