

DOE ORO FACILITY REPRESENTATIVE TRAINING AND QUALIFICATION PROGRAM FLOW DIAGRAM



FacRep Candidate Assigned to Program

- 1- Assignment memo from management lead
- 2- Memo to ORO TDG (Patty Dockery) on TQP Assignment

Core Training – General Technical Based Qualification Standard (GTBQS)

Summary Logistics for GTBQS

- 1- Access Employee Self Service
- 2- Input equivalency and exemption information and planned development activities
- 3- Obtain supervisor approval of documentation and provide to TDG
- 4- Complete developmental activities
- 5- Provide documentation of completed developmental activities to TDG

Core Training – Facility Representative Functional Area Qualification Standard (FRQS)

Summary Logistics for FRQS

- 1- Access Employee Self Service
- 2- Input equivalency and exemption information and planned development activities
- 3- Obtain supervisor approval of documentation and provide to TDG
- 4- Complete developmental activities
- 5- Provide documentation of completed developmental activities to TDG

Facility Representative Facility-specific Interim Qualifications

Summary Logistics for Interim Qualifications

- 1- Obtain Interim Qualification Standard and Card
- 2- Obtain approval signatures for competencies
- 3- Complete walkdown evaluations and/or required oral interview
- 4- Obtain certification signature
- 5- Provide Interim Qual Card to TDG

Facility Representative Facility-Specific Qualification Standard

Summary Logistics for full Qualification

- 1- Obtain Full Qualification Standard and Card
- 2- Obtain approval signatures for competencies
- 3- Successfully complete one walkdown evaluation
- 4- Successfully complete written evaluation
- 5- Successfully complete oral evaluation
- 6- Obtain approval/certification signatures on qualification card
- 7- Obtain qualification program checklist/schedule TDG records review
- 8- Complete interview with Manager of ORO
- 9- Provide Qual Card and Checklist to TDG

Transferred Facility Representative Facility-Specific Qualification Standard

Summary Logistics for Transfer and Full Qualification

- 1- Complete competency portion of qualification card
- 2- Successfully complete written evaluation
- 3- Obtain approval/certification signatures on qualification card
- 4- Provide Qual Card to TDG

GTBQS & FRQS Related Notes

- 1- GTBQS may have been completed or begun under other Program requirement
- 2- Additional direction may be found in the Employee Self Service TQP Competency Data Entry Guidance
- 3- Candidate has six months to prepare documentation of exemptions/equivalencies and developmental activities and 18 months to complete training needs. Clock starts at time of assignment to facility.

Interim Qualification Related Notes

- 1- Interim Qualification begins immediately upon assignment to facility
- 2- Interim Qual shall not exceed 24 months (ORO FacRep Program Manual)

Facility Representative Requalification

General Logistics for Requalification

- 1- Obtain requalification standard
- 2- Document ongoing training
- 3- Complete requalification standard and obtain competency approvals
- 4- Complete written and/or oral examinations
- 5- Obtain final approval/certification signatures on requalification card
- 6- Provide copy of documentation to TDG

Requalification Related Notes

- 1- Shall be completed within five years of last qualification (DOE-STD-1063-2011)

Transferred Full Qualification Related Notes

- 1- Shall be completed in one year of transfer (ORO FacRep Program Manual)

Note: Core Training Requirements are Coordinated by the ORO Training and Development Group (TDG)
Contact: Patty Dockery (865) 576-1875

Note: Interim Qual, Facility-Specific Qualification, and Requalification Requirements are Coordinated by the OR FacRep Group Leader or Supervisor

Ongoing Training - Appropriate activities may include formal management and technical training, self-study, seminars, on-the-job training, briefings, and rotational assignments Documented ongoing training may apply to the Facility Representative Requalification. Ongoing for GTBQS and FRQS is listed at the back of those standards.