



Support for U.S. Department of Energy (DOE) Site Contractors: Process Overview and Partnership Roles and Responsibilities

PURPOSE: This document is intended to provide guidance for new or ongoing NIEHS award recipient/DOE site contractor partnerships. It is not a required process. Rather, it may be used and applied as guidance, providing the needed flexibility to support training at a particular training site. It has been developed based on partnership experiences and feedback from NIEHS, award recipients, and contractors.

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Overview

The NIEHS Worker Training Program (WTP), in partnership with the U.S. Department of Energy (DOE) Office of Environmental Management, funds nonprofit organizations (or award recipients) to develop and administer model health and safety training programs for hazardous materials or waste workers within the nuclear weapons complex.

This [NIEHS/DOE Nuclear Worker Training Program](#) provides DOE contractors with technical assistance and training support from NIEHS award recipients, funded by National Institutes of Health (NIH) cooperative agreements. On-site or mobile training support is available at no additional charge to the receiving DOE contractor. This document describes the process for requesting, scheduling, and delivering training content.

The NIEHS/DOE Nuclear Worker Training Program provides site-specific training through a partnership involving government, contractors, and award recipient organizations. NIEHS award recipients can provide training support for a variety of safety and health topics. A cornerstone of the program is the use of “peer-trainers” – workers versed in performing a given task in a hazardous environment who are also trained to instruct other workers. The training delivered follows the NIEHS [“Minimum Criteria for Worker Health and Safety](#)

[Training for Hazardous Waste Operations and Emergency Response \(HAZWOPER\)”](#) (Minimum Criteria) document. Additionally, many courses delivered by award recipients have been certified by the DOE National Training Center for reciprocity per [DOE P 364.1](#). Benefits of the partnership include:

- Supporting contractor mission success
- Addressing site-specific safety and health needs
- Fostering cooperation between management and workers
- Improving the efficiency and quality of training
- Reinforcing a culture of safety and worker and employer responsibilities
- Delivering training through virtual and face-to-face modalities depending on the curriculum

Roles

The process below uses roles or titles that may differ at particular sites, however definitions are provided here for the roles used in the document. The intent is that the process below be completed with agreement from involved participants. Not all roles will apply to all DOE sites.

- **DOE contractor point of contact (POC):** A main POC from the site who leads the coordination of the training activities. Also referred to as “contractor POC”.
- **DOE course owner:** An individual at DOE who manages the program for a specific training topic/course.

- **DOE subject matter expert:** An individual at DOE who verifies the scientific or technical content is adequate. This may be the same person as the DOE course owner at some sites.
- **DOE contractor line management:** A contractor employee who is responsible for work activities and worker safety.
- **DOE contractor training representative:** The contractor organization individual who supports line management by scheduling training, coordinating training content and course approval, and maintaining training records.
- **NIEHS DOE liaison:** The individual contractor for NIEHS who facilitates partnerships between NIEHS award recipients and DOE sites. Also referred to as “DOE liaison”.
- **NIEHS staff person:** Any individual who is a federal employee for NIEHS WTP, such as the program director, the NIEHS/DOE program manager, or a grants program official.
- **NIEHS award recipient program manager:** An individual from the NIEHS award recipient organization who manages their DOE training program.
- **Award recipient representatives:** Any individual staff person or trainer representing the award recipient organization.

Process

1. **Initial Discussions:** The DOE liaison coordinates a discussion with contractor stakeholders to make an initial determination that award recipient training support is appropriate. This requires collecting training information prior to involving NIEHS staff or award recipients. The below minimum information should be discussed and documented by the DOE Liaison.
 - a. Proposed source of course material (contractor, award recipient, or hybrid) and mode of delivery
 - b. Number of training sessions needed and number of students per session
 - c. Desired schedule for delivery of training session
 - d. Desired plan to transition training to NIEHS instructors
 - e. An understanding that award recipient-provided instructors are qualified instructors as required by the NIEHS WTP Minimum Criteria document and that additional qualification as contractor instructors will not be part of the process.
2. **Identify Potential Support:** The DOE liaison communicates the above information to an NIEHS staff person to identify options for requesting award recipient support. This may involve multiple discussions.
3. **Planning Call:** The DOE liaison schedules a planning call (or calls) with key participants. At a minimum, the call usually includes the NIEHS award recipient program manager, other award recipient representatives, the DOE liaison, an NIEHS staff person, the contractor POC, and other identified DOE contractor representatives. Participation by the contractor training representative, the course owner, and the subject matter expert is recommended. During the call, discuss the following:
 - a. The contractor POC should describe the course(s) desired. The discussion should include the delivery modality, course frequency, student population, desire to use existing peer instructor(s), the potential use of mobile or remote instructor delivery, and desired path forward to pilot NIEHS award recipient delivery of the course. Provide a preliminary delivery schedule for the discussion.
 - b. The NIEHS award recipient representative(s) should describe their organization's approach for delivery of the requested course. In particular, describe existing instructor capabilities and experience delivering courses on the subject. They should ask clarifying questions regarding the requested course and needed contractor support.
 - c. The DOE contractor POC and subject matter expert should discuss course content and delivery expectations. At this point, all parties should generally understand if the NIEHS award recipient's approach, contractor training needs, and the contractor's course delivery requirements support moving forward.
 - d. Develop a schedule for review of curriculum, training materials, and instructor documentation. Discuss related issues, such as whose material will be used, required clearances for curricula, needs for curricula updates, and how site-specific information will be presented to students.
 - e. The award recipient should discuss their ability to support the desired training schedule and population for training. For example, will training include initial and requalification training? Are sufficient classroom and learning technologies available to support skill-building tasks or virtual learning? If not, when will resources be available, or will the award recipient provide them?
 - f. The award recipient will provide initial information on their ability to support the training request and preliminary instructor availability.
 - g. Discuss what documentation is needed and can be provided at the end of class to ensure all organizations can meet requirements.
 - h. Discuss logistics such as technology needs, course scheduling process, and facility access (security issues).
- i. At the end of the call, there should be a specific action list shared with participants assuming that the decision is to move forward. If award recipient training support is not appropriate, then the process comes to a close.
4. **NIEHS Confirmation:** The selected award recipient will confirm with their NIEHS Program Official that the course(s) and schedule are within the scope of their training plan and can be supported with their current budget. If the full requested training plan is outside the scope or budget for the NIEHS award recipient, further discussions amongst all parties may be necessary.
5. **Finalize Delivery Plan:** The award recipient will schedule a call with the contractor POC to finalize pilot course delivery details. The selected course instructors should be included in the call if possible.
 - a. Agree on pilot course startup plan, instructor selection and availability, and course support logistics.
 - b. Agree on a delivery schedule for the pilot.
 - c. If using contractor training materials or contractor provided site-specific training content, give that material to the instructors.
6. **Pilot Course:** Complete the pilot course delivery and make any adjustments agreed to with the course owner, contractor training organization, and NIEHS award recipient program manager.
7. **Establish Course Delivery Schedule:** Establish a course delivery schedule agreed to by both the contractor POC and NIEHS award recipient program manager. NOTE: Cancellation of courses due to low enrollment or other reasons impact award recipient funding and the ability to continue to support contractor training. Discussions should be realistic and have the support of contractor line management and leadership.