

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					
STRUCTURES AND MATERIALS COMPETENCY					
EMPLOYEE NAME					
TRAINING REQUIRED	TRAINING METHOD	WHEN REQUIRED	DURATION	RENEWAL DATE (IF APPLICABLE)	SUPERVISOR SIGN/DATE UPON COMPLETION
ALL EMPLOYEES					
Langley Management System (LMS) (To include OUP, Langley Policy Manual, Center and Organizational Processes)	OJT/Review with Supervisor	Immediate	1 hour	As required	
Facility Safety Overview	OJT/Review with Supervisor or Facility Safety Head (FSH)	Immediate	1 hour	As required	
Time and Attendance Entry (to include attendance and leave procedures)	OJT/Review with Supervisor or Secretary	Immediate	1 hour	As upgraded	
MANAGERS					
New Supervisory Training	Classroom	First Year	80 hours	N/A	
Electronic Purchase Request System Approver	OJT	Within 2 weeks	1 hour	N/A	
TADS Approver	OJT	Within 2 weeks	1 hour	N/A	
CLERICAL					
Electronic Purchase Request System Overview	OJT	Immediate	30 minutes	As upgraded	
Time and Attendance Regulations and Submission Overview	OJT	Immediate	30 minutes	As upgraded	
LaRC Correspondence Log Overview	OJT	Within 1 month	30 minutes	As upgraded	

Records Retention/Agencywide Filing System Overview (NPG 1441.1)	OJT	Within 1 month	30 minutes	N/A	
Office Procedures Overview (LAPG 1450.1)	OJT	Within 1 month	30 minutes	N/A	
Electronic Calendar System Overview	OJT	Within 1 month	30 minutes	As upgraded	
AEROSPACE TECHNOLOGISTS					
Positive Technology Transfer	Video/Classroom	Within 6 Months	3 hours	N/A	
AEROELASTICITY BRANCH AEROSPACE TECHNOLOGISTS					
Aeroelastic Wind Tunnel Testing Training	OJT	First Year	40 hours	N/A	
Data Acquisition System Training	OJT	First Year	8 hours	N/A	
Oscillating Turn Table (OTT) Training	OJT	First Year	8 hours	N/A	
SAFETY OPERATORS					
Safety Operator Training defined in LAPG 1740.6	Classroom/OJT	When recommended by FSH/Supervisor	Per LAPG Standards	Per LAPG Standards	
CERTIFIED OPERATORS					
Certified Operator Training as defined in LAPG 1740.7 or as defined by Facility Safety Head	Classroom/OJT	When recommended by Supervisor	Per LAPG Standards	Per LAPG Standards	
CHEMICAL WORKERS					
Potentially Hazard Materials Training per LAPG 1740.6	Classroom	When Recommended by FSH/Supervisor	Per LAPG Standards	Annual	
FACILITY COORDINATORS					
Facility Coordinator Training Session	Classroom	When Recommended by Supervisor	2 hours	Annual	
Facility Safety Head and Facility Coordinator Guide (LAPG 1740.3)	OJT	When Recommended by Supervisor	1 hour	As Upgraded	
Facility Safety Requirements (1740.2)	OJT	When Recommended by Supervisor	1 hour	As Upgraded	
FACILITY SAFETY HEADS					
Facility Safety Head Training Session	Classroom	When Recommended by Supervisor	2 hours	Annual	

Facility Safety Head and Facility Coordinator Guide (LAPG 1740.3)	OJT	When Recommended by Supervisor	1 hour	As Upgraded	
Facility Safety Requirements (1740.2)	OJT	When Recommended by Supervisor	1 hour	As Upgraded	
FACILITY ENVIRONMENTAL COORDINATORS					
Facility Environmental Coordinator Responsibilities per LAPG 8800.1	OJT	When Recommended by FSH/Supervisor	1 hour	As Upgraded	
IONIZING RADIATION WORKER					
Basic Principles of Radiation Safety and Emergency Procedures per LAPG 1740.6	Classroom	When recommended by FSH/Supervisor	Per LAPG Standards	Annual	
HARDWARE HANDLER					
Hardware Handler Training and Safety Certification per LAPG 1740.6	Classroom	When recommended by Supervisor	Per LAPG Standards	Annual	
METROLOGY REPRESENTATIVE					
Met Rep Training	Classroom	When Recommended by Supervisor	4 hours	N/A	
NONIONIZING RADIATION WORKER					
Basic Principles of Nonionizing Radiation Safety and Emergency Procedures per LAPG 1740.6	Classroom	When recommended by Supervisor	Per LAPG Standards	Annual	
PROPERTY CUSTODIAN					
NASA Equipment Management (NPG 4200.2B) Training	Classroom	When recommended by Supervisor	2 hours	As Upgraded	
PURCHASE CARD HOLDER					
Purchase Card Training	Classroom/Video	Immediate	3 hours	N/A	
COMPUTER SECURITY OFFICIAL					
IT Security Training for CSO	Video/Web/Classroom	When recommended by Supervisor	2 hours	N/A	
SOFTWARE RELEASE AUTHORITY					
Software Release Authority Training	Classroom	Immediate	4 hours	N/A	

COTR					
Contracting Officer Technical Representative Training	Classroom	6 Months	5 days	N/A	
INFORMATION PROTECTION ADVISOR					
IPA Training	Classroom	Immediate	4 hours	N/A	