

**Federal Technical Capability Panel
Conference Call Minutes
February 26, 2014**

Opening Remarks – Karen Boardman

Karen Boardman, Chair, conducted conference call. Karen opened the meeting and welcomed the Panel.

FAQS Update – Dave Chaney/Jeanette Yarrington

- Dave Chaney and Jeanette Yarrington provided an update on FAQS Status – *See attached FAQS matrix.*

TQP Self Assessments – Karen Boardman

Karen Boardman went thru the SA Matrix and requested that those sites that have not provided SAs to please do so asap. Sites continue to provide TQP Self-Assessment (SA) reports for posting.

FTCP Strategic Plan – FY 2013-2018 Status - Champions

Champions provided updates and status on specific actions.

Goal 1 – Dave Chaney

- INPO Assistance Visit – March 17-21, 2014
 - Visit is on schedule (Sandia Field Office/National Training Center).
 - Working with George Mortensen, INPO, on finalizing schedules/agenda for visit.
- Melvin Boyd reported that they continue to work with the University of Cincinnati on Safety courses. The University is currently reviewing certain courses. Karen Boardman mentioned that after safety courses are reviewed Safeguards and Security courses may be reviewed.
- HS-10/Jeanette Yarrington committed to finalize Consensus STD POCs for posting on the FTCP website by the FTCP F2F on May 6, 2014.

Goal 2 – Jeannie Lozoya for Karen Boardman

- Karen will be meeting with HC in March 2014.
- Karen will invite Fletcher Honemond to the FTCP F2F Meeting on May 6, 2014.
- Karen asked Earl Hughes to provide any updates with the Fac Rep Program. Earl H. indicated that the DOE HC/HR Team that is reviewing FR position descriptions has not made any major progress.

Goal 3 – Julie Finup for Mark Brown

Julie reported that Mark Brown was on travel status and she did not have any updates at this time and she would send an e-mail with updates.

Action: Julie Finup/Mark Brown/Jim Todd/Allen Tate will send update to Goal 3.

e-TQP – Al MacDougall/Jeanette Lozoya

- Software Development is making good progress – Local sites have been invited to NTC show and tell on the software progress scheduled for March 7, 2014.
- NTC will present a demo at the FTCP F2F meeting on May 6, 2014.
- Team is working on outlining PILOT Sites criteria, roles and responsibilities.
- Thanks to those who provided updated Qualifying Official listings.

NSS Job Task Analysis – Al MacDougall

Al provided update on NSS JTA and reported that they are finalizing flowcharts that were developed. Courses are being reviewed that link to KSAs. Team will be send what was developed for FTCP review and comment which will facilitate the NSS FAQs update and in the updating of reference guides. The NSS FAQs Sponsorship and update timeline will need to be determined I the near term.

NTC Activities

The following is the link to the NTC course catalog:

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

FR/SSO Workshop and DOE FTCP F2F Meeting – Earl Hughes

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

FTCP F2F Meeting – Karen Boardman

Jeannie Lozoya shared the DRAFT agenda topics with Panel. Karen Boardman went thru the DRAFT agenda and asked if anyone had additional topics for the agenda. No comments were received. We will continue to work on the finalization of the agenda.

- FTCP Website

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

Closing – Karen Boardman

Karen thanked everyone for their participation.