

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



EMERGENCY MANAGEMENT

**OFFICE/FACILITY-SPECIFIC
QUALIFICATION STANDARD**

**Revision 1
February 2008**

CONCURRENCE AND APPROVAL

The DOE Oak Ridge Office (ORO) Assistant Manager for Security and Emergency Management (AMSEM) is the sponsor for this Emergency Management Office/Facility-Specific (OFS) Qualification Standard. The AMSEM 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.

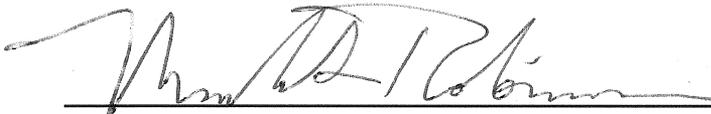
CONCURRENCE:



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

2-26-08

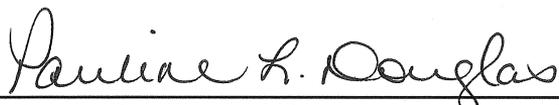
Date



Mark S. Robinson, Team Leader, Emergency Management Team

2/27/08

Date



Pauline L. Douglas, Assistant Manager for Security and
Emergency Management

2/28/08

Date

APPROVAL:



Larry C. Kelly, ORO FTCP Panel Chair

3-3-08

Date

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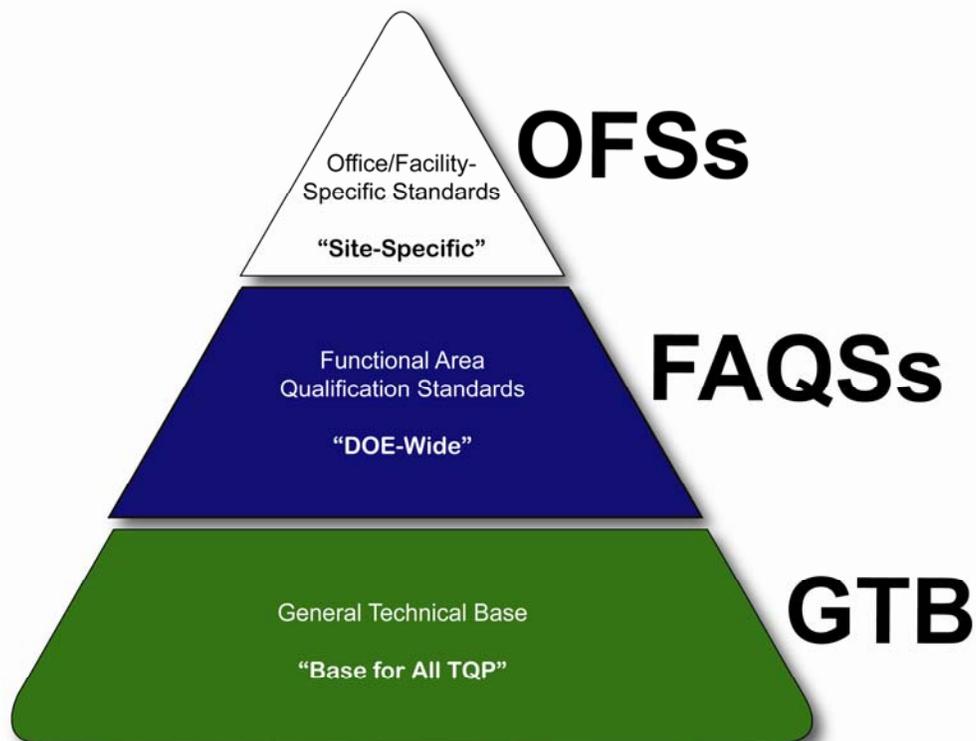
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PURPOSE

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 Emergency 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). In addition, Emergency Management responsibilities are specified in DOE Order 151.1C, *Comprehensive Emergency Management System* and its associated Guides. ORO Emergency Management personnel are also required to meet the requirements of DOE STD-1177-2004, *Emergency Management Functional Area Qualification Standard*.



APPLICABILITY

This ORO OFS qualification standard establishes common office/facility-specific area competency requirements for all ORO Emergency 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. As such, this ORO OFS qualification standard is for the ORO Federal members of the Emergency Management Team and those Federal line management personnel designated by their management to have this OFS as part of their TQP.

IMPLEMENTATION

This ORO OFS qualification standard identifies the minimum technical competency requirements for DOE ORO Emergency 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. 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 ORO Emergency Management personnel enrolled in the TQP are qualified to fulfill their duties and responsibilities.

ORO Emergency 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 ORO Emergency 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. In some cases, expected knowledge and/or skills (at least one per working level and expert level competencies) 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. Emergency Management personnel shall demonstrate an expert level knowledge of the responsibilities, requirements and processes identified in ORO O 150, Chapter 1, Comprehensive Emergency Management System.

Supporting Knowledge and/or Skills

- a. Describe the relationship of the above Order to DOE O 151.1C, Comprehensive Emergency Management System.
- b. Describe the roles and responsibilities of EMT and line management as addressed in ORO O 150, Chapter 1.

2. Emergency Management personnel shall demonstrate an expert level knowledge of the ORO Emergency Management Program.

Supporting Knowledge and/or Skills

- a. Describe the overall ORO emergency management organization.
- b. Discuss the ORO Emergency Management Concept of Operations.
- c. Discuss the Lead Federal Manager's role in emergency response.
- d. Discuss the relationship between ORO and NNSA Y-12 on the ORR.

Mandatory Performance Activity

Demonstrate ERO position proficiency through participation in drills and exercise.

3. Emergency Management personnel shall demonstrate a working level knowledge of National Incident Management System (NIMS) and the National Response Framework (NRF) and its relationship to the ORO emergency response system.

Supporting Knowledge and/or Skills

- a. Summarize how response to an emergency at ORO is consistent with NIMS.
- b. Discuss the relationship between the NRF and the ORO Emergency Management System.
- c. Briefly describe the relationship between ORO Emergency Response activities and HQ as well as to other relevant Federal and State agencies.

Mandatory Performance Activity

Emergency Management personnel must complete IS-700.

4. Emergency Management personnel shall demonstrate an expert level knowledge of the ORR Emergency Plan (EP).

Supporting Knowledge and/or Skills

- a. Describe the emergency response concept of operations for the Oak Ridge Reservation.
- b. Discuss the purpose of information contained in the sections of the Oak Ridge Reservation (ORR) EP.
- c. Explain the flowdown of EP responsibilities and requirements from ORO to the contractors.
- d. Summarize the purpose of the Memorandums of Understanding and Mutual Aid Agreements (MOU/MAA), and the principal interfaces that are covered.

Mandatory Performance Activity

Participate in a review of the ORR EP at least once every three years.

5. Emergency Management personnel shall demonstrate a working level knowledge of the Federal Building Complex (FBC) Emergency Plan for the safety of ORO personnel not located at the contractor-controlled sites.

Supporting Knowledge and/or Skills

- a. Explain the purpose, function, and composition of the FBC ERO.
- b. Describe the duties and responsibilities of an FBC evacuation monitor.
- c. Describe the specific actions to be taken by FBC occupants for the following protective actions:
 - Evacuation
 - Sheltering/Take Cover

Mandatory Performance Activity

Participate in the FBC drills and exercises and post-drill/exercise evaluations.

6. Emergency Management personnel shall demonstrate a working level knowledge of the Tennessee Oversight Agreement (TOA) and the State of Tennessee Multi-Jurisdictional Emergency Response Plan (MJERP) for Emergencies Occurring at DOE Sites.

Supporting Knowledge and/or Skills

- a. Describe the purpose and scope of the Emergency Management portion of the Tennessee Oversight Agreement.
- b. Discuss the expected interactions between DOE and its contractors and the off-site emergency response organizations.
- c. Describe the emergency response concept of operations of the state and local organizations as described in the State of Tennessee MJERP.

Mandatory Performance Activity

Participate in an ORO emergency management offsite interface meeting.

7. Emergency Management personnel shall demonstrate a working level knowledge of how to handle classified information during an emergency response.

Supporting Knowledge and/or Skill

Describe the process for handling classified information during emergency response operations at the OROEOC and site EOCs.

8. Emergency Management personnel shall demonstrate a working level knowledge of the ERO training process and the lessons-learned process.

Supporting Knowledge and/or Skills

- a. Summarize the process for training ERO members.
- b. Discuss how lesson-learned information is collected and included in future training.
- c. Discuss the function of the Emergency Management Training Working Group.

9. Emergency Management personnel shall demonstrate a working level knowledge of the hazardous materials stored at facilities on the ORR that may potentially impact workers and the public.

Supporting Knowledge and/or Skills

- a. State where Emergency Planning Hazards Assessment (EPHA) and Emergency Action Level (EAL) documents are located in the OROEOC and Site EOCs and summarize the key information available in them.
- b. Summarize the general EAL response process and the initial response to most accidents.

Mandatory Performance Activity

Demonstrate the ability to understand and clearly report to management on the EAL responses.

10. Emergency Management personnel shall demonstrate a working level knowledge of the ORO Drill and Exercise Program.

Supporting Knowledge and/or Skills

- a. Summarize the types of drills and exercises and their use.
- b. Describe the exercise development and evaluation process.
- c. Explain how ORO drill/exercise performance deficiencies and corrective actions are tracked.

Mandatory Performance Activity

Participate in a drill or exercise as a player, controller, or evaluator.

11. Emergency Management personnel shall demonstrate an expert level knowledge of the emergency response to an operational emergency at ORO contractor-operated facilities.

Supporting Knowledge and/or Skill

Review the site emergency management operations, including interfaces with contractors, affected states, ORO, and HQ.