



## Department of Energy

Washington, DC 20585

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MEMORANDUM FOR JEFFREY D. FEIT  
PROGRAM MANAGER  
DOE TECHNICAL STANDARDS PROGRAM  
OFFICE OF NUCLEAR SAFETY  
OFFICE OF ENVIRONMENT, HEALTH, SAFETY  
AND SECURITY

FROM: JAMES B. O'BRIEN  
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SUBJECT: Cancellation of Department of Energy Good Practices for  
Training Handbooks

The Office of Nuclear Safety (AU-30) recommends the cancellation and archiving of the Handbooks in Attachment A, and submits this proposal for review and comment in accordance with the Department of Energy (DOE) Technical Standards Program (TSP).

The Office of Nuclear Facility Safety Programs (AU-32), within AU-30, conducted a comprehensive survey of DOE field and contractor training personnel, and found that the Handbooks are rarely used, that processes for performing the training-related processes that are the subject of the Handbooks are already in place, and that the effort needed to update the Handbook is not warranted. However, the community indicated that they had some background and historical information that made it beneficial to have the Handbooks available as archived documents.

AU-32 recommends these Handbooks be cancelled as active documents and be archived on the TSP website. AU-32 has worked with the National Training Center (NTC) Training Resources website to have these documents also posted on the NTC website as Training Support Documents.

The NTC Training Resources Site provides a readily available location to post these documents. This site also provides a means for the training community to propose additional documents for posting questions, comments, and recommendations regarding the training materials. The framework of the site is active and these Handbooks proposed for cancellation are posted as "Former DOE-HDBK-xxxx-xx" in categories. The proposed site can be viewed at:

<https://sites.ntc.doe.gov/partners/tr/SitePages/Home.aspx>.



I request the standard sixty (60) day review and comment period to begin once the document is posted and available in the TSP RevCom.

The point of contact for this document is Brendan Burns, AU-32. Mr. Burns can be reached at (202) 586-2671 or via e-mail at [brendan.burns@hq.doe.gov](mailto:brendan.burns@hq.doe.gov).

Attachment

**Attachment A to  
Cancellation of Department of Energy Training Handbooks**

DOE-HDBK-1001-96	Guide to Good Practices for Training and Qualification of Instructors
DOE-HDBK-1002-96	Guide to Good Practices for Training and Qualification of Chemical Operators
DOE-HDBK-1003-96	Guide to Good Practices for Training and Qualification of Maintenance Personnel
DOE-HDBK-1080-97	Guide to Good Practices for Oral Examinations
DOE-HDBK-1086-95	Table-Top Training Program Design
DOE-HDBK-1099-96	Establishing Nuclear Facility Drill Programs
DOE-HDBK-1103-96	Table-Top Needs Analysis
DOE-HDBK-1114-98	Guide to Good Practices for Line and Training Manager Activities
DOE-HDBK-1115-98	Guide to Good Practices for the Selection, Training, and Qualification of Shift Technical Advisors
DOE-HDBK-1116-98	Guide to Good Practices for Developing and Conducting Case Studies
DOE-HDBK-1117-99	Guide to Good Practices for Maintenance Supervisor Selection and Development
DOE-HDBK-1119-99	Guide to Good Practices for the Selection, Training, and Qualification of Shift Supervisors
DOE-HDBK-1200-97	Guide to Good Practices for Developing Learning Objectives
DOE-HDBK-1201-97	Guide to Good Practices: Evaluation Instrument Examples
DOE-HDBK-1202-97	Guide to Good Practices for Teamwork Training and Diagnostic Skills Development
DOE-HDBK-1203-97	Guide to Good Practices for Training of Technical Staff and Managers
DOE-HDBK-1204-97	Guide to Good Practices for Development of Test Items
DOE-HDBK-1205-97	Guide to Good Practices for the Design, Development, and Implementation of Examinations
DOE-HDBK-1206-98	Guide to Good Practices for On-the-Job Training