

JOB RELATED TRAINING (JRT) PROGRAM REQUEST

This form is only to be used electronically in conjunction with a travel request. For JRT without travel, fill out and print the form, attach a completed check disbursement form and documents from the vendor showing course name, date, and cost and send all to MS28D.

Trainee Information

Name: _____ Date: _____ JLab email: _____
Div/Dept: _____ Extension: _____ Supervisor Name: _____

Class Information

Class Title: _____ Vendor: _____
Class Dates: _____ to _____ Location: _____
Cost without travel: _____ POA _____ - _____ - 44-004

JSA will not pay for JRT training for any non-employees including users or students paid by an institution other than JLab. Class time is duty time and must be compensated as such.

List below the lesson objectives of the course or the key skills that are directly associated with your JLab job.

Supervisor Approval

By submitting this form, I agree that the program content for the requested training is job-related and an appropriate use of Lab resources.

Signature: _____ Date: _____

Training Office Use Only

Conference Management Exemption:

Formal classroom training held at a Federal facility which does not exhibit indicia of a formal conference. Including activities such as regular courses of instruction or training seminars at the National Training Center, and the HAMMER training facility at Hanford, and regular courses of instruction or training seminars conducted by the Office of Management for Acquisition Workforce related to the core activities of the Department.

Classroom training available through Federal and commercial sources required as part of a certification program required for the performance of an employee's position which does not exhibit indicia of a formal conference.

None of the above applies