

**DELEGATION ORDER**



**Training Proposal for:  
Alpha EMS Corporation**

**Agreement Number: ET15-0437**

**Panel Meeting of:** April 14, 2015

**ETP Regional Office:** San Francisco Bay Area

**Analyst:** R. Boyd

**PROJECT PROFILE**

Contract Attributes:	Retrainee Priority Rate	Industry Sector(s):	Manufacturing  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Alameda	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 152	U.S.: 152	Worldwide: 152
<u>Turnover Rate:</u>	19%		
<u>Managers/Supervisors:</u> (% of total trainees)	19%		

**FUNDING DETAIL**

Program Costs	-	(Substantial Contribution)	(High Earner Reduction)	=	<b>Total ETP Funding</b>
\$38,880		\$0	\$0		\$38,880

In-Kind Contribution:	100% of Total ETP Funding Required	\$48,523
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**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills Cont. Impr, Commercial Skills, Mfg Skills	36	8-200	0	\$1,080	\$16.66
				Weighted Avg: 60			

**Minimum Wage by County:** \$16.44 for Alameda County

**Health Benefits:**  Yes  No This is employer share of cost for healthcare premiums – medical, dental, vision.

**Used to meet the Post-Retention Wage?:**  Yes  No  Maybe

Although employer provides health benefits, they are not being used to meet Post-Retention Wage.

**Wage Range by Occupation**

Occupation Titles	Wage Range	Estimated # of Trainees
Management Staff		7
Production & Test Staff		13
Engineering Staff		16

**INTRODUCTION**

In this proposal, Alpha EMS Corporation (AlphaEMS) ([www.alphaemscorp.com](http://www.alphaemscorp.com)) seeks funding for retraining as a priority industry high-tech manufacturer. Founded in 2003, AlphaEMS provides printed circuit board (PCB) prototyping and assembly production. AlphaEMS also offers a broad range of cross-functional computer components and services including design layout, material purchasing, assembly and warehousing. Customers are in the medical, high-tech industrial, military and mobile/wireless markets such as Fusion Space IO, Flextronics and San Francisco Circuit. Training will take place at the Company's facility in Fremont.

**PROJECT DETAILS**

Consumer demand is driving the miniaturization of computer parts to pack more power into smaller spaces and increase portability. New designs will require different materials to accommodate speed, performance, operating temperature and electrical requirements to enable more theoretical testing and problem solving for optimization.

AlphaEMS is expanding its training efforts. The Company will also be delivering certification training in quality assurance to qualify in-house trainers for ongoing training in this area.

## Training Plan

**Business Skills (20%):** International Traffic in Arms Regulation (ITAR) training will be offered to all occupations so they will be able to both understand and comply with the requirements and procedures. Note that the Production & Test Staff and Engineering Staff will also be cross-trained in sales as they will be involved in negotiations. This will enable staff to effectively work to maintain margins.

**Commercial Skills (20%):** Engineering Staff will learn how to respond to commercial trends to develop small products such as cell phone parts and implantable medical devices. This demand is prompted by companies desiring to put more computing power and functionality into smaller goods.

**Manufacturing Skills (20%):** This training will be offered to Production and Test Staff in order to learn new processes developed as a result of design changes driven by miniaturization. Understanding new standard operating procedures in dealing with miniaturization will require additional training on processes and materials testing.

**Continuous Improvement (40%):** Training will be offered to all occupations. The ISO14001, AS9100 and ITAR certifications all require continuous training to be compliant with their respective governing bodies.

## Impact/Outcome

This training is designed in part to meet requirements for key certifications, as needed to do business with a broader variety of industries:

- AS9100 (aerospace quality) certification enables AlphaEMS to do business with aerospace companies who require such certifications from their manufacturers.
- ISO14001 (international standards) certification allows AlphaEMS to respond to companies requiring environmental studies. It will also help the Company be environmentally conscious with waste disposal.
- ITAR (International Trafficking in Arms Regulation) certification is required for the manufacture of electronic components for any military application.

## Commitment to Training

The training budget for AlphaEMS for 2014 was approximately \$50,000 and provided for new employee orientation, processes and procedures, basic quality management orientation, and electronic component monitoring. AlphaEMS represents that ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

### ➤ Training Infrastructure

An HR Administrator will oversee the training project and be responsible for managing the scheduling, delivery and documentation for Alpha EMS. They will also be meeting with ETP staff and working with a third party administrator, Assured Incentives Group (AIG). AlphaEMS will collect completed rosters and fax them to AIG for quality control and entry into ETP's online portal.

**RECOMMENDATION**

Staff recommends approval of this proposal.

**DEVELOPMENT SERVICES**

AlphaEMS retained AIG in San Clemente to assist with development of this proposal for a flat fee of \$3,750.

**ADMINISTRATIVE SERVICES**

AlphaEMS also retained AIG to perform administrative services in connection with this proposal for a fee of \$4,650, not to exceed 13% of payment earned.

**TRAINING VENDORS**

To Be Determined

**Exhibit B: Menu Curriculum****Class/Lab Hours**

8-200

Trainees may receive any of the following:

**BUSINESS SKILLS**

- Supply Chain Management
- International Traffic in Arms Regulation (ITAR) Compliance
- Job Costing & Labor Analysis
- Communication & Coaching
- Negotiations & Sales

**CONTINUOUS IMPROVEMENT**

- Inspection & Testing Procedures
- Supply Chain Management
- ISO 9001 & 14001 Guidelines & Implementation
- Internal Auditor Training

**COMMERCIAL SKILLS**

- Engineered Component Design Placement/Optimization

**MANUFACTURING SKILLS**

- Soldering & Materials Best Practices
- Printed Circuit Board Assembly Procedures
- Wave Soldering & Solder Reflow Process
- System Level Assembly Best Practices

Note: Reimbursement for retraining is capped at 200 total hours per trainee, regardless of method of delivery.