



**UNITED STATES DEPARTMENT OF ENERGY**

# **FEDERAL TECHNICAL CAPABILITY PROGRAM**

**CALENDAR YEARS**

**2011-2012 BIENNIAL REPORT**

*November 2013*

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## Executive Summary

The U.S. Department of Energy (DOE) is committed to ensuring federal employees are trained and technically capable of performing their duties impacting Defense Nuclear Facilities. In pursuit of this objective, the Deputy Secretary of Energy issued DOE Order 426.1, *Federal Technical Capability*, to institutionalize the Federal Technical Capability (FTC) Program. In September 2011, DOE O. 426.1, *Federal Technical Capability*, Change 1, was approved and incorporated former DOE Policy (P) 426.1 (December 10, 1998) FTC principles for Defense Nuclear Facilities.

The Deputy Secretary established the FTC Panel (Panel) to oversee the implementation of the FTC Program, recognizing that corporate leadership and line management ownership are essential to successful program implementation. The Panel consists of senior managers designated as DOE/National Nuclear Security Administration (NNSA) Federal Technical Capability Program (FTCP) Agents, to represent DOE Headquarters (HQ) and Field Elements with defense nuclear facility responsibilities. This Biennial Report summarizes the actions taken in 2011-2012 to ensure organizations maintain the critical technical capabilities needed for the safe operation of defense nuclear facilities.

The state of DOE/NNSA's technical capability and capacity are improving. It is important that DOE/NNSA senior management continue to emphasize the importance of achieving and maintaining individual Technical Qualification Program (TQP) currency in this time of reduced resources. DOE/NNSA Technical Qualification Program implementation at the end of 2012 accounted for some 1500 TQP HQ and site participants across NNSA, the Office of Environmental Management, the Office of Health, Safety and Security, and the Office of Science.

At the end of Calendar Year-2012, the Panel began moving to a more strategic planning process, transitioning from Panel Annual Operational Plans, to a 5-year Panel Strategic Plan to run from 2013-2018, broadening the Panel planning process to better utilize scarce training and qualification resources, while benchmarking commercial nuclear industry more extensively.

  
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Karen L. Boardman, Chairperson  
Federal Technical Capability Panel

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## 1.0 Purpose and Scope

The Federal Technical Capability Panel (Panel) is responsible for managing the U.S. DOE Federal Technical Capability Program (FTCP), which includes overseeing the DOE/NNSA Technical Qualification Program (TQP). The TQP includes the Safety System Oversight (SSO) Program, the Facility Representative (FR) Program, the Senior Technical Safety Manager (STSM) Program and other critical technical skills, such as nuclear safety, nuclear explosive safety study, electrical systems and safety oversight, QA, occupational safety, safety software quality assurance, civil/structural engineering, fire protection engineering and criticality safety. As part of its ongoing mission, the Panel ensures that DOE Headquarters and sites conduct annual TQP workforce analyses and develop staffing plans that identify those critical technical capabilities and positions needed to ensure safe operations at defense nuclear facilities.

## 2.0 2011-2012 Accomplishments

The DOE is committed to ensuring that employees are well qualified and technically capable of performing their duties. In pursuit of this objective, the FTCP was established with the recognition that corporate leadership and line management ownership are essential to successfully implementing a program to recruit, develop, deploy, and retain technical capability at defense nuclear facilities. The Panel consists of senior federal personnel with FTCP responsibilities, designated as Federal Technical Capability (FTC) Panel Agents, to represent DOE Headquarters and Field Elements overseeing defense nuclear facility safety. The Panel Chairperson reports to the Deputy Secretary and is responsible for overseeing the TQP. The DOE/NNSA sites and HQs conduct periodic self-assessments of the effectiveness of the TQP using internal and independent experts, and provide recommendations to senior Department officials regarding DOE technical capabilities.

The Department's vision is for its federal technical personnel to be recognized among all federal agencies for the excellence of its technical capabilities.

Enhancements to technical capabilities as a result of FTCP efforts included:

- **Workforce Analysis.** The Workforce Analysis for Environmental Management (EM), Science (SC), Office of Health, Safety and Security (HSS) and other Headquarters offices was updated. A summary of the results is presented in Section 3.0.
- **Functional Area Qualification Standards (FAQS).** Environmental Compliance, Occupational Safety, and Safety Software Quality Assurance FAQS' were updated and reissued. A review of all the FAQS that are five or more years old was completed, and updates prepared where needed. Most Job Task Analyses (JTAs) were also completed as baselines for FAQS. Additional details are provided in Section 4.0.

- **Safety System Oversight (SSO).** Work continued on consideration of a new technical standard for the SSO program, and it was determined that SSO-specific competencies should be accomplished in the Site Specific Qualification Standards. Additional SSO program information is provided in Section 5.0.
- **Accreditation Process.** The Nevada Site Office (NSO) was accredited in 2011. No additional sites were accredited in 2012. The Sandia Site Office (SSO) re-accreditation is in 2013. Additional information is included in Section 6.0.
- **Enhanced National Training Center (NTC) Utilization.** The NTC has continued to provide critical safety and safeguards/security training through 2011-2012, including Nuclear Executive Leadership Training (NELT), Senior Technical Safety Manager Overview and Applications Training, and Safety System Oversight Training. Additional details are provided in Section 7.0.
- **Federal Technical Capability Program Order Update.** In September of 2011, DOE O. 426.1, *Federal Technical Capability*, Change 1, was approved, cancelling DOE Policy (P) 426.1, *Federal Technical Capability Policy for Defense Nuclear Facilities*, dated December 10, 1998. Details are provided in Section 8.0.
- **Continued Enhancement of the Facility Representative Program.** The Department continued its efforts to improve Facility Representative staffing and training. In March 2012, Change 1 to DOE Standard (STD) 1063, *Facility Representatives* (FR), was approved, with several updates and clarifications. In 2011 and 2012, the DOE FR Workshop included tracks for SSOs, and in 2012 the workshop included a track for the DOE Fire Protection community. Both workshops included expanded training opportunities. Details of these efforts are provided in Section 9.0.

In 2011, Face-to-Face meetings of the FTCP agents were conducted on March 29, 2011 and September 13, 2011. In 2012, meetings were conducted on May 15, 2012 and September 18, 2012. FTCP Conference Calls are held monthly around these biannual FTCP Face-to-Face Meetings. The meeting agendas are included in Appendix A. Additional information is planned to be available on the Energy.gov webpage, once the FTC Program website migration has been completed.

### 3.0 Staffing and Qualifications

At the end of December 2011, a total of 1,653 TQP capabilities were required across the DOE/NNSA complex, for which 1,267 were staffed with fully qualified personnel, 305 were staffed by persons on schedule to complete qualification/requalification and 34 were staffed with personnel overdue to complete qualification/requalification. 81 capabilities did not have staffing available at the end of the year. The actions needed/being taken to resolve these staffing shortfalls are identified in the quarterly report.

At the end of December 2012, a total of 1,513 TQP capabilities were required across the DOE/NNSA complex, for which 1,167 were staffed with fully qualified personnel, 239 were staffed by persons on schedule to complete qualification/requalification and 29 were staffed with personnel overdue to complete qualification/requalification. 107 capabilities did not have staffing available at the end of the year.

The follow information is included in the Quarterly Reports:

**Number of capabilities needed:**

This column defines the number of required technical capabilities (rather than the number of personnel required, since more than one part-time capability can be accomplished by one person). It complements the annual work force analysis.

**Number of capabilities staffed by onboard, fully qualified personnel:**

This column identifies the number of required technical capabilities being met by fully qualified personnel.

**Number of capabilities for which onboard staff is either engaged in initial qualification, or are overdue for initial qualification or requalification:**

This column identifies the number of capabilities for which the required personnel are onboard, but are not presently fully qualified.

**Number of capabilities for which onboard staff is either overdue to complete initial qualification or requalification:**

This identifies the number of onboard personnel who are overdue to complete initial qualification or requalification.

**3.1 Staffing Shortfall**

This column identifies the number of capabilities for which the required personnel are **not** onboard. If this column is other than zero, an explanation of what action is being taken (e.g. recruitment, posting, etc.) or needs to be taken (e.g. funding required) to correct the staffing shortfall is provided.

A sample quarterly report is shown on the next page. In addition to the overall TQP data shown, the actual report includes similar data for STSMs, FRs, SSO, and Nuclear Safety Specialists.

During 2011-2012, several challenges to maintaining adequate technical staffing across the complex continued to exist. These include both acute conditions, such as unit reorganizations, and chronic conditions, including remote site locations (e.g., Carlsbad), retirements, and lack of long-term employment security (e.g., American Recovery and Reinvestment Act), for clean-up projects and new construction projects at several sites.

Selected data from the CY2012 4<sup>th</sup> Quarter and CY2011 4<sup>th</sup> Quarter Reports are shown on the following pages.

## CY2012 4th Quarter Master Report Data Table

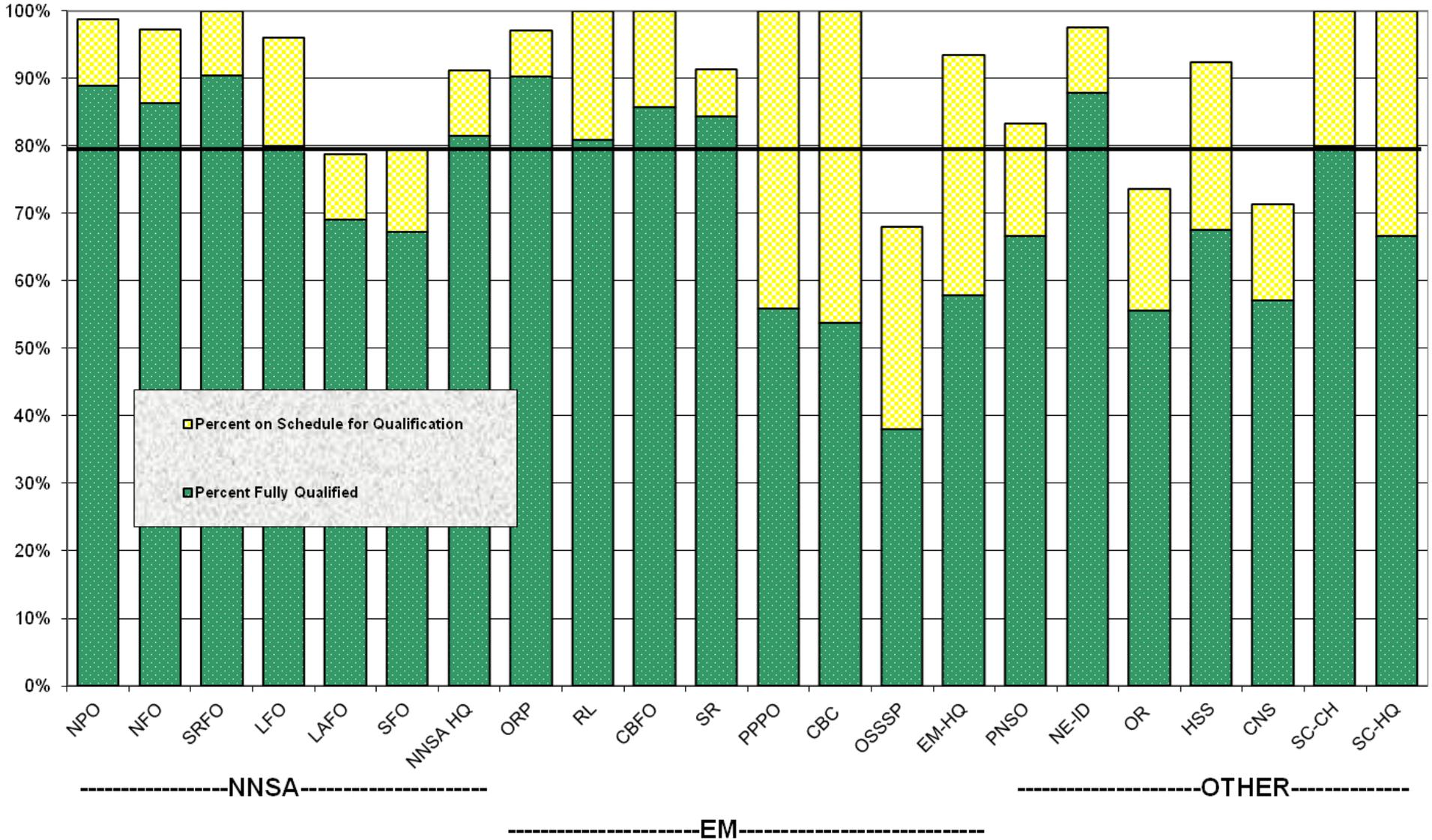
Status of Qualifications in the Technical Qualification Program (TQP)										
December 31, 2012										
Update Frequency: Quarterly										
OVERALL TQP QUALIFICATIONS										
Office	Number of Capabilities Needed (C)	Number of Capabilities Staffed by Onboard, Fully Qualified Personnel (D)	Number of Capabilities for Which Onboard Staff are Engaged in Initial Qualification, or are Overdue Either for Initial Qualification or Requalification (Includes Column F) (E)	Number of Capabilities for Which Onboard Staff are Overdue to Complete Initial Qualification or Requalification (F)	Staffing Shortfall, i.e. Number of Capabilities for Which Personnel are Not Onboard =C-(D+E)	Percentage of Capabilities for Which Staff are Onboard =(D+E)/C	Percentage of Capabilities Staffed by Onboard, Fully Qualified Personnel =D/C	Percentage of Required Capabilities That Are Either Fully Qualified or on Schedule for Qualification =((D+E)-F)/C	Comments	
<b>National Nuclear Security Administration (NN SA)</b>										
Los Alamos Site Office	LA SO	94	65	11	2	18	81%	69%	79%	Staffing numbers rebaselined this quarter to incorporate changes identified in the FTCP Workforce Analysis for 2012. Quarterly Report statistics are significantly negatively impacted by vacant positions that are identified as needed but not authorized to be staffed.
Livermore Site Office	LSO	50	40	10	2	0	100%	80%	96%	Two TQP participants retired at end of December, one each qualified in WM and S&S. They will not be replaced. Duties distributed among remaining staff.
Nevada Site Office	NSO	73	63	9	1	1	99%	86%	97%	Site Manager (STSM) position vacant. Will be filled by 4th QTR FY 13
NNSA Production Office	NPO	162	144	16	0	2	99%	89%	99%	
Savannah River Site Office	SRSO	21	19	2	0	0	100%	90%	100%	
Sandia Site Office	SSO	49	33	7	1	9	82%	67%	80%	6 of the shortfalls are address via NNSA/HQ support; working staffing of other 3 through cross-qualification.
NNSA HQ	NA-HQ	195	159	27	8	9	95%	82%	91%	Based on a reorganization - NA-10 and NA-00 will probably be broken-out in the future. Total need for TQP capabilities will be re-evaluated then and reported in the Annual Staffing Plan(s) (last reported in the Jan. 2012 Plan as 84 capabilities required).
<b>NN SA Totals</b>		<b>644</b>	<b>523</b>	<b>82</b>	<b>14</b>	<b>39</b>	<b>94%</b>	<b>81%</b>	<b>92%</b>	
<b>Environmental Management (EM)</b>										
Carlsbad Field Office	CBFO	14	11	2	0	1	93%	79%	93%	CBFO Manager is working with DOE HQ on approaches to address CBFO staffing needs. CBFO Deputy Manager position currently vacant - interviews are ongoing to fill position. One FR candidate in early phase of qualification. One SSO candiate in early phase of qualification.
CBC	CBC	13	7	6	0	0	100%	54%	100%	The EMCBC includes six STSM's, two FRs, three Quality Assurance, one Emergency Management, and one Radiation Protection mandatory participation in the Technical Qualification Program (TQP). Two of the three STSM's will complete requalification this fiscal year. The EMCBC will continue to track voluntary participation in the TQP but will only report mandatory capabilities to the TQP.
OSS&SP Field Personnel	OSSSP	50	19	15	0	16	68%	38%	68%	Three technical capabilities needed at MOAB. The MOAB FPD is fully qualified as a STSM, the Quality Assurance, Health and Safety Manager is qualified as a STSM, and the FR is fully qualified. Three technical capabilities needed at SPRU. The STSM is fully qualified, the Radiation Protection Specialist has not completed the required technical training, and the FR is completing the initial training. The ETEC STSM is fully qualified. The West Valley Demonstration Project (WVDP) data includes 4 Cadre assigned to the project. Fully Qualified: 1 STSM, 2 FR, 2 TPM/FPD, 1 Decontamination and Dismantlement, 1 Emergency Management, 2 Environmental Compliance, 1 Environmental Restoration, 1 Safeguards and Security, 1 Industrial Hygiene, and 1 Radiation Protection. TQP In progress: 1 STSM, 1 Technical Training, 1 TPM/FPD, 1 Environmental Compliance, 2 Environmental Restoration, 1 Waste Management, and 1 Fire Prot. Need to start: 1 Transportation and Traffic Management, 1 Waste Management, 1 Occupational Safety, 1 TPM/FPD, 1 Construction Management, and 1 Facilities Maintenance Management. Need to start are individuals who are already working towards initial TQP and these will be their second or third TQP. Current SHORTFALLS are being covered by: SME Support services: 1 Radiation Protection, 1 Civil Engineer, 1 Criticality Safety, 1 Nuclear Safety Systems, 1 Mechanical Systems, and 1 Quality Assurance.

## CY2012 4th Quarter Master Report Data Table ~ *continued*

Office of River Protection	ORP	103	93	7	0	3	97%	90%	97%	Decrease in 4 personnel by attrition.
Portsmouth/Paducah Project Office	PPPO	25	14	11	0	0	100%	56%	100%	
Richland Operations Office	RL	68	55	13	0	0	100%	81%	100%	
Savannah River Ops. Office	SR	198	167	15	1	16	92%	84%	91%	The reduction in needed capabilities since the FY12 Q4 report is due to a reduction in the need of one NSS, one SSO, one Chem Process, and one Safeguard and Security Specialist. Management has a plan in place to address the delinquent qualification of one individual. DOE-SR plans to recruit and fill vacancies considering internal as well as external sources (as budgetary constraints permit) to fill any voids created by attrition and downsizing. Peak workload will be addressed through details and reassignments of existing staff, and use of support service contracts.
EM Headquarters	EM-HQ	76	44	32	5	0	100%	58%	93%	
<b>EM Totals</b>		547	410	101	6	36	93%	75%	92%	
<b>Others</b>										
Chief of Nuclear Safety	CNS	7	4	1	0	2	71%	57%	71%	Of the total onboard CNS staff of seven, four are required to qualify STSM and one is required to qualify Nuclear Safety Specialist (NSS), and two are identified as SMEs for QA and not required to achieve STMS status. Two positions remain unfilled.
Health, Safety and Security	HSS	105	71	26	0	8	92%	68%	92%	HSS is reporting 8 shortages: 4 NSS, 1 IH, 1 Emergency Management, 1 Envir. Restoration, and 1 Personnel Security.
Idaho Operations Office	NE-ID	124	109	12	0	3	98%	88%	98%	Investigating hiring based on current programmatic budget.
Oak Ridge Office (SC)	SC-OR	72	40	13	0	19	74%	56%	74%	
Office of Science - HQ	SC-HQ	3	2	1	0	0	100%	67%	100%	
Chicago - (SC)	SC-CH	5	4	1	0	0	100%	80%	100%	
Pacific Northwest Site Office (SC)	PNSO	6	4	2	1	0	100%	67%	83%	
<b>Others Totals</b>		322	234	56	1	32	90%	73%	90%	
<b>DOE Total</b>		1513	1167	239	21	107	93%	77%	92%	
<b>DOE Goals</b>		-	-	-	-	-	-	-	80%	

# CY2012 4th Quarter Report Staffing Bar Chart

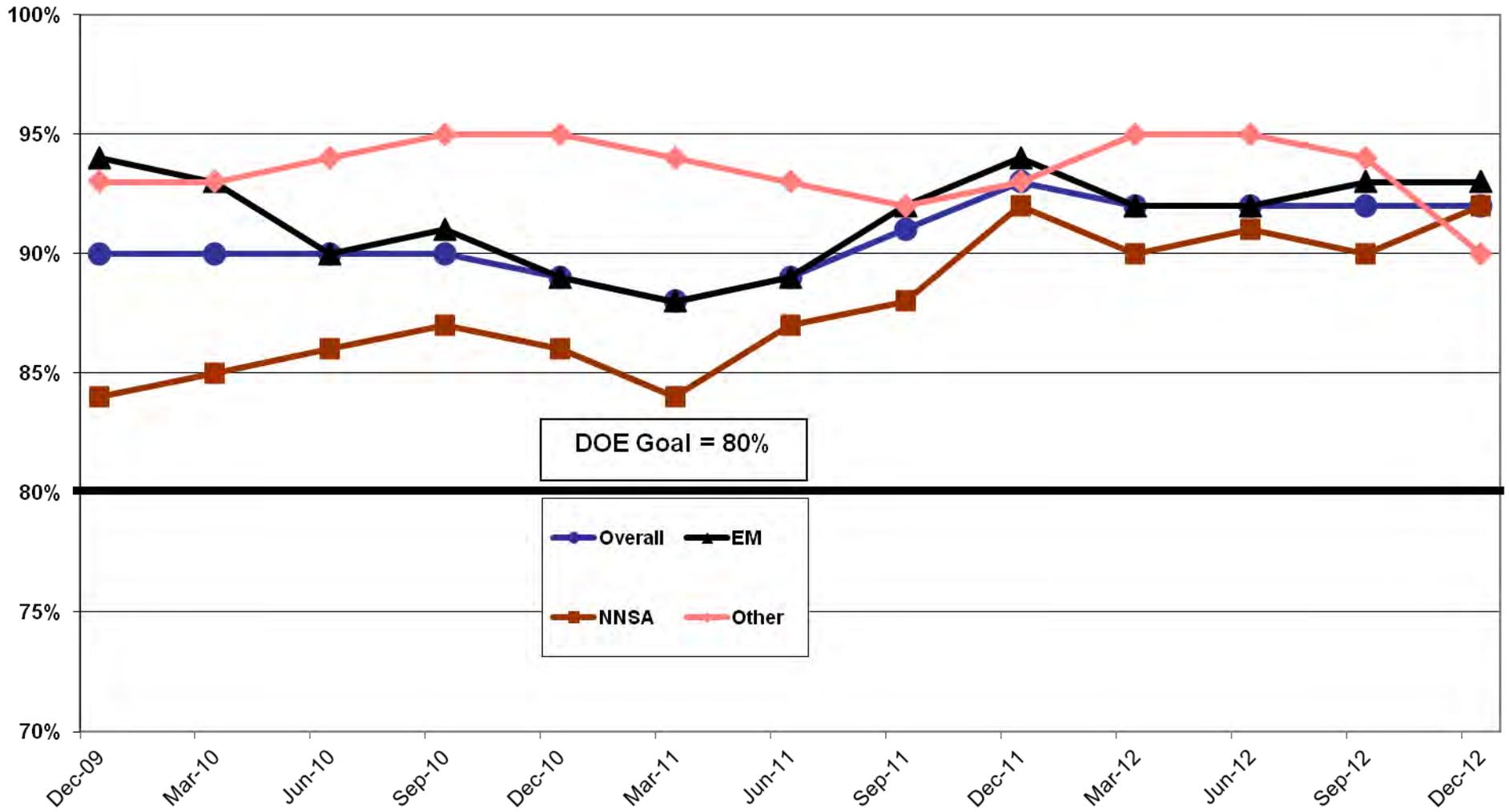
## TQP - Qualified & on Schedule for Qualification by Office - December 2012 (Does Not Include 21 Persons Who Are Overdue to Complete Qualification/Requalification)



# CY2012 4th Quarter Report Trending Chart

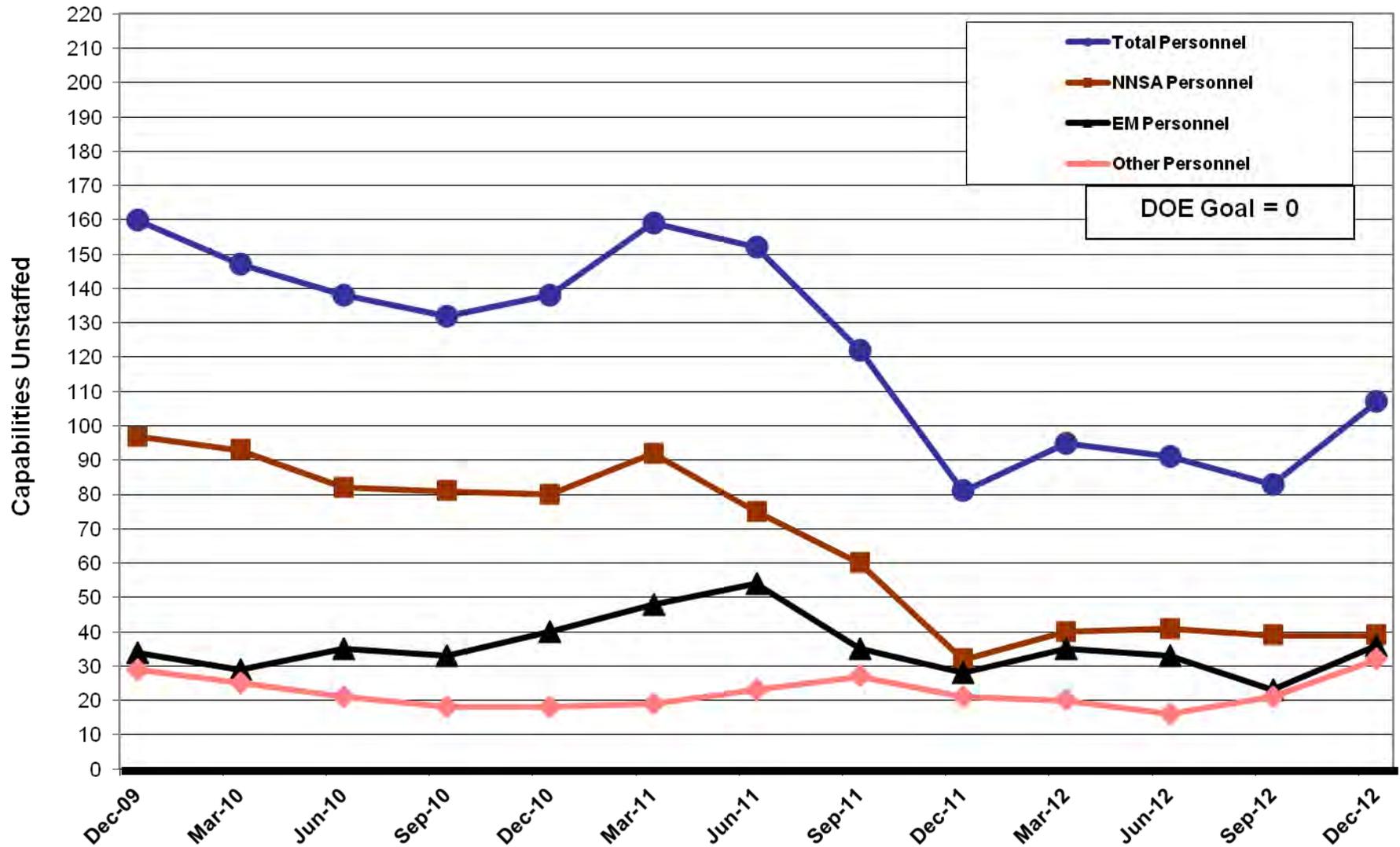
## Overall TQP Qualification Trend

Percentage of Capabilities for Which Personnel are Qualified or On Schedule to Qualify



## CY2012 4th Quarter Staffing Trend Chart

### Staffing Shortfall (Capabilities for Which Personnel Are Not Onboard)



## CY2011 4th Quarter Master Report Data Table

Status of Qualifications in the Technical Qualification Program (TQP)										
December 31, 2011										
Update Frequency: Quarterly										
OVERALL TQP QUALIFICATIONS										
Office	Number of Capabilities Needed (C)	Number of Capabilities Staffed by Onboard, Fully Qualified Personnel (D)	Number of Capabilities for Which Onboard Staff are Engaged in Initial Qualification, or are Overdue Either for Initial Qualification or Requalification (Includes Column F) (E)	Number of Capabilities for Which Onboard Staff are Overdue to Complete Initial Qualification or Requalification (F)	Staffing Shortfall, i.e. Number of Capabilities for Which Personnel are Not Onboard = C-(D+E)	Percentage of Capabilities for Which Staff are Onboard = (D+E)/C	Percentage of Capabilities Staffed by Onboard, Fully Qualified Personnel = D/C	Percentage of Required Capabilities That Are Either Fully Qualified or on Schedule for Qualification = ((D+E)-F)/C	Comments	
<b>National Nuclear Security Administration (NNSA)</b>										
Los Alamos Site Office	LASO	113	75	25	5	13	88%	66%	84%	This report is consistent with the updated LASO FTCP Workforce Analysis dated Jan 23, 2012. Staffing shortfall numbers include 7.2 positions identified needed in the Analysis but not filled due to FTE restrictions and 6 authorized vacancies. Staffing gaps are typically compensated for with Albuquerque Complex Support, Support Service Contracts, and FLP Interns.
Livermore Site Office	LSO	56	40	16	3	0	100%	71%	95%	No vacancies. New Site Manager will transfer STSM qualification and complete Site Specific Qualification Standard. NS vacancy being filled by previous NS personnel that will re-qualify. 3 overdue qualifications are within Safeguard and Securities.
Nevada Site Office	NSO	76	59	17	0	1	100%	78%	100%	
Pantex Site Office	PXSO	69	65	4	0	0	100%	94%	100%	1 Retire, No Backfill; 1 Retire, backfill in progress; 7 initial qual; 3 in Dual Qualifications.
Savannah River Site Office	SRSO	19	16	3	0	0	100%	84%	100%	
Sandia Site Office	SSO	52	39	6	0	7	87%	75%	87%	4 capabilities matrix from NNSA/HQ (Aviation Safety, Environmental Compliance, Electrical Systems, and Civil/Structural Engineer); 1 capability supported by NA-12 on short-term basis via FLP assignment (WQA); Management currently working shortfall of 3 FTE (WQA, STSA, and Nuclear Operations Engineer).
Y-12 Site Office	YSO	92	77	10	0	5	95%	84%	95%	Vacancies due to internal promotion and transfer; working to backfill.
NNSA HQ and NA-SH (ABQ)	NA-HQ/SH	198	146	45	11	7	96%	74%	91%	
<b>NNSA Totals</b>		<b>675</b>	<b>517</b>	<b>126</b>	<b>19</b>	<b>32</b>	<b>95%</b>	<b>77%</b>	<b>92%</b>	
<b>Environmental Management (EM)</b>										
Carlsbad Field Office	CBFO	15	12	3	0	0	100%	80%	100%	CBFO Manager selected and report date is February 2012. CBFO Manager position is a STSM.
CBC	CBC	7	4	2	0	1	86%	57%	86%	The EMCBC data includes six STSM's and one FR. Mandatory participation in the TQP. The Assistant Director of the Office of Technical Support and Asset Management (OTSAM) requalified in December 2009. Two Cadre employees requalified in 2010. The remaining three will complete qualification this fiscal year. New STSM being hired in OTSAM. The EMCBC will continue to track voluntary participation in the TQP but will only report mandatory participation requirements in the overall Functional Area Qualification Standard number of capabilities needed to the FTCP.
OSS&SP Field Personnel	OSSSP	6	4	1	0	1	83%	67%	83%	This data includes the number of capabilities needed for MOAB (3), and the Separations Process Research Unit (SPRU) (3).  SPRU: One STSM is fully qualified, one mandatory Radiation Protection Functional Area Qualification Standard capability is overdue to complete initial qualification and one FR is completing initial qualification.  MOAB: The FR and one STSM are fully qualified. One STSM is preparing for his oral examination to get his STSM qualification.

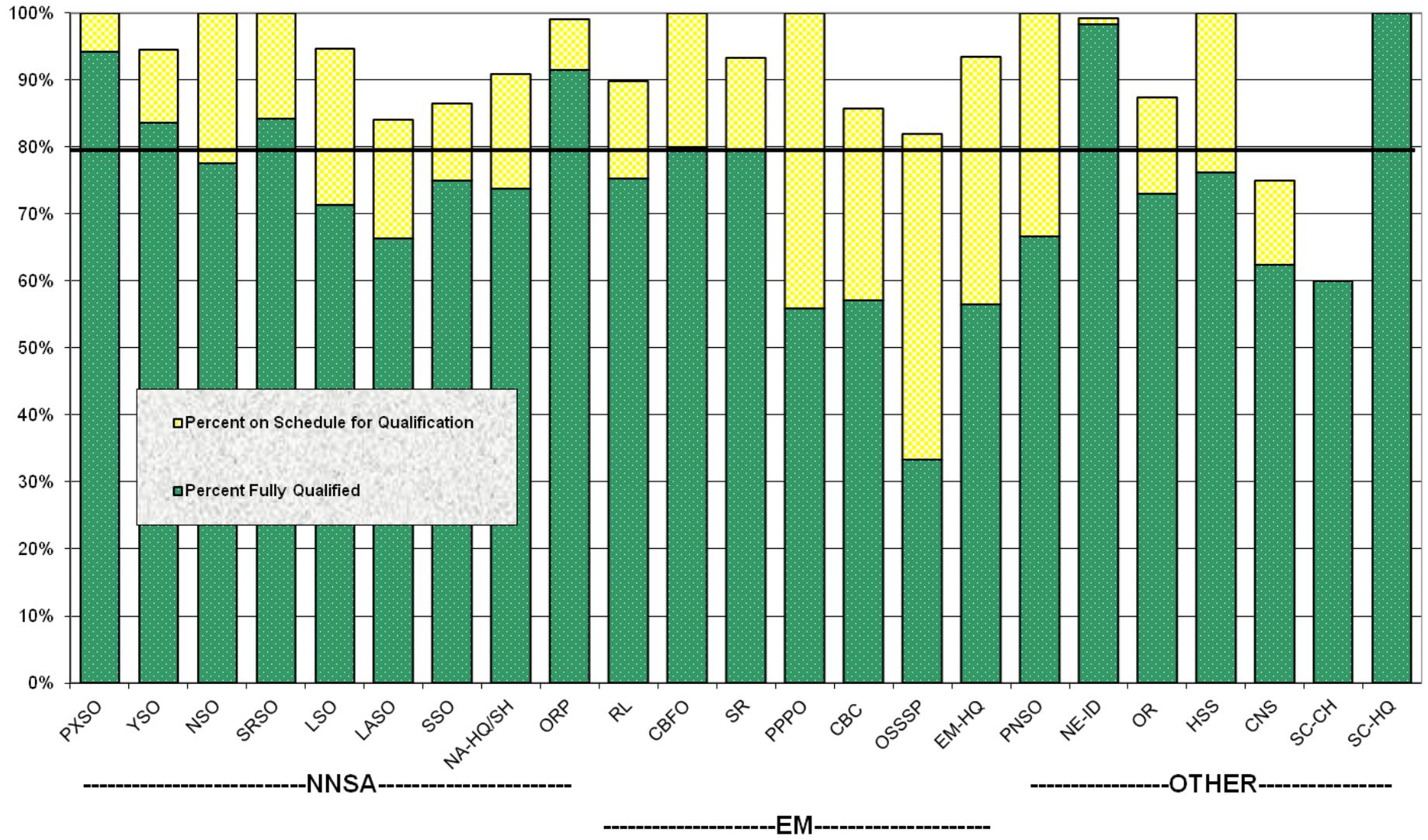
## CY2011 4th Quarter Master Report Data Table ~ *continued*

OSS&SP Field Personnel	WVDP	33	9	18	0	6	82%	27%	82%	This data includes 4 Cadre assigned to West Valley Demonstration Project (WVDP). This is WVDP's data as of January 19, 2012. Fully Qualified: 1 STSM, 1 FR, 1 Emer. Mng., 2 Env. Comp, 1 Env. Rest., 1 S&S, 1 IH and 1 Rad. Prot. TQP In progress: 1 STSM, 1 Tech. Tng, 1 D&D, 2 TPM/FPD, 1 Env. Comp, 2 Env. Rest., 1 WM, 1 Fire Prot., and 1FR. Need to start: 1 Trans & Traf, 1 WM, 1 Occ. Saf., 2 TPM/FPD, 1 Const. Mng., and 1 Fac. Mnt. Mng. Need to start are individuals who are already working towards initial TQP and these will be their second or third TQP. Current SHORTFALLS are being covered by: SME Support services: 1 Rad. Prot., 1 Civil Eng., 1 Crit. Saf., 1 NSS, 1 Mech. Sys. and 1 QA.
Office of River Protection	ORP	107	98	8	0	1	99%	92%	99%	100% GTB qualified.
Portsmouth/Paducah Project Office	PPPO	25	14	11	0	0	100%	56%	100%	
Richland Operations Office	RL	69	52	12	2	3	93%	75%	90%	
Savannah River Ops. Office	SR	210	167	29	0	14	93%	80%	93%	Successful D&D activities and mission realignment resulted in a reduction of three STSMs, two FRs and two Environmental capabilities. Due to FTE ceiling and budget constraints, staffing action is on hold for all but one Fire Protection Engineer and one Quality Assurance Specialist. Until all shortfalls are filled, critical needs will be managed through various staffing actions, which include internal reassignments and details
EM Headquarters	EM-HQ	76	43	33	5	22	100%	57%	93%	
<b>EM Totals</b>		<b>548</b>	<b>403</b>	<b>117</b>	<b>7</b>	<b>28</b>	<b>95%</b>	<b>74%</b>	<b>94%</b>	
<b>Others</b>										
Chief of Nuclear Safety	CNS	8	5	3	2	0	100%	63%	75%	Of the total required CNS staff of nine, eight are onboard with six required to qualify STSM. The remaining staff are either recognized QA SMEs or qualifying Nuclear Safety Specialist (NS) and not required to qualify STSM. In addition this report shows a reduction in the number of TQP capabilities needed based on CNS staffing changes with no intention of backfilling the position.
Health, Safety and Security	HSS	105	80	25	0	0	100%	76%	100%	Overall reduction due to recent retirements in HSS.
Idaho Operations Office	NE-ID	125	123	1	0	1	99%	98%	99%	IH hired will start in January
Oak Ridge Office	OR	174	127	31	6	16	91%	73%	87%	Recruiting to fill authorized vacancies.
Office of Science - HQ	SC-HQ	2	2	0	0	0	100%	100%	100%	
Chicago - (SC)	SC-CH	10	6	0	0	4	60%	60%	60%	
Pacific Northwest Site Office (SC)	PNSO	6	4	2	0	0	100%	67%	100%	
<b>Others Totals</b>		<b>430</b>	<b>347</b>	<b>62</b>	<b>8</b>	<b>21</b>	<b>95%</b>	<b>81%</b>	<b>93%</b>	
<b>DOE Total</b>		<b>1653</b>	<b>1267</b>	<b>305</b>	<b>34</b>	<b>81</b>	<b>95%</b>	<b>77%</b>	<b>93%</b>	
<b>DOE Goals</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>80%</b>	

## CY2011 4th Quarter Report Staffing Bar Chart

### TQP - Qualified & on Schedule for Qualification by Office - December 2011

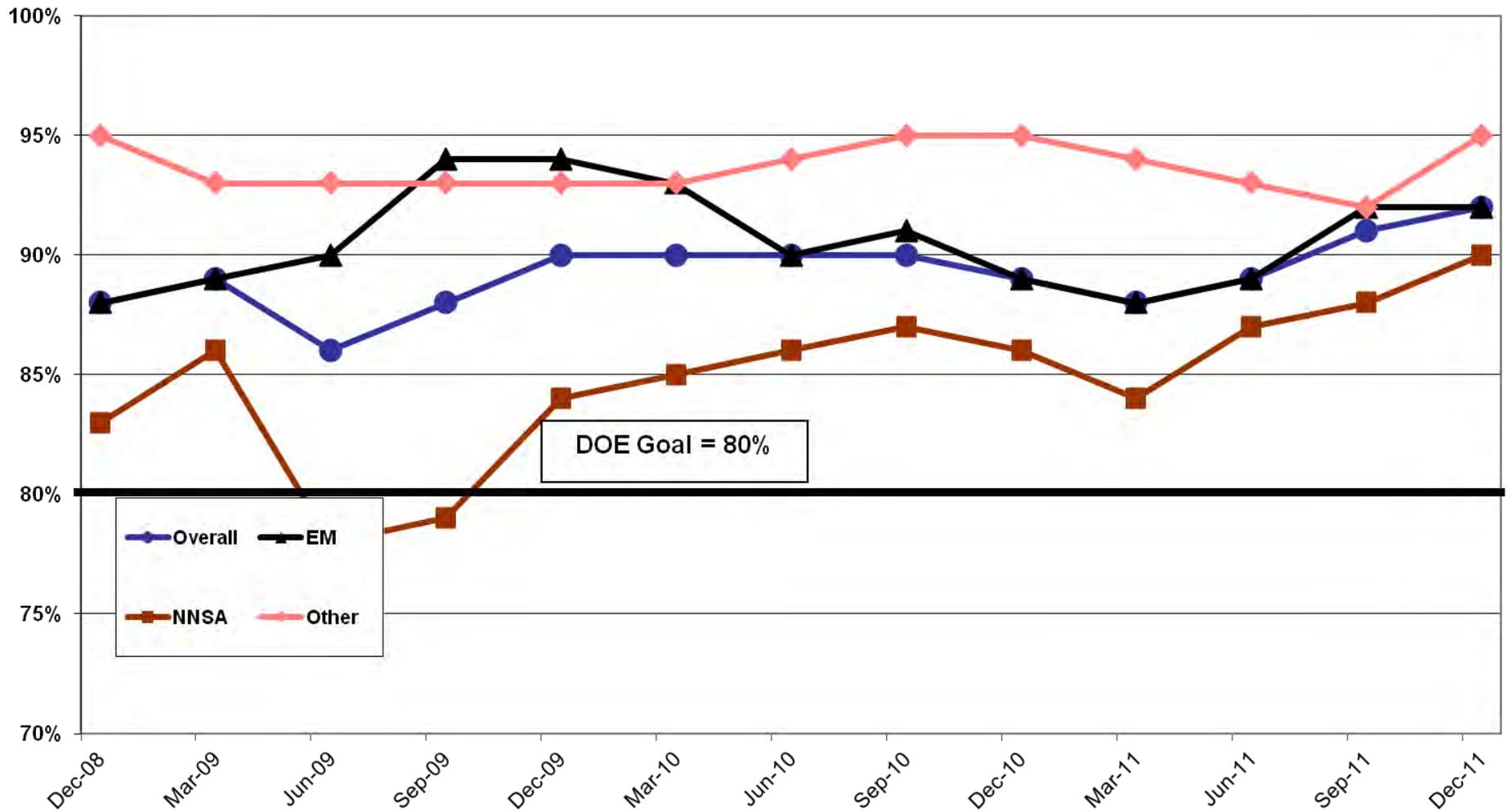
(Does Not Include 36 Persons Who Are Overdue to Complete Qualification/Requalification)



# CY2011 4th Quarter Report Trending Chart

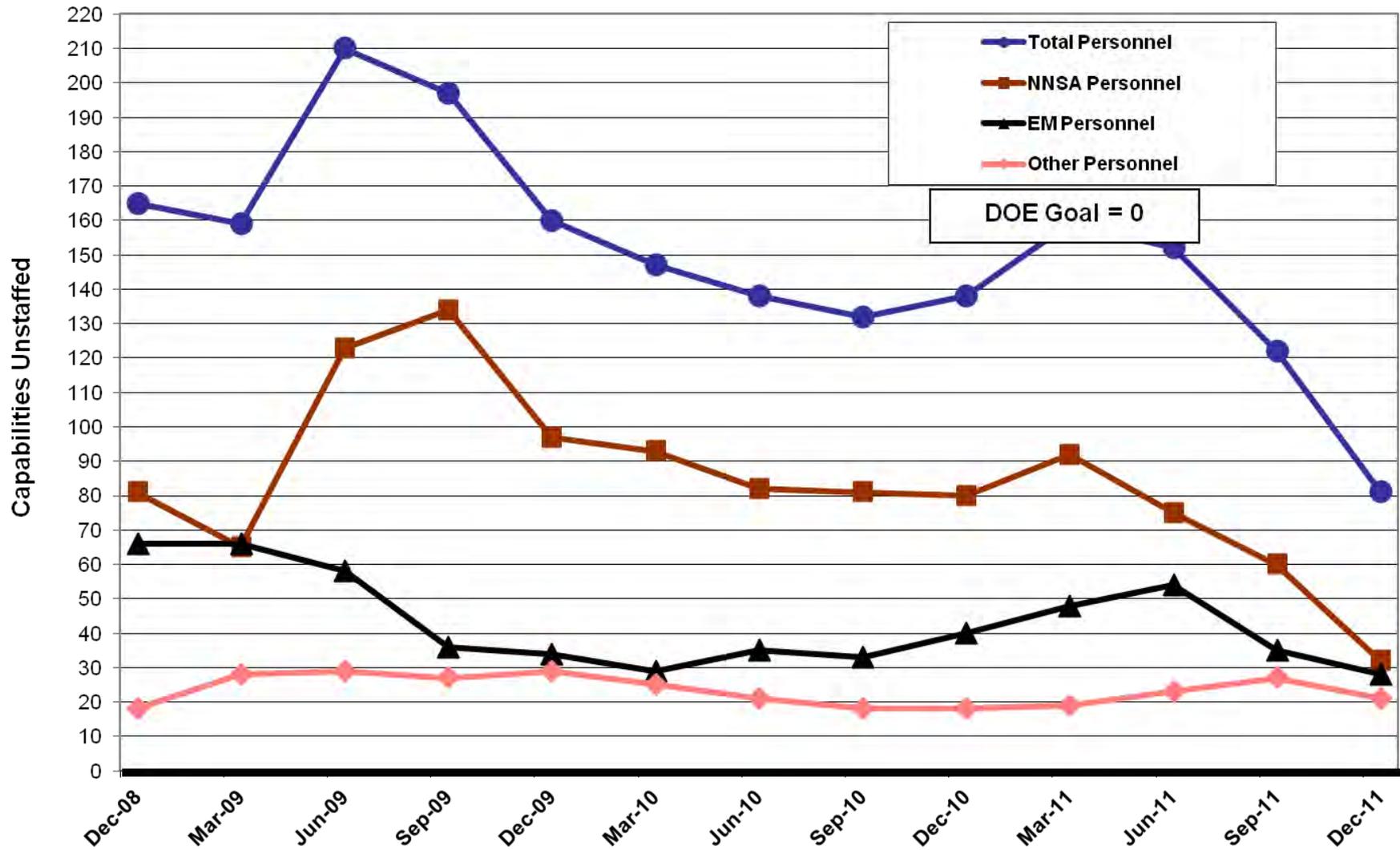
## Overall TQP Qualification Trend

Percentage of Capabilities for Which Personnel are Qualified or On Schedule to Qualify



## CY2011 4th Quarter Staffing Trend Chart

### Staffing Shortfall (Capabilities for Which Personnel Are Not Onboard)



## **4.0 Functional Area Qualification Standards**

A number of DOE highly-qualified and experienced personnel serve as DOE sponsors and alternate sponsors for the 34 Functional Area Qualification Standards. The FTCP website contains a current list of all FAQS sponsors and recognized experts.

The Environmental Compliance, Occupational Safety, and Safety Software Quality Assurance FAQS were updated and reissued in 2011. Work began in earnest on a new Confinement Ventilation and Process Gas Treatment FAQS to be approved and issued in 2013, as well as on several other FAQS (STSM, RP, QA, Facility Maintenance, and Fire Protection Engineering), that should complete the revision and approval process in 2013.

## **5.0 Safety System Oversight**

In 2011 and 2012 the Safety System Oversight program continued to support effective engineering oversight of safety systems. The SSO Annual Award recognized exceptional SSO practitioners across the Department. Ten people were nominated in 2011, and nine in 2012. All received congratulatory letters from the Secretary of Energy, and the winners met the Secretary. SSO staff participated in annual workshops in 2011 and 2012, sharing lessons learned and best practices, participating in discussions with other safety oversight professionals, and hearing from senior DOE management. The visibility and stature of the SSO function remain elevated and field element managers recognize its importance to safety.

## **6.0 Technical Qualification Program Accreditation**

TQP Accreditation enables both Headquarters and field organizations in DOE to demonstrate that they have an effective program in place. The program is to ensure that the technical competency of DOE employees whose duties and responsibilities require them to provide assistance, guidance, direction, oversight, or evaluation of contractor activities that could impact the safe operation of a defense nuclear facility. TQP Accreditation is valid for four years.

The Nevada Site Office received accreditation in August 2011. The Sandia Site Office (SSO) is scheduled for re-accreditation in 2013. The NNSA Office of Safety and Health in DC and in Albuquerque, NM, is scheduled for FTCP TQP Accreditation in 2014. The accreditation schedule is posted on the FTCP website.

## **7.0 National Training Center**

The National Training Center (NTC) continues to deliver and develop safety and security training for the Department of Energy to include the National Nuclear Security Administration. The delivery modalities include instructor led, hands-on, and e-learning

training. A Training Needs Assessment process is used to identify training requirements and gaps throughout the DOE and NNSA communities.

The NTC supports the DOE Technical Professional Career Development Path (TPCDP) in the training, development, and qualification activities and initiatives. In support of the TPCDP, the NTC provides technical and leadership training to technical professionals in the safety, health, environmental, security, and management functions to assist in the continuous development of technical, managerial, and leadership skills and competencies. The NTC is working to enhance Safety Basis core courses and STSM Overview Course training, having assembled customer focus groups and subject-matter experts for new course development.

In addition, the integration of safety and security to balance safety needs with security requirements has been emphasized and has been a major focus of the NTC training programs to assist in the development and qualification of our technical professionals. The NTC has physical assets to include facilities where “hands-on” training can be provided such as the Integrated Safety and Security Training and Evaluation Complex (ISSTEC).

## **8.0 Federal Technical Capability Program Directive**

The Office of Health, Safety and Security (HSS) is the Office of Primary Interest (OPI) for revisions to the FTCP Order, with significant involvement from DOE Human Capital Management (HC) and the Panel.

In September 2011, DOE O. 426.1, *Federal Technical Capability*, Change 1, was approved and issued, which incorporated DOE Policy (P) 426.1, *Federal Technical Capability Policy for Defense Nuclear Facilities*. DOE P 426.1 was then concurrently cancelled.

## **9.0 Facility Representative Program**

Facility Representatives are highly trained Department employees who provide effective day-to-day oversight of contractor operations at the Department’s most hazardous facilities. Approximately 170 Facility Representatives around the complex provide oversight of operational activities important to mission accomplishment and worker and public safety. The Department’s standard, DOE-STD-1063, *Facility Representatives*, defines the duties, responsibilities, and qualifications for Department Facility Representatives. The Facility Representative program supports Department managers in ensuring that Facility Representatives are competent and technically qualified to perform their jobs.

Key components of the program include:

- Complex-wide performance indicator reports provided to the Department's senior managers every quarter since 1999 for evaluation and feedback to improve the program;
- Designated Facility Representative Steering Committee members and sponsors at each field and major Headquarters program office to serve as management advocates for Facility Representatives;
- Monthly conference calls of the Facility Representative Steering Committee to discuss program development and operational oversight issues;
- Annual Facility Representatives Workshop to promote the sharing of lessons learned from Facility Representative programs across the complex; and
- Facility Representative Website to provide resources for the Facility Representative program.

Oversight performed by Facility Representatives provides Department line managers with real-time, accurate, and objective information on the effectiveness of contractor work performance and practices, including implementation of ISM. The Department's experience has shown that when personnel are dedicated to this function, the information that they provide can be used proactively to ensure that work is completed in a safe and environmentally responsible manner. Further, Facility Representatives have obtained a strong understanding of the technical, nuclear and hazardous operations needed to successfully perform in positions of increased responsibility throughout the Department.

### **9.1 Facility Representative of the Year**

The Facility Representative of the Year award is provided annually to a Facility Representative who consistently demonstrates exceptional performance and who makes significant contributions to the safe and efficient operation of Department facilities. Field elements nominated candidates, and a cross-cutting panel of senior DOE managers selected winners for 2011 and 2012. Sixteen nominees in 2011 and fifteen in 2012 received letters from the Secretary of Energy, and the winners met in person with the Secretary.

### **9.2 Annual Workshop**

The Annual Facility Representative Workshop now includes the Safety System Oversight community, and in 2012 also included the Fire Protection community and an FTCP Face-to-Face meeting. The workshops featured plenary sessions for all communities and separate tracks for more specialized sessions, plus a number of training courses before and after the workshop sessions. The combined workshops were held in May of 2011 and 2012 in Las Vegas, Nevada, with about 150 attendees, representing a significant portion of the Department's Facility Representative and Safety System Oversight communities.

## 10.0 2011 Goals Summary

The principal goals established for 2011 are identified in the FTCP FY11 *Operational Plan*. The 2011 goals include: Create the 2015 FTCP Strategic Vision to enhance the technical competency of the federal workforce; make Functional Area Qualification enhancements; and enhance TQP Performance Metrics. The FY11 Operational Plan is posted on the FTCP website. The objectives and actions under each goal provide the road map for success, as follows:

### 10.1 Goal 1 – Create the 2015 Strategic Vision to Enhance the Technical Competency of the Federal Workforce

#### Objectives:

- Create the 2015 Vision Statement
- Design and Conduct Assessment to Evaluation Effectiveness of FTC Panel and Program
- Identify Opportunities for Improvement in Conjunction with DOE Senior Stakeholders

### 10.2 Goal 2 – Functional Area Qualification Standards Enhancements

#### Objectives:

- Clarify Qualification Progression
- Human Factors Engineering
- Exams Questions Bank Development
- JTA Process

### 10.3 Goal 3 – Enhance TQP Performance Measures

#### Objectives:

- Improve TQP CRADS Based on Lessons-Learned from Previous Accreditations
- Explore Linkage Between Qualifications and Performance

The following table provides a summary of deliverables and status of the 2011 Goals at the end of that year.

### FTCP 2011 Operational Plan Closeout Summary

		<i>Brief Summary</i>	Objective Complete (Yes or No)	Carried Over to 2012 Operational Plan Goal #
Goal 1 Champion: Ed Parsons, RL and Dave Chaney, NA-SH-20	Create the 2015 Strategic Vision to Enhance the Technical Competency of the Federal Workforce			
Objectives	Create the 2015 Vision Statement  Champions: Ed Parsons, RL and Dave Chaney, NA-SH-20	For DOE to be a technically proficient enterprise, with federal technical personnel overseeing Defense Nuclear Facilities in a manner that enables and enhances the DOE mission in a technically defensible fashion, while being recognized as preeminent in federal technical leadership and competency. (Post on DOE FTCP Website)	Yes	No
	Design and Conduct Assessments to Evaluate Effectiveness of FTC Panel and Program  Champions: Ali Ghovanlou, HSS, Ed Parsons, RL, and Dave Chaney, NA-SH-20	FTCP Panel Agent Survey Prepared/Distributed FTCP Panel Agent Survey Results Compiled, Reviewed and Potential Actions for FTC Panel Developed at March 2011 DOE FTCP Face to Face (4 Breakout Groups Led by Geoff Beausoleil, PSO, Ali Ghovanlou, HSS, Mark Alsdorf, L&DTS and Mike Garcia, NA-SH-32)	Yes	No
	Identify Opportunities for Improvement in Conjunction with DOE Senior Stakeholders  Champions: Carol Sohn, SC, Todd Lapointe, CNS, and Carl Sykes, NA-SH-10	The FTCP considered (including OCHCO) instead of the monthly FTCP conference calls. The Agents voted to continue the FTCP monthly conference calls. However, this topic will be rolled over and considered as part of the FY 2012 Operational Plan. FTCP Qualification/Re-Qualification Guideline for TQP Participants to more efficiently qualify/re-qualify when they come from nuclear high-reliability organizations and/or to make documentation more effective/less burdensome when FAQs competencies are routinely demonstrated. FTCP Agents felt they, in consult with their PSO's, could make this determination currently, and that this may have become a self-imposed burden. FTCP FY11 OPSPLAN Goal 1 to consider, however no further action may be needed.	Yes	Goal #2

Goal 2 Champion: Deborah Monette, NA-SH-20	Functional Area Qualification Standards Enhancements			
Objectives	Clarify Qualification Progression  Champion: Ed Parsons, RL	Go back and look at the 5 FAQs and determine what is unique about the expert level knowledge factors in (Fire Protection Engineer, Nuclear Safety Specialist, Industrial Hygiene/Safety and Nuclear Explosive Safety), interfacing with the FAQs Sponsors.	Yes	No
	Human Factors Engineering  Champion: Carol Ingram, LSO	Briefed FTCP on Human Factors Engineering. Identified competencies and supporting knowledge and skills related to HFE for selected TQP functional areas. Recommendations: FTCP approved HFE competencies. The FTCP discussed options and designated the mechanism to publish the HFE competencies. Carry over for FY12 Operational Plan: Develop training to support the approved and published HFE competencies	Yes	Goal #2
	Exam Questions Bank Developments  Champion: Mark Alsdorf, L&DTS	Populated the examination database for FAQs; delivered database and examination generator; developed Administrator and Instructor Guides; an developed a process for routine maintenance of database questions.  Carry over for FY12 Operational Plan: Resolve installation errors and expand generator access to all DOE.	Yes	Goal #1
	JTA Process  Champion: Barry Weaver, HC-22	9 of 32 FAQs JTA's have been completed as of September 13, 2011. The next steps are to complete remaining JTA's NLT December 2011.  Carry over for FY12 Operational Plan: Complete resulting revisions to affected FAQs' by September 2012	No	Goal #1
Goal 3 Champions: Pat Worthington, HSS and Todd Lapointe, CNS	Enhance TQP Performance Measures			
Objectives	Improve TQP CRADS Based on Lessons-Learned from Previous Accreditations	CRADS have been revised and posted on the FTCP Website. Self-assessments will be completed using the new CRADS.	Yes	No

	Champions: Jeanette Yarrington and Ali Ghovanlou, HSS			
	Explore Linkage Between Qualifications and Performance  Champions: Todd Lapointe CNS and Pat Worthington, HSS	A thorough review of the survey issues will be resolved and answers provided that can benefit the FTCP and tracked to completion/considered for incorporation into the FY12 FTCP OPSPLAN.	No	Goal #3

## 11.0 2012 Goals Summary

The principal goals established for 2012 are identified in the FTCP FY12 *Operational Plan*. The 2012 goals include: Enhance the Qualification Process; Enhance Training; and Improve FTCP Management Processes. The *FY12 Operational Plan* is posted on the FTCP website. The objectives and actions under each goal provide the road map for success:

### 11.1 Goal 1 – Enhance the Qualification Process

#### Objectives:

- Qualifying Officials Expectation/Training and Information Sharing
- Exam Bank Institutionalization
- JTA Analysis
- Expert-Level Discussion
- Supplemental Individual Competencies

### 11.2 Goal 2 – Enhance Training

#### Objectives:

- Human Factors Engineering
- Technical Training Needs Assessment (TNA)/Individual Development Plan (IDP) and Continuing Education
- STSM Functional Qualification Standard/Update/Card/Training Update
- SME Involvement in Course Development and Instruction

### 11.3 Goal 3 – Improve FTCP Management Processes

#### Objectives:

- Workforce Analysis: Improving the FTCP Workforce Analysis as an Effective Tool to be Used in Other Baseline Staffing Activities
- FTCP Quarterly Report – Determine if the FTCP Quarterly Report Continues to Fulfill a Useful Function, or if it Should be Revised or Discontinued
- Business case for Accreditation Incentives – Challenge the Enterprise to Foster Confidence and Support of TQP Accreditation
- Steering Group/Strategic Interface

The following table provides a summary of deliverables and status of the 2012 Goals at the end of that year.

### FTCP 2012 Operational Plan Closeout Summary

		<i>Brief Summary</i>	Objective Complete (Yes or No)	Carried Over to 2013 Operational Plan Goal #
Goal 1 <i>Champions: Dave Chaney, NA-SH-2</i>	Enhance Qualification Process			
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.  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  <i>Champion: Barry Weaver, DOE-HC</i>	All JTAs (of 33) completed except: <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>	No	No

	Expert-Level Discussion  <i>Champion: Patrick Romero, NA-MB</i>	Revisited FTCP Issue Paper, FTCP-10-004, Clarify Qualification Process and Re-evaluate the definition of expert level in functional area qualification standards. <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>	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. <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> <li>• Prepared draft Issue Paper FTCP-12-003 for approval by the FTCP Chair.</li> </ul>	No	No
Goal 2 <i>Champion: TJ Jackson, EMCBC</i>	Enhance Training			
Objectives	Human Factors Engineering	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.)</li> </ul> - Compile training materials (ongoing) - Refine learning objectives (done for each of three audiences; attached) Develop and implement training: Determine and implement appropriate training methods based on JTA results: <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</li> </ul>	Yes	No

	<p>discussions, homework, and a follow-on second synchronous session weeks or a month later.</p> <ul style="list-style-type: none"> <li>• Develop and finalize lesson plans, materials, etc.: In progress.</li> <li>• A rough course outline has been prepared.</li> <li>• Next steps: finalize lesson plans, using appropriate materials</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>		
<p><i>Champion: Carol Ingram, LSO</i></p>	<p>Technical Training Needs Assessment (TNA)/Individual Development Plan (IDP) and Continuing Education</p> <p>Integrate the numerous Departmental training needs assessments into one viable tool that includes input from IDPs and vetted courses.</p> <p>Determine the needs and purpose of a TNA.</p> <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> <p>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.</p>	<p>Yes</p>	<p>No</p>
<p><i>Champion: Mike Michaelis, NA-00</i></p>	<p>STSM Functional Qualification Standard Update/Card/ Training Update</p> <p>FAQS Update:</p> <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>	<p>No</p>	<p>Yes</p>
		<p>Yes</p>	<p>No</p>

	<p><i>Champion: Pat Worthington, DOE HSS</i></p>	<p>Training:</p> <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> <p>Requalification Update:</p> <ul style="list-style-type: none"> <li>• Gap analysis will be completed on new FAQs</li> <li>• Revised overview course will evaluate</li> </ul>		
	<p>SME Involvement in Course Development and Instruction</p> <p><i>Champion: Mike Mikolanis</i></p>	<p>NTC provides SME needs to Team</p> <p>Team provides SME designation process to NTC</p> <p>NTC provides status of SME usage on FTCP Conference Calls</p>	No	Transferred to NTC
<p>Goal 3</p> <p><i>Champions: Ted Wyka, NA-70</i></p>	<p>Improve FTCP Management Processes</p>			
<p>Objectives</p>	<p>Workforce Analysis: Improving the FTCP Workforce Analysis as an Effective Tool to be Used in Other Baseline Staffing Activities</p>	<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. Recommend an effective Workforce Analysis process that can be applied complex wide. 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 Representative staffing process) that</li> </ul>	Yes	No

	<p><i>Champions: Dary Newbry, ID</i></p>	<p>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><i>Champions: Fred Bell and Jeanette Yarrington</i></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 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>	<p>Yes</p>	<p>No</p>
	<p>Business case for Accreditation Incentives – Challenge the Enterprise to Foster Confidence and Support of TQP Accreditation</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>  An accreditation schedule is being maintained on the web-site as well. Actively capture and disseminate lessons</p>	<p>Yes</p>	<p>No</p>

	<p><i>Champion: Ray Phifer, NSO</i></p>	<p>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> <li>• Develop and secure approved incentives for achieving TQP Accreditation.</li> <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>		
	<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>	<p>No</p>	<p>Yes</p>

# APPENDIX A

## Federal Technical Capabilities Panel

### Face-to-Face Agenda

NNSA Service Center (Conference Room 381 ABC)

Albuquerque, NM 87185

March 29, 2011

8:00 am - 5:00 pm

8:00-8:15 am	Welcome	Karen Boardman, FTCP Chair Theodore (Ted) Wyka, S&S Deputy
8:15-9:15 am	DOE Training Initiatives	Fletcher Honemond, Director Office of Learning & Workforce Dev.
9:15-9:30 am	FAQS Updates Accreditations	Ali Ghovanlou / Barry Weaver Pat Worthington
9:30-9:45 am	<b>Break</b>	
9:45-10:15 am	Human Factors Engineering Briefing	Carol Ingram /Caren Wenner
10:15-10:30 am	SSO Update	Todd Lapointe
10:30-11:45 am	FY 2011 Operational Plan Goals Status	Karen Boardman
	<u>GOAL 1 -- Create the 2015 FTCP Strategic Vision to Enhance the Technical Competency of the Federal Workforce</u> <i>Champions:</i>	E. Parsons/D. Chaney
	<u>GOAL 2 -- Functional Area Qualifications Enhancements</u> <i>Champions:</i>	D. Monette/B. Weaver/J. Wicks
	<u>GOAL3 -- Enhance TQP Performance Measures</u> <i>Champions:</i>	T. Lapointe/P. Worthington
11:45 am – 1 pm	<b>Lunch</b>	
1:00- 2:30 pm	FTCP Survey / Assessment Recommendation for Goal 1 (Breakout Session) <ul style="list-style-type: none"><li>• Group 1 (FTCP Role: Development) 381 ABC (Ali Ghovanlou – Facilitator)</li><li>• Group 2 (FTCP Role: Deployment) 381 ABC (Geoffrey Beausoleil – Facilitator)</li><li>• Group 3 (FTCP Role: Recruitment) 383-2 Directors Conf. Room (Rita Garcia-Facilitator)</li><li>• Group 4 (FTCP Role: Retention) 383-2 Directors VIP Office (Mark Alsdorf-Facilitator)</li></ul>	
2:30-2:45 pm	<b>Break</b>	
2:45-3:45 pm	FTCP Assessment Recommendation for Goal 1 Results	Group Facilitators/Leads
3:45-4:30 pm	NTC Activities	Lesley Gasperow
4:30-5:00 pm	Closing Remarks	Karen Boardman

## APPENDIX A

### Federal Technical Capabilities Panel Face-to-Face Agenda

Three Rivers Convention Center Room D  
Kennewick, WA  
September 13, 2011  
8:00 am - 5:00 pm

8:00-8:15 am	Welcome	Karen Boardman, FTCP Chair Theodore (Ted) Wyka, S&S Deputy
8:15-9:15 am	Lessons Learned from Fukushima: Training Insights from The Great East Japan Earthquake and Tsunami	George Mortenson, INPO
9:15-9:30 am	FAQS Updates Accreditations	Ali Ghovanlou Pat Worthington
	Recognition of Deputy Secretary Poneman Approval of NSO TQP Accreditation	Pat Worthington Steve Mellington
9:30-9:45 am	<b>Break</b>	
9:45- 10:45 am	2011 DOE Survey of Targeted Engineering Series	Fletcher Honemond, CLO
10:45-11:45 am	FY 2011 Operational Plan Goals Closeout / Rollover	Karen Boardman
	<ul style="list-style-type: none"><li>• Goal 1 – Create the 2015 FTCP Strategic Vision to Enhance the Technical Competency of the Federal Workforce</li><li>• Goal 2 – Functional Area Qualification Enhancements</li><li>• Goal 3 – Enhance TQP Performance Metrics</li></ul>	E. Parsons/D. Chaney D. Monette/B. Weaver/J. Wicks T. Lapointe/P. Worthington
11:45 am – 1 pm	<b>Lunch</b>	
1:00-1:15 pm	FY 2012 FTCP Operational Goal Identification	Karen Boardman
1:15-2:30 pm	FY 2012 Operational Plan (Breakout Sessions) <ul style="list-style-type: none"><li>• Goal 1 – Champion/ Facilitator</li><li>• Goal 2 -- Champion/Facilitator</li><li>• Goal 3 -- Champion/Facilitator</li></ul>	
2:30-2:45 pm	<b>Break</b>	
2:45-3:30 pm	FY 2012 Operational Plan (Report Outs) <ul style="list-style-type: none"><li>• Goal 1</li><li>• Goal 2</li><li>• Goal 3</li></ul>	Goal Champions
3:30-4:30 pm	NTC Activities	Karen Boardman
4:30-5:00 pm	Closing Remarks	Karen Boardman

## APPENDIX B

### Federal Technical Capabilities Panel

#### Face-to-Face Agenda

Alexis Park Hotel  
Room: Parthenon 2  
Las Vegas, NV  
May 15, 2012  
8:00 am - 5:00 pm

8:00 -8:20 am	Welcome	Karen Boardman, FTCP Chair Theodore (Ted) Wyka, S&S Deputy Stephen Mellington, NSO Manager
8:20-8:35 am	FAQS Updates Accreditation Update	Jeanette Yarrington
8:35-8:45 am	Knowledge Capture Initiative at SRS	Mike Mikolanis / Ed Gates
8:45-10:45 am	Workforce Analysis & Staffing Plans (5 minutes each)	FTCP Agents
10:45-11:00 am	<b>Break</b>	
11:00- 12 Noon	FY 2012 Operational Plan Goal Teams Breakout Sessions	
12 Noon -1:00 pm	<b>Lunch</b>	
1:00-2:00 pm	FY 2012 Operational Plan Goals Status  Goal 1 – Enhance Qualification Process Goal 2 – Enhance Training Goal 3 – Improve FTCP Management Processes	Karen Boardman  Champion: Dave Chaney Champion: T.J. Jackson Champions: Ted Wyka & Pat Worthington
2:00-3:00 pm	The Importance of Technical Qualification & Continuous Learning	The Honorable William Ostendorff, NRC Commissioner
3:00-3:15 pm	<b>Break</b>	
3:15 -4:00 pm	NTC Activities • Safety Culture • Training Needs Assessment	Mark Alsdorf / Mark Miller
4:00-4:30 pm	DNFSB Update	Joseph Bader / Tim Hunt
4:30-5:00 pm	Closing Remarks	Karen Boardman

## APPENDIX B

### Federal Technical Capabilities Panel

#### Face-to-Face Agenda

DOE Forrestal

Conference Room GA-015

September 18, 2012

8:00 am - 5:00 pm

8:00-8:20 am	Welcome	Karen Boardman, FTCP Chair Theodore (Ted) Wyka, S&S Deputy
8:20-8:30 am	FAQS Updates Accreditation Update	Jeanette Yarrington, HS-10
8:30-9:00 am	Safety Culture/SCWE Path Forward	James Hutton, CNS Advisor, EM-41
9:00-9:30 am	Competency Development & Critical Skills	Eric Coleman, Actg. Director, HC-23
9:30-9:45 am	<b>Break</b>	
9:45-10:45 am	Guest Speaker	VADM Melvin G. Williams, Jr. Associate Deputy Secretary, DOE
10:45-11:00 am	<b>Break</b>	
11:00-11:45 am	NTC Activities <ul style="list-style-type: none"><li>• Safety Culture</li><li>• Training Needs Assessment</li></ul>	Mark Alsdorf / Mark Miller
11:45 am -1:00 pm	<b>Lunch</b>	
1:00-2:00 pm	FY 2012 Operational Plan Closeout  Goal 1 – Enhance Qualification Process Goal 2 – Enhance Training Goal 3 – Improve FTCP Management Processes	Karen Boardman  Champion: Dave Chaney Champion: T.J. Jackson Champions: Ted Wyka & Pat Worthington
2:00-3:00 pm	FY 2013 Strategic Plan for FY 2013-2018	Mark Miller, Facilitator
3:00-3:15 pm	<b>Break</b>	
3:15 -4:30 pm	FY 2013 Strategic Plan for FY 2013-2018	
4:30-5:00 pm	Closing Remarks	Karen Boardman