

## MANDATORY/REQUIRED TRAINING NEEDS AND RECORD FORM

**INSTRUCTIONS:** This document is a business tool used to identify and collect required/mandatory training information. It will be used to identify and record training that is required in order for an employee to perform the duties of their current work activities or to fulfill training required by Agency and Center policy, law, or regulation. It will include both on-the-job (OJT) as well as formal training activities. Developmental training is not to be documented on this form.

Supervisors must complete this form for each work activity performed within their organization. See LMS-CP-4309 for the detailed procedure.

**Employees who have not completed training requirements documented below cannot work independently on the work activities for which the training is required. This form may also be used by supervisors to document OJT. The official repository for all other training records is the Office of Human Resources.**

<b>ORGANIZATION</b>					
AEROSPACE VEHICLE SYSTEMS TECHNOLOGY OFFICE (AVSTO)					
<b>EMPLOYEE NAME</b>					
<b>TRAINING REQUIRED</b>	<b>TRAINING METHOD</b>	<b>WHEN REQUIRED</b>	<b>DURATION</b>	<b>RENEWAL DATE (IF APPLICABLE)</b>	<b>SUPERVISOR SIGN/DATE UPON COMPLETION</b>
<b>ALL EMPLOYEES</b>					
LMS Policy Manual	OJT	Immediate	30 minutes	N/A	
LMS Organizational Unit Plan	OJT	Immediate	30 minutes	N/A	
LMS Center Procedures	OJT	Immediate	30 minutes	N/A	
NPG 7120.5A Overview	Classroom, video, or equivalent	Within 3 weeks	8 hours	N/A	