



DEFENSE LOGISTICS AGENCY
DEFENSE LOGISTICS SUPPORT COMMAND
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FORT BELVOIR, VIRGINIA 22060-6221

IN REPLY
REFER TO

DLSC-BBP

NOV 10 1998

MEMORANDUM FOR COMMANDERS, PRIMARY LEVEL FIELD ACTIVITIES

SUBJECT: Mandatory Training Compendium

Last year, we issued a mandatory training compendium for the DLSC workforce. This compendium is a compilation of mandatory training requirements for our employees, and presents the information in a single package for easy use. Attached is our most recent version of the compendium, with updates as of 1 October 1998. Please disseminate this information as widely as possible; we also expect to have it on the DLSC Workforce Development home page shortly.

If you have any comments or questions, please contact Ms. Susan Thomas, DSN 427-2522, or susan_thomas@hq.dla.mil.

FREDERICK N. BAILLIE
Executive Director
Resource, Planning, and
Performance Directorate

Cc: CPOs

**MANDATORY TRAINING
DEFENSE LOGISTICS SUPPORT COMMAND**

Attached is a compendium of mandatory training requirements for the Defense Logistics Support Command workforce. Applicable regulations, manuals, or letter are referenced in each section, as is a point of contact/functional subject matter expert. Positions covered by this compendium are as follows, with included potential job series in parentheses:

Title	Page
All employees (all)	1
Supervisors: Anyone who directly supervises workers and performs the full range of supervisory responsibilities (all)	2
Managers: Anyone who supervises lower tier supervisors and has Program responsibilities (all)	4
DAWIA Training	
Acquisition Logistics (0346, 08xx, 1515)	5
Auditing (0511)	5
Business, Cost Estimating, and Financial Management (0110, 0301, 0343, 0501, 0505, 0510, 0560, 08xx, 1101, 1515, 1520, 1530)	5
Communications—Computer Systems (0301, 0334, 0343, 0391, 0392, 0801, 0854, 0855, 1101, 1515, 1550)	5
Contracting (1101, 1102)	6
Industrial/Contract Property Management (1102, 1103, 1150)	6
Manufacturing and Production (0301, 08xx, 1150, 1152)	6
Quality Assurance (0018, 0028, 0334, 0414, 0660, 08xx, 13xx, 15xx, 1910)	6, 22
Program Management (0301, 0334, 0340, 0343, 0391, 0560, 08xx, 1101, 13xx, 1515)	6
Purchasing (1105, 1106)	6
Systems Planning, Research, Development & Engineering (0180, 04xx, 08xx, 13xx, 15xx)	6
Test and Evaluation (08xx, 13xx, 15xx)	7
Cataloging (2050)	8
Customer Service Representatives (2003)	9
Distribution Facilities, Storage Management, Packaging (2030, 2031)	10
Environmental/Hazardous Material (0028, 1104, wage grades in designated areas, other applicable employees)	11
Equipment Specialists (1670)	34
Quality Assurance (0018, 0028, 0334, 0414, 0660, 08xx, 13xx, 15xx, 1910)	6, 35
Supply Management/Item Managers (2001, 2003, 2005, 2010)	37
Transportation (21xx)	38

ALL EMPLOYEES

Required by: DoD 5500.7
POC: Ms. Carolyn Perry, GC

Series	Requirement	# Hours
All	Ethics and Standards of Conduct	1

SUPERVISORS

Regulation: DLAR 1430.13, CAH

POC: Ms. Sandi Miller, CAHW

Unit	Module	Title	# Hours
S0100		Recruitment and Staffing	
	S0101	Merit Promotion	8
	S0102	Competitive and Noncompetitive Appointment Process	2
	S0103	Alternative Staffing Processes	2
S0200		Employment Training and Development	16
S0300		Performance Management	12
S0400		Labor-Management and Employee Relations	
	S0401	Labor-Management Relations	4
	S0402	Incentive Awards and Motivation	4
	S0403	Attendance and Leave	4
	S0404	Injury Compensation	2
	S0405	Employee Discipline	6
	S0406	Grievances and Appeals	2
	S0407	Employee Assistance Program	4
	S0408	AIDS in the Workplace	2
S0409	Drug Abuse Testing	2	
S0500		Position Classification and Pay	
	S0501	Classification	8
	S0502	Complaints and Appeals	2
	S0503	Pay Management	4
	S0504	Position Management	8
S0600		Equal Employment Opportunity	8
S0700		Safety and Health Management	
	S0701	Safety and Occupational Health	4
	S0702	Stress Management	4
S0800		Introduction to Statistical Process Control	16
S0900		Supervision	
	S0901	Objectives Setting and Controlling	8
	S0902	Team Building	12
	S0903	Supervisory Decision Making	8
	S0904	Time Management	2

Unit	Module	Title	# Hours
S1000		Communications	
	S1001	Successful Communication for Supervisors	4
	S1002	Effective Listening	4
	S1003	Coaching and Counseling	4
	S1004	Effective Writing	12
S1100		Ethics and Standards of Conduct	6
S1200		Internal Controls	16

In addition, all supervisors should receive no less than 40 hours of continuing supervisory training every three years.

MANAGERS

Regulation: DLAR 1430.12, CAH
POC: Ms. Sandi Miller, CAHW

Unit	Module	Title	# Hours
M0100		Planning	
	M0101	Establishing Goals and Objectives	8
	M0102	Managerial Decision Making	16
M0200		Program Management	
	M0201	Implementing Policy	8
	M0202	Managing Change	16
	M0203	Operational Progress and Effectiveness	8
	M0204	Problem Solving	8
	M0205	Budget Operations	8
M0300		Communications	
	M0301	Interpersonal Communications for Managers	8
	M0302	Interdepartmental Communications	8
M0400		Individual Strategies in Management Development	8

In addition, all managers should receive no less than 40 hours of continuing managerial training every three years.

DAWIA TRAINING

Required by: DoD 5000.57
POC: John Brockman, CAH

Acquisition Logistics

- Level I: ACQ 101—Fundamentals of Systems Acquisition Mgmt
LOG 101—Acquisition Logistics Fundamentals
- Level II: ACQ 201—Intermediate Systems Acquisition
LOG 201—Intermediate Acquisition Logistics
LOG 203—Reliability and Maintainability
LOG 204—Configuration Management
OR
LOG 205—Provisioning
- Level III: LOG 304—Executive Acquisition Logistics Management

Auditing

- Level I: AUD 1130—Technical Indoctrination
- Level II: AUD 1320—Intermediate Contract Auditing
OR
AUD 4120—Statistical Sampling
OR
AUD 4230—Graphic, Computational, and Improvement Curve Analysis
Techniques
- Level III: AUD 8560—DCAA Supervisory Skills Workshop

Business, Cost Estimating and Financial Management

- Level I: ACQ 101—Fundamentals of System Acquisition Management
AND TWO OF
BCF 101—Fundamentals of Costs Analysis
BCF 102—Fundamentals of Earned Value Management
BCF 103—Fundamentals of Business Financial management
- Level II: ACQ 201—Intermediate Systems Acquisition
BCF 205—Contractor Finance for Acquisition Managers
ONE OF (not previously taken at Level I)
BCF 101—Fundamentals of Cost Analysis
BCF 102—Fundamentals of Earned Value Management
BCF 103—Fundamentals of Business Financial Management
AND ONE (related to specific job duties)
BCF 203—Intermediate Earned Value Management
BCF 204—Intermediate Cost Analysis
BCF 211—Acquisition Business Management
- Level III: BCF 301—Business, Cost Estimating and Financial Management Workshop

Communications—Computer
Systems

- Level I: ACQ 101—Fundamentals of Systems Acquisition Management
IRM 101—Basic Information Systems Acquisition
- Level II: ACQ 201—Intermediate Systems Acquisition
IRM 201—Intermediate Information Systems Acquisition
- Level III: IRM 303—Advanced Information Systems Acquisition

Contracting

- Level I: CON 101—Fundamentals of Contracting
CON 104—Fundamentals of Contract Pricing
- Level II: CON 202—Intermediate Contracting
CON 204—Intermediate Contract Pricing
CON 210—Government Contract Law
- Level III: CON 301—Executive Contracting
CON 333—Management for Contracting Supervisors

Industrial/Contract Property
Management

- Level I: IND 101—Contract Property Administration Fundamentals
IND 102—Contract Property Disposition
IND 103—Contract Property Systems Analysis
CON 101—Fundamentals of Contracting
- Level II: IND 201—Contract Property Management Seminar
IND 202—Contract Property Management Seminar
CON 210—Government Contract Law
CON 202—Intermediate Contracting
- Level III: CON 301—Executive Contracting
CON 333—Management for Contracting Supervisors
IND 202—Contract Property Management Seminar

Manufacturing, Production, &
Quality Assurance

- Level I: ACQ 101—Fundamentals of Systems Acquisition Management
PQM 101—Production and Quality Management Fundamentals
- Level II: ACQ 201—Intermediate Systems Acquisition
PQM 201—Intermediate Production and Quality Management
- Level III: PQM 301—Advanced Production and Quality Management

Program Management

- Level I: ACQ 101—Fundamentals of Systems Acquisition Management
- Level II: ACQ 201—Intermediate Systems Acquisition
- Level III: PMT 302—Advanced Program Management

Purchasing:

- Level I: PUR 101—Simplified Acquisition Fundamentals
- Level II: PUR 201—Intermediate Simplified Acquisition Procedures
- Level III: None required

Systems Planning, Research,
Development & Engineering

- Level I: ACQ 101—Fundamentals of Systems Acquisition Management
- Level II: ACQ 201—Intermediate Systems Acquisition
SYS 201—Intermediate Systems Planning, Research, Development and
Engineering
- Level III: SYS 301—Advanced Systems Planning, Research, Development and Engineering

Test and Evaluation

- Level I: ACQ 101—Fundamentals of Systems Acquisition Management
TST 101—Introduction to Acquisition Workforce Test and Evaluation
- Level II: ACQ 201—Intermediate Systems Acquisition
TST 202—Intermediate Systems Acquisition
- Level III: TST 301—Advanced Test and Evaluation

In addition, all members of the acquisition workforce should receive no less than 80 hours of continuing education every two years.

CATALOGING

No requirements identified.

CUSTOMER SERVICE REPRESENTATIVES

Required by: CAHW letter dated Sep 22 1998
POC: Mr. Julian Reeves, CAHW

Series	Requirement	# Hours
2003	Joint Course on Logistics	80

DISTRIBUTION, FACILITIES, STORAGE MANAGEMENT, PACKAGING

Training is required in the following areas:

Hazardous Communications
Forklift
Personal Protective Equipment

Consult your supervisor or servicing Civilian Personnel Office for further details.

ENVIRONMENTAL/HAZARDOUS MATERIAL

POC: Joe Hoenscheid, DLSC-LEH

Mandatory environmental training is listed in the “DLA Environmental Training Plan” handbook. This includes most Federal, DoD and DLA requirements. In addition, there may be state and local rules that must be followed. While it is not possible to summarize such a complex subject matter accurately, general requirements are as follows.

Mandatory environmental training is required by Federal law/regulations:

- a. R500 series—required by RDRA/TSCA/OSHA
- b. R600 series—refresher training required by above regs
- c. R700 series—required by implication by Fed regulations. Experience and/or lessons learned calls these required.

Course attendees are based on skill codes rather than on job series. Course requirements are based on:

DRMOs are those who handle/manage hazardous waste or materials.

DRMs are those who manage the Environmental Program.

DLA courses are based on supervisory designation or IDPs.

See attachments for course series and skill codes.

SERVICE CENTER TRAINING SUMMARY—PART I

Who Needs Training	Skill Code	Required Courses
DLA Commanders, deputies, lawyers, senior level managers and directors whose programs impact the environmental program.	E011	Implied Training: R/703—Executive Environmental
Environmental officers/specialists/engineers and those who perform environmental duties and are not physically involved with hazardous material/hazardous waste but are responsible for determining and/or implementing policy and/or providing technical guidance.	E021	Implied Training: R/704—Environmental Coordinators Depending upon assigned duties, additional training will be customized to ensure training compliance. Courses may be selected from those listed in Appendix D. If required, additional skill area codes will be assigned.
Environmental officers/specialists/engineers and those who perform environmental duties who are physically involved with hazardous material/hazardous waste (including occasional contact) and affect transportation, but do not work in an EPA treatment, storage, disposal (TSD) facility.	E03	Initial Training: R/501—Hazard Communication R/503—First Responder Operations Level R/507—Safety and Health for Handlers of HM/HW (includes R/501 and R/503) R/508—RCRA for Generators of HW R/510—Transportation of HM/HW for DoD Refresher/Recurrent Training: R/603—Annual First Responder Operations Level Refresher R/608—Annual RCRA for Generators of HW Refresher R/610—Biennial Transportation of HM/HW for DoD Recurrent Depending upon assigned duties, additional training will be customized to ensure training compliance. Courses may be selected from those listed in Appendix D. If required, additional skill area codes will be assigned.

SERVICE CENTER TRAINING SUMMARY—PART I (Continued)

Who Needs Training	Skill Code	Required Courses
<p>Environmental officers/specialists/engineers and those who perform environmental duties, who are physically involved with hazardous material/hazardous waste, affect transportation and work in a TSD facility.</p>	<p align="center">E04</p>	<p>Initial Training: R/501—Hazard Communication R/503—First Responder Operations Level R/507—Safety and Health for Handlers of HM/HW (includes R/501 and R/503) R/509—RCRA Facility Compliance R/510—Transportation of HM/HW for DoD Refresher/Recurrent Training: R/603—Annual First Responder Operations Level Refresher R/609—Annual RCRA Facility Compliance Refresher R/610—Biennial Transportation of HM/HW for DoD Refresher</p> <p>Depending upon assigned duties, additional training will be customized to ensure training compliance. Courses may be selected from those listed in Appendix D. If required, additional skill area codes will be assigned.</p>
<p>Receiving (Employees, including supervisors, involved in the handling and/or management of hazardous materials receiving operations. This includes, but is not limited to, Planners, Material Handlers, and Inspectors.</p>	<p align="center">E06</p>	<p>Initial Training: R/501—Hazard Communication R/502—First Responder Awareness Level R/511—Storage and Handling of HM Refresher/Recurrent Training: R/602—Annual First Responder Awareness Level Refresher R/611—Triennial Storage and Handling of Hazardous Material Recurrent</p>
<p>Employees exposed to airborne concentrations of asbestos at or above the action level and/or excursion limit as defined in 29 CFR 1910.1001 at the workplace.</p>	<p align="center">E20</p>	<p>Initial Training: R/501—Hazard Communication R/502—First Responder Awareness Level R/507—Safety and Health for Handlers of HM/HW (includes R/501 and R/502) R/518—Asbestos Training Refresher/Recurrent Training: R/602—Annual First Responder Awareness Level Refresher R/618—Annual Asbestos Training Refresher</p> <p>Depending upon assigned duties, may also require skill area code E25.</p>

SERVICE CENTER TRAINING SUMMARY—PART I

Who Needs Training	Skill Code	Required Courses
<p>Asbestos abatement inspector (Note: Does not include activities that involve non-building materials, such as asbestos gloves or asbestos brake linings, that may be either stored or used inside of a building. (40 CFR 763, Appendix C to Subpart E).</p>	<p align="center">E21</p>	<p>Initial Training: R/501—Hazard Communication R/502—First Responder Awareness Level R/517—EPA Asbestos Certification for Inspectors Refresher/Recurrent Training: R/602—Annual First Responder Awareness Level Refresher R/617—Annual EPA Asbestos for Inspectors Certification Refresher</p> <p>Depending upon assigned duties, may also require skill area code E25.</p>
<p>Radiation Safety Officers (RSO) and Radiation Protection Officers (RPO) (primary and alternates). Training is required under 10 CFR and NRC license.</p>	<p align="center">E22</p>	<p>Initial Training: R/501—Hazard Communication R/502—First Responder Awareness Level R/515—Radiation Protection Training R/531—Overview of Hazardous Material Transportation Refresher/Recurrent Training: R/602—Annual First Responder Awareness Level Refresher R/615—Annual Radiation Protection Training Refresher R/631—Triennial Overview of Hazardous Material Transportation Recurrent</p> <p>Depending upon assigned duties, may also require skill area code E25.</p>

SERVICE CENTER TRAINING SUMMARY—PART I

Who Needs Training	Skill Code	Required Courses
<p>Radiation Monitors (Employees working in or frequenting any portion of a radiation area or radioactive material storage area and are NOT assigned skill area code E22) (10 CFR).</p>	<p align="center">E23</p>	<p>Initial Training: R/501—Hazard Communication R/502—First Responder Awareness Level R/516—Radiation Training R/531—Overview of Hazardous Material Transportation</p> <p>Refresher/Recurrent Training: R/602—Annual First Responder Awareness Level Refresher R/616—Annual Radiation Training Refresher R/631—Triennial Overview of Hazardous Material Transportation Recurrent</p> <p>Depending upon assigned duties, may also require skill area code E25.</p>
<p>Employees who require EPA technician certification as defined in 40 CFR 82.40 and 82.161 and/or anyone who might release CFCs and/or HCFCs into the atmosphere.</p>	<p align="center">E24</p>	<p>Initial Training: R/501—Hazard Communication R/502—First Responder Awareness Level R/521—EPA Stratospheric Ozone Certification Training (MVAC) R/522—EPA Stratospheric Ozone Certification R/531—Overview of Hazardous Material Transportation</p> <p>Refresher/Recurrent Training: R/602—Annual First Responder Awareness Level Refresher R/621—Annual EPA Stratospheric Ozone Certification Training (MVAC) Refresher R/622—Annual EPA Stratospheric Ozone Certification Refresher R/631—Triennial Overview of Hazardous Material Transportation</p> <p>Depending upon assigned duties, may also require skill area code E25.</p>

SERVICE CENTER TRAINING SUMMARY—PART I

Who Needs Training	Skill Code	Required Courses
Employees required to wear respirators to protect against atmospheric contamination. This decision will be made by the facility safety office by evaluating the occupational health hazards associated with the employees' duties (29 CFR 1910.134).	E25	<p>Initial Training: R/501—Hazard Communication R/502—First Responder Awareness Level R/519—Respirator Training</p> <p>Refresher/Recurrent Training: R/602—Annual First Responder Awareness Level Refresher R/619—Annual Respirator Training Refresher</p>
Employees involved in lead-based paint activities, including maintenance, renovation, removal, or disposal (40 CFR).	E26	<p>Initial Training: R/501—Hazard Communication R/502—First Responder Awareness Level R/524—EPA Lead Exposure Certification</p> <p>Refresher/Recurrent Training: R/602—Annual First Responder Awareness Level Refresher R/624—Annual EPA Lead Exposure Refresher</p> <p>Depending upon assigned duties, may also require skill area code E25.</p>
Employees who handle, mix, use or apply pesticides (40 CFR 171.4(c)) (DoD 4150.7–M, Annex 2).	E27	<p>Initial Training: R/501—Hazard Communication R/502—First Responder Awareness Level R/525—Pesticide Applicator Certification (DoD) R/526—Pesticide Applicator (State) (if required)</p> <p>Refresher/Recurrent Training: R/602—Annual First Responder Awareness Level Refresher R/625—Triennial Pesticide Applicator Recertification (DoD) Refresher R/626—Pesticide Applicator Recertification (State) (is required)</p> <p>Implied Training: R/710—Hazardous Material Transportation Uniform Safety Act (HMTUSA)</p> <p>Depending upon assigned duties, may also require skill area code E25.</p>
	E271	

SERVICE CENTER TRAINING SUMMARY—PART I

Who Needs Training	Skill Code	Required Courses
<p>Employees involved in the receipt, storage, generation and/or the accumulation of HW.</p>	<p align="center">E56</p>	<p>Initial Training: R/501—Hazard Communication R/502—First Responder Awareness Level R/508—RCRA for Generators of HW Refresher/Recurrent Training: R/602—Annual First Responder Awareness Level Refresher R/608—Annual RCRA for Generators of HW Refresher</p>
<p>Employees who directly affect HM/HW transportation but are not responsible for DoD air shipment certification and are not drivers.</p>	<p align="center">E57</p>	<p>Initial Training: R/501—Hazard Communication R/502—First Responder Awareness Level R/510—Transportation of HM/HW Refresher/Recurrent Training: R/602—Annual First Responder Awareness Level Refresher R/610—Biennial Transportation of HM/HW for DoD Recurrent</p>
<p>Supervisors/engineers/scientists/specialists directly involved in Pollution Prevention/Hazardous Minimization/Source Reduction Programs and/or Projects. Also, supervisor/specialist contributing to the review of specifications and standards.</p>	<p align="center">E581</p>	<p>Implied Training: R/705—Overview of Environmental Regulations R/730—Pollution Prevention Act R/740—General Awareness, Asbestos R/744—General Awareness, Ozone Depleting Substances</p>
<p>Employees working at clean-up operations required by a governmental body that are conducted at uncontrolled hazardous waste sites; corrective actions involving clean-up operations at RCRA sites; voluntary clean-up operations sites recognized by governmental bodies at uncontrolled HW sites as defined in Appendix of this Plan and at 29 CFR 1910.120(e).</p>	<p align="center">E59</p>	<p>Initial Training: R/501—Hazard Communication R/510—Transportation of HM/HW for DoD R/534—Emergency Response for Hazardous Waste (HW) Clean-Up Sites Refresher/Recurrent Training: R/610—Biennial transportation of HM/HW for DoD Recurrent R./634—Annual Emergency Response for Hazardous Waste (HW) Clean-up Sites Refresher</p> <p>Depending upon assigned duties, may also require skill area code E25.</p>

LIST OF ENVIRONMENTAL SKILL CODES	
SKILL CODE	WHO NEEDS THE TRAINING
E011	DLA Commanders, deputies, lawyers, senior level managers and directors whose programs impact the environmental program.
E021	Environmental officers/specialists/engineers and those who perform environmental duties and are not physically involved with hazardous material/hazardous waste but are responsible for determining and/or implementing policy and/or providing technical guidance.
E03	Environmental specialists/engineers and those who perform environmental duties who are physically involved with hazardous material/hazardous waste (including occasional contact) and affect transportation, but do not work in a TSD facility.
E04	Environmental specialists/engineers and those who perform environmental duties, who are physically involved with hazardous material/hazardous waste (including occasional contact), affect transportation and work in a TSD facility.
E05	Environmental specialists/engineers and those who perform environmentalist duties who are physically involved with hazardous material/hazardous waste (including occasional contact).
E06	Receiving (Employees, including supervisors, involved in the handling and/or management of hazardous materials receiving operations. This includes, but is not limited to: Planners, Material Handlers, and Inspectors.)
E07	Warehouseman (Employees, including supervisors, involved in handling and/or management of warehousing of hazardous materials.)
E08	Material Handler Equipment (MHE) Operator (Employees, including supervisors, operating MHE in the handling and/or storage and stock selection of warehousing hazardous material.)
E09	Laborer (Employees, including supervisors, whose duties are performed in a work area containing hazardous materials) but does not affect transportation.
E10	Packers (Employees, including supervisors, involved in packaging of hazardous material.)
E11	Certifiers (Employees, including supervisors, involved in the packaging of certification of hazardous material.)
E12	Documents Preparation (Transportation employees, including supervisors, who prepare and verify shipping papers, GBLs.)
E13	Motor Vehicle Operators (Drivers must comply with Federal Motor Carrier Safety Regulations, as appropriate. This includes the requirements for a commercial driver's license (CDL) and a hazardous material (HM) endorsement.)
E14	Recoupment (Employees, including supervisors, involved in the physical recoupment of HM or in the decision-making process of recoupment operations.)
E15	Stock Maintenance (Employees, including supervisors, involved in the repackaging, marking, and labeling of HM.)

LIST OF ENVIRONMENTAL SKILL CODES	
SKILL CODE	WHO NEEDS THE TRAINING
E16	Inventory Integrity (Employees, including supervisors, who perform physical counts, denials and physical inventories of hazardous materials.)
E17	Surveillance Inspectors (Employees, including supervisors, who correctly identify hazardous material in storage, determine proper condition code, and perform various surveillance inspections.)
E18	Quality Assurance (Employees, including supervisors, involved in evaluating hazardous material to determine that item characteristics conform to published specifications, standards, and other technical/contractual data requirements.)
E19	Cylinder Employees (Employees, including supervisors, who handle clean, purge, and/or repaint cylinders.)
E20	Employees exposed to airborne concentrations of asbestos at or above the action level and/or excursion limit as defined in 29 CFR 1910.1001 at the workplace.
E21	Asbestos Abatement Inspector (NOTE: Does not include activities that involve non-building materials, such as asbestos gloves or asbestos brake linings, that may be either stored or used inside of a building (40 CFR 763, Appendix C to Subpart E.)
E22	Radiation Safety Officers (RSO) and Radiation Protection Officers (RPO) (primary and alternates). Training is required under 10 CFR 19.12 and NRC license.
E23	Radiation Monitor (Employees working in or frequenting any portion of a restricted radiation area and are NOT assigned skill area code E 22) (10 CFR 19.12.)
E24	Employees who are required EPA technician certification as defined in 40 CFR 82.40 and 92.161 and/or anyone who might release CFCs and/or HCFCs into the atmosphere.
E25	Employees required to wear respirators to protect against atmospheric contamination. THIS DECISION WILL BE MADE BY THE FACILITY SAFETY OFFICE BY EVALUATING THE OCCUPATIONAL HEALTH HAZARDS ASSOCIATED WITH THE EMPLOYEE'S DUTIES. 29 CFR 1910.134.
E26	Employees involved in lead-based paint activities, including maintenance, renovation, removal or disposal (40 CFR.)
E27/E271	Employees who handle, mix, use or apply pesticides Training Reference: 40 CFR 171.4(c) and DoD 4150.7-M, Annex 2.
E28/E281	DFSC Environmental Protection Specialists

LIST OF ENVIRONMENTAL SKILL CODES	
SKILL CODE	WHO NEEDS THE TRAINING
E29	Security (Employees, including supervisors, who in the course of their duties, may be involved with hazardous materials and/or affect transportation (e.g., gate guard.))
E30	Facility Operations: Carpenter
E31	Facility Operations: Painter
E32/E21	Facility Operations: Roofer
E33/E331	Facility Operations: Masonry
E34/E341	Facility Operations: Plumber, Steamfitter, Boiler Room, Heating, Electrician, Installer
E35/E351	Facility Operations: Welder
E36/E361	Facility Operations: Air Conditioner/Refrigerator
E37/E371	Facility Operations: Maintenance Worker
E39/E391	Facility Operations: Sheet Metal Worker
E40/E401	Vehicle/Equipment Maintenance: Motor Pool, Auto/MHE Mechanic
E42/E421	Utilities: Sewage treatment, Heat Plant, Boiler Room
E43	Roads and Grounds: Maintenance
E45	Roads and Grounds: Gardener
E46/E461	Roads and Grounds: Waste Management/Recycling
E47/E471	Audio Visual
E48/E481	Master Planner Examiners, including facility engineers
E49/E491	Fire Department
E50	Contractor Officer Representative (COR)/Contractor Officer Technical Representative (COTR.)
E52/E521	Member of Emergency Response Team (Hazardous Materials Technician Level.)
E53/E531	Member of Emergency Response Team (Hazardous Materials Specialist Level)
E54/E541	Member of Emergency Response Team (On Scene Incident Commander Level.)
E56	Employees involved in the receipt, storage, generation and/or the accumulation of hazardous waste.
E57	Employees who directly affect HM/HW transportation but are not responsible for DoD air shipment certification and are not drivers.
E581	Supervisors/engineers/scientists/specialists directly involved in Pollution Prevention/Hazardous Minimization Source Reduction Programs and/or Projects. Also supervisor/specialist contributing to the review of specifications and standards.
E59	Employees working at clean-up operations required by a governmental body that are conducted at uncontrolled hazardous waste sites; corrective actions involving clean-up operations at RCRA sites; voluntary clean-up operations at sites recognized by governmental bodies at uncontrolled HW sites.
E60/E601	Environmental Compliance Auditors

LIST OF ENVIRONMENTAL SKILL CODES	
SKILL CODE	WHO NEEDS THE TRAINING
E621	All DCMC employees except for clerical and administrative
E63	DRMO Chiefs/Deputies who handle/manage hazardous material/hazardous waste.
E64	Contracting Officers Representatives (CORs) for DRMS HM/HW disposal contracts.
E65	DRMS distribution employees who manage, handle, or release HM for shipment.
E66	DRMS manifest trackers
E68/E681	Environmental Monitors
E691	Employees who require state and/or local training.
E701	Employees who are not professional instructors and are appointed to provide classroom training to other employees.
E71	DRMS employees who receive, handle, manage, and/or store HM/HW at a DRMS.
E72/E721	Safety officers, specialists, or industrial hygienists
E731	Employees responsible for determining training requirements and/or implementing the DLA Environmental Training Plan.
E74	Custodian (Employees, including supervisors, whose duties are performed in a work area containing hazardous materials.)
E75/E751	Fuel Terminal Quality Surveillance Representative (QSR)
E761	DFSC Special Contracts Staff
E771	Defense Fuel Region Commanders
E78	Employees who support hazardous materials workers by visiting potential exposure work areas.
E79/E791	Employees in a workplace in which there is a potential exposure to airborne lead at any level.
E92	Packaging Improvement (Packaging specialists, including supervisors, who develop hazardous material packaging methods and techniques, and direct the use of packaging to protect hazardous materials.)
E93	DRMO Chiefs/Deputies who do not handle/manage hazardous materials/hazardous waste.
E941	Employees who are members of an Integrated Acquisition Team for buying environmentally preferred products.
E95/E951	Career Program Trainee Level (GS-5/7/9)
E961	Career Program Journey Level Specialist/Supervisor (GS-11/12/13)
E971	Career Program Senior Specialist Supervisor/Manager (GS-13/14/15)
E981	Career Program Senior Executive Service (SES)

LIST OF ENVIRONMENTAL SKILL CODES	
SKILL CODE	WHO NEEDS THE TRAINING
E99	Overseas employees involved in the physical receipt, generation and/or accumulation of HM/HW.
E100	Overseas Zone Managers, DRMO Chiefs and Deputies
E101	Overseas Contracting Officer Representatives (CORs) for DRMS HM/HW disposal contracts—Europe.
E102	Overseas Contracting Officer Representatives (CORs) for DRMS HM/HW disposal contracts—Pacific.
E103	Traffic Management Specialist
E104	Security (Employees, including supervisors, who in the course of their duties may be involved with hazardous materials, but do not affect transportation.

Course Numbers for DLA Training Application COMPLIANCE TRAINING: Refresher/Recurrent Courses *		
Course ID	Course Title	Hours
R/602	Annual First Responder Awareness Level Refresher	4
R/603	Annual First Responder Operations Level Refresher	8
R/604	Annual Emergency Response (Hazardous Materials Technician)	8-24
R/605	Annual Emergency Response (Hazardous Materials Specialist)	8-24
R606	Annual Emergency Response (On Scene Incident Commander) Refresher	8-24
R/607	RESERVED	
R/608	Annual RCRA for Generators of Hazardous Waste (HW) Refresher	4-8
R/609	Annual RCRA Facility Compliance Refresher	4-8
R/610	Biennial Transportation of HM/HW for DoD Recurrent	24
R/611	Triennial Storage and Handling of Hazardous Material Recurrent	16
R/612	Biennial Hazardous Material Shipment Release Recurrent	24
R/613	Biennial Defense (Refresher) Packaging Recurrent	36
R/614	Biennial DOT/RCRA Manager's Course Recurrent	16
R/615	Annual Radiation Protection Training Refresher	24
R/616	Annual Radiation Training Refresher	8
R/617	Annual EPA Asbestos Certification for Abatement Inspectors Refresher	24
R/618	Annual Asbestos Training Refresher	4
R/619	Annual Respirator Training Refresher	4
R/620	Annual Compressed Gas Cylinders Refresher	4
R/621	Annual EPA Stratospheric Ozone Certification Training (MVAC) Refresher	24
R/622	Annual EPA Stratospheric Ozone Certification Refresher	8
R/623	Annual Lead Exposure Training Refresher	4
R/624	Annual EPA Lead Exposure Certification Refresher	8
R/625	Triennial Pesticide Applicator Certification (DoD) Recertification	40
R/626	Pesticide Applicator Certification (State)	
R/627	Annual Hazardous Waste Operations (HAZWOPER/TSDF) Refresher	
R/628	RESERVED	8-16
R/629	Triennial Hazardous Material Transportation Training Recurrent	24
R/630	Triennial Performance Oriented Packaging (POP) Recurrent	
R/631	Triennial Overview of Hazardous Material Transportation Recurrent	

* All Course hours are estimates

Course Numbers for DLA Training Application		
COMPLIANCE TRAINING: Refresher/Recurrent Courses *		
Course ID	Course Title	Hours
R/632	RESERVED	4
R/633	Annual Oil Pollution Training Refresher	
R/634	Annual Emergency Response for Hazardous Waste (HW) Clean-Up Sites Refresher	8
R/635	Annual EPA Asbestos Certification for Management Planners Refresher	24
R/636	Annual EPA Asbestos Certification for Abatement Project Designers Refresher	24
R/637	Annual EPA Asbestos Certification for Asbestos Abatement Contractors and Supervisors Refresher	24
R/638	Annual EPA Asbestos Certification for Asbestos Abatement Workers Refresher	24
R/639	Annual EPA Asbestos Certification for Project Monitors Refresher	24

* All course hours are estimates.

SERVICE CENTER TRAINING SUMMARY—PART I (Continued)

Who Needs Training	Skill Code	Required Courses
DRMO Chiefs/Deputies who handle/manage hazardous materials/hazardous waste	E63	<p>Initial Training: R/501—Hazard Communication R/503—First Responder Operations Level R/507—Safety and Health for Handlers of HM/HW (includes R/501 and R/503) R/509—RCRA Facility Compliance R/510—Transportation of HM/HW for DoD</p> <p>Refresher/Recurrent Training: R/603—Annual First Responder Operations Level Refresher R/609—Annual RCRA Facility Compliance Refresher R/610—Biennial Transportation of HM/HW for DoD Recurrent</p>
Contracting Officers Representatives (CORs) for DRMS HM/HW disposal contracts	E64	<p>Initial Training: R/501—Hazard Communication R/503—First Responder Operations Level R/507—Safety and Health for Handlers of HM/HW (includes R/501 and R/503) R/509—RCRA Facility Compliance R/510—Transportation of HM/HW for DoD</p> <p>Refresher/Recurrent Training: R/603—Annual First Responder Operations Level Refresher R/609—Annual RCRA Facility Compliance Refresher R/610—Biennial Transportation of HM/HW for DoD Recurrent</p>
DRMS distribution employees who manage, handle, or release HM for shipment	E65	<p>Initial Training: R/501—Hazard Communication R/503—First Responder Operations Level R/507—Safety and Health for Handlers of HM/HW (includes R501 and R/503) R/512—HM Shipment Release for Distribution Personnel</p> <p>Refresher/Recurrent Training: R/603—Annual First Responder Operations Level Refresher R/612—Biennial HM Shipment Release for Distribution Personnel Recurrent</p>

SERVICE CENTER TRAINING SUMMARY—PART I (Continued)		
Who Needs Training	Skill Code	Required Courses
DRMS Manifest Trackers	E66	<p>Initial Training: R/510—Transportation of HM/HW for DoD</p> <p>Refresher/Recurrent Training: R/610—Biennial Transportation of HM/W for DoD Recurrent</p>
Employees who require State and/or local training	E691	Depending upon assigned duties, courses will be selected from Appendix D, F/700 series courses.
Employees who are not professional instructors and are appointed to provide classroom training to other employees	E701	<p>Implied Training: R/733—Train-The-Trainer</p>
DRMS employees who receive, handle, manage, and/or store HM/W at a DRMO	E71	<p>Initial Training: R/501—Hazard Communication R/503—First Responder Operations Level R/507—Safety and Health for Handlers of HM/HW (includes R/501 and R/503) R/509—RCRA Facility Compliance</p> <p>Refresher/Recurrent Training: R/603—Annual First Responder Operations Level Refresher R/609—Annual RCRA Facility Compliance Refresher</p>
Safety officer, specialists, or industrial hygienists	E72 E721	<p>Initial Training: R/501—Hazard Communication R/502—First Responder Awareness Level</p> <p>Refresher/Recurrent Training: R/602—Annual First Responder Awareness Level Refresher</p> <p>Implied Training: R/705—Overview of Environmental Regulations</p>

SERVICE CENTER TRAINING SUMMARY—PART I (Continued)		
Who Needs Training	Skill Code	Required Courses
Employees responsible for determining training requirements and/or implementing the DLA Environmental Training Plan, e.g., training administrators, supervisors, training point-of-contact	E731	Implied Training: R/739—Implementing the DLA Environmental Training Plan
Employees who support hazardous materials workers by visiting potential exposure work areas	E78	Initial Training: R/501—Hazard Communication R/502—First Responder Awareness Level Refresher/Recurrent Training: R/602—Annual First Responder Awareness Level Refresher Depending upon assigned duties, courses will be selected from Appendix D.
Employees in a workplace in which there is a potential exposure to airborne lead at any level	E79 E791	Initial Training: R/501—Hazard Communication R/502—First Responder Awareness Level Refresher/Recurrent Training: R/602—Annual First Responder Awareness Level Refresher Implied Training: R/742—General Awareness, Lead Exposure
Asbestos Management Planner (NOTE: Does not include activities that involve non-building materials, such as asbestos gloves or asbestos brake linings, that may be either stored or used inside of a building. (40 CFR 763, Appendix C to Subpart E)	E80	Initial Training: R/501—Hazard Communication R/502—First Responder Awareness Level R/535—EPA Asbestos Certification for Management Planners Refresher/Recurrent Training: R/602—Annual First Responder Awareness Level Refresher R/635—Annual EPA Asbestos for Management Planners Certification Refresher Depending upon assigned duties, may also require skill area code E25.

SERVICE CENTER TRAINING SUMMARY—PART I (Continued)		
Who Needs Training	Skill Code	Required Courses
Asbestos Abatement Project Designers (NOTE: Does not include activities that involve non-building materials, such as asbestos gloves or asbestos brake linings, that may be either stored or used inside of a building. (40 CFR 763, Appendix C to Subpart E)	E81	<p>Initial Training: R/501—Hazard Communication R/502—First Responder Awareness Level R/536—EPA Asbestos Certification for Project Designers</p> <p>Refresher/Recurrent Training: R/602—Annual First Responder Awareness Level Refresher R/636—Annual EPA Asbestos for Project Designers Certification</p> <p>Depending upon assigned duties, may also require skill area code E25.</p>
Asbestos Abatement Contractors and Supervisors (NOTE: Does not include activities that involve non-building materials, such as asbestos gloves or asbestos brake linings, that may be either stored or used inside of a building. (40 CFR 763, Appendix C to Subpart E)	E82	<p>Initial Training: R/501—Hazard Communication R/502—First Responder Awareness Level R/537—EPA Asbestos Certification for Abatement Contractors and Supervisors</p> <p>Refresher/Recurrent Training: R/602—Annual First Responder Awareness Level Refresher R/637—Annual EPA Asbestos for Abatement Contractors and Supervisors Certification Refresher</p> <p>Depending upon assigned duties, may also require skill area code E25.</p>
Asbestos Abatement Workers (NOTE: Does not include activities that involve non-building materials, such as asbestos gloves, or asbestos brake linings, that may be either stored or used inside of a building. (40 CFR 763, Appendix C to Subpart E)	E83	<p>Initial Training: R/501—Hazard Communication R/502—First Responder Awareness Level R/538—EPA Asbestos Certification for Abatement Workers</p> <p>Refresher/Recurrent Training: R/602—Annual First Responder Awareness Level Refresher R/638—Annual EPA Asbestos for Abatement Workers Certification Refresher</p> <p>Depending upon assigned duties, may also require skill area code E25.</p>

SERVICE CENTER TRAINING SUMMARY—PART I (Continued)		
Who Needs Training	Skill Code	Required Courses
Asbestos Abatement Project Monitors (NOTE: Does not include activities that involve non-building materials, such as asbestos gloves or asbestos brake linings, that may be either stored or used inside of a building (40 CFR 763, Appendix C to Subpart E))	E84	<p>Initial Training: R/501—Hazard Communication R/502—First Responder Awareness Level R/539—EPA Asbestos Certification for Abatement Project Monitors</p> <p>Refresher/Recurrent Training: R/602—Annual First Responder Awareness Level Refresher R/639—Annual EPA Asbestos for Abatement Project Monitors Certification Refresher</p> <p>Depending upon assigned duties, may also require skill area code E25.</p>
Employees who required EPA technician certification as defined in 40 CFR 82.40 and 92.161 and/or anyone who might release CFCs and/or HCFCs into the atmosphere	E85	<p>Initial Training: R/501—Hazard Communication R/502—First Responder Awareness Level R/521—EPA Stratospheric Ozone Certification Training (MVAC) R/531—Overview of Hazardous Material Transportation</p> <p>Refresher/Recurrent Training: R/602—Annual First Responder Awareness Level Refresher R/621—Annual EPA Stratospheric Ozone Certification Training (MVAC) Refresher R/631—Triennial Overview of Hazardous Material Transportation Recurrent</p> <p>Depending upon assigned duties, may also require skill area code E25.</p>

SERVICE CENTER TRAINING SUMMARY—PART I (Continued)		
Who Needs Training	Skill Code	Required Courses
Employees who required EPA technician certification as defined in 40 CFR 82.40 and 92.161 and/or anyone who might release CFCs and/or HCFCs into the atmosphere	E86	<p>Initial Training: R/501—Hazard Communication R/502—First Responder Awareness Level R/522—EPA Stratospheric Ozone Certification R/531—Overview of Hazardous Material Transportation</p> <p>Refresher/Recurrent Training: R/602—Annual First Responder Awareness Level Refresher R/622—Annual EPA Stratospheric Ozone Certification Refresher R/631—Triennial Overview of Hazardous Material Transportation Recurrent</p> <p>Depending upon assigned duties, may also require skill area code E25.</p>
DRMO Chiefs/Deputies who do not handle/manage hazardous material/hazardous waste	E93	<p>Initial Training: R/501—hazard Communication R/503—First Responder Operations Level R/507—Safety and Health for Handlers of HM/HW (includes R/501 and R/503) R/514—DOT/RCRA Manager’s Course</p> <p>Refresher/Recurrent Training: R/603—Annual First Responder Operations Level Refresher R/614—Biennial DOT/RCRA Manager’s Course Recurrent</p>

Course Numbers for DLA Training Application		
COMPLIANCE TRAINING: Refresher/Recurrent Courses *		
Course ID	Course Title	Hours
R/501	Hazard Communication	4-6
R/502	First Responder Awareness Level	4-8
R/503	First Responder Operations Level	8-12
R/504	Emergency Response (Hazardous Material Technician)	24-40
R/505	Emergency Response (Hazardous Materials Specialist)	24-40
R/506	Emergency Response (On Scene Incident Commander)	24-40
R/507	Safety and Health for Handlers for HM/HW	32
R/508	RCRA for Generators of Hazardous Waste (HW)	32
R/509	RCRA Facility Compliance	40
R/510	Transportation of HM/HW for DoD	40
R/511	Storage and Handling of Hazardous Material	16
R/512	Hazardous Material Shipment Release	40
R/513	Packaging of Hazardous Materials (HM) for Transportation	76
R/514	DOT/RCRA Manager's Course	16
R/515	Radiation Protection Training	80
R/516	Radiation Training	24
R/517	EPA Asbestos Certification for Abatement Inspectors	40
R/518	Asbestos Training	24
R/519	Respirator Training	8
R/520	Compressed Gas Cylinders	24
R/521	EPA Stratospheric Ozone Certification Training (MVAC)	40
R/522	EPA Stratospheric Ozone Certification	24
R/523	Lead Exposure Training	8
R/524	EPA Lead Exposure Certification	24
R/525	Pesticide Applicator Certification (DoD)	120
R/526	Pesticide Applicator Certification (State)	
R/527	Hazardous Waste Operations (HAZWOPER/TSDf)	
R/528	RESERVED	
R/529	Hazardous Material Transportation Training	16
R/530	Performance Oriented Packaging (POP)	24
R/531	Overview of Hazardous Material Transportation	8
R/532	RESERVED	
R/533	Oil Pollution Training	24
R/534	Emergency Response for Hazardous Waste (HW) Clean-Up Sites	40-72
R/535	EPA Asbestos Certification for Management Planners	40
R/536	EPA Asbestos Certification for Abatement Project Designers	40
R/537	EPA Asbestos Certification for Asbestos Abatement Contractors and Supervisors	40

* All course hours are estimates

Course Numbers for DLA Training Application		
COMPLIANCE TRAINING: Refresher/Recurrent Courses *		
Course ID	Course Title	Hours
R/538	EPA Asbestos Certification for Asbestos Abatement Workers	40
R/539	EPA Asbestos Certification for Project Monitors	40
R/540	Overseas Hazardous Waste Operations	
R/541	Overseas Hazardous Waste Management	
R/542	European Agreement Considering the International Carriage of Dangerous Goods by Road (ADR) Training	
R/543	International Maritime Dangerous Goods (IMDG) for Shipment by Water	
R/544	International Hazardous Materials Transportation Standards	

* All course hours are estimates.

EQUIPMENT SPECIALISTS

Training is required in the following areas:

- Forklift Training
- Crane Training
- Commercial Driver's License Training
- Specialized Safety Training for specific equipment
- Torch Cutting Training
- Personal Protective Equipment

Consult your supervisor or servicing Civilian Personnel Office for further details.

QUALITY ASSURANCE

Required by: DLAM 4155.7, DLSC-LEQ
POC: Walt Lugosky, DLSC-LEQ

See section on DAWIA mandated training (Manufacturing, Production & Quality Assurance) for additional requirements.

Series	Requirement
1910	CON 101—Contracting Fundamentals SQC 001—Statistical Quality Control S61—Defense Supply Center Quality Program S60—Specifications and Standards ISO 001—ISO 9000 Quality Requirements

The following course requirements are determined by the area of functionality. Course titles are given below the mandatory listing.

Skill Area/Code	Mandatory Course Number
Aerospace/QL	S50, S06, S44, S48
Aircraft/QA	S48, S50, S06, S44
Automotive/Q9	S48, G20, S13, S44, S50, S06
Petroleum/QU	J20, J22
Clothing/QC (based on assignment)	C15, C16, P01, P02
Electronic/QW	S55, S06, S44, S54
Materials/QM	S44, S50, F06, S48
Mechanical/QG	S50, S06, S44, S48
Medical Devices/QK	S50, S06, S44, S48
Subsistence/QS	H02, H03, H04, H05

Course Titles:

C02 – Footwear & leather products
C03 – Quality Assurance of Parachutes
C05 – Embroidered Insignia
C06 – Basic Tentage
C15 – Fundamentals of Clothing and Textile
C16 – Quality Assurance of Cloth
C17 – Life Support Clothing & Equipment
C20 – Dress Uniforms
F06 – QA of Wood Products
G20 – Automotive Equipment Inspection and Test
H02 – Food Microbiology
H03 – Better Process Control
H04 – Good Manufacturing Practice for the Food Industry
H05 – Hazard Analysis Critical Control Plan
J20 – Petroleum In-Plant Quality Assurance
J22 – Maritime Confined Space
P01 – Defense Basic Preservation and Packing
P02 – Defense Marking for Shipment and Storage
S06 – Measuring Techniques
S13 – Welding Processes
S44 – Drawings, Dimensioning, and Tolerancing
S48 – Surface Treatment of Metals
S50 – Metallurgy
S54 – Electronics Part I
S55 – Electronics Part II

SUPPLY MANAGEMENT

Required by: MML Letter, August 25, 1995

POC: Diann Dailey, DLSC-L

Series	Requirement	Hours
2001, 2003	Inventory Theory I	36
2010	Inventory Theory II	27
	ICP/Distribution Interface	

TRANSPORTATION

Training is required in the following areas:

- Commercial Driver's License
- DOT Registration Course

Consult your supervisor or servicing Civilian Personnel Office for further details.