

National Aeronautics and Space Administration

Headquarters
Washington, DC 20546-0001



Reply to Attn of: Office of Safety and Mission Assurance

TO: Distribution

FROM: Chief, Safety and Mission Assurance

SUBJECT: Extension of Validity Period for Workmanship Training Credentials

As a result of the current Covid-19 pandemic the validity period for NASA Workmanship training credentials that would expire after February 15, 2020 were extended until the end of the calendar year via a memo released March 27, 2020. Although most, if not all, NASA Workmanship Training Centers have begun to hold in-person and virtual courses to refresh the training credentials of operators and inspectors, classroom capacity has been limited due to safe distancing requirements. With the current student throughput levels, the Agency is unable to refresh all operator and inspector training credentials before the current extension expires which could create programmatic impact across most if not all NASA programs and projects. In order to mitigate this concern, the NASA Workmanship Standards Program is recommending Programs, Projects, and NASA Centers apply a two-prong, risk-based approach for managing personnel Workmanship training and risks associated with personnel with expired or extended training credentials working with NASA hardware.

The goal of the recommend process is to ensure that personnel who pose the least risk to flight hardware have a path to continue working until our training centers no longer have a diminished training capacity and personnel are able to refresh their training credentials normally. By determining the risk personnel pose to the project based on different criteria we can prioritize the available training slots for personnel who pose the most risk to NASA hardware. The evaluation criteria are as follows:

1. Amount of time since last training course.
(< 2 years = no additional risk, 2-3 years = slight risk, 3-3.5 years = moderate risk, >3.5 years = high risk)
2. Number of training cycles, or re-training courses, achieved by student.
(4 or more cycles= no additional risk, 2 or 3 cycles = slight risk, 1 or 2 cycles = moderate risk, 0 cycles = high risk)

3. Gaps in performing duties in the role of operator or inspector since last training.
(< 1 month = no additional risk, 2 to 6 months = slight risk, 6 months to 1 year = moderate risk, > 1 year = high risk)

For personnel who are determined to present any combination of no additional or slight risk in all categories, it is recommended that their training credentials are extended per this memo until October 1, 2021. For personnel who pose moderate risk to the project in any of the areas above it is recommended that they are provided training before working with flight hardware, however those responsible for ensuring inspector or operator competency may choose to make the determination whether to extend their credential expiration date to October 1, 2021 or sooner, based on the sensitivity of the personnel's assignments and mission risk considerations. Personnel who pose a high risk in any of the 3 categories listed are not considered eligible for extending their training credentials expiration date and should be prioritized for training before working with NASA flight hardware. For personnel who do not meet the criteria for extension provided in this memo, a waiver should be used to evaluate and document the decision to allow them to work with NASA hardware.

Ultimately Program Managers, Project Managers, NASA SMA Directors, and hardware suppliers are responsible for ensuring the competency of Workmanship operators and inspectors regardless of credential expiration dates. Should an employee's competency risk change from moderate to high risk in any category before October 1, 2021 their extension date should correspond to the date that their risk category changed. Training credential extensions, including the risk assessment, must be documented by the entity who are accountable for ensuring the competency of the manufacturing or quality assurance personnel.

To ease pressure on the training centers OSMA is allowing the use of the shortened retraining course to meet the training requirement for all personnel, including those who are categorized as high risk, for training courses associated with the NASA standards. IPC standards retraining must be done in accordance with IPC Policy and Procedures.

This extension is only valid for work performed on NASA hardware, and may be applied to NASA civil servants, contractors, and suppliers including DCMA whose training credentials had not expired prior to February 15, 2020. The NASA Workmanship Standards Program will continue to evaluate the training centers' abilities to provide retraining to students, and data provided by projects on the effectiveness of this extension, throughout 2021 to determine if the allowances provided by this memo can be retired or should be extended for new or additional training credential extensions. Below is a list of the NASA Workmanship Training Centers and their points of contact:

Eastern - Manufacturing Technology Transfer Center (E-MTTC) at Goddard Space Flight Center
Catherine Birchall catherine.birchall@nasa.gov

Western - Manufacturing Technology Transfer Center (W-MTTC) at Jet Propulsion Laboratory
Lauren Denson lauren.a.denson@jpl.nasa.gov

Receiving Inspection and Testing Facility (RITF) at Johnson Space Center

Cheryl Corbin cheryl.a.corbin@nasa.gov

STI Electronics at Marshall Space Flight Center
Pat Scott pscott@stiusa.com

For any questions regarding the implementation of this memo please contact the Workmanship Standards Delegated Program Manager Alvin Boutte, alvin.j.boutte@nasa.gov.

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