

# HUMAN RESOURCES SERVICES RESPONSIBILITIES

DATED: 11/24/2008

## SUBJECT: PERSONNEL SELECTION, QUALIFICATION, AND TRAINING REQUIREMENTS FOR DOE NUCLEAR FACILITIES

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1. PURPOSE. This document addresses responsibility and accountability and provides administrative guidance to Oak Ridge Office (ORO).
2. APPLICABILITY. The provisions of this document apply to ORO Principal Staff.
3. RESPONSIBILITIES.
  - a. Manager, ORO. Performs those tasks identified in DOE O 5480.20A, Change 1, subparagraph 7c.
  - b. Team Leader, Human Capital Assessment Group (HCAG).
    - (1) Provides assistance to line management in their performance of those tasks identified in DOE O 5480.20A, Change 1, subparagraph 7c.
    - (2) Provides technical advice and assistance to Contracting Officer's Representatives in their performance of tasks.
    - (3) Provides support to line management in the oversight of nuclear facility personnel training and qualification activities.
    - (4) Reviews and concurs in each Training Implementation Matrix (or similar training document) for nuclear facilities, and forwards to the Manager, ORO, for appropriate action.
  - c. Contracting Officer's Representatives.
    - (1) Based upon technical advice and assistance from HCAG, perform those tasks identified in DOE O 5480.20A, Change 1, subparagraph 7c, to the extent those requirements are included in a contract.
    - (2) Identify and approve those facilities which are "operable nuclear facilities" within ORO, and provide the information to HCAG.
    - (3) Notify HCAG of any changes in status of facilities identified as being subject to this document and identify new facilities that are constructed or are proposed to become operational which are subject to this document.
4. REFERENCES.
  - a. DOE O 226.1A, IMPLEMENTATION OF DEPARTMENT OF ENERGY OVERSIGHT POLICY, dated July 31, 2007.
  - b. DOE-STD-1070-94, GUIDELINES FOR EVALUATION OF NUCLEAR FACILITY TRAINING PROGRAMS, dated June 1994. (Reaffirmation memorandum, dated April 1999)