

JB-1400 QUALIFICATIONS AND SKILLS TRAINING

This sheet is to be used by those who maintain an employee's training records to communicate training related activity to the Shared Services Center. Please follow the instructions carefully and provide all required information. Submission instructions are attached.

Employee Name:	<input type="text"/>	Employee ID Number:	<input type="text"/>
Bid Cluster:	<input type="text"/> (as listed on Posting or Award Notice)	Pending Qual Position Title:	<input type="text"/>

A. Is this information related to a Pending Qualification Bid?

- No, not bid related. (Skip to "B")
- Yes, bid related. (answer and continue to # 1)
Enter Posting #
Enter PQ Position #

For SSC Use Only

	By	Date
PQ Processing		
Process Bids		
PA30 Update		
Award Bids		
Residual PQ Effective		

1. DID EMPLOYEE CONTACT PEDC/TRAINING WITHIN 10 DAYS?

- No, did not contact, select next bidder (Skip to "C")
- Yes, employee contacted PEDC. (answer and continue to # 2)

2. DID EMPLOYEE BEGIN TRAINING OR ATTEMPT SKILL DEMONSTRATION?

- No, did not report for training/skill demonstration.. (Skip to "C")
- Yes, **completed** training/skill demonstration.
- Yes, but did not complete training. (answer and continue to # 3)
- Employee did not report as scheduled.
- Employee officially withdrew/failed prerequisite.

3. DID THE EMPLOYEE COMPLETE 4 HOURS OF TRAINING WITHIN 5 DAYS?

- No, did not complete. (Skip to "B")
- Yes. (answer the following and continue to B)

Was at least 25% of qualification training hours completed if position listed in APWU contract? (Article 37.3.F.7)

- Not applicable No Yes, completed at least 25%.

B. Qualification / Training information

Training/Skill/License Required (specify name and course # if applicable)	Qualified (specify date)	Failed (specify date)	Withdrew/Relinquished (specify date)
Sales & Services Trng:			
Scheme (name):			
Scheme (name):			
Machine Skills (name):			
Typing (name):			
License (name):			
Other (Name):			

IF ITEM(S) LISTED ABOVE ARE BID RELATED, IS EMPLOYEE NOW FULLY QUALIFIED?

- No, requires additional training. Yes, qualification complete, award bid.
(Submit with JB-1200 to place if from a manual posting)

C. Certification / Remarks

Remarks:

Completed by: (PRINT NAME)

Date transmitted to SSC

Phone number:

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.

Purpose of submission...	...submit via Outlook email to
To communicate any training or qualification information that is "bid related"...	HRSSC JBM mailbox for your Area.
To add or update a position related qualification or skill which is not "bid related"...	HRSSC H&T (Area name).
When the training information results in the employee's separation the JB1400 is included with the applicable separation documentation and submitted to ...	HRSSC Separations (Career).

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