



# Convention for Naming Course Material Files and Defining Document Properties Standard Operating Procedure (SOP)

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*Version 1.1*



# FEMA

## Document Control

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## Record of Changes

<b>Date</b>	<b>Document Version</b>	<b>Document Revision Description</b>	<b>Document Author</b>
8.10.2020	1.0	Initial Release	NTED TPP
2.22.2022	1.1	Added additional document types	NTED TPP



## STANDARD OPERATING PROCEDURE

Number	Date	Organization
NTED 2020-03	2/22/2022	TPP

### **National Training and Education Division Training Partners Program Staff and Training Partners Convention for Naming Course Material Files and Defining Document Properties**

#### **I. Purpose**

The purpose of this Standard Operating Procedure (SOP) for the National Training and Education Division (NTED) Headquarters (HQ) Training Partners Program (TPP) is to provide a convention for naming and defining document properties for course material files for courses developed for TPP.

#### **II. Scope**

This document is applicable to all course material files developed by recipients of all Cooperative Agreements, Interagency Agreements, and contracts managed by TPP staff, except for source files for web-based courses (e.g., HTML). Some web-based courses contain downloadable content, such as PDF and PowerPoint files, to which this convention applies.

#### **III. Background**

- A. Section 508 amends the Rehabilitation Act of 1973 to ensure that information and communication technology (ICT) is accessible to federal employees and members of the public with disabilities. Anytime a government agency “develops, procures, maintains, or uses” ICT, the information and data must be available in a way that meets federal standards that enable persons with disabilities to access it. Conformance with these standards is mandated by [Section 508 of the Rehabilitation Act](#).
- B. NTED HQ TPP provides tailored training that enhances the capacity of state and local jurisdictions to prepare for, protect against, respond to, recover from, and mitigate all hazards. Just as the information presented in training developed under this program needs to conform to nationally recognized standards, any learning management, learning content, content management systems, browser or computer-based training products themselves must be accessible to users with disabilities by meeting the requirements outlined in Section 508 of the Rehabilitation Act of 1973.

#### **IV. Authority**

- A. Section 508 of the Rehabilitation Act (29 U.S.C. 794d), as amended by the Workforce Investment Act of 1998 (P.L. 105-220), August 7, 1998
- B. Information and Communication Technology Accessibility Standards (Title 36, CFR, Parts 1193 and 1194)
- C. The E-Government Act of 2002, Section 202(d), Accessibility to Persons with Disabilities (Public Law 107-347)

D. Electronic and Information Technology (29 U.S.C. 794d)

## **V. Document Property Conventions**

A. Document properties must be defined for all course material files.

B. Properties that must be defined include:

1. File
2. Title
  - a. Full descriptive course title
  - b. Include full course name, document type, number, chapter/module, and version
3. Author
  - a. Defined as FEMA/TPP
4. Language

## **VI. File Naming Convention**

A. Files should be named according to the following convention (abbreviations and relevant instructions for each component are defined below):

**[Course Number][Document Type][Chapter or Module, or Document number, if needed]\_[Certification Type][Year certified]((version))**

**Draft course example:** DHS012\_SLD6\_RC2016(c).ppt

**Final course example:** DHS123\_IG\_IC2017(1).pdf

B. Course file names shall include the following elements as applicable:

1. TPP course number
  - a. Use the TPP course number with no spaces or symbols (e.g., ABC123).
2. Document type
  - a. Utilize the abbreviation that corresponds with the document type (e.g., Course Design Document, Instructor Guide).
  - b. The following abbreviations are used for common document types:

Document Type	Abbreviation
Course Design Document	CDD
Course Evaluation Form	CEF
Course Resource	CR
Handout	HND
Instructor Guide	IG
Instructor Resource	IR
Instructor Workbook	IWB
Planning and Analysis	PA
Practical Exercise	PX
Pre-Test	PRE
Pre-Test Answer Key	AKPRE
Post-Test	PST
Post-Test Answer Key	AKPST
Safety Form	SFTY
Storyboards	SB
Student Guide	SG
Student Workbook	SWB
Slides	SLD
Video	VID
Worksheet	WRK

3. Chapter or module
  - a. This element is used only when there is more than one chapter or module file associated with a given course and document type.
4. Certification type
  - a. Certification type is indicated using “IC” for the initial certification and “RC” for each recertification.
5. Year of review
  - a. Include the calendar year (e.g., 2017) of the course review and certification.
6. Version
  - a. Draft versions should be expressed alphabetically beginning with “a.” Once a course has passed reviews and received its certification (initial or recertification) it should then be labelled numerically, beginning with “1.”
  - b. The version designation refers to the version of the course as a whole. All course files distributed together should use the same version designation.
  - c. Each major revision to the course package should result in a new version of the course files (e.g., if course materials require changes based on the NIMS or Section 508 reviews, the subsequent files should be labelled as a new version).
7. File extension
  - a. The file extension is determined based on the software used to create the file (e.g., .docx, .ppt, .pdf).