

## **TYONEK FABRICATION CORPORATION SHAREHOLDER TRAINING PROGRAM**

Within the framework of our capabilities in Huntsville, Alabama, Tyonek Fabrication Corporation would like to provide a shareholder training program to those interested shareholders of Tyonek Native Corporation. It is our intent to enter into a formal written contract with each candidate, in which we will each have an understanding of intention and performance. It is our sincere wish that this program develop into a valuable resource for the shareholders of TNC. Due to Alabama's Department of Labor Regulations, all applicants must be at least 18 years of age and have a Social Security Number.

The TFC Shareholder Training Contract will provide the following:

- A list of the job training activities and skills available in our facility.
- Six months of on the job training (Candidates will be paid, full time employees of TFC during the training period)
- A copy of TFC's Policies & Procedures to which all TFC employees adhere.
- A TFC job application form
- A pre-employment drug test to be administered in Anchorage
- Round trip airfare from Anchorage to Huntsville with an open return.
- A cash advance to cover the candidate's expenses until the first paycheck.
- A furnished apartment (50% of the cost to be deducted from the candidates pay)
- A vehicle for transportation while in Huntsville. (Candidates to pay for gas)
- A sponsor for the first week to help the candidate adjust to Huntsville.

The TNC Shareholder Employee will provide the following:

- A completed job application form
- A valid driver's license
- Two forms of identification (e.g., driver's license, Social Security Card, etc.)
- A positive attitude
- A willingness to be at work on time, work hard and learn
- A willingness to abide by the Policies & Procedures of TFC (TFC is a 100% drug and alcohol test facility with zero tolerance)

The following list of Job Categories describes the positions available along with specific information about the skills to be achieved during the initial six month period.

### **Mechanical Assembly Technician I (MT I)**

The Mechanical Tech I will assist in the assembly and sub assemblies of mechanical hardware. The technician will be assigned to a journeyman level (Mechanical Technician II) mechanic and will provide general support in the construction of basic mechanical assemblies as dictated by the drawings and specifications. The technician will be trained and supervised when working on complex tasks and will be held responsible for making sure all tools required for the job are available at workstation and put back into the tool room at the completion of the assignment.

Tasks normally required to be performed are as follows:

- Put parts together with bolts, clips, screws, solder, cement, or other fasteners by hand or by using portable power tools
- Use machines such as arbor presses or riveters for making forced fittings or fastening operations on the assembly line
- Lubricate moving parts
- Put together sub-assemblies to make single units
- Connect electrical wiring
- Perform the same assembly task repeatedly
- Visualize final hardware from drawings or diagrams
- Begin to learn methods and techniques for reading mechanical drawings
- Follow instructions and work accurately
- Make decisions based on standards that can be checked
- Working to a specified deadline

Skills required: The applicant should have a basic ability to handle tools and hardware, be able to read notes and written instructions, and provide basic assistance to an experienced mechanic.

At the completion of six months, the applicant will be able to read simple drawings and assemble a simple hardware in compliance to military standards and per standard drawings. The more adept applicant will be ready to proceed to an intermediate level where little supervision is required for assembly of moderately complex assemblies.

### **Machinist I (MA I)**

The Machinist I will operate metal cutting machinery to create machined parts and assembles to drawing specifications. This entry level position requires close supervision of the shop supervisor or lead machinist.

Tasks normally required to be performed are as follows:

- Setup and operate basic machine shop machinery (Saws, drill presses, lathes, and mills)
- Visualize final hardware from drawings or diagrams
- Begin to learn methods and techniques for reading mechanical drawings
- Create basic shapes from raw material into a finished product
- Measure dimensions using micrometers, vernier calipers, and depth gages
- Understand and comply with safety procedures
- Perform some mathematical calculations
- Understand machining of different metals
- Perform finishing jobs such as filing, sanding, and grinding
- Follow instructions and work accurately
- Make decisions based on standards that can be checked
- Working to a specified deadline

Skills required: The applicant should have a basic ability to handle tools and metal hardware, be able to read notes and written instructions, and provide basic assistance to an experienced machinist. Some basic math will be required in order to determine cut dimensions from drawing dimensions.

At the completion of six months, the applicant will be able to read simple drawings, be able to select raw materials needed to create a finished product, understand and comply with basic standards of machining practice, and understand and comply with all safety procedures. The applicant will be ready to take on jobs of greater complexity where more complex shapes are created using multiple set-ups on different machines. The applicant will also have introductory experience with automated machinery such as CNC lathes and mills.

### **Painter I (PPA I)**

The entry level painter will assist a lead painter in part cleaning and surface preparation for items to be painted. This position typically requires some supervision to provide basic safety procedures and work instructions.

Tasks normally required to be performed are as follows:

- Inspect and clean parts in preparation for paint application
- Mask parts using various techniques to prevent coating of surfaces not intended for paint protection
- Basic paint application on simple parts (both prime and finish coats and depending on applicant ability)
- De-masking parts and preparation for marking and shipment
- Inspection of hardware for defects in coating
- Repair of defects
- Marking parts
- Wrapping hardware in preparation for final shipment or storage

- Setting up and cleaning paint equipment such as sprayers, filters, paint booths, and mixing equipment.
- Follow instructions and work accurately
- Make decisions based on standards that can be checked
- Working to a specified deadline

Skills required: The applicant should have a basic ability to handle tools and hardware, some lifting is required. The ability to read drawing notes and written instructions is also required. The applicant will provide basic assistance to an experienced painter.

At the completion of six months, the applicant will understand basic relationships between clean surfaces and paint adhesion. The applicant will have experience in painting various hardware of simplistic shape with a number of paint types (paints typically used to coat military hardware).

### **Welder I**

The entry level welder will assist a journeyman level welder in performing basic welding as dictated by drawing requirements. As an apprentice fabricator, the welder will be required to create and arrange metal forms, fixtures, and clamps in order to hold work-pieces in-place for final welding. The activity involves joining metals so that high strength is achieved while avoiding excessive distortion. Entry level welders typically have vocational training or apprenticeship and some level of certificate per MIL-STD-1495. As a result, this program may be augmented with some level of vocational training at a local Huntsville school.

Tasks normally required to be performed are as follows:

- Setup welding machinery (insert welding rods, electrodes, or welding torch tip)
- Set machine guides and fixturing devices to hold work-piece in place
- Adjust welding machine controls to set proper flame, electric current, or air and hydraulic pressure
- Perform basic welding under direct supervision
- Perform grinding and deburring as necessary to complete work
- Inspect work for compliance to drawing or specification requirements
- Follow instructions and work accurately
- Make decisions based on standards that can be checked
- Working to a specified deadline

Skills required: The applicant should have a basic ability to handle tools and hardware, some lifting is required. The ability to read drawing notes and written instructions is also required. The applicant will provide basic assistance to an experienced welder.

At the completion of six months, the applicant will understand basics of simple welding and support for journeyman welders. The applicant will have experience in welding various metals in simplistic arrangements with a number of weld methods.