

U.S. Department of Labor Employment and Training Administration Office of Apprenticeship Training, Employer and Labor Services (OATELS) Washington, D.C. 20210	<u>Distribution:</u>  A-541 National Office A-546 All Field Tech A-547 SD+RD+SAC+; Lab. Com	<u>Subject:</u> New Apprenticeable Occupation – Production Controller  <u>Code:</u> 200
Symbols: DSNIP:GEW		Action: Immediate

**PURPOSE:** To inform the Office of Apprenticeship Training, Employer and Labor Services (OATELS), Bureau of Apprenticeship and Training (BAT) Staff of a new apprenticeable occupation:

Production Controller  
 O\*NET Code: 13-1061.00  
 RAIS CODE: 1058  
 Training Term: Competency - based

**BACKGROUND:** The Indiana Air National Guard, 181<sup>st</sup> Civil Engineering (CE) Squadron and Indiana Air National Guard, 122<sup>nd</sup> Civil Engineering Squadron, initiated this apprenticeability request for this occupation.

The Production Controller is responsible for activating and managing Civil Engineer (CE) command and control centers during wartime, contingencies, and local emergencies. Processes and controls work requirements in contingency, wartime, and peacetime situations for work performed by CE work forces. Maintains accountability of resources assists in preparing and maintaining disaster operations plans and trains military and civilian personnel on what to do in an emergency; operates and maintains nuclear, biological, and chemical detection and decontamination equipment; and conducts surveys to determine needs in the event of an emergency. Additionally, monitors disaster preparedness activities and training operations performed by CE work forces.

Production Controller will be added to the list of occupations recognized as apprenticeable by OATELS when the list is reissued.

A suggested work process schedule and related instruction outline are attached for your review.

**ACTION:** All OATELS staff should review and retain a copy of this bulletin, including all attachments, as a source for developing apprenticeship standards and/or providing technical assistance.

Attachments

**WORK PROCESS SCHEDULE  
PRODUCTION CONTROLLER**

O\*NET CODE: 13 - 1061.00 RAIS CODE: 1058

**DESCRIPTION:** Responsible for activating and managing Civil Engineer (CE) command and control centers during wartime, contingencies, and local emergencies. Processes and controls work requirements in contingency, wartime, and peacetime situations for work performed by CE work forces. Maintains accountability of resources, assist in preparing and maintaining disaster operations plans, train military and civilian personnel on what to do in an emergency, operate and maintain nuclear, biological, and chemical detection and decontamination equipment, conduct surveys to determine needs in the event of an emergency, and monitor disaster preparedness activities and training operations.

<b>ON-THE-JOB TRAINING</b>	<b>Approximate Hours</b>
1. Establishes and manages the operation of command and control centers and customer focal point.	300
2. Implements and manages the customer satisfaction program Responds to customer inquiries.	200
3. Prepares and manages work requirements during approval, processing, and completion stages. Recommends method of accomplishment (i.e.: contract vs. in-house) based on existing capabilities.	500
4. Develops, monitors, and manages work order priority program. Monitors work costs to ensure compliance with legal limits and/or support agreements.	200
5. Operates computer and communications equipment to support work force management activities. Manages preparation and maintenance of work force records and reports.	300
6. Performs quantitative study of management data to assess CE cost and reimbursement, work performance, progress, trends, standards, and policies.	300
7. Manages and ensures a continuous workflow. Manages priorities ,work plans and monitors work status.	200
8. Manages recurring work program (RWP) and provides non-technical automated assistance as needed.	200
9. Ensures identification of environmental concerns. Develops and administers facility manager program.	200
10. Analyzes work activities to ensure quality and compliance with policies, current directions, and other publications.	200

Evaluates inspection findings and recommends corrective action.	300
11. Collaborates with engineer and environmental planning functions to prepare and execute CE programs and plans.	200
12. Ensures coordination and/or collaboration with all appropriate agencies (i.e.: Fire Department, Safety, Bio Environmental, local utility companies, and host nations etc.).	300
Performs Quality Assessment Evaluation (QAE) and develops Statement of Work (SOW) on non-technical contracts, interfaces with host nations on maintenance requirements, purchase agreements, and service contracts.	300
13. Manages and advises on issues related to the operations management career field.	100
14. Resolves complex issues related to CE cost and reimbursement, work performance, progress trends, standards and policies.	200
<b>Total Hours</b>	<b>4,000</b>

**Suggested Related Technical Training Courses:**

Mathematics  
English Composition  
Accounting  
Typing  
Computer Operations  
Operations Management  
Vehicle Operations.  
Public speaking  
Civil Engineer policies  
Real estate  
Logistics  
Information management systems

**Minimum Total Hours: 288**

*The list of recommended related instruction is a guide, course titles and names may vary depending on source providers.*