

**Federal Technical Capability Panel  
Conference Call Minutes  
January 20, 2016**

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Karen Boardman, Chair, not in attendance. Participating in DOE HQ Conference Call.  
Dave Chaney, Deputy Chair, opened the meeting and welcomed everyone.

**CY 2015 Workforce Analysis (WFA) – Due January 18, 2016**

Dave C. reminded everyone of the CY 2015 WFA deliverable. Jeanette Yarrington reported that she has received 8-9 reports to date.

**ACTION: Workforce Analysis Due Date: January 18, 2016**

**NV Reaccreditation – S-2 Briefing – Pat Worthington**

Pat Worthington reported that documentation is currently going through the technical edit process. Pat W. again highlighted how well the meeting went with the DOE Deputy Secretary, S-2 with the NA-51 Accreditation and how the Dep Sec was pleased with the accreditation process.

Timeline for Accreditation Board meeting is January/February timeframe.

**Nuclear and Facility Safety Program Workshop – Earl Hughes (for James Heffner)**

The Workshop will be held the week of May 1-6, 2016. Currently, they are preparing the Workshop package for Deputy Secretary and the Workshop has been entered into the Conference Management Tool, Code 34210.

**PLEASE NOTE: FTCP F2F MEETING IS SCHEDULED FOR THURSDAY, MAY 5, 2016.**

**DOE O 426.1 (Justification Memo) – Pat Worthington**

Pat W. reported that the Justification Memo has been approved and the DOE O 426.1 Rewrite Team will start meeting to move forward on rewriting DOE O 426.1.

**FR/SSO Proposed Continuing Training Program – Dave Chaney**

Dave Chaney reported the following discussions on the 1-13-16 FR Steering Committee summary CTP recommendations:

- 1) Core/Fixed Element of a FR/SSO CTP should include Directive Changes as is currently done under the NNSA CTPT (Continuing Training Program Tracker), with change summaries available for consistency;
- 2) Site/Flexible Element of a FR/SSO CTP should include Program/Facility operation/design knowledge, periodic changes, and proficiency;
- 3) Proficiency/knowledge maintenance of basic DOE directives such as CONOPS, ISM, 10 CFR 851, etc. should be included;
- 4) Consistency between upcoming revisions/reaffirmation to DOE STD 1151 (FRs: James Heffner, Sponsor), DOE STD 1063 (FRs: James Heffner, Sponsor), and DOE O 426.1 (Federal Technical Capability: Pat Worthington, OPI) is essential regarding requalification requirement;
- 5) Any site or element can require periodic Final Qualification Activities/Oral Board/testing as desired in their Site TQP Procedure;

6) The NTC LMS and/or the FTCP website could provide the FR/SSO Core/Fixed Element of the FR/SSO CTP, but all sites with FR/SSOs would have to have a documented FR/SSO CTP with the above elements.

**AI MacDougall provided an update on the following FTCP Activities:**

**NSS FAQs**

The first performance statement in the NSS FAQ has been converted to performance competencies and MPAs as requested by the FTCP during the November 2015 FTCP meeting. The complete revision of the NSS FAQ will be ready for FTCP review by the end of January.

Action: AI MacDougall to send example of revised Performance Competency and MPAs to Mike Mikolanis and Roger Casteel. **Completed**

**Oversight Performance Competencies – FAQs Template**

The generic Oversight Performance Competency and related MPAs have been drafted by the NTC. Based on comments on the NSS draft performance competency and MPA revision the NTC will complete and send the Oversight Performance Competency draft for FTCP review prior the next call in February 2016.

**STSM Continuing Training Program (CTP)**

The FTCP CTP working group had a conference call on January 14<sup>th</sup>. In summary, the group decided on a 5 year CTP cycle and that the minimum expectations for an STSM CTP would include the following three components:

1. Periodic Directives/Standards updates pushed out to the community.
2. Possibly attending STSM Case Study Applications course (SAF-222) – (Some TQP Accredited Programs, e.g., NA-51, only requires attendance for initial STSM candidates.)
3. Site/Office Specific Evaluation to determine whether retraining in any STSM FAQs competencies and related activities was necessary.

During the call participants stated that component No. 2, attendance at the case study applications course, should not be required but highly recommended due to concerns with potential travel budget limitations and course availability.

The working group will complete work and provide a draft STSM CTP document for FTCP review during the February 2016 call.

**Proposed General Technical Base Concept**

The NTC discussed plans to divide up the current GTB online training into modules similar to the STSM fundamentals seasons. This would minimize duplication of content, easier updating of materials, and greater flexibility for TQP participants, students, and supervisors. The NTC will document the approach and provide to FTCP for information prior the March 2016 FTCP call.

**e-TQP Implementation – Jeannie Lozoya**

Jeannie L. thanked the sites that continue to work on e-TQP implementation. Attached is status report on e-TQP implementation.

Jeannie L. reported that the NTC is currently working on e-TQP system enhancements and will be scheduling a conference call with e-TQP Team to provide an update and get feedback.

Walter Meeks and Jeannie L. will be contacting sites to continue to work on the implementation of e-TQP.

### **QO Training Development – Jeannie Lozoya**

Jeannie L. provided an update on the QO Training Development. The Team met on January 13, 2016 to review the storyboard and provide comments and feedback to the NTC. Timeline for project completion is April 2016.

### **NTC Activities – Mark Miller**

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

Mark M. highlighted the following:

- Complete Oversight Curriculum will be available in 2016, to include the e-learning Oversight courses.
- PILOT Conduct of Maintenance course is scheduled for March 2016 in NV.

### **Qualifying Official (QO) Expectations/Documentation – Ed Parsons**

Ed Parsons presented the question on “What is the expectation and required evaluation documentation from a QO when signing off on a competency?”

The response is that the only requirement is the QO signature on the Qualification Card. It is up to the QO if they would like to provide supporting documentation. It is recommended, but not a requirement. If there are expectations at the Sites/Program Offices, these would be documented in their respective TQP Plan/Procedures.

Dave Chaney and Shari Crandall shared that the NV Field Office has a very good QO documentation process in place. This will have to be reviewed within NV when e-TQP is implemented.

### **Closing Comments – Dave Chaney**

Karen Boardman joined the meeting for the last few minutes and thanked everyone for their continued support.

Dave C. closed the meeting and, again, thanked everyone.