

Date: 06/03/13



Environmental Management Consolidated Business Center (EMCBC)

Subject: Facility Representative Program

Program Description

APPROVED: (Signature on File)

EMCBC Assistant Director

ISSUED BY: Office of Technical Support and Asset Management

1.0 PURPOSE

The Department of Energy (DOE) Environmental Management Consolidated Business Center (EMCBC) Cadre Facility Representatives (FRs) provide oversight of Contractors on a daily basis at participating Service Level Agreement (SLA) Sites (i.e., those sites with a SLA which choose to utilize the EMCBC Facility Representative Program Description). The Cadre FRs may be assigned to supplement existing FR staffing at facilities with stand-alone facility FR programs, or may be assigned to provide full time or periodic FR coverage of facilities. These SLA sites may be operational facilities, remediation sites, or some combination of the two. It is intended that FRs will be trained and qualified to provide oversight at any of the participating facilities without regard to operational status. The EMCBC Cadre FRs enhance DOE's knowledge of conditions at the applicable facility and provide direct observation of the Contractor's actions keeping EMCBC/SLA Site Management informed of facility evolutions as they occur. This program description describes and defines the EMCBC Cadre FR Program for EMCBC/SLA participating sites. This document follows DOE Standard DOE-STD-1063-2011, Facility Representatives.

2.0 SCOPE

This document describes the following:

- 2.1 Duties, responsibilities, and authorities of the EMCBC Cadre FRs and select DOE EMCBC and Small Site management officials;
- 2.2 Organizational interfaces, communications, and reporting requirements for the EMCBC Cadre FRs; and
- 2.3 General training and qualification requirements for the EMCBC Cadre FRs. This includes the linkage to the EMCBC Technical Qualification Program Description, PD-361-03, Rev.1.

3.0 APPLICABILITY

The requirements contained within this document apply to EMCBC Cadre positions and SLA Sites adopting the EMCBC Facility Representative Program Description. EMCBC

Service Level Agreement Sites may modify or supplement the contents of this document as needed to “tailor” the requirements of the Site FR Program Description to the needs of individual SLA sites. It is important that any such “tailoring” preserve the fundamental tenets of the EMCBC Cadre FR Program Description in that: EMCBC Cadre FRs are selected based on consistently high standards and from the best qualified candidates available, that they receive the training required for them to function effectively, and that their expected duties, responsibilities, and authorities are well understood and accurately documented.

4.0 REQUIREMENTS AND REFERENCES

4.1 Requirements

4.1.1 DOE O 426.1, Federal Technical Capability

4.1.2 DOE O 422.1, Conduct of Operations

4.2 References

4.2.1 10 CFR 830, Subpart B, Safety Basis Requirements

4.2.2 DOE O 226.1B, Department of Energy Oversight Policy

4.2.3 DOE O 360.1C, Federal Employee Training

4.2.4 DOE O 414.D, Quality Assurance

4.2.5 DOE O 422.1, Conduct of Operations

4.2.6 DOE-STD-1151-2010, Facility Representative Functional Area Qualification Standard

4.2.7 DOE-STD-1063-2011 Facility Representatives

4.2.8 DOE-HDBK-1204-97 Guide to Good Practices for the Development of Test Items

4.2.9 DOE O 231.1B, Occurrence Reporting and Processing of Operations Information

4.2.10 EM-60, SOPP#:45, DOE Office of Environmental Management Standard Technical Qualification Program and Processes

4.2.11 IP-243-03, Rev. 2, Identifying, Filing, and Maintaining Records

4.2.12 IP-361-01, Rev. 1, EMCBC Training and Qualification for Federal Employees

4.2.13 IP-414-02, Oversight and Assessment Program Procedure

4.2.14 PD-361-03, Rev.1, Technical Qualification Program Description

5.0 DEFINITIONS & ACRONYMS

5.1 Definitions

5.1.1 Cadre Facility Representative (Cadre FRs): Cadre Facility Representatives are EMCBC employees assigned to the Office of Technical Services and duty stationed at one of the Service Level Agreement Sites or Small Sites/Projects supported by the EMCBC. Cadre FR’s may also support

other Small Sites for short term assignments or short duration projects.

The Cadre FR is the primary point of contact with the contractor for operational and safety oversight and is responsible to the Site/Project Line Manager.

- 5.1.2 Competency: Those knowledge, skills, and abilities that an individual must possess before he or she may independently perform job-related duties and responsibilities. Each competency requirement has a corresponding qualification standard developed to measure the level of the employee's performance.
- 5.1.3 Core Qualification: The portion of the qualification program designed to cover the DOE-wide, generic subjects on which all Facility Representatives are expected to be knowledgeable. This includes the DOE General Technical Base Qualification Standard (DOE-STD-1146-2001) and the DOE Facility Representative Functional Area Qualification Standard (DOE-STD-1151-2002).
- 5.1.4 DOE Functional Area Qualification Standards (FAQS): The FAQS consist of competency statements, mandatory performance activities, and supporting knowledge and skill statements specific to a technical functional area that provides minimum requisite competency to perform technical management, oversight, or operations of a defense nuclear facility.
- 5.1.5 General Technical Base Qualification Standards (GTBQS): The GTBQS consists of competency and supporting knowledge and skill statements in five (5) fundamental topical areas that provide minimum requisite competency requirements. It serves as a base and is a prerequisite for all TQP participants. Completion of GTBQS requirements helps to ensure that participants are prepared to meet the next level of technical competency requirements contained in the FAQS. Adherence to the GTBQS ensures that all personnel enrolled in the TQP have a common level of technical knowledge.
- 5.1.6 Equivalency: An equivalency is a waiver of a new learning activity required to support a competency statement identified in a qualification standard. Equivalencies are based on objective evidence that the participant meets the intent of the competency statement through previous education, training, certification, professional registration, or demonstrated experience. Objective evidence includes a combination of college transcripts, certification and in some cases, a knowledge sampling demonstrated through a written and/or oral examination. Equivalencies are maintained as part of the TQP participant's technical capability record.

- 5.1.7 Exemption: The granting of relief from a competency requirement based on a decision that the employee will not perform the tasks associated with that requirement in his/her current position.
- 5.1.8 Enterprise Training Services (ETS): The contracted service that manages Federal Employee Training Programs for and supports Environmental Management with training solutions. A summary of roles and tasks for ETS can be found on the EMCBC Webpage under the HR Tab.
- 5.1.9 Facility/Office-Specific Qualification Standards: Qualification standards developed by EMCBC or an SLA site for functional areas, tasks, and the knowledge, skills and abilities unique to these facilities, which are required to be met by employees of the EMCBC and/or SLA site facilities. These standards are in addition to the GTBQS and FAQs developed by the department.
- 5.1.10 Federal Technical Capability Panel (FTCP) Agent: The FTCP Agent serves as EMCBC's representative to the FTCP. The EMCBC's FTCP Agent is the Assistant Director, Office of Technical Services and the alternate is the Assistant Director, Office of Logistics. The FTCP Agent has responsibility for ensuring that personnel actions involving federal technical personnel are consistent with the Department's overall commitment to enhance the technical capability of its technical staff and in successful completion of the specific actions required of EMCBC. This includes actions affecting the recruitment, deployment, development, and retention of federal personnel with the demonstrated technical capabilities to safely accomplish EM's safety missions and responsibilities.
- 5.1.11 Federal Technical Capability Panel (FTCP): The FTCP is responsible for overseeing the overall implementation of the Federal Technical Capability Program as described in DOE M 426.1-1A. The FCTP is chaired by a Senior Technical Safety Manager (STSM) and consists of STSMs from offices participating in the TQP. Specific responsibilities include interfacing with the Defense Nuclear Facility Safety Board (DNFSB) and review and approval of the Department's general technical base qualification standard, and functional area qualification standards.
- 5.1.12 Interim Qualification: Specific requirements that must be met prior to a Facility Representative being assigned to provide limited coverage in a facility for which he or she is not fully qualified.
- 5.1.13 Proficiency: The level to which a qualified Facility Representative stays current on technical knowledge, assigned facilities, procedures, etc. Regaining proficiency may be required by field element programs and procedures after an absence from Facility Representative duties, a period

of inactivity at a given facility, as an ongoing training, or based on length of time between the Facility Representative's full qualification and next requalification date.

- 5.1.14 Qualification: Knowledge and skills gained through education, training, and experience that, when measured against established qualification standards, qualify an individual to safely, effectively, and efficiently perform the required functions, duties, and responsibilities of their position.
- 5.1.15 Qualifying Official (QO): A Subject Matter Expert (SME) who has technical knowledge associated with a subject area and is designated to sign or initial qualification documentation verifying the employee meets established qualification standards as they are completed. The Technical Qualification Program (TQP) Manager will provide training material, predominantly required reading of applicable procedures and standards, to potential QOs and maintain a list of names and areas of qualification in subject matter areas.
- 5.1.16 Senior Technical Advisor (STA): Serves as the advisor to the EMCBC Director on technical matters including those related to environment, safety and health. Represents the EMCBC as an Agent on the Department of Energy's Federal Technical Capability Panel. The Senior Technical Advisor also oversees the implementation of the EMCBC-TQP and ensures compliance with the Department's commitments.
- 5.1.17 Shall: The word "shall" is used to denote actions that must be performed if the objectives of this manual and the Facility Representative standard are to be met.
- 5.1.18 Should: The word should is used to denote actions that must to be performed in keeping with best management practices and the fullest support of the FR program, but which in some cases, with management agreement, need not be performed.
- 5.1.19 SLA Site Senior DOE Official: Those DOE employees who have the responsibility for management and oversight of specific SLA facilities and who are physically located at that facility. This is typically the DOE Site Federal Project Director or similarly titled position.
- 5.1.20 Technical Capability Program: To recruit, deploy, develop, and retain Federal employees with the necessary technical capabilities to safely accomplish the Department's mission and responsibilities.
- 5.1.21 Technical Personnel: Federal personnel who hold positions that require TQP certification. Technical areas of expertise are defined in the Functional Area Qualification Standards (FAQS) listed in Appendix A to

this procedure. Technical personnel may be line management, or may be support personnel.

- 5.1.22 Technical Qualification Record (TQR): A document used to record an employee’s requirement for qualification and the employee’s progress toward completion of those requirements. The sections of the TQR are “General Technical Base Qualification Standard, “Functional Area Qualification Standard,” and “Office/Site/Facility Specific Standard” qualification requirements. The TQR contains all records pertaining to a candidate’s specific competency requirements, and records how and when they were achieved. It documents achievement of those competencies through prior education, experience, or training, or competencies that are achieved by training, performance, or other learning activities while on the job. The EMCBC Office of Logistics will maintain a copy of TQR data for EMCBC TQP participants. This includes Cadre FR positions that are not otherwise included in Site Specific TQP Programs. Original documentation will be forwarded to ETS for inclusion in the employee CHRIS training record.

- 5.1.23 Training Committee: The EMCBC Training Committee provides corporate program direction for EMCBC training activities, including the effective use of resources to conduct such activities in support of the EMCBC Strategic Plan. The Training Committee supports the Director by ensuring the organization has a competent and skilled workforce to meet the mission needs and challenges of the DOE Environmental Management Programs

- 5.1.24 Walkthrough: Also referred to as a “walkdown.” A tour through a facility with a qualifying official for the purpose of verifying a Facility Representative candidate’s knowledge of the facility.

- 5.1.25 Written Examination Bank: - A document or database containing examination questions and answers, either hard copy or on disk necessary to create a final comprehensive written examination for competencies in the qualification standards.

5.2 Acronyms

5.2.1	CO/COR	Contracting Officer/Contracting Officer Representative
5.2.2	CHRIS	Corporate Human Resource Information System
5.2.3	DOE	Department of Energy
5.2.4	DSA	Documented Safety Analysis
5.2.5	EMCBC	Environmental Management Consolidated Business Center
5.2.6	ETS	Enterprise Training Solutions
5.2.7	FAQS	Functional Area Qualification Standard
5.2.8	FR	Facility Representative
5.2.9	FRDO	EMCBC/SLA Site FR Duty Officer

5.2.10	FRPM	Facility Representative Program Manager
5.2.11	FRPS	Facility Representative Program Sponsor
5.2.12	FSQS	Facility Specific Qualification Standard
5.2.13	FTCP	Federal Technical Capability Panel
5.2.14	GTBQS	General Technical Base Qualification Standard
5.2.15	ISMS	Integrated Safety Management System
5.2.16	MDO	Management Duty Officer
5.2.17	PI	Performance Indicator
5.2.18	QO	Qualifying Official
5.2.19	QVF	Qualification Verification Form
5.2.20	SSDO	Site Senior DOE Official
5.2.21	SLA	Service Level Agreement
5.2.22	TQP	Technical Qualification Program
5.2.23	TQR	Technical Qualification Record
5.2.24	TQVF	Technical Qualification Verification Form
5.2.25	TSR	Technical Safety Requirements

6.0 RESPONSIBILITIES

6.1 EMCBC Director

- 6.1.1 In coordination with affected SLA Site DOE Management, determine facility coverage needs and make assignments of qualified Cadre Facility Representatives to maintain day-to-day oversight of applicable facilities.

NOTE: See DOE-STD-1063-2011, Facility Representative, Appendix C, Process to Determine Facility Representative Staffing. (The use of the appendix C process does not preclude management from assigning FRs where not required by the process, nor prevent reducing FR coverage at facilities based upon an informed management decision.)

- 6.1.2 Formally appoint the EMCBC Facility Representative Program Sponsor to guide and direct implementation of the EMCBC Cadre Facility Representative Program within EMCBC.
- 6.1.3 Ensure that the CO/CORs of affected SLA sites establish the authority of the EMCBC Cadre Facility Representative to represent line management to the contractor regarding operational safety issues, except where this would change scope, cost, or schedule.

6.2 EMCBC Assistant Director Technical Services

- 6.2.1 Serve as the EMCBC FR Program Sponsor and FTCP Agent and as such provide line supervision for EMCBC Cadre FRs.
- 6.2.2 Serve as a management advocate for EMCBC Facility Representatives within EMCBC to resolve programmatic issues and establish the formal

protocol for EMCBC Facility Representatives to follow while performing their duties within the FR Program.

- 6.2.3 Guide and direct EMCBC Cadre Facility Representative program implementation in concert with the SLA Site Senior DOE Official(s).
- 6.2.4 Clearly define the functions, responsibilities and authorities of the EMCBC Cadre Facility Representatives, and ensure that affected DOE and contractor managers understand the role of the Cadre Facility Representatives and provide the necessary access and support.
- 6.2.5 Ensure that EMCBC Cadre Facility Representatives are effectively contributing to the field element, and that DOE line/program managers are effectively using their contributions. This includes periodic evaluation of the effectiveness of the EMCBC Facility Representative Program and pursuit of changes to improve overall performance and effectiveness. (See DOE-STD-1063-2006 Appendix A, Facility Representative Performance Indicators, and Appendix B, Facility Representative Program Assessment Guide.)
- 6.2.6 In coordination with the Office of Logistics Management, secure the appointment of an EMCBC Technical Qualification Program Manager to manage day-to-day implementation issues for the EMCBC Facility Representative Program Description.
- 6.2.7 Ensure implementation of the EMCBC Cadre FR Training and Qualification in accordance with this program description.
- 6.2.8 Grant Qualification (Interim or Final) to Cadre FR candidates upon successful completion of the FR Curriculum.
- 6.2.9 Approve the temporary use of Interim FRs on a case-by-case basis. (Interim FRs are not to be used on a permanent basis.)
- 6.2.10 Provide developmental opportunities for EMCBC Facility Representatives. Examples of such opportunities could be short-duration details to other organizations or specialized training.
- 6.2.11 Interact frequently with EMCBC Facility Representatives and in concert/consultation with SLA site management, take appropriate action to resolve identified safety and management issues.
- 6.2.12 When properly justified, and in accordance with the program description, approve exemptions or equivalencies to Cadre FR Qualification requirements.

- 6.2.13 Remove from active duty any Cadre FR when it is determined that the capabilities of that individual are not in accordance with the qualification requirements.
- 6.2.14 Review and approve the Cadre FR qualification standards and signature cards.
- 6.2.15 Sit (or designate an alternate to sit) as a voting member of each Cadre FR Qualification Oral Board.
- 6.2.16 Approve final written comprehensive examinations, and initial lines of inquiry for walkthrough and oral board examinations.
- 6.2.17 Approve walkthrough and oral board examiners (walkthrough/qualification board member composition) for each examination.
- 6.2.18 Ensure that EMCBC Cadre FR's are appropriately assigned and have the required support and resources to carry out the functions and responsibilities of their positions.
- 6.2.19 Designate qualifying officials for the FR program (in writing).

6.3 SLA Site Senior DOE Official (See also 6.4)

- 6.3.1 Interact frequently with EMCBC Cadre Facility Representatives and take appropriate action to resolve identified safety and management issues. If necessary, consult with Assistant Director, Office of Technical Services.
- 6.3.2 Support the EMCBC Cadre FR Program by:
 - 6.3.2.1 Providing input to FR staffing analyses.
 - 6.3.2.2 Providing input regarding changes in FR staffing needs or skills mix based upon facility changes/requirement.
 - 6.3.2.3 Supporting the FR qualification process by providing reviews of qualification standards and recommending site specific requirements for qualification.
 - 6.3.2.4 Supporting the FR qualification process by participating in (or designating an alternate to participate in) qualification examinations and oral boards.

6.4 SLA Site FR Program Manager or the Site Senior DOE Official

The SLA Site FR Program Manager or the SSDO is responsible for the SLA FR

Program and SLA Site and Cadre FRs in accordance with local SLA procedures. For site with a SLA FR, the SLA Site FR Program Manager is responsible as follows:

- 6.4.1 Provide day-to-day tasking and supervision of Cadre FRs.
- 6.4.2 Support implementation of the Training, Qualification, and Re-Qualification Program.
- 6.4.3 Designates qualifying officials for the Facility Specific FR Qualification Card.
- 6.4.4 SLA site management should make every effort to ensure that administrative duties do not detract from the Cadre FR's primary duties.

NOTE: It is intended that Cadre FRs are tasked, operate, report, and train in a manner that makes them indistinguishable from SLA site FRs. The SLA Site FR Program Manager or SSDO should make every effort to support this intention.

6.5 EMCBC Technical Qualification Program Manager

- 6.5.1 Assist the EMCBC FR Program Sponsor in managing and maintaining the Cadre FR Program including all Cadre FR Training, Qualification, and Re-qualification. This includes maintenance of the EMCBC Cadre FR TQR's developed through implementation of the program and submittal of completed training documentation to ETS. **NOTE:** TQP data for Cadre FR's at SLA Small Sites with an approved Facility Rep Program may chose to manage the Cadre FR TQP supporting that site internally.
- 6.5.2 In concert with the SSDO and the EMCBC FR Program Sponsor, prepare and update (as necessary) the Cadre FR qualification cards with Site Specific information.
- 6.5.3 Jointly with EMCBC/SLA DOE management, develop comprehensive written examinations, and initial lines of inquiry for walkthrough and oral boards, and submit them to the Cadre FR Program Sponsor for approval.
- 6.5.4 Grade comprehensive written examinations and submit the results to the FR Program Sponsor. Review completed examinations with the FR candidate.
- 6.5.5 In accordance with this document, review FR candidate education, training, and background experience to determine if FR Qualification Standard equivalencies or exemptions are appropriately documented. Submit the requested equivalencies or exemptions and justification documents to the FR Program Sponsor for approval.

- 6.5.6 Submit proposed walkthrough and oral board memberships to the FR Program Sponsor for approval.
- 6.5.7 Maintain a current list of Qualifying Officials. Submit proposed changes to the FR Program Sponsor for approval.
- 6.5.8 Track the FR Program Performance Indicators.
- 6.5.9 Maintain a current listing of FRs including each FR's facility qualification status, assigned facilities, and proficiency and requalification status.
- 6.5.10 In concert with the FR Sponsor and the SSDO, periodically perform a quality review of FR assessment/surveillance reports and other products for each FR.

6.6 Cadre FRs

- 6.6.1 Duties and responsibilities of the Cadre FRs are consistent with DOE – STD-1063-2006, Facility Representatives.
- 6.6.2 Cadre FR's will ensure their Individual Development Plan includes the requirements of the Facility Representative Technical Qualification Standard to include the site specific elements developed for their assigned position.
- 6.6.3 The Cadre FRs are formally supervised by EMCBC line management through the office of EMCBC Assistant Director for Technical Services. For day-to-day oversight activity direction and reporting, the FR's will report to the SLA line management as designated in the local SLA site procedures.
- 6.6.4 The Cadre FRs serving to supplement existing FR staffing (if any) at SLA sites should in general be indistinguishable from SLA site FRs in function and authority.
- 6.6.5 The Cadre FRs will perform independent facility oversight within the limited delegation of authority and independence as defined in this program description and in accordance with Site contracts. FRs are to report any safety issues and/or concerns to the site management and to their EMCBC management to facilitate corrective action.
- 6.6.6 The relationship of the Cadre FR with the site Contractor is described in DOE-STD-1063-2006, Facility Representatives. Additional guidelines to the FRs are as follows:
 - 6.6.6.1 The Cadre FRs are official representatives of the DOE who must exercise authority consistent with specific program and

management guidance established by site DOE management. The FRs should have firsthand knowledge of any given issue, and consequently, should play a major role in the development of facility related DOE positions or interpretations for management approval.

- 6.6.6.2 With the exception of the stop work direction given an imminent danger situation, the FRs should neither tell the Contractor personnel what to do nor give them special tasks. All DOE site requests for action (again, with the exception of stop work direction given an imminent danger) must go through established chains of command.
- 6.6.7 Serve as the SLA Site FR Emergency Duty Officer (FREDO) and provide support to the SSDO, as required by local SLA implementing procedures.
- 6.6.8 Perform assessments as described by the local Site Assessment Schedule. These assessments include Independent Assessments, Surveillances, and Audits as described in site implementing procedures or EMCBC IP-414-02 "Oversight and Assessment Program Procedure".
- 6.6.9 Maintain a high level of Operational Awareness for assigned facilities through frequent field presence.
- 6.6.10 Participate on selected teams assessing facilities operational, safety, quality, environmental, or security status. Examples include Conduct of Operations Assessments, Operational Readiness Review Boards, Facility Safety Appraisal Teams, Quality Assurance Audit Teams, Event Investigation Teams, and other teams, which may be used throughout the DOE system. Assignments to such teams should be coordinated between EMCBC and SLA line management.
- 6.6.11 Maintain a high degree of professionalism at all times, particularly in any dealings with contractor or subcontractor personnel. The Cadre FRs should not get involved in any aspects of direction, approval, or concurrence with operational activities that are the responsibility of the contractor. [Note: Based on DOE-STD-1063-2006. Direction, approval or concurrence is typically through the DOE Contracting Office/Contracting Officer Technical Representative.]
- 6.6.12 Review events from other sites for potential prevention measures and lessons learned for use throughout the DOE-complex, as applicable.
- 6.6.13 Cadre FRs may be assigned certain administrative and programmatic responsibilities pursuant to this procedure, but they should not be responsible for budget or schedule related tasks of their assigned facilities. This allows the EMCBC FRs to provide unbiased information to DOE line

management independent of programmatic responsibilities.

6.6.13.1 If a Cadre FR is assigned programmatic responsibilities, that FR should not be responsible for oversight of his/her own work or programmatic area.

6.6.14 Document oversight activity in accordance with SLA implementing procedures or in keeping with EMCBC IP-414-02 "Oversight and Assessment Program Procedure" if adopted by the SLA site. Instances of conflicting direction should be brought to the attention of the SSDO and or the FR Program Sponsor for resolution.

6.6.15 Maintain a strong on-site presence while monitoring daily operational activities for assigned facilities. The Cadre FR should spend a minimum of 40% of his/her time in assigned facilities, monitoring the contractor's activities.

6.6.16 Act as the primary point of contact between the DOE EMCBC/SLA Site Management and the Contractor; and maintain a high level of awareness for day-to-day safety and operational activities at the SLA Site

6.6.17 Assume notification duties and responsibilities associated with the occurrence reporting described in DOE M 231.1-2, Occurrence Reporting and Processing of Operations Information. The FREDO SHALL be the initial point of contact regarding all site incidents and/or problems. Ensure that contractor actions related to occurrence reports are reported and stated correctly; that corrective actions meet SLA Site management expectations; and appropriate SLA Site staff and management receive timely notification of the issue/concern.

6.7 Cadre FR Emergency Duty Officer (FREDO)

For facilities with multiple-shift operations or the potential for significant events after normal work hours (hazardous spills/leaks, fires, etc.) it may be necessary to provide FR availability for on-site response during non-working hours. In that case, management may decide to implement the FREDO responsibilities listed below.

A Cadre FREDO shall:

6.7.1 Be on-call during working and non-working hours to ensure availability of oversight coverage of the contractor 24 hours a day. The FREDO is considered "on duty" and is available to respond to facility events and shall be fit for duty to serve as the DOE SLA Site presence for abnormal events. The FREDO will be expected to carry a paging device or other means of contact at all times and will remain near enough to the facility to respond to an event in a timely manner (normally within 1 hour or as

established by SLA procedures.)

- 6.7.2 When notified of an abnormal event, contact the SLA Site Senior DOE Official and/or designated official (DO) and ensure they have been informed of the event and its significance. Provide assistance to the SSDO, FPD and/or designated official in accordance with SLA Site implementing procedures. If safe to do so, and with the concurrence of the SSDO, FPD or DO, provide on-scene or Emergency Command Center contractor oversight.
- 6.7.3 Provide support at the discretion of the SLA Site Senior DOE Official during emergency conditions at the EMCBC/SLA Site.

7.0 GENERAL INFORMATION

The Department of Energy (DOE) Environmental Management Consolidated Business Center (EMCBC) Cadre Facility Representatives (FRs) provide oversight of Contractors on a daily basis at participating EMCBC/SLA Sites.

- 7.1 The Cadre FRs may be assigned to supplement existing FR staffing at facilities with stand-alone site/facility FR programs. The Cadre FRs will be, to the extent practical, provided to the facility ready to begin facility specific qualification. Once qualified, the Cadre FRs will function under the same procedures as the SLA Site FRs, and be functionally indistinguishable from the SLA Site FRs. EMCBC will retain certain administrative responsibilities for the Cadre FRs as specified in this document.
- 7.2 The Cadre FRs may be assigned to provide FR coverage of facilities without an existing Site FR Program. In these cases, the Cadre FR qualification and administration will fall under the guidance of this EMCBC Cadre FR Program Description. Cadre FRs may be assigned to provide full-time FR coverage at a given location or may be assigned to a rotational schedule of oversight at two or more locations. In either case, the Cadre FRs will be fully qualified for all assigned facilities. The SLA Site Senior DOE Officials at supported locations have specific authorities and responsibilities with regard to the training, daily oversight coordination, and reporting of and by the Cadre FRs. These authorities and responsibilities are documented in site level procedures and or this program description.
- 7.3 The Cadre FRs may be assigned to provide short duration FR support at EMCBC/SLA facilities. In this case, the interim qualification procedures and limitations described below will be adhered to.

8.0 IMPLEMENTING REQUIREMENTS

8.1 FR Facility Coverage and Assignments

FR coverage requirements shall be determined based on the recommended

staffing level criteria and DOE-STD-1063-2006, Facility Representatives. Consideration should be given to the complexity and degree of hazards associated with EMCBC/SLA facilities. Various EM Small Sites may not meet the threshold for FR support, but an analysis still might be useful for determining the scope of the hazards and identifying personnel training requirements.

Staffing levels should also take into account the level of support received for DOE oversight and contractor assurance activities from existing DOE line management and other DOE support organizations like the EMCBC.

The benefits of FR oversight of a facility may lead to the decision to provide FR coverage to a facility that may not require FR coverage under the FR Standard. This decision is left to line management. Once the decision is made to provide Cadre FR coverage however, the requirements of this document must be invoked.

For those facilities utilizing only Cadre FRs, the EMCBC FR Program Sponsor shall ensure that a staffing analysis is completed with input from the SLA SSDO. The analysis shall be provided to the EMCBC Director for approval and action, with the concurrence of the SLA SSDO.

For those facilities supplementing their existing FR staffing with EMCBC Cadre FRs, the hosting SLA will be responsible for determining required facility coverage and requesting the needed supplemental FR support.

8.2 Duties and Responsibilities of the FRs

The duties and responsibilities of the FRs are as described in DOE-STD-1063-2011 “Facility Representatives.” In general, these consist of:

- Operational Awareness of activities and facility status;
- Communication with all levels of contractor and DOE SLA staff;
- Independence from program concerns such as budgets and schedules;
- Oversight of contractor safety, quality, and effectiveness;
- Reporting to DOE line management issues, concerns, and routine operational information in a timely and manner that aids decision making and management of the Site contract(s).

8.3 Authority Granted to the FRs

Facility Representatives have the authority to “Stop Work” in the facility. Contractors and subcontractors will be made aware that Facility Representatives have this authority and that this authority covers all facility-related work performed by the contractor and subcontractor.

The Facility Representative shall “Stop Work” in the following instances, as a minimum:

- Conditions exist that pose an imminent danger to the health and safety of workers or the public.
- Conditions exist, that if allowed to continue, could adversely affect the safe operation of, or could cause serious damage to, the facility.
- Conditions exist, that if allowed to continue, could result in the release, from the facility to the environment, of radiological or chemical effluents that exceed regulatory limits.

8.4 Unencumbered Access for FRs

DOE-STD-1063-2011 “Facility Representatives” provides a complete description of the concept and application of “Unencumbered Access.” In general, Facility Representatives have independent and direct access to contractor personnel, facilities, and records, as necessary, to carry out their assigned responsibilities. Unencumbered and immediate access does not preclude a Facility Representative from following industrial safety, emergency action, radiation protection, safeguards and security, or operational requirements and controls of the facility.

8.5 Typical Activities of the FRs

8.5.1 FR Communication

During the course of normal business, the FRs will communicate on a frequent, informal basis with facility personnel such as operators, technicians, maintenance, engineers, technical staff, supervisors, and facility managers, staff managers, and contractor senior management. The FRs will cover any items noted during periodic inspections with the Operating Facility Manager and discuss any upcoming events or evolutions. Problems, issues, or concerns of either party should be discussed in an open fashion.

8.6 FR Reporting, Monitoring, and Inspections

NOTE: Care should be taken to ensure that reporting does not become an onerous task that limits observation and assessment activities.

8.6.1 Periodic Reporting (weekly, monthly, or other frequency as determined by line management, i.e. SSDO)

The Cadre FRs SHALL prepare a periodic surveillance report detailing their oversight activities in accordance with site implementing procedures or IP-414-02, Oversight and Assessment Program Procedure. In addition to the content as specified in IP-414-02, this surveillance should include the following in the Results section:

- Major Evaluations and Oversight
- FR Backshift Oversight
- Other FR Oversight

The surveillance information SHALL be derived from each FR's oversight activities. The FRs SHALL perform oversight of all aspects of safety, operations, and quality.

Particular emphasis SHALL be placed on field implementation of the following requirements:

- DOE O 226.1B, Implementation of Department of Energy Oversight Policy
- DOE Order 422.1, Conduct of Operations

All significant safety issues SHALL be brought to the attention of the cognizant contractor line management immediately by the FR identifying the safety issue. The FRs SHALL verify adequate and timely resolution of the safety issue, as appropriate. The resolution of safety and significant issues should be included in the surveillance report. To emphasize specific safety and/or significant issues, a more timely oversight report (for example a separate immediate surveillance report) may be issued and referenced in the FR periodic surveillance report.

Facility surveillances and audits will be performed by the FRs as outlined in the Site Audit/ Surveillance Schedule and in accordance with the applicable site procedures.

8.6.2 FR Occurrence Reporting

FRs SHALL perform all occurrence-reporting duties as described in DOE M 231.1-2, Occurrence Reporting and Processing of Operations Information. Further, FRs will monitor the completeness and effectiveness of corrective actions generated by occurrence reporting in accordance with Site implementing procedures or IP-414-02, Oversight and Assessment Program Procedure.

8.6.3 FR Performance Indicator (PI) Reporting

It is a DOE-wide goal each quarter for the FR time spent in the plant/field (e.g., plant walkthroughs, surveillances, assessments, etc.) to be greater than 40%. Likewise, it is a DOE-wide goal for FR time spent performing contractor oversight (e.g., time spent in plant/field noted above and procedure reviews at desk, ORPS reviews at desk, etc.) to be greater than 60%.

8.7 Relationship of Cadre FRs with Other DOE Managers

The Cadre FR report directly to the SLA Site Senior DOE Official for day to day operations on the site. The FR performs specific duties of independent facility oversight within limited delegated authority and independence as defined in this procedure. Further, the FRs are authorized to report any safety issues and/or concerns to the Senior DOE Official to facilitate immediate resolution.

8.8 Relationship of the Cadre FRs with the Operating Contractor

8.8.1 The Cadre FRs are official representatives of DOE who must exercise authority consistent with specific program and management guidance established by the DOE Site management. The FRs should have first hand knowledge of any issues, and consequently, should play a major role in the development of facility related DOE positions or interpretations for management approval.

8.8.2 The Cadre FRs shall not direct Contractor personnel on what to do or give them special tasks or assignments. All SLA Site requests for action must go through established chains of command.

8.9 Cadre FR Training and Qualification

8.9.1 Selection of Cadre FRs

Selection of individuals as candidates for the FR training and qualification program will be based on the following guidelines;

8.9.1.1 Educational Considerations

Educational requirements are necessary to ensure that the individuals possess the baseline knowledge to successfully complete the training program, the ability to function independently in the field, and the ability to understand scientific principles and communicate in technical terms. The EMCBC FR Program Sponsor should establish expected minimum education, training, and experience levels necessary to provide competent technical assessment of the contractor at the facility to which each FR will be assigned.

Minimum education level is expected to be a Baccalaureate degree or equivalent technical degree. All degrees must be from colleges and schools accredited by the U.S. Department of Education. Alternately, completion of an appropriate formal training program and extensive experience in a directly related field such as naval nuclear power, commercial nuclear power, radioactive waste management, nuclear weapons, nuclear research, industrial safety, chemical safety, or accelerator facility programs is also sufficient.

8.9.1.2 Experience Considerations

The EMCBC FR Program Sponsor should also establish and apply facility-specific experience criteria as part of the selection criteria for FR candidates. The facility specific experience criteria should reflect the complexity, hazard classification, and activity level of the facility and be commensurate with the responsibilities, authority, and duties of the assigned position.

8.9.2 Training and Qualification Curricula

The EMCBC Cadre FR Training and Qualification Program consist of a DOE EMCBC Core Curriculum and Site Specific Curriculum. The Core Curriculum may be worked in tandem with the Site Specific Curriculum, but during the initial phase of qualification, the emphasis should be on the core knowledge. The Core Curriculum should be completed within 6 months of assignment as a FR candidate.

To become fully qualified, the FR must successfully complete both Core Curriculum and the Site Specific Curriculum within one year of assignment as a FR candidate. A maximum of 18 months may be granted per EMCBC PD 361-03. Upon successful completion of both the curricula, the candidate will be given an oral board examination and a written examination. Upon successful completion of these steps, the candidate will be granted full qualification as a FR.

The Training and Qualification Program examinations SHALL meet the requirements of the FR standard and follow the guidelines of DOE-HDBK-1205-97 "Guide to Good Practices for The Design, Development, and Implementation of Examinations" and DOE-HDBK-1204-97 "Guide to Good Practices for the Development of Test Items." To the extent practical, the EMCBC will utilize existing DOE Headquarters approved Exam Bank questions for oral boards and written exams.

8.9.3 DOE-EMCBC FR Core Curriculum

The DOE-EMCBC FR Core Curriculum consists of the following:

- Core qualification requirements are the DOE General Technical Base Qualification Standard (DOE-STD-1146-2001)
- General Technical Base Qualification Standard Addendum
- DOE Facility Representative Functional Area Qualification Standard (DOE-STD-1151-2002)
- Required reading (DOE Orders and Regulations) and recommended DOE specific training as determined by the FR Program Sponsor

- Discussion and specific training on FR roles, responsibilities, and duties.
- Any additional requirements determined by the Site Senior DOE Official.

These requirements are documented on the DOE-EMCBC Core Curriculum Qualification Card. Instructions for proper completion of this Qualification Card are contained therein.

8.9.4 EMCBC/SLA Office/Facility/ Site Specific Curriculum

The EMCBC/SLA Site Specific Curriculum consists of the following:

- Site Specific Reading (Safety Analysis Reports, System Topical Reports, and Contractor Operating Procedures), Site-specific training, and a discussion of staff duties between the FR candidate and the EMCBC/SLA Site Senior DOE Official or designee.
- DOE Oversight protocols and Conduct of Operations
- Site Specific Qualification Standards.
- Site specific required training (e.g. ES&H Access training, Lockout/Tagout, Radworker, Hazwoper, Emergency Response Organization)
- Any additional requirements determined by the EMCBC/SLA Site Senior DOE Official.

These requirements are documented on EMCBC/SLA Office/Site Specific Curriculum Qualification Card. Instructions for proper completion of the Qualification Card are contained therein.

8.9.5 Curriculum Qualification Card Revision

Due to the rapidly changing operations of facilities and sites, the EMCBC Core and EMCBC/SLA /Office Site Specific Curriculum Qualification Cards are reviewed on a semiannual basis by the EMCBC TQP Manager, Cadre FR Program Sponsor and the SLA SSDO or their designees. Changes in DOE standards, directives, procedures and site operations may warrant revision of the Core Qualification Standard EMCBC addenda. New facilities, projects, or activities may be added as modules to the EMCBC/SLA Site Specific Curriculum Qualification Card as the facilities become operational or undergo decontamination and decommissioning. Requirements for additions are contained in Section 8.9.14 of this document.

8.9.6 Comprehensive Written Examination

A final written examination will be administered after completion of all signatures on required qualification signature cards. The FR candidate will declare examination readiness to the FR Program Sponsor upon

completion of the Qualification Standards. This examination will be prepared in coordination with the EMCBC TQP Manager and with the SLA Site office, and approved by the EMCBC FR Program Sponsor. The examination will be proctored by the EMCBC TQP Manager or a designee.

The purpose of the Site Specific Written Examination is to test the FR candidate's knowledge of the Qualification Standards required to perform his/her duties. The Comprehensive Written Examination SHALL be based upon the knowledge requirements identified in the FR Qualification standards. The examination should be designed to ensure adequate knowledge (based on the qualification standards) is obtained for FR general knowledge and each site facility, and should cover the following sections as applicable utilizing a graded approach:

- Systems/Components
- Facility Safety
- Nuclear Safety/Radiological Controls
- Worker Safety and Health
- Operations (Startup, Shutdown, Abnormal, Emergency, and facility specific environmental requirements)
- Management (Quality Assurance, Security, Operator Fitness for Duty, Material Control, Facility Modifications, Contractor/DOE Communications, Occurrence Reporting, Media Relations)
- DOE orders, standards, and procedures

The examination may be divided into segments of appropriate length. Approximately 20% of the examination point value should be related to the Core curriculum; the remainder should be facility specific. The majority of points available on the FR Written Examination will be either "short answer," "essay," or "calculational." Some "multiple choice" or "True/False" questions are allowed. The TQP Manager may use a variety of sources for the development of the examination including (but not limited to): questions from the Examination Banks, questions developed by DOE subject matter experts and/or questions developed by Senior DOE Management.

Portions of the examination may be "open book" in which the candidate may use facility resources (e.g. Documented Safety Analyses (DSA), Technical Safety Requirements (TSR), or facility procedures) to demonstrate ability to locate and cite information.

The examination will be graded by the EMCBC TQP Manager, with assistance from subject matter expert(s), as applicable, using the approved Examination Answer Key.

A passing grade of 70 percent is required for each section and an overall passing grade of 80 percent must be obtained by the FR Candidate to successfully pass the exam. If the FR candidate fails the exam, a Remediation Plan will be developed based on the identified areas of weakness. The FR Program Sponsor, in coordination with the SSDO, will develop the Remediation Plan. Once the Remediation Plan has been completed, the FR Candidate may retake the written exam.

Deficiencies identified by the examination will be corrected before the examination sequence continues. Deficiencies (wrong answers) which do not result in exam failure may be resolved by discussion with the examination grader or other knowledgeable person and will be annotated on the exam.

The results of the written examination will be documented and placed in the FR Candidate's training file maintained by the EMCBC. All questions, FR candidate responses, and graders comments/marks/ grades should be included in this record.

8.9.7 EMCBC/SLA Site Specific Walkthrough(s)

An FR Walkthrough examination is generally conducted after satisfactory completion of the written examination and any associated remedial actions. In this way, areas of weakness from the written examination may be emphasized during the walkthrough. The EMCBC Cadre FR Program Sponsor (or designee), the EMCBC SLA SSDO (or designee) and a FR currently qualified in the facility (if a currently qualified FR exists for the facility) conduct the Walkthrough Examination. Alternative membership may be approved by the FR Program Sponsor when necessary. Additional examiners or non-grading observers may be added at the FR Program Sponsor's discretion.

The purpose of the EMCBC/SLA Site Specific Walkthrough(s) is to verify the FR candidate's knowledge in the actual facilities for which they will be responsible by "walking through" the site and each major facility contained therein. The EMCBC/SLA Site Specific Walkthrough(s) should ensure adequate knowledge (based on the qualification standard) is attained for each site facility, and should cover the following areas:

- Systems/Components
- Nuclear Facility Safety
- Operations (Startup, Shutdown, Abnormal, Emergency, and facility specific environmental requirements)
- Management (QA, Security, Operator Fitness for Duty, Material Control, Facility Modifications, Contractor/ DOE Communications, Occurrence Reporting, Media Relations)
- FR Assessment Skills

Questions should be asked of the candidate as they walk through the site in each of the above areas. The Walkthrough Team should prepare one or two “seed” questions for each facility and/or topical area in advance. These questions are only a starting point for questioning. It is intended that many additional questions will be added as the walkthrough progresses. The candidate should be advised to utilize facility postings, equipment placards or labels, manuals or other resources (except other personnel) to his/her advantage during the examination. The ability of an FR to resourcefully use such information to answer questions is a key FR skill. If the examiner desires an answer without such aid, he/she should state so when asking the question. The examination should be documented on the walkthrough form found in attachment A to this manual.

Upon completion of each facility walkthrough, the Walkthrough Team SHALL make a recommendation to the EMCBC FR Program Sponsor, either approving or disapproving of the FR candidate’s demonstrated ability in the area(s). If the Walkthrough Team recommends areas for improvement, these should be discussed with the FR candidate, and at the discretion of the Walkthrough Team, remedial action may be taken.

8.9.8 Final Oral Board

Upon completion of the qualification standards, the written examination, and the walkthrough examination, FR candidates will be examined by an oral board. Minimum board membership consists of the following three individuals: The EMCBC FR Program Sponsor (or designee), the EMCBC SLA FPD (or designee) (serves as board chair) and a qualified EMCBC SME or SLA FR (preferably from the facility being qualified). The Board Chair may approve additional members or observers (observers require the concurrence of the candidate).

The purpose of the Final Oral Board is to assure line management that the candidate can satisfactorily represent the interests of DOE-EMCBC and the SLA Site Office, monitor contractor performance, and assure implementation of significant environmental, safety, and health requirements.

For the Final Oral Board, the Board Chair should develop a list of primary oral examination questions for the qualification board. Board members should review and concur with the primary questions. Board members should also prepare by reviewing the FR qualification cards and qualification standards.

During the Board, secondary or follow-up questions may be asked based on the candidate's responses. The oral board leader will assemble and provide to the Board any reference material that the Board Chairman identifies as necessary for the conduct of the Oral Examination. This may

include, but is not limited to DOE Orders, Process Safety Requirements, Safety Analysis Reports, Contractor Documents, Site Procedures and DOE-EMCBC Policies, Procedures and Program Descriptions. This reference material may be used by the candidate and board members during the Oral Examination.

The results of each DOE-EMCBC Oral Examination will be documented and placed in the FR candidate's training file maintained by the EMCBC TQP Manager. All primary questions should be listed along with an evaluation of the response. Any follow-up or secondary questions that show a weakness to the evaluator should be recorded with an explanation as to the nature of the weakness.

The Final Oral Board should ensure adequate knowledge (based on the qualification standards) is attained for each site facility, and should cover the following areas:

- Systems/Components
- Nuclear Facility Safety
- Operations (Start up, Shut down, Abnormal, Emergency and facility specific environmental requirements)
- Management (QA, Security, Operator Fitness for Duty, Material Control, Modifications, Contractor/DOE Communications, Occurrence Reporting, Media Relations)
- DOE Required Reading
- DOE Training
- FR Roles, Responsibilities, and Staff Duties

The EMCBC/SLA Oral Examination SHALL only cover topics of the FR Qualification Cards and are graded on a pass/fail basis. The board should also test the candidate's ability to quickly locate and interpret safety requirements and other information from the facility DSA, TSR, and procedures. The pertinent documents should be provided at the board setting. The board may also evaluate the candidate's judgment and problem solving skills by his/her response to unusual situations through questioning or role playing with board members and the candidate playing roles in the scenario.

Upon satisfactory completion of the final oral board, the board will forward the qualification documentation to the EMCBC TQP Manager for final review and records maintenance.

8.9.9 FR Candidate Remediation

If a FR candidate fails a written test or displays less than adequate knowledge during a walkthrough or an oral examination, a training remediation program will be established. The specific remediation plan

will be developed by the FR Program Sponsor. Any area, in which a weakness was identified, although the consolidated grade was "Satisfactory", should be considered for additional instruction or remediation on a case by case basis. The FR Program Sponsor and FR candidate are responsible for documenting successful completion of any required remediation plan. The remediation plan will become a component of the training record maintained by the EMCBC TQP Manager.

Upon completion of a remediation plan that resulted from an "Unsatisfactory" grade, the FR candidate will be re-examined, with concentration in the weak areas identified.

8.9.10 FR Full Qualification

Upon successful completion of all the requirements and testing of both the DOE-EMCBC Core Curriculum and EMCBC/SLA Site Specific Curriculum, the EMCBC FR Program Manager SHALL review and confirm the training requirements and eligibility of the FR candidate. This review should include: proper completion of assigned Qualification Cards, and proper documentation of Written, Walkthrough and Oral Board examinations.

The EMCBC Director and the EMCBC SLA FPD shall then be afforded the opportunity for individual interviews with the candidate prior to final qualification approval. With the permission of the EMCBC Director and the EMCBC SLA FPD or EM Site Manager, full qualification is then granted by the EMCBC FR Program Sponsor.

All qualification documentation will then be transmitted to the EMCBC TQP office for placement in the individuals TQP training record. FR candidates who repeatedly cannot successfully complete the examination process may be reassigned to a non-FR position. This reassignment decision will be made by the EMCBC/SLA Site Senior DOE Official.

8.9.11 FR Interim Qualification

When additional support is needed to augment current staff or an FR is reassigned to another facility, the EMCBC FR Program Sponsor can designate interim qualification for the FR to provide interim facility coverage provided:

- (1) The interim qualified FR is assigned to provide limited coverage in a facility for which he or she is not fully qualified.
- (2) The interim qualified FR shall be limited to conducting FR field activities and interacting with contractor personnel under the periodic

supervision of a fully qualified FR, or the Facility Project Director if a fully qualified FR is not available.

- (3) The interim qualified FR shall complete the necessary training and qualification to allow unescorted access to perform FR duties in their interim or newly assigned facility.
- (4) If the interim qualification assignment will be permanent, the FR will pursue full facility qualification at the new facility.
- (5) Interim qualification must be documented in writing and approved by the EMCBC Director based on a recommendation from the EMCBC FR Program Sponsor.

8.9.12 FR Test Question Examination Bank

At the discretion of the EMCBC FR Program Sponsor, the TQP Manager shall be tasked with the development, maintenance and control of a FR Test Question Examination Bank and answer key. Such a bank may be useful for questions on written, walkthrough and oral board examinations for EMCBC Core Qualification subject area and for facility specific questions at facilities without an SLA Site FR Program. Facility specific questions for facilities with SLA Site FR programs will likely be obtained from the local program's test bank.

8.9.13 Additions to FR Curricula

Occasionally, additional requirements may be deemed necessary to enhance the FR's development. These additional requirements may be added to either the DOE-EMCBC Core or the EMCBC/SLA Site Specific Curriculum Card as additional requirements in the curriculum cards. The TQP Manager SHALL be responsible for ensuring the adequacy of these additions and documenting additional requirements in the Cadre FR Qualification Card(s).

8.9.14 FR Continuing Training

The goal of FR continuing training is to maintain and enhance the knowledge, skills, and abilities that were achieved through the initial qualification process. This training is structured to support the FR re-qualification process and changing training needs. Continuing training may consist of classroom training, on-the-job training, briefings, required reading, facility walkthroughs, written examinations, and/or oral examinations. Some typical topics for FR continuing training may include:

- Changes in regulations, DOE standards and DOE orders.
- Theory and Principles of Operations/Conduct of Operations.

- EMCBC Safety and Operational Document Changes.
- New Facilities, Facility Changes, and Facility Modifications.
- Operating Experiences/Lessons Learned.
- DOE Technical FR Qualification Standard Fundamentals Refresher.
- DOE and Contractor Organizational Changes which may affect FR responsibilities.

FR continuing training requirements SHALL minimally consist of the following:

- FREDO Roles and Responsibilities;
- Conduct of Operations;
- Integrated Safety Management System (ISMS);
- Required site specific recurring training.

In addition, Cadre FRs periodically participate, either in their normal role or as observers, in in-plant drills, which enable Contractor personnel to maintain proficiency in tasks performed in response to off-normal or accident situations. All FR continuing training SHALL be identified by the Technical Qualification Program Manager and administered in consultation with the SSDO and the FR Program Sponsor, as appropriate. FR continuing training SHALL be performed in accordance with IP-361-01, Training and Qualification for Federal Employees (Reference 4.2.10) and PD-361-03, Rev 1, Technical Qualification Program.

8.9.15 FR Re-qualification Process

FR qualification expires on the fifth anniversary of initial qualification unless a requalification process has been completed. In cases where re-qualification is not practical within the three year time requirement, the EMCBC FR Program Sponsor, or designee, with the concurrence of the EMCBC/SLA Site Senior DOE Official may extend this period up to 6 months due to extenuating circumstances by means of an official memorandum. The memorandum must include a formal technical justification for continued qualification (on the respective facilities). Some acceptable examples for delayed re-qualification might include:

- Taking the FR out of rotation/duty would jeopardize coverage of a high hazard process or facility; or
- The FR is in the process of completing additional qualification on another EMCBC/SLA Site facility, project or activity.

Every effort should be made to minimize delayed re-qualification of the FRs.

Requalification requires a written examination or facility walkthrough.

The requalification should include all facilities (all site-specific qualification standards) for which the FR is qualified and for which continued qualification is required. This includes the facility initially qualified in as well as any new facility qualifications added. It is likely that the first requalification in an added facility will occur before the three year period ends. The EMCBC FR Program Sponsor may waive (by memorandum) the requalification for an added facility for which the FR has completed qualification with the previous six months.

The FR should begin requalification several weeks before qualification expires, and proceed as follows:

- (1) The FR, EMCBC FR Program Manager, and SLA Site Senior DOE Official (or designee) jointly determine what facility system, process and facility documentation changes have occurred since qualification (or the last requalification) that are recommended for testing. Recent occurrences, DOE and contractor management changes, and DOE and contractor process (ISMS, Contractor Assurance System, etc.) changes, are examples of other items that might be included in the list. Changes which the FR already received targeted training and testing may be excluded from the requalification process.
- (2) The FR begins a period of study, preferably with no other duties. The EMCBC FR Program Manager (or designee) prepares a written examination or walkthrough form covering the facility changes.
- (3) Once the examination/walkthrough is satisfactorily completed, a requalification interview is conducted with the EMCBC FR Program Sponsor. Upon approval from the EMCBC FR Program Sponsor, the FR is re-qualified and all documentation associated with the requalification is forwarded to the TQP Manager for copying and filing to the TQR. Original documents will be provided to ETS for file in the employees Training Record.

8.9.16 Proficiency for FRs

To maintain proficiency at their assigned facilities, the FRs shall:

- Maintain all qualification necessary for unescorted access to that facility
- Perform ~ 416 hours of FR oversight coverage in every six (6) month period (40%)
- Document the oversight performed.

FRs who lose proficiency but who are within the requalification time limits may regain proficiency by:

- Maintaining or regaining all qualification necessary for unescorted access to that facility
- Completing forty (40) hours of contractor oversight activity under the instruction of a qualified FR or oversight knowledgeable person designated by the SLA Site Senior DOE Official
- Submit an oversight report for the oversight performed.

8.9.17 FR Equivalencies and Exemptions

An equivalency is a competency requirement substitution granted based on objective evidence that an individual has prior education, experience or training that meets the competency requirement. Samples of objective evidence include certificates, graded exams, course rosters, job descriptions, etc. Objective evidence of the equivalency shall be provided by the candidate and maintained as part of the employee's TQP records. The EMCBC FR Program Sponsor approves equivalencies.

Exemptions from competencies may be granted with appropriate justification. Exemption is the granting of relief from a competency requirement based on a decision that the employee will not perform the tasks associated with that requirement in his/her current position. Exemptions shall be requested by the EMCBC Cadre FR, submitted to the TQP Manager and approved by the EMCBC FR Program Sponsor.

8.9.18 Transfers and Reassignments of FRs

Transfers of currently or previously qualified FRs to new duties also requiring FR qualification must be approved by the EMCBC FR Program Sponsor. The FR must meet the initial hiring requirements (e.g. work experience, education, etc.) for the new FR position. A currently qualified FR is defined as someone who is still within both the requalification and proficiency intervals.

A currently qualified FR may qualify in a new facility by completing the appropriate Facility Specific Qualification Standard, passing an oral or written examination and passing a walkthrough examination. For this case, an oral board is not required.

For FRs previously qualified at other EM facilities, or FRs previously or currently qualified from anywhere within the DOE, the following must be satisfactorily completed: any of the EMCBC qualification standards not previously completed; portions of those completed qualification standards that have changed or been added to since they were last completed; a

walkthrough and a written examination. A final oral board is also required unless exempted in writing by the EMCBC FR Program Sponsor.

9.0 RECORDS MAINTENANCE

9.1 Records are generated as a result of implementing this program description. Examples of the types of records generated include:

- Cadre FR DOE Core Curriculum Qualification Card
- Cadre FR DOE Core Curriculum Oral Examination Record
- Cadre FR Site Specific Curriculum Qualification Card
- Cadre FR Site Specific Curriculum Walkthrough Record(s)
- Cadre FR Site Specific Curriculum Written Examination Record
- Cadre FR Site Specific Curriculum Oral Examination Record
- Employee Technical Qualification Records

9.2 Records SHALL be prepared, maintained, and stored in accordance with IP-243-03, Identifying, Filing, and Maintaining Records. The organizational file plan for the Office of Logistics will document the location and responsibility for Technical Qualification Records associated with the Cadre FR Program. Original documents will be provided to Enterprise Training Solutions for inclusion in the individuals CHRIS Training Record.

10.0 FORMS USED

10.1 None

11.0 ATTACHMENTS

11.1 Templates are provided as attachments to be used as a foundation for applicable supporting documents used in the documentation for training and qualification described in this program description. The actual document used SHALL be developed for each candidate in the EMCBC FR TQP. The resulting completed documents become supporting document of the employees TQR.

- 11.1.1 Attachment A – Template, DOE-EMCBC FR Site Specific Walkthrough Examination Record
- 11.1.2 Attachment B - Template DOE-EMCBC FR Site Specific Written Examination Record
- 11.1.3 Attachment C - Template DOE-EMCBC FR DOE Core Curriculum Oral Examination Record
- 11.1.4 Attachment D - Template DOE-EMCBC FR Site Specific Curriculum Oral Examination Record
- 11.1.5 Attachment E - Template DOE-EMCBC Office Specific Cadre FR Qualification Card

DOE-EMCBC
Facility Representative
Site Specific Walkthrough Examination Record

CANDIDATE: _____

DATE: _____ EXAMINER: _____

POSITION FOR QUALIFICATION: _____

FACILITY LAYOUT:

- I Using a site map, locate and discuss the following:
 - A)
 - B)

- II Using a facility/building drawing, locate and discuss the following:
 - A)
 - B)

FACILITY SYSTEMS/COMPONENTS:

The FR Candidate should be able to locate each of the following Facility Systems and discuss major equipment/components contained there in:

- I Locate and state the purpose and major components/equipment of the following:
 - A)
 - B)

- II Locate and state the purpose and major components/equipment of the following cells and/or areas:
 - A)
 - B)

NUCLEAR FACILITY SAFETY: (Use Not Applicable if appropriate based on the site)

- I Describe the general purpose of Safety Analysis Reports, Technical Safety Requirements, Process Safety Requirements, and Standard Operating Procedures, and why we have each. In addition, discuss/sketch their hierarchy.

- II Discuss the general purpose of the SAR, TSRs and PSRs associated with the site to include:
 - A)
 - B)

DOE-EMCBC
Facility Representative
Site Specific Walkthrough Examination Record

RADIOLOGICAL CONTROL/OSHA REQUIREMENTS:

- I Discuss the purpose and location of the following radiological control/OSHA devices and/or measures:
 - A)
 - B)
- II Discuss the hoisting and rigging inspection/operating requirements for site cranes.
- III Discuss hoisting and rigging “Critical Lifts”. How are critical lifts determined and what are the requirements for their execution?

SITE OPERATIONS (Startup/Shutdown/Abnormal/Emergency):

- I Discuss project operations and work planning.
- II Discuss emergency action levels or contingency planning.
- III Discuss abnormal event and emergency reporting requirements.

MANAGEMENT (QA, Security, Operator Fitness for Duty, Material Control, Facility Modifications, Contractor/DOE Communications, Occurrence Reporting):

- I Discuss the DOE and Contractor facility management associated with the site. Briefly discuss the interfaces of various groups and ownership.
- II Discuss occurrence reporting with respect to the site.
- III Discuss the process for making facility modifications with respect to the site.

FR ASSESSMENT SKILLS:

- I The FR Candidate demonstrated satisfactory hazard recognition and observation/surveillance skills.
- II Discuss surveillance and assessment reporting for the site.

REMARKS/COMMENTS:

FACILITY:

DOE-EMCBC
Facility Representative
Site Specific Walkthrough Examination Record

OVERALL GRADE (Satisfactory/Unsatisfactory): _____

_____ QUALIFICATION BOARD CHAIRMAN	_____ DATE
_____ EXAM TEAM LEADER	_____ DATE
_____ TEAM MEMBER	_____ DATE
_____ OBSERVER (if applicable)	_____ DATE

DOE-EMCBC
Facility Representative
Site Specific Written Examination Record

CANDIDATE: _____ DATE: _____

QUALIFICATION: _____

Start Time: _____ Finish Time: _____

EXAMINATION CONCURRENCE AND APPROVAL:

FPD: _____

PREPARED BY AND CONCURRENCE:

TQP Program Manager: _____

EXAMINATION SECTION(S)	GRADE
I) Systems/Components	_____ (out of possible X points)
II) Nuclear Facility Safety	_____ (out of possible X points)
III) Site Operations	_____ (out of possible X points)
IV) Management and RadCon/OSHA Requirements	_____ (out of possible X points)
Overall Grade	_____ (out of possible X points)

NOTE: Passing grade is 80% and minimum of 70% for each section.

EXAMINATION PROCTOR: _____ DATE: _____

EXAMINATION EVALUATOR: _____ DATE: _____

Instructions: Put all answers on the question/answer sheets provided. Unanswered questions will receive no credit; however, partial credit will be given based upon completeness of and correctness of answers. Each question has a specified point value. Be sure to read each question carefully. If you need clarification of an item, raise your hand for assistance from the proctor.

DOE-EMCBC
Facility Representative
Site Specific Written Examination Record

I) Systems/Components

(List questions)

II) Nuclear Facility Safety

(List questions)

III) Site Operations

(List questions)

IV) Management and RadCon/OSHA Requirements

(List questions)

DOE-EMCBC
Facility Representative
DOE Core Oral Examination Record

CANDIDATE: _____ DATE: _____

QUALIFICATION: _____

REQUIRED READING:

AREA/GRADE (Satisfactory/Unsatisfactory): _____

DOE TRAINING:

AREA/GRADE (Satisfactory/Unsatisfactory): _____

DISCUSSION OF FR ROLES, RESPONSIBILITIES, AND STAFF DUTIES:

AREA/GRADE (Satisfactory/Unsatisfactory): _____

OVERALL GRADE (Satisfactory/Unsatisfactory): _____

Board Chairman: _____ Date: _____

Remediation Plan Required? Yes / No

This certifies that _____ has satisfied the requirements of the DOE Core Curriculum per EMCBC PD 361-02 and is qualified to perform the duties of FR.

Board Chairman: _____ Date: _____

Board Leader: _____ Date: _____

Board Member: _____ Date: _____

Board Member: _____ Date: _____

Observer (if applicable): _____ Date: _____

DOE-EMCBC
Facility Representative
Site Specific Oral Examination Record

CANDIDATE: _____ DATE: _____

QUALIFICATION: _____

NOTE: If a section doesn't contain questions for a specified member, simply state "no questions in this section."

Qualification Board Chairman, Leader, Member(s) (Separate section for each):
FACILITY SYSTEMS/COMPONENTS:

AREA/GRADE (Satisfactory/Unsatisfactory): _____

NUCLEAR FACILITY SAFETY:

AREA/GRADE (Satisfactory/Unsatisfactory): _____

OPERATIONS:

AREA/GRADE (Satisfactory/Unsatisfactory): _____

MANAGEMENT AND RADCON/OSHA REQUIREMENTS:

AREA/GRADE (Satisfactory/Unsatisfactory): _____

OVERALL GRADE (Satisfactory/Unsatisfactory): _____

Board Chairman: _____ Date: _____

Remediation Plan Required? Yes / No
This certifies that _____ has satisfied the requirements of the DOE
Site Specific Curriculum per EMCBC PD 361-02 and is qualified to perform the duties of FR.

DOE-EMCBC
Facility Representative
Site Specific Oral Examination Record

Board Chairman: _____ Date: _____

Board Leader: _____ Date: _____

Board Member: _____ Date: _____

Board Member: _____ Date: _____

Observer (if applicable): _____ Date: _____

	U.S. DEPARTMENT OF ENERGY ENVIRONMENTAL MANAGEMENT CONSOLIDATED BUSINESS CENTER (EMCBC)				
Candidate:	TECHNICAL QUALIFICATION PROGRAM "TQP" <u>EMCBC OFFICE SPECIFIC CADRE FR QUALIFICATION STANDARD</u> QUALIFICATION CARD			Date Card Issued to Candidate:	
Office/Division:				Standard Approval Date & Revision:	
NO.	REQUIRED COMPETENCIES	EVALUATION METHOD	QUALIFYING OFFICIAL SIGNATURE	DATE	REMARKS

1	EMCBC personnel shall demonstrate a familiarity level knowledge of the EMCBC Strategic Plan.				
2	EMCBC personnel shall demonstrate a working level knowledge of the Policies and Management Principles as they apply to the Environmental Management Quality Assurance Program Plan.				
3	EMCBC personnel shall demonstrate a working knowledge of DOE Order 413.3B, Project Management for the Acquisition of Capital Assets.				
4	EMCBC personnel shall demonstrate a working level knowledge of Records Management.				
5	EMCBC personnel shall demonstrate a working knowledge of DOE O 226.1B, Implementation of Department of Energy Oversight Policy.				
6	EMCBC personnel shall demonstrate a working knowledge of the Safety Management System Policy (DOE P 450.4) dated 10-15-96.				
7	EMCBC personnel shall demonstrate a working knowledge of DOE O 440.1B, Worker Protection Program of DOE (Including the National Nuclear Security Administration) Federal Employees dated 05/17/2007.				
8	EMCBC personnel shall demonstrate a working level knowledge of 10 CFR 851, Worker Safety, and Health Program.				

U.S. DEPARTMENT OF ENERGY - EMCBC

TECHNICAL QUALIFICATION PROGRAM "TQP" EMCBC OFFICE SPECIFIC STANDARD QUALIFICATION CARD

NO.	REQUIRED COMPETENCIES	EVALUATION METHOD	QUALIFYING OFFICIAL SIGNATURE	DATE	REMARKS
9	EMCBC personnel shall demonstrate a familiarity level knowledge of the EMCBC Functions, Responsibilities, and Authorities (FRAM) document.				
10	EMCBC personnel shall demonstrate a familiarity level knowledge of the EMCBC Integrated Safety Management System (ISMS) Description.				
11	EMCBC personnel shall demonstrate a familiarity level knowledge of the EMCBC Site Security Plan.				
12	EMCBC personnel shall demonstrate a familiarity level knowledge of the EMCBC Occupant Emergency Plan and Continuity of Operations Plan.				
13	EMCBC personnel shall demonstrate familiarity knowledge of 29 CFR 1910.120 Hazardous Waste Operations and Emergency Response.				
14	EMCBC personnel shall demonstrate familiarity knowledge of DOE O 422.1, Conduct of Operations.				

	VERIFICATION OF COMPLETION	VERIFICATION OFFICIAL SIGNATURE	DATE
	This candidate has completed all competencies, supplemental training, and mandatory performance factors for this qualification standard.		

CERTIFICATION OF COMPLETION

	EMCBC EXAMINATION & CERTIFICATION	CERTIFYING OFFICIAL SIGNATURE	DATE
	Certification that this qualification card documents satisfactory completion of competencies, candidate has satisfactorily completed an oral examination, and is certified under the <u>EMCBC Office Specific</u> qualification standard.		

EVALUATION METHODS	EQ = Evaluation of Equivalencies, EX = Exempt, OE = Oral Evaluation, OP = Observation of Performance, WE = Written Exam
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EMCBC RECORD OF REVISION**DOCUMENT- Facility Representative Program**

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.

Rev. No.	Description of Changes	Revision on Pages	Date
1	Established FR Program Description	All	09/28/09
1A	Administrative Change to Clarify Interim Qualification	6, 25	06/03/13