

**UPF TRAINING REQUIREMENTS
MATRIX (TRM)
OAK RIDGE, TENNESSEE**



September 2025 | Revision 13

**UPF TRAINING
REQUIREMENTS MATRIX
(TRM)
OAK RIDGE, TENNESSEE**

September 2025

Prepared by the Uranium Processing Facility Project Team
of Consolidated Nuclear Security, LLC
Management & Operating Contractor
for the
Y-12 National Security Complex
under Contract No. DE NA0001942
with the U.S. Department of Energy
National Nuclear Security Administration

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REVISION LOG

Revision	Description	Intent	Non Intent
13	<p>Modified the Scope to include interns</p> <p>Item 1 Changed GET reference to General Employee Limited 52000048 to maintain consistency with Y12 site requirements</p> <p>Item 2 Created a new item for site access requirements for visitors per CR 25774-000-GCA-GAM-05209 actions 2 and 3</p> <p>Item 18 Added the UPF Fall Protection Delta course</p> <p>Revised the items 23, 24, 25 and 26 to eliminate the Annual Field Work Audit and changed the periodicity of the Qualified Electrical Persons for Low Voltage, Medium Voltage, Electrical Testing and Electrical Risk Assessment (ERAT) checklists to being required every 12 months</p> <p>Added references to Y17-95-64-880 UPF Electrical Safety to the requirement source listing in items 23, 24, 25</p> <p>Revised item 36 - Software Project Team Training requirements per CR 25774-000-GCA-GAM-05290</p>	X	
12	<p>Incorporate corrections from Pen & Ink on Rev 11 03/31/25 of incorrect and/or misaligned information needing clarified in item 22 and 24.</p> <p>Added Q 52012626 Y17-95-64-880 UPF Electrical Safety in the Workplace to align with Q 51227225 UPF-MANUAL-CM-001 Elec Safety</p> <p>Added Q 52013925 UPF-JHA-00764 Working Around Energized Cables</p> <p>Removed Q 51538840 UPF-JHA-00558 Electricians JHA</p> <p>Items affected: # 21,22,23,& 24.</p>	X	
Previous Revision	On record	N/A	

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ACRONYMS, ABBREVIATIONS, AND INITIALISMS

CFR	Code of Federal Regulations
CUI	Controlled Unclassified Information
DC	Derivative Classifier
DOE	US Department of Energy
FAM	Functional Area Manager
GET	General Employee Training
GST	General Subcontractor Training
LO/TO	Lockout/Tagout (hazardous energy control)
MA	Management Assessment
OSHA	Occupational Safety and Health Administration
PAF	Position Assignment Form
PSR	Project Support Request
QA	Quality Assurance
SCI	Suspect Counterfeit Items
SME	Subject Matter Expert
TPD	Training Position Description
TRM	Training Requirements Matrix
UCAMS	Universal Computing Account Management System
UPF	Uranium Processing Facility
CAM	Control Accounts Manager

1.0 INTRODUCTION

The Training Requirements Matrix (TRM) is a list of training expectations based on the work performed by Uranium Processing Facility (UPF) Project personnel, cross-walked to the applicable requirement source and corresponding training courses. The TRM is based on activities using a graded approach and provides guidance for supervisors and managers to identify personnel training needs. The matrix does not include every training topic, but has been created to reflect the activities most commonly involved in work performed by UPF Project personnel. The entries that refer to “Management Directive” as the requirement source are considered “should” versus “shall” statements.

2.0 SCOPE OF WORK

2.1 Scope

The requirements specified in this matrix applies to UPF workers and temporary support personnel, i.e. Project Support Request (PSR), subcontractor personnel and interns, who perform work at UPF facilities. It was developed by the Training Manager and Functional Area Managers (FAMs) through analyzing requirements and applicable standards to determine training requirements. It identifies training modules, durations of training, and any re-training requirements. The matrix is not inclusive of all training requirements; however, it is a tool that should be used to ascertain the most common training required for Project personnel. For some tasks, it may be necessary to supplement the information found in this document with information listed in the Y-12 site’s other requirements repositories. Subcontractor training programs may be evaluated on a case-by-case basis to determine equivalency with the requirements listed in this document.

3.0 ROLES AND RESPONSIBILITIES

3.1 UPF Training Manager

The UPF Training Manager is responsible for ensuring that a training program is implemented that allows managers and supervisors to identify the training requirements associated with the work performed by UPF Project personnel. The UPF Training Manager will perform the following:

- Develop and submit the UPF TRM for review and approval
- Ensure maintenance of the TRM in order to match hazards and requirements with corresponding training
- Ensure that UPF training materials are developed, implemented, and maintained to support the requirements identified in the TRM
- Ensure that any changes to the TRM are communicated to the Project’s functional managers
- Review the TRM as changes are identified, and document any required updates.

3.2 Functional Area Managers

The FAMs, when notified of a change to the TRM, are responsible for reviewing the changes and updating personnel training assignments, as appropriate. This review-and-update process should include, initiating changes to affected Training Position Descriptions (TPDs), and, if needed, initiating changes to affected employees' Position Assignment Forms (PAFs).

4.0 REVIEW AND APPROVAL

4.1 Review

The UPF TRM is reviewed in compliance with Y90-95-027, *UPF Training Procedure* to ensure that the matrix is kept up-to-date with current expectations and requirements. The UPF Training department submits the matrix for evaluation by the affected functional areas. Those departments, in turn, provide input based on their assessments and evaluations. Changes to program, procedures, and Project processes should be evaluated on an ongoing basis for their impact to the overall training requirements.

APPENDIX A

Training Requirements Matrix

Item No.	If You...	Then You Must Complete	Duration (Hours)	Retrain Interval (Months)	Source of Requirements
PROJECT ACCESS TRAINING					
1.	Are person without a DOE L or Q clearance onsite unescorted for 10 days or more (includes PSR personnel) OR Have a DOE L or Q clearance on site unescorted for 10 days or more (includes PSR personnel)	Q 52000048 General Employee Limited	2.5	12	DOE Order 426.2a, Personnel Selection, Training, Qualification, and Certification Requirements for DOE Nuclear Facilities
		Q 50028732 General Employee Training	7	Once	29 CFR 1910.1200 10 CFR 835.901
		Q 51074091 General Employee Refresher (Web)	1	24	DOE <i>MANUAL</i> 470.4-4 Section B 29 CFR 1910.157(g)
2.	Are a visitor or vendor accessing Construction or Startup Areas	Q 51328622 Dropped Objects Prevention Q 52013925 JHA -0764 Work Near Ener Cable Q 52012176 JHA-0720 Site General Activities Q 51185908 Life Critical Requirements Q 51187446 LCR Attestation Q 52013712 Live Plant Training	0.5 0.5 0.5 0.5 0.5 0.5	Once Once Once Once Once Once	Managerment Directive
3.	Are visitor or vendor needing unescorted access to the Construction or Startup Areas	Q 51222354 Construction Safety Orientation	2.0	Once	Managerment Directive
		Or Q 52014102 Construction Safety Orientation (Web)	1.0	Once	

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PROJECT TRAINING					
4.	Are a Control Account Manager or Project Controls person supporting a CAM	Q 51428421 EVMS, Basic EVMS Class	16	Once	E-SD-2013 and DOE O 413.3A
		Q52001525 EMVS Refresher Prerequisite Exam	1	24	
		Q52001375 EVMS Refresher	1	24	
STARTUP/COMMISSIONING					
5.	Are signatory to, or work under, a Lockout/Tagout permit	Q 51603876, UPF LOTO Authorized Employee	1	Once	Y17-95-64-801 UPF Construction Phase System and Equipment Safety Lockout/Tagout
		Q 51605072, UPF Lockout/Tagout Annual	1	12	
6.	Perform as a Lockout/Tag Out Authorized Operator	Q 51603920, UPF Authorized Operator	1	Once	Y17-95-64-801 UPF Construction Phase System and Equipment Safety Lockout/Tagout
		Q 51603876, UPF LOTO Authorized Employee	1	Once	
		Q 51605072, UPF Lockout/Tagout Annual	1	12	
		Q 51603950, UPF Authorized Operator Verification of Competency	1	Once	
7.	Function as a Lockout/Tag Out Permit Requestor	Q 51603923, UPF Permit Requestor	1	Once	Y17-95-64-801 UPF Construction Phase System and Equipment Safety Lockout/Tagout
		Q 51603876, UPF LOTO Authorized Employee	1	Once	
		Q 51605072, UPF Lockout/Tagout Annual	1	12	
8.	Function as a Lockout/Tag Out Tagging Authority	Q 51604044, UPF LOTO Tagging Authority	1	Once	Y17-95-64-801 UPF Construction Phase System and Equipment Safety Lockout/Tagout
		Q 51605072, UPF Lockout/Tagout Annual	1	12	
		Q 51603923, UPF Permit Requestor	1	Once	
		Q 51603920, UPF Authorized Operator	1	Once	
		Q 51604009, UPF Tagging Authority Verification of Competence	---	Once	

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Item No.	If You...	Then You Must Complete	Duration (Hours)	Retrain Interval (Months)	Source of Requirements
STARTUP/COMMISSIONING					
9.	Function as a Lockout/Tag Out Work Group Supervisor	Q 51603876, <i>UPF LOTO Authorized Employee</i>	1	Once	Y17-95-64-801 UPF Construction Phase System and Equipment Safety Lockout/Tagout
		Q 51605072, <i>UPF Lockout/Tagout Annual</i>	1	12	
		Q 51603920, <i>UPF Authorized Operator</i>	1	Once	
CONSTRUCTION					
10.	Function as a Fire Watch	Q51258487, <i>UPF Fire Watch Training</i>	1	Annual	Y17-95-64-877, <i>UPF Hot Work Permit</i> UPF-CP-227, <i>UPF Safety Watches</i>
		Q51227577, <i>UPF Fire Watch Practical</i>	1	Annual	
11.	Function as a Permit Authorizing Individual (PAI)	Q 51258487, <i>Fire Watch (Web)</i>	1	Annual	Y17-95-64-877, <i>UPF Hot Work Permit</i> UPF-CP-227, <i>UPF Safety Watches</i>
		Q 50798653, <i>UPF Hot Work</i> Y17-95-64-877	1	Once/rev	
		Q 52000530, <i>PAI Briefing</i>	1	Once	
FIRE PROTECTION/LIFE SAFETY/EMERGENCY MANAGEMENT					
12.	Are an employee or subcontractor onsite more than 10 days – unescorted access	Q 50372664, <i>Y-12 Building /Facility Emergency Plan (B/FEP)</i>	1	12	Y40-507; 29 CFR 1910.165; 29 CFR 1910.
13.	Are a Building Emergency Warden	Q 50025920, <i>Building Emergency Warden</i>	1	12	Y40-140
14.	Enter Radiological areas, but do not perform any hands-on work in the radiological areas, and may serve as a radiological escort for Limited employees	QP 50329390, <i>Y12 Rad Worker II Limited</i>	---	---	10 CRF 835, <i>Occupational Radiation Protection</i> Management Decision
		Q 50385433, <i>RWII Limited Theory</i>	1	24	
		Q 50323794, <i>RWII Limited PRC</i>	1	24	
		Q 51478362, <i>Proper Waste Disposal at BCS</i>	0.5	24	

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Item No.	If You...	Then You Must Complete	Duration (Hours)	Retrain Interval (Months)	Source of Requirements
FIRE PROTECTION/LIFE SAFETY/EMERGENCY MANAGEMENT					
15.	Are UPF Personnel who need to perform “hands on” work in RAD areas	QP 50233859, Y-12 Radiological Worker:			10 CFR 835, <i>Occupational Radiation Protection</i> , DOE-HDBK-1130-2008, <i>DOE Handbook for Radiological Worker Training</i>
		Q 50072886, RWII 956 Initial Theory Part 1	12	Once	
		Q 50023320, RWII 956 Initial PRC	6	Once	
		Q 50097802, RWII 4348 Requal, 1 of 3	1	24	
		Q 50468260, RWII 4348, 2 of 3	1	24	
		Q 50023961, RWII 4348 Requal PRC, 3 of 3	1	24	
		Q 51478362, Proper Waste Disposal at BCS	0.5	24	Management Decision
16.	Are identified as a Confined Space Entrant and/or Attendant	Q 51202464, UPF Confined Space Entrant/Attendant Training	1	Once	Y73-95-802, <i>Confined Space Entry Program</i>
17.	Are a Confined Space Entry Supervisor	Q 51206826 UPF Confined Space Entry Supervisor	1	Once	Y73-95-802, <i>Confined Space Entry Program</i>
		Q 51202464, Confined Space Entrant/ Attendant	1	Once	
18.	Are working or travelling at elevations six (6) feet or more above lower levels	Q 51217689, UPF Fall Prevention & Protection	3	Once	UPF-CP-212, <i>UPF Fall Prevention and Protection</i>
		OR Q 52014136, UPF Fall Protection – Delta (only for personnel current in Y12 Fall Protection)	.5	Once	
19.	Are working in an area where you are exposed to noise levels of 85 dBs or greater over a time weighted average of 8 hours	Q 51224421, Hearing Conservation Program	0.25	12	UPF-CP-312, <i>Hearing Conservation Program</i>

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FIRE PROTECTION/LIFE SAFETY/EMERGENCY MANAGEMENT					
20.	Are someone who has a reasonable, anticipated exposure to blood or other potentially infectious material	Q 50023298, <i>Blood borne Pathogens, Class</i> Q 5200001, <i>Bloodborne Pathogens WBT</i>	2.5 1	Once 12	29 CFR 1910.1030 UPF-CP-305, <i>Bloodborne Pathogens</i>
21.	Are required to wear a respirator in the performance of a work task	Q 51314305, UPF Respirator Training	2	12	CP-318, Respirator Use and Issuance;
22.	Supervise a person who wears a respirator	Q 52002479, UPF Respirator Training for Supervisors	2	12	CP-318, Respirator Use and Issuance; ANSI Z88.2
ELECTRICAL SAFETY					
23.	Work within a limited approach boundary of $\geq 50 \text{ volts} \leq 600$	Q 51269366, UPF Electrical Safety Training Q 51613774, UPF Annual Low Voltage Qualified Electrical Person Checklist Q 51307715, CPR First Aid AED Q 52001461 Contact Release Q 51227225, UPF- <i>Manual</i> -CM-001 Elec Safety Q 52012626 Y17-95-64-880 UPF Elec Safety Q 52013925 UPF JHA-00764 Working Around Energized Cables	2 ----- 5 1 2 1 0.25	36 12 12 12 12 Once/rev Once/rev	UPF- <i>Manual</i> -CM-001 Uranium Processing Facility Construction Electrical Safety <i>MANUAL</i> Y17-95-64-880 UPF Electrical Safety

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ELECTRICAL SAFETY					
24.	Work within a limited approach boundary > 600 volts	Q 51269366, UPF Electrical Safety Training	2	36	UPF-MANUAL-CM-001 Uranium Processing Facility Construction Electrical Safety <i>MANUAL</i> Y17-95-64-880 UPF Electrical Safety
		Q 51613774, UPF Annual Low Voltage Qualified Electrical Person Checklist	-----	12	
		Q 52001601, UPF Annual Med Voltage Qualified Electrical Person Checklist	-----	12	
		Q 51307715, CPR First Aid AED	5	12	
		Q 52001461 Contact Release	1	12	
		Q 51594483, UPF Med Voltage Elec Safety	2	36	
		Q 51227225 UPF-MANUAL-CM-001 Elec Safety	2	Once/rev	
		Q 52012626 Y17-95-64-880 UPF Elec Safety	1	Once/rev	
		Q 52013925 UPF JHA-00764 Energized Cables	0.25	Once/rev	
25.	Perform Electrical Hazard Risk Assessments	Q 51227225 UPF-MANUAL-CM-001 Elec Safety	1	Once/rev	UPF-MANUAL-CM-001 Uranium Processing Facility Construction Electrical Safety <i>MANUAL</i> Y17-95-64-880 UPF Electrical Safety
		Q 52012626 Y17-95-64-880, UPF Elec Safety	13	Once/rev	
		Q 51269366 UPF Electrical Safety Training	1	36	
		Q 51428757 Y17-95-64-823, UPF STARRT/JHA	0.25	Once/rev	
		Q 52012925 UPF JHA-00764 Energized Cables	2	Once/rev	
		Q 51594483 UPF Medium Voltage Elec Worker	1	36	
		Q 52009175 UPF Elect Hazard Risk Assess	1	Once	
		Q 52010176 UPF Annual Risk Assessor Checklist	1	12	

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ELECTRICAL SAFETY					
26.	Perform Electrical Testing (DLRO/Megger/Hi-Pot tests)	Q 51269366, UPF Electrical Safety Training	2	36	UPF-MANUAL-CM-001 Uranium Processing Facility Construction Electrical Safety <i>MANUAL</i>
		Q 52010127, UPF Annual Megger/Hi-Pot Chklist	-----	12	
		Q 51307715, CPR First Aid AED	5	12	
		Q 52001461, Contact Release	1	12	
		Q 51594483, UPF Medium Voltage Elect Safety	2	36	
		Q 51227225, UPF-MANUAL-CM-001	1	Once/rev	
		Q 52012626, Y17-95-64-880 UPF Elec Safety	1	Once/rev	
		Q 52013925, JHA-00764 Energized Cables	0.25	Once/rev	
		Q 52002912, UPF Megger/Hi-Pot Brief	2	Once	
SECURITY					
27.	Are a person who will have unescorted access to UPF areas	Q 50811234, <i>UPF Project Security Training</i>	1	12	Project Management Directive
28.	Possess a UCAMS user ID and password	Q 50128312, <i>CNS Annual Cyber Security</i>	1	12	DOE Order 205.1 Y19-401
		Q 50030261, <i>Controlled Unclassified Information</i>	1	24	
29.	Have an 'L' or 'Q' clearance	Q 50024760 Comprehensive Security Briefing	1	Once	DOE O 470.4B Chg. 1
	Are required to generate, handle, use, store, reproduce, transmit (including hand-carry), and/or destroy classified matter	Q 50436956, <i>Initial CMPC Training</i>	6	Once	E-PROC-3210, <i>Classified Matter Protection & Control MANUAL</i>
		Q 50024297, <i>Classified Matter Protection and Control (CMPC)</i>	1	24	

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SECURITY					
30.	Have access to classified material by virtue of their work location but will NOT generate, handle, use, store, reproduce, transmit, and/or destroy it	Q 51008028, <i>Modified CMPC Training</i>	0.5	24	DOE O 471.6, Change 2, Information Security
31.	Are a Derivative Classifier (DC), an individual who possesses the combination to a classified repository, an individual who has routine, daily responsibility for classified matter, an individual who serves as a Primary or Alternate Accountable Classified Removable Electronic Media custodian, or an individual who carries classified matter outside the Oak Ridge Reservation	QP 50493194 <i>Y-12 Derivative Classifier (DC) / Reviewing Official Training Requirements</i> Q 50024297, <i>Classified Matter Protection and Control</i> Q 50269881, <i>Y-12 DCRO Initial/Recert Training</i> Q 50436956, <i>CMPC Initial Training (L or Q only)</i> Q 50684062, <i>Annual Derivative Classifier Briefing</i>	1 2 6 1	24 24 Once 12	M 470.4-4A DOE M 475.1-1B
32.	Routinely work with classified matter and other protected matter	Q 51305060, <i>Reviewing Official</i> Q 51473440 <i>CNS DC/RO Preliminary</i>	1 1	24 Once	DOE O 471.1B & 475.2B
33.	Are assigned as a classified Repository Custodian or Alternate Custodian	QP 50675184 Y12 Repository Custodian and Alternates Q 50430158, <i>Repository Custodian Training</i> Q 50024297, <i>Classified Matter Protection / Control</i>	1 1	24 24	<i>DOE Order 471.6</i> Change 1, Y19-203, <i>MANUAL</i> for the Protection of classified matter

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SECURITY					
34.	Use a classified computer system	QP 50233845, Y-12 Classified Account Holder (ISSO)			DOE M 471.2-2
		Q 50029322, <i>Information System Security Officer (ISSO) and Users of Classified Systems</i>	2	Once	
		Q 50024297, <i>Classified Matter Protection and Control</i>	1	24	
		Q 50436956, CMPC Initial Training (L or Q only)	6	Once	
		Q 51152353, Email Derivative Classified	2	24	
35.	Escort L-Cleared or uncleared personnel in a Limited Area	Q 50568066, <i>CNS Escorting for Security Areas</i>	1	12	DOE O 473.3A
36.	Are going to be an escort for an un-cleared person in an area where classified computers are located	Q 50610082, CT401-CNS Cyber Security Escort Training	1	12	Y19-401
37.	Prepare, access, transmit, copy, and destroy Controlled Unclassified Information (CUI)	Q 50030261, Controlled Unclassified Info (CUI)	1	24	DOE O 471.3 DOE M 471.3-1

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QUALITY ASSURANCE					
38.	Are a Software Owner or member of software development team	Q 51157886, Y60-95-015, UPF Software Quality Assurance	1	Once	Y60-015, Chapter 3, <i>Software Quality Assurance Manual</i>
		Q 52009476, Software Manager Project Team	4	Once	
39.	Participate in a management assessment (MA) or surveillance as the Functional Manager (FAM) Lead	Q 51191716, UPF Management Assessment (MA) Program	.5	Once	Management Directive
40.	Are a Project employee and you access the ActionWay application	Q 51170626, Issues Management Process (IMP)	1	Once	Management Directive
41.	Are a Functional Issues Management Coordinator (IMC) requesting ActionWay permissions	Q 51172385 UPF Issues Management Procedure ActionWay Training	1	Once	Management Directive
42.	Perform as an SC/I Coordinator	Q 51509286 UPF SCI Receipt Inspection	1	Once	Management Directive
		Q 51603304 UPF S/CI Refresher	1	12	
		Q 51127921 UPF Y15-95-813 SCI Procedure	1	Once/rev	
		Q 52001219 UPF S/CI Coordinator Training	1	Once	
43.	Perform receiving/handling or receipt inspection duties	Q 51509286 UPF SCI Receipt Inspection	1	Once	Management Directive
		Q 51603304 UPF S/CI Refresher	.25	12	
44.	Function as General Assessment Team Lead or Member	Q 51328953Y60-95-803 UPF General Assessments	.25	Once/rev	Y60-95-803 UPF General Assessments