U. S. Department of Energy

Federal Technical Capability Program
FY 2002 Annual Action Plan

Washington, D.C. 20585

March 2002

FTCP FY 2002 Annual Action Plan, Revision 0

INTRODUCTION

The Department of Energy's Federal Technical Capability Program (FTCP) provides management direction to assist the federal workforce in maintaining necessary technical competencies to safely operate its defense nuclear facilities. The Federal Technical Capability Panel (Panel) consists of senior technical managers representing their nuclear facilities, and reports to the Deputy Secretary for workforce technical capabilities' matters. Previously, the Panel reported progress and concerns in the areas of:

1. Continued development of senior management commitment and support for reestablishment of the technical leadership development programs.

2. Continued reinforcement of the use of critical technical capability staffing plans for identifying and meeting organizational needs.

3. Continued development of senior management ownership and involvement for the Technical Qualification Program (TQP) and Senior Technical Safety Manager (STSM) Program.

4. Continued investigation of innovations to expand the inflow of entry-level technical personnel.

5. Continued support for the implementation of the recommendations arising from the FY 2000 Independent Assessment Report of the Federal Technical Capability Program.

6. Continued FTCP monitoring and action for improvement of the federal technical workforce.

CANCELATION

The FTCP FY 2001 Annual Plan is canceled immediately. All ongoing needs of that plan are appropriately included in the FY 2002 Annual Plan. FTCP progress will be tracked and reported based on the FY 2002 Action Items; no additional reports will be made on the FY 2001 Annual Plan.

FTCP FY 2002 Annual Action Plan, Revision 0

REVISION

This FTCP FY 2002 Annual Plan is intended to be a dynamic, living document for use in the implementation of improvements for the technical capabilities of our workforce. Revisions will be developed and implemented as needed by the FTCP for content, schedule, and scope. The FTCP will provide updates and notifications, as appropriate, for revisions of this Plan.

Roy J. Schepens
Chairman
Federal Technical Capability Panel

FY 2002 ANNUAL PLAN

This Plan outlines the Federal Technical Capability Program Panel's goals and action items for continuation of the programs for the improvement of the federal technical workforce, under the Panel's oversight. The FTCP Chairman and Vice-Chairman will monitor the progress, reporting and completion of these action items, with the assistance of the FTCP Executive Secretary for administrative tracking and support.

1.0 EVALUATE THE EFFECTIVENESS OF THE DOE INTERN PROGRAMS (TLDP*, TIP*, AND CIP) FOR TECHNICAL POSITIONS. (Panel Champion - Lloyd Piper).

* The Career Intern Program (CIP) replaces the TLDP and TIP. The current TLDP and TIP interns are scheduled to graduate at the end of FY 2003.

Action 1.1 The Panel will monitor the status of the technical participants in the DOE intern programs and survey headquarters and field offices concerning the effectiveness of the DOE technical intern programs

Lead Responsibility: FTCP Executive Secretary, with assistance of the Hanford Agent

Action for Closure: The FTCP will develop performance indicators to help monitor the status and effectiveness of the programs. The performance indicators information will be due from Agents for the past semiannual calendar period on the first working day of April and September. These performance indicators may include those that are already being tracked such as the number of interns at each site, and others such as the TQP Qualification dates, and the percentages of TQP qualifications. The FTCP Agents will provide this status and progress for their respective offices to the FTCP Executive Secretary.

The Intern Program performance indicators (PI) will be incorporated into the Department-wide PI Report for dissemination to applicable Field Elements and Headquarters program offices with a copy to the Deputy Secretary.

Completion Goal: April 30, 2002 for the first report and semi-annually thereafter.

2.0 ONGOING DEVELOPMENT AND IMPLEMENTATION OF INTEGRATED TECHNICAL CAPABILITY WORKFORCE PLANS AT CLOSURE SITES. (Panel Champion – Nat Brown)

The Offices of Environmental Management (EM), and the Office of Management, Budget and Evaluation (ME) will continue their efforts to address the retention of technical capabilities at closure sites. The FTCP will monitor and support EM and ME efforts for closure site technical capability workforce related activities.

Action 2.1	The Panel will identify positions with critical technical capabilities at closure sites (RF & OH) where personnel may become available to the rest of DOE.
Lead Responsibility:	Ohio (Lead) and Rocky Flats Agents
Action for Closure:	The FTCP will develop performance indicators to monitor the progress in this area, including the optional use of the FY 2001 Savannah River Agent's model Memorandum of Agreement to address retention of individuals possessing critical technical capabilities at closure sites. The Closure Site performance indicators (PI) will be incorporated into the Department-wide PI Report for dissemination to applicable Field Elements and Headquarters program offices with a copy to the Deputy Secretary.
Completion Goal:	April 30, 2002 for the first report and semi-annually thereafter.

3.0 REINFORCE THE NECESSITY OF USING THE ANNUAL WORKFORCE ANALYSES AND STAFFING PLANS AS A BASIS FOR MEETING THE NEEDS OF THE ORGANIZATION. (Panel Champions - FTCP Vice-Chairman Robert Poe, and Steve Tower)

Annual workforce analyses and staffing plans should be used as the primary mechanism for addressing recruitment, development, and retention issues of the office and the Federal Technical Capability Program. The Panel will monitor development of Headquarters and Field Offices workforce analyses and staffing plans and will recommend opportunities to correct existing shortages by the use of excepted service hiring, retention allowances and cash awards to experienced, high performing technical employees.

Action 3.1	FTCP will analyze the Workforce Analyses and plans developed for each organization to address technical needs, and will recommend actions to reduce the shortfalls of critical technical positions.
Lead Responsibility:	FTCP Vice Chairman

Action For Closure:	FTCP Agents will provide the FTCP Vice Chairman with Workforce Analyses and staffing plans from their organization. The FTCP Vice Chairman will develop a draft report and suggested recommendations for improvements based on Panel input from staffing analyses and critical technical position shortfalls. Schedule: Call for workforce Analysis - April 15, 2002 Complete Workforce Analysis - June 30, 2002 Draft Report for Review - August 1, 2002
Completion Goal:	Final Report to Deputy Secretary by September 30, 2002
Action 3.2	Survey and develop a report for Under Secretary Card on the DOE organizations' use of the Human Capital Management Flexibilities in recruiting and retaining qualified technical staff.
Lead Responsibility:	FTCP Vice Chairman
Action For Closure:	The Vice Chairman will develop a draft report based on panel input for their reviews that summarizes inputs and makes recommendations for improved usage and or changes to the flexibility. Schedule: Call for workforce Analysis - April 15, 2002 Complete Workforce Analysis - June 30, 2002 Draft Report for Review - August 1, 2002
Completion Goal:	Final report to Under Secretary Card by September 30, 2002
Action 3.3	Develop a model for performing critical technical workforce analyses based on best practices in use throughout the complex.
Lead Responsibility:	Executive Secretary, Federal Technical Capability Panel
Completion Goal:	September 30, 2002
Action 3.4	Institutionalize the annual workforce analysis process in DOE directives and guides based on process used by various offices.
Lead Responsibility:	Federal Technical Capability Panel Agents.
Completion Goal:	December 31, 2002

4.0 CONTINUE TO PROMOTE SENIOR MANAGEMENT OWNERSHIP AND INVOLVEMENT, AND IMPROVEMENTS IN THE TECHNICAL CAPABILITY AND SENIOR TECHNICAL SAFETY MANAGER (STSM) PROGRAM. (Panel Champion – FTCP Chairman, Roy Schepens)

Senior managers bear responsibility for the rigor, discipline, and realistic schedules of their sites' STSM and TQP programs. The FTCP will monitor and assist in improvement of the TQP & STSM Programs.

Action 4.1	Develop a plan to review and update the functional area qualification standards and incorporate them into the Technical Directives Standards System. As part of this effort, review, update, or add competency requirements, if needed, to cover safety system oversight roles for each functional area. Priority will be placed on updating the mechanical systems, electrical systems, instrumentation and control, fire protection (approved 7/00) and criticality safety qualification standards since technical skill gaps have been identified in those areas.
Lead Responsibility:	Federal Technical Capability Panel Chairman, with the assistance and support of the FTCP Agents for their respective offices
Action for Closure:	The FTCP Chairman will develop an updated schedule for the completion of the updates and development of functional qualification standards to be promulgated as DOE Technical Standards.
Completion Goal:	March 31, 2002 for an updated schedule and complete all updates by December 31, 2003.

5.0 IDENTIFY, DEVELOP, AND IMPLEMENT IMPROVEMENTS IN FTCP ADMINISTRATION, OPERATIONS, AND PRACTICES. (Panel Champion – FTCP Chairman, Roy Schepens and Executive Secretary, Craig West)

The Panel will identify, develop, and implement improvements in FTCP administration, operations, and practices consistent with human resources and management objectives to improve the workforce technical capability.

Action 5.1	Consistent with the Department's directives system review process, the FTCP Manual 426.1 (dtd.6-5-00) will be reviewed and a determination will be made by the FTCP Chairman whether revision of the Manual is appropriate.
Lead Responsibility:	FTCP Chairman will make this determination with input from the FTCP Agents.

Action for Closure: M 426.1 is reviewed and if a revision is appropriate, the draft revision for review and comment will be developed by 30 September 2002. If a revision is made, the FTCP Policy 426.1 (dtd.12-10-98) and FTCP Charter (dtd.6-11-98) will be included as appendices in that revision. Both of these documents have already been reviewed, and the FTCP Chairman has determined that no revisions are required, with one exception. The FTCP Manual M 426.1 will be revised to include a statement on Federal oversight capabilities to review safety systems pursuant to Commitment 15 of the Departmental Implementation Plan for DNFSB Recommendation 2000-2. This statement will be added to Technical Qualification Program Qualification Standards during the next scheduled review and revision.

Completion Goal: September 30, 2002

Action 5.2 The FTCP will develop performance indicators (PIs) to monitor the progress of reducing the skill gaps of Federal staff needed to perform technical oversight of safety systems expertise.

Lead Responsibility: FTCP Chairman will gather PI data from the FTCP Agents.

Action for Closure: The FTCP will develop performance indicators (PI) to monitor the progress of reducing the critical technical skill gaps for those Offices that are in need of additional safety system expertise. The performance indicators will be due for the past semiannual calendar period on the first working day of April and September. The critical technical skill gaps performance indicators (PI) will be incorporated into the Department-wide PI report for dissemination to applicable field elements and Headquarters program offices with a copy to the Deputy Secretary.

Completion Goal: April 30, 2002 for first report and semiannually thereafter

Action 5.3 The Federal Technical Capabilities Panel Agents will identify staff level personnel who are responsible of the oversight of contractor safety. One example from a site is attached to this plan. However, each site has the flexibility to use their own version of many other methods to appropriately identify the personnel who are responsible for safety system oversight.

Lead Responsibility: Under the leadership of the FTCP Chairman and Vice-Chairman, the FTCP Agents have responsibility for their Sites.

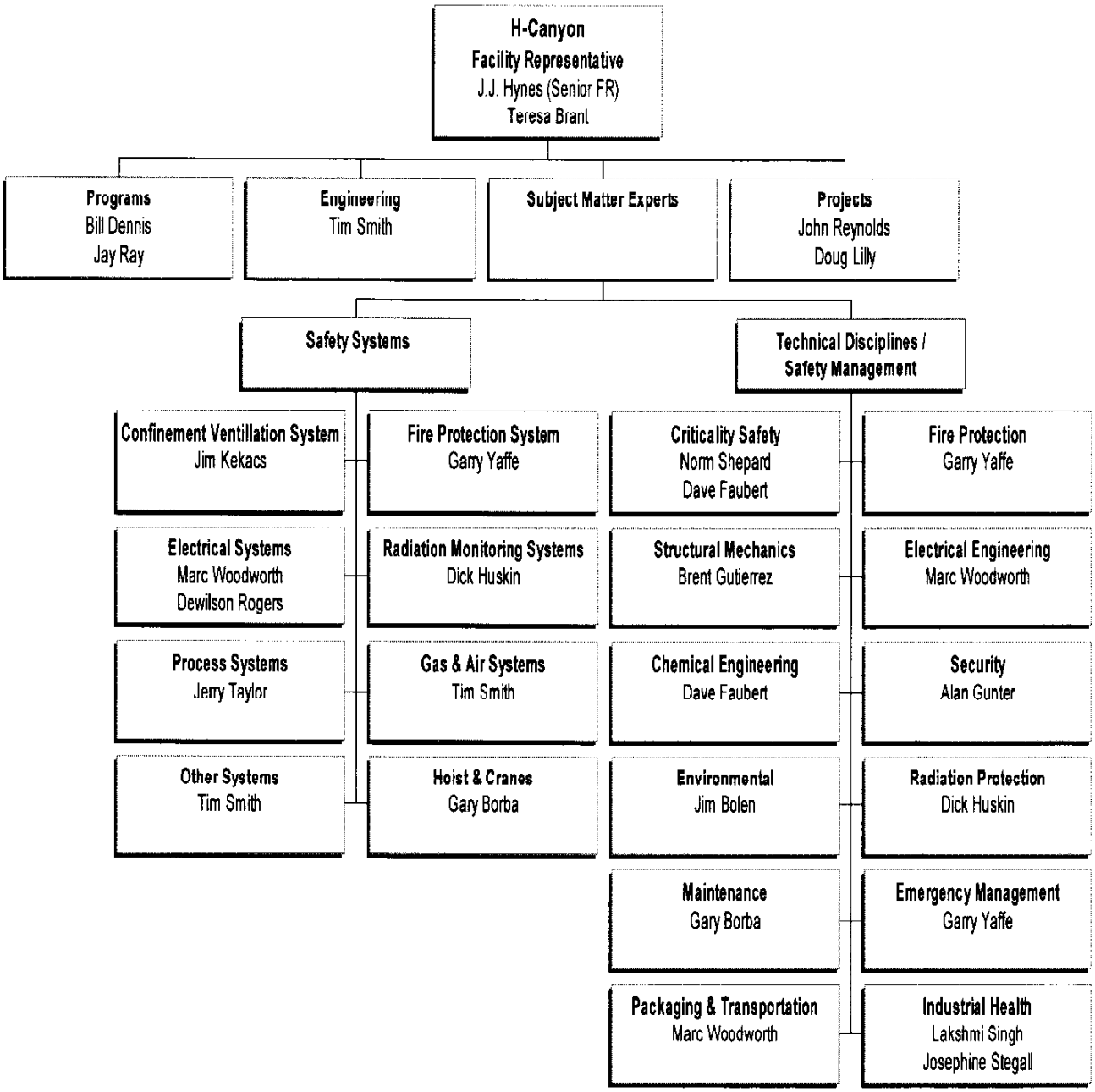
Action for Closure: The Federal Technical Capabilities Panel Agents will identify staff level personnel who are responsible of the oversight of contractor safety systems. Each site has the flexibility to use their own version of many

other methods to appropriately identify the personnel who are responsible for safety system oversight.

Completion Goal: June 30, 2002 for completion of the individual site methods/charts/tables

Facility Oversight Chart

SRS H-Canyon Example



Safety System Assignment Table
SRS H-Canyon Example

Safety System	Safety System Category	Safety System Expert
Canyon Exhaust Fans A and C	Confinement Ventilation	Jim Kekacs
AAA Canyon Supply Fan Interlock for Low Can Exh Air Tunnel Vac	Confinement Ventilation / Electrical	DeWilson Rodgers
BBB Diesel Generator System	Electrical	Marc Woodworth
CCC Circulated Cooling Water Monitor and Alarms and Auto Timers	Process / Electrical	DeWilson Rodgers
DDD Circulated Cooling Water Diversion Valves and Motor Operators	Process	Jerry Taylor
EEE Segregated Cooling Water Delaying Basin Outlet Valves	Process	Jerry Taylor
High Temp Interlock and Alarms for Evap A, B, C, D, E, F	Process / Electrical	DeWilson Rodgers
Organic Tank Level and High Level Alarm on Decanters AA and BB	Process / Electrical	DeWilson Rodgers
Tank XXX High Level Alarm in Control Room	Process / Electrical	DeWilson Rodgers
ZZZ Segregated Cooling Water Activity Monitors and Alarms	Process / Electrical	DeWilson Rodgers
YYY Segregated Cooling Water Diversion Valves and Motor Operators	Process	Jerry Taylor
Mixer-Settler Neutron Monitor Interlocks	Process / Electrical	DeWilson Rodgers
Nuclear Incident Monitoring System	RP / Electrical	Dick Huskin
Head End Evaporator (AA.BB) Low Level Steam Cutoff Interlock	Process / Electrical	DeWilson Rodgers
Head End Strike Tank C.DD Low Level Steam Cutoff Interlock	Process / Electrical	DeWilson Rodgers
Head End Strike Tank XXX High Temperature Interlock	Process / Electrical	DeWilson Rodgers
1CU Evaporator (YYYY) Low Level Interlock	Process / Electrical	DeWilson Rodgers
Head End Evaporator XX.ZZ High Specific Gravity	Process /	DeWilson

Interlock	Electrical	Rodgers
Evaporator YYYY Low Liquid Level Interlock	Process / Electrical	DeWilson Rodgers
Dissolvers A.B & C.D Condenser Cooling Water Interlock	Process / Electrical	DeWilson Rodgers
XXX Feed Tank YYY High Temperature Interlock	Process / Electrical	DeWilson Rodgers
AAA and BBB Uranium Analyzer Interlocks	Process / Electrical	DeWilson Rodgers
Mixer-Settler High Feed Temperature Interlocks	Process / Electrical	DeWilson Rodgers
Railroad Tunnel and Hot Crane Maintenance Shield Dr Perm Switch	Process / Electrical	DeWilson Rodgers
High Temperature Alarms on Tanks XXX, YYY and ZZZ	Process / Electrical	DeWilson Rodgers
Dissolvers XXX & YYY Air Purge Sys and Low Air Purge Steam Interlock	Process / Electrical	DeWilson Rodgers
PVV System to Include Filter Inlet Low Vacuum Alarms	Process	Jim Kekacs
Instrument Air Rot to Diss W & X and Evap Y& Z (Rot &Alrms)	Process / Electrical	DeWilson Rodgers
High Steam Pressure Interlock for Evap A, B, C, D, E, F, G, H, I	Process / Electrical	DeWilson Rodgers
High Temperature Interlocks and Alarms on Evaporators X, Y and Z	Process / Electrical	DeWilson Rodgers
ARU High Temperature Interlocks	Process / Electrical	DeWilson Rodgers
Low Liquid Level Pump Cutoff Interlock or ARU Feed Tank	Process / Electrical	DeWilson Rodgers
Flow Alarms for First Cycle Feed Streams AAA and ZZZ	Process / Electrical	DeWilson Rodgers
XXX Conductivity Meter and Interlock	Process / Electrical	DeWilson Rodgers
H-Canyon Section AAA Sump High Liquid Level Alarm	Process / Electrical	DeWilson Rodgers
Temperature Alarms for First Cycle Feed Streams XXX, YYY, and ZZZ	Process / Electrical	DeWilson Rodgers
The Coil Air Pressure System and Low Coil and Pressure Alarm	Process / Electrical	DeWilson Rodgers
Stack Monitors	RP / Electrical	Dick Huskin

System/Program Expert Oversight Tables

SRS Example

System/Program Expert Oversight Chart (Jim Kekacs)		
Facility	Safety System	Safety System Category
235-F	235-F Facility Exhaust System	Confinement Ventilation
FB-Line	Room Exhaust System	Confinement Ventilation
FB-Line	Cabinet Exhaust System	Confinement Ventilation
FB-Line	Third Level Exhaust System	Confinement Ventilation
FB-Line	Hydrogen Dilution Vessel Vent Purge System	Process
FB-Line	Hydrogen Dilution Vessel Pneumatic Purge System	Process
F-Canyon	Canyon Exhaust Fans	Confinement Ventilation
F-Canyon	Process Vessel Ventilation System (PVV)	Process
HB-Line	Tornado Dampers	Confinement Ventilation
HB-Line	Glovebox Exhaust System	Confinement Ventilation
H-Canyon	Canyon Exhaust Fans A and C	Confinement Ventilation
H-Canyon	PVV System to Include Filter Inlet Low Vacuum Alarms	Process

System/Program Expert Oversight Chart (Marc Woodworth)		
Facility	Safety System	Safety System Category
235-F	XXX-XX Standby Diesel Generator	Electrical
FB-Line	FB-Line Diesel Generator	Electrical
FB-Line	Electronic Balance for Cabinets A – B	Other
F-Canyon	XXX-X Electrical Distribution System	Electrical
F-Canyon	Coil Pr Control Sys (CASH Air System) for Vessel on Segregated Cooling Water Return Sys	Process / Electrical
HB-Line	Backup Power System	Electrical
H-Canyon	BBB Diesel Generator System	Electrical