See Also: LOM 7204
LOM 7309

ACTION BY:	***ACTION:***
Forensic Sciences Instruction (SFT) Staff	1. **Provides** at least five transition exhibits and one competency exhibit to the field laboratory upon graduation. NOTE 1: Transition exhibits originate from SFT and include expected results when possible. NOTE 2: The competency exhibit is not assigned until Step #9.
Training Officer (TO)	2. **Prepares** at least five different training exhibits that mimic routine laboratory submissions and **submits** to the vault. NOTE: Training exhibits originate from the field laboratory. 3. **Assigns** all training and transition exhibits and provides guidance for completion of assignment (e.g. due dates and technical guidance) to the new FC. NOTE: Supervisory Chemists (SC) may assign exhibits.
Forensic Chemist (FC)	4. **Analyzes** all exhibits assigned within established timeframes as determined by the training officer. 5. **Prepares** reports of analysis for all exhibits. 6. **Submits** for review.
TO	7. **Reviews** all reports for accuracy (e.g. correct identification and purity values, quality, and compliance with policy, etc.). 7a. **Returns** to FC for corrections, OR 7b. **Notifies** SC to review.
SC	8. **Reviews** report(s). 8a. **Returns** to FC for corrections, OR 8b. **Approves** report and **notifies** TO.
TO	9. **Assigns** competency exhibit after successful completion of all training and transition exhibits.

FC	10. **Analyzes** competency exhibit assigned by the training officer within established timeframes as determined by the training officer.
	11. **Prepares** report for the competency exhibit.
TO	12. **Reviews** report(s) for accuracy (e.g. correct identification and purity values, quality, and compliance with policy, etc.).
	12a. **Returns** to FC for corrections,
	OR
	12b. **Notifies** SC to review.
SC	13. **Reviews** report.
	13a. **Returns** to FC for corrections,
	OR
	13b. **Approves** report and **notifies** TO.
TO	14. **Notifies** laboratory management of completion of all training and transition exhibits, and the competency exhibit and
	15. **Obtains** approval from laboratory management to send results to SFT.
	16. **Forwards** completed reports for competency and transition exhibits to SFT within 60 calendar days after new FC reports to the laboratory.
SFT Staff	17. **Reviews** reports of competency and transition exhibits and **responds** to the TO within 7 calendar days indicating:
	17a. Successful completion of all exhibits,
	OR
	17b. The need for additional testing.
Laboratory Director	18. **Notifies** SFT staff that the chemist received the competency memorandum.

End of Document

Date Posted: 03/30/2018