



STANDARD OPERATING PROCEDURE

Number	Date	Organization
TPP 2020-03	3/17/2020	TPP

National Training and Education Division Headquarters, 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 Training Partners Program (TPP) is to provide a convention for naming and defining document properties for course material files.

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, PowerPoints, to which this convention apply.

III. Background

- a. Section 508 amends the Rehabilitation Act of 1973 to ensure that electronic information and technology is accessible to Federal employees and members of the public with disabilities. Anytime a government agency “develops, procures, maintains, or uses” electronic and information technology (EIT), also known as information and communications technology (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 of 1973](#).
- b. 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. Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 C.F.R. Part 1194)

V. Document Property Conventions

- a. Document properties must be defined for all electronic course material files.
- b. Properties that must be defined include:
 - i File

- ii Title
 - 1 Full descriptive course title
 - 2 Include full course name, document type, number, chapter/module, and version
- iii Author
 - 1 Defined as FEMA/TPP
- iv 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:
 - i TPP course number
 - 1 Use the TPP course number with no spaces or symbols (e.g., ABC123).
 - ii Document type
 - 1 Utilize the abbreviation that corresponds with the document type (e.g., Course Design Document, Instructor Guide).
 - 2 The following abbreviations are used for common document types:

Document Type	Abbreviation
Course Design Document	CDD
Instructor Guide	IG
Participant Guide	PG
Slides	SLD
Video	VID
Handout	HND
Practical Exercise	PX
Needs Assessment Form	NAF
Storyboards	SB
Course Evaluation Form	CEF
Worksheet	WRK
Safety Form	SFTY
Pre-Test	PRE
Pre-Test Answer Key	AKPRE
Post-Test	PST
Post-Test Answer Key	AKPST

- iii Chapter or module
 - 1 This element is used only when there is more than one chapter or module file associated with a given course and document type.
- iv Certification Type
 - 1 Certification type is indicated using IC for the initial certification and RC for each recertification

v Year of Review

- 1 Include the calendar year (e.g., 2017) of the course review and certification.

vi Version

- 1 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.
- 2 The version designation refers to the version of the course as a whole; all course files distributed together should use the same version designation.
- 3 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).

vii File extension

- 1 The file extension is determined based on the software used to create the file (e.g., .docx, .ppt, .pdf).