SECTION J – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

ATTACHMENT J-8.C.1.3 Minimum Qualifications of Personnel

I. QUALIFICATIONS OF KEY PERSONNEL

The requirements for key personnel are as follows:

Program Manager: Must have at a minimum of a Bachelor‘s Degree from an accredited school and over 15 years of project management experience. Must have the ability to manage and direct large and complex maintenance, constructions, and information technology projects. Must demonstrate an innovative and pro-active project management approach along with strong verbal and written communication skills. Responsible for all aspects of project planning and scheduling, cost estimating and monitoring, and quality review. Relies on extensive experience and judgment to plan and accomplish goals. Must have the ability to direct and coordinate a variety of professional disciplines to achieve project goals. Desired: Project Management Professional (PMP) Certification, DOE Experience, large campus/facility maintenance management experience. Experience in D&D activities.

Security Manager: Require a Bachelor Degree from an accredited university/college or equivalent accredited coursework. The candidate must also have 10 years of DOE or DoD technical security programs experience. This experience must ensure working expert knowledge of all nuclear security programs with specialized experience implementing DOE security Orders, Policies, and procedures. Specialist experience includes personnel security support, physical security support, information security support, cyber-security support and document review support. Must be able to maintain a working relationship with the Federal, State, and local law enforcement to provide personnel and government property protection, and obtain and maintain a Department of Energy Q Clearance.

Desired: Experience with DOE security requirements, gaseous diffusion technology and declassification efforts.

II. QUALIFICATIONS OF PERSONNEL, NON-KEY

The expected qualifications for personnel, other than those listed designated as Key Personnel on Section H and above are as follows:

ES&H Lead: Require a Bachelor’s Degree in occupational health, safety, or a comparable scientific discipline, certified by related professional organization, and 10 years work experience in a safety oversight capacity. Must be familiar with DOE, state, and federal orders, guides, and regulations. Must have experience in safety oversight for facilities with industrial and radiological hazards.

Maintenance Manager/Lead: Require a Bachelor Degree in a technical field from an accredited university or college and six years of experience or 15 years of experience. Must have working knowledge of and experience with facility maintenance, roads and grounds upkeep and maintenance. Must be able to oversee general building maintenance and facility operational support; Oversee minor building modifications, custodial and subcontractor work.

Record Management Lead: Associate’s Degree from an accredited school or a minimum of 5 years’ experience in managing Government records in all formats throughout the records

lifecycle. Must have experience with Federal laws, regulations and DOE requirements for the identification, maintenance and disposition of records; in particular scheduling of records utilizing the NARA-approved DOE Records Disposition Schedules. Must be able to obtain and maintain a Department of Energy Q Clearance Desired: experience with electronic records management system (ERMS).

Classification Officer: Degree in a relevant scientific or technical field or work experience as validated by the appointing official is required for that individual. Over 10 year experience working in association with gaseous diffusion enrichment operations and technology. Be trained and tested on (a) Classification Policies and procedures, (b) Classification Guidance [e.g., DOE O 475.2B, " Identifying Classified Information"; CG-PGD-6, "Joint NRC/DOE Classification Guide"; CG-SS-5, "Classification and UCNI Guide for Safeguards and Security Inf3ormation"]. Be an UCNI Reviewing Official and trained on guides [e.g., CG-SS-5 and DOE O 471.1B, "Identification & Protection of Unclassified Controlled Nuclear Information"]. Recognize Official Use Only (OUO) and trained on guide CG-SS-5 and the DOE Order and Manual for OUO [DOE O 471.3, Identifying and Protecting Official Use Only Information, and DOE M 471.3-1, Manual for Identifying and Protecting Official Use Only Information]. Classification Officers are required to pass classification and Controlled Unclassified Information (CUI) training courses with a Final exam/Certification test. Re-testing and certification is required every two (2) years or as directed by the DOE Office of Classification.