

## Report of the FTCP Conference Call of December 12, 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 of the FTCP FY 2003 Annual Action Plan -- Led by Mr. West
4. Discussion of Revised DNFSB submittals for 2000-2 -- Led by Mr. Poe
5. Update on FTCP actions -- Led by Mr. West
  - a. FTCP FY 2002 Action Plan -- Led by Mr. West
  - b. Discussion of the Status of the Work Force Analysis Report -- Led by Mr. Poe
  - c. Update/discussion of FTCP Manual Revision input status -- Led by Mr. West
  - d. Status of Qualification Programs -- Led by Mr. Poe
6. Report of the Status of other Concerns, Issues, or Items from November -- Led by Mr. West
  - a. Status of sub-group established to provide a recommendation re: SME/VSS crosswalk for DNFSB staff -- Led by Mr. Poe
  - b. Status of sub-group established to look at the PMCDP, Technical Program Manager TQP, Project Manager TQP and GTB -- Led by Mr. Mellington
  - c. Status of sub-group established to review standardization of FAQ's (level of detail) -- Led by Mr. Kopenhaver
  - d. Status on discussion with DNFSB Staff re: adequacy of May 2002 FAQ language -- Led by Mr. Arango
7. Call for any other New Business, Concerns, Issues for Items -- Led by Mr. Schepens
  - a. Establish next conference call date and time
8. 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 the sites were represented.
2. Opening Remarks: Mr. Poe, FTCP Vice Chairman opened the call since Mr. Schepens, FTCP Chairman was in the process of traveling to Washington, D.C.
3. Discussion of the FTCP FY 2003 Annual Action Plan: Mr. West thanked the Agents for their input and informed them that the Action Plan was currently in Mr. Schepens office for signature. The Action Plan will be placed on the FTCP website when signed.

4. Discussion of Revised DNFSB submittals for 2000-2: Mr. Poe stated that he has the input from the Agents and is currently reviewing and requesting clarification as necessary. He did ask that the Agents evaluate their input to ensure that there was a correlation between the available/needed staff vs. information submitted.

Mr. Blackwood requested to Mr. Poe that he be kept involved due to a DNFSB Recommendation 2000-2 perspective.

There was discussion regarding the wording to go into the FAQs. Mr. Blackwood stated that Mr. Burnfield expressed concern that the letter stated that the proposed revised wording was a “done deal” and as far as he was concerned that was not the case; and that Mr. DeLoach has also sent proposed wording and has evidently not received a response. Mr. Blackwood stated that the words still need to be negotiated.

5. Update on FTCP Actions

- a. FTCP FY 2002 Action Plan – Mr. West stated that due to the imminent release of the FY 2003 Action Plan, the FY 2002 would no longer be stasured.
- b. Discussion of the Status of the Work Force Analysis Report: Mr. Poe stated that the Work Force Analysis and SME deliverable will be 1 report and submitted in January 2003 to DNFSB. The DOE-Headquarters Succession Planning will be a new component of the Workforce Analysis. Mr. West will provide to information necessary.

Mr. DeLoach referenced a DNFSB October 10, 2001, letter on Work Force Analysis and his concern about how the FTCP was preparing the Work Force Analysis. Mr. West stated that he will review the

- c. Update/discussion of FTCP Manual Revision input status: Mr. West stated that some input has been received and will be incorporated then sent out 1 more time for a quick review before placing into the DOE directives system/process for review/approval. Mr. DeLoach asked for a copy and Mr. West committed to sending it to him.
- d. Status of Qualification Programs: Mr. West reminded Agents that DOE staff needs to continue getting qualified. Mr. Adams, SRS, stated that SRS would have a complex-wide GTB in March 2003, which will be in CRIST. Mr. Adams will send a message to Mr. West for FTCP distribution and placement on the FTCP web page.

6. Report of the Status of other Concerns, Issues, or Items from November:

- a. Status of sub-group established to provide a recommendation re: SME/VSS crosswalk for DNFSB Staff: Mr. Poe stated that he is working on the issue but the sub-group has not met yet – data is currently being compiled. Mr. West stated that he and Mr. Poe will be with Mr. DeLoach when ready.

- b. Status of Status of sub-group established to look at the PMCDP, Technical Program Manager TQP, Project Manager TQP and GTB: Ms. Manning stated that Mr. Mellington and the sub-group have not been able to meet due to the November meeting, NNSA reorganization and holidays, but will try to meet and have data/results during the next conference call.

Mr. West explained the purpose of this sub-group for those that had not attended the November meeting. It was also stated that the Environmental Compliance standard should be available for review by December 31, 2002. Ms. Manning discussed the General Technical Base and the questions. Ms. Manning and a small team of training personnel are evaluating options (contracting firm(s)) to place the GTB on-line. Mr. West stated that he would also like to set up a meeting with OLC to put the GTB on-line.

- c. Status of sub-group established to review standardization of FAQs (level of detail): 2 issues have been identified: 1) review the Manual and ensure that the correct language is included; and 2) need guidance on what we want as competencies and whether they should be included into the FAQs at this time or a later date, such as, during the next revision/update.
- d. Status on discussion with DNFSB Staff re: adequacy of May 2002 FAQ language – Mr. West read an e:mail from Mr. Arango that they continue to discuss the need to change the FAQ wording but on an as needed basis since many of the FAQs are well into the development/review process and need to stay on schedule for timely completion.

7. Call for any other New Business, Concerns, Issues for Items

- a. Mr. West stated that the A-76 process has started in the Field and will commence in DOE-Headquarters soon. The Technical Training Lead, Ms. Joanne Whitman, is currently in DOE-Headquarters and may need to talk with Mr. Schepens, Mr. Poe and/or Agents, as needed.
- b. Mr. Wilmot will be leaving NNSA for the Savannah River Site and Mr. Palmer will be acting during the process to identify a replacement.
- c. Next Conference Call will be Wednesday, January 29, 2003, 1:30 – 3:00 p.m. EST, Call in number is (202) 287-1026 (Reservation No. 75510).

8. Summary of Conference Call and Review of Action Items: Mr. West requested that the Agents review the FTCP website periodically to assure that information on their individual sites is correct.