

**NATIONAL NUCLEAR SECURITY ADMINISTRATION  
Y-12 SITE OFFICE**

**Qualifying Officials Briefing**

1. Purpose: The Manager, Y-12 Site Office (YSO), will establish the standard for the conduct of training activities by Subject Matter Experts (SMEs) who have been assigned as Qualifying Officials (QO) for the YSO.
2. Terminal Objective: Each QO will receive authorization from the Manager to sign qualification cards for designated competencies.
3. Major Points:
  - a. Primary Responsibility of the QOs - The YSO QOs shall evaluate a trainee in such a manner that he/she achieves some understanding that the trainee knows the substance of the subject being reviewed before signing off on a qual card. The QO must be **personally convinced** that the trainee knows what is in the standard.

Examples:  
There have been instances at other sites where SMEs have signed off on a qual card, based on an independent judgment call that the individual can be excluded from the training. This practice is unacceptable.

Some training and qualification programs have been implemented by a paperwork exercise, with no substance, which is an unacceptable practice. Even after completion of formal classroom training, a brief oral checkout will be required to determine knowledge retention.
  - b. The qualification requirements of Federal personnel trace back to Functional Area Qualification Standards (FAQS) that are established for the entire DOE Complex.
  - c. The expectation of the Manager, YSO, is any person can be questioned about a subject for which he/she has been evaluated by a QO and can provide an answer, which indicates an acceptable knowledge of the subject.

**NATIONAL NUCLEAR SECURITY ADMINISTRATION  
Y-12 SITE OFFICE**

**Qualifying Officials Briefing**

(continued)

4. Guidelines for the QOs:

- The QO must determine the specific knowledge and skills the trainee must have from any source material at his/her disposal. Generally, the QO will use a sampling method of the major points of the subject material.
- Exemptions and equivalencies to training requirements will be extremely rare and must be approved by the Manager, YSO.
- Equivalency to training requirements may be approved, provided an individual checkout (walk-through, oral evaluation, etc.) with a QO is also performed.
- Professional certifications (PE, CSP, etc.) are fully supported by YSO management; however, a brief checkout by a QO is still required to be performed for each qual. area to verify competencies.

5. YSO Procedure YSO-2.1 defines the roles and responsibilities of the QOs and provides a standard form for documentation of the checkout activities. Attachment 1 is provided to document your evaluation, however, use of this form is optional.

6. QO Duties and responsibilities

- Preparing for evaluations by reviewing applicable references and obtaining necessary materials (i.e., qualification standard supporting knowledge and skills).
- Ensuring that participants can demonstrate appropriate level of knowledge for qualification area competencies (i.e., familiarity, working, or expert).
- As a QO, maintain a working level knowledge in your area of expertise.

7. References:

- a. DOE Order DOE O 426.1, *Federal Technical Capability*
- b. YSO Procedure YSO-2.1, *Technical Qualification Training Program*
- c. *YSO Technical Qualification Standard*