



## OSP Procedure Approval

### Office of State Programs' Staff Training - AD-400

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#### ***NOTE***

***The OSP Director's Secretary is responsible for the maintenance of this master copy document as part of the OSP Procedure Manual. Any changes to the procedure will be the responsibility of the OSP Procedure Contact. Copies of OSP procedures will be distributed for information.***



**Procedure Title:**  
*Office of State Programs' Staff Training*  
**Procedure Number: AD - 400**

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**10/22/99**

## **I. INTRODUCTION**

This procedure establishes a program for developmental training for the Office of State Programs' (OSP) staff.

## **II. OBJECTIVES**

- A. To provide basic guidelines for the type and amount of staff training.
- B. To provide a basis for systematic budgeting for staff training.

## **III. BACKGROUND**

NRC provides employee training to improve individual and organizational performance in order to assist in achieving the agency's mission and performance goals. To facilitate this effort, OSP employees are encouraged to participate in training and developmental programs designed to maintain or improve current education and job skills and to broaden employee capabilities to meet future skill needs of the agency. Note: This procedure differs from SA-111, *Implementation of Management Directive (M.D.) 5.10, Formal Qualifications for Integrated Materials Performance Evaluation Program (IMPEP) Team Members*.

## **IV. ROLES AND RESPONSIBILITIES**

- A. The Director, OSP, is responsible for: assigning a senior OSP staff mentor to each new OSP employee; assuring that both on-the-job training and/or a formal training plan is established for new employees; reviewing and approving all OSP staff training requests, based upon M.D. 10.77, "Employee Development and Training," and requirements; and counseling and providing feedback to the OSP employee on training choices.
- B. The Management Analyst, OSP, is responsible for: serving as the OSP training coordinator for internally-initiated training requests; maintaining and distributing to OSP staff current information on mandatory and available Management and Development Training Staff training courses; and tracking and budgeting OSP staff training.

- C. The assigned senior OSP staff mentor is responsible for: assisting in and monitoring the overall orientation of the new employee; acting as a resource person, guiding the employee as to where to obtain OSP policies and procedures and other NRC guidance and reference documents.
- D. Individual OSP employees are responsible for: considering, initiating and pursuing those developmental training opportunities they sign up for and are approved to attend; and developing, in consultation with their assigned senior OSP staff mentor and the Director, OSP, their Individual Development Plan (IDP), requesting training to meet IDP needs in accordance with the IDP Process, "An Employee Guide for Individual Development Planning."

## **V. GUIDANCE**

- A. Employee training should be related, but is not limited, to their principal staff functions, e.g., specialized technical, policy, liaison, supervisory, or administrative support.
- B. New employees should initially receive on-the-job training to prepare for independent job performance at the earliest possible date.
- C. Training may consist of assignment to attend, on an as-needed basis, courses designated by the Management and Development Training staff.
- D. Training requests initiated by OSP staff will normally be for periods of one day to a maximum of two weeks for formal courses and up to four weeks of on-the-job training for new employees.
- E. Rotational assignments are encouraged. The length and approval of rotational assignments will be determined on a case-by-case basis.
- F. Attendance at professional and technical society meetings or symposia is considered training for the purposes of this procedure and OSP policy.
- G. Long-term training may be considered on an ad hoc basis, consistent with NRC's overall training program and OSP mission.

## **VI. APPENDICES**

Appendix A - Basic Training Objectives and Requirements

Appendix B - Sample Training Plan and Check Lists for New OSP Employee

## **VII. REFERENCES**

1. NRC Management Directive 10.77, "Employee Development and Training."
2. The IDP Process, "An Employee Guide for Individual Development Planning," NUREG/BR-0086.
3. [NRC Management Directive 5.10](#), "Formal Qualifications for Integrated Materials Performance Evaluation Program (IMPEP) Team Members."

# APPENDIX A

## BASIC TRAINING OBJECTIVES AND REQUIREMENTS

### A. OBJECTIVES

To ensure that new OSP technical staff:

1. Understand the NRC regulatory program and mission, and NRC's programs/relationship with States and other Federal agencies.
2. Understand employment conditions at the NRC.
3. Gain familiarity with nuclear materials regulations and internal NRC procedures.
4. Have the type and level of technical knowledge needed to adequately perform their job functions.
5. Understand the technical training programs and established guidelines for the type of position held at the NRC.

### B. TRAINING REQUIREMENTS FOR NEW TECHNICAL STAFF

#### 1. APPLICABILITY

The training described below should be considered for all new OSP professional staff.

#### 2. TRAINING

- a. Required Initial Training. This training is introductory to NRC. For many of the items in (1) and (2) below, it is sufficient that the new employee be aware that the facility, service or document is available. The senior staff mentor, in coordination with OSP management, will identify those with which the employee must become familiar.

##### (1) NRC Orientation - Administrative Issues

- Layout of OWFN & TWFN (Cafeteria, Fitness Center, Health Unit, Credit Union)
- NRC Office Organization Charts (NUREG-O325)
- NRC Telephone Directory (NUREG/BR-OO46)
- NRC Annual Report (NUREG-1145)
- NRC Information Digest (NUREG-1350)
- NRC Collection of Abbreviations (NUREG-0544)
- Administration Services Center (OWFN-2 B7)

## APPENDIX A (Continued)

- Copy Center
- Commission and Advisory Committees: Advisory Committee on Reactor Safeguards (ACRS); Advisory Committee on Nuclear Waste (ACNW); and Advisory Committee on Medical Uses of Isotopes (ACMUI).  
(Suggest attending at least one committee meeting.)
- Document Control Desk
- Drug Testing Program
- Reporting Emergencies (Building, Fire, or Bomb Threat)
- FIX IT
- Labor Relations
- Mail & Facsimile Services
- NRC Library (TWFN 2nd Floor)
- Law Library (OWFN 15th Floor)
- Nuclear Documents System (NUDOCS) and Agency-Wide Documents Access and Management System (ADAMS)
- National Treasury Employees Union (NTEU)
- Payroll (TWFN, 9th Floor)
- Personnel Performance Appraisal Process
- Regulatory Information Tracking System (RITS)/ STARFIRE
- Regulatory Assessment Tracking System (RATS)
- Security Issues, Lost Badges, Classified Waste, Computer Security
- Telephone Questions, i.e., Voice Mail, Voice Messages, NRC 800 Number, Telephone Credit Card Requests
- Time and Attendance Reporting
- NRC Travel Procedures and Government Credit Card Program

### (2) NRC Orientation - Technical/Management Issues

- AUTOS LAN (i.e., Agency Wide Applications)
- Abnormal Occurrence Reports
- Allegation Tracking System
- Atomic Energy Act of 1954, as amended
- Communications with States
- Differing Professional Views or Opinions (NUREG-1209; M.D. 10.159)
- Energy Reorganization Act of 1974, as amended
- Nuclear Waste Policy Act, as amended
- Code of Federal Regulations
  - 10 CFR Part 0, Conduct of Employees
  - 10 CFR Parts related to current OSP assignments, e.g., Parts 19, 20, 21, 30, 32, 33, 34, 35, 36, 39, 40, 50, 51, 60, 61, 62, 70, 71, 72, 73, 74, 76, 150, 170, 171

## APPENDIX A (Continued)

- Other related CFR Parts (e.g., 40 CFR, 49 CFR)
- Freedom of Information Act (FOIA)
- Generic Communications (IMC 0730)
- Information Notices
- Generic Letters
- Bulletins
- Guide to Types of NRC Formal Documents and Their Users (NUREG/BR-0070)
- NMSS Licensee Newsletter
- NMSS Policy & Procedures Letters
- NMSS Policy & Guidance Directives
- NRC Bulletin Board Systems
- NRC Inspection Manual Chapter (IMC) and Inspection Procedure (IP) System
- NRC Management Directives
- NRC's Materials Inspection and Licensing Program
- NRC's Public Document Room & LPDR
- OSP Procedures
- Obtaining Documents in the NUREG Series
- Open Door Policy
- Open Meetings
- Policy Documents Related to the Employee's Program Area, e.g., Policy Statements, Speeches, Commission Papers
- Publishing Documents in the NUREG Series (NUREG-O650)
- Regulatory Guides, NUREGS, Standards Review Plans
- Regulatory Information Distribution System (RIDS)
- Review of significant events at materials and/or fuel cycle license facilities

b. Recommended Headquarters Training Within Two Years of Initial Employment.

This type of training is provided in formal classroom or workshop environments and is conducted by the NRC staff or NRC contractors. Some of this training may be waived on a case-by-case basis, depending on the trainee's needs, past formal training, and experience. All courses are one day in length, unless otherwise specified. This training is required within 2 years of employment and is conducted or arranged by NRC staff.

## **APPENDIX A (Continued)**

- (1) Beginning Federal Service
- (2) NRC: What It Is and What It Does (3-days)
- (3) NRC and Its Environment (3-days)
- (4) The Regulatory Process (3-days)
- (5) Conducting and Participating in Meetings
- (6) Clear Writing (3-days or equivalent)
- (7) Introduction to Communication Software at NRC
- (8) Ethics Counseling and Training (M.D. 7.5)
- (9) Sexual Harassment
- (10) NMSS Radiation Worker Training (H-102) or Site Access Training  
[(2-day course (H-100))]
- (11) Acquisition for Project Managers (if applicable)



## APPENDIX B

### SAMPLE TRAINING PLAN AND CHECK LISTS FOR NEW OSP STAFF - HEALTH PHYSICIST

\_\_\_\_\_, Director, Office of State Programs      Date: \_\_\_\_\_

\_\_\_\_\_, Senior OSP Staff Mentor      Date: \_\_\_\_\_

\_\_\_\_\_, OSP Employee Title      Date: \_\_\_\_\_

#### **Training and Experience Summary:**

Education:

Certification:

Experience:

#### **Orientation Goals:**

1. Understand employment conditions at the NRC.
2. Understand the NRC regulatory program, i.e., the NRC role and mission, the role of a regulator, responsibilities of major program offices, and NRC/OSP procedures.
3. Understand NRC's relationship with States, specifically the Agreement States Program, and other Federal agencies.
4. Develop a working knowledge of NRC materials regulations and guidance.
5. Develop an Individual Development Plan (IDP) to define initial specific formal courses and on-the-job training needed to fulfill job responsibilities, taking into consideration this training plan, previous training and experience.

#### **Initial Developmental Assignments:**

1. Assist Senior Agreement States Manager responsible for material event report coordination, in the collection, control and preliminary review of material events reported to NRC by the Agreement States.
2. Participate in both Agreement State and NRC Regional Integrated Materials Performance Evaluation Program (IMPEP) review process.

## **APPENDIX B (Continued)**

3. Develop an understanding of OSP policies and procedures. Participate in working group development and implementation of NRC rules, guidance, and procedures.
4. Assist in developing responses to requests from States for technical assistance, including review of State regulations.
5. Provide preliminary Agreement State information to States investigating Agreement State status.
6. Assist in reviewing State applications for Agreement State status.
7. Perform a short term rotation (1-2 weeks) to shadow a Regional State Agreements Officer.

### **Formal Courses and On-The-Job Training:**

1. Formal courses are noted in Sample Check List 4; others to be defined in IDP
2. On-the-job training:
  - a. Rotational assignment to a NRC Regional office to perform direct licensing and inspection activities (within 6 months-one year).
  - b. Rotational assignment to Division of Industrial & Medical Nuclear Safety, Nuclear Material Safety and Safeguards (within 1-2 years).

## APPENDIX B (Continued)

### SAMPLE CHECK LIST 1 - HEADQUARTERS ORIENTATION

**Employee Name:**

	<u>DATE</u>	<u>INITIALS</u>
1. New employee processing package completed Process in Office of Personnel Orientation Security orientation Issuance-security badge key card usage	_____	_____
	(Management/Senior Staff)	
2. Briefing on administrative items completed	_____	_____
	(Management/Senior Staff)	
3. NRC orientation and mission orientation completed	_____	_____
	(Management/Senior Staff)	
4. Correspondence with public, States, or other NRC staff	_____	_____
	(Management/Senior Staff)	
5. Review of NRC Management Directives pertaining to Enforcement and Headquarters Procedures	_____	_____
	(Management/Senior Staff)	
6. Review of applicable regulatory guides, bulletins, and information notices	_____	_____
	(Management/Senior Staff)	
7. Review of OSP policy statements, Management Directives, internal OSP procedures, Memoranda of Understanding on State Agreements, State and Indian Relations, and Federal Liaison	_____	_____
	(Management/Senior Staff)	
8. Orientation to ethical, legal, and financial aspects of position	_____	_____
	(Management/Senior Staff)	
9. Orientation to Organization of Agreement States and the Conference of Radiation Control Program Directors, Inc.	_____	_____
	(Management/Senior Staff)	
10. Review of significant activities in Agreement States	_____	_____
	(Management/Senior Staff)	

## APPENDIX B (Continued)

### SAMPLE CHECK LIST 2 - U. S. CODE OF FEDERAL REGULATIONS

**Employee Name:**

DATE      INITIALS

1. Familiarization with selected CFR parts

\_\_\_\_\_      \_\_\_\_\_  
(Management/Senior Staff)

2. Seminars/discussions completed on 10 CFR  
Parts related to the overall Nuclear Materials  
Licensing Program and the Agreement States

\_\_\_\_\_      \_\_\_\_\_  
(Management/Senior Staff)

Discussion Leader      Date

a. 10 CFR 0/2

\_\_\_\_\_      \_\_\_\_\_

b. 10 CFR 19/20/21

\_\_\_\_\_      \_\_\_\_\_

c. 10 CFR 30

\_\_\_\_\_      \_\_\_\_\_

d. 10 CFR 31-39, 40, 70

\_\_\_\_\_      \_\_\_\_\_

e. 10 CFR 61

\_\_\_\_\_      \_\_\_\_\_

f. 10 CFR 71

\_\_\_\_\_      \_\_\_\_\_

g. 10 CFR 110

\_\_\_\_\_      \_\_\_\_\_

h. 10 CFR 150

\_\_\_\_\_      \_\_\_\_\_

I. 10 CFR 170

\_\_\_\_\_      \_\_\_\_\_

## APPENDIX B (Continued)

### SAMPLE CHECK LIST 3 - ORIENTATION TO NUCLEAR MATERIALS LICENSING REVIEW PROCESS

Employee Name:

	<u>DATE</u>	<u>INITIALS</u>
1. Completion of discussion and issuance of standard review plans	_____	_____
	(Management/Senior Staff)	
2. Completion of discussion and issuance of NMSS Policy and Guidance Directives	_____	_____
	(Management/Senior Staff)	
3. Discussion of nuclear licensing materials licensing review process	_____	_____
	Management/Senior Staff)	

#### Selected Topic Areas

	<u>Discussion Leader</u>	<u>Date</u>
a. Medical	_____	_____
b. Industrial	_____	_____
c. Radiography	_____	_____
d. Sealed Source and Device Reviews	_____	_____
e. Academic	_____	_____
f. Uranium Recovery	_____	_____
g. Low-level waste disposal	_____	_____
h. Other _____	_____	_____
I. Other _____	_____	_____
4. Discussion of reference documentation	_____	_____
	(Management/Senior Staff)	

## APPENDIX B (Continued)

### SAMPLE CHECK LIST 4

EMPLOYEE NAME: <input style="width: 550px; height: 25px;" type="text"/>				
<b>COMPLETION OF TECHNICAL TRAINING COURSES HEALTH PHYSICIST</b>				
Note: See IMC 1246 for requirements for license reviewer and inspector qualifications. (Presently, requirements for IMPEP reviewer are under consideration).				
<b>A. CORE TRAINING COURSES (Required)</b>	<b>Course Date</b>	<b>Complete Y/N</b>	<b>Staff Initial</b>	<b>MGMT. Initials</b>
<b>Fundamentals of Inspection (G-101) (NRC Inspection program, laws, policies, procedures)</b>				
<b>Inspection Procedures (G-108) (Materials, sample types of insp.)</b>				
<b>Health Physics Technology - Two weeks (H-201)</b>				
<b>Diagnostic &amp; Therapeutic Nuclear Medicine (H-304)</b>				
<b>Teletherapy &amp; Brachytherapy (H-313)</b>				
<b>Safety Aspects of Industrial Radiography (H-305)</b>				
<b>Licensing Practices &amp; Procedures (G-109) Recommended, H-304, -305, -313.</b>				
<b>Transportation of Radioactive Material (H-308)</b>				
<b>Root Cause/Incident Investigations Workshop (G-205)</b>				
<b>Inspecting for Performance (G-304) (Materials) Note: No prerequisites</b>				
<b>Effective Communications for Inspectors</b>				
<b>Radioactive Emergency Response (H-303)</b>				
<b>Radioactive Accident Assessment (H-307)</b>				
<b>OSHA Indoctrination (G-111)</b>				

## APPENDIX B (Continued)

B. SPECIALIZED TRAINING COURSES (Elective)	Course	Complete	Staff	MGMT.
Safety Aspects of Well-Logging (H-314)				
Irradiator Technology (H-315)				
Advanced Radiological Environmental Monitoring (H-203)				
Radiological Surveys in Support of Decommissioning (H-120)				
Radwaste Management (H-202)				
Health Physics Topical Review (Advanced) (H-401)				
<b>C. TRAINING MEETINGS</b>				
All Agreement States Meeting				
CRCPD Meeting				
National State Liaison Officers Meeting				
<b>D. ROTATIONAL ASSIGNMENTS</b>				
REGION ____ or STATE _____				
NMSS/_____				

## APPENDIX B (Continued)

### SAMPLE CHECK LIST 5 - COMPLETION OF INTEGRATED MATERIALS PERFORMANCE EVALUATION PROGRAM (IMPEP) REVIEWS

	DATE	INITIALS
1. Orientation to IMPEP	_____	_____
	(Management/Senior Staff)	
2. Discussion on Procedures for Conducting IMPEP reviews	_____	_____
	(Management/Senior Staff)	
3. IMPEP Training Workshop	_____	_____
	(Management/Senior Staff)	
4. IMPEP reviews completed	_____	_____
	(Management/Senior Staff)	