

EOTA – Business Form



Document Title:

ISD History File Acceptance

Document Number:

ISDF-011 Rev. 10_0630

Document Owner:

Elizabeth Sousa

Backup Owner:

Melissa Otero

Approver(s):

Melissa Otero

Parent Document:

ISDP-002, Training Production Process

Notify of Changes:

ISD, QAM, ITT, MGT, ADM

Referenced Document(s):

NA

Revision History:

Rev.	Description of Change
A	Initial Release
08_0515	Added Received Date for FMT approval. Changed EOTA Director to "Federal Management Team Member". Made minor formatting changes.
10_0630	Document revised to reflect changes from PRP to TPP processes.



NATIONAL NUCLEAR SECURITY ADMINISTRATION
Emergency Operations Training Academy

DATE:

FROM: _____, Project Lead

THROUGH: _____, Program Manager

TO: Federal Management Team

RE: Acceptance determination of the ISD History File

Date submitted to Federal Management Team: _____

Attached is the (**Add product name and, if applicable, associated number**) history file. Please review and sign the appropriate section.

I accept this ISD History File.

Federal Management Team

Date

I do not accept this ISD History File for the following reasons:

Federal Management Team

Date

If applicable, notify QAM to enter course into Course Registry/Review Schedule database.
Develop completion label for ISD History File/Product Title (If applicable, associated number and iteration date (ILT), web activation date).