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DESC-BQ

QUALITY ASSURANCE SPECIALIST (QAS) AND QAS SUPERVISOR'S (SQAS) TRAINING AND CERTIFICATION PROGRAM

I. REFERENCES

A. DoDI 1430.12, "Logistics Civilian Career Management Program," November 24, 1987.

B. DASC Sup 1, DLAR 1430.12, "Civilian Employee Development and Training," October 20, 1994.

C. DLAD 4105.20, "Product Verification Program for Inventory Control Points," January 20, 1995.

D. DLAM 4155.7, "Quality Assurance Technical Development Program for Defense Supply Centers, Defense Depots, and DIPEC," July 1987, superseded.

E. DLAD 4155.7, "Quality Assurance Technical Development Program (QATDP) for Defense Logistics Agency Inventory Control Points," 5 December 1996.

F. DLAI 4155.7, "Defense Logistics Agency Inventory Control Point Quality Assurance Technical Development Program (QATDP) Course Catalog," 5 December 1996.

G. DLAM 4745.12, "Defense Business Management System User's Manual,: October 01, 1995.

H. DoD 5000.52-M, "Acquisition Career Development Program," November 1995.

I. DLAM 8220.4, "Quality Assurance Technical Development Program," July 31, 1991.

J. DoD 5000.58-R, "Acquisition Career Management Program," January 1993 w/change 1 dated 19 May 94.

K. DLAR 1250.1, "DLA Joint Reserve Force," 8 Dec 93.

II.--PURPOSE AND SCOPE

This regulation establishes a training and certification program for Quality Assurance Specialists (QASs) and QAS First Line Supervisors (FLSs) assigned to Defense Energy Support Center (DESC). Throughout this regulation Quality Assurance Specialist (QAS) will be used as the term applying to the individual performing Quality Assurance (QA) and/or Quality Surveillance (QS) who is being considered for certification. This training and/or certification program encompasses QAS FLSs whether they are a 1910 job series or not and whether civilian or military. The program includes Quality Assurance (QA) Systems & Commodity training and certification in accordance with DLAD/DLAI 4155.7 and Defense Acquisition Workforce Improvement Act (DAWIA) training and certification in accordance with DoD 5000.52-M. Specific guidelines are included for planning, developing, implementing and evaluating the program. Each QAS/QAS FLS will receive the individual technical training necessary to develop their required skills and aid in the successful performance of their duties. This regulation is applicable to all elements of DESC and is written in design that it may be a stand-alone regulation.

III.—POLICY

It is DESC policy that an effective training and certification program be established to:

A. Provide comprehensive job-related training as required by DLAD/DLAI 4155.7 (QA Systems & Commodity) and DoD 5000.52-M (DAWIA). This training will provide the knowledge and skills required to perform QAS responsibilities with a minimum of supervision.

B. Provide training commensurate with individually established requirements based on the personnel's previous experience. Various types of training may be offered (e.g., on-the-job training (OJT), classroom, individual study, etc.).

C. Provide training courses designed to cover all essential QAS job elements. Those provided may include additional courses offered through different sources (e.g., American Petroleum Institute, American Society for Testing and Materials, the Military Services, commercial firms, other Government agencies, etc.) that are recommended and listed in DLAD/DLAI 4155.7 and/or this regulation. Training offered directly through this program and supplemental courses offered under other auspices should be considered based on developing the individual in the most cost effective manner.

D. Provide commodity, systems and DAWIA certification or certificates of training for personnel who complete the mandatory experience and training requirements. QASs (civilian GS-1910), both non-supervisory and supervisory, will be certified in the QA Systems skill area and DAWIA no later than 18 months after entering the QATDP and certified in the commodity skill area within 18 months after certification in the QA Systems skill area. Military QASs and supervisors (in other than GS-1910 job series) will have completed the requirements for their "Certificate of Training" within 18 months after entering the QATDP.

IV. DEFINITIONS:

Definitions are as specified below as in DLAD/DLAI 4155.7 and DoD 5000.52-M respectively.

A. **Certification:** Formal recognition of an individual's technical development and skills. Personnel may be trained technically but not certified due to lack of hands-on experience or failure to demonstrate commodity oriented technical skills.

B. **Commodity Certification:** Certification in a commodity skill area.

C. **Cradle to Grave:** Expression used to describe the period starting with the product procurement process to the time the product is issued to the end-user.

D. **Equivalent Experience:** Relevant experience that has been approved as a substitute for a training course.

E. **Equivalency Testing**: Approved (oral and/or written) testing that upon successful completion can be used to grant credit for courses.

F. **Equivalent Training:** Any training course that has been approved as a substitute for a QATDP training course.

G. **First-Line Supervisor (FLS):** Employee's immediate management representative responsible for employee's performance appraisal. Does not include "lead" or "senior" specialists and also does not include team leaders unless they are officially responsible for an employee's performance appraisal.

H. **Hands-on Experience**: Applying, directing, evaluating and/or supporting techniques utilizing the technical knowledge and skills pertinent to the products covered by the commodity.

I. **Mandatory Training Courses:** Courses identified in Enclosure 1 and additional courses identified by the FLS that must be completed based either on a specific skill area requirement or contract assignments.

J. **Onsite Training:** Training normally provided by certified DLA instructors who are assigned to a DLA training activity. Onsite training is normally given at the location convenient to class participants.

K. **Program of Instruction (POI):** The lesson plan for an onsite course that includes a listing of course objectives.

L. **Quality Assurance Technical Development Program (QATDP):** The formal program for identifying and accomplishing the technical development needs of personnel performing product conformance or other quality assurance functions.

M. **Quality Assurance Technical Development Program (QATDP) Panel:** Members of the QATDP Panel will consist of the Senior Quality Assurance Staff member or designated representative (who will serve as chairperson); the Chief, Workforce Development Office, DESC-RLW and other members as required. A representative from the local union organization will be invited to attend all panel meetings.

N. **Systems Skill Area**: Skill area for personnel performing QA functions that requires knowledge of basic QA systems and are not commodity orientated.

V. BACKGROUND

DESC is responsible for including the appropriate QA/QS requirements in the contractual documents and ensuring that these requirements are met from "Cradle to Grave". Their responsibility includes monitoring the storage, maintenance and distribution systems' quality and/or reliability. This regulation outlines the DESC QAS Training and Certification Program and ties this program directly to DESC's unique requirements. The certification requirements outlined in this regulation, in DLAM 8220.4 and DoD 5000.52-M are designed to be reciprocal. DESC is responsible for Center QA and oversight of the QS program. DESC Regions are responsible for performing Continental United States (CONUS) and Outside Continental United States (OCONUS) QS and on occasion QA.

VI.--SIGNIFICANT CHANGES

This regulation is a complete revision of the DESC QAS Training and Certification Program. It incorporates many new changes including more controlled certification requirements and additional references to QA. Because of these many changes this document should be read in its entirety.

VII.--RESPONSIBILITIES

Responsibilities are defined as stipulated in DLAD/DLAI 4155.7 and DOD 5000.52-M respectively, with some clarification for DESC Headquarters and Regions specific responsibilities.

A. QAS Personnel will:

1. Prepare an Individual Development Plan (IDP) in the DESC Automated Training System (DATS), submit the IDP to the supervisor for approval and continually update this plan. Prepare, review and submit course application forms to include the DD 1556, which is also a part of DATS. After filling out the DD 1556, individuals are required to forward the completed form to the supervisor for approval. Provide evidence of completion of training to their supervisor and training manager upon return to their duty station.

2. Review and discuss technical development requirements and status with the FLS.

3. Prepare and submit to their FLS requests for equivalencies for training courses.

4. Notify their FLS of specialized technical development training requirements not previously identified, but required by current item assignments.

5. Identify training needs to their supervisors as the need arises.

B. Inventory Control Point (ICP) First Line Supervisors (FLSs) (DESC HQ and Regions) will:

1. Identify training and career development needs of subordinate personnel for their required skills, knowledge and abilities in order that they may effectively perform their duties. Particular attention must be given to identifying the additional training requirements that are over and above those prescribed by Enclosure I. FLSs will assure that all personnel assigned to a QA and/or QS function are immediately entered into the QATDP. This will be completed by on-line review of the DBMS or by contacting DESC-RLW.

2. Review IDP and discuss technical development requirements and status with subordinates.

3. Obtain a training summary for each assigned QA/QS employee to aid in the assignment process.

4. Assure that QA/QS personnel are provided with a sufficient amount of hands-on experience needed to demonstrate commodity or related technical skills that enable them to perform satisfactorily.

5. Assure that all technical development-training requirements are incorporated into each employee's IDP. This can be managed by maintaining complete and up-to-date training records. Enclosure V is an example of how these records may be maintained. In order to standardize this process it is highly recommended that all DESC organizations use the Enclosure V example.

6. Review and analyze data products.

7. Assist subordinate personnel in the development of requests for equivalencies for training courses.

8. Determine appropriate commodity skill area(s) for subordinate personnel and submit changes as they occur.

9. Initiate action to change an employee's certification code when the employee has not worked in the skill area for more than 12 months.

10. Initiate action to revoke an employee's certification when an employee's unsatisfactory performance is directly related to a commodity skill area deficiency.

11. Will complete areas 1 through 8 of DLA Form 1538 "Request for Certificate of Quality Assurance Certification" and submit to the SME (DESC-BQA) for review and subsequent submission to the QATDP panel for approval. No other documentation is required to be

submitted with DLA Form 1538 as long as all required course completions have been posted in the DESC-RLW Training Database (DATS).

C. The Subject Matter Experts (SME) (DESC-BQ/DESC-RLW) will:

1. Develop the technical content of the POI to include practical exercises and examinations. Each course POI must contain a formal evaluation of the student's ability to learn the skills specified by the course's learning objectives. (DESC-BQ or DESC-RLW)

2. Determine course prerequisites.

3. Conduct initial course presentation to the Primary Level Field Activity (PLFA)/DLA Civilian Personnel Service Support Office (DCPSO) instructors for course validation.

4. Review recommended changes and revise/update the technical content of POIs, as appropriate.

5. Review the technical content of non-DMET (Defense Management Education & Training) courses taught by the Military Services and validate the need for these courses in the QATDP on an annual basis.

6. Evaluate course feedback for all certification courses (DLA and non-DLA).

7. Identify the need for new training courses.

8. Seek alternate training sources.

D. The Quality Assurance Technical Development Program (QATDP) Panel will:

1. Provide employees disapproval notifications for course equivalency and certification requests.

2. Review and take action on all cases of revocation of certification.

3. Resolve problems. The panel shall have the final word at the ICP concerning resolution of problems. Problems that could impact the overall QATDP would be referred to the DLA Technical Services Chief (J-334) for action.

4. Distribute course equivalency information as appropriate.

5. Review DLA Form 1538 and any accompanying documentation. If the QATDP determines that the individual meets all requirements his paperwork will be forwarded to the ICP (DESC-RLW) for processing.

E. The Inventory Control Point (ICP) (DESC-RLW & DESC-BQ) will:

1. Implement and effectively manage the program as required by this manual.

2. Identify to J-334 the need for new training course development and the revision of training courses that are no longer current or adequate.

3. Develop commodity specific courses as identified by J-334.

4. Establish a Center QATDP Panel. Members of the QATDP Panel will consist of the Senior Quality Assurance Staff member (or designated representative) who will serve as chairperson (DESC-BQ); the Chief, Workforce Development Office, DESC-RLW and other members as required: A representative from the local union organization will be invited to attend all panel meetings.

5. Complete DLA Form 1538, Request for Certificate of Quality Assurance Certification, and submit for inclusion in the individual's official personnel folder. (DESC-RLW)

6. Prepare onsite training schedules and provide a copy to J-334 and DESC-RLW.

7. Prepare a DLA Form 1385(Quality Assurance Certification). The completed DLA Form 1385 will be forwarded to the DESC Director and QATDP Panel Chair for signature to provide appropriate recognition of the individual's accomplishments. The signed Quality Assurance Certification will be issued to the individual for each certified system or commodity skill area (DESC-RLW).

8. Prepare and input data into the on-line DBMS Training application (DATS) as necessary. Insure that DATS contains accurate timely information on the training and certification status of all employees performing product conformance/quality assurance functions.

9. Coordinate arrangements to support course delivery at their location.

10. Review, analyze and monitor QATDP data products. Provide for cost effective implementation of the QATDP.

11. Survey for, obtain and make distribution of space allocations for Service School training.

VIII. PROCEDURES:

The following information is the required quality of training for certification and to successfully implement the program.

A. Site orientation is required for all QASs newly assigned to DESC. Two weeks is the basic length of time for site orientation and whenever possible is accomplished with a certified QAS, preferably the resident QAS.

B. QASs are typically located away from their assigned DESC Region and their business acquaintances are usually limited to those persons who visit the QASs at their respective work sites. Due to the preceding, an orientation visit to the DESC Region should be included as a part of the overall development of each QAS to familiarize them with their organizational structure and meet their fellow employees. DESC Region orientation visits will be scheduled to coincide with travel for training or other purposes whenever possible.

C. Required training for all QASs will include courses in the QA System Skills Area as stipulated in DLAD/DLAI 4155.7, Commodity Skills Area as stipulated in DLAD/DLAI 4155.7, and Defense Acquisition Workforce Area as stipulated in DoD 5000.52-M. These have been supplemented with the following Federally mandated courses:

1. QA Systems - S80 "Annual Product Substitution Fraud"

2. Safety & Health –

a. Maritime Confined Space Course – required for Quality Representatives (QRs) recommended for Quality Managers (QMs) and DESC Region Commanders. Twenty-four hours of initial training and eight hours of annual refresher training.

b. Respiratory Protection Training – required for QRs and recommended for QMs and DESC Region Commanders. This training will be held in conjunction with the Maritime Confined Space Course as needed.

c. DESC Written Hazardous Communication Training – required for QRs and recommended for QMs and DESC Region Commanders. On-going training provided with workbooks and audiovisual tapes.

d. DESC Laboratory Safety Standard / Chemical Hygiene Training – required for QRs and recommended for QMs and DESC Region Commanders. Initial and refresher training provided by DESC-FQ as applicable.

e. Hazardous and Waste Operations Emergency Response (HAZWOPER), Operational Level – required for QRs and QMs. Initial training of eight hours and an annual four to six hour refresher course.

f. HAZWOPER, Incident Command Level – required for DESC Region Commanders, Deputy Commanders and their designees. Initial twenty-four-hour course and an annual eight-hour refresher course.

g. Safe Transportation of Hazardous Materials – required for QRs along with various GOCO contract employees and is recommended for QMs and DESC Region Commanders. Initial eight-hour course and eight-hour refresher course every three years.

h. OSHA Collateral Duty Safety Monitor Course – required for DESC Region appointed Collateral Duty Safety Monitor. Eight-hour course provided annually.

NOTE: Safety and Health training requirements are based on DESC Environmental & Safety (DESC-FQ) policy. The courses and the frequency between refresher training listed above are based on the current policy guidance and are subject to change. Refer to the most recent DESC-FQ policy letter for current requirements.

D. Individuals may be given credit for previous experience and related training toward technical development when considered equivalent to the prescribed course. Equivalency training may be through sources such as correspondence courses, vocational schools, colleges, professional societies and universities. Credit for equivalent training for QATDP courses will be determined by the ICP QATDP panel (DESC-BQ) using the equivalency guidelines of DLAD/DLAI 4155.7 or DoD 5000.52-M. Experienced QA personnel may also receive credit for previous knowledge accrued through on-the-job training and hands-on experience.

E. Individuals may receive equivalency credit by the following methods:

1. Successful completion of an equivalent course. Scope and range of the subject, course length, course content and currency of the subject matter define equivalency of a course.

2. Experience in the skill area that is directly related to the material covered in the prescribed QATDP course.

3. Successful completion of the final course examination under controlled conditions when used as an equivalency test.

4. Combination of the above methods.

F. ICP (DESC HQ and Regions) First Line Supervisors (FLSs), other than GS-1910 series, i.e. GS-2010, GS-301, Military Personnel, etc… who supervise QAS personnel will <u>not</u> be required to be either QA Systems or Commodity certified. However, they <u>will</u> be required to have a Certificate of Training. This requirement is not intended for senior managers (i.e. Region Commanders and Deputy Commanders) with the exception of when a senior manager is also serving in the capacity of a Region Quality Manager. The Certificate of Training will require the completion of the following courses which must be completed within 18 months of being assigned:

1. Petroleum In-Plant Quality Assurance (J20)
2. Production and Quality Management Fundamentals (PQM101)
3. DESC Overview
4. Annual Product Substitution Fraud (S80)

NOTE: It is recommended that any FLS supervising personnel that manage Into-Plane facilities also complete the Quality Assurance of Into-Plane Servicing Contracts course (J07).

G. ICP (DESC HQ and Regions) FLSs/Quality Assurance Managers who are GS-1910-12/13 will be, besides the DAWIA requirements as indicated in paragraph J, required to have completed GS-1910-11 QA Systems and Commodity training and certification. They will also be required to complete the following courses within 18 months of being assigned:

1. Introduction to Petroleum Refinery Processing (J24)
2. Petroleum Tankship Operations Course (J26).

H. ICP Headquarters QASs (GS-1910-11/12/13/14) will, besides the DAWIA requirements as indicated in paragraph J, be required to have completed QA Systems and Commodity training and certification for ICPS which additionally includes CON101 and ISO001.

I. Civilian QASs (GS-1910-11) who have completed the training program in the required QA System Skills and/or Commodity Skills Areas, meet the minimum experience requirement and who have received an acceptable performance appraisal will be certified in the applicable area. Certification in the QA systems skill area will be completed no later than 18 months after entering the program. Certification in a commodity skill area will be accomplished within 18 months after certification in the QA systems skill area. Training in commodity courses can be accomplished prior to obtaining certification in the QA system skill area. Certification is formal recognition for DESC QASs and will be approved/revoked in a controlled manner. If certification must be revoked for substandard performance, re-certification is possible following DLAD 4155.7 guidelines.

J. Besides the training and certification requirements identified in DLAD 4155.7, civilian QASs must complete DAWIA training requirements as specified in DoD 5000.52-M within 18 months of assignment. These mandatory courses are as follows:

1. Level I - (GS-7/9) ACQ 101 & PQM 101
2. Level II - (GS-11/12) ACQ 201 & PQM 201
3. Level III - (GS-13 and above) PQM 301

NOTE: The 18 months allowed for completing DAWIA certification requirements is a grace period designated for entry level QASs. QASs hired above the entry level require the DAWIA certification of the position for which they are applying.

K. Due to tour lengths it is DESC policy not to certify military personnel assigned Quality Surveillance duties within DESC. Military personnel will receive a waiver to the normal training and certification process for one tour of duty. However, they will be required to complete both the formal training and OJT as indicated below. They will not receive certification in QA Systems, Commodity, or DAWIA but will receive a Certificate of Training indicating they have completed the required formal and OJT training. Training requirements, both formal and OJT, will be completed within 18 months of entering the program. Regarding military personnel certification, if sufficient time and monies are available they can be certified in QA Systems and Commodity.

1. Petroleum In-Plant Quality Assurance (J20)
2. Maritime Confined Space (J22)

3. Annual Product Substitution Fraud (S80)
4. Production and Quality Management Fundamentals (PQM101)
5. Any other commodity training deemed necessary by his immediate supervisor for him to successfully perform in the function assigned, such as J07 for into-plane.
6. Additionally, military personnel will be required to complete the minimum on-the-job training as indicated in Enclosure I.

L. Individual Mobilization Augmentees (IMAs) are pre-selected and trained Ready Reserve Officers and Enlisted military members who will augment the regular staffs of HQ DESC and DESC field activities in the event of mobilization. "The DLA Joint Reserve Force" (DLAR 1250.1) will be used in conjunction with this manual and supplement accordingly. To ensure that DESC Reserve Component personnel receive adequate training for assigned mobilization positions, DESC Region Commanders, together with the DESC IMA Coordinator, will develop a comprehensive 5-year training program. The following guideline, though not limited, will be used.

1. All IMAs selected for the DESC QAS Program will be assigned to DESC a minimum of five years. This five-year period would incorporate a three-year training program and provide two years of independent work as a QAS. After completion of the three-year training program, a Certificate of Training would be awarded to the IMA that would also become a permanent part of the IMAs personnel records. Due to the preceding, it is of the utmost importance that DESC Regions ensure qualification requirements are totally met and documented before QAS duties can be performed independently and without supervision. Documentation will include D/ER and OJT documentation (Enclosure I).

2. If an IMA can demonstrate an acceptable level of field level knowledge and abilities in the areas of petroleum storage, transportation and quality surveillance, then in lieu of the 2nd and 3rd year training requirement, additional QS systems skill and/or commodity skill area courses can be substituted.

3. Summary of IMA Training Program:

Year	Training Requirement	Site
1	Attend Basic QAR Course J20.	DCMA/DESC Region
2	Operational Training (2 wk) Tanker loading, discharging, Terminal and pipeline operations.	*Houston, TX
3	Supervised OJT at DESC Region of Assignment.	DESC Region

4 & 5	As determined by DESC Region of Assignment. IMA may work independently.	DESC Region

***NOTE: It is permissible that this training be conducted at the IMA's assigned location provided the training is comparable to that being given at Houston, Texas. A training plan along with post-training documentation must be sent to DESC-BQ confirming that the IMA received training on a full range of QA/QS operations. The instructor providing this training must be a fully certified Petroleum Quality Assurance Specialist. Fully certified is defined as having commodity, QA Systems and a minimum of DAWIA Level II certification.**

M. Implementation:

1. QAS Individual Development and Evaluation Record (D/ER):

a. Each QAS will be individually evaluated as to their level of technical development toward status as a fully trained and experienced QAS. Each evaluation will be recorded by the Quality Manager (QM) in D/ER format (see Enclosure I). As QASs complete each course or other requirement toward certification, the D/ER will be updated.

b. Good judgment must be exercised in each case to determine the equivalence of prior training/experience as applicable to certification requirements. QMs and QATDP panel must apply uniform interpretations and standards. QMs are encouraged to obtain guidance from DESC-BQA in determining background equivalency. QASs must provide correct background information so that an accurate evaluation can be made. A key factor to apply in making equivalency determinations is the relevance of prior training or experience to the QAS job and their specific duties.

c. The QM will retain the original signed copy of the D/ER together with related documents for each QAS assigned to that DESC Region. Copies of each D/ER will be furnished to the QAS, DESC-BQA and the QADTP panel (when the QAS has been nominated for certification).

d. In addition to the preceding, DLAR 1430.12, DASC Supplement 1 mandates that each individual employee complete initially upon employment and update yearly thereafter an Individual Development Plan (IDP). This data is utilized by DESC-RLW to budget for the Centers training program. The required information will be documented on a Form 1556 via the DESC Automated Training System (DATS). The DATS program and instructions can be found in Workforce Development Office, email dated May 29, 1998, Subject: Individual Development Plan – DESC Automated Training System (DATS).

2. On the-Job Training (OJT): OJT is an important training method that has a high potential for conveying practical and useful information. Careful planning and adherence to standards are called for to ensure that this potential is realized in preparing new QASs to perform their duties confidently and capably. It is preferable to have OJT take place at the facility to which the QAS will be assigned. When this is not possible, the OJT should take

place at a facility that is similar to the future duty station in terms of type and products handled (e.g. GOCO/COCO/refinery (with or without waterfront, with and without pipeline capability/various products processed, etc.) The hiring DESC field activity is responsible for arranging OJT. If an assignment at a facility outside the DESC Region is indicated for greater similarity or other reasons, the hiring DESC field Region will make arrangements with the second DESC Region and keep DESC-WDO informed. OJT will be tracked utilizing Enclosure I.

3. Nomination and approval of Civilian QASs for Certification: The certification program is designed to provide the means by which personnel can clearly define and achieve the technical development goals of their career plans. The program includes Quality Assurance (QA) Systems & Commodity training and certification in accordance with DLAD/DLAI 4155.7 and DAWIA training and certification in accordance with DoD 5000.52-M.

a. Certification in the QA systems skill area will be completed no later than 18 months after entering the program. Certification in a commodity skill area will be accomplished within 18 months after certification in the QA systems skill area. Certification in DAWIA Level I will be completed no later than 18 months after entering program.

b. FLS at the applicable DESC HQ and Region field activities will nominate individual QASs for certification to the QATDP panel. Documentation provided to the QATDP panel will include Appendix I documentation. The certification process is as outlined in DLAD/DLAI 4155.7 for Quality Assurance (QA) Systems & Commodity training and certification and in accordance with DoD 5000.52-M for DAWIA training and certification.

4. Nomination and approval of Military QASs for Certificate of Training: The training program is designed to provide the means by which military personnel can clearly define and achieve the technical development goals required to perform their job assignment. This program includes specific QA Systems, Commodity, DAWIA courses and OJT as specified in enclosure II. These training requirements will be completed within 18 months after entering the program. Individual QASs will be nominated for Certificate of Training by the FLS at the applicable DESC HQ and Regions to the QATDP panel. Documentation provided to the QATDP panel will include a DLA Form 1538 (Request for Certificate of Quality Assurance Certification), Enclosure II and course certificates.

5. Nomination and Approval for DAWIA Certification: In addition to the DAWIA course requirements for QAS certification as identified in paragraph J, DoD 5000.52-M necessitates additional requirements for acquisition certification that is also mandatory for GS-1910 series personnel. These additional requirements are acquisition experience in engineering, manufacturing, production, or quality assurance and are as follows:

- Level I One year
- Level II Two years
- Level III Four years

Once the course requirements in paragraph J and experience requirements are met individuals may apply for Acquisition certification by completing "DLA Acquisition Personnel Certification/Waiver" request form (see Enclosure III). This form, as part of a package will be forwarded through their supervisor to DESC-BQ for processing. In addition to this form, the package must contain a copy of all necessary certificates and other documentation that supports requirements for the experience element. This documentation can be, but is not limited to SF 50's, resumes or evaluation reports in the case of military personnel.

BY ORDER OF THE DIRECTOR

A. P. FRONTIERO
Executive Officer

5 Encl

1. Enclosure I Appendix I, "Safety and Environmental Training"
2. Enclosure II "QAS Individual Development and Evaluation Record (D/ER)"
3. Enclosure III "Request for Certificate of Quality Assurance Certification" (DLA Form 1538)
4. Enclosure IV "Defense Logistics Agency Acquisition Personnel Certification/Waiver" (DLA 1385)
5. Enclosure V "Training Records"

ENCLOSURE I

APPENDIX I – SAFETY AND ENVIRONMENTAL TRAINING

Title: Hazard Communication 29 CFR 1910.1200

Source: DLA Hazard Communication Training Modules
Defense Logistics Agency (DLA-CAAE)
8725 John J. Kingman Road
Fort Belvoir, VA 22060-6222

Objective: The Hazard Communication program is designed to provide participants the basic knowledge required to identify chemical hazards in the work place, labeling requirements, maintenance of a chemical hazard inventory and use of material safety data sheets in case of an emergency.

Course Description: The course is a self-paced VHS video training program to be used in conjunction with a student workbook.

Prerequisite: None

Course Equivalency: Equivalency may be granted on the basis of completion of a similar course in accordance with the Policy of this instruction.

Title: Hazardous Waste Operations and Emergency Response (HAZWOPER) 29 CFR 1910.120

Source: SoBran Incorporated
9514-B Lee Highway
Fairfax, VA 22031
Phone: 703/352-9511
FAX: 703/352-9513

Objective: To provide participants with instructions that will enable them to respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, and/or the environment from the effects of the release. Participants are trained to respond in a defensive fashion without actually trying to stop the release. Their function is to contain the release from a safe distance, keep it from spreading and prevent exposures.

Course Description: The SBI HAZWOPER program is an interactive course, which offers the latest in multimedia technology to help the student meet annual training requirements. It is designed to allow students to complete the instructional sections at their own pace and provides them with chances to stop and save data at various points throughout each section. When the

course is completed students simply mail the CD ROM and the floppy data disk to a designated address provided by SBI Environmental. The course will be graded and a certificate of completion and individualized student report will be sent to the students and the DESC-FQ, Environmental and Safety Division.

NOTE: The HAZWOPER program is a self-paced CD-ROM program. It will satisfy the 8-hour First Responders - "Operational Level" (re)certification requirement under 29 CFR 1910.120.

Prerequisite: Completion of an OSHA Hazard Communications training program.

Course Equivalency: Equivalency may be granted on the basis of completion of a similar course in accordance with the policy section of this instruction.

Title: Respiratory Protection Training
OSHA 29 CFR 1910.134

Source: Marine Field Service
National Fire Protection Association
Batterymarch Park
Quincy, MA 02269
Comm: (617) 770-3000

Location: To be determined by source

Objective: Respirators must be used when engineering controls such as enclosure or confinement of the operations and/or general/local ventilation are not feasible to control occupational diseases caused by breathing air contaminated with harmful dusts, fumes, mists, gases, or vapors. Training will provide participants in the proper use of respirators and their limitations.

Course Description: The course will cover selection, use and maintenance of respirators in dangerous atmospheres. Training will provide the wearer an opportunity to handle the respirator, have it fitted properly, test its face-piece-to-face seal, learn how to adjust it, wear it in normal air for familiarity and finally, to wear it in a test atmosphere.

Prerequisite: Nominees should occupy, or be expected to occupy, a position that requires duty performance in tanker/barge operations, or be required to enter any confined space. Nominees must have completed the Maritime Confined Spaces course.

Course Equivalency: Equivalency may be granted on the basis of completion of a similar course in accordance with the policy section of this instruction.

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Title: Lockout/Tagout, Control of Hazardous Energy
OSHA 29 CFR 1910.147(c)(7)

Source: PRINZING Enterprises
P.O. Box 857
Warrenville, IL 60555
Comm: 800-292-2914
Fax: 708-393-6995

Objective: To provide participants with the instructions that will enable them to recognize and execute the responsibilities of the lockout/tagout controls where an associated danger zone exists during operations.

Course Description: The 17-minute VHS format color video covers the key elements of lockout/tagout safety. The program includes an instructor's guide, quizzes and lockout safety booklets that provide the added learning.

Retraining Requirements: Retraining shall be provided for all authorized employees and affected employees whenever there is a change in their job assignments, a change in operations or processes that presents a new hazard. Additional retraining shall also be conducted whenever a periodic inspection under 29 CFR 1910.147 reveals, or whenever the employer has reason to believe, that there are deviations from or inadequacies in the employee's knowledge or use of the energy control procedures.

Prerequisite: None

Course Equivalency: Equivalency may be granted on the basis of completion of a similar course in accordance with the policy section of this instruction.

ENCLOSURE II

QAS INDIVIDUAL DEVELOPMENT and EVALUATION RECORD (D/ER)

In carrying out the QSR training and certification programs, it is important that systematic and uniform records be prepared for each QSR by the FLS, summarizing that person's training and experience.

The D/ER will form the basis for determining the training required by each QAS and their readiness for certification. It will be used to plan and execute the training program including the scheduling of classes for the courses as stipulated in DLAD/DLAI 4155.7.

That individual and his/her FLS will prepare the D/ER for each QAS jointly. All required training would be officially posted on the employee's Individual Development Plan (IDP).

Copies of individual development and evaluation records will be forwarded to DESC-RLW, within 45 days of QAS's assignment to Defense Energy Region/Office.

D/ER FORMAT

A. IDENTIFYING INFORMATION

Name: _____ SSN: _____

Grade: _____ DER/DEO: _____ Duty Station: _____

Date Assigned: _____ Certified: QS Systems _____ Commodities _____

B. TRAINING AND EXPERIENCE RECORD

1. 1. DLA / DESC **Mandatory** Training for Certification (* Mandatory for Military Personnel's Certificate of Training, ** Mandatory for GS-1910-12 and above)

Course		Date Completed
Petroleum Quality (Commodity)		
Quality Assurance of Into-Plane Servicing Contracts	(J07)	_____
Petroleum In-Plant Quality Assurance *	(J20)	_____
Maritime Confined Space * (Updated Yearly)	(J22)	_____
Hazardous Materials Handling	(P04)	_____

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Hazard Communications (TBD) _____
(See Enclosure 3)
Hazardous Waste Operations and Emergency Response (TBD) _____
(See Enclosure 3)
Respiratory Protection Training (TBD) _____
(See Enclosure 3)

QA Systems

Fundamentals of Systems Acquisition Management (ACQ 101) _____

Production and Quality Management Fundamentals * (PQM101) _____

Statistical Quality Control (SQC001) _____

Specification and Standards (S60) _____
(In development)

DSC/DESC Contract Quality Assurance Overview (S61/S61A) _____

Annual Product Substitution Fraud * (S80) _____

Contracting Fundamentals (CON 101) _____
(Headquarters Personnel Only)

2. **Recommended** Courses (Commodity)

Marine Measurement (J23) _____

Introduction to Petroleum Refinery Processing ** (J24) _____
(Mandatory for GS-12)

Oil Spill Control Course (J25) _____

Petroleum Tankership Operations ** (J26) _____
(Mandatory for GS-12)

Aviation Fuels, Specifications and Test Methods (J27) _____

Management of Tank Truck Emergencies (TBD) _____

3. **Other** Training Relevant to QAS Duties

Introduction to ISO 9000 Quality Series Standard (ISO001) _____
(Mandatory for Headquarters Personnel Only)

List each training course (title, sponsoring organization, and inclusive dates). Training courses (e.g. classroom, correspondence, etc.) will include a brief description of the course contents and objectives.

4. On-Job-Training (OJT) - Identify any OJT/QAS training (indicate what, where, when, and inclusive dates).

QAS OJT GUIDELINES AND STANDARDS

BACKGROUND CHECKLIST

Item	Date Accomplished
Read and review the facility contract.	_____
Read and review the contractor's quality control plan.	_____
Study the facility schematic.	_____
Tour the facility in detail including equipment, power sources, fire-control system, security, and environmental safeguards.	_____

RECOMMENDED OJT OPERATIONS CHECKLIST

Minimum Acceptable for Certification	Operation	Date Completed
3	Tanker / Barge Loading / Discharge (2 must be loadings)	_____
5	Tank Car / Truck Loading / Discharge (3 must be loadings)	_____
3	DD Form 250 / 250-1 Preparation & Distribution	_____
5	Multi-Product Pipeline Batch Cuts	_____
5	Samples Drawn	_____
Varied	Laboratory Tests	_____

4	Tank Gauging	_____
1	Exercise Fire Control System	_____
1	Visit to Customer(s)	_____

5. Other Relevant Experience

Describe other petroleum-related work experience in a capacity other than as a QAS.

6. Certification (QAS is currently or has been certified.)

Indicate certifying organization (e.g. DCMA or DESC), the effective date of certification(s), and commodities/areas in which certified.

C. RECOMMENDED ADDITONAL TRAINING

Based on the aforementioned history of training and experience, the QAS should be scheduled to receive training as follows:

Course (list title/number)	Priority (Codes 1 or 2 or 3)
_____	_____
_____	_____
_____	_____

PRIORITY CODES: "1" Mission essential course which is required in order for the employee to perform his/her duties in a satisfactory manner. All courses in B.1. are Priority 1 courses if needed for certification in an assigned skill area.

"2" Course which is required for career development, attainment of skills/knowledge for future assignments, or replacement of skills/knowledge lost due to extended periods of nonuse.

"3" Optional Course that will increase productivity of employee or cross-train employee in an additional job series.

D. ADDITONAL NOTES:

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ENCLOSURE III

REQUEST FOR CERTIFICATE OF QUALITY ASSURANCE CERTIFICATION (DLA 1538)

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REQUEST FOR CERTIFICATE OF QUALITY ASSURANCE CERTIFICATION

1. NAME	2. EMPLOYEE CODE	3. DSO/CAO CODE	4. QA ORG CODE	5. SKILL AREA CODE

6. SKILL AREA TITLE	7. SUPERVISOR DESIGNATED COURSES FOR CERTIFICATION

8. **FIRST LINE SUPERVISOR.** I CERTIFY THAT THE INDIVIDUAL IDENTIFIED IN BLOCK 1:

(1) HAS COMPLETED THE REQUIRED HANDS-ON EXPERIENCE
(2) IS CURRENTLY PERFORMING SATISFACTORILY IN THE SKILL AREA IDENTIFIED IN BLOCK 6
(3) DOES NOT REQUIRE ANY ADDITIONAL TRAINING FOR CERTIFICATION AND
REQUEST A CERTIFICATE OF QUALITY ASSURANCE CERTIFICATION BE ISSUED FOR THE SKILL AREA SHOWN IN BLOCK 6.

a. TYPED NAME		d. SIGNATURE AND DATE
b. OFFICE SYMBOL	c. TELEPHONE NO.	

9. **QA TRAINING COORDINATOR.** I CERTIFY THAT THE INDIVIDUAL IDENTIFIED IN BLOCK 1 HAS COMPLETED ALL COURSES THAT ARE REQUIRED FOR THE CERTIFICATION IN THE SKILL AREA SHOWN IN BLOCK 6.

a. TYPED NAME		d. SIGNATURE AND DATE
b. OFFICE SYMBOL	c. TELEPHONE NO.	

10. **QA TDP MANAGER.** I RECOMMEND THAT THE INDIVIDUAL ABOVE BE CERTIFIED IN THE SKILL AREA SHOWN IN BLOCK 6 AND A CERTIFICATE OF QUALITY ASSURANCE CERTIFICATION BE ISSUED.

a. TYPED NAME		d. SIGNATURE AND DATE
b. OFFICE SYMBOL	c. TELEPHONE NO.	

11. **QA TDP PANEL CHAIRMAN.** CERTIFICATION IN THE SKILL AREA SHOWN IN BLOCK 6 IS APPROVED FOR THE INDIVIDUAL IDENTIFIED IN BLOCK 1.

a. TYPED NAME		d. SIGNATURE AND DATE
b. OFFICE SYMBOL	c. TELEPHONE NO.	

12. COMMENTS

DLA FORM 1538, SEP 88 *(EG)* PREVIOUS EDITIONS MAY BE USED UNTIL EXHAUSTED. PerFORM (DLA)

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ENCLOSURE IV

DEFENSE LOGISTICS AGENCY ACQUISITION PERSONNEL CERTIFICATION/WAIVER (DLA FORM 1385)

PLEASE REFER TO FILE/FORM INFO FOR INSTRUCTION ON HOW TO PURCHASE THE BORDER PAPER FOR

DEFENSE LOGISTICS AGENCY

has successfully completed

QUALITY ASSURANCE CERTIFICATION

in the

Commodity

COMMANDER

SUPERVISOR

DLA FORM 1385, APR 97 (EG)

PREVIOUS EDITIONS ARE OBSOLETE.

ENCLOSURE V – TRAINING RECORDS (EXAMPLE ONLY)

	DLAD 4155.7	DESC 4155.2		Jane Doe, GS-13	Jack Buck, GS-12
			QA SYSTEMS		
CON101	X	X	Basics of Contracting (mandatory for HQ personnel only)	mm/dd/yyyy	mm/dd/yyyy
PQM 101	X	X	Production and Quality Management Fundamentals (see DAWIA also)	"	"
SQC001	X	X	Statistical Quality Control	"	"
S61/61A	X	X	DSC/DESC Contract Quality Assurance Overview (in development)	"	"
S60	X	X	Specification and Standards	"	"
ISO001	X	X	Intro. to ISO 9000 Series Standard (mandatory for HQ personnel only)	"	"
S80		X	Annual Product Substitution Fraud	"	"
			COMMODITY		
J20	X	X	Petroleum In-Plant Quality Assurance	mm/dd/yyyy	mm/dd/yyyy
J22	X	X	Maritime Confined Space	"	"
TBD		X	Respiratory Protection Training	"	"
J07	X	X	Quality Assurance of Into-Plane Servicing Contracts	mm/dd/yyyy	mm/dd/yyyy
TBD		X	Laboratory Safety Standard / Chemical Hygiene Training	mm/dd/yyyy	mm/dd/yyyy
P04		X	Hazardous Materials Handling	"	"
TBD		X	Hazard Communications (VHS Video Training Program)	"	"
Hazwoper		X	Hazardous Waste Operations and Emergency Response (CD-ROM)	"	"
TBD		X	Lockout/Tagout, Control of Hazardous Energy (VHS Training Program)	"	"
			OTHER TRAINING RELEVANT TO QSR DUTIES		
TBD			Environmental Compliance Course	mm/dd/yyyy	mm/dd/yyyy
J23		X	Marine Measurement (recommended)	"	"
J24		X	Introduction to Petroleum Refinery Processing (mandatory for GS-12)	"	"
J25		X	Oil Spill Control Course (recommended)	"	"
J26		X	Petroleum Tankership Operations (mandatory for GS-12)	"	"
J27		X	Aviation Fuels, Specification and Test Methods (recommended)	"	"
			SUPERVISOR/MANAGER & COLLATERAL DUTY SAFETY COURSES		
TBD			Supervisor/Manager Safety Course	mm/dd/yyyy	mm/dd/yyyy
TBD			Collateral Duty Safety Course	"	"
	5000.52		**DAWIA**		
ACQ101	X		Fundamentals of Systems Acquisition Management	mm/dd/yyyy	mm/dd/yyyy
PQM101	X		Production and Quality Management Fundamentals	"	"
ACQ201	X		Intermediate Systems Acquisition	"	"
PQM201	X		Intermediate Production and Quality Management	"	"
PQM301	X		Advanced Production, Quality and Manufacturing	"	"
			EMPLOYEE'S ROTATION DATE	mm/dd/yyyy	mm/dd/yyyy