



OPERATIONS DEPARTMENT INSTRUCTION

N2-ODI-6.04
Rev. 1
(TCN-1)

LICENSED OPERATOR TRAINING

Approved: *[Signature]* **FOR INFORMATION ONLY**
FOR INFO

1.0 PURPOSE

This instruction is provided to establish, maintain and promote the Operations Department policy with regard to attendance and behavior of Licensed Operations personnel during training.

2.0 POLICY

2.1 License holders shall attend all 10CFR55 required training. Non-10CFR55 required training scheduled for regular week shall also be attended unless specifically waived by the Operations Manager or his designee. **TCN-1**

2.2 Start time is 7:30 am. Students shall be on time and prepared to start class at 7:30 am. Stop time is 3:30 pm.

2.3 Vacation is not permitted during training weeks unless specifically authorized by the Operations Manager or his designee. **TCN-1**

3.0 BEHAVIOR

3.1 Behavior in the training building will be professional in all aspects. Classroom comments are encouraged when made in a constructive manner.

3.2 Eating breakfast in the classroom is prohibited. Eating lunch in the classroom is permitted only under circumstances where lunch time was used for NMPC business. Snacks must be eaten during breaks.

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3.3 Non-work related reading material shall not be read during the active teaching sessions.

3.4 SUP-4 forms are to be used by operators to correct procedural deficiencies noted during the training week. A holder is provided in the classroom for this purpose.

3.5 Avenues available for students to provide input for training improvements include:

- a. Course feedback forms
- b. Meetings with the SSS and the Operations Manager
- c. One-on-one communication with the Training Supervisor.
- d. Training Modification Request (TMR) forms.

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4.0 Assessment

4.1 The Operations Manager, or designee, will assess the effectiveness of the U-2 Licensed Operator Training Program in accordance with N2-ODI-1.10. TCN-1

4.2 The Operations Manager, or designee, will assess U-1 simulator training a minimum of once per calendar quarter (in accordance with the schedule for management review published by training, or during a "SMART" tour). TCN-1

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