



Department of Energy  
Washington, DC 20585

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OUT FOR REVIEW - 9/11/09  
DRB DISCUSSION - 9/24/09

MEMORANDUM FOR INGRID A.C. KOLB  
DIRECTOR  
OFFICE OF MANAGEMENT

THROUGH: KEVIN T. HAGERTY  
DIRECTOR  
OFFICE OF INFORMATION RESOURCES

FROM: GLENN S. PODONSKY  
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SUBJECT: Revision of Department of Energy Order 5480.20A, *Personnel Selection, Training, Qualification, and Certification Requirements for DOE Nuclear Facilities*

**PURPOSE:**

This memorandum provides justification for a proposed revision to Department of Energy (DOE) Order (O) 5480.20A, *Personnel Selection, Training, Qualification, and Certification Requirements for DOE Nuclear Facilities*, to be submitted for DOE-wide review in RevCom.

**JUSTIFICATION:**

Summary of Revised Order and Development Process. The proposed revision to the Order clarifies and streamlines DOE and contractor requirements and the process through which personnel selection, training, qualification, and certification programs (i.e., training programs) for Hazard Category 1, 2, and 3 DOE nuclear facilities are established. The proposed revision makes clear the relationship of the Order to its overarching nuclear safety regulation, 10 Code of Federal Regulations (CFR) 830, *Nuclear Safety Management*. The proposed revision to the Order was developed in accordance with the DOE Project Plan for Review of the Office of Health, Safety and Security Safety Directives, approved in January 2008, to meet the principles governing Department Directives, as defined by the Secretary's memorandum of September 10, 2007, and subsequently incorporated into DOE O 251.1C, *Departmental Directives Program*, approved January 2009.

The proposed revision to the Order (Attachment 1) was developed using a multi-organizational team with representatives from the three Under Secretaries, including contractors. The team reviewed each existing safety requirement in detail and documented changes to requirements and the bases for changes as well as retained requirements (Attachment 2). An overview presentation (Attachment 3) on the proposed revision to the Order is provided for the use by the



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Directives Review Board. The proposed revision to the Order has been reviewed by a senior staff/manager level, multi-organizational Red Team, which concluded that the Order revision was consistent with the principles governing Department Directives and is ready for DOE-wide review in RevCom.

DOE O 5480.20A specifies the requirements and process through which training programs are developed, approved, and implemented for contractor personnel involved in the operation of Hazard Category 1, 2, and 3 DOE nuclear facilities. A principal requirement is the development and approval of a Training Implementation Matrix (TIM) prior to implementation of the training program. The proposed revision to the Order defines a systematic approach to training that is designed to ensure personnel within an approved training program have the requisite knowledge, skills and abilities to properly perform tasks in accordance with the safety bases for the nuclear facilities where they work. Safety management programs, such as the training program, are essential for ensuring a facility is operated in a manner that adequately protects workers, the public, and the environment. DOE O 5480.20A was originally issued in November 1994, and was last revised in July 2001.

Applicability. The proposed revision to the Order applies to all DOE elements involved in personnel selection, training, qualification, and certification at DOE hazard Category 1, 2, and 3 DOE nuclear facilities. This applicability is the same as the current Order.

Major Changes. Changes made in the proposed revision to the Order principally focus on clarification and streamlining of requirements. Proposed revisions include: (1) clarification and streamlining of the content and organization of DOE and contractor requirements associated with transitioning from a four-digit Order to a three-digit Order; (2) enhanced linkage of the Order in addressing personnel training and qualification requirements of DOE's overarching nuclear safety regulation, 10 CFR 830; and (3) added flexibility for transitioning to a training program document in lieu of the TIM for contractors who have reached full implementation of the Order.

Open Issues. There are no open issues concerning the proposed revision to the Order. There is consensus among the Directives Review Team members that the current Order is ready for RevCom. All Red Team and Defense Nuclear Facilities Safety Board review comments have been adequately resolved, and there are no open issues.

Impacts on Other Directives. No conflicts with other directives or requirements were identified. DOE Standard (STD) 1070-94, *Guidelines for Evaluation of Nuclear Facility Training Programs*, requires updating to reflect minor changes contained in the proposed revision to the Order. The document, *Life-Cycle Training Requirements for DOE Nuclear Facilities* (February 1997), requires conversion to a DOE Technical Standard. These document revisions are anticipated to be addressed within one year of the revised Order's release.

Recommended Review Schedule. Given that the Order was developed using a multi-organizational team representing the three Under Secretaries and has subsequently been reviewed by a multi-organizational Red-Team, a RevCom review and comment period of 45 days is requested.

**IMPACT:**

The proposed revision to DOE O 5480.20A principally focuses on clarification and streamlining of requirements. There are no anticipated impacts to Departmental functions or operations as there are no significant additions to the requirements in this directive. Modifications to the Order are anticipated to result in minor or, in some cases, no cost to DOE or its contractors. The improvements made in the proposed revision to this Order should facilitate consistent implementation of and foster continuous improvement in this important safety management program.

**CONTACT:** Samuel Rosenbloom, HS-21, 3-5749

**DECISION:**

Concur: \_\_\_\_\_

Non-concur: \_\_\_\_\_

Date: \_\_\_\_\_

<u>Timeframe</u>	<u>Days</u>
<u>First Draft</u>	_____
<u>Review and Comment</u>	_____
<u>Responses and Second Draft</u>	_____
<u>Concurrence</u>	_____

**Attachments**

- Complete Draft of Order
- Requirements Database Report
- Overview Presentation on the Proposed Revision to the Order