



CONTINUING TRAINING USER'S GUIDE

INITIATED BY:
Learning and Career Development Department

INTRODUCTION

Continuing training is necessary to ensure that personnel continually improve their ability to operate, maintain, and provide support in a safe and reliable manner. Continuing training should also enhance personnel professionalism. Supervisors are encouraged to use the flexibility provided by this Continuing Training Program (CTP) to identify those events that can enhance the participant's present level of skill and knowledge. This guide can be used as an aid in the design, development, and evaluation of the facility's continuing training program.

This program is implemented in stages. This first stage is designed to help TQP participants maintain the minimum requirements for requalification. Subsequent stages will be designed to provide individual development opportunities to all TQP participants to foster:

- assigned functional area expertise,
- promotional advancement, and
- personal preparation for future assignments.

Completion of the continuing training activities identified in this NNSA CTP provides documented evidence of a participant's attainment of the knowledge and skills in their assigned functional area qualification standard (FAQS), which supervisors can then review to confirm that the CTP is meeting the requirements identified in DOE O 426.1 Federal Technical Capability, and DOE M 360.1-1B, Federal Employee Training Manual.

This CTP addresses continuing training requirements for all NNSA TQP participants except senior technical safety managers (STSMs) and facility representatives (FRs), who undergo a review of competency requirements every 5 years from the date of their most recent qualification. However, because continuing training provides substantial current competency information, with the exception of mandatory practical factors, it may also be used by STSM's and FR's in meeting requalification requirements.

This guide describes the tools that may be used to develop and implement a site CTP. It aids training coordinators and supervisors in the Technical Qualification Program (TQP) to implement CTP at their site.

CTP TOOLS

The CTP comprise three tools: TQP Body of Knowledge (BOK) Matrix, TQP Site Training Matrix, and CTP Progress Tracker. The BOK and TQP Site Training Matrix are internal tools to the process.

1. TQP Body of Knowledge Matrix

The TQP BOK Matrix is a database of the elements of knowledge (DOE directives, industry standards, and Federal regulations) required for each DOE functional area qualification standard.

2. TQP Site Training Matrix

The TQP Site Training Matrix identifies the elements of the BOK that have changed during each analysis period, which is one year from October 1 through September 30 of each year.

3. CTP Progress Tracker

The Continuing Training Progress Tracker (CTPT) lists the individual training requirements for each year, and is used to record progress toward completion of the annual CTP requirements. By November 1 of each year, the Learning and Career Development Department (LCDD) will provide site training coordinators with a CTPT (attachment 1) for each TQP participant at that site and a Composite Training Materials Status Report (attachment 2). A gap qualification card for any FAQs that has been revised during the current cycle is included in the CTP package.

The Composite Training Materials Status Report lists each of the training elements required at the site and provides a recommended resource for information about each element. It may be used by site training coordinators to identify topics that may benefit from organized site training presentations. Many continuing training resource materials are available on the NNSA TQP web site at <http://scweb.na.gov/training/ContinuingTrainingProgram.shtm>.

IMPLEMENTATION

1. Site training coordinators receive CTPTs and Training Materials Status Reports from LCDD by November 1. Site training coordinators or supervisors may add organizational and site-specific continuing training requirements manually or electronically to the CTPTs. These requirements should include an activity or event that is designed to enhance the participant's present level of skill and knowledge.
2. If organizational and/or site-specific continuing training requirements are added to a CTPT, the site coordinator must notify the NNSA TQP Manager to update the number of training activities in the participant's TQP progress matrix. Training coordinators should ensure enough blocks are available for individuals to add other continuing training activities (i.e., seminars attended, assessment conducted, classes taught, etc.) to their CTPT.

Note: Site training coordinators should coordinate with site senior management and TQP position supervisors prior to September 30 of each year to determine organizational and site-specific continuing training requirements.

3. Site training coordinators distribute the CTPTs with any additional gap qualification cards to the appropriate supervisors.
4. Supervisors give CTPTs to the appropriate TQP participants. The supervisor and the participant review the requirements and identify training activities. These training activities should be reflected in the participant's Individual Development

Plan. The "IDP Entry" column should be checked on the CTPT to reflect that the activity has been added to the participant's Individual Development Plan. The site training coordinator may assist in this process. Participants may include additional activities on the CTPT as agreed with supervisors as contributing to continuing training requirements.

Note: If a topic listed on the CTPT is determined by the participant and supervisor as not applicable to the participant's performance, "NA" should be placed in the completion method box on the CTPT. The qualifying official (QO)/supervisor must sign confirming this designation. This applies to new topics not specifically referenced in a participant's FAQs or when the topic changes are not applicable to a participant's knowledge requirements. Items listed on the CTPT should never be deleted.

5. Participants complete training activities.
6. After completing a continuing training activity, the participant must be evaluated by a QO/supervisor. This evaluation may be done by written examination, oral evaluation, performance demonstration, or documented evaluation of equivalency.
7. The QO/supervisor signs the participant's CTPT confirming the participant's requisite knowledge of the specific topic.
8. Participant updates the number of the continuing training requirements completed in the continuing training section of the NNSA TQP progress matrix (<http://scweb.na.gov/training/ContinuingTrainingProgram.shtm>).
9. The site training coordinator monitors individual progress to ensure timely completion and periodically reports the status to appropriate supervisors.
10. When all training activities are complete, the participant submits the CTPT to the supervisor who validates the process by interviewing the participant to determine effectiveness.
11. The supervisor signs the CTPT and submits it to the Federal Technical Capability Panel Agent (FTCP Agent) for verification.
12. Upon receipt of the participant's CTPT from the supervisor, the FTCP Agent shall review any supporting documentation and the completed CTPT to verify the record is complete and auditable.
13. If the FTCP Agent determines satisfactory completion of the requirements, the FTCP Agent signs and dates the participant's CTPT and forwards it to the site training coordinator.
14. The site training coordinator retains a copy of the CTPT in the local training file and submits a copy to the NNSA TQP Manager. The original is returned to the participant.
15. The NNSA TQP Manager prepares a certificate of completion and sends it to the site FTCP Agent.

16. The FTCP Agent or an appropriate element official signs the certificate, provides a copy to the site training coordinator and presents the original signed certificate to the employee at a suitable meeting or awards ceremony.
17. The site training coordinator sends a copy of the signed certificate to Enterprise Training Services for placement in the participant's official training record. The site training coordinator may keep a copy of the completion certificate in the participant's local training file.
18. On or about September 1 of each year, the NNSA TQP Manager will send a notice to all site training coordinators to remind them that the completed CTPTs must be sent to the NNSA TQP Manager by no later than October 1st.
19. If all site CTPTs have not been received by the site training coordinator by September 1 of each year, the site training coordinator collects any incomplete forms and forwards them to the FTCP Agent for reconciliation by September 1.
20. The FTCP Agent reviews any incomplete forms with the appropriate supervisors to determine if an extension is warranted.
21. The FTCP Agent returns the incomplete forms with resolution instructions to the site training coordinator by September 15.
22. The site training coordinator submits all CTPTs, including those for the participants who were granted an extension to the NNSA TQP Manager by October 1.
23. LCDD will add continuing training topics not completed in the participant's current year CTPT to the subsequent year's CTPT. LCDD will not issue a continuing training certificate if the participant did not complete all the corporate continuing training requirements.
24. LCDD submits year-end reports to site FTCP Agents and training coordinators indicating site continuing training status.

Please provide feedback on this or any other NNSA TQP effort to Mark Alsdorf, NNSA TQP Manager, at (505) 845-6448, or through the feedback link on the NNSA Service Center Intranet at <http://scweb.na.gov/training/TQPcontact.shtm>.

Attachment 2 – Composite Training Materials Status Report

**Continuing Training Program (CTP)
Composite Training Materials Status Report
Example
November 2008**

Topic	Number of Affected Site Participants	Recommended Resource
10 CFR 820	6	NNSA SC Intranet Federal Regulations
10 CFR 835	15	NNSA SC Intranet Federal Regulations
10 CFR 851	6	NNSA SC Intranet Federal Regulations
29 CFR 1910	1	NNSA SC Intranet Federal Regulations
29 CFR 1926	13	NNSA SC Intranet Federal Regulations
40 CFR 109-114	1	NNSA SC Intranet Federal Regulations
40 CFR 122, 136, 141	1	NNSA SC Intranet Federal Regulations
49 CFR 170-179	3	NNSA SC Intranet Federal Regulations
DOE G 151.1-1 Series	9	NNSA SC Intranet DOE Directives
DOE G 151.1-1A	2	NNSA SC Intranet DOE Directives
DOE G 413.3-10	1	NNSA SC Intranet DOE Directives
DOE G 414.1-1B	5	NNSA SC Intranet DOE Directives
DOE G 420.1-3	1	NNSA SC Intranet DOE Directives
DOE G 424.1-1A	1	NNSA SC Intranet DOE Directives
DOE M 251.1-1B	1	NNSA SC Intranet DOE Directives
DOE M 441.1-1	10	NNSA SC Intranet DOE Directives
DOE M 450.4-1	6	NNSA SC Intranet DOE Directives
DOE M 460.2-1A	1	NNSA SC Intranet DOE Directives
DOE O 210.2	5	NNSA SC Intranet DOE Directives
DOE O 226.1A	10	NNSA SC Intranet DOE Directives
DOE O 251.1B	1	NNSA SC Intranet DOE Directives
DOE O 410.1	9	NNSA SC Intranet DOE Directives