

Memorandum for Training

The below outlines the NAC process for training on delivery orders, beginning with the FEB 16 consolidation:

- Applications training will be awarded along with the equipment purchase.
- We will remove off-site training (Biomed, Physician & Physicist) from the DO award.
- We are requesting that the customer submit the request for training at the time of need.
- The customer shall submit the name(s) of the individual(s) attending the training along with the course dates.
- HTME will process this request as a modification to the DO.
- Only the cost of the training course (tuition) will be included in the modification.
- Travel expenses will be handled at the facility level.
- A certificate will need to be submitted upon completion to pay the vendor.