

EOTA – Business Form

	<p><i>Document Title:</i> EOTA Instructor Certificate Memo</p>
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<p><i>Document Owner:</i> Elizabeth Sousa</p> <p><i>Backup Owner:</i> Melissa Otero</p>	<p><i>Approver(s):</i> Melissa Otero</p>
<p><i>Parent Document:</i> MGTI-001 EOTA Instructor Certificate Instructions</p>	<p><i>Notify of Changes:</i> QAM, MGT</p>
<p><i>Referenced Document(s):</i></p>	

Revision History:

Rev.	Description of Change
10_0421	Initial Release



NATIONAL NUCLEAR SECURITY ADMINISTRATION
Emergency Operations Training Academy

DATE:

TO: _____, Director, Emergency Operations Training Academy

FROM: _____, Program Manager

RE: (employee name) EOTA Instructor Certificate

This letter serves to certify that (employee name) has completed all requirements to obtain an EOTA Instructor Certificate. (Employee name) certificates/transcript from the (list organization) is included as an attachment.