

Meeting with EOTA

Personnel Present at the meeting included: Mr. Paul Jenkins, Dave McKay, Charlie Brown of EOTA and the Chairman of the EMI-SIG Training Working Group, Bob Burger.

The meeting was held at EOTA in Albuquerque, New Mexico on 16 January 2008 to discuss the EMI-SIG Objective #2 and to determine a plan of action for proposal to the EMI-SIG Steering Committee for approval and further development.

The Proposed Plan of Action for further development of this objective would include the following:

1. **Analysis** – The foundation to a successful training program is a reliable analysis. EOTA could accomplish an analysis of the Emergency Operations Centers to determine existing needs as well as potential resources to meet those needs. The analysis would be accomplished at multiple levels to identify the positions utilized, the tasks of the positions, and the knowledge and skills needed to complete the identified tasks. EOTA could then take the next step of a Gap analysis to determine whether training already exists or if training needs to be developed.
2. **Training** - If there is a void and there is a true need to develop training, EOTA could work with HQs and the field to develop the needed training. The training could be developed to standardize the common areas across the complex and allow for tailoring to accommodate site-specific idiosyncrasies. The training would be developed to integrate requirements based on National Incident Management System, the National Response Framework, and applicable DOE orders.
3. **TEAMWORK** - EOTA would be working directly with the EMI-SIG Training Working Group, the experts in the field, and Headquarters personnel to support the applicable program office. The completed analysis would provide valuable information for the decision makers to determine a path forward. EOTA would be providing information to support your decision makers, EOTA efforts would support policy, not determine it.
4. **Policy** – EOTA will provide the information and the policy makers will make the determination of how the data is used.
 - a. EOTA will determine in the analysis what the sites currently have developed through surveys through the TWG.
 - b. EOTA will determine through Gap Analysis what needs to be developed.
5. The TWG will provide input, courses, classes that are already developed to assist EOTA.

6. SME's other Committees and the TWG will be utilized to help develop courses and classes as required.
7. Once the positions and requirements are accomplished, EOTA will accomplish Job Task Analysis for each identified position.
8. The minimum requirements will be determined based on the Job Task Analysis and input from the TWG and other Committees.
9. EOTA will develop the courses and classes by position with academic evaluation and performance/competency standards that the sites will accomplish for completion.
10. EOTA would then provide a certificate of completion for each course completion.

Implementation Plan

1. Upon Completion of Position minimum qualifications and the Program by EOTA, DOE will provide the requirements through the order or as they determine is appropriate.
2. Sites will adopt the minimum qualifying requirements and further develop their programs as determined the site Authority Having Jurisdiction (AHJ).

BOB BURGER, CEM
EMI-SIG Training Working Group, Chairman