



94-0004261

Department of Energy

Washington, DC 20585

July 27, 1994

The Honorable John T. Conway
Chairman
Defense Nuclear Facilities Safety Board
625 Indiana Avenue, NW, Suite 700
Washington, DC 20004

Dear Mr. Chairman:

On November 4, 1993, the Department of Energy issued its Implementation Plan for Defense Nuclear Facilities Safety Board Recommendation 93-3, which required the Department to issue quarterly progress reports within 30 days of the end of every calendar quarter. Enclosed is the second Quarterly Report which contains an update of all activities occurring during the quarterly reporting period which ends on June 30, 1994.

Should you have any questions regarding the Quarterly Report, please contact Mr. Tom Evans, the Technical Personnel Program Coordinator, on 202-586-3519.

Sincerely,

for Thomas J. Jannura
Archer L. Durham
Assistant Secretary for
Human Resources and Administration

TP-94-0031



Quarterly Report
Department of Energy
Implementation Plan for
Defense Nuclear Facilities Safety Board
Recommendation 93-3
Improving the Technical Capability in Defense Nuclear
Facilities Programs

Reporting Period
April 1 through June 30, 1994

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1.0 Introduction

This Quarterly Report for the Defense Nuclear Facilities Safety Board (DNFSB) Recommendation 93-3 Implementation Plan covers the period from April 1 through June 30, 1994.

- All activities scheduled for completion during the reporting period were completed as planned. This includes thirteen (13) deliverables during the reporting period and also includes one deliverable for the next quarter.
- Significant efforts continue to obtain Excepted Appointment Authority. After numerous briefings, the legislation was adopted the Senate on July 1, 1994. There being no legislation in the House on Excepted Appointment Authority, it is an item for the Conference Committee.
- The Technical Personnel Coordinating Committee (TPCC) met on April 22 and June 16, 1994.
- The first Technical Excellence Executive Committee was held on June 3, 1994.
- The Department authorized early retirement options for selected personnel.
- Individuals were selected for the Training Manager positions at Albuquerque and Oak Ridge.
- The technical intern class was selected, and commenced at the Department on June 27, 1994.
- All required Training Implementation Matrices (TIMs) were approved for defense nuclear facilities.
- The external assessment being conducted by the National Academy of Public Administration was started.

2.0 Implementation Plan Schedule

For the second quarter 1994, all tasks are proceeding on schedule and all commitments have been met. During this period, 13 deliverables were completed on or before the due date.

Activities completed during the second quarter calendar year (CY) 1994 are as follows:

<u>Commitment</u>	<u>Description</u>
1.5	Issued an approved policy and guidance document related to the infrastructure of Department training organizations in Operations Offices and Headquarters (June 94);
2.2	Approved guidance document and strategy for implementation which identifies and communicates selected administrative processes to enhance recruitment, retention and performance of Federal technical staff (May 94);
3.2	Developed educational performance indicators (June 94);
4.1.1	Developed and issued an approved policy and guidance document that establishes programs and processes for the evaluation of contractor training and qualification programs (June 94);
4.2.2	Department on-line Technical Training Course Catalog established (April 94);
4.4.1	Technical qualification standards guidance document developed and issued (June 94);
4.8.1	Issued first Technical Personnel Performance Indicator Report (April 94);
4.8.2	Established performance indicators for Department reporting (June 94);
5.1	TIMs approved for all defense nuclear facilities (June 94);
5.2	Training Program Accreditation Plans (TPAP) status report issued (April 94);
5.8	Training assistance teams fully operational (June 94);
6.1	External baseline assessment report completed (June 94) and,
7.1	First Quarterly Report issued to the DNFSB (April 94).

Cont. 2.0 Implementation Plan Schedule

Activities scheduled for the third quarter calendar year 1994 are as follows:

<u>Commitment</u>	<u>Description</u>
7.1	Issue Quarterly Report to DNFSB (July 94);
2.3	Implement policy and guidance developed regarding entry level technical recruitment policy and technical intern program (August 94);
4.4.2	Develop and issue General Technical Base Qualification Standard (August 94);
5.3	Revise Department of Energy (DOE) Order 5480.18A (August 94);
3.3	Develop and implement program guidance on technical succession planning and career path development (September 94);
4.1.2	Establish selection, training, and qualification requirements for DOE technical staff responsible for evaluating contractor training and qualification programs (September 94);
4.3	Develop and issue a DOE training standard encompassing the systematic approach to training (September 94). [This deliverable was completed in June 29, 1994.];
5.4	Review and revise DOE Order 5480.20 (September 94);
5.7	Develop and issue guidance for contracting offices in providing contract direction and contract incentives to M&O contractors to upgrade defense nuclear facility training and qualification program performance (September 94); and
6.1	Develop a strategy for adoption and implementation of accepted recommendations from the external review (September 94).

3.0 Commitment Status

Commitment	Due Date	Status	Completion Date/Reference
1.1	Oct 93	Complete	10/29/93 Policy
1.2	Feb 94	Complete	2/22/94 Durham Memo
1.3	Sept 93	Complete	9/30/93 Appointment
1.4	Feb 94	Complete	2/28/94 Durham Memo
Target Date	4th Qtr 94	Open	
1.5	June 94	Complete	6/30/94 Durham Memo
Target Date	4th Qtr 94	Open	
Target Date	4th Qtr 94	Open	
2.1 - 1 of 2	ASAP	Open	
Target Date	Jan 94	Complete	1/31/94 Evans Memo
Target Date	March 94	Complete	3/31/94 Evans Memo
2.1 2 of 2	March 94	Complete	3/31/94 Evans memo
2.2	May 94	Complete	5/23/94 Evans Memo
Target Date	3rd Qtr 95	Open	
2.3 - 1 of 2	March 94	Complete	3/31/94 Durham Memo
Target Date	August 94	Open	
2.3 - 2 of 2	ASAP	Open	
2.4 - 1 of 2	Jan 94	Complete	1/31/94 Evans Memo
2 of 2	March 94	Complete	3/31/94 Evans Memo
3.1	Oct 94	Open	
3.2 - 1 of 2	June 94	Complete	6/15/94 Evans Memo
2 of 2	Nov 94	Open	
3.3	Sept 94	Open	
Target Date	First Qtr 95	Open	

Commitment	Due Date	Status	Completion Date / Reference
4.1/4.1.1	June 94	Complete	6/30/94 Evans Memo
Target Date	4th Qtr 94	Open	
4.1.2	Sept 94	Open	
4.1.3	Oct 94	Open	
Target Date	2nd Qtr 95	Open	
4.1.4	June 95	Open	
4.2/4.2.1- 1 of 2	Feb 94	Complete	2/28/94 Durham Memo
2 of 2	Oct 95	Open	
Target Date	2nd Qtr 95	Open	
4.2.2	April 94	Complete	4/29/94 Durham Memo
4.3	Sept 94	Complete	6/30/94 Durham Memo
4.4/4.4.1	June 94	Complete	6/30/94 Durham Memo
4.4.2	Aug 94	Open	
4.4.3	Oct 94	Open	
4.4.4	Dec 94	Open	
4.4.5	Dec 95	Open	
4.5	Dec 94	Open	
Target Date	4th Qtr 95	Open	
4.6	Dec 94	Open	
4.7	Dec 94	Open	
4.8 - 1 of 3	April 94	Complete	4/29/94 Evans Memo
2 of 3	June 94	Complete	6/15/94 Evans Memo
3 of 3	Dec 94	Open	

Commitment	Due Date	Status	Completion Date / Reference
5.1/5.1.1 5.1.2 - 1 of 2 2 of 2 Target Date 5.2 5.3 - 1 of 2 2 of 2 5.4 5.5 5.6/5.6.1 5.6.2 5.7 5.8 - 1 of 2 2 of 2	Dec 93 Feb 94 June 94 4th Qtr 95 April 94 Feb 94 Aug 94 Sept 94 Jan 94 Oct 94 Oct 95 Sept 94 Jan 94 June 94	Complete Complete Complete Open Complete Complete Open Open Complete Open Open Open Complete Complete	1/28/93 Durham Memo 2/28/94 Evans Memo 6/30/94 Evans Memo 4/29/94 Evans Memo 2/28/94 Evans Memo 1/31/94 Evans Memo 1/31/94 Durham Memo 6/30/94 Evans Memo
6.1 - 1 of 3 2 of 3 3 of 3	Feb 94 June 94 Sept 94	Complete Complete Open	2/28/94 Evans Memo 6/30/94 Evans Memo
7.1	Jan 94 April 94 July 94 Oct 94 Jan 95 April 95 Oct 95 Jan 95	Complete Complete Open Open Open Open Open Open	1/31/94 Durham Memo 4/29/94 Durham Memo

93-3 Quarterly Report

4.0 Activities

This section of the report provides a brief narrative discussion on actions being taken on the ten functional areas and related initiatives in the Implementation Plan. Section 4.11 highlights the reporting period meetings and Section 4.12 discusses related activities. Shaded text indicates that activities were previously documented and no further changes are noted.

The activities are listed in the same order as the functional area breakdown. This list is included as Attachment 5.1 for reference.

4.1 Functional Area 1: Technical Personnel Organization and Policy

Technical Excellence Policy

Commitment 1.1 The Department developed and issued a Technical Excellence Policy on October 29, 1993. This completes Commitment 1.1.

Technical Excellence Executive Committee

Commitment 1.2 The Technical Excellence Executive Committee was established in February, 1994. The first meeting was held on June 3, 1994. The meeting discussions centered on the role the TEEC would play within the Department and a review of the implementation of the 93-3 Plan. Agenda items reviewed included qualification standards, excepted service, the Technical Leadership Development Program, selected performance indicators and the external assessment.

Technical Personnel Program Coordinator

Commitment 1.3 The Technical Personnel Program Coordinator was selected in September 1993. Mr. Thomas W. Evans was appointed and his permanent dedicated assignment to this role completes Commitment 1.3.

Technical Personnel Coordinating Committee

Commitment 5.5 The Technical Personnel Coordinating Committee (TPCC) was established during the first committee meeting held on January 12-13, 1994. This action completes Commitment 5.5. Meeting minutes were issued on January 31, 1994, highlighting the meeting objectives, activities and path forward.

There was an additional TPCC meeting conducted on March 16, 1994 using the televideo conferencing system. Minutes for this meeting were issued on March 21, 1994. This meeting covered the progress of the 93-3 initiatives and reviewed plans for upcoming milestones.

There was a TPCC meeting held using the teleconferencing system on April 22, 1994 to review the status of the 93-3 Plan initiatives. The TPCC also held a meeting on June 16, 1994, in Knoxville, TN. This meeting covered status of deliverables, the Qualification Program, Performance Indicators, and a roundtable discussion of issues the Committee should resolve. Meeting minutes were generated for both meetings.

4.2 Functional Area 2: Recruitment Initiatives

Excepted Service
Commitment 2.1 DOE Office of Personnel & DNFSB staff met with Office of Personnel Management (OPM) personnel to advise OPM of the Department's need for Excepted Service and to solicit support for the Department's legislative initiative (11/12/93). Headquarters & Operations Officers were surveyed on excepted service system needs and projected utilizations (12/17/94). Draft legislative language is being developed and will be provided to the Assistant Secretary for Congressional and Intergovernmental Affairs (CI).

During the last five months, the Technical Personnel Program Coordinator (HR-1.5) and the Deputy Assistant Secretary for Human Resources (HR-3) with the Office of Congressional and Intergovernmental Affairs conducted briefings on Excepted Appointment Authority for Congressional staff from the following Committees: House Energy and Commerce, House Armed Services, Senate Armed Services, Senate Governmental Affairs, and the Senate Energy and Natural Resources.

The Department's proposed language to establish an excepted Appointment Authority has been agreed to by the Office of Management and Budget and the Office of Personnel Management. However, this agreement was reached too late to be considered in the House of Representatives' Department of Energy National Security Act.

Language for the Act was introduced by Senator Nunn (D-GA) when the Department of Energy's National Security Act was debated on the Senate floor on July 1, 1994. The language introduced was similar to the Department's language with the major exception that Senator Nunn's language included a termination date of September 30, 1997. The Department's language allowed either the termination date of September 30, 1997 or earlier if the National Performance Review is enacted. Another minor change states to the maximum extent practicable appointments will be made in accordance with the merit system principles. The Senate adopted the language by a voice vote. Excepted Appointment Authority is in the Senate legislation and not in the House legislation therefore, it is an item for the Conference Committee to consider.

Conference Committee for the Department of Energy's National Security Act will start the week of July 18, 1994. The Senate has announced its selection of Conferees; House has not. The Conference Committee is expected to finish before Congress leaves for its August break.

Administrative Process

Commitment 2.2

Recruiting, Hiring, and Retaining High Quality Technical Staff, A Manager's Guide to Administrative Flexibilities was distributed on May 23, 1994. This handbook covers the tools available, referred to as administrative flexibilities, to enhance the Department's ability to compete in the labor market for technical personnel. The flexibilities center on recruitment, hiring and retention techniques and bonuses.

Technical Intern Program

Commitment 2.3

The Technical Leadership Development Program Plan was approved on March 31, 1994. This plan establishes a centralized technical intern program for the Department of Energy. The plan was modeled after the Defense Programs Intern Plan and modified by a total quality management process using complex-wide input.

There were approximately 600 applications for 25 intern positions. The applications were screened and approximately 60 applicants were interviewed in April 1994 to determine this year's intern class. Information concerning the intern class selected is included as Attachment 5.2.

Near-Term Recruitment Strategy

Commitment 2.4 The near-term strategy to take advantage of immediately available opportunities was issued in January 1994. When this commitment was established, it was anticipated that the early retirement initiatives would be immediately approved and a large number of open positions would be available by the end of the year. The buyout bill was subsequently approved in March 1994, and is being reviewed for Department applicability and use. The Assistant Secretary for Environmental Management has been given approval to hire additional employees during the remainder of FY 1994. The current strategy is designed to support Environmental Management near-term recruitment.

4.3 Functional Area 3: Succession Planning and Career Path Development

Succession Planning and Career Path Development

Commitment 3.3 A list of interim milestones has been developed for this Commitment. Additional actions will be reported upon in future quarterly reports.

4.4 Functional Area 4: Education Programs

Graduate Technical Education Programs

Commitment 3.1 An Educational Initiatives Working Group has been formed to expand educational opportunities for Federal employees throughout the DOE system. This group has been tasked to review a DOE-Wide Fellowship Program Guide and to provide data regarding existing programs between Program and Operations Offices and local colleges and universities. Comments and information on these two items were due at the end of June. This working group is made up of a representatives from each Program and Operations Office.

Commitment 3.2 **Performance Indicators and Appraisal Elements**
Performance indicators for individual educational achievements were developed by Human Resources. These indicators were included in the June 1994 Technical Personnel Performance Indicator Report. The first item being followed is the number of Technical Personnel in each office currently receiving tuition assistance to pursue additional educational opportunities.

The specific performance elements for appraisal plans of supervisory and non-supervisory technical personnel will be completed in conjunction with Commitment 4.7.

4.5 **Functional Area 5: M&O Contractor Training and Qualification**

Commitment 5.1 **Training Implementation Matrices**
The schedule for approving all remaining Training Implementation Matrices (TIMs) was issued in February 1994. The Department is proceeding with having all TIMs approved by June 1994. These actions are proceeding and will be tracked by the Technical Personnel Performance Indicator Report until completion. The Target date for achieving compliance with DOE Order 5480.20 is the Fourth Quarter 1995.

The Department approved all Training Implementation Matrices (TIMs) for defense nuclear facilities by June 1994. The issue of approving outstanding TIMs to meet DOE Order 5480.20 has been a management priority in the Department and a continuing focus issue for the Technical Personnel Program Coordinator's Office.

Since the approval of our Implementation Plan on November 4, 1993, there have been 29 TIMs approved for defense nuclear facilities. Of these 29, 19 of the TIM approvals were completed in June 1994. The completion of this deliverable involved a great deal of coordination effort and work to ensure all approvals would be completed by June 30, 1994. In addition, before approval of the Implementation Plan, ten other TIMs were approved during the four month effort to respond to the Board's 93-3 Recommendation.

The quarterly Technical Personnel Performance Indicator Report will continue to provide a status of the approval and implementation of all TIMs to meet DOE Order 5480.20. This status will reflect those facilities with previously approved TIMs and non-defense nuclear facilities TIMs. Additionally, facilities recently classified as nuclear facilities will use this quarterly reporting system to track and ensure defense nuclear facility TIM implementation is achieved by the 93-3 Implementation Plan target date of the Fourth Quarter 1995.

Training Program Accreditation Plans

Commitment 5.2 The Training Program Accreditation Plans (TPAPs) status report was issued in April 1994. The requirement for quarterly reports is being addressed by following the status of TPAPs in the Technical Personnel Performance Indicator Report.

DOE Order 5480.18A

Commitment 5.3 A status for interim guidance updating the list of applicable facilities required to implement DOE Order 5480.18A was issued in February 1994. As discussed under Functional Area 10, exceptions for certain facilities are currently being addressed by the Department. The results of this review will be included in the quarterly review of TPAPs in the Technical Personnel Performance Indicator Report. Efforts are now underway to approve a revision of DOE Order 5480.18A and to revise Training Accreditation Program manuals.

DOE Order 5480.20

Commitment 5.4 DOE Order 5480.20 is being revised to incorporate lessons learned and to update the Responsibilities section. Since the Order is to become a rule, the Department is determining the necessity and practicality of issuing a revision to the Order. See discussion under Functional Area 10.

Organization of Contractor Training Units

Commitment 5.6 The actions necessary to review and strengthen contractor organizations responsible for training and qualification have been started. Additional updates and progress will be discussed in upcoming quarterly reports.

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Commitment 5.7 **Guidance for Contracting Offices regarding T&Q Initiatives**
The guidance for contracting officers is being drafted. Additional updates and progress will be discussed in upcoming quarterly reports.

4.6 Functional Area 6: Oversight of Training and Qualification Programs

Commitment 1.4 **Department Policy on Roles and Responsibilities**
An interim policy and guidance document was issued on February 28, 1994 addressing the roles and responsibilities within the Department to evaluate technical training and qualification programs at defense nuclear facilities. This item has a target date for implementation in the fourth quarter 1994. Implementation will be tracked and followed in the Technical Personnel Performance Indicator Report.

Commitment 4.1.1 **Evaluation of Contractor T&Q**
A peer group has been established to develop and issue guidance to Operations and Program Offices regarding the evaluation of contractor training and qualification programs. The document was completed and issued on June 30, 1994.

Commitment 4.1.2 **T&Q Requirements for Federal Personnel Performing Contractor Evaluations**
The effort to develop selection, training and qualification requirements will be started in July 1994.

4.7 Functional Area 7: Training Organization, Administration and Infrastructure

Commitment 1.5 **Policy and Guidance**
The Federal employee training standard, Professional Development of Federal Technical Personnel, was completed and distributed at the end of June. This standard meets Commitments 1.5, 4.3, and 4.4.1. This document was developed through a series of Technical Excellence workshops which included participation from each Program and Operation Office.

Commitment 4.1.3 **T&Q Requirements for Federal Trainers**
The effort to establish selection, training and qualification requirements for Federal training staffs is planned and the majority of activities will start in July 1994.

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Training Assistance Teams

Commitment 5.8 The Training Assistance Program was initiated in January 1994 and is now fully operational. The TPPC initiated the Training Assistance Team Program and is responsible for its continued development and enhancement. The program is reviewing three requests for assistance. A memorandum describing the Training Assistance Program was issued on June 30, 1994.

4.8 Functional Area 8: Technical Employee Qualification Programs

Individual Development Plans

Commitment 4.2.1 Guidance was issued to all technical organizations to verify, establish or revise Individual Development Plans (IDPs) or ensure their equivalent are adequate. This guidance was issued on February 28, 1994. All IDPs should be completed by October 1994, for appropriate technical personnel. IDP completion is being tracked in the quarterly Technical Personnel Performance Indicator Report.

Guidance for Qualification Standards

Commitment 4.4.1 Guidance relating to the technical qualification standards are covered in the Federal Employee Training Standard which was issued on June 30, 1994. This item is now complete and an organized effort to complete qualification standards is underway.

Technical Base Qualification Standards

Commitment 4.4.2 The General Technical Base Qualification standard and list of applicable positions is due by August 1994. Currently, a group is determining the functional area categories that will be subject to the General Technical Base Qualification Standard.

Technical Manager Qualification Standard

Commitment 4.4.3 The Technical Manager Qualification Standard is due by October 1994. The Technical Manager position is one of the functional area categories currently being developed.

Technical Specialist Qualification Standard

Commitment 4.4.4 The Technical Specialist Qualification Standard is due by December 1994. Currently, a group is determining the functional area categories that will be subject to the Technical Specialist Qualification Standard.

Performance Appraisal Standards

Commitment 4.7 Policy and guidance is due by December 1994, to upgrade the language in performance appraisal standards for various technical positions. This effort is scheduled to increase in the next quarter.

4.9 Functional Area 9: Technical Training Programs and Processes

Current Training Database

Commitment 4.2.2 An on-line database of training courses has been identified and documented in the DOE Technical Training Course Catalog which was established in April 1994. The database identifies currently available sources of training both inside and outside the Department. The database is constantly updated as new courses are added to the system.

DOE Training Standard

Commitment 4.3 A DOE training standard was issued in June 1994, that encompasses the principles of a systematic approach to training and establishes firm requirements for the training process required for Federal technical employees.

Development of Formal Training Classes

Commitment 4.5 Efforts are being made to link course objectives with Federal qualification requirements so that DOE is assured that courses listed in the on-line course catalog meet DOE specific needs. Progress regarding this activity will be reported in future quarterly reports.

DOE Order on Federal Training

Commitment 4.6 The Federal training standard issued in June will be utilized as a pilot program for use by the Department in implementing training and qualification requirements for Federal technical personnel. The standard and recommended changes to the document will be incorporated into a revised DOE Order which will be issued in December 1994. This item is scheduled to increase activity in the third quarter calendar year 1994.

4.10 Functional Area 10: Management Information System

External Assessment

Commitment 6.1 An independent external assessment is currently performed by the National Academy of Public Administration. A baseline assessment was presented by the National Academy of Public Administration to the Technical Personnel Program Coordinator on June 28, 1994.

Technical Personnel Performance Indicator Report

Commitment 4.8 A management report, the Technical Personnel Performance Indicator Report, which monitors and assesses the effectiveness of both Federal and contractor training and qualification initiatives was completed on April 30, 1994. The first report was a text report outlining the concept for selecting and tracking performance indicators. This report is being used primarily to monitor the implementation of Operations Office and Program Office activities required to meet target date initiatives specified in the Recommendation 93-3 Implementation Plan.

The first two indicators track the completion and approval of Training Implementation Matrices (TIMs) and the development and updating of the Individual Development Plans. This data was summarized and reported at the Technical Excellence Executive Committee meeting held on June 3, 1994. The Technical Personnel Performance Indicator Report for the second quarter was issued on June 15, 1994 to complete the second part of the commitment. This report added the TPAP status and the educational performance indicator item.

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Commitment 7.1 **Quarterly Progress Reports to the Board**
The Interim Report was issued on January 31, 1994. The Interim Report contained an update of all activities occurring between the issuance of the Implementation Plan and the end of the calendar year. The format of the Interim Report is being adopted for future quarterly reports.

The first Quarterly Report to the Board was issued on April 30, 1994. At the end of the reporting period, information was being compiled for the next report.

Commitment 8 **Change Order Process**
The provision of Commitment 8.1 or 8.2 are not presently being invoked. There are currently three areas where the Department is taking action or evaluating the impact of potential changes to eliminate or mitigate the need to use Commitment 8.1 or 8.2.

1. Commitment 5.8

DOE Order 5480.20 - The Order is currently being made into a rule. A concern is meeting the Commitment due date of September 1994. The current strategy is to process all new rule (s) at the same time to save overall cost and expense. This may impact the present due date if the Department elects to wait for the new rule to be issued and not process the Order revision in parallel.

2. Commitment 5.3

DOE Order 5480.18A - The Department is in the process of determining the proper applicability, funding and direction for the Order.

3. Commitment 2.1

Excepted Appointment Authority - The Department has taken additional measures, including numerous congressional visits and briefings, to gain approval of Excepted Appointment Authority. Excepted Appointment Authority is included in legislation which passed the Senate, however is not included in any House legislation, therefore it is an item for the Conference Committee.

4.11 Meetings

During the Reporting period, the following meetings were held:

1. Technical Excellence Executive Committee met on June 3, 1994.
2. Technical Personnel Coordinating Committee met on April 22 and June 16, 1994.
3. TPPC Deputy met with training and management personnel at Hanford and Rocky Flats the first week of April.
4. TPPC met with training and management personnel at Albuquerque in April.
5. Continued meetings occurred to discuss and implement Excepted Appointment Authority.
6. The final technical intern candidates were interviewed and selected in April.
7. Interviews for the Training Manager positions at Oak Ridge and Albuquerque occurred in April.
8. As part of the Under Secretary's discussion with the Board on May 9, 1994, the Board was briefed on the 93-3 Implementation Plan status along with a discussion of Excepted Appointment Authority. Monthly informal meetings with the General Counsel occurred to keep him apprised of ongoing activities.
9. Briefing on Excepted Appointment Authority with Congressional staff for the following committees: House Energy and Commerce; House Armed Services; Senate Armed Services; Senate Government Affairs; and the Senate Energy and Natural Resources.

Meetings planned for the third quarter calendar year 1994 are as follows:

1. The Technical Excellence Executive Committee is scheduled to meet in September 1994.
2. The Technical Personnel Coordinating Committee is planning to meet on July 15, 1994 and tentatively planning monthly meetings for August and September 1994.
3. TPPC staff are planning on meeting with management and training personnel at Rocky Flats and Savannah River Site in July 1994. Additional meetings are being planned with Idaho and Nevada.
4. Meetings are scheduled throughout the next quarter to develop qualification standards required in the Implementation Plan.
5. Continued meetings and briefings are being scheduled to discuss and implement Excepted Appointment Authority.
6. Informal meetings will continue with the Board's General Counsel to keep him apprised of ongoing activities.
7. Meetings are being set up for personnel from the National Academy of Public Administration to meet with Department management regarding the external assessment being conducted.

4.12 Related Activities

The following related activities occurred during the reporting period:

In addition to normal TPCC meetings and calls,

- The TPPC and/or his Deputy personally visited with members from the following locations:
 1. Nevada
 2. Oak Ridge
 3. Hanford
 4. Rocky Flats
- Thomas W Evans will be designated Acting Director, Office of Professional and Technical Training and Development (HR-33), effective July 14, 1994.
- The Training Manager positions at Albuquerque and Oak Ridge Operations Offices have been upgraded and were competed. Robert Garland was selected for the Albuquerque position and Jim Vosburg was selected for the Oak Ridge position.
- The Department used the President's approval of federal buyouts to allow approximately 500 people to request and receive early retirement (actual to date 483). These retirements do not result in the loss of full time equivalent slots. In addition, the Department is requesting authority to grant an additional allotment of 100 slots for early retirement.

**DNFSB 93-3 IMPLEMENTATION PLAN
FUNCTIONAL AREAS**

- 1. Technical Personnel Organization and Policy - Tom Evans**
 - 1.1 Technical Excellence Policy
 - 1.2 Technical Excellence Executive Committee
 - 1.3 Establish TPPC
 - 5.5 Establish Technical Personnel Coordinating Committee

- 2. Recruitment Initiatives - Anita Sciacca**
 - 2.1 Excepted Service
 - 2.2 Administrative process
 - 2.3 Technical intern program
 - 2.4 Near-term recruitment strategy

- 3. Succession Planning and Career path development - Anita Sciacca**
 - 3.3 Succession planning and career path development program

- 4. Education Program**
 - 3.1 Graduate technical education programs
 - 3.2 Performance indicators and appraisal elements related to education

- 5. M&O Contractor Training and Qualification - Nick Delaplane**
 - 5.1 TIMs status, schedule for implementation, and approval
 - 5.2 TPAP status and reporting
 - 5.3 Revise DOE Order 5480.18A
 - 5.4 Revise DOE Order 5480.20
 - 5.6 Organization of contractor training units
 - 5.7 Guidance for contracting officers regarding T&Q initiatives

- 6. Oversight of Training and Qualification Programs - Terry Frizzell**
 - 1.4 Departmental policy on roles and responsibilities
 - 4.1.1 Program and process for evaluation of contractor T&Q
 - 4.1.2 T&Q requirements for Feds performing contractor T&Q evaluation

7. Training Organization, Administration and Infrastructure - Billy McCormick

- 1.5 Policy and Guidance on training organization and infrastructure
- 4.1.3 T&Q requirements for Fed trainers
- 5.8 Expand and enhance training assistance teams

8. Technical Employee Qualification Programs - Billy McCormick

- 4.2.1 Upgraded IDP program
- 4.4.1 Guidance for development and implementation of qual standards
- 4.4.2 Develop of technical base qualification standards
- 4.4.3 Develop of Departmental position qualification standards
- 4.4.4 Development of site-specific position qualification standards
- 4.7 Upgrade performance appraisal standards related to quals

9. Technical Training Programs and Process - Billy McCormick

- 4.2.2 Identification of current training
- 4.3 Develop training standard for Fed training programs
- 4.5 Develop formal training courses to meet new requirements
- 4.6 Develop Order on Fed training and qualification

10. Management Information System - Ray Hardwick

- 4.8 Quarterly reports and performance indicators
- 6.1 External Assessment
- 7.1 Quarterly progress reports to DNFSB
- 8.1 Change order process
- 8.2 Change order process



Name	School	Specialty
Amrhein, Wendy	West VA U.	Indl Eng
Breheny, Cecilia	Manhattan College	Mech Eng
Bronson, Cary	Villanova U./U. of Ill.	Elec Eng
Cain, Barry	Clemson U.	Physics
Cory, Karylynn	Tufts/U. of Sussex	Mech Eng
Daniels, Jared	Kansas State U.	Chem Eng
Dubbs, Michael	U. of Alabama	Chem Eng
Gurrieri, Thomas	U. of Hartford	Envl Eng
Johnson, Cortiss	Howard U.	Chemist
Jordan, Quelina	Central State U.	Math
Lux, Kenneth (1)	Case Western Reserve U.	Chem Eng
Nobel, Carolyn	Duke U.	Civil Eng
Ortner, Mark	Marquette U.	Mech Eng
Richburg, Andrea	Auburn U.	Chem Eng
Thomas, Richard	NC A & T	Genl Eng
Wong, Phillip	U. of Calif-Berk	Nucl Eng
Andrews, Mark	Ohio U./New Mex State U.	Mech Eng
Burget, Kelli	U. of Del/VPI	Mech Eng
Gale, Thomas	Brig Young/E. New Mex U.	Chem Eng
King, Thomas	RPI/Clarkson U.	Mech Eng
Machara, Nicholas (1)	VPI/U. of Cinn/U. of Cinn	Chem Eng
Richardson, Rebecca	Texas A&M	Nucl Eng
Satsangi, Ann	U. of Ill/U of Minn.	Nucl Eng
(1) = PhD Conferred		
Average GPA of Class =		3.62