

FTCP Issue Paper

Supplemental Competencies

DOCUMENT NUMBER FTCP-12-003

PROBLEM: There is no approved process for issuing supplemental competencies.

BACKGROUND: Supplemental competencies cover important skills and abilities that are less than an entire function or position, and for which an entire Functional Area Qualification Standard (FAQS) is not appropriate. The Human Factors Engineering (HFE) competencies issued by the FTCP in March 2012 are an example. The FTCP established a working group to develop HFE competencies, and the Panel provided them for use. Another example is the Safety System Oversight (SSO) function, which does not have (or require) a dedicated FAQS, but does need some oversight-related supplemental competencies. It is likely that other disciplines or functions will also need supplemental competencies in future FAQS revisions.

DISSENTING OPINION(S): Not Applicable

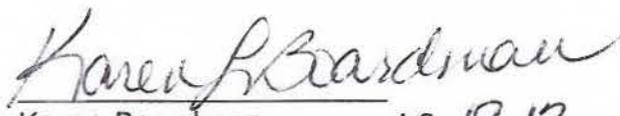
PROPOSED RESOLUTION(S): It is proposed that for supplemental competencies, the FTCP will appoint a team to develop them, then review and agree to post them on the FTCP website in a vote by the Panel. The FTCP Web Site will have a new link added to the panel of FTCP links for a new "Supplemental Competencies" page with the explanation of what supplemental competencies are, how they are developed and approved, and the actual published supplemental competencies. The explanation will state that they are optional competencies developed to standardize the qualification process for personnel in certain positions or disciplines as noted in the published Supplemental Competencies documents.

A proposed template for publishing supplemental competencies is attached.

DECISION:

DISPOSITION:

SIGNATURE:


Karen Boardman
DOE FTCP CHAIR

12.19.12

DOE TECHNICAL QUALIFICATION SUPPLEMENTAL COMPETENCIES

<subject>

Federal Technical Capability Panel

This document is available from the Department of Energy Federal Technical Capability Panel (FTCP) on the Internet at:

<http://www.hss.energy.gov/dep/ftcp/default.asp>

APPROVAL

The Federal Technical Capability Panel consists of senior U.S. Department of Energy (DOE) managers responsible for overseeing the Federal Technical Capability Program. This Panel is responsible for reviewing and approving qualification standards and competencies for Department-wide application. Approval of this set of competency statements by the Federal Technical Capability Panel is indicated by signature below.

Karen L. Boardman, Chairperson
Federal Technical Capability Panel

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ACKNOWLEDGMENT

The Federal Technical Capability Panel (Panel) is the sponsor for those competencies that do not belong to a specific Functional Area Qualification Standard (FAQS) and “may” be used by a site in its Site Specific Competencies or used in future FAQS’ but are not currently required. The Panel assigned a team to develop these competencies, with the support of recognized subject matter experts to ensure the technical content of the standard is accurate and adequate for Department-wide application. The Panel is also responsible for ensuring the competencies are maintained current.

The following individuals participated in the development of these competencies:

Name Organization (Team Leader)

Name Organization

**U.S. DEPARTMENT OF ENERGY
SUPPLEMENTAL COMPETENCIES FOR <SUBJECT>**

PURPOSE

The purpose of the following competencies is to establish standardized competency statements related to <SUBJECT> for use by DOE Technical Qualification Program (TQP) managers in developing technical qualification standards for DOE personnel. Supplemental competencies cover important skills and abilities that are less than an entire function or position and are not required currently. Examples are Human Factors Engineering competencies, which are important to a number of technical disciplines, but do not constitute a stand-alone function. Satisfactory and documented attainment of the supplemental competency requirements demonstrates that TQP participants possess the suggested minimum competence to fulfill their duties and responsibilities in alignment with DOE policies and procedures.

Offices and organizations should assign these competencies as appropriate to supplement the General Technical Base Qualification Standard and the Functional Area Qualification Standards and establish unique competency requirements at the office, site, facility, or position level, as determined by HQs/Field Element Managers or FAQs sponsors in future FAQs revisions.

APPLICABILITY

These competencies, although optional, should be assigned at the direction of Headquarters or Field Element Managers. They are intended for qualification cards for personnel who provide technical assistance, direction, guidance, oversight, or evaluation of contractor activities impacting the safety of operations of DOE nuclear facilities.

IMPLEMENTATION

Each competency statement has supporting knowledge and/or skill statements, that describe the type and depth of knowledge expected. The supporting knowledge and/or skill statements are guidelines, not requirements, and do not necessarily have to be fulfilled in their entirety to meet the intent of the competency.

The competencies suggest a familiarity level or a working level of knowledge; or they require the individual to demonstrate the ability to perform a task or activity. Site management should assign familiarity or working level as is relevant for the participants work responsibilities. The levels are defined as:

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 the actual performance of a task or activity in accordance with policy, procedures, guidelines, and/or accepted industry or Department practices.

EVALUATION REQUIREMENTS

Evaluation and qualification follow the process described in the organization's TQP Plan. The attainment methods include the following:

- Documented evaluation of equivalencies
- Written examination
- Documented oral evaluation
- Documented observation of performance

DUTIES AND RESPONSIBILITIES

<Discuss the Duties and Responsibilities of the position for which the supplemental competencies were developed. Cite any documentary sources that describe the position, duties, responsibilities, or authorities. Name the related Functional Area Qualification Standards the supplemental competencies apply to. Describe the typical oversight or management functions the supplemental competencies support.>

TECHNICAL COMPETENCIES

Competencies for TQP participants support responsibilities identified in the organization's Functions, Responsibilities, and Authorities Manual (FRAM) and individual position descriptions and assigned areas of responsibility.

Each of the competency statements is a general expectation. Supporting knowledge and/or skills statements further define expectations.

Note: *When regulations or Department of Energy directives are referenced in the Qualification Standard, the most recent revision should be used.*

Familiarity Level

1. Personnel shall demonstrate a familiarity level of knowledge of <SUBJECT>.

Supporting Knowledge and/or Skills

<List the items supporting the familiarity level of knowledge of the subject.>

2. Personnel shall demonstrate a familiarity level knowledge of <SUBJECT>.

Supporting Knowledge and/or Skills

<List the items supporting the familiarity level of knowledge of the subject.>

<Include more competency statements as needed>

Working Level <if appropriate>

1. Personnel shall demonstrate a working level of knowledge of <SUBJECT>.

Supporting Knowledge and/or Skills

<List the items supporting the working level of knowledge of the subject.>

2. Personnel shall demonstrate a working level knowledge of <SUBJECT>.

Supporting Knowledge and/or Skills

<List the items supporting the working level of knowledge of the subject.>

<Include more competency statements as needed>

Demonstrate Abilities <if appropriate>

1. Personnel shall demonstrate the ability to <TASK or ACTIVITY>.

<Describe the task or activity and cite applicable procedures or directives. Include any necessary safety or operational precautions to protect personnel or equipment during demonstration of the capability.>

<Include more abilities as needed>

Other Existing Competencies

The following is a partial list of existing <SUBJECT> competencies already included in the cited TQP Functional Area Qualification Standards. Organizations are encouraged to incorporate pertinent statements, as appropriate, within their office and position-specific standards.

<List the applicable competencies, citing the source and identifying the referenced location. Include the associated Supporting Knowledge and/or Skills.>