

FTCP Conference Call
January 21, 2004
10:00 - 11:30 a.m. EST
Call-in Number: (301) 903-6023
(Reservation no. 93164)

- 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. Review Workforce Analysis and Staffing – Led by Mr. Arango and Mr. Morrow
 - Provide Workforce staffing plans (Action 1.1 due January 2, 2004)
 - Prepare a report (Action 1.2 due March 2004)
 - b. Implement Safety System Oversight – Led by Mr. Swailes
 - Issue DOE Manual 426.1-1 (Action 2.1 due December 2003)
 - Communicate with program/field managers expectations for implementing the SSO program (Action 2.2 due January 2004)
 - Conduct kick-off meeting with SSO leads from each program/site (Action 2.3 due February 2004)
 - c. Implement Software Quality Assurance – Led by Mr. Stark
 - Prepare guidance letter to the field regarding implementation expectations (Action 3.2 due March 2004)
 - d. Enhance Authorization Basis Capability – Led by Mr. Morrow and Ms. Olinger
 - Form an authorization basis working group (Action 4.1 due March 2004)
 - e. Measure Performance in Improving Federal Capability – Led by Mr. Wyka
 - Status of FY2004 1st Quarter Performance Indicator Report (Action 5.1 due Quarterly)
 - f. Review the Role of Program Assessments – Led by Mr. Poe
 - Review the FTCP Independent Assessment of June 2000 for completion of findings/recommendations (Action 6. due February 2004)
- 4. Call for any other New Business, Concerns, or Issues**
 - a. Status on revision of FAQs
- 5. Summary of Conference Call and Review of Action Items**

RESULTS AND REPORT OF THE CALL

1. The following offices were represented on the call:

<u>EM</u>	<u>NNSA HQ</u>	<u>DOE HQ</u>
ORP	Y-12	EM
ORO	NSO	NNSA
RL	KSO	EH
SRS	SSO	DR
CB	LSO	ME
	LLNL	DNFSB STAFF

2. Opening remarks provided by Mr. West, Executive Secretary, welcoming agents back from holidays. He also stated the Annual Report to the Deputy Secretary will be out for review next week.

The decisions and actions made at the November 2003 face to face meeting are documented in the FTCP 2004 Annual Action Plan; therefore, there are no meeting notes to distribute.

3. a. Mr. Bill Boyce: Missing several site offices have not provided their workforce analysis to Bill Boyce and Emil Morrow that was due 01/02/04. A meeting is being scheduled for 24 February 2004 to discuss review annual staffing plan data. Requested a STSM qualified field participate work on the staffing analysis group for the scheduled meeting. A draft document will be provided for review and comment to the agents

3. b. Mr. John Swales: A letter was sent out, dated January 6, 2004 from the FTCP Chair, requesting a SSO representative be named and participate in a meeting scheduled for 25-26 February 2004 at DOE HQ which will lay out SSO Program expectations and requirements as well as a plan for implementation. CRADs will be developed for the SSO Program. Later in the year, assessments will be scheduled and conducted to monitor implementation progress. Additional comments on the DOE Manual 426.1-1, relating to the SSO program were provided to Mr. Ted Wyka relating to a request to make it mandatory that the site manager and/or deputy manager be STSM qualified.

3. c. Mr. Rich Stark was not on the call and his alternate will provide an email update to Mr. West which will be sent out to agents on the SQA status.

3. d. Ms. Olinger was not on the call, but Mr. Emil Morrow provided status. A request for volunteers will be made soon. The group will then review other Authorization Basis (AB) program's certification curriculum, develop a DOE AB program that can be approved by the FTCP by 9/30/04. Additional approvals (i.e., Deputy Assistant Secretaries or others) if needed, will occur after 9/30/04.

3. e. Ted Wyka: sent out a request 1/5/04 for quarterly performance inputs and still needs input from Oakridge Operations Office, NNSA Service Center, and Idaho Operations Office. The draft report will be sent out for review by 23 January 2004 and Roy will sign the report by the end of January 2004.

3. f. Bob Poe: Bob I missed this portion of the status and need your help. I thought I heard something about partial recommendations.

4. The FacRep Workshop is scheduled for May 18-20, 2004 in Las Vegas NV and will include the Safety System Oversight (SSO) group. The FTCP Panel will have their annual meeting in conjunction with the FR/SSO meeting. More details will be provided as the date approaches. Dr. Mathews is scheduled to speak at the FR/SSO meeting.

Jay Deloach: Suggested two similar qualification standards, Construction Management and Civil/Structural, needed to be reviewed with respect to balancing the number of competences in each.

Pat Hoopes: Kansas City Site Office, a non-nuclear operations facility, field element FTCP is not aligned. Will discuss with Emil Morrow.

Dan Hoag: Weapons QA – what role will the FTCP play in this area. The Weapons QA used to be maintained by Albuquerque, but is not longer maintained. Colonel Smit of HQ is weighing in on the issue and will decide what action is necessary to address the need.