

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



**OFFICE/FACILITY-SPECIFIC  
QUALIFICATION STANDARD**

**March 2014**

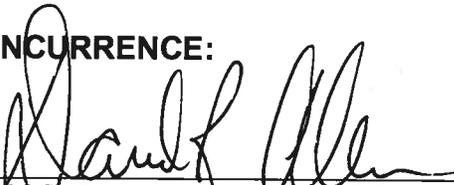
## CONCURRENCE AND APPROVAL

The DOE Oak Ridge Office (ORO) is the sponsor for this Office/Facility-Specific (OFS) Qualification Standard. The Technical Qualification Panel 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 Training and Development Group (TDG) 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 is indicated by the signatures 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:



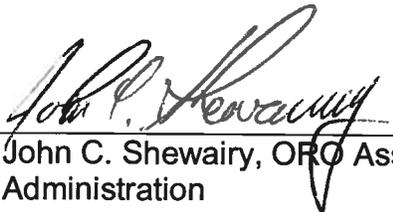
David R. Allen, ORO Assistant Manager for Safety and Technical Services

5/1/14  
Date



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

5/1/14  
Date



John C. Shewairy, ORO Assistant Manager for Administration

5/1/14  
Date

### APPROVAL:



Patrick N. Smith, FTCP Agent and ORO FTCP Panel Chair

5/9/14  
Date

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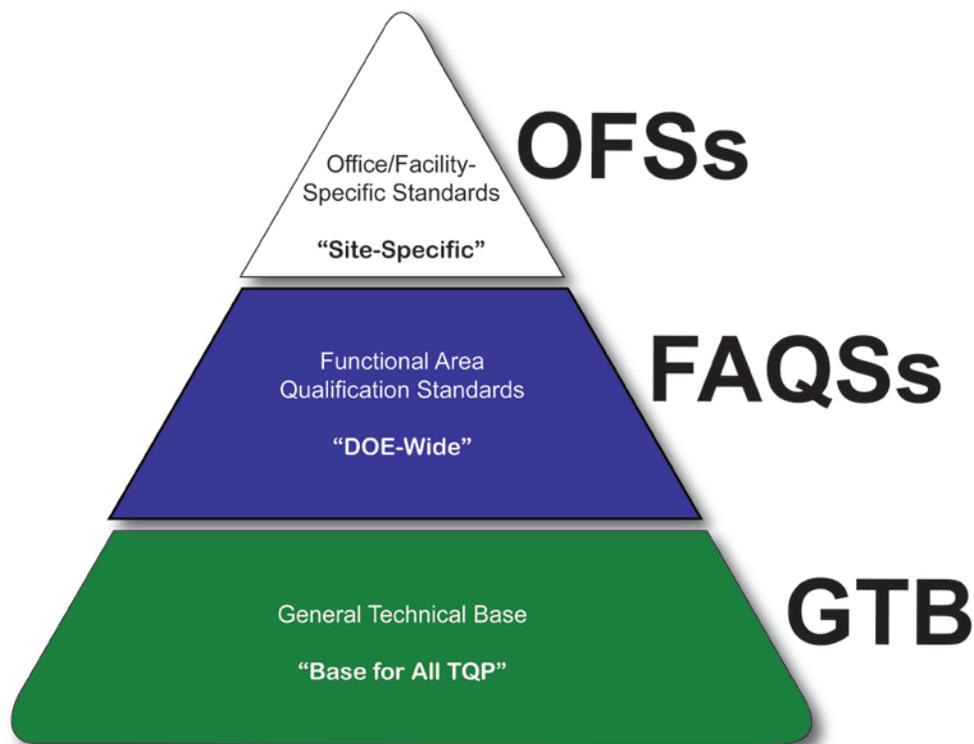
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## PURPOSE

DOE O 426.1, *Federal Technical Capability*, 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 ORO personnel.

This ORO OFS qualification standard is required by DOE O 360.1, *Federal Employee Training*, and DOE O 426.1, *Federal Technical Capability*, 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 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 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 cannot be exempted.

Generally, TQP competencies identify a familiarity level or working level 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.

**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 Qualifying Official (QO) 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 personnel enrolled in the TQP are qualified to fulfill their duties and responsibilities.

Per the requirements of DOE O 426.1, *Federal Technical Capability* (page 8), final qualification must be performed using one or a combination of the following methods; and the final evaluation must be documented on the ORO OFS Qualification Card in Appendix C:

1. Satisfactory completion of a comprehensive written examination with a minimum passing score of 80 percent
2. Satisfactory completion of an oral examination administered by a qualified STSM or a qualification board of technically qualified personnel that includes as least one STSM
3. Satisfactory completion of a walkthrough of a facility with a qualifying official for verifying a candidate's knowledge of and practical skills related to the selected key elements.

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/>. To help monitor progress of their ORO OFS qualification, personnel must also complete the ORO OFS Qualification Card, attached in Appendix C. Upon completion of the qualification standards, the completion reports and the ORO OFS Qualification Card are sent to the ORO Training and Development Group (TDG) for input into a centralized TQP Administration Module database.

Participants should read the TQP Manual posted on the TDG web site prior to inputting information in ESS. The TQP Manual and other TQP resources are available through the TDG 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 guidance, 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 personnel shall be conducted in accordance with the requirements of DOE O 360.1 *Federal Employee Training*, and DOE O 426.1, *Federal Technical Capability*. Except for Senior Technical Safety Managers and Facility Representatives, 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 or successor should be used.

Summary of Required Technical Competencies:

SECTION A: ORO COMMON CORE COMPETENCIES

SECTION B: ORO EMERGENCY MANAGEMENT

SECTION C: ORO SAFETY AND TECHNICAL SERVICES

SECTION D: ORO SAFEGUARDS AND SECURITY

SECTION E: ORO TECHNICAL TRAINING

## **SECTION A: ORO COMMON CORE COMPETENCIES**

### **1. ORO TQP personnel shall demonstrate a working level knowledge of ORO Key Management Documents.**

#### Supporting Knowledge and/or Skills:

- a. Describe the purpose of and provide an overview of the ORO Management System Description.
- b. Describe the purpose of and provide an overview of the ORO Integrated Safety Management (ISM) Program.
- c. Describe the purpose of and provide an overview of the ORO-Functions, Responsibilities and Authorities (FRA)
- d. Describe the purpose of and provide an overview of the Integrated Support Center Quality Management System Description (QMSD).
- e. Describe the purpose of and provide an overview of the ORO Quality Assurance Program (QAP).
- f. Describe the purpose of, provide an overview, and discuss the use of the ORO ePegasus system.

#### Mandatory Performance Activity:

Demonstrate use of ePegasus to record work products.

### **2. ORO TQP personnel shall demonstrate a working level knowledge of the application of the Science Management System (SCMS) to ORO activities.**

#### Supporting Knowledge and/or Skills:

- a. Describe the various management systems addressed within SCMS.
- b. Discuss the SCMS management systems that are applicable to the individuals work processes.
- c. Discuss the process used to request changes to SCMS management systems.

## **SECTION B: ORO EMERGENCY MANAGEMENT**

- 1. Emergency Management personnel shall demonstrate a working level knowledge of the responsibilities, requirements and processes identified in EMT/ADM/I Emergency Management Program Roles and Responsibilities.**

Supporting Knowledge and/or Skills:

- Describe the relationship of the above Instruction to DOE O 151.1, *Comprehensive Emergency Management System*.
- Describe the roles and responsibilities of EMT and line management as addressed in EMI/ADM/I Emergency Management Program Roles and Responsibilities.

- 2. Emergency Management personnel shall demonstrate a working level knowledge of the ORO Emergency Management Program.**

Supporting Knowledge and/or Skills:

- Describe the overall ORO emergency management organization.
- Discuss the ORO Emergency Management Concept of Operations.
- Discuss the relationship between ORO, NNSA Y-12, OREM, ORNE, and OSO on the ORR.

Mandatory Performance Activity:

Demonstrate ERO position proficiency through participation in drills and exercises.

- 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:

- Summarize how response to an emergency at ORO is consistent with NIMS.
- Discuss the relationship between the NRF and the ORO Emergency Management System.
- 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 a working 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.

**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 Senior/Evacuation monitor.
- c. Describe the specific actions to be taken by FBC occupants for the following protective actions:
  - Evacuation
  - Shelter/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.

- 8. Emergency Management personnel shall demonstrate a working level knowledge of the ERO training 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 summarize the key information available in them.
- b. Summarize the general EAL response process and the initial response to most accidents.

Mandatory Performance Activity:

Understand and clearly communicate how EALs are used during a response by the P/LSS.

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

Supporting Knowledge and/or Skills:

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

Mandatory Performance Activity:

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

**11. Emergency Management personnel shall demonstrate a working 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.

**12. Emergency Management personnel shall demonstrate a working level knowledge of the responsibilities, requirements, and processes identified in EMT/ADM/I Continuity Program Roles and Responsibilities.**

Supporting Knowledge and/or Skills:

- a. Describe the relationship of the above Instruction to DOE O 150.1 Continuity Program.
- b. Describe the roles and responsibilities of the EMT and line management as addressed in EMT/ADM/I Continuity Program Roles and Responsibilities.

**13. Emergency Management personnel shall demonstrate a working level knowledge of the ORO Continuity of Operations (COOP) Plan.**

Supporting Knowledge and/or Skills:

- a. Describe the ORO COOP Plan concept of operations for the Oak Ridge Reservation.

- b. Discuss the purpose of information contained in the ORO COOP Plan.
- c. Explain the flowdown of responsibilities and requirements from HQ DOE to the ORO during a COOP event.

## **SECTION C: ORO SAFETY AND TECHNICAL SERVICES**

### **1. AMSTS personnel shall demonstrate a familiarity with the roles, responsibilities, authorities and accountabilities of the STS organization:**

#### Supporting Knowledge and/or Skills:

- a. ORO Federal Technical Capability Responsibilities
  - Agent
- b. SCMS Management System Responsibilities
  - ES&H Management System Owner
  - QA Secondary Management System Owner
  - Subject Area Point of Contact (numerous)
  - Subject Matter Expert (numerous)
- c. ORO Key Management Document Ownership
  - ISMS Program Description
  - Quality Assurance Program Description
  - Federal Employee Occupational Safety and Health (FEOSH) Program Description
  - Oak Ridge Functions, Responsibilities, and Authorities Document
  - NEPA Procedures
  - Integrated Service Center Quality Management System Description
- d. Oak Ridge Program Administration
  - FEOSH Program
  - NEPA Compliance Officer
- e. DOE Consolidated Audit Program
- f. Management of the ORO ePegasus System
- g. DOE-HQ Point of Contact Responsibilities
  - Voluntary Protection Program
  - Institute of Nuclear Power Operations (INPO)
  - Suspect/Counterfeit Items
  - Operating Experience Program

- Lessons Learned Program
- Accident Investigation Program
- ISC ES&H Subject Matter Expert Services

**2. AMSTS personnel shall demonstrate a working level knowledge of the AMSTS procedures/documents**

Supporting Knowledge and/or Skills:

- a. Describe the purpose and provide an overview of each of the AMSTS approved procedures.
- b. Describe the process use to revise AMSTS procedures.
- c. Describe how documents flow from the directives management group to AMTS.
- d. Read and understand the above documents, indicating such on the AMSTS Self-Certification Form.

## **SECTION D: ORO SAFEGUARDS AND SECURITY**

### ***Administrative Competencies:***

- 1. Safeguards and Security personnel who approve arming authority, provide regulatory oversight, or conduct protection force surveys, shall have a familiarity level knowledge of the review and authorization to carry firearms.**

#### Supporting Knowledge and/or Skills:

- Review and discuss the statutory authority for protective force personnel to carry firearms (Title 42 U. S. C. 2011, Atomic Energy Act of 1954, Chapter 14, Section 161 K).
  - Assess and comment on ORO contractor policy, standards, and procedure for the review and authorization process to allow protective force personnel to carry firearms.
  - Discuss the periodicity for review and renewal of authorization for ORO protective force personnel to carry firearms.
- 2. Safeguards and Security personnel involved in program support, surveys, nonproliferation, or expert control shall have a familiarity level knowledge of export control information (ECI).**

#### Supporting Knowledge and/or Skills:

- Discuss the scope and function of the Interim Guidelines on Export Control and Nonproliferation.
- Summarize the types of information transfers that are subject to ECI controls.
- Identify where the Nuclear Supplier Group (NSG) export control lists can be found and summarize the types of information found on the lists.
- Describe ORO Safeguards and Security responsibilities in the implementation of the ECI interim guidelines.
- Obtain, or describe the process to obtain, an export control license.
- Illustrate the controls imposed if a document is determined to be ECI.
- Identify the records required for a document/ material determined to be ECI.
- Provide a breakdown of the categories of technologies that are subject to export control for nuclear nonproliferation reasons.

### ***Regulatory Competencies:***

- 3. Safeguards and Security Personnel involved in program support shall demonstrate a familiarity level knowledge of the requirements and processes**

**of the ORO emergency management system, the Oak Ridge Emergency Operations Center, and the Oak Ridge Operations Center.**

Supporting Knowledge and/or Skills:

- a. Describe the objectives and responsibilities established in DOE Order 151.1C, *Comprehensive Emergency Management System*.
- b. Define the following terms:
  - Emergency planning
  - Emergency response
  - Readiness assurance
  - Emergency preparedness
  - Recovery
  - Operational emergency
- c. Describe the Safeguards and Security security support advisor's role in support of 1) the Emergency Response Center, and 2) the Oak Ridge Operations Center.

**4. Safeguards and Security personnel shall demonstrate a familiarity level knowledge of ORO's Counterintelligence Program in accordance with DOE O 475.1, *Counterintelligence Program*.**

Supporting Knowledge and/or Skills:

- a. Read and discuss the Counterintelligence Procedural Guide.
- b. Explain the scope and intent of Executive Order 12333.
- c. Summarize the processes detailed in *DOE Procedures for Intelligence Activities*.
- d. Explain the influence of the Freedom of Information and Privacy Acts on the ORO Counterintelligence Program.

***Management and Assessment Competencies:***

**5. Safeguards and Security Personnel shall demonstrate the ability to provide program management assistance to ORO managers in the design and execution of security programs.**

Supporting Knowledge and/or Skills:

- a. Confer with ORO Management on safeguards and security program planning and management.

- b. Review contractor Safeguards and Security Management Plans for documentation of sufficient planning and budget execution for safeguards and security programs.

Mandatory Performance Activity:

Evaluate safeguards and security plans, deviation requests, access authorization justifications and other safeguards and security management tools as applicable to the referenced function.

***ORO Information Protection Competencies:***

**6. Safeguards and Security personnel shall demonstrate a working level knowledge of marking, handling, and storage of classified and controlled unclassified information (CUI).**

Supporting Knowledge and/or Skills:

- a. Explain the different categories and levels of classified information.
- b. Explain what level of security clearance is required for access to classified information.
- c. Explain the concept of “need-to-know”.
- d. Explain the handling, transportation, and storage requirements for classified information.
- e. Explain the requirements for communicating classified and CUI:
  - Use of secure telephone
  - Facsimile
  - Electronic
  - Hard copy
- f. List the different types of CUI and discuss the handling requirements.
- g. Identify the Classification Officer and the local derivative classifier.
- h. Explain classified subject areas and the requirement for classification reviews.
- i. Explain the consequences for compromising classified information.

## SECTION E: ORO TECHNICAL TRAINING

### *Technical Training Core:*

- 1. Technical Training personnel shall demonstrate a familiarity level knowledge of the basic operations and processes for DOE ORO nuclear and non-nuclear facilities.**

#### Supporting Knowledge and/or Skills:

- Discuss the primary mission(s) of the major ORO facilities.
- Describe some of the key operations processes performed at ORO nuclear and non-nuclear facilities.
- Discuss the major nuclear safety risks to workers and the public resulting from operations at ORO nuclear facilities.
- Identify the major non-nuclear hazards associated with ORO facility operations.
- Discuss the contractor training organizations serving the ORO facilities, with emphasis on training management contacts, organization staffing, and relationship of the training organization to the facility line management.

- 2. Technical Training personnel shall demonstrate a working level knowledge of:**

- The conduct of self-assessments of Technical Qualification Program implementation.**
- The DOE TQP Accreditation process.**
- Problem-solving and decision-making to manage activities, ensure issues are identified, and appropriate actions are taken to resolve issues.**

#### Supporting Knowledge and/or Skills:

- Explain the self-assessment requirements of DOE O 360.1 and DOE O 426.1, *Federal Technical Capability*.
- Describe the DOE TQP Accreditation process and how ORO contributes to it.
- Discuss the elements that should be assessed to determine effective implementation of the TQP.
- Develop a sample check list, or critique and discuss an existing checklist for use in a TQP implementation or accreditation self-assessment.
- Describe a plan, with supporting methods, for assessing ORO progress with TQP implementation.
- List the ORO organizations that should have staff participating in the TQP and describe or identify the positions that should participate in the program.

- g. Explain the importance of problem identification and the use of occurrence reports, trending, and lessons learned for preventive and predictive actions.
- h. Define root cause.
- i. Explain the necessity of root cause determination in problem solving.
- j. Describe methods of root cause determination.
- k. Discuss problem solutions and weighing of risks.
- l. Explain progress monitoring and verification methods for closure of activities.

Mandatory Performance Activity:

Participate on a DOE TQP accreditation or Training Program assessment team.

***Federal Technical Training:***

- 3. Technical Training personnel shall demonstrate a working level knowledge of the Federal Technical Capability Program (FTCP), which includes the Technical Qualification Program (TQP) and the influences on training of external groups and DOE actions related to these external factors.**

Supporting Knowledge and/or Skills:

- a. Discuss the requirements of the FTCP and how it is implemented in Oak Ridge.
  - Explain the role of the individual and management in the FTCP.
  - Describe the responsibilities and functions of the Oak Ridge Office (ORO) FTCP Panel.
  - Participate in an ORO FTCP Panel meeting.
- b. Discuss the requirements of TQP as described in DOE O 426.1, Federal Technical Capability, and its application at ORO.
  - Explain the role of the individual and management in the TQP.
  - Describe the process for individual qualification.
  - Discuss resources available for use in qualification, such as Lead Site materials, courses, and other training activities.
  - Explain the process of TQP documentation and records, in particular the role of the Corporate Human Resources Information System (CHRIS) and the Employee Self Service System, as applied at ORO.
- c. Discuss the purpose and mission of the DOE Office of Science, as it pertains to technical training.

- d. Explain how the DOE Office of Science Integrated Support Center concept is applied across the Complex.
- e. Describe the purpose, scope, charter, and authorities of the Defense Nuclear Facilities Safety Board (DNFSB).
- f. Discuss the training impact of current DNFSB Recommendations.
- g. Describe important changes in the conduct of training that occurred in response to past recommendations, such as 93-3, *Improving DOE Technical Capability in Defense Nuclear Facilities Programs*.
- h. Research the DNFSB Recommendations and prepare a timeline of the evolution of Federal technical training requirements.

**4. Technical Training personnel shall demonstrate the ability to establish performance indicators and measure performance to ensure effectiveness and efficiency in the use of resources.**

Supporting Knowledge and/or Skills:

- a. Discuss the purpose/value of using prescribed measures of performance.
- b. List performance indicators used to demonstrate effective use of resources in meeting identified needs and plans.
- c. Describe the results and significance of performance measures.

Mandatory Performance Activity:

Participate in data gathering, analysis, measurement, and assessment of the information used to measure performance.

***Contractor Training Program Oversight:***

**5. Technical Training personnel shall demonstrate the ability to review training plans for adequacy, track implementation and corrective actions, and conduct technical support activities associated with contractor training programs.**

Supporting Knowledge and/or Skills:

- a. Discuss the purpose and intent for requiring contractors to produce training plans.
- b. Using a graded approach, review a training plan against DOE Order 426.2, *Personnel Selection, Qualification, and Training Requirements for DOE Nuclear Facilities*, and 10 CFR 830.122, "Quality Assurance Criteria," Subsection (b) Criterion 2 – Management/Personnel Training and Qualification, or similar contractual requirements.

- c. Coordinate review comment resolution on a TIM (or similar training plan) in the approval process
  - d. Determine that schedules and milestones are adequate to implement the TIM (or similar training plan) commitments.
  - e. Describe tracking methods used to verify contractor compliance actions with the TIM (or similar training plan).
  - f. Explain the process for evaluating contractor training programs in accordance with DOE O 426.2, *Personnel Selection, Qualification, and Training Requirements for DOE Nuclear Facilities*.
  - g. Discuss the requirements for use of DOE Standard DOE-STD-1070-94, *Guidelines for Evaluation of Nuclear Facility Training Programs*.
  - h. Develop a training program evaluation plan.
  - i. Conduct a training program evaluation.
  - j. Prepare a training program evaluation report.
6. **Technical Training personnel shall demonstrate a working level knowledge of emerging safety issues within DOE, including the requirements for startup and restart of nuclear facilities and the conduct of Operational Readiness Reviews (ORRs).**

Supporting Knowledge and/or Skills:

- a. Describe the integrated safety management initiatives resulting from DOE P 450.4, *Safety Management System Policy*.
- b. Discuss the Price-Anderson Amendments Act (PAAA) and its effect on DOE and its contractors.
- c. Summarize the purpose and scope of the PAAA rules.
- d. Explain the impact of rulemaking on DOE and its contractors and the basic process of implementing rules.
- e. Discuss the Work Smart Standards approach as it relates to compliance.
- f. Discuss ORO's use of the Standards/Requirements Identification Documents.
- g. Discuss the purpose of ORRs as outlined in DOE O 425.1, *Startup and Restart of Nuclear Facilities*.
- h. List the conditions which require performance of ORRs and circumstances when only readiness assessments would be allowable.
- i. Describe the qualification requirements and any limitations for serving on an ORR.
- j. Discuss the minimum core requirements, with respect to training, when developing the depth and breadth of an ORR.
- k. Outline the responsibilities of ORR team members.

Mandatory Performance Activities:

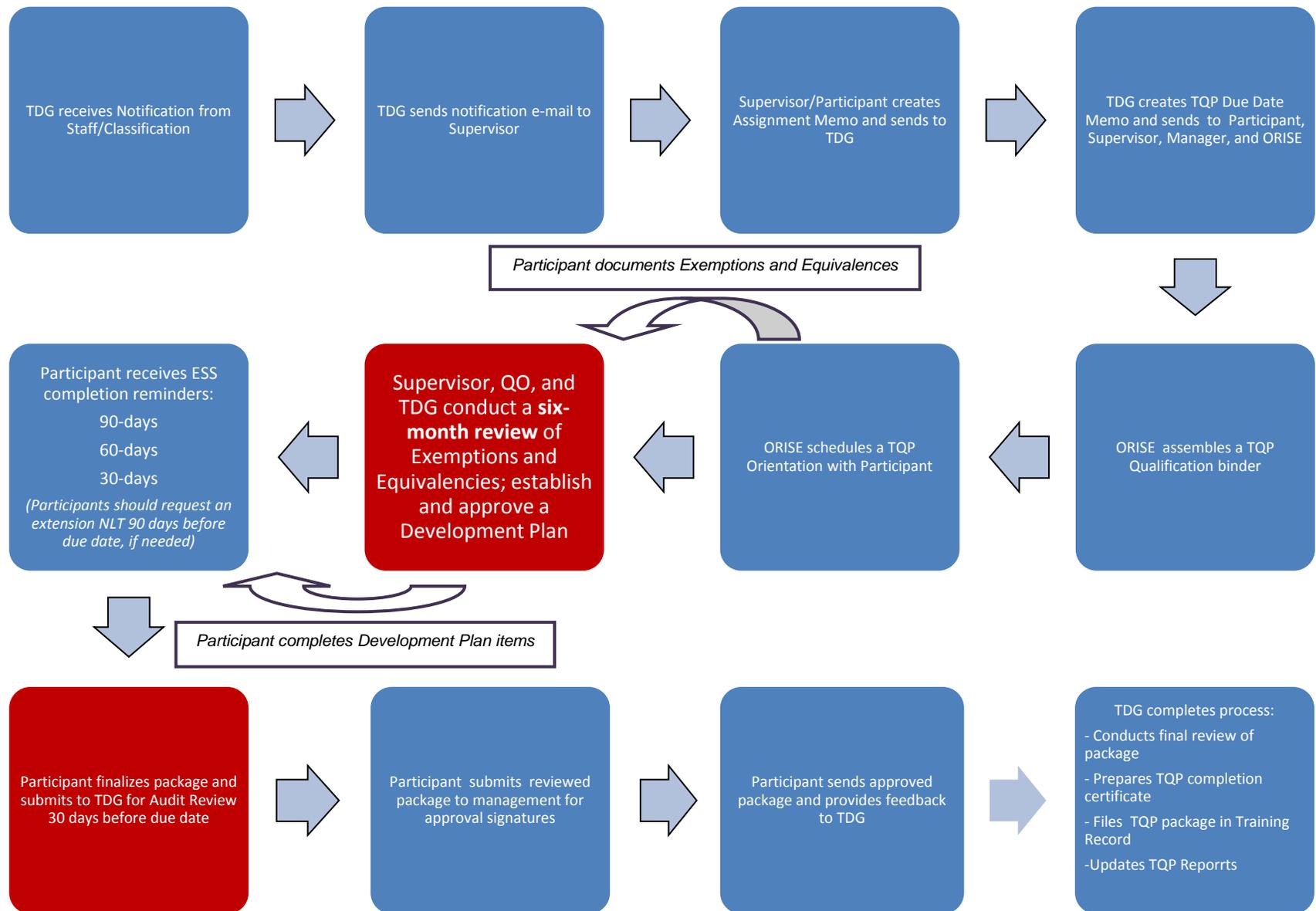
- a. Participate on an ORR team, conduct work in preparation for an ORR, or complete an ORR training course.
- b. Review ORR reports and discuss the relevant training findings.

## APPENDIX A: CONTINUING EDUCATION, TRAINING AND PROFICIENCY

The following activities describe suggested continuing education, training, and other opportunities that are available for ORO personnel after completion of the competency requirements in this Qualification Standard. It is extremely important that personnel involved with this program maintain their proficiency through continuing education, training, reading, or other activities such as workshops, seminars, and conferences. Specific continuing training requirements shall be documented in Individual Development Plans.

1. Continuing technical education and/or training covering topics directly related to the safety system oversight as determined appropriate by management. This may include courses/training provided by Department of Energy, other government agencies, outside vendors, or local educational institutions. Continuing training topics should also address identified weaknesses in the knowledge or skills of the individual personnel.
2. Attendance at seminars, symposia, or technical meetings related to safety system oversight.
3. Self-study of new regulations, requirements, or advances related to safety system oversight.
4. Participation in practical exercises such as emergency or operational drills, simulations, or table-top exercises.

## APPENDIX B: ORO TQP QUALIFICATION PACKAGE PROCESS



## APPENDIX C: ORO TQP OFS QUALIFICATION CARD

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

PARTICIPANT NAME:	<b>TECHNICAL QUALIFICATION PROGRAM ORO OFFICE/FACILITY-SPECIFIC QUALIFICATION CARD</b>	QUALIFICATION CARD ISSUE DATE:	
PROJECTED COMPLETION DATE:		STANDARD ISSUE DATE:	
OFFICE/DIVISION		REVISION:	

**Important Note:** When regulations, Department of Energy Directives, or other industry standards are referenced in this Qualification Standard, the most recent version should be used.

COMPETENCY LEVELS:	DA = Demonstrate the Ability, E=Expert, F = Familiarity, W = Working , NA = Not Applicable
LEARNING METHODS:	CBT = Computer-Based Training, CR = Classroom, DA = Detail Assignment, DJA = Developmental Job Assignment, OJT = On-the-Job Training, SA = Shadow Assignment, SS = Self-Study, WT = Walk-Through
EVALUATION METHODS:	EQ = Evaluation of Equivalencies, OE = Oral Evaluation, OP = Observation of Performance, WE = Written Exam

NO.	REQUIRED COMPETENCIES	COMPETENCY LEVEL	LEARNING METHOD	EVALUATION METHOD	INCUMBENT INITIALS/DATE	QO SIGNATURE/ DATE	TAB # FOR EVIDENCE	REMARKS
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**SECTION A: ORO COMMON CORE COMPETENCIES (ALL ORO TQP PARTICIPANTS)**

1.	ORO TQP personnel shall demonstrate a working level knowledge of ORO Key Management Documents.							
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NO.	REQUIRED COMPETENCIES	COMPETENCY LEVEL	LEARNING METHOD	EVALUATION METHOD	INCUMBENT INITIALS/DATE	QO SIGNATURE/ DATE	TAB # FOR EVIDENCE	REMARKS
2.	ORO TQP personnel shall demonstrate a working level knowledge of the application of the Science Management System (SCMS) to ORO activities.							

**SECTION B: ORO EMERGENCY MANAGEMENT**     Not Applicable

1.	Emergency Management personnel shall demonstrate a working level knowledge of the responsibilities, requirements and processes identified in EMT/ADM/I Emergency Management Program Roles and Responsibilities.							
2.	Emergency Management personnel shall demonstrate a working level knowledge of the ORO Emergency Management Program.							
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.							
4.	Emergency Management personnel shall demonstrate a working level knowledge of the ORR Emergency Plan (EP).							

NO.	REQUIRED COMPETENCIES	COMPETENCY LEVEL	LEARNING METHOD	EVALUATION METHOD	INCUMBENT INITIALS/DATE	QO SIGNATURE/ DATE	TAB # FOR EVIDENCE	REMARKS
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.							
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.							
7.	Emergency Management personnel shall demonstrate a working level knowledge of how to handle classified information during an emergency response.							
8.	Emergency Management personnel shall demonstrate a working level knowledge of the ERO training process.							
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.							

NO.	REQUIRED COMPETENCIES	COMPETENCY LEVEL	LEARNING METHOD	EVALUATION METHOD	INCUMBENT INITIALS/DATE	QO SIGNATURE/ DATE	TAB # FOR EVIDENCE	REMARKS
10.	Emergency Management personnel shall demonstrate a working level knowledge of the ORO Exercise Program.							
11.	Emergency Management personnel shall demonstrate a working level knowledge of the emergency response to an operational emergency at ORO contractor-operated facilities.							
12.	Emergency Management personnel shall demonstrate a working level knowledge of the responsibilities, requirements, and processes identified in EMT/ADM/I Continuity Program Roles and Responsibilities.							
13.	Emergency Management personnel shall demonstrate a working level knowledge of the ORO Continuity of Operations (COOP) Plan.							
<b>SECTION C: ORO SAFETY AND TECHNICAL SERVICES</b> <input type="checkbox"/> Not Applicable								
1.	AMSTS personnel shall demonstrate a familiarity with the roles, responsibilities, authorities, and accountabilities of the STS organization.							
2.	AMSTS personnel shall demonstrate a working level knowledge of the AMSTS procedure/documents.							

NO.	REQUIRED COMPETENCIES	COMPETENCY LEVEL	LEARNING METHOD	EVALUATION METHOD	INCUMBENT INITIALS/DATE	QO SIGNATURE/ DATE	TAB # FOR EVIDENCE	REMARKS
<b>SECTION D: ORO SAFEGUARDS AND SECURITY</b> <input type="checkbox"/> Not Applicable								
1.	Safeguards and Security personnel who approve arming authority, provide regulatory oversight, or conduct protection force surveys, shall have a familiarity level knowledge of the review and authorization to carry firearms.							
2.	Safeguards and Security personnel involved in program support, surveys, nonproliferation, or expert control shall have a familiarity level knowledge of export control information (ECI).							
3.	Safeguards and Security Personnel involved in program support shall demonstrate a familiarity level knowledge of the requirements and processes of the ORO emergency management system, the Oak Ridge Emergency Operations Center, and the Oak Ridge Operations Center.							
4.	Safeguards and Security personnel shall demonstrate a familiarity level knowledge of ORO's Counterintelligence Program in accordance with DOE O 475.1, Counterintelligence Program.							

NO.	REQUIRED COMPETENCIES	COMPETENCY LEVEL	LEARNING METHOD	EVALUATION METHOD	INCUMBENT INITIALS/DATE	QO SIGNATURE/ DATE	TAB # FOR EVIDENCE	REMARKS
5.	Safeguards and Security Personnel shall demonstrate the ability to provide program management assistance to ORO managers in the design and execution of security programs.							
6.	Safeguards and Security personnel shall demonstrate a working level knowledge of marking, handling, and storage of classified and controlled unclassified information (CUI).							

**SECTION E: ORO TECHNICAL TRAINING**     Not Applicable

1.	Technical Training personnel shall demonstrate a familiarity level knowledge of the basic operations and processes for DOE ORO nuclear and non-nuclear facilities.							
2.	<p>Technical Training personnel shall demonstrate a working level knowledge of:</p> <ul style="list-style-type: none"> <li>• The conduct of self-assessments of Technical Qualification Program implementation.</li> <li>• The DOE TQP Accreditation process</li> <li>• Problem-solving and decision-making to manage activities, ensure issues are identified, and appropriate</li> </ul>							

NO.	REQUIRED COMPETENCIES	COMPETENCY LEVEL	LEARNING METHOD	EVALUATION METHOD	INCUMBENT INITIALS/DATE	QO SIGNATURE/ DATE	TAB # FOR EVIDENCE	REMARKS
	actions are taken to resolve issues.							
3.	Technical Training personnel shall demonstrate a working level knowledge of the Federal Technical Capability Program (FTCP), which includes the Technical Qualification Program (TQP) and the influences on training of external groups and DOE actions related to these external factors.							
4.	Technical Training personnel shall demonstrate the ability to establish performance indicators and measure performance to ensure effectiveness and efficiency in the use of resources.							
5	Technical Training personnel shall demonstrate the ability to review training plans for adequacy, track implementation and corrective actions, and conduct technical support activities associated with contractor training programs.							
6.	Technical Training personnel shall demonstrate a working level knowledge of emerging safety issues within DOE, including the requirements for startup and restart of nuclear facilities and the conduct of Operational Readiness Reviews (ORRs).							

**Evaluation Method Used (use one or combination of one or more)**

- Written Examination, Administered on \_\_\_\_\_, Final Score: \_\_\_\_\_**
- Oral Examination, Administered on \_\_\_\_\_, (See Attached)**
- Facility Walk-through, Conducted on \_\_\_\_\_, Evidenced by: \_\_\_\_\_**

**ORO TQP OFS QUALIFICATION CARD CERTIFICATION OF COMPLETION**

The candidate has successfully completed the ORO TQP OFS Qualification. The candidate has successfully completed a final qualification activity consisting of a comprehensive written examination, an oral board examination, or a walkthrough and is recommended for final qualification.

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Qualifying Official, if applicable: \_\_\_\_\_ Date: \_\_\_\_\_