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January 11, 2023

MEMORANDUM TO: Jacob Zimmerman, Deputy Director
Division of Fuel Management
Office of Nuclear Material Safety
and Safeguards

FROM: Chris Bajwa, Senior Mechanical Engineer
Containment, Thermal, Chemical and Fire Branch
Division of Fuel Management
Office of Nuclear Material Safety
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A handwritten signature in black ink, appearing to read "C Bajwa".

Signed by Bajwa,
on 01/11/23

SUBJECT: UPDATE ON PROGRESS OF WORKING GROUP ON DIVISION OF
FUEL MANAGEMENT QUALIFICATION PROGRAM IMPROVEMENTS

The Qualifications Working Group (QWG) was established in the Division of Fuel Management (DFM) to review the current DFM qualification program, develop recommendations, and implement specific tasks with the goal of improving the consistency of the qualification experience and the administration of the program.

The QWG was given several tasks in its charter (Agencywide Documents Access and Management System {ADAMS} Accession No ML22258A286), with the first task (Task 1) completed as of November 2022 (ML22341A089) and Task 2 being defined as: "Review the existing qualification program processes, practices, and materials..." in relation to the specific topics listed below, along with the responses to those specific topics that the QWG has determined as part of its work. This memorandum provides a summary of the Task 2 deliverables as outlined in the QWG Charter.

- The areas of knowledge that are common to all qual positions in DFM/NMSS (generic requirements)

DFM owns eight specific qualification "journals" contained in the Appendices of IMC 1246, including Appendices B1, B2, B3, C1, C2, C3, C4 and C5. These appendices were reviewed, and it was generally determined that they were out of date and would all need to be updated. A detailed proposal on how to handle qualifications that are common to all positions that require qualification will be provided under Task 3 of the QWG efforts, but the WG currently believes that most qual journals should be broken down into four main areas: NRC-wide, Office (NMSS), Business Line, and Role-Specific.

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- How to organize the specialized topical areas (e.g., by technical discipline, by BL, or some combination of the two)

As mentioned above, Business Line and Role-Specific Quals will be proposed to be two specific areas in the qual journals found in IMC 1246, should they be revised. Business Line Quals would include topics such as parts of Title 10 of the *Code of Federal Regulations* 10 CFR, Management Directives, Guidance Documents, and required training where the Role Specific Quals (i.e., for technical reviewers) currently have minimal overlap, that said, there could be some areas across disciplines (within Role Specific Quals) and between similar disciplines (across Business Line Quals) that could be considered for “common” qualifications. This will be further expanded upon in the recommendations provided as part of Task 3.

- Appropriate means to gain knowledge in each topical area

There are numerous avenues for gaining applicable and appropriate knowledge during the qualification process. These include (but are not limited to) the following:

- Formal training (both internal (i.e., through Talent Management Services {TMS} or external)
- Self-Study (Including review of Nuclepedia and available video libraries)
- On-the-Job Training (OJT)
- Mentoring
- Internal Seminars and Technical Fora (i.e., KM seminars or RES seminars)
- External Conferences or Technical Meetings (e.g., ASME, NEI, INMM, EPRI, etc.)
- Internal NRC Meetings
- Shadowing of Senior Staff
- Rotations

It is the intent of the QWG to provide specific recommendations on the organization and the effective utilization of the opportunities listed above as part of the qualification process under Task 3 of the QWG Charter.

- If current training modules, both for generic training applicable to all disciplines and training for more specific disciplines, need updating or revision

Based on the QWG’s review of current qual journals, it concludes that **ALL** the DFM quals, whether generic or role specific, need to be updated. Existing qual journals were last revised in 2011 and often reference training that is no longer available or guidance documents that have been superseded, etc. A detailed recommendation of how to approach this effort will be provided by the WG under Task 3. Part of the QWG recommendation will be that all DFM qual journals follow a more detailed format to better align with inspector qual journals.

- If “best practices” from external qualification processes may be incorporated into the division qual process

The WG has consulted within DFM, internal to the Agency (NRR) and with organizations external to the Agency (NASA) to determine what some “best practices” might be related to the qualifications process. These will be highlighted in the QWG responses under Task 3. One specific “best practice” mentioned above is that qual journals have a more detailed format than they currently have. The WG believes this will provide greater consistency to the qual process, greater clarity in the expectations for staff in the qualification process and require less preparation for supervisors.

- Consider common quals across Offices

The WG considered the possibility of qualification of staff across various NRC Offices, but generally did not find that this is currently achievable due to lack of sufficient overlap between the work currently done by qualified staff across the offices.

- The most efficient overall process to achieve qualification (e.g., process provided in ADM-FM-5)

The WG believes that continued refinement of the ADM-FM-5 throughout the effort to review the DFM qualifications process, with recommended process changes and updates to qualification procedures being captured in a revision of ADM-FM-5, are part of the QWG work.

This memo documents the completion of Task 2, as defined in the DFM Qualifications Working Group Charter

DFM Qualifications Working Group Task 2 Closure memo DATE January 11, 2023

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