

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



**OFFICE OF ASSISTANT MANAGER FOR  
ENVIRONMENT, SAFETY, AND HEALTH**

**OFFICE/FACILITY-SPECIFIC  
QUALIFICATION STANDARD**

**OCTOBER 2007**

## CONCURRENCE AND APPROVAL

The DOE Oak Ridge Office (ORO) Office of Assistant Manager for Environment, Safety, and Health (AMESH) is the sponsor for this AMESH Office/Facility-Specific (OFS) Qualification Standard. The AMESH organization is responsible for reviewing this qualification standard to ensure that the technical content is accurate and adequate for its intended application and for ensuring that the qualification standard is maintained current. Concurrence with this qualification standard by ORO management is indicated by the signatures below.

The Human Capital Assessment Group (HCAG) coordinates implementation of the Technical Qualification Program (TQP) and assists line managers in the development of ORO office/facility-specific qualification standards. Concurrence with this qualification standard by the Deputy Director of Human Resources is indicated by the signature below.

The ORO Federal Technical Capability Program (FTCP) Panel is the approval authority for this qualification standard and is indicated by the signature of the ORO FTCP Panel Chair below.

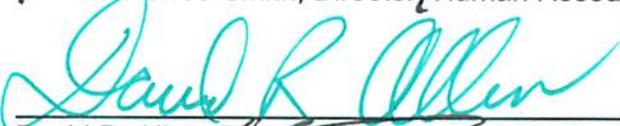
### CONCURRENCE:



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Patricia Howse-Smith, Director, Human Resources Division

10/16/07  
Date



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David R. Allen, Director, Environmental & Quality Management Division

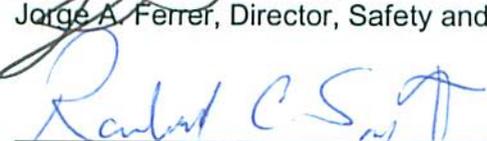
10/16/07  
Date



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Jorge A. Ferrer, Director, Safety and Health Division

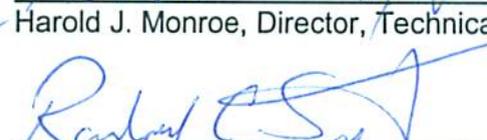
10/16/07  
Date



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Harold J. Monroe, Director, Technical Support & Assessment Division

10/14/07  
Date

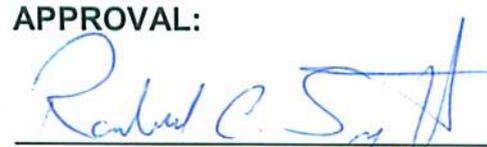


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Randy C. Smyth, Acting Assistant Manager for Environment, Safety, & Health

10/16/07  
Date

### APPROVAL:



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Larry C. Kelly, ORO Federal Technical Capability Panel Chair

10/22/07  
Date

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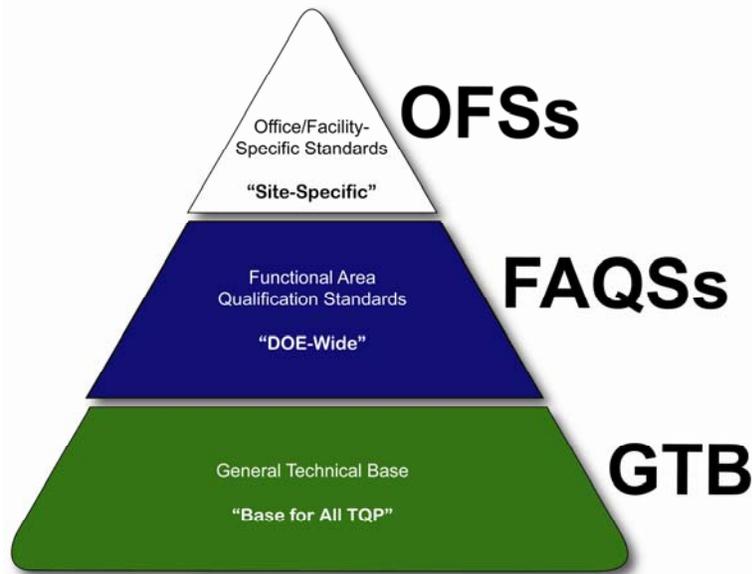
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## PURPOSE

DOE M 426.1-1, *Federal Technical Capability Manual*, commits the Department to continuously strive for technical excellence. The Technical Qualification Program (TQP), along with the supporting technical qualification standards, complements the personnel processes that support the Department's drive for technical excellence. In support of this goal, the competency requirements defined in this technical qualification standard should be aligned with and integrated into the recruitment and staffing processes for technical positions. This OFS qualification standard contributes to the basis for developing vacancy announcements, qualification requirements, crediting plans, interviewing questions, and other criteria associated with the recruitment, selection, and internal placement of AMESH personnel.

This ORO OFS qualification standard is required by DOE M 360.1-1, *Federal Employee Training Manual*, DOE O 360.1, *Federal Employee Training*, and DOE M 426.1-1, *Federal Technical Capability Manual*, as part of the Technical Qualification Program (TQP) and as outlined in the illustration below, supplements the department-wide General Technical Base (GTB) qualification standard and assigned Functional Area Qualification Standards (FAQSs).



## APPLICABILITY

This ORO OFS qualification standard establishes common office/facility-specific area competency requirements for all ORO AMESH personnel who provide assistance, direction, guidance, oversight, or evaluation of contractor technical activities that could impact the safe operation of DOE's nuclear and non-nuclear facilities.

## IMPLEMENTATION

This ORO OFS qualification standard identifies the minimum technical competency requirements for DOE ORO AMESH personnel. The competency statements define the expected knowledge and/or skill that an individual must meet. Each of the competency statements is further described by a listing of supporting knowledge and/or skill statements, which although not required, do describe the intent of the competency statements. In some cases, expected knowledge and/or skills have been designated as "Mandatory Performance Activities." These actions are not optional and can not be exempted.

Generally, TQP competencies identify a familiarity level, a working level, or an expert level of knowledge; or they require the individual to demonstrate the ability to perform a task or activity. 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 recognize the need to seek and obtain appropriate expert advice (e.g., technical, legal, safety) or consult appropriate reference materials required to ensure the safety of Departmental activities.

**Expert level** is defined as a comprehensive, intensive knowledge of the subject or process sufficient to provide advice in the absence of procedural guidance.

**Demonstrate the ability** is defined as the actual performance of a task or activity in accordance with policy, procedures, guidelines, and/or accepted industry or Department practices.

Equivalencies should be used sparingly and with the utmost rigor and scrutiny to maintain the spirit and intent of the TQP. Equivalencies may be granted for individual competencies based on objective evidence of previous education, training, certification, or experience. Objective evidence includes a combination of transcripts, certifications, and in some cases, a knowledge sampling through a written and/or oral examination. Equivalencies shall be granted in accordance with the TQP Manual and the supporting

knowledge and/or skill statements should be considered before granting equivalency for a competency.

Competencies can be achieved in numerous ways including on-the-job training; formal training and education courses, on and off the job; self-study; rotational assignments; mentoring; etc. Each fulfillment method, such as those below, is required to be documented.

- Formal education (college courses and academic degrees)
- Training (DOE, DOE contractor, other agency, vendor)
- DOE experience
- Equivalencies for prior experience, education, and training
- Documented oral evaluation
- Documented observation of performance
- Documented results of a written examination

## EVALUATION REQUIREMENTS

The evaluation process identified below serves as a measurement tool for assessing whether or not the participants have acquired the technical competencies in this qualification standard. The following requirements apply to the completion of this qualification standard. Verifying and documenting that the competencies have been met may be accomplished by delegated management, or by a subject matter expert (SME) designated by ORO management. Any of the following methods may be used to evaluate a competency. Each evaluation method is required to be documented.

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

Whoever performs the verification must provide some level of evaluation to confirm the participant's level of understanding when self study (of DOE orders, Federal and state/local regulations, procedures), or required reading is used to satisfy a competency. In all cases, the evaluation is documented by signature on the participant's Technical Qualification Record. Documented satisfactory completion of the competencies contained in this qualification standard ensures that the AMESH personnel enrolled in the TQP are qualified to fulfill their duties and responsibilities.

AMESH personnel input, track, and print completion reports on technical qualification competency information using DOE's web-based Employee Self Service (ESS), which

is located at <http://mis.doe.gov/ess/>. Upon completion of the qualification standards, the completion reports are sent to the ORO Human Capital Assessment Group (HCAG) for input into a centralized TQP Administration Module database.

Participants should read the TQP Manual posted on the HCAG web site prior to inputting information in ESS. The TQP Manual and other TQP resources are available through the HCAG web site at <http://www.ora.gov/tdd/QualPrgm/qualprgm.htm>.

## INITIAL QUALIFICATION, REQUALIFICATION, AND TRAINING

This ORO OFS qualification standard has been constructed using information from position descriptions, DOE and ORO orders, and discussions with incumbents. The format of this document follows the department-wide functional area qualification standards developed by the DOE Federal Technical Capability Program.

Qualification of AMESH OFS Qualification Standard personnel shall be conducted in accordance with the requirements of DOE M 426.1-1, *Federal Technical Capability Manual*, DOE M 360.1-1, *Federal Employee Training Manual*, and DOE O 360.1, *Federal Employee Training*. Personnel filling AMESH OFS Qualification Standard positions are not required to requalify; however, they shall participate in continuing education and training as necessary to improve their performance and proficiency and ensure that they stay up-to-date on changing technology and new requirements. This continuing education and training shall be documented in the employees Individual Development Plan (IDP) and may include courses and/or training provided by:

- DOE
- Other government agencies
- Outside vendors
- Educational institutions

Beyond formal classroom or computer-based courses, continuing training may include:

- Self-study
- Attendance at symposia, seminars, exhibitions
- Special assignments
- On-the-job experience

## DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities of personnel who fulfill this ORO OFS are contained in each employee's position description.

## REQUIRED TECHNICAL COMPETENCIES

Each of the competency statements defines the level of expected knowledge and/or skill that an individual must possess to meet the intent of this standard. Each of the competency statements is further described by a listing of supporting knowledge and/or skill statements, which although not requirements, do describe the intent of the competency statement. In some cases, expected knowledge and/or skills (at least one per working and expert level competency) have been designated as “Mandatory Performance Activities.” These actions are not optional.

**Important Note:** When regulations, DOE directives, or other industry standards are referenced in this OFS, the most recent revision should be used.

### 1. AMESH OFS Qualification Standard personnel shall demonstrate a familiarity level of knowledge of the basic operations and processes for DOE and ORO:

- Integrated Safety Management System (ISMS)
- Functions, Responsibilities, and Authorities Manual (FRAM)
- Issues Management
- Safety Planning
- Technical Competency
- Facility Representatives
- Federal Employee Occupational Safety and Health (FEOSH)
- Work Authorization
- Contractor Oversight
- Safety Basis
- Work Smart Standards
- Price-Anderson Amendments Act (PAAA)
- Introduction to DOE ORO Quality Assurance
- Safety System Oversight Program
- Environmental Management System (EMS)
- Lessons Learned Program
- Packaging and Transportation Safety

#### Supporting Knowledge and/or Skills

Describe/discuss the above activities as they pertain to ORO’s Integrated Safety Management System (ISMS).

#### Mandatory Performance Activities

- a. Annually, complete ORO ISMS Track 2 Training, located on the ORO Training Page <http://www.ora.gov/tdd/ISM/Track2.htm>.
- b. Submit self-certification form to HCAG.

**2. AMESH OFS Qualification Standard personnel shall demonstrate a working level of knowledge of the following AMESH procedures/documents; however, at the discretion of the Division Directors additional AMESH procedures/documents may be assigned to individuals for the AMESH OFS.**

- AMESH-PR-001, AMESH Command Media Development and Management System
- AMESH-DR-002, Three-Year Assessment Plan, Annual Assessment Schedule, and Annual Integrated Assessment Schedule
- AMESH-DR-009, AMESH Directive Requirements Database
- AMESH-FL-001, AMESH Process for DMG Directives

Supporting Knowledge and/or Skills

- a. Describe the responsibilities, requirements, and instructions for the uniform preparation and management of command media.
- b. Describe the responsibilities in the development of the Three-Year Assessment Plan, the annual assessment schedules, and the Annual Integrated Assessment Schedule for DOE ORO.
- c. Describe the process of the development and maintenance of the AMESH Requirements Database.
- d. Describe how documents flow from the directives management group to AMESH.

Mandatory Performance Activities

- a. Read and understand the above documents.
- b. Sign the AMESH Self-Certification Form.