

24 July 2002 – Revision 2, Approved on 8/28/02

Report of the FTCP Conference Call of 24 July 2002 at 2:00 – 3:15 p.m. EDT

The Scheduled Agenda for this Call (Agenda Revision 2 of 7/22/02):

1. Roll Call by Mr. West, FTCP Executive Secretary
2. Opening Remarks by Mr. Schepens and Mr. Poe
 - a. Transportability letter
 - b. KSA Letter
3. Update/Discussion of Safety System/Technical Oversight SME Lists – Led by Mr. McGuire
4. Update on FTCP actions – Led Mr. West
 - a. Update/Discussion of 2002 FTCP Report status
 - b. FTCP FY 2002 Action Plan Items Due Within 30 Days
 - c. Update/Discussion of FTCP Manual Revision input status
5. Overview of STSM Course status, developed and hosted by SRS - Mr. McGuire
6. Call for any additional Concerns, Issues, or FTCP Business Items – Led by Mr. Schepens
 - a. OLC technical courses – led Mr. West
 - b. FTCP Web page – led Mr. West / Mr. Wyka (www.ftcp.org)
 - c. TQP Technical Program Manager FAQs – Led by Ms. Manning
7. Approval of June Conference Call Report (Rev of 7/1: 7/1/02 E-Mail) – Led by Mr. West
8. Discussion for the next FTCP Conference Call in August 2002 – Led by Mr. West
 - a. Tentative dates are 8/14 or 8/28
9. Summary of Conference Call and Review of Action Items – Led Mr. Schepens and Mr. West

Results and Report of the Call

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

2. Opening Remarks and Introductions: Mr. R. Poe, the FTCP Vice-Chairman opened the call and thanked the FTCP Members for their participation. Mr. R. Schepens, the FTCP Chairman, was not able to attend this Conference Call.

Mr. Poe reported that both the FTCP “Transportability of Qualifications” letter and the “Knowledge, Skills, and Abilities (KSA)” letter had been signed by Mr. Schepens on 15 July. They were distributed and e-mail copies were sent to the FTCP by Mr. West last week. These letters had been proposed at the May FTCP Meeting, drafted respectively by Ms. Manning and Mr. Ivey, discussed during the June Conference Call, distributed in draft to the FTCP, and signed by Mr. Schepens. Mr. Poe thanked Ms. Manning and Mr. Ivey for their efforts on these tasks.

At this point, a question was raised about the wording within the second paragraph of the “Transportability of Qualifications” letter in that it did not include “Headquarters” when it addressed transportability between field sites. Additionally, at the May Meeting, it had been

determined this issue also applied to headquarters, particularly for STSM qualifications. The active discussion that followed resulted in the determination that omission of “Headquarters” in the sentence was unintentional; however there is no need to revise the initial letter. They will be included in implementation and any resulting actions to help to ensure the “Transportability of Qualifications” for the field and headquarters. Mr. Piper said both the field and headquarters were cited in the qualification sections of the FTCP Manual Revision that he was completing.

Discussions

3. Update and Discussion of Safety System/Technical Oversight SME Lists – Led by Mr. McGuire: Mr. McGuire led the discussion by thanking the Agents for their inputs. He said that both he and Mr. Wyka now had inputs for the Subject Matter Experts (SMEs) who perform oversight of Safety Systems for all Sites, with the exception of some for Oak Ridge. Mr. Poe said that he would follow up on this.

Mr. T. Wyka will draft the letter for transmission of this information to the DNFSB. He will send the draft information to all of the FTCP for a last check within the next few weeks. He will also add the Oak Ridge data or additional information that he receives to the final letter. Mr. Wyka also reminded the FTCP that the Performance Indicators (PIs) are due 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 said he will send the collated report to Mr. Schepens’ for signature as soon as possible.

Mr. McGuire stressed the need for all of the Sites to ensure that this SME information is provided to all of the Facility Representatives (FRs), management, and the SMEs to ensure the effective utilization of these SME lists.

Mr. Poe stressed that this information is key for the Work Force Analysis effort (FTCP FY 2002 Action Plan item 3.0) that he is leading. Inputs for that effort were due to him on 30 June. Mr. Poe said he has received some but not all inputs, and a few Agents said their inputs would be completed very soon. He again reminded the Agents that there was flexibility in the format and style of the information presentation. Mr. Poe said that the progress on this item would be a topic of discussion on the August FTCP Conference Call.

4. a. 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 some additional comments and re-received some from the earlier draft version. He is completing the final draft of the report and will e-mail the draft version to the FTCP for comments. Mr. West said he would appreciate any comments or recommendations as soon as possible, in order to complete the report for Mr. Schepens’ signature within the first two weeks of August.

4. b. 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 August.

Mr. West repeated Mr. Poe’s earlier request for the inputs for the Work Force Analysis effort. The inputs were due to Mr. Poe on 30 June, and the draft report is to be done in August.

Mr. West summarized the efforts for the Functional Area Qualification (FAQ) Standards as discussed at the FTCP May Meeting and June Conference Call. He reiterated that to date only five were in the system: for Fire Protection (FP), Quality Assurance (QA), Facility Representative (FR), Industrial Health (IH), and General Technical Basic (GTB). Mr. Arango reported that EM is expecting to complete Transportation Management (TM) by mid August, and that Environmental Compliance (EC) was ahead of schedule in review. He also said that they had slipped the Deactivation and Decommissioning (D&D) in order to finish the other two, but they were working to complete that effort soon. Mr. West said he will continue to send periodic reminders to keep revision efforts on track for the December 2003 completion deadline.

4. c. Discussion of FTCP Manual Revision input status – Led by Mr. West: Mr. West opened the discussion by reporting on the progress to review and revise the FTCP Manual by the end of December. Mr. West has received all of the inputs from the FTCP Members who had voluntarily accepted different chapters of the Manual to review. As recommended in the June Conference Call, many inputs have been submitted in a “red-line format” for ease in identifying the changes during the Agents’ review. The planned schedule is to assemble a draft FTCP Manual Revision from all of the inputs by September, for comments due by 30 September. These comments will be resolved in October in order to complete a final draft by 30 November. The FTCP Manual Revision will then be submitted for incorporation into the DOE Directives review process for approval.

5. Overview of the STSM Course status developed and hosted by SRS – Led by Mr. McGuire: Mr. McGuire summarized the efforts for the development of the STSM Course at SRS for the week of 12 August. He said that SRS SMEs, under the leadership of Mr. E. Adams and S. DeClue, had completed the course development as essentially a “self-study effort” with individual “supplemental help” available on request. He said the course daily schedule and contacts will be e-mailed to the FTCP.

Mr. McGuire reported that so far only SRS personnel were enrolled into the course. Some of these SRS junior personnel were to participate for professional development and fill all of the available seats for the course, but he said that SRS will defer these seats to STSM Candidates from the other Sites as needed. Several Agents from other Sites said they had completed course enrollment administration (course 000959 session 0001), and should have been listed for the Course. After some discussion it was recommended that they send e-mail requests directly to SRS as soon as possible (before the 8 August deadline date) as a backup for their applications.

Some Agents said that although there was interest at their Sites for this STSM Course, their participation would not be possible due to limited travel budgets, and in some cases their personnel might need more assistance than “self-study” for the completion of some topics.

Mr. West reported that he had the May 2001 STSM Qualification Status List. He said he would forward this to the FTCP for their review and update, as had been done periodically in the past.

6. Call for any additional Concerns, Issues, or FTCP Business Items – Led by Mr. Schepens: Mr. West asked for any other items of business, starting with those listed on the Agenda.

6. a. Discussion of On-Line Computer (OLC) Technical Courses – Led by Mr. West: Mr. West summarized his efforts with Ms. T. Lockett in investigating potential OLC course opportunities to be developed with a contractor company, PRIMEDIA. This would include an initial “cross-walk” of available technical courses and needs. Mr. West said he would e-mail information to the FTCP for their comment. These OLC opportunities could potentially include available courses in Mechanical Engineering, Industrial Safety, Environmental Health and Safety, Occupational Safety, and Electrical Engineering.

Ms. C. Ingram said that Oakland was also investigating similar training opportunities to include classroom training under the “NNSA Enterprise Buying” activities. This may include training on topics such as Unreviewed Safety Questions (USQ) or environmental requirements, on a periodic basis at the Sites. Mr. Arango said this was similar to the efforts investigated and used last year, perhaps with the same company, for the very successful Facility Representative (FR) Course. Ms. Ingram said she would e-mail information to the FTCP about their efforts in this area. Other Members noted that similar efforts are also to be discussed at the Training Conference Nevada during the week of 19 August. Mr. West said he would investigate these items to ensure the FTCP could assist in a unified approach for technical training.

6. b. Discussion of the FTCP Web Page – Led by Mr. West and Mr. Wyka (www.ftcp.org): Mr. West praised and thanked Mr. T. Wyka and Mr. M. Whitaker for their work to develop and maintain a Web Page for the FTCP. Mr. Wyka summarized the development and information available. He encouraged the FTCP to visit it, and make any comments or recommendations, such as what else could be included, to Mr. D. Compton and Ms. S. Gopalani. One recommendation cited a possible “password-protected posting of FTCP working-draft documentation for review and comment by the FTCP.” This posting would be in addition to the “appropriate public information.” Mr. West stated that the agents needed to self-police what they submit to be put onto the web page, so as to avoid inappropriate information being placed on the web page.

6. c. Discussion of the TQP Technical Program Manager FAQ – Led by Ms. Manning and Mr. Mellington: Ms. D. Manning and Mr. S. Mellington opened the discussion by referencing their NV letter to Mr. Schepens to discuss the status of the Technical Program Manager FAQ. This letter had also been e-mailed to the FTCP in preparation for this Conference Call.

Several FTCP Members offered information on the known background of the FAQ. Its relationship, similarities and potential duplication with some other qualifications were discussed. It had been reported to be cancelled in mid 1995, but potential redevelopment started in August 2000. At Nevada, five of seventeen personnel had recently completed their qualification requirements in this area. At the completion of the discussion, Mr. Mellington volunteered to take the lead for the FTCP to develop a proposal on this FAQ. NV will provide projected dates for incorporation into the FAQ Status Matrix. N. Brown volunteered to investigate any commonality with the qualification standard efforts of OEMC.

7. Discussion and Approval of the June Conference Call Report (Revision 1 of 7/1/02) – Led by Mr. West: Mr. West led the discussion. It was approved with two corrections: changing Mr.

Schepens' new e-mail address to "roy.j.schepens@rl.gov" and correcting Mr. Russo's name in the Report. Those changes were made as Revision 2 of 24 July 2002.

8. Discussion for the next FTCP Conference Call in August 2002 – Led by Mr. West: After a brief discussion it was decided that the next FTCP Conference Call would be held Wednesday, 28 August at 2:00 – 3:00 p.m. EDT. Mr. West will promulgate the agenda in August.

9. Summary of Conference Call and Review of Action Items – Led by Mr. West: Mr. West briefly summarized the call before it was adjourned at 3:15 p.m. EDT. Mr. West's "quick list" of action items included:

1. Send out Final Draft FY02 Report last review and comment (West).
2. Send out latest STSM Listing for update (West). Panel updates due August 9, 2002.
3. SRS will resend STSM Course agenda to Panel (McGuire).
4. Provide Bob Poe with workforce analysis inputs that were due June 30, 2002 (All).
5. Provide Ted Wyka with Performance Indicator inputs that were due June 30, 2002 (All).
6. Review and provide comments on FTCP web page (www.ftcp.org) to Sunita or David by August 16, 2002 (All).
7. NNSA/NV will take responsibility to update the Technical Program Manager FAQs. NV will provide projected dates for the update to West for incorporation into the FAQs status schedule.
8. Verify OECM Project Management FAQs update will meet FTCP requirements. (N. Brown).
9. Send out FAQs schedule to verify correct contact information is correct. Comments are due August 9, 2002 (All).
10. Send draft FY03 Annual Action Plan for review and comment due August 21, 2002 (West).
11. Provide information to Panel on how to review and comment on potential DOE OLC technical courses (West).
12. Send out NNSA/Oakland 2-page training list review and comment (West). Send comments to Carol Ingram of Oakland Office.

Approval of this Report of the 24 July 2002 FTCP Conference Call: This Revision (2) was approved without amendments, comments or corrections during the 28 August 2002 FTCP Conference Call.