



## Department of Energy

Washington, DC 20585

September 30, 2003

The Honorable John T. Conway  
Chairman  
Defense Nuclear Facilities Safety Board  
625 Indiana Avenue, NW, Suite 700  
Washington, DC 20004-2901

Dear Mr. Chairman:

In the Secretary's August 25, 2003, report to you on suspect/counterfeit items (S/CI), the Department committed that, "EH-3 will receive S/CI training as part of their professional development and Office-specific qualifications will be established that include the S/CI process." The Department's Office of Corporate Performance Assessment (EH-3) contains two offices that perform S/CI functions and need to be trained and qualified. These offices are Analytical Studies (EH-32) and Quality Assurance Programs (EH-31). Personnel in both of these offices completed training on S/CI in July 2003. The Office of Analytical Studies also completed its office qualification standard July 2003. I am providing it for your information. The Office of Quality Assurance Programs anticipates completion of its Office qualification standard by October 31, 2003.

If you have any questions, please contact me (202) 586-6151, or have your staff contact Mr. Frank Russo at (301) 903-8008.

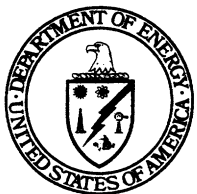
A handwritten signature in black ink that reads "Beverly A. Cook".

Beverly A. Cook  
Assistant Secretary  
Environment, Safety and Health

Enclosure

cc:  
M. Whitaker, DR-1





**Department of Energy**

Washington, DC 20585

July 24, 2003

MEMORANDUM FOR: FRANK B. RUSSO  
DEPUTY ASSISTANT SECRETARY  
OFFICE OF CORPORATE PERFORMANCE  
ASSESSMENT

FROM: FRANK E. TOOPER   
ACTING DIRECTOR  
OFFICE OF ANALYTICAL STUDIES

SUBJECT: Office of Analytical Studies Qualification Standard

This memorandum transmits the Office Specific Qualification Standard for the Office of Analytical Studies. This standard meets the requirements of the EH Technical Qualification Program Plan. The standard establishes competency requirements that EH-32 employees must possess to ensure activities and programs contribute to the mission and functions of EH-32.

Attachment:  
EH-32 Office Specific Qualification Standard

APPROVED 

DISAPPROVED:

DATE: 8/1/2003



**OFFICE OF ANALYTICAL STUDIES (EH-32)  
OFFICE SPECIFIC QUALIFICATION  
STANDARD**

**July 2003**

**U.S. Department of Energy  
Washington, D.C. 20585**

DISTRIBUTION STATEMENT: Not approved for public release;  
distribution is limited.

## **EH-32 Office Specific Qualification Standard**

### **PURPOSE:**

The *Office of Analytical Studies (EH-32) Office Specific Qualification Standard* establishes office specific competency requirements for all Office of Analytical Studies Federal personnel. This office-specific qualification standard complies with the *Office of Environment, Safety and Health (EH) Technical Qualification Program Plan (TQPP)*. This standard is applicable to all EH-32 staff, except for certain exempt categories of personnel, as described in the EH TQPP. This standard is dynamic and will be revised when changes are made in the mission, scope and activities of EH-32.

### **OBJECTIVES:**

- A. To identify the office specific competencies that EH-32 employees must possess to ensure that their activities and programs contribute to the mission of EH-32.
- B. To identify and document the process used by EH-32 management to demonstrate employee technical competence
- C. To ensure that EH-32 employees maintain their technical competence.

### **IMPLEMENTATION REQUIREMENTS:**

Applicable EH-32 personnel must obtain and maintain TQP certification by one of two different paths:

1. Complete and maintain certification in the General Technical Base Qualification Standard and one Functional Area Qualification Standard as noted in the EH TQPP. Those EH-32 staff already certified by this path need only maintain their certification through the requirements of the EH TQPP (e.g., complete any updated changes to the qualification standards), or,
2. EH-32 Office Specific Qualification Standard.

The first path involves qualification in a functional area. The Federal Technical Capability Panel has developed competency requirements for each functional area (see <http://ma.mbe.doe.gov/ME50/Training/qualstd.html>).

The EH TQPP requires completion of a new/revised TQP standard within 18 months. Thus, individuals using either of the two qualification paths would be expected to complete their TQP certification within 18 months of the issuance of this EH-32 Office Specific Qualification Standard.

The general requirements imposed by the EH TQPP will apply to certification by either path. For example, participants are required by the EH TQPP to complete a minimum of 40 hours of TQP/ job function-related professional development activities per year. Examples of such related professional development activities are given in Attachment 2 of the EH TQPP.

## **EH-32 Office Specific Qualification Standard**

### **OFFICE-SPECIFIC COMPETENCIES:**

The office specific competencies listed below are in support of EH-32's mission and functions. EH-32 maintains, reviews and evaluates operational experience data streams to identify significant safety-related events (including precursors and near misses), conduct trending and develop summaries, recommendations, and lessons learned that are distributed to a wide range users within the DOE Complex.

Recognizing the diverse backgrounds, skills and experience of the staff needed to fulfill the EH-32 mission, a "one-size-fits-all" standard would be inappropriate. However, an appropriate mix of skills/knowledge is needed. Thus each staff member taking this path to certification should satisfy at least two of the office specific competencies listed below to successfully complete their TQP.

#### **1. Program Management**

**EH-32 personnel shall have a basic knowledge of program management, which consists of an organized set of activities directed toward a common purpose or goal in support of an assigned mission area. It is characterized by a strategy for accomplishing a definite objective(s) with respect to manpower, materials and facilities requirements.**

##### Supporting Knowledge and/or Skills:

- a. Demonstrate ability to conduct effective use of long-, mid-, and short-term planning.
- b. Demonstrate understanding of how and when to use vertical, horizontal and diagonal linkages to implement initiatives that involve more than one program.
- c. Demonstrate understanding of how to ensure effective utilization of human resources.
- d. Demonstrate a leadership style that emphasizes customer satisfaction, empowerment and accountability in program management.
- e. Demonstrate an ability to achieve desired outcomes.
- f. Demonstrate understanding of how to ensure effective program coordination, especially, when there are issues of cross cutting nature.

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### **2. Operating Experience Data Analysis**

**EH-32 personnel shall demonstrate the ability to review and evaluate information from operating experience data streams (such as ORPS, CAIRS, ORBITT, NTS, and INPO) to identify ES&H trends, generic issues and significant events associated with DOE operations.**

#### Supporting Knowledge and/or Skills:

- a. Demonstrate working knowledge of operating experience data systems including ORPS, CAIRS, ORBITT, NTS, and Type A and B Accident Investigations and some external database system such as INPO, GIDEP, and the NRC.
- b. Demonstrate ability to provide EH-32 data into internal systems such as ORBITT.
- c. Demonstrate ability to search the databases and identify trends, generic issues, and the most significant events or classes of events.
- d. Demonstrate ability to access various data/information sources and prepare input to quarterly and annual reports and site information packages.

### **3. Briefing Material Development and Presentation**

**EH-32 personnel shall be able to prepare briefing packages for DOE management, other organizations, and review teams.**

#### Supporting Knowledge and/or Skills:

- a. Demonstrate working knowledge of operating experience data systems including ORPS, CAIRS, ORBITT, NTS, and Type A and B Accident Investigations, and the ability to search and retrieve key information and statistics from such programs.
- b. Demonstrate knowledge and ability to search, retrieve, and evaluate significant information from varied information sources such as DNFSB websites.
- c. Demonstrate ability to gather and synthesize information from several data streams.
- d. Demonstrate ability to develop and present vu-graphs and oral summaries that cover requested information and key events and issues found.

## **EH-32 Office Specific Qualification Standard**

### **4. Development of Reports, Articles, and News Items**

**EH-32 personnel shall demonstrate the ability to develop and write material issued for DOE-wide review, including daily and weekly operations experience summaries, Operating Experience Summary articles, sections of quarterly and annual reports, and special topical reports.**

#### Supporting Knowledge and/or Skills:

- a. Demonstrate working knowledge of operating experience data systems including ORPS, CAIRS, ORBITT, NTS, and Type A and B Accident Investigations, INPO and the NRC and the ability to search and retrieve key information from such programs.
- b. Demonstrate knowledge and ability to search, retrieve, and evaluate significant information from varied information sources such as DNFSB, NRC, INPO, EFCOG, and industry websites.
- c. Demonstrate ability to gather and synthesize information from several data streams.
- d. Demonstrate ability to write accurate, concise, and grammatically correct text that focuses on key facts, conclusions, and recommendations and can be understood by a broad range of readers.

### **5. Suspect/Counterfeit or Defective Items**

**EH-32 personnel shall have a working knowledge of the requirements, procedures, and practices used in the identification and disposition of suspect/counterfeit or defective items at DOE facilities.**

#### Supporting Knowledge and/or Skills

- a. Demonstrate the ability to conduct initial screening of various databases for potential S/CI or defective items.
- b. Demonstrate a working level knowledge of the methods used by EH to disseminate information within DOE on potential S/CI or defective items including:
  - Operating Experience Summary
  - Point of contact notification
  - EH-3 web site
  - EH Alert

## **EH-32 Office Specific Qualification Standard**

- c. Demonstrate a working level knowledge of the process used to investigate crosscutting and/or S/CI events of significant concern including:
  - Lines of inquiry
  - Role of IG and GC
  - Control of sensitive or “Official Use Only” information
  - Investigation process
  - Documentation and closeout
  
- d. Demonstrate a working level knowledge of the impact S/CI or defective items have at DOE facilities and how the control of S/CI or defective items relates to an effective Quality Assurance program.



**EH-32 Office Specific Qualification Standard**

**Technical Qualification Program**

Summary of Needed Developmental Activities

Office: \_\_\_\_\_  
 Position Title: \_\_\_\_\_  
 Individual: \_\_\_\_\_  
 Series/Grade: \_\_\_\_\_

Primary Functional Area: \_\_\_\_\_  
 Secondary Functional Area: \_\_\_\_\_  
 Technical Specialty: \_\_\_\_\_

Competency Statement	Developmental Activity	Target Date	Comments	Verification	Signature	Completion Date

Competency Statement Achieved By:

- |                                |                               |
|--------------------------------|-------------------------------|
| 1. Training Course             | 1. Training Course Completion |
| 2. On-the-Job Training         | 2. Job Performance            |
| 3. Self Study                  | 3. Examination                |
| 4. Other (specify in comments) | 4. Simulation                 |
|                                | 5. Discussion                 |