



**Department of Energy**

Nevada Operations Office  
P. O. Box 98518  
Las Vegas, NV 89193-8518  
**DEC 19 1989**

WBS 1.2.9.3  
QA

Robert F. Pritchett  
Technical Project Officer for Yucca Mountain Project  
Reynolds Electrical &  
Engineering Co., Inc.  
P.O. Box 98521  
Las Vegas, NV 89193-8521

ACCEPTANCE OF RESPONSE AND CLOSURE OF STANDARD DEFICIENCY REPORT (SDR) 450, REVISION 0, RESULTING FROM YUCCA MOUNTAIN PROJECT OFFICE (PROJECT OFFICE) QUALITY ASSURANCE (QA) AUDIT 89-05 OF REYNOLDS ELECTRICAL AND ENGINEERING CO., INC. (REECO)

The Project Office QA staff has evaluated and accepted your response to SDR 450, Revision 0, generated as a result of Project Office QA Audit 89-05 of REECO.

The SDR has been closed based on satisfactory verification of completed corrective actions. A copy of the SDR is enclosed for your files.

If you have any questions, please contact James Blaylock of my staff at 794-7913, or Frank J. Kratzinger of Science Applications International Corporation at 794-7163.

*James Blaylock to*  
Donald G. Horton, Director  
Quality Assurance Division  
Yucca Mountain Project Office

YMP:JB-1243

Enclosure:  
SDR 450, Revision 0

8912290011 891219  
PDR WASTE  
WM-11

PDC

FULL TEXT ASCII SCAN  
ADD: JKennedy

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Robert F. Pritchett

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DEC 19 1989

cc w/encl:

Ralph Stein, HQ (RW-30) FORS  
D. E. Shelor, HQ (RW-3) FORS  
M. A. Fox, REECO, Las Vegas, NV  
J. J. Brogan, SAIC, Las Vegas, NV, 517/T-22  
S. R. Dana, SAIC, Las Vegas, NV, 517/T-06  
F. J. Kratzinger, SAIC, Las Vegas, NV, 517/T-06  
J. H. Nelson, SAIC, Las Vegas, NV, 517/T-04  
Cynthia Robertson, SAIC, Las Vegas, NV, 517/T-22  
S. W. Zimmerman, NWPO, Carson City, NV  
J. E. Kennedy, NRC, Washington, DC ~~\_\_\_\_\_~~

cc w/o encl:

J. W. Gilray, NRC, Las Vegas, NV

**YMPO STANDARD DEFICIENCY REPORT**

N-QA-038  
4/89

Completed by Originating QA Organization	1 Date 9/28/89		2 Severity Level <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3		Page 1 of 2
	3 Discovered During Audit 89-5		3a Identified By F.J. Ruth		4 SDR No. 450 Rev. 0
	5 Organization REECO		6 Person(s) Contacted A. Fowkes/M. Fox		7 Response Due Date is 20 Working Days from Date of Transmittal
	8 Requirement (Audit Checklist Reference, if Applicable) NNWSI Project QA Plan, NNWSI/88-9, Rev. 2, Section II, Quality Assurance Program Para. 5.1.1, "Position Description (PD)" minimum education and experience requirements shall be established and documented in position				
Completed by Organization in Block 5	9 Deficiency 1. The PD for the General Manager does not define what the minimum experience requirements are for that position.				
	10 Recommended Action(s): <input checked="" type="checkbox"/> Remedial <input checked="" type="checkbox"/> Investigative <input checked="" type="checkbox"/> Corrective 1. Remedial Action <i>12/6/89</i>				
	11 QAE/Lead Auditor/Date <i>William H. ... 10/12/89</i>	12 Division Manager/Date <i>Walter ... 10-12-89</i>	13 Project Quality Mgr./Date <i>James Blaylock 10/12/89</i>		
14 Remedial/Investigative Action(s) (see attached)					15 Effective Date 11/6/89
16 Cause of the Condition & Corrective Action to Prevent Recurrence					17 Effective Date 11/6/89
18 Signature/Date <i>Walter ... 11/8/89</i>					
Comp. by Orig. QA Org.	19 Response Accepted	QAE/Lead Auditor/Date <i>Fred ... 12/6/89</i>	Division Manager/Date <i>Steve ... 12/8/89</i>	Project Quality Mgr./Date <i>James Blaylock 12-12-89</i>	
	20 Corrective Action Verif. Satisfactory	QAE/Lead Auditor/Date <i>Fred ... 12/6/89</i>	Division Manager/Date <i>Steve ... 12/8/89</i>	Project Quality Mgr./Date <i>James Blaylock 12-12-89</i>	
	21 Remarks POSITION DESCRIPTIONS AND WRITTEN DEFINITION OF EQUIVALENT EXPERIENCE INCLUDED WITH RESUME. IN BLOCK 10 THERE WAS A FAILURE TO MAKE CORRECTIVE ACTION TAKEN. THE RESPONSE TO THE SDR ADDRESSES THE CORRECTIVE ACTION TAKEN. <i>12/6/89</i>				
22 QA CLOSURE	QAE/Lead Auditor/Date <i>Fred ... 12/6/89</i>	Division Manager/Date <i>Steve ... 12/8/89</i>	PQM/Date <i>James Blaylock 12-12-89</i>		

ENCLOSURE

YMPO STANDARD DEFICIENCY REPORT  
CONTINUATION SHEET

N-QA-038  
12/88

SDR No. 450

Rev. 0

Page 2 of 2

8 Requirement ( continued )

descriptions for each position involved in the performance of activities that affect quality.

9 Deficiency ( continued )

2. There is no PD for the Senior QC technician who is assigned responsibilities within the Calibration Lab.

3. In revision of the PDs, the required education and training have been identified. However, in 16 of 65 that were reviewed, the position required a bachelor's degree in a specific area, but went on to state "or equivalent experience." The equivalent experience in lieu of a bachelor's degree has not been identified.

10 Recommended Actions ( continued )

a) Identify what the minimum experience requirements are for the General Manager.

b) Prepare a Position Description for the Senior QA Technician.

2. Investigative Action(s)

a) Review additional PDs to determine if equivalent experience is stated in lieu of a bachelor's degree.

b) Determine if there is a need to prepare additional PDs for individuals involved in the performance of activities that affect quality.



# Reynolds Electrical & Engineering Co., Inc.

Post Office Box 98521 • Las Vegas, NV 89193-8521

IN REPLY REFER TO:

## RESPONSE TO SDR 450 OF DOE AUDIT 89-05

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1.a Minimal experience has been identified in a revised position description for the General Manager.

1.b. A Position Description for a Senior Quality Assurance Technician has been prepared and issued.

2.a. The term "equivalent experience" is utilized in REECo Position Descriptions except for Engineering, Legal, and Occupational Physician categories. Equivalent experience is defined by the HAY committee of the Human Resources Department. Enclosed is a copy of a Memorandum issued by the Deputy General Manager and Chairman of the HAY committee which was issued on this subject September 28, 1989.

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11-06-89

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1.a. The cause of this deficiency was a lack of understanding of the clarity required for the General Manager's Position Description for the Yucca Mountain Project. This has been corrected.

1.b. The position of Senior Quality Assurance Technician for the YMP is a relatively new position and the Position Description had not been finalized at the time of the audit. This Position Description has been prepared and issued.

17

11-06-89

**REECo**

AN  **EB&G COMPANY**



# Reynolds Electrical & Engineering Co., Inc.

## MEMORANDUM

To Distribution  
From E. H. Weintraub *EHW*  
Date September 28, 1989  
Subject EXPERIENCE VS. EDUCATION

For the purpose of establishing the qualifications of applicants and employees, the Hay Committee has determined that two years of appropriate experience is the equivalent to one year of college. The above is true for all job classifications except the engineering job family, legal job family and occupational physician classification, for which experience cannot be substituted for education.

Two years of specialized experience will substitute for jobs requiring advanced vocational training. Advanced vocational training is defined as thirty units of post high school training such as an apprenticeship program or junior college classes in a field specified in the job description.

EHW:de

### Distribution

A. E. Bicker  
R. E. Gillett  
V. Gong  
E. L. Lewis

cy: Central Files  
J. P. Hendricks  
T. L. Rainey

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.**  
**YUCCA MOUNTAIN PROJECT POSITION DESCRIPTION**

**POSITION TITLE: Senior Quality Control Technician**

**JOB CODE : 011901**

**DATE PREPARED : June 13, 1988**

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**SUMMARY STATEMENT**

The Senior Quality Control Technician is responsible for performing laboratory tests on questionable material and conducting inspections. The incumbent may perform maintenance operations on government-owned, state-of-the-art equipment.

**DIMENSIONS**

The incumbent may train and has direct supervisory responsibility for all other Quality Control Technicians in the branch. The incumbent maintains an inventory of various mechanical, hydraulic, or electronic measuring and calibrating instruments or tools valued at over \$1 million. The Senior Quality Control Technician reports to the Quality Assurance Section Chief.

**NATURE AND SCOPE**

1. Installs, maintains, tests, and calibrates various types of specialized mechanical, electrical, hydraulic, or electronic measuring, recording, or test instruments;
2. Trains subordinates in the performance of their specific work operations as required;
3. Keeps an adequate supply of spare parts and tools for maintenance and repair;
4. Calibrates, adjusts, or supervises the calibration or adjustment of program-critical instruments to be specified, precise tolerances;
5. Maintains inventory of calibrated items so that an entire instrument can be replaced in the field with minimal equipment downtime;
6. Ensures that equipment used in the field, or used to calibrate equipment in the field, is certified accurate and is traceable to the National Bureau of Standards or natural physical constants;
7. Recommends and establishes effective methods for accomplishing assigned tasks;
8. Adheres to all Company EEO and Affirmative Action programs and safety and security rules and regulations;

9. Performs related duties as required.

#### **PRINCIPAL CONTACTS**

The incumbent maintains frequent contact with Operations Superintendents, Rig Superintendents, Project Managers, and middle and upper management personnel within REECO, EG&G, DOD, and various A-E organizations to coordinate project requirements including repair, calibration, and replacement of critical instruments.

#### **WORKING CONDITIONS**

The incumbent is often in the field and is exposed to construction hazards and inclement weather. The incumbent is required to remain "on call" during times when the equipment he/she services is being used.

#### **REQUIRED WORK EXPERIENCE**

This position requires eight years of specialized experience in the construction field working with state-of-the-art equipment, three years of which should have been in a supervisory position.

#### **REQUIRED EDUCATION AND TRAINING**

This position requires high school graduation, or equivalent education (such as the GED), plus two years of vocational training which may be derived from the acquisition of an Associate's Degree, trade school, or equivalent experience. Training in the Quality Assurance Program Plan and Procedures and other applicable YMP documents is also required.

#### **OTHER SPECIAL QUALIFICATIONS**

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

YUCCA MOUNTAIN PROJECT POSITION DESCRIPTION

POSITION TITLE: General Manager

JOB CODE : 004201

DATE PREPARED : November 3, 1989

REV. 0526/11/89  
CONTROL

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**SUMMARY STATEMENT**

The General Manager, subject only to corporate policies, provides leadership and overall direction of all major activities toward achieving corporate and contract objectives.

**DIMENSIONS**

The incumbent directly supervises the Deputy General Manager, the division managers, executive staff, and other senior managers who, in turn, direct a work force of approximately 5,000 employees.

**NATURE AND SCOPE**

1. Functions as chief executive officer of the Company and determines Company policy;
2. Prepares short and long-range objectives, and prepares plans and programs for their attainment;
3. Makes long-term financial plans in conjunction with the programs of the DOE and plans budgeting and fund expenditures in a manner best to assure successful execution of DOE programs;
4. Executes work by delegation of authority, functions, and duties to subordinates;
5. Develops and maintains a sound plan of organization and management succession;
6. Analyzes and appraises regularly and systematically the effectiveness of all operations;
7. Controls the operation of all Company organizational components and activities of staff segments;
8. Ensures proper planning, negotiation, and implementation of all labor agreements;
9. Participates in outside activities which will enhance Company prestige and fulfill the Company's public obligation as a member of industry and the community;
10. Ensures all Company EEO, Affirmative Action, environment, safety, health, Quality Assurance, and security programs are effectively implemented and adhered to;

11. Performs related work as required.

#### **PRINCIPAL CONTACTS**

The incumbent represents the Company in dealing with persons or other organizations as required in the performance of the contract. The incumbent also maintains close business relationships with executives of the Company, DOE, user agencies, and other companies in the appropriate areas of operations, and promotes satisfactory relations with industry, government, and the community.

#### **WORKING CONDITIONS**

General office conditions exist most of the time with frequent visits to field operations.

#### **REQUIRED WORK EXPERIENCE**

This position requires 20 years of applicable experience in general construction, government contracting, and engineering, including 15 years of progressively increasing responsibilities in managing multiple disciplines of which five years were at a senior level.

#### **REQUIRED EDUCATION AND TRAINING**

This position requires a minimum of a bachelor's degree in engineering or other technical discipline.

#### **OTHER SPECIAL QUALIFICATIONS**

None.