

**Federal Technical Capability Panel
Conference Call Minutes
October 21, 2015**

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

Upcoming FTCP F2F Meeting – Karen Boardman

Karen discussed the topics for the upcoming FTCP F2FAgenda and emphasized the importance of the meeting due to the fact that there will be new proposals and decisions that will be made. Karen announced that there will be several read ahead documents that she would like everyone to review prior to the meeting. Jeannie will be distributing documents early in the week of October 26, 2015. Jeannie will also provide NTC maps.

ACTION: Send read ahead documents and NTC maps to FTCP.

Due Date: Week of October 26, 2015.

FAQS and Self-Assessment Update – Jeanette Yarrington

Jeanette Yarrington provided an update - see attached matrix.

Workforce Analysis (WFA) Memo – Karen Boardman

Karen highlighted that the memo had been distributed (signed October 14, 2015) and if anyone had any questions. No questions were asked and there were no comments. She mentioned that if something should come up, we can discuss at FTCP F2F Meeting.

ACTION: Workforce Analysis

Due Date: January 18, 2016

DOE Order 426.1 Revision – Jeanette Yarrington

Pat Worthington was out of the office. Jeanette reported that the Revision Team is working on the Justification Memo for DOE Order 426.1 revision. Karen would like for it to be shared with FTCP when the final DRAFT is ready for review.

S&S FAQS – Steve Guerrero

Steve Guerrero, NTC, provided an update on the S&S FAQS revision. The decision was made that there would be an FAQS for each function within S&S. The first Job Analysis conducted was on the Physical Security functional area. The various DOE Program offices were represented.

Next step is to work on two functional areas, one being MC&A, the other has not yet been selected.

Oversight Curriculum – Al MacDougall

Two PILOTS courses for the Oversight Curriculum are being held this week in Las Vegas, NV. The two courses are:

1. SAF-310 Oversight Data Analysis and Reporting
2. SAF-320 Casual Analysis and Corrective Action

Feedback on the first PILOT course was very good. The second PILOT course started today, October 21, 2015.

NSS FAQS – Al MacDougall

The NSS FAQS and proposed new Template was sent out for comment to the FTCP and NSS community. Al reported that he did not receive but a few minor comments that were incorporated. Al reviewed the

current DOE O 426.1 and indicated that he thought we would be in compliance with the new Template and we could move forward with the REVCOM process if the FTCP approves the Template at the F2F Meeting.

AI will brief the proposed new Template, NSS FAQs, and DRAFT Oversight FAQs at the FTCP F2F Meeting. In addition, we will be discussing the current FAQs list vs. a proposed future FAQs list. He also discussed that as the FTCP moves forward we will need to develop a Transition Plan.

NTC Activities – Mark Miller

Mark Miller provided an update on upcoming NTC training and indicated that the FY 2016 training schedule has been posted to the NTC website.

EM Leadership Oversight Workshop – Ed Parsons

Ed Parsons announced that EM will be conducting an EM Leadership Oversight Workshop in RL on December 8-9, 2015 (it is possible dates will be changed due to Continuing Resolution-Budget restrictions). Karen asked if there is a possibility that NTC can attend and observe—Ed will get back to Karen. Al MacDougall will also contact Ted Wyka, EM-HQ.

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

FTCP F2F Meeting – November 3-5, 2015