

Regulation
No. 1130-1-2

9 May 2003

Project Operations
TRAINING AND DEVELOPMENT PROGRAM
FOR HYDROELECTRIC POWERPLANT PERSONNEL

1. **Purpose:** The purpose of this regulation is to outline the policy and procedures implementing the Little Rock District's hydroelectric powerplant training program.
2. **Applicability:** This program is applicable to all employees assigned to powerplants within the Little Rock District.
3. **References:**
 - a. ER 1130-2-510, Hydroelectric Power Operations and Maintenance Policies, 13 December 1996.
 - b. EP 1130-2-510, Hydroelectric Power Operations and Maintenance Guidance and Procedures, 13 December 1996.
 - c. Student Educational Employment Program (SCEP) SWD SOP No. 23, 26 September 1995, SWL SCEP Standard Operating Procedure, 3 October 2000.
4. **Objectives:** The principal objectives of this program are:
 - a. Provide trained employees to fulfill recurring replacement requirements.
 - b. Ensure uniformity in training and development of employees.
 - c. Train employees to a high degree of proficiency in their occupation specialty while also developing a basic capability in the skills required for the other occupational areas.
5. **Intake - staffing procedures:** Provisions of SWDR 690-1-335, Merit Promotion and Placement Plan, dated 1 March 2000, and the collective bargaining agreement dated 24 May 1977, Article 17, will be observed in all staffing actions relative to this function. Employees may be competitively selected for trainee positions or converted after successful completion of SWL Student Career Experience Program (SCEP) requirements. Employees may, after successful completion of the training program, be advanced to journeyman; Electrician A, Mechanic A, or Electronics Mechanic A or to Power Plant Shift Operator without further competition.

6. Qualification requirements: For entry into the training program, all trainees must meet the minimum qualifications as described in Job Qualification Standard for Trades and Labor Occupations (Handbook X118C).

a. Competitive consideration applicants will be rated and ranked on a four tiered process as follows:

(1) Composite score on the Trades and Helper Test as administered by Office of Personnel Management (OPM).

(2) Initial screening score based on current recruitment and selection guidelines administered by the Southwest Civilian Personnel Operating Center (CPOC).

(3) Pre-selection Training Board screening scores.

(4) Interviews by selecting supervisors.

b. Student Career Experience Program (SCEP) conversion will be subject to the conversion requirements listed in Part 3, Section B of the Hydropower SWL SCEP Standard Operating Procedure (SOP).

7. Employment and mobility agreement: An employment and mobility agreement will be implemented per ER 1130-2-510.

8. Official assignment: All trainees will be officially assigned to a specific powerplant in the Little Rock District. The duty station will be at the powerplant where the trainee is assigned. The training coordinator at the assigned powerplant will perform personnel action requests and other administrative functions concerning the training program.

9. Administration of Program:

a. Training Board.

(1) The Training Board will consist of the following members:

- (a) Chairman – Chief, Hydropower Section.
 - (b) Member - Two Power Plant Superintendents.
 - (c) Member - Three Craft Representatives. These should represent Electrical, Mechanical and Operator positions and each member should come from a different project. The Labor Organization will provide the names of three candidates for each crafts representative. If none of the three are acceptable to management, the union will provide two additional names for each position for consideration. If none of the names are acceptable to management, the matter will be presented to a special ad hoc meeting of the Labor Management Committee for resolution within two weeks of the identification of the issue.
- (2) Responsibility of Training Board.
- (a) Reviews Hydroelectric Power Plant Trainee performance and progress.
 - (b) Approves selection of all course curriculums including substitutable commercial classes for the Hydropower Training, SCEP and Cross-Training programs.
 - (c) Approves Phase Oral, Written and Skill Exams.
 - (d) Reviews trainee request for reduction in training time.
 - (e) Approve or disapprove requests for extension of time allotted for study work within the restriction set forth in ER 1130-2-510.
 - (f) Make recommendation concerning craft specialization to be pursued by trainees completing Parts IA and IB of the training program.
 - (g) Review and approve cross-trainee application packages and Individual Development Plans (IDP) to establish curriculum and OJT/Qual Card requirements for successful Craft cross training by qualified Journeymen and Senior craftsperson's.

(3) Board Meetings.

(a) The chairman and any two members, one of which shall be a Craft Representative shall constitute a quorum for official board action.

(b) If necessary, due to unavailability of chairman and alternate, another member of the board may be designated by the Chief, Operations Division, as temporary chairman.

(c) The boards shall meet as necessary at the time and place designated by the chairman.

(d) Board Meetings may be held by electronic means.

b. Examining Board.

(1) The examining Board will consist of the following members:

(a) Chairman - Chief, Hydropower Section.

(b) Member – The Training Representative for the plant where the trainee is assigned.

(c) Member – The trainee’s trainer

(d) Member - One member of the Training Board. This member will be determined by the Training Board.

(e) Alternate Member – Senior Electrician, Senior Mechanic or Operator from the plant where the trainee is assigned. The Labor Organization will provide the names of candidates for this representative. If none of the candidates are acceptable to management, the matter will be presented to a special ad hoc meeting of the Labor Management Committee for resolution within two weeks of the identification of the issue.

(2) Responsibility of Examining Board.

(a) Conducts oral and practical examinations.

- (b) Completes Trainee Evaluation Statements.
- (c) Conduct written phase examinations if required.
- (3) Board Meetings.

(a) The Training Representative, the Training Board member and one Craft Representative shall constitute a quorum for official board action.

(b) If necessary, due to unavailability of chairman and alternate, another member of the board may be designated by the Chief, Operations Division, as temporary chairman.

(c) The board shall meet as necessary at the time and place designated by the chairman.

c. **Training Representative.** In order to facilitate the coordination and implementation of training and development, the Power Plant Superintendent is designated as the Training Representative. Responsibilities of the Training Representative:

- (1) Maintaining a written schedule of the trainee's on-the job training assignments and on duty study time. Provide a copy to the trainee.
- (2) Assignment of Senior or Journeymen as representative designee or trainer.
- (3) Administering tests and compiling oral test questions.
- (4) Maintaining training file, progress records and reporting requirements.
- (5) Conducting classroom study periods.
- (6) Counseling and advising students.
- (7) Serving as member of Examining Board.

10. Local program components: The two major components are course material resources for providing theoretical principals and OJT for developing practical experience.

a. Curriculum. Appropriate training materials, meeting guidelines outlined in EP 1130-2-510, Appendix G., have been selected and purchased by the District from a vendor. The District Training Committee will approve all updates and changes in basic curriculum.

(1) Video taped training lessons.

(a) Each master plant will maintain a complete set of video lessons.

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(b) The Trainee will be responsible for requesting lessons as needed.

(c) The Training Representative will administer tests after completion of each lesson.

(d) The Trainee will schedule the test within a week of expected need.

(e) Video lesson tests will be maintained and graded by the Training Board Chairman.

(2) Videos.

(a) Training videos will be provided to support some training materials.

(b) Videos will be rotated between plants as needed.

(c) The videos shall be kept for a maximum of two weeks, unless other arrangements are made between current users.

(3) Principals of Hydropower (PHP).

(a) A bound copy of the entire program will be made available to the Trainee.

(b) The Training Representative will administer tests after completion of each lesson.

(c) The Trainee will schedule the test within two working days of expected need.

(d) PHP tests will be maintained and graded by the Training Representative.

b. On-the-job training (OJT). A Qualification Card (Qual Card) system will be used to provide guidelines for required training and evaluation of completed tasks. Qual Card tasks may be performed (P), simulated (S) or discussed (D). Each Qual card task will list supporting curriculum resources. The Qual Card tasks will be performed if it is practical to do so, or simulated if the equipment and tools are available and it is not practical to perform the task for safety or operational reasons. The task will be evaluated by discussion only if the equipment or tools are not available at the training or the equipment cannot be approached for operational reasons.

(1) The Training Representative will issue Qual Cards and inform the Trainee on the preferred level of task evaluation, i.e., (P), (S) or (D).

(2) The Training Representative or his designee will be responsible for verifying and documenting successful completion of the Qual Card tasks.

(3) The Trainee is responsible for completing the assigned Qual Card within the training period for which it is required.

(4) The Training Representative will make every effort to assign trainees to a Senior or Journeyman that will be performing tasks on the Qual Card.

(5) No more than two trainees should be assigned to a specific Senior or Journeyman during OJT. This may be waived during the performance of special tasks that do not occur frequently.

(6) The senior or assigned trainer is responsible for ensuring the Trainee has adequate knowledge and skill to perform the task, and can perform the task independently.

(7) The Training representative will assign OJT rotational assignments equally between all four occupations for Trainee periods IA and IB, but will be subject to workload requirements and future craft specialization considerations.

c. **Time Requirements and length of training.** The Training Program is broken down into eight (8) separate phases or periods of six (6) months each for a total program time of four (4) years. The Training Board, in consideration of past training and experience, may waive some requirements. Trainee IA and IB periods cover theory, general hydropower training, and OJT rotation between crafts. Trainee IIA through IVB covers theory, specialized hydropower training and OJT in the assigned craft area. IA, IB, etc. are designations from EP 1130-2-510 for 6 month phases.

d. **Cross training (Journeymen and Senior).** Formal rotational training, classroom training, informal training, video lesson and PHP course materials will be provided for eligible journeymen and seniors as circumstances permit. The Cross-Trainee will generally be subject to all the requirements of a normal trainee unless otherwise specified below.

(1) **Eligibility for cross training:**

(a) Any current hydropower craft employee with at least two years experience at the journeyman level.

(b) Performance level of "fully successful" or better for the two yearly evaluation periods immediately preceding consideration.

(c) Ability to meet minimum physical qualifications and limitation considerations.

(2) **Application Requirements:**

(a) Employee shall request cross training consideration in memo form through the established chain of command to the Training Board Chairman.

(b) Employee will provide complete and verifiable documentation of past training and experience for which consideration is being requested.

(3) **Curriculum and OJT Requirements.** An Individual Development Plan (IDP) will be utilized to chart the requirements necessary to be successfully cross-trained to another craft.

(a) The Training Board will develop an IDP listing video lesson and PHP, or commercially available courses required and determine which tasks must be completed on each Qual Card.

(b) Tuition assistance may be available for approved commercial curriculum.

(c) All past experience, training, OJT, and rotational assignments will be fully considered by the Board when developing the IDP and Qual Card requirements.

(d) The Training Representative will issue the Qual Cards, monitor and document the IDP, and perform other functions as would be required for a normal trainee.

(e) Cross-Trainees must spend at least six (6) months working in the craft for which he is cross training after all Curriculum, OJT and Evaluations requirements have been met. The six (6) months must be consecutive unless otherwise approved by the Board.

(4) Evaluation, Progress and Remedial. Period. The Cross-Trainee must meet the same requirements as a normal Trainee.

11. Student evaluation: The method of evaluation will be through written, practical and oral exams, administered by the Training Representative and/or the Examining Board.

a. Written exams. Most all video lesson and PHP lessons will be accompanied by a corresponding written exam. Requirements are as follows:

(1) Video lesson tests will be scheduled at the request of the Trainee at least a week in advance.

(2) Video lesson tests will be sent to the District for grading by the Training Board Chairman.

(3) PHP tests will be scheduled at the request of the Trainee at least one day in advance.

(4) PHP tests will be graded locally by the Training representative.

b. **Practical Exams.** Preferably, completion and sign-off of Qual Card tasks may be accompanied by a practical exam consisting of actual task performance evaluation, if circumstances permit.

- (1) The Trainee will be evaluated on the ability to perform the task independently.
- (2) The Trainee must be able to perform the task without prompting or coaching.
- (3) The Task Performance Evaluation SHALL be stopped anytime:
 - (a) The trainee requires coaching or prompting.
 - (b) The Trainee is causing a safety hazard to personnel.
 - (c) The Trainee's actions could damage equipment.

(4) If the Task Evaluation is stopped the Trainee must be retrained on that task prior to re-attempting the evaluation.

c. **Oral Exams.** The Examining Board will give an oral exam as soon as practical after completion of each six-month phase of training.

(1) The exam questions will be generally compiled using the study and task area requirements listed on the completed phase Qual Cards, but past oral exam subjects may be re-visited at any time, during any phase of the training.

(2) The Trainee may request a Hydropower Bargaining Unit Representative be present during the examination as an observer.

(3) The oral exam will be scheduled to allow at least two weeks notice to the Trainee.

(4) The examining board will establish and use a fair and consistent scoring method.

d. **Trainee evaluation statements.** The Examining Board will complete a Trainee Evaluation Statement, as each trainee completes a 6-month period in the program. The board will assign an

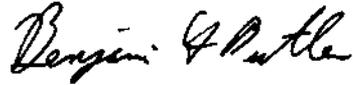
overall adjective rating for the findings of the oral examination. This rating will be entered in the comment section of the Trainee Evaluation Statement. The ratings are outstanding, satisfactory - above average, satisfactory, satisfactory - below average, and unsatisfactory. In assigning a rating, the board should bear in mind that the purpose of the oral examination is to determine the employee's progress, inform the trainee of his progress, and to motivate the employee for increased competence and improvement. In this respect, any areas in the trainee's performance that needs improvement should be documented in the comment section. The original copy will be placed in the Supervisor's Employee Record File and the copies returned to the Training Representative. One copy will be given to the trainee.

12. Progress Requirements and Remedial Periods: Minimum score for all evaluations will be 70%. The Trainee is responsible for maintaining satisfactory progress on all program components. Failure to score the minimum on video lesson and PHP lesson tests or insufficient progress on Qual Card tasks will subject the Trainee to counseling by the Training Representative and implementation of a performance improvement plan. Failure to score the minimum on a six month Phase Examination will result in a remedial period of up to sixty days before re-evaluation. Failure of two consecutive phase evaluations or three non-consecutive evaluations will result in removal from the training program in accordance with OPM regulations.

13. Promotions: Trainees are entitled to promotions upon satisfactory completion of each year of the program. Promotions will be effective the first pay period beginning after the date of eligibility. To assure expeditious processing of promotions, the Training Representative will submit a Personnel Action at least 4 weeks before the proposed effective date for the promotion. The students will receive a certificate of completion upon being promoted to Journeyman.

14. Trainee Records: Grades will be recorded on the Qualification Cards, video lesson tests and PHP tests and will be maintained with the Trainee's training records. All student records will be maintained on file at the last training location for a minimum of 5 years.

15. Qualification Documentation: A memorandum will be presented to each cross-trainee who successfully completes all cross-training requirements. The memorandum will be signed by the chairman and will summarize the cross training completed and state that the cross-trainee has met the minimum qualifications for the new craft position.



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