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External Training Requests		 National Aeronautics and Space Administration		Request, Authorization, Agreement and Certification of Training		Tracking Number 168	
Section A - TRAINEE INFORMATION							
1. Applicant's Name Hoover, Sean G		2. UUPIC		3. Position Level <input checked="" type="radio"/> a. Nonsupervisor <input type="radio"/> d. Executive <input type="radio"/> b. Supervisor <input type="radio"/> e. Other <input type="radio"/> c. Manager			
4. Home Address Add1 Add2 City State Zip							
5. Organization Mailing Address Org Code HQ-XA000 Addr1 Addr2 City State Zip				5a. Office Phone - Area code/number 228-813-6167 5b. Email Address sean.g.hoover@nasa.gov 5c. Fax - Area code/number 228-813-6301			
6. Position Title/Function HR SPECIALIST		6a. Pay Plan/Series/ Grade GS-09			6b. Education Level 09		
Section B - TRAINING COURSE DATA							
7. Name and Mailing Address of Training Vendor Name GRADUATE SCHOOL, USDA Addr1 600 MARYLAND AVE, SW Addr2 City WASHINGTON State DC Zip 20024 Phone 202-314-3300 Fax 202-314-XXXX Email				7a. Location of Training Site <input checked="" type="checkbox"/> If Same, mark box Addr1 600 MARYLAND AVE, SW Addr2 City WASHINGTON State DC Zip 20024			
8. Course Title RUSSIAN 101		9. Course Objectives LEARN BASICS OF RUSSIAN LANGUAGE					
10. Course Description LEARNING TO SPEAK RUSSIAN							
11. Justification MISSION RELATED							
12. Related competencies - Primary Business Management							
You may identify four additional competencies that this training supports							
(Empty space for additional competencies)							
13. Vendor Catalog / Course Number GS00323		14. Training Period Start  06/21/2006		15. Number Of Course Hours a. During Duty: 0 b. Non Duty: 45		16. Are you requesting reasonable accommodations to participate in this course? <input type="radio"/> Yes <input type="radio"/> No List accommodations if needed: Choose One	
17. Credit Hours							

3	Complete 11/22/2006	c. TOTAL:	45	Other:			
18. Estimated Costs (Direct)			19. Estimated Costs (Indirect)				
	Amount	Employee Contribution		Amount	Employee Contribution		
a. Tuition	222	0.00	a. Travel	0.00	0.00		
b. Books or Materials	0.00	0.00	b. Per Diem	0.00	0.00		
c. Other (Specify)	0.00	0.00	c. Other (Specify)	0.00	0.00		
d. Total	222		d. Total				
Comments (Information about vendor/course website, registration forms if needed, etc.) WWW.GRAD.USDA.GOV							
FOR TRAINING OFFICE USE ONLY							
20. Training Codes							
a. Purpose	b. Type		c. Type Sub-Code		d. Source		
e. Special Interest	f. Academic Credit Code		g. Training Credit Type Code		h. Direct Cost Code		
i. Indirect Cost Code	j. Category Code		k. Sub-Category Code				
21. Date received	22. Comments						
23. Funding Codes							
a. Fund Center	b. Cost Center		c. Order	d. WBS Code	e. PPC Code		
f. Org/Code	g. Earmarked Item		h. Network Information				
Additional Funding Information							
a. Fund Center	b. Cost Center		c. Order	d. WBS Code	e. PPC Code		
f. Org/Code	g. Earmarked Item		h. Network Information				
Additional Funding Information							
a. Fund Center	b. Cost Center		c. Order	d. WBS Code	e. PPC Code		
f. Org/Code	g. Earmarked Item		h. Network Information				
Section C - ACTUAL COSTS							
24. Actual Direct Cost And Appropriation / Fund Chargeable				25. Actual Indirect Cost & Appropriation/Fund Chargeable			
	Amount	Employee Contribution	Appropriation Fund		Amount	Employee Contribution	Appropriation Fund
a. Tuition	222	0.00		a. Travel	0.00	0.00	

b. Books or Materials	0.00	0.00		b. Per Diem	0.00	0.00	
c. Other (Specify)	0.00	0.00		c. Other (Specify)	0.00	0.00	
d. TOTAL:	222			d. Total			

Section D - BILLING INFORMATION

26. Document / Purchase Order / Requisition No

27. 8-Digit Station Symbol

28. Method of Payment

29. Billing Instructions

The applicant's name on Block 1 of this form is authorized to register in an undergraduate/graduate class, with a not to exceed cost of _____. This form serves as both the registration and authorization document.

Send invoice to: NASA Shared Services Center
 Bldg 5100, 2nd Floor
 Attn: Charles Bridges
 Stennis Space Center, MS 39529-6000
 Reference: Order No. _____
 OR

Fax invoice to: FAX: 1-866-779-NSSC
 Attn: Charles Bridges
 Reference: Order No. _____

Note: If this order is over \$2,500.00, certain other terms and conditions may apply. You can view these terms and conditions at the following URL:

https://searchpub.nssc.nasa.gov/servlet/sm.web.Fetch/TC_for_Training_Purchases.pdf?rhid=1000&did=8545&type=released

For more information visit our website: http://www.nssc.nasa.gov/customerservice/pro/training_purchases/index.htm

NSSC Customer Contact Center: 1-877-NSSC123

30. Funds are Available Yes No

Section E - APPROVALS

31. Supervisor 1	Date	Area code/phone
32. Coordinator	Date	Area code/phone
33. Training Office	Date	Area code/phone
36. NSSC HR	Date	Area code/phone
34. NSSC Procurement	Date	Area code/phone
35. NSSC HR	Date	Area code/phone

Section F - EMPLOYEE SERVICE AGREEMENT

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 (or such other designated period, 80 hours or less, as prescribed by the agency) and for which the Government approves payment of training costs prior to the commencement of such training. Nothing contained in Section F below shall be construed as limiting the authority of an agency to waive, in whole or in part, an obligation of an employee to pay expenses incurred by the Government in connection with the training.

1. I AGREE that, upon completion of the Government-sponsored training described in this request, if I receive salary covering the training period, I will serve in the agency three times the length of the training period. If I receive no salary during the training period, I agree to service the agency 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 a maximum of 40 hours a week). NOTE: For the purposes of this agreement, the term "agency" refers to the employing organization (such as an Executive Department or independent establishment, not to a segment of such an organization).
2. If I voluntarily leave the agency before completing the period of service agreed to in item 1 above, I AGREE to reimburse the agency for the tuition and related fees, travel and other special expenses (EXCLUDING SALARY) paid in connection with my training. These amounts are reflected in items 24 and 25.
3. I FURTHER AGREE, that if I voluntarily leave the agency to enter the service of another Federal agency or other organization in any branch of the Government before completing the period of service agreed to in item 1 above, I will give my organization written notice of at least ten work days, during which time a determination concerning reimbursement will be made. If I fail to give this advance notice, I AGREE to pay the amount of additional expenses (5 U.S.C. 4109(a)(2)) incurred by the Government in this training.
4. I understand that any amounts which may be due the agency as a result of any failure on my part to meet the terms of this agreement may be withheld from any monies owned 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 acknowledge that this agreement does not in any way commit the Government to continue my employment. I understand that, if there is a transfer of my service obligation to another Federal agency or other organization in any branch of the Government, the agreements in items 1, 2, and 3 of this section will remain in effect until I have completed my obligated service with that other agency or organization.

PERIOD OF OBLIGATED SERVICE
(For non-government training only)

EMPLOYEE'S SIGNATURE
Sean G Hoover

DATE
06/28/2006

"This information is subject to the Privacy Act of 1974, as amended. When not under the continuing control and supervision of a person authorized access to such information, it must be, as a minimum, maintained under locked conditions."

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