

# ORO CONTROL FORM - FINAL DIRECTIVE

PART A (To be completed by the Division of Primary Interest (DPI))

1. NUMBER AND TITLE OF DIRECTIVE: **ORO O 360, Chapter II, Change 4, PERSONNEL SELECTION, QUALIFICATION, AND TRAINING REQUIREMENTS FOR DOE NUCLEAR FACILITIES**

2. PURPOSE OF TRANSMITTAL:  New Directive  Revised Directive

3. THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS: (Check appropriate boxes)

No (all contractors)

Yes If yes, whom?  Bechtel Jacobs Co.  ORAU  UT-Battelle

Other contractors (list by type)

*Many ORO contractors have approved Standards/Requirements Identification Documents (S/RIDs) or Work Smart Standards (WSS) Sets that may affect applicability of contractor requirements from this directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.*

4. SIGNIFICANT PROVISIONS: Are there any significant changes or impacts?  No  Yes  
If yes, describe: This ORO Chapter is part of the ORO sunset review process. No changes were made except to update sunset review date.

5. CONTACT POINT: Butch Brant Training and Development Group, AD-443 576-4087  
Name Organization Telephone

PART B (To be completed by the Directives Management Group (DMG)):

6. FILING INSTRUCTIONS:

<u>Remove</u>	<u>Dated</u>	<u>Insert</u>	<u>Dated</u>
ORO Control Form	04/30/2002	ORO Control Form	04/07/2004
ORO O 360, Ch. II, Chg. 3	04/30/2002	ORO O 360, Ch. II, Chg. 4	04/07/2004

*ORO Directives are available on the ORO Directives Management Group Home Page at [http://www.ornl.gov/doe/doe\\_oro\\_dmg/oro\\_dir.htm](http://www.ornl.gov/doe/doe_oro_dmg/oro_dir.htm). The ORO Directives will no longer be mailed in printed copy unless you do not have Internet capabilities.*

7. APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH THE OFFICIAL DIRECTIVES DISTRIBUTION LIST:

*Original Signed By*  
Wayne H. Albaugh 04/07/2004  
Signature: DMG Team Leader, AD-440 Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED

Rev. 11/06/2003

# NNSA/YSO CONTROL FORM – FINAL DIRECTIVE

## PART A (To be completed by the ORO DIRECTIVES MANAGEMENT GROUP, AD-440):

DIRECTIVE NUMBER, TITLE, AND DATE:

**ORO O 360, CHAPTER II, CHANGE 4, PERSONNEL SELECTION, QUALIFICATION, AND TRAINING REQUIREMENTS FOR DOE NUCLEAR FACILITIES, dated 04/07/2004**

PURPOSE OF TRANSMITTAL: \_\_\_\_\_ New Directive     Revised Directive

DOES THIS DIRECTIVE CANCEL/REPLACE OR EXTEND ANY OTHER DIRECTIVES?     Yes    \_\_\_\_\_ No  
If "Yes," list what action (cancel/replace or extend) and list the Directive(s), including the number(s), title(s), and date(s):

This Directive cancels and replaces ORO O 360, CHAPTER II, CHANGE 3, PERSONNEL SELECTION, QUALIFICATION, AND TRAINING REQUIREMENTS FOR DOE NUCLEAR FACILITIES, dated 04/30/2002

The attached Directive is forwarded for review and action. Complete Part B and forward this form to ORO DMG, AD-440, by 04/22/2004.

## PART B (To be completed by the NNSA Y-12 SITE OFFICE, Y12-01):

CONTRACTOR APPLICABILITY:

Does this Directive affect the work performed by BWXT Y-12, L.L.C.?    \_\_\_\_\_ Yes     No

Does this Directive affect the work performed by BWXT Y-12, L.L.C., subcontractors?    \_\_\_\_\_ Yes     No  
If "Yes," list the subcontractors:

*Many contractors have approved Standards/Requirements Identification Documents (S/RID) or Work Smart Standards (WSS) Sets that may affect applicability of contractor requirements from this Directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.*

SIGNIFICANT PROVISIONS: Are there any significant changes or impacts?    \_\_\_\_\_ Yes     No  
List summary of Directive changes and, if "Yes" above, describe the significant changes or impacts:

IMPLEMENTATION: Does the Directive contain special implementation requirements and/or dates?    \_\_\_\_\_ Yes     No  
If "Yes," describe:

FOR DOE DIRECTIVE – SUPPLEMENTAL DIRECTIVE REQUIRED?

Is a new or revised supplemental Directive required?    \_\_\_\_\_ Yes     No  
If "Yes," target date for submission of YSO Directive is \_\_\_\_\_.

IDENTIFY CONTACT POINT: Mark Sundie    241-6441  
Name    Telephone

APPROVED BY COR FOR DIRECTIVES: Diane McCarten    04/27/2004    576-9330  
Signature    Date    Telephone

## PART C (To be completed by the ORO DIRECTIVES MANAGEMENT GROUP, AD-440):

*DOE Directives are available on the DOE Directives Portal at <http://www.directives.doe.gov/>. ORO Directives are available on the ORO Directives Management Group Home Page at [http://www.ornl.gov/roe/roe\\_oro\\_dmg/oro\\_dir.htm](http://www.ornl.gov/roe/roe_oro_dmg/oro_dir.htm). Directives will no longer be mailed in printed copy unless you do not have Internet capabilities.*

APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH OFFICIAL DIRECTIVE DISTRIBUTION LIST:

Wayne H. Albaugh, AD-440    04/29/2004  
Name    Date

**INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED.**

(Revised 11/06/2003)

# U.S. Department of Energy

Oak Ridge Operations

ORO O 360 Chapter II Change 4
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DATE: 04/07/2004

**SUBJECT: PERSONNEL SELECTION, QUALIFICATION, AND TRAINING  
REQUIREMENTS FOR DOE NUCLEAR FACILITIES**

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1. PURPOSE. This Chapter correlates to DOE 5480.20A, Change 1, PERSONNEL SELECTION, QUALIFICATION, AND TRAINING REQUIREMENTS FOR DOE NUCLEAR FACILITIES, dated July 12, 2001, by assigning responsibility and accountability and providing administrative and/or contractual guidance to Oak Ridge Operations (ORO) and its contractors. Nothing in this issuance changes any requirements contained in any DOE Directive.
  2. CANCELLATION. This Chapter cancels and replaces ORO O 360, Chapter II, Change 3, PERSONNEL SELECTION, QUALIFICATION, AND TRAINING REQUIREMENTS FOR DOE NUCLEAR FACILITIES, dated April 30, 2002.
  3. APPLICABILITY. The provisions of this Chapter apply to ORO Principal Staff and to contractors to the extent set forth in their contract.
  4. RESPONSIBILITIES. Many ORO contractors have developed Standards/Requirements Identification Documents (S/RIDs) or Work Smart Standards (WSS) Sets, or have adopted other types of standards such as ISO 9000, QUALITY MANAGEMENT. These standards may not encompass requirements referenced or included in DOE 5480.20A, Change 1, or this Chapter. Interpretation and performance of Federal responsibilities outlined below must take into account the approved standards set for each particular contract and must not be deemed to add any requirements to the approved set.
    - a. Manager. Performs those tasks identified in DOE 5480.20A, Change 1, subparagraph 7c.
    - b. Team Leader, Training and Development Group (TDG).
      - (1) Performs those tasks identified in DOE 5480.20A, Change 1, subparagraph 7c.
      - (2) Provides technical advice and assistance to Contracting Officer's Representatives in their performance of tasks identified in Paragraph 4c below.
      - (3) Performs periodic systematic evaluations of training and qualification programs using DOE-STD-1070-94 and provides support to line management in the oversight of nuclear facility personnel training and qualification activities.
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**INITIATED BY: TRAINING AND DEVELOPMENT GROUP**

- (4) Reviews and concurs in each Training Implementation Matrix (or similar training document) for nuclear facilities, and forwards to the Manager for appropriate action.

c. Contracting Officer=s Representatives.

- (1) Based upon technical advice and assistance from TDG, perform those tasks identified in DOE 5480.20A, Change 1, subparagraph 7c, to the extent those requirements are included in a contract.
- (2) Identify and approve those facilities which are "operable nuclear facilities" within ORO, and provide the information to TDG.
- (3) Notify TDG of any changes in status of facilities identified as being subject to this Chapter and identify new facilities that are constructed or are proposed to become operational which are subject to this Chapter.

5. REQUIREMENTS AND PROCEDURES. None.

6. REFERENCES.

- a. DOE O 350.1, CONTRACTOR HUMAN RESOURCES MANAGEMENT PROGRAMS, dated September 30, 1996.
- b. DOE-STD-1070-94, GUIDELINES FOR EVALUATION OF NUCLEAR FACILITY TRAINING PROGRAMS, dated June 1994. (Reaffirmation memorandum, dated April 1999)

7. DEFINITIONS. None.

8. CONTRACTOR REQUIREMENTS DOCUMENT. See Contractor Requirements Document, Attachment 1 of this Chapter.

9. ATTACHMENTS.

Attachment 1 - Contractor Requirements Document.

**CONTRACTOR REQUIREMENTS DOCUMENT**

Contractors that are identified in Paragraph 3 of this Chapter will accomplish the following, to the extent that these requirements are included in their contracts:

- a. Comply with all applicable provisions of DOE 5480.20A, Change 1, specifically paragraphs 5, POLICY AND OBJECTIVES and 8, IMPLEMENTATION; Attachment 1, CONTRACTOR REQUIREMENTS DOCUMENT; Chapters I-IV; and the provisions of this Chapter.
- b. Perform periodic systematic evaluations of training and qualification programs using DOE-STD-1070-94 at a frequency sufficient to ensure each nuclear facility on the contractor=s site is evaluated at least one time within a three-year period.