

June 05, 2003

MEMORANDUM TO: James T. Wiggins, Deputy Regional Administrator, RI  
Bruce S. Mallett, Deputy Regional Administrator, RII  
James L. Caldwell, Deputy Regional Administrator, RIII  
Dwight D. Chamberlain, Acting Deputy Regional Administrator, RIV  
Michael D. Tschiltz, Chief, Probabilistic Safety Assessment Branch, NRR

FROM: Stuart A. Richards, Chief */RA/*  
Inspection Program Branch  
Division of Inspection Program Management  
Office of Nuclear Reactor Regulation

SUBJECT: ASSISTANCE IN DEVELOPING SENIOR REACTOR ANALYST  
TRAINING AND QUALIFICATION ACTIVITIES

The purpose of this memorandum is to request your assistance in developing training tools to be used in an upgrade to the Senior Reactor Analysis (SRA) training and qualification journal contained in Inspection Manual Chapter (IMC) 1245.

During a recent counterpart meeting, the Inspection Program Branch (IIPB) worked with the SRAs to identify potential topics for Individual Study and On-the-Job Activities to be incorporated into the SRA training and qualification journal. Rather than wait until a complete list of items is identified, we have decided to begin the development of activities as they are identified. We have chosen this method because it will spread the work over a longer period and will reduce the impact on your resources over the busy summer months.

The chart in Attachment 1 identifies the items to be developed and the assigned individuals. We are asking that this development work be completed by July 31, 2003. As a result of the development done in support of other parts of IMC-1245, we can predict that the level of effort associated with each item is between four and six hours. Attachment 2 contains the template and instructions for developing an individual study activity or an on-the-job activity. The draft items will be compiled and will be sent for review and comment when the entire SRA qualification journal is complete.

Completed drafts of the activities should be sent via e-mail to Mary Ann Ashley. If you have any questions, or if the work cannot be completed by the requested date, please contact Mary Ann at 301-415-1073.

Thank you in advance for your help in making this a successful project.

Attachments: As stated

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DISTRIBUTION:

R. Gibbs IIPB r/f

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Assignments to Support the Revision of the  
SRA Training and Qualification Program in IMC-1245.

	Type*	Topic	Assigned to:
SPSB	ISA	Understanding the Development of ASP Results	R. Rasmussen
	ISA	PRA Quality Initiative (Understanding How ASME Standards and Peer Reviews are Used in the Development of PRA)	R. Rasmussen
	ISA	NUREG on Shutdown Risk	M. Pohida
IIPB	ISA	IMC-0609 and IMC-0308 for SRAs	R. Gibbs
Region I	ISA	Management Directive 8.3, Event Response	G. Cobey
	OJT	Evaluating an Event for MD 8.3 Requirements	G. Cobey
	ISA	NUREG on System Reliability	W. Schmidt
Region II	ISA	Understanding How EPRI Documents are Used by Licensees	R. Bernhard
	ISA	IPEEE Lessons Learned	R. Bernhard
	ISA	Understanding the Limitation of Risk Tools Used by Licensees	W. Rogers
	ISA	Emergency Procedure Guidance	W. Rogers
Region III	ISA	The Role of the SRA in NOED Process	S. Burgess
	OJT	Performing an NOED Risk Review	S. Burgess
	ISA	Understanding How Full Scope PRA Models Were Developed	M. Parker
Region IV	ISA	NUREG 1150 and NUREG/CR 4550	D. Loveless
	OJT	Developing a SERP Package/ Performing an Independent Review of a SERP Package	D. Loveless
	ISA	Staff Requirements Memo for SECY 98-144, White Paper on Risk-Informed and Performance-Based Regulation (Revised)	M. Runyun

\*ISA - Individual Study Activity - usually reviewing documents in order to understand the bases of tasks that are performed on the job

OJT - On-the-Job Activity - practice in performing job-related skills.

**Template/Directions for Developing SRA training activities**

**(Select one of the following headings:)**

Senior Reactor Analyst Individual Study Activity

Senior Reactor Analyst On-the-Job Activity

**TOPIC:** (ISA-SRA-# to be assigned) ( Insert the title)

**PURPOSE:** (Write a short paragraph describing why the topic is important for an SRA to know. Emphasize where the information will be used when performing SRA tasks. Remember, these activities are not supposed to be “everything you will ever need to know”. Focus on the key aspects.)

**COMPETENCY AREAS:** (This is boilerplate - do not change)  
TECHNICAL AREA EXPERTISE  
INSPECTION

**LEVEL OF EFFORT:** (Insert number of hours. At the most, individual study activities should take a trainee about 4 hours to complete. Use that as a guide, but be realistic about the time. The time is an indicator of how detailed a review of documents will be required.)

(Only list the references that will be used in the activity. If you wish to provide a more detailed bibliography for future use, then add that as a listing of Additional References to the end of the guide.)

**REFERENCES:**

1.	X
2.	X
3.	X
4.	X
5.	X

(For the Evaluation Criteria: Describe success. For an ISA - What questions would a trainee need to be able to answer to prove that they have understood the key information related to this topic? For an OJT - What tasks would a trainee have to be able to perform successfully to demonstrate a mastery of the key skills?)

**EXAMPLES of Evaluation Criteria:**

**For an ISA - Distinguish between an individual occurrence and concurrent occurrence.**

**For an OJT - Review an ALARA work package to determine if key considerations and components have been incorporated.**

**EVALUATION**

**CRITERIA:**

At the completion of this activity, you should be able to:

- 1. X
- 2. X
- 3. X
- 4. X
- 5. X
- 6. X

**In the TASKS section, describe the steps that a trainee should complete in order to meet the evaluation criteria. If you direct a trainee to read a document, you must identify the parts of the document to be scanned and the parts to be read in detail. Each reference should be used in some way.**

**Examples of Tasks:**

**For an ISA - Find all applicable Part 20 annual dose limits pertinent to the SDP**

**For an OJT - Review a complete licensee ALARA job package and compare planned work to actual work. Compare planned dose with actual dose.**

**TASKS:**

- 1. X
- 2. X
- 3. X
- 4. X

**(The last task item will always be the following:)** Meet with your supervisor, or a qualified senior reactor analyst as designated by your supervisor, to discuss any questions that you may have as a result of this activity and demonstrate that you can meet the evaluation criteria listed above.

**DOCUMENTATION:** Senior Reactor Analyst Qualification Signature Card, Item X

**(If you wish to provide a more detailed listing of references for later use, then add the listing here under the heading of "Additional References.")**