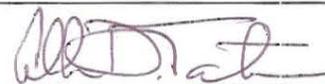
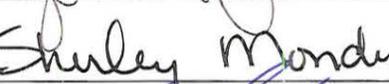
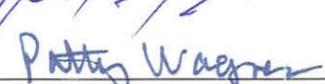


**SANDIA SITE OFFICE
COORDINATION/APPROVAL**

TITLE OF DOCUMENT: SSO CP 0603.03, Technical Qualification Program		REVISION NO.: 3	
		DATE: 1/11/12	
DESCRIPTION (e.g., summary of changes): Incorporated: (1) changes to governing order (DOE O 426.1); (2) SSO FR T&Q and CT procedures; (3) recommendations from recent self-assessments. Changed re-qualification periodicity from 3 to 5 years.		Subject Matter Expert (SME) (name, org., & phone): Allen D. Tate, AMNO 845-4050	
COORDINATING/APPROVING ORGANIZATION & NAME	ORDER	SIGNATURE	DATE
SME Allen D. Tate	P1		1/11/12
Environment, Safety & Health Dan Pellegrino, Assistant Manager	C2		1/11/12
Facilities & Projects Mike McFadden, Assistant Manager	C3		1/11/12
Nuclear Operations Jim Todd, Assistant Manager, FTCP Agent	C4		1/11/12
Safeguards & Security Eileen Johnston, Assistant Manager	C5		1/11/2012
Performance and Quality Assurance Jo Loftis, Assistant Manager	C6		1/11/12
Executive Officer Shirley Mondy	C7		1/12/12
Deputy Manager Kimberly A. Davis	C8		1/14/12
Manager Patty Wagner	A9		1-13-12

P=Preparation

C=Coordination

A=Approval

**U.S. Department of Energy
National Nuclear Security Administration
Sandia Site Office**

TECHNICAL QUALIFICATION PROGRAM

NOTICE: Documents on the server under the SSO Business Management System (SBMS) are controlled, i.e., when printed or downloaded, documents are uncontrolled. Therefore, a printed copy of this document may not be the version currently in effect. The official version is located on the SBMS web page at: <http://nsnweb.abq.doe.gov/sbms/>.

TABLE OF CONTENTS

1.0 PURPOSE..... 3

2.0 SCOPE 3

3.0 REFERENCES..... 3

4.0 DEFINITIONS 3

5.0 RESPONSIBILITIES 4

6.0 PROCESS 6

7.0 PROCEDURE 6

8.0 DOCUMENT OWNER 25

APPENDICES

APPENDIX A Competency Equivalency Evaluation Form 26

APPENDIX B Extension Request Form 27

APPENDIX C Individual Record of Continuing Training Form 28

APPENDIX D Continuing Training Attendance/Completion Roster..... 29

APPENDIX E Feedback and Improvement Report 30

APPENDIX F SSO Technical Qualification Program Process Flowchart 31

APPENDIX G Office- and Facility-Specific Competencies 32

APPENDIX H SSO Qualifying Official Attestation Form..... 35

1.0 PURPOSE

To assign responsibilities and provide guidance and instruction for establishing, maintaining, monitoring, and evaluating qualification processes and activities to fully implement U.S. Department of Energy (DOE) and National Nuclear Security Administration (NNSA) requirements for a technical qualification program (TQP) and Facility Representative (FR) training and qualification program at the Sandia Site Office (SSO). (Note: Throughout this procedure, the abbreviation *SSO* will always refer to Sandia Site Office.)

2.0 SCOPE

This procedure is applicable to all personnel assigned to, or performing the functions of, a site manager-designated federal TQP position at SSO, including personnel on extended detail or temporary assignment. This procedure works in tandem with the *SSO Training and Development Program Procedure*.

3.0 REFERENCES

- 3.1 DOE Order 360.1C, *Federal Employee Training*
- 3.2 DOE Order 426.1, *Federal Technical Capability*
- 3.3 DOE-STD-1063-2011, *Facility Representatives*
- 3.4 DOE-HDBK-1078-94, *Training Program Handbook: A Systematic Approach to Training*
- 3.5 SSO Corporate Procedure 0603.02, *Training and Development Program*
- 3.6 SSO Corporate Procedure 0804 Series, *Sandia Site Office Oversight*
- 3.7 SSO Technical Qualification Program Position Designation Letter

DEFINITIONS

4.1 Definitions

- 4.1.1 *Duty limitations* are defined as the extent to which, or whether, a TQP participant can provide direction to or oversight of contractor technical activities that could affect safe and secure operations.
- 4.1.2 *Oversight of Defense Nuclear Facility Safety of Operations* is a specific activity that requires frequent interaction with contract personnel responsible for the daily operation of a hazard-categorized defense nuclear facility at Sandia National Laboratories (SNL); typically the personnel conducting this oversight includes FRs, Nuclear Safety Specialists, Safety System Oversight Engineers (SSOE) and others designated by site office management.

5.0 RESPONSIBILITIES

5.1 SSO Manager

- 5.1.1 Designate the federal positions at SSO that are required to participate in the TQP and the qualification requirements that apply to them.
- 5.1.2 Assign an SSO senior manager, qualified as a Senior Technical Safety Manager (STSM), as the SSO Federal Technical Capability Panel (FTCP) Agent.
- 5.1.3 Train all SSO Qualifying Officials (QOs).
- 5.1.4 Approve qualification period and time limit extension request forms (Appendix B) for TQP participants that are expected to exceed the maximum qualification period and time limits established in this procedure.
- 5.1.5 Approve/certify, or designate a SSO-qualified STSM to approve/certify, completion of SSO TQP participants' qualification and re-qualification (as second-level supervisor).
- 5.1.6 Approve the office-/facility-/position-specific qualification standards (O/F/PSQSs) for direct reports.
- 5.1.7 Approve the SSO Annual Workforce Analysis and Staffing Plan Report.
- 5.1.8 Chair, or designate a SSO-qualified STSM to chair, all oral boards.

5.2 Federal Technical Capability Panel Agent

- 5.2.1 Maintain STSM qualifications.
- 5.2.2 Perform duties as the FR Program Sponsor for the site office.
- 5.2.3 Manage the SSO's TQP in accordance with the noted references.
- 5.2.4 Represent the site office as a member of the FTCP, supporting the Panel as necessary (including review of STSM qualification standard development).
- 5.2.5 Designate an individual (federal employee or support contractor) as the SSO TQP Coordinator.
- 5.2.6 Validate and forward quarterly TQP status to the FTCP and other organizations requesting status.
- 5.2.7 Concur on all O/F/PSQSs to ensure training and qualification consistency throughout the TQP.

- 5.2.8 Evaluate and grant competency equivalencies (Appendix A) for TQP participants, based on justification and objective evidence.
- 5.2.9 Concur on assignment of all QOs.
- 5.2.10 Lead, or designate a SSO-qualified STSM to lead, all facility evaluated walkthroughs (FEWs).

5.3 Assistant Managers

- 5.3.1 Provide the TQP Coordinator a list of subject matter expert (SME) candidates suitable for serving as QOs.
- 5.3.2 Review and approve O/F/PSQs for supervised employees occupying filling TQP-designated positions (TQP participants).
- 5.3.3 Include TQP requirements identified in this procedure (including annual continuing training) in the vacancy announcement, position description, performance plans, individual development plans (IDP), and performance appraisals for each supervised TQP-designated position.
- 5.3.4 Allocate time for, and approve, formal training and other qualification activities, including continuing training, for supervised TQP participants.
- 5.3.5 Evaluate and forward competency equivalency evaluation forms (Appendix A) from supervised TQP participants based on justification and objective evidence.
- 5.3.6 Submit qualification period and time limit extension request forms (Appendix B) for supervised TQP participants that are expected to exceed the maximum qualification period and time limits established in this procedure.
- 5.3.7 Determine duty limitations and compensatory measures for supervised TQP participants as required.
- 5.3.8 Maintain STSM qualifications when assigned line responsibility and supervision of positions responsible for oversight of defense nuclear facility safety of operations.

5.4 Technical Qualification Program Participants

- 5.4.1 Complete TQP qualification, re-qualification, and continuing training requirements as outlined in this procedure and in the applicable references.
- 5.4.2 Provide qualification status updates to supervisor and the TQP Coordinator on a periodic basis.

- 5.4.3 Provide a complete and auditable copy of individual training and qualification records to the TQP Coordinator, for inclusion in the central TQP records (participant should maintain a complete and auditable copy of individual training and qualification records for personal use and as a backup to the official records).
- 5.4.4 Record TQP requirements, including continuing training and proficiency requirements, in annual updates of IDPs.
- 5.4.5 Obtain approval, through the Corporate Human Resource Information System (CHRIS), for all TQP-related training and education classes prior to enrolling in any training class.

5.5 TQP Coordinator

- 5.5.1 Support the FTCP Agent as required.
- 5.5.2 Assist all SSO TQP participants and managers in all aspects of the SSO TQP, including annual training needs assessments.
- 5.5.3 Develop and maintain QO training materials for the SSO Manager.
- 5.5.4 Assist in the development or revision of SSO O/F/PSQs.

5.6 Qualifying Officials

- 5.6.1 Complete QO training provided by SSO Manager.
- 5.6.2 Maintain a working knowledge in the applicable technical discipline.
- 5.6.3 Prepare for qualification evaluations by reviewing the functional area qualification standard competencies, applicable references and other necessary materials.
- 5.6.4 Meet with participants to evaluate knowledge level.
- 5.6.5 Ensure TQP participants are able to demonstrate the appropriate level of knowledge for a given competency identified in the qualification standard before signing the corresponding block of the qualification card.

6.0 PROCESS

- 6.1 See Appendix F for the TQP process flowchart.

7.0 PROCEDURE

- 7.1 General: Technical Qualification Program

- 7.1.1 Assistant managers must determine duty limitations and compensatory measures for supervised TQP participants filling a TQP-designated position who have not completed qualification requirements, have lost proficiency, or have expired qualifications.
 - 7.1.1.1 Assistant managers must forward the determination to the FTCP Agent for concurrence before obtaining SSO Manager approval.
 - 7.1.1.2 The basis for the determination and subsequent duty limitations or compensatory measures (if any) must be included in the determination documentation.
- 7.1.2 Once an SSO TQP participant has completed all qualification requirements, the period of qualification is 5 years unless a shorter period of qualification is identified in the assigned functional area qualification standard.
- 7.1.3 A passing grade of 80% is required for all written exams.
- 7.1.4 For FEWs and oral boards, the grade is “pass” or “fail” as determined by team/board members.
- 7.1.5 TQP requirements do not apply to personnel performing a detail or temporary assignment of less than 90 days, except for FRs assigned to an Interim Qualification.
 - 7.1.5.1 Assistant managers may assign a facility or facilities to an FR on an interim basis, as long as the FR has completed (and is current in) the core qualification requirements as defined in DOE-STD-1063.
 - 7.1.5.2 For all interim facility assignments:
 - 7.1.5.2.1 The assistant manager must make the assignment via letter in accordance with Section 7.3; and
 - 7.1.5.2.2 The letter must determine of any duty limitations and/or compensatory measures in accordance with Section 7.1.1.
 - 7.1.5.3 For interim facility assignments that are expected to exceed 90 days, the assistant manager should develop an interim qualification standard and card.
 - 7.1.5.4 After receipt, the FR should have 30 days to complete the interim standard and a FEW of the interim assigned facilities.
 - 7.1.5.5 Interim facility assignments that are expected to last beyond 270 days should be made permanent.

7.2 Determining SSO Federal Positions Requiring Inclusion in the TQP

7.2.1 The SSO Manager must identify the federal positions at SSO that are required to participate in the TQP and the qualification requirements that apply to them.

7.2.1.1 Assistant managers may provide the TQP Coordinator a list of supervised federal positions to include in the SSO TQP.

7.2.1.2 The FTCP Agent, in coordination with appropriate assistant managers and the TQP Coordinator, identifies:

7.2.1.2.1 Positions that provide assistance, guidance, direction, or oversight that could affect the safe operation of a defense nuclear facility;

7.2.1.2.2 Positions responsible for oversight of defense nuclear facility safety of operations;

7.2.1.2.3 Positions designated to be in TQP by external requirements (NA-1 SD M 226.1A, DOE-STD-1063, etc.); and

7.2.1.2.4 Positions identified to be in TQP by site office management.

7.2.2 The TQP Coordinator will draft the SSO TQP Position Designation Letter based on inputs from section 7.2.1.

7.2.2.1 The letter shall include the functional area qualification standard applicable to the position.

7.2.2.2 The TQP Coordinator submits the letter to the FTCP Agent who reviews the letter for completeness, validating position designations, and forwards the letter to the SSO Manager for approval.

7.2.3 Assistant managers shall use the SSO TQP Position Designation Letter to validate that TQP requirements are properly identified in current position descriptions, performance plans, IDPs, and any vacancy announcements.

7.2.4 The FTCP Agent will review the SSO TQP Position Designation Letter annually during the development of the Annual Workforce Analysis and Staffing Plan Report.

7.3 Providing Qualification Requirements/Expectations

7.3.1 Prior to issuing any qualification requirements, the assistant manager should perform an assessment of the TQP participant's current qualification status.

- 7.3.1.1 The assessment should review the candidate's education, training, certifications, previous work experiences, and previous DOE qualifications (transportability).
- 7.3.2 The TQP Coordinator will help the assistant manager in generating a letter identifying the following issues:
 - 7.3.2.1 The participant's expected qualification completion date;
 - 7.3.2.2 The participant's qualification requirements necessary to complete qualification; and
 - 7.3.2.3 The participant's expected qualification evaluations (exams, oral boards, FEWs, exit interviews, etc.) upon completion of qualification standard competencies.
- 7.3.3 The assistant manager of the TQP participant will review the letter requirements with the TQP participant.
 - 7.3.3.1 The assistant manager and the participant will come to an agreement on the integration of the TQP requirements into the participant's expected work schedule.
 - 7.3.3.2 The assistant manager will sign the letter and provide a copy to the participant and the TQP Coordinator.
- 7.3.4 The TQP Coordinator will place a copy of the letter in the participant's central TQP records.
- 7.4 Conduct of Qualification Activities
 - 7.4.1 The SSO TQP is divided into three levels, with three corresponding levels of qualification standards (and associated qualification cards).
 - 7.4.1.1 The General Technical Base (or Safeguards and Security General Technical Base) Qualification Standard (GTBQS) establishes basic technical competence Department-wide.
 - 7.4.1.2 The functional area qualification standards (FAQSs) build on the requirements of the GTBQS and establish Department-wide functional competency requirements for specific functional areas.
 - 7.4.1.3 Office-/facility-/position-specific qualification standards establish unique operational competencies specific to a federal position, based upon position description duties, tasks, and responsibilities; SSO and

Sandia Corporation policies and procedures; and federal, state, and local government regulations.

7.4.2 Each TQP participant shall complete all three levels of the program for each TQP-designated position assigned.

7.4.2.1 TQP participants qualifying as FRs must successfully complete the GTBQS and FAQs prior to being assigned any FR duties.

7.4.3 Assistant managers may limit the participant's selection of a qualifying official.

7.4.4 Initial Qualification

7.4.4.1 Time limits for completing initial qualification are as follows:

7.4.4.1.1 Participants have up to 18 months for initial qualification in the first assigned TQP-designated position;

7.4.4.1.2 Participants have up to 12 months for qualification in additional TQP-designated position assignments within a qualification period;

7.4.4.1.3 The participant's assistant manager controls all time constraints within these time limits (curtailment or extension); and

7.4.4.1.4 Only the SSO Manager can approve extensions beyond these time limits through the use of Appendix B, Extension Request Form.

7.4.4.2 Initial qualification will include all competencies identified in all of the following qualification standards:

7.4.4.2.1 GTBQS;

7.4.4.2.2 FAQs associated with the assigned TQP-designated position; and

7.4.4.2.3 O/F/PSQS designed specifically for the position, in accordance with Section 7.4.6

7.4.4.3 Participants may be assigned to, and qualify in, multiple TQP-designated positions simultaneously.

7.4.4.4 For TQP participants qualifying as FR or STSM, the TQP Coordinator will create and administer a comprehensive written exam.

7.4.4.5 For TQP participants qualifying as FR, STSM, or Safety System Oversight Engineer (SSOE), the TQP Coordinator will set up and administer a FEW for the applicable facilities.

7.4.4.6 TQP participants qualifying for the first time as FR or STSM at SSO, the TQP Coordinator will set up and administer an oral board.

7.4.4.7 The final step in a participant's initial qualification will be an interview with the SSO Manager and/or Deputy Manager (the interviewer must be an SSO-qualified STSM).

7.4.4.7.1 The interview may cover a participant's qualification in multiple TQP-designated positions (if an oral board was conducted, it will meet the requirements of this exit interview).

7.4.4.7.2 The TQP Coordinator will:

7.4.4.7.2.1 Collect, review, and prepare the participant's qualification records for the interview; and

7.4.4.7.2.2 Provide the participant's qualification records and generated oral evaluation questions (created by the TQP Coordinator with the support of SMEs and assistant managers) to the SSO Manager and/or Deputy Manager for the conduct of the interview.

7.4.4.7.3 Upon completion of a participant's qualification activities, the SSO Manager and/or Deputy Manager will sign the participant's qualification card(s) as the second-level supervisor (an SSO-qualified STSM must sign).

7.4.4.7.4 The TQP Coordinator will complete the following:

7.4.4.7.4.1 Place a copy of all completed qualification material [standards, cards, comprehensive exams, oral board results, and FEW grades (as applicable)] in the central TQP training records; and

7.4.4.7.4.2 Return a copy of qualification standards and cards to the TQP participant.

7.4.5 Re-qualification

7.4.5.1 Participants should be given up to 6 months for re-qualification in each assigned TQP position to prevent a lapse in qualification.

7.4.5.1.1 The participant's assistant manager shall provide supervised TQP participants re-qualification guidance in accordance with Section 7.3.

- 7.4.5.1.2 Only the SSO Manager can approve an extension of the qualification period (Section 7.1.2) through the use of Appendix B, Extension Request Form (STSM positions are limited to a single 6-month extension).
- 7.4.5.2 The re-qualification requirements will include, as a minimum, items added to or items changed in the qualification standards used in the participant's previous qualification or re-qualification for each assigned TQP-designated position.
 - 7.4.5.2.1 This includes changes to the GTBQS, the applicable FAQs, and the O/F/PSQS.
 - 7.4.5.2.2 The O/F/PSQS may require updating based on changes to position description duties, tasks, or responsibilities; SSO or Sandia Corporation policies or procedures; facility, equipment, or systems; or state or local government regulations.
 - 7.4.5.2.2.1 Changes to the O/F/PSQS shall be performed in accordance with Section 7.4.6.
- 7.4.5.3 For TQP participants re-qualifying as FR, STSM, or SSOE, the TQP Coordinator will set up and administer a FEW for the applicable facilities.
- 7.4.5.4 The final step in a participant's re-qualification will be a comprehensive interview with the SSO Manager and/or Deputy Manager (the interviewer must be an SSO-qualified STSM).
 - 7.4.5.4.1 The interview may cover a participant's re-qualification in multiple TQP-designated positions.
 - 7.4.5.4.2 The TQP Coordinator will:
 - 7.4.5.4.2.1 Collect, review, and prepare the participant's re-qualification records for the interview; and
 - 7.4.5.4.2.2 Provide the participant's re-qualification records and generated oral evaluation questions (created by the TQP Coordinator with the support of SMEs and assistant managers) to the SSO Manager and/or Deputy Manager for the conduct of the interview.
 - 7.4.5.4.3 Upon completion of a participant's re-qualification activities, the SSO Manager and/or Deputy Manager will sign the participant's

re-qualification card(s) as the second-level supervisor (an SSO-qualified STSM must sign).

7.4.5.4.4 The TQP Coordinator will complete the following:

7.4.5.4.4.1 Place a copy of all completed re-qualification material [standards, cards, comprehensive exams, oral board results, and FEW grades (as applicable)] in the central TQP training records; and

7.4.5.4.4.2 Return a copy of re-qualification standards and cards to the TQP participant.

7.4.6 Development of Office-/Facility-/Position-Specific Qualification Standards

7.4.6.1 The O/F/PSQS will have the following four sections (as a minimum):

7.4.6.1.1 Formal Training

7.4.6.1.1.1 This section lists courses the participant must attend to perform the duties of the assigned TQP-designated position.

7.4.6.1.1.2 Course descriptions and material identify supporting knowledge, skills, and abilities (KSAs), therefore none are required in this section of the qualification standard.

7.4.6.1.1.3 Completion of competencies in this section will be signed by QOs.

7.4.6.1.2 Required Reading

7.4.6.1.2.1 This section identifies documents the participant should have at least familiarity-level knowledge, to demonstrate the ability to find associated requirements, good practices, etc.

7.4.6.1.2.2 This section does not require supporting KSAs.

7.4.6.1.2.3 The participant will sign for completion of required reading competencies.

7.4.6.1.3 Procedures, Processes, and Functions

7.4.6.1.3.1 This section identifies only those competencies that are pertinent to the assigned TQP-designated position and are

not met through the completion of the GTBQS and applicable FAQs.

7.4.6.1.3.2 This section should not identify non-technical competencies such as those related to communication, leadership, or personnel management, unless they have some unique feature specifically related to the functional area.

7.4.6.1.3.3 This section requires supporting KSAs.

7.4.6.1.3.4 Completion of competencies in this section will be signed by QOs.

7.4.6.1.4 Practical Factors

7.4.6.1.4.1 This section identifies performance-based activities used to demonstrate knowledge in a specific qualification competency, such as, observation of work activity, participation on an assessment or review, etc.

7.4.6.1.4.2 This section should have supporting KSAs.

7.4.6.1.4.3 Completion of competencies in this section will be signed by QOs.

7.4.6.1.5 Participants and assistant managers may add additional sections as appropriate.

7.4.6.2 The process of developing the O/F/PSQS begins with discussions between the TQP participant and his or her assistant manager, regarding the position-specific competencies related to the assigned TQP-designated position.

7.4.6.2.1 The participant and the supervising assistant manager will review Appendix G of this procedure to identify office-specific competencies that are applicable to all SSO TQP-designated positions.

7.4.6.2.2 The participant and the supervising assistant manager should review Appendix G of this procedure to identify possible facility-specific competencies that may be applicable.

7.4.6.2.3 The participant and the supervising assistant manager will review the position description for the assigned TQP-designated position

to determine relevant points of concentration applicable to the participant.

- 7.4.6.2.3.1 This portion of the O/F/PSQS development should be conducted with a systematic approach to training, using DOE-HDBK-1078-94, *Training Program Handbook: A Systematic Approach to Training*.
- 7.4.6.2.3.2 The TQP participant and supervising assistant manager may request, through the FTCP Agent, the assistance of the TQP Coordinator in conducting the systematic approach.
- 7.4.6.2.4 The participant and the supervising assistant manager are strongly encouraged to contact SMEs working in the same functional area to assist in developing relevant competencies.
- 7.4.6.3 The participant's assistant manager will provide the results of these discussions to the TQP Coordinator to use in creation of the O/F/PSQS for the participant.
 - 7.4.6.3.1 The TQP Coordinator will create an O/F/PSQS, and associated qualification card, and submit each to the participant and the participant's assistant manager for review and approval.
 - 7.4.6.3.2 After approval, the TQP Coordinator will forward the O/F/PSQS to the FTCP Agent for concurrence.
 - 7.4.6.3.3 Upon FTCP Agent concurrence, the TQP Coordinator will provide a signed copy of the O/F/PSQS and associated qualification card to the participant.
- 7.4.7 Each competency statement defines the knowledge requirements that an individual must meet.
 - 7.4.7.1 The competencies identify a familiarity-level, a working-level, and an expert-level of knowledge; or they require the individual to demonstrate the ability to perform a task or activity.
 - 7.4.7.2 The participant shall demonstrate the required level of knowledge and understanding for each individual competency, using one or a combination of the following methods:
 - 7.4.7.2.1 Satisfactory completion of a written examination (The participant must be informed in advance if the exam is "open book" or "closed book" and what materials are acceptable to use during the exam);

- 7.4.7.2.2 Satisfactory completion of an oral evaluation;
- 7.4.7.2.3 Satisfactory completion of an observed task or activity related to a competency; or
- 7.4.7.2.4 Documented evaluation of equivalencies (see Section 7.9).

7.5 Written Exams

- 7.5.1 The purpose of a written exam is to evaluate the TQP participant's technical knowledge of: assigned functional area competencies; facility design, function, or operation; site office policies, processes, and procedures, or; contractor policies, processes, and procedures.
- 7.5.2 Written exams should be administered in accordance with DOE-STD-1011-92, *Guide to Good Practices for the Design, Development, and Implementation of Examinations*.
- 7.5.3 Comprehensive written exams shall be included in the participant's official TQP record (Section 7.12).

7.6 Facility Evaluated Walkthroughs

- 7.6.1 The purpose of an FEW is to evaluate the TQP participant's technical knowledge of facility design, function, and/or operation during a "tour" of the facility while also displaying the ability to "think on their feet."
- 7.6.2 The FTCP Agent shall lead, or designate a SSO-qualified STSM to lead, all FEWs.
 - 7.6.2.1 The designated FEW Lead shall selected a minimum of two additional SSO-qualified TQP participants as FEW Team.
- 7.6.3 Notes and final "pass/fail" grading from FEW Team will be collected by the TQP Coordinator and maintained with the TQP participant's qualification record.
- 7.6.4 The TQP Coordinator should provide guidance and support to the FEW Team to ensure consistency in the conduct of FEWs.

7.7 Oral Boards

- 7.7.1 Oral boards should be conducted in accordance with DOE-HDBK-1080-97, *Guide to Good Practices for Oral Examinations*.
- 7.7.2 The purpose of an oral board is to evaluate the TQP participant's ability to communicate complex functional area issues in a technical fashion in an office setting while also displaying the ability to "think on their feet."

- 7.7.3 The Site Office Manager, or designee, chairs any oral board and selects additional SSO staff to assist in conducting the oral board.
- 7.7.4 The oral board should evaluate the participant's knowledge as required in assigned qualification standards.
- 7.7.5 The TQP Coordinator documents the results of the oral board and maintains the results in the participant's training records.

7.8 Proficiency

- 7.8.1 TQP participants maintain proficiency in an assigned TQP-designated position by performing, and documenting the performance of, duties in that position.
 - 7.8.1.1 Acceptable documentation includes, but is not limited to, activities recorded in accordance with SBMS 0804, *Sandia Site Office Oversight*.
 - 7.8.1.2 The assistant manager of a TQP-designated position in which the assigned TQP participant has not performed work for a period of 120 days will conduct a management review of competencies, from the most current associated qualification standards, with the assigned TQP participant.
 - 7.8.1.2.1 The assistant manager will document the review via memo to the SSO Manager and the FTCP Agent, providing a copy to the TQP Coordinator for the central TQP records.
- 7.8.2 The assistant manager of a TQP-designated position that has proficiency requirements identified in the assigned FAQs must ensure the requirements are reflected in the individual's IDP.

7.9 Equivalencies

- 7.9.1 Participants submit requests for equivalencies.
- 7.9.2 Equivalencies must be granted only with the utmost rigor and scrutiny to maintain the spirit and intent of the TQP.
 - 7.9.2.1 Equivalencies are granted to participants based upon objective evidence (including a combination of transcripts, certifications, diplomas, previous documented qualifications, etc.) of previous education, training, certification, or experience.

- 7.9.2.2 Equivalencies are for specific competencies from assigned qualification standards and do not absolve the participant from being tested on the material during the final comprehensive interview.
- 7.9.2.3 Equivalencies will not be granted for any competencies from the GTBQS or O/F/PSQS, or for any DOE- and NNSA-specific directive, requirement, policy, and procedure competencies from any qualification standard.
- 7.9.3 Participants requesting an equivalency will fill out a Competency Equivalency Evaluation Form (Appendix A).
 - 7.9.3.1 Participants provide objective evidence to support equivalencies.
 - 7.9.3.2 Participants may address multiple competencies on one form, attaching any necessary supporting documentation accordingly.
 - 7.9.3.3 Assistant managers shall review and concur on all equivalencies and then provide the forms to the FTCP Agent for approval.
- 7.9.4 Once the FTCP Agent approves an equivalency, the completed evaluation form, with any supporting documentation, is sent to the TQP Coordinator for filing in the individuals TQP records.
 - 7.9.4.1 The TQP Coordinator keeps a copy of the complete package and returns the original to the TQP participant.
- 7.10 Qualification Period and Time Limit Extensions
 - 7.10.1 The requirement to qualify in a TQP-designated position supports the SSO mission of providing technically competent oversight and assessment of the site contractor; therefore, assistant managers must allocate sufficient time for the participant to complete the qualification, and TQP participants should strictly adhere to qualification periods and time limits.
 - 7.10.2 An extension of a participant's qualification period or qualification time limit beyond those identified in Section 7.4 may be granted on a case-by-case basis (for example, to support operational and/or schedule commitments, for medical circumstances, etc.).
 - 7.10.3 If an extension beyond the maximum initial qualification time limit (18 months) or maximum qualification period (Section 7.1.2) is necessary, the assistant manager supervising the TQP participant initiates the extension request by completing an Extension Request Form (Appendix B) well before the established requirement date.

- 7.10.3.1 STSM positions are limited to a single 6-month extension.
- 7.10.4 Documentation for the request shall include, at a minimum, the following:
 - 7.10.4.1 The length of the requested extension;
 - 7.10.4.2 A detailed explanation of the circumstances that prevent the participant from completing the requirements in the original time period or limit; and
 - 7.10.4.3 A comprehensive qualification plan identifying how the participant will meet the extended date.
- 7.10.5 The assistant manager will forward the request to the SSO Manager for approval.
- 7.10.6 When the request is approved by the SSO Manager, the TQP Coordinator files a copy in the participant's TQP training records.
- 7.11 Qualifying Officials
 - 7.11.1 Assistant managers recommend personnel within their organizations who are SMEs in a technical discipline or field to serve as QOs.
 - 7.11.1.1 Assistant managers should base the recommendation on review of the SME's education, experience, and specific knowledge factors as documented in the individual's résumé, personnel file, TQP training records, etc.
 - 7.11.1.2 Qualifying officials should be fully qualified in the TQP for his or her functional area.
 - 7.11.1.3 Assistant managers are authorized to serve as a QO on the O/F/PSQS of supervised TQP-designated positions after completing the QO training.
 - 7.11.1.4 Assistant managers will use Appendix H, SSO Qualifying Official Attestation Form to nominate personnel as QOs.
 - 7.11.2 Assistant managers submit the forms of recommended QOs (including their own), annotated with the competency areas the QO has the expertise to evaluate, to the FTCP Agent for concurrence.
 - 7.11.3 The TQP Coordinator will assist in scheduling a training session for the QOs (appropriately concurred on by the FTCP Agent) with the SSO Manager.
 - 7.11.3.1 Qualifying officials are required to attend this training at least once during the SSO Manager's tenure.

- 7.11.3.2 The SSO Manager will cover the importance of the TQP, parts of this procedure, the role of the QO, and senior management expectations of the QO.
 - 7.11.4 The TQP Coordinator will provide a copy of the completed Qualifying Official Attestation Form to the following:
 - 7.11.4.1 QO;
 - 7.11.4.2 NNSA TQP Manager; and
 - 7.11.4.3 TQP training records.
 - 7.11.5 QOs will only sign for competencies or qualifications identified on their attestation form.
 - 7.11.5.1 The QO's assistant manager and the FTCP Agent must approve changes to the areas or functions for which a QO may sign.
 - 7.11.5.2 The TQP Coordinator will document changes on the attestation form and provide all updates of the SSO QO List to the NNSA TQP Manager.
 - 7.11.6 The QO ensures the participant is able to demonstrate the appropriate level of knowledge and signs the corresponding competencies of the qualification card.
 - 7.11.6.1 If a QO records the use of a written exam as an evaluation method for any competency (abbreviated as "WE" on any qualification card), the written exam must be provided to the SSO TQP Coordinator for inclusion in the participant's TQP file.
 - 7.11.6.2 Participant's course completion certificates may be used by QOs as evidence for completion of competencies requiring a familiarity-level of knowledge (i.e. GTBQS).
 - 7.11.7 The QO list is subject to frequent revision, and is therefore maintained on the TQP portion of the NNSA website (contact the TQP Coordinate for assistance).
- 7.12 TQP Files
- 7.12.1 The TQP Coordinator, with the support of each TQP participant, shall maintain the documents generated by the TQP.
 - 7.12.2 Prior to a TQP participant's completion of final qualification activities, the TQP Coordinator shall validate that the TQP participant's records for the assigned position meet the requirements for qualification transportability (GTBQS- and FAQs-associated cards are correctly completed).

- 7.12.3 The TQP Coordinator shall maintain the following SSO TQP documentation:
 - 7.12.3.1 Current signed SSO TQP Position Designation Letter;
 - 7.12.3.2 Current copy of the SSO Annual Workforce Analysis and Staffing Plan Report;
 - 7.12.3.3 Copy of the latest TQP self-assessment/independent review reports/action plans; and
 - 7.12.3.4 Copy of all submitted TQP feedback and improvement forms, and actions taken (if applicable).

- 7.12.4 The TQP Coordinator maintains the following records for each filled TQP position in the central TQP record file:
 - 7.12.4.1 Copy of the participant's qualification requirements letter (if issued);
 - 7.12.4.2 Copy of the SSO TQP Position Designation Letter;
 - 7.12.4.3 Completed equivalency evaluation forms (Appendix A), if used, with the objective evidence used as the basis for equivalency;
 - 7.12.4.4 Completed extension request forms (Appendix B), if used;
 - 7.12.4.5 Completed written exams, oral board results and FEW grades (as applicable);
 - 7.12.4.6 Copy of the applicable qualification standards and completed qualification cards; and
 - 7.12.4.7 Copy of the participant's approved continuing training documentation.

- 7.12.5 The TQP Coordinator should forward copies of the following documents to the NNSA TQP Manager:
 - 7.12.5.1 Copy of the SSO TQP Position Designation Letter;
 - 7.12.5.2 Any changes to the SSO QO List; and
 - 7.12.5.3 Copies of each participant's completed qualification cards.

- 7.12.6 Each TQP participant should maintain an auditable version of personal qualification records as a backup of the official records.
 - 7.12.6.1 The participant should also maintain a copy of all objective evidence provided to QOs during the qualification or re-qualification process.

7.13 Continuing Training

- 7.13.1 Personnel assigned to TQP-designated positions are required to participate in continuing training.
 - 7.13.1.1 Continuing training is training conducted, and documented, in a deliberate manner to further knowledge in a position-related topic.
- 7.13.2 Assistant managers must include the requirement to perform a minimum of two continuing training events per calendar year in the annual update of the supervised participants IDP and performance appraisal.
 - 7.13.2.1 Participant must submit evidence of continuing training completion to the assistant manager and the TQP Coordinator.
- 7.13.3 The assistant manager of a TQP-designated position that has proficiency requirements identified in the assigned FAQs must ensure the requirements are reflected in the individual's IDP.
- 7.13.4 Participants may meet continuing training requirements through individual or collaborative efforts (group training with other SSO TQP participants).
 - 7.13.4.1 Participants may use the Individual Record of Continuing Training Form (Appendix C) to record individual training efforts.
 - 7.13.4.2 Group training efforts may be recorded on the Individual Record of Continuing Training Form and the Continuing Training Attendance/Completion Roster (Appendix D).
 - 7.13.4.3 All continuing training activities must be recorded in some fashion and documentation must be submitted, through the participant's supervisor and the SSO FTCP Agent, to the TQP Coordinator
- 7.13.5 The following are acceptable methods of continuing training:
 - 7.13.5.1 Classroom training;
 - 7.13.5.2 Structured self-study; or
 - 7.13.5.3 Walkthroughs/tours.
- 7.13.6 The following are some examples of continuing training topics:
 - 7.13.6.1 Changes to SSO policies, processes, or procedures;
 - 7.13.6.2 New/revised DOE directives or technical standards;

- 7.13.6.3 Annual updates to the documented safety and/or security analyses;
- 7.13.6.4 New or significantly changed processes that require additional safety or security analysis; or
- 7.13.6.5 Industry changes specific to a TQP-designated position's functional area.

7.14 Employee Remediation

- 7.14.1 When a TQP participant fails to meet the requirements of the TQP for an assigned position, the participant will be placed in a remedial training and qualification program.
- 7.14.2 The assistant manager supervising the TQP participant will work with the TQP Coordinator and the FTCP Agent to develop a remedial training and qualification plan for the TQP participant.
 - 7.14.2.1 The assistant manager and the FTCP Agent will brief the SSO Manager on the remedial training plan for the affected TQP participant.
- 7.14.3 The assistant manager will;
 - 7.14.3.1 Review the plan with the TQP participant;
 - 7.14.3.2 Assist the participant in identifying study materials based upon demonstrated weak areas; and
 - 7.14.3.3 If necessary, the assistant manager will determine and document any limitations on, or compensatory measures for, the TQP participant's duties.
- 7.14.4 The assistant manager should relieve the participant of other duties during the remedial training period.
- 7.14.5 Upon a TQP participant's two consecutive failures to meet TQP requirements, the SSO Manager determines if the employee will be removed from the program or be allowed additional remedial training and retesting.

7.15 Self Assessments

- 7.15.1 The FTCP Agent shall coordinate a TQP self-assessment.
- 7.15.2 An SSO-qualified STSM should lead the self-assessment team.

7.15.3 The self-assessment shall be conducted using the criteria review and approach documents for TQP accreditation as identified in DOE O 426.1.

7.15.4 The self-assessment shall be conducted in accordance with the site office governing procedures.

7.16 Feedback and Improvement

7.16.1 TQP participants, assistant managers, and others have the opportunity to provide feedback on and recommendations for improvement of the TQP by completing the Feedback and Improvement Report (Appendix E).

7.16.2 After the final interview with the SSO Manager, the participant should complete a Feedback and Improvement Report and provide it to the TQP Coordinator for disposition.

7.16.3 The TQP Coordinator will manage the feedback and improvement process.

7.16.4 The FTCP Agent will review and take action to either:

7.16.4.1 Incorporate the feedback in the TQP (either immediately or with the next review/revision of the procedure); or

7.16.4.2 Answer (or direct the TQP Coordinator to answer) the feedback concern via other means (verbal reply, briefing, memo, etc.).

7.17 Workforce Analysis and Staffing

7.17.1 The FTCP Agent will generate the Annual Workforce Analysis and Staffing Plan Report.

7.17.2 To support this effort, the FTCP Agent should:

7.17.2.1 Review the most recent site office FR Staffing Analysis;

7.17.2.1.1 If the FR Staffing Analysis was conducted more than 2 years prior, the FTCP Agent will work with SSO FRs to complete an evaluation of each hazardous facility at SNL and use the evaluation to determine FR staffing in accordance with Appendix C of DOE-STD-1063.

7.17.2.2 Review the SSO TQP Position Designation Letter;

7.17.2.3 Evaluate the safety management programs identified in the documented safety assessment to determine critical technical capabilities and associated manning required by the site office; and

7.17.2.4 Discuss the staffing plan with site office senior staff.

7.17.3 The FTCP Agent will submit the report to the SSO Manager for approval and subsequent submission to the FTCP Chair.

7.17.4 The FTCP Agent, in coordination with the site office senior management, should review the staffing plan any time there is a change in workforce deployment or TQP-designated position responsibilities, including reorganizations, to ensure technical competency requirements of the workforce are maintained.

7.18 Senior Technical Safety Manager Positions

7.18.1 The FTCP Agent will work with the SSO Manager to ensure personnel filling, or selected to fill, STSM-designated positions meet the education and technical requirements for the position.

7.18.1.1 The FTCP Agent will concur on all actions related to recruiting, screening, and hiring personnel to fill current or new STSM positions.

7.18.1.2 The FTCP Agent will concur on all position descriptions and vacancy announcements for STSM-designated positions at SSO, to ensure STSM requirements are clearly defined in each.

7.18.2 For personnel filling STSM-designated positions, the FTCP Agent will perform all “assistant manager” actions identified in this procedure.

7.18.2.1 Only the FTCP Agent can recommend an STSM for qualification and is the only qualifying official for personnel filling SSO STSM positions.

7.18.2.2 The FTCP Agent must inform the FTCP of any changes in STSM staffing at the site office.

7.18.2.3 The FTCP Agent must determine any duty limitations and compensatory measures for personnel filling any STSM position.

8.0 DOCUMENT OWNER

8.1 The owner of this procedure is the FTCP Agent.

APPENDIX A
Competency Equivalency Evaluation Form

Name: _____ TQP-Designated Position: _____

Office/Organization: _____ Date: _____

Competency Supported:
(List the qualification standard title, competency number, and verbiage of the competency.)

Justification for Recommendation:
(Attach additional documentation describing equivalency justification as necessary.)

Participant's Signature: _____

Assistant Manager's Assessment: Agree [] Disagree []

Assistant Manager's Signature: _____ Date: _____

FTCP Agent's Assessment: Agree [] Disagree []

FTCP Agent's Signature: _____ Date: _____

Maintain completed form in TQP training record.

**APPENDIX B
Extension Request Form**

Assistant Manager's Name: _____

TQP Participant's Name: _____

TQP-Designated Position: _____

Office/Organization: _____ Date: _____

Current Qualification Period Expiration Date:
(or Expected Qualification Completion Date)

Length of Extension Requested: _____ (maximum of 180 days)

New Qualification Period Expiration Date:
(current expiration date plus extension)

Justification for Extension: (Attach additional page(s) as necessary.)

Completion Plan: (Attach additional documentation as necessary.)

Actions to Prevent Recurrence:

TQP Participant's Assistant Manager: _____ Date: _____

SSO Manager Approval: _____ Date: _____

Maintain completed form in TQP training record.

APPENDIX C
Individual Record of Continuing Training Form

Name: _____ TQP-Designated Position: _____
(If training conducted for more than two TQP participants, attach Continuing Training Attendance/Completion Roster.)

Organization: _____ Date: _____

General Technical Base/Primary Functional Area/Site-Specific Subject: _____

Instruction Method: OJT [] Self-Study [] Required Reading [] Walkthrough/Observation []

Independent-Study Course [] College Course [] Classroom Course [] Test-Out []

Qualification Exam (Oral or Written) [] Previous Position Experience [] Seminar/Workshop []

Site Access [] Other [] Non-course Hours Completed: _____

Competency Element (s) Supported:

(Reference competency – knowledge/skill/ability element from position standard.)

Description of Knowledge Gained:

(Attach additional description and/or evidence of knowledge gained, as necessary.)

Description of Key Source Materials Used:

(Describe DOE Orders, standards, regulations, codes, INPO guides, procedures, etc.)

Course Title: _____ Course Number: _____

Course Length: _____ Hours Course Instructor: _____ Dates: _____

Course Provider: _____ Satisfactorily Completed? YES [] NO []

Certificate or Other Evidence of Completion Attached? YES [] NO []

Evaluation of Objective Evidence/Subject Matter Discussion Questions:

Evaluation Grade (Check One): Satisfactory [] Unsatisfactory []

Employee's Signature: _____ Date: _____

Assistant Manager's Signature: _____ Date: _____

FTCP Agent's Signature: _____ Date: _____

Maintain Completed Form in TQP Training Record

APPENDIX E
Feedback and Improvement Report

Name (Optional): _____ Date: _____

Course Title/Qualification Area/Issue: _____

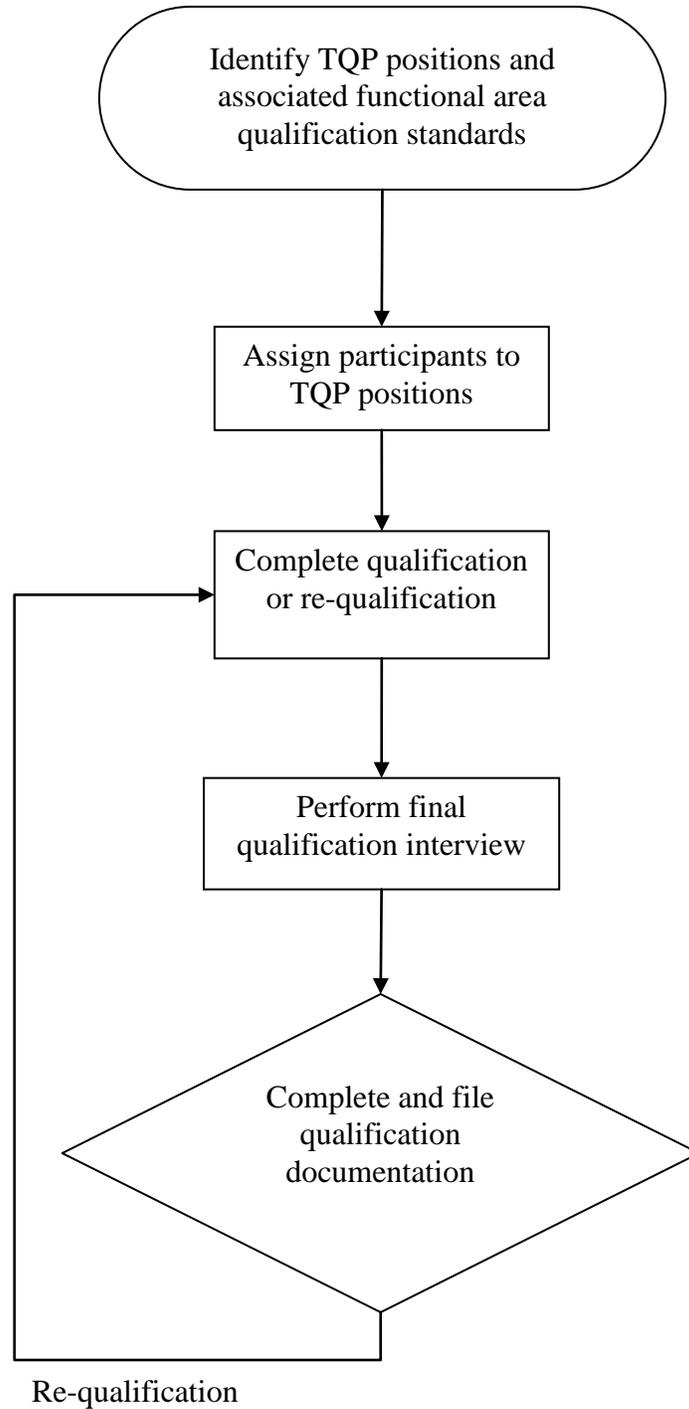
<u>Qualification Area</u>	<u>N/A</u>	<u>SAT</u>	<u>UNSAT</u>
Training Materials			
Qualification Standard			
Qualification Card			
SSO Procedures			
Activities (Surveillances, Observations, Audits, etc.)			
Qualifying Officials List			
Other _____			
<u>Trainee Evaluations</u>	<u>N/A</u>	<u>SAT</u>	<u>UNSAT</u>
Required Reading			
Classroom			
Examinations			
Interviews/Oral Checkouts			
<u>Logistics</u>	<u>N/A</u>	<u>SAT</u>	<u>UNSAT</u>
Time Allocation			
Study Hours			
Other _____			

Comments

TQP Coordinator Receipt Signature: _____ Date: _____

FTCP Agent Review: _____ Date: _____

**APPENDIX F
SSO Technical Qualification Program Process Flowchart**



APPENDIX G Office- and Facility-Specific Competencies

G-1.0 Office-Specific

G-1.1 The following table lists qualification requirements applicable to all SSO TQP participants.

G-1.2 When laws, regulations, DOE directives, NNSA guidance, SSO procedures, SNL procedures, or other industry publications are referenced, the most recent revision should be used.

Formal Training			
<i>Course Name</i>	<i>Course Number</i>	<i>Completion Method</i>	<i>Estimated Cost</i>
ES&H Awareness	SNL/ESH100	CBT	None
Required Reading			
<i>Document Name</i>	<i>Document Number</i>	<i>Document Location</i>	
SSO Technical Qualification Program	SSO CP 0603.03	http://nsnweb.abq.doe.gov/sbms/	
SSO Operational Plan	SSO CP 0801.01	http://nsnweb.abq.doe.gov/sbms/	
SSO Functions, Responsibilities and Authorities Manual	SSO CP 0802.01	http://nsnweb.abq.doe.gov/sbms/	
SSO Integrated Safety Management System Description	SSO CP 0802.02	http://nsnweb.abq.doe.gov/sbms/	
Prime Contract		http://nnsa.energy.gov/aboutus/operations/apm/mosupportdept/sandiacorp	
SNL Ten-Year Site Plan (TYSP)		Contact any Assistant Manager for a current copy (document is Official Use Only)	

**APPENDIX G - Continued
Office- and Facility-Specific Competencies**

G-2.0 Facility-Specific

G-2.1 The following table lists possible qualification requirements applicable to SSO TQP participants who need unescorted access to the listed facilities.

Facility	Course Titles
TA-V	<ul style="list-style-type: none">• HEART (Hazard orientation for TA-V)• SNL General Employee Radiation Training
857F (NGF)	<ul style="list-style-type: none">• NGF Basic Floor Operations Training
RMWMF	<ul style="list-style-type: none">• Annual contingency plan training (RCRA)• HAZWOPER
HWMF	<ul style="list-style-type: none">• Annual contingency plan training (RCRA)• HAZWOPER
MESA	<ul style="list-style-type: none">• Cleanroom and SiFab/MicroFab facility specific orientation
WETL PANTEX	<ul style="list-style-type: none">• Pantex Visitor Orientation• Pantex GERT
KTF	<ul style="list-style-type: none">• PMRF training
SNLCA TAG	<ul style="list-style-type: none">• Sigma 14• Sigma 15• HRP

APPENDIX G - Continued
Office- and Facility-Specific Competencies

G-2.2 The following table lists qualification requirements applicable to SSO TQP participants who need unescorted access to areas in which the listed activities are performed.

G-2.2.1 Specific applicability of requirements listed should be based on the duties, tasks, and responsibilities identified in the position description and in discussions with the FTCP Agent.

HAZARD	REQUIREMENT
Radiation	<ul style="list-style-type: none"> • Radiation Training • Dosimetry
Noise	<ul style="list-style-type: none"> • Occupational Noise Training • Audiometric test as part of FEOSH physical
Respiratory - e.g., construction and FMOC, PZT, waste facilities 959/9620, Beryllium Ops (see list), MESA, and other examples 897, 894, 6505, SNLCA pesticides, paint shops and waste handling, etc.	<ul style="list-style-type: none"> • Comprehensive Respiratory Protection Training, or • Air Purifying Respiratory Training • Fit testing for respirator face piece • Pulmonary function tests as part of FEOSH physical and medical questionnaire per OSHA std.
Biomaterial (labs) or bloodborne hazards (clinic mostly-SNL/CA and limited to TA-1 labs and clinic, but including TA-4 960, 963, 6585 soon, waste facilities, occasional BSL 1 operations)	<ul style="list-style-type: none"> • Bloodborne Pathogens Training for Non-Medical Personnel • Biosafety in Microbiological and Biomedical Laboratories • Basic blood work (enzymes, etc.) as part of FEOSH physical
Class 3B or 4 Lasers – SNL/CA, TA-1 labs and facilities, TA-4 labs and facilities, TA-3 facilities	<ul style="list-style-type: none"> • Fundamentals of Laser Safety • Baseline ocular exam (retina exam) not usually in FEOSH basic physical
LOTO	<ul style="list-style-type: none"> • Lockout/Tagout for Authorized Workers • SNL-provided LOTO supplies
Asbestos	<ul style="list-style-type: none"> • General Asbestos Awareness • Basic pulmonary and every few years, X-ray • Asbestos questionnaire • See also respiratory protection
Beryllium – (Be) activity facilities and posted areas (809, 867, 888, 970, 981, 983, 6502, 6530, 6630, RMWMF occasionally, and TTC soon)	<ul style="list-style-type: none"> • Beryllium Awareness • See respiratory protection • Voluntary Be program medical (BeLPT, questionnaires, etc.)
Explosives	<ul style="list-style-type: none"> • Basic Explosive Technology & Safety

APPENDIX H
SSO Qualifying Official Attestation Form

Attestation

Upon completion, return the form to the SSO TQP Coordinator.

Designated Qualifying Official

As a designated qualifying official (QO), I attest that I have attended the SSO Manager's QO Training, that I have read the SSO QO Training Handout provided at the training, 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: SSO

Print Name: _____ Date: _____

Designating Supervisor

As a supervisor of a designated QO, I attest that I have discussed the QO duties and responsibilities with the individual 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: SSO

Print Name: _____ Date: _____

Federal Technical Capability Agent

As the organization's agent, I validate the individual identified has completed the SSO Manager's QO Training and I approve the individual as the QO for the competency areas listed below.

Signature: _____ Site Office: SSO

Print Name: _____ Date: _____

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

Number	Competency Area
1	
2	
3	
4	
5	