Parker, Michelle

From: Hattori, Nobuko
Sent: Tuesday, August 27, 2013 9:18 AM
To: jpsych46@aol.com
Cc: Parker, Michelle
Subject: T1308GHR073
Attachments: T1308GHR073,Parker,Michelle.pdf

Hi John,

Please replace previous order with attached – previous order did not have the training officer's signature. The billing information is still the same.

Thank you,
Nobe Hattori
Region 8 Training Assistant
U.S. Environmental Protection Agency
1595 Wynkoop St. (8TMS-HR)
Denver, CO 80202
Office: (303) 312-6303

AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING

A. Agency, code agency subelement and submitting office number: EP00

B. Request Status (Mark (X) one): [ ] Resubmission [ ] Correction [X] Initial [ ] Cancellation

Section A - TRAINEE INFORMATION

Please read instructions on page 5 before completing this form.

1. Applicant Name (Last, First, Middle Initial): PARKER,MICHELLE,E
2. Social Security Number/EHRI Employee Number: XXX-XX-XXXX / 00031648
3. Date of Birth (yyyy-mm-dd): XXXX-XX-XX
4. Home Address (Number, Street, City, State, ZIP Code): Parker,CO,80134
5. Home Telephone (including Area Code):
6. Position Level (Mark (X) one only): [ ] a. Non-supervisory [ ] b. Supervisory [ ] c. Manager [ ] d. Executive
7. Organization Mailing Address (Branch-Division/Office/Bureau/Agency): U.S. EPA 1595 Wynkoop StreetDenver,CO,802021129
8. Office Telephone (include Area Code and Extension):
9. Work Email Address: parker.michelle@epa.gov
10. Position Title: HR Specialist (Employee & Labo
11. Does applicant need special accommodation? [ ] Yes [X] No — If yes, please describe below.
12. Type of Appointment: 10
13. Education Level (Click link to view codes or go to page 7): 10
14. Pay Plan: GS
15. Series: 0201
16. Grade: 13
17. Step: 08

Section B - TRAINEE COURSE DATA

1a. Name and Mailing Address of Training Vendor (No. Street, City, State, ZIP Code): Nicoletti Flatter & Associates 3595 South Teller Street, Suite 310 Lakewood, CO 80235

1b. Location of Training Site (if same, mark box) -------> [ ]
1595 Wynkoop Street Denver, CO 80202

1c. Vendor Telephone Number: 303/989-1617

1d. Vendor Email Address: Jpsych46@aol.com

2a. Course Title: Workplace Violence Consult 4hr

2b. Course Number Code: N/A

3. Training Start Date (Enter Date as yyyy-mm-dd): 2013-10-01

4. Training End Date (Enter Date as yyyy-mm-dd): 2014-08-04

5. Training Duty Hours: 6.00

6. Training Non-Duty Hours:

7. Training Purpose Type (Click link to view codes or go to page 9): 05

8. Training Type Code (Click link to view codes or go to page 9): 01

9. Training Sub Type Code (Click link to view codes or go to page 9): 16

10. Training Delivery Type Code (Click link to view codes or go to page 12): 01

11. Training Designation Type Code (Click link to view codes or go to page 13): 05

12. Training Credit:

13. Training Credit Type Code (Click link to view codes or go to page 13): 04

14. Training Accreditation Indicator Check Below: [ ] Yes [ ] No [X] N/A

15. Continued Service Agreement Required Indicator (Check Below): [ ] Yes [ ] No

16. Continued Service Agreement Expiration Date (Enter date as yyyy-mm-dd): 2014-08-04

17. Training Source Type Code (Click link to view codes or go to page 13): 03

18. Training Objective: Assist management with workplace violence

19. AGENCY USE ONLY: 2013-08-23 01:08:54 PM

Section C - COST AND BILLING INFORMATION

1. Direct Costs and Appropriation / Fund Chargeable

Item	Amount	Appropriation / Fund
a. Tuition and Fees	$ (b)(4).00	See Below
b. Books & Materials		
c. TOTAL	$ (b)(4).00	

2. Indirect Costs and Appropriation / Fund Chargeable

Item	Amount	Appropriation / Fund
a. Travel	$	
b. Per diem		
c. TOTAL	$	

3. Total Training Non-Government Contribution Cost: 600.00

4. Document / Purchasing Order / Requisition Number: T 1308GHR073

5. 8 Digit Station Symbol (Example - 12-34-5678): 68014922

6. BILLING INSTRUCTIONS (Furnish invoice to):
US ENVIRONMENTAL PROTECTION AGENCY
RTP-FINANCE CENTER
4930 OLD PAGE ROAD (D143-02)
RESEARCH TRIANGLE PARK, NC 27709

2013 T 08GI000 222GF2 2501 $ (b)(4)
2013 2014 B 08GI000 222GF2 2501 $ [redacted]

T 1308GHR073

Section D - APPROVALS

1a. Immediate Supervisor - Name and title **Dunlap,Bridget R. Supervisory Human Resource Spe**	
1b. Area Code / Telephone Number	1c. Email Address **Dunlap.Bridget@epa.gov**
1d. Signature	1e. Date 8/23/13
2a. Second-line Supervisor - Name and title **Wong,Judith Asst Reg Admr/Tech & Mgmt Srvc**	
2b. Area Code / Telephone Number 303 312-6298	2c. Email Address **wong.judith@epa.gov**
2d. Signature	2e. Date 8/23/13
3a. Training Officer - Name and title **Scholten,Karolina M Human Resources Specialist**	
3b. Area Code / Telephone Number 303-312-6418	3c. Email Address **scholten.karly@epa.gov**
3d. Signature	3e. Date 8/26/13

Section E - APPROVALS / CONCURRENCE

1a. Authorizing Officer - Name and title	
1b. Area Code / Telephone Number	1c. Email Address
1d. Signature ☐ Approved ☐ Disapproved	1e. Date

Section F - CERTIFICATION OF TRAINING COMPLETION AND EVALUATION

1a. Authorizing Officer - Name and title	
1b. Area Code / Telephone Number	1c. Email Address
1d. Signature	1e. Date

TRAINING FACILITY -- Bills should be sent to the office indicated in item C6. Please refer to the number given in item C4 to assure prompt payment.

Document Review **Compass Document: RQ 1308GHR073** **08/23/13**

Document Summary:
Doc Type: RQ
Doc No: 1308GHR073
External Doc No:
Commitment Date: 08/23/13
Closed Date:
Servicing Finance Office: 08
Original Amount: $600.00
Available Amount: $600.00
Description: Workplace Violence Consult Hours (4) - Parker
Extended Description:
Workplace Violence Consult Hours (4) - Parker

Document Details: Expand

Line#	Line Amt	Obligated Amt	Refunded Amt	Available Amt	BFY	Fund	Org	Program	Project	FOC	CostOrg	Comments	Extended Description
1	$(b)(4)00	$0.00		$(b)(4)00	2013	T	08G1000	ZZZGF2	0800BM00	2501			
2	$(b)(4)00	$0.00		$(b)(4)00	20132014	B	08G1000	ZZZGF2	n/a	2501			

Document Activity:

Warehouse Homepage
EPA@Work Home | EPA Internet
http://V1742TRTAY003.aa.ad.epa.gov/neis/ifms_doc.resolve
This web page was last updated on 05/20/2013.
For issues, please contact: EPA Call Center - (866) 411-4372

ENTERED INTO IFMS

AUG 23 2013

Funds Certifying Official