

Training Request/Authorization Form
(To be used in lieu of HHS-350)

NIH Employee's Name: _____ SS# _____

Telephone/Mail Stop: _____ Lab/Branch: _____

Type of Employee: (check One) Supervisor _____ Manager _____

Non-supervisory _____ IRTA/VF/Spec Vol/Guest Res _____

Course Title/Number: _____

Note: All NIH Training Center sponsored classes must include course number.

Name and Address of Vendor: _____

Location of Training: _____

Date of Training: From: _____ To: _____

Training Hours: Duty: _____ Nonduty: _____

Cost: Tuition/Fees: _____ Books/Other: _____

Travel: _____ Per Diem: _____

Other Transportation _____

Note: Travel not included on the training nomination cannot be reimbursed.

Skill Code: _____ . This must be completed. To determine appropriate code, see back page of this form.

CAN 7-83 _____ (for FY97)

Appropriation Number: 7570886 (for FY-97) OC: 25.2W Non Govt./25.3M Govt.

Training Justification:

Signature of Initiating Supervisor

Signature of Reviewer

Signature of Approving Official

TRAINING SKILL CODE

Medical & Health

0601 Other Medical & Health
0680 Dentistry
9988 Psychiatry

Science

1300 Other Scientific
1529 Mathematics & Statistics

Engineering

0801 Other Engineering
0803 Safety Engineering
0810 Civil Engineering
0819 Sanitarian Engineering
0830 Mechanical Engineering
0893 Chemical Engineering

Legal

0900 Other Legal
0905 Attorney Training

Social Science & Education

0101 Other Social Sciences
0185 Social Work
1410 Library Science
1701 Education

Technical Skills

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

Management & Supervision

4001 Executive Development
(General)
4002 Manager Development
(General)
4003 Supervisory Development
(General)
4004 Functional Management
Development

Office Skills

0301 Clerical & Office
Services

Communication

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

Oth

Save for Future Use