

**Federal Technical Capability Panel
Conference Call Minutes
July 16, 2014**

Karen Boardman, Chair, opened the meeting and welcomed everyone.

FTCP Strategic Plan Briefs - Champions

FTCP Strategic Plan Champions provided updates on the three goals/actions and provided recommendations on open actions. Discussion was held on recommendations. A DRAFT Strategic Plan (FY 2015-2018) will be prepared for review and comment as a result from current goal updates and the following three priorities that resulted from the May 2014 F2F FTCP Meeting and INPO Visit.

- Strategic Plan - Top Three Priorities (FY 2014-2018)
 - Implement and continue to actively mature e-TQP (Qualifying Officials)
 - Functional Area Qualification Standards (FAQS)
 - Streamline
 - Better integration and standardization of competencies across different FAQSs
 - Conduct thorough JTAs on all FAQSs (Systematic Approach to Training)
 - Training to competency matrix (linking training/curriculum to FAQS competencies)

ACTION: DRAFT Strategic Plan will be prepared for review and comment.

Due Date: August 2014

Workforce Staffing Analysis – Dave Chaney discussed the 2014 Workforce Staffing Analysis draft guidance documents that had been reviewed by the PSO FTCP Agents and distributed before the call. It is requested that any further comments be sent to Dave Chaney/Jeanette Yarrington before the approval/issuance by the DOE FTCP Chair.

ACTION: Comments due to Dave Chaney and Jeanette Yarrington by July 31, 2014.

FAQS and TQP Self-Assessment Status Update – Dave Chaney

Dave Chaney provided an update on FAQS and FTCP/TQP Self-Assessment (SA) data.

Dave reported that Chicago Office is currently conducting their FTCP/TQP SA (week of July 14, 2014). Barry Mellor, NFO, provided a 2014 FTCP/TQP SA for posting on the FTCP website after the call.

OUTSTANDING ACTION: Jim Landmesser did not participate in the call--Jeannie will follow up with Jim Landmesser to get status on outstanding action.

1. **EM (Jim Landmesser) provide update on FAQS and Self-Assessment status.**

Due Date: July 9, 2014

e-TQP Update – Jeannie Lozoya

Project Update – Next phase is Alpha Team that will be held internal with NTC personnel. Alpha Test is currently scheduled to be conducted the week of August 11, 2014. After Alpha Test is complete, Beta Team will start with PILOT sites in the September 2014 timeframe.

Memo was sent out from Karen Boardman informing PILOT sites of an upcoming VTC/conference call (August 2014) to kick off Beta Test and provide information on expectations, answer questions, etc.

PILOT Sites include – Office of Environment, Safety, and Health (AU-HQ), Sandia Field Office-NNSA, Nevada Field Office-NNSA, Richland Operations Office-EM, Idaho Operations Office-NE, Pacific Northwest Field Office-SC

Administrative Maintenance of FAQS (e-TQP) – NTC is working on next steps to begin the .PILOT process and will work very closely with Jeanette Yarrington.

ACTION: NTC will conduct a PILOT on the proposed process with the GTB FAQS. The following volunteered to participate as part of the process: Mike Mikolanis, Mark Brown, and Carl Sykes will get NNSA representative.

Due Date: August 2014

STSM Curriculum Steering Committee - Al MacDougall

Al MacDougall discussed plan and would like volunteers to participate in the STSM Curriculum Steering Committee. NTC would provide recommendations to the panel based on feedback from the pilots of new case study applications course (SAF-222) and the revised practical applications course (SAF-221). The committee meeting will be held in the Oct/November timeframe. Carol Sohn indicated she would participate for SC and Carl Sykes previously volunteered for NA.

ACTION: NE and EM submit names to Al MacDougall by August 30, 2014. NTC to identify date for the committee meeting by August 30, 2014.

NSS JTA Review Team - Al MacDougall

Al MacDougall indicated that the JTA was complete and would be send out by July 18th (was sent on July 18th to team). Follow on meetings with the broader team are planned for August 12 and August 14. Norm Garret will represent EM, Ted Pietrok will represent Office of Science, and Mark Brown agreed to have the ID staff participate and represent NE.

ACTION: NTC set up VTCs on August 12 and August 14th to complete next steps (final review, Train/No Train evaluation). Designated program office representatives participate in the reviews the week of August 11th.

NTC Calendar Year 2015 Training Schedule - Al MacDougall

Al MacDougall reported that there will be a schedule that will have fewer courses than last year and the NTC will work with sites to provide needed training on a priority basis throughout the upcoming year.

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FAQS Concept - Al MacDougall

Common Core Competencies – no updates to report. Al MacDougall is working on Implementation Plan.

ACTION: Al MacDougall to prepare Implementation Plan.

Due Date: August 2014

OUTSTANDING ACTION: Mike Mikolanis committed to updating the video for DOE-wide use through the NTC LMS.

Due Date: TBD

Closing - Karen Boardman

Karen Boardman closed the meeting by thanking everyone for their participation.

Next FTCP Conference Call – August 20, 2014