

MPG 3410.1

REVISION D

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MARSHALL PROCEDURES AND GUIDELINES

CD01

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		5/14/99	Document converted from MSFC-P18.1 to a Directive. Previous history retained in system as part of canceled or superseded ISO Document files.
Revision	A	10/5/99	Organization Code changed from COO1 to CD01. P.4 f. NPG 7120.5A NASA Program and Project Management Processes and Requirements was added. 1.5 Office was changed to Department. MSFC organizations Employee and Organizational Development Office and Human Resources Office provides civil service personnel position related education and training for administrative and technical skills was changed to The Human Resources Department determines the qualification of the employee. 1.9 Office was changed to Department. 2.1 Office was changed to Department. 3. Procedures Office was changed to Department. Add 3.2 to 3. Procedure: Developmental Programs, such as the Academic/Full-Time Study, Leadership/Executive, Professional Intern, etc: are described in the Employee and Organizational Development Department Level 4 Documents. For the Programs that interface with the Center, call letters providing information and instructions for input/response are periodically issued to all/appropriate organizations. Modify first paragraph in 3. Procedure to 3.1 Actionee/Action changes from 3.1 thru 3.15 to 3.3.1 thru 3.1.15. Notes 2. Add cancelled to MM 5310.3. Added 3.3, 3.3.1, 3.3.2, and Figure 1 Industrial Safety Training. Added 3.4 Program & Project Management Processes and Requirements.
Revision	B	8/18/00	P.4: deleted MM 3000.1; added paragraph 3.2: "Centerwide mandatory training will require a memorandum from the Center Director"; changed "all" to "responsible" in paragraph 3.5, fourth sentence; deleted paragraph 4 in the Appendix; deleted document MPG 8715.1; and renumbered Flow Diagram.
Revision	C	4/23/01	Added 1.4, Competency, and renumbered remainder of section; added "competency level" to 2.3.1.
Revision	D	8/1/2003	3.5 Deleted: (IDP) shall be developed; Added: (IDP) strongly encouraged and supported. 3.1.3 Deleted: For quality & safety certification; 4.1.4 Added physician signature and MSFC Form 4083/4083-2 for certification instructions.

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PREFACE

P.1 PURPOSE

The purpose of this procedure is to meet the requirements of MPD 1280.1, "Marshall Management Manual," and to establish and deliver training programs for personnel performing services directly affecting quality. Records of training, qualification, or certification shall be maintained in accordance with this procedure.

P.2 APPLICABILITY

This Marshall Procedures and Guidelines (MPG) is applicable to projects and activities within the scope defined by MPD 1280.1.

P.3 AUTHORITY

MPD 1280.1, "Marshall Management Manual"

P.4 APPLICABLE DOCUMENTS

- a. MPD 1280.1, "Marshall Management Manual"
- b. MPG 1280.6, "Internal Quality Audits"
- c. MWI 3410.1, "Personnel Certification Program"
- d. MPG 8715.1, "Marshall Safety, Health, and Environmental (SHE) Program"
- e. NPG 7120.5, "Program and Project Management Processes and Requirements"

P.5 REFERENCES

None

P.6 CANCELLATION

MPG 3410.1C dated April 23, 2001

Original signed by
Axel Roth for

David A. King
Director

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DOCUMENT CONTENT

1. DEFINITIONS

1.1 Certification Examiner. The qualified person(s) designated to develop or administer the training and exams necessary to achieve qualification for skill and proficiencies required for a specific position's criteria and/or certification.

1.2 Certification (Personnel). The act of verifying and documenting that personnel have completed required training, medical requirements as required, and have demonstrated specified proficiency.

1.3 Certifying Officer. The person(s) designated to certify personnel to perform specific functions requiring specific skills (e.g., heavy equipment operation, etc.).

1.4 Competency. Properly qualified, capable.

1.5 Human Resources Department. The Human Resources Department determines the qualification of the employee.

1.6 Instructor. An individual designated by management to develop and administer training.

1.7 Position Description. A document used to describe the duties and requirements of a position.

1.8 Supervisor. The person who directs and evaluates the work of a group of subordinate employees. For the purpose of this instruction, team leaders are not considered supervisors.

1.9 Training. Instruction, discipline, drill, or practice designed to impart proficiency or efficiency.

1.10 Training Coordinator. The Employee and Organizational Development Department person(s) designated to provide the administrative functions of training, scheduling, procurement, and documentation.

1.11 Training Data base. A data base where the course catalog/syllabus and records of employee certification training are retained.

1.12 Acronyms.

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1.12.1 Marshall Space Flight Center (MSFC)

1.12.2 On-the-Job Training (OJT)

1.12.3 Safety and Mission Assurance (S&MA)

2. RESPONSIBILITIES

2.1 Human Resources Department will determine the qualification of the employee and maintain the Qualification Worksheet, MSFC Form 375, which documents verification of qualification of personnel to perform specific tasks.

2.2 Employee will:

2.2.1 Register, attend, and complete training.

2.2.2 Submit verification documents (e.g., MSFC Form 4083) to certifying officer.

2.3 Supervisor will:

2.3.1 Identify competency level and document any skills or tasks requiring training and document the required developmental assignments, OJT, or training courses that prepare the employee adequately for those skills or tasks.

2.3.2 Determine if certifications are required per MWI 3410.1, or applicable MSFC policies and process specifications.

2.3.3 Ensure other necessary training, proficiency examinations, and OJT are provided, accomplished, and documented.

2.3.4 Contact training coordinator to schedule required training.

2.4 Certifying Officer will:

2.4.1 Review and approve detailed certification/training requirements for quality-sensitive functions as defined in MWI 3410.1, and approve requests for deviations of training or certification requirements.

2.4.2 Review qualification documents and certify employees.

2.4.3 Enter records into Certification Database.

2.4.4 When necessary, submit a record of training to the

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training coordinator/supervisor on a quarterly basis.

2.4.5 Consult with supervisor approximately 6 months prior to expiration of certification.

2.4.6 Approve courses.

2.5 Training Coordinator will:

2.5.1 Provide training programs for MSFC personnel performing services directly affecting quality, and determine if the course syllabus is in the course catalog.

2.5.2 Coordinate development of new training course(s) with certifying officer, and maintain appropriate training records.

2.6 Certification Examiner will:

2.6.1 Review training consultants' courses for technical adequacy, and ensure that training meets minimum proficiency requirements.

2.6.2 Develop course syllabus.

2.6.3 Complete course roster which indicates a satisfactory/unsatisfactory rating.

2.6.4 Ensure that the course is developed in accordance with the certification requirements.

3. PROCEDURE

3.1 It is the responsibility of the supervisor to determine whether specific training and/or certification is necessary before an employee is allowed to perform certain functions that are a part of his or her overall position and to document such determinations. In some cases, training and certification are prerequisites for assignment to a position. Only in such cases will a training/certification check be a part of the qualification determination performed by the Human Resources Department prior to filling the position. Training and skills certification will be accomplished as outlined below:

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<u>Actionee</u>		<u>Action</u>
Human Resources Department	3.1.1	Determines the qualification of the employee and maintains the Qualification Worksheet, MSFC Form 375, which documents verification of qualification of personnel to perform specific task.
Supervisor	3.1.2	Utilizes MSFC Form 4333, or substantial equivalent, to identify any skill or task requiring training, and to document the required developmental assignments, OJT, or training courses.
Supervisor	3.1.3	Determines if certifications are required per MWI 3410.1 or applicable MSFC policies and process specifications. Ensures other necessary training; OJT is provided, accomplished, and documented, along with proficiency examinations.
Supervisor	3.1.4	Maintains a list of operations that require certification and special training in the respective organization, coordinates certification requirements with the certifying officer, and requests deviations of training or certification requirements.
Certifying Officer	3.1.5	Reviews and approves detailed certification/training requirements for quality-sensitive functions as defined in MWI 3410.1, and approves requests for deviations from training or certification requirements.
Supervisor	3.1.6	Contacts training coordinator to schedule required training.
Training Coordinator	3.1.7	Determines if the course is in the course catalog/syllabus. If yes, go to Step 3.1.8; and if no, go to Step 3.1.13.
Employee	3.1.8	Registers, attends, and completes training.
Certification Examiner	3.1.9	Reviews training consultant's courses for technical adequacy, develops course syllabus, ensures that the training met

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minimum proficiency requirements, and completes course roster which indicates a satisfactory/unsatisfactory rating.

- Employee 3.1.10 Submits verification documents (e.g., MSFC Form 4083) to certifying officer.
- Certifying Officer 3.1.11 Reviews qualification documents, certifies employees, enters records into Certification Database, and when necessary submits a record of training to the training coordinator.
- Certifying Officer 3.1.12 Notify supervisor/employee approximately 6 months prior to expiration of certification (return to Step 3.1.6).
- Training Coordinator 3.1.13 Coordinates development of new training course(s) with certifying officer and maintains appropriate training records.
- Certification Examiner 3.1.14 Ensures that the course is developed in accordance with the certification requirements.
- Certifying Officer 3.1.15 Approves course. Go to Step 3.1.8.

3.2 Centerwide mandatory training will require a memorandum from the Center Director. Any MSFC employee who fails to complete mandatory training should be informed by his or her supervisor during the employee's performance evaluation.

3.3 Developmental Programs, such as the Academic/Full Time Study, Leadership/Executive, Professional Intern, etc., are described in the Employee and Organizational Development Department level 4 documents. For the programs that interface with the Center, call letters providing information and instructions for input/response are periodically issued to all/appropriate organizations.

3.4 Industrial Safety Training is an important factor in preventing injuries at the Center. In some cases, Federal regulations require safety training for employees performing specific jobs. At a minimum, all NASA employees should receive appropriate training at the time of initial job assignment and periodically as needed. Additional training may be necessary for

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employees who are reassigned, or whenever new equipment, procedures, or chemicals are introduced, or to improve current employee work habits. Employee training is documented and records are kept for as long as the employee fills that position.

3.4.1 The supervisor is responsible for identifying employees who need the specialized training listed in Figure 1.

3.4.2 The Industrial Safety Department maintains a list of specialties that require safety training (Figure 1).

TRAINING SPECIALITY [Reference]
1. New Employees [29 CFR 1960]
2. New Supervisors [29 CFR 1960]
3. NEW SES Managers
4. Building Manager/Area Lead Training
5. Safety & Health Committees [29 CFR 1960]
6. Test Area Access
7. Ionizing Radiation [29 CFR 1910.96]
8. Laboratory Safety [29 CFR 1910.1450]
9. Lockout/Tagout Affected/Other Employees [29 CFR 1910.147]
10. Open Surface Tanks [29 CFR 1910.94]
11. Personal Protective Equipment (PPE) [29 CFR 1910.132]
12. Scaffolds [29 CFR 1910.28]
13. Woodworking Machines [29 CFR 1910.213]

Figure 1

3.5 NPG 7120.5 requires that Program/Project manager and program/project personnel shall participate in a minimum of 40 hours of project management or skills development training annually and encourages them to participate in an additional 40 hours of development activities. Individual Development Plans (IDP) are strongly encouraged and should be supported by responsible project managers/personnel.

4. RECORDS

4.1 Responsible organizations will retain records in accordance with their appropriate documentation. The minimum documentation which will support personnel certification will consist of:

4.1.1 The documented certification requirements (training plan, tests [oral, written, proficiency]), and specifications for each operation;

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4.1.2 The recertification intervals for each operation as necessary;

4.1.3 A list of personnel currently certified for each operation;

4.1.4 A physician's signature attesting to the operator's physical abilities as required by the certification specification. The MSFC Form 4083 and 4083-2 will provide specific instructions in obtaining certification.

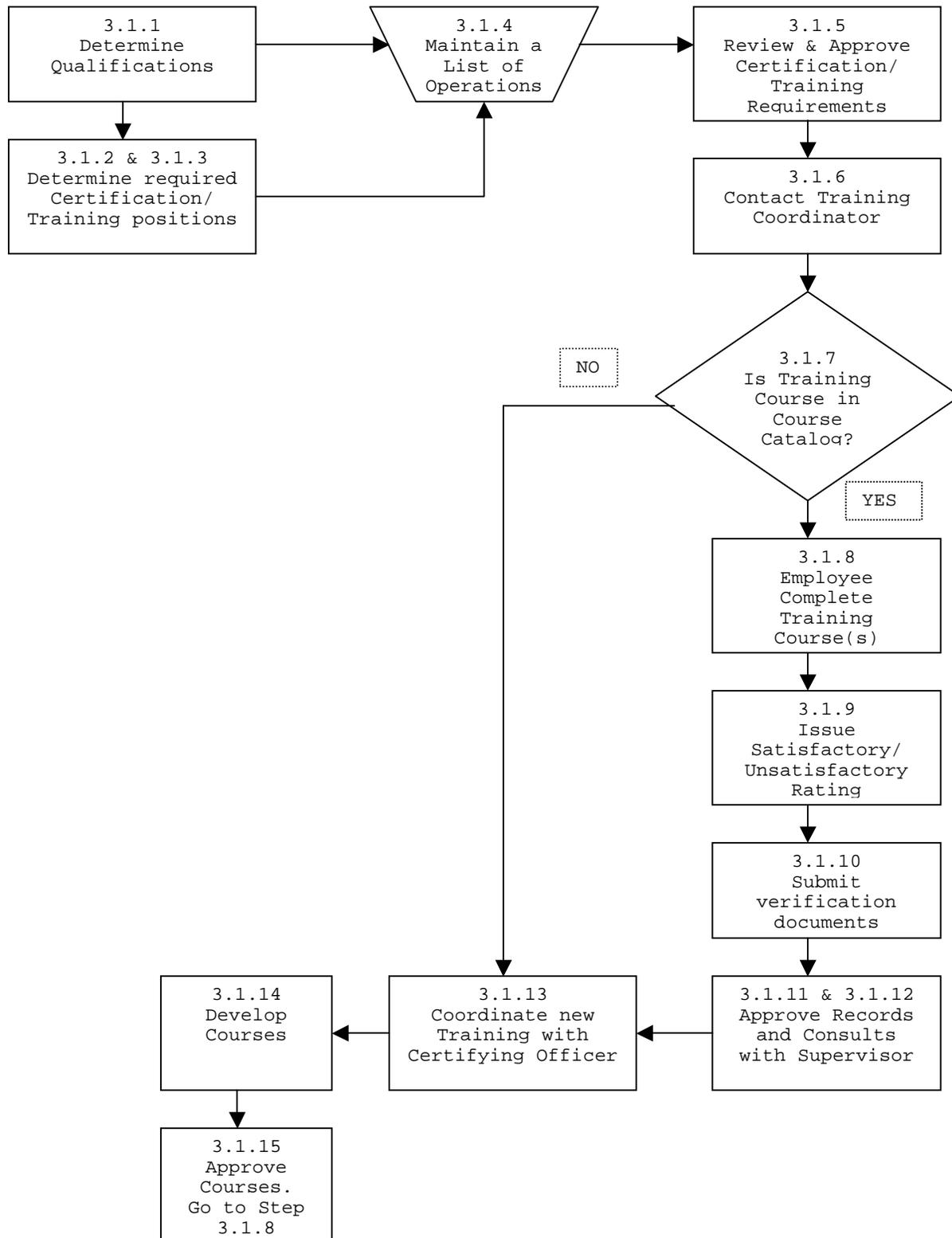
4.1.5 Records of specific OJT required for the position shall be maintained by the supervisor for as long as the employee fills that position.

4.1.6 Any training where a MSFC Training Form 59, training course roster, or course completion certificate is submitted and maintained in the training database.

4.2 The minimum documentation which will support personnel qualification for each position is MSFC Form 375.

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5. FLOW DIAGRAM



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APPENDIX

A.1 NOTES

A.1.1 Internal audits of the overall personnel certification/qualification training and maintenance program will be conducted in accordance with MPG 1280.6.

A.1.2 Marshall Work Instruction (MWI) 3410.1 will be used to train and certify manufacturing and inspection personnel performing manufacturing, assembly, and test of flight and flight-associated hardware.

A.1.3 Safety training and certification requirements are provided in MWI 3410.1.

A.1.4 Training (such as OJT) and/or certification, in addition to basic qualifications which are prerequisites for performing specific tasks, shall be determined by the supervisor. If specific training is required, supervisors are required to document that training is necessary only for employees who begin performing such functions after September 1, 1997, except for employees performing functions subject to certification.

A.2 FORMS

A.2.1 MSFC Form 59, "Request for Approval of Training"

A.2.2 MSFC Form 375, "Qualification Worksheet"

A.2.3 MSFC Form 4083, "Personnel Certification"

A.2.4 MSFC Form 4333, "Training Requirements Plan"