



Course manual for OSC Warrant Officer Training

COURSE OUTLINE

OSC Warrant Officer Training

- I. Introduction
- II. Authorities
 - A. Response authorities
 - B. Contracting authorities
- III. Contracting Fundamentals
 - A. Statement of work
 - B. Performance-based contracting
 - C. Price objectives and cost analysis
 - D. Subcontract review and consent
 - E. Stop work orders
 - F. Conflict of interest
 - G. Vulnerabilities
 - H. Interacting with contractors
 - I. Contract file documentation
 - J. Contract labor provisions
- IV. OSC Tools
 - A. Tools under DPA
 - B. Other tools not included in the DPA
- V. Access to Other Response Resources
 - A. National Response System Special Forces
 - B. EPA Resources
 - C. Other Federal Resources

Course Description and Objectives

OSC Warrant Officer Training provides an overview of the contracting and program authorities vested in a warranted On-Scene Coordinator (OSC). It will explain the various tools, procurement and non-procurement that are available to an OSC during emergency and time-critical removal actions. It also gives a good overview of government contracting principles and vulnerabilities. There will be case study preparation and presentation and a test given on the final day.

By taking the course, participants will achieve the following objectives:

- **Understand the responsibilities and authorities delegated to OSCs when directing emergency response and removal actions.** This course reviews the response and contracting authorities delegated to the OSC under the National Oil and Hazard Substances Pollution Contingency Plan (NCP).
- **Learn about the fundamentals of contracting.** The course provides basic information on key contracting elements and effective contract management practices
- **Understand the contracting tools and techniques authorized for use under the OSC's Delegated Procurement Authority (DPA).** The course provides OSCs with the policies and procedures for procurement tools under the DPA and other mechanisms that are available to access and use during a response.
- **Learn how to apply the tools and techniques in a removal action scenario.** The course includes a response case study to provide participants an opportunity to apply the skills learned during the training.

Target Audience and Registration Information

The *OSC Warrant Officer Training* is a 3½-day training course. This course is designed for personnel who are experienced and pre-designated as OSCs capable of being assigned emergency response or other field assignments where they may be required to make independent time-critical or emergency decisions. EPA project officers and contracting officers supporting the removal and emergency response program also may benefit from attending the training. **THIS COURSE IS ONLY OPEN TO EPA PERSONNEL.**

Before taking the OSC Warrant Officer Training, the EPA OSC must be a certified COR. Becoming a certified COR is a mandatory requirement for an EPA OSC to request the warrant after taking the OSC Warrant Officer Training. Online courses are available at

<http://oamintra.epa.gov/node/drupal/?q=node/33> to become a COR. The online course must be completed at least 7 business days before attending the OSC Warrant Officer Training. A copy of the COR guidelines is available at http://www.trainex.org/moreinfo/cor_guidance.pdf.

Visit www.trainex.org and select the CERCLA Education Center to view the current schedule of offerings and register to attend. There are no tuition costs for this training. Participants will receive reference material, including a detailed manual, to continue their education after the course ends.

Other CERCLA Education Center Courses

- **OSC 201:** Provides a hands-on approach to prepare OSCs for the daily challenges encountered during a removal action and an emergency response.
- **Waste Treatment, Transportation and Disposal Course:** Informs OSCs about specific technical and regulatory issues that they must address when treating, transporting and disposing of waste from removal actions.

Online Resources

TRAINEX

The Training Exchange website provides a wide range of training information for staff involved in hazardous waste management and remediation. The site provides up-to-date course information and training schedules for classroom and internet-based courses.

www.trainex.org



OTHER SOURCES FOR INFORMATION

HAZARDOUS WASTE CLEAN-UP INFORMATION (CLU-IN)

www.clu-in.org

TRIAD RESOURCE CENTER

www.triadcentral.org

EPA OSC WEBSITE

www.epaosc.net

WEBEOC

www.epaosc.net/webeoc.htm

OSC READINESS TRAINING PROGRAM

www.oscreadiness.org

GREEN REMEDIATION

www.clu-in.org/greenremediation

ENVIRONMENTAL RESPONSE TRAINING PROGRAM (ERTP)

www.trainex.org and select the ERTTP

ERTP VIRTUAL UNIVERSITY

www.ertpvu.org

BROWNFIELDS AND LAND REVITALIZATION TECHNOLOGY SUPPORT CENTER (BTSC)

www.brownfieldstsc.org

TECHNOLOGY INNOVATION PROGRAM HOME PAGE ON EPA'S WEBSITE

www.epa.gov/superfund/remedytech

INTERSTATE TECHNOLOGY & REGULATORY COUNCIL

www.itrcweb.org

ABOUT THE CERCLA EDUCATION CENTER

The CERCLA Education Center (CEC) is a unique training forum implemented by EPA's Office of Solid Waste and Emergency Response. CEC courses have been developed cooperatively by the Office of Superfund Remediation and Technology Innovation; the Office of Emergency Management; the Office of Acquisition Management; the Office of Enforcement and Compliance Assurance; and the Office of Research and Development. Site managers from EPA regions provide technical advice, comment and support. The CEC's structured curriculum, designed primarily for EPA hazardous waste site managers and responders, enables participants to attend training that is of particular interest to them and most appropriate for their projects and workloads.

UP-TO-DATE COURSE INFORMATION

For information about course schedules, visit EPA's Training Exchange at www.trainex.org.

