

## Qualifying Official Orientation

### *Responsibilities*

Qualifying Officials (QOs) are responsible for performing the following:

- Determine whether the participant has competence in his or her assigned area of responsibility and document any determination of insufficient competence.
- Meet with participants to evaluate qualifications.
- Prepare for qualification evaluations by reviewing applicable references and obtain necessary materials.
- Conduct evaluations according to the guidance provided in this orientation.
- Ensure that participants can demonstrate proficiency in the applicable competencies.
- Document and sign the qualification card when the participant meets or performs the applicable competencies.
- Participate as a qualification oral board member.
- Assist in the development of the exam bank for their area of expertise.
- Maintain a working knowledge of the TQP in their technical area.

The agent serves as the QO for senior technical safety manager (STSM) TQP participants.

### *Qualifying Official and Participant Evaluation Process*

#### Evaluation Scheduling and Pre-evaluation Activities

Participants are responsible for consulting with their QO to determine the most appropriate method of evaluation and for scheduling the evaluation with the designated QO.

Participants who have completed a competency or a series of competencies on the qualification card should present the qualification standard, qualification card, and objective evidence that supports completion to the designated QO before the evaluation. Objective evidence may include

- previous qualification documents
- written examination results
- documented oral evaluations
- documented observation of performance within the past five years
- certificate of completion for training that had some form of an examination process
- professional certification that relates directly to the position
- academic transcripts

QOs should review the material submitted by the participant.

QOs are responsible for ensuring they have the ability to determine whether the participant has demonstrated proficiency in the competencies. If QOs are not certain about the correct response to an evaluation element, they should perform a sufficient amount of research to ensure that they can recognize a correct response.

## Conducting the Evaluation

QOs shall use the evaluation elements from the qualification standard to evaluate the participant's knowledge, skill, and ability for each competency the participant has initialed as completed on the qualification card. This evaluation can be done by written examination, oral evaluation, performance demonstration, or documented evaluation of equivalency.

QOs should review the participant's qualification standard, qualification card, and objective evidence for the competencies that the participant has signed and marked equivalent experience, training, or education (**EQ**) as the evaluation method. The supporting knowledge and/or skill statements for the individual competencies should be considered before granting equivalency for a competency. If there is a disagreement between the QO and a TQP participant regarding an equivalency, the second-level supervisor should resolve it.

The local or headquarters agent must approve STSM equivalencies. STSM equivalencies must be demonstrated through some form of documented evaluation, such as an interview by the agent or by an examination.

If the QO decides a participant's objective evidence does not provide sufficient information to determine the participant has obtained and/or maintained proficiency on competency statements, the QO should interview the participant on those competency statements. QOs should interview participants on a random sample of competencies that were accomplished through the equivalency process to ensure that participants have maintained proficiency on those competencies.

If the QO decides the participant's previous qualification documentation does not provide sufficient information to determine whether the participant has obtained or maintained proficiency on competency statements, the QO should interview the participant on those competency statements. Acceptance of transferred qualifications is at the discretion of the QO.

**Note:** Some evaluation elements require a performance-based demonstration of a skill. These elements usually include the term "perform" or "demonstrate." Other evaluation elements require an oral response from the participant. These elements usually include the term "discuss," "describe," or "state." The QO should ensure that the participant's response matches the one called for in the evaluation element.

Observation of performance is the preferred method of evaluation. In advance of the performance evaluation, the QO should determine what the TQP participant should do to demonstrate he or she has mastered the competency, the method used to accomplish the performance demonstration, and what standards will be used to measure performance. The QO should document observations on the performance demonstration and maintain the documentation in a secure location.

The QO may arrange for a written examination from the site training coordinator. The QO should provide a quiet setting for the exam and try to put the participant at ease. The QO is responsible for proctoring the exam or designating another individual to do so. The proctor should start the test on time, provide instructions, answer any questions, and be available during the entire exam process. The QO should grade the exam using the answer key provided. If the QO believes an answer key is in error, he or she should call the NNSA TQP Manager and discuss the issue. A score of 80% is considered a passing grade for all written examinations. The QO should document exam administration by signing and dating the

answer sheet. The QO should write the exam score on the front page of the answer sheet, make a copy of the front page, and send the copy to the NNSA TQP Manager. The Talent and Leadership Development Division will prepare an examination completion certificate and send it to the training coordinator or the person who proctored the exam, who in turn will present the certificate to the participant. The QO should destroy the examination, answer key, and answer sheet.

Oral evaluations should be conducted using an approach similar to the one for written exams. The QO administering an oral evaluation should develop sufficient questions in advance of the evaluation to ensure a participant has the breadth and depth of knowledge required to demonstrate knowledge of each competency statement. The QO should also decide on a scoring procedure in advance so it would be clear to a reviewer whether the participant has successfully demonstrated competence. The QO must take notes on the participant's responses during the exam and maintain these records in a secure place. When the QO is performing an oral evaluation of his or her supervisor, the agent should participate as a quality assurance review.

#### Documenting the Evaluation

When QOs are satisfied that a participant has met all evaluation element requirements for a competency, they should indicate the evaluation method, then sign and date the competency in the spaces provided. The QO should record “**EQ**” for evaluation of equivalency, “**OE**” for oral evaluation, “**OP**” for observation of performance, and “**WE**” for written examination.

#### *Qualifying Official Action at Completion of an Evaluation*

At the completion of an evaluation, the QO should make an objective determination, referring to the supporting knowledge and skill statements of the competency statements, as to whether the participant has a satisfactory level of competence. The QO should provide clear, immediate feedback to the participant regarding the outcome. The signature of the QO indicates the participant has successfully completed the evaluation, and that the participant possesses the minimum required competence. There are two possible outcomes from a QO evaluation:

- **Satisfactory:** The participant displayed a satisfactory competence showing no weak points of any significance, and receives a signature.
- **Unsatisfactory:** The participant has a significant lack of understanding of the competency. In this case, the participant should not receive a signature and should be counseled as to 1) what material to restudy and 2) the best method of studying it (including scheduled retraining, if necessary) before scheduling another evaluation.

Any remedial training plan established by a QO for a participant must be approved by the participant's supervisor if the QO is not the supervisor before its issuance to the participant. QOs should establish a return date with the participant for the follow-up evaluation. Establishing a date for the follow-up interview gives the participant direction and a goal for the completion of any remedial training plans. Remedial training should be given priority over other training activities.

# Qualifying Official Attestation Form

## Attestation

Upon completion, send the completed form to the NNSA TQP Manager.

## Designated Qualifying Official

As a designated qualifying official, I attest that I have read the QO orientation and that I understand my duties and responsibilities associated with the position, as well as the significance of performing these responsibilities and duties to the best of my ability.

Signature: \_\_\_\_\_

Site Office: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Designating Supervisor

As a supervisor of a designated QO, I attest that I have discussed the duties and responsibilities of the QO with the designated QO whose signature appears above. I certify that this person understands the duties and responsibilities associated with serving as a QO for the competency areas listed below, as well as the significance of performing those duties and responsibilities to the best of his or her ability.

Signature: \_\_\_\_\_

Site Office: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Field Element Manager

As the organization's FEM, I approve the individual whose signature appears above as the QO for the areas listed below.

Signature: \_\_\_\_\_

Site Office: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

List the area(s) (for example: project management, nuclear programs, and waste management) for which the designated QO has the expertise to evaluate.

Number	Area
1	
2	
3	
4	
5	
6	