



Department of Energy
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MEMORANDUM FOR INGRID KOLB

DIRECTOR, OFFICE OF MANAGEMENT

THROUGH:

KEVIN T. HAGERTY

DIRECTOR, OFFICE OF INFORMATION RESOURCES

FROM:

MATTHEW B. MOURY

ASSOCIATE UNDER SECRETARY FOR
ENVIRONMENT, HEALTH, SAFETY AND SECURITY

SUBJECT:

Notice of Intent to Revise Department of Energy Order 426.1, Chg. 1,
Federal Technical Capability, Dated 9-20-2011

PURPOSE: This memorandum justifies the need to revise the Department of Energy (DOE) *Federal Technical Capability* (DOE Order (O) 426.1, Chg. 1). Specifically, it is intended to incorporate the latest insights; lessons learned; and changes in organizations and authorities into this directive, thereby ensuring its effectiveness through continuing improvement.

The primary objectives of DOE O 426.1, Chg. 1, are to ensure that:

- Requirements and responsibilities for DOE to recruit, deploy, develop, and retain a technically competent workforce will enable DOE missions to continue to be performed in a safe and efficient manner;
- Federal employees with assigned responsibilities at defense nuclear facilities have the required competencies;
- Management is responsible for implementation and maintenance of Technical Qualification Programs (TQP) for their organizations; and
- Federal Technical Capability Panel (FTC Panel) is responsible for providing direction and oversight of the overall implementation of the program and for assessing its effectiveness.

JUSTIFICATION: DOE O 426.1, Chg. 1, which has served as DOE's primary mechanism for establishing and maintaining a Department-wide TQP, is due for its required 4-year review cycle. In 2009/2011, the Department made significant updates to this directive in many areas such as:

- Roles and responsibilities of FTC Panel's Agents;
- Format and the content of credible Technical Qualification Plans, including the processes for acquiring and verifying competencies, as well as roles and responsibilities of managers, supervisors, and qualifying officials;

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- Requirements and responsibilities for periodic assessment of the programs; and
- Requirements and responsibilities for workforce analysis.

The proposed revision will continue the efforts to clarify requirements and responsibilities and will include both updates and new content covering:

- Institutionalization of insights and lessons learned, including:
 - FTC Panel’s activities and insights gained as a result of annual operational plans and their implementations;
 - Better integration of qualification and training processes;
 - Results of TQP assessments and several accreditations conducted at field offices and at DOE Headquarters;
 - Activities to improve the development and maintenance of training and qualification records by employing electronic tools and databases;
 - Organizational changes impacting line management structure, reporting relationships, and delegations of authorities;
 - Requalification processes and requirements for key qualification areas (Facility Representative, Senior Technical Safety Manager, and Safety System Oversight (SSO));
 - Workforce analysis and staffing reports; and
 - Structure and content of functional area qualification standards and the requirement for completion of General Technical Base for all qualification areas.

Roles, responsibilities, and qualification requirements for the FTC Panel Agents will be reevaluated. In addition to requirements and responsibilities for development and maintenance of TQP in the main body of the directive, the directive contains four appendices that should be carefully examined to determine applicability for inclusion in this directive, revision, and/or relocation. These appendices include:

- Appendix A -- describes the process for the development and revision of functional area qualification standards under the Department’s Technical Standard Program;
- Appendix B -- describes a viable path for technical professional career development;
- Appendix C -- describes the process for accreditation of technical qualification program, that focuses on excellence rather than mere meeting of requirements; and
- Appendix D -- defines duties, responsibilities, knowledge, skills, and abilities required for SSO personnel.

IMPACT: The proposed revision does not duplicate existing laws, regulations, or national standards and does not create undue burden on the Department. This revision is essential for continuously improving DOE’s technical training and qualification process.

A Working Group of knowledgeable and experienced representatives from across DOE Headquarters programs and field elements will perform the review and develop proposed revisions. The inclusive team will ensure that issues relevant to their organizations are raised and resolved and important lessons learned and insights are appropriately incorporated in this directive.

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Ingrid Kolb, Director, Office of Management (MA-1):

Concur:  Nonconcur: _____ Date: 1/7/2016

<u>Standard Schedule for Directives Development</u>	<u>Days</u>
Draft Development	Up to 60 Days
Review and Comment (RevCom)	30
Comment Resolution	30
Final Review	30
Total	150