



May 29, 1997

**TO:** All Section Managers, Administrative Assistants, TSEP Companies' Personnel Administrators

**FROM:** Bob Risher, Business Representative Technical Support Effort Personnel Contracts

**SUBJECT:** Training Classes or Educational Activities for Contractor Personnel

Pursuant to Paragraph 3.2.17.1 of the JPL Contractor Employee Manual, support effort contractor personnel are not eligible for training of a generic or developmental nature, or that is considered professional development; and, as such, are deemed unallowable costs under JPL's Prime Contract. Contractor Employees are expected to already possess the skills necessary for their respective work assignments.

Examples of generic or developmental training would include Microsoft Certified Systems Engineering courses and Certified Training from Cisco Systems for the operation of their routers. These are clearly applicable world-wide.

Accordingly, it is suggested that the contractor's employer be requested to support his or her enrollment in these courses.

JPL provided training shall be limited to that required to meet special JPL standards of qualification, to apply JPL specific methods of performance, or to otherwise accomplish the specific JPL work assignment in an efficient manner.

JPL provided training shall be limited to that required to accomplish the current work assignment only, and shall not be for the purpose of qualifying the individual for career advancement.

The cognizant JPL supervisor shall ensure that all CWO Change Requests be approved before the individual contractor employee be allowed to attend any training courses. After the fact requests for training approvals will not be accepted, and such unauthorized costs will be borne by the contracting company or personally by the contractor employee.

If you have any further questions, please contact Jody Brown or Michael Jameson of the Contract Administration Office or myself.

cc: Jody Brown and Michael Jameson, JPL Contract Administration Office