

30 May 2002 – Revision 3 of 6/18/02

Report of the FTCP Meeting of 30 May 2002

This FTCP Meeting was held in conjunction with the annual DOE Facility Representatives (FR) Conference on Thursday, 30 May 2002, at the Embassy Suites in Las Vegas, Nevada.

The Scheduled Agenda for this Meeting:

- 0815 Roll Call:
Morning Session: “Where We Are . . .”
- 0820 Overview of FY 2002 FTCP Meeting by Mr. Schepens, FTCP Chairman
- 0830 DNFSB Remarks by DNFSB Representative Attending the Meeting
- 0845 Discussion of the Status of Action Items as outlined in the FTCP FY 2002 Annual Action Plan:
- 1.0 EVALUATE THE EFFECTIVENESS OF THE DOE INTERN PROGRAMS (TLDP*, TIP*, CIP) FOR TECHNICAL POSITIONS (*To be replaced by CIP).
 - 2.0 ONGOING DEVELOPMENT AND IMPLEMENTATION OF INTEGRATED TECHNICAL CAPABILITY WORKFORCE PLANS AT CLOSURE SITES.
 - 3.0 REINFORCE THE NECESSITY OF USING THE ANNUAL WORKFORCE ANALYSES AND STAFFING PLANS AS A BASIS FOR MEETING THE NEEDS OF THE ORGANIZATION.
 - 4.0 CONTINUE TO PROMOTE SENIOR MANAGEMENT OWNERSHIP AND INVOLVEMENT, AND IMPROVEMENTS IN THE TECHNICAL QUALIFICATION PROGRAM (TQP) AND SENIOR TECHNICAL SAFETY MANAGER (STSM) PROGRAM.
 - 5.0 IDENTIFY, DEVELOP, AND IMPLEMENT IMPROVEMENTS IN FTCP ADMINISTRATION, OPERATIONS, AND PRACTICES.
- 1000-1020 BREAK
- 1020–1200 Discussion on the overall qualification status including those Field and Area Offices who have more than 10 people but less than 60% qualification for recommendations and efforts to meet the 75% qualification goal, including inputs from Albuquerque, Chicago, Oakland, Oak Ridge, Y-12, Environmental Management HQ, and other FTCP Members to discuss successful efforts and approaches to achieve qualification goals
- 1200-1300 LUNCH
Afternoon Session: “Where We Are Going . . . The Path Forward . . .”
- 1300 Approval of the Report of the 24 April 2002 Conference Call
- 1315-1330 Overview of SRS-Hosted STSM Training Session (Planned for later in 2002)
- 1330-1400 Discussion of the Review, Update, and assignment of responsibilities for the revision of the FTCP Manual
- 1400-1420 BREAK
- 1430-1500 Discussion of the June FTCP 2002 Annual Report
- 1500-1530 Discussion of the FTCP 2003 Annual Action Plan
- 1530-1600 Call for New Business, Additional Concerns and Issues . . .
- 1600-1630 Completion of the Meeting

Results and Report of the Meeting:

Roll Call: Mr. West, the FTCP Executive Secretary, conducted a roll call. The majority of DOE Sites were represented.

Opening Remarks and Introductions: Mr. R. Schepens, the FTCP Chairman, and Mr. R. Poe, the FTCP Vice-Chairman opened the meeting by thanking the FTCP Members for their participation for this Meeting, and stressed the need to make this meeting an active forum.

Overview for this FTCP FY 2002 Meeting: Mr. R. Schepens, the FTCP Chairman, outlined the specific objectives for this meeting. The objectives included: discussing draft FTCP 2002 Annual Report, discussing the Site Qualification Rates and efforts to improve them overall and at specific Sites, and discussing the progress under the FY 2002 Annual Action Plan and the framework draft for the FY 2003 Annual Action Plan. He emphasized the need for the FTCP to focus their efforts to “do things well and make them meaningful.”

Opening Remarks by the DNFSB Representative Attending this FTCP Meeting: Mr. J. DeLoach, the DNFSB Representative for this meeting provided some brief opening comments and remarks at the start of the meeting. He initially spoke of the insights he had gained in the military training systems from several months of active duty service at the Pentagon, and how these related to the parallel efforts of the DOE and the FTCP. Specifically, he highlighted the needs to ensure that “standards, rigor, and discipline” were key elements of the FTCP efforts to improve DOE Technical Qualification and Training systems, and Qualification rates and progress. He also recognized the “significant movement in the FTCP” evident during the past months.

Mr. DeLoach’s remarks spurred some initial discussions by many of the FTCP Agents who outlined recent efforts and successes at their sites such as “co-locating DOE SMEs and DOE Program Personnel with the FRs at the Field Facilities and Sites,” and efforts to ensure the balanced activity and inputs from the FRs and the Contractors in management and operations.

Additionally, Mr. DeLoach then reflected on the military perception among some junior officers who were leaving their branches of service because they reported a “lack of confidence in some of their senior leadership . . . in the technical understanding by some of those leaders in the more technical matters that the junior officers managed . . .”, and the possible parallels with the challenges that the DOE faces. He emphasized the need for the FTCP to continue to pursue their efforts in DOE STSM Qualification systems to address as necessary any similar DOE concerns.

Discussions:

The sequence of the Scheduled Agenda was modified during the meeting to maximize the ability of some FTCP Agents to speak at the FR Conference, and allow the FTCP to attend the FR Session that provided an overview of FTCP expectations for DOE Subject Matter Expert (SME) interaction in support of FRs and site efforts. All meeting agenda sessions/topics were covered.

Discussion of the Draft for the FTCP 2002 Annual Report for 31 May 2001 - 1 June 2002: A draft “read-ahead” version for the FTCP 2002 Annual Report had been prepared and forwarded to all of the FTCP for their reading and preparations for this meeting, as well as to spur advance consideration of this report for the discussion at the meeting. The draft had been created using the criteria and requirements of the FTCP Manual, the template of the previous Annual Reports of the FTCP, and the efforts and progress of the FTCP since November 2001 as reflected by the FY 2002 Annual Action Plan, the December 2001 FTCP Meeting, and the monthly FTCP Conference Calls.

Mr. J. Arango, of EM HQ, had taken the initial draft and then created an alternative approach for this report in advance of the meeting. That draft had been provided to all of the FTCP in advance for this discussion. While maintaining the basic format, Mr. Arango centered his draft on addressing five major accomplishments of the FTCP since last year: 1. The success of the FR Training Course conducted from May to July 2001; 2. The FTCP change in leadership and management of effort since November 2001; 3. The FTCP development and use of Performance Indicators (PIs) for the evaluation of Technical Qualification since December 2001; 4. The development and management of the FY 2002 Annual Action Plan and its efforts and success to date; and 5. The FTCP leadership efforts in developing viable revisions and updating of the Functional Area (FA) Qualification Standards during the same period.

The presentation of this draft led to an active discussion by all of the FTCP. Several major points were discussed that spanned the breadth of the FTCP efforts. These discussions included the review of the Qualification Progress to date as reflected by the PIs, the efforts in the Intern Programs, efforts at Closure Sites to manage technical capabilities, efforts to effectively manage “qualification equivalencies and deletions,” maintaining sufficient consistency and effectiveness in the qualification processes and efficient documentation, and significant issues in ensuring acceptable and adequate consistency in the “transportability of qualification” between Sites and Facilities.

In the area of “transportability” it was generally agreed that the FTCP supports a basic approach to maintain a universal approach to basic and FA qualification, while appropriately “tailoring Site-Specific Qualifications” to meet specific Site needs. Ms Manning with the assistance of Mr. W. Walker and Mr. J. Arango will specifically consider the “transportability issue” in reviewing the FTCP Manual for potential revision in this area and to create a letter for the FTCP Chairman to send to all Sites on this matter.

The FTCP Members agreed to review the Draft FTCP 2002 Report as provided and then modified during the discussion and provide any comments in writing to Mr. West the FTCP Executive Secretary by Friday, 14 June 2002.

Mr. Schepens reported the FR concern that the “KSAs (Knowledge, Skills and Abilities)” did not adequately reflect operational and technical experience within DOE advancement, and hiring and job postings. This concern will also be considered for the FTCP efforts and revision of the FTCP Manual. Mr. K. Ivey will investigate the FR concern of job hiring and promotion KSAs as they pertain to FTCP efforts, and draft a letter if needed for the FTCP Chairman to send to the DOE.

Subsequent discussion centered on some additional modifications to the basic text of the letter and to the “Issues and Recommendations” sections for the report; this discussion continued through other periods and applicable topics of the meeting and concluded in the afternoon session by discussing specifics to be included within the report.

The FTCP then took a short break before the next session.

Discussion of the Status of Qualification as reported by the recent FTCP Quarterly Report: Mr. Schepens led this discussion. The discussion focused on the overall qualification status including those Field and Area Offices who have more than 10 people but less than 60% qualification for recommendations and efforts to meet the 75% qualification goal. The discussion included inputs from Albuquerque, Chicago, Oakland, Oak Ridge, Y-12, Environmental Management HQ, and other FTCP Members to report successful efforts and approaches to achieve qualification goals.

Overall, and in general, the FTCP Members agreed to provide “30, 60, and 90 day goals if appropriate, along with additional explanations and notations” in the next submission of FTCP PIs to be done for the April – June 2002 period.

Mr. J. Szenasi reported that Albuquerque was looking at improvements in their processes and documentation to reflect their expectations and qualification rates and progress. They are monitoring progress monthly, looking at gaps and deficiencies, and publishing a list of delinquent personnel. They may target a specific site to concentrate their qualification rate improvement efforts, and then apply their lessons learned to other sites and efforts. They feel that they have achieved sufficient rigor in their qualification processes and the lower qualification rate reflects this effort.

Mr. K. Moro reported that while Chicago is a voluntary participant in reporting their current qualification status, 15 of their 18 FRs are fully qualified. They will review the status of their other personnel who are currently in their technical qualification system, and their continued FTCP participation and reporting accordingly. Related discussions indicated that the FTCP will monitor and encourage the participation of other DOE Sites, particularly since progress in these areas will support additional FTCP efforts to ensure “transportability of technical qualifications” and “personnel assignments and moves” due to Site Closures in the future.

Mr. R. Kopenhaver reported that currently Oakland is improving and revising their technical qualification plans and documentation, and their qualification goals accordingly. While they do not expect significant changes in their near-term qualifications, they do expect to achieve a 75% technical qualification status in 2003.

Mr. R. Poe reported that Oak Ridge has had significant progress and expects to achieve a 75% technical qualification status in the next 90 days. This effort reflects a large number of personnel who were added into the technical qualification program in the last year.

Mr. K. Ivey reported that Y-12 had recently added many people to their staff and technical qualification program and will continue to do so. Thus, their reported qualification status was now less than before and may continue as such in the near future, however, they were actively

pursuing qualification efforts including the management of “qualification equivalencies” for personnel who came from other activities (this is related to other FTCP discussions on the “transportability of technical qualifications). They are tracking qualification progress on a monthly basis with senior management oversight, and expect significant progress during 2002.

Mr. J. Arango reported that while EM HQ STSM qualification is mandatory for senior management, the other EM personnel are also participating in technical qualification programs on a voluntary basis. He indicated EM HQ is actively involved in reviewing and monitoring qualifications with regards to the recent changes in EM Field and HQ leadership positions.

Discussion of the Status of Action Items as outlined in the FTCP FY 2002 Annual Action Plan:

Mr. West led the overall discussion, with the respective Panel Champions reporting and leading the discussion for the Objectives and Action Items. It was agreed that the status of each will continue to be reported and considered at future Conference Calls and FTCP Face-to-Face Meetings, as needed.

- 1.0 EVALUATE THE EFFECTIVENESS OF THE DOE INTERN PROGRAMS (TLDP*, TIP*, AND CIP (*to replace the TLDP and TIP) FOR TECHNICAL POSITIONS. (Panel Champion - Lloyd Piper):

Action 1.1 The Panel will monitor the status of participants in the DOE intern programs and survey headquarters and field offices concerning the effectiveness of the DOE technical intern programs.

Mr. L. Piper and Mr. C. West summarized the results in this area as “on track.” Mr. West will investigate the tailoring of data on the Intern Programs as necessary to support the efforts and goals of the FTCP in meeting “personnel gaps in technical qualification areas.”

- 2.0 ONGOING DEVELOPMENT AND IMPLEMENTATION OF INTEGRATED TECHNICAL CAPABILITY WORKFORCE PLANS AT CLOSURE SITES. (Panel Champion – Nat Brown):

Action 2.1 The Panel will identify positions with critical technical capabilities at closure sites (RF & OH) where personnel may become available to the rest of DOE.

Mr. S. Tower led the discussion of the activities, progress and results in this area for Mr. Brown. He reported that work was in progress and continuing on this effort, to look at both the near term and the needs through FY 2006. Recent activity in this area included a Memorandum of Agreement (MOA) that had been done by RFETS and RL, and was distributed at the meeting. The discussion in this area indicated that the real need in this area may be to “. . . create a system to look at other strategies and manage these changes in the final time periods before site closures, in addition to other force reductions within the DOE and NNSA . . .”

It was agreed that the FTCP will continue their efforts in the area of Workforce Planning at Closure Sites to include the possible creation of a “corporate approach,” with a “pull vice push strategy (i.e., Sites “pulling personnel from Closure Sites when they close, vice Closure Sites

pushing personnel to other Sites . . .”), and the need to manage “cross-training to assist in the transfer of personnel from the Closure Sites.”

- 3.0 REINFORCE THE NECESSITY OF USING THE ANNUAL WORKFORCE ANALYSES AND STAFFING PLANS AS A BASIS FOR MEETING THE NEEDS OF THE ORGANIZATION. (Panel Champions – FTCP Vice-Chairman Robert Poe and Steve Tower):

- Action 3.1 FTCP Agents will analyze the Workforce Analysis developed for their sites, and will recommend actions to address the shortfalls of technical positions.

- Action 3.2 Survey DOE Sites and develop a report on the DOE organizations and the use of the Human Capital Management Flexibilities in recruiting and retaining qualified technical staff.

- Action 3.3 Develop a model for performing workforce analyses based on best practices in use throughout the complex. Institutionalize the annual workforce analysis process in DOE directives and guides based on process used by various offices.

Mr. Poe led an active discussion of the activities, progress and results in this area. As discussed during the last FTCP Conference Call in April 2002, it was agreed what is needed for the completion of Action 3.1 was related to the completion of Action 5.3, and the annual analyses. These should lead easily and naturally into the Actions 3.2 and 3.3, culminating in the development of the model. Key elements being considered and used for this item include: looking at the entire structure from top to bottom, looking as appropriate on either a facility or site level, concentrating on key technical shortfalls that are identified by Action 5.3, taking advantage of and using other related DOE efforts in this area, and utilizing FTCP Agent inputs on the use of the “flexibilities” at their locations.

- 4.0 CONTINUE TO PROMOTE SENIOR MANAGEMENT OWNERSHIP AND INVOLVEMENT, AND IMPROVEMENTS IN THE TECHNICAL QUALIFICATION PROGRAM (TQP) AND SENIOR TECHNICAL SAFETY MANAGER (STSM) PROGRAM. (Panel Champion – FTCP Chairman, Roy Schepens):

- Action 4.1 Review and update the functional area qualification standards and incorporate them into the Technical Standards Program. As part of this effort, review, update, or add competency requirements, if needed, to cover safety system oversight roles for each functional area. Priority will be placed on updating the mechanical systems, electrical systems, instrumentation and control, fire protection and criticality safety qualification standards since technical skill gaps have been identified in those areas.

Mr. McGuire led the discussion of the activities, progress and results in this area. The tables of the Functional Area Qualification Standard Status and Development of New Standards were reviewed and updated by FTCP Agents during March and April, and subsequently signed and forwarded in April 2002. He reported that progress is continuing and the FTCP will continue to monitor these efforts. As before, it was again discussed that results of the FTCP efforts under

this objective will be used for the completion of the response to DNFSB item #19, and in support of responsive actions for DNFSB 2000-2.

- 5.0 IDENTIFY, DEVELOP, AND IMPLEMENT IMPROVEMENTS IN FTCP ADMINISTRATION, OPERATIONS, AND PRACTICES. (Panel Champion – FTCP Chairman, Roy Schepens and Executive Secretary, Craig West):
 - Action 5.1 Consistent with the Department’s directives system review process, the FTCP Manual 426.1 (dtd.6-5-00) will be reviewed and a determination will be made by the FTCP Chairman whether revision of the Manual is appropriate.
 - Action 5.2 The FTCP will develop performance indicators (PI) to monitor the progress of reducing the critical technical skill gaps for those Offices that are in need of additional safety system expertise.
 - Action 5.3 The Federal Technical Capabilities Panel Agents will identify staff level personnel who are responsible of the oversight of contractor safety systems for priority facilities. One example from a site is attached to this plan. However, each site has the flexibility to use their own version of many other methods to appropriately identify the personnel who are responsible for safety system oversight.

Mr. West led the discussion of the activities, progress and results in this area. He reported that some of the actions for Objectives and 1.0 – 5.0 will require changes, improvements, and revisions to the FTCP Manual 426.1. This is consistent with the discussions at the December 2002 FTCP Face-to-Face Meeting and the recent Conference Calls. This was subsequently discussed further during the afternoon sessions.

Discussion indicated that the information, inputs, and data for the Performance Indicators are being gathered and reviewed, some inputs have not yet been submitted, and some is now being updated to reflect the status at end of March 2002. The completion of this is expected very soon.

The FTCP Meeting then adjourned to attend the presentation by Mr. P. McGuire to the FR Conference on “The Relationship of the SME and FR,” followed by a break for lunch.

Presentation by Mr. P. McGuire to the FR Conference (with FTCP Members in attendance) on “The Relationship of the SME and FR.”

Mr. McGuire focused his presentation on the continuing work and progress in the identification of personnel who perform oversight of contractor safety systems. Using the SRS example and the success at that Site, he provided an overview of the FTCP sponsored efforts to identify: 1. What is an SME? 2. Who are the SMEs?; and 3. The SME Working Relationship teamwork expectations for the FRs. He stressed that while the sites have the flexibility to use their own versions and methods to appropriately identify these personnel, but the principles are consistent.

After this presentation, the FTCP broke for lunch.

Discussion and Approval of the Report of the FTCP 24 April 2002 Conference Call as reported on 4/30/02 distributed by E-mail: Mr. West asked for any additions, changes, or deletions to the report. There were none and the 30 April 2002 Report was approved for the 24 April 2002 FTCP Conference Call.

Overview of the planned SRS-Hosted STSM Training Session: Mr. P. McGuire provided an overview of the planned training that SRS is developing and will host as an STSM training session, similar to the approach used last year for the FR training session. There has been significant progress in the overall development for this effort, and work is now in progress at SRS for the specific details for this course.

Overall, it is anticipated that the STSM will be approximately one-week long, focused on specific competencies, with qualifying officials who will be available for testing and interviews as needed for these competencies. Similarly, an alternate approach is being considered to send the qualifying officials to Sites as requested for groups of STSM candidates who may need the same competency check-outs and interviews. Inputs for this Course are welcomed.

At present while the date is not yet firm, with the current development progress, it is expected that this STSM Course will be held in August 2002, and the progress for the Course will be discussed in the June 2002 FTCP Conference Call.

Detailed discussion for the Revision of the FTCP Manual: It was agreed that the FTCP Manual will be reviewed for changes, improvements and revisions, to be completed by 31 December 2002, under supervision of Mr. C. West, the FTCP Executive Secretary. To this end, FTCP Members volunteered to review specific sections and provide revisions to Mr. West, such that a revised Manual can be submitted into the DOE Directives System by 31 December 2002. The lead Volunteer (with assistance from other FTCP Members as necessary) assignments are:

Chapter I and II	-	Mr. Arango
Chapter III, VII, X, and Overall Content	-	Mr. West
Chapter IV	-	Mr. Poe
Chapter V and VIII	-	Mr. Piper with Mr. Wu and Mr. McGuire
Chapter VI	-	Mr. Ivey
Chapter IX	-	Mr. Walker

The focus of these revisions will be to update, refine, simplify, and reference as appropriate the respective DOE and NNSA documentation related to FTCP responsibilities and requirements. Accordingly, the FTCP will continue to assess the need for revision of other policy and program documentation.

In general, the tentative schedule for this revision: 31 July – inputs to the Executive Secretary; 1 September – provide a draft to the FTCP for comments due by 30 September; 30 November – incorporate comments for initial submission into the DOE Directives System.

Detailed discussion for the FTCP Coordinated Site Submissions of DOE Personnel who Oversee Safety Systems: Mr. P. McGuire led the discussion on this topic and summarized the progress to

date. Sites reported their continuing efforts to complete their individual submissions by 30 June, using the flexibility provided to report their oversight responsibilities in the appropriate manner.

Detailed discussion for the FTCP Coordinated Review and Revision of the DOE FA Standards:

Mr. E. Blackwood led the discussion on this topic and summarized the progress to date. An active discussion followed that focused on the identification of those FA Standards that should include specific guidance on “Safety System Oversight” related to the other efforts in this area and the efforts of the FTCP. During the discussion it was decided that about two-thirds of the FA Standards may merit the inclusion of a general statement in their revisions. This effort will be refined during the FA Standard Revision process with the assistance of other FTCP Members to provide a general statement for these revisions.

Some discussion during this session focused on the need to keep the GTB qualification general in scope without modifications and this approach would also support the FTCP efforts to promote transportability of qualifications. The FTCP may revisit and discuss related issues as the efforts for the FA Standard revisions continue.

Detailed discussion for the Draft of the FTCP 2002 Annual Report: Mr. West led the discussion on this topic that followed up on the morning discussion. FTCP Members agreed to review the draft, consider the discussions of this meeting, and provide any inputs to Mr. C. West by 14 June.

In general it was decided that the last two paragraphs of the Draft Report, re “Status of Critical Technical Capabilities . . .” would be deleted, the accomplishments re “Accomplishments . . .” would be refined to reflect the discussions of this meeting, and the “Issues . . .” and “Recommendations . . .” would be appropriately refined to also reflect the results of these discussions.

Overall, “Issues . . .” will include: 1. Increasing the Qualification Rate; 2. “Transportability”; and 3. Changes in Organizational Structures and Roles for Technical Qualifications and Training (including “KSAs”). The “Recommendations” will be tailored appropriately for these issues.

Discussion of the Draft for the FTCP FY 2003 Annual Action Plan: A draft “read-ahead” version for the FTCP 2004 Annual Action Plan had been prepared and forwarded to all of the FTCP for their reading and preparations for this meeting, as well as to spur advance consideration of this report for the discussion at the meeting. The draft had been created using the criteria and requirements of the FTCP Manual, the template of the FTCP FY 2002 Annual Action Plan, and the efforts and progress of the FTCP since November 2001 as reflected by the December 2001 and May 2002 FTCP Meetings, the draft FTCP 2002 Annual Report, and the monthly FTCP Conference Calls.

During the discussion, Mr. Schepens, the FTCP Chairman said that since the development and use of the new FTCP performance indicators and the identified actions for improvement this year are providing a sound perspective of the improvements needed and thus the FTCP will not perform self-assessments in FY 2002; however in this may be considered for FY 2003 action.

After continuing this brief discussion, the FTCP Members agreed to review the FTCP FY 2003 Annual Action Plan draft, consider the discussions of this meeting, and be ready to discuss this during the June 2002 Conference Call (tentatively scheduled for the last week of June, probably on Wednesday of that week from about 1400-1500 EDT, similar to other recent FTCP Conference Calls).

Additional Concerns, Issues, or Items of FTCP Business: Mr. Schepens asked for any additional concerns, issues, or items of FTCP Business in the final minutes of the Conference Call. There were none at this time.

Discussion on the next FTCP Conference Call and Face-to-Face FTCP Meeting: Mr. West proposed that the next FTCP Conference Call will be tentatively scheduled for the last week of June, probably on Wednesday of that week from about 1400-1500 EDT, similar to other recent FTCP Conference Calls.

Summary of the FTCP Meeting and Conclusion: Mr. Schepens concluded the meeting by thanking FTCP Members for their continued efforts. He reiterated the focus of the near-term FTCP efforts on increasing and improving qualification rates, completing the DOE Safety System Oversight Lists by 30 June, working on the “qualification transportability,” considering the FR concerns for the inclusion of operations and technical experience in the “KSAs,” and providing inputs for the FTCP 2002 Annual Report and FY 2003 Annual Action Plan.

FTCP Action Items Identified during the May 2002 Meeting:

Ms D. Manning with the assistance of Mr. W. Walker and Mr. J. Arango will specifically consider the “transportability issue” in reviewing the FTCP Manual for potential revision in this area and to create a letter for the FTCP Chairman to send to all Sites on this matter.

The FTCP Members agreed to review the Draft FTCP 2002 Report as provided and then modified during the discussion and provide any comments in writing to Mr. West the FTCP Executive Secretary by Friday, 14 June 2002.

Mr. K. Ivey will investigate the FR concern of job hiring and promotion KSAs as they pertain to FTCP efforts, and draft a letter if needed for the FTCP Chairman to send to the DOE.

The FTCP Members agreed to provide “30, 60, and 90 day goals if appropriate, along with additional explanations and notations” in the next submission of FTCP PIs to be done for the April – June 2002 period.

FTCP Members volunteered to review specific FTCP Manual sections and provide revisions to Mr. West, such that a revised Manual can be submitted into the DOE Directives System by 31 December 2002. The lead Volunteer (with assistance from other FTCP Members as necessary) assignments are: Chapter I and II - Mr. Arango; Chapter III, VII, X, and Overall Content - Mr. West; Chapter IV - Mr. Poe; Chapter V and VIII - Mr. Piper with Mr. Wu and Mr. McGuire; Chapter VI - Mr. Ivey; and Chapter IX - Mr. Walker.

FTCP Members agreed to review the draft FTCP 2002 Annual Report, consider the discussions of this meeting, and provide any inputs for this Report to Mr. C. West by 14 June.

FTCP Members agreed to review the FTCP FY 2003 Annual Action Plan draft, consider the discussions of this meeting, and be ready to discuss this during the June 2002 Conference Call.

Approval of this Report of the 30 May FTCP Face-to-Face Meeting: This report will be proposed for approval during the June FTCP Conference Call. Please provide any inputs and recommendations for changes, corrections, deletions, and improvements before that call. The list of attendees was electronically sent separately after the completion of the meeting.