

**Federal Technical Capability Panel  
Conference Call Minutes  
March 18, 2015**

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

**Larry Kelly Memoriam**

Karen Boardman asked for a moment of silence in memory of Larry Kelly. Ms. Boardman, Dave Chaney, Pat Worthington, and Allen Tate spoke in memory of Mr. Kelly stating what a dear colleague, friend, FTCP advocate, and gentlemen Larry had been.

**Biennial Report – Dave Chaney**

Dave Chaney reported that a DRAFT copy of the Biennial Report will be distributed with the minutes for review by the FTCP.

**ACTION: Review and comment on DRAFT Biennial Report – FTCP Agents  
Submit comments to Jeanette Yarrington and Jeannie Lozoya  
Due Date: April 10, 2015**

**FTCP Strategic Plan 2015-2018 – Champions**

Champions provided a summary of each goal focus.

**Goal 1 – Dave Chaney**

- QO Focus – Evaluating mechanism to improve discipline.
- Accreditation Incentives – Potential Deputy Secretary memo being considered
- Competency to Training Matrix Awareness

**Goal 2 – Karen Boardman**

- Continue to strengthen relationships with Human Capital and training organizations.
  - Brandon Guzzone, DOE HC-HQ scheduled to speak at FTCP F2F Meeting.
- Facility Rep Position Descriptions-HR Team – Karen will provide update at next call.
- Training Needs Assessment – NTC new approach to scheduling annual training (both, develop minimum annual schedule and use contingency funding to support training requests from sites when identified as a need) .

**Goal 3 – Al MacDougall and Jeannie Lozoya**

- e-TQP – Implementation of e-TQP
- JTA/Training Curriculum/FAQS Process – Enhancement of JTA/Training Curriculum/FAQS development.

**FAQS and TQP Self-Assessment Status Update – Jeanette Yarrington**

Jeanette Yarrington provided an update on FAQS and FTCP/TQP Self-Assessment (SA) data. Jeanette also provided an update on Work Force Analysis and First Quarter Reporting. See attached matrices.

**ACTION: Jim Landmesser, EM is working on scheduling an EM TQP Self-Assessment.  
Todd La Pointe reported that EM Self-Assessment has not been scheduled yet.**

**SSO Supplemental Competencies – Earl Hughes**

Earl Hughes reported that SSO Supplemental Competencies had been developed and completed. Requested FTCP Agents to review and provide comments.

**ACTION: Review and comment on SSO Supplemental Competencies – FTCP Agents  
Submit comments to Earl Hughes  
Due Date: April 10, 2015**

**FTCP F2F Agenda – Karen Boardman**

Karen discussed the DRAFT F2F Meeting Agenda and asked if anyone had any comments or any other topics they would like to see on the agenda. FTCP approved agenda.

**FTCP/TQP Revitalization Proposed Concept – Karen Boardman**

Karen provided an overview of a “proposed concept” for revitalizing the FTCP and Technical Qualification Program. One major focus of the proposal is the development of an “Oversight” FAQs and Training Curriculum. The proposal also focused on reevaluating the current FAQss and identifying what FAQss are really needed as primary FAQss versus what functional areas can be addressed in Site/Office Specific Qualification Standards. This will be the main agenda topic at the F2F Meeting. SEE ATTACHED CHARTS.

**GTB Administrative Change Process/Reaffirmation – Dave Chaney/Jeff Feit**

Dave Chaney provided a status of the GTB Administrative Change/Reaffirmation effort now being noticed for 60 days in Technical Standard REVCOM.

Jeff Feit, DOE Technical Standard Manager (TSM), AU-30, discussed the Technical Standard process to assist in future FAQs Administrative Change and Reaffirmation packages.

**Closing – Karen Boardman**

Karen closed the meeting by thanking everyone!

**Next FTCP Conference Call – April 15, 2015**