

## Report of the FTCP Conference Call of April 30, 2003

### I. Agenda for the Call

1. Roll Call by Mr. West, FTCP Executive Secretary
2. Opening Remarks by Mr. Poe
3. Update on FTCP actions – Led by Mr. West
  - a. 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)
  - b. Status of FY2003 2nd Quarter Performance Indicator Report (Actions 1.0, 2.1, and 5.2) – Led by Mr. Wyka
  - c. 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
  - d. Status on Review of PMCDP/TQP Project Management FAQs (Action 4.2) – Led by Mr. Mellington
  - e. Status on evaluation of need for a SME qualification program (Action 5.4) – Led by Mr. Poe
  - f. Status of FTCP Manual Revision (Action 5.1) – Led by Mr. West
5. Report of the Status of other Concerns, Issues, or Items from December – Led by Mr. West
  - a. Status of sub-group established to review standardization of FAQs (level of detail) – Led by Mr. Kopenhaver
  - b. Status on discussion with DNFSB Staff re: adequacy of May 2002 FAQs language – Led by Mr. Wyka
  - c. Status on FTCP Face-to-Face Meeting - – Led by Mr. West
    - i. May 14, 2003, 8am-5pm, Palace Station Hotel Las Vegas NV
  - d. Status of request for personnel from each site to review OLC technical courses and use skills assessment tool - – Led by Mr. West
  - e. Status on update of FAQs List and placement on FTCP webpage – Led by Mr. West
6. Call for any other New Business, Concerns, or Issues – Led by Mr. Poe
7. 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

- a. 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 provided a brief description of the Commitment and stated that he is in the process of getting a subgroup together to review the options and provide a recommendation to the Agents. The subgroup will include Joe Arango, Ed Blackwood, John Swailes, Craig West and representation from some of the Sites.
  - b. Status of FY2003 2nd Quarter Performance Indicator Report (Actions 1.0, 2.1, and 5.2): Mr. Wyka stated that the draft report has been sent out for review and comments are due by May 6, 2003. He also brought to the Agents attention that 4 new pages (graphs) were added to better portray the progress.
  - c. 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 letter was sent to DNFSB on March 28, 2003. He reminded the Agents that the letter included a commitment to "provide an updated status on paths forward to fill the remaining gaps by September 2003". Mr. Poe proposed to use the RL/ORP Workforce Analysis and Staffing Plan as the template for sites to provide their respective input. He would also like to discuss the progress on completing this action at the FTCP meeting in May 2003.
  - d. Status on Review of PMCDP/TQP Project Management FAQs (Action 4.2): No discussion at this time. Is on the Agenda for the May 2003 Face-to-Face Meeting.
  - e. Status on evaluation of need for a SME qualification program (Action 5.4): Mr. Swailes stated that this Action is being completed through the addition of the Safety System Oversight section in the revised FTCP Manual.
  - f. Status of FTCP Manual Revision (Action 5.1): Mr. West and Mr. Swailes provided a brief description of the changes to the Manual and emphasized the need for timely review. Mr. West reminded the Agents that comments were due that day, so comment review/resolution could occur and a revised Manual transmitted to the Agents on May 8, 2003, to reach the goal of Agents approval at the May 2003 Meeting. There was discussion (questions) whether the Agents (Secretary of Energy) approve the Manual or the next step is put the Manual in the DOE RevCom process. Mr. West will check on the required DOE process.
4. Report of the Status of other Concerns, Issues, or Items from January:
- a. Status of sub-group established to review standardization of FAQs (level of detail): Mr. Kopenhaver stated that the Template is complete and discussed with the Agents the optimum location for the Template. One proposal was to include in the Manual as an Attachment or Appendix, another was to place on the FTCP webpage and reference in the Manual. A decision was not reached.
  - b. Status on discussion with DNFSB Staff re: adequacy of May 2002 FAQs language: Mr. Wyka stated that resolution of this issue is tied to DNFSB Recommendation 2002-1 IP Commitment 4.1.2, which is under development.

- c. Status on FTCP Face-to-Face Meeting: Mr. West stated that the draft agenda was sent out for input. Mr. Wyka asked whether there was a list of RSVPs/attendees for the meeting. Mr. Blackwood stated that he would not be attending. Mr. Tower stated that he might not be attending, in that case, there might not be representation from Rocky Flats.
  - d. Status of request for personnel from each site to review OLC technical courses and use skills assessment tool: Mr. West stated that he had sent out an e:mail message requesting personnel to review courses and the skills assessment tool. The goal is to have courses available on-line. If the Agents had a person to perform this task, the Agent needs to send an e:mail to Mr. West with the persons name and e:mail address so password/access to the system could be set up for the person.
  - e. Status on update of FAQs List and placement on FTCP webpage: Mr. West stated that there were currently 8-9 FAQs that still needed to be processed by December 2003. There was discussion regarding certain sites ability to complete the FAQs they were assigned, resulting in reassignment of the Engineering and Construction Management FAQ to ORP. Mr. West took the action to communicate with the sites responsible for the FAQs still to be completed and ensure that the FAQs are on schedule. Mr. Swailes requested that Mr. West update the FAQs list/schedule and send out to the Agents.
5. Call for any other New Business, Concerns, Issues for Items
- a. Mr. West stated that he was asked why some FAQs have competencies and some do not. There was general discussion but the general consensus was that this is not the case.
  - b. Mr. West reminded the Agents that the letter requesting formal designation of an FTCP Agent was transmitted to the Sites. There was general discussion regarding the letter (e.g., some were unaware that it had been sent, request for changing personnel after 2 years as an Agent).
  - c. There was a request that Mr. Palmer speak at the May 2003 meeting to provide the NNSA strategy for Facility Representatives and other technical positions in light of the NNSA reorganization.
  - a. Summary of Conference Call and Review of Action Items: Mr. West reiterated that the next meeting would be at Las Vegas, Nevada on May 14, 2003.