

## COMPLETION RECORD FOR SUBCONTRACTOR ADMINISTERED TRAINING

Name \_\_\_\_\_

Assigned Organization \_\_\_\_\_ SNL Employee/ID No. \_\_\_\_\_

Course No.	Course Title/Other Training Method	Start Date	End Date

Purchase Order (PO)/Subcontract Number \_\_\_\_\_

Subcontracting Company Name \_\_\_\_\_

Subcontracting Company Name (if applicable) \_\_\_\_\_

Contractor Manager Name \_\_\_\_\_

*Please Print*

I certify that I have successfully completed this training.

Contractor's Personnel \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

I certify that the above named person has successfully completed this training.

Contractor Manager \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

I acknowledge that the above named person was given the opportunity to ask questions.

NTES Manager or Delegate : \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**INSTRUCTIONS FOR PROCESSING:**

<b>Contracting Company:</b>	<b>Sandia Delegated Representative (SDR):</b>	<b>NTES Manager or Delegate:</b>
<ol style="list-style-type: none"> <li>Ensure completion of the form</li> <li>Retain a copy for your records</li> <li>Provide the original to your employee</li> <li>If the agreement is a: Human Resource Staff Augmentation contract (the Staffing Requisition originated in Human Resources), have your employee submit a copy to the <b>NTES Manager</b>. It is required that initial ES&amp;H Awareness (ESH100) and Computer Security Training (COM100) be reported. Otherwise, have your employee submit the original to the <b>Sandia Delegated Representative</b>.</li> </ol>	<ol style="list-style-type: none"> <li>Ensure that the NTES Manager acknowledged by signing this form</li> <li>Ensure input into the Training and Employee Development System (TEDS)</li> <li>Retain the form</li> </ol>	<ol style="list-style-type: none"> <li>Answer questions the contractor's personnel may have</li> <li>Acknowledge by signing this form</li> <li>Ensure input into TEDS</li> <li>Retain the form</li> </ol>

