

# **NRC INSPECTION MANUAL**

NMSS

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MANUAL CHAPTER 1248 APPENDIX G

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TRAINING REQUIREMENTS AND QUALIFICATION JOURNAL  
FOR DECOMMISSIONING  
PROJECT MANAGERS/TECHNICAL REVIEWERS

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## Introduction

The U.S. Nuclear Regulatory Commission (NRC) Decommissioning Project Manager and Technical Reviewer (PM/TR) qualification program requires completion of a variety of activities designed to help you, the PM/TR candidate, learn information or practice skills important to independently performing this important function. When you have completed the entire qualification process, you will have demonstrated each of the competencies that describe a successful PM/TR. The role of a PM/TR is to determine if licensees are performing activities involving licensed radioactive material safely and securely and in accordance with NRC regulations, guidance, and license conditions. The PM/TR's role is not to establish policy in the areas of health and safety or security. PM/TRs should refer policy questions to their management and to the program office.

A competent PM/TR should:

- a. Understand the legal basis and the processes used for achieving the NRC's regulatory objectives.
- b. Acquire a fundamental understanding of the NRC's organizational structure, mission, goals, and objectives.
- c. Understand the basis for the authority of the agency.
- d. Understand the agency processes established, to achieve the regulatory objectives.
- e. Master the techniques and skills needed to collect, analyze, and integrate information using a safety and security focus to develop a supportable regulatory conclusion.
- f. Have the personal and interpersonal skills to carry out assigned regulatory activities, either individually or as a member of a team.

## Program Organization

The PM/TR qualification process develops your awareness of the role of the agency, your role and skill as a PM/TR, and your technical expertise for conducting health and safety and security. The final activity in the qualification process is to appear before a qualification board. Successful completion of the qualification board examination validates your understanding of the role of the agency, Office of Federal and State Materials and Environmental Management Programs (FSME) programs, and your role as a PM/TR. Upon successful completion of all the activities in the qualification journal, including the qualification board, you become eligible to receive the *Decommissioning Project Manager or Technical Reviewer Qualification Certification*.

### Qualification Journal Organization

The qualification journal identifies the training courses, the Individual Study Activities (ISAs) and On-The-Job Training (OJT) activities you must complete. Document your progress on the signature cards and certifications as you move through the qualification process. The journal also contains a form to document the justification for accepting equivalent training or experience as a way to meet PM/TR qualification requirements. The signature cards, certification, and equivalency justification pages form the permanent record of completing the PM/TR qualification program. These pages will be scanned and placed in your official personnel file.

Your immediate supervisor should consider assigning a qualified PM/TR to assist you. This person would serve as a resource and mentor by answering any questions or providing guidance as you work to complete this qualification journal.

### Required Online Training Courses

These courses can be taken in any order:

- Computer Security Awareness
- Ethics Overview for Employees
- Ethics Training for NRC Employees
- Allegations Training
- Annual Personally Identifiable Information (PII) Responsibilities
- Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002 (No FEAR Act)
- Agencywide Documents Access and Management System (ADAMS) Overview for NRC Staff
- Information Security (INFOSEC) Awareness Training

NOTE: It is your responsibility to meet your Region's and FSME's deadlines for taking some of the above online self-study course work. Be aware that the list of online training courses may change in between revisions to this qualification journal.

### Required Training Courses

- Licensing Practices and Procedures Course (G-109)
- Characterization and Planning for Decommissioning (H-115)
- Multi-Agency Radiation Survey and Site Investigation (MARSSIM) (H-121)
- Multi-Agency Radiation Survey and Assessment of Materials and Equipment (MARSAME) (H-120)
- Fundamental Health Physics I and II (H-122)
- Visual Sample Plan (H-500)
- OSHA Indoctrination Course (G-111)

The required training courses are the minimum courses that you should take to complete the Decommissioning PM/TR Qualification. Your immediate supervisor will determine the appropriate training courses you must take to complete the PM/TR qualification.

All Decommissioning PM/TRs involved with the materials security program must take S-201 or be able to demonstrate that they have the equivalent training or experience.

Immediate supervisors have the authority to waive any of the other required classes based on the experience of the candidate seeking qualification as a PM/TR. Document the reason for the waiver on Form 1: Decommissioning PM/TR Equivalency Justification. While your immediate supervisor may waive certain classes, your qualification still requires certification by your regional administrator, office director, or their designee.

### Specialized Training Courses (optional)

- Site Access Training (H-100) or Site Access Refresher Training (H-101)
- Inspection Procedures (G-108)
- Environmental Monitoring for Radioactivity (H-111)
- Air Sampling for Radioactive Materials (H-119)
- NRC Materials Control & Security Systems & Principles (S-201)
- Root Cause/Incident Investigation Workshop (G-205)

- Transportation of Radioactive Materials (H-308)
- Respiratory Protection (H-311)
- Internal Dosimetry and Whole Body Counting (H-312)
- Health Physics Topics (H-401)
- RESRAD Training Workshop (H-410)
- RESRAD-OFFSITE Training Workshop (H-411)
- Media Training Workshop
- Effective Communication for NRC Inspectors
- Gathering Information for Inspectors Through Interviews
- Facility Decommissioning -Argonne National Laboratory Course

Additional courses may be developed after the publication of this qualification journal. Immediate supervisors may include these new specialized training courses in the qualification journals.

#### Refresher Training

Qualified PM/TRs must maintain their qualification by completing 24 hours of refresher training in the established requalification cycle of 24 months. The beginning of each requalification cycle will be determined using the month and year the PM/TR completed his or her qualification. If the date the PM/TR completed his or her qualification is unknown, the immediate supervisor should establish a requalification cycle based on the best available information. The PM/TR's immediate supervisor may grant a 6-month extension if, for good reason, the PM/TR is unable to complete the required refresher training within the limits of the requalification cycle.

Refresher training may consist of either health and safety or security topics. The qualified PM/TR's immediate supervisor will determine the training courses the license reviewer needs and will coordinate with Human Resources Training and Development (HRTD) staff, as necessary, to obtain the needed training. Additionally, the immediate supervisor can consult with HRTD staff to help identify specific courses that the staff member can take for refresher training. Examples of training that may be considered include: Health Physics Topics (H-401), NRC technical training courses, external training courses, attending lectures, developing presentations on subjects related to health and safety or security, directed self-study courses (identified in iLearn), or other training approved by the qualified PM/TR's immediate supervisor.

It is important to note that only taking a single course may not be enough refresher training. Completing the refresher training will depend on the number of hours that the qualified staff member has completed.

Before taking refresher training, PM/TRs should receive approval from their immediate supervisor to confirm that the training will be credited as refresher training. The immediate supervisor should take into consideration the objectives of the training and determine whether the training will be beneficial to the PM/TR. When considering a self-study style of training, the immediate supervisor should determine whether the training is appropriately structured. If the immediate supervisor is unsure if the self-study training is appropriate, he or she may want to consult with HRTD staff for its analysis of the training.

NOTE: PM/TRs may retake a course they had taken previously for refresher training. An immediate supervisor should consider whether it would be beneficial for the PM/TR to retake the course. An immediate supervisor should consider whether there have been changes in technology, regulations, or if the course has changed considerably since the last time the PM/TR took the course before allowing a course to be taken for refresher training. If the immediate supervisor allows the PM/TR to retake the course, the PM/TR must complete and pass the exam, if the course has one, to receive credit for the course.

To receive credit and track the number of hours needed for refresher training for training offered outside of the NRC training catalog, the PM/TR and immediate supervisor should provide the course details (title of training, number of hours, etc.) to either his or her division training coordinator or the appropriate HRTD staff. The training coordinator or HRTD staff will enter the information into iLearn. If there is any concern about the content of the training, HRTD management and the qualified PM/TR's management will resolve the concern. The use of iLearn will assist PM/TRs in keeping track of how many hours of refresher training they have completed within the requalification cycle.

NOTE: For staff who qualified under IMC 1246, the new refresher training requirements in IMC 1248 begin when IMC 1248 is issued. When transitioning from IMC 1246 to IMC 1248, staff will have an extension of up to 1 year to meet the new refresher training requirements.

## Decommissioning PM/TR Competencies

The training and qualification program detailed in this qualification journal ensures that every PM/TR acquires competency in three general areas:

- Area 1: Understand the legal basis and the regulatory processes for achieving the NRC's regulatory objectives by:
- Acquiring a fundamental understanding of the NRC's organizational structure, mission, goals, and objectives (Regulatory Framework)<sup>1</sup>
  - Understanding the basis for the authority of the agency (Regulatory Framework)
  - Understanding the processes established to achieve the regulatory objectives (Regulatory Framework)
- Area 2: Master the techniques and skills needed to collect, analyze, and integrate information using a safety and security focus to develop a supportable regulatory conclusion by:
- Independently gathering information through objective review, observation, and open communications (Inspection)
  - Evaluating licensing information by conducting an objective review (Licensing Activities)
  - Determining acceptability of information by comparing to established criteria (Inspection and Licensing Activities)
  - Objectively analyzing and integrating information using a safety and security focus to identify the appropriate regulatory conclusion and regulatory response (Enforcement)
- Area 3: Have the personal and interpersonal skills to carry out assigned regulatory activities either individually or as a member of a team by:
- Expressing ideas or thoughts clearly, carefully listening, and speaking and writing with appropriate safety and security focus and context (Communication)
  - Working collaboratively with others toward common objectives (Teamwork)

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<sup>1</sup> Specific competency areas are listed in parenthesis following each item



- Working independently, exercising judgment, and exhibiting flexibility in the completion of activities including during difficult or challenging situations (Self-Management)
- Using technology to locate, gather, manipulate, and share information (Information Technology)

### Decommissioning PM/TR Individual Study Activity

The individual study activities (ISAs) direct and focus your efforts as you review documents and perform technical training assignments important to the performance of your job. Each activity begins with a purpose statement informing you of why the activity is important and how it relates to the PM/TR function. The evaluation criteria identify what you are expected to achieve upon completing the activity. The evaluation criteria are listed up front so that you can review them first. Use the evaluation criteria to help you focus on what is most important. The tasks outline the things you must do to successfully address the evaluation criteria.

The following general guidance applies as you complete the various study activities:

- ✓ The first ISA should be done first. Becoming familiar with the agency, the internal and external Web sites, your overall role as a PM/TR and the NRC's safety culture is important for successfully completing many of the remaining activities. You should also become familiar with the content of the remaining ISAs so that you can complete the ISAs as opportunities arise.
- ✓ Complete all assigned parts of each activity.
- ✓ Your immediate supervisor will act as a resource as you complete each activity. Your immediate supervisor also may designate qualified PM/TRs as mentors to work with you as you complete the various activities. Discuss any questions you may have about the content of anything you read with your immediate supervisor or mentor.
- ✓ You are responsible for keeping track of the tasks you have completed. Be sure to complete all the assigned tasks in each activity before meeting with your immediate supervisor for evaluation.

## Decommissioning PM/TR Individual Study Activity

**TOPIC:** (ISA-1) History and Organization of the U.S. Nuclear Regulatory Commission

**PURPOSE:** The purpose of this activity is to familiarize you with the regulatory history of radioactive material and the evolution of the regulatory framework under which today's NRC staff functions. During this activity, you will review the organization of the agency and its staff and the relationships between the NRC Commissioners and major offices.

**COMPETENCY AREA:** REGULATORY FRAMEWORK

- REFERENCES:**
1. Title 10 of the *Code of Federal Regulations* (10 CFR)
  2. NUREG-0980, "Nuclear Regulatory Legislation" (use the most current version available on the NRC Web site)
  3. NUREG-1350, "Information Digest" (use the most current version available on the NRC Web site)
  4. NUREG/BR-0175, "A Short History of Nuclear Regulation, 1946-2009," Revision 2, September 2010
  5. Management Directive (MD) 5.6, "Integrated Materials Performance Evaluation Program (IMPEP)"
  6. MD 5.8, "Proposed Section 274b Agreements with States"
  7. FSME Procedure BK-100: "Program Description Documentation," FSME external Web site at <http://nrc-stp.ornl.gov/procedures.html>

**EVALUATION CRITERIA:** Upon completion of this activity, you will be asked to demonstrate your understanding of the agency's regulatory history, its interaction with the Commissioners, and development of the commercial, industrial, and medical applications of radioactive material by successfully doing the following:

1. Discuss the purpose of the Atomic Energy Act of 1954, as amended.
2. Discuss the major regulatory impacts of the Energy Reorganization Act of 1974, as amended.

3. Discuss the major regulatory impacts of the Energy Policy Act of 2005.
4. Discuss the roles and responsibilities and relationship between the regions and the FSME programs.
5. Discuss the relationship between the NRC and Agreement States.
6. Outline the major offices and briefly describe the functions of the Commission, the Office of the Inspector General, Office of the Secretary (SECY), the Atomic Safety and Licensing Board, the Advisory Committee on the Medical Uses of Isotopes (ACMUI), and Commission staff and program offices, including the Chief Financial Officer and Executive Director for Operations (OEDO).
7. Locate Commission-related documents and discuss how the Commission uses staff requirements memoranda or SRMs to direct the staff.
8. Describe the FSME and Region's organization and key management positions.

**TASKS:**

1. Obtain paper copies or locate electronic locations of the above-stated reference material for personal use and future reference. Some documents may be available through the regional Public Affairs Office. You can find electronic copies of documents on the NRC external Web site in the NRC Library.
2. Review the reference material to gain an understanding of the principles discussed in the evaluation criteria.
3. Read about the Commission's direction setting and policymaking activities under Policymaking and understand the different kinds of decision documents that the Commission issues.
4. Review and discuss the items listed in the evaluation criteria with your immediate supervisor.

**DOCUMENTATION:**

Obtain your immediate supervisor's signature in the line item for Qualification Journal Certification Signature Card Item ISA-1.

## Decommissioning PM/TR Individual Study Activity

**TOPIC:** (ISA-2) Overview of Title 10 of the Code of Federal Regulations

**PURPOSE:** The purpose of this activity is to acquaint you with the regulations that specify the requirements for all aspects of the NRC, including the use of radioactive materials, disposal, fees, and export and import of nuclear material and equipment. This ISA will help you to understand the regulations and become familiar with specific requirements in the regulations.

**COMPETENCY AREA:** REGULATORY FRAMEWORK

**REFERENCES:**

1. The NRC internal home page
2. Paper copy of the latest revisions to 10 CFR Parts 1 through 50
3. Paper copy of the latest revisions to 10 CFR Parts 51 through 199

**EVALUATION CRITERIA:**

Upon completion of the tasks in this activity, you will be asked to demonstrate your understanding of the general content of 10 CFR by successfully discussing the following:

1. State the general purpose of 10 CFR Parts 1, 2, 9, 19, 20, 21, 30, 31, 32, 33, 34, 35, 36, 37, 39, 40, 50, 61, 70, 71, 72, 73, 110, 150, 170, and 171.
2. Given a specific subject, identify which section in 10 CFR discusses the requirements for that subject.
3. Discuss the parts of the regulations identified as the focus area for your discipline.
4. Successfully answer the problems and questions about the regulations provided to you by your immediate supervisor. The problems and questions may be developed by your immediate supervisor or a qualified staff member assigned to assist you with qualification.

Be able to discuss the difference between specific license of limited scope, specific license of broad scope, general license, and persons exempt from licensing.

TASKS:

1. Read and be familiar with the following parts of 10 CFR: Parts 1, 2, 9, 19, 20, 21, 30, 31, 32, 33, 34, 35, 36, 37, 39, 40, 50, 61, 70, 71, 72, 73, 110, 150, 170, and 171.
2. Identify with your immediate supervisor what parts of the regulations you should focus on during your review.
3. Answer the problems and questions about the regulations provided by your immediate supervisor and discuss your answers with your immediate supervisor and a senior technical staff member.
4. Meet with your immediate supervisor or the person designated to be your resource for this activity to discuss the items listed in the evaluation criteria section.

DOCUMENTATION:

Obtain your immediate supervisor's signature in the line item for Qualification Journal Certification Signature Card Item ISA-2.

## Decommissioning PM/TR Individual Study Activity

TOPIC: (ISA-3) Generic Communications

PURPOSE: The purpose of this activity is to become familiar with the different categories of generic communications, the appropriate uses of each type and the procedures associated with them.

COMPETENCY AREA: REGULATORY FRAMEWORK

- REFERENCES:
1. Review the Generic Communications Program Web page at <http://www.nrc.gov/about-nrc/regulatory/gencomms.html>
  2. IMC 0730, "Generic Communications Regarding Materials and Fuel Cycle Issues"
  3. MD 8.18, "NRC Generic Communications Program"

NOTE: Please note that the link above is subject to change and is provided for your convenience. You are responsible for locating the most current information.

EVALUATION CRITERIA: Upon completion of this activity, you will be asked to demonstrate your general understanding of different types of NRC generic communications and the purposes of each type.

1. Describe the different kinds of generic communications and their purposes.
2. Describe what can and cannot be required in the specific types of generic communications.

- TASKS:
1. Review the references to understand the principles discussed in the evaluation criteria.
  2. Identify with your immediate supervisor and review Information Notices (INs) and Regulatory Issue Summaries (RISs) pertinent to your position.
  3. Meet with your immediate supervisor or the Office Allegation Coordinator (OAC) to discuss any questions that you may have about this activity and to demonstrate that you can meet the evaluation criteria listed above.

DOCUMENTATION:

Obtain your immediate supervisor's signature in the line item for Qualification Journal Certification Signature Card Item ISA-3.



## Decommissioning PM/TR Individual Study Activity

**TOPIC:** (ISA-4) NRC Inspection Manual Chapters (IMC), Inspection Procedures (IP), and other References

**PURPOSE:** This ISA will help you to familiarize yourself with the IMCs and IPs that have been developed and are available that relate to inspections. Your immediate supervisor will identify those references that you will focus on.

**COMPETENCY AREA:** INSPECTION

- REFERENCES:**
1. IMC 0300, "Announced and Unannounced Inspections"
  2. IMC 0620, "Inspection Documents and Records"
  3. IMC 1007, "Interfacing Activities Between Regional Offices of NRC and OSHA"
  4. IMC 1248, "Formal Qualification Programs in the Federal and State Materials and Environmental Management Programs"
  5. IMC 1330, "Response to Transportation Accidents Involving Radioactive Materials"
  6. IMC 2800, "Materials Inspection Program"
  7. IMC 2810, "Master Material License Inspection Program"
  8. IMC 2561, "Decommissioning Power Reactor Inspection Program"
  9. IP 92703, "Follow up of Confirmatory Action Letters or Orders"
  10. Other IMCs or IPs identified for review by your immediate supervisor
  11. NUREG-1757, "Consolidated Decommissioning Guidance"

**EVALUATION CRITERIA:** Upon completion of this activity, you will be asked to demonstrate your understanding of the purpose of the IMCs and IPs as well as the type of information contained in them.

1. Discuss the IMCs and IPs you have reviewed.
2. Describe the purpose of the IMCs.
3. Describe how the IPs are used during inspection.

TASKS:

1. Locate electronic versions of the IMCs and IPs at:  
<http://www.nrc.gov/reading-rm/doc-collections/insp-manual/>.
2. Review the IMCs and IPs.
3. Meet with your immediate supervisor or the person designated to be your resource for this activity to discuss the items listed in the evaluation criteria section.

NOTE: Please note that the links above are subject to change and are provided for your convenience. You are responsible for locating the most current information.

DOCUMENTATION:

Obtain your immediate supervisor's signature in the line item for Qualification Journal Certification Signature Card Item ISA-4.

Decommissioning PM/TR Individual Study Activity

TOPIC: (ISA-5) Differing Views Programs

PURPOSE: The purpose of this activity is to communicate expectations for establishing and maintaining an open, collaborative working environment (OCWE) and to provide guidance on the informal and formal processes for pursuing resolution of differing views directly related to the NRC’s mission. The NRC strives to establish and maintain an OCWE that encourages all employees and contractors to promptly voice differing views without fear of retaliation. At the NRC, we encourage trust, respect, and open communication to foster and promote a positive work environment that maximizes the potential of all individuals and improves our regulatory decision making. We expect individuals to be NRC Team Players. In addition to informal discussions, which should be sufficient to resolve most issues, individuals have various mechanisms for expressing and having their differing views heard by decision makers, including the Open Door Policy, the Non-Concurrence Process (NCP), and the Differing Professional Opinions (DPO) Program. This activity will provide you with an understanding of the expected behaviors for being an NRC Team Player who supports an OCWE and key features of the Open Door Policy, the NCP, and the DPO Program.

COMPETENCY AREAS: INSPECTION  
SELF-MANAGEMENT  
COMMUNICATION

- REFERENCES:
1. OCWE Web site
  2. NCP Web site
  3. DPO Program Web site
  4. MD 10.160, “Open Door Policy”
  5. Draft MD 10.158, “NRC Non-Concurrence Process”
  6. MD 10.159, “The NRC Differing Professional Opinions Program”
  7. Complete the annual No FEAR Act training. Access the training, through the NRC’s iLearn Web site. Be sure to print the completion record at the end of the online course in the event that completion of the course does not register in the iLearn system.

8. Review regional instructions establishing additional implementing guidance for raising differing views.

NOTE: Please note that the links above are subject to change and are provided for your convenience. You are responsible for locating the most current information.

#### EVALUATION

##### CRITERIA:

Upon completion of this activity, you will be asked to demonstrate your understanding of the NRC OCWE and the Ways to Raise Differing Views Program by successfully addressing the following:

1. State the expectations for an OCWE and behaviors for being a NRC Team Player.
2. Describe the Open Door Policy.
3. Describe the key features of the NCP.
4. Describe the key features of the DPO Program.
5. Discuss under which circumstances the various methods available for expressing differing views would be used.
6. Describe where summaries of closed DPOs are published and where DPO Program reviews are available.
7. Identify your Region's Differing Views Office Liaison.

##### TASKS:

1. Attend a seminar (if possible) on OCWE and Ways to Raise Differing Views, or review seminar slides.
2. Explore information and guidance for OCWE, Open Door Policy, NCP, and the DPO Program on identified Web sites.
3. Review MD 10.160, draft MD 10.158, and MD 10.159.

##### DOCUMENTATION:

Obtain your immediate supervisor's signature in the line item for Qualification Journal Certification Signature Card Item ISA-5.

Decommissioning PM/TR Individual Study Activity

TOPIC: (ISA-6) The NRC's Response to an Emergency at a Nuclear Facility

PURPOSE: The purpose of this activity is to acquaint you with the actions that the NRC takes in response to an emergency that may occur at a nuclear facility. Emergency response is vital to the agency, fulfilling one of its primary mandates of protecting the health and safety of the public. This individual study activity will help you understand how the NRC meets its emergency response mandate and will begin to build the knowledge you will need later to successfully perform your assigned emergency response responsibilities.

COMPETENCY AREA: EMERGENCY RESPONSE

- REFERENCES:
1. NRC internal Web page (Program Office to Nuclear Security and Incident Response (NSIR))
  2. MD 8.2, "NRC Incident Response Program"
  3. Regional Policy Guide for Emergency Response
  4. NUREG-0728, "NRC Incident Response Plan"  
(Note: This NUREG is revised periodically to reflect changes to the agency's activities. Be sure to obtain the most recent version.)

- EVALUATION CRITERIA:
- Upon completion of this activity, you will be asked to demonstrate your understanding of the role of the agency and your Region or office in protecting public health and safety when responding to emergency situations at a nuclear facility by successfully addressing the following:
1. Identify the types of emergency classifications and give examples of when the different classifications would be declared.
  2. Identify the different modes of NRC emergency response and describe the purpose of each mode.
  3. Discuss the capabilities (e.g., communications, information technology) provided in the Headquarters, regional, and onsite emergency response facilities.

4. Recognizing that these positions may not apply to all nuclear facilities and that the NRC will act with all available resources to respond to an emergency, identify the responsibilities of the following during a declared emergency event:
  - a. Resident staff
  - b. Region-based staff
  - c. Headquarters staff
  - d. Headquarters operations officer
  - e. Licensee
  - f. State and local officials
  - g. Site team
  - h. Base team
5. If you are onsite when an emergency is declared, explain the difference in your actions if the resident inspectors are or are not onsite.

**TASKS:**

1. Explore all aspects of the NSIR organization presented on the NRC's internal home page.
2. Review your Region or office's policy guidance on emergency response.
3. Review the NRC Incident Response Plan to address the evaluation criteria. Obtain a tour of your Incident Response Center.
4. Meet with your immediate supervisor or the person designated to be your resource for this activity to discuss the items listed in the evaluation criteria section.

**DOCUMENTATION:**

Obtain your immediate supervisor's signature in the line item for Qualification Journal Certification Signature Card Item ISA-7.

### Decommissioning PM/TR On-the-Job Activities

The Appendix G on-the-job training (OJT) activities require you to perform accompaniments, as assigned by your immediate supervisor, under the supervision of qualified PM/TR. Typically you will be expected to assist the qualified PM/TR on the first assignments and then gradually take on more of the responsibility for the PM/TR tasks. Appendix G also requires that you perform license reviews, as assigned by your immediate supervisor, under the supervision of a qualified license reviewer. The belief is that you will make a better PM/TR if you are familiar with the licensing process. The activities allow you to observe and perform key license reviewer tasks. Like the ISAs, each OJT activity tells you why the activity is important and what you are expected to complete successfully during the activity. The OJT activities do not specify that a particular number of accompaniments or supervised license reviews need to be completed before the immediate supervisor considers you to be competent because numbers of completions don't always reflect competency. This is something only your immediate supervisor, assisted by the qualified PM/TR working with you, can determine.

As you complete license reviews, you should complete the License Review Form located at the end of this Appendix and ask the qualified license reviewer working with you to provide her or his comments. These forms will be used to track your progress as an PM/TR. When your immediate supervisor concludes you are competent to inspect a specific program code or group of program codes on your own, or perform license reviews of a specific program code or group of program codes on your own, she or he will request that you be given interim qualification for the work you have demonstrated yourself to be competent. Interim qualification is approved by division management. Eventually, your immediate supervisor will determine you are ready to demonstrate your full competency at an oral qualification board.

Your immediate supervisor has the authority to waive any of the OJT activities by completing Form 1: Decommissioning PM/TR Equivalency Justification, found at the end of this qualification journal.

The following general guidance applies as you complete the various on-the-job activities:

- ✓ Complete all assigned parts of each activity.
- ✓ Your immediate supervisor or a qualified PM/TR will act as a resource as you complete each activity. Discuss any questions you may have about how a task must be done or how the guidance is to be applied.
- ✓ You are responsible for keeping track of the tasks you have completed. Be sure that you have completed all aspects of an OJT activity before you meet with your immediate supervisor or qualified PM/TR for evaluation.

## Decommissioning PM/TR On-the-Job Activity

TOPIC: (OJT-1) Inspection Accompaniments

PURPOSE: The purpose of this activity is to (1) acquaint you with the different types of materials users, (2) familiarize you with the types of use of radioactive (3) familiarize you with the security requirements imposed on certain licensees, and (4) provide you with the opportunity to observe how inspectors use licensing documents issued by the Regions or Headquarters to inspect licensees.

COMPETENCY  
AREAS: INSPECTION

REFERENCES:

1. Licensee radioactive materials possession license
2. Appropriate IMCs and IPs
3. Previous inspection report
4. Increased Control Order
5. Security Orders, Corrective Action Letters, Allegations, etc.

EVALUATION  
CRITERIA: Upon completion of this activity, you will be asked to demonstrate your understanding of the type of inspection conducted at the licensees' facilities as well as any type of security inspection conducted:

1. Identify the types of licensees inspected.
2. Describe how the inspector used the reference documents to conduct the inspection.
3. Explain the potential violations that were cited by the inspector. Explain why the licensee was cited.
4. Describe the focus of the pre-licensing site visit.

TASKS:

1. As assigned by your immediate supervisor, accompany a qualified Inspector, PM, or TR, and assist a qualified Inspector, PM, or TR with the performance of a variety of health and safety inspections; your immediate supervisor will determine the actual number and type of inspections. You are responsible for keeping track of the inspections that you accompanied.



NOTE: An individual who has already completed the requirements for the Decommissioning PM/TR or is currently a qualified PM/TR may take credit for the training or the experience that they have had as a PM/TR as long as they have met the above minimum criteria.

2. Assist in the inspection preparation activities (i.e., collect background information as necessary; identify any follow up that may be required from previous inspections, or allegations).
3. Meet with your immediate supervisor or the person designated to be your resource for this activity to discuss the items listed in the evaluation criteria section.

DOCUMENTATION: Complete the Inspection Accompaniment Form for each inspection accompaniment you perform and obtain your immediate supervisor's signature in the line item for Qualification Journal Certification Signature Card Item OJT-1.

## Decommissioning PM/TR On-the-Job Activity

TOPIC: (OJT-2) Licensing Case Work

PURPOSE: The purpose of this activity is to (1) familiarize you, the PM/TR candidate, with the NRC license review process and (2) provide you with the opportunity as a PM/TR candidate to review and complete licensing actions under the supervision of a qualified PM, TR, or license reviewer. Whenever possible, the PM/TR candidate will work on actual licensing actions; however, because some types of licensing actions are rare, the PM/TR candidate may have to occasionally work on completed licensing actions designed for license reviewer training.

COMPETENCY  
AREAS:

### LICENSING ACTIVITIES

- REFERENCES:
1. NUREG-1757 series, "Consolidated NMSS Decommissioning Guidance," - Volumes 1, 2, and 3
  2. DURLD "Operations Manual Instructions / Procedures "
  3. NUREG 1748, "Environmental Review Guidance for Licensing Actions Associated with NMSS Programs"

EVALUATION  
CRITERIA:

Upon completion of this activity, you will be asked to demonstrate your understanding of the NRC licensing process, distinguish between the different types of licenses issued by the NRC, demonstrate your ability to review amendment request and submit request for additional information, and be able to discuss how a materials license affects the inspection:

1. Discuss the NRC's licensing process (i.e., what type of licenses should be issued for specific programs; discuss the internal NRC process from receiving an application, amendment, renewal, or termination; and internal metrics for issuing licensing actions).
2. Discuss the Licensing Action Tracking system.
3. Discuss the licensing actions that you reviewed regarding the applicant or licensee's request as well as the request for additional information if necessary.
4. Discuss if any of the licensing actions required the licensee or applicant to implement the security requirements. How did you determine if it needed to implement the requirements?

TASKS:

1. Work with a qualified PM, TR, or license reviewer to review licensing actions. Your immediate supervisor will determine the actual number and type of licensing actions.
2. You are responsible for reviewing the licensing actions and developing requests for additional information as necessary. The candidate should use the NUREG 1757 guidance documents as references as well as the qualified license reviewer designated by your immediate supervisor to be your resource during your training.
3. You are responsible for keeping track of the licensing actions that you have worked on.
4. Meet with your immediate supervisor or the person designated to be your resource for this activity to discuss the items listed in the evaluation criteria section.

DOCUMENTATION:

Complete a License Review Form for each action reviewed and obtain your immediate supervisor's signature in the line item for Qualification Journal Certification Signature Card Item OJT-2.

## Decommissioning PM/TR On-the-Job Activity

TOPIC: (OJT-3) Decommissioning Process

PURPOSE: The purpose of this activity is to (1) familiarize you, the PM/TR candidate, with the NRC decommissioning process and (2) provide you with the opportunity as a PM/TR candidate to review and complete decommissioning actions under the supervision of a qualified PM/TR. Whenever possible, the PM/TR candidate will work on actual decommissioning actions.

COMPETENCY AREAS: REGULATORY FRAMEWORK, LICENSING ACTIVITIES

REFERENCES: 1. NUREG-1757, "Consolidated Decommissioning Guidance," Volumes 1, 2, and 3  
2. Policy and Procedure 5.1, "Reactor Decommissioning Program Procedure for Interfacing with NRR." (ML103050137)

EVALUATION CRITERIA: Upon completion of this activity, you will be asked to demonstrate your understanding of the NRC decommissioning process, demonstrate your ability to review applications and submit request for additional information

- 1 Discuss the NRC's decommissioning process.
- 2 Discuss the decommissioning actions that you reviewed regarding the applicant or licensee's request as well as the request for additional information if necessary.
3. Discuss if any of the licensing actions required the licensee or applicant to implement the security requirements. How did you determine if it needed to implement the requirements?

TASKS: 1. Work with a qualified PM/TR to review decommissioning actions. Your immediate supervisor will determine the actual number and type of decommissioning actions.  
2. You are responsible for reviewing the decommissioning actions and developing requests for additional information as necessary. The PM/TR candidate should use the NUREG-1757 guidance documents as a reference as well as the qualified designated by your immediate supervisor to be your resource during your training.

NOTE: An individual who has already completed the requirements for the Materials PM/TR, or is currently a qualified Materials PM/TR, may take credit for the training or the experience he or she has had as a license reviewer as long as the above minimum criteria have been met.

3. Review NMED for any recent events involving the licensee for any potential generic issues and open items.
4. You are responsible for keeping track of the decommissioning actions that you have worked on.
5. Meet with your immediate supervisor or the person designated to be your resource for this activity to discuss the items listed in the evaluation criteria section.

DOCUMENTATION: Complete a License Review Form for each action reviewed and obtain your immediate supervisor's signature in the line item for Qualification Journal Certification Signature Card Item OJT-3.

Decommissioning PM/TR Signature Cards and Certification

Decommissioning Project Manager or Technical Reviewer's Name: _____	Employee Initials/Date	Immediate Supervisor's Signature/Date
<b>A. <u>Required (R) and (S) Specialized Training (title and course number)</u></b>		
Training: Licensing Practices and Procedures Course (G-109) (R)		
Training: MARSSIM: Multi-Agency Radiation Survey and Site Investigation Manual Course (H-121) (R)		
Training: Fundamental Health Physics I and II (H-122) (R)		
Training: MARSAME: Multi-Agency Radiation Survey and Assessment of Materials and Equipment (H-120) (R)		
Training: Visual Sample Plan (H-500) (R)		
Training: OSHA Indoctrination Course (G-111) (R)		
Training: Characterization and Planning for Decommissioning (H-115) (S)		
Training: RESRAD Training Workshop (H-410) (S)		
Training: RESRAD-OFFSITE Training Workshop (H-411) (S)		
Training: Facility Decommissioning -Argonne National Laboratory Course (S)		
Training: Evaluation of Dose Modeling for Compliance with Radiological Criteria for License Termination (C-1026-webbase) (S)		
<b>B. <u>Individual Study Activities</u></b>		
ISA-1 History and Organization of the U.S. Nuclear		
ISA-2 Code of Federal Regulations		
ISA-3 Generic Communications		
ISA-4 NRC Inspection Manual Chapters (IMC)		
ISA-5 Differing Professional Opinion		
ISA-6 The NRC Response to an Emergency at a Nuclear Facility		

Decommissioning Project Manager or Technical Reviewer's Name: _____	Employee Initials/Date	Immediate Supervisor's Signature/Date
C. <u>On-the-Job Training Activities</u>		
OJT-1 Inspection Accompaniments		
OJT-2 Licensing Case Work		
OJT-3 Decommissioning Process		
OJT-		
OJT-		

This signature card and certification must be accompanied by the appropriate Form 1, Decommissioning PM/TR Equivalency Justification, if applicable.

<p style="text-align: center;"><b>Decommissioning Project Manager/Technical Reviewer Certification</b></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(name)</p> <p style="text-align: center;">has successfully completed all of the requirements to be certified as a</p> <p style="text-align: center;"><b>DECOMMISSIONING PROJECT MANAGER/TECHNICAL REVIEWER</b></p> <p>Immediate Supervisor Signature _____ Date: _____</p>
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Note: When a Technical Reviewer is certified, the term Technical Reviewer will replace Project Manager on the Signature Card above.



Form 1: Decommissioning PM/TR Equivalency Justification	
Decommissioning Project Manager or Technical Reviewer's Name: _____	Identify equivalent training and experience for which the decommissioning PM/TR is to be given credit.
<b>A. <u>Required and Specialized Training (title and course number)</u></b>	
Training: Licensing Practices and Procedures Course (G-109) (R)	
Training: Characterization and Planning for Decommissioning (H-115) (S)	
Training: MARSSIM: Multi-Agency Radiation Survey and Site Investigation Manual Course (H-121) (R)	
Training: Fundamental Health Physics I and II (H-122) (R)	
Training: MARSAME: Multi-Agency Radiation Survey and Assessment of Materials and Equipment (H-120) (S)	
Training: Visual Sample Plan (H-500) (R)	
Training: OSHA Indoctrination Course (G-111) (R)	
Training: RESRAD Training Workshop (H-410) (S)	
Training: RESRAD-OFFSITE Training Workshop (H-411) (S)	
Training: Facility Decommissioning -Argonne National Laboratory Course (S)	
Training: Evaluation of Dose Modeling for Compliance with Radiological Criteria for License Termination (C-1026-webbase) (S)	
<b>B. <u>Individual Study Activities</u></b>	
ISA-1 History and Organization of the U.S. Nuclear Regulatory Commission	
ISA-2 Code of Federal Regulations	
ISA-3 Generic Communications	

Decommissioning Project Manager or Technical Reviewer's Name: _____	Identify equivalent training and experience for which the decommissioning PM/TR is to be given credit.
ISA-4 NRC Inspection Manual Chapters (IMC)	
ISA-5 Differing Professional Opinion	
ISA-6 The NRC Response to an Emergency at a Nuclear Facility	
ISA-	
ISA-	
C. <u>On-the-Job Training Activities</u>	
OJT-1 Inspection Accompaniments	
OJT-2 Licensing Case Work	
OJT-3 Decommissioning Process	
OJT-	
OJT-	

Immediate Supervisor's Recommendation      Signature/Date \_\_\_\_\_

Division Director's Approval                                      Signature/Date \_\_\_\_\_

INSPECTION COMPLETION FORM

Qualification Card #:

Licensee Name:

License No.:

Docket No.:

Program Code(s):

Inspection Type:	Initial	Routine	Special	Pre-Licensing
			Security	non-security

Inspection Date:

Program Scope:

Findings:

Candidate Inspector Signature:

Qualified Inspector Signature:

COMMENTS:

Issue Date: 01/13/16

LICENSE REVIEW COMPLETION FORM

Qualification Card #:

Licensee Name:

License No.:

Docket No.:

Mail Control No.:

Program Code(s):

Action Type:                                      NEW                                      AMENDMENT                                      RENEWAL                                      TERMINATION

Amendment No.:

Scope of Licensing Action:

Deficiencies and Other Issues:

Candidate Reviewer Signature:

Qualified Reviewer Signature:

COMMENTS:

Issue Date: 01/13/16

Attachment 1: Revision History Table

Commitment Tracking Number	Accession Number Issue Date Change Notice	Description of Change	Description of Training Required and Completion Date	Comment and Feedback Resolution Accession Number (Pre-Decisional, Non-Public)
N/A	ML11236A123 10/26/11 CN 11-022	Revision history sheet added. Combined Appendix A10 with Appendix B10 and renamed as IMC 1246 Appendix E5. Added "Training Requirements"	N/A	ML11236A125
N/A	ML12240A165 04/19/13 CN 13-011	IMC 1248 Appendix G was created to replace IMC 1246 Appendix E5 and remove FSME activities from the NMSS qualification journal IMC 1246 series. The qualification was originally published on April 14, 2003. No changes were made to the training requirements or qualification journal since they were published on April 14, 2003.	N/A	N/A
N/A	ML15294A372 01/13/16 CN 16-002	This is a major revision. IMC 1248, Appendix G was updated per IMC 0040 and to capture Decommissioning Project Management and Technical Reviewer activities.	N/A	ML15294A384