

FEDERAL EMPLOYEE TRAINING AND QUALIFICATION PROGRAM (FED T&Q)

OBJECTIVE

FED T&Q.1: The NNSA Site Office has established an effective and compliant training and qualification program for Federal employees.

NOTE: Some aspects of the FED T&Q program may be assessed in other functional areas such as Safety Basis and Facility Representatives. Programmatic issues identified during those reviews will be included in the report of this functional area. Duplication of reviews should be avoided through coordination among reviewers.

CRITERIA

1. The NNSA Site Office has implemented the elements of DOE O 360.1B section 4 for all assigned Federal employees who support or oversee work in nuclear facilities (DOE O 360.1B, DOE M 360.1-1B).
2. The NNSA Site Office Federal T&Q program includes the assessments and evaluations required by DOE M 360.1-1B; results indicate an effective program (DOE O 226.1A, DOE O 360.1B; DOE M 360.1-1B).
3. The NNSA Site Office has established a Federal Technical Capability Program (FTCP) as part of the Federal T&Q program that incorporates the applicable attributes of the four FTCP elements (DOE P 426.1, DOE O 426.1, NA-1 M 426.1-1A).
4. The NNSA Site Office FTCP is structured to meet the DOE and NNSA expectations described in DOE Directives and the NNSA Supplemental Directive (DOE M 360.1-1B, DOE O 360.1B, DOE P 426.1, DOE O 426.1, NA-1 M 426.1-1A).
5. The NNSA Site Office FTCP includes provisions for conducting and documenting program evaluations in accordance with Technical Qualification Program assessment guidance and criteria (DOE O 226.1A, DOE O 360.1B, DOE M 360.1-1B, DOE O 426.1, NA-1 M 426.1-1A).
6. Issues identified during previous reviews (e.g. CDNS Biennial Reviews, HSS reviews, self-assessments) have been appropriately resolved, corrective actions have been completed and are adequate, or a clear path to completion is indicated (DOE O 226.1A; NA-1 SD 226.1A).
7. The NNSA Site Office Federal T&Q program is staffed with an adequate number of personnel who have competence commensurate with their assigned responsibilities (DOE O 226.1A, DOE O 360.1B, DOE O 426.1, NA-1 M 426.1-1A).

APPROACH

References:

- DOE O 226.1A, *Implementation of Department of Energy Oversight Policy*
- DOE P 226.1A, *Department of Energy Oversight Policy*
- DOE M 360.1B, *Federal Employee Training Manual*
- DOE O 360.1B, *Federal Employee Training*
- DOE P 426.1, *Federal Technical Capability Policy for Defense Nuclear Facilities*
- DOE O 426.1, *Federal Technical Capability*
- NA-1 M 426.1-1A, *Technical Qualification Program Plan for Federal Personnel with Safety Responsibilities at Defense Nuclear Facilities*
- DOE-STD-1063-2006, *Facility Representatives*

Record Review:

- Review records that define and implement the Federal T&Q program, including the FTCP.
- Review qualification and training records for NNSA Site Office staff.
- Review plans and results of assessments and training evaluations.
- Review elements of the FTCP for selected individuals and positions, including qualification requirements, training and continuing training material, and re-qualification records.

Interviews:

- Training staff
- Training program manager
- NNSA Site Office line manager responsible for the T&Q Program
- NNSA Site Office FTCP Agent

Observations:

- Observe training and qualification activities if performed during the review such as:
 - FR continuing training

- qualification examinations
- oral examinations and walkthrough evaluations