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## **Civilian Radioactive Waste Management**

### **DESK INSTRUCTION DI-001**

Activity: YMP Verification of Education and Experience (VOEE)  
Requirement: LP-2.9Q Establishment and Verification of Required Education and Experience of Personnel (Q)  
Process Owner: Jose A. Archuleta

#### **Purpose**

The purpose of this Desk Instruction (DI) is to describe the internal SNL process for achieving compliance with the requirements of LP-2.9Q-BSC.

#### **Goal**

To show objective evidence that personnel are qualified to perform assigned work.

#### **Implementation**

1. Determine if employee requires completion of VOEE:
  - a. Case 1: New employee and job function assigned by Manager requires completion of VOEE
  - b. Case 2: Active employee and job function has changed
2. SNL employee
  - a. Schedule visit with SNL HR and identify employee file to be reviewed
  - b. Visit SNL HR and complete YMP VOEE from employee's file
3. SNL contractor employee
  - a. E-mail VOEE form to contractor's home office with instructions, due date, and notification that employee will not be able to perform 'Q' work until completion and submittal of VOEE
4. Review SNL VOEE form for completeness to include Accreditation information for listed educational institution.
5. Complete a SNL Position Description for employee
6. Complete a Justification Form (if required) for employee
7. Submit VOEE package to BSC HR: VOEE, Position Description, Justification Form

**Compliance achieved when:** VOEE package is completed and sent to BSC.

**Verification:** VOEE can be tracked in the RPC Records Information System (RIS) through assigned accession number (MOL.....)