



Defense Contract Management Agency

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NASA WST Application Process

Training Coordinator Desktop Procedures

(Version #2)

Date: 17 April 2009

Applicant

- **Applicant May Apply for Two Offerings**
- **Applicant Must Include One of the Following From the NASA Contract:**
 - **LOD**
 - **SOW**
 - **DCN**
- **Applicant Must List Prerequisite(s) and Date(s) Completed; Examples:**
 - **Visual Acuity Passed on 17 April 2009**
 - **SMIL101, 6 Nov 2008**
 - **Soldering Cert (ELEC247) 2 Feb 2009**
- **If Applying for Training At Goddard**
 - **Applicant must complete the NASA Goddard Registration Form**
 - **Email Completed Registration to Your Training Coordinator**

- <http://guidebook.dcma.mil/2/instructions.htm>
 - <http://guidebook.dcma.mil/2/dc08-355.htm>
 - Information Memorandum No. 08-355, Date: August 4, 2008, Target Audience Heads-Up: DCMA personnel responsible for execution of NASA Delegations
- NASA requires DCMA personnel supporting a NASA Letter of Delegation (LOD) to satisfactorily complete:
 - [SMIL101/U07](#), DCMA Multi-Functional Support to NASA course every three years;
 - any required Nondestructive Testing (NDT) courses every three years;
 - applicable Workmanship Standard Training (WST) courses every two years.

- **PREQUISITE FOR ALL COURSES: Visual Acuity Examination & SMIL101/U07 (CD)... DCMA Multi-Functional Support to NASA course – recertification every three years**
- **Workmanship Standard Training (WST) courses – recertification every two years;**
- **ELEC246 Soldering Initial Certification (Revised CD)**
 - **No additional prerequisites**
- **ELEC247 Soldering Initial Certification**
 - **ELEC246 Course Completion**
- **ELEC248 Soldering Recertification Only (Revised CD)**
 - **Current Soldering Certification**
- **SMIL401 NASA Crimp, Cable & Harness Initial**
 - **Current Soldering Certification**
- **SMIL402 NASA Conformal Coating/Polymeric Initial**
 - **No additional prerequisites**

- **SMIL403 NASA Fiber Optics Initial**
 - **No additional prerequisites**
- **SMIL404 NASA Surface Mount Initial**
 - **Current Soldering Certification**
- **SMIL411 NASA Crimp, Cable & Harness Recertification**
 - **Current Soldering and Crimp, Cable & Harness Certifications**
- **SMIL412 NASA Conformal Coating/Polymeric Recertification**
 - **Current Conformal Coating Certification**
- **SMIL413 NASA Fiber Optics Recertification**
 - **Current Fiber Optics Certification**
- **SMIL414 NASA Surface Mount Recertification**
 - **Current Soldering and Surface Mount Certifications**

- **If Reservation Is Confirmed:**
 - **Submit DTS Travel Request Per the Instructions in the CTMS Reservation Confirmation Email (Date)**
- **Proof of Prerequisites (Documents)**
 - **Present to the NASA WST Instructor the First Day of Class**
 - **If Training At Goddard...Present NASA Goddard Registration**
- **If The Applicant Does Not Present Proof That They Meet The Prerequisites, **They Will Be Sent Back to Their Command and Be Recorded as a No-Show.****

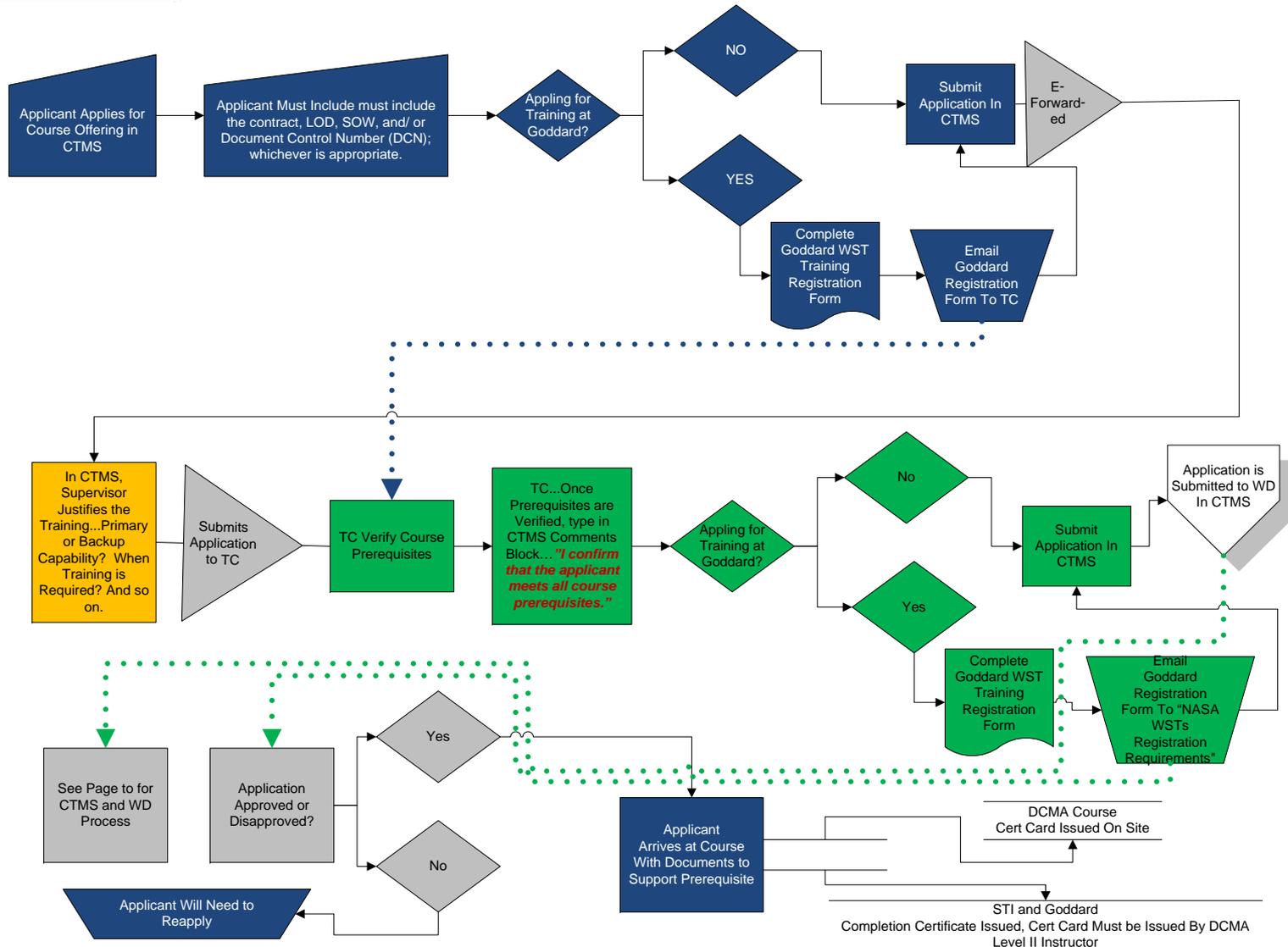
- **Justify the Training (More is Better)**
- **Is the Applicant a Primary or Backup?**
- **When is the Training required?**
- **Anything Else That Will Help the TC or WD When Selecting Applicants to Fill Seats**

Training Coordinator

- **Must Confirm That the Applicant Meets the Prerequisites for the Course**
- **Must Confirm Visual Acuity and Put the Date of Exam**
- **Must Confirm the Applicant Listed the LOD, SOW or DCN**
- **Must Confirm the Supervisor Justified the Training**
- **If the application is for Goddard...Verify the Registration Form is Correct and Email it to NASA WST Registration Requirements**
- **Must Add This Statement:**
 - “I confirm that the applicant meets all course prerequisites and I have viewed all documents as proof.**
- **Note: If the Applicant is Applying for Multiply Courses You Must Confirm They Will Attend the Prerequisite Course First. They Don't Have to Complete It, But The Request Must be In Prerequisite Order**

- **Workforce Development PM will review for approval or disapproval.**
- **Verify The TC Confirmed the Prerequisites**
 - **If Not The Application Will Be Disapproved**
- **Fill Class Plus Two Waits**
- **Cancel Second Application Once the Applicant Has a Confirmed Seat, If Applicable**
- **Submit Travel Authorization 30 Days Prior To Course Start Date**
- **Reservations Will Close 30 Days Before the Course Start Date**
- **Notification of Low Fill Course, Prior To Cancellation**

NASA WST Application Process Flow Chart



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