

**CONSOLIDATED TRAINING DIVISION
NORFOLK NAVAL SHIPYARD
PORTSMOUTH, VA 23709-5000**

Ser 900T-071-11
September 2011
RDG rg

From: Superintendent, Code 900T
To: Distribution List

Subj: FY12 NAVSEA SHIP PROPELLER AND PROPULSOR TRAINING COURSES

Ref: (a) NAVSEAINST 9245.1A of 19 Feb 88
(b) Naval Ships Technical Manual S9086-HP-STM-010/CH-245

Encl: (1) Training dates for FY12
(2) Propeller Visual Inspection Course Technical Program Data
(3) Propeller Visual Inspection Course (Requalification) Technical Program Data
(4) Ducted Propulsor Visual Inspection Course Technical Program Data
(5) Ducted Propulsor Visual Inspection (Waterborne) Technical Program Data
(6) Propeller Certification Course Technical Program Data
(7) Propeller Training Student Nomination Form
(8) Visitor Request form (OPNAV 5521)
(9) I-9 Form
(10) Form SF-182 Authorization, Agreement and Certification of Training
(11) Administrative Information to be given to Students

1. The **scheduled dates** for the FY12 Department of the Navy (DoN), Naval Sea Systems Command (NAVSEA) **Propeller Visual Inspection, Propeller Visual Inspection (Requalification), Ducted Propulsor Visual Inspection, Ducted Propulsor Visual (Waterborne) Inspection, and Propeller Certification** course training are shown in Enclosure (1)

2. Enclosures (2), (3), (4), (5), and (6) contain detailed information concerning course **scope and purpose, prerequisites for students, tuition costs, class size, and security requirements**.

3. To Secure Billets:

- a. For **government employees** the following shall be submitted for each nominee:
- i. Enclosure (7); and
 - ii. Enclosure (8). Note that the nominee's social security number is required on Enclosure (8) by the Norfolk Naval Shipyard Security Office.
- b. For **contractors** the following shall be submitted for each nominee:
- i. Enclosure (7); and

- ii. Visit request information in accordance with Enclosure (8) on company letterhead to include the nominee's social security number and;
- iii. An authenticated Form I-9, Enclosure (9), in accordance with Department of Homeland Security requirements. This form is also available at <http://www.cnrma.navy.mil/CAC/i-91.pdf>.

Please complete all applicable enclosures for each nominee and forward to:

Commanding Officer
Norfolk Naval Shipyard
Code 900T Bldg. 278
ATTN: Rodger Gable
Portsmouth, Virginia 23703-5000

Enclosures (7), (8) and (9) may also be **Faxed to DSN 386-7492 or (757) 396-7492. All Forms need to be received 12 days prior to class start date.**

4. Class size is limited, and billets are assigned on a first-come, first-served basis. Activities sending personnel who are **not** U.S. citizens **must** receive **NAVSEA 09TLE** approval prior to requesting billets. Notification via letter or e-mail confirming billets will be sent to each sponsoring activity requesting the appropriate funding document. Funding documents should be submitted to Norfolk Naval Shipyard Code 900T. Billets will be reassigned if funding documents are not received within 30 days of confirmation. To expedite processing, activities may submit funding documents at the time of initial request(s) for billeting. Substitutions will be accepted 12 days prior to class start for individuals meeting course prerequisites where applicable, and all forms have been submitted.

5. Tuition for students from Fleet Maintenance Activities will be provided to Norfolk Naval Shipyard through a mission-funded allotment. Activities covered by this include:

- a. All four Naval Shipyards, including Intermediate Maintenance Facilities (IMFs) or other detachments that may be consolidated with them.
- b. All maintenance activities funded by the Fleet, such as Trident Refit Facilities, regional maintenance facilities, submarine tenders, and ship repair facilities.

Activities covered by this policy are required to submit a SF-182, Enclosure (10), funding document for tuition with the tuition value as \$0.00, which shall be regarded by the NNSY Comptroller as a commitment of tuition funds. Fleet maintenance activities should, however, continue to include propeller tuition in their training budgets, since the funds will be decremented from their mission funding allotment at a higher level in the financial system.

Credit Cards are not accepted for payment.

6. English Language Proficiency. All nominees for NAVSEA propeller training whose native language is not English are required to certify their language proficiency by achieving a score of 80 or higher on the English Comprehension Level test (ECL) or equivalent test administered by the Defense Language Institute (DLI). In accordance with Department of Defense policy, this score must be achieved within 105 days of the start of training. In the case of International Military Students (IMS), this requirement is administered through NETSAFA. In the case of civilian employees of the U.S. Navy Ship Repair Facility, Yokosuka, Japan, this requirement is

administered through the Defense Language Institute English Language Center (DLIELC) detachment located at the Ship Repair Facility (Code 1150).

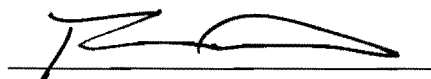
7. Travel and Billeting Information. The closest airport is Norfolk International Airport (ORF), located approximately 13 miles from Norfolk Naval Shipyard, which is **located in Portsmouth, Virginia**. Students will need a rental car or POV to get to and from training. For the safety and security of the course attendees, and rush-hour congestion of the Elizabeth River tunnels, lodging/billeting arrangements should be for the Portsmouth side of the river. Commands requesting military housing should specify the Shipyard and not Naval Station Norfolk. Students should report to the representative at the Shipyard Pass Office not later than 0700 the first day of class. Class commences promptly at 0800 on first day of class. Final examinations are conducted on the last day of class. **Therefore, commands should not schedule return travel on the last day of class.**

NOTE: TRAINING IS CONDUCTED AT NORFOLK NAVAL SHIPYARD (NNSY) LOCATED IN PORTSMOUTH, VA. DO NOT CONFUSE THE SHIPYARD WITH NAVAL STATION NORFOLK LOCATED IN NORFOLK, VA.

8. Commands are strongly urged to copy the student information sheet, Enclosure (11), and give it to each student attending the course.

For course administrative information, please contact, Code 900T, Rodger Gable at (757) 396-1688 e-mail rodger.gable@navy.mil.

For technical information, concerning the propeller and ducted propulsor courses, contact the NAVSEA designated instructor, **Mr. John Reed**, NSWCCD 932 at **DSN 443-7318 or (215) 897-7318**, email john.e.reed@navy.mil.



Richard D. Gilbert
Code 900T
Nuclear/Non-Nuclear Welding
School/SSCIR/"C" School Administrator

DISTRIBUTION

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Copy to:

SEA 05P3 (C. Hetteema, J. Schumann,)
NSWCCD 932 (J. Reed)
NAVSEA 09TLE (Diane Dixon)

TRAINING DATES FOR NAVSEA SHIP PROPELLER AND PROPULSOR TRAINING FY 2012

		Course				
Convene Dates	<i>Propeller Visual Inspection Course</i>	<i>Propeller Visual Inspection Course (Requalification)</i>	<i>Propeller Certification Course</i>	<i>Ducted Propulsor Visual (Waterborne) Inspection Course</i>	<i>Ducted Propulsor Visual Inspection Course</i>	
		Jan 23 – 27 2012	Jan 23 - 27 2012	Mar 14 - 28, 2012	May 14-18, 2012	Aug 20 - 24, 2012
		Feb 13- 17 2012	Feb 13 - 17 2012			
		May 7 - 11, 2012	May 7 - 11, 2012			
		Jun 18 - 22, 2012	Jun 18 - 22, 2012			

1. Course Title: PROPELLER VISUAL INSPECTION COURSE

2. Responsibility: Navy and civilian dive shops as well as storage, installation and repair facilities are required to have qualified personnel available to perform visual inspections of propulsors for Department of the Navy ships. These requirements are specified in NAVSEAINST 9245.1A and Naval Ships Technical Manual S9086-HP-STM-010/CH-245. Strict adherence to these requirements is mandatory.

3. Purpose: To train personnel to perform and document propeller visual preservation and technical inspections.

4. Attendees: Personnel (military and civilian) such as divers, supply and storage system personnel, repair shop personnel, and ship repair personnel who perform or plan to perform visual inspections of propellers upon receipt, prior to shipment, while in storage, before and after repair, and/or while installed shipboard.

5. Prerequisites: Prior propeller experience is recommended.

6. Length of Course: 40 hours (Approximately 1-2 hours of after hour study time required daily)

7. Instructional Methods:

- a. Instructor lecture discussion with visual aides
- b. Student self study guide
- c. Practical demonstration on training aide mockups
- d. Work experience assignments on training aides
- e. Written examinations (to qualify as a visual inspector)
 - (1) Satisfactory prepared visual inspection report
 - (2) Final examination with minimum passing score of 80 percent

8. Course Outline:

- a. Propeller terminology, blade configuration, and numbering
- b. Preservation, packaging and storage requirements
- c. Visual inspection process and procedures

9. Location: Norfolk Naval Shipyard, Building 278, Portsmouth, VA

10. Tuition: \$ 1,000.00 per student

11. Class Size: Minimum - 12 students
Maximum - 16 students

12. Confidential Briefing: Participants must show level of security held prior to briefing. Please send security verification to Code 900T a minimum of 12 days prior to the start of class. Fax (757) 396-7492.

13. Points of Contact:

Administrative; Rodger Gable, NNSY, Code 900T, DSN 386-1688 or (757) 396-1688, or rodger.gable@navy.mil

Technical; John Reed, NSWCCD 932, DSN 443-7318, (215) 897-7318 or john.e.reed@navy.mil

Enclosure (2)

1. Course Title: PROPELLER VISUAL INSPECTION COURSE (REQUALIFICATION)

2. Responsibility: Navy and civilian dive shops as well as storage, installation and repair facilities are required to have qualified personnel available to perform visual inspections of propulsors for Department of the Navy ships. These requirements are specified in NAVSEAINST 9245.1A and Naval Ships Technical Manual S9086-HP-STM-010/CH-245. Strict adherence to these requirements is mandatory.

3. Purpose: To re-qualify personnel to perform and document propeller visual preservation and technical inspections.

4. Attendees: Previously qualified personnel (military and civilian) such as divers, supply and storage system personnel, repair shop personnel, and ship repair personnel who perform visual inspections of propellers upon receipt, prior to shipment, while in storage, before and after repair, and/or while installed shipboard.

5. Prerequisites: Prior qualification as a propeller visual technical inspector is required.

6. Length of Course: 40 hours (Approximately 1-2 hours of after hour study time required daily)

7. Instructional Methods:

- a. Instructor lecture discussion with visual aides
- b. Student self study guide
- c. Practical demonstration on training aide mockups
- d. Work experience assignments on training aides
- e. Written examinations (to re-qualify as a visual inspector)
 - (1) Satisfactory prepared visual inspection report
 - (2) Final examination with minimum passing score of 80 percent

8. Course Outline:

- a. Propeller terminology, blade configuration, and numbering
- b. Preservation, packaging and storage requirements
- c. Visual inspection process and procedures

9. Location: Norfolk Naval Shipyard, Building 278, Portsmouth, VA

10. Tuition: \$ 1,000.00 per student

11. Class Size: Minimum - 12 students
Maximum - 16 students

12. Confidential Briefing: Participants must show level of security held prior to briefing. Please send security verification to Code 900T a minimum of 12 days prior to the start of class. Fax (757) 396-7492.

13. Points of Contact:

Administrative; Rodger Gable, NNSY, Code 900T, DSN 386-1688 or (757) 396-1688, or rodger.gable@navy.mil

Technical; John Reed, NSWCCD 932, DSN 443-7318, (215) 897-7318 or john.e.reed@navy.mil

Enclosure (3)

1. Course Title: DUCTED PROPULSOR VISUAL INSPECTION COURSE

2. Responsibility: Ducted propulsor installation and repair facilities, shipyards, Navy, and civilian dive shops, as well as storage facilities are required to have qualified personnel available to perform visual inspections of ducted propulsors for Department of the Navy ships. These requirements are specified in NAVSEAINST 9245.1A, Naval Ships Technical Manual S9086-HP-STM-010/CH-245, and NAVSEA Technical Manual S9245-AZ-TSM-010. Strict adherence to these requirements is mandatory.

3. Purpose: To train personnel to perform and document propulsor visual technical inspection of ducted propulsors on the SSN 21 and SSN 774 ship class for all conditions including dry-dock, in-shop, and waterborne. (Note: A separate training course is also available for personnel who will only plan to perform waterborne inspections.)

4. Attendees: Personnel (military and civilian) such as manufacturing personnel, repair shop personnel, and shipyard personnel, who perform or plan to perform visual inspections of propulsors, while at manufacturing facilities installed shipboard, upon receipt of a subassembly, prior to shipment of a subassembly, while in storage, and before and after subassembly repair. The course is also open to Navy and civilian diver personnel as it includes, but is not limited to waterborne inspections.

5. Prerequisites:

- a. Prior successful completion of the Propeller Visual Inspection Course.
- b. A Confidential security clearance and a need to know are required for this training.

6. Length of Course: 40 hours (Approximately 1-2 hours of after hour study time required daily)

7. Instructional Methods:

- a. Instructor lecture discussion with visual aides
- b. Student self study guide
- c. Practical demonstration on training aide mockups
- d. Work experience assignments on training aides
- e. Written examinations (to qualify as a visual inspector)
 - (1) Satisfactory prepared visual inspection report
 - (2) Final examination with minimum passing score of 80 percent

8. Course Outline:

- a. Ducted Propulsor terminology
- b. Visual inspection process and procedures for all conditions (i.e. shop, dry-dock, waterborne)
- c. Preservation, packaging and storage requirements

9. Location: Norfolk Naval Shipyard, Building 278, Portsmouth, VA

10. Tuition: \$ 1,200.00 per student

11. Class Size: Minimum - 12 students
Maximum - 16 students

12. Confidential Clearances: Participants must show level of security held and a need to know prior to the start of training. Please send security verification and need to know a minimum of 12 days prior to the start of the class date to Code 900T, fax (757) 396-7492.

13. Points of Contact:

Administrative; Rodger Gable, NNSY, Code 900T, DSN 386-1688 or (757) 396-1688, or rodger.gable@navy.mil

Technical; John Reed, NSWCCD 932, DSN 443-7318, (215) 897-7318 or john.e.reed@navy.mil

Enclosure (4)

1. Course Title: DUCTED PROPULSOR VISUAL (WATERBORNE) INSPECTION COURSE

2. Responsibility: Shipyards, Navy and civilian dive shops are required to have qualified personnel available to perform waterborne visual inspections of ducted propulsors for Department of the Navy ships. These requirements are specified in NAVSEAINST 9245.1A, Naval Ships Technical Manual S9086-HP-STM-010/CH-245, and NAVSEA Technical Manual S9245-AZ-TSM-010. Strict adherence to these requirements is mandatory.

3. Purpose: To train personnel to perform and document waterborne visual technical inspection of ducted propulsors on the SSN 21 and SSN 774 ship classes. (Training is limited to the waterborne condition; training for all conditions is accomplished by a related but separate course.)

4. Attendees: Diver personnel (military and civilian) who only perform or plan to perform visual inspections of ducted propulsors in the waterborne condition.

5. Prerequisites:

- a. Prior successful completion of the Propeller Visual Inspection Course.
- b. A Confidential security clearance and a need to know are required for this training.

6. Length of Course: 40 hours (Approximately 1-2 hours of after hour study time required daily)

7. Instructional Methods:

- a. Instructor lecture discussion with visual aides
- b. Student self study guide
- c. Practical demonstration on training aide mockups
- d. Work experience assignments on training aides
- e. Written examinations (to qualify as a visual inspector)
 - (1) Satisfactory prepared visual inspection report
 - (2) Final examination with minimum passing score of 80 percent

8. Course Outline:

- a. Ducted Propulsor terminology
- b. Visual inspection process and procedures that relate to waterborne applications
- c. Waterborne Special Tooling and Repair Procedures

9. Location: Norfolk Naval Shipyard, Building 278, Portsmouth, VA

10. Tuition: \$ 1,200.00 per student

11. Class Size: Minimum - 8 students
Maximum - 14 students

12. Confidential Clearances: Participants must show level of security held and a need to know prior to the start of training. Please send security verification and need to know a minimum of 12 days prior to the start of the class date to Code 900T, fax (757) 396-7492.

13. Points of Contact:

Administrative; Rodger Gable, NNSY, Code 900T, DSN 386-1688 or (757) 396-1688, or rodger.gable@navy.mil

Technical; John Reed, NSWCCD 932, DSN 443-7318, (215) 897-7318 or john.e.reed@navy.mil.

1. Course Title: PROPELLER CERTIFICATION COURSE

2. Responsibility: It is the responsibility of all activities involved in the manufacture, repair and inspection of naval ship propellers to adhere to the requirements of NAVSEAINST 9245.1 and NAVSEA S9245-AR-TSM-010/PROP. It is essential for all applicable addressees to have knowledge of the current requirements and technical information for propeller inspection and certification, and to have qualified personnel available for the effort.

3. Purpose: To train personnel the proper methods and procedures of performing and documenting propeller visual and dimensional inspections.

4. Attendees: Navy, civilian, and contractor personnel involved in the dimensional inspection, repair, and/or certification of U.S. naval ship propellers.

5. Prerequisites: Successful completion of the Propeller Visual Inspection course is required within the last 5 years. Attendees should be familiar with basic propeller geometry and repair techniques. Attendees should also have a fairly strong math background since the course frequently uses terms and functions such as sin, cosine, tangent, perpendicular, parallel, etc. Attendees are required to solve simple algebraic and trigonometric equations during training and must bring personal scientific calculators with trigonometric functions.

6. Length of Course: 88 hours (Approx. 1-2 hours of afterhours study time required daily)

7. Instructional Methods:

- a. Instructor lecture discussion with visual aides
- b. Student self study guide
- c. Practical demonstration on training aide mockups
- d. Work experience assignments on training aides
- e. Written examinations (to become certified)
 - (1) Satisfactory review of propeller dimensional inspection report with a minimum passing score of 80 percent
 - (2) Final examination with a minimum passing score of 80 percent

8. Course Outline:

- a. Propeller terminology
- b. Propeller repair
- c. Blade gages - types, geometry and application
- d. Dimensional inspection process, procedure, and analysis

9. Location: Norfolk Naval Shipyard, Building 278, Portsmouth, VA

10. Tuition: \$ 1,200.00 per student

11. Class Size: Minimum - 8 students
Maximum - 12 students

12. Point of Contact:

Administrative; Rodger Gable, NNSY, Code 900T, DSN 386-1688 or (757) 396-1688, or rodger.gable@navy.mil;

Technical; John Reed, NSWCCD 932, DSN 443-7318, (215) 897-7318 or john.e.reed@navy.mil

Enclosure (6)

NAVSEA PROPELLER TRAINING STUDENT NOMINATION FORM

Last Name	First	MI	Student I.D. (SSN)
Mailing Address		City	State Zip
Position Title		Rank/Grade	Shop/Code/Ship
Phone Number		Facsimile Number	E-Mail Address

Scheduled dates for FY12 propeller training are as follows: Please check course title and date of training desired. (For multiple candidates, copy as needed) Fax to (757) 396-7492 or DSN 386-7492.

<i>Propeller Visual Inspection or Requalification</i>	<i>January 23-27, 2012</i>	_____
<i>Propeller Visual Inspection or Requalification</i>	<i>February 13-17, 2012</i>	_____
<i>Propeller Certification</i>	<i>March 14-28, 2012</i>	_____
<i>Propeller Visual Inspection or Requalification</i>	<i>May 7-11, 2012</i>	_____
<i>Ducted Propulsor Visual (Waterborne Inspection)</i>	<i>May 14-18, 2012</i>	_____
<i>Propeller Visual Inspection or Requalification</i>	<i>June 18-22, 2012</i>	_____
<i>Ducted Propulsor Visual Inspection</i>	<i>August 20-24, 2012</i>	_____

Nominees Activity Mailing Address: _____

Nominees Activity UIC: _____

Nominees Activity Point of Contact: _____

Name	Phone
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ALLOC LTR: _____	FOR OFFICIAL USE ONLY
	DATE: _____

VISITOR REQUEST

CHECK ONE

VISITOR CLEARANCE DATA

REPLY REQUIRED
 REPLY ONLY IF NEGATIVE

FROM (COMPLETE ADDRESS OF REQUESTING ACTIVITY) UIC _____		DATE OF REQUEST SPECIFIC PERSONNEL OR SECTION OF COMMAND TO BE VISITED ATTN: NAVSEA HATCH AND PROPELLER TRAINING CENTER, BLDG 278 POC: RODGER GABLE PHONE: (757) 396-1688 FAX: (757) 396-7492	
COMMANDER NORFOLK NAVAL SHIPYARD ATTN: BADGE AND PASS OFFICE PORTSMOUTH, VA 23709-5000		FOLD ON THIS LINE	
DURATION OF VISIT (ARRIVE)	(DEPART)	DEGREE OF ACCESS REQUIRED	
PURPOSE OF VISIT/REMARKS (IF THE VISIT IS TO A CONTRACTOR FACILITY, INCLUDE CONTRACT NUMBER IF APPROPRIATE) ATTEND NAVSEA SHIP PROPELLER TRAINING.			
NAME, RANK, TITLE OR POSITION, SSN	DATE AND PLACE OF BIRTH	NATIONALITY (CHECK ONE)	LEVEL OF SECURITY CLEARANCE
		<input type="checkbox"/> U.S. CITIZEN	
		<input type="checkbox"/> IMMIGRANT ALIEN	
		<input type="checkbox"/> U.S. CITIZEN	
		<input type="checkbox"/> IMMIGRANT ALIEN	
		<input type="checkbox"/> U.S. CITIZEN	
		<input type="checkbox"/> IMMIGRANT ALIEN	
		<input type="checkbox"/> U.S. CITIZEN	
		<input type="checkbox"/> IMMIGRANT ALIEN	
		<input type="checkbox"/> U.S. CITIZEN	
		<input type="checkbox"/> IMMIGRANT ALIEN	
NAME, RANK AND TITLE OF OFFICIAL AUTHORIZING VISIT AND CLEARANCE		SIGNATURE	
COPY TO:			

Employment Eligibility Verification

Please read instructions carefully before completing this form. The instructions must be available during completion of this form. **ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work eligible individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification. To be completed and signed by employee at the time employment begins.

Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.	I attest, under penalty of perjury, that I am (check one of the following):
	<input type="checkbox"/> A citizen or national of the United States <input type="checkbox"/> A Lawful Permanent Resident (Alien # A _____) <input type="checkbox"/> An alien authorized to work until ___/___/___ (Alien # or Admission #) _____

Employee's Signature	Date (month/day/year)
----------------------	-----------------------

Preparer and/or Translator Certification. (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	
Date (month/day/year)	

Section 2. Employer Review and Verification. To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s)

List A	OR	List B	AND	List C
Document title: _____	OR	_____	_____	_____
Issuing authority: _____		_____	_____	_____
Document #: _____		_____	_____	_____
Expiration Date (if any): ___/___/___		___/___/___	___/___/___	___/___/___
Document #: _____		_____	_____	_____
Expiration Date (if any): ___/___/___	_____	_____	_____	_____

CERTIFICATION - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) ___/___/___ and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name		Date (month/day/year)
Address (Street Name and Number, City, State, Zip Code)		

Section 3. Updating and Reverification. To be completed and signed by employer.

A. New Name (if applicable)	B. Date of rehire (month/day/year) (if applicable)
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C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.

Document Title: _____ Document #: _____ Expiration Date (if any): ___/___/___

I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Date (month/day/year)
--	-----------------------

AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING			A. Agency, code agency subelement and submitting office number		B. Request Status (Mark (X) one)	
			<input type="checkbox"/> Resubmission		<input type="checkbox"/> Initial	
			<input type="checkbox"/> Correction		<input type="checkbox"/> Cancellation	
1. Applicant's Name (Last, First, Middle Initial)			2. Social Security Number/Federal Employee Number		3. Date of Birth (yyyy-mm-dd)	
4. Home Address (Number, Street, City, State, ZIP Code) (Optional)			5. Home Telephone (Optional) (Include Area Code)		6. Position Level (Mark (X) one)	
					<input type="checkbox"/> e. Non-supervisory <input type="checkbox"/> b. Manager <input type="checkbox"/> c. Supervisory <input type="checkbox"/> d. Executive	
7. Organization Mailing Address (Branch-Division/Office/Bureau/Agency)			8. Office Telephone (Include Area Code and Extension)		9. Work Email Address	
10. Position Title		11. Does applicant need special accommodation?		If yes, please describe below		
		<input type="checkbox"/> Yes <input type="checkbox"/> No				
12. Type of Appointment		13. Education Level (click link to view codes or go to page 7)		14. Pay Plan	15. Series	16. Grade
						17. Step
1a. Name and Mailing Address of Training Vendor (No., Street, City, State, ZIP Code)			1b. Location of Training Site (If same, mark box) <input type="checkbox"/>			
			1c. Vendor Telephone Number		1d. Vendor Email Address	
2a. Course Title		2b. Course Number Code	3. Training Start Date (Enter Date as yyyy-mm-dd)		4. Training End Date (Enter Date as yyyy-mm-dd)	
5. Training Duty Hours		6. Training Non-Duty Hours	7. Training Purpose Type (Click link to view codes or go to page 9)		8. Training Type Code (Click link to view codes or go to page 9)	
9. Training Sub Type Code (Click link to view codes or go to page 9)		10. Training Delivery Type Code (Click link to view codes or go to page 12)		11. Training Designation Type Code (Click link to view codes or go to page 13)	12. Training Credit	13. Training Credit Type Code (Click link to view codes or go to page 13)
14. Training Accreditation Indicator (Check below)		15. Continued Service Agreement Required Indicator (Check below)		16. Continued Service Agreement Expiration Date (Enter date as yyyy-mm-dd)		17. Training Source Type Code (Click link to view codes or go to page 13)
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A				
18. Training Objective				19. AGENCY USE ONLY		
1. Direct Costs and Appropriation / Fund Chargeable			2. Indirect Costs and Appropriation / Fund Chargeable			
Item	Amount	Appropriation Fund	Item	Amount	Appropriation Fund	
a. Tuition and Fees	\$		a. Travel	\$		
b. Books & Material Costs	\$		b. Per Diem	\$		
c. TOTAL	\$		c. TOTAL	\$		
3. Total Training Non-Government Contribution Cost			6. BILLING INSTRUCTIONS (Furnish invoice to):			
4. Document / Purchasing Order / Requisition Number						
5. B - Digit Station Symbol (Example - 12-34-5678)						

1a. Immediate Supervisor - Name and title	
1b. Area Code / Telephone Number	1c. Email Address
1d. Signature	1e. Date
2a. Second-line Supervisor - Name and title	
2b. Area Code / Telephone Number	2c. Email Address
2d. Signature	2e. Date
3a. Training Officer - Name and title	
3b. Area Code / Telephone Number	3c. Email Address
3d. Signature	3e. Date
1a. Authorizing Official - Name and title	
1b. Area Code / Telephone Number	1c. Email Address
1d. Signature <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	1e. Date
1a. Authorizing Official - Name and title	
1b. Area Code / Telephone Number	1c. Email Address
1d. Signature	1e. Date
TRAINING FACILITY ~ Bills should be sent to office indicated in item C6. Please refer to number given in item C4 to assure prompt payment.	



ADMINISTRATIVE INFORMATION TO BE GIVEN TO STUDENTS

1. Reporting Time and Place. Visitor badges must be picked up prior to class at the Norfolk Naval Shipyard (NNSY) Badge and Pass Office, Building 1502, located directly off Effingham Street in Portsmouth, VA, approximately 1 mile south of I-264/Downtown Tunnel. A Code 900T representative will meet attendees at the Badge and Pass Office at **0700** the first day of class to help expedite issue of visitor badges and parking permits. The representative will provide a map with detailed directions to the Training Center at that time. Class commences promptly at 0800 on the first day of class.

NOTE: TRAINING IS CONDUCTED AT NORFOLK NAVAL SHIPYARD (NNSY) LOCATED IN PORTSMOUTH, VA. DO NOT CONFUSE THE SHIPYARD WITH NAVAL STATION NORFOLK LOCATED IN NORFOLK, VA.

2. Things to Bring. Students must have vehicle registration and proof of insurance (for POVs) or rental contract (for rental cars) in order to obtain a parking permit. A Government-issued photo ID is required for issuance of a temporary pass into the shipyard. If students currently have a color-coded industrial badge from one of the four Naval Shipyards, they should bring it with them.

3. Dress Code. A light industrial dress code is in effect at the training center and students shall adhere to this policy. All students are required to wear a shirt with sleeves, long pants (no shorts), and closed toe shoes (no sandals). Safety shoes are not required and sneakers are acceptable. Recommend appropriate civilian attire for working in light industrial areas (i.e., jeans or coveralls).

4. Training Center Information. Training will be conducted at the NAVSEA Training Center in Building 278, in the north end of the Shipyard, right beside the Hammerhead Crane. Building 278 is located at the corner of Warrington Avenue and Sloat Street. Attendees may park in designated "Student Parking" spaces beside Building 278 or in general parking lots (Zone N) across the street from and adjacent to Building 278. Vehicle towing is strictly enforced for parking in spaces marked "Reserved." The direct telephone number to the Training Center and to contact the Administrative POC is (757) 396-1688.

5. Directions from Norfolk International Airport to NNSY Badge & Pass Office: Travel time approximately 15-20 minutes with moderate traffic. Leaving the Norfolk International Airport, take Hwy 64 East (Virginia Beach-Chesapeake) to Hwy 264 West (Downtown Norfolk, Portsmouth). Right exit at 264 West and proceed to Downtown Tunnel (Norfolk) into Portsmouth. Take first immediate right exit (7) upon exiting tunnel to Effingham Street. At the light turn left onto Effingham and proceed @ 1 mile to the Badge and Pass Office located on the left. *You must enter Badge and Pass from the right lane crossover at the light.* From Badge & Pass, training will be conducted inside building 278 opposite side of the shipyard. 278 is located at the corner of Warrington Avenue and Sloat Street, outside the CIA near Trophy Park and Gate 3. Badge & Pass hours 0600-1530, Monday-Friday.

6. Directions from NNSY Badge & Pass Office to Building 278:

(Prior to 0730) Return to Effingham Street back towards 264. Turn right at Lincoln Street approximately ½ mile). Lincoln Street runs directly into Gosport Street (renamed from 1st Street) at the waterfront adjacent to Gate 3. Gosport Street becomes Warrington Avenue upon entering the Norfolk Naval Shipyard at Gate 3. Proceed two blocks to building 278 located on the right. Please enter the training center at blue awning door next to student parking.

(After 0730) From Lincoln Street, turn right onto Port Center Pkwy. Enter shipyard at gate 10. Turn left at stop sign and follow main route approximately ¾ mile to Sloat Street.