From: Fenwick, Danielle (NIH/NCI) [E]
To: Fenwick, Danielle (NIH/NCI) [E];
Subject: FW: NBS Alert: NEW GovTrip CBT Training Modules for NFT and Sponsored Travel
Date: Wednesday, June 23, 2010 10:10:30 AM

From: Carney, Deborah (NIH/NCI) [E]
Sent: Wednesday, June 23, 2010 9:57 AM
To: Battistello, Kathryn (NIH/NCI) [E]; Bishop, Jamie (NIH/NCI) [E]; Brooks, Pamela O. (NIH/NCI) [E]; Canty-Collins, Roberta (NIH/NCI) [E]; Condon, Aaron (NIH/NCI) [E]; Corey, Christopher (NIH/NCI) [E]; Corum, Ashley (NIH/NCI) [E]; Culley, Nicole (NIH/NCI) [E]; Curington, Christina (NIH/NCI) [E]; Daley, Leonie (NIH/NCI) [E]; Davis, Brett (NIH/NCI) [E]; Dixon, Debra (NCI OM ARC); Guyton, Vanessa (NCI OM ARC); Haggerty, Kelly (NIH/NCI) [E]; Haller, Denise (NIH/NCI) [E]; Heckman, Dana (NIH/NCI) [E]; Holden, Nina (NIH/NCI) [E]; Hunter, Sabrina (NIH/NCI) [E]; Knight, Karen (NIH/NCI) [E]; Lowery, Amber (NIH/NCI) [E]; Muhammad, Maryam (NIH/NCI) [E]; Peigh, Alan (NIH/NCI) [E]; Perkins, Josephine (NIH/NCI) [E]; Richardson, David (NIH/NCI) [E]; Robinson, Carrie (NIH/NCI) [E]; Smith, Pritee (NIH/NCI) [E]; Stewart, Nichole (NIH/NCI) [E]; Wilkins, Becky (NIH/NCI) [E]; Williams, Rashida (NIH/NCI) [E]
Cc: NCI ARC Managers; NCI ARC Deputy Managers
Subject: FW: NBS Alert: NEW GovTrip CBT Training Modules for NFT and Sponsored Travel
Importance: High

NCI HPOCs: please disseminate this information to your planners and approvers and recommend that they complete the two GovTrip CBT training modules identified below.

Deb

Importance: High

Attention: Travel Planners, Reviewers, Approvers and HPOCs

In addition to the new GovTrip 2.0 implemented last Monday, June 14, HHS's integrated Notification of Foreign Travel (NFT) was added to the GovTrip Production system this Monday, June 21.

To assist the travel community, NBS has posted two new Computer Based Training (CBT) modules on the ***GovTrip User Community*** page. Please take a few minutes to update your training by completing the following two new CBTs:

1- Foreign Travel Authorization with Integrated Notification of Foreign Travel (NFT)

2- GovTrip 2.0 Sponsored Travel Authorization

Companion Reference Guides are also posted for your convenience.

Thanks to all users who have completed each GovTrip 2.0 self-training module. Your efforts have helped to make this a smooth transition.

If you have any questions, please contact the NIH IT Service Desk.

Thank you,

The NBS Change Management Team

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