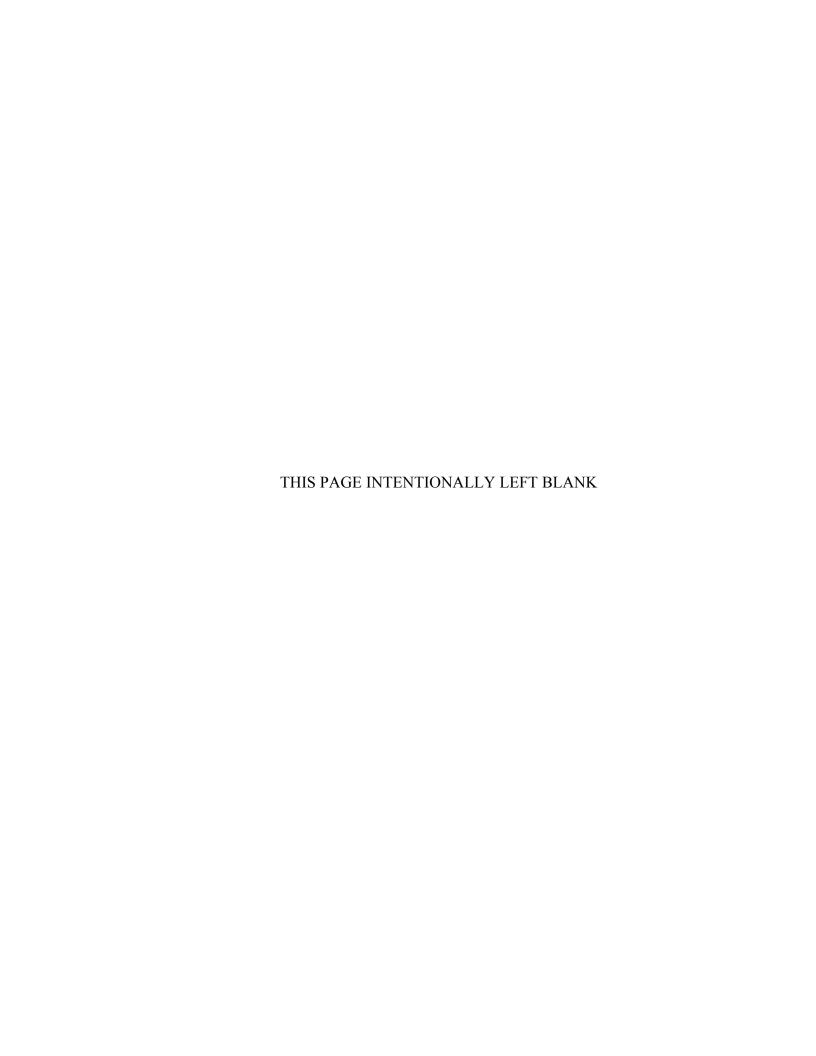| NNSA SD 426.1A |
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Approved: 07-01-21
Admin. Change 1: 05-08-23
Expires: 05-08-26

Technical Qualification Program (TQP)

NATIONAL NUCLEAR SECURITY ADMINISTRATION
Management and Budget

CONTROLLED DOCUMENT
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OFFICE OF PRIMARY INTEREST (OPI):
Learning and Career Management

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TECHNICAL QUALIFICATION PROGRAM (TQP)

1. PURPOSE. To establish and document a universal process to implement the National Nuclear Security Administration (NNSA) Technical Qualification Program (TQP) as required in Department of Energy (DOE) Order (O) 426.1B, *Department of Energy Federal Technical Capabilities*. This NNSA standardized process assigns roles and responsibilities and provides instructions for establishing, maintaining, monitoring, and evaluating qualification training processes and activities to maintain TQP accreditation.

2. AUTHORITY.

    DOE O 426.1B, *Department of Energy Federal Technical Capabilities,* or successor Order.

3. CANCELLATION.

    a. Advanced Change Directive (ACD) 426.1A, *Technical Qualification Program (TQP),* dated 6-17-2022

    b. Supplemental Directive (SD) 426.1, *Technical Qualification Program (TQP)*, dated 2-13-19.

4. APPLICABILITY.

    a. Federal. This SD applies to NNSA federal elements as follows:

        Personnel assigned to, or performing the functions of, a designated federal TQP position, which includes employees on extended detail or a temporary assignment of 90 days or longer.

    b. Contractors. This SD does not apply to contractors.

    c. Equivalencies/Exemptions.

        (1) Equivalency. In accordance with the responsibilities and authorities assigned by Executive Order 12344, codified at 50 U.S.C. sections 2406 and 2511, and to ensure consistency throughout the joint Navy/DOE Naval Nuclear Propulsion Program, the Deputy Administrator for Naval Reactors (Director) will implement and oversee requirements and practices pertaining to this Directive for activities under the Director's cognizance, as deemed appropriate.

        (2) Exemptions. Requests for exemptions will be handled on a case-by-case basis and must be approved by the NNSA TQP Manager, the NNSA Federal Technical Capability Panel (FTCP) Agent, and the Administrator. The requesting office must submit a formal memorandum for the exemption citing specific actions to be taken in lieu of the requirements

outlined in this SD.

5. <u>SUMMARY OF CHANGES</u>. This revision implements new requirements in the revised DOE O 426.1B, Department of Energy Federal Technical Capabilities.

Changes include:

- Updated responsibilities to be consistent with the DOE O 426.1B.

- Revised the assumption that NNSA maintains an accredited program and deleted the purposes for obtaining accreditation.

- Incorporated the use of Program Specific Qualification Standards (PSQSs) and Job Specific Qualifications Standards (JSQSs) throughout the document.

- Added the requirement for an Organizational Specific Qualification Standard (OSQS).

- Deleted the requirement that the NNSA TQP Program Manager issue a qualification package that includes the General Technical Base (GTB), Functional Area Qualification Standards (FAQSs), and cards to TQP candidates, as requested.

- Replaced requalification with 5-year continuing training cycle and provided implementation guidance in Appendix A.

- Updated the Hiring/Reassigning Technical Staff Members section in Appendix A to reflect current Human Resources practices regarding position descriptions and vacancy announcements, and deleted restatement of criteria from DOE O 426.1B on positions to be included in the TQP.

- Revised the TQP Self-Assessments/Accreditation section in Appendix A to incorporate corrective actions for the NNSA Accreditation Review Team report.

- Removed all requirements related to the Safety Basis Professional Program that has been superseded by the revised Nuclear Safety Specialist FAQS.

- Revised responsibilities for Second Level Supervisors and changed title to Second Level Supervisors/Approvers.

- Deleted requirement for TQP Coordinators to submit copies of Qualifying Official Attestation Forms to the NNSA TQP Manager.

- Made editorial changes throughout the document.

- Incorporated ACD 426.1A language into section 8G(3)(D) and section 7(C)(5).

6.   <u>BACKGROUND</u>.

   a.   There is one Headquarters (HQ) Federal Technical Capability Panel (FTCP)
           Agent located in the Chief of Defense Nuclear Safety (CDNS), Office of Safety,
           Infrastructure and Operations, who will coordinate with the FTCP and field office
           FTCP Agents (see c. below).

   b.   The HQ FTCP Agent is the signing authority and represents HQ program offices.

   c.   There is one field office FTCP Agent for each field office that is the signing
           authority and represents their respective field office.

   d.   Each FTCP Agent liaises on overall general matters (e.g., face-to-face TQP
           meetings, final program decisions) with the NNSA Learning and Career
           Management (LCM) TQP Manager (hereinafter referred to as NNSA TQP
           Manager), on cross-cutting NNSA TQP matters.

   e.   Hereinafter in this document, if the text states *FTCP Agent* it refers to both b and
           c above. If the text specifies either *HQ FTCP Agent* or *field office FTCP Agent*, it
           refers to the one specified.

   f.   NNSA maintains an accredited program that demonstrates that NNSA
           Headquarters and field organizations have effective programs in place to validate
           the technical competence of their employees in the TQP. The NNSA TQP
           Manager supports the accreditation process by providing guidance and continuing
           training materials to TQP participants as defined in this SD.

7.   <u>REQUIREMENTS</u>.

   a.   The instructions in this SD must be implemented at each site under the oversight
           of the respective FTCP Agent.

   b.   Future NNSA qualification activities and other requirements outlined in TQP
           Functional Area Qualification Standards (FAQSs) and Program Specific
           Qualification Standards (PSQSs) and organization level requirements must be
           conducted and documented in accordance with the requirements of this SD and
           organizational level TQP documentation.

   c.   TQP must be maintained in accordance with Appendix A (Process) of this SD.

8.   <u>RESPONSIBILITIES</u>.

   a.   <u>Deputy Administrators, Associate Administrators, Field Office Managers
           (FOMs)</u>.

   (1) Ensure the organizational TQP meets DOE and NNSA TQP requirements.

   (2) Provide funding and staff resources for implementing TQP.

   (3) Designate a field office FTCP Agent for their site (FOMs only).

   (4) Designate an organizational TQP Coordinator.

   (5) Approve the office's submittal of any TQP ad hoc reporting requirements, if necessary. HQ program office data will be coordinated and consolidated by the HQ FTCP Agent; field offices will furnish their own reports (Section 8, d. (7)).

   (6) Designate NNSA federal positions that are required to participate in the TQP and the technical qualification standards assigned to those positions. (Appendix A.)

   (7) Chair, or designate a qualified STSM to chair required oral boards, or delegate responsibility for board membership.

   (8) Approves Organizational Specific Qualification Standards (OSQSs), unless delegated.

  b. <u>NNSA TQP Manager</u>.

   (1) Maintains the master list of TQP participants and the progress toward qualification.

   (2) Develops TQP products, such as FAQSs and PSQSs study and reference guides, final qualifying exams, and continuing training materials.

   (3) Supports the Chief Learning Officer and HQ FTCP Agent for providing Deputy Head of Element quarterly progress reporting. Supports the TQP Coordinators, as requested by individual organizations.

   (4) Provides electronic copies of legacy documentation, if applicable, to the TQP coordinator prior to creating records in electronic TQP (eTQP) or the successor system (i.e., Learning Management System [LMS]).

   (5) Supports TQP continuing training (e.g., Continuing Training Progress Tracker [CTPT] training information, database, and requirements for TQP participants) and issues CTPTs to organizations for participants each year, in alignment with Individual Development Plans (IDPs).

   (6) Supports the development of OSQSs and JSQSs, as requested.

(7)   Assists sites in TQP assessments, as requested.

(8)   Provides guidance on initiatives to facilitate continuous improvement.

(9)   Provides certificates for TQP accomplishments to the FTCP Agent for TQP participants as requested.

(10)   Serves as lead on TQP programmatic initiatives (e.g., NNSA position standard, NNSA consensus input to FTCP, DOE National Training Center [NTC] training initiatives, etc.).

(11)   Provides continuing training materials such as fact sheets, study guides on changes to DOE directives, federal regulations, industry standards, as well as training packages.

(12)   Represents LCM's equities in TQP forums.

c.   The Office of Safety, Infrastructure and Operations; Chief of Defense Nuclear Safety (CDNS). Assigns an STSM as the NNSA HQ FTCP Agent to the DOE FTCP and designates STSMs as an alternate NNSA HQ FTCP Agents (Section 6. c). FTCP Field Agent covers NA-APM employees in field offices who are in the TQP under its umbrella and may use a Memorandum of Agreement with the Federal Project Director (FPD) as a tool for its implementation.

d.   Federal Technical Capability Panel (FTCP) Agent.

Note: The HQ FTCP Agent participates with field office FTCP Agents within the FTCP and implements the TQP across NNSA. For field office designation see Section 6, c. The field office FTCP Agent may further delegate responsibilities in writing to STSM-qualified FOMs or Deputy FOMs.

(1)   Oversees implementation of TQP as outlined in DOE O 426.1B and within this SD.

(2)   Establishes rigor in the TQP process and champions corporate expectations and commitment for those participating in the TQP process (senior management, supervisors, Qualifying Officials [QOs], TQP participants, TQP Coordinator, etc.) to establish rigor in processes and diligence in performing roles and responsibilities and adhering to SD instructions.

(3)   Represents NNSA as a member of the FTCP, supports the panel as necessary and champions issues and communicates information between

the FTCP and the HQ program or field office.

    (4)   Approves TQP-related actions as identified throughout this document (unless delegated in writing). The HQ FTCP Agent is the official approver for HQ program offices, and each field office FTCP Agent is the official approver for their assigned office.

    (5)   Ensures TQP is linked to Human Resources (HR) (e.g., vacancy announcements, selection criteria).

    (6)   Confirms organizational QOs are trained in accordance with the current revision of DOE O 426.1B, or successor Order, and the requirements outlined for QO training in this SD.

    (7)   Coordinates completion of required reporting requirements (e.g., FTCP TQP Quarterly Reports, ad hoc data calls).

    (8)   Achieves STSM qualification prior to designation and maintains STSM qualification.

    (9)   When required, the FTCP HQ Agent, (for HQ program offices), or the FOM, or designee may serve as the supervisor for actions required to facilitate qualification.

    (10)   Provides guidance to author(s) of, and concurs on, OSQSs and Job Specific Qualification Standards (JSQSs) following a development process consistent with Appendix A, 13 of this SD.

e.   Alternate FTCP Agent.

    (1)   Performs the duties of the HQ or field office FTCP Agent as assigned in Section 8.d, in the absence of the FTCP Agent.

    (2)   Achieves STSM qualification prior to designation and maintains STSM qualification.

f.   Second Level Supervisor/Approver.

    (1)   Maintains STSM qualification if the first line supervisor is not an STSM. May be assigned to the FTCP Agent when no first or second line supervisor in the organization is an STSM.

    (2)   Supports the first level supervisor and FTCP Agent with TQP qualification activities.

(3)   Attends training prescribed by the FTCP Agent.

g.   <u>First Level Supervisor</u>.

(1)   Maintains STSM qualification when assigned line responsibility and supervision of personnel who are TQP participants. May be assigned to the FTCP Agent when no first or second line supervisor is in the organization is an STSM. Note: If supervisor is in initial STSM qualification, interim limitations and compensatory measures are required.

(2)   Evaluates technical position duties and determines if the position should be included in the TQP consistent with Appendix A and assigns TQP participants to FAQS(s) or PSQS(s) per Appendix A.2, as appropriate.

(3)   Confirms linkage between TQP and HR processes to include the following actions:

(a)   Informs the FTCP Agent when a position or personnel action is proposed relating to a TQP position, such as recruiting new staff, reorganizations or reassignments, and rotations (details).

(b)   Obtains FTCP Agent concurrence for STSM vacancy announcements.

(c)   Includes a statement that identifies that the position is subject to the TQP in Conditions of Employment and Other Significant Information checklists.

(d)   First level supervisors with responsibility for TQP participants must include TQP responsibilities in the program participant's IDP and performance plans.

(e)   Addresses TQP training needs in IDPs on an annual basis.

(4)   Develops or revises JSQSs, as appropriate, and approves with FTCP Agent concurrence. Based on internal program or field office documentation, there may be no requirement for JSQS. Organizational changes that require standardized knowledge across the organization, such as updates to DOE/NNSA directives, changes to organizational responsibilities in the NNSA Functions, Responsibilities, and Authorities (FRA), may be captured in the CTPTs, IDPs, OSQSs, or required reading assignments. Development of any NNSA OSQSs pursuant to this SD will follow Appendix A.13.

(5)   Conducts a review of TQP products received from the NNSA TQP Manager (e.g., FAQS or PSQS study and reference guides, final qualifying

exams) and, in consultation with the FTCP Agent, revises as appropriate to confirm an adequate level of quality. When applicable, provides feedback to the NNSA TQP Manager for consideration and possible incorporation of changes in applicable source documents.

(6)   Orients each new or transferred participant to the NNSA TQP, to include items such as the assignment of the GTB and FAQSs, OSQS, any applicable JSQS, deadlines, use of QOs, status reporting, and qualification and continual learning processes needed to demonstrate competency commensurate with responsibilities.

(7)   Evaluates transferred TQP participant records from other office TQP programs and coordinates the following with the TQP Coordinator:

        (a)   Documents a review of the other qualifications.

        (b)   Transfers records from the originating office into eTQP, or successor system.

(8)   Facilitates TQP qualification process and identifies necessary resources to achieve and maintain qualifications to demonstrate technical competence (e.g., formal training, availability of Voluntary Consensus Standards, and attainment of applicable professional certifications [see specific requirements in FAQS]).

(9)   Initiates formal TQP documentation (e.g., formal training requests, continuing training documentation, equivalency requests, qualification cards, interim limitations and compensatory measures, time extensions) and coordinates with the TQP Coordinator on TQP actions.

(10)   Reports TQP status for employees, as requested.

(11)   Initiates actions (e.g., extensions, remediation plans) when personnel fail to meet qualification or continuing training requirements within authorized deadlines and defines interim limitation and compensatory measures for duties requiring qualification in accordance with DOE O 426.1B, or successor Order.

(12)   Imposes interim limitation and compensatory measures that may include:

        To either restrict the individual without adequate knowledge or skill, or identify those activities that must be performed under supervision of a qualified individual; written restrictions to the types of task that can be assigned to the TQP participant outside of qualification (e.g., writing office procedures or assistance to non-nuclear facilities) or ensuring the

TQP participant works with qualified staff that can oversee their performance and provide adequate "direction to, or oversight of, contractor technical activities that could affect the safe and secure operations at defense nuclear facilities". (DOE 426.1B).

Note: These actions may address what adjustments will be made to aid in qualification.

(13)   Concurs on assignment of QOs and submits to the FTCP Agent for approval. Reviews new and revised standards for any competency changes and revalidates that existing QOs remain competent to provide checkouts on new material. Initiates QO attestation forms for any changes.

(14)   Evaluates the program effectiveness at regular intervals and serves as an advocate to resolve programmatic issues. Provides feedback to FTCP Agent.

(15)   Ensures TQP is linked to Human Resources (HR) (e.g., Individual Development Plans [IDPs]).

h.   <u>Qualifying Official</u>.

(1)   Completes the following training:

(a)   National Training Center on-line QO training and specific internal training as identified by the FTCP Agent (Section 8.d). Note: certificates or TQP Coordinator completion validation must be attached to the QO attestation form.

(b)   Required 2-year QO refresh.

(2)   Confirms TQP participants obtaining competency completion are able to demonstrate the required level of knowledge for a given competency identified in the GTB, FAQS, PSQS, OSQS, or JSQS where applicable.

(3)   Documents QO evaluations by including notes of evaluation considerations and by approving the TQP participant's qualification card and method of qualification in eTQP or successor system, or signing hardcopy until implemented. This approval indicates the participant has the appropriate level of knowledge, or has performed the required actions, as identified in the associated qualification standard.

(4)   Saves written test materials, oral review questions, and notes on observations of performance.

(5)   Provides feedback to the FAQS, OSQS, JSQS, or PSQS sponsor to improve the quality of assigned FAQSs, OSQSs, JSQSs, or PSQSs and associated study or reference guides, as needed.

(6)   Maintains appropriate level of required knowledge in the applicable technical discipline. Requests removal from the QO list when no longer qualified or available to perform QO duties.

i.   Technical Qualification Program (TQP) Coordinator.

Note: NNSA offices that have a TQP Coordinator vacancy in-house may coordinate with the NNSA TQP Manager to discuss available options for assistance that may be needed to support the overall coordinator role.

(1)   Performs overall program management for the organization's TQP.

(2)   Assists supervisors in coordinating and completing TQP documentation and forms.

(3)   Uploads and maintains the official records in eTQP, or successor system.

(4)   Maintains organization's list of participants and QOs in eTQP, or successor system.

(5)   Facilitates briefings and training sessions (e.g., TQP Overview, QO internal training) in coordination with the FTCP Agent.

(6)   Assists the TQP participants and managers in completing qualification and continuing training requirements, including facilitating status tracking and assisting with the annual training needs assessment.

(7)   Tracks and reports the status of TQP participants to the FTCP Agent and TQP participants' supervisors at regular intervals during the performance of qualification activities.

(8)   Supports supervisor in identifying training resources as requested.

(9)   Manages TQP feedback and improvement.

(10)   Supports efforts outlined in Appendix A.13 to develop OSQSs and JSQSs.

(11)   Supports the FTCP Agent as requested.

j.   TQP Participant.

(1)   Completes TQP qualification, and continuing training requirements
        specified in this SD and any assigned FAQSs, PSQSs, OSQSs, or JSQSs.

(2)   Provides and maintains objective evidence for evaluation of competencies
        through documented education, experience, certification, or training.

(3)   Includes TQP training requirements in IDP.

(4)   Coordinates with the supervisor and TQP Coordinator at established
        intervals to discuss qualification status. In coordination with the TQP
        Coordinator, includes a comprehensive and auditable copy of individual
        training and qualification files in eTQP, or successor system. Uploads
        documentation for any courses that contribute to TQP qualification as
        supporting documentation for competencies within eTQP or the current
        LMS.

(5)   Maintains individual profile in eTQP, or successor system, and confirms
        the accuracy of records loaded to the profile and assists the TQP
        Coordinator as requested.

(6)   Attends all training prescribed by the NNSA TQP Manager or FTCP
        Agent

9.   DEFINITIONS. See Appendix B.

10.   ACRONYMS/ABBREVIATIONS. See Appendix C.

11.   REFERENCES. See Appendix D.

12.   CONTACT. Learning and Career Management, NA-MB-40, 505-845-6651.

BY ORDER OF THE ADMINISTRATOR:

Appendixes:
A.   Process   Administrative Change approved: 05-08-2023
B.   Definitions
C.   Acronyms
D.   References

APPENDIX A: PROCESS

1.   <u>Hiring/Reassigning Technical Staff Members</u>.

    a.   The supervisor of the proposed position must evaluate the duties of the technical position and determine if the position should be included in the Technical Qualification Program (TQP) based on criteria in Department of Energy (DOE) Order (O) 426.1B, *Department of Energy Federal Technical Capabilities*. Designations are made by filling out a position evaluation questionnaire (PEQ), which can be found using the following path: https://nnsaportal.energy.gov/collab/na-mb/na-mb-40-lcm/na-mb-42-tqp/tqpdocs/PEQ_Interim%20Limitation%20Comp%20Measures.docx. As an alternative, a Federal Technical Capability Panel (FTCP) Agent may choose to use formal documentation designating TQP positions rather than a PEQ. The supervisor must provide the completed form to the TQP Coordinator. TQP Coordinators must also maintain documentation for positions not designated in TQP (e.g., clarify why one position is not included in TQP when an identical position is).

    b.   The TQP Coordinator or supervisor provides the PEQ to the FTCP Agent for approval.

    c.   FTCP Agent determines whether the PEQ should be approved or disapproved, documents that decision on the PEQ form, then returns the form to the TQP Coordinator.

    d.   If position is designated to be in the TQP, then the supervisor must reflect that this position is included in the TQP in the Conditions of Employment checklist and vacancy announcement.

        The Human Resources vacancy announcement must contain the following:

        (1)   A statement designating the job as being included in the Technical Qualification Program.

        (2)   TQP initial qualification and continuing training as a condition of employment.

        (3)   Consequences if the TQP qualification requirements are not met.

    e.   The TQP Coordinator must retain a copy of the PEQ in the electronic TQP (eTQP) system or document the decision of the assigned Functional Area Qualification Standard (FAQS)/Program-Specific Qualification Standard (PSQS) in the system of record.

f.   Upon approval of the PEQ, the coordinator assigns the required standards in eTQP, or successor system.

g.   The supervisor completes a new PEQ when a position description changes the incumbent's duties to document any changes to the position's participation in TQP.

h.   The supervisor completes a new PEQ when an additional FAQS is assigned to an existing TQP participant.

i.   If a TQP participant is reassigned within the organization, the new supervisor will review the existing PEQ or create a PEQ to assign the individual to a FAQS/PSQS/Job-Specific Qualification Standard (JSQS).

2.   <u>Assignment of FAQS.</u>

a.   Upon approval of the PEQ, the coordinator assigns the required standards in eTQP or successor system.

b.   The supervisor must complete interim limitation and compensatory measures (example form is located at https://nnsaportal.energy.gov/collab/na-mb/na-mb-40-lcm/na-mb-42-tqp/tqpdocs/Forms/forms.aspx) for initial General Technical Base (GTB), FAQS, Organization-Specific Qualification Standard (OSQS), and applicable JSQS assignments prior to the issuance of the qualification package by the TQP Coordinator. Interim limitations and compensatory measures may include written restrictions to the types of task assignments that can be assigned to the TQP participant outside of qualification (e.g., writing office procedures or assistance to non-nuclear facilities) or ensuring the TQP participant works with qualified staff that can oversee their performance and provide adequate direction to, or oversight of, contractor technical activities.

c.   The supervisor discusses the following with the TQP participant:

(1)   The GTB, FAQS, or PSQS, OSQS, and any JSQS, if applicable, qualification cards assigned.

(2)   The three portions of TQP qualification:

(a)   The General Technical Base (GTB) qualification standard (as applicable – issued with first FAQS assigned).

(b)   The assigned FAQS(s) or PSQS(s).

(c)   The OSQS, JSQS, or other specific training requirements as defined by the organization.

       (3)   The TQP participant's expected qualification completion date.

       (4)   The requirements necessary to complete qualification.

    d.   The supervisor facilitates arrangements for the TQP participant to attend any necessary training. The supervisor identifies appropriate Qualifying Officials (QOs) for the TQP participant. The supervisor informs the TQP participant of conditions, limitations, and boundaries for coordinating with the QOs to gain validation of competency completion.

3.   <u>Authorizing a Qualifying Official.</u>

    a.   A supervisor nominates a QO and documents the nominee's name and competency area(s) on the National Nuclear Security Administration (NNSA) *QO Attestation Form* (https://nnsaportal.energy.gov/collab/na-mb/na-mb-40-lcm/na-mb-42-tqp/tqpdocs/Forms/forms.aspx), and requests FTCP Agent approval. QOs have the knowledge, skills, and abilities to instruct, query, and evaluate a TQP participant at the FAQS/PSQS/JSQS/OSQS designated level of subject matter knowledge. A QO may be qualified in the relevant qualification standard or be designated to approve specific functional area competencies as they appear in other FAQSs/PSQSs/JSQSs.

    b.   The FTCP Agent reviews the qualifications of the prospective QO and approves or disapproves the nomination after discussing QO expectations with the nominee.

       (1)   If the nomination is approved, the FTCP Agent forwards it to the TQP Coordinator for documentation.

       (2)   If the nomination is disapproved, the FTCP Agent discusses it with the recommending supervisor and transmits the final decision to the supervisor.

       Note: Approved QOs for specific competencies or standards are listed on the NNSA Enterprise Portal at https://nnsaportal.energy.gov/collab/na-mb/na-mb-40-lcm/na-mb-42-tqp/Lists/qualofficials/Display.aspx.

    c.   The QO nominee completes required QO training and signs the *QO Attestation Form*. QO nominee returns the form to the supervisor.

    d.   The QO's supervisor signs the *QO Attestation Form* and provides the original to the TQP Coordinator, who obtains the FTCP Agent approval.

    e.   The TQP Coordinator puts the signed original form in eTQP, or successor system, under the QO's profile.

    f.   The supervisor and TQP Coordinator are responsible for verifying the QO list.

4.   TQP Participant Completion of Qualification Card Requirements.

        a.   After completing the learning method for each competency on assigned
                qualification standards, the participant must obtain applicable QO signatures on
                the associated qualification cards.

        b.   The TQP participant uploads competency completion evidence into eTQP, or
                successor system, to demonstrate the basis for their knowledge of each
                competency. The basis is entered by competency and expressed as a listing of
                completed FAQS/PSQS/JSQS/OSQS (e.g., Facility Representative from a former
                position), formal training that has been completed, a list of documents that have
                been studied, or objective evidence of work that has been performed that
                demonstrates knowledge of each competency. The documentation must support
                completion of competency. (Appendix A, 6 regarding equivalencies.)

                (1)   The TQP participant contacts the assigned QO after completing
                        preparation for evaluation of a competency. The TQP participant provides
                        the designated QO with the FAQS/PSQS/JSQS/OSQS, and any objective
                        evidence that supports completion of the competency.

                (2)   The QO reviews the competency completion evidence provided by the
                        participant and evaluates completion using methods outlined in DOE O
                        426.1B, which may include preparing written or oral questions sufficient
                        to determine whether the participant has demonstrated the competency
                        level of knowledge specified. The QO may request assistance from the
                        NNSA TQP Manager to provide test or oral evaluation questions, or may
                        draw examples from the NNSA TQP Manager Test bank.

                (3)   The QO informs the TQP participant of the preferred demonstration
                        process for the QO's assessment of competency level, and then conducts
                        the process.

                        (a)   If the participant displays a satisfactory knowledge of the
                                competency (i.e., shows no weak points of any significance), the
                                QO signs the qualification card. Completion of each competency
                                is indicated by the QO's signature and denotation of qualification
                                method on the TQP participant's qualification card.

                        (b)   If the participant has an unsatisfactory level of competence, or
                                shows a significant lack of understanding, the QO rejects the
                                competency and documents the TQP participant's deficiencies
                                before scheduling another evaluation, including counseling the
                                participant to: 1) restudy identified material, and 2) follow
                                remediation recommendations or create a plan for the best study
                                method (including scheduled retraining, if necessary).

c.   The QO must be able to discuss the evaluation of the competency knowledge level. Each QO must maintain a generic set of questions asked for specific competencies, or specific documentation of what was discussed with each TQP participant.

d.   The TQP participant must keep the supervisor informed regarding qualification status (e.g., percent of competencies completed). The TQP participant must inform the TQP Coordinator of the completed competencies at time intervals determined by the supervisor.

e.   The supervisor must assess progress at regular intervals, and the TQP Coordinator must monitor progress beginning no later than six months from the start of qualification package receipt. Progress toward the approximate 18-month timeline may be monitored using the following guidelines:

(1)   30% qualification completed by 12 months before the due date.

(2)   60% qualification completed by six months before the due date.

(3)   100% qualification completed by one month before the due date.

f.   For qualification periods less than 18 months, the supervisor must identify the progress milestones and deadlines.

g.   Supervisors must coordinate necessary actions with TQP participants who fail to meet these milestones per Appendix A.7 (Employee Knowledge, Skills and Ability Remediation).

5.   Supervisor Qualification of TQP Participant.

a.   Once competencies have been completed and signed by QOs, the supervisor is the first line management review to qualify a TQP participant. Deputy Administrators, Associate Administrators, FOMs, or designee will verify competency after first line management review.

b.   The supervisor's options for validating knowledge, skills, and abilities are:

(1)   Oral board discussions.

(a)   Satisfactory: the participant displayed a satisfactory competence showing no weak points of any significance.

(b)   Unsatisfactory: The participant has a significant lack of understanding of the competency. In this case, the participant would be counseled on what material to study as well as the best study method (including scheduled retraining, if necessary) before planning another evaluation.

(c)   NNSA's Conducting Oral Boards Guide should be used if an oral board is conducted.

https://nnsaportal.energy.gov/collab/na-mb/na-mb-40-lcm/na-mb-42-tqp/SitePages/Continuing%20Training%20Overview.aspx

https://powerpedia.energy.gov/wiki/Office_of_Safety,_Infrastructure_and_Operations_(NNSA)

c.   Satisfactory completion of a walk-through of a facility with a Qualifying Official for verifying a candidate's knowledge of, and practical skills related to, selected key elements.

d.   Written examination developed by the QO, which is reviewed and approved in collaboration with the supervisor.

e.   Satisfactory evaluation of completed work products (e.g., assessments, reviews, etc.).

f.   The NNSA TQP Manager's exam bank may be used to help develop the examination; if used, the supervisor must review and approve the selected questions. The participant must score 80% or better to pass the written examination.

g.   After completion of final qualification activities, the TQP coordinator reviews the eTQP or successor system records and verifies completion or successor system records and verifies completion.

6.   <u>Use of Equivalencies for Qualification</u>.

a.   Participants can request equivalencies, acknowledging that equivalencies must be evaluated to maintain the spirit and intent of the TQP.

b.   Participants requesting an equivalency must initiate a TQP competency equivalency evaluation form located at https://nnsaportal.energy.gov/collab/na-mb/na-mb-40-lcm/na-mb-42-tqp/tqpdocs/Forms/forms.aspx, or upload other documentation to eTQP or successor system that covers the competencies required on the form for which the participant is requesting an equivalency.

c.   Participants may address multiple competencies on one form, attaching any necessary supporting documentation and then uploading the form into eTQP, or successor system. The form should cite the competencies for which it applies.

d.   Equivalencies may be granted for specific competencies from assigned qualification standards, but do not absolve the participant from being tested on the material for which they have an equivalency during the final qualification activity.

e.   TQP participants must provide objective evidence (e.g., a combination of transcripts, certifications, diplomas, previously documented qualifications) to support equivalencies. Participant-generated narratives such as resumes and personal written work history are not considered objective evidence. Evaluation of participant-generated narratives must be confirmed by oral or written examination. The granting of equivalencies must be reviewed and align with the requirement to qualify on those competencies that pertain to DOE-specific directives or requirements.

f.   The TQP participant's supervisor reviews and forwards the equivalencies with the objective evidence to the QO for concurrence (signature), who then routes it to the FTCP Agent for final approval (signature).

g.   The approved form is uploaded in eTQP, or successor system.

7.   <u>Employee Knowledge, Skills, and Ability Remediation</u>.

a.   When a TQP participant fails to meet the requirements of the assigned FAQS/PSQS/OSQS/JSQS (e.g., lack of demonstrated requisite knowledge, skills, and abilities; fails final qualifying activities; fails to complete continuing training; neglects to attend required classes for qualification as defined in the qualification standard); or when the participant fails to make satisfactory qualification progress, the participant may be placed in a training and qualification remediation program by the supervisor.

b.   The supervisor of the TQP participant will work with the TQP Coordinator and the FTCP Agent to develop a remediation plan for the TQP participant. The TQP participant's supervisor and the FTCP Agent must brief the second level supervisor on the remediation plan for the involved TQP participant.

c.   The TQP participant's supervisor must:

(1)   Review the plan with the TQP participant.

(2)   Assist the TQP participant in identifying study materials based upon demonstrated areas of weakness.

(3)   Determine and document any limitations on the TQP participant's duties (compensatory measures). A compensatory measure is defined as the extent to which, or whether, a TQP participant can provide "direction to, or oversight of, contractor technical activities that could affect the safe operations at defense nuclear facilities" (DOE O 426.1B). The compensatory measures may be documented using the form located at https://nnsaportal.energy.gov/collab/na-mb/na-mb-40-lcm/na-mb-42-tqp/tqpdocs/Forms/forms.aspx.

        (4)   Document two consecutive failures (written, oral, or walk through) to meet TQP requirements. This action results in the FTCP Agent, in coordination with the second level supervisor, determining if the employee should be removed from the program or be provided additional remedial training and retesting.

        (5)   Determine if the TQP participant needs to be relieved of other duties during the remedial training period. Successful participation in the TQP is a condition of employment as deemed in the position description; additional actions may be coordinated with Human Resources (NA-MB-10).

    d.   The FTCP Agent provides a copy of the remediation plan to the TQP Coordinator, who then loads the documentation in eTQP, or successor system.

8.   <u>Qualification Period and Qualification Time Limit Extensions.</u>

    a.   TQP participant supervisors must allocate sufficient time for the participant to complete qualification, and TQP participants should adhere to qualification periods and time limits.

    b.   Qualification time limit extensions may be granted on a case-by-case basis (e.g., support for operational or schedule commitments, medical circumstances, and military active duty mobilization).

    c.   If an extension is necessary, the TQP participant initiates the extension request by completing the TQP Extension Request at https://nnsaportal.energy.gov/collab/na-mb/na-mb-40-lcm/na-mb-42-tqp/tqpdocs/Forms/forms.aspx and provides it to the supervisor.

    d.   Documentation of the request must include the following:

        (1)   The length of the requested extension, on average no more than 6 months.

        (2)   A detailed explanation of the circumstances that prevent the participant from completing the requirements in the original time period or limit.

        (3)   A comprehensive qualification plan identifying steps required for the participant to meet the extended date.

    e.   The TQP participant's supervisor forwards the request to the FTCP Agent for approval, copying the TQP Coordinator.

    f.   The FTCP Agent approves or disapproves the request and provides it to the TQP Coordinator.

g.   The TQP Coordinator uploads the time extension and related duty limitations or compensatory measures into eTQP, or successor system.

h.   Agents may grant conditional approval based on a case-by-case basis (e.g., scheduling conflicts of infrequent assessments/reviews, travel funding availability, etc.).

9.   Proficiency.

a.   TQP participants maintain proficiency in an assigned TQP-designated position by performing and documenting performance of duties in that position, such as activities and written products produced for position and mission requirements.

b.   The supervisor of a TQP-designated position in which the assigned TQP participant has been delegated work outside of the program for an extended period of time (e.g., 90 days) should conduct a management review of the participant's competencies, from the most current FAQS/PSQS/JSQS/OSQS, and document such review in writing and provide the documentation to the TQP Coordinator to upload into eTQP, or successor system.

c.   The participant will address any proficiency requirements and record them in an IDP as necessary.

10.   Continuing Training.

a.   Once a TQP participant has completed qualification requirements, qualification must be maintained through completion of the continuing training requirements set forth in this procedure. The continuing training program is essential to make certain TQP participants remain current in their technical field of expertise as well as remain aware of policies, practices, and requirements of performing their duties.

b.   Continuing training includes:

(1) Training that is conducted and documented in a deliberate manner to further knowledge in a position-related topic.

(2) Activities completed to improve knowledge, performance, or awareness in the individual's area of qualification.

c.   The following are acceptable methods of continuing training:

(1)   Classroom training: for example, attendance at DOE-sponsored technical training such as that provided by the National Training Center (NTC), or other courses;

(2)   Structured self-study;

       (3)   Symposiums, seminars, workshops; and

       (4)   Walkthroughs, tours.

  d.   The following are examples of continuing training topics used by the NNSA TQP Manager for the initial Continuing Training Progress Tracker (CTPT) issuance:

       (1)   Changes to internal organization policies, processes, or procedures;

       (2)   New or revised DOE directives or technical standards;

       (3)   Annual updates to the documented safety or security analyses;

       (4)   New or modified processes that require additional safety or security analyses; or

       (5)   Industry changes specific to a TQP-designated position's functional area.

       (6)   Participants may meet continuing training requirements through collaborative efforts, such as group training with other TQP participants.

Note: Sessions and related attendance rosters must be provided to the TQP Coordinator for recordkeeping.

  e.   Continuing Training Process and Requirements:

       (1)   Continuing training as required by the DOE Order should be documented on a yearly basis in alignment with the IDP.

       (2)   The TQP participant completes activities listed on their CTPT or provides justification for incomplete activities. Participants enter completion of courses and mandatory performance activities into the Continuing Training tab on the participant's profile page in eTQP, or successor system.

       (3)   The supervisor evaluates activities completed by the TQP participant.

       (4)   The supervisor signs the participant's CTPT when satisfied that the participant has adequate knowledge of the specific topic.

       (5)   At the end of the performance cycle or earlier, the supervisor reviews the CTPT progress with the TQP participant; if complete, the supervisor and TQP participant sign and date the CTPT and provide it to the FTCP Agent for verification.

(6)   The FTCP Agent reviews the completed CTPT. If the Agent is satisfied that the documentation demonstrates completion of requirements, the Agent approves the completed CTPT and forwards the signed and dated document to the TQP Coordinator. If the Agent is dissatisfied with the level of completion of the CTPT, the Agent notifies the TQP participant's supervisor to take appropriate action.

f.   The TQP Coordinator makes certain the TQP participant's profile is updated to reflect completion of the fiscal year's continuing training.

11.   <u>Five-Year Continuing Training Cycle.</u>

a.   DOE O 426.1B requires that all TQP participants assigned one or more FAQS must complete a minimum of 80 hours of continuing training activities in a nominal five-year continuing training (CT) cycle. TQP participants assigned only to a PSQS, which does not define a minimum number of hours, must complete a minimum of 40 hours of continuing training activities in a nominal five-year CT cycle.

b.   Notifications can be monitored through the current learning management system. Participants are responsible for maintaining their qualifications. Personnel in these designated functional areas must complete the required number of hours, and for those participants assigned to a FAQS or PSQS that identifies recommended Mandatory Performance Activities (MPAs) at a minimum two MPAs must be completed every five years. Required reading and MPAs do not count toward the minimum required hours of continuing training activities.

c.   The NNSA TQP Manager may develop a gap qualification card that includes the competency statements and knowledge, skills, and abilities that are new to a revised FAQS or PSQS. These gap cards may be included in the continuing training program.

d.   Other FAQS define or suggest methods to remain current in the field. If the TQP participant's supervisor deems continuing training insufficient to maintain a TQP participant's qualification, TQP participants may be directed to add additional actions to their CTPT.

e.   TQP participants who fail to complete the identified continuing training requirements by the end of the continuing training cycle period may be granted a 6-month extension for continuing training by the FTCP Agent, provided that compensatory measures are identified and implemented permitting them to continue to perform their duties. If the participant fails to meet continuing training requirements within the six-month extension, the participants must be

removed from duties requiring qualification in accordance with this SD and DOE O 426.1B, or successor Order (similar to Appendix A.7.c.5).

12.   <u>TQP Program Management</u>.

a.   The FTCP HQ or field office Agent must meet with internal organizational management, or use other approved site documented processes, to discuss TQP at regular intervals. The agenda may include discussions by supervisors or the TQP Coordinator of the following:

   (1)   The status of TQP participants, e.g., percentage of competencies completed, obstacles to success, and continuing training status.

   (2)   Confirmation that the QO list is accurate with respect to the QOs in their organization.

   (3)   A report on actions due status.

   (4)   Continuing training sessions planned, and attendance at continuing training sessions conducted.

   (5)   The status of TQP records.

   (6)   Issues identified throughout the quarter.

   (7)   Resolution of issues identified at previous meetings.

   (8)   A listing of feedback and actions taken.

   (9)   Identification of any potential continuing training opportunities for TQP participants over the next two quarters (e.g., presentations, required reading).

b.   The meeting must be documented by maintaining a written agenda and minutes.

13.   <u>Development of Organization-Specific and Job-Specific Qualification Standards</u>.

a.   Supervisors, or designee, must identify a list of tasks. A *task* is defined as a unit of work having an identified beginning and end, which is a measurable component of the duties and responsibilities of a specific job.

b.   For each task identified, supervisors or designees should consider knowledge, skills, and abilities (KSAs) required for successful task performance.

c.   Tasks and related KSAs are then compiled into an OSQS or JSQS.

     d.   OSQSs and JSQSs are developed with a specific focus for tasks and related KSAs required for groups of employees located at a particular site or office.

     e.   OSQSs and JSQSs should be updated at a regular frequency (e.g., before being assigned to a new participant).

14.   <u>Feedback and Improvement</u>.

     a.   TQP participants, supervisors, and others will have the opportunity to provide feedback and recommendations for improvement of the TQP or feedback for FTCP initiatives.

     b.   Feedback may be provided in multiple ways:

          (1)   After the final qualification interview, each TQP participant may complete the TQP Qualification Feedback form located on the back of each qualification package and provide it to the TQP Coordinator. The participant may also provide feedback based on guidance in the FAQS.

          (2)   Through the electronic feedback mechanism located on the NNSA TQP Manager SharePoint page.

          (3)   Directly to the FTCP Agent for discussion and relay to the FTCP.

     c.   If internal to an organization, the TQP Coordinator acknowledges receipt of the feedback in writing, and forwards it to the FTCP Agent for disposition or implementation.

     d.   If across the NNSA TQP, the FTCP Agent will acknowledge receipt of feedback in writing and follow-up with appropriate communications following subsequent FTCP-related discussions. A copy will be routed to the NNSA TQP Manager for information purposes.

     e.   The FTCP Agent or FTCP Agents in field offices will review and process the feedback by:

          (1)   Implementing or recommending to senior management incorporation of the feedback in the TQP as appropriate, with immediate implementation with the next review, or revision of the procedure. Resolution varies depending on issue raised (e.g., FTCP, implementing organization, universal SD update, etc.).

          (2)   Directing the TQP Coordinator to answer the feedback concern via other means (verbal response, briefing, memo, etc.).

15.   <u>TQP Self Assessments/Accreditation</u>.

a. The NNSA TQP Manager coordinates an NNSA-wide TQP self-assessment at least once every four years per DOE O 426.1B, or successor Order.

b. The self-assessment must be led by an FTCP Agent, and consist of FTCP Agents, FTCP Alternate Agents or TQP coordinators from across the NNSA Enterprise.

c. The self-assessment team leader must perform the assessment using, at a minimum, the criteria in DOE O 426.1B, or successor order, or as posted on the FTCP website http://energy.gov/hss/downloads/technical-qualification-program-and-ftcp-assessment-crads.

d. The self-assessment team leader provides the final assessment report to participating TQP Coordinators and FTCP Agents for a factual accuracy review.

e. The self-assessment team leader briefs the participating FTCP Agents and organizational managers on the results of the self-assessment.

f. Based on the final self-assessment report, the NNSA TQP Steering Committee and participating FTCP Agents generate a corrective action plan, if needed, and provide it to the NNSA Deputy Administrator for approval.

g. Once approved, the self-assessment team leader transmits the report to the NNSA Deputy Administrator; the HQ FTCP Agent provides a copy of the final report and corrective action plan to the DOE FTCP Chair.

h. Peer Reviews — Organizational Managers or designees should invite FTCP Agents or TQP Coordinators from other DOE/NNSA organizations to perform peer reviews of their TQP programs. These peer reviews need to be tailored for the organizations being reviewed and should focus on identified weaknesses/areas for improvement from previous assessments and areas identified for possible improvement by the organization's FTCP agent. The peer reviews should consist of small teams led by an FTCP Agent and the results reported to the organizational manager.

16. Training.

   Note: This section is related to general participant training. Specific training requirements for certain roles are outlined in the Responsibilities section above.

a. This Supplemental Directive is required reading for TQP staff with roles and responsibilities in the TQP process. Changes to this SD will follow SD 251.1B, *Directives Management,* or successor directive.

b. Training on this SD must be provided to TQP participants and is available through the Learning Nucleus.

    c.   See QO training requirements (Appendix A.8.h).

17.   <u>Documents and Records Management</u>.

    a.   Records must be maintained in accordance with SD 243.1 Admin Change 1, *Records Management Program*, and any internal directives regarding records management, and in eTQP, the FTCP official recordkeeping system for TQP, or successor system.

    b.   The TQP Coordinator develops and maintains the official records for each TQP participant. The official records are maintained by the TQP Coordinator.

    c.   The TQP Coordinator performs the eTQP Manager role within the eTQP system or elevated access in the successor system.

    d.   eTQP is the current official system for TQP records and will be used to document completion and acceptance of competencies and for final qualifying activities. TQP participants are responsible for maintaining their qualification card and associated documents during the qualification process and for verifying the accuracy of documentation loaded into eTQP, or successor system.

    e.   The completed qualification cards and CTPTs must be maintained as the primary record for each TQP participant qualification by the TQP Coordinator.

    f.   TQP Coordinator is responsible for maintaining records for each TQP participant, within their respective organization, consistent with the list below. Documents maintained in the TQP participant's record must include the following, as applicable:

        (1)   PEQ (see note 1)

        (2)   QO attestation form

        (3)   Copies of completed qualification cards and completion certificates

        (4)   Equivalencies

        (5)   Remediation plans

        (6)   Time limit extensions

        (7)   Completed CTPTs

        (8)   Interim limitation or compensatory measures documentation

        (9)   Documented results of final written examinations and oral boards

Note 1: The documents required will vary by TQP participant. The TQP Coordinator must maintain available documents in the TQP participant's eTQP, or successor system.

g.   Records of qualification must be maintained in eTQP, or successor system, by the TQP Coordinator as long as the TQP participant continues to work for the organization. If records are hardcopy legacy files and the TQP participant separates, the records will be transferred to the National Archives and Records Administration (NARA). The transfer should be coordinated between the TQP Coordinator and the organization's Records Liaison Officer. Additional supplemental records outside of eTQP must be maintained in accordance with SD 243.1, *Records Management Program*.

APPENDIX B: DEFINITIONS

a.   Accreditation. A process that demonstrates that headquarters and field organizations in DOE/NNSA have an effective program in place to validate the technical competency of employees whose duties and responsibilities require them to provide assistance, guidance, direction, oversight, or evaluation of contractor activities that could affect the safe operation of a defense nuclear facility.

b.   Continuing Training. Prescribed training that must be completed annually, or as otherwise defined in the FAQS, PSQS, JSQS, or OSQS to maintain qualifications after initial qualification is achieved. The program is conducted through the completion of continuing training requirements set forth in SD 426.1, *Technical Qualification Program*.

c.   Continuing Training Progress Tracker (CTPT). The CTPT lists any changes to directives, industry standards, federal regulations, or TQP standards in the TQP participant's functional areas.

d.   Equivalencies. A level of achievement equal to completion of FAQS or PSQS competencies that may be granted from assigned qualification standards. **Note**: Equivalencies do not absolve the participant from being tested on the material during the final qualification activity.

e.   eTQP Profile. An electronic record of the TQP candidate's progress and completion toward qualification.

f.   Extension. An extension of a participant's qualification period may be granted on a case-by-case basis.

g.   Federal Technical Capability Panel. The Federal Technical Capability Panel is responsible for overseeing the overall implementation of the Federal Technical Capability Program.

h.   Federal Technical Capability Panel Agent. Oversees implementation of the Technical Qualification Program as outlined in DOE O 426.1B, *Department of Energy Federal Technical Capabilities*, and SD 426.1.

i.   Functional Area Qualification Standard. A document that contains the knowledge, skills, and abilities that a TQP candidate must demonstrate to qualify for a position.

j.   Gap Qualification Card. A qualification card that lists all of the changed or additional competencies in an updated functional area qualification standard.

k.   General Technical Base (GTB). A qualification standard that must be completed by all TQP candidates and outlined in DOE-STD-1146-2017, *General Technical Base Qualification Standard*. The GTB is in addition to the functional area qualification standard the candidate is assigned.

l.   Individual Development Plan (IDP). A planning document used to identify short- and
        long-range career goals, specific competencies, knowledge, skills, and abilities necessary
        to meet current objectives, and training, education, and other professional development
        strategies needed from year to year as the employee's career goals and mission of the
        organization evolve.

m.   Job-Specific Qualification Standard (JSQS). JSQSs establish performance competencies
        specific to a particular job function for DOE personnel who provide assistance, direction,
        guidance, oversight, or evaluation of contractor technical activities that could affect the safe
        operation of DOE's defense nuclear facilities. A JSQS may also be assigned to personnel
        performing oversight of multiple topical areas or job functions unique to a specific mission at
        a particular site or office.

n.   Oral Board. A process to assess the skills and abilities of a candidate that cannot be
        completely evaluated from on-the-job training, classroom training, or written
        comprehensive examinations.

o.   Organization-Specific Qualification Standard. Generic term for site, office, facility, or
        system-specific technical qualification standards. The OSQS includes competencies that
        are required to perform a unit of work that is included within the duties and
        responsibilities of a specific job. An OSQS may contain one or more levels (e.g., site,
        office, facility, system) depending on specific job duties and responsibilities.

p.   Position Evaluation Questionnaire. A document that evaluates and provides a
        determination of whether a position is included in the TQP based on line management,
        technical support, operation, or oversight responsibilities that provide assistance,
        guidance, direction, oversight, or evaluation of contractor activities that could affect the
        safe operation of a defense nuclear facility. This form includes the name of the
        incumbent employee (when identified) who is assigned to this position and all functional
        area(s) to which the employee may be assigned.

q.   Program-Specific Qualification Standard (PSQS). PSQSs establish common performance
        competencies in key programmatic areas for DOE personnel who provide assistance,
        direction, guidance, oversight, or evaluation of contractor technical activities that could
        affect the safe operation of DOE's defense nuclear facilities. A PSQS may also be
        applied in areas where a defined and consistent qualification program is needed to ensure
        personnel have the technical competence commensurate with their oversight
        responsibilities. This includes programs such as Aviation Safety, Safeguards and
        Security, Weapon Quality, Nuclear Explosive Safety, and others as designated by the
        Panel.

r.   Qualifying Official. A person designated by a supervisor who has the technical
        experience or education to review and verify a candidate's ability to effectively
        demonstrate completion of a competency for qualification.

s.   Qualifying Official Attestation Form. A form that attests that a designated qualifying
        official has completed the required training to perform as a qualifying official, which lists
        the functional areas and competencies that the person has been assigned to review.

t.   Remediation Plan. A plan used when a TQP participant fails to meet the requirements of the assigned functional area qualification standard, or when the participant fails to make satisfactory qualification progress. The participant may be placed in a training and qualification remediation program by the supervisor.

u.   Senior Technical Safety Manager (STSM). TQP positions that provide assistance, direction, guidance, oversight, or evaluation of contractor technical activities that could affect the safe operation of DOE's defense nuclear facilities.

v.   TQP Coordinator. The person designated at the site that is responsible for assisting candidates in the Technical Qualification Program qualification process. Also acts as a liaison between the site and the NNSA TQP Manager.

w.   TQP Participant. A person who is required to complete TQP qualification, and continuing training requirements specified in DOE O 426.1B, *Department of Energy Federal Technical Capabilities*.

APPENDIX C: ACRONYMS

a.   <u>CDNS</u>   Chief of Defense Nuclear Safety

b.   <u>CTPT</u>   Continuing Training Progress Tracker

c.   <u>eTQP</u>   Electronic Technical Qualification Program (TQP system of records)

d.   <u>FR</u>   Facility Representative

e.   <u>FTCP</u>   Federal Technical Capability Panel

f.   <u>FOM</u>   Field Office Manager

g.   <u>FAQS</u>   Functional Area Qualification Standards

h.   <u>FRA</u>   Functions, Responsibilities, and Authorities

i.   <u>GTB</u>   General Technical Base

j.   <u>HR</u>   Human Resources

k.   <u>IDP</u>   Individual Development Plan

l.   <u>JSQS</u>   Job-Specific Qualification Standard

m.   <u>KSA</u>   Knowledge, Skills and Abilities

n.   <u>LCM</u>   Learning and Career Management

o.   <u>LMS</u>   Learning Management System

p.   <u>NTC</u>   National Training Center

q.   <u>NESS</u>   Nuclear Explosives Safety Systems (one of the FAQS)

r.   <u>NSS</u>   Nuclear Safety Specialist (one of the FAQS)

s.   <u>PEQ</u>   Position Evaluation Questionnaire

t.   <u>PSQS</u>   Program-Specific Qualification Standard
u.

v.   <u>OPI</u>   Office of Primary Interest

w.   <u>OSQS</u>   Organization-Specific Qualification Standard

x.   <u>QO</u>   Qualifying Official

y.   <u>STSM</u>   Senior Technical Safety Manager

z.   <u>TQP</u>   Technical Qualification Program

APPENDIX D: REFERENCES

1.   DOE Order 360.1D, *Federal Employee Training*, dated 07-06-11

2.   DOE Order 414.1D Chg 2, *Quality Assurance,* dated 09-15-20

3.   DOE Order 426.1B, *Department of Energy Federal Technical Capabilities*, dated 03-05-20

4.   NNSA SD 243.1, *Records Management Program*, dated 09-03-14