

# EXAMPLE<sup>1</sup> ASSESSMENT SCHEDULE

For use with

## DOE-STD-1070-94, Guidelines for Evaluation Of Nuclear Facility Training Programs

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<sup>1</sup> The purpose of this example is to assist DOE Operations Offices relative to format and approach as they develop the DOE-STD-1070-94 assessment schedule for a facility or activity. This example is general guidance only and should not be considered as the specific model that is required.

## DOE-STD-1070-94 ASSESSMENT SCHEDULE

The following tables provide examples of various assessment schedules that may be considered by DOE Operations Offices in complying with DOE-STD-1070-94, Guidelines for Evaluation of Nuclear Facility Training Programs. To meet the standards set forth in DOE-STD-1070-94, these assessments should be conducted on a three-year continuing cycle. Training and qualification program assessments are also conducted as part of the DOE environment, safety, and health appraisal program. In addition, training program assessments should be conducted when significant changes occur in training needs, when personnel performance deficiencies are noted, or when indicators show significant performance degradation.

Training assessments can be conducted in any number of ways and by any number of people over a three-year period of time. DOE Operations Offices may elect to conduct assessments from a central location such as the office of training, or equivalent; however, portions of these assessments are often delegated to personnel in the line organization at individual facilities. For example, the responsible training office could conduct broad-based contractor management assessments across a site while the facility line representatives conduct assessments for facility-specific content.

As an alternative, the Operations Office may wish to include all facilities in one assessment schedule. For example, the Operations Office, in conjunction with the local facility office, may assess one or two objectives (e.g., objective 1 and/or objective 2) in the same quarter for all facilities at the site. The local facility office would use the remaining objectives to assess the facility-specific content for the respective positions at each facility over the three-year period.

The following assumptions have been made to illustrate how assessment schedules may be established. In this example the DOE Operations Office has oversight responsibility for a site (the X site) with three nuclear facilities. Assessments are conducted in coordination with the individual facility offices using the objectives and criteria specified in DOE-STD-1070-94, Guidelines for Evaluation of Nuclear Facility Training Programs.

The X site has the following facilities:

Facility A	Process Division
Facility B	Process Division
Facility C	Waste Division

Each of the above facilities have the following positions in the operating organization for which training and qualification programs have been developed to meet the requirements of DOE Order 5480.20A, Personnel Selection, Qualification, and Training Requirements for DOE Nuclear Facilities.

Operator Supervisor

Operator  
Technician  
Maintenance  
Technical Staff

There are a number of combinations that could be used to illustrate assessment schedules, however, only three examples are provided in the following tables. In example 1, the DOE Operations Office has opted to assess one or two programs each quarter against all objectives in DOE-STD-1070-94. The Operator Supervisor and Operator programs have been given priority at each facility and are assessed in the first three quarters. The remaining programs are then individually assessed in successive quarters over a three-year period.

In examples 2 and 3, facility C is a low hazard facility, thus the training programs are not as rigorous as facilities A and B and can be assessed over a shorter period of time.

In example 2, facilities A and B are in the same division. The DOE Operations Office has opted to assess one objective each quarter. All training programs for facilities A and B are assessed using one objective in each quarter. In the 3rd quarter of FY 1996 all programs at facilities A and B are assessed against objectives 1. In successive quarters all programs are assessed against a different objective. All programs at facilities A and B are assessed against all objectives over a two-year period. Facility C is assessed in the same manner over a one-year period in the three year cycle.

In example 3, facilities A and B are in the same division. The DOE Operations Office has opted to use selected objectives to assess all programs at facilities A and B, while the remaining objectives are used to assess facility-specific content for each position. For example, in the 3rd and 4th quarter of FY 1996 and the 2nd quarter of FY 1998 all programs at facilities A and B are assessed against objectives 1, 2, 3, and 8. These assessments are conducted by the office of training. Objectives 4, 5, 6, and 7 are used by the facility line representatives to assess the facility-specific content for each position in each facility during a particular quarter. The Operator Supervisor and Operator programs have been given priority at each facility and are assessed in the 1st and 2nd quarters of FY 1997. The remaining programs are then assessed in successive quarters. Facility A and B will be assessed over a two-year period. Facility C is assessed in the same manner but the assessment is accomplished over a one-year period in the three year cycle.

## EXAMPLE 1

SITE X										
Facility A	Position	DOE-STD-1070-94 Objectives								Comments
		1	2	3	4	5	6	7	8	
Facility A	Operator Supervisor	3-6	3-6	3-6	3-6	3-6	3-6	3-6	3-6	
	Operator	3-6	3-6	3-6	3-6	3-6	3-6	3-6	3-6	
	Technicians	2-7	2-7	2-7	2-7	2-7	2-7	2-7	2-7	
	Maintenance	1-8	1-8	1-8	1-8	1-8	1-8	1-8	1-8	
	Technical Staff	4-8	4-8	4-8	4-8	4-8	4-8	4-8	4-8	
Facility B	Operator Supervisor	4-6	4-6	4-6	4-6	4-6	4-6	4-6	4-6	
	Operator	4-6	4-6	4-6	4-6	4-6	4-6	4-6	4-6	
	Technician	3-7	3-7	3-7	3-7	3-7	3-7	3-7	3-7	
	Maintenance	2-8	2-8	2-8	2-8	2-8	2-8	2-8	2-8	
	Technical Staff	1-9	1-9	1-9	1-9	1-9	1-9	1-9	1-9	
Facility C	Operator Supervisor	1-7	1-7	1-7	1-7	1-7	1-7	1-7	1-7	
	Operator	1-7	1-7	1-7	1-7	1-7	1-7	1-7	1-7	
	Technician	4-7	4-7	4-7	4-7	4-7	4-7	4-7	4-7	
	Maintenance	3-8	3-8	3-8	3-8	3-8	3-8	3-8	3-8	
	Technical Staff	2-9	2-9	2-9	2-9	2-9	2-9	2-9	2-9	

1 = 1st quarter      3 = 3rd quarter      6 = FY 1996      8 = FY 1998  
 2 = 2nd quarter    4 = 4th quarter      7 = FY 1997      9 = FY 1999

NOTE: The numbers in the matrix indicate the quarter and fiscal year the assessment activity will be conducted (i.e., 3-6 would be the 3rd quarter of FY 1996).

In this example, one or two programs are assessed each quarter, with priority given to the Operator Supervisor and Operator programs at each facility. The remaining programs are then individually assessed against all objectives in DOE-STD-1070-94 in successive quarters over a three-year period.

## EXAMPLE 2

SITE X										
Facility A	Position	DOE-STD-1070-94 Objectives								Comments
		1	2	3	4	5	6	7	8	
Facility A	Operator Supervisor	3-6	4-6	1-7	2-7	3-7	4-7	1-8	2-8	
	Operator	3-6	4-6	1-7	2-7	3-7	4-7	1-8	2-8	
	Technicians	3-6	4-6	1-7	2-7	3-7	4-7	1-8	2-8	
	Maintenance	3-6	4-6	1-7	2-7	3-7	4-7	1-8	2-8	
	Technical Staff	3-6	4-6	1-7	2-7	3-7	4-7	1-8	2-8	
Facility B	Operator Supervisor	3-6	4-6	1-7	2-7	3-7	4-7	1-8	2-8	
	Operator	3-6	4-6	1-7	2-7	3-7	4-7	1-8	2-8	
	Technician	3-6	4-6	1-7	2-7	3-7	4-7	1-8	2-8	
	Maintenance	3-6	4-6	1-7	2-7	3-7	4-7	1-8	2-8	
	Technical Staff	3-6	4-6	1-7	2-7	3-7	4-7	1-8	2-8	
Facility C	Operator Supervisor	3-8	3-8	3-8	4-8	1-9	1-9	2-9	2-9	
	Operator	3-8	3-8	3-8	4-8	1-9	1-9	2-9	2-9	
	Technician	3-8	3-8	3-8	4-8	1-9	1-9	2-9	2-9	
	Maintenance	3-8	3-8	3-8	4-8	1-9	1-9	2-9	2-9	
	Technical Staff	3-8	3-8	3-8	4-8	1-9	1-9	2-9	2-9	

1 = 1st quarter                      3 = 3rd quarter                      6 = FY 1996                      8 = FY 1998  
 2 = 2nd quarter                      4 = 4th quarter                      7 = FY 1997                      9 = FY 1999

Note: The numbers in the matrix indicate the quarter and fiscal year the assessment activity will be conducted (i.e., 3-6 would be the 3rd quarter of FY 1996).

In this example, all programs for facilities A and B are assessed against one objective in each quarter. For example, in the 3rd quarter of FY 1996 all programs at facilities A and B are assessed against objectives 1. In successive quarters all programs are assessed using a different objective. All programs at facilities A and B are assessed against all objectives over a two-year period. Facility C is assessed in the same manner over a one-year period in the three year cycle.

### EXAMPLE 3

SITE X										
Facility A	Position	DOE-STD-1070-94 Objectives								Comments
		1	2	3	4	5	6	7	8	
	Operator Supervisor	3-6	4-6	3-6	1-7	1-7	1-7	1-7	2-8	
	Operator	3-6	4-6	3-6	1-7	1-7	1-7	1-7	2-8	
	Technicians	3-6	4-6	3-6	3-7	3-7	3-7	3-7	2-8	
	Maintenance	3-6	4-6	3-6	4-7	4-7	4-7	4-7	2-8	
	Technical Staff	3-6	4-6	3-6	1-8	1-8	1-8	1-8	2-8	
Facility B	Operator Supervisor	3-6	4-6	3-6	2-7	2-7	2-7	2-7	2-8	
	Operator	3-6	4-6	3-6	2-7	2-7	2-7	2-7	2-8	
	Technician	3-6	4-6	3-6	3-7	3-7	3-7	3-7	2-8	
	Maintenance	3-6	4-6	3-6	4-7	4-7	4-7	4-7	2-8	
	Technical Staff	3-6	4-6	3-6	1-8	1-8	1-8	1-8	2-8	
Facility C	Operator Supervisor	3-8	3-8	3-8	4-8	4-8	4-8	4-8	2-9	
	Operator	3-8	3-8	3-8	4-8	4-8	4-8	4-8	2-9	
	Technician	3-8	3-8	3-8	1-9	1-9	1-9	1-9	2-9	
	Maintenance	3-8	3-8	3-8	1-9	1-9	1-9	1-9	2-9	
	Technical Staff	3-8	3-8	3-8	1-9	1-9	1-9	1-9	2-9	

1 = 1st quarter                      3 = 3rd quarter                      6 = FY 1996                      8 = FY 1998  
 2 = 2nd quarter                      4 = 4th quarter                      7 = FY 1997                      9 = FY 1999

Note: The numbers in the matrix indicate the quarter and fiscal year the assessment activity will be conducted (i.e., 3-6 would be the 3rd quarter of FY 1996).

In this example some objectives (i.e., 1, 2, 3, and 8) are used to assess all programs at facilities A and B, while the remaining objectives are used to assess facility-specific content for each position. These assessments are conducted by the office of training. Objectives 4, 5, 6, and 7 are used by the facility line representatives to assess the facility-specific content for each position in each facility during a particular quarter. The Operator Supervisor and Operator programs have been given priority at each facility. The remaining programs are then assessed in successive quarters. Facility A and B will be assessed over a two-year period. Facility C is assessed in the same manner but the assessment is accomplished over a one-year period in the three year cycle.