



**Training Proposal for:
Hi Tech Electronic Manufacturing Corporation**

Small Business

ET17-0108

Approval Date: May 26, 2016

ETP Regional Office: San Diego

Analyst: M. Ray

CONTRACTOR

- Type of Industry: Manufacturing

 - Number of Full-Time Employees
 - California: 64
 - Worldwide: 64
 - Number to be trained: 20

 - Out-of-State Competition: NAICS Code Eligible
 - Special Employment Training (SET): Yes No
 - High Unemployment Area (HUA): Yes No
 - Turnover Rate: 7%
 - Repeat Contractor: Yes No
- Priority Industry: Yes No
- Owner Yes No

FUNDING

- Requested Amount: \$20,800
- In-Kind Contribution: \$18,888

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 SB <100 Priority Rate	Business Skills, Computer Skills, Cont. Imp., Mfg. Skills	20	8 - 60	0	\$1,040	\$16.46
				Weighted Avg: 40			

- Reimbursement Rate: \$26 SB Priority
- County(ies): San Diego
- Occupations to be Trained: Administrative Support, Engineering, Production, Manager/Supervisor
- Union Representation: Yes
 No
- Health Benefits: N/A

SUBCONTRACTORS

- Development Services: N/A
- Administrative Services: N/A
- Training Vendors: Expert Resource in Upland will provide Computer and Continuous Improvement Skills.

OVERVIEW

Located in San Diego, Hi Tech Electronic Manufacturing Corporation (HTEM) (www.hitem.com) provides manufacturing services to original equipment manufacturers (OEMs) in several industry sectors: medical instrumentation, defense and aerospace, motion camera, networking and telecommunications, high-end computer, and industrial and medical equipment. HTEM's products include total system assembly and subassemblies; electro-mechanical subassemblies; complex printed circuit board assemblies that utilize advanced surface-mount and through-hole technology; and mechanical and molded cable and harness assemblies.

HTEM also provides OEMs with new product introduction services; and test engineering; flexible materials management; comprehensive testing; product diagnostics and repair; and packaging, order fulfillment, and distribution services. HTEM is AS9100, ISO 13485:2003, ISO 9001:2008 certified. The Company is International Traffic in Arms Regulations (ITAR) compliant and, for governmental contracting purposes, is designated as a Small Disadvantaged Business (Minority Owned). HTEM is a repeat ETP contractor; however, has not had an ETP Agreement in over five years.

HTEM reports that its highly-diversified customer base and market concentrations are changing as customer expectations continue to grow. This is partly due to new industry regulations and certification requirements. In order to keep pace, the Company must improve its business processes and services, while continuing to maintain high quality.

HTEM is committed to provide its workers with complex training to focus on completing certification requirements. In addition to keeping up-to-date with the ITAR regulations, AS9100 and ISO certifications, the Company is committed to become National Aerospace and Defense Contractors Accreditation Program (Nadcap) certified. Nadcap, a global cooperative accreditation program for aerospace engineering, defense and related industries, will provide the Company a cost-effective approach to special processes, products, continuous improvement, and independent certification to become a high-performing workplace. To further support this goal, the Company acquired an outside vendor to provide full Nadcap services including customized training, gap assessments, requirements planning, document development and internal auditing.

Through this proposal, HTEM will be able to provide its workers the skills necessary to obtain and maintain certifications (testing will be at its expense). ETP funding will not only allow the Company to provide extensive Continuous Improvement Skills training to address the strategic goals mentioned above, but also provide business, computer and manufacturing skills training to accommodate changes in the overall business and manufacturing processes once the Company gains Nadcap certification.

Training Plan

Business Skills – Training will be provided to all occupations in purchasing procedures, customer service, contract review and product knowledge. Training will give employees the skill set to effectively implement customer solutions to improve customer satisfaction.

Computer Skills – Training will be offered to all occupations as it pertains to their job functions. Training in EAuditNet.com (Nadcap) will be delivered in a classroom setting by an outside vendor. Training in various software application skills will also be delivered to workers to streamline processes and improve customer responsiveness across all departments.

Continuous Improvement – Training will be offered to all occupations. In addition to upgraded ITAR, AS9100 and ISO training, trainees will receive extensive Nadcap training to maintain and increase market segments while complying with quality standard requirements.

Manufacturing Skills – Training will be offered to Engineering, Production and Manager/Supervisor to develop their skills in production, processes and procedures. Training in various machineries will allow trainees to operate equipment more efficiently. Training topics such as Good Manufacturing Processes, Quality Inspection and Testing Procedures, Kitting Procedures, and Electronic Static Discharge will provide trainees with skills necessary to improve product quality and the Company's overall manufacturing processes.

RECOMMENDATION

Staff recommends approval of this proposal.

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

8 – 60 Trainees may receive any of the following:

BUSINESS SKILLS

- Turn-Key Quote Procedures
- Purchasing Procedures
- Quote vs Buy Procedures
- Customer Service
- Engineer Change Order Procedures
- Contract Review
- Supplier Registry Review
- Risk Management
 - Corrective Action
 - Preventive Action
 - Internal Audit
- Customer-Related Processes
 - Customer Property/Customer-Furnished Materials
 - Customer Feedback
- Product Knowledge

COMPUTER SKILLS

- Software Application Skills
- National Aerospace and Defense Contractors Accreditation Program
 - EAuditNet.Com

CONTINUOUS IMPROVEMENT

- National Aerospace and Defense Contractors Accreditation Program
 - Introduction
 - EAuditNet.Com
 - Non-Conformance Reporting with Root Cause & Corrective Action
 - Electronics Requirements
 - Implementation
- International Traffic in Arms Regulations
- International Organization for Standardization
- AS9100

MANUFACTURING SKILLS

- Surface-Mount Technology
 - Set-Up
 - Breakdown
 - Reflow
 - Backup
- Soldering Procedures
 - Hand Soldering
 - Wire Solder
 - Solder Paste Printing
 - Solder Maintenance
- Automated Obstacle Inspection
- Quality Inspection and Testing Procedures

- Kitting Procedures
- Machine Operation
- Operating Procedures
- Product Specifications
- Good Manufacturing Processes
- Electronic Static Discharge

Safety Training will be limited to 10% of total training hours, per-trainee.

Note: Reimbursement for retraining is capped at 60 total hours, per-trainee, regardless of method of delivery.