

**Federal Technical Capability Panel
Conference Call Minutes
October 15, 2014**

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

FTCP Strategic Plan Briefs – Dave Chaney

Karen discussed the Strategic and thanked those that provided comments. Jeannie Lozoya will finalize and distribute final early November.

Karen also announced the following Champions for the goals and requested that each FTCP Agent support the goals by participating as a team member and select a goal by November 15, 2014.

Champions for Goals 1-3 are stated below.

Goal 1 – Dave Chaney

Goal 2 – Karen Boardman

Goal 3 – Al MacDougall/Jeannie

ACTION: Dave Chaney and Jeannie Lozoya will work on finalizing FTCP Strategic Plan (FY 2015-2018).

Due Date: November 2014

ACTION: FTCP Agent submit what goal they would like to support.

Due Date: November 15, 2014

Workforce Staffing Analysis – Memo was distributed.

ACTION: Reports due January 15, 2015

TOP Qualifying Official (OO) Training Video – Mike Mikolanis

Mike reported that he will be working on updating the TQP OO Training Video and it will be available for DOE-wide use on the NTC Learning Management System. NTC reviewed power point slides used for the training and provided Mike with comments.

ACTION: Mike Mikolanis has committed to updating the training video by November 2014.

FAQS and TQP Self-Assessment Status Update – Dave Chaney/Jeanette Yarrington

Jeanette Yarrington provided an update on FAQS and FTCP/TQP Self-Assessment (SA) data. See attached matrices.

OUTSTANDING ACTION: EM is working on scheduling EM Self-Assessment in January/February timeframe.

e-TQP Update – Jeannie Lozoya

Project Update – Beta Test was conducted during the months of September and October. Team provided feedback after Beta Test. Conference call will be held on October 30, 2014 with PILOT sites and e-TQP Team to discuss feedback and path forward.

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) – Jeannie Lozoya

PILOT Package was submitted to the GTB SME Team for review and concurrence. Comments were received and will be discussed with Dave Chaney, GTB Sponsor for next step in process.

In addition, the GTB Sponsor concurred with reaffirmation of the General Technical Base FAQS. Due to this decision, this was also part of the package the NTC prepared.

ACTION: NTC will finalize package for FTCP Chair approval and submission.

Due Date: December 2014

NSS JTA Review Team – Al MacDougall

NTC will now crosswalk JTA with current NTC Safety Basis courses. NSS FAQs update in progress.

JTA Template – Al MacDougall

Al MacDougall noted that the format used for the recently completed NSS JTA did not match the JTA template on the FTCP website. Al suggested that the NTC work on updating the JTA template for future use in support of FAQs revisions.

ACTION: The NTC will evaluate the work needed to update the JTA template and provide a preliminary schedule at the next FTCP call in November 2014.

STSM Steering Committee – Al MacDougall

Al MacDougall reported that the STSM Steering Committee membership is still being established. As a result the planned first meeting of the Committee will need to be rescheduled.

ACTION: Al MacDougall to establish new date for standing up the STSM Steering Committee prior to the next FTCP call.

FAQS Concept – Al MacDougall

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

ACTION: Al MacDougall to define the scope of common core competencies and a schedule for implementing a PILOT for common core competencies.

Due Date: January 2015

NTC Calendar Year 2015 Training Schedule – Mark Miller

The NTC courses were identified and recommend that interested participants go to the NTC website to see the course schedule and register. The training schedule will be available on-line and covers the remainder of 2014 as well as the upcoming 2015 calendar year. The NTC will work with sites to provide needed training on a priority basis throughout the upcoming year through the use of the “Non-Scheduled Training Request Form” which is available on the NTC website.

Closing – Karen Boardman

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

Next FTCP Conference Call – January 21, 2015

NOTE: There will NO call in December.