

EOTA – Business Form



Document Title:

SME Course Review Instruction Template – Form

Document Number:

QAMF-004 Rev. 11_0819

Document Owner:

Elizabeth Sousa

Backup Owner:

Melissa Otero

Approver(s):

Melissa Otero

Parent Document:

QAMP-002, Course Maintenance Process

Notify of Changes:

EOTA Employees

Referenced Document(s):

N/A

Revision History:

Rev.	Description of Change
11_0425	Initial Release
11_0819	Updated "To, From, Through" blocks



NATIONAL NUCLEAR SECURITY ADMINISTRATION
Emergency Operations Training Academy

MEMORANDUM

DATE: [Date]

TO: [POC/SME]

FROM: [EOTA]

Through: [Paul Jenkins]

RE: [Course Number/Title]

The Emergency Operations Training Academy (EOTA) is currently conducting a comprehensive review of all existing courses. Our course offerings were developed between 2001 and 2010, so we anticipate a variance in the level of changes that might be required. In order to ensure that courses are meeting the needs of our target audience we must verify that the content is accurate and supports training needs within the program. However, we cannot achieve this goal without your help.

You have been identified as the HQ Point-of-Contact (HQ POC) to assist in validating the content of [Course Number / Title.] This course review will be conducted in several stages.

Stage 1: An initial, *brief*, review of course content was conducted by the EOTA to determine relevancy and currency of content.

Stage 2: Course Manager initial recommendations are attached for your review and approval (see attachment).

Stage 3: You will approve or disapprove the EOTA recommendations based on the guidelines listed below:

- If you agree with the initial assessment that the course is *invalid* (the knowledge and skills in this course are no longer applicable to the DOE or contractor audience), the course will be removed from the EOTA course offerings and archived.
- If you agree the content is *valid*, but some sections of the course require modifications due to changes in the DOE mission/guidance and/or current practices that impact the course material (knowledge, skills), the EOTA will work the HQ to conduct a *comprehensive* review to incorporate necessary changes.
- If you disagree with the EOTA recommendations, HQ will contact the EOTA and provide direction.

Stage 4: If revisions are required, the EOTA will provide electronic copies of the course content for review. Some content is not available in an electronic format, so in some cases, you may be working from a printed copy.

Please return your *initial* assessment within **2 weeks** of receipt to the designated EOTA course manager. **IMPORTANT: Coordinate with the course manager if you feel this timeframe cannot be met.**

[Course Manger Name] is the course manager who will interface with you throughout this review and revision process. Please feel free to contact [him/her] during normal business hours regarding your review. The EOTA course manager will work with you to establish applicable milestones.

We depend upon your subject matter expertise to provide us with comprehensive and useable input for content changes. When you identify content changes in the source documents, we ask you enable “track changes” in MS Word when making corrections to the electronic copies. If you are working from paper copies, please summarize the course content/changes in an MS word document.

We do not expect you to be concerned with providing editorial corrections or feedback related to format. Once the new content is integrated into the course documents, the EOTA will complete in-depth reviews for grammatical and formatting elements in the final draft format of the course.

Your input will enable the EOTA to take appropriate action and continue to serve our customers better by providing accurate and meaningful training. We thank you in advance for your time and effort in partnering with us in this endeavor.

Sincerely,

Paul Jenkins
Director, EOTA
(505) 842-7117

Contact information for the Course Manager:

[Course Manager Name]
(505) 842-XXXX
E-Mail: