UNITED STATES GOVERNMENT DEPARTMENT OF ENERGY

memorandum

National Nuclear Security Administration
Los Alamos Field Office
Los Alamos, New Mexico 87544

DATE: AUG 2 5 2014
REPLY TO
ATTN OF: Fred Bell
SUBJECT: Los Alamos Field Office Technical Qualifications and Federal Technical Capabilities Program Self-Assessment Report

TO: Kimberly Davis Lebak, Manager

THRU: John Krepps, Assistant Manager, Operations

References:
1. Department of Energy Order 426.1, *Federal Technical Capability*
2. MP 00.15 Rev 0, *LASO Self-Assessments for Federal Operations*
3. MP 02.04 Rev 5, *LASO Technical Qualification Program Management Procedure*
4. NA-LA Technical Qualifications Program and Federal Technical Capabilities Program Self-Assessment Plan, February 2014

This memorandum transmits the Los Alamos Field Office (NA-LA) Technical Qualifications and Federal Technical Capabilities Program Self-Assessment Report executed in accordance with Reference 4. The purpose of the self-assessment was to evaluate compliance with the Technical Qualifications Program (TQP) and Federal Technical Capabilities Program (FTCP) requirements in Reference 1 and to evaluate the effectiveness of the NA-LA program as implemented. The scope of this assessment included the criteria for three FTC and one TQP Program requirements identified in Reference 1, Appendix C. Follow-on yearly self-assessments will be conducted, so that all five FTC criteria and the seven TQP criteria are assessed within the Order-required four year period.

As identified in the attached report, the assessment team concluded that NA-LA has implemented a compliant and effective TQP and FTC program. The assessment team identified no findings and one observation.

Please direct questions related to the attached report to Jaime Navarro at (505) 667-1517.

Fred Bell
Supervisor
Subject Matter Expert Team

Attachment

cc w/attachment:
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Records Center, NA-LA
Official Contract Files, NA-LA

OPS:26JN-590370

U.S. Department of Energy
National Nuclear Security Administration
Los Alamos Field Office

FY14 Self-Assessment of the NA-LA Technical Qualifications and Federal Technical Capabilities Program

August 2014

Signature Page

Team member concurrence:

Name	Organization	Signature
Jaime Navarro	NA-LA SME, Team Leader	
Paul Jenkins	NA-MB-42, Team Member	

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I. Executive Summary

The FY14 self-assessment of the Technical Qualifications Program (TQP) and Federal Technical Capabilities Program (FTCP) was conducted to provide Los Alamos Field Office (NA-LA) management specific information related to effectiveness of the documentation and implementation of these programs. The conclusion of this assessment is that the areas assessed herein are compliant with the requirements and that implementation of the requirements has been effective at NA-LA.

All assessment objectives were met; no findings and one observation was made. The observation that was made was related to the lack of NA-LA succession planning, particularly with regard to the technical staff. Additionally, a disconnect was identified between the Annual Workforce Analysis (AWA) and the Capabilities Based Field Office (CBFO) plan as there was no evidence to suggest the AWA is utilized in support of decisions to allocate field office technical staff. A strength was observed regarding NA-LA management utilizing available training funds to support local university technical courses and bringing technical courses to NA-LA so the lack of travel funds would not affect the staff's ability to maintain technical competency.

Details of the program evaluation and discussions are included in Section V, Specific Criteria, Observations and Evaluations. A consolidated list of the observations is included in Section VI, Issue Summary.

II. Introduction

Federal technical capability is necessary for the Department of Energy (DOE) to accomplish its mission in a safe and efficient manner and the TQP establishes a process to ensure its federal technical employees possess the necessary knowledge, skills, and abilities to perform their assigned duties.

Federal staff technical qualifications are conducted in accordance with DOE Order 426.1, *Federal Technical Capability*, and NA-LA Management Procedure 02.04, *LASO Technical Qualifications Program.* The purpose of this self-assessment of the FTCP and the TQP is to evaluate compliance with their requirements and to evaluate the effectiveness of the programs as implemented.

III. Scope and Methodology

The scope of this self-assessment was to evaluate the implementation of FTCP and TQP specific criteria required by DOE Orders and procedures at NA-LA. The overall approach was to interview personnel and/or review procedures and management control systems.

The self-assessment was performed in accordance with NA-LA Management Procedure (MP) 00.15, Rev. 1, *Management Assessment for Federal Operations*, utilizing criteria identified in the Fiscal Year 2014 NA-LA TQP and FTC Program Self-Assessment Plan, transmitted by NA-LA Memorandum FO:40JN-562042, dated February 27, 2014. In accordance with the plan, the

scope of this self-assessment included three FTCP and one TQP criteria, as identified in DOE O 426.1, Appendix C, paragraph 2.a. The assessment objectives included the following topical areas:

- Staffing and deployment;
- Development of technically capable personnel;
- Retaining technically capable personnel; and
- Competency requirements.

Also according to the plan, follow-on yearly self-assessments will be conducted such that all the five FTCP criteria and the seven TQP criteria are assessed within the required four year periodicity. The specific assessment criteria are repeated in Section V of this report, in the results discussion, for each objective.

The assessment used the following definitions to categorize identified issues in accordance with NA-LA MP 00.12, *Independent Assessment Process:*

Findings: Findings are violations of an applicable requirement or an established performance criterion. Findings require corrective action and should be based upon: (1) regulatory requirements, (2) contract compliance requirements that involve necessary functions or could impact safety or quality assurance, (3) a number of related performance issues, (4) lack of necessary administrative controls, or (5) significant programmatic effectiveness or safety related issues.

Observations: Observations are problems or conditions that are of concern to the NA-LA team member that, if left unaddressed, could lead to non-compliance with requirements, but is not a violation of requirements.

The assessment team included:
- Jaime Navarro, NA-LA TQP Manager – Team Leader.
- Paul Jenkins, NA-MB-42 - Team Member.

IV. Results

This assessment concluded that NA-LA has implemented a compliant and effective FTCP and TQP for the objectives assessed. The related processes and their respective implementation assured that technical staff achieved and maintained their required certification requirements, thereby enabling them to effectively perform their technical functions. The assessment further indicated that the programs, plans and procedures are structured to meet DOE Order requirements and that continuing technical training is being accomplished to maintain a competent technical staff.

The following strength and observation were identified during this assessment:

Strength FTCP 4.2: Although maintaining technical competency through utilization of Fellowship type programs has become more difficult for the technical staff due to staffing and travel funds shortages, NA-LA management has utilized available training funds to support local university technical courses, the bringing technical courses to the field, and supports staff attending TQP "Brown Bag" sessions. By offering these technical courses at or near NA-LA, travel funds are no longer a barrier to maintaining the staff's technical competencies.

Observation FTCP 5.2: The management interviewed expressed the common opinion that technical succession planning is the most significant weakness at NA-LA. They expressed strong concern that not only is replacement of technical staff an issue, but that it takes a minimum of 18 months to qualify them, and more time for them to become fully effective in their job assignment.

Program evaluation details and narrative supporting the identified observations follow in the discussion for each objective. A consolidated list of the observations is included in Section VI, Issue Summary.

V. Specific Criteria, Observations and Evaluations

Federal Technical Capability Program

Objective: **3. Staffing and Deployment**: Technical staffing plans are developed, maintained, and used as the basis for the recruitment, development and deployment of personnel to ensure that critical safety positions are filled with technically competent personnel.

Criteria:

3.1: Technical staffing plans are developed and maintained to identify critical safety positions and other key technical positions within the organization.

3.2: Technical staffing plans form the basis for recruitment, development and deployment of technical personnel in the organization.

3.3: Personnel in critical safety positions and other key technical positions possess the required education, training, experience and background for the position.

3.4: The Senior Technical Safety Manager Program is effectively implemented in the organization.

3.1: Technical staffing plans are developed and maintained to identify critical safety positions and other key technical positions within the organization.

Results:

A review of the Annual Workforce Analysis and Staffing Plan Report (AWA), dated December 31, 2013, showed that the document was current and that it did identify critical safety positions as well as other key technical positions within the organization. Additionally, an interview with the NA-LA Human Resources (HR) Liaison indicated that a previous site Manager developed an National Nuclear Security Administration (NNSA) Headquarters required CBFO plan. This plan is what is currently used for identification of vacancies for decision-

makers to determine which vacancies will be authorized for filling. According to the HR Liaison, the NA-LA CBFO was last updated in mid-2013 by a previous NA-LA Manager. A disconnect was identified between the AWA plan and the CBFO plan, as there was no evidence to suggest the AWA is utilized in support of decisions to allocate NA-LA technical staff. No findings or observations identified for this objective criteria.

The criterion was met.

3.2: Technical staffing plans form the basis for recruitment, development and deployment of technical personnel in the organization.

Results:
Technical staffing plans are used for recruitment, development, and deployment of technical personnel. An interview with the HR Liaison indicated that staffing/hiring decisions are based on the NA-LA Manager's use of the CBFO plan. In addition to the CBFO plan, an additional tool that is developed by NA-LA, is the AWA. While the AWA is not used in the development of the CBFO plan, or direct recruitment activities, it does provide a focused view of the technical positions and provides related (useful) information. For example, the AWA has helped identify some unfilled critical positions; specifically, section 3 on page 7 calls out the necessity of critical discipline areas being staffed by technical Subject Matter Experts (SMEs) (from related areas of expertise) as collateral duties, and also points out the risk of attrition that is hovering over five of the ten NSS positions. For recruitment, the CBFO plan is the primary tool, while the AWA is a coordination tool used by the NA-LA FTCP Agent, the Human Resource liaison, and supervisors and managers as appropriate for related activities. Additional evidence (the Human Resources Recruitment Checklist) showed the coordination between the HR liaison and the FTCP Agent regarding identification of TQP requirements during the solicitation process. While the recruitment checklist did refer to an organization chart that showed some vacancies, those vacancies have not yet received authorization to be filled. Once authorization is received the HR personnel will coordinate with appropriate managers and supervisors to fill the position(s) and will also coordinate with the FTCP Agent for TQP considerations if applicable.

In support of the criteria requirement to use staffing plans for the development and deployment of personnel, paragraph 6.0 of LASO Plan 00.14, *Integrated Management System Description Including LASO Functions, Responsibilities, and Authorities (FRAs)*, Revision 1, calls for proper training of personnel; thereby, providing for the proficiency of personnel to meet developmental and deployment needs. Also, the FTCP Agent coordinates with supervisors to determine where people are assigned and who may need additional qualifications to help cover technical shortfalls. Review of the TQP Matrix shows the status of personnel (qualified or in progress), and an interview with a supervisor of Nuclear Safety Specialists (NSS) qualified personnel yielded objective evidence in the form of Individual Development Plans (IDPs) for his subordinates. These IDPs clearly identified that the TQP job related courses requested by the individual had received supervisor approval as called for in paragraph 6.0 and that there were no frivolous training requests in the IDP system. No findings or observations identified for this objective criteria.

The Criterion was met.

3.3: Personnel in critical safety positions and other key technical positions possess the required education, training, experience and background for the position.

Results
Review of the HR Recruitment Checklist, the IMSD Plan 00.14, Revision 1, dated January 15, 2012, the participant's IDPs, and a supervisor's tracking spreadsheet as well as an interview of the HR Liaison demonstrated personnel in critical safety positions and other key technical positions possessed the required education, training, experience, and background for their positions. The IMSD Plan sets forth guiding principles on page 12, paragraph 2.2, stating how personnel in critical safety positions start by meeting the requirements of the position description and work their way through the application and interview process to ensure the selected candidate has the correct skillset (verbally verified by HR liaison and through review of the HR recruitment checklist). After the individual is officially hired the supervisor and the individual work together to identify any additional training requirements. The identified training needs are captured in the IDP and approved by the supervisor (supervisor showed IDP as objective evidence that training needs are documented in the IDP). The supervisor also had a tracking sheet that showed previously completed training. In addition to the hiring process and the IDPs, individuals are enrolled in the TQP for their particular functional area and their progress is tracked in the NNSA TQP matrix. No findings or observations identified for this objective criteria.

The Criterion was met.

3.4: The Senior Technical Safety Manager Program is effectively implemented in the organization.

Results
Review of DOE O 426.1, TQP participant's TQP folders, the NA-LA TQP plan, and interviews with an NA-LA FTCP Agent as well as a NA-LA supervisor indicate, the Senior Technical Safety Manager (STSM) program is being effectively implemented. Specifically, review of the NA-LA TQP plan provides detailed evidence that the organization understands the requirements of the STSM as defined by the DOE O 426.1 section related to TQP (para 4.b.(6)(a)-(f), (pages 10 & 11). No findings or observations were identified for this objective criterion.

The criterion was met.

Objective: **4. Development of Technically Capable Personnel**: Programs and processes are effectively implemented to encourage the continuous improvement of technical personnel.

Criteria:

4.1: The Technical Qualifications Program is effectively implemented. (Note: This program is evaluated under the TQP objectives and criteria).

4.2: Fellowship programs and other continuing education processes are effectively

used to enhance the continuous s improvement of technical personnel.

4.3: Personnel involvement with professional organizations, writing of professional papers and pursuit of professional certifications is encouraged.

4.2: Fellowship programs and other continuing education processes are effectively used to enhance the continuous improvement of technical personnel.

Results:
Based on interviews with NA-LA management, technical staff continuing education opportunities, such as fellowships, used to be common; however, in recent times, these opportunities have become less viable for NA-LA technical staff due to: 1) the difficulty in supporting extended training away from the office due to the inability to backfill vacant positions, and, 2) NA-LA travel and training budget limitations. The managers spoke about how, until recently, most technical positions were being backfilled and the NA-LA travel budget had far fewer constraints. Under these former staffing conditions, NA-LA had the ability to send technical staff on long-term developmental rotations and to fellowship type programs (i.e. the War College for a year) to maintain or develop proficiencies.

Although fellowship type programs are still being offered within NNSA, only one NNSA candidate is selected per year. Even if it were widely available, NA-LA management does not have the resources to support these types of activities due to the reduced number of technical staff in their groups. Despite the trend discussed above, technical staff managers indicated that support at the NA-LA for technical staff attending local university technical courses has continued, since no travel funds are necessary and the employees can continue to work for NA-LA. NA-LA management has also supported TQP Continuing Training "Brown Bag" sessions and technical courses that are offered at NA-LA. No findings or observations identified for this objective criteria.

The criterion was met.

Strength FTCP 4.2: Although maintaining technical competency through utilization of Fellowship type programs has become more difficult for the technical staff due to staffing and travel funds shortages, NA-LA management has utilized available training funds to support local university technical courses, the bringing technical courses to the field, and supports staff attending TQP "Brown Bag" sessions. By offering these technical courses at or near NA-LA, travel funds are no longer a barrier to maintaining the staff's technical competencies.

4.3: Personnel involvement with professional organizations, writing of professional papers and pursuit of professional certifications is encouraged.

Results:
The interviewees indicated that generally, involvement in technical professional organizations or the writing of professional papers is not encouraged or discouraged at NA-LA; however, pursuit of certifications and licenses from professional organizations is encouraged by NA-LA managers. The preparation of technical papers at NA-LA is generally limited to the preparation

of presentations for the Facility Representative yearly conference. A supervisor stated the majority of his technical staff is involved in oversight of highly technical, cutting edge programs, and they have not shown interest in their involvement in local technical chapters. No findings or observations identified for this objective criteria.

The criterion was met.

5. Retaining Technically Capable personnel: The Department of Energy is an organization where technically competent personnel are respected and want to work.

Criteria:

5.1: Technical personnel are assigned positions and responsibilities that allow them to effectively use their education, training, experience and background in a fulfilling way.

5.2: Career path planning and succession planning are effectively used to facilitate the retention of technically capable personnel.

5.3: Technical performance is used as a basis for performance reviews, promotions, recognitions, rewards, etc.

5.4: An effective process is in place to preserve critical technical capabilities during a reduction in force (RIF).

5.1: Technical personnel are assigned positions and responsibilities that allow them to effectively use their education, training, experience and background in a fulfilling way.

Results:

Interview responses were generally in agreement that NA-LA technical staff is assigned to positions that match their technical backgrounds and thus, are able to effectively use their education, training, and background for their assigned positions. During management interviews the following clarifications were made: 1) technical positions are appropriately filled when a need arises, and is generally not necessarily done to develop employees as part of career planning, or to make best use of an employee's education, experience, and background, 2) since technical staff perform oversight, the technical degree and background of technical employees is only the foundation for their responsibilities, 3) staff members are generally allowed to pursue technical qualification in areas outside their position, and 4) there are highly technical staff in NA-LA office that have technical backgrounds in fields other than those necessary for the position they hold. No findings or observations identified for this objective criteria.

The criterion was met.

5.2: Career path planning and succession planning are effectively used to facilitate the retention of technically capable personnel.

Results:

There was consensus among the interviewee responses that there is little to no career path-planning and no succession planning at NA-LA. Some responded that at one time the

NA-LA was able to support career path type development of technical staff by rotating them through various NA-LA groups; however, it is no longer perceived as feasible due to the recent hiring freeze and the inability to backfill vacant positions. One interviewee indicated his staff has been reduced by almost 50% due to the inability to backfill, which supports the perception that it is not feasible to support career and succession planning since rotating technical staff is no longer deemed practical at NA-LA.

The lack of succession planning at NA-LA was deemed the most significant weakness by most of the interviewees. Interviewees indicated the lack of a pipeline of younger technical staff to fill vacancies left by retired or transferring staff was partly created by the practice of hiring primarily senior experienced staff since there is no authority to staff a position adequately both with an apprentice and a journeyman (or expert). This has exacerbated the situation in the NA-LA, which currently is very tenuous in regards to the availability of technical staff to backfill a recent wave of technical staff attrition.

A recent positive development regarding the backfilling of vacated positions was that the new NNSA Administrator gave approval to backfill three vacancies. No findings and one observation was identified for this objective criterion.

The criterion was met.

Observation

The management interviewed expressed the common opinion that technical succession planning is the most significant weakness at NA-LA. They expressed strong concern that not only is replacement of technical staff an issue, but that it takes a minimum of 18 months to qualify them, and more time for them to become fully effective in their job assignment.

5.3: Technical performance is used as a basis for performance reviews, promotions, recognitions, rewards, etc.

Results

Results of the interviews indicated that technical performance is the basis for performance reviews, promotions, recognitions, rewards, etc. No findings or observations identified for this objective criteria.

Criterion was met.

5.4: An effective process is in place to preserve critical technical capabilities during a reduction in force (RIF).

Results

Interviewees responded that a RIF process is prescribed by the Office of Personnel Management (OPM) and that is what would be followed if it were necessary, since there is no NA-LA process. However, several interviewees commented that if a RIF were to take place at this time, it would be devastating to NA-LA since the process would eliminate the youngest of the technical staff, leaving only those that are near retirement. They stated it would create a situation

that would be very difficult to recover from, since following the RIF actions, it would take at least 18 months to qualify any newly hired technical staff and once qualified, additional time to reach full potential on specific job assignment. It was indicated that although the Albuquerque Complex technical staff might be available to support NA-LA following a RIF, it would still be very difficult to recover.

The related topic of budget driven furloughs was discussed since several of the managers expressed concerns that a process was not in place to preserve the technical staff capability at the NA-LA. However, the NA-LA HR representative indicated that a furlough process was introduced last year where specific staff members were identified for protection. Another related concern was raised regarding the inability of NA-LA to retain young technical staff from past Future Leaders classes or the latest Fellows Class; both of these conditions have exacerbated the current technical staffing situation. No findings or observations identified for this objective criteria.

The criterion was met.

Technical Qualifications Program

Objective: **3. Competency Requirements: Competency requirements are clearly defined and consistent with applicable DOE standards and similar industrial occupations.**

Criteria:

3.1: Competency requirements include clearly defined knowledge, skill, and ability elements.

3.2: Recognized experts help establish competency requirements.

3.3: Related professional accreditation requirements are considered in the program as applicable.

3.4: Competency requirements are identified in the areas listed below. (Note: this does not imply that three separate documents are required).

- Basic Technical Knowledge.
- Technical Discipline Competency.
- Position Knowledge, Skills, and Abilities.

3.1: Competency requirements include clearly defined knowledge, skill, and ability elements.

Results:

Review of a provided Safety System Oversight (SSO) Job Task Analysis (JTA) showed that competency requirements included elements of the related knowledge, skills and abilities. The JTA and the Qualification Card for the NA-LA (SSO) position show the required training for the Site Specific Qualification Standard competencies as well as the DOE Functional Area Qualification Standard (FAQS) competencies. Remaining JTA open discrepancies are being tracked by the open finding reflected in the NA-LA Self-Assessment Report of the Verification

of the Closure of Federal Training and Qualification Deficiencies, dated February 13, 2014. No findings or observations identified for this objective criteria.

The criterion was met.

3.2: Recognized experts help establish competency requirements.

Results

Review of the SSO JTA clearly indicated that recognized experts were involved with the establishment of competency requirements for the SSO functional area. Per interview with the FTCP Agent, the Agent engaged expert performers in an iterative process to develop the initial qualification standard for completing the SSO JTA as well as for establishing competency requirements for remaining site specific functional areas. This is evidenced by the technical nature of the respective competency content, which is beyond that of non-experts. As the program matured, the local qualification standard was reformatted to be consistent with the DOE Functional Area Qualification Standards. This was also another opportunity to engage the expert performers to incorporate Opportunities for Improvement from the experience they gained while implementing the qualification card and also accomplishing various assessments. No findings or observations identified for this objective criteria.

The criterion was met.

3.3: Related professional accreditation requirements are considered in the program as applicable.

Results

It was noted that related professional accreditation requirements are considered in the program when applicable. Review of a participant's equivalency package provided supporting evidence for the criteria for this competency and how it was met. Additionally, the qualification card reviewed provided written evidence of completion, indicating all competencies met were approved based on an equivalency. Review of the final qualifying activity documentation verified that an equivalency was not used for the overall approval, and that the overall approval was based on one of the three criteria required by DOE O 426.1 (equivalency was not used as the final qualifying activity). No findings or observations identified for this objective criteria.

The criterion was met.

3.4: Competency requirements are identified in the areas listed below. (Note: this does not imply that three separate documents are required).

- **Basic Technical Knowledge.**
- **Technical Discipline Competency.**
- **Position Knowledge, Skills, and Abilities.**

Results

Review of the SSO JTA showed that competency requirements are identified for the basic technical knowledge, technical discipline, and position knowledge, skills, and abilities. Review of the JTA and subsequent information by the FTCP agent, provided evidence that competencies did incorporate the three elements of 1) basic Technical knowledge, 2) Technical discipline competency, and 3) Position Knowledge, Skills, and Abilities. Position and training requirements were derived from position descriptions, DOE O 426.1, SSO expectations, and requirements of the program(s) for which the person in that particular position would have oversight responsibility. The required breadth and depth of knowledge was defined, reduced by the expected incoming level of knowledge required by the position announcement and description built from the JTA, and then subsequently incorporated into the qualification standard. As a recommendation, while the approach of using a JTA was successful in satisfying the basic requirement, pending resource availability, NA-LA may want to consider taking the next steps with the JTA and complete a detailed Task Analysis which would yield a listing of specific knowledge, skills, and abilities for the position being analyzed. No findings or observations identified for this objective criteria.

The criterion was met.

VI. Issue Summary

Observation FTCP 5.2: The management interviewed expressed the common opinion that technical succession planning is the most significant weakness at NA-LA. They expressed strong concern that not only is replacement of technical staff an issue, but that it takes a minimum of 18 months to qualify them, and more time for them to become fully effective in their job assignment.

VII. References

(a) DOE O 426.1, *Federal Technical Capability*
(b) LASO MP 00.15, *LASO Self-Assessments for Federal Operations*
(c) LASO MP 02.04, *LASO Technical Qualification Program Management Procedure*
(d) LASO Plan 00.14, *Integrated Management System Description Including LASO Functions, Responsibilities, and Authorities (FRAs)*
(e) Los Alamos Field Office Technical Qualifications and Federal Technical Capabilities Program Self-Assessment Report, FO:40JN-526602, dated August 5, 2013.
(f) Los Alamos Site Office Technical Qualification Program Self-Assessment Report, dated January 10-13, 2011
(g) LASO Memorandum FO/SET:31FB-411785, Los Alamos Site Office Workforce Analysis and Staffing Report for Calendar Year 2011, dated January 23, 2012
(h) LASO SET FY12 Planned Assessment Schedule
(i) LASO Integrated Assessment Schedule
(j) CDNS Biennial Review of LASO, August 1, 2012, and associated corrective action records
(k) LASO Self-Assessment of the SSO Program, dated December 2008, associated corrective action records
(l) Technical Qualification Program Records

Interviews:

- Assistant Manager for Operations
- Federal Technical Capabilities Panel (FTCP) Agent and Subject Matter Expert Team Lead
- Facility Representative Team Lead
- Program Integration Team Lead
- Program Analyst, Human Resources Liaison

Documents Reviewed:

1) Annual Workforce Analysis and Staffing Plan Report, dated Dec 31, 2013.
2) Capabilities Based Field Office (CBFO) plan (confidential document not reviewed, however, referred to by the HR Liaison).
3) Human Resources Recruitment Checklist
4) Los Alamos Site Office Integrated Management System Description Plan 00.14, Revision 1
5) NA-LA TQP Matrix
6) NA-LA Individual Development Plans
7) TQP participant's TQP folders
8) NA-LA TQP plan
9) NA-LA Safety System Oversight (SSO) Job Task Analysis
10) NA-LA (SSO) position Qualification Card
11) Site Specific SSO Qualification Standard
12) DOE SSO Functional Area Qualification Standard
13) NA-LA Self-Assessment Report of the Verification of the Closure of Federal Training and Qualification Deficiencies, dated February 13, 2014