



## Department of Energy

Washington, DC 20585

March 4, 2004

MEMORANDUM TO: DISTRIBUTION

FROM: BEVERLY A. COOK *Beverly A Cook*  
ASSISTANT SECRETARY  
ENVIRONMENT, SAFETY AND HEALTH

SUBJECT: Suspect/Counterfeit Item Training Announcement

The Department of Energy (DOE) is committed to implementing a process that ensures suspect/counterfeit items (S/CI) are quickly identified and not installed in safety related or mission-sensitive applications. Management responsibility for crosscutting issues such as S/CI has been delegated to the Office of Environment, Safety and Health (EH). Over the past several months, EH has enhanced the DOE's S/CI process and revised DOE Order 414.1B, "Quality Assurance" to include policy, responsibilities and requirements pertaining to S/CI. To help assure effective implementation of the S/CI process, EH will offer S/CI training to DOE and contractor personnel beginning April 2004.

Three different courses, ranging in scope and detail, will be offered. The first course is a one-hour overview of S/CI policy and issues for DOE and contractor senior managers. The second course is targeted for maintenance crafts and quality control inspectors. The third course is for supervisors and personnel involved in engineering design, procurement, receipt inspection and auditing. The three courses have been updated to address job specific activities related to S/CI as described in Attachment A. EH will have a representative at each training session to provide an overview of the new DOE S/CI process and answer questions.

If you would like your field organizations and contractors to obtain S/CI training, please identify an S/CI point of contact to coordinate scheduling, attendance and other logistics by March 15, 2004. Attachment B provides a list of suggested responsibilities for the S/CI training coordinator.

Questions regarding this S/CI training announcement should be directed Frank Tooper at (202) 586-1772 [Frank.Tooper@eh.doe.gov](mailto:Frank.Tooper@eh.doe.gov) or Mark Petts our EH S/CI training coordinator at (301) 903-2414 [Mark.Petts@eh.doe.gov](mailto:Mark.Petts@eh.doe.gov).

### Attachments

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NE Sites

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Grand Junction, Donna Bergman-Tabbert

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National Energy Technology Laboratory, Randolph Kesling

Strategic Petroleum Reserves, Gary Landry

Naval Petroleum Reserve/CA, James Killen

Naval Petroleum Reserve/CO, WY, UT, Clark Turner

RW Sites

Yucca Mountain Office, Russell Dyer

Yucca Mountain Office, John Arthur

## **Attachment A Suspect/Counterfeit Items Training Course Descriptions**

The following training sessions are available and recommended for initial and refresher training.

### **Course 1 – Suspect/Counterfeit Item Awareness Training for DOE and Contractor Senior Managers**

This course is designed to last one hour. Senior managers are provided an overview of the DOE S/CI process and policy. Discussion focuses on current S/CI issues, including the types of materials and parts that are being counterfeited, and the extent of the problem across DOE.

*This course will be used to kick off S/CI training at each DOE location.*

### **Course 2 - Suspect/Counterfeit Items Awareness Training**

The course is designed to last approximately two hours. An overview of the S/CI process, DOE policy and expectations is provided. Participants are then introduced to the growing number of counterfeit items through hands-on training with actual hardware parts and materials. The training format is a workshop approach with participants working in small groups, performing group exercises. Each group is given a number of different hardware components and asked to identify what they believe may be the problem with the item and what would make them believe the item is a potential S/CI.

Course participants will come away with a higher level of awareness as to how wide spread the S/CI problem has become, and the role they play in the identification and disposition of S/CI. The course also reinforces the expectation that when these types of materials or parts are found supervisors are notified.

*The course is geared for first time attendees in all disciplines of maintenance, crafts, quality control and inspection.*

### **Course 3 - Suspect/Counterfeit Items Training**

This course is designed to last approximately three hours. Participants are provided an overview of the DOE S/CI process and policy. Discussion focuses on current S/CI issues, including the types of materials and parts that are being counterfeited, and the extent of the problem across DOE. Participants are also provided with “hands on” S/CI examples, and actively participate in group discussion to describe the proper methods for identification, notification and disposition of S/CI through the various components of a quality assurance program.

*The course is intended for supervisors and personnel involved in: engineering design and specification requirements; procurement of materials and supplies in accordance with engineering requirements; the review of material requisitions; receipt and inspection of materials; and auditing or surveillance of manufacturers or suppliers.*

**Attachment B**  
**S/CI Training Coordinator Responsibilities**

The following are suggested responsibilities for the S/CI training coordinators who will be working with the EH S/CI training coordinator (Mark Petts) to ensure training is effectively advertised, scheduled, conducted, and evaluated.

1. Identify dates when S/CI training will be conducted during FY 2004.
2. Schedule space for the training.
3. Announce S/CI training including date, time, locations, course descriptions (Attachment A) to assure intended audiences are notified and able to attend the training.
4. Coordinate registration of course attendees and retain attendance documentation.
5. Assure course participants have copies of training material. Copies of the material will be available at the S/CI website <http://www.eh.doe.gov/paa/sci/>.