DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING COMMAND
WASHINGTON NAVY YARD
1322 PATTERSON AVENUE SE SUITE 1000
WASHINGTON DC 20374-5065

IN REPLY REFER TO
14 Jan 2000

MEMORANDUM FOR NAVFAC ACQUISITION PERSONNEL

Subj: Minimum Training Requirements for Personnel Performing Contract Quality Assurance on Naval Facilities Engineering Command Architect-Engineer, Construction, Environmental and Facility Service Contracts

Encl: (1) Minimum Training Requirements for Personnel Performing Contract Quality Assurance on Architect-Engineer, Construction, Environmental and Facility Service Contracts

(2) Two Excel spreadsheet templates for reporting AIC, EIC and FSCM QA training

Ref: (a) COMNAVFACENGCOM ltr of 15 Jan 1987, Subj: CHANGE 11 TO NAVFAC P-68 ON MINIMUM CONTRACT QUALITY ASSURANCE TRAINING REQUIREMENTS FOR PERSONNEL PERFORMING NAVAL FACILITIES ENGINEERING COMMAND CONSTRUCTION, FACILITY SUPPORT AND ARCHITECT-ENGINEER CONTRACT QUALITY ASSURANCE

1. Enclosure (1) is forwarded for your information and immediate implementation, as appropriate. It supersedes reference (a) and is in effect immediately and remains in effect until further notice. This training is independent of training requirements for warranting of contracting officers prescribed elsewhere. Personnel performing contract QA duties are required every six years to retake the applicable training contained in Enclosure (1) to stay abreast of changes.

2. The MCQAT computer database program will no-longer be used to report accomplishment of QA personnel training. The NAVFAC Field Office Readiness (NFOR) will be used to report accomplishment of QA personnel training for personnel in ROICC offices. Mr. Jack Courtillet is the NAVFAC POC on NFOR and his phone number is 202-685-9212. Enclosure (2) will be used to report accomplishment of QA personnel training for AICs, EICs and FSCMs. Mr. Columbus Key is the NAVFAC POC for receiving reports of QA training for AICs, EICs and FSCMs. His phone number is 202-685-9163.

3. The reporting period is quarterly for the rest of FY-00. Both, the NFOR and the AIC/EIC/FSCM reports are due at NAVFAC HQ by the last day of the month following the end of each quarter. Starting in FY-01 the reporting period will be semi-annual.

ROBERT R. BOYER
By, direction

MINIMUM TRAINING REQUIREMENTS FOR PERSONNEL PERFORMING ARCHITECT-ENGINEERING, CONSTRUCTION, ENVIRONMENTAL AND FACILITY SERVICE CONTRACT QUALITY ASSURANCE
14 JAN 2000

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MINIMUM A-E QUALITY ASSURANCE TRAINING REQUIREMENTS
For ARCHITECT-ENGINEER PERSONNEL (see note 1)

1. Not later than the end of the first six months of assignment to Architect-Engineer (A-E) contract quality assurance (QA) duties (see note 2), each employee shall have accomplished the following training:

a. Architect-Engineer Fixed Price Contracting, CTC 466 (see note 3)

2. Not later than the end of the second year of assignment to Architect-Engineer (A-E) contract quality assurance (QA) duties, each employee shall have accomplished the following training:

a. Source Selection, CTC 415 (see note 3)
b. Technical Evaluation Board, CTC 315 (see notes 2 & 3)

3. To be eligible to perform COTR or NTR duties on Environmental cost-type contracts, each employee shall have accomplished the following training, within six months from the date of the COTR or NTR appointment:

a. Environmental Cost Reimbursement Contracting, CTC 423 (see note 3)

NOTES:

(1) The respective EFD/EFA shall determine if other training is equivalent and ensure that employee training records are appropriately annotated.

(2) Under NAVFACENGCOM A-E contracts, several position titles are used to refer to individuals who perform these functions usually in combination with functions of a technical engineering and architectural nature. Among these position titles are Engineer-in-Charge, Architect-in-Charge, Designer-in-Charge, Design Manager, Project Manager and Remedial Project Manager. The Source Selection course (CTC 415) must be completed before attending the Technical Evaluation Board (CTC 315). A local course or a course from the GSA schedule may be more appropriate if the requirement is only needed for cost-reimbursement contracts not dealing with Environmental contracts.

(3) Naval Facilities Contract Training course

MINIMUM CONSTRUCTION QUALITY ASSURANCE TRAINING REQUIREMENTS
for QUALITY ASSURANCE REPRESENTATIVES (see note 1)

1. Not later than the end of the first six months of assignment to construction QA representative (Construction Representative(CONREP)/Engineering Technician ENGTECH) duties, each CONREP/ENGTECH shall have accomplished the following training:

a. NAVFAC (EFD/EFA) Construction Safety & Health Correspondence Course (see note 2)
b. Construction Quality Management--QV (see notes 3 & 4)

2. Not later than the end of the first year of assignment to CONREP/ENGTECH duties, each CONREP/ENGTECH shall have accomplished the following training:

a. Introduction to General Construction--QV (see notes 3 & 4)

3. Not later than the end of the second year of assignment to CONREP/ENGTECH duties, each CONREP/ENGTECH shall have accomplished the following training:

a. Construction Hazard Awareness course (see note 5)
b. Project Scheduling (see notes 3 & 6)

4. Not later than the end of the third year of assignment to CONREP/ENGTECH duties, each CONREP/ENGTECH shall have accomplished one of the following training courses. The remaining two training courses shall be accomplished by each CONREP/ENGTECH prior to the end of the fourth year of assignment to CONREP/ENGTECH duties:

a. Mechanical--QV (see note 3)
b. Electrical--QV (see note 3)
c. Concrete--QV (see notes 3 & 4)

5. At least two CONREP/ENGTECHs in each large Construction Contract Administration Office and one in each medium size Construction Contract Administration Office shall have accomplished the following training:

a. Roofing Technology (see notes 3 & 4)
b. Paint--QV (see note 3)
c. HVAC System TA&B—QV (see note 3)
d. Flexible Pavement Construction--QV (see note 3)
e. Earthwork I--QV (see note 3)
f. Architectural Hardware--QV (see note 3)
g. Basic Welding--QV (see notes 3 & 4)

6. At least one CONREP/ENGTECH in each small size Construction Contract Administration Office shall have accomplished the following training:

a. Roofing Technology (see notes 3 & 4)
b. Paint—QV (see note 3)
c. HVAC System TA&B—QV (see note 3)

7. Any individual tasked to facilitate USACE Exportable Training (facilitated video training) shall have accomplished the following training:

a. Facilitator Workshop (see note 3)

USE THE FOLLOWING NUMBER OF CONSTRUCTION QUALITY ASSURANCE PERSONNEL IN DETERMINING OFFICE SIZE:

LARGE OFFICE:	> 10	QA PERSONNEL
MEDIUM OFFICE:	5-10	QA PERSONNEL
SMALL OFFICE:	< 5	QA PERSONNEL

NOTES:

(1) The respective EFD/EFA shall determine if other training is equivalent and ensure
that employee training records are appropriately annotated. CASU/Title II employees must comply with the same requirements as CONREPs/ENGTECHs.
(2) Administered by the EFD/EFA Safety Manager
(3) US Army Corps of Engineers Proponent Training Program (classroom)
(4) US Army Corps of Engineers Exportable Training Program (facilitated video training).
(5) NAVFAC approved training course in construction safety and health standards. Contact EFD/EFA Safety Manager for approved courses. If you take an approved 40 hrs const. haz. awareness course which includes accident prevention techniques and appropriate testing, you meet the requirements of both Part I and II NAVFAC Construction Safety & Health Correspondence Course and the Accident Investigation course.
(6) This training is only mandatory for Engineering Technicians and recommended for Construction Representatives.

MINIMUM CONSTRUCTION QUALITY ASSURANCE TRAINING REQUIREMENTS for RESIDENT OFFICERS IN CHARGE OF CONSTRUCTION, SUPERVISORY GENERAL ENGINEERS and TECHNICAL REPRESENTATIVES (see note 1)

1. Not later than the end of the first six months of assignment to Resident Officer in Charge of Construction (ROICC), Supervisory General Engineer (SGE) or Technical Representative (AROICC/AREICC/Project Engineer) duties, each ROICC, SGE or AROICC/AREICC/Project Engineer shall have accomplished the following training:

a. NAVFAC Construction Safety & Health Correspondence course (see note 2)
b. Construction Quality Management (see notes 3 & 4)

2. Not later than the end of the first year of assignment to ROICC, SGE or AROICC/AREICC/Project Engineer duties, each ROICC, SGE or AROICC/AREICC/Project Engineer shall have accomplished the following training:

a. ROICC Office Management (see note 6)

3. Not later than the end of the second year of assignment to ROICC, SGE or AROICC/AREICC/Project Engineer duties, each ROICC, SGE or AROICC/AREICC/Project Engineer shall have accomplished the following training:

a. Construction Hazard Awareness course (see note 5)
b. Estimating for Construction Modifications (see note 3)
c. Project Scheduling (see note 3)

4. Any individual tasked to facilitate USACE Exportable Training (facilitated video training) shall have accomplished the following training:

a. Facilitator Workshop (see note 3)

NOTES:

(1) The respective EFD/EFA shall determine if other training is equivalent and ensure that employee training records are appropriately annotated.
(2) Administered by the EFD/EFA Safety Manager
(3) US Army Corps of Engineers Proponent training program (classroom)
(4) US Army Corps of Engineers Exportable Training Program (facilitated video training).
(5) NAVFAC approved training course in construction safety and health standards. Contact EFD/EFA Safety Manager for approved courses. If you take an approved 40 hrs const. haz. awareness course which includes accident prevention techniques and appropriate testing, you meet the requirements of both Part I and II NAVFAC Construction Safety & Health Correspondence Course and the Accident Investigation course.
(6) Naval School, Civil Engineer Corps Officers (CECOS).

MINIMUM QUALITY ASSURANCE TRAINING FOR PERSONNEL PERFORMING HAZARDOUS WASTE OPERATIONS, REMEDIATION PROJECTS, ASBESTOS OR LEAD ABATEMENT PROJECTS (see note 1)

1. These courses are mandatory for personnel who work in contaminated zones (see note 9) of Hazardous Waste Operations (HWO) and remediation projects. No one is allowed to perform site work prior to receiving this required training. Safety and Health training requirements are mandated by Congress in the Superfund Amendment and Reauthorization Act of 1986. Under the authority of SARA, the Occupational Safety and Health Administration (OSHA) expanded its regulations to cover HWO (29 CFR 1910.120). Based on projected workload for environmental projects, each ROICC office shall ensure that an adequate number of Construction Representatives, Engineering Technicians, Navy Technical Representatives (NTRs) and their on-site supervisors receive the following training. If you have questions as to who should receive training, contact your EFD/EFA Safety and Environmental office for assistance.

a. Safety/Health for HWO (40 hours for Construction Representatives, Engineering Technicians and NTRs, 40 hrs for their supervisors plus an additional 8 hours of supervisory training) (see notes 2,3, 6, 7 & 8)
b. Supervised on-the-job training (see notes 4 & 7)
c. Annual Hazwoper refresher (8 hours) (see notes 2, 3, 6, 7 & 8)

2. Not later than the end of the first year of assignment to work in contaminated zones (see note 9) of Hazardous Waste Operations (HWO) and remediation projects, each employee shall have accomplished one of the following training courses. The remaining training course shall be accomplished prior to the end of the second year:

a. Hazardous/Toxic and Radioactive Waste Construction Inspection (see note 3)
b. Quality Assurance for Environmental Sampling for HTRW Sites (see note 3)

3. These courses are mandatory for personnel who work in support zones or contaminated zones for Asbestos or Lead Abatement projects (see note 10). No one is allowed to perform site work prior to receiving this required training. Safety and Health training requirements are mandated by the Department of Labor, Occupational Safety and Health Administration (OSHA). OPNAVINST 5100.23E provides Navy policy, procedures & guidance for lead and asbestos projects. Based on projected workload for asbestos or lead abatement projects, each ROICC office shall ensure that an adequate number of Construction Representatives, Engineering Technicians, Navy Technical Representatives (NTRs) and their on-site supervisors receive the following training. If you have questions as to who should receive training, contact your EFD/EFA Safety and Environmental office for assistance.

a. Asbestos Abatement Contractor/Supervisor (see notes 5 & 7)
b. Asbestos annual refresher (8 hours) (see notes 5 & 7)
c. Lead Abatement Contractor/Supervisor (see notes 5 & 7)
d. Lead annual refresher (8 hours) (see notes 5 & 7)

NOTES:

(1) The respective EFD/EFA shall determine if other training is equivalent and ensure that employee training records are appropriately annotated
(2) NAVFAC Engineering Service Center course.
(3) US Army Corps of Engineers Proponent training program (classroom).
(4) Each EFD/EFA Safety and Environmental office shall develop a 24 hour on-the-job training (supervised) and any other special training needed to perform HWO and remediation projects.
(5) ROICC personnel involved in asbestos or lead projects shall receive training and accreditation in accordance with federal, state and local laws governing asbestos or lead operations. Additional hazard specific safety and health training shall be provided prior to personnel exposure on-site. Requirements for lead training and certification are contained in 40 CFR 745, Subpart L. Requirements for Asbestos training and certification are contained in OPNAVINST 5100.23E
(6) Alternate sources of HWO training are available. Contact your EFD/EFA Safety and Environmental office for course schedules and additional information.
(7) The EFD/EFA Safety Manager shall assist ROICC personnel to ensure that appropriate training is provided.
(8) Naval School, Civil Engineer Corps Officers (CECOS)
(9) Once contamination is discovered, or a work site is designated for clean-up, only fully trained personnel are allowed to work on this site. However, once the work area is characterized, i.e, the support zone (entire work site) and the contaminated zones are identified, the employees whose duties are limited strictly to the support zone with no possibility of entry into the contaminated zone or subsequent potential exposure are not required to take the training per 29 CFR 1910.120(e).
(10) When a site containing asbestos or lead contamination is designated for clean-up or asbestos or lead contamination is discovered at a work site, only fully trained personnel are allowed to enter the support zone (entire work site).

MINIMUM FACILITY SERVICES QUALITY ASSURANCE TRAINING REQUIREMENTS
For QUALITY ASSURANCE EVALUATORS (see note 1)

1. Not later than the end of the first six months of assignment to Quality Assurance Evaluator (QAE) duties (see note 2), each QAE shall have accomplished the following training:

a. Quality Assurance Evaluator Training course (see note 3)
b. NAVFAC (FSC) Construction Safety & Health Correspondence course (see note 4)

2. Not later than the end of the first year of assignment to Quality Assurance Evaluator (QAE) duties, each QAE shall have accomplished the following training:

a. Facility Support Contracting (CTC 337) (see note 5)

NOTES:

(1) The respective EFA/EFA shall determine if other training is equivalent and ensure that employee training records are appropriately annotated.
(2) The term QAE, as used herein, refers to any employee performing day-to-day contractor/government interface duties of NAVFACENGCOM facility support contract (FSC) quality assurance (QA). Several other position titles, such as Contract Surveillance Representative, Inspector or Customer Monitors may also perform FSC QA.
(3) Any individual who performs NAVFACENGCOM FSC QAE duties on NAVFACENGCOM awarded contracts (including non-Navy personnel) must be adequately trained. The QAE training offered by EFDs or equivalent is required.
(4) Administered by the EFD/EFA Safety Manager
(5) Naval Facilities Contract Training course.

MINIMUM FACILITY SERVICES QUALITY ASSURANCE TRAINING REQUIREMENTS for FACILITY SUPPORT CONTRACT ASSISTANT RESIDENT OFFICERS IN CHARGE (see note 1)

1. Not later than the end of the first six months of assignment to facility support Assistant Resident Officer in Charge (AROIC) (see note 2) duties, each facility support contract AROIC shall have accomplished the following training:

a. Facility Support Contracting CTC 337 (see note 3)
b. NAVFAC (FSC) Construction Safety & Health Correspondence course (see note 4)

NOTES:

(1) The respective EFD/EFA shall determine if other training is equivalent and ensure that employee training records are appropriately annotated.
(2) The term AROIC, as used herein, refers to civilian employees and Civil Engineer Corps (CEC) officers responsible to an HCO for administration of specific assigned contracts. Civilian employees performing this function are usually referred to as Facility Support Contract Managers.
(3) Naval Facilities Contract Training course
(4) Administered by the EFD/EFA Safety Manager

MINIMUM FACILITY SERVICES QUALITY ASSURANCE TRAINING REQUIREMENTS for FACILITY SUPPORT CONTRACT HEADS OF CONTRACTING OFFICES (see note 1)

1. Not later than the first six months of assignment to facility support contract (FSC) Head of Contracting Office (HCO) (see note 2) duties, each FSC HCO shall have accomplished the following training:

a. Facility Support Contracting CTC 337 (see note 3)
b. NAVFAC (FSC) Construction Safety & Health Correspondence course (see note 4)

NOTES:

(1) The respective EFA/EFA shall determine if other training is equivalent and ensure that employee training records are appropriately annotated.
(2) The term FSC HCO, as used herein, refers to a Civil Engineer Corps Officer responsible for the overall management of a NAVFACENGCOM FSC contracting office.
(3) Naval Facilities Contract Training course
(4) Administered by the EFD/EFA Safety Manager

AIC-EIC QA TRAINING TEMPLATE							
EFD/EFA	Field Office	Employee Name (last, first, mi)	Position Start Date (mm/dd/yy)	A-E Fixed Price Contracting Date Completed (mm/dd/yy)	Source Selection Course Date Completed (mm/dd/yy)	TEB Course Date Completed (mm/dd/yy)	Environmental Cost Reimbursement Contracting Date Completed (mm/dd/yy)

FSCM QA TRAINING TEMPLATE					
EFD/EFA	Field Office	Employee Name (last, first, mi)	Position Start Date (mm/dd/yy)	Facility Support Contracting Date Completed (mm/dd/yy)	NAVFAC FSC Construction Safety & Health Date Completed (mm/dd/yy)