

# Report of the FTCP Conference Call of June 16, 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. Release of DNFSB Recommendation 2004-1 – Led by Mr. Evans
  - b. Status of Activities to Develop a Standardized Workforce Analysis and Staffing Process – Led by Mr. Swailes and Mr. Arango
  - c. Status of Activities to Implement Safety System Oversight (SSO) (Action 2.5, Begin Initial Assessments of SSO Program) – Led by Mr. Swailes
  - d. Status of Activities Underway to Prepare an Action Plan that Identifies Specific Action to Pursue that will Enhance the Capability and Qualifications of DOE Authorization Basis Personnel (Action 4.1) – Led by Mr. Morrow and Ms. Olinger
  - e. Status of Activities to Review Existing Requirements, Guidance and Criteria for Program Assessments in DOE M 426.1, Chapter IX and Provide Recommendations (Action 6.2) – Led by Mr. Hoag
  - f. Status of Revision of FAQs – Led by Mr. West
4. Call for any other New Business, Concerns, or Issues
  - a. Development of FY2005 FTCP Annual Action Plan – Led by Ms. Coleman
  - b. Development of Annual Report to the Secretary – Led by Ms. Coleman
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, Ohio, ORP, Richland, and Savannah River Operations Office; NE Idaho; NNSA Los Alamos, Nevada, NNSA Service Center, Pantex, and Sandia; and HQ DR, EM, EH, NNSA; and DNFSB.

- b. The following sites were not represented – EM Rocky Flats; NNSA Kansas City, Livermore, Savannah River and Y-12; HQ ME, NE and Science.
2. Opening Remarks: None
3. Update on FTCP Actions/DNFSB Commitments:
  - a. Release of DNFSB Recommendation 2004-1 – Mr. Evans stated that NNSA (Mr. Tom Sherry, Y-12) will be the DOE lead for Recommendation 2004-1 and that a working group was established to evaluate the Recommendation, and if the Secretary accepts the Recommendation, develop a response by July 22, 2004. If the Secretary accepts, and Implementation Plan will be developed within 90 days. The working group consists of Mr. Sherry, Inez Triay (EM), Kim Davis (DR), Dennis Miotla (NE), Pat Worthington (OA), Ray Hardwick (EH), and Emil Morrow (NNSA).
  - b. Status of Activities to Develop a Standardized Workforce Analysis and Staffing Process – Mr. Boyce for Mr. Arango and Mr. Swailes stated that a working group consisting of Mr. Swailes, Mr. Arango, Mr. Evans and Mr. Fred Bell of Los Alamos, will be meeting at DOE-HQ during the week of June 14, 2004, to develop a methodology for consistent development of the workforce analysis that the sites/office are required to submit at the end of the calendar year.
  - c. Status of Activities to Implement Safety System Oversight (SSO) (Action 2.5, Begin Initial Assessments of SSO Program) – Mr. Scott for Mr. Swailes stated that an assessment schedule has been developed but there are still openings and sites that have not committed to a month for their assessment. Mr. Scott also provided an overview of the SSO meeting held in Las Vegas on May 19, 2004, and that the report is available on the FTCP web page under SSO Program.
  - d. Overview of Activities Underway to Prepare an Action Plan that Identifies Specific Action to Pursue that will Enhance the Capability and Qualifications of DOE Authorization Basis Personnel (Action 4.1) – Mr. Morrow stated that the working group has sent out a questionnaire and is awaiting response, and will be holding a teleconference next week to work issues.
  - e. Status of Activities to Review Existing Requirements, Guidance and Criteria for Program Assessments in DOE M 426.1, Chapter IX and Provide Recommendations (Action 6.2) – Mr. Poe for Mr. Hoag stated that Mr. Hoag had solicited a couple of STSMs, Ken Ivey and Doug Dearolph, to assist with the review of existing requirements, guidance and criteria for program assessments. There will be some changes suggested and he will have something to provide to the FTCP by the end of June. Regarding the status of compliance with the existing provisions to the assessment chapter, he received input from several NNSA sites, ORO, a couple of EM sites and HQ. However, has not been able to perform an analysis of the data and has not completed a compliance review. He does not think he will be done with the analysis by the end of June (completion goal) and would like to extend the due date to the end of July.

4. Call for any other New Business, Concerns, or Issues
  - a. Development of FY2005 FTCP Annual Action Plan – Ms. Coleman for Mr. West stated that Mr. West will providing the Agents with a schedule for development of the Plan in the near future and requested that the Agents be considering what activities the Panel would like to pursue during FY 2005. [Note: the revised FTCP Manual includes a change of process for the Action Plan; the Panel prepares the Action Plan and the Deputy Secretary is now the approval authority.]
  - b. Development of Annual Report to the Secretary – Ms. Coleman reminded the Agents that a request for input was sent out on May 6, 2004, and that some of the Agents had in fact provided input, but that any additional input was still welcome. A draft will be provided for the Agents to review in the near future. [Note: the FTCP Manual states that the Annual Report to the Secretary will be submitted in the third quarter of the calendar year (July -September)].
  - c. ES&H Professional Training – Mr. Szenasi informed the Agents that as a result of the evaluation of causes of the Columbia accident, Ambassador Brooks, NNSA, has tasked Jim Mangeno to develop a formalized development and training program for safety professionals. To accomplish this task, Jim has asked that NSO take the lead to assist him in developing an "ES&H Professional Development Program". NSO has drafted a "straw man" Functional Safety Area Manager Standard and a Functional Area Manager Training and Qualification program. These documents are modeled after the existing Facility Representative program. A workshop will be held at NSO on June 22-23, 2004.
  - d. Status of FY2004 3rd Quarter Performance Metrics (Action 5.0) – Mr. Evans, stated that the data call for 3rd quarter input will be provided to the Agents during the first week of July.
5. Summary of Conference Call and Review of Action Items
  - a. Next conference call will be on July 21, 2004, 10:00 EDT, (301) 903-6084 [reservation no. 103157].