

Process Description

Federal Technical Capability Panel

Number: PD.08.001
Title: Federal Technical Capability Panel (FTCP) Issues Process
Effective Date: 08-25-2008
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Process Owner

Name & Org: Karen Boardman, FTCP Chair
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Revision: Original
Date: 07/2008
Reason for Change: To describe the process for submitting Issue Papers for approval by the FTCP, as well as forwarding of FTCP Position Papers to DOE/NNSA decision-makers.

Name	Relationship to Process	NNSA Organization / Office	Concurrence Date
Karen Boardman	Process Owner	FTCP Chair	
David Chaney	SC FTCP Agent	NNSA, Service Center	
Edna White	FTCP Coordinator	NNSA, Service Center	

Overview

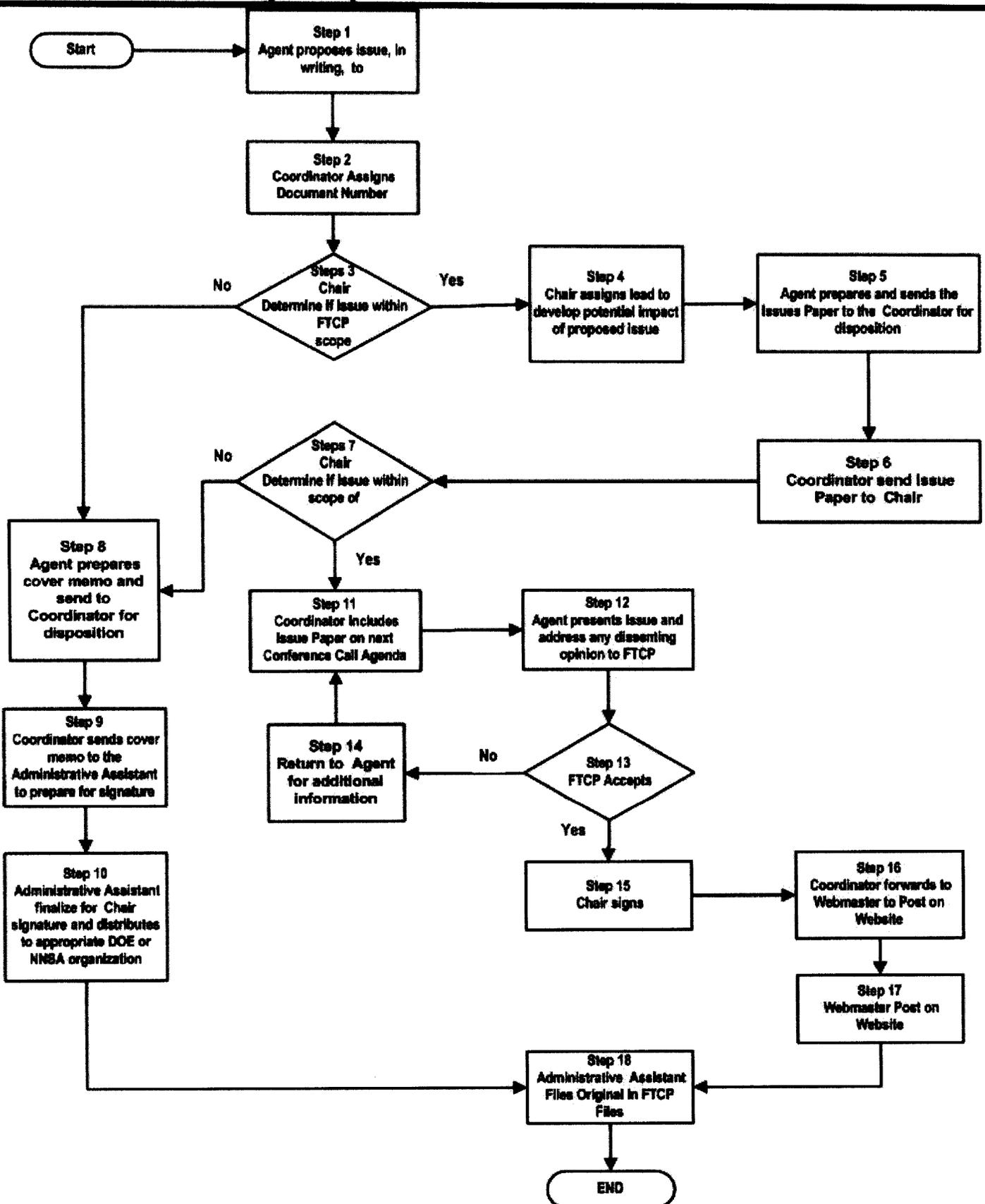
Purpose: Established in this document are the processes for: 1) developing and submitting Issue Papers for approval by the FTCP Chair; and 2) the process for getting the approved Issue Papers to the FTCP Webmaster for posting on the FTCP Website. The files established by this process become a record of FTCP decisions which may be used by future FTCP Members, Chairs, and Agents, etc.

Scope: This process describes FTCP issue identification, resolution, approval and results communication to the FTCP. This process description is applicable to all FTCP Agents, Alternate Agents and other members participating in the day-to-day business of the FTCP.

Metrics: (What is acceptable to get the Issue Paper through the FTCP process and how many Issue are generated) How long does it take to get an issue through the process? Number of Issues per quarter. Issues are considered completed in accordance with established due dates as indicated on the *FTCP Action Plan*.

Process Table

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Process Steps / Work Instruction (Maps to Workflow Diagram)		
Step	Who Does It	What Happens
1	FTCP Agent	Proposes issue, in writing, to the FTCP during the monthly conference calls, biannual Face-to-Face meetings or by other media. The attached Template will be used as the format for all Issue Papers submitted to the FTCP.
2	FTCP Coordinator	Assigns a document number using the following numbering scheme: FTCP (Federal Technical Capability Panel), Issue XX (for the 2-digit year) – XXX (Document number), e.g., FTCP 08-001, FTCP 08-002, etc.
3	FTCP Chair	Determines if the issue is within the FTCP scope.
		IF
		The issue falls under the purview of the FTCP. Proceed to Step 4.
		ELSE
		Issue is external to the FTCP's scope. Proceed to Step 8.
4	FTCP Chair	As necessary, assigns an Agent to fully develop potential impacts of the proposed issue using the Template attached to this process; and establishes a due date when to be presented to the FTCP for consideration and approval.
5	FTCP Agent	Prepares and submits the Issue Paper, which will include the Problem, Background and Proposed Resolution to the FTCP Coordinator for disposition.
6	FTCP Coordinator	Forwards the Issue Paper to the FTCP Chair for acceptance.
7	FTCP Chair	Determines if the issue is within the FTCP scope after potential impacts are determined.
		IF
		The issue falls under the purview of the FTCP. Proceed to Step 11.
		ELSE
		Issue is external to the FTCP's scope. Proceed to Step 8.
8.	FTCP Agent	Prepares a cover memo for the FTCP Chair's signature for transmittal of the "Proposed Issue" to the appropriate DOE or NNSA organization for consideration. Send completed package to the FTCP Coordinator for disposition.
9	FTCP Coordinator	Forwards the cover memo to FTCP Administrative Assistant to finalize for FTCP Chair signature.
10	FTCP Administrative Assistant	Finalize the cover memo and prepares for FTCP Chair's signature. After approval, distributes the proposed Issue Paper according to the cover memo.
11	FTCP Coordinator	Include Issue Paper on the next FTCP Conference Call agenda and distribute to the FTCP Agents and POCs for review prior to the scheduled conference call.
12	FTCP Agent	Presents the proposed Issue at the FTCP meeting for discussion.
13	FTCP	Determines whether to accept the Issue (Majority vote).
		IF
		Proceed to Step 15.
		ELSE
		Need additional information before FTCP accepts. Proceed to Step 14.
14	FTCP Agent	Identifies and provides additional requested information to the FTCP. Proceed back to Step 11.
15	FTCP Chair	Signs Issue Paper.
16	FTCP Coordinator	Forwards approved Issue Paper to the FTCP Webmaster to post on the FTCP webpage.
17	FTCP Webmaster	Posts approved Issue Paper on the FTCP website.
18	FTCP Administrative Assistant	Retains the approved Issues Paper in the FTCP files for inclusion in FTCP Annual Report, and update the FTCP Issues Paper Index.
		Process complete.

Requirements and Supporting Information

Requirements	None.
Records	FTCP Administrative Assistant retains the original approved Issue and/or Position papers. Copy will be posted on the FTCP website.

End of Process Description

Attachment 1
Issues Paper Template

DOCUMENT NUMBER (Issued by FTCP Coordinator)

PROBLEM (Issue or Position):

BACKGROUND:

DISSENTING OPINION(S):

PROPOSED RESOLUTION(S):

DECISION:

DISPOSITION:

SIGNATURE:

FTCP CHAIR