

ISMS Training Document
Track 2, Activity 5 – November 2009
Technical Competency

Activity

Describe how Oak Ridge Office's (ORO's) Individual Development Plans (IDPs), Technical Qualification Program (TQP), the use of Facility Representatives and subject matter experts (SMEs) are used to address and assure technical competency. This relates directly to ISM Core Principle 3, Competence Commensurate with Responsibility.

At the completion of this activity, fill out the Self-Certification Form certifying that you have read this activity sheet.

Note: When regulations, Department of Energy (DOE) directives, or other industry standards are referenced in this ISMS activity, please use the most recent version.

Key Documents

- [DOE M 360.1-1, Federal Employee Training Manual](#)
- [DOE M 426.1-1, Federal Technical Capability Manual](#)
- [DOE-STD-1063-2006, Facility Representatives](#)
- [DOE-STD-1151-2002, Facility Representative Functional Area Qualification Standard](#)
- [ORO Technical Qualification Program Website](#)
- DOE Facility Representative Home Page:
<http://www.hss.energy.gov/deprep/facrep/>
- ORO Directives Management Group, Key Management Documents,
http://www.ornl.gov/doe/doe_oro_dmg/oro_keymanagementdoc.htm
- ORO Office of Science Federal employees should also refer to the Office of Science Management System (SCMS): Environment, Safety, and Health, Subject Area: *Environment, Safety, and Health (ES&H) Oversight of Contractors*, <http://scms.sc.doe.gov/>

What's In It For Me

The overall technical capability of ORO is built on two tenets. First, technical employees using IDP and TQP tools can acquire, enhance, maintain, and apply their technical skills and knowledge in order to effectively oversee the contractors' programs and processes. Second, Facility Representatives and subject matter experts possess unique and critical technical skills that when applied to at-risk facilities and activities provide ORO with assurance that the contractor is being properly monitored and managed.

The completion of this activity will help you gain an understanding of how IDPs, TQP, Facility Representatives and SMEs are used to address and assure technical competency.

How IDPs Are Used

DOE M 360.1-1, *Federal Employee Training Manual*, prescribes the preparation of IDPs. These are required within 60 days of an employee joining the Department or transferring to a new position, and are reviewed and updated

ISMS Training Document
Track 2, Activity 5 – November 2009
Technical Competency

annually. Employees initiate and supervisors and managers approve IDPs through discussions regarding job requirements and the competencies required to successfully meet these requirements. The IDP provides a mechanism to establish an employee's training, development, and qualification needs based on the:

- Department and organization goals, objectives, and mission
- Technical qualification standards for the position (if applicable)
- Employee's personal and professional developmental goals

IDPs are a planning tool for identifying developmental activities that support the organization's mission. Employees must not misconstrue supervisory approval of an IDP to mean they will automatically receive every training course requested in the plan. The following controlling guidelines apply:

- Funding is available to support the training and development activities
- Work assignments and job responsibilities are not adversely affected
- Priority is given to mandatory learning activities such as regulatory, certification, and site access requirements
- Scheduling of training and development activities starts with a discussion between the employee and supervisor in order to plan for any workload coverage issues that may occur

The Human Capital Assessment Group (HCAG) Web Site

(<http://www.ora.gov/tdd/IndividualDev/development.htm>) contains guidance and information on preparing IDPs, and includes a link to the Employee Self Service (ESS) Web Site. ESS is an automated web-based system that enables DOE Federal employees to use the Internet to view payroll, benefits, personal and training information and to update personal and payroll information, including preparation of IDPs. Federal employees must complete their IDPs using ESS.

How the TQP Is Used

Using DOE M 426.1, *Federal Technical Capability Manual*; DOE M 360.1-1, *Federal Employee Training Manual*; SCMS Procedures or other Oak Ridge Office documents and the *ORO Technical Qualification Program Website*, immediate supervisors identify which employees are required to participate in the TQP. Supervisors conduct the initial evaluation of each employee's competencies against competency requirements to determine exemptions and equivalencies and to identify training needs. Also, subject matter experts have been identified and designated by ORO Assistant Managers and the ORO Manager to serve as Qualifying Officials (QOs) for the ORO and Integrated Support Center organizations. These designated QOs review and evaluate TQP documents to verify TQP participants' completion of the assigned competencies. The supervisor notifies the HCAG of the training needs and monitors and reports to the HCAG on the employee's progress toward meeting training and qualification requirements. The Technical Qualification Record is used to track the completion of TQP training requirements.

ORO employees who are designated to participate in the TQP must complete

ISMS Training Document
Track 2, Activity 5 – November 2009
Technical Competency

three levels of qualification standards:

- The General Technical Base Qualification (GTB) Standard
- The Functional Area Qualification Standard (FAQS) based on position requirements
- The Office/Facility-Specific Qualification Standard, which is made up of competencies that are required for a particular job (i.e., the activities and functions unique to the setting, type of work, facility, site, or organization) and are not covered in the GTB or FAQS.

After employees complete the specified qualification requirements, they maintain technical competency through continuing training, education, and experience activities. This may be accomplished by self-study, on-the-job training, and formal training or rotational assignments. Planned training, development, education, experience, and qualification requirements are documented annually in the IDP. Note that there is no formal requalification process except for Facility Representatives, Senior Technical Safety Managers, and Nuclear Safety Specialists.

Facility Representatives comply with both SCMS Procedures or other Oak Ridge Office documents and the TQP Manual. While the Facility Representatives must complete the DOE TQP Facility Representative Functional Area Qualification Standard program, each ORO organization supplements the requirements of TQP and the DOE-STD-1063-2006, *Facility Representatives*, with office and facility qualification standards and procedures. Satisfying all local and DOE requirements will allow the prospective facility representative to receive ORO TQP certification.

**How Facility
Representatives and
SMEs Are Used**

Facility Representatives and subject matter experts (SMEs) can be assigned oversight of specific facilities. There are two primary methods used by them to acquire the new skills and knowledge of assigned facilities and any associated safety systems. They can complete the training activities associated with existing TQP office/facility-specific qualification standards. These standards may be contained in a qualification card and can include a written or oral evaluation and a facility walkthrough. The second method involves the use of on-the-job training (OJT), self-study, participation in the contractor's facility training programs, and a check-out by a qualified individual or supervisor.

The use and assignment of Facility Representatives and SMEs who have acquired facility-specific and system-specific skills and knowledge provides an assurance that there is effective oversight of contractor activities. The collective technical skills and knowledge of the organization comprise the overall technical capability of ORO.

To Learn More

Click on these documents for more information about how IDPs, TQP, facility assignment of Facility Representatives and SMEs are used to address and assure technical competencies

- [DOE M 360.1-1B, *Federal Employee Training Manual*](#)
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ISMS Training Document
Track 2, Activity 5 – November 2009
Technical Competency

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