

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



ENVIRONMENTAL MANAGEMENT

**OFFICE/FACILITY-SPECIFIC
QUALIFICATION STANDARD**

**Revision 2
February 2008**

CONCURRENCE AND APPROVAL

The DOE Oak Ridge Office (ORO) Assistant Manager for Environmental Management (AMEM) is the sponsor for this Environmental Management Office/Facility-Specific (OFS) Qualification Standard. The AMEM 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:



William J. (Jim) Vosburg, Deputy Director,
ORO Human Resources Division

1-31-08
Date



Stephen H. McCracken, Assistant Manager for
Environmental Management

1/31/08
Date

APPROVAL:



Larry C. Kelly, ORO FTCP Panel Chair

2-1-08
Date

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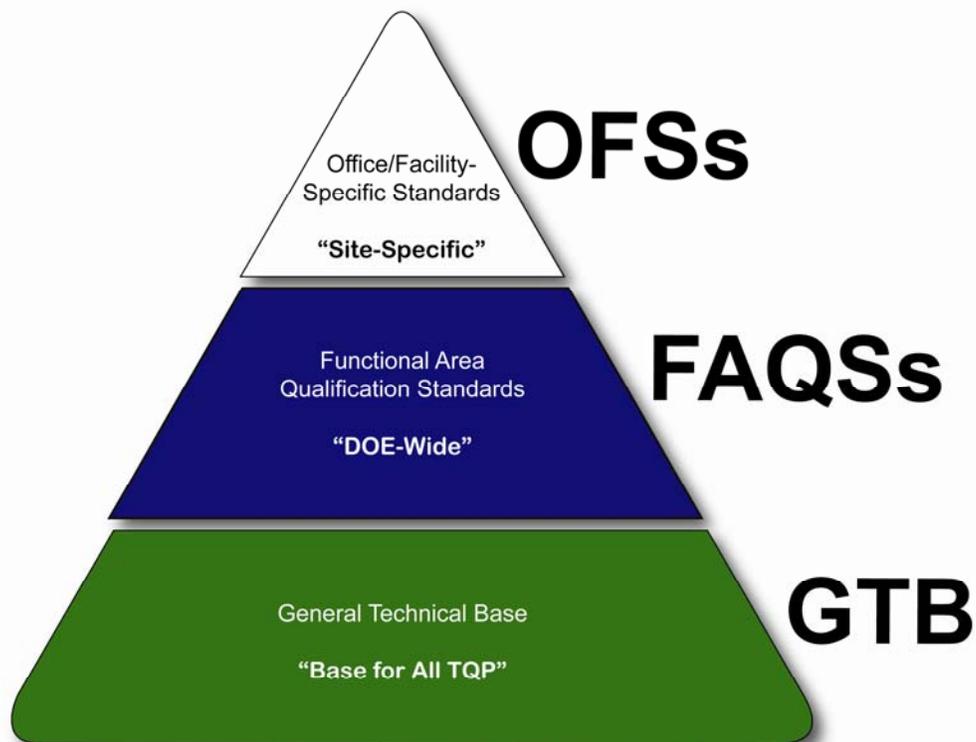
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PURPOSE

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 Environmental Management 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 Functional Area Qualification Standards (FAQSs).



APPLICABILITY

This ORO OFS qualification standard establishes common office/facility-specific area competency requirements for all ORO Environmental Management 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 Environmental Management 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.

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 Environmental Management personnel enrolled in the TQP are qualified to fulfill their duties and responsibilities.

Environmental Management 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 Environmental Management personnel shall be conducted in accordance with the requirements of DOE O 360.1 *Federal Employee Training*, DOE M 360.1-1, *Federal Employee Training Manual*, and DOE M 426.1-1, *Federal Technical Capability Manual*. Personnel 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.

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

1. Environmental Management personnel shall demonstrate a familiarity level knowledge of the basic operations and processes for ORO facilities.

Supporting Knowledge and/or Skills

- a. Discuss the primary mission(s) of ORO (e.g., Y-12, ORNL, and ETPP).
- b. Describe some of the key operations processes performed at major ORO facilities.
- c. Discuss the major safety risks to workers and the public resulting from operations at ORO facilities.

2. Environmental Management personnel shall demonstrate a familiarity level knowledge of the relationship between the DOE and state and local regulations and laws, including the Federal Facilities Agreement (FFA) and the Site Treatment Plan (STP).

Supporting Knowledge and/or Skills

- a. Discuss and describe the relationship between DOE and state and local regulations and laws.
- b. State the purpose and applicability of the above regulations.
- c. Compare and contrast the respective roles of a contractor's operations organization(s) and DOE personnel as outlined in the above regulations.
- d. Describe and provide examples of effective interactions between state and Federal agencies.

3. Environmental Management personnel shall demonstrate a familiarity level knowledge of the process for transition of facilities to the EM domain.

Supporting Knowledge and/or Skills

- a. Describe the kinds of ORO facilities that are subject to transition into the EM domain.

- b. Describe some common conditions, risks, and hazards these facilities contain.
- c. Explain the major requirements for transition of another ORO Program Office facility to the EM Program.
- d. Discuss the EM controls, systems, and processes for ensuring that risks and hazards present in transitional facilities are properly identified and managed throughout the transition period.

4. Environmental Management personnel shall demonstrate a familiarity level knowledge of the EM Assessment Programs.

Supporting Knowledge and/or Skills

- a. Discuss the purpose, scope, and applicability of assessments within EM.
- b. Show an understanding of the Quality Assurance principles and practices that are applied in the conduct of self-assessments.
- c. Describe how assessments improve safety and provide lessons-learned.
- d. Describe how to conduct an assessment of an EM activity to determine status or acceptability.
- e. Demonstrate a working level knowledge and utilization of the ORION V3.
- f. Demonstrate an understanding of the way in which strengths, weaknesses, and improvement areas are identified and documented during assessment activities.
- g. Describe how EM uses feedback from assessments to plan work process improvements or take other actions to eliminate non-conformance.
- h. Discuss the purpose and value of using prescribed measures of performance.
- i. Describe the need for participation in data gathering, analysis, measurement, and assessment of the information used to measure performance for EM activities.
- j. Describe the results and significance of EM performance measures.

5. Environmental Management personnel shall demonstrate a familiarity level knowledge of the process to monitor contractor project activities.

Supporting Knowledge and/or Skills

- a. Describe the significance of acting as the principal liaison between EM's contractors and other DOE organizations, identifying contractor deliverables, objectives, timeliness, assumptions, constraints, and priorities for EM projects.
- b. Demonstrate appropriate understanding of how to read, interpret, and evaluate the following project control measures and tools:
 - Gantt (bar) charts
 - Critical path networking techniques
 - Estimated hours to perform a job
 - Estimated materials needed a job
 - Proposed budgets for a job
- c. Discuss stop work authority and responsibility for site safety.
- d. Describe EM responsibilities for monitoring its contractors to ensure compliance with the technical, safety, and administrative requirements of the contract.
- e. Demonstrate knowledge of how to formulate, analyze, and approve or disapprove plans and schedules.
- f. Describe EM's responsibility to ensure continuity in performance and information exchange among project team participants.
- g. Discuss how EM project managers ensure project cost, schedule, and scope requirements are met.