

Objective 1: Define and describe the key steps an individual should take following initial TQP qualification to achieve status as a DOE-recognized expert. (Chaney)

Action	Ref document	Responsible Individual	Interim milestones	End date (projected)	Status / Comments
1) Identify new sub-team leader	• None	Sohn/Boardman	None	11/15/2008	Complete
2) Draft Attributes, Responsibilities and Qualification methods for current DOE/NNSA Experts	<ul style="list-style-type: none"> • TPCDP • NNSA Safety Basis Professional Program • NNSA Safety and Security Professionals of the Year 	Chaney	Propose to Competency Development Group: 1/16/09	01/23/2009	Email sent out on 1/15 to sub-team and asked for comments by 1/21; comments addressed and document finalized (1/23/09)
3) Draft methods of potential designation/ Institutionalization of “Recognized” Expert	<ul style="list-style-type: none"> • TPCDP • NNSA Safety Basis Professional Program • NNSA Safety and Security Professionals of the Year 	Chaney	Propose to Competency Development Group: 2/06/09	02/13/2009	On schedule—draft sent 2/4/09. Completed 2/5/09.
4) Evaluate external industry groups relative to recognized experts	INPO Good Practices; INPO.DOE.GOV Website; INPO SNPM’s	Chaney	Propose to Competency Development Group: 3/06/09	03/13/2009	On schedule- draft sent 3/12/09. Completed 3/16/09.
5) Recommend definition of DOE/NNSA Recognized Expert	All of Above	Chaney	Propose to Competency Development Group: 4/03/09	04/10/2009	Completed by 4/15/09
6) Develop white paper on approach to institutionalize “DOE/NNSA Recognized Experts”	None	Chaney	Propose to Competency Development Group: 4/03/09	04/10/2009	Completed by 4/15/09

Objective 2: Define and clarify the term “continuing training/continuous learning” and identify the administrative process/tools/means/methods of effective implementation. (Adolf Garcia/Bill Schleyer)

Action	Ref document	Responsible Individual	Interim milestones	End date (projected)	Status / Comments
1) Obtain copy ANSI/IACET 1-2007		Adolf Garcia	Gather pertinent information	10/30/2008	Completed on 12/1/2008
2) Obtain continuing training requirements/ programs from: <ul style="list-style-type: none"> - American Academy of Health Physics - American Board of Industrial Hygiene. 		Adolf Garcia/ Bill Schleyer	Gather pertinent Information.	11/30/2008	Action completed by 12/1/08; polled several certification programs such as criticality safety, BCSP (Board of Certified Safety Professionals), IH, PE from New Mexico, draft document for the safety basis professional program, etc.
3) Identify the administrative processes/tools/ means/methods of effective implementation.		Bill Schleyer/ Adolf Garcia	Draft document with elements from proposed actions. Recruit Working group members (Knief?)	03/31/2009	Developing draft at this time; sending out draft by 3/18/09—response due by 3/25/09
4) Program Description draft to Working group		Adolf/Bill	Working papers to sub-team (5/31/2009)	8/15/2009	Draft program description issued to working group for comments; comments received back from working group; major revision made and second proposal sent out; meeting with key members of

					subgroup scheduled for next week to agree on path forward--also awaiting survey results
5) Finalize draft program description document (DOE Standard/ FTCP Guidance?)		Adolf Garcia/ Bill Schleyer		9/30/2009	Possible posting to website; consider putting into handbook
6) Define portability		Sohn/Bill Schleyer	Draft definition	04/15/2009	Draft sent out to working team; awaiting results from survey

Objective 3: Define and clarify the term “requalification” and identify the interface with “continuing training/continuous learning” required to maintain technical competency. (Mike Mikolanis/Carol Sohn)

Action	Ref document	Responsible Individual	Interim milestones	End date (projected)	Status / Comments
1) Consolidate comments into a comment resolution matrix for draft white paper.	Draft FTCP Requalification White Paper Version 3 dated 7/15/08	Mikolanis	1) Complete table 2) Close with each commenter 3) Incorporate changes into draft paper	11/14/2008	Completed 12/10/2008
2) Brief the white paper to the FTCP		Mikolanis	1) Transmit draft paper for discussion during 12/17 conference call 2) Provide 10 minute overview of white paper points, including	12/17/2008	Paper sent out to all agents; should be completed by 12/17/2008; white paper was issued in draft to FTCP on 1/14/09

			recommendations to be considered.		
3) Face-to-Face meeting to identify and resolve comments		Mikolanis		Late January 2009	Separate session scheduled to discuss white paper at January 2009 FTCP meeting
4) Work face-to face comment issues <ul style="list-style-type: none"> • Proficiency vs. requal • Continuous training vs. requal • Transportability • Tune criteria 		Mikolanis	1) Work proposed solutions 4/30/2009 2) Working group teleconference 5/4-5/7 3) Summary for FTCP telecom 5/8/09	+2 weeks from survey results	Awaiting comments back from survey
5) FTCP Discussion		Mikolanis		+2 weeks from survey results	Focused FTCP teleconference
6) Finalize and issue white paper		Mikolanis		+4 weeks from survey results	

Objective 4: Identify the tools and processes necessary to ensure training meets the needs of the TQP. (Mark Alsdorf/Pete Rodrik/Joe Vozella/Bruce Stolte)

Action	Ref document	Responsible Individual	Interim milestones	End date (projected)	Status / Comments
1) Identify the purpose of a course competency matrix	DOE O 360.1B; DOE M 360.1-1B; 5 CFR 410;	Alsdorf (LCDD)	1) Obtain consensus among DOE FTCP agents 2) Determine applicability to: <ul style="list-style-type: none"> • Initial qualification • SME development • Qualifying official certification 	12/15/2008	Closed. Responses indicated that initial qualification would be addressed in this effort. Continuing training and re-qualification activities could be supported by the resultant matrix but not as a focus of the effort.

2) Identify available technical courses	DOE O 360.1B; DOE M 360.1-1B; 5 CFR 410;	Carroll/Weaver (ETS) Mueller(LCDD) Lozoya (NTC)	1) Identify courses previously taught to 800 and 1300 series employees 2) Identify additional technical courses available for purchase 3) Identify NTC-taught courses applicable to FAQSs	01/15/2009	Closed. All TQP-applicable courses have been compiled in an initial database that aligns courses with potential FAQs.
3) Obtain course descriptions, syllabuses, lesson plans, etc for SME evaluation	DOE O 360.1B; DOE M 360.1-1B; 5 CFR 410;	Carroll/Weaver (ETS) Mueller(LCDD)	Perform basic cross reference to FAQSs	04/15/2009	Closed. Obtained final NTC-evaluated course competency lists.
4) Identify DOE FAQS SMEs to initially evaluate course materials		Alsdorf (LCDD)	1) Develop course evaluator list 2) Develop course evaluation criteria guide for SMEs	6/1/2009	Complete. The FTCP List of FAQS sponsors/SMEs were used to determine course evaluators. Course evaluation guide completed. FTCP Chair disseminated to FTCP agents/FAQS sponsors on June 4, 2009.
5) Evaluate course material	DOE O 360.1B; DOE M 360.1-1B; 5 CFR 410;	Individual SMEs	1) Receive course material from LCDD 2) Evaluate course material versus FAQS competencies 3) Evaluate course material versus competency improvement beyond FAQS minimums 4) Propose additional courses 5) Provide analysis results and recommendations to LCDD	10/15/2009	1) Received June 4, 2009 2) #2-#5 are in process and due by August 3, 2009
6) Consolidate SME recommendations		Alsdorf (LCDD)	None	10/30/2009	
7) Identify database		Alsdorf(LCDD)	1) Determine appropriate	10/1/02009	Plateau is viable, but needs

platform		Weaver (ETS) Lozoya (NTC)	database structure considering cost, schedule frequency, etc 2) Assess possible platforms (Plateau, Vision, etc)		modification to query off competencies. eTQP (Vision) presents a better platform, but may not be available (configured) to support course inclusion until after the base system is approved.
8) Populate the selected platform		Weaver (ETS)	None	01/30/2010	
9) Identify continuous evaluation/database update methodology	DOE O 360.1B; DOE M 360.1-1B; 5 CFR 410;	Alsdorf(LCDD) Weaver (ETS) Lozoya (NTC)	1) Feedback from students 2) Course attendance by SMEs 3) Determine additional course entry process	On-going	
10) Migrate database information to Vision software platform, as needed		Alsdorf(LCDD) Weaver (ETS) Lozoya (NTC)	None	None	This action is dependent on Vision's capability and the choice of platforms chosen.