



DIRECTIVE NUMBER: 19285.9-01

TITLE: Inauguration of the OSC/RPM Program

APPROVAL DATE: 2/3/89

EFFECTIVE DATE: 2/3/89

ORIGINATING OFFICE: Office of Solid Waste

FINAL

DRAFT

STATUS:

- [] A- Pending OMB approval
- [] B- Pending AA-OSWER approval
- [] C- For review &/or comment
- [] D- In development or circulating
headquarters

REFERENCE (other documents):

OSWER OSWER OSWER
/E DIRECTIVE DIRECTIVE DA



OSWER Directive Initiation Request

1. Directive Number
9285 9-01

2. Originator Information

Name of Contact Person: Colleen Carruthers
Mail Code: _____ Office: OSWER
Telephone Code: _____

3. Title
Inauguration of the OSC/RPM Program

4. Summary of Directive (include brief statement of purpose)

Formal announcement of commencement of several principal components of the OSC/RPM Support Program and soliciting estimates of participants for the first class of the OSC/RPM Basic Training Academy.

5. Keywords Superfund, CERCLA, SARA

6a. Does This Directive Supersede Previous Directive(s)? No Yes What directive (number, title)

b. Does It Supplement Previous Directive(s)? No Yes What directive (number, title)

7. Draft Level

A - Signed by AA/DAA B - Signed by Office Director C - For Review & Comment D - In Development

8. Document to be distributed to States by Headquarters? Yes No

This Request Meets OSWER Directives System Format Standards.

9. Signature of Lead Office Directives Coordinator Betti C. VanEpps	Date 2/3/89
10. Name and Title of Approving Official Henry L. Longest II & Bruce Diamond, Directors OERR, OWPE	Date 2/3/89

EPA Form 1315-17 (Rev. 5-87) Previous editions are obsolete.

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UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

FEB 3 1989

OFFICE OF
SOLID WASTE AND EMERGENCY RESPON

OSWER Directive
#9285.9-01

MEMORANDUM

SUBJECT: Inauguration of the OSC/RPM Program

FROM: Henry L. Longest, II, Director
Office of Emergency and Remedial Response

Bruce Diamond, Director
Office of Waste Programs Enforcement

TO: Waste Management Division Directors, Regs. I-X
Environmental Services Division Directors, Regs. I, VI, VII
Emergency and Remedial Response Division Director, Reg. II
Congressional and Intergovernmental Liaison Office Director,
Reg. VII

Purpose

The purpose of this memorandum is to formally announce the commencement of several of the principal components of the OSC/RPM Support Program and to solicit estimates of participants for the first class of the OSC/RPM Basic Training Academy.

Background

As you may recall, we briefed you on the OSC/RPM Support Program at the Waste Management Division Directors' meeting last October. Since then staff from OSWER and the Office of Human Resources Management have met with the management of most of the Regions to provide additional information and obtain their feedback on this effort. The remaining meetings (2) will be held within the next few weeks. In general, the responses have been positive, with each Region making valuable suggestions based on its own experiences. We will provide you with a summary of those meetings upon completion.

Objective

The objective of this memorandum is to (1) ensure that Regional managers and staff are aware of the initial implementation of several elements of the OSC/ RPM Support Program, (2) ensure that we can

accommodate anticipated new hires in the first training class of the new OSC/RPM Basic Training Academy, scheduled for May 15-26 in Cincinnati, Ohio and (3) provide an update on other on-going activities of the Support Program.

Implementation

The following elements of the OSC/RPM Support Program are in place and require your participation:

OSC/RPM BASIC TRAINING ACADEMY

The first class of the Academy will begin May 15 - 26, 1989 at ERT and laboratory facilities in Cincinnati, Ohio. Attached is the curriculum outline for the proposed six week Academy. Our first class of employees, who will attend an initial two-week Session (A) in May, can expect to attend a second two-week session (B) in August/September, 1989, and complete the final three-week session (C) by December, 1989. The courses will be conducted at a permanent residential facility in 1990, but will begin in existing Cincinnati facilities and nearby hotel accommodations. A second class cycle is anticipated to begin (with session A) before the end of calendar 1989. Regional personnel will be asked to review course materials and to serve as instructors for some of the modules.

The first session (A) will focus primarily on orientation, project management, communications skills, and personnel protection and safety training (ERT). The second session (B) will cover site management, contract administration, legal fundamentals and community relations. The third session (C) will address technical fundamentals, treatment technologies, groundwater, negotiations, risk assessments, and specific regulatory requirements.

This memorandum solicits your hiring projections for OSCs and RPMs to be on board for the first session. Please send the attached form by February 16, 1989, to Marlene Suit, OSWER/OPMT, USEPA, 401 M Street, SW Washington, D.C. 20460. Please call Marlene at FTS 475-6647, if you have any questions.

STRUCTURED TRAINING AND EVALUATION PROGRAM (STEP)

Dr. Porter has signed the initial group of OSC and RPM Masters certificates selected from your nominees after review by Headquarters divisions. He will shortly announce the recipients, and we plan to recognize them formally during an upcoming OFRR Regional one-way video conference. Revised criteria for all STEP levels will be distributed later this year following Headquarters and Regional Advisors' review.

MENTORS

Mentors will be assigned to proteges who attend the pilot academy session in May. Information sheets for those desiring to be mentors and their supervisors have been drafted and, following the on-going advisors review, will be distributed in March with nomination forms.

JOB ANALYSIS

Job analysis is the key to career tracks, grades, special pay rates, training needs assessment, etc and is dependent upon Regional Input. A schedule for Subject Matter Expert (SME) panels, to be held in the Regions, is being developed. A request for employees from the following groups to participate in the panels will be sent to the Regions in February: OSCs, Fund and Enforcement RPMS, Preremedial SAMs, CEPP Coordinators, Technical Specialists, and First Line Supervisors.

SUPERFUND UNIVERSITY TRAINING INSTITUTES (SUTI)

The initiation of the SUTI training workshops, to address the more specialized training needs of our more senior OSCs and RPMS, is contingent upon the development of case studies involving technical, legal and/or administrative concerns. Initial case study development has begun at several SUTIs, and the first training workshop will be held by the end of FY 89.

OTHER COMPONENTS

Working closely with OHRM, OSWER staff is 1) collecting data needed to submit our special pay rate request to OPM later this year, 2) developing routine exit interview, format and former employee and employee retention/development surveys (for release later in 1989), 3) revising the special award criteria based on Regional input, 4) revising the database/tracking system to provide you with regular reports on the OSC/RPM Support Program participants, and 5) developing supervisors' implementation guides for the program. Remaining components, rotational assignments, developmental hiatus, and continuing education, will be implemented in FY 90.

Attachments

cc: Bob Pavlik, OHRM
Regional Advisors
Tom Dunne, OSWER
Tim Fields, ERD
Russ Myer, HSCD
Clem Rastatter, OPM
Steve Lingle, HSED
Meg Kelly, OPMT
Ron Wilhelm, OPMT
Headquarters Advisors
Marlene Suit, OPMT
Bettie Van Epps, OERR
Documents Coordinator

Potential OSC/RPM HIRES
December 1988 - October 1989

	<u>OSCS</u>	<u>*RPMs</u>	<u>Total</u>
1. Number hired from December 1, 1988 to date	_____	_____	_____
2. Number of hires anticipated prior to May 1, 1989	_____	_____	_____
3. Number of hires anticipated for May 1, 1989 to October 1, 1989	_____	_____	_____
Total	_____	_____	_____

Completed by _____

Title _____

Date _____

Region _____

Phone _____

* Includes both fund and enforcement RPMs

Please return to Marlene Suit
USEPA-OPMT
401 M Street, SW (os-110)
Washington, D.C. 20460

**Superfund Training Academy
Session B
Proposed Schedule
Two Weeks**

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	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
D A Y	Travel	Introduction(P)(E) Superfund Site/ Incident Management (P)(E)(AV)	Superfund Site/ Incident Management (P)(E) ↓	Site Visit	Superfund Site/ Incident Management (P)	Legal Fundamentals (P)(E) (Enforcement Mechanisms, PRP Liability, Administrative Record)	Sports/ Shopping
	Registration	(Notification, Evaluation and Planning, Initiating Activities, Managing Removals, Site Plan Development, RI/FS, ROD, Remedial Design/ Action, Site/Project Closeout)			Community Relations/Mock Public Meeting (P)(E) (Background, Strategies, Requirements, and Goals of Community Relations Program, Press Relations)	Case Study Presentations	Homework
E V	Dinner	Social Options	Case Study Group Work	Case Study Group Work	Case Study Group Work	Social Options	
D A Y		Legal Fundamentals (P)(E) ↓	Legal Fundamentals (P)(E)	Contract Administration/ Project Officer Training (P)(E) ↓	Contract Administration/ Project Officer Training (P)(E) ↓	Contract Administration/ Project Officer Training (P)(E)	Travel
	Site-seeing		Contract Administration/ Project Officer Training (P)(E) (Superfund Contracts, Work Assignment Management, Roles of Contracting Personnel)			Overview of Cooperative Agreements and Superfund State Contracts (P)(E) (Roles of EPA/State, Statutes and Regulations)	
E V	Homework		Homework	Homework	Homework	Wrap Up/ Homework for Next Session	

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(P) = Presentation (E) = Exercise (AV) = Audiovisual (D) = Demonstration

**Superfund Training Academy
Session A
Proposed Schedule
Two Weeks**

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Travel	Introduction (P)(E)	Project Management (P)(E) <small>(Project Planning and Scheduling, Cost Estimation, Communication Skills)</small>	Project Management (P)(E)	Project Management (P)(E)(AV)	Project Management (P)	Videotape Viewing/Feedback
	Overview of Superfund (P) <small>(CERCLA, SARA, Removal/Remedial Processes)</small>					
	Registration					
	Presentation Skills (P)(E)	OSC/RPM Panel: Keys to Success	Getting to Yes (P)(E) <small>(Negotiation Skills, Conflict Resolution)</small>	Wrap Up		
Dinner	Homework: Case Study	Superfund Film Fest	Dinner Case Study Group Work	Case Study Group Work	Social Event	Social Activity Options
	Health and Safety (P)(E)(AV)(D) <small>(Personnel Protection Hazard Recognition, Safety Procedures)</small>					Travel
Cincinnati Tour						
					Wrap Up/ Homework for Next Session	

(P) = Presentation (E) = Exercise (AV) = Audiovisual (D) = Demonstration

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1/18/89

**Superfund Training Academy
Session C
Proposed Schedule
Three Weeks**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
WEEK 1	Travel	Introduction (E) ↓ Technical Fundamentals (P)(E)(AV)	Technical Fundamentals (P)(E)(AV) ↓	Treatment Technologies (P)(E)(D) (Past, Current and Future Treatment Technologies Used on Superfund Sites and their Advantages and Disadvantages, Land Disposal Restrictions)	Treatment Technologies (P)(E)(D) ↓	Treatment Technologies (P)(E)(D) ↓	Homework
	Registration	(Standard Operating Procedures, Sampling Methods, QA/QC, Detection Limit Objectives)					Sports/Shopping
	Dinner	Homework	Homework	Homework	Homework	Social Options	
WEEK 2	Tours/Homework	Groundwater Fundamentals (P)(E)(AV)(D) (GW Fundamentals, Contamination, Clean Up Goals and Technologies)	Groundwater Fundamentals (P)(E)(AV)(D) ↓	Risk Assessment (E) (Basic Concepts and Principles, Qualitative and Quantitative Techniques, Health Assessment -ATSDR, Environmental Audits)	Risk Assessment (E) Risk Communication/Crisis Management (P) (Community Relations)	Field Trip to Headquarters ↓ Debrief	Homework
							Sports/Social Options
		Homework	Homework	Homework	Homework	Social Options	
WEEK 3		ARARS/State Speakers (P)(E) (Identification and Communication Procedures, Federal/State Requirements) ↓	ARARS/State Speakers (P)(E) ↓	Negotiations/Depositions (P)(E)(AV) (Principles/Roles, Litigation Process, Discovery) ↓	Negotiations/Depositions (P)(E)(AV) ↓	Mock Deposition, Video Taping/Feedback (P)(E)(AV) Lunch/Speaker Wrap Up/Certificates	Travel
	Sports/Social Options						
		Homework	Homework	Homework	Homework		

(P) = Presentation (E) = Exercise (AV) = Audiovisual (D) = Demonstration