

U.S. Department of Energy Orders Self-Study Program

Getting Started



U.S. DEPARTMENT OF ENERGY ORDERS SELF-STUDY PROGRAM GETTING STARTED

This course was developed using the Criterion Referenced Instruction (CRI) method of training. That means the course contains only the information you need to perform your job. You will be shown the learning objectives at the beginning of the course. If you think you can demonstrate competency without additional instruction, you may complete the practice at any time. When you complete all of the practices successfully, you may ask the course manager for the criterion test. The familiar level requires that you understand and remember the material. The general level requires that you understand the applicability of the material. If you are unsure of the level of proficiency required for your position, check with your course manager or your supervisor.

COURSE PROCEDURES

There are certain rules or procedures to be followed in order for this course to be the most effective training experience for you. In general, this is a self-paced course that allows you to work at your speed at convenient times using as many or as few resources as you feel you need. You may work with co-workers as much or as little as you wish. Of course, we encourage you to work with others whenever you can.

How to Begin

1. Make sure that the title and number of the Order as it appears on the module cover page matches the actual Order title and number.
2. Read the module objectives.
3. Make sure your course material is complete. In addition to this module, it should contain 26 training modules.
4. Be sure you know the location of the resources. Your course manager will be able to help you find anything you need.
5. Take time to talk with others to determine how they are using these concepts and skills in their own areas. This is an opportunity to sharpen your skills.

COURSE CONTENT

The course map lists all of the modules included in the course. The course manager will determine the level of completion. You are required to complete the practice and criterion test for any required level.

DOE ORDERS SELF-STUDY PROGRAM MAP			
Document		Levels	Date
1.	10 CFR 830, Nuclear Safety Management	Familiar, General	October 1, 2003
2.	10 CFR 835, Occupational Radiation Protection	Familiar, General	June 5, 1998
3.	29 CFR 1910.147, The Control of Hazardous Energy (Lockout/Tagout)	Familiar, General	June, 2011
4.	DOE O 151.1B, Comprehensive Emergency Management System	Familiar, General	September 24, 2004
5.	DOE O 225.1B, Accident Investigations	Familiar, General	June, 2011
6.	DOE O 420.1B, Facility Safety	Familiar, General	December 2008
7.	DOE O 422.1, Conduct of Operations	Familiar, General	June, 2011
8.	DOE O 430.1B, Real Property Asset Management	Familiar, General	December 1, 2004
9.	DOE O 435.1, Radioactive Waste Management	Familiar, General	June 15, 2001
10.	DOE 440.1B, Worker Protection Management for DOE (Including the National Nuclear Security Administration) Federal Employees	Familiar, General	June, 2011
11.	DOE G 441.1-1–G 441.1-13, A Series of Guides for Use With 10 CFR 835, Occupational Radiation Protection	Familiar, General	June 15, 2001
12.	DOE O 442.1, DOE Employee Concerns Program	Familiar	June 15, 2001
13.	DOE G 450.4-1B, Integrated Safety Management System (ISMS) Guide	Familiar, General	June 15, 2001
14.	DOE O 451.1B, National Environmental Policy Act (NEPA) Compliance Program	Familiar	June 15, 2001

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Document		Levels	Date
15.	DOE O 452.1D, Nuclear Explosive and Weapon Surety Program and DOE O 452.2D, Nuclear Explosive Safety	Familiar, General	June, 2011
16.	DOE O 460.1C, Packaging and Transportation Safety and DOE O Departmental Materials Transportation and Packaging Management	Familiar, General	June, 2011
17.	DOE O 231.1B, Environment, Safety, and Health Reporting	Familiar, General	August, 2011
18.	DOE O 414.1D, Quality Assurance	Familiar, General	August, 2011
19.	DOE O 425.1D, Verification of Readiness to Start Up or Restart Nuclear Facilities	Familiar, General	June, 2011
20.	DOE O 426.1, Personnel Selection, Training, Qualification, and Certification Requirements for DOE Nuclear Facilities	Familiar, General	June, 2011
21.	DOE O 433.1B, Maintenance Management Program For DOE Nuclear Facilities	Familiar, General	August, 2011
22.	DOE O 458.1, Radiation Protection of the Public and the Environment	Familiar, General	August, 2011
23.	DOE-STD-1063-2011, Facility Representatives	Familiar, General	August, 2011
24.	DOE-STD-1073-2003, Configuration Management	Familiar, General	August, 2011
25.	DOE-STD-1098-2008, Radiological Control	Familiar, General	August, 2011
26.	DOE-STD-3009-94, Preparation Guide for U.S. Department of Energy Nonreactor Nuclear Facility Documented Safety Analyses	Familiar, General	June, 2011

MODULES

- Begin a module by reading the objective.
- At that point, if you feel you can already demonstrate proficiency, you may take the practice. (It would be a good idea to read the module anyway just to make sure there are no surprises.)
- If you are not sure of your proficiency, read the module instructional material and complete the examples.
- Work through the module at your pace. Each individual has a different rate of learning and there are no prizes for finishing first. Be sure to complete one module before starting another.
- Whenever you think you are ready, complete the practice. Take the completed practice to the course manager for review. The course manager will check your work and verify that you have completed that level of the module successfully. When you have completed the practice, the course manager will give you the criterion test.

RESOURCES

- There are at least four resources for each module: the module itself, the documents listed in the resources list, the course manager, and other course participants.
- Feel free to consult any of the resources that will be useful to you.
- You are also a resource to others in the course. Offer your experience and knowledge to them if they ask.

PRACTICE AND CRITERION TESTS

- Each module contains a practice that determines your ability to demonstrate proficiency in the skill or knowledge stated in the objective. You are free to use the DOE Orders and the material contained in the module to help you answer the questions. When you are finished with the practice, take it to the course manager. The course manager has the practice answer sheet and will check your answers.
- When you have successfully completed the practice, the course manager will give you the criterion test. You may only refer to the Orders for your answers on the criterion test. You are not permitted to use the material in the module as a reference for the criterion test. When you are finished with the criterion test, bring it to the course manager. The course manager has the criterion test answer sheet and will check your answers.
- If you do not complete the practice or criterion test successfully the first time, you may try again after further study.
- If, after the second time, you have still not demonstrated proficiency, the course manager will work with you to develop an action plan for building proficiency or rescheduling the course.

MODULE SIGN-OFF

- After you have successfully completed the practice and/or criterion test, the course manager will record your progress in the course record.
- If you are to be qualified, the course manager will also initial and date your qualification card as evidence of module sign-off.

COURSE MANAGER'S GUIDE

A Course Manager's Guide is available through the National Nuclear Security Administration: Talent and Leadership Development Department. The guide is intended for use by supervisors or course managers to assist participants in the DOE Orders Self-Study Program.

The Course Manager's Guide includes an answer key for the practice questions in each module, a criterion test for each module, and the answer key for each criterion test.

Please contact the National Nuclear Security Administration, Talent and Leadership Development Department, if you require a copy of the Course Manager's Guide.

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