



## Environmental Management Consolidated Business Center (EMCBC)

### Subject: Training and Qualification for Federal Employees

Policies, Procedures  
and Plans

APPROVED: (Signature on File)  
EMCBC Director

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#### 1.0 PURPOSE

The purpose of this procedure is to establish the requirements for the development, implementation, and documentation of training activities for U. S. Department of Energy Environmental Management Consolidated Business Center (DOE-EMCBC) personnel, and EMCBC Service Level Agreement (SLA) Sites personnel, to ensure that DOE Federal personnel are properly trained to correctly perform their assigned tasks and continuing training for personnel to maintain job proficiency.

#### 2.0 SCOPE

This procedure applies to training for DOE-EMCBC personnel in a manner consistent with the intent of the Department of Energy guidance. This procedure provides guidance and direction for establishing and maintaining:

- Training Plans (Individual Development Plans)
- Training Requirements
- Implementation of Training Activities

Management will ensure training is properly requested, approved and coordinated with the EMCBC Office of Human Resources Training Liaison and with Enterprise Training Services (ETS) in accordance with the published Summary of Roles and Tasks for ETS.

#### 3.0 APPLICABILITY

All EMCBC Federal Employees and Federal Employees located at EMCBC Service Level Agreement Sites that choose to adopt this procedure.

#### 4.0 REQUIREMENTS and REFERENCES

##### 4.1 Requirements

- 4.1.1 DOE O 360.1B - Federal Employee Training
- 4.1.2 DOE M 360.1-1B - Federal Employee Training Manual
- 4.1.3 DOE O 414.1C - Quality Assurance
- 4.1.4 DOE Policy 413.1, Program and Project Management Policy for the Planning, Programming, Budgeting, and Acquisition of Capital Assets

- 4.1.5 DOE O 361.1A, Acquisition Career Development Program
- 4.1.4 DOE P 450.4 - Safety Management System Policy
- 4.1.5 DOE Manual 426.1-1A, Federal Technical Capability Manual
- 4.1.6 PL-414-01, Rev. 1, EMCBC Quality Assurance Program
- 4.1.7 PL-226-01, Rev. 1, EMCBC Oversight Plan
- 4.1.8 PL-442-01, Rev. 1, EMCBC Federal Employee Occupational Safety and Health (FEOSH) Program
- 4.1.9 DOE Functional Area Qualification Standards

#### 4.2 References

- 4.2.1 IP-410-01, Rev. 1 - DOE-EMCBC Correspondence and Commitment Control and Tracking
- 4.2.2 IP-243-03, Rev. 1 - Identifying Filing & Maintaining Records
- 4.2.3 DOE P 426.1, Federal Technical Capability Policy for Defense Nuclear Facilities
- 4.2.4 Memorandum from Charles E. Anderson, Principal Deputy Assistant Secretary for Environmental Management dated June 17, 2005, SUBJECT: "Environmental Management Corporate Activity Resource Request Process."
- 4.2.5 Summary of Roles and Tasks for Enterprise Training Services

#### 5.0 DEFINITIONS

None

#### 6.0 RESPONSIBILITIES

- 6.1 EMCBC Director – Responsible for management of the overall training program for DOE-EMCBC personnel and SLA Sites adopting this procedure. SLA Site Personnel training needs will be coordinated with the Office of Site Support and Small Projects (EM-3.2). Responsibilities are as follows:
  - 6.1.1 Approve training budgets, policies and procedures.
  - 6.1.2 Define mandatory training requirements for employees of the EMCBC, including manager and supervisor training.
  - 6.1.3 Ensure efficient and effective management of training programs.

- 6.1.4 Designate training approval and authorization officials for each organization.
  - 6.1.5 If authorized, waive training completion and continued service obligations for Federal employees prior to separation from DOE, as appropriate.
  - 6.1.6 Appoint an EMCBC Training Committee to assist in managing and executing the applicable Career Development Training Programs to include but not limited to the Program Management Career Development Program, Acquisition Career Development Program and the DOE Technical Qualification Program. The Director will approve the Training Committee Charter which outlines specific roles and responsibilities of the Committee.
  - 6.1.7 Appoint a representative to serve as the EMCBC agent to the DOE Federal Technical Capability Panel in order to review and approve Technical Qualification Program (TQP) certification of Federal employees.
  - 6.1.8 Appoint staff to serve on the EMCBC Federal Technical Capability Panel in order to review and approve Technical Qualification Program certifications of EMCBC and Serviced Site Federal employees.
- 6.2 EMCBC Assistant Directors and Serviced Site Federal Project Directors - Responsible for day to day operations of DOE-EMCBC training activities as follows:
- 6.2.1 Approve employee training, as applicable within organizational budget projections and designate personnel for specific developmental assignments.
  - 6.2.2 Determining training requirements by managing and mandating the Individual Development Plan (IDP) program, and ensuring that each staff member completes required training.
  - 6.2.3 Recommending personnel and positions required to participate in the applicable and appropriate Career Development Program(s). This includes the Technical Qualification Program, the Acquisition Career Development Program, to include the Project Management Career Development Program, to the DOE-EMCBC Director and Director, Office of Site Support and Small Projects. This also includes Safety System Oversight and Facility Representative positions.
  - 6.2.4 Ensuring that EMCBC staff complete appropriate mandated or safety related training prior to performance of tasks and duties as assigned. The training certification requirements for EMCBC positions will be as identified in the applicable reference documents, i.e. Position Descriptions, Functional Area Qualification Standards, and DOE Orders etc.

- 6.2.5 Ensuring workforce members are certified to the required levels under their respective career development modules, or ensuring waivers of training requirements are in place, approved by the applicable department/manager, until training requirements are met within the established timeframe as specified in the waiver.
  - 6.2.6 Ensure that holders of government purchase cards receive initial training on their authorities and responsibilities sufficient to protect the interests of the Government and 16 hours of refresher training every 2 years.
  - 6.2.7 Oversight of Group Training sponsored or hosted by their organization, i.e. required reading programs, workshops, localized training (CPR, workplace hazard awareness, PMCDP) etc.
  - 6.2.8 Assist in facilitating rotational assignments in support of career development programs.
  - 6.2.9 Through participation in the Training Committee process, continuously assess current and projected workforce skills to ensure that a strategic skills imbalance does not occur; identify any skills gaps, and plan development strategies accordingly to ensure the latest acquisition policies, approaches, and techniques are not overlooked.
  - 6.2.10 Conduct annual demographic studies to identify organizational trends and workforce composition to support the EMCBC mission.
  - 6.2.11 Recommend removal of workforce members from positions requiring certification when the certifications are revoked for failure to obtain required Continuing Learning/Continuing Education (CL/CE) credits.
  - 6.2.12 Initiate appropriate action for workforce members who fail to maintain certification requirements. Action is initiated when the certifications are revoked for failure to obtain required Continuing Learning/Continuing Education credits.
- 6.3 Assistant Director, Office of Human Resources – Responsible for:
- 6.3.1 Approve training agreements.
  - 6.3.2 Coordinating training activities and ensuring that training is documented in accordance with applicable internal requirements
  - 6.3.3 Designate an OHR training liaison for coordination with Enterprise Training Services on EMCBC training activities. (See Section 6.11)
  - 6.3.4 Assisting organizations as necessary in obtaining and coordinating EMCBC sponsored group training. (Note: Organizations requesting group training have the primary responsibility for coordinating with the ETS and the vendor and setting up for the training.)

- 6.3.5 Maintaining liaison and coordination with Enterprise Training Services to manage the overall EMCBC Training Program.
- 6.4 Enterprise Training Services - the specific tasks and responsibilities of Enterprise Training Services can be found in the Performance Work Statement. A Summary of Roles and Tasks for Enterprise Training Services (ETS) can be found on the EMCBC Webpage: The summary addresses the following areas:
  - 6.4.1 General Requirements
  - 6.4.2 Needs Assessment
  - 6.4.3 Training Evaluation
  - 6.4.4 Customer Service
  - 6.4.5 Advertising and Communicating Training Opportunities
  - 6.4.6 Training Reports and Record Keeping
  - 6.4.7 Web Related
  - 6.4.8 Subject Matter Expertise
  - 6.4.9 Employee Development
  - 6.4.10 Technical Qualification Program Support
- 6.5 Assistant Director, Office of Contracting – Assists and supports the Acquisition Career Development Program and is responsible for:
  - 6.5.1 Implementing EMCBC acquisition career development policy.
  - 6.5.2 Ensuring workforce members are certified to the required levels under their respective career development modules, or ensuring waivers of training requirements are in place, approved by MA-60, until training requirements are met within the established timeframe as specified in the waiver.
  - 6.5.3 Identifying critical acquisition related duties and tasks which, at a minimum, acquisition career employee must be competent to perform at full performance grade levels.
  - 6.5.4 Reviewing and validating the completion of requirements and attainment of competencies established in their respective career development modules.
  - 6.5.5 Tracking the certification status of members, and as required, providing the ACD Program Director with updates of training, developmental assignments, and certification status.

- 6.5.6 Track workforce members' career paths to ensure training, developmental activities, and developmental experiences are being provided and used in a manner consistent with their respective career program.
- 6.5.7 Track and report performance measures as required by EMCBC senior management and higher headquarters.
- 6.5.8 Provide subject matter experts to meet or support training/career development program requirements.

6.6 Assistant Director, Office of Financial Management

- 6.6.1 Responsible for implementing the PMCDP component of the DOE Acquisition Career Development Program, for EMCBC personnel whose job duties require certification under the PMCDP.
- 6.6.2 Ensuring workforce members are certified to the required levels under their respective career development modules, or ensuring waivers of training requirements are in place, approved by MA-60, until training requirements are met within the established timeframe as specified in the waiver.
- 6.6.3 Identifying critical Project Management related duties and tasks which, at a minimum, a PMCDP career employee must be competent to perform at full performance grade levels.
- 6.6.4 Reviewing and validating the completion of requirements and attainment of competencies established in their respective career development modules.
- 6.6.5 Tracking and certification of funds availability for all EMCBC and Serviced Site employees per approved Training Plans, and as required, providing the Assistant Directors and Federal Project Directors with updates of training budgets.
- 6.6.6 Track assigned OFM workforce members' career paths to ensure training, developmental activities, and developmental experiences are being provided and used in a manner consistent with their respective career program.
- 6.6.7 Assist Federal Project Directors at EMCBC serviced sites with implementation of PMCDP requirements by hosting PMCDP training, assisting site personnel with preparation of certification packages and other related certification activities.
- 6.6.8 Responsible for the implementation of the Financial Management Development Program (FMDP), a career development program that is specific to financial professionals in the DOE. The FMDP is not a mandatory program invoked by DOE Order; it is a voluntary program that DOE financial professionals are highly encouraged to participate in. Consistent with approved budget authority and priority, the EMCBC will support employee participation in the FMDP.

- 6.7 Director, Office of Procurement and Assistance Policy (HQ's) – is responsible for:
  - 6.7.1 Establishing acquisition career development policy.
  - 6.7.2 Providing notification to acquisition staff and their supervisors who fail to attain certification.
  - 6.7.3 Reviewing quarterly reports on CL/CE status and provides 90-day notification to members and their supervisors of pending revocation of certifications when CL/CE requirements for maintaining certification are not met.
  - 6.7.4 Revoking the member's certification after the 90-day notification period has been executed without appropriate remedial action, and notifying the workforce member's supervisor that the certification has been revoked, unless extenuating circumstances such as illness or military service prevent a workforce member from obtaining the required CL/CE.
  - 6.7.5 Reviewing requests for recertification after revocation of certification.
  - 6.7.6 Reviewing and approving CL/CE credits and pre-approving training equivalencies for courses not specifically listed in the core training requirements.
  - 6.7.7 Reviewing, evaluating, and determining the equivalency of external certifications submitted by workforce members.
  
- 6.8 Assistant Director, Office of Technical Services – In coordination with ETS, assist with the internal certification of EMCBC and serviced sites in the Technical Qualification Program, with responsibility to:
  - 6.8.1 Implement a formal training and qualification program, based on functional area qualification standards, for employees who provide management direction, oversight and oversight support of contractor technical activities that could impact the safe operation of defense nuclear facilities.
  - 6.8.2 Establishing and implementing a Safety System Oversight (SSO) qualification program as part of the EMCBC TQP consistent with DOE Manual 426.1-1A, (Req. 4.1.5).
  - 6.8.3 Serving as the EMCBC Federal Technical Capability Panel (FTCP) Agent.
  - 6.8.4 Supporting the defining of requirements for SSO staffing needs are filled.
  - 6.8.5 Serving as a qualifying official for SLA serviced sites and the EMCBC by signing-off on site-specific qualification cards after verifying that the TQP candidate possesses the required level of competencies.
  - 6.8.6 Supporting the verification of competencies of Cadre employees in technical positions, and approving qualification of such employees

following demonstration of competency.

- 6.8.7 Reviewing the annual FTCP workforce planning analysis and staffing plan for the EMCBC and SLA serviced sites as requested.
- 6.8.8 Resolving FTCP issues identified in the EMCBC and serviced sites through the FTCP internal and external assessments.
- 6.8.9 Develop and implement Cadre staffing plan performance indicators to be monitored on a quarterly basis.
- 6.8.10 Assist SLA Sites serviced by the EMCBC to meet the requirements of and participate in the EMCBC TQP.

6.9 Assistant Director, Office of Logistics – is responsible for:

- 6.9.1 Serving as the alternate EMCBC Federal Technical Capability Panel Agent upon designation by the Director, EMCBC.
- 6.9.2 Assisting with the internal certification of EMCBC and serviced sites in the Technical Qualification Program Process.
- 6.9.3 Evaluating objective evidence submitted by prospective Lead Auditors to determine acceptability for Lead Auditor qualification and for evaluating documentation submitted by qualified Lead Auditors to maintain Lead Auditor proficiency.
- 6.9.4 Clearly defining the functions, responsibilities and authorities of employees assigned to the Office of Logistics Management who will perform SSO at EMCBC projects and their interface/support of Federal Project Directors and Project Facility Representatives (FR).
- 6.9.5 Serving as a qualifying official for SLA serviced small sites and the EMCBC by signing-off on site-specific qualification cards after verifying that the TQP candidate possesses the required level of competencies.
- 6.9.6 Verifying competency of Logistics employees in technical positions, and approving qualification of such employees following demonstration of competency.
- 6.9.7 Supporting SLA small site managers in preparing their annual FTCP workforce planning and analysis and staffing plan for their organizations.

6.10 EMCBC Supervisors and Serviced Site Managers – Are responsible for:

- 6.10.1 Ensuring training compliance with applicable laws, regulations, policies, requirements, and provisions of workforce training agreements.
- 6.10.2 Participating in performance and training needs assessments and related workforce planning, identifying training opportunities, and maintaining current individual development plans and position descriptions for their employees.

- 6.10.3 Ensuring timely request, approval, and notification of training.
- 6.10.4 Ensuring workforce members are certified to the required levels under their respective career development modules and their position descriptions and ensuring completion of training assignments to include required reading programs, evaluation requirements, and continued service obligations.
- 6.10.5 Reviewing and maintaining accuracy of training records and documenting performance requirements and competencies related to training.
- 6.10.6 Designating the positions and/or individuals in their respective organizations required to participate in the TQP and the Functional Area Qualification Standards that apply to their positions.
- 6.10.7 Designating the positions and/or individuals in their respective organizations that provide oversight of safety management programs identified in the respective facility/project documented safety analysis.
- 6.10.8 Defining SSO requirements for their office/project and ensuring SSO staffing needs are filled.
- 6.10.9 Clearly defining the functions, responsibilities and authorities of employees assigned to perform SSO functions and their interface/support of Facility Representatives.
- 6.10.10 Assigning qualifying officials to sign-off on site-specific qualification cards after verifying that the TQP candidate possesses the required level of knowledge and skills.
- 6.10.11 Ensuring affected DOE and contractor managers understand their roles and relationships to FRs and contractor's cognizant system engineers, and providing the necessary access to resources and support to address identified issues.
- 6.10.12 Verifying competency of employees in technical positions, and approving qualification of such employees following demonstration of competency.
- 6.10.13 Approving the annual workforce planning analysis and staffing plan for their organizations, as appropriate.

#### 6.11 Office of Human Resources Training Liaison

- 6.11.1 Serves as the Training Advisor to the EMCBC Training Committee.
- 6.11.2 Coordinating with the EMCBC Training Committee to submit the EMCBC and Serviced Site position training requirements data, i.e., career development requirements, TQP certifications, etc, to ETS on an annual basis for use in preparing needs assessment reports.
- 6.11.3 Assisting EMCBC Training Committee members in preparing and maintaining Training Budget estimates and Budget execution.

6.12 EMCBC Training Committee Members

- 6.12.1 Support and implement the EMCBC Training Committee Charter and champion the EMCBC and organizational goals and objectives.
- 6.12.2 Provide direct support to their Assistant Director in identifying training requirements for organizational staff based on Position Descriptions, annual approved Individual Development Plans and the availability of budgetary funding.

6.13 Employees – Are responsible for:

- 6.13.1 Attending and or completing the required EMCBC site-specific safety and workplace training identified in the EMCBC FEOSH Plan.
- 6.13.2 Coordinating with their supervisors, and as necessary the EMCBC training liaison, EMCBC Training Committee members and ETS, in developing IDPs, completing assigned training and verifying that training is documented in their official training record. The Employee Self Service webpage contains detailed instructions for completing and processing an IDP.
- 6.13.3 Initiating Training Requests per the completed EMCBC Training Plan in Chris Workflow in accordance with Section 8.2.1 of this procedure. Upon completion of training courses, employees are required to forward a copy of their grade notification or other evidence of satisfactory course completion to ETS.
- 6.13.4 Satisfying the competencies contained in the applicable Functional Area Qualification Standards assigned to them under the Technical Qualification Program or Specialized Employee Training required as part of a Career Development Program. Career Development and or Technical qualification requirements will be identified in IDP's and Job/Position Descriptions.

7.0 GENERAL INFORMATION

7.1 General

- 7.1.1 It is the policy of the DOE-EMCBC that training, regardless of type or source, will be documented.
- 7.1.2 Personnel will be familiarized in the following subjects as related to their particular function:
  - Applicable codes, standards, DOE Orders, and EMCBC Procedures;
  - Quality Assurance Requirements;
  - Job responsibilities and authorities; and
  - Environmental, Safety, and Health issues .e.g. workplace hazards, physical security etc.

## 8.0 PROCEDURE

### 8.1. General

8.1.1 Individual Development Plan - The Individual Development Plan (IDP) for EMCBC and SLA Sites staff is developed by each individual, in accordance with DOE O 360.1B, "Federal Employee Training", (Req. 4.1.1) by accessing the DOE Employee Self Service (ESS) Web Site. IDPs must be developed within 60 days of an employee joining EMCBC or SLA serviced site or transferring to a new position. IDPs must be reviewed and updated annually. IDP's are developed in coordination between the Supervisor and the employee and are used to validate and justify short and long term training goals in order to maintain proficiency and career development. The Supervisor is the approving authority for IDP's.

### 8.2 Training Request Process

8.2.1 Employees submit requests for training using the DOE Corporate Human Resources Information System (CHRIS) Workflow/Employee Self Service webpage. Once the request is completed in CHRIS Workflow, the employee submits the request electronically to his or her supervisor for approval.

The supervisor approves or disapproves the training request using CHRIS Workflow. If approved, the request is transmitted to ETS for processing. If disapproved, the supervisor notifies the employee of the basis for the disapproval and negotiates changes with the employee if there is a potential for approval.

8.2.2 The DOE-EMCBC may conduct "In-House" or "Group" training for which no training request is required. The training may consist of, but is not limited to the following:

- Structured training (8 hours or less) presented by a subject matter expert, contractor, or similarly qualified individual;
- Training topics included in meetings;
- Required reading assignments; and/or
- On-Job-Training (OJT).

NOTE\* Documentation of training attendance will be completed for classroom training that is presented by DOE-EMCBC. Training Attendance and Completion verification is initiated by the cognizant EMCBC organizational representative that sponsors the training. The document is signed or initialed by all attendees of a training session and then forwarded (by fax) to ETS by the organizational sponsor.

- 8.2.3 Upon receiving verification of course completion, ETS records training attendance in CHRIS for each employee. A copy of the Training Activity Attendance Sheet is placed into the course file.
- 8.3 Required Reading
- 8.3.1 Required reading is assigned by the Director, Assistant Directors, or SLA serviced site managers. All completed required reading must be verified and a record maintained in the respective Program Manager's official files and/or maintained in the organization's office administrative files, as appropriate. For example, EMCBC Office of Logistics maintains the file of required reading for the FEOSH and the EMCBC Emergency Plan.
  - 8.3.2 Required reading appropriate to new employees is based on a standard New Employee Orientation Checklist provided by the EMCBC Office of Human Resources, supplemented by specific reading assignments provided by the Assistant Director/Supervisor. The supervisor ensures that the New Employee Orientation Checklist within 30 days of entering on duty. The Assistant Directors and SLA serviced site managers will evaluate the need for additional training and ensure that EMCBC and small sites staff complete training as assignments, positions, and implementing documents (IDP's, procedures etc) change.
  - 8.3.3 During the EMCBC procedure review process, any procedure change that will require remedial training will be recorded on the EMCBC Form, "DOE-EMCBC Document Review Sheet," in accordance with IP-243-03, Identifying Filing & Maintaining Records (Reference 4.2.3).
  - 8.3.4 In accordance with IP-243-03, Identifying Filing & Maintaining Records (Reference 4.2.3), the cognizant procedure author will forward revised procedures that require retraining of staff to the cognizant supervisors, small sites Manager's and the Office of Human Resources, for required reading assignment purposes.
- 8.4 EMCBC Health and Safety Training
- 8.4.1 EMCBC employees will receive initial health and safety training for their position in accordance with the approved EMCBC FEOSH Plan, (Req. 4.1.8).
  - 8.4.2 The EMCBC Assistant Director, Office of Logistics Management and Assistant Director, Office of Technical Services will coordinate with the SLA serviced small site managers for the approval of additional health and safety training for EMCBC and serviced site staff requiring site/project specific health and safety training and qualifications.
  - 8.4.3 The EMCBC Director and Assistant Directors must approve all completed health and safety determinations as well as modifications to approved determinations.

## 8.5 Specialized Employee Training Programs

### 8.5.1 Technical Qualification Program

The Technical Qualification Program is the process used to objectively determine that individuals performing activities related to the technical management, oversight or operation of nuclear facilities possess the necessary knowledge, skills, and abilities to perform their specific duties.

The Technical Qualification Program specifically applies to EMCBC and SLA serviced sites technical employees whose duties and responsibilities require them to provide assistance, guidance, direction, or oversight that could affect the safe operation of nuclear facilities at the sites where they are duty-stationed. This includes personnel designated as Senior Technical Safety Managers and DOE employees who are on extended detail or temporary assignment at an applicable serviced site (i.e., 90 days or longer).

The Assistant Director, Office of Technical Services or Managers of the SLA serviced sites shall designate the EMCBC and serviced site positions and/or individuals required to participate in the DOE Technical Qualification Program, and the functional area that applies to them.

With the assistance of the EMCBC, employees in the Technical Qualification Program must provide evidence of the applicable competencies contained in the general technical base qualification standard and the appropriate functional area qualification standard.

Newly hired employees and personnel transferred or promoted into a new functional area that have been assigned to complete a technical qualification in the Technical Qualification Program must complete the program within 18 months of their hire, transfer, or promotion date.

The EMCBC Federal Technical Capabilities Panel will evaluate objective evidence in the prospective TQP candidates file to determine acceptability for qualification. The EMCBC TQP candidate must submit documentation attesting to that individual's capability to effectively meet the TQP standard.

This documentation must be signed, at a minimum, by the EMCBC Assistant Director, Office of Technical Services and the EMCBC Assistant Director or SLA service site manager to which the candidate is assigned.

Technical Qualification Records are maintained by ETS and it is the responsibility of the employee to ensure his/her records are updated to reflect the learning activities required to maintain competencies. Required competencies will be added to the employee's IDP.

### 8.5.2 Lead Auditor Certification/Qualification

The Lead Auditor Program for EMCBC and serviced sites will be administered in accordance with the requirements of ASME-NQA-1-2000, "Quality Assurance Requirements for Nuclear Facility Applications" and PL-414-01, EMCBC QAP, (Req. 4.1.6).

The EMCBC Federal Technical Capabilities Panel Agent must ensure that all supporting documentation attesting to the Lead Auditor's qualification is retained in a Lead Auditor Qualification File.

8.5.3 Project Management Career Development Program

The training and certification requirements are accomplished using DOE P 413.1 "Program and Project Management Policy for the Planning, Programming, Budgeting, and Acquisition of Capital Assets" and associated Office of Engineering and Construction Management guidance and DOE O 361.1B, Acquisition Career Development Program.

8.5.4 Acquisition Career Development Program

The training and certification requirements are accomplished using DOE O 361.1B, Acquisition Career Development Program.

8.6 Reimbursement for Training

8.6.1 Training courses provided at government expense, are subject to the following:

a.) A copy of the trainee's grade notification and/or other evidence of satisfactory course completion must be provided to ETS for entry in the employee official training record.

b.) Repayment to the government for any tuition and/or related course costs incurred when the final grade received for undergraduate courses is below "C" and below "B" for graduate courses.

9.0 RECORDS MAINTENANCE

The following documents generated by this procedure must be transmitted to ETS for processing in accordance with IP-243-03, Identifying Filing & Maintaining Records, (Ref. 4.2.3):

9.1 Technical Qualification Program Records;

9.2 Training Activity Attendance/Completion Sheets (Locally developed or from CHRIS Workflow);

9.3 SAMPLE Required Reading Review Record (Attachment B)

9.4 Individual Training Records include:

9.4.1 copies of completed Training Activity Attendance Sheets and course descriptions, grade sheets;

9.4.2 copies of IDPs;

9.4.3 copies of any training waivers or equivalencies granted.

9.4.4 Copies of Training Committee meeting minutes.

**10.0 FORMS USED**

10.1 All forms are the latest revision unless otherwise specified.

10.1.1 DOE-EMCBC Form IP-361-01-F1, "Reading Review Record"

10.1.2 "Training Attendance Completion" (locally developed or CHRIS Workflow generated)

**11.0 ATTACHMENTS**

11.1 Attachment A – Training Request Form (SAMPLE PAGE) ESS Website

11.2 Attachment B - DOE-EMCBC Form IP-360-01-F1, Required Reading Review Record"

Required Reading Review Form

**SAMPLE**

Please read the attached Occupant Emergency Plan. If you have any questions, contact the Program Coordinator Greg Campbell at 513 246-0591 before signing this page.

Return the signed form to the Program Coordinator.

My signature below indicates I have read and understand the Occupant Emergency Plan.

---

Printed Name

---

Signature

---

Date

**EMCBC RECORD OF REVISION**

**DOCUMENT**

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I Placing the words GENERAL REVISION at the beginning of the text.

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<b>Rev. No.</b>	<b>Description of Changes</b>	<b>Revision on Pages</b>	<b>Date</b>
1	Initial Procedure	All	10/11/07