



Department of Energy

Richland Field Office

P.O. Box 550

Richland, Washington 99352

MAY 26 1994

94-OCH-023

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

Dear Mr. Conway:

COMMITMENT 1.3 OF THE DEPARTMENT OF ENERGY IMPLEMENTATION PLAN FOR BOARD RECOMMENDATION 93-5.

The deliverables for Commitment 1.3, "Improve Department of Energy, Richland Operations Office (RL), Oversight," included two items:

1. Obtain Department of Energy (DOE), HQ approval for additional full-time equivalents.
2. Issue training/qualification plan for RL characterization staff.

The RL has fulfilled the intent of these deliverables through the following actions:

1. Eight additional full time equivalents have been approved to add to the RL Office of Characterization (OCH) staff. This will raise the total staffing level to twelve, allowing a greatly enhanced oversight capability. One of these eight personnel is designated as a Senior Technical Specialist and will act in an expert advisor role. Until the federal positions are filled, the staff will be augmented with four general services contractor staff personnel. During the initial staffing period, OCH is also utilizing four personnel from the DOE-HQ Mentoring program (sponsored by the Deputy Assistant Secretary for Safety and Quality Assurance) to provide expert advice, technical assistance to existing and oncoming OCH personnel, and oversight support services until staffing is complete and personnel capability assured.
2. The lack of an effective training and qualification program for RL personnel was the subject of Board Recommendation 93-3. As such, OCH is participating with other RL groups in the development of an Office-wide training program. The tracking and status of this part of Commitment 1.3 is therefore covered by the 93-3 Implementation Plan. A duplication of the 93-3 status will not be supplied here, however, a copy of the synopsis of the Draft RL Qualification and Training Development Plan is enclosed for your

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information. To date, OCH has taken an active role, with the following parts of this process completed:

- a) Organization mission statement
- b) Individual's complete training data collection forms
- c) Supervisor validation of existing draft position standards
- d) Training needs identification for all staff
- e) TRM development review and supervisor signoff

Job Task Analysis (JTA) will be performed for all new positions to ensure that personnel are selected and developed to meet specific job criteria. Training will be provided to staff based on the results of JTA and current needs surveys. For example, a recent need was identified for training of OCH personnel in statistics and the data quality objective process. A program has been designed and is currently being implemented to improve RL knowledge of statistics as applied to environmental sampling, analysis, and remediation.

In summary, RL has recognized and is taking action to improve oversight of characterization activities. Significant increases have been approved for the staffing of the Office of Characterization and a comprehensive training and qualification program is being developed for the Richland Operations Office. These actions will result in improved capacity and capability for RL oversight and fulfill the intent of DNFSB 93-5 Commitment 1.3.

If you have any questions please contact myself or John M. Clark, Acting Manager of the TWRS Office of Characterization, on (509) 376-2246.

Sincerely,



T. R. Sheridan, Acting Program Manager
Office of Tank Waste Remediation System

Enclosure

cc w/Enclosure:
K. Lang, EM-36, HQ

DRAFT**RL Qualification and Training Program Development Plan**

ITEM	COMPONENT	DELIVERABLE	LEAD	DUE DT
1	Sitewide Q&TSD Focusing on PBT ADDIE. This will be the RL roadmap for defining the Q&T processes and methodologies.	a. RL Qualification and Training System Description	Erik Erichsen	6/30/94
2	Programs Issue-Specific Plan/Schedule Per #3 TWRS, other programs, and contractors will take the RL Q&TSD and develop program and organization specific qualification and training plans to include general path schedules.	a. TWRS Specific Q&T Plan b. RL Program Specific Q&T Plans c. Contractor Specific Q&T Plans	Erik Erichsen Gene Higgins Contractor Management	6/30/94
3	Self-Assessment Checklist [Checklist for #3]	a. RL Specific Guidelines For Evaluation of Qualification and Training Programs	Erik Erichsen	6/30/94
4	Review 92-4 and identify known problems with the current implementation plan. Develop proposed corrections as necessary.	a. 92-4 Review Report b. Proposed 92-4 Revision	Gene Higgins	6/30/94
5	Review 93-3 to determine impact on RL Q&TSD and identify. This review will include a determination of the advantage or disadvantage of combining 92-4 and 93-3 implementation criteria.	a. 93-3 Review Report	Erik Erichsen	6/30/94
6	Review Current RL and TWRS Q&T Process by EG&G. Utilize S/A Checklist in #1 above and have EG&G conduct an analysis of the existing Q&T processes.	a. Agreement with EG&G b. Report from EG&G c. Corrective Action Plan (if required)	Gene Higgins and Erik Erichsen	6/30/94
7	Coordinate specifics of the RL Q&TSD with RL HRD and contractors to minimize impact on their organizations.	a. Coordination Meetings As Required	Erik Erichsen	6/30/94
8	HRD Order & 5480.20X are to be considered in the development and review of the RL Q&TSD.	a. HRD Order and Order 5480.20X review checklist. b. Review Report	Erik Erichsen	6/30/94
9	Effective/efficient Q&T Records Management System.	a. Review existing Q&T records management system. b. Review and Recommendation Report	Erik Erichsen	6/30/94

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