

**TECHNICAL EXHIBIT 3.9
GOVERNMENT-FURNISHED TRAINING**

COURSE	USUAL METHOD OF PRESENTATION	LENGTH	AUTHORIZED # OF EMPLOYEES TO ATTEND	COMPLETION DATE	FREQUENCY TRAINING IS PROVIDED
ADP Security Training	Off-site New Cumberland, PA	2 days	As required	End of phase-in period	One time
Cold Chain Management	IVT	4 hours	As required ¹	Initial training within 90 days of employment; Repeat training annually	3 rd Quarter Annually
DSS applications	Off-site – New Cumberland, PA	45 days (for all functional elements)	Four (4) per functional element	End of phase-in period	One-time
DTCI Optimization & Transportation Planning and DTCI Freight Management System	On-Site	40 hours	As required	End of Phase-in period	One-time
EDMS	On-site	8 hours	As required ²	Performance start date + 90 days	One-time
EMACS	Off-site (TBD)	32 hours	Two (2)	End of Phase-in period ³	One-time
Hazardous Waste Management	On-site	16 hours	As required ²	End of Phase-in period ³	Initial and annual Refresher
Inert Certification	IVT	4 hours	As required ¹	Initial training within 90 days of employment; no repeat training required	Quarterly
Navy Supply Discrepancy Reporting System (NSDRS)	On-Site	8 hours	As required ¹	End of Phase-In period ²	One-time
Packaging and Handling ESDS Items	IVT	3 hours	As required ¹	Initial training within 90 days of employment; no repeat training biennially	Quarterly
Processing FMS Shipments	IVT	4 hours	As required ¹	Initial training within 90 days of employment; no repeat training biennially	Quarterly
Radiation	Off-site -various	2 weeks	One (1)	End of Phase-in	One-time

**TECHNICAL EXHIBIT 3.9
GOVERNMENT-FURNISHED TRAINING**

COURSE	USUAL METHOD OF PRESENTATION	LENGTH	AUTHORIZED # OF EMPLOYEES TO ATTEND	COMPLETION DATE	FREQUENCY TRAINING IS PROVIDED
Protection	locations	80 hrs		period ³	
Storage and Handling of Classified Material	IVT	5 hours	As required ¹	Initial training within 90 days of employment; no repeat training biennially	Quarterly
Storage and Handling of HAZMAT	On-site	2 days	As required ²	Performance start date + 90 days	Every 3 years
Storage Space Management Reporting (SSMR)	On-site	3 days	As required ²	Performance start date + 90 days	One-time
SWARM 1- Warehousing	IVT	18 hours (3 days-6 hours each)	As required ¹	Initial training within 90 days of employment; no repeat training biennially	Quarterly
SWARM 2- Inventory	IVT	15 hours (3 days-5 hours each)	As required ¹	Initial training within 90 days of employment; no repeat training biennially	Quarterly
SWARM 3- Receiving	IVT	14 hours (3 days-4.5 each)	As required ¹	Initial training within 90 days of employment; no repeat training biennially	Quarterly
SWARM 4- Shelf-Life/COSIS/ Stock Readiness	IVT	18 hours (3 days-6 hours each)	As required ¹	Initial training within 90 days of employment; no repeat training biennially	Quarterly
SWARM 5- Incoming SDR (ISDR)	IVT	5 hours	As required ¹	Initial training within 90 days of employment; no repeat training biennially	Quarterly
Weight and Cube-Top 100 Weight/Cube	IVT	1 hour	Restricted to personnel authorized to update the weight and cube tables in DSS ¹	Initial training within 90 days of employment; no repeat training required	One-time
UN Conformance Packaging	IVT	8 hours	As required ¹	Initial training within 90 days of employment; no	Quarterly

**TECHNICAL EXHIBIT 3.9
GOVERNMENT-FURNISHED TRAINING**

COURSE	USUAL METHOD OF PRESENTATION	LENGTH	AUTHORIZED # OF EMPLOYEES TO ATTEND	COMPLETION DATE	FREQUENCY TRAINING IS PROVIDED
(POP)				repeat training biennially	

¹ Training is mandatory for employees performing the functional specific requirements in Section C-5

² "As required" denotes that the Contractor is authorized to send as many employees to the training as it determines is necessary to meet the PWS APLs or to comply with the PWS requirements.

³ Or the first available date for government-furnished training

1. **AUTOMATED DATA PROCESSING (ADP) SECURITY.** Provides user access (requesting user ID's, resetting accounts, length and format of passwords, security of passwords), information assurance roles, DLA CERTS, incidence response, PKI, INFOCON, and DIACAP requirements.

2. **COLD CHAIN MANAGEMENT (4 Hours).** This training prepares new employees and enhances current employee knowledge of how to store, prepare, and package temperature-sensitive medical products IAW DLAI 4145.21, Preparation of Medical Temperature-Sensitive Products Requiring Freeze or Refrigeration (Chill) Environments for shipment and how it applies to the products. This training is mandatory for Supervisors, Team Leaders, and all employees who manage, facilitate or receive temperature controlled material into the warehouse, store, prepare or pack these shipments. Depots that do not receive or issue temperature controlled material are not required to take this training.

3. **DISTRIBUTION STANDARD SYSTEM (DSS).** DSS training will utilize a train-the-trainer approach and will train no more than four people for each functional area of DSS with the exception of the DSS and Quantity by Location (QBL) overview modules. The training will take approximately four to six weeks and as many as four modules may be taught concurrently. The Government will provide the Contractor with a set of documentation to support the training of its personnel. The designated system area on which the training system (data and programs) resides will be unavailable for use 90 days after the conclusion of the phase-in period. Any additional training shall be the responsibility of the Contractor. The sole exception is training associated with major systems upgrades, (i.e., DSS bi-annual upgrades). Such training will be conducted by the Government and coordinated through the KO or designee. The DSS changes and training information are reflected on the DDC Intranet under Information Technology Office, which the Contractor will have access to at the start of full performance. The following are descriptions of the individual DSS training modules (NOTE: Due to the potential for changes in these areas and site-specific needs this information is not all-inclusive and is subject to change. Class durations may vary based on the current skills and knowledge of the attendees.): DSS training is provided in addition to the mandatory SWARM Training.
 - a. **DSS Overview (4 Hours).** Provides general overall information on the history of DSS, sign-on procedures, how to locate on-line programs (use of the on-line search program), menu structure, function keys, various reports available in DSS (CA-Dispatch vs. batch/on-line), ABEND's, common use inquiries and a review of

**TECHNICAL EXHIBIT 3.9
GOVERNMENT-FURNISHED TRAINING**

the adjustment transaction history inquiry and document status (doc stat) record inquiry.

- b. **Quantity by Location (QBL) Overview (4 Hours)**. Provides information on how the QBL records work. This session includes information regarding location assignment as well as the Material Release Order (MRO) allocation assignment logic. Some of the screens/programs included in this session are QBL display, change QBL header information, QBL detail selection, QBL lot number selection and QBL maintenance.
- c. **Storage (32 Hours)**. Provides information on putaways (receiving and rewarehousing), picks (mission and rewarehousing), rewarehousing, ad-hoc discrepancies, planographing, and loose issue labels as well as applicable maintenance, inquiry and report programs. This session also includes information on any equivalent radio frequency (RF) processes to complete the storage functions.
- d. **Equipment Support (24 Hours)**. Provides information on building the terminal-to-printer cross-reference records necessary to generate the DSS documentation. This session also includes information on downloading the various form formats to the printers and restarting printers.
- e. **DSS Program Security Software (RACF/Top Secret) (16 Hours)**. Provides information on resetting users that "lock" their passwords as well as specific information on the various user groups and the programs within those user groups. These user groups are a critical part of the security systems used in support of DSS operations, and define access to the various programs.
- f. **Query Management Facility (QMF)(8 Hours)**. Provides information on a supporting systems tool that allows various file information and reports to be extracted from the databases. Separate authority and access request must be submitted for this access.
- g. **CA Dispatch (4 Hours)**. Provides information on accessing and printing various reports that write to this on-line report program. Users as well as their applicable printers will need to be added to this to allow and ensure full use of available options on this supporting system. Separate authority and access request must be submitted for this access.
- h. **Truck Control (8 Hours)**. Provides information on truck operations (inbound, internal depot moves and outbound vehicle tracking), switcher (truck driver) processes as well as applicable maintenance, inquiry and report programs.
- i. **Inbound Transportation (4 Hours)**. Provides information on processing inbound shipping documentation, warehouse location assignment for inbound loaded vehicles, open receipt control number (RCN) records, preparation of freight discrepancy reports as well as applicable maintenance, inquiry and report programs.

**TECHNICAL EXHIBIT 3.9
GOVERNMENT-FURNISHED TRAINING**

- j. **Care of Supplies in Storage (COSIS) (16 Hours)**. Provides information on the generation/release of cyclic and schedules inspections, inspection work loading reports and inquiries, reporting ad-hoc discrepancies and the various forms required for these processes. This session includes information on RF equivalent programs available as well as applicable maintenance, inquiry and report programs.
- k. **Preservation, Packing, Packaging and Marking (PPP&M) (16 Hours)**. Provides information on scheduling, in-checking and out-checking PPP&M work orders, processing non-accountable work orders, unscheduled work orders as well as the applicable maintenance, inquiry and report programs.
- l. **Pack/Local Delivery (24 Hours)**. Provides information on pack processes, discrepancy processing, partialing, split picks, freight offer, dimension and weigh processes as well as the applicable maintenance, inquiry and report programs. This session also provides information on building, consolidating, combining and printing local delivery customer manifests as well as applicable maintenance, inquiry and report programs.
- m. **Small Parcel (40 Hours)**. Provides information on small parcel offer, confirmation, reviewing and printing manifests as well as the applicable maintenance, inquiry and report programs.
- n. **Recycling Control Point (RCP)/Defense Reutilization Marketing Office (DRMO) (4 Hours)**. Provides information on the MRO validation logic, workload banking as well as the applicable maintenance, inquiry and report programs.
- o. **Inventory (50 Hours)**. This session is broken out into three separate areas: inventory counts (36 hours), denial processing (8 hours), and location survey (6 hours).
 - i. Inventory counts provides information on physical inventory research, inventory counts, causative research, book to book reconciliation processes and the applicable maintenance, inquiry and report programs. This session should be attended by anyone planning on attending the denial processing or location survey sessions.
 - ii. Denial processing provides information on the actual denial processing program and the inquiries and report programs in support of this function. It is recommended the inventory session be completed prior to attending this session.
 - iii. Location survey provides information on requesting, displaying and accepting location survey requests and results as well as inquiry and report programs.
- p. **Incoming Supply Discrepancy Report (ISDR) (4 Hours)**. Provides information on creating, updating and closing customer complaints for DLA-managed items as well as the various reports available.

**TECHNICAL EXHIBIT 3.9
GOVERNMENT-FURNISHED TRAINING**

- q. **Item Data (4 Hours)**. Provides information on the item data reports (stock number reinstatement, unit of issue changes, shelf life changes, future unit of issue changes, changes pending, etc), as well as the applicable maintenance, inquiry and report programs.
- r. **Transportation (40 Hours)**. Provides information on outloading (fixed terminal and RF processes), direct load, freight releases, rating, documentation review, print and reprint, electronic data interchange (EDI), signature tally documentation, REPSHIPS, advance transportation control and movement documents (ATCMD) as well as the applicable maintenance, inquiry and report programs.
- s. **Material Release Order (MRO) Processing (24 Hours)**. Provides information on MRO cancellations, MRO follow-ups, MRO modifiers, frustrated MROs, transshipments, MRO exception data, MRO project codes, MRO violations, late lines report/research and applicable maintenance, inquiry and report programs.
- t. **Material Release Order (MRO) Addressing, Foreign Military Sales (FMS), and Emergency MRO/ICP Entry (40 Hours)**. Provides training for MRO addressing, all FMS issue requirements, including notice of availability (NOA), and site processing requirements for Emergency/Super MRO and the release of ICP entered MROs.
- u. **Receiving (24 Hours)**. Provides information on completing receipts of the various types of wholesale and retail receipts, location assignment, exclusions, generating receipt control numbers, pre-positioned material receipt due-ins, receipt cancellations as well as the applicable maintenance, inquiry and report programs. If site is operating an on-line CICS connection for issue from receiving (IFR) processing, additional applicable programs will be included in this session. If site is navy co-located, additional functionality for MTIS processing will also be included.
- v. **Production, Planning and Control (PPC)/DSS Gateway (24 Hours)**. Provides information on establishing, maintaining and monitoring the various records that impact the MRO cycles to include capacity records, backlog reports, pick cycle releases, banking capabilities, extended Required Delivery Dates (RDDs) and the various maintenance, inquiry and reports programs to support this functional area. For U.S. Navy co-located sites this session includes information pertaining to the Navy bridging software and bridge web page for research. Documentation pertaining to the various types of transactions and DSS logic will be included. DSS Gateway provides the DSS interface with MADS inbound and outbound transaction processing.
- w. **Hazardous (24 Hours)**. Provides includes information on the hazardous information available as well as the multiple load and maintain programs to support the various modes of shipment (commercial air, military air, etc). It also includes information on maintaining hazardous kit records and applicable reports and inquiries to support this functional area. This session is recommended after the pack/local delivery session has been completed. The Web based Hazardous

**TECHNICAL EXHIBIT 3.9
GOVERNMENT-FURNISHED TRAINING**

Materials Information Resource System (HMIRS) will also be covered during this session.

- x. **Management Information System (MIS) (8 Hours)**. Provides information on the applicable maintenance programs as well as a walk-through of the various data elements used to provide performance information. Data from DSS is transmitted to MIS.
4. **DEFENSE TRANSPORTATION COORDINATION INITIATIVE (DTCI) OPTIMIZATION AND TRANSPORTATION PLANNING AND FREIGHT MANAGEMENT SYSTEM (40 Hours)**. Training includes familiarization with DTCI optimization and transportation planning and the DTCI Freight Management System. Training is designed for shippers, other Government personnel, and Government contractors.
 5. **ELECTRONIC DOCUMENT MANAGEMENT SERVICE (EDMS) (8 Hours)**. During EDMS training, employees will obtain a user license and create a user account, log onto the EDMS website, and practice document search techniques. A training manual will be provided during the training.
 6. **EQUIPMENT MANAGEMENT AND CONTROL SYSTEM (EMACS) (32 Hours)**. EMACS training provides instruction on how to track utilization, schedule maintenance, and generate utilization reports on MHE and MHS.
 7. **HAZARDOUS WASTE MANAGEMENT (16 Hours-Initial and 8 Hour Annual Refresher)**. Hazardous Waste Management training is furnished by the NAVFAC Environmental and provides instruction on how to perform duties in a way that ensures compliance with HW management procedures relevant to the positions in which the employees are employed. This training is furnished two times per year in April and November. Compliance requirements are set forth in CFR Title 40, Part 264.16, and include the following:
 - a. HW identification
 - b. Generator responsibilities
 - c. EPA identification numbers
 - d. Container management
 - e. Manifest systems
 - f. Preparedness and prevention
 - g. Record keeping and reporting
 - h. Land disposal restrictions
 - i. Contingency planning and emergency procedures
 - j. Local Hazardous Waste policies and procedures
 8. **INERT CERTIFICATION (4 Hours)**. This course provides instructions on how to visually inspect material that is capable of containing an explosive charge and certify that it is free of explosive material and ready for disposal. Training is mandatory for Supervisors,

Formatted: Font: Bold, Underline

**TECHNICAL EXHIBIT 3.9
GOVERNMENT-FURNISHED TRAINING**

Team Leaders, and employees who manage, facilitate, or perform receiving, COSIS, and packaging action and inspections of material to determine whether the material is explosive free and those employees certifying readiness for disposal.

9. **NAVY SUPPLY DISCREPANCY REPORTING SYSTEM REPORTING SYSTEM (NSDRS) (8 Hours).** Training provides instruction on how to monitor shipments and shipment alerting so that in transit losses can be prevented or identified and corrected quickly.
10. **PACKAGING AND HANDLING ELECTROSTATIC DISCHARGE SENSITIVE (ESDS) ITEMS (3 Hours).** ESDS training prepares new employees or enhances current employee knowledge of the handling and packaging of ESDS material. It contains training on how to extract and apply data from DSS for ESDS items. Training is mandatory for Supervisors, Team Leaders, and employees who receive, perform inspections of, or perform COSIS and Packaging actions upon or package ESDS material.
11. **PROCESSING FOREIGN MILITARY SALES (FMS) SHIPMENTS (4 HOURS).** The FMS course is designed to explain the flow of FMS shipments through the DLA system and provide knowledge to prepare employees to apply normal and exception requisition processes during receipt, stock, pick, pack, and shipping of FMS material. Training is mandatory for all Supervisors, Team Leaders, and employees who manage, facilitate or receive, store, pick, pack, and ship FMS material.
12. **RADIATION PROTECTION (80 Hours).** The Government will provide 80 hours of initial training for two Contractor personnel to become certified RPOs. The training is conducted at New Cumberland, PA. A passing score is a minimum 70%. Training shall be documented and verification provided to the KO or designee. This training includes the following:
 - a. Radiation principles and fundamentals
 - b. Measurement and control of exposure and RAM (contamination)
 - c. Details of the radiation protection program
 - d. Medical and biological hazards of radiation exposure
 - e. Preparations for radiological emergencies and incidents
 - f. NRC license requirements
 - g. Use of RPO Database

In the event the Contractor no longer employs the Contractor personnel, trained and certified for RPO during the transition period, the Contractor shall provide the 80-hours of initial training. (See TE 4.1, Contractor Furnished Training).

**TECHNICAL EXHIBIT 3.9
GOVERNMENT-FURNISHED TRAINING**

- 13. STORAGE AND HANDLING OF CLASSIFIED MATERIAL (5 Hours).** This training encompasses information necessary to properly process classified material without error. Training is mandatory for Supervisor, Team Leaders, and employees who manage, facilitate, or perform work in a controlled classified storage area, including receiving and inventory personnel in addition to those employees who prepare and offer classified material for transportation.
- 14. STORAGE AND HANDLING OF HAZARDOUS MATERIALS (HAZMAT) (16 Hours).** Training associated with storage and handling of HAZMAT includes familiarization with DOT regulations, shipper's responsibilities, carrier's responsibilities, modal requirements and DoD and DLA storage and handling procedures including information on DSS and the DLA Storage and Handling policies. This training is in compliance with DOT, 49 CFR, Transportation, Part 172.704 to meet safety, emergency response and function-specific requirements.
- 15. STORAGE SPACE MANAGEMENT REPORTING (SSMR) (24 Hours).** SSMR covers the overall management and accountability of the storage space inventory. The training includes how to measure available and occupied storage space as well as the quarterly reporting requirement.
- 16. SWARM 1-WAREHOUSING (18 Hours).** Warehousing training is designed to reach employees utilizing both paper and paperless environments (DSS RF, RV, ECS) to ensure all data and material verifications are accomplished during all distribution processes. The course addresses the following core disciplines: Overview; Responsibilities and Terminology of Warehousing and the QBL; the Stow Process, Rewarehousing; MRO Pick and Pack. Training is mandatory for Supervisors, Team Leaders, and employees who manage, facilitate, or perform functional processes to Pick Pack (non-hazardous), Stow, Rewarehouse, or Inquire warehousing functions in DSS.
- 17. SWARM 2-INVENTORY CONTROL (15 Hours).** Inventory control training is designed to provide an overview of physical inventory control, associated procedures, performance objectives, and reporting requirements for maintaining accurate records of physical inventory. Training is mandatory for Supervisors, Team Leaders and employees who manage, facilitate or perform functional processes to conduct location surveys, physical inventory counts, denial research and processing, item data management, and causative research.
- 18. SWARM 3-RECEIVING (15 Hours).** Receiving training provides a working knowledge of central receiving functions that include off-loading, in-check, inspection, receipt processing into DSS, reporting discrepant receipts, acceptance, location selection, forwarding material to a storage location, and acceptance. Training is mandatory for Supervisor, Team Leaders, and employees who manage, facilitate, or perform the functional processes of receiving.
- 19. SWARM 4-SHELF-LIFE, COSIS, STOCK READINESS (18 Hours).** Shelf-life, COSIS, stock readiness training provides employees with the knowledge and skills to perform the requirements of the DoD Stock Readiness Program, including shelf-life management. This training is required for Supervisors, Team Leaders, and employees who manage, facilitate or perform COSIS, including preparation of DD Form 1225,

**TECHNICAL EXHIBIT 3.9
GOVERNMENT-FURNISHED TRAINING**

processing Special Instructions from IM/ICP, testing, and extension of shelf-life material, maintaining condition of material in government charge.

20. **SWARM 5-INCOMING SUPPLY DISCREPANCY REPORTS (ISDR) (5 Hours)**. ISDR training is designed to provide an overview of Supply Discrepancy Reporting and the associated procedures, performance objectives, and reporting requirements. It covers the core functions of ISDR processing, adding an SDR record via WebSDR, identifying daily workload, researching discrepancies, and completing ISDRs in DSS. Training is mandatory for Supervisors, Team Leaders, and employees who manage, facilitate or prepare and process ISDRs.
21. **WEIGHT AND CUBE-TOP 100 WEIGHT AND CUBE NATIONAL STOCK NUMBER (NSN) PROGRAM (1 Hour)**. This course addresses how to enter and update weight and cube data into DSS. Training is restricted to personnel authorized to update the weight and cube tables in DSS.
22. **UNITED NATIONS (UN) CONFORMANCE PERFORMANCE-ORIENTED PACKAGING (POP) PROGRAM (8 Hours)**. Training provides a general awareness and familiarization and function-specific training using the DoD POP program software to package hazardous materials. Training is mandatory for Supervisors, Team Leaders, and employees who manage, facilitate, or package hazardous materials for transportation.