Approval: M. D. Gardner _____ Date: 10/12/2004
Manager, National Spent Nuclear Fuel Program

I. PURPOSE AND SCOPE

This procedure describes the National Spent Nuclear Fuel Program (NSNFP) method for verifying the experience of personnel assigned to perform or manage design activities, scientific investigation activities, software development activities, or items. The procedure applies to NSNFP personnel who verify or manage the verification of design activities, scientific investigation activities, software development activities, or items. The minimum education and experience requirements for NSNFP personnel assigned to these *technical work* (see glossary) activities are established by this procedure.

Verification of education and experience is not required for personnel in positions and functions not specifically described by this procedure.

The processes applicable to NSNFP assessment team members (Lead Auditors, Auditors, and Technical Specialists) are described by NSNFP Procedure 18.04.

II. SUMMARY

This procedure provides a description of each NSNFP functional position performing or verifying technical work in accordance with NSNFP procedures. The position descriptions and *relevant experience* (see glossary) requirements are presented in Attachment A. Because of the diversity of experience required by NSNFP to meet program objectives, individual experience needs associated with the NSNFP management, technical staff positions, and quality functions vary within the boundaries of the required general academic areas described in Attachment A. The specific relevant experience requirements for each individual within management, the technical staff, or quality functions are further defined (as required), documented, and approved by NSNFP management as part of the documentation supporting verification of experience.

III. PROCEDURE

A. Initiating Conditions for Personnel Experience Verifications

Manager, NSNFP

1. Assign new personnel or reassign NSNFP personnel to a U.S. Department of Energy Idaho Operations Office NSNFP Management Organization functional position indicated by Attachment A, NSNFP Functional Position Descriptions and Experience Requirements.

   a. Notify the NSNFP Training Coordinator of new or changed assignments.

PSO Manager

2. Assign new personnel or reassign NSNFP personnel to a PSO functional position requiring personnel experience verification as indicated by Attachment A, NSNFP Functional Position Descriptions and Experience Requirements.

   a. Notify the NSNFP Training Coordinator of new or changed assignments.

QAS Manager 3. Assign new personnel or reassign NSNFP personnel to a QAS functional position requiring personnel verification as indicated by Attachment A, NSNFP Functional Position Descriptions and Experience Requirements.

a. Notify the NSNFP Training Coordinator of new or changed assignments.

NSNFP Point of Contact for procuring staff augmentation 4. Notify the NSNFP Training Coordinator of planned staff augmentation.

B. Performing Personnel Experience Verifications

NSNFP Training Coordinator 1. Upon notification of new or changed assignment, initiate a Personnel Experience Verification form (Form 2.08-1).

2. Using Attachment A, coordinate with the individual's NSNFP manager or NSNFP Point of Contact for procuring staff augmentation to select the functional position and relevant experience requirements applicable to the technical work assignments planned for the candidate.

3. Coordinate with the candidate to identify the individual's personal experience that is applicable to the minimum experience requirements.

a. Obtain the individual's acknowledgment that the identified experience will be independently verified subject to privacy act provisions.

Individual's NSNFP Manager or Point of Contact 4. Review and approve the candidate's identified experience as relevant pending verification.

NSNFP Training Coordinator 5. Provide training materials and confirm training for individuals from NSNFP assigned to perform personnel experience verifications (Verifiers) in accordance with Form 2.08-1.

NSNFP Training Coordinator or NSNFP Verifier 6. Using Form 2.08-1, document the verification of personnel experience. To ensure the provisions of the Privacy Act are appropriately followed, request a Human Resource specialist to accompany you.

a. Describe any indeterminate verifications.

NSNFP Training Coordinator 7. Review verifications for completeness.

8. Coordinate with the individual's NSNFP manager or NSNFP Point of Contact procuring staff augmentation to obtain resolution of indeterminate verifications.

NSNFP Training Coordinator

a. Provide signed written justifications when verifications cannot be accomplished because of unavailable sources, such as terminated businesses. Describe any restrictions, if appropriate.

b. Formulate justifications considering generic guidance from ANSI/ANS 3.1-1993, ANSI/N18.7-1076 (ANS 3-2), and U.S. NRC Regulatory Guide 1.8.

9. Distribute the executed Verification of Experience as indicated in Form 2.08-1.

10. Retain the signed and executed Verification of Experience (Form 2.08-1) with attachments in the individual's NSNFP in-process training file.

IV. REFERENCES

A. ANSI/ANS 3.1-1993, American National Standard for Selection, Qualification, and Training of Personnel for Nuclear Power Plants.

B. ANSI N18.7-1976 (ANS 3-2), American National Standard Administrative Controls and Quality Assurance for the Operational Phase of Nuclear Power Plants, Revision of N18.7-1972.

C. U.S. NRC Regulatory Guide 1.8, Revision 3, "Qualification and Training of Personnel for Nuclear Power Plants."

V. DEFINITIONS

Terms appearing in italics followed by the notation "see glossary" are defined in the NSNFP Documents Manual Introduction and Glossary.

VI. ATTACHMENTS

Attachment A, NSNFP Functional Position Descriptions and Experience Requirements

VII. QUALITY RECORDS

The following quality records generated as a result of this procedure require retention in accordance with the identified classification and NSNFP Procedure 17.01.

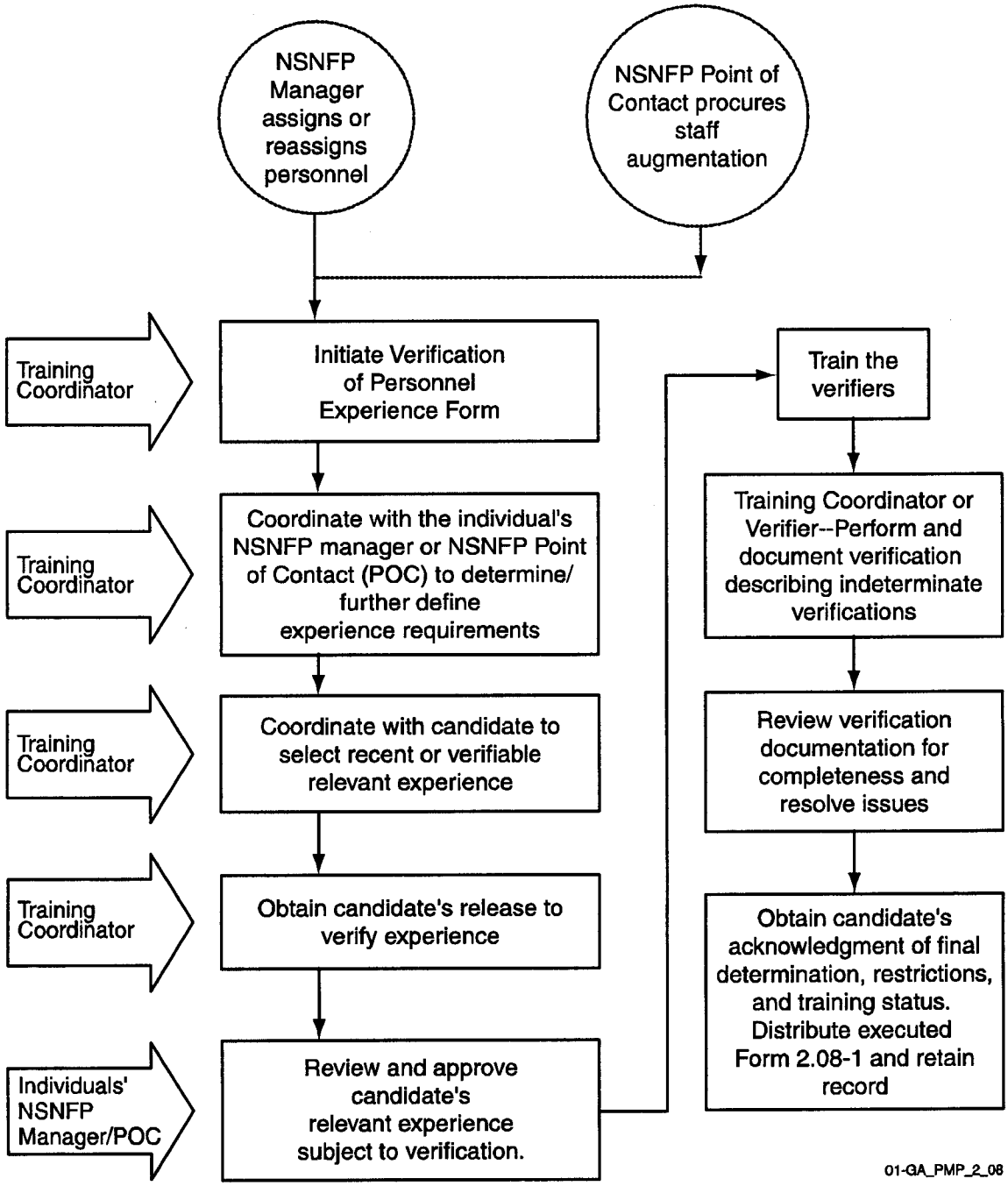
Lifetime

Completed Verifications of Experience with attachments.

Nonpermanent

None.

VIII. PROCEDURE FLOW DIAGRAM



Attachment A

NSNFP Functional Position Descriptions and Experience Requirements

Personnel experience verification is required for individuals assigned to the listed NSNFP functional positions.

In all the positions below, the required combined years of experience is composed of an academic degree plus work experience in the technical area or solely work experience in the technical area. For this purpose, a post-secondary degree is valued in work experience years. Two years of relevant post secondary education is equivalent to 1-year relevant work experience. Total credit for post secondary education shall not exceed 2 years of work experience credit. (ANSI Standard ANS 3.1 at 4.1.2.4).

All positions require a minimum number of years relevant work experience in the technical area. When annotated, a relevant academic degree is mandatory and may comprise up to 2 years of the required work experience.

NSNFP Functional Position	Functional Position Description (Scope, Complexity, and Nature of Work)	Experience Requirements		
		Relevant Academic Degrees in a General Field	Requiring Minimum Years of Relevant Work Experience	ANS 3.1 Generic Guidance
Note (1) Manager, NSNFP NE-ID	Provide overall programmatic management to establish and execute policy and strategic planning. Prepare, review, or approve program management plans and procedures as well as documents related to policy and strategic planning	• Business Management • Engineering • Physical Science	Six years including 5 years in a supervisory or management position. Engaged in facility management, project management, and/or multi-discipline work planning in nuclear or nonnuclear-related work. The nonnuclear-related experience is acceptable provided the relevant experience of the PSO manager and technical leads is in nuclear-related activities.	Paragraphs 4.2 and 6.3

NSNFP Functional Position	Functional Position Description (Scope, Complexity, and Nature of Work)	Experience Requirements		
		Relevant Academic Degrees in a General Field	Requiring Minimum Years of Relevant Work Experience	ANS 3.1 Generic Guidance
Notes (2)(3) Manager, PSO	Prepare, review, or approve program-related documents including engineering documentation as stipulated by procedures.	• Engineering • Physical Science	Four years including 3 years in a management or supervisory position and 6 months prior experience within NSNFP. Engaged in design, scientific investigation, or software development activities in the nuclear industry.	Paragraph 4.2.4, except special requirements.
Note (3) PSO Technical Lead	Prepare, review, or approve program-related documents including engineering documentation as stipulated by procedures. Consistent with nuclear industry standards, manage technical work, including the performance of design, software development, and scientific investigation activities. Check technical work. PSO technical leads: When directed, act on behalf of the PSO manager during the manager's absence.	• Engineering • Physical Science	Four years including 1 year in a supervisory or management position and 3 months prior experience within NSNFP. Engaged in design, scientific investigation, or software development activities in the nuclear industry.	Paragraph 4.3.9

NSNFP Functional Position	Functional Position Description (Scope, Complexity, and Nature of Work)	Experience Requirements		
		Relevant Academic Degrees in a General Field	Requiring Minimum Years of Relevant Work Experience	ANS 3.1 Generic Guidance
Note (3) PSO Technical Staff	Prepare, review, or approve program-related documents including engineering documentation as stipulated by procedures. Consistent with nuclear industry standards, perform or check technical work including design, software development, or scientific investigation work. OR Perform management or technical activities related to handling, storage, or shipment of nuclear fuel or high-level waste in a regulated environment.	• Engineering • Physical Science	Four years engaged in design activities, scientific investigation, or software development OR Four years engaged in management or technical activities related to handling, storage, or shipment of nuclear fuel or high-level waste in a regulated environment.	Paragraph 4.4.10
Note (4) QAS Manager	Prepare, review, or approve program-related documents as stipulated by procedures. Consistent with nuclear industry standards, manage independent oversight activities to include verification of technical work related to the performance of design, software development, and scientific investigation activities.	• Engineering • Physical Science • Mathematics • Quality Assurance • Business Administration	Four years including 1 year of experience performing quality verification activities as a lead auditor or inspection supervisor and 1 year in Quality Assurance Program supervisory or management position.	Paragraph 4.3.7 or 4.4.13 except the QARD or ANSI/ASME NQA-1 1983 is substituted for ANSI/ASME NQA-1 1989.

NSNFP Functional Position	Functional Position Description (Scope, Complexity, and Nature of Work)	Experience Requirements		
		Relevant Academic Degrees in a General Field	Requiring Minimum Years of Relevant Work Experience	ANS 3.1 Generic Guidance
Note (4) Quality Assurance Specialist or PSO QE	Prepare, review, or approve program-related documents as stipulated by procedures. Consistent with nuclear industry standards performs verification related to the technical work, including design, software development, and scientific investigation activities.	• Engineering • Physical Science • Mathematics • Quality Assurance • Business Administration	Four years nuclear QA industry experience with 1 year nuclear QA auditing experience. Engaged in the development, implementation, or verification of nuclear QA programs.	Paragraph 4.5.6 except the QARD or ANSI/ASME NQA-1 1983 is substituted for ANSI/ASME NQA-1 1989.

(1) A relevant academic degree is mandatory for this position.

(2) A relevant academic degree in a technical area is preferred for this position.

(3) The selection of the technical area (discipline/background) is further defined and documented for specific individuals on Form 2.08-1. Example selections: materials science engineering, metallurgy, metallurgical engineering, chemistry (general, inorganic, organic, physical), physics, biology, chemical engineering, general engineering, nuclear engineering, mechanical engineering, engineering mechanics, ceramist/ceramics engineering, welding engineering, geology, geochemistry, hydrology, or other science/engineering degree.

(4) Additional requirements apply for the QAS manager, QAS personnel, or PSO QE personnel who perform assignments as assessment team members. These requirements are described by NSNFP Procedure 18.04.