





UNITED STATES
NUCLEAR REGULATORY COMMISSION
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October 5, 2023

MEMORANDUM TO: Chris Bajwa, Senior Mechanical Engineer
Containment, Thermal, Chemical and Fire Branch
Division of Fuel Management
Office of Nuclear Material Safety and Safeguards

THRU: Damaris Marcano, Chief  Signed by Marcano, Damaris
on 09/27/23
Containment, Thermal, Chemical and Fire Branch
Division of Fuel Management
Office of Nuclear Material Safety and Safeguards

FROM: Jacob Zimmerman, Deputy Director  Signed by Zimmerman, Jacob
on 10/05/23
Division of Fuel Management
Office of Nuclear Material Safety and Safeguards

SUBJECT: INITIATION OF ACTIONS BASED ON QUALIFICATIONS
WORKING GROUP RECOMMENDATIONS FOR
IMPROVEMENTS TO THE QUALIFICATION PROGRAM IN
THE DIVISION OF FUEL MANAGEMENT

On behalf of the Division of Fuel Management (DFM) leadership, I would like to acknowledge the memorandum dated July 31, 2023 (Agencywide Documents Access and Management System Accession No. [ML23179A244](#)), which provided a summary of the efforts of the DFM Qualifications Working Group (QWG) and included specific recommendations for improving and enhancing the qualification program for the DFM staff. Recognizing that the existing qualification program in DFM is functional but could be improved and acknowledging the quality of the recommendations provided by the QWG, DFM leadership directs the staff to implement the recommendations that have been assigned the highest priority, in line with the implementation plan that was provided.

The execution of the implementation plan should include the following:

- Development of a “matrix” that captures the different positions and the required qualifications for those positions so that the requirements may be viewed “at a glance.”
- Formation of an advisory group or steering committee to provide guidance to the implementation of these recommendations.
- Development of plans for implementation of recommendations labeled as “low priority.”

CONTACT: Jacob Zimmerman, NMSS/DFM
301-415-1220

- Coordination and collaboration with other Divisions in the Office of Nuclear Material Safety and Safeguards to avoid duplication of effort and share best practices as it relates to qualification of staff.
- Further exploration of the moving of staff qualification records to the U.S. Nuclear Regulatory Commission Talent Management System platform.

The progress of staff qualifications, including the number of staff entering and completing the qualification process, should be tracked and this information should be updated regularly and made available to DFM leadership in a clear, easy to access format. Further, updates on the progress of staff actions taken in response to this memorandum should be provided to DFM leadership no less than once per quarter.

The overarching vision that the DFM leadership has for staff qualifications is to eventually establish a “Qualifications Marketplace” in which any and all functions related to staff qualifications, including determining the status of staff qualifications, may be easily accomplished. I would encourage the efforts on revising and updating the DFM staff qualification program to work towards the realization of this vision, for the benefit of both DFM staff and management. I would like to take this opportunity to thank the members of the QWG for their efforts and commend them for a successful outcome.

SUBJECT: INITIATION OF ACTIONS BASED ON QUALIFICATIONS WORKING
GROUP RECOMMENDATIONS FOR IMPROVEMENTS TO THE
QUALIFICATION PROGRAM IN THE DIVISION OF FUEL
MANAGEMENT

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