

Excerpts, selected by the HELP Committee, from a larger document
produced by the company



SWAT Team Volunteers

- Calling all Volunteers

What

The FAA SWAT team is a group of experienced FAA's who have volunteered and been approved by their DM to work at a different location for a period of time. The SWAT teams usually consist of 3 or 4 FAA's, and focus 100% of their efforts on cleaning up student accounts that currently have an AR balance.

Who

We are looking for FAA's who adapt quickly and easily to a new environment and are able to work well in a newly formed team. Also required is a thorough understanding of the ITT Technical Institute packaging, repackaging, and verification processes and procedures, along with experience in working on AR accounts.

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Where

The SWAT teams will be assigned to one of three locations selected by HQ. For the 4th quarter, 2008, SWAT teams will be going to locations in Indiana, and Virginia. All travel arrangements will be made by HQ.

When

The 4th quarter SWAT teams will begin October 27th, 2008 and run for 4 weeks. The FAA's may sign up for a 2 or 4 week assignment. FAA's who are working on a 4 week assignment are able to travel home one weekend of their choice. The teams will return home November 22nd.

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Why

- meet colleagues from all around the country
- learn from them various best practices and procedures
- gain valuable experience in working on trouble areas of a Finance department.
- FAA's visiting other locations will be awarded any packaging and repackaging points earned at that location, as determined in our procedure C23.0.
- FAA's visiting other locations will receive 10 bonus PR points for each week spent on the SWAT team

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How to Volunteer

This email should be forwarded to all FAA's immediately. Any FAA who is interested in participating or has additional questions should contact ^{Redacted by HELP Committee} by email no later than October 10th.

Names of the FAA's who volunteer will be forwarded to the DM's for final approval.

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