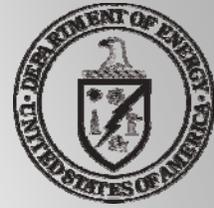


***U.S. DEPARTMENT
OF ENERGY***



**FEDERAL
TECHNICAL
CAPABILITY
PROGRAM**

***FY 2010
OPERATIONAL
PLAN***

***December 2009
(Revised April 2010)***

Federal Technical Capability Program

The objective of the Federal Technical Capability Program is to recruit, deploy, develop, and retain Federal personnel with the necessary technical capabilities to safely accomplish the Department's missions and responsibilities. The Department has identified guiding principles to accomplish that objective and identified four general functions of the Federal Technical Capability Program. The guiding principles are:

- Federal personnel possess the experience, knowledge, skills, and abilities that are necessary to discharge their safety responsibilities;
- Line managers are accountable and have the responsibility, authority, and flexibility to achieve and maintain technical excellence;
- Supporting organizations (personnel, training, contracts, finance, etc.) recognize line managers as customers and effectively support them in achieving and maintaining technical capabilities; and
- An integrated corporate approach is required to ensure that necessary technical capabilities and resources are available to meet the overall needs of the Department's defense nuclear facility missions.

The Federal Technical Capability Panel is responsible for overseeing the overall implementation of the Federal Technical Capability Program. Headquarters and field elements are responsible for implementing specific activities within the program. Some activities addressing technical capability functions apply complex-wide; for example, the Department's Policies, Orders, and Standards, which promulgate requirements and guidelines for the administration of technical training. Other mechanisms vary from site to site or between program offices. Each field office and Headquarters program office develops and implements a program that meets the complex-wide requirements defined in the Order. However, the offices are then free to customize implementation details to meet the needs defined by line management at each site or program office.

This is the second Federal Technical Capability Program Operational Plan. It supports the DOE Strategic Plan, specifically Goal 5.1 - Integrated Management, and focuses on improving the overall implementation of the Program by continuing to implement an integrated approach throughout DOE with clear roles and responsibilities and accountability to include effective line management oversight by Federal organizations. The FY 2010 goals are: Identification of Value-Added Training and Linking Training to TQP Competencies; Accelerate and Expand Implementation of eTQP; Integrate Safety and Security; and Enhance TQP Objectives & Criteria and Establish Performance Measures. The objectives and actions under each goal provide the road map for success.

MISSION

Develop and maintain a program for the recruitment, deployment, development, and retention of Federal personnel with the demonstrated technical capability to safely accomplish the Department's mission and responsibilities.

VISION

The Department of Energy develops and maintains a sufficient cadre of qualified professionals with demonstrated technical capabilities essential to accomplishing the Department's mission in a safe, compliant, and efficient manner.

Federal Technical Capability Panel

<i>Chair</i>	<i>Karen Boardman</i>
<i>DOE Headquarters Agents</i>	
Chief of Nuclear Safety	<i>Richard Lagdon</i>
Office of Health, Safety and Security	<i>Pat Worthington</i>
Office of Environmental Management	<i>Steven L. Krahn</i>
Office of Science	<i>Carol Sohn</i>
National Nuclear Security Administration	<i>Frank Russo</i>
<i>Office of Environmental Management Agents</i>	
Carlsbad Field Office	<i>George Basabilvazo</i>
EM Consolidated Business Center	<i>Robert Everson</i>
Office of River Protection	<i>Shirley Olinger</i>
Portsmouth Paducah Project Office	<i>Russell McCallister</i>
Richland Operations Office	<i>Robert Hastings</i>
Savannah River Operations Office	<i>Mike Mikolanis</i>
<i>Office of Science Agents</i>	
Oak Ridge Office	<i>Larry Kelly</i>
SC Pacific Northwest Site Office	<i>Roger Christensen</i>
Chicago Office	<i>Justin Zamiroski</i>
<i>Office of Nuclear Energy Agents</i>	
Idaho Operations Office	<i>Robert Stallman</i>
<i>National Nuclear Security Administration Agents</i>	
Kansas City Site Office	<i>Catherine Karney</i>
Livermore Site Office	<i>Steven Lasell</i>
Los Alamos Site Office	<i>Joe Vozella</i>
Nevada Site Office	<i>Ray Phifer, Jr.</i>
NNSA Service Center	<i>Dave Chaney</i>
Pantex Site Office	<i>Geoffrey Beausoleil</i>
Sandia Site Office	<i>James Todd</i>
Savannah River Site Office	<i>Kevin Hall</i>
Y-12 Site Office	<i>Terry Olberding (Acting)</i>

Goal 1

Identification of Value-Added Training and Linking to TQP Competencies

Champions: Ali Ghovanlou, Health, Safety and Security and Robert Stallman, Idaho Operations Office

Objectives/Actions

Completion of FAQS Course/Competency Matrix

Champion: Mark Alsdorf

- Revise/complete the FAQS Course/Competency Matrix
 - Identify the purpose of a course competency matrix
 - Identify available technical courses
 - Obtain course descriptions, syllabuses, lessons plans, etc., for SME evaluation
 - Identify DOE FAQS SMEs to initially evaluate course materials
- Lead/facilitate SMEs evaluation of the course material
 - Receive course material from LCDD
 - Evaluate course material versus FAQS competencies
 - Evaluate course material versus competency improvement beyond FAQS minimums
 - Consolidate SME recommendations
 - Propose additional courses
 - Provide analysis results and recommendation to FTCP

Define and Implement a Standard Approach for Continuing Technical Training for Personnel in the TQP

Champions: Mark Sundie and Carol Ingram

- Review and analyze continuing training identified in select set of FAQS
- Develop training objectives and training material to meet the objectives
- Develop and test lessons plans, and conduct pilots to test effectiveness

Develop an Easily Accessible Competency/Course Clearinghouse for Department's Technical Qualification Program

Champions: Arnold Guevara and Jeannie Lozoya

- Develop a viable clearinghouse concept
- Design a database to implement the concept
- Develop and test the database
 - Determine appropriate database structure considering cost, schedule frequency, etc., and assess possible platforms (Plateau, Vision, etc.)
 - Populate and test the selected platform
 - Identify continuous evaluation/database update methodology
 - Migrate database information to Vision software platform, as needed

Goal 2

Accelerate and Expand Implementation of eTQP

Champions: *Allen Tate, Sandia Site Office and Robert Hastings, Richland Operations Office*

Objectives/Actions

Acceleration of eTQP Baseline

Champion: *Allen Tate*

- Establish funding approach – initial and year to year
- Review, monitor and facilitate implementation schedule
 - Investigate/facilitate resolution of software C&A issues
 - Review pilot results within 60 days of software ATO and present to FTCP
 - Conduct survey of sites to determine readiness/willingness to implement
 - Develop standard site implementation Project Schedule
- Investigate/facilitate resolution of issues adverse to implementation
 - Union issues
 - DNFSB acceptance

Accelerate Implementation of eTQP

Champion: *Rob Hastings*

- Generate framework for business rules/process administration
 - Establish mechanism for business rule determination
 - Establish mechanism for business rule approval
 - ✓ Identify business rules subject to FTCP approval
 - ✓ Identify business rules subject to user approval
 - Establish the FTCP-level group (steering committee) for business rule/process administration
- Determine if eTQP is the official record or if paper records must be maintained
- Create standard administrator and end user manuals
- Establish a user and site administrator training process

Expand Use of eTQP Functionality

Champion: Allen Tate

- Develop the concept of operations for eTQP Qualifying Official Competency Evaluation Tool, a.k.a., Test Bank (e.g., Security, Question Traceability, Random Selection, etc.)
- (Stretch Goal) Establish methodology for administering site-level continuing training program within eTQP

Goal 3

Integrate Safety & Security

Champions: *Frank Russo, NNSA and Debra McNeilly, NA-70*

Objectives/Actions

Establish Qualifying Officials (QO) for the Security TQP Program

Champions: *Debra McNeilly and Winnie Lehman*

- Identify QOs for each S&S competency (by functional area)
- Include NNSA Service Center with YSO QOs in e-TQP pilot program
- Submit QO list to NNSA Service Center website
- Develop training for QOs (NTC/NNSA Service Center/NA-70)
 - Records retention
 - Attestation form
- Address method for identifying QOs for sites without SME in that functional area

Provide Guidance and Assistance to Security Professionals Meeting DOE-STD-1123-2009

Champions: *Debra McNeilly and Winnie Lehman*

- Conduct VTCs on safety topics in DOE-STD-1123
- Issue reference guide for DOE-STD-1123 (S&S GTB)

Work with NTC on Establishing Competency to Training Matrix for DOE-STD-1171-2009

Champions: *Arnold Guevara and Russ Showers*

NA-70/NNSA Service Center/NTC Work Toward Developing Criteria for STSSM and SELT

Champions: *Arnold Guevara and Russ Showers*

NA-70 Prepare Presentation on Proposed Path Forward for Integration of Safety and Security Based on Program Formalization and STSSM Criteria

Champions: *Debra McNeilly and Winnie Lehman*

Goal 4

Enhance TQP Objectives and Criteria and Establish Performance Measures

Champions: Pat Worthington, Health, Safety and Security, and Todd Lapointe, Chief of Nuclear Safety

Objectives/Actions

Benchmark/Investigate Competency and Training Effectiveness Performance Metrics Used in Other Industries Against Those in DOE

Champions: Pat Worthington, Todd Lapointe, and Roger Christenson

- Determine applicable industries
 - Include organizations such as: INPO, Proctor and Gamble, and Rohm and Haas
- Identify companies with these industries with effective training programs and corporate metrics
 - Contact HSS point of contact regarding previous work with DuPont
- Review and capture available program/metrics details including those within DOE (e.g., NNSA, EM, SC, etc.)
- Analyze and evaluate collected information for applicability to DOE TQP
 - Develop report/summarize findings from these activities for discussions with FTCP Agents
 - Provide example metrics for use at DOE HQs, PSOs and Sites

Evaluate TQP CRADS for Improvements and Integration of Performance Metrics for Acquiring and Applying Continuous Improvement

Champions: Ali Ghovanlou, Allen Tate and Jeanette Yarrington

- Capture and review existing CRADS details
 - Collect and review the final reports and lessons learned from accreditation efforts at YSO, NNSA Service Center, SSO, CBFO, and recent fast track TQP evaluations/assessments

- Interview the Team Leaders, TQP evaluators and management of organizations evaluated
- Based on evaluation: Remove unnecessary overlap among existing criteria associated with different objectives. Provide better articulation of existing objectives and better align criteria with objectives
- Perform analysis to determine if the CRADS lend themselves to measurable results
 - Determine whether and/or how indicators or metrics could be used to gauge performance and measure results
 - Identify performance goals as either outcomes or outputs, and ensure they incorporate targets and timeframes to establish the desired performance goal
- Evaluate the resource requirements necessary to collect and analyze metrics data as applicable
- Evaluate applicability for incorporation into the TQP
 - Develop revised set of TQP CRADS for FTCP Chair/FTCP Agents review
 - Develop TQP Re-Accreditation Process, considering past Accreditation results, Corrective Action Plans and maintenance of TQP Program excellence/proficiency