

U.S. Department of Energy  
**Employee Self Service**



Key to Your Information Universe

## **Technical Qualification Program**

### **Competency Data Entry Guidance**

**Oak Ridge Operations Office  
Training and Development Group  
November 2003**

# INTRODUCTION

## **ORO's Technical Qualification Program**

The ORO Technical Qualification Program establishes and maintains the technical capabilities necessary for technical personnel in nuclear and selected non-nuclear facilities to carry out the mission of ORO while protecting the health and safety of employees and the public.

The program applies to federal technical employees in the 800 and 1300 occupational series and others whose positions require them to provide management direction and oversight that could impact the safe operations of a nuclear or hazardous facility.

## **Completing the Technical Qualification Program**

Before you begin inputting information in ESS, you should read the ORO Technical Qualification Program Manual (<http://www.ora.gov/tdd/QualPrgm/qualprgm3.htm>) and the ESS/TQP instructions (first selection under the TQP button on the ESS menu). Also review the General Technical Base standard, your functional area standard and your office/facility standard, and then follow these steps:

- Input Equivalency and Exemption information and planned Developmental Activities.
- Print the reports and gather supporting documentation.
- Submit the reports to your supervisor for review of all Equivalency and Exemption justifications, supporting documentation and developmental activities.
- Meet with your supervisor to discuss the reports you've submitted. The Equivalency Designations and Exemptions Designations reports are signed by the first and second level supervisor. Each Developmental Activity (Developmental Activities Needed report) is initialed by the supervisor indicating agreement and support in completing the activity.
- Signed, original reports and copies of justifications and supporting documentation are sent to Patty Dockery, TDG, AD443. This information is due 6 months after your start date.
- Complete each Developmental Activity and meet with your supervisor or qualifying official for an evaluation of job competency. The supervisor or Qualifying Official writes the Evaluation Methods, Evaluation Notes, and the Evaluation Date on the Developmental Activities Needed report and signs as the Qualifying Official (QO). Save this copy of the report.
- Input the QO's Evaluation Method(s), Evaluation Notes, and Evaluation Date in ESS.
- When all activities have been completed, evaluated and signed, your supervisor signs at the bottom of each Needed Developmental Activities Report.
- Submit the original, signed Needed Developmental Activities Reports to Patty Dockery, TDG, AD443, no later than 18 months after your start date.

Once your final report is signed and sent to TDG, DO NOT change information in ESS. If a modification is needed, contact Patty Dockery (865-576-1875).

**NOTE:** Should your job position or job duties change and a new standard or new competencies are now applicable, DO NOT change information in ESS. You must send a TQP Assignment memo (<http://www.ora.gov/tdd/QualPrgm/qualprgm3.htm>) to:

Patty Dockery, (dockeryph@oro.doe.gov).  
Phone: (865) 576-1875  
Fax: (865) 241-4577

## Web Sites

Training and Development Group Web Site  
<http://www.ora.gov/tdd/tddhome.htm>

TQP Manual (A Desktop Reference for Supervisors and Participants)  
<http://www.ora.gov/tdd/QualPrgm/qualprgm3.htm>

Employee Self Service  
<https://mis.doe.gov/ess/>

## Accessing Employee Self Service (ESS):

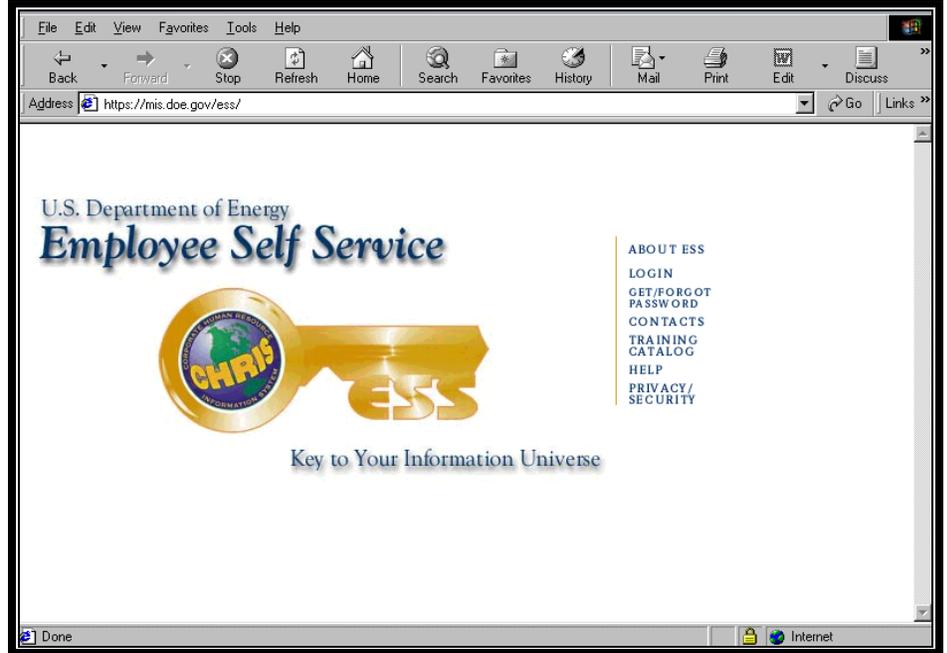
Access the ESS web site:

<http://mis.doe.gov/ess>

Bookmark this page.

Click on:

**Login**

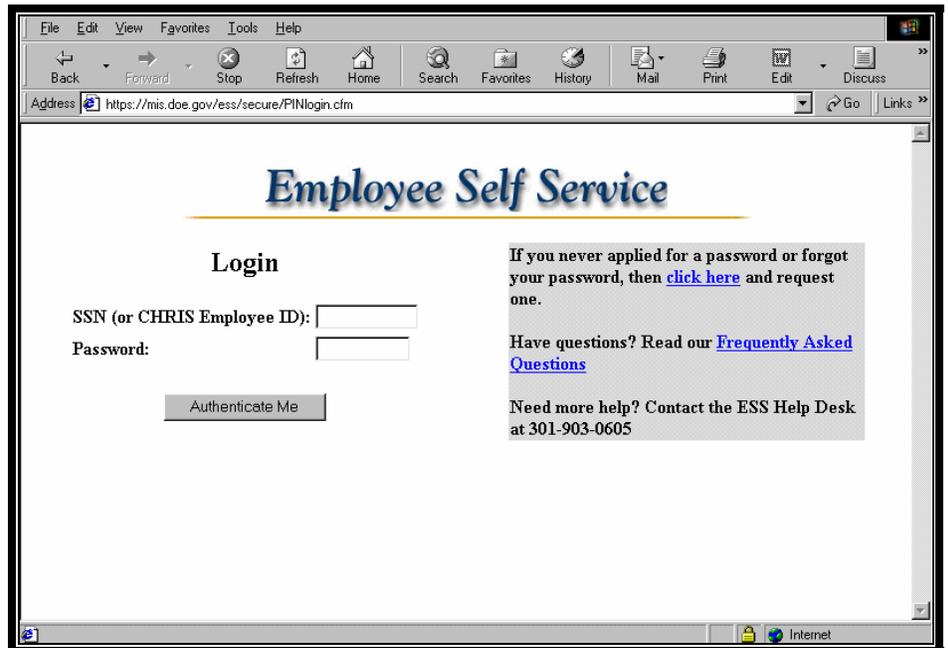


Enter:

- **SSN or CHRIS Employee ID**
- **Password**

Click on:

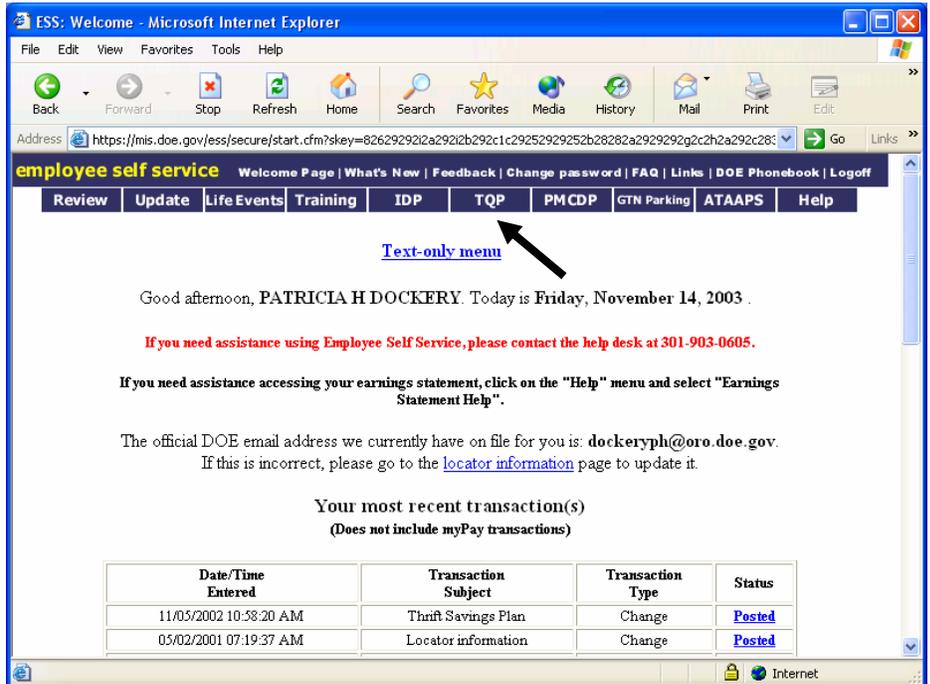
**Authenticate Me**



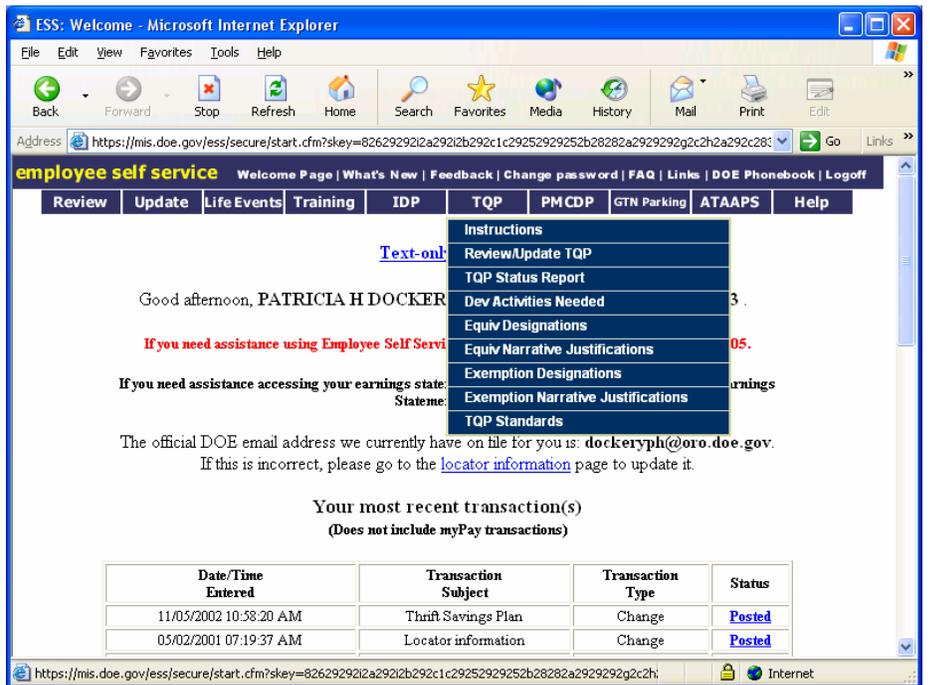
# Accessing Employee Self Service (ESS):

The ESS Welcome and Menu page displays.

Click on the TQP button at the top of the screen.



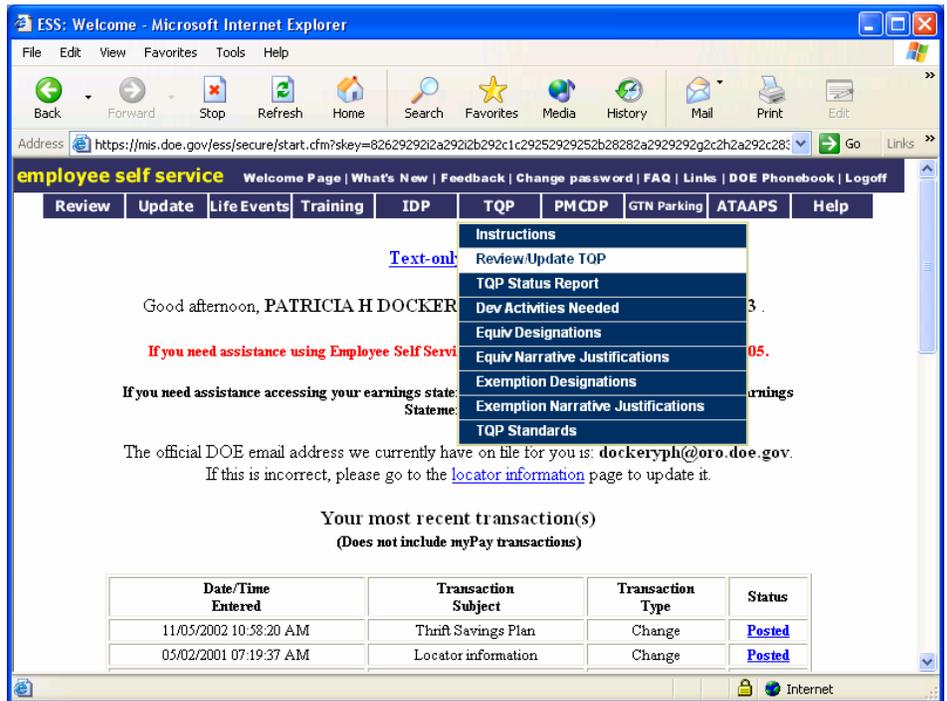
The first item on the “TQP” drop-down menu is “Instructions.” Please read the instructions before beginning your input.



# Entering Competency Information:

After completing the Instructions, return to the TQP drop-down menu.

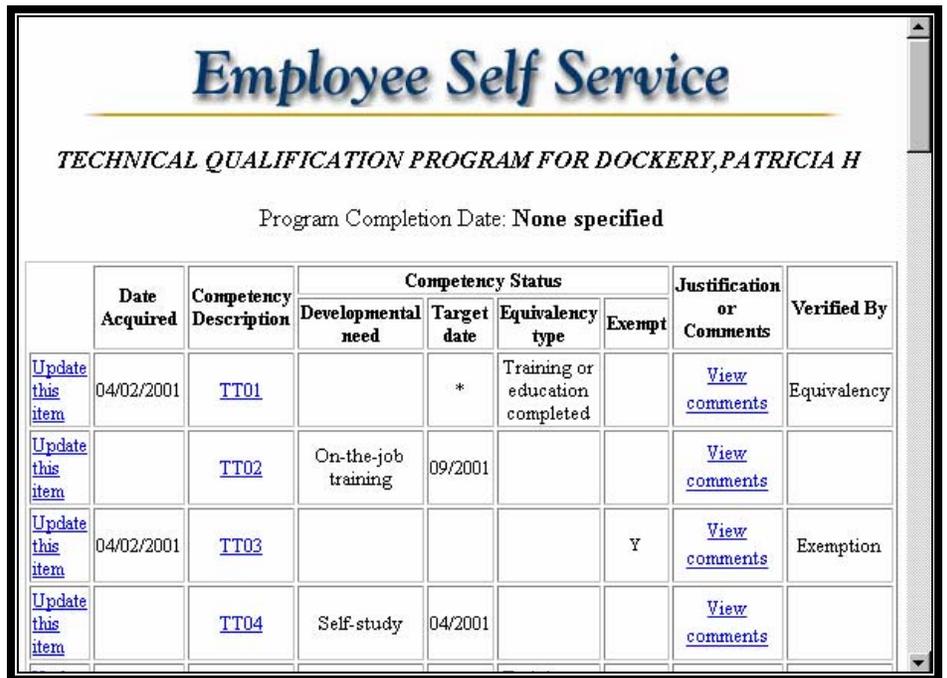
Click on:  
**Review/Update TQP**



Review:  
the **Competency Description**,  
by clicking on the Competency  
Description link or by reading  
the description from a printed  
copy of the standard.

To view and/or print a copy of the  
General Technical Base standard  
or a Primary Functional Area  
standard, return to the previous  
screen (click the Back button) and  
select TQP Standards.  
ORO Office/Facility-specific  
standards can be viewed and/or  
printed from this web site:  
<http://www.oro.gov/tdd/QualPrgm/qualspec.htm>

Click on:  
Update this item



## Entering Competency Information, cont.:

Click on:  
Pull down arrow

**Highlight the appropriate designation for the competency.**

*Developmental Need* – training or other developmental activity is required to gain competency in this area.

*Equivalency* – acquired competency through education, training, experience or other job-related activity.

*Exemption* – do not have competency in this area, however this competency is not part of current job/task responsibilities.



**Employee Self Service**

TECHNICAL QUALIFICATION PROGRAM FOR DOCKERY, PATRICIA H

Competency description = TT1.13

Please select a status for this competency record:

Developmental need  
Developmental need  
Designation of equivalency  
Designation of exemption

Click on:  
Continue



**Employee Self Service**

TECHNICAL QUALIFICATION PROGRAM FOR DOCKERY, PATRICIA H

Competency description = TT1.13

Please select a status for this competency record:

Designation of equivalency

Continue

## Entering Competency Information, cont.:

If status = Equivalency

Click on:  
**Pull down arrow in the  
Equivalency type field**

The screenshot shows the 'Employee Self Service' interface for the 'TECHNICAL QUALIFICATION PROGRAM FOR DOCKERY, PATRICIA H'. The page title is 'Updating competency = TT1.13'. Below the title is a table with five columns: 'Date Acquired', 'Competency Description', 'Competency Status', 'Justification or Comments (2000 character limit)', and 'Verified By'. The 'Competency Description' cell contains the text 'TT1.13'. The 'Competency Status' cell contains a pull-down menu with a small downward arrow. A black arrow points to this arrow. Below the table is a 'SUBMIT' button.

Date Acquired	Competency Description	Competency Status	Justification or Comments (2000 character limit)	Verified By
	TT1.13	<input type="text" value="Equivalency type"/>		

SUBMIT

Select the appropriate  
Equivalency.

This screenshot is similar to the one above, but the pull-down menu in the 'Competency Status' field is open, showing a list of options: 'Education & Experience', 'Experience', 'Training or Education completed', and 'Other (see Justifications)'. The 'SUBMIT' button is visible below the menu.

Date Acquired	Competency Description	Competency Status	Justification or Comments (2000 character limit)	Verified By
	TT1.13	<input type="text" value="Equivalency type"/>		

SUBMIT

## Entering Competency Information, cont.:

Key in a justification for equivalency.

Include course names, descriptions and dates. For job experience, provide dates, company name and a description of relevant job tasks and responsibilities.

See Appendix A, page 15 of the Technical Qualification Program Manual for examples of Equivalency and Exemption justifications.

Click on:  
**Submit**

**Employee Self Service**

*TECHNICAL QUALIFICATION PROGRAM FOR DOCKERY, PATRICIA H*

Updating competency = TT1.13

Date Acquired	Competency Description	Competency Status	Justification or Comments (2000 character limit)	Verified By
	<a href="#">TT1.13</a>	Experience	Participant in Operational Readiness Review of Y-12 Receipt, Storage and Shipment - evaluation of field	

A confirmation screen displays.

Click on:  
**Update another competency**

**Employee Self Service**

*TECHNICAL QUALIFICATION PROGRAM FOR DOCKERY, PATRICIA H*

Your competency information has been submitted successfully.

**Competency description:** TT1.13

**Target date:**

**Equivalency type:** Experience

**Comments:** Participant in Operational Readiness Review of Y-12 Receipt, Storage and Shipment - evaluation of field OJT (copy of applicable ORR sheets) Completion of Naval reactors training course in 4 phase mock-up/OJT development for nuclear technical training branch (copy of superior achievement award and Admirals letter of appreciation for performance of superior training). Intermediate Maintenance Activity Nuclear Planning Yard, Charleston, SC - Lead course designer and instructor (copy of class lesson guides and performance appraisal supporting superior achievement in class teaching) Development of basic trade skill lesson plans and supervisory nuclear engineer reviewer for technical training branch (copy of SF-50 and course guide) Completion of instructor development course, Charleston Naval Shipyard (signature sheet)

[Update another competency](#) ←

## Entering Competency Information, cont.:

If status = Exempt

Click on:  
**Check box in Competency Status column**

Key in a justification for exemption.

Click on:  
**Submit**  
(Confirmation screen displays.)

The screenshot shows the 'Employee Self Service' interface for 'TECHNICAL QUALIFICATION PROGRAM FOR DOCKERY, PATRICIA H'. The page title is 'Updating competency = TT2.2'. Below the title is a table with five columns: 'Date Acquired', 'Competency Description', 'Competency Status', 'Justification or Comments (2000 character limit)', and 'Verified By'. The 'Competency Status' column has a sub-header 'Exemption' and contains a checked checkbox. An arrow points from the text 'TT2.2' in the 'Competency Description' column to this checkbox. The 'Justification or Comments' field contains the text: 'Oak Ridge has no facilities subject to accreditation, therefore this competency is not part of my job responsibilities'. A 'SUBMIT' button is located at the bottom of the form.

Date Acquired	Competency Description	Competency Status		Justification or Comments (2000 character limit)	Verified By
		Exemption			
	TT2.2	<input checked="" type="checkbox"/>		Oak Ridge has no facilities subject to accreditation, therefore this competency is not part of my job responsibilities	

If status = Developmental Need

Click on:  
**Pull down arrow in Developmental Need field**

Select the appropriate Developmental Activity for gaining competency.

Key in:  
**Target Date (anticipated date for completing activity)**

Key in a description of the developmental activity in the Justification or Comments field.

Click on:  
**Submit**  
(Confirmation screen displays.)

The screenshot shows the 'Employee Self Service' interface for 'TECHNICAL QUALIFICATION PROGRAM FOR DOCKERY, PATRICIA H'. The page title is 'Updating competency = TT15'. Below the title is a table with five columns: 'Date Acquired', 'Competency Description', 'Competency Status', 'Justification or Comments (2000 character limit)', and 'Verified By'. The 'Competency Status' column has sub-headers 'Developmental need' and 'Target date (mm/yyyy)'. The 'Developmental need' field has a dropdown menu with 'Mentoring' selected. An arrow points from the text 'TT15' in the 'Competency Description' column to this dropdown. The 'Target date' field contains '02/2002'. The 'Justification or Comments' field contains the text: 'I plan to work with John Doe, who is in charge of assessments and contractor oversight. I will attend meetings'. A 'SUBMIT' button is located at the bottom of the form.

Date Acquired	Competency Description	Competency Status		Justification or Comments (2000 character limit)	Verified By
		Developmental need	Target date (mm/yyyy)		
	TT15	Mentoring	02/2002	I plan to work with John Doe, who is in charge of assessments and contractor oversight. I will attend meetings	

## The Approval Process:

(For approval of equivalencies and exemptions and approval of planned developmental activities. This process must be completed in the first 6 months.)

Once input is complete, access the Menu screen and select:

- Developmental Activities Needed

(To save, follow the instructions at the top of the screen.)

To print, click on:

- **Create Report**
- save (remember where you save this report)
- print

**Employee Self Service**

*TECHNICAL QUALIFICATION PROGRAM FOR DOCKERY, PATRICIA H*

NEEDED DEVELOPMENTAL ACTIVITIES

**Instructions:** Fill out the requested fields below and click the 'Save' button to save your changes to this form. After you save your changes, click the 'Create Report' button to create a Word document that you can save onto your hard drive. Save the document with a meaningful name (ex. Dev Activities August 3 2000.doc) and send it as an attachment in an e-mail addressed to your supervisor or appropriate person.

NOTE: The 'Clear Form' button will only clear the fields that you have changed before you click the 'Save' button.

Competency description	Developmental activities	Target date	Activities Planned/Completed	Date Activities Completed (mm/yyyy)	Approx. Hours	Evaluation Methods	Evaluation Notes	Evaluation Date (mm/yyyy)
TT02	On-The-Job Training	09/2001	Shadow Team Leader,			Course Completion		
TT04	Self-Study	04/2001	Read DOE Order 360.1	04/2001	8	Course Completion		
TT06	Training Course	05/2001	Take Basic Instructor Training	05/2001	40	Course Completion		
TT09	Self-Study	05/2001	Benchmark other DOE and non-	05/2001	24	Course Completion		

Save   Create Report   Clear form

Return to Menu screen, select and print:

- Equivalency Narrative Justifications

**Employee Self Service**

*TECHNICAL QUALIFICATION PROGRAM FOR DOCKERY, PATRICIA H*

EQUIVALENCY JUSTIFICATIONS

Competency description	Justification
<a href="#">TT01</a>	Completion of instructor development course, Charleston Naval Shipyard (signature sheet). Intermediate Maintenance Activity Nuclear Planning Yard, Charleston, SC - Lead course designer and instructor (copy of class guides and performance appraisal supporting superior achievement in class teaching). Intermediate Maintenance Activity Nuclear Planning Yard, Charleston, SC - Lead course designer and instructor (copy of class lesson guides). Course development of Naval Nuclear mixed waste/mixed material and FFCA training program - Intermediate Maintenance Activity Nuclear Planning Yard, Charleston, SC (copy of course)
<a href="#">TT02</a>	Completion of instructor development course, Charleston Naval Shipyard (signature sheet). Intermediate Maintenance Activity Nuclear Planning Yard, Charleston, SC - Lead course designer and instructor (copy of class lesson guides and performance appraisal supporting superior achievement in class teaching). Intermediate Maintenance Activity Nuclear Planning Yard, Charleston, SC - Lead course designer and instructor (copy of class lesson guides) Supervisory nuclear engineer for naval nuclear training organization - copy of SF-50. Course development of Naval Nuclear mixed waste/mixed material and FFCA training program - Intermediate Maintenance Activity Nuclear Planning Yard, Charleston, SC (copy of course)
<a href="#">TT05</a>	B.S. degree in Instruction and Vocational Education that included a courses covering instructional design and the systematic approach to training development (1977- 1979) Completed the Langevin course in Training Development (1986).
	Completion of Naval reactors training course in four phase mock-up/OJT development for nuclear technical training branch (copy of superior achievement award and Admirals letter of

## The Approval Process:

(For approval of equivalencies and exemptions and approval of planned developmental activities. This process must be completed in the first 6 months.)

Return to Menu screen, select and print (if applicable):

- Exemption Narrative Justifications

### Employee Self Service

*TECHNICAL QUALIFICATION PROGRAM FOR DOCKERY, PATRICIA H*

**EXEMPTION JUSTIFICATIONS**

Competency description	Justification
<a href="#">TT03</a>	All job analyses are conducted in another branch and are not a part of my job responsibilities.
<a href="#">TT08</a>	Performance evaluations are conducted through another branch in this organization and are not part of my job responsibilities.
<a href="#">TT2.2</a>	Oak Ridge has no facilities subject to accreditation, therefore this competency is not part of my job responsibilities and I don't anticipate that it will be in the future.

Send the reports, with a copy of each standard or the Competency Status Report, to your supervisor for review.

Meet with your supervisor to discuss your Technical Qualification Program and planned developmental activities.

Your supervisor should initial beside each planned developmental activity indicating preliminary approval of the activity. (The Qualifying Official will not sign until after you complete the activity.)

#### NEEDED DEVELOPMENTAL ACTIVITIES for Smith, John

Competency Description: **TT06**  
 Developmental Activities: **4**  
 Target Date: **05/2002**

Activities Planned/Completed: **Take Basic Instructor Training** **RTS**  
 Date Activities Completed:  
 Approximate Hours\*:  
 Evaluation Methods:  
 Evaluation Notes:  
 Evaluation Date:  
 Qualifying Official Signature: \_\_\_\_\_

Competency Description: **TT15**  
 Developmental Activities: **1**  
 Target Date: **02/2002**  
 Activities Planned/Completed: I plan to work with John Doe, who is in charge of assessments and contractor oversight. I will attend meetings with line management and assist in site visits and in writing recommendations.  
**RTS**

Date Activities Completed:  
 Approximate Hours\*:  
 Evaluation Methods:  
 Evaluation Notes:  
 Evaluation Date:  
 Qualifying Official Signature: \_\_\_\_\_

## The Approval Process, cont.:

(For approval of equivalencies and exemptions and approval of planned developmental activities. This process must be completed in the first 6 months.)

After receiving verbal approval of exemptions and equivalencies, print the following reports:

- Equivalency Designations reports
- Exemption Designations reports

### Employee Self Service

*TECHNICAL QUALIFICATION PROGRAM FOR DOCKERY, PATRICIA H*

SUMMARY OF EQUIVALENCIES

Competency Description	Reason						
<a href="#">TT01</a>	b	<a href="#">TT05</a>	b	<a href="#">TT07</a>	a		

**REASONS FOR EQUIVALENCIES**

a-Experience  
b-Training or Education completed  
c-Other (see Justifications)  
d-Education & Experience  
Objective evidence is required for granting equivalencies

**SIGNATURES**

I am satisfied that each equivalency is justified

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_  
First-Level Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
Second-Level Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Obtain appropriate signatures and make a copy of each page for your records.

Send the following to Patty Dockery, TDG within 6 months of your start date:

- Original signed Equivalency Designations Report, Equivalency Narrative Justifications Report, and Supporting Documentation\*, and.
- Original signed Exemption Designations Report and Exemption Narrative Justifications Report, and.
- Copy of Needed Developmental Activities Report, initialed by the supervisor.

### Employee Self Service

*TECHNICAL QUALIFICATION PROGRAM FOR DOCKERY, PATRICIA H*

SUMMARY OF EXEMPTIONS

| Competency Description |
|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| <a href="#">TT03</a>   | <a href="#">TT08</a>   |                        |                        |                        |                        |

**SIGNATURES**

I am satisfied that each exemption is justified

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_  
First-Level Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
Second-Level Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Once this information has been sent to TDG, **DO NOT** change information on Exemptions or Equivalencies in ESS. If information needs to be modified, contact Patty Dockery.

\* See the Appendix for a definition of supporting documentation.

# Completing the Technical Qualification Program:

As you complete developmental activities, return to the Needed Developmental Activities screen and complete the following information for that activity:

- Date Activities Completed
- Approx. Hours

Save the report by clicking on the **Save** button at the bottom of the screen and saving to your hard drive.

Print the report and meet with the QO for an evaluation of your acquired competency.

For each competency, the QO writes in the Evaluation Method(s), Evaluation Notes, and Evaluation Date and signs. File this signed report until all developmental activities have been completed.

You then enter the evaluation method, notes and date at the Developmental Activities Needed screen .

Repeat this process (starting at the top of this page) for each developmental activity you complete.

When all developmental activities have been completed, your supervisor signs at the bottom of each Needed Developmental Activities Report.

Submit the following to Patty Dockery, TDG, no later than 18 months after your start date:

- Original, signed Needed Developmental Activities Report
- supporting documentation

Competency description	Developmental activities	Target date	Activities Planned/Completed	Date Activities Completed (mm/yyyy)	Approx. Hours	Evaluation Methods	Evaluation Notes	Evaluation Date (mm/yyyy)
TT02	On-The-Job Training	09/2001	Shadow Team Leader,			Course Completion		
TT04	Self-Study	04/2001	Read DOE Order 360.1	04/2001	8	Course Completion		
TT06	Training Course	05/2001	Take Basic Instructor Training	05/2001	40	Course Completion		
TT09	Self-Study	05/2001	Benchmark other DOE and non-	05/2001	24	Course Completion		

Competency Description: **TT06**  
 Developmental Activities: **4**  
 Target Date: **05/2002**  
 Activities Planned/Completed: **Take Basic Instructor Training**  
 Date Activities Completed: **05/2001**  
 Approximate Hours\*: **40**  
 Evaluation Methods: **1**  
 Evaluation Notes: **recd copy of certificate 5/23/01**  
 Evaluation Date: **5/23/01**  
 Qualifying Official Signature: **Rand Spincy**

Competency Description: **TT15**  
 Developmental Activities: **1**  
 Target Date: **02/2002**  
 Activities Planned/Completed: **I plan to work with John Doe, who is in charge of assessments and contractor oversight. I will attend meetings with line management and assist in site visits and in writing recommendations.**

Date Activities Completed: **12 /20/2001**  
 Approximate Hours\*: **45**  
 Evaluation Methods: **2**  
 Evaluation Notes: **Oral Evaluation completed. All questions answered - 18 of 20 satisfactorily. 2 of 20 unsatisfactory**

Evaluation Date: **1/15 /2002**  
 Qualifying Official Signature: **John Doe**

Signature: **Rand Spincy, Supervisor**

\*- If an activity satisfied multiple competencies, please divide the time accordingly.

Competency Satisfied By:	
<u>DEVELOPMENTAL ACTIVITIES</u>	<u>EVALUATION METHODS</u>
1 - Mentoring	1 - Course Completion
2 - On-the-job Training	2 - Oral Evaluation
3 - Self-Study	3 - Performance Demonstration
4 - Training Course	4 - Written Exam
5 - Other	5 - Other

## Completing the Technical Qualification Program, cont.:

When TDG receives the signed reports and documentation, your central record will be updated.

An updated central record is indicated by information displayed in the “Verified By” column on the Competency Status Report and the Review/Update screen.

Once your final report is signed and sent to TDG, **DO NOT** make changes in ESS. If a modification is necessary, contact Patty Dockery.

COMPETENCY STATUS REPORT		
Contact the TQP Coordinator for the official description of the standards (click on a column heading to sort)		
Competency Description	Competency Description (full)	Verified By
TT01	Technical training personnel shall demonstrate an expert level of knowledge and ability to implement the systematic approach to training model.	Equivalency
TT02	Technical training personnel shall demonstrate a working level knowledge of DOE training organizations, strategic initiatives, roles and responsibilities, and training administration and infrastructure.	
TT03	Technical training personnel shall demonstrate the ability to plan, conduct, and document a training needs assessment or job analysis of a position to determine the training requirements associated with that position.	Exemption
TT04	Technical training personnel shall demonstrate a working level knowledge of training course and/or program design techniques and methodologies.	

The “Verified By” field on the Review/Update Competencies screen will also display completion information when the central record is updated.

Employee Self Service								
TECHNICAL QUALIFICATION PROGRAM FOR DOCKERY, PATRICIA H								
Program Completion Date: None specified								
	Date Acquired	Competency Description	Competency Status				Justification or Comments	Verified By
			Developmental need	Target date	Equivalency type	Exempt		
<a href="#">Update this item</a>	04/02/2001	<a href="#">TT01</a>		*	Training or education completed		<a href="#">View comments</a>	Equivalency
<a href="#">Update this item</a>		<a href="#">TT02</a>	On-the-job training	09/2001			<a href="#">View comments</a>	
<a href="#">Update this item</a>	04/02/2001	<a href="#">TT03</a>				Y	<a href="#">View comments</a>	Exemption
<a href="#">Update this item</a>		<a href="#">TT04</a>	Self-study	04/2001			<a href="#">View comments</a>	

# APPENDIX

## **Supporting Documentation:**

Equivalencies and exemptions shall be approved based on justifications supported by objective evidence (supporting documentation).

The following is considered objective evidence that can be submitted as supporting documentation:

- Certificates of completion of training courses/activities
- Work products
- Degree/transcripts
- University grade reports
- Professional licenses, certificates, and registrations
- Performance appraisals
- Attestations
- Course syllabus for completed courses
- Feedback from customers
- Examination results
- Training records
- Current and former supervisors
- Position description and statement of time on the job
- In-depth interviews
- Walkthroughs/walkdowns
- Publications authored