

Report of the TCP Conference Call of March 19, 2003

I. Agenda for the Call

1. Roll Call by Mr. West, FTCP Executive Secretary
2. Opening Remarks by Mr. Schepens and Mr. Poe
3. Update on FTCP actions – Led by Mr. West
 - a. 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
 - b. Update/discussion of FTCP Manual Revision input status (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 develop New Technical Standard and Manual Chapter for the System and Program Expert Program – Led by Mr. Swailes
 - b. Status of sub-group established to review standardization of FAQ's (level of detail) – Led by Mr. Kopenhaver
 - c. Status on discussion with DNFSB Staff re: adequacy of May 2002 FAQs language – Led by Mr. Wyka
 - d. Status of sub-group established to look at the PMCDP, Technical Program Manager TQP, Project Manager TQP and GTB – Led by Mr. Mellington
6. Call for any other New Business, Concerns, or Issues – Led by Mr. Schepens
 - a. FTCP Face-to-Face in conjunction with FR Workshop – Led by Mr. West
7. Summary of Conference Call and Review of Action Items – Led by Mr. West
 - a. Next call date and time -- April 30, 2003, 10-11:30 a.m. EST, (301) 903-6064 (reservation # 78527)

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 2000-2 Commitment 18 Submittal and Draft Report on Workforce Analysis (Actions 3.1 and 5.3): Mr. Poe stated discussions with the sites are complete and the revised report is being sent to

the Agents for review. Mr. Compton will put the report into the concurrence process -- EM and NNSA are expected to concur this week and Mr. Schepens to sign next week.

- b. Update/discussion of FTCP Manual Revision input status (Action 5.1): Mr. West stated that the new chapter is almost complete but will potentially cause changes to the entire document. Mr. West asked for 2-3 people to work with him to review/modify the Manual.

4. Report of the Status of other Concerns, Issues, or Items from January:

- a. Status of sub-group established to develop New Technical Standard for the System and Program Expert Program: Mr. Swailes stated that the effort is well along but may cause a modest change to Chapter 8. The sub-group is attempting to clarify roles and responsibilities, and look at the competencies needed and then come up with 1 key competency (will then list ~12 knowledge/skills needed to fulfill the competency; which would be the minimum for all sites.). At this time the knowledge/skills/abilities is the only element left to do. There was some discussion regarding potential impact to the site if the program is too rigorous (e.g., like the FR program).

Mr. Wyka stated that a key element of this program will be implementation; therefore, when the Agents get the Manual for review, the Agents should engage the technical people at their respective site(s) since they will have to work with it. Mr. Wyka also reminded the Agents that the chapter still had to be worked with the Board and Board staff.

- b. Status of sub-group established to review standardization of FAQ's (level of detail): Mr. Kopenhagen stated that he has not received many comments on the FAQs template. He also noted that the template may have to be adjusted in incorporate elements of the System Expert activity. The goal is to have the FAQ template completed by the end of April 2003.
- c. Status of sub-group established to provide a recommendation re: SME/VSS crosswalk for DNFSB staff: Nothing new.
- d. Status of sub-group established to look at the PMCDP, Technical Program Manager TQP, Project Manager TQP and GTB: Mr. Mellington stated that the Technical Program TQP will be deferred to the May meeting. Regarding the Project Manager TQP, the sub-group plans to have a proposal for the Agents by the next conference call.

5. Call for any other New Business, Concerns, Issues for Items

- a. FTCP Face-to-Face in conjunction with FR Workshop: No new information. Ms. Manning stated that there did need to be an off-line discussion (Mr. West, Mr. Wyka, Ms. Manning, and Ms. Coleman) to set up logistics for the meeting.
- b. Mr. Wyka asked for a working group to deal with DNFSB 2002-1 Implementation Plan FTCP commitment 4.1.2, whether to establish a new

Software QA FAQs or incorporate the necessary requirements in existing FAQs and which ones; and provide a recommendation to the Agents. The sub-group would consist of Mr. Swailes, Mr. Blackwood, Mr. West and Mr. Wyka.

- c. Mr. West needed 2-3 people from each site to review OLC technical courses, so that Training can decide which CBT courses to procure. He needed the names by the March 26, 2003.
 - d. Mr. Blackwood will be representing the FTCP at the CIP Kickoff meeting next week. Mr. West provided a brief overview of the CIP and what will be covered at the workshop next week.
 - e. Mr. Piper stated that the Occupational Safety FAQ is ready for review by the Agents and signature by FTCP Chairman. There was further discussion about the status of various FAQs. Mr. West stated that he would update the FAQs List and place on the FTCP webpage or send out via e:mail.
6. Summary of Conference Call and Review of Action Items: Mr. West reviewed the key actions:
- a. Next Conference Call will be Wednesday, April 30, 2003, 10:00 – 11:30 a.m. EST, Call in number is (301) 903-6064 (Reservation No. 78527).