

PDS 2015 FAQs (Frequently Asked Questions)

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Q-01. Can appropriated funds be used to pay the PDS Registration Fees?

A-01. Conference approval requests have been submitted for Army and Air Force personnel. Until these packages have been approved, **NO** appropriated funds can be used for the PDS. Upon approval, copies will be distributed to the applicable organizations. At that point, organizations will be able to fund the 2-day or 1-day Registration Fees (and for folks only registering for the Monday Level 1 DoD FM Cert training, optional, lowest priority). Unit funds may **NOT** be used for the “lunch only” options (not actually registering for the PDS) or for the CDFM enrollment or exam fees (which should be paid online using the ASMC website). Units normally only authorize unit funds for payments at the member level, with non-members paying the difference between the member and non-member rate. No conference approval request was generated for Navy personnel, so they will need to determine whether appropriated funds may be used based on current Navy policies. Appropriated funds may not be used for retirees or corporate members.

Q-02. Is there a limit for Air Force and Army funding for the PDS?

A-02. Although both conference approval packages have limitations on the amount of funding and/or personnel that may be supported, to date there are no formal organizational limits for the funds (if/when approved). The Army will be using a first-come-first-served basis (based on the date/time the **properly completed** registration form is provided to the applicable VP), and it's likely the AF will do the same. Once the limit is reached, any additional personnel will be required to pay from personal funds.

Q-03. Which Registration Form should I use?

A-03. The "contingent" version can be used, regardless of whether we've received the formal conference approval or not. We mainly need documented confirmation from the GPC Approving Official that the funds are approved. We will coordinate with the applicable organization GPC Cardholder to arrange for the actual payment. The other form may be used after the conference approval is received at the units' discretion, but is not required.

Q-04. Who should the PDS Registration forms be sent to?

A-04. Individuals wanting to register for the PDS should send their completed Registration Forms (to include the PDS Fee, Payment, and Course Selection sections) to their respective VP by **Friday, 6 Feb.** If anyone isn't sure who their VP is, they should contact Ada Fromuth (fromutha@aol.com) to find out which VP supports your organization. The **VPs should** verify the individual's ASMC membership, annotate the date **AND** time they receive the **properly completed** registration form, date and initial the form, and submit it to Ellen Hester (ln.hester@gmail.com) by **Monday, 9 Feb.** (*VPs **MAY** (optional) obtain a copy of the Master Registration Schedule from Ellen, input the information for the people from their supported organization(s), and return the completed Schedule to Ellen by **Wednesday, 11 Feb.***) Registration Forms/Schedules received after these dates will be assigned a lower priority for the conference funding limits and in scheduling classes.

Q-05. What is needed to verify ASMC membership?

A-05. The Chapter VPs for the various organizations were provided membership lists in November, and we've requested an updated list be downloaded. If an individual's name is not on the list or shows as "expired" on the list, the individuals will need to show their applicable VP proof of their membership (email from national or membership profile from the national website). **(NOTE: The VP's confirmation of membership is sufficient; VPs should NOT submit the proof of membership document(s) with the Registration Forms unless they are already embedded into the Registration Document file(s).)**

Q-06. Is supervisory approval required?

A-06. All military and DoD civilians must have supervisory approval to attend the PDS. The level of approval required can be determined by the organizations involved.

Q-07. Do I have to pay for the lunch?

A-07. Lunches on Tuesday and Wednesday are included in the 2-day and 1-day (for the date registered only) registration fees. The lunch fee is only required for those individuals who want/need to attend

the lunch session(s) on either or both days but are not registered to attend the actual PDS (this normally applies only to award winners, their supervisors, and exhibitors). Lunch is not provided for the Monday Pre-PDS sessions. Attendees will need to bring their own lunch, eat at the ESC-20 snack bar, or find a local restaurant.

Q-08. Do I have to pay for the Pre-PDS sessions on Monday?

A-08. The Pre-PDS sessions are included in the normal registration fees for individuals registered for the PDS (2-day or 1-day); however, due to limited seating, registrations for these courses is prioritized as listed on the General Information document. Registrations for the Pre-PDS sessions must be submitted on the PDS Registration Form. Stand-by lists will be prepared in the same priority order.

Q-09. How much does it cost to attend the Pre-PDS sessions on Monday?

A-09. There is no cost for folks signing up for the LMS courses. There is no cost for folks who are registered for the PDS (2-day or 1-day); but there is a fee for others wishing to attend (\$50 for members, \$75 for non-members). Individual signing up for CDFM testing must provide documented evidence that the CDFM enrollment and exam fees have been paid on-line. NOTE: due to limited seating, registrations for these courses is prioritized as listed on the General Information document. Stand-by lists will be prepared in the same priority order.

Q-10. Who should sign in the Payment Section of the Registration Form?

A-10. If the “contingent” version of the Registration Form is used, the GPC Approving Official should sign to show that the expenditure from unit funds has been approved, subject to the service conference approval. (This form can continue to be used after the conference approval has been received, especially if the GPC cardholder would prefer to make a single payment for all of the attendees from his/her unit.) After the conference approval is received, individuals MAY use the other form, but if used, the GPC Cardholder should sign the GPC payment section. For payments by personal or corporate credit card, any individual authorized to use the card can sign this section.

Q-11. Why do I need to list my top two options for the PDS mini-courses and workshops?

A-11. Due to facility and/or course constraints, seating limitations may apply to the mini-courses and/or workshops. Attendance will be tightly controlled for each of these sessions with sign-in sheets, based on priorities listed on the General Information document. Stand-by lists will be prepared in the same priority order. **PLEASE NOTE:** Most courses last the entire morning or afternoon; however, shorter workshops (75 minutes each) are available both mornings and afternoons. To sign up for the shorter courses, **PLEASE** mark both courses for the applicable morning or afternoon time slots on your registration form (see the yellow blocks on page 2 of the Registration Form).

Q-12. Why are some courses listed multiple times?

A-12. Five of the courses will be provided twice during the PDS (course numbers 1, 14, 15, 16, and 17). The information will be repeated in the second time block, so there is no need to sign up for both time slots.

Q-13. What do I need to do to earn credit for the DoD FM Certification Program or for Continuing Professional Education? Will training/CPE certificates be provided?

A-13. Credit for the DoD FM Certification requirements and Continuing Professional Education (CPE) hours earned will be awarded based on actual attendance in the mini-courses and workshops, as verified with sign-in sheets and critique forms. If attendees do not sign in **on time** or do not turn in **properly completed** critique forms, they will not receive credit for attending these sessions. Critique forms must be fully completed (a response for each item), include a legible printed name and email address, be signed by the attendee, and be turned in at the end of each class. CPE credits for key-note speakers at the General Sessions will be self-certified. Since each career/certification program has different CPE criteria, it's up to the attendees to determine whether the sessions attended qualify for CPE credits under the applicable career or certification programs. A single training/CPE document (this may be a letter or a certificate) will be issued via email after the PDS to document the actual (confirmed) training/CPE received during the PDS.

Q-14. Are volunteers still needed for the PDS?

A-15. We still need Speaker Assistants (SAs) (coordinates logistics with the speakers prior to the PDS and serves as their hosts to introduce and thank them during the PDS), Door Monitors (DMs) (controls attendance lists and collects critique sheets for the training sessions), and Registration Assistants (RAs) (prepares on-site registration packages; checks attendees in at the PDS; and issues them their on-site registration folders, nametags, etc.). If you're interested in being an SA or DM, please contact Mark Atkins (mark.h.atkins.civ@mail.mil) or Jane Keller (jkeller@satx.rr.com). If you're interested in being an RA, please contact Bea Tuley (beatrice.tuley@us.af.mil). **NOTE:** All volunteers must attend an on-site walk-through at the Hilton from 11:00-14:00 on 18 February 2015.

Q-15. Who can provide additional info on PDS Registrations?

A-16. VPs should answer as many questions as they can using info in this document and previously distributed guidance (including the PDS Registration Package and recent Alamo Grams – **PLEASE** review these documents to see if the information is already available before asking questions). If VPs can't locate answers to their questions, they should contact **Ellen Hester** (ln.hester@gmail.com) for **general PDS and registration information**. Questions regarding **Speaker Assistant** or **Door Monitor** responsibilities should be directed to **Mark Atkins** (mark.h.atkins.civ@mail.mil) or **Jane Keller** (jkeller@satx.rr.com). Questions regarding **Registration Assistant** responsibilities should be directed to **Bea Tuley** (beatrice.tuley@us.af.mil). Questions regarding **CDFM testing** should be directed to **Kathy Scott** (kathleen.a.scott22.civ@mail.mil). Questions regarding **ASMC membership status** should be directed to **Ada Fromuth** (fromutha@aol.com).