

# LA-UR-22-28111

Approved for public release; distribution is unlimited.

**Title:** DOE O 426.2 Orientation for Hiring Professionals UTrain Course # 55270

**Author(s):** Shipley, Dawnmarie

**Intended for:** Training

**Issued:** 2022-08-04



Los Alamos National Laboratory, an affirmative action/equal opportunity employer, is operated by Triad National Security, LLC for the National Nuclear Security Administration of U.S. Department of Energy under contract 89233218CNA000001. By approving this article, the publisher recognizes that the U.S. Government retains nonexclusive, royalty-free license to publish or reproduce the published form of this contribution, or to allow others to do so, for U.S. Government purposes. Los Alamos National Laboratory requests that the publisher identify this article as work performed under the auspices of the U.S. Department of Energy. Los Alamos National Laboratory strongly supports academic freedom and a researcher's right to publish; as an institution, however, the Laboratory does not endorse the viewpoint of a publication or guarantee its technical correctness.

DOE O 426.2 Orientation for Hiring  
Professionals

UTrain Course# 55270



# DOE O 426.2

## Orientation for Hiring Professionals

LA-UR



Managed by Triad National Security, LLC, for the U.S. Department of Energy's NNSA.



# DOE O 426.2

## Orientation for Hiring Professionals

Institutional Training Services (ITS)

[tsqp@lanl.gov](mailto:tsqp@lanl.gov)

ORDER

DOE O 426.2

Approved: 4-21-2010

**PERSONNEL SELECTION, TRAINING,  
QUALIFICATION, AND  
CERTIFICATION REQUIREMENTS  
FOR DOE NUCLEAR FACILITIES**



U.S. DEPARTMENT OF ENERGY  
Office of Health, Safety and Security

# Virtual Body Language



## Emoji Meanings

THUMBS UP – This is useful. OR I agree.

TURTLE – Please explain more.

RABBIT – I understand, we can move on.

FIRE – This is amazing, what a great idea!

CONFETTI – Good idea!

HEART – Love this!



# Purpose of Training



The purpose of this course is to give you an orientation to DOE O 426.2, Personnel Selection, Training, Qualification, and Certification Requirements for DOE Nuclear Facilities.



# Objectives

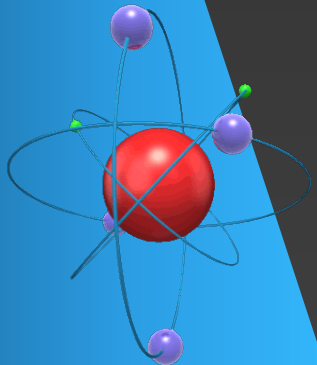
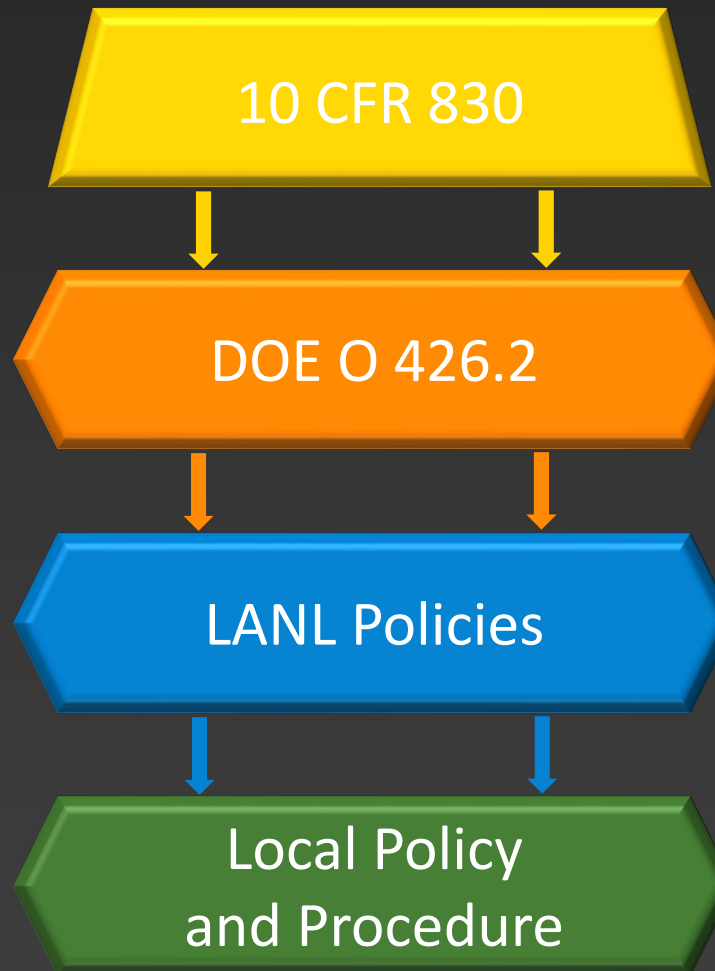


- Become familiar with the purpose of the Order
- Identify the 9 personnel categories included in the Order
- Review the personnel requirements of the Order
- Review how information in the Order is organized
- Understand your responsibilities as a HR Generalist as indicated in LANL P701-3
- *Review Form 2136, Request Exception to Training, Education, and / or Experience Requirements (Nuclear Facility Worker Only) & Form 2279 Balanced and Strong Matrix*



# Implementation of 426.2

Addresses: 10 CFR 830, Nuclear Safety Management



# 426.2 Contents



## Body of Order

- Purpose
- Cancellations
- Applicability
- Requirements
- Responsibilities
- Definitions
- References
- Contacts



## Attachment 1

- Chapter 1: General Requirements
- Chapter 2: Hazard Category 1,2, and 3



## Attachment 2

Definitions

# Attachment 1



## Chapter 1 General Requirements

### **Purpose:**

To establish selection, training, qualification, and certification requirements for contractor personnel who can impact the safety basis through their involvement in the operation, maintenance, and technical support of DOE Hazard Category 1,2, and 3 nuclear facilities.



- The contractor must establish a process for selection & assignment of personnel.
- Alternatives to education must be evaluated on a case-by-case basis.
- Alternatives in design, construction, and operational training may be considered applicable nuclear experience and evaluated on a case-by-case basis.

# Attachment 1



## Chapter 2 Hazard Category 1, 2, & 3 Nuclear Facility Personnel

### **Purpose:**

Contains education and experience requirements for positions unique to various types of nuclear facilities such as the specific training and certification requirements for reactor operators.

- Education and experience requirements
- Control manipulation requirements for certified positions
- Operational evaluation requirements
- Certified operator, fissionable materials handler, and supervisor proficiency requirements
- Non-reactor nuclear facility-specific requirements





Table 1 –  
Hazard Category 2 and 3  
Nonreactor Nuclear Facility

	EDUCATION	EXPERIENCE	
	Degree or Diploma	Job Related	Nuclear
Managers	BS (1)	(8)	4 Yr (2)
Operations Management	BS	3 Yr(8)	2 Yr
Supervisors	HS		3 Yr (3)
Operators	HS		
Technicians		1 Yr	
Maintenance Personnel		1 Yr	
Technical Support Personnel	BS	2 Yr	1 Yr
Instructional Analyst/Developer	BA(4)	1 Yr	
Training Instructors	HS	(5)	(6,7)

*Table 1 Notes:*

- (1) The training manager must have a baccalaureate degree. The training manager must have courses in education or training that focus on instructional analysis, design, development, delivery and testing as well as evaluation of training programs if not included in the baccalaureate course material (baccalaureate need not be in engineering or related science).
- (2) Education or experience that is job related may be substituted on a case-by-case basis. The degree may fulfill 3 of the 4 years of nuclear experience on a one-for-one time basis.
- (3) Full-time related academic training (e.g., degree programs, trade schools, vocational programs, etc.) may be substituted on a one-for-one basis for 2 of the 3 years nuclear experience.
- (4) Instructional Analysts/Developers should have a baccalaureate degree in Training or Education. The Instructional Analyst/Developer must have courses in education or training that focus on instructional analysis, design, development, delivery and testing, as well as evaluation of training programs, if not included in the baccalaureate course material.
- (5) Experience consistent with the material being presented.
- (6) Instructors who are responsible for instruction on subjects such as Technical Safety Requirements must have successfully completed training on facility operating characteristics and principles, and operating limits (Safety Limits, Limiting Control Settings, and Limiting Conditions for Operation) and their bases or have had significant involvement in writing the TSRs.
- (7) Instructors must have demonstrated knowledge of instructional techniques through basic instructor or equivalent training or experience approved by the training manager. Instructors must have knowledge and/or expertise for the material being presented.
- (8) Managers must receive facility-specific training based upon a comparison of the individual's background and abilities with the responsibilities and duties of the position.

Education & Experience requirements are intended to provide reasonable assurance that our personnel have, or can acquire, the knowledge and skills to operate and maintain nuclear facilities and related support systems in a safe and reliable manner under all conditions.

Persons at the manager level must meet the requirements shown on Tables 1, 2 and 3 below prior to assuming the duties of the assigned positions in the tables



# What are my responsibilities as a HR Generalist?



1

Screen resumes with RLM to determine qualification. Communicate analysis with RLM and other members of the hiring committee.

2

Track education and experience exception requests on the designated spreadsheet.

3

Report experience exception requests quarterly to HR-DO using the designated spreadsheet.



## Balanced and Strong Matrix



## Balanced and Strong Matrix

The Balanced and Strong Matrix may be used as the basis for a request to NNSA to hire the preferred candidate and may do so after NNSA approval. This is because the collective education and experience of staff exceeds the minimum requirements of DOE O 426.2 and the Operating Organization is considered "balanced and strong" with respect to operations experience and overall nuclear experience.






# When to use this form:



*Balanced and Strong Matrix,*  
Form 2279 when the basis for  
an exception is the collective  
education and experience of  
the staff exceeding the  
minimum requirements of  
DOE O 426.2.



Form 2279

Balanced and Strong Matrix

#

Instructions:

- Row 1: Describe the scenario of actual and required nuclear education, experience, and/or training. Identify the positions in the Operating Organization, the management chain, and co-workers' job titles that support the position.
- Row 3 (+): List the positions that make up the team surrounding the position that lacks education/experience per DOE O 426.2.
- Education column: List the education of the workers assigned the positions.
- Actual: List the actual years of experience for each worker. Calculate the total.
- Surplus: Identify the surplus actual versus required for each position. Calculate the total.
- Justification for Hire: Write a paragraph justifying the hire/assignment.
- Attach this form with all of the other documentation to Form 2136.

Describe scenario: (Include responsibilities of the position; reporting chain)

Describe request: (Requesting organization; describe the exception and alternatives to meet requirement)

Complete the Balanced and Strong Matrix for the Operating Organization, compared to the minimum requirement per [DOE O 426.2](#).

Operating Organization Position	Education	Years of Nuclear Experience				Surplus	Discussion		
		Actual	Required Job Related	Required Nuclear Experience					
							Collective actual nuclear experience is <u>  </u> years, and the collective required minimum nuclear experience is <u>  </u> years.		
DL / MM6	Masters of Science	9 years							
Total	N/A	19+ years							

Name of Candidate

Position

Conclusion: The Balanced and Strong Matrix may be used as the basis for a request to NNSA to hire the preferred candidate and may do so after NNSA approval. This is because:

- The collective education and experience of the staff exceeds the minimum requirements of DOE O 426.2 by    years (experience).
- The Operating Organization is considered to be "balanced and strong" with respect to operations experience and overall nuclear experience.

Justification for Hire

# Personnel Categories



## DOE O 426.2 Personnel Categories

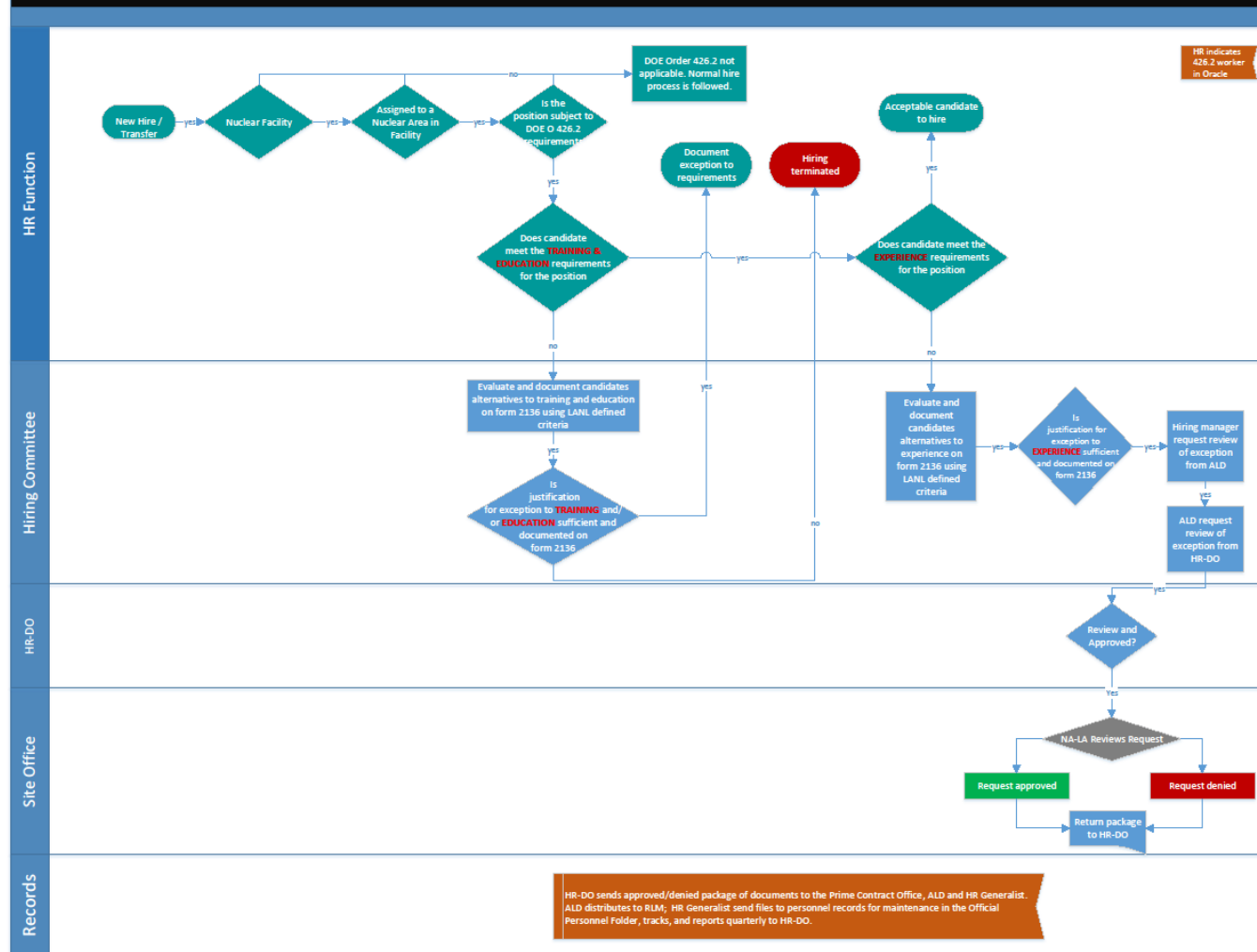
Use the Order to complete the position descriptions for each of the 9 personnel categories included within DOE O 426.2. Next, use the Facility Position Matrix job aid to locate and add an example of a LANL job title, position, or duty that falls into each category. Finally, reflect on whether you are currently responsible for screening resumes for each of the individual positions and answer Yes or No.

Position	Position Description	Example of a LANL Job Title / Position / Duty that falls into this category	Do you screen resumes for this position? Y or N
Instructional Analysts/Developers			
Managers			
Maintenance Personnel			
Operations Management			

# DOE O 426.2 Exception Hiring Process



Attachment 1 – DOE O 426.2 Personnel Selection Exception to Training, Education, and Experience Process



# When to use this form:



Use these buttons to print or save the form. DO NOT use the browser tool bar.

**Los Alamos**  
NATIONAL LABORATORY

Form 2136  
Request Exception to Training, Education,  
and/or Experience Requirements  
(Nuclear Facility Worker Only)

1. Exception(s) requested (check all that apply)		
<input type="checkbox"/> Training	<input type="checkbox"/> Education	<input type="checkbox"/> Experience <a href="#">426.2 hiring-promo process</a>
2. Employee	Signature and Date	Z Number
3. Job Title		
4. Describe exception or alternative being requested ( additional sheets attached)		
5. Justification: Specifically and in detail, describe the exception and alternatives to meet the requirement (e.g., education, certifications, training; additional sheets attached)		
6. Reviewed by		
Responsible Line Manager	Signature and Date	Z Number
Training Program Owner	Signature and Date	Z Number
7. Continue here ONLY if requesting an approval for exception to experience requirements. HR-DO submits package to National Nuclear Security Administration-Los Alamos Field Office for concurrence if acceptable alternatives to experience requirements are not met.		
HR-DO Signature and Date		
8. <input type="checkbox"/> Exception approved by the Field Office <input type="checkbox"/> Exception denied by the Field Office		
FOR OFFICIAL USE ONLY		
Date sent to Field Office	Date returned to Field Office	

HR-DO receives the approved/denied package from the Field Office and sends the form and documentation to the Prime Contract Office, ALD, RLM, and the HR Generalist for record keeping; see instructions.

Form 2136 (2/2022) Page 1 of 3

An exception to training, education, and / or experience according to DOE O 426.2 is being requested.



# Exemptions

Date	Employee Name	Z #	Job Title	High Degree	High Degree Subject	Division	426.2 Exception Approved Yes / No

2136 Exceptions Tracking Sheet  
sent quarterly to HR-DO.



# Let's Practice!

Use the provided scenarios to:



Determine if the position is a DOE O 426.2 Position.

Determine if the candidate meets the entry level education and experience requirements.

Determine if an exception request is required.

# Congratulations! You now...

- Have a familiarity with the purpose of the Order,
- Can identify the 9 personnel categories included in the Order,
- Are aware of the personnel requirements of the Order,
- Are aware of how information in the Order is organized,
- Understand your responsibilities as a HR Generalist as indicated in LANL P701-3, and
- Have reviewed Form 2136, Request Exception to Training, Education, and / or Experience Requirements (Nuclear Facility Worker Only) & Form 2279 Balanced and Strong Matrix.

