

**DLAD 4155.7**

**QUALITY ASSURANCE TECHNICAL  
DEVELOPMENT PROGRAM (QATDP)  
FOR  
DEFENSE LOGISTICS AGENCY  
INVENTORY CONTROL POINTS**

**AUGUST 1996**

**QUALITY ASSURANCE TECHNICAL DEVELOPMENT PROGRAM (QATDP) FOR THE DEFENSE LOGISTICS AGENCY INVENTORY CONTROL POINTS.**

(This publication has been revised significantly and must be reviewed in its entirety.)

**A. REFERENCES:**

1. DLAM 4155.7, Quality Assurance Technical Development Program for Defense Supply Centers, Defense Depots, and DIPEC, July 1987, superseded.
2. DLAD 4155.2, Quality Assurance Program for the Defense Logistics Agency Inventory Control Points, January 1995.
3. DLAM 4745.12, Defense Business Management System User's Manual, 01 Oct 95.
4. DoD 5000.52-M, Acquisition Career Development Program, Draft Replacement for Nov 1991 Version.
5. DLAD 4105.20, Product Verification Program for Inventory Control Points, 20 Jan 95
6. DoD 1430.12, Civilian Employee Development and Training, 24 Nov 87.
7. DLAI 4155.7, Defense Logistics Agency Inventory Control Point Quality Assurance Technical Development Program Course Catalog.

**B. PURPOSE.** This directive:

1. Supersedes reference A1.
2. Establishes policy and assigns responsibilities for providing quality assurance (QA) technical development training to Inventory Control Point (ICP) personnel performing the quality assurance functions defined in reference A2.
3. Assures that a highly trained and technically competent work force is available to:
  - a. Develop contract QA requirements and perform the full range of identified preaward and postaward QA functions in support of the ICP mission.
  - b. Perform the full range of QA functions at Defense Fuel Supply Center field activities.
4. Assists the ICPs in fulfilling their requirement to establish a career development and training program for personnel performing QA functions.
5. Supports the Defense Acquisition Workforce Improvement Act (DAWIA), and subsequent guidance, DoDM 5000.52-M, Acquisition Career Development Program.
6. Contains guidance for Individual Development Plans (IDPs) and provides the means to achieve the technical skills required to perform Quality Assurance duties.
7. Establishes the policy and the requirements for certification of product conformance and quality assurance personnel who may independently develop contract QA requirements or perform product conformance functions at the ICP.

8. Provides guidelines to be followed in approving equivalent training.
9. Establishes policy for maintenance of certification.
10. Establishes guidelines and assigns responsibilities for the development, preparation, review and revision of course materials, and for the administration of training.

**C. APPLICABILITY AND SCOPE.** This directive defines mandatory training and certification requirements for all ICP personnel performing or supervising product conformance or quality assurance functions as defined in DLAD 4155.2, QA Program for the DLA ICPs, (hereafter referred to as the ICP QA Program). This directive should be used in conjunction with DLAI 4155.7.

**D. DEFINITIONS:**

1. Additional Training: Additional training generally falls into three categories:

a. Training identified by the first line supervisor for employees in order to obtain certification in a commodity skill area and is based on item assignment(s) (**Priority 1**).

b. Training identified by the first line supervisor for employees who have previously obtained certification in a commodity skill area but have been assigned items which necessitate additional technical training (**Priority 1**).

c. Career development training (normally **Priority 2**).

2. Annual Review. A formal review/analysis performed by MMLX on an annual basis of all courses using field comments and other input to determine whether there are any problems in existing courses which need to be addressed.

3. Basic Certification. Certification in the QA Systems Skill area.

4. 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.

5. Certification Codes: Codes used to identify the certification status of QA personnel in the various skill areas:

a. Code 1: Certified and working in the skill area.

b. Code 2: Certified and not working in the skill area.

c. Code 3: Certification goal established.

d. Code 4: Meets academic requirements for certification.

6. Commodity Certification. Certification in a commodity skill area.

7. Commodity Skill Areas: A commodity specialization associated with product or service-oriented technical development courses identified for effective performance in the commodity. First line supervisors (FLSs) will determine the commodity skill areas to be assigned to QA personnel based on their job assignments, both current and planned. The following are commodity skill areas applicable to the QATDP:

a. Aerospace: Aerospace systems and primary structural components of the system, including launch vehicles and spacecraft.

b. Aircraft: Fixed and rotary wing aircraft systems including structural components of the total system such as airframes, wings, or stabilizers.

c. Ammunition: Conventional ammunition and special weapons (e.g., chemical and biological weapons) and their components, propellants, and explosive devices, including quality assurance activities related to the serviceability and maintenance of munitions.

d. Automotive: Trucks, cars, buses, special-purpose vehicles (e.g., fire-fighting equipment, mobile maintenance shops, reconnaissance vehicles), track or crawler vehicles, and materials handling equipment.

e. Bulk Petroleum: Liquid and gaseous fuel, and lubricants.

f. Clothing/Textile: Clothing, footwear, tentage, individual equipment items, life support equipment (parachutes, inflatables, etc.), and the materials from which produced, including leather, textiles, plastics, rubber, and natural and synthetic fibers.

g. Electronics: Electronic equipment and instruments, including radio and television equipment, radar, sonar, navigational computers, missile guidance equipment, and Electro-optical equipment. Also includes electrical equipment, apparatus, instruments, motors, generators, transformers, switches and controls.

h. Materials: Raw, processed, or fabricated materials including lumber, metals, ores, minerals, rubber, and fibers (metallic, rubber and wood).

i. Mechanical: Equipment, machines, and instruments powered by heat or mechanical energy, including steam and internal combustion power plants,

industrial and ordnance equipment, heating and air-conditioning equipment, machine tools, and mechanical equipment not included under other specializations.

j. Medical Devices: Hospital, surgical, and laboratory equipment.

k. Subsistence: Meats, water foods, dairy products, poultry and eggs, fruits and vegetables, operational rations, and general products.

8. Control Codes: Codes used to identify QA personnel performing Center QA functions or providing support to QA functions.

a. Code 1: QA personnel actually performing in-plant: surveillance; Center QA functions.

b. Code 2: QA personnel providing support to personnel performing QA functions (staff specialist and supervisors, etc.).

c. Code 3: QA personnel in formal training programs (QA Interns).

9. Course Validation. A formal review performed by the subject matter expert (SME) on courses that do not have DLA Programs of Instruction (POIs) to determine if the course is still adequate to meet the needs of DLA personnel.

10. Defense Business Management System (DBMS). The automated system, defined by DLAM 4745.12, and used by the Civilian Personnel Office and supervisors to identify, track, monitor, and schedule training and certification requirements designated in the QATDP.

11. Equivalent Experience. Relevant experience that has been approved as a substitute for a training course.

12. Equivalency Testing. An approved test (oral and/or written) which, upon successful completion, can be used to grant credit for courses.

13. Equivalent Training. Any training course that has been approved as a substitute for a QATDP training course.

14. First-Line Supervisors (FLS). Employee's immediate management representative responsible for employee's performance appraisal. Does not include "lead" or "senior" specialists nor team leaders unless these personnel are officially responsible for employee's performance appraisal.

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

16. Major Change. Any change to course content required when DLA policy is affected.

17. Mandatory Training Courses. Courses identified in Figures 1A or 1B and additional courses identified by the FLS from Policy Paragraph 15 which must be completed based either on a specific skill area requirement or contract assignments.

18. Minor Change. Any change to course content when DLA policy is not affected.

19. Onsite Training. Training normally provided by certified DLA instructors who are assigned to a DLA training activity; e.g., DCMDs, DCPSO, Centers and Depots. Onsite training is normally given at a location convenient to class participants.

20. Periodic Course Evaluation. A formal review performed by the SME on courses that are taught onsite using DLA POIs to determine if the course curriculum is still adequate and current for use by DLA personnel. Normally, periodic course evaluations are performed after the annual review unless otherwise specified by MMLX.

21. Priority Codes. Codes used to identify the priority of training requirements.

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

b. Priority 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.

c. Priority 3: Optional Course that will increase productivity of employee or cross-train employee in additional job series.

22. Product Verification Testing. Actions taken by the ICPs to assess product conformance and usability of a select population of items either purchased or in inventory.

23. Product Conformance. The subset of quality assurance which deals with assessment of post-manufacturing or post-service actions. Product conformance includes the assessment of usability, conformance to purchase requirements, investigation of deficiencies, test and evaluation, customer satisfaction, deficiency costing, readiness impact, and product quality/usability feedback systems.

24. Program of Instruction. The lesson plan for an onsite course that includes a listing of course objectives. POIs are prepared in a standardized format as specified by MMLX.

25. Quality Assurance. An integrated system of actions comprising the prevention, detection, and assessment of product or service deficiencies and the cost and readiness effect of deficiencies on materiel management systems.

26. Quality Assurance Personnel. All personnel who are performing QA functions at DLA Inventory Control Points.

27. 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.

28. Systems Skill Area. Skill area for personnel performing QA functions which requires knowledge of basic QA systems and skills and are not commodity oriented.

29. Subject Matter Expert. The person, generally from HQ DLA staff, responsible for the technical accuracy and content of a specific course.

30. Support Quality Assurance Personnel. Technical specialists who do not work specifically in the product quality area but who do provide support with respect to commodity areas and specialized subjects such as quality systems, materials processes, calibration, reliability, etc.

31. Technical Development. The activities associated with providing QA personnel training needed to develop required skills, knowledge, and abilities associated with their assignment.

#### **E. POLICY.**

1. ICPs shall develop and maintain technical staff expertise relating to product conformance. This expertise is necessary to insure that procurements have adequate requirements for control of product or service characteristics. These controls are necessary to insure the usability of all procured items.

2. Technical expertise related to product conformance is also necessary to assure that national inventories satisfy the requirements of the military or civilian end user.

3. The technical expertise necessary involves knowledge of two areas:

a. general control systems related to product conformance (QA system skills)

b. detailed product knowledge related to specific methods and processes used to manufacture a commodity (commodity skills).

4. The QATDP certification program provides a consistent approach to obtaining the necessary technical expertise.

5. ICPs shall establish a career development and training program to assure that personnel performing product conformance functions possess the knowledge and skills for their assigned commodities.

6. The QATDP defines the minimum knowledge required to perform product conformance/QA functions at the ICPs. The following is a list of the specific

knowledge requirements needed by personnel performing ICP quality functions:

- a. Knowledge of DLAD 4155.2
- b. Knowledge of Contracting
- c. Knowledge of Quality Systems
- d. Knowledge of ISO 9000
- e. Knowledge of Risk Assessment
- f. Knowledge of Contract Law
- g. Knowledge of FAR, DFAR, DLAR
- h. Knowledge of Specifications/Standards
- i. Knowledge of Packaging/Storage
- j. Knowledge of Statistics
- k. Knowledge of Data Analysis Techniques
- l. Knowledge and Ability to Query Automated Systems

7. The QATDP establishes the minimum requirements in training and experience necessary to obtain the knowledge requirements listed above and to certify personnel performing product conformance/QA functions at the ICPs.

8. The QATDP identifies current sources for obtaining the required knowledge.

9. All personnel performing quality assurance functions defined in DLAD 4155.2 are required to participate in the QATDP. Supervisors of personnel performing quality assurance functions must attend either Course S61, Defense Supply Center Contract Quality Assurance, or QA for Commodity Business Units and Commodity Management Groups 01-01. At Defense Fuel Supply Center (DFSC), supervisors of personnel performing quality assurance functions can attend S61A, DFSC Quality Assurance Course, to meet the requirements of this paragraph.

10. Each person performing product conformance/QA functions defined in DLAD 4155.2 on specific commodities is required to attain certification in the skill area related to that commodity. Personnel will not normally be assigned to work outside of their commodity specialization unless technical assistance is provided. FLSs will promptly schedule their employees for commodity technical training upon assigning their employees to a new commodity area.

11. The commodity specializations are: aerospace, aircraft, automotive, bulk petroleum, clothing/textile, electronics, materials, mechanical, medical devices, and subsistence.

12. First line supervisors will determine the commodity skill areas that are applicable to their employees. The Federal Supply Class (FSC) Code of items/systems the individual is responsible for will not be used by the FLS as the sole measure for determining the commodity skills of their employee.

13. The following matrices list the courses which are mandatory for each skill area (core courses). The course identifiers used in the following matrices are listed in DLAI 4155.7 and include descriptions, length,

objectives, prerequisites, equivalencies, and sources. Besides the core courses, the FLS may designate additional mandatory courses for each employee based on the type of contracts/items assigned to them. All courses required for certification are Priority 1 training requirements. NOTE: DAWIA courses identified in these matrices are included only to the extent required for technical development purposes. DAWIA certifications are authorized by public law and form a separate requirement for all acquisition professionals.

**REQUIRED TRAINING COURSES FOR INVENTORY CONTROL POINTS**

SKILL AREA/Code	Code	Mandatory Course Numbers					
QA Systems	Q1	CON101	SQC001	S61*	S60	ISO001	
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	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		

\* Personnel performing quality assurance functions for the DFSC petroleum commodity can substitute S61A for S61.

\*\* "QA of Rubber Products" or equivalent will be added when a source is found. Policy Paragraph 15 identifies other courses that may be mandatory depending on each individual's assignment. Courses in Policy Paragraph 15 are in addition to those listed above and must be completed prior to certification.

Figure 1A

**REQUIRED TRAINING COURSES FOR  
DFSC FIELD ACTIVITIES  
QUALITY SURVEILLANCE REPRESENTATIVE (QSRs)**

Skill Area	Code	Mandatory Course Numbers			
QA Systems	Q5	SQC001	PQM101	S60	S61A
Petroleum Quality	QT	J07	J20	J22	

Courses listed are the basic "core" courses which are mandatory for each skill area. Policy Paragraph 15 identifies other courses that are mandatory depending on each individual's assignment. Courses in Policy Paragraph 15 are in addition to those listed above and must be completed prior to certification.

**RECOMMENDED TRAINING COURSES  
FOR  
DFSC FIELD ACTIVITIES  
(QSR's)**

The following courses are not mandatory for certification but are recommended to expand the QSR's expertise. Applicability is based on an individual's assignment.

- J23** Marine Measurement
- J24** Introduction to Petroleum Refinery Processing
- J25** Oil Spill Control Course
- J26** Petroleum Tankship Operations
- J27** Aviation Fuels, Specifications and Test Methods

Figure 1B

14. Additional training courses required for certification will be identified by first line supervisors in order to provide the employee with the necessary skills to accomplish contract or supply quality assurance actions for the items and duties assigned.

15. Additional training or specialty courses (i.e. QA of Wood Products), over and above base certification requirements, may be necessary for developing technical skills associated with certain items or facilities.

**ADDITIONAL COURSES FOR SPECIFIC COMMODITIES/PROCESSES  
(Applicable to the extent indicated.)**

Course	Applicability
<b>BBR101</b>	Any personnel who require ability to read engineering drawings.
<b>C02</b>	Personnel performing quality functions on footwear and/or leather products.

<b>C03</b>	Personnel performing quality functions on parachutes and/or parachute components.
<b>C05</b>	Personnel performing quality functions on embroidered insignia items.
<b>C06</b>	Personnel performing quality functions on tentage items.
<b>C15</b>	Personnel performing quality functions on clothing and textiles.
<b>C16</b>	Personnel performing quality functions on cloth, fabrics, or in-plant testing of textile fabrics.
<b>C17</b>	Personnel performing quality functions on either life-support clothing or equipment manufactured from synthetic rubber coated cloth.
<b>C20</b>	Personnel performing quality functions on dress clothing items.
<b>E04</b>	Personnel performing quality functions on items involving manufacture of solid state electronic devices to military specifications MIL-PRF-19500 or MIL-M-38510.
<b>E11</b>	Personnel performing quality functions on items where electromagnetic compatibility testing is required.
<b>E12</b>	Personnel performing quality functions on electronic equipment involving the use of digital techniques.

<b>F06</b>	Personnel performing quality functions on items involving wood products.
<b>G02</b>	Personnel performing quality functions for the manufacture, maintenance, and overhaul of units using gas turbine engines.
<b>G10</b>	Personnel performing quality functions for the manufacture, rework, or modification of railcars.
<b>G15</b>	Personnel performing quality functions items involving the rework, overhaul, or manufacture of industrial plant equipment.
<b>J03</b>	Personnel performing quality functions items involving the manufacture of propellants and/or oxidizers.
<b>J06</b>	Personnel performing quality functions items involving compressed gas cylinders or compressed gases.
<b>J07</b>	Personnel performing quality functions into-plane service contracts.
<b>J08</b>	Personnel performing quality functions on coal.
<b>J15</b>	Personnel performing quality functions on aviator's breathing oxygen items.

<b>J22</b>	Quality Assurance personnel assigned to Tanker/Barge operations or confined spaces where hazard recognition is required
<b>J23</b>	Quality Assurance personnel assigned to Tanker/Barge operations.
<b>J24</b>	Quality Assurance Personnel assigned to refinery operations.
<b>J25</b>	Quality Assurance Personnel assigned to Government-owned terminals.
<b>J26</b>	QASs assigned to monitor tankship operations.
<b>J27</b>	Supervisory field personnel or fuel laboratory supervisors.
<b>N12</b>	Personnel performing quality functions to items which invoke the Material Control Standard, MCS-6.
<b>P04,Q54</b>	Personnel performing quality functions that require releasing hazardous material for shipment in the public transportation system.
<b>P01,P02 P03</b>	Personnel performing quality functions relating to contracts/items which require military packaging, packing, preservation, and marking to military specification.
<b>P05</b>	Personnel performing quality functions on contracts that involve the packaging and handling of Electrostatic Discharge Materiel.
<b>Q54</b>	Personnel performing quality function dealing with the packaging of hazardous materiel.

<b>Q61</b>	Personnel performing quality functions related to the preparation of military specifications or standards.
<b>S06</b>	Personnel performing quality functions that require the ability to measure dimensional product features with standard measuring equipment.
<b>S07</b>	Personnel performing quality functions on items which require monitoring calibration requirements of ANSI Z540-1 or DLAD 4155.21.
<b>S09</b>	Any personnel performing functions where statistical sampling per specifications are required.
<b>S44</b>	Personnel performing quality functions on contracts that require the reading of drawings required by contract or specification.
<b>S44A</b>	Personnel determining product conformance of geometrically toleranced parts or using coordinate measuring machines.
<b>S48</b>	Personnel performing quality functions on items that require the surface treatment of metals (plating, corrosion control, etc.).
<b>S50</b>	Personnel performing quality functions on contracts/items that require metal forming, heat treatment, and testing of metals.
<b>S53</b>	Personnel performing quality functions contracts/items that involve the use of composite materials.
<b>S81</b>	Any personnel required to measure or demonstrate statistical control of a continuous process.
<b>S91</b>	Any personnel required to measure or demonstrate statistical control of a short-run process.
<b>U10</b>	Personnel performing quality functions that involve the use of ultrasonic evaluation.
<b>U11</b>	Personnel performing quality functions that involve the use of magnetic particle evaluation.
<b>U12</b>	Personnel performing quality functions that involve the use of radiographic evaluation.
<b>U13</b>	Personnel performing quality functions that involve the use of liquid penetrant evaluation.
<b>U14</b>	Personnel performing quality functions that involve the use of eddy current evaluation.

16. Courses identified in this directive should be used to the maximum extent possible for the technical and career development of personnel performing product conformance or QA functions. When it has been determined

that the required training cannot be obtained through established sources, MMLXQ shall be advised in order that a DLA-unique course may be developed.

17. Requirements for certification in the QA Systems Skill area are as follows:

a. Completion of all required courses for the QA Systems Skill area as identified in Figure 1A.

b. Minimum of 6 months experience in performing QA/product conformance functions.

c. Acceptable performance appraisal.

18. Requirements for certification in a commodity skill area are as follows:

a. Completion of all required courses for the applicable commodity skill area as identified in Figures 1A and 1B

b. Completion of all Priority 1 additional training courses applicable to a specific commodity skill area that have been identified by FLSs as a requirement for certification.

c. Current acceptable performance appraisal.

19. Training in commodity courses can be accomplished prior to obtaining certification in the QA systems skill area.

20. Eligibility for certification occurs when employees reach the full performance level.

21. Certification in the QA systems skill area will be completed no later than 18 months after entering the QATDP. Certification in a commodity skill area will be accomplished within 18 months after certification in the QA systems skill area. Certification in any additional commodities will be accomplished no later than 18 months after the identification of the additional commodity.

22. Personnel who are certified in a skill area will normally maintain certification as long as they maintain an acceptable performance rating and perform acceptably in the commodity skill area in which they are certified. FLSs will periodically review their employees' skills to assure that their employees are not dealing with commodities which require additional training, even though they may already be certified in a commodity skill area.

23. An individual's certification will be revoked as a result of unacceptable performance directly related to either systems or a commodity skill area. When performance is determined to be unacceptable, the supervisor will initiate action to delete the individual's certification in the applicable skill area (may be the QA systems or a commodity skill area).

Documentation supporting the unacceptable performance will be forwarded to the QATDP Panel for review and action as warranted.

24. An individual's certification will not be revoked when new requirements are identified as mandatory because of a policy change or new item assignments. However, all additional courses identified as mandatory will be identified as Priority 1, and promptly scheduled for attendance or equivalency evaluation.

25. Individuals will not lose credit for QA technical development courses completed or for which equivalency credit was granted; however, unsatisfactory performance, excessive time away from the commodity in question, advances in

the technology governing the commodity, or substantive changes in course content may require retraining in one or more courses related to system or commodity skills. Identification of retraining situations should be the purview of both the FLS and applicable employee. Assistance will be provided by the QATDP Panel and the cognizant personnel office training coordinator.

26. The supervisor will take prompt action to reestablish certification when it is determined that the individual is again meeting all program requirements and performance is considered acceptable.

27. Individuals are not authorized to independently develop contract QA requirements or be assigned product conformance/QA functions for specific items or duties when certification has been revoked.

28. Authorization to execute DD Forms 250 for DFSC field activities will only be vested in personnel who have met the following requirements:

- a. Grade GS-9 and above, or assigned military QSRs.
- b. Certified in the applicable systems skill area of the QATDP.
- c. Fully certified in the appropriate commodity skill area(s) which includes completion of all training that has been designated by their supervisors that is germane to the products/services being tendered by contractors for acceptance.

29. DFSC FLS will also identify courses as additional Priority 1 requirements whenever the duties of the employee are changed due to new assignments or DLA policy change.

30. HQ DFSC may waive these requirements for a period not to exceed twelve (12) months where the QAS is considered qualified and there is a necessity to keep materiel flowing. Waivers shall be documented and extensions to the first 12 month period shall not be granted. HQ DFSC may also waive these requirements for assigned military, provided the waiver is for one assigned tour only.

31. Each ICP shall establish a QATDP Panel. The QATDP Panel is responsible for approval of related training and/or previous experience which is

determined to be equivalent to the courses identified in this directive. For specific information regarding equivalency, see the course equivalency section of each individual course description.

32. Administration of DLA equivalency tests is also the responsibility of the QATDP Panel.

33. Applicable personnel may also be given credit for previous experience and related training toward technical development when considered equivalent to the prescribed course. Equivalency training may be available through other sources such as correspondence courses, vocational schools, community colleges, professional societies (e.g. American Society for Quality Control, National Contract Management Association) and universities. Contractor-furnished training may also be used for equivalent training provided it is obtained in accordance with the guidance of DoD 5000.52m and DLAR 1430.12. Credit for equivalent training for QATDP courses will be determined by using the equivalency guidelines of this directive. DLAM 4155.6 must be followed when determining training that is equivalent to career development courses.

34. Experienced QA personnel may complete an equivalency test when available for course credit rather than attend the formal training course.

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

a. Successful completion of an equivalent course as determined by using the criteria in paragraph 38.

b. Experience in the skill area which is directly related to the material covered in the prescribed QATDP course as determined by using the criteria of paragraph 38.

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

d. Combination of the above methods.

36. Each equivalency will stand on its own merit on a case-by-case basis, with the exception that prerequisites for the course in which equivalency is being sought do not have to be completed since prerequisites are intended to assist personnel who will actually attend the QATDP course.

37. Requests for equivalency training and/or experience approval shall be submitted by the FLS to the QATDP Panel. All requests for course equivalencies will be reviewed by the appropriate commodity technical advisor, engineer, or course instructor who will recommend approval/disapproval to the QATDP Panel.

38. In determining if a course is equivalent to a prescribed course, the following criteria will be used:

- a. Length of course.
- b. Course content.
- c. Currency of subject matter.
- d. Scope and range of subject.

39. The following guidelines should be used when approving equivalent training based upon experience:

a. Experience in the related skill area encompasses the latest technological development or change included in the course curriculum.

b. Has at least one (1) year of hands-on experience in the skill area in which certification is being sought.

c. The individual's technical expertise and knowledge would not be enhanced by attending the prescribed course. The degree to which significant knowledge can be gained by attending a course should be taken into account before expending resources.

40. An approved equivalency test may be used in combination with the above; as the sole basis for granting equivalency; or as an arbitration tool if equivalency has been disapproved. Individuals will be notified of all approvals and disapprovals concerning both equivalency requests and certification requests. Disapprovals will include a rationale.

41. Administration of training within DLA will be conducted so as to achieve optimal technical training responsive to Center needs.

42. The need for courses will be determined by MMLXQ through inputs from MMLXQ Teams, Military Services, PLFAs and other customers.

43. When a training need is identified, MMLXQ will conduct a review and analysis to determine the type of instruction needed and the sources available. If a source is not available and the decision is made to conduct training in-house, MMLXQ will designate a SME who will be responsible for the development of the course POI. The SME will solicit input for the course from all affected organizations. The SME will coordinate the development of instructors for the course.

44. PLFAs will schedule and conduct onsite training courses and arrange for DLA instructors, DCPSO or contractors to conduct the training, as applicable. PLFAs will also arrange for course delivery by local colleges or universities.

45. Course feedback concerning the adequacy of POIs, instructors, and facilities, including recommendations for improvement or requirements for new courses, will be provided to MMLXQ.

46. An annual review of courses will be conducted to ensure that courses are both current and adequate.

47. Course presentations and course feedback will be audited by SMEs to ensure program objectives are being met.

#### **F. RESPONSIBILITIES**

1. The Executive Director, Human Resources, CAH, will administer and evaluate employee development and training plans and policies to assure that DLA-wide training needs for required skills are met.

2. MMLXQ is the office of primary responsibility (OPR) for all certification requirements and will:

a. Serve as a final approval body for prioritizing training projects, incorporating changes due to DoD/DLA policy, certification program course additions, modifications, or deletions within this Program.

b. Provide staff supervision over the implementation and operation of the program.

c. Review input concerning need for training and determine applicability, feasibility, validity, and duplication of existing courses.

d. Monitor all approved courses from the point of view of professional quality, currency of subject matter, and effectiveness.

e. Coordinate the development of a course and POI for new proposed QATDP courses.

f. Coordinate with an established source for training.

g. Validate all new POIs for format, purpose, and desired learning objectives and coordinate with PLFAs, customers, and Military Services, as appropriate.

h. Coordinate the initial presentation of any new or major revised course for PLFA/DCPSO instructors.

i. Conduct an annual review of all courses.

j. Obtain feedback on courses to use in review process.

k. Assess compliance to the requirements of this directive.

1. Designate an SME for applicable courses.
3. Inventory Control Point Commanders will:
  - a. Assume responsibility for the management of the program at the ICP.
  - b. Assign a high level priority to fulfillment of training requirements and authorize appropriate funds in support of this objective.
4. The Inventory Control Point will:
  - a. Implement and effectively manage the program as required by this manual.
  - b. Identify to MMLXQ the need for new training course development and the revision of training courses which are no longer current or adequate.
  - c. Develop commodity specific courses as identified by MMLXQ.
  - d. 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; the Chief, Career Development Division of the Civilian Personnel Office (CPO) servicing the ICP or his or her representative; and other members as required. A representative from the local union organization will be invited to attend all panel meetings.
  - e. Prepare DLA Form 1385, Quality Assurance Certification, for presentation to the individual. The completed DLA Form 1385 will be presented to the PLFA Commander and QATDP Panel Chair for signature to provide appropriate recognition of the individuals accomplishments. A certification form will be issued for each system or commodity skill area.
  - f. Complete DLA Form 1538, Request for Certificate of Quality Assurance Certification, and submit for inclusion in the individuals official personnel folder.
  - g. Prepare onsite training schedules and provide a copy to MMLXQ.
  - h. Prepare and input data into the on-line DBMS Training Application as necessary.
  - i. Coordinate arrangements to support course delivery at their location.
  - j. Provide for cost effective implementation of the QATDP.
  - l. Insure the DBMS contains accurate timely information on the training and certification status of all employees performing product conformance/quality assurance functions.
  - n. Review analyze, and monitor QATDP data products.
  - o. Survey for, obtain, and make distribution of space allocations for Service School training.
5. The QATDP Panel will:
  - a. Meet formally at the discretion of the panel chairperson,
  - b. Review certification applications and approve individuals for

certification when they meet the requirements. Formal documentation of panel decisions will be provided to QA personnel who are affected.

c. Review course descriptions for related training sources and approve or disapprove crediting such training for equivalency. The type and availability of courses which can be considered equivalent varies from activity to activity.

d. Maintain a list of courses which have been determined to be equivalent to QATDP courses.

e. Review previous experience documentation and approve or disapprove substitution of the experience for the required training.

f. Administer final examinations as equivalency tests when applicable.

g. Provide notification to employees of disapprovals of requests for course equivalency and certification.

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

i. Resolve problems. The panel shall have the final word at the ICP concerning resolution of problems. Problems that could impact the overall QATDP will be referred to MMLX for action.

j. Distribute course equivalency information as appropriate.

6. The SMEs will:

a. 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.

b. Determine course prerequisites.

c. Conduct initial course presentation to PLFA/DCPSO instructors for course validation.

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

e. Review the technical content of non-DMET courses taught by the Military Services and validate the need for these courses in the QATDP on an annual basis.

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

g. Identify the need for new training courses.

h. Seek alternate training sources.

7. ICP FLSs will:

a. Identify training and career development needs of subordinate personnel to provide for the required skills, knowledge, and abilities in order to perform their duties. Particular attention must be given to identifying the additional training requirements which are over and above those prescribed by Policy Paragraph 13. FLSs will assure that all personnel are entered into the QATDP immediately upon assignment to QA functions organization by on-line review of the DBMS.

b. Review and discuss technical development requirements and status with subordinates.

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

d. Assure that QA Personnel are provided with a sufficient amount of hands on experience to demonstrate commodity or related technical skills that will enable them to perform satisfactorily.

e. Assure that all technical development training requirements are incorporated in each employee's Personnel Master Record Report.

f. Review and analyze data products.

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

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

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

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

8. QA Personnel will:

a. Prepare, review, and submit course application forms. Provide evidence of completion of training to their supervisor upon return to their duty station.

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

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

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

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

#### **G. EFFECTIVE DATE AND IMPLEMENTATION**

1. This directive is effective and shall be implemented upon publication in the DLAPS CD-ROM.

2. The Executive Director, Supply Management Policy, HQ DLA, may issue instructions as an aid to implementation of this directive.

3. Supplementation of this directive is authorized; however, supplementation must not conflict with the content of this directive. Supplemental documents shall be submitted for approval to HQ DLA, ATTN: MMLXQ prior to publication.

#### **H. INFORMATION REQUIREMENTS**

1. The QATDP is an on-line training application integrated into the Defense Business Management System (DBMS).

2. Data required by this directive will be entered by the FLS into the DBMS training application in accordance with instructions in DLAM 4745.12 Volume VI, Part 8.

3. Training needs and accomplishments will be identified and included in each employee's Personnel Master Record of the DBMS.

4. Updates, requests for reports and inquiries to the DBMS are made via terminals that access the PLFA's minicomputer. Disclosure outside of DoD requires prior approval from MMLXQ. Within DoD, this information may only be disclosed to the individual to whom the information relates and to individuals who need to know such information for the performance of their assigned duties.