

**SERIAL NUMBERS PROVIDED AFTER ROPE APPROVAL**

| ATA CHARGE-TO NUMBER FOR HOURS |               | CHARGE-TO NUMBERS FOR DOLLARS |                          |                          |                      |
|--------------------------------|---------------|-------------------------------|--------------------------|--------------------------|----------------------|
| LABOR                          |               | TUITION                       | OTHER EXPENSES           |                          |                      |
| Account Number                 | Serial Number | Account Number                | Dept Charged             | (MEALS, LODGING, TRAVEL) | Dept Charged         |
| N/A                            | N/A           | 00007901                      | Serial Number<br>5810016 | Account Number<br>N/A    | Serial Number<br>N/A |

- 1. REQUEST FOR OUT-PLANT EDUCATION (ROPE) MUST BE IN COMPLIANCE WITH **SP 02-07**. READ AND CONCUR WITH THE FOLLOWING INSTRUCTIONS BY PLACING AN "X" IN THE BOX PROVIDED.
- 2. PRIOR TO REGISTRATION, THE EMPLOYEE MUST HAVE AN APPROVED ROPE.  
Registration for courses are to be done by the employee.
- 3. ATTACH TO THIS REQUEST THE INSTITUTE'S **OFFICIAL REGISTRATION FORM** AND, IF POSSIBLE, A COPY OF THE COURSE ANNOUNCEMENT.
- 4. SUBMIT ONLY ONE EMPLOYEE PER REQUEST.
- 5. TRAVEL AND LODGING RESERVATIONS ARE TO BE MADE BY THE ON-SITE BCD TRAVEL SERVICES.
- 6. METHODS OF TRAVEL IN CONNECTION WITH OUT - PLANT EDUCATION SHOULD BE PLANNED IN ACCORDANCE WITH DIRECTIVES IN SP 08-02
- Proposed travel in connection with attendance at seminars, etc., must be critically appraised in comparison with advantages the Corporation can expect to derive.
- Rental cars are **ONLY** authorized in documented cases when no other means of transportation is available.
- 7. EXPENSES INCURRED FROM ROPE TRAVEL ARE TO BE SUBMITTED VIA THE CONCUR SYSTEM BY THE EMPLOYEE..  
REMINDER: Deduct meals that are included in the cost of the registration when creating the expense report in CONCUR.

|  |  |  |                 |                    |
|--|--|--|-----------------|--------------------|
| EMPLOYEE NAME                                | JOB TITLE  | DEPT   | BADGE NO.       | EXT.               |
| COURSE TITLE (ATTACH LITERATURE)             |  | COURSE START DATE                                    | COURSE END DATE | TOTAL COURSE HOURS |
| CERTIFIED MANAGER PROGRAM                    |  | 03/09/16   | 07/13/16        | 40 Hrs.            |
| INSTITUTE OFFERING COURSE                    | TELEPHONE NUMBER   | LOCATION (IF DIFFERENT FROM INSTITUTE ADDRESS)       |                 |                    |
| Institute of Certified Professional Managers | 540-568-3247   | General Dynamics EB Corp. New London Facility        |                 |                    |
| ADDRESS                                      | JAMES MADISON UNIVERSITY<br>MSC 5504, HARRISBURG, VA 22807 | EBMA Proctored Program under ICPM governance         |                 |                    |
| NAME OF EMPLOYEE APPLYING FOR REGISTRATION   |  | NAME OF INSTITUTE REP. REQUESTING REGISTRATION       |                 |                    |
|  |  | EBMA Rep. J. Consiglio (D409, 860-867-2462) c/o ICPM |                 |                    |

SPECIFY METHOD OF TRAVEL AUTHORIZED, HOTEL ACCOMMODATION NEEDS, AND ANY UNUSUAL EXPENSES ETC.

No travel outside normal business day commute. Training to be held at Electric Boat Corporation on employee's own (personal) time. This ROPE is subject to the terms and conditions stated in the Enrollment Agreement for the CM Program issued by EB Training and so signed by this submitter.

**ESTIMATED COST**

| TUITION OR FEES | TRANSPORTATION | LODGING | MEALS  | TOTAL    |
|-----------------|----------------|---------|--------|----------|
| \$300.00        | \$0.00         | \$0.00  | \$0.00 | \$300.00 |

**SUPERVISOR: PROVIDE JUSTIFICATION FOR RELATED TRAINING**

Participation in this program will augment and enhance (his/her) current job capabilities and will be readily applied to present and future work. This program will sharpen and improve skills in business management and strategy, leadership, planning and control, and communication which are essential to efficient and productive execution of job assignments and programs.

|                       |      |                            |      |  |      |
|-----------------------|------|----------------------------|------|--|------|
| SUPERVISOR'S APPROVAL | DATE | MANAGER'S APPROVAL         | DATE | DIRECTOR'S APPROVAL                                    | DATE |
| VP SIGNATURE          | DATE | HR TRAINING APPROVAL, D642 | DATE | ROTATIONAL ASSISTANT TO VP of ENG & DES APPROVAL, D400 | DATE |

OR