

# Report of the FTCP Conference Call of September 24, 2003

## I. Agenda for the Call

1. Roll Call by Mr. West, FTCP Executive Secretary
2. Opening Remarks by Mr. Schepens, FTCP Chair and/or Mr. Poe, FTCP Vice Chair
3. Update on FTCP Annual Plan Actions/DNFSB Commitments – Led by Mr. West
  - a. Status of FY2003 4th Quarter Performance Indicator Report (Actions 1.0, 2.1 and 5.2) – Led by Mr. Wyka
  - b. 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
    - Status on Workforce Analysis and Staffing Plan for Critical Positions
    - FTCP letter to DNFSB dtd March 28, 2003, stated that “the Department will provide an updated status on paths forward to fill the remaining gaps by September 2003”
  - c. Status on review/update of FAQs (Action 4.1) – Led by Mr. West
    - Discuss comments from DNFSB Staff on FAQs
  - d. Status of FTCP Manual Revision (Action 5.1) – Led by Mr. West
  - e. 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)
4. Report of the Status of other Concerns, Issues, or Items from August – Led by Mr. West
  - a. Approval of August Conference Call Report – Led by Mr. West
  - b. Update on the FTCP FY2004 Annual Plan – Led by Mr. West
  - c. Update on the Annual Report to the Secretary – Led by Mr. West
5. Call for any other New Business, Concerns, or Issues – Led by Mr. Schepens
  - a. Set date and time for next (October) conference call – Led by Mr. West
  - b. Propose items for discussion during the Face-to-Face Meeting in November – Led by Mr. West
6. 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. Schepens, FTCP Chairman opened the call by stating his goals for the call; 1) would like input from the Sites on the status of TQP qualifications, including overdue numbers, 2) Mr. Larry Bailey (EM) is visiting EM sites and will be providing Lessons Learned, and 3) would like a sub-group established to develop short-term and long-term goals for FY 2004 and out-years for the FTCP.

3. Update on FTCP Actions/DNFSB Commitments:

- a. Status of FY2003 4th Quarter Performance Indicator Report (Actions 1.0, 2.1, and 5.2): Mr. Schepens reviewed the June Site data with the applicable Agent to status action towards meeting the goal of all Sites 75% qualified by December 2003. Mr. Schepens was concerned that the only NNSA Office represented was Nevada.

Mr. Wyka discussed the need for a new indicator specifically for the tracking of SSO qualifications, similar to that used in the Facility Representatives Quarterly Report. Mr. Wyka stated that he would send out the format for input.

The Agent's were questioned on the standard amount of time used to the qualification process before an individual was declared "overdue" and the consensus was 18-months.

- b. 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 staffing analysis input has been received and the letter drafted. Of note was that RL had gone above and beyond in filling its gaps by hiring 2 engineers to enter a 2-year training program (combined on-the-job training and formal classes) to be Fire Protection qualified. The next step was to provide the input to Mr. DeLoach for review.
- c. Status on update of FAQs: Mr. West stated that he would send a list of the FAQs with names and status to Mr. Swailes, Mr. Bryson, ORP, and Ms. Coleman.

Mr. Case provided the current status of the Template. Mr. West stated that he would send out the current version to the Agents. 3 Actions were assigned:

- i. Mr. Casey was directed to contact all personnel with FAQs in process and confirm that they had the latest language.
- ii. Mr. Stark was requested to check whether an administrative change can be made to the FAQs approved during 2003, to make the language consistent with the Template (without performing a full new complex-wide review).
- iii. Agents were to get with personnel at their sites working on completing FAQs currently under development/revision to ensure that they had the new language.
- d. Status of FTCP Manual Revision (Action 5.1): Mr. West stated that the Manual is in REVCOM. Comment submission ends on September 29, 2003.
- e. 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 reminded the Agents that the due date is November 2003, and that the FAQ is currently in the Technical Standards review process (due to end at COB September 24, 2003). Mr. DeLoach stated that he would have his comments to Mr. Wyka by the end of the week.

4. Report of the Status of other Concerns, Issues, or Items from August:
  - a. Approval of August Conference Call Report: Mr. DeLoach provided clarification on statements in the August Report.
  - b. Update on the FTCP FY2004 Annual Plan: Mr. Schepens requested that a sub-group be formed to provide recommendations to the Panel. Mr. Wyka will lead the effort. Mr. Arango, Mr. West and Mr. Swailes volunteered. It was suggested that Mr. Morrow and Mr. Ivey participate as representation of NNSA. Mr. Swailes was assigned the Action to contact Mr. Ivey and request his participation.
  - c. Update on the Annual Report to the Secretary: Mr. West stated that he would put together a draft and get out by the end of the month.
5. Call for any other New Business, Concerns, Issues for Items
  - a. Mr. Swailes and Mr. Arango provided a description of Mr. Bailey's (DOE-HQ EM) review of technical competency (including SSO program implementation status) EM sites.
  - b. Ms. Manning discussed the NNSA reorganization, specifically that service agreements have been established which state that the Service Center will provide support (specifically Training support) to the Sites/Agents in the future.
  - c. Mr. Schepens discussed the need for the Sites to focus on improving the technical competency of middle managers/level personnel. For example, at ORP Mr. Eschenberg, WTP Project Manager is rotating his Facility Representatives through the Engineering Division to enhance their knowledge of the Project.
  - d. Mr. DeLoach discussed the upcoming DNFSB Public Meetings:
    - i. October 21, 2003 -- keynote speakers DOE and NNSA
    - ii. October 23, 2003 -- keynote speaker, MGEN Barry of the Columbia Accident Investigation Board
  - e. The next conference call will be on October 22, 2003, (301) 903-6461 [reservation number 89441], 10:00 - 11:00 a.m. Eastern time.
  - f. Next Face-to-Face Meeting: There was discussion on possible dates for the next Meeting -- Mr. Schepens requested either November 13 (primary date) or 21, and there was general agreement on those dates. Mr. Wyka will work with the Deputy Secretary's office to request his participation at the Meeting.
6. Summary of Conference Call and Review of Action Items: Closing remarks provided by Mr. Schepens.