

REQUIRED TRAINING NEEDS AND RECORD FORM

INSTRUCTIONS: This document is a business tool used to identify and collect required 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 position. 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 category of position in their organization and for individual employees as training requirements arise. Only the specific training necessary to perform the work should be documented on this form and maintained by the supervisor. See LMS-CP-4309 for the process description.

Employees who have not completed training requirements documented below cannot work independently on the work activities for which the training is required.

ORGANIZATION					
Project Implementation Office					
EMPLOYEE NAME					
TRAINING REQUIRED	TRAINING METHOD	WHEN REQUIRED	DURATION	RENEWAL DATE (IF APPLICABLE)	SUPERVISOR SIGN/DATE UPON COMPLETION
ALL EMPLOYEES					
LMS Policy Manual	OJT	Immediate	30 minutes	N/A	
LMS Organizational Unit Plan	OJT	Immediate	30 minutes	N/A	
LMS Center Procedures (as applicable)	OJT	Immediate	30 minutes	N/A	
LMS Organizational Procedures (as applicable)	OJT	Immediate	30 minutes	N/A	
Overview of the PIO	On-the-job review	Within 2 weeks of employment	2 hours	N/A	
Calendar System	OJT	Immediate	30 minutes	N/A	
Eudora	OJT	Immediate	30 minutes	N/A	
IMPAC Credit Card (applicable to card holders and approvers)	Classroom	Immediate	3 hours	N/A	
Time and Attendance Entry	OJT	Immediate	30 minutes	N/A	
CLERICAL					
Electronic Purchase Request System	OJT	Immediate	1 hour	N/A	
LaRC Correspondence Log	OJT	Immediate	30 minutes	N/A	
Agencywide Filing System	OJT	Immediate	30 minutes	N/A	
Travel Guidance	OJT	Immediate	30 minutes	N/A	
Property Custodianship	OJT	Immediate	30 minutes	N/A	

Time and Attendance Regulations and Submission	Video/Classroom	Immediate	3 hours	N/A	
COTR					
Contracting Officer's Technical Representative	Classroom	Within 6 months	5 Days	N/A	
PROGRAM/PROJECT MANAGERS					
Positive Technology Transfer (as applicable)	OJT	Immediate	1 hour	N/A	
NPG 7120.5A	OJT	Immediate	1 hour	N/A	