

NIH Training Center

Department of Health and Human Services
National Institutes of Health
Office of Strategic Management Planning

Your resource for achieving excellence

<http://LearningSource.od.nih.gov>

Highlights

Welcome to the New NIH Training Center

Why the change? As a result of the establishment of the Department of Health and Human Services University (HHS U), many courses that have department-wide applicability (previously provided by the Training and Development Branch) have been picked up by HHS U. Then why do we have the NIH Training Center (NIHTC)? There are some courses that are specific to NIH and that are mandatory prior to performing some job functions. The NIHTC will ensure that the needed courses are available to support the NIH's mission.

The NIHTC will continue to operate on a "cost recovery basis." If you do not see a course listed on the NIHTC website, then check the HHS U web page. While the NIHTC hopes that this transition will be seamless, we apologize for any inconveniences that may occur while we undergo this transformation. The NIHTC looks forward to serving the needs of the NIH.

What's New at NIHTC

NBS System Travel for Approving Officials

Course Number: 2613

For Administrative Officers or their counterparts who are responsible for reviewing, conditionally approving, approving Travel Authoriza-

tions and Vouchers on the NBS Travel System. Become familiar with the NIH Administrative Officer's role in reviewing, obligating, and paying federal funds to government employees on official travel. Use the NIH Business System (NBS) Travel System to demonstrate a variety of travel situations.

NBS Travel System for Organizational Administrator

Course Number: 2614

For NIH Staff that have been role-mapped as an Organizational Administrator by his/her IC. NBS Travel System for Organizational Administrators will give designated NIH staff an overview of the NBS Travel System and their role regarding custom configuration in order to comply with the OC/IC policies and procedures to allow workflow/e-mail routing. Hands-on exercises using Oracle and the NBS Travel System are included.

Ways to Contact Us

NIH Training Center
6707 Democracy Boulevard
Suite 105
Bethesda, MD 20892-5481
Tel: 301-496-6211
Tax: 301-402-0986
TTY: 301-594-2696
E-mail: registrar@od.nih.gov



Can't find what you want?

Is there a course you'd like to see the NIH Training Center offer? We would like to hear from you about your individual or group training needs. Call us at 301-496-6211 or TTY: 301-594-2696 or visit our web site at <http://learningsource.od.nih.gov/requestform.asp>

2nd Quarter
FY 2004

2nd Quarter FY 2004 Course Offerings (January-March 2004)

<i>Course Title</i>	<i>Length</i>	<i>Days</i>	<i>Course #</i>	<i>Location</i>	<i>Cost</i>
NBS Travel System	1-1/2 days	1/5, /6	2600	EPS	\$384
Purchase Card Training	1 day	1/12	2636	EPS	\$290
Domestic Travel	3 days	1/12, 1/13, 1/14	2601	EPS	\$542
Delegated Acquisition Training Program	4 days	1/13, 1/14, 1/15, 1/16	2603	EPS	\$784
NBS Travel System for Org. Admin.	2 days	1/13, 1/14	2614	DEM	\$412
Basic Time and Attendance Using ITAS	2 days	1/13, 1/14	2624	EPS	\$607
NBS System Travel for Approving Officials	½ day	1/14 a.m. & p.m.	2613	EPS	\$219
Foreign Travel	2 days	1/28, 1/29	2605	EPS	\$395
Travel for NIH Travelers	½ day	2/2 a.m. & p.m.	2644	EPS	\$168
NBS Travel System	1-1/2 days	2/2, 2/3	2600	EPS	\$384
Travel for Administrative Officers	1 day	2/3	2606	EPS	\$278
Introduction to NIH Property Management	2 days	2/3, 2/4	2622	EPS	\$662
Domestic Travel	3 days	2/9, 2/10, 2/11	2601	EPS	\$542
Professional Service Orders	½ day	2/9 a.m.	2612	EPS	\$245
Simplified Acquisitions Refresher	½ day	2/11 a.m.	2607	EPS	\$190
Basic Time and Attendance Using ITAS	2 days	2/17, 2/18	2624	EPS	\$607
Foreign Travel	3 days	2/23, 2/24	2605	EPS	\$395
Domestic Travel	3 days	2/23, 2/24, 2/25	2646	EPS	\$542
Fellowship Payment System	1 day	2/25	2601	EPS	\$229
NBS Travel System	1-1/2 days	3/1, 3/2	2600	EPS	\$384
Domestic Travel	3 days	3/8, 3/9, 3/10	2601	EPS	\$542
Foreign Travel	2 days	3/15, 3/16	2605	EPS	\$395
Basic Time and Attendance Using ITAS	2 days	3/23, 3/24	2624	EPS	\$607
FasTrac	Annual	Upon processing	6401	On-Line	\$75

Registration Information

Registration - Submit a training nomination through your Institute or Center using the NIH Integrated Training System (NIHITS). If you are an employee of another federal agency, submit a training nomination form through appropriate agency approving officials and/or training offices. The EIN for the NIH Training Center is 1-520858115-04.

Enrollment Confirmation - The NIH Training Center will confirm your enrollment by e-mail no later than two weeks prior to the class. If you do not receive this confirmation, please contact our office by calling 301-496-6211 or TTY: 301-594-2696.

Cancellation Deadline - You may withdraw from a course up to four weeks before the start date without penalty. You must cancel your nomination through NIHITS before the deadline. If you cannot attend a class or would like to send a substitute, please contact the NIH Training Center.