




Oak Ridge Office

Human Capital Assessment Group

ORO Integrated Support Center (ISC) Qualifying Official (QO) Online Training




Purpose

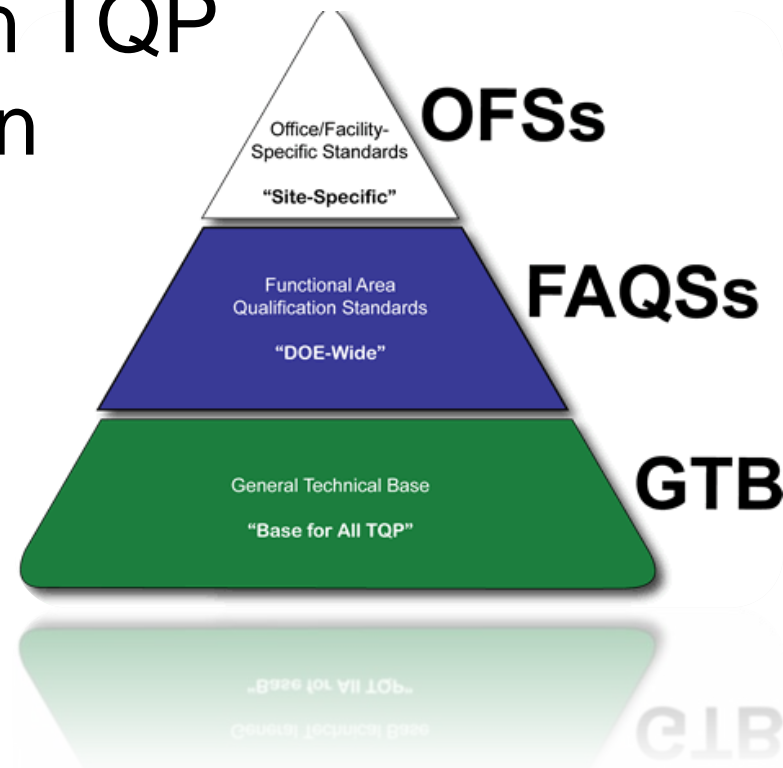
As an ORO ISC QO, you are charged with assuring that the technical personnel whom you are evaluating have met and can apply the competencies of their assigned Technical Qualification Program (TQP) qualification standards. 



[Click here](#) to view the List of ORO ISC Qualifying Officials

Authorization

As such, each ORO ISC QO has received authorization from the ORO Manager to sign TQP documents or qualification cards for designated competencies or standards. 



[Click here](#) to view the Authorization Memorandum

What You Need to Know

In order to ensure consistency in the qualifying process, ORO ISC QO's should follow a simple, **5-Step Process** when serving as a Qualifying Official.



Keep in mind that you may be asked to evaluate and certify a TQP package received from other programs.

5-Step Process Overview



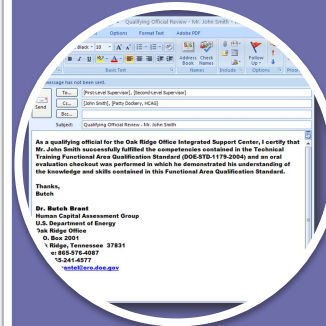
Print and Review the Standard(s)

Demonstrate an expert level approach to training model.

Review Each Competency and Supporting Evidence

"How do you..."
"Tell me about..."
"Explain the concept of..."

Prepare and Conduct an Oral or Written Examination



Certify and Send a Notification



File the Documentation






Step 1

When you receive a TQP package with competencies to review, begin by printing and reviewing the applicable Standard(s) and other related documents which will be used as a guide in your evaluation as a Qualifying Official.

Make notations on the printed Standard(s) as you are evaluating the trainee's qualification(s) and evidence package, as this will become part of your auditable documentation.

Always ensure that you are using the most current version of the Standard. Please bookmark the [FTCP Website](#) to access a list of the most current versions. 




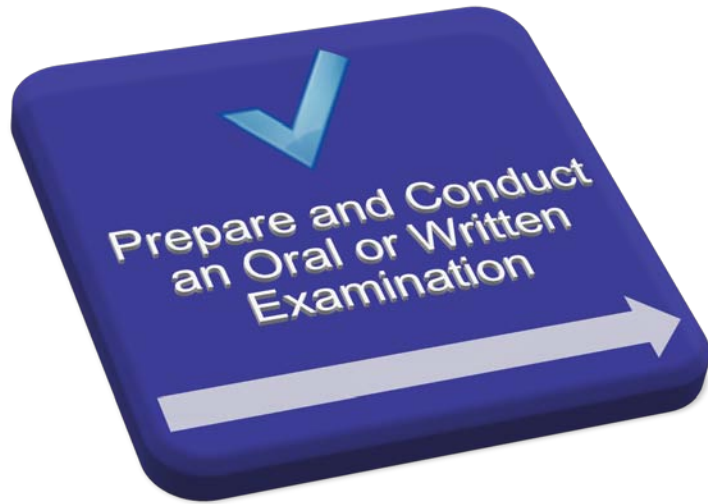
Step 2

Review and evaluate the evidence corresponding to each competency with an emphasis on the Supporting Knowledge and Skills provided in the Standard.

Use your discretion and experience in the specific area you are evaluating, but feel free to call on other qualifying officials if needed.

Use applicable DOE orders, standards, procedures, site layouts, hazards, key documents, and work products as a guide.

Accept professional certifications that are supported by management, e.g., PE, CIH, CSP, CEM, CHP, etc., only if the Standard allows the certification as fulfillment of the competency. 



Step 3

Prepare an oral or written examination and then arrange a meeting or teleconference to evaluate the trainee to ensure he/she knows the substance of the subject to the degree needed, i.e., familiarity, working, or expert level.

Document your discussions on the printed Standard or use another method at your discretion. Keep in mind that your notes may be viewed by an auditor.

Be aware that a Standard may require a written exam. Also, consider incorporating a walkdown of a facility or contacting related references.


Your primary responsibility is to be personally convinced that the trainee knows what he or she is supposed to know and do. 



Step 4

Once you are comfortable with qualifying the trainee, you are ready to issue certification. You should sign or initial the ESS record or qualification card, as applicable.

The certification is issued by letter or email (sample letter follows). Please send the letter or email to the trainee's First and Second-Level Supervisors, the trainee, and the TQP Manager. This notification will become part of the official QO file and used as supporting evidence.

If the results are not satisfactory, the QO should recommend remedial activities such as learning activities or other actions to perform in order to gain proficiency in that competency or set of competencies (sample email follows). 

SUCCESSFUL COMPLETION LETTER

SAMPLE

Date:

To: John Smith

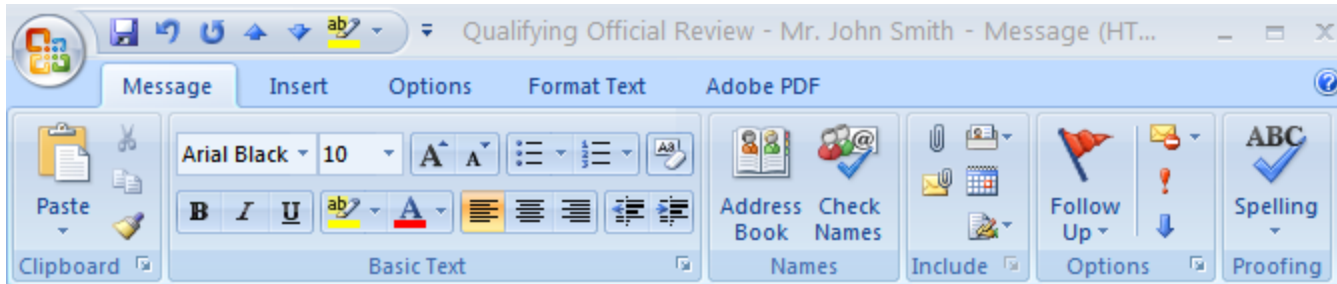
Subject: Qualifying Official Review – Mr. John Smith

As a Qualifying Official for the Technical Qualification Program, I certify that you have successfully fulfilled [Competencies 1 through 23] contained in the Technical Program Manager Functional Area Qualification Standard (DOE-STD-1178-2004). An evaluation was performed in which you demonstrated understanding of the knowledge and skills contained in this Functional Area Qualification Standard.

Congratulations on your achievement!

Qualifying Official
Technical Qualification Program

cc: First Line Supervisor
Second Line Supervisor
TQP Manager



This message has not been sent.

UNSATISFACTORY RESULTS EMAIL

SAMPLE

Send

To... [John Smith]

Cc...

Bcc...

Subject: Qualifying Official Review - Mr. John Smith

As a qualifying official, I have evaluated your competencies and found that you are not ready for qualification for the Technical Training Functional Area Qualification Standard (DOE-STD-1179-2004), [Competencies 12 and 15]. Please review and provide evidence for the following actions in order to gain proficiency and contact me if you need assistance in identifying learning activities to support these competencies.

- 1. Competency 12: Understanding and application of DOE O 360.1B, Federal Employee Training**
- 2. Competency 15: Participation and reporting on an assigned training and qualification assessment, such as an on-site evaluation, ORR, RA, or document review**

Once you are ready, please contact me for a re-evaluation.


**[Name]
Qualifying Official
Technical Qualification Program**




Step 5

Upon completion of your Qualifying Official review, take all of the documentation, e.g., printed standard with notations, letters, emails, correspondence, appointments, etc. that has resulted from the evaluation and assemble a documentation package for record keeping.

Send the original evaluation documentation package to the TQP Manager (keeping a copy for yourself) and return the original qualification and evidence package to the person you evaluated.

Please keep in mind that auditors may ask how you perform your Qualifying Official duties and your evaluation process. 

Review of Responsibilities

- Develop and present learning activities.
- Develop an evaluation process.
- Prepare for qualifying and evaluation duties by reviewing applicable TQP documents.
- Evaluate trainees in such a manner that they can demonstrate an understanding of the subject.
- Understand that any person you have qualified can be questioned about the subject.
- Provide QO documentation to the TQP Manager.
- Maintain own expertise. 

[Click here](#) to view your roles and responsibilities in detail.

Office of Science Integrated Support Center
Qualifying Official 5-Step Process Checklist



Job Aid



[Click here](#) for an electronic version of the 5-Step Process.

Resources and Questions

Helpful Links

Oak Ridge Office TQP Qualifying Officials Website:

http://www.ora.gov/tdd/QualPrgm/Qualifying_Officials.htm

Federal Technical Capability Program (FTCP) Website,
List of Functional Area Qualification Standards:

<https://www.hss.energy.gov/deprep/ftcp/directives/QualStdSchedule.asp>

Questions?

Patricia (Patty) H. Dockery, ORO TQP Manager

Technical Qualification Program Manager

Human Capital Assessment Group

Phone: 865-576-1875

Fax: 865-241-4577

Email: dockeryph@oro.doe.gov

Check Out

Congratulations! You have completed the ORO ISC Qualifying Official Online Training.



Please click below to print and complete the [ORO ISC Qualifying Official Online Training Self-Certification Form](#)

Please return your Self-Certification Form to Patty Dockery, ORO TQP Manager at AD-443 to receive credit for this training.