

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



**OFFICE OF ASSISTANT MANAGER FOR
NUCLEAR FUEL SUPPLY**

**OFFICE/FACILITY-SPECIFIC
QUALIFICATION STANDARD**

REVISION 0

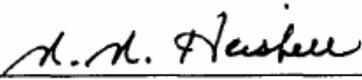
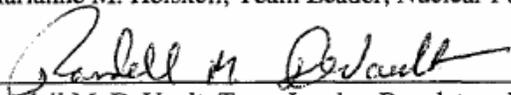
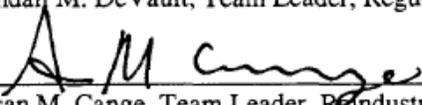
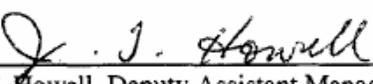
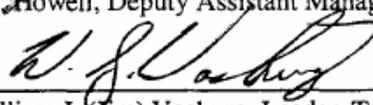
CONCURRENCE AND APPROVAL

The Department of Energy (DOE) Oak Ridge Office (ORO) Office of Assistant Manager for Nuclear Fuel Supply (AMNFS) is the sponsor for this AMNFS Office/Facility-Specific Qualification Standard. The AMNFS management team is responsible for reviewing the 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 the AMNFS management team is indicated by the signatures below.

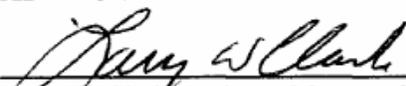
The Training and Development Group (TDG) Leader coordinates implementation of the Technical Qualification Program (TQP) and assists line managers in the development of ORO office/facility-specific qualification standards. Concurrence with this qualification standard by the TDG Group Leader is indicated by signature below.

The ORO AMNFS is the approval authority for this qualification standard.

CONCURRENCE:

 _____ Marianne M. Heiskell, Team Leader, Nuclear Fuels Management Team	<u>8/31/05</u> Date
 _____ Randall M. DeVault, Team Leader, Regulatory Management Team	<u>9/1/05</u> Date
 _____ Susan M. Cange, Team Leader, Reindustrialization and Technical Assistance Team	<u>9/7/05</u> Date
 _____ J.T. Howell, Deputy Assistant Manager for Nuclear Fuel Supply	<u>9/8/05</u> Date
 _____ William J. (Jim) Vosburg, Leader, Training and Development Group	<u>9/8/05</u> Date

APPROVAL:

 _____ Larry W. Clark, Assistant Manager for Nuclear Fuel Supply	<u>9/9/05</u> Effective Date
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PURPOSE:

The AMNFS Office/Facility-Specific Qualification Standard is part of the TQP required by DOE O 360.1A, *Federal Employee Training*, and DOE M 360.1A-1, *Federal Employee Training Manual*, and supplements the department-wide General Technical Base and functional area qualification standards. It contains the competency requirements that AMNFS staff assigned to the TQP need in order to perform assigned activities. Documented satisfactory completion of the competencies contained in this qualification standard ensures that the AMNFS staff enrolled in the TQP are qualified to fulfill their duties and responsibilities.

The competency statements define the expected capabilities that an individual must possess. Each of the competency statements is followed by a listing of supporting knowledge and skill statements that further amplify and describe the intent of the competency. The supporting knowledge and skill statements are not additional requirements and do not necessarily have to be fulfilled to meet the intent of the competency.

IMPLEMENTATION:

The various competencies identify knowledge requirements at either a familiarity level, working level, or thru demonstration of the ability. 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 reference appropriate materials and/or expert advice as required to ensure the safety of Departmental activities.

Demonstrate the ability is defined as actual performance of a task or activity in accordance with policy, procedures, guidelines, or accepted industry or Department practices.

TQP participants input, track, and report on technical qualification competency information through DOE's web-based Employee Self Service (ESS) program. The reports are sent to ORO TDG for input into a centralized database.

Participants should read the ORO TQP Manual prior to selecting applicable qualification standards and inputting information in ESS. The TQP Manual and other TQP resources are available through the TDG web site at <http://www.ornl.gov/tdd/QualPrgm/qualprgm.htm>

COMPLETION OF COMPETENCIES

Exemptions are not to be used in this phase of the qualification program. The competencies listed in this standard represent a core of knowledge and skills necessary for ORO AMNFS qualification. Individual areas of expertise may be documented by adding any of the TQP functional area standard competencies on the employee's Technical Qualification Record. However, these added competencies are considered developmental in nature and are not required.

Equivalencies may be granted for individual competencies based upon an objective evaluation of the employee's prior education, training, and/or experience. Documentation of equivalencies indicates how the competency requirements have been met. The supporting knowledge and skill statements should be considered when evaluating an employee's ability with respect to each competency requirement.

Verifying and documenting that the competencies have been met may be accomplished by the AMNFS management team, or by a subject matter expert (SME) designated by the AMNFS management team. Although the evaluation may be documented (evaluator notes, certificates of course completion, test reports, etc.), the supervisor's signature on the Technical Qualification Record is necessary to show completion of the competency.

Any of the following methods may be used to fulfill incumbent competency. Each fulfillment method 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

Developmental Activity is required for those competencies where the knowledge and skill level is insufficient for conducting related job tasks. A developmental activity such as a training class, self study, or on-the-job training must be identified, approved, and completed. An evaluation of the competency must be conducted and documented by the supervisor or a qualifying official to receive credit for meeting that competency.

Continuing Training and Proficiency Requirements

Requalification on the competencies contained in this qualification standard is not required. AMNFS staff should participate in continuing learning activities in order to maintain and improve previously acquired knowledge and skills and to acquire new knowledge and skills where necessary. Continuing training and education to maintain technical proficiency includes the following elements:

- Technical education and/or training on topics directly related to AMNFS duties and responsibilities.
- Training on topics that address an individual's knowledge and/or skill deficiencies.
- Training in areas added to the qualification standard since initial qualification.

Competencies added to the qualification standard are documented in the Technical Qualification Record and are addressed like other qualification standard competencies. Specific continuing training or education needs should be documented in Individual Development Plans.

COMPETENCIES

1. AMNFS personnel shall demonstrate a familiarity of the past basic operations and processes for facilities under AMNFS's purview.

Supporting Knowledge and/or Skills

- a. Discuss the primary mission of ORO and the purpose of the AMNFS facilities.
- b. Describe some of the key operations and/or processes performed at AMNFS facilities.

- c. Discuss the major nuclear safety risks to workers and the public resulting from operations at AMNFS facilities.
 - d. Identify the major non-nuclear hazards associated with operations at AMNFS facilities.
- 2. AMNFS personnel shall demonstrate a familiarity level knowledge of Federal, State, and local regulations.**

Supporting Knowledge and/or Skills

- a. Identify the primary Federal, State, and local regulations that apply to AMNFS.
 - b. Discuss and describe the relationship between the applicable Federal, State, and local regulations that apply to AMNFS.
 - c. State the purpose and applicability of the identified regulations.
 - d. Compare the roles of the contractor/lessee and DOE personnel with regard to each of the above regulations.
 - e. Describe and provide examples of effective interactions between DOE and the applicable Federal, State, and local agencies.
- 3. AMNFS personnel shall demonstrate a working level knowledge of the Lease Agreement's and associated regulatory documents between DOE and United States Enrichment Corporation (USEC) in accordance with assigned job duties.**

Supporting Knowledge and Skills

- a. Describe the major provisions of the Lease Agreements between DOE and USEC.
 - b. Describe the lease turnover requirements of the GDP Lease.
- 4. AMNFS personnel shall demonstrate a working level knowledge of the Lease Agreement's between DOE and the Community Reuse Organization of East Tennessee (CROET) in accordance with assigned job duties.**

Supporting Knowledge and/or Skills

- a. Describe the kinds of ORO facilities that are subject to reindustrialization.
- b. Describe the more common risks/hazards these facilities contain.
- c. Describe the program elements and/or the primary processes that are used by the reindustrialization program in order to execute a lease or transfer a facility.

5. AMNFS personnel shall demonstrate the ability to manage ORO projects and programs.

Supporting Knowledge and/or Skills

- a. Describe the applicable project management responsibilities in DOE Order 413.3, *Project Management for the Acquisition of Capital Assets*.
- b. Define the terms related to Life Cycle Asset Management and provide examples of their application.
- c. In accordance with assigned job duties, describe the processes used to evaluate and document the condition of facilities that are transitioned to/from the private sector.
- d. Compare the various categories of performance objectives, measures, and expectations and how they are used by ORO and the contractor/lessee to evaluate project or program performance.
- e. Describe the process for acquiring approvals for project/program guidance and resources from the sponsoring program office.

6. AMNFS personnel shall demonstrate a working level knowledge of performance-based contract management (PBCM) principles and practices as applied to ORO and oversight of the contractor in accordance with assigned job duties.

Supporting Knowledge and/or Skills

- a. Describe some of the more important project control measures and tools.
- b. Discuss how the PBCM elements are applied by AMNFS in managing site activities.
- c. Describe performance-based practices used to evaluate project management, cost estimating, maintenance, real estate, and utilities under the Life Cycle Asset Management implementation process.
- d. Describe AMNFS responsibilities for monitoring the contractor/lessee to ensure compliance with the technical, safety, and administrative requirements of the contract/lease and participate in a performance appraisal using appropriate performance objectives, measures, and expectations.
- f. Act as the principal liaison between contractor/lessee and DOE identifying deliverables, objectives, timeliness, assumptions, constraints, and/or priorities for AMNFS assignments.

7. AMNFS personnel shall demonstrate effective oral and written communication skills with Headquarters, regulators, contractors, lessees, stakeholders, and internal/external entities.

Supporting Knowledge and/or Skills

- a. Demonstrate effective written communications skills.
- b. Demonstrate effective communication skills when providing specific work or task direction.

- c. Demonstrate skill in conducting productive meetings and fostering cooperation among parties.

8. AMNFS personnel shall demonstrate a familiarity of surveillance and maintenance in accordance with assigned job duties.

Supporting Knowledge and Skills

- a. Define surveillance as it pertains to DOE responsibilities for facilities.
- b. Describe the Surveillance and Maintenance Review Process.

9. AMNFS personnel shall demonstrate a familiarity of Safety Basis Requirements.

Supporting Knowledge and Skills

- a. Discuss the basic purposes and objectives of a Facility Safety Basis.
- b. Describe the responsibilities of contractors/lessees authorized to operate facilities.
- c. Define the following terms and discuss the purpose of each:
 - i. Authorization Agreements
 - ii. Authorization Basis
 - iii. Safety Basis
 - iv. Unreviewed Safety Question Determinations
 - v. Safety Evaluation Report
 - vi. Documented Safety Analysis
- d. Define the various Hazard Categorization levels and the general process utilized to determine the Facility Hazard Category.

10. AMNFS personnel shall demonstrate a familiarity of DOE Order 5480.21, Unreviewed Safety Questions, with respect to its impact on Department nuclear safety in accordance with assigned job duties.

Supporting Knowledge and Skills

- a. Discuss the reasons for performing an Unreviewed Safety Question determination.
- b. Describe the situations for which a safety evaluation is required to be performed.
- c. Describe the actions to be taken by a contractor/lessee upon identifying information that indicates a potential inadequacy of previous safety analyses or, a possible reduction in the margin of safety as defined in the Technical Safety Requirements.
- d. Discuss the actions to be taken if it is determined that an Unreviewed Safety Question is involved.