

<p align="center">WASHINGTON TRU SOLUTIONS MANAGEMENT POLICY</p> <p>TITLE: MANAGEMENT AND SUPERVISOR TRAINING QUALIFICATIONS</p>	<p>Number/Rev. MP 1.40, Rev. 2 Page 1 of 2</p>
<p>COGNIZANT SENIOR MANAGER:</p> <p><u>Approval on File 3/15/07</u> D. G. Haug Date Chief Financial Officer Business Management</p>	<p>APPROVED BY:</p> <p><u>Approval on File 3/20/07</u> R. D. Raaz Date WTS General Manager</p>
<p>1.0 POLICY</p> <p>To meet management training requirements in U.S. Department of Energy (DOE) Order 5480.20A, Chg. 1, <i>Personnel Selection, Qualification and Training Requirements for Nuclear Facilities</i>, Washington TRU Solutions LLC (WTS) has established required management training for designated WTS managers. The training requirements include:</p> <ul style="list-style-type: none"> • Supervisory Skills Training: leadership, interpersonal communication, responsibility and authority, motivation, problem analysis and decision making, fitness for duty, and administrative policies and procedures. • Management Training: quality assurance and quality control, facility security and emergency plans, purchasing, material storage, facility modifications, environmental issues, budgeting, and nuclear/industrial/radiation safety. <p>The Training Implementation Matrix (TIM), Appendix 1, identifies management positions requiring training per the Order, and can be accessed via the WIPP Intranet. To ensure compliance, the identified TIM management positions must complete the required Management and Supervisor Training (MAST) modules within two years of occupying the applicable management position. Details of the MAST program and eligibility can be determined by reading MAS-100, Introduction to the Management and Supervisor Training (MAST).</p> <p>External management training programs may be accepted as replacements to comparable MAST modules with concurrence of the Technical Training manager. If concurrence is granted, documentation of course completion and course content must be submitted to Technical Training to receive credit for the course.</p> <p>Other WTS WIPP personnel may complete the MAST modules to meet potential management selection qualifications, job requirement training/qualifications, or to obtain college credits.</p>	

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2.0 RESPONSIBILITIES 2.1 TIM-identified managers are responsible ensuring completion of all required MAST modules within two years of selection to an applicable management position. 2.2 All other WTS personnel are responsible for completing MAST modules in accordance with information provided by MAS-100.	