

Federal Technical Capability Panel  
Conference Call Minutes  
September 18, 2013

**Opening Remarks – Karen Boardman, Chair**

- Karen will be on travel to D.C. next week to meet with the Field Management Council, DOE Human Capital Management, Energy Facility Contractors Group to discuss the FTCP status. If anyone has any issues they would like Karen to address, please let Karen know.

**FAQS Template Update – Jeanette Yarrington**

- The updated template has been posted to the FTCP website. See attached FAQS status report.  
***ACTION: Allen Tate will provide comments on the template to Jeanette.***

**FAQS Updates:**

Safeguards and Security FAQS, DOE-STD-1171-2009 – Karen Boardman

- Due to the instability of the security functional area within the Department, Karen has proposed establishing the Team for the S&S FAQS after January 1, 2014.
- Karen has gathered some names from organizations throughout the Department.  
***ACTION: Karen continues to request for volunteers to participate on the Team.***

Discuss Professional Certifications as Equivalencies – Dave Chaney

- Karen and Dave wanted to confirm that professional certifications are not a requirement for the FTCP, they are equivalencies.

Senior Technical Safety Manager FAQS, DOE-STD-1175-2006 – Jeanette Yarrington

- There was 100% concurrence and will go thru the final edit for approval.

Confinement Ventilation and Process Gas Treatment – Dave Chaney

- Elaine Diaz is working on final tech edit comments and the FAQS should be ready for approval within the next two weeks.

Fire Protection FAQS, DOE-STD-1137-2007 – Sharon Steele for Lenny Farelo

- Comment resolution is due on September 26, 2013.

Facility Maintenance Management FAQS, DOE-STD-1181-2004 – Jody Eggleston and Allen Tate

- Review of this FAQS is complete; however, the DNFSB has follow-up questions and Jody will reconvene the team to address the questions.
- Allen discussed issues with the DNFSB's questions.  
***ACTION: Jody and Allen will put together recommended solutions before Karen's and Dave's review.***

Quality Assurance FAQS, DOE-STD-1150-2002 – Colette Broussard

- Colette had a discussion with the DNFSB regarding the fact that she and her Team did not have a Master Level qualification.
- Collette will move forward with the approval of the Quality Assurance FAQS.  
***ACTION: Karen and Dave will follow up with the DNFSB regarding this concern. Agenda topic for next conference call.***

***UPDATE: Karen and Dave have resolved the immediate concern with the DNFSB staff through e-mail communication. Ongoing communication will continue with the DNFSB staff on Master Level qualification. Issue has also been discussed with CTAs.***

## FTCP Strategic Plan – FY 2013-2018 Status:

Goal Team 1 – Ensure Mission, Program Operations and Project Integrity through Technical Knowledge Management of Technical Development Programs - Champion: Dave Chaney

- INPO Visit to Sandia Field Office and NTC scheduled for week of October 21, 2013.

Goal Team 2 – Influence DOE Policy Regarding Recruitment, Retention and Deployment of Technical Personnel - Champion: Karen Boardman

- Karen will continue to work with HC classification office regarding FR position classification issue.

Goal Team 3 – Address Challenges Associated with Declining Resources- Co-Champions: Mark Brown and Jim Todd

- Work continues in developing a centralized listing of TQP personnel expertise.

### e-TQP Update – Al MacDougall

- The NTC will lead the e-TQP effort with Karen Boardman as the Champion and Al MacDougall as the Project Lead. Team has been established with difference program offices being represented and Initial conference call will be held on September 19, 2013.
- The team is requesting as-is TQP process documentation from the field. The team is also requesting to provide their site specific TQP requirements.  
***ACTION: Please provide any TQP process documentation and specific TQP requirements to Al MacDougall and Jeannie Lozoya by September 25, 2013.***

### NTC Activities – Mark Miller

- NTC New Courses
  - o SAF-220DE Senior Technical Safety Manager Knowledge Base - Seasons 1 and 2 (eLearning)
  - o SAF-136DE, Human Factors Engineering (eLearning)
  - o SAF-605 Introduction to Nuclear Safety Risk Assessment – PILOT held week of September 16, 2013
- The 2014 NTC training schedule is posted on the NTC website at <http://ntc.doe.gov/>.

***ACTION: Mark Miller to gather data on how many have completed the STSM Seasons 1 and 2 (e-Learning), review evaluations and provide an update on the feedback received by the NTC.***

### Next Face-to-Face Meeting and Closing Remarks – Karen Boardman

- Karen has been working with Earl Hughes to have the next FTCP Face-to-Face in May in conjunction with the ISM and FR workshop. Discussion was held on holding a F2F prior to the May dates.  
***ACTION: Karen will propose dates for the next F2F meeting.***

***UPDATE: Karen has proposed the following dates and locations:***

- First or second week in December
- Last week in January
- First week in February

***Proposed locations: Washington, DC; Las Vegas, NV; or Albuquerque, NM***

- The NTC continues to work with HAMMER and are working on the second level (worker level) of the Safety Conscious Work Environment course – Has been put on hold until further notice.
- Pat Worthington has conducted 10CFR 851 visits at different sites.  
***ACTION: Karen will request Pat W. provide update at next FTCP conference call.***
- A question was asked about the Federal Facility Building Regulation rollout and how it will impact the FTCP/TQP.

*ACTION: Karen will review and will try to meet with POC during her Washington, DC trip the week of September 23, 2013.*

**NOTE DATE CHANGE:** Due to schedule conflicts, the next FTCP Conference Call is scheduled for October 30, 2013 at 11:00 AM (EST).