

ATTACHMENT 3 IDENTIFYING AND INDOCTRINATING QUALIFYING OFFICIALS (QO)

QOs verify and certify Technical Qualification Program (TQP) participant qualifications. QOs are identified and indoctrinated as follows:

QO IDENTIFICATION AND INDOCTRINATION PROCESS STEPS

Process Steps/Work Instructions

Step	Who Does It	What Happens
1	Designating Supervisor/Federal Technical Capability (FTC) Agent/TQP Manager	NOMINATE an individual to serve as a QO. CONSIDER the nominee's technical and personal skills, knowledge, experience, and past performance, and ability to evaluate a TQP participant's attainment or equivalency of assigned competencies.
2	QO Nominee	COMPLETE assigned QO orientation training and the expectations briefing with the FTC Agent. <i>NOTE: The QO orientation training is provided by the National Nuclear Security Administration (NNSA) Service Center and augmented by the FTC Agent</i>
3	FTC Agent	PROVIDE an expectations briefing to the QO nominee and VERIFY understanding of roles and responsibilities.
4	QO Nominee	SIGN the QO Attestation (Attachment 4) Form confirming understanding of roles and responsibilities.
5	Designating Supervisor	SIGN the QO Attestation Form confirming the selection and training of the QO nominee.
6	FTC Agent	SIGN the QO Attestation Form approving the selection of the QO.
7	TQP Manager	SUBMIT the QO Attestation Form to the NNSA TQP Manager.