



NEW CONCEPTS MANAGEMENT SOLUTIONS, LLC

Wright-Patterson AFB *Official Military Correspondence Course*

Whether you are preparing official correspondence or reviewing correspondence for completeness and conformity, this training workshop will show you how to locate and access applicable web-based policies and guidelines that identify the requirements for the efficient and effective preparation of quality correspondence that is consistent in style and format.

Workshop Content

This one-day interactive workshop provides attendees an overview and familiarization of web-based sources and requirements relating to the preparation of official military correspondence.

Course includes demonstrations on how to navigate, locate and access web-based publication and source information and facilitation on the preparation and review of specific correspondence (the Official Memorandum and the Staff Summary Sheet/Package).

Who Should Attend

Personnel (i.e. managers, supervisors, executive officers, secretaries, administrative assistants), who are responsible for preparing and/or reviewing official military correspondence.

Prerequisites

Experienced in the use of computer applications and the World Wide Web.

Workshop Goals

- Standardize, as appropriate, the preparation and distribution of official military correspondence
- Understand structure and formatting requirements.
- Review and evaluate correspondence; identify deficiencies and take or ensure corrective action.

Cost

\$175.00 (per attendee)

Wright-Patterson AFB
Official Military Correspondence Course

Dee Stevens, M.S.A., *Facilitator*

May 31, 2007

{8:30am - 4:00pm}

**Base Education and Training Center
2130 Fifth Street, Building 50; Classroom 222
Area B; WPAFB, Ohio**

**Register Now!
Seats are limited!**

Registration Form

Please print or type. Copy this form for additional registrations.

Name: _____ Title: _____

Organization/Company: _____

Address: _____ City/State/Zip: _____

Phone: _____ Fax: _____ Email: _____

PAYMENT OPTIONS:

Enclosed is my check for \$ 175.00 payable to New Concepts Mgmt. Solutions.

Charge my Visa Mastercard American Express

Card # _____ Exp. Date: _____

Name on Card (please print): _____

Cancellation Policy: Registrations may be transferred to another colleague without charge. To be considered for a refund, we must receive notification of cancellation in writing no later than 10 days prior to the event. There is no charge for cancellations made 10 days before the event. Cancellations within 3 to 10 days of the event are subject to a full registration fee credit which will be held on account for up to six months for use at a future workshop. No refunds or credit will be issued for cancellations within 2 days or less of the event.

Mail Payment To: 4756 Fishburg Road Dayton, OH 45424

Phone: (937) 233-4552 / FAX (937) 233-4558

Email: dstevens@ncm-solutions.com