



Hanford Mission Integration Solutions

Statement of Work For General Materials or Services

Title: Provide Radiological Control Technician (RCT) Instructor Support at Hammer Training

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1 INTRODUCTION / BACKGROUND

The Department of Energy, Richland Operations Office, (DOE-RL) manages the Hanford Site working toward protecting the workers, public, and environment by further reducing risk, as well as providing the necessary infrastructure for continued safe and effective cleanup operations, access and use. This is accomplished by work performed by contractors and subcontractors, to ensure the safety of Hanford cleanup.

As a Prime Contractor to the U.S. Department of Energy, Hanford Mission Integration Solutions (HMIS) is responsible for providing direct support to the DOE-RL and its contractors with cost effective infrastructure and site services integral and necessary to accomplish the Hanford Site environmental cleanup mission.

HMIS, in support of its prime contract with the U.S. DOE, and HAMMER Training are responsible for providing Hanford Site training. The Volpentest HAMMER Federal Training Center (HAMMER) is a U.S. DOE federal training facility specializing in hands-on training for the Hanford Site.

The legacy of nuclear weapons production, research, and environmental cleanup at Hanford created a hazardous work environment that includes many industrial and radiological hazards that cross a wide spectrum of types, concentrations, and potential exposures to both chemical and radiological mixed hazards. Workers in this environment must be able to recognize the hazards, understand procedures and protocols, use specialized surveillance and monitoring equipment, use protective equipment properly, and follow appropriate emergency alarms, indications, and procedures if needed.

HAMMER's Radiological Control Technician (RCT) training focuses on the delivery of the core DOE RCT certification and continuous training to further educate and train RCTs and to enhance their technical knowledge of the operational aspects of being an RCT working on the Hanford site. The training is thorough and fast-paced, covering everything from basic familiarization and hazard identification to protective equipment and emergency response. The training incorporates practical exercises that give students the feel and experience of actual Hanford working conditions and prepares them to approach the work safely and competently.

1.1 OBJECTIVE

HMIS HAMMER requires the services of an experienced Subcontractor to provide an instructor to deliver written RCT content, in-person training, for the HAMMER/Hanford audience.

Instructor will deliver RCT training and provide subject matter expert support as needed or on demand. This support primarily includes class instruction/delivery of existing RCT approved training lesson plans but may include curriculum development, review, and revision as requested.

The objective is to train incumbent and new employee RCTs and have them successfully complete the RCT continuous training program curriculum so they can use the skills developed in their classes on the job.

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1.2 DESCRIPTION OF WORK – GENERAL

The Subcontractor shall provide a technically qualified resource who works as a part of a team under the direct oversight of HMIS. Subcontractor resources shall be responsible for independently planning, organizing, and performing a wide variety of non-hazardous specialized administrative/technical duties in support of the successful completion of goals and deliverables. Additionally, the Subcontractor shall furnish all necessary labor, technical and professional services, supervision, materials, tools, equipment, consumables, and payment of any applicable taxes to perform all operations necessary and required to perform the scope as directed by HMIS.

Please note: The HAMMER Radiological Safety Training department will provide the Subcontractor instructor all classroom materials including the needed student manuals, lesson plans, handouts, student evaluations, work books, pens, procedures, sample exams, feedback forms, activity sheets, and any additional training materials needed etc., to teach the courses listed in this statement of work.

Unless otherwise approved, the Subcontractor shall work in accordance with HMIS subcontract requirements, operating policies and procedures and shall be responsible for execution of the work in accordance with the quality standards and requirements specified for assigned project and facility.

Specifically, HMIS requires a Subcontractor to provide an instructor for the training listed in Section 1.3 as requested.

1.3 DESCRIPTION OF WORK – SPECIFIC

The work products and services to be provided, including any specific HMIS standards and requirements, required for the successful completion of this work activity includes the Subcontractor instructor providing training, specifically, instructional services to the DOE, DOE's prime contractors, and these agencies' and companies' subcontractors under the provisions of this Statement of Work as directed and scheduled in collaboration with the Buyer.

The Subcontractor instructor is expected to provide training, specifically, instructional services to the DOE, DOE's prime contractors, and these agencies' and companies' subcontractors under the provisions of this Statement of Work as directed and scheduled in collaboration with the Buyer.

Delivery of Training

This statement of work is requesting course delivery for the DOE RCT Fundamental and Site Academics training program for new and incumbent RCTs as needed or on demand. This training program also includes specific On-The-Job (OJT) training.

It is estimated that this Subcontractor instructor support equates to an average of 20 hours each week in total for the Subcontractor staff member assigned to this work scope. This is not a guaranteed number of hours; instructor support is strictly based on Hanford Site training demand.

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The Subcontractor instructor must possess requisite knowledge and have instructional experience to deliver course content for existing lesson plans that include fundamental, OJT and topic specific training program areas, as identified in the individual courses below:

Course #	Course Title	Duration/ Hours
	RCT TRAINING	
022004	RCT SITE ACADEMICS: <ol style="list-style-type: none"> 1. Radiological Decontamination 2. Communication Systems 3. Counting Errors and Statistics 4. Dosimetry 5. Contamination Control 6. Airborne Sampling Program and Methods 7. Respiratory Protection 8. Radiological Source Control 9. Environmental Monitoring 10. Access Control and Work Area Setup 11. Radiological Work Coverage 12. Shipment and Receipt of Radioactive Material 13. Radiological Incidents and Emergencies 14. Personnel Decontamination 15. Radiological Considerations for First Aid 16. Radiation Survey Instrumentation 17. Contamination Monitoring Instrumentation 18. Air Sampling Equipment 19. Counting Room Equipment 	200
022040	RCT FUNDAMENTAL ACADEMICS: <ol style="list-style-type: none"> 1. Basic Mathematics and Algebra 2. Unit Analysis and Conversion 3. Physical Sciences 4. Nuclear Physics 5. Sources of Radiation 6. Radioactivity and Radioactive Decay 7. Interaction of Radiation with Matter 8. Biological Effects of Radiation 9. Radiation Protection Standards 10. ALARA 11. External Exposure Control 12. Internal Exposure Control 13. Radiation Detection Theory 	160

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Course #	Course Title	Duration/ Hours
022301	RCT/HPT SITE STANDARD OJT PROGRAM - COUNT RATE METERS	1
022302	RCT SITE STANDARD OJT PROGRAM - DOSE RATE METER	1
022303	RCT SITE STANDARD OJT PROGRAM - DOSE RATE SURVEY	1
022306	RCT SITE STANDARD OJT PROGRAM - PERSONNEL/EFFECTS DECON	1
022307	RCT SITE STANDARD OJT PROGRAM - RADIOLOGICAL POSTINGS	1
022308	RCT SITE STANDARD OJT PROGRAM - CONTAMINATION SURVEYS	1
022312	RCT/HPT SITE STANDARD OJT PROGRAM - ALARM/EMERGENCY RESPONSE	1
022314	RCT SITE STANDARD OJT PROGRAM - DOCUMENTATION	1
022506	RCT OJT TASK 022506 - E-600 NRD	1
022514	RCT OJT TASK 022514 - RO7	1
022515	RCT OJT TASK 022515 - EXTENDER	1
022516	RCT OJT TASK 022516 - SNOOPY	1
022531	RCT OJT TASK 022531 - ARM	1
022541	RCT OJT TASK 022541 - PCM-1B	1
022542	RCT OJT TASK 022542 - PCM-2	1
022551	RCT OJT TASK 022551 - ALPHA CAM	1
022552	RCT OJT TASK 022552 - AMS-3 BETA CAM	1
022554	RCT OJT TASK 022554 - OPERATE THE EBERLINE AMS-4 BETA CAM	1

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Course #	Course Title	Duration/ Hours
022622	RCT OJT TASK 022622 - ESTABLISH CONTROL POINT ENTRY/ EXIT REQUIREMENTS	1
022691	RCT OJT TASK 022691 – ACES	1
022693	RCT OJT TASK 022693 – RSR	1

The Subcontractor instructor is responsible for delivering and facilitating the approved course curriculums identified above. The delivery includes classroom instruction, field instruction, and administering assessments in both written and OJT environments.

Perform Reviews and Assist in Development/Revision of Course Materials

The Subcontractor instructor may be requested by the HAMMER individual identified by the Buyer’s Technical Representative (BTR) to perform reviews of course materials and assist in the development/revision of course materials.

Subcontractor instructor shall keep a record as to the date(s) worked and the course(s) taught and/or course materials reviewed/developed/revision under this statement of work. The Subcontractor shall make that information available to the BTR within 48 hours upon request.

Logistics

The scheduling, coordination, and request for the support shall be initiated by the HAMMER individual identified by the Buyer’s Technical Representative (BTR) on an as-needed basis.

The HAMMER individual identified by the BTR will identify training needs and class demands to determine the number of overall sessions needed. Sessions will be scheduled by the HAMMER Radiological Safety Training Scheduling Point-of-Contact (POC) through within the Learning Management System (LMS).

After the sessions are set, at any time, the HAMMER individual identified by the BTR may add additional courses or cancel existing sessions. If new sessions are added to the schedule, the Subcontractor instructor may be asked to provide support to these new sessions, in which case, the Subcontractor instructor will be alerted as soon as possible that additional support opportunities exist. Where the Subcontractor instructor can support the added session or activity, the Subcontractor should respond as soon as possible to the request.

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Subcontractor shall confirm with the HAMMER Radiological Safety Training Scheduling POC within two working days, the ability to support additional sessions being scheduled, by sending an email response to the HAMMER Radiological Safety Training Scheduling POC and copying the HAMMER individual identified by the BTR.

In the event that classes are cancelled, the HAMMER Radiological Safety Training Scheduling POC will notify the Subcontractor instructor of the cancellation.

Training course development/revision support activities are scheduled or cancelled based on need. The Subcontractor instructor(s) may be asked to provide support to these new activities, in which case, the Subcontractor instructor will be alerted as soon as possible that additional support opportunities exist.

In the event that training course development/revision support activities are cancelled, the HAMMER individual identified by the BTR will notify the Subcontractor of the cancellation.

Subcontractor Instructor Expectations

The Subcontractor instructor shall:

- Provide training in accordance with approved provided current lesson and training plans. Deviation from approved training plans are not allowed without prior approval from the HAMMER individual identified by the BTR or responsible HAMMER Radiological Safety Training manager.
- Adhere to and require that all students abide by the approved Health and Safety Plan for each course. If a safety concern is raised or if a deviation to the approved safety plan is observed or anticipated, the Subcontractor instructor shall notify the HAMMER individual identified by the BTR, responsible HAMMER Radiological Safety Training manager, or HAMMER Operations immediately.
- Notify the HAMMER individual identified by the BTR if they are unable to conduct the training as scheduled for any reason. This notification should be done prior to the course delivery date if possible.
- Notify the HAMMER individual identified by the BTR prior to the course delivery date if the contracted course lesson plans and/or curriculum cannot be followed as originally submitted or noted in the contractual statement of work.
- Conduct all HAMMER Training related work in accordance with approved HMIS/HAMMER procedures and policies.

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- Arrive 30 minutes prior to the beginning of the course being taught to 1) ensure that the classroom, equipment, and course documents are in order for class and 2) greet students and ensure they are properly signed into class.
- Verify all students successfully completed the training and indicate any students who did not successfully complete the course.
- Spend the time after class ends to ensure that all course materials/rosters are:
 - checked for accuracy,
 - complete and are delivered to the HAMMER individual identified by the BTR. Please note: This step is necessary to ensure students' training records get updated to show they completed the course.

No course or exercise modification shall be performed within the scope of this contract without the approval of the responsible HAMMER individual identified by the BTR. (A HAMMER Training hazard analysis review is required for all course changes in accordance with the HAMMER-Hanford Training Hazardous Analysis and Control Process.

Modification or changes to props or training aids is not allowed without the approval of the responsible HAMMER individual identified by the BTR.

Delivery of Training to the Department of Energy and Site Contractors:

Scheduling of Training:

After Subcontractor instructor is approved through evaluation of a proposal from the Subcontractor and the subcontract is fully executed, the HAMMER Radiological Safety Training Scheduling POC will contact the Subcontractor instructor directly, via phone call or email, to schedule delivery of the proposed training.

Course Materials:

HAMMER Training will maintain all related course documentation to include Needs Analysis, Lesson Plan, Slide Presentation, etc. HAMMER Training will provide facility space, props, and all classroom materials including student evaluations, handouts, work books, pens, procedures, sample exams, feedback forms, activity sheets, and any additional training materials needed.

HAMMER Training will make any changes to the course material. All such changes must be approved by the HAMMER Training individual identified by the BTR and other SME's as applicable. HAMMER Training will brief the Subcontractor instructor on any changes to course curriculum.



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Enrollments and Billing:

Enrollments will be performed via the Learning Management System (LMS).

The Subcontractor shall submit billing to the Buyer for hours spent associated with each authorized activity that the Subcontractor instructor participated in. This would also include such activities as On-The-Job (OJT) training, instructor enhancement activities, review of training material being developed/revised, conducting student remediation, student mentoring, or other administrative/technical support (as requested by the Buyer).

Subcontractor is not authorized to make enrollments or collect billing for HAMMER Training classes. Inquiries as to class availability must be referred to HAMMER Training Logistics personnel or the HAMMER individual identified by the BTR.

Rosters and Training Records:

The HAMMER Radiological Safety Training Scheduling POC will produce the Course Completion Roster and Training Completion Records (TCR) for each class and student. Official course rosters will be provided to the Subcontractor instructor with his/her course supplies. If not pre-staged inside the classroom, course materials will be available for pick-up by the Subcontractor instructor at the 6096 Building, Room 7 on the HAMMER campus one or two days before the scheduled session.

It is preferred that completed rosters be submitted to the HAMMER Radiological Safety Training Scheduling POC prior to the Close of Business on the last class date. At a minimum, completed rosters shall be submitted to the HAMMER Radiological Safety Training Scheduling POC for entry into LMS no later than the next business day after the last date of the class. If this deadline cannot be made, a notification stating the extenuating circumstance shall be made to the HAMMER individual identified by the BTR. Completed rosters will consist of the Course Completion Roster, all individual Training Completion Records, HAMMER Training Course Evaluations, and any other course specific documents as determined by the HAMMER individual identified by the BTR.

The Subcontractor instructor may be invited by HAMMER Training personnel to participate in activities including but not limited to HAMMER Training-provided instructor enhancement meetings. The Subcontractor needs to notify the HAMMER Radiological Safety Training Scheduling POC and get her approval prior to the activity occurring.



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2 DELIVERABLES/SUBMITTALS

2.1 Deliverables

Will deliverables be required to be furnished by the Subcontractor: Yes

The Subcontractor instructor shall provide a course roster to HAMMER Radiological Safety Training Scheduling POC at the completion of class – for each course they teach. See **Section 1.3 Logistics – Rosters and Training Records** of this statement of work for specifics.

Subcontractor instructor shall keep a record as to the date(s) worked and the course(s) taught and/or course materials reviewed/developed/revised under this statement of work. The Subcontractor shall make that information available to the BTR within 48 hours upon request.

2.2 Submittals

Submittals are not required under this statement of work.

3 PLACE OF PERFORMANCE

Will work be performed on the Hanford site: Yes.

3.1 Onsite Work Location/Potential Access Requirements

The primary location, under this subcontract, where this work scope shall be completed is the HAMMER Facility. The work to be completed at the HAMMER Facility will be performed in an office environment/conference/class room/training props. When directed by the HAMMER individual identified by the BTR, courses may be conducted at satellite locations on the Hanford Site.

If Subcontractor employee is asked to perform this work scope at a satellite location out on the Hanford Site, the HAMMER individual identified by the BTR will ensure that the assigned Subcontractor employee has successfully completed the necessary training to perform work out at the satellite location(s) on the Hanford Site, prior to performing the work under this contract.

No special access requirements or hazardous conditions exist at the HAMMER facility. Any special requirements for the HAMMER facility are to be coordinated with HAMMER individual identified by the BTR.

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3.2 Site Access And Work Hours

Hanford personnel at the Hanford Site work a standard 4/10 schedule. The standard work week consists of ten (10) hours of work between 6:00 am and 4:30 pm, with one-half hour designated as an unpaid period for lunch - with Mondays through Thursdays as Site work days; however, non-standard hours of support may be required. In addition, some preparation/take down time may be required before and after a course is taught.

Work performed outside normal operating hours shall be coordinated and/or approved through the HAMMER individual identified by the BTR prior to performing the work.

The HAMMER Facility is open from 5:30am to 5:30pm, Monday through Thursday. As deemed necessary, HAMMER is open non-standard hours (including Fridays) to support Hanford Site Training needs. Work is to be performed during those hours unless special arrangements are made through HAMMER Operations.

The Subcontractor shall confirm with the HAMMER individual identified by the BTR as to when the training is to start each day and on which days (of the week) the training will take place.

3.3 Badging

A Hanford Site badge is not required for work conducted on the HAMMER campus. However, the Subcontractor needs to get the Subcontractor instructor a badge to enable the Subcontractor instructor to obtain an HLAN account and in case the work is performed elsewhere on the Hanford Site.

For any on-site work, see On-Site Services Special Provisions for details. The Subcontractor shall wear a Buyer issued security badge identifying themselves. A minimum of two (2) working days advance notice is needed for site badging. Subcontractor employees will be required to submit to vehicle searches and not personally carry or transport certain prohibited articles.

The Subcontractor instructor may need to acquire a Thermoluminescent Dosimeter (TLD). He/she should confirm with the HAMMER individual identified by the BTR.

4 REQUIREMENTS

The requirements listed below are to identify specific standards the Subcontractor and Subcontractor personnel will be obligated to work to in support of this statement of work.

4.1 Engineering Requirements

Engineering requirements applicable: **No.**

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4.2 Environmental, Safety, and Health Requirements

The Subcontractor shall perform work safely, in a manner that ensures adequate protection for employees, the public, and the environment, and shall be accountable for the safe performance of work. The Subcontractor shall comply with and assist the Buyer in complying with environmental and safety requirements of all applicable laws, regulations, and directives.

The Subcontractor shall exercise a degree of care commensurate with the work and the associated hazards. The Subcontractor shall ensure that management of environmental and safety functions and activities is an integral and visible part of the Subcontractor's work planning and execution processes. As a minimum, the Subcontractor shall:

- Thoroughly review the defined scope of work;
- Identify hazards and environmental and safety requirements;
- Analyze hazards and implement controls;
- Perform work within controls; and
- Provide feedback on adequacy of controls and continue to improve safety management.

The Subcontractor shall flow down all environmental and safety requirements to the lowest tier Subcontractor performing work on the Hanford site commensurate with the risk and complexity of the work.

The Subcontractor shall perform work in compliance with facility-specific procedures and requirements documents applicable to the work area.

The Subcontractor shall take appropriate action, up to and including stopping work, and immediately notify the BTR if an unplanned risk or hazard is discovered that is not covered by directions provided by Buyer. For emergencies while on the HAMMER campus, Subcontractor shall contact 9-1-1 on a land line phone (or 373-0911 on cell phones) then HAMMER Work Control at (509) 376-5353. The Buyer will then determine whether to modify the safety requirements of this statement of work.

Safety is the first priority at HAMMER and all Subcontractors are required to strictly adhere to the policies and procedures for the Hanford Site and the HAMMER facility.

Subcontractors are not allowed to bring any prohibited articles or substances onto the Site without prior written permission. The prohibited articles include, but are not limited to, all hazardous materials, illegal drugs, explosives or incendiary devices, and firearms.

Every instructor is responsible to use safe work habits, identify safety issues, be cognizant of surrounding situations, especially in and around training and prop areas while at HAMMER and report any issues to HAMMER personnel immediately.

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Prior to start of work, the Subcontractor personnel shall have read the *HMIS General Hazard Analysis (GHA) Procedure*.

Subcontractors and its lower-tier subcontractors shall be responsible to complete an Employee Job Task Analysis (EJTA) in accordance with [HMIS-PRO-SP-11058](#) for any of the following situations:

- For any Subcontractor employee who will be on the Hanford Site for more than 30 days in a year.
- For any Subcontractor employee who may potentially be exposed to hazards (e.g. radiological, beryllium, hazardous wastes, noise) while performing in accordance with the subcontract statement of work.
- For any Subcontractor employee enrolled in a medical or exposure monitoring program required by 10 CFR 851, and/or any other applicable federal, state or local regulation or other obligation.

If any of the above conditions are met, the Subcontractor and its lower-tier subcontractor employee is to have a current approved EJTA prior to that employee beginning work on the Hanford Site.

Buyer's Safety and Health Procedures are available on the internet at <https://www.hanford.gov/pmm/page.cfm/ContractorForms>. The documents on this site are kept current and are available for Subcontractors and lower-tier Subcontractor use.

Unique or specific requirements: **No.**

4.3 Quality Assurance Requirements

The work activities for this Statement of Work have been designated as a **Quality Level G: Q Level 0 – General Service**.

The Subcontractor shall be responsible for performing quality workmanship and shall conduct the quality control measures necessary to ensure work conforms to referenced codes and standards, and other requirements defined in this SOW.

5 ACCEPTANCE CRITERIA

Provide quality services as described in this statement of work and provide identified deliverables as described in this statement of work.

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6 CONFIGURATION MANAGEMENT

6.1 Configuration Management Requirements

There are no specific Configuration Management requirements applicable to this SOW.

6.2 Applicable Standards

There are no specific applicable standards identified for this SOW.

6.3 Verification/Hold Points

Not applicable.

7 QUALIFICATIONS

The Subcontractor shall ensure that its personnel meet and maintain the appropriate training, qualifications, and certification requirements to perform the work as specified in this SOW. The Subcontractor is expected to provide appropriately trained and qualified staff to perform the type of work associated with their work at the Hanford site. Additionally, the Subcontractor shall perform work in accordance with the specifications, exhibits, and other documents, which made by reference, are a part of the SOW.

In order to determine the Subcontractor qualified to perform the scope of work as outlined, the Subcontractor must have the following qualifications:

Minimum of 18 months experience providing instructional support.

Subcontractor also must provide personnel to support this scope that have the following qualifications:

Subcontractor Instructor Required Qualifications:

The following types of general and technical requirements are required to successfully fulfill this position:

Technical Requirements:

- A minimum of three years of prior experience performing Radiological Safety or Radiological Control Technician (RCT) training.
- A minimum of five years Radiological Control experience, which should include a minimum of two years' experience at a Government Operated Facility, i.e., Department of Energy (DOE) or Department of Defense (DOD).



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- Demonstrated knowledge of Systematic Approach to Training/Analysis, Design, Development, Implement, Evaluate (SAT/ADDIE) process instructional techniques through training or experience.

General Requirements:

- Experience presenting to large groups
- Basic use of Audio/Visual (A/V) equipment
- Comfortable speaking in front of groups
- Basic use of Microsoft Office suite
- Strong customer service skills
- Strong presentation skills, including presenting to a diverse student population; i.e., professional bargaining unit, and management, etc.

Desired Qualifications:

- Naval nuclear program experience, National Registry of Radiation Protection Technologists (NRRPT), or Certified Health Physicist (CHP)
- Degree (AAS or higher) in Nuclear Technology, Engineering or Health Physics
- Certification as a qualified instructor for the material being presented.

HAMMER Radiological Safety Training may conduct phone/video (in person if it is allowed) interviews to ensure the proposed candidate meets requirements.

New Subcontractor instructor is required to review lesson plans and audit the course in order to become familiar with the content and delivery methods. On-the-Job Training (OJT) will be conducted while a qualified instructor is present to conduct class. A trainee cannot take the place of a qualified instructor. When Subcontractor believes that a new instructor is qualified and ready to perform, the Subcontractor should contact the HAMMER individual identified by the BTR to arrange for an evaluation. New instructor must be evaluated in the classroom by a HAMMER Radiological Safety Training staff member. Upon recommendation by the evaluator, the HAMMER Radiological Safety Training Scheduling POC will request that Training Records add the new instructor as an instructor/authenticator to the Training Activity Sheet (TAS).



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The Buyer will provide the Subcontractor the necessary OJT per instructor. This OJT will be coordinated with and directed by the HAMMER individual identified by the BTR.

Subcontractor instructors who do not adhere to established HMIS/HAMMER procedure, policy or training plans will have their class specific qualifications revoked (removed from the TAS) by the HAMMER individual identified by the BTR with approval from a HAMMER Training Manager.

In addition to the above, the Subcontractor shall provide qualified personnel throughout the period of performance of the Subcontract. Subcontractor shall be responsible for ensuring its personnel meet and/or maintain current and valid training requirements, certifications and are fully capable to complete the duties described through the entirety of the Subcontract period of performance.

8 SPECIAL REQUIREMENTS

In accordance with the HAMMER Weapons Policy, non-law enforcement/U.S. Military personnel or law enforcement/U.S. Military personnel who are not representing their agency/branch in an official capacity may not possess weapons or ammunition within HAMMER, i.e., all areas within the HAMMER perimeter fence.

8.1 Training

Subcontractor shall ensure that its personnel meet and maintain the appropriate training, qualification and certification requirements for training courses being taught.

The following types of training qualification(s) are required:

- Hanford General Employee Training (HGET) and HMIS General Employee Training are required.
- All instructors shall complete a HAMMER facility orientation before the first time they deliver training at the HAMMER facility and annually thereafter (available on Internet).

HAMMER Radiological Safety Training will ensure that the Subcontractor instructor meets and maintains the appropriate training, qualification, and certification requirements as outlined in HMIS's Instructional Staff Training Program Description.

The Subcontractor shall maintain training records for their personnel and ensure all required training is completed prior to work. Additionally, as soon as practical after award, the Subcontractor shall submit a badge request for personnel required under the various releases so that they may be scheduled for training and medical evaluation so that crews will be eligible for work on site. The badging request is required, because without it an HID# cannot be assigned, and therefore training and medical evaluations cannot be easily coordinated and scheduled.

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8.2 Use of Government Vehicles

There is no anticipated need for any Subcontractor employees to use a Government-furnished vehicle in the performance of this statement of work. The Subcontractor's employees, therefore, are specifically prohibited from driving any Government-furnished vehicles under the performance of this statement of work unless this statement of work is formally so modified by the parties and the employee(s) will present a valid driver's license to the BTR for review.

8.3 Government Property

Government Property is not anticipated to be furnished to or acquired by Subcontractor under this SOW.

8.4 Hanford System Access Requirements

Not applicable.

8.5 Electrical Components

Not applicable.

8.6 Section 508 of Rehabilitation Act Applicability

Section 508 of the Rehabilitation Act requires federal agencies to develop, procure, maintain, and use information and communications technology (ICT) that is accessible to people with disabilities - regardless of whether or not they work for the federal government. Section 508 requires federal agencies to make their ICT such as technology, online training, and websites accessible for everyone. This means that personnel with disabilities are able to do their work on the accessible computers, phones and equipment in their offices, take online training or access internal website to locate needed information. Additional information regarding the applicability of this section can be found via the following link: <https://www.epa.gov/accessibility/what-section-508>.

Not applicable.

9 ACCESS AUTHORIZATION/CLEARANCE REQUIREMENTS

The scope of work **will not** require access authorization (security clearance).

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10 MEETINGS

10.1 Meetings

After subcontract award, the Subcontractor shall participate in a Project Kickoff Meeting, which may be a conference call, an internet meeting, or a meeting to be held at HMIS Site. The time, date, and agenda for the meeting will be provided to the Subcontractor by HMIS.

The Subcontractor shall interface with various HMIS (and other) organizations through HMIS's Contract Specialist (or designated BTR for in-scope work), as required, or at points and frequency determined by the Contract Specialist. The person or persons designated by the Subcontractor to attend all meetings shall have all required authority to make decisions and commit subcontractor to technical decisions made during meetings.

Subcontractor instructor shall participate in all meetings as required by the BTR or the HAMMER individual identified by the BTR. Subcontractor instructor shall attend training review meetings when requested.

11 INTERFACE/NOTIFICATIONS

A. A BTR will be designated for the subcontract/ subcontract release.

B. Designation of BTR

The BTR is responsible for monitoring and providing technical guidance for this subcontract and should be contacted regarding questions or problems of a technical nature. The BTR is also responsible for appropriate surveillance of the Subcontractor's representative while on site. In no event, however, will an understanding or agreement, modification, change order, or any deviation from the terms of this subcontract be effective or binding upon HMIS unless formalized by proper subcontract documents executed by the Contract Specialist prior to completion of this subcontract. On all matters that pertain to the subcontract terms, the Subcontractor shall contact the Contract Specialist specified within this subcontract. When in the opinion of the Subcontractor, the BTR requests or directs efforts outside the existing scope of the subcontract; the Subcontractor shall promptly notify the Contract Specialist in writing. The BTR does not possess any explicit, apparent or implied authority to modify the subcontract. No action should be taken until the Contract Specialist makes a determination and/or modifies the contract.

C. The work will be inspected daily/periodically by the BTR.

D. The Subcontractor shall immediately notify the field Contract Release BTR (who will contact HMIS Safety) of any injuries or incidents; to include damage to subcontractor-owned property or equipment. The Subcontractor will follow this up within 24 hours with a written explanation to the Contract Specialist of the occurrence.

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- E. In the event that there is an abnormal or unusual situation associated with this contract work scope, the Subcontractor is to immediately contact the BTR. If, after several attempts, the Subcontractor is unable to contact either the BTR or the Contract Specialist, the Contractor is to contact HMIS Occurrence Notification Center at (509) 376-2900, which is available 24 hours a day, seven days a week, and provide them with: Contract Number, Contract Specialist's name, BTR's name and a short summary of the abnormal or unusual situation. If after making contact with HMIS, the Subcontractor is advised to suspend activities, the Subcontractor is not to proceed until such direction to proceed has been expressly issued by the Contract Specialist. If there is an emergency situation, the Subcontractor is to make the appropriate immediate emergency call to 911 or 373-0911 for cell phones and then make the notifications to HMIS as set forth herein.
- F. Prior to work in the field, Subcontractor shall ensure each employee has been cleared by HMIS and verify all training is complete in accordance with this statement of work.

12 APPENDICES

Not applicable.