



DIRECTIVE NUMBER: 9285.9-05

TITLE: Mandatory Training Requirements for OSCs and RPMs

APPROVAL DATE: 09/29/89

EFFECTIVE DATE: 09/29/89

ORIGINATING OFFICE:

FINAL

DRAFT

LEVEL OF DRAFT

A — Signed by AA or DAA

B — Signed by Office Director

C — Review & Comment

REFERENCE (other documents):

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**OSWER OSWER OSWER**  
**DIRECTIVE DIRECTIVE**

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United States Environmental Protection Agency  
Washington, DC 20460

# OSWER Directive Initiation Request

1. Directive Number  
9285.9-05

## 2. Originator Information

Name of Contact Person SF Document Center Coordinator	Mail Code OS-245	Office OERR	Telephone Code 202-260-9760
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## 3. Title

Mandatory Training Requirements for OSCs and RPMs

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

The purpose of this memorandum is to formally announce the mandatory training requirement for ON-Scene Coordinators (OSCs) and Remedial Project Managers (RPMs) at all levels.

## 5. Keywords

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

*Bette Van Espe*

Date

10. Name and Title of Approving Official

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

Date

09/29/89

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

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Beth Van Esp



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

SEP 29 1989

OFFICE OF  
SOLID WASTE AND EMERGENCY RESPONSE

OSWER Directive  
# 9285.9-05

MEMORANDUM

SUBJECT: Mandatory Training Requirements for OSCs and RPMs

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

*for* Bruce Diamond, Director *Elaine Stanley*  
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

Purpose:

The purpose of this memorandum is to formally announce the mandatory training requirement for On-Scene Coordinators (OSCs) and Remedial Project Managers (RPMs) at all levels. You may recall that this was discussed in our Regional meetings on the OSC/RPM Support Program last winter.

Background:

In order to address Congressional, EPA management, and employee concerns raised about the preparation of OSCs and RPMs to perform their jobs and the fact that frustration caused by poor preparation to carry out their duties has been voiced by employees as a reason for turnover, the OSC/RPM Support Program was initiated. A major component of this program is training to address all levels of employees' experience.

The Superfund 90-day Management Review also reiterated the need to implement a mandatory training requirement for Superfund field staff (OSCs/RPMs) at all levels. The implementation plan for the Superfund Management Review indicates that this annual training requirement will be established as an 80 hour annual training requirement by September 30, 1989. The availability of additional FTE through the study should offset the hours away from the job required for personnel to accomplish these goals. We are strongly committed to improving the career development for these key employees.

Objective:

The objective of this memorandum is to ensure that Regional managers and staff are aware of (1) this mandatory training requirement and (2) activities available to meet this requirement.

Implementation:

Specifically, this memo requires the following action:

(1) Regional managers insure that all new OSCs or RPMs, regardless of grade brought on-board on or after October 1, 1989, attend the OSC/RPM Basic Training Academy (the Academy). Regional Division Directors identify candidates, through the established nomination procedure, as participants in the Academy. For more details please refer to Memorandum dated February 3, 1989, from Henry Longest, Subject: Inauguration of the OSC/RPM Support Program; and Memorandum dated March 24, 1989, from Marlene Suit, Coordinator for Superfund Training, Subject: Nomination for the OSC/RPM Basic Training Academy.

As you know, the Academy consists of three two-week sessions (30 days) of a structured, comprehensive training program and the one-week Environmental Response Team course, Personnel Protection and Safety. The Academy will also provide employees with the Agency's mandatory contract management courses. New OSCs and RPMs are required to begin the Academy as soon as possible within 6 months of their entrance on duty, and must complete the Academy within a year of starting the Academy. Each employee becomes part of an Academy "class" and attends all three Academy sessions with the same group of individuals. Nominations for the next Academy are being received now. (See Memorandum dated September 14, 1989, from Marlene Suit, Subject: Nomination for the OSC/RPM Basic Training Academy.)

(2) OSCs and RPMs who have more than 1 year of experience in their respective jobs are required to complete an 80 hour annual training requirement. Once an individual is beyond the Academy stage, the individual employee and supervisor should meet to determine the individual's training needs. This requirement may be met by attending established Federal or private training courses; attendance at the upcoming Superfund University Training Institute Case Study Workshops; attendance at job related conferences; and individuals serving as Instructors at the Academy will receive credit for 40 hours of training.

(3) The completion of the Academy and the 80 hour/year training requirements will be tracked for reporting purposes and to show progress in the Structured Training and Evaluation Program (STEP). More information on the STEP process (see Memorandum dated December 2, 1988, from Assistant Administrator for OSWER, Subject: Nominees for the Master Level) will be sent to you shortly. However, you may assume that an individual may not progress to the next STEP level without meeting this training requirement. Data on individuals' training accomplishments will be obtained as follows:

- (a) Academy participants: Students will complete the SF 182 (Request, Authorization, Agreement and Certification of Training) at each session.
- (b) 80 hour/year requirement: Again the SF 182 will be used to document all training and conference attendance, whether or not attendance requires payment of a fee. These forms should be submitted to Regional Office of Human Resources Management (OHRM) training offices for entry into the Agency's data base (EPAYs) and subsequent download into the OSC/RPM Support Program Data File.

Should you have any questions concerning training requirements for OSCs and RPMs, please contact Marlene Suit at FTS 475-6647.

cc: OERR Division Directors  
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