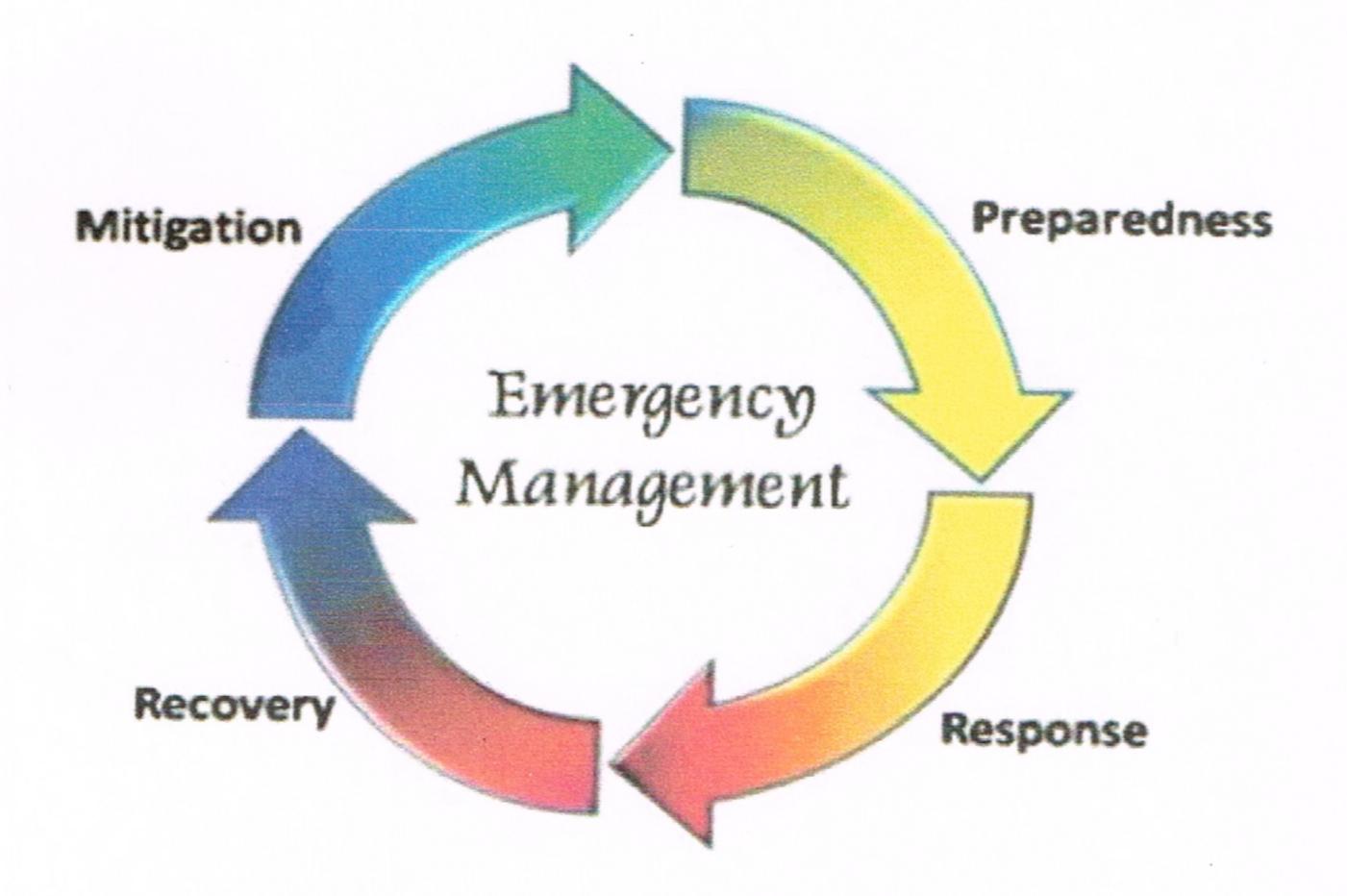# TRAINING REQUIREMENTS

PUBLIC SAFETY AND PUBLIC SAFETY AND OCCUPANT EMERGENCY PLANNING (PSOEP) EMPLOYEE AWARENESS AND RESPONSE TRAINING

Office of Information and Technology

Technology Training and Support Program

Version 1.0
CLASS Code: G1390001-23

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Pending Business Sponsor Approval

Document Revision History

Revision Date	Revised By	Revision Description
6/23/2014	Sazara R. Johnson	• Formatted Table 1 and Table 3 • Added "1" to version number on cover page • Updated header dates
7/06/2014	Sazara R. Johnson	• Cover Page: Added PSOEP acronym/ Added ".0" to the version/ Added "July"/ Deleted "June" • Throughout the document: Deleted "For Official Use Only"/ Added PSOEP acronym to header/ Deleted "Public Safety and Occupant Emergency Planning" from header/ Reformatted the header / Deleted comma between month and year in footer/ • Deliverables: capitalized Web-Based Training/ Deleted period after Virtual Learning Center on 3rd bullet/ Deleted words "provided" on major resources and requirements table/ Added a hyphen to "customer supplied" • Introduction: Updated introduction/ Deleted ETC • Edited 2.3's Audience Prerequisites. • Edited 3.1 • Updated 3.4 Project Schedules • Added an additional ETC deliverable (CD-Rom) to Table 4

Executive Summary

Background

This Training Requirements document describes the Office of Information and Technology (OIT), Technology Training and Support Program (TTSP), Educational Technology Center's (ETC) understanding of the OIT Emergency Management Group's (EMG) request for training on Public Safety and Occupant Emergency Planning Employee Awareness and Response.

Training will be developed for all Department X (DEPTX) OIT government employees and contractors located in all Washington DC, Northern Virginia, and Maryland DEPTX/OIT facilities.

The training is intended to support the Department X (DEPTX) EMG's goal to provide all DEPTX employees, contractors, and other authorized personnel with Public Safety and Occupant Emergency Planning training, as required by federal law policies.

This document identifies information regarding this training and the Sponsoring Office's agreement is requested.

Deliverables

- Training Requirements document
- Training Plan document
- Web-Based Training (WBT) via the Virtual Learning Center (VLC)
- CD-ROM backup of completed training

Major resources required to develop and implement instruction for the Public Safety and Occupant Emergency Planning Employee Awareness and Response training include:

OIT EMG	- A Subject Matter Expert (SME) who is available to provide input on the course content and approve the training material design - Microsoft PowerPoint documentation containing approved content and graphics for course inclusion
Office of Training and Development (OTD)	- Personnel to conduct course functionality testing and to upload the course for alpha and final reviews - Upload final course to production

OIT ETC	• An Instructional Designer to design, develop, and implement training • Graphic Designer to develop and/or edit customer-supplied images

Schedule

Training is tentatively scheduled for August 31, 2014. The project's Training Plan will include the final, detailed schedule for developing and delivering the training.

Cost

A Basis of Estimate (BOE) was prepared and is on file for this project.

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