

OAK RIDGE R2A2 MAPPING

Human Resources Division, AD-44

Training and Development Group, AD-443

<i>Roles & Responsibilities</i> (per ORO Manual 110)
<p>A centralized training function that aligns under the Assistant Manager for Administration, Human Resources Division, and manages training, development, and education programs for the ORO including Y-12 Site Office, Portsmouth Site Office, Paducah Site Office, WSSRAP Site Office, TJNAF Site Office, ORNL Site Office, and the ETPP.</p> <ul style="list-style-type: none"> • Ensures that ORO and other Federal personnel are technically competent and proficient in the execution of assigned duties by providing all required training and development activities. • Assists line management in the oversight and evaluation of contractor training programs through participation in assessments and ORR's to ensure that programs satisfy regulatory requirements • Serves as Task Monitor for training support contractors • Conducts training needs assessment and consultations • Develops, implements, and evaluates all ORO training including ISMS training to assure safety shall be integrated into all work practices at all levels of activity so that missions are accomplished in a safe work environment. All workers are

<i>Accountabilities</i> (Internal and External)
<p>The White House U. S. Congress Office of Inspector General Defense Nuclear Facilities Safety Board DOE Headquarters Manager, Oak Ridge Operations NNSA Y-12 Site Office Manager All ORO managers and supervisors including line management Human Resources Manager</p> <p>Accountabilities assured by Internal Reviews such as:</p> <p>Individual Performance Appraisal Periodic self-assessments via customer surveys</p> <p>and External Reviews such as:</p> <p>Audits from Headquarters offices such as the Periodic Balanced Scorecard audit by HQ/ME-63, EH audits, etc. Office of Inspector General audits DNFSB audits</p>

<i>Authorities Delegated</i>	
<i>Type</i>	<i>From</i>
DOE P 426.1 Federal Technical Capability Policy for Defense Nuclear Facilities	DOE
DOE G 426.1-1, Recruiting, Hiring, and Retaining High-Quality Technical Staff – A Manager's Guide to Administrative Flexibilities	DOE
DOE M 426.1-1 Federal Technical Capability Manual	DOE
DOE O 360.1A Federal Employee Training	DOE
DOE M 360.1A-1 Federal Employee Training Manual	DOE
ORO O 360, Employee Education and Training	ORO
DOE P 411.1, Safety Management Functions, Responsibilities, and Authorities Policy	DOE
DOE M 411.1-1, Manual of Safety Management Functions, Responsibilities, and Authorities	DOE

<p>accountable for, and obligated to, implement safety management systems as a requirement of their work position.</p> <ul style="list-style-type: none"> • Conducts qualification activities such as administering exams and developing qualification cards • Provides Leadership 21 program to ensure succession planning is ongoing • Oversees and monitors all training vendor activities • Provides and manages the ORO Training Center as a resource to employees • Maintains all official training records • Provides training and administrative assistance to organizational working groups • Manages training funds for all ORO offices to assure most cost-effective use of funds • Provides facilitation and organizational development services <p>TDG Direct Support</p> <p>TDG responsibilities include, but are not limited to these activities:</p> <ul style="list-style-type: none"> • Implement DOE policies. • Retrain Federal workers who are assigned new duties during departmental reorganizations. • Provide technical and administrative assistance to the ORO implementation of the DOE Federal Technical Capability Program. • Administer the ORO implementation of the DOE Technical Qualification Program • Support the continued technical growth of current ORO employees and the
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DOE P 450.4, Safety Management System Policy	DOE
DOE G 450.4-1, Integrated Safety Management System Guide for Use with DOE P 450.4, Safety Management System Policy, and DEAR Safety Management System Contract Clauses	DOE
DOE –STD-1063-2000, Facility Representatives	DOE
DOE-EM Facility Representative Guidelines	DOE
DOE-STD-1009-92, DOE Guide to Good Practices for the Development of Test Items	DOE
DOE-STD-1011-92, DOE Guide to Good Practices for the Design, Development, and Implementation of Examinations	DOE
DOE-STD-1080-95, DOE Guide to Good Practices for Oral Examinations ORO Facility Representative Program Manual, August 20001, Rev. 3	ORO
DOE Technical Leadership Development Program Operations Guide, May 18, 2000	DOE
DOE O 311.1A, Equal Employment Opportunity and Diversity Program	DOE

technical qualification of new employees as a part of the DOE technical excellence initiatives.

- Review, evaluate, coordinate, implement, and report on corrective actions for Defense Nuclear Facilities Safety Board training-related recommendations.

10 CFR 830.120, "Quality Assurance Requirements."	Federal Law
DOE Order 5480.20A, Personnel Selection, Qualification, and Training Requirements for DOE Nuclear Facilities	DOE
DOE O 425.1A, Startup and Restart of Nuclear Facilities	DOE
ANSI/ANS 3.1-1993, Selection, Qualification and Training of Personnel for Nuclear Power Plants.	ANSI
ANSI/ASME NQA-1-1997, Quality Assurance Requirements for Nuclear Facility Applications.	ANSI/ASME
ISO 9004-1:1994, Quality Management and Quality System Elements, Part 1, Guidelines, Subclause 18.1, Training	DOE HQ
DOE O 151.1A, Comprehensive Emergency Management System Emergency Management Standard #503, Emergency Response Organization Training Program Management Plan	DOE
Executive Order 13111, Using Technology to Improve Training Opportunities for Federal Government Employees	U. S. Congress

What Does this organization do for the department?
Is it in *direct or indirect* support of Departmental missions?

To whom is this organization accountable to?
How is accountability assured? External Review

What authorities are vested in the organization that allows these responsibilities to be carried out?
Appraisal?

TYPES of DELEGATIONS:

Letter from DOE/HQ (i.e., Secretary, Deputy Secretary, Assistant Secretary, etc.)

Federal Law (29CFR1910, 10CFR830, etc.)

DOE Directives (i.e., DOE Order 521.1A)

Interagency Agreements (i.e., State, EPA, NRC, etc.)

Include implied Authorities