

**OFFICE OF CIVILIAN
RADIOACTIVE WASTE MANAGEMENT
U.S. DEPARTMENT OF ENERGY
WASHINGTON, D.C.**

REVISION RECORD

TITLE: Indoctrination and Training	PROCEDURE NO. QAAP 2.1	REV. NO. (current) 1
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DESCRIPTION OF PROPOSED REVISION AND RATIONALE:

QAAP 2.1 revised per attached Draft 2C. Changes are as follows:

1. This procedure is applicable to the HQ indoctrination and training program.
 - a. Describes in more detail the identification and completion of indoctrination and training requirements process.
 - b. The I&T Matrix has been revised to allow for enhanced communication of I&T completion status.
2. This revision incorporates requirements for QA training records under DOE System 80 of the Privacy Act.

PREPARER OF PROPOSED REVISION T. Preisser DATE 09/09/91

TYPE OF REVISION (Check One): MAJOR X MINOR

SIGNATURE TO AUTHORIZE REVISION R.W. Cleb DATE 9/10/91
Responsible Associate or Office Director

TYPE OF REVISION (Check One): MAJOR X MINOR

CONCURRENCE SIGNATURE R.W. Cleb DATE 9/10/91
For Director, OQA

RECOMMENDED TRAINING: READ CLASSROOM X OTHER

R.W. Cleb DATE 9/10/91
RESPONSIBLE ASSOCIATE OR OFFICE DIRECTOR OR QA TRAINING OFFICER