

TQP Resource Management Questionnaire

Field Element Name: _____

Field Element Location: _____

Office (NA, SC, NE, etc.): _____

To FTCP Agent:

DOE O 360.1B, Federal Employee Training, requires each Field Element Manager (Senior Operations/Field Office Official) to ensure efficient and effective management of training programs for their elements' workforce. DOE M 426.1-1A, Federal Technical Capability Manual, requires the Field Element Manager to implement formal training and qualification programs for employees who provide management direction or oversight of contractor technical activities that could impact the safe operation of a defense nuclear facility (referred to as the Technical Qualification Program or TQP).

Invariably each DOE Field Element utilizes some amount of resources to accomplish these requirements. The purpose of this questionnaire is to determine if DOE, as a whole and by individual field element, would be better served by consolidating some of the tasks associated with implementation of a TQP at the Federal Technical Capability Panel (FTCP) level, assuming the associated FTCP budget was allocated.

Please answer the following questions with the objectives stated here in mind. If, after answering all the questions, you feel that the questionnaire did not capture the full scope of resources you utilize to manage your TQP, please provide that additional information. Throughout the questionnaire, the term field element includes operation offices, field offices, site offices, and services centers.

- 1.0 Do you manage a TQP at your field element? Yes No
- 1.1 If you do not manage a TQP at your field element, please explain how TQP requirements are met at your field element (e.g. small field element size drives consolidation of effort to HQ level).
- 2.0 For your elements' TQP, how many annual FTE are dedicated to the management of your TQP specifically?
- 2.1 How many annual FTE are dedicated to the management of your Federal Employee Training program?
- 2.2 Is your TQP managed by the same individual that manages your Federal Employee Training program?
- 2.2.1 If not, what is your method of integrating the two programs (IDP includes TQP, training budget includes TQP, etc.)?

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- 2.3 Under what position does your TQP-management function exist (whether combined with Federal Employee Training or not)? (e.g. Site Manager, Assistant Manager for Operations, etc.)
- 2.4 If you use a support contractor to assist in managing your TQP, how much do you spend per year for the contractor?
- 3.0 For each TQP participant, what TQP records are maintained at your field element (e.g. qualification cards, qualification standards, evidence packages, etc.)?
 - 3.1 Where are the official records for each TQP participant maintained (e.g. local central file, with the participant, at a HQ location)?
 - 3.2 Is the management of these records included in the FTE determination for overall TQP management?
 - 3.2.1 If not, how many annual FTE are dedicated to TQP records management?
- 4.0 Does your TQP utilize Office/Facility/Position-Specific Qualification Standards (O/F/PSQS)?
 - 4.1 If so, how do you develop the product?
 - 4.1.1 If you do not develop the O/F/PSQS internally to your organization, where do you obtain the product?
 - 4.2 If you develop the O/F/PSQS internally to your organization, how many annual FTE are dedicated to this task?
- 5.0 Does your TQP include a mentorship program?
 - 5.1 If so, how many FTE are dedicated to this task?
- 6.0 Based on this quote from DOE G 414.1-2A, *Quality Assurance Management System Guide*, “[A record contains information that is retained for its expected future value. Records should be sufficient to support technical and regulatory decisions and provide evidence that work was correctly

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performed. Records may be in a variety of forms (e.g., electronic, written, or printed; microfilm; photographs; radiographs; or optical disks).],” please give your opinion of the following definition of TQP Training records:

- 6.1 Technical Qualification Program participant training records must include, for the most recently completed TQP position qualification:
 - 6.1.1 a copy of each qualification standard to which the participant is qualified (General Technical, Technical Discipline, and Position Knowledge – as applicable) and
 - 6.1.2 a copy of each completed, associated qualification card, with all required qualifying official and supervisory signatures.

7.0 Please comment on the following definitions:

- 7.1 Proficiency (as in “what constitutes being proficient in a qualified position”): Documented evidence (assessment reports, operational readiness review reports, operational awareness activity reports, etc.) displaying a TQP participant’s performance of activities directly related to the position of qualification.
- 7.2 Re-qualification: The successful completion of any new or updated competencies since an individual’s last qualification or requalification, assuming the TQP participant maintains competency in unchanged FAQS competencies. The new or updated competencies will be determined by performing an evaluation or gap analysis between the current FAQS and the FAQS used for the last qualification or requalification.

8.0 What is your opinion on centralizing some of the TQP tasks, performed at your level, under the FTCP Chair directly, assuming an FTCP budget could be established?