

26 June 2002 – Revision 2, Approved on 24 July 2002

Report of the FTCP Conference Call of 26 June 2002 at 2:00 – 3:00 p.m. EDT

The Scheduled Agenda for this Call (Agenda Revision 1 of 6/20/02):

- Roll Call by Mr. West, FTCP Executive Secretary
- Opening Remarks by Mr. Schepens and Mr. Poe
- Discussion of Safety System/Technical Oversight SME Lists – Led by Mr. McGuire:
 - All Agents: report status of submitting their list of Subject Matter Experts for Oversight of Safety Systems/Subject Matter Experts for Oversight of Technical Disciplines to Mr. P. McGuire (SRS)
 - Mr. McGuire: will discuss status/schedule for transmitting data to DNFSB
- Discussion of “Qualification Transportability Letter” status/schedule – Led by Ms. Manning
- Discussion of 2002 FTCP Report Draft comments/resolution/status/schedule (due by 14 June) – Led by Mr. West
- Discussion of “Letter on Knowledge/Skills/Abilities – Need to Include Operations/Technical Experience for Supervisory Positions” status/schedule – Led by Mr. K. Ivey
- Discussion of FTCP FY 2002 Action Plan Items Due Within 30 Days - Led by Mr. West
- Discussion of FTCP Manual Revision input status, from May Meeting – Led by Mr. West
- Call for any additional Concerns, Issues, or FTCP Business Items – Led by Mr. Schepens
- Discussion/Approval of May Meeting Report (Revision 3: 6/18/02 E-Mail) – Led by Mr. West
- Discussion for the next FTCP Conference Call in July 2002 – Led by Mr. West
- Summary of Conference Call and Review of Action Items – Led Mr. Schepens and Mr. West

Results and Report of the Call

Roll Call: Mr. West, the FTCP Executive Secretary, conducted a roll call at 2:00 p.m. The majority of Sites were represented.

Opening Remarks and Introductions: Mr. R. Schepens, the FTCP Chairman, and Mr. R. Poe, the FTCP Vice-Chairman opened the call and thanked the FTCP Members for their participation for this call.

Discussions

Discussion of Safety System/Technical Oversight SME Lists – Led by Mr. McGuire: All Agents reporting the status of submitting their list of Subject Matter Experts for Oversight of Safety Systems/Subject Matter Experts for Oversight of Technical Disciplines to Mr. P. McGuire (SRS), and Mr. McGuire discussing the status and schedule for transmitting data to DNFSB: Mr. McGuire led the discussion by thanking the Agents for their inputs and said that he had inputs for the lists of Subject Matter Experts (SMEs) who perform oversight of Safety Systems

for all sites with the exception of RFETS, and he had some of the site lists of SMEs who perform oversight of the Technical Disciplines. He said he was compiling the data into an organization chart(s) and he expected to complete that effort by the end of this week and send it to the FTCP Agents by next week. He said that only the list of SMEs who perform oversight of Safety Systems would be sent to the DNFSB at this time. He asked the Agents to review the information he would send to them, and provide feedback of comments and corrections to him by Monday, 8 July 2002. Additionally, Mr. McGuire stated that he would continue to work with Mr. S. Tower at RFETS to get their input and data.

At this point a representative from RFETS joined the Conference Call and said that he thought that the appropriate lists of systems and personnel had previously been submitted by RFETS for the DNFSB 2000-2 efforts. Mr. Schepens asked the RFETS representative to resend the information to Mr. McGuire.

Mr. Poe said that all of this information could also be a key asset for the Work Force Analysis effort (FTCP FY 2002 Action Plan item 3.0) that he was leading, since it would identify potential “gaps” in technical personnel that need to be addressed. Mr. McGuire agreed and said that some of the information he had received already identified some technical gaps.

Mr. Schepens emphasized that this action item included two lists, one of the SMEs who perform oversight of Safety Systems, and a second list of the SMEs who perform oversight of Technical Disciplines. The second list will become a “Core Technical Capability List” of personnel that could then be used by Sites who may need additional assistance in specific areas. He cited, as an example, that at the Office of River Protection (ORP) they are now using an SRS seismic SME since ORP did not have an SME in this area. The intent of this second list will be to provide Sites who need assistance with potential SMEs who have been endorsed by their FTCP Agents for their expertise. He said that this would eliminate the possibility that an individual SME could predetermine their expertise and experience solely on their own.

Discussion of “Qualification Transportability Letter” status and schedule – Led by Ms. Manning: Ms. Manning led the discussion and reported that a draft letter had been submitted to Mr. Schepens and Mr. Poe in mid-June. She had received some comments and recommendations from them, and had then made these changes, and then resubmitted the letter for approval to Mr. Schepens.

Mr. West said he would pursue this item to complete the letter for signature by Mr. Schepens and send it to all of the FTCP Agents for their information.

Mr. Schepens also said that since he had transferred to ORP his previous SRS e-mail address was no longer correct and his new e-mail address was now “roy_j_schepens_@rl.gov.”

Discussion of 2002 FTCP Report Draft comments, resolution, status, and schedule (due to Mr. West by 14 June) – Led by Mr. West: Mr. West said he had received additional comments from Mr. Arango and Mr. Piper on the draft letter presented and discussed at the FTCP May Meeting and that he had e-mailed a new revision to the FTCP last week, however he still needed some inputs. Mr. K. Ivey said that due to travel he would send his input for the Report to Mr. West by

Friday, 28 June 2002. Mr. West said he would be on travel in the Hanford area this week and he would finish this letter for Mr. Schepens' signature, after Mr. West's return from travel.

Discussion of the status and schedule of the draft of a "Letter on Knowledge/Skills/Abilities – The Need to Include Operations and Technical Experience for Supervisory Positions" – Led by Mr. K. Ivey: Mr. Ivey said he has organized his notes for the letter draft and would send it to Mr. West by 3 July. Mr. West said he would forward it to the FTCP for information.

Discussion of FTCP FY 2002 Action Plan Items "Due Within 30 Days" - Led by Mr. West: Mr. West focused the discussion on items due in the next 30 days, 60 days and 90 days, particularly those due by 31 July. Mr. West then asked for brief inputs on the action items for each of the five objectives as detailed in the FTCP FY 2002 Action Plan.

Mr. West stated that for the first objective (1.0), regarding the technical intern programs, all actions are on track, and he has provided the current data to Mr. J. Evans on their status.

Mr. M. Jordan of OH was representing Mr. Brown for this Conference Call. He said that he did not know the current status of actions for the second objective (2.0), regarding FTCP action for the closure sites, however, and he would check on the status of action and report to the FTCP.

Mr. R. Poe followed up on his earlier comments on using the SME data for information in the efforts for the third objective (3.0), regarding FTCP action for work force analysis and the identification of technical personnel gaps at their sites. He asked the Agents to send him copies of the SME information sent to Mr. McGuire. He will use the data to generate a draft report by 1 August that could be finalized for signature by 30 September. Mr. K. Ivey asked for clarification on the requested information on personnel gaps. Mr. Poe referred the Agents to the format outlined in Chapter 4 of the FTCP Manual. Mr. Poe said he would then distill the best practices and models identified during the analysis for dissemination to the FTCP by December.

Mr. McGuire started the discussion on the fourth objective (4.0) by summarizing the efforts for the development of the STSM one-week course that was being planned at SRS for later this year. He said SRS SMEs are working on the course development now. He said he would send an e-mail to the FTCP as soon as possible, describing the course, agenda, and schedule. As an example he said that a qualified and experienced Facility Representative (FR) would have the lead for the conduct of operations portion of the Course. Mr. Piper recommended that Mr. McGuire send information on the qualifications of all of the SMEs involved in the STSM Course to assist in the assuring the "Course transportability" and Mr. McGuire said he would do so.

Mr. West continued the discussion on this objective by summarizing Mr. E. Blackwood's efforts to develop a draft statement for inclusion in the revisions of the Qualification Standards as discussed at the FTCP May Meeting. He said Mr. Blackwood had e-mailed the draft statement to the FTCP 25 June, requesting that they review it and provide comments or recommendations as soon as possible. Mr. West added that he intends to send periodic reminders, perhaps monthly, to keep the revision efforts on track for the December 2003 completion deadline.

Mr. L. Piper asked about how to address the addition of Mr. Blackwood's generic statement into the four or five Qualification Standards that have already been revised, or possibly into the General Technical Base (GTB). Mr. West said he would investigate this matter for the FTCP.

Discussion of FTCP Manual Revision input status, from the FTCP May Meeting – Led by Mr. West: Mr. West then opened the discussion on the fifth objective (5.0), regarding efforts to improve FTCP effectiveness. At the FTCP May Meeting it was decided to review and revise the FTCP Manual by the end of December. FTCP Members voluntarily accepted different chapters of the Manual to review (as outlined in the May Meeting Report). Inputs are due to Mr. West by 31 July; however he reported that Mr. J. Arango had already provided input, and others have indicated their review efforts are now in progress. Mr. West encouraged all to submit their inputs and comments to him early, if possible. Mr. Piper recommended that submissions be done in a "red-line format" for ease in identifying the changes to the Manual during the Agents' review.

Call for any additional Concerns, Issues, or FTCP Business Items – Led by Mr. Schepens: Mr. Schepens and Mr. West asked for any other items of business for the FTCP.

Mr. T. Wyka reminded the FTCP that the Performance Indicators (PIs) are due in July for the periods ending 30 June. The July Report will include the three areas: status of qualifications (quarterly), identification of technical skill gaps (semi-annual), and action at closure sites (semi-annual). He reminded all that as discussed at the FTCP May Meeting, the site reports should include information on the "30-60-90 day goals and efforts" for those sites that do not meet the FTCP goals of "75% qualified" with "0 overdue." Mr. Wyka said he would send data sheets to the FTCP next week, and the data could be gathered the first two weeks of July, and the collated report would be ready for Mr. Schepens' approval signature by the end of July.

Mr. McGuire reported that the List of SMEs who perform Safety System oversight (objective 5.0, action 5.3) would be about two weeks later than the 30 June due date, but he expected it would be completed and sent by the second week of July.

Mr. West reported and praised the current efforts of Mr. T. Wyka and Mr. M. Whitaker, who have identified a potential way to create, develop and maintain a Web Page for the FTCP. He thanked Mr. Wyka and Mr. Whitaker for their efforts for the FTCP. Mr. Wyka said that they would develop a prototype of a page similar to that used for ISMS, including FTCP information, FTCP membership, site specific information, and FTCP Action Plans and Reports.

Discussion and Approval of the May Meeting Report (Revision 3 of 6/18/02, sent by E-Mail on 6/18/02) – Led by Mr. West: Mr. West led the discussion of the Report of Revision 3 of 6/18/02 forwarded by e-mail to the FTCP. There were no additions, comments, or deletions and the Report was approved. Mr. Piper asked Mr. West to resend the Report to the FTCP, and Mr. West said he would do so as soon as possible.

Mr. J. DeLoach requested that he be included in the distribution of FTCP Reports and e-mail. Mr. West said that several items previously sent to Mr. DeLoach had been returned by the e-mail system, but he now had the correct e-mail address and would ensure that Mr. DeLoach was on the FTCP e-mail roster.

Discussion for the next FTCP Conference Call in July 2002 – Led by Mr. West: After a brief discussion it was decided that the next FTCP Conference Call would be either 24 July or 31 July, (either day is a Wednesday) at 2:00 – 3:00 p.m. EDT. Mr. West will promulgate the date and Conference Call number later in July.

Summary of Conference Call and Review of Action Items – Led Mr. Schepens and Mr. West: Mr. Schepens reminded the Agents to review Mr. Blackwood’s 25 June e-mail for comments and recommendations as soon as possible, and that Mr. West would investigate the action needed for the Qualification Standards that have already been approved. Mr. Schepens also said that Mr. McGuire will report on the status of the STSM Course to the FTCP on the next Conference Call. Additionally, Mr. Schepens reported that SRS has just gained a third nuclear safety SME, and they could be available to assist at other sites as needed.

Mr. Poe recommended that the FTCP should have input in the activities of the Safety Executive Committee and its working groups in the areas regarding technical qualifications. After a brief discussion, Mr. Poe volunteered to contact Mr. F. Russo on this matter.

Mr. West summarized the action items discussed during this Conference Call. These included: completion of the “Transportability Letter,” continuing Qualification Standards revisions and the inclusion of Mr. Blackwood’s draft statement, checking and ensuring the FTCP e-mail roster addresses, re-sending the May Meeting Report Revision 3 to the FTCP, inputs for the completion of the FTCP 2002 Annual Report, and inputs for the FTCP Manual revision.

Mr. West again thanked Mr. Wyka and Mr. Whitaker for their action to develop a potential FTCP Web Page.

There were no other items of business, and the Conference Call was adjourned at 2:50 p.m. EDT.

Approval of this Report of the 26 June 2002 FTCP Conference Call: This was approved with two corrections: changing Mr. Schepens’ new e-mail address to “roy_j_schepens@rl.gov” on page 2 and correcting Mr. Russo’s name on this page of this Report. Those changes were made as Revision 2 of 24 July 2002.