



**FIELD ADVISORY SERVICES  
BENEFITS & ENTITLEMENTS BRANCH  
COURSE TRAINING POLICY**

**ATTENDANCE POLICY**

Participants are expected to attend all sessions as scheduled in order to receive a certificate of completion. If participants must be absent for any portion of the course, they must notify their office and the instructor of the expected absence.

**COURSE CANCELLATION**

The Field Advisory Services (FAS), Benefits & Entitlements (B&E) Branch, provides technical training and development at our office located in Arlington, Virginia. Although providing this service to our customers is of the utmost importance to our agency, there are situations that require the previously scheduled training to be cancelled. Therefore, we have outlined this policy to address the procedures that will be taken when a course is canceled.

Some circumstances that warrant course cancellations include, for example, inclement weather or an insufficient number of participants (less than 8). As an agency, we reserve the right to cancel a class when situations such as those cited above occur. In cases such as these, when possible, the course will be cancelled within 2 weeks prior to the course start date. In the event a course is cancelled, registrants will receive proper notice via telephone and e-mail within 24-48 hours of the cancellation.

**WITHDRAWAL AND SUBSTITUTION BY PARTICIPANT**

In situations whereby an employee must withdraw his or her scheduled participation in a training course, a replacement may be registered via our training website, <http://www.cpms.osd.mil/forms/fas/trainings/trainings.aspx>.

**REGISTRATION DEADLINE**

Online registration closes 2 weeks before the course start date. If the registration deadline has passed, online registration cannot be accomplished.

**TRAINING MATERIALS AND EQUIPMENT**

Training supplies and equipment will be supplied by FAS, B&E for courses held in our Arlington, Virginia office.

**SPECIAL ACCOMMODATIONS**

FAS, B&E will make every effort to ensure that training programs are readily accessible and provides a quality learning experience for all students. Requests for accommodations for students with physical disabilities must be made at the time of registration and cannot be made later than 2 weeks prior to the course start date. The student or his/her supervisor must provide the exact requirements, to include any equipment or devices that the student will need.