

EOTA – Business Form



Document Title:
Course Announcement Template

Document Number:
ISDF-014 Rev. 10_0630

Document Owner:
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Parent Document:
ISDP-002, Training Production Process

Notify of Changes:
ISD, QAM, MGT

Referenced Document(s):
ITTF-014, Publication Review and Approval

Revision History:

Rev.	Description of Change
A	Initial Release
08_0626	Added instructions for clarification and for routing of Course Announcements to be sent as a DOECAS/NNACAS. (A new process was not created as the DOECAS/NNACAS procedure will change at the DOE Headquarters level and this procedure is external to EOTA.)
08_0827	Added CHRIS course and session number field.
10_0630	Edited for use with TPP.

NOTE: All new EOTA courses will be announced via DOECAS/NNACAS using the following procedures.

- All DOECAS/NNACAS must be approved by a Federal Management Team official prior to submission.
- The DOECAS/NNACAS announcement should be brief, no more than one page, less is preferred. If a lengthy or detailed message is required, submit document as an attachment.

All DOECAS/NNACAS will use the following procedures:

Initiating Office, EOTA:

1. Draft the Course Announcement for the DOECAS/NNACAS using ISDF-014, Course Announcement Template.
2. The draft must indicate the intended audience (federal/contractor personnel, Headquarters or Field, and DOE or NNSA).
3. After preparing ISDF-014 Course Announcement Template with specific course information, print the form and attach ITTF-014 Publication Review and Approval to obtain all internal office approvals.
4. Once approved, FMT will route the course announcement through an email to NNSACAS_request@hq.doe.gov and monitor for DOE Cast.

Note: When completing this form, delete all non-applicable fields/words (i.e. remove ILT fields for WBT course).

The Emergency Operations Training Academy

is proud to announce a new (online or classroom) course

ILT Date: ILT Location:

Course Title:
Course #:
CHRIS Course and Session #:

Audience: Headquarters and Field Employees (Federal and Contractor)

Description:

Goal:

Course Content: (Lessons and Objectives)

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Prerequisites:

Length:

Cost:

This training is available at no cost to attendees; however, attendees are responsible for their own travel arrangements and associated expenses (travel, lodging, per diem, etc.).

(state special instructions here, if any)

For more information or registration visit us at:
<http://eota.doeal.gov>

Emergency Operations Training Academy
Course Manager Contact Information:

Name and Title:
Address:
Phone Number:
Email: