

U.S. Department of Energy

Oak Ridge Office

ORO O 360 Chapter II Change 5

DATE: 05/22/2006

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

1. PURPOSE. This Chapter correlates to DOE O 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 Office (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 4, PERSONNEL SELECTION, QUALIFICATION, AND TRAINING REQUIREMENTS FOR DOE NUCLEAR FACILITIES, dated April 7, 2004.
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 O 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, ORO. Performs those tasks identified in DOE O 5480.20A, Change 1, subparagraph 7c.
 - b. Team Leader, Training and Development Group (TDG).
 - (1) Performs 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 identified in Paragraph 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, ORO, for appropriate action.

c. Contracting Officer's Representatives.

- (1) Based upon technical advice and assistance from TDG, 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 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 O 226.1, IMPLEMENTATION OF DEPARTMENT OF ENERGY OVERSIGHT POLICY, dated September 15, 2005.
- b. DOE-STD-1070-94, GUIDELINES FOR EVALUATION OF NUCLEAR FACILITY TRAINING PROGRAMS, dated June 1994. (Reaffirmation Memorandum, dated April 1999)

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 O 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.