

**Bureau of Safety and Environmental Enforcement
Interim Policy Document**

Issuance: January 07, 2013

IPD No. 2013-03

Effective Date: March 08, 2013

Series: Offshore Regulatory Programs

Title: Training Requirements for Engineers

Originating Office: Offshore Regulatory Programs

1. Purpose: This document establishes the framework for the Bureau of Safety and Environmental Enforcement (BSEE) program for training of employees who perform engineering activities as part of their official job description.

2. Policy/Action:

The development and maintenance of engineering expertise is critically important to the agency's mission. It is the policy of the agency to encourage engineering staff to develop and/or maintain their expertise in the engineering disciplines and to make this an integral part of an engineer's career advancement. To ensure that BSEE engineering staff members are able to perform their regulatory responsibilities, all employees in the Engineering job series must satisfy the following training criteria:

- A. All engineers who join the agency with less than 3 years of engineering experience working in the oil and gas industry must complete the Engineering Boot Camp or an equivalent program approved by the Chief, Offshore Training Branch, within their first year of employment.
- B. All engineers following their first year of service must complete at least 32 hours per year of approved technical training. Approved training consists of:
 - 1) Technical courses offered through the BSEE National Offshore Training Program.
 - 2) Third party technical courses that have been preapproved by the Chief, Offshore Training Branch. Applications for approval of third party classes must be received from the engineer's supervisor at least 30 days before the start of the class. The application must be signed by the engineer's supervisor, include a detailed description of the course content, and describe the proposed source of funding for the class.

It is the policy of BSEE to encourage the recognition of the technical excellence of its engineering personnel by supporting the licensing and registration of engineers in one of the 50 states or the District of Columbia. To assist staff in completing the application and testing requirements:

- A. The National Offshore Training Program will provide study aids or classes in preparation for both the Fundamental of Engineering and Principles and Practices in Engineering examinations.
- B. Engineers will be provided a reasonable amount of time during normal working hours to study for the examinations.
- C. BSEE will reimburse engineers for 100% of the cost of the test if a passing grade is received and 50% for a failing grade.

Approved Training Classes

The Chief, Offshore Training Branch, is responsible for maintaining a list of approved courses and a schedule of class offerings for engineer training. This list will be revised as appropriate, with consultation with the Governance Board, to ensure effective and timely training of engineering personnel.

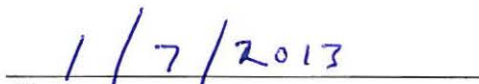
Implementation

Employees are expected to successfully and timely meet the training requirements as outlined in this IPD. Failure to do so may result in administrative action being taken against the employee up to and including removal from Federal Service in accordance with the following sections of the Department Manual: 370 DM 752, Discipline and Adverse Actions, or 370 DM 430, Performance Management System.

- 3. **Expiration:** This IPD remains valid until superseded.
- 4. **Contact:** Chief, Office of Offshore Regulatory Programs (202) 208-3974


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Director


Date