

Process Description***NNSA Service Center**

Number: PD 02.04.02
Title: Selection, Training and Approval of Qualifying Officials (QO) for the Technical Qualification Program (TQP) and TQP-Like (TQPL) Programs
Effective Date: December 16, 2010
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Process Owner

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Revision:	Date:	Reason for Change:
Original	07/2006	To describe the Service Center (SC) process for selection, training, and approval of Qualifying Officials in the Technical Qualification Program.
Revision 1	05/2008	To update the requirements for completing and retaining the Qualifying Official Attestation form 5-1.
Revision 2	12/2010	To perform a sunset review of this process and to include the TQP-Like participants (TQPLP) in the process.

Concurrence

Name	Relationship to Process	NNSA Organization / Office	Concurrence Date
Debbie Monette	Process Owner	Office of Technical Services	<i>D Monette</i> 12.16.10
James Hollrith	Process Owner	Office of Technical Services	<i>A.M. Al-Daouk</i> or <i>James Hollrith</i> 12/16/10
Ahmad Al-Daouk	Process User	OTS, National Security Department	<i>A.M. Al-Daouk</i> 12/16/10
Connie Soden	Process User	OTS, Safety Department	<i>Connie Soden</i> 12/15/10
Deborah Couchman-Griswold	Process User	OTS, Environment and Programs Department	<i>Deborah Couchman-Griswold</i>
Doug Ash	Process User	Office of Federal Services	<i>Doug Ash</i> 12/14/10
Wayne Rancher	Process User	Office of Federal Services	<i>Wayne Rancher</i> 12/14/10
David Chaney	FTCP Agent	Office of Technical Services	<i>David Chaney</i> 12/9/10
Mark Alsdorf	TQP Manager	Learning and Career Development Department (LCDD)	<i>Mark Alsdorf</i> 12/13/2010

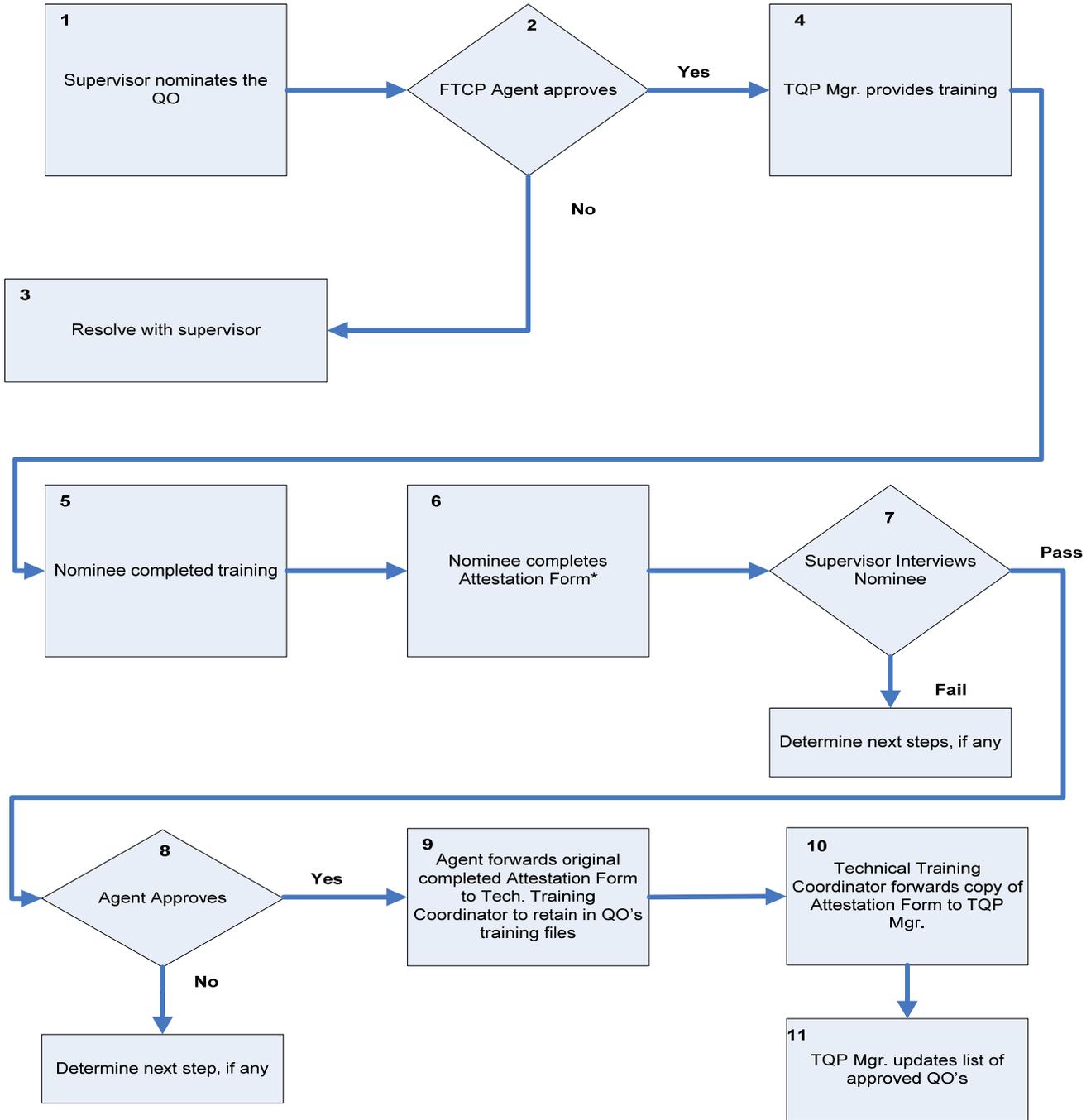
*In case of conflict between this PD and DOE/NNSA/NNSA SC Requirements, the literal wording of the Requirement takes precedence.

Overview

Purpose:	To describe the process used to select, train, and approve Subject Matter Experts (SME's) and Supervisors as QOs.
Scope:	The provisions of this process apply to personnel nominated to be QOs as well as those involved in the nomination, training, and approval of QOs in the TQP and TQPL Programs at the SC.
Metrics:	The performance of QOs are periodically monitored by the Service Center Federal Technical Capability Panel (FTCP) Agent, or a designee, to ensure the QO is performing competency evaluations in accordance with program requirements.

Process Diagram

Qualifying Official Process



Form 5-1, Qualifying Official Attestation Form

Process Table

Qualifying Official Process Steps

Process Steps / Work Instructions (Maps to Process Diagram)				
Step	Who Does It	What Happens		
1	Supervisor	Supervisor serves as QO except in cases where SME is needed. Nominates a Subject Matter Expert (SME) and submits the nominee's name and competency area(s) (QO Attestation Form) to FTCP Agent for approval. <i>Note 1: Guidance on selecting QOs may be found in NA-1 M 426.1-1A, NNSA TQP Plan and TQP Users Guide. The Security Operations Division Director is the QO for 080 series security positions at the Service Center.</i>		
2	FTCP Agent	Reviews the qualifications of the SME or supervisor and approves or disapproves the nomination. The agent normally interviews the nominee. <i>Note 2: The FTCP Agent serves as the QO for all Senior Technical Safety Manager (STSM) positions.</i>		
		<table border="1"> <thead> <tr> <th>If</th> <th>Else</th> </tr> </thead> <tbody> <tr> <td>Approves nomination. Forwards nominee's name to the TQP Manager. Continue to Step 4.</td> <td>Disapproves nomination. Continue to Step 3.</td> </tr> </tbody> </table>	If	Else
If	Else			
Approves nomination. Forwards nominee's name to the TQP Manager. Continue to Step 4.	Disapproves nomination. Continue to Step 3.			
3	FTCP Agent or TQPL Director and Supervisor	Resolve or remove nominee from further consideration.		
4	TQP Manager	Provides training on the duties and responsibilities of a QO.		
5	Nominee	Completes training.		
6	Nominee	Completes and signs the Qualifying Official Attestation Form 5-1 , Attachment 1.		
7	QO Supervisor	Interviews the nominee to ensure the duties and responsibilities of a QO are fully understood. See TQP User's Guide.		
		<table border="1"> <thead> <tr> <th>IF</th> <th>Else</th> </tr> </thead> <tbody> <tr> <td>Interview is satisfactory, then sign the Attestation Form and submit it to the FTCP Agent or TQPL Director. Continue to Step 8.</td> <td>Interview result is unsatisfactory. Determine next steps, if any, in collaboration with the Agent or TQPL Director and 2nd line supervisor.</td> </tr> </tbody> </table>	IF	Else
IF	Else			
Interview is satisfactory, then sign the Attestation Form and submit it to the FTCP Agent or TQPL Director. Continue to Step 8.	Interview result is unsatisfactory. Determine next steps, if any, in collaboration with the Agent or TQPL Director and 2 nd line supervisor.			
8	FTCP Agent or TQPL Director	Approves or disapproves the nominee (interview conducted as appropriate).		
		<table border="1"> <thead> <tr> <th>If</th> <th>Else</th> </tr> </thead> <tbody> <tr> <td>Approve by signing the Attestation Form. Continue to Step 9.</td> <td>Disapprove. Determine next steps, if any, in collaboration with the 1st and 2nd line supervisors.</td> </tr> </tbody> </table>	If	Else
If	Else			
Approve by signing the Attestation Form. Continue to Step 9.	Disapprove. Determine next steps, if any, in collaboration with the 1 st and 2 nd line supervisors.			
9	FTCP Agent or TQPL Director	Forward the original completed QO Attestation Form to the Technical Training Coordinator to be retained in the QO's training files.		
10	Technical Training Coordinator	Forwards a copy of the QO Attestation Form to the TQP Manager and retains the original form in the TQPP's official TQP files.		
11	TQP Manager	Updates the list of approved QO's.		

Requirements and Supporting Information

Requirements	<p>DOE O 426.1, Federal Technical Capability Order establishes requirements for the TQP including objectives and principles.</p> <p>NA-1 M 426.1-1A, NNSA TQP Plan for Federal Personnel with Safety Responsibilities at Defense Nuclear Facilities, establishes the process that NNSA uses to ensure it's Federal Technical employees possess the necessary KSAs to perform their assigned duties and responsibilities.</p> <p>SC P 426.1, Service Center Policy on Technical Qualifications, establishes the Service Center policy on technical and contains SC specific requirements for the program.</p> <p>SC O 426.1-1A, DOE NNSA Service Center TQP Program implements the Service Center policy on technical qualification and contains SC specific requirements for the program.</p>
Guidance Documents	<p>NNSA TQP Project Plan, establishes a three year plan for the NNSA TQP Manager to administer, main and enhance the NNSA TQP.</p> <p>NNSA TQP User's Guide provides guidance for establishing and maintaining an effective TQP in NNSA organizations.</p>
Related Processes / Process Descriptions	<p>PD 02-04-04-01, Selection of Technical Qualification Program Participants and Initial Qualification Process Description</p> <p>PD 02-04-04-03, Technical Qualification Program Continuing Training and Requalification Process Description</p> <p>PD 02-04-04-04, TQP Competency Evaluation Porcess for Qualifying Officials.</p> <p>PD 02.04.05 Technical Qualifications Program Reference Guide Development and Revision Process</p> <p>PD 02.04.06, TQP Requalification Process for STSMs and Other Select Functional Areas.</p> <p>PD 02.04.07, Selection of Participants and Initial Qualification for the Technical Qualification Program-Like (TQPL).</p>
Forms	<p>Form 5-1, Qualifying Official Attestation Form</p>
Records	<p>The NNSA TQP Manager maintains a copy of the completed Qualifying Official Attestation Form; and the Technical Training Coordinator retains the original completed QO Attestation Form in the participant's training record.</p>
Other	<p>None.</p>

Attachment 1

Form 5-1. Qualifying Official Attestation Form

Attestation

Upon completion, send the completed form to the TQP Manager, NNSA Service Center, LCDD

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: _____

QO Supervisor

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: _____

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

Number	Competency Area
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Federal Technical Capability Agent or TQP-Like Director

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

Signature: _____

Site Office: _____

Print Name: _____

Date: _____