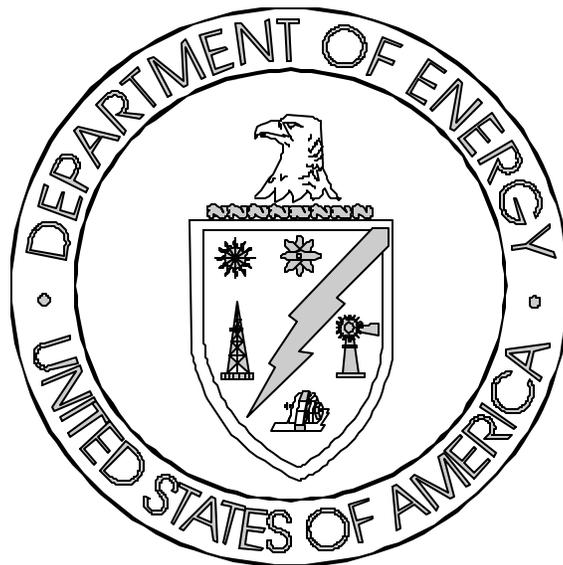


**U. S. DEPARTMENT OF ENERGY
OAK RIDGE OPERATIONS**

PADUCAH SITE OFFICE

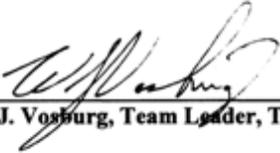


**TECHNICAL QUALIFICATION PROGRAM
OFFICE/FACILITY-SPECIFIC
QUALIFICATION STANDARD**

**Revision I
December 2002**

APPROVAL AND CONCURRENCE

Concurrence:

 1/3/03

William J. Vossburg, Team Leader, Training and Development Group

Approval:

 1/30/03

Wendell D. Seaborg, Site Manager, Paducah Site Office

 1/30/03

Gerald G. Boyd, Assistant Manager, Environmental Management

ORO PADUCAH SITE OFFICE OFFICE/FACILITY-SPECIFIC QUALIFICATION STANDARD

Purpose

This standard is required by the Department of Energy (DOE) regulation, DOE M 360.1-B, *Federal Employee Training Manual*, as part of the Technical Qualification Program (TQP) and supplements the department-wide General Technical Base and Functional Area Qualification Standards. It contains the competency requirements that Paducah Site Office staff assigned to the TQP need in order to perform assigned activities.

Each of the competency statements is followed by a list of supporting knowledge and skill statements that further amplify and describe the intent of the competency. The supporting knowledge and skill statements are not requirements; they are suggested enablers or benchmarks to be used as a measure to judge the attainment of the competency.

Implementation

The various competencies identify knowledge requirements at either a familiarity level, or a working level. These levels are defined as follows:

Familiarity level is defined as basic knowledge of, or exposure to, the subject or process adequate to discuss the subject or process with individuals of greater knowledge.

Working level is defined as the knowledge required to monitor and assess operations/activities, to apply standards of acceptable performance, and to reference appropriate materials and/or expert advice as required to ensure the safety of Departmental activities.

TQP participants input, track and report on technical qualification competency information through DOE's web-based Employee Self Service (ESS) program. The reports are sent to ORO's Training and Development Group (TDG) for input into a centralized database.

Participants should read the ORO Technical Qualification Program (TQP) Manual prior to selecting applicable qualification standards and inputting information in ESS. The TQP Manual and other TQP resources are available through the TDG web site at <http://www.ornl.gov/tdd/QualPrgm/qualprgm.htm>.

Completion of Competencies

Exemptions to the requirements of the listed subject areas are not to be used in this phase of the TQP. The competencies listed in this standard represent a core of knowledge and skills necessary for qualification and must be verified in some manner.

Equivalencies may be granted for individual competencies based upon an objective evaluation of the employee's prior education, training, and experience. Documentation of equivalencies must be provided which indicates how these requirements were met. The supporting knowledge and skill statements should be considered when evaluating an employee's ability with respect to each competency requirement.

For further explanation of exemptions and equivalencies, see the TQP Manual.

Verifying and documenting that the competencies have been met may be accomplished by the Paducah Site Office management, or by a subject matter expert (SME) designated by it. The evaluation must be documented (evaluator notes, certificates of course completion, test reports, etc.); the supervisor's signature on a hard copy of the TQR document is necessary to show completion of the competency.

Any of the following methods may be used to fulfill the initial participant's competencies.

- Formal education (college courses and academic degrees)
- Training (DOE, DOE contractor, other agency, outside vendor)
- DOE experience or on-the-job training
- Equivalencies for prior experience, education, and training
- Documented oral evaluation
- Documented observation of performance
- Written examination (including test out)

Developmental Activity is required for those competencies where the knowledge and skill level is insufficient for conducting related job tasks. A developmental activity such as a training class, self study, or on-the-job training must be identified, approved, and completed. An evaluation of competency must be conducted and documented by the supervisor or a qualifying official to receive credit for meeting that competency.

Continuing Training and Proficiency Requirements

Requalification on the competencies contained in this qualification standard is not required. Paducah Site Office staff should participate in continuing learning activities in order to maintain and improve previously acquired knowledge and skills and to acquire new knowledge and skills where necessary. Continuing training and education to maintain technical proficiency includes the following elements:

- Technical education and/or training on topics directly related to Paducah Site Office duties and responsibilities.
- Training on topics that address an individual's knowledge and/or skill deficiencies.
- Training in areas added to the qualification standard since initial qualification.

Competencies added to the qualification standard are documented in the Technical Qualification Record and are addressed like other qualification standard competencies. Specific continuing training or education needs should be documented in Individual Development Plans.

COMPETENCIES

1. Paducah Site Office personnel shall demonstrate a familiarity level knowledge of the Emergency Action Plan at the Paducah Plant Site.

Supporting Knowledge and Skills

- a. Describe the major points in the Emergency Action Plan.
- b. Describe how this plan integrates with other site emergency plans.
- c. Describe the roles and responsibilities of the off-site emergency response organizations.
- d. Describe the roles and responsibilities of the USEC management and emergency response personnel.
- e. Describe the roles and responsibilities of Paducah Site Office personnel as outlined in the Emergency Action Plan.
- f. Explain the policy and procedure for maintaining and updating the Emergency Action Plan.
- g. Explain the policy and procedure for maintaining awareness of and adequate response to emergency situations for Paducah Site personnel.

2. Paducah Site Office personnel shall demonstrate a working level knowledge of the Emergency Plan for the C-103 building.

Supporting Knowledge and Skills

- a. Describe your responsibilities if you discover an emergency.
- b. Describe your actions if the building must be evacuated.
- c. Describe your actions if you need to shelter-in-place.

3. Paducah Site Office personnel shall demonstrate a familiarity level knowledge of the lease agreement between DOE and USEC.

Supporting Knowledge and Skills

- a. Describe the major provisions of the Lease Agreement between the United States Department of Energy and the United States Enrichment Corporation.
- b. Discuss the key elements of articles 2 through 13 of Exhibit C, Environmental and Waste Management Agreement.

4. Paducah Site Office personnel shall demonstrate a familiarity level knowledge of visitor access requirements at the Paducah Plant site.

Supporting Knowledge and Skills

- a. Briefly describe the process and requirements for establishing access by uncleared visitors to the Paducah site.
- b. List the provisions within the Escort Protocol.
- c. Briefly describe the major provisions for uncleared access to the limited security area and to the buffer zone, including the DOE Site Office through Post 57.

5. Paducah Site Office personnel shall demonstrate a familiarity level knowledge of Paducah-specific environmental and waste management programs.

Supporting Knowledge and Skills

- a. Describe the waste certification processes at Paducah.
- b. Describe Paducah's major waste streams from generation to disposal.
- c. Describe Paducah's integration of pollution prevention and waste reduction into all aspects of operations.
- d. Describe the new or alternative technologies employed, or planned for, at Paducah to expedite environmental cleanup and reduce risks to the environment and the public.

6. Paducah Site Office personnel shall demonstrate a familiarity level knowledge of Agreements in Principle and Federal Facility Agreement (FFA) and related grants for the Paducah Gaseous Diffusion Plant.

Supporting Knowledge and Skills

- a. State the goal of the Agreement in Principle (AIP) for Environmental Oversight and Monitoring Between the United States Department of Energy and the Commonwealth of Kentucky.
- b. State the purpose of the Agreement in Principle grant for remediation work at the Paducah Gaseous Diffusion Plant (PGDP).
- c. State the purpose of the Federal Facility Agreement grant for remediation work at the PGDP.
- d. State the basic directive of the Federal Facility Agreement (FFA) for the Paducah Gaseous Diffusion Plant.
- e. Describe the three main requirements covered in the FFA.

7. Paducah Site Office personnel shall demonstrate a familiarity level knowledge of the Paducah Site Office employee concerns and action tracking request process.

Supporting Knowledge and Skills

- a. Discuss the purpose of the Paducah Site Office's (PSO) *DOE and Contractor Employee Concerns* procedure.
- b. Describe a PSO staff member's responsibilities in identifying, reporting and resolving DOE and contractor personnel concerns.