

**Federal Technical Capability Panel
Conference Call Minutes
December 11, 2013**

Opening Remarks - Dave Chaney

Karen Boardman, Chair, on travel. Dave Chaney, Deputy Chair, conducted the Conference Call. Dave opened the meeting and welcomed the Panel.

FAQS Template – Dave Chaney

FAQS Template has been completed and posted on the FTCP Website.

FAQS Update – Dave Chaney/Jeanette Yarrington

Quality Assurance – Finalized and to be posted to FTCP website.

Facility Maintenance Management – Jody Eggleston will work with Jeanette Yarrington to close out REV COM process.

Fire Protection Engineering – Lenny Farello will work with Jeanette Yarrington to close out REV COM process. The final draft is attached.

ACTION: Comments on FAQS to Jeanette Yarrington by December 31, 2013.

Other – *See attached FAQS matrix.*

TQP Self Assessments – Dave Chaney/Jeanette Yarrington

Dave C. emphasized the need for the sites to get Self-Assessments to Jeanette Yarrington for posting on the FTCP website per DOE O 426.1 Chg.1.

ACTION: TQP Self Assessments are due to Jeanette Yarrington for posting on the FTCP Website by January 8, 2014.

NNSA – NA-SH Self-Assessment – Mike Garcia

The NNSA NA-SA conducted a self-assessment the week of November 12, 2013. Mike indicated that issues arose regarding implementation of the NNSA NA-SH SD 426.1 (NA-SH TQP Procedure). A Corrective Action Plan is being prepared. NA-SH will notify HS-10/Jeanette Yarrington regarding timing for the FTCP/HSS Accreditation Review. Corrective actions are planned for completion by late FY14. The NA-SH Team Leader briefed NA-SH senior management on December 12, 2013.

FTCP Strategic Plan – FY 2013-2018 Status - Champions

Champions provided updates and status on specific actions.

e-TQP – Al MacDougall

On November 20-21, 2013, a Lean Six-Sigma event was held to review the e-TQP process and determine what is required to develop an electronic system (e-TQP) to assist with the TQP process. IT requirements are being outlined and documented and a project plan is being developed as a result of the meeting. There will be some actions that will require assistance from the FTCP and it is planned to present a demo at the next FTCP F2F meeting in May 2014.

NTC Activities – Mark Miller

STSM Season 4 (e-Learning) will be available on December 20, 2014.

ACTION: Provide competencies and KSAs that are linked to each Season/Lesson.

COMPLETED: Attached is information requested regarding what competencies and KSAs are linked to each Season/Lesson.

The following two courses are in development:

- SAF-269 – Fundamentals of Work Planning & Control
- SAF-386 – Fundamentals of Performance Management

The following is the link to the NTC course catalog:

<https://ntc.doe.gov/shared/courses.aspx>

FR/SSO Workshop – Earl Hughes

Earl is working on the approval of the Workshop - May 5-9, 2014; Alexis Park Hotel, Las Vegas, NV.

FTCP F2F Meeting- Dave Chaney

The next FTCP F2F will be held at the Alexis Hotel in Las Vegas in conjunction with FR/SSO Workshop, on May 6, 2014,

Other FTCP Business - Dave Chaney

- 2011-2012 Biennial Report – Completed and Approved (Attached)
- Workforce Staffing and Analysis Reports
ACTION: *Due January 15, 2014*
- INPO Assistance Visit – March 17-21, 2014
- FTCP Website
ACTION: *Will provide website link as soon as website migration has been completed.*
COMPLETED: *To get to it – you go to the Energy website and click under the Office of Health, Safety and Security website under Offices and then go to the Services link and it is listed under both Assistance and Training. Below is link:*

<http://energy.gov/hss/services/assistance/federal-technical-capability-program-ftcp>

Closing - Dave Chaney

Dave thanked everyone for their participation and wished everyone Happy Holidays.

NOTE: NEXT FTCP CONFERENCE CALL IS SCHEDULED FOR JANUARY 22, 2014.