|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Requestor Information** | | | | | | |
| **Requestor Name:** | |  | | | | |
| **Requestor Service Area:** | |  | | | | |
| **Requestor Certification Level:** | | **☐ I**  **☐ II**  **☐ III** | | | | |
| Requested Course Information | | | | | | |
| **Course Title and Vendor Name:** | | |  | | | |
| **Estimated Duration / Continuos Learning Points (hours):** | | |  | | | |
| **Course Modality:** | | | **☐ Classroom**  **☐ Virtual Classroom**  **☐ Self-Paced Online** | | | |
| **Course Location:** | | |  | | | |
| **Course Description:** | | |  | | | |
| **Course Costs:** | | | **Course Costs:** | **$** | | |
| **Travel / Per Diem:** | **$** | | |
| **Total Costs** | **$** | | |
| **Aligned Competencies:** | **Technical Competencies**  **☐ Requirements Development and Management**  **☐ Land Acquisition**  **☐ Space Acquisition**  **☐ Purchase**  **☐ Condemnation**  **☐ Contract and Property Management**  **☐ Disposal of Real Property**  **☐ Utilities Contracting**  **☐ Documentation and Quality Assurance**  **☐ Budget and Finance**  **☐ Negotiation**  **☐ Project Management** | | | | **Non-Technical Competencies**  **☐ Customer / Stakeholder Relations**  **☐ Knowledge and Development**  **☐ Effective Communications**  **☐ Personal Accountability**  **☐ Problem Detection and Resolution** | |
| **Benefits of offering this course, as it related to identified competencies (please be as detailed as possible):** | | | | | | |
| **Signature of Supervisor:**  **Name Date** | | | | | | |
| **Signature of Manager:** **Name Date** | | | | | |

Overview:

The Aviation Logistics Organization (ALO) views training and development as a strategic investment in the workforce. Several parties work together to ensure expedient authorization and coordination for employee development. Complete this form for external training requests to support competency development or continuous learning activities that require ALO funding.

Instructions:

* Complete each section of the form noting aligned competencies
* Obtain approval from 1st and 2nd level managers who will evaluate the following:
* Is training request form complete?
* Does training align with employee’s developmental plans?
* Are prerequisites required? If so, has employee completed required prerequisites?
* Is the training cost reasonable and effective?
* Submit signed form to ALO-200 who collects and reviews all individual training requests to ensure each complies with applicable training policy.
* ALO will coordinate with Group Managers to prioritize requests based upon available funding, necessity, and outstanding certification needs

Contact Susan Freericks, Realty Specialist, ALO-200 at [Susan.Freericks@faa.gov](mailto:Susan.Freericks@faa.gov) or (202) 267-8374 if you have questions regarding this form. **Once complete, please send this document to** [**Susan Freericks**](mailto:susan.freericks@faa.gov)**.**