

DEPARTMENT OF HEALTH AND HUMAN SERVICES TRAINING NOMINATION AND AUTHORIZATION	IMPORTANT NOTICE 1. Form is to be typed or printed clearly. 2. Guidance for completion and code definitions are contained on reverse of Parts 7 thru 10. 3. Note Continued Service Agreement on back of this page; sign if applicable.	1. Transaction Number (2-7) B
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SECTION A TRAINEE DATA									
2. Social Sec. No. (8-16)	3. Last Name (17-32)			First (33-42)	Initial (43)	4. Organization (Agency, Bureau, Off., Div., Br.)			
5. Pay Plan-Series-Grade	6. Type Appointment	7. Position Title				8. Continuous Service		9. Hrs. of Prior Non-Gov't Training	
						YEARS	MONTHS		
10. Home Address:						11. Office Phone			

SECTION B COURSE DATA									
12. Training Hours:		A. Duty		B. Non Duty		13. Training Period:		MMDDYY	MMDDYY
(52-55)		(56-59)		From: (60-65)		To: (66-71)			
14. Costs (\$ only)							Privacy Act Statement Appears on Reverse of Part 1.		
A. Tuition & Fees (72)		B. Books & Other (76)	C. Travel (80)	D. Per Diem (84)	E. Other Trans. (88)	F. Total (92)	The training facility selected complies with Department Regulations regarding selection admission & treatment of students under Title VI of the Civil Rights Act of 1964.		
Employee (97-121)		(97)	(104)	(105)	(109)	(113)			(117)
15. Training Course Title (Do not exceed 45 letters)			(122-166)						
16. Describe employee's training need and relate to official duties									
17. Describe how course content relates to Item 16 above:									

18. Name & Address to Send Payment (167-201)						Attn:			
Address						ZIP (202-206)			
19. Location of Training-Name (207-241)						Address			
						ZIP (242-246)			
20. Coding (See Instructions. Insert appropriate number in box)		A. Purpose	B. Type	C. Source	D. Special Int. Program	21. Self-sponsored (See Inst.)		22. Skill Code	
		(247)	(248)	(249)	(250)	(251)		(253-256)	

SECTION C FISCAL DATA					
23. Accounting Data (Appropriation, Allotment, CAN, Class)		24. SIBAC	25. Funds are available		Date
			SIGNATURE		

SECTION D CLEARANCE ACTION				
TYPED NAME & TITLE	(PHONE)	SIGNATURE	DATE	COMMENTS
26. Initiating Supervisor				
27. Concurring Official				
28. Concurring Official				
29. Approving Official				
30. Reviewing Emp. Dev. Spec.				
31. Authorizing Official				
				32. SPO CODE (258-261) (TYPED)

SECTION E PROCUREMENT DATA			
Reference your catalogue, please furnish the services mentioned in item 15 above on the terms specified on both sides of the Vendor's Copy of this order, and on the attached sheets if any, including delivery as indicated. This purchase is negotiated under authority of 41 USC 252 (c) (3) or (5).			
33. Send Invoice To:		34. Address Correspondence Regarding This Order To:	
		Name	Title
		Address	
		35. Signature of Purchasing Official	

INFORMATION: Title 5 USC 4101 and Executive Order 9397 authorize the collection of the information requested on this form, including the Social Security number. The information disclosed, including the Social Security number, will be used to consider the authorization of the employee's training. It will also be made a part of the employee's Official Personnel Folder. The information may also be used: a) by other Federal agencies or private organizations for training purposes; b) by a Federal, state or local agency for investigating or prosecuting a violation or potential violation of law; c) by the Civil Service Commission in carrying out its function; d) by unions recognized under Executive Order 11491, where required; e) for disclosure to a Federal agency if necessary for a decision on an employee's hiring or benefits; and f) for other routine uses published in accordance with 5 USC 552a. Failure to include the information requested, including the Social Security number, will preclude the approval of training for the employee.

EMPLOYEE'S AGREEMENT TO CONTINUE IN SERVICE

NOTE: This agreement must be signed by the nominee for all non-government training that exceeds 80 hours and for which the government provides payment of training costs prior to the commencement of such training.

1. I AGREE that upon completion of the Government sponsored training described in this request, that, if I receive salary covering the training period, I will serve in HHS three times the length of the training period. If I received no salary during the training period, I agree to serve the HHS for a period equal to the length of training, but in no case less than one month. (The length of part-time training is the number of hours spent in class or with the instructor. The length of full-time training is eight hours for each day of training up to maximum of 40 hours a week.)

2. If I voluntarily leave HHS before completing this period of service I AGREE to reimburse HHS for the tuition and related fees, travel and other special expenses (EXCLUDING SALARY) paid in connection with my training.

3. I FURTHER AGREE that, if I voluntarily leave HHS to enter the service of another federal agency before completing the period of service, I will give my organization written notice of at least ten workdays, during which time a determination concerning reimbursement will be made. If I fail to give this advance notice, or do not receive written notice of waiver of payment or transfer of my obligation to the gaining agency, I AGREE to repay the amount of additional expenses incurred by the Government in this training.

4. I understand that any amounts which may be due HHS as a result of any failure on my part to meet the terms of this agreement may be withheld from any monies owed me by the Government, or may be recovered by such other methods as are approved by law.

5. I FURTHER AGREE to obtain approval from my organization training officer and that person responsible for authorizing non-Government Training Requests of any proposed change in my approved training program involving course and schedule changes, withdrawals or incompletions, and increased costs.

6. I fully understand that this agreement does not in any way commit the Government to continue my employment.

Date Signed

Signature

TERMS AND CONDITIONS

1. **INSPECTION AND ACCEPTANCE.** - Inspection and acceptance will be at destination; unless otherwise provided. Until delivery and acceptance, and after any rejections risk of loss will be on the Contractor unless loss results from negligence of the Government.

2. **VARIATION IN QUANTITY.** - No variation in the quantity of any item called for by this contract will be accepted unless such variation has been caused by conditions of loading, shipping or packing, or allowances in manufacturing process, and then only to the extent, specified elsewhere in this contract.

3. **DISCOUNTS.** - Discount time will be computed from date of delivery at place of acceptance or from receipt of correct invoice at the office specified by the Government, whichever is later. Payment is made, for discount purposes, when check is mailed.

4. **DISPUTES.** - (a) Except as otherwise provided in this contract, any dispute concerning a question of fact arising under this contract which is not disposed of by agreement shall be decided by the Contracting officer, who shall mail or otherwise furnish a copy thereof to the Contractor. This decision shall be final and conclusive unless, within 30 days from the date of receipt of such copy, the Contractor mail or otherwise furnishes to the Contracting officer a written appeal addressed to the Head of the Agency. The decision of the Head of the Agency or his duly authorized representative for the determination of such appeals shall be final and conclusive unless determined to have been fraudulent, or capricious, or arbitrary, or so grossly erroneous as necessarily to imply bad faith, or to supported by substantial evidence. The Contractor shall be afforded an opportunity to be heard and to offer evidence in support of his appeal. Pending final decision of a dispute hereunder, the Contractor shall proceed diligently with the performance of the contract and in accordance with the Contracting officer's decision. (b) This "Disputes" clause does not preclude consideration of law questions in connection with decisions provided for in (a) above: provided, that nothing in this contract shall be construed as making final the decision of any administrative official, representative, or board on a question of law.

5. **FOREIGN SUPPLIES.** - This contract is subject to the Buy American Act (41 U.S.C. 10 a-d) as implemented by Executive Order 10582 of December 17, 1954 and any restrictions in appropriations acts on the procurement of foreign supplies.

6. **CONVICT LABOR.** - This Contractor agrees not to employ for work under this contract any person undergoing sentence of imprisonment at hard labor.

7. **OFFICIALS NOT TO BENEFIT.** - No Member of or Delegate to Congress or resident commissioner, shall be admitted to any share or part of this contract, or to any benefit that may arise therefrom; but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

8. **COVENANT AGAINST CONTINGENT FEES.** - The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon any agreement or understanding for a commission, percentage, brokerage, or contingent fee excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty the Government shall have the right to annul this contract without liability or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

9. **FEDERAL, STATE, AND LOCAL TAXES.** - Except as may be otherwise provided in this contract, the contract price includes all applicable Federal, State, and local taxes and duties in effect on the date of this contract but does not include any taxes from which the Government, the Contractor or this transaction is exempt. Upon request of the Contractor, the Government shall furnish a tax exemption certificate or similar evidence of exemption with respect to any such tax not included in the contract price pursuant to this clause. For the purpose of this clause, the term "date of this contract" means the date of the contractor's quotation or, if no quotation, the date of this purchase order.

PAYMENTS AND BILLING INSTRUCTIONS

Invoices shall be submitted in the ORIGINAL only, unless otherwise specified, and shall contain the following information: contract number (if, any), order number, item number(s), description of supplies or service, size, quantities, unit prices, and extended totals. Bill of lading number and weight of shipment will be shown for shipments on Government bills of lading. If prepaid parcel post charges are billed, the gross weight and shipping point must be shown.

NOTE. - If desired, this order (or a copy thereof) may be used by the Contractor as his invoice in lieu of a separate invoice provided the following statement (signed and dated) is entered on (or attached to) the order: "Payment is requested in the amount of \$ _____, No other invoices will be submitted.: When several orders are to be invoiced to an ordering activity during the same period, consolidated periodic billings are encouraged.

22 TRAINING SKILL CODE

MEDICAL & HEALTH

0680 Dentistry
 0670 Hospital Administration
 0600 Medicine (include all aspects of treatment except psychiatrics)
 0610 Nursing
 0685 Public Health
 9988 Psychiatry
 0701 Veterinary Medicine
 0601 All other Medical & Health

1701 Education
 1410 Library Science

TECHNICAL SKILLS

0001 Trades & Crafts
 1860 Inspection (Health & Safety)
 0330 ADP
 0501 Finance & Accounting
 0200 Personnel
 2001 Supply
 0002 Other Technical

SCIENCE

0403 Microbiology
 0405 Pharmacology
 0413 Physiology
 0401 All other Biological Sciences
 1310 Physics
 1320 Chemistry
 1301 Other Physical Sciences
 1529 Mathematics & Statistics
 1300 Other Scientific

MANAGEMENT & SUPERVISION

9989 Executive Development (General)
 9990 Manager Development (General)
 0505 Financial Management
 0201 Personnel Management
 1102 Procurement Management
 2003 Basic Supervision
 9993 Advanced Supervision

ENGINEERING

0803 Safety Engineering
 0810 Civil Engineering
 0830 Mechanical Engineering
 0850 Electrical & Electronic Engineering
 0893 Sanitarian Engineering
 0801 Other Engineering

OFFICE SKILLS

0318 Secretarial
 0301 Clerical & Other Office Services

LEGAL

0905 Attorney Training
 0900 Other Legal

COMMUNICATIONS

1081 Public Relations & Information
 9994 Reading
 1082 Writing
 9995 Speaking
 9996 Listening
 9997 Other Communication

SOCIAL SCIENCE & EDUCATION

0180 Psychology
 0185 Social Work
 0101 Other Social Sciences

OTHER

0018 Safety (Other than Engineering)
 9998 Orientation
 9999

(Other please specify)

TRAINING EVALUATION

The signing of this form certifies that the training was successfully completed. If training was not successfully completed, this form should be returned with a memo from the employee explaining the circumstances; with an endorsement by the supervisor which includes a statement of the action to be taken to protect the interest of the government in the cost of training.

AREAS OF EVALUATION

Please react to each of the evaluation areas below with a numerical rating based upon the following scale:



Place your rating (number 1, 2, 3, 4, or 5) in the column at the right. Use whole numbers only. Do not split a rating. (No fractions or decimals)

	Rating
Degree to which the objectives of the training were met.	
Effectiveness of the coverage of subject matter.	
Degree of difficulty of the training.	
Quality of the training materials (clarity, organization, etc.).	
Quality of the instruction.	
Effectiveness of the overall administration. (Materials received timely, scheduling, instructors punctual, etc).	
Appropriateness of the length of the training.	
Adequacy of the training facilities.	
Applicability of the subject matter to job.	
Degree to which the training has improved (or will improve) current job performance.	
Degree to which the training will meet career development goals or objectives.	
Level of recommendation for others to attend this training.	

Additional Comments:

Employee Signature

Date

SUPERVISOR'S EVALUATION OF THE TRAINING

This training _____ provide the employee with the skills and / or knowledges which I had determined that the employee needed to carry out official duties. *(If the training did not successfully meet your objectives, what further action do you plan to take to meet the objectives?)*

Supervisor's Signature

Date

**INSTRUCTIONS FOR COMPLETING
FORM HHS 350**

- A. The form HHS 350 is to be completed for each training course requested. This requirement applies to all non-government training and all other training programs of eight hours or more. For the most part, the form is self-explanatory, however, please note the following:
- B. The following relates to specific entrees and relate to the form by SECTION and / or ITEM NUMBER.

ITEM #6 TYPE APPOINTMENT - Show Career Conditional, Excepted or other appointment as appropriate. For employees with time limited appointment also show date of expiration of appointment.

ITEM #8 CONTINUOUS SERVICE - Show the total number of years and months served since last entry into the Federal service. For long-term training show "TRAINING SERVICE DATE" (as discussed in HHS Inst. 410-1).

ITEM #9 HOURS OF PRIOR NON-GOVERNMENT TRAINING - Show only the total hours of government supported training completed in non-government programs of more than 40 hours. Hours of Training will be computed in accordance with instructions contained in Item #12 below.

ITEM #12 TRAINING HOURS - For part-time training insert the actual number of classroom hours as determined by the training facility. If course is an academic course, the following method of conversion must be used:

1 credit hour (semester) = 12 classroom hours
 1 credit hour (quarter) = 8 classroom hours
 Thus a 3 credit hour course = 36 classroom hours in a semester of 24 classroom hours in a quarter.

For full-time training multiply number of training days by eight (8). This must not exceed forty hours per week. Enter in accordance with example below.

ITEM #13 TRAINING PERIOD - Dates are to be entered by month, day and year using numbers only. See example below.

ITEM #14 COSTS - Show dollars only. See example below. Show pro-rated cost per trainee when course paid for by contract.

Examples:	<u>HOURS</u>	<u>DATES</u>	M	M	D	D	Y	Y	<u>COST</u>
	4 Digits i.e.								Dollars only
	8 hours 0008	January 1, 1973	0	1	0	1	7	3	\$5.75 0006
	40 hours 0040	July 22, 1973	0	7	2	2	7	3	\$52.25 0052
	2 weeks 0080	December 15, 1973	1	2	1	5	7	3	\$132.00 0132

ITEM #15 TRAINING COURSE TITLE - Show only course title. Do not use catalog number or designation. (Example: Show "Evaluation of Financial Statement Information", not "Accounting 506").

ITEM #16 and 17 - These Items must be completed in full. See HHS Inst. 410-1 for specific requirements. Approval and authorization of the training will be based upon the justification included in these Items.

ITEM #20 - See reverse of parts 8-10.

ITEM #21 - If training was paid for by the trainee, and taken on trainee's time, the trainee may have it included in his TMIS file by completing Items 2 thru 7, and 12 thru 17, 19, 22, and placing an "X" in Item #21. It should then be forwarded to the local training office accompanied by documentary evidence of course completion.

ITEM #22- Use either CSC "Handbook of Occupational Groups and Series of Classes" or the partial list appearing on back of Part 4 of the form. Select the series number which relates most closely to the training requested - four digits only.

ITEM #23 - ACCOUNTING DATA - To be completed for any training requiring an appropriation of funds. This would not normally be applied to local INTERNAL (or Agency) courses.

ITEM #24 - For CSC courses conducted at CSC's Washington, D.C. training facilities only, include the eight-digit station symbol (SIBAC NUMBER) of the requesting organization. If not known, contact your Administrative or Fiscal Office.

ITEM #25 - May be used by local funds certifying officer.

ITEM #26 - INITIATING SUPERVISOR - To be signed by the Initiating Supervisor.

ITEM #27 and 28 - CONCURRING OFFICIAL - To be signed by Management Officials above the level of the initiating Supervisor whose concurrence in the initiation of the nomination is required by Agency instructions.

ITEM #29 - APPROVING OFFICIAL - To be completed by the Management Official delegated the specific authority to approve the type and length of training requested.

ITEM #30 - REVIEWING EDS - To be completed by the Employee Development Specialist reviewing the nomination for legal and regulatory compliance. May be left blank if the reviewing EDS is also the authorizing official.

ITEM #31 - Authority Official - is to be completed by the official delegated the specific authority to authorize the type and / or length of training requested.

ITEM #32 - Enter 4 digit servicing personnel office code of official authorizing the training.

ITEM #34 - Must be signed by Authorized Purchasing Official on all forms HHS 350 used as purchase documents.

DEFINITION OF CODING

Items #20A thru 20c: select the most appropriate definitions and insert the related code in the corresponding box in item #20.

ITEM 20A PURPOSE OF TRAINING - Indicates why the employee will receive the training. When an instance of training can be identified with more than one purpose the principal purpose is the code to be shown. It reflects management's decision regarding the employee's need for training.

CODE	NAME	DEFINITION / EXPLANATION
1	As a result of Mission or Program Change	To provide the knowledges or skills needed as a result of change in component mission, policies, programs, or procedures, (e.g. training provided social workers to acquaint them with new policies and procedures affecting the eligibility for, or benefits to be accorded welfare recipients.)
2	As a Result of New Technology	To provide the knowledges or skills required to keep abreast of developments in the employee's occupational field, or in a related field, (e.g., training provided an employee in the use, maintenance or repair of new and advanced electronic equipment; the application of new technology; or advances in the "state-of-the-art.")
3	As a Result of New Work Assignments	To provide the knowledges and skills needed as a result of assignment to new duties and responsibilities, when such training is not a part of a planned career development program, (e.g., technical training provided an accounting clerk who has been newly assigned accounting technician duties.)
4	To Improve Present Performance	To provide the knowledges or skills needed to improve or maintain proficiency in present job, (e.g., training provided typists to improve typing speed and accuracy, training in telephone techniques for clerks and secretaries.) Note: "Refresher" training is to be coded here.
5	To Meet Future Staffing Needs	To provide the knowledges and skills needed to meet future staffing needs through a planned career development program in an occupational specialty, executive or managerial development program, a management internship or a training agreement, or programs to upgrade skills and abilities, (e.g., stenographic training for typists, technical training for laboratory assistants, etc.)
6	To Develop Unavailable Skills	To provide the knowledges or skills needed for fields of work that are unique to the Federal Government, or to meet Government staffing needs in occupations for which the labor market cannot produce a sufficient number of trained candidates, (e.g., air traffic controller or taxpayers service representative training.)
7	Trade or Craft Apprenticeship	Generally not used in HHS. This category only applies to formalized apprenticeship programs in the trades and crafts.
8	Orientation	To provide orientation to the policies, purposes, mission and functions of the employing component or the Federal Government for new employees.
9	Adult Basic Education	To provide the basic knowledges and skills needed to permit the employee to function in the world of work.

DEFINITION OF CODING - CONTINUED

ITEM #20B TYPE OF TRAINING - Indicates the principal subject matter and emphasis of the training provided an employee. (This standard categorizes the subject matter of the training given, not the position of the person trained).

CODE	NAME	DEFINITION / EXPLANATION
1	Executive and Management	Education or training in the concepts, principles, and theories of such subject matters as public policy formulation and implementation, management principles and practices, quantitative approaches to management, or management planning, organizing and controlling.
2	Supervisory	Education or training in supervisory principles and techniques in such subjects as personnel policies and practice (including equal employment opportunity, merit promotion, and labor relations), human behavior and motivation, communication processes in supervision, work planning, scheduling, and review, and performance evaluation.
3	Legal, Medical, Scientific or Engineering	Education or training in the concepts, principles, theories or techniques of such disciplines as law, medicine; the physical, biological, natural, social or behavioral sciences; education, economics, mathematics and statistics, architecture, engineering, or foreign affairs.
4	Administration and Analysis	Education or training in the concepts, principles, and theories of such fields as public or business administration, personnel, training, equal employment opportunity, logistics, finance, systems analysis, policy, program or management analysis, or planning.
5	Specialty and Technical	Training of a specialized or technical nature in the methods and techniques of such fields as investigation, security police science, supply, procurement, transportation, air traffic control, computer programming, languages, or medical, legal, or scientific support work.
6	Clerical	Training in clerical skills such as typing, shorthand, key punch or computer operating, letter writing, filing, or telephone techniques.
7	Trade or Crafts	Training in the knowledges and skills needed in such fields as electrical or electronic equipment installation maintenance or repair, tool and die making, welding, or carpentry.
8	Orientation	Training of a general nature to provide an understanding of the organization and missions of the Federal Government or the employing component, or a broad overview and understanding of matters of public policy such as the policies relating to equal employment opportunity.
9	Adult Basic Education	Education or training to provide basic competence in such subjects as remedial reading; grammar; arithmetic; lip-reading or braille.

DEFINITION OF CODING - CONTINUED

ITEM #20C SOURCE OF TRAINING - Indicates the Government or non-Government activity that provided the training received by an employee.

CODE	NAME	DEFINITION / EXPLANATION
1	Government-Component (Internal)	Use when the training was given by any HHS component, by component staff.
2	Government-Interagency	Use when the training was given by an agency other than a HHS component or when given by an interagency training activity.
3	Non-Government Designed for Component	Use when the training was developed and given expressly for a HHS component by an individual, company, educational institution, professional association or consultant under contract to the component.
4	Non-Government "OFF the Shelf"	Use when the trainee was enrolled in a standard training or educational experience offered by a company, professional association, educational institution or other source, (e.g. university courses; professional symposia; technical, business or vocational school courses).
5	State or Local Government	Use when the training was given by a state or local government agency or activity. (Education or training provided by state or local educational institutions is to be coded 3 or 4 as appropriate).

ITEM #20D SPECIAL INTEREST TRAINING PROGRAMS - If the training requested comes under one of the formal Upward or Mobility or Management Programs shown below, insert the related number in Item #20D.

CODE	PROGRAM TITLE
1	UPWARD MOBILITY - U.M. COLLEGE
2	UPWARD MOBILITY - PROJECT "STRIDE"
3	UPWARD MOBILITY - PROJECT "START"
4	UPWARD MOBILITY - PROJECT "ACCESS"
5	(NOT USED)
6	EXECUTIVE
7	FIRST - LEVEL SUPERVISION
8	UPWARD MOBILITY - WORKER TRAINEE (WTO)