

## FTCP 2012 Operational Plan Closeout Summary

		Brief Summary	Objective Complete (Yes or No)	Carried Over to FY 2013 FTCP Operational Plan
<b>Goal 1</b>	<b>Enhance Qualification Process</b>			
<b>Champions: Dave Chaney, NA-SH-2</b>				
Objectives	Qualifying Officials Expectations/Training Information Sharing  <i>Champion: Ted Pietrok, PNSO</i>	Developed clearinghouse of various approaches used to train and qualify Qualifying Officials (QOs). Collected QO approaches from FTCP Agents and training representatives. Developed framework for organizing approaches. Set-up electronic clearinghouse on FTCP website. Determined a standard set of elements common to all QO approaches.	Yes	No
		Analyze QO approaches to identify standardized approach, if appropriate. Develop a standardized framework for QO training and qualification. Prepared standardized approach in draft Issue Paper FTCP-12-002 for FTCP Agents' discussion and FTCP Chair decision during/after September FTCP Face-To-Face Meeting	Yes	No
	Exam Bank Institutionalization  <i>Champions: Patrick Romero, NA-MB and Mark Alsdorf, HSS/NTC</i>	Moved from a software installation to a web based application. SSO and ORO performed beta test on exam bank. Compiled feedback from beta test. 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. All NNSA and the identified DOE sites can access the exam generators. A revised Test Generator User's Guide is now available.	Yes	No
	JTA Analysis	All JTAs (of 33) completed except:	No	No

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	<i>Champions: Barry Weaver, DOE-HC</i>	<ul style="list-style-type: none"> <li>• Transportation and Traffic Management: SSO/Roy Lybarger</li> <li>• S&amp;S GTB: NA-70/Ted Wyka;</li> <li>• Waste Management: EM-10/Todd Lapointe Coordinating</li> <li>• Radiation Protection: SRS/David Sanders</li> <li>• Industrial Hygiene: NA-SH/Dan Field</li> </ul>		
	Expert-Level Discussion  <i>Champion: Patrick Romero, NA-MB</i>	<p>Revisited FTCP Issue Paper, FTCP-10-004, Clarify Qualification Process</p> <p>Re-evaluate the definition of expert level in functional area qualification standards.</p> <ul style="list-style-type: none"> <li>• Focused the use of the term “expert” in the TQP</li> <li>• Recommended leaving the Working Level, Familiarity Level of Knowledge in competency statements</li> <li>• Developed Issue Paper FTCP-12-001 presenting options to the Panel: April 10, 2012, later approved by the FTCP Chair.</li> </ul>	Yes	No
	Supplemental/Individual Competencies  <i>Champion: Earl Hughes, DOE HSS</i>	<p>Promulgation of less-than-complete FAQs competencies using existing FTCP FAQs processes such as the Human Factors Engineering task group competencies document as a template.</p> <ul style="list-style-type: none"> <li>• Posting on the FTCP website after achieving FTCP Agent concurrence allows individual/supplemental competencies to be used by sites and HQs entities in site/office specific qualification standards and considered in new FAQs’ and Update FAQs’.</li> </ul>	No	No

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		<ul style="list-style-type: none"> <li>• Prepared draft Issue Paper FTCP-12-003 for approval by the FTCP Chair.</li> </ul>		
<b>Goal 2</b> <i>Champion: TJ Jackson, EMCBC</i>	<b>Enhance Training</b>			
Objectives	Human Factors Engineering  <i>Champion: Carol Ingram, LSO</i>	Design training to support the approved HFE competencies. Completed analysis for three target audiences: <ul style="list-style-type: none"> <li>• HQ Program Managers,</li> <li>• HQ Oversight personnel (e.g., ES&amp;H or NS Managers), and</li> <li>• Site Office personnel (e.g., FRs, SSOs, NSSs, FMMs, etc.)               <ul style="list-style-type: none"> <li>- Compile training materials (ongoing)</li> <li>- Refine learning objectives (done for each of three audiences; attached)</li> </ul> </li> </ul>	Yes	No

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		<p>Develop and implement training: Determine and implement appropriate training methods based on JTA results:</p> <ul style="list-style-type: none"> <li>• The HFE Team would like to develop a synchronous (real-time) webinar that would include pre-reading, a combination of presentations and interactive discussions, homework, and a follow-on second synchronous session weeks or a month later.</li> <li>• Develop and finalize lesson plans, materials, etc.: In progress.                             <ul style="list-style-type: none"> <li>• A rough course outline has been prepared.</li> <li>• Next steps: finalize lesson plans, using appropriate materials</li> </ul> </li> <li>• Provide training: Not yet started.</li> </ul> <p>NOTE: At the September 2012 FTCP Face to Face meeting, the HFE Champion agreed to transfer responsibility for the development and implementation of HFE training to the National Training Center.</p>	Yes	No
	Technical Training Needs Assessment (TNA)/Individual Development Plan (IDP) and Continuing Education	Integrate the numerous Departmental training needs assessments into one viable tool that includes input from IDPs and vetted courses.	No	Yes

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	<i>Champion: Mike Michaelis, NA-00</i>	Determine the needs and purpose of a TNA. <ul style="list-style-type: none"> <li>• Identify current process (es) with LDTS, NTC, and NNSA.</li> <li>• Determine customer needs from a TNA, including the training providers (this includes timing of the assessment, outcomes, organizational actions, etc.)</li> <li>• Identify constraints/obstacles</li> <li>• Develop a consolidated approach/format that aligns TNA input with IDP development</li> </ul>	Yes	No
		Provide a recommended path forward for consolidation of the TNA process for LDTS, NTC and NNSA approval. A memo is being developed to define this action.	No	Yes
	STSM Functional Qualification Standard Update/Card/ Training Update  <i>Champion: Pat Worthington, DOE HSS</i>	FAQs Update: <ul style="list-style-type: none"> <li>• STSM JTA approved</li> <li>• STSM FAQs in REVCOM</li> <li>• Review, comment, incorporation of changes</li> <li>• STSM FAQs approved</li> </ul> Training: <ul style="list-style-type: none"> <li>• Distribute DRAFT STSM Overview Course Design Document for review and comments</li> <li>• Finalize and Approval of Design Document</li> <li>• Revision effort of STSM Overview Course Materials</li> <li>• STSM Overview PILOT Course Delivery</li> <li>• POST-PILOT Review and Revision</li> </ul> Requalification Update: <ul style="list-style-type: none"> <li>• Gap analysis will be completed on new FAQs</li> <li>• Revised overview course will evaluate</li> </ul>	Yes	No

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		requalification		
	SME Involvement in Course Development and Instruction  <i>Champion: Mike Mikolanis</i>	NTC provides SME needs to Team Team provides SME designation process to NTC NTC provides status of SME usage on FTCP Conference Calls	No	Transferred to NTC
<b>Goal 3</b> <b>Champions: Ted Wyka, NA-70</b>	<b>Improve FTCP Management Processes</b>			
Objectives	Workforce Analysis: Improving the FTCP Workforce Analysis as an Effective Tool to be Used in Other Baseline Staffing Activities  <i>Champions: Dary Newbry, ID</i>	<p>Identify available Workforce Analysis Tools.</p> <ul style="list-style-type: none"> <li>• Solicited agents for input of which three primary Workforce Analysis Tools were identified: Experience based; Facility Representative Staffing Analysis; and, SSO Staffing Analysis</li> </ul> <p>Evaluate tools for application in the FTCP Workforce Analysis.</p> <ul style="list-style-type: none"> <li>• Evaluation included comparison between current methodology and available Workforce Analysis Tools.</li> </ul> <p>Recommend an effective Workforce Analysis process that can be applied complex wide.</p> <p>No Workforce Analysis process is being recommended that can be applied complex wide. Each site office and field element should establish an analysis methodology for determining workforce staffing required to preserve federal safety assurance capabilities for a U.S. Department of Energy (DOE) site or Office. Currently, some methodologies exist (e.g., the Facility</p>	Yes	No

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		<p>Representative staffing process) that considers the following elements:</p> <ul style="list-style-type: none"> <li>• A relative ranking of facilities and safety systems based on the hazards or risks presented to the public, the worker, and/or the environment.</li> <li>• A method for ranking technical issues scope and prioritizing FTCP Position coverage based on hazards or risks, as identified above, and other factors such as facility/system size, operations complexity, hazards and risks, etc.</li> <li>• A determination (i.e., an informed management judgment) of FTCP FTE requirements based on the priority of coverage, the technical issue priority and the identified base coverage levels adjusted to address factors considered above.</li> <li>• A determination of actual staffing based on FTE requirements adjusted to account for actual staff time available to support the function when competing activities such as collateral duties, leave, training, etc. are considered.</li> </ul>		
	<p>FTCP Quarterly Report - Determine if the FTCP Quarterly Report Continues to Fulfill a Useful Function, or if it Should Be Revised or Discontinued</p>	<p>The original purpose and need for the FTCP Quarterly Report, including subsequent revisions, have been reviewed and determined generally satisfied as a result of the maturing of the TQP across DOE. A survey of the Quarterly Report recipients was conducted where it was identified that a strong majority of the respondents used the report for general awareness of the status of TQP and critical position staffing across the complex, but made no management decisions based on the Quarterly</p>	Yes	No

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	<i>Champions: Fred Bell and Jeanette Yarrington</i>	Report. Recommendations for providing the information needed at the desired frequency are prepared for presentation at the FTCP Face-to-Face meeting scheduled for September 18, 2012.		
	<p>Business case for Accreditation Incentives – Challenge the Enterprise to Foster Confidence and Support of TQP Accreditation</p> <p><i>Champion: Ray Phifer, NSO</i></p>	<p>Develop a marketing strategy to garner support across the enterprise for participation in TQP Accreditation. The business case was developed and is now posted on the FTCP Web-site at:  <a href="http://www.hss.energy.gov/dep/ftcp/sitespecific/sitespecific.asp">http://www.hss.energy.gov/dep/ftcp/sitespecific/sitespecific.asp</a></p> <p>An accreditation schedule is being maintained on the web-site as well. Actively capture and disseminate lessons learned and best practices regarding TQP Accreditation across the enterprise.</p> <ul style="list-style-type: none"> <li>• Lessons learned were collected from the accredited sites and posted to the FTCP Web-site</li> <li>• All accredited sites reports are posted on the web-site</li> </ul> <p>Develop and secure approved incentives for achieving TQP Accreditation.</p> <ul style="list-style-type: none"> <li>• NA-1Memo was signed on 17 July 2012 and distributed.</li> <li>• The NA-1 Memo of 17 July 2012 is posted on the FTCP Web-site.</li> </ul>	Yes	No

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<p>Steering Group/Strategic Interface</p> <p><i>Champion: Allen Tate, SSO and Victoria Frank, NA-MB-40</i></p>	<p>Assess the role of the FTCP (interviews and document reviews).</p> <ul style="list-style-type: none"> <li>• Evaluate the effectiveness of the FTCP (against DNFSB recommendations, PSO inputs, FTCP Operation Plans, etc).</li> <li>• From the research conducted:               <ul style="list-style-type: none"> <li>○ Identify possible strategic interface points within DOE (amongst PSOs, within PSOs, and in DOE HQ) and outside of DOE (DNFSB, INPO, and other professional organizations).</li> <li>○ Define possible changes in FTCP collaboration methods (conference calls, meetings, etc) to improve panel effectiveness and efficiency.</li> </ul> </li> <li>• Document findings in a report and propose recommendations to FTCP in a FTCP Issue Paper.</li> </ul>	No	Yes