

Business Process Course Descriptions

DESC Overview Course	Installation Energy (Natural Gas) Course
Overview for Ft. Lee POC	Installation Energy (Coal) Course
Energy Indoctrination Field Trip	Budget Course
Bulk Fuels Course	Natural Gas Customer Seminar
Facilities And Distribution Management CBU Course	Installation Energy (Electricity) Course
Direct Delivery - Into Plane Course	Petroleum Customer/Vendor Seminar
Direct Delivery - Post, Camps & Stations (PC& S) Course	Facility Project Management Course
Small Business Course	Missile Fuels Course
Small Business Refresher Course	Electricity Customer Seminar
Fuels Automated System (FAS) Overview Course	DD Form 350 Course
Financial Management Course	Joint Petroleum Seminar
Contract Policy/Review Course	Customer Relationship Management Course

Environmental/Safety Course Descriptions

Collateral Duty Safety Training	Supervisors /Managers Safety Training
Environmental Compliance Training	HAZWOPER Incident Command Training (Initial and Refresher)
HAZWOPER Operational Level Training (Initial And Refresher)	OPA 90 Spill Response Training
Oil Spill Prevention Training	DOT Hazardous Materials Regulations Training
HAZWOPER Haz Matls Technician Refresher (8hr)	

Business Process Course Descriptions

DESC OVERVIEW COURSE

A two-day (6 hour/day) course designed for DESC Headquarters and Region/Office personnel, and customers of all grade levels and job series. The course has a Participant's Guide and is lecture and interactive discussion/participation. The course is offered monthly. The following is a course outline:

Petroleum Industry 2 Hours

- * Origin of Petroleum
- * Petroleum Market Characteristics
- * Exploration and drilling
- * Refining
- * Natural Gas, Coal and Electricity

DOD Petroleum Business 2 Hours

- * Military uses of Petroleum
- * Petroleum Commodity Characteristics
 - Military Specification
 - Types of Storage
 - Standard Pricing
 - War Reserves and Peacetime Operating Stocks
- * Military Petroleum Organization Relationships
 - Service Fuel Terminal Operation
 - Service Energy Offices/JPO/JCS Fuel Staff

Policy and Guidance 1 Hour

- * Integrated Material Management (Phase I and II)
- * Executive Agency
- * DOD 4140.25M

Organization Values and Structure *2 Hours*

- * Mission/Vision/Values
- * Organization Evolution
- * Fuel Automated System
- * Multi Functional Program
- * Acquisition Program
- * DESC/Regions/Offices/DFSPs

Overview of Commodity Business Unit (CBU) Processes *4 Hours*

- * Bulk Fuels
- * Direct Delivery Fuels
- * Facilities and Distribution
- * Installation Energy
- * Energy Enterprise
- * Missile Fuels

Ethics Brief (By DESC-G) *.5 Hours*

Graduation Comments by DESC Upper Management *.5 Hours*

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ENERGY INDOCTRINATION FIELD TRIP

A three-day field trip to the Norfolk, Virginia area designed to indoctrinate employees in fuel terminal operations and customer support. Locations visited include: A Navy Marine Fuel Terminal, a Navy ship, an Air Force Air Base Fuel Terminal, customers supported by direct delivery and installation energy fuels, the Petroleum and Water School at Ft. Lee, Virginia, a commercial refinery, and an Energy Savings Performance Contracting (ESPC) site. The Indoctrination Field Trip is offered semi-annually.

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BULK FUELS COURSE

A two-day (6 hour/day) course designed for Bulk Fuels CBU personnel, Region/Office Personnel and other personnel that interface with the Bulk Fuels CBU, procurement personnel from other CBUs, or other personnel requiring knowledge of the Bulk Fuel CBU processes. The course is for all grade levels and job series. The course has a Participant's Guide and Supplemental Guide of Bulk Fuels process documents and is lecture and interactive discussion/participation. The course is offered quarterly. The following is a course outline:

Overview/Review of the Bulk Fuel Process *1 Hour*

Demand Forecasting *2 Hours*

- * Inventory Plan
- Storage, POS, and WRM Calculations
- IMP/WISP
- Inventory Management
- * Purchase Program Review
- * Purchase Request
- * Requirements Manager

Pre-Award *4 Hours*

- * Acquisition Plans
- * Socio-Economic Programs
- * Economic Price Adjustment
- * Solicitation
- * Pre-Award Surveys
- * Exceptions
- * Offers/Price Analysis
- * Pre-Negotiation Briefing Memorandum
- * Final Offers
- * Price Negotiation Memorandum

Award *1 Hour*

- * Transportation Arcs and rates

- * Socio-Economic Program Evaluation
- * Bid Evaluation Model

Post Award 4 Hours

- * Ordering (DPA/SIOATH)
 - WEB DPA
 - PORTS
- * Inventory Management
- * Arranging Transportation at the Regions
 - Transportation Terms
 - Routing
 - Power Track
- * Product and Transportation Payment Process
- * Ocean Tanker scheduling and ordering
- * Product Quality
 - Quality Process/functions
 - Product Quality Deficiency Reports
 - Deviation/Waiver
- * Contract Administration
 - Modification/termination

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FACILITIES AND DISTRIBUTION MANAGEMENT COURSE

A two-day (6 hour/day) course designed for Facilities and Distribution Management CBU personnel, Region/Office personnel, procurement personnel from other CBUs, other personnel that interface with the Facilities CBU or require knowledge of the Facilities CBU processes. The course is for all grade levels and job series. The course has a Participant's Guide and Supplemental Guide of Facilities process documents and is lecture and interactive discussion/participation. The course is offered quarterly. The following is a course outline:

Mission, Facilities, and Functions 2 Hours

Engineering 2 Hours

- * Maintenance, Repair, and Environmental Program
- * MILCON Program
- * Prioritization Process
- * Special Programs

Environmental and Safety 1 Hour

- * Compliance
- * Remediation
- * Safety and Health

Optimization 1 Hour

- * Optimization Process
- * Commercialization

Global Support 3 Hours

- * International Logistics
 - Agreement Process
 - Types of Agreements
- * Facility Management
 - GOCO/COCO Management
 - Statement of Work/Requirements
 - Requisition Process
 - Commercial Activities Studies

Procurement 1 Hour

- * Contracted Programs
- * Contracting Process
- * Task Order Process

Inventory 2 Hours

- * Inventory Plans
 - Fuel Locations and Supply
 - Storage, POS, and WRM Calculations

- IMP/WISP
- Inventory Management
- * Inventory Accounting
- DFAMS/FAS
- Reconciliation
- Gains/Losses

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DIRECT DELIVERY CBU COURSE (Into-Plane)

A 2 day (6 hours/day) course designed for Direct Delivery CBU personnel and other personnel that work/interface with the Into-plane Program or otherwise require knowledge of the Into-plane Program business process. The course is for all grade levels and job series. The course has a Participant's Guide and Supplemental guide of Direct Delivery Into-plane Program documents and is lecture with interactive discussion/participation. The course is offered on an as needed basis approximately twice a year. The following is a course outline.

Overview *1 Hour*

- * Direct Delivery CBU Programs and comparison/relationship with other CBU programs

Demand/Requirements Determination *3 hours*

- * Purchase Program Schedules
- * Characteristics of products and additives
- * Into-plane Services
- * Requirements Manager
- * Military Standard 1548 and ATA Specification 103
- * Purchase Request

Pre-Award *3 ½ Hours*

- * Acquisition Plans
- * Socio-Economic Programs
- * Solicitation

- * Economic Price Adjustment
- * Taxes
- * Pre-Award Surveys
- * Exceptions
- * Offers/Price Analysis
- * Past Performance
- * Certificate of Competency

Award 1 Hour

- * Review
- * Contract Announcement
- * Contract Reporting Requirements

Post Award 3 ½ Hours

- * Quality Issues
- * AIR Card Program
- * Contract Admin
- * Money matters (program budgeting, bill paying, reimbursements)

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DIRECT DELIVERY CBU COURSE (PC&S) PROGRAM

A 2 day (6 hours/day) course designed for Direct Delivery CBU personnel and other personnel that work/interface with the Posts, Camps, and Stations (PC&S) Program or otherwise require knowledge of the PC&S Program business process. The course is for all grade levels and job series. The course has a Participant's Guide and Supplemental guide of Direct Delivery PC&S Program documents and is lecture with interactive discussion/participation. The course is offered on an as needed basis approximately twice a year. The following is a course outline

Overview 1 Hour

- * Direct Delivery CBU Programs and comparison/relationship with other CBU programs

Demand/Requirements Determination *3 hours*

- * PC&S Products
- * Requirements Manager
- * COGs
- * Procurement Schedules
- * Purchase Request

Pre-Award *3 ½ Hours*

- * Acquisition Plans
- * Socio-Economic Programs
- * Solicitation
- * Economic Price Adjustment
- * Taxes
- * Pre-Award Surveys
- * Exceptions
- * Offers/Price Analysis
- * Past Performance
- * Certificate of Competency

Award *1 Hour*

- * Review
- * Contract Announcement
- * Contract Reporting Requirements

Post Award *3 ½ Hours*

- * Quality Issues
- * DFAMS Implications
- * PORTS
- * Fuel Oil Back-up for Natural Gas Interruptible Requirements
- * Contract Admin
- * Money matters (program budgeting, bill paying, reimbursements)

INSTALLATION ENERGY (NATURAL GAS) COURSE

A three-day (6 hour/day) course designed for Installation Energy CBU personnel, contracting personnel from other CBUs, other personnel that interface with the Installation Energy CBU or require knowledge of the Natural Gas processes. The course is for all grade levels and job series. The course has a Participant's Guide and Supplemental Guide of Natural Gas process documents and is lecture and interactive discussion/participation. The course is offered quarterly. The following is a course outline:

Overview of Natural Gas 5 Hours

Demand/Requirement Determination 1 Hour

- * Purchase Programs
- * Requirements Submission/Requirements Manager
- * Economic Analysis
- * Purchase Request

Pre-Award 5 Hours

- * Acquisition Plans
- * Socio-Economic Programs
- * Economic Price Adjustment
- * Solicitation
- * Pre-Award Surveys
- * Exceptions
- * Offers/Price Analysis/Informal Source Selection
- * Pre-Negotiation Briefing Memorandum
- * Final Offers
- * Economic Analysis
- * Price Negotiation Memorandum

Award 1 Hour

Post Award 6 Hours

- * Ordering
- * Supply Management

- * Imbalance Trades
- * Curtailments
- * Payment/Reimbursement Processes
- * Alternative Fuel Cost Comparisons
- * Contract Administration
- Modification
- * Risk Management
- Contract Type Conversion/Cost Avoidance Report

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INSTALLATION ENERGY (COAL) COURSE

A two-day (6 hour/day) course designed for Installation Energy CBU personnel, contracting personnel from other CBUs, other personnel that interface with the Installation Energy CBU or require knowledge of the Coal processes. The course is for all grade levels and job series. The course has a Participant's Guide and Supplemental Guide of Coal process documents and is lecture and interactive discussion/participation. The course is offered as required. The following is a course outline:

Overview of Coal Process *4 Hours*

Demand/Requirement Determination *1 Hour*

Pre-Award *3 Hours*

- * Acquisition Plans
- * Socio-Economic Programs
- * Economic Price Adjustment
- * Solicitation
- * Pre-Award Surveys
- * Exceptions
- * Offers/Price Analysis/As Received BTU Calculations
- * Pre-Negotiation Briefing Memorandum
- * Final Offers

- * Price Negotiation Memorandum

Award 1 Hour

- * Evaluation

Post Award 3 Hours

- * Ordering
- * Sampling/Evaluation for Quality
- * Debits/Credits for ARBTU Content
- * Contract Administration
- Modification/termination
- * Coal Support Posture

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NATURAL GAS CUSTOMER SEMINAR

A two and one-half day (6 hours/day for 2 days, 3 hours/day for 1 day) course designed for current and potential customers of the DoD Direct Supply Natural Gas (DSNG) Program managed by DESC. The course is for all grade levels and job series that may be involved with the DOD DSNG Program. The course has a Participant's Guide and a Supplemental Guide of DESC business process documents applicable to the program. The course is offered on an as needed basis, as requested by the Installation Energy CBU and can be tailored as necessary.

Overview of Natural Gas 4 Hours

Demand/Requirements Determination 2 Hours

- * Economic Analysis

Pre-Award 3 ½ Hours

- * Acquisition Plan
- * Socio-Economic Programs
- * Solicitation

- * Economic Price Adjustment (EPA)
- * Firm Fixed Pricing
- * Reviewing Offers/Informal Source Selection
- * Pre-Negotiation Briefing Memorandum
- * Final Offers
- * Economic Analysis
- * Price Negotiation Memorandum

Award 1 Hour

Post Award 4 1/2 Hours

- * Post Award Conferences
- * Ordering
- * Supply Management
- * Curtailments
- * Imbalance Trades
- * Repurchase and Set-off
- * Alternative Fuel Comparisons
- * Contract Administration
- Contract Modification
- Contract Type Conversions
- * Risk Management
- Contract Enforcement Tools
- * Cost Avoidance
- * Budgeting and Funding
- * Invoicing/Payment/Reimbursement

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INSTALLATION ENERGY (ELECTRICITY) COURSE

A two-day (6 hour/day) course designed for Installation Energy CBU personnel and other personnel that interface with the

Installation Energy CBU Electricity Program or otherwise require knowledge of Electricity Program business processes. The course is for all grade levels and job series. The course will have a Participant's guide and Supplemental Guide of Electricity Program business process documents and is lecture and interactive discussion/participation. The course will be offered as needed.

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ELECTRICITY CUSTOMER SEMINAR

Offered on an as required basis determined by the Installation Energy CBU, normally at least once per year. Normally a one and one half day (6 hours/day for 1 day, 3 hours/day for 1 day) course designed for current and potential customers of the DESC Electricity Program. The course is for all grade levels and job series that may be involved with the DESC Electricity Program. The course has a Participant's Guide and a Supplemental Guide of DESC business process documents applicable to the program and specifically tailored for attendees. The following are topics of the course: Overview of Electricity Industry and deregulation; Tariffs, Demand/Requirements Determination; Pre-Award; Award; Contract Administration; Contract Pricing; and Invoicing/ Payment and Reimbursement Processes.

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OVERVIEW FOR FT LEE POC COURSE

A one-day (6 hour/day) session designed primarily for Ft. Lee Petroleum Officer Course (POC) students. Topics covered include: DESC Overview, Logistics Readiness, Fuels Automated Systems, and DESC Military Service Support. The course has a Participant's Guide and is lecture and interactive discussion/participation. The course is offered as required.

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PETROLEUM CUSTOMER/VENDOR SEMINAR

A course adapted for a specific customer or vendor base that incorporates applicable sections of the Overview Course, the Bulk Fuels Course, the Facilities and Distribution Management Course and the Direct Delivery Courses. The course is specific to the customer/vendor and may be from 2 hours to two days in duration. The course has a Participant's Guide and is lecture and interactive discussion/participation. The course is offered as required.

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FACILITY PROJECT MANAGEMENT COURSE

A half day (4 hour) course designed for fuel terminal and engineering activity personnel. Topics include: Overview of MR&E and MILCON processes; documentation of MR&E and MILCON projects; priority process; funding process and return of unused funds; Defense Fuels Web. This course is offered as required.

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SMALL BUSINESS COURSE

A one and one half day (9 hour) course designed for all CBU contracting personnel and other DESC personnel who interface with the DESC Small Business Program. The course is for all grade levels and primarily targeted for the 1102, 1106, and 1101 procurement related job series. The course has a Participant's Guide which includes copies of the course presentation slides, as well as examples of forms and other paperwork required for successful implementation and management of the Small Business Program. The course is offered quarterly. The following is a course outline:

- * DESC-DU Small Business Office
- * Small Business Specialists (SBS) Duties
- * SBA Procurement Center Representative (PCR)
- * Socio-Economic Classifications
- * Small Business Program Goals
- * Set-Asides (Total & Partial)

- * Small Business Coordination Sheet
- * SDB Preference Program
- * HUBZone Program
- * 8(a) Program
- * Subcontracting Plans
- * Certificate of Competency (CoC)
- * DD Form 350
- * SDB Dollars and Hubzone Reports
- * Defense Energy Procurement Instruction (DEPI) Requirements related to the DESC Small Business Program

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SMALL BUSINESS REFRESHER COURSE

Offered a minimum of quarterly. A one-half day (4 hour) course designed for all CBU contracting personnel and other DESC personnel who interface with the DESC Small Business Program. The course is for all grade levels and primarily targeted for the 1102 and 1101 procurement related job series. The course will focus on new Federal, SBA, DoD and DLA/DESC initiatives/procedures in support of the Small Business Program, as applicable, as well as subject matter specifically identified by the Associate Director of the DESC Small Business Office and/or CBUs. The course will consist of lecture and interactive discussion/participation with handouts/reference material supporting course topics, as appropriate.

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BUDGET COURSE

A half day (4 hour) course designed for all personnel who work in the Resources Management Directorate or who interface with the Directorate. Topics include: Planning, Programming, Budget System (PPBS); Program Objective Memorandum (POM); Mid-Year Review; Activity Performance Plan; Budget Estimate Submission; Defense Working Capital Fund; Standard Price; Commodity Business Unit Input. The Course has a Participant Guide and is offered quarterly.

FUELS AUTOMATED SYSTEM (FAS) OVERVIEW COURSE

A half-day (4 hour) course designed for Center and Field Office personnel who require a general knowledge of the FAS program. Topics include: Overview and relationship of DFAMS, base level systems (FCC), FAS Enterprise Server (FES), Energy Downstream, and Oracle Government Financials. The Course has a Participant Guide and is offered as required.

DD FORM 350 COURSE

A half-day (4 hour) course designed for DESC contracting personnel to improve (1) understanding of the DD Form 350 Individual Contracting Action Report requirements and (2) accuracy of reported data. The course is targeted for all DESC 1102 employees and 1101 multi-functional personnel who are doing contracting work. The course closely follows instructions in Defense Energy Procurement Instruction (DEPI) Part 53. The course is offered on an as needed basis.

CONTRACT/POLICY REVIEW COURSE

A one-day (6 hour) course designed for all CBU contracting personnel. The course is for all grade levels with emphasis on educating new employees about the role of DESC Center Senior Procurement Office (CSPO) and local contracting procedures/requirements set forth in the Defense Energy Procurement Instruction (DEPI). The course has a Participant's Guide which includes copies of the course presentation slides, as well as examples of forms and other paperwork applicable to procurement and DAWIA certification processes. The course is offered on a quarterly and/or as needed basis. The following is a course outline:

Procurement Planning

- * Processing Clause Changes
- * FAR/DFARS Deviations
- * Justifications and Approvals (J&A's)
- * Contractor Performance Information

Procurement Oversight

- * DESC Acquisition Review Board (ARB)
- * Acquisition Plans
- * Freedom of Information Act (FOIA) Requests
- * DAWIA Certification Process
- * Acquisition Corps Membership Application
- Contracting Officer Warrant Program

CSPO Admin Support

- * Contract Closeout
- * Late Proposals
- * EEO Clearance Requests
- * Electronic Funds Transfer (EFT) Information
- * Novations

CSPO Tools

- * Policy Web Page
- DEPI
- Contracting Instructions (CIs)
- Defense Logistics Acquisition Directive (DLAD)
- * Local Area Network (LAN)
- "Q" Drive Information
- "T" Drive Information

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CUSTOMER RELATIONSHIP MANAGEMENT (CRM) COURSE

A half-day (4 hour) course designed for all Center and Field Office Personnel.

Topics Include:

- * Defining CRM
- * Reasons for a CRM Environment
- * Introduction of the CRM Model
- * Steps in implementing CRM at DLA/DESC

The Course has a participant's guide.

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FINANCIAL MANAGEMENT COURSE

A half-day (4 hour) course designed for DESC Resource Management and CBU personnel to enhance understanding of:

DESC financial management process
Prompt Payment and Debt Collections Act
Cash management principles
Payment systems
Impacts of CBU business processes on DESC financial management process

The course is for all grade levels and job series. The course has a Participant Guide and other applicable reference material and examples of CBU business process documents which have financial impacts. Course is offered as required.

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JOINT PETROLEUM SEMINAR

A four-day (6 hour/day) course designed for Joint Petroleum Offices, Service Fuel Staffs, and other personnel who work in the Joint petroleum arena. Topics include: Petroleum characteristics; DOD/Joint Fuel Organization; Joint Doctrine; Integrated Material Management; Fuel Pricing; DESC Business Processes; War & peacetime requirements determination; contracting; contingency contracting; tanker operations; IPDS/OPDS; Fuels Automated System (FAS); MR&E/MILCON; Inventory Management Plan; Deliberate Planning; Integrated Consumable Item Support; Joint Total Asset Visibility' Joint Monthly Readiness Report; SIPRNET.

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MISSILE FUELS COURSE

A one day (6 hour) course designed for Missile Fuels CBU personnel, Region/Office Personnel and other personnel that interface with the Missile Fuels CBU, Personnel from other CBUs, or other personnel requiring knowledge of the Missile Fuels CBU processes. The course is for all grade levels and job series. The course has a Participants Guide and is lecture and interactive discussion/participation. The course is offered periodically. The following is a course outline:

Overview and Organization of the Missile Fuels CBU .5 Hours

Customers, Products and Suppliers 1 Hour

- * Customer base and programs supported
- * Missile Fuels products
 - Propellants
 - Non-propellant cryogenics
 - Gases
- * Suppliers

Requirements Forecasts and Budget 1 Hour

- * Customer requirements forecasts
- * Demand forecasting and processes
- * Annual budget

- * Standard Pricing

Support Planning *1 Hour*

- * Inventory Management
- * Purchase Requests
- * Transportation and services planning
- Special Handling and emergency response exercises
- * Controlled Storage Points

Contracting *1 Hour*

- * Pre-Award
- Acquisition Plans
- Socio-Economic Programs
- Economic Price Adjustment
- Solicitations
- Reviewing Offers
- Best Value source selection
- Pre-Negotiation Briefing Memorandum
- Negotiating and final offers
- Price Negotiation Memorandum
- Contract funding
- * Review and contract award

Operations and Post Award *2 Hours*

- * Post award orientation conferences
- * Contract administration and modifications
- * Quality responsibilities and processes
- Product Quality Deficiency Reports
- * Remedies
- * Ordering, Scheduling and Delivery
- Ordering

Environmental/Safety Course Descriptions

COLLATERAL DUTY SAFETY TRAINING

A half day (4 hour) course designed for DESC safety monitors and collateral duty safety personnel. Topics include: DESC Safety and Health Program Overview; hazard detection, reporting and abating; education and training; mishap reporting; occupational health; and fire safety. The course is offered annually.

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SUPERVISORS/MANAGERS SAFETY TRAINING

A half day (4 hour) safety course designed for DESC Supervisors and Managers. Topics include: Safety Overview; reasons for a safety program; supervisor/management roles and responsibilities; compensation costs/lost time injuries; DLA safety initiatives; collateral duty safety monitor functions; programs and policies. The course is offered three times a year at DESC and at three Region/Office locations.

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ENVIRONMENTAL COMPLIANCE TRAINING

A one day (6 hour/day) course designed for fuel terminal employees at government owned - contractor operated (GOCO) fuel terminals. The course has a Participant's Guide and is lecture and interactive discussion/participation. The course is offered annually at each of eight GOCOs. The course provides an overview of compliance issues and requirements at petroleum terminals. Areas include: Emergency Response Plans, fuel tank and pipeline requirements, wastewater emissions and permits, air

emissions and permits and hazardous waste, shipping responsibilities.

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HAZWOPER INCIDENT COMMAND TRAINING (INITIAL AND REFRESHER)

An initial three day course designed to satisfy the 24 hour HAZWOPER training requirement for personnel engaged in occasional activities at hazardous waste sites (fuel terminals) as described in 29 CFR 1910.120 (p). The course is offered at DESC HQ and Regions/Offices as required and will then be followed with 8 hour refresher training.

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HAZWOPER OPERATIONAL LEVEL TRAINING (INITIAL AND REFRESHER)

A one day initial course designed to satisfy the 8 hour HAZWOPER training requirement for first responder, operation level personnel as described in 29 CFR 1910.120(e)(g). The course is offered annually at each of eight GOCOs and will then be followed annually with a refresher course. The course is offered annually at GOCOs.

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HAZWOPER HAZ MATLS TECHNICIAN REFRESHER (8hr)

Offered annually at Navy FISC Fuel Terminals. A one-day (8 hour) course for personnel who are responsible for responding to releases or potential releases for the purpose of stopping the release. Technicians assume a more aggressive role than a first responder at the operations level in that they will approach the point of release in order to plug, patch, or otherwise stop the release of a hazardous substance. Hazardous Materials Technicians are required to have an initial 24 hours of training. This course is a refresher for that initial training.

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OPA 90 SPILL RESPONSE TRAINING (PREP)

A two day course designed to satisfy the requirements of the Oil Pollution Act (OPA) of 1990 for fuel terminal personnel. The course is offered as required.

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OIL SPILL PREVENTION TRAINING

A half day (4 hour) course designed to increase spill prevention awareness, improve teamwork, and improve Standard Operating Procedures. Discussion topics include: duties and responsibilities of key personnel, spill prevention oriented standard operating procedures; formulation, execution, and review of operation orders; civil and criminal liabilities; DOD case studies; root cause analysis; and team building.

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DOT HAZARDOUS MATERIALS REGULATIONS TRAINING

A one day (8 hour/day) course designed to comply with the training requirements for "hazardous material employees" and specifically those HM employees associated with the transportation of hazardous materials. The course covers a review of the hazardous material table, placarding, labeling, packing, documentation and emergency response.

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Updated 09/01/2004

Course	Location	Oct 04	Nov	Dec	Jan 05	Feb	Mar	Apr	May	June
<u>DD350/FPDS-DG Course*</u>	*DESC	5			19,26	1,2,3,23,24	2			2
<u>DOT Haz Mat Regs</u>	DESC-EUR									8,14
<u>DOT Haz Mat Regs</u>	FISC Jax					17				
<u>DOT Haz Mat Regs</u>	FISC Pearl		4,5							
<u>DOT Haz Mat Regs</u>	FISC Puget							7		
<u>DOT Haz Mat Regs</u>	FISC Sasebo								25	
<u>DOT Haz Mat Regs</u>	FISC Yoko								20	
<u>DOT Haz Mat Regs</u>	Ft. Hood			2,3						
<u>DOT Haz Mat Regs</u>	Grand Forks						23			
<u>DOT Haz Mat Regs</u>	Hunter AAF		18,19							
<u>DOT Haz Mat Regs</u>	Norfolk	21-22								
<u>DOT Haz Mat Regs</u>	Tampa						16			
Course	Location	Oct 04	Nov	Dec	Jan 05	Feb	Mar	Apr	May	June
<u>Direct Delivery (Intoplane)</u>	DESC		2-4							
<u>Direct Delivery (PCS)</u>	DESC	19-21							17-19	
<u>Energy Indoctrination Trip</u>	DESC							19-21		
<u>Facilities and Distribution</u>	DESC			8-9			23-24			15-16
<u>Facilities and Distribution</u>	DESC-AME	26-27								
<u>Facility Project Management</u>	FISC San Diego				19					

<u>Facility Project Management</u>	Lajes						2			
<u>Facility Project Management</u>	Mildenhall						4			
<u>Facility Project Management</u>	Weisbaden						7			
<u>FAS Overview Course*</u>	*Camp Darby		3							
<u>FAS Overview Course*</u>	*DESC			2,3						
<u>FAS Overview Course*</u>	*DESC-EUR	29								
<u>FAS Overview Course*</u>	*DESC-UK		8							
<u>Financial Management*</u>	*DESC	27-28							4,5	
Course	Location	Oct 04	Nov	Dec	Jan 05	Feb	Mar	Apr	May	June
<u>HAZWOPER HAZMAT Tech Refresh</u>	TBD									
<u>HAZWOPER Inc Com</u>	DESC-AME					7-9				
<u>HAZWOPER Inc Com</u>	DESC-AMW				10-12					
<u>HAZWOPER Inc Com</u>	FISC Norfolk				24-26					
<u>HAZWOPER Inc Com (R)</u>	DESC-AME					10				
<u>HAZWOPER Inc Com (R)</u>	DESC-AMW				13					
<u>HAZWOPER Inc Com (R)</u>	DESC-Eur									9
<u>HAZWOPER Inc Com (R)</u>	DESC-KOR	7								
<u>HAZWOPER Inc Com (R)</u>	DESC-ME			12						
<u>HAZWOPER Inc Com (R)</u>	DESC-PAC		2							

<u>HAZWOPER Inc Com (R)</u>	FISC Norfolk				27					
Course	Location	Oct 04	Nov	Dec	Jan 05	Feb	Mar	Apr	May	June
<u>HAZWOPER OpLvl</u>	DESC-AME								3,10	
<u>HAZWOPER OpLvl</u>	DESC-EUR									7,13
<u>HAZWOPER OpLvl</u>	DESC-ME			13						
<u>HAZWOPER OpLvl</u>	FISC Jax					15-16				
<u>HAZWOPER OpLvl</u>	FISC Puget							5,6		
<u>HAZWOPER OpLvl</u>	FISC Sasebo								23-24	
<u>HAZWOPER OpLvl</u>	FISC Yoko								18-19	
<u>HAZWOPER OpLvl</u>	Ft. Hood		30	1						
<u>HAZWOPER OpLvl</u>	Grand Forks						22			
<u>HAZWOPER OpLvl</u>	Hunter AAF		16-17							
<u>HAZWOPER OpLvl</u>	Kunson	14								
<u>HAZWOPER OpLvl</u>	Norfolk	19-20								
<u>HAZWOPER OpLvl</u>	Pohang	11								
<u>HAZWOPER OpLvl</u>	San Pedro	26								
<u>HAZWOPER OpLvl</u>	Tampa						15			
<u>HAZWOPER OpLvl</u>	Yechon	12								
Course	Location	Oct 04	Nov	Dec	Jan 05	Feb	Mar	Apr	May	June
<u>Installation Energy (Coal)</u>	DESC						15-17			

<u>Installation Energy (Electricity)</u>	DESC					15-17				
<u>Installation Energy (Gas)</u>	DESC				11-13					
<u>Joint Petroleum Seminar*</u>	* As Requested									
<u>Missile Fuels Course</u>	DESC			1						
<u>Natural Gas Customer Seminar</u>	TBD									
<u>Oil Spill Prevention*</u>	* TBD									
Course	Location	Oct 04	Nov	Dec	Jan 05	Feb	Mar	Apr	May	June
<u>Overview</u>	DESC	6-7	17-18	1-2	19-20	16-17	16-17	6-7	4-5	8-9
<u>Overview</u>	DESC-AMW						21-25			
<u>Overview</u>	DESC-EUR						1-5			
<u>Overview</u>	DESC-Korea								TBD	
<u>Overview</u>	DESC-M				25-27					
<u>Overview</u>	DESC-ME		1-3							
<u>Overview</u>	DESC-PAC					7-11				
<u>Overview</u>	UK-OPC									TBD
<u>Overview for Ft. Lee POC</u>	DESC				6		10		26	
Course	Location	Oct 04	Nov	Dec	Jan 05	Feb	Mar	Apr	May	June
<u>Small Business Course*</u>	DESC		16-17				30-31			29-30

<u>Small Business Refresher Course</u>	DESC					8		12		14
<u>Supervisor/Manager Safety Training</u>	DESC-AME					11				
<u>Supervisor/Manager Safety Training</u>	DESC-AMW				14					
<u>Supervisor/Manager Safety Training</u>	DESC-EUR									10
<u>Supervisor/Manager Safety Training</u>	DESC-KOR	8								
<u>Supervisor/Manager Safety Training</u>	DESC-ME			14						
<u>Supervisor/Manager Safety Training</u>	DESC-PAC		3							
Course	Location	Oct 04	Nov	Dec	Jan 05	Feb	Mar	Apr	May	June 04

Updated 10/05/2004