

**Federal Technical Capability Panel  
Conference Call Minutes  
June 17, 2015**

---

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

**Deputy Secretary Meeting Update – Karen Boardman**

Karen reported out on her meeting with the Deputy Secretary held on June 2, 2015. Karen indicated that the meeting was first focused on the National Training Center and after initial discussions Karen refocused the meeting to the FTCP. Karen indicated that the Deputy Secretary has established a biweekly meeting with the PSOs and Karen will provide Glenn Podonsky, EA-1, HQ, with FTCP information/concerns to address with the Deputy Secretary at these meetings.

See attached FTCP documents provided to Deputy Secretary by Karen Boardman.

**S&S Functional Area Qualification Standards (FAQS)**

Karen continued to report that while in Washington, DC the week of June 1, 2015, she met with the DOE Chief Security Officers (CSOs). She presented to them the NTC planned Oversight Curriculum and the proposed approach for the S&S FAQS. The CSOs approved the approach and a Steering Committee will be established to start work on the S&S FAQS. The Steering Committee will be meeting the week of August 3, 2015 at the National Training Center. After Steering Committee meets, they will go back and meet with CSOs and present recommendations on path forward.

Karen also mentioned that CSOs expressed their concern with succession planning and transportability.

**FTCP 2015-2018 Strategic Plan – Dave Chaney**

Dave discussed the current Strategic Plan and reported that the Goal 1 Team conducted an analysis of current Strategic Plan to identify if any revisions needed to be made due to the new FTCP paradigms. He reported that it was agreed by the Team that the Strategic Plan is not in need of a revision at this time and remains applicable.

Karen mentioned that this will be a topic at the next FTCP F2F meeting and dependent on FTCP decisions, etc., a revitalization/transition plan will need to be developed.

There were no comments/objections from the FTCP Panel.

**Biennial Report – Karen Boardman**

Thanked everyone that worked on the report and those that provided feedback. Currently the report has been finalized for signature and is with Karen for review, approval and signature.

Karen will share the Biennial report with the Deputy Secretary and highlight the concern of the number of vacancies. A suggestion was made that Karen also highlight the concern of upcoming retirements within the DOE workforce in the next 1-5 years.

Karen encouraged all FTCP Agents to share and discuss the report with their senior management.

**Upcoming FTCP F2F Meeting – Karen Boardman**

Karen announced that due to the feedback received on the proposed dates, **the next FTCP F2F Meeting will be scheduled for the week of November 2, 2015. Please mark your calendars.**

### **FAQS and Self-Assessment Update – Jeanette Yarrington**

Jeanette Yarrington provided an update – see attached matrices.

### **e-TQP Implementation – Jeannie Lozoya**

Jeannie Lozoya provided an update on the e-TQP implementation. The NTC provided a briefing and training to the Richland Operations Office (RL) and Office of River Protection (ORP) on June 9, 2015. Ed Parsons, RL, shared with the FTCP that the visit went really well and that they have uploaded 75-80% of RL's legacy data. He indicated that the system is intuitive and will share any lessons learned from the RL e-TQP implementation.

The NTC also made a visit to the Nevada Field Office on June 11, 2015.

The NTC will be setting up conference calls in the near future with the following sites to discuss implementation schedules: EMCBC, SRO, ID, CFO, and AU-HQ.  
NTC continues to work with sites on e-TQP implementation.

### **Oversight Curriculum and NSS FAQs – Karen Boardman/Mark Miller**

NTC continues to move forward with oversight training development and the NSS FAQs.

Dave Chaney made mention that after the new template is approved by the FTCP, we will need to discuss transition for those FAQs in development. Karen mentioned that this would be part of the transition plan.

### **NTC Activities – Mark Miller**

Mark Miller provided an update on upcoming NTC training.

Mark also mentioned that the NTC will be working on developing Conduct of Engineering and Conduct of Maintenance courses in the near future and if there were any subject-matter-experts that are interested in participating on the team, please contact him at 505-845-2238.

Karen went on to share that the NTC is also partnering with HAMMER and the EFCOG in the development of courses in the following topics: ORPS/CAIRS, Laser Safety, Nano Safety, etc.

Karen Boardman thanked everyone for their participation and closed the meeting.

### **NEXT CONFERENCE CALL – JULY 15, 2015**