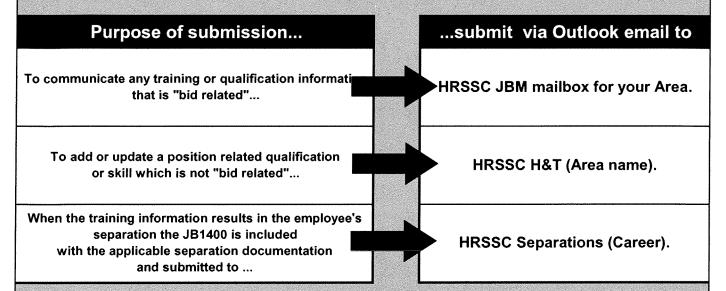
Version 005	

THIS SHEET IS TO	be used by those who maintai	n an employee's tr	aining records to com	municate training relat	ed activity to the Shared	Services Center.	
	Please follow the instruction		vide all required inforr	nation. Submission in			
Employee Na Bid Cluster:	(as listed on Posting or	A SALAN (SALAN)	Pending C Position T				
A. Is th					otion Pid2		
	s information related to a Pending Qualification No, not bid related. (Skip to "B")				For SSC Use Only		
			tions to #41			By Date	
	Yes, bid related. (a Enter Posting # Enter PQ Position		unue to # 1)		PQ Processing Process		
1. DID EMP	PLOYEE CONTACT PE	DC/TRAINING	WITHIN 10 DAYS	5?	Bids		
	No, did not contact, Yes, employee con			nue to # 2)	PA30 Update		
2. DID EMF	No, did not report for				Award Bids		
	Yes, completed tra	aining/skill dem	onstration.		Residual PQ Effective		
	Yes, but did not cor	mplete training.	(answer and con	tinue to # 3)			
3. DID THE				rerequisite.			
	No, did not complete st 25% of qualification tra	TE 4 HOURS (e. (Skip to "B")	OF TRAINING WI	THIN 5 DAYS? Yes. (answer th			
Was at leas	EMPLOYEE COMPLE No, did not complete st 25% of qualification tra Not applica ification / Trai	TE 4 HOURS (e. (Skip to "B") aining hours couble ning info	mpleted if position No rmation	THIN 5 DAYS? Yes. (answer the listed in APWU) Yes, completed a	contract? (Article 37.3 at least 25%.	i.F.7)	
Was at leas B. Qual Trai (specify ales & Services	No, did not complete st 25% of qualification tra	TE 4 HOURS (2. (Skip to "B") aining hours co ble ning info puired	DF TRAINING WI	THIN 5 DAYS? Yes. (answer the listed in APWU) Yes, completed a	contract? (Article 37.3 at least 25%.		
Was at leas B. Qual Trai (specify ales & Services rng:	EMPLOYEE COMPLE No, did not complete st 25% of qualification tra Not applica ification / Trai ining/Skill/License Req	TE 4 HOURS (2. (Skip to "B") aining hours co ble ning info puired	mpleted if position No rmation Qualified	THIN 5 DAYS? Yes. (answer the listed in APWU) Yes, completed a	contract? (Article 37.3 at least 25%.	.F.7) Relinquished	
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JB1400 Version 004

QUALIFICATIONS AND SKILLS TRAINING SUBMISSION INSTRUCTIONS

The JB1400 was designed for the communication of training related information. No other actions are taken by the SSC as a result of the receipt of this worksheet beyond its intent. Care should be taken to ensure any documentation to support other requested actions is also included when applicable.



Clarifications:

Only training/skills relevant to the requirements of a position is maintained within HCES.

Training such as VOE, service talks, etc. is not submitted to the HRSSC.

Manual Postings and Pending Qualifications

JB-1200 is not submitted for PQ positions until qualification is complete and employee is ready for placement

JB1400 is submitted for the SPQ bidder as qualifications/skills are completed (both successful and unsuccessful).

When the last required qualification is successfully completed submit a JB-1200 which provided placement information WITH a JB-1400 documenting completion of qualification for this now