

DIRECTIVES CONTROL FORM - ORO FINAL DIRECTIVE

PART A (To be completed by the Division of Primary Interest (DPI))

1. **NUMBER AND TITLE OF DIRECTIVE:** **ORO O 360, Chapter II, Change 3, PERSONNEL SELECTION, QUALIFICATION, AND TRAINING REQUIREMENTS FOR DOE NUCLEAR FACILITIES**

2. **PURPOSE OF TRANSMITTAL:** New Directive Revised Directive

3. **THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS:** (Check appropriate boxes)

No (all contractors)

Yes If yes, whom? Bechtel Jacobs Co. BWXT Y-12 ORAU UT-Battelle SURA

Other contractors (list by type)

Many ORO contractors have approved S/RIDs or WSS sets that may affect applicability of contractor requirements from this directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.

1. **SIGNIFICANT PROVISIONS:** Are there any significant changes or impact?

No Yes If yes, describe: This chapter is part of the ORO sunset review process. Changes to this chapter include editorial revisions to reference the current DOE directive (DOE 5480.20A, Change 1); update paragraph 4; and add paragraph 6.

2. **CONTACT POINT:** Butch Brant Training and Development Group, AD-443 576-4087
Name Organization Telephone

PART B (To be completed by the Directives Management Group (DMG)):

3. **FILING INSTRUCTIONS:**

<u>Remove</u>	<u>Dated</u>	<u>Insert</u>	<u>Dated</u>
ORO Control Form	10/05/1998	ORO Control Form	04/30/2002
ORO O 360, Chapter II, Chg. 2, Pages I-1 thru I-3	10/05/1998	ORO O 360, Chapter II, Chg. 3, Pages I-1 thru I-3	04/30/2002

ORO Directives are available on the ORO Directives Management Home Page at http://www.ornl.gov/doe_oro_dmg/oro_dir.htm. The ORO Directives will no longer be mailed in printed copy unless you do not have Internet capabilities.

4. **APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH THE OFFICIAL DIRECTIVES DISTRIBUTION LIST:**

Original Signed By
Wayne H. Albaugh 04/30/2002
Signature: DMG Team Leader, AD-440 Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED

Rev. 01/30/2002

U.S. Department of Energy

Oak Ridge Operations

ORO O 360 Chapter II Chg. 3

DATE: 04/30/2002

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

1. PURPOSE. This chapter correlates to DOE 5480.20A, Change 1, PERSONNEL SELECTION, QUALIFICATION, AND TRAINING REQUIREMENTS FOR DOE NUCLEAR FACILITIES, dated July 12, 2001, by assigning responsibility and accountability and providing administrative and/or contractual guidance to Oak Ridge Operations (ORO) and its contractors. Nothing in this issuance changes any requirements contained in any DOE directive.
2. CANCELLATION. This chapter cancels and replaces ORO O 360, Chapter II, Change 2, PERSONNEL SELECTION, QUALIFICATION, AND TRAINING REQUIREMENTS FOR DOE NUCLEAR FACILITIES, dated October 5, 1998.
3. APPLICABILITY. The provisions of this chapter apply to ORO Principal Staff and to contractors to the extent set forth in their contract.
4. RESPONSIBILITIES. Many ORO contractors have developed Standards/Requirements Identification Documents (S/RIDs) or Work Smart Standards (WSS) sets, or have adopted other types of standards such as ISO 9000, QUALITY MANAGEMENT. These standards may not encompass requirements referenced or included in DOE 5480.20A, Change 1, or this chapter. Interpretation and performance of Federal responsibilities outlined below must take into account the approved standards set for each particular contract and must not be deemed to add any requirements to the approved set.
 - a. Manager performs those tasks identified in DOE 5480.20A, Change 1, subparagraph 7c.
 - b. Team Leader, Training and Development Group (TDG).
 - (1) Performs those tasks identified in DOE 5480.20A, Change 1, subparagraph 7c.
 - (2) Provides technical advice and assistance to Contracting Officer's Representatives in their performance of tasks identified in subparagraph 4c below.
 - (3) Performs periodic systematic evaluations of training and qualification programs using DOE-STD-1070-94 and 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 for appropriate action.

c. Contracting Officer's Representatives.

- (1) Based upon technical advice and assistance from TDG, perform those tasks identified in DOE 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 TDG.
- (3) Notify TDG of any changes in status of facilities identified as being subject to this chapter and identify new facilities that are constructed or are proposed to become operational which are subject to this chapter.

5. REQUIREMENTS AND PROCEDURES. None.

6. REFERENCES.

- a. DOE 5480.20A, Change 1, PERSONNEL SELECTION, QUALIFICATION, AND TRAINING REQUIREMENTS FOR DOE NUCLEAR FACILITIES, dated July 12, 2001.
- b. DOE O 350.1, CONTRACTOR HUMAN RESOURCES MANAGEMENT PROGRAMS, dated September 30, 1996.
- c. DOE-STD-1070-94, GUIDELINES FOR EVALUATION OF NUCLEAR FACILITY TRAINING PROGRAMS, dated June 1994.

7. DEFINITIONS. None.

8. CONTRACTOR REQUIREMENTS DOCUMENT. See Contractor Requirements Document, Attachment 1 of this chapter.

9. ATTACHMENTS.

Attachment 1 - Contractor Requirements Document.

CONTRACTOR REQUIREMENTS DOCUMENT

Contractors that are identified in paragraph 3 of this chapter will accomplish the following, to the extent that these requirements are included in their contracts:

- a. Comply with all applicable provisions of DOE 5480.20A, Change 1, specifically paragraphs 5, POLICY AND OBJECTIVES and 8, IMPLEMENTATION; Attachment 1, CONTRACTOR REQUIREMENTS DOCUMENT; Chapters I-IV; and the provisions of this chapter.
- b. Perform periodic systematic evaluations of training and qualification programs using DOE-STD-1070-94 at a frequency sufficient to ensure each nuclear facility on the contractor's site is evaluated at least one time within a three-year period.