MARSHALL PROCEDURAL REQUIREMENTS

HS01

TRAINING
## DOCUMENT HISTORY LOG

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<td>Baseline</td>
<td></td>
<td>5/14/99</td>
<td>Document converted from MSFC-P18.1 to a Directive. Previous history retained in system as part of canceled or superseded ISO Document files.</td>
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<tr>
<td>Revision A</td>
<td></td>
<td>10/5/99</td>
<td>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 &amp; Project Management Processes and Requirements.</td>
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<td>Revision B</td>
<td></td>
<td>8/18/00</td>
<td>P.4: deleted MM 3000.1; added paragraph 3.2: “Center wide mandatory training shall 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.</td>
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<tr>
<td>Revision C</td>
<td></td>
<td>4/23/01</td>
<td>Added 1.4, Competency, and renumbered remainder of section; added “competency level” to 2.3.1.</td>
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<tr>
<td>Revision D</td>
<td></td>
<td>8/1/2003</td>
<td>3.5 Deleted: (IDP) shall be developed; Added: (IDP) strongly encouraged and supported. 3.1.3 Deleted: For quality &amp; safety certification; 4.1.4 Added physician signature and MSFC Form 4083/4083-2 for certification instructions.</td>
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<tr>
<td>Revision E</td>
<td></td>
<td>10/22/2004</td>
<td>Changes per HQ Rules Review Action. Changed font, changed MPG to MPR, changed “will/should” to “shall”. 3.4 added: Courseware developed by organizations/subject matter experts shall be reviewed once a year, and approved by the SHE Training Committee.</td>
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<tr>
<td>Revision F</td>
<td></td>
<td>1/17/2006</td>
<td>P.4 Added several Applicable documents and arranged the documents in order of precedence. Changed 2.1.1, 3.1.1, 4.2, A.2.2 Human Resources Dept. to Employee Services &amp; Operations Office &amp; changed 1.10 from E&amp;OD to L&amp;OD. Added 3.4 Approval of Training activities. 3.6 changed strongly encouraged to required. 4.1 Deleted appropriate. 4.1.6, 4.3 Added retention &amp; disposition of records. A.1 Deleted NOTES. A.4 changed required to shall. Added 3.6 through 3.6.8. Added expanded definition of “employee” to address an NCR.</td>
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<tr>
<td>Revision G</td>
<td></td>
<td>1/26/2007</td>
<td>Complete rewrite to better define the process of training.</td>
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<td>Revision H</td>
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<td>2/3/2009</td>
<td>Complete rewrite for the EMS Corrective Action and to add MAF. Revised 2. Applicability statement to address the applicability of this directive to the Michoud Assembly Facility.</td>
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<tr>
<td>Revision I</td>
<td></td>
<td>7/21/2010</td>
<td>Added instructions for employees on Developmental services such as Agency funded Leadership Offerings, team workshops and Center unique developmental offerings. Added COR, OLDO, and ROI to the acronym list. At 1.2.1 added interns and cooperative education students, at 1.2.10 added COR, at 2.1.4 added “See Paragraph 3.8.5, at 2.1.9 added “Civil Servants, at 2.2.2.1 added requirement that employees are responsible for ensuring their Learning Plans are populated, at 2.3.3 added two new requirements for the Training and Incentives Office, at 3.3.9 changed coordinator to consultant, at 3.5 deleted etc, organizational issuance, added formal CAITS Action, and OHC website, at 3.6 added residential workshops aka and OHC website, added 3.6.1a.b.c, and at 4.1.3 &amp; A.5.1 updated form number to SF182. Document was rewritten to include new and updated requirements, and for clarity.</td>
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<tr>
<td>Revision J</td>
<td></td>
<td>5/27/2011</td>
<td>Revisions were requested by S&amp;MA due to audit findings; added annually in 2.1.3. P.1 Purpose clarified and authority cited. P.3 Authority changed from MPD 1280.1 to NPR 1400.1. 2. Responsibilities clarified. 3. Procedures clarified. Administrative formatting, numbering, and editing changes made throughout.</td>
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<td>Revision K</td>
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<td>5/30/2012</td>
<td>Revised P.2b, P.6, P1.14, 1.23, 2.8, 2.8.1, 2.8.2, P.3.2, P.4, 4.1.2, 4.1.2.1, 4.1.2.2, and 4.1.3. Deleted 2.8.3, 2.8.4, 2.9, and 2.9.1. Changed 3.2, and COTR to COR. Re-formatted to comply with new template per MPR 1410.2J and MWI 1410.1F.</td>
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<tr>
<td>Revision L</td>
<td></td>
<td>5/20/2014</td>
<td>Updated and reorganized contents of Chapters 1 and 2 to clarify requirements and remove duplication. Appendix D, D.1 added training records, D.1.3.1 added employee training records.</td>
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<tr>
<td>Revision M</td>
<td></td>
<td>5/4/2015</td>
<td>Deleted applicable documents and OLDO that no longer applies to MPR. Revised 2.5 to incorporate updated policy, definitions on MSFC Degree Seeking Program. Added acronym.</td>
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<tr>
<td>Change 1</td>
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<td>3/21/2016</td>
<td>On 3/21/16, at the request of the OPRD, an administrative change was made to update the Training Consultant responsibility in section 1.4.2, change the name of learning facility to Excellence in Learning Academy in section 2.6, remove Training Coordinator from Appendix A., change COTR to COR, add Excellence in Learning Academy (ELA) and delete Self-Study Learning Center (SSLC) in Appendix B.</td>
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<tr>
<td>Change 2</td>
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<td>5/8/2017</td>
<td>On 5/8/17, at the request of the OPRD, an administrative change was made at D.2 to update the NRRS schedule for Annual Reviews of SHE training materials.</td>
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| Revision N                                              |                           | 8/27/2020      | Revised Chapter 1 Responsibilities Revised P 1.1.4; 1.1.10, P 1.3 Organization name change from Training and Incentives Office to Subject Matter Experts Office; P 1.2.3.1; 1.2.4; P.6 Cancellation Updated for current date and Center Director; P 1.4 and 1.4.2 change from Training Consultant to Subject Matter Expert (SME) Training Representative. Revised 1.4.1 and P 2.6.1; 2.8.1. At the request of SMA changes were made to Pg. 5, P 4 - The personnel certification process has been automated by the CERTRAK database. MSFC Form 4083 is no longer required as an entry for SHE certifications unless the database is unavailable. Revised Pg. 7, Chapter 1, Section 1.1.3; 1.1.4 for clarity; Pg. 9, P 1.2.6, Pg. 12, P 2.3.7, MSFC Form 4083 is no longer required for SHE personnel certifications unless the database is unavailable. Revised Pg. 14, P 2.8.1, Pg. 15, P 2.8.7, P 2.88, Pg. 16, Appendix A, Page 18,
<table>
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<td>Appendix B - SSWP will be revised and no longer available in the current configuration. Tentative end of FY20. Revised Pg. 15, P 2.8.5 Physical relocation is included in scope of work. Revised Pg. 16.</td>
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PREFACE

P.1 PURPOSE

To identify Center-specific levels of training, knowledge, and skills for effectively performing Center tasks or positions (as permitted by NPR 1400.1).

P.2 APPLICABILITY

a. This MPR applies to the Center personnel, programs, projects, and activities, including contractors and resident agencies to the extent specified in their respective contracts or agreements. (“Contractors,” for purposes of this paragraph, include contractors, grantees, Cooperative Agreement recipients, Space Act Agreement partners, or other agreement parties.)

b. This MPR applies to the Michoud Assembly Facility (MAF).

c. This MPR applies to the following: all mandatory actions (i.e., requirements) are denoted by statements containing the term “shall.” The terms “may” or “can” denote discretionary privilege or permission; “should” denotes a good practice and is recommended, but not required; “will” denotes expected outcome; and “are/is” denotes descriptive material.

d. This MPR applies to the following: all document citations are assumed to be the latest version unless otherwise noted.

P.3 AUTHORITY

NPR 1400.1, NASA Directives and Charters Procedural Requirements

P.4 APPLICABLE DOCUMENTS AND FORMS

a. NPR 1441.1, NASA Records Management Program Requirements

b. NPR 2810.1, Security of Information Technology

c. NRRS 1441.1, NASA Records Retention Schedules

d. MPR 1280.6, Management Systems Internal Audits

e. MWI 3410.1, Personnel Certification Program

f. HS40-OWI-017, Training Office Processes

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g. MSFC Form 4371, Contractor Accident and Safety Statistics

h. SF 182, Request, Authorization, Agreement and Certification of Training

P.5 MEASUREMENT/VERIFICATION

None.

P.6 CANCELLATION


Electronically approved by

Jody Singer
Director
CHAPTER 1. RESPONSIBILITIES

1.1 Supervisor:

1.1.1 Assesses the job, task, or position performed by employees to determine and identify the level of training, qualification and skills necessary for an employee to be considered as trained and qualified to perform the job, task or position in a safe and healthful manner. Employees designated to perform jobs, tasks, or positions considered as potentially hazardous normally require additional specialized training and, in some cases, an MSFC Safety Certification.

1.1.1.1 Determines if the job, task, or position requires a MSFC safety or skills certification, consult MWI 3410.1.

1.1.2 Identifies employee Safety Health and Environmental (SHE) or other training needs, including the need for specialized training and ensuring that employees that are assigned to perform work with potential hazards are properly trained and qualified to do that work.

1.1.3 Completes the SHE Training Assessment annually for each employee to identify Safety, Health, and Environmental training requirements associated with the job, task, or position performed by the employee. The SHE Training Assessment shall be updated annually.

1.1.3.1 If the SHE Training Assessment is completed by someone other than the employee’s supervisor, they will be knowledgeable of the employee’s job/task assignments and of what specific training is needed to perform the job/task in a safe and healthful manner.

1.1.4 Ensures the training courses identified in the SHE Training Assessment are entered into the employee’s System for Administration, Training, and Educational Resources for NASA (SATERN) Learning Plan. It is the supervisor’s responsibility to ensure the employee completes training identified in the SHE Training Assessment.

1.1.5 The SHE Training Assessment needs to be reviewed and completed if the following employee changes occur: (1) when an employee’s job assignment is changed; (2) if employee is detailed to another organization (receiving organization performs the assessment); or (3) if the employee changes organizations permanently (receiving organization performs the assessment).

Note: When contracts are re-bid and a new contractor is selected, a new SHE Training Assessment will be completed for all contractor employees under the new contract.

1.1.6 Assists civil service employees in completing their Individual Development Plan (IDP) when needed by reviewing, revising, and approving during the performance cycles, and identifies required skill or professional training and certification.

1.1.7 Completes the NASA Safety Center (NSC) Annual Training Needs Survey.

1.1.8 Documents any required developmental assignments, On-the-Job Training (OJT), or
training courses that are intended to provide an employee with the qualifications and skills necessary to perform the job, task, or position in a safe and healthful manner.

1.1.9 Assists employees to obtain additional training including OJT and proficiency examinations, as needed, to perform their job, task, or position in a safe and healthful manner.

1.1.10 Directs civil service and/or contractors, as appropriate, to sign up for courses through SATERN.

   Note: Civil servants may contact the Subject Matter Experts Office (SMEO) to schedule additional required or special request training that is not scheduled through SATERN.

1.1.11 Approves electronic training request SF 182, “Request, Authorization, Agreement, and Certification of Training,” through SATERN.

1.1.12 Ensures employees complete all training identified as mandatory and required.

1.1.13 Informs and documents an employee who fails to complete mandatory and required training, as soon as possible, after the training due dates have passed. Failure to complete mandatory training will be addressed during the employee’s performance evaluation to ensure corrective action is taken at that time.

1.2 Civil Service Employees:

1.2.1 Complete and submit Individual Development Plan (IDP) to supervisor for approval.

1.2.2 Consult with supervisor to determine what professional development or SHE training is required for the task, operation, or position and record the training in the civil servant’s IDP.

   Note: Training can be classroom, or Web-based, such as e-Learning.

1.2.2.1 Ensure Learning Plans are populated with required job-specific classroom training.

1.2.3 Complete SATERN internal and external training request 10 working days prior to starting date of a course.

1.2.3.1 Submit SATERN request for NASA White Sands Test Facility (NWSTF) Safety Training 30 days prior to starting date of course.

1.2.4 Complete and return course evaluation and verification of course completion to the NASA Shared Service Center (NSSC) within 10 days after receipt.

1.2.5 Register via SATERN, attend, and complete training required for the job, task, or position as determined by the supervisor.
1.2.6 Provide verification of required certification training to the organization’s certifying officer when needed.

1.2.7 Complete all training identified as mandatory and required. Employees who fail to complete mandatory training will be informed by their supervisor after the training due dates have passed. Failure to complete mandatory training will be addressed by their supervisor during the employee’s performance evaluation, to ensure corrective action.

1.3 Subject Matter Experts Office (SMEO):

1.3.1 Provides training programs for MSFC employees performing services directly affecting SHE, ensuring course description is in the course catalog.

1.3.2 Coordinates development of new training course(s) with certifying officer and maintain appropriate training records for civil service employees.

1.3.3 Communicates with the Office of Procurement of any new mandatory/required training.

1.3.4 Posts the “Mandatory/Required Training Reference Guide” via an internal MSFC web site.

1.4 Subject Matter Expert Training Representative (SMETR):

1.4.1 Collaborative liaison to Center organizations to identify training needs, gaps, skills, and competencies.

1.4.2 SMETR provides training from diverse fields related to the needs of the organization.

1.5 MSFC Organization’s Subject Matter Experts:

1.5.1 Assist SHE Training Subcommittee in evaluating and developing training courses for specified tasks and operations.

1.5.2 Review training material annually to ensure it is current and accurate.

1.5.3 Report the annual review to the SHE Training Subcommittee.

1.5.4 The Industrial Safety Branch, with assistance from the Environmental Engineering and Occupational Health (EEOH), will maintain a list of courses/questions of the SHE Training Assessment.

1.6 SHE Training Subcommittee:

1.6.1 Provides MSFC with an integrated approach to improving Marshall Team member access to appropriate and effective SHE training, and a confidential forum for civil service/contractor employees to discuss issues pertaining to SHE training at the Center.
1.6.2 Plans and implements both special improvement projects and sustaining activities designed to support the delivery of appropriate and effective SHE training to the MSFC civil service and contractor workforce.

1.6.3 Emphasizes areas (i.e., identifying and specifying SHE training requirements; cataloging SHE training resources available at the Center) for developing, upgrading, and maintaining SHE training resources to support Center operations and continuously improving related processes (i.e., SHE training needs assessment and recordkeeping).

1.6.4 Coordinates with MSFC Organizations/Subject Matter Experts to determine acceptable and equivalent SHE training courses for specified jobs, tasks, and positions.

1.6.5 Serves as the final approval for SHE training modules and equivalent training courses for specified jobs, tasks, and positions.

1.6.6 Maintains a list of all MSFC Organizations/Subject Matter Experts.

1.6.7 Ensures that a SHE course is developed in accordance with the certification requirements per MWI 3410.1.

1.6.8 Maintains a copy of any approved SHE contractor training courses which are used for certification.

*Note: The file copy will be maintained by the Industrial Safety Branch.*

1.6.9 Ensures an annual call to organizations for subject matter experts to review respective SHE training materials for accuracy and track the responses.

1.7 Safety and Mission Assurance (SMA):

1.7.1 Monitors onsite contractor compliance with MSFC SHE Training requirements by collecting training completion reports from the contractor.

1.7.2 Monitors civil service compliance with MSFC SHE Training requirements by collecting training completion statistics reports.

1.8 Sponsors of visitors:

1.8.1 SHE 101V and 101C may be obtained prior to arrival at MSFC or MAF from the Marshall Homepage located outside the MSFC firewall. See “Visitor Information.” For assistance at MSFC contact the Industrial Safety Branch. At MAF contact the MAF SMA Manager/QD10.
1.9 Center IT Security Manager:

1.9.1 Provides oversight of the completion of role-based information security training to ensure initial and annual refresher training is completed by the individuals approved for administrative and/or privileged access to NASA information, information system, and/or IT resources as required by NPR 2810.1.

1.9.1.1 IT Security Training is an important factor in protecting NASA data and resources as well as preventing computer and network vulnerabilities which can negatively affect the entire Center. This training applies to all civil service and contractor employees using IT resources, whether local or remote and whether temporarily or permanently employed.

1.9.1.2 Basic and Manager IT Security Training modules are annually updated by the Agency with required completion window to follow. The requirement can be met preferably by online access to SATERN, or by approved face-to-face.

1.9.1.3 The Agency provides and oversees these training resources. SATERN is the vehicle used to implement and track such training requirements.
CHAPTER 2. PROCEDURES

2.1 Supervisors assess a job, task, or position to determine who should perform a job or task, and whether specific training and/or certification is necessary before an employee is allowed to perform a task or operation.

2.2 Training and MSFC certification are required for specific jobs, tasks, and positions. (Refer to MWI 3410.1 for the process to obtain a MSFC certification.) Positions requiring a certification prior to being filled shall be coordinated with the Human Resources Services Office.

2.3 Training shall be accomplished as outlined below:

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<td>Employee</td>
<td>2.3.7</td>
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<td>Subject Matter Experts Training Representative</td>
<td>2.3.8</td>
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<tr>
<td>SHE Training Subcommittee</td>
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course. SHE training modules are approved and scheduled through the SHE Training Subcommittee.

2.4 Center-wide mandatory training shall require a notice from the appropriate organization official to the SMEO that references the existing requirement for the training and request that SMEO implement the training as mandatory for all MSFC employees.

2.5 MSFC’s Degree Seeking Program is designed to encourage the acquisition of knowledge in support of the Center’s mission and strategic goals and to provide eligible employees with the opportunity to obtain a degree that will aid in building competencies toward an identified training need related to the Agency’s mission. Call letters providing information and instructions for response will be issued as formal Center-wide Action Items Tracking System (CAITS) actions to all/appropriate organizations.

2.5.1 The degree seeking programs support full-time permanent NASA MSFC civil servant employees seeking degrees in positions deemed critical to be maintained within the Center workforce.

2.5.2 The objective of the degree seeking program is to provide a vehicle for Marshall’s technical and mission support workforce to complete advanced degrees in order to be more effective in contributing to the Center’s mission commitments.

2.5.3 Academic courses may not be approved for an employee solely to enable the employee to receive an academic degree. Approval of classes will only be considered if applicable to the employee’s job or the Center’s mission and if the course(s) align with Directorate/Center priorities.

2.5.4 There are two academic degree programs available at Marshall: Part-Time Degree Seeking Program and Full-Time Degree Seeking Program.

2.5.5 Part-Time Degree Seeking Program - A program designed to meet Center/Agency mission objectives and goals by assisting employees pursuing a degree on a part-time basis and during non-duty hours. Participants are approved by the Personnel Management Advisory Committee (PMAC).

2.5.6 Full-Time Degree Seeking Program - A program designed to meet Center/Agency mission objectives and goals by assisting employees in pursuing a master’s or doctoral degree on a full-time basis (while still receiving salary) and during duty hours. Participants are approved by the PMAC.

2.6 The Excellence in Learning Academy (ELA) and the Education Training Facility (ETF) are state-of-the-art training facility created to support and enhance dynamic learning in an environment away from employee office responsibilities. To ensure these learning facilities remain available and conducive for training and organizational-development, space within these facilities is not available for meetings.
2.6.1 Training Courses, Classes, and Developmental Programs request shall be assessed by the SMEO using the following evaluators:

2.6.1.1 Consistency and alignment with the stated strategic goals (mission and cultural) of the Agency and Center.

2.6.1.2 Return On Investment (ROI) criteria (i.e., time invested and estimated time to recoup the investment).

2.6.1.3 Geographical factors (e.g., specific complementary training offered in a specific locale, further increasing the ROI of the event and justifying changing the location from MSFC).

2.7 Any SHE-related training modules developed shall be approved by the SHE Training Subcommittee and reviewed on an annual basis.

2.8 SHE Training is an important factor in preventing mishaps, occupational injuries, and illnesses at the Center. In some cases, Federal regulations require additional safety training for employees that perform jobs, tasks, and positions that are considered potentially hazardous. At a minimum, all NASA employees receive appropriate training at the time of initial job assignment and periodically, as needed. Additional training may be necessary for civil service and contractor employees who are reassigned, or whenever new equipment, procedures, or chemicals are introduced, or to improve current work habits and skills. Employee training is documented and records kept for as long as the employee fills that position.

2.8.1 Requirements for SHE training are derived from applicable regulations (Federal, State, and local), technical standards adopted by the Agency or Center, Agency and Center directives, and other documented specifications for process and/or hazard control. SHE training requirements specific to a job, task, or position are listed in the MSFC SHE Training Assessment.

2.8.1.1 All MSFC employees, at a minimum, receive some level of training that is necessary for the specific job, task, or position they are expected to perform at the time of their initial assignment and periodically thereafter, as needed.

2.8.2 Additional training can be necessary for employees that are reassigned, or whenever new equipment, procedures, or chemicals are introduced to a current job, task, or position, or when training is necessary to improve current work skills.

2.8.3 SHE training requirement(s) shall be applied to employees based on the potential for exposure to hazards and unsafe conditions of the jobs or tasks they are to perform or the position they are assigned.

2.8.4 MSFC civil service and contractor employees shall receive appropriate training at the time of initial job/task assignment, and periodically, as needed or mandated, to establish and maintain competency in identifying, understanding, and controlling potential hazards associated with their job, tasks, and work environment, and to maintain applicable workmanship standards.

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2.8.5 SHE Training Assessment re-evaluation should be considered for the following changes: position reassignment, change in scope of work or authority, and whenever changes occur in responsible organizations, facilities, equipment, materials, chemicals, processes, and/or procedures that could impact employee hazard exposures.

2.8.6 Additional SHE training requirements shall be imposed, if needed, to improve adherence to safe and/or best work practices.

2.8.7 New SHE training requirements not listed in the SHE Training Assessment shall be reported to the Industrial Safety Branch.

2.8.8 Scheduled SHE training courses with enrollment open to the Center’s workforce are posted on the SHE Training Web page for information purposes. Information on upcoming SHE training courses is also published periodically on MSFC Employee Television. In addition, SHE training courses are posted on SATERN. (See SHE Training Catalog.)

2.8.9 Construction employees shall receive SHE 101C, “SHE Program Construction Awareness Training,” within the first 10 days of their arrival on site. This training is accessible prior to arrival at MSFC or MAF and may be obtained from the location listed in section 1.8.2 Note of this MPR.

2.9 SHE training can be accessed via SATERN.

2.10 All safety, health, and environmental training courses identified as “SHE” and provided at MSFC or MAF are considered as “MSFC and/or MAF awareness training.” These training courses were developed to provide employee training and awareness for specific MSFC and/or MAF requirements that are directly associated with certain processes performed at MSFC and/or MAF. These training courses are not intended to serve as a substitute or in lieu of any safety, health, and environmental training required at locations other than MSFC or MAF.
APPENDIX A

Definitions

Certification Administrator. The person designated the administrative functions of safety or skill training/certification.

Civil Service Employee. A Government employee, including Education and Pathways interns, badged by the MSFC Protective Services Office to work at MSFC or other MSFC-controlled property or installation.

Contractor Employee. A non-Government employee who has been badged by MSFC Protective Services Office to work at MSFC or other MSFC-controlled property or installation in order to complete a contractual obligation procured through the Federal Acquisition Regulations.

Contractor Point of Contact (CPOC). A Contractor representative who has been trained to query SATERN Training Reports for Contractor employees.

Individual Development Plan. An official Agency standard planning tool used jointly by employees and supervisors to identify training and developmental experiences needed to achieve both personal and Agency goals within a specific time frame.

MSFC Organization’s Subject Experts. Person(s) with expertise in the subject areas, who develops SHE or other training for SATERN.

Needs Assessment. An assessment performed to determine what training and/or certification the employee needs to effectively perform their assigned duties for a position.

SATERN. NASA’s web-based training registration site that allows civil service/contractor employees to register, monitor, and be approved/denied by the supervisor/Contracting Officer Representative (COR).

SHE Training Assessment. A questionnaire which helps supervisory personnel identify required SHE training courses. The SHE Training Assessment assists the supervisor to identify SHE training needs and the physical exam types for the employee.

SHE Training Subcommittee. A team of Safety, Health, and Environmental representatives (civil service and contractor) that review and approve specific and general SHE training materials and courses to be provided to MSFC civil service and contractor employees.

Sponsor. An employee that has been designated to be the point of contact and responsible for a visitor during their stay at MSFC.
Supervisor. The person who directs and evaluates the work of a group of subordinate employees for positions requiring training and/or certification. For the purpose of this MPR, civil service team leaders are not considered supervisors.

Subject Matter Expert Training Representative. The SMEO person(s) designated to provide the administrative functions of training, scheduling, procurement, and documentation.

Training Coordinator. An organization’s designee to review training requests for accuracy and completion.

Visitor. A person who has a temporary stay at MSFC and is not badged as a permanent employee, detailee, or is supporting an onsite agreement or grant.
APPENDIX B

Acronyms

CAITS    Center-wide Action Items Tracking System
CD      Compact Disc
COR     Contracting Officer Representative
CPOC    Contractor Point-of-Contact
EEOH    Environmental Engineering and Occupational Health
ELA     Excellence in Learning Academy
ETF     Education Training Facility
IDP     Individual Development Plan
IT      Information Technology
MAF     Michoud Assembly Facility
MPR     Marshall Procedure Requirement
MSFC    Marshall Space Flight Center
MWI     Marshall Work Instruction
NPR     NASA Policy Directive
NRRS    NASA Records Retention Schedules
NSSC    NASA Shared Service Center
NSC     NASA Safety Center
NWSTF   NASA White Sands Test Facility
OJT     On-the-Job Training
OWI     Organizational Work Instruction
PMAC  Personnel Management Advisory Committee

ROI    Return On Investment

SATERN System for Administration, Training, and Educational Resources for NASA

SF     Standard Form

SHE    Safety, Health, and Environmental

SMA    Safety and Mission Assurance

SMETR  Subject Matter Expert Training Representative

SMEO   Subject Matter Experts Office
APPENDIX C

Verification Matrix (Reserved)
APPENDIX D

Records

D.1 Responsible organizations retain Training records to include SHE training records in accordance with their documentation and NPR 1441.1. The minimum documentation which supports personnel certification will consist of:

D.1.1 Documented certification requirements and specifications for each operation; such as OJT, training plan, proficiency examination (oral or written).

D.1.2 OJT records specific for the position and maintained by the supervisor for as long as the employee fills that position (NRRS 3/33/C).

D.1.2.1 Training plans for employees will be maintained by the supervisor for as long as the employee fills that position (NRRS 3/33/C).

D.1.2.2 Proficiency examination records specified for the position will be maintained by the supervisor for as long as the employee fills that position (NRRS 3/33/C).

D.1.3 Any Civil Service training where a SF-182, “Request, Authorization, Agreement and Certification of Training,” and any training completed in SATERN, training course roster, or course completion certificate is submitted and maintained in the training database per NRRS 3/33/C. Training records files are retained for 5 years and electronic records are retained until the employee is no longer employed with MSFC. These records are deactivated and dispositioned by the NSSC.

D.1.3.1 Employee training is documented and records kept for as long as the employee fills that position.

D.1.3.2 Contractors will retain training records for their employees. SATERN is not the official training record for contractors. CPOC can use SATERN to query training reports for training completed in SATERN.

D.2 Annual reviews of the SHE Training material will be maintained by the SHE Training Subcommittee per NRRS 3/33/B/2, destroy when superseded or obsolete.
APPENDIX E

Guidance on Training

E.1 The Training Office Process establishes the instructions and procedures for Internal and External training process as outlined in HS40-OWI-017.

E.2 Internal audits of the overall SHE certification/qualification training and maintenance program are conducted in accordance with MPR 1280.6.

E.3 To train and certify manufacturing and inspection personnel performing manufacturing, assembly, and test of flight and flight-associated hardware, use MWI 3410.1.

E.4 Safety training and certification requirements are provided in MWI 3410.1.

E.5 Training needs (such as OJT) and/or certification, in addition to basic qualifications, which are prerequisites for performing specific tasks, are determined by the supervisor and documented. If specific training is required, supervisors document that training as necessary.

E.6 Documentation is not required, and therefore, may not exist for employees who began performing such functions before September 1, 1997, except for employees performing functions subject to certification.