



QUALITY PLAN
SYSTEM LEVEL PROCEDURE
 ISO 9001:2015 SOC NEVADA LLC

DOCUMENT NO.
 QP.CAT.TAD.0001

SAI GLOBAL
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TITLE:

Master Training Plan

REV. 9

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APPROVAL SIGNATURES

PREPARED/REVIEWED BY 	DAVID ZIEGLER TRAINING AND DEVELOPMENT SPECIALIST	DATE 3/27/18
PREPARED/REVIEWED BY 	DANIEL COEN TRAINING AND DEVELOPMENT SPECIALIST	DATE 4/3/18
REVIEWED BY 	LEANNE CORNELL DEPUTY DIRECTOR, COMPLIANCE & TRAINING	DATE 3/27/18
REVIEWED BY 	THERESA VINSON DEPUTY GENERAL MANAGER DIRECTOR, BUSINESS MANAGEMENT	DATE 3/28/18
REVIEWED BY 	ADAM GREENFIELD (INTERIM) MANAGER, SAFETY & HEALTH	DATE 3/28/18
REVIEWED BY 	KRISTIN STINSON (INTERIM) MANAGER, HUMAN RESOURCES	DATE 3/28/18
REVIEWED BY 	EARNEST WOOD DEPUTY DIRECTOR, MAINTENANCE OPERATIONS	DATE 3/29/18
REVIEWED BY 	BURTON PACKARD DIRECTOR, BASE OPERATIONS	DATE 3/29/18
REVIEWED BY 	SHAWN CLARK DEPUTY DIRECTOR, SUPPLY DEPOT OPERATIONS	DATE 4/3/18
REVIEWED BY 	DEBBIE SITTON DEPUTY DIRECTOR, MUNITIONS PROJECTS	DATE 4-2-18
APPROVED BY 	DAVE LARSEN GENERAL MANAGER	DATE 4/3/18
<input type="checkbox"/> INITIAL RELEASE	<input type="checkbox"/> REVIEW, NO REVISION REQUIRED	<input checked="" type="checkbox"/> REVIEW - REVISION REQUIRED (SEE HISTORY BELOW)

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REVISION HISTORY

REV	CHANGE DESCRIPTION	AUTHOR	DATE
9	Complete rewrite. Revised training requirements, added job titles, removed & added courses, revised course codes, added approval signatures, revised definitions, added and revised reference documents, revised responsibilities, revised procedure, revised new hire training.	D. Ziegler D. Coen	FEB 18
8	Revised training requirements – DA PAM 385-64 and AMC-R 350-4, updated compliance and hazmat training (GHS), signatories	R. Niedzwiecki K. Stinson	MAR-16
7	Revised training requirements, added job titles, revised courses, codes and frequency, updated compliance and hazmat training schedule; added complete list of approval signatures	R. Niedzwiecki K. Stinson	DEC-15
6	Revised training requirements, added job titles, revised courses, codes and frequency, updated compliance and hazmat training schedule; Added complete list of approval signatures; reflects deletion of Mercury Storage Program Overview & Mercury Storage Program Specialized Training Tier 1 & Tier 2 training requirements and added that these training requirements can be found in Mercury Training Plan SOC.EMP.HG.0002; changed HR training responsibilities to reflect Mercury Awareness Training (course 20) only; Added reference document SOC.EMP.HG.0002; referenced SOC.EMP.HG.0002 throughout document as needed; updated time allotment in New Hire Training for Workplace Violence; deleted Course Code 43	K Stinson	OCT-14
5	General update, grammar corrections, changed org/position titles as applicable, revised training requirements per job title, added job titles to include those that existed on 2-1-13, changed Mercury training requirements per job title, revised curses and codes, changed final authority to Directors of SPA and ISSS	L. Cornell	APR-13
4	Formatting; revision history; Numbering corrected IAW QP 0002; Added complete list of approval signatures; correction time allotments; clarified mercury requirements; corrected course codes IAW Training software; added 30 requirement for mercury training for New Hires and Transfers; added FES will provide Hg Training for visitors, to reflect regulatory training requirements as they existed on 8-1-11, added Director of PMSG has final authority for determination of required regulatory training for each job classification,	J. Cardenas Y. Downs L. Cornell	JAN-12

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	corrected/added document numbers and titles, added/cleaned up job classifications/titles, and to reflect regulatory training requirements, as they existed on 10/19/11, Added HR POC and Alternate for NDEP/Agency/State audit contacts.		
3	To reflect regulatory training requirements, as they existed on 1/31/2008 Incorporate Mercury Storage Training Program – Program Requirements	S. Berry	Apr-10

REFERENCE DOCUMENTS	
DOCUMENT NUMBER	DOCUMENT TITLE
N/A	Collective Bargaining Unit Agreements
N/A	Job Classification Tier Requirements
N/A	SOC Policies, Goals and Objectives
W52P1J-11-D-0002	Present Contract Requirements
Title 49 CFR	Code of Federal Regulations – Department of Transportation (DOT)
Title 40 CFR	Code of Federal Regulations – Environmental Protection Agency (EPA)
Title 29 CFR	Code of Federal Regulations – Occupation Health and Safety Act/Labor (OSHA)
Title 30 CFR	Code of Federal Regulations – Mine Safety and Health Administration
NFPA	National Fire Prevention Association – 1500, 10, 13, 25, 70
NRS 450.B	Nevada Revised Statue (Emergency Medical Services)
NAC 459	Nevada State Chemical Accident Prevention Program
NAC 459.95418	Training Procedures (NRS 459.3818, 459.3833)
AR 350-4	AMC Training and Certification Program for Personnel Working in Ammunition Operations
DA PAM 385-64	Ammunition and Explosives Safety Standards
QP.GMO.SAF.0003	SOC Safety Program
SOC.QP.EMP.HG.0002	Mercury Training Plan

DOCUMENTS REFERENCED IN THIS PROCEDURE ARE APPLICABLE TO THE EXTENT SPECIFIED HEREIN.

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1. PURPOSE

- 1.1 The primary purpose of this document is to provide a trained, efficient, informed and safe workforce for the accomplishment of SOC's Mission and to ensure total customer satisfaction.
- 1.2 For verification of training and NDEP/Agency/State audit contact, Primary POC: Training and Development Specialist; Alternate POC: Deputy Director of QA, Compliance and Training.
- 1.3 Pursuant to NAC 459.95418 the Owner/Operator of a facility with a process that is subject to the Chemical Accident Prevention Program (CAPP) shall provide training.
- 1.4 Training specific to the Mercury Storage Program (MSP) and the CAPP is incorporated in this document to ensure personnel are trained in accordance with SOC.QP.EMP.HG.0002:
- 1.5 This plan is intended to provide the framework necessary to implement and achieve contractual requirements, policy compliance and regulatory/statutory requirements.
- 1.6 This plan also provides guidance to set goals to meet training and educational requirements and promote their awareness.
- 1.7 This plan also establishes the timelines for refresher and/or certification renewal training.

2. SCOPE

- 2.1 The scope of this document is applicable to all personnel employed by the operating contractor at the Hawthorne Army Depot (HWAD).
- 2.2 The Training and Development office will offer the local government employees, including tenant activities, to be included in opportunities for training.

3. POLICY

- 3.1 **TRAINING POLICY:** The operating contractor will provide employees with the training necessary to increase efficiency in the performance of official duties and to develop employee potential.
 - 3.1.1 The Training and Development Specialist (s) will ensure training of employees is accomplished. Employees will be selected to participate in training programs without regard to race, color, religion, national origin, sex, handicap conditions, age, marital status or other factors unrelated to their need for training and development.
 - 3.1.2 Employees will not be selected for non-regulatory training when a personnel action is pending which would nullify the benefit of the training to the operating contractor, i.e. resignation, retirement, transfer or an extended leave of absence.

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- 3.1.3 The operating contractor will provide educational assistance to its regular full-time employees. This includes General Equivalency Diplomas (GED), accredited college or university classes, internet correspondence courses through accredited colleges, universities or other commercial organizations.

4. DEFINITIONS AND ACRONYMS

- 4.1 **AFTER DUTY HOURS TRAINING** – Typically Defined as a training program conducted outside the normal hours of work, and primarily applies to individuals who will compete for job openings in the skilled trades and crafts areas. This type of training is usually conducted by journeymen in their specific fields of expertise as they apply. After-duty training programs serve to provide an evaluation of the capabilities and/or limitations of employees, as well as increasing the pool of employees who demonstrate potential in one or more of the critical skills of a specific classification.
- 4.2 **AMMO OPS I** – Curriculum includes Safety, Security, Environmental Awareness and Knowledge and use of Personal Protective Equipment (PPE). Additional requirements include Explosive Safety, Material Handling Equipment (MHE), Technical Ammunition I, Standing Operating Procedures (SOP)(Specific to Job Assignment(s)), Production Operation Procedures, and Hazardous Communication (HAZCOM). Successful completion of each area of study is a minimum passing grade of 75%. (Completion of AMMO OPS I is a requirement for consideration for certification in ammunition operations IAW AR 350-4)
- 4.3 **AR** – As Required
- 4.4 **CAA** – Clean Air Act
- 4.5 **CAT** – Compliance and Training
- 4.6 **CAPP** – Chemical Accident Prevention Program
- 4.7 **Cert** – Certified
- 4.8 **CFR** – Code of Federal Regulations
- 4.9 **CO₂** – Carbon Dioxide
- 4.10 **Company** – Refers to SOC Nevada, LLC
- 4.11 **CORPA** – Commission on Recognition of Post-secondary Accreditation
- 4.12 **CWA** – Clean Water Act
- 4.13 **DMV** – Department of Motor Vehicles
- 4.14 **DZHC** – Day & Zimmermann Hawthorne Corporation

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- 4.15 **DOD** – Department of Defense
- 4.16 **EMS** – Environmental Management System
- 4.17 **EMT** – Emergency Medical Technician
- 4.18 **HARA** – Hazard Analysis / Risk Assessment
- 4.19 **HAZMAT** – Hazardous Material
- 4.20 **HAZCOM** – Hazardous Communications
- 4.21 **HAZWOPER** – Hazardous Waste & Emergency Response Training
- 4.22 **Hg** – Elemental Mercury
- 4.23 **HWAD** – Hawthorne Army Depot
- 4.24 **IA** – Information Awareness
- 4.25 **ID** – Identification
- 4.26 **IOP** – Internal Operating Procedure (Level II document) specific to instructional guidance for completing a job specific task
- 4.27 **ISO** – International Organization for Standardization
- 4.28 **JSA** – Job Safety Analysis
- 4.29 **MHE** – Material Handling Equipment
- 4.30 **MINIMUM PASSING GRADE** – The lowest possible grade to pass a specific study.
- 4.31 **MOC** – Management of Change
- 4.32 **MSP** – Mercury Storage Program
- 4.33 **MTP** – Master Training Program
- 4.34 **NAC** – Nevada Administrative Code
- 4.35 **NDEP** – Nevada Division of Environmental Protection
- 4.36 **NH** – New Hire

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- 4.37 **NRS** - Nevada Revised Statute
- 4.38 **OFF-SITE TRAINING** – Training that is provided outside of HWAD
- 4.39 **OJT** – On the Job Training, may include any and/or all of the following types of training: Company policies, new and re-implemented procedures, regulatory requirements and awareness, management system requirements (ISO 9001, 14001, and OHSAS 18001), and/or any other training that may be accomplished on a one on one basis or through team or group meetings. OJT subject matter may pertain to internal communications, general and/or specific work assignment. Examples of OJT include but are not limited to topics on diversity, safety statistics, departmental overview, team performance/behavior operational instructions and/or desk procedures.
- 4.40 **ORNL** – Oak Ridge National Laboratory
- 4.41 **PPE** – Personal Protective Equipment
- 4.42 **RCRA** – Resource Conservation and Recovery Act
- 4.43 **SELF DEVELOPMENT** – Training an employee receives through their own initiative and resources for the purpose of self improvement. Primary sources for self development are approved correspondence courses, internal courses and courses offered through community colleges or universities. Employees are strongly encouraged to participate when self development will improve their skill, knowledge and abilities and improve their ability to contribute to the success of their department and the company.
- 4.44 **SME** – Subject Matter Expert
- 4.45 **SOC** – SOC Nevada LLC
- 4.46 **SOP** – Standing Operating Procedure
- 4.47 **SSO** – Special Staff Office
- 4.48 **SYS** – System
- 4.49 **TIER TRAINING** – The Company employs a paid tier structure in many of the job classifications for hourly employees within the scope of the collective bargaining unit. The successful completion of identified required training within each of those classifications participating in the tier program must be completed prior to advancing within those tiered systems. Additional requirements may include a minimum amount of time employed at each level within the respective system(s). Advancement will mean incremental adjustments in the hourly rate of pay for the specific classification.
- 4.50 **TRAINING PROGRAM** – The Training needs and requirements expected to be accomplished to attain educational objectives for personnel in each job category/classification.
- 4.51

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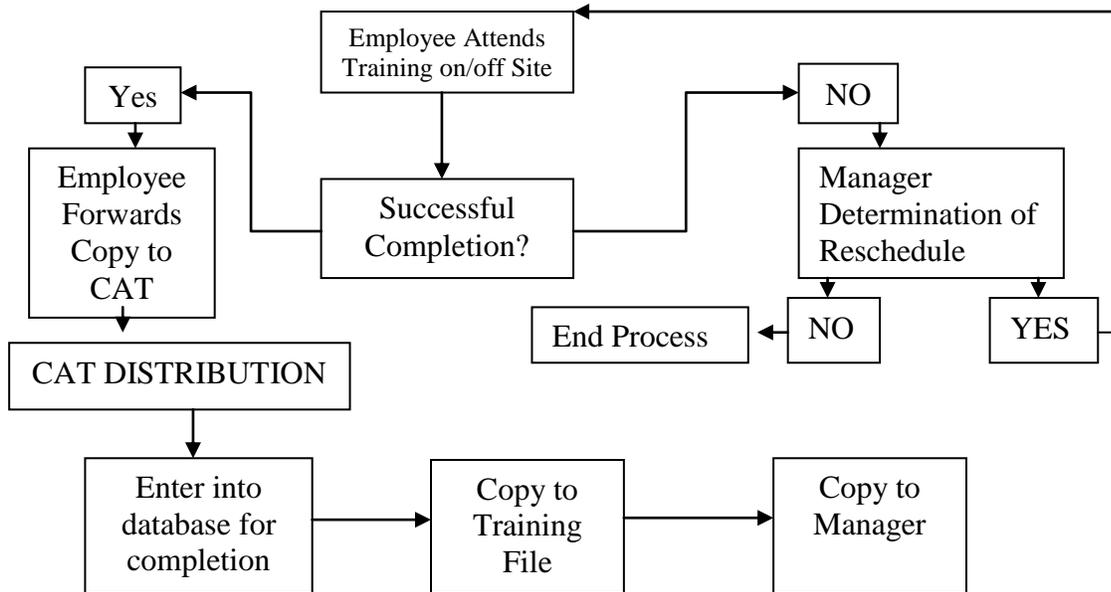
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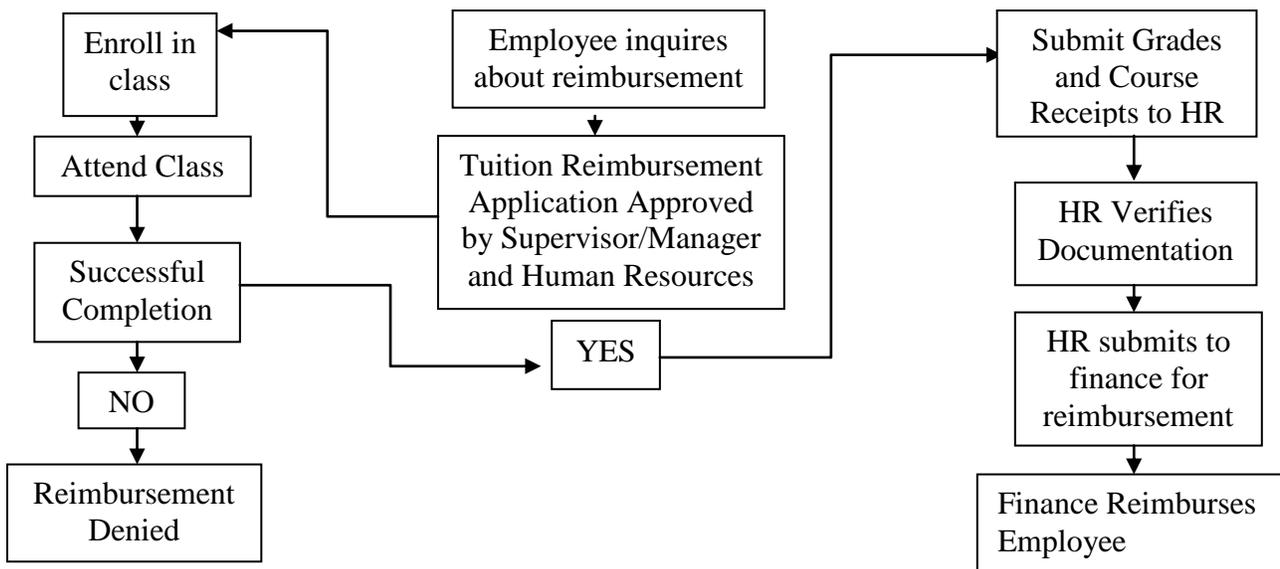
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5. FLOWCHART

5.1 TRAINING REPORTING REQUIREMENTS – ON/OFF STATION



5.2 TUITION REIMBURSEMENT



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6. RESPONSIBILITIES

6.1 COMPLIANCE AND TRAINING WILL

- 6.1.1 Maintain oversight and responsibility of the training program for the Company. The assistance, cooperation and participation of each organization are required to ensure the success of the MTP as well as to maintain compliance to company policies, regulatory and contractual requirements.
- 6.1.2 Provide facilities and an environment to conduct training in large and small groups that is conducive to the learning process.
- 6.1.3 Maintain records of documented training that is regulatory in nature or required by the MTP. Manage and update personnel training records of certification and/or professional licenses.
- 6.1.4 Provide guidance in identifying training needs, planning such training and the administration of training within each directorate.
- 6.1.5 Develop, organize, schedule and monitor training programs and course designs to ensure the presented material meets the intended requirement and educational goals.
- 6.1.6 Provide development and establish training programs to include, but not limited to scheduling, monitoring and verification of records (Test, evaluations, presentation materials, etc).
- 6.1.7 Ensure all training programs and sessions are evaluated. Such evaluations will be documented on DZHC 328-E Course Evaluation form and reviewed with instructors at the conclusion of scheduled training to offer course content and presentation materials improvements.
- 6.1.8 Provide technical administration of the Mercury Training Plan in accordance with SOC.EMP.HG.0002. This includes but is not limited to SOC Employees, Transient personnel, Tenant activities (Marine Corps Programs Office and Naval Undersea Warfare Center) personnel, vendors, contractors, subcontractors and/or visitors shall receive general awareness training. Employees directly involved in the internal movement (shipment, receipt), inspection and/or maintenance of facilities and support equipment to include the MMTS and CO₂ Fire Suppression systems shall receive specific and detailed training in their procedural requirements and responsibilities.
- 6.1.9 Schedule CAPP overview to ensure all affected personnel receive the required type of training.
- 6.1.10 Provide Training to SOC personnel to include but not limited to regulatory, contractual, and company policy.

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6.2 DIRECTORS & DEPARTMENTAL MANAGERS WILL:

- 6.2.1 Determine the immediate and long range training needs within their areas of responsibility.
- 6.2.2 Identify and appoint personnel within their organizations to instruct personnel when their knowledge and expertise can be utilized to meet specific and/or required training objectives.
- 6.2.3 Guard Operations and Fire and Emergency Services will provide all training internally or through outsourcing for employees under their responsibility where it applies to job specific functions.
- 6.2.4 Ensure that employees are trained to meet the required performance standards to include NAC 459.95418, and State and Local safety policies and regulations respective of their assigned duties and assigned positions.
- 6.2.5 Schedule, execute and evaluate Site-specific training programs within their respective organizations.

6.3 SUPERVISORY PERSONNEL WILL:

- 6.3.1 Determine immediate and long range training needs for personnel assigned to their area of responsibility.
- 6.3.2 Provide OJT to personnel assigned to their area of responsibility to ensure safe & efficient work requirements and understanding thereof.
- 6.3.3 Document training conducted in the workplace either formally or informally on DZHC Training Report (DZHC Form 84-E) Training reports will be kept on hand at the point of origin or maintained as directed by Management. Files will be maintained for a minimum of five (5) years, with the present and last calendar year on hand. All other records may be transferred to the records storage facility.
- 6.3.4 Ensure employees within their area of responsibility are aware of this plan and the specific training requirements relative to their assigned job classification.
- 6.3.5 Ensure each employee knows how to execute requests for training and tier advancements.
- 6.3.6 Ensure employees who obtain and are required to maintain specialized certifications and/or professional licenses, forward copies of the license/certification to the Training and Development Center (Building 3).
- 6.3.7 Establish and maintain training files for individuals within their area of responsibility to document and record on-site training and OJT.

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6.4 FINAL AUTHORITY:

- 6.4.1 The General Manager and Directors will provide assistance in determining the regulatory training requirements for all SOC job classifications.

7. PROCEDURE

7.1 TRAINING REQUIREMENTS SHALL:

- 7.1.1 Be determined by a continual review and analysis of the Company's Mission and Vision. As part of the analysis, the number and type of personnel necessary to carry out the required mission based on long and short term work load requirements and will be assessed in addition to any regulatory, statutory and/or contractual requirements.

7.2 REQUESTING TRAINING/TRAVEL FROM A GOVERNMENT AGENCY:

- 7.2.1 Complete the DD Form 1556-1 or SF 182 (as applicable), Request, Authorization, Agreement, Certification of Training and Reimbursement a minimum of 90 days prior to the scheduled training start date.
- 7.2.2 Complete the DZHC 78-E Request for Official Travel.
- 7.2.3 Submit the completed forms to the Department Director for Approval.
- 7.2.4 Signed copies will be distributed as follows:
 - a. A copy of DZHC 78-E to BMO.
 - b. A copy of DD Form 1556-1 or SF 182 as Applicable to the Administrative Contracting Officer.
 - c. Retain a copy in the Employee's training folder of the requesting office.
- 7.2.5 When required, the DD Form 1556-1 must accompany the trainee to the destination for the instructor to sign and assign a grade upon completion of the requested training.
- 7.2.6 Upon completion of training, the DD Form 1556-1 and any certificates of completion will be submitted to the Employee's Supervisor and to the Training and Development Center.

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7.3 REQUESTING TRAINING/TRAVEL FROM A COMMERCIAL AGENCY:

- 7.3.1 Complete DZHC 78-E Request for Official Travel.
- 7.3.2 Submit the Completed form to the Department Director for Approval.
- 7.3.3 Signed copies will be distributed as follows:
 - a. A copy of DZHC 78-E to BMO.
 - b. Retain a copy in the employee's training folder of the requesting office.
- 7.3.4 Upon completion of training any certificates of completion will be submitted to the Training and Development Center.

7.4 REQUESTING LOCAL TRAINING:

- 7.4.1 The Requestor must identify a source for the specific training (i.e., local instruction, or contracted agency).
- 7.4.2 Submit the written request for training to the Training & Development Center. Be Precise in your description of the training you are requesting, i.e., Ammo Ops I/II, HAZWOPER 8/24/40 hr., RCRA etc.
- 7.4.3 To request training that is to be provided by an outside source or contractor/consultant, the requestor must submit a written request to the Training & Development Center for the following year to allow for budgeting. The request shall be accompanied with the Source data, pricing/quote and possible availability for the following year.

7.5 TUITION REIMBURSEMENT

- 7.5.1 Employees are responsible for following TUITION REIMBURSEMENT (HRD.IOP.TTD.0038.)

7.6 NEW HIRE ORIENTATION

- 7.6.1 New Hire Employees will be provided orientation to become familiar with the company policies and procedures, Directorate functions and the general duties and responsibilities of the assigned positions.
- 7.6.2 New employee orientation will be reviewed with Human Resources personnel, the Supervisor, and the Employee. The orientations will contain the following and is annotated on form DZHC 2512-E.

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7.7 NEW HIRE TRAINING

- 7.7.1 New Hire employees will be provided training to attain the required knowledge to perform all job duties within the constraints of Contractual obligations; Federal, State, and Local Regulations.
- 7.7.2 New Hire training will consist of 24 Hour HAZWOPER, OSHA, EPA, DOD and DOT related topics.

APPENDIX A - MATRIX OF EMPLOYEE TRAINING REQUIREMENTS

CLASSIFICATION	COURSE CODES									
Accounting Technician	100	101	600	809						
Air Conditioning Technician	100	101	300	400	401	402	706	809	812	813
	814	900								
Alarm Monitor	100	101	202	400	600	809	812	813		
Associate Engineer	100	101	300	404	407	600	810	812	813	
Assistant Fire Chief	100	101	201	202	203	204	205	206	208	209
	400	401	713	810	811	813				
Assistant Manager Supply Depot Ops.	100	101	300	600	810	812	813	900		
Assistant Manager Environmental	100	101	300	411	600	724	727	810	812	813
Assistant Manager Guard Operations	100	101	202	300	514	600	810	812	813	
Assistant Manager QA, QMS Admin.	100	101	300	600	810	812	813			
Assistant Manager Ammo Process Ops.	100	101	300	400	401	410	600	810	812	813
Assistant Manager Fleet & Repair	100	101	600	810	812	813				
Assistant Manager FMR - AIT	100	101	300	600	810	812	813			
Assistant Manager Project Management	100	101	300	600	810	812	813			
Auto Mechanic	100	101	400	410	600	722	809	812	813	814
Battery Repairman	100	101	400	411	600	809	812	813	814	
Benefits Administrator	100	101	809							
Blocker & Bracer	100	101	300	809	812	813	814			
Boiler Plant Operator	100	101	400	401	402	725	809	812	813	814
Boxcar Repairman	100	101	411	600	700	705	809	812	813	814
Budget Administrator	100	101	600	809						
CAD Draftsman II	100	101	600	809						
Chemical Lab Aide	100	101	600	809	812	813				

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CLASSIFICATIONS	COURSE CODES									
Chemical Lab Technician	100	101	600	809	812	813				
Chief Fire Inspector/Safety Officer	100	101	200	201	202	203	206	208	209	400
	810	812	813	900						
Clerk-Typist	100	101	600	809	812	813				
Clerk-Typist Generalist	100	101	600	809						
Clinic Administrator	100	101	502	600	810					
Clubhouse Attendant	100	101	809							
Commercialization Coordinator	100	101	600	809						
Compliance Trainer/Inspector	100	101	404	600	807	808	809	812	813	815
Deputy Director Maintenance Mgmt.	100	101	600	810						
Deputy Director QA, Compliance/Train	100	101	300	600	810					
Deputy Director Munitions Projects	100	101	300	400	600	810				
Deputy Director Supply Depot Operations	100	101	300	400	600	810				
Director Base Operations	100	101	300	400	600	724	810	812	813	
Director Business Management	100	101	600	810						
Director Munitions & Logistics	100	101	300	400	600	810				
Dispatcher	100	101	300	600	809	812	813			
Electrician	100	101	400	401	600	809	812	813	900	
Electrical Engineer	100	101	600	810	812	813	900			
Electromotor Equipment Mechanic	100	101	300	600	809	812	813			
Electronic Technician	100	101	400	402	809	812	813	900		
Engineer, Loco, MVL	100	101	300	703	705	727	809	812	813	814
	100	101	300	411	412	413	600	724	725	727
Environmentalist 6	809	812	813	900						
	100	101	300	411	412	413	600	724	725	727
Environmentalist 8	810	812	813	900						
	100	101	300	411	413	600	724	725	727	809
Environment Technician	812	813	814	900						
	100	101	300	400	401	402	410	809	812	813
Equipment Mechanic	814	900								
Equipment Operator	100	101	703	809	812	813	814			
Equipment Specialist/ISR Supervisor	100	101	300	600	805	810	812	813		
Executive Assistant	100	101	809							

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CLASSIFICATIONS	COURSE CODES									
Explosives Safety Specialist	100	101	202	300	308/309	400	403	410	600	
	804	810	812	813	900					
Facilities Mechanic	100	101	300	400	402	410	411	809	812	813
	814	900								
Fire Chief	100	101	200	201	202	203	206	208	209	400
	810	812	813	900						
Fire Dept. Training Officer/Inspector	100	101	200	201	202	203	204	205	206	208
	209	400	726	810	812	813	900			
Field Supervisor	100	101	202	300	501	502	810	812	813	
Fire Captain	100	101	200	201	202	203	204	205	206	208
	209	400	726	810	812	813	900			
Firefighter	100	101	200	201	202	203	204	205	206	207
	209	400	401	809	812	813	900			
General Manager	100	101	810							
Golf Course Greens Keeper	100	101	810	812	813	814				
Guard II	100	101	500	501	502	513	809	812	813	900
Guard Training Officer	100	101	202	502	514	517	600	810	812	813
Heavy Equipment Mechanic	100	101	400	410	600	703	722	809	812	813
	814									
High Voltage Electrician	100	101	400	401	402	703	809	812	813	900
Housing Maintenance Control Technician	100	101	600	809	812	813				
HR Generalist	100	101	809							
HR Specialist	100	101	809							
Industrial Hygienist	100	101	202	300	400	401	403	404	410	600
	802	804	810	812	813	900				
Installation Status Reviewer	100	101	300	600	805	809	812	813	814	
Instrument Technician	100	101	400	809	812	813	900			
Janitor	100	101	809	812	813					
Key Room Locksmith Technician	100	101	600	809	812	813	900			
Laborer	100	101	809	814						
Leader - Auto Mechanic	100	101	400	410	600	722	810	812	813	814
Leader - Boilermaker	100	101	400	401	402	716	725	810	812	813
Leader - Electronic Technician	100	101	600	810	812	813	900			

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CLASSIFICATIONS	COURSE CODES									
Leader - Facilities Mechanic	100	101	300	400	402	410	411	600	810	812
	813	814	900							
Leader - Janitor	100	101	600	810	812	813				
Leader - Painter	100	101	402	410	411	600	810	812	814	
Leader - Pipefitter/Plumber	100	101	400	401	402	410	411	718	719	810
	812	813	814							
Leader - Railroads	100	101	400	600	717	810	812	813		
Leader - Roads/Infrastructure	100	101	400	600	810	812	813			
Leader - Water Operator	100	101	402	600	707	708	709	810	812	813
Leader - Welder	100	101	400	401	402	716	718	719	810	812
	813									
LMP Project Manager	100	101	300	600	810	812	813			
Locksmith	100	101	400	414	600	812	809	813	900	
Mail Clerk	100	101	400	600	809					
Maintenance Control Technician	100	101	400	600	809					
Maintenance Control Clerk	100	101	400	600	809					
Maintenance Control Specialist	100	101	400	600	809					
Manager Facilities Maintenance	100	101	400	600	810	812	813	900		
Manager Project Management Office	100	101	300	305	600	810	812	813		
Manager Supply Depot Operations	100	101	300	400	600	810	812	813	900	
Manager WADF Projects	100	101	300	400	401	600	810	812	813	
Material Classifier/Segregator	100	101	600	809	812	813				
Mechanical Engineer	100	101	300	600	810	812	813	900		
Medical Assistant	100	101	201	502	503	504	505	506	507	508
	509	510	511	512	600	809				
Manager Ammo Process Operations	100	101	300	400	401	410	600	810	812	813
Manager Environmental Services	100	101	300	411	600	724	727	806	810	812
	813	900								
Manager Safety & Health	100	101	202	300	400	401	403	404	410	600
	716	800	801	804	810	812	813			
Manager Contract Admin. & Purchasing	100	101	600	810						
Manager Accounting	100	101	600	810						
Manager Guard Operations	100	101	202	300	514	600	810	812	813	

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CLASSIFICATIONS	COURSE CODES									
Manager Human Resources	100	101	600	810						
Manager Quality Assurance	100	101	300	600	810	812	813			
Manager Information Services	100	101	600	601	810					
Munitions Destroyer	100	101	300	301	400	401	809	812	813	814
Munitions Handler	100	101	300	400	401	809	812	813	814	900
Motor Vehicle Operator	100	101	300	703	727	809	812	813		
Network Administrator	100	101	600	601	809					
Network Security Administrator & IANO	100	101	600	601	809					
Painter	100	101	402	410	411	809	812	813		
Parts Room Attendant	100	101	412	600	703	809	812	813	814	
PC Support Technician I	100	101	600	602	809					
PC Support Technician II	100	101	600	602	809					
Pest Controller	100	101	812	809	813	814				
Petroleum Technician	100	101	412	600	703	809	812	813	814	
Physician Assistant	100	101	300	403	600	810	812	813		
Pipefitter/Plumber	100	101	400	401	403	410	411	708	714	809
	812	813	900							
Planner/Estimator	100	101	300	600	810	812	813	900		
Project Manager I	100	101	300	305	600	810	812	813		
Project Manager II	100	101	300	305	600	810	812	813		
Property Reutilization Officer	100	101	600	810	812	813				
Property Book Officer	100	101	600	809	812	813				
Property Technician	100	101	600	809						
Purchasing Officer	100	101	600	809						
Quality Assurance Inspector	100	101	300	301	302	303	304	306	308/309	
	600	809	812	813						
Railroad Equipment Operator	100	101	300	400	600	705	809	812	813	814
Railroad Repairman	100	101	400	600	809	812	813			
Safety Engineer	100	101	202	300	400	401	403	404	410	600
	713	801	803	804	810	812	813	900		
Safety Specialist – 6	100	101	300	308/309		400	403	600	810	812
	813	900								
CLASSIFICATIONS	COURSE CODES									

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Safety Specialist - 8	100	101	202	300	308/309		400	401	403	410
	600	716	721	801	804	810	812	813	900	
Secretary	100	101	600	809						
Security Chief	100	101	202	515	516	600	810	812	813	
Security Specialist	100	101	516	600	809	812	813			
Senior Accountant	100	101	600	809						
Senior Business Analyst	100	101	600	809						
Sheet Metal Mechanic	100	101	400	401	410	809	812	813	814	900
	100	101	300	305	306	308	400	600	810	812
Storage Planner	813									
Supervisor, Chemical Lab	100	101	600	810	812	813				
Supervisor, Equipment Maintenance	100	101	300	400	403	410	600	810	812	813
Supervisor, Infrastructure Maintenance	100	101	400	600	810	812	813			
Supervisory UXO Tech III	100	101	301	308/309		600	701	810	812	813
Supply Clerk	100	101	300	600	809	812	813			
Supply Specialist	100	101	300	600	809	812	813			
Supply Technician	100	101	300	600	809	812	813			
Supervisor, Calibration/ Q.A. Coordinator	100	101	300	305	600	810	812	813		
Supervisor, Golf Course	100	101	600	810	812	813	814			
Supervisor, Maint. Cont. & Plng.	100	101	400	600	723	810				
Supervisor, Maintenance & Grounds	100	101	400	403	410	600	810	812	813	
Supervisor, Munitions Handler	100	101	300	305	400	600	810	812	813	900
Supervisor, MHE/Rail/Heavy	100	101	400	411	600	810	812	813		
Supervisor, Supply Technician	100	101	300	600	810	812	813			
Supervisor, Traffic Technician	100	101	300	307	600	726	810	813	813	
Supervisor, Water Operator	100	101	402	707	708	709	810	812	813	
Surveillance Expeditor	100	101	300	305	600	809	812	813		
Technical Writer	100	101	300	306	600	810	812	813		
Telecom Mechanic II	100	101	400	600	809	812	813	900		
Tire Repairman	100	101	400	411	600	809	812	813	814	
Toolmaker/Machinist	100	101	300	400	809	812	813	814		
Traffic Clerk	100	101	300	307	600	726	809	812	813	
Traffic Specialist	100	101	300	307	600	726	809	812	813	
CLASSIFICATIONS					COURSE CODES					

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Training and Development Specialist	100	101	300	404	600	800	801	803	807	808
	812	813	815	900						
UXO Technician I	100	101	301	305	308/309		600	701	809	812
	813	900								
UXO Technician II	100	101	301	305	308/309		600	701	809	812
	813	900								
Warehouse, ISD	100	101	412	600	703	809	812	813	814	
Water Operator	100	101	402	707	708	709	809	812	813	900
Welder	100	101	400	401	402	410	809	812	813	814

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APPENDIX B – MATRIX OF COURSE CODES & DESCRIPTIONS

The following is a description of the training that employees must attend and complete to maintain compliance to this master plan. Some course codes encompass the requirements of other courses. Please ensure you check all notes associated with course description if applicable.

Course Title	NOTES	Course Code	Frequency
New Hire (NH) Training	1	100	NH
Mercury Storage Program General Awareness (Attachment 1)	1	101	Annual
Introduction to Ethics Program	1	102	Annual
Radiation Safety Awareness	1	103	Annual
COMSEC/ Active Shooter Awareness	1	104	Annual
Drug and Alcohol Policy/ Occupational Med Brief	1	105	Annual
Diversity and Workplace Harassment Awareness	1	106	Annual
Bloodborne Pathogens	1	107	Annual
Combined ISO Awareness	1	108	Annual
Lead Exposure Awareness	1	109	Annual
Silicate Exposure Awareness	1	110	Annual
Mold Exposure Awareness	1	111	Annual
Hanta Virus Exposure Awareness	1	112	Annual
Explosive Safety	1	113	Annual
Environmental Awareness	1	114	Annual
Confined Space Awareness	1	115	Annual
Lock Out-Tag Out Procedures/Hot Work Permit	1	116	Annual
Ambulance Attendant	2	200	2 yr Refresher
Emergency Medical Tech Cert - (Continuing Education)		201	2 yr Refresher
NIMS Training (National Incident Management Systems) (Under Executive Order)		202	Annual
Hazardous Materials Technician Level III		203	Annual
Driver/Operator	2	204	One Time Only

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Firefighter I		205	One Time Only
Course Title	NOTES	Course Code	Frequency
Firefighter II		206	One Time Only
Technical Rescue		207	Annual
Mercury Monitoring & Response (DPD.IOP.FES.00727)		208	Annual/AR
727 Group Hg Storage Sites w/CO2 Fire Suppression Systems – Response & Activation of Systems (DPD.IOP.FES.00725)		208	Annual/AR
Test, Inspection & Maintenance of CO2 Fire Suppression Systems for 727 Area Storage Sites (DPD.IOP.FES.00203)		208	Annual/AR
Emergency Operations Plan, Annex C, Emergency Response (SOC.HWAD.FES.000100)		209	Annual/AR
Ammunitions Operations Level I	5,8,9	300	One Time Only
AMMO 4 - Ammunition Demilitarization		301	
AMMO 28 - Army Electrical Explosives Safety		302	
AMMO 31 - Environmental Considerations for Army Personnel		303	
AMMO 43 - Intermodal Dry Cargo CNTR/CSC Re-inspection		304	
AMMO 53 - Ammunition Production and Maintenance		305	
AMMO 54 - Risk Mgmt and Prep of SOP for AMMO & Explosives		306	
AMMO 62 - Technical Transportation of Hazardous Material		307	
AMMO 82 - US Army Explosives Safety Quantity Distance & Site Planning		308	
AMMO 99 - Application of US Army ESQD Principles		309	
Lock Out – Tag Out Procedures (SOC.OHS.SP.0002, Chapter 21) Hot Work Permit		400	Annually
Confined Space Entry		401	Annually
Asbestos Worker		402	Annually
Asbestos Supervisor/Contractor	2	403	Annually
Asbestos Inspector	2	404	Annually
Asbestos Awareness	1	405	Annually

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Railroad Inspector Certification	2	717	Refresher 2 yr Refresher
Course Title	NOTES	Course Code	Frequency
Basic Principles and Practices of Propane	2	718	3 yr Refresher
Propane Distribution	2	719	3 yr Refresher
Pest Control	2	720	AR
Advanced Specialized Environmental Courses	2	721	AR
Automotive A/C 609 Certification		722	Initial
X-ray Training		723	Initial
Off Station RCRA Fundamentals Training	2	724	Annual
Visible Emissions	2	725	Semi-Annual
Technical Transportation of Hazardous Materials		726	2 yr Refresher
Off Station DOT Transportation of HazMat Training	2	727	3 yr Refresher
OSHA 500 Trainer Course in OSHA for the Construction Industry		800	4 Yr Refresher
OSHA 510 OSHA Standards for the Construction Industry		801	Initial
OSHA 521 OSHA Guide to Industrial Hygiene		802	
OSHA 3015 Excavation, Trenching, and Soil Mechanics		803	
OSHA 7505 Intro to Safety and Health Management		804	
Government ISR Training		805	Annual
Certified Environmental Manager		806	2 yr Refresher
OSHA 2264 Permit-Required Confined Space Entry		807	Initial
OSHA 3115 Fall Protection		808	Initial
OSHA 10 hr Certification		809	One Time Only
OSHA 30 hr Certification		810	One Time Only
HAZWOPER Training 40 hr		811	Initial
HAZWOPER Training 24 hr	4	812	Initial
HAZWOPER Training 8 hr	4	813	Annual
MHE (Material Handling Equipment to include Crane Familiarization)		814	3 YR

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			Refresher
MHE Evaluator/Instructor		815	3 YR Refresher
Course Title	NOTES	Course Code	Frequency
Mercury Storage Program 3 Year Overview		900	3 Year

NOTES:

1. For Employee Training Requirements during New Hire Training
2. Not all personnel, in every job classification are required to have the specified training. Some classifications only require a minimum number of personnel to hold the certification/license to meet these requirements.
3. Employees from various job classifications are assigned to this training to serve on the Emergency Response Team.
4. Firefighters and Emergency Response Team members will also receive the initial 24 hour HAZWOPER class. Thereafter the annual HAZWOPER Refresher requirement is satisfied through Fire Department and Emergency Response Team training.
5. Class is required for advancement through a Tiered Pay Structure 75% to 85%, 85% to 100%, (100% to 105% and 105% to 110% FIRE ONLY) 100% to 110%.
6. Class is required only if advancing to the 110% range of a Tiered Pay Structure.
7. Guard basic training consists of training that conveys company expectations to new guards, and a code of conduct while they are on duty at HWAD.
8. This course covers the following Ammo Classes – Ammo 12, 45, 60, 63, 65, and 67.
9. **AMMUNITION OPERATIONS**
 - a. Level I - Technical Ammunition, Storage Procedures, Safety & Security and must be completed prior to advancement. Completion of this course meets the requirements for certification per AMC-R 350-4.

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9. RECORDS

9.1 The following Quality Records shall be generated and managed in accordance with SOC.QP.QMS.0002

QUALITY RECORDS			
RECORD REQUIRED	CUSTODIAN	RETENTION	DISPOSITION
Training Record	Training & Development	10 years after separation	SHRED
DZHC 84-E	Supervisor/Manager	5 years	SHRED
MTP (QP.CAT.TAD.0001)	Training & Development	Life of Contract	SHRED
Training Schedules	Training & Development	2 yr Refreshers	SHRED
Course Outlines	Training & Development	5 Years	SHRED
Lesson Plans	Training & Development	1 Year	SHRED
Training Certificates	Training & Development	10 Years after separation	SHRED
Form DD 1556-1	Requestor	Life of Contract or until recertification is required	SHRED
Computer Generated Sign In Sheet	Training & Development	Life of Contract	SHRED

10. FORMS

10.1 The following forms are applicable to this document

APPLICABLE FORMS	
FORM NUMBER	TITLE
Form DD 1556-1 & SF 182	Request, Authorization, Agreement, Certification of Training
DZHC 84-E	Training Report
SOC 114	Tuition Assistance Application

THIS DOCUMENT WILL BE REVIEWED AT LEAST ANNUALLY TO ENSURE ITS SUITABILITY