

# memorandum

DATE: October 14, 2008

REPLY TO  
ATTN OF: AD-443:Dockery

SUBJECT: **OAK RIDGE OFFICE TECHNICAL QUALIFICATION PROGRAM MANUAL AND QUALIFYING OFFICIALS**

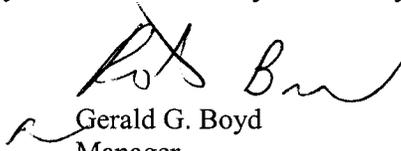
TO: Distribution

In March 2007, the Office of Science authorized and required the implementation of the Technical Qualification Program (TQP) at all Office of Science sites that oversee nuclear facilities and issued the Office of Science Integrated Support Center TQP Manual. In addition, Site Managers who oversee only non-nuclear facilities were given the discretion to use the TQP to meet the requirements of DOE O 226.1, *Implementation of DOE Oversight Policy*, to establish and maintain qualification standards for personnel with oversight responsibilities. Effective immediately, the Oak Ridge Office will utilize the Office of Science Integrated Support Center TQP Manual and our local Oak Ridge Office TQP Manual will be cancelled.

Though the Office of Science modified the applicability and use of the TQP, I want to reaffirm that the Oak Ridge Office TQP still applies to all technical staff who oversee nuclear and non-nuclear (high, medium, and low hazard) facilities. The Office of Science Integrated Support Center TQP Manual will be the primary TQP implementation document for all ORO employees, regardless of program sponsor. Specific ORO direction is provided in ORO O 360, Employee Education and Training, Chapter I, Federal Employee Training, Section 5.d.

Subject matter experts have been identified and designated by ORO Assistant Managers and the ORO Manager to serve as Qualifying Officials for the ORO and Integrated Support Center organizations. Qualifying Officials review and evaluate TQP documents to verify TQP participants' completion of competencies. Attached is a listing of ORO Qualifying Officials and information regarding the Qualifying Officials' roles and responsibilities. In addition, all ORO supervisors may serve as Qualifying Officials. Qualifying Officials will be provided training on their roles and responsibilities.

Please share this information with TQP participants in your organization. All documents referenced in this memorandum are available on the Human Capital Assessment Group web site at <http://www.ornl.gov/tdd/QualPrgm/qualprgm.htm>. You may contact me at 865-576-4444, Jim Vosburg at 865-576-3662, or Patty Dockery at 865-576-1875 if you have any questions.

  
Gerald G. Boyd  
Manager

Attachments:

1. Oak Ridge Office Integrated Support Center Qualifying Officials August 2008
2. Oak Ridge Office Qualifying Officials Guidance

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