

## WERS-012.01

### DATA ITEM DESCRIPTION

**Title:** Personnel Qualifications Certification Letter

**Number:** WERS-012.01

**Approval Date:** 20100428

**AMSC Number:**

**Limitation:**

**DTIC Applicable:** No

**GIDEP Applicable:** No

**Office of Primary Responsibility:** CEHNC-CX-MM

**Applicable Forms:**

**Use/Relationship:** The Personnel Qualifications Certification Letter is submitted by the contractor certifying that key personnel and personnel filling core labor categories meet the training and experience requirements for the position held. Resumes will be used to document personnel qualifications and experience.

**Requirements:**

1. The personnel Qualifications Certification Letter will list, by name and position, all individuals filling key personnel positions and core labor categories. The letter will also contain the following certification statement: "I certify that the personnel listed meet or exceed contract requirements for the functions they will perform."
2. Resumes will be used to document the qualifications of the key personnel and personnel filling core labor categories working under this world wide environmental remediation services contract.
3. The Personnel Resume shall document all required educational and experience requirements as listed in Section C of the Basic Contract. A sample resume is provided at Attachment A of this Data Item Description. Resumes for Unexploded Ordnance (UXO) personnel shall be accompanied by the Explosive Ordnance Disposal (EOD) school course graduation certificate. A copy of the certification letter and all resumes will be maintained at the task order project site.
4. End of DID WERS-012.01.

## DID MR-025

### Attachment A Sample Personnel Resume

WILLIE E. PETE

DATE ATTENDED BASIC EOD SCHOOL: MAR-AUG 1965

OTHER PERTINENT TRAINING: HAZWOPER 40 HOUR, JUL 2001; USACE CONSTRUCTION QA, JUL 2002

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#### MILITARY EOD ASSIGNMENTS:

AUG 65-MAY 66	EOD Specialist, 85th Ord Det (EOD), Fort Sheridan, IL Member of EOD response team.
MAY 66-NOV 68	EOD Supervisor, 75th Ord Det (EOD), Fort Riley, KS EOD response team leader. Planned and supervised range clearance activities.
NOV 68-NOV 70	EOD Supervisor, 73d Ord Det (EOD), Fort Wood, MO EOD response team leader. Planned and supervised range clearance activities.
NOV 70-NOV 71	EOD Supervisor, 59th Ord Det (EOD), RVN EOD response team leader
NOV 71-JUL 79	Senior EOD Supervisor, 2d Ord Det (EOD), FRG Supervised Multi-EOD response teams. Planned, executed and managed range clearance activities.
JUL 70-APR 81	Senior EOD instructor, Phase I, EOD School, Redstone Arsenal, AL
APR 81-AUG 83	EOD Sergeant Major, 543d Ord Det (EODCT), Fort Wood, MO Senior Enlisted for a geographical area with seven subordinate EOD Detachments. RETIRED

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#### CIVILIAN UXO EXPERIENCE:

JAN 90-FEB 90	UXO Supervisor, No-Dud, Inc, UXO Team Leader at the Former Erie Ordnance Depot.
MAY 90-DEC 90	UXO Supervisor, PDQ, Inc., UXO Team Leader at the Former Fort James
JUN 91-DEC 91	Senior UXO Supervisor, No-Det, Inc. Supervised eight project teams at the Former Fort Pete
JAN 96-JAN 98	UXO Safety Officer, PDQ, Inc. Implemented the Site Specific Safety and Health Plan for OE operations at the Former Fort Good Luck
JAN 99-DEC 99	UXO Quality Control Specialist, PDQ, Inc. Implemented the Quality Control Plan for OE operations at the Former Fort Hook.
JAN 00- JUL 02	UXO Technician III, No-Det, Inc. Supervised UXO team performing OE operations at the Former Camp Crowder.