Chief of Nuclear Safety (CNS)
Self-Assessment Report

Senior Technical Safety Manager Qualification Program

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This Chief of Nuclear Safety (CNS) Report was prepared to summarize the results of the July 2013 CNS self-assessment of the Senior Technical Safety Manager Qualification Program.

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Background

A self-assessment of the CNS Senior Technical Safety Manager (STSM) Qualification Program was conducted during the week of July 8, 2013, when all STSM-qualified staff members were present in Germantown, Maryland. This was the first self-assessment that CNS has conducted. In accordance CNS Standard Operating Procedure SOP-016, *Senior Technical Safety Manager Qualification Program*, a self-assessment is required once every four years.

Results

The CNS STSM program is performing well with four total STSM positions. The CNS and three staff members are current in their qualifications. Two STSM-qualified personnel have transferred out of the group since the beginning of calendar year 2012; one of these positions has been eliminated, and one position remains open. The latest Federal Technical Capability Program data report for the third quarter of fiscal year 2013 reflects that the CNS STSM Qualification Program was at an 80 percent level for the percentage of required capabilities that are either fully qualified or on schedule for qualification [((D+E)-F)/C].

One finding, one observation, and no noteworthy practices were identified.

Assessment Criteria

		Criterion met?	
		Yes	**No**
1.1	CNS is committed to the STSM process.	✓	
1.2	CNS staff positions that are required to be STSM-qualified have been identified	✓	
1.3	DPs, training plans, technical qualification records, or other related documents are updated to reflect the activities required for each individual to satisfy competencies for STSM.		✓
1.4	A formal evaluation process is in place to objectively measure the technical competency of employees.	✓	
2.1	Written procedures that adequately define the processes and requirements to implement the STSM are in place.	✓	
2.2	Roles and responsibilities for implementing the STSM are clearly defined and understood by the CNS and staff.	✓	
2.3	The procedures that govern implementation of the STSM are understood by the CNS and staff and are being implemented as written.	✓	
2.4	A training and qualification records development and maintenance process is established for each employee in the STSM.	✓	
3.1	Credit (equivalency) is granted for previous training, education, experience, and completion of related technical qualification programs, where applicable.	✓	
3.2	Equivalency is granted based upon a review and verification of objective evidence, such as transcripts, course certificates, test scores, or on-the-job experience. Equivalencies are formally validated, approved, and documented.	✓	
4.1	The program includes all competencies that have been identified as applying throughout the Department.	✓	

4.2 Formal documentation of the completion of Department-wide competencies is maintained in a manner that allows for easy transferability.	✓	
4.3 The STSM is integrated with personnel-related activities, such as position descriptions, vacancy announcements, recruiting, and performance appraisals.	*	*
5.1 The technical competency of personnel who have completed the requirements of the STSM is adequate and appropriate.	✓	
5.2 The program allows for continuous feedback and periodic evaluation to ensure that it meets the needs of the Department and the missions of the office.	✓	
5.3 The STSM program provides for continuing training.	✓	

Finding

[Criterion 1.3] None of the STSM staff members integrate their STSM required activities and training in either their Individual Development Plans (IDPs) or other planning documents.

Observation

[Criterion 4.3] No CNS positions have been posted in the last few years. One of the positions associated with the two transferred STSM-qualified individuals was lost, but the other may be available to post in the future. If so, the opportunity exists to integrate the CNS position requirements such that candidates are either currently STSM-qualified or capable of becoming qualified.

Recommendation

CNS staff members should commence integrating STSM required activities into their fiscal year planning documents, including their IDPs, starting in fiscal year 2014.