

Report of the FTCP Conference Call of March 24, 2004

I. Agenda for the Call

1. Roll Call of Sites/Agents
2. Opening Remarks by Mr. Schepens, FTCP Chair and/or Mr. Poe, FTCP Vice Chair
3. Update on FTCP Annual Plan Actions/DNFSB Commitments
 - a. Status of the Workforce Analysis and Staffing Report (Action 1.2 due March 2004) – Led by Mr. Boyce and Mr. Morrow
 - b. Overview of the Kick-off Meeting (Action 2.3) held on February 25-26, 2004, to Implement Safety System Oversight – Led by Mr. Swailes
 - c. Status of the guidance letter to the field regarding implementation expectations (Action 3.2 due March 2004) Implement Software Quality Assurance – Led by Mr. Stark
 - d. Overview of Activities Underway to Establish an Authorization Basis Working Group (Action 4.1 due March 2004) – Led by Mr. Morrow and Ms. Olinger
 - e. Status of FY2004 1st Quarter Performance Metrics – Led by Mr. Evans
 - f. Status of the Review of the FTCP Independent Assessment of June 2000 for completion of findings/recommendations (Action 6.1 due February 2004) – Led by Mr. Poe
 - g. Status of Revision of FAQs – Led by Mr. West
 - h. Status of Revision to the FTCP Manual – Led by Mr. West
 - i. Status of STSM List – Led by Mr. West
4. Call for any other New Business, Concerns, or Issues
 - a. Status of Upcoming Face-to-Face Meeting in Las Vegas, NM on May 19, 2004 – Led by Mr. West/Ms. Manning
5. Summary of Conference Call and Review of Action Items
 - a. Schedule next Conference Call

II. Results and Report of the Call

1. Roll Call:
 - a. The following sites were represented – EM Carlsbad, Idaho, ORP, Richland, and Savannah River; NNSA Kansas City, Livermore, Los Alamos, Nevada, NNSA Service Center, Pantex, Sandia, Savannah River, and Y-12; and HQ DR, EM, EH, ME, NNSA; and DNFSB.
 - b. The following sites were not represented – EM Ohio, and HQ NE and Science.
2. Opening Remarks: Mr. West opened the call.

3. Update on FTCP Actions/DNFSB Commitments:
- a. Status of the Workforce Analysis and Staffing Report (Action 1.2 due March 2004) – Mr. Boyce stated that he is currently reviewing the final report and after editing it will be released to the Agents. The Working Group had the following four recommendations, which the Group would like added to the Agenda for the May Face-to-Face meeting:
 - 1. Consider adopting a standard template so all sites report similar data on technical staffing. Until the next revision of the FTCP Manual, the template can be distributed with the annual request to submit workforce analysis and staffing plan reports.
 - 2. Determine if sites other than CBFO, ORO, and RL should submit Workforce Analysis and Staffing Plan Reports for the period ending in December 2003. The team recommends skipping to the December 2004 report to get back on schedule.
 - 3. Reconsider if "corrective actions" are essential for existing reports to address issues listed in Attachment A. (Action 1.2 requires the team to identify corrective actions for existing reports. The team recommends moving on, using the notes to improve a future report with more up-to-date data.)
 - 4. Task the team assigned to Action 2 to evaluate SSO staffing methodology for ID, LASO, ORO, Pantex, RFFO, and Sandia. The results of their evaluations may be useful in further defining expectations for SSOs
 - b. Overview of the Kick-off Meeting (Action 2.3) Scheduled for February 25-26, 2004, to Implement Safety System Oversight (SSO) – Mr. Scott (for Mr. Swalles) briefed the Panel on the SSO meeting.
 - c. Status of the guidance letter to the field regarding implementation expectations (Action 3.2 due March 2004) Implement Software Quality Assurance – Mr. West provided the memo from Ms. Cook, EH-1 to the Agents via e:mail for information on March 24, 2004. This Action is Complete.
 - d. Overview of Activities Underway to Establish an Authorization Basis Working Group (Action 4.1 due March 2004 and September 2004) – Mr. Morrow the first teleconference was held on March 22, 2004, to share ideas on the objective of the working group, request information on how the individual sites do business and potential courses that might be of use. The next step will be to assign tasks. This activity completes the first part of Action 4.1.
 - e. Status of FY2004 2nd Quarter Performance Metrics – Mr. West (for Mr. Evans) stated that the data call will be sent to the Agents by April 5, 2004.
 - f. Status of the Review of the FTCP Independent Assessment of June 2000 for completion of findings/recommendations (Action 6.1 due February 2004) – Mr. Poe stated Mr. West transmitted the analysis to the Agents on March 18, 2004. The Agents need to review the document and provide comments by March 26, 2004.
 - g. Status of Revision of FAQs – Mr. West stated that there are currently 2 FAQs (Nuclear Explosive Safety and Nuclear Safety Specialist) in processing.
 - h. Status of Revision to the FTCP Manual – Mr. West stated that the Manual is with the REVCOM editors and will be in concurrence shortly.

- i. Status of STSM List – Mr. West provided a status of the STMS List and there was discussion regarding the applicability of the “Interview” column on the table. The Agents decided to remove that column.
- 4. Call for any other New Business, Concerns, or Issues
 - a. Facility Representative Workshop will be held on May 18-20, 2004, at the Tuscany Hotel in Las Vegas. Information can be located on the Facility Representatives website at (www.facrep.org).
- 5. Summary of Conference Call and Review of Action Items
 - a. Next Conference Call will be April 21, 2004. The call-in number is (202) 287-1380 [reservation no. 98631].