

EOTA – Business Form



Document Title:

EOTA Course Review Recommendation Template – Form

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Document Owner:

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QAMP-002, Course Maintenance Process

Notify of Changes:

EOTA Employees

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Revision History:

Rev.	Description of Change
11_0425	Initial Release
11_0819	Updated Program Manager



NATIONAL NUCLEAR SECURITY ADMINISTRATION

Emergency Operations Training Academy

MEMORANDUM

DATE: [Date]

TO: Federal Management Team

FROM: [Course Manager]

Through: [Program Manager]

RE: [Course Number/Title]

Overview of Course: Provide a brief description of what the course is about. If multiple courses, provide a brief description for each course with separate recommendation.

Recommendation: Provide your recommendation based on a review of any materials associated with the course to identify variance from current guidance. Also base your recommendation on the outcome of ISDF-016, Course Maintenance Review Checklist and/or what you think, as the ISD, the direction the course should take. Is it valid, invalid, should it be converted from disc to web-based etc....Ultimately, the Subject Matter Expert will determine validity; however, the EOTA must still provide an initial assessment.

For multiple courses grouped together, provide a recommendation for each course.

Summary: If only one course, then the summary can be combined with your recommendation. However, if multiple courses, you will need to provide your overall assessment of the group and state your overall recommendation.

Sincerely,

Paul Jenkins
Director, EOTA
(505)-842-7117

Contact information for the Course Manager:

[Course Manager Name]
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