



Department of Energy
Office of Civilian Radioactive Waste Management
Yucca Mountain Site Characterization Office
P.O. Box 98608
Las Vegas, NV 89193-8608

QA: L

AUG 24 1994

Robert M. Nelson, Jr., Acting Project Manager, YMSCO, NV

ISSUANCE OF SURVEILLANCE RECORD YMP-SR-94-062 RESULTING FROM
YUCCA MOUNTAIN QUALITY ASSURANCE DIVISION (YMQAD) SURVEILLANCE OF
THE YUCCA MOUNTAIN SITE CHARACTERIZATION OFFICE (YMSCO)
(SCPB: N/A)

Enclosed is the record of Surveillance YMP-SR-94-062 conducted
by the YMQAD at the YMSCO facilities in Las Vegas, Nevada,
August 10-11, 1994.

The purpose of the surveillance was to review YMSCO
U.S. Department of Energy personnel files to determine
effectiveness and adequacy of verification of education and
experience.

No Corrective Action Requests were issued as a result of this
surveillance. This surveillance is considered completed and
closed as of the date of this letter. A response to this
surveillance record and any documented recommendations is not
required.

If you have any questions, please contact Robert B. Constable at
794-7945.

Richard E. Spence, Acting Director
Yucca Mountain Quality Assurance Division

YMQAD:RBC-4814

Enclosure:
Surveillance Record YMP-SR-94-062

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AUG 24 1994

cc w/encl:

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

QUALITY ASSURANCE SURVEILLANCE RECORD

SURVEILLANCE DATA

¹ ORGANIZATION/LOCATION: Yucca Mountain Site Characterization Office (YMSCO), Las Vegas, Nevada	² SUBJECT: Verification of Education and Experience	DATE: 8/10 and 11/94
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⁴SURVEILLANCE OBJECTIVE:
 Verify compliance to Yucca Mountain Line Procedure (YLP)-2-1Q-YMPO, Revision 0.

⁵ SURVEILLANCE SCOPE: Review YMSCO U.S. Department of Energy (DOE) personnel files to determine effectiveness and adequacy of verification of education and experience.	⁶ SURVEILLANCE TEAM: Team Leader: <u>Robert B. Constable</u> Additional Team Members: <u>None</u>
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⁷ PREPARED BY: <u>Robert B. Constable</u> <u>8/9/94</u> Surveillance Team Leader Date	⁸ CONCURRENCE: <u>N/A</u> QA Division Director Date
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SURVEILLANCE RESULTS

⁹BASIS OF EVALUATION/DESCRIPTION OF OBSERVATIONS:
 See Pages 2 and 3

¹⁰SURVEILLANCE CONCLUSIONS:
 See Page 3

¹¹ COMPLETED BY: <u>Robert B. Constable</u> <u>8.23.94</u> Surveillance Team Leader Date	¹² APPROVED BY: <u>R. Constable</u> <u>8/24/94</u> QA Division Director Date
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Block 9 (continued) BASIS OF EVALUATION/DESCRIPTION OF OBSERVATIONS:

The purpose of this surveillance was to review the records of YMSCO and Yucca Mountain Quality Assurance Division (YMQAD) DOE personnel's Qualification and Verification of Education and Past Work Experience for compliance and procedure YLP-2-1Q-YMPO, Revision 0, "Yucca Mountain Project Office Qualification and Training."

The following personnel were contacted during the surveillance:

Chris Lukasik, Chief, Office of Human Resources and Administration, DOE
Linda McKinnon-Vera, Personnel Management Specialist, Nevada Operations
Office (NVO)
Donna Schramm, Operations Team Leader, NVO
Diana Myers, Personnel Actions Clerk, NVO
Elaine Spangler, Technical review Coordinator, Science Applications International
Corporation (SAIC)
Russ Riding, Systems and Compliance Division Manager, SAIC

The following notations are provided relative to the effectiveness of Qualification and Verification of Education and Past Work Experience for YMSCO and YMQAD DOE personnel:

The surveillance was limited to review of Personnel Qualification and Verification of Education and Past Work Experience records for YMSCO and YMQAD DOE personnel only. Records existed only for the time period dating from December 1989 to the present. This surveillance was accomplished by review of actual documentation contained in individual's files.

A checklist was prepared and utilized using YLP-2-1-Q-YMPO, Revision 0, procedural requirements as checklist items. A total of eight YMSCO personnel were selected at random and their personnel files retrieved.

1. Position Description and GS numbers were noted.
2. Minimum education and experience for these were reviewed using OPM Handbook X-118.
3. Education verification documentation was reviewed.
4. Experience verification documentation was reviewed.
5. Personnel training files were reviewed to reflect verification of education and experience.

All files reviewed were found to be complete and contain the required documentation to support education and position requirements. Currently, only YMSCO DOE personnel have their verifications done in Las Vegas by NVO; YMQAD personnel have their verifications done at Headquarters Quality Assurance Division (HQAD). However, both YMSCO and YMQAD personnel had their verifications done at Las Vegas, NVO prior to System 80 going into effect some three years ago, and these records for both YMSCO and YMQAD are still housed in Las Vegas, NVO. It is recommended that the verification of education and experience records of YMQAD personnel now housed at Las Vegas, Nevada, be sent to HQAD to complement their Official Personnel Folder currently maintained at HQAD (see recommendation). HQAD should maintain these transmitted files in an appropriate file system. In addition, files for future YMQAD personnel should be maintained by HQAD.

Block 10 (continued) SURVEILLANCE CONCLUSIONS:

The surveillance results determine that the records of YMSCO and YMQAD DOE personnel whose verification of education and experience was performed at Las Vegas, NVO, is complete, on file, readily retrievable and in compliance with YLP-2-1Q-YMPO, Revision 0, Requirements. Requirements relating to YMQAD personnel whose verification of education and experience should be performed at HQAD in the future, needs to be considered by HQAD.

RECOMMENDATION:

Officially forward all YMQAD personnel files for verification of education and experience from Las Vegas, NVO to HQAD for retention and control.