

Report of the FTCP Conference Call of August 27, 2003

I. Agenda for the Call

1. Roll Call by Mr. West, FTCP Executive Secretary
2. Opening Remarks by Mr. Schepens, FTCP Chair and/or Mr. Poe, FTCP Vice Chair
3. Update on FTCP Annual Plan Actions/DNFSB Commitments – Led by Mr. West
 - a. Status of FY2003 3rd Quarter Performance Indicator Report (Actions 1.0, 2.1 and 5.2) – Led by Mr. Wyka
 - b. Status of DNFSB Recommendation 2000-2 Commitment 18 Submittal and Draft Report on Workforce Analysis (Actions 3.1 and 5.3) – Led by Mr. Poe
 - Status on Workforce Analysis and Staffing Plan for Critical Positions
 - FTCP letter to DNFSB dtd March 28, 2003, stated that “the Department will provide an updated status on paths forward to fill the remaining gaps by September 2003”
 - c. Status on review/update of FAQs (Action 4.1) – Led by Mr. West
 - Discuss comments from DNFSB Staff on FAQs
 - d. Status of FTCP Manual Revision, including the SSO Chapter (Action 5.1) – Led by Mr. Swailes
 - e. Status of DNFSB Recommendation 2002-1, establishment of technical qualification requirements for Federal personnel with software QA evaluation duties/responsibilities – Led by Mr. Wyka (DNFSB IP Commitment 4.1.2)
4. Report of the Status of other Concerns, Issues, or Items from July – Led by Mr. West
 - a. Approval of July Conference Call Report
5. Call for any other New Business, Concerns, or Issues – Led by Mr. Schepens
 - a. Update on the FTCP FY2004 Annual Plan – Led by Mr. West
 - b. Update on the Annual Report to the Secretary – Led by Mr. West
 - c. Set date and time for next (September) conference call – Led by Mr. West
6. Summary of Conference Call and Review of Action Items – Led by Mr. West

II. Results and Report of the Call

1. Roll Call: Mr. West, FTCP Executive Secretary conducted a roll call at 10:00 a.m. (EST). The majority of the sites were represented.
2. Opening Remarks: Mr. Poe, FTCP Vice Chairman opened the call.
3. Update on FTCP Actions/DNFSB Commitments:
 - a. Status of FY2003 3rd Quarter Performance Indicator Report (Actions 1.0, 2.1, and 5.2): Mr. Wyka discussed the overall content/objective of the report. Mr. West provided an update to the Intern Programs component; that 2 of the Intern Programs are now complete.

- b. Status of DNFSB Recommendation 2000-2 Commitment 18 Submittal and Draft Report on Workforce Analysis (Actions 3.1 and 5.3): Mr. Poe stated that the staffing analysis input is coming in slowly, therefore, he will send out a reminder to the sites still needing to provide input.
- c. Status on update of FAQs: Mr. West stated that he sent out an e:mail with the current status. Mr. DeLoach expressed his concern that the FAQs include competencies with the majority of KSAs being "discuss" and he would prefer a target goal of roughly 2/3 discussion and 1/3 practical application or demonstration of KSAs as ways of satisfying the competencies.

Mr. Evans reminded the Agents that DNFSB comments on FAQs must be resolved.

Mr. Arango asked that the latest version of the FAQ Template be distributed to the Agents.

- d. Status of FTCP Manual Revision (Action 5.1): Mr. West stated that the Manual would be going into REVCOM this week.
 - e. Status of DNFSB Recommendation 2002-1, establishment of technical qualification requirements for Federal personnel with software QA evaluation duties/responsibilities (DNFSB IP Commitment 4.1.2): Mr. Wyka stated that the FAQ was released through the Technical Standards review process for formal review (comments required by September 24, 2003). A working group will be formed to resolve the comments.
4. Report of the Status of other Concerns, Issues, or Items from July:
- a. Approval of July Report: Report approved without comments.
5. Call for any other New Business, Concerns, Issues for Items
- a. Update on the FTCP FY2004 Annual Plan: Mr. West will send out for comments. There was discussion regarding the need to include a Action to perform independent assessments during the next fiscal year. Mr. Wyka offered to support Mr. West with development of the Annual Plan.
 - b. Update on the Annual Report to the Secretary: Mr. West stated that he needs to put together the accomplishments for the past year and will send out for comments.
 - c. Next Face-to-Face Meeting: There was discussion on possible dates for the next Meeting -- a possible date proposed was November 6, 2003. There was also a suggestion to have the Deputy Secretary speak at the Meeting and to work the schedule around his availability.
 - d. The next conference call will be on September 24, 2003, (202) 287-1034 [reservation number 87803], 10:00 - 11:00 a.m. Eastern time.
6. Summary of Conference Call and Review of Action Items: Closing remarks provided by Mr. Poe, where he reiterated the timely request for staffing analysis input.