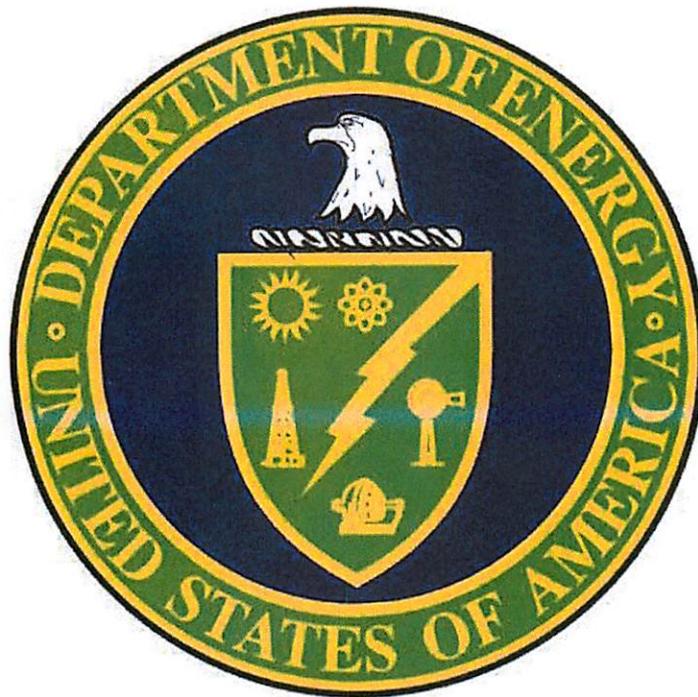


**Office of Environment, Safety and
Health Assessments
Protocol for Required Reading**



**April 2015
Revision 1**

**Office of Enterprise Assessments
U.S. Department of Energy**

**Office of Environment, Safety and Health Assessments
Protocol for Required Reading**

April 2015

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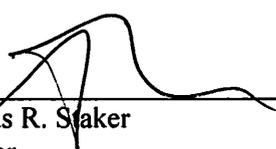
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1.0 PURPOSE

The purpose of this protocol is to establish the requirements and responsibilities for conducting and managing the Office of Environment, Safety and Health Assessments (EA-30) required reading program.

The required reading program provides a methodology to ensure that the EA-30 staff members are informed and up-to-date with Department of Energy (DOE), the Office of Enterprise Assessments (EA), and office-specific requirements, processes, and guidance as well as to support organizational learning and continuous improvement. The required reading program will also be used to supplement staff training. This required reading program is based on DOE O 422.1, Administrative Change 2 *Conduct of Operations* Attachment 2, Appendix A and DOE-STD-1033-92 *Guide to Good Practices for Operations and Administration Updates Through Required Reading*. Although there is no requirement for an EA-30 required reading program, the program provides a method to keep members informed of new and evolving information to support effective implementation of the Office mission. Additionally, the sharing of information supports organizational learning.

This program provides administrative and supervisory personnel a method of tracking required reading input data and training. The program also designates who can assign required reading, who sets due dates for an item, what goes into required reading, who issues the documents, and where and how the data is stored.

Documentation is approved for submittal as required reading and assigned a due date by the appropriate EA-30 Director who then identifies the affected staff. The identified documentation will be posted in *EAShare*, on the EA30 Page, found in the Required Reading & Training hot button. Once you have completed the training, choose reply and type in the box “completed” to indicate the document has been read and understood.

2.0 APPLICABILITY

This is applicable to all EA-30 personnel.

3.0 REQUIREMENTS

General

- A list of the types of documents to be selected for required reading is developed.
- Required reading documents are assigned and given a required completion date.
- Personnel required to read the document are identified.
- Completion of reading assignments is documented and that documentation is retained.
- Annual reviews are performed to ensure required completion dates are met, or that extensions to required completion dates are justified.

List of the types of documents for required reading

- New or revised Department regulations, directives, and standards.
- New or revised EA procedures and operational plans.
- New or revised Office of Environment, Safety and Health Assessments protocols and guidance.
- Lessons learned documents from both external and internal sources.
- Crosscutting reports.

- Select Defense Nuclear Facilities Safety Board correspondence.
- Assessments of the Independent Oversight program.
- Corrective action plans for the Independent Oversight program.

4.0 RESPONSIBILITIES

Director, Office of Environment, Safety and Health Assessments

- Identify documents for required reading and associated completion time.
- Designate a Required Reading Coordinator.
- Ensure that an annual audit of the required reading program is conducted.

Subtier Office Directors, Office of Environment, Safety and Health Assessments

- Develop and maintain a list of the types of documents to be selected for required reading.
- Identify documents for required reading and associated completion time.
- Identify staff members required to read documents.
- Periodically review required reading assignments to ensure completion dates are met.

Office of Environment, Safety and Health Assessments Required Reading Coordinator (Administrative Assistant)

- Issue an e-mail to notify the appropriate personnel that the approved required reading assignment can be found in *EAShare* in the Required Reading & Training hot button.
- Maintains an electronic file of documents entered into required reading record for EA-30 personnel.
- Performs an annual audit of the required reading program and reports results to Office Directors.

Office of Environment, Safety and Health Assessments Staff (EA-30 Staff)

- Read required reading assignments within a specified time frame.
- Make recommendation to Office of Environment, Safety and Health Assessments Directors on potential required reading documents in support of continuous learning.
- Share pertinent documents and information with other EA employees, in support of organizational learning.

5.0 REFERENCES

- DOE O 422.1, Administrative Change 2, *Conduct of Operations*.
- DOE-STD-1033-92 *Guide To Good Practices For Operations And Administration Updates Through Required Reading*.