

**Federal Technical Capability Panel
Conference Call Minutes
December 3, 2014**

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

Karen introduced Lew Monroe, NA-70 and Josh Williams, EM as the co-leaders for the S&S FAQS update effort.

Headquarters Trip – Karen Boardman

Karen provided a report out on Washington, DC trip that was conducted the week of October 20, 2014. Davey Chaney and Jeannie Lozoya accompanied Karen. Meetings were held with the following: Tim Hunt, DNFSB; Ike White, NNSA; Todd LaPoint, EM; Steve Kirchhoff, Pat Worthington, Jeanette Yarrington, AU; and Brandon Guzzone, HC

FTCP Strategic Plan 2015-2018 – Karen Boardman

Final Strategic Plan was distributed to FTCP participants on December 2, 2014.

ACTION: FTCP Agents submit to Jeannie Lozoya the goal you will support.

Due Date: December 31, 2014

RL – Self-Assessment Results – POSTPONED

Ed Parsons was not available for the call and will brief the RL Self-Assessment results during the FTCP January Conference Call.

NA-SH – Accreditation Update – Ray Phiefer

Ray Phifer provided an update on the NA-SH TQP Accreditation Review conducted November 3-14, 2014. The Review included visits to both Albuquerque, NM and Washington, DC and involved seven team members. The TQP Assessment Review Plan was distributed and the report is in DRAFT and currently going through technical editing.

SPECIAL GUEST – George Mortensen, INPO

George Mortensen updated the FTCP on INPO ongoing efforts to update/optimize their accreditation process. George also announced that he will be retiring on April 30, 2015.

Nuclear and Facility Safety Programs Workshop 2015 – Earl Hughes

Earl Hughes provided an overview of DRAFT agenda and indicated that slots are still available for speakers. Please contact Earl if you would like to participate as a speaker.

Dates: May 4-8, 2015

Location: Alexis Hotel, Las Vegas, NV

FTCP F2F Meeting – May 5, 2015

Qualifying Official Training Video – Karen Boardman/Mike Mikolanis

Mike Mikolanis completed the QO Training Video and has made it available to the NTC. The NTC will work with Mike to look at making the QO training more interactive and to integrate the e-TQP process into the QO training. Karen thanked Mike for his effort and commitment in updating the video and providing it to the NTC for future use. The NTC will post the video for viewing.

FTCP and NTC will work together towards the goal of developing consistent and standardized training for QOs throughout the DOE complex.

FAQS and TQP Self-Assessment Status Update – Jeanette Yarrington

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

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

e-TQP Update – Jeannie Lozoya/Walter Meeks

The NTC has started the implementation phase of the e-TQP system. The Sandia Field Office-NNSA and Pacific Northwest Field Office-SC will be the first two sites to implement the system.

ACTION: ALL SITES - Please contact the NTC to schedule implementation of e-TQP system.

Administrative Maintenance of FAQS (e-TQP) – Jeannie Lozoya

FINAL Package has been submitted to GTB Sponsor for concurrence. Next step is approval by FTCP Chair and submission to Technical Standard Manager, HQ (REVCOM process).

ACTION: Package to FTCP Chair for approval and submission.

Due Date: December 2014

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. NTC is working on updating the JTA template for future use to support training and FAQS revisions.

ACTION: Al MacDougall is currently working on reviewing the JTA template for update.

STSM Steering Committee – Al MacDougall

Al MacDougall reported that the STSM Steering Committee membership has been established and will schedule a meeting in the New Year to start the review of STSM curriculum.

FAQS Concept (GTB/Common Core/FAQS) – Karen Boardman/Al MacDougall

Karen Boardman and Al MacDougall discussed the CONCEPT of developing a GTB that would meet both Safety and Security personnel needs, developing a common core qualification standard and updating FAQSs as necessary that would focus more on the technical competencies. The concept is similar to the FR Phase I and Phase II qualification process. Al MacDougall is working on white paper of the concept for presentation at the January Conference Call.

ACTION: Al MacDougall working on white paper.

Due Date: January 2015

NTC Calendar Year 2015 Training Schedule – Mark Miller

Mark Miller announced upcoming NTC courses.

Biennial Report Input

ACTION: Input due December 15, 2014

Workforce Staffing Analysis – Memo was distributed.

ACTION: Reports due January 15, 2015

Closing – Karen Boardman

Karen Boardman closed the meeting by thanking everyone and wishing everyone HAPPY HOLIDAYS!

Next FTCP Conference Call – January 21, 2015