

"Shall" Statements in DOE-STD-1063-2006

Standard Sect.	Respon. Party	Shall Statement	Action	New? Revised?	Section from 1063-2000
4.1.1	FEMs	Shall	Field Element Managers shall ensure that operating contractors apprise Facility Representatives of planning, scheduling, maintenance, operations review, and safety review meetings.		5.2b
4.1.1	FRs	Shall	A Facility Representative shall be thoroughly familiar with site and facility characteristics, operating procedures, facility authorization bases, operating organizational structure, and key process control personnel.		5.2b
4.1.1	FRs	Shall	The Facility Representative shall be aware of major work in progress and in planning.		5.2b
4.1.1	FRs	Shall	The Facility Representative shall know which personnel are controlling the work, what procedures are to be used, whether training and qualification requirements have been established and are being met.		5.2b
4.1.1	FRs	Shall	Facility Representatives shall verify that work activities are being performed safely based on periodic observations and spot-check reviews of frequency commensurate with the hazard and difficulty of the work.		5.2b
4.1.10.g	FRs	Shall	The Facility Representative shall adhere to certain rules of conduct, or protocol, while performing assigned duties, including the facility's approved conduct of operations procedures.		5.7f
4.1.10.g.4	FRs	Shall	Facility Representatives shall keep a record of their activities and observations.		5.7.f4
4.1.2	FRs	Shall	The Facility Representative shall maintain frequent communication with field element supervision.		5.2a
4.1.2	FRs	Shall	The Facility Representative shall ensure that DOE line management is cognizant of current facility conditions.		5.2a
4.1.3	FRs	Shall	The Facility Representative shall be available to respond to facility events and serve as the DOE presence for special operations.		5.2c
4.1.3	FRs	Shall	The Facility Representative shall be readily available to operating contractor personnel to facilitate the notification, if required, and reporting of occurrences and any safety or operational concerns.		5.2c
4.1.5	FRs	Shall	The Facility Representative shall observe, evaluate, and report on the effectiveness of the operating contractor in multiple areas important to safe, efficient operations, such as operational performance, quality assurance, management controls, emergency response readiness activities, and assurance of worker health and safety.		5.2e
4.1.7	FEMs	Shall	The responsible Field Element Manager shall define clearly the authority provided to each Facility Representative.		5.3
4.1.7	FEMs	Shall	The Field Element Manager shall ensure that Facility Representatives have the authority to "Stop Work" in the facility.	Revised	5.3
4.1.7	FEMs	Shall	The Field Element Manager shall ensure that contractors and subcontractors are aware that Facility Representatives have this authority and that this authority covers all facility-related work performed by the contractor and subcontractor.		5.3
4.1.7	FRs	Shall	The Facility Representative shall "Stop Work" in the following instances, as a minimum: a. Conditions exist that pose an imminent danger to the health and safety of workers or the public. b. Conditions exist, that if allowed to continue, could adversely affect the safe operation of, or could cause serious damage to, the facility. c. Conditions exist, that if allowed to continue, could result in the release, from the facility to the environment, of radiological or chemical effluents that exceed regulatory limits.		5.3
5.1	FEMs	Shall	Field Element Managers shall evaluate each hazardous facility to determine an appropriate level of Facility Representative coverage.		5.1
5.1.a	FEMs	Shall	Field Element Managers shall assign one or more full-time Facility Representatives to each hazard category 1 facility, unless the Field Element Manager and Cognizant Secretarial Officer agree that less coverage is necessary.		4.1.2a
5.3	FEMs	Shall	Field Element Managers shall ensure that Facility Representatives have independent and direct access to contractor personnel, facilities, and records, as necessary, to carry out their assigned responsibilities.		4.2
5.3	FEMs	Shall	Facility Representatives shall adhere to these requirements and controls when discharging their duties.		4.2

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5.3.a	FEMs	Shall	Field Element Managers shall ensure that Facility Representatives have immediate unannounced access to every assigned facility, consistent with necessary security and safety controls.		4.2a
5.3.a	FRs	Shall	Facility Representatives shall maintain the proper clearances, training, personal protective equipment, and physical qualifications for such access.		4.2a
5.3.b	FEMs	Shall	Field Element Managers shall ensure that contractor management affords the Facility Representative the opportunity to attend meetings, training classes, operator certification boards/examinations, etc., that contribute to the execution of the duties and responsibilities of the Facility Representative.		4.2b
5.4	FEMs	Shall	Field Element Managers shall train Facility Representatives in accordance with DOE O 360.1B, Federal Employee Training with additional elements defined in this standard.	Revised	5.9
5.5	FEMs	Shall	Field Element Managers shall qualify each Facility Representative by a combination of education, experience, and training to carry out the duties and responsibilities of the position.		4.5
5.5	FEMs	Shall	Field Element Managers shall qualify Facility Representatives as possessing a broad technical knowledge in a variety of disciplines and being able to demonstrate an understanding of the management, processes, practices, regulatory requirements, and operating limits of their assigned facilities.		4.5
5.5	FEMs	Shall	The Field Element Manager shall develop the overall qualification program, in accordance with DOE M 426.1-1A, Federal Technical Capability Manual, and DOE M 3601.1-1B, Federal Employee Training Manual, including training elements specific to the assigned facilities and systems.	Revised	4.5.1
5.5	FEMs	Shall	Field Element Managers shall define and document the qualifications, and authority of personnel involved in the training of Facility Representatives.		4.5.1
5.5.1	FEMs	Shall	Field Element Managers shall maintain a copy of the approved equivalency in the Facility Representative's qualification record.		5.9.5
5.5.3	FEMs	Shall	DOE Field Element Managers shall establish and document the process and the specific requirements to be met prior to a Facility Representative candidate being assigned to provide interim coverage in a facility for which he or she is not fully qualified.		5.10.3
5.5.3	FEMs	Shall	Field Element Managers shall formally define and document the duties and authorities that may be assigned to an Interim Qualified Facility Representative.		5.10.3
5.5.6	FRs	Shall	Facility Representatives shall requalify every three years.	Revised	5.10.7
5.5.6	FEMs	Shall	DOE Field Element Managers shall document the requalification process, which shall as a minimum include the following: a. Items added to the Facility Representative Qualification Cards since the individual's last qualification or requalification, including General Technical Base, Facility Representative Functional Area Qualification Standard, and applicable Site Specific Qualification Standards. b. Determination by the Facility Representative's supervisor what system, process, and facility documentation changes have occurred since qualification (or the last requalification) that are to be included for examination. c. Determination by the Facility Representative's supervisor, based on demonstrated performance, any areas of theory or fundamentals, if any, which should be included for examination. d. A written and/or oral examination covering the material included for requalification examination. e. Certification of requalification is granted by the DOE Field Element Manager or designee.	Revised	5.10.7
5.5.6	FEMs	Shall	The Field Element Manager shall establish processes or procedures to ensure the three year time limit for requalification is not exceeded.	New	
5.5.7	FEMs	Shall	Field Element Managers shall formally define proficiency requirements.		5.10.8
5.5.7	FEMs	Shall	These requirements shall include actions required to regain proficiency following periods of inactivity as a Facility Representative, and the length of time which triggers a need for proficiency training.		5.10.8
5.5.8.a	FEMs	Shall	Field Element Managers shall establish requirements for facility walkthroughs of assigned facilities at selected points in the Facility Representative qualification process for demonstrating to a qualifying official practical skills and knowledge of selected key elements, including safety systems, structures, and components of the facility.		5.10.4.1

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5.5.8.b	FEMs	Shall	During Full Qualification, Field Element Manager or his designee shall administer a written examination to the Facility Representative candidate as listed in Table 1 – Facility Representative Qualification.	Revised	5.10.4.2
5.5.8.c	FEMs	Shall	For a Facility Representative to achieve Full Qualifications, the Field Element Manager or his designee shall convene and chair a Qualification Board for the purpose of conducting an oral examination of the Facility Representative candidate.		5.10.4.3
5.5.8.c	FEMs	Shall	The Field Element Manager or his designee shall determine the composition of the Qualification Board.		5.10.4.3
5.8	FEMs	Shall	Field Element Managers shall periodically evaluate and adjust their Facility Representative program as necessary to ensure a high and continuously improving level of performance.		4.6
5.8.1	DR-1	Shall	The Facility Representative Program Manager, Office of the Departmental Representative to the Defense Nuclear Facilities Safety Board (DOE DR-1), shall compile a Department-wide PI report for dissemination to applicable field elements and program offices.	Revised	4.6.1
5.8.1	FEMs	Shall	Field elements shall submit quarterly PI data to Program Offices at DOE-HQ, with a copy to the Facility Representative Program Manager, Office of the Departmental Representative to the Defense Nuclear Facilities Safety Board (DOE DR-1).	Revised	4.6.1
5.8.2	FEMs	Shall	Field Element Managers shall ensure that periodically (not to exceed three years) their Facility Representative Programs are evaluated relative to the requirements in Sections 4 and 5 of this standard.		4.6.2
App A	FEMs	Shall	PIs shall be reported by the Field Element Managers to program offices quarterly, with a copy sent to the Facility Representative Program Manager, Office of the Departmental Representative to the Defense Nuclear Facilities Safety Board (DOE DR-1).		4.6.1
App C	Staffing Analysis	Shall	The following elements shall be included in each site analysis: 1. A relative ranking of facilities based on hazards or risks present to the public, worker, and/or environment. 2. A method for determining Facility Representative coverage (e.g., continual, frequent, occasional, etc.) based on facility categorization and adjusted for other factors identified in DOE-STD-1063-2006 such as facility size, operations complexity, hazards and risks, etc. 3. A determination of Facility Representative Full Time Equivalent (FTE) requirements based on coverage assigned and adjusted to address factors considered in Step 2 above. 4. A determination of actual manning based on Facility Representative FTE requirements adjusted to account for actual staff time available to support the Facility Representative function when competing activities such as collateral duties, leave, training, etc. are considered.	New	

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1.1	FEMs	Should	Field Element Managers should incorporate the information contained in this standard, as well as any additional facility-specific requirements, such as radiological training, into site-specific implementation procedures for DOE Facility Representatives.		1.1
4.1	FEMs	Should	Field Element Managers should tailor these and additional duties and responsibilities for Facility Representatives to reflect the specific requirements of the site, the facility, the operational activities, and the involved organizations.		5.2
4.1.1	FRs	Should	Facility Representatives should spend a significant amount of their time in their assigned facilities observing operations and assessing operating conditions, consistent with the goals in Appendix A, FACILITY REPRESENTATIVE PERFORMANCE INDICATORS.	Revised	5.2a
4.1.4	FEMs	Should	A Facility Representative should be in a position to provide information to DOE line management independent of programmatic responsibilities.		5.2d
4.1.4	FEMs	Should	Therefore, Field Element Managers should not make Facility Representatives responsible for preparing budgets or schedules for assigned facilities.		5.2d
4.1.4	FEMs	Should	In cases where it is impractical to separate programmatic responsibilities, the Field Element Manager or designee should approve all assignments of programmatic responsibilities to Facility Representatives.		5.2d
4.1.5	FRs	Should	Additionally, the Facility Representative should evaluate the overall effectiveness of the operating contractor in implementing corrective actions to deficiencies identified by facility reviews, including corrective actions which stem from identifying, reporting, and tracking nuclear safety noncompliance under the Price-Anderson Amendments Act of 1988.		5.2e
4.1.6	FRs	Should	Facility Representatives should vary their day-to-day presence in assigned facilities to show a degree of unpredictability and spontaneity based on the Facility Representative's judgment regarding what is appropriate to observe and assess.		5.2f
4.1.8	FEMs	Should	Facility Representatives should periodically meet with line/program managers within the field element and senior line managers within the field element to provide information related to the assigned facilities.		5.6
4.1.8	FRs	Should	If safety or operational concerns are not resolved to the satisfaction of the Facility Representative, the Facility Representative should elevate the concerns through the defined DOE management hierarchy until an adequate resolution is obtained (See also Section 5.9).		5.6
4.1.10	FRs	Should	Facility Representatives should be able to communicate effectively with all levels of the contractor organization.		5.7
4.1.10	FRs	Should	They should be familiar with the contractor chain of command for facility operations.		5.7
4.1.10	FRs	Should	The Facility Representative should always strive to work constructively and effectively with contractor personnel to meet the shared goals of safe and efficient facility operations, in accordance with relevant DOE and contractual expectations.		5.7
4.1.10	FRs	Should	Facility Representatives should represent DOE to the contractor and ensure the contractor carries out DOE operational safety policies in a manner consistent with DOE Program Office and Field Element expectations, relevant contract requirements, and the contractor's Integrated Safety Management System description.		5.7
4.1.10.a	FRs	Should	The Facility Representative functions as a part of DOE line management, and therefore should exercise authority consistent with specific program and management guidance established by the field element.		5.7a
4.1.10.d	FEMs	Should	Field Element Managers should identify processes or procedures within the field element for Facility Representatives to use to track identified issues or discrepancies to satisfactory closure.	New	

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4.1.10.e	FEMs	Should	Field Element Managers should ensure that the contractor does not rely solely on the Facility Representative to identify or correct deficiencies.		5.7d
4.1.10.f	DOE Mgrs	Should	When corrective actions are called for, DOE line/program managers should initiate formal action with the operating contractor.		5.7e
4.1.10.f	FRs	Should	Additionally, the Facility Representative should also provide input to formal mechanisms such as confirmation of actions or orders, if necessary.		5.7e
4.1.10.g.1	FRs	Should	Facility Representatives should avoid interrupting operators in their work.		5.7.f1
4.1.10.g.1	FRs	Should	The Facility Representative should wait for opportune times to deal with facility operators.		5.7.f1
4.1.10.g.1	FRs	Should	If the Facility Representative is observing operations or activities, the Facility Representative should perform observations unobtrusively.		5.7.f1
4.1.10.g.2	FRs	Should	The Facility Representative should maintain frequent contact with facility management.		5.7.f2
4.1.10.g.2	FRs	Should	When Facility Representatives observe something that raises a safety concern, they should discuss their concerns with the facility management.		5.7.f2
4.1.10.g.2	FRs	Should	If the contractor response is deemed unsatisfactory, the Facility Representative should discuss the concern with DOE line management for appropriate action.		5.7.f2
4.1.10.g.3	FRs	Should	Facility Representatives should use established chains of command for all requests for action, except when exercising "Stop Work" authority.		5.7.f3
4.1.10.g.4	FRs	Should	Facility Representatives should periodically review their records to determine if a systemic or recurring problem exists with contractor activities at one or more facilities.		5.7.f4
5.1	FEMs	Should	The Field Element Manager, or designee, should prepare staffing plans to document these assignments and supporting rationale.	Revised	4.1.2
5.1.b	FEMs	Should	Field Element Managers should make assignments so that Facility Representatives spend a significant portion of their time in their assigned facility(s).		4.1.2b
5.1.b	FEMs	Should	Field Element Managers should make assignments so that administrative work does not prevent Facility Representatives from performing their primary function of monitoring the performance of the facility and its operations as described in Section 5.2.	Revised	4.1.2b
5.1.c	FEMs	Should	To the degree that Facility Representatives are advanced or otherwise lost from the program, Field Element Managers should take necessary steps to ensure departing Facility Representatives are replaced in a timely manner.		4.1.2d
5.1.c	FEMs	Should	The goal of the Field Element Manager should be to recruit and hire technically capable personnel to fill Facility Representative vacancies in an expeditious manner.	New	
5.1.c	FEMs	Should	Recognizing the average time for a Facility Representative candidate to achieve full qualifications (i.e., approximately 18 months), Field Element Managers should strive to recruit candidates from technically rigorous programs, both from within DOE and from external sources, to minimize time needed for technical training.	New	
5.1.d	FEMs	Should	As part of this strategy, the Field Element Managers should consider making use of existing DOE and NNSA technical intern programs to provide a source of prospective Facility Representatives candidates, especially for sites that have experienced historically high attrition rates.	New	
5.1.e	FEMs	Should	Field Element Managers should review staffing plans and assignments of Facility Representatives at least annually to ensure that coverage assignments and responsibilities are appropriate to the hazards and level of activity involved.		4.1.2e
5.1.f	FEMs	Should	Also, Field Element Managers should consider periodically rotating Facility Representatives to different facilities to maintain objective oversight, to broaden Facility Representative's experience base, and to provide flexibility for backup coverage during periods when Facility Representatives are absent.	New	

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5.1.g	FEMs	Should	Field Element Managers should make Facility Representative assignments to optimize effective interaction with the facility operating organization line management responsible for ensuring safe and efficient performance at the facility.		5.1e
5.2	FEMs	Should	Field Element Managers should develop facility assessment plans using a tailored approach to ensure that a broad-based and systematic review of all aspects of facility operations is conducted over an established period of time.		5.4
5.2	FEMs	Should	These assessment plans should be consistent with the requirements in DOE O 226.1, Implementation of Department of Energy Oversight Policy.	New	
5.2.a	FEMs	Should	Field Element Managers, or designee, should establish reporting requirements, such as Facility Representative logs or assessment reports, for each Facility Representative position.		5.5
5.2.a	FEMs	Should	Field Element Managers should establish guidance on the content of periodic or special reports.		5.5
5.2.b	FEMs	Should	Field Element Managers should ensure that reporting does not become an onerous task that unduly limits the oversight activities of the Facility Representative.		5.5
5.2.b	FEMs	Should	In order to facilitate a direct communications link with senior contractor management, the Facility Representative and DOE managers should meet with senior contractor managers on a periodic basis to report the results of Facility Representative assessments and to discuss trends and systemic issues.		5.5
5.4	FEMs	Should	Facility Representative supervisors should ensure that training materials, qualification cards, and examinations are periodically updated to reflect changing facility conditions and new or updated DOE directives.	New	
5.4.1	FR Supvsrs	Should	Facility Representative supervisors should ensure an analysis of the candidate's initial training needs is conducted.	New	
5.4.2	FEMs	Should	Field Element Managers should ensure that the Facility Representatives receive the training necessary for the position.		5.9.3
5.4.2	FEMs	Should	In cases where formal course work is not practical, Field Element Managers should ensure that informal training provides Facility Representatives the required level of knowledge.		5.9.3
5.4.3	FEMs	Should	Field Element Managers should establish the "On-the-Job Training" requirements, regarding the controls, activities, processes, and specialized procedures necessary for qualification. These should be demonstrated to a qualifying individual.		5.9.4
5.4.4	FEMs	Should	Field Element Managers should establish a continuing training program to enhance and strengthen the knowledge, skills and abilities of Facility Representatives, to ensure they are aware of significant new hazards or activities they may encounter during the performance of their duties, and to provide a mechanism to share lessons learned from facilities on the site and across the complex.	Revised	5.10.9
5.4.4	FEMs	Should	Guidance in Appendix D should be used.	New	
5.5.1	FEMs	Should	Field Element Managers should establish a Facility Representative qualification card ("qual card") or equivalent for each major facility or group of lesser facilities for which they are responsible.		5.10.1
5.5.1	FEMs	Should	Additionally, the Field Element Manager should designate qualifying officials who are authorized to sign the qual card after verifying the candidate possesses the appropriate level of knowledge for each requirement.		5.10.2
5.5.1	FEMs	Should	If training equivalencies are used, Field Element Manager should provide justification for each equivalency based on DOE M 426.1-1A. Justification includes appropriate support documentation such as transcripts or certificates of completion.	Revised	5.9.5

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5.5.1	Qual Card	Should	The qual card should include the following: a. Self Study. Site and facility-related DOE Directives and Standards, Federal and State safety and environmental protection regulations applicable to the assigned site and facility, the facility safety documentation, and all site and facility-specific documents and procedures that are pertinent to the responsibilities of the Facility Representative. b. Formal Training. Formal training, both on-site and off, necessary for the Facility Representative to function effectively. The training may be presented by DOE, contractors, other Federal Agencies, or private firms. c. On-the-Job Training. Knowledge of facility processes, systems requirements, and specialized procedures required to be demonstrated to a qualifying official. d. Facility Walkthroughs. A walkthrough of the assigned facilities, in the presence of a qualifying official, for the purpose of demonstrating practical skills and thorough knowledge of selected key elements or systems of the facility.	Revised	5.10.2
5.5.3	FEMs	Should	Field Element Managers should minimize the time spent as a Facility Representative under Interim Qualification.		5.10.3
5.5.3	FEMs	Should	The Field Element Managers should also determine the compensatory measures to be implemented during interim periods while no fully qualified Facility Representative is assigned to a given facility.		5.10.3
5.5.4	Line Mgrs	Should	Designated facility line managers within the field element should review and confirm satisfactory completion of the training and qualification requirements and eligibility of the candidate to become a Facility Representative.		5.10.6
5.5.5	FEMs	Should	Upon assignment of Facility Representatives to a different or additional facility or site, Field Element Managers or their designees should identify any additional qualification requirements that are necessary for a Facility Representative to complete for that facility or site.		5.10.6
5.5.5	Qual Card	Should	As a minimum, the additional qualification requirements should consist of the qual card for the new facility, a walkthrough, and a written and/or oral exam.	New	
5.5.7	FRs	Should	For example, if a Facility Representative is no longer assigned to a facility but wishes to maintain proficiency, the Facility Representative should periodically participate, either in their normal role or as observers, in in-plant drills.	Revised	5.10.8
5.5.8	FEMs	Should	The Field Element Manager or designee should develop formal procedures for the administration of facility walkthroughs, and written and oral examinations.		5.10.4
5.5.8.b	Exams	Should	The examination should include only subjects on the Facility Representative core and facility-specific qual cards.		5.10.4.2
5.5.8.b	Exams	Should	The minimum passing grade should be 80%.		5.10.4.2
5.5.8.c	Qual Board	Should	Board members should ask critical questions intended to integrate identified learning objectives during qualification.		5.10.4.3
5.5.8.c	FEMs	Should	Field Element Managers or designees should develop formal guidance for the Qualification Board; this guidance includes: the standards for Qualification, the use of technical advisors by the Board, the questioning procedures or protocol, pass/fail criteria, the voting authorization and procedures, and the Board deliberation and documentation process.		5.10.4.3
5.5.8.c	Qual Board	Should	The Board should document explicitly any questions and answers that result in an oral exam failure.		5.10.4.3
5.5.8.d	FEMs	Should	Field Element Managers should reassign Facility Representative candidates who repeatedly fail examinations, to a non-Facility Representative position.		5.10.4.4
5.5.8.d	FEMs	Should	In rendering a final decision on reassignment, the Field Element Manager should consider any extenuating circumstances.		5.10.4.4

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5.6	FEMs	Should	For example, to become "Designated" a Facility Representative should be core qualified (i.e., complete the DOE-STD-1146-2001, DOE General Technical Base Qualification Standard and the DOE-STD-1151-2002, DOE Facility Representative Functional Area Qualification Standard) and have at least six months experience in a Facility Representative position.	Revised	5.10.5
5.7	FEMs	Should	Field Element Managers should take necessary steps to ensure that Facility Representative positions are career enhancing and remain desirable to Facility Representative candidates.		4.5.2.4
5.7	FEMs/CS Os	Should	In addition, Field Element Managers and Cognizant Secretarial Officers should provide opportunities for Facility Representatives to develop management skills.		4.5.2.4
5.7	FEMs/CS Os	Should	Field Element Managers and Cognizant Secretarial Officers should identify these developmental experiences and training opportunities in the personnel development plans for their organizations, and in the Facility Representatives' Individual Development Plans.		4.5.2.4
5.7.1	FEMs	Should	Field Element Managers should develop position descriptions and vacancy announcements that reflect the requirements of this standard.	New	
5.7.1	FEMs	Should	In order for individuals to enter a Facility Representative training and qualification program with the greatest opportunity for successful completion, Field Element Managers should select candidates based on the following selection criteria.		5.8
5.7.1.a	FEMs	Should	Field Element Managers should establish expected minimum education necessary to provide competent technical assessment of the contractor.		5.8.1
5.7.1.b	FEMs	Should	Field Element Managers should also establish and apply facility-specific experience criteria as part of the selection criteria for Facility Representative candidates.		5.8.2
5.7.1.b	Experience Criteria	Should	The facility-specific experience criteria should reflect the complexity, hazard classification, and activity level of the facility and be commensurate with the responsibilities, authority and duties of the assigned position.		5.8.2
5.7.1.c	FEMs	Should	Field Element Managers should also establish and apply appropriate physical requirements.		5.8.3
5.7.1.d	FEMs	Should	Field Element Managers should also establish and apply appropriate security requirements so that the Facility Representatives have adequate security clearances to fulfill their duties.		5.8.4
5.7.2	FEMs	Should	Field Element Managers should seek to understand reasons for unusually high Facility Representative attrition rates and counter those reasons using the mechanisms in DOE G 426.1-1.	New	
5.8	CSOs	Should	Cognizant Secretarial Officers should ensure that performance assessments are accomplished, and any indicated corrective actions are completed.		4.6
5.8	DR-1	Should	The DOE Headquarters Facility Representative Program Manager, Office of the Departmental Representative to the Defense Nuclear Facilities Safety Board (DOE DR-1), should monitor the performance of Field Element Managers and Cognizant Secretarial Officers using the following methods.		4.6
5.8.1	DR-1	Should	The Facility Representative Program Manager, Office of the Departmental Representative to the Defense Nuclear Facilities Safety Board (DOE DR-1), should use these PIs to evaluate DOE-wide program effectiveness.		4.6.1
5.8.2	FEMs	Should	Field Element Managers should use evaluators who have adequate knowledge and experience to conduct meaningful reviews and provide the results of these self-assessments to the responsible Program Office at DOE-Headquarters, with a copy to the Facility Representative Program Manager, Office of the Departmental Representative to the Defense Nuclear Facilities Safety Board (DOE DR-1).	New	
5.8.3	FEMs	Should	Field Element Managers, or designee, should invite Facility Representatives and/or Facility Representative management from other sites to perform peer reviews of their Facility Representative programs.	Revised	4.6.3

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5.8.4	DR-1	Should	The Facility Representative Program Manager, Office of the Departmental Representative to the Defense Nuclear Facilities Safety Board (DOE DR-1), should host an Annual Facility Representative Workshop to share lessons learned about operations at hazardous DOE facilities and to share information about the Facility Representative Programs across the complex.	Revised	4.6.4
5.8.4	FEMs	Should	Field Element Managers should encourage as many Facility Representatives, Facility Representative Program Sponsors, and line managers as possible to attend the workshops to share information with other sites and identify potential improvements for use in their own Facility Representative and Safety Management programs.		4.6.4
5.8.5	DR-1	Should	The Facility Representative Program Manager, Office of the Departmental Representative to the Defense Nuclear Facilities Safety Board (DOE DR-1), should communicate with the Cognizant Secretarial Officers and Field Element Managers frequently to guide the program implementation and continuous improvement.		4.6.5
5.9	FEMs	Should	Because Facility Representatives have the professional obligation to inform management of safety information that may affect the health and safety of the public and/or workers, Field Element Managers should strive to develop and maintain an open atmosphere for the exchange of views of a technical nature.	New	
5.9	FRs	Should	Facility Representatives, as well as other technical oversight personnel, should provide information to management regardless of whether it may be different from the prevailing view, disagree with a management decision or policy position, or take issue with a proposed or established practice.	New	
5.9	DPO Process	Should	This information should receive an appropriate level of review for resolution of any safety issues.	New	
App A	Pls	Should	Pls should be reported by the Field Element Managers to program offices quarterly, with a copy sent to the Facility Representative Program Manager, Office of the Departmental Representative to the Defense Nuclear Facilities Safety Board (DOE DR-1).		App A
App A	Pls	Should	Activities That Should Not Be Counted in Numerator	New	
App A	Pls	Should	Field office personnel should exercise judgment as to whether portions of a particular activity should be counted under Time Spent in the Plant/Field or Time Spent Performing Contractor Oversight. For example, if PAAA corrective action validation occurs in the facility, it should be counted as Time Spent in the Plant/Field.	New	
App B	Assessments	Should	Any assessment of a Facility Representative Program should determine the extent to which the objectives below are being met, and provide recommendations on improving the program's effectiveness.		App B
App B	Various	Should	Guidance in App B regarding FR Program Assessment reports. NO CHANGE FROM EARLIER VERSION		App B
App C Table 1	Hazards	Should	These should include the hazards within a facility, such as radiation exposure, criticality, hazardous chemicals, electrical, cryogenics, lasers, explosives, construction or D&D, hoisting & rigging, and other hazards in the facility.	New	
App C Table 1	Hazards	Should	The evaluation should include the complete spectrum of hazards in the facility that could expose members of the public, onsite workers, facility workers and the environment to hazardous materials.	New	
App C Table 3	FEMs	Should	If the normally-assigned Facility Representative is gone for one week or longer, the Field Element Manager should name a temporary replacement and establish an appropriate coverage schedule.		5.1c
App C Table 3	FEMs	Should	One person can cover multiple facilities. If the normally-assigned Facility Representative is gone for two weeks or longer, the Field Element Manager should name a temporary replacement and establish an appropriate coverage schedule.		5.1c

Standard Section	Respon. Party	Should Statement	Action	New? Revised?	Section from 1063-2000
App C Table 3	Staffing	Should	This adjustment should take into consideration factors such as those listed below and be on based the FEM's judgment of the contractor's operational performance and the priority of coverage identified in column h: • Facility operations involving multiple shifts • History of contractor performance for similar activities • Potential for DOE or public interest • The risks to successful mission accomplishment • Financial risks • Complexity of the facility and facility operations • Hazardous work environments for workers • Age, maintenance condition, and level of uncertainty of the facility • Anticipated changes in operational status of facility • Number of significant accidents/incidents on site • Amount of other DOE technical facility oversight • Facility configuration changes (like test facilities, for example)	New	
App C Table 5	Staffing	Should	Attachment 1 lists some of the activities that may need to be considered; sites should develop the list applicable to their Facility Representative Program.	New	
App C Table 6	Staffing	Should	This method evaluates the actual staff time available for performing Facility Representative functions based on individual Facility Representative assignments, and compares that number with the Table 3-derived Recommended FTE Level (Table 3, column n) to determine if staffing is adequate or should be modified.	New	
App C Table 6	Staffing	Should	Compare the effective FTE available to perform the Facility Representative duties with the Table 3-derived Recommended FTE Level (Table 3, column n) to determine if staffing is adequate or should be modified.	New	
App D	FRs	Should	Facility Representatives should participate in the process described below so they keep abreast of new or significant changes to site-specific hazards or activities.	New	
App D	Hazards	Should	New or significant changes to hazards and activities that could have an impact on safety should be identified as soon as possible, preferably prior to being present in a facility, through a process established and endorsed by management.	New	
App D	SMEs	Should	The site process should ensure that appropriate subject matter experts review and summarize the relevant information and provide that information to the manager responsible for Facility Representative continuing training.	New	
App D	FR Training Mgr	Should	The manager responsible for Facility Representative training should determine the required training (See 3. "Training")	New	

"May" Statements in DOE-STD-1063-2006

Standard Section	Respons. Party	May Statement	Action	New? Revised?	Section from 1063-2000
1.4	FEMs	May	DOE Managers of government-owned, government-operated facilities may apply this guidance to facilities operated exclusively by DOE Federal employees.		1.4
1.4	GOGO Managers	May	Field Element Managers and Secretarial Officers may develop additional guidance regarding Facility Representative requirements.		1.4
3 Proficiency	FRs	May	Regaining proficiency may be required by field element programs and procedures after an absence from Facility Representative duties, a period of inactivity at a given facility, as an ongoing training, or based on length of time between the Facility Representative's full qualification and next requalification date.		3.16
4.1.5	FRs	May	In facilities where nuclear safeguards and security are a concern, Facility Representatives may evaluate security issues as they relate to safe operations .	New	
4.1.10.g.4	FEMs	May	This record is subject to review in audits or appraisals and may be used by the Field Element Manager as a source of information for the contractor evaluation process.		5.7.f4
4.2.5	FR Sponsors	May	May appoint or secure the appointment of a Facility Representative Program Manager to manage day-to-day implementation issues for the field element and participate in Facility Representative Steering Committee discussions.	New	
5.1.a	FEMs	May	For nuclear hazard category 2 or 3 facilities, radiological facilities, and hazardous non-nuclear facilities, Field Element Managers may assign a Facility Representative to two or more facilities.		4.1.2a
5.1.a	FEMs	May	In unusual situations, when it is impractical to assign a sufficient number of facilities to occupy a person full-time, the Field Element Manager may assign the duties of a Facility Representative to be performed part-time as a collateral function.		4.1.2a
5.1.f	FEMs	May	Field Element Managers may also establish provisions for changing coverage.	Revised	5.1e
5.1.f	FEMs	May	For example, as the degree of hazard, complexity, or other governing factors is reduced, the Field Element Managers may increase the number of processes, facilities, buildings or areas covered by a single Facility Representative.	Revised	5.1e
5.1.f	FEMs	May	Field Element Managers may use special coverage assignments for a facility that operates only intermittently.		5.1e
5.1.g	FEMs	May	For example, Field Element Managers may make assignments based on facility and/or operating organization subdivisions.		5.1e
5.1.g	FEMs	May	If the contractor has established a building or facility manager concept, the Field Element Manager may assign Facility Representatives on a similar basis.		5.1e
5.2	Assessment Plans	May	Assessment plans may include DOE O 5480.19, Conduct of Operations Requirements for DOE Facilities, and associated standards, and other safety directives.	New	
5.3.c	Access to Records	May	Access to some contractor records may be limited as specified in the contract between DOE and the contractor.		4.2c
5.3.c	Access to Records	May	For example, the contract may include an item such as DEAR 970.5204-79 "Access to and Ownership of Records" which sets forth certain categories of records which may be considered to be the property of the contractor.	Revised	4.2c
5.4	FEMs	May	Due to safeguards and security requirements, Field Element Managers may require that more than one properly trained and cleared individual be present before access can be gained to some areas.		4.2d

Standard Section	Respons. Party	May Statement	Action	New? Revised?	Section from 1063-2000
5.5.1.b	FEMs	May	The training may be presented by DOE, contractors, other Federal Agencies, or private firms.		5.10.2
5.5.3	FEMs	May	Field Element Managers shall formally define and document the duties and authorities that may be assigned to an Interim Qualified Facility Representative.		5.10.3
5.5.6	FEMs	May	The Field Element Manager, or designee, may extend the three-year period up to six months for extenuating circumstances.	New	
5.5.8.c	Oral Board	May	Additionally, the Board members may ask follow-up questions to help the Board determine how the candidates "think on their feet."		5.10.4.3
5.5.8.c	Oral Board	May	The Board may conduct the oral interview as a group or individually.		5.10.4.3
5.5.8.c	Oral Exams	May	Other types of oral exams (e.g., oral checkouts) may be used in Facility Representative qualification as shown in Table 1 – Facility Representative Qualification.	New	
5.5.8.d	FEMs	May	Field Element Managers or their designees may require Facility Representative candidates who fail a written or oral examination to go on a special study program designed to strengthen each area of weakness revealed in the examination.		5.10.4.4
5.5.8.d	FEMs	May	Field Element Managers or their designees may direct candidate reexaminations, with concentration in the identified weak areas.		5.10.4.4
5.6	FEMs	May	Field Element Managers may establish criteria for designating Facility Representatives.		5.10.5
5.7.1.c	PPE	May	The use of emergency protective equipment may involve significant exertion over extended periods of time.		5.8.3
5.7.2	Mechanisms to Improve Attrition	May	These mechanisms may include: a. Recognition and real-time management acknowledgement; b. Access and interaction with senior DOE and Facility Managers, such as on joint-walkthroughs and feedback meetings; c. Mentoring from senior DOE and Facility Managers; d. Qualification bonuses; e. Performance bonuses; f. Requalification bonuses; g. Anniversary bonuses; h. Educational reimbursement incentives; i. Quality Step Increases based on experience and performance; j. Higher GS Grade based on higher facility hazard category; k. Higher GS Grade based on scope of facility assignments; l. Higher GS Grade for Facility Representative Program Managers, Supervisors, and Team Leaders; and m. Promotions based on knowledge and experience.		5.11
5.8.1	FEMs	May	Field elements may provide additional site-specific performance indicators.		4.6.1
5.8.3	FEMs	May	These reviews may be accomplished as part of the periodic self-assessment described in section 5.8.2.	Revised	4.6.3
5.9	FRs	May	Because Facility Representatives have the professional obligation to inform management of safety information that may affect the health and safety of the public and/or workers, Field Element Managers should strive to develop and maintain an open atmosphere for the exchange of views of a technical nature.	New	

Standard Section	Respons. Party	May Statement	Action	New? Revised?	Section from 1063-2000
5.9	FRs	May	Facility Representatives, as well as other technical oversight personnel, should provide information to management regardless of whether it may be different from the prevailing view, disagree with a management decision or policy position, or take issue with a proposed or established practice.	New	
5.9	DPO	May	Other Department directives with guidance and requirements for resolving differing professional opinions may be issued.	New	
App A	Various	May	All May statements same as in previous version		App A
App B	Lines of Questions	May	Not all Lines of Questions are based on "shall" requirements and may not apply to all Facility Representative programs.	New	
App C Table 2	Adjustment Factors	May	Other factors appropriate for a particular site or facility may also be used.	New	
App C Table 3	Continual Coverage	May	This coverage may require the complete attention of one or more individuals and may require back shift, weekend, or 24-hour coverage.	5.1c	
App C Table 3	Coverage	May	Following establishment of the Adjusted FTE Coverage Level (column m) for each facility, the Field Element Manager (FEM) may further adjust the level of coverage.	New	
App C Table 5	Staffing	May	Attachment 1 lists some of the activities that may need to be considered; sites should develop the list applicable to their Facility Representative Program.	New	
App D	Continuing Training	May	Site offices may use an alternate approach provided the intent of the guidance is met.	New	

"Shall" Statements in DOE-STD-1063-2000 Deleted from 1063-YR

Standard Section	Respons. Party	Shall Statement	Action	Reason for Deletion
4.4	FEMs	Shall	Field Element Managers shall establish clear lines of supervision, management, and authority between the Facility Representative and the applicable field element line and program managers.	Included in 4.2.4.c under FEM responsibilities: "Clearly define the functions, responsibilities and authorities of the Facility Representatives, and ensure that affected DOE and contractor managers understand the role of the Facility Representatives and provide the necessary access and support."
4.4	FEMs	Shall	Field Element Managers shall establish the authority of the Facility Representative to represent line management to the contractor regarding operational safety issues, except where this would change scope, cost, or schedule.	Included in 4.2.4.h under FEM responsibilities: "Establish the authority of the Facility Representative to represent line management to the contractor regarding operational safety issues, except where this would change scope, cost, or schedule."
4.5.2	FEMs	Shall	Therefore, Field Element Managers shall qualify Facility Representatives as having a high level of technical knowledge regarding facility operations in order to intelligently evaluate and discuss facility operations with the contractor and DOE management.	Similar to statement in 5.5: "Field Element Managers shall qualify each Facility Representative by a combination of education, experience, and training to carry out the duties and responsibilities of the position."
4.5.2.1	FEMs	Shall	Field Element Managers shall develop and qualify Facility Representatives by means of a formal program that shall include: a) minimum educational and experience requirements; b) a core training program; and c) tailored, facility-specific training.	Each of the elements are addressed in a section of the STD. For example, a) is included in 5.7.1 Recruitment and Selection; b) is included in 5.5.2 Core Qualification; c) is included in 5.5.4 Full Qualification.
4.5.2.2	FEMs	Shall	Field Element Managers shall direct Facility Representative training toward developing an understanding of the technical and management aspects of a facility's operation, and a familiarity with the assigned facility.	Included in the 5.5: "Field Element Managers shall qualify Facility Representatives as possessing a broad technical knowledge in a variety of disciplines and being able to demonstrate an understanding of the management, processes, practices, regulatory requirements, and operating limits of their assigned facilities."
5.6	FEMs	Shall	The Field Element Manager shall define clearly and in writing the Facility Representatives' relationship with DOE managers within the field element.	Included in 4.2.4.c under FEM responsibilities: "Clearly define the functions, responsibilities and authorities of the Facility Representatives, and ensure that affected DOE and contractor managers understand the role of the Facility Representatives and provide the necessary access and support."
5.7	FEMs	Shall	The Field Element Manager shall clearly define the relationship between the Facility Representative and the facility operating contractor, and ensure that these expectations are understood by both parties.	Included in 4.2.4.c under FEM responsibilities: "Clearly define the functions, responsibilities and authorities of the Facility Representatives, and ensure that affected DOE and contractor managers understand the role of the Facility Representatives and provide the necessary access and support."
5.9.5	FEMs	Shall	Field Element Managers shall develop a system (based on requirements in DOE O 360.1A) for granting equivalency for training requirements on the basis of prior experience or education.	Equivalency requirements are included in TQP Program Plans per DOE M 426.1-1A. If sites don't use equivalencies, this would require them to develop a system anyway. "Shall" statements still exist with respect to using equivalencies.