

Report of the FTCP Conference Call of November 6, 2002

I. Agenda for the Call:

1. Roll Call by Mr. West, FTCP Executive Secretary
2. Opening Remarks by Mr. Schepens and Mr. Poe
3. Discussion by Mr. Schepens and Mr. West of the DNFSB Interface Workshop
4. Discussion of the FTCP FY 2003 Annual Action Plan DRAFT – Led by Mr. West
5. Discussion of Revised DNFSB submittals for 2000-2 – Led by Mr. Poe
6. Update on FTCP actions – Led by Mr. West
 - a. Issuance of the 2002 FTCP Report – Led by Mr. West
 - b. FTCP FY 2002 Action Plan items due within 30 days – Led by Mr. West
 - c. Discussion of the Status of the Work Force Analysis Report – Led by Mr. Poe
 - d. Update/discussion of FTCP Manual Revision input status – Led by Mr. West
 - e. Status of the Tech Program Manager Qual Standard – Led by Mellington
7. Discussion on the FTCP Face-to-Face Meeting, scheduled for Nov. 14, 2002 – Led by Mr. West
 - a. Thad Konopnicki – Speak on Project Mgmt. Certificate Development Program [Presentation](#)
 - b. Agent attendance at meeting
8. Report on the Status of other Concerns, Issues, or Items from September – Led by Mr. West
 - a. Status of Qualification Programs – Led by Mr. Poe
 - b. External Standards – Led by Mr. Blackwood
 - c. Career Intern Program (CIP) – Led by Mr. West
9. Call for any other New Business, Concerns, Issues for Items – Led by Mr. Schepens
10. 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 1:30 p.m. The majority of Sites were represented.
2. Opening Remarks: Mr. Poe, FTCP Vice Chairman, opened the call, thanked the FTCP Agents for their participation, and started the discussion by asking whether everyone had received the agenda for the November 14, 2002, meeting. Mr. Schepens, FTCP Chairman, was not able to attend this Conference Call.
3. Discussion of DNFSB Interface Workshop: Mr. West led the discussion by stating that Mr. Schepens and he represented the Panel at the Workshop, to provide a status on the accomplishments of the FTCP since the change in leadership and future goals. Mr. West stated that Mr. Schepens stressed the

involvement of senior management in the Technical Qualification Program (TCP) and put the responsibility on Site and Field Office Managers.

Mr. Wyka added that the Workshop was attended by Contractor and DOE staff to discuss various DNFSB recommendations. The FTCP session was included to educate the attendees on the FTCP. The details of the meeting were placed on Mr. Whitaker's web page.

4. Discussion on FY 2003 Action Plan: Mr. West led the discussion by reminding the Agents that he had asked for comments on the Action Plan via e:mail message in September. He stressed that the Agents should verify that the Action Plan is accurate and reads correctly, and bring any additional comments to the November meeting so that the Action Plan could be finalized by the end of November. Mr. Piper requested that the latest draft of the Action Plan be retransmitted to the Agents.
5. Discussion on Revised DNFSB Submittals for 2000-2: Mr. Poe led the discussion by reminding the Agents that he requested information via e:mail on ~October 10, 2002, and that the deadline for input is November 15, 2002. The Agents need to review/update the January and August submittal to DNFSB listing and identify gaps/plans. Mr. Poe also stated that the Workforce Gap Analysis cannot go forward without this information. The response is due to DNFSB by January 2003. Mr. Kimball stated that the Agents could use Mr. Blackwood and himself to review the NNSA information and others at EM collectively to review and assure that the input is acceptable. The Agents were requested to bring their input to the November meeting.

Mr. Blackwood requested information on the DNFSB Staff (Mr. Burnfield) visit to the Hanford Site on 2000-2 Subject Matter Expert/System Engineer Program. Mr. Piper, Hanford Site Agent, stated that there were no issues with the Federal staff.

6. Update on FTCP Actions: Discussion led by Mr. West.
 - a. FY 2002 Report released and on the web page.
 - b. Functional Area Qualification Standards (FAQS) – 6 FAQS approved, 7 in the review process, and 17 left to complete by the December 2003 due date. Mr. Wyka will update the FAQS chart.
 - c. The Workforce analysis was covered earlier in Section 5.
 - d. Update/revision of the manual in ongoing. Mr. West stated that he has received input for all of the Agents, the Manual is being reformatted, and will be handed out at the November meeting.
 - e. The Technical Program Manager FAQS is being reviewed.

7. Discussion on the FTCP Face-to-Face Meeting scheduled for November 14, 2002: Mr. West led the discussion by stating that Mr. Arango, Mr. Schepens, Mr. Poe have requested that this be a working meeting. Mr. West also informed the Agents that Mr. Konopnicki, OECM, will be available to talk about the PMCDP so the Agents could understand what the Program is and help them not repeat activities currently ongoing during the development of the TQP FAQs.

Mr. West asked whether all the Agents would be attending. Mr. Swailes, ORP, stated that Mr. Schepens would not be able to attend due to a family commitment.

Mr. West asked that any other comments/additions on the agenda be sent to Susan Coleman and him.

8. Report on the status of other Concerns, Issues, or Items: Mr. Poe led the discussion.
 - a. Mr. Poe stated the Agents should look into adding incentives similar to the Facility Representative Program to encourage DOE staff to get qualified.
 - b. There was a question on how to locate external standards, e.g., ISO 9000, that are referenced.
 - c. Mr. West stated that the Kick-off for the Career Intern Program (CIP) 2-week meeting has been moved to the 2nd quarter of FY 2003 (March 2003). Agents should be attempting to recruit for the CIP.
9. Call for New Business, Concerns, Issues: None
10. Summary of Conference Call and Review of Action Items: Mr. Poe reminded the Agents of the November 15, 2002, data request and to bring the information to the November meeting.