

**FY12 FTCP OPSPLAN Goal 1**  
**Enhance Qualification Process**

*Champion:* Dave Chaney, NNSA NA-SH

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**Objective 1: Qualifying Officials Expectations/Training Information Sharing**

*Champion:* Ted Pietrok, PNSO (Joe Christ representing)

**Accomplishments**

The objective for this period was to develop a clearinghouse of various approaches used to train and qualify Qualifying Officials (QOs) by March 31, 2012. A call for data was requested of all FTCP agents to provide individual approaches currently used to qualify QOs. Ten responses were received and covered SC, EM, and NNSA sites. Each of the approaches were organized into a set of folders and a matrix was developed to show whether the site uses a presentation, briefing, or video approach and whether they have specific procedures and attestation forms. All of this information was provided to the FTCP website representative by March 31 and has now been placed in a folder on the FTCP website where it is available to all FTCP agents for review and use. The next objective is to analyze the various QO approaches to see if there is a standard approach or minimum set of criteria that can/should be endorsed by the FTCP by September 30, 2012.

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**Objective 2: Exam Bank Institutionalization**

*Champions:* **Patrick Romero, NA-MB and Mark Alsdorf, NTC**

**Accomplishments**

1. Moved from a software installation to a web based application.  
Date: February 14, 2012 – March 11, 2012
  - Sent out E-mail with URL and Test Generator User's Guide to DOE/NNSA testing connectivity to exam bank.
  - Worked with local and site IT to allow access to exam bank
2. SSO and ORO performed beta test on exam bank  
Date: March 12, 2012 – May 1, 2012
  - Compiled feedback from beta test
3. All of NNSA and the identified DOE sites can access the exam generators.  
Date: May 2, 2012
  - A revised Test Generator User's Guide is now available

This objective is completed.

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**Objective 3: JTA Analysis**

*Champion:* Barry Weaver

**Accomplishments**

See attached JTA status.

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#### **Objective 4: Expert-Level Discussion**

*Champion:* Patrick Romero

##### **Accomplishments**

1. Revisited FTCP Issue Paper, FTCP-10-004, Clarify Qualification Process  
Date: February 29, 2012
  - Re-evaluate the definition of expert level in functional area qualification standards.
  - Focused on one issue, the use of the term “expert” in the TQP
  - Consideration of the issue raises a question regarding need for knowledge level in FAQs competencies
  - Team decided, based on feedback, to leave the knowledge level in competency statements alone
2. Developed Issue Paper FTCP-12-001 presenting options to the Panel.  
Date: April 10, 2012
  - a. Retain the FAQs expert-level definition as written
  - b. Delete all reference to expert-level knowledge requirements in FAQss
  - c. Modify the FAQs expert-level definition to read “**Expert level** is defined as a comprehensive, intensive knowledge of the subject or process sufficient to provide interpretation or policy guidance.”
3. Present options to the FTCP for decision prior to the face-to-face meeting  
Date: April 25, 2012

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#### **Objective 5: Individual Competencies**

*Champion:* Earl Hughes

##### **Accomplishments**

Promulgation of less-than-FAQS competencies: Reviewing the existing FTCP processes to find the place to insert this new process; reviewing the Human Factors Engineering task group competencies document as a template. This objective will be discussed in the FY12 FTCP OPSPLAN Breakout on 5/15/12.