

**NA-121.3 Weapons Quality Assurance Community
Consolidated JOB/TASK Analysis
12/2011**

Job Analysis Worksheet for Tasks

WQA Specialist Task	Source	Import.	Freq.
#1 Monitors, inspects, analyzes and investigates complex electrical, electronic, mechanical, electro-mechanical, and nuclear components, subassemblies, and assemblies associated with the manufacture of nuclear weapons and other non-nuclear components as applicable	QC-1, WQAPM, DesgnDefn	4	3
#2 Conducts Quality Assurance Surveys (including Product Acceptance) and oversight activities of contractor operations	QC-1, WQAPM	5	2
#3 Performs verification inspection (including Contractor Acceptance Verification) of product manufactured by NNSA Contractors, QAIP development, QADRs, nonconformance activities/requirements	WQAPM, DesgnDefn	5	3
#4 Investigates quality and manufacturing problems and ensures corrective actions are appropriate for the identification and control of product and process deficiencies	QC-1, WQAPM	4	2
#5 Responsible for validating quality status of NNSA material, application of NNSA stamps, evaluation and contractor direction regarding work over or removal of NNSA stamps	WQAPM	3	3
#6 Perform first article inspections (@ FPU)	QC-1, DesgnDefn	4	1
#7 Conduct internal self-assessments (ISO, QC-1, WQAPM)	ISO, 414.1D, QC-1	3	1

WQA Engineer/Scientist Task	Source	Import.	Freq.
#1 Monitors nuclear weapons and non-nuclear components assembly and surveillance activities of the Management and Operating (M&O) contractor to assure that the production processes and quality control operations for nuclear weapon assemblies, subassemblies, and components (nuclear and non-nuclear) are adequate and result in acceptable product quality, including product recall and stop work investigation/evaluation	QC-1, WQAPM, D&P Man. DesgnDefn	5	4
#2 Provides weapon programs QA support (nuclear and non-nuclear), attends weapon program reviews, PRT meetings	D&P Man.	4	2
#3 Conducts reviews and technical studies to ensure adequate coverage of the contractor production processes and quality control operations for assigned weapon programs	WQAPM, QC-1, D&P Man.	3	1

#4 Ensures assigned weapon program and production activities comply with weapon quality policies, procedures, specifications, and other requirements and that these policies, procedures, specifications, and other requirements are adequate, includes design engineering authorization reviews	QC-1, WQAPM, D&P Man. TBPs	4	3
#5 Schedules and conducts QAS surveys on assigned weapons activities (nuclear and non-nuclear) that require engineering judgment and expertise to interpret policies, procedures, specifications, and other requirements assuring that the life cycle processes and quality control operations for nuclear weapon assemblies, subassemblies, and components (nuclear and non-nuclear) are adequate and result in acceptable product quality. Reviews QAS criteria checklists, survey guidelines, and non-nuclear verification instructions for assigned weapons activities	WQAPM, QC-1,	5	2
#6 Initiates, responds, and provides technical and status QA information on assigned weapon program activities (nuclear and non-nuclear) by interfacing with NNSA Headquarters, Service Center/site offices, on-site NNSA personnel, design/production agency, and site contractor technical personnel. Provides QA policy guidance or interpretation in situations where guidelines exist and do not exist to contractor personnel	QC-1, WQAPM D&P Man. DesgnDefn	4	4
#7 Conduct internal self-assessments (ISO, QC-1, WQAPM)	ISO 9001, 414.1D, QC-1	3	1
#8 Participates in the development, review and comment for quality policy and requirements (e.g. 414.1D, QC-1, WQAPM, RMI)	414.1D, QC-1, WQAPM	3	2
#9 QAIP development and review, verification inspections, contractor acceptance verifications, QIL determinations, Vendor product acceptance	WQAPM QC-1	5	2
#10 IMR and SMR investigations, evaluations, notifications and processing, product nonconformance reporting/disposition	QC-1, WQAPM	3	3
#11 Investigates quality and manufacturing problems and ensures corrective actions are appropriate for the identification and control of product and process deficiencies.	QC-1, WQAPM	5	2

Importance Scale	Frequency
How important is this task to the job?	How often is the task performed?
0 = Not Performed	0 = Not Performed
1 = Not Important	1 = Every few months to yearly
2 = Somewhat Important	2 = Every few weeks to monthly
3 = Important	3 = Every few days to weekly
4 = Very Important	4 = Every few hours to daily
5 = Extremely Important	5 = Hourly to many times each hour

Job Analysis Worksheet for Competencies

WQA Specialist Competency	Source	Import	Need
A. Working level knowledge of geometric dimensioning and tolerancing, design agency product specification and drawing requirements, engineering authorizations	DOE-STD-1025-2008	4	5
B. Working level knowledge of testing and inspection methods and processes used in weapons certification activities, nondestructive & destructive testing	DOE-STD-1025-2008	5	5
C. Working level knowledge of nonconformance identification, segregation and disposition activities/requirements	DOE-STD-1025-2008	3	5
D. Working level knowledge of Software Quality Assurance (SQA)	DOE-STD-1025-2008	2	5
E. Working level knowledge of metrology and calibration used in the weapons program, PSL function, control and calibration of measurement and testing instruments and equipment used in weapon production	DOE-STD-1025-2008	4	5
F. Working level knowledge of process control and statistical sampling methods for weapon product inspection	DOE-STD-1025-2008	4	5
G. Working level knowledge of NNSA product acceptance activities, QIL, QAIP, COI, COC, QADR, NNSA stamp application	DOE-STD-1025-2008	5	5
H. Working level knowledge of the NNSA quality assurance policy and other regulatory requirements including implementation oversight for, 10 CFR 830 Subpart A, DOE O 414.1D, DOE/NNSA 56XB, Nuclear Weapon Development and Production Manual, DOE/NNSA Weapon Quality Policy (QC-1), DOE/NNSA Technical Business Practices, DOE/NNSA Quality Assurance Procedures Manual, DOE/NNSA RMI	DOE-STD-1025-2008	4	5
I. Working level knowledge of assessment requirements, principles and techniques, and completion of "The Practice and Process of Auditing" & "Cause Analysis and Mistake Proofing Workshop" training.	DOE-STD-1025-2008	4	5
J. Performance of drawing review, participation on a verification inspection, participation on a QAS 4.0, conduct a QAS 4.0 survey	DOE-STD-1025-2008	3	5
K. Quality Council of Indiana Certified Quality Auditor (CQA) and Certified Mechanical Inspector (CMI) applicable course completion with a passing score, Electrostatic Discharge (ESD) training, Solder training and product specific training completion	DOE-STD-1025-2008	3	5

WQA Engineer/Scientist Competency	Source	Import	Need
A. Demonstrate a working level knowledge of product specification/Design Agency (DA) requirements.	DOE-STD-1025-2008	5	4
B. Demonstrate a working level knowledge of process control and statistical sampling methods for product inspection.	DOE-STD-1025-2008	4	3
C. Demonstrate a working level knowledge of DOE/NNSA Development & Production (D&P) Manual and Technical Business Practices (TBPs) used to evaluate product and production quality and to qualify product and production methods, processes, and equipment.	DOE-STD-1025-2008	5	3
D. Demonstrate a working level knowledge of both a nuclear weapon/nuclear weapon component nonconformance and a suspect/counterfeit item program nonconformance.	DOE-STD-1025-2008	4	4
E. Demonstrate a working level knowledge of metrology and calibration used in the weapons program	DOE-STD-1025-2008	4	4
F. Demonstrate a working level knowledge of Software Quality Assurance (SQA) program(s).	DOE-STD-1025-2008	3	5
G. Demonstrate a working level knowledge of geometric dimensions and tolerances.	DOE-STD-1025-2008	5	5
H. Demonstrate a working level knowledge of Federal (DOE/NNSA) product acceptance.	DOE-STD-1025-2008	5	5
I. Demonstrate a working level knowledge of the NNSA QA policy and other regulatory requirements.	DOE-STD-1025-2008	4	3
J. Demonstrate a working level knowledge of assessment requirements, principles and techniques.	DOE-STD-1025-2008	5	4
K. Demonstrate a working level knowledge of how to oversee the effective implementation of quality assurance criteria.	DOE-STD-1025-2008	5	4
L. Demonstrate a working level knowledge of how to perform DOE/NNSA Non-Nuclear Verifications (NNVs) for Joint Test Assemblies (JTAs).	TBP 803 & DOE O 452.2B	5	5

Importance Scale	Need At Entry Scale
How important is this competency for effective job performance?	When is this competency needed for effective job performance?
1 = Not Important	1 = Needed the first day
2 = Somewhat Important	2 = Must be acquired within the first 3 months
3 = Important	3 = Must be acquired within the first 4-6 months
4 = Very Important	4 = Must be acquired after the first 6 months
5 = Extremely Important	5 = Must be acquired prior to qualification

Specialist Job Analysis Worksheet For Task And Competency Linkage

Task Number	Competency Letter										
	A	B	C	D	E	F	G	H	I	J	
1	4	5	4	2	4	2	3	2	2	2	2
2	3	4	3	2	3	2	3	4	5	3	3
3	5	5	4	2	5	3	5	3	2	4	3
4	2	3	4	1	3	1	2	3	3	2	2
5	2	4	3	1	2	1	4	3	1	2	1
6	4	4	3	2	3	3	4	3	1	3	2
7	N/A	N/A	2	N/A	N/A	N/A	2	3	4	2	2

Engineer/Scientist Job Analysis Worksheet For Task & Competency Linkage

Task Number												
	A	B	C	D	E	F	G	H	I	J	K	L
1	5	5	4	3	4	3	5	5	3	3	4	4
2	3	2	3	2	2	1	3	3	2	1	1	1
3	3	4	2	1	2	1	1	2	2	1	1	1
4	5	3	3	2	4	2	3	4	4	3	4	3
5	5	3	5	3	4	3	3	4	5	5	4	4
6	4	3	3	3	3	3	1	3	3	2	3	3
7	1	3	4	3	2	1	3	4	4	2	3	1
8	3	3	4	3	2	2	3	4	3	1	2	2
9	5	3	3	3	3	2	5	5	2	3	2	1
10	4	3	4	5	3	1	3	3	2	2	2	1
11	5	3	3	3	3	2	4	3	3	2	2	2

Linkage Scale

How important is this competency for effective task performance?

1 = Not Important

2 = Somewhat Important

3 = Important

4 = Very Important

5 = Extremely Important

N/A = Not Applicable