



U.S. Department of Energy National Training Center
Training Material Development Request Form

Site Information

Requestor Name: Request Date:
Requestor Telephone: Requestor Email:
Requestor Job Title:
Requestor Organization (*provide site, office, org., etc.*):

Course Information

What is the topic or objective of the proposed training course?

Why does a training course need to be developed? Below are examples that may be selected. Describe the reason in the section below.

Support a formal qualification program (*please describe applicable qualification program*)

Support OJT (*e.g. equipment/process specific training*)

Support professional development of existing staff/continuing education

To address new requirements (*please list the new requirements*)

To address an identified performance weakness, lessons learned, or best practice

To meet an order, policy or other DOE standard/guidance

To meet non-DOE requirements (*e.g. OSHA standard*)

Onboarding/succession planning not covered by TQP

Support some initiative (*e.g. DOE, EA, Secretarial, EFCOF, other Office*)

Cost avoidance by consolidating enterprise requirements to avoid redundant development/subcontracting

To ensure DOE owns the training materials and does not have to pay a vendor

To close identified portfolio training gaps

Other – Specify:



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Does the training material already exist?

Yes

No

Don't Know

If yes, describe the material and send a copy with this form if possible:

What is the approximate number of personnel needing the training over a given timeframe?

Number:

Timeframe:

Is this a one-time/initial training class or will it also be used for continuing training?

One-time/Initial training only

Both initial and continuing training

Don't know

If continuing, is the continuing curriculum the same as the initial?

Does the scope of the requested course warrant addition to the existing NTC curriculum?

Yes

No

Document Justification:

Training Information

Who is the target audience?

Federal

Contractor

Both Federal and Contractor

Outside of DOE (*state agency*)

Work for Foreign Entities (*NTC will require originator to provide an ITAR review and copy of the TAA of State Department agreement*)



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Do you know the preferred method to conduct the training, or if training is required?

Yes

No

If Yes, select one of the below:

eLearning (*i.e. computer based*)

Instructor Led

Blended (*combination of both*)

Briefing

Seminar

Video

Desktop Checklist

Other (*job aids or technology driven, such as virtual training*)

Don't know (*NTC makes recommendation*)

Do you have subject matter experts that are available to support the development of related training content?

Yes

No

If no, where will SMEs come from?

What is the desired timeframe for development of the requested training course?

< 6 months (*please describe the reasons for needing the training material developed within 6 months*)

6-12 months

12-18 months

> 18 months



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Does the requestor require a cost estimate prior to further consideration of the project?

Yes

No

N/A

If needed, is your organization able to provide funding to support the development of this training course within your desired timeframe identified above?

Yes

No

Where will this course reside? On the DOE Learning Nucleus (the current enterprise-wide learning management system {LMS}), or an organization specific LMS?)

Is the NTC expected to schedule and conduct delivery of the course once developed, to include identifying, qualifying, and sourcing the course instructors?

Yes

No

N/A

Will NTC be expected to conduct course maintenance and revision activities to maintain this course?

Yes

No

If this is an instructor-led course, is the NTC expected to source and qualify instructors to deliver the course?

Yes

No

If not, will this course be available for DOE wide use and local delivery via the Course and Related Data System (CARDS)?

Yes

No

Is the NTC expected to fund maintaining the course and delivery of the course if applicable after initial development?



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Curriculum Board Results (Internal NTC Use Only)

Training Materials Request Disposition (Section 8.4.4)

Accepted

Not Accepted

Conditionally accepted (see notes below)

Additional information required (see notes below)

Department tasked with initial development:

Does the Training Department have the ability to meet the requested timeframe (and/or additional project stipulations, to include delivery requirements) with current departmental resources?

Yes

No

Estimated timeframe to start developmental based on available resources?

Is a memorandum of understanding needed and if so, what topics should be included (see notes below):

Notes:

Overall acceptance:

Yes

No

Acceptance of requested timeline:

Yes

No

Additional questions for the customer:



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Counter proposals, if any, to the customer (materials instead of a course):

Eventual department ownership:

Is there a need to prepare a cost estimate for the customer? Department tasked with cost estimate?

Yes

No

N/A

Additional Information: