



DEPARTMENT OF THE NAVY

NAVAL SUPPLY SYSTEMS COMMAND

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NAVSUPINST 12410.16A

SUP 40

SEP 13 1996

NAVSUP INSTRUCTION 12410.16A

Subj: GUIDANCE FOR COMPETENCY BASED CERTIFICATION (CBC)
TRAINING PROGRAM FOR FLEET AND INDUSTRIAL SUPPLY
CENTER (FISC)

Encl: (1) New Employees Indoctrination Program
(2) Skill Levels for Various Operational Tasks
(3) List of Applicable References
(4) Typical Competency Based Certification Training
Program Agreement
(5) Typical Operations Task Check-Off Form
(6) Competency Certificate

1. Purpose. To provide general guidance for the development of a formalized training program that will enable employees to acquire the required special skills and knowledge of a Fuel Distribution System Worker/Operator. Guidance contained herein must be supplemented to meet each activity's specific requirements. (R)

2. Cancellation. NAVSUPINST 12410.16

3. Background. The complexity of fuel operations demands fully trained and qualified personnel.. The Naval Supply Systems Command has established goals and objectives to enhance and upgrade the quality and productivity of its Fuel Distribution System Worker/Operator employees. A major element of this effort is the development of a formalized training program. This training program must conform to industry and professionally accepted practices/procedures and be of sufficient detail to ensure that an individual employee at a specific work center possesses the knowledge and skills required to successfully perform the requisite tasks. To accomplish this, the training program must be carefully planned, systematized, organized, implemented, monitored and documented.

4. Discussion

a. General. The Competency Based Certification is an employee enhancement program that will communicate to the employee the certification and performance standards required for the assigned work center. It provides training to meet the requirements and tracks the employee's progress through training to certification. The tasks and standards addressed in the CBC should support and reflect the individual goals and objectives

under the Basic Performance Appraisal Program (BPAP). The training material developed as an integral part of this plan shall support the total CBC Program and, therefore, have a favorable impact on the employee's accomplishments in the BPAP.

b. New Fuel Department Employee Indoctrination. Participation in the CBC Training Program is a condition of employment and should be so stated in position descriptions and vacancy announcements. A new "worker trainee" will initially receive a specific number of hours of instruction under "new employee indoctrination" (see enclosure (1) for minimum standards) and upon completion of this indoctrination will enter the CBC process.

c. Competency Based Training. New employees who have completed their indoctrination training and employees already working at the terminal will undergo CBC training. This training process will begin with an in-depth briefing of the CBC Program by the employee's supervisor. During this time, the employee will receive a training plan (a series of operational tasks) for the assigned work center. The training plan will be site specific. It should, however, be based on the skill levels for various operational tasks outlined in enclosure (2) and operating standards addressed in the manuals/instructions listed in enclosure (3).

Once the training plan has been reviewed by the employee, the employee and his/her supervisor will develop a schedule for completing the training plan. Normally, the time required to complete a given training plan will not exceed 6 months. In addition to defining a schedule, the employee and supervisor will review the type of training (e.g., classroom, on-the-job, etc.) required to complete the training plan. After this review process has been completed, the employee and his/her supervisor will sign an agreement which defines the operational tasks in the training program and specifies the time required to complete the program. A typical training program agreement is provided in enclosure (4).

After satisfactorily completing the training for a given operational task, the employee will be required to demonstrate proficiency in performing required tasks (e.g., gauging a tank) defined in the training plan. As proficiency is demonstrated, the employee's supervisor will sign and date the operational task check off form. A typical operational task check off form is provided as enclosure (5). Once proficiency has been demonstrated in a given task, the employee will be expected to independently perform the task when assigned by the supervisor.

d. Competency Based Certification. When the employee has successfully demonstrated proficiency in all the requisite skills defined in his/her training plan, the employee's first line supervisor will recommend him/her for certification. Upon

receipt of the recommendation, the department head will review all records pertaining to the employee's CBC training and, if warranted, certify the employee as being eligible for promotion to the next higher skill level. A competency based certification (enclosure (6)) will be issued to certify successful completion of the skill level. This certification is required prior to the employee's promotion to the next higher skill level.

Failure to attain initial certification in the time specified in the training plan will result in additional remedial training until such time as the employee is certified. If the employee is unable to demonstrate proficiency in the skills defined in his/her training plan, the employee may be removed/reassigned at the discretion of management. Federal Personnel Manual procedures and guidance shall be utilized for any personnel actions taken.

e. Refresher Training. Once certified, the employee's performance will be monitored by the work center supervisor to ensure satisfactory performance of assigned tasks (e.g., inventory, quality assurance, security, waterfront operations, tank truck operations, fuel operations, barge off-loading operations, etc.). The training coordinator will review feedback from the work center supervisor and program appropriate refresher training to ensure the continued competency of the employee.

f. Training Records. Auditable individual training records will be maintained to monitor and document the certification process. After a training plan has been completed, a competency certificate will be placed in the employee's Official Personnel File (OPF) and noted on his/her performance appraisal.

5. Action

a. Fleet Industrial Supply Centers shall:

(1) Develop a standard indoctrination program for all new (R Fuel Department employees.

(2) Develop a standard site specific training plan for appropriate work centers.

(3) Ensure that the supervisor and training coordinator have received the necessary personnel and technical training required to certify employee performance.

(4) Ensure that all employees currently employed at the full performance level of their positions are afforded the opportunity to gain the knowledge and complementary skills for certification.

(5) Ensure BPAP standards sufficiently match and reflect the requirements of the qualification guide for the job. Where a sufficient match does not exist, both the BPAP and the training

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plan should be adjusted to adequately reflect the knowledge and skills necessary to demonstrate successful performance.

(6) Have the training coordinator, in conjunction with the first line supervisor, Fuel Department Superintendent and Director, certify that the employee has demonstrated the required knowledge/skill of the job and has been observed successfully performing on the job.

(7) For each employee so certified, the employee's supervisor and the Fuel Department Training Coordinator, Superintendent and Director will sign and issue to that employee a certificate of completion of the requirement of the CBC Program.

(8) The Fuel Department Director or designee will review/update the training and certification program annually or whenever there is a major change of operations or equipment.

b. Human Resources Office shall:

(1) Collect data and make the required reports. (R)

(2) Ensure certification/qualification data is properly entered in the employee's OPF.

6. Effective Date. This instruction is effective upon receipt.



E. R. CHAMBERLIN
Vice Commander

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NEW EMPLOYEE INDOCTRINATION PROGRAM

1. An orientation program is required for all new employees. This program should include:

(R)

a. A list of all instructions, manuals and guidance employees are required to read and understand. At a minimum, this list should include an operations manual; instructions for safety, security and fire protection; and administrative guidance for scheduling matters like leave and overtime.

b. A familiarization tour of the facility. The tour should be conducted by the immediate supervisor and include: fire department, security office, fuel pier, pumping stations, fuel tanks, maintenance shops, medical facilities, administrative office, pipeline locations, water treatment facility, fuel laboratory and truck loading racks.

c. An explanation to all new employees, before starting work, about the location of fire alarm stations, speed limits on the fuel facility, parking areas for private vehicles, reporting accidents to the supervisor, security of the fuel facility, authorized smoking areas, and procedures for assigning a new employee to a work center to work alongside qualified personnel until successfully completing the personnel qualification standard for a work center and grade. As part of this explanation, the employee should be given a card with emergency phone numbers for fire department, security office, fuel control center and medical facility.

NOTE: Before performing any work, new employees must be thoroughly indoctrinated in the formal safety program.

SKILL LEVELS FOR VARIOUS OPERATIONS TASKS*

OPERATIONAL TASKS	HELPER (WG 6/7)	WORKER (WG 8/9)	OPERATOR (WG 10/11)	
PIPELINES/MANIFOLDS AND APPURTENANCES (i.e., expansion joints, low point drains, etc.)				
- Identify appurtenance	x			
- Configuration of pipelines/manifolds	x			
- Operation of appurtenances	x			
- Function of appurtenances		x		
- Inspection/maintenance		x		
- Document/report deficiencies	x			
- Program corrective action			x	(R
- Safety, environmental protection, and emergency procedures	x			(A
LOADING ARMS				
- Location and configuration	x			
- Operation of loading arms		x		
- Theory of operation		x		
- Inspection/maintenance			x	
- Document/report deficiencies	x			
- Program corrective action			x	(R
- Safety, environmental protection, and emergency procedures	x			(A
OIL/WATER SEPARATORS				
- Location and configuration	x			
- Operating/Cleaning	x			
- Inspection/maintenance		x		
- Document/report deficiencies	x			
- Program corrective action			x	(R
- Safety, environmental protection, and emergency procedures	x			(A

NOTE:

*Operational task marked by an "x" within Helper, Worker or Operator column indicates level at which knowledge of task is first required. It is understood that the individual is responsible for also demonstrating proficiency in this task at a higher competency level.

SKILL LEVELS FOR VARIOUS OPERATIONS TASKS*

OPERATIONAL TASKS	HELPER (WG 6/7)	WORKER (WG 8/9)	OPERATOR (WG 10/11)	
PIPELINES/MANIFOLDS AND APPURTENANCES (i.e., expansion joints, low point drains, etc.)				
- Identify appurtenance	X			
- Configuration of pipelines/manifolds	X			
- Operation of appurtenances	X			
- Function of appurtenances		X		
- Inspection/maintenance		X		
- Document/report deficiencies	X			
- Program corrective action			X	(R
- Safety, environmental protection, and emergency procedures	X			(A
LOADING ARMS				
- Location and configuration	X			
- Operation of loading arms		X		
- Theory of operation		X		
- Inspection/maintenance			X	
- Document/report deficiencies	X			
- Program corrective action			X	(R
- Safety, environmental protection, and emergency procedures	X			(A
OIL/WATER SEPARATORS				
- Location and configuration	X			
- Operating/Cleaning	X			
- Inspection/maintenance		X		
- Document/report deficiencies	X			
- Program corrective action			X	(R
- Safety, environmental protection, and emergency procedures	X			(A

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SKILL LEVELS FOR VARIOUS OPERATIONAL TASKS*

OPERATIONAL TASKS	HELPER (WG 6/7)	WORKER (WG 8/9)	OPERATOR (WG 10/11)	
STRAINERS/FILTERS				
- Identify components	x			
- Operate/Drain/Clean	x			
- Theory of operation		x		
- Inspection/maintenance		x		
- Document/report deficiencies	x			
- Program corrective action			x	(R
- Safety, environmental protection, and emergency procedures	x			(A
INJECTION SYSTEMS				
- Type and location of systems	x			
- Operations		x		
- Theory of operation		x		
- Inspection/maintenance		x		
- Document deficiencies			x	
- Program corrective action			x	(A
- Safety, environmental protection, and emergency procedures	x			
WEIGHT-HANDLING EQUIPMENT (i.e., cranes, hoist, etc.)				
- Use of equipment	x			
- Operation of equipment	x			
- Inspection of equipment		x		(R
- Document/report deficiencies	x			(A
- Program corrective action	x			
- Safety, environmental protection, and emergency procedures	x			

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SKILL LEVELS FOR VARIOUS OPERATIONAL TASKS*

OPERATIONAL TASKS	HELPER (WG 6/7)	WORKER (WG 8/9)	OPERATOR (WG 10/11)	
BARGES				
- Configuration of piping, valves, manifolds, etc.	x			
- Connecting/disconnecting hose/loading arms	x			
- Start/stop engines and pumps		x		
- Issue/receipt operations		x		
- Maintain operations log		x		
- Inspect barges and appurtenances				
- Document/report deficiencies	x		x	(R)
- Program corrective action			x	(A)
- Safety, environmental protection, and emergency procedures	x			
<u>OPERATIONS</u>				
ISSUE/RECEIPT VIA TANK TRUCK				
- Configuration of truck loading rack	x			
- Operational SOP	x			
- Inspect truck	x			
- Spotting truck	x			
- Connecting/disconnecting bonding cables and hoses	x			
- Aligning valves	x			
- Issuing/receiving fuel	x			
- Verification of quality received	x			(A)
- Safety, environmental protection, and emergency procedures	x			
- Designate system alignment		x		
- Document of issue/receipt		x		
- Inspection of loading rack		x		(R)
- Document/report deficiencies	x			

NOTE:

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SKILL LEVELS FOR VARIOUS OPERATIONAL TASKS*

OPERATIONAL TASKS	HELPER (WG 6/7)	WORKER (WG 8/9)	OPERATOR (WG 10/11)
ISSUE/RECEIPT VIA TANKER/BARGE			
- Configuration of pier, piping, manifolds, loading arms and other appurtenances	X		
- Operational SOP	X		
- Line handling	X		
- Connect/disconnect hoses/ loading arms	X		
- Connect/disconnect hotel services	X		
- Safety, environmental protection, and emergency procedures	X		
- Aligning valves/piping		X	
- Gauging shore tanks before and after issue/receipt		X	
- Witness tanker gauging, water cuts, temperature		X	
- Take tanker samples and line sampling		X	
- Monitor issue/receipt operations (i.e., manifold pressure, line inspection, hose watch, flow rates)	X		
- Maintain operations log		X	
- Coordinate communication		X	
- Develop operational order			X
- Designate system alignment			X
- Select fueling points and spot tanker/barge			X
- Fill out Coast Guard check off			X
- Verify quality received			X
- Verify quantity issued/ received			X
- Prepare documentation			X
- Pre and post equipment inspection			X
- Document/report deficiencies	X		X

(R)

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SKILL LEVELS FOR VARIOUS OPERATIONAL TASKS*

OPERATIONAL TASKS	HELPER (WG 6/7)	WORKER (WG 8/9)	OPERATOR (WG 10/11)	
ISSUE/RECEIPT VIA PIPELINE				
- Configuration of piping, valves and manifolds	X			(A)
- Operational SOP	X			
- Operation of valves	X			
- Safety, environmental protection, and emergency procedures	X			
- Align valves/piping		X		
- Gauge tanks before and after issue/receipt		X		
- Monitor issue/receipt operations (i.e., line pressure, line inspection, flow rate, etc.)		X		
- Maintain operations log		X		
- Take line samples		X		
- Maintain communication and points of issue and receipt		X		
- Develop operations order			X	
- Select tanks to be used for issue/receipt			X	
- Verify quality received			X	
- Verify quantity received/issued			X	
- Pre and post inspection of equipment			X	
- Document/report deficiencies	X			(R)
INTRATERMINAL TRANSFERS				
- Configuration of piping and valves	X			(A)
- Operational SOP	X			
- Operate valves	X			
- Safety, environmental protection, and emergency procedures	X			

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SKILL LEVELS FOR VARIOUS OPERATIONAL TASKS*

OPERATIONAL TASKS	HELPER (WG 6/7)	WORKER (WG 8/9)	OPERATOR (WG 10/11)
- Align valves		X	
- Gauge tanks before and after transfer		X	
- Monitor transfer (line inspection flow rate)		X	
- Maintain operations log		X	
- Select tanks and determine system alignment			X
- Verify quantity transferred			X
- Pre and post inspection of equipment			X
- Document/report deficiencies	X		
<u>INVENTORY CONTROL</u>			
PHYSICAL INVENTORY			
- Identify inventory equipment and meters	X		
- Record meter reading	X		
- Gauging, water cut and temperature procedures		X	
- Automated inventory systems		X	
- Calibration of inventory equipment & meters			X
- Safety, environmental protection, and emergency procedures	X		
<u>INVENTORY CONTROL</u>			
PHYSICAL INVENTORY			
- Identify inventory equipment and meters	X		
- Record meter reading	X		
- Gauging, water cut & temperature procedures		X	
- Automated inventory systems		X	

(R)

(A)

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SKILL LEVELS FOR VARIOUS OPERATIONAL TASKS*

OPERATIONAL TASKS	HELPER (WG 6/7)	WORKER (WG 8/9)	OPERATOR (WG 10/11)
- Calibration of inventory equipment and meters	x		
- Safety, environmental protection, and emergency procedures	x		
QUANTITY CALCULATION			
- Calculation of gross volumes			x
- Converting gross volumes to net volumes			x
- Calculation of variance for issue/receipt and inventory			x
QUALITY CONTROL			
SAMPLING			
- Tank truck sampling procedures	x		
- Tanker/Barge/Pipeline sampling procedures		x	
- Storage tank sampling procedures		x	
ANALYSIS			
- Properties of petroleum	x		
- Visual inspection (i.e., color & appearance)	x		
- Perform basic acceptance tests - Type C		x	
- Specification tests			x
- Interpretation of test results			x

(A)

(A)

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SKILL LEVELS FOR VARIOUS OPERATIONAL TASKS*

OPERATIONAL TASKS	HELPER (WG 6/7)	WORKER (WG 8/9)	OPERATOR (WG 10/11)
SAFETY & FIRE PROTECTION SAFETY			
- Safety precautions (i.e., color & appearance)	x		
- Health hazards associated with petroleum	x		
- Basic first aid and CPR	x		
- Accident reporting	x		
- Use of safety equipment	x		
- Entering confined spaces	x		
- Principles of gas free engineering			x
FIRE PROTECTION			
- Fire prevention procedures	x		
- Selection and use of fire extinguishers	x		
- Fire evacuation procedures	x		
- Reporting fires	x		
- Inspection of fire equipment		x	
<u>ENVIRONMENTAL PROTECTION</u>			
SPELL CONTROL			
- Oil spill prevention procedures	x		
- Clean up of oil spills	x		
- Report oil spills	x		
- Inspection of tank containment reservoir		x	
- Deployment of oil boom		x	
- Operation of oil spill equipment		x	
- Documentation of oil spills			x
- Notification procedures			x

(R)

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SKILL LEVELS FOR VARIOUS OPERATIONAL TASKS*

OPERATIONAL TASKS	HELPER (WG 6/7)	WORKER (WG 8/9)	OPERATOR (WG 10/11)
RECLAMATION OPERATION			
- System operation		x	
- Environmental permit reporting			x
EMISSION CONTROL			
- Operation of emission control system	x		
- Theory of systems operation		x	
<u>MAINTENANCE</u>			
PREVENTIVE MAINTENANCE			
- Use of tools	x		
- Scraping and painting	x		
- Ground & facility maintenance	x		
- Equipment maintenance (i.e., valves, vents, pumps, etc.)		x	
- Programming maintenance			x
- Documenting maintenance			x
- Safety, environmental protection, and emergency procedures	x		
INSPECTIONS			
- Zone inspections			x
- Cold weather inspections			x
- Severe weather inspections			x
- Annual inspection survey			x

(A)

NOTE:

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LIST OF APPLICABLE REFERENCES

BASIC FUEL MANUALS

DOD 4140.25-M	DOD Management of Bulk Petroleum Products, Natural Gas and Coal	(R)
MIL-HDBK-200	Military Standardization Handbook Quality Surveillance Handbook for Lubricants and Related Products	
NAVEDTRA 10883	Fundamentals of Petroleum	(R)
NAVEDTRA 43288	Personnel Qualification Standards for Aviation Fuel Operations Ashore	(A)
NAVFAC MO-230	Maintenance Manual, Petroleum Fuel Facilities	
NAVFAC P-908	Oil Spill Pollution Control Manual	
NAVSUP Manual, Vol II	Supply Ashore	
NAVSUP PUB 546	Pilferage of Petroleum	(R)
NAVSUP PUB 558 (Revision 1)	Fuel Management Ashore	
NAVAIR 00-80T-109	Aircraft Refueling NATOPS Manual	(A)

DESIGN MANUALS

NAVFAC DM-8	Fire Protection Engineering	(R)
NAVFAC DM-22	Petroleum Fuel Facilities	
NAVFAC DM-25	Waterfront Operational Facilities	
NAVFAC DM-26	Harborside and Coastal Facilities	

API PUBLICATIONS

API STD 650	Welded Steel Tanks for Oil Storage	(A)
API PUB 1003	Precautions Against Electrostatic Ignition During Loading of Tank Motor Vehicles	
API RP 1102	Steel Pipelines Crossing Railroads and Highways	
API STD 1104	Welding of Pipelines and Related Facilities	

API RP 1107 Pipeline Maintenance Welding Practices (R)
API STD 2015 Safe Entry and Cleaning of Petroleum Storage
Tanks

MILITARY MANUALS AND SPECIFICATIONS

NAVSEA S9086-CH-STM-030 Gas Free Engineering Program (R)
MIL-STD-101 Color Code for Pipeline and Compressed
Gas Cylinders
MIL-STD-109 Quality Assurance Terms and Definitions
MIL-STD-161 Identification Methods for Bulk
Petroleum Products Systems
MIL-STD-457 Frequency for Inspection and Cleaning of
Tanks
MIL-STD-45662 Petroleum Lab Calibration System (R)
(Calibration Requirements)
MIL-HDBK-210 Conversion Factors and Logistics Data
for Petroleum Planning

MILITARY INSTRUCTIONS

NAVSUPINST 4750.1 Automated Fuel Maintenance System
(Series)
NAVSUPINST 6240.2 Oil Pollution Prevention Control and
(Series) Abatement at Bulk Fuel Facilities
OPNAVINST 4020.25 Controlling and Accounting for Ground
(Series) Fuels
OPNAVINST 5100.23 Navy Occupational Safety and Health
(Series) (NAVOSH) Program Manual
OPNAVINST 5090.1 Environmental and Natural Resources
(Series) Protection Manual

CODE OF FEDERAL REGULATIONS (CFR)

29 CFR 1910 Labor Regulations; OSHA Standards
33 CFR 154 U.S. Coast Guard Regulations; Regulation
of Oil Spills
40 CFR 112 Environmental Protection Regulations

NATIONAL FIRE PROTECTION ASSOCIATION PUBLICATIONS

NFPA 30	Flammable and Combustible Liquids Code	(A)
NFPA 45	Fire Protection for Laboratories Using Chemicals	(A)
NFPA 77	Static Electricity	(A)
NFPA 321	Basic Classification of Flammable and Combustible Liquids	(A)
NFPA 385	Tank Vehicles for Flammable and Combustible Liquids	
NFPA 407	Aircraft Fuel Servicing	(A)

SITE SPECIFIC PUBLICATIONS'

Site Specific Instructions
Site Specific Notices
Site Specific standard operating Procedures (SOPs)
Site Specific Operations Manual

FUEL DISTRIBUTION SYSTEM WG-5413 (Series)

NAME OF TRAINEE _____

TASK - GAUGING

CHECK OFF LIST

OPERATIONAL TASK

<u>Date</u>	<u>Trainee Initial</u>	<u>Trainer Initial</u>		<u>Date</u>	<u>SAT</u>	<u>UNSAT</u>	<u>Supv. Sign.</u>
_____	_____	_____	Innage Gauge	_____	_____	_____	_____
_____	_____	_____	a. Read	_____	_____	_____	_____
_____	_____	_____	b. Procedures	_____	_____	_____	_____
_____	_____	_____	c. Log	_____	_____	_____	_____
_____	_____	_____	Ullage Gauge	_____	_____	_____	_____
_____	_____	_____	a. Read	_____	_____	_____	_____
_____	_____	_____	b. Procedures	_____	_____	_____	_____
_____	_____	_____	c. Log	_____	_____	_____	_____
_____	_____	_____	Water Cut	_____	_____	_____	_____
_____	_____	_____	Temperature Reading	_____	_____	_____	_____

* SAMPLE *

COMPETENCY CERTIFICATE

Name _____

Series/Grade _____

This certificate is a record of satisfactory completion of designated Competency Based Certification (CBC) work center requirements. By signing this certificate, the certifying officials indicate that the named employee has demonstrated mastery of all the competencies required for the work center. The certifying officials' responsibility includes a review of the CBC booklet (check-off/sign-off sheets) to ensure that all required signatures are present. The reviewing officials' signature indicates that corresponding training has been provided and that the certification process has occurred. Upon completion, a copy of the certificate shall be placed in the employee's Official Personnel File.

I certify that the named employee has successfully demonstrated proficiency in all skills required for this work center and recommend certification as a _____ (title) _____ (grade) _____.

SUPERVISOR/DATE

Based upon my review of the individual's CBC training records _____ (employee) is recommended for final certification as _____ (title) _____ (grade) _____.

Asst. Director Date Operations Foreman Date Maint. Foreman Date

I have reviewed qualification records for _____ (employee) and based on this review and recommendations of the work center Supervisor and Operations/Maintenance Foreman, I hereby certify him/her as a _____ (title) _____ (grade) _____.

DIRECTOR, FUEL DEPT./DATE