

**Department of Energy**

Washington, DC 20585

January 31, 1994

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

Dear Mr. Conway:

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 submit an Interim Report by January 31, 1993. Enclosed is our Interim Report which contains an update of all activities occurring between the issuance of the Implementation Plan and the end of the calendar year.

As required by Commitment 7.1 of the Plan, it is recommended that the format of the Interim Report be adopted for future reports on the Plan. A schedule for future reports is included in the Report.

Should you have any questions regarding the Interim Report, please contact Mr. Tom Evans, the Technical Personnel Program Coordinator, on (202) 586-3887.

Sincerely,

A handwritten signature in cursive script, appearing to read "Archer L. Durham".

Archer L. Durham  
Assistant Secretary for  
Human Resources and Administration

**Interim 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**

**November 4 through December 31, 1993**

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## **1.0 Introduction**

This Interim Report for the Defense Nuclear Facilities Safety Board (DNFSB) Recommendation 93-3 Implementation Plan covers the period from the submission of the plan on November 4, 1993, through December 31, 1993. This Report discusses progress made since the inception of the Implementation Plan activities and will be used as a format for future quarterly reports. In addition, a quarterly report schedule is included as Attachment 5.1.

The significant accomplishments of the report period are:

- o The Plan was formally submitted to the DNFSB on November 4, 1993.
- o The Plan was formally accepted by the DNFSB on November 5, 1993.
- o The Technical Personnel Program Coordinator (TPCC) was selected in September 1993. This completes Commitment 1.3.
- o Department of Energy's (DOE) Technical Excellence Policy was issued on October 29, 1993. This completes Commitment 1.1.
- o A status report concerning the submittal and implementation of Training Implementation Matrixes (TIMs) was issued on December 28, 1993. This completes Commitment 5.1.1.
- o The TPPC Commitment Schedule, Revision 0, was issued in December 1993. The Schedule is the framework for tracking actions necessary to ensure the proper attainment of progress and the meeting of commitment dates.
- o The fifth of five Training Surveys was completed in December, 1993. The five sites included Pantex, Savannah River, Rocky Flats, Idaho National Engineering Laboratory and Lawrence Livermore National Laboratory.
- o Efforts have been initiated to obtain Excepted Service authority.
- o All activities scheduled for completion during the reporting period were completed as planned.

## **2.0 Implementation Plan Schedule**

For the first interim period, all tasks are proceeding on schedule and all commitments have been met. The focus has now changed from developing a plan to implementing the initiatives in the plan. Section 4.0 of the report discusses some of the early actions being taken on these new initiatives.

Activities scheduled for the first quarter calendar year (CY) 94 are as follows:

- 1.2 Establish a Technical Excellence Executive Committee (Feb. 94);
- 1.4 Establish roles and responsibilities for DOE regarding the guidance and oversight of contractor and federal training programs (Feb. 94);
- 2.1 Develop target dates for implementing excepted service (Jan. 94), develop target dates for National Performance Review (NPR) initiatives (March 94) and establish milestones for technical/non-technical position ratio (March 94);
- 2.3 Establish an entry level technical recruitment policy and centrally managed intern program (March 94);
- 2.4 Establish a near-term strategy (Jan. 94) to fill critical technical personnel shortages and establish approved policy (March 94);
- 4.2.1 Promulgate guidance concerning Individual Development Plans (IDPs) or the equivalent for technical employees and managers (Feb. 94);
- 5.1.2 Establish a schedule for bringing the Department into compliance with DOE Order 5480.20 (TIMs) (Feb. 94);
- 5.3 Develop interim guidance updating the list of applicable facilities required to implement DOE Order 5480.18A (Feb. 94);
- 5.5 Establish a Technical Personnel Coordinating Committee (Jan. 94);
- 5.8 Initiate the expansion and enhancement of the Training Assistance Team concept (Jan. 94);
- 6.1 Develop an external assessment plan (Feb. 94); and
- 7.1 Issue an interim report to the DNFSB (Jan. 94).

### 3.0 Commitment Status

KEY	Open	-	in progress or being planned
	Complete	-	deliverable is completed
	Closed	-	DNFSB concurs with completion of commitment

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<u>Commitment</u>	<u>Due Date</u>	<u>Status</u>
1.1	Oct 93	Complete
1.2	Feb 94	Open
1.3	Sept 93	Complete
1.4	Feb 94	Open
	<i>Target Date</i>	<i>4th Qtr 94</i>
1.5	June 94	Open
	<i>Target Date</i>	<i>4th Qtr 94</i>
	<i>Target Date</i>	<i>4th Qtr 95</i>
2.1 - 1 of 2	ASAP *	Open
	<i>Target Date</i>	<i>Jan 94</i>
	<i>Target Date</i>	<i>March 94</i>
2.1 - 2 of 2	March 94	Open
2.2	May 94	Open
	<i>Target Date</i>	<i>3rd Qtr 95</i>
2.3 - 1 of 2	March 94	Open
	<i>Target Date</i>	<i>August 94</i>
2.3 - 2 of 2	ASAP*	Open
2.4 - 1 of 2	Jan 94	Open
	2 of 2	March 94
3.1	Oct 94	Open
3.2 - 1 of 2	June 94	Open
	2 of 2	Nov 94
3.3	Sept 94	Open
	<i>Target Date</i>	<i>1st Qtr 95</i>

\*As soon as possible after receipt of excepted service authority

<u>Commitment</u>	<u>Due Date</u>	<u>Status</u>
4.1/4.1.1	June 94	Open
<i>Target Date</i>	<i>4th Qtr 94</i>	<i>Open</i>
4.1.2	Sept 94	Open
4.1.3	Oct 94	Open
<i>Target Date</i>	<i>2nd Qtr 95</i>	<i>Open</i>
4.1.4	June 95	Open
4.2/4.2.1 -1 of 2	Feb 94	Open
2 of 2	Oct 94	Open
<i>Target Date</i>	<i>2nd Qtr 95</i>	<i>Open</i>
4.2.2	April 94	Open
4.3	Sept 94	Open
4.4/4.4.1	June 94	Open
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
<i>Target Date</i>	<i>4th Qtr 95</i>	<i>Open</i>
4.6	Dec 94	Open
4.7	Dec 94	Open
4.8 - 1 of 3	April 94	Open
2 of 3	June 94	Open
3 of 3	Dec 94	Open
5.1/5.1.1	Dec 93	Complete
5.1.2 - 1 of 2	Feb 94	Open
2 of 2	June 94	Open
<i>Target Date</i>	<i>4th Qtr 95</i>	<i>Open</i>
5.2	April 94	Open
5.3 - 1 of 2	Feb 94	Open
2 of 2	Aug 94	Open
5.4	Sept 94	Open
5.5	Jan 94	Open
5.6/5.6.1	Oct 94	Open
5.6.2	Oct 95	Open
5.7	Sept 94	Open
5.8 - 1 of 2	Jan 94	Open
2 of 2	June 94	Open

<u>Commitment</u>	<u>Due Date</u>	<u>Status</u>
6.1 - 1 of 3	Feb 94	Open
2 of 3	June 94	Open
3 of 3	Sept 94	Open
7.1	Jan 94	Complete
	April 94	Open & Continuous

#### **4.0 Activities**

This section of the report provides a brief narrative discussion on some of the early actions being taken on the initiatives in the Implementation Plan.

The Technical Personnel Coordinating Committee (TPCC) is meeting on January 12-13, 1994. This meeting will help accomplish the following items:

- 1.) Provide a clear understanding of the initiatives in the Plan,
- 2.) Discuss and establish the execution process for completing the initiatives in the Plan,
- 3.) Develop the roles and responsibilities of the TPCC and its members,
- 4.) Realize the critical importance of the TPCC communications network, and
- 5.) Establish the TPCC and complete Commitment 5.5.

Since this meeting is scheduled to take place after the reporting period ends on December 31, 1993, many of the early actions and initial direction will be more firmly established in January, 1994. To keep the DNFSB more informed, we will update our DNFSB staff counterparts at a time to be established. Highlights of the TPCC meeting will be covered in the TPCC meeting minutes. These meeting minutes will be included in the document package to complete Commitment 5.5. A key feature of this meeting will be the presentation of a functional area list. The list will provide a functional area breakdown of the initiatives that will make it easier to address and complete the Plan's initiatives. This deliverable is due in January 1994. Since the Interim Report is also due in January 1994, these two deliverables will help update our current progress and status.

The following describes the status and early actions being taken to drive these new initiatives.

4.1

Task 1

Organization and Policy

- Commitment 1.1 The Department developed a Technical Excellence Policy on October 29, 1993. This completes Commitment 1.1.
- Commitment 1.2 The Technical Excellence Executive Committee will be established in February 1994. The establishment of the Technical Personnel Coordinating Committee is being completed first and the kickoff meeting for this is scheduled to occur on January 12-13, 1994.
- 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.
- Commitment 1.4 The interim measures and direction for this deliverable will be discussed at the TPCC meeting scheduled for January 12-13, 1994.

4.2

Task 2.

Recruitment and Retention

- 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).
- Commitment 2.2 Headquarters & Operations Offices were surveyed on current use of administrative authorities, suggested improvements, and new authorities required. (12/17/94).

- Commitment 2.3 Centralized Intern Program Project Plan drafted and distributed for comment (10/26/93). First meeting of Task Force on Technical Leadership Development Program (12/13/93).
- Commitment 2.4 Meeting with Environmental Restoration & Waste Management (EM) to discuss using EM recruitment as focus for near-term strategy (12/13/93).
- 4.3 Task 3 Education and Career Planning
- The actions and directions for the deliverables will be determined at the TPCC meeting scheduled for January 12-13, 1994.
- 4.4 Task 4 DOE Technical Employee Training and Qualifications
- The actions and directions for these deliverables will be determined at the TPCC meeting scheduled for January 12-13, 1994.
- 4.5 Task 5 Contractor Training
- Commitment 5.1.1 The Training Implementation Matrices (TIMs) Status Report including associated corrective actions was issued on December 28, 1993. This completes Commitment 5.1.1 and will be used as a baseline for Commitment 5.1.2
- Commitment 5.1.2 The same personnel that put together the TIMs Status Report are starting on the schedule for the remaining TIMs.
- Commitment 5.2 The status of Training Program Accreditation Plans (TPAPs) will be done in conjunction with Commitment 5.1.2 and Commitment 4.8.
- Commitment 5.3 DOE Order 5480.18A is currently being revised and interim guidance is being developed.
- Commitment 5.4 DOE Order 5480.20 is currently being revised.

- Commitment 5.5 Plans for the first TPCC meeting are being finalized. The meeting is scheduled for January 12-13, 1994. Meeting minutes will be developed to discuss the establishment of the TPCC and this item will be completed in January 1994.
- Commitment 5.6 & 5.7 Directions and guidance for these initiatives will be initiated at the TPCC meeting scheduled for January 12-13, 1994.
- Commitment 5.8 The Training Assistance Team concept is drafted based on input from the training field survey teams, field input and training program accreditation activities. The draft will be shared and discussed at the TPCC meeting scheduled for January 12-13, 1994. This effort will be initiated in January 1994 to fulfill the first part of Commitment 5.8

4.6

Task 6

External Assessment

Directions for this initiative will be determined at the TPCC meeting scheduled for January 12-13, 1994.

4.7

Task 7

Reporting Requirements

Commitment 7.1

The Interim Report first draft and outline was completed. This draft report is scheduled to be distributed for comment at the TPCC meeting scheduled for January 12-13, 1994.

4.8

Task 8

Change Control

No actions are planned or currently anticipated for this area.

4.9

Meetings

During the interim reporting period, the following meetings were held:

November 9, 1993:

Tom Evans discussed the acceptance of the 93-3 Implementation Plan by the DNFSB and the lessons learned for future Departmental Plans. The discussion was part of the agenda for the weekly Cognizant Secretarial Officers DNFSB Issues meeting.

November 12, 1993:

Meeting to discuss and establish Excepted Service. In attendance were the DOE Office of Personnel, DNFSB staff and Office of Personnel Management (OPM).

December 13, 1993:

First meeting of Task Force on the Technical Leadership Development Program.

December 13, 1993:

Human Resources met with Environmental Restoration & Waste Management to discuss using EM recruitment 1993

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

- 1) Technical Personnel Coordinating Committee kickoff meeting is scheduled for January 12-13, 1994.
- 2) A table top meeting with DNFSB staff to discuss the five deliverables for January 1994 and the current progress in implementing Recommendation 93-3 is being planned.
- 3) Numerous meetings are being planned as the different initiatives in the plan are started.
- 4) A Technical Training Excellence Workshop in Las Vegas is scheduled the week of January 31, 1994. This meeting will be used as a forum to discuss some of qualification initiatives from Task 4: DOE Technical Employee Training and Qualification.

## Attachment 5.1

### Quarterly Report Schedule

CY	94	1st	Quarterly Report	April 94
		2nd	Quarterly Report	July 94
		3rd	Quarterly Report	October 94
		4th	Quarterly Report	January 94
CY	95	1st	Quarterly Report	April 95
		2nd	Quarterly Report	July 95
		3rd	Quarterly Report	October 95
		4th	Quarterly Report	January 96

Note: Quarterly Reports will continue until all deliverables have been completed and reported on. The last scheduled report would be issued by January 30, 1996 to cover target date activities scheduled for the fourth quarter 1995.



## Department of Energy

Washington, DC 20585

January 31, 1994

MEMORANDUM TO            DISTRIBUTION

FROM:                      ARCHER L. DURHAM *Adm*  
                                 ASSISTANT SECRETARY FOR  
                                 HUMAN RESOURCES AND ADMINISTRATION

SUBJECT:                  DOE INTERIM REPORT ON IMPLEMENTATION OF DEFENSE  
                                 NUCLEAR FACILITIES SAFETY BOARD RECOMMENDATION  
                                 93-3

Attached is a copy of the Interim Report that has been sent to the Defense Nuclear Facilities Safety Board on the status of the 93-3 Implementation Plan. This is the first of the quarterly reports on the plan.

If you have any comments or questions, please contact Tom Evans or Ray Hardwick in the Office of the Technical Personnel Program Coordinator at (202) 586-1857 or at FAX (202) 586-3472.

Attachment

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