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## **DOE Federal Technical Capability Panel FY10 Operational Plan**

*Goal 1 Objective 2:*

**Define and implement a standard approach for  
continuing technical training for personnel in the  
TQP**

*March 2010*

*Mark Sundie and Carol Ingram, Co-champions*



## *Objectives for Today*



### **Goal 1 Objective 2 Goals for Face-to-Face:**

- ✓ **Obtain approval of revised wording**
- **Obtain FTCP input and buy-in on path forward:**
  - ☞ Brief Panel on Status of Objective 2
  - ☞ Ensure that outcomes support DOE long-term mission needs and provide management flexibility in TQP implementation



# *FY10 Operational Plan, Goal 1 Objective 2 Status*



## **Actions**

<b>1a. Approve rewording</b>	<b>FTCP</b>	<b>Completed</b>
<b>1. Describe current continuing training requirements for DOE TQP FAQs.</b>	<b>Obj 2 Team</b>	<b>Completed</b>
<b>2. Perform a gap analysis.</b>	<b>Obj 2 Team</b>	<b>Completed</b>
<b>3. Establish general objectives for the TQP continuing training program.</b>	<b>Obj 2 Team</b>	<b>Completed</b>
<b>4. Define at a high level the continuing technical training needs of personnel specific to the TQP.</b>	<b>Obj 2 Team</b>	<b>Completed</b>
<b>5. Write a template for continuing technical training of personnel in the TQP.</b>	<b>Obj 2 Team</b>	<b>Completed</b>
<b>6. Implement the approach by providing a template for use in future revisions to FAQs.</b>	<b>FTCP</b>	<b>May conference call</b>



# Current CT Requirements

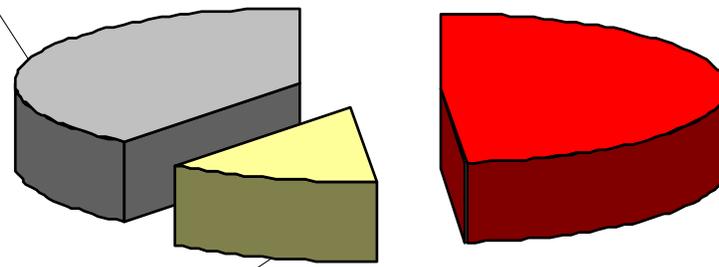


## FAQs Requiring Continuing Training (of the 33 Current Standards)

Not Required  
39%

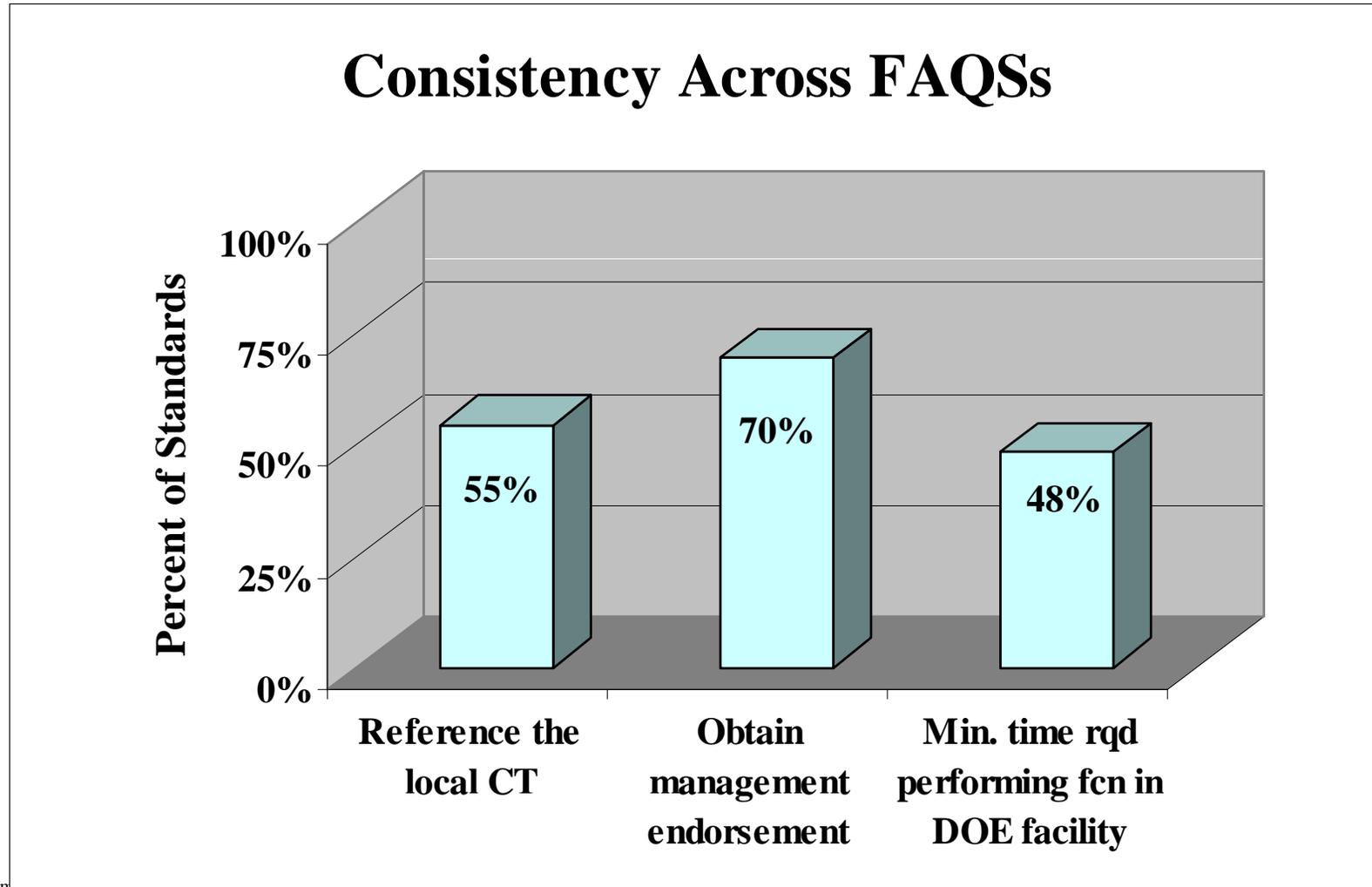
Optional  
12%

Required  
49%





## Current CT Requirements

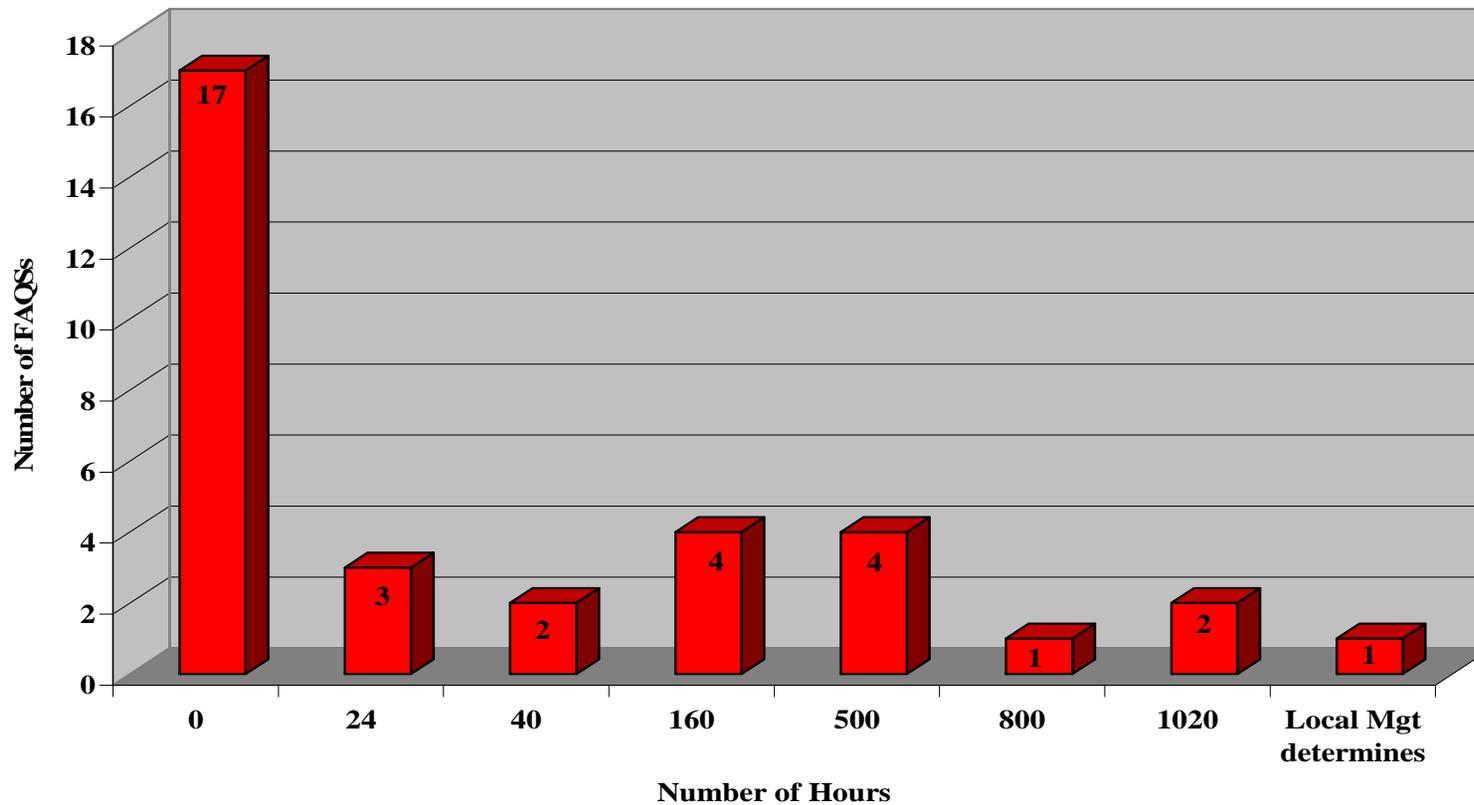




# Current CT Requirements



## Annual Time Required to be Spent Performing Function in a DOE Facility



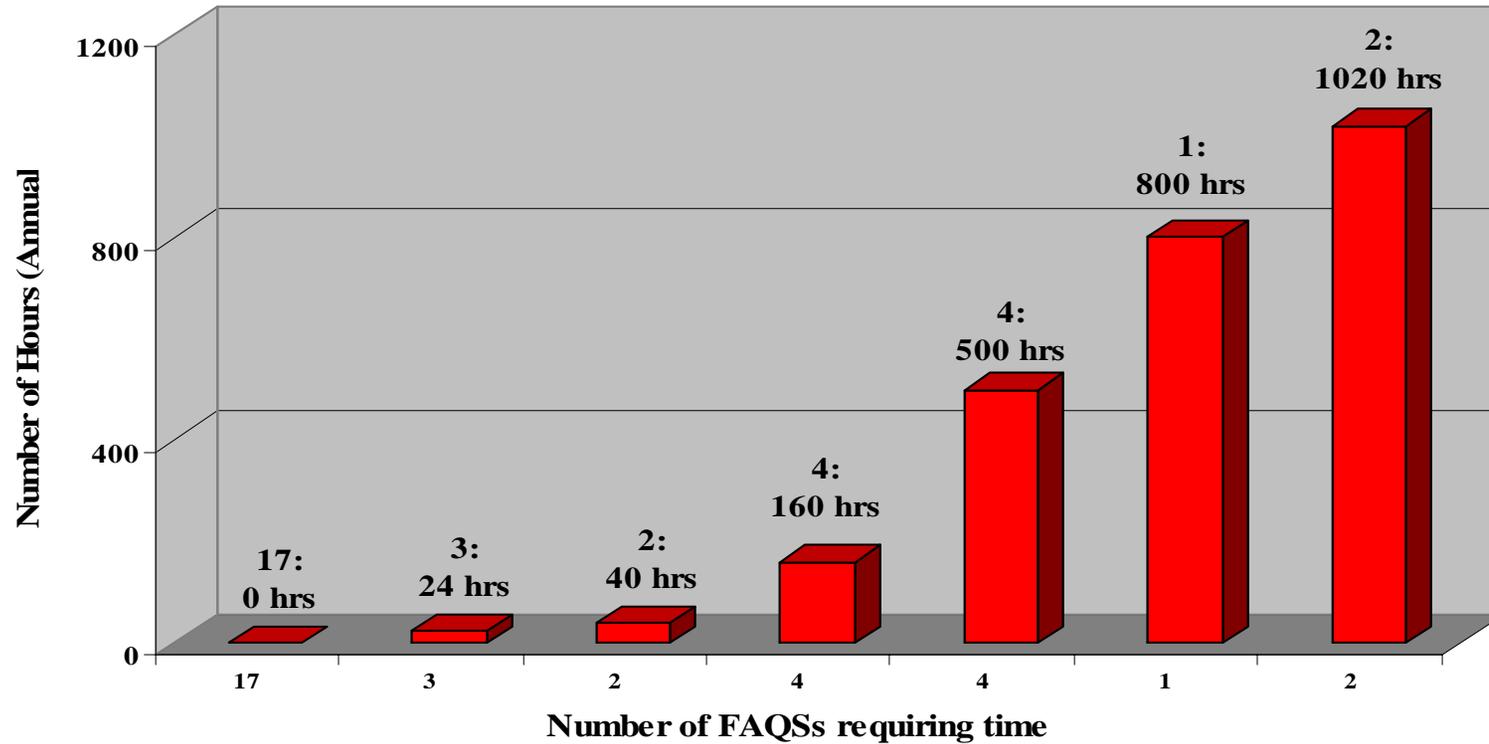


# Current CT Requirements



## Annual Time Required Performing Function Duties in DOE Facility

*NOTE: One FAQs leaves the time requirement up to local management.*





## *Current CT Requirements: Examples*



- **Participate in practical exercises / assessments**
  - » Can be effective. Do all have opportunities? Feedback for continuous improvement?
- **Attend seminars, symposia, technical meetings**
  - » Generally good. You get out of it what you put into it.
- **Self-study of new regulations**
  - » Recommendation: Use existing mechanisms (e.g., NNSA CT)
- **List of useful websites**
  - » Good model. Let the employee find what they need.



## *Current CT Requirements: Examples (continued p. 2)*



- **Long list of suggested training courses**
  - » Depends on employee needs.
  - » Instead of listing courses, let employee identify what they need based on job needs.
  - » Use professional society or other resource website lists.
- **Proficiency point systems**
  - » Not recommended that the TQP establish its own systems. Avoid need for redundant monitoring system.
  - » Let professional societies track.
  - » Keep it simple. Sustainable.



## *Current CT Requirements: Examples (continued p. 3)*



- **Not sure why this is on the list ...**
  - » Participate in at least 4 monthly phone calls.
  - » Engage in telephone, e-mail, and face-to-face discussions with members of a group.
  - » Maintain awareness
  - » Undergraduate and graduate-level courses offered by four specified educational institutes
  - » Require training approval by professional society



## *Current CT Requirements: Examples (continued p. 4)*



- **PE registration**
  - » What is DOE approach?
  - » Is P.E. required?
  - » Note: “Fees for licenses, certificates, and other types of recognized occupational qualification tests or examinations” are unallowable costs. [DOE M 360.1-1B, section 8k.(2) (from 5 CFR 41)]
- **Document in IDP**
  - » Reference TQP in IDP, but be practical
  - » Follow local IDP requirements



## *Current CT Requirements: effectiveness, rigor, usefulness*



- **Effectiveness** of the TQP CT under Goal 4
  - » Goal 4 includes maintenance of TQP proficiency
- **Rigor** of CT:
  - » Much variability across functions
  - » No data yet on correlation with increased effectiveness
  - » Requirements should be tailored to local needs
  - » *ISMS: Competence Commensurate with Responsibility*
- **Usefulness:**
  - » Best determined by local management



## *Status of Objective 2*



Six Actions were proposed to support the objective.

1. Describe current continuing training requirements for DOE TQP FAQss.
2. Perform a gap analysis.
3. Establish general objectives for the TQP continuing training program.
4. Define at a high level the continuing technical training needs of personnel specific to the TQP.
5. Write a template for continuing technical training of personnel in the TQP.
6. Implement the approach by providing a template for use in future revisions to FAQss.



## *Objective 2*

### *Actions*



# **1. Describe current continuing training requirements for DOE TQP FAQs.**

*(complete)*

- Separate file developed: “G1 O2 Action 1 Detailed list of CT rqmts”.
- Summarized on previous slides.



## *Objective 2*

### *Actions*



## **2. Perform a gap analysis. (*complete*)**

- Separate Excel file developed: “G1 O2 Action 2 FAQs CT Requirements”.
- Summarized in charts on previous slides.



## Objective 2 Actions



### 3. Establish general objectives for the TQP continuing training program. (*complete*)

1. TQP participants will maintain knowledge in the following areas as appropriate to their job responsibilities:
  - » DOE requirements, e.g., rules, policies, directives, standards
  - » Functional Area: relevant safety professional knowledge
  - » Office (HQ or Site): procedures and processes
  - » Facility-specific knowledge: safety basis, procedures, systems, hazards, and controls
2. TQP participants will use the knowledge to improve effectiveness of oversight in their area of responsibility.



## Objective 2

### Actions



#### **4. Define at a high level the continuing technical training needs of personnel specific to the TQP. (*complete*)**

HQ or Field Element Managers must:

1. establish a minimum number of hours worked performing duties and responsibilities in FAQs.
2. identify continuing training requirements in office standards or procedures.
3. address changes to DOE Directives, guides, standards, policies, and rules since last qualification (*can use Service Center*).
4. approve all established continuing training requirements determined for their office or site.



## Objective 2 Actions



### 5. Write a template for continuing technical training of personnel in the TQP. (*complete*)

*Headquarters or Field Element Managers shall ensure the following:*

- 1. Establish a minimum number of hours worked performing duties and responsibilities in this FAQs considering appropriate regulatory and/or contractual requirements.*
- 2. Identify specific continuing training requirements in the site specific qualification standard(s) or procedures.*
- 3. Approve all established continuing training requirements determined for their office or site.*

*[Functional Area] Personnel must complete continuing technical education and/or training covering topics directly related to the [Functional Area] area as determined by the appropriate Headquarters or Field Element Managers as follows:*

- 1. Address changes to DOE Directives, guides, standards, policies, and rules since the last qualification was completed.*
- 2. Perform practical factor exercises as needed.*
- 3. Attend seminars, symposia, or technical meetings related to [Functional Area].*

*Note: Continuing technical education and/or training 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*



## Objective 2 Actions



6. **Implement the approach by providing a template for use in future revisions to FAQs.**  
*(FTCP approval by May conference call)*
  - Supplement it with a *Course List Tool* that could be provided on the FTCP web site, along with the competency to course matrix under development in Objective 1.
  - A preliminary tool has been developed by gathering the resources already provided in existing FAQs, under the CT sections.



## *Next Steps ...*



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### **Goal 1 Objective 2:**

- **Obtain FTCP input on proposed template.**
- **Obtain FTCP approval on the May conference call**



## Objective 2

*[backup slide]*



### FAQS Continuing Training (CT) Requirements (*cont.*)

#### Time required performing duties of function:

- **48% establish specific time requirements in function**
  - 3 24 hrs/yr (*Env Restor; Waste Mgt*)
  - 4 160 hrs/yr (*D&D; Emerg Mgt; Env Compl; Safety SQA*)
  - 4 500 hrs/yr (*Civil/Str Eng; FP; NNSA Pkg Cert Engr; NSS*)
  - 1 0.75 FTE/yr (*Weapons QA*)
  - 1 800 hrs/yr (*Mech Systems*)
  - 1 1020 hrs/yr (*Facility Maintenance Mgt*)
  - 1 6 mos/yr (*Chemical Processing*)
  - 1 determined by local management (*Tech Trng*)
  - FR, GTB, S&S GTB requirements not included



## Objective 2

*[backup slide]*



### FAQS Continuing Training (CT) Requirements (*cont.*)

#### Elements of CT:

- **22 FAQs break down requirements into elements**
  - Average number of elements is 4
  - 4 standards have 7 elements (*Chemical Processing, Nuc Safety Specialist, S&S, S&S GTB*);
  - 1 has 8 (*Criticality Safety*); and
  - 1 has 9 (*Emergency Management*)
  - Some require participation on phone calls
  - One standard also presents potential methodologies to be an expert
  - One requires approval of training by professional society



## Objective 2 [backup slide]



### FAQS Continuing Training (CT) Requirements (*cont.*)

#### Elements of CT:

- **Two FAQS have elaborate point systems**
  - Civil/Structural (24 points / 3 years)
  - Fire Protection (1 ½ pages of requirements)
- What are your CT requirements? Are you meeting them?

The Systematic Approach to Training means requirements are tailored to position responsibilities, i.e.:

*Competence commensurate with responsibility*